

City of Mississauga Agenda



General Committee

Date

2018/03/21

Time

9:00 AM

Location

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

Members

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

Contact

Stephanie Smith, Legislative Coordinator, Legislative Services
905-615-3200 ext. 3795
Email stephanie.smith@mississauga.ca

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



Meetings of General Committee streamed live and
archived at Mississauga.ca/videos

GENERAL COMMITTEE INDEX - MARCH 21, 2018**1. CALL TO ORDER****2. APPROVAL OF AGENDA****3. DECLARATION OF CONFLICT OF INTEREST****4. PRESENTATIONS**

- 4.1. Chris Rouse, Chair, 2017 United Way Employee Campaign and Anita Stellinga, Interim CEO and Vice President, Community Investment, United Way of Peel Region with respect to the 2017 Employee Campaign and to present the Ray Foster Award to the Callan Long and Julie Craig

5. DEPUTATIONS

- 5.1. Item 8.1 Jodi Robillos, Acting Director, Parks and Forestry and Jamie Ferguson, Aerial Project Lead
- 5.2. Item 8.1 Jamie Ferguson, Aerial Project Lead to introduce Dr. Jessica Hopkins with respect to protecting the tree canopy from the cankerworm and gypsy moth: A public health perspective
- 5.3. Item 8.2 Heather Coupey, Community Development Coordinator
- 5.4. Item 8.2 David Huctwith, President, Mississauga Southwest Baseball Association
- 5.5. Item 8.2 Tony Jasinski, President, Mississauga Majors Baseball Association
- 5.6. Tony LI Krum Bibishkov, Vice-President, Real Mississauga Soccer Club with respect to receiving support from the City of Mississauga
- 5.7. Item 8.3 Silvia Fraser, Manager, Security Services

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:
General Committee may grant permission to a member of the public to ask a question of General 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.
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. 2018 Gypsy Moth & Fall Cankerworm Aerial Spray Program

8.2. Revisions to the Community Group Support Program Policy 08-01-01

8.3. Security in City Facilities-Strategic Directions and 2017 Annual Summary

8.4. **Unfinished Business** - Requirements for Citizen Appointment to Committees of Council

Please note that recommendation GC-0139-2018 (GOV-0005-2018) was considered by Council on March 7, 2018 and the recommendation was referred back to General Committee for consideration

8.5. 15-Hour Parking Anytime (lay-by) – Erin Centre Boulevard (Ward 10)

8.6. Dedication of 'Rink 1' at Meadowvale Four Rinks Mississauga (P-222) in Johnny Bower's name, located at 2160 Torquay Mews (Ward 9).

8.7. Contract Renewals for City Standard Building Automation Systems Maintenance and Support

8.8. 2017 Council Remuneration and Expenses

8.9. Political Advertising inside City Facilities

8.10. Inaugural Council Meeting Update

8.11. Official Openings and Events Policies

8.12. Increase to contract with Acart Communications to facilitate additional media buying services for four MiWay advertising campaigns in 2018; Procurement No. PRC000017.

8.13. 2017 Obsolete Policy Report

9. **ADVISORY COMMITTEE REPORTS**

9.1. Road Safety Committee Report 2 - 2018 - February 27, 2018

9.2. Heritage Advisory Committee Report 3-2018 dated March 6, 2018

9.3. Mississauga Cycling Advisory Committee Report 3 - 2018 March 6, 2018

10. **MATTERS PERTAINING TO REGION OF PEEL COUNCIL**

11. **COUNCILLORS' ENQUIRIES**

12. **OTHER BUSINESS/ANNOUNCEMENTS**

13. **CLOSED SESSION**

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

- 13.1. The security of the property of the municipality or local board: Hershey Naming Amendment

14. **ADJOURNMENT**

City of Mississauga

Corporate Report



Date: 2018/03/07

To: Chair and Members of General Committee

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

Originator's files:

Meeting date:
2018/03/21

Subject

2018 Gypsy Moth & Fall Cankerworm Aerial Spray Program

Recommendation

1. That the Corporate Report dated March 7, from the Commissioner of Community Services entitled "2018 Gypsy Moth & Fall Cankerworm Aerial Spray Program" be received for information.
2. That existing PN 17406 Gypsy Moth Cankerworm Management gross budget be increased from \$1,600,000 to \$1,950,000 with the additional \$350,000 funded from the Reserve for Contingency (30125).
3. That the Purchasing Agent be authorized to amend the contract, in a form satisfactory to Legal Service, with Zimmer Air on a sole source basis in the estimated amount of \$1.7 million 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 the impact on City and private trees. Original estimates for severely impacted areas of gypsy moth infestation were set at 1300 hectares.
- Fall cankerworm is a native pest found in the City that peaks on a two to seven year cyclical basis. Staff and contractors completed additional testing through the early winter of 2018 to identify areas at risk of severe defoliation as a result of fall cankerworm.
- The 2018 forecasted growing population of gypsy moth and fall cankerworm on the urban forest would best be treated by aerial spray in severely impacted areas. The total spray

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zone area for both cankerworm and gypsy moth is 1940 hectares.

- The exact timing and execution of the Aerial Spray program is contingent upon Ministry of Transportation approval of the flight plan and coordination of spray application for weather conditions but is expected to occur between April 23, 2018 and June 10, 2018.
- *Bacillus thuringiensis* subspecies *kurstaki* (Btk) will be utilized during the aerial spray and is a safe product from a public health and environmental perspective.
- In partnership with the Forestry section, the Communications division has developed a comprehensive communications plan for the City's 2018 Aerial Spray program.
- The Region of Peel is committed to support the Aerial Spray Program by addressing any health concerns or questions raised by residents.

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. The total spray area in the 2006/2007 program covered approximately 800 hectares the majority of which was City-owned parkland and woodlots.

Parks and Forestry staff recommended a 2018 Aerial spray program be implemented on both public and private lands where severe defoliation was expected. This matter was considered by General Committee at its meeting on November 15, 2017 and subsequently adopted at Council on November 24, 2017 (see Appendix 2).

At the time of the report in November of 2017, staff had gypsy moth infestation data to support spraying 1300 hectares of land. Confirmation of the total spray area required was dependant on the data received from the Fall Cankerworm assessment in early 2018.

Present Status

Gypsy Moth

As detailed in the November 15, 2017 Corporate Report, surveys conducted in fall 2017 demonstrated a gypsy moth population on the upswing. This information indicates that there are select areas within the City where we can anticipate severe defoliation due to gypsy moth.

Fall Cankerworm

During the fall and winter 2017/2018, 300 City owned trees in defoliated areas/neighbourhoods were banded and monitored. Results from the surveys indicated that there are select areas within the City where we can anticipate severe defoliation.

Staff completed an overlay of the areas which represented severe risk for both gypsy moth and fall cankerworm defoliation. The total area identified for aerial spray is approximately 1940 hectares.

2018 Aerial Spray Program

Treatment Areas

Treatment zones were identified throughout severely impacted areas in Wards 1, 2, 6, 7, 8, and 11. The maps of the specific delineated areas are included in Appendix 1 of this report. The proposed treatment areas are identified by the black outline on each map.

Timing of Application

In order for the Btk spray to be effective, the leaves and caterpillars both have to be of a certain size. Timing estimates will be developed using comparisons between the historical data temperature, this year's temperatures and on-site observations. The Btk application is scheduled to occur between April 23, 2018 to June 10, 2018.

Comments

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.

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. Btk is one of the few pesticides acceptable to organic growers, as it is a naturally occurring biological organism, rather than a synthetic chemical.

Btk is only toxic to specific lepidopteran insects in the caterpillar stage of their life cycle such as gypsy moth and cankerworm. Btk does not affect adult moths, butterflies, other insects, honeybees, fish, birds, or mammals. There are no impacts on animals that may eat caterpillars that have ingested Btk.

Technical Stakeholders

Engagement with all of the relevant technical stakeholders and City Departments has begun to address any requirements or concerns associated with these organizations and agencies. The technical stakeholders group consists of representatives from RCMP, OPP, Peel Police, Ministry of Transportation, Ministry of Natural Resources and Forestry, Ministry of Environment and Climate Change, Trillium Health Care Centre, Region of Peel Public Health, Environmental Control, Ambulance and Emergency Programs, and Transport Canada.

City staff will continue to work closely with these agencies as well as representatives from Mississauga Fire and Emergency Services, Transportation and Works, Communications, Legal Services, Risk Management, and Parks and Forestry.

Communications Plan

In partnership with the Forestry section, the Strategic Communications division has developed a comprehensive communications plan about the City's 2018 Aerial Spray program happening in late spring. Graphics were developed to assist residents in identifying information related to the program. The graphic is found in Appendix 3.

The plan provides a clear understanding about the importance of managing cankerworm and gypsy moth populations in Mississauga, while ensuring the community is well informed about aerial spray details such as dates, times, spray zones and flight paths. A key focus remains on ensuring that residents in the affected areas know what to expect before, during and after the spray.

The plan uses a mix of internal and external communications strategies, such as face-to-face engagement, social media, media relations, employee communications, online engagement and electronic outreach.

The Strategic Communications division will continue to work with both internal and external stakeholders, like the Region's Medical Officer of Health, to ensure the plan is effective and addresses all aspects of the aerial spray. The health and safety of Mississauga residents and protecting the environment are our top priorities.

Financial Impact

The total costs of the 2018 Aerial Spray Program are estimated at \$1.95 million. This represents an additional \$350K funding request from the Reserve for Contingencies (30125). Additional funding is requested to address the total required spray area of 1940 hectares (4,796 acres) (an increase from 1300 hectares (3,212 acres)). All direct costs which can be reasonably estimated related to the project have been incorporated and include spraying, consulting, road and highway closure costs, policing, communications, signage, etc.

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.

Conclusion

Based on data collected for both gypsy moth and fall cankerworm, 2018 populations are projected to increase in specific areas of Mississauga predominantly along the Lake Ontario shoreline and Credit River Valley. To ensure the protection of our city's tree canopy a 2018 aerial spray program was recommended and approved by Council on November 22, 2017.

The integrated pest management program for fall cankerworm and gypsy moth in 2018 will consist of an aerial spray in targeted areas with severe defoliation projections totalling 1940 hectares. Other integrated pest management techniques will be used in projected lower

defoliation areas to ensure the populations remain at a low threshold. Btk aerial spray is safe from a human and environmental perspective as per Health Canada Regulations.

Staff have secured contractors to perform the aerial spray as well as test for its efficacy. A comprehensive communication plan and public engagement tools are in place to support the program. City staff are working with other City departments, Region of Peel, Provincial and Federal agencies, Emergency Services, Peel Public Health, contractors and residents to ensure a successful program.

Attachments

Appendix 1: Proposed Treatment Areas

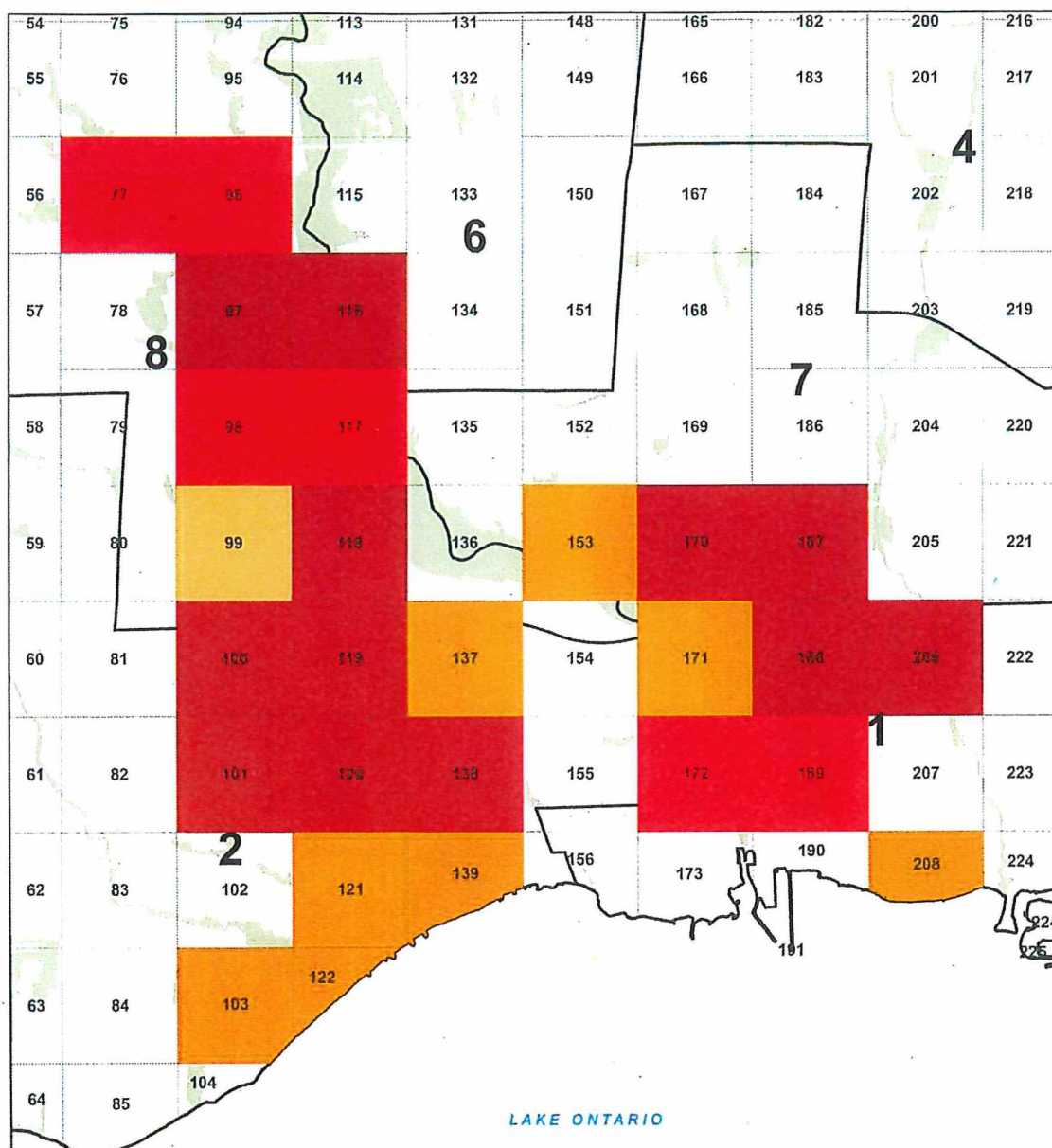
Appendix 2: November 15, 2017 GC Report

Appendix 3: Aerial Spray Graphic



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

Prepared by: Jamie Ferguson, Project Lead Aerial Spray



Legend

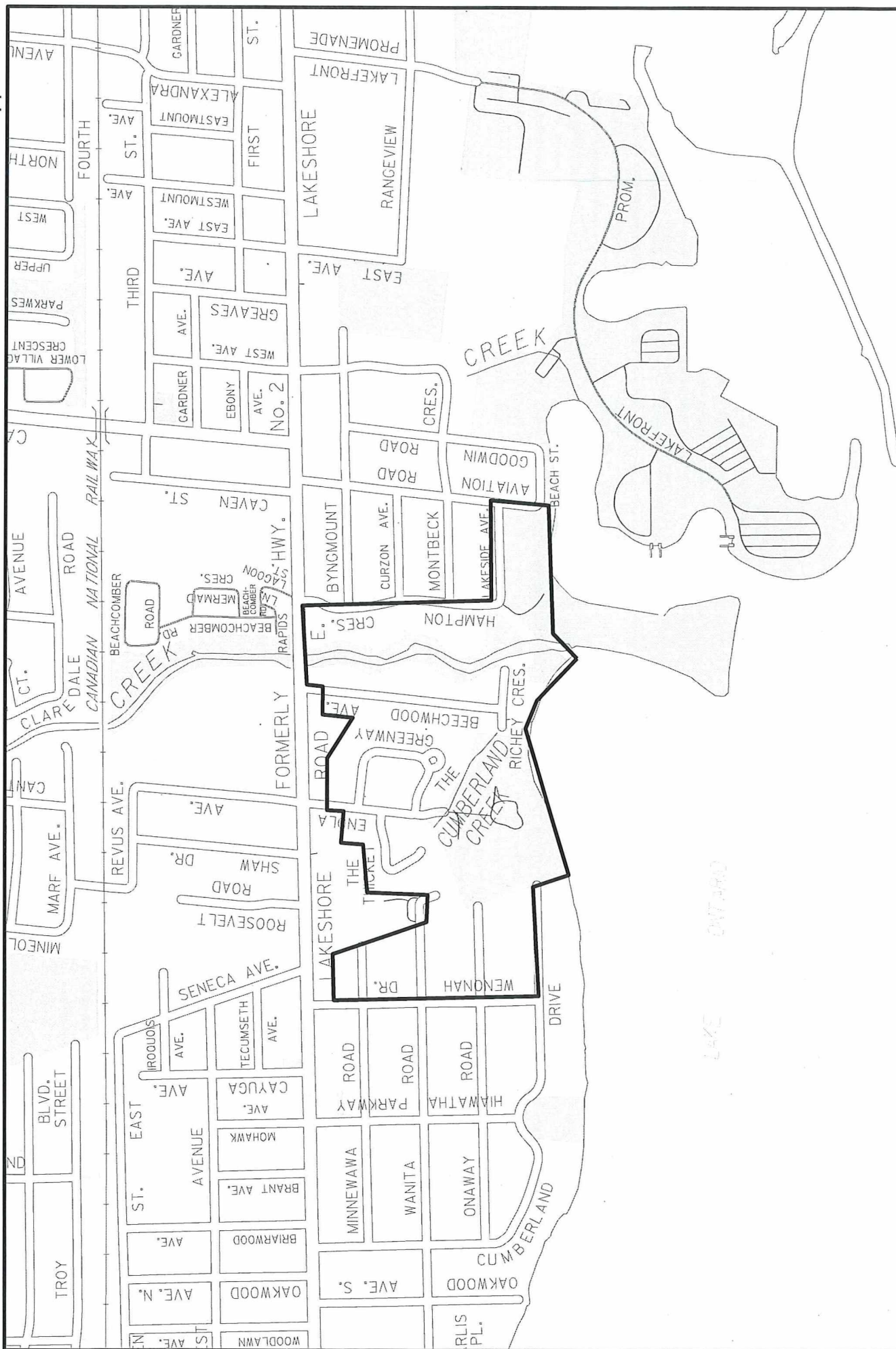
- 2 Pests Severe
- 1 Pest Severe, 1 Pest Heavy
- 1 Pest Severe
- 2 Pests Heavy

City of Mississauga

Highest Priorities for Management in 2018



0 0.375 0.75 1.5 2.25 3 Kilometers



Ward 1 - Proposed Treatment Area A



Proposed Treatment Area

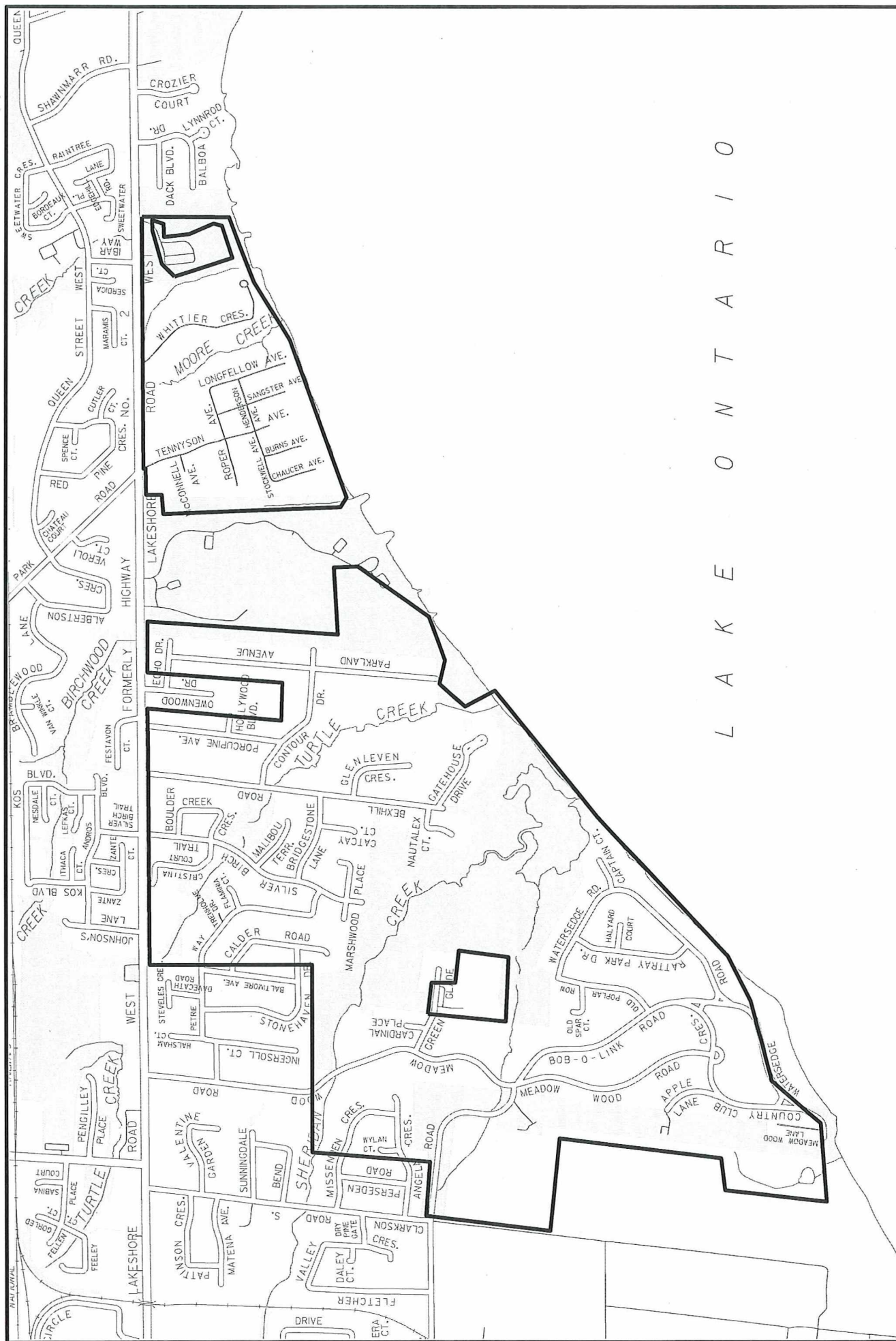
Parks Properties

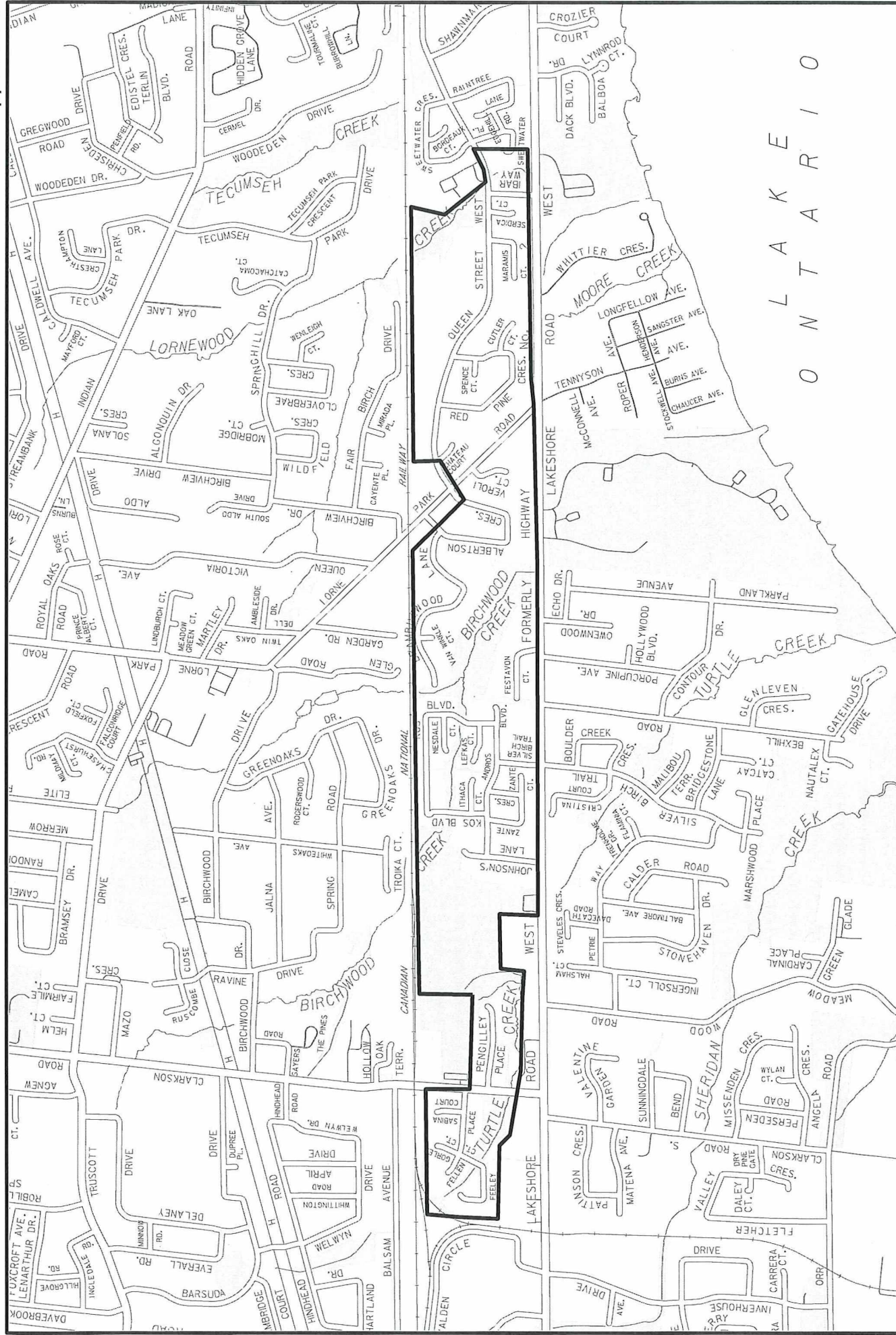
Produced by
J.W. Geomatics

Proposed Treatment Area

Proposed Treatment Area

Parks Properties

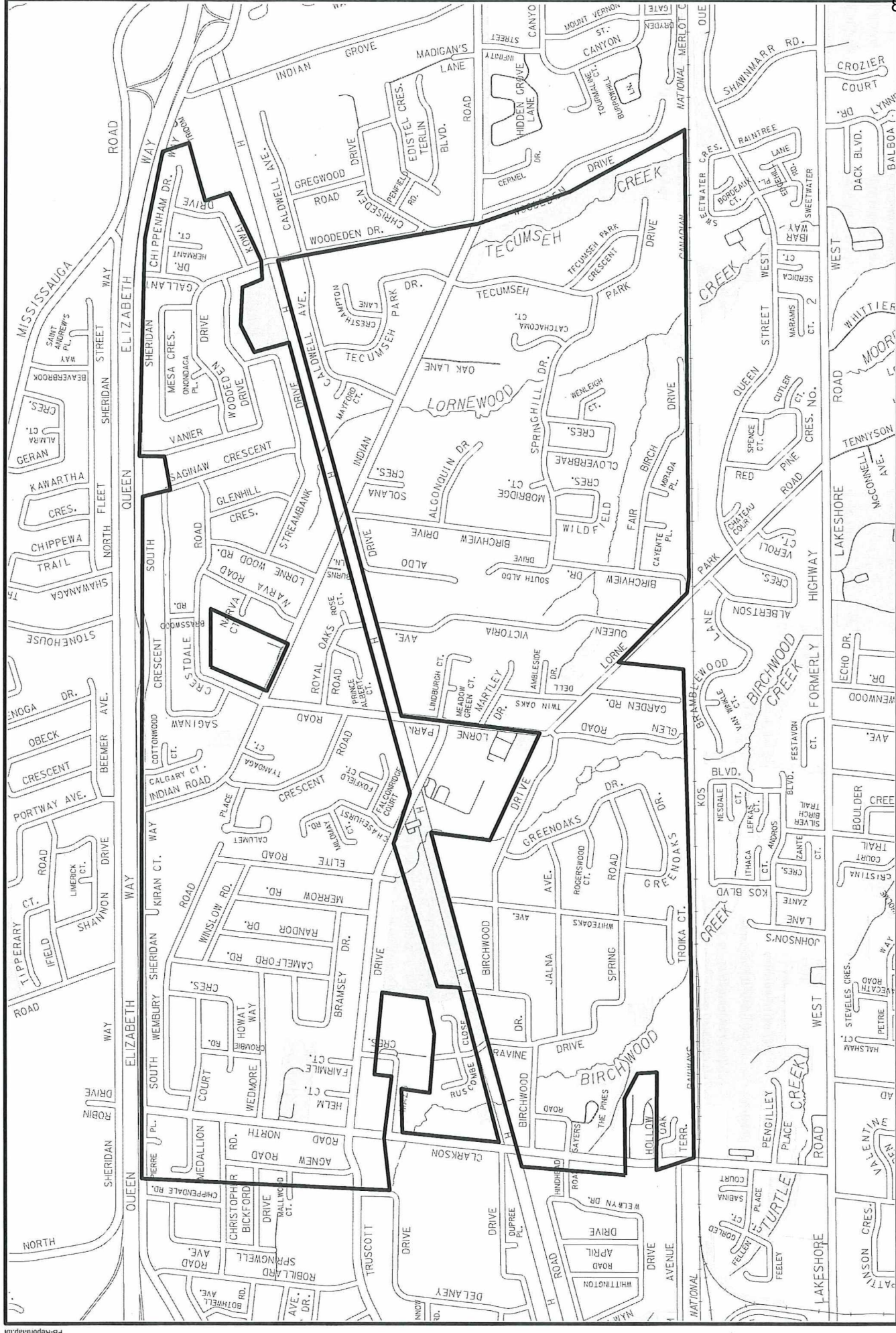




Ward 2 - Proposed Treatment Area B

- Proposed Treatment Area
- Parks Properties





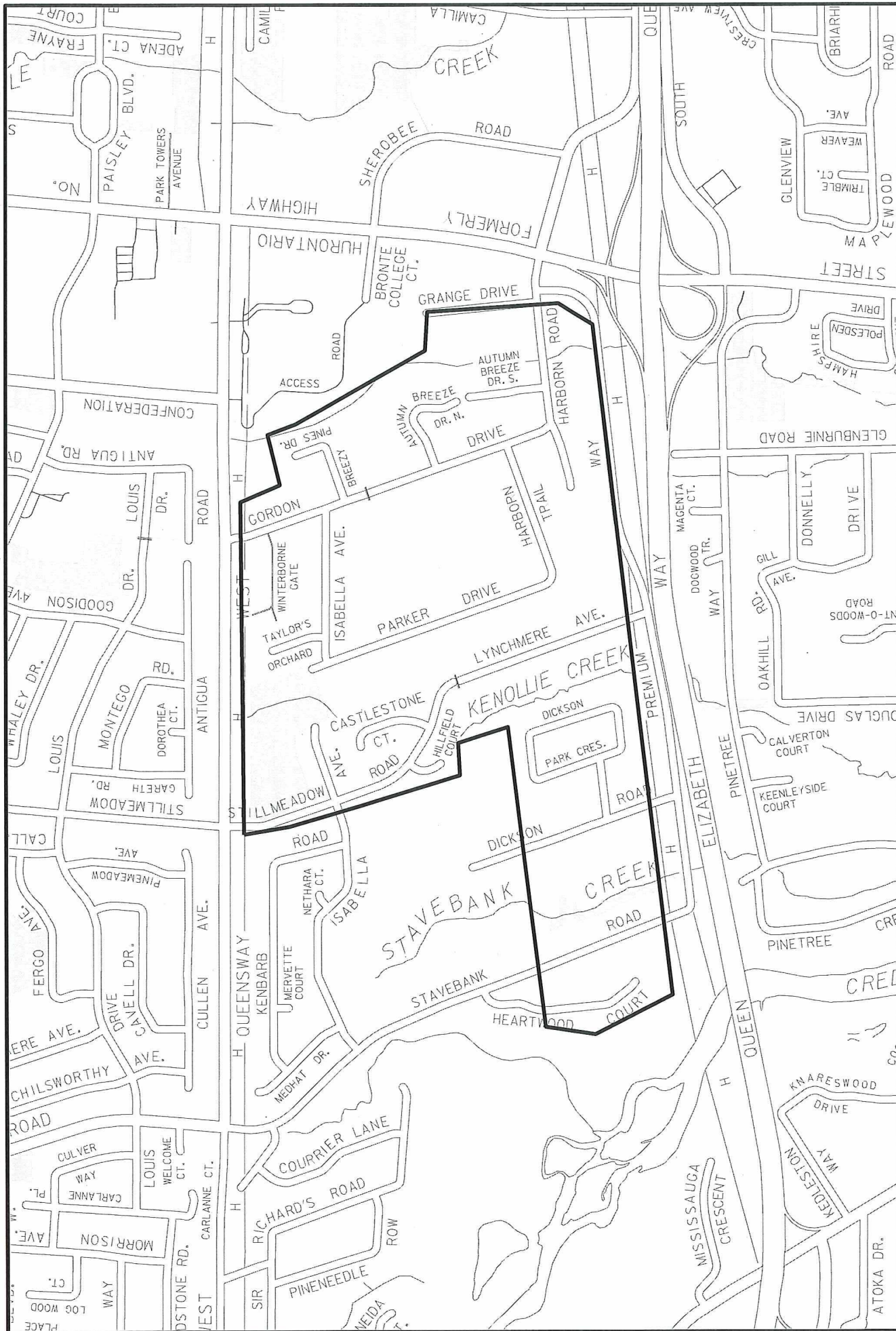
Ward 2 - Proposed Treatment Area C

- Proposed Treatment Area
- Parks Properties

Produced by
T&W Geomatics

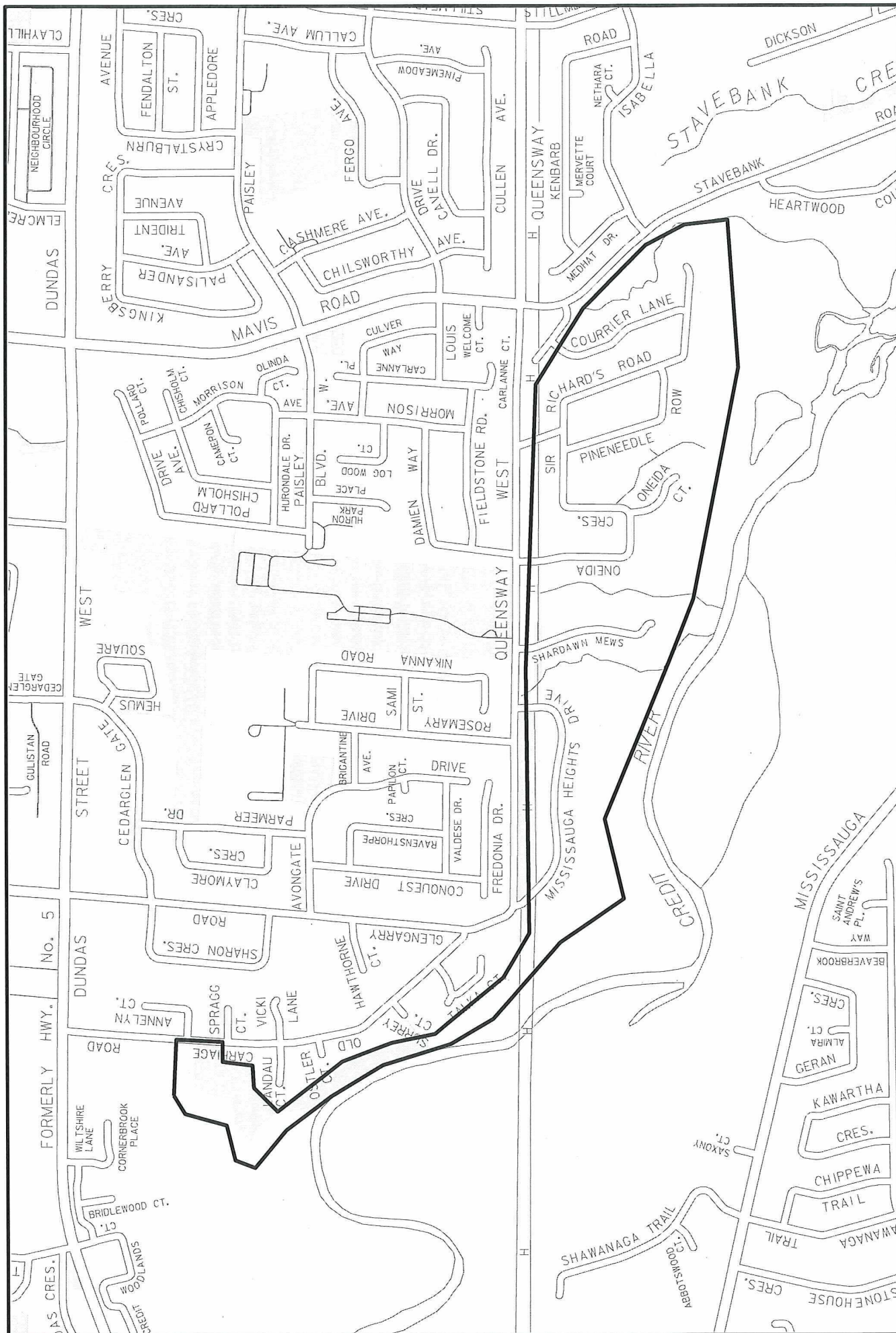
MISSISSAUGA





Ward 7 - Proposed Treatment Area A

Proposed Treatment Area
 Parks Properties

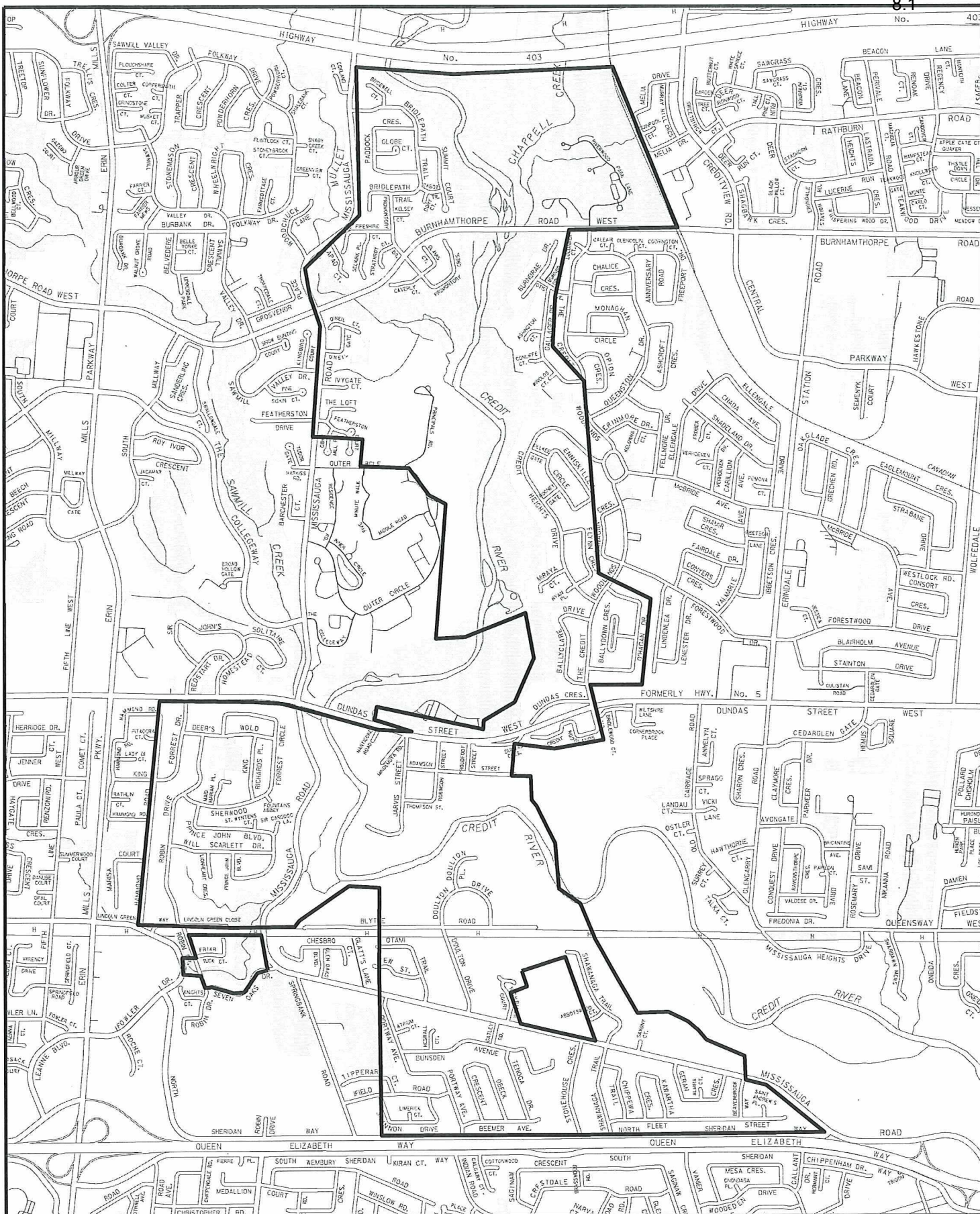


Ward 7 - Proposed Treatment Area B



Mississauga

Produced by
TAW, Geomatics



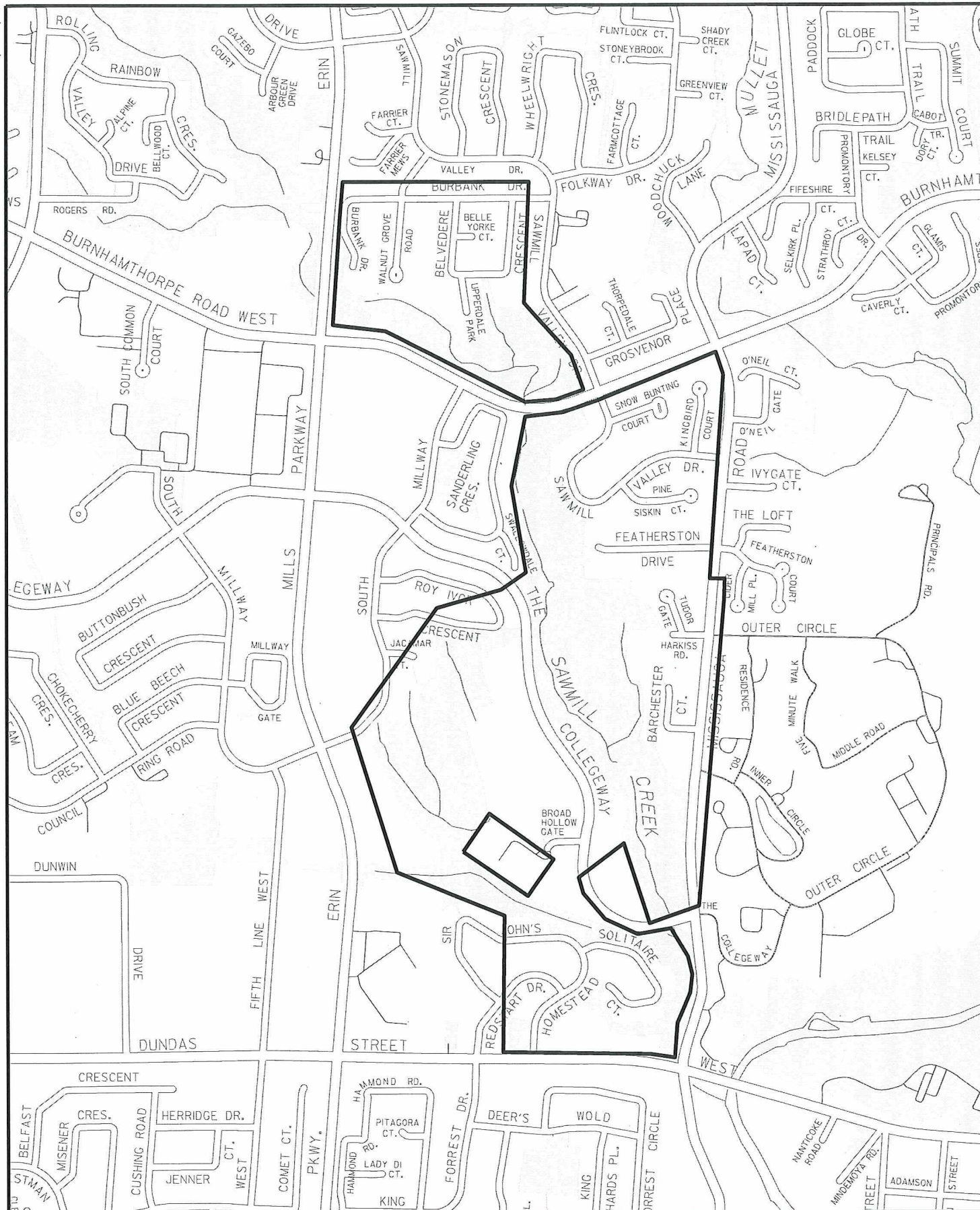
Ward 8 - Proposed Treatment Area A

- Proposed Treatment Area
- Parks Properties





MISSISSAUGA

Produced by
T&W, Geomatics



Ward 8 - Proposed Treatment Area B

 Proposed Treatment Area
 Parks Properties

0 25 50 75 100
metres



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Produced by
T&W, Geomatics



Transect	1	2	3	4	5
0	10	10	10	10	60
25	10	10	10	10	60
50	10	10	10	10	60
75	10	10	10	10	60
100	10	10	10	10	60



 MISSISSAUGA *Produced by
T&W, Geomatics*

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

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.

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

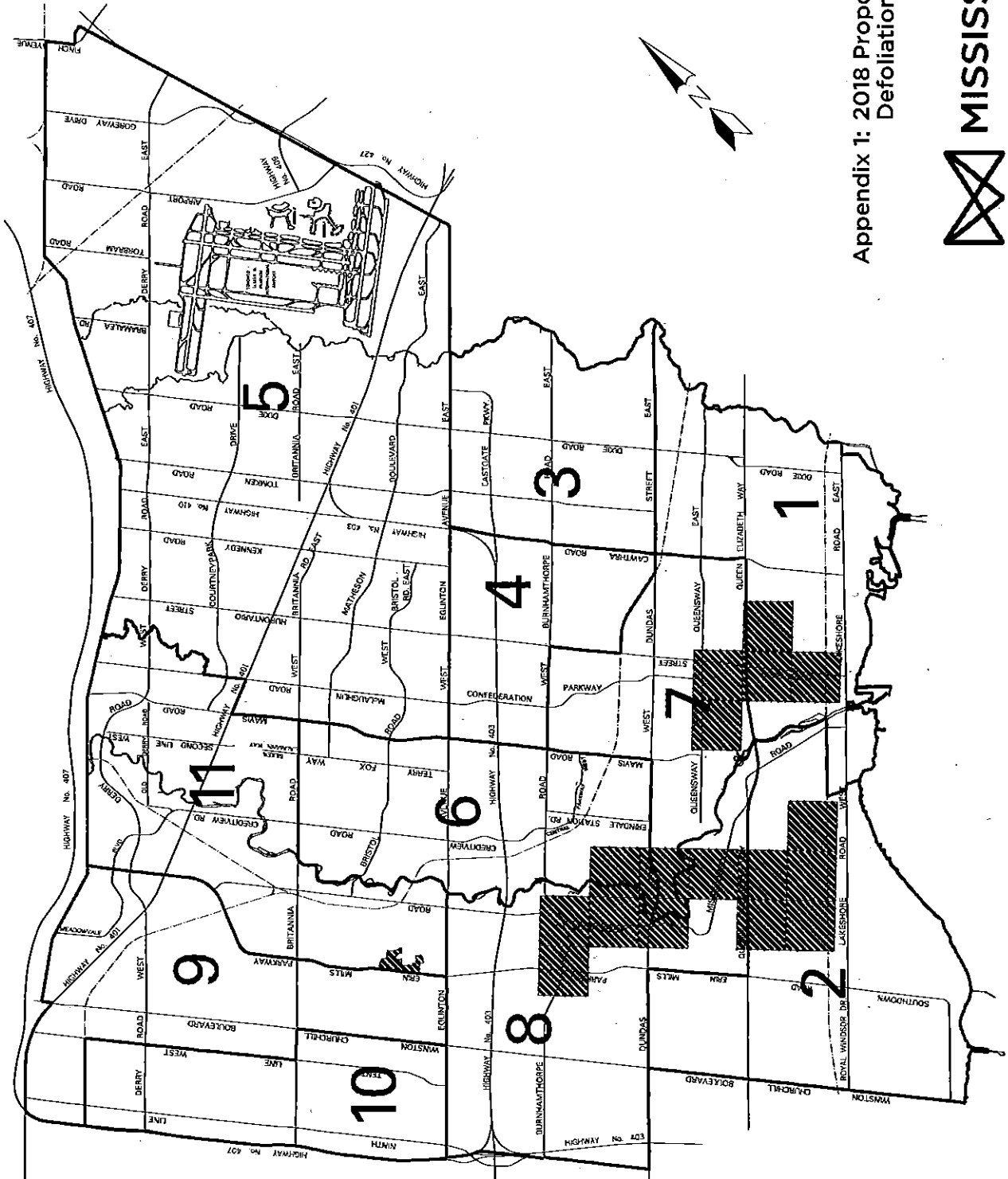
Appendix 1: 2018 Proposed Severe Defoliation Boundary

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: 2018/02/16

To: Chair and Members of General Committee

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

Originator's files:

Meeting date:
2018/03/21

Subject

Revisions to the Community Group Support Program Policy 08-01-01

Recommendation

1. That the revised Community Group Support Program Corporate Policy and Procedure (08-01-01) be approved and implemented by April 9, 2018 to allow for system updates in the Customer Service Centre.
2. That the revisions to Corporate Policy and Procedure 08-03-07 - "Outdoor Sports Field Management", as outlined in Appendix 3 of the Report from the Commissioner of Community Services dated February 16, 2018, be approved.
3. That the revisions to Corporate Policy and Procedure 08-03-03 - "Arena Ice Allocation", as outlined in Appendix 4 of the Report from the Commissioner of Community Services dated February 16, 2018, be approved.
4. That all necessary by-laws be enacted.

Report Highlights

- The Community Group Registry Program (formerly the Community Group Support Program) (Policy 08-01-01) is designed to support Not-For-Profit community groups who deliver services that benefit Mississauga residents including: arts & culture, recreation & sport, environmental, parks & forestry and various social club and community programs and services.
- The policy outlines the eligibility criteria, application and approval process to become a Registered Group. Registered Groups are eligible to access benefits that support the delivery of their programs and services including: space for 12 monthly board meetings and annual general meeting; reduced rental rates for City facilities and priority booking; permission to place a promotional sign on a City road allowance; reduced rates for special event vendor license and coverage under the City's Affiliate Insurance Program.

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- The City currently has 50 Recognized Community Groups; 60 sport Affiliated Groups; and 120 Recreation/Arts & Culture Affiliated Groups.
- Over 50% of Affiliated and Recognized Community Groups participated in stakeholder information sessions on the proposed policy revisions in April/May and September, 2016. The revised policy is informed by the feedback received through these information sessions and benchmarking with other municipalities.
- Key revisions include: new Registered Group categories; inclusion of Developing Group, new Special Membership and Support with Conditions status; inclusion of Regional Groups that serve Mississauga residents; a requirement for some Registered Group categories to be incorporated; changes to financial audit requirements that reduce costs for smaller organizations; new requirement to have policies on conflict of interest, code of conduct and complaint resolution; new requirements for demonstrating transparency to members; a clarified process for removal of groups from the registry program; an appeals process; and a requirement for groups to renew their status on an annual basis.
- Once the revised policy is in effect, groups that are participating under the current policy will be given a one (1) year transition period from the date of their 2018/19 Annual General Meeting to meet the revised requirements. Support, including online resources and seminars/workshops, will be available to groups throughout the transition period. Groups will also be encouraged to access support available through the Mississauga Business Enterprise Centre (MBEC) and Volunteer MBC.

Background

The current Community Group Support Program policy 08-01-01 (the Policy) was last updated in September, 2011 and was scheduled to be reviewed as part of the Corporate Policy and Procedure Program. A Corporate Report titled “Recommendations for Revisions to the Community Group Support Program and Community Consultation” was received for information by Council on October 13, 2015. This report outlined a number of staff recommendations to enhance the current Policy.

Community Services staff held four public information sessions in April and May of 2016, with 121 representatives from 93 community groups in attendance. Attendees were presented with an overview of the proposed Policy changes and had the opportunity to provide feedback through small group discussions.

Three follow up information sessions were held in September, 2016, attended by 119 representatives from 102 community groups. A draft of the revised Policy was presented at these sessions and groups had the opportunity to seek clarity regarding all proposed changes and provide detailed feedback about their readiness to implement any proposed requirements. Feedback from this round of sessions was very positive and indicated that groups felt engaged in the Policy process and influential in its development. 98% of the groups that attended the

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information sessions intend to participate in the revised Policy program, with 93% indicating that they could meet all proposed requirements within one year.

Recreation staff also consulted with all Community Services divisions as well as Corporate Services, including Finance, Communications and Legal Services in the development of the proposed Policy changes to ensure alignment across City divisions and departments. Benchmarking examples from similar policies in other municipalities, including Oakville, Ajax, Vaughan, Richmond Hill, Caledon and Brampton were also considered.

A comparison chart demonstrating the changes between the current and revised Policy is included as Appendix 3. Highlighted below are areas where the Policy remains unchanged:

- City's relationship with volunteer community groups is one of support only. The City does not act as a review body for groups.
- Groups must adhere to the Ontario Human Rights Code.
- Groups must have a constitution/by-laws or operating guidelines.
- Groups must have a general membership of not less than 25 members.
- Majority of the Board must be Mississauga residents, as defined in the Policy.
- President or Vice President of the groups must be a Mississauga Resident.
- Groups must meet residency requirements for voting membership and participants for sport categories, older adult categories and rate-payer/resident groups.
- Requirement for an Audit and financial statements (specific group categories only).
- Groups must hold an Annual General Meeting (AGM) and have a democratic election process for Board elections.

Comments

Collaboration with community organizations offers an effective way for the City to ensure programs and services offered in City-operated facilities reflect the diverse needs and interests of residents. The policy acts as a consistent framework that defines the relationship between the City and a Registered Group, including policy requirements, eligible benefits, roles and responsibilities of Registered Groups and the City. The City's support of a sector-wide network of community organizations also encourages residents to engage in civic life and participate in decision-making as board members.

A number of City departments, such as the Sign Unit, Customer Service Centre, Mobile Licencing and Realty Services rely on the Community Group Support Program to verify a group's status in order to receive City benefits. In many cases, groups are required to meet the requirements of this policy in order to enter into agreements with the City, such as Management and Operations Agreements for the management of City assets including tennis courts, concession stands and baseball clubhouses. The Recreation Division currently has approximately 25 affiliated sports groups that have entered into a Management and Operation Agreement. Groups in good standing under the policy can also benefit from City grant

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programs, such as the Small Project Matching Grant Program, which is open exclusively for Affiliated and Recognized Community groups who can be awarded a maximum of \$2,500.

The proposed revisions to the Policy address the need for a growing and diverse City to be open and inclusive to a variety of not-for-profit volunteer community groups that provide services, programs and social activities that are of benefit to and valued by the residents of Mississauga.

The proposed policy ensures that groups with different governance models are all welcome in the program. Groups that are supporting underserved populations; new and emerging groups; Regional groups that directly benefit Mississauga residents and stewardship models are permitted.

Appendix 2 of this report titled Snapshot: Community Group Registry Program Policy Changes, provides an overview of the proposed changes to the policy; rationale for the changes; stakeholder feedback and benchmarking; and the support that will be available to groups to meet the revised requirements. Below is a highlight of some of the key changes to the Policy.

New Registered Group Categories

The revised policy strives to strike a balance between large, organized and highly structured organizations to smaller social clubs run and operated exclusively by volunteers.

There are two types of groups under the new policy. “Providers” are larger organizations that deliver direct recreational, sport, cultural, parks & forestry or environmental programming (free or paid). “Clubs” are smaller groups whose members meet for a social purpose and a common activity. Although all groups should meet certain minimum requirements of the policy, there may be different additional requirements and benefits for these two types of groups given their distinction in size and mandate. For example, Clubs with operating budgets under \$10K have reduced financial reporting requirements under the policy. Groups defined as Providers are eligible for the Affiliate Insurance Program, which provides commercial general liability insurance for Registered Groups that deliver activities and programs within the City of Mississauga, as their programs support Divisional strategic and Master plans.

Also, under the current Policy community groups are placed in one of two categories only: Affiliated or Recognized. The revised Policy will require groups to register under one of ten (10) new Registered Group Categories, as listed below and detailed in Appendix A of the revised Policy:

- Community Service Organizations
- Youth Clubs
- Recreation Provider & Clubs
- Arts & Culture Provider & Clubs

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- Older Adult Provider & Clubs
- Community Stewardship Provider & Clubs
- Community Sport Provider
- Affiliate Sport Provider
- Rate Payer/Resident Group Provider
- Business Improvement Areas (BIA)

The use of categories allows for an enhanced understanding of the variety of groups that the City works with. It also allows residents to clearly understand the category they belong to; associated benefits and requirements with it; and which City Department or Division will support them. For example, a group categorized as a Culture Provider will be aligned with the Culture Division and an Affiliated Sport Provider with the Recreation Division's Sports Unit. Religious organizations, pre-schools, general interest clubs and social service agencies will be eligible for the Community Service Organization category.

Registered Group Benefits

The aggregate level of support provided by the City for Registered Groups can become considerable and can result in significant savings for Registered Groups as demonstrated by the chart below:

Comparison of Potential Benefits

	Affiliated Rate	Community Rate	Resident Rate	Commercial Rate
12 Regular Board Meeting bookings	<u>\$542.52</u> <u>No cost to group defined as Provider/Club</u>	\$599.40	\$842.76	\$1,156.68
1 Annual General Meeting	<u>\$62.43</u> <u>No cost to group defined as Provider/Club</u>	\$84.27	\$99.87	\$128.00
Staff Liaison support	Groups receive 20 hours of support			
2 loads of Picnic Tables	\$421.00	\$505.22	\$589.40	No rate

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635 hr booking at a lit sports field	\$5,410.20 I.e., Youth Affiliated Sport Provider	\$6,788.15	\$8,661.40	\$12,198.35
Affiliate insurance program	Groups, defined as Provider, can receive a 5 million 3 rd party liability coverage valued at \$600.00			

The financial benefit to groups, under the Registry Program for reduced facility rental rates, can become quite substantial as it includes lower rental rates than those available to the general public. For example, a contract for 635 hours at the youth affiliated rate at a lit sports field is valued at \$5,410.20; at the commercial rate it is valued at \$12,198.35. These groups also benefit from no charge facility bookings for monthly board meetings and an annual general meeting. Additionally, a \$5 million third party liability policy, which is placed and paid for by the City for Providers, costs an average \$600 annually for an approved Registered Group.

Older Adult Clubs and Providers are eligible for free space and receive even greater subsidized rentals at no cost for older adult programming and social clubs.

In view of the significant level of financial support to Registered Groups, it is important to ensure the Registered Groups are operating in a manner of accountability to the City and to their members. This is particularly important for Registered Groups who are Providers, as they provide a service to the broader public on City property and they are often viewed as an extension of the City's services. As such, the Policy includes requirements such as: posting the group's annual general report (with some exclusions) on its website ninety (90) days after their AGM and to provide a copy to Members upon request. The financial statements of the groups AGM report are to include information on any City fees and charges and indirect support. This speaks to the City's commitment to transparency to the public.

Role of the City

The City's role with respect to Registered Groups under the policy framework is one of support only, i.e. the City will not act as a review body for any group by reviewing specific by-laws, operating guidelines and policies for the purpose of providing advice or consultation. It is, however, in the City's interest, given the level of benefits and support granted to groups, to ensure they operate with good governance and in a financially sound manner. The revised policy requires groups to have conflict of interest policies; a complaint resolution process for Members and for the financial management of funds to be in accordance with generally accepted Canadian business and accounting practices.

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These obligations ensure that groups have by-laws and policies in place for self-governance that will withstand public scrutiny, protect the reputation of the City as the benefactor of these benefits and ensure the City remains arm's length.

Implementation Plan

The following implementation timeframe is recommended:

- The proposed revisions to the Policy will take effect for all groups by April 9, 2018 to allow for system updates in the Customer Service Centre.
- Groups that are participating under the current Policy will renew their status using the new group categories 90 days following their next AGM.
- Provided that groups continue to meet requirements of the previous Community Group Support Policy, groups will be given a one year transition period from the date of their 2018/19 AGM to meet all of the revised Policy requirements.
- Groups that require further assistance in meeting the Policy requirements can apply to be placed on Support with Conditions Status for an additional two year period.

An online system has been developed and will be launched in 2018 to "LEAN" the application and renewal process for groups and support overall compliance with the Policy.

Support including online resources and in-person seminars/workshops will be available to groups throughout the year. The City has already offered two Finance workshops, held in November 2017 and January 2018, where thirty community groups attended and provided positive feedback on the need for these requirements and support.

All groups will also be assigned a staff contact to respond to specific questions and needs, particularly throughout the transition period. Groups will also be encouraged to access support available through the Mississauga Business Enterprise Centre (MBEC) and Volunteer MBC.

Strategic Plan

The recommended changes to the Community Group Support Program Policy support the City's Corporate Strategic Plan. The City provides support to these groups in order for them to deliver an organizational or group mandate that is of benefit to and valued by Mississauga residents and with particular group categories, advances the City's strategic pillars of Connect and Belong.

Financial Impact

Costs for administration of various benefits, as well as support for transition and ongoing implementation of the program, will be managed within the existing operating budget of Recreation and other supporting business units.

Conclusion

The Community Group Registry Program provides a consistent, transparent and equitable framework to support the efforts of community groups that deliver programs and services that keep Mississauga residents active, healthy and connected to the community.

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

Attachments

- Appendix 1: Draft revised Community Group Registry Program Policy
- Appendix 2: Community Group Registry Program Policy Changes (with Rationale/Benchmarking/Stakeholder Feedback)
- Appendix 3: Revised Outdoor Sports Field Management Policy
- Appendix 4: Revised Arena Ice Allocation Policy
- Appendix 5: Comparison Chart – Current Community Group Support Program Policy



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

Prepared by: Heather Coupey, Community Development Coordinator

Policy Number: 08-01-01

Effective Date: October 12, 2011

Appendix 1

Policy Title: Community Group Registry Program

Last Review Date: July, 2015

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Policy Title: Community Group Registry Program**Policy Number: 08-01-01****Draft Only – Clean Copy - February 15, 2018**

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

Policy Statement

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

Purpose

This policy outlines:

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

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

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

The Registry Program supports Registered Groups by providing access to City resources such as Community Group rental rates and permission to place portable signs on City road allowances, in accordance with the City's Sign By-law, in a fair and equitable manner. The levels of assistance which can be provided are limited by available resources.

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Policy Title: Community Group Registry Program

Last Review Date: July, 2015

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Legislative Requirement

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

Administration

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

www.mississauga.ca/communitygroups

Implementation

The implementation timeframe for compliance to this policy will be as follows:

- As of the policy's effective date, all new groups will be vetted in accordance with the eligibility criteria in this policy
- Groups that are currently participating in the Registry Program will renew their status using the new group categories 90 days following their next Annual General Meeting (AGM)
- Provided that groups continue to meet the requirements of the previous Community Group Support Program policy, groups will be given a one year transition period from their 2018-2019 AGM to meet all of the requirements now in effect
- Groups that require further assistance in meeting the policy requirements can apply to be placed on Support with Conditions Status for an additional two year period

Definitions

For the purposes of this policy:

"Attendee" means an individual who is an audience participant at a scheduled performance or a visitor to a special event.

"Club" means a Registered Group dedicated to a particular interest or activity and whose Members meet on a regular basis to participate in a common social activity.

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

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

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

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“Member” means each member of the Registered Group as determined by its governing documents, including by-laws, letters patent, articles of incorporation, constitution and/or operating guidelines.

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

“Mississauga Resident” means:

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

“Not-for-Profit” means an organization that:

- Is a corporation or an unincorporated association formed for the purpose of providing services, activities, programs and opportunities that improve or benefit one or more communities
- Is governed by a volunteer Board of Directors or trustees
- Does not generate revenue to be distributed amongst its members, directors, officers or trustees, as the case may be, for their financial gain, and
- Turns back any revenue remaining after expenditures into the organization to further its aims and activities

“Provider” means a Registered Group that:

- Provides direct recreational, sport, cultural, parks & forestry or environmental programming to children, youth and/or adults (free or paid) i.e. organized registered or non-registered instruction/lessons or drop-in or league based recreation, culture, environmental or Parks & Forestry programs or service delivery.
- OR
- Delivers a special event/performance that benefits Mississauga Residents

“Regional Group” means a group that provides direct programs and services within Mississauga and within more than one municipality in the Region of Peel or a bordering municipality that are of benefit to and valued by Mississauga Residents or a group that delivers programs and services in Mississauga and is not sustainable without non-Mississauga Residents.

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

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Policy Title: Community Group Registry Program

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

“Special Membership” means membership that is open only to the Board, with no Members at-large.

City’s Role

The City’s relationship with Registered Groups under the Registry Program is one of support only. The City will not be held liable for the decisions and/or actions of any Registered Group, its Members and/or its Registered Participants or for ensuring that the foregoing is in compliance with applicable laws. The City’s relationship with Registered Groups is not a partnership and is not an endorsement of the group’s beliefs or views. The City will not act as a review body for any such group, and will not review Registered Groups’ specific by-laws, operating guidelines and policies for the purpose of providing advice or consultation. The City’s role is to ensure that Registered Groups meet the eligibility requirements; continue to meet their responsibilities in accordance with this policy; and to administer the applicable benefits.

Accountability

Commissioner

The Commissioner is accountable for the following:

- Making final decisions regarding appeals for admittance to the Registry Program, and
- Determining whether a Registered Group will be removed from the Registry Program

Directors

Directors are accountable for:

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

Managers/Supervisors

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

- Ensuring staff in their respective work units are aware of this policy and any subsequent revisions
- Ensuring applicable staff are trained on this policy and any subsequent revisions with respect to their specific job function
- Ensuring staff comply with this policy
- Ensuring review of new applications by applicable staff

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- Approving new applications
- Approving Special Membership status
- Ensuring staff liaisons are providing an adequate level of service to Registered Groups assigned to them
- Approving Developing Group status (defined below) and any extensions, as applicable
- Recommending Support with Conditions Status (defined below) to a Director, as applicable, and
- Ensuring annual review of existing Registered Groups to ensure they continue to meet all eligibility criteria

Staff Liaison

Staff Liaisons are accountable for:

- Providing ongoing assistance and guidance to Registered Groups as it pertains to:
 - the group's understanding of and compliance with this policy
 - accessing eligible group benefits
- Directing groups to other City programs and services, and
- Providing an adequate level of service, as approved by a manager

Application and Approval Process

Eligible Groups

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

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

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

Ineligible Groups

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

- To promote a for-profit professional association or business opportunity
- In conflict with the values, goals and objectives of the City as demonstrated by the City's decisions, actions, plans, by-laws, policies, programs or otherwise

- To further the aims of a political party, promote a political doctrine or persuade the public to adopt a particular view on a social question or issue

Eligibility Criteria

In addition to any requirements provided in Appendix A, all groups must meet the following minimum criteria and requirements in order to join the Registry Program. Additional residency criteria are outlined by Registry category in Appendix A.

1. The group adheres to applicable laws, including the Ontario [Human Rights Code](#), as amended
2. The group demonstrates, through its written purposes, goals and/or objectives and annual statistics on Registered Participants and/or Attendees, that they deliver programs, services, performances, events and/or social activities to Mississauga Residents that:
 - Are of benefit to and valued by Mississauga Residents, and
 - Advance the City's strategic pillars and/or aligns with the mandate and goals of department and divisional strategic Master Plans

Note: Groups and organizations who do not meet this criteria may apply for the Community Group Registry Program and will be categorized as a Community Service Organization (see Appendix A)
3. Groups must have:
 - a. A written constitution and by-laws; or for groups with an annual operating budget under \$10,000, operating guidelines that establish the framework within which the group will operate, including the process in which its Members are entitled to vote at the Registered Group's AGM or a special meeting of the Membership
 - b. A clearly defined Membership of not less than 25 Members, as defined through a set process in the group's governing documents, that is open to Mississauga Residents through a clear application process
 - c. More voting Members at large than the number of Board members, with the exception of Registered Groups with approved Special Membership status
 - d. An elected Board of Directors of not less than five members, with the majority of the Board being Mississauga Residents (with the exception of Regional Groups as defined by their category) and the President or Vice President being a Mississauga Resident
 - e. Held an AGM
 - f. A conflict of interest policy and a code of conduct that includes confidentiality and privacy clauses and a mechanism for resolution of complaints that is documented within the group's operating guidelines, by-laws and/or policies
 - g. A public website or webpage. (Clubs can be approved for a Newsletter where it is demonstrated that a website/webpage would be a burden to the group)

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Last Review Date: July, 2015

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4. All Registered Groups with an annual Operating Budget of \$10,000 or more must be incorporated as a Not-for-Profit corporation or be a charter member of a provincial or federal Not-for-Profit organization.
5. All outstanding debts to the City must be paid in full at the time of the group's application, unless an agreement is reached with the City regarding the retirement of any debt, for the group to be approved for the Registry Program. All new groups applying to the program must be in good standing with the City.
6. Regional Groups must meet the residency criteria for their category; not exclude Mississauga Residents; and be actively recruiting Mississauga Residents as Members and Registered Participants

Special Membership Status

Groups may be approved for Special Membership status i.e. membership that is open only to the Board, with no Members at-large, if they provide a rationale acceptable for Special Membership status to the City; and/or they can demonstrate to the City undue hardship in meeting policy eligibility requirements for Membership.

At a minimum, groups with Special Membership status must:

- Be incorporated as a corporation under applicable not-for-profit corporate legislation, regardless of the size of the group's annual gross operating budget, or be a charter member of a provincial or federal Not-for-Profit organization
- Have by-laws or policies that address nepotism and cronyism and that include an open public recruitment process for Board members
- Have a minimum of seven to twelve Board members, and
- Hold an Annual General Meeting

Developing Group Status

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

Developing Group status is for a one year period from the date of approval and is subject to review by staff on a quarterly basis. The group must be able to meet the requirements for a Registered Group category at the completion of the one year period, at which time they will have held an AGM. If the group is unable to meet the policy requirements at the end of the one year period they may request a maximum one year extension, which must be approved by the applicable manager/supervisor.

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

- Have a minimum of three to five Members
- Have established an “interim” Board or have an operating Board
- A written statement of purpose, including goals and objectives, and
- A planned date for an inaugural AGM

Developing Groups must be able to provide the following, as requested by staff:

- A plan for Membership recruitment in order to meet the residency requirements of the category they are applying for
- A proposed budget, signed by two authorized signing officers
- A draft constitution, by-laws or operating guidelines, and
- A plan for not-for-profit incorporation, if applicable

Groups approved as Developing Groups will receive benefits under the Registry Program according to their Registered Group category and as approved by the applicable manager/supervisor.

Appeal Process for Ineligibility

If a group cannot meet the eligibility criteria in this policy, the Commissioner may grant an exception, provided the request does not result in the demand for City facilities, services and/or other resources exceeding available supply, at the time of the application. Any requests for exemption must be made in writing and duly authorized (signed) by the group’s Board of Directors. The request must clearly:

- Address all eligibility criteria that cannot be met and provide an explanation(s) as to why the group should be admitted into the Registry Program despite not meeting the requirements, or
- Detail how meeting the eligibility requirements will cause the group undue hardship

Requests for Additional Information

The City may request additional information or documentation from Registered Groups as deemed necessary to verify that the Registered Group is meeting the requirements of this policy.

Responsibilities of Registered Groups

Registered Groups are responsible for the following. Non-compliance may result in the termination of status:

1. Continuing to maintain outlined eligibility criteria and residency criteria of their Registered Group category.

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2. Obtaining the consent of their Members and Registered Participants or their legal guardian before providing their personal information to the City and providing notice of collection and use of personal information by the Registered Group and the City.
3. Renewing their Registered Group status annually and providing the City with a copy of AGM minutes, financials where required, residency information for Members and Registered Participants and changes to by-laws or operating guidelines.
4. Operating on democratic principles and processes that are accountable to Members and that can withstand public scrutiny.
5. Demonstrating transparency to their Membership and Registered Participants by:
 - a) Full disclosure of any City fees & charges and any indirect financial support in the group's annual financial statements
 - b) Posting the group's AGM report (excluding financial statements and any confidential or personal information for which consent to disclose has not been obtained) on the group's public website or webpage within 90 days following their AGM
 - c) Making the group's AGM report, including any financial statements, available to Members at the group's AGM and upon request
6. Notifying the City a minimum of 21 days prior to the date of their AGM or any special meeting of the Membership.
7. Providing immediate notice to the City of any changes in the Registered Group's Executive/ Board, contact information and by-laws or operating guidelines.
8. Maintaining books of account and records of the financial management of the group's funds in accordance with generally accepted Canadian business and accounting practices.
9. Adhering to applicable City policies, including the Human Resources policies - Respectful Workplace and Workplace Violence and the Accessibility policy. These policies can be found at: <http://www.mississauga.ca/portal/cityhall/policies>.
10. Ensuring that any person who enters into a contract with the City on behalf of a Registered Group is at least 18 years of age and has the authority to do so in accordance with that Registered Group's governing documents.
11. Adhering to applicable laws, including the Ontario *Human Rights Code*, as amended
12. For Older Adult Groups, participate on a Community Centre Older Adult Committee.

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Financial Requirements

The following chart outlines the financial requirements, based on annual operating budget and Registered Group Category.

Annual Operating Budget & Category	Financial Requirements
<ul style="list-style-type: none"> Registered Groups within the Community Service Organization category All other Registered Groups with an annual operating budget under \$10,000 	On-line City form to be completed.
For Registered Groups, defined as a Provider/Club and B.I.A 's with an annual operating budget of \$10,000 up to \$249,999, inclusive	Financial statements of the previous operating year's expenditures and gross revenues that were provided for approval at the AGM, signed by two authorized signing officers.
For Registered Groups, defined as a Provider/Club and B.I.A 's with an annual operating budget of \$250,000 or more	Audited financial statements prepared by an independent, third party auditor permitted to do so under the <i>Public Accounting Act, 2004</i> , as amended.

City's Affiliate Insurance Program

Only Registered Groups that are Providers (as noted in Appendix A) may be eligible for coverage under the City's Affiliate Insurance Program, which provides Commercial General Liability Insurance for Registered Groups that deliver activities and programs within the City of Mississauga. This insurance program is placed and paid for by the City for Registered Groups that may not otherwise be able to deliver their services due to the cost of applicable activity and program liability insurance. An annual application process is required and eligibility is determined by the insurance company. This benefit is not available to:

- Regional Groups that have activities in more than one municipality and operations outside of the City of Mississauga
- Developing Groups
- Small annual neighbourhood events
- Registered Groups with activities on the City's Passive Activity List (activities that are low risk where the City does not require the group to carry third party liability insurance for facility rentals)

Facility User Group Insurance Program

Insurance is required when booking a City facility, including bookings that are provided at no cost under the Registry Program. The City provides access to a general liability insurance policy that is paid for solely by the renter and is available at reasonable rates on a per rental basis.

Support with Conditions Status

Support with Conditions status can be applied to any Registered Group that requires assistance in meeting policy eligibility, group responsibilities and residency requirements. Registered Groups on Support with Conditions status will continue to receive their category benefits.

Steps to Support with Conditions Status

Should Community Services staff identify that a Registered Group is not meeting the requirements of this policy and is at risk for removal from the Registry Program, the group's staff contact may make a recommendation to the Registered Group's Board of Directors that they consider Support with Conditions status.

If the Board agrees to Support with Conditions status the group must submit a request, in writing, to their staff contact for approval by the applicable Director. If the Director approves, staff will assist the group to develop a Support with Conditions action plan. The action plan must be adopted by the group's Board of Directors prior to confirmation of Support with Conditions status. Support with Conditions status is for a maximum two year period only from the date of approval of the Support of Conditions action plan and is subject to review by staff on a quarterly basis. The Registered Group must continue to update their status on an annual basis while on Support with Conditions status.

If a Registered Group is not on Support with Conditions status and is failing to meet the requirements of this policy, the Director will recommend removal of the Registered Group to the Commissioner.

Removal from the Registry Program

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

- Provides fraudulent or misleading information to the City
- Acts in contravention of this or any other City policy or violates any provincial or federal legislation or municipal by-law
- Is involved in a legal action against the City
- Fails to successfully implement a Support with Conditions action plan within two years
- Fails to meet the requirements for a Registered Group Category after remaining on Developing Group status for the maximum two year period
- Does not renew their status on an annual basis 90 days following the group's AGM,
- Fails to pay all outstanding debts to the City in full at the time of the group's renewal date, unless an agreement is reached with the City regarding the retirement of any debt, or
- Otherwise no longer meets the criteria outlined in this policy

If a group is to be removed from the Registry Program, City staff will provide 30 days' notice, through email or registered mail, to the Registered Group's approved contacts of their removal

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from the Registry Program, the reasons for removal and the effective date for termination of the group's status and benefits. The applicable ward councillors(s) will be notified.

Groups may request removal from the Registry Program at any time. Requests must be made in writing by a member of the group's Executive to their staff contact or liaison or by emailing the Community Group Support Program at community.group@mississauga.ca

Appeal Process for Removal from the Registry Program

Groups may appeal staff's decision for removal, in writing, to the appropriate Director within 30 business days of notification of removal. The appeal must clearly address the rationale for their appeal. The Director will make a recommendation to the Commissioner to either uphold the removal or reinstate the group. The Commissioner will make the final decision. This decision and the reasons for the decision will be communicated to the group by the Director.

Groups that are no longer registered under the Registry Program must immediately stop using the City's Registered Group Civic Mark.

Revision History

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

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APPENDIX A**COMMUNITY GROUP REGISTRY PROGRAM (CGRP) - GROUP CATEGORIES****Note:**

- Room rentals are subject to availability.
- Free meeting space for 12 executive meetings and 1 Annual General Meeting (AGM) is per calendar year. (This benefit is not available to Regional Groups.)
- Permission to place a promotion/mobile sign on a City road allowance is in accordance with the City's Sign By-law, as amended.
- Registered Groups will be listed on the City's external website

Community Service Organizations	RESIDENCY REQUIREMENTS	ELIGIBLE BENEFITS
Not-for-Profit Social Service Organization/Religious Organization/Service Clubs/Pre-School/General Interest Clubs/ Mississauga based groups that are a charter member of a provincial/ national/Not-for-Profit organization, such as Scouts/Toastmaster	<ul style="list-style-type: none"> • 70% of the group's Members and Registered Participants must be Mississauga Residents • Approved Regional Groups must meet a 30% Mississauga Residency requirement 	<ul style="list-style-type: none"> • Rental Rate Category - Community • Special Event Vendor licence – Community rate • Permission to place a promotion/mobile sign on a City road allowance • Registered Group Civic Mark • Priority Booking
Youth CLUBS	RESIDENCY REQUIREMENTS	ELIGIBLE BENEFITS
A social club operated by Mississauga youth (21 years of age and under) for the leisure or social benefit of youth who are Mississauga Residents that aligns with the Recreation Division mandate and strategic Master Plans.	<ul style="list-style-type: none"> • 80% of the group's Members and Registered Participants must be Mississauga Residents • Youth Clubs cannot have Regional Group status 	<ul style="list-style-type: none"> • Rental Rate Category - Affiliated • Special Event Vendor licence – Community rate • Permission to place a promotional sign on a City road allowance • 12 free monthly room bookings for executive meetings • 1 free AGM room booking • Staff liaison hours • Priority Booking • Registered Group Civic Mark

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Recreation PROVIDER & CLUBS	RESIDENCY REQUIREMENTS	ELIGIBLE BENEFITS
<p><u>Provider:</u> A group that provides direct programs/service delivery for children, youth and/or adults that aligns with the Recreation Division mandate and strategic Master Plans.</p> <p><u>Club:</u> A social club for the leisure and recreational communal benefit of Mississauga Residents that aligns with the Recreation Division mandate and strategic Master Plans.</p>	<ul style="list-style-type: none"> • 80% of the group's Members and Registered Participants must be Mississauga Residents • Approved Regional Groups must meet a 30% Mississauga Residency requirement. Recreation Clubs cannot have Regional Group status 	<ul style="list-style-type: none"> • Rental Rate Category - Affiliated • 12 free monthly room bookings for executive meetings • 1 free AGM room booking • Priority Booking • Permission to place a promotional sign on a City road allowance • Staff liaison hours • Special event Vendor licence – Community rate Registered Group Civic Mark
Arts & Culture Provider & CLUBS	RESIDENCY REQUIREMENTS	ELIGIBLE BENEFITS
<p><u>Provider:</u> A group that provides direct Arts & Culture/Heritage programs/service delivery for children, youth and/or adults that aligns with the Culture Division mandate and strategic Master Plans.</p> <p><u>Club:</u> A social club for the art & cultural communal benefit of Mississauga Residents that aligns with the Culture Division mandate and strategic Master Plans.</p>	<ul style="list-style-type: none"> • 80% of the group's Members and Registered Participants must be Mississauga Residents. • Approved Regional Groups must meet a 30% Mississauga Residency requirement. Arts & Culture Clubs cannot have Regional Group status. 	<ul style="list-style-type: none"> • Rental Rate Category – Affiliated • 12 free monthly room bookings for executive meetings • 1 free AGM room booking • Priority Booking • Permission to place a promotional sign on a City road allowance • Staff liaison hours • Special event Vendor licence – Community rate • Registered Group Civic Mark
Older Adult Provider & CLUBS	RESIDENCY & ADDITIONAL REQUIREMENTS	ELIGIBLE BENEFITS
<p><u>Provider:</u> A group that provides direct programs/service delivery for older adults that aligns with the Recreation Division mandate and strategic Master Plans.</p> <p><u>Club:</u> A social club operated by Mississauga older adults for the leisure or social benefit of older adults who are Mississauga Residents that aligns with the Recreation Division mandate and strategic Master Plans.</p>	<ul style="list-style-type: none"> • 90% of the group's Members and Registered Participants must be Mississauga Residents and be fifty five (55) years and older • Must have a minimum of 50 Members and/or Registered Participants • Provide quarterly program statistics • Older Adult Providers and Clubs cannot have Regional Group status 	<ul style="list-style-type: none"> • Rental Rate Category – Affiliated Seniors • 12 free monthly room bookings for executive meetings • 1 free AGM room booking • Staff liaison hours • Permission to place a promotional sign on a City road allowance • Special event Vendor licence – Community rate • Registered Group Civic Mark

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Community Sport PROVIDER	RESIDENCY REQUIREMENTS	ELIGIBLE BENEFITS
<p>A Mississauga based sport group that delivers league-based programs and/or services that directly benefit Mississauga Residents and that aligns with the Recreation Division mandate and strategic Master Plans.</p> <p>(Groups who have 80% or more youth are not eligible to be a Community Sport Provider if sanctioned by a sport governing body.)</p>	<ul style="list-style-type: none"> • 80% of the group's Members and Registered Participants must be Mississauga Residents or for approved Regional Groups, 55% Mississauga Residents • Must have a minimum of 50 Registered Participants annually 	<ul style="list-style-type: none"> • Rental Rate Category – Community • 12 free monthly room bookings for executive meetings • 1 free AGM room booking • Special event Vendor licence – Community rate • Permission to place a promotional sign on a City road allowance • Staff liaison hours • Groups may also receive allocation benefits under the Outdoor Sports Field Management Policy and the Arena Ice Allocation Policy • Registered Group Civic Mark
Affiliated Sport PROVIDER	RESIDENCY REQUIREMENTS	ELIGIBLE BENEFITS
<p>A Mississauga-based group sanctioned by the sport's governing body, which provides organized league-based sport activities and/or services primarily to youth (21 and under), that aligns with the Recreation Division mandate and strategic Master Plans.</p> <p>Adult leagues/programs within an Affiliated Sport group can only comprise 20% of the group and will be categorized as a Community Sport Provider.</p>	<ul style="list-style-type: none"> • 90% of the group's Members and Registered Participants must be Mississauga Residents or meet the Registered Participant residency requirements approved annually by the Director, Recreation • For approved Regional Groups, 55% Mississauga Residents must be Members • Must have a minimum of 50 Registered Participants annually 	<ul style="list-style-type: none"> • Rental Rate Category <ul style="list-style-type: none"> ➢ Youth – Affiliated ➢ Adult – Community • 12 free monthly room bookings for executive meetings • 1 free AGM room booking • Permission to place a promotional sign on a City road allowance • Staff liaison hours • Special event Vendor licence – Community rate • Groups may also receive allocation benefits under the Outdoor Sports Field Management Policy and the Arena Ice Allocation Policy • Registered Group Civic Mark

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Rate-Payer/Resident PROVIDER	RESIDENCY & ADDITIONAL REQUIREMENTS	ELIGIBLE BENEFITS
Neighbourhood associations that strengthen and support resident engagement and provide opportunities for greater active participation in Mississauga communities by delivering one or more neighbourhood based activities/programs or events that align with a Department and/or Division mandate and strategic Master Plans.	<ul style="list-style-type: none"> • 100% of the group's Members and Registered Participants must be Mississauga Residents • Must have a clearly defined Membership with geographic boundaries • Must have one or more neighbourhood based activities/programs/events that align with a Department and/or Division mandate and strategic Master Plans 	<ul style="list-style-type: none"> • Rental Rate Category – Affiliated • 12 free monthly room bookings for executive meetings • 1 free AGM room booking • Priority Booking • Permission to place a promotional sign on a City road allowance • Staff liaison hours • Special event Vendor licence – Community rate • Registered Group Civic Mark
Business Improvement Areas (BIA)	RESIDENCY & ADDITIONAL REQUIREMENTS	ELIGIBLE BENEFITS
Approved Business Improvement associations that strengthen and support resident and local business engagement in Mississauga that align with the City's mandate and strategic Master Plans.	<ul style="list-style-type: none"> • 100% of the group's Members and Registered Participants must be Mississauga Residents • Must have a clearly defined membership with geographic boundaries • Must have one or more neighbourhood based activity/program/event that support department and/or division Master Plans 	<ul style="list-style-type: none"> • Rental Rate Category – Affiliated • 12 free monthly room bookings for executive meetings • 1 free AGM room booking • Priority Booking • Permission to place a promotional sign on a City road allowance • Staff liaison hours • Special event Vendor licence – Community rate • Registered Group Civic Mark
Community Stewardship Provider and CLUBS	RESIDENCY REQUIREMENTS	ELIGIBLE BENEFITS
<p><u>Provider</u>: A group that provides environmental, education and stewardship programs, which could include naturalization, horticulture, gardening, and urban agriculture that aligns with the Parks & Forestry or Environment Division mandate and strategic Master Plans.</p> <p><u>Club</u>: A social club for the</p>	<ul style="list-style-type: none"> • 80% of the group's members and Registered Participants must be Mississauga Residents • Approved Regional Groups must meet a 30% Mississauga Residency requirement. Community Stewardship Clubs cannot 	<ul style="list-style-type: none"> • Rental Rate Category – Affiliated • 12 free monthly room bookings for executive meetings • 1 free AGM room booking • Priority Booking • Permission to place a promotional sign on a City

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environmental and naturalization benefit of Mississauga that aligns with the Parks & Forestry or Environment Division mandate and strategic Master Plans.	have Regional Group status.	road allowance <ul style="list-style-type: none">• Staff liaison hours.• Special event Vendor licence – Community rate• Registered Group Civic Mark
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10 New Registered Group Categories: <ul style="list-style-type: none"> Community Service Organizations; Youth Clubs; Recreation Provider & Clubs; Arts & Culture Provider & Clubs; Older Adult Provider & Clubs; Community Sport Provider; Affiliated Sport Provider; Rate Payer/Resident Provider; Business Improvement Areas; Community Stewardship Provider and Clubs 			
Rationale	Stakeholder Feedback	Benchmarking	City Support
<p>Under the current Policy community groups are placed in one of two categories only: Affiliated or Recognized Community. The use of categories allows residents to clearly understand the category they belong too; associated benefits and requirements with it; and which City Department or Division will support them.</p> <p>The use of categories allows for the City to tailor requirements and benefits in a fair and equitable manner, i.e. small vs. large organizations.</p>	<p>Survey results from the September 2016 information session indicated that 81% of current Registered Groups support the development of these new group categories (11% neutral response).</p>		<p>City's external Community Groups web page will provide information on the new ten (10) Registered Group categories and the requirements/benefits for each.</p> <p>Additional requirements for specific group categories are noted in Appendix "A" of the policy.</p>

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New Developing Group status <ul style="list-style-type: none"> Groups that do not yet meet all of the eligibility criteria can be approved for Developing Group Status 			
Rationale	Stakeholder Feedback	Benchmarking	City Support
<p>A Developing Group Status will allow emerging groups to access benefits from the Registry Program as they work to meet all of the Policy requirements.</p> <p>The City supports the formation of new groups that bring contemporary programming and new services that benefit residents. By providing access to some benefits, for example free executive/board meeting space, Developing Groups can work towards growing their membership, developing operating guidelines/constitution and by-laws and holding an inaugural AGM.</p>	<p>At the September, 2016 sessions, community group surveys showed 64% supported the inclusion of a Developing Group Status, with 25% remaining neutral.</p>	<p><u>Town of Caledon:</u> Through its Community Group Affiliation program, new groups that don't meet all policy requirements can be placed on probation.</p> <p><u>City of Vaughan:</u> Under the City of Vaughan's Community Service Organization program, the Commissioner can allow Community Service Organization status where all of the criteria cannot be met in extenuating circumstances (e.g. where a group is new to the City of Vaughan and does not meet the residency requirement)</p>	<p>Guidance from the City for a one year period with the option of extending for another one year period for approved Developing Groups.</p> <p>City's external Community Groups web page will provide information on external resources and Non-Profit organizations that can provide guidance.</p>

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Appendix 2

New Appeal Process for ineligibility <ul style="list-style-type: none"> Groups may appeal if they cannot meet the eligibility criteria in the policy or if meeting eligibility criteria will cause undue hardship. 			
Rationale	Stakeholder Feedback	Benchmarking	City Support
The inclusion of a right to appeal permits exceptions, in limited instances, where some groups may be under extenuating circumstances such that they are unable able to comply with the policy, in a given year.	Groups at the September, 2016 sessions requested an appeal process in the new policy for new Registered Group applications.	<u>City of Brampton:</u> Under Brampton's Community Group Affiliation policy, once a group has received approval from the Department to operate under the policy, it will be mandatory for a group requesting any deviation from the policy to meet with the Department liaison to explain the circumstances surrounding the nature of the request and to receive prior Departmental approval for such deviation.	City staff can provide information on the policy, appeal processes and resources on how to meet eligibility requirements. City's external Community Groups web page will provide information on external resources and Non-Profit organizations that can provide guidance.
New requirement for groups to have conflict of interest and code of conduct & complaint resolution policies <ul style="list-style-type: none"> Groups to have conflict of interest documented in their by-laws/guidelines and a code of conduct that includes confidentiality and privacy clauses and a mechanism for resolution of complaints policy 			
Rationale	Stakeholder Feedback	Benchmarking	City Support
The inclusion of requirements for conflict of interest and code of conduct & complaint resolution policies ensures the good reputation of both the group and the City. Registered Groups that are Providers are providing services to the public on City	September 2016 information sessions 60% of groups indicated they already have policies on Conflict of Interest, Code of Conduct & Complaint Resolution; 20% indicated they could meet this requirement in one year; and	<u>Town of Oakville:</u> Membership in Oakville's Community Group Affiliation Program "shall not be provided to groups or organizations whose reputation could prove detrimental to the Town's public image."	City's external Community Groups web page will provide information on external resources and Non-Profit organizations that can provide guidance. For example, Pro-Bono Ontario provides free legal assistance

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Appendix 2

<p>property and are often perceived as an extension of the City's service delivery system. If their reputation is harmed, the reputation of the City may also be affected.</p> <p>Requiring guidelines for self-governing, i.e. a group to resolve issues through their own complaint resolution policies, ensures that groups have processes in place to manage their own issues. The City can remain being at arm's length from Registered Groups and minimizes requests for staff and/or ward councillors to manage issues at the Board level or within a group's general membership.</p>	<p>10% indicated that they could meet these requirements with support.</p>	<p><u>City of Vaughan:</u> Under the City of Vaughan's Community Service Organization program, "It is desirable for Community Service Organizations to have a conflict of interest policy and a code of conduct".</p>	<p>to not-for-profit organizations;</p> <p>Volunteer Mississauga Brampton Caledon (MBC) members can access qualified staff and resources and The Mississauga Business Enterprise Centre offers support and guidance for Not for Profit groups.</p>
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Appendix 2

New Requirement for Not for Profit incorporation of groups <ul style="list-style-type: none"> All groups with an annual Operating Budget of \$10,000 or more must be incorporated as a Not-for-Profit corporation or be a charter member of a provincial or federal Not-for-Profit organization 			
Rationale	Stakeholder Feedback	Benchmarking	City Support
<p>A requirement for incorporation for groups (with an annual Operating Budget of \$10,000 or more) provides verification to the City that a group has legal status and is in fact a not-for-profit organization, a requirement of the policy. Incorporated groups are accountable to meet the standards of applicable corporate law legislation, which sets out certain basic requirements for corporate management.</p> <p>Incorporation also allows Registered Groups to enter into binding agreements with the City, for example Management and Operations agreements.</p>	<p>Approximately 70% of groups surveyed at the September, 2016 sessions indicated that they were already incorporated.</p> <p>6.3 % said they could meet this new requirement within a one year period.</p>	<p><u>Ajax, Richmond Hill, Vaughan:</u> Have a requirement for groups to be incorporated as a Not for Profit under their affiliate/community/ group programs.</p> <p><u>Town of Caledon:</u> Through its Community Group Affiliation program, the Town of Caledon works directly with new groups to ensure they incorporate as a Not-for-Profit organization in order to participate fully in their program.</p> <p><u>Peel Board of Education:</u> Under the Peel District School Board, Rent School Space Program, incorporation is required to rent their facilities at the Youth and Seniors Not-for-Profit rental rate.</p>	<p>The Commissioner may grant an exception to this requirement if a group's Board can demonstrate that incorporation would cause undue hardship.</p> <p>City's external Community Groups web page will provide information on external resources and Non-Profit organizations that can provide guidance. For example, Pro-Bono Ontario provides free legal assistance to not-for-profit organizations and The Mississauga Business Enterprise Centre offers support and annual workshops on Incorporation for Not for Profit groups</p> <p>In Ontario, the cost of incorporating a Not for Profit is \$155 (Service Canada)</p>

Snapshot of the rationale for major policy changes; stakeholder feedback; benchmarking; and the support provided by the City

Appendix 2

New financial requirement for groups <ul style="list-style-type: none"> Groups to maintain financial management of funds in accordance with generally accepted Canadian business and accounting practices 			
Rationale	Stakeholder Feedback	Benchmarking	City Support
<p>The aggregate level of support provided by the City for Registered Groups can become considerable and results in significant savings for Registered Groups; it is therefore in the City's interest to ensure that Registered Groups operate in a financially responsible manner.</p> <p>Many Registered Groups also provide services that are viewed by the public as an extension of City services. If the credibility of a Registered Group, which is a Provider of services at a City facility, is harmed, the reputation of the City may also be equally harmed.</p>	<p>86% of groups surveyed at the September, 2016 sessions currently believe they maintain financial management of funds in accordance with generally accepted Canadian business and accounting practices, with 4.2% saying they could meet this requirement in one year.</p>	<p><u>Ajax, Richmond Hill, Caledon, Vaughan, Brampton, Toronto, & Oakville:</u></p> <p>These Municipalities and Towns have a requirement for groups under their affiliate/community group programs to maintain financial management of funds in accordance with generally accepted Canadian business and accounting practices.</p> <p>Under the City's Community Grant Administration policy (08-01-03) Corporate Financial Services will review applications to advise applicable community services staff of any financial concerns. The City has a demonstrated commitment to support, whether directly or indirectly, community organizations that are in good financial standing.</p>	<p>City's external Community Groups web page will provide information on external resources and Non-Profit organizations that can provide guidance.</p> <p>Workshops have been offered by the City in November 2017 and January 2018 on Financial Management in accordance with generally accepted Canadian business and accounting practices. Feedback from the 30 groups that attended these sessions was very positive with a request for additional workshops.</p>

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New financial and transparency requirements <ul style="list-style-type: none"> Audit threshold for groups increased from \$130K to \$250K (annual operating budget) Groups to demonstrate transparency to Membership by full disclosure of City fees & charges and any indirect financial support in annual financial statements and AGM report 			
Rationale	Stakeholder Feedback	Benchmarking	City Support
<p>Under the current Community Group Support Program policy all groups must provide financial documents. Affiliated groups with an annual operating budget of \$130,000 or more must provide audited financial statements. The new policy requires audited statements only when the annual operating budget is over \$250,000.</p> <p>The City requires financial documents where it needs to verify that a Registered Group is being transparent to Members, i.e. by full disclosure of any City fees & charges and indirect financial support in annual financial statements. This supports the City's commitment to transparency to the public.</p> <p>The only exception is for groups that are within the Community Organization category and</p>	<p>Feedback received in the first information sessions, held in April/May of 2016, indicated that groups were concerned about increased costs associated with obtaining audited financial statements.</p> <p>The proposed changes, with a simple online form for groups with less than \$10K operating budget to complete, were well received by groups.</p>	<p><u>Richmond Hill & Ajax</u> These Townships have a requirement under their affiliate/community/ group programs that the City can request Audited Financial statements.</p> <p><u>Town of Oakville:</u> Under the Town of Oakville's Community Group Affiliation program, a group with expenditures of less than \$100,000 must be able to provide financial statements, while groups with expenditures of \$100,000 or more must provide an audited financial statement.</p> <p><u>City's Community Grant Administration (08-01-03)</u> As a comparison, under the City's Community Grant Administration policy, groups</p>	<p>City's external Community Groups web page will provide information on external resources and Non-Profit organizations that can provide guidance. For example, Pro-Bono Ontario provides free legal assistance to not-for-profit organizations and The Mississauga Business Enterprise Centre offers workshops on Incorporation for Not for Profit groups.</p>

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<p>groups with an annual operating budget less than \$10K, who will complete an on-line form.</p> <p>This supports the categorization approach of group requirements in order to have a fair and reasonable approach to small clubs vs large, organized and highly structured groups that are Providers. The risk is discernibly greater with organizations that provide extensive programming and have annual operating budgets greater than \$250K and City requirements should reflect this.</p>		<p>with annual budgets more than \$20,000 - must provide audited financial statements that will be reviewed by Corporate Financial Services</p> <p><u>Ontario Trillium Foundation</u> Audit's threshold: Revenues of \$250,000 or more: A complete set of financial statements for the two most recent fiscal years (e.g. 2015 and 2014 (for comparison), audited by a licensed public accountant</p> <p><u>United Way of Peel's</u> Audit threshold: Agencies who earn in excess of \$250,000 are required to submit audited financial statements.</p>	
<p>New requirement for groups to demonstrate transparency to Membership</p> <ul style="list-style-type: none"> • Requiring groups to have a website/webpage (Clubs may be approved for a Newsletter) • Making the AGM report available to Members at the group's AGM and upon request 			
Rationale	Stakeholder Feedback	Benchmarking	City Support
<p>A requirement for Registered Groups to have a public facing website/webpage and to post their AGM report (excluding financial and any confidential or personal information for which</p>	<p>84% of groups surveyed at the September, 2016 sessions already have a public website /page.</p>		<p>Staff will provide guidance to groups who do not yet have an established public web site or page. Clubs can be approved for a Newsletter when it is demonstrated that</p>

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consent to disclose has not been obtained) speaks to the City's commitment to transparency.			having a website/webpage would be a burden to the group.
New requirement for a Membership application process <ul style="list-style-type: none"> A clearly defined Membership that is open to Mississauga Residents through an application process 			
Rationale	Stakeholder Feedback	Benchmarking	City Support
It will be clear to the City who the voting Members of a Registered Group are by ensuring groups have a Membership application process. If required, the City can then request information on Voting Members (with obtained consent) of any Registered Group to verify their category residency requirements for Members.	81% of groups surveyed at the September, 2016 sessions supported a Membership application process.		City's external Community Groups web page will provide information on external resources and Non-Profit organizations that can provide guidance.
New Special Membership status for groups <ul style="list-style-type: none"> Groups may be approved for Special Membership status, i.e. Membership is open only to the Board Groups with Special Membership status are required to meet all policy requirements and those for their category 			
Rationale	Stakeholder Feedback	Benchmarking	City Support
Special Membership status will allow groups that currently operate with a closed board, i.e. Membership is open only to the Board with no Members at large, to be included in the Registry	81% of groups surveyed at the September, 2016 sessions supported a Special Membership status.		City's external Community Groups web page will provide information on external resources and Non-Profit organizations that can provide guidance.

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<p>Program. The programs and services offered by these groups are highly valued by Mississauga residents. For example, Spectra Community Services and Dixie Bloor Neighbourhood Centre. A number of organizations operate with a closed board governance model in order to ensure that their members are indoctrinated to the values of the organization.</p> <p>Special Membership status also supports small neighbourhood groups that are engaged in beneficial work on behalf of the City, where a group is unable to achieve the required 25 members as outlined by the policy. Groups approved for Special Membership status will have additional requirements to prevent groups that are ineligible, i.e. small private organizations with closed boards, from registering with the City.</p>			
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Inclusion of Regional Groups			
<ul style="list-style-type: none"> A Group that provides direct programs/services within Mississauga and more than one municipality in the Region of Peel or a bordering municipality or a Mississauga group that delivers programs /services in Mississauga, however, is not sustainable without non-Mississauga Residents can be included in the Registry as a Regional Group. 			
Rationale	Stakeholder Feedback	Benchmarking	City Support
<p>Currently there are 16 Regional groups in the program as approved by the Director of Recreation. (E.g. The Boys and Girls Club of Peel, Big Brothers and Big Sisters of Peel and St Johns Ambulance). Regional groups deliver programs and services that directly benefit and are valued by Mississauga residents and often serve a significant number of residents. By including Regional groups in the policy the City can clearly outline the criteria to be included, i.e. residency requirements for Members and Registered Participants.</p> <p>The inclusion of Regional groups supports the City's commitment to Mississauga based groups that rely on the participation of residents from surrounding municipalities, for example Churches and faith based</p>	<p>68% of participants surveyed at the September, 2016 sessions supported the inclusion of Regional groups, with 23% remaining neutral.</p>	<p><u>City of Brampton:</u> Under Brampton's Community Group Affiliation policy, "The Department will consider exceptions to this criteria (<i>for a regional group</i>) provided that the residents or ratepayers of Brampton are primarily being served"</p> <p><u>Town of Caledon:</u> Through its Community Group Affiliation program , the Town of Caledon will allow Regional groups with Director approval</p> <p><u>Town of Ajax:</u> The Town of Ajax's Community Group Affiliation program allows Regional groups that require extended membership for sustainability</p> <p><u>Town of Richmond Hill:</u> The Town of Richmond Hill Community Group Affiliation Policy allows for social service agencies that meet a 51% residency to register</p>	<p>City's external Community Groups web page will provide information on external resources and Non-Profit organizations that can provide guidance.</p> <p>Regional Groups must meet the residency criteria for their category; not exclude Mississauga Residents; and be actively recruiting Mississauga Residents as Members and Registered Participants. City staff will support and encourage Regional groups to outreach too and recruit Mississauga residents as active Registered Participants and Members.</p>

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organizations and associations such as Peel Association of Handicapped Adults and Volunteer MBC			
New Support with Conditions status <ul style="list-style-type: none"> • Support with Conditions Status can be applied to any Registered Group that requires assistance in meeting the policy • Registered Groups on Support with Conditions Status will continue to receive their category benefits 			
Rationale	Stakeholder Feedback	Benchmarking	City support
<p>The current policy does not allow for groups to remain in the program if they are experiencing difficulties in meeting policy requirements. It is reasonable and understandable that from time to time groups may require additional assistance and the policy should allow for this level of support.</p> <p>This step also supports an alignment with the City's Community Grant Administration (08-01-03) policy.</p>	68% of surveyed groups at the September, 2016 sessions supported a Support with Conditions Status, with 22% remaining neutral.	<p><u>Town of Caledon:</u> Through its Community Group Affiliation program, the Town of Caledon will allow groups to be on probation if they need support to meet policy requirements.</p> <p><u>City's Community Grant Administration (08-01-03)</u> Under the City's Community Grant Administration policy, when an assessment committee evaluating grants on behalf of a division or Corporate Financial Services has concerns about the on-going or future financial or organizational sustainability of an organization that is</p>	<p>Groups on Support with Conditions Status will receive additional guidance from staff for a maximum of two years in support of their efforts to become compliant with the Policy.</p> <p>City's external Community Groups web page will provide information on external resources and Non-Profit organizations that can provide guidance.</p>

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		receiving City grant funding, the organization may be advised that its status is now "Support with Conditions".	
New process for removal from the Registry Program and appeal <ul style="list-style-type: none"> City staff will provide 30 days' notice, the reasons for removal and the effective date for termination of the group's status. The applicable ward councillors(s) will be notified Groups may appeal the decision for removal, in writing, to the appropriate Director within 30 business days of notification 			
Rationale	Stakeholder Feedback	Benchmarking	City Support
An appeal process speaks to the City's commitment to fairness and transparency.	74% of groups surveyed at the September, 2016 sessions agreed with the inclusion of these new steps for the removal of a group from the Registry program. At the September, 2016 sessions, groups had requested an appeal process in the policy.	<u>City of Brampton</u> Under Brampton's Community Group Affiliation policy "A group operating in contravention of this policy will be sent a "notice of contravention" by Registered Mail and given thirty (30) days to correct such contravention. If, after thirty (30) days, the contravention has not been rectified, the group will lose its status with the City".	City staff can provide information on the policy, appeal processes and resources on how to meet eligibility requirements and group responsibilities. City's external Community Groups web page will provide information on external resources and Non-Profit organizations that can provide guidance.
New timeframe for annual renewal of status for groups <ul style="list-style-type: none"> Groups must renew their status on an annual basis (within 90 days of AGM) in order to continue to receive benefits. 			
Rationale	Stakeholder Feedback	Benchmarking	City Support
The City requires Registered Groups to update their status annually in order to ensure the	At the September, 2016 sessions, groups had requested a 90 day period		City's Community Online Registered Automated system (CORA) will

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City has the most current and up to date information on groups and to ensure the group is meeting its responsibilities under the policy.	from their AGM to update their status with the City.		automatically notify groups of their annual renewal date
New Affiliated Sport group residency requirements <ul style="list-style-type: none"> 90% of the group's Members and Registered Participants must be Mississauga Residents; meet the regional residency requirement or meet the Registered Participant residency requirements approved annually by the Director, Recreation 			
Rationale	Stakeholder Feedback	Benchmarking	City Support
The City supports the inclusion of groups that provide services to underserved and disadvantaged segments of the population. In order for these groups to be included in the program they require a Director to approve their residency requirements on an annual basis. For example, Mississauga Girls Softball, Cruisers and other groups that that would not otherwise be sustainable as their Registered Participant numbers ebb and flow from year to year.	Affiliated Sport Group Providers, which continuously require an annual exception in order to operate, such as Mississauga Girls Softball and Cruisers, support this recommendation.	<u>Outdoor Sports Field Management Policy (08-03-07)</u> Under the current policy, all sport groups, with the exception of competitive rep baseball; girls' softball and cricket have an allowable 5% non-resident component of their entire program. <u>Arena Ice Allocation policy (08-03-03)</u> Under the current policy Affiliated Youth Groups have a maximum 5% of the organization's total registration as non-residents.	City's external Community Groups web page will provide information on external resources and Non-Profit organizations that can provide guidance. City staff will support and encourage groups to outreach too and recruit Mississauga residents as active Registered Participants and Members.

Appendix 3

Policy Title: Outdoor Sports Field Management**Policy Number: 08-03-07****Draft Only – February 13, 2018**

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

Policy Statement

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

Purpose

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

Scope

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

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

Definitions

For the purposes of this policy:

Adult leagues/programs within an Affiliated Sport Provider can only comprise 20% of the group and will be categorized as a Community Sport Provider.

“Affiliated ~~Youth~~ Sport ~~Group~~ Provider” means a Mississauga-based group sanctioned by the sport's governing body which that provides organized league-based sport activities and/or services primarily to for youth (21 and under) and that have successfully been granted status as an Affiliated Youth-Sport Provider ~~Groups must meet the “Residency Requirements” outlined in accordance with Corporate Policy and Procedure – Community Group Registry Program~~ ~~this~~

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~~policy. Adult leagues within an Affiliated Youth Sport Group are recognized as Community Sport Groups.~~

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

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

“Community Sport ~~Groups~~ Provider” means a Mississauga-based sport group that delivers league-based programs and/or services that directly benefit Mississauga Residents and have successfully been granted status as an Community Sport Provider in accordance with Corporate Policy and Procedure – Community Group Registry Program. ~~league-based not-for-profit non-affiliated youth or adult competitive sport organizations led by an elected Board of Directors of not less than five volunteer members, with a minimum of 80% of participants being Mississauga Residents.~~

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

“Non-Resident and Commercial Groups” means:

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

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

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

“Sports Unit” means the unit that is responsible for arena ice allocation within the Recreation Division, Community Services Department.

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

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

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Administration

This policy is administered by the Sports Unit.

Residency Requirements

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

Corporate Policy and Procedure – Community Group Registry Program ~~The chart below outlines the residency requirements for each registered sport group category. maximum non-resident component permitted by the City in order to sustain Mississauga-based outdoor sport field organizations.~~

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

Requests for exceptions to the residency requirements from groups to the Sport Development and Tourism Section, Recreation Division ~~for exceptions over and above those allowed by this policy must be made annually to the Sports Unit prior to the start of each season by December 31 and will be considered on a case-by-case basis, provided that registration of non-residents does not increase the demand for City facilities. When an exception for Affiliated Youth competitive (rep) baseball is requested, staff will ensure that related baseball organizations are consulted prior to making a decision.~~ The Director, Recreation Division, Community Services Department or his/her designate will make the final decision.

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Allocation Priorities

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

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

Available hours will be allocated with consideration given to:

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

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

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

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

Signing of Seasonal Contracts

A contract listing permit dates is issued for all seasonal outdoor sport field contracts. Groups must accept the terms and conditions for use prior to use of the facility. Failure to acknowledge a

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contract or to comply with the contract terms and conditions will result in the City cancelling the contract and may result in the cancellation of associated facility bookings

Allocation Request Submission Dates

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

Emerging Sports

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

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

Opening and Closing Dates for Outdoor Fields

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

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

On an annual basis, the Sports Unit Development and Tourism Section, Recreation Division, will consult with the applicable sport organizations and the Parks & Forestry Division, Community

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

Standards of Play

Entitlement

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

Field Allocation Formula

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

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

Championships/Tournaments

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

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

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

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

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

Cancellation Penalties

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

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

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

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

Field Management

Maintenance Guidelines

The City's goal is to ensure that all City-operated outdoor sports fields are well maintained and safe for use throughout the playing season. The maintenance guidelines for each outdoor field type, including materials provided by the City, are included as Appendix B to this policy.

Revisions to the opening/closing dates and/or Appendix B may be made with the approval of the Director, Parks & Forestry, Community Services Department or his/her designate.

Scheduled Maintenance and Regeneration

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

Inclement Weather/Poor Field Conditions

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

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

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

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

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

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

Unforeseen Maintenance/Repair

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

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

Damage

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

Unauthorized Use of Fields

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

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

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

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Exceptions

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

Revision History

Reference	Description
GC-0575-2015 – 2015 10 14	

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APPENDIX A - STANDARDS OF PLAY

Based on Long Term Athlete/Player Development Sport Models

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

Allocation Formula – Baseball/Softball

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

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

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

House League

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

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

[illegible]

Policy Number: 08-03-07

Effective Date: October 14, 2015

Policy Title: Outdoor Sports Field Management

Last Review Date:

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Allocation Formula – Soccer

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

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

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

Recreation

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

* If field availability permits

Policy Number: 08-03-07

Effective Date: October 14, 2015

Policy Title: Outdoor Sports Field Management

Last Review Date:

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Soccer Development

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

* If field availability permits

Policy Number: 08-03-07

Effective Date: October 14, 2015

Policy Title: Outdoor Sports Field Management

Last Review Date:

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Allocation Formula - Cricket

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

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

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

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

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

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APPENDIX B - Permitted Ball Diamond Maintenance Guidelines

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

Policy Number: 08-03-07

Effective Date: October 14, 2015

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APPENDIX B - Permitted Cricket Field Maintenance Guidelines

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

APPENDIX B - Permitted Soccer/Football Field Maintenance Guidelines

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

Corporate Policy & Procedure



Appendix 4

Policy Title: Arena Ice Allocation

Policy Number: 08-03-03

Draft Only – February 13, 2018

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

Policy Statement

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

Purpose

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

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

Scope

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

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

Definitions

For the purposes of this policy:

“Affiliated ~~Youth-Sport Group Provider~~” means ~~those a~~ Mississauga-based groups sanctioned by the sport’s governing body which that provides organized league-based sport activities and/or services which supplement those provided by the City primarily to youth (21 and under) and that have successfully ~~applied for and~~ been granted status as an Affiliated ~~Group Provider~~ in accordance with Corporate Policy and Procedure – Community Group ~~Support Registry~~

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Program. School groups qualify for the youth affiliate rate when activities are included in the course curriculum or where school representation is required.

“Community Sport Provider” means a Mississauga-based sport group that delivers league-based programs and/or services that directly benefit Mississauga Residents and have successfully been granted status as an Community Sport Provider in accordance with Corporate Policy and Procedure – Community Group Registry Program.

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

“Sports Unit” means the unit that is responsible for arena ice allocation within the Recreation Division, Community Services Department.

Administration

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

Residency

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

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

~~Regional-based~~ Affiliated ~~Youth Sport Providers Groups~~ that cannot operate without a non-resident component that is greater than ~~five-ten~~ percent ~~will~~ may be permitted a higher

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percentage of non-residents. Requests for exceptions to the residency requirements must be made annually to as agreed to in consultation with the Director, Recreation, Sports Unit who will make the final decision. [PS1]

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

Primetime Ice Hours Per Season

Summer

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

“Primetime Ice” for the summer season is:

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

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

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

Fall/Winter/Spring

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

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

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

Seasonal Contract

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

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

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

Priority Allocation – Seasonal Contracts

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

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

The remaining priorities are as follows:

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

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

Standards of Play

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

RECREATIONAL		
Hockey - House League	Category	Hours per Week - 15 players per team
4 – 11 year olds, House League	MHL, Ringette and MGHL	1 hour per team (a shared practice and game) per week
12 – 20 years , House League	MHL, Ringette and MGHL	1.5 hours per team (full practice & game) per week
COMPETITIVE		
Hockey- Rep	Category	Hours per Week -15 players per team
Greater Toronto Hockey League (GTHL) 9 – 13 year olds,	ALL	2.25 hours per team (1 hour practice and a 1.25 hour game)

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Rep (AA & AAA)		
GTHL 14–20 years, Rep - AA & AAA	ALL	2.50 hours per team (1 hour practice and 1.50 hour game)
Hockey/Ringette Rep	Category	Hours per Week - 15 players per team
MGHL 8 – 20 year olds, Rep +	8 Novice (DS) 9/10 Atom (DS) 11/12 PeeWee (A,BB,B,DS) 13/14 Bantam (BB,B,DS) 15/16 Midget(B)	2 hours per team (1 hour practice and a 1 hour game)
	11/12 PeeWee (AA) 13/14 Bantam(AA,A) 15/16 Midget (AA,A,BB) 17/18 Intermediate (A)	2.5 hours per team (1 hour practice and a 1.5 hour game)
	17/18 Intermediate (AA)	3 hours per team (1 hour practice and a 2 hour game)
Ringette Rep	6/7 Bunnies 8/9 Novice 10,11 Petite 12,13 Tween 14,15 Junior	2 hours per team (1 hour practice and a 1 hour game)
	16/17 Belle 19+ Open	2.5 hours per team (1 hour practice and a 1.5 hour game)
Mississauga Hockey League Rep (A)	9 Minor Atom 10 Atom 11 Minor PeeWee 12 PeeWee 13 Minor Bantam 14 Bantam 15 Minor midget 16/17Midget U21	2.25 hours per team (1 hour practice and a 1.25 hour game)
Figure Skating		
Categories	Hours per Week	
Preschool/Canskate	1 hour per week per 50 skaters	
Jr. A and Jr. B Pre-star Intermediate A and B Intermediate development Star 1 and 2	1 hour per week per 10 skaters	
Senior Star 3	1 hour per week per 4 skaters	
Senior Senior Advanced Competitive Team	1 hour per week per 3 skaters	
Precision –Synchronized	2 hour per week per team	
Adult	1 hour per week per 20 skaters	

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

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

Ice Calculation – Affiliated ~~Youth Sport Providers~~Groups

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

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

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

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

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

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

Reselling Unused Seasonal Contract Ice

Organizations will have the opportunity to resell unused ice through the City's Customer Service Centre booking office. A rebooking fee per transaction, as set out in the Recreation Fees and Charges By-Law, as amended, will be charged to the team selling the ice if the City is successful

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in reselling it. The purchaser will pay the higher of the rate applicable to their organization or the rate the ice was originally booked at. The organization reselling the ice will be credited with the rate on their original contract, minus any administration/rebooking fee.

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

Tournaments/Special Events

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

Cancellation Penalties

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

Pilot Programs/Emerging Sports

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

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

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

Revision History

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

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Comparison of Current and Proposed Policy – Community Group Registry Program (formerly Community Group Support Program)

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

Comparison of Current and Proposed Policy – Community Group Registry Program (formerly Community Group Support Program)

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<p>The Program will help volunteer community groups by providing access in a fair and equitable manner to specific City resources, such as meeting space and permission to place portable signs on City road allowances. The levels of assistance which can be provided are limited by available resources. Direct financial assistance is not provided as part of the Program.</p>	<ul style="list-style-type: none"> • Parks & forestry stewardship • Special events, and • Various social, environmental and special interest programs and services <p>The Registry Program supports Registered Groups by providing access to City resources such as Community Group rental rates and permission to place portable signs on City road allowances, in accordance with the City Sign By-law, in a fair and equitable manner. The levels of assistance which can be provided are limited by available resources.</p>	<p>Removed last sentence regarding direct financial assistance, as providing insurance can be interpreted as direct financial assistance.</p>
<p>LEGISLATIVE REQUIREMENT Any collection, use and disclosure of information under this policy will be undertaken in accordance with the <i>Municipal Freedom of Information and Protection of Privacy Act</i>.</p>	<p>LEGISLATIVE REQUIREMENT No change.</p>	
<p>ADMINISTRATION The Community Group Support Program is administered by the Community Services Department.</p>	<p>ADMINISTRATION The Registry Program is administered by the Community Services Department. A list of Registered Groups is available on the Community Services website at www.mississauga.ca/communitygroups</p>	<p>Minor wording changes to align with Registry. Due to automation of the Registry Program it will be possible for the City, in the spirit of transparency, to provide a list of current Registered Group.</p>
	<p>IMPLEMENTATION PLAN The implementation timeframe for compliance to this policy will be as follows:</p>	<p>New section to outline how groups will be evaluated under the new policy. This</p>

Comparison of Current and Proposed Policy – Community Group Registry Program (formerly Community Group Support Program)

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	<ul style="list-style-type: none"> • As of the policy’s effective date, all new groups will be vetted in accordance with the eligibility criteria in this policy • Groups that are currently participating in the Registry Program will renew their status using the new group categories 90 days following their next Annual General Meeting (AGM) • Provided that groups continue to meet the requirements of the previous Community Group Support Program policy, groups will be given a one year transition period from their 2018 - 2019 AGM to meet all of the requirements now in effect • Groups that require further assistance in meeting the policy requirements can apply to be placed on Support with Conditions Status for an additional two year period 	section will be removed during the next review cycle.
DEFINITIONS	DEFINITIONS For the purposes of this policy: “Attendee” means an individual who is an audience participant at a scheduled performance or a visitor to a special event.	Definition added for the purpose of culture programs, where the number of attendees is an indicator of viability.
	“Club” means a Registered Group dedicated to a particular interest or activity and whose Members meet on a regular basis to participate in a common social activity.	Definition added for clarity with respect to the benefits outlined in Appendix A.

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“Commissioner” means the Commissioner of Community Services or his/her designate.	“Commissioner” means the Commissioner of Community Services or his/her designate, in writing.	Included “in writing” for the Commissioner’s designate.
	<p>“Director” means any of the following Community Services Department directors or their respective designate in writing:</p> <ul style="list-style-type: none"> • Director, Recreation • Director, Culture • Director, Parks & Forestry, or • Director, Environment 	New definition added for clarity and ease of reading, as several Community Services Directors are involved.
	“Member” means each member of the Registered Group as determined by its governing documents, including by-laws, letters patent, articles of incorporation, constitution and/or operating guidelines.	New definition to clarify what constitutes a member of a group.
	“Membership” means all Members of a Registered Group collectively.	New definition for clarity.
“Mississauga Resident” means anyone who lives permanently in Mississauga (temporary absences for reasons such as vacation do not affect resident status, as long as the resident’s principal address remains in Mississauga); a student who is registered in an educational institution in Mississauga and who lives and attends school in Mississauga for a period of at least eight months during the calendar year; or a non-resident who is	<p>“Mississauga Resident” means:</p> <ul style="list-style-type: none"> • Any individual whose principal address is in Mississauga (temporary absences for reasons such as vacation do not affect residence status), or • A student who is registered in an educational institution in Mississauga and who lives and attends school in Mississauga for a period of at least eight months during the calendar year, 	Language revised for clarity.

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the principal owner of a business in Mississauga and thereby pays Mississauga business taxes.	<p>or</p> <ul style="list-style-type: none"> • A non-resident who is the principal owner of a business in Mississauga 	
	<p>“Not-for-Profit” means an organization that:</p> <ul style="list-style-type: none"> • Is a corporation or an unincorporated association formed for the purpose of providing services, activities, programs and opportunities that improve or benefit one or more communities • Is governed by a volunteer Board of Directors or trustees • Does not generate revenue to be distributed amongst its members, directors, officers or trustees, as the case may be, for their financial gain, and • Turns back any revenue remaining after expenditures into the organization to further its aims and activities 	New definition to assist groups in understanding what constitutes a not-for-profit organization.
	<p>“Provider” means a Registered Group that:</p> <ul style="list-style-type: none"> – Provides direct recreational, sport, cultural, parks & forestry or environmental programming to children, youth and/or adults (free or paid) i.e. organized registered or non-registered instruction/lessons or drop-in or league based recreation, culture, environmental or Parks & Forestry programs or service delivery. <p>OR</p> <ul style="list-style-type: none"> – Delivers a special event/performance that benefits Mississauga Residents 	Definition added for clarity with respect to the benefits outlined in Appendix A.]

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	“Regional Group” means a group that provides direct programs and services within Mississauga and within more than one municipality in the Region of Peel or a bordering municipality that are of benefit to and valued by Mississauga Residents or a group that delivers programs and services in Mississauga and is not sustainable without non-Mississauga Residents.	New definition added for clarity and to assist staff in determining the correct category for groups that request regional status.
	“Registered Group” means a Not-for-Profit community group that has been approved for inclusion in the Registry Program in accordance with the eligibility criteria outlined in this policy, including Appendix A.	Provided a definition of a Registered Group, as there is now only one designation with various categories.
	“Registered Participant” means an individual who is a participant or registrant in the programs and services of a Registered Group, free or paid, and not necessarily a Member of the Registered Group.	New definition to clarify who has voting privileges.
	“Special Membership” means membership that is open only to the Board, with no Members at-large.	New definition for clarity.
CITY’S ROLE The City’s relationship with volunteer community groups receiving assistance under this Program is one of support only. The City cannot be responsible for the decisions and/or actions of any	CITY’S ROLE The City’s relationship with Registered Groups under the Registry Program is one of support only. The City will not be held liable for the decisions and/or actions of any Registered Group,	Moved this section to appear near the beginning of the policy. Revised for clarity to ensure groups don’t, for example, expect to receive legal advice

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group or its members. As a consequence, the City's relationship with volunteer community groups is not an endorsement of the group's beliefs or views, and the City will not act as a review body for any such group, or be seen to represent or imply any partnership.	its Members and/or its Registered Participants or for ensuring that the foregoing is in compliance with applicable laws. The City's relationship with Registered Groups is not a partnership and is not an endorsement of the group's beliefs or views. The City will not act as a review body for any such group, and will not review Registered Groups' specific by-laws, operating guidelines and policies for the purpose of providing advice or consultation. The City's role is to ensure that Registered Groups meet the eligibility requirements; continue to meet their responsibilities in accordance with this policy; and to administer the applicable benefits.	from the City.
	ACCOUNTABILITY Commissioner The Commissioner is accountable for the following: <ul style="list-style-type: none"> • Making final decisions regarding appeals for admittance to the Registry Program, and • Determining whether a Registered Group will be removed from the Registry Program 	Added Commissioner responsibilities for clarity of roles.
ACCOUNTABILITY Departmental Directors All departmental directors are accountable for: <ul style="list-style-type: none"> • ensuring all applicable managers/supervisors are aware of this policy and of any subsequent revisions; and • ensuring compliance with this policy. 	Directors Directors are accountable for: <ul style="list-style-type: none"> • Ensuring all applicable managers/supervisors are aware of this policy and of any subsequent revisions • Ensuring compliance with this policy 	Added the requirement to approve staff recommendations to place groups on Support with Conditions and remove groups from the Registry.

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	<ul style="list-style-type: none"> • Approving staff recommendations to place groups on Support with Conditions Status, and • Removing Registered Groups from the Registry Program, if approved by the Commissioner 	
<p>Managers/Supervisors Managers/supervisors of staff who are responsible for the administration of the Community Group Support Program are accountable for:</p> <ul style="list-style-type: none"> • ensuring staff in their respective work units are aware of this policy and any subsequent revisions; • ensuring applicable staff are trained on this policy, and any subsequent revisions, with respect to their specific job function; and • ensuring staff comply with this policy. 	<p>Managers/Supervisors Managers/supervisors of staff who are responsible for the administration of the Registry Program are accountable for:</p> <ul style="list-style-type: none"> • No change • No change • No change • Ensuring review of new applications by applicable staff • Approving new applications • Approving Special Membership status • Ensuring staff liaisons are providing an adequate level of service to the Registered Groups assigned to them • Approving Developing Group status (defined below) and any extensions, as applicable • Recommending Support with Conditions Status (defined below) to a Director, as applicable, and • Ensuring annual review of existing 	<p>Added the requirements to review new applications to determine approval and to ensure groups renew annually.</p>

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	Registered Groups to ensure they continue to meet all eligibility criteria	
<p>STAFF LIAISON ROLE</p> <p>The staff liaison’s role is to determine the appropriate types and levels of services required by an Affiliated Group and to provide ongoing assistance and guidance. The amount of time spent with each group may vary, depending on the needs of the group. For example, staff liaisons may spend more time with a new or emerging group than with an established group. The staff liaison, in conjunction with other City staff as appropriate, monitors compliance to the affiliation agreement.</p> <p>In keeping with the spirit of the City’s policy regarding conflict of interest, the staff liaison may attend the group’s Board of Directors meetings in a non-voting capacity. Where possible, staff liaisons will attend the Annual General Meeting (AGM) of the Affiliated Groups assigned to them.</p>	<p>Staff Liaisons</p> <p>Staff Liaisons are accountable for:</p> <ul style="list-style-type: none"> • Providing ongoing assistance and guidance to Registered Groups as it pertains to: <ul style="list-style-type: none"> – the group’s understanding of and compliance with this policy – accessing eligible group benefits • Directing groups to other City programs and services, and • Providing an adequate level of service, as approved by a manager 	<p>The staff liaison’s role is now defined as part of the Accountability section. This format better represents the liaison’s role as part of the overall Community Group Registry Program.</p>
<p>APPLICATION PROCESS</p> <p>Groups should contact Recreation and Parks, Community Services Department for an application. The application will clearly outline the required criteria and documentation for all volunteer community groups applying for the</p>	<p>APPLICATION AND APPROVAL PROCESS</p> <p>Eligible Groups</p> <p>The Eligibility Criteria section and Appendix A of this policy provide an overview of the applicable Registered Group categories.</p> <p>Community groups meeting all of the applicable</p>	<p>Combined the Application Process and Approval sections with the Eligibility section. Wording revised to better reflect the process of approving applications – groups must submit an “expression of interest’ and are then evaluated by staff.</p>

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<p>Program.</p> <p>Applications for eligible groups are approved by the appropriate Community Services staff who are responsible for reviewing and verifying applications for Affiliated Groups and Recognized Community Groups. Groups will be notified by Community Services staff to advise them of the outcome of their application.</p> <p>Provided a group cannot be disqualified for any of the reasons outlined in the “Ineligible Groups” section, groups may receive assistance as an Affiliated Group or as a Recognized Community Group.</p> <p>Groups applying to be an Affiliated Group or a Recognized Community Group must also meet all of the criteria outlined in the Eligibility Criteria section below.</p>	<p>criteria may express their interest in joining the Registry Program by contacting the Community Development Unit, Recreation Division, Community Services Department online on the Community Groups website - www.mississauga.ca/communitygroups and completing a Statement of Interest application form. The website outlines the eligibility criteria and required documentation for all community groups applying for the Registry Program.</p> <p>Requests will be reviewed and approval will be determined by the appropriate Community Services staff from each division (Recreation, Culture, Parks & Forestry or Environment). Community Services staff will select the right Registered Group category and advise the group of the outcome of their request. Registered Groups may only belong to one category.</p>	<p>The eligibility language has been revised to align with the introduction of the Community Group Registry Program. The separate categories for Affiliated Groups and Recognized Community Groups have been removed.</p> <p>Clarified that approval will be by staff from the applicable Community Services division.</p>
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<p>Ineligible Groups Approval for inclusion in the Program as an Affiliated Group or a Recognized Community Group will not be provided for groups whose primary purpose, goals and/or objectives are:</p> <ul style="list-style-type: none"> • to promote a professional association or business opportunity; • in conflict with the values, goals and objectives of the City as demonstrated by the City’s decisions, actions, plans, by-laws, policies, programs, or otherwise; or • to further the aims of a political party, promote a political doctrine, or persuade the public to adopt a particular view on a broad social question. 	<p>Ineligible Groups Approval for inclusion in the Registry Program will not be provided for groups whose primary purpose, goals and/or objectives include any of the following:</p> <ul style="list-style-type: none"> • To promote a for-profit professional association or business opportunity • No change • No change 	<p>Minor wording changes to align with revisions to the program.</p> <p>Minor revision; added “for-profit” for clarity.</p>
<p>Affiliated Groups Eligibility for affiliated status is reserved for Mississauga-based groups that provide services which supplement the services provided by the City. Affiliated Groups must not duplicate the services, membership or geographic service area of an existing Affiliated Group, including those with a pending application, unless it can be demonstrated that an existing Affiliated Group cannot meet the community needs and that additional services are required and facilities are available.</p> <p>Recognized Community Groups Groups who do not provide services which</p>		<p>These sections have been removed, as there will now only be Registered Groups in various categories. The question of duplication of services has been moved to the Eligibility Criteria section (#2).</p>

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<p>supplement the services provided by the City, such as condominium corporations, religious groups and service clubs, are not eligible for affiliated status but may apply to become Recognized Community Groups.</p>		
<p>ELIGIBILITY CRITERIA - AFFILIATED GROUPS AND RECOGNIZED COMMUNITY GROUPS Groups applying to become an Affiliated Group or a Recognized Community Group must meet all of the following criteria:</p> <p>1. The group must adhere to the Ontario <i>Human Rights Code</i>.</p>	<p>ELIGIBILITY CRITERIA In addition to any requirements provided in Appendix A, all groups must meet the following minimum criteria and requirements in order to join the Registry Program. Additional residency criteria are outlined by Registry category in Appendix A.</p> <p>1. The group adheres to applicable laws, including the Ontario <i>Human Rights Code</i>, as amended</p> <p>2. The group demonstrates, through its written purposes, goals and/or objectives and annual statistics on Registered Participants and/or Attendees, that they deliver programs, services, performances, events and/or social activities to Mississauga Residents that:</p> <ul style="list-style-type: none"> - Are of benefit to and valued by Mississauga Residents, and - Advance the City's strategic pillars and/or aligns with mandate and goals of department and divisional strategic Master Plans <p>Note: Groups and organizations who do not meet this criteria may apply for the Community Group Registry Program</p>	<p>The majority of the specific membership, residency and financial documentation requirements have been moved to Appendix A.</p> <p>Minor revision to reference all applicable law.</p> <p>This requirement previously appeared in the Affiliated Groups section but is applicable to any Registered Group category. The criteria have been expanded to avoid duplication of services.</p>

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<p>2. The group must have a written constitution and by-laws or operating guidelines establishing the framework within which the group will operate that includes:</p> <ul style="list-style-type: none"> -an elected Board of Directors of not less than five members, with the majority of the Board being Mississauga Residents and with the President or Vice President being a Mississauga Resident. Elected sub-groups operating under the umbrella organization would also adhere to this standard. (The applicable Community Services Director, or his/her designate, may authorize an exception for regional groups) -general membership of not less than 20 members - membership is open to all Mississauga residents and defined through a set process. <ul style="list-style-type: none"> • based on geographic location (i.e. ratepayer groups); however, membership must be open to all residents within the geographic area • based on skill level, facility limitations or age; however, the group may not close its membership if non-residents make up any portion of the membership; • a condition that all members must be eligible to 	<p style="text-align: center;">and will be categorized as a Community Service Organization (see Appendix A)</p> <p>3. Groups must have:</p> <ul style="list-style-type: none"> a. A written constitution and by-laws or, for groups with an annual operating budget under \$10,000, operating guidelines that establish the framework within which the group will operate, including the process in which its Members are entitled to vote at the Registered Group's AGM or a special meeting of the Membership b. A clearly defined Membership of not less than 25 Members, as defined through a set process in the group's governing documents, that is open to Mississauga Residents through a clear application process. c. More voting Members at large than the number of Board members, with the exception of Registered Groups with approved Special Membership status d. An elected Board of Directors of not less than five members, with the majority of the Board being Mississauga Residents (with the exception of Regional Groups as defined by their category) and the President or Vice President being a 	<p></p> <p>Clarified the requirement for 25 voting members, which ensures that groups being adopted into the Registry Program are viable groups with a strong voting membership.</p> <p>Included the stipulation that voting members must outnumber Board members, as this model does demonstrate a fully democratic voting process when electing a Board.</p>
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<p>vote (for children's or youth programs, adults representing those under the age of 18 must be eligible to vote)</p> <ul style="list-style-type: none"> • a process through which the group holds an AGM at which the Board of Directors is elected from the general membership through a democratic election process • the process for disposing of assets upon dissolution of the group <p>6. All outstanding debts to the City must be paid in full, or agreement reached regarding retirement of the debt, for the group to be granted Affiliated Group or Recognized Community Group status and access City services.</p>	<p>Mississauga Resident</p> <p>e. Held an AGM</p> <p>f. A conflict of interest policy and a code of conduct that includes confidentiality and privacy clauses and a mechanism for resolution of complaints that is documented within the group's operating guidelines, by-laws and/or policies</p> <p>g. A public website or webpage. (Clubs can be approved for a Newsletter where it is demonstrated that a website/webpage would be a burden to the group)</p> <p>4. All Registered Groups with an annual Operating Budget of \$10,000 or more must be incorporated as a Not-for-Profit corporation or be a charter member of a provincial or federal Not-for-Profit organization.</p> <p>5. All outstanding debts to the City must be paid in full at the time of the group's application, unless an agreement is reached with the City regarding the retirement of any debt, for the group to be approved for the Registry Program. All new groups applying to the program must be in good standing with</p>	<p>These requirements are included to strengthen the groups' governance – it is a best practice for boards to have such documented procedures. The role of the City is then clearly defined, i.e. the City does not get involved in internal complaints within a group – staff and councillors have been asked to mediate in the past and this is not the role of the City.</p> <p>New requirement to mirror the norm for most established organizations.</p> <p>New requirement for specific groups. Incorporation ensures a level of financial viability for the group. Directors may approve an exception.</p> <p>Minor revision for clarity. No change to intent.</p>
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<p>3 .At least 80 per cent of the group’s members must be Mississauga Residents, with the following exceptions:</p> <ul style="list-style-type: none"> -registration cannot be closed to a Mississauga Resident if non-residents make up any portion of the membership -One hundred per cent of the player members of all minor sports groups, other than minor youth soccer groups, must be Mississauga residents. -Minor youth soccer groups are permitted only two percent non-residents, to comply with regional and provincial governing body registration requirements. -requests for exceptions must be made in writing to the group’s staff liaison on an annual basis and will be considered, provided that registration of non-residents does not increase the demand for City facilities. Written approval of the sports group’s executive is required before signing non-resident players and a detailed “Declared Non-Residents List” must be provided to the City. The staff liaison will make a recommendation to the applicable Director or his/her designate, who will then make the final decision. 	<p>the City.</p> <p>6. Regional Groups must meet the residency criteria for their category; not exclude Mississauga Residents; and be actively recruiting Mississauga Residents as Members and Registered Participants</p>	<p>These bullets were removed or moved to the Eligibility section, as the criteria are now clarified in the Registered Group categories. Residency requirements details have been moved to Appendix A.</p>
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<p>-100 percent Mississauga Residents are required for ratepayer groups. -a minimum of 51 percent is required if the group is providing a service which does not supplement the services provided by the City or which does not otherwise exist within the City, and if the group cannot function without its non-resident members. Groups applying for affiliation must submit a plan of action to increase the percentage of Mississauga Residents to a minimum of 80 per cent within a time considered reasonable by the City.</p> <p>4. The group must have a statement of the group's purposes, goals and objectives and an overall schedule of events, programs and services.</p> <p>5. The group must be able to provide financial statements of the previous operating year's expenditures and revenues, where applicable, and a budget for the next operating year, signed by two authorized signing officers or independent certified accounting firm or, for groups with expenditures over \$130,000, an audited financial statement</p>		<p>Detail on financial requirements has been moved to the Responsibilities of Eligible Groups – Financial Requirements section.</p>
	<p>Special Membership Status Groups may be approved for Special Membership status i.e. membership that is open only to the Board, with no Members at-large, if they provide a rationale acceptable for Special Membership</p>	<p>Included additional criteria for groups that do not provide direct programming to Mississauga Residents and operate with a closed membership (i.e. Special Membership, whereby membership is</p>

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	<p>status to the City; and/or they can demonstrate to the City undue hardship in meeting policy eligibility requirements for Membership.</p> <p>At a minimum, groups with Special Membership must:</p> <ul style="list-style-type: none"> • Be incorporated as a corporation under applicable not-for-profit corporate legislation, regardless of the size of the group's annual gross operating budget, or be a charter member of a provincial or federal Not-for-Profit organization • Have by-laws or policies that address nepotism and cronyism and that include an open public recruitment process for Board members • Have a minimum of seven to twelve Board members, and • Hold an Annual General Meeting 	<p>open only to the Board).</p>
	<p>DEVELOPING GROUP STATUS</p> <p>The City promotes and supports the formation of new groups that provide services to Mississauga Residents. Groups that do not yet meet all of the eligibility criteria can therefore be approved for Developing Group Status. Staff assigned to support the formation of new groups will make a recommendation to the applicable manager/supervisor, who may approve a group for admission to the Registry Program as a Developing Group.</p>	<p>New definition for those groups who may have fallen into the “Recognized Community Group” category under the “old” policy. This new category gives staff and community groups a clearer framework and provides more opportunity for new groups to develop with ample guidance from the City.</p>

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	<p>Developing Group Status is for a one year period from the date of approval and is subject to review by staff on a quarterly basis. The group must be able to meet the requirements for a Registered Group category at the completion of the one year period, at which time they will have held an AGM. If the group is unable to meet the policy requirements at the end of the one year period they may request a maximum one year extension, which must be approved by the applicable manager/supervisor.</p> <p>Groups applying for Developing Group Status must meet the following minimum criteria:</p> <ul style="list-style-type: none"> • Have a minimum of three to five Members • Have established an “ interim” Board or have an operating Board • A written statement of purpose, including goals and objectives, and • A planned date for an inaugural AGM <p>Developing Groups must be able to provide the following, as requested by staff:</p> <ul style="list-style-type: none"> • A plan for Membership recruitment in order to meet the residency requirements of the category they are applying for • A proposed budget, signed by two authorized signing officers • A draft constitution, by-laws or operating guidelines, and • A plan for not-for-profit incorporation, if 	
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	<p>applicable</p> <p>Groups approved as Developing Groups will receive benefits under the Registry Program according to their Registered Group category and as approved by the applicable manager/supervisor.</p>	
	<p>APPEAL PROCESS FOR INELIGIBILITY If a group cannot meet the eligibility criteria in this policy, the Commissioner may grant an exception, provided the request does not result in the demand for City facilities, services and/or other resources exceeding available supply, at the time of the application. Any requests for exemption must be made in writing and duly authorized (signed) by the group's Board of Directors. The request must clearly:</p> <ul style="list-style-type: none"> • Address all eligibility criteria that cannot be met and provide an explanation(s) as to why the group should be admitted into the Registry Program despite not meeting the requirements, or • Detail how meeting the eligibility requirements will cause the group undue hardship 	<p>This process is intended for those groups who would not be suitable for Developing Group status, as they would still not meet the criteria at the end of the one year period.</p>
	<p>REQUESTS FOR ADDITIONAL INFORMATION The City may request additional information or documentation from Registered Groups as</p>	<p>The policy now includes one statement regarding requests for additional</p>

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	deemed necessary to verify that the Registered Group is meeting the requirements of this policy.	information.
<p>Maintaining Status</p> <p>Affiliated Groups with an annual operating budget of over \$130,000 are required to submit an audited financial statement for the current fiscal year to Community Services on an annual basis. Otherwise, Community Services staff will request updated information from approved groups annually or as deemed necessary. In order to maintain status as an Affiliated Group or a Recognized Community Group, groups will be given an opportunity to identify any changes and/or asked to provide recent documentation with respect to the information submitted with their original application.</p> <p>Groups will have up to 60 days from the date of the request to provide any required information or documentation. Failure to do so will result in the loss of either Affiliated Group or Recognized Community Group status unless, due to extenuating circumstances, an extension has been approved by the applicable Community Services Director or his or her designate.</p>		<p>Much of this information has been moved to the Responsibilities of Eligible Groups – Financial Requirements section.</p>
<p>SUPPORT AND BENEFITS FOR ELIGIBLE GROUPS</p> <p>The following represents the services available to an eligible group:</p>		<p>Most of this detail in this section has been incorporated into Appendix A.</p>

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<ul style="list-style-type: none"> • publicity assistance through: <ul style="list-style-type: none"> – inclusion in various City communication channels – permission to place portable signs on City road allowances (refer to Corporate Policy and Procedure – Portable Signs on Road Allowances) • facility rentals and bookings: <ul style="list-style-type: none"> – booking of City community centre rooms at preferred rental rates, if applicable – use and delivery of equipment, subject to availability and payment of fees, if applicable • Affiliated Groups only: <ul style="list-style-type: none"> – assignment of a staff liaison – provision of free facility meeting room space for a maximum of twelve executive/board meetings and one AGM per year, on a space-available basis and in accordance with the City’s facility booking practices – booking of City parks and community centre rooms up to 12 months in advance at preferred rental rates, if applicable – a general liability insurance policy that protects the Affiliate Group’s officers, directors and board members, volunteers and staff while acting in the scope of their duties (participants are not covered), against claims made by third parties for death, bodily injury, personal injury, and 		<p>There are now separate sections to outline insurance, namely “City’s Affiliate Insurance Program” and “Facility User Group Insurance Program”.</p>
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<p>property damage or loss thereof Note: This is <u>not</u> Directors' liability insurance</p> <ul style="list-style-type: none"> – Affiliated Sports Groups: ➤ priority booking of City outdoor sports facilities, with first priority given to youth sports groups; ➤ priority booking of City ice and arena floors, in accordance with Corporate Policy and Procedure – Prime Time Ice Allocation 		
<p>RESPONSIBILITIES OF ELIGIBLE GROUPS Eligible groups are responsible for:</p>	<p>RESPONSIBILITIES OF REGISTERED GROUPS Registered Groups are responsible for the following. Non-compliance may result in the termination of status:</p> <ol style="list-style-type: none"> 1. Continuing to maintain outlined eligibility criteria and residency criteria of their Registered Group category. 2. Obtaining the consent of their Members and Registered Participants or their legal guardian before providing their personal information to the City and providing notice of collection and use of personal information by the Registered Group and the City. 3. Renewing their Registered Group status annually and providing the City with a copy of AGM minutes and reports, financials where required, residency information for Members 	<p>This section outlines the City's expectations of groups to maintain Registered Group status.</p>

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<ul style="list-style-type: none"> operating on democratic principles and processes which are accountable to members and which can withstand public scrutiny; advising Community Services staff of the date of their AGM; providing immediate notice to Community Services staff of any changes in the group's executive/board or constitution; and 	<p>and Registered Participants and changes to by-laws or operating guidelines.</p> <p>4. No change</p> <p>5. Demonstrating transparency to their Membership and Registered Participants by:</p> <ul style="list-style-type: none"> a.) Full disclosure of any City fees & charges and indirect financial support in the group's annual financial statements b.) Posting the group's AGM report (excluding financial statements and any confidential or personal information for which consent to disclose has not been obtained) on the group's public website or webpage within 90 days following their AGM c.) Making the group's AGM report, including any financial statements, available to Members at the group's AGM and upon request <p>6. Notifying the City a minimum of 21days prior to the date of their AGM or any special meeting of the Membership.</p> <p>7. Providing immediate notice to the City of any changes in the Registered Group's Executive/ Board, contact information and by-laws or operating guidelines</p>	<p>Groups must provide advance notice to enable staff to attend, if and when required.</p> <p>Minor wording changes for clarity. No change to intent.</p> <p>It is being recommended that the Commissioner, Community Services, would now be authorized to make this exception.</p>
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<ul style="list-style-type: none"> • providing an updated list of the Board of Directors (including names and addresses) and membership numbers to confirm residency requirements within 30 days of the AGM. Exceptions to the residency requirement for Board of Directors must be approved by Council; • providing additional information to Community Services Staff as requested. 	<p>8. Maintaining books of account and records of the financial management of the group's funds in accordance with generally accepted Canadian business and accounting practices.</p> <p>9. Adhering to applicable City policies, including the Human Resources policies - Respectful Workplace and Workplace Violence and the Accessibility policy. These policies can be found at: http://www.mississauga.ca/portal/cityhall/policies</p> <p>10. Ensuring that any person who enters into a contract with the City on behalf of a Registered Group is at least 18 years of age and has the authority to do so in accordance with that Registered Group's governing documents.</p> <p>11. Adhering to applicable laws, including the</p>	<p>There is now a section "Requests for Additional Information" in the policy.</p>
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Comparison of Current and Proposed Policy – Community Group Registry Program (formerly Community Group Support Program)

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		Ontario <i>Human Rights Code</i> , as amended 12. For Older Adult Groups, participate on a Community Centre Older Adult Committee.									
		Financial Requirements The following chart outlines the financial requirements, based on annual operating budget and Registered Group Category.									
	<table><tr><th>Annual Operating Budget</th><th>Financial Requirements</th></tr><tr><td><ul style="list-style-type: none">Registered Groups within the Community Service Organization categoryAll other Registered Groups with an annual operating budget under \$10,000</td><td>On-line City form to be completed.</td></tr><tr><td>For Registered Groups defined as a Provider/Club and B.I.A’s with an annual operating budget of \$10,000 up to \$249,999, inclusive</td><td>Financial statements of the previous operating year’s expenditures and gross revenues that were provided for approval at the AGM, signed by two authorized signing officers.</td></tr><tr><td>For Registered Groups defined as a Provider/Club and B.I.A ‘s with an annual operating budget of \$250,000 or more</td><td>Audited financial statements prepared by an independent, third party auditor permitted to do so under the <i>Public Accounting Act, 2004</i>, as amended.</td></tr></table>	Annual Operating Budget	Financial Requirements	<ul style="list-style-type: none">Registered Groups within the Community Service Organization categoryAll other Registered Groups with an annual operating budget under \$10,000	On-line City form to be completed.	For Registered Groups defined as a Provider/Club and B.I.A’s with an annual operating budget of \$10,000 up to \$249,999, inclusive	Financial statements of the previous operating year’s expenditures and gross revenues that were provided for approval at the AGM, signed by two authorized signing officers.	For Registered Groups defined as a Provider/Club and B.I.A ‘s with an annual operating budget of \$250,000 or more	Audited financial statements prepared by an independent, third party auditor permitted to do so under the <i>Public Accounting Act, 2004</i> , as amended.		In order to spare the groups unnecessary expense only those groups with annual operating budget exceeding \$250,000 will require audited financial statements. Currently any group with an annual operating budget of over \$130,000 is required to do this. The \$250,000 figure is based on the Province’s recommendation for pending revisions to the <i>Not-for-Profit Corporations Act</i> .
Annual Operating Budget	Financial Requirements										
<ul style="list-style-type: none">Registered Groups within the Community Service Organization categoryAll other Registered Groups with an annual operating budget under \$10,000	On-line City form to be completed.										
For Registered Groups defined as a Provider/Club and B.I.A’s with an annual operating budget of \$10,000 up to \$249,999, inclusive	Financial statements of the previous operating year’s expenditures and gross revenues that were provided for approval at the AGM, signed by two authorized signing officers.										
For Registered Groups defined as a Provider/Club and B.I.A ‘s with an annual operating budget of \$250,000 or more	Audited financial statements prepared by an independent, third party auditor permitted to do so under the <i>Public Accounting Act, 2004</i> , as amended.										
		CITY’S AFFILIATE INSURANCE PROGRAM Only Registered Groups that are Providers (as	New sections to clarify which groups may								

Comparison of Current and Proposed Policy – Community Group Registry Program (formerly Community Group Support Program)

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	<p>noted in Appendix A) may be eligible for coverage under the City's Affiliate Insurance Program, which provides Commercial General Liability Insurance for Registered Groups that deliver activities and programs within the City of Mississauga. This insurance program is placed and paid for by the City for Registered Groups that may not otherwise be able to deliver their services, due to the cost of applicable activity and program liability insurance. An annual application process is required and eligibility is determined by the insurance company. This benefit is not available to:</p> <ul style="list-style-type: none"> • Regional Groups that have activities in more than one municipality and operations outside of the City of Mississauga • Developing Groups • Small annual neighbourhood events • Registered Groups with activities on the City's Passive Activity List (activities that are low risk and do not require the group to carry third party liability insurance for facility rentals) 	be eligible for the City's Affiliate Insurance.
	<p>FACILITY USER GROUP INSURANCE PROGRAM</p> <p>Insurance is required when booking a City facility, including bookings that are provided at no cost under the Registry Program. The City provides access to a general liability insurance policy that is paid for solely by the renter and is</p>	

Comparison of Current and Proposed Policy – Community Group Registry Program (formerly Community Group Support Program)

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	available at reasonable rates on a per rental basis.	
	<p>SUPPORT WITH CONDITIONS STATUS Support with Conditions Status can be applied to any Registered Group that requires assistance in meeting policy eligibility, group responsibilities and residency requirements. Registered Groups on Support with Conditions Status will continue to receive their category benefits.</p> <p>Steps to Support with Conditions Status: Should Community Services staff identify that a Registered Group is not meeting the requirements of this policy and is at risk for removal from the Registry Program, the group's staff contact or liaison may make a recommendation to the Registered Group's Board of Directors that they consider Support with Conditions Status.</p> <p>If the Board agrees to Support with Conditions Status the group must submit a request, in writing, to their staff contact or liaison for approval by the applicable Director. If the Director approves, staff will assist the group to develop a Support with Conditions action plan. The action plan must be adopted by the group's Board of Directors prior to confirmation of Support with Conditions Status. Support with Conditions Status is for a maximum two year period only from the date of approval of the Support with Conditions action plan and is</p>	<p>The addition of Support with Conditions Status provides the City with a formalized process for notifying groups that their eligibility to remain in the registry is at risk. The grants program currently uses this process to great success.</p>

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	<p>subject to review by staff on a quarterly basis. The Registered Group must continue to update their status on an annual basis while on Support with Conditions Status.</p> <p>If a Registered Group is not on Support with Conditions Status and is failing to meet the requirements of this policy, the Director will recommend removal of the Registered Group to the Commissioner.</p>	
<p>Termination of Affiliated or Recognized Community Group Status Status may be rescinded by the applicable Community Service Divisional Director and future requests for assistance may be denied if the group no longer meets the criteria outlined in this policy; provides fraudulent or misleading information to the City; acts in contravention of this policy or violates any provincial or federal legislation or municipal by-law; has a ruling against it from the Ontario Human Rights Commission; or is involved in a claim or legal action against the City.</p>	<p>Removal from the Registry Program Groups may be removed from the Registry Program by the Commissioner and future requests for inclusion may be denied if the group:</p> <ul style="list-style-type: none"> • Provides fraudulent or misleading information to the City • Acts in contravention of this or any other City policy or violates any provincial or federal legislation or municipal by-law • Is involved in a legal action against the City • Fails to successfully implement a Support with Conditions action plan within two years • Fails to meet the requirements for a Registered Group Category after remaining on Developing Group status for the maximum two year period • Does not renew their status on an annual basis 90 days following the group's AGM • Fails to pay all outstanding debts to the City in full at the time of the group's renewal date, 	<p>The content is now formatted in bullets for ease of reading. It is recommended that groups only be removed from the registry with the approval of the Commissioner, Community Services.</p>

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<p>Groups may terminate their Affiliated or Recognized status at any time. Requests must be made in writing and must be signed by the group's executive members. Requests from Affiliated Groups must be sent to the staff liaison; requests from Recognized Community Groups must be sent to the Community Services Department. Contact information is available on the City's web site.</p>	<p>unless an agreement is reached with the City regarding the retirement of any debt, or</p> <ul style="list-style-type: none"> • Otherwise no longer meets the criteria outlined in this policy <p>If a group is to be removed from the Registry Program, City staff will provide 30 days' notice, through email or registered mail, to the Registered Group's approved contacts of their removal from the Registry Program, the reasons for removal and the effective date for termination of the group's status and benefits. The applicable ward councillors(s) will be notified.</p> <p>Groups may request removal from the Registry Program at any time. Requests must be made in writing by a member of the group's Executive, to their staff contact or liaison or by emailing the Community Group Support Program at community.group@mississauga.ca</p>	<p>The City will make every effort to provide ample opportunity for groups to hold discussions with staff before they are removed from the Registry.</p> <p>Minor wording changes, no change to intent.</p>
	<p>APPEAL PROCESS FOR REMOVAL FROM THE REGISTRY PROGRAM</p> <p>Groups may appeal staff's decision for removal, in writing, to the appropriate Director within 30 business days of notification of removal. The appeal must clearly address the rationale for their appeal. The Director will make a recommendation to the Commissioner to either</p>	<p>Included an appeal process.</p>

Comparison of Current and Proposed Policy – Community Group Registry Program (formerly Community Group Support Program)

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	<p>uphold the removal or reinstate the group. The Commissioner will make the final decision. This decision and the reasons for the decision will be communicated to the group by the Director.</p> <p>Groups that are no longer registered under the Registry Program must immediately stop using the City's Registered Group mark.</p>	
<p>REPORT TO COUNCIL</p> <p>On an annual basis, in advance of budget deliberations, a report will be prepared by Community Services staff outlining the value of services provided to Affiliated and Recognized Community Groups (i.e. facility rentals and staff time) and will be presented to Council for their information.</p>		<p>Reports will be provided as requested.</p>

City of Mississauga Corporate Report



Date: 2018/02/13

To: Chair and Members of General Committee

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

Originator's files:

Meeting date:
2018/03/21

Subject

Security in City Facilities, Properties and Transit - Strategic Directions and 2017 Annual Summary

Recommendation

That the Corporate Report titled "Security in City Facilities, Properties and Transit - Strategic Directions and 2017 Annual Summary", from the Commissioner of Corporate Services and Chief Financial Officer dated February 13, 2018 be received for information.

Report Highlights

- This report highlights the strategic direction and focus on Operational Excellence, Security Awareness, Community Outreach, and Security Infrastructure with supporting activities and initiatives for 2018.
- The Security Services key achievements in 2017 include an emphasis on Performance Metrics, Staff Training, the Protective Measures Program, and Integration in community activities and partnerships.
- The total number of security incidents managed by Security Services decreased by 7% as compared to 2016 and the number of security bans imposed in 2017 decreased by 35% as compared to 2016.
- The implementation of additional resources and its impact on service levels.
- Graffiti incident reporting (previously submitted under a separate Corporate Report) will now be detailed within this Annual Summary.

Background

The report provides the Chair and Members of General Committee with:

1. An overview of key strategic directions and 2018 security program initiatives.
2. A summary of key 2017 accomplishments.
3. A year over year comparison and analysis of security incidents.
4. A summary and analysis of graffiti incidents.

The Security Services section within the Facilities and Property Management division is responsible for bylaw enforcement and security on most City properties including Transit. The section's mandate is to protect staff, customers and assets, by providing collaborative and proactive, risk-based security services to support the delivery of safe and reliable City services.

The source data utilized in this report comes from the section's Special Occurrence Reports (SORs). All Security incidents reported to, or responded to, by Security Services are documented as Special Occurrence Reports:

- Appendix 1 provides a comparison on the number of SORs issued within each Ward for a number of categories in 2016 and 2017.
- Appendix 2 provides the number and reason for bans imposed under the Trespass to Property Act for the same time period.
- Appendix 3 provides definitions for common security occurrences used by Security Officers when preparing SORs.
- Appendix 4 provides a breakdown of Graffiti Incidents reported in 2017.

Comments

Part 1 – Key Strategic Directions and 2018 Security Program Initiatives

Security Services aims to become the center of excellence in municipal security service delivery. Key strategic directions have been set and in 2018 initiatives will continue to concentrate on optimizing the service delivery model through security risk management and preventive program initiatives.

Security Services has three key areas of focus:

Operational Excellence

- Implement effective service delivery oversight and decision-making that will allow the Security Services section to grow and achieve its objectives.
- Enable the development and implementation of a City-Wide Security Policy.
- Further develop and implement continuous improvement initiatives, including the development of Standard Operating Procedures.
- Ensure effective implementation of a Training and Compliance unit with a focus on staff development.
- Implement Security Occurrence Reporting improvements to capture more specific reporting in light of provincial and federal changes and public security concerns and improve procedures for staff to be more efficient to manage reporting.

Security Awareness and Community Outreach

- Drive to move security initiatives, from a reactive workforce to a proactive reduction of crime and community based enforcement.
- Create a security awareness program engaging communities and staff through town hall meetings, security awareness campaigns and active engagement.
- Launch first phase of security awareness signage program for City facilities and parks in 2018 including development of signage guidelines in relation to City policies and accessibility standards; rebranding of Closed Circuit Video Signage and initiate a City-wide security signage audit.
- Continue implementation of the Protective Measures Program.
- Develop a Security Risk Methodology for the City of Mississauga to support key activities and actions based on a priority framework.

Security Infrastructure

- Maintain current infrastructure in a state of good repair with an effective maintenance plan.
- Continue the Integrated Security Systems ISS project that will enable an end-to-end incident and risk management solution.
- Implement City Hall Security improvements, maintain and manage the City's access control and intrusion detection system.
- Improve frontline activities by increasing mobile patrols from one to two cars on the road as approved by Council in 2017.

Part 2 - 2017 Achievements

As detailed in the 2016 Corporate Report, a number of initiatives were identified to increase the overall effectiveness and efficiency of the Security Services delivery model. Below is an update of those key initiatives:

Operational Excellence

- Performance Metrics: Performance metrics have begun to provide a better understanding of the section's performance on response times, allowing more informed decisions related to resource allocation and priorities.

Security Response Times

Security response times were measured and reported on a monthly basis. Two target times were established, based on industry standards in comparable urban environments.

- Target 1- In the Core Precinct 95% of all calls for service is to be responded to within 5 minutes or less.
- Actual 1- response rate achieved was 93%.
- Target 2 – At all other City properties including parks and transit infrastructure 95% of all calls for service are to be responded to within 30 minutes or less.
- Actual 2 - response rate achieved was 88%.

The primary reason for not meeting the targeted response rates was due to the limited availability of mobile patrol resources. The Security Operations and Transit Enforcement Units each have a service level of one mobile vehicle to be in service 24/7/365 (a second vehicle is made available as often as possible).

In 2017 the onsite security response metrics demonstrate that one mobile vehicle per Unit was not sufficient to respond to calls for service anywhere in the City within 30 minutes. Staff has subsequently received approval from Council for an additional unit In 2018. Service levels will be re-assessed as each Unit augments its mobile services for response and proactive patrols.

Security Awareness and Community Outreach

Staff Training

In 2017, Security Services delivered training to over 850 City staff. Training was focused on Personal Safety and Security Awareness (PSSA), replacing the non-violent crisis

intervention course. PSSA training provides general information about staff roles & responsibilities and de-escalation techniques. Staff members are made aware of workplace violence indicators and sessions are tailored to a specific business line's needs addressing common security issues faced by their unit.

Protective Measures Program

Through the collaborative efforts of various business line representatives, the Protective Measures Policy was approved by Council on June 21st. This policy aims to mitigate the risk of serious injury to City staff and the public in the event of an emergency situation at a City facility.

In 2017, 95 facility authorities were trained to develop 102 facility-specific plans and conduct annual drills. Implementation of this program, corporate-wide, will continue in 2018. With additional staffing resources, Security Services aims to resume its collaboration with PRP to develop an integration plan for the City's Protective Measures Program and the Police Response Emergency Plan (PREP) program.

Increased Community and Partner Organization Integration

Crime prevention is optimized through a holistic, integrated and community based approach. Security Services has continued to increase integration with key community partners such as Peel Regional Police, Crime Prevention Through Environmental Design (CPTED) Advisory Committee, Integrated Municipal Enforcement Team (IMET) and various internal stakeholders.

Throughout 2017, Security Services presented at various Councillor Town Hall meetings on crime prevention and rebranded its' "Lock It Lose It" educational materials for community centres and recreation facilities.

This has increased the overall understanding of the City-wide security environment and helped to identify areas of focus and concern.

Security Infrastructure

Security System Detection Rates

A pilot project to measure the effectiveness of current access control and intrusion detection systems to identify opportunities for enhancement was launched and will be completed in 2018. The project will address impact of nuisance alarms on the daily operations of the Security Operations Centre.

Integrated Security System

Security Services also initiated a new Integrated Security System (ISS) which is a unified, end-to-end incident and risk management solution that consolidates multiple physical security system platforms into single interface. The multi-step project was initiated in 2017 with a target to be completed in 2019.

Part 3 – Security Incidents

Security Occurrence Reports (SORs)

In 2017, the total number of SORs decreased by 7% when compared to the same period in 2016 (from 6,391 to 5,940). The most significant factors that contributed to this decline include predictable fluctuations regarding reported accidents or emergencies, streamlined reporting criteria for graffiti and lost & found property reports and simplified escalation processes for maintenance issues.

The following SOR categories had notable decreases when compared to 2016:

Notable SOR Decreases			
Category	2016	2017	% Decrease
Accident	163	98	40%
Emergency	221	171	23%
Lost & Found	1134	999	12%

The following SOR categories had notable increases when compared to 2016.

Notable SOR Increases			
Category	2016	2017	% Increase
Trespass	54	74	37%
Vandalism	170	217	28%
Physical / Verbal Altercation	92	115	25%
Theft	165	192	16%

While a positive relationship exists between the frequency of security patrols and the rate at which certain incidents can be detected (e.g. trespass); other contributing factors to the SOR

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Originators files: File names

increase must also be considered (from enhanced staff vigilance and awareness of security reporting channels for the timely incident reporting to the fact that 9% of thefts could be attributed to “organized” groups).

Potential reasons for SOR changes will not be theorized in this report, as it remains challenging to demonstrate a correlation between specific actions and results. Security Services is now positioned to analyze security incidents for geographic patterns to identify “hotspots” and engage forecasting methods to find more subtle trends in security incidents and draw more systematic conclusions about their causes in 2018.

Bans

Bans imposed under the Trespass to Property Act as detailed in Appendix 2, decreased from 421 in 2016 to 275 in 2017. The under 18 bans also decreased from 115 to 95. The minimal fluctuations in the number of SORs related to prohibited activities compared to 2016 does not account for the 35% decline in the number of bans. Rather, the decrease in bans can be attributed to a re-emphasis to inform, educate, and enforce.

- First Inform: Advise that a violation has occurred and inquire as to the reasons why
- Then Educate: Explain the reason for the bylaw / policy and the role of the officer in enforcing the bylaw / policy
- Finally Enforce: Issue warning notices or infractions, as a last resort, depending on the situation and in keeping with the prescribed protocols

The aim is to continue this trend in 2018 with officer’s interacting with patrons to establish and initiate an appropriate and proportional response to the situations, ensuring that prohibited activity ceases and/or the individual leaves the premises. Therefore, enabling the lawful enjoyment of City facilities and the continuity of business operations, that can be accomplished through “education” instead of “bans”.

As per Corporate Policy No. 05-01-10, Responding to Incidents in City Facilities, when a ban is issued, a Special Occurrence Report and Supplementary Banning Report is created and distributed in compliance with the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA).

Part 4 - Graffiti

As per the recommendation made in the 2016 Graffiti Incidents – Annual Summary Report dated March 22, 2017, staff has continued to optimized graffiti reporting and removal process throughout 2017. Security Services has merged the reporting of both graffiti and security incidents annual reporting to improve efficiency, both in the information gathering

and also strategically for community based enforcement efforts perspective.

Graffiti Incidents

There were 925 graffiti incidents reported in 2017. This is a 70% increase over 2016 (545 incidents) and consistent with Peel Regional Police information of a 62% increase in reported graffiti incidents to police.

It is unknown if the total graffiti incidents are increasing or if the timely reporting of graffiti is on the upsurge. For example:

- A major increase in the number of graffiti incidents identified through public reporting channels was seen in 2017.
- Occurrences of “hate” graffiti increased from 12 to 69 (2016 – 2017), in 2017; however, 42% of these incidents could be attributed to one suspect.
- Though the geographical distribution of graffiti across wards remains consistent (year over year) and with Peel Regional Police information about areas of high concentration of graffiti; reports from the Councillors offices increased in 2017 from 2 to 23 reports.

Summary of Graffiti Incidents and Service Level

Service Level is defined as the time established for graffiti removal in order of priority from 2 to 5 business days.

	2016	2017
Graffiti Incidents	545	925
Service Level Targets Achieved	77%	74%
Removal Costs	\$123,637	\$117,576

Further detail analysis can be found in Appendix 4

The Graffiti Incidents – The 2016 Annual Summary report submitted to General Committee on March 22nd, stated that:

“Business units will continue to optimize graffiti reporting and removal processes throughout 2016 and further consideration will be given to a city wide community based approach to graffiti management that leverages the newly adopted City graffiti management processes.”

A major increase in the number of graffiti incidents identified through public reporting channels was seen in 2017.

Graffiti tracking and mitigation efforts are included as part of the broader security awareness outreach programs - from measuring the effectiveness of prevention strategies for all security incidents as well as to increase collaboration with community groups (e.g. Safe City Mississauga), external stakeholders (e.g. Mississauga Integrated Municipal Enforcement Team (IMET)), etc.

Graffiti Removal

Despite the 70% increase of graffiti incidents in 2017, service level targets and total costs for graffiti removal remained generally constant with 2016 figures.

Incidents where service level targets were not achieved can be attributed to several factors including seasonal weather impacts, reporting system limitations and user training issues. Business lines (e.g. Works Operations & Maintenance, Parks Operations, Building Services & Operations, Transit Enforcement, Compliance & Licensing) will continue to refine these input processes to improve data fidelity for future reports.

Further details about graffiti incidents and removal statistics are found in Appendix 4.

Financial Impact

No financial impact.

Conclusion

Security Services will continue to optimize services through new program initiatives and continued enhancements throughout 2018. The Section will continue to focus on the highest quality of service to City staff and the public while delivering value added outcomes in an efficient and effective manner. The Security Services section is committed to taking a strategic approach that will emphasize proactive prevention through engagement and priority based improvement initiatives and activities.

Attachments

Appendix 1: Security Occurrence Reports (SORs), 2016 and 2017 Occurrences Comparison

Appendix 2: Banning Comparison, 2016 and 2017

Appendix 3: Security Occurrence Definitions

Appendix 4: Graffiti Management Statistics



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

Prepared by: Silvia Fraser, Manager Security Services,
Facilities & Property Management

Facilities & Property Management Division
Security Reports (SOR's)
2016 and 2017 Occurrence Comparison

Appendix 1

	Ward 1		Ward 2		Ward 3		Ward 4		Ward 5		Ward 6		Ward 7		Ward 8		Ward 9		Ward 10		Ward 11		Buses		Other		2016		2017		% Change
	2016	2017	2016	2017	2016	2017	2016	2017	2016	2017	2016	2017	2016	2017	2016	2017	2016	2017	2016	2017	2016	2017	2016	2017	2016	2017	Total	Total			
1	1	2	1	1	5	2	7	6	8	6	4	2	2	3	3	1	1	0	0	0	0	0	0	1	1	0	33	24	-27		
4	4	5	2	2	3	1	44	47	68	11	14	13	3	3	1	3	2	3	1	1	0	2	16	6	5	1	163	98	-40		
1	1	0	2	0	2	0	29	32	52	5	0	1	1	2	0	0	0	2	0	1	0	1	0	2	0	0	87	46	-47		
1	1	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2	1	3	2	-33		
1	1	3	0	0	1	0	11	12	12	2	8	5	1	1	0	3	2	1	1	0	0	1	6	1	3	0	46	29	-37		
1	1	2	0	1	0	1	4	3	4	4	6	7	1	0	1	0	0	0	0	0	0	0	10	3	0	0	27	21	-22		
126	138	106	76	79	71	117	111	147	170	178	160	56	53	9	17	43	33	7	10	66	61	0	0	38	13	972	913	-6			
25	19	7	3	4	12	49	37	17	21	4	3	6	5	3	3	4	4	0	0	6	3	1	11	0	3	126	124	-2			
18	11	6	1	1	10	6	7	10	8	2	0	3	2	2	1	1	2	0	0	1	2	1	8	0	1	51	53	4			
2	1	0	1	0	1	2	4	2	8	0	0	2	0	0	0	2	1	0	0	1	0	0	3	0	2	11	21	91			
5	7	1	1	3	1	41	26	5	5	2	3	1	3	1	2	1	1	0	0	4	1	0	0	0	0	64	50	-22			
3	1	0	1	7	1	16	8	2	4	1	0	3	1	0	0	1	0	0	0	2	2	3	1	0	0	38	19	-50			
0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
1	0	0	0	0	0	0	2	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	3	2	-33			
0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
2	1	0	1	7	1	14	7	2	3	1	0	3	1	0	0	1	0	0	0	2	2	3	1	0	0	35	17	-51			
25	29	13	20	20	30	41	35	31	24	26	20	16	25	14	20	19	25	11	10	20	24	0	1	0	3	236	266	13			
5	3	3	4	3	8	20	19	11	7	3	3	2	4	5	6	2	10	0	1	1	5	0	0	0	0	55	70	27			
18	16	7	10	16	13	12	8	16	12	20	9	12	15	8	7	14	12	7	8	19	14	0	0	0	1	149	125	-16			
2	10	3	6	1	9	9	8	4	5	3	8	2	6	1	7	3	3	4	1	0	5	0	1	0	2	32	71	122			
3	3	0	6	5	9	36	37	6	15	1	1	1	5	8	2	3	3	1	2	10	4	62	37	4	5	140	129	-8			
0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
0	0	0	2	1	0	2	2	1	2	0	0	0	2	2	0	0	0	1	2	10	3	0	0	0	0	17	13	-24			
2	0	0	1	0	1	1	3	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	3	5	67			
0	2	0	2	4	7	7	9	2	5	1	1	0	2	5	2	2	2	0	0	0	0	3	2	0	1	24	35	46			
1	1	0	1	0	1	22	20	3	8	0	0	1	1	1	0	1	1	0	0	0	1	59	35	4	4	92	73	-21			
0	0	0	0	0	0	4	3	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	4	3	-25			
18	14	9	6	12	6	73	64	58	29	14	7	10	5	7	7	7	14	0	0	3	3	8	12	2	4	221	171	-23			
0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	-100			
2	1	0	0	2	1	3	1	3	0	3	0	0	0	0	0	0	1	0	0	2	2	0	0	0	0	15	6	-60			

		Ward 1		Ward 2		Ward 3		Ward 4		Ward 5		Ward 6		Ward 7		Ward 8		Ward 9		Ward 10		Ward 11		Buses		Other		2016		2017		8.3		% Change
2016	2017	2016	2017	2016	2017	2016	2017	2016	2017	2016	2017	2016	2017	2016	2017	2016	2017	2016	2017	2016	2017	2016	2017	2016	2017	2016	2017	Total	Total	Total	Total			

14. LOST OR FOUND PERSON	0	0	1	0	0	0	8	12	2	0	1	1	0	0	0	1	1	0	0	0	0	0	0	1	1	0	14	15	7
Lost Person	0	0	1	0	0	0	7	11	1	0	0	1	0	0	0	1	1	0	0	0	0	0	0	0	0	0	10	13	30
Found Person(s)	0	0	0	0	0	0	1	1	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0	1	1	0	4	2	-50

15. LOST & FOUND PROPERTY	14	8	17	6	3	3	389	251	71	47	237	229	0	3	28	31	12	17	0	1	0	0	348	394	15	9	1134	999	-12
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16. MAINTENANCE	3	4	9	5	37	34	105	70	15	12	14	5	0	2	4	2	3	3	2	0	4	2	1	1	0	0	197	140	-29
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17. MISCHIEF	2	1	1	0	0	1	5	7	3	1	1	0	0	1	2	0	1	2	2	1	2	1	6	7	0	0	25	22	-12
Mischief Endanger Life	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	1	0	0	0	0	1	0	0	0	1	2	100	
Mischief Interfere with Property	0	0	0	0	0	0	4	3	1	0	1	0	0	0	1	0	1	0	1	0	0	1	0	0	0	0	9	4	-56
Mischief Under \$5000	2	1	1	0	0	1	1	3	2	1	0	0	0	1	1	0	0	1	1	1	2	0	5	7	0	0	15	16	7
Mischief Over \$5000	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

18. MOTOR VEHICLE	3	2	17	5	2	1	5	6	2	5	5	13	1	2	1	1	0	2	0	0	0	2	3	0	0	0	39	39	0
Abandoned	1	1	0	0	0	0	1	1	1	1	2	0	1	1	0	0	0	0	0	0	0	0	0	0	0	0	6	4	-33
Dangerous Operation	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	100
General Assist	1	0	0	0	0	0	1	0	0	0	1	0	0	0	1	0	0	0	0	0	0	0	1	0	0	0	5	0	-100
Parking	0	0	17	4	0	0	1	0	1	1	1	12	0	1	0	0	0	0	0	0	0	0	2	0	0	0	22	18	-18
Suspicious	1	0	0	1	0	0	1	0	0	0	0	1	0	0	0	1	0	0	0	0	0	1	0	0	0	0	2	4	100
Unauthorized	0	1	0	0	2	1	1	4	0	3	1	0	0	0	0	0	0	2	0	0	0	1	0	0	0	0	4	12	200

19. PHYSICAL/VERBAL ALTERCATION	2	6	3	4	6	3	24	29	19	23	3	2	0	2	7	5	6	8	0	0	1	5	21	25	0	3	92	115	25
Assault Bodily	0	1	1	0	1	0	1	5	2	0	0	1	0	0	0	0	1	2	0	0	0	0	4	6	0	1	10	16	60
Assault Common	1	1	1	0	1	0	8	8	5	4	0	0	0	1	3	1	3	0	0	0	0	7	8	0	1	29	24	-17	
Assault Sexual	0	0	1	0	0	0	2	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	2	0	0	4	2	-50	
Assault Weapons	0	0	0	0	0	0	1	0	1	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	2	1	-50	
Fighting	0	1	0	3	2	1	3	13	8	17	1	0	0	0	2	2	1	4	0	0	1	3	3	7	0	1	21	52	148
Uttering Threats	1	3	0	1	2	2	9	3	3	2	2	0	0	1	1	2	1	2	0	0	0	2	7	2	0	0	26	20	-23

20. PROHIBITED ACTIVITY	103	78	28	40	59	57	157	97	78	97	39	37	57	51	34	28	19	40	10	17	36	45	19	16	2	2	641	605	-6
Prohibited Activity	96	76	24	34	47	39	126	71	56	72	38	35	48	47	28	23	13	33	5	17	33	33	18	15	2	2	534	497	-7
Noise	6	0	3	4	4	7	8	10	10	14	0	1	6	2	2	2	2	5	5	0	2	9	0	0	0	0	48	54	13
Violation of Facility Rules	1	2	1	2	8	11	23	16	12	11	1	1	3	2	4	3	4	2	0	0	1	3	1	1	0	0	59	54	-8

21. SUSPICIOUS ACTIVITY	6	14	2	4	9	4	58	40	15	21	11	10	7	5	8	5	8	7	1	4	10	3	3	5	2	4	140	126	-10
Activity	4	10	1	4	4	2	33	26	9	18	7	9	3	4	6	4	5	6	0	2	8	2	2	0	1	2	83	89	7
Person	2	4	1	0	5	2	22	12	5	3	4	1	4	1	2	1	3	1	0	2	2	1	0	5	1	2	51	35	-31
Item	0	0	0	0	0	0	3	2	1	0	0	0	0	0	0	0	0	0	1	0	0	0	1	0	0	0	6	2	-67

22. THEFT	2	8	6	12	6	5	60	54	42	47	14	22	7	8	9	15	12	14	0	0	2	4	3	3	2	0	165	192	16
Attempted	0	1	0	0	0	0	4	3	1	3	0	1	0	0	0	2	0	1	0	0	0	0	0	0	0	5	11	120	
Fraud	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Possible	0	1	2	0	0	0	7	5	3	8	2	1	0	0	1	0	1	0	0	0	0	0	1	0	0	15	18	20	
Robbery	0	1	1	2	0	0	1	3	5	1	0	0	0	0	1	2	1	1	0	0	0	0	1	1	1	0	11	11	0
Under \$5000	2	2	3	1	4	5	30	31	14	18	9	8	4	4	6	4	5	6	0	0	1	4	1	2	0	0	79	85	8

		Ward 1		Ward 2		Ward 3		Ward 4		Ward 5		Ward 6		Ward 7		Ward 8		Ward 9		Ward 10		Ward 11		Buses		Other		2016		2017		8.3		% Change
2016	2017	2016	2017	2016	2017	2016	2017	2016	2017	2016	2017	2016	2017	2016	2017	2016	2017	2016	2017	2016	2017	2016	2017	2016	2017	2016	2017	Total	Total	Total	Total			

Over \$5000	0	1	0	1	0	0	0	0	0	1	0	3	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	7	700
Locker	0	1	0	5	1	0	6	6	8	4	3	6	3	2	2	2	4	3	0	0	0	0	0	0	0	0	27	29	7
Bicycle	0	0	0	2	1	0	11	6	9	11	0	3	0	0	0	4	2	2	0	0	1	0	0	0	1	0	25	28	12
Motor Vehicle	0	1	0	1	0	0	1	0	2	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	3	3	0

23. TRANSIT OFFENCE	1	1	0	2	10	7	147	70	6	4	1	0	0	0	24	33	1	0	0	0	0	0	30	23	0	3	220	143	-35
Bus Operation	0	0	0	0	0	0	3	0	1	0	0	0	0	0	0	1	1	0	0	0	0	6	4	0	1	11	6	-45	
Fare Offence	0	0	0	0	0	0	83	28	1	0	0	0	0	0	11	12	0	0	0	0	0	9	14	0	1	104	55	-47	
Public Nuisance	1	1	0	0	2	0	16	10	1	0	1	0	0	0	3	2	0	0	0	0	0	11	3	0	1	35	17	-51	
Bring Unauthorized Vehicle on Transit Property	0	0	0	0	8	6	41	32	3	4	0	0	0	0	9	18	0	0	0	0	0	0	1	0	0	61	61	0	
Obstruction	0	0	0	2	0	1	4	0	0	0	0	0	0	0	1	0	0	0	0	0	0	4	1	0	0	9	4	-56	

24. TRESPASS	6	1	1	0	9	9	18	21	3	11	2	0	4	3	4	10	3	2	0	4	4	12	0	1	0	0	54	74	37
Caution Issued	1	1	0	0	4	5	3	11	2	3	2	0	2	2	3	5	2	2	0	3	0	4	0	1	0	0	19	37	95
Trespasser on Site	5	0	1	0	5	4	15	10	1	8	0	0	2	1	1	5	1	0	0	1	4	8	0	0	0	0	35	37	6

25. VANDALISM	3	9	6	5	3	7	19	29	10	12	9	7	3	8	6	8	8	8	4	2	1	8	97	106	1	8	170	217	28
City Property Damage	2	3	4	2	3	6	12	23	3	8	3	2	0	7	5	4	7	4	2	2	0	5	97	105	1	7	139	178	28
Non City Property Damage	0	1	1	0	0	0	2	3	1	2	0	3	0	0	0	1	0	0	0	0	0	0	0	0	0	0	4	10	150
Motor Vehicle	0	1	0	1	0	0	4	2	5	1	5	2	3	0	0	0	1	2	1	0	0	1	0	1	0	1	19	12	-37
Litter	1	4	1	2	0	1	1	1	1	1	1	0	0	1	1	3	0	2	1	0	1	2	0	0	0	0	8	17	113

26. WEAPONS	0	0	0	0	0	0	2	0	4	1	1	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	8	1	-88
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Total Incidents by Ward	409	399	258	225	##	##	###	###	681	672	696	656	204	205	239	277	194	213	54	57	178	192	1099	1210	287	151
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Annual Total	6391	5940	-7
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**Facilities & Property Management Division
Security Occurrence Reports (SOR's)
2016 and 2017 Ban Comparison Under the Trespass to Property Act**

Cause of Ban	Description	2016 Under 18	Total 2016	2017 Under 18	Total 2017	% Change
Alcohol	Unauthorized possession, consumption of an alcoholic beverage, under the influence, disorderly	1	58	0	23	-60%
Assault	Violent physical or verbal attack	1	10	0	5	-50%
Disturbance	Cause commotion, scuffle, detracting from normal use and enjoyment of the property	0	3	0	4	33%
Drugs	Possessing illegal substance under the Ontario "Controlled Drugs and Substance Act"	28	91	34	65	-29%
Fare Offence	Failure to present proper bus fare	0	0	0	2	0%
Fighting	Engaging in an intensive verbal dispute or physical conflict between two or more people	6	8	2	9	13%
Indecent Behaviour	A public act, activity or gesture considered offensive to established public standards of decency	0	1	0	3	200%
Loitering	Linger aimlessly with suspected criminal intent e.g. gang activities, soliciting drugs, prostitution, etc	0	0	0	0	0%
Mischief	Activity, or conduct which renders City property useless, interferes with the use of property	0	0	0	0	0%
Noise	Sound that is loud, unpleasant, unexpected, or undesired	0	3	0	0	-100%
Prohibited Activity	Conduct which contravenes City facility/park rules and regulations	58	175	43	110	-37%
Skateboarding	The act of riding on a skateboard in an area where the activity is not allowed	0	0	0	0	0%
Soliciting	Making requests or pleas by attempting to draw somebody into purchasing or participating in an illegal or unauthorized act.	0	0	0	6	0%
Suspicious Activity	Unusual behaviour leading to a belief that an unlawful activity is about to be committed	0	2	0	0	-100%
Trespass	Entry where entry prohibited, fail to leave when directed	18	55	13	40	-27%
Theft	Unlawful taking, removing, carrying away property of another	2	4	2	5	25%
Threats	Communicated intent to inflict harm or damage to a person or City property	0	6	1	3	-50%
Vandalism	Wilful or malicious act which damages, defaces, alters, or destroys City property	0	0	0	0	0%
Weapons	Any instrument designed to be used in causing death or injury to any person; or for threatening	1	5	0	0	-100%
Total		115	421	95	275	-35%

Security Service Occurrence Definitions

1. Access to Property:

Entry and use of property without a mandatory permit.

2. Accident:

Personal Injury (Non-EMS)

Injury that does not require emergency medical services.

Vehicle (Personal Injury)

A motor vehicle accident in which a personal injury is sustained.

Vehicle (Property Damage)

Property damage caused by a non-City vehicle.

Property Damage

Accident resulting in City property damage.

3. Alarms:

Any device or sensor when activated that sends an alert notification. (ie. Ammonia, CO2 Detector, Door Contact, Duress, Emergency Pull Station, Fire, Forced open, Flood Detector, Local Audible, Motion Detector, Trouble Signal, Node Missing, Glass Break, Tamper, A/C Power Fail, Passcard, Pool Filter, Window Contact.)

4. Alcohol and Drugs:

Liquor Offence

Found consuming alcohol on City property.

Drunkenness

Drunken Person(s).

Drug Use

Found using narcotics.

Drug Possession

Found in possession of illicit drugs.

5. Arrest:**Assault**

Violent physical or verbal attack.

Disturbance

Cause commotion, scuffle, detracting from normal use and enjoyment of the property.

Theft

Unlawful taking of property.

Trespass

Enter unlawfully on City property and fail to leave when directed to do so in accordance with the Trespass to Property Act

6. Complaint:**Facilities**

Complaint concerning City facilities.

Parks

Complaint concerning City parks.

Public

Complaints concerning patrons violating bylaws.

7. Disturbance:**Forced Entry**

A secure facility that has been forcibly entered.

Loitering bylaw infraction

Linger aimlessly or with suspected criminal intent.

Harassment

Individual found disturbing others persistently.

Soliciting

Making requests or pleas, attempting to draw somebody into purchasing or participating in an illegal or unauthorized act.

Skateboarding

Bylaw infraction Skateboarding where prohibited.

Counterfeit Currency

The discovery of counterfeit money.

8. Emergency:

Bomb Threat

Threat of a bomb on City property.

Report Fire/Smoke

The discovery of smoke or a fire.

Gas Leak

A natural gas leak found at facility.

Fire Watch

Mandatory physical patrol of a property when the automated fire suppression system is compromised.

9. General:

Assist

Aiding or assisting the public.

Unauthorized Use of Computer

Individual found using a computer without authorization.

Security Suggestion

Suggestions made by security staff to increase the efficiency and quality of operations.

Information

General information regarding security operations.

10. Graffiti:

Hate

Conveys political messages, racial, religious or ethnic slurs.

Offensive

Drawings, messages, etc. that are obscene.

Gang

Used by gangs to mark turf

Tagging

Repeated use of a symbol or a series of symbols.

Murals

A very large image, such as a painting or enlarged photograph

Other

Does not fit any of the above

11. Hazards:

Health

Situation or item that poses a level of threat to health.

Safety

Situation or item that poses a level of threat to safety.

Dangerous Materials

Someone found in possession of an explosive, flammable or toxic item.

12. Indecent Behaviour:

Behaviour that is not in keeping with acceptable or appropriate standards.

13. Insecure Property:

Cash

Cash observed left insecure and accessible.

Door(s)

Door(s) observed left insecure and accessible.

Gate

Gate observed left insecure and accessible.

Vehicle

City vehicle observed left insecure and accessible.

Display Cabinet

Display cabinet left insecure and accessible.

Computer Equipment

Computer equipment left insecure and accessible.

Roof Hatch

Roof Hatch left insecure and accessible.

Window/ Skylight

Window or skylight left insecure and accessible.

Confidential Information

Confidential Information left insecure and accessible.

14. Lost or Found Person:

Lost Person

Missing person reported.

Found Person

Missing person located.

15. Lost or Found Property:

Any item that is reported missing or recovered.

16. Maintenance:

Any equipment or structure that requires servicing.

17. Mischief:

Mischief Endanger Life

Reckless activity or conduct which endangers life.

Mischief Interfere with Property

Reckless activity, or conduct which renders City property useless, interferes with the use of property.

Mischief Under \$5000

Reckless activity or conduct which results in City property damage under \$5000.

Mischief Over \$5000

Reckless activity or conduct which results in City property damage over \$5000.

18. Motor Vehicle:

Abandoned Motor Vehicle

Abandoned motor vehicle found on City property.

Dangerous Operation

Reckless and hazardous operation of motor vehicle on City property.

General Assist

General motor vehicle assistance (Jump start, gasoline).

Parking

A Motor vehicle parking infraction (overnight parking, handicapped parking without permit).

Suspicious

A vehicle found on City property with a suspicious presence.

Unauthorized

Motor vehicle found in prohibited area.

19. Physical/ Verbal Altercation:

Assault Bodily

Assault causing bodily harm.

Assault Common

Assault where no serious injury is evident.

Assault Sexual

Physical assault of a sexual nature on another person.

Assault Weapons

Assault with a firearm, sharp object or blunt object.

Fighting

Consensual altercation between two or more individuals.

Uttering Threats

Display of intent to cause physical harm.

20. Prohibited Activity:**Prohibited Activity**

Conduct which contravenes City facility/park rules and regulations.

Violation of Facility Rules

An infringement of facility/park rules.

Noise

Excessive sound causing a disturbance to others.

21. Suspicious Activity:**Activity**

Unusual behaviour leading to a belief that an unlawful activity is about to be committed.

Person

Individual without a clear purpose on the site.

Item/Package

An item/package with unknown contents found on City property.

22. Theft:**Attempted**

Failed attempt at theft.

Fraud

False identity or counterfeit passes/money.

Possible

Item reported as likely stolen.

Robbery

Theft with a threat to cause physical harm.

Under \$5000

Theft of any property under \$5000 in value.

Over \$5000

Theft of any property over \$5000 in value.

Locker

Theft from a locker.

Bicycle

Theft of a bicycle.

Motor Vehicle

Motor Vehicle Theft.

23. Transit Offence:**Bus Operation**

Incident deterring from regular bus operation.

Fare Offence

Failure to present proper fare.

Public Nuisance

Nuisance deterring the public from use of transit system.

Bring unauthorized vehicle on transit property

Drive non-transit motor vehicle onto transit-only property.

Obstruction

Interfering with the operation, an Operator or an Operator's directive on a bus.

24. Trespass: Caution**Issued**

One or more Individuals issued a warning or ban to one or more City facilities.

Trespasser on site

Banned individual observed on facility property.

25. Vandalism:**City Property Damage**

Damage of property belonging to the City.

Litter

Objects strewn or scattered about.

Non-City Property Damage

Damage of property not belonging to the City.

Motor Vehicle

Vandalism in which a motor vehicle is damaged or defaced.

26. Weapons:**Possession of Weapon**

Possession of any weapon restricted by the law or object that could be used as a weapon.

2017 Graffiti Incidents Summary

Appendix 4

Definitions

Type of Graffiti	Description	Removal Service Level
Hate	Conveys political messages, racial, religious or ethnic slurs	Within 2 business days
Offensive	Drawings, messages, etc. that are obscene, lewd or indecent	Within 2 business days
Tagging	Repeated use of a symbol or initials	Within 5 business days
Gang	Markings associated with gangs or to mark territory	Within 5 business days
Mural	Large images, such as a paintings or designs, resembling intricate artwork	Within 5 business days
Inoffensive	Drawings or markings or messaging that deface property	Within 5 business days

Note: There is no nationally recognized standard for graffiti classification; however the above types are consistent with other municipalities and law enforcement agencies in the Region of Peel as well as the Greater Toronto Area.

Graffiti Incidents by Location

There were 925 reported graffiti incidents in 2017. The total numbers of incidents by location are listed in the table below:

Graffiti Incidents by Location		
Location	Total # of Incidents	Total % of Incidents
City Road Allowances*	544	59%
City Parks	298	32%
City Properties	25	3%
Bus Shelters	20	2%
Private Property	38	4%
TOTAL	925	100%

* City road allowances include utility, communication and postal companies' property and equipment.

Graffiti Incidents by Ward

The following table provides the percentage by ward of the total number of graffiti incidents:

Graffiti Incidents by Ward		
Ward	2016 (% of Total Incidents)	2017 (% of Total Incidents)
1	12%	10%
2	6%	5%
3	5%	11%
4	13%	8%
5	4%	3%
6	3%	3%
7	6%	4%
8	7%	5%
9	12%	14%
10	6%	8%
11	4%	2%
Unreported*	23%	28%

* Note: Because roads span across multiple wards, the graffiti tracking system is unable to attribute wards to most city road allowance incidents.

Public Reported Graffiti

	2016 Public Reported Graffiti	2017 Public Reported Graffiti	YoY % Change
Total Number of Graffiti Incidents	136	404	197%
City Online Services (Dynamic Portal)	33	102	209%
Email	7	18	157%
open311 (Pingstreet)	15	88	487%
Other (Councillor Offices, Public Info)	4	29	625%
3-1-1 (Phone)	51	160	214%
Social Media (Facebook / Twitter)	0	1	100%
Unknown	26	6	-77%

Incidents by Graffiti Types

The following table provides the breakdown of the graffiti incidents by type:

Graffiti Incidents by Type		
Type	Number of Incidents	% of Total
Inoffensive	446	48%
Tagging	263	28%
Offensive	71	8%
Gang	27	3%
Hate*	69	8%
Mural	11	1%
Not Reported	38	4%
TOTAL	925	100%

Graffiti Removal Targets

The following is a breakdown of the 2017 service level targets by location. Service levels have been established for the time to remove of each of the six types of graffiti. Hate graffiti for example has a service level of removal within 2 business days.

Graffiti SLA Targets by Location			
Location	Total # of Incidents	SLA Target Achieved	%
City Road Allowances	544	380	70%
City Parks	298	241	81%
City Properties	25	24	96%
Bus Shelters	20	9	45%
Private Property	38	N/A*	N/A*
TOTAL	925	654	74%

*Note: Service levels for removal of graffiti from private property is based on the Property Standards By-law specifications, which are different from the service levels set for City owned properties.

Business unit responsible for Graffiti removal:

Business Unit/Division	Graffiti Location
Works Operations and Maintenance	City Road Allowances; Utility & Communication Companies' property or equipment; Canada Post property
Parks Operations	City Parks
Building Services and Operations	City Buildings
Transit Enforcement	Bus Shelters
Compliance and Licensing	Private Property

Removal Costs

In 2017, the total cost for graffiti removal was \$117,576. This included both contracted vendors as well as labour costs.

The total cost for contracted vendor graffiti removal services was \$80,498:

Graffiti Removal Costs: Contracted Vendor	
Location	Cost
City Road Allowance and City Parks	\$78,766
City Properties	\$1,732
TOTAL	\$80,498

The total staff labour cost associated with graffiti removal was \$37,078:

Graffiti Removal Costs: Staff Labour	
Unit	Cost
Parks Operations	\$6,790
Works Operations	\$29,838
Facilities Operations	\$450
TOTAL	\$37,078

City of Mississauga

Corporate Report



Date: 2018/01/25

To: Chair and Members of Governance Committee

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

Originator's files:

Meeting date:
2018/02/12

Subject

Requirements for Citizen Appointment to Committees of Council

Recommendation

That Governance Committee provide direction on the condition of Canadian citizenship as a requirement of Corporate Policy 02-01-01 Citizen Appointments to Committees, Boards and Authorities.

Background

In recent years, Members of Council have made several comments with respect to the requirement for citizen members on committees of Council to be a Canadian Citizen, as per Corporate Policy 02-01-01 entitled "Citizen Appointments to Committees, Boards and Authorities" (Appendix 1). On September 27, 2016, a report to the Diversity and Inclusion Advisory Committee (DIAC) recommended that DIAC provide direction regarding the criteria for Canadian citizenship for citizen appointments (Appendix 2).

In response to these inquiries and in preparation for the upcoming 2018 Municipal Election and subsequent citizen appointments to committees of Council, benchmarking was undertaken with twelve (12) municipalities and is attached as Appendix 3. The scope of the research was to determine if other municipalities specify Canadian citizenship as a general requirement for citizen members to be eligible to be appointed to committees.

Comments

The purpose of Policy 02-01-01, Citizen Appointments to Committees, Boards and Authorities is to permit Council to appoint residents of Mississauga as citizen members of committees to utilize their knowledge and skills. Policy 02-01-01 requires that citizen members of committees must be Canadian Citizens.

Governance Committee	2018/01/25	2
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In reviewing other municipalities, only two (2) (Brampton and Kingston) specify Canadian citizenship as a general eligibility requirement for appointment to committees of Council (Appendix 3). The most common requirements amongst the municipalities that were benchmarked were: legal voting age (18 years) and that a citizen be a resident or a property owner in the municipality.

In 2016, a working group of DIAC members was developed to provide input into the Mississauga Citizenship Program. Discussions with this group lead to the consensus that the Canadian citizenship requirement for citizen members to be appointed on committees of Council should remain.

Strategic Plan

The Belong pillar of the Strategic Plan identifies “Getting involved in local government” as a priority. This establishes the need to educate newcomers to Mississauga on opportunities available in local government such as the ability to serve on boards and committees. Sitting as a citizen member on a committee of Council is one of many ways in which residents can participate in the development of their community and the future of the City.

Financial Impact

Not applicable.

Conclusion

The City of Mississauga represents one (1) of three (3) municipalities of the twelve (12) reviewed, which specify Canadian citizenship as part of the general eligibility requirements to be appointed to Committees, Boards and Authorities. The members of the DIAC working group found this requirement to be purposeful and agree that it should remain part of the eligibility criteria. Staff are requesting direction regarding Corporate Policy 02-01-01 Citizen Appointments to Committees, Boards and Authorities with respect to the eligibility requirement of Canadian citizenship.

Governance Committee	2018/01/25	3
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Attachments

Appendix 1: Corporate Policy 02-01-01 Citizen Appointments to Committees, Boards and Authorities.

Appendix 2: Corporate Report dated, September 27, 2016, entitled Mississauga Citizenship Program.

Appendix 3: Benchmarking Research, 2018.



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

Prepared by: Allyson D'Ovidio, Legislative Coordinator

City of Mississauga

Corporate Policy & Procedure



Policy Title: Citizen Appointments to Committees, Boards and Authorities

Policy Number: 02-01-01

Section:	Municipal Government	Subsection:	Council and Committees
Effective Date:	September 10, 2014	Last Review Date:	September 2014
Approved by: Council		Owner Division/Contact: Support Services, Legislative Services - Office of the City Clerk Corporate Services	

Policy Statement

Council appoints citizen members to the City's committees, boards and authorities.

Purpose

Citizen appointments allow Council to utilize the knowledge and skills of the citizens of Mississauga. This policy establishes eligibility criteria and outlines the application and appointment process.

Scope

This policy applies to citizen appointments to any of the City's committees, boards and authorities, unless Council directs that an alternate appointment process be undertaken.

For the purposes of this policy, "committee" means committee, board, and authority.

Eligibility

Citizen members of committees must be:

- Canadian citizens
- A minimum of 18 years of age at the time of application, and
- Either a resident of Mississauga or a citizen who owns a business in Mississauga

Employees of the City of Mississauga or the Regional Municipality of Peel are not eligible.

Citizen members of committees will be required to provide, as a condition of appointment, confirmation that they do not have a criminal record for which a pardon has not been granted.

A citizen member who ceases to be eligible must submit his or her resignation to the committee.

Policy Number: 02-01-01	Effective Date: September 10, 2014	
Policy Title: Citizen Appointments to Committees, Boards and Authorities	Last Review Date: September 2014	2 of 4

Application process

Public Notice

The Office of the City Clerk, Corporate Services Department, arranges for a public notice to be placed on the City's web site and in newspaper(s) having general circulation in Mississauga, advising of citizen positions available on the various committees of Council. The public notice is usually placed in the fall of each election year and appears for three consecutive weeks.

Information Sessions

The public notice advises that an information session will be held for all committees. Citizens interested in serving on any of the committees may attend the information session. The Office of the City Clerk arranges the information session.

Application Form

Application forms are available on request from the Office of the City Clerk, at the information session and on the City's web site. Incumbents must reapply each term.

The application form will require applicants to provide information about their interests/experience as it relates to the committee to which they are applying. Applicants for all positions will be asked the same questions to ensure consistency and fairness in the evaluation process.

The application must be completed and submitted to the Office of the City Clerk by an established deadline. No applications will be accepted after the deadline.

Application Process for Election Campaign Finances Committee

The application process for the Election Campaign Finances Committee differs from that of other committees in that a public notice is placed on the City's web site and in newspaper(s) having general circulation in Mississauga in the spring, immediately prior to an election, rather than the fall and no information session is held.

Appointment Process

The appointment process will be undertaken in two phases, one for boards, authorities and quasi-judicial committees in the fall or early winter of the election year and one for advisory committees early the following year.

Screening Process

All applications received by the established deadline will be screened by the Office of the City Clerk in order to short list those candidates whose interests/experience align with the mandate of the committee they are applying for.

Policy Number: 02-01-01	Effective Date: September 10, 2014	
Policy Title: Citizen Appointments to Committees, Boards and Authorities	Last Review Date: September 2014	3 of 4

Nominating Committee

A Nominating Committee is established for each committee having citizen members. The review panel of each Nominating Committee will be comprised of a minimum of two members of the newly-elected Council who are appointed to, or previously sat on, the applicable committee.

Each Nominating Committee is responsible for reviewing the short list of applicants and, with the support of staff from the Office of the City Clerk, conducting interviews.

Selection

Following the interview process, potential appointees are selected by each Nominating Committee. The recommendations are consolidated by the Office of the City Clerk in a report to Council, in closed session, for their consideration and final approval.

The Office of the City Clerk notifies all applicants, in writing, of Council's decision and retains all applications on file.

Term of Office

Citizen members serve a term concurrent with that of Council and retain office until their successors are appointed.

The Office of the City Clerk will canvass citizen members of committees at mid-term to confirm that they wish to carry out the balance of their term.

While there are no specific term limits for citizen members of committees, Council may give preference to qualified applicants who have not had a previous opportunity to serve, over those who are seeking re-appointment after serving two consecutive terms.

Appointment Process for Election Campaign Finances Committee

The appointment process for the Election Campaign Finances Committee differs in that there is no Nominating Committee. Council will appoint a panel of staff to interview applicants. The staff panel will make a recommendation to Council with respect to the appointees to this committee. Citizen members of the Election Campaign Finances Committee are appointed prior to the election and serve for the term of office that commences following the municipal election. All other requirements with respect to the appointment process apply to the Election Campaign Finances Committee.

Filling Vacancies during Term of Committee

Vacancies are not filled after March 31 of an election year.

Policy Number: 02-01-01

Effective Date: September 10, 2014

Policy Title: Citizen Appointments to Committees,
Boards and Authorities

Last Review Date: September 2014

4 of 4

When a vacancy needs to be filled, the previous applications will be submitted to the applicable Nominating Committee for consideration.

If there are no previous applicants who are suitable and available to serve, the City Clerk repeats the application and appointment process described above (with the public notice appearing for two weeks, rather than three).

Expenses

Citizen members of committees may be eligible for the standard City of Mississauga car allowance. See Corporate Policy and Procedure – Business Expenses - Car Allowance.

Business cards are not provided to citizen members of committees.

Revision History

Reference	Description
GC-0300 – 2006 04 26	
GC-0585-2010 – 2010 09 15	
GC-0187-2013 – 2013 04 10	Citizens who owns a business in Mississauga may become Citizen members of committees
GC-0388-2014 – 2014 09 10	Revised citizen appointment process; applicant must be 18 and over

City of Mississauga

Corporate Report



Date: 2016/09/27

Originator's files:

To: Chair and Members of Diversity and Inclusion Advisory Committee

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

Meeting date:
2016/10/19

Subject

Mississauga Citizenship Program

Recommendation

1. That a working group consisting of members of the Diversity and Inclusion Advisory Committee and staff be created to provide input into the Mississauga Citizenship Program.
2. That the Diversity and Inclusion Advisory Committee provide direction regarding the criteria for Canadian Citizenship for citizen appointments.

Background

The Strategic Plan sets out vision and the strategic priorities for the City. Under the Belong pillar, one of the priorities is "Getting involved in local government" and states that "newcomers need to be educated on opportunities available in local government such as the ability to serve on various boards and committees." The Action Plan that accompanies the Strategic Plan identifies specific action items required to achieve the vision and includes the following action under the Belong Pillar:

Action 14: Engage newcomers by establishing a Mississauga citizenship program.

We will establish a Mississauga citizenship program, providing orientation for new residents on civic engagement opportunities.

The program will provide new immigrants with a better understanding of the inner workings and impact of local government. New immigrants will be recruited to serve on municipal agencies or committees, boards and commissions, just one of the ways they can be major contributors to the success of Mississauga.

The 2016 – 2018 Business Plan & 2016 Budget for Legislative Services, included budget to create a Mississauga Citizenship program for implementation in 2017 to better prepare residents for the opportunities available on City Council, committees, boards and authorities following the 2018 Municipal Election and into the future.

Comments

The proposed program is intended to provide residents with the opportunity to become more knowledgeable about local government and learn how they can become involved, especially in how they might potentially serve on Council, municipal boards, committees and authorities.

In reviewing other municipalities, no similar programs could be found. The Region of Peel offers 'Immigration Peel' that focuses on services such as; housing, health care and jobs. The City of Mississauga Library Services offer citizenship and settlement information sessions and services for newcomers but does not provide specific information regarding citizen engagement in municipal government. Both the Region of Peel and Mississauga Libraries expressed an interest in sharing any information the City could provide with their clients. In discussing the proposed program with other social service agencies it was found that they would all be interested in this type of information and would share it with their clients.

The content of the proposed program would include:

- Information related to the election process, both how to vote and how to become a candidate;
- Information related to potential citizen involvement opportunities on municipal boards, commissions and committees of Council;
- Speakers who could share the information with interested individuals, groups, organizations, etc.

It is recommended that a working group be established consisting of members of the Diversity and Inclusion Advisory Committee and staff to provide input into the program materials and best practices related to sharing the information.

Corporate Policy 02-01-01 Citizen Appointments to Committees, Boards and Authorities states that eligible citizen members of committees must be a Canadian citizen. The requirement for Canadian citizenship aligns with the Municipal Elections Act which states that candidates seeking office and voters must be Canadian Citizens. Direction is needed to determine whether Canadian citizenship should continue to be a requirement to serve. A review of other municipalities found some that required Canadian Citizenship was required while others did not have this as a requirement.

Strategic Plan

See Background Section of this report.

Financial Impact

Projected expenses associated to this program would be covered through the Council approved Budget of \$10,000.

Diversity and Inclusion Committee

2016/09/27

3

Originators files: File names

Conclusion

The proposed Mississauga Citizenship program is an opportunity to encourage residents to gain an understanding of local government and especially how they might get involved on Council, local boards, committees of Council and authorities. The involvement of a working group of DIAC members to provide input on the materials and how to share the information with residents is recommended. Staff requests direction regarding Corporate Policy 02-01-01 Citizen Appointments to Committees, Boards and Authorities regarding eligibility requirements related to Canadian Citizenship.

Attachments

Appendix 1: Corporate Policy 02-01-10 Citizen Appointments to Committees, Boards and Authorities



Gary Kent, Commissioner of Corporate Services and Chief Financial Officer

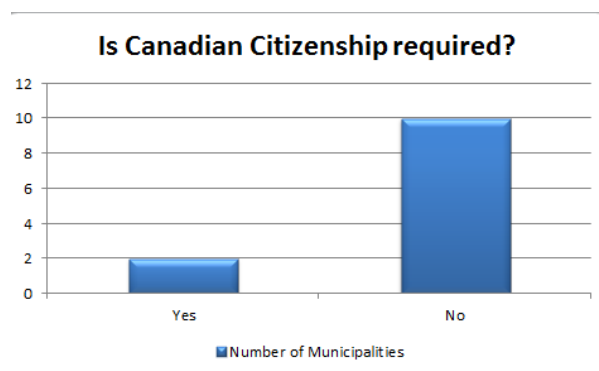
Prepared by: Diana Rusnov, Manager, Legislative Services/Deputy Clerk

Overview Summary

1. Is Canadian Citizenship a requirement for appointment as a citizen member of Committees of Council? (i.e. other than committees for which Canadian citizenship is a legislative requirement)

City of Mississauga: Canadian Citizenship is a requirement for citizen appointments to committees of Council.

Benchmarking: Of the 12 municipalities reviewed, only two (Brampton, Kingston) specify Canadian citizenship as a general eligibility requirement. The most common general eligibility requirements are: legal voting age (18 years) and resident or property owner in the municipality.



Detailed Responses

1. Is Canadian Citizenship a Requirement for Appointment as a Citizen Member of Committees of Council?

Of the 12 municipalities reviewed, only two (Brampton and Kingston) specify Canadian citizenship as a general eligibility requirement. The most common eligibility requirements are: legal voting age (18 years) and resident or property owner of the municipality.

Municipality	Eligibility Criteria; Must be:
Mississauga	<ul style="list-style-type: none"> • Canadian Citizen • Mississauga resident and/or business owner; • Minimum 18 years of age
Barrie	<ul style="list-style-type: none"> • Barrie Resident and/OR • Barrie Property Owner and/OR • Barrie Business Owner • Acknowledgement that the Code of Conduct applies to them and they agree to abide by the terms
Brampton	<ul style="list-style-type: none"> • Canadian Citizen • Brampton resident and/or business owner; • Minimum 18 years of age

Municipality	Eligibility Criteria; Must be:
Calgary	<ul style="list-style-type: none"> • Resident of Calgary • At least 18 years of age
Guelph	<ul style="list-style-type: none"> • Resident or owner of property in the City • At least 16 years of age or older (unless otherwise specified in the Advisory Committee's Terms of Reference)
Halifax Regional Municipality (HRM)	<ul style="list-style-type: none"> • a) A resident of HRM • b) At least 18 years of age (exceptions may be made by Council for committees specifically related to youth)
Kingston	<ul style="list-style-type: none"> • 18 years of age or older; • Must be a resident of the municipality, or an owner, tenant of land (or spouse of same) for the duration of the term; and be one of the following: <ul style="list-style-type: none"> ○ Canadian Citizen, or ○ Permanent Resident, a person who has been given permanent resident status by immigrating to Canada but is not a Canadian Citizen, and has resided in Kingston for at least one year.
London	<ul style="list-style-type: none"> • Must be of legal voting age (except for youth committee, which asks for youth, age 16-18)
Oakville	<ul style="list-style-type: none"> • Oakville property owners and/or residents • 18 years of age or older
Pickering	<ul style="list-style-type: none"> • Pickering property owners and/or residents • 18 years of age or older
Toronto	<ul style="list-style-type: none"> • Resident of Toronto, and • At least 18 years of age
Vancouver	<ul style="list-style-type: none"> • Live or work in Vancouver, or have a significant body of experience with Vancouver issues
City of Waterloo	<ul style="list-style-type: none"> • All residents, property owners, business owners, employees of businesses in the City of Waterloo or individuals enrolled in a City of Waterloo campus of a postsecondary institution shall be eligible to serve on Committees, subject to specific legislative requirements or requirements in the Council approved terms of reference.

City of Mississauga

Corporate Report



Date: 2018/03/06

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-57

Meeting date:
2018/03/21

Subject

15-Hour Parking Anytime (Lay-by) - Erin Centre Boulevard (Ward 10)

Recommendation

That a by-law be enacted to amend the Traffic By-law 555-2000, as amended, to implement 15-hour parking anytime on the south side of Erin Centre Boulevard in the lay-by between a point 80 metres (262 feet) west of Churchill Meadows Boulevard and a point 175 metres (574 feet) westerly thereof, as outlined in the report from the Commissioner of Transportation and Works, dated March 6, 2018 entitled "15-Hour Parking Anytime (Lay-by) - Erin Centre Boulevard (Ward 10)".

Background

The Transportation and Works Department is in receipt of a request from the Ward Councillor to permit 15-hour parking anytime in the existing lay-by on the south side of Erin Centre Boulevard between Churchill Meadows Boulevard and Ninth Line. A location map is attached as Appendix 1.

Comments

As per current City policy, five-hour parking is permitted in the lay-by. A site investigation by the Transportation and Works Department determined that 15-hour parking anytime could be supported within the specified limits of the existing lay-by as parking in the lay-by does not affect traffic operation on the roadway itself.

The Ward Councillor supports the proposed changes to the existing parking regulations.

Financial Impact

Costs for the sign installations can be accommodated in the 2018 operating budget.

Conclusion

The Transportation and Works Department supports the implementation of 15-hour parking anytime on the south side of Erin Centre Boulevard in the lay-by between a point 80 metres (262 feet) west of Churchill Meadows Boulevard and a point 175 metres (574 feet) westerly thereof.

Attachments

Appendix 1: Location Map - 15-Hour Parking Anytime (Lay-by) - Erin Centre Boulevard (Ward 10)



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

Prepared by: Alex Liya, Traffic Operations Technician



City of Mississauga Corporate Report



Date: 2018/02/20

To: Chair and Members of General Committee

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

Originator's files:

Meeting date:
2018/03/21

Subject

Dedication of 'Rink 1' at Meadowvale Four Rinks Mississauga (P-222) in Johnny Bower's name, located at 2160 Torquay Mews (Ward 9).

Recommendation

That 'Rink 1' at Meadowvale Four Rinks (P-222) be dedicated in honour of Johnny Bower as outlined in the Corporate Report dated February 20, 2018 from the Commissioner of Community Services.

Background

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

Meadowvale Four Rinks is the closest arena to the Bower home in Mississauga and a place he made volunteer contributions to Meadowvale Hockey Association. It is the primary 'home' of Meadowvale Hockey Association games and Rink 1, the most prominent surface at the facility - Johnny Bower also wore jersey number '1' throughout his Maple Leaf playing career.

The subject report outlines the request to dedicate 'Rink 1' at Meadowvale Four Rinks located at 2160 Torquay Mews in honour of Johnny Bower (Appendix 1).

John William Bower was born on November 8, 1924 in Prince Albert, Saskatchewan. After a medical discharge from the Canadian Army, he returned to Prince Albert in 1944 to play junior hockey. In 1945 he turned professional and played eleven seasons in the American Hockey

League, mostly for the Cleveland Barons whom he led to three league championships. At age 29, Bower made his National Hockey League debut with the New York Rangers.

Regarded as one of the most popular and revered players in Toronto Maple Leafs history, he was claimed by the club in the 1958 Inter-League Draft. During his time with the Maple Leafs he won the Vezina Trophy for league's top goaltender in 1961 & 1965 as well as consecutive Stanley Cup victories in 1961-62, 1962-63 and 1963-64. Bower was known for his hard-nosed, scrappy playing style. He won a fourth Stanley Cup with the Maple Leafs in 1967 and played a total of eleven seasons with the club. In 1969, Bower became the oldest goaltender to play in a Stanley Cup playoff game and in 1970, publically announced his retirement from hockey at 45 years of age.

Johnny Bower worked in various capacities for the Toronto Maple Leafs after his playing career including scout, goaltending coach and ambassador. He was elected to the Hockey Hall of Fame in 1976 and in 1998, was listed as one of The Hockey News' 100 greatest NHL Players. He was given a star on Canada's Walk of Fame and was one of the first 'Leaf Legends' to be honoured with a bronze statue outside of Air Canada Centre in Toronto.

Johnny Bower was married to his wife Nancy for 69 years and had a son, two daughters, eight grandchildren and six great grandchildren. Beginning in the 1990's he lived in Streetsville and later moved to Lisgar. He was involved in many local and regional charities including Peel Children's Safety Village, Crime Stoppers of Peel and Victim Services of Peel - he was the first and only honorary chief of Peel Regional Police in 2003. His passion for his community was demonstrated locally through charitable work and appearances including ones with Meadowvale Hockey Association.

Bower is a member of Mississauga's 'Legends Row' which recognizes and celebrates noteworthy residents who have made contributions to the betterment of Mississauga, Canada and the world. Lisgar's 'Bridlegate Park' (P-365) was renamed 'Johnny Bower Park' at General Committee on June 1, 2005.

Comments

In accordance with the City's "Property and Facility Naming and Dedications" corporate policy, the proposed dedication of 'Rink 1' at Meadowvale Four Rinks in honour of Johnny Bower is consistent with the selection criteria which give preference to names that "honour an individual's significant contribution to the community."

The Ward 9 Councillor has been consulted and supports the recommended dedication.

Financial Impact

Using the Council approved Official Opening and Event categories, this event falls under category C: Opening and Events with no capital budget. A ceremony for the plaque unveiling

and associated rink signage is intended to be held shortly after the October 22, 2018 Municipal Election. A budget of up to \$5,000 for the dedication plaque and associated signage will be absorbed by the Recreation Division operating budget.

Conclusion

The proposed dedication of 'Rink 1' at Meadowvale Four Rinks, Mississauga, located at 2160 Torquay Mews (Ward 9) in honour of Johnny Bower, is in accordance with the City's "Property and Facility Naming and Dedications" corporate policy. Recreation Division staff will continue to work with Meadowvale Hockey Association and the Ward 9 Councillor to confirm the date of a dedication ceremony, signage and plaque, intended to coincide with the Mississauga Hockey League season and be hosted in partnership with the local hockey club.

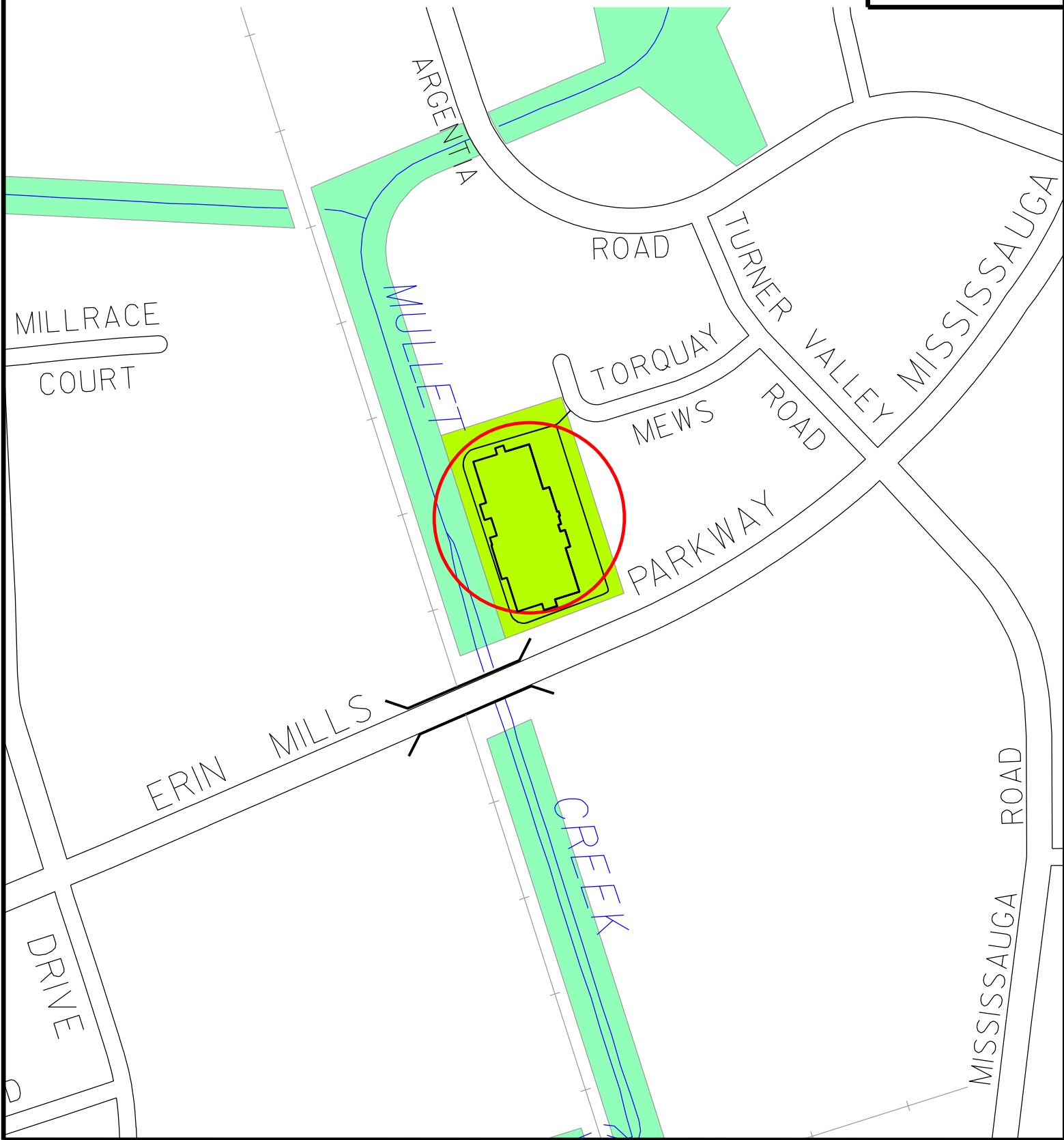
Attachments

Appendix 1: Dedication of Rink 1 at Meadowvale Four Rinks



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

Prepared by: Justin Agius, Planner, Park Planning



Dedication of Rink 1 at Meadowvale Four Rinks
Park Number: P-222



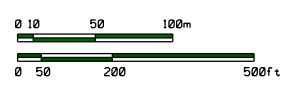
Arena location



Meadowvale Four Rinks Grounds



SCALE:



MISSISSAUGA

Produced by T&W, Geomatics

City of Mississauga

Corporate Report



Date: 2018/02/28

To: Chair and Members of General Committee

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

Originator's files:

Meeting date:
2018/03/21

Subject

Contract Renewals for City Standard Building Automation Systems Maintenance and Support

Recommendation

1. That the Corporate Report titled, "Contract Renewals for City Standard Building Automation System Maintenance and Support" dated February 28, 2018 from the Commissioner of Corporate Services and Chief Financial Officer, be received;
2. That the Building Automation Systems provided by Siemens Canada Limited, Convergent Technologies (formerly Thermo Automation Canada), and Ainsworth Inc. (formerly Direct Energy) continue to be designated as City Standards for the period of 2018 through to 2023;
3. That the Purchasing Agent or designate be authorized to execute the appropriate forms of commitment to Siemens Canada Limited for ongoing building automation system maintenance and support in an estimated amount of \$1,050,000, excluding taxes, based on a five year contract term, commencing in 2018 through to 2023;
4. That the Purchasing Agent or designate be authorized to execute the appropriate forms of commitment to Ainsworth Inc. for ongoing building automation systems maintenance and support in an estimated amount of \$300,000, excluding taxes, based on a five year contract term, commencing in 2018 through to 2023;
5. That the Purchasing Agent or designate be authorized to execute the appropriate forms of commitment to Convergent Technologies Ltd. for ongoing building automation systems maintenance and support in an estimated amount of \$800,000, excluding taxes, based on a five year contract term, commencing in 2018 through to 2023;

General Committee	201/02/28	2
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6. That the Purchasing Agent or designate be authorized to execute contract amendments to increase the value of the contracts with Siemens Canada Limited, Convergent Technologies and Ainsworth Inc. where necessary to accommodate growth and for which funding is approved in the budget.

Background

Building automation systems (BAS) are installed at City facilities as a technology solution to control lighting and building systems for energy efficiency and comfort. A competitive procurement process was conducted in 2005 to establish City Standard BAS selected suppliers. Three vendors were selected including, Siemens Building Technologies (now Siemens Canada Limited), Direct Energy Business Services (now Ainsworth Inc.) and Thermo Automation Canada (now Convergent Technologies) and were approved by Council; reference GC-0578-2005. This allows for a balanced competitive approach for procuring systems required for new construction and life-cycle replacement. Council approved the continued designation of these BAS as City Standards in 2012, reference GC-0507-2012.

The purpose of this report is to obtain authorization to continue to designate these BAS as City Standards and to renew the contract for maintenance and support with each vendor for a further five year term, on a single source basis, in accordance with the Purchasing By-law #374-2006 Schedule A (b) The Goods and/or Services are only available from one supplier by reason of: xi) A need exists for compatibility with, or for the maintenance and support of a City Standard and there are no reasonable alternatives, substitutes or accommodations.

Comments

The BAS have indefinite life-cycles and require ongoing maintenance and support to improve energy management and update technology. Timely maintenance extends the life of the asset and avoids the need for replacement. As these services can only be provided by the original vendor, it is recommended that contracts be renewed. Acceptable prices and terms will be negotiated for annual maintenance and support, and approved in the appropriate budgets.

Appendix 1 identifies the City Standards for BAS systems and maintenance costs requirements from 2018 through to 2023 for each system.

Financial Impact

The required annual support and maintenance costs for City Standard Building Automation Systems is included in the 2018 Facilities and Property Management operating budget.

The estimated cost for maintenance of BAS from 2018 through to 2023 is \$2,150,000 (See Appendix 1)

Conclusion

Building Automation Systems have been designated by Council as City standards and are essential to City services and operations to achieve the reduction of utility costs and greenhouse gasses. In accordance with Purchasing By-law (374-06), purchase contracts with the suppliers of these City Standards are executed on a single source basis. Staff in FPM and Material Management will negotiate agreement terms and all commitments are reviewed by Legal Services.

Attachments

Appendix 1: City Standard Building Automation Systems Vendors



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

Prepared by: Rob Bowslaugh, Manager, Facilities Maintenance, Facilities and Property Management

City Standard Building Automation Systems Vendors

Vendor Name	City Facilities Supported	Maintenance budget requirements from 2018-2023
Siemens Canada Limited	<ul style="list-style-type: none"> • Braeban Golf Course • Civic Centre, • Central Library • Community Common Comfort Station • Living Arts Centre • Port Credit Arena • South Common CC • Edward J Dowling Centre (Mississauga Transit - 975 Central Parkway) • Woodlands Library 	\$1,050,000
Ainsworth Inc. (formerly Direct Energy)	<ul style="list-style-type: none"> • Clarkson CC • Carmen Corbasson CC • Garry W Morden Fire Training Center • Malton CC • Burnhamthorpe Library • Clarkson Yard • Erin Mills Twin Arena • Iceland Arena • Hershey Sports Complex only 	\$300,000

City Standard Building Automation Systems Vendors

<p>Convergint Technologies Ltd. (formerly Thermo Automation Canada/TACanada)</p>	<ul style="list-style-type: none"> • Mississauga Transitway Stations (Dixie, Tomken, Central Parkway, Tahoe, Etobicoke Creek, Orbitor, Spectrum, Renforth) • City Centre Transit Terminal • Frank McKechnie CC • Hershey Centre Main Bowl and Community Ice Rinks • Holcim/Harding Estate • Huron Park CC • Malton Satellite Terminal • Malton Yard • Mavis Yard • Meadowvale 4 Rinks • Meadowvale Yard • Mississauga Valley CC • River Grove CC • Semenyk Court • Meadowvale CC • Tomken Twin Arena 	<p>\$800,000</p>
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City of Mississauga Corporate Report



Date: 2018/03/02

To: Chair and Members of General Committee

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

Originator's files:

Meeting date:
2018/03/21

Subject

2017 Council Remuneration and Expenses

Recommendation

That the 2017 statement of remuneration and expenses detailed in Appendix 1 attached to the report dated March 2, 2018 from the Commissioner of Corporate Services and Chief Financial Officer entitled 2017 Council Remuneration and Expenses be received for information.

Background

In accordance with the Municipal Act 2001, S.O. 2001, C.25, Section 284, a statement of remuneration and expenses paid to Members of Council, local boards and committees in the preceding year must be submitted to Council by March 31 of each calendar year.

Under the Municipal Act, a Business Improvement Area is a board of management and therefore considered a local board of the municipality and must be included in this report to Council.

Only members of local boards and committees that received payment in the form of remuneration and/or expenses in 2017 are listed in this report. All other committee or board members not in receipt of compensation were excluded.

At the December 2, 2015 Budget Committee meeting (BC-0062-2015), a recommendation was passed to transfer any remaining unspent funds in each Councillor's budget at year to their next year's budget during their four year term of Council. Subsequently, this recommendation was adopted by Council on December 9, 2015. As per the Council decision, no monies will carry over from one term of Council to the next one.

Financial Impact

The remuneration and expenses paid to all elected officials are in accordance with City of Mississauga By-law 511-2002.

General Committee	2018/03/02	2
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All elected official expenditures are within the budgets approved for 2017.

In 2017, \$205,019 of unspent Councillor operating funds will be carried forward to the 2018 budget.

Conclusion

Appendix 1 itemizes the 2017 remuneration and expenses of the Mayor, Members of Council, and members of local boards and committees, that are appointed by Council, including Enersource Corporation.

Attachments

Appendix 1: 2017 Statement of Remuneration and Expenses



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

Prepared by: Mark Beuparlant, Manager, Financial and Treasury Services



**MEMBERS OF COUNCIL AND COMMITTEES
FOR THE CITY OF MISSISSAUGA
STATEMENT OF REMUNERATION AND EXPENSES
FOR THE YEAR ENDED DECEMBER 31, 2017**

MEMBERS OF COUNCIL

		TOTAL SALARY	FRINGE BENEFITS *	CAR ALLOWANCE	CONSTITUENCY EXPENSES	
					ACTUAL	BUDGET **
Crombie, B.	Mayor	139,374.04	28,435.10	0.00	84,406.03	104,100.00
Tovey, J.	Ward 1	86,916.73	22,000.44	17,304.00	17,249.04	43,985.91
Ras, K.	Ward 2	86,916.73	22,000.44	17,304.00	28,290.65	47,699.24
Fonseca, C.	Ward 3	86,916.73	22,000.44	17,304.00	21,395.91	40,344.13
Kovac, J.	Ward 4	86,916.73	19,141.16	17,304.00	16,601.45	55,519.55
Parrish, C.	Ward 5	86,916.73	7,273.31	17,304.00	34,856.99	36,837.08
Starr, R.	Ward 6	86,916.73	4,414.03	17,304.00	32,635.15	46,162.20
Iannicca, N.	Ward 7	86,916.73	22,000.44	17,304.00	25,403.84	37,771.26
Mahoney, M.	Ward 8	86,916.73	22,000.44	17,304.00	21,579.35	53,311.47
Saito, P.	Ward 9	86,916.73	20,932.08	17,304.00	21,024.81	35,289.25
McFadden, S.	Ward 10	86,916.73	22,000.42	17,304.00	25,757.22	35,768.09
Carlson, G.	Ward 11	86,916.73	22,000.44	17,304.00	20,175.97	37,301.25

* Benefit coverage costs in accordance with members of Council Remuneration By-law (#05-11-2002).

** Budget includes previous year's unspent budget carryover for Councillors.



**MEMBERS OF COUNCIL AND COMMITTEES
FOR THE CITY OF MISSISSAUGA
STATEMENT OF REMUNERATION AND EXPENSES
FOR THE YEAR ENDED DECEMBER 31, 2017**

ACCESSIBILITY ADVISORY COMMITTEE - CITY APPOINTED MEMBERS

	TRANSPORTATION	PARKING EXPENSES
Buckner, M.	0.00	10.00
Chafe, C.	318.10	0.00
Husain, N.	77.00	0.00
Khedr, R.	32.42	0.00
Lowe, C. R.	240.00	0.00
Sherwani, M.	0.00	15.00
Smith, A.	0.00	15.00
Taddeo, M.	35.00	0.00
Wall, S.	0.00	15.00
Zaidi, A.	70.00	0.00

ALECTRA BOARD OF DIRECTORS - CITY APPOINTED DIRECTORS

	HONORARIUM	MEETING PER DIEM	OTHER EXPENSES
Beasley, G.	30,823.30	39,700.00	2,655.56
Crombie, B.	22,663.30	25,950.00	0.00
* Elliott, D.	1,833.34	3,600.00	0.00
* Kuga Pikulin, L.	1,833.34	3,000.00	0.00
Loberg, N.	73,312.68	6,000.00	2,795.85
* MacCallum, R.	2,166.66	3,600.00	0.00
* Saito, P.	0.00	3,600.00	0.00
* Starr, R.	0.00	3,000.00	0.00
* Warner, D.	1,833.34	2,400.00	0.00

* January 2017 only as Enersource Corporation prior to Merger

BUSINESS IMPROVEMENT ASSOCIATION - MALTON

	TOTAL SALARY	FRINGE BENEFITS	CONFERENCE EXPENSES
Scott, S.	36,375.00	0.00	549.02
Foster, S.	3,855.31	276.11	0.00



**MEMBERS OF COUNCIL AND COMMITTEES
FOR THE CITY OF MISSISSAUGA
STATEMENT OF REMUNERATION AND EXPENSES
FOR THE YEAR ENDED DECEMBER 31, 2017**

BUSINESS IMPROVEMENT ASSOCIATION - PORT CREDIT

	TOTAL SALARY	FRINGE BENEFITS	CONFERENCE EXPENSES	MILEAGE AND PARKING EXPENSES
Aaron, E.	5,024.78	0.00	0.00	93.56
Baird, T.	0.00	0.00	865.56	0.00
Bozzo, J.	0.00	0.00	865.56	0.00
McGarrell, B.	0.00	0.00	706.56	0.00
Klein, H.	0.00	0.00	490.27	0.00
Moriera, B.	62,443.73	1,500.00	2,479.59	225.47
Navoumski, I.	4,461.60	0.00	0.00	64.04
Pajtasz, A.	42,784.72	500.00	2,475.08	200.78
Pedler, J.	0.00	0.00	865.56	0.00
Timms, E.	80,481.06	1,500.00	2,518.00	433.18
Whitaker, P.	0.00	0.00	865.56	0.00

BUSINESS IMPROVEMENT ASSOCIATION - STREETSVILLE

	TOTAL SALARY	FRINGE BENEFITS	CONFERENCE EXPENSES	MILEAGE AND 407ETR EXPENSES
Bunting, K.	29,131.77	1,930.67	0.00	115.50
Fleming, J. M.	58,000.08	3,734.77	145.10	2,020.92
Scott, S.	9,440.00	589.52	0.00	0.00

COMMITTEE OF ADJUSTMENT - CITY APPOINTED MEMBERS

	TOTAL SALARY	FRINGE BENEFITS	MILEAGE EXPENSES	PARKING EXPENSES	CONFERENCE
George, D.	10,744.68	255.76	2,040.00	185.71	1,676.52
Kennedy, D.	8,848.56	210.65	1,680.00	185.71	0.00
Page, J.	10,534.00	704.55	2,000.00	185.71	0.00
Patrizio, S.	10,534.00	704.56	2,000.00	185.71	0.00
Quinn, P.	10,112.64	676.38	1,920.00	185.71	0.00
Reynolds, D.	8,637.88	574.42	1,640.00	185.71	0.00
Robinson, J.	9,059.24	589.31	1,720.00	185.71	0.00



**MEMBERS OF COUNCIL AND COMMITTEES
FOR THE CITY OF MISSISSAUGA
STATEMENT OF REMUNERATION AND EXPENSES
FOR THE YEAR ENDED DECEMBER 31, 2017**

ENERSOURCE CORPORATION - CITY APPOINTED DIRECTORS

	HONORARIUM	MEETING PER DIEM	OTHER EXPENSES
Kuga Pikulin, L.	12,375.00	3,900.00	0.00
Starr, R.	12,375.00	5,200.00	0.00
Warner, D.	22,460.00	6,500.00	783.00

ENVIRONMENTAL ACTION COMMITTEE

	PARKING EXPENSES
Bass, B.	25.00
Beaton, D.	0.00
Cooper, C.	0.00
Dalton, C.	35.00
Dawber, A.	0.00
Deidun-Roork, J.	10.00
Dumesle, A.	10.00
Goyal, M.	0.00
Karnik, E.	0.00
Kramer, M.	0.00
Mallett, L.A.	30.00
Rasekhi, R.	0.00
Storey, S.	20.00
Verma, P.	0.00

GOVERNANCE COMMITTEE

	PARKING EXPENSES
Magill, J.	20.00
Milakovic, S.	25.00



**MEMBERS OF COUNCIL AND COMMITTEES
FOR THE CITY OF MISSISSAUGA
STATEMENT OF REMUNERATION AND EXPENSES
FOR THE YEAR ENDED DECEMBER 31, 2017**

HERITAGE ADVISORY COMMITTEE

	PARKING EXPENSES	CONFERENCE EXPENSES
Battaglia, M.	24.15	0.00
Bjarnason, B.	31.05	0.00
Cutmore, R.	34.50	0.00
Dodaro, D.	13.80	0.00
Graves, L.	13.80	0.00
Holmes, J.	27.60	0.00
Mateljan, R.	24.15	0.00
McCuaig, C.	34.50	1,215.52
McGuigan, P.	0.00	0.00
Natalizio, D.	0.00	0.00
Stolarz, M.	20.70	0.00
Wilkinson, M. N.	27.60	0.00

MISSISSAUGA APPEAL TRIBUNAL

	MEETING PER DIEM	PARKING EXPENSES
Chera, S. S.	250.00	0.00
Chopra, R.	250.00	40.00
Chung, R.	150.00	0.00
Laverriere, L.	150.00	40.00
Lyn, L.	300.00	0.00

MISSISSAUGA CYCLING ADVISORY COMMITTEE

	PARKING EXPENSES
Buchanan, R.	0.00
Daglish, D. E.	0.00
Giggs, J.	0.00
Kozo, E.	13.51
Morris, D.	0.00
Nayer, I.	0.00
Symons, G.	0.00
Tomiuk, D.	0.00



**MEMBERS OF COUNCIL AND COMMITTEES
FOR THE CITY OF MISSISSAUGA
STATEMENT OF REMUNERATION AND EXPENSES
FOR THE YEAR ENDED DECEMBER 31, 2017**

MISSISSAUGA PUBLIC LIBRARY BOARD

	COURSE EXPENSES	MILEAGE EXPENSES
Almond, M.	0.00	0.00
Chopra, R.	167.90	33.07
Naismith, L.	0.00	0.00

MUSEUMS OF MISSISSAUGA ADVISORY COMMITTEE

	PARKING EXPENSES
Coghlan, M.	5.00
Davies, W.	5.00
Delves, J.	5.00
Fabrickiewicz, A.	5.00
Pegram, J.	10.00
Zammit, J.	15.00

PROPERTY STANDARDS COMMITTEE - CITY APPOINTED MEMBERS

	MEETING PER DIEM	PARKING EXPENSES
Alvi, M.	150.00	0.00
Jokhio, R.	150.00	5.40
Shalamay, G.	150.00	0.00
Willchuk, D.	0.00	0.00
Zoerb, M.	150.00	0.00

PUBLIC VEHICLE ADVISORY COMMITTEE

	PARKING EXPENSES
Cormier, A.	25.00
Kohli, V.	5.00
Pandori, B.	20.00
Punian, K. S.	15.00
Singh Sethi, H.	20.00
Singh, N.	20.00
Singh, R.	20.00
Zahavy, J.	15.00



**MEMBERS OF COUNCIL AND COMMITTEES
FOR THE CITY OF MISSISSAUGA
STATEMENT OF REMUNERATION AND EXPENSES
FOR THE YEAR ENDED DECEMBER 31, 2017**

ROAD SAFETY COMMITTEE

	PARKING EXPENSES
Barakat, T.	5.00
DeCaire, A.	5.00
Hayes, A.M.	5.00
Howard, T.	5.00
Matthew M.	5.00
Power, T.	5.00
Ramlakhan, A.	5.00
Sharma, S.	5.00

TRAFFIC SAFETY COUNCIL - CITY APPOINTED MEMBERS

	MILEAGE EXPENSES	CONFERENCE EXPENSES	PARKING EXPENSES
Beniuk, S.	298.13	0.00	40.00
Bhaskar, A.	51.75	0.00	40.00
Butt, B.	0.00	0.00	80.00
Coulson, T.	0.00	778.16	40.00
Goegan, L.	669.36	0.00	40.00
Gordon-Mohamud, D.	0.00	0.00	0.00
Kumra, S.	188.69	0.00	0.00
Relf, H.	166.79	0.00	80.00
Sharma, A.	0.00	0.00	0.00
Sherwani, M.	0.00	0.00	40.00
Suess, D.	212.50	0.00	0.00
Swedak, B.	0.00	0.00	0.00
Syed, A.	0.00	0.00	40.00
Vukobrat, K.	0.00	0.00	40.00
Westbrook, P.	470.72	0.00	80.00

City of Mississauga

Corporate Report



Date: 2018/03/06

To: Chair and Members of General Committee

From: Mary Ellen Bench, BA, JD, CS, CIC.C, City Solicitor

Originator's files:
LA.25-17-331

Meeting date:
2018/03/21

Subject

Political Advertising Inside City Facilities

Recommendation

That the report entitled "Political Advertising Inside City Facilities" from the City Solicitor be received for information.

Report Highlights

- Political advertising is a protected form of expression according to the *Canadian Charter of Rights and Freedoms* (the "Charter").
- Municipalities cannot prohibit Paid for political advertising on city owned property in locations where other forms of commercial advertising are typically permitted, but political advertising will be subject to the same policy constraints as other forms of commercial advertising.
- The City's Use of City Resources During an Election Campaign Policy (the "Election Policy") is legally compliant with the *Charter*. According to this policy, election campaign materials that promote a political candidate for a municipal, provincial or federal election can only be displayed inside certain City facilities when space is purchased in accordance with the City's Advertising Policy. City resources purchased using City expense accounts that identify councillors including newsletters can be displayed and distributed until June 30th of an election year.
- The City's Election Policy is consistent with how the City has treated the display of campaign materials on City owned property in the past. During the 2014 municipal election, Paid for candidate advertising was permitted inside City facilities at locations where commercial advertising was also permitted.

General Committee	2018/03/06	2
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Background

According to recent amendments to the Ontario *Municipal Elections Act*, municipalities are now required to establish rules and procedures for the use of municipal resources (including City facilities) during an election campaign period. On November 2, 2017, General Committee approved recommendation 0742-2017 regarding the Use of City Resources During an Election Campaign Policy (the “Election Policy”) in principle and asked staff to bring back a report on campaign material as it related to the Placing Advertisements with the City Policy 03-09-01 (the “Advertising Policy”).

According to the City’s Election Policy, election campaign materials that promote a political candidate for a municipal, provincial or federal election can only be displayed inside certain City facilities when space is purchased in accordance with the City’s Advertising Policy. City resources purchased using a City expense account that identify a councillor including newsletters or promotional items such as stickers can be distributed until June 30th of an election year. According to the Election Policy and the Council Code of Conduct, a City resource cannot be used for any purpose related to an election campaign. To eliminate any perception that a City resource that identifies a councillor is being used for election purposes, the Election Policy and Code of Conduct prohibits said resources from being distributed after June 30th.

The *Municipal Elections Act* permits election advertising starting from when a candidate or third party advertiser files his/her nomination or registers with the City Clerk (as early as May 1st) and ends on December 31st (subject to a supplementary filing date for financial statements) of an election year. According to the City’s Sign By-law, a municipal election sign can be displayed on private property during the thirty days (including election day) that precede an election.

Comments

Political Advertising on City Owned Property is a Legal Right

Freedom of expression (including political expression) is a right guaranteed by the *Canadian Charter of Rights and Freedoms* (the “*Charter*”). In 2009, the Supreme Court of Canada ruled that a municipality cannot prohibit Paid for political advertising in locations where commercial advertising is normally permitted. As such, once a municipality permits commercial advertising on its property, it cannot restrict the content of said commercial expression unless the restriction is reasonable. A reasonable restriction of content can include content that is discriminatory, hateful or violent. Prohibiting political advertising where commercial advertising is permitted is not a reasonable restriction.

Since the City’s Advertising Policy permits Paid for commercial advertising at certain City facilities, the City would be at risk of a legal challenge if it prohibits Paid for political advertising in those same spaces. To ensure City policies comply with the *Charter*, Paid for advertising whether for private commercial or election related purposes should be treated the same.

General Committee	2018/03/06	3
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Permitted Commercial Advertising on City Property

The City permits Paid for advertising on City owned property in accordance with the City's Advertising Policy, subject to certain restrictions including but not limited to content that conflicts with the City's core values, incites violence/hatred, contains derogatory portrayals of individuals/groups or may have adverse effects on public safety. Paid for advertising is permitted on the following City owned property:

- Community centres – i.e. information racks for pamphlets, arena rink boards, bulletin boards, posters (designated snap frames and backlit signs),;
- Libraries – i.e. racks and bulletin boards;
- Any outlet used by the City to deliver advertisements including newspapers, brochures, websites
- Digital sign next to Celebration Square - located at the northwest corner of Burnhamthorpe Road and Duke of York Boulevard; and
- City buses and bus shelters.

According to the City's Election Policy, political advertising would be permitted in these same locations subject to compliance with the City's Advertising Policy. This approach is consistent with the *Charter* because the policy does not differentiate between private commercial and political advertising. Both forms of advertising are treated the same.

Permitted Community Based Advertising on City Property

The City permits community groups to advertise on free bulletin board spaces, City owned road allowances and electronic boards located on certain City facilities. According to the City's Election Policy, materials that promote a political candidate are not permitted to be placed on these bulletin boards, road allowances or electronic boards. This prohibition is legally defensible since the spaces are dedicated to promoting community based programs meetings and special events, and not for general commercial advertisements. Persons wishing to promote a candidate either inside City facilities or outdoors on private property can do so in accordance with the City's Advertising Policy and Sign By-law respectively.

It is worth noting that the ability to promote election candidates by purchasing space in accordance with the City's Advertising Policy is consistent with the City's past practice. During the 2014 municipal election, Paid for election advertising was permitted inside City facilities where Paid for commercial advertising was permitted, subject to policy guidelines. Election materials on free community boards were not allowed.

Financial Impact

N/A

Conclusion

Political advertising is a form of expression that is protected by the *Charter*. As such, the City cannot prohibit Paid for election advertising in locations where commercial advertising is normally permitted. By allowing for the purchase of advertising that promotes a political candidate at certain City locations (subject to the City's Advertising Policy), the Election Policy is compliant with the *Charter*.



Mary Ellen Bench, BA, JD, CS, CIC.C, City Solicitor

Prepared by: Robert Genoway, Legal Counsel

City of Mississauga

Corporate Report



Date: 2018/03/02

To: Chair and Members of General Committee

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

Originator's files:

Meeting date:

2018/03/21

Subject

Inaugural Council Meeting Update

Recommendation

- 1) That the Inaugural Council meeting for the 2018–2022 term of Council be scheduled on Monday, December 3, 2018 at the Living Arts Centre, Hammerson Hall.
- 2) That printed tickets for the Mayor and Members of Council's invited guests be used for the 2018 Inaugural Council meeting as outlined in the report titled *Inaugural Council Meeting Update* dated March 2, 2018 from the Commissioner of Corporate Services and Chief Financial Officer.

Report Highlights

- The 2014 Inaugural Council meeting was the first to be held at the Living Arts Centre in Hammerson Hall. The new venue provided greater seating capacity and enabled more members of the public to attend. Prior to 2014, the Inaugural Council meeting was held in the Council Chamber, however due to the seating limitations, not many members of the public were able to attend.
- Hammerson Hall along with the Atrium at the Living Arts Centre is available on December 3, 2018 and has been booked on a preliminary basis to host the Inaugural Council meeting, commencing at 7 p.m. followed by a reception; pending approval by Council.
- Printed tickets are being recommended for the 2018 Inaugural Council meeting. A total of 30 printed tickets will be issued to the Mayor and each Member of Council. Their invited guests will be seated in a reserved section of Hammerson Hall on a first come, first serve basis.

Background

In preparation for the transition to the 2018–2022 term of Council, staff from Legislative Services/Office of the City Clerk and Communications have initiated planning for the Inaugural Council meeting.

The 2014 Inaugural Council meeting was held on December 2, 2014 at the Living Arts Centre in Hammerson Hall. The new venue provided greater seating capacity for the Mayor and Members of Council invited guests as well as greater capacity for members of the public to attend.

Previously, the Inaugural Council meeting was held in the Council Chamber; however, due to seating limitations, few members of the public were able to attend in person.

Comments

Hammerson Hall at the Living Arts Centre is available on Monday, December 3, 2018 and has been booked on a preliminary basis to host the Inaugural Council meeting, commencing at 7 p.m., pending approval by Council. In addition, staff is working to determine the logistics required to live stream the meeting. Should live streaming not be possible, taping the event and posting it to the City's mississauga.ca web site following the event will occur.

A reception will be held immediately following the Inaugural Council meeting in the Atrium of the Living Arts Centre. This space has also been booked on a preliminary basis.

Printed tickets are being recommended for the 2018 Inaugural Council meeting as they enable the Living Arts Centre ushers to easily identify and seat Mayor and Council's invited guests. A total of 30 printed tickets will be issued to the Mayor and each Member of Council. A portion of the lower section within Hammerson Hall will be reserved to seat all of Mayor and Council's invited guests on a first come, first serve basis. In addition, members of the public will not require nor receive a printed ticket. They will be seated behind the reserved section for invited guests, and will also be seated on a first come, first serve basis.

In addition to the venue and ticket logistics, staff is working to determine the photography requirements for the Inaugural Council meeting including group and individual photos for the Mayor and Members of Council. As was done for previous Inaugural photography sessions, a detailed outline and schedule will be shared in advance of the December 3 meeting date.

Financial Impact

The costs associated with the Inaugural Council meeting are included in the 2018 Elections budget. It is expected that all costs associated with holding the meeting at the Living Arts Centre will be accommodated within the existing budget.

General Committee

2018/03/02

3

Originators files: File names

Conclusion

It is expected there will again be significant public interest for the Inaugural Council meeting for the 2018–2022 term of Council. As such, it is recommended that printed tickets be used for Mayor and Council's invited guests. In addition, it is recommended that since Hammerson Hall at the Living Arts Centre was able to adequately accommodate both the invited guests for Mayor and Members of Council as well as key community leaders, members of the public and the City's Leadership and Extended Leadership Teams, that the 2018–2022 Inaugural Council meeting be once again held at the Living Arts Centre, Hammerson Hall on Monday, December 3, 2018.



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

Prepared by: Laurel Schut, Manager Corporate and Department Communications

City of Mississauga

Corporate Report



Date: 2018/03/02

To: Chair and Members of General Committee

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

Originator's files:

Meeting date:

2018/03/21

Subject

Official Openings and Events Policies

Recommendation

1. That the draft new Corporate Policy and Procedure – *City Plaques*, attached as Appendix 1 to the Corporate Report titled *Official Openings and Events Policies* dated March 2, 2018 from the Commissioner of Corporate Services and Chief Financial Officer, be approved.
2. That Corporate Policy and Procedure – *Plaques Commemorating Official Openings* (06-01-01), attached as Appendix 2, to the Corporate Report titled *Official Openings and Events Policies* dated March 2, 2018 from the Commissioner of Corporate Services and Chief Financial Officer, be rescinded.
3. That the draft revision to Corporate Policy and Procedure – *Civic Protocol* (06-02-01), attached as Appendix 3, to the Corporate Report titled *Official Openings and Events Policies* dated March 2, 2018 from the Commissioner of Corporate Services and Chief Financial Officer, be approved.
4. That the draft Corporate Policy and Procedure – *Official City Openings/Events*, attached as Appendix 5 to the Corporate Report titled *Official Openings and Events Policies* dated March 2, 2018 from the Commissioner of Corporate Services and Chief Financial Officer, be approved.
5. That Corporate Policy and Procedure – *Event Protocol* (06-02-02), attached as Appendix 7 to the Corporate Report titled *Official Openings and Events Policies* dated March 2, 2018 from the Commissioner of Corporate Services and Chief Financial Officer, be rescinded.
6. That the draft revision to Corporate Policy and Procedure – *Property and Facility Naming and Dedications* (05-02-02), attached as Appendix 8 to the Corporate Report titled

Official Openings and Events Policies dated March 2, 2018 from the Commissioner of Corporate Services and Chief Financial Officer, be approved.

Report Highlights

- Through the Budget and Business Planning process, Council approved a framework for official openings and events (BC-0031-2016). The framework provided direction for official opening/event budgets and plaques and outlined seven (7) categories.
- To ensure existing policies align to this framework, the following policies were reviewed and updated: Plaques Commemorating Official Openings 06-01-01; Protocol 06-02-01; Event Protocol 06-02-02; and Property and Facility Naming and Dedications 05-02-02.
- As a result of the review:
 - Two new policies are being recommended: *City Plaques* and *Official City Openings/Events*.
 - Two policies are being recommended to be rescinded – *Event Protocol* and *Plaques Commemorating Official Openings*.
 - Two policies recommended with updates, including name changes – *Civic Protocol* and *Facility Naming*.
- Key recommendations and updates from the policies include:
 - Broader definition of 'facility' to include both buildings and outdoor elements (e.g. parks).
 - Official opening plaques will not be installed in parks if there is no associated building, as way-finding signage is often present.
 - Dedication plaques will include the chosen name, date of the tribute and will be affixed on the wall or door in a prominent location. No other information will appear on the plaque.
 - 'Order of Precedence' and 'Speaking Order' revised to reflect current practices and ensure Members of Council are appropriately acknowledged and recognized.
 - Facility anniversary milestones acknowledged at 25, 50, 75 and 100 years and then every 25 years after that; removing the 10 year anniversary milestone.
 - A facility cannot be renamed a second time (i.e. original name and one change only).
 - Requirement that recognition of an individual be posthumous and stipulate a minimum of one year to ensure the name stands the test of time.
 - Dedications reserved for naming part of a facility (e.g. a room in a building or garden in a park).
 - Clearly defined roles and responsibilities of staff.

Background

Through the Budget and Business Planning process, Council approved a framework for official openings and events. The framework provided direction for official opening/event budgets and plaques and outlined seven (7) categories:

- A. Large Scale Projects with Capital Budgets
- B. Small Scale Projects with Capital Budgets
- C. Openings and Events with no Capital Budgets
- D. City Hosted Major Sports Tournaments
- E. Traditional Events
- F. Ward Specific Events – *out of scope*
- G. Other (non-public buildings, or events where the City is not the lead) – *out of scope*

To ensure existing policies align with the Council approved official openings and events framework the following policies were reviewed and updated:

- Plaques Commemorating Official Openings 06-01-01
- Protocol 06-02-01
- Event Protocol 06-02-02
- Property and Facility Naming and Dedications 05-02-02

Comments

The following are some of the important additions and/or updates being recommended to better align the policies to the Council approved framework.

Common to all of the four policies:

- Broader definition of 'facility' to include both buildings and outdoor elements (e.g. parks).
- Reference to the handling of official openings/events when a partnership, donation or sponsorship is involved.
- Plaques Commemorating Official Openings 06-01-01 (existing policy)
- Recommend the existing policy titled *Plaques Commemorating Official Openings – 06-01-01* (Appendix #2) be rescinded and replaced with the proposed new policy titled *City Plaques* (Appendix #1).
- Proposed new policy *City Plaques* includes sample wording and applies to all Official Openings plaques:
 - a. Mayor and Council;
 - b. Facilities purchased or leased by the City;
 - c. Renovated facilities;
 - d. Library Board contributions;
 - e. Recognition of partnership and/or government agencies and programs;
 - f. Naming and Renaming; and
 - g. Dedication.

- Notes that official opening plaques will not be installed in parks if there is no associated building, as way-finding signage is often present.
- Dedication plaques will include the chosen name, date of the tribute and will be affixed on the wall or door in a prominent location. No other information will appear on the plaque.
- Clearly defined roles and responsibilities of staff.

Protocol 06-02-01 (existing policy)

Recommend the existing policy titled *Protocol – 06-02-01* be renamed to *Civic Protocol* and approved as revised (Appendix #3).

- Includes definitions for “Official City Openings/Events” and “Protocol” for consistency with related policies.
- ‘Order of Precedence’ and ‘Speaking Order’ revised to reflect current practices and ensure Members of Council are appropriately acknowledged and recognized.
- Descriptions of external partner, community and ward specific events included here from the *Event Protocol policy* 06-02-02 (Appendix #6) which staff recommend rescinding.

Official City Openings/Events (proposed new policy)

Recommend the proposed new policy titled *Official City Openings/Events* (Appendix #5) be approved and the *Event Protocol policy* 06-02-02 (Appendix #6) be rescinded.

- The Council approved framework (categories A through E) for official openings and events is included in this policy.
- Includes acknowledging facility anniversary milestones at 25, 50, 75 and 100 years and then every 25 years after that; removing the 10 year anniversaries milestone.
- Definitions included for clarity and consistency with related policies.

Property and Facility Naming and Dedications 05-02-02 (existing policy)

Recommend the existing policy titled *Property and Facility Naming and Dedications* 05-02-02 be approved as revised (Appendix #8).

- Policy title to be changed to *Facility Naming* as the main focus of the policy is around facility namings.
- Proposed revised policy stipulates that a facility cannot be renamed a second time (i.e. original name and one change only).
- Proposed revised policy retains the requirement that recognition of an individual be posthumous and stipulates a minimum of one year to ensure the name stands the test of time.
- New section added specific to heritage properties, in response to discussions with the Heritage Advisory Committee (HAC-0009-2016). This language was presented to HAC in the form of a Memorandum dated May 20, 2016 entitled “Facility Naming and Dedications Policy (Information Item)” and was approved by HAC (HAC-0034-2016).

- Proposed revised policy stipulates dedications will now be reserved for naming part of a facility (e.g. a room in a building or garden in a park).
- Clearly defined roles and responsibilities of staff.

Financial Impact

Not applicable for the policy changes.

Conclusion

There are various types of official City openings and events celebrated by the City of Mississauga. In an effort to manage expectations and execute these official City openings and events in a consistent manner, the corporation must ensure the applicable corporate policies align with the Council approved official openings and events framework. This will serve to provide greater clarity for staff and Council when planning and executing an official City opening or event.

Attachments

- Appendix 1 - Draft Corporate Policy and Procedure - City Plaques
- Appendix 2 - Current policy – Plaques Commemorating Official Openings 06-01-01
- Appendix 3 - Revised Protocol 06-02-01, renamed Civic Protocol
- Appendix 4 - Comparison chart – Protocol to Civic Protocol 06-02-01
- Appendix 5 - Draft Corporate Policy and Procedure - Official City Openings/Events
- Appendix 6 - Current policy Event Protocol 06-02-02 Facility Naming
- Appendix 7 - Comparison chart - Event Protocol 06-02-02 to Official City Openings/Events
- Appendix 8 - Revised Property and Facility Naming and Dedications 05-02-02
- Appendix 9 - Comparison chart - Property & Facility Naming and Dedications to Facility Naming



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

Prepared by: Laurel Schut, Manager, Corporate and Department Communications

City of Mississauga

Corporate Policy & Procedure

**Policy Title: City Plaques****Policy Number: [Policy No.]****Draft Only – February 28, 2018**

Section:	Public Relations	Subsection:	Plaques
Effective Date:	[Effective Date]	Last Review Date:	[Last Review]
Approved by: Click here to enter text.		Owner Division/Contact: Plaque design or ceremonies - Communications Division, Corporate Services Department. Plaques installation - Division responsible for operation of the facility.	

Policy Statement

Plaques are permanent markers representing the City. Plaques should be consistent and meaningful and enhance the City's appearance.

Purpose

This policy provides:

- Roles and responsibilities of staff, including design, procurement, installation and maintenance
- An overview of all City Plaques, and
- Guidelines for the wording and layout of common City Plaques

Scope

This policy applies to all City Plaques, with the exception of the exclusions noted below.

Related Policies

Facility Naming – Property and Facilities – Facility Planning

Official City Openings/Events – Public Relations – Events

Civic Protocol – Public Relations – Events

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Exclusions

This policy does not apply to:

- Plaques that accompany a tree or bench donation (refer to Corporate Policy and Procedure – Tree and Bench Donation Program)
- Plaques that accompany a piece of public art (Plaques are arranged in consultation with the Culture Division, Community Services Department, when art is acquired)
- Plaques installed to commemorate the designation of properties under the *Ontario Heritage Act* (Plaques are arranged as part of the heritage designation process, in consultation with the Culture Division)
- Interpretative signage (e.g. historic or informational)
- Way finding signage, and
- Plaques related to sponsorship agreements

Definitions

For the purposes of this policy:

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

“Dedication Plaque” means a Plaque displaying the name of that part of a Facility (e.g. a room or rink) that has been dedicated.

“Facility” means all City property and facilities that are owned, leased, licensed or occupied/operated by the City, including:

- Any public buildings or building portion (e.g. rooms/indoor venues, indoor recreation fields)
- Parkland and open space, including
 - multi-use trails
 - outdoor recreation fields
 - gardens
 - other significant parks features, and
 - structures within a park (e.g. bridges and pavilions)

“Naming/Renaming Plaque” means a Plaque describing the significance of the approved Facility name. (Refer to Corporate Policy and Procedure – Facility Naming for information on the selection of Facility names.)

“Official Opening Plaque” means a Plaque approved to be installed in a City Facility to:

- Commemorate official openings of new Facilities
- Commemorate official re-openings of Facilities that have been substantially renovated or where a significant addition to the Facility has been constructed
- Recognize Library Board contributions to a new or renovated public library facility, and

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- Recognize funding partnerships and/or contributions (including funding programs) to new or renovated public facilities with partners, other levels of government and/or government agencies.

“Plaque” means a flat, rectangular tablet that includes text and/or images which commemorate a person, group or event. Plaques are permanently affixed to a structure (e.g. wall, gate, pillar or pedestal) and are typically made of metal.

Exceptions

Requests to place Plaques that do not comply with this policy may only be approved by the Mayor and Members of Council during a scheduled Council meeting. If approved by Council, such Plaques must meet all other requirements of this policy (e.g. design, consultation with City staff). External or public requests for Plaques will be funded by the requestor and will be subject to an installation and maintenance agreement with the City.

Official Opening Plaques for park openings will only be installed where there is an associated building, other than washrooms, where the Plaque can be displayed.

Accountability

Commissioners

Commissioners are responsible for approving exceptions to the Plaque standards outlined in this policy (e.g. exceptions to standard wording or size).

Departmental Directors

All departmental directors are responsible for:

- Ensuring all applicable managers/supervisors are aware of this policy and of any subsequent revisions
- Ensuring compliance with this policy
- Ensuring funds are allocated for Plaques for all projects with capital budgets, in accordance with Corporate Policy and Procedure – Official City Openings/Events, and
- Ensuring appropriate funding for Plaques where a capital budget does not exist

Managers/Supervisors

All departmental directors are responsible for:

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

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Manager, Park Planning

The Manager, Park Planning, Parks & Forestry Division, Community Services Department, is responsible for proposals from the public for Naming/Renaming and Dedication Plaques.

Communications Staff

Communications staff is responsible for:

- Ensuring all aspects of the Plaque comply with this policy
- Arranging Plaque unveiling ceremonies as required, in accordance with Corporate Policy and Procedure - Official City Openings/Events
- Creating Plaque templates where practical (e.g. Facility naming or renaming)
- Providing and/or reviewing Plaque designs that are not subject to a template, in consultation with other City departments
- Administering the procurement of Plaques, in consultation with Materiel Management, as required, and
- Consulting with all City departments as requested

City Divisions

The applicable City division is responsible for:

- Where there is no capital budget, requesting the required funds for Plaques in the corporate report to Council (e.g. Naming/Renaming or Dedication Plaque; major Anniversary Celebration events)
- Administering all internal and Council approved Plaque requests, with the exception of requests from the public; these requests should be forwarded to the Manager, Park Planning
- Consulting with Communications, Corporate Services Department, in the, design and wording of all Plaques and related unveiling ceremonies
- Approving the final Plaque
- Liaising with Materiel Management to ensure alignment with existing procurement procedures and compliance with the Purchasing By-Law, as amended
- Liaising with other City divisions/departments as required for the installation of Plaques
- Ongoing maintenance of Plaques, in consultation with Facilities and Property Management (FPM) and Parks Operations, as required, and
- Maintaining a database of the location, condition and wording of Plaques

City Plaques

All Plaques must be:

- Made of a durable and permanent material
- Created in accordance with Mississauga's Facility Accessibility Design Standards, as amended
- Designed and/or reviewed by the Communications Division
- Consistent in design and shape (i.e. rectangular)

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- Installed and maintained in accordance with City standards
- Inclusive of the City logo, and
- Consistent with the City's brand

Initial Plaque installation costs are budgeted for in accordance with Corporate Policy and Procedure – Official City Openings/Events.

Damaged Plaques

In the interest of preserving the appearance of the City, the City will repair, remove or replace any Plaques which have been damaged or otherwise degraded or require alterations. Facility Property Management or Parks Operations staff will consult with other City staff as required to determine what action will be taken.

Any applicable costs will be charged to the department responsible for the operation of the Facility.

Preservation

When a City Facility is permanently closed or sold, Plaques that have been installed in accordance with this policy will be removed and appropriately stored by that Facility's staff.

When a City Facility has been renovated and a previous Plaque(s) existed, it will be retained and may be displayed in the Facility, if appropriate.

Shared Facilities

Normally, one Official Opening Plaque is installed for the official opening of a shared Facility (e.g. a library and community centre). However, when there is a significant distance between or separate entrances to the library and community centre, two Official Opening Plaques (i.e. one plaque identifying the shared Facility and a second Plaque for the library alone) may be installed. Installation of two Official Opening Plaques ensures that each area is clearly identified as a City Facility.

Official Opening Plaques

Location

An Official Opening Plaque must be installed in a prominent location.

Design and Wording

Official Opening Plaques on City Facilities must:

- Be consistent in size, design and quality, and
- Include the City's official logo

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In cases where logos from other levels of government or other organizations also appear on the Plaque, the City's logo must be the most prominent.

The wording of Official Opening Plaques will be limited to:

- The Facility name
- Date of the official opening or completion of construction
- Names of the Mayor and Members of Council in office at the date of the official opening, and
- Names of significant individuals, partners or levels of government

In cases where there are two or more sentences, punctuation is required.

In cases involving Library Facilities, Communications is to consult with the Director of Library Services to ensure Library Board Plaques conform in size, design and quality with official City Plaques.

Samples of Plaques showing the appropriate design and wording may be obtained from Communications.

Sample Wording for Official Opening/Event Plaques:

a. Mayor and Council Plaque

The names of the Council members in office on the date of the official opening appear on the Mayor and Council official opening plaque.

Following is an example of appropriate official opening wording:

[*name of facility*]
 This [*type of facility*]
 was constructed during [*dates*]
 and
 officially opened on
 [*date*]
 [*List of Mayor and Members of Council*]

b. Facilities Purchased or Leased by the City

Following is an example of appropriate wording for an Official Opening plaque when the Facility has been purchased or leased by the City.

[*name of facility*]
 This [*type of facility*]

 was officially opened on
 [*date*]

 [*List of Mayor and Members of Council*]

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

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c. Renovated Facilities

A commemorative Plaque will be installed on a City Facility that has been substantially renovated or where a significant addition to the Facility has been constructed.

Following is an example of the wording to be used:

[name of facility]
This *[type of facility]*

was renovated during *[dates]*
and
officially re-opened on
[date]

[List of Mayor and Members of Council]

d. Library Board Contributions

A Plaque in recognition of the Library Board's contribution is to be prepared by the City and installed in the library for official openings or renovations of a public library.

Following is an example of wording:

The City of Mississauga
recognizes the contribution of the
Mississauga Public Library Board
to the development of

the *[name of Library Branch]*,
Which was officially opened/re-opened on
[date]

[List of Library Board Members]

e. Partnership Contribution and/or Government Agencies or Programs

Where a funding partnership and/or contributions from another level of government, external government agencies have contributed to a new or renovated public Facility, an accompanying plaque in recognition of the funding may be installed.

Design and Wording

Plaques to recognize contributions from government agencies/programs must:

- Be consistent in size, design and quality, and
- Include the City's official logo, which must be the most prominent

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Following is an example of wording to be used:

[name of facility]

The renovation (or construction) of this [type of facility]
was completed on [date].

This project was made possible through investments by and/or in partnership with
the City of Mississauga
the Government of Ontario, and/or
the Government of Canada and/or
partner name

[Name of funding program]

f. Naming/Renaming Plaques

When a Facility is named after an individual, a Naming/Renaming Plaque describing the significance of the individual will be installed at the Facility. This plaque is in addition to the Mayor and Council official opening plaque.

Design and Wording

Following are examples of wording to be used:

This facility is named in honour of
*Describe details of the individual's contribution
to the City of Mississauga (maximum 80 words)*

This facility is a memorial to his/her
long-standing commitment to the community of
[name of community]

[date]

A photograph of the individual may be included on the plaque.

g. Dedication Plaque

When part of a Facility such as a room or rink is attributed to an individual or significant action or achievement, a Plaque with the chosen name and the date of the tribute will be affixed on the wall or door in a prominent location. No other information will appear on the Plaque.

Revision History

Reference	Description

City of Mississauga

Corporate Policy & Procedure

**Policy to be Rescinded and Replaced with new City Plaques policy****Policy Title: Plaques Commemorating Official Openings****Policy Number: 06-01-01**

Section:	Public Relations	Subsection:	Plaques
Effective Date:	December 14, 2011	Last Review Date:	November 2011
Approved by:	Council		
	Owner Division/Contact: Communications Division Corporate Services Department		

Policy Statement

Dedication plaques are installed on all City of Mississauga public facilities to commemorate official openings of new or substantially renovated facilities.

Purpose

Plaques are permanent markers representing City facilities and should be consistent and meaningful.

The purpose of this policy is to establish guidelines as to the use and layout of Official Opening plaques on City property for the protection of the appearance of City facilities and to maintain the City's standard of recognition.

Scope

This policy applies only to plaques installed by the City on City of Mississauga public facilities:

- To commemorate official openings of new facilities
- To commemorate official re-openings of facilities that have been substantially renovated or where a significant addition to the facility has been constructed
- To recognize library board contributions to a new or renovated public library facility, and
- To recognize funding contributions to new or renovated public facilities from external government agencies or programs

Any other commemorative plaques are subject to the approval of the Mayor and Members of Council.

Definitions

For the purposes of this policy, "facilities" refers to all public buildings, or any portion thereof, that are owned or leased and occupied/operated by the City.

Policy Number: 06-01-01

Effective Date: December 14, 2011

Policy Title: Plaques Commemorating Official
Openings

Last Review Date: November 2011

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Exceptions

Exceptions to this policy may only be approved by the Mayor and Members of Council. Reason(s) for the exception may be reviewed and voted upon during a scheduled Council meeting.

Location

An official opening plaque must be installed in the most prominent location of the facility.

Shared Facilities

Normally, one plaque may be installed to commemorate the official opening of a facility that is shared by, for example, a library and community centre. However, when there is a significant distance between or separate entrances to the library and community centre, two plaques (i.e. one plaque identifying the shared facility and a second plaque for the library alone) may be installed to ensure that each entity has a plaque in a prominent location and is clearly identified as a City facility.

Design and Wording of Plaques

Official opening plaques on City facilities must be consistent in size, design and quality.

Plaques must be made of a durable and permanent material.

Official plaques must include the City's official logo. In cases where logos from other levels of government or other organizations also appear on the plaque, the City's logo must be the most prominent.

The wording of plaques will be limited to the facility name, date (of official opening or construction), names of the Mayor and Members of Council in office at the date of the official opening and significant partners, sponsors or levels of government.

In cases involving library facilities, Communications staff is to consult with the Director of Library Services to ensure Library Board plaques conform in size, design and quality with official City plaques.

In cases where there are two or more sentences, punctuation is required.

Sample layouts of plaques showing the appropriate design and wording may be obtained from the Communications Division.

Policy Number: 06-01-01

Effective Date: December 14, 2011

Policy Title: Plaques Commemorating Official
Openings

Last Review Date: November 2011

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Official Openings

The names of the Council members in office at the date of the official opening appear on the plaque. Following is an example of appropriate wording for an official opening plaque:

[*name of facility*]
This [*type of facility*]
was constructed during [*dates*]
and
officially opened on
[*date*]

[*List of Mayor & Members of Council*]

Facilities Purchased or Leased by the City

Following is an example of appropriate wording for an official opening plaque when the facility has been purchased or leased by the City:

[*name of facility*]
This [*type of facility*]

was officially opened on
[*date*]

[*List of Mayor and Members of Council*]

Renovated Facilities

A commemorative plaque will be installed on a City facility that has been substantially renovated or where a significant addition to the facility has been constructed. Following is an example of the wording to be used on official re-opening plaques:

[*name of facility*]
This [*type of facility*]
was renovated during [*dates*]
and
officially re-opened on
[*date*]

[*List of Mayor and Members of Council*]

Library Board Contributions

For official openings or renovations of a public library facility, an accompanying plaque in recognition of the Library Board's contribution is to be prepared by the City and installed in the library.

Policy Number: 06-01-01

Effective Date: December 14, 2011

Policy Title: Plaques Commemorating Official
Openings

Last Review Date: November 2011

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Following is an example of wording to be used on plaques in recognition of Library Board contributions:

The City of Mississauga
recognizes the contribution of the
Mississauga Public Library Board
to the development of
the *[name of Library Branch]*,
Which was officially opened/re-opened on
[date]

[List of Library Board Members]

Contributions from Government Agencies/ Programs

Where another level of government has contributed to funding of a new or renovated public facility, an accompanying plaque in recognition of the funding may be installed.

Following is an example of wording to be used on plaques in recognition of funding from external government agencies or programs:

[name of facility]
The renovation (*or* construction) of this *[type of facility]*
was completed on *[date]*.

This project was made possible through investments by
the City of Mississauga
the Government of Ontario, and
the Government of Canada

[Name of funding program]

Damaged Plaques

In the interest of preserving the appearance of City facilities, the City will repair or remove and replace any plaques, which have been damaged or otherwise degraded or require alterations.

Preservation

When a City facility is permanently closed or sold, dedication plaques will be removed and appropriately stored by the facility's staff.

When a City facility has been renovated and a previous plaque(s) existed, those plaques will be retained and appropriately displayed in the facility.

Administration

This policy is administered by Communications Division, Corporate Services Department.

Policy Number: 06-01-01

Effective Date: December 14, 2011

Policy Title: Plaques Commemorating Official
Openings

Last Review Date: November 2011

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Revision History

Reference	Description
GC-0013-2006 – 2006 01 18	
GC-0774-2011 – 2011 12 14	

City of Mississauga

Corporate Policy & Procedure



Policy Title: Civic Protocol

Policy Number: 06-02-01

Draft Only – March 5, 2018

Section:	Public Relations	Subsection:	Events
Effective Date:	December 13, 2017	Last Review Date:	October 2017
Approved by: Council	Owner Division/Contact: Communications Division Corporate Services Department		

Policy Statement

City staff who organize City-hosted corporate events involving the Mayor or Members of Council shall observe the rules of protocol as outlined in this policy.

Purpose

The purpose of this policy is to outline current procedures and provide direction to staff to ensure consistency of events, activities, programs and services that will enhance the image of the City of Mississauga. City events which have a significant profile will be executed according to the standards established by this policy.

Scope

This policy applies to City-hosted events. For non-City-hosted events this policy is offered only as a guideline on acceptable protocol. Elected officials may request the planned protocol for an event from the organizer.

Related Policies

Refer to the following Corporate Policies and Procedures for additional information on:

- Event categories and the roles and responsibilities of staff – Public Relations – Official City Openings/Events
- Flag etiquette and half-masting – Public Relations - Flag Protocol at City Facilities

Definitions

For the purposes of this policy:

“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

Policy Number: 06-02-01

Effective Date: December 13, 2017

Policy Title: Civic Protocol

Last Review Date: October 2017

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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 using the City's official invitation template
- All or some of the following elements: agenda, speakers, plaque wording, speaking notes, ribbon cutting, plaque unveiling, etc.

"Protocol" means the official procedure or system of rules governing City-wide events and other official functions associated with the Mayor's office, such as diplomatic occasions.

Mayor's Attendance

All requests for the Mayor's attendance at, or participation in, functions associated with the Mayor's office, must be submitted in writing to the Mayor's office. If the Mayor is not able to attend an Official City Opening/Event, the Mayor shall ask, with the permission of the event organizer, the Acting Mayor to attend in their place. If the Acting Mayor is unable to attend, the Mayor shall ask the councillor for the ward where the event is being held to attend. This process shall repeat until a councillor is able to attend as Acting Mayor. If no councillor is able to attend as Acting Mayor, the Mayor's Office will inform the event organizer accordingly.

When the Mayor attends a function that is of concern to the ward councillor, the councillor is also asked to attend. Mayor and Members of Council require a minimum of six weeks' notice for these events, when possible.

Visitors to Council

The Mayor or Chair of the Committee in session may officially welcome persons or groups to Council. In addition, in the event that a group visits Council, the councillor representing the ward in which the group resides may also welcome them.

Consultations/Visits by Other Levels of Canadian Government

Should the current Canadian Head of State, Prime Minister of Canada, Lieutenant Governor, Governor General and/or the Premier of Ontario request a visit or consultation with the Mayor, the Mayor's Office may advise the Members of Council and other City staff, as required (e.g. Security Services, senior management). The visiting delegation will be provided with this policy and requested to consult with the Mayor's Office if any modifications to the City's protocol are required.

Should the Canadian Head of State, Prime Minister of Canada, Lieutenant Governor, Governor General and/or Premier of Ontario attend an event, their placement and participation is controlled by protocol associated with the offices they hold. Staff from their respective offices will assist with proper arrangements and identify any special requirements.

Order of Precedence for Parades/Processions

Elected officials appear in parades/processions in the following order:

- Mayor or Acting Mayor
- Members of Council (appearing in order of the wards they represent)
- Regional Chair
- Federal government representative, and
- Provincial government representative

City Events

Speaking Order at Official City Openings/Events

The Mayor and Members of Council are hosts for Official City Openings/Events, with the councillor for the ward in which the property is located chairs the opening. All other councillors attending the event are recognized as special guests, as are other dignitaries in attendance.

Elected officials speak before other speakers, in the following order:

- Mayor or Acting Mayor – brings greetings from the City (the Mayor may defer to the local ward councillor)
- Regional Chair
- Area MP, and
- Area MPP
- Other speaking guests (non-elected officials)

Note: Federal and Provincial Government representatives will only be invited to speak when there is a partnership/funding agreement in place. In this case no more than one federal representative and one provincial representative will speak at the event. In cases where there is no partnership/funding agreement in place the Mayor and/or ward councillor may choose to make an exception and invite the Federal and/or Provincial Government representative to speak.

Ward-Specific Events

The ward councillor handles all aspects of ward-specific events and is the host and master of ceremonies and brings greetings from the City. Other speaking guests will follow the ward councillor. These events are less formal than Official City Events and the program agenda and invitees are at the discretion of the ward councillor. The Mayor and Members of Council and the Leadership Team may be invited guests.

Traditional Events

Traditional events include the Mayor's Levee, Civic Recognition, Canada Day, Remembrance Day and Light-Up the Square. For City-hosted, City-wide events, the role of Master of Ceremonies (MC) is not fulfilled by the ward councillor.

Policy Number: 06-02-01

Effective Date: December 13, 2017

Policy Title: Civic Protocol

Last Review Date: October 2017

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External Partner Events

The City or the external partner may be the lead host at external partner events. These events celebrate facility/site openings or promote programs which were constructed, developed or significantly funded through a partnership with an outside organization or government entity. Where the Mayor and Members of Council are hosts of partnership events, the Mayor will bring greetings from the City (the Mayor may defer greetings to the ward councillor). As the facility's or program's purpose is to serve the needs of the community, the applicable ward councillor may be the master of ceremonies for the event, depending on the event's City-wide impact. A representative of the partnership organization will then formally welcome the guests. Other speaking guests will follow the Mayor, councillor and partnership organization representative.

Partnership events where the City is not the host may follow City Protocol; however, the opening ceremony varies in accordance with the partnership agreement.

Community Events

Community Events are funded by an external organization where the Mayor and Members of Council are invited guests. Generally, the Mayor brings greetings from the City (the Mayor may defer greetings to the ward councillor) and speaks immediately after the master of ceremonies' opening remarks and introductions, followed by the ward councillor, if applicable, and then other speaking guests. However, the program agenda is at the discretion of the community event organizer.

Banquets

The Mayor, Acting Mayor or designated councillor is located at the head table and is called upon to bring greetings from the City of Mississauga.

When the Mayor, Acting Mayor or designated councillor is also the main speaker at the banquet, he/she is located in the centre of the head table adjacent to the podium location.

Flags

Flags of Canada, Ontario and Mississauga are flown at all official functions weather and available space permitting. Viewers of the ceremonies will see the flag of Canada in the centre, Ontario on the left and Mississauga on the right.

Chain of Office

The Mayor's Chain of Office is worn during Council meetings, official openings, parades, etc., as often as possible, at the discretion of the Mayor.

Policy Number: 06-02-01

Effective Date: December 13, 2017

Policy Title: Civic Protocol

Last Review Date: October 2017

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Security Protocol

Security for senior levels of government, including the current Canadian Head of State, Prime Minister of Canada, Lieutenant Governor, Governor General and/or the Premier of Ontario, attending an event at the City or whose visit will include a public-facing element (photo opportunity, brief address to the public) will be the primary responsibility of the visiting party.

Security Services, Corporate Services Department, will consult with the party's security detail to coordinate operational plans and ensure that all needs are met. Security Services will continue to perform their normal duties unless requested to do otherwise. Any significant impacts to stakeholder operations will be communicated by Security Services to the affected parties on an "as required" basis. Operational and informational security considerations will take precedence over informing stakeholders of potential impacts.

Revision History

Reference	Description
1974 12 09; Resolution 43 1976 01 26	
2009 06 03	Housekeeping change to clarify last sentence
GOV-0012-2017	
GC-0754-2017 – 2017 12 13	

Comparison of Current and Proposed Policy – Civic Protocol

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<i>Current Policy – What Exists Today – Civic Protocol</i>	<i>Proposed Policy – If the information in a specific section is unchanged, or has required minimal revision to terminology only, “No Change” will appear.</i>	<i>Rationale – Why changes (deletions and/or additions) to the revised policy were made.</i>
POLICY STATEMENT City staff who are organizers of City-hosted corporate events involving the Mayor or Members of Council shall observe the rules of protocol as outlined in this policy.	POLICY STATEMENT No change.	
	PURPOSE The purpose of this policy is to outline current procedures and provide direction to staff to ensure consistency of events, activities, programs and services that will enhance the image of the City of Mississauga. City events which have a significant profile will be executed according to the standards established by this policy.	The purpose section has been added for clarity and consistency with other Corporate Policies.
SCOPE This policy applies to City-hosted events. For non-City-hosted events this policy is offered only as a guideline on acceptable protocol. Elected officials may request the planned protocol for an event from the organizer.	SCOPE No change.	
	RELATED POLICIES Refer to the following Corporate Policies and Procedures for additional information on:	New section to include other policies that may be impacted by the Civic Protocol policy.

Comparison of Current and Proposed Policy – Civic Protocol

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Current Policy – What Exists Today – Civic Protocol	Proposed Policy – If the information in a specific section is unchanged, or has required minimal revision to terminology only, “No Change” will appear.	Rationale – Why changes (deletions and/or additions) to the revised policy were made.
	<ul style="list-style-type: none"> • Event categories and the roles and responsibilities of staff – Public Relations – Official City Openings/Events • Flag etiquette and half-masting – Public Relations - Flag Protocol at City Facilities 	
	<p>DEFINITIONS</p> <p>For the purposes of this policy: “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:</p> <ul style="list-style-type: none"> • An official invitation sent to the approved guest list using the City’s official invitation template • All or some of the following elements: agenda, speakers, plaque wording, speaking notes, ribbon cutting, plaque unveiling, etc. 	<p>New section to ensure consistency between the Civic Protocol policy and the revised Events Protocol policy (now titled Official City Openings/Events).</p>
	<p>“Protocol” means the official procedure or system of rules governing City-wide events and other official functions associated with the Mayor’s</p>	<p>New definition for clarity.</p>

Comparison of Current and Proposed Policy – Civic Protocol

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<i>Current Policy – What Exists Today – Civic Protocol</i>	<i>Proposed Policy – If the information in a specific section is unchanged, or has required minimal revision to terminology only, “No Change” will appear.</i>	<i>Rationale – Why changes (deletions and/or additions) to the revised policy were made.</i>
	office, such as diplomatic occasions.	
<p>MAYOR’S ATTENDANCE</p> <p>All requests for the Mayor's attendance at, or participation in, functions associated with the Mayor's office, must be submitted in writing to the Mayor's office. If the Mayor is not able to attend a function, the Mayor may appoint a designate to attend.</p> <p>When the Mayor attends a function that is of concern to the ward councillor, the councillor is also asked to attend.</p>	<p>MAYOR’S ATTENDANCE</p> <p>All requests for the Mayor's attendance at, or participation in, functions associated with the Mayor's office, must be submitted in writing to the Mayor's office. If the Mayor is not able to attend an Official City Opening/Event, the Mayor shall ask, with the permission of the event organizer, the Acting Mayor to attend in their place. If the Acting Mayor is unable to attend, the Mayor shall ask the councillor for the ward where the event is being held to attend. This process shall repeat until a councillor is able to attend as Acting Mayor. If no councillor is able to attend as Acting Mayor, the Mayor’s Office will inform the event organizer accordingly.</p> <p>When the Mayor attends a function that is of concern to the ward councillor, the councillor is also asked to attend. Mayor and Members of Council require a minimum of six weeks’ notice for these events, when possible.</p>	<p>Removed reference to the Communications Division, as requests go directly to the Mayor’s office. Wording regarding who will attend when the Mayor is unavailable reflects what Council agreed to in principle when draft Government Relations policy was presented Governance Committee. (The Government Relations policy will be going back to Governance Committee for further discussion.</p> <p>Included that requests are required a minimum of 6 weeks in advance. This addition to the policy will help to reduce the number of “last-minute” requests.</p>
<p>VISITORS TO COUNCIL</p> <p>The Mayor or Chair of the Committee in session</p>	<p>VISITORS TO COUNCIL</p> <p>No change.</p>	

Comparison of Current and Proposed Policy – Civic Protocol

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<i>Current Policy – What Exists Today – Civic Protocol</i>	<i>Proposed Policy – If the information in a specific section is unchanged, or has required minimal revision to terminology only, “No Change” will appear.</i>	<i>Rationale – Why changes (deletions and/or additions) to the revised policy were made.</i>
<p>may officially welcome persons or groups to Council. In addition, in the event that a group visits Council, the councillor representing the ward in which the group resides may also welcome them.</p>		
<p>CONSULTATIONS/VISITS BY OTHER LEVELS OF CANADIAN GOVERNMENT</p> <p>Should the current Canadian Head of State, Prime Minister of Canada, Lieutenant Governor, Governor General and/or the Premier of Ontario request a visit or consultation with the Mayor, the Mayor’s Office may advise the Members of Council and other City staff, as required (e.g. Security Services, senior management). The visiting delegation will be provided with this policy and requested to consult with the Mayor’s Office if any modifications to the City’s protocol are required.</p> <p>Should the Canadian Head of State, Prime Minister of Canada, Lieutenant Governor, Governor General and/or Premier of Ontario attend an event, their placement and participation is controlled by protocol associated with the offices they hold. Staff from their respective offices will assist with proper arrangements and identify</p>	<p>CONSULTATIONS/VISITS BY OTHER LEVELS OF CANADIAN GOVERNMENT</p> <p>No change.</p>	

Comparison of Current and Proposed Policy – Civic Protocol

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<i>Current Policy – What Exists Today – Civic Protocol</i>	<i>Proposed Policy – If the information in a specific section is unchanged, or has required minimal revision to terminology only, “No Change” will appear.</i>	<i>Rationale – Why changes (deletions and/or additions) to the revised policy were made.</i>
any special requirements.		
ORDER OF PRECEDENCE FOR PROCESSIONS Elected officials appear in processions in the following order: <ul style="list-style-type: none"> • Mayor or Acting Mayor • Members of Council (appearing in order of the wards they represent) • Regional Chair • Federal government representative, and • Provincial government representative 	ORDER OF PRECEDENCE FOR PARADES/ PROCESSIONS No change.	Included “parades” in section title.
SPEAKING ORDER AT OFFICIAL CITY OPENINGS/EVENTS The councillor for the ward in which the property is located chairs the opening. Elected officials speak before other speakers, in the following order: <ul style="list-style-type: none"> • Mayor or Acting Mayor 	CITY EVENTS SPEAKING ORDER AT OFFICIAL CITY OPENINGS/EVENTS The Mayor and Members of Council are hosts for Official City Openings/Events, with the councillor for the ward in which the property is located chairs the opening. All other councillors attending the event are recognized as special guests, as are other dignitaries in attendance. Elected officials speak before other speakers, in the following order: <ul style="list-style-type: none"> • Mayor or Acting Mayor – brings greetings 	Minor revision to clarify that Mayor and Members of Council are hosts for Official City Openings/Events, while other councillors and dignitaries are guests. Added detail to the Mayor’s role.

Comparison of Current and Proposed Policy – Civic Protocol

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<i>Current Policy – What Exists Today – Civic Protocol</i>	<i>Proposed Policy – If the information in a specific section is unchanged, or has required minimal revision to terminology only, “No Change” will appear.</i>	<i>Rationale – Why changes (deletions and/or additions) to the revised policy were made.</i>
<ul style="list-style-type: none"> • Regional Chair • Area MP, and • Area MPP <p>Note: Federal and Provincial Government representatives will only be invited to speak when there is a partnership/funding agreement in place. In this case no more than one federal representative and one provincial representative will speak at the event. In cases where there is no partnership/funding agreement in place the Mayor and/or ward councillor may choose to make an exception and invite the Federal and/or Provincial Government representative to speak.</p>	<p>from the City (the Mayor may defer to the local ward councillor)</p> <ul style="list-style-type: none"> • Regional Chair • Area MP, and • Area MPP • Other speaking guests (non-elected officials) <p>No change to Note.</p>	
	<p>WARD-SPECIFIC EVENTS</p> <p>The ward councillor handles all aspects of ward-specific events and is the host and master of ceremonies and brings greetings from the City. Other speaking guests will follow the ward councillor. These events are less formal than</p>	<p>This information has been moved from the current Event Protocol policy, as it has more to do with protocol. The revised Event Protocol policy focus is now on budget and categorization of events.</p>

Comparison of Current and Proposed Policy – Civic Protocol

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Current Policy – What Exists Today – Civic Protocol	Proposed Policy – If the information in a specific section is unchanged, or has required minimal revision to terminology only, “No Change” will appear.	Rationale – Why changes (deletions and/or additions) to the revised policy were made.
	Official City Events and the program agenda and invitees are at the discretion of the ward councillor. The Mayor and Members of Council and the Leadership Team may be invited guests.	
TRADITIONAL EVENTS Traditional events include the Mayor’s Levee, Civic Recognition, Canada Day, Remembrance Day and Light-Up the Square. For City-hosted, City-wide events, the role of Master of Ceremonies (MC) is not fulfilled by the ward councillor.	TRADITIONAL EVENTS No change.	
	EXTERNAL PARTNER EVENTS The City or the external partner may be the lead host at external partner events. These events celebrate facility/site openings or promote programs which were constructed, developed or significantly funded through a partnership with an outside organization or government entity. Where the Mayor and Members of Council are hosts of partnership events, the Mayor will bring greetings from the City (the Mayor may defer greetings to the ward councillor). As the facility’s or program’s purpose is to serve the needs of the community, the applicable ward councillor may be the master of ceremonies for the event,	This information has been moved from the current Event Protocol policy, as it has more to do with protocol. The revised Event Protocol policy focus is now on budget and categorization of events.

Comparison of Current and Proposed Policy – Civic Protocol

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Current Policy – What Exists Today – Civic Protocol	Proposed Policy – If the information in a specific section is unchanged, or has required minimal revision to terminology only, “No Change” will appear.	Rationale – Why changes (deletions and/or additions) to the revised policy were made.
	depending on the event’s City-wide impact. A representative of the partnership organization will then formally welcome the guests. Other speaking guests will follow the Mayor, councillor and partnership organization representative. Partnership events where the City is not the host may follow City Protocol; however, the opening ceremony varies in accordance with the partnership agreement.	
	COMMUNITY EVENTS Community Events are funded by an external organization where the Mayor and Members of Council are invited guests. Generally, the Mayor brings greetings from the City (the Mayor may defer greetings to the ward councillor) and speaks immediately after the master of ceremonies’ opening remarks and introductions, followed by the ward councillor, if applicable, and then other speaking guests. However, the program agenda is at the discretion of the community event organizer.	This information has been moved from the current Event Protocol policy, as it has more to do with protocol. The revised Event Protocol policy focus is now on budget and categorization of events.
SEATING AT CITY-SPONSORED BANQUETS The Mayor, Acting Mayor or designated councillor is located at the head table and is called upon to	BANQUETS No change.	The wording is now applicable to any banquet, so the title has been made more general.

Comparison of Current and Proposed Policy – Civic Protocol

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Current Policy – What Exists Today – Civic Protocol	Proposed Policy – If the information in a specific section is unchanged, or has required minimal revision to terminology only, “No Change” will appear.	Rationale – Why changes (deletions and/or additions) to the revised policy were made.
bring greetings from the City of Mississauga. When the Mayor, Acting Mayor or designated councillor is also the main speaker at the banquet, he/she is located in the centre of the head table adjacent to the podium location.	No change.	
FLAGS Flags of Canada, Ontario and Mississauga are flown at all official functions. Viewers of the ceremonies will see the flag of Canada in the centre, Ontario on the left and Mississauga on the right.	FLAGS Flags of Canada, Ontario and Mississauga are flown at all official functions weather and available space permitting. Viewers of the ceremonies will see the flag of Canada in the centre, Ontario on the left and Mississauga on the right.	Added the caveat of weather and available space.
CHAIN OF OFFICE The Mayor's Chain of Office is worn during Council meetings, official openings, parades, etc., at the discretion of the Mayor.	CHAIN OF OFFICE The Mayor's Chain of Office is worn during Council meetings, official openings, parades, etc., as often as possible, at the discretion of the Mayor.	Minor wording change to add “as often as possible”.
SECURITY PROTOCOL Security for senior levels of government, including the current Canadian Head of State, Prime Minister of Canada, Lieutenant Governor,	SECURITY PROTOCOL No change.	

Comparison of Current and Proposed Policy – Civic Protocol

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<i>Current Policy – What Exists Today – Civic Protocol</i>	<i>Proposed Policy – If the information in a specific section is unchanged, or has required minimal revision to terminology only, “No Change” will appear.</i>	<i>Rationale – Why changes (deletions and/or additions) to the revised policy were made.</i>
<p>Governor General and/or the Premier of Ontario, attending an event at the City or whose visit will include a public-facing element (photo opportunity, brief address to the public) will be the primary responsibility of the visiting party.</p> <p>Security Services, Corporate Services Department, will consult with the party’s security detail to coordinate operational plans and ensure that all needs are met. Security Services will continue to perform their normal duties unless requested to do otherwise. Any significant impacts to stakeholder operations will be communicated by Security Services to the affected parties on an “as required” basis. Operational and informational security considerations will take precedence over informing stakeholders of potential impacts.</p>		

City of Mississauga

Corporate Policy & Procedure



Policy Title: Official City Openings/Events

Policy Number: [Policy No.]

Draft Only – Clean Copy - March 5, 2018

Section:	Public Relations	Subsection:	Events
Effective Date:	[Effective Date]	Last Review Date:	[Last Review]
Approved by: Click here to enter text.		Owner Division/Contact: Ceremonies – Communications Division, Corporate Services Department;	

Policy Statement

Official City Openings/Events are important moments in the City. Clear direction to staff and Mayor and Members of Council in classifying these requests ensures they are managed and budgeted for in a consistent manner.

Purpose

This policy:

- Categorizes the various types of openings and events
- Outlines the appropriate budget and staff resourcing required for related ceremonies and plaques, and
- Outlines the corresponding roles and responsibilities of staff

Scope

This policy applies to all employees and the Mayor and Members of Council.

Excluded from Scope

This policy does not apply to:

- External Partner Events - Where the City has a written agreement with an external party who has funded or sponsored a portion of a project, the external partner often supports the funding of the opening ceremony as well. The agreement will stipulate the City's requirements regarding the ceremony (attendees, media and promotion, protocol advice, etc.) but the opening is generally not City-hosted and therefore not an official opening in accordance with this policy. The funding contribution agreement and any role of City staff, such as Communications, must be detailed in a corporate report to Council.

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Policy Title: Official City Openings/Events	Last Review Date: [Last Review]	2 of 7

- Community events which are entirely funded by an external organization, i.e. the Mayor and Members of Council are invited guests and may be called upon to bring greetings from the City (e.g. Streetsville Bread and Honey Festival). Community groups handle invitations for community events and may call on Corporate Communications for event planning protocol advice, as required. The degree of assistance provided may be limited by available resources.
- Ward-specific events that apply to an individual ward. Ward-specific events may include, but are not limited to, dedications in honour of an individual (e.g. a room in a community centre), road extension/bridge developments; ward barbecues/celebrations; and other community milestones. The ward councillor handles all aspects of ward-specific events, including invitations, promotional elements, media relations and logistics. Costs are covered through the councillor's budget or external donations. Corporate Communications is not involved in the organization of these events but can be called upon to provide protocol advice. Limited support may be provided by operations staff, depending on available resources.

Related Policies

Corporate Policy and Procedure - Use of City Resources during an Election Campaign outlines the specific period in advance of a municipal election when Official City Openings/Events will not take place.

Refer to Corporate Policy and Procedure – Property and Facilities – Facility Naming for information on the selection process for Facility names.

Refer to the following Corporate Policies and Procedures – Public Relations for additional information on:

- Rules of protocol – Civic Protocol
- Protocol for official photographs – Official Photographs of Elected Officials and Senior Staff
- Condolences extended on behalf of the City – Expressions of Sympathy
- Flag etiquette and half-masting – Flag Protocol at City Facilities
- Plaques – City Plaques

Definitions

For the purposes of this policy:

“Anniversary Celebration Events” means official recognition of City owned and operated building/facility 25, 50, 75 and 100 year anniversaries and subsequent anniversaries at 25 year intervals, where anniversaries are identified and budgeted through the City's business plan and budget process. The anniversary date is the construction date recorded in the applicable City asset management data base.

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Policy Title: Official City Openings/Events	Last Review Date: [Last Review]	3 of 7

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

“Facility” means all City property and facilities that are owned, leased, licensed or occupied/operated by the City, including:

- Any public buildings or building portion (e.g. rooms/indoor venues, indoor recreation fields)
- Parkland and open space, including
 - multi-use trails
 - outdoor recreation fields
 - gardens
 - other significant parks features, and
 - structures within a park (e.g. bridges and pavilions)

“Mayor” means the elected Mayor or the Acting Mayor.

“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 using the City’s official invitation template
- All or some of the following elements: attendance of the Mayor and/or Members of Council, agenda, speakers, plaque unveiling, ribbon cutting

Exceptions

If significant funds are required for an opening that is not in accordance with this policy, the request must be made through a corporate report to Council.

Plaques for official park openings will only be installed where there is an associated building, other than washrooms, where the plaque can be displayed.

Accountabilities

Commissioners

Commissioners are responsible for authorizing corporate reports to Council outlining the scope and budget of the Official City Opening/Event.

Director, Communications

The Director, Communications, is responsible for approving the event work plan for Official City Openings/Events, in consultation with the Mayor, ward councillor and applicable staff.

Departmental Directors

All departmental directors are responsible for:

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Policy Title: Official City Openings/Events	Last Review Date: [Last Review]	4 of 7

- Ensuring all applicable managers/supervisors are aware of this policy and of any subsequent revisions
- Ensuring compliance with this policy
- Ensuring annual capital budgets include the appropriate funding for Official City Openings/Events and plaques within each applicable project's capital request
- Ensuring funds are allocated from current operating budgets for events with no capital budget
- Ensuring all divisions involved in an Official City Opening/Event are consulted and in agreement with the funding and plan, and
- Ensuring an annual list of Official Openings/Events is provided to Communications by year-end

Managers/Supervisors

Managers/supervisors of staff who are responsible for any aspect of Official City Openings/Events, including budget planning, are accountable for:

- Ensuring staff in their respective work units are aware of this policy and any subsequent revisions
- Ensuring applicable staff are trained on this policy and any subsequent revisions with respect to their specific job function
- Ensuring staff comply with this policy
- Providing the applicable director with an annual list of Official Openings/Events by year-end, and
- Consulting with other departments/divisions as required

Person Most Responsible (PMR) – Ceremony

Communications staff designated as PMR are responsible for:

- Coordinating and executing the opening ceremony component of Official City Openings/Events on behalf of Council, including receiving all approvals, in consultation with the applicable organizers of the public program
- Providing protocol advice to staff and the public on events involving the Mayor and Members of Council, in accordance with Corporate Policy and Procedure – Civic Protocol
- Developing all elements of the ceremony component of the program: agenda, speakers, plaque wording, speaking notes, ribbon cutting, plaque unveiling, etc.
- Arranging for any special needs or requests for dignitaries and honourees
- Ceremony setup: all equipment in place and confirmed as working
- Organizing media, photography and promotion in various forms, if required, and
- Consulting with the PMR for the event to ensure sufficient budget is allocated for the ceremony costs

Person Most Responsible (PMR) – Event Following the Ceremony

The PMR from the business area involved in the event is responsible for:

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Policy Title: Official City Openings/Events

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- Handling all venue and event organization, except for the official ceremony noted above
- Providing a minimum of six weeks' notice to the Communications PMR, as required for the participation of Mayor and/or Members of Council
- Consulting with the applicable Members of Council, sponsors, etc. on the event program
- Handling of the City budget for the opening and all agreed to details: refreshments, equipment, give-aways, demonstrations, tours, photography, staffing and organizing security and volunteers, etc., including maintaining all records, and
- Consulting with the PMR for the ceremony, including ensuring sufficient budget is allocated for the ceremony

Categories of Openings and Associated Budgets

Following is an overview of the scope and budget related to each Official City Opening/Event category:

A - Large-scale Projects with Capital Budgets

Large-scale projects with capital budgets include two elements:

- a. An official opening ceremony, including unveiling of the plaque(s).
 - b. A public event: City-wide public draw, includes elements such as tours, demonstrations, entertainment, give-aways, games, refreshments (typical for large community buildings and parks)
- Or
- Public event: major public works projects; may have less public attendance for the opening (e.g. major public transit projects)

Budget: capital budget for project contributes two items:

1. The plaque (dollar value specific to site and project, with an upset limit of City funding of \$5,000, including the cost of installation.)
2. Support for the opening event to an upset limit of City funding of \$15,000

Note: Additional funding may be donated or provided by an elected official.

B. Small-scale Projects with Capital Budgets

Small-scale projects with capital budgets include two elements:

- a. An official opening ceremony, including unveiling of the plaque(s)
 - b. Public events: local public draw, includes elements such as tours, demonstrations, entertainment, give-aways, refreshments
- Or
- Limited attendance events: fire stations, recognition events, major summit/conference, buildings not generally accessible to the public

Budget: capital budget for project contributes two items:

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1. The plaque (dollar value specific to site and project, with an upset limit of City funding of \$5,000, including the cost of installation)
2. Support for the opening event to an upset limit of City funding of \$5,000

C. Openings and Events with No Capital Budgets

These are typically Facility renaming events and Facility anniversaries. Openings and events with no capital budgets include two elements:

- a. An official opening ceremony. The event may only require a small ceremony, plaque unveiling or photo-opportunity.
- b. Limited attendance events: such as, but not limited to, opening of a local fire station, renaming events, Anniversary Celebration Events, funding announcements, public art installations

Budget: As these events are generally small in nature, current budgets of the business unit involved will fund these events, including, if applicable, a plaque and plaque installation. Additional funding may be donated or provided by an elected official.

Exceptions:

- Naming/Renaming requests
When recommending the name of a Facility that is not part of Category A or B, the corporate report to Council will also request the total budget required for the event (plaques, event costs, all associated costs for changes to existing signs or way-finding).
Note: Although not considered an Official City Opening/Event, dedication of part of a Facility, such as a room, requires a corporate report to Council for approval of the name. Requests to include a dedication in Category C. must also be approved by Council.

D. City-hosted Major Sports Tournaments

Major sports tournaments (such as the Ontario Summer Games) will have a signed contract between the City and the tournament organizers, approved by Council. The Official Opening/Event will vary in format in accordance with the contract.

Budget: The corporate report to Council requesting permission to hold the event must ensure that a full estimate of the City's portion of the opening costs is built into the application.

E. Traditional Events

Traditional events include such activities as:

- Mayor's Levee
- Canada Day official ceremony, in partnership with Culture (Mississauga Celebration Square only)
- Remembrance Day

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- Light up the Square official ceremony, in partnership with Culture (Mississauga Celebration Square)
- Civic Recognition (annual) and Civic Committees Recognition (every 4 years)
- Inaugural Council Meeting (every 4 years)

Budget: Opening ceremonies for traditional events are funded through the Strategic Communications Division, Corporate Services Department. Costs are primarily for staff time and labour. For events such as Canada Day, Light up the Square and the Mayor's Levee some additional costs are borne by the operating budgets of the Parks and Forestry Division, Community Services Department and/or Celebration Square, Culture Division, Community Services Department.

Report to Council

Early each year Communications will provide a list of Official City Openings/Events to Council for their approval.

Revision History

Reference	Description

Comparison of Current and Proposed Policy – Event Protocol – Official City Openings/Events

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<i>Current Policy – What Exists Today – Event Protocol</i>	<i>Proposed Policy – If the information in a specific section is unchanged, or has required minimal revision to terminology only, “No Change” will appear.</i>	<i>Rationale – Why changes (deletions and/or additions) to the revised policy were made.</i>
POLICY STATEMENT The Communications Division, Corporate Services, co-ordinates official City events on behalf of Council and provides protocol advice to staff and the public on events involving the Mayor and Members of Council. Clear direction in classifying these requests ensures they are managed in a consistent manner.	POLICY STATEMENT Official City Openings/Events are important moments in the City. Clear direction to staff and Mayor and Members of Council in classifying these requests ensures they are managed and budgeted for in a consistent manner.	Statement revised to reflect that the protocol aspects of the policy have been moved to the Civic Protocol policy.
PURPOSE The purpose of this policy is to provide direction to staff and elected officials who are arranging events that require the attendance of the Mayor and/or Members of Council by outlining the definitions for each event classification; the corresponding roles and responsibilities of Corporate Communications staff; and the role of elected officials in performing their duties during each event.	PURPOSE. This policy: <ul style="list-style-type: none"> • Categorizes the various types of openings and events • Outlines the appropriate budget and staff resourcing required for related ceremonies and plaques, and • Outlines the corresponding roles and responsibilities of staff 	The categories mentioned here now reflect Categories A, B and C.
SCOPE This policy applies only to the types of events outlined in the Definitions section.	SCOPE This policy applies to all employees and the Mayor and Members of Council.	The policy is now giving direction to staff and Council.
	Excluded from Scope This policy does not apply to:	Information on these event types has been moved to the Civic Protocol policy,

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	<ul style="list-style-type: none"> • External Partner Events - Where the City has a written agreement with an external party who has funded or sponsored a portion of a project, the external partner often supports the funding of the opening ceremony as well. The agreement will stipulate the City's requirements regarding the ceremony (attendees, media and promotion, protocol advice, etc.) but the opening is generally not City-hosted and therefore not an official opening in accordance with this policy. The funding contribution agreement and any role of City staff, such as Communications, must be detailed in a corporate report to Council. • Community events which are entirely funded by an external organization, i.e. the Mayor and Members of Council are invited guests and may be called upon to bring greetings from the City (e.g. Streetsville Bread and Honey Festival). Community groups handle invitations for community events and may call on Corporate Communications for event planning protocol advice, as required. The degree of assistance provided may be limited by available resources. • Ward-specific events that apply to an 	<p>as they are not budgeted and planned by staff.</p>

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	<p>individual ward. Ward-specific events may include, but are not limited to, dedications in honour of an individual (e.g. a room in a community centre), road extension/bridge developments; ward barbecues/celebrations; and other community milestones. The ward councillor handles all aspects of ward-specific events, including invitations, promotional elements, media relations and logistics. Costs are covered through the councillor’s budget or external donations. Corporate Communications is not involved in the organization of these events but can be called upon to provide protocol advice. Limited support may be provided by operations staff, depending on available resources.</p>	
<p>For additional information on items of Protocol refer to Corporate Policy and Procedures – Public Relations – Protocol; Official Photographs of Elected Officials and Senior Staff; Expressions of Sympathy; and Flag Protocol at City Facilities.</p> <p>This policy does not apply to events associated</p>	<p>RELATED POLICIES</p> <p>Corporate Policy and Procedure - Use of City Resources during an Election Campaign outlines the specific period in advance of a municipal election when Official City Openings/Events will not take place.</p> <p>Refer to Corporate Policy and Procedure –</p>	<p>A “Related Policies” section has been added to this policy and to the Civic Protocol policy to assist in understanding the relationships between the various policies. (The City Plaques policy is still in draft form.) A draft Use of City Resources during an Election Campaign policy will</p>

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<p>with the dedication of plaques. For information on plaque installation at City of Mississauga public facilities to commemorate official openings of new or substantially renovated facilities refer to Corporate Policy and Procedure – Public Relations – Plaques Commemorating Official Openings. For information on plaque installation at facilities that are being re-named or dedicated after opening, refer to Corporate Policy and Procedure – Facility Planning – Property and Facility Naming and Dedications.</p>	<p>Property and Facilities – Facility Naming for information on the selection process for Facility names.</p> <p>Refer to the following Corporate Policies and Procedures – Public Relations for additional information on:</p> <ul style="list-style-type: none"> • Rules of protocol – Civic Protocol • Protocol for official photographs – Official Photographs of Elected Officials and Senior Staff • Condolences extended on behalf of the City – Expressions of Sympathy • Flag etiquette and half-masting – Flag Protocol at City Facilities • Plaques – City Plaques 	<p>specify a cut-off dates for official events during a municipal election year. Once the Elections policy is adopted the date will be included in this policy.</p>
<p>DEFINITIONS</p> <p>For the purposes of this policy: “Anniversary Celebration Events” means official recognition of City owned and operated building/facility 10, 25, 50, 75 and 100 year anniversaries and subsequent anniversaries at 25 year intervals only or where anniversaries are identified and budgeted through the City's business plan and budget process.</p>	<p>DEFINITIONS</p> <p>For the purposes of this policy: “Anniversary Celebration Events” means official recognition of City owned and operated building/facility 25, 50, 75 and 100 year anniversaries and subsequent anniversaries at 25 year intervals, where anniversaries are identified and budgeted through the City's business plan and budget process. The</p>	<p>10 year Anniversary Celebrations have been removed from the policy. All Directors and have agreed to removing the 10 year anniversaries. Facility staff can still recognize the anniversary if they choose to.</p> <p>Added information on what is considered</p>

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	anniversary date is the construction date recorded in the applicable City asset management data base.	the “anniversary” date.
	“City” means the Corporation of the City of Mississauga.	New definition for ease of reading.
“Community Events” means events which are funded by an external organization only where the Mayor and Members of Council are invited guests and may be called upon to bring greetings from the City. Community Events may include, but are not limited to, community festivals (e.g. Streetsville Bread and Honey Festival, Mississauga’s Waterfront Festival); celebrations (e.g. 30th anniversary of the Mississauga Arts Council) and sporting events (e.g. Mississauga Marathon).		These are now excluded from the policy and have been moved to the Civic Protocol policy.
	<p>“Facility” means all City property and facilities that are owned, leased, licensed or occupied/operated by the City, including:</p> <ul style="list-style-type: none"> Any public buildings or building portion (e.g. rooms/indoor venues, indoor recreation fields) Parkland and open space, including <ul style="list-style-type: none"> multi-use trails 	New definition for clarity and ease of reading.

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	<ul style="list-style-type: none"> – outdoor recreation fields – gardens – other significant parks features, and – structures within a park (e.g. bridges and pavilions) 	
<p>“Mayor” means the elected Mayor or the Acting Mayor.</p>	<p>No change.</p>	
<p>“Official City Events” means events that 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; and are fully funded by the City and organized by City staff. Mayor and Members of Council require a minimum of six weeks’ notice for these events, when possible. Official City Events such as the official ceremony for Canada Day held in Mississauga Celebration Square and national/international sporting events with official ceremonial elements held at the Hershey Centre are not considered Ward-Specific Events. Other Official City Events may include, but are not limited to, official visits, City owned and operated building/facility openings and re-openings, major park/trail openings, Anniversary Celebration</p>	<p>“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:</p> <ul style="list-style-type: none"> • An official invitation sent to the approved guest list using the City’s official invitation template • All or some of the following elements: attendance of the Mayor and/or Members of Council, agenda, speakers, plaque unveiling, ribbon cutting 	<p>The definition now includes specific detail of what constitutes an official event – i.e. use of the City’ official invitation template and specific elements noted in the second bullet.</p>

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Events, facility naming and re-naming and ground-breakings.		
<p>““Partnership Events” means either/or those events:</p> <ul style="list-style-type: none"> • That are held to celebrate facility/site openings or to promote programs which were constructed, developed or significantly funded through a partnership with an outside organization, private or not-for-profit or another government entity. The funding contribution agreement would be outlined in a corporate report to council. Examples could include, but are not limited to, government funding announcements e.g. Infrastructure stimulus fund (ISF)/recreational infrastructure Canada (RInC) program projects. • That are hosted in partnership with organizations that have been endorsed by council e.g. Mississauga transit announcements; redevelopment projects; bike to work day; safe city; sports day. <p>Mayor and Members of Council require a minimum of six weeks’ notice for these events, when possible.</p>		These are now excluded from the policy and have been moved to the Civic Protocol policy.
“Protocol” means the official procedure or system of rules governing City-wide events and other		Definition moved to Civic Protocol policy.

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official functions associated with the Mayor’s office, such as diplomatic occasions.		
“Ward-Specific Events” means events that apply to an individual ward and are not Official City Events. Ward-Specific Events may include, but are not limited to, community park openings; ward barbecues/celebrations; road extension/bridge developments/ major transportation links; and other community milestones.		These are now excluded from the policy and have been moved to the Civic Protocol policy.
	<p>EXCEPTIONS</p> <p>If significant funds are required for an opening that is not in accordance with this policy, the request must be made through a corporate report to Council.</p> <p>Plaques for official park openings will only be installed where there is an associated building, other than washrooms, where the plaque can be displayed.</p>	<p>New section to clarify that exceptions to the policy require Council approval and to note that parks will only receive a plaque if there is a park-related building that it can be affixed to.</p>
	<p>ACCOUNTABILITIES</p> <p>Commissioners</p> <p>Commissioners are responsible for authorizing corporate reports to Council outlining the scope</p>	<p>New sections have been added to outline staff roles and responsibilities, with attention given to the need to include</p>

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	and budget of the Official City Opening/Event.	funding for City events in capital project budgets or in current operating budgets. Separate sections have been added for the person most responsible for the event and the person most responsible for the ceremony. This separation will assist staff in defining their specific roles and responsibilities.
	Director, Communications The Director, Communications, is responsible for approving the event work plan for Official City Openings/Events, in consultation with the Mayor, ward councillor and applicable staff.	
	Departmental Directors All departmental directors are responsible for: <ul style="list-style-type: none"> • Ensuring all applicable managers/supervisors are aware of this policy and of any subsequent revisions • Ensuring compliance with this policy • Ensuring annual capital budgets include the appropriate funding for Official City Openings/Events and plaques within each applicable project’s capital request • Ensuring funds are allocated from current 	

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	<p>operating budgets for events with no capital budget</p> <ul style="list-style-type: none"> • Ensuring all divisions involved in an Official City Opening/Event are consulted and in agreement with the funding and plan, and • Ensuring an annual list of Official Openings/Events is provided to Communications by year-end 	
	<p>Managers/Supervisors Managers/supervisors of staff who are responsible for any aspect of Official City Openings/Events, including budget planning, are accountable for:</p> <ul style="list-style-type: none"> • Ensuring staff in their respective work units are aware of this policy and any subsequent revisions • Ensuring applicable staff are trained on this policy and any subsequent revisions with respect to their specific job function • Ensuring staff comply with this policy • Providing the applicable director with an annual list of Official Openings/Events by year-end, and • Consulting with other departments/divisions as required 	

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	<p>Person Most Responsible (PMR) – Ceremony Communications staff designated as PMR are responsible for:</p> <ul style="list-style-type: none"> • Coordinating and executing the opening ceremony component of Official City Openings/ Events on behalf of Council, including receiving all approvals, in consultation with the applicable organizers of the public program • Providing protocol advice to staff and the public on events involving the Mayor and Members of Council, in accordance with Corporate Policy and Procedure – Civic Protocol • Developing all elements of the ceremony component of the program: agenda, speakers, plaque wording, speaking notes, ribbon cutting, plaque unveiling, etc. • Arranging for any special needs or requests for dignitaries and honourees • Ceremony setup: all equipment in place and confirmed as working • Organizing media, photography and promotion in various forms, if required, and • Consulting with the PMR for the event to ensure sufficient budget is allocated for the 	

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	ceremony costs	
	<p>Person Most Responsible (PMR) – Event Following the Ceremony</p> <p>The PMR from the business area involved in the event is responsible for:</p> <ul style="list-style-type: none"> • Handling all venue and event organization, except for the official ceremony noted above • Providing a minimum of six weeks’ notice to the Communications PMR, as required for the participation of Mayor and/or Members of Council • Consulting with the applicable Members of Council, sponsors, etc. on the event program • Handling of the City budget for the opening and all agreed to details: refreshments, equipment, give-aways, demonstrations, tours, photography, staffing and organizing security and volunteers, etc., including maintaining all records, and • Consulting with the PMR for the ceremony, including ensuring sufficient budget is allocated for the ceremony 	
ROLES AND RESPONSIBILITIES OF CORPORATE COMMUNICATIONS STAFF		

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<p>The Corporate Communications Section, Communications Division, organizes Official City Events funded through the Communication Division’s budget, which include: Mayor’s Levee, Remembrance Day, Civic Recognition and other official dignitary visits. Corporate Communications also provides Protocol advice to the Mayor, Members of Council, other City staff who organize City-funded events and members of the public who organize events that involve the Mayor and/or Members of Council.</p> <p>The Corporate Communications Section does not fund all Official City Events or Partnership Events. Funding for the event comes from the department/division area responsible for the event e.g. planning and Building funds the Mississauga Urban Design Awards; Corporate Services, Human Resources funds the Long Service Recognition Awards; Community Services funds facility openings/re-openings/anniversary celebrations and naming and dedications.</p>		<p>This information is now captured under the accountability of the PMR – Ceremony (Communications) or Category E – Traditional Events.</p> <p>The funding method is captured throughout the policy for each category.</p>
<p>ANNIVERSARY CELEBRATION EVENTS Regardless of the ward in which an Anniversary</p>		<p>This is now captured under Category C –</p>

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<p>Celebration Event takes place, Corporate Communications manages the official ceremonial aspects that involve the Mayor and Members of Council and/or other dignitaries/stakeholders. Mayor and Members of Council require a minimum of six weeks’ notice for these events, when possible. Corporate Communications manages Protocol i.e. formal invitations, speaking notes, agenda, media relations and event promotion, in consultation with the applicable organizers. Event work plans will follow City Protocol.</p>		<p>Exceptions.</p>
<p>COMMUNITY EVENTS Community groups handle invitations for Community Events. Event organizers may call on the Corporate Communications group for event planning Protocol advice, as required.</p>		<p>These are now excluded from the policy but the description has been captured in the Exclusions section, above.</p>
<p>OFFICIAL CITY EVENTS Regardless of the ward in which an Official City Event takes place, Corporate Communications manages the official ceremonial aspects that involve the Mayor and Members of Council and/or other dignitaries/stakeholders. Mayor and Members of Council require a minimum of six</p>		<p>This information is now captured under the accountability of the PMR – Ceremony (Communications) or Category E – Traditional Events.</p>

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<p>weeks’ notice for these events, when possible. Corporate Communications manages Protocol i.e. formal invitations, speaking notes, agenda, media relations and event promotion, in consultation with the applicable organizers. Event work plans will follow City Protocol.</p>		
<p>PARTNERSHIP EVENTS Corporate Communications produces or provides advice on event work plans for Partnership Events in conjunction with external groups. Mayor and Members of Council require a minimum of six weeks’ notice for these events, when possible. Corporate Communications is responsible for the development and production of promotional elements as outlined in the event plan. Promotional material produced by the partnership organization must be approved by Corporate Communications. Event work plans will follow City Protocol. Funding is dependent on the specific partnership arrangement.</p>		<p>These are now excluded from the policy; partnership events are now outlined in the Civic Protocol policy.</p>
<p>WARD-SPECIFIC EVENTS The ward councillor handles all aspects of Ward-Specific Events, including invitations, promotional elements, media relations and logistics. Costs are</p>		<p>These are now excluded from the policy; ward-specific events are now outlined in the Civic Protocol policy.</p>

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<p>covered through the councillor’s budget. Corporate Communications is not involved in the organization of these events but can be called upon to provide Protocol advice.</p>		
<p>ROLE OF ELECTED OFFICIALS Anniversary Celebration Events The Mayor and Members of Council are hosts for Anniversary Celebration Events. The councillor in whose ward the facility/event is located will be master of ceremonies for the event. The Mayor will bring greetings (the Mayor may defer greetings to the ward councillor). All other councillors attending the event are recognized as special guests, as are other dignitaries in attendance. The Mayor and ward councillor will speak first, followed by the other speaking guests as outlined in this policy and detailed in City Protocol.</p>		<p>The sections under the Role of Elected Officials have been deleted and the information moved to the Civic Protocol policy.</p>
<p>Community Events At Community Events, the Mayor brings greetings from the City. The ward councillor may also be invited to speak (the Mayor may defer greetings to the ward councillor). The Mayor speaks immediately after the master of ceremonies’</p>		

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opening remarks and introductions, followed by the ward councillor and then other speaking guests. The program agenda is at the discretion of the event organizer.		
Official City Events The Mayor and Members of Council are hosts for Official City Events. The councillor in whose ward the facility/event is located will be master of ceremonies for the event. The Mayor will bring greetings (the Mayor may defer greetings to the ward councillor). All other councillors attending the event are recognized as special guests, as are other dignitaries in attendance. The Mayor and ward councillor will speak first, followed by the other speaking guests as outlined in this policy and detailed in City Protocol.		
Partnership Events The Mayor, Members of Council and the partnership organization are hosts of Partnership Events. The Mayor will bring greetings from the City (the Mayor may defer greetings to the ward councillor). As the facility’s or program’s purpose is to serve the needs of the community, the applicable ward councillor may be the master of		

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ceremonies for the event, depending on the City-wide impact of the event. A representative of the partnership organization will then formally welcome the guests. Other speaking guests will follow the Mayor, councillor and partnership organization representative as outlined in this policy and detailed City Protocol.		
Ward-Specific Events The ward councillor is the host for Ward-Specific Events. The ward councillor will be the master of ceremonies and bring greetings from the City. Other speaking guests will follow the ward councillor. These events are less formal than Official City Events and the program agenda is at the discretion of the ward councillor. The Mayor and Members of Council and the Leadership Team are invited guests.		
	CATEGORIES OF OPENINGS AND ASSOCIATED BUDGETS Following is an overview of the scope and budget related to each Official City Opening/Event category:	The following sections outline the categories for official openings/events and the associated budgets that were endorsed by Council at the Budget Committee meeting of November 28, 2016.
	A - Large-scale Projects with Capital Budgets	

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	<p>Large-scale projects with capital budgets include two elements:</p> <ul style="list-style-type: none"> a. An official opening ceremony, including unveiling of the plaque(s) b. A public event: City-wide public draw, includes elements such as tours, demonstrations, entertainment, give-aways, games, refreshments (typical for large community buildings and parks) <p>Or</p> <p>Public event: major public works projects; may have less public attendance for the opening (e.g. major public transit projects)</p> <p>Budget: capital budget for project contributes two items:</p> <ul style="list-style-type: none"> 1. The plaque (dollar value specific to site and project, with an upset limit of City funding of \$5,000, including the cost of installation) 2. Support for the opening event to an upset limit of City funding of \$15,000 <p>Note: Additional funding may be donated or provided by an elected official.</p>	
	<p>B. Small-scale Projects with Capital Budgets</p> <p>Small-scale projects with capital budgets include</p>	

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	<p>two elements:</p> <ul style="list-style-type: none"> a. An official opening ceremony, including unveiling of the plaque(s) b. Public events: local public draw, includes elements such as tours, demonstrations, entertainment, give-aways, refreshments <p>Or</p> <p>Limited attendance events: fire stations, recognition events, major summit/conference, buildings not generally accessible to the public</p> <p>Budget: capital budget for project contributes two items:</p> <ul style="list-style-type: none"> 1. The plaque (dollar value specific to site and project, with an upset limit of City funding of \$5,000, including the cost of installation) 2. Support for the opening event to an upset limit of City funding of \$5,000 	
	<p>C. Openings and Events with No Capital Budgets</p> <p>These are typically Facility renaming events and Facility anniversaries. Openings and events with no capital budgets include two elements:</p> <ul style="list-style-type: none"> a. An official opening ceremony. The event may 	

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	<p>only require a small ceremony, plaque unveiling or photo-opportunity.</p> <p>b. Limited attendance events: such as, but not limited to, opening of a local fire station, renaming events, Anniversary Celebration Events, funding announcements, public art installations</p> <p>Budget: As these events are generally small in nature, current budgets of the business unit involved will fund these events, including, if applicable, a plaque and plaque installation. Additional funding may be donated or provided by an elected official.</p> <p>Exceptions:</p> <ul style="list-style-type: none"> • Naming/Renaming requests When recommending the name of a Facility that is not part of Category A or B, the corporate report to Council will also request the total budget required for the event (plaques, event costs, all associated costs for changes to existing signs or way-finding). <p>Note: Although not considered an Official City Opening/Event, dedication of part of a Facility, such as a room, requires a corporate report to Council for approval of the name.</p>	

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	Requests to include a dedication in Category C. must also be approved by Council.	
	<p>D. City-hosted Major Sports Tournaments</p> <p>Major sports tournaments (such as the Ontario Summer Games) will have a signed contract between the City and the tournament organizers, approved by Council. The Official Opening/Event will vary in format in accordance with the contract.</p> <p>Budget: The corporate report to Council requesting permission to hold the event must ensure that a full estimate of the City’s portion of the opening costs is built into the application.</p>	
	<p>E. Traditional Events</p> <p>Traditional events include such activities as:</p> <ul style="list-style-type: none"> • Mayor’s Levee • Canada Day official ceremony, in partnership with Culture (Mississauga Celebration Square only) • Remembrance Day • Light up the Square official ceremony, in 	

Comparison of Current and Proposed Policy – Event Protocol – Official City Openings/Events

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<i>Current Policy – What Exists Today – Event Protocol</i>	<i>Proposed Policy – If the information in a specific section is unchanged, or has required minimal revision to terminology only, “No Change” will appear.</i>	<i>Rationale – Why changes (deletions and/or additions) to the revised policy were made.</i>
	<p>partnership with Culture (Mississauga Celebration Square)</p> <ul style="list-style-type: none"> • Civic Recognition (annual) and Civic Committees Recognition (every 4 years) • Inaugural Council Meeting (every 4 years) <p>Budget: Opening ceremonies for traditional events are funded through the Strategic Communications Division, Corporate Services Department. Costs are primarily for staff time and labour. For events such as Canada Day, Light up the Square and the Mayor’s Levee some additional costs are borne by the operating budgets of the Parks and Forestry Division, Community Services Department and/or Celebration Square, Culture Division, Community Services Department.</p>	
	<p>REPORT TO COUNCIL</p> <p>Early each year Communications will provide a list of Official City Openings/Events to Council for their approval.</p>	<p>New section to reflect the new process of Communications advising Council of the next year’s official events.</p>

Corporate Policy & Procedure



Policy to be Rescinded and Replaced with new Official City Openings/Events policy.

Policy Title: Event Protocol

Policy Number: 06-02-02

Section:	Public Relations	Subsection:	Events
Effective Date:	January 16, 2013	Last Review Date:	[Last Review]
Approved by: Council	Owner Division/Contact: Communications Division, Corporate Services Department		

Policy Statement

The Communications Division, Corporate Services, co-ordinates official City events on behalf of Council and provides protocol advice to staff and the public on events involving the Mayor and Members of Council. Clear direction in classifying these requests ensures they are managed in a consistent manner.

Purpose

The purpose of this policy is to provide direction to staff and elected officials who are arranging events that require the attendance of the Mayor and/or Members of Council by outlining the definitions for each event classification; the corresponding roles and responsibilities of Corporate Communications staff; and the role of elected officials in performing their duties during each event.

Scope

This policy applies only to the types of events outlined in the Definitions section.

For additional information on items of Protocol refer to Corporate Policy and Procedures – Public Relations – Protocol; Official Photographs of Elected Officials and Senior Staff; Expressions of Sympathy; and Flag Protocol at City Facilities.

This policy does not apply to events associated with the dedication of plaques. For information on plaque installation at City of Mississauga public facilities to commemorate official openings of new or substantially renovated facilities refer to Corporate Policy and Procedure – Public Relations – Plaques Commemorating Official Openings. For information on plaque installation at facilities that are being re-named or dedicated after opening, refer to Corporate Policy and Procedure – Facility Planning – Property and Facility Naming and Dedications.

Definitions

Policy Number: 06-02-02

Effective Date: January 16, 2013

Policy Title: Event Protocol

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For the purposes of this policy:

“Anniversary Celebration Events” means official recognition of City owned and operated building/facility 10, 25, 50, 75 and 100 year anniversaries and subsequent anniversaries at 25 year intervals only or where anniversaries are identified and budgeted through the City's business plan and budget process.

“Community Events” means events which are funded by an external organization only where the Mayor and Members of Council are invited guests and may be called upon to bring greetings from the City. Community Events may include, but are not limited to, community festivals (e.g. Streetsville Bread and Honey Festival, Mississauga’s Waterfront Festival); celebrations (e.g. 30th anniversary of the Mississauga Arts Council) and sporting events (e.g. Mississauga Marathon).

“Mayor” means the elected Mayor or the Acting Mayor.

“Official City Events” means events that 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; and are fully funded by the City and organized by City staff. Mayor and Members of Council require a minimum of six weeks’ notice for these events, when possible. Official City Events such as the official ceremony for Canada Day held in Mississauga Celebration Square and national/international sporting events with official ceremonial elements held at the Hershey Centre are not considered Ward-Specific Events. Other Official City Events may include, but are not limited to, official visits, City owned and operated building/facility openings and re-openings, major park/trail openings, Anniversary Celebration Events, facility naming and re-naming and ground-breakings.

“Partnership Events” means either/or those events:

- That are held to celebrate facility/site openings or to promote programs which were constructed, developed or significantly funded through a partnership with an outside organization, private or not-for-profit or another government entity. The funding contribution agreement would be outlined in a corporate report to council. Examples could include, but are not limited to, government funding announcements e.g. Infrastructure stimulus fund (ISF)/recreational infrastructure Canada (RInC) program projects.
- That are hosted in partnership with organizations that have been endorsed by council e.g. Mississauga transit announcements; redevelopment projects; bike to work day; safe city; sports day.

Mayor and Members of Council require a minimum of six weeks’ notice for these events, when possible.

“Protocol” means the official procedure or system of rules governing City-wide events and other official functions associated with the Mayor’s office, such as diplomatic occasions.

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Effective Date: January 16, 2013

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“Ward-Specific Events” means events that apply to an individual ward and are not Official City Events. Ward-Specific Events may include, but are not limited to, community park openings; ward barbecues/celebrations; road extension/bridge developments/ major transportation links; and other community milestones.

Roles and Responsibilities of Corporate Communications Staff

The Corporate Communications Section, Communications Division, organizes Official City Events funded through the Communication Division’s budget, which include: Mayor’s Levee, Remembrance Day, Civic Recognition and other official dignitary visits. Corporate Communications also provides Protocol advice to the Mayor, Members of Council, other City staff who organize City-funded events and members of the public who organize events that involve the Mayor and/or Members of Council.

The Corporate Communications Section does not fund all Official City Events or Partnership Events. Funding for the event comes from the department/division area responsible for the event e.g. planning and Building funds the Mississauga Urban Design Awards; Corporate Services, Human Resources funds the Long Service Recognition Awards; Community Services funds facility openings/re-openings/anniversary celebrations and naming and dedications.

Anniversary Celebration Events

Regardless of the ward in which an Anniversary Celebration Event takes place, Corporate Communications manages the official ceremonial aspects that involve the Mayor and Members of Council and/or other dignitaries/stakeholders. Mayor and Members of Council require a minimum of six weeks’ notice for these events, when possible. Corporate Communications manages Protocol i.e. formal invitations, speaking notes, agenda, media relations and event promotion, in consultation with the applicable organizers. Event work plans will follow City Protocol.

Community Events

Community groups handle invitations for Community Events. Event organizers may call on the Corporate Communications group for event planning Protocol advice, as required.

Official City Events

Regardless of the ward in which an Official City Event takes place, Corporate Communications manages the official ceremonial aspects that involve the Mayor and Members of Council and/or other dignitaries/stakeholders. Mayor and Members of Council require a minimum of six weeks’ notice for these events, when possible. Corporate Communications manages Protocol i.e. formal invitations, speaking notes, agenda, media relations and event promotion, in consultation with the applicable organizers. Event work plans will follow City Protocol.

Partnership Events

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Corporate Communications produces or provides advice on event work plans for Partnership Events in conjunction with external groups. Mayor and Members of Council require a minimum of six weeks' notice for these events, when possible. Corporate Communications is responsible for the development and production of promotional elements as outlined in the event plan. Promotional material produced by the partnership organization must be approved by Corporate Communications. Event work plans will follow City Protocol. Funding is dependent on the specific partnership arrangement.

Ward-Specific Events

The ward councillor handles all aspects of Ward-Specific Events, including invitations, promotional elements, media relations and logistics. Costs are covered through the councillor's budget. Corporate Communications is not involved in the organization of these events but can be called upon to provide Protocol advice.

Role of Elected Officials

Anniversary Celebration Events

The Mayor and Members of Council are hosts for Anniversary Celebration Events. The councillor in whose ward the facility/event is located will be master of ceremonies for the event. The Mayor will bring greetings (the Mayor may defer greetings to the ward councillor). All other councillors attending the event are recognized as special guests, as are other dignitaries in attendance. The Mayor and ward councillor will speak first, followed by the other speaking guests as outlined in this policy and detailed in City Protocol.

Community Events

At Community Events, the Mayor brings greetings from the City. The ward councillor may also be invited to speak (the Mayor may defer greetings to the ward councillor). The Mayor speaks immediately after the master of ceremonies' opening remarks and introductions, followed by the ward councillor and then other speaking guests. The program agenda is at the discretion of the event organizer.

Official City Events

The Mayor and Members of Council are hosts for Official City Events. The councillor in whose ward the facility/event is located will be master of ceremonies for the event. The Mayor will bring greetings (the Mayor may defer greetings to the ward councillor). All other councillors attending the event are recognized as special guests, as are other dignitaries in attendance. The Mayor and ward councillor will speak first, followed by the other speaking guests as outlined in this policy and detailed in City Protocol.

Partnership Events

The Mayor, Members of Council and the partnership organization are hosts of Partnership Events. The Mayor will bring greetings from the City (the Mayor may defer greetings to the ward councillor). As the facility's or program's purpose is to serve the needs of the community, the

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applicable ward councillor may be the master of ceremonies for the event, depending on the City-wide impact of the event. A representative of the partnership organization will then formally welcome the guests. Other speaking guests will follow the Mayor, councillor and partnership organization representative as outlined in this policy and detailed City Protocol.

Ward-Specific Events

The ward councillor is the host for Ward-Specific Events. The ward councillor will be the master of ceremonies and bring greetings from the City. Other speaking guests will follow the ward councillor. These events are less formal than Official City Events and the program agenda is at the discretion of the ward councillor. The Mayor and Members of Council and the Leadership Team are invited guests.

Approvals

For Official City Events and Partnership Events, the event work plan, invitations and program will be approved by the Director, Communications, Corporate Services, in consultation with the Mayor, ward councillor and partner organization as appropriate.

Revision History

Reference	Description
GC-0010-2013 2013 01 16	
August 14, 2013	Housekeeping – changed Public Affairs to Corporate Communications

City of Mississauga

Corporate Policy & Procedure



Policy Title: Facility Naming

Policy Number: 05-02-02

Draft Only – Clean Copy – March 5, 2018

Section:	Property and Facilities	Subsection:	Facility Planning
Effective Date:	June 21, 2006	Last Review Date:	[Last Review]
Approved by: Council		Owner Division/Contact: Parks and Forestry and Culture Divisions, Community Services Department	

Policy Statement

City Facilities are named by Council, based on specific criteria and, where applicable, in consideration of any public comment.

Purpose

This policy establishes the process and criteria for Facility naming.

Scope

This policy applies to all City Facilities, as defined for the purposes of this policy.

Related Policies

City Plaques – Public Relations - Plaques
 Official City Openings/Events – Public Relations – Events
 Civic Protocol – Public Relations – Events

Definitions

For the purposes of this policy:

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

“Dedication” means attributing part of a Facility (e.g. a room in a building or garden in a park), in accordance with the criteria in this policy.

“Facility” means all City property and facilities that are owned, leased, licensed or occupied/operated by the City, including:

- Any public buildings or building portion (e.g. rooms/indoor venues, indoor recreation fields)

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- Parkland and open space, including
 - multi-use trails
 - outdoor recreation fields
 - gardens
 - other significant parks features, and
 - structures within a park (e.g. bridges and pavilions)

Where Facility boundaries are not easily identified, such as at a garden or overlook within a property, applicable City staff will determine the most appropriate boundary to encompass the name.

“Naming” means the process for assigning an official name to a new Facility, in accordance with the criteria in this policy. Naming applies to the entire Facility.

“Renaming” means changing the name of an entire, existing Facility, in accordance with the criteria in this policy.

Submitting Requests to the City of Mississauga

Proposals from the public for Naming, Renaming or Dedication of a Facility should be forwarded to the Manager, Park Planning, Parks & Forestry Division, Community Services Department.

Accountability

Commissioners

Commissioners are responsible for preparing corporate reports to Council outlining the recommended name for their respective Facility. All reports are signed and presented to Council by the Commissioner, Community Services, in accordance with this policy.

Departmental Directors

All departmental directors are responsible 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 of staff who are responsible for the Facility naming/dedication process, including business planning, are accountable for:

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

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Policy Title: Facility Naming

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Divisional/Departmental Responsibilities

Staff in the division/department responsible for the Facility are accountable for:

- Confirming that Facility Naming/Renaming or Dedication is an appropriate tribute if honouring an individual
- Researching proposed name
- Obtaining written approval and consent of the named party or their representative if naming a Facility after an individual, event or organization
- Consulting with other divisions (e.g. Park Planning – Parks and Forestry Division, Heritage Planning – Culture Division, Active Transportation Office –Transportation and Infrastructure Planning Division) as required
- Confirming the boundaries of the Facility to be named or renamed
- Determining with the applicable ward councillor the preferred name to be recommended
- Advising the applicable director and the Commissioner of Community Services of the name to be recommended, and
- Drafting a corporate report, to be signed by the Commissioner, Community Services, recommending the name, including a funding request for any associated expenses such as plaques and signage that are not already included in a capital budget and, if applicable, a location map

Initial Naming of a Facility

Proposed Names

Anyone may propose a name for a Facility.

If the proposed name is in honour of an individual, the request must be accompanied by a written biography, including a description of the individual's contribution to Mississauga or the Facility and an explanation of why the honour should be given.

Heritage Properties

Heritage properties will be named in accordance with this policy and the following additional requirements:

- If the property is listed or designated as a heritage property, Heritage Planning staff will consult with the Heritage Advisory Committee as required to confirm the preferred name from a heritage perspective (e.g. original owner or builder; prominent owner; original property name)
- When a property is designated under the *Ontario Heritage Act*, any sponsorship naming opportunity will acknowledge the heritage of the property

Selection Criteria

All suggested names will be considered, unless the name:

- Duplicates another existing name
- Will cause confusion due to similarity to another existing name

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- Is meaningful only to a limited number of people, and/or
- Detracts from the image of the City in light of generally prevailing community standards

Unless a sponsorship or donation agreement specifically states what the Facility will be named, preference is given to names which:

- Have a direct relationship with the Facility - i.e. reflect the geographical location of the Facility
- Recognize the historical significance of the area - i.e. reflect the history of the area
- Honour the original inhabitants of the Facility by using the family name or the name used by the original inhabitants to describe the Facility
- Reflect unique characteristics of the site, such as ecological or scenic qualities
- Are in keeping with a specific theme
- Recognize the donation or sponsorship contribution of an individual or organization to the particular Facility when an agreement is not in place, or
- Honour, a minimum of one year posthumously, an individual who has, for example, made significant positive contributions to their local community, the City of Mississauga, the Province of Ontario or Canada

Note: Any member of Council may direct staff to investigate the appropriateness of a Naming or Dedication in honour of a living individual. Based on staff's recommendation, Council may waive the requirement that recognition be posthumous. However, a Facility may not be named in honour of an elected official at any government level, school trustee, etc. unless the official has retired from public service.

Naming Process

The Commissioner of Community Services will consult with the respective ward councillor and, where the property is listed or designated under the *Ontario Heritage Act*, the Heritage Advisory Committee. The Mayor will then be notified of the recommended name.

The Commissioner of Community Services recommends one name to the General Committee (the "Committee"). The Committee's decision is deferred for 30 days to allow time for public comment.

The Community Services Department notifies all residents and ratepayer associations within a 400-foot (122 metre) radius of the Facility of the proposed name. The notice includes the date and time of the meeting at which the Committee will consider the name and advises that interested parties can arrange with Legislative Services, Corporate Services Department, to address the Committee.

At the meeting scheduled to ratify the name, the Commissioner, Community Services presents a corporate report to the Committee outlining the recommended name and a summary of any public comment. The Committee considers both the staff recommendation and the public comment and may accept the recommended name, propose an alternate or defer a decision until further public comment has been solicited through appropriate media or a public meeting.

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If an alternate name is proposed, the process is repeated, beginning with notification to residents and ratepayer associations.

Once a name has been approved, the Community Services staff person responsible for the naming process forwards the name to all applicable City divisions.

Renaming a Facility

Generally, changing the name of an existing Facility will not be considered and a Facility will not be renamed more than once. However, if it is deemed appropriate, a name will be selected using the same criteria and process used for Naming.

Dedication

Dedications are limited to part of a Facility, such as a room within a community centre or specific garden or feature within a park. Generally, a Dedication is an honour reserved for those actions or achievements that meet the policy criteria.

Where applicable, a written biography of the individual, including a description of the individual's contribution to Mississauga or the Facility, and an explanation of why the honour should be given, will be required. The selection criteria are the same as that for Naming.

The Commissioner of Community Services will consult with the respective ward councillor and the Mayor will then be notified of the recommended name. At the meeting scheduled to ratify the name, the Commissioner, Community Services presents a corporate report to the Committee outlining the recommended name. The Committee considers the staff recommendation and may accept the recommended name, propose an alternate or defer a decision until public comment has been solicited through appropriate media or a public meeting, if deemed appropriate.

Note: Where a Dedication is deemed unsuitable, the request may be referred to Communications, Corporate Services Department for consideration of recognition under the City's Civic Recognition Program policy.

Revision History

Reference	Description
GC-0394-2006 – 2006 06 21	

Comparison of Current and Proposed Policy – Facility Naming – (previously Property Facility Naming and Dedication) - 05-02-02

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<i>Current Policy – What Exists Today in Property and Facility Naming and Dedications policy</i>	<i>Proposed Policy – If the information in a specific section is unchanged, or has required minimal revision to terminology only, “No change” will appear.</i>	<i>Rationale – Why changes (deletions and/or additions) to the revised policy were made.</i>
Policy Title Property and Facility Naming and Dedications	Policy Title Facility Naming	The main focus of the policy is on facility naming.
Policy Statement City property and facilities are named or dedicated by Council, based on specific criteria and in consideration of any public comment.	Policy Statement City Facilities are named by Council, based on specific criteria and, where applicable, in consideration of any public comment.	Minor revision to reflect definition of Facility.
Purpose This policy establishes the process and criteria for naming, re-naming, or dedicating properties or facilities, including methods by which the public may provide suggestions and comments.	Purpose This policy establishes the process and criteria for Facility Naming.	Removed reference to public comment, as it is mentioned in the Policy Statement.
Scope For the purposes of this policy, “facilities” refers to all City property and facilities including: <ul style="list-style-type: none"> • parkland and open space; • buildings and rooms; • multi-use trails; • indoor and outdoor recreation fields; • gardens; and other significant features of the property. Where Facility boundaries are not easily identified, such as at a garden or overlook within a property, Community Services Department	Scope This policy applies to all City Facilities, as defined for the purposes of this policy.	The information previously contained in the Scope has been moved to the new Definitions section.

Current Policy – What Exists Today in Property and Facility Naming and Dedications policy	Proposed Policy – If the information in a specific section is unchanged, or has required minimal revision to terminology only, “No change” will appear.	Rationale – Why changes (deletions and/or additions) to the revised policy were made.
staff will determine the most appropriate boundary to encompass the name or dedication.		
	Related Policies City Plaques – Public Relations - Plaques Official City Openings/Events – Public Relations – Events Civic Protocol – Public Relations – Events	A “Related Policies” section has been added to this policy and to the Official City Openings/Events and Civic Protocol policies to assist in understanding the relationships between the various policies. (The City Plaques policy is still in draft form.)
	Definitions For the purposes of this policy	A definition section has been added, which now includes definitions for dedication, naming and renaming. “Facilities” has been moved from the Scope section.
	“City” means the Corporation of the City of Mississauga.	
	“Dedication” means attributing part of a Facility (e.g. a room in a building or garden in a park), in accordance with the criteria in this policy.	Dedication will now be reserved for naming part of a facility.
	“Facility” means all City property and facilities that are owned, leased, licensed or	The City Plaques policy definition and this policy’s definition now

Current Policy – What Exists Today in Property and Facility Naming and Dedications policy	Proposed Policy – If the information in a specific section is unchanged, or has required minimal revision to terminology only, “No change” will appear.	Rationale – Why changes (deletions and/or additions) to the revised policy were made.
	<p>occupied/operated by the City, including:</p> <ul style="list-style-type: none"> • Any public buildings or building portion (e.g. rooms/indoor venues, indoor recreation fields) • Parkland and open space, including: <ul style="list-style-type: none"> – multi-use trails – outdoor recreation fields – gardens – other significant parks features, and – structures within a park (e.g. bridges and pavilions) <p>Where Facility boundaries are not easily identified, such as at a garden or overlook within a property, applicable City staff will determine the most appropriate boundary to encompass the name.</p>	<p>align, with the exception of the additional paragraph, which does not appear in the City Plaques policy.</p>
	<p>“Naming” means the process for assigning an official name to a new Facility, in accordance with the criteria in this policy. Naming applies to the entire Facility.</p>	<p>Naming is now reserved for an entire facility, such as a community centre.</p>
	<p>“Renaming” means changing the name of an entire, existing Facility, in accordance with the criteria in this policy.</p>	<p>Added for clarity.</p>

Current Policy – What Exists Today in Property and Facility Naming and Dedications policy	Proposed Policy – If the information in a specific section is unchanged, or has required minimal revision to terminology only, “No change” will appear.	Rationale – Why changes (deletions and/or additions) to the revised policy were made.
	<p>SUBMITTING REQUESTS TO THE CITY OF MISSISSAUGA</p> <p>Proposals from the public for Naming, Renaming or Dedication of a Facility should be forwarded to the Manager, Park Planning, Parks & Forestry Division, Community Services Department.</p>	<p>Provides direction to the public if they are looking to honour an individual or event/place. There was some consideration given to having 311 be the recipient of these requests but the demand is not great enough.</p>
	<p>ACCOUNTABILITY</p> <p>Commissioners</p> <p>Commissioners are responsible for preparing corporate reports to Council outlining the recommended name for their respective Facility. All reports are signed and presented to Council by the Commissioner, Community Services, in accordance with this policy.</p>	<p>New sections to clarify roles and responsibilities.</p>
	<p>Departmental Directors</p> <p>All departmental directors are responsible for:</p> <ul style="list-style-type: none"> • Ensuring all applicable managers/supervisors are aware of this policy and of any subsequent revisions, and • Ensuring compliance with this policy 	
	<p>Managers/Supervisors</p> <p>Managers/supervisors of staff who are responsible for the Facility naming/dedication process, including business planning, are</p>	

Current Policy – What Exists Today in Property and Facility Naming and Dedications policy	Proposed Policy – If the information in a specific section is unchanged, or has required minimal revision to terminology only, “No change” will appear.	Rationale – Why changes (deletions and/or additions) to the revised policy were made.
	<p>accountable for:</p> <ul style="list-style-type: none"> • Ensuring staff in their respective work units are aware of this policy and the Related Policies, as well as any subsequent revisions • Ensuring applicable staff are trained on this policy and any subsequent revisions, with respect to their specific job function, and • Ensuring staff comply with this policy 	
	<p>Division/Departmental Responsibilities Staff in the division/department responsible for the Facility are accountable for:</p> <ul style="list-style-type: none"> • Confirming that Facility Naming/Renaming or Dedication is an appropriate tribute if honouring an individual • Researching proposed name • Obtaining written approval and consent of the named party or their representative if naming a Facility after an individual, event or organization • Consulting with other divisions (e.g. Park Planning - Parks and Forestry Division, Heritage Planning - Culture Division, Active Transportation Office – Transportation and Infrastructure Planning Division) as 	<p>The requirement for the applicable commissioner to complete the Corporate Report is not clearly articulated in the current policy. The addition of departmental roles and responsibilities will provide clarity around the required steps for facility naming. The 2nd last bullet regarding a budget request was also added to avoid situations where Council approves renaming a facility without being notified of the associated costs.</p>

Current Policy – What Exists Today in Property and Facility Naming and Dedications policy	Proposed Policy – If the information in a specific section is unchanged, or has required minimal revision to terminology only, “No change” will appear.	Rationale – Why changes (deletions and/or additions) to the revised policy were made.
	<p>required</p> <ul style="list-style-type: none"> • Determining with the applicable ward councillor the preferred name to be recommended • Advising the applicable director and the Commissioner of Community Services of the name to be recommended, and • Drafting a corporate report, to be signed by the Commissioner, Community Services, recommending the name, including a funding request for any associated expenses such as plaques and signage that are not already included in a capital budget and, if applicable, a location map 	
<p>NAMING A NEW FACILITY Proposed Names Anyone may propose a name for a facility. Suggestions should be forwarded to the Community Services Department.</p> <p>Suggestions for names in honour of individuals must be accompanied by a written biography of the individual, including a description of the individual’s contribution to Mississauga or the facility, and an explanation of why the honour should be given.</p>	<p>INITIAL NAMING OF A FACILITY Proposed Names Anyone may propose a name for a Facility.</p> <p>If the proposed name is in honour of an individual, the request must be accompanied by a written biography, including a description of the individual’s contribution to Mississauga or the Facility and an explanation of why the honour should be given.</p>	<p>Minor rewording; no change to intent.</p>

Current Policy – What Exists Today in Property and Facility Naming and Dedications policy	Proposed Policy – If the information in a specific section is unchanged, or has required minimal revision to terminology only, “No change” will appear.	Rationale – Why changes (deletions and/or additions) to the revised policy were made.
	<p>Heritage Properties</p> <p>Heritage properties will be named in accordance with this policy and the following additional requirements:</p> <ul style="list-style-type: none"> • If the property is listed or designated as a heritage property, Heritage Planning staff will consult with the Heritage Advisory Committee as required to confirm the preferred name from a heritage perspective (e.g. original owner or builder; prominent owner; original property name) • When a property is designated under the <i>Ontario Heritage Act</i>, any sponsorship naming opportunity will acknowledge the heritage of the property 	<p>A new section specific to heritage properties has been added in response to discussions with the Heritage Advisory Committee (HAC-0009-2016). This language was presented to HAC in the form of a Memorandum dated May 20, 2016 entitled “Facility Naming and Dedications Policy (Information Item)”. As was approved by HAC (HAC-0034-2016).</p>
<p>Selection Criteria</p> <p>All suggested names will be considered, unless the name duplicates another existing name, or will cause confusion due to similarity to another existing name, or is meaningful only to a limited number of people.</p>	<p>Selection Criteria</p> <p>All suggested names will be considered, unless the name:</p> <ul style="list-style-type: none"> • Duplicates another existing name • Will cause confusion due to similarity to another existing name • Is meaningful only to a limited number of people, and/or • Detracts from the image of the City in light of generally prevailing community standards 	<p>This section was reformatted into bullets for ease of reading. The last bullet was added for consistency with other policies (e.g. Placing Advertisements on City Property).</p>

<i>Current Policy – What Exists Today in Property and Facility Naming and Dedications policy</i>	<i>Proposed Policy – If the information in a specific section is unchanged, or has required minimal revision to terminology only, “No change” will appear.</i>	<i>Rationale – Why changes (deletions and/or additions) to the revised policy were made.</i>
<p>Preference is given to names which:</p> <ul style="list-style-type: none"> • have a direct relationship with the facility (i.e. reflect the location of the facility, recognize the historical significance of the area, reflect the unique characteristics of the site, etc.); or • are in keeping with a specific theme; or • recognize the donation or sponsorship contribution of an individual or organization to the particular facility; or • honour, posthumously, the significant contribution of an individual to the community. <p>Note: Any member of Council may direct staff to investigate the appropriateness of naming a facility in honour of living individual.</p>	<p>Unless a sponsorship or donation agreement specifically states what the Facility will be named, preference is given to names which</p> <ul style="list-style-type: none"> • Have a direct relationship with the Facility - i.e. reflect the geographical location of the Facility • Recognize the historical significance of the area - i.e. reflect the history of the area • Honour the original inhabitants of the Facility by using the family name or the name used by the original inhabitants to describe the Facility • Reflect unique characteristics of the site, such as ecological or scenic qualities • No change • Recognize the donation or sponsorship contribution of an individual or organization to the particular Facility when an agreement is not in place, or • Honour, a minimum of one year posthumously, an individual who has, for example, made significant positive contributions to their local community, the City of Mississauga, the Province of Ontario or Canada. <p>Note: Any member of Council may direct staff to investigate the appropriateness of a</p>	<p>Park Planning is recommending that the posthumous requirement be a minimum of one year to ensure the name stands the test of time.</p>

Current Policy – What Exists Today in Property and Facility Naming and Dedications policy	Proposed Policy – If the information in a specific section is unchanged, or has required minimal revision to terminology only, “No change” will appear.	Rationale – Why changes (deletions and/or additions) to the revised policy were made.
<p>Based on staff’s recommendation, Council may waive the requirement that recognition of an individual be posthumous. However, a facility may not be named in honour of an elected official, unless the official has retired from public service.</p>	<p>Naming or Dedication in honour of a living individual. Based on staff’s recommendation, Council may waive the requirement that recognition be posthumous. However, a Facility may not be named in honour of an elected official at any government level, school trustee, etc. unless the official has retired from public service.</p>	<p>Expanded to include an elected official or trustee at any level of government.</p>
<p>Naming Process The Commissioner of Community Services, after consultation with the respective ward councillor and the Mayor, recommends to the General Committee one name and up to two alternates. The committee’s decision is deferred for one month, to allow time for public comment. The committee may require that Community Services staff and/or the ward councillor solicit public comment through appropriate media or a public meeting.</p>	<p>Naming Process The Commissioner of Community Services will consult with the respective ward councillor and, where the property is listed or designated under the <i>Ontario Heritage Act</i>, the Heritage Advisory Committee. The Mayor will then be notified of the recommended name.</p> <p>The Commissioner of Community Services recommends one name to the General Committee (the “Committee”). The Committee’s decision is deferred for 30 days to allow time for public comment.</p> <p>The Community Services Department notifies all residents and ratepayer associations within a 400-foot (122 metre) radius of the Facility of the proposed name. The notice includes the</p>	<p>Park Planning is recommending that, for consistency, the process for renaming be followed for Naming (i.e. notifying residents, etc.) This change has been incorporated into the revised policy. Park Planning has also advised that:</p> <ul style="list-style-type: none"> it is the ward councillor that is consulted; the Mayor is only notified. There was a resolution passed in GC in 2005 that added the directive that the Mayor be notified of all proposed naming or dedications in advance of presenting the matter for approval

<i>Current Policy – What Exists Today in Property and Facility Naming and Dedications policy</i>	<i>Proposed Policy – If the information in a specific section is unchanged, or has required minimal revision to terminology only, “No change” will appear.</i>	<i>Rationale – Why changes (deletions and/or additions) to the revised policy were made.</i>
<p>At the General Committee meeting scheduled to ratify the name, the Commissioner, Community Services provides a summary of any public comment. The committee considers both the staff recommendation, and the public comment, and either approves one of the names, or proposes an alternate.</p> <p>If an alternate name is proposed, the process is repeated, beginning with a one-month deferral of the decision.</p> <p>Once a name has been approved, the Community Services staff person responsible for the naming process forwards the name to the Land Information Services Section of the Transportation and Works Department for inclusion in the City’s database of place names.</p>	<p>date and time of the meeting at which the Committee will consider the name and advises that interested parties can arrange with Legislative Services, Corporate Services Department, to address the Committee.</p> <p>At the meeting scheduled to ratify the name, the Commissioner, Community Services presents a corporate report to the Committee outlining the recommended name and summary of any public comment. The Committee considers both the staff recommendation and the public comment and may accept the recommended name, propose an alternate or defer a decision until further public comment has been solicited through appropriate media or a public meeting.</p> <p>If an alternate name is proposed, the process is repeated, beginning with notification to residents and ratepayer associations.</p> <p>Once a name has been approved, the Community Services staff person responsible for the naming process forwards the name to all applicable City divisions.</p>	<ul style="list-style-type: none"> • in practice only one name is usually suggested. <p>Several divisions are notified so are not all listed here. Community Services maintains a list of applicable divisions.</p>

<i>Current Policy – What Exists Today in Property and Facility Naming and Dedications policy</i>	<i>Proposed Policy – If the information in a specific section is unchanged, or has required minimal revision to terminology only, “No change” will appear.</i>	<i>Rationale – Why changes (deletions and/or additions) to the revised policy were made.</i>
<p>RENAMING A FACILITY</p> <p>Generally, changing the name of an existing facility will not be considered. However, if it is deemed appropriate to change the name of a facility a name will be selected using the same criteria as that for naming a new facility and in consultation with the respective ward councillor and the Mayor.</p>	<p>RENAMING A FACILITY</p> <p>Generally, changing the name of an existing Facility will not be considered and a Facility will not be renamed more than once. However, if it is deemed appropriate, a name will be selected using the same criteria and process used for Naming.</p>	<p>Wording revised to reflect direction from Park Planning to follow the same process for both Naming and Renaming facilities. Added the stipulation that a facility cannot be renamed a second time (i.e. original name and one change only).</p>
<p>Renaming Process</p> <p>The Community Services Department notifies all residents and ratepayer associations within a 400-foot radius of the facility of the proposed name change. The notice allows 30 days for public comment, includes the date and time of the meeting at which the General Committee will consider the name, and advises that interested parties can arrange with the Office of the City Clerk to address the committee. At the scheduled meeting, the Commissioner, Community Services presents a summary of any public comment. The General Committee may accept the recommended name, or may defer a decision until further public comment has been solicited through appropriate media or a public meeting.</p>		<p>Incorporated into the Naming section.</p>

<i>Current Policy – What Exists Today in Property and Facility Naming and Dedications policy</i>	<i>Proposed Policy – If the information in a specific section is unchanged, or has required minimal revision to terminology only, “No change” will appear.</i>	<i>Rationale – Why changes (deletions and/or additions) to the revised policy were made.</i>
<p>Once a name has been approved, the Community Services staff person responsible for the naming process forwards the name to the Land Information Services Section of the Transportation and Works Department for inclusion in the City’s database of place names.</p>		
<p>DEDICATIONS</p> <p>A dedication of a property is an honour reserved for those individuals whose actions or achievements are deemed significant by Council. Requests to dedicate a facility to an individual should be made to the Community Services Department.</p> <p>The request must be accompanied by a written biography of the individual, including a description of the individual’s contribution to Mississauga or the facility, and an explanation of why this honour should be given. The selection and approval process is the same as that for a new facility naming, without alternate name selections.</p>	<p>DEDICATION</p> <p>Dedications are limited to part of a Facility, such as a room within a community centre or specific garden or feature within a park. Generally, a Dedication is an honour reserved for those actions or achievements that meet the policy criteria.</p> <p>Where applicable, a written biography of the individual, including a description of the individual’s contribution to Mississauga or the Facility, and an explanation of why the honour should be given, will be required. The selection criteria are the same as that for Naming.</p> <p>The Commissioner of Community Services will consult with the respective ward councillor and the Mayor will then be notified of the recommended name. At the meeting scheduled to ratify the name, the Commissioner, Community Services presents</p>	<p>Dedications are now exclusively for only part of a facility, such as a room. Other minor wording revision to clarify that the individual must meet the policy criteria as well as be approved by Council. Moved contact information into the Submitting Requests to the City section.</p>

Current Policy – What Exists Today in Property and Facility Naming and Dedications policy	Proposed Policy – If the information in a specific section is unchanged, or has required minimal revision to terminology only, “No change” will appear.	Rationale – Why changes (deletions and/or additions) to the revised policy were made.
<p>Note: Where the dedication of a facility is deemed inappropriate, the request may be referred to Communications, Corporate Services Department for consideration of recognition under the City’s Civic Recognition Program Policy.</p>	<p>a corporate report to the Committee outlining the recommended name. The Committee considers the staff recommendation and may accept the recommended name, propose an alternate or defer a decision until public comment has been solicited through appropriate media or a public meeting, if deemed appropriate.</p> <p>No change</p>	
<p>NAMING/DEDICATION PLAQUES AND CEREMONIES</p> <p>When a facility is named after an individual or dedicated to an individual, a plaque describing the significance of the individual will be installed at the facility.</p> <p>A ceremony will be held to unveil the plaque, unless the name was chosen, or the dedication made, based solely on the historical significance of the individual.</p>		<p>The remainder of the policy sections have been moved to the new City Plaques policy or the Official City Openings/Event policy.</p>

<i>Current Policy – What Exists Today in Property and Facility Naming and Dedications policy</i>	<i>Proposed Policy – If the information in a specific section is unchanged, or has required minimal revision to terminology only, “No change” will appear.</i>	<i>Rationale – Why changes (deletions and/or additions) to the revised policy were made.</i>
<p>Timing of Plaque Installation Ceremony</p> <p>The timing of the ceremony depends on whether the facility is being newly opened/re-opened; or re-named/dedicated after the facility was opened:</p> <ul style="list-style-type: none"> For facilities that are new or being re-opened after extensive renovations, the plaque will normally be unveiled as part of the official opening/re-opening ceremony. (For more information on official opening/re-opening plaques, refer to Corporate Policy and Procedure – Plaques Commemorating Official Openings.) Plaque installations are subject to available yearly funding and may be postponed due to the number of projects. For facilities that are being re-named or dedicated after opening, or when funding limitations required postponement of the plaque installation, a special unveiling ceremony will be held. The date will be determined by Communications staff, in consultation with the family of the individual to be honoured, the ward councillor, and facility staff. 		

<i>Current Policy – What Exists Today in Property and Facility Naming and Dedications policy</i>	<i>Proposed Policy – If the information in a specific section is unchanged, or has required minimal revision to terminology only, “No change” will appear.</i>	<i>Rationale – Why changes (deletions and/or additions) to the revised policy were made.</i>
<p>Plaque and Ceremony Expenses</p> <p>Plaques, installation, and ceremony costs will be funded by the department or division responsible for the operation of the facility, subject to the approval of the department head. Ceremonies will be standardized and expenses limited to the cost associated with light refreshments, a photographer, sound amplification, media relations and canopy or cover for outdoor events. Once the costs have been approved, ceremonies will be arranged by staff of the Communications Division, Corporate Services Department.</p>		

City of Mississauga

Corporate Report



Date: 2018/03/02

To: Chair and Members of General Committee

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

Originator's files:

Meeting date:
2018/03/21

Subject

Increase to contract with Acart Communications to facilitate additional media buying services for four MiWay advertising campaigns in 2018; Procurement No. PRC000017.

Recommendation

That the Purchasing Agent be authorized to increase the contract with Acart Communications (Procurement No. PRC000017) to facilitate additional media buying services for four MiWay advertising campaigns in 2018 by an additional amount of \$225,000 to a revised total contract value of \$798,060.71 (excluding taxes).

Report Highlights

- MiWay launched two successful advertising campaigns in 2017 (a new back-to-school student campaign and a new Mississauga Transitway campaign) with targeted media plans, and is planning to launch four new MiWay advertising campaigns in 2018.
- The campaigns are aimed at driving new customer acquisitions by focusing on the student and business commuter markets, and educating non-riders about new MiWay services.
- Media planning/purchasing services provided to date by Acart, based on its industry-specific knowledge, experience and access to specialized software and information systems, have been successful.
- The Transit Division's marketing budget (operating) has sufficient funds available to accommodate the proposed increase to the contract. No additional funding is required.

Background

In April 2017, the City's Transit Division retained Acart Communications (Acart) through a competitive bid process (Procurement No. PRC000017) for full-service marketing communications consulting services to assist in developing and executing strategic advertising campaigns (seven campaigns) that promote MiWay services to key audiences to grow ridership.

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Media costs were excluded from the scope of work because they can vary substantially depending on the campaign objectives, type of media, and planned scale of reach and frequency.

Six campaigns are aimed at driving new customer acquisitions by focusing on the student and business commuter markets, and educating non-riders about new MiWay service offerings including the Mississauga Transitway. One campaign is aimed at recharging the MiWay brand internally as part of MiWay's overall customer experience program.

MiWay launched the first two advertising campaigns in 2017: a new back-to-school student campaign and a new Mississauga Transitway campaign. To facilitate the implementation, an increase to the contract was made to provide Acart with the ability to purchase a limited amount of media space from several media suppliers on behalf of the City on a pilot basis at preferred rates. Acart did not charge the City any additional commission for arranging the media purchases. Both campaigns reached the target audiences with high impact creative and key messages and were successfully delivered.

Comments

MiWay's major back-to-school student campaign in fall 2017 educated students (middle school, high school and post-secondary) and their parents about MiWay and encouraged trial by reaching target audiences through social media and digital advertising in particular. The campaign delivered over 10,170 website visits to the students.miway.ca campaign site, over 9.6 million online advertising impressions and 88,000 YouTube views of the "Find Your Ride—Students" video.

The Mississauga Transitway campaign, which launched before the start of MiWay service at the new Renforth Station, featured online videos and targeted print and digital media ads. It delivered more than 63,000 YouTube views of the three videos (combined), over 6 million online advertising impressions and more than 12,000 visits to the campaign site: transitway.miway.ca.

Based on these successful results, targeted media plans will be developed to effectively launch four new MiWay advertising campaigns in 2018: one campaign targeting students, one promoting the Mississauga Transitway, and two targeting business commuters (see Appendix 1: Scope of Work).

As an advertising agency, Acart Communications provides media buying services to its public-sector clients. This allows the City to benefit from Acart's media planning/purchasing services and specialized industry-specific knowledge and experience that is required to optimize campaigns effectively across proprietary, self-serve digital advertising platforms in particular – without requiring additional City staff resources or incurring additional costs.

For example, Acart is a Google Partner agency with a team of certified individuals in AdWords (Google's advertising platform) including advanced search, display advertising, video

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advertising and Google Analytics. Facebook and Instagram advertising is also booked through a self-serve, auction-based platform and Acart has a Facebook business manager account with a dedicated Facebook account manager to enable a streamlined workflow in campaign creation and execution. MiWay does not have this type of capability as part of its core business.

MiWay also benefits from Acart's access to specialized software and information systems. For example, Acart uses machine-learning software called Acquisio to optimize ad performance and improve the cost efficiency of Google AdWords and Facebook ad campaigns. Acart also accesses ComScore Media Metrix to identify usage trends for campaign planning, and SalesPro, a marketing tool powered by RTS (Canada's largest consumer study based on a sample of 42,000 Canadians) to identify consumer behaviours, media usage and perceptions about advertising. It would not be practical or cost-efficient for MiWay to acquire similar tools or develop similar capabilities internally.

Considering the wide sources (13) of media purchases within a limited time range (spring, summer and fall of 2018), as well as the digital and technical aspects of some of the requirements and the success of MiWay's student and transitway campaigns in 2017, the Acart Communications team is well positioned to undertake the 2018 campaigns in a cost-effective manner. The City will benefit through knowledge continuity and consultation experience.

The contract increase recommendation in this report is made in accordance with the Purchasing By-law #374-2006 which requires Council approval for contract increases exceeding 20% of the original contract value.

Strategic Plan

Acquiring new customers by promoting the benefits of MiWay services to target audiences supports the following strategic goals:

Developing a Transit-Oriented City

- Build a Reliable and Convenient System
- Connect Our City

Ensuring Youth, Older Adults and New Immigrants Thrive

- Ensure Affordability and Accessibility

Completing Our Neighbourhoods

- Provide Mobility Choices

Financial Impact

The table below outlines the status of the existing and revised contract amounts:

Table 1: Existing and Revised Contract Amounts				
Contract Item	Original Value	Change Order #1	Change Order #2 (Requested)	Revised Upset Limit
Seven campaigns, project management and disbursements	\$490,000			
Media costs for student and transitway campaigns in 2017		\$83,060.71		
Media costs for four advertising campaigns in 2018			\$225,000	
Total	\$490,000	\$83,060.71	\$225,000	\$798,060.71

The Transit Division's marketing budget (operating) has sufficient funds available to accommodate the proposed increase to the contract. No additional funding is required.

Conclusion

Acart Communications was retained in 2017 through a competitive bid process to assist MiWay in the development of strategic advertising campaigns related to its new customer acquisition program. Services provided to date have been successful. Four additional MiWay advertising campaigns are planned for 2018 requiring media buying services which are not included in Acart's contract. Staff recommend that the existing contract with Acart be increased to \$798,060.71 to include this service. The Acart Communication contract continues to represent good value. Council approval is required as the increase exceeds 20% of the original contract value.

Attachments

Appendix 1: Scope of Work

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

Prepared by: Ryan Cureatz, Marketing Manager

Appendix 1: Scope of Work

MiWay requires additional media space for planned targeted advertising campaigns to grow ridership through new customer acquisition efforts.

Medium Value Acquisitions

Estimated Media Requirements	Business Commuter Campaign (spring 2018)	Student Campaign (fall 2018)	Transitway Campaign (fall 2018)	Business Commuter Campaign (Summer 2018)	Totals
Video / Digital / Social Media					
Google (Display Network and YouTube)	\$6,500	\$15,000	\$14,500	\$10,000	\$46,000
Facebook and Instagram	\$5,450	\$14,500	\$14,500	\$7,500	\$41,950
Spotify	-	\$10,000	-	-	\$10,000
Cineplex / Tim's TV	-	\$35,000	\$3,500	\$5,000	\$43,500
insauga.com	\$5,250	\$3,500	\$3,500	-	\$12,250
Out-of-Home / Transit Media					
Rouge Media (campus / restaurant/bar)	-	\$20,000	-	\$5,000	\$25,000

\$178,700

Low Value Acquisitions

Estimated Media Requirements	Business Commuter Campaign (spring 2018)	Student Campaign (fall 2018)	Transitway Campaign (fall 2018)	Business Commuter Campaign (Summer 2018)	Totals
Video / Digital / Social Media					
LinkedIn	\$2,500	-	-	\$5,000	\$7,500
Twitter	\$750	-	-	-	\$750
Snapchat	-	\$2,500	-	-	\$2,500
Out-of-Home / Transit Media					
Pattison (building lobby screens)	-	-	\$3,000	\$5,000	\$8,000
Newad (restaurants/bars)	-	-	-	\$5,000	\$5,000
Media City (office media)	-	-	-	\$5,000	\$5,000
Print Media					
Modern Mississauga	-	-	\$2,000	\$2,000	\$4,000
					\$32,750
Contingency					\$13,550
Estimated Total Media Disbursement:	\$20,450.00	\$100,500.00	\$41,000.00	\$49,500.00	\$225,000.00

City of Mississauga

Corporate Report



Date: 2018/02/28

To: Chair and Members of General Committee

From: Janice M. Baker, FCPA, FCA
City Manager and Chief Administrative Officer

Originator's files:

Meeting date:
2018/03/21

Subject

2017 Obsolete Policy Report

Recommendation

That the following Corporate Policy and Procedure be declared obsolete and rescinded from the Corporate Policy and Procedure Manual

- 07-02-04 – Recovery of Costs of Roads and Storm Sewers

Report Highlights

- Corporate Policies and Procedures are reviewed on a three year cycle
- Staff responsible for reviewing policies may determine that the policy is no longer required and request that it be rescinded
- A rationale for declaring a policy obsolete is included for each policy,

Background

An annual review is undertaken of all Corporate Policies and Procedures on a three (3) year cycle to ensure that the City's policies remain current.

Comments

The policy that is being recommended for obsolescence has been identified by departmental staff as no longer being required. A rationale for rescinding the policy is provided below.

07-02-04 – Recovery of Costs of Roads and Storm Sewers.

In the late 1970s, City Council wanted to encourage development, but it recognized that development occurred in phases, and that the early developers would be

required to build roads and storm sewers that would benefit adjacent properties. As a result, City Council adopted a policy in 1979 (with amendments in 1980, 1988 and 1992) that would require “holdout” development to pay to have access to roads and storm sewers constructed by other developers and/or the City. A fee was established as a unit rate per lineal metre of frontage and was based on one half of the theoretical average cost to construct a road and a storm sewer. The policy allowed the City to collect the “frontage charge” and to pay it to the developer who had installed the services.

Current Status:

The majority of development today is infill development. There is no longer a need to incentivise developers to help complete the City’s road and storm sewer network. Nowadays, new roads or storm sewers that are required are typically constructed solely for the benefit of the lands seeking the development approval. It is therefore recommended that Policy 07-02-04 be rescinded as it is no longer applicable.

Strategic Plan

N/A

Financial Impact

N/A

Conclusion

For the reasons outlined in this report, the Corporate Policies and Procedures attached as Appendix 1 should be declared obsolete and removed from the Corporate Policies and Procedures manual.

Attachments

Appendix 1: Corporate Policy 07-02-04 - Road and Storm Sewers



Janice M. Baker, FCPA, FCA
City Manager and Chief Administrative Officer

Prepared by: Pam Shanks, Corporate Policy Analyst

Corporate Policy & Procedure



Appendix 1

Policy Title: Recovery of Costs of Roads and Storm Sewers

Policy Number: 07-02-04

Section:	Community Development	Subsection:	Servicing
Effective Date:	March 9, 1992	Last Review Date:	March, 2015
Approved by: Council	Owner Division/Contact: Development Engineering, Transportation and Works Department		

Policy Statement

Fees are charged to developers proposing to access roads and storm sewer services installed by others.

Purpose

The fee partially recovers the costs of installation of the services by another developer or the City. This policy identifies how the fees are determined and provides for payment of the fees collected by the City to the original developer.

Fee

The fee is based on the linear metres of frontage and is charged as a condition of approval of land severance applications, plans of subdivision, site plans and rezoning applications.

“Frontage” is defined as the entire length of the subject developer's land which abuts an existing public roadway (excluding major collector and arterial roads) constructed by others prior to the subject lands being severed or rezoned or a plan of subdivision being registered.

The fee is reviewed annually on February 1st and is increased in accordance with the Stats Canada Building Construction Price Index.

Rebate to Developer

Payment of fees to the developer who installed the services depends on whether the municipal works have been assumed by the City and whether the original developer can be located.

If the municipal works have not been assumed by the City, the fee collected by the City is paid to the developer who installed the services.

Policy Number: 07-02-04	Effective Date: March 9, 1992	
Policy Title: Recovery of Costs of Roads and Storm Sewers	Last Review Date: March, 2015	2 of 2

If the municipal works have been assumed by the City, staff will attempt to locate the original developer who installed the services. The fee will be paid to the original developer, if located. The fee is retained by the City if the original developer is not located.

The fee does not include sanitary and water services, which are the responsibility of the Region of Peel.

Revision History

Reference	Description
OW-63-92 1992 03 09	
March 18, 2015	Scheduled review – admin changes for clarity and to reflect the Stats Canada Building Construction Price Index

REPORT 2 - 2018

To: CHAIR AND MEMBERS OF GENERAL COMMITTEE

The Road Safety Committee presents its second report for 2018 and recommends:

RSC-0005-2018

That the deputation from Colin Patterson, Supervisor, Road Safety on February 27, 2018, entitled "Road Safety Section: Available Road Safety Tools", be received.

(RSC-0005-2018)

RSC-0006-2018

1. That Legislative Services staff be directed to distribute the "Are You a Distracted Driver" quiz cards to Mississauga community centres and libraries, hospitals, post-secondary institutions and drivers licence centres, to be displayed in April, 2018.
2. That a Promotional Subcommittee of the Road Safety Committee, be established to develop road safety materials and messages and that the following citizen members be appointed to the subcommittee:
 - a. Councillor Pat Saito
 - b. Tony Power, Citizen Member
 - c. Leonard Verwey, Citizen Member
 - d. Anne Marie Hayes, Citizen Member
 - e. Trevor Howard, Citizen Member
3. That the draft 2018 Road Safety Committee work plan, dated February 27, 2018 be approved with the following amendments:
 - a. Include National Public Works Week to the month of May
 - b. Include "National GTA PIA Law Strides for Change", organized by MADD Canada in the month of June

(RSC-0006-2018)

RSC-0007-2018

That the email from Seema Ansari, Technical Analyst, Traffic Safety, Region of Peel, dated February 28, 2018 with respect to Mobile Sign Boards, be deferred to the next Road Safety Committee meeting for discussion.

(RSC-0007-2018)

RSC-0008-2018

That the Peel Regional Police Mississauga Road Watch statistics, dated February 20, 2018, be received for information.

(RSC-0008-2018)

RSC-0009-2018

That Resolution 0045-2018 regarding Vision Zero, adopted by Council on February 21, 2018, be received for information.

(RSC-0009-2018)

RSC-0010-2018

That the Road Safety Event Calendars attached as information items to the Road Safety Committee agenda, dated February 27, 2018, be received for information.

(RSC-0010-2018)

RSC-0011-2018

That the Legislative Coordinator be directed to respond to the resident complaint with respect to distracted driving, dated February 23, 2018.

(RSC-0011-2018)

Report 3 - 2018

To: CHAIR AND MEMBERS OF GENERAL COMMITTEE

The Heritage Advisory Committee presents its third report for 2018 and recommends:

HAC-0029-2018

That the request to alter the property at 1050 Old Derry Road as per the Corporate Report from the Commissioner of Community Services dated February 8, 2018, be approved.
(HAC-0029-2018)

HAC-0030-2018

That the proposed alteration of 34 John Street South, as per the Corporate Report from the Commissioner of Community Services, dated February 8, 2018, be approved.
(HAC-0030-2018)

HAC-0031-2018

That the property at 1775 Fifeshire Court, which is listed on the City's Heritage Register, is not worthy of heritage designation, and consequently, that the owner's request to demolish proceed through the applicable process.
(HAC-0031-2018)

HAC-0032-2018

1. That a revised heritage by-law be adopted, as per the Corporate Report dated February 20, 2018 from the Commissioner of Community Services, substantially in compliance with Appendix 1.
 2. That Legal Services be directed to complete the appropriate set fine applications and seek the approval of the Ministry of the Attorney General for the related orders by the Senior Regional Justice.
- (HAC-0032-2018)

HAC-0033-2018

That the 2018 Heritage Planning Work Plan, as outlined in Appendix 1 of the Memorandum dated February 6, 2018 from Paul Damaso, Director of Culture Division, be received for information.
(HAC-0033-2018)

HAC-0034-2018

That the request per the Heritage Property Permit Application dated February 27, 2018 from the Peel District School Board to alter the property known as Gardner-Dunton House located at 5520 Hurontario Street (Ward 5), be approved.
(HAC-0034-2018)

HAC-0035-2018

That the Committee of Adjustment Minor Variance Application dated February 2, 2018 for a Heritage Designated Property located at 29 Port Street West (Ward 1), be received for information.

(HAC-0035-2018)

HAC-0036-2018

That the letter dated February 6, 2018 from Mayor Bonnie Crombie to Hon. Catherine McKenna, Minister of Environment and Climate Change in Canada with respect to implementation of the recommendations of the federal House of Commons Standing Committee on Environment and Sustainable Development regarding the preservation of Canada's heritage, be received for information.

(HAC-0036-2018)

REPORT 3 - 2018

To: CHAIR AND MEMBERS OF GENERAL COMMITTEE

The Mississauga Cycling Advisory Committee presents its third report for 2018 and recommends:

MCAC-0011-2018

That the deputation by Wai-Lyn Wong, Project Engineer, Pratt & Whitney Canada with respect to the Cycling Master Plan be received.

(MCAC-0011-2018)

MCAC-0012-2018

That up to three representatives from the Mississauga Cycling Advisory Committee (MCAC) attend the 2018 Ontario Bike Summit in Toronto on April 17 and April 18, 2018 and that the cost to attend the event be funded from MCAC 2018 budget.

(MCAC-0012-2018)