
General Committee

Date

2017/11/15

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 (Chair)
Councillor Chris Fonseca	Ward 3
Councillor John Kovac	Ward 4
Councillor Carolyn Parrish	Ward 5
Councillor Ron Starr	Ward 6
Councillor Nando Iannicca	Ward 7
Councillor Matt Mahoney	Ward 8
Councillor Pat Saito	Ward 9
Councillor Sue McFadden	Ward 10
Councillor George Carlson	Ward 11

Contact

Sacha Smith,
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Find it Online

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

INDEX - GENERAL COMMITTEE – NOVEMBER 15, 2017

1. **CALL TO ORDER**
2. **APPROVAL OF AGENDA**
3. **DECLARATION OF CONFLICT OF INTEREST**
4. **PRESENTATIONS** - Nil
5. **DEPUTATIONS**
 - 5.1. Vikas Kohli, Executive Director, Marisol Fornoni, Community Relations Consultant and Amadeo Ventura, Stakeholder Relations Consultant with respect to the MonstrARTity Creative Community.
 - 5.2. Catherine Soplet, resident with respect to the 10th anniversary of the 2007 Peel Youth Charter.
 - 5.3. Item 8.1 Antoine Belaieff, Director, Regional Planning, Metrolinx with respect to the 2041 Regional Transportation Plan.
 - 5.4. Item 8.1 Susan Tanabe, Manager, Transportation Planning with respect to the draft 2041 Regional Transportation Plan.
 - 5.5. Item 8.2 Jessica Wiley, Manager, Forestry with respect to the 2017 Cankerworm Population in Mississauga.
6. **PUBLIC QUESTION PERIOD** - 15 Minute Limit (5 minutes per speaker)

Pursuant to Section 42 of the Council Procedure By-law 0139-2013, as amended:

Governance Committee may grant permission to a member of the public to ask a question of

Governance Committee, with the following provisions:

1. The question must pertain to a specific item on the current agenda and the speaker will state which item the question is related to.

INDEX - GENERAL COMMITTEE – NOVEMBER 15, 2017
CONTINUED

2. A person asking a question shall limit any background explanation to two (2) statements, followed by the question.
3. The total speaking time shall be five (5) minutes maximum, per speaker.

7. **CONSENT AGENDA**

8. **MATTERS TO BE CONSIDERED**

- 8.1. Draft 2041 Regional Transportation Plan
- 8.2. 2018 Gypsy Moth & Fall Cankerworm Mitigation Program and Sole Source Contract Award to Zimmer Air for Aerial Spraying Services
- 8.3. All-Way Stop - Heatherleigh Avenue and Fairford Crescent (Ward 6)
- 8.4. MiWay Discount Transit Ticket Pilot Program - Mississauga Food Banks
- 8.5. Presto Retail Network
- 8.6. Proposed Street Names to be added to the City of Mississauga Approved Street Name Reserve List (Ward 10, City-Wide)
- 8.7. Lisgar District Basement Water Infiltration Project and Sump Pump Subsidy Updates and Single Source Contract Award to Amec Foster Wheeler for Consulting Services Required for the Foundation Drain Collector Pumping Station, Procurement No. PRC000531 (Ward 10)
- 8.8. Design of Cooksville Stormwater Management Facilities, SWMF #2101 & #3603 - Amendment to Existing Consultant Contract (Cole Engineering Group Ltd.) – FA.49.416-15 (Ward 5)
- 8.9. Contract Value Increase: IBI Group, Consultant for the Creditview Road Bridge Rehabilitation and Widening over the Credit River (Ward 11)
- 8.10. Delegation of Authority for Assessment Appeals

INDEX - GENERAL COMMITTEE – NOVEMBER 15, 2017
CONTINUED

- 8.11. Regional Request for Development Charge Relief for 174 Affordable Housing Units to be Located at 360 City Centre Drive
- 8.12. 2017 Third Quarter Financial Update
- 8.13. Single Source Recommendation for Predictive Success Corporation for the PI Behavioral Assessment
- 8.14. Single Source Recommendation for Rewind Consulting Inc. for Website Configuration and Development Services on the mississauga.ca Modernization Project
- 8.15. Corporate Policy and Procedure - Use of City Resources During an Election Campaign
- 9. **ADVISORY COMMITTEE REPORTS**
 - 9.1. Accessibility Advisory Committee Report 4-2017 November 6, 2017
 - 9.2. Environmental Action Committee Report 8-2017 November 7, 2017
 - 9.3. Public Vehicle Advisory Committee Report 4-2017 October 31, 2017
 - 9.4. Governance Committee Report 3-2017 October 31, 2017
- 10. **MATTERS PERTAINING TO REGION OF PEEL COUNCIL**
- 11. **COUNCILLORS' ENQUIRIES**
- 12. **OTHER BUSINESS/ANNOUNCEMENTS**
- 13. **CLOSED SESSION**
 - 13.1. A proposed or pending acquisition or disposition of land by the municipality or local board - Purchase and Sale with Michael Phong Ich Trinh, owner of 2170 Camilla Road as required in connection with the Cooksville Creek, Downtown Growth Area Park Assembly (Ward 7)
- 14. **ADJOURNMENT**

City of Mississauga

Corporate Report



Date: 2017/10/31

To: Chair and Members of General Committee

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

Originator's files:
MG.11:REP

Meeting date:
2017/11/15

Subject

Draft 2041 Regional Transportation Plan

Recommendation

1. That the report titled "Draft 2041 Regional Transportation Plan" dated October 31, 2017 from the Commissioner of Transportation and Works, be received for information.
2. That Appendix 5: Consolidated List of City of Mississauga Comments on the Draft 2041 Regional Transportation Plan be endorsed by City of Mississauga Council and the full report be forwarded to Metrolinx for consideration as input into the preparation of a final 2041 Regional Transportation Plan.

Report Highlights

- The Draft 2041 Regional Transportation Plan (Draft 2041 RTP) was released by Metrolinx in September 2017 for public consultation and is an update to *The Big Move* Regional Transportation Plan adopted in 2008.
- The Draft 2041 RTP includes a vision, goals, five strategies and priority actions under each strategy to achieve an integrated regional transportation network to serve the GTHA.
- Overall the proposed strategies and priority actions advance the development of an integrated regional transportation system for the future.
- City of Mississauga comments on the Draft 2041 RTP center around recognition of full Regional Express Rail (RER) on the Milton GO line, priority bus corridors in the City, the role of Metrolinx in the planning and development review process, how the plan will be implemented and funding commitments.
- The City of Mississauga will continue to work with Metrolinx on the Draft 2041 RTP and actively participate in the development of an implementation plan.

Background

On September 14, 2017, the Metrolinx Board of Directors approved the release of the Draft 2041 Regional Transportation Plan (Draft 2041 RTP) for review and comment. Metrolinx, whose role is to develop and adopt a regional transportation plan for the GTHA¹ and plan, coordinate and set priorities for its implementation, is mandated by the Metrolinx Act to review the Regional Transportation Plan every 10 years. The Draft 2041 RTP is an update to *The Big Move* Regional Transportation Plan (*The Big Move*) adopted in November 2008.

The Big Move was the first regional transportation plan for the GTHA and came at a time when transit had been underfunded for decades. *The Big Move* contained ten strategies that addressed all aspects of the transportation system. The major focus of implementation for *The Big Move* over the last 10 years was the planning and construction of rapid transit, including projects such as the dedicated rail link to Pearson International Airport (UP Express), Mississauga Transitway and GO Regional Express Rail (RER).

As the second Regional Transportation Plan for the GTHA, the Draft 2041 RTP goes beyond *The Big Move* by putting the traveller needs at the core of planning and operations. The Draft 2041 RTP was developed over the last two years through background papers and academic studies on topics such as active transportation, transportation demand management, shared mobility, the regional economy and goods movement. Stakeholders, including municipal transportation staff, were involved in the review since the beginning of the process in 2015.

The Draft 2041 RTP (September 2017) can be found on the Metrolinx website at: https://www.metrolinxengage.com/sites/default/files/draft_rtp.pdf.

This report will provide an overview of the Draft 2041 RTP, impacts for the City of Mississauga and comments to be forwarded to Metrolinx for consideration in the final document. Metrolinx will be presenting a final 2041 RTP to the Board of Directors on December 7, 2017.

Comments

Elements in the Draft 2041 RTP

The Draft 2041 RTP includes a vision, goals, five strategies and priority actions under each strategy. There is also a section on regional decision-making and funding. The vision is a reaffirmation of the original vision in *The Big Move* but with more concise language stating:

The GTHA urban region will have a transportation system that supports complete communities by firmly aligning the transportation network with land use. The system will provide travellers

¹ Includes the Regions of Hamilton, Halton, Peel, Toronto, York and Durham

with convenient and reliable connections and support a high quality of life, a prosperous and competitive economy and a protected environment.

The goals are:

- *Strong Connections* – Connecting people to all the places that can make their lives better such as homes, jobs, community services, parks and open spaces, recreation and cultural activities.
- *Complete Travel Experiences* – Designing an easy, safe and comfortable travel experience that meets the diverse needs of travellers.
- *Sustainable Communities* – Investing in the transportation system not only today but also for future generations, by supporting land use intensification, climate resiliency, and a low carbon footprint, while leveraging innovation.

The five strategies are:

- Complete the delivery of current regional transit projects;
- Connect more of the region with frequent rapid transit;
- Optimize the transportation system to make the best possible use of existing and future transit and transportation assets;
- Integrate land use and transportation; and
- Prepare for an uncertain future.

Priority actions are provided under each of the five Strategies to achieve the vision and goals (see Appendix 1 for a complete listing of strategies and priority actions). The strategies and priority actions were informed by research, background studies, input from municipal planning professionals, stakeholders from across the region and GTHA residents. Each of the strategies and their priority actions will be summarized below along with implications for the City of Mississauga.

Strategy #1: Complete the Delivery of Current Regional Transit Projects

The first strategy speaks to completing Regional transit projects that were set in motion through *The Big Move*, are under construction or in the planning stage. These include:

- **In Delivery** projects – defined as projects that are existing, under construction or in the engineering design stage (see Appendix 2: Map 3 - Existing and In Delivery Regional Rail and Rapid Transit Network). This includes continuing to build GO Regional Express Rail (RER) with train service frequency improved on certain lines before 2025, new and

expanded subway lines, Light Rail Transit (LRT) and Bus Rapid Transit (BRT) projects. For Mississauga, the following projects are included:

- Mississauga Transitway (Winston Churchill Blvd to Orbitor Drive - existing);
 - Mississauga Transitway East (Orbitor Drive to Renforth Drive – under construction);
 - Hurontario LRT (engineering design);
 - Kitchener GO Line 15-min service (engineering design); and
 - Lakeshore West Line 15-min (engineering design).
- **In Development** projects – defined as projects in the planning and design stage, required to meet the needs of the region in the near term, with significant commitment from various levels of government (see Appendix 3: Map 4 - Rapid Transit Projects In Development). Thirteen projects fall under this category and include new and expanded subways, LRT's and BRT's and priority bus. For Mississauga, the following projects are included:
 - Dundas BRT;
 - Eglinton West LRT (connecting the Eglinton Crosstown LRT with Pearson Airport); and
 - Waterfront West LRT (running along Lakeshore Road East to Port Credit GO station).
 - **Coordinating High Speed Rail** projects – The Province of Ontario is moving ahead with preliminary design and an environmental assessment of a high speed rail corridor between Toronto and Windsor. VIA Rail has also announced the intention to pursue a high frequency rail project from Quebec City to Toronto.

Strategy #1 Implications for Mississauga

- Identification of the Dundas BRT as an In Delivery project is in line with the study the City of Mississauga is undertaking for the Dundas Street corridor through the *Dundas Connects* project. The *Dundas Connects* study will identify proposed Major Transit Station Areas (MTSA's) along the corridor and advance land use planning to conform to the 2017 Provincial Growth Plan intensification policies. To facilitate an integrated planning approach, the City needs an understanding of the timeline and funding commitment for execution of the Dundas BRT;
- The Waterfront West LRT is shown as running from Union Station to the Port Credit GO Station. The City of Mississauga is currently undertaking a transportation master plan for the Lakeshore Road/Royal Windsor Drive corridor, the *Lakeshore Connecting Communities* project. Preliminary transit options developed through the study propose to continue higher order transit to 70 Mississauga Road, a large waterfront redevelopment site. Metrolinx should consider extending the Waterfront West LRT to Mississauga Road; and

- Map 3 (attached as Appendix 2) includes identification of a New Freight Corridor (Conceptual) adjacent to Highway 407. The report is unclear as to whether this represents the proposed freight bypass rail line, termed the “Missing Link”. This freight corridor is not described in the report therefore consideration should be given to adding a section on the Missing Link proposal as it relates to the Milton GO line and facilitation of RER.

Strategy #2: Connect More of the Region with Frequent Rapid Transit

The second strategy focusses on expanding rapid transit across the GTHA by building a Frequent Rapid Transit Network (FRTN) by 2041. This network will connect existing and planned subways, RER, LRT, BRT and priority bus services to and from an interconnected system that allows people to travel quickly and seamlessly across the region (see Appendix 4: Map 6 - Detailed Proposed 2041 Frequent Rapid Transit Network). The FRTN consists of high demand transit corridors that connect Urban Growth Centres, Mobility Hubs and areas of high population or employment.

Key aspects of this strategy are:

- Expanded GO RER program – beyond 2025 two-way all-day 15 minute service is proposed for the Milton (Union Station to Milton GO), Barrie (Aurora GO To East Gwillimbury), Stouffville (Unionville GO to Mt. Joy GO) and Lakeshore East (to Downtown Oshawa and West (Aldershot GO to Hamilton GO) Lines subject to negotiations with freight rail operators, particularly corridors that are not in public ownership. For Mississauga this means all day service along a crucial corridor, the Milton GO corridor, that serves not only residential areas but key employment areas such as the Meadowvale Business Park Corporate Centre;
- Additional LRT, BRT and subway projects – these projects are required to fill key gaps in the network and meet forecasted capacity needs to 2041. For Mississauga this includes the Downtown Mississauga Transitway and Terminal project that connects the east and west Transitway sections to the downtown, in a dedicated facility;
- Developing Priority Bus Corridors – defined as corridors that have priority bus services running fully or partially in semi-exclusive or shared rights-of-way, providing some protection from mixed-traffic and using transit priority measures such as queue jump lanes, signal priority and High Occupancy Vehicle (HOV) lanes. Higher than average speeds are maintained and service is at least every 15 minutes. Different priority measures can be used depending on local conditions while building on strong local bus service such as the MiWay Express service. Over time as ridership grows, more interventions could be considered for the corridors such as greater separation from auto traffic, larger stations and use by new technology (e.g. automated shuttles). Proposed Priority Bus Corridors in Mississauga are:
 - Derry Road;
 - Harvester/Speers/Cornwall (on Lakeshore Road West from Hurontario Street into Oakville);

- Britannia-Matheson (Highway 407 to Renforth Drive);
 - Dixie Road (Lakeshore Road to Steeles Avenue);
 - Airport Road (Castlemore Road in Brampton to Toronto Pearson Airport); and
 - Erin Mills Parkway (Clarkson GO station to Steeles Avenue);
- Develop Regional Express Bus Routes – restructuring of GO Bus service to link transportation hubs, urban centres, and large institutions that are separated by longer distances than would normally be travelled by conventional transit routes. Frequent Regional Express buses would serve core areas of the region and use HOV lanes on the 400 series highways. For Mississauga this would include HOV lanes along Highways 401 403 and the 401, the QEW and future 407 Transitway;
 - Develop a regional 24-hour bus network– a proposed night bus network to improve access to employment and other opportunities for people who may need transit the most such as part-time or contract workers. This would be provided by various operators in the GTHA but function as an integrated system;
 - Supporting Local Transit Service – local transit service plays an important role in the overall transit network in the region by connecting and supporting the FRTN; and
 - Improve airport access by transit – proposed development of more attractive and integrated transit services and improving connectivity by transit and active transportation to Pearson International Airport and John C. Munro Hamilton International Airport. Proposed linkages include the Eglinton West LRT and Finch West LRT. The Draft 2041 RTP also acknowledges plans by the GTAA for a Regional Transportation Hub at Pearson Airport.

Strategy #2 Implications for Mississauga

- Two-way all-day 15 minute service is proposed for the Milton GO line after 2025 subject to negotiations with the freight rail operators, extensive infrastructure investment and the review of physical constraints. In Mississauga alone, the Milton GO corridor supports 4,300 businesses and approximately 77,000 employees and is a key corridor for business retention, expansion and attraction. In 2017, City Council endorsed RER on the Milton GO line as one of the priority rapid transit initiatives for the City. The City requests assurances from Metrolinx that RER on the Milton GO line is also a priority project for completion of the FRTN and discussions will continue today and in the near future on how to achieve this service;
- Britannia-Matheson (from Hwy 407 to Renforth Drive) is identified as a Priority Bus Corridor. Currently Mississauga Official Plan identifies Eglinton Avenue as a Transit Priority Corridor and not Britannia / Matheson. Both corridors would provide increased transit access to employment areas in the east and Pearson Airport. Given these corridors require further

study to determine the need for priority bus service, Metrolinx should consider adding Eglinton Avenue as a Priority Bus Corridor; and

- Derry Road is identified as a Priority Bus Corridor from Hwy 407 to Airport Road. Metrolinx should consider extending this service to Humber College in Toronto for a connection with the Finch West LRT.

Strategy #3: Optimize the Transportation System

The priority actions under this strategy speak to making use of existing and future transportation assets in the best possible way such as integrating fares, first mile/last mile initiatives, improving the traveller experience and safety. Key components of this strategy are:

- Advancing the integration of fares and services – providing seamless services for travellers in the region by integrating fares, services, schedules and payments. A key consideration is the mobility of people with limited income where transit is critical. This requires coordination between all GTHA transit providers with a new level of collaboration, decision-making and funding;
- Plan for the first and last mile – new rapid transit projects will bring transit options to many more residents and jobs. It is important on a regional scale to ensure transit riders have a range of options to go to and from stations such as carpooling, walking and cycling. The 2016 GO Rail Station and Access Plan provides details on how each GO Station can improve first and last mile options for transit users;
- Focussing on the traveller experience, providing universal and barrier free access and design excellence in transportation planning;
- Make safety a priority – implement a regional “Vision Zero” program to work towards the goal of zero fatalities and serious injuries for the transportation system;
- Make Transportation Demand Management (TDM) a priority – TDM strategies aim to reduce and shift travel to best use the available capacity of the transportation system. This includes measures such as vanpooling, HOV lanes, varied work hours, telecommuting and park-and-ride. The Draft 2041 RTP proposes actions to make TDM more attractive to travellers;
- Expand the HOV network – proposed expansion of HOV lanes on all 400 series highways, the Gardiner Expressway and Don Valley Parkway. A regional approach will encourage higher occupancy travel and support faster and more reliable bus service. In future, HOV lanes could be used for shared shuttles or other shared services;

- Manage roads and highways to support transit – on a regional scale strategically plan, deploy, integrate and operate Intelligent Transportation Systems (ITS) that use technology and data to manage congestion and improve transit reliability;
- Further define and support a Regional Goods Movement System – optimizing the highway and major road network for goods movement will support the efficient, reliable and safe movement of goods. The Draft 2041 RTP recommends collaboration between public and private sectors to support goods movement, study freight corridors and freight flows, etc.; and
- Promote integrated planning for all rail corridors – all levels of government and the private sector collaborate on investigating the potential for shared use of critical rail corridors in the GTHA for passenger and goods movement.

Strategy #3 Implications for Mississauga

- The discussion on fare integration does not provide equal emphasis on service integration. If fares are integrated but service is still limited to within municipal borders where riders would need to transfer, fare integration would have less impact. Metrolinx should consider adding a discussion on service integration in this section.

Strategy #4: Integrate Land Use and Transportation

Transportation has an impact on land use and how cities are planned that in turn has impacts on the transportation system. The priority actions for this strategy address how to create more complete and connected communities to support transit, walking and cycling as the transportation system expands. Many of the actions will require legislative changes.

Key components under this strategy are:

- Better integration of land use and transportation planning – develop a Transportation Planning Policy Statement to provide the RTP with legislative status, formalize the role and status of municipal Transportation Master Plans to align with provincial land use and transportation objectives, develop a protocol for Metrolinx to review secondary plans, publicly-funded development plans and large-scale planning applications and make Provincial investment for transit projects dependent upon transit-supportive planning by municipalities;
- Focus development on Mobility Hubs and Major Transit Station areas along Priority Transit Corridors – Mobility Hubs are Major Transit Station Areas of particular significance in the region due to existing or planned frequent rapid transit service and development potential. The Draft 2041 RTP recommends the Province and municipalities work collaboratively on station area plans to ensure desired land use is achieved, that the Mobility Hub Guidelines,

introduced in *The Big Move*, are updated to address emerging challenges and opportunities. Mobility Hubs on Priority Transit Corridors are identified in Appendix 2 (Map 3);

- Design to encourage walking and cycling – adopt a Complete Streets approach to infrastructure project delivery to ensure pedestrian and cycling access is part of the infrastructure investment, expand and promote bike share;
- Complete the regional commuter cycling network – this would provide a cohesive network of regional corridors and local routes designed to facilitate commuter cycling trips to rapid transit stations, Urban Growth Centres and across boundaries;
- Embed Transportation Demand Management (TDM) into land use planning and development – require TDM plans in the development review process;
- Rethink the future of parking – develop a region-wide parking management policy that includes matters such as how to address autonomous vehicles and shared mobility, coordinate transit station area parking requirements and review Zoning standards with a view to reducing minimum standards; and
- Encourage studies to walk and cycle to school – continue to advance active and sustainable school travel through regional coordination and delivery of the school travel program.

Strategy #4 Implications for Mississauga

- The Draft 2041 RTP recommends the development of a protocol to guide the process to review planning documents (e.g., official plans, secondary plans) by Metrolinx. The City of Mississauga supports the integration of land use and transportation planning and the need to align the RTP with the Growth Plan; however the Province has already delegated the planning review authority to the Region of Peel. The City does not see the need to add another layer in the planning and development review process by adding Metrolinx as a reviewing authority thus increasing the complexity of the development review process;
- The Draft 2041 RTP suggests embedding TDM into the development review process. In order to achieve this, it is recommended that Metrolinx make revisions to the *Planning Act* that would require TDM measures as part of the development review process. This should include the requirement for TDM supportive infrastructure such as bicycle parking and pedestrian connections as well soft measures such as education programs on travel options;
- It is not clear if Priority Bus Corridors in the Draft 2041 RTP are the same as Priority Transit Corridors in the Growth Plan. The RTP should clarify if stops/stations along Priority Bus Corridors are considered Major Transit Station Areas and therefore subject to intensification targets established in the Growth Plan; and

- The City supports the creation of a regional commuter cycling network, however, this would require significant investment. The Federal, Provincial and GTHA municipalities should work together to find funding sources to build this extensive active transportation network;

Strategy #5: Prepare for an Uncertain Future

This strategy focusses on preparing the transportation system for an uncertain future that includes climate change, new technologies and economic and political change. Key components of this strategy are:

- Prepare for new business models and technologies – develop a framework for on-demand and shared mobility services through the review of Provincial and local regulations and policies;
- Develop a region-wide plan for autonomous mobility – the Province to develop a suite of regulations, policies and actions to ensure safe operation of autonomous vehicle technologies;
- Build resilience to climate change for the transportation system – design infrastructure and strengthen existing infrastructure to resist extreme weather;
- Reduce Greenhouse Gas (GHG) emissions – reduce GHG emissions from the transportation sector by promoting a modal shift to walking, cycling and transit, encourage energy efficient driving behaviour and promote alternative fuels;
- Develop a regional transportation big data strategy – create a regional transportation big data portal to provide consistent data collection, management and reporting; and
- Leverage innovation – as private sector firms are entering the market of transportation with new innovative services, the Province and municipalities should consider strategic partnerships to explore opportunities to develop services that increase ridership and efficiencies.

Strategy #5 Implications for Mississauga

- It is commendable that the Draft 2041 RTP recognizes the impacts of climate change on infrastructure and the role that the transportation sector can play in the reduction of Green House Gases. That being said, many GO Stations provide large surface parking lots. Under this strategy, Metrolinx should consider adding a section on the effects these large parking lots have on stormwater management systems and the potential to eliminate parking lots to encourage other modes of travel to GO stations. Metrolinx should also consider developing

design guidelines for GO stations that implements the use of green infrastructure and low impact development; and

- It is encouraging to see a section and priority actions on the development of a regional transportation big data strategy. Currently there is a gap in the collection and consistent methodologies for active transportation, specifically walking and cycling. Metrolinx should consider specifying in the priority actions that the collection of data is for all modes of transportation in the big data strategy.

Regional Decision-Making

The Draft 2041 RTP acknowledges that building a comprehensive and integrated multi-modal transportation system in the GTHA is complex and requires collaboration between Metrolinx, regions and municipalities on prioritization, planning, financing, funding and revenue-generating models. Priority actions for regional decision-making include focusing on coordination and formal mechanisms to allow Provincial and municipal land use and transportation officials to identify opportunities and make recommendations on the integration of land use and transportation, participate in the development of region-wide policies, standards and tools (e.g. fare integration), aligning the Metrolinx planning area with that of the Greater Golden Horseshoe, preparing a progress report and reviewing the RTP every 5 years (Appendix 1 provides a list of the priority actions for regional decision-making).

Regional Decision-Making Implications for Mississauga

- The City of Mississauga supports the collaboration between Metrolinx and municipalities on realizing the future multimodal transportation system outlined in the Draft 2041 RTP. The recommendation to establish formalized mechanisms that bring provincial and municipal officials together to identify opportunities and region-wide policies is welcome with the understanding that these committees will affect real change; and
- The recommendation to review the RTP every 5 years from the current policy of 10 years is supported as this allows trends and shifting priorities to be better addressed.

Funding the Plan

The Draft 2041 RTP notes the following in terms of funding and estimated costs:

- The Province has already committed \$30 billion to 16 regional transit projects that are In Delivery;
- A preliminary figure of \$45 billion is the estimated capital costs to implement new transit projects over 25 years to achieve the 2041 integrated regional transportation system. These capital costs can be broken down as follows:

- Estimated cost of \$20 billion for In Development projects currently in the planning and design stage;
- Estimated cost of \$23 billion for other rapid transit infrastructure (projects beyond 2025); and
- Other infrastructure such as walking and cycling facilities estimated at \$2 billion.

It is noted in this section that implementation of the recommendations in the RTP and operation of the transportation system to 2041 will require continued funding support from all levels of government – federal, provincial and municipal. Detailed priority actions under this section can be found in Appendix 1.

Funding the Plan Implications for Mississauga

- It is not specified in the Draft 2041 RTP how the \$45 billion will be secured to fund future regional transit projects other than to state that all levels of government need to provide support and the implementation plan will detail how this may be achieved. The City of Mississauga should actively participate in the development of the RTP Implementation Plan to ensure the interests of the City are addressed.

Next Steps for Draft 2041 RTP

Consultation on the Draft 2041 RTP is occurring during the fall of 2017. Metrolinx staff are attending GTHA Regional and Municipal council meetings to present the draft plan and have organized a series of roundtable meetings across the region for stakeholders to provide comments. A final draft of the RTP will be presented to the Metrolinx Board of Directors on December 7, 2017.

Implementation planning is underway to support the achievement of vision, goals and strategies presented in the draft plan. Implementation will include planning to identify processes, roles and responsibilities, phasing and funding. City staff will be participating in the implementation phase of the Draft 2041 RTP.

Strategic Plan

Move – Developing a Transit Orientated City by building a reliable and convenient system to make transit a faster and more affordable alternative to the automobile, one that is frequent, clean and safe with a transit stop within walking distance of every home.

Financial Impact

The Draft 2041 RTP includes a capital cost estimate of \$45 billion for new regional transit projects over 25 years to achieve the 2041 integrated regional transportation system. How this cost is shared between the Federal, Provincial and Municipal governments will be developed during the implementation phase of the plan as well as additional costs associated with other

priority actions. In addition, roles and responsibilities of municipalities related to the ongoing operations and maintenance costs of regional transit projects should be addressed in the implementation phase work.

Conclusion

Overall, the Draft 2041 RTP advances the planning framework for the GTHA transportation system and expands the scope to include not only transit infrastructure projects but proposes actions around active transportation (walking and cycling), TDM policies, land use and transportation planning integration, new technologies etc. The proposed Transportation Planning Policy Statement will provide more specific transportation policy direction and give legislated status to the strategies and priority actions. The proposed frequent rapid transit network provides high quality transit across the GTHA with access for more people through an interconnected system of subway, RER, LRT, BRT and priority bus service.

As outlined in this report, the City of Mississauga has a number of comments on the content of the Draft 2041 RTP and how this impacts City policies and operations in the future. The City will continue working with Metrolinx on achieving an integrated regional transportation system and the development of an implementation plan to achieve the vision.

Attachments

- Appendix 1: Consolidated Draft 2041 RTP Strategies and Priority Actions
- Appendix 2: Map 3 – Existing and In Delivery Regional Rail and Rapid Transit Projects
- Appendix 3: Map 4 – Rapid Transit Projects In Development
- Appendix 4: Map 6 – Detailed Proposed 2041 Frequent Rapid Transit Network
- Appendix 5: Consolidated List of City of Mississauga Comments on the Draft 2041 Regional Transportation Plan



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

Prepared by: Susan Tanabe, Manager, Transportation Planning

Consolidated Draft 2041 Plan Priority Actions

Priority Actions for Strategy 1

Complete the Delivery of Current Regional Transit Projects

- 1.1 Complete the building of projects In Delivery, as shown on Map 3, including the GO Regional Express Rail program, the Hurontario, Eglinton, Hamilton and Finch LRTs, and the York VIVA BRTs, ensuring delivery by 2025.
- 1.2 Advance the transit projects that are In Development, as shown on Map 4.
- 1.3 Strengthen Union Station's capacity as the centre of GO Regional Express Rail to accommodate the growth of GO RER beyond 2025:
 - In consultation with the City of Toronto, the provincial and federal governments develop a plan to address rail service capacity at Union Station to accommodate the growth of GO RER beyond 2025; and
 - Ensure that all decisions regarding improvements to Union Station and adjacent areas are consistent with and protect for the long-term.
- 1.4 Coordinate with the Province, the federal government and VIA Rail Canada on High Speed Rail and High Frequency Rail initiatives, the optimization of shared resources such as Union Station and rail corridors, and the integration of services for a seamless traveller experience.

Priority Actions for Strategy 2

Connect More of the Region with Frequent Rapid Transit

2.1 Implement a comprehensive and integrated Frequent Rapid Transit Network by 2041 that includes:

- Existing subway, transitway and BRT services;
- 15-minute GO Regional Express Rail on the Lakeshore East and West, Kitchener, Stouffville and Barrie Corridors, In Delivery for 2025 (see Map 3);
- BRT and LRT projects that are In Delivery, as shown on Map 3;
- Projects that are In Development (see Map 4);
- Additional transit infrastructure improvements to resolve key gaps (proposed new LRT and BRT projects, see Maps 5 and 6);
- Additional 15-minute GO Regional Express Rail services beyond 2025 (see Maps 5 and 6);
- A Priority Bus system that connects existing and planned rapid transit, LRT and BRT (see Maps 5 and 6); and
- Frequent Regional Express Bus services (see Maps 5, 6 and 7).

2.2 Develop complementary bus services:

- Strengthen and support the ability of local transit to provide reliable service in urban areas where demand for transit is high, and to connect to the Frequent Rapid Transit Network;
- Develop and implement a regional 24-Hour Transit Network composed of strategic routes to address growing off-peak markets and destinations; and
- Deliver a regional Express Bus Network to serve long-distance transit markets not served by GO Regional Express Rail (see Map 7).

2.3 Improve access to airports, prioritizing transit for passengers and workers:

- Coordinate with the Greater Toronto Airports Authority, Ports Toronto, the John C. Munro Hamilton International Airport and the federal government on ground transportation plans to the region's airports and surrounding areas; and
- Support the planning and implementation of Pearson Airport's Regional Transportation Centre to facilitate enhanced transit access to the airport, and enable Pearson and the Airport Employment Area to continue to support economic growth throughout the GTHA.

Priority Actions for Strategy 3: Optimize the Transportation System

3.1 Advance the integration of services and fares:

- Remove barriers to creating an integrated fare system to support seamless and consistent travel for passengers across municipal boundaries;
- To ensure progress toward seamless travel and increase ridership, take a regional view of price setting and concessions for transit and the development of innovative fare products; and
- Form a formal working group of all GTHA transit operators to share customer experience objectives that would become part of new regional transit investments and the regional transit network in general.

3.2 Expand first- and last-mile choices for all transit stations:

- Fully implement the GO Rail Station Access Plan (2016);
- Invest in first-mile last-mile (FMLM) solutions to maximize all-season access to and from all rapid transit stations, including, but not limited to priority transit access, pedestrian access to workplaces and destinations nearby, improved on-demand services including carpooling, taxis, and micro-transit services, on and off-site bicycle facilities, car-share and bike-share programs;
- Address barriers to Metrolinx funding FMLM solutions outside of stations; and
- Recover the cost of parking at GO stations to help shift trips to modes that do not require parking, and allow more people to access new train services.

3.3 Set consistent high-quality standards for the traveller experience:

- Focus on reliable service as a first priority for attracting customers to transit, emphasizing transit priority measures;
- Provide travellers with:
 - real-time information;
 - well-designed places including shade, shelters, paving, seating, clear sightlines and lighting;
 - consistent wayfinding across mediums;
 - all-season maintenance of sidewalks, bike lanes and paths;
 - on-demand service connectivity; and
 - concession fares.
- Ensure that design excellence in architecture, urban design and landscape architecture enhances the transportation experience;
- Establish a GTHA Regional Customer Service Advisory Committee to advise the Metrolinx Board of Directors on issues impacting the traveller experience; and
- Establish a “Let Metrolinx Know” panel, modelled after the Let GO Know Panel, comprised of a random selection of GTHA travellers who would regularly be available to participate in surveys and focus groups to advise on customer service issues.

3.4 Develop and implement a Mobility as a Service (MaaS) strategy:

- Continually evolve the PRESTO fare payment system to support inter-regional travel with a range of fare products and self-service options. Migration to an account-based system will allow customers to access PRESTO via traditional PRESTO cards, credit cards, limited use electronic tickets and mobile wallets; and
- Fully integrate regional multi-modal trip planning and fare payment into a MaaS platform, incorporating and encouraging mobility options including, but not limited to, transit, bike-sharing, carpooling and ride-sharing.

3.5 Place universal access at the centre of all transportation planning and designing activities:

- Foster an accessible network of conventional and paratransit providers, where riders can transfer between options, easily and conveniently, even across boundaries;
- Develop an integrated regional booking platform for specialized transit trips across the region;
- Ensure that on-demand services meet the needs of a diverse range of travellers;
- Provide leadership and ensure consistency in accessibility design for transportation services and facilities across the region;
- Work with regional partners to assess and address challenges to transit access, and to address unintended consequences of transit investment, such as increases in housing costs along transit corridors; and
- Develop a regional framework for addressing affordability of transportation for low-income groups.

3.6 Eliminate transportation fatalities and serious injuries as part of a regional “Vision Zero” program:

- Incorporate the Vision Zero framework into regional transportation planning by developing a regional approach to transportation design standards, speed limits, and public education with the aim of zero serious transportation-related injuries and fatalities.

3.7 Make Transportation Demand Management (TDM) a priority:

- Advance workplace TDM programming and encourage private sector leadership, participation and investment with mandated participation by large employers, institutions and other venues that generate a significant number of trips;
- Develop new approaches to TDM delivery from the fields of service design and behavioural economics;
- Reinvigorate carpooling with a compelling and user-friendly regional online platform integrated to trip planning and payment tools; remove regulatory obstacles to user incentives to drive participation;
- Deliver TDM programming to support all new rapid transit services, station areas, and areas impacted by major construction and events;
- Develop incentives for off-peak travel, including transit use, to grow ridership and reduce peak demand;
- Continue to explore how pricing of mobility (including parking, road pricing and HOT lanes and off-peak fares) could be used to shift travel behaviour; and
- Remove obstacles to vanpooling.

3.8 Expand the HOV network:

- Complete a seamless HOV network on all regional highways in the GTHA, encouraging higher-occupancy travel and supporting faster, more reliable bus service (see Map 7);
- Incentivize ride-sharing using the HOV network for trips that are difficult to make by transit or active transportation; and
- Continue the implementation of HOT lanes on HOV lanes where there is excess capacity.

3.9 Further integrate road and transit planning and operations:

- Building on early progress, invest in the regional coordination and deployment of ITS/smart corridors to support effective congestion management and transit priority operations; and
- Within each municipality and where municipal and provincial roads interface, create formal task forces or groups to coordinate the planning and operations of transit, roads and on-street parking.

3.10 Further define and support a Regional Goods Movement System:

- Advance collaboration between the public and private sector to support implementation of the Regional Strategic Goods Movement Network (See Map 8) to link goods-generating activity centres, intermodal terminals and regional gateways;
- Study goods movement priority features for new and existing freight corridors, including but not limited to intelligent lane utilization and truck-only lanes;
- Support development of innovative freight hubs, including planning for and protecting complementary land uses near freight hubs. Consider the use of transit stations as a pick-up location for small parcels and support other innovative urban freight hubs to reduce door-to-door delivery. Explore and implement flexible freight delivery times, including off-peak delivery, where applicable;
- Establish a GTHA urban freight data collection program including monitoring of freight flows in the GTHA; and
- Expand awareness and education efforts regarding goods movement planning, design and operational issues, with particular reference to the impact of e-commerce (and potential innovations in delivery, such as the use of bicycle couriers for urban deliveries) on the volume and nature of freight delivery in the region.

3.11 Promote integrated planning for rail corridors:

- GGH transportation agencies/operators, municipalities, the federal government and the private sector work with MTO in its investigation of the potential for shared use (passenger and goods movement) of critical rail corridors in the GTHA; and
- Where corridor capacity studies indicate separation of uses is required, develop and promote plans for freight rationalization.

Priority Actions for Strategy 4

Integrate Land Use and Transportation

4.1 The Province should review the legislative and regulatory linkages between the provincial and municipal planning framework to fully achieve the objectives of the Growth Plan and the Regional Transportation Plan:

- Identify all legislative, regulatory, fiscal, and other, opportunities to require integrated land use and transportation decision-making by all stakeholders in the GGH;
- Enact the regulations in the *Metrolinx Act* (2006) to create a Transportation Planning Policy Statement to provide the RTP with the legislative status it needs in order to achieve regional goals for land use and transportation integration;
- Enact the regulations in the *Metrolinx Act* (2006) to formalize the role and status of municipal Transportation Master Plans to align with provincial land use and transportation objectives, including the RTP; and
- Develop a protocol for Metrolinx to review and provide input to secondary plans, publicly-funded development plans and large-scale planning applications to ensure alignment with the regional transit investments and the RTP.

4.2 Make provincial investments for transit projects contingent on corresponding transit-supportive planning by municipalities being in place.

4.3 Focus development on Mobility Hubs and Major Transit Station Areas along Priority Transit Corridors:

- Work collaboratively with the Province and municipalities to create enforceable station area plans that catalyze desired land uses at stations and prevent uses that are incompatible or fail to fulfill the potential of the lands;
- Systematically co-locate publicly-funded institutions and facilities near transit with walking and cycling-supportive infrastructure;
- Integrate joint development early in rapid transit project planning and into procurement schedules, utilizing new partnerships between the public and private sector;
- Enable Metrolinx to play a leading role in development and redevelopment around stations to fulfill the objectives of the Growth Plan and the RTP;
- Enable Metrolinx to acquire land around stations for the purpose of transit-oriented development;
- Review current financial and economic incentives and disincentives to desired development and develop new tools to incent transit supportive land use;
- Update the Mobility Hub Guidelines to address emerging challenges and opportunities related to the integration of land use and transportation, and incorporate new tools and guidance for planning mobility hubs; and
- Update the network of mobility hubs in conjunction with the Mobility Hub Guidelines to reflect the Frequent Rapid Transit Network, Growth Plan, municipal plans and 2041 population, employment and transit ridership forecasts.

4.4 Evaluate financial and policy-based incentives and disincentives to support transit-oriented development. Work collaboratively to build on and develop regional and site-specific measures and tools to encourage development that helps meet growth management and transportation objectives.

4.5 Plan and design communities including development and redevelopment sites and public rights-of-way that support and promote a shift in travel behaviours to the maximum extent that is feasible, consistent with Ontario's passenger transportation hierarchy:

- Develop region-wide standards for highways, roads and streets to consistently reflect the passenger transportation hierarchy;
- Develop shared investment criteria in cycling facilities centred on cycling potential and connectivity, consistent with regional and local plans;
- Adopt a Complete Streets approach to infrastructure project delivery when new rail, station and transit projects are undertaken, to deliver pedestrian and cycling access as part of the infrastructure investment; and
- Expand and promote bike-share in locations where there is an opportunity to meet existing demand and grow cycling use.

4.6 Complete the regional commuter cycling network:

- Plan, design, and construct a Regional Cycling Network (see Map 9) to create new connections in areas with high cycling potential to rapid transit stations, between Urban Growth Centres and across boundaries.

4.7 Embed Transportation Demand Management into land use planning and development :

- Require long-term sustainable TDM plans through the development process to ensure that development is designed from the outset to reflect the passenger transportation hierarchy, with realistic implementation plans; and
- Leverage the development process to generate dedicated funding for TDM programming.

4.8 Rethink the future of parking:

- Coordinate the development of a region-wide policy that:
 - provides guidelines and encourages best practices in parking management;
 - identifies common goals for on and off-street parking management, especially near transit stations;
 - supports shared land use and transportation objectives;
 - acknowledges the varied urban, suburban and rural contexts of the GTHA;
 - anticipates AVs and shared mobility;
 - incorporates environmentally-friendly features
 - can be leveraged for local policy making; and
 - includes public education and demonstrates the benefit of new parking practices.
- Coordinate station area parking requirements with the expansion of transit infrastructure and

services (e.g. amend applicable transit station area by-laws as a condition for transit station approval to support local mode share targets). Zoning standards should be reviewed, with the expectation that minimum parking requirements will be reduced, particularly in transit-supportive neighbourhoods;

- Adopt a region-wide approach to parking management for the arrival of shared mobility and autonomous vehicles; and
- Research and regularly publish existing parking-related data and emerging trends to improve parking planning and management.

4.9 Work with ministries, school boards, municipalities, service providers, non-governmental organizations and other stakeholders to establish school travel programs for Kindergarten to Grade 12 to encourage the development of future generations of pedestrians and cyclists:

- Continue to advance active and sustainable school travel (ASST) through regional coordination and delivery of the school travel program. Adopt approaches that are location-specific to ensure that solutions involving walking, cycling and transit are tailored to each community;
- Expand the resources and community capacity available to advance ASST within the GTHA, including to high school students; and
- Develop policies, plans and standards that prioritize active and sustainable trips for children and youth within school areas and the broader community (e.g. to recreational facilities such as community sports and arts facilities).

Priority Actions for Strategy 5

Prepare for an Uncertain Future

5.1 Develop a regional framework for on-demand and shared mobility that complements the provincial framework:

- Work collaboratively to review provincial and local regulations and policies impacting new mobility services to enable innovation while meeting the needs of people in the GTHA;
- Proactively test and evaluate new services and technologies (including micro-transit, on-demand, and shared mobility) in emerging markets where conventional transit and active transportation are not meeting demand; and
- Coordinate and establish partnerships that complement existing and committed transit services.

5.2 Develop a region-wide plan for autonomous mobility:

- The Province to develop a suite of regulations, policies and actions to prepare for, test and ensure the safe operation of autonomous vehicle (AV) technologies; and
- Update transportation and building standards to anticipate for AVs (e.g. parking design).

5.3 Coordinate across the region to address climate resiliency of the transportation system:

- Plan and build a transportation system that can continue to operate in extreme weather events brought by climate change;
- Design infrastructure and strengthen existing infrastructure to resist extreme weather;
- Ensure that the management of existing infrastructure assets, and the design and construction of future assets, are climate resilient; and
- Adopt policies and procedures coordinated among all transportation stakeholders (e.g. roads, transit, emergency management) to respond to extreme weather events.

5.4 Proactively prepare for a future with low-carbon mobility options:

- Address transportation climate mitigation by aligning regional and local efforts with international, federal, provincial efforts to meet the Paris Climate Change Accord and meet Ontario's goal of reducing GHG emissions to 80% below 1990 levels by 2050;
- Continue supporting compact and mixed-use development, complete streets and other measures that help reduce travel distances;
- Deploy infrastructure to support electric vehicle use throughout the public and private transportation systems of the region;
- Invest in the transition to low-carbon public and private vehicle fleets, including transit vehicles; and
- Further collaborate among governments to enhance fuel efficiency and increase availability of low-carbon fuels.

5.5 Develop a regional transportation big data strategy:

- Create a regional transportation big data portal, providing consistent and transparent data collection, management and reporting;
- Establish regional transportation data sourcing, formating, privacy, security, ownership and reporting standards;
- Identify and acquire new transportation data for planning and operations (e.g. crowdsourced traffic data); and
- Advance coordination and standardization of transportation forecasting, modelling and business case methodologies to support decision-making and evaluation.

5.6 Partner for innovation:

- Drive innovation in mobility, focusing on new services, tools and business models. Develop outcome-based approaches beyond traditional procurement and formal partnerships:
 - identify and leverage companies with innovative products and services that can benefit travellers or improve operations;
 - remove barriers to partnerships, e.g. overly rigid procurement rules;
 - pilot, test and minimize the risk associated with new ideas, products and approaches; and
 - explore innovative funding and financing options including loans and loan guarantees.

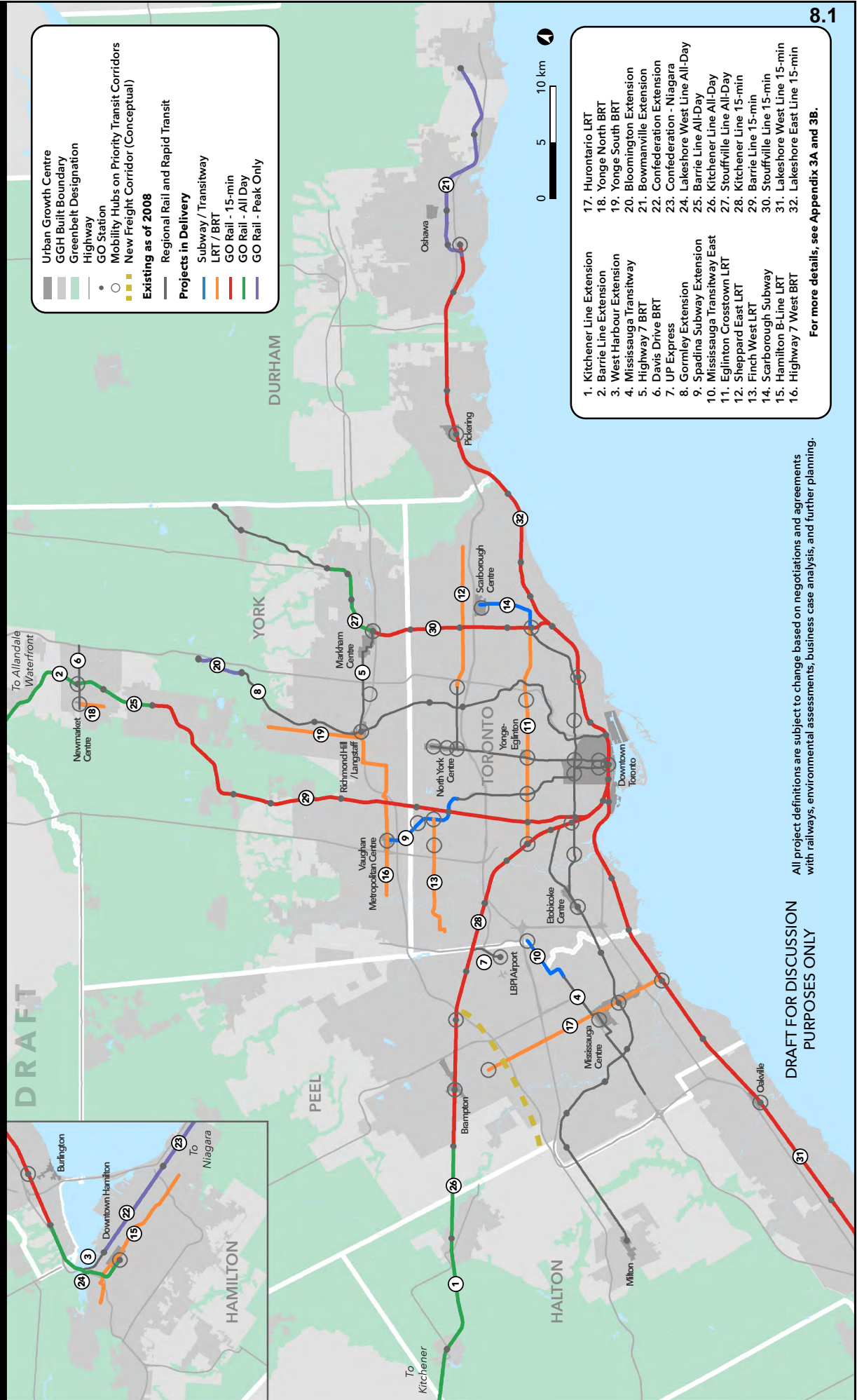
Regional Decision-Making

- 6.1 Review regional transportation decision-making processes to best ensure that elected municipal leaders contribute effectively to decision-making related to the interface between region-wide transportation and land use, and fare and service integration.
- 6.2 Establish a formalized mechanism that convenes provincial and municipal land use and transportation planning officials with a goal to identify opportunities and make recommendations to improve the integration of land use and transportation.
- 6.3 Establish a formalized mechanism that convenes the appropriate provincial and municipal officials to identify region-wide policies, standards and tools to attain excellence in the provision of the traveller experience, including fare and service integration.
- 6.4 Align the Metrolinx planning area, the GO Transit Service Area and the Growth Plan Area to the Greater Golden Horseshoe.
- 6.5 In consultation with partners, stakeholders and the general public report on progress on implementing the RTP and review the RTP every five years; technical updates can be done in the intervening years if necessary.

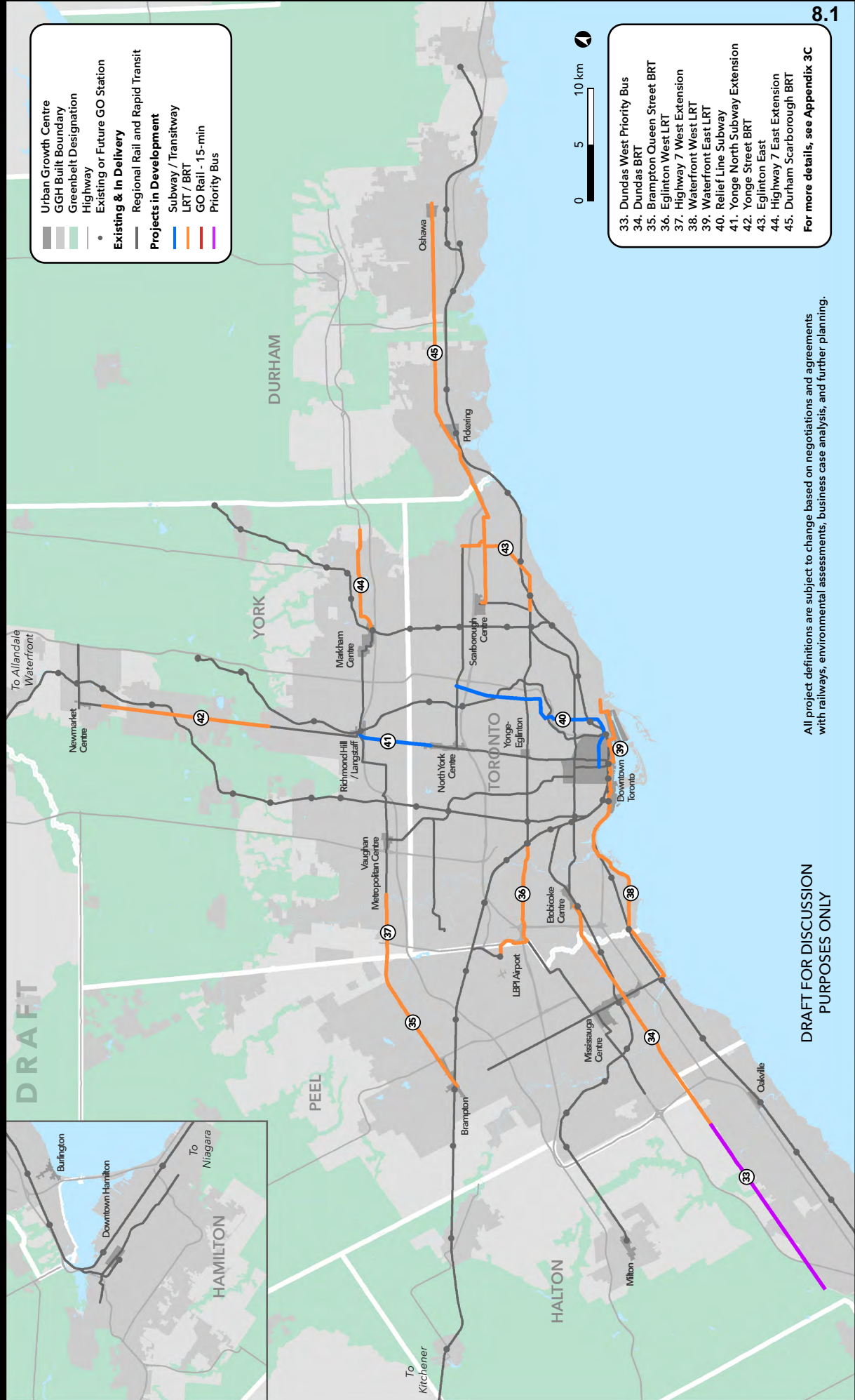
Funding the Plan

- 6.6 Ensure that funding for the development and long-term maintenance and operation of an integrated transportation system is in place over the duration of the RTP, based on sound principles of governance and public finance, balancing regional coordination and local autonomy:**
- Update the Metrolinx Investment Strategy to identify sustainable and sufficient funding for transportation capital and operations over the life of the RTP;
 - Align transportation funding in the region with the RTP to ensure consistency with regional objectives; and
 - Earmark specific funding for collaborative initiatives that enhance seamlessness.
- 6.7 Establish agreed upon standards of evidence, methods of forecasting, and publication of methods for project evaluation to guide discussions among provincial and municipal stakeholders.**
- 6.8 Use rigorous business case analysis to support decisions on the implementation of the RTP projects, including consideration of long-term operating, maintenance and financing costs.**
- 6.9 Review Metrolinx's ability to fund initiatives that support implementation of the RTP, such as off-property station access improvements and regional first-mile last-mile initiatives.**

Map 3: Existing and In Delivery Regional Rail and Rapid Transit Projects



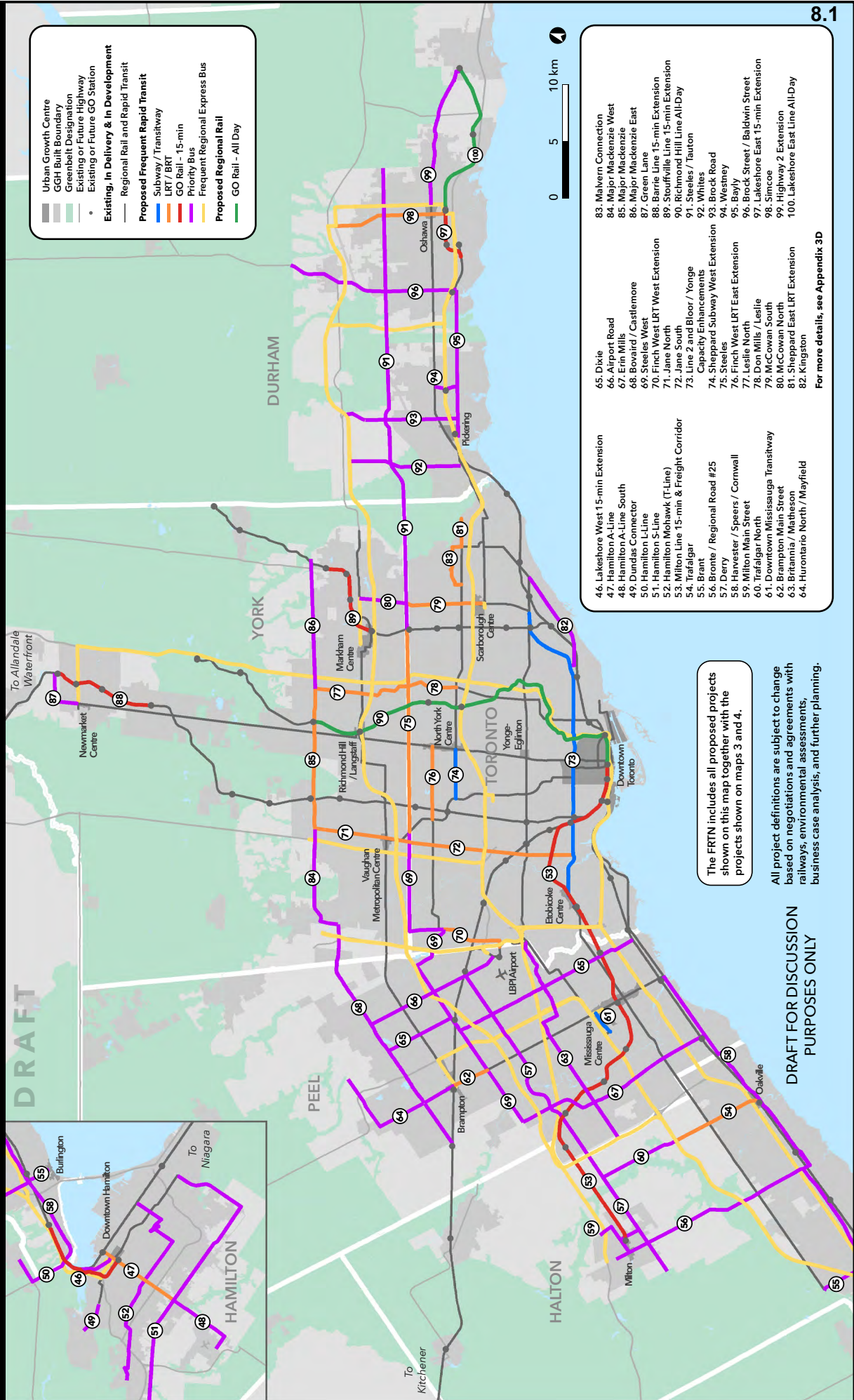
Map 4: Rapid Transit Projects In Development



All project definitions are subject to change based on negotiations and agreements with railways, environmental assessments, business case analysis, and further planning.

DRAFT FOR DISCUSSION
PURPOSES ONLY

Map 6: Detailed Proposed 2041 Frequent Rapid Transit Network



Consolidated List of City of Mississauga Comments on the Draft 2041 Regional Transportation Plan

Strategy #1: Complete the Delivery of Current Regional Transit Projects - Implications for Mississauga

- Identification of the Dundas BRT as an In Delivery project is in line with the study the City of Mississauga is undertaking for the Dundas Street corridor through the *Dundas Connects* project. The *Dundas Connects* study will identify proposed Major Transit Station Areas (MTSA's) along the corridor and advance land use planning to conform to the 2017 Provincial Growth Plan intensification policies. To facilitate an integrated planning approach, the City needs an understanding of the timeline and funding commitment for execution of the Dundas BRT;
- The Waterfront West LRT is shown as running from Union Station to the Port Credit GO Station. The City of Mississauga is currently undertaking a transportation master plan for the Lakeshore Road/Royal Windsor Drive corridor, the *Lakeshore Connecting Communities* project. Preliminary transit options developed through the study propose to continue higher order transit to 70 Mississauga Road, a large waterfront redevelopment site. Metrolinx should consider extending the Waterfront West LRT to Mississauga Road; and
- Map 3 (attached as Appendix 2) includes identification of a New Freight Corridor (Conceptual) adjacent to Highway 407. The report is unclear as to whether this represents the proposed freight bypass rail line, termed the "Missing Link"? ". This freight corridor is not described in the report therefore consideration should be given to adding a section on the Missing Link proposal as it relates to the Milton GO line and facilitation of RER.

Strategy #2: Connect More of the Region with Frequent Rapid Transit - Implications for Mississauga

- Two-way all-day 15 minute service is proposed for the Milton GO line after 2025 subject to negotiations with the freight rail operator's, extensive infrastructure investment and the review of physical constraints. In Mississauga alone, the Milton GO corridor supports 4,300 businesses and approximately 77,000 employees and is a key corridor for business retention, expansion and attraction. In 2017, City Council endorsed RER on the Milton GO line as one of the priority rapid transit initiatives for the City. The City requests assurances from Metrolinx that RER on the Milton GO line is also a priority project for completion of the FRTN and discussions will continue today and in the near future on how to achieve this service;
- Britannia-Matheson (from Hwy 407 to Renforth Drive) is identified as a Priority Bus Corridor. Currently Mississauga Official Plan identifies Eglinton Avenue as a Transit Priority Corridor and not Britannia/ Matheson. Both corridors would provide increased transit access to employment areas in the east and Pearson Airport. Given these corridors require further

study to determine the need for priority bus service, Metrolinx should consider adding Eglinton Avenue as a Priority Bus Corridor; and

- Derry Road is identified as a Priority Bus Corridor from Hwy 407 to Airport Road. Metrolinx should consider extending this service to Humber College in Toronto for a connection with the Finch West LRT.

Strategy #3: Optimize the Transportation System - Implications for Mississauga

- The discussion on fare integration does not provide equal emphasis on service integration. If fares are integrated but service is still limited to within municipal borders where riders would need to transfer, fare integration would have less impact. Metrolinx should consider adding a discussion on service integration in this section.

Strategy #4: Integrate Land Use and Transportation - Implications for Mississauga

- The Draft 2041 RTP recommends the development of a protocol to guide the process to review planning documents (e.g., official plans, secondary plans) by Metrolinx. The City of Mississauga supports the integration of land use and transportation planning and the need to align the RTP with the Growth Plan; however the Province has already delegated the planning review authority to the Region of Peel. The City does not see the need to add another layer in the planning and development review process by adding Metrolinx as a reviewing authority thus increasing the complexity of the development review process;
- The Draft 2041 RTP suggests embedding TDM into the development review process. In order to achieve this, it is recommended that Metrolinx make revisions to the *Planning Act* that would require TDM measures as part of the development review process. This should include the requirement for TDM supportive infrastructure such as bicycle parking and pedestrian connections as well soft measures such as education programs on travel options;
- It is not clear if Priority Bus Corridors in the Draft 2041 RTP are the same as Priority Transit Corridors in the Growth Plan. The RTP should clarify if stops/stations along Priority Bus Corridors are considered Major Transit Station Areas and therefore subject to intensification targets established in the Growth Plan; and
- The City supports the creation of a regional commuter cycling network, however, this would require significant investment. The Federal, Provincial and GTHA municipalities should work together to find funding sources to build this extensive active transportation network;

Strategy #5: Prepare for and Uncertain Future - Implications for Mississauga

- It is commendable that the Draft 2041 RTP recognizes the impacts of climate change on infrastructure and the role that the transportation sector can play in the reduction of Green House Gases. That being said, many GO Stations provide large surface parking lots. Under this strategy, Metrolinx should consider adding a section on the effects these large parking lots have on storm water management systems and the potential to eliminate parking lots to

encourage other modes of travel to GO stations. Metrolinx should also consider developing design guidelines for GO stations that implements the use of green infrastructure and low impact development; and

- It is encouraging to see a section and priority actions on the development of a regional transportation big data strategy. Currently there is a gap in the collection and consistent methodologies for active transportation, specifically walking and cycling. Metrolinx should consider specifying in the priority actions that the collection of data is for all modes of transportation in the big data strategy.

Regional Decision-Making - Implications for Mississauga

- The City of Mississauga supports the collaboration between Metrolinx and municipalities on realizing the future multimodal transportation system outlined in the Draft 2041 RTP. The recommendation to establish formalized mechanisms that bring provincial and municipal officials together to identify opportunities and region-wide policies is welcome with the understanding that these committees will affect real change; and
- The recommendation to review the RTP every 5 years from the current policy of 10 years is supported as this allows trends and shifting priorities to be better addressed.

Funding the Plan - Implications for Mississauga

- It is not specified in the Draft 2041 RTP how the \$45 billion will be secured to fund future regional transit projects other than to state that all levels of government need to provide support and the implementation plan will detail how this may be achieved. The City of Mississauga should actively participate in the development of the RTP Implementation Plan to ensure the interests of the City are addressed.

City of Mississauga
Corporate Report



Date: 2017/10/31

To: Chair and Members of General Committee

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

Originator's files:

Meeting date:
 2017/11/15

Subject

**2018 Gypsy Moth & Fall Cankerworm Mitigation Program
 Sole Source Contract Award to Zimmer Air for Aerial Spraying Services**

Recommendation

1. That the Corporate Report dated October 31, from the Commissioner of Community Services entitled "2018 Gypsy Moth & Fall Cankerworm Mitigation Program" be received for information.
2. That PN 17406 Gypsy Moth and Cankerworm Integrated Pest Management (IPM) be established with a gross budget of \$1.6 million offset by private property recoveries of \$950,000 for a net budget of \$650,000 to be funded by the Reserve for General Contingency Reserves (Account #30125).
3. That the Purchasing Agent be authorized to execute a contract, in a form satisfactory to Legal Service, with Zimmer Air on a sole source basis in the estimated amount of \$1.45M to carry out the 2018 aerial spray program.
4. That all necessary bylaws be enacted.

Report Highlights

- Gypsy moth is a non-native pest that has been present in Mississauga for more than 30 years; in 2006/2007 the City conducted an aerial spray in targeted areas to mitigate population growth in City trees and included private property owners who were invoiced for the services.
- The City's 2006/2007 aerial *Bacillus thuringiensis* (Btk) spray program, combined with other management practices suppressed the gypsy moth population for 10 years.

- The 2018 forecasted growing population of gypsy moth on City trees would best be treated by aerial spray in targeted severely impacted areas in early spring of 2018, April or May weather dependent.
- Fall cankerworm is a native pest found in the City that peaks on a two to seven year cyclical basis, on average every 4 years, followed by a period of low populations.
- Defoliation observed from cankerworm population in the spring/summer of 2017 was high. Additional monitoring of City trees in late fall of 2017 will confirm the level and location of the infestation for 2018 but is anticipated to be high in generally the same areas as the severe gypsy moth populations.
- Recommended gypsy moth/cankerworm integrated management program for 2018 includes Btk aerial spray in targeted severely impacted areas; Btk is a safe product from a public health and environment perspective, governed by Health Canada's Pest Management Regulatory Agency (PMRA), and the same product used for the City's 2006/2007 aerial spray program.
- \$1.6 million is being requested through 2017 contingency funding in order to proceed with planning and procurement for 2018 aerial application of Btk to targeted severely impacted areas.
- Based solely on 2017 Gypsy Moth Data, 40% of property estimated for aerial spray is publically owned, approximately 60% of the projected spray area is privately owned
- Similar to the 2006/2007 aerial spray program, the 2018 severely impacted area be expanded to include private property adjacent to targeted severely impacted public lands spray areas to allow private tree owners to benefit from the program and in return they were invoiced to contribute to the cost.
- Property owners within the severely impacted areas would be invoiced and it is expected that the cost for private property owners would be approximately \$170. The resident cost of contributing to the City's aerial spray program is less expensive and will be more effective than each property owner contracting ground applied treatment to treat their own private trees.
- Zimmer Air is recommended for contract award as it has the specialized equipment, experience and successfully carried out the City's 2006/2007 aerial spray, applied the City of Toronto's 2017 spray and will be used by other municipalities if they decide to carry out a 2018 spray program.
- Forestry is working with other municipalities considering a 2018 spray program with this vendor to provide the most cost effective program.

Background

The City conducted an aerial spray program in 2006 and 2007 to mitigate gypsy moth population and since then have continued to monitor and manage pests for City owned trees, resulting in lower manageable populations. In 2017, resident complaints and evidence of increasing populations on City trees confirmed that populations are growing.

Gypsy Moth

Gypsy moth (*Lymantria dispar*) is an invasive defoliator of all types of trees; having been found on approximately 500 different tree species in forests, urban trees, ornamental species and even orchard settings. They mostly prefer hardwoods and several factors affect how a tree responds to defoliation such as the amount of leaves removed, weather, number of years impacted and timing within the season. Most healthy trees can withstand two to three years of defoliation but many repeat years of heavy defoliation can start to have negative impacts on the overall health of the tree.

Fall Cankerworm

Fall cankerworm (*Alsophila pometaria*) is a native defoliator of various broadleaf hardwood trees with a specific preference for basswood, Manitoba maple, black walnut and oak, but are known to feed on apple, ash, beech, cherry, elm, hickory and other maple species. Outbreaks are typically short-lived and localized ranging from two to seven years but generally no more than four years in length followed by long periods of low population.

Present Status

Gypsy Moth

2017 Gypsy Moth Egg Mass Surveys in Mississauga

In 2017, the City engaged Bioforest Technologies Inc. as consultants to help further evaluate the levels of gypsy moth and cankerworm in the City. The locations surveyed in the fall of 2017 were based 2017 defoliation levels observed by City staff and locations that had been historically known to have increased gypsy moth populations.

Trees identified were surveyed in September 2017 by examining the trunk from base to crown for egg masses. Number of gypsy moth egg masses per tree was identified as well as whether they were new or old egg masses based on their sizes, to help confirm the level of population from this year.

Gypsy Moth Survey Results

During the fall 2017 City owned tree surveys, 86% of egg masses were new, and 71% were large, representing the highest number of large egg masses since the beginning of the monitoring program in 2012; which points to a gypsy moth population on the upswing.

Results from the surveys demonstrated an average of 26.4 egg masses on trees monitored; with the lowest number per tree being zero and the largest being 708. Comparing that to data

General Committee	2017/10/31	4
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collected in the last couple of years, there has been a large increase in the average number since even 2015 when the average was only five egg masses per tree.

This information indicates that there are select areas within the City where we can anticipate severe defoliation. The locations are shown in the hashed area seen in Appendix 1. Some of the areas predicted for more severe defoliation are associated with the Credit River valley.

Fall Cankerworm

Preliminary fall cankerworm information was collected and collated through service requests, phone calls, emails, and staff surveys to delineate the areas of defoliation in the City. Staff identified the outer boundary of defoliation and assessed the level of defoliation (low, moderate, heavy, and severe). Preliminary areas identified as severe in 2017 are currently being monitored this fall to project 2018 population.

As fall cankerworm moths do not emerge until frost in mid to late October and continue well into December, the full fall cankerworm assessment cannot yet be completed. Cankerworm data analysis will be completed in December at the earliest pending weather and data collected. The boundaries of a joint gypsy moth/cankerworm spray program can then be confirmed.

Comments

Communication Strategy to Date

The Forestry section has conducted ongoing awareness and community outreach/education regarding gypsy moth and cankerworm. Communications with residents continues to be a priority.

Efforts have focused on educating the public regarding impacts of these pests, prevention and mitigation options for private property as well as actions being taken for City property.

Additionally, residents were provided information about ongoing data collection, mapping and monitoring details for gypsy moth and cankerworms on City trees and the data is being used to forecast 2018 pest population in Mississauga. Communication included public open houses (6 in total, 3 in the spring and 3 in the fall), Councillor Newsletter, responding to resident inquiries, updates to the Forestry web page and posts to social media channels.

Communication Next Steps

Once the course of action and impacted aerial spray targeted areas are confirmed for 2018, Forestry and Communications will work together to complete the key messages and communication plan. Staff will engage and inform residents about the City's approach to manage gypsy moth and cankerworm populations throughout the year; including targeted communications before, during and after any potential aerial sprays.

Approval of funding to conduct a 2018 aerial spray program and include private property in the severely impacted areas will trigger targeted communication with residents on the process and associated costs.

Other Municipalities and Conservation Authorities

The City's Forestry Section is working with neighbouring Municipalities and Conservation Authorities in the Greater Toronto and Hamilton Area who have also experienced similarly high levels of pest infestations this past year. These partners are working together to share information but also collaborate on potential management programs, including aerial spray for 2018.

Btk and Human/Environmental Health Safety

The compound used in an aerial spray program is called is *Bacillus thuringiensis* subspecies *kurstaki*, commonly referred to as Btk. It is a rod-shaped bacterium that occurs naturally in soils worldwide and is cultured specifically for pesticide use.

Health Canada's Pest Management Regulatory Agency (PMRA) is responsible for ensuring human health and environmental safety of all pest control products prior to their approval for use in Canada. Manufactures of products must provide the agency with a full analysis of the products formulation, as well as extensive health and environmental data so that the agency can do an extensive risk assessment on the product. Only products that are reviewed and found to be effective and safe for use with little to no risk to human health and the environment are then registered for use.

Environmental and health monitoring is done by the federal government scientists after spray programs to evaluate any possible effects on humans or the environment. Even after many years of widespread use of Btk in forestry, agriculture and urban settings, no public health problems have been identified or any significant environmental concerns arose. In fact, strains have been used by both organic and non-organic farmers through the world in many countries. Btk is one of the few pesticides acceptable to organic growers, as it is a naturally occurring biological organism, rather than a synthetic chemical. The product does not survive in warm blooded organisms or in residues on food passed through the digestive system without any effect.

Btk is only toxic to specific lepidopteran insects in the caterpillar stage of their life cycle such as gypsy moth and cankerworm. When Btk is ingested by the caterpillars, their alkaline gut pH triggers the bacteria to release an endotoxin that is lethal to the insect. The caterpillar must ingest Btk for it to be effective. Btk does not affect adult moths and butterflies. It also does not impact Monarchs as they are not in the caterpillar phase of their life cycle at the time the spray is applied. Btk does not affect other insects, honeybees, fish, birds, or mammals. There are no impacts on animals that may eat caterpillars that have ingested Btk.

Private Trees

The City takes full responsibility for City owned trees and private trees are managed by private property owners. The City provides support and outreach education to guide property owners on how to manage tree issues. The City is not in a position to take responsibility for all private trees and it would be cost prohibitive. In this unique circumstance the City can expand our aerial

spray program to benefit adjacent property owners and recover a fee to offset costs, similar to the successful 2006/2007 program.

The City can expand the spray area to the privately-owned severely impacted areas to benefit adjacent property owners similar to the 2006/2007 gypsy moth spray program. The impacted property owners would be invoiced an approximate cost of up to \$170 per household which is a significantly lower cost than hiring a private contractor who would apply ground treatment and would be less effective than the property owner benefitting from the City's aerial spray program.

Consistent with the 2006 program, an average rate would be charged to all private property owners within the identified spray area based on the total amount of private property owners and the percentage of the program that represents.

The exact number of households within the finalized spray boundary cannot be confirmed until the cankerworm data is complete but is expected to be in the order of 6,000 properties.

For the 2017 program, as per section 398(2)1 in the Municipal Act, this fee can be charged to the tax roll of the property receiving the service provided by the City. The following table demonstrates the sharing of costs based on land percentage:

Table 1: 2018 Proposed Severe Defoliation Boundary Spray Costs and Ownership

Category	Hectares of Land	Break Down	Cost Sharing
Privately Owned Lands	845	60%	\$950,000
Publically Owned Lands	455	40%	\$650,000
Total	1,300	100%	\$1,600,000

The spray area, not including hardscape areas, is approximately 1,300 Ha, with 60% being private property. The estimated cost of spraying private properties is approximately \$950,000. Within this area there are approximately 6,000 residents and business, bringing the current average rate per property owner to approximately \$170. This cost per household varies from the amount paid in the previous program (\$198) due to the number of households in the severely impacted areas.

Recoverable costs related to the project include contracted aerial spraying services, public notice, security and safety, traffic control and road closures, signage and any other costs to support the aerial spray. As mentioned previously, current costing takes into account an approximated 24% of the 1,700 Ha as being hard surface, leaving the actual spray area as 1,300 Ha.

General Committee	2017/10/31	7
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Private Property Fee Collection

Invoices will be issued to property owners after the spray program is complete in Spring 2018. Any unpaid fees will be added to the tax roll. The 2006/2007 aerial spray program for Gypsy Moth had a very positive response to cost recovery through invoicing.

Sole Source Procurement

Zimmer Air is the only known provider of urban residential area aerial spray programs within the industry to the highly technical equipment and helicopter required. Zimmer Air has a highly reliable reputation and expertise in completing this work and successfully conducted the City's spray program in 2006 and 2007 as well as the City of Toronto's 2017 Aerial Spray Program. Other municipalities in the GTA and Hamilton Region that plan to conduct an urban area spray would also use Zimmer Air which may result in more cost effective pricing. Zimmer Air has a proven record of working well with Municipal Staff to plan a holistic aerial spray program including weather forecasting, spray drift, security and efficient route modelling. The Purchasing By-law#364-2006 provides for sole source contract awards under these circumstances, ref. Schedule A 1 (ii), *Scarcity of supply in the market*.

Council approval is required for sole source contract awards with a value of \$100,000 or more. Please see Appendix 2: Statement of Work (SOW) for Gypsy Moth & Cankerworm Aerial Spray.

Strategic Plan

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

Financial Impact

The proposed 2018 Gypsy Moth and Cankerworm IPM will require \$1.6 million gross funding from 2017 Reserve for General Contingency to carry out planning and procurement for a 2018 aerial spray program. Through proposed private property aerial spraying fees it is estimated that approximately \$950,000 would be recoverable for a net City cost of \$650,000.

The City is working with surrounding GTA and region of Hamilton who also encountered a high gypsy moth and/or fall cankerworm population in 2017 as well. The estimate is based on surrounding Municipalities choosing to participate in a joint aerial program. Currently, some surrounding Municipalities have indicated strong interest in an aerial spray program but none have yet been confirmed through their Council.

Conclusion

The integrated pest management program for 2018 recommends an aerial spray component next Spring in targeted areas with severe defoliation projections and other management techniques in projected lower defoliation areas due to gypsy moth and cankerworm populations. Btk aerial spray is safe from a human and environmental perspective as governed by PMRA.

Based on gypsy moth data, the 2017 gypsy moth population is strong and projected to increase in specific areas of Mississauga in 2018. The defoliation forecasts indicate that the area of infestation is not expanding significantly, however the defoliation levels are predicted to be higher. To ensure the protection of city owned trees a 2018 aerial spray program is recommended which includes an opportunity for neighbouring properties to benefit from the program. A fee for impacted private properties would be applied consistent with the 2006/2007 program.

Due to the time sensitive nature of the fall cankerworm emergence, this report highlights the specific gypsy moth population with information gathered in spring 2018 for fall cankerworm. Late fall, following required frost condition, cankerworm data will be used to confirm the specific boundaries for the 2018 aerial spray program and impacted property owners.

\$1.6 million in gross funding to cover communication, security, permits, and contractor costs is required to proceed with detailed project planning, communication plan and procurement. A sole source contract award to Zimmer Air for a 2018 spray program is recommended so staff can proceed with detailed plans and continue to work with GTA and Hamilton and Region conservation authorities and municipalities on a collaborative program to ensure the most cost effective approach.

In early 2018 a Report will be brought forward which will include detailed population levels for gypsy moth and cankerworm, confirmed aerial spray boundaries, specific routes and final costing.

Attachments

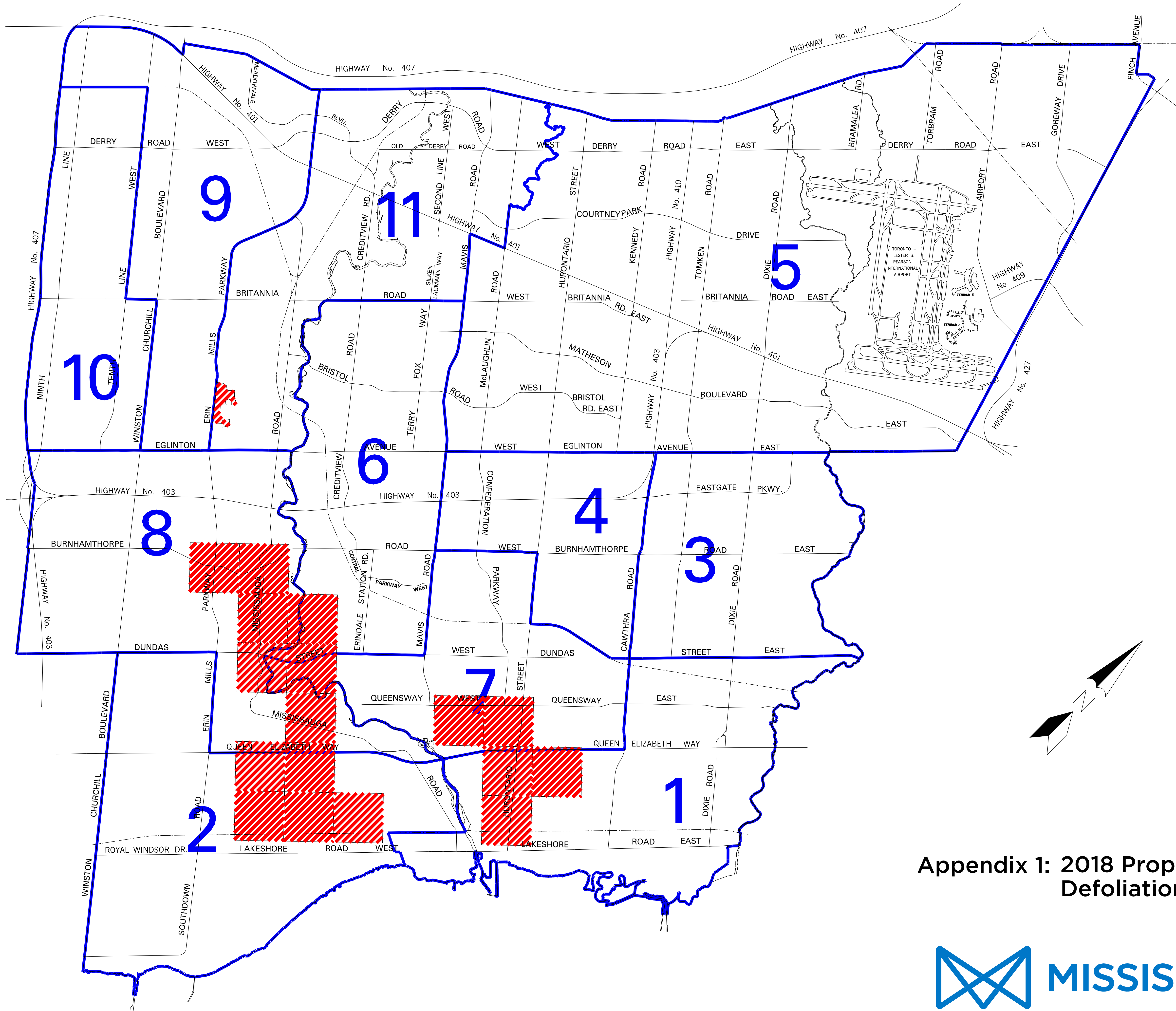
Appendix 1: 2018 Proposed Severe Defoliation Boundary

Appendix 2: Statement of Work (SOW) for Gypsy Moth & Cankerworm Aerial Spray



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

Prepared by: Jessica Wiley, Forestry Manager



Appendix 1: 2018 Proposed Severe Defoliation Boundary

Appendix 2: Statement of Work (SOW) for Gypsy Moth & Cankerworm Aerial Spray

1.0 Background

The City of Mississauga's Parks and Forestry Division has recently completed data collection on gypsy moth and cankerworm infestation levels throughout the City. Based on data gathered, there is a need for the services of an urban residential aerial spray contractor, a very specific and highly technical service, to mitigate the impact of these insects. The City requires that the vendor have extensive experience in this field to ensure effective project management to complete this large scale project.

Policy

The City's Strategic Plan identifies "Living Green" as one of the five pillars making up the vision for the City. This plan identifies measures to help protect the natural environment despite the growth and development of the City over time. A key component to achieving this will be to mitigate the impact of these insects on the tree canopy and resulting defoliation if left unchecked.

2.0 Project Purpose

The purpose of this project is to provide urban residential aerial spray services to very specific and targeted areas and these services should include route planning, drift modelling and project management to provide support in ensuring proper site security and permits are in place.

In order to meet this objective, Parks and Forestry is seeking a qualified urban residential aerial spray service to mitigate the impact of these insects through the use of a *Bacillus thuringiensis* (Btk) spray program.

3.0 Project Scope

The following anticipated scope of work breakdown is required, but not limited to:

- The Contractor shall provide urban residential aerial spray services to very specific and targeted locations, approximately 1,300 hectares in the City of Mississauga.
- The Contractor shall use *Bacillus thuringiensis* (Btk) in severely defoliated areas as determined by the City to mitigate the impact to the tree canopy.
- The Contractor shall review all background information and data to assist the City in determining specific routes and modelling the flight plan and drift models.
- The Contractor shall provide Project Management support to coordinate any additional requirements related to security, permits and data analysis related to aerial spray.
- The Contractor shall be available to provide these services in early Spring of 2018, weather dependent.

4.0 Timeline

Due to seasonal requirements the urban residential aerial spray would take place in early Spring of 2018. Contractor services would be required commencing in Fall 2017 to begin preparing for the spray service.

City of Mississauga
Corporate Report



Date: 2017/10/31

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-37W

Meeting date:
 2017/11/15

Subject

All-Way Stop - Heatherleigh Avenue and Fairford Crescent (Ward 6)

Recommendation

That an all-way stop control not be implemented at the intersection of Heatherleigh Avenue and Fairford Crescent as the warrants have not been met, as outlined in the report from the Commissioner of Transportation and Works, dated October 31, 2017 entitled "All-Way Stop – Heatherleigh Avenue and Fairford Crescent (Ward 6)"

Background

Concerns have been identified by area residents regarding pedestrian safety in the vicinity of the intersection of Heatherleigh Avenue and Fairford Crescent.

The Ward Councillor has requested that the Transportation and Works Department submit a report to General Committee regarding the implementation of an all-way stop at the intersection of Heatherleigh Avenue and Fairford Crescent.

Currently, the intersection of Heatherleigh Avenue and Fairford Crescent operates as a three leg intersection with a stop control for westbound motorists on Fairford Crescent. A location map is attached as Appendix 1.

Comments

An a.m./p.m. manual turning movement count was completed at the intersection of Heatherleigh Avenue and Fairford Crescent to determine if an all-way stop control is warranted. The results are as follows:

Heatherleigh Avenue and Fairford Crescent

Warrant Value

Part "A": Volume for All Approaches 98%

Part "B": Minor Street Volume 40%

In order for an all-way stop to be warranted, both Parts "A" and "B" must equal 100 percent. Based on the results, an all-way stop is not warranted at the intersection Heatherleigh Avenue and Fairford Crescent.

A review of the collision history at the intersection of Heatherleigh Avenue and Fairford Crescent revealed no reported collisions within the past three years that are the type considered correctable through the installation of an all-way stop. An all-way stop is therefore not warranted based on collision frequency.

Financial Impact

Not Applicable.

Conclusion

Based on the manual turning movement count warrants and collision history, the Transportation and Works Department does not recommend the installation of an all-way stop at the intersection of Heatherleigh Avenue and Fairford Crescent.

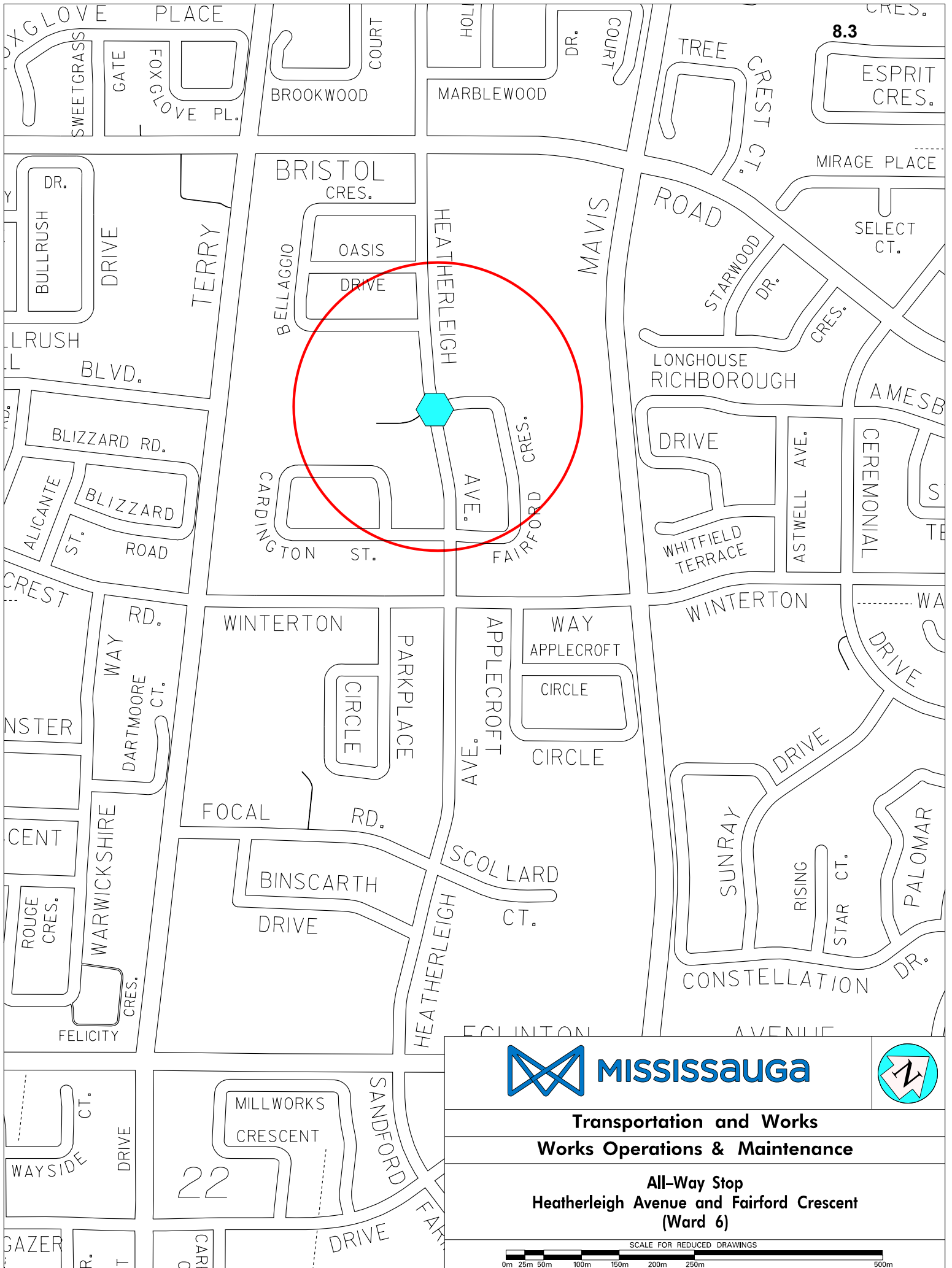
Attachments

Appendix 1: Location Map - All-Way Stop - Heatherleigh Avenue and Fairford Crescent (Ward 6)



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

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



MISSISSAUGA



**Transportation and Works
Works Operations & Maintenance**

**All-Way Stop
Heatherleigh Avenue and Fairford Crescent
(Ward 6)**



City of Mississauga

Corporate Report



Date: 2017/10/27

To: Chair and Members of General Committee

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

Originator's files:

Meeting date:
2017/11/15

Subject

MiWay Discount Transit Ticket Pilot Program - Mississauga Food Banks

Recommendation

That the report entitled "MiWay Discount Transit Ticket Pilot Program - Mississauga Food Banks" to General Committee dated October 27, 2017 from the Commissioner of Transportation and Works be received for further direction from General Committee.

Background

Mississauga has 18 designated food bank locations as well as the Mississauga Food Bank which is a distribution centre for many food banks in Mississauga. See Appendix 1 for Mississauga Food Bank locations. This listing is also available on the Region of Peel website under the Peel Public Health section. Food banks, in addition to a range of food-related programs for adults and children, may also offer other forms of support such as skills training, community kitchens and gardens, and helping people search for jobs, housing, or affordable child care.

MiWay hosted a meeting with several local foodbanks and administered two on-line surveys to all foodbanks to better understand the client transportation needs. Based on the response, some foodbanks indicated they would consider purchasing MiWay tickets for their clients at a 50% discount from the current ticket price. Initially the program was open only to the six foodbanks who completed the on-line survey but due to limited participation, the program was expanded in May 2017 to include all foodbanks in Mississauga.

Comments

MiWay has contacted all eligible foodbanks by email and phone to advise them of the available MiWay ticket discount. To date only four foodbanks have ordered MiWay tickets at the discounted price (Compass, Deacon's Cupboard, Seva and Eden). Compass Foodbank historically has ordered tickets from MiWay at the full price but as a result of the discount have increased their order. Tickets are ordered in strips containing 10 tickets per strip and the total

order for Compass has increased by about 35 strips (one-third more) each quarter. The other three foodbank orders have been low from about 10 to 20 strips of adult tickets over the year.

Strategic Plan

The growth and investment in transit contributes to the strategic goals of:

- Ensuring Youth, Older Adults and New Immigrants Thrive
- Ensuring Affordability and Accessibility

Financial Impact

The pilot program is capped at \$50,000 from the Affordable Transportation Pilot Program funds. These funds are transferred to the MiWay revenue budget by matching sales to the food banks thereby ensuring the revenue budget remains intact. The total value of sales over the past 10 months to the four food banks is \$15,087 at full value. The subsidy to the City is fifty percent or \$7,543.50.

The chart below outlines the sales history in 2017 for the Mississauga food banks:

Mississauga Food bank	Date of Order	Ticket Strips Ordered	Ticket Strips Ordered	Full Cost	Subsidy at 50% of value
	2017 Sales	Adult	Seniors		
Deacon's Cupboard	Feb 23	3		\$93	\$46.50
Compass Food Bank	Mar 17	130	21	\$4,471	\$2,235.50
Deacon's Cupboard	May 10	8		\$248	\$124
Compass Food Bank	Jun 26	136	21	\$4,657	\$2,328.50
Eden Food Bank	Jul 11	10		\$310	\$155
Seva Food Bank	Jul 12	7		\$217	\$108.50
Seva Food Bank	Sep 8	14		\$434	\$217
Compass Food Bank	Sep 15	136	21	\$4,657	\$2,328.50
Totals				\$15,087	\$7,543.50

Based on the current participation rates and providing room for growth, MiWay estimates the annual cost of this program to be \$20,000. Sufficient funds have been identified in the 2018 MiWay operating budget.

Conclusion

The MiWay discount ticket program available to local Mississauga foodbanks has operated on a pilot basis since November 1, 2016. In May 2017, the pilot was expanded from six to all 18 eligible foodbanks in Mississauga. To date only four foodbanks have participated in the program. Overall, based on the annual results, the impact to the 2017 budget to support this discount program is approximately \$8,000 to \$10,000 depending on the number of tickets

General Committee	2017/10/27	3
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purchased. The pilot program is available until December 31, 2017. MiWay is seeking further direction from General Committee on the continuation of the discount available to eligible Mississauga foodbanks.

Attachments

Appendix: 1 – Mississauga Food Bank Locations



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

Prepared by: Mary-Lou Johnston, Manager, Business Development

1	Compass Market Food Bank 310 Lakeshore Rd. W. Mississauga, ON L5H 1G8 905-274-9309 http://thecompass.ca	Food Bank Details: Monday: 3 – 8 p.m. Wednesday: 2 – 5 p.m. Friday: Noon – 5 p.m. Postal codes served: L5G, L5H, L5J, L5E
2	The Deacon's Cupboard, St. Peter's Church Erindale 1745 Dundas St. W. Mississauga, L5K 2E1 905-828-1588, ext. 64 www.stpeterserindale.org	Emergency Food Service Details: Wednesday: 9 a.m. – 1 p.m. Last Monday of each month 5:30 – 7:30 p.m. Postal codes served: L5B, L5C, L5H, L5J, L5K, L5L
3	Eden Food for Change 3185 Unity Dr., Unit 2 Mississauga, ON L5L 4L5 905-785-3651 3051 Battleford Rd. Mississauga, ON L5N 5Z9 905-785-3651 info@edenffc.org www.edenffc.org	Unity location: Tuesday: Noon – 2:30 p.m. & 5 – 7 p.m. Thursday: 10 a.m. – noon Battleford location: Monday: 10 a.m. – noon & 1 – 3 p.m. Thursday: 6 – 8:30 p.m. Area Served for both locations: Western Mississauga *Additional programs offered at both locations: Learning Kitchen, Fresh Produce Box
4	Good Measure 3607 Wolfedale Road Mississauga , ON L5C 1V8 905-566-1208 Emergency: Jean 647-400-7914	Food Bank Details: Drop Ins Wednesday: 10 a.m. – 4 p.m. Friday: 1 – 4 p.m. Saturday: 10 a.m. – 1 p.m. Sunday: 10 a.m. – 1 p.m. All are welcome

5	Grace Mt. Zion Apostolic Church 5865 Coopers Ave. Mississauga, ON L4Z 1R9 905-501-8958 www.graceconnected.org info@graceconnected.org	Food Bank Details: Friday: 6 – 8 p.m. Last Saturday of each month 11a.m. – 1 p.m. *Additional programs offered
6	ICNA Relief Food Bank 6120 Montevideo Rd., Unit 4 Mississauga, ON L5N 3W5 905-858-1067 www.icnareliefcanda.ca mississaugaafb@icnareliefcanda.ca	Food Bank Details: Tuesday and Wednesday: 10 a.m. – 4 p.m. Non-denominational, all are welcome Halal meats available *Additional programs offered
7	The Mississauga Food Bank 3121 Universal Drive Mississauga, ON L4X 2E2 905-270-5589 www.themississaugafoodbank.org info@themississaugafoodbank.org	Network Head Office and Distribution Centre Details: Monday, Tuesday and Thursday: 9 a.m. – 5 p.m. Wednesday: 9 a.m. – 8 p.m. Friday: 9 a.m. – noon No food is served to clients at this location Will help connect people to their area food bank
8	Mississauga Seventh Day Adventist Church 2250 Credit Valley Rd. Mississauga, ON L5M 4L9 905-608-0013 www.mississaugasda.com info@mississaugasda.com	Food Bank Details: Wednesday: Noon – 2 p.m.
9	Mt. Zion Apostolic Church 6810 Professional Crt. Malton, ON L4V 1X6 905-908-1205	Food Bank Details: Friday: 2 – 6 p.m. Non-denominational, all are welcome

	www.mzacccanada.com	
10	Muslim Welfare Centre 3490 Mavis Rd. Mississauga, ON L5L 1T8 905-281-9730 missi@muslimwelfarecentre.com www.muslimwelfarecentre.com	Registration for Food Bank: Sunday – Thursday 2 – 4 p.m. Food Bank Hours: Sunday – Saturday 9 a.m. – 5:30 p.m. Non-denominational, all are welcome
11	Malton Food Bank 7060 Airport Rd. Mississauga, ON L4T 2G8 905-696-9963 www.maltonfoodbank.ca	Food Bank Details: Clients served by appointment only Weekend delivery available upon request Postal codes served: All postal codes served
12	Open Door Square One Shopping Centre 100 City Centre Dr. Mississauga, ON L5B 2C9 905-276-9136 theopendoor@hotmail.com http://opendoorsquareone.org (near Goodlife Fitness exit by seniors centre)	Food Bank Details: Monday – Thursday and Saturday 10 a.m. – 4:30 p.m. Friday Noon – 4:30 p.m. Non-denominational, all are welcome *Additional programs offered
13	Saint Vincent de Paul St. John of the Cross Conference 6890 Glen Erin Dr. Mississauga, ON L5N 2E1 905-821-1331, ext. 305 www.ssvp.on.ca assistance@ssvp.on.ca	Emergency Food Service Details: Home Visits Only Calls are picked up daily Please leave message *Additional programs offered
14	Saint Vincent de Paul Our Lady of The Airways 7411 Darcel Ave. Mississauga, ON L4T 2X5	Emergency Food Service Details: Home Visits Only Calls are picked up daily

	<p>905-671-8382</p> <p>www.ssvp.on.ca assistance@ssvp.on.ca</p>	<p>Please leave message</p> <p><i>*Additional programs offered</i></p>
15	<p>The Salvation Army Cornerstone Community Church 3020 Vanderbilt Rd. Mississauga, ON L5N 4W8 905-824-0450 x23</p> <p>jeff_arkell@can.salvationarym.org www.cornerstones.ca</p>	<p>Food Bank Details:</p> <p>Tuesday & Thursday 9 a.m. – noon & 1 p.m. – 3 p.m. Friday: 6 p.m. – 8 p.m.</p> <p>Postal codes served: L5N, L5M, L5V, L5W</p>
16	<p>The Salvation Army Erin Mills 2460 The Collegeway Mississauga, ON L5L 1V3 905-607-2151</p> <p>info@salvationarmyerinmills.ca http://www.salvationarmyerinmills.ca</p>	<p>Food Bank Details:</p> <p>Monday: 9:30 a.m. – noon & 1:30 – 3:30 p.m. Wednesday and Friday 9:30 a.m. – noon</p> <p>Postal codes served: L5L, L5C, L5K, L5H, L5J</p> <p><i>* Additional programs offered</i></p>
17	<p>Salvation Army Community and Family Services 3167 Cawthra Rd. Mississauga, ON L5A 2X4 905-279-3941</p> <p>a.pugh@safamilyservices.com http://www.salvationarmyfamilyservices.com</p> <p>(Office building is located behind the church)</p>	<p>Organization Details:</p> <p>Monday and Tuesday: 9 a.m. – noon, 1 – 3:30 p.m. Wednesday: 9 a.m. – noon, 1 – 6:30 p.m. Thursday: 1 – 3:30 p.m. Friday: 9 a.m. – noon</p> <p>Postal codes served: L4V, L4W, L4X, L4Y, L4Z, L5A, L5B, L5E, L5G, L5P, L5R, L5T</p> <p><i>*Additional programs offered</i></p>
18	<p>St. Mary's Food Bank 5715 Coopers Ave., Unit 4 Mississauga, ON L4Z 2C7 905-890-0900</p> <p>1699 Dundas St. E. Mississauga, ON L4X 1L5</p>	<p>Food Bank Details:</p> <p>Coopers location Tuesday: Noon – 2 p.m. Wednesday and Thursday 7 – 9 p.m.</p> <p>Postal codes served: L4Z, L5W, L4W, L5R, L5V, L5C</p>

	<p>905-238-9008</p> <p>http://www.stmarys-foodbank.com</p>	<p>Dundas location Monday and Tuesday 6 – 8 p.m. Wednesday: 11:30 a.m. – 2 p.m.</p> <p>Postal codes served: L5E, L4X, L4Y, L5A</p> <p>*Additional programs offered at both locations</p>
19	<p>Seva Food Bank 3413 Wolfedale Rd., Unit 10 Mississauga, ON L5C 1V8 905-361-SEVA (7382)</p> <p>2832 Slough Street Mississauga, ON L4T 1G3 905-361-SEVA (7382)</p> <p>info@sevafoodbank.com sevafoodbank.com</p>	<p>Food Bank Details:</p> <p>Wolfedale location Wednesday and Thursday: 4 – 8 p.m. Friday: Noon – 4 p.m.</p> <p>Malton (Slough Street) Location Monday: 4 – 8 p.m. Tuesday: Noon - 4p.m. Thursday: 4 – 8 p.m. Friday: (By appointment only) 11 – 2 p.m.</p> <p>Postal codes served for both locations: L5B, L5C, L4V, L5S, L4T, L5T, L5P</p> <p><i>*Additional programs offered at both locations</i></p>

City of Mississauga

Corporate Report



Date: 2017/10/26

To: Chair and Members of General Committee

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

Originator's files:

Meeting date:
2017/11/15

Subject

PRESTO Retail Network

Recommendation

1. That Council permit the operation of the PRESTO Retail Network within Mississauga as outlined in this report from the Commissioner of Transportation and Works dated October 26, 2017.
2. That a by-law be enacted to authorize the Mayor and City Clerk to execute a seven-year term agreement to authorize Metrolinx to set up a PRESTO Retail Network in Mississauga, subject to a satisfactory review by Legal Services and the Transportation and Works Department.

Background

On January 21, 2005 Council authorized the City to execute the GTA Fare System Procurement Governance Agreement (PGA), which governed the procurement process of the GTA Farecard System with the appointment of the Ministry of Transportation (MTO) as the procurement agent for all participating municipalities and transit agencies.

On June 23, 2006 Council approved the City of Mississauga entering into a ten year operating agreement (2006-2016) with Transit Agencies (TAs), GO Transit, and MTO. Since then, MTO has transferred its rights and responsibilities to Metrolinx.

The Operating Agreement (OA) expired on October 27, 2016. The OA was subsequently extended while the municipalities worked toward an Agreement in Principle (AIP) with Metrolinx. In February 2017, the 905 Municipalities' CAOs and the CEO of Metrolinx reached consensus on key terms for the AIP.

Legal counsels from all participant agencies are currently drafting the final OA that when satisfactory will be brought for City Council reporting purposes and to seek authority to execute.

General Committee	2017/10/26	2
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Comments

Metrolinx has partnered with Loblaw Companies Ltd. (“Loblaw”), a Shoppers Drug Mart parent company, to be the exclusive retail partner to distribute PRESTO. Metrolinx selected Loblaw through a fair, open, and transparent process that in August 2015 began with the issuance of a request for proposal.

The Shoppers Drug Mart stores that service PRESTO become the Retail Network; when fully implemented, at least 55% of Shoppers Drug Mart stores in Mississauga will sell, set concessions, and reload PRESTO cards. MiWay staff has identified the priority locations for minimum geographical coverage and has requested that all Shoppers Drug Mart stores in Mississauga become part of the PRESTO Retail Network but participation is up to the individual associate-owner. This new Retail Network would give MiWay customers more locations to buy and reload PRESTO cards.

The initial term of the agreement is for seven years and two successive five year renewal options.

MiWay has no plans to introduce a separate third party retail network within in the City.

Shoppers Drug Mart will collect the commission on card sales and reloads and also asks for two rights:

1. *Territory exclusivity.* All City facilities are exempted from this clause. The participant Shoppers Drug Mart stores will have an exclusive service area measured as a 3.5 kilometre radius around the store.
2. *Right of first refusal.* In the event that the City decides to establish a third party agent within the exclusivity radius of a nearby Shoppers Drug Mart store that does not offer PRESTO services yet, Loblaw will be given the opportunity to enroll the store on the PRESTO Retail Network. Only after Loblaw declines the opportunity can a third party agent be established.

Strategic Plan

Allowing the PRESTO Retail Network to operate within Mississauga contributes to a reliable and convenient transit system.

Financial Impact

The operation of the PRESTO Retail Network comes at no cost for the City and includes full service centre responsibilities, i.e. card inventory costs, funds collection, and costs of equipment installation and operation are fully covered by the Retail Network.

Conclusion

The PRESTO Program has contemplated a retail network since inception but a number of factors prevented various attempts from being successful.

A convenient and ubiquitous network of service centers is necessary for a successful and voluntary adoption of the PRESTO card. The introduction of the Shoppers Drug Mart retail network goes a long way to address a service gap for MiWay customers and deliver on the promise of making transit convenient and easy to use.

The proposed retail network is a low risk, zero cost opportunity in which the operational risks are assumed by Shoppers Drug Mart and the City makes no contribution to capital and operational budgets. MiWay customers will receive the full benefit of an expanded network of service centers.



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

Prepared by: Fermin Pico, Manager of Business Systems

City of Mississauga

Corporate Report



Date: 2017/10/30

To: Chair and Members of General Committee

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

Originator's files:
RT.17.STR

Meeting date:
2017/11/15

Subject

Proposed Street Names to be added to the City of Mississauga Approved Street Name Reserve List.

Recommendation

That the street names **Vetere** and **Lebold** be approved for use in the City of Mississauga, and be added to the City of Mississauga Approved Street Name Reserve List.

Background

Councillor McFadden submitted the names **Vetere** and **Lebold** for review by the Region of Peel Street Names Committee to be added to the City of Mississauga Approved Street Name Reserve List (Ward 10, City Wide).

Comments

Street names within the City of Mississauga are reviewed by the Region of Peel Street Names Committee, which includes staff from the City of Mississauga Transportation and Works Department and Fire and Emergency Services.

This committee reviews all names proposed for use from a regional perspective and makes recommendations on whether the proposed names should be approved. Approved names that are not immediately used, are added to a reserve list for future use.

The Region of Peel Street Names Committee has reviewed the names **Vetere** and **Lebold**, and has no objection to their use.

Financial Impact

There are no financial impacts to the City associated with the approval of this report.

General Committee

2017/10/30

2

Originators files: RT.17.STR

Conclusion

The Region of Peel Street Names Committee reviewed the names **Vetere** and **Lebold**, and recommends that they be approved for use in the City of Mississauga, and be added to the City of Mississauga Approved Street Name Reserve List.



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

Prepared by: Ryan Au, Coordinator, Development Engineering

City of Mississauga

Corporate Report



Date: 2017/11/01

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:
2017/11/15

Subject

Lisgar District Basement Water Infiltration Project and Sump Pump Subsidy Updates and Single Source Contract Award to Amec Foster Wheeler for Consulting Services Required for the Foundation Drain Collector Pumping Station, Procurement No. PRC000531 (Ward 10)

Recommendation

1. That the Updated Action Plan as outlined in the report dated November 1, 2017, from the Commissioner of Transportation and Works titled Lisgar District Basement Water Infiltration Project and Sump Pump Subsidy Updates and Single Source Contract Award to Amec Foster Wheeler for Consulting Services Required for the Foundation Drain Collector Pumping Station, Procurement No. PRC000531 (Ward 10) be endorsed.
2. That existing funded projects PN16-146 and PN17-146 (funded through Clean Water and Wastewater Fund) be renamed *Lisgar Improvements – Dewatering Utility Trench & FDC Pumping Station*.
3. That the Purchasing Agent be authorized to award a contract for the design, contract administration and construction inspection in support of the Lisgar Foundation Drain Collector Pumping Station Project to Amec Foster Wheeler in the amount of \$200,000 including contingency (excluding taxes) on a single source basis which will be funded through existing Lisgar District basement water infiltration capital projects.
4. That the Foundation Drain Collector (FDC) Sump Pump Subsidy Program under By-law 0170-2015 be amended to remove the one-half cost sharing requirement between the City of Mississauga and the homeowner and to reflect a maximum contribution of \$6,000 per household to be provided by the City of Mississauga towards the full cost of the sump pump installation, and that this subsidy be made retroactive to compensate homeowners who had previously received a sump pump subsidy from the City.

5. That the Foundation Drain Collector (FDC) Sump Pump Subsidy Program project, PN 13-142, be increased by \$372,500 to a net budget of \$500,000 and that the additional funding be transferred from the Stormwater Capital Reserve Fund (Account 35992) and that the appropriate by-law be enacted.

Report Highlights

- Staff has proceeded with the implementation of the Prioritized Action Plan, approved by Council in March 2015, to address the basement water infiltration issue within the Lisgar District;
- An Updated Action Plan has been developed to address the basement water infiltration issue;
- Leakage testing after the lining of storm sewers in the Black Walnut Trail area revealed that another component of the storm sewer system, the roadway sub-drains, was found to be a potential source of substantial leakage into the utility trench;
- Prototype installation and testing of measures to minimize the inflow of stormwater from the curb line catchbasin into the roadway sub-drain is currently in progress. Once a product is proven effective, an installation program will be implemented along Black Walnut Trail and other areas of the Lisgar District;
- A foundation drain collector (FDC) pumping station is recommended for design and construction in 2018;
- Staff recommends that the maximum financial subsidy for sump pump installation to be provided by the City be increased to \$6,000 per household and that the one-half cost sharing requirement between the City of Mississauga and the homeowner be removed; and,
- Staff recommends that AmecFW be retained, on a single source basis, for the design, contract administration and construction inspection services in support of the FDC Pumping station project.

Background

The Lisgar District is situated in the northwest corner of the City and is bounded by the Canadian Pacific Railway tracks to the north, Britannia Road West to the south, Ninth Line to the west and Tenth Line West to the east. This residential area was primarily developed between 1986 and 2004.

The servicing of the Lisgar District is designed based on a three-pipe system: sanitary sewer, storm sewer and foundation drain collector. The sanitary sewer system collects household wastewater and basement floor drainage; the storm sewer system conveys road surface runoff (based on a 2-year return period design capacity) into the Sixteen Mile Creek and; the FDC

system drains the weeping tiles surrounding the foundations of homes to a storm drainage outlet separate from the Sixteen Mile Creek system.

Beginning in 2008, a number of residents in the Lisgar District started to experience water seepage in their basements following certain rainfall events, with 187 homes affected during a rainfall event in late 2011, the greatest number of homes impacted during a rainfall event to date.

When the City first became aware of this issue, a number of proactive actions were undertaken including preventative maintenance work on the FDC and storm sewer systems, maintenance activities along Sixteen Mile Creek and the Osprey Marsh Stormwater Management Pond as well as the implementation of a High Water Protocol where City forces would monitor the FDC system during storm events and deploy pumps when surcharging of the system is anticipated.

In October 2011, the engineering consulting firm of Amec Foster Wheeler Environment and Infrastructure (AmecFW), now known as AmecFW, was retained by the City to undertake an investigative study to determine the possible causes of the basement water infiltration problem and to recommend corrective measures.

The findings of this study determined that the primary cause of the basement water infiltration is stormwater entering and residing within the utility trench that contains the storm, sanitary and FDC sewers. At that time, it was proposed that leakage from the storm sewer system, which is not built to be watertight, into the utility trench over time causes water to build up in the trench and, under certain conditions, saturate and flow through the bedding material surrounding the FDC laterals servicing the homes and into the foundation weeping tiles. Once in the weeping tiles, the water can then drain directly into the FDC pipes which can overload (surcharge) the FDC system. This condition may prevent the weeping tiles from draining freely and allow water to build up around the foundations and potentially seep into the basements.

A number of other factors were identified which may also be impacting the overall operation of the FDC system.

From the findings of the study, a Prioritized Action Plan was developed with initiatives ranked in order of effectiveness and feasibility. They are as follows:

1. Storm sewer lining;
2. Drain or dewater utility trench;
3. FDC pumping stations;
4. FDC sewer upgrades; and,
5. Sump pumps (private).

General Committee	2017/11/01	4
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The highest priority projects recommended out of the Prioritized Action Plan were as follows:

1. Strategic lining of storm sewers to minimize leakage;
2. Conduct background work and undertake detailed design and construction of a utility trench dewatering system; and,
3. Monitor the effectiveness of a) and b).

Other recommended projects that may be staged over time, conditional on the results of the above include:

4. Permanent FDC Pumping Stations; and,
5. Replace deficient FDC pipes when they reach the end of their engineered lifespan.

It was also recommended that residents who qualify for the City's sump pump subsidy take advantage of the program.

The findings were presented at a community meeting organized by Councillor McFadden's office, held on March 26, 2015.

A corporate report, titled *Lisgar District Basement Water Infiltration Study Findings and Single Source Contract Award to Amec Foster Wheeler Environment & Infrastructure, File Ref. Procurement No. FA.49.301-15 (Ward 10)*, that summarized the findings of the investigation, the Prioritized Action Plan and next steps was presented at the April 8, 2015 General Committee. The recommendations, which included the first three highest priority measures, were subsequently adopted by Council on April 15, 2015. For more detailed information, a copy of the corporate report and the consultant's summary report (attachment to the report) can be found at www.mississauga.ca/portal/cityhall/generalcommittee under Agenda (April 8, 2015).

This report will provide a status update on the implementation of the Prioritized Action Plan and a summary of the July 13-14, 2017 storm event which resulted in reported basement water infiltration at 34 homes on Black Walnut Trail and one home on Golden Locust Drive. This report will also propose an Updated Action Plan and enhancements to the Foundation Drain Collector (FDC) Sump Pump Subsidy Program.

Comments

Given the complexity of the water infiltration issue in the Lisgar area, projects in the Prioritized Action Plan need to be implemented in stages to allow for the monitoring of constructed projects, to assess their effectiveness and to assist staff in making informed decisions on subsequent actions. This is a time consuming and iterative process that is necessary to determine the interactions between the various components of the drainage system.

General Committee	2017/11/01	5
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Works on the highest priority projects commenced once Council approval was received in 2015 and significant staff efforts have been expended to ensure that the implementation of the Prioritized Action Plan has progressed.

The following provides a summary on the status of the highest priority projects in the Prioritized Action Plan.

Storm Sewer Lining

An area at the north end of Black Walnut Trail was selected for the first phase of the storm sewer lining works based on monitoring results. Detailed research of available lining technologies was undertaken through a Request for Prequalification (RFPQ) process to find a technology that would not require any excavation or disturbance to the road, had been proven effective in cold climates and would cause no significant adverse environmental impacts. The lining technology chosen was one that uses an Ultraviolet Cured-in-Place-Pipe process.

The Phase 1 storm sewer lining project, consisting of approximately 3.6 kilometres of pipe, was tendered for construction in August, 2016 and completed by March, 2017. A post-lining leakage test was conducted in April, 2017 and compared with pre-lining baseline monitoring data. The results, however, indicated that stormwater was still entering the utility trench even though the lined sewers were now water tight. Based on an analysis of the findings, a refined leakage test was developed and conducted in July, 2017. This test revealed that another component of the storm sewer system, the roadway sub-drains, was found to be a potential source of substantial leakage.

Roadway sub-drains are 100 mm (4 inch) diameter perforated pipes which run under the road base, along the curb line, and drain into catchbasins. The purpose of these sub-drains is to provide drainage for the granular base of the roadway pavement system to prevent the accumulation of water and frost heaving of the road. In the Lisgar District, which is designed based on a three-pipe system, the storm sewers are designed to accommodate surface water drainage only and not drainage from basement weeping tiles. As such, the storm sewers and the drainage pipes from the catchbasins to the storm sewers have been constructed at relatively shallow depths. This configuration has resulted in a relatively small elevation difference between drainage pipes from the catchbasins and the roadway sub-drain outlets into the catchbasins. Consequently, during storm events, stormwater runoff from the roads fills the catchbasins and then flows into the sub-drains, and from there into the granular road base and down into the utility trench.

To address this new finding, a number of measures were investigated to minimize the inflow of stormwater from the catchbasins into the sub-drains, including blocking them off completely using plugs. Prototype installation and testing has already begun. Once this measure has been proven effective, an installation program will be implemented along Black Walnut Trail and other areas of Lisgar District.

Given the findings of the post-lining testing, Phase 2 of the storm sewer lining project, which is one of two CWWF projects to address the Lisgar water infiltration issue, has been suspended.

Utility Trench Dewatering System

The purpose of the utility trench dewatering system is to remove water from the utility trench using a specialized sump pump to maintain a lower volume of water in the trench, thus creating capacity during rainfall events and reducing the likelihood of water building up around the foundations of homes. Based on a review of monitoring data, the parkette at Black Walnut Trail and Cactus Gate, part of the Lisgar Meadow Brook greenbelt (P-334), was selected as the location for the pilot trench dewatering system. Preliminary work, including a geotechnical investigation and the preparation of preliminary design drawings for circulation and review was initiated in 2016.

A Permit to Take Water (PTTW) from the Ministry of Environment and Climate Change (MOECC) to construct and operate the trench dewatering system has been received. However, the Ministry identified some concerns regarding potential roadway settlement which staff is currently assessing. AmecFW is proceeding with the final design of the trench dewatering system. It is anticipated that the system will be constructed in 2018 at an estimated cost of \$1M. This utility trench dewatering project is the second CWWF project to address the Lisgar water infiltration issue.

Monitoring Program

First initiated in 2012, the monitoring program currently consists of 54 gauges which continuously record water level and temperature: 20 gauges are monitoring ground water, primarily in the utility trench, and 34 gauges are located in the FDC system, the storm sewer system and in Sixteen Mile Creek and the Osprey Marsh Stormwater Management Pond. This comprehensive monitoring program has provided significant insight into the interaction of the various components of a very complex drainage system and has assisted the City and AmecFW in determining the best sites to implement measures and to aid in determining the effectiveness of measures that have been constructed.

July 13 – 14, 2017 Storm Event

Between approximately 11:50 p.m. July 13 and 12:35 a.m. July 14, a localized thunderstorm affected the Black Walnut Trail area of the Lisgar District. This storm system had not been forecasted by the weather services and as such the High Water Protocol was not enacted. Although the storm was brief, the City's rain gauge located at the nearby Garry W. Morden Training Centre indicated that approximately 38 mm (1.5 inches) of rain fell over a 45 minute period and that the rainfall reached a peak intensity of a 1 in 5 year event. This has been the most intense rainstorm recorded since the monitoring program began in 2012, and resulted in reported basement water infiltration at 35 homes, 34 of which are on Black Walnut Trail and one on Golden Locust Drive.

General Committee	2017/11/01	7
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After the storm, City staff responded by undertaking a video inspection and flushing of the entire FDC system from the top end of Black Walnut Trail to Ninth Line, as well as a topographic survey of the Black Walnut Area to confirm elevations of basement floors relative to the FDC and storm sewer systems and measured utility trench water surface elevations beneath the road. Modification to the High Water Protocol (HWP) program was also put into place subsequent to the storm where pumps are now deployed for thunderstorm events.

This storm event is the first to have caused basement water infiltration and the most intense storm recorded since monitoring began in 2012. Having recorded monitoring data during a storm event that caused basement water infiltration has provided further insight into the interactions among the various components of a complex drainage system and corroborated past assessments. For instance, an analysis of the monitoring data before and after the storm validated that the FDC system and the utility trench respond to a surface water source; that the creek is not the cause of the FDC surcharging and that the storm sewer lining, on its own, has not sufficiently reduced leakage to the trench and the FDC system.

Foundation Drain Collector (FDC) Sump Pump Subsidy Program

A residential sump pump subsidy program has been in place since 2013 and was expanded in 2015 to all households in the City serviced by a municipal FDC system. The program offers eligible homeowners a financial subsidy to install a sump pump, covering up to 50 percent of the cost, to a maximum of \$3,000 per household. However, since the implementation of the subsidy program, a very small number of homeowners have applied for a subsidy. In order to encourage more homeowners to participate in the program, to provide a safeguard against basement water infiltration until system-wide solutions are implemented, staff recommends that the financial subsidy to be provided by the City be increased to a maximum of \$6,000 per household and that the one-half cost sharing requirement between the City of Mississauga and the homeowner that is in the current program be removed. Staff also recommends that the subsidy be retroactive to cover homeowners who had previously received a sump pump subsidy from the City.

Staff recommends that the City's financial contribution to the sump pump subsidy program be capped at \$500,000 and reviewed from time to time.

Updated Action Plan

Given the results from the storm sewer leakage test along with the interpretation of data from the July 2017 storm event, an updated action plan has been developed that addresses both the causes and symptoms of the basement water infiltration issue. The Update Action Plan is as follows:

1. Continue to pursue the installation of measures to reduce the inflow of stormwater into the roadway sub-drains in the Black Walnut Trail area, including sub-drain plugs. If

General Committee	2017/11/01	8
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found effective, an installation program will be implemented along Black Walnut Trail and other areas of the Lisgar District;

2. Continue with the construction of the trench dewatering system in the parkette at Black Walnut Trail and Cactus Gate, and monitor its effectiveness;
3. Move forward with the design and construction of a FDC Pumping Station in 2018, monitor its effectiveness and plan for additional pumping stations, if required;
4. Amend the existing Foundation Drain Collector (FDC) Sump Pump Subsidy Program by removing the one-half cost sharing requirement between the City of Mississauga and the homeowner and increase the maximum contribution to be provided by the City of Mississauga towards the full cost of the sump pump installation to \$6,000 per household; and,
5. Continue with the High Water Protocol, monitor its effectiveness and enhance the protocol as required.

A community meeting was recently held on October 18, 2017 by Councillor McFadden where many of the topics discussed above were presented to the public. A copy of the presentation along with the video recording of the meeting can be found at www.mississauga.ca/portal/residents/lisgarinvestigation.

Consulting Services Award to Amec Foster Wheeler

Amec Foster Wheeler was the original consultant engaged in 2011 to undertake this very complex investigative study and has successfully demonstrated proficiency in determining the cause of the basement water infiltration problem and recommending corrective measures. Amec Foster Wheeler is exceptionally familiar with this project and does not need to familiarize itself with the complex multi-year investigative and implementation works and can therefore proceed immediately to commence the work.

Staff recommends that Amec Foster Wheeler be retained to provide consulting services for the Lisgar FDC Pumping Station Project on a single source basis as it is cost effective to do so given the current knowledge and awareness of site conditions.

Based on an estimate provided by Amec Foster Wheeler, the proposed cost for engineering consulting services for the design, contract administration and construction inspection services in support of the Lisgar Pumping Station Project is approximately \$170,000 (refer to Appendix 1 for the Proposed Work Plan). An estimated amount of \$30,000 is also requested to be approved as contingency bringing the total project cost to \$200,000 (excluding tax). This project will be funded through existing Lisgar District basement water infiltration capital projects.

The Purchasing By-law No. 374-2006 Schedule A 1. (b) provides for single sourcing vendors when (iv) the solicitation of competitive Bids would not be economical to the City. The By-law

General Committee	2017/11/01	9
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requires Council approval for single source contract awards having a value of \$100,000 or more.

Financial Impact

FDC Pumping Station

The cost of the FDC Pumping Station is \$170,000 for design, contract administration and construction inspection. Given the complexity of this project, it is recommended that a \$30,000 contingency be added to bring the budget to \$200,000 (excluding tax). The construction cost is estimated to be \$2.0M. Both phases of the project will be funded through existing Lisgar District basement water infiltration capital projects. Projects PN16-146 with gross budget of \$2.6M and PN17-146 (funded through CWWF) with gross budget of \$2.0M will be renamed Lisgar Improvements – Dewatering Utility Trench & FDC Pumping Station.

The Ontario Ministry of Infrastructure will be contacted by staff to request a change of scope to project PN17-146 from Lisgar Improvements – Storm Sewer Lining & Dewatering Utility Trench to Lisgar Improvements – Dewatering Utility Trench & FDC Pumping Station, and to extend the project completion timeline to beyond March 31, 2018.

Utility Trench Dewatering System

The construction of the Utility Trench Dewatering System, with an estimated cost of \$1.0M, will be carried out using existing funding in projects PN16-146 and PN17-146.

Foundation Drain Collector (FDC) Sump Pump Subsidy Program

The enhancement to the current subsidy program will require additional funding of \$372,500 in PN13-142 (Lisgar District Sump Pump Subsidy Program) and will increase net budget to \$500,000. The increase in funding will be transferred from the Stormwater Capital Reserve Fund (Account 35992).

Conclusion

The findings from the testing of the Phase 1 storm sewer lining works and ongoing monitoring have revealed that another component of the storm sewer system, the roadway sub-drains, may be a potential source of substantial leakage. Based on this an Updated Action Plan has been developed with the two highest priority measures being to strategically install measures to reduce the inflow of stormwater into the road sub-drain and to move forward with the design and construction of a FDC pumping station. The need for additional pumping stations will be assessed at the appropriate time.

Staff is recommending that Amec Foster Wheeler be retained to provide consulting services for the Lisgar Pumping Station project, on a single source basis, being an economical solution for the City.

General Committee	2017/11/01	10
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Attachments

Appendix 1: Proposed Work Plan – FDC Pumping Station



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

Prepared by: Lincoln Kan, Manager, Environmental Services



October 30, 2017
Our File: TPB178055

City of Mississauga
201 City Centre Drive, Suite 800
Mississauga ON L5B 2T4

ATTENTION: Jeff Smylie, P.Eng.
Storm Drainage Programming Engineer

Dear Sir:

**Re: Proposed Work Plan
Design and Contract Administration Services – FDC Pumping Station
Lisgar District Basement Water Infiltration Study, City of Mississauga**

Introduction

Further to your e-mail requests of October 19, 2017 (ref. Smylie-Senior) and October 27, 2017 (ref. Jakupi-Senior), we hereby provide you with this proposal for Design and Contract Administration services in support of the proposed FDC pumping station in the Black Walnut Trail area, in a location to be determined. The scope is also intended to be consistent with the updated action plan, as presented to the public at the October 18, 2017 public meeting.

The current proposal outlines the Work Plan associated with the provision of both Design and Contract Administration services for the above-noted scope as currently understood. Note: the effort associated with the Design and Construction Support services for the planned utility trench dewatering system (to be constructed in 2018) is already accounted for as part of previously approved proposals.

Scope of Work

The proposed work plan reflects the effort associated with the design and contract administration services for a proposed FDC pumping station, to be constructed in 2018. Based on discussions with City staff, it is currently expected that the pumping station would be constructed at the Cactus Gate Parkette, in order to take advantage of synergies with the proposed utility trench dewatering system, also to be constructed at the Cactus Gate Parkette in 2018. It is expected that these synergies would result in some overall reductions in the level of effort associated with the design and construction services required for the FDC pumping station, in particular during the tendering and construction phase (since these two projects would then be expected to be tendered and constructed as a single project).

Notwithstanding, the Cactus Gate location has not, as of yet, been definitively confirmed as the preferred location. As part of the broader scale assessment, it is suggested that prior to committing to this location, a comprehensive review of potential locations be completed, along with supporting analysis to determine the potential effectiveness of the various locations as well as to confirm that the location selected is the most appropriate (this effort would also determine a

Continued...

City of Mississauga (FDC Pumping Station)
October 30, 2017

prioritization for possible additional pumping stations, if so required in 2019 and beyond). The following Work Plan has therefore been conservatively developed assuming an alternate location (other than Cactus Gate) is selected. As noted, should the Cactus Gate location ultimately selected, the associated effort would be expected to be reduced due to the previously noted efficiencies.

Task 1: Review of Potential Locations

As an initial task, it is suggested that potential locations for an FDC pumping station be reviewed. Given the locations of reported basement water infiltration for the July 13-14, 2017 storm event, it is suggested that the pumping station would be located somewhere along Black Walnut Trail, however there are multiple potential locations which could be considered. These locations would be reviewed based on the instances of past historic flooding, as well as observed FDC response data for the July 13-14, 2017 storm event and previous surcharging events. Other considerations, including public land ownership, space availability and pipe sizing would be considered at a high level to assess the advantages and disadvantages of potential locations.

Task 2: Hydraulic Modelling and Analysis

Prior to undertaking the preliminary design, it is suggested that there is value in hydraulic modelling of the FDC sewer system, to better assess expected rates of flow and pumping requirements including the effectiveness of various pumping station locations. A hydraulic model of the FDC sewer system was previously developed (PCSWMM) as part of the assessment work in support of the March 2015 Public Summary Report (although not formally documented; details were provided in the internal presentation of December 16, 2014). That model was used for a number of different assessments, including forensic modelling of an actual storm event (September 2, 2014) based on monitoring data.

As part of this task, it is suggested that the model be used to re-create the July 13-14, 2017 storm event for the Black Walnut Trail area, based on observed flow monitoring data. Once the simulated flows have been established, the modelling would be used to verify the effectiveness of pumping, including approximate wet well dimensions and pump capacities. In conjunction with the analysis completed in Task 1, various potential pumping locations and combinations would be analyzed to determine the differences in effectiveness and pumping requirements for each location.

In addition, it is suggested that the estimated FDC flows for the July 13-14, 2017 storm event be used to develop a hydrologic relationship between estimated peak flows and corresponding surface drainage areas (i.e. contributing FDC catchments) and rainfall intensity using simplified approaches (similar to the Rational Method). This approach would also be extended to previously recorded FDC surcharge events, nominally the next largest three (3) events. These results would then be used to develop a range of expected flows under more formative storm events which would allow for a form of statistical analysis. These relative increases would then be applied to the estimated July 13-14, 2017 storm event time series to assess the relative increase in pumping capacity required.

High-level costing information for the assessed pumps and wet well configurations would also be prepared to summarize the range of options available, and the incremental cost of pumping

Continued...

City of Mississauga (FDC Pumping Station)
October 30, 2017

capacity. A Technical Memorandum would be prepared to summarize the findings of Tasks 1 and 2 (including the preferred location), and submitted to the City for review and comment. It has been assumed that a meeting would occur at this stage; the effort for this has however been accounted for separately (Task 11).

Task 3: Preliminary Design

Using the results of Tasks 1 and 2, a preliminary design of the preferred FDC pumping station would be developed (i.e. one only at this stage). A plan view drawing would be prepared, along with representative sections. Pump manufacturers would be contacted to determine potential options for the identified sizing, along with options for wet wells. The resulting preliminary design would be re-confirmed using the hydraulic modelling prepared as part of Task 2. The preliminary design would be submitted to City staff for review before proceeding to subsequent tasks. It has been assumed that a further meeting with City staff would occur at this stage; the effort for this has however been accounted for separately (Task 11).

As part of this task, utility checks will be completed and marked on site by others. It has been assumed that the City of Mississauga will provide all required topographic survey services for the selected location, including surface grades, sewer inverts, and utility locations. Should the City of Mississauga prefer that Amec Foster Wheeler provide these services, the estimated effort for this task can be updated and revised accordingly.

Task 4: Geotechnical Investigation

Similar to the approach employed for the utility trench dewatering system at Cactus Gate, it is recommended that a geotechnical investigation be undertaken for the proposed pumping station site. This would support the design work, and also provide the City with a greater certainty with respect the characteristics on-site soils, and the need for any additional measure(s) to protect adjacent residences. The scope outlined herein is common with the approved scope for the Cactus Gate site (ref. May 6, 2016 proposal), which was undertaken to support the proposed utility trench dewatering system, and therefore had a focus on soil permeability, impacts to adjacent residents, and groundwater impacts. Depending on the location ultimately selected, this work may not be required (i.e. if the Cactus Gate Parkette is selected), or may be scoped/reduced. This will be reviewed prior to the finalization of the current proposal, however for the current proposal a full geotechnical scope has been conservatively assumed.

A program of investigation including six (6) boreholes drilled to a maximum depth of 7 m (+/-) below existing grade would be adequate for this purpose based on Amec Foster Wheeler's understanding of the site. Three (3) boreholes will be drilled in the area of the pumping station (assumed to be located within a parkette area along Black Walnut Trail) using a track mounted power auger supplied and operated by a specialist drilling contractor. The remaining three (3) boreholes will be drilled on the road right-of-way using a truck mounted power auger supplied and operated by a specialist drilling contractor. The boreholes will be advanced using continuous flight solid stem augers. Continuous flight hollow stem augers will be used where monitoring wells are required and as needed based on soil conditions. Soil samples will be obtained at 0.76 m to 1.5 m intervals of depth using conventional split-spoon sampling equipment. Upon completion, one (1) borehole will be instrumented with a ground water monitoring well (piezometer). Excess soil

Continued...

City of Mississauga (FDC Pumping Station)
October 30, 2017

will be placed in a location designated by the City of Mississauga. It has been assumed that packaging and off-site disposal of excess soil is not required.

In the event that the subsurface conditions are such that significant changes to this program need to be considered, Amec Foster Wheeler will contact the City for authorization prior to initiation. Exploration of the bedrock by coring has not been included in the scope of work. If bedrock is encountered within the range of depths proposed, the boreholes will be terminated at the depth of practical refusal to advance by augering.

The field work will be continuously supervised by an experienced technician who will locate the boreholes, arrange for underground service locates, direct the drilling and sampling operations, and log the boreholes. Traffic control in accordance with MTO Book 7 will be required for the three boreholes to be drilled on the roadway. Based on number and location of underground utilities in the roadway, hydrovac has been included in the scope of work for the road boreholes only. The asphalt surface will be cored prior to hydrovac work and will be restored upon completion by replacing and sealing the original asphalt core in place.

The soil samples recovered from the boreholes would be brought to Amec Foster Wheeler's Burlington laboratory for examination and selective laboratory testing. The laboratory testing will include determination of the water content, grain size distribution and plasticity of the samples. In addition, selected soil samples will be analyzed for corrosivity to assess the potential for sulphate attack on underground concrete and corrosion to buried metal piping/appurtenances. It is expected that some off-site disposal of excavated soil will be required in conjunction with the construction. To identify potential issues regarding the management of surplus excavated soil, an allowance for chemical analyses of up to four (4) soil samples for bulk metals and inorganics analysis has been included in the proposed work plan.

As part of this task, a hydrovac excavator truck will be employed to daylight utilities in the vicinity of work, in order to confirm depths. The field staff on site for the geotechnical investigation will manually measure the depths of the utilities below ground. Alternatively, the City of Mississauga's survey crew could potentially be employed to measure the actual geodetic elevations. A preliminary cost of \$5,000 for hydrovac services has been estimated for the current preliminary proposal; this will be revised as part of the final proposal.

The results of the geotechnical investigation will be detailed in a report which will include a plan showing the borehole locations, records of borehole logs, and the results of the laboratory testing. Amec Foster Wheeler's interpretation of the results of the field laboratory testing will be included in the report, along with a discussion of the geotechnical engineering design aspects.

Task 5: Well Decommissioning

The one (1) standard piezometer installed as part of the geotechnical investigation would require decommissioning. Presently it is assumed that it may not be in the footprint of the construction works and would therefore have to be decommissioned separately.

Continued...
City of Mississauga (FDC Pumping Station)
October 30, 2017

Task 6: Detailed Design and Contract Drawing Preparation

Following preliminary design (Task 3), Amec Foster Wheeler will proceed with detailed design, including contract drawings. The plan view and cross-section views developed as part of Task 3 would be further refined, including additional details as required (including the outlet connection to Lisgar Creek). A staging and erosion and sediment control plan would be developed (in part using the information from the Geotechnical Investigation in Task 4).

It is currently expected that in order to preserve grade between the pumping station discharge and Lisgar Creek (and avoid backwater impacts), the outfall from the pumping station will be to surface within a parkette along Black Walnut Trail well above operative creek elevations. This will therefore necessitate confirmation of the channel/swale dimensions and grades between this discharge point and Lisgar Creek, including a likely culvert crossing underneath the pedestrian walkway, along with associated drawing details.

As part of this task, it is assumed that additional support for electrical engineering design will be required. Moon-Matz Ltd. has been retained to provide this service for the utility trench dewatering system. For the purposes of the current preliminary proposal, an additional disbursement of \$20,000 has been assumed for additional electrical design support including backup power requirements. This will however need to be confirmed with a formal proposal, following City staff's review of this submission.

Task 7: Design Brief and Impact Analysis

In anticipation of permitting submissions for the FDC pumping station, a Design Brief will be prepared which outlines the proposed FDC pumping system design, as well as the technical basis for siting of the pumping station, and pump and wet well sizing, based on the previously completed tasks. In addition, the Design Brief will include estimated flow rates to be discharged to Lisgar Creek. It is expected that the Design Brief will clearly state the flows being discharged are in fact surface water flows which are entering the FDC system, thus there is no expected overall impact to creek discharges and floodplain extents. Notwithstanding, the Design Brief and impact analysis will need to provide details on how pumping station discharges will outlet to Lisgar Creek, and supporting calculations. For the purposes of the current proposal, it has been assumed that no supporting analyses related to fluvial geomorphology or aquatic habitat would be required as part of the assessment and documentation.

Task 8: Conservation Halton Permit Submission

A Conservation Halton (CH) permit submission was not assumed as part of the previous utility trench dewatering system proposal, given the expected scope of works and associated low flows. The expected discharges from the FDC pumping system will however be considerably larger, and will necessitate the design of a section of channel/swale between the discharge point and Lisgar Creek, which would likely extend into CH's Regulated area limits. As such, it is expected that a permit submission will be required. The materials prepared as part of Tasks 3 and 4 would be submitted accordingly.

It has been assumed that one (1) round of minor comments/revisions would be required. Any applicable permit application fees are not included in the current scope and would be the

Continued...

City of Mississauga (FDC Pumping Station)
October 30, 2017

responsibility of the City of Mississauga. It has been assumed that no meeting with CH staff would be required.

Task 9: Ministry of the Environment and Climate Change Submission

Given that the proposed FDC pumping station will involve the construction of new sewers along with the pumping station, it is expected that an Environmental Compliance Approval (ECA) will be required from the Ministry of the Environment and Climate Change (MOECC). The City of Mississauga should already have an ECA (or Certificate of Approval) in place for the existing FDC and storm sewers, thus an amendment application may be sufficient to satisfy MOECC requirements. Amec Foster Wheeler will prepare the submission forms required, and submit along with the materials prepared as part of previous tasks.

It has been assumed that one (1) round of minor comments/revisions would be required. Any applicable permit application fees are not included in the current scope and would be the responsibility of the City of Mississauga. It has been assumed that no meeting with MOECC staff would be required.

Task 10: Tender Document Preparation and Tender Support

As part of this item, a complete tender package would be prepared for the City's review, including a Form of Tender (schedule) and a preliminary Engineer's cost estimate, as well as Specifications and Special Provisions. Amec Foster Wheeler would also review, and prepare as required, any additional summary text for the Tender Package. Detailed design drawings would also be included, however the effort for these materials has been included as part of Task 6.

Following the preparation of all Tender Documents, Amec Foster Wheeler would support the City during the tendering period. This would include responding to questions from contractors (bidders) and supporting the City in issuing addenda, as required. Amec Foster Wheeler would also assist the City as required, in reviewing the technical content and details of the submitted bids/proposals.

It has been assumed that one (1) meeting would likely be required as part of this task, however the effort has been accounted for separately as part of Task 11.

Task 11: Design Phase Meetings

An amount has been included for a total of three (3) half-day meetings in support of the completion of the work plan. It is expected that the first meeting would be completed following Task 2 to review and discuss locations and the results of the hydraulic analyses, with a second following Task 3 to review the preliminary design. A third meeting would likely occur as part of the tender period. This task also includes some effort for pre- and post- meeting activities including the preparation of meeting minutes.

Task 12: On-Site Observation and Contract Administration

Full-time Site Observation services would be provided by a qualified inspector from Amec Foster Wheeler, to ensure that the proposed pumping station work is completed in accordance with the approved contract.

Continued...
City of Mississauga (FDC Pumping Station)
October 30, 2017

Given that the location selected could differ from that of the utility trench dewatering system (as could the timing of construction work), the effort accounted for as part of this task assumes separate construction work that than for the utility trench dewatering system. As a preliminary estimate, it is expected that construction would require at least forty (40) working days (or 8 weeks) to complete. The estimated level of on-site observation reflects this estimate.

In addition to the foregoing, Amec Foster Wheeler would also be responsible for all Contract Administration duties, including the preparation of Change Orders (if required) and Payment Certificates. Given the estimated duration of construction, it has been assumed that three (3) payment certificates will be required to complete the project.

Pre and post condition monitoring of residences (up to 4 residences) and on-site vibration monitoring (2 weeks – 10 days) and unattended/remote vibration monitoring (6 weeks), have also been assumed to be included as part of this task, consistent with the estimated level of effort included as part of the March 27, 2017 budget reconciliation. This will however need to be confirmed prior to finalization of the work plan.

Task 13: Construction Phase Meetings

It has been assumed that two (2) half day site meetings would be required as part of the construction phase. This task also includes some effort for pre- and post- meeting activities including the preparation of meeting minutes.

Fees and Budget

The fees associated with the foregoing draft work plan have been summarized in the attached summary of staff days by task plus disbursements. Based on the estimated level of effort, a total fee of \$166,908 has been estimated (excluding applicable taxes). Hourly rates are consistent with our previously approved proposal of January 17, 2017 (City Purchase Order 4600016446).

All activities would be completed based on the existing agreements and associated terms and conditions in place between Amec Foster Wheeler and the City of Mississauga.

Schedule

Analysis and design activities would begin immediately upon approval of the revised scope, in order to support construction activities. All activities would be largely completed by the end of 2018, with the exception of some reporting activities, which would be completed in early 2019. An updated schedule for all project activities would be developed separately for your consideration.

Closure

We look forward to continuing to serve the City in the remediation phase of the Lisgar District Basement Water Infiltration Project, as the City moves forward with its Updated Action Plan.

Should you wish to discuss the details of this preliminary proposal or the associated scheduling in more detail, please do not hesitate to contact the undersigned.


Continued...
City of Mississauga (FDC Pumping Station)
October 30, 2017

Yours truly,

Amec Foster Wheeler Environment & Infrastructure,
a Division of Amec Foster Wheeler Americas Limited


Per: Ron Scheckenberger, M.Eng., P.Eng.
Principal Consultant


Per: Matt Senior, M.A.Sc., P.Eng.
Project Engineer


Per: Martin Shepley, D.Phil, M.Sc, P.Geo.
Associate Hydrogeologist

MJS\RBS\MGS

/Attached Table 1: Fee Estimate for Consulting Services

[illegible]

City of Mississauga

Corporate Report



Date: 2017/10/31

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:
2017/11/15

Subject

Design of Cooksville Stormwater Management Facilities, SWMF #2101 & #3603 – Increase to Existing Consultant Contract with Cole Engineering Group Ltd. FA.49.416-15 (Wards 4 and 5)

Recommendation

That the Purchasing Agent be authorized to increase the existing contract (Purchase Order No. 4600015997) with Cole Engineering Group Ltd. (Cole Engineering) by \$165,940.00 to a revised total contract value of \$561,862.00 (excluding taxes) for services rendered at the design phase and for contract administration for the Cooksville Creek Stormwater Management Facility projects.

Background

Following a competitive bid process through procurement FA.49.416-15, the City retained Cole Engineering in 2016 to undertake the design of the stormwater management (SWM) facilities #2101 and #3603. SWM facility #3603 is located at Eastgate Park and SWM facility #2101 is located on the west side of Cooksville Creek, just north of Central Parkway West. These locations were identified through the 2012 Cooksville Flood Evaluation Study Master Plan EA to support flood mitigation within the Cooksville Creek watershed and to improve capacity in the downstream drainage system. The primary engineering services include preparation of detailed design drawings, detailed modeling and provision of construction administration and as-constructed drawings.

Comments

During the design phase of the stormwater management facilities, it was determined that additional consulting services are required that are beyond Cole Engineering's existing scope of work. The related costs are shown in the following table and explained in greater detail in Appendix #1. However, some notable items are discussed in greater detail below.

Items	SWMF #3603	SWMF #3603	Totals
Additional Contract Administration	\$110,740	-	\$110,740
Tender Period Assistance	\$10,610	-	\$10,610
Public Information Centre	\$10,330	-	\$10,330
Electrical Design Services	\$7,100	-	\$7,100
Phase 1 Environmental Site Assessment	\$7,000	-	\$7,000
Additional Tender Package Preparation	-	\$17,120	\$17,120
Additional Terrestrial Assessment	-	\$3,040	\$3,040
Total	\$145,780	\$20,160	\$165,940

SWM Facility #3603 (Eastgate Park)

The Eastgate Park stormwater management facility is an underground stormwater management facility and the first of its kind to be implemented in the City of Mississauga. The construction is located in a sensitive area with several residential and school properties located nearby. Furthermore, this facility, which is a Clean Water and Wastewater Fund (CWWF) project, is currently under construction and must be substantially constructed by March 31, 2018 to meet the CWWF program commitment.

It is crucial that the construction of this project be administered and inspected with utmost care. The original proposal for contract administration included a part-time inspector and monthly progress meetings; however, given that the nature of this project is both new and unique, greater diligence on contract administration and inspection is essential to ensure that the facility is properly constructed. The additional cost for contract administration is \$110,740.

Approximately 60,000 m³ of material will be excavated from Eastgate Park and stockpiled at Park #459, located west of Ninth Line and north of Eglinton Avenue. Approximately half of the material will be returned to Eastgate Park and used as backfill and the remainder will be used for the development of the Park #459 lands.

The Ministry of Environment and Climate Change (MOECC) has recently developed new draft regulations which stipulate that an Excess Fill Management Plan is required when moving fill from one site to another. To comply with these regulations, it was necessary for Cole Engineering to undertake a Phase 1 Environmental Site Assessment, an item not previously anticipated, at a cost of \$7,000.

SWM Facility #2101

SWM Facility #2101 is also an underground stormwater management facility and as such, the design and contract administration elements for SWM facilities #2101 and #3603 were packaged together with the intent of optimizing the process. As the projects moved forward however, the two projects progressed at considerably different speeds due to ownership and site-specific issues. Given that, the projects need to be separated and will require \$17,120.00 to address tender preparation and bid assessment.

Council approval is required, per the purchasing By-law #374-2006, as the requested increase exceeds 20% of the original contract value.

Financial Impact

The original contract was in the amount of \$395,922.00 (excluding taxes). This report is recommending an increase of \$165,940.00 to Cole Engineering's contract bringing the Purchase Order total to \$561,862.00 (excluding taxes). Project 14-131 has sufficient funds available to accommodate the recommended increase. The existing and revised contract amounts are summarized in the table below.

Existing and Revised Purchase Order Amounts			
Contract Item	Original Value	Cost for Additional Work	New Upset Limit
Preliminary Design	\$131,947	-	\$131,947
Detailed Design	\$135,080	\$27,470	\$162,550
Project Management	\$19,275	-	\$19,275
Contract Administration	\$79,620	\$138,470	\$218,090
Contingency	\$30,000	-	\$30,000
Total	\$395,922	\$165,940	\$561,862

Conclusion

In order to complete the design of the Cooksville Stormwater Management Facilities, SWM facilities #2101 and #3603, additional engineering consulting services, appropriate contract administration and inspection services are required for the successful construction completion of the facilities. As the construction of these facilities is both unique and time sensitive, it is critical that Cole Engineering continues to provide the services and the current contract value be increased by an amount of \$165,940.00.

Attachments

Appendix 1: Work Change Request – Cole Engineering

Appendix 2: Location Maps of SWM facilities #2101 and #3603



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

Prepared by: Elizabeth Dollimore, Storm Drainage Technologist

October 24, 2017
Our Ref: WM15-0801 100

Appendix 1: Work Change Request – Cole Engineering

City of Mississauga
300 City Centre Drive
Mississauga, ON L5B 3C1

Attention: Muneef Ahmad, P.Eng.
Water Resources Engineer, Environmental Services Division

Re: Scope of Work Change #3
Various Items – SWMF 2101 and 3603

Further to our discussions, Cole Engineering Group Ltd. (COLE) is pleased to provide you with a scope of work change request for the above noted project. COLE has been retained by the City of Mississauga (the City) to provide engineering services for the design of Cooksville Stormwater Management (SWM) Facilities SWMF#2101 & SWMF#3603.

During execution of the project, several items not currently within COLE's scope of services have arisen, and the purpose of this letter is to document the additional scope of work and budgets associated with these items, which include:

- A Public Information Centre to inform the public of the project at Eastgate Park;
- Electrical design services required to address existing electrical infrastructure within Eastgate Park;
- Completion of a Phase 1 Environmental Site Assessment for Eastgate Park in support of the development of an excess soil management plan (to be completed by the successful Contractor);
- Separation of tender processes between the Eastgate and Metro sites;
- Assistance to the City during the tender period, including answering bidder questions, coordinating and attending a bidders meeting and development of addenda to the tender; and,
- Provision of additional contract administration and inspection services during the construction phase.

Each of the above noted additional items are further discussed below.

Public Information Centre

To present the finalized detailed design of the underground storage chambers, landscaping, and features of the new Eastgate Park to local residents, the City had indicated the need for a Public Information Centre (PIC). In addition, a rendered video was deemed to be beneficial in demonstrating the form and function of the project to the public. This meeting or video was not identified in the RFP and Proposal to be part

\\data\shared\2015 Projects\WM\WM15-0801 Mississauga_CooksvilleSWMF\100-Project Management\103-Scope Changes\CO3 - Combined\20171024 Scope Change.docx

COLE ENGINEERING GROUP LTD.

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of the original scope of work and therefore additional time/budget is required to prepare presentation materials and to attend the PIC itself. The PIC was held on April 18, 2017 and was well received by the members of the public in attendance.

Additional Terrestrial Assessment

The base scope of work included a terrestrial assessment at the Metro Site. As part of this scope of work, COLE arranged a meeting with CVC and City staff to stake the dripline of the tree features present on site. Unfortunately, not all required City staff attended the site visit, and a second site visit was required. The second site visit to stake the dripline is considered additional scope.

During the terrestrial assessment, several apple trees were noted on the Metro site, but were deemed to have minimal ecological value by COLE and CVC. However, after the terrestrial assessment was completed at the Metro site, existing apple trees on the Metro site were identified as being of interest to the public. A local resident has prepared an extensive report on the history of these trees, and COLE's ecologist and botanist reviewed the report, assessed options for mitigating damage to the apple trees, and provided comments to the City. This work was not noted at the time of proposal and therefore this work was not included in the base scope.

Electrical Design Services at Eastgate Park

During completion of the design of SWMF 3603 located at Eastgate Park, it was determined that there are existing electrical systems within the park to provide lighting for the park pathways and the baseball diamond. These electrical systems need to be removed during construction of the SWMF and new electrical infrastructure and lighting systems need to be installed as part of site restoration. Electrical works include a new control panel for the lighting systems and a new service to feed the system. The electrical work is required to be designed by a qualified electrical engineer. COLE's proposal for design of the project did not include electrical engineers as electrical systems were not known at the time of proposal. The additional scope of work required is to design the electrical systems and associated infrastructure.

Phase 1 Environmental Site Assessment

As part of the construction of SWMF 3603, over 60,000 m³ of fill is to be excavated from Eastgate Park and relocated to another City owned property known as Park #459. Approximately half of the fill will be returned to Eastgate Park and used as backfill above the new SWMF. The remainder of the fill material will remain at Park #459.

The proposed plan for moving fill requires the development of an excess fill management plan. Since the time of the original proposal, the Ontario Ministry of Environment and Climate Change (MOECC) has developed new draft regulations which, once enacted, will govern the movements of fill such as is planned for the construction of SWMF 3603. The new regulations will require the development of an Excess Fill Management Plan which includes requirements to characterize fill moved between sites.

For the construction of SWMF 3603, it has been determined that the Contractor would be required to develop and implement the excess fill management plan. To assist the bidders in developing a price for the Excess Fill Management Plan, it was determined that a Phase 1 Environmental Site Assessment should be undertaken and the resulting report provided as part of the tender package. This work was proposed to the City and approved by email on July 11, 2017.

Tender Period Assistance for Eastgate

COLE's scope of work for the project included the preparation of a detailed design/tender package and services during construction. However, the scope of work included in COLE's proposal did not include providing assistance to the City during the tender period.

It was determined that a bidders meeting should be held during the tender period to discuss the project. COLE staff coordinated, attended and documented the bidders meeting. Numerous questions were asked by potential bidders during the tender process, requiring significant effort by COLE staff to develop answers to the questions, including coordination with City staff.

Separation of Tenders and Tender Period Assistance for Metro

COLE's scope of work includes design and tender preparation at two sites, Eastgate and Metro. At the time of proposal, it was envisioned that works at both sites would be tendered in one package. However, due to delays associated with permission to enter at the Metro site, the Eastgate Park site has been advanced and has been tendered separately from the Metro site. Therefore, additional scope and budget will be required to complete the tender package for the Metro site.

Similar to the tender period assistance item for Eastgate Park outlined above, additional budget will also be required for provision of tender period assistance for the Metro project site. The estimate for tender period assistance for the Metro site has been developed based the expenditures for the tender period assistance for the Eastgate Park site, taking into account that bidder questions should be reduced based on incorporating changes to the tender package.

Additional Contract Administration and Site Inspection

COLE's proposal was undertaken assuming that the construction of SWMF 2101 and 3603 would be undertaken concurrently over a six (6) month time period. However, due to delays in property access at SWMF 2101, it was determined that the construction of SWMF 3603 should proceed in advance of work at SWMF 2101.

COLE's proposal was also based on providing part-time inspection consisting of eight (8) hours per week for 26 weeks, along with monthly progress meetings to be attended by the Project Manager, Contract Administrator and Site Inspector. However, based on recent discussions with the City, given the numerous residential and school properties near Eastgate Park, and the required construction schedule which includes winter construction, the City has requested additional contract administration and inspection services to further reduce risk to the project during the construction phase. Additional services include:

- An increase in inspection to 6 months (26 weeks) of full-time inspection and 2 months (8 weeks) of part-time inspection, based on 9 hours of work per day (as per initial discussions with the Contractor);
- Provision of budget to cover weekend inspections if required (assumed 10 additional days at 9 hours per day);
- An increase in progress meetings to weekly for 6 months (26 weeks) and bi-weekly for 2 months (8 weeks); and,

- Due to the additional electrical works (outlined above) and more complicated structural design (with three structural connections to the existing concrete sewer) additional specialist inspections and shop drawing reviews will be required from structural and electrical engineers.

The base scope of work was to provide services during construction for both SWMF 2101 and 3603; however as noted above construction at the sites will occur separately. Based on discussions with the City, it is preferred to utilize the budget for the base of work (both facilities) for construction services for SWMF 3603 and then provide a separate scope of work for construction services for SWMF 2101 once that project proceeds to construction. The summary of additional costs during construction is provided below:

Table 1: Construction Services Cost Breakdown

Item	Current Contract Value	Revised Contract Value	Additional Budget
Construction Services	\$58,180.00	\$138,160.00	\$79,980.00
As-Constructed Drawings	\$10,520.00	\$10,440.00	(\$80.00)
Meetings	\$6,720.00	\$33,280.00	\$26,560.00
Disbursements	\$4,200.00	\$8,480.00	\$4,280.00
Total	\$79,620.00	\$190,360.00	\$110,740.00

Summary of Additional Scope Costs and Schedule Impact

The cost of the proposed additional scope of work items are outlined in the table below. Further details are provided in the attached time task matrices, separated by each scope item.

Table 2: Additional Work Cost Summary

Item	Value
Public Information Centre	\$10,330.00
Additional Terrestrial	\$3,040.00
Electrical Design Services	\$7,100.00
Phase 1 Environmental Site Assessment	\$7,000.00
Tender Period Assistance for Eastgate	\$10,610.00
Separation of Tender Packages and Tender Period Assistance for Metro	\$17,120.00
Additional Contract Administration	\$110,740.00
Total	\$165,940.00

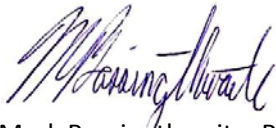
At this time, there is no schedule impact associated with the additional scope of work described herein. Construction of the Eastgate Park project is proceeding in the next several weeks, and therefore approval of this scope change is requested as soon as possible.

Muneef Ahmad, P.Eng.
City of Mississauga
Page 5
October 24, 2017

We thank you for the opportunity to provide additional services on this project, and we look forward to the successful completion of the assignment. Our team is ready to commence the additional work with your authorization. Please contact the undersigned should you have any questions or concerns.

Yours sincerely,

COLE ENGINEERING GROUP LTD.



Mark Bassingthwaite, P.Eng.
Project Manager

MFB/mfb

c.: Elizabeth Dollimore, City of Mississauga
Bravira Abadi, COLE
Mani Seradj, COLE

Encls. Time Task Matrices for Additional Scopes of Work

TIME TASK FEE MATRIX - ADDITIONAL WORK - PUBLIC INFORMATION CENTRE

Project: Cooksville Creek SWMF Retrofit

Client: City of Mississauga

Prepared By: Cole Engineering Group Ltd.

Municipality: City of Mississauga

Date: 10/24/2017

Date: 10/24/2017			Project Manager		Project Engineer		Project Designer		Cole Disbursements	MHBC (sub-consultant)	Total by Task
			Mark Bassingthwaite		Bravira Abadi		Samantha Rayner				
Tasks	SUMMARY TABLE		Time	Hourly Rate	Time	Hourly Rate	Time	Hourly Rate			
	Billing Time (hours)	Total Cost	0	\$ 150.00	hrs	\$ 90.00	hrs	\$ 70.00			
Coordination of PIC	36.0	\$ 3,700.00	8.0	\$ 1,200.00	12.0	\$ 1,080.00	16.0	\$ 1,120.00	\$ 300.00	\$ -	\$ 3,700.00
Attendance at PIC	12.0	\$ 1,290.00	4.0	\$ 600.00	4.0	\$ 360.00	4.0	\$ 280.00	\$ 50.00	\$ -	\$ 1,290.00
Rendered Landscape Plan and Flyover Video	28.0	\$ 5,340.00	0.0	\$ -	4.0	\$ 360.00	24.0	\$ 1,680.00	\$ -	\$ 3,300.00	\$ 5,340.00
Project Total Upset Fee (including disbursements and excluding taxes)		\$ 10,330.00	12.0	\$ 1,800.00	20.0	\$ 1,800.00	44.0	\$ 3,080.00	\$ 350.00	\$ 3,300.00	\$ 10,330.00

Note: Disbursements include mileage, printing, etc.

TIME TASK FEE MATRIX - ADDITIONAL WORK - TERRESTRIAL ASSESSMENT FOR METRO



Project: Cooksville Creek SWMF Retrofit

Client: City of Mississauga

Prepared By: Cole Engineering Group Ltd.

Municipality: City of Mississauga

Date: 10/5/2017

Date: 10/5/2017			Ecologist		Botanist		Cole Disbursements	MHBC (sub-consultant)	Total by Task	
			Chris Parent		Agneta Szabo					
			Time	Hourly Rate	Time	Hourly Rate				
Tasks	SUMMARY TABLE		0	\$ 135.00	hrs	\$ 75.00				
	Billing Time (hours)	Total Cost								
Assess significance of apple trees and recommend appropriate management strategy	20.0	\$ 2,320.00	12.0	\$ 1,620.00	8.0	\$ 600.00	\$ 100.00	\$ -	\$ 2,320.00	
Complete staking of woodland dripline (repeat site visit on June 5, 2017 to meet with Jamie Ferguson)	6.0	\$ 720.00	2.0	\$ 270.00	4.0	\$ 300.00	\$ 150.00	\$ -	\$ 720.00	
Project Total Upset Fee (including disbursements and excluding taxes)			\$ 3,040.00	14.0	\$ 1,890.00	12.0	\$ 900.00	\$ 250.00	\$ -	\$ 3,040.00

Note: Disbursements include mileage, printing, etc.

TIME TASK FEE MATRIX - ADDITIONAL WORK - ELECTRICAL DESIGN SERVICES



Project: Cooksville Creek SWMF Retrofit
 Client: City of Mississauga
 Prepared By: Cole Engineering Group Ltd.
 Municipality: City of Mississauga

Date: 10/5/2017

Date: 10/5/2017			Project Manager		Electrical Engineer		Electrical CAD		Cole Disbursements	Total by Task
			Mark Bassingthwaite		Mario Nunez		CAD Designer			
Tasks	SUMMARY TABLE		Time	Hourly Rate	Time	Hourly Rate	Time	Hourly Rate		
	Billing Time (hours)	Total Cost	0	\$ 150.00	hrs	\$ 120.00	hrs	\$ 70.00		
Site visit with City Staff	4.0	\$ 530.00	0.0	\$ -	4.0	\$ 480.00	0.0	\$ -	\$ 50.00	\$ 530.00
Site visit and coordination with Alectra Utilities around service removal and re-installation	6.0	\$ 830.00	2.0	\$ 300.00	4.0	\$ 480.00	0.0	\$ -	\$ 50.00	\$ 830.00
Electrical design and coordination	54.0	\$ 5,740.00	2.0	\$ 300.00	36.0	\$ 4,320.00	16.0	\$ 1,120.00	\$ -	\$ 5,740.00
Project Total Upset Fee (including disbursements and excluding taxes) \$ 7,100.00			4.0	\$ 600.00	44.0	\$ 5,280.00	16.0	\$ 1,120.00	\$ 100.00	\$ 7,100.00

Note: Disbursements include mileage, printing, etc.

TIME TASK FEE MATRIX - ADDITIONAL WORK - PHASE 1 ESA

Project: Cooksville Creek SWMF Retrofit
 Client: City of Mississauga
 Prepared By: Cole Engineering Group Ltd.
 Municipality: City of Mississauga

Date: 10/5/2017

Date: 10/5/2017			Senior Environmental Engineer		Junior Environmental Engineer		QA/QC		Cole Disbursements	Total by Task		
			Andre Lyn		Andrew O'Connell		Muin Husain					
Tasks			SUMMARY TABLE		Time	Hourly Rate	Time	Hourly Rate			Time	Hourly Rate
			Billing Time (hours)	Total Cost	hrs	\$ 125.00	hrs	\$ 85.00			hrs	\$ 180.00
Phase 1 ESA			57.0	\$ 7,000.00	20.0	\$ 2,500.00	36.0	\$ 3,060.00	1.0	\$ 180.00	\$ 1,260.00	\$ 7,000.00
Project Total Upset Fee (including disbursements and excluding taxes)			\$ 7,000.00	20.0	\$ 2,500.00	36.0	\$ 3,060.00	1.0	\$ 180.00	\$ 1,260.00	\$ 7,000.00	

Note: Disbursements include ECOLOG ERIS research, mileage, printing, etc.

TIME TASK FEE MATRIX - ADDITIONAL WORK - TENDER PERIOD ASSISTANCE

Project: Cooksville Creek SWMF Retrofit

Client: City of Mississauga

Prepared By: Cole Engineering Group Ltd.

Municipality: City of Mississauga

Date: 10/24/2017

Date: 10/24/2017			Project Manager		Project Engineer		Project Designer		Field Staff/ Technical Support		MHBC (sub-consultant)	Total by Task
			Mark Bassingthwaite		Bravira Abadi		Samantha Rayner					
Tasks	SUMMARY TABLE		Time	Hourly Rate	Time	Hourly Rate	Time	Hourly Rate	Time	Hourly Rate		
	Billing Time (hours)	Total Cost	0	\$ 150.00	hrs	\$ 90.00	hrs	\$ 70.00	hrs	\$ 70.00		
Preparation and Coordination for Bidders Meeting	12.0	\$ 1,160.00	2.0	\$ 300.00	8.0	\$ 720.00	2.0	\$ 140.00	0.0	\$ -	\$ -	\$ 1,160.00
Attendance at Bidders Meeting and Follow-up Documentation	20.0	\$ 2,090.00	6.0	\$ 900.00	8.0	\$ 720.00	6.0	\$ 420.00	0.0	\$ -	\$ -	\$ 2,090.00
Answers to Bidders Questions	52.0	\$ 7,360.00	16.0	\$ 2,400.00	32.0	\$ 2,880.00	4.0	\$ 280.00	0.0	\$ -	\$ 1,800.00	\$ 7,360.00
Project Total Upset Fee (including disbursements and excluding taxes)		\$ 10,610.00	24.0	\$ 3,600.00	48.0	\$ 4,320.00	12.0	\$ 840.00	0.0	\$ -	\$ 1,800.00	\$ 10,610.00

Note: Disbursements include mileage, printing, etc.

TIME TASK FEE MATRIX - ADDITIONAL WORK - SEPARATION OF TENDER PACKAGES AND TENDER PERIOD ASSISTANCE FOR METRO SITE



Project: Cooksville Creek SWMF Retrofit

Client: City of Mississauga

Prepared By: Cole Engineering Group Ltd.

Municipality: City of Mississauga

Date: 10/24/2017

Date: 10/24/2017			Project Manager		Project Engineer		Structural Engineer		Technical Support		Cole Disbursements	MHBC (sub-consultant)	Total by Task
			Mark Bassingthwaite		Bravira Abadi		Jack Lou						
			Time	Hourly Rate	Time	Hourly Rate	Time	Hourly Rate	Time	Hourly Rate			
Tasks	SUMMARY	TABLE	0	\$ 150.00	hrs	\$ 90.00	hrs	\$ 120.00	hrs	\$ 70.00			
	Billing Time (hours)	Total Cost											
Development of Separate Tender Package for Metro	68.0	\$ 8,550.00	12.0	\$ 1,800.00	16.0	\$ 1,440.00	8.0	\$ 960.00	40.0	\$ 2,800.00	\$ 50.00	\$ 1,500.00	\$ 8,550.00
Preparation and Coordination for Bidders Meeting	12.0	\$ 1,160.00	2.0	\$ 300.00	8.0	\$ 720.00	0.0	\$ -	2.0	\$ -	\$ -	\$ -	\$ 1,160.00
Attendance at Bidders Meeting and Follow-up Documentation	20.0	\$ 2,090.00	6.0	\$ 900.00	8.0	\$ 720.00	0.0	\$ -	6.0	\$ 420.00	\$ 50.00	\$ -	\$ 2,090.00
Answers to Bidders Questions	44.0	\$ 5,320.00	16.0	\$ 2,400.00	24.0	\$ 2,160.00	4.0	\$ 480.00	4.0	\$ 280.00	\$ -	\$ -	\$ 5,320.00
Project Total Upset Fee (including disbursements and excluding taxes)		\$ 17,120.00	36.0	\$ 5,400.00	56.0	\$ 5,040.00	12.0	\$ 1,440.00	52.0	\$ 3,500.00	\$ 100.00	\$ 1,500.00	\$ 17,120.00

Note: Disbursements include mileage, printing, etc.

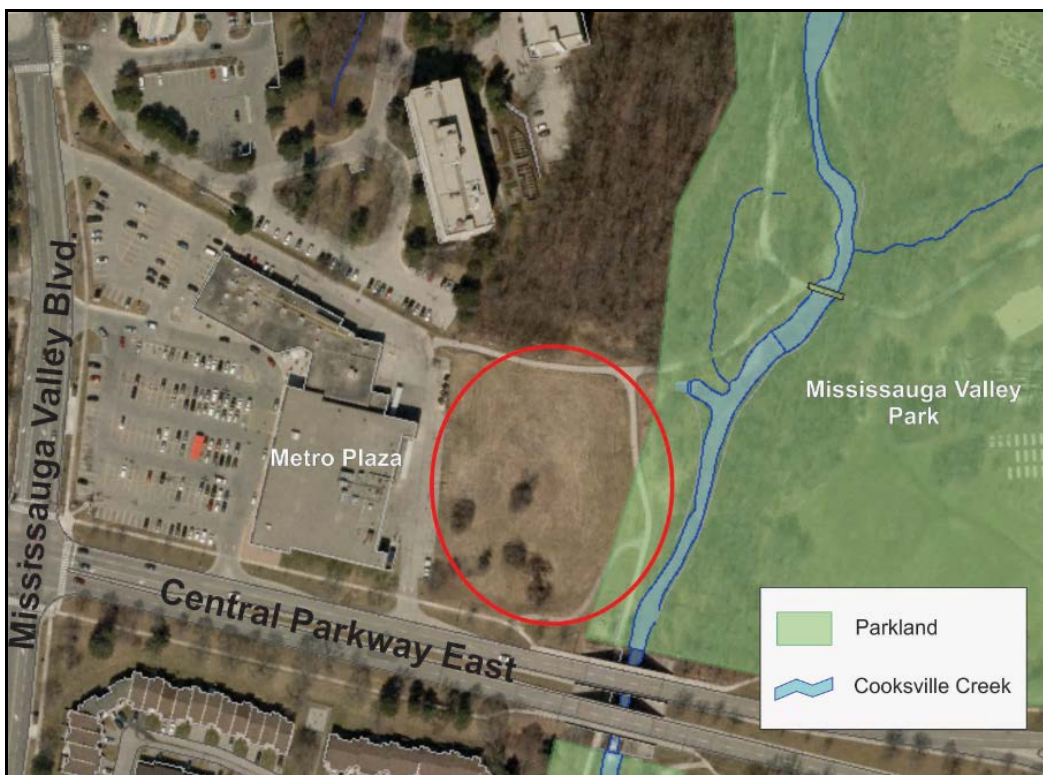
TIME TASK FEE MATRIX - ADDITIONAL WORK - CONSTRUCTION SERVICES

Project: Cooksville Creek SWMF Retrofit
 Client: City of Mississauga
 Prepared By: Cole Engineering Group Ltd.
 Municipality: City of Mississauga

Date: 10/5/2017

Date: 10/5/2017			Project Manager		Contract Administrator		Senior Site Inspector		Site Inspector		Structural Engineer		Electrical Engineer		CAD / Field Staff/ Technical Support		MHBC (sub-consultant)	Total Professional Fees	Disbursements	Total by Task	
			Mark Bassingthwaite		Bravira Abadi		Peter Stampone		Samantha Rayner		Jack Lou		Niveen Guindy								
			Time	Hourly Rate	Time	Hourly Rate	Time	Hourly Rate	Time	Hourly Rate	Time	Hourly Rate	Time	Hourly Rate	Time	Hourly Rate					
Tasks		SUMMARY TABLE		0	\$ 150.00	hrs	\$ 90.00	hrs	\$ 70.00	hrs	\$ 70.00	hrs	\$ 120.00	hrs	\$ 120.00	hrs	\$ 70.00				
Billing Time (hours)		Total Cost																			
Construction Services		1752.0	\$ 145,300.00	40.0	\$ 6,000.00	164.0	\$ 14,760.00	48.0	\$ 3,360.00	1404.0	\$ 98,280.00	16.0	\$ 1,920.00	24.0	\$ 2,880.00	56.0	\$ 3,920.00	\$ 7,040.00	\$ 138,160.00	\$ 7,140.00	\$ 145,300.00
Resident Site Inspection		1354.0	\$ 100,620.00	0.0	\$ -	0.0	\$ -	40.0	\$ 2,800.00	1314.0	\$ 91,980.00	0.0	\$ -	0.0	\$ -	0.0	\$ -	\$ -	\$ 94,780.00	\$ 5,840.00	\$ 100,620.00
Weekend Inspection		90.0	\$ 6,700.00	0.0	\$ -	0.0	\$ -	0.0	\$ -	90.0	\$ 6,300.00	0.0	\$ -	0.0	\$ -	0.0	\$ -	\$ -	\$ 6,300.00	\$ 400.00	\$ 6,700.00
Contract Administration		204.0	\$ 19,500.00	24.0	\$ 3,600.00	140.0	\$ 12,600.00	0.0	\$ -	0.0	\$ -	0.0	\$ -	0.0	\$ -	40.0	\$ 2,800.00	\$ -	\$ 19,000.00	\$ 500.00	\$ 19,500.00
Specialist Inspections and Submittal Reviews		104.0	\$ 18,480.00	16.0	\$ 2,400.00	24.0	\$ 2,160.00	8.0	\$ 560.00	0.0	\$ -	16.0	\$ 1,920.00	24.0	\$ 2,880.00	16.0	\$ 1,120.00	\$ 7,040.00	\$ 18,080.00	\$ 400.00	\$ 18,480.00
As-Constructed Drawings		84.0	\$ 10,740.00	4.0	\$ 600.00	16.0	\$ 1,440.00	0.0	\$ -	0.0	\$ -	8.0	\$ 960.00	8.0	\$ 960.00	48.0	\$ 3,360.00	\$ 3,120.00	\$ 10,440.00	\$ 300.00	\$ 10,740.00
Meetings (assumed 26)		288.0	\$ 34,320.00	104.0	\$ 15,600.00	104.0	\$ 9,360.00	12.0	\$ 840.00	0.0	\$ -	8.0	\$ 960.00	8.0	\$ 960.00	52.0	\$ 3,640.00	\$ 1,920.00	\$ 33,280.00	\$ 1,040.00	\$ 34,320.00
Object Total Upset Fee (including disbursements and excluding taxes)			\$ 190,360.00	148.0	\$ 22,200.00	284.0	\$ 25,560.00	60.0	\$ 4,200.00	1404.0	\$ 98,280.00	32.0	\$ 3,840.00	40.0	\$ 4,800.00	156.0	\$ 10,920.00	\$ 12,080.00	\$ 181,880.00	\$ 8,480.00	\$ 190,360.00
Note: Disbursements include mileage, printing, etc.																					

Appendix 2: Location Maps of SWM Facilities #2101 and #3603

**Location of Proposed SWMF #2101****Location of Proposed SWMF #3603**

City of Mississauga

Corporate Report



Date: 2017/10/17

To: Chair and Members of General Committee

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

Originator's files:
17 111 08159

Meeting date:
2017/11/15

Subject

Contract Value Increase: IBI Group, Consultant for the Creditview Road Bridge Rehabilitation and Widening over the Credit River (Ward 11)

Recommendation

1. That the Purchasing Agent be authorized to increase the existing Purchase Order No. 4600013621 with IBI Group by an additional amount of \$698,921.37 (excluding tax) which will increase the contract value from \$268,289.00 to \$967,210.37 (excluding tax) for engineering consulting services for detailed design, issuance of contract documents for tender, contract administration and site supervision for the Creditview Road Bridge Rehabilitation and Widening over the Credit River Project.
2. That the Purchasing Agent be authorized to revise the existing Purchase Order No. 4600013621 with IBI Group to extend the contract validity date to December 31, 2019.

Report Highlights

- In July 2011, IBI Group was awarded a contract in the amount of \$268,289.00 (excluding tax) for engineering consulting services to prepare a Schedule 'B' Class Environmental Assessment (EA) report, detailed design and construction contract administration for the Creditview Road Bridge Rehabilitation and Widening over the Credit River Project.
- The original scope of work significantly changed from widening the Creditview Road Bridge on one side to widening the bridge on both sides (original cost of the work was estimated at \$2,700,000), extending the duration for construction from 16 weeks to 68 weeks for project completion.
- The Project scope was significantly impacted by climate change and increased stewardship related to environmental protection.
- A major change in design was triggered by a requirement to increase the clearance of the

bridge over the Credit River, which basically necessitated a new bridge rather than a rehabilitation.

- The change in bridge elevation had an impact on the elevation of Creditview Road and the utilities in the vicinity of the bridge.
- The original scope of the project did not include a provision for the Utility Relocation Master Plan. Extensive liaison and coordination with utility companies during the detail design stage determined major utility relocations were needed ahead of tender call to allow a construction site free of live utilities to facilitate staging and construction.
- Major utility relocations by utility companies required several years to complete, resulting in the delay of tendering the Credit Road Bridge Rehabilitation and Widening of the Credit River Project.
- IBI Group submitted a letter for additional funds for provision of detail design, additional sub-consultant services and extension of the contract administration, including site supervision services to project completion, as a result of the expanded scope of the project.
- The contract for the Creditview Road Bridge Rehabilitation and Widening over the Credit River Project was awarded to Alliance Verdi Civil Inc., in August 2017 in the amount of \$6,913,778.84 (excluding taxes).

Background

The Creditview Road Bridge over the Credit River (Creditview Road Bridge) is a three-span pre-stressed concrete girder bridge. Built in 1967, the Creditview Road Bridge is located approximately 500m north of Britannia Road and carries one lane of traffic in each direction.

In 2005, the City of Mississauga conducted a Conditions Survey Report on the Creditview Road Bridge to determine the rehabilitation needs. The report also included a structural evaluation of the bridge which concluded deficiencies with the existing capacity of the Creditview Road Bridge in meeting current Canadian Highway Bridge Design Code (CHBDC) requirements and that bridge rehabilitation works were needed. In addition, the City of Mississauga recognized the opportunity to widen the existing bridge to accommodate increased future transportation needs as the City's Official Plan designates Creditview Road a 'major collector' with a 30m (100 ft) Right of Way.

In July 2011, IBI Group, through a competitive bid process, was awarded the contract (Purchase Order No. 4600013621 in the amount of \$268,289 excluding taxes) to provide engineering consulting services, to complete a condition survey, EA report, preliminary design, detailed design and construction contract administration, including site supervision services during the construction of the Creditview Road Bridge Rehabilitation.

An EA report for the Creditview Road Bridge was completed by IBI Group in January 2013. As part of the EA report, the City considered widening the bridge to accommodate increased future transportation needs as noted above. In this regard, the purpose of the EA report was to evaluate alternative ways for improvements and widening of the Creditview Road Bridge.

Based on the results of the evaluation process, the alternative of widening the Creditview Road Bridge on both sides was selected as the preferred alternative because it accommodates existing and future transportation needs, traffic constraints during construction and has minimal impacts on the natural and socio-economic environments.

In March 2013, IBI Group commenced detail design work for the preferred alternative.

Part of the detailed design requires IBI Group to prepare applications and associated technical information to obtain permits/approvals from applicable regulatory and stakeholder agencies which included Credit Valley Conservation (CVC), Ministry of Natural Resources (MNR), Department of Fisheries and Oceans (DFO), and Transport Canada.

In addition, IBI Group was required to hold coordination meetings with utility companies to identify and resolve potential utility conflicts ahead of tender call.

Minor comments were received from all agencies in obtaining permits/approvals with the exception of CVC. CVC stipulated that the proposed bridge profile be able to accommodate the Regional Storm Flood Line. Modelling this requirement resulted in significant design changes, additional sub-consultant tasks and extending the limits of the project.

In June 2017, a tender was called for Procurement No. PRC000284 (P.N. 08-159) for the construction contract of Creditview Road Bridge over the Credit River – Bridge Rehabilitation and Widening Project and was awarded to Alliance Verdi Civil Inc. on August 21, 2017 in the tender amount of \$6,913,778.84 (excluding taxes).

Comments

The Request for Proposal (RFP) that was awarded to IBI Group, Procurement No. FA.49.608-11 identified the objective for the scope of work to rehabilitate the Creditview Road Bridge over the Credit River with provision for future roadway widening. The original scope included the following key tasks:

- Replacement of superstructure with widening of bridge to one side while maintaining the same soffit elevation, generally maintaining existing abutment seat with minor modification;
- Abutment widening and pier construction to one side only;
- Minimal widening of the road approaches to Creditview Road Bridge sufficiently to accommodate the required traffic staging during construction and tying in to existing roadway;

- No general improvements to or widening of Creditview Road north or south of the bridge and;
- No utility relocation except normal ducting provision through the bridge.

At the time of contract award and based on the above-noted scope of work, IBI Group estimated the cost of construction to be approximately \$2,700,000 and the construction of the project to require up to 16 weeks to complete.

Since the original contract award in 2011, a number of issues, unknown prior to award to IBI Group emerged. IBI Group was asked to accommodate these issues, including addressing CVC requirements and coordination with utility companies, which were beyond the original scope of work for engineering consulting services.

Changes identified during the detailed design and the EA report process, including meeting the Regional Storm Flood Line criteria, resulted in major modifications to the design, significantly increasing the construction contract duration. Basically, the project changed from a bridge rehabilitation to a major bridge reconstruction. This included raising the elevation of a portion of Creditview Road and a significant impact to utilities in the vicinity of the bridge.

In addition to IBI Group's original scope of work, IBI Group took specific steps to meet with utility companies to plan, coordinate and solicit comments from the impacted utility companies. Utility conflicts were identified and an implementation plan was developed to address these conflicts ahead of tender call.

One example of the complexity of the utility work involved Enbridge Gas tunnelling to permanently relocate a 200mm (7.87 in) gas main anchored beneath the existing bridge to under the Credit River bed. The utility relocations took about three years to complete from identifying the work, design, permits/approvals process, implementation and construction.

Environmental regulations also changed mid-project. Sub-consultants were needed to meet the new Ministry of Environment and Climate Change regulatory guidelines reforming the permit to take water (PTTW) process. The PTTW regulation and its requirements is a process to ensure the consideration, protection and wise use and management of the waters in Ontario for any use including construction-related activities.

Also, during the EA report process and in accordance to the RFP, a Phase 1 Archaeological Study was completed. The Phase 1 Study identified that a Phase 2 Archaeological Assessment Study be conducted. The Phase 2 Study was not included in the RFP and represents additional sub-consultant work.

A tender for construction was issued in June 2017 and closed in July 2017. Alliance Verdi Civil Inc. was awarded the contract in the amount of \$6,913,778.84 (excluding taxes). The Contractor is now onsite carrying out site preparation works and construction commenced in

General Committee	2017/10/17	5
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Originators files: 17 111 08159

October 2017. The extended scope of work prolonged the construction schedule and resulted in a longer contract administration (CA) period for services provided by IBI Group.

Below is a summary of IBI Group's revised cost breakdown which includes the increase in scope of work (excluding taxes):

Detailed Design

Additional design for structural and road work	\$80,789.73
Electrical design due to project limits extension	\$16,000.00
Landscape design due to projects limits extension	\$2,500.00
Utilities design work and coordination meetings	\$60,000.00
Sub-Consultant services	<u>\$42,934.74</u>
Sub-Total	\$202,224.47

Contract Administration – 68 Weeks

Contract Administration and Site Construction Supervision	\$387,200.00
Engineering and Administrative Support	<u>\$64,950.00</u>
Sub-Total	\$452,150.00

Additional Professional Services

Environmental, Electrical, Geotechnical and Structural Services	\$50,000.00
Shop Drawings Review	\$15,000.00
Material Testing	<u>\$75,000.00</u>
Sub-Total	<u>\$140,000.00</u>
Grand Total	\$794,374.47

Financial Impact

The estimated costs (excluding taxes) for IBI Group to provide professional services to complete this project are as follows:

General Committee

2017/10/17

6

Originators files: 17 111 08159

Original Purchase Order # 4600013621	\$268,289.00
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Spent to Date	<u>\$172,835.90</u>
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Remaining Funds	\$ 95,453.10
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IBI Group request for additional funds to see the Creditview Road Bridge through completion – 68 weeks (originally 16 weeks)	\$794,374.47
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Increase Purchase Order By	\$698,921.37
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Project 08-159 has sufficient funds available to accommodate the recommended increase in the purchase order.

Conclusion

IBI Group, the City's consultant providing the design and construction administration, including site supervision services, submitted a revised total cost of \$967,210.37 from \$268,289.00, an increase of \$698,921.37 to complete this project. The revised costs were largely due to unforeseen project scope changes, including additional contract administration and site supervision services to cover the extension of time duration for the construction activities. The original scope of the project changed from a 16 week bridge rehabilitation project with widening on one side to a 68 week project requiring widening both sides and raising the bridge profile. This report seeks approval to increase the contract upset limit with IBI Group to the amount of \$967,210.37 to cover the contract administration services and site supervision services to project completion.



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

Prepared by: Domenic Galati, Project Manager

City of Mississauga
Corporate Report



Date: 2017/10/06

Originator's files:

To: Chair and Members of General Committee

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

Meeting date:
 2017/11/15

Subject

Delegation of Authority for Assessment Appeals

Recommendation

1. That the report of the Commissioner of Corporate Services and Chief Financial Officer dated October 6, 2017 entitled Delegation of Authority for Assessment Appeals be received.
2. That the Director, Revenue and Materiel Management be authorized to settle and execute minutes of settlement, if appropriate, related to all matters pertaining to outstanding assessment appeals and requests for reconsideration of assessment.
3. That the Manager, Revenue and Taxation be authorized to settle and execute minutes of settlement, if appropriate, related to all matters pertaining to outstanding assessment appeals and requests for reconsideration of assessment where the current value assessment under appeal is no greater than \$50 million.
4. That the Supervisor, Assessment Review and Analysis be authorized to settle and execute minutes of settlement, if appropriate, related to all matters pertaining to outstanding assessment appeals and requests for reconsideration of assessment where the current value assessment under appeal is no greater than \$25 million.
5. That By-law 0268-2006 be amended to include the authorization levels for the settlement of outstanding assessment appeals for the Director, Revenue and Materiel Management, the Manager, Revenue and Taxation and the Supervisor, Assessment Review and Analysis.

Report Highlights

- Currently By-Law 0268-2006 authorizes the Director, Revenue and Materiel Management to settle all outstanding assessment appeals and requests for reconsideration.
- As of April 1, 2017 the Assessment Review Board (ARB) implemented new Rules and Procedures.
- The new Rules and Procedures include strict timelines that must be adhered to by all participating parties to the appeal.
- Now included is a mandatory requirement to hold mediation and/or settlement conferences before scheduling hearings. City representatives participating must have authority to accept settlement offers at the meeting.
- In order to meet the timeframes established by the ARB and ensure staff participating have the ability to bind the City to the agreed settlement, staff are recommending that delegated authority be established based on the current value assessment under appeal.

Background

Section 39.1 of the *Assessment Act* allows a property owner to request the Municipal Property Assessment Corporation (MPAC) to reconsider their assessment, including the classification of the property. If the person making the request and MPAC agree to a settlement, MPAC is required to give notice of the settlement to the City. If the City objects to the settlement, it must appeal to the Assessment Review Board (ARB) within ninety days after receiving notice. The City typically receives notices of settlement on an individual basis throughout the year. The City rarely objects to a settlement arrived at between a property owner and MPAC.

Section 40 of the *Assessment Act* allows any person, including a municipality, to appeal the assessment value of a property to the ARB when it is considered to be too high, too low, wrongly classified or omitted from the assessment roll.

Section 23.1 of the *Municipal Act*, requires that a by-law be enacted for Council to delegate its' authorities to staff, and section 286 of the *Municipal Act* allows that Council may permit the Treasurer to delegate his authority related to the collection of taxes.

In June, 2006, Council approved By-Law 0268-2006 to authorize the Director, Revenue and Materiel Management to file complaints to the ARB relating to requests for reconsideration of assessment, and to settle assessment appeals and requests for reconsideration of assessment, where appropriate. As assessment and taxation related matters are normally the purview of the Director, Revenue and Materiel Management, delegating authority to the director provided a means to ensure consistency and to simplify the process for settling assessment appeals and requests for reconsideration.

Comments

As of October 2017, there are 3,715 open appeals on 1,560 properties with a current value assessment (CVA) of \$56,131,165,160 under appeal in the City of Mississauga. Details of the properties under appeal by property type and CVA are provided in the tables below.

Outstanding Appeals as at October 2017

By Property Type	# of Properties	# of Appeals	CVA Under Appeal
Commercial	595	1,178	\$ 24,671,892,000
Industrial	443	1,485	12,979,951,760
Special / Other	290	497	12,406,107,500
Institutional	2	7	55,569,000
Multi-Residential	125	300	5,693,802,400
Residential / Farm	105	248	323,842,500
Total	1,560	3,715	\$ 56,131,165,160

By CVA Under Appeal (\$million)	# of Properties	# of Appeals	CVA Under Appeal
Greater than \$100	15	25	\$ 13,225,788,000
\$75 to \$100	24	36	3,112,681,000
\$50 to \$75	36	64	3,881,583,000
\$25 to \$50	152	271	9,527,263,000
\$10 to \$25	330	623	10,241,918,000
\$1 to \$10	625	1,834	12,155,888,160
Less than \$1	378	862	3,986,044,000
Total	1,560	3,715	\$ 56,131,165,160

Historically, timelines set for appeal proceedings were not being met resulting in numerous communications with all parties to enforce compliance with the rules. Non-compliance of the rules resulted in significant time delays and increased costs to all parties. Appeal movement through the system was being controlled by the parties to the appeal and not the ARB, this resulted in the ARB not being in a position to effectively move appeals to completion. On April 1, 2017, the ARB implemented new Rules and Procedures. The intent of the new rules is to promote fairness and efficiency to ensure that processing of all appeals is initiated within the four-year assessment cycle and that all appeals are completed in a timely basis.

The Board will now establish commencement dates for appeals evenly distributed throughout the four-year assessment cycle. Once a commencement date is set, the work on the appeal starts and then proceeds through the schedule of events as outlined in the Board's rules. The schedule must be complied with by all parties to the appeal. Appeals will now be categorized by

the Board into either summary proceedings or general proceedings as determined by the property type. The timeframe for completion of appeals in the summary proceedings is significantly shorter than the general proceedings. This is because properties included in the summary proceedings are generally less complex to resolve, such as residential.

The new process now includes a mandatory requirement to hold mediation and/or settlement conferences before scheduling hearings. To participate in this process, representatives for the City must have authority to make and accept settlement offers during the mediation / settlement conferences. Reaching an agreement with the property owner and MPAC at the mediation / settlement conference will conclude the assessment appeal. If an agreement cannot be reached, the appeal will ultimately be heard and decided by the ARB.

The new rules also require all parties provide a statement of response to all appeals. Rule 39 stipulates “A party that does not serve a statement of response in a general proceeding on or before the day set out in the schedule of events is deemed not to oppose any future settlement in that proceeding”. Therefore if the City does not provide a statement of response to an appeal then the City is deemed to accept any settlement resulting from the appeal. Municipalities can determine their level of involvement in each appeal from opting to not participate therefore accepting any decision determined by the other parties, through participating but not disputing decisions to full participation in the appeal process. As a guideline, City staff will participate in all City initiated appeals, all appeals relating to the GTAA, all appeals where the current value assessment under appeal is greater than \$15 million and all appeals when the issues could lead to a decision creating precedent. The delegated authority would only apply to the appeal proceedings in which the City chooses to participate and would require the City to settle and execute minutes of settlement.

In an effort to ensure that the City is able to respond within the timeframes established by the ARB and to ensure that the appropriate staff participates in the assessment appeal process it is being recommended that Council provide authority to staff based on the CVA under appeal.

Financial Impact

The change in delegated authority will not affect the financial impact from the results of assessment appeals.

Conclusion

It is recommended that the authority to settle outstanding assessment appeals and requests for reconsideration be delegated to the Supervisor, Assessment Review and Analysis, the Manager, Revenue and Taxation and the Director, Revenue and Material Management based on the CVA under appeal.

It is also recommended that delegated authority to commence appeals relating to requests for reconsideration of assessment on behalf of the City of Mississauga remains with the Director, Revenue and Material Management.



Gary Kent, Commissioner of Corporate Services and Chief Financial Officer

Prepared by: Louise Cooke, Manager Revenue and Taxation

City of Mississauga
Corporate Report



Date: 2017/10/31

To: Chair and Members of General Committee

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

Originator's files:

Meeting date:
 2017/11/15

Subject

Regional Request for Development Charge Relief for 174 Affordable Housing Units to be Located at 360 City Centre Drive

Recommendation

1. That the Report entitled "Regional Request for Development Charge Relief for 174 affordable housing units to be located at 360 City Centre Drive" from the Commissioner of Corporate Services and Chief Financial Officer, be received.
2. That a Special Holding Reserve Fund (account 35589) be established and 2017 surplus funds of \$2.9 million be transferred into the Special Holding Reserve Fund as part of the City's 2017 year-end accounting activities.
3. That the Commissioner of Corporate Services and Chief Financial Officer and the City Clerk, enter into an agreement, and any associated or ancillary documents, with Daniels CCW Corporation and the Region of Peel to the satisfaction of the City Solicitor, to defer the payment of DCs for the 174 affordable housing units by Daniels CCW Corporation until ownership of those units are transferred to the Region of Peel at which time a grant in lieu of DCs will occur.
4. That an amount equivalent to the development charges payable at the time a building permit is issued to Daniels CCW Corporation for the construction of the Region's affordable housing units be transferred from the Special Holding Reserve Fund to DC revenue when the Region of Peel provides confirmation of ownership for the units, in accordance with terms of the agreement entered into under (3).
5. That a copy of the report dated October 31, 2017 from the Commissioner of Corporate Services and Chief Financial Officer be sent to the Region of Peel.
6. That all necessary by-laws be enacted.

Report Highlights

- The Region has contracted with Daniels CCW Corporation (Daniels) to construct 174 affordable housing units contained within a 19-storey structure located at 360 City Centre Drive in Mississauga. Development charges (DCs) are payable by Daniels at the time of building permit issuance.
- The Region has established a project budget of \$65.7 million for construction of its 174 units. The Region has requested that the City waive the City's portion of DCs for these units. The amount of DCs under consideration at the time of this report is \$2.8M. The Region's budget includes payment of City DCs, cash in lieu of parkland fees and a five percent contingency to allow for indexing of fees.
- Council approved the Motion on July 5, 2017 (Appendix 1) that delegated authority to Senior City Staff to use mechanisms available to grant relief of DCs for the Regional project located at 360 City Centre Drive.
- The motion also requested that staff formulate and bring back to Council a consistent mechanism to grant relief from City DCs for future projects that qualify as affordable housing within the City of Mississauga that will be presented to Council at a later date.

Background

The Region of Peel entered into an agreement with Daniels CCW Corporation (Daniels) to develop 174 affordable housing units as part of the Daniels project located at 360 City Centre Drive in Mississauga. Regional Council endorsed a report on June 22, 2017 requesting that the Regional Development Charges (DCs) payable be waived for these 174 units. In addition, Regional staff requested that correspondence be sent to the City of Mississauga requesting consideration for granting relief for the City's DCs payable for the Region's affordable housing portion of the project.

Council approved a Motion on July 5, 2017 (Appendix 1) to Council requesting that:

“authority be delegated to the City Manager, the Commissioner of Planning and Building and the Commissioner of Corporate Services to utilize such mechanisms available to the City to grant relief from the payment of approximately \$2.7 million for the City's portion of the affordable housing proposed at 360 City Centre Drive; and further.

That staff be requested to formulate and bring back to Council a consistent mechanism to grant relief from City development charges for future projects that qualify as affordable housing within the City of Mississauga.”

The delegated authority contained in the motion is specifically limited to the granting of relief for the affordable housing units at 360 City Centre Drive.

Comments

This report addresses the specific Council direction to provide a mechanism for granting relief from DCs for the affordable housing units to be located at 360 City Centre Drive as delegated to the City Manager, Commissioner of Planning and Building and the Commissioner of Corporate Services.

Part two of the motion directed staff to develop a mechanism/policy for granting relief for DCs for future affordable housing projects. This work will be developed as part of the 2019 DC Study update which will commence in 2018. An analysis will also be undertaken in conjunction with Region of Peel staff to evaluate the level of financial commitment required to continue to grant relief from DCs for future Regional projects. A separate report will be brought before Council once this work has been completed.

360 City Centre Drive Project Details

The Region has established a project budget of \$65.7 million for the construction of 174 affordable housing units within the 19-storey building to be located at 360 City Centre in Mississauga. The Region has budgeted for the expenses for City DCs, cash in lieu of parkland fees and a five-percent contingency for indexing of the rates. Thus, any granting of City DCs would result in a savings of \$2.9 million to the Region's project.

Construction at 360 City Centre is expected to commence in Q2 of 2018. Ownership of the 174 affordable housing units will transfer to the Region's control when construction begins on the 4/5 level of the project (estimated to occur in 2019-2020). The *DC Act* requires that DCs become payable upon issuance of the first building permit. This means that the DCs would normally be payable to the City by Daniels, prior to the transfer of ownership to the Region.

Substantial completion of the structure is expected in Q4 of 2020 with resident occupancy in April of 2021.

Grant in Lieu of Development Charges Details

There is no clause in the City's DC By-law to provide for an exemption or waiver of DCs for affordable housing projects. As a result, the City's DC By-law requires that Daniels pay DCs for the affordable housing units (to be owned by the Region at a future date) at the time of building permit issuance. Section 27 of the *DC Act*, however, allows a municipality to enter into an agreement to accelerate or defer the payment of DCs. In this situation it would be appropriate for the City to enter into an agreement with Daniels and the Region to defer the payment of DCs for the 174 affordable housing units the Region obtains ownership. Daniels would continue to be required to pay DCs for those units that are not included as part of the Region's affordable housing project. To that end, this report is requesting that the Commissioner of Corporate Services and Chief Financial Officer and the City Clerk be provided authority to enter into an agreement with Daniels and the Region of Peel, to the satisfaction of the City Solicitor, to defer the payment of DCs by Daniels Corporation until ownership of the affordable housing units are transferred to the Region of Peel, at which time a grant in lieu of DCs will occur.

Upon transfer of ownership for the units to the Region, the City will provide a grant in an amount equivalent to the DCs payable on the day the building permit would have been issued to Daniels. To fund the grant for this project, a Special Holding Reserve Fund is recommended to be established as part of this report. Monies in the amount of the DCs payable will be transferred at year end from the City's 2017 surplus to the Special Holding Reserve Fund. These funds will be held in an interest-bearing Reserve Fund until ownership of the 174 units is transferred to the Region, which will trigger the transfer of monies from the Special Holding Reserve Fund to the DC revenue account.

Financial Impact

The financial impact of Council's motion to grant relief from DCs for the Region's affordable housing project is approximately \$2.8 million at this time. It is expected that the value of this DC grant will increase (due to the DC rate indexing set to occur on February 1, 2018) before the issuance of the building permit to Daniels in Q2 of 2018. Applying known indexing rates, it is estimated that \$2.9M of 2017 surplus should be transferred to the Special Holding Reserve Fund at year end.

Conclusion

Council provided members of senior staff with the delegated authority to utilize mechanisms to grant relief from the payment of DCs for the Regions 174-unit affordable housing project to be located at 360 City Centre Drive. This report has outlined the tools to be utilized as part of the delegated authority provided in the first part of the July 5, 2017 motion. A future report to Council will address policies and mechanisms necessary to address future affordable housing projects that Council may wish to support. Timelines for future mechanisms will be carried out in conjunction with the 2019 DC Study update, set to commence in 2018.

Attachments

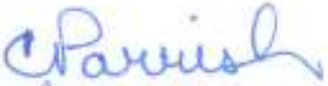
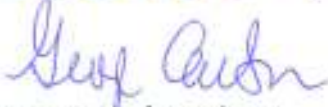
Appendix 1: Affordable Housing Motion July 5, 2017



Gary Kent, Commissioner of Corporate Services and Chief Financial Officer

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

Notice of Motion
July 5, 2017

Whereas Regional staff was authorized to execute a Conditional Agreement of Purchase and Sale with the Daniels CCW Corporation to develop an affordable housing project at 360 City Centre Drive, Mississauga;

Whereas Regional funding in the amount of \$65,966,522 was approved by Regional Council on June 22, 2017;

Whereas authority was delegated to the Regional Commissioner of Finance and Chief Financial Officer to utilize such mechanisms available to the Region to grant relief from the payment of Regional Development Charges for the Region's portion of the overall development (\$4.5m);

Whereas Regional Council requested Correspondence be forwarded to the City of Mississauga requesting the City consider granting relief from City Development Charges (\$2.7m) by waiving or providing a grant to offset such DCs, or through any other mechanisms available to the City, in order to better enable the development of affordable housing at 360 City Centre Drive;

Whereas 40% (70 units) will be Rent Geared to Income units used to take households off the Centralized Waiting list and 60% (104 units) will be purpose built rental owned by the Region, for middle income households;

Whereas a second tower on the same podium will be market value units, creating a mixed income node in the City Centre, an ideal situation on a human scale;

Whereas Mississauga has spent considerable time and energy developing strategies to promote "Making Room for the Middle";

Therefore Be It Resolved:

Authority be delegated to the City Manager, the Commissioner of Planning and Building and the Commissioner of Corporate Services to utilize such mechanisms available to the City to grant relief from the payment of City DCs of approximately \$2.7 million for the City's portion of the affordable housing proposed at 360 City Centre Drive; and further

That Staff be requested to formulate and bring back to Council a consistent mechanism to grant relief from City Development Charges for future projects that qualify as affordable housing within the City of Mississauga.

City of Mississauga
Corporate Report



Date: 2017/10/31

To: Chair and Members of General Committee

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

Originator's files:

Meeting date:
 2017/11/15

Subject

2017 Third Quarter Financial Update

Recommendation

1. That the "2017 Third Quarter Financial Update" report dated October 31, 2017, from the Commissioner of Corporate Services and Chief Financial Officer, including appendices 1 to 4, be approved.
2. That any 2017 corporate operating surplus be allocated as follows:
 - a. That up to \$6,700,000 of the identified surplus be allocated to the Capital Reserve Fund (#33121);
 - b. That up to \$2,900,000 of the identified surplus be allocated to the Special Holding Reserve;
 - c. That up to \$2,000,000 of the identified surplus be allocated to the Employee Benefits Reserve Fund (#37122);
 - d. That up to \$650,000 of the identified surplus be allocated to the General Contingency Reserve (#30125).
3. That any 2017 year-end Stormwater operating program surplus be transferred to Stormwater Capital Reserve Fund (#35992) and Stormwater Pipe Reserve Fund (#35993), with the allocation to be based on year-end positions of these reserves.
4. That up to \$90,000 of the year-end surplus be approved for transfer to the General Contingency Reserve (#30125).
5. That the 2017 budget adjustments listed in Appendix 3 be approved.
6. That the 12 existing contract positions (12 FTE) funded by Metrolinx for the HuLRT Project Office be confirmed as budgeted contract complement for the duration of the project.
7. That the necessary by-laws be enacted.

Report Highlights

• Tax-Supported Operating Summary

As of September 30, 2017, the City is forecasting a year-end surplus of \$14.4 million. This represents 1.9% of the City's gross operating budget.

Of the total forecasted variance, \$3.4 million is accounted for by the non-controllable winter maintenance surplus; \$6.2 million is from higher than budgeted revenue sources; \$7.7 million is from labour gapping, offset by higher than budgeted costs of \$2.9 million.

• Stormwater Operating Summary

As of September 30, 2017, the City is forecasting that the Stormwater operating program will have a \$2.9 million surplus.

Background

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

On December 14, 2016, Council approved a net operating budget of \$461.7 million for 2017.

Comments

This report summarizes:

Part 1 – Operating Forecast

Part 2 – Stormwater Operating Forecast

Part 3 – Operating Budget Reserve Requests

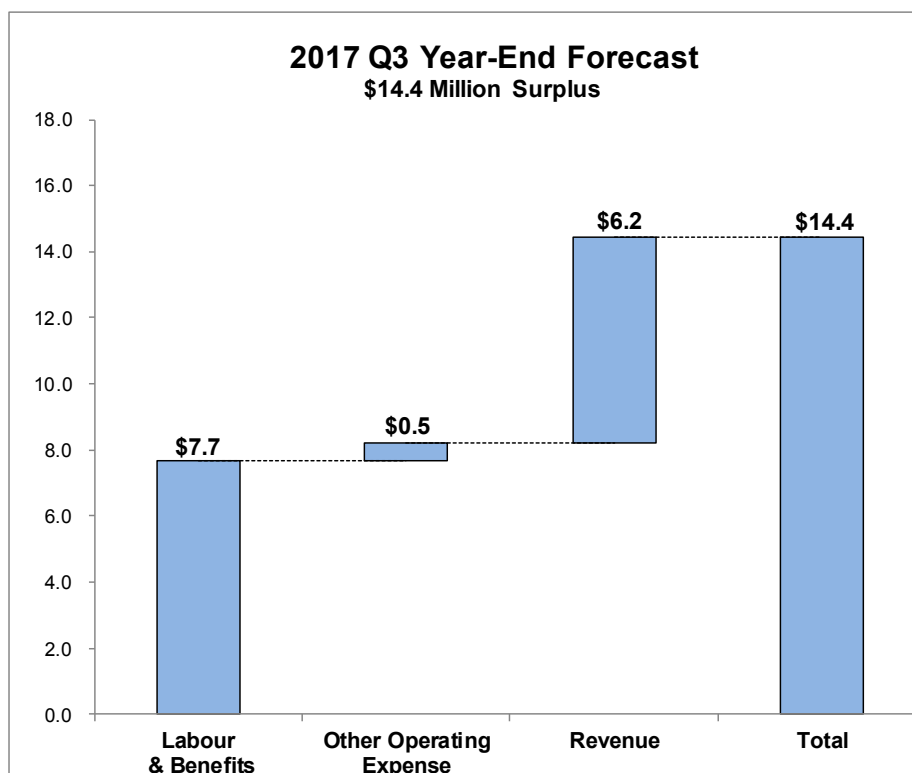
Part 4 – Operating Budget Adjustments

Part 5 – Reserves

PART 1: OPERATING FORECAST

Based on actual results at September 30, 2017, staff forecast that the City will end the year with a surplus of \$14.4 million or 1.9% of the gross budget, prior to necessary transfers to reserves as outlined in the recommendations. The following chart is the operating summary by service area. Details are provided in Appendix 1-1, Operating Forecast Details by Service Area.

Service Area (\$ Millions)	Net Budget	Year End Forecast	Forecasted Year End Variance
			\$ Surplus/ (Deficit)
Fire & Emergency Services	105.2	104.3	0.8
Roads	66.8	63.2	3.7
MiWay	71.7	68.3	3.5
Parks & Forestry	32.6	32.3	0.4
Mississauga Library	26.8	25.6	1.2
Business Services	29.4	29.4	0.0
Facilities & Property Management	21.2	20.4	0.8
Recreation	25.2	24.5	0.7
Information Technology	23.3	23.7	(0.4)
City Manager's Office	12.7	13.1	(0.5)
Land Development Services	8.7	7.1	1.7
Culture	7.9	7.8	0.1
Mayor & Council	4.8	4.8	0.0
Regulatory Services	1.0	(0.9)	1.9
Legislative Services	(2.9)	(4.1)	1.2
Environment	1.4	1.4	0.0
Financial Transactions	25.7	26.2	(0.5)
City	461.7	447.3	14.4



(Totals in chart may not balance due to rounding)

General Committee	2017/10/31	4
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Year-End Operating Result Highlights - The major areas of variance from the budget are highlighted in the chart below with further details provided in Appendix 1 Operating Forecast Details by Service Area:

Labour and Benefits	Surplus/(Deficit) \$ Millions
Labour gapping	7.7
Total Surplus / (Deficit)	7.7

Other Operating Expenses	Surplus/(Deficit) \$ Millions
Winter Maintenance	3.4
Debt funding surplus related to payment timing	1.7
MiWay various diesel and utilities	0.9
Tax write-offs decisions based on Assessment Review Board	(3.3)
Legal Services professional services	(0.9)
Other changes	(0.6)
Information Technology maintenance/subscriptions	(0.5)
Fire vehicle maintenance and supplies	(0.2)
Total Surplus / (Deficit)	0.5

Revenue	Surplus/(Deficit) \$ Millions
Development application fees	1.3
Supplementary tax revenue	1.1
POA and other fees	0.9
Payment in Lieu of Taxes	0.7
Parking Revenues/APS Revenues	0.6
Recreation programs, rental and grants	0.5
Other changes	0.5
Development engineering fees	0.3
Various Library grants	0.2
TXM support recoveries	0.1
Total Surplus / (Deficit)	6.2
Grand Total	14.4

Note: Numbers may not add due to rounding.

As part of the on-going budget process, staff track variances and have made appropriate adjustments to the proposed 2018 Business Plan and Budget. Sustainable revenue adjustments have been identified and included in the proposed 2018 Budget, including \$1.25 million increase

General Committee	2017/10/31	5
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in Payment in Lieu of Taxes, \$0.8 million in Administrative Penalties System (APS) fees, \$0.5 million of Provincial Offences Act (POA) revenue, and \$0.5 million in Recreation program fees and room rental revenue. In addition, any sustainable expenditure adjustments, such as \$0.9 million reduction of MiWay Affordable Transportation Pilot program expenses have been made.

PART 2: STORMWATER OPERATING FORECAST

As of September 30, 2017, the City is forecasting that the Stormwater operating program will have a favourable variance in the amount of \$2.9 million due to lower exemption/credit application volume. Any surplus at year-end will be transferred to the Stormwater Capital and Pipe reserve funds.

Further details are provided in Appendix 1-2, Revenue Charge and Operating Details for Stormwater.

PART 3: OPERATING BUDGET RESERVE REQUEST

The accounting principles used by the City require that expenditures for goods and services be recorded when received. At year-end, there are some legally binding obligations for goods and services ordered prior to year-end and that are not received. Appendix 2 of this report details Operating Budget Reserve Requests totalling \$90,000 for 2017 that will be spent in 2018.

PART 4: OPERATING BUDGET ADJUSTMENTS

According to the Budget Control Bylaw, all inter-program adjustments require Council authorization. There is no change to the City's net operating budget as a result of these adjustments as these adjustments reallocate budget funds from one program/account to another. Appendix 3, Operating Budget Adjustments by Service Area, details operating budget movements which require approval by Council.

Housekeeping

The Hurontario Light Rail Transit (HuLRT) Project Office was approved by Council to hire contract staff for up to \$1.5 million which would be fully recoverable from Metrolinx through a Memorandum of Understanding (MOU). As a housekeeping matter, staff recommend to confirm the 12 contract FTEs associated with these fully funded Metrolinx positions.

PART 5: RESERVES AND RESERVE FUNDS

The City undertook a comprehensive review of all of its Reserves and Reserve Funds (R&RFs) (a report and accompanying by-law was approved by Council on July 6, 2016). Further revisions to the R&RF By-law, refinements to targets, and the establishment of a Standard Operating Procedure for R&RF management are currently underway. The gains achieved through this thorough review are now being sustained through ongoing review, analysis, and policy and procedure development. As a result of the improvements gained through this work, Appendix 4 summarizes the recommended transfers at year-end to R&RFs.

Financial Impact

The City is forecasting a year-end surplus of \$14.4 million. This results from a combination of non-controllable items, such as mild winter conditions, unexpected revenue patterns, labour gapping and other costs. Sustainable savings have been included in the proposed 2018 budget. As a result of the Long Range Financial Plan analysis, a review of the City's Reserve and Reserve Fund balances in 2017, results in the recommendation to increase various reserves and reserve funds by over \$12 million from the year-end surplus as outlined in Appendix 4.

Conclusion

The third quarter financial report outlines the projected results of the corporation with recommended actions.

Attachments

Appendix 1-1: Operating Forecast Details by Service Area

Appendix 1-2: Revenue Charge and Operating Details for Stormwater

Appendix 2: Operating Budget Reserve Requests

Appendix 3: Operating Budget Adjustments by Service Area

Appendix 4: Reserve and Reserve Fund Year-End Transfers



Gary Kent, Commissioner of Corporate Services and Chief Financial Officer

Prepared by: Ann Wong, Manager, Budgets and Reporting

Operating Forecast Details by Service Area

Appendix 1-1

Fire & Emergency Services

Item (\$ Millions)	2017 Budget	2017 Year-End Forecast	Year-End Variance		Comments and Action Plan
			\$ Surplus/ (Deficit)	% of Budget	
Revenues	(1.8)	(1.8)	0.0	0.9%	Revenue is projected to be on budget.
Other Operating Expenses	4.0	4.2	(0.2)	(5.6%)	A net unfavourable year-end variance of \$0.20M is primarily related to older vehicle maintenance costs of \$0.15M which will be rectified with purchase of new vehicles and \$0.10M related to Materials and Supplies cost from training.
Labour and Benefits	102.0	101.0	1.0	1.0%	Favourable year-end labour variance of \$1.0M due to normal labour gapping and existing vacancies.
Total Net Cost before Administrative and Support Costs	104.2	103.3	0.8	0.8%	
Administrative and Support Costs	1.0	1.0	0.0	0.0%	On Budget
Total Net Cost	105.2	104.3	0.8	0.8%	

Roads

Item (\$ Millions)	2017 Budget	2017 Year-End Forecast	Year-End Variance		Comments and Action Plan
			\$ Surplus/ (Deficit)	% of Budget	
Revenues	(12.0)	(12.3)	0.3	2.3%	Favourable forecast in revenue is attributed to better than expected Development Engineering Fees.
Other Operating Expenses	45.2	42.2	3.1	6.7%	Favourable variance is forecasted in Winter and Sidewalk contractor costs of \$3.4M, primarily attributed to a mild Winter (Jan-March). In addition, these savings are offset with a greater transfer to Parking Reserve of (\$300k), as Parking revenues are expected to exceed target.
Labour and Benefits	33.4	33.1	0.4	1.0%	Favourable labour forecast is a result of gapping due to various vacant positions.
Total Net Cost before Administrative and Support Costs	66.7	63.0	3.7	5.5%	
Administrative and Support Costs	0.2	0.2	0.0	0.0%	On Budget
Total Net Cost	66.8	63.2	3.7	5.5%	

Operating Forecast Details by Service Area

MiWay

Appendix 1-1

Item (\$ Millions)	2017 Budget	2017 Year-End Forecast	Year-End Variance		Comments and Action Plan
			\$ Surplus/ (Deficit)	% of Budget	
Revenues	(88.9)	(88.9)	0.0	0.0%	Net flat forecast as a result of favourable variances in farebox revenues (\$1.5M) offset by unfavourable recoveries related to lesser service requirements for the Hanlan Water project from the Region (\$1.5M).
Transfers from Reserve	(16.8)	(16.8)	0.0	0.0%	On Budget
Other Operating Expenses	40.7	39.3	1.4	3.4%	Net favourable forecast as a result of favourable variances in diesel, utilities and the Affordable Transportation Pilot.
Labour and Benefits	135.5	133.4	2.1	1.5%	Net favourable forecast as a result of gapping in transit labour due to LTD and staff turnover and variances related to lesser service requirements for the Hanlan Water project from the Region.
Total Net Cost before Administrative and Support Costs	70.5	67.0	3.5	4.9%	
Administrative and Support Costs	1.2	1.2	0.0	0.0%	On Budget
Total Net Cost	71.7	68.3	3.5	4.8%	

Parks & Forestry

Item (\$ Millions)	2017 Budget	2017 Year-End Forecast	Year-End Variance		Comments and Action Plan
			\$ Surplus/ (Deficit)	% of Budget	
Revenues	(4.3)	(4.6)	0.3	7.8%	Favourable variance of \$0.3M due to external recoveries from additional work requests for City trees and one time transfers from Green Gifts donations and Forestry Fundraising accounts. This is slightly offset by an unfavourable variance in berthage and fuel sales due to marina closure in the spring.
Other Operating Expenses	12.4	12.5	(0.1)	(0.4%)	A net unfavourable year end variance of \$0.1M is primarily related to increased land leasing costs and an increase in equipment usage and repair offset by savings in utilities and less contractor use as BRT satellite locations still being under warranty.
Labour and Benefits	24.7	24.6	0.1	0.4%	Favourable variance of \$0.1M due to vacancies pending implementation of Parks Organizational Review offset by parkland planning projects secondments.
Total Net Cost before Administrative and Support Costs	32.9	32.5	0.4	1.1%	
Administrative and Support Costs	(0.2)	(0.2)	0.0	0.0%	On Budget
Total Net Cost	32.6	32.3	0.4	1.1%	

Operating Forecast Details by Service Area

Appendix 1-1

Mississauga Library

Item (\$ Millions)	2017 Budget	2017 Year-End Forecast	Year-End Variance		Comments and Action Plan
			\$ Surplus/ (Deficit)	% of Budget	
Revenues	(1.9)	(2.1)	0.2	8.4%	A net favourable year-end variance of \$0.2M is mostly related to the Provincial Technology and Employment and Social Development Canada Grants.
Other Operating Expenses	6.2	6.4	(0.2)	(2.8%)	Unfavorable year-end variance of \$0.2M is mainly attributable to overspending in cyclical materials and supplies due to technology grant which is offset by corresponding revenue. Overspending of approximately \$0.06M in staff development cost and equipment costs are related to staff training sessions and new cell phones hardware for improved communications amongst the management staff.
Labour and Benefits	22.1	20.9	1.2	5.6%	A net favourable variance of \$1.2M in labour related costs is due to normal labour gapping and existing vacancies offset by overspending in temp labour backfilling for essential full time direct public service staff vacancies.
Total Net Cost before Administrative and Support Costs	26.4	25.2	1.2	4.6%	
Administrative and Support Costs	0.4	0.4	0.0	0.0%	On Budget
Total Net Cost	26.8	25.6	1.2	4.6%	

Business Services

Item (\$ Millions)	2017 Budget	2017 Year-End Forecast	Year-End Variance		Comments and Action Plan
			\$ Surplus/ (Deficit)	% of Budget	
Revenues	(2.8)	(2.8)	0.0	0.0%	On Budget
Other Operating Expenses	3.9	3.8	0.1	2.6%	\$0.1M surplus in professional services for HR
Labour and Benefits	28.3	28.4	(0.1)	(0.4%)	\$0.1M unfavourable variance due to over expenditures in temporary labour
Total Net Cost before Administrative and Support Costs	29.4	29.4	0.0	0.0%	
Administrative and Support Costs	0.0	0.0	0.0	0.0%	
Total Net Cost	29.4	29.4	0.0	0.0%	

Operating Forecast Details by Service Area

Appendix 1-1

Facilities & Property Management

Item (\$ Millions)	2017 Budget	2017 Year-End Forecast	Year-End Variance		Comments and Action Plan
			\$ Surplus/ (Deficit)	% of Budget	
Revenues	(0.5)	(0.5)	0.0	0.0%	On Budget
Other Operating Expenses	8.5	8.0	0.4	5.0%	\$0.4M surplus mainly from Demand and Preventative Maintenance due to lack of resources to implement planned preventative maintenance programs
Labour and Benefits	14.7	14.3	0.4	2.7%	\$0.4M surplus in labour primarily due to vacancies
Total Net Cost before Administrative and Support Costs	22.7	21.9	0.8	3.6%	
Administrative and Support Costs	(1.5)	(1.5)	0.0	0.0%	On Budget
Total Net Cost	21.2	20.4	0.8	3.9%	

Recreation

Item (\$ Millions)	2017 Budget	2017 Year-End Forecast	Year-End Variance		Comments and Action Plan
			\$ Surplus/ (Deficit)	% of Budget	
Revenues	(48.1)	(48.6)	0.5	1.1%	Favourable year-end variance of \$0.4M anticipated for Programs and Room Rentals and \$0.1M for grants.
Other Operating Expenses	25.4	25.8	(0.4)	(1.7%)	Unfavourable variances are driven by \$0.3M in Contractor fees that are offset by revenues and \$0.2M in Building & Custodial Supplies. Favourable variance of \$0.1M in Utilities are forecasted.
Labour and Benefits	47.9	47.3	0.6	1.3%	A net favourable variance of \$0.6M is primarily related to favourable full time variances of \$2.2M due to Vacancies, Maternity Leaves and salary differential for replacement hires offset by Gapping target of \$0.2M, unfavourable Part-time labour of \$1.4M as a result of increased programming and backfilling for full time.
Total Net Cost before Administrative and Support Costs	25.2	24.5	0.7	2.7%	
Administrative and Support Costs	0.0	0.0	0.0	0.0%	
Total Net Cost	25.2	24.5	0.7	2.7%	

Operating Forecast Details by Service Area

Appendix 1-1

Information Technology

Item (\$ Millions)	2017 Budget	2017 Year-End Forecast	Year-End Variance		
			\$ Surplus/ (Deficit)	% of Budget	
Revenues	(0.6)	(0.7)	0.1	16.5%	A year-end surplus of \$0.1M is forecasted as a result of TXM support recovery
Other Operating Expenses	6.5	7.0	(0.5)	(8.1%)	Unfavourable variance of \$0.45M is due to higher than expected maintenance/subscriptions. In addition, professional services has a forecasted year-end over expenditure of \$0.075M due to coverage of short-term leave.
Labour and Benefits	18.8	18.8	0.0	0.0%	On Budget
Total Net Cost before Administrative and Support Costs	24.6	25.0	(0.4)	(1.7%)	
Administrative and Support Costs	(1.3)	(1.3)	0.0	0.0%	On Budget
Total Net Cost	23.3	23.7	(0.4)	(1.8%)	

City Manager's Office

Item (\$ Millions)	2017 Budget	2017 Year-End Forecast	Year-End Variance		Comments and Action Plan
			\$ Surplus/ (Deficit)	% of Budget	
Revenues	(0.9)	(0.9)	0.0	0.0%	On Budget
Other Operating Expenses	3.4	4.3	(0.9)	(27.7%)	Unfavourable variance primarily attributed to the Legal Services Division's over expenditure in professional services due to significant litigation matters.
Labour and Benefits	10.2	9.7	0.5	4.6%	Labour gapping savings.
Total Net Cost before Administrative and Support Costs	12.7	13.1	(0.5)	(3.7%)	
Administrative and Support Costs	0.0	0.0	0.0	0.0%	
Total Net Cost	12.7	13.1	(0.5)	(3.7%)	

Operating Forecast Details by Service Area

Appendix 1-1

Land Development Services

Item (\$ Millions)	2017 Budget	2017 Year-End Forecast	Year-End Variance		Comments and Action Plan
			\$ Surplus/ (Deficit)	% of Budget	
Revenues	(13.0)	(14.3)	1.3	10.0%	Favourable variance mainly due to revenue surplus based on the existing trend of the volume and value of building permit applications; and increase in high value development applications in 2017
Other Operating Expenses	1.8	1.8	0.1	2.7%	Favourable variance as training for the new Building Code has been on hold due to changing Provincial timelines.
Labour and Benefits	19.9	19.6	0.3	1.5%	Labour gapping savings
Total Net Cost before Administrative and Support Costs	8.7	7.1	1.7	18.9%	
Administrative and Support Costs	0.0	0.0	0.0	0.0%	
Total Net Cost	8.7	7.1	1.7	18.9%	

Culture

Item (\$ Millions)	2017 Budget	2017 Year-End Forecast	Year-End Variance		Comments and Action Plan
			\$ Surplus/ (Deficit)	% of Budget	
Revenues	(2.0)	(2.2)	0.2	10.2%	Favourable variance of \$0.2M is due to a one-time grant for Canada 150 programming and better than budgeted sponsorship and filming revenues.
Other Operating Expenses	4.6	4.8	(0.2)	(4.4%)	Unfavourable variance of \$0.2M is due to film location revenue transfers for facility rentals and road occupancy permits; program related costs for Canada 150 and museums programming (grant and sponsorship funded).
Labour and Benefits	5.2	5.2	0.1	1.0%	A favourable year-end variance of \$0.1M is due to full time vacancies & maternity leaves (offset by temp labour backfilling of full time positions) and temp labour costs for Canada 150 and museums exhibits (offset by grant and sponsorship revenues).
Total Net Cost before Administrative and Support Costs	7.8	7.8	0.1	0.7%	
Administrative and Support Costs	0.0	0.0	0.0	0.0%	
Total Net Cost	7.9	7.8	0.1	0.7%	

Operating Forecast Details by Service Area

Mayor & Council

Appendix 1-1

Item (\$ Millions)	2017 Budget	2017 Year-End Forecast	Year-End Variance		Comments and Action Plan
			\$ Surplus/ (Deficit)	% of Budget	
Revenues	(0.2)	(0.2)	0.0	0.0%	On Budget
Other Operating Expenses	0.9	0.9	0.0	0.0%	On Budget
Labour and Benefits	4.1	4.1	0.0	0.0%	On Budget
Total Net Cost before Administrative and Support Costs	4.8	4.8	0.0	0.0%	
Administrative and Support Costs	0.0	0.0	0.0	0.0%	
Total Net Cost	4.8	4.8	0.0	0.0%	

Regulatory Services

Item (\$ Millions)	2017 Budget	2017 Year-End Forecast	Year-End Variance		Comments and Action Plan
			\$ Surplus/ (Deficit)	% of Budget	
Revenues	(14.5)	(15.1)	0.6	4.1%	Favourable variance as a result of increased Parking Revenues/APS Revenues.
Other Operating Expenses	2.0	2.0	0.0	0.0%	On Budget
Labour and Benefits	13.4	12.1	1.3	9.7%	Favourable variance is a result of gapping due to various vacant salary positions at this time.
Total Net Cost before Administrative and Support Costs	0.9	(1.0)	1.9	210.0%	
Administrative and Support Costs	0.1	0.1	0.0	0.0%	On Budget
Total Net Cost	1.0	(0.9)	1.9	184.4%	

Legislative Services

Item (\$ Millions)	2017 Budget	2017 Year-End Forecast	Year-End Variance		Comments and Action Plan
			\$ Surplus/ (Deficit)	% of Budget	
Revenues	(11.4)	(12.3)	0.9	7.9%	Based on our forecasting model, there is a favourable variance projection for POA and other fees
Other Operating Expenses	1.6	1.6	0.0	0.0%	On Budget
Labour and Benefits	6.9	6.6	0.3	4.3%	Labour gapping savings partly due to some vacant positions
Total Net Cost before Administrative and Support Costs	(2.9)	(4.1)	1.2	41.2%	
Administrative and Support Costs	0.0	0.0	0.0	0.0%	
Total Net Cost	(2.9)	(4.1)	1.2	41.2%	

Operating Forecast Details by Service Area

Environment

Appendix 1-1

Item (\$ Millions)	2017 Budget	2017 Year-End Forecast	Year-End Variance		Comments and Action Plan
			\$ Surplus/ (Deficit)	% of Budget	
Revenues	0.0	(0.0)	0.0	0.0%	On Budget
Other Operating Expenses	0.5	0.4	0.0	4.5%	On Budget
Labour and Benefits	1.0	1.0	(0.0)	(1.8%)	On Budget
Total Net Cost before Administrative and Support Costs	1.4	1.4	0.0	0.3%	
Administrative and Support Costs	0.0	0.0	0.0	0.0%	
Total Net Cost	1.4	1.4	0.0	0.3%	

Financial Transactions

Item (\$ Millions)	2017 Budget	2017 Year-End Forecast	Year-End Variance		Comments and Action Plan
			\$ Surplus/ (Deficit)	% of Budget	
Revenues	(80.1)	(81.9)	1.8	2.3%	\$1.1M surplus of supplementary tax revenue related to economic climate. \$0.7M increase in payment-in-lieu of taxes revenue due to increase in GTAA passenger counts and reassessments.
Other Operating Expenses	99.3	101.3	(1.9)	(2.0%)	Unfavourable variance of \$3.3M of tax write-offs due to timing of the decisions rendered by Assessment Review Board and additional \$0.3M additional Stormwater charges for unallocated City properties. \$1.7M debt funding surplus related to timing of principal and interest payments.
Labour and Benefits	6.5	6.9	(0.4)	(6.3%)	Unfavourable variance of \$0.7M for severance costs partially offset by surplus of \$0.1M Sunlife deposit and \$0.2M of other labour savings.
Total Net Cost before Administrative and Support Costs	25.7	26.2	(0.5)	(2.1%)	
Administrative and Support Costs	0.0	0.0	0.0	0.0%	
Total Net Cost	25.7	26.2	(0.5)	(2.1%)	

City Grand Total Net Cost	461.7	447.3	14.4	3.1%	
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Note: Numbers may not add due to rounding.

Revenue Charge and Operating Details for Stormwater

Appendix 1-2

Item (\$ Millions)	2017 Budget	2017 Year-End Forecast	Year-End Variance		Comments and Action Plan
			\$ Surplus/ (Deficit)	% of Budget	
Stormwater Revenue	(41.5)	(41.5)	0.0	0.0%	
Stormwater Exemptions and Credits and Other Fees	3.1	0.7	2.4	77.1%	Favourable variance forecasted for technical exemptions and credits due to lower exemption/credit application volume.
Other Operating Expenses and Contribution to Reserves	34.2	33.3	0.9	2.8%	Favourable variance is forecasted for operating cost allocations of \$0.6M and is partially offset with the labour cost allocations. In addition, favourable variance in contractors cost of \$0.2M for watercourse & sewer works and savings of \$0.1M in One Call locate service expecting lower call volumes.
Labour and Benefits	4.2	4.7	(0.5)	(11.2%)	Unfavourable variance forecasted for labour cost allocations is offset with the favourable operating cost allocations.
Total Net Cost	0.0	(2.9)	2.9	0.0%	

Operating Budget Reserve Requests

Service Area	Standard or Special Contract Reference	Supplier	Description of Goods/Services Ordered	Account Number	Amount \$
City Manager's Office	P.O. will be issued in the Fall	Procurement of supplier in RFP process	EDO Client Information Management System	21211-715601	40,000
Business Services	Ref#FA.49.372-16 GR #45000459656	McDowell Compensation Consultant	Continue with the Compensation structure and titling review, including a review of the corporation's JE	27754-715617	50,000
Total					90,000

Operating Budget Adjustments by Service Area

Appendix 3

Service Description	Budget Change Number	Budget Changes Proposed Initiative	Amount
Business Services	4191	tsf Success Factors from HR to IT	(250,000)
Information Technology	4191	tsf Success Factors from HR to IT	250,000
		TOTAL	0

Reserve and Reserve Fund Year-End Transfers

Reserve Fund Number	Reserve Fund	Target (2017)		Target Achieved	2017 3rd Quarter - Recommended Action	
		Criteria	Value (\$000s)	Value (\$000s)		Value (\$000s)
30125	General Contingency Reserve	10% of own-source revenue, less target for other stabilization / contingency funds	\$ 51,500.0	\$ 38,000.0	Recommended contribution related to Aerial spray program (transfer will not occur if Council does not approve that report)	\$ 650.0
37122	Employee Benefits Reserve Fund	Total of 2x average expenditure for itemized benefits	\$ 26,500.0	\$ 30,000.0	Anticipate ongoing increases in WSIB premiums	\$ 2,000.0
33121	Capital Reserve Fund	One year's worth of 10-year average of capital expenditure requirements	\$ 115,400.0	\$ 117,000.0	Replenish based on Council-approved in-year transfers	\$ 6,693.3
35589	Special Holding Reserve	No target			Recommended contribution related to 360 City Centre (transfer will not occur if Council does not approve that report)	\$ 2,900.0
35992	Stormwater Capital	One year's worth of 10-year average of capital expenditure requirements	\$ 23,600.0	\$ 16,369.6	Any Stormwater surplus will be allocated based on year-end Reserve position	TBD
Total Recommended Transfer						\$ 12,243.3

City of Mississauga
Corporate Report



Date: 2017/10/30

To: Chair and Members of General Committee

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

Originator's files:

Meeting date:
 2017/11/15

Subject

Single Source Recommendation for Predictive Success Corporation for the PI Behavioral Assessment File Ref: FA.49.684-12, Contract Amendment

Recommendation

1. That the report entitled Single Source Recommendation for Predictive Success Corporation for the PI Behavioral Assessment from the Commissioner of Corporate Services and Chief Financial Officer dated October 30, 2017 be received.
2. That the Purchasing Agent be authorized to execute a contract with Predictive Success Corporation for a period of five years with an option to extend for an additional five year renewal, subject to price negotiation, at an estimated five year cost of \$130,000 excluding taxes, in a form satisfactory to the City Solicitor for approval of the contract and annual budget approval.
3. That the Purchasing Agent be authorized to issue amendments to increase the value of the single source document, where necessary, to accommodate growth and where the amount is approved in budget.
4. That for Predictive Success Corporation be designated a "City Standard" for the ten year period, January 2018 to December 2027.

Report Highlights

- The PI Behavioral Assessment™ (PI) is a scientifically validated cloud-based assessment providing a framework for understanding the workplace behaviors of candidates and employees. The results make it easier to predict workplace behaviors and motivating needs of candidates and employees for managers.

- PI has been used by the City of Mississauga (City) for ten years in talent acquisition, individual and team development and change management initiatives. There are currently over 6,000 PI assessments completed, 14 certified PI Analysts and over 500 managers with expertise in the tool representing a significant investment in PI.
- Human Resources is implementing new talent management software called SuccessFactors in the Spring of 2018 and PI will be integrated into the system, automating the administration of these assessments and resulting in efficiencies for the Human Resources staff currently manually administering PI.

Background

The PI Behavioral Assessment™ (PI) is a scientifically validated cloud-based assessment that was created through a sampling of thousands of people by Arnold Dennis. This tool has been built to the standards of the American Psychological Association (APA), Society for Industrial and Organizational Psychologists (SIOP), and the International Test Commission (ITC) and is available in 65 languages making it valid, relevant and user friendly. The tool is free from bias, has repeat reliability, and is available in different formats to accommodate persons with disabilities. The PI Behavioral Assessment, and complementary PI Job Assessment tool, is a highly effective, yet simple, science-based assessment that breaks down behaviour into four primary behavioral factors, or core drivers, and two resultant factors, including:

- Exerting Influence on People and Events (Dominance)
- Social Interaction (Extroversion)
- Stability and Consistency (Patience)
- Formal Rules and Structure (Formality)

E-Factor is a measure of decision making style measured on a scale of subjective to objective and the M-Score is a measure of responsiveness to the environment measured on a scale of focused to open.

These core drivers and factors in relation to each other create a behavioral pattern that provides a simple framework for understanding the workplace behaviors of candidates and employees. The results make it easier to predict workplace behaviors and determine the motivating needs of candidates and employees. The tool objectifies workplace behaviors so managers are better able to predict and respond to the drivers and motivators of candidates. PI is used for talent acquisition, individual and team development as well as provides a foundation for change management initiatives.

General Committee	2017/10/30	3
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The complementary PI Job Assessment tool is designed to capture the behavioral requirements of a specific job so hiring managers can understand what drives a candidate's workplace behaviours and what the candidate's supervisory needs are in relation to the requirements of a specific job. The result from the PI Job Assessment tool also provides hiring managers with interview questions and assessment criteria to use as a one component for selecting the best candidate for a position.

Comments

The Talent Acquisition Strategy, a component of the People Strategy, looks to strengthen the tools and techniques the City uses to ensure potential employees possess behaviours compatible with our values of Trust, Quality and Excellence, behaviours that support the City's workplace culture of respect, engagement and inclusion and that lend to the success of employees into specific positions. Research shows that the cost of a poor hire is estimated between 1.5 times the salary (for a front line position) and up to 5 times the salary (for a hard to fill or key leadership position) and new employees can take as long as six months to be productive in a new position. Using PI and PI Job Assessment, along with assessing job related skills and experience, can significantly reduce the risk of a poor hire and help to more quickly move employees to higher levels of productivity when starting a new position.

The City has used PI and the PI Job Assessment (formally called PRO) for ten years and currently has over 6,144 completed PI. All 14 Human Resources recruiters have been certified in PI and the PI Job Assessment at an average cost of approximately \$2,000. Over 500 managers have used PI and PI Job Assessment in competitions over the last ten years and have become confident in its ability to predict workplace behaviours. Over the same period of time Human Resources Learning and Organizational Development Consultants have used PI to support individual and team development including using PI to assist teams in understanding their dynamics. Most recently, PI has been used as an assessment tool in large scale change management initiatives such as Our Future Corporation, where understanding the behaviours and motivations of employees experiencing a significant change has helped managers support employees in accepting the change. With the implementation of SuccessFactors in the Spring of 2018, PI will be integrated into the system eliminating the manual administration currently required to conduct a PI assessment. With over 600 PI and PI Job Assessments completed each year, automating the administration of these assessments will result in efficiencies for the Human Resources staff currently manually administering PI. The investment the City has made into using PI methodology, training Human Resources staff and managers and the implementation of the tool has been an important part of recruitment and staff development initiatives. As a result of this investment, Predictive Success has consistently provided the City with better than standardized rates for the contract and has held the same price for the past six years of the contract resulting in approximately \$11,000 in savings for the City. As negotiations

General Committee	2017/10/30	4
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take place for the next contract the City will work to continue to secure better than standard rates.

Purchasing By-law Authorization:

The recommendations in this report are made in accordance with Schedule A of the Purchasing By-law#374-06, item 1(b) (iv), wherein it states that a single source procurement method may be applied when “the solicitation of competitive Bids would not be economical to the City”.

Human Resources, Information Technology, Legal Services and Materiel Management staff will collaborate to establish the detailed requirements, negotiate the final arrangements and prepare the requisite forms including contract agreements for Predictive Index Enterprise License (SuccessFactors integrated version). The Statement of Work is attached as Appendix 1.

It is important to note the City has a variety of behavioural assessment tools currently in use and would continue to explore and add tools for the purposes of talent acquisition, individual and team development and change management even with this commitment to PI.

Financial Impact

The total cost of the Predictive Index behavioural assessment tool and PI Job Assessment is approximately \$25,667 annually subject to price negotiations for a total of approximately \$130,000 for a five year contract.

Funding in the amount of \$25,667 annually exists within the Human Resources Division operating budget.

Conclusion

In an effort to assess and select the best candidate for a position as well as support individuals, teams and managers in their development, the City has made an investment in PI and PI Job Assessments to better match and understand the behavioural drivers and motivators of candidates and employees to positions, teams and the organization as a whole. Human Resources is recommending a contract be entered into with Predictive Success for the use of PI and PI Job Assessment on a single source basis for a five year period with the option to extend an additional five years to continue to maximize the investment that has already been made in the tools.

General Committee

2017/10/30

5

Attachments

Appendix 1: Single Source Recommendation for Predictive Success Corporation for the PI
Behavioral Assessment Statement of Work



Gary Kent, Commissioner of Corporate Services and Chief Financial Officer

Prepared by: Lori Kelly, Senior Manager, Talent Management

Single Source Recommendation for Predictive Success Corporation for the PI Behavioral Assessment Statement of Work

Background:

The Talent Acquisition Strategy, a component of the People Strategy, looks to strengthen the tools and techniques the City uses to ensure potential employees possess behaviours compatible with our values of Trust, Quality and Excellence, behaviours that support the City's workplace culture of respect, engagement and inclusion and that lend to the success of employees into specific positions. Research shows that the cost of a poor hire is estimated between 1.5 times the salary (for a front line position) and up to 5 times the salary (for a hard to fill or key leadership position) and new employees can take as long as six months to be productive in a new position. Using PI and PI Job Assessment, along with assessing job related skills, can significantly reduce the risk of a poor hire and help to more quickly move employees to higher levels of productivity when starting a new position.

The City has used PI and the PI Job Assessment (formally called PRO) for ten years and currently has over 6,144 completed PI. All 14 Human Resources recruiters have been certified in PI and the PI Job Assessment at an average cost of approximately \$2,000. Over 500 managers have used PI and PI Job Assessment in competitions over the last ten years in recruitments and have become confident in its ability to predict workplace behaviours. Over the same period of time Human Resources Learning and Organizational Development Consultants have used PI to support individual and team development including using PI to assist teams in understanding their dynamics

Goal:

The objective of establishing PI and PI Job Assessment as the City of Mississauga standard and integrating it into SuccessFactors is to maximize the investment already made to date with PI, increase automation and create efficiencies by removing manual administration of the tool, reduce the risk of a poor hire and decrease the time it takes employees in new positions to become productive.

Deliverables:

The City of Mississauga expects the following deliverables are completed by Predictive Success:

- Grants the City of Mississauga the right to use PI and PI Job Assessments with employees and prospective employees for an unlimited number of individuals over the life of the contract;
- Ensures access to the web-based, password protected PI and PI Job Assessment tools are continuously available for use with notification of periodic maintenance provided in advance;
- Issue individual passwords for login to PI and PI Job Assessment for each Human Resources staff person certified as a PI Analyst and administrative staff;

- Provides communication templates for Human Resources staff to use with employees and prospective employees to explain the PI and PI Job Assessment tools;
- Provide timely access to the PI Index Management Workshop to train Human Resources staff as PI Analysts on the administration and interpretation of PI;
- Provide timely access to an annual PI Refresher Workshop for certified PI Analysts on administration and interpretation of PI;
- Provide telephone support for PI Analysts as required to review subject matter covered in certification, preparing for a readback to employees or prospective employees, fit/gap analysis, and guidance in using PI in conflict, team dynamics and coaching conversations
- Agrees not to disclose City of Mississauga data without written consent and agrees to secure City of Mississauga data from any harm, unauthorized access and corruption;
- Provide the necessary information and technical support to integrate PI into SuccessFactors and maintain the integration throughout the term of the contract including upgrades and enhancements.

City of Mississauga
Corporate Report



Date: 2017/10/30

To: Chair and Members of General Committee

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

Originator's files:

Meeting date:
 2017/11/15

Subject

Single Source Recommendation for Rewind Consulting Inc. for Website Configuration and Development Services on the Mississauga.ca Modernization Project
File Ref: PRC000529, Single Source Contract Award

Recommendation

1. That the report of the Commissioner of Corporate Services and Chief Financial Officer dated October 30, 2017 and entitled Single Source Recommendation for Rewind Consulting Inc. for Website Configuration and Development Services on the Mississauga.ca Modernization Project be received.
2. That the Purchasing Agent be authorized to negotiate and execute the necessary contracts and all related ancillary documents with Rewind Consulting Inc., in a form satisfactory to Legal Services, on a single source basis, in an amount not to exceed \$250,000 as the solicitation of competitive bids would not be economical.

Report Highlights

- The City is currently undertaking a website modernization project which has included best practice research, citizen surveys and active input from a citizen panel resulting in the development of a new information architecture that reflects the citizen and business needs of Mississauga in a modern and mobile digital world.
- As part of the best practice research City staff attended the City of Toronto where a similar project is under way using the same technologies and methods for developing websites and services.
- City of Mississauga staff entered into discussions with Rewind Consulting Inc., who had been working on the City of Toronto website modernization project. Through the discussions it was determined that the website configuration and development services provided to the City of Toronto by Rewind Consulting Inc. was the same requirements that

the City of Mississauga has to complete the Mississauga.ca Modernization Project.

- Rewind Consulting Inc.'s direct knowledge and experience from the City of Toronto engagement as well as a base of website code designed for public sector and municipal services is a direct benefit to the City of Mississauga and will help accelerate the website Modernization Project.
- The Mississauga.ca Modernization Project has funding in PN 15525 to cover the \$250,000 in services proposed, not including HST, as defined in the Statement of Work in Appendix 1. There will be no ongoing costs as a result of the services provided.
- The recommendations in this report are made in accordance with Purchasing Bylaw Schedule A, section 1. (b) (iv) the solicitation of competitive bids would not be economical to the City. As staff have determined that Rewinds hourly rates are fair in comparison for similar services.

Background

The City of Mississauga has been providing digital content and services online through the City's website Mississauga.ca. The City is currently undertaking a website modernization project which has included best practice research, citizen surveys and active input from a citizen panel resulting in the development of a new Information Architecture that reflects the citizen and business needs of Mississauga in a modern and mobile digital world.

Prototype websites have been built based on the citizen input and have been tested by citizens including exercise such as card sorting, analytics and heatmaps of user navigation and actions. This, coupled with the direct survey feedback on the Mississauga.ca website and from our citizen panel, has positioned the Website Modernization for success.

As part of the best practice research City staff attended the City of Toronto where a similar project is underway using the same technologies and methods for developing websites and services. Staff, including the Director of Communications and Director of Information Technology, initiated project collaboration with the City of Toronto to share best practices, knowledge transfer and lessons learned. The collaboration and cooperation between the City of Mississauga and the City of Toronto is a great example of sharing for mutual benefit in the public sector.

Comments

The Mississauga.ca Modernization Project is well underway with significant progress in the development of a new Information Architecture that will improve the customer experience and improve searchability. A new and modern technology platform is being used as well as Cloud based hosting services to ensure that the City of Mississauga's website performs to the high standards expected, is mobile and is secure. The project team has an objective to launch the first major phase of Mississauga.ca in the spring of 2018 followed by the complete launch of Mississauga.ca on the new content management platform by the end of 2018.

General Committee	2017/10/30	3
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Through best practice benchmarking City staff became aware that the City of Toronto was undertaking a similar project using the same technology and approach as the City of Mississauga. In a series of discussions and meetings staff shared detailed best practices and approaches that benefited both the City of Mississauga and the City of Toronto. The City of Toronto will launch its first phase of its modernization project at the end of 2017 with a multiyear approach to migrating their website content.

The City of Toronto has used Consulting Services as part of their project for configuration and development of website designs, navigation and final website production. City of Mississauga staff entered into discussions with Rewind Consulting Inc., who had been working on the City of Toronto modernization project. Through the discussions it was determined that the website configuration and development services provided to the City of Toronto by Rewind Consulting Inc. was the same requirements that the City of Mississauga has to complete the Mississauga.ca Modernization Project.

City staff developed a statement of work for the provision of website configuration and development for a 6 month period based on the services offered by Rewind Consulting Inc. The direct knowledge and experience from the City of Toronto engagement as well as a base of website code designed for public sector and municipal services is a direct benefit to the City of Mississauga and will help accelerate the website Modernization Project. The hourly rates provided by Rewind Consulting Inc. are competitive and in line with market rates for these services. A Statement of Work in Appendix 1 describes the services and rates for a 6 month engagement starting in December 2017.

With the services provided by Rewind Consulting Inc. the project team will be better positioned to meet the objectives of the Website Modernization Project. The technology and the design is new to City staff and having the expertise and access to Rewind Consulting Inc. as well as their development code base will ensure quality outcomes and adherence to a very aggressive schedule.

Purchasing By-law Authorization

The recommendations in this report are made in accordance with Purchasing Bylaw Schedule A, section 1. (b) (iv) the solicitation of competitive bids would not be economical to the City. As staff have determined that Rewinds hourly rates are fair in comparison for similar services..

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

Strategic Plan

The City of Mississauga's IT Master Plan and Communications Master Plans both have strategic action items to improve the digital experience, increase online engagement, provide a mobile digital experience and enable open and accessible government.

Financial Impact

The Mississauga.ca Modernization Project has funding in PN 15525 to cover the \$250,000 in services proposed, not including HST, as defined in the Statement of Work in Appendix 1. There will be no ongoing costs as a result of the services provided.

Conclusion

The City of Mississauga is undertaking a significant website Modernization Project. A great deal of progress has been made with a new Information Architecture, website designs and user experience designs all supported through citizen input and engagement. City staff, through best practice research and benchmarking has established a working relationship with the City of Toronto who is also undertaking a similar initiative on the same technology platform and same approach. City staff have negotiated the services of Rewind Consulting Inc. to support the Mississauga.ca Website Modernization Project due to the consulting firms direct experience with the City of Toronto. The planned 6 month engagement will provide the Project Team with system configuration and development resources that are directly experienced with the technology, public sector and have a code base that can be drawn upon to help build the City of Mississauga website. This is a significant benefit to the City of Mississauga as the project team is faced with a new platform, new technology and a new way of providing digital services and content. City staff are recommending to acquire the services of Rewind Consulting Inc. for an estimated period of 6 months not to exceed \$250,000 starting as early as December 2017 to ensure that project deliverables and commitments can be met.

Attachments

Appendix 1: Statement of Work - Rewind Consulting Inc.



Gary Kent, Commissioner of Corporate Services and Chief Financial Officer

Prepared by: Shawn Slack, Director Information Technology and Chief Information Officer

Appendix 1

STATEMENT OF WORK**Background**

The City of Mississauga requires specialized technical skills to help with the implementation and development of our Mississauga.ca website on Amazon Web Services (AWS) and WordPress (WP). These platforms will serve as the new technology stack in which we host our online information and services. The City is seeking professional services from Rewind Consulting Inc. to assist the design and implementation of Mississauga.ca on a 6 month contract.

Objectives

The objective is to leverage Rewind Consulting Inc.'s specialized experience to implement a WP solution for the City of Mississauga. Rewind Consulting will be responsible for building the first phase of the CMS and cloud infrastructure. The work will also include considerations for microsites, marketing sites and document centres. In addition to architecting and building a cloud based WP website Rewind Consulting will also assist with planning technical operational sustainment as well as establishing development standards.

Scope

The scope of work falls into the following areas:

Project Planning

Create development work packages and an execution strategy.

Resource	Effort (hours)	Rate
Architect	273	\$135

System Architecture

Architect an AWS and WP solution that meets Mississauga's digital needs.

Resource	Effort (hours)	Rate (hour)
Architect	227.5	\$135
AWS Lead	224	\$120

System Development

Developing the agreed upon architecture in AWS and WP.

Resource	Effort (hours)	Rate (hour)
Architect	182	\$135
AWS Lead	80.5	\$120
Senior WP Developer	547	\$120

Training, Documentation and Operational Sustainment

Prepare operational sustainment by supplying technical and operational documentation.

Resource	Effort (hours)	Rate
Architect	227.5	\$135

Summary

Resource	Total Effort (hours)	Rate	Total Cost
Architect	910	\$135	\$122,850
AWS Lead	304.5	\$120	\$36,540
Senior WP Developer	547	\$120	\$65,640
		TOTAL	\$225,030

City Responsibilities

1. Ensure AWS environment is registered and ready for development
2. Provide a front-end team, 1 developer and 1 designer
3. Provide a senior WordPress developer
4. Review plans and the results that the vendor develops for this engagement
5. Help with navigating the corporation
6. Ensure consultants get access to systems and environments as needed

Vendor Responsibilities

1. Assign dedicated lead architect resource on premise for 6 month duration (Rob Williams)
2. Assign 1.5 development resources for 4 month duration
3. Lead/contribute to our AWS and WP architecture
4. Contribute to requirement gathering
5. Assist with AWS configuration
6. Setup, configure and build our WP platform
7. Create documentation for build and operational sustainment
8. Create a development workflow and best practice

Contract Change Control

Should there be any changes to the SOW, it will be submitted to senior management for review and approval before the contract manager proceeds with those changes.

City of Mississauga

Corporate Report



Date: 2017/11/02

To: Chair and Members of General Committee

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

Originator's files:

Meeting date:
2017/11/15

Subject

Corporate Policy and Procedure - Use of City Resources During an Election Campaign

Recommendation

That the draft Corporate Policy titled "Use of City Resources During an Election Campaign", attached as Appendix 2 to the Corporate Report dated November 2, 2017 from the Commissioner of Corporate Services and Chief Financial Officer titled "Corporate Policy and Procedure - Use of City Resources During an Election Campaign", be approved.

Background

At the October 31, 2017 Governance Committee meeting, the Corporate Report dated September 5, 2017 from the Commissioner of Corporate Services and Chief Financial Officer titled "Use of City Resources During an Election Campaign", which included the draft Corporate Policy, was presented. Governance Committee directed staff to present the draft Corporate Policy to General Committee for consideration.

As noted in the previous Corporate Report, a number of amendments to the *Municipal Elections Act* enacted by Bill 181, have implications on the administration of the 2018 Municipal Election. A clause has been added to the legislation requiring, that before May 1st in the year of the election, municipalities and local boards shall establish rules and procedures with respect to the use of municipal or board resources, during the election campaign period.

In previous elections, a Frequently Asked Questions (FAQ) document was prepared to aid staff and candidates in understanding what restrictions existed during the campaign period. The FAQ document distributed during the 2014 Municipal Election and the 2015 Ward 4 By-election is attached for reference as Appendix 1.

Comments

To ensure compliance with Section 88.18 of the *Municipal Elections Act*, staff have reviewed existing documentation, benchmarked other municipalities and met with affected staff. The draft policy has also been sent to the Integrity Commissioner for review and comment.

The draft policy, attached as Appendix 2, has been prepared based on this research and consultation. The draft policy addresses the following elements:

1. In addition to municipal election campaigns, the policy applies to provincial and federal elections.
2. In accordance with previous Council direction, the policy contains a prohibition on candidates directly or indirectly booking City Facilities for election purposes.
 - Rule 6 of the Council Code of Conduct currently prohibits booking City Facilities for election purposes and Recommendation GOV-0016-2014 states “in a municipal election year, commencing on the date of registration by any candidate for municipal elected office, until the date of the election, no such candidate including Members of Council, may directly or indirectly, book any municipal facility for any purpose that might be perceived as an election campaign purpose”.
3. Campaign material cannot be produced using City resources, and cannot contain photographic or video materials that are the copyright of the City of Mississauga.
4. Campaign Ads are considered commercial advertising and only permitted in accordance with the Corporate Policy and Procedure – Placing Advertisement With the City.
5. City employees may only campaign for a candidate if it does not interfere with the employees normal duties, takes place outside of City work hours and is done without reference to the fact that the individual is a City employee.
6. If an elected official uses any Social Media account for campaigning, the account must not be created or supported by City resources, and must contain a clear statement indicating that the account is being used for election campaign purposes and is not related to the duties of the Elected Official.
7. The use of the City Logo/Brand or any variation of it cannot be used on any campaign material, signs, social media or campaign website.
8. Elected Officials may not publish Councillor newsletters or distribute them after June 30th of the election year.
9. For clarity, the policy establishes Labour Day as a predetermined cut-off date for official City openings/events.
 - Ward specific event are permitted, and include community park openings, ward barbeques/celebrations and other community milestones. Campaigning is not permitted at any ward event which is funded through the elected official’s budget.
10. Election signs cannot be posted on City property, including road allowances.

Financial Impact

There is no financial impact.

Conclusion

To ensure compliance with the *Municipal Elections Act*, as amended, a draft Corporate Policy has been prepared to establish rules for the use of City resources during an Election Campaign.

Attachments

Appendix 1: FAQ during an Election - 2015

Appendix 2: Draft Policy - Use of City Resources During an Election Campaign

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: Diana Rusnov, Director of Legislative Services and City Clerk

Frequently Asked Questions During an Election - 2015

During the course of the Municipal Election, the City of Mississauga's Elections team responds to a number of questions from candidates. The following questions and answers have been prepared to assist candidates with understanding the restrictions in place during the Municipal Election.

- Can an employee campaign for a candidate running for Council?

An employee is permitted to campaign, on his/her own time, provided that they do not identify themselves as a City employee, or wear a City uniform. The employee must also ensure that campaigning does not interfere with normal duties, and that no City resources (computers, cell phones etc.) are used.

- Can candidates book City facilities for campaign purposes?

No. Recommendation GOV-0016-2014 prohibits any candidate for the Municipal Election from booking City of Mississauga facilities for election purposes.

A candidate is permitted to accept an invitation to address a group who have booked a room in a facility, such as clubs who meet on a regular basis, or ratepayers groups who have organized an all candidates meeting.

- Are candidates permitted to campaign and distribute literature at City facilities and on City property?

The City of Mississauga does not permit solicitation/campaigning within City facilities or on City property.

A candidate is permitted to accept an invitation to address a group who have booked a room in a facility, such as clubs who meet on a regular basis, or ratepayers groups who have organized an all candidates meeting, provided that literature is not distributed.

Frequently Asked Questions During an Election - 2015

- Can campaign material be placed on bulletin boards at Libraries and Community Centres?

Campaign material is considered commercial advertising, and is permitted to be placed on Library bulletin boards that contain commercial advertising, provided that the regular commercial posting service fee is paid (\$250).

Campaign material is not permitted to be placed on community bulletin boards in Libraries and Community Centres.

- Can Councillors provide Councillor newsletters for distribution at Libraries and Community Centres?

Councillors cannot distribute newsletters after June 30th in an election year. After June 30th, all Councillor newsletters will be removed from all Libraries and City facilities where they have been left for distribution.

- Can a candidate use City logos on campaign material?

No. The City of Mississauga's logos are a registered trade-mark, owned by the Corporation of the City of Mississauga. The use of the logo is reserved exclusively by the City, for its own use.

Candidates taking part in elections for public office at the City must not, under any circumstance, use a City logo or any variation of it on flyers, brochures, signs, websites or any other election campaign-related materials.

- Can a candidate link to a City document or City webpage from their campaign website?

Yes. A candidate is permitted to link to any City document available to the public or City webpage. However, a candidate is not permitted to incorporate a video or other material with which the City has proprietary rights on their own webpage.

- Can a candidate attend an official opening of a City facility or official event?

A candidate, like any member of the public, is welcome to attend an official opening of a City facility or other official event. Only those individuals identified in the City of Mississauga's Protocol for Official Events are invited to speak.

Frequently Asked Questions During an Election - 2015

- Can a candidate set-up a booth to campaign at a community event?

A candidate must comply with the rules of the organizers of the event. For example, if the event is organized by an external group, it is subject to the approval of the organizers.

A campaign booth would not be permitted at an event organized by the City of Mississauga.

- Are people permitted to wear campaign buttons or campaign t-shirts on City property or in City facilities?

The City cannot restrict the freedom of expression of someone wearing a t-shirt or button on City property, except in the following circumstance:

- No election buttons, t-shirts etc. are permitted at a polling location (both inside and outside of the poll).
- City staff, during working hours, are not permitted to wear anything endorsing a candidate.

- Can a candidate ride a Mississauga Transit Bus to campaign and talk to voters?

The Transit By-Law 425-2003 Section 12 reads:

(1) No person shall do any of the following in, on or about property owned, leased, occupied or used by the Corporation that constitutes any part of the public transportation system including a Mississauga Transit Vehicle, bus shelter or other vehicle:

(e) sell or attempt to sell any newspaper, magazine, merchandise or any other article or thing, distribute any pamphlet or literature, or solicit members of the public for any purpose whatsoever, except with the prior written permission of Mississauga Transit.

Mississauga Transit does not provide permission to candidates.

- Can a candidate take photos at a polling location?

Election procedures prohibit the use of cameras inside a polling location.

A candidate wanting to have their photo taken is only permitted to be photographed entering the polling location.

Frequently Asked Questions During an Election - 2015

- Are election signs permitted on City property?

Election signs cannot be posted on public property (including road allowances and other land or fences owned by any government or agency).

Election signs are only permitted on private property, with the permission of the landowner.

- Can a candidate place a campaign advertisement in a City program or facility?

Election campaign advertising is considered commercial advertising, and is permitted according to the established processes contained in the City of Mississauga's Corporate Policy – Placing Advertisement with the City. Specifically, provided that the placement of any election advertisement is reviewed by the business section that manages the particular City property, the City's established advertisement criteria are met and all applicable fees are paid.

However, campaign advertising is not permitted on a property used for a polling location, at the same time the site is used for voting. Any advertising approved will be removed, once the facility is used for Advance Polling.

- Can a candidate place a campaign advertisement on the Digital Program Screens in Celebration Square?

No. Commercial advertising is not permitted on the Digital Program Screens.

- Can a candidate place campaign advertisement on a City electronic message board?

No. Electronic message boards are to be used to promote programs, meetings, special events, and public service announcements. Commercial advertising is not permitted.

- Can a candidate park a vehicle that is “wrapped” with a candidate's name, or contains campaign signs in a City parking lot?

Election signs or other references to a candidate are not permitted at a polling location, including the parking lot. A car “wrapped” to reference a candidate or containing campaign signs will be removed from the parking lot, regardless of whether it was a City facility.

**For more Municipal Election information please contact 905-615-VOTE
or visit mississaugavotes.ca**

City of Mississauga

Corporate Policy & Procedure

**Policy Title: Use of City Resources During an Election Campaign****Policy Number: [Policy No.]**

Section:	Municipal Government	Subsection:	Elections
Effective Date:	[Effective Date]	Last Review Date:	[Last Review]
Approved by: Click here to enter text.		Owner Division/Contact: Legislative Services, Corporate Services Department	

Policy Statement

This policy provides a consistent approach to the use of City of Mississauga resources during an Election Campaign Period and expressly prohibits the use of City Resources for campaign purposes.

Purpose

The purpose of this policy is to provide clear direction to all Candidates and City employees to ensure a fair and transparent electoral process while also ensuring compliance with all applicable legislation, including the *Municipal Elections Act, 1996* (the “MEA”).

The City recognizes that Elected Officials are responsible to serve their constituents and fulfill their responsibilities until the end of their term but that clear separation must exist between the Elected Official’s role as a Candidate and their role as a Member of Council (or local board).

Scope

This policy applies to:

- All candidates for a municipal election or by-election
- Where applicable, all candidates for a provincial or federal election or by-election
- All Elected Officials of the City not seeking re-election
- All City employees, including employees in the offices of Elected Officials, and
- Members of local boards

For additional Municipal Election information visit www.mississaugavotes.ca

Legislative Requirements

This policy complies with the MEA. The MEA prohibits a municipality from making a contribution to a Candidate in a municipal election during an Election Campaign Period. Any use of City of Mississauga resources by or on behalf of a Candidate during an Election Campaign Period would be considered a contribution by the City. The *Election Finances Act* and the *Canada Elections Act* impose similar prohibitions for provincial and federal election campaigns.

Policy Number: [Policy No.]

Effective Date: [Effective Date]

Policy Title: Use of City Resources During an Election Campaign

Last Review Date: [Last Review]

2 of 9

Elected Officials are also governed by the Council Code of Conduct, as amended. Elected Officials may seek confidential advice from the Integrity Commissioner with respect to interpretation of the Council Code of Conduct, the *Municipal Conflict of Interest Act* and any policy of the municipality governing the ethical behaviour of Elected Officials.

Definitions

For the purposes of this policy:

“Campaign Material” means material in any media (i.e. print, radio, television, websites and Social Media) used to promote or oppose a Candidate, political party or ballot question. Campaign Material also includes but is not limited to banners, literature (pamphlets, brochures, cards), posters, placards/signs, buttons/pins, clothing and car wraps.

“Campaigning” means any activity by, on behalf of or in opposition to a Candidate, political party or ballot question during an Election Campaign Period that is meant to elicit support or opposition. Campaigning includes but is not limited to the display of Campaign Material.

“Candidate” means any individual, including an incumbent, who has filed a nomination to run for election or by-election for an office in a municipal, provincial or federal election.

“City” means the Corporation of the City of Mississauga.

“City Facility” means any property under the care and control of the City, including property owned, leased, occupied or used by the City, which can include but is not limited to, libraries, community centres, meeting rooms, lobbies, auditoriums, theatres, banquet spaces, gymnasiums, sports fields, parks, golf courses, pools, arenas, museums and marinas.

“City Resources” means real property, goods and/or services owned, controlled, acquired and/or operated by the City including, but not limited to, City staff (during hours where they receive compensation from the City), materials, equipment, City Facilities, technology, Information Technology Resources (defined below), intellectual property, display areas (e.g. cases, walls), logos/brands, supplies and Elected Officials’ or staff office budgets.

“Clerk” means the Clerk of the City of Mississauga.

“Elected Official” means any individual elected to City Council or board.

“Election Campaign Period” means:

- For a municipal election - the period that commences on the date a Candidate’s nomination paper is filed. The Election Campaign Period concludes on December 31 of the election year for a regular election and 45 days after voting in the case of a by-election
- Any restrictions for a provincial or federal election commence on the day the writ for the election is issued or a by-election is called and ends on Voting Day

Policy Number: [Policy No.]

Effective Date: [Effective Date]

Policy Title: Use of City Resources During an Election Campaign

Last Review Date: [Last Review]

3 of 9

“Election Sign” means a sign advertising or promoting the election of a political party or a Candidate for public office in a municipal, provincial or federal election, according to the City’s Sign By-law 54-02, as amended. Election signs do not include Campaign Ads.

“Employee” means all union and non-union employees, contract employees, interns and volunteers acting on behalf of the City of Mississauga. Although volunteers are not employees of the City, they are expected to conduct themselves in accordance with this policy.

“Information Technology (IT) Resources” means City owned or issued IT Resources including, but not limited to:

- Hardware, such as computer desktops, laptops, tablets, portable and computing devices and related peripherals (e.g. printers, scanners, etc.) and wireless communication devices (e.g. smart phones, cell phones, etc.)
 - All internet and e-mail systems
 - Electronic data transmission equipment, devices and networks
 - Business systems and servers and all City managed data and software
 - All types of telephone, radio and other audio/voice or audio/visual communication equipment, devices and networks, including voicemail
 - Local and network storage media used in the operation of these resources including, but not limited to CDs, tape media, paper, USB, flash memory, flash drives, external hard drive, cloud storage, etc., and
 - Data, information and other work products, such as computer programs, databases (unless publicly available), spreadsheets, etc. created and/or maintained in using these resources
- In addition, any City data and information that is accessed, stored, created, processed, transmitted or filed in a personal electronic device is included in this definition.

“Official City Openings/Events” are held in Mississauga and have a City-wide impact; are identified in a project work plan/charter and/or are endorsed by the Leadership Team and/or Council. An Official City Opening/Event includes an opening ceremony component, followed by the main public program. The ceremony must include:

- An official invitation sent to the approved guest list on the City’s official invitation template, and
- All or some of the following elements: attendance of the Mayor and/or Members of Council, agenda, speakers, plaque unveiling, ribbon cutting

“Paid Campaign Ad” means any commercial advertising on City property, at City programs and in City media that is approved in accordance with the criteria outlined in Corporate Policy and Procedure – Placing Advertisement With the City. For greater clarity, Election Signs are not considered Campaign Ads.

Policy Number: [Policy No.]

Effective Date: [Effective Date]

Policy Title: Use of City Resources During an Election Campaign

Last Review Date: [Last Review]

4 of 9

“Social Media” means publically available, third party hosted, interactive web technologies used to produce, post and interact through text, images, video and audio to inform, share, promote, collaborate or network. Examples include internet forums, blogs, podcasts, Facebook, Twitter and Instagram.

“Voting Day” means:

- For a municipal election - the day on which the final vote is taken (the fourth Monday in October in the year of the election) or a by-election (the 45th day after nomination day), as set out in the *Municipal Elections Act*, 1996.
- For a provincial or federal election or by-election – the day set out according to the *Elections Act* (provincial) and *Canada Elections Act* (federal)

Accountability for City Staff

Directors

All Directors are accountable for:

- Ensuring all applicable managers/supervisors are aware of this policy and of any subsequent revisions, and
- Ensuring compliance with this policy

Managers/Supervisors

Managers/supervisors are accountable for:

- Ensuring applicable 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, and
- Seeking clarification of any aspect of this policy from the Elections Office, as required

Employees

Employees are accountable for:

- Complying with this policy, and
- Seeking clarification from their manager/supervisor of any aspect of this policy that is not understood

Clerk

The Clerk is accountable for:

- Ensuring all candidates for a municipal election are aware of this policy
- Ensuring review and update of this policy as required prior to a municipal election or by-election or as required by changes to legislation
- Ensuring all Candidates are treated equally, and

Policy Number: [Policy No.]

Effective Date: [Effective Date]

Policy Title: Use of City Resources During an Election Campaign

Last Review Date: [Last Review]

5 of 9

- Forwarding any complaints or concerns received by the Clerk regarding municipal candidates and/or municipal candidate activities to the appropriate business unit for investigation

Activities

Use of City Facilities for Campaign Purposes

The following activities are not permitted at City Facilities during an Election Campaign Period:

- Directly or indirectly booking a City Facility for any election purpose
- Campaigning on City transit (i.e. MiWay): In accordance with Section 12 of the Transit By-Law 425-2003, as amended, distribution of any pamphlet or literature, or solicitation of members of the public for any purpose whatsoever is not permitted, except with the prior written permission of Mississauga Transit. Mississauga Transit does not provide permission to Candidates
- Campaigning or solicitation (including display or distribution of Campaign Material) within any City Facility, including Elected Officials' offices, with the exception of commercial advertising space, and
- In accordance with the Parks By-law 186-05, as amended, unless authorized by permit, solicitation is not permitted in City parks

Note: Candidates may accept an invitation to address a group who have booked a City Facility (e.g. clubs who meet on a regular basis or ratepayers groups who have organized an all-Candidates meeting)

Campaign Material

The following restrictions apply to Campaign Material:

- At no time shall City Resources and/or Elected Officials' budgets be used to sponsor or produce any Campaign Material
- Photographic or video materials that are copyright of the City cannot be used in Campaign Material or when Campaigning
- Campaign Material is not permitted to be placed on community bulletin boards in City libraries and community centres
- Campaign Material is not permitted at any location marked as a voting location
- In accordance with Corporate Policy and Procedure – Elected Officials' Expenses, promotional items that carry an Elected Official's contact information and/or identify the Elected Official that are purchased through their expense account must not be distributed or used after June 30 of an election year or, for an Elected Official who is a candidate in a by-election, after the date that Council passes a by-law requiring a by-election
- Elected Officials may not display Campaign Material during Official City Openings/Events or when carrying out the duties of their office, and
- City staff are not permitted to wear or display any Campaign Material during working hours

Paid Campaign Ads

Policy Number: [Policy No.]	Effective Date: [Effective Date]	
Policy Title: Use of City Resources During an Election Campaign	Last Review Date: [Last Review]	6 of 9

Paid Campaign Ads are considered commercial advertising and are permitted to be posted under the following circumstances:

- In accordance with Corporate Policy and Procedure – Placing Advertisement With the City, i.e. provided that the placement of any election advertisement is reviewed by the business section that manages the particular City Facility; the City’s established advertisement criteria are met; and all applicable fees are paid
- On Library bulletin boards that are available as commercial advertising space (i.e. not on library bulletin boards), providing all criteria is met and applicable fees are paid, and
- On and within City buses and bus shelters as commercial advertising space, providing all criteria are met and applicable fees are paid

Campaign Ads are not permitted:

- At polling stations, including non-City Facilities. Campaign Ads will be removed once advance polling or voting commences. A car “wrapped” to reference a Candidate or containing campaign signs may be covered or removed from the parking lot of the polling location
- On Mississauga Celebration Square digital screens. In accordance with Corporate Policy and Procedure – Digital Display Screens, commercial advertising is not permitted, and
- On the City’s electronic message boards, in accordance with the Electronic Reader Board Guidelines, as the electronic message boards are only used to promote programs, special events and public service announcements. Commercial advertising is not permitted.

City Employees – Campaigning and Use of City Resources

City Employees are subject to the following:

- In accordance with Corporate Policy and Procedure – Conflict of Interest, an Employee may campaign for a Candidate provided that Campaigning:
 - Does not interfere with the Employee’s normal duties
 - Takes place outside of City work hours, and
 - Is done without reference to the fact that the individual is a City Employee
- City uniforms, badges, crests or any other item that would identify the individual as City staff must not be worn while Campaigning
- City Resources must not be used for any purpose related to an election campaign, and
- Any communication received by staff concerning a Candidate must be referred to the Candidate’s campaign office

Note: Elected Officials may not request that City Employees, including staff working in a ward councillor office, perform any duties related to the election campaign during hours in which the Employee receives any compensation from the City. The City acknowledges that there may be some incidental use of City Resources during the regular course of an Employee’s duties, such as coordinating the Elected Official’s campaign schedule or redirecting citizens to the campaign office.

Policy Number: [Policy No.]

Effective Date: [Effective Date]

Policy Title: Use of City Resources During an Election Campaign

Last Review Date: [Last Review]

7 of 9

Use of Information Technology Resources and Social Media

The following applies to the use of Information Technology (IT) Resources:

- Candidates are permitted to link to any City document available to the public or on a public City webpage from their campaign website
- Candidates are not permitted to incorporate a video or other material (e.g. photos) for which the City has proprietary rights on their own webpage. Official photographs of Elected Officials may not be used for campaign purposes.
- Elected Officials shall not use the City's IT Resources, including individual websites linked through the City's website and Social Media accounts used for ward communication, for any election campaign or campaign-related activities
- If an Elected Official uses any Social Media account for Campaigning, such account must not be created or supported by City Resources. Social media accounts used for campaign purposes must utilize personal cell phones, tablets and/or computers
- Elected Officials who choose to create or use Social Media accounts for Campaigning must include, for the duration of the Election Campaign Period, a clear statement on each campaign website or Social Media account's home page indicating that the account is being used for election campaign purposes and is not related to their duties as an Elected Official, and
- Elected Officials are allowed to place campaign phone numbers, websites and e-mail addresses on the election pages of the City's external website, which is available and authorized for use by all municipal candidates

Use of City Logo/Brand

The City's logos are registered trade-marks, owned by the City of Mississauga. The use of the City brand is reserved exclusively by the City for its own use or when permission has been granted in accordance with Corporate Policy and Procedure - Mississauga Brand Visual Identity Program. Candidates must not, under any circumstances, use a City logo or any variation of it on any Campaign Material, Election Sign, Social Media or campaign website.

Elected Officials' Newsletters and Media Releases

In accordance with the Council Code of Conduct and Corporate Policy and Procedure - Elected Officials' Expenses, commencing on June 30th in a municipal election year until the date of the election or, for an Elected Official who is a candidate in a by-election, after the date that Council passes a by-law requiring a by-election, Elected Officials may not publish Councillor Newsletters, in print or electronically, or distribute them in City Facilities. After these dates applicable ward councillor newsletters will be removed from City Facilities where they have been left for distribution. All newsletters distributed through the mail must be post-marked by no later than June 30th in an election year or, for an Elected Official who is a candidate in a by the date that Council passes a by-law requiring a by-election.

Note: Elected Officials may, during this period, use IT Resources or Councillor letter head to communicate notifications to their ward residents that are not election related.

Policy Number: [Policy No.]

Effective Date: [Effective Date]

Policy Title: Use of City Resources During an Election Campaign

Last Review Date: [Last Review]

8 of 9

Attendance at Official City Openings/Events

There will be no Official City Openings/Events scheduled after Labour Day until after voting day during the year of a municipal election.

Otherwise, the following applies in relation to Official City Openings/Events that occur prior to Labour Day:

- Campaigning does not include the attendance of Candidates and/or Elected Officials or their supporters at Official City Openings/Events, such as a City-sponsored festival, in their capacity as a resident of the City but not as a Candidate.
Note: Candidates are responsible for ensuring that their staff and supporters are aware of this distinction.
- Elected Officials may participate in Official City Openings/Events in their current role (e.g. as Mayor or Deputy Mayor). City events that are expected to occur annually, such as Canada Day, will take place in an election year
- Elected Officials identified in Corporate Policy and Procedure – Event Protocol and Corporate Policy and Procedure – Protocol may be invited to speak at Official City Openings/Events or external events but Campaigning for election is not permitted (e.g. campaign-related remarks)
- Campaign booths are not permitted at Official City Openings/Events, and
- Where campaign booths are permitted at events organized by an external group and taking place at a City Facility, Candidates and/or their supporters/staff are not permitted to actively solicit attendees (i.e. may not approach attendees or hand them Campaign Material)

Ward Events

Ward-specific events apply to an individual ward and are not an Official City Opening/Event. Examples include, but are not limited to, community park openings; ward barbecues/celebrations; and other community milestones. Costs are covered through the Elected Official's budget. The ward councillor, as the host for a ward-specific event, will be the master of ceremonies and bring greetings from the City. The Mayor and Members of Council may also be invited as guests.

Ward events are permitted during an Election Campaign period but Campaigning is not permitted. Elected Officials are responsible for ensuring that their staff, supporters and volunteers are aware of this restriction.

Photography at Polling Stations

Election procedures prohibit the use of cameras inside a polling location. However, a Candidate is permitted to be photographed entering the polling location.

Election Signs

Policy Number: [Policy No.]	Effective Date: [Effective Date]	
Policy Title: Use of City Resources During an Election Campaign	Last Review Date: [Last Review]	9 of 9

Election Signs cannot be posted on City property, including road allowances and other land or fences owned by any government or agency. Election Signs are only permitted on private property, with the permission of the landowner and in accordance with the Sign By-law 54-02, as amended. A permit is not required for an Election Sign; however, all other requirements of the by-law apply. For more information on the Election Signs, refer to Section 21 of the [Sign By-law 54-02](#), as amended.

Revision History

Reference	Description

REPORT 4 - 2017

To: CHAIR AND MEMBERS OF GENERAL COMMITTEE

The Accessibility Advisory Committee presents its fourth report for 2017 and recommends:

AAC-0035-2017

That the deputation and associated presentation by Michelle Berquist, Project Leader, Transportation Planning with respect to the Transportation Master Plan, be received.
(AAC-0035-2017)

AAC-0036-2017

That the deputation and associated presentation by Alana Tyers, Team Leader, Strategic Planning, Ihor Witowych, Manager Operations, and Christy Moffat, Marketing Consultant with respect to MiWay's new Priority Seating Awareness Program, be received.
(AAC-0036-2017)

AAC-0037-2017

That the deputation and associated presentation by Mojan Jianfar, Assistant Planner, Culture Planning with respect to the Drafted Culture Master Plan, be received.
(AAC-0037-2017)

AAC-0038-2017

That the deputation and associated presentation by Darren Cooper, Accessibility Specialist with respect to the Facility Accessibility Audit, be received.
(AAC-0038-2017)

AAC-0039-2017

That the verbal update by Darren Cooper, Accessibility Specialist with respect to the Accessibility For Ontarians With Disabilities Act, 2005 (AODA) be received.
(AAC-0039-2017)

AAC-0040-2017

That the verbal update by Naz Husain, Citizen Member with respect to the Region of Peel Accessibility Advisory Committee be received.
(AAC-0040-2017)

AAC-0041-2017

1. That the Accessibility Advisory Committee Pending Work Plan Items be received.
 2. That staff review and update the Accessibility Advisory Committee Pending Work Plan and present it at the next meeting of the Committee.
- (AAC-0041-2017)

AAC-0042-2017

1. That the presentation regarding the Square One Older Adult Relocation Project to the Facility Accessibility Design Subcommittee on August 29, 2016, be received;
2. That subject to the comments on the presentation, the Facility Accessibility Design

Subcommittee is satisfied with the design of Square One Older Adult Relocation Project.
(AAC-0042-2017)

AAC-0043-2017

1. That the presentation regarding Port Credit Harbour West Parks to the Facility Accessibility Design Subcommittee on September 25, 2017 be received;
2. That subject to the comments on the presentation, the Facility Accessibility Design Subcommittee is satisfied with the design of Port Credit Harbour West Parks.

(AAC-0043-2017)

AAC-0044-2017

That Council Resolution No. 0194-2017 – Citizen Member be received for information.
(AAC-0044-2017)

AAC-0045-2017

1. That the memorandum dated October 30, 2017 from Trish Sarnicki, Legislative Coordinator with respect to Committee feedback regarding the 2018 Draft Elections Accessibility Plan be received for information.
 2. That the feedback from the Accessibility Advisory Committee be forwarded to Elections staff.
- (AAC-0045-2017)

AAC-0046-2017

That the memorandum dated October 26, 2017 from Trish Sarnicki, Legislative Coordinator with respect to the 2018 Accessibility Advisory Committee Meeting Dates be received for information.
(AAC-0046-2017)

REPORT 8 - 2017

To: CHAIR AND MEMBERS OF GENERAL COMMITTEE

The Environmental Committee presents its eighth report for 2017 and recommends:

EAC-0046-2017

That the deputation and associated presentation by Raymond McFarlane, Energy Management Coordinator, and Daniela Paraschiv, Manager, Energy Management with respect to Solar photovoltaic (PV) pathway lighting pilot project be received.

(EAC-0046-2017)

EAC-0047-2017

That the deputation and associated presentation by Jane Darragh, Planner, Park Planning, and Eha Naylor and Melissa Kosterman, Dillon Consulting with respect to Waterfront Parks Strategy Update (and climate change impacts on waterfront) be received.

(EAC-0047-2017)

EAC-0048-2017

That the memorandum dated October 19, 2017 from Christopher Pyke, Supervisor, Waste Management with respect to Environmental Action Committee Participation in Adopt-a-Park Program – Dates for Litter Cleanups be received.

(EAC-0048-2017)

EAC-0049-2017

That the Environmental Action Committee appoints Councillor Jim Tovey as member to the Regional Watershed Alliance.

(EAC-0049-2017)

EAC-0050-2017

That the deputation and associated presentation by Councillor Jim Tovey with respect to the Lakeview Waterfront Connection photography project be received.

(EAC-0050-2017)

EAC-0051-2017

That the Environmental Action Committee Work Plan be approved as discussed at the November 7, 2017 meeting of the Environmental Action Committee.

(EAC-0051-2017)

EAC-0052-2017

That the EAC Environmental Action Summary be approved, as amended, as discussed at the November 7, 2017 meeting of the Environmental Action Committee

(EAC-0052-2017)

EAC-0053-2017

That the memorandum dated October 25, 2017 from Trish Sarnicki, Legislative Coordinator with respect to Environmental Action Committee 2018 Meeting Dates be received.

(EAC-0053-2017)

REPORT 4-2017

To: CHAIR AND MEMBERS OF GENERAL COMMITTEE

The Public Vehicle Advisory Committee presents its fourth report for 2017 and recommends:

PVAC-0019-2017

That the deputation and associated correspondence by Mark Sexsmith, Taxi Industry with respect to London England's response to Uber be received for information.

(PVAC-0019-2017)

PVAC-0020-2017

1. That the deputation by Mark Sexsmith, Taxi Industry with respect to Information Item 8.2, a letter from All Star Taxi Inc. regarding feedback on the line by line review of the Public Vehicle Licensing be received for information;
2. That the letter dated October 18, 2017 from Gurinder Pannu, President of All Star Taxi Services with respect to feedback on the line by line review of the Public Vehicle Licensing By-law 420-04, as amended be received for information.

(PVAC-0020-2017)

PVAC-0021-2017

1. That the verbal update from Michael Foley, Manager, Mobile Licensing Enforcement with respect to the current status of accessible taxi plates be received;
2. That staff be directed to provide an interim report on the status of accessible taxi plates at the next meeting of the Public Vehicle Advisory Committee.

(PVAC-0021-2017)

PVAC-0022-2017

That the verbal update by Michael Foley, Manager, Mobile Licensing Enforcement with respect to the feasibility of extending 2011 vehicles for replacement be received for information.

(PVAC-0022-2017)

PVAC-0023-2017

1. That the verbal update by Michael Foley, Manager, Mobile Licensing Enforcement with respect to the status of the TNC Pilot Project be received;
2. That staff be directed to investigate more obvious identifying signage on TNC vehicles.

(PVAC-0023-2017)

PVAC-0024-2017

1. That the Public Vehicle Advisory Committee 2017 Action List be received for information;
2. That staff be directed to update the Public Vehicle Advisory Committee 2017 Action List to reflect the Committee's current focus.

(PVAC-0024-2017)

PVAC-0025-2017

That the email dated October 26, 2017 from Karam Punian, Driver Representative with respect to his membership on the Public Vehicle Advisory Committee be received for information.

(PVAC-0025-2017)

REPORT 3 - 2017

To: CHAIR AND MEMBERS OF GENERAL COMMITTEE

The Governance Committee presents its third report for 2017 and recommends:

GOV-0011-2017

That the draft Government Relations protocol as outlined in the document reviewed by the Governance Committee on October 31, 2017 be approved as amended to include the following and that staff report back to General Committee with a Corporate Policy:

- a) Role of Mayor
“The Mayor will act as the City of Mississauga representative at all official international meetings outside of the City of Mississauga, including investment missions. Members of Council may attend with the Mayor should they choose to do so.”
- b) In the Role of Members of Council section include a descriptor to clarify that it is when acting in the capacity of a City of Mississauga Councillor.
- c) Role of Acting Mayor
“In the event the Mayor is unable to attend an event of city-wide importance, the Mayor shall ask, with the permission of the event organizer, the Acting Mayor to attend in his or her place. If the Acting Mayor is unable to attend, the Mayor shall ask the Ward Councillor. This process shall repeat until a Councillor is able to attend as Acting Mayor.”

(GOV-0011-2017)

GOV-0012-2017

That staff be directed to incorporate the following changes to the Civic Protocol Policy 06-02-01 and report back to General Committee:

- a) Move the Regional Chair to appear directly following Members of Council in the Order of Precedence for Processions.
- b) Move the Regional Chair to speak directly following the Mayor or Acting Mayor in the Speaking Order at Official City Openings/Events.
- c) Clarify that Federal and Provincial Government representatives be invited to speak if there is a partnership/funding agreement in place.

(GOV-0012-2017)

GOV-0013-2017

That the report dated October 23, 2017 from the City Manager and Chief Administrative Officer entitled Foreign Delegations be received and referred to staff to develop a policy to deal with requests from foreign delegations to visit the City of Mississauga and report back to Governance Committee.

(GOV-0013-2017)

GOV-0014-2017

That the report dated September 5, 2017 from the Commissioner of Corporate Services and Chief Financial Officer regarding the draft policy entitled "Use of Corporate Resources in an Election Campaign" be received and that staff be directed to report to General Committee.

(GOV-0014-2017)

GOV-0015-2017

That the status of Governance Committee Workplan Items dated October 31, 2017 be received for information.

(GOV-0015-2017)

GOV-0016-2017

That the memorandum entitled 2018 Governance Committee Meeting Dates dated October 25, 2017 from Sacha Smith, Manager of Legislative Services and Deputy Clerk be received for information.

(GOV-0016-2017)