

General Committee

Date: April 27, 2022
Time: 9:30 AM
Location: Council Chambers, Civic Centre, 2nd Floor
300 City Centre Drive, Mississauga, Ontario, L5B 3C1
And Online Video Conference

Members

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

Participate Virtually, Telephone OR In-Person

Advance registration is required to participate and/or make a comment in the meeting. Questions and/or Presentation Materials must be provided in an advance of the meeting. Comments submitted will be considered as public information and entered into public record.

To register, please email dayna.obaseki@mississauga.ca and for Residents without access to the internet can register by calling Dayna Obaseki at 905-615-3200 ext. 5425 **no later than Monday, April 25, 2022 before 4:00PM**. Directions on how to participate from Clerks' staff.

Contact

Dayna Obaseki, Legislative Coordinator, Legislative Services
905-615-3200 ext. 5425 | Email: dayna.obaseki@mississauga.ca

Find it Online

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

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

1. **CALL TO ORDER**

2. **INDIGENOUS LAND STATEMENT**

“We acknowledge the lands which constitute the present-day City of Mississauga as being part of the Treaty and Traditional Territory of the Mississaugas of the Credit First Nation, The Haudenosaunee Confederacy the Huron-Wendat and Wyandotte Nations. We recognize these peoples and their ancestors as peoples who inhabited these lands since time immemorial. The City of Mississauga is home to many global Indigenous Peoples.

As a municipality, the City of Mississauga is actively working towards reconciliation by confronting our past and our present, providing space for Indigenous peoples within their territory, to recognize and uphold their Treaty Rights and to support Indigenous Peoples. We formally recognize the Anishinaabe origins of our name and continue to make Mississauga a safe space for all Indigenous peoples.”

3. **APPROVAL OF AGENDA**

4. **DECLARATION OF CONFLICT OF INTEREST**

5. **MINUTES OF PREVIOUS MEETING**

5.1. General Committee Minutes - April 13, 2022

6. **PRESENTATIONS - Nil.**

7. **DEPUTATIONS**

7.1. Marek Ruta, Chairman, Carassauga Festival Inc. regarding 2022 Festival and Programs

7.2. Patti Janetta, President and Dani Araujo, Marketing and Communications, Mississauga Italfest regarding the 10th Anniversary Celebration of Mississauga Italfest

7.3. Jennu Baskaran, Community Development Coordinator and Lisa Boyce-Gonsalves, Manager, Aquatics Therapeutic and Fitness, City of Mississauga regarding City Services for Youth

8. **PUBLIC QUESTION PERIOD - 15 Minute Limit**

Public Comments: Advance registration is required to participate and/or to make comments in the public meeting. Any member of the public interested in speaking to an item listed on the agenda must register by calling 905-615-3200 ext. 5425 or by emailing dayna.obaseki@mississauga.ca by **Monday, April 25, 2022 before 4:00PM.**

Pursuant to Section 58 of the Council Procedure By-law 0044-2022, 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. Questions may be submitted to the Clerk at least 24 hours prior to the meeting;

2. A person is limited to two (2) questions and must pertain specific item on the current agenda and the speaker will state which item the question is related to;
3. The total speaking time shall be five (5) minutes maximum, per speaker, unless extended by the Mayor or Chair; and
4. Any response not provided at the meeting will be provided in the format of a written response.

9. CONSENT AGENDA

10. MATTERS TO BE CONSIDERED

- 10.1. Response to Bill 93, the Getting Ontario Connected Act, 2022
- 10.2. Residential Video Surveillance Cameras
- 10.3. Free Transit on MiWay for Volunteers during the 2022 Ontario Parasport Games and Ontario Summer Games.
- 10.4. Traffic Calming – Ward 10
- 10.5. Certificate of Recognition (COR) Health and Safety Certification Program Update
- 10.6. Streamline Development Approval Fund
- 10.7. 2021 Year End Reserve and Reserve Fund Report
- 10.8. 2021 Treasurer's Annual Report on Investment
- 10.9. Financial Report as at December 31, 2021
- 10.10. 2022 Tax Ratios, Rates and Due Dates
- 10.11. Corporate Asset Management Program 2022 Report
- 10.12. Authority for Single Source Procurements for Financial Services
- 10.13. Assumption of Municipal Works associated with a Residential Subdivision Servicing Agreement, Registered Plan 4M-1808, Amacon Development (City Centre) Corp. (Ward 4)
- 10.14. Assumption of Municipal Works associated with Residential Subdivision Servicing Agreement, Registered Plan 43M-2004, Cal-Arvona Developments Inc. (Ward 10)

11. ADVISORY COMMITTEE REPORTS

- 11.1. Heritage Advisory Committee Report 4 - 2022 - April 12, 2022
- 11.2. Mississauga Cycling and Advisory Committee Report 4 - 2022 - April 12, 2022
- 11.3. Public Vehicle Advisory Committee Report 2 - 2022 - April 19, 2022

12. MATTERS PERTAINING TO REGION OF PEEL COUNCIL

13. COUNCILLORS' ENQUIRIES

14. OTHER BUSINESS/ANNOUNCEMENTS

15. CLOSED SESSION

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

- 15.1. A proposed or pending acquisition or disposition of land by the municipality or local board:
- Authorization to accept title to certain lands and to enter into a Cooperation Agreement between The Corporation of the City of Mississauga, The Regional Municipality of Peel, The Corporation of the City of Brampton and the Corporation of the Town of Caledon**

- 15.2. The security of the property of the municipality or local board:
- Update on the Office Space Strategy and 201 City Centre Drive Lease**

16. ADJOURNMENT

Presenting Sponsor



LiUNA!
LOCAL 183
Feel the Power



May 27th, 28th & 29th

Taste ethnic dishes ... See cultural performances...
Experience multiculturalism...

Carassauga Festival of Cultures

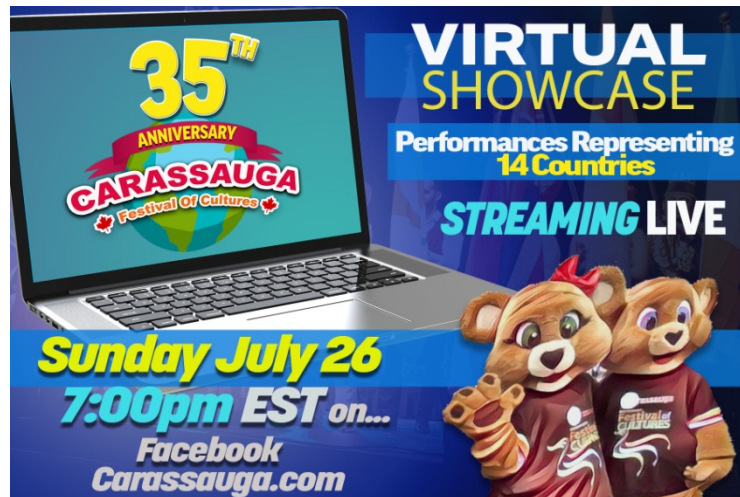
Recognized as **Canada's Largest Multicultural Festival**

A Mississauga "tradition" – now in its 37th year!

A celebration of multiculturalism, showcasing over 25 Countries



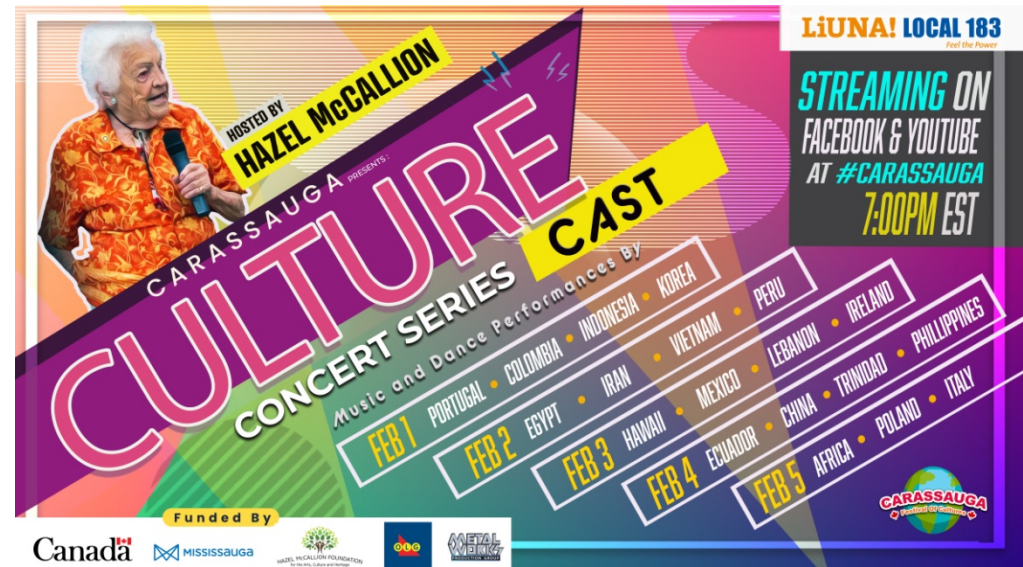
Events during Pandemic



- 35th Anniversary Virtual Showcase
- 10K people reached
- 14 Pavilions participated

CultureCast Concert Series

- Feb. 1st to 5th, 2021
- Showcased 19 Cultural Groups
- Celebrating Hazel's 100th Birthday
- 42K people reached



2021 New Initiative

Cooking with Carassauga



- Cultural Cooking Videos
- Launched March 2021, 3 videos per week.
- 21 Cultures with 32 cooking demonstrations
- 88.5K people reached.
- Economic Impact - \$47K

Cooking with Carassauga

- 2 Live Interactive Cooking Classes in April.
- Featuring Celebrity Chefs:
 - Massimo Capra
 - Antonio Park
- 50 participants per class
- Italian and Korean cuisine.



Carassauga Drive-In



August 20 – 22
5 shows
18 Performances

1 Week of Viewing
YouTube = 715 views
Facebook = 9.2K views



WEBINARS

CARASSAUGA PRESENTS

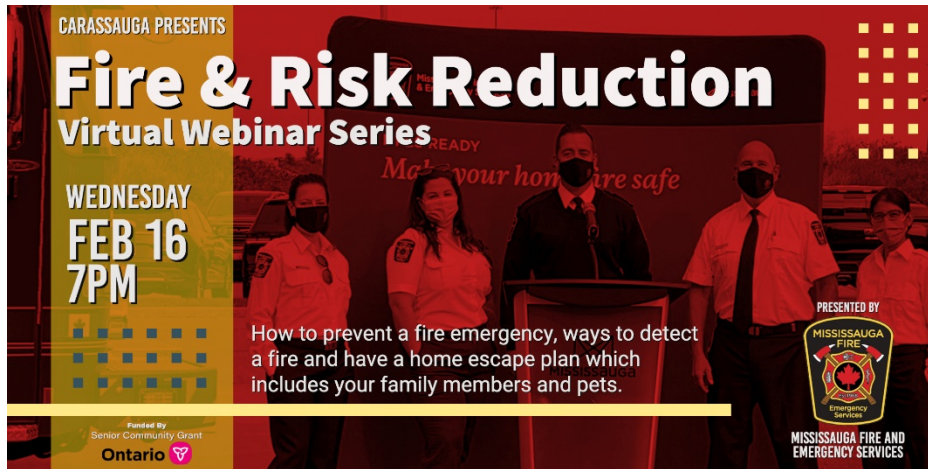
Fire & Risk Reduction Virtual Webinar Series

WEDNESDAY
FEB 16
7PM

How to prevent a fire emergency, ways to detect a fire and have a home escape plan which includes your family members and pets.

PRESENTED BY
MISSISSAUGA FIRE AND EMERGENCY SERVICES

Funded By
Senior Community Grant
Ontario



CARASSAUGA PRESENTS

Healthy Living Virtual Webinar Series

WEDNESDAY
MARCH 9
7PM

Learn 8 easy tips for healthy living along with ideas and options to help you get active with the City of Mississauga.

PRESENTED BY
MISSISSAUGA

Funded By
Senior Community Grant
Ontario



CARASSAUGA PRESENTS

Peel Police: Personal Safety Virtual Webinar Series

WEDNESDAY
MARCH 16
7PM

Learn to recognize high-risk environments, behaviours, including fraud, in this webinar. Recognizing how to properly manage such situations can greatly improve your safety.

PRESENTED BY
PEEL REGIONAL POLICE

Funded By
Senior Community Grant
Ontario



CARASSAUGA PRESENTS

Financial Planning Virtual Webinar Series

WEDNESDAY
MARCH 23
7PM

Planning our finances in these uncertain times can be a challenge. Let us help.

Join our webinar to learn tips to help you with your financial goals and feel confident that we are working for you.

PRESENTED BY
TD

Funded By
Senior Community Grant
Ontario



2022 Festival

Friday May 27th

- Exclusive Free Event
- Opening Ceremony, Parade of Nations, Fireworks and musical performance
- Pavilions closed
- 8:00 pm to 11:00 pm

Saturday May 28th

- Pavilion locations & outdoor area open
- 12 pm to 12am

Sunday May 29th

– 12 pm to 7 pm

7.1

FAMILY FUN FESTIVAL IS BACK!

FOOD • ENTERTAINMENT • CULTURE

LIVE

Presenting Sponsor
LiUNA!
LOCAL 183
Feel the Power

CARASSAUGA

Festival Of Cultures

\$15 WEEKEND ADMISSION PASSPORT
On Sale NOW

KIDS 12 YEARS & YOUNGER ADMISSION **FREE**

CANADA'S LARGEST MULTICULTURAL FESTIVAL
MAY 28 - 29, 2022

LIVE PERFORMANCES MIDWAY RIDES WORLD CUISINES KIDSZONE

RIDE FREE TO CARASSAUGA

CARASSAUGA.COM

Festival Highlights for 2022

- 23 Countries showcasing their cultural entertainment, food, art and history
- 4 locations throughout Mississauga (Paramount Fine Foods Centre, Canadian Coptic Centre, Portuguese Cultural Centre of Mississauga, St. Sava Serbian Centre)
- 10 stages with non-stop entertainment including a variety of dance, music, singing, fashion shows, etc.
- Indulge in our Toonie Taste experience. For visitors wishing to enjoy a broader sampling of diverse ethnic cuisine. Small taster plates will be offered at Pavilions for only a Toonie!
- Learn about each culture through interactive dance lessons, arts and crafts, cooking demos etc.

Admission

Carassauga Passports are \$15.00.

Children 12 and under are FREE.

A Passport entitles a visitor to:

- unlimited entry during the Festival weekend to all the Cultural Pavilions.
- Access to live performances, various food vendors and kids' activities
- FREE Ridership on all MiWay buses during the Festival hours with a Carassauga passport.
- FREE Carassauga shuttle buses during festival hours between all 12 Pavilion locations
- FREE parking at all locations



Tour de Carassauga - Bike Excursion

- Partnering with City of Mississauga Cycling Committee
- Purpose to promote Healthy Living
- 100 Cyclists taking part, 2 routes are available
- Loot bag provided: Carassauga t-shirt, bag, sunglasses, sanitizer and refillable water bottle.
- Snacks and water will be handed out.

Sponsored by:



2022 Sponsor

7.1

Presenting Sponsor



LiUNA!
LOCAL 183
Feel the Power

Website Sponsor



Transit Sponsor



Kids Zone Sponsor

Tim Hortons.

Stage Sponsor



Kick-Off Sponsor

DIXIE
OUTLET MALL

Outdoor Food Area Sponsor



Volunteer Sponsor



Tour de Carassauga Sponsor



Opening Ceremony Sponsor

MNP

Entertainment Sponsor



Video Screen Sponsor



Ambassadors



Festival Friends



Council 9612

Special thanks to our funders!



An agency of the Government of Ontario
Un organisme du gouvernement de l'Ontario



We thank our Mississauga partners



- Culture Division
- MiWay
- Mississauga Fire & Emergency Services
- Mississauga Recreation Division
- Community Centres and Library
- Sign Unit
- Licensing



Come join the Celebration!

- Taste ethnic dishes ..
- See cultural performances ..
- Experience cultural diversity ..





MISSISSAUGA
Italfest
CELEBRATING ITALIAN HERITAGE
10TH ANNIVERSARY

AUGUST 12-13, 2022 | Celebration Square | Mississauga, ON



MISSISSAUGA ITALFEST

CELEBRATING ITALIAN HERITAGE



Mississauga's Premier Festival

Mississauga ITALFEST is Mississauga's first and premier Italian festival. Named one of the Top 100 Festivals & Events in Ontario, since its inaugural year. ITALFEST takes place annually in August and is a free event celebrating the beauty of Italian heritage and culture.

Featuring delicious food and crafts from a variety vendors and artisans, cultural and family-oriented activities, entertainment from local and international talent, a thriving "mercato" (market) and more. The festival spotlights a community rich in heritage, entertainment. Food, family fun and diversity in Ontario.



"Mississauga is proud to be home to a vibrant Italian community who have helped build Mississauga into the world-class city it is today."

— Mayor Bonnie Crombie, City of Mississauga



AN EPICENTER OF ITALIAN CULTURE

CELEBRATING CENTURIES OF TRADITION



Heritage

A celebration of culture with traditional dance performances, bocce and scopa tournaments, soccer challenges, displays of art and historical piece and a tribute to the featured Region.



Entertainment

Live concerts by legendary Italian artists direct from Italy. Performances from local and emerging Italo-Canadian talent, and a variety of family entertainment for all ages to enjoy.



Culinary

Culinary experts, celebrity Chefs live cooking, food demos, pasta and watermelon eating contests, and a variety of incredible vendors of authentic Italian and International selection.



Artisans

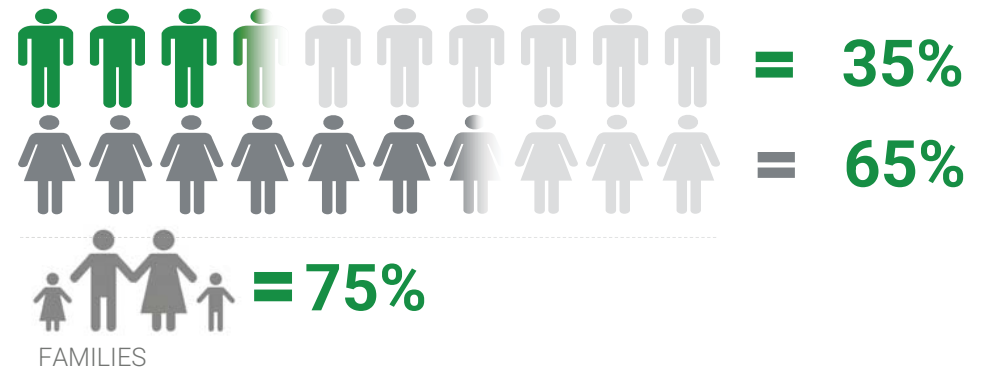
A thriving marketplace of independent local vendors displaying merchandise, creations and crafts. From jewelry to pottery, clothing to framed prints, and popular services.



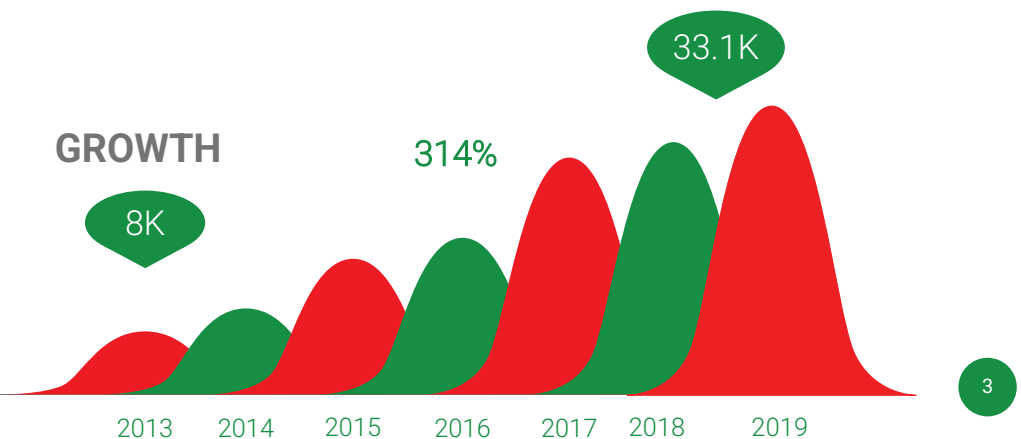
ATTRACTING OVER 33,100+ ATTENDEES

FROM MISSISSAUGA, THROUGHOUT ONTARIO AND ACROSS CANADA & USA

AUDIENCE PROFILE



GROWTH



MISSISSAUGA ITALFEST COVID 2020-2021 STATS

A Virtual Taste of Mississauga Italfest

Facebook – 39,750 Views; 88,748 People Reached; 6,815 Engagements

From those views, 93.6% were from Canada, 1.2% were from the USA and 1.4% from Italy.

YouTube – 573 Views

Ferragosto Picnic

YouTube – 87 Views

Italian Heritage Month – Flag Raising (English and Italian)

YouTube – Total of 104 Views

Facebook – 883 People Reached, 211 Engagements

Website Stats

In 2019, our last live festival we had 51,000 page views to the website. During Covid in 2020 and 2021 we were happy to realize over 20,000 page views.



ENGAGING THE COMMUNITY

ONLINE AND THROUGH SOCIAL MEDIA



FACEBOOK
[/mississaugaITALFEST](https://www.facebook.com/mississaugaITALFEST)



TWITTER
[@MissITALFEST](https://twitter.com/MissITALFEST)



INSTAGRAM
[mississaugaitalfest](https://www.instagram.com/mississaugaitalfest)

In 2019's live festival, our social networks increased 18%, represented by an 8% growth on Facebook, 7% growth on Twitter and 75% growth on Instagram. In the months leading up to the event, our website traffic generated more than 51,000 pageviews while marketing and media efforts resulted in more than 8.1M impressions. Our 2021 Virtual Taste Of Mississauga Italfest saw a significant 50% increase of Facebook engagement, the most popular choice to view the production.

A TASTE OF FOOD, WINE, ART & HERITAGE

EXPERIENCE SOME OF ITALY'S FINEST IN THE HEART OF MISSISSAUGA



ENTERTAINMENT FROM INTERNATIONAL TALENT

AND LOCAL EMERGING ARTISTS



MANUELA VILLA | HEADLINER 2022

MISSISSAUGA
Italfest
CELEBRATING ITALIAN HERITAGE
10TH ANNIVERSARY

PAST PERFORMERS & ENTERTAINERS INCLUDE:

I Santo California
Bobby Solo
Flag Throwers of Faenza
I Cugini di Campagna
Sandro Giacobbe
Frank Spadone
Rosina Parmiggiano
Guido Grasso
Charles Di Raimondo
Viva Trio
DJ Danny D
Mary Panacci
Frankie Cole and The Four Wanderers
Victoria Fragomeni
Marcello Colasurdo
Fred D'Angelo
Dik Dik

EXCITING EVENTS & INTERACTIVE ACTIVITIES

COMPETITIVE AND RECREATIONAL FUN FOR THE WHOLE FAMILY

BOCCE & SCOPA
TOURNAMENTS

YOUTH SOCCER CHALLENGE

DANCERS

HERITAGE & CULTURAL
CENTRE



FACE PAINTERS
-
COOKING DEMONSTRATIONS
-
PASTA & WATERMELON
EATING CONTESTS
-
KIDS PIZZA MAKING
WORKSHOP
-
KIDS ZONE



MISSISSAUGA
Italfest
CELEBRATING ITALIAN HERITAGE
10TH ANNIVERSARY

ALWAYS IN GOOD COMPANY

JUDGING BY SOME OF THE SPONSORS, COMMUNITY PARTNERS AND FRIENDS WE KEEP



WHAT THEY ARE SAYING

A FEW WORDS FROM OUR BIGGEST SUPPORTERS



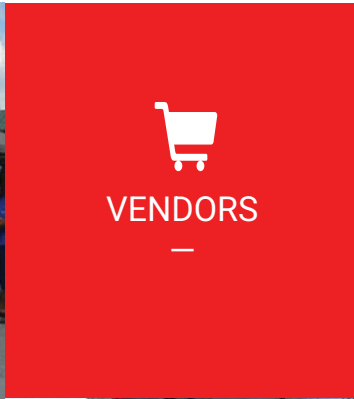
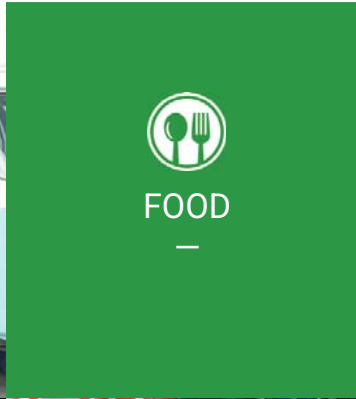
“ Mississauga ITALFEST is a highly anticipated festival, a jewel in our city’s line up of premier events throughout the summer and one that I am extremely proud to support. ”

BONNIE CROMBIE
MAYOR, CITY OF MISSISSAUGA



“ Mississauga ITALFEST is an outstanding event. It is a valuable contribution to the city of Mississauga and is enjoyed by all who attend, regardless of age or ethnicity. ”

LENNY LOMBARDI
PRESIDENT, CHIN RADIO/TV
INTERNATIONAL





MISSISSAUGA
Italfest
CELEBRATING ITALIAN HERITAGE
10TH ANNIVERSARY

AUGUST 12-13, 2022 | Celebration Square | Mississauga, ON



City Services for Youth

Staff Deputation : April 27, 2022S

Youth Plan – Focus Areas

- 1 Use of Space and New Programming Opportunities
- 2 Inclusion, Access and Supportive Environments
- 3 Youth Leadership and Employment Opportunities
- 4 Communications Targeted to Youth
- 5 Role Clarity Between the City and its Partners



Youth Program Highlights

- Sauga At Play
- Sauga Summer Pass
- Fitness Memberships
- Youth Advisory Groups
- Leadership Programs
- Malton Youth Hub



Support Programs

- **Active Assist**
- **Community Group Registry Program**
- **Corporate Grants** - Several investments that have a targeted benefit to youth in the community, examples include:
 - The Dam
 - Erin Mills Youth Centre
 - Big Brothers Big Sisters of Peel,
 - Citizens for the Advancement of Community Development
 - Global 180 Student Communications,
 - Cruisers Sport for Disabled.



Youth Opportunities

Volunteerism

- Mississauga Youth Action Committee
- City Departments (Culture, Library, Museums, Parks, Forestry and Environment, Recreation, Ontario Summer Games)
- In 2019, **927 youth volunteers** completed **38,817 hours**

Employment

- Canada Summer Jobs Grants support Youth Employment in the City
- The Recreation Division has approximately 300 job opportunities available in camp programs.
- Part-time positions are available in Culture, parks and Aquatics



National Youth Week



#NYW905 – Celebrating Youth





Thank You

Date: April 12, 2022	Originator's files:
To: Chair and Members of General Committee	
From: Geoff Wright, P.Eng, MBA, Commissioner of Transportation and Works	Meeting date: April 27, 2022

Subject

Response to Bill 93, the Getting Ontario Connected Act, 2022

Recommendation

1. That the Bill 93, Getting Ontario Connected Act, 2022 – Final Letter (Appendix 1), submitted on April 7, 2022, from the Commissioner of Transportation and Works, to the Ministry of Government and Consumer Services (with a copy to the Minister of Infrastructure) in response to the proposed legislative amendments to the Ontario Underground Infrastructure Notification System Act (Appendix 2), under Bill 93, the Getting Ontario Connected Act, 2022 (Appendix 3), be endorsed.
2. That the Corporate Report dated April 12, 2022, and entitled “Response to Bill 93, the Getting Ontario Connected Act, 2022”, including a copy of the endorsed letter, be forwarded to the Premier of Ontario, Ministry of Government and Consumer Services, Ministry of Infrastructure and Association of Municipalities of Ontario.

Executive Summary

- The Ontario Legislature is currently debating *Bill 93, the Getting Ontario Connected Act, 2022*, which seeks to amend the *Building Broadband Faster Act, 2021* and the *Ontario Underground Infrastructure Notification System Act, 2012* which could significantly impact various business units within the City. The Bill passed its second reading and was ordered for the third reading on April 6, 2022.
- The Bill is anticipated to become law because it promises to increase broadband reach within the province. In achieving this objective, the Bill proposes faster levels of service and the introduction of a new digital platform managed by the City on behalf of the Minister of Infrastructure without considering the time and cost the City, and other municipalities will incur to comply with the *Act* when enacted.

- Staff have written to the Ministry of Government and Consumer Services on the need for municipalities to have more time to assess Bill's real impact, re-tool existing processes or create new ones, to accommodate the changes and requirements of the *Act* when it comes into law.

Background

The Ontario Legislature passed the *Ontario Underground Infrastructure Notification System Act, 2012* (Appendix 4), on June 14, 2012. The *Act's* objective is to reduce strikes and damage to underground infrastructure by establishing Ontario One Call ("ON1Call"), a not-for-profit corporation, as the single organization to route all underground utility locate requests in Ontario.

The *Building Broadband Faster Act, 2021* (Appendix 5) provides the authority to the Minister of Infrastructure to impose administrative penalties for non-compliance or contravention of the *Act* and its regulations as a means to expedite the delivery of broadband projects with provincial significance.

Bill 93, introduced by the Honourable Kinga Surma, Minister of Infrastructure, on March 7, 2022, is a proposed legislative amendment to the *Ontario Underground Infrastructure Notification System Act, 2012*, and the *Building Broadband Faster Act, 2021* under the *Getting Ontario Connected Act, 2022*. The Bill passed the second reading in the Ontario legislature on March 10, 2022. It was referred to the Standing Committee on General Government for review on March 23, 2022, and ordered for Third Reading on April 6, 2022.

On November 30, 2021, the Ministry of Infrastructure issued the Building Broadband Faster in Ontario: Provincial Statement of Intent and a Guideline (Appendix 6) to outline new best practices, processes, and timelines for rights-of-way, hydro pole attachments and underground infrastructure access. It is expected that the Bill will be in effect immediately after it has been passed. As a result, the timing and communication of the information do not offer sufficient time to modify the City's processes to accommodate the requirements of the Bill, especially as the City cannot anticipate the volume of projects that will fall within the scope of the Bill. The Bill also has areas of ambiguity with unanswered questions regarding its interpretation.

Upon release of the Bill on March 7, 2022, staff observed that the Bill would impact various City business units, particularly those that are utility owners; and/or, those that are roadway permit administrators and information service providers related to utility infrastructure within the City. These business units include Technical Services, Traffic Signals and Systems, Street Lighting, IT, Transportation Infrastructure Management, Forestry, MiWay, HuLRT, Capital Works, and Realty Services.

The Association of Municipalities Ontario (AMO) submitted remarks delivered to the Standing Committee on General Government on March 30, 2022. The AMO's feedback focuses on rural areas. It is unknown if/how the Bill will affect urban environments where the complexity of permit approval in the municipal right of way is significantly greater. The City supports these remarks and further highlights the potential impacts this Bill will likely have on the City of Mississauga and other Ontario municipalities.

Staff submitted a letter on April 7, 2022, from the Commissioner of Transportation and Works to the Ontario Ministry of Government and Consumer Services (with a copy to the Minister of Infrastructure) in response to the proposed legislative amendments to the *Ontario Underground Infrastructure Notification System Act, 2012* and the *Building Broadband Faster Act, 2021* under *Bill 93, the Getting Ontario Connected Act 2022*. On April 5, 2022, staff sent a memo to the Mayor and Council to inform the Council of the Bill, the intent to provide comments via a letter to the Ministry of Government and Consumer Services and a request to have the letter endorsed. The Memo to Mayor and Council, Subject: *Bill 93, the Getting Ontario Connected Act, 2022*, is included in Appendix 7.

Present Status

After reviewing the Bill, several requirements may significantly impact various business units within the City. Of the requirements, the following are those highlighted that may cause the most significant impact:

Broadband Projects

- The Bill proposes new requirements for municipalities in responding to municipal service and right of way access applications from proponents of designated broadband projects. New km length designations for access applications would more than double the current workload for staff processing. This does not consider any increases in the number of access applications to be processed by staff that may result from the new Bill. The requirement includes ten business days for projects 30 km in length or less and 15 business days for projects greater than 30 km in length per application. The Broadband projects will impact City permits/review timelines across various Divisions (e.g. Parks and Forestry, etc.). The term "designated broadband project" has not been defined, and as such, the City cannot determine the scope of work resulting from the Bill at this time.
- The Bill requires that applications for designated broadband projects be submitted through a new permitting/ticketing system (Broadband One Window Platform) to the responsible municipality to review and issue approvals and permits relating to designated broadband projects. The Broadband One Window Platform is maintained on the Minister's behalf to support designated broadband projects' design, procurement, construction and management. However, the implication of integrating this new platform into the City's existing IT infrastructure is unknown.

- The City's response to the submission through the Broadband One Window Platform includes issuing a permit for the project and, where there is a material deficiency issue, preventing issuance. The City will also inform the proponent of the material issue and provide an opportunity to address it. Material deficiency or issue is not defined. As a result, it is difficult to gauge how much input the City will have in where the proponent of a designated broadband project is allowed to place their infrastructure.
- A municipality that receives a request from the Minister for data concerning utility infrastructure that the person or entity owns or operates within 10 metres of a designated broadband project shall disclose the requested data in the form required by the Minister within 15 business days of receiving the request.

Underground Infrastructure Notification (Utility Locates)

- An assessor appointed by the Corporation will be allowed under Bill 93 to impose an administrative penalty against a member (City) or excavator if the assessor is satisfied that the member or excavator has contravened or is contravening a prescribed provision of the *Act* or the regulations. (i.e. the City as an owner can be penalized for late locates).
- Dedicated Locate Provider requirement: on a specified excavation or dig project, the affected members (utility owners) and the project owner must agree in writing on a locator (the "dedicated locator") who will respond to all locate requests by the project owner in respect of the project. The Bill imposes specific requirements on the affected members, the project owner and the dedicated locator, and the Province may stipulate additional requirements in the regulations.

Comments

- Municipalities across Ontario widely support the goal of Bill 93 to increase broadband reach within the Province; as a result, the Bill will likely be passed into an Act as currently drafted. However, there must be a reasonable time to plan, implement and support the changes from a staff perspective.
- The changes proposed in the new legislation may have significant impacts on the City; the extent of the impact will depend heavily on the quantity and scope of "dedicated broadband projects" and "dedicated locator projects" forthcoming due to this legislation.
- Once more information is available, the City's affected business units will need time to determine the extent of these changes and re-tool existing processes or develop new processes to address the requirements adequately.

Financial Impact

The financial impact is unknown at this time. Staff will include the detailed impact in subsequent Corporate Reports once the Ministry provides more information on the Bill.

Conclusion

The proposed legislation in Bill 93 can significantly impact various City business units, including Technical Services, Traffic Signals and Systems, Street Lighting, IT, Transportation Infrastructure Management, Forestry, MiWay, HuLRT, Capital Works, and Realty Services. The extent of these impacts is currently unknown due to the limited information provided by the Ministry of Infrastructure. The main concern is adequate time to prepare for the requirements once they become law.

Once *Bill 93, the Getting Ontario Connected Act, 2022*, is passed into law, the City of Mississauga will have to comply with the requirements, including impacts on IT, staffing resources, and City obligations; or, be subject to fees and penalties. We have submitted our preliminary feedback to the Province and have requested additional detail regarding the technical requirements of the Broadband One Window Platform and the interpretation of the Bill. More importantly, we have also requested a delay in the passage and implementation of the Bill so that the City and other municipalities in Ontario can plan appropriately to accommodate the changes.

Attachments

- Appendix 1: *Bill 93, the Getting Ontario Connected Act, 2022 – Final Letter*
- Appendix 2: Proposed legislative amendments to the *Ontario Underground Infrastructure Notification System Act*
- Appendix 3: *Bill 93, the Getting Ontario Connected Act, 2022*
- Appendix 4: *Ontario Underground Infrastructure Notification System Act, 2012*
- Appendix 5: *The Building Broadband Faster Act, 2021*
- Appendix 6: Building Broadband Faster in Ontario: Provincial Statement of Intent and a Guideline
- Appendix 7: Memo to Mayor and Council, Subject: *Bill 93, the Getting Ontario Connected Act, 2022*



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

Prepared by: Lisa Ku, B.Eng, Manager, Technical Services, Works Operations and Maintenance



City of Mississauga
Transportation & Works
300 City Centre Drive
MISSISSAUGA ON L5B 3C1
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April 7, 2022

Sharmila Uruthiranandasivam

Senior Policy Advisor
Ministry of Government and Consumer Services
Public Safety and Operations Policy Branch
56 Wellesley St. West, 6th floor
Toronto, ON M7A 1C1

Dear Sharmila,

Re: Proposed legislative amendments to the *Ontario Underground Infrastructure Notification System Act*, 2012 under the *Getting Ontario Connected Act*, 2022

On behalf of the City of Mississauga ("City"), we thank you for the opportunity to submit feedback to Bill 93, the *Getting Ontario Connected Act*, 2022.

The City supports the overall goal of accelerating broadband internet for residents across Ontario. It plays a crucial part by providing permits for municipal service, real property, or right of way access. While the City has implemented multiple internal process improvements over the past few years, Bill 93 introduces new requirements that raise concerns for the City's ability to maintain compliance.

Implementing the *Getting Ontario Connected Act*, 2022, when it comes into force, will impact the City's service levels and those of other municipalities in Ontario. The City cannot cushion this impact without more information and clarity on the requirements outlined in the Bill.

The City acknowledges and appreciates that the Ministry of Infrastructure issued the Building Broadband Faster Guideline on November 30, 2021. However, the timing and communication of the information do not offer sufficient time to change the City's processes to accommodate the requirements of the Bill, especially as the City cannot anticipate the volume of projects that will fall within the scope of the Bill. The Bill also has areas of ambiguity with unanswered questions regarding its interpretation.

The City is aware of and supports the Association of Municipalities Ontario (AMO) remarks delivered to the Standing Committee on General Government on March 30, 2022. The AMO's feedback focuses on rural areas. It is unknown if/how it would affect urban environments where the complexity of permit approval in the municipal right of way is higher. In addition to the remarks provided by AMO, the City lists the following for consideration:

- 1) Timelines for responding to designated Broadband projects
 - The proposed timelines would require increased resources to achieve the new service levels.
 - The definition of "Broadband projects" is unclear and does not provide enough information to enable the assessment and impact in volume to meet the new service levels.
 - Impact/Interpretation of the Municipal Consent (MC) and Road Occupancy Permit (ROP) requirements are unclear.

2) Implementation of Broadband One Window Platform

- The City will require more time to assess the impact on its current permitting/ticketing system and processes while the magnitude of the IT impact is unknown.
- The City will incur costs in integrating and training staff on the new platform, which is currently not in the budget.
- The Bill does not provide concrete technical information on system integration and data transfer with the City.
- The Bill does not provide information on the legal implications of sharing City data with this new platform.

3) Disclosure of infrastructure records and locates services

- The Bill does not address incomplete or inaccurate records, and the implications of incomplete or inaccurate records are unknown.
- Bill 93 introduces “excavator recourse”; the penalization impact of locate records or performing locate services for City infrastructure within the timelines set out in the Bill could be sizable.

4) Dedicated Locate Provider requirements and Excavator Recourse

- The information provided for this requirement is vague, and there may be unknown additional requirements set out that could impact the City’s ability to comply.
- The City depends on third-party vendors or contractors for construction drawings which may not follow the submission guidelines. The Bill did not consider this requirement and its implication.

The overarching concern for consideration is adequate time to prepare for the requirements once they become law, as the available information through the Ministry of Infrastructure is limited.

As a result, the City of Mississauga is requesting additional detail regarding the technical requirements of the Broadband One Window Platform and the interpretation of the Bill, to the extent and volume of projects expected to be under the scope of Bill 93. More importantly, a delay in the passage and implementation of the Bill so that the City and other municipalities in Ontario can plan appropriately to accommodate the changes.

It is our intent to have this letter endorsed by the Mayor and Council of the City of Mississauga.

Sincerely,



Geoff Wright
Commissioner, Transportation & Works

CC: The Honourable Kinga Surma, Minister of Infrastructure

Proposed legislative amendments to the Ontario Underground Infrastructure Notification System Act, 2012 under the Getting Ontario Connected Act, 2022

Summary of Proposal:

Locating underground infrastructure is vital to the province's construction activities and supports related government priorities such as accelerating access to high-speed internet and increasing housing supply. However, the delivery timelines for locating underground infrastructure are often delayed which can impact excavation projects, resulting in significant delays and cost implications.

On November 30, 2021, the Ministry of Infrastructure issued the Building Broadband Faster Guideline to outline new and best practices, processes, and timelines for rights-of-way, hydro pole attachments and underground infrastructure access (e.g., a recommended service standard of 10 or 15 days for municipalities to respond to permit applications for buried route right of way access). To provide a higher degree of confidence and certainty to participants in the reverse auction (i.e., Internet Service Providers or ISPs), a Statement of Intent was also released as part of the Guideline.

The Statement of Intent signaled the Ministry of Government and Consumer Services would develop a legislative proposal under the Ontario Underground Infrastructure Notification System Act, 2012 to, among other things, address issues with late locates and enhance locate delivery across the province. It was noted in the Statement of Intent that these proposed amendments would include mandating the use of a dedicated locator model where a single locator is pre-identified to better provide the project owner with control over the timing of locates and standardizing locate validity periods to eliminate the frequency of relocations and improving the remarking process to be more efficient.

If passed, the proposed amendments to the Act would:

A. Address immediate pressure points in the delivery of locates of underground infrastructure by:

- Requiring the use of a dedicated locator model for certain excavation projects, where a single locator is selected by underground infrastructure owners/operators and the project owner, for the duration of a project.
- Requiring information pertaining to the location of underground infrastructure (i.e., locate information) to be valid for a minimum of 60 days.
- Allowing contractors working on the same dig site to share locate information to eliminate duplicative processes.
- Defining types of locates (e.g., emergency locates).
- Eliminating "reasonable attempts" language to establish absolute timelines for underground infrastructure owners/operators to provide locate information.
- Requiring members and dedicated locators to provide updates to Ontario One Call related to the status of providing locate information in the form and manner Ontario One Call requires.

B. Improve compliance tools for Ontario One Call by:

- Enhancing compliance and enforcement by establishing a framework to provide Ontario One Call with the authority to issue administrative penalties against non-compliant members and excavators in the industry.
- Requiring Ontario One Call to publish performance data of members and administrative penalty orders issued on its website.

- Enabling excavators to seek recourse against members through the Ontario Land Tribunal for various matters such as late or inaccurate locates.

C. Enhance governance and oversight of Ontario One Call by:

- Establishing a mandatory Memorandum of Understanding between Ontario One Call and MGCS and recourse tools that the Minister may exercise in the event the organization does not comply with the legislative framework.
- Providing the Minister with authority to change the composition and size of Ontario One Call's board of directors and the authority to appoint directors to the board as long as the appointed members do not constitute a majority of the board, consistent with administrative authorities overseen by the ministry.

If the bill is passed, most of the changes to the Act would come into force upon Royal Assent, with the exception of the administrative monetary penalty framework, which requires a regulation to be developed in order to be implemented and select aspects of the excavator recourse provisions related to the use of the Ontario Land Tribunal, which would both come into force on a later date to be proclaimed by the Lieutenant Governor.

The Ministry of Government and Consumer Services welcomes feedback on the proposed legislative amendments.

Privacy Statement Please note that unless requested and agreed otherwise by the Ministry of Government and Consumer Services, all materials or comments received from organizations in response to this consultation will be considered public information and may be used and disclosed by the ministry to assist the ministry in evaluating and revising the proposed regulatory amendments. This may involve disclosing materials or comments, or summaries of them, to other interested parties during and after the request for public comment process.

An individual who provides materials or comments and who indicates an affiliation with an organization will be considered to have submitted those comments or materials on behalf of the organization so identified. Materials or comments received from individuals who do not indicate an affiliation with an organization will not be considered public information unless expressly stated otherwise by the individual. However, materials or comments by individuals may be used and disclosed by the ministry to assist in evaluating and revising the proposed regulatory amendments.

Personal information of those who do not specify an organizational affiliation, such as an individual's name and contact details, will not be disclosed by the ministry without the individual's consent unless required by law. If you have any questions about the collection of this information, please contact Sharmila Uruthiranandasivam at sharmila.uruthiranandasivam@ontario.ca

Legislative
Assembly
of Ontario



Assemblée
législative
de l'Ontario

2ND SESSION, 42ND LEGISLATURE, ONTARIO
71 ELIZABETH II, 2022

Bill 93

An Act to amend the Building Broadband Faster Act, 2021 and the Ontario Underground Infrastructure Notification System Act, 2012

The Hon. K. Surma
Minister of Infrastructure

Government Bill

1st Reading March 7, 2022

2nd Reading

3rd Reading

Royal Assent



EXPLANATORY NOTE

SCHEDULE 1
BUILDING BROADBAND FASTER ACT, 2021

The *Building Broadband Faster Act, 2021* is amended. Among the amendments:

1. Subsection 4 (1), section 6, and subsection 7 (1) are repealed and replaced. The new subsection 4 (1) sets out when the Minister may by notice require a distributor or transmitter to complete work necessary for the deployment of a designated broadband project including in circumstances where the Ontario Energy Board has made an order. The new section 6 requires that such notices specify the date by which the notice must be complied with, except in prescribed circumstances, and provides that modifications may be made to orders of the Ontario Energy Board. The new subsection 7 (1) provides that where a notice specifies a date, an application may be made to a judge of the Superior Court of Justice for an order altering the date.
2. New section 10.1 includes new requirements for municipalities in responding to municipal service and right of way access applications from proponents of designated broadband projects.
3. New section 20.1 includes new requirements relating to data sharing for certain persons or entities. If specified persons or entities receive a request from the Minister for data concerning utility infrastructure owned by that person or entity within 10 metres of a designated broadband project, they are required to disclose the requested data within 15 business days of receiving the request. The Minister may use the Broadband One Window platform to make such a request. The data disclosed may be used to enable construction of designated broadband projects.
4. Section 21 of the Act is repealed and replaced. The new section 21 requires a proponent of a designated broadband project who intends to carry out an excavation or dig for the project to comply with section 7 of the *Ontario Underground Infrastructure Notification System Act, 2012*. The new section 21 also sets out timelines within which a proponent and an affected member of Ontario One Call are required to agree to a dedicated locator who would respond to locate requests by the proponent.

SCHEDULE 2
ONTARIO UNDERGROUND INFRASTRUCTURE NOTIFICATION SYSTEM ACT, 2012

The Schedule amends the *Ontario Underground Infrastructure Notification System Act, 2012*. Here are some highlights:

Changes are made to the Minister's powers with respect to the members of the board of the Corporation. For example, the Minister may appoint members to the board as long as the appointed members do not constitute a majority of the board. The Minister may also provide that no more than a fixed percentage of members of the board shall be drawn from among the persons or classes of persons specified in the order.

The Minister and the Corporation are required to enter into a memorandum of understanding, which shall include, at a minimum, terms related to certain specified matters.

Various changes are made with respect to locate requests, including the following:

1. A member may receive a standard locate request or an emergency locate request from the Corporation that has been submitted by an excavator, and the member must respond to each type of request within certain time limits.
2. A project owner who intends to carry out a specified excavation or dig project is required to notify the Corporation of the project. The affected members and the project owner must agree in writing on a locator (the "dedicated locator") who will respond to all locate requests by the project owner in respect of the project. Certain requirements are imposed on the affected members, the project owner and the dedicated locator, and additional requirements may be set out in the regulations.
3. A locate is valid for a period of 60 days or such other period as may be prescribed, however the member or dedicated locator may specify that it is valid for a longer period.
4. If a member becomes aware of a change to information that was provided in regards to a locate that is still valid, the member is required to notify certain persons within two business days after becoming aware of the change.
5. Changes are made to the conditions that must be satisfied before an excavator can commence an excavation or dig and new conditions are set out for the continuation of an excavation or dig after the validity period of a locate has expired.
6. Provision is made for excavators to share locate information that they receive with other excavators.
7. Excavators are prohibited from submitting a standard locate request more than 30 days before an excavation or dig is expected to commence and are prohibited from submitting an emergency locate request that does not satisfy the description of such a request.
8. Members and dedicated locators are required to notify the Corporation after responding to a locate request, and to notify the Corporation if there will be a delay in responding to a locate request.

The Corporation is required to make certain information about members' locate performance available to the public on the Corporation's website.

An excavator may claim compensation against a member for certain losses if the member does certain things, such as failing to provide an accurate locate.

A new offence provision provides that it is an offence for a person or entity, other than the Corporation, to contravene or fail to comply with any section of the Act or the regulations. It is also an offence for the Corporation or its directors, officers, employees or agents to knowingly contravene the Act or the regulations.

An assessor appointed by the Corporation is allowed to impose an administrative penalty against a member or excavator if the assessor is satisfied that the member or excavator has contravened or is contravening a prescribed provision of the Act or of the regulations. The member or excavator can appeal the order to the appeal body prescribed by a regulation made by the Minister or to the Ontario Land Tribunal if the Minister has not prescribed a person for that purpose. The Corporation is required to make information about orders imposing administrative penalties available to the public on the Corporation's website, except for orders that are revoked.

Bill 93

2022

**An Act to amend the Building Broadband Faster Act, 2021 and the
Ontario Underground Infrastructure Notification System Act, 2012**

CONTENTS

1.	Contents of this Act
2.	Commencement
3.	Short title
Schedule 1	Building Broadband Faster Act, 2021
Schedule 2	Ontario Underground Infrastructure Notification System Act, 2012

Her Majesty, by and with the advice and consent of the Legislative Assembly of the Province of Ontario, enacts as follows:

Contents of this Act

1 This Act consists of this section, sections 2 and 3 and the Schedules to this Act.

Commencement

2 (1) Except as otherwise provided in this section, this Act comes into force on the day it receives Royal Assent.

(2) The Schedules to this Act come into force as provided in each Schedule.

(3) If a Schedule to this Act provides that any provisions are to come into force on a day to be named by proclamation of the Lieutenant Governor, a proclamation may apply to one or more of those provisions, and proclamations may be issued at different times with respect to any of those provisions.

Short title

3 The short title of this Act is the *Getting Ontario Connected Act, 2022*.

SCHEDULE 1
BUILDING BROADBAND FASTER ACT, 2021

1 Section 2 of the *Building Broadband Faster Act, 2021* is amended by adding the following definitions:

“Broadband One Window platform” means the digital platform maintained on behalf of the Minister to support the design, procurement, construction and management of designated broadband projects; (“plateforme Broadband One Window”)

“dedicated locator” has the same meaning as in the *Ontario Underground Infrastructure Notification System Act, 2012*; (“localisateur unique”)

“utility company” means a municipal corporation or commission or a company or individual operating or using communications services, water services or sewage services, or transmitting, distributing or supplying any substance or form of energy for light, heat or power; (“entreprise de services publics”)

“utility infrastructure” means poles, wires, cables including fibre-optic cables, conduits, towers, transformers, pipes, pipelines or any other works, structures or appliances placed over, on or under land or water by a utility company. (“infrastructure de services publics”)

2 Subsection 4 (1) of the Act is repealed and the following substituted:

Notice to distributor and transmitter

(1) The Minister may by notice require a distributor or transmitter to complete work if, in the opinion of the Minister, the work is necessary for the deployment of a designated broadband project, and if,

- (a) the Ontario Energy Board has made an order with respect to any application made by a proponent to the Ontario Energy Board under the *Ontario Energy Board Act, 1998* with respect to the work; or
- (b) no application has been made by the proponent to the Ontario Energy Board under the *Ontario Energy Board Act, 1998* regarding the work and the Minister has,
 - (i) determined that the distributor or transmitter has not met a requirement under the *Ontario Energy Board Act, 1998* or this Act with respect to when something must be done and the requirement is prescribed by regulation under this Act for the purposes of this subsection, or
 - (ii) received written notice from a proponent that there is a disagreement between the proponent and the distributor or transmitter as to whether the distributor or transmitter has met a requirement under the *Ontario Energy Board Act, 1998* or this Act and the requirement is prescribed by regulation under this Act for the purposes of this subsection.

3 Section 6 of the Act is repealed and the following substituted:

Timelines

6 (1) Subject to subsection (2), a notice issued in accordance with section 4 shall specify the date by which the notice must be complied with and the date shall be the date agreed on by the proponent and the distributor or transmitter, or, in default of agreement, shall be at least 60 days after the notice is served, unless a shorter period of time has been prescribed for the purposes of this subsection.

Exception

(2) In the circumstances that are prescribed, a notice issued in accordance with section 4 is not required to specify a date for compliance.

Modifications

(3) In the circumstances that are prescribed, a notice issued in accordance with clause 4 (1) (a),

- (a) may specify modifications to the order referred to in clause 4 (1) (a); and
- (b) is subject to any restrictions as may be prescribed.

4 Subsection 7 (1) of the Act is repealed and the following substituted:

Application for additional time

(1) If a notice specifies a date, the distributor or transmitter may apply to a judge of the Superior Court of Justice for an order altering the date specified in the notice to a later date.

5 The Act is amended by adding the following section under the heading “Municipal Service and Right of Way Access”:

Municipal service and right of way access application

10.1 (1) This section applies where a proponent of a designated broadband project makes an application to a municipality for municipal service and right of way access in the form of,

- (a) the use, occupation, modification or temporary closure of a municipal highway, a municipal right of way or real property or an interest in real property that is under municipal ownership or control; or
- (b) the use of, access to or modification of,
 - (i) a municipal highway, a municipal right of way or real property or an interest in real property that is under municipal ownership or control,
 - (ii) infrastructure that is under municipal ownership or control, and
 - (iii) municipal services related to that infrastructure.

Submission on the Broadband One Window platform

(2) For the purpose of subsection (1), an application submitted to the Broadband One Window platform shall be deemed to have been received by the responsible municipality for review on the day it is submitted.

Possible action

- (3) A responsible municipality that receives an application under subsection (1) shall review the application and,
 - (a) permit the required access to municipal service and right of way by issuing the applicable consent, permit or other approval on such conditions as the municipality considers appropriate; or
 - (b) where the municipality believes there is a material deficiency in the submitted application or that there is any material issue preventing the municipality from issuing the required consent, permit or other approval to the proponent, inform the proponent of the deficiency or issue and provide the proponent with an opportunity to address it.

Response

(4) If the application has been submitted to the Broadband One Window platform, the responsible municipality shall take the action described in subsection (3) by submitting the information to the Broadband One Window platform, unless the Minister indicates otherwise.

Timelines

- (5) The responsible municipality shall take the action described in subsection (3) within,
 - (a) 10 business days of receiving the application, where the proponent requires access to 30 kilometres or less of a municipal highway, a municipal right of way or real property or an interest in real property that is under municipal ownership or control for the aggregate of the designated broadband project and any other designated broadband projects proposed by that proponent within the municipality; or
 - (b) 15 business days of receiving the application, where the proponent requires access to more than 30 kilometres of a municipal highway, a municipal right of way or real property or an interest in real property that is under municipal ownership or control for the aggregate of the designated broadband project and any other designated broadband projects proposed by that proponent within the municipality.

Where deficiency, etc.

- (6) Where the responsible municipality has informed a proponent of a material deficiency or a material issue under clause (3) (b), the proponent may submit an adjusted application, and this section applies to the adjusted application with necessary modification.

6 The Act is amended by striking out the heading “Location of Underground Infrastructure” and substituting the following heading and section:

DATA SHARING AND UNDERGROUND INFRASTRUCTURE LOCATION PROCESS

Sharing of data

20.1 (1) Any of the following persons or entities that receives a request from the Minister for data concerning utility infrastructure that the person or entity owns or operates within 10 metres of a designated broadband project shall disclose the requested data in the form required by the Minister within 15 business days of receiving the request:

1. A municipality.
2. Hydro One Inc., as defined in the *Electricity Act, 1998*.
3. Ontario Power Generation Inc., as defined in the *Electricity Act, 1998*.
4. A gas distributor or gas transmitter, as those terms are defined in the *Ontario Energy Board Act, 1998*.
5. An operator of a distribution system, as defined in the *Electricity Act, 1998*.
6. A person or entity regulated under the *Oil, Gas and Salt Resources Act*.

7. A person or entity that owns or operates infrastructure that crosses a public right of way or is in the vicinity of a public right of way.

What data may include

- (2) For the purposes of subsection (1),

“data concerning utility infrastructure” includes,

- (a) records of the utility infrastructure and associated rights of way,
- (b) records of communications and agreements related to the utility infrastructure,
- (c) data related to the location for all utility infrastructure that may be affected by a proposed excavation related to a designated broadband project, and
- (d) any other information the Minister considers necessary for the purposes of this Act.

Limitation

- (3) Data concerning utility infrastructure disclosed to the Minister under this section may only be used to enable construction of designated broadband projects.

Broadband One Window platform

- (4) A request under subsection (1) may be made through the Broadband One Window platform.

7 Section 21 of the Act is repealed and the following substituted:

Ontario Underground Infrastructure Notification System Act, 2012

- 21** (1) A proponent of a designated broadband project who intends to carry out an excavation or dig for the project shall comply with section 7 of the *Ontario Underground Infrastructure Notification System Act, 2012*.

Dedicated locator

- (2) Within 10 business days after receiving a notice under subsection 7 (6) of the *Ontario Underground Infrastructure Notification System Act, 2012*, or within a different time limit agreed on in writing by the proponent and the affected members of Ontario One Call,

- (a) the affected members of Ontario One Call and the proponent shall agree in writing on a dedicated locator who will respond to all locate requests by the proponent in respect of the project; and
- (b) the affected members of Ontario One Call shall give to the dedicated locator mapping information, such as the location of the member’s underground infrastructure, and any other information that the dedicated locator considers necessary.

Doing required work

- (3) The agreed-upon dedicated locator for a designated broadband project who receives a notification from Ontario One Call about a locate request that may affect underground infrastructure owned or operated by an affected member shall do the work required under subsection 7 (10) of the *Ontario Underground Infrastructure Notification System Act, 2012* within 10 business days after the day the dedicated locator received the notification or within a different time limit agreed on in writing by the proponent and the dedicated locator.

8 Subsection 26 (7) of the Act is repealed and the following substituted:

Not entitled to be compensated

- (7) Despite any other Act or law, no person is entitled to compensation, other than compensation under this Act, the *Ontario Energy Board Act, 1998* or regulations under that Act that are prescribed under this Act for the purposes of this subsection, for any loss or damages, including loss of revenues, loss of profit or loss of expected earnings or denial or reduction of compensation that would otherwise have been payable to any person, arising from anything referred to in subsection (1).

Commencement

- 9 This Schedule comes into force on the day the *Getting Ontario Connected Act, 2022* receives Royal Assent.**

SCHEDULE 2
ONTARIO UNDERGROUND INFRASTRUCTURE NOTIFICATION SYSTEM ACT, 2012

1 (1) Section 1 of the *Ontario Underground Infrastructure Notification System Act, 2012* is amended by adding the following definitions:

- “dedicated locator” means a locator described in clause 7 (7) (a); (“localisateur unique”)
- “designated broadband project” has the same meaning as in section 2 of the *Building Broadband Faster Act, 2021*; (“projet désigné d’Internet à haut débit”)
- “emergency locate request” means a locate request described in paragraph 2 of subsection 6 (2); (“demande de localisation d’urgence”)
- “locate” means the identification of a member’s underground infrastructure in accordance with paragraph 1 of subsection 6 (1) or paragraph 1 of subsection 7 (10); (“localisation”)
- “locate request” means a request by an excavator to the Corporation for locates of all underground infrastructure that may be affected by an excavation or dig; (“demande de localisation”)
- “locator” means a person who locates underground infrastructure or states in writing that the underground infrastructure will not be affected by an excavation or dig; (“localisateur”)
- “Minister” means the Minister of Government and Consumer Services or any other member of the Executive Council to whom the responsibility for the administration of this Act is assigned or transferred under the *Executive Council Act*; (“ministre”)
- “prescribed” means prescribed by the regulations; (“prescrit”)
- “project owner” means, in relation to an excavation or dig project or proposed excavation or dig project referred to in subsection 7 (1), an excavator who,
- (a) has or will have charge, management or control of the project, or
 - (b) in the case of a designated broadband project, is the proponent of the project; (“propriétaire de chantier”)
- “proponent” has the same meaning as in section 2 of the *Building Broadband Faster Act, 2021*; (“promoteur”)
- “regulations” means the regulations made under this Act; (“règlements”)
- “standard locate request” means a locate request described in paragraph 1 of subsection 6 (2); (“demande de localisation normale”)
- “Tribunal” means the Ontario Land Tribunal; (“Tribunal”)
- “utility” means water, steam, artificial or natural gas, electrical power or energy, communications, television, internet or a sewer. (“service public”)

(2) Section 1 of the Act is amended by adding the following definitions:

- “administrative penalty” means an administrative penalty imposed under section 16.2; (“pénalité administrative”)
- “appeal body” means the person prescribed by the Minister or, if no person is prescribed by the Minister, the Tribunal; (“organisme d’appel”)
- “assessor” means a person appointed as an assessor under section 16.1 of this Act; (“évaluateur”)

2 Subsection 2 (4) of the Act is repealed and the following substituted:

Composition of the board — Minister’s order

(4) The Minister may, by order, provide that no more than a fixed percentage of members of the board of directors shall be drawn from among the persons or classes of persons specified in the order.

Change in number of directors

(4.1) The Minister may, by order, increase or decrease the number of members of the board of directors.

Appointed director

(4.2) The Minister may appoint at pleasure members to the board of directors for a term specified in the appointment as long as the directors appointed by the Minister do not constitute a majority of the board.

Same

(4.3) The members of the board of directors appointed by the Minister may include representatives of consumer groups, business, government organizations or such other interests as the Minister determines.

3 The Act is amended by adding the following sections:

Memorandum of understanding

2.1 (1) The Minister and the Corporation shall enter into a memorandum of understanding which shall include, at a minimum, terms relating to the following matters:

1. All matters the Minister considers necessary regarding the Corporation's powers and duties under this Act and the regulations.
2. The governance of the Corporation.
3. The maintenance by the Corporation of adequate insurance against liability arising out of its powers and duties under this Act and the regulations.
4. Any other matter related to the Corporation's objects as set out in section 3.

Transition

(2) Despite subsection (1), a memorandum of understanding that is in effect immediately before the coming into force of this section is not required to include the terms set out in subsection (1) until it is otherwise amended.

Powers and duties

2.2 The Corporation shall carry out its powers and duties under this Act and the regulations in accordance with the law, this Act, Minister's orders, the regulations, and the memorandum of understanding under section 2.1.

4 (1) Paragraph 1 of subsection 3 (1) of the Act is repealed and the following substituted:

1. To operate a call system to receive locate requests within Ontario.

(2) Subsection 3 (1) of the Act is amended by adding the following paragraphs:

5. To promote and undertake activities in relation to the matters assigned to the Corporation under this Act and the regulations, including compliance and enforcement.
6. To promote and undertake activities which support timely responses to locate requests.
7. To promote and undertake additional activities in accordance with the memorandum of understanding under section 2.1.

5 Subsection 4 (1) of the Act is repealed and the following substituted:

No fee for request

(1) The Corporation shall not charge a fee to any person making a locate request.

6 (1) Sections 6 to 11 of the Act are repealed and the following substituted:

Duties of members re locate request

6 (1) If a member of the Corporation receives a notification from the Corporation about a locate request made with regard to a proposed excavation or dig that may affect underground infrastructure owned or operated by the member, the member shall do either of the following:

1. Mark on the ground the location of its underground infrastructure and provide a written document containing information respecting the location of its underground infrastructure.
2. State in writing that none of its underground infrastructure will be affected by the excavation or dig.

Types of locate requests

(2) The following are the types of locate requests that a member may receive from the Corporation:

1. Standard locate request: A locate request that does not satisfy the description of a locate request described in paragraph 2.
2. Emergency locate request: A locate request that is necessary as a result of a loss of service by a utility that in the circumstances is considered essential, such that the absence of the service can reasonably be expected to result in imminent or significant safety or environmental hazards, or imminent threat to a person or to the public.

Time limits for response to locate request

(3) The member shall do the things required by subsection (1) within the following time limit:

1. For a standard locate request, subject to subsection (4), within five business days after the day the member receives notification about the locate request.
2. For an emergency locate request, within two hours after the member receives notification about the locate request.

Different time limit re standard locate request

(4) The time limit set out in paragraph 1 of subsection (3) does not apply and a different time limit shall apply if,

- (a) the member and the excavator agree in writing to a different time limit; or
- (b) the regulations set out a different time limit applicable to the circumstances.

Same

(5) For the purposes of subsection (4), if the member and the excavator agree to a different time limit and the regulations set out a different time limit applicable to the circumstances, the time limit agreed to by the member and the excavator shall prevail.

Locates for certain excavation or dig projects

7 (1) This section applies with respect to the following excavation or dig projects:

- 1. A designated broadband project.
- 2. An excavation or dig project that satisfies such criteria as may be prescribed by the Minister.
- 3. An excavation or dig project for which the project owner chooses to use a dedicated locator.

Notice to Corporation

(2) Subject to subsections (3) and (4), a project owner who intends to carry out a project referred to in subsection (1) shall notify the Corporation of the project at least 90 days before any excavation or dig is expected to commence.

Notice within 90-day period

(3) The Corporation may permit a project owner to give the notice under subsection (2) less than 90 days before any excavation or dig is expected to commence.

Same, designated broadband project

(4) If so directed by the Minister of Infrastructure, the Corporation shall permit a project owner of a designated broadband project to give the notice under subsection (2) less than 90 days before any excavation or dig is expected to commence.

Notice to include information

(5) The notice under subsection (2) shall include such information as the Corporation may require and the project owner shall update the information 90 days after the notice is given and every 90 days thereafter until the conclusion of the project.

Notification of affected members

(6) If the Corporation receives a notice under subsection (2), the Corporation shall notify all affected members of the Corporation of the notice within three business days, or such other time period as may be prescribed by the Minister, after receiving the notice.

Selection of dedicated locator

(7) Within 10 business days after receiving the notice under subsection (6),

- (a) the affected members and the project owner shall agree in writing on a locator who will respond to all locate requests by the project owner in respect of the project; and
- (b) the affected members shall give to the dedicated locator mapping information, such as the location of the member's underground infrastructure, and any other information that the dedicated locator considers necessary.

Same, different time limit

(8) The time limit set out in subsection (7) shall not apply and a different time limit shall apply if the affected members and the project owner agree in writing to a different time limit. For clarity, the agreed upon time limit may relate to either or both the things required by subsection (7).

Notifying Corporation of dedicated locator

(9) After the dedicated locator has been agreed upon in respect of a project, the project owner shall promptly notify the Corporation of the name and contact information of the dedicated locator.

Obligations of dedicated locator

(10) Within 10 business days after a dedicated locator receives a notification from the Corporation about a locate request in respect of a project that may affect underground infrastructure owned or operated by one or more affected members, the dedicated locator shall do either of the following with respect to each affected member's underground infrastructure:

- 1. Mark on the ground the location of the member's underground infrastructure and provide a written document containing information respecting the location of the underground infrastructure.
- 2. State in writing that none of the member's underground infrastructure will be affected by the excavation or dig.

Same

(11) The time limit set out in subsection (10) shall not apply and a different time limit shall apply if the project owner and dedicated locator agree in writing to another time limit and, if a different time limit is agreed to, the project owner shall promptly notify the Corporation of the different time limit.

Cost of dedicated locator

(12) The project owner shall bear the costs of the dedicated locator.

Validity period of locate

8 (1) Subject to subsection (2), a locate provided by a member of the Corporation or a dedicated locator is valid for a period of 60 days or such other period as may be prescribed by the Minister.

Member, dedicated locator may provide for longer validity period

(2) The member or dedicated locator, as the case may be, may specify that a locate is valid for a period that is longer than the period referred to in subsection (1).

Change in information after locate

9 (1) If, before the end of the validity period in respect of a locate, a member becomes aware of any change to information that was provided under paragraph 1 of subsection 6 (1) or paragraph 1 of subsection 7 (10), the member shall notify the following persons of the change within two business days after becoming aware of the change:

1. The Corporation and the excavator, if the information was provided under subsection 6 (1).
2. The Corporation, the project owner and the dedicated locator, if the information was provided under subsection 7 (10).

Notice deemed part of locate

(2) A notice referred to in subsection (1) is deemed to form part of the locate provided by the member or a dedicated locator, as the case may be.

Commencement of excavation or dig

10 (1) An excavator shall not commence an excavation or dig unless either of the following conditions are satisfied:

1. All of the following apply:
 - i. The excavator has submitted a locate request.
 - ii. Each member that owns or operates underground infrastructure that may be affected by an excavation or dig has done the things required by subsection 6 (1) or, if section 7 applies in respect of the excavation or dig, the dedicated locator has done the things required by subsection 7 (10).
 - iii. If locates are provided, the excavator has ensured that the locate markings on the ground do not conflict with the written information provided respecting the underground infrastructure.
2. The excavator,
 - i. has received from another excavator the information referred to in paragraph 1 or 2 of subsection 6 (1) pertaining to the same excavation or dig parameters as the excavator's own excavation or dig, including the geographical limits of the area subject to the locate request, in accordance with section 11, and
 - ii. if locates were provided, has ensured that the markings on the ground do not conflict with the written information provided respecting the underground infrastructure.

Continuation after expiry of validity period

(2) An excavator shall not continue an excavation or dig after the expiry of the validity period of a locate unless any of the following circumstances exist:

1. The excavator has submitted a new locate request and subparagraphs 1 ii and iii of subsection (1) of this section have been satisfied in respect of the new locate request. In the case of a locate request by an excavator that is not a project owner, the locate request must be a standard locate request.
2. The excavator,
 - i. has received from another excavator the information referred to in paragraph 1 or 2 of subsection 6 (1) pertaining to the same excavation or dig parameters as the excavator's own excavation or dig, including the geographical limits of the area subject to the locate request, in accordance with section 11, and
 - ii. if locates were provided, has ensured that the markings on the ground do not conflict with the written information provided respecting the underground infrastructure.
3. Such other circumstances as may be prescribed by the Minister.

Sharing locate information

11 An excavator who submits a locate request is permitted to share with another excavator the information described in paragraph 1 or 2 of subsection 6 (1) that was provided by a member, but only if,

- (a) the other excavator's contact information was included in the locate request that was submitted to the Corporation; or
- (b) if clause (a) does not apply, the excavator who submitted the locate request provides the other excavator's contact information to the Corporation before sharing the locate information.

Prohibitions re locate requests**Standard locate request**

12 (1) An excavator shall not submit a standard locate request more than 30 days before an excavation or dig is expected to commence.

Emergency locate request

(2) An excavator shall not submit an emergency locate request if the excavator knows or ought to know that the request does not satisfy the description set out in paragraph 2 of subsection 6 (2).

Prohibition re manner of excavation or dig

13 An excavator shall not excavate or dig in a manner that the excavator knows or reasonably ought to know would damage or otherwise interfere with any underground infrastructure.

Provision of information re locate request**Confirmation of response to locate request**

14 (1) Within three business days after a member does the things required by subsection 6 (1) or a dedicated locator does the things required by subsection 7 (10), the member or dedicated locator, as the case may be, shall notify the Corporation that it has done those things.

Notice of delay in response to locate request

(2) If a member or dedicated locator becomes aware that there will be a delay in doing the things required by subsection 6 (1) or 7 (10), as the case may be, the member or dedicated locator shall notify the Corporation of the expected delay as soon as possible.

Additional information

(3) The notices required under subsections (1) and (2) shall include such information as the Corporation may require in such manner and form as determined by the Corporation.

Public information

15 (1) The Corporation shall make the following information available to the public on its website:

- 1. Information about each member's locate performance, including, at a minimum, the number of locate requests received by the member and when these locate requests were completed.
- 2. Any other information about a member's performance providing locates as may be prescribed by the Minister.

Length of publication

(2) Information required to be published on the Corporation's website under subsection (1) shall be removed two years after the day it is published.

Excavator recourse

16 (1) A member shall compensate an excavator for a loss or expense incurred because the member,

- (a) failed to accurately provide a locate;
- (b) incorrectly stated that none of its underground infrastructure will be affected by the excavation or dig;
- (c) failed to provide a locate in accordance with the time limit applicable under section 6; or
- (d) failed to provide the information, or to provide accurate information, to a dedicated locator as required by clause 7 (7) (b), but only if the requirement arises in relation to a designated broadband project.

Loss or expense incurred

(2) A loss or expense referred to in subsection (1) is,

- (a) any economic or financial loss or expense that is caused by the member, including, without being limited to, any loss or expense resulting from any delay in completing an excavation or dig; or

- (b) any other type of loss or expense prescribed by the Minister.

Agreement as to compensation

- (3) The excavator and the member may agree upon the compensation in writing.

If no agreement

- (4) If no agreement is reached, a claim for compensation under subsection (1) shall be determined by the Tribunal on application by the excavator.

Offences — general

17 A person or entity, other than the Corporation, who contravenes or fails to comply with any section of this Act or the regulations is guilty of an offence and on conviction is liable to a fine of not more than \$10,000.

Offences — Corporation

18 (1) The Corporation is guilty of an offence if it knowingly contravenes this Act or the regulations and on conviction is liable to a fine of not more than \$100,000 for each day or part of a day on which the offence occurs or continues.

Individuals

- (2) A director, officer, employee or agent of the Corporation who knowingly contravenes this Act or the regulations is guilty of an offence.

Parties to offences

- (3) A director or officer of the Corporation is guilty of an offence who,
 - (a) knowingly causes, authorizes, permits or participates in the commission by the Corporation of an offence mentioned in subsection (1); or
 - (b) fails to take reasonable care to prevent the Corporation from committing an offence mentioned in subsection (1).

Penalty

- (4) A person who is convicted of an offence under subsection (2) or (3) is liable to a fine of not more than \$25,000 for each day or part of a day on which the offence occurs or continues.

Regulations — Lieutenant Governor in Council

19 The Lieutenant Governor in Council may make regulations,

- (a) respecting the governance of the Corporation;
- (b) establishing requirements and standards regarding the operations of the Corporation's call system;
- (c) identifying persons or entities, in addition to those listed in subsection 5 (1), who are required to become members of the Corporation and specifying the date by which such persons or entities shall become members;
- (d) specifying times when a member must provide information under subsection 5 (2);
- (e) governing fees to be paid by members of the Corporation.

Regulations — Minister

20 The Minister may make regulations,

- (a) governing any matter that this Act describes as being prescribed by the Minister or provided for in regulations made by the Minister;
- (b) respecting whether a proposed excavation or dig is in the vicinity of underground infrastructure owned or operated by a member;
- (c) respecting whether underground infrastructure crosses a public right of way or is in the vicinity of a public right of way, for the purposes of paragraph 7 of subsection 5 (1);
- (d) respecting situations in which the time limits for locating and marking underground infrastructure is to be shorter or longer than the time limits set out in this Act, and specifying the shorter or longer time limits;
- (e) governing and establishing requirements that apply to project owners, dedicated locators or affected members in addition to those set out in section 7.

(2) Subsection 15 (1), as enacted by subsection (1), is amended by adding the following paragraph:

- 3. Subject to subsection (3), a summary of each order imposing an administrative penalty under section 16.2, unless the order was revoked.

(3) Section 15, as enacted by subsection (1), is amended by adding the following subsection:

Timing of publication, administrative penalties

- (3) A summary of an administrative penalty shall not be published before,
- (a) the time for delivering a notice of appeal under subsection 16.3 (1) expires; or
 - (b) if an appeal is commenced under subsection 16.3 (1), until the appeal body has made a decision.
- (4) Clause 16 (1) (d) of the Act, as enacted by subsection (1), is repealed and the following substituted:**
- (d) failed to provide the information, or to provide accurate information, to a dedicated locator required by clause 7 (7) (b).
- (5) Section 20 of the Act, as enacted by subsection (1), is amended by adding the following clauses:**
- (f) governing administrative penalties that an assessor may order and all matters necessary and incidental to the administration of a system of administrative penalties, including,
 - (i) specifying the amount of an administrative penalty or providing for the determination of the amount of an administrative penalty by specifying the method of calculating the amount and the criteria to be considered in determining the amount,
 - (ii) providing for different amounts to be paid, or different calculations or criteria to be used, depending on the circumstances that gave rise to the administrative penalty or the time at which the penalty is paid,
 - (iii) specifying information that must be included in an order for payment of an administrative penalty,
 - (iv) governing the procedure for making an order under section 16.2 for an administrative penalty and the rights of the parties affected by the procedure, including the time at which the order is deemed to be served on the member or excavator against whom the order is made, and
 - (v) governing the appeal of an order for payment of an administrative penalty;
 - (g) specifying the purposes for which the Corporation may use the funds that it collects as administrative penalties.

7 The Act is amended by adding the following sections:

Appointments of assessors

16.1 (1) The Corporation may appoint assessors for the purposes of making an order under section 16.2 imposing an administrative penalty.

Restrictions

- (2) An appointment is subject to the restrictions, limitations and conditions set out in it.

Identification

- (3) An assessor shall produce, on request, evidence of his or her appointment.

Administrative penalties

Order

16.2 (1) An assessor may, by order, impose an administrative penalty against a member or excavator in accordance with this section and the regulations made by the Minister if the assessor is satisfied that the member or excavator has contravened or is contravening a provision of this Act that is prescribed by the Minister or a provision of the regulations that is prescribed by the Minister.

To whom payable

- (2) An administrative penalty is payable to the Corporation.

Purpose

- (3) An administrative penalty may be imposed under this section for one or more of the following purposes:
- 1. To promote compliance with this Act and the regulations.
 - 2. To prevent a member or excavator from deriving, directly or indirectly, any economic benefit as a result of a contravention described in subsection (1).

Amount

- (4) The amount of an administrative penalty shall reflect the purpose of the penalty and shall be determined in accordance with the regulations made by the Minister, but the amount of the penalty shall not exceed \$10,000.

Form of order

- (5) An order made under subsection (1) imposing an administrative penalty against a member or excavator shall be in the form that the Corporation determines.

Service of order

(6) The order shall be served on the member or excavator against whom the administrative penalty is imposed in the manner that the Corporation determines.

Absolute liability

- (7) An order made under subsection (1) imposing an administrative penalty against a member or excavator applies even if,
- (a) the member or excavator took all reasonable steps to prevent the contravention on which the order is based; or
 - (b) at the time of the contravention, the member or excavator had an honest and reasonable belief in a mistaken set of facts that, if true, would have rendered the contravention innocent.

No effect on offences

(8) For greater certainty, nothing in subsection (7) affects the prosecution of an offence.

Limitation

(9) An assessor shall not make an order under subsection (1) more than two years after the day the assessor became aware of the member or excavator's contravention on which the order is based.

No hearing required

(10) Subject to any regulations made by the Minister, an assessor is not required to hold a hearing or to afford a member or excavator an opportunity for a hearing before making an order under subsection (1) against the member or excavator.

Non-application of other Act

(11) The *Statutory Powers Procedure Act* does not apply to an order of an assessor made under subsection (1).

Appeal of administrative penalty

16.3 (1) The member or excavator against whom an order made under subsection 16.2 (1) imposes an administrative penalty may appeal the order to the appeal body by delivering a written notice of appeal to the appeal body within 15 days after receiving the order.

If no appeal

(2) If the member or excavator does not appeal the order in accordance with subsection (1), the order is confirmed.

Hearing

(3) If the member or excavator appeals the order, the appeal body shall hold a hearing and may, by order, confirm, revoke or vary the assessor's order, and the appeal body may attach conditions to its order.

Parties

(4) The assessor, the appellant and the other persons that the appeal body specifies are parties to the appeal.

Non-application of the SPPA

(5) If the appeal body is not the Tribunal, the *Statutory Powers Procedure Act* does not apply to an appeal made under this section.

Immediate effect

(6) Even if the appellant appeals an order of the appeal body, the order takes effect immediately, unless the order provides otherwise, but the Divisional Court may grant a stay until the disposition of the appeal.

Effect of paying penalty

16.4 If a member or excavator against whom an order imposing an administrative penalty is made pays the penalty in accordance with the terms of the order or, if the order is varied on appeal, in accordance with the terms of the varied order, the member or excavator cannot be charged with an offence under this Act in respect of the same contravention on which the order is based.

Enforcement re administrative penalty

16.5 (1) If a member or excavator against whom an order imposing an administrative penalty is made fails to pay the penalty in accordance with the terms of the order or, if the order is varied on appeal, in accordance with the terms of the varied order, the order may be filed with the Superior Court of Justice and enforced as if it were an order of the court.

Date of order

(2) For the purposes of section 129 of the *Courts of Justice Act*, the date on which the order is filed with the court shall be deemed to be the date of the order.

Revocation

8 Ontario Regulation 92/14 (Governance of the Corporation), made under the Act, is revoked.

Commencement

9 (1) Except as otherwise provided in this section, this Schedule comes into force on the day the *Getting Ontario Connected Act, 2022* receives Royal Assent.

(2) Subsections 1 (2) and 6 (2) to (5) and section 7 come into force on a day to be named by proclamation of the Lieutenant Governor.

Ontario Underground Infrastructure Notification System Act, 2012

S.O. 2012, CHAPTER 4

Consolidation Period: From April 12, 2021 to the [e-Laws currency date](#).

Last amendment: 2021, c. 2, Sched. 1, s. 30.

Legislative History: 2021, c. 2, Sched. 1, s. 30.

Definitions

1 In this Act,

“Corporation” means the corporation continued under subsection 2 (1); (“Société”)

“excavator” means any individual, partnership, corporation, public agency or other person or entity that digs, bores, trenches, grades, excavates, moves or breaks earth, rock or the materials in the ground, and “excavation” has a corresponding meaning. (“entreprise d’excavation”, “projet d’excavation”, “travaux d’excavation”) 2012, c. 4, s. 1.

Ontario One Call continued

2 (1) Ontario One Call, continued under the *Corporations Act*, is continued as a corporation without share capital. 2012, c. 4, s. 2 (1).

Letters patent revoked

(2) The letters patent issued to continue the Corporation are revoked, but the revocation does not affect the rights or obligations of the Corporation or any by-law, resolution or appointment of the Corporation except to the extent that the by-law, resolution or appointment is inconsistent with this Act. 2012, c. 4, s. 2 (2).

Board of directors

(3) The affairs of the Corporation shall be governed and managed by its board of directors. 2012, c. 4, s. 2 (3).

Members of board

(4) On the day this Act comes into force, the members of the board of the Corporation shall be the members of the board who held office immediately before that day. 2012, c. 4, s. 2 (4).

Not a Crown agency

(5) The Corporation is not a Crown agency within the meaning of the *Crown Agency Act*. 2012, c. 4, s. 2 (5).

Powers

(6) The Corporation has the capacity and the rights, powers and privileges of a natural person, subject to the limitations set out in this Act. 2012, c. 4, s. 2 (6).

Objects

3 (1) The following are the objects of the Corporation:

1. To operate a call system to receive excavator requests for the location of underground infrastructure within Ontario.
2. To identify for excavators whether underground infrastructure is located in the vicinity of a proposed excavation or dig site.
3. To notify a member of the Corporation of proposed excavations or digs that may affect the underground infrastructure of the member.
4. To raise public awareness of the Corporation and the need for safe digging. 2012, c. 4, s. 3 (1).

Non-profit corporation

(2) The business and affairs of the Corporation shall be carried on without the purpose of gain and any profits shall be used by the Corporation for the purpose of carrying out its objects. 2012, c. 4, s. 3 (2).

No fee for request

4 (1) The Corporation shall not charge a fee to any person making a request for the location of underground infrastructure. 2012, c. 4, s. 4 (1).

Requirements and standards

(2) The Corporation shall ensure that the call system's operations satisfy any requirements and standards set out in the regulations made under this Act. 2012, c. 4, s. 4 (2).

Call centre in Northern Ontario

(3) The Corporation shall operate, as part of its call system, at least one call centre located in Northern Ontario. 2012, c. 4, s. 4 (3).

Definition

(4) In subsection (3),

“Northern Ontario” means the territorial districts of Algoma, Cochrane, Kenora, Manitoulin, Nipissing, Parry Sound, Rainy River, Sudbury, Thunder Bay and Timiskaming and The City of Greater Sudbury. 2012, c. 4, s. 4 (4).

Members

5 (1) A person or entity described in one or more of the following paragraphs is a member of the Corporation if the person or entity owns or operates underground infrastructure:

1. Every municipality in Ontario.
2. Hydro One Inc., as defined in the *Electricity Act, 1998*.
3. Ontario Power Generation Inc., as defined in the *Electricity Act, 1998*.
4. Every gas distributor and every gas transmitter, as those terms are defined in the *Ontario Energy Board Act, 1998*.
5. Every operator of a distribution system, as defined in the *Electricity Act, 1998*.
6. Every person or entity regulated under the *Oil, Gas and Salt Resources Act*.
7. Every person or entity that owns or operates underground infrastructure that crosses a public right of way or is in the vicinity of a public right of way. 2012, c. 4, s. 5 (1).

Members to provide information

(2) A member of the Corporation shall provide, at the time or times specified in the regulations, such information to the Corporation as is necessary for the Corporation to fulfil its objects. 2012, c. 4, s. 5 (2).

When current persons or entities to become members

(3) Subject to subsection (4), if, on the day this Act comes into force, a person or entity described in subsection (1) is not a member of the Corporation, the person or entity is deemed to become a member on the first anniversary of that day, unless admitted to membership before that day. 2012, c. 4, s. 5 (3).

When current municipalities to become members

(4) If, on the day this Act comes into force, a municipality described in paragraph 1 of subsection (1) is not a member of the Corporation, the municipality is deemed to become a member on the second anniversary of that day, unless admitted to membership before that day. 2012, c. 4, s. 5 (4).

When current members to provide initial information

(5) A person or entity who becomes a member of the Corporation under subsection (3) or (4) shall provide, immediately upon the person or entity becoming a member, such initial information to the Corporation as is necessary for the Corporation to fulfil its objects. 2012, c. 4, s. 5 (5).

Where infrastructure affected by dig

6 (1) If a member of the Corporation receives a notification from the Corporation about a proposed excavation or dig that may affect underground infrastructure owned by the member, the member shall,

- (a) mark on the ground the location of its underground infrastructure and provide a written document containing information respecting the location of the underground infrastructure; or
- (b) state in writing that none of its underground infrastructure will be affected by the excavation or dig. 2012, c. 4, s. 6 (1).

Member to respond within five days

(2) The member shall make all reasonable attempts to do the things required by subsection (1) within five business days of the day the member receives notification about the proposed excavation or dig, unless there is a reasonable expectation that the excavation or dig will not start within 30 business days of the day the member receives the notification. 2012, c. 4, s. 6 (2).

Time limits

(3) The time limit set out in subsection (2) shall not apply and a different time limit shall apply if,

- (a) the member and the excavator agree to a different time limit; or

- (b) the regulations set out a different time limit applicable to the circumstances. 2012, c. 4, s. 6 (3).

Exception

(4) Despite subsections (2) and (3), if the notification received under subsection (1) indicates that it is related to a broadband project designated under the *Building Broadband Faster Act, 2021*, the member shall do the things required by subsection (1) within 10 business days of the day the member receives notification about the proposed excavation or dig. 2021, c. 2, Sched. 1, s. 30.

Section Amendments with date in force (d/m/y)

2021, c. 2, Sched. 1, s. 30 - 12/04/2021

Excavator duties re locates

- 7** (1) For the purposes of this section, a member of the Corporation properly provides a locate if,
- (a) it makes a mark on the ground indicating the location of its underground infrastructure; and
 - (b) it provides a written document containing information respecting the location of its underground infrastructure. 2012, c. 4, s. 7 (1).

Same

- (2) No excavator shall commence an excavation or dig unless,
- (a) it has contacted the Corporation to request locates for all underground infrastructure that may be affected by the excavation or dig;
 - (b) each member that owns or operates underground infrastructure that may be affected by an excavation or dig has properly provided locates for its affected underground infrastructure or has stated in writing that none of its underground infrastructure will be affected by the excavation or dig; and
 - (c) if locates are properly provided, the excavator has ensured that the locate markings on the ground do not conflict with the written information provided respecting the underground infrastructure. 2012, c. 4, s. 7 (2).

Same

- (3) No excavator shall excavate or dig in a manner that the excavator knows or reasonably ought to know would damage or otherwise interfere with any underground infrastructure. 2012, c. 4, s. 7 (3).

Penalties

8 A person or entity who does not comply with section 5, 6 or 7 is guilty of an offence and on conviction is liable to the fine set out in the regulations made under this Act. 2012, c. 4, s. 8.

Regulations

- 9** The Lieutenant Governor in Council may make regulations,
- (a) respecting the governance of the Corporation and the administration of this Act and the regulations;
 - (b) establishing requirements and standards regarding the operations of the Corporation's call system;
 - (c) identifying persons or entities, in addition to those listed in subsection 5 (1), who are required to become members of the Corporation and specifying the date by which such persons or entities shall become members;
 - (d) specifying times when a member must provide information under subsection 5 (2);
 - (e) governing fees to be paid by members of the Corporation;
 - (f) respecting situations in which the time limit for locating and marking underground infrastructure is to be shorter or longer than the time limit described in subsection 6 (2), and specifying the shorter or longer time limits;
 - (g) respecting whether underground infrastructure crosses a public right of way or is in the vicinity of a public right of way, for the purposes of paragraph 7 of subsection 5 (1);
 - (h) respecting whether a proposed excavation or dig is in the vicinity of underground infrastructure owned by a member, for the purposes of subsection 6 (1);
 - (i) specifying the fines to be paid for offences under this Act. 2012, c. 4, s. 9.

10 OMITTED (PROVIDES FOR COMING INTO FORCE OF PROVISIONS OF THIS ACT). 2012, c. 4, s. 10.

11 OMITTED (ENACTS SHORT TITLE OF THIS ACT). 2012, c. 4, s. 11.

Building Broadband Faster Act, 2021

S.O. 2021, CHAPTER 2 SCHEDULE 1

Consolidation Period: From June 1, 2021 to the [e-Laws currency date](#).

Last amendment: 2021, c. 2, Sched. 1, s. 28.

Legislative History: 2021, c. 2, Sched. 1, s. 28.

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PURPOSE OF THE ACT

Purpose

1 The purpose of the Act is to expedite the delivery of broadband projects of provincial significance by removing barriers and streamlining processes related to infrastructure that may result in delays to the timely completion of these broadband projects, while enhancing co-ordination and engagement with and being fair to public and private sector stakeholders.

DEFINITIONS

Definitions

2 In this Act,

“actual cost” means the prescribed costs; (“coût réel”)

“broadband project” means a project that deploys, or supports the deployment of, broadband infrastructure; (“projet d’Internet à haut débit”)

“business day” means a day from Monday to Friday, other than a holiday as defined in section 87 of the *Legislation Act, 2006*; (“jour ouvrable”)

“designated broadband project” means a broadband project that is designated under the regulations for the purposes of this Act; (“projet désigné d’Internet à haut débit”)

“distributor” has the same meaning as in the *Ontario Energy Board Act, 1998*; (“distributeur”)

“Minister” means the Minister of Infrastructure or such other member of the Executive Council to whom responsibility for the administration of this Act is assigned or transferred under the *Executive Council Act*; (“ministre”)

“municipal service and right of way access” means municipal service and right of way access referred to in section 11; (“accès aux services municipaux et par droit de passage”)

“municipal service and right of way access order” means a municipal service and right of way access order made under section 16; (“arrêt d’accès aux services municipaux et par droit de passage”)

“OILC” means the Ontario Infrastructure and Lands Corporation; (“Société”)

“prescribed” means prescribed by regulation; (“prescrit”)

“proponent” means a person who carries out or proposes to carry out or is the owner or person having charge, management or control of a project; (“promoteur”)

“regulation” means a regulation under this Act; (“règlement”)

“transmitter” has the same meaning as in the *Ontario Energy Board Act, 1998*. (“transporteur”)

APPLICATION OF THE ACT

Application

3 This Act applies with respect to designated broadband projects.

DISTRIBUTOR OR TRANSMITTER CO-OPERATION

Notice to distributor and transmitter

4 (1) The Minister may by notice require a distributor or transmitter to complete work if,

- (a) in the opinion of the Minister, the work is necessary for the deployment of a designated broadband project;
- (b) the Minister has determined that the distributor or transmitter has not met a requirement under the *Ontario Energy Board Act, 1998* or this Act with respect to when something must be done; and
- (c) the requirement is prescribed by regulation under this Act for the purposes of this subsection.

Form and service

(2) The notice must be in writing and must be served personally, by registered mail or by email.

Deemed receipt

(3) A notice sent by email is deemed to have been received on the first business day after the day it was sent, unless the distributor or transmitter establishes that it, acting in good faith, did not receive the notice or received it on a later date because of a reason beyond its control, including absence, accident, disability or illness.

Co-ordination

5 After the distributor or transmitter receives the notice, the proponent of the designated broadband project and the distributor or transmitter shall enter reasonably promptly into negotiations to co-ordinate the work required by the notice.

Timelines

6 The notice shall specify the date by which the notice must be complied with and the date shall be the date agreed on by the proponent and the distributor or transmitter, or, in default of agreement, shall be at least 60 days after the notice is served.

Application for additional time

7 (1) The distributor or transmitter may apply to a judge of the Superior Court of Justice for an order altering the date specified in the notice to a later date.

Notice

(2) The distributor or transmitter shall give the proponent such notice of the application as a judge of the Superior Court of Justice directs.

Test and order

(3) If the judge finds that the physical, technical or other difficulties in complying with the notice require additional time, the judge may make whatever order is appropriate.

Apportionment of costs

8 (1) The proponent and the distributor or transmitter may agree on the apportionment of the actual cost of the work.

If no agreement

(2) If no agreement is reached, the actual cost of the work shall be apportioned in accordance with,

- (a) the prescribed rules; or
- (b) such requirements under the *Ontario Energy Board Act, 1998* as are prescribed for the purposes of this clause.

Minister's order or authorization

9 (1) If a distributor or transmitter fails to comply with a notice under section 4 or an order under section 7, the Minister may, on an application made by the proponent,

- (a) order the distributor or transmitter to comply; or
- (b) authorize the proponent to carry out the work described in the notice.

Enforcement through court

(2) An order under clause (1) (a) may be filed in the Superior Court of Justice and then may be enforced as if it were an order of that court.

Requirements if proponent carries out work

(3) A proponent who carries out work as authorized under clause (1) (b) shall carry out the work in accordance with the prescribed requirements.

Compensation

10 (1) A distributor or transmitter shall compensate the proponent for a loss or expense incurred because the distributor or transmitter failed to comply with a notice under section 4 or an order under section 7. 2021, c. 2, Sched. 1, s. 10 (1).

Agreement as to compensation

(2) The proponent and the distributor or transmitter may agree upon the compensation. 2021, c. 2, Sched. 1, s. 10 (2).

If no agreement

(3) If no agreement is reached, a claim for compensation under this section shall be determined by the Ontario Land Tribunal on application by the proponent. 2021, c. 2, Sched. 1, ss. 10 (3), 28 (3).

Amounts not compensable

(4) The compensation that the proponent is entitled to under subsection (1) does not include the actual cost of the work apportioned to the proponent under section 8. 2021, c. 2, Sched. 1, s. 10 (4).

Section Amendments with date in force (d/m/y)

2021, c. 2, Sched. 1, s. 28 (3) - 01/06/2021

MUNICIPAL SERVICE AND RIGHT OF WAY ACCESS**Need for municipal service and right of way access**

11 The Minister may determine that,

- (a) the construction of a designated broadband project requires municipal service and right of way access in the form of the use, occupation, modification or temporary closure of a municipal highway, a municipal right of way or real property or an interest in real property that is under municipal ownership or control; or
- (b) the construction or operation of a designated broadband project requires municipal service and right of way access in the form of the use of, access to or modification of,
 - (i) a municipal highway, a municipal right of way or real property or an interest in real property that is under municipal ownership or control,
 - (ii) infrastructure that is under municipal ownership or control, and

(iii) municipal services related to that infrastructure.

Notice that municipal service and right of way access required

12 The Minister may notify a municipality that municipal service and right of way access is required.

Contents of notice

13 The notice shall be in writing and include the following information:

1. The particulars of what municipal service and right of way access is required.
2. The date that the municipal service and right of way access is required by.

Negotiation

14 After the municipality receives the notice, the proponent of the designated broadband project and the municipality shall enter reasonably promptly into negotiations to agree on terms for the municipal service and right of way access.

If negotiation fails

15 If, in the Minister's opinion, the proponent and the municipality will not be able to agree on terms for the municipal service and right of way access even though the proponent made reasonable efforts to reach an agreement, the Minister may at any time develop a municipal service and right of way access order as follows:

1. The Minister shall consult with the proponent and the municipality.
2. The consultation shall occur in the manner that, in the Minister's opinion, is appropriate.
3. The Minister may require the proponent and the municipality to produce information that, in the Minister's opinion, the Minister requires to develop the order.
4. The Minister may obtain technical or other advice on the development of the municipal service and right of way access order.

Municipal service and right of way access order

16 (1) The Minister may make a municipal service and right of way access order developed under section 15 requiring the municipal service and right of way access, and the proponent and the municipality shall comply with it.

Terms

(2) The order may require the municipality to provide the municipal service and right of way access set out in the order, and set terms governing the proponent and the municipality in respect of the municipal service and right of way access, which may include the following:

1. Implementation of adequate measures to mitigate the impact on the public of the municipal service and right of way access. As an option, the measures may include notification to the municipality and the public of matters concerning the municipal service and right of way access.
2. Provision of resources and compensation to address the impact on the municipality of the municipal service and right of way access.
3. Measures to address potential municipal liability arising from the municipal service and right of way access.
4. Technical standards that must be met to support the municipal service and right of way access.
5. Dispute resolution provisions.
6. Other terms.

Revising or cancelling order

17 (1) The Minister may determine that a municipal service and right of way access order needs to be revised or cancelled.

Notice that revising or cancelling required

(2) If the Minister determines that the order needs to be revised or cancelled, the Minister shall notify the proponent and the municipality.

Contents

(3) The notice shall be in writing and shall include the following information:

1. The particulars of why the order needs to be revised or cancelled, and if revision is required, what sort of revision is required.
2. The date that the revision or cancellation is to take effect.

Negotiation, development and terms

(4) Sections 14 to 16 apply, with necessary modifications, to the revision or cancellation of the order.

Compensation

18 (1) A municipality shall compensate the proponent for a loss or expense incurred because the municipality failed to comply with section 14 or with a municipal service and right of way access order. 2021, c. 2, Sched. 1, s. 18 (1).

Agreement as to compensation

(2) The proponent and the municipality may agree upon the compensation. 2021, c. 2, Sched. 1, s. 18 (2).

If no agreement

(3) If no agreement is reached, the Minister shall offer non-binding mediation to the proponent and the municipality. 2021, c. 2, Sched. 1, s. 18 (3).

If mediation unsuccessful

(4) If mediation does not occur or is unsuccessful, a claim for compensation under this section shall be determined by the Ontario Land Tribunal on application by the proponent. 2021, c. 2, Sched. 1, ss. 18 (4), 28 (4).

Amounts not compensable

(5) The compensation that the proponent is entitled to under subsection (1) does not include costs apportioned to the proponent under the municipal service and right of way access order. 2021, c. 2, Sched. 1, s. 18 (5).

Section Amendments with date in force (d/m/y)

2021, c. 2, Sched. 1, s. 28 (4) - 01/06/2021

Authorization to do municipality's work

19 (1) If a municipality fails to comply with a municipal service and right of way access order, the Minister may authorize a person to do the work the municipality was required to do under the order. 2021, c. 2, Sched. 1, s. 19 (1).

Compensation

(2) The municipality shall compensate the Minister for the costs incurred by the Minister relating to the authorization of a person under subsection (1). 2021, c. 2, Sched. 1, s. 19 (2).

Agreement as to compensation

(3) The Minister and the municipality may agree upon the compensation. 2021, c. 2, Sched. 1, s. 19 (3).

If no agreement

(4) If no agreement is reached, a claim for compensation under subsection (2) shall be determined by the Ontario Land Tribunal on application by the Minister. 2021, c. 2, Sched. 1, ss. 19 (4), 28 (5).

Amounts not compensable

(5) The compensation that the Minister is entitled to under subsection (2) does not include costs apportioned to the proponent under the municipal service and right of way access order. 2021, c. 2, Sched. 1, s. 19 (5).

Section Amendments with date in force (d/m/y)

2021, c. 2, Sched. 1, s. 28 (5) - 01/06/2021

Enforcement through court

20 A municipal service and right of way access order may be filed in the Superior Court of Justice and then may be enforced as if it were an order of that court.

LOCATION OF UNDERGROUND INFRASTRUCTURE**Location of underground infrastructure**

21 (1) This section applies with respect to a notification described in subsection 6 (4) of the *Ontario Underground Infrastructure Notification System Act, 2012* about a proposed excavation or dig that relates to a designated broadband project. 2021, c. 2, Sched. 1, s. 21 (1).

Work to be done within 10 days

(2) The member of Ontario One Call who received the notification shall do the work required under subsection 6 (1) of the *Ontario Underground Infrastructure Notification System Act, 2012* within 10 business days after the day the member received the notification. 2021, c. 2, Sched. 1, s. 21 (2).

Compensation

(3) A proponent of a designated broadband project may claim compensation from a member of Ontario One Call for a prescribed loss or expense incurred because the member,

- (a) failed to accurately mark on the ground the location of its underground infrastructure and provide a written document containing information respecting the location of the underground infrastructure; or
- (b) incorrectly stated that none of its underground infrastructure will be affected by the excavation or dig. 2021, c. 2, Sched. 1, s. 21 (3).

Agreement as to compensation

(4) The proponent and the member of Ontario One Call may agree upon the compensation. 2021, c. 2, Sched. 1, s. 21 (4).

If no agreement

(5) If no agreement is reached, a claim for compensation under subsection (3) shall be determined by the Ontario Land Tribunal on application by the proponent. 2021, c. 2, Sched. 1, ss. 21 (5), 28 (6).

Section Amendments with date in force (d/m/y)

2021, c. 2, Sched. 1, s. 28 (6) - 01/06/2021

ONTARIO INFRASTRUCTURE AND LANDS CORPORATION

Delegation to OILC

22 (1) The Minister may delegate the Minister's functions under this Act in whole or in part to the OILC, subject to any conditions and restrictions set out in the delegation.

Exceptions

(2) Subsection (1) does not apply to the following functions:

- 1. The Minister's authority to make and approve regulations.
- 2. The Minister's authority to issue directives.
- 3. The Minister's authority to make an order under clause 9 (1) (a) or authorize a proponent of a designated broadband project to carry out work under clause 9 (1) (b).
- 4. The Minister's authority to develop, make, revise or cancel a municipal service and right of way access order.
- 5. The Minister's authority to impose administrative penalties.

Ministerial directives

23 (1) The Minister may issue directives in writing to the OILC in respect of any matter under this Act.

Implementation

(2) The OILC's board of directors shall ensure the directives to the OILC are implemented promptly and efficiently.

Directive not a regulation

(3) A directive is not a regulation within the meaning of Part III (Regulations) of the *Legislation Act, 2006*.

ADMINISTRATIVE PENALTIES

Administrative penalties

Purpose

24 (1) The purpose of an administrative penalty imposed under this section is,

- (a) to ensure compliance with prescribed provisions of this Act and the regulations and with orders of the Minister under clause 9 (1) (a); or
- (b) to prevent a person or entity from deriving, directly or indirectly, any economic benefit as a result of contravening the prescribed provisions.

Order imposing administrative penalties

(2) If the Minister is satisfied that a person is contravening or not complying with a prescribed provision of this Act or the regulations or an order of the Minister under clause 9 (1) (a), the Minister may, by order, impose an administrative penalty on the person in accordance with this section and the regulations.

Maximum administrative penalty

(3) An administrative penalty shall not exceed a maximum of \$500,000 or such lesser amount as may be prescribed.

Administrative penalty may be imposed with other measures

(4) An administrative penalty may be imposed alone or in conjunction with any other regulatory measure provided by this or any other Act, and may be imposed in conjunction with a fine imposed for the same infraction.

Limitation

(5) An administrative penalty may only be imposed within the prescribed time period.

No right to be heard

(6) There is no right to be heard before an order imposing an administrative penalty is made.

Right to review

(7) A person who receives an order imposing an administrative penalty may request a prescribed individual to review the order by applying to the prescribed individual for a review in a form approved by the Minister,

- (a) within a prescribed number of days after the order is served; or
- (b) within a longer period specified by the prescribed individual, if the prescribed individual considers it appropriate in the circumstances to extend the time for applying.

If no review requested

(8) If a person who has received an order imposing an administrative penalty does not apply for a review under subsection (7), the person shall pay the penalty within 30 days after the day the order was served.

If review requested

(9) If a person who has received an order imposing an administrative penalty applies for a review under subsection (7), the prescribed individual shall conduct the review in accordance with the regulations.

Stay of order

(10) A review commenced under subsection (7) operates as a stay of the order until the matter is finally disposed of.

Prescribed individual's decision

(11) On a review, the prescribed individual may,

- (a) find that the person did not contravene the provision of this Act or the regulations specified in the order imposing the administrative penalty or did not contravene the order of the Minister under clause 9 (1) (a) specified in the order imposing the administrative penalty, and rescind the order imposing the administrative penalty;
- (b) find that the person did contravene the provision of this Act or the regulations specified in the order imposing the administrative penalty or did contravene the order of the Minister under clause 9 (1) (a) specified in the order imposing the administrative penalty, and affirm the order imposing the administrative penalty; or
- (c) find that the person did contravene the provision of this Act or the regulations specified in the order imposing the administrative penalty or did contravene the order of the Minister under clause 9 (1) (a) specified in the order imposing the administrative penalty but that the penalty is excessive in the circumstances or is, by its magnitude, punitive in nature having regard to all the circumstances, and in that case the prescribed individual shall amend the order imposing the administrative penalty by reducing the amount of the penalty.

Decision final

(12) The prescribed individual's decision is final.

Payment after review

(13) If the prescribed individual finds under clause (11) (b) or (c) that a person has contravened the provision of this Act or the regulations specified in the order imposing the administrative penalty or has contravened the order of the Minister under clause 9 (1) (a) specified in the order imposing the administrative penalty, the person shall pay the penalty required by the prescribed individual within 30 days after the day the decision was made.

Enforcement of administrative penalty

(14) If the person fails to pay the administrative penalty within the time required, the order imposing the administrative penalty or the prescribed individual's decision, as the case may be, may be filed in the Superior Court of Justice and then may be enforced as if it were an order of that court.

Postjudgment interest

(15) Section 129 of the *Courts of Justice Act* applies in respect of an order or decision filed in the Superior Court of Justice under subsection (14) and the date on which the order or decision is filed under subsection (14) is deemed to be the date of the order that is referred to in section 129 of the *Courts of Justice Act*.

MISCELLANEOUS

Serving a document

25 (1) Except as otherwise provided under this Act, a notice, order or document that is required to be given or served on a person under this Act is sufficiently given or served if it is,

- (a) delivered directly to the person;
- (b) sent by registered mail to the person's last known address;
- (c) sent by email to the person's last known email address; or
- (d) given by other means specified by the regulations.

Deemed receipt

(2) Subject to subsection (3),

- (a) a document sent under clause (1) (c) is deemed to have been received on the first business day after the day it was sent; and
- (b) a document sent under clause (1) (d) is deemed to have been received on the day specified by the regulations.

Failure to receive document

(3) Subsection (2) does not apply if the person establishes that they, acting in good faith, did not receive the document or received it on a later date because of a reason beyond their control, including absence, accident, disability or illness.

No cause of action

26 (1) No cause of action arises against the persons or entities described in subsection (2) as a direct or indirect result of,

- (a) the enactment, amendment or repeal of any provision of this Act;
- (b) the making, amending or revoking of any provision of a regulation;
- (c) the making, revising or cancelling of any term of an order under clause 9 (1) (a);
- (d) the making, revising or cancelling of any term of an authorization, under clause 9 (1) (b), for a proponent to carry out work; or
- (e) the making, revising or cancelling of any term of a municipal service and right of way access order.

Persons or entities

(2) The persons and entities referred to in subsection (1) are,

- (a) the Crown, any current or former member of the Executive Council and any current or former employee or agent of or adviser to the Crown; and
- (b) the OILC, any current or former director of the OILC and any current or former employee, officer or agent of or adviser to the OILC.

Exception — judicial review

(3) Subsection (1) does not apply to prevent an application for judicial review.

Proceedings barred

(4) No proceeding, including but not limited to any proceeding for a remedy in contract, restitution, tort, misfeasance, bad faith, trust or fiduciary obligation, and any remedy under any statute, that is based on a cause of action described in subsection (1) may be brought or maintained against the persons or entities described in subsection (2).

Application of subs. (4)

(5) Subsection (4) applies to any proceeding, including any court, administrative or arbitral proceeding, claiming any remedy or relief, including specific performance, injunction, declaratory relief, any form of compensation or damages or any other remedy or relief, and includes a proceeding to enforce a judgment or order made by a court or tribunal outside of Canada.

No expropriation or injurious affection

(6) Nothing done or not done in accordance with this Act, the regulations or a municipal service and right of way access order constitutes an expropriation or injurious affection for the purposes of the *Expropriations Act* or otherwise at law.

Not entitled to be compensated

(7) Despite any other Act or law, no person is entitled to compensation, other than compensation under this Act, for any loss or damages, including loss of revenues, loss of profit or loss of expected earnings or denial or reduction of compensation that would otherwise have been payable to any person, arising from anything referred to in subsection (1).

Regulations

LGIC

27 (1) The Lieutenant Governor in Council may make regulations,

- (a) designating a broadband project for the purposes of this Act;
- (b) governing administrative penalties that may be imposed under section 24, and, without limiting the foregoing, may make regulations,
 - (i) prescribing provisions of this Act and of the regulations for the purpose of subsection 24 (2), except for sections 11 to 20 or regulations in respect of those provisions,
 - (ii) prescribing individuals for the purpose of subsection 24 (7),
 - (iii) prescribing the amount of a penalty, or a method for calculating the amount of a penalty, and prescribing different penalties or ranges of penalties for different types of contraventions or failures to comply and different penalties or ranges of penalties depending on specified criteria,
 - (iv) authorizing the Minister to determine the amount of a penalty, if the amount of the penalty or method for calculating the amount of the penalty is not prescribed, and prescribing criteria that may or must be considered when making an order under subsection 24 (2), including prescribing that the criteria may include aggravating or mitigating factors,
 - (v) authorizing that a penalty may be imposed for each day or part of a day on which a contravention or failure to comply continues,
 - (vi) authorizing higher penalties for a second or subsequent contravention or failure to comply,
 - (vii) governing the payment of penalties, including requiring that a penalty be paid before a specified deadline, and authorizing the Minister to approve a plan of periodic payments that extends beyond the deadline,
 - (viii) authorizing the imposition of late payment fees respecting penalties that are not paid before the specified deadline, including graduated late payment fees, and providing that such fees are included as part of the penalty for enforcement purposes,
 - (ix) prescribing a lesser maximum penalty and the provisions of this Act or the regulations to which the lesser maximum penalty applies,
 - (x) prescribing and governing procedures for making and serving an order under section 24, including prescribing rules for service, prescribing the day on which an order is deemed to have been received and providing for service on persons outside Ontario,
 - (xi) governing the review of an order under subsection 24 (7), including,
 - (A) establishing procedures for commencing and conducting a review,
 - (B) establishing time limits for the stages of a review and authorizing the person prescribed under subclause (ii) to extend any time limit,
 - (C) prescribing that the review must or may be conducted orally, electronically or in writing or authorizing the person prescribed under subclause (ii) to make that determination, and
 - (D) establishing criteria to be considered and criteria not to be considered by the person prescribed under subclause (ii) when determining what decision to make,
 - (xii) prescribing the form and content of orders under section 24,
 - (xiii) prescribing circumstances in which a person is not required to pay an administrative penalty,
 - (xiv) providing that an administrative penalty is payable to a prescribed person rather than to the Minister of Finance, and is a debt due to the person to whom it is payable,
 - (xv) providing for other matters to carry out the purpose of section 24.

Minister

(2) The Minister may make regulations,

- (a) governing anything that, in this Act, is required or permitted to be prescribed or that is required or permitted to be done by, or in accordance with, the regulations, or as authorized, specified or provided for in the regulations, except for anything with respect to administrative penalties;
- (b) clarifying the meaning of any term or phrase used in this Act that is not defined in this Act;
- (c) exempting an entity from a provision of this Act and setting conditions for the exemption;

(d) providing for other matters to carry out the purpose of this Act.

Adoption of documents in regulations

(3) A regulation made under subsection (2) may adopt by reference, in whole or in part, with such changes as the Minister considers necessary, any document, including a code, formula, standard, protocol or procedure, and may require compliance with any document so adopted.

Rolling incorporation by reference

(4) The power to adopt by reference and require compliance with a document in subsection (3) includes the power to adopt a document as it may be amended from time to time.

Publication

(5) The OILC shall publish documents adopted under subsection (3) on the OILC's website and shall make them publicly available in any other manner the OILC considers advisable.

28 OMITTED (PROVIDES FOR AMENDMENTS TO THIS ACT).

29-30 OMITTED (AMENDS, REPEALS OR REVOKES OTHER LEGISLATION).

31 OMITTED (PROVIDES FOR COMING INTO FORCE OF PROVISIONS OF THIS ACT).

32 OMITTED (ENACTS SHORT TITLE OF THIS ACT).

MINISTRY OF INFRASTRUCTURE

Building Broadband Faster in Ontario

Provincial statement of intent and a guideline to
support accelerated broadband deployment

Release Date: November 30, 2021
Version 1

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Part 1 Provincial Statement of Intent

1.1 Provincial Statement of Intent to support accelerated broadband deployment

The Government of Ontario has committed almost \$4B to connect every region of Ontario to reliable, high speed internet by the end of 2025.

In April 2021, the Ontario Legislature passed the *Supporting Broadband and Infrastructure Expansion Act, 2021*. A key outcome of this legislation was that it enacted the *Building Broadband Faster Act, 2021* (BBFA). The main purpose of the BBFA is to expedite the delivery of broadband projects of provincial significance by removing barriers to building broadband projects.

Since the introduction of the BBFA, the Province has consistently identified the expectation that all partners involved in broadband deployment would work collaboratively to further reduce administrative barriers, support timely broadband deployment and contain costs.

To further support broadband deployment, the Province intends to move ahead with a suite of measures, including this Guideline (see Part 2 of this document), proposed regulations under the BBFA and the *Ontario Energy Board Act* (OEBA), a process for addressing make-ready and pole-attachment costs and the introduction of proposed legislative amendments, with the goal of taking every measure possible to ensure every household and business in Ontario has access to high-speed internet.

The suite of proposed new regulatory and legislative measures would help to make provisions outlined in the Guideline binding, with appropriate enforcement mechanisms. Together, they would help to achieve the government's commitment to 100 percent connectivity by the end of 2025.

Guideline

The Ministry of Infrastructure and Infrastructure Ontario have developed the Guideline to reduce barriers, speed up broadband deployment and support the successful implementation of the BBFA. Stakeholders and partner ministries provided input into the development of the Guideline. The Guideline reflects current legislative and regulatory authority under the BBFA and OEBA and will be updated if additional powers/measures are put in place.

In summary, the Guideline:

- Sets out new and best-practice processes and timelines when internet service providers (ISPs) work with local distribution companies (LDCs) and other parties to deploy internet fibre through third-party hydro pole attachments and accessing rights-

- of-way (ROW) to deploy fibre underground.
- Introduces a new information and data gathering platform - the Broadband One Window (BOW). The platform is an electronic system to support timely approvals, permitting, and locate decisions related to broadband projects. Parties are being asked to also provide relevant infrastructure data through this platform to enhance information sharing and proactively anticipate and address issues.
- Establishes the role of a new Technical Assistance Team (TAT) that would provide support, informal advice and assistance to municipalities, ISPs and LDCs on the implementation of the Guideline and implementation of provincial broadband projects.

Regulations

To further support rapid deployment of broadband infrastructure, the Province intends to bring forward proposals to make a number of regulations under the BBFA and OEBA. These include:

1. **Two BBFA regulations** (effective November 30, 2021)

- A. Regulation to designate provincial broadband projects. This regulation would define designated broadband projects as those *“where funding, in full or in part, has been provided through the Ministry of Infrastructure for the purpose of deploying broadband and high-speed internet infrastructure in Ontario.”* The BBFA grants the Minister of Infrastructure the following authorities, with respect to designated broadband projects:
 - i. Issue notices to municipalities that broadband project proponents require municipal service and right of way access to complete necessary work related to such projects.
 - ii. Make orders requiring the municipal service and right of way access necessary to facilitate delivery of a designated project, and the proponent and the municipality shall comply with that order.
 - iii. Issue notices requiring electricity distributors and transmitters to coordinate with broadband project proponents to complete necessary work related to such projects where a distributor or transmitter has not met a regulated requirement. (Note: this authority would come into effect if proposed OEBA regulations are made – see item 2 below).
 - iv. Where a party noted above fails to complete required work, the Minister would be authorized to order the completion of work or authorize the proponent to undertake the work to facilitate delivery of a designated project. (Note: this authority would come into effect if proposed OEBA regulations are made – see item 2 below).

- B. Minister's regulation to enable pay-for-delay and pay-for-redesign claims when there are cost impacts created by delays or avoidable mistakes by underground infrastructure owners. This regulation would enable an internet service provider to make a claim for damages to the Ontario Land Tribunal when a member of Ontario One Call creates a delay in the construction process and/or need for redesign due to inaccurate locates or delays in the locate process beyond a 10 business-day period set out in the BBFA specific to broadband projects.

2. Regulations under the OEBA

The Ministry of Energy will develop proposed regulations under the OEBA, which will include:

- A. Setting the wireline pole attachment charge methodology and requiring local distribution companies (LDCs) to consult with internet and telecom service providers as part of their long-term capital planning processes. This regulation is, subject to required approvals, expected to take effect on January 1, 2022 in order to reduce costs for ISPs.
 - B. Requirements for LDCs to comply with Guideline provisions including (but not limited to): performance timeline standards and processes related to pole attachments and make-ready work, including when those standards may be *temporarily* suspended, situations when internet service providers may employ contractors to complete such make-ready work, and data sharing requirements in order to enable the Broadband One Window platform. These regulation(s) are, subject to required approvals, anticipated to be in place February 2022.
 - C. If required, establishing a process governing payments to LDCs related to make ready costs.
3. **BBFA regulation on administrative penalties:** In alignment with Ministry of Energy regulations, MOI proposes that a regulation would be made prescribing penalties associated with non-compliance with Minister's Orders under the BBFA.

Proposed Legislative Amendments

In order to enhance enabling authority and compliance mechanisms to accelerate broadband infrastructure deployment, the Province proposes to introduce legislative amendments in winter 2022. If passed by the Legislature, the suite of proposed provincial

authorities and mechanisms would:

1. Require municipalities to comply with a service standard:
 - Key focus is to direct turn around time for rights of way permits
2. Require infrastructure data sharing by municipalities and other parties:
 - Comprehensive data to be provided proactively for all designated projects
3. Require the use of One Window by municipalities:
 - One Window as the single, digitized platform required for permit application through implementation
4. Ontario One Call:
 - Under the BBFA, require electronic asset data sharing by members of Ontario One Call with IO using the One Window platform

Related Changes Led by the Ministry of Government and Consumer Services (MGCS)

MGCS is developing a legislative proposal under the *Ontario Underground Infrastructure Notification System Act, 2012* (the One Call Act) to address issues with late locates and enhance locate delivery across the province. These changes will apply to and benefit broadband projects as well.

The Province proposes to introduce targeted legislative amendments in winter-spring 2022 to address immediate pressure points in the locate delivery system, enhance governance and oversight, and improve compliance tools. Proposed changes are under development and subject to consultation. If passed by the Legislature, these amendments would include:

1. Mandating the use of a dedicated locator model where a single locator is pre-identified to better provide the excavator/project owner with control over timing of locates.
2. Standardizing and extend locate validity periods to 90 days, eliminating the frequency of relocates and improving the remarking process to be more efficient.

Additional Mechanisms to Accelerate Broadband Deployment

Broadband Coordinator

Subject to direction from the Minister of Infrastructure, Infrastructure Ontario will act as a "Broadband Coordinator" to operate the One Window platform and help mediate disputes, including payments to LDCs related to make ready costs if such a process is not established through commercial arrangements.

Technical Assistance Team

A technical assistance team will be established to support LDCs and municipalities with high-speed internet projects with implementation and compliance supports.

Dispute Resolution

Both the Broadband Coordinator and the Technical Assistance Team would support informal dispute resolution to prevent escalation to formal dispute resolution bodies to the extent possible.

Provincial Interministerial Committee

MOI will establish an oversight committee that will focus on streamlining deployment and resolving matters across ministries that arise and could impact on projects

Part 2 Building Broadband Faster Act Guideline

2.1 General and Administrative Provisions

Purpose of the BBFA Guideline

This Guideline serves as a companion guide to the *Building Broadband Faster Act, 2021* (BBFA). It is a key tool in enabling the Government's Accelerated High-Speed Internet Program (AHSIP) that was announced in March 2021 which together with provincially funded broadband projects aim to provide access to high-speed internet to 100 percent of Ontario households by the end of 2025. The Guideline has been designed to enhance the co-ordination and engagement among project stakeholders related to the deployment of high-speed internet infrastructure, including streamlining processes associated with attaching high-speed internet wirelines to Local Distribution Company (LDC)-owned electric utility poles and providing timely access to municipal and provincial rights-of-way (ROWs). It is recognized that Internet Service Providers (ISP), also known as Telecommunications Service Providers (TSPs), need timely access to LDC poles and ROWs. Efficiencies in the process and recommended by this Guideline can have a positive impact on project-level costs, complexity and timelines related to the efficient deployment of broadband networks.

The Guideline is a tool that can be used by, but is not limited to use by, LDCs, ISPs/TSPs, Ontario One Call and their respective third parties in coordinating installation and service provision as well as Infrastructure Ontario (IO), the Ontario Ministry of Transportation (MTO), municipalities, Indigenous communities and government partners such as the Electrical Safety Authority (ESA) and the Ontario Energy Board (OEB).

This Guideline provides recommended guidance in order for participants to:

- Encourage early and good faith communication and collaboration among participants;
- Expedite the safe and cost-effective delivery of designated broadband projects;
- Meet the Ontario government's goal to connect every region in Ontario to essential, reliable, high-speed internet by the end of 2025; and,
- Facilitate municipalities and LDCs providing timely access to their infrastructure on reasonable terms, including municipal rights-of-way and LDC owned poles to support high-speed internet projects.

Enhancing the impact of this Guideline

The Ontario government has committed to ensuring that every community has access to high-speed internet by the end of 2025. This Guideline, if followed correctly, will be a vital tool in helping to achieve this ambitious goal.

MOI and its AHSIP delivery partner, IO, recognize that parties and stakeholders that play a role in broadband deployment must all be equally compelled to comply with the provisions, processes and timelines outlined in the Guideline in order to provide a positive impact to faster broadband deployment as part of high-speed internet projects in the province.

Under the Statement of Intent (section 1.1), the Government of Ontario is planning for a suite of regulatory and legislative measures to be put in place in order to make mandatory the provisions in this Guideline. It is the expectation of the government that as these structures are put in place, all

parties must do their utmost to comply with the provisions contained in this Guideline.

ISPs in Ontario are federally regulated and to support their performance under the Guideline, MOI will look to make these provisions mandatory for ISPs involved in designated broadband projects as part of project contracting.

Once these measures, approved and proposed, are fully in place, MOI will update the Guideline to reflect these requirements.

Additional Background

While the Government of Ontario has been working to expand access to high-speed internet throughout the Province for several years, the COVID-19 pandemic highlighted the essential role of reliable high-speed internet for participating fully in today's economy, including through the workplace, educational institutions, telemedicine and online commerce. As of September 2021, an estimated 700,000 premises, representing about 1.4 million people in Ontario, lack access to basic broadband connectivity, defined by the Canadian Radio-television and Telecommunications Commission (CRTC) as speed levels of 50 Mbps download/10 Mbps upload.

To address this, in March 2021, Ontario announced a commitment of nearly \$4 billion to connect every region to high-speed internet by the end of 2025 as part of the AHSIP. This is the largest single investment in high-speed internet, in any province, by any government in Canadian history.

As part of its plan, Ontario also announced a new innovative procurement process to help connect underserved and unserved communities. This procurement launched in September 2021 and is being led by Infrastructure Ontario. Combined with existing application-based programs underway, the procurement process, with a reverse auction, will help ensure that every home and business in Ontario has access to high-speed internet by the end of 2025.

In March 2021, Ontario also introduced the *Supporting Broadband and Infrastructure Expansion Act, 2021* (SBIEA). The legislation received Royal Assent in April 2021 and enacted the BBFA and made amendments to the *Ontario Energy Board Act, 1998* (OEBA).

The purpose of the BBFA is to expedite the delivery of designated broadband projects, prescribed under regulation, by streamlining processes and removing barriers that may result in additional costs and delays in reaching these unserved and underserved communities across Ontario. This legislation builds on the Government's 2019 Up to Speed: Ontario's Broadband and Cellular Action Plan (The Action Plan), which outlined a plan to expand broadband and cellular access into unserved and underserved communities.

Link to the SBIEA, which includes an explanatory note: [Supporting Broadband and Infrastructure Expansion Act, 2021, S.O. 2021, c. 2 - Bill 257 \(ontario.ca\)](#).

Link to the BBFA: [Building Broadband Faster Act, 2021, S.O. 2021, c. 2, Sched. 1 \(ontario.ca\)](#).

To Whom this Guideline Applies

This Guideline is intended to apply to:

- A Successful Proponent, who is legally bound by the Project Agreement entered into with the Government of Ontario for a designated broadband projects which are being funded by Ontario
- LDCs whose service territories include coverage of the geographic areas where there are designated broadband projects or LDCs who otherwise anticipate performing or supporting high-speed internet projects and wish to adopt practices within it .
- Ontario municipalities whose municipal boundaries include the geographic areas where there are designated broadband projects.
- Members of Ontario One Call in facilitating timely locates of underground infrastructure.
- Any other person with infrastructure within a right-of-way for a designated broadband project and any other person whose cooperation is required to carry out a designated broadband project.

These parties are hereto defined as 'provincially funded project stakeholders'.

This Guideline would also be of benefit for other relevant parties, including locate service providers (LSP), construction contractors, engineering providers, geography information systems providers, and surveyors.

Role of Infrastructure Ontario

IO, in supporting the program management of AHSIP activities on behalf of MOI, may carry out the following tasks related to designated broadband projects :

- Working collaboratively with broadband stakeholders and parties to help support the implementation of this Guideline, including but not limited to working proactively with Municipalities and LDCs to ensure timely co-ordination with ISPs
- Developing, administering, maintaining and supervising the Broadband One Window (BOW) platform, including development of an application guide
- Developing a uniform contract that could be used between ISPs and LDCs
- Undertaking a mapping exercise to establish eligible project areas
- Developing resources for applicants and proponents
- Verifying project milestone completion
- Assessing and reporting on funding recipients' progress, performance, and compliance with funding conditions
- Publishing reports, approved by MOI, on broadband funding performance

Role of Parties in Provincially Funded Broadband Projects

This Guideline is meant to provide recommended guidance and best practices to all parties engaging in designated broadband projects which are being funded by Ontario.

The provincially funded project stakeholders are expected to engage in good faith, without prejudice, in a manner consistent with the spirit of partnership and collaboration. Stakeholders are expected to ensure that they conduct their work in such a way that ensures the safe deployment and ongoing operation of broadband, municipal, transportation, electrical, and other infrastructure assets.

The legislative authorities outlined in the OEBA and its regulations and the BBFA and its regulations are primarily envisioned in their application as backstops/safeguards in the event that cooperation or negotiation between provincially funded projects does not result in an adherence to Performance Timelines (PTs) and any other aspect of the Guideline.

Application

This Guideline is intended to apply to any any designated broadband project. The practices articulated in the Guideline could be adopted for other broadband projects in Ontario.

Applicable Law

Nothing in this Guideline is meant to limit the obligations that any party has to comply with any other applicable law, including but not limited to the latest versions of:

- The BBFA;
- The OEBA;
- Ontario Regulation 22/04 (Electrical Distribution Safety) made pursuant to the *Electricity Act, 1998* ("Electrical Distribution Safety Regulation" or "Ont. Reg. 22/04");
- Canadian Standards Association C22.3 No.1, the Electrical Distribution Safety regulation notes CSA Standard C22.3 No. 1-15 (or latest) for overhead distribution lines and CSA Standard C22.3 No. 7-15 for underground systems as amended from time to time;
- *Occupational Health and Safety Act* (OHS) and Regulations;
- Ontario Regulation 164/99 (Electrical Safety Code) made pursuant to the *Electricity Act, 1998* ("Ontario Electrical Safety Code" or "OESC") and,
- *Ontario Underground Infrastructure Notification System Act, 2012* (One Call Act).

Amendments to the Guideline

Amendments to this Guideline must be approved by the MOI in consultation with the Minister of Energy (ENERGY) and posted on the MOI website.

Bulletins

MOI may, at times, publish non-binding bulletins to this Guideline. The purpose of these bulletins is to provide specific information on issues, conflicts and/or misunderstanding where there is a need for immediate or additional clarification. Bulletins will be posted as supplements to this Guideline and will allow provincially funded project stakeholders to subscribe to an RSS feed for posted updates.

2.2 Accelerating Access to LDC Poles and Rights-Of-Way

This section sets out processes and timelines that are recommended to be followed by LDCs and municipalities and is limited to any designated broadband project in respect of which the Successful Proponent has confirmed its intention to use the Broadband One Window (**BOW**) platform for the provincially funded project.

Attaching to LDC-Owned Poles

This section outlines the BOW authorization process for LDC owned pole attachments, including the engineered design requirements as well as the applicable standards to which stakeholders are expected to adhere.

If there is agreement for parties to use the BOW, the general steps to acquire an LDC-approved authorization application to access an LDC owned pole are set out in Table 1 below.

If parties are not using BOW, a Successful Proponent and an LDC are free to negotiate and agree upon any terms and conditions outside what is set out below.

Table 1: Aerial Route on LDC-Owned Poles

	Activity	Process Details
1	Determination of possible route	<ul style="list-style-type: none"> • The Successful Proponent determines possible route using best industry practices including digital maps, available information from BOW and existing network records • The Successful Proponent submits planned route to BOW and requests outstanding information from LDCs and existing attachers • IO circulates notification of planned/possible route to all known implicated parties (i.e., municipalities, LDCs, Enbridge and other telecoms)
2	Field inspection/survey	<ul style="list-style-type: none"> • The Successful Proponent and LDC coordinate prior to field inspection/survey of the poles applied for and determine who will be developing engineered designs as the ESA guidelines allow for both owner (i.e., the LDC) developed designs and applicant (i.e., the Successful Proponent) developed plans or work instructions • LDCs and existing attachers provide information requested by Successful Proponent
3	Professional Engineer Approved Design Drawings <ul style="list-style-type: none"> • Structural analysis • Telecom attachment • Any power make-ready 	<ul style="list-style-type: none"> • The Successful Proponent or LDC (as agreed) conducts pole loading structural analysis, prepares P.Eng. approved design drawings (certifying that the design meets the requirements of CSA 22.3 No.1-15 (or latest) and Ontario Reg. (22/04) and determines what telecom and power make-ready work, if any, needs to be completed for safe attachment. Ontario Reg. 22/04 notes CSA Standard C22.3 No. 1-15 for overhead distribution lines and CSA Standard C22.3 No. 7-15 for underground systems. For Successful Proponent led-designs, the Successful Proponent must provide materials to the LDC to review and to inform subsequent steps.

	Activity	Process Details
		<ul style="list-style-type: none"> Appendix 1: Application Requirements, Templates and Forms provides templates of Basic Drawing Requirements and Design Requirements that may be used
4	Determination of Sequencing of Make-Ready Work <ul style="list-style-type: none"> Triage of power make-ready work Determine requirements needed to accommodate make-ready work. 	<ul style="list-style-type: none"> The Successful Proponent or LDC (as agreed during coordination prior to field inspection/survey) determines whether any power make-ready work can be completed safely in parallel with any attachment (including any temporary work) or whether power make-ready work needs to be completed prior to attachment (i.e., "triage" of power make-ready work). Appendix 2: Further Reducing Complex Make-Ready Work provides guidance on triage of power make-ready work
5	Authorization application approval <ul style="list-style-type: none"> Authorization application form Professional Engineer Approved Design Drawings Full Pole Loading Structural Analysis 	<ul style="list-style-type: none"> The Successful Proponent submits to BOW an application form including Professional Engineer Approved Design Drawings and Full Pole Loading Structural Analysis to the BOW. To ensure quality submissions, it is recommended that this analysis is conducted using industry standard software. IO, as administrator of the AHSIP, reviews application (see Preliminary Authorization Review Checklist below) to ensure all required information has been submitted LDC reviews and approves application. Timelines may be suspended for any issues or deficiency identified by the LDC (including if the LDC has any planned work that may impact the provincially funded project that has not been previously flagged) if reported to IO via the BOW. LDC engages directly with Successful Proponent to address any deficiencies in authorization application documents. If there are disputes, parties are encouraged to resolve these among themselves in a spirit of collaboration. Appendix 1: Application Requirements, Templates and Forms provides information to be included on each application form including Professional Engineer Approved Design Drawings and Full Pole Loading Structural Analysis
6	LDC issues quote for Power Make-Ready Work	<ul style="list-style-type: none"> LDC (if completing the make-ready work) provides a quote for any make power ready work and the Successful Proponent provides Purchase Order or certified cheque as determined by the LDC
7	Advising timing of construction (with ROP)	<ul style="list-style-type: none"> Some municipalities may require a Road Occupancy Permit and have associated timelines and processes that must be adhered to

	Activity	Process Details
8	Advising timing of construction (without ROP, note that #7 would not apply in this instance)	<ul style="list-style-type: none"> Where a Road Occupancy Permit is not required, the Successful Proponent notifies the municipality directly prior to work commencement within the established PT
9	Completion of Make-Ready Work	<ul style="list-style-type: none"> The Successful Proponent and LDC negotiate coordination of any power and telecom make-ready work, including planning any necessary outages . See the Section on One-Touch Make-Ready below. Where an LDC is unable to complete the make-ready work within the PTs outlined in Table 2 below, the Successful Proponent is expected to use a pre-qualified contractor to conduct the power and telecom make-ready work at its own cost and risk.. The LDC is expected to ensure that there are no unintended obstacles to the granting of access to its electricity infrastructure.
10	LDC issues authorization	<ul style="list-style-type: none"> LDC issues authorization via BOW or through existing process
11	Wireline attachments	<ul style="list-style-type: none"> The Successful Proponent coordinates with other Telecom carriers to conduct any other telecom make-ready work at this time as the Successful Proponent installs its attachment with the same crews
12	As-built drawings submitted to LDC	<ul style="list-style-type: none"> The Successful Proponent installs attachment and submits "As Built" drawings to an LDC including an acceptable Record of Inspection form. Appendix 1: Application Requirements, Templates and Forms provides a template Record of Inspection form. The connection of any required bonding of the communication strand should be requested at this time and the LDC may provide a separate quote and obtain a purchase order (PO) for this work as a separate project from the application process
13	LDC conducts post-build inspection	<ul style="list-style-type: none"> The LDC conducts any post-build inspection. The LDC may recover reasonable costs of post-build inspection from the Successful Proponent. As a term of the project agreement, the TSP should provide a "120-day indemnity clause" to the LDC stating that if the Successful Proponent has done the power make-ready work during which time any faults/problems are deemed to be the responsibility of the Successful Proponent unless it can proven otherwise. The details are set out below under the heading "120-day Indemnity Clause" .
14	Authorization closed	<ul style="list-style-type: none"> LDC invoices Successful Proponent based on actual costs once any outstanding issues discovered in the inspections are resolved

Table 2: Performance Timelines Aerial Route on LDC-Owned Poles.

	Activity ¹	Performance Timeline (Business Days)		
		Up to 30 poles	30-60 poles	60-200 poles ²
1	Determination of possible route ^{3 4}	N/A		
2	Field inspection/survey	5	10	20
3	Professional Engineer approved design drawings <ul style="list-style-type: none"> • Structural analysis • Telecom attachment • Any power make-ready work 	35	40	60
4	Determination of sequencing of make-ready work <ul style="list-style-type: none"> • Triage of power make-ready work • Determine requirements needed to accommodate make-ready works 			
5	Authorization application approval <ul style="list-style-type: none"> • Authorization application Form • Professional Engineer Approved Design Drawings • Full Pole Loading Structural Analysis 	15	20	40
6	LDC issues quote for power make-ready In the instances where there is no make-ready and the permit can be issued at this point, a buffer of 5 business days may be added to this step to issue the permit (as			

¹ PT provided in the first four activities (determination of possible route; field inspection/survey; P.Eng. approved design drawings; and determination of make-ready work) are only intended to apply to LDCs (i.e., in instances where they choose to conduct this work for owner-developed designs or if they choose to accompany the Successful Proponent for the field inspection/survey).

² Applications submitted for more than 200 poles in one submission may be subject to negotiation and discussion of timelines to ensure feasibility.

³ LDCs should note whether they will opt in or out of participating in the field inspection/survey within 5 business days.

⁴ LDCs should advise within 5 business days whether they will opt in or out of participating in the field survey.

	Activity ¹	Performance Timeline (Business Days)		
		Up to 30 poles	30-60 poles	60-200 poles ²
	step 9 would no longer apply)			
7	Advising timing of construction (in instances where ROP is required)	5 (in advance of start date)	5 (in advance of start date)	5 (in advance of start date)
8	Advising timing of construction (where ROP is not required)	5	5	5
9	Completion of make-ready work⁵	Simple 25 Complex 40	Simple 30 Complex 60	Simple 35 Complex 80
10	LDC issues authorization	5	5	5
11	Wireline attachments	Subject to permit validity timelines as stipulated by the LDC		
12	As-built drawings submitted to LDC			
13	LDC conducts post-build inspection	Within 120 of receipt of completion notification	Within 120 of receipt of completion notification	Within 120 of receipt of completion notification
14	LDC closes authorization	20	20	20

IO Preliminary Review Checklist

Upon receipt of a new authorization application, IO will perform the following cursory review steps:

- Review the authorization application form and confirm that all information has been filled out completely and accurately
- Confirm that the required design drawings are included with the authorization application form and appear to comply with the Drawing Requirements
- Confirm that the required Pole Loading Structural Analysis files are attached

If the above criteria are included and complete in the application package, the authorization will be assigned an application number, which will be communicated to the Successful Proponent and LDC for tracking purposes. It will then be forwarded to the LDC for detailed review.

One-Touch Make-Ready

As part of the AHSIP, this Guideline provides for several mechanisms, processes and tools to expedite

⁵ There is an understanding that approximately 10% of the poles in any given run may require complex make-ready; this timeline is in reference to the make-ready work on those poles.

access to LDC poles while also ensuring that safety standards are met. This Guideline adopts the One-Touch Make-Ready (**OTMR**) process as an option whereby Successful Proponents and LDCs should coordinate resources and elect that one crew of resources, rather than multiple crews, undertake the work to prepare poles for new attachments and subsequently attach to the LDC pole.

This Guideline adopts as a baseline the Electrical Safety Authority (**ESA**)'s definition of "make-ready work" which is as follows: "make ready work" to consist of the practice of rearranging, installing or removing equipment in order to safely accommodate additional infrastructure in or on a supporting structure of a distribution line. The following are the different types of make-ready work that may occur:

1. Telecommunications-Related ("Telecom") Make-Ready

Telecom make-ready is all work performed within the Communications Space dealing with telecom attachments. This work primarily involves rearranging or removing existing telecom strand, fibre and other equipment (e.g., splice enclosures, power supplies) in order to:

- Make space in the Communications Space for the new telecom attachment
- Fix inadequate separation between existing telecom attachments (but does not include working in the power space of the pole)
- Fix inadequate ground clearance for existing telecom attachments

TSPs are encouraged to proactively work with their host LDCs to accommodate the timely and responsive relocation of telecom assets and infrastructure from poles which the LDC has identified as being in need of replacement or upgrade.

2. Simple Power Make-Ready

Simple power make-ready is non-complex work that is performed outside of the Communications Space, including the following:

- Replace missing copper ground wire on pole
- Rearrange or shorten transformer conductor dips (e.g., drip loops) encroaching in the Communications Space
- Tension and move (i.e., raise) the neutral to create required separation from the telecom attachments
- Relocate solar panels and smart meters that are blocking access to the Communications Space

While not strictly "make-ready work", after the telecom strand has been installed, ISPs and LDCs should continue to consult electrical safety codes, standards and other documents applicable in the circumstances.

3. Complex Power Make-Ready

Complex power make-ready is work that is conducted primarily within the Power Space requiring specialized crews. Some of it is required to correct deficiencies in the power facilities, including:

- Pole replacement, including transferring existing power attachments to the new pole
- Reframe top of pole
- Replace insulators
- Relocate transformers (that are too low)

See Appendix 2: Further Reducing Complex Make-Ready Work for innovative approaches to make ready work.

Pre-qualified Contractors for OTMR

The PTs for an LDC conducting power make-ready work with its own internal or sub-contracted resources are set out in Table 2 above. Where an LDC indicates to a Successful Proponent that it is unable to meet its PTs, the Successful Proponent may, employ pre-qualified contractors to conduct any power make-ready work in addition to its own telecom make-ready work. Other telecom parties within the communication space are encouraged to authorize the Successful Proponent to conduct any Telecom make-ready work on its infrastructure.

A Successful Proponent availing itself of the OTMR process should sign a 120-day indemnity clause agreement (see below).

LDCs are encouraged to maintain a list of contractors that are pre-qualified to:

- Operate within the power space; and
- Operate within both the power space and the communications space.

Where LDCs fail to maintain such a list, a Successful Proponent may propose a qualified contractor for an LDC's approval. LDCs are expected to act reasonably in approving or denying a contractor proposed by the Successful Proponent

Deploying resources that are qualified to operate in both the power and communications spaces will allow a Successful Proponent to conduct any make-ready work and attachments in a safe, efficient and timely manner.

The LDC may mandate reasonable requirements for contractors relating to issues of safety and reliability, such as the use of particular hardware or equipment (e.g., LDC-approved bolts, screws or other parts) with respect to make-ready work.

120-day Indemnity Clause

For power make-ready work conducted by the Successful Proponent, a 120-day indemnity clause, which should be included in each agreement entered into between the LDC and TSP, is expected to take effect once the Successful Proponent has submitted "As Built" drawings to an LDC including a completed Record of Inspection form. This provides the LDC and any existing ISPs attached to the LDC pole time to conduct their own inspections and also provides the TSP with clarity related to the timelines associated with telecom equipment deployment.

LDCs and existing ISPs must notify the Successful Proponent of any damage to their respective infrastructure within the 120-day period following the date on which the Successful Proponent

submitted “As Built” drawings to an LDC including a completed Record of Inspection form. The LDC-TSP contract is anticipated to include provisions that deem that unless a Successful Proponent can demonstrate otherwise, the damage will be assumed to be caused by the Successful Proponent. Further provisions of the contract are anticipated to stipulate that within 30 days of receiving a notice from an LDC or existing ISP, the Successful Proponent should remedy the identified damage at its own expense or attempt to otherwise resolve the matter with the LDC or existing ISP through the dispute resolution process provided for in the contract.⁶

Appendix 1: Application Requirements, Templates and Forms provides a template 120-day Indemnity consent agreement.

The 120-day indemnity clause could include:

- The Successful Proponent acknowledges that the LDC is relying on the ISP's own inspection in approving the authorization
- The Successful Proponent understands and accepts all risks with respect to its work
- The Successful Proponent accepts remediation costs with respect to any temporary installations it installs
- Any damage that occurs to the structure within 120 business days of completion of the Successful Proponent's work will be prima facie assumed to have been caused by the Successful Proponent unless it can demonstrate another cause
- While the OTMR process allows time for the review of Successful Proponent-proposed designs, authorizations for the AHSIP process must be stamped by a professional engineer, assuming the LDC does not review or challenge engineering but instead conducts an inspection post deployment
 - The Successful Proponent may either accept the risk of having to redo work if corrections are required or may proactively request pre-deployment or simultaneous inspection by the LDC to confirm what is required with respect to its application
 - If the Successful Proponent compromises safety, electrical system reliability or acts in a manner that is prohibited by the contract, the Successful Proponent's ability to avail itself of the OTMR process can be revoked by an LDC with written reasons

Accessing Buried Routes on Municipal Rights-of-Way

This section outlines the BOW Municipal Consent (and Road Occupancy Permit, where required) Application process. The recommended general steps and PTs to acquire an approved Municipal Consent and Road Occupancy Permit to access a municipal right-of-way (ROW) are as follows:

Table 3: Buried Route on Municipal Rights of Way

	Activity	Process Details
1	Underground Drawings of proposed route	<ul style="list-style-type: none"> • The Successful Proponent prepares underground drawings of the proposed route using any data that is in the BOW as well as any other information sources (e.g., Google maps).

	Activity	Process Details
		<ul style="list-style-type: none"> Appendix 1: Application Requirements, Templates and Forms provides Standard Utility Offsets drawing as well as specific drawing requirements that may be used for municipalities who do not currently have such drawings available.
2	Submissions of preliminary drawings ("mark-up circulation")	<ul style="list-style-type: none"> The Successful Proponent submits preliminary drawings to infrastructure owners via the BOW. IO circulates preliminary drawings (i.e., conducts a mark-up circulation) to all parties that have infrastructure in the ROW (i.e., municipalities, LDCs, Enbridge and other telecoms). Respondents review and advise IO of any conflicts between the proposed running line and their buried assets within the specified time (specified in the PT on Table 4) of receiving the mark-up circulation from the BOW. IO provides revised mark-up circulation to the Successful Proponent. The Successful Proponent uses mark-ups to resolve any conflicts and finalize drawings.
3	Municipal application submitted to municipality via BOW <ul style="list-style-type: none"> Drawings showing potential route Municipal Consent Road Occupancy Permit if required by municipality 	<ul style="list-style-type: none"> A complete application includes: <ul style="list-style-type: none"> Drawings showing the potential route Application form for Municipal Consent Road Occupancy Permit application if required by municipality Appendix 1: Application Requirements, Templates and Forms provides a template for Municipal Consent that may be used by municipalities who do not currently have such forms available. A municipality may require that an ISP obtain a Road Occupancy Permit. IO reviews application to ensure all required information has been submitted and forward complete application to municipality for approval.
4	Municipality reviews complete application and issues Municipal Consent (with reasonable conditions) and Road Occupancy Permit where applicable.	<ul style="list-style-type: none"> Municipality reviews and approves application. The clock will stop for any issues or deficiencies (including if the municipality has any planned work that may impact the provincially funded project that has not been previously flagged). The municipality engages directly with the Successful Proponent to address any deficiencies in permit application documents
5	Locate request lodged through Ontario One Call	<ul style="list-style-type: none"> Successful Proponents are encouraged to use a dedicated locator. Appendix 4: Ontario One Call provides more information on the Dedicated Locator Model. The Successful Proponent and municipality work to resolve any potential conflicts (e.g., redesign running line with consent). Locates are to be conducted within the PT set out in the BBFA (i.e., and noted in Table 4). This is regardless of whether a

	Activity	Process Details
		dedicated locator is used or whether individual infrastructure owners use their own locators.
6	Advising timing of construction	<ul style="list-style-type: none"> Some municipalities may require a Road Occupancy Permit and have associated timelines and processes that may be adhered to. Where a Road Occupancy Permit is not required, the Successful Proponent notifies the municipality directly prior to work commencement within the established PT.
7	ISP performs construction followed by restoration of the ROW	<ul style="list-style-type: none"> The Successful Proponent and municipality work together to resolve any conflicts where existing facilities are not located as shown in the mark-up or locates. The Successful Proponent performs the construction and restores surfaces, unless the municipality has indicated otherwise, within a reasonable time determined by the municipality.
8	Notice of work completion and As-built drawings submitted to municipality via BOW	<ul style="list-style-type: none"> The ISP submits to the BOW a Notice of Work Completion and As-Built drawing detailing any amendments from an initial plan. The BOW forwards the Notice of Work Completion and As-Built drawing to the municipality. Appendix 1: Application Requirements, Templates and Forms provides a template Notice of Work Completion and As-Built drawing that municipalities may use.
9	Municipality inspection any restoration work	<ul style="list-style-type: none"> The municipality may inspect restoration work and follows up with the Successful Proponent for any outstanding issues.

Table 4: Performance Timelines for Buried Route on Municipal Rights of Way.

	Activity	Performance Timeline (Business Days)	
		Up to 30 km of ground	30 km + of ground
1	Underground Drawings of proposed route	Successful Proponent with timelines set out in Project Agreement.	
2	Owners of buried assets review and respond to submissions of preliminary drawings ("mark-up circulation") in BOW	20	20
3	Municipal application submitted to municipality via BOW	Successful Proponent with timelines set out in Project Agreement.	
4	Municipality reviews complete application and issues Municipal Consent (with reasonable	10	15

	Activity	Performance Timeline (Business Days)	
		Up to 30 km of ground	30 km + of ground
	conditions) and Road Occupancy Permit where applicable		
5	Infrastructure owners respond to locate request lodged through Ontario One Call <ul style="list-style-type: none"> For both dedicated locator model or standard process (individual infrastructure owners use their own locators) 	10	10
6	Advising timing of construction⁷	5 (in advance of start date)	5 (in advance of start date)
7	ISP performs construction followed by restoration of the ROW	Negotiated with municipality. Successful Proponent with timelines set out in Project Agreement.	
8	Notice of work completion and As-built drawings submitted to municipality via BOW	15	20
9	Municipality inspection any restoration work	As negotiated with municipality	

Accessing Provincial Highways

This section outlines the Ontario Ministry of Transportation's (MTO) Public Service Commitment (PSC) of 35 days. A Successful Proponent will require an Encroachment Permit for any installation or works upon, under or within the limits of a Provincial Highway ROW placed by someone other than MTO.

The general steps to acquire an Encroachment Permit to access a Provincial Highway ROW are as follows:

1. The Successful Proponent submits a permit application to MTO via the Highway Corridor Management System. The Successful Proponent notifies the BOW that it has submitted a permit through the Highway Corridor Management System.
2. The MTO has a general PSC of 35 days between the time the Successful Proponent submits their permit application via Highway Corridor Management System to the time the MTO issues its encroachment permit.
3. Successful Proponents are encouraged to raise any concerns with the MTO and the MOI in the event that the MTO does not meet its PSC.

⁷ Some municipalities may have shorter timelines for notice of work to issue a Road Occupancy Permit, Successful Proponents may adhere to municipality timelines instead of PT. Where a Road Occupancy Permit is not required, the Successful Proponent notifies the municipality directly within 5 days prior to work commencement.

2.3 Technical Assistance Team (TAT)

IO may establish a Technical Assistance Team (TAT) to assist with various aspects under this Guideline. More specifically, the TAT may:

1. Provide technical assistance, negotiation support and quality assurance to various permit and authorization applicants.
2. Provide extra support for those smaller municipalities and LDCs who may struggle to meet the demands of the AHSIP.
3. Work with Successful Proponents, LDCs, municipalities and other parties involved in the deployment of broadband to reduce barriers for provincially funded projects.

The TAT may also:

1. Provide informal mediation support in mitigating and managing conflicts, supporting collaborative dialogue between parties.
2. Serve a quality assurance and application support function to reduce errors and missing information in applications for authorizations and permits.
3. Offer a technical capacity to help interpret standards, for example supporting ISPs looking to identify feasible new means and methods to accelerate broadband deployment within the regulated safety framework.

Resolving Disputes

The Guideline contemplates and recommends that parties will collaborate to resolve disputes amongst themselves in a spirit of cooperation. Where a resolution cannot be reached, informal disputes may be referred to IO for assistance in finding a resolution parties can agree upon. Parties seeking to make use of IO's mediation support should adopt the use of BOW to ensure IO has sufficient and detailed project information necessary to provide assistance in the dispute. Appropriate parties may choose to escalate the dispute to an appropriate resolution body.

Appendix 1: Application Requirements, Templates and Forms

Application Requirements and Guidance Documents

This section includes reference guidance for:

1. [As-Built Drawings and Records](#)
2. [Drawing Requirements](#)
3. [P.Eng. Design Drawings Requirements and Structural Analysis](#)
4. [Standard Utility Offsets](#)

Sample Template and Forms

This section includes the following sample templates and forms:

5. [Sample One-Touch Make-Ready Agreement](#)
6. [Sample Application for Aerial Attachment](#)
7. [Sample Materially Insignificant Declaration](#)
8. [Sample Certificate of Deviation](#)
9. [Broadband One Window Record of Municipal Access Agreements](#)
10. [Sample Application for Municipal Consent](#)
11. [Sample Application for Road Occupancy](#)
12. [Sample Notice of Completion](#)
13. [Sample Record of Inspection Form](#)

As-Built Drawings and Records

GENERAL

Municipal, regulatory and other approving authorities often call upon Successful Proponents (and their engineering consultants) to provide records of completed works.

The purpose of this Guideline is to provide guidance for the preparation of record drawings or documents, as well as the preparation of as-built drawings or documents.

The records, documents and as-built drawings should be supplied to the LDC or Municipality within the PT stipulated in the Guideline.

As a minimum, the drawings / documents should include, but are not limited to:

- Any offset dimensions for above grade installed facilities from the specified locations including poles, down guys, pedestals, fibre-optic splice closures , attachment heights;
- Any offset dimensions for below grade installed facilities from the specified locations, including but not limited to trenches, subsurface chambers, subsurface boxes and vaults;
- All references to pictures taken;
- Any changes to bonding or grounding;
- Any new additional items installed that were not on the original design drawings;
- Any items not installed that were not on the original design drawings; and,
- Any materials that were substituted from the materials on the original design drawings.

The Professional Engineers Ontario (PEO) has published a document titled *Preparing As-Built and Record Documents*, which provides the distinction between As-Built and Record information. These are summarized below.

Records

- Record documents are prepared based on information that was observed by a practitioner or by someone under the practitioner's supervision. After a practitioner has reviewed the record documents and is satisfied that they are accurate, the practitioner must seal the documents.
- For record documents, the original design practitioner's seal should be removed. Practitioners preparing record documents must apply their seal.

As-Built

- As-built documents are prepared based on information gathered during construction or fabrication by someone other than a practitioner or someone under their supervision. Often, the information is provided by the contractor in the form of red-line mark-ups of the design drawings. If a practitioner then proceeds to revise the design documents to incorporate the red-line mark-ups, these documents should be clearly marked as "As-Built Documents" and not sealed.
- As-built documents should not be sealed. The original design engineer's seal must be removed when preparing as-built documents.

Successful Proponents may also want to reference the ESA's Guideline for Third Party Attachments.

AERIAL DRAWINGS

Once the new plant has been installed or the modifications to an existing attachment have been completed (regardless of whether Standard Designs, or an Approved Plan were used), the construction should be inspected and approved in accordance with the following references:

- Ontario Regulation 22/04;
- ESA - Technical Guidelines for Inspection and Approval of Construction; and
- ESA - Guideline for Third Party Attachments

A Professional Engineer or ESA or a Qualified Person identified in the Local Distribution Company's (LDC) Construction Verification Program must prepare a Record of Inspection and a Certificate of Construction.

For telecommunication plant installations, the LDC could complete the construction inspection themselves, have the Proponent do it, or both. It is dependent upon the territory and the LDC involved.

Typically, the inspector (note: this is not an ESA inspector) performs a post construction inspection since pole line installations are visibly verifiable after construction. The exceptions are the installation of anchors and ground rods / plates which are buried and not visibly verifiable after construction. It is advisable to observe these before they are buried or the red lines from the construction contractor will need to be relied upon.

The "Record" of this inspection can be in the form of marking compliances and deviations on the Issued for Construction drawings, work instructions assembled from Standard Designs, or a separate document (for example). Any unacceptable deviations should be noted on the Record of Inspection for resolution by the appropriate party. Once the unacceptable deviations have been remedied, the Record of Inspection can be finalized, signed and dated by the Professional Engineer or ESA or Qualified Person, and a Certificate of Construction can be completed.

The Certificate of Construction can be a separate document or it can be a stamp or signature added to the Record of Inspection and/or construction drawings. It should include the following information:

- name and signature of the inspecting Professional Engineer, ESA representative or qualified person;
- name of the LDC; and,
- confirmation that the construction meets the plan, work instruction, or Standard Design; and date of certification.

The Record of Inspection and Certificate of Construction are to be sent to the LDC who must retain them in the event of an ESA audit.

UNDERGROUND DRAWINGS

For buried telecommunications installations, any necessary design modifications and field changes made by the Successful Proponent or requested by the road authority or municipality during construction are to be included.

It is important to predetermine the level of post construction deliverable that is required, as this will impact the level of inspection that is required. For buried installations, after the construction has been completed and most items are concealed (except pedestals for example) inspection accuracy will be limited. During construction inspection will provide the best scenario for accuracy.

During construction “field returns” may be Issued for Construction (IFC) drawings marked up by the construction contractor, the construction inspector, or both.

This information is then added to the original IFC drawings and updated to the final version. Refer back to the GENERAL section of this document to determine what the final version of drawing is called (Record Drawing vs. As-Built Drawing).

The information changes from the field returns that are placed on the final drawing are more easily identified with a cloud around the change, along with a drawing version or issuance number in a triangle beside the cloud.

Both the field returns and the final drawing are to be retained by the Proponent as well as copies sent to the approving authorities that permitted the construction.

Drawing Requirements

GENERAL

This section contains guideline information only to assist Successful Proponents / ISPs and governing/approving authorities of rights-of-way such as municipalities with the preparation of drawings that will assist in the permitting process. These guidelines are not prescriptive or binding, rather they provide good practice for drawing preparation.

This Guideline, along with the other appropriate standards form the basis for complete submissions. Successful Proponents should confirm if the minimum drawing requirements are outlined within the LDC Occupancy Agreement or within the Municipal Consent agreement.

In 2002, the ASCE published the ASCE 38-02, "Standard Guideline for the Collection and Depiction of Existing Subsurface Utility Data" document, outlining a credible system to classify quality of utility location information in design plans. The standard defines SUE requirements and sets out guidance for the collection and depiction of subsurface utility information. ASCE 38-02 sets out guidelines for how to qualify the accuracy of mapping existing infrastructure and relay information to a drawing.

All parties submitting drawings of buried infrastructure should follow the requirements outlined in the American Society of Civil Engineers (ASCE) 38-02, ASCE 75 or CSA S250 for all submitted information to the BOW. The ASCE 38-02, ASCE 75 is generally two-dimensional data focused and CSA S250 is a more modern quality standard which reflects modern technical developments to specify accuracy in three-dimensional data collection.

BASIC DRAWING REQUIREMENTS

The basic requirements apply to all drawings.

- a. Title block (name & address of Successful Proponent, date, north point, drawing/project number, location of project)
- b. Name & phone number of the Project Manager for the specific application
- c. Language: English/French as appropriate
- d. Scale & Dimensions: Metric
- e. Scale Size: (e.g., 1:1000, 1: 500, 1: 250)
- f. Legend of symbols
- g. Key Map
- h. Certified standards that have been applied
- i. Street names: clearly indicated

PROJECT SPECIFIC DRAWING ORIENTATION REQUIREMENTS

The orientation requirements apply to all drawings.

- a. North Point
- b. Key Map
- c. Street names: clearly indicated
- d. Sidewalks, driveways, curbs, trees, buildings, bridges, rivers, railroads, other utilities if they add clarity to specific issues

- e. Lot lines and/or buildings, and house numbers
- f. Horizontal offset measurements from proposed facilities to existing infrastructure (ie poles, buildings, other utilities, traffic, street lighting, signs, bridges etc.) and above grade elements that may be in conflict (e.g., trees, shrubs, pedestals, street lights, bus shelters etc.)

PROJECT SPECIFIC DRAWING REQUIREMENTS - AERIAL

The project specific requirements apply for every segment proposed on the drawings as they apply to aerial drawings. These sheets contain the specific construction details required for the approving authority (e.g., municipality) to grant permit and for the Successful Proponent (or their contractors) to build. The minimum recommended content to be contained in the drawing area are described below.

North Arrow	Sidewalks where applicable
Legend	Mature tree dripline where applicable
Scale (or NTS if not to scale)	Location of above grade structures
Street Names	Location and depth of ditches
Property Addresses	Location and type of all existing facilities
Building Numbers	Location and type of all proposed facilities
911 Address if applicable	Easements as applicable
Lot number	Property lines
Concession Number	Guard Rails
City, Town or Township	Fencing
Edge of Roadway, pavement and curbs	River features
Horizontal and vertical clearances	Bridges

Notes:

- a. Sidewalks, driveways, trees, buildings, bridges, rivers, railroads, other utilities to be included if they add clarity to specific issues
- b. Clearly indicated poles and strands and their ownership for aerial designs
- c. Proposed cable and Support Strands clearly indicated with heavier line style
- d. Proposed cable to be over-lashed to existing support strand and indicate owner of that support strand
- e. Indicate which side of the pole the wire is to be attached
- f. Slack storage & splice can locations
- g. Electrical bonding locations
- h. Proposed ground rods
- i. Dips and/or risers
- j. Ducts, guards, and/or concrete work on poles for dips and/or risers
- k. Cable dip/riser details
- l. Proposed and existing Successful Proponent anchoring
- m. Make ready work anticipated by the Successful Proponent with the Owner's poles or third-party Attachments
- n. Railroad, major highway, & river crossing engineering details & associated profiles
- o. Pole height contact detail (by drawing or table) indicating dimensions above grade for all existing telecommunications / CATV contacts by name, streetlight contacts, lowest Hydro

contacts (neutral, secondary, primary, transformers, unprotected Hydro riser/dips) for both new and existing support strands.

- p. Horizontal offset measurements for proposed pole contact close construction to buildings, other non-Owner overhead systems (e.g., traffic, street lighting, signs), and/or bridges.
- q. Wiring, wire routing, and Attachment methods to the pole.
- r. Caution notes that impact the safe installation of the facilities
- s. Clear indication of road names

PROJECT SPECIFIC DRAWING PROVISIONS - UNDERGROUND

The project specific provisions apply for every segment proposed on the drawings as they apply to buried drawings. These sheets contain the specific construction details needed for the approving authority (e.g., municipality) to make a determination of granting a permit and for the Successful Proponent (or their contractors) to build. The minimum recommended content to be contained in the drawing area are described below.

North Arrow	Sidewalks where applicable
Legend	Mature tree dripline where applicable
Scale (or NTS if not to scale)	Location of subsurface structures
Street Names	Location and depth of ditches
Property Addresses	Location and type of all existing facilities
Building Numbers	Location and type of all proposed facilities
911 Address if applicable	Details of proposed road crossing profiles
Lot number	Property lines
Concession Number	Easements as applicable
City, Town or Township	Guard Rails
Edge of Roadway, pavement and curbs	Fencing
Roadway crossings as applicable	Horizontal and vertical clearances
Depth of cover	Joint trench profile, as applicable
Bridges	River features

Notes:

- a. Railroad, major highway, & river crossing engineering details & associated profiles should be explicit.
- b. Construction notes should detail the size, location and types of conduits, vaults, cables/fibre or other facilities.
- c. The method of construction (drilling, boring, ploughing, other) should be provided.
- d. Profile view of the buried facilities that displays the depth of installation relative to grade and its position within the trench (trench and road crossing profiles) for all road types.
- e. Caution notes that impact the safe installation of the facilities are to be included.
- f. A plan view showing proposed running lines in relation to the streets, curbs, driveways, sidewalks and property lines.
- g. Profiles of the running line at crossing locations or as otherwise dictated by the Approving Authority for permit acquisition.

- h. Representation of new (bold) and existing (normal line weight) Successful Proponent cables and duct.
- 1) Text labeling the size (diameter) of all existing and new distribution cables shown on the drawing within the Construction Notes block.
- i. Representation of other utilities' facilities if required by the Approving Authorities.
- j. A Construction Notes block that identifies on an "arb by arb" basis the scope of work to be completed. This information includes (but is not limited to) where to install cable / conduit, vaults, and pits and the proposed method of construction for example.
- k. Numeric "arbing" should be sequential throughout the entire project design drawing.
 - a. Arbs at match lines from drawing to drawing should be the same numeric value.
 - b. Each page requires beginning and ending arbs to show the construction identified on the page.
 - c. Where possible create match line at a permanent landmark (i.e. utility pole, pedestal, lot line).
- l. All risers to aerial drawings should identify associated drawings by their designated drawing number.
- m. Construction notes must be specific to the work activity identified in the limits of each individual page as noted by the beginning and ending arbs. If there is an ADDITIONAL NOTES Block, it must contain at a minimum the following mandatory notes as required by the Successful Proponent:

DRAWINGS ARE NOT TO SCALE. THE CONTRACTOR SHOULD VERIFY ALL DIMENSIONS ON SITE AND REPORT ANY DISCREPANCIES TO THE ORIGINATOR BEFORE COMMENCING THE WORK. THE CONTRACTOR MUST BE FAMILIAR WITH THIS COMPLETE PACKAGE, INCLUSIVE OF ALL EXHIBITS PRIOR TO COMMENCING WORK.
- n. Details for any equipment to be installed are to be included only on the page where it is represented in the plan view.
- o. All pedestals should have an inset on the drawing showing both the dimensions of the vault and above grade portions.
- p. When required by the approving authority (e.g., municipality), include tree canopy dimensions and tree protection details on the page where it is represented in the plan view.
- q. For underground projects, locations of vaults are to be shown relative to curbs or other fixed monuments.
- r. A full Bill of Material should be included if required from the approving authorities (e.g., municipalities).

MULTI-SHEET PROVISIONS

All sheets of multi-sheet drawings should be of the same type within a specific project.

- a. All information sheets (Schedules, Exhibits) to be identified by alphabetical designation in the title block as A, B, C and so on.

- b. All drawing sheet numbering should include the drawing number and total number of drawings, as "Drawing 1 of 1," "Drawing 1 of 2," or "Dwg 1 of 2", "Dwg 2 of 2" and should be uniform for all related sheets.
- c. The drawing area indicating the proposed construction should be oriented such that North points to the top of sheet by an industry accepted North Arrow symbol.
- d. Where projects have both aerial and buried requirements, aerial portions and buried portions should be on separate design drawings, each following their design requirements.
- e. Continuation notes (where the break occurs to be continued on a different page) should be clearly indicated.

TITLE BLOCK PROVISIONS

The title block should contain the minimum information stated below.

- a. Key map
- b. Legend
- c. Successful Proponent Logo
- d. Revision Information
- e. Design Firm Logo, Address, Phone Number (if a Design Firm is used)
- f. Project Number
- g. Project Data: Project Type, Project Name, Scale, Date, Drawing Number and the sheet number of the total number included

COVER SHEET

The first sheet of a drawing set should be a "Cover Page" and always contain the following information:

- a. Successful Proponent logo and applicable office location
- b. Project Name as provided by Successful Proponent
- c. Project Location, including street and city reference
- d. Project Type (e.g., Buried Fibre Optic Installation)
- e. Successful Proponent Project Number
- f. Design Firm Project Number
- g. Drawing List (use full titles; e.g., 'SCHEDULE A - KEY MAP')
- h. Design firm logo, address, phone number
- i. Drawing date to match the latest revision date; positioned at bottom centre of page under Design Firm logo
- j. Map of sheets, outlining the sheet numbers on a map
- k. Initial date of drawing creation

Bottom of Page:

- l. Block with Successful Proponent contact for approving authority (e.g., municipality) information
- m. Block with Successful Proponent Planning contact information
- n. Block with approving authority (e.g., municipality) contact information
- o. Number of page designation required (alphabetical or numerical or both)
- p. Revision block showing all changes; identify change and drawing page number and date

- q. Permit Kilometers block showing totals for the project

SPECIALTY PERMITS

Specialty permits may be required based on the route selected and whether the proposed running line for the facilities falls within the jurisdiction of the governing authority (e.g., municipality). The Successful Proponent will be required to contact or access published materials in order to determine any specific drawing requirements for each type of permit.

SAMPLE DRAWINGS

Sample drawings are shown below for a typical telecommunications installation.

ISP COMPANY LOGO																															
PROJECT NAME: PROJECT LOCATION: PROJECT TYPE: ISP PROJECT #: ENGINEERING PROJECT #:	CRAIG RD. FIBRE INSTALLATION CRAIG RD., WHITE ST. TO JOHN RD. AERIAL FIBRE OPTIC INSTALLATION XXXXX 2021-XXXX																														
DRAWING LIST																															
SITE SPECIFIC DRAWINGS KEY MAP NOTES LEGEND AERIAL TYPICALS CRAIG RD. CRAIG RD. & JOHN RD. DESIGN DATA SPLICE SCHEMATIC BILL OF MATERIALS	DRAWING NUMBER A B C D 1 OF 2 2 OF 2 E1-E2 F G																														
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="font-size: small;">POLES WITH EXISTING ATTACHMENT</td> <td style="text-align: right;">0</td> </tr> <tr> <td style="font-size: small;">ADDITIONAL POLES REQUESTED FOR ATTACHMENT</td> <td style="text-align: right;">0</td> </tr> </table> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2" style="text-align: center; font-size: small;">PERMIT METERS</td> </tr> <tr> <td style="width: 60%;">TOTAL</td> <td style="text-align: right;">0</td> </tr> </table> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2" style="text-align: center; font-size: small;">ROUTE SUMMARY</td> </tr> <tr> <td style="width: 60%;">CABLE TYPE</td> <td style="text-align: right;">###</td> </tr> <tr> <td>STRAND SIZE</td> <td style="text-align: right;">###</td> </tr> </table> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2" style="text-align: center; font-size: small;">POLE OWNER DISTRIBUTION</td> </tr> <tr> <td style="width: 60%;">HYDRO</td> <td style="text-align: right;">0</td> </tr> <tr> <td>ISP</td> <td style="text-align: right;">0</td> </tr> </table> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2" style="text-align: center; font-size: small;">MAKE READY SUMMARY</td> </tr> <tr> <td style="width: 60%;">HYDRO</td> <td style="text-align: right;">0</td> </tr> <tr> <td>TOWN/CITY OF ---</td> <td style="text-align: right;">0</td> </tr> <tr> <td>ISP 1</td> <td style="text-align: right;">0</td> </tr> <tr> <td>ISP 2</td> <td style="text-align: right;">0</td> </tr> </table>	POLES WITH EXISTING ATTACHMENT	0	ADDITIONAL POLES REQUESTED FOR ATTACHMENT	0	PERMIT METERS		TOTAL	0	ROUTE SUMMARY		CABLE TYPE	###	STRAND SIZE	###	POLE OWNER DISTRIBUTION		HYDRO	0	ISP	0	MAKE READY SUMMARY		HYDRO	0	TOWN/CITY OF ---	0	ISP 1	0	ISP 2	0	<div style="text-align: center; padding: 20px;"> CONSULTANT'S LOGO TODAY'S DATE </div> <div style="display: flex; justify-content: flex-end; gap: 10px; margin-top: 10px;"> <div style="border: 1px solid black; padding: 2px; font-size: x-small;"> CONSULTANT'S LOGO JANE DOE PHONE: (555) 555-5555 WWW.DOEENGINEERING.COM </div> <div style="border: 1px solid black; padding: 2px; font-size: x-small;"> ISP CONTACT JIM SMITH PHONE: (555) 555-5555 WWW.ISP123.COM </div> </div>
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SCHEDULE 'A'
KEYMAP

N

CITY / TOWNSHIP OF ANYWHERE																										
CONSULTANT CONTACT: JANE DOE PHONE: (705) 444-4444 JANE.DOE@CONSULTANT.COM	ISP CONTACT: JOE SMITH PHONE: (705) 555-5555 JOE.SMITH@ISP.COM																									
ADDITIONAL NOTES: DRAWINGS ARE NOT TO BE SCALED. THE CONTRACTOR SHALL VERIFY ALL DIMENSIONS ON SITE AND REPORT ANY DISCREPANCIES TO THE CONSULTANT BEFORE COMMENCING THE WORK. THE CONTRACTOR MUST BE FAMILIAR WITH THE COMPLETE PACKAGE, INCLUDING ALL EXHIBITS PRIOR TO COMMENCING WORK.																										
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CONSULTANT LOGO																										
PROJECT TYPE: AERIAL FIBRE OPTIC INSTALLATION PROJECT NAME: CRAIG RD. FIBRE INSTALLATION CLIENT NO: XXXXXX DRAWN BY: J.D. DESIGNED BY: J.S. SCALE: N.T.S. CHECKED BY: J.D. APPROVED BY: J.S. DATE: DD-MM-YYYY DRAWING NO: A																										

SCHEDULE 'B'
NOTES

ISP REQUIREMENTS:

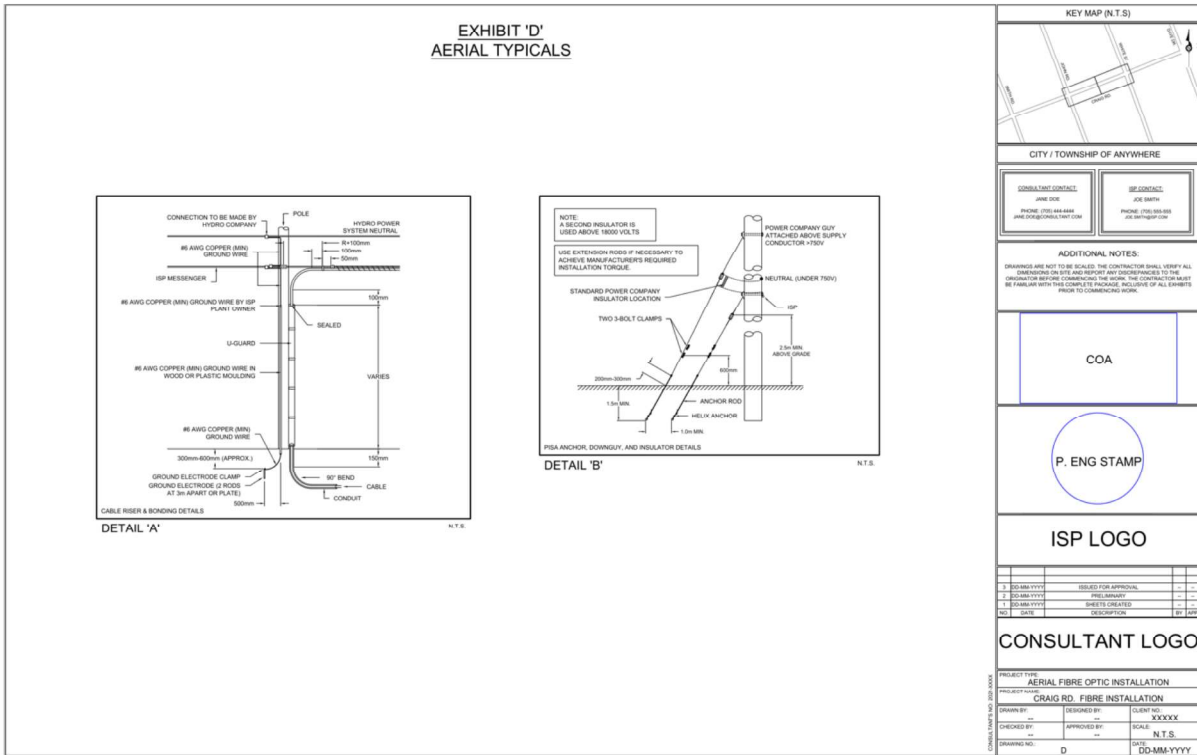
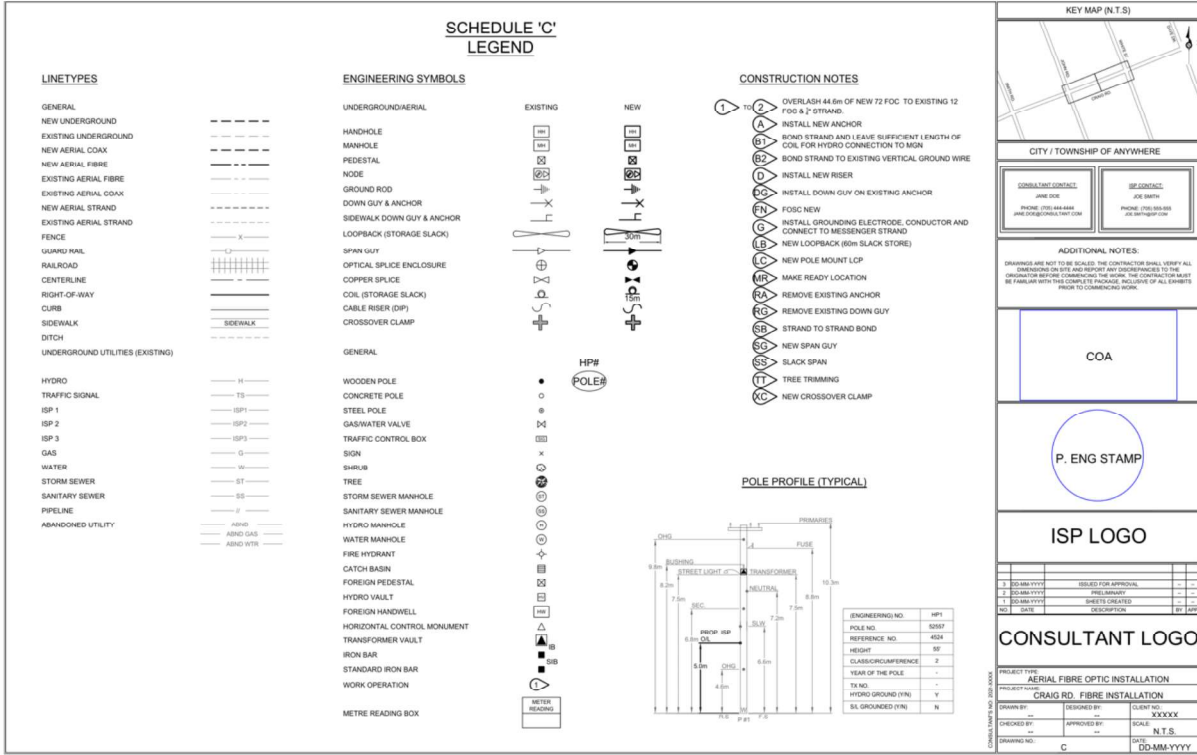
DRAWING NOTES:

CONSTRUCTOR INSTALLATION REQUIREMENTS:

CONSTRUCTOR DOCUMENTATION REQUIREMENTS

AERIAL CONSTRUCTION

KEY MAP (N.T.S.)																										
CITY / TOWNSHIP OF ANYWHERE																										
CONSULTANT CONTACT: JANE DOE PHONE: (705) 444-4444 JANE.DOE@CONSULTANT.COM	ISP CONTACT: JOE SMITH PHONE: (705) 555-5555 JOE.SMITH@ISP.COM																									
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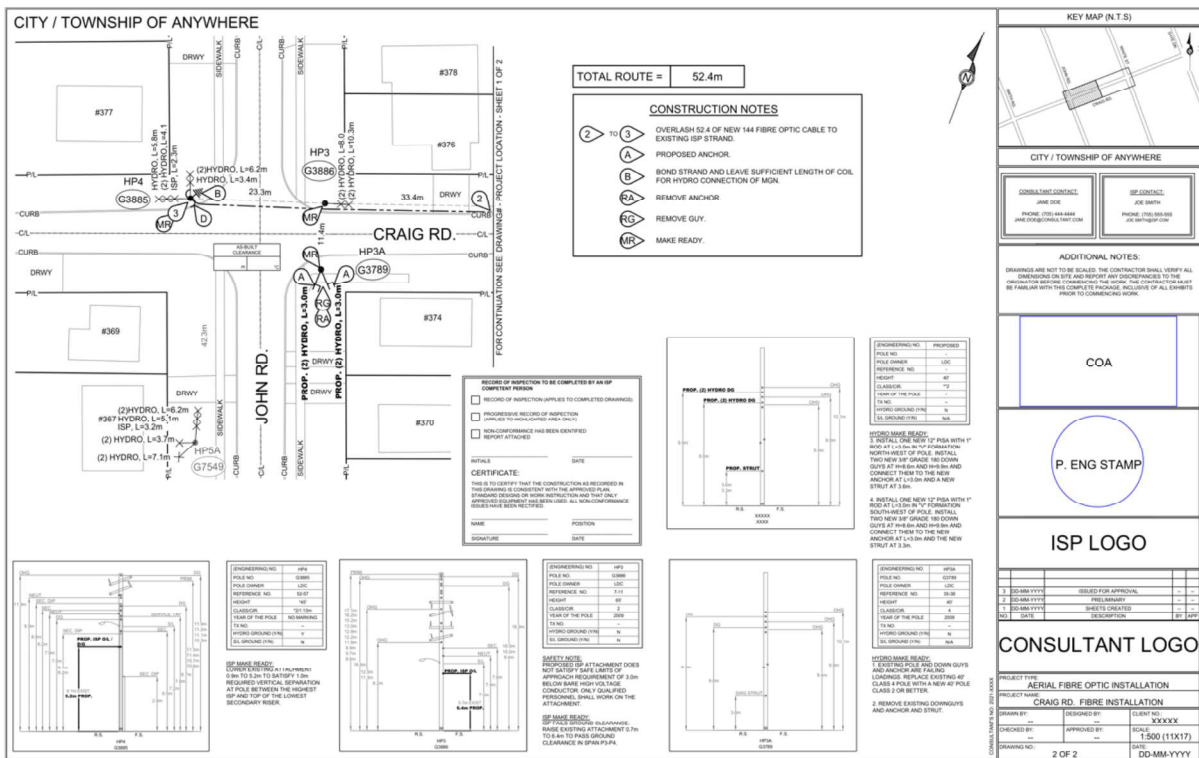
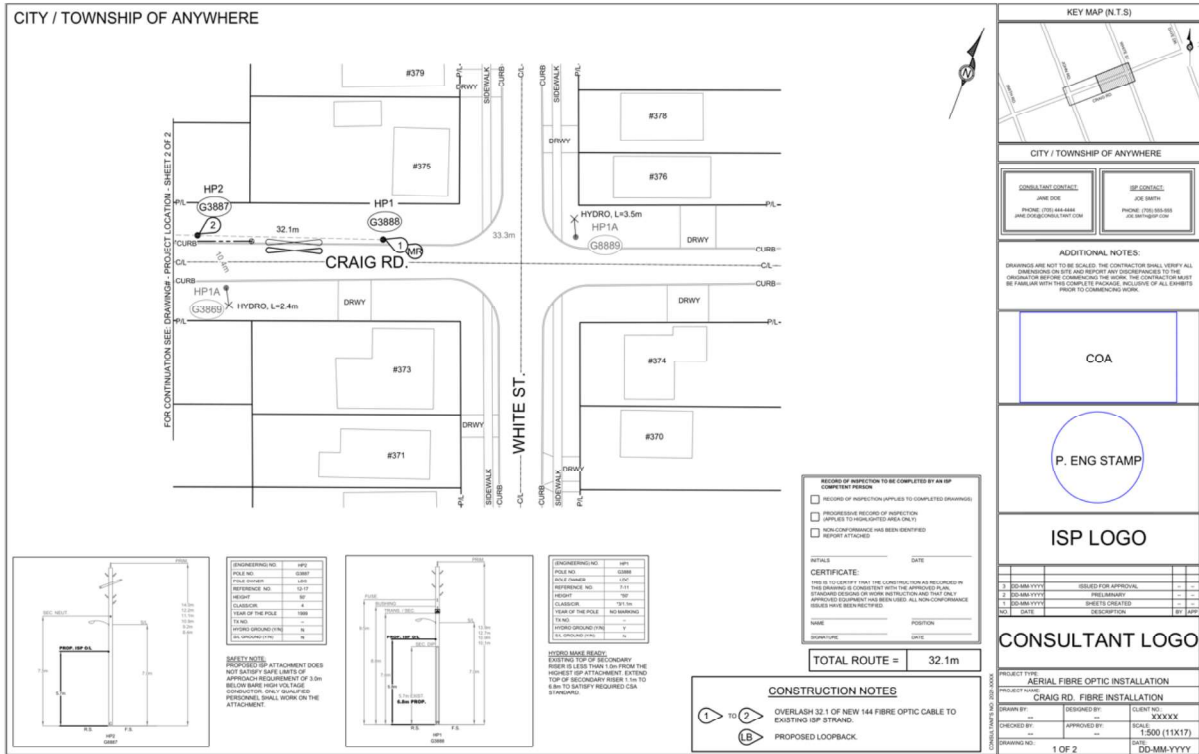


EXHIBIT 'E'
DESIGN DATA

CONE CASE REPLY TEST CONDITIONS				CONE CASE PRIMARY CONDITIONS				VERTICAL REPAIRATION/LAT POLAR - CSA Table 23.2.3.2.1.3.1				NON VERTICAL TEST MAXIMUM/REPAIRS				TOP OF PIERED OR TOWERS				P/REPAIRS	
								NON DEFORMATION STATE													
VEGETATION COMBINATION CLASS (A, B, C)	LOWEST METEOROLOGICAL RECORDED TEMPERATURE F (°F)	PROPOSED VERTICAL REPAIR TEMPERATURE F (°F)	PROPOSED VERTICAL REPAIR TEMPERATURE POLAR F (°F)	LOWEST METEOROLOGICAL RECORDED TEMPERATURE F (°F)	PROPOSED VERTICAL REPAIR TEMPERATURE F (°F)	PROPOSED VERTICAL REPAIR TEMPERATURE POLAR F (°F)	BOTTOM TEMPERATURE RECORDED F (°F)	PROPOSED VERTICAL REPAIR TEMPERATURE F (°F)	PROPOSED VERTICAL REPAIR TEMPERATURE POLAR F (°F)	REPAIRING H. A. IN (in)	PROPOSED VERTICAL REPAIR TEMPERATURE F (°F)	PROPOSED VERTICAL REPAIR TEMPERATURE POLAR F (°F)	REPAIRING H. A. IN (in)	PROPOSED VERTICAL REPAIR TEMPERATURE F (°F)	PROPOSED VERTICAL REPAIR TEMPERATURE POLAR F (°F)	VERTICAL REPAIR TEMPERATURE F (°F)	VERTICAL REPAIR TEMPERATURE POLAR F (°F)	VERTICAL REPAIR TEMPERATURE F (°F)	VERTICAL REPAIR TEMPERATURE POLAR F (°F)		
1	0	7.6	1.6	0.0	30.0	3.7	1.2	76	10.9	0.0	8.8	3.7	1.2	9.7	0.0	1.0	7.6	1.2	1.0	1.0	
2	0	7.6	1.6	1.0	32.0	3.8	1.2	10.0	10.0	0.0	10.0	10.0	0.0	10.0	10.0	10.0	10.0	10.0	10.0	10.0	
3	0	7.6	1.6	1.0	32.0	3.8	1.2	10.0	10.0	0.0	10.0	10.0	0.0	10.0	10.0	10.0	10.0	10.0	10.0	10.0	
4	0	7.6	1.6	1.0	32.0	3.8	1.2	10.0	10.0	0.0	10.0	10.0	0.0	10.0	10.0	10.0	10.0	10.0	10.0	10.0	
5	0	7.6	1.6	1.0	32.0	3.8	1.2	10.0	10.0	0.0	10.0	10.0	0.0	10.0	10.0	10.0	10.0	10.0	10.0	10.0	
6	0	7.6	1.6	1.0	32.0	3.8	1.2	10.0	10.0	0.0	10.0	10.0	0.0	10.0	10.0	10.0	10.0	10.0	10.0	10.0	
7	0	7.6	1.6	1.0	32.0	3.8	1.2	10.0	10.0	0.0	10.0	10.0	0.0	10.0	10.0	10.0	10.0	10.0	10.0	10.0	
8	0	7.6	1.6	1.0	32.0	3.8	1.2	10.0	10.0	0.0	10.0	10.0	0.0	10.0	10.0	10.0	10.0	10.0	10.0	10.0	
9	0	7.6	1.6	1.0	32.0	3.8	1.2	10.0	10.0	0.0	10.0	10.0	0.0	10.0	10.0	10.0	10.0	10.0	10.0	10.0	
10	0	7.6	1.6	1.0	32.0	3.8	1.2	10.0	10.0	0.0	10.0	10.0	0.0	10.0	10.0	10.0	10.0	10.0	10.0	10.0	
11	0	7.6	1.6	1.0	32.0	3.8	1.2	10.0	10.0	0.0	10.0	10.0	0.0	10.0	10.0	10.0	10.0	10.0	10.0	10.0	
12	0	7.6	1.6	1.0	32.0	3.8	1.2	10.0	10.0	0.0	10.0	10.0	0.0	10.0	10.0	10.0	10.0	10.0	10.0	10.0	
13	0	7.6	1.6	1.0	32.0	3.8	1.2	10.0	10.0	0.0	10.0	10.0	0.0	10.0	10.0	10.0	10.0	10.0	10.0	10.0	
14	0	7.6	1.6	1.0	32.0	3.8	1.2	10.0	10.0	0.0	10.0	10.0	0.0	10.0	10.0	10.0	10.0	10.0	10.0	10.0	
15	0	7.6	1.6	1.0	32.0	3.8	1.2	10.0	10.0	0.0	10.0	10.0	0.0	10.0	10.0	10.0	10.0	10.0	10.0	10.0	
16	0	7.6	1.6	1.0	32.0	3.8	1.2	10.0	10.0	0.0	10.0	10.0	0.0	10.0	10.0	10.0	10.0	10.0	10.0	10.0	
17	0	7.6	1.6	1.0	32.0	3.8	1.2	10.0	10.0	0.0	10.0	10.0	0.0	10.0	10.0	10.0	10.0	10.0	10.0	10.0	

H. A. = height of attached

7.6 to 10.0 in. height of attachment

7.6 to 10.0 in. height of attachment

IN-PLAN VERTICAL CLEARANCES BETWEEN SUPPLY & COMMUNICATION CABLES - CSA TABLE 24-223.2 No.1							
SPAN	HIGHEST COMMUNICATION CABLE LINE OF SIGHT (m)	LOWEST SUPPLY CONDUCTOR TYPE (NEUTRAL) (m)	ESTIMATED LOWEST SUPPLY CONDUCTOR (MIDSPAN) (m)	LOWEST SUPPLY CONDUCTOR LINE OF SIGHT (m)	ESTIMATED IN-PLAN CLEARANCE (m)	MINIMUM REQUIRED IN-PLAN CLEARANCE (m)	RESULT
P14-P15	6.60	100.300 MPN	0.000	7.30	0.667	0.500	OK
P15-P16	6.71	100.300 MPN	0.017	7.54	0.840	0.500	OK
P16-P17	6.82	100.300 MPN	0.034	7.78	1.000	0.500	OK
P17-P18	6.96	100.300 MPN	0.050	8.02	1.100	0.500	OK
P18-P19	7.10	100.300 MPN	0.066	8.25	1.467	0.500	OK

GROUND CLEARANCE - CSA Table 2, C22.3 No.1						
SPAN	FEWER CROSSED	SAGGERS CROSSED (IN)	EXPECTED GROUND CLEARANCE (IN)	MINIMUM REQUIRED GROUND CLEARANCE (IN)	RE SULT	NOTES
25'x35'	STANDARD	1.712	0.87	4.750	PASS	
35'x5'	STANDARD	0.522	0.888	4.750	PASS	
35'x5'	STANDARD	0.868	1.104	4.750	PASS	
35'x5'	STANDARD	3.336	3.031	4.750	PASS	
35'x5'	STANDARD	0.863	0.754	4.750	PASS	
35'x5'	STANDARD	0.708	0.888	4.750	PASS	

MATERIAL	DIAMETER (mm)	DI STAIN TENSOR (N)
100 ABC	21.7	12.500
100 ABC	18.9	8.000
100 ACB	12.8	8.000
100 AACB 100+21 100 AC (100+21)	33.4	15.750
100 ACB 100+21 100 AC (100+21)	28.0	2.000

HYDRO AND COMMUNICATION CUY & ANCHOR DATA USED FOR ANALYSIS		
MAJOR RAIL	GRADE 1 DESIGN STRENGTH (N)	GRADE 2 DESIGN STRENGTH (N)
14" grade 180, 7 wire galvanized	17193	22174
18" grade 180, 7 wire galvanized	27133	40338
18" grade 180, 7 wire galvanized (Bul 180)	33360	42791
12" single hole PBA w/ 3/4" Rod (2 Way & 6 S)	54889	76989
12" single hole PBA w/ 3/4" Rod (2 Way & 6 S)	82016	87849

EXTENDED RANGE OF SPAN AND TENSION																
SPAN	BUNDLE INFORMATION	STANDARD BUNDLE Weight (kg)	EXISTING CABLE SAG (mm)	PROPOSED CABLE SAG (mm)	BUNDLE SAG (mm)	BUNDLE WEIGHT (kg)	RHS SPAN (mm)	LHS SPAN (mm)	RHS TENSION (kN)	LHS TENSION (kN)	SPAN IN					
											30	35	40	45	50	55
											SAG (mm)					
101-102	Flow PVC with expansion on existing	0.180	0.204	0.083	52	1.514	30.0	3732	472	473	643	643	3440	3584	3732	3880
101-103	Flow PVC with expansion 100mm and 154	0.180	0.432	0.207	42	0.876	30.0	17604	405	408	522	527	3312	3312	3312	3312
101-104	Flow PVC with expansion 100mm and 154	0.180	0.432	0.207	42	0.793	30.0	8689	260	271	634	634	3364	3364	3364	3364
104-105	Flow PVC with expansion 100mm and 154	0.180	0.471	0.227	42	0.876	45.0	10000	674	682	403	443	3784	3784	3784	3784

[illegible]

EXHIBIT 'E'
DESIGN DATA

Project Analysis Summary

Leak Lead Location: P1									
Start	End	Peak Amplitude	Time	Time	Waveform (V)	Frequency (Hz)	Peak Amplitude	Leakage (A)	Leakage (A)
Decomposed	15.0 (A)	0.000 (V)	No Data	No Data	No Data	No Data	100%	0	0
Start	End	Peak Amplitude	Time	Time	Waveform (V)	Frequency (Hz)	Peak Amplitude	Leakage (A)	Leakage (A)
Decomposed	15.0 (A)	0.000 (V)	No Data	No Data	No Data	No Data	100%	0	0

Leak Lead Location: P2A									
Start	End	Peak Amplitude	Time	Time	Waveform (V)	Frequency (Hz)	Peak Amplitude	Leakage (A)	Leakage (A)
Decomposed	15.0 (A)	0.000 (V)	No Data	No Data	No Data	No Data	100%	0	0
Start	End	Peak Amplitude	Time	Time	Waveform (V)	Frequency (Hz)	Peak Amplitude	Leakage (A)	Leakage (A)
Decomposed	15.0 (A)	0.000 (V)	No Data	No Data	No Data	No Data	100%	0	0

Leak Lead Location: P3									
Start	End	Peak Amplitude	Time	Time	Waveform (V)	Frequency (Hz)	Peak Amplitude	Leakage (A)	Leakage (A)
Decomposed	15.0 (A)	0.000 (V)	No Data	No Data	No Data	No Data	100%	0	0
Start	End	Peak Amplitude	Time	Time	Waveform (V)	Frequency (Hz)	Peak Amplitude	Leakage (A)	Leakage (A)
Decomposed	15.0 (A)	0.000 (V)	No Data	No Data	No Data	No Data	100%	0	0

Leak Lead Location: P6A									
Start	End	Peak Amplitude	Time	Time	Waveform (V)	Frequency (Hz)	Peak Amplitude	Leakage (A)	Leakage (A)
Decomposed	15.0 (A)	0.000 (V)	No Data	No Data	No Data	No Data	100%	0	0
Start	End	Peak Amplitude	Time	Time	Waveform (V)	Frequency (Hz)	Peak Amplitude	Leakage (A)	Leakage (A)
Decomposed	15.0 (A)	0.000 (V)	No Data	No Data	No Data	No Data	100%	0	0

Leak Lead Location: P5									
Start	End	Peak Amplitude	Time	Time	Waveform (V)	Frequency (Hz)	Peak Amplitude	Leakage (A)	Leakage (A)
Decomposed	15.0 (A)	0.000 (V)	No Data	No Data	No Data	No Data	100%	0	0
Start	End	Peak Amplitude	Time	Time	Waveform (V)	Frequency (Hz)	Peak Amplitude	Leakage (A)	Leakage (A)
Decomposed	15.0 (A)	0.000 (V)	No Data	No Data	No Data	No Data	100%	0	0

PROPOSED DOWN GUY AND ANCHOR SUMMARY							INSTALLED BY CONSTRUCTOR		
POLE NUMBER	DESCRIPTION	NOTE	STREET NAME	LEAD DISTANCE (ft)	GUY DESIGN TENSION (lb)	MINIMUM STRAND SIZE	ANCHOR SIZE	INSTALLATION TORQUE (ft-lb)	DATE OF INSTALLATION
FAN	PROPOSED HYDRO V GUY (FAN SW) AND ANCHOR	PROPOSED	MORRISON RD	3.2h	75796	PROPOSED 3/8" grade 160			
	PROPOSED HYDRO V GUY (FAN SW) AND ANCHOR	PROPOSED			24080	PROPOSED 3/8" grade 160	PROPOSED 12" single hole FBA with 1" hd (NORTHWEST OF POLE)		
FAN	PROPOSED HYDRO V GUY (FAN SW) AND ANCHOR	PROPOSED	MORRISON RD	3.3h	30624	PROPOSED 3/8" grade 160			
	PROPOSED HYDRO V GUY (FAN SW) AND ANCHOR	PROPOSED			30624	PROPOSED 3/8" grade 160	PROPOSED 12" single hole FBA with 1" hd (SOUTHWEST OF POLE)		
ALL EXISTING DOWN GUYS AND ANCHORS HAVE ADEQUATE STRENGTH TO REMAIN ABOUT									

KEY MAP (N.T.S)



CITY / TOWNSHIP OF ANYWHERE

<p><u>CONSULTANT CONTACT:</u></p> <p>JANE DOE</p> <p>PHONE: (705) 444-6666 JANE.DOE@CONSULTANT.COM</p>	<p><u>ISP CONTACT:</u></p> <p>JOE SMITH</p> <p>PHONE: (705) 555-5555 JOE.SMITH@ISP.COM</p>
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ADDITIONAL NOTES:

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COA

P. ENG STAMP

ISP LOGO

3	DD-MM-YYYY	ISSUED FOR APPROVAL	-	-	
2	DD-MM-YYYY	PRELIMINARY	-	-	
1	DD-MM-YYYY	SHEETS CREATED	-	-	
NO.	DATE	DESCRIPTION	BY	APP.	

CONSULTANT LOGO

PROJECT TYPE: AERIAL FIBRE OPTIC INSTALLATION

PROJECT NAME: CRAIG RD. FIBRE INSTALLATION

DRAWN BY: ...	DESIGNED BY: ...	CLIENT NO: XXXX
------------------	---------------------	--------------------

CHECKED BY:	APPROVED BY:	SCALE:
00	00	N.T.S.

0	DRAWING NO.: E1	DATE: DD-MM-Y
---	-----------------	---------------

KEY MAP (N.T.S)



CITY / TOWNSHIP OF ANYWHERE

<p><u>CONSULTANT CONTACT:</u></p> <p>JANE DOE</p> <p>PHONE: (705) 444-6666</p> <p>JANE.DOE@CONSULTANT.COM</p>	<p><u>ISP CONTACT:</u></p> <p>JOE SMITH</p> <p>PHONE: (705) 555-5555</p> <p>JOE.Smith@ISP.COM</p>
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COA

P. ENG STAMP

ISP LOGO

3	DD-MM-YYYY	ISSUED FOR APPROVAL	-	-	
2	DD-MM-YYYY	PRELIMINARY	-	-	
1	DD-MM-YYYY	SHEETS CREATED	-	-	
Nº	DATE	DESCRIPTION		BY	AUT.

CONSULTANT LOGO

PROJECT TYPE: **AERIAL FIBRE OPTIC INSTALLATION**

PROJECT NAME: CRAIG RD. FIBRE INSTALLATION

DRAWN BY: ..	DESIGNED BY: ..	CLIENT NO.: XXXX
-----------------	--------------------	---------------------

CHECKED BY: ..	APPROVED BY: ..	SCALE: N.T.S.
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DRAWING NO.:	E2	DATE:	DD-MM-Y
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EXHIBIT 'G'

BILL OF MATERIALS

CABLE		AERIAL		STRAND		POLES		MAKE READY	
DRAWING NO.									
AERIAL FIBRE TAGS									
288 FOC	35m								
144 FOC	106m								
48 FOC									
24 FOC									
500 COAL									
540 COAL									
625 COAL									
61715 COAX									
715 COAL									
LOOPBACKS	1								
SPLICE ENCLOSURE									
OVERLASH									
TREE TRIMMING									
STRAND 3"									
STRAND 2"									
SIDEWALK ANCHORPIPE									
EXTENSION SDCARM									
LASH WIRE									
GROUND WIRE #6 COPPER									
GROUND ROD 16mm (5/8") x 2400mm (8')									
3" OVERHEAD GUY									
2" OVERHEAD GUY									
1" DOWNGUY									
3/4" DOWNGUY	2								
SIDEWALK STRUT	2								
ANCHORS 16mm (5/8") MID									
ANCHORS 16mm (5/8") MID									
SPLICE TRAYS									
1" CLAMP 100mm (4") GAL									
TRANSFER									
U-GUARD									
RISE PILES									
# OF POLE ATTACHMENTS									
MAKE READY - EXISTING ISP	2								
MAKE READY - ISP									
MAKE READY - HYDRO	2								
TOT	84.5	1							

KEY MAP (N.T.S.)

CITY / TOWNSHIP OF ANYWHERE

CONSULTANT LOGO

PHONE (770) 444-4444
P.O. BOX 100000
ANYWHERE, ONT. L0R 1A0

ISP LOGO

PHONE (770) 555-5555
123 ANYWHERE ST
ANYWHERE, ONT. L0R 1A0

ADDITIONAL NOTES:
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COA

P. ENG STAMP

ISP LOGO

DATE	ISSUED FOR APPROVAL	BY
20-04-2017	ISSUED FOR APPROVAL	BY
20-04-2017	ISSUED FOR APPROVAL	BY
20-04-2017	ISSUED FOR APPROVAL	BY
DATE	REVISIONS	BY

CONSULTANT LOGO

PROJECT TYPE
AERIAL FIBRE OPTIC INSTALLATION
CRAIG RD. FIBRE INSTALLATION

DRAWN BY	DESIGNED BY	CLIENT NO.
MM	MM	XXXXXX
CHECKED BY	APPROVED BY	SCALE
MM	MM	N.T.S.
DRAWING NO.	G	DATE 20-MM-YYYY

P.Eng. Design Drawings, Structural Analysis and Design Provisions

GENERAL

This document, relating to the design and construction of telecommunications facilities either in proximity to Local Distribution Companies' (LDC) electrical plant, or in proximity to buried utilities is intended to be used in conjunction with the latest issuances of Ontario Reg. 22/04, the Electrical Safety Authority (ESA) Bulletins and requirements, CSA Standards 22.3 No.1 (Overhead Systems) and CSA Standards 22.3 No. 7 (Underground Systems), and *the Occupational Health and Safety Act* (OHSA). The Successful Proponent is responsible for compliance with all rules and applicable municipal, provincial, or federal laws, codes, and regulations. In all situations, it is the responsibility of the Successful Proponent to be familiar with and adhere to the OHSA, CSA standards during installation, maintenance, and related activities involving their facilities attached to any LDCs facilities.

OVERVIEW

Aerial

The Successful Proponent is to be aware that LDC's poles are part of an overhead electrical distribution system, and that all of the power lines attached to the poles should be presumed energized at all times. All persons, including the Successful Proponent's employees and contractors, must exercise caution and take all reasonable precautions when working on or near electric utility poles and/or near high-voltage lines.

Where Federal and Provincial regulations directly address construction activity in the vicinity of overhead electric lines, and violators are subject to criminal penalties and civil liabilities, these laws apply to employers, contractors, owners and any other parties or persons responsible for or engaged in construction activities.

The Distribution Pole includes:

- a) Pole-Top Zone
- b) The Electrical Supply Zone or Supply Space
- c) Neutral Zone or Clearance Zone
- d) Communications Space

The Pole-Top Zone is the pole space located at the top of the pole above the energized portion of the pole.

The electrical supply zone or supply space is reserved for electrical supply facilities. Most supply space wiring consists of uninsulated conductors. The supply space may include separate facilities operating at different voltages; for safety reasons, typically the highest voltages are located uppermost on the pole.

The neutral zone is the safety zone, or "neutral" space, between the lowest electrical supply conductor or equipment and the highest communication cables or equipment.

The communications space is the lower portion of pole containing telecommunications attachments, and other communications cables.

Underground

All proposed buried telecommunications facilities must be designed and installed in compliance with local, provincial, and national standards. The running lines for cable must comply with the approved offsets defined by the ESA (Regulation 22/04) governing road and municipal authority. Additional approvals may also be required for access to other rights-of-way including creek or waterway crossings, or railway crossings and facilities must be designed and installed in compliance with the requirements of the respective governing authority (e.g., municipality).

DESIGN, ENGINEERING AND CONSTRUCTION PROVISIONS

Design Considerations - Aerial

1. The design should be designed to meet CSA 22.3 No. 1.
2. Telecommunication attachments should be installed as high as permissible within the Communication Space on the pole.
3. Where there are no previous attachments on the pole, the first attachment should typically be placed at the highest position that complies with the minimum clearance, separation and spacing (clearance) requirements specified by CSA 22.3 No. 1 specifications, as amended from time to time, and the standards of the LDC. In such cases, subsequent attachments should be made at the next highest position while maintaining minimum required clearances from the ground, supply and other communication facilities.
4. If a pre-existing violation is identified, new attachments can be installed only if the new attachments can meet CSA 22.3 No. 1 specifications, CSA C22.3 No. 5.1, clearance requirements, or the existing attachments are adjusted to provide adequate clearance.
5. For attachments proposed on LDC poles located on private property, prior permission must be obtained from the property owners. An LDC assumes no responsibility for securing any permission that may be required, and the Successful Proponents should not assume that permission exists based solely on the presence of an LDC's facilities.
6. An LDC will not obtain or negotiate rights-of-way for the benefit of a Successful Proponent and no guarantee is given by an LDC of permission, from property owners, municipalities or others. Successful Proponents should in all cases be solely responsible for obtaining consent, where necessary, from landowners and governmental entities involved.

Construction Considerations - Aerial

1. Communications cables are typically designed for installation on the same side of poles (typically the street side) as LDC's neutral and secondary conductors and any existing communications cables. In the absence of any existing installations on LDC's poles, communications cables should be installed on the street side of poles.
2. Communications cables should be designed for installation within the communication space as high off the ground as possible and to conform to CSA 22.3 No. 1 specifications and/or LDC's Standards.

3. The Successful Proponent must ground and bond its messenger in accordance with requirements of the CSA 22.3 No. 1 specifications and the OHSA, as amended from time-to-time. Only LDC and its approved contractors are authorized to bond the telecom bonding wire to the LDC neutral conductor. The Successful Proponent should leave on the pole a coil of bonding wire of sufficient length to allow LDC or its contractor to uncoil the wire and make the final bonding connection to the LDC neutral conductor.
4. Communication cables should be identified by tagging every cable at every pole. Existing untagged cables should be identified at every pole during normal maintenance. Untagged cables may be treated as unauthorized attachments.
5. The Successful Proponent is responsible for coordinating adjustments of existing attachments with appropriate third parties; prior permission to adjust existing cable facilities between any new Successful Proponent and any existing attacher should occur before any adjustments are made.
6. Horizontal or vertical extension arms should not be used by the Successful Proponent to achieve required vertical clearances and/or horizontal separation.
7. The Successful Proponent should avoid 3rd party cable risers on three-phase primary cable riser poles, or poles with pole-top switches.
8. Only one U-Guard is allowed per pole.
9. Overlashing should be permitted only on cable attachments and telecommunications attachments. The owner of the cable supporting the overlashed installation is responsible for maintaining both the supporting cable and the overlashed cable in compliance with CSA 22.3 No.1.
10. Overlashing to a Successful Proponent's existing cable can be accommodated under the same design criteria as other communication installations, including post-installation inspection and pole loading. The Successful Proponent may apply for a materially insignificant attachment if the results support the submission of a declaration.
11. Make-Ready work should be performed before any proposed overlashing will be performed.
12. The communications grounding system should be on the opposite side of the pole from LDC ground wire with the grounds connected together at the base of the pole.
13. All guying should be considered as part of the structure, with a design/installation consisting of proper tension to support the attachment(s). Guying locations are typically installed at Successful Proponent's dead-ended facilities, line deflections and/or when a LDC guy is present. Guying adds stability to a pole structure, with one end of the cable secured to the pole structure, and the other anchored to the ground at a distance from the pole structure's base.
14. Each company should independently guy and anchor its respective facilities. Guying is required for third-party attachments in all cases where such facilities add an unbalanced tension load to the pole.
15. Guy anchors are part of an LDC's post-Installation Inspection review. Communication cables must be properly guyed and anchored before tensioning. Successful Proponent must install separate guying and anchoring devices to secure their cables. The Successful Proponent is responsible for ensuring that communication cables are independently guyed and anchored.
16. Attachment to LDC's anchors are not permitted.
17. The Successful Proponent should coordinate with the LDC for all vegetation trimming necessary on or around its attachments, both during and after installation. The LDC may or may not provide any vegetation trimming services for communication facilities.

Design Considerations - Underground

The design should be designed to meet CSA 22.3 No. 1. The telecommunication plant should adhere to (but not limited to) the following to satisfy client, Right of Way authority and applicable specifications requirements;

- minimum depths of cover;
- minimum separation from other infrastructure or objects;
- grounding and bonding; and,
- joint trenching design where applicable.

Construction Considerations - Underground

The Successful Proponent should ensure that a Road Occupancy Permit (ROP) and/or Municipal Consent (MC) is obtained prior to commencing any activities in the ROW. All conditions of the ROP and any conditions required by the Municipal Access Agreement (MAA) should be adhered to.

Before commencing the work, the Successful Proponent's contractor should obtain locates to inform themselves of the location of all existing services and infrastructure that may be impacted by their installation activities.

AERIAL DRAWINGS

For submissions based on approved standard designs developed the Successful Proponent, the Successful Proponent will need to supply information to the LDC to ascertain that the proposed attachment is in accordance with the approved standard designs. After review and approval by the owner the permission is granted to proceed with construction. These submissions need only to be prepared by a competent person, as defined by the LDC.

For submission based on the Successful Proponent providing the work plans and work instructions assembled by a P.Eng, the LDC will grant permission to proceed after a review of the design.

The P.Eng stamped drawings are to be prepared using industry applicable software that has been approved for use by the LDC. The outputs of the software should include, for each affected pole, the relevant information for each of the items below:

- Location Analysis Summary
- Design Properties
- Load Case Properties
- Loading
- Pole Strength
- Pole Static Analysis
- Wire End Points and Wires
- Downguys and Anchors
- Cross Arms
- Insulators and other Equipment (e.g., Transformers, Streetlight Arms etc.)
- Strength Case Appendix
- Load Case Appendix

All drawings should conform to the drawing provisions noted above. A pole profile is required for each affected pole indicating existing and proposed attachments. See Figure 1.

The *ESA Guideline for Third Party Attachments* can be referred to for additional information.

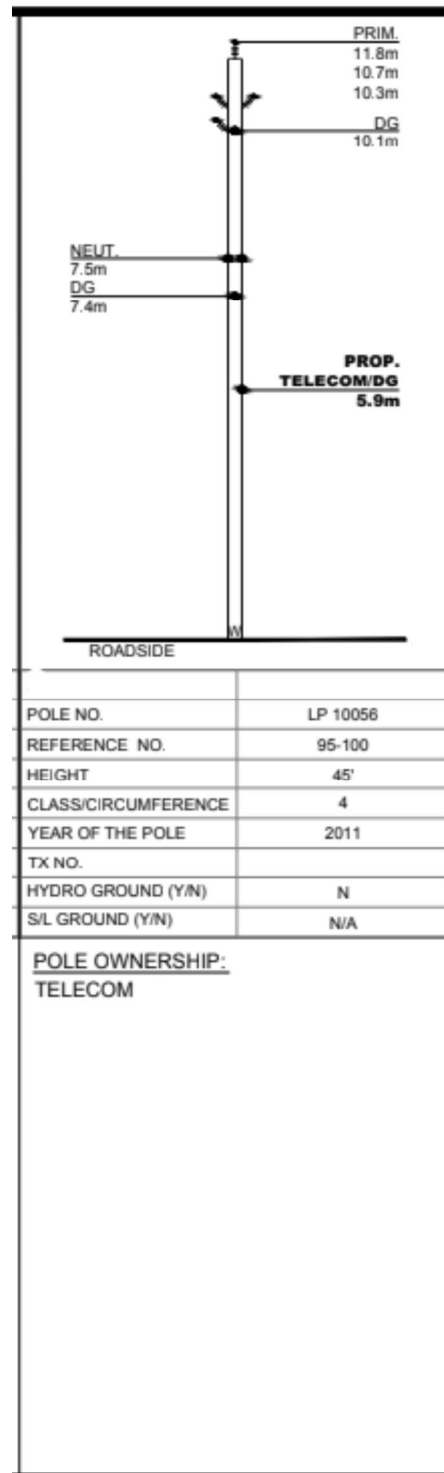


Figure 1: Sample Pole Profile

The drawings should include the seal of the responsible P.Eng, as well as a signed Certificate of Approval (COA). See Figure 2.

- Distribution of pole ownership quantities
- A Make-Ready summary, by attachment owner
- Aerial typical details
- Design data summary tables indicating:
 - Vertical separations at each pole
 - Ground clearance at each span
 - In-span clearances between supply and communications cables
 - Estimated ruling span sag and tension
 - Hydro and communication guy & anchor data used
 - Loading results
- Proposed down guy and anchor summary
- Bill of Materials

Standard Utility Offsets

GENERAL

This document contains guideline information only to assist ISPs and Governing Authorities with the preparation of drawings that will assist in the permitting process. These guidelines are not prescriptive or binding, rather provide good practice for drawing preparation.

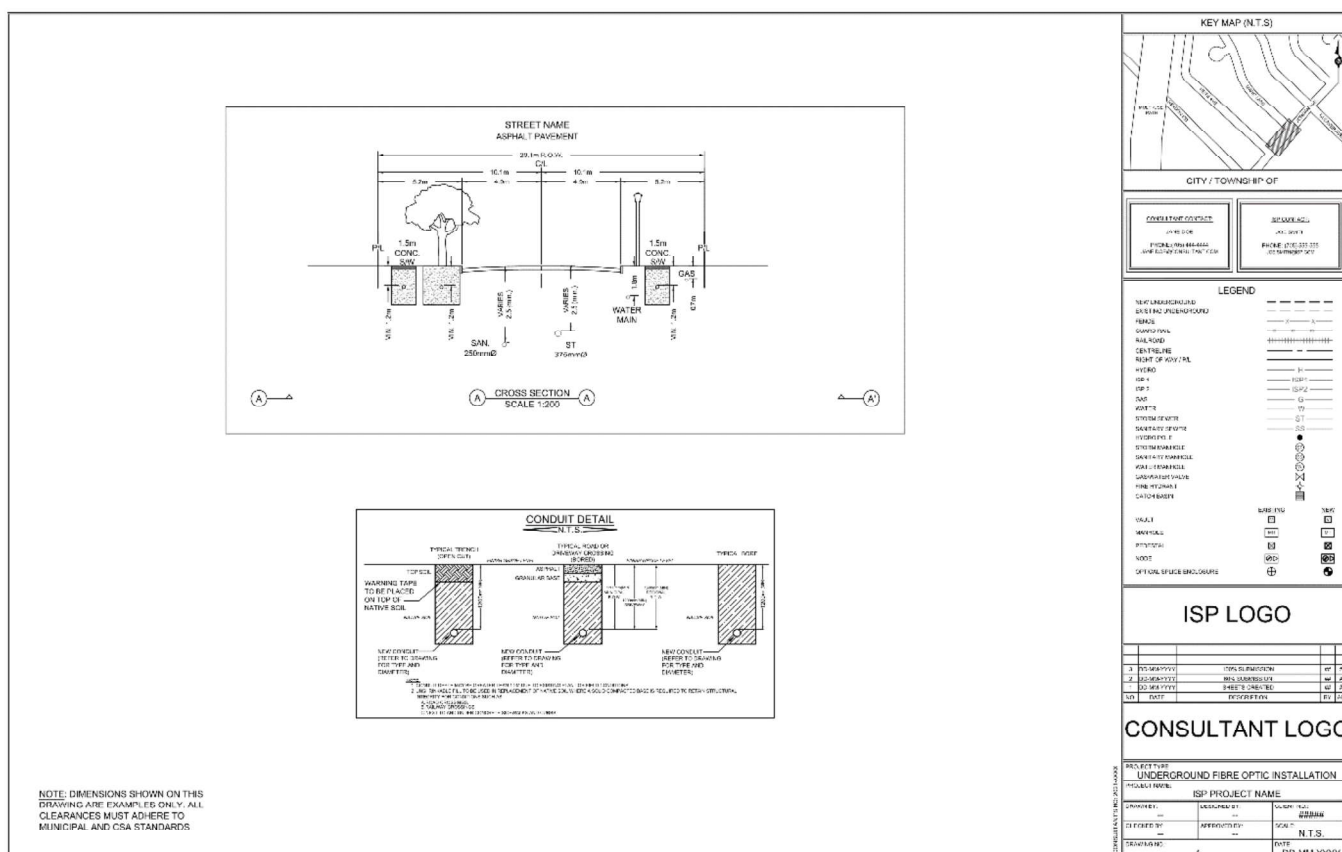
This Guideline, along with the other appropriate standards form the basis for complete submissions. Successful Proponents should confirm if the minimum drawing requirements are outlined within the LDC Occupancy Agreement or within the Municipal Consent agreement.

STANDARD UTILITY OFFSET DRAWINGS

The basic requirements that are stated in *Basic Drawing Requirements* section above should apply to any utility offset drawings prepared.

SAMPLE DRAWING

A sample drawing is shown below for a typical installation.



Sample One-Touch Make-Ready Sample Agreement

The sample agreement provided below is intended to serve as a sample only, users should consult legal counsel to ensure the agreement is adapted to their specific needs and circumstance.

This Agreement is made as of _____, _____:

BETWEEN:

[Local Distribution Company], a _____ licensed by the Ontario Energy Board under Part V of the *Ontario Energy Board Act*

(the "**LDC**")

AND:

[Successful Proponent], a _____ incorporated under the laws of _____

(the "**Successful Proponent**")

WHEREAS:

- A. The Successful Proponent is carrying out the construction of broadband network infrastructure (the "**Project**") under the Province of Ontario's *Ontario Connects: Accelerated High Speed Internet Program*.
- B. The Project is a *Designated Broadband Project* under **[The Building Broadband Faster Act Guideline]** (the "**Guideline**").
- C. On the date hereof, the LDC has granted the Successful Proponent a permit (the "**Permit**") to attach broadband network infrastructure to the LDC's support structure(s), as described in further detail in the Permit (the "**Attachment**").
- D. Pursuant to the one-touch make-ready process set out in Section **[2]** of the Guideline, the LDC has advised the Successful Proponent that the LDC is unable to undertake and complete the power and telecom make-ready work on the LDC's support structure(s) required in connection with the Attachment (the "**Make-Ready Work**") in accordance with the applicable performance timelines set out in the Guideline.
- E. In order to expedite completion of the Attachment, the Successful Proponent desires to undertake and complete the Make-Ready Work at its own cost and risk.
- F. Pursuant to Section 2 of the Guideline, as a condition to undertaking and completing the Make-Ready Work at its own cost and risk, the Successful Proponent must enter into this Agreement with the LDC.

NOW THEREFORE, in consideration of the mutual covenants and agreements of the parties hereinafter contained and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties hereto agree as follows:

1. The Successful Proponent acknowledges and hereby agrees that the LDC has, in the context of issuing the Permit, reviewed whether sufficient spare capacity is available on the structure(s) to accommodate the Attachment but the LDC will not conduct a pre-work inspection for compliance of the structure(s) with construction standards and/or health and safety risks for workers or the public.
2. The Successful Proponent further acknowledges and agrees that the LDC is relying on the information and assessment provided by the Successful Proponent with respect to any structural or other issues with the structure(s) which are inconsistent with applicable construction standards.
3. The LDC hereby authorizes the Successful Proponent to undertake and complete the Make-Ready Work in accordance with this Agreement and the applicable requirements of the Guideline and the Permit.
4. If, as of the date hereof, the LDC has provided the Successful Proponent in writing a list of contractors pre-qualified by the LDC to carry out the Make-Ready Work, the Successful Proponent must select a contractor from such list to carry out the Make-Ready Work. Otherwise the Successful Proponent may propose a qualified contractor for the LDC's approval, and such approval by the LDC should not be unreasonably withheld, conditioned or delayed.
5. The Successful Proponent may proceed with its Attachment prior to the completion of the Make-Ready Work if:
 - a. the Successful Proponent has reviewed any structural or other issues with the structure(s) which are inconsistent with applicable construction standards and a professional engineer ("**P. Eng.**") of or for the Successful Proponent has certified that the Attachment can nevertheless proceed in a safe manner, in compliance with applicable law;
 - b. a P. Eng. of or for the Successful Proponent has provided to the LDC a signed request and declaration in the form attached as Sample Materially Insignificant Declaration to the Guideline (Appendix 1) stating that the Attachment is "materially insignificant" (within the meaning given to such term in the Electrical Safety Authority guidelines), and the LDC has confirmed to the Successful Proponent in writing that the LDC deems the Attachment to be "materially insignificant".

The LDC must review and respond to the request and declaration described in Section 5.b above within the performance time period specified in the Guideline.

6. The Successful Proponent acknowledges that the structure(s) will be deemed to be under its control during the performance of the Make-Ready Work for the purposes of compliance with Electrical Safety Authority requirements and guidelines and health and safety obligations arising from the Canada Labour Code and its regulations.
7. In the event that the Attachment cannot be safely performed until Make-Ready Work can be permanently completed, the Successful Proponent may apply to the LDC for a temporary facility, for Successful Proponent's exclusive use, to bypass a structure requiring Make-Ready Work (a "**Temporary Facility**"). The Successful Proponent acknowledges that any request for the

installation or use of a Temporary Facility which comes in contact with a structure of the LDC or which may increase the maintenance or replacement costs of a structure of the LDC should be submitted in advance to the LDC, in the standard form requested by the LDC (if any), accompanied by detailed, signed and sealed (P.Eng.) plans of the proposed Temporary Facility and other documents that may be required by the LDC.

8. Each application for a Temporary Facility should be made in a separate application by the Successful Proponent. In addition, any modification, addition or removal that the Successful Proponent wishes to make to its Temporary Facilities requires the filing of a new application. The Successful Proponent acknowledges that such application may be submitted to a technical committee comprised of technical experts from the LDC and other owners of support structures and that the Successful Proponent may be invited to present its request to the committee. The LDC reserves the right to accept the request as submitted, to propose an alternative at the Successful Proponent's expense, to return the request to the Successful Proponent if it is incomplete, or to reject the request within **[30]** days. If the Successful Proponent believes that a type of Temporary Facility could be performed without P.Eng. stamped plans or otherwise deviating from the Temporary Facilities process set out herein, the Successful Proponent may submit a proposal with a process specific to that type of Temporary Facility to the technical committee for evaluation.
9. The Successful Proponent agrees to clearly identify its Temporary Facilities as being in the Successful Proponent's name with the notation "Temporary Facility" and, upon completion of the work on the Temporary Facilities, to perform, at its expense, the work to remediate or make the Temporary Facilities permanent within **[90]** days of the completion of the preparatory work including the removal of any Temporary Facilities owned by the Successful Proponent such as poles, conduits, pads, overhead conduits, etc., unless another time period is agreed upon by the parties, after which time the temporary facility will be considered an unauthorized attachment. Any unidentified temporary facility will be considered an unauthorized attachment.
10. Upon completion of the Attachment and Make-Ready Work, the Successful Proponent should deliver to the LDC "As Built" drawings for the Attachment and Make-Ready Work which should include a completed record of inspection form in accordance with the Guideline.
11. The Successful Proponent agrees that any and all damages of any nature whatsoever which may reasonably be considered to result or arise directly or indirectly from the Successful Proponent's performance of the Make-Ready Work and/or the installation, use or modification of any Temporary Facility, in each case which occurred during or within a period of 120 days following delivery by the Successful Proponent of "As Built" drawings for the Attachment and Make-Ready Work pursuant to Section 10 above, should be deemed to have been a result of the Successful Proponent's work, except to the extent that the Successful Proponent can demonstrate that another reason was the cause of such damages.
12. During the 120-day period described in Section 11 above, the LDC and any existing internet service provider attached to the relevant structure (an "**Existing ISP**") should have the opportunity to conduct inspections of the Make-Ready Work and any Temporary Facility work for the purpose of identifying any damage, and must notify the Successful Proponent of any damage to their respective infrastructure prior to the end of such 120-day period. Except to the extent the Successful Proponent can demonstrate that its Make-Ready Work or Temporary

Facility work did not cause such damages, the Successful Proponent should, at its own cost, rectify the damages identified by the LDC and/or the Existing ISP within 30 days of receipt of written notice of such damages by the Successful Proponent, unless a longer period of time is agreed between the parties, acting reasonably.

13. The Successful Proponent should notify the LDC's representative as soon as possible of any incident, non-conformity or other situation affecting safety or the integrity of one or more structures arising from or following the execution of the Make-Ready Work and/or the installation, use or modification of a Temporary Facility in order to allow the LDC to carry out any necessary verification and work required to rectify the situation.
14. The Successful Proponent should inform the LDC upon completion of its work and certify that the Make-Ready Work and/or the installation, use or modification of a Temporary Facility, as applicable, was conducted safely in compliance with the work conditions required by the Successful Proponent's engineer in consideration of the work to be done.
15. The Successful Proponent acknowledges that the Make-Ready Work and any Temporary Facility work is subject to the conditions set forth herein and in the Permit and that the Successful Proponent's rights to perform the Make-Ready Work and any Temporary Facility work hereunder may be revoked at any time by the LDC if, in the LDC's reasonable opinion, the Successful Proponent is conducting the work in a manner inconsistent with industry standard, including, without limitation, in the event of a breach or failure to respect the conditions set out herein or in the Permit, a failure by the Successful Proponent, its personnel or contractors, to comply with applicable health and safety standards or if the LDC becomes aware of any incidents relating to unsafe practices likely to endanger a person's health or safety. The LDC should provide written notice to the Successful Proponent which should include the LDC's reasons for its decision.
16. The Successful Proponent acknowledges and agrees that it should exercise its rights and perform its obligations under this Agreement at its own cost and risk without recourse to the LDC.
17. This Agreement will be interpreted in accordance with the laws and regulations of the Province of Ontario and the laws and regulations of Canada applicable therein, without regard to conflict of laws principles. Any dispute between the parties hereunder should be resolved pursuant to the dispute resolution procedures in Section **[3]** of the Guideline.
18. No amendment to this Agreement should be effective unless it is made in writing and signed by the parties hereto. Neither party may transfer or assign this Agreement or any part thereof, or its rights, duties or obligations under this Agreement, without the prior written consent of the other party.
19. This Agreement may be signed in counterparts and such counterparts may be delivered by facsimile or by other acceptable electronic transmission, each of which when executed and delivered should constitute an original document; these counterparts taken together should constitute one and the same Agreement.
20. This Agreement has been executed on behalf of the LDC and Successful Proponent as of the date first written above:

[INSERT LEGAL NAME OF LDC]

By: _____

Name:

Title:

By: _____

Name:

Title:

I/We have the authority to bind the
corporation.

**[INSERT LEGAL NAME OF SUCCESSFUL
PROPONENT]**

By: _____

Name:

Title:

By: _____

Name:

Title:

I/We have the authority to bind the
corporation.

Sample Application for Aerial Attachment

PART 1: REQUEST INFORMATION FROM LDCs

GENERAL

Date Requested: _____

Successful Proponent Name: _____

Successful Proponent Phone: _____

CONTACT INFORMATION

Provide the contact information for the party requesting the Aerial Attachment on behalf of the Successful Proponent.

(Individual) Prime Contact Name: _____

Title: _____

Office Phone: _____

Cell Phone: _____

Email: _____

POLE DATA

Pole Information (note: the information needs to be verified in the field).

Number: _____

Height: _____

Class: _____

Installed Date: _____

Primary Conductor:

Size: _____

Tension: _____

Type: _____

Neutral

Size: _____

Tension: _____

Type: _____

Secondary conductor

Size: _____

Tension: _____

Type: _____

Plans:


Are there any LDC plans to replace or upgrade the pole within the next 5 years, and if yes, when?

PROJECT LOCATION

Provide details that describe the submission geographically.

Project Location Information			
Lot Numbers or Address	Nearest Intersection	Township, Village, Town or City	Region, County or District

Provide a sketch of the location of the proposed attachments, including streets and the locations of the affected poles.



A large rectangular box for a sketch, with a north arrow symbol in the top-left corner. The north arrow consists of a circle with an 'N' at the top and a stylized arrow pointing towards the top-right.

PART 2: SUBMIT PERMIT APPLICATION

Any specific technical requirements, dependent on the LDC, can either be provided on forms or included within the drawings. All application fees are to be provided at this time.

GENERAL

Date Submitted: _____

Successful Proponent Name: _____

Successful Proponent Phone: _____

Location (nearest major intersection): _____

Date of Signed Occupancy Agreement: _____

CONTACT INFORMATION

Provide the contact information for the party requesting the Aerial Attachment on behalf of the Successful Proponent.

(Individual) Prime Contact Name: _____

Title: _____

Office Phone: _____

Cell Phone: _____

Email: _____

PROJECT DESCRIPTION

*Enter **Yes** or **No** for each of the items below for the proposed work within the Right Of Way.*

New Installation _____

Replace Existing Facilities _____

Upgrade Existing Facilities _____

Alter Existing Facilities _____

Underground Work _____

Aerial Work _____

Excavation Required _____

Expected Date of the work to commence _____

Expected Date of the completion of the work _____

Existing LDC Support Strand to be used _____

Existing ISP Support Strand to be used? _____

Has permission been granted to use the support strand? _____

Design Standards to be applied - Owner developed? _____

Design Standards to be applied - Successful Proponent developed? _____

Design Standards to be applied - USF? _____

Design Standards to be applied - Other? _____ Standards by? _____

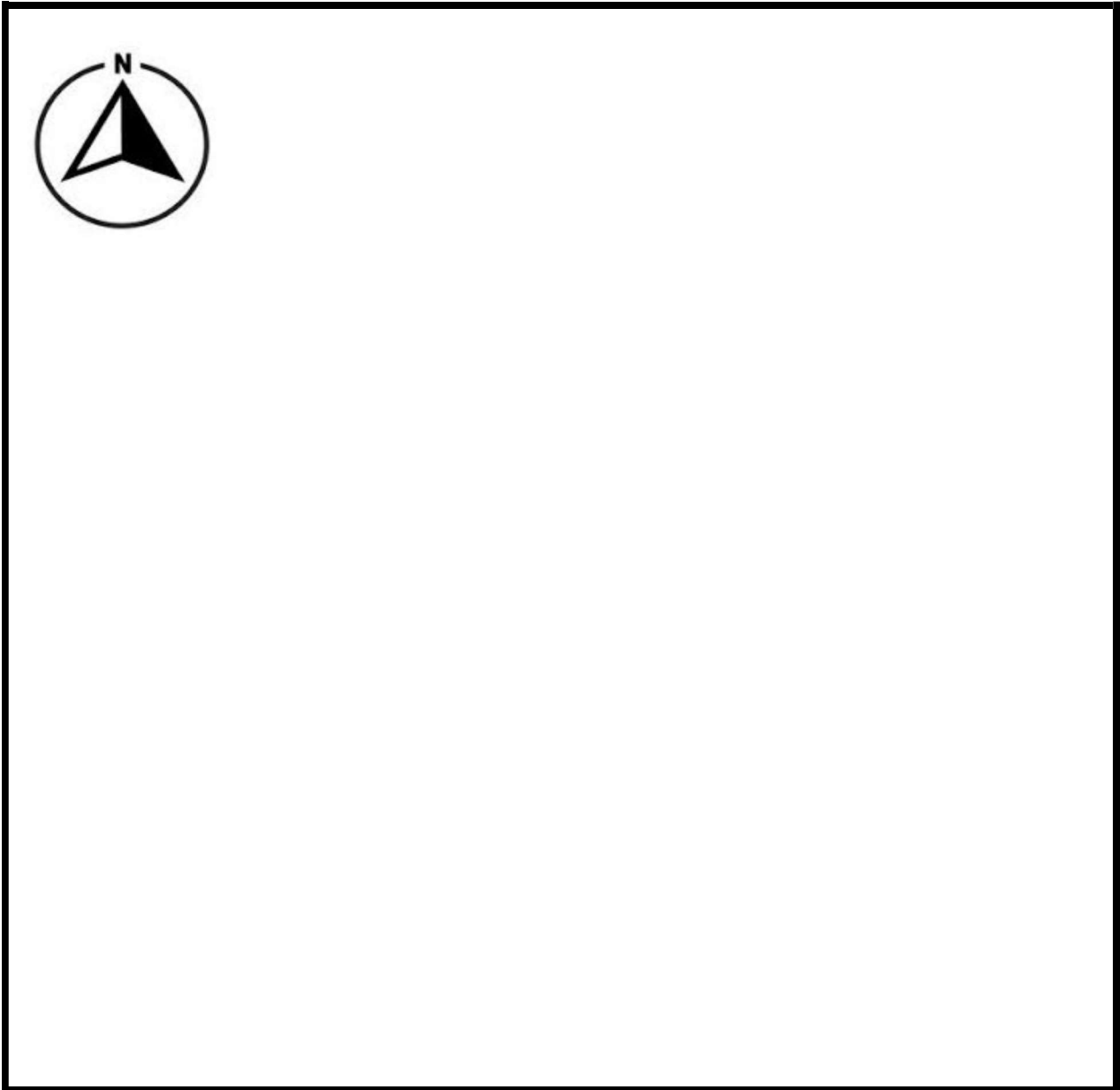
PROJECT LOCATION

Provide details that describe the submission geographically.

Project Location Information			
Lot Numbers or Address	Nearest Intersection	Township, Village, Town or City	Region, County or District

Drawing Number	Street	From Location	To Location	Comments

Provide a sketch of the location of the proposed attachments, including streets and the locations of the affected poles.



Provide a Description of the Proposed Work

FULLY ENGINEERED PROCESS

If the Successful Proponent is providing the detailed engineering, then the detailed information on all attachments (strand and messenger) including quantity, size (diameter in mm), line tension (kN), and type (fiber, size of fibre count, copper, etc.) are to be provided (either in the form of the table below, or with the contents of the table below included on the drawings).

[illegible]

DEVIATIONS FOR NON-STANDARD MATERIALS AND DESIGNS

Where the designs or materials used do not conform to the required standards, the Successful Proponent is to complete the information to request approval. A sample template for a P.Eng to fill out to approve a deviation is below.

Name of P.Eng. requesting deviation(s) _____

Title of P.Eng. _____

Company Name of P.Eng. _____

Email of P.Eng. _____

TYPE OF DEVIATION (Material - barcode or stock code) or (Design type - engineering or operations)	DESCRIPTION OF DEVIATION

PERMISSION TO OVERLASH ON POLES

If permission to overlash on an existing strand is required, the information below is to be supplied.

Date:	
Applicant (Company):	
Applicant Contact Name & Number:	
FAX:	
Applicant E-mail address:	
Municipality:	
Street: (Where work is being requested)	
Pole Owner:	
Applicant's Project No:	
Number of Poles Applicant is overlashing to existing Strand	
Existing Support Strand Owner	
Existing Support Strand Owner Permission Granted By: (Contact) Name & Number	
Additional Comments	

SUBMISSION REQUIREMENTS

A complete Aerial Attachment Permit Application requires submission of:

- the required Application Fee;
- the Drawings completed in accordance with the requirements stated; and
- The appropriate sections completed application on this form.

RETURNED BY THE LDC

Once the LDC has received and reviewed the Application, the information below should be completed by the LDC or its agent.

Permit Number _____

Approved by _____

Title _____

Date of Approval _____

Comments _____

Deposit Amount \$_____

Sample Materially Insignificant Declaration

BACKGROUND

ESA Bulletin DB-07-15v2, *Distributor Information Bulletin*, contains direction on how an LDC may demonstrate compliance with Regulation 22/04, with respect to “materially insignificant” alterations to electrical equipment. ESA views “materially insignificant” (MI) alterations to consist of any work that does not materially change the existing electrical equipment, typically relating to forces on poles & strength of poles. ESA recognizes that some forms of overloading, , including but not limited to flags, traffic signs and flower baskets may be deemed “materially insignificant”. The following are key points from the bulletin.

Where the Successful Proponent is undertaking the P.Eng. Design Drawings and they indicate that the proposed work is “materially insignificant”, the Permit Application should include a request and a declaration signed by a P.Eng. that the attachment be considered “materially insignificant”.

As per ESA’s direction, the LDC may exempt “materially insignificant” work from the audit requirements of Sections 7 and/or 8 of Regulation 22/04 and that work will be deemed in compliance with Regulation 22/04.

GENERAL

Date Submitted: _____

Successful Proponent Name: _____

Successful Proponent Phone: _____

Location (nearest major intersection): _____

Date of Signed Occupancy Agreement: _____

CONTACT INFORMATION

Provide the contact information for the party requesting the Materially Insignificant Alteration on behalf of the Successful Proponent.

(Individual) Prime Contact Name: _____

Title: _____

Office Phone: _____

Cell Phone: _____

Email: _____

PROJECT DESCRIPTION

Enter **Yes** or **No** for each of the items below for the proposed work within the Right Of Way.

New Installation _____

Replace Existing Facilities _____

Upgrade Existing Facilities _____

Alter Existing Facilities _____

Expected Date of the work to commence _____

Expected Date of the completion of the work _____

Existing LDC Support Strand to be used _____

Existing ISP Support Strand to be used? _____

Has permission been granted to use the support strand? _____

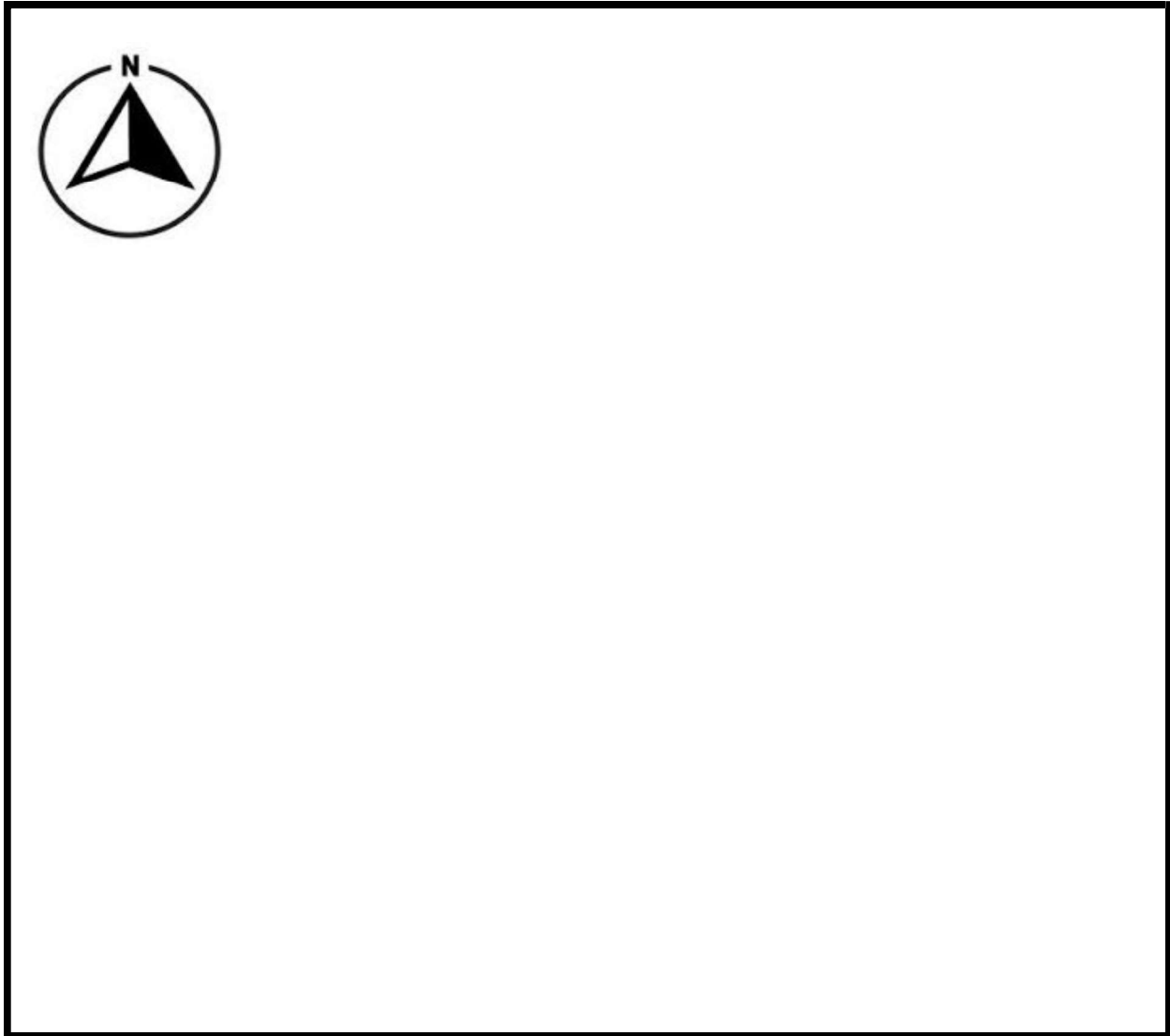
PROJECT LOCATION

Provide details that describe the submission geographically.

Project Location Information			
Lot Numbers or Address	Nearest Intersection	Township, Village, Town or City	Region, County or District

Drawing Number	Street	From Location	To Location	Comments

Provide a sketch of the location of the proposed attachments, including streets and the locations of the affected poles.



Provide a Description of the Proposed Work

MATERIALLY INSIGNIFICANT ALTERATION DECLARATION

The Materially Insignificant Alteration Declaration (MIAD) provides the basic information regarding incremental pole loading resulting for service cable over-lash to an existing permitted attachment.

The MIAD provides the data along with proposed parameters and conditions that confirm that the proposed attachments will not cause any material structural or loading change.

The declaration, dependent on the project, standards, span lengths and location, can be submitted:

- Either as a single form for the entire project;
- As a form for each pole affected;
- As a form for a grouping of poles.

Consideration is still required for:

- The Successful Proponent to perform a survey to confirm the existing facilities and to prepare drawings for submission.
- Defects that directly affect the structural capacity of the pole (i.e. physical damage such as vehicle damage to a pole or anchor) should be communicated to the pole owner.
- The existing separations and clearances have already been approved by the prior design and or audit. If not, calculations by the Successful Proponent will be required.
- That any additional strands added do not affect the existing already approved clearances.
- An existing installation, where the grounding or bonding have already been approved on the basis of the prior design or audit.

Materially Insignificant Alteration Declaration

The installation work covered by this document meets the safety requirements of Regulation 22/04 as the work does not change the existing electrical equipment or materially change the forces on poles and strength of poles.

Name

Date

Signature and Professional Designation

ENGINEERED DRAWINGS

Where required by the LDC, the Successful Proponent should submit engineered drawings to facilitate installation and to provide complete records.

Sample Certificate of Deviation

CERTIFICATE OF DEVIATION APPROVAL

ESA bulletin DB11-12-v2, *Distributor Information Bulletin, 2* contains direction on when a Certificate of Deviation may be applied and the conditions where Approval for the deviation is permitted. More information, including examples, can be found in the Distributor bulletins section of www.esasafe.com.

Accepting deviations can be done through the use of a "Certificate of Deviation Approval". All deviations are to be listed on the Certificate of Deviation Approval. A *Certificate of Deviation Approval* must be signed by a P.Eng. (either the ISP or LDC's P.Eng depending on the party developing the engineered designs)

A sample is seen below.

Certificate of Deviation Approval	
The installation work covered by this document meets the safety requirements of Section 4 of Regulation 22/04 with the following deviations:	
<div style="border-top: 1px solid black; margin-bottom: 5px;"></div> Name	<div style="border-top: 1px solid black; margin-bottom: 5px;"></div> Date
<div style="border-top: 1px solid black; margin-bottom: 5px;"></div> Signature and Professional Designation	

CERTIFICATE OF DEVIATION - CERTIFIED LISTS

ESA Distributor Bulletin DB-02-16-v1, provides guidance on when a Certificate of Deviation for Certified lists can be applied. It provides direction on how an LDC may demonstrate compliance with Regulation 22/04, with respect to deviations from required standards. ESA accepts that a certified list of deviations from section 5 "When safety standards met" of Regulation 22/04, approved by a P.Eng., is acceptable to meet the requirements of Regulation 22/04. More information, including examples, can be found in the Distributor bulletins section of [esasafe.com](http://www.esasafe.com).

A sample is seen below.

LDC COMPANY NAME & LOGO
<p>Certificate of Deviation Approval for Non-Standard Items. This certifies that the below list of deviations from CSA standards will not materially affect the safety of any person or property, if not resolved immediately. These items can be resolved over time through maintenance, pole line rebuild and street light replacement programs.</p> <p>The items covered by this Certificate are deemed to not be an imminent safety hazard for workers that are “qualified” to work in the communications space on poles, based on their knowledge, training and experience levels required. This Certificate is not intended to be applied to new pole lines or any situation where a pole is being replaced anyways. In those cases, it is expected that the entire pole be brought up to 100% CSA standards compliancy.</p> <p>The workers are “qualified” in their ability to recognize electrical hazards and other potential safety concerns, which may cause them to implement specific safety measures or work procedures to avoid the item. They are required to take a training module called “Health and Safety Guidelines for Contractors - Working at Heights Module”, among other requirements before they are deemed qualified.</p> <p>This Certificate can only be applied to Third Party Company projects, at their discretion, by inclusion of this Certificate into their attachment application. On a per attachment application basis, the exact poles and pole spans where this Certificate of Deviation Approval is being applied will be clearly identified on a separate form, completed by a competent person. A suitable form is attached to this Certificate, but similar forms are also acceptable. Third Party Company and the LDC may agree to identify some of these items through existing Joint Use Processes, or other agreed methods, rather than this form.</p>

Prepared by: _ _ _____	Date: _____
Name of P.Eng. _____	Signature: _____

Deviations for Non-Standard Items**Project Name:****Municipality:****Permit #:****Date:**

Street	Bar code/ Pole #	Description of Deviation

Prepared by: _ _ _____ Date: _____

Position: _ _____

Broadband One Window Record of Municipal Access Sample Agreements

A Municipal Access Agreement (MAA) is a legal agreement that provides telecommunication companies the ability to construct, maintain, relocate and operate their equipment within rights-of-ways that are under the jurisdiction of a municipality. It states the roles, responsibilities and requirements for both the signatory and the municipality and deals primarily with issues such as municipal consent, hazardous substances and materials, road occupancy permits, rights-of-way, costs to be carried by municipalities, third party and sub-contractor agreements, service level agreements, maintenance and repair responsibilities as well as equipment use and invoicing.

The One Window system can be used to maintain a database confirming all applied for MAAs, confirming all executed MAAs, maintain a map of which municipalities require an MAA and provide an interface for submission.

MAA FORM

Successful Proponent: _____

Individual Applicant's Name: _____

Application date: _____

Applicant's email: _____

Applicant's Phone: _____

Applicant's Consultant Name: _____

Consultant's email: _____

Consultant's Phone: _____

Municipality Name: _____

Existing MAA in Place (Y/N): _____

Date of Application: _____

Date of Executed Agreement: _____

Expiry date of MAA: _____

SAMPLE MAA CONTENTS

Use of ROWs
Permits to Conduct Work
Manner of Work
Remedial Work
Permits to Conduct Work
Relocation of Plant
Permits to Conduct Work
Term and Termination
Insurance
Liability and Indemnification
Environmental Liability
Force Majeure
Dispute Resolution
Notices
General

Sample Application for Municipal Consent

GENERAL

Date Submitted: _____

Successful Proponent Name: _____

Successful Proponent Phone: _____

Location (nearest major intersection): _____

CONTACT INFORMATION

Provide the contact information for the party requesting Municipal Consent on behalf of the Successful Proponent.

(Individual) Prime Contact Name: _____

Title: _____

Office Phone: _____

Cell Phone: _____

Email: _____

Fax: _____

PROJECT DESCRIPTION

*Enter **Yes** or **No** for each of the items below for the proposed work within the Right Of Way.*

New Installation _____

Replace Existing Facilities _____

Upgrade Existing Facilities _____

Alter Existing Facilities _____

Underground Work _____

Aerial Work _____

Excavation Required _____

Directional drilling or boring required _____

Expected Date of the work to commence _____

Expected Date of the completion of the work _____

Provide a Description of the Proposed Work

SUBMISSION PROVISIONS

In some jurisdictions, the Successful Proponent will be required to obtain approvals from all other regulatory authorities prior to submitting the MC application, showing all owners' facility locations and confirming no conflicts exist.

The Successful Proponent should also have considered if a joint-build venture with any other facility owner was considered, agreed to or declined.

Where required under the guidelines established by the Professional Engineers of Ontario, the application drawings should be signed and sealed by a Professional Engineer.

All minimum horizontal and vertical clearances to existing facilities should be maintained in accordance with published specifications. Stated clearances may be reduced with the written permission of the affected facilities owner(s).

The Successful Proponent may choose to 'bundle' several drawings together as a single application for projects which involve continuous installation over large distances. These should be summarized and listed in the table below.

For pole line installations, all existing poles, poles to be removed and proposed poles are to be shown. This includes all guying and anchoring.

Drawing Number	Street	From Location	To Location	Comments

SUBMISSION REQUIREMENTS

A complete Municipal Consent Application requires submission of:

- the required Application Fee;
- the Drawings completed in accordance with the requirements stated;
- This completed application form; and
- Confirmation of all other required approvals from other agencies.

RETURNED BY THE MUNICIPALITY

Once the Municipality has received and reviewed the Application, the information below should be completed by the Approver.

Municipal Consent Number _____

Approved by _____

Date of Approval _____

Comments _____

Deposit Amount \$ _____

Additional Comments _____

Sample Application for Road Occupancy

This permit expires 6 months from the date of issue

GENERAL

Date Submitted: _____

Successful Proponent Name: _____

Successful Proponent Phone: _____

Work Location (nearest major intersection): _____

CONTACT INFORMATION

Provide the contact information for the party requesting Road Occupancy Permit on behalf of the Successful Proponent.

(Individual) Prime Contact Name: _____

Title: _____

Office Phone: _____

Cell Phone: _____

Email: _____

Fax: _____

TYPE OF WORK

*Enter **Yes** or **No** for each of the items below for the proposed work within the Right of Way.*

New Installation _____

Replace Existing Facilities _____

Upgrade Existing Facilities _____

Alter Existing Facilities _____

Underground Work _____

Aerial Work _____

Excavation Required _____ Length (m) _____ Width (m) _____

Directional drilling or boring required _____ Length (m) _____

Expected Date of the work to commence _____

Expected Date of the completion of the work _____

Provide a Description of the Proposed Work

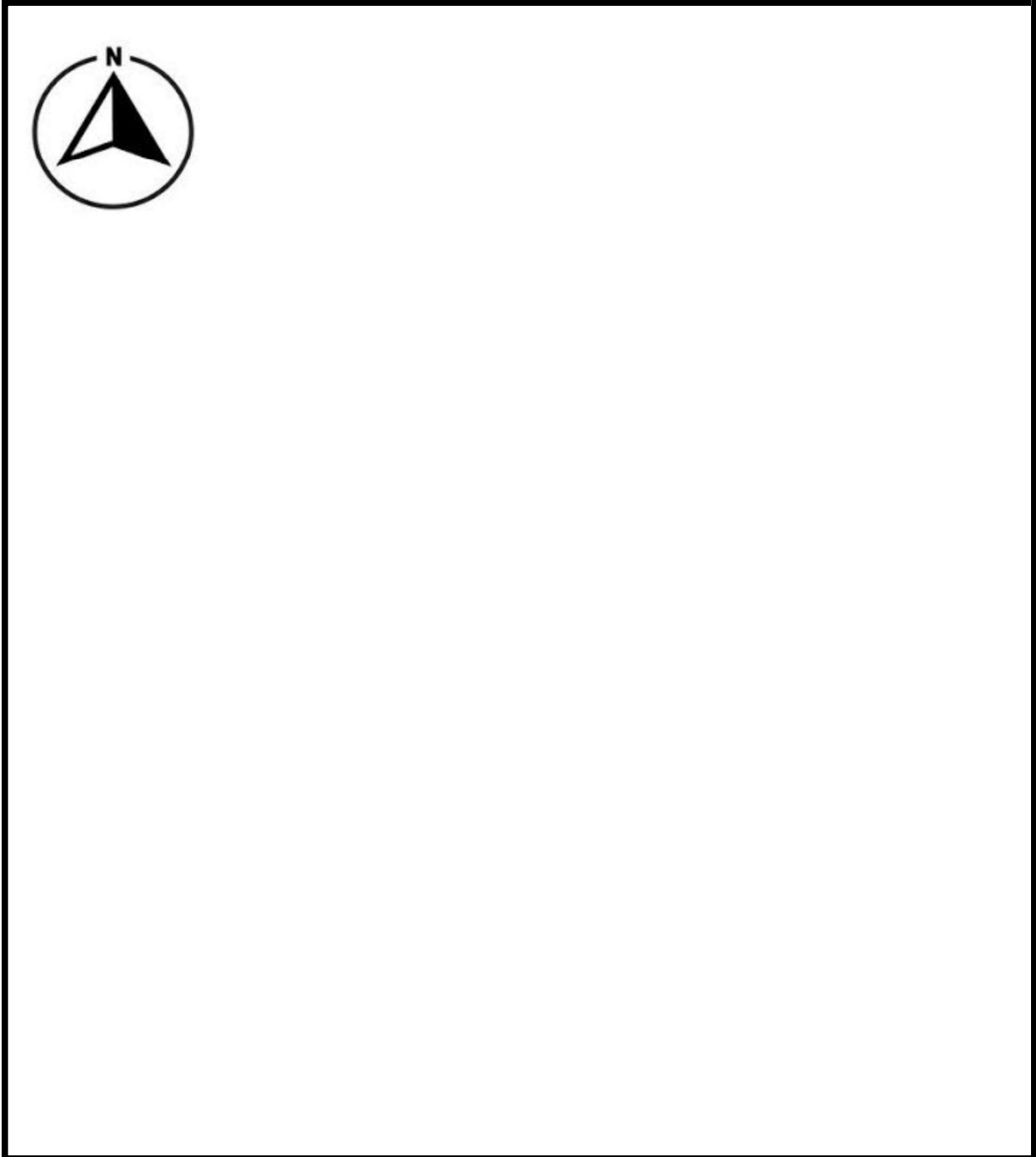
AFFECTED ASSETS

Indicate which assets may be affected by the work

Roadway	Sewers
Signs	Curbs
Gutters	Drains
Sidewalk	Boulevard (grass)
Trees	Storm sewers
Pedestals	Traffic Lights
Street Lights	Fire Hydrants
Bus Shelters	Interlocking Brick
Multi-Use Trails	Bollards

WORK LOCATION

Provide a sketch of the location of the work, including lots, streets, the locations of buildings and the location of the construction/work zone.



MUNICIPAL CONSENT NUMBER

Provide the approved consent number.

RESTORATION DETAILS

Provide the anticipated restoration requirements and timing.

SUBMISSION REQUIREMENTS

A complete Road Occupancy Permit Application requires submission of:

- The required Application Fees (application fee plus encroachment deposit);
- This completed application form;
- Completed submission of Insurance related requirements;
- The work location sketch; and
- Written confirmation has been provided to all other affected infrastructure owners.

PERMIT DETAILS

1. The Successful Proponent must have a valid Municipal Access Agreement (MAA) if applicable and must follow the requirements of the MAA or any and all By-laws governing work on public lands imposed by the City/Town/Region.
2. Permits are to be issued by the Utility Coordinator. Up to seven business days are required for processing.
3. The Deposit and Administration and Inspection fees should be paid by the Successful Proponent.
4. The Successful Proponent should notify all affected property owners in writing before work commences. The notification will include utility name, expected duration, contact name and phone number. Short term emergency repair work is excluded from this clause.
5. The Successful Proponent must submit the amount and agree to the terms for Liability Insurance as stated by the City/Town/Region.

6. The Successful Proponent agrees to indemnify and save harmless the City/Town/Region, its officers, employees, servants and agents from and against all liability, claims, demands, suits, arising out of or in any way connected with the granting of this Permit and/or said construction or excavation.
7. The Successful Proponent waives as against the City/Town/Region, its officers, employees, servants and agents any claims that it may have arisen out of or in any way connected with the granting of this Permit and/or the said construction or excavation.
8. The Successful Proponent will provide any cash deposit required by the City/Town/Region with the permit application. The balance of the deposit should be returned twelve (12) months after the work has been completed if all conditions of the MC are met. Any costs in excess of the deposit amount will be billed to the Successful Proponent.
9. Prior to issuing a permit, the Successful Proponent must have proof of all required approvals and permits.
10. Prior approval must be obtained from the City/Town/Region for closing or restricting any road at any time except under emergency circumstances. The hours of work for closing or restricting any road at any time should be at the discretion of the Municipal Engineer.
11. The Successful Proponent will be charged for the erection and maintenance of detour signs along the detour route at a rate in effect at that time.
12. In case of emergency work, notice should be given and an application for permit made as soon as possible after commencement of the work, namely on the same day, or, if too late in the day, then within one hour of the opening of the Municipal/Regional Office on the following work day.
13. The Successful Proponent should prior to the commencement of any work, obtain stakeouts from all Owners of underground plant and should comply with any instructions from the plant Owners when working in proximity to their plant. All existing plant must be protected, supported, backfilled and compacted to the satisfaction of the plant owner.
14. The Successful Proponent should adhere to all required backfill and restoration requirements.
15. The City/Town/Region reserves the right to do any remedial or restoration work that in the opinion of the City/Town/Region has not been adequately performed by the Successful Proponent. The City/Town/Region will invoice the Successful Proponent for the cost of such remedial or restoration work.
16. The Successful Proponent guarantees and warrants that with ordinary wear and tear the said work should for a period of twenty-four (24) months from the date of completion, remain in such condition and will meet with the approval of the City/Town/Region and that they will, upon being required by the Municipal Engineer, make good in a manner satisfactory to the Municipal Engineer any imperfections therein due to materials used in the construction thereof or workmanship.
17. No open cutting of the roadway will be allowed between November 1 to April 15 unless agreed to prior by the City/Town/Region.

18. Door Hanger Notification letters, in accordance with City/Town/Region requirements, must be provided to all residences affected by the work. This includes trenchless technologies installing utility assets.
19. The Successful Proponent should file a "Notice of Project" with the Ontario Ministry of Labour prior to commencing any work on the road allowance for works exceeding \$50,000. A copy of the notice should be submitted to the City/Town/Region.
20. All works should be carried out in compliance with the Occupational Health and Safety Act times and should adhere to the rules and regulations as set out in the Ontario Traffic Manual Book 7. The applicant should supply all signs, flashers and barricades required to close lanes and detour traffic around the immediate working area.
21. All trees in the working area should be protected in accordance with the stated requirements of the City/Town/Region.
22. A copy of this Road Occupancy Permit, the Conditions of approval and stakeout information should be on site at all times.
23. All work must be in compliance with the Approved Municipal Consent drawings.
24. The permit holder is encouraged to take pre-construction photos of the entire area within the project limits. These must be made available upon request by the City/Town/Region in the event that disputes arise regarding responsibility for damages.
25. All excess material must be removed off-site at the expense of the permit holder.

RETURNED BY THE MUNICIPALITY

Once the Municipality has received and reviewed the Application, the information below should be sent back by the Approver.

ROP Permit Number _____

Approved by _____

Date of Approval _____

Comments _____

Fees Owning \$_____

Additional Comments _____

Sample Notice of Completion

BACKGROUND

The Successful Proponent is to submit a *Notice of Work Completion* followed by As-Built drawings detailing any changes from the initial plan

GENERAL

Date Submitted: _____

Successful Proponent Name: _____

Successful Proponent Phone: _____

Work Location (nearest major intersection): _____

(Individual) Prime Contact Name: _____

Title: _____

Office Phone: _____

Cell Phone: _____

Email: _____

Fax: _____

TYPE OF WORK COMPLETED

Indicate each of the items below that have been completed.

Underground Work _____

Aerial Work _____

New Installation _____

Replace Existing Facilities _____

Upgrade Existing Facilities _____

Alter Existing Facilities _____

Excavation Required _____ Length (m) _____ Width (m) _____

Directional drilling or boring required _____ Length (m) _____

Date of the completion of the work _____

Comments

PERMIT NUMBERS

Complete the fields as applicable.

Municipal Consent Number _____

LDC Permit Number _____

ROP Permit Number _____

Approved by _____

Date of Approval _____

Comments _____

RESTORATION DETAILS

Provide any future required restoration requirements and timing.

Sample Record of Inspection Form

A “record of inspection” means a record prepared by a professional engineer, ESA, or a qualified person identified in the owner’s construction verification program, detailing the inspection of a constructed or repaired portion of an electrical distribution system with respect to the safety standards set out in section 4 of the Regulation.

A record of inspection is to include sufficient description to identify the work and equipment inspected. A record of inspection can consist of an engineered plan, an as-built drawing, or a set of work instructions signed and dated by a professional engineer or ESA or a qualified person. A sample Record of Inspection is seen below.

RECORD OF INSPECTION FOR PLANNED CONSTRUCTION

Project Name _____

Project Location _____

MC Number _____

ROP Number _____

INSPECTION TYPE	COMPLY?		COMMENTS or DETAILS OF NON-COMPLIANCE
	YES	NO	
The approved plan has been followed, and construction was completed in accordance with the certified design drawings			
OR			
Standard designs applied correctly and construction completed in accordance with certified standard designs			
OR			
Like-for-Like or replacement of existing construction presents no undue hazard: <ul style="list-style-type: none"> • Metal parts are grounded • Live parts are adequately barriered or insulated • Minimum clearances to buildings, signs and grounds are maintained • Structure has adequate strength (replaced with same or better) 			
AND			
Approved equipment was used			

Name: _____

Title: _____

Signature: _____

Date: _____

If a non-compliance is identified, the details should be identified and an action plan stated. Additionally, the completion date and verification date should be stated, followed by a Non-Compliance Correction Inspection. An example is provided below.

Details of Non-Compliance	Corrective Action Required
At Pole P1234, the telecom was installed 0.7m lower than shown on the design drawings.	At pole 1234, telecom to be raised to comply with the drawings. Drawing #100-101, Rev 1, Sheet 3 <i>Telecom raised on Sept 22, 2021</i>

Non-Compliance Correction Inspection

Name: _____

Title: _____

Signature: _____

Date: _____

Drawing Number: _____

All field records from the CVP process should be attached with the Record of Inspection, as well as any field records from the Corrective Actions taken.

Appendix 2: Further Reducing Complex Make-Ready Work

This Guideline stipulates that unless otherwise agreed to between a Successful Proponent and an LDC, designs and construction should be done to CSA standards (or other standards recognized by ESA under Regulation 22/04). Where an LDC requests that designs and construction be done to higher LDC specific requirements the LDC may be required to justify its specific requirements to the OEB on the grounds that the requirements for attachment are not reasonable.

Examples of these alternative approaches may include: .

Underground Dips

"Underground Dip" refers to deviating from a contiguous aerial proposed route and "dipping" down a pole to transition to a "buried" path for a limited distance until an aerial attachment is again feasible. Typically, this "dipping/riser" exercise would take place prior to making a physical attachment to the actual pole that requires complex make-ready work. This approach requires the placement of an "Anchor & Down Guy" to support the single sided attachment strain being applied to the pole. This exercise will need to be repeated at the next pole where a "Riser/Dip" will be placed to transition back up the pole and continue the linear aerial proposed route.

Temporary Attachments

- Installation of a horizontal extension arm may allow for the required amount of attachment separation (depending on its length – typically 18"). This may, in some instances, temporarily create a safe working space until the required amount of space is available.
- Space crowding entails installing a typical permanent attachment as normal, but at less than the required separation. This resolution only works for ISP-related separation (not with power separation compliance) and can possibly impact the pole's structure by having holes through the pole less than 12" apart. However, this structural concern may not be an issue if the pole is being replaced to resolve a complex make-ready issue. Another concern is if a splice enclosure proposed, if so, rubbing can occur and ultimately cause damage to the ISP.
- Pole boxing allows for the new attachment to be placed on the opposite side of the pole from which all other attachments were installed. This is only feasible in the event that the pole needs to be replaced and at the time of replacement the new pole is placed in a position where the "boxing event" can be remedied without cutting the cable. Typically this approach needs to be executed near a road with clear, unobstructed access.

Appendix 3: Broadband One Window

Broadband One Window (BOW) Platform

Broadband projects can be extremely complex undertakings in the absence of efficient coordination and collaboration between the many infrastructure parties involved including ISPs. These stakeholders are responsible for a myriad of coordination processes designed to ensure matters such as public safety, permitting, and approvals. In order to be effective, the coordination processes require cooperation from all parties under predictable conditions, with timely and pertinent information sharing.

The Broadband One Window (**BOW**) platform is a combination of:

- a Geographic Information System (**GIS**) platform
- a Utility Coordination Dashboard (**UCD**)
- a Utility Infrastructure Repository (**UIR**)
- a Corridor Management System (**CMS**)
- an Electronic Document Management System (**EDMS**)

The **BOW** was designed to support the design, procurement, construction and management of provincially funded projects through enhanced information sharing, process coordination and monitoring.

The **BOW** uses web-based software platforms applying the capabilities of Microsoft Power BI for reporting and analysis, Environmental Systems Research Institute (ESRI) ArcGIS for spatial and mapping information and Jira for case (ticket) management.

The **UCD** component provides a streamlined, integrated approach to project management, performance tracking and case management. It also provides scalable and flexible business intelligence, enablement and visualization capability for the broadband program.

The **UIR** component collects infrastructure data required to support the completion of provincially funded project, enables proactive decision making, provides a repository for the data and a framework for sharing, viewing and accessing the data. In addition, the UIR has the ability to expand to include all future broadband projects regardless of the build type.

The **CMS** is to help local governments and *utilities* manage public capital assets.

The **EDMS** supports broadband infrastructure by adding spatially enabled joint-use management software to manage telecommunications equipment attachments on LDC poles to assist agencies in improving their communications, streamlining workflows, and tracking historical work data.

The BOW platform allows the IO, in consultation with any project stakeholder, to review the impact(s) of any application or project activity. Early identification of issues at the planning stage for the project and the continuous updating would eliminate some of the issues and delays that are seen today.

In summary, the BOW would be a portal for all infrastructure owners to integrate, standardize and streamline project implementation, project management, performance tracking and real-time project status with the goal of expediting the installation of additional infrastructure to adequately provide broadband services to the Province of Ontario. Ultimately, the BOW would be able to:

- Receive applications to obtain *utility* infrastructure data

- Standardize the application and processing activities for permits and authorizations
- Present live key project KPIs
- Standardize project tracking processes

The BOW would increase certainty and predictability and ultimately provide the capability to support smaller municipalities and smaller LDCs to meet their project delivery for the provincially funded initiative. BOW access would be available to all stakeholders in provincially funded projects but limited to their specific assigned projects and activities. As such, ISPs would only see content and data relevant to their projects, municipalities would only see projects within their border and LDCs would only see projects within their licensed service area.

Interoperability is possible in two ways: (1) real-time integration with ArcGIS Online or (2) Nightly batch updates/extractions. In both cases each organization would cover its respective costs. Organizations with existing platforms may seek applicable arrangements through IO who would determine a feasible approach as appropriate.

Mapping & Geographic Information Systems (GIS)

Geospatial data, or data with a geographic component, combines locational, attribute and temporal information that is collected through geospatial mapping. The technique of geospatial mapping uses software to analyze data about geographical or terrestrial databases through the use of a GIS. These are programs, or a combination of programs, that work together to help users effectively display geospatial data through management, manipulation, customization, analysis and creation of visual displays.

Geospatial data are most useful when they can be discovered, shared and used, which is one capability of the BOW process while maintaining the security and confidentiality of sensitive information pertaining to critical infrastructure. Geospatial-enabled data provides visual insight into project and program status, various subsurface utility engineering (SUE) quality levels, major milestones of each unique project and identifies risks and conflicts at a program level. By implementing this functionality through the BOW platform, geospatial data enable users to convey information in location-based analytics using intuitive and interactive data visualization to make informed decisions, visualize trends, and monitor status in real time.

The acquisition, integration and consolidation of geospatial data sources from multiple parties and infrastructure sources in one central location on the BOW platform would provide easy access, transparency and enhancement of project information. This would result in a streamlined process for decision making, route selection and determination on the option to select underground or aboveground locations for broadband infrastructure placement, which would assist in expediting the installation of additional infrastructure to adequately provide broadband services across the Province of Ontario.

All parties submitting drawings of buried infrastructure should follow the requirements outlined in the American Society of Civil Engineers (ASCE) 38-02, ASCE 75 or CSA S250 for all submitted information to IO. The ASCE 38-02, ASCE 75 is generally two-dimensional data focused and CSA S250 is a more modern quality standard which reflects modern technical developments to specify accuracy in three-dimensional data collection.

Application Submission Requirements - CSA S250, ASCE 38-02 or ASCE 75

In 2002, the ASCE published the ASCE 38-02, "Standard Guideline for the Collection and Depiction of Existing Subsurface Utility Data" document, outlining a credible system to classify quality of utility location information in design plans. The standard defines SUE requirements and sets out guidance

for the collection and depiction of subsurface utility information. ASCE 38-02 sets out guidelines for how to qualify the accuracy of mapping existing infrastructure and relay information to a drawing.

All submitted existing subsurface utility information on engineered drawings and designs should meet or exceed the system requirements outlined in ASCE 38-02 and ASCE 75, to ensure alignment in SUE information provided in the BOW Application and to result in better designs, enhance damage prevention efforts and develop strategies to reduce risk by improving the reliability of information..

The standard defines four quality levels outlining methods used to determine the location of underground assets: Quality Level A, Quality Level B, Quality Level C and Quality Level D. Refer to Figure 1 and Table 1.

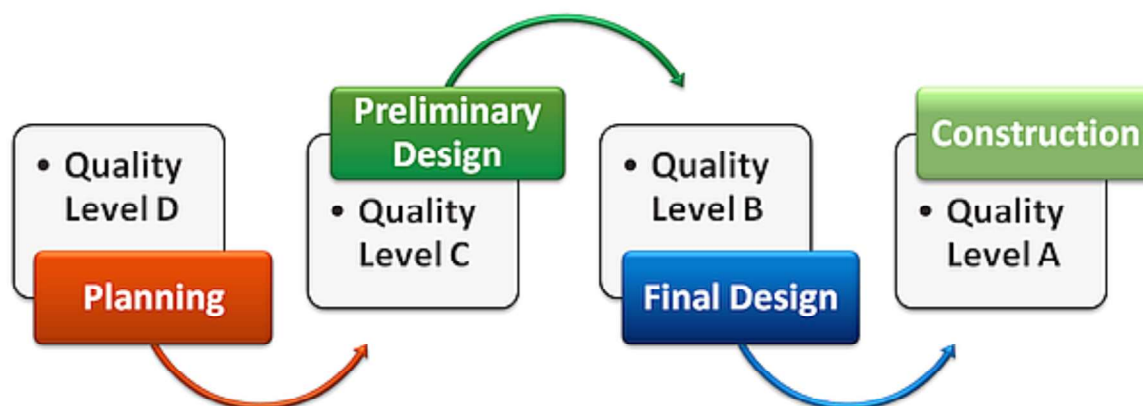


Figure 3: Four SUE Levels

Table 1: SUE Levels

Level D:	Utility records are requested, researched by the utility, marked-up and returned to the requester.
Level C:	Using surface surveying techniques, above ground features of subsurface utilities are identified and recorded.
Level B:	Using surface geophysical equipment and techniques, subsurface utilities are determined and are associated with the horizontal position on the ground surface.
Level A:	Where existing records of underground site conditions may be incorrect, incomplete or have multiple cables buried over several years, SUE Level A allows the physical discovery of buried cables. This is a large contributor to avoiding conflicts. Exposing and recording the size and configuration of a subsurface utility, and it's precise vertical and horizontal location is crucial. Using subsurface geophysical equipment and techniques, subsurface utilities are determined and recorded in three dimensions and are associated with the horizontal position on the ground surface.

The basic deliverable for utility information is in Computer Aided Design (**CAD**) file format or a plan sheet that assigns quality levels A, B, C or D to each asset. Quality level A data typically requires a supplemental data form for additional information.

In 2011, the Canadian Standard Association (**CSA**) published "Mapping of Underground Utility Infrastructure", CSA S250. This standard defines SUE and sets guidance for the collection and depiction of subsurface utility information. CSA S250 sets out requirements for classifying and specifying the accuracy of mapping records for newly installed or exposed infrastructure.

The CSA S250 requires a finer degree of accuracy for detailing and defining the positional location of the infrastructure that correlates to better-defined reliability in accuracy of records. It is a more modern quality standard that reflects new, modern technical developments specify accuracy in 3D. The CSA S250 serves as an additional standard to complement, rather than replace, ASCE 75.

The standard defines six levels of accuracy for recording the location of underground infrastructure when infrastructure has been exposed either by potholing or excavation: Record accuracy level 0, Record accuracy level 1, Record accuracy level 2, Record accuracy level 3, Record accuracy level 4, and Record accuracy level 5.

All submitted mapping records should meet or exceed the guidelines defined in the CSA S250, to streamline data sharing and accurately record the presence and location of utility infrastructure. The standard encourages a managed systems approach to mapping and record keeping by establishing:

- ☐ Governance for utility infrastructure records management and mapping
- ☐ Procedures to improve mapping accuracy
- ☐ Uniform format for utility feature descriptions
- ☐ Processes for notification of GIS errors and practices when sharing data

Use of the BOW Platform in Provincially Funded Projects

Post commercial close, the IO's role would focus on using the BOW platform to report on project success through the following metrics:

- Administration and tracking of projects
This view enables users to have a clear overview of the projects that have been initiated across the Province. This can be viewed by area, lot, ISP or other data filters that users require.
- Monitoring of Contracts
This view enables users to have a clear overview of the project's contract status across the Province. The display can be selected to include items such as contract start date, terms of contract, amount of contract, ISP, length of main lines, the number of premises included in the contract or other data that users require.
- Issuance of Subsidy Payments
This view enables users to have a clear overview of the project's subsidies supplied to the ISPs, and can be viewed by ISP, area, lot, by value of subsidies or other data filters that users require.
- Visualization of Ongoing Projects
This view enables users to have a clear overview of the project's conflicts across the Province, by ISP, with several levels such as:
 - Contract status
 - Main line and segment build locations
 - Area map by ISP
 - Ongoing sue work status or other essential details
 - The completion percentage of construction by area, by ISP, by project or other combinations

- An indication of the number of safety related incidents across all projects (near misses, days without incidents, number of incidents, days lost to injuries)
- An overall indication of the risk status (on track, at risk) for timely completion
- Coordination between Stakeholders
This view enables users to have a clear overview of the project owners, infrastructure owners and the status of upcoming projects that require coordination.
- Dispute Management
This view enables users to have a clear visual overview of the number of existing unresolved disputes across the Province by various filters such as contract, segment, component and LDC.
- Accomplishment Reporting
This view enables users to visually determine the accomplishments at various stages of the project, including:
 - Number of existing projects across the Province by date started and date completed
 - Number of projects completed ahead of schedule
 - The performance of each LDC involved
 - Variances for cost and schedule
 - The actual expenditure of the project compared to its budget
 - Any other essential indicators

Provincially Funded Project Stakeholders

All ISPs undertaking provincially funded projects are strongly encouraged to use the BOW platform for end-to-end project submissions, coordination and completion to limit project delays and conflicts. The mechanisms established within this Guideline and the dispute mediation support from IO are available to participants who use BOW.

In addition, BOW would provide insight into the Lots for ISPs and would open that data up to municipalities and LDCs after the Successful Proponent is awarded. BOW would notify municipalities and LDCs of the awards and the targeted addresses and proposed construction approach to open the avenue for early consultations.

The BOW Platform would provide approved stakeholders with processes and tools that would spatially:

- Track *markup circulation requests*. All users would have the ability to centrally request pre-engineering markups for all associated utilities through a spatial interface. All stakeholders would have the ability to track the progress of all requests.
- Track municipal consent and road occupancy permits requests. ISPs and utilities would have the ability to track the progress of all requests.
- Track joint use applications to LDCs.

The BOW Platform would provide users with data in the following two ways:

- Spatially Linked: Metrics captured and aggregated and exported to a non-spatial format which can be displayed and interacted with.
- Spatially Driven: Metrics or KPI's which are directly driven based on location. These can be dynamically driven based on the spatial limits.

Furthermore, the BOW platform would be a portal to the One-Touch Make-Ready scheme and capture LDC, municipal and MTO Public Service Commitments (PSC) as well as stakeholder coordination and activities. The BOW Platform would provide users with several key benefits including:

- A single source of accuracy for information related to the project (managing security, privacy, and storage methods)
- A common platform for spatial data (managing the collection, conversion and cleansing of data sets)
- Enhanced transparency with respect to reporting
- Customizable analysis and reporting (using complex methods and analytical capability through tools to predict current and future performance of LDC relocations)
- Enhanced document management
- Tracking submission and approval management (managing and tracking submissions, actions and approvals incidents and linking it back to KPIs and continuous improvement)
- A single location to obtain project metrics, KPIs, project information, LDC collaboration and data
- Reducing resource constraints by applying technology
- Program management consolidation that brings the project into a streamlined process

Appendix 4: Ontario One Call - Streamlining locates for Provincially Funded Projects

Ontario Underground Infrastructure Notification System (One Call) Act, 2012

In 2012, Ontario passed the *Ontario Underground Infrastructure Notification System Act* (One Call Act) centralizing the utility locate system in Ontario under Ontario One Call. Utility location requests ("locate requests") are requests made by an excavator working on behalf of the company constructing in the ROW. Locate requests are submitted by the excavator to Ontario One Call who, in turn, request owners or operators of underground infrastructure (e.g., municipal water and wastewater pipes, natural gas pipelines, telecom fibre and electricity wires) to identify in the field the location of their buried assets so that the excavator can avoid damaging them while working in that area. Under the One Call Act, utility owners are required to make all reasonable attempts to respond to a locate request with accurate markings in the field in five business days turnaround time, with certain exceptions.

To reduce project risk resulting from unforeseen costs and delays posed by the late delivery of locates, the SBIEA set a firm delivery timeline of ten business days for provincially funded projects. While the SBIEA did not set out a new process or any additional changes for requesting locates, this Guideline proposes changes to the utility locate system to mitigate current risks of late and inaccurate locates, an issue raised by stakeholders throughout the stakeholder consultation process. This Guideline also recommends that ISPs undertaking provincially funded projects use the Dedicated Locator Model described below.

Standard Locate Request Process

In response to locate requests, which may only be requested when a permit has been issued, infrastructure owners must also provide readily available information regarding the operator's abandoned and out-of-service underground facilities as shown on maps, drawings, diagrams, or other records used in the operator's normal course of business, without cost to the ISP. Prior to the excavation start time on the notice, an owner or operator of underground infrastructure should locate and mark or otherwise provide the approximate horizontal location of the underground facilities of the underground infrastructure. The ISP should determine the location of the underground facility without damage using the field locates provided, before excavating within one meter of the marked location of the underground facility.

Within 10 business days after receiving a notice for boundary survey from One Call (excluding Saturdays, Sundays and holidays, unless otherwise agreed to between the locator and operator), or the time specified in the notice (whichever is later), an owner or operator of underground infrastructure should locate and mark or otherwise provide the approximate horizontal location of the underground facilities of the operator, without cost to the ISP.

For the purposes of this section, the approximate horizontal location of the underground facilities is a strip of land 1 meter on either side of the underground facilities. The markers used to designate the approximate horizontal location of underground facilities must be using paint or a flag(s) that follow the current colour code standard used by One Call. If the operator cannot complete marking of the

excavation or boundary survey area within the established PT, the operator should promptly contact the excavator or land surveyor.

An owner of underground infrastructure who provides information to a person who is not a unit of government may indicate any portions of the information which are proprietary and may require the Successful Proponent to provide appropriate confidentiality protection. The information obtained from affected owners or operators of underground infrastructure must include records identified in this Guideline and in document CI/ASCE 75, entitled “Standard Guidelines for the Collection and Depiction of Existing Subsurface Utility Data” and must depict the utility quality level of that information.

Dedicated Locator Model

To enhance the efficiency of the locates process, Successful Proponents are encouraged to use a Dedicated Locator. Under a Dedicated Locator Model, a single locator is contracted (in this case by the Successful Proponent) to locate underground infrastructure on behalf of all infrastructure owners. Such a model provides the Successful Proponent with control over the timing of the locates. In addition, under a Dedicated Locator Model, the cost of the locate is borne by the Successful Proponent and not the individual infrastructure owners.

The Dedicated Locator Model has been successful on large-scale projects across Ontario and the industry at large and had strong support through the Guideline consultations.

Ontario One Call has outlined the following benefits of a Dedicated Locator Model⁸:

- Enhanced efficiency
- Reduced downtime as the locates are completed under the direction of the ISP
- Promotion of damage prevention and safer excavation practices
- Increased control: allows ISPs to get locates when, where and as often as their project requires
- Better flexibility when unanticipated conflicts require project changes
- Potential to reduce reliance and burden on regular pool of public locate service providers who are also expected to complete standard locates requests for homeowners and less complex tickets

Setting up a Dedicated Locator

As is currently the case, the cost of the Dedicated Locator will be borne by the ISP; accordingly, in the case of a bid in the reverse auction, IO expects that ISPs adopting a dedicated locator model would include the anticipated costs within their auction bid. Dedicated Locators must be certified by all infrastructure owners (gas, hydro, ISPs, municipalities) with infrastructure in a provincially funded project area. To reduce undue certification processes, Successful Proponents are encouraged to select from the pre-existing certified pool of dedicated locators in regions with existing available resources. In regions that currently do not deploy dedicated locators, ISPs will need work with the underground

⁸ Ontario One Call, Dedicated Locator. <https://www.ontarioonecall.ca/wp-content/uploads/DedicatedLocator.pdf>

infrastructure owners to certify a Dedicated Locator. Through the stakeholder consultation process, IO learned that this is not an onerous undertaking. Once the Dedicated Locator is established, the Successful Proponent will set up a profile for the newly certified Dedicated Locator with Ontario One Call noting that the Dedicated Locator will conduct locate requests on their behalf for all their provincially funded projects.

Additional Considerations

The use of the Dedicated Locator model will ensure a number of benefits and promote overall project efficiency. However, the following additional considerations should be taken to ensure that locates for provincially funded projects are not delayed:

- Successful Proponents should ensure that the timing and input of locate requests are for the areas necessary for the project phase as opposed to blanket requests covering the span of the entire project area. This will reduce the backlog in the locates system and ensure that locates do not expire prior to the start of construction in the identified area. Locates for the provincially funded projects have a maximum locate 'block' of no more than 10 premises or 150m, whichever is the greater.
- Dedicated Locators must be registered with Ontario One Call with an indicator on file noting that they will be serving provincially funded projects.
- IO is working with Ontario One Call to ensure that all locate requests for the provincially funded projects be uniquely identified as provincially funded project locates to be prioritized by infrastructure owners and One Call (dispatching the requests) where a Dedicated Locator is not deployed.

Locates Liability and Penalty Scheme

While it is expected that most Successful Proponents will avail themselves of Dedicated Locators, the Guideline provides safeguards for those choosing to proceed with individual infrastructure owner locators. Pay for delay and pay for redesign provisions prescribed in regulation under the BBFA, provide Successful Proponents with recourse before the OLT for delayed and/or inaccurate locates that result in delays to a provincially funded project.

The Ontario Land Tribunal, is an independent, quasi-judicial administrative tribunal with jurisdiction that including hearings and deciding appeals in relation to a broad range of planning and development issues, municipal governance and other matters. Under the SBIEA, the OLT may adjudicate matters related to the BBFA. The Act sets out who is eligible to make an appeal to the OLT and the procedures that must be followed to do so. Information regarding the OLT appeals process is available on the Ontario Land Tribunal's website and may be accessed here: [Forms - Tribunals Ontario - Environment & Land Division \(gov.on.ca\)](https://www.ontario.ca/gov/forms-tribunals-ontario-environment-land-division)

Pay-for-Delay

Successful Proponents can make a claim for damages should locates be unreasonably delayed beyond the ten-day legislated PT. Any such delay also puts a burden on other infrastructure owners that provided their locates within the 10-business day PT as the current locates provided expire. In this event, the infrastructure owners who responded in a timely fashion must now redeploy their locates team to the field at additional costs to complete the second locate. As such, an ISP may bring a claim against an infrastructure owner who caused a delay which resulted in a significant impact on their provincially funded project's timelines or cost.

The claims for the pay-for-delay penalty scheme will be adjudicated through the OLT, and must not be arbitrated by One Call.

Pay-for-Redesign

Successful Proponents can make a claim for damages should infrastructure owners provide inaccurate locates that result in the need for redesign. It is recognized that there will be instances of error in records and separation of what's built and what is maintained in the asset management registry of infrastructure owners. The objective of this penalty scheme is to target asset owners who repeatedly fail to update their records and mis-locate their asset despite prior notification and/or repeat incidences.

The claims for the pay-for-redesign penalty scheme may be sought at the OLT. However, they must not be arbitrated by One Call.

Glossary

3G: The term for the 3rd generation wireless telecommunications standards usually with network speeds of less than 1 Mbps

4G: The term for 4th generation wireless telecommunications standards usually with network speeds greater than 1 Mbps

5G: The term for emerging 5th generation wireless telecommunications standards usually associated with network speeds of up to 1 Gbps or more

Aerial Route: Deployment of broadband infrastructure by means of attachment to above ground support structures such as LDC-owned poles

Anchor: A device that supports and holds in place conductors when they are terminated at a pole or structure

As-built drawings: As-built drawings are prepared based on information gathered during construction or fabrication by someone other than a practitioner or someone under their supervision. Often, the information is provided by the contractor in the form of red-line mark-ups of the design drawings. If a practitioner then proceeds to revise the design documents to incorporate the red-line mark-ups, these documents should be clearly marked as "As-Built Documents" and not sealed

Attacher: An entity that will attach or have attached its cable / fibre to a pole owned / controlled by an LDC. Attachers are ISPs who will have third-party attachments.

Attachment: A single connection of the attacher's equipment to the support structure that has a direct or indirect influence on the performance, appearance, and safety of the support structure or the structure owner's ability to access and maintain it. The attacher may have multiple attachments to a support structure (such as an LDC-owned pole).

Bandwidth: The capability of telecommunications and internet networks to transmit data and signals

Bilateral Aerial Structure: Pole line on both sides of a roadway

Broadband: The term broadband commonly refers to high-speed internet access that is always on and faster than traditional dial-up access. Broadband includes several high-speed transmission technologies, such as fiber, wireless, satellite, digital subscriber line and cable. The CRTC defines universal service objective as having access to actual download speeds of at least 50 Mbps and actual upload speeds of at least 10 Mbps

BBFA: *Building Broadband Faster Act, 2021*; the BBFA creates a suite of new legislative measures that will streamline project set-up and delivery as it pertains to planning and installing essential broadband infrastructure and services

Business Day (or Days): Means a day from Monday to Friday, other than a holiday as defined in section 87 of the *Legislation Act, 2006*

Designated Broadband Project: As prescribed under regulation under the *Building Broadband Faster Act, 2021*, every broadband project where funding, in full or in part, has been provided through the Ministry of Infrastructure for the purposes of deploying broadband and high-speed internet infrastructure in Ontario is a designated broadband project for the purposes of the Act.

Designated Broadband Project Stakeholders: Proponents, distributors, transmitters, municipalities, members of Ontario One Call, any other person with infrastructure within a right-of-way for a Designated Broadband Project and any other person whose cooperation is required to carry out a Designated Broadband Project.

Design Load: The actual, expected load or loads that a device or structure will support in service

Electronic Scoring Reverse Auction (ESRA): The ESRA is an auction structure that allows the Province to assign scores to ISPs based on price and other well-defined non-price attributes in their proposals. This structure offers the Province the flexibility to highlight specific policy objectives based on the weights used for various attributes.

Encroachment Permit: Required by MTO to perform work within a highway corridor

Fiber (also referred to as Fiber Strand): A flexible hair-thin glass or plastic strand that is capable of transmitting large amounts of data at high transfer rates as pulses or waves of light

Fixed Wireless Broadband Access: The use of wireless devices/systems in connecting two fixed locations, such as offices or homes. The connections occur through the air, rather than through fiber, resulting in a less expensive alternative to a fiber connection.

Fixed Wireline Attachment: A "Fixed Wireline Attachment", for the AHSIP program, is a high-speed physical attachment of facilities (fibre optic cable(s) and fibre-optic splice closures) capable of delivering internet access services at prescribed minimum speeds. These facilities are attached to a pole owned by others and must be installed and maintained in compliance with regulations, standards and owner's safety practices such that all parties have access to their facilities and no worker or public safety issues exist.

Ground: An electrical term meaning to connect to the earth

Ground Fault: An undesired current path between ground and an electrical potential

Guys/Anchors: Support structures to balance loading on bisect and dead-end poles

Improving Connectivity for Ontario program (ICON): The ICON program is part of Up to Speed: Ontario's Broadband and Cellular Action Plan, which outlines the strategy to expand access to broadband and cellular connectivity in identified areas of need

Internet Service Provider (ISP): An entity that provides internet connections and services to individuals and organizations. Typically, ISPs also provide additional services such as email accounts and webhosting. Note the terms ISPs, TSP and WISP refers to the same service providers and can be used interchangeably.

Local Distribution Company (LDC): A local electricity distribution company is a power distribution company that is responsible for distributing power from transmission lines to people's homes and businesses in an exclusive distribution area and is licensed by the OEB. Also referred to as distributors or transmitters.

Lots: For the purposes of ESRA, the Province is segmented into 49 areas, referred as 'auction lots' (or lots). This segmentation is done based on census divisions.

LTE (Long Term Evolution): A 4G wireless broadband technology that provides speeds up to 100 Mbps download and 30 Mbps upload

Make Ready Costs: Costs associated with preparing a LDC pole to receive a new fiber attachment

Mark-up Circulation: Circulation of preliminary drawings to all parties (e.g., municipalities, LDCs, Utilities and other ISPs) that may have infrastructure in the ROW so that they may review and mark any conflicts between the proposed running line and their buried assets.

Materially Insignificant: Any new attachment deemed to immaterially impact structure as outlined in ESA's materially insignificant work – distributor bulletin (: <https://esasafe.com/assets/files/esasafe/pdf/Utilities/Bulletins/DB-07-15-v2.pdf>)

Minister: Refers to the Minister of Infrastructure or such other members of the Executive Council to whom responsibility for the administration of the BBFA is assigned or transferred under the *Executive Council Act*

Municipal Access Agreement: A Municipal Access Agreement (MAA) is a legal agreement that provides companies the ability to construct, maintain, relocate and operate their equipment within right-of-ways that are under the jurisdiction of a municipality. It states the roles, responsibilities and requirements for both the signatory and the municipality and deals primarily with issues such as municipal consent, hazardous substances and materials, road occupancy permits, rights-of-way, costs to be carried by municipalities, third party and sub-contractor agreements, service level agreements, maintenance and repair responsibilities as well as equipment use and invoicing.

Municipal Consent (MC): is provided by a municipality for a utility company to occupy a specific location within the Municipal rights-of-way. Utility locations and separations have been established for various road cross-sections to avoid conflicts in the planning of projects by various utilities occupying the rights-of-way and to minimize the impact of proposed work on any adjacent infrastructure. MCs are only issued to utility companies, commissions, agencies and private Applicants who have the authority to construct, operate and maintain their infrastructure within the right-of-way as established through legislation or terms of a Municipal Access Agreement (MAA) where they apply and are approved. An MC gives a company permission to install or move facilities and is required when a road needs to be excavated.

Network Infrastructure: The hardware and software components of a network that provide network connectivity and allow the network to function

One Touch: One-touch make-ready policies try to avoid delay and redundancy by having all make-ready work (such as rearranging several existing attachments) performed at the same time by a single crew.

Ontario Energy Board (OEB): The OEB is Ontario's independent regulator of the electricity and natural gas sectors. Its activities include making rules to protect consumers, setting rates, and licensing all participants in the electricity sector including the Independent Electricity System Operator (IESO), generators, transmitters, distributors, wholesalers and electricity retailers, as well as natural gas marketers who sell to low volume customers.

Overlashing: Overlashing is the practice of attaching an additional fibre optic cable over an existing aerially deployed fibre optic cable attached to a LDC pole

Performance Timelines: standard timelines allotted to Designated Broadband Project Stakeholders, particularly LDCs, municipalities and members of Ontario One Call that must be adhered to in the provision of access to

Positive Deviation: The process of removing an existing cable and replacing with cable of lesser weight or smaller diameter, thereby positively impacting the load characteristics

Professional Engineer: a person who holds a licence or temporary licence under the Professional Engineers Act (Ontario Regulation 22/04)

Rights-of-Way (ROW): ROW are legal rights to pass through property owned by another. ROW are frequently used to secure access to land for digging trenches, deploying fiber, constructing towers and deploying equipment on existing towers and LDC poles.

Road Occupancy Permit (ROP): A Road Occupancy Permit is required by some municipalities when working within the municipal right-of-way. Activities that require a road occupancy permit include temporary lane closures or construction related road closures, mobile crane work, temporary scaffolding or hoarding, crossing the boulevard for temporary construction site access, disposal bins located in the roadway or public laneway, storage of materials and equipment located in the roadway or public laneway, workers on the road or the blockage of sidewalks. Some municipalities may not require this permit and need only to be notified.

Service Area: The entire area within which a service provider either offers or intends to offer broadband service

Southwestern Integrated Fibre Technology (SWIFT) Project: A non-profit municipally led broadband expansion project created to improve internet connectivity in underserved communities and rural areas across Southwestern Ontario.

Strand: Braided steel wire that supports Bell cable (copper or fibre) 10M (larger) or 6M (smaller)

Subsurface Utility Engineering (SUE): Subsurface Utility Engineering (SUE) is an engineering discipline that involves the investigation of buried utilities and identifies the conflicts they may pose to a project design in order to mitigate associated risks.

Successful Proponent: An ISP that entered into the Project Agreement with the Government of Ontario to carry out a provincially funded project in a Service Area.

Telecommunications Service Providers (Telecom): A entity that has traditionally provided telecommunication services. However, for the purposes of this Guideline, Telecom is used synonymously and interchangeably with ISP.

Utility: a utility (or “public utility as defined in the *Public Utilities Corporation Act*, 1990) means any water works, gas works, electric heat, light or power works, telegraph and telephone lines, railways however operated, street railways and works for the transmission of gas, oil, water or electrical power or energy, or any similar works supplying the general public with necessities or conveniences.

From: [Mickey Frost](#)
To: [MC](#)
Cc: [ExLT](#); [LT](#); [Lisa Ku](#); [Austine Fischer](#); [Nancy Salichuk](#); [Matt Sharpe](#); [Maurizio Artale](#)
Subject: Bill 93, the Getting Ontario Connected Act, 2022.
Date: Wednesday, April 6, 2022 9:36:31 AM
Attachments: [image001.png](#)

Madam Mayor and Members of Council:

The Ontario government is tabling new legislation through the Minister of Infrastructure to amend the *[Building Broadband Faster Act, 2021](#)* and the *[Ontario Underground Infrastructure Notification System Act, 2012](#)*. This new legislation is *[Bill 93 – Getting Ontario Connected Act, 2022](#)*. The Bill passed the second reading by the Legislative Assembly of Ontario on March 23, 2022, and was sent for consideration by the Standing Committee on General Government on March 30, 2022.

Current Situation

Upon reviewing the Bill, Staff observed that the amended *Act* would impact various business units within the City. The affected business units would include Technical Services, Traffic Signals and Systems, Street Lighting, IT, Transportation Infrastructure Management, Forestry, MiWay, HuLRT, Capital Works, Realty and Legal Services.

The extent of these impacts is currently unknown due to the limited information provided by the Ministry of Infrastructure. The main concern is adequate time to prepare for the requirements and their impact on the various City business units once the *Act* is in force.

Next Steps

- The Ministry of Government and Consumer Services called for feedback on the Bill, and Staff will submit written input to the Ministry on the *Act's* impact on the service levels of the affected City business units on Thursday, April 07, 2022.
- Staff will prepare a Corporate Report and present it to the General Committee on April 27, 2022, for Council to endorse the letter to the Ministry of Infrastructure.
- Staff will present another Corporate Report to General Committee at the first available opportunity with more information on the *Act's* real impact on the City once the Ministry responds to the letter.

In the meantime, should you require additional information, please get in touch with me directly.

Thank you,



Mickey Frost, HBA; CPA; CGA; MPA
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Date: March 31, 2022

To: Chair and Members of General Committee

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

Originator's files:

Meeting date:
April 27, 2022

Subject

Residential Video Surveillance Cameras

Recommendation

1. That the report from the Commissioner of Transportation and Works, dated March 31, 2022 entitled "Residential Video Surveillance Cameras" be approved.
2. That Fortification By-law 511-04, be repealed and replaced, as outlined in the report from the Commissioner of Transportation and Works, dated March 31, 2022 entitled "Residential Video Surveillance Cameras".

Executive Summary

- In response to home video surveillance issues that could not be adequately addressed through the existing Fortification By-law, Enforcement received direction to review the By-law.
- Staff conducted a jurisdictional scan of Fortification By-laws and regulations in nine comparable municipalities.
- Staff recommend amending the definition of excessive protective elements in the By-law in order to allow for more effective enforcement. The proposed By-law amendments will allow staff to respond to complaints about video surveillance on neighbouring properties.
- These amendments, along with an enhanced enforcement response, will address privacy concerns raised by residents. Staff are also recommending process changes in order to track the extent of the issue.

Background

Technological advances have resulted in an increase in the use of home video surveillance cameras. In 2019 and 2020, Enforcement received Councillor inquiries regarding home video surveillance privacy concerns that could not be adequately addressed through the existing Fortification By-law. Given the ubiquitous nature of home video surveillance cameras, there is a need to update the By-law to reflect the current landscape of home surveillance and allow for more effective enforcement.

Present Status

Video surveillance is addressed in the City's Fortification By-law 0511-2004, which was last updated in 2004. Section 3(2) of the By-law states that "no person shall apply, cause to be applied, or permit the application of, Excessive Protective Elements". Excessive Protective Elements includes visual surveillance equipment as defined in section 2(8) (iii) as:

"means devices, objects, material components, or any contrivance **designed to unduly control, hinder, restrict or prohibit** lawful access to or from and includes but are not limited to the application of visual surveillance equipment, including video cameras, 'night vision' systems, or electronic listening devices **capable of permitting** either stationary or scanned viewing or listening, by an operator or viewer or listener of that equipment, beyond the perimeter of the land actually owned, leased or rented by the occupant, which is prohibited under section 3 of the by-law". [Emphasis added]

In order to establish that a person is using an Excessive Protective Element such as video surveillance on their property, Compliance Licensing Enforcement (CLE) Municipal Law Enforcement Officers (MLEOs) must establish that the device is both designed to control access and is capable of permitting either stationary or scanned viewing or listening beyond the perimeter of the land.

Currently complaints about video surveillance are only accepted by 311 if the surveillance cameras are being used to restrict lawful access to law enforcement officers or emergency services. Since 2019, 29 complaints of this nature have been investigated by CLE, though many were later found to be in compliance with the existing By-law requirements.

However, if the caller indicates that their issue is with a neighbouring property owner directing camera(s) towards their property, then the call is not accepted by 311. The resident is informed that their issue is a civil matter or possibly a criminal matter and is re-directed to Peel Regional Police. Therefore, the extent of potential video surveillance violations is unknown.

Comments

Jurisdictional Scan:

Staff examined Fortification By-laws and regulations in nine comparable municipalities (Appendix 1). Markham, Oakville and Toronto do not address video surveillance complaints and currently do not have by-laws that regulate video surveillance. However, Toronto is in the process of assessing the feasibility of prohibiting or restricting surveillance cameras.

Of the jurisdictions that have By-laws, enforcement varies. Brampton does not accept complaints about CCTV cameras on private property. Only Burlington, Hamilton and Vaughan conduct onsite investigations in response to complaints. Burlington's By-law allows for homeowners to make reasonable efforts to protect their homes provided that they use commercially available security devices that do not meet the definition of excessive protective elements.

In Hamilton and Vaughan, MLEOs conduct progressive enforcement and may request access to live footage or screen shots of surveillance cameras. If the camera is capturing a view outside of their property, they educate the resident on the By-law and ask them to adjust the field of view. If the resident refuses to provide evidence of compliance, then MLEOs may proceed with obtaining a search warrant or laying a charge through the By-law. Additionally, in some jurisdictions, such as London, complaints are directed to police and not responded to by City staff.

In all jurisdictions with a fortification by-law, charges are a Part Three charge with the penalties specified in accordance with the *Provincial Offences Act, R.S.O. 1990*. Although there is limited and varied enforcement, there is a trend towards responding to this emerging issue.

Fortification By-law Amendments:

Currently, MLEOs need to establish a manufacturer's intent in that the device was "designed to unduly control, hinder, restrict or prohibit lawful access" to or from the property in order to lay a charge under the By-law for Excessive Protective Elements (such as surveillance cameras), making it very difficult for Enforcement to lay a charge. In addition, MLEOs need to establish that the device is capable of recording which would require admission from the owner or access to the device.

To assist with enforcement on an ongoing basis, staff recommend amending the definition of "Excessive Protective Elements" in the By-law by removing the requirement to establish the intent behind an Excessive Protective Element and also lowering the threshold to devices that appear capable of permitting viewing or listening beyond the perimeter of the land. This will remove the requirement for the City to establish and prove the manufacturer's intent and the capability of residential security camera applications and other Excessive Protective Elements in order to lay a charge.

This change will allow staff to take and adequately respond to complaints about cameras on properties that may capture activity on an adjacent property. However, it will not affect any stationary device (no pan tilt zoom) on the front wall of the property or any cameras that appear to be recording images solely within the land such as those devices designed to provide the homeowner with the identity of a person entering on to their property (e.g. doorbell cameras).

In addition, staff are recommending the following housekeeping amendments:

- The introduction of a minimum set fine of \$500 through the *Provincial Offences Act* for contraventions of the By-law to help ensure compliance.
- Explicitly setting out the enforcement powers as permitted by Section 436 of the Municipal Act, such as the ability to require the production of documents and the ability to inspect and remove documents.
- Making the Director of Enforcement the administrator of the By-law instead of the Chief Building Officer, since the by-law is enforced by Enforcement MLEOs.
- Permitting the Director of Enforcement the ability to grant exemptions instead of requiring that the decision be made by Council; but including a requirement that the Director consult with the affected Ward Councillor before making a decision.
- Adding a requirement to the exemption process to allow the Director of Enforcement to request additional information or documents.

Process Changes:

Citizen Contact Centre (311) staff will expand complaint intake to include complaints about cameras on neighbouring properties. To facilitate better data collection, staff will implement a new service request code to better track complaints and outcomes.

Enforcement Response:

The proposed by-law amendments will enhance staff's ability to respond to complaints, resulting in an increased number of surveillance related complaints being processed, investigated and resolved by the City. CLE will take a progressive enforcement approach. MLEOs will collect evidence to ascertain whether the field of view extends beyond the owner's property, including, if deemed necessary, requesting the subject of the complaint provide screenshots of the field of view of their surveillance device.

Where a property owner refuses to supply evidence of compliance and other physical evidence is present which indicates a contravention of the By-law is taking place, the Officer will proceed with a Part Three charge through the *Provincial Offences Act*. This is a charge that must be brought before a Justice of the Peace for resolution. Any resulting fines are set by the Justice and collected by the province. In instances where a MLEO believes that criminal activity may be taking place at the property, the matter will be referred to Peel Regional Police.

Financial Impact

There are no financial impacts resulting from the recommendations of this report.

Conclusion

In response to Council direction, staff reviewed the Fortification By-law and have provided recommendations for amendments that will support increased enforcement. The proposed by-law amendments will provide clarity, while the recommended process changes will allow staff to track the extent of the issue. This along with the proposed enhanced enforcement response, will address privacy concerns raised by residents.

Attachments

Appendix 1: Jurisdictional Scan



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

Prepared by: Alex Schwenger, Policy Analyst, Enforcement

Jurisdiction	Regulatory Framework			
	By-law used to address video surveillance	“Excessive protective elements” defined in By-law	Complaint response	Associated penalties for violations
Brampton	Anti- Fortification By-law 140-2005	Yes	N/A, Brampton does not accept complaints about CCTV cameras on private property	N/A
Burlington	Fortification of Land By-law 108-2002	Yes	Respond on a complaint basis only	Part 3 Charge in accordance with the Provincial Offences Act
Hamilton	Fortification By-law 10-122	Yes	Respond on a complaint basis only	Part 3 Charge in accordance with the Provincial Offences Act
London	Fortification of Land By-law PW-8	Yes	N/A, violations are handled by London Police Services	Part 3 Charge in accordance with the Provincial Offences Act
Markham	No	N/A	N/A	N/A
Oakville	No	N/A	N/A	N/A
Oshawa	Fortification By-law 81-2020	Yes	<i>Response not provided</i>	Part 3 Charge in accordance with the Provincial Offences Act
Toronto	No	No	N/A	N/A
Vaughan	Fortification By-law 328-2003	Yes	Respond on a complaint basis only	Part 3 Charge in accordance with the Provincial Offences Act

Date: April 5, 2022

To: Chair and Members of General Committee

From: Jodi Robillos, Commissioner of Community Services

Originator's files:

Meeting date:
April 27, 2022

Subject

Free Transit on MiWay for Volunteers during the 2022 Ontario Parasport Games and Ontario Summer Games.

Recommendation

That the exceptions to the 2022 User Fees and Charges By-Law 0247-2021 schedule B-3 as outlined in the Corporate Report dated April 5, 2022 from the Commissioner of Community Services to provide the following throughout the duration of the 2022 Ontario Parasport Games (May 13-15, 2022) and Ontario Summer Games (July 21-24, 2022) be approved as follows;

- a) That free Transit on MiWay be provided for accredited volunteers supporting the games;
- b) That MiWay Charter services at an hourly rate equivalent to the Total Direct Operating Expense as reported to the Ministry of Transportation in-lieu of the Council approved rates.

Executive Summary

- City of Mississauga is hosting both the Ontario Parasport Games (OPG) from May 13-15, 2022 and the Ontario Summer Games (OSG) from July 21-24, 2022.
- The City anticipates recruiting approximately 1,100 Volunteers between the two games.
- Free transit for accredited volunteers during multi-sport Games has been offered by previous host communities and there is a desire to offer this service in Mississauga to support volunteerism during the Games.
- Free transit access assists in removing barriers for prospective volunteers who may not have transportation readily available and provides an incentive to ride and experience our quality transit system, allowing individuals to move about and experience a connection to Mississauga.
- Accessing free transit for the Games provides an opportunity to promote the City's strategic Pillars such as MOVE, CONNECT & GREEN in meaningful ways.

Background

The City of Mississauga is excited to play host to the Ontario Parasport Games (OPG) May 13-15, 2022 and the Ontario Summer Games (OSG) July 21 to 24, 2022. The Games provide Ontario's best athletes an opportunity to compete in a number of sport events at various locations across the City of Mississauga.

The planning of the Games has been underway and led by the Games Organizing Committee, with oversight by the Host Committee, including Council Chairs and senior leadership.

Comments

Successful implementation of the Games relies heavily on staff's extensive pre-planning efforts in addition to a significant number of volunteer positions that support on site during the game days. The City anticipates recruiting and utilizing approximately 1,100 volunteers between both Games.

Free transit for accredited volunteers during multi-sport Games has been offered by previous host communities and there is a desire to offer this service in Mississauga to support volunteerism during the Games. Volunteering for the Games provides a unique experience and an exciting opportunity to give back to their community and the world of sport. Free transit access assists in removing barriers for prospective volunteers who may not have transportation readily available and provides an incentive to ride and experience our quality transit system, allowing individuals to move about and experience a connection to Mississauga. Similarly, it allows a focus on sustainability and mitigating environmental impacts for the Games to showcase the importance of these values. Each person that chooses to ride MiWay reduces their carbon footprint and helps conserve energy by eliminating travel that would have otherwise been made in a single occupancy car.

All volunteers are registered and accredited through the Games Committee and will be issued accreditation passes. For implementation purposes, the accreditation pass will in essence be the proof of status for the volunteers to be granted free rides on MiWay.

Strategic Plan

Providing an incentive for the volunteers to use MiWay during game days also contributes to promoting the City's Strategic Pillars such as MOVE, CONNECT & GREEN in memorable ways.

Financial Impact

The anticipated fare revenue shortfall is insignificant compared to projected COVID ridership impacts. The operating costs of the Charter services will be fully recovered through the Ontario Summer Games (Cost Centre 24610) and Parasport (Cost Centre 24815) budget.

Conclusion

Providing free access on MiWay poses as an incentive to encourage the volunteers to utilize public transit. This not only supports an opportunity to access transportation during the game days of the Paraspport and Ontario Summer Games this summer but ensures that volunteers are not hindered by transportation availability or costs. It further exemplifies the City's commitment to sustainable practises and provides an opportunity to combat climate change by assisting in reducing single vehicle transportation.

A handwritten signature in black ink, appearing to read "Jodi Robillos", is written over a horizontal line.

Jodi Robillos, Commissioner of Community Services

Prepared by: Kelly Reichheld, Manager, Sports, Community Development, Standards
& Training

Date: April 12, 2022

To: Chair and Members of General Committee

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

Originator's files:

Meeting date:
April 27, 2022

Subject

Traffic Calming – Ward 10

Recommendation

1. That the report from the Commissioner of Transportation and Works, dated April 12th, 2022 and entitled “Traffic Calming – Ward 10” be approved.
2. That the report from the Commissioner of Transportation and Works, dated April 12th, 2022 and entitled “Traffic Calming – Ward 10” be referred to the Mississauga Traffic Safety Council, Cycling Advisory Committee and the Mississauga Road Safety Committee for information.

Executive Summary

- Churchill Meadows Boulevard, Lisgar Drive, McDowell Drive and Tacc Drive are roadways that have been identified as locations which would benefit from the installation of traffic calming.
- Sufficient support from the community was received to proceed with traffic calming on Churchill Meadows Boulevard, McDowell Drive and Tacc Drive.
- Ward 10 Special Project funding will be utilized for the implementation of physical traffic calming.
- No concerns have been raised from emergency services or MiWay regarding the proposed traffic calming measures.

Background

The Traffic Services and Road Safety Section regularly conducts reviews regarding speeding, aggressive driving, and traffic infiltration on City roadways which includes the collection of speed and volume data.

In consultation with the local Ward Councillor, and based on a prioritized warranted list provided by Road Safety staff, locations within Ward 10 were identified where Special Project funding could be utilized. The following traffic calming locations were selected for physical traffic calming measures:

- Churchill Meadows Boulevard between Mocha Mews/Quiet Creek Drive and Eglinton Avenue West (Appendix 1)
- Lisgar Drive between Beechnut Row/Cedar Hedge Rise and Saratoga Way/Forest Bluff Crescent (Appendix 2)
- McDowell Drive between Churchill Meadows Boulevard and Tenth Line West (Appendix 3)
- Tacc Drive between Tenth Line West and Oscar Peterson Boulevard (Appendix 4)

Based on the historical traffic data, and increased desire from the community for physical traffic calming due to the speed limit changes planned as part of the Neighbourhood Speed Limit Project, the following roadways would benefit from the installation of physical traffic calming:

Churchill Meadows Boulevard	Posted Speed (km/h)	85th Percentile Speed (km/h)
Between Quiet Creek Drive/Mocha Mews and Littlebend Drive/Misty Pine crescent	40	53
Between Stardust Drive and Nightstar Drive	40	52

Lisgar Drive	Posted Speed (km/h)	85th Percentile Speed (km/h)
Between Beechnut Row/Cedar Hedge Rise and Alderwood Trail	30	54

McDowell Drive	Posted Speed (km/h)	85th Percentile Speed (km/h)
Between Tampico Way and Bermuda Drive	30	53
Between Terrapark Trail and Terranova Drive	30	52

Tacc Drive	Posted Speed (km/h)	85th Percentile Speed (km/h)
Between Tenth Line West and Oscar Peterson Boulevard	40	60

Comments

Once candidates for the installation of physical traffic calming measures were identified, preliminary plans for the neighbourhood were developed. Staff considered different types of traffic calming devices and overall roadway characteristics to achieve operating speeds, which are consistent with the posted speed limit. These factors include traffic calming type, spacing, layout and impacts the installation of physical traffic calming devices may have on local residents and City services.

Public Consultation

To determine the level of support and to refine the traffic calming plan for the neighbourhood, notification of the proposed projects was sent to area residents. The traffic calming concepts were posted on the City's website and residents were provided the opportunity to provide feedback. The results of the virtual public engagement consultations are as follows:

- Churchill Meadows Boulevard – 51% of respondents were supportive of the proposed measures along Churchill Meadows Boulevard. These measures include a series of speed cushions that will be installed between Mocha Mews/Quiet Creek Drive and Eglinton Avenue West.
- Lisgar Drive – 47% of respondents were supportive of the proposed measures along Lisgar Drive. Directly affected residents on Lisgar Drive had a higher level of support (67%) than those in the larger neighbourhood. These measures include a series of speed cushions that will be installed between Beechnut Row/Cedar Hedge Rise and Saratoga Way/Forest Bluff Crescent.
- McDowell Drive – 61% of respondents were supportive of the proposed measures along McDowell Drive. These measures include a series of speed cushions that will be installed between Churchill Meadows Boulevard and Tenth Line West.
- Tacc Drive – 74% of respondents were supportive of the proposed measures along Tacc Drive. These measures include a series of speed cushions that will be installed between Tenth Line West and Oscar Peterson Boulevard.

Sufficient support from the community was received to proceed with traffic calming on Churchill Meadows Boulevard, McDowell Drive and Tacc Drive.

While the larger community was not in support of the traffic calming project on Lisgar Drive, in consultation with the local Ward Councillor, the decision was made to proceed with the project due to a high level of support from directly affected residents.

Staff provided the revised concept plans to all emergency services and MiWay and no concerns have been raised regarding the proposed traffic calming.

Financial Impact

On May 22nd, 2019 a motion was passed by Council to establish capital projects up to a total amount of \$2 million per ward, to be used at the discretion of each local Councillor for infrastructure projects.

The following traffic calming measure projects are not funded. Funding for these projects will be provided through councillor's special gas tax funding for a total of \$112,500.00

Project	Estimate	PN#
Churchill Meadows Boulevard	\$22,500.00	F21199
McDowell Drive	\$52,500.00	
Tacc Drive	\$22,500.00	
Lisgar Drive	\$15,000.00	

Conclusion

There is sufficient interest from area residents, as well as support from the local Ward Councillor, for the implementation of physical traffic calming measures on Churchill Meadows Boulevard, McDowell Drive, Tacc Drive, and Lisgar Drive.

Attachments

Appendix 1: Location Map – Churchill Meadows Boulevard between Mocha Mews/Quiet Creek Drive and Eglinton Avenue West (Ward 10)

Appendix 2: Location Map – Lisgar Drive between Beechnut Row/Cedar Hedge Rise and Saratoga Way/Forest Bluff Crescent (Ward 10)

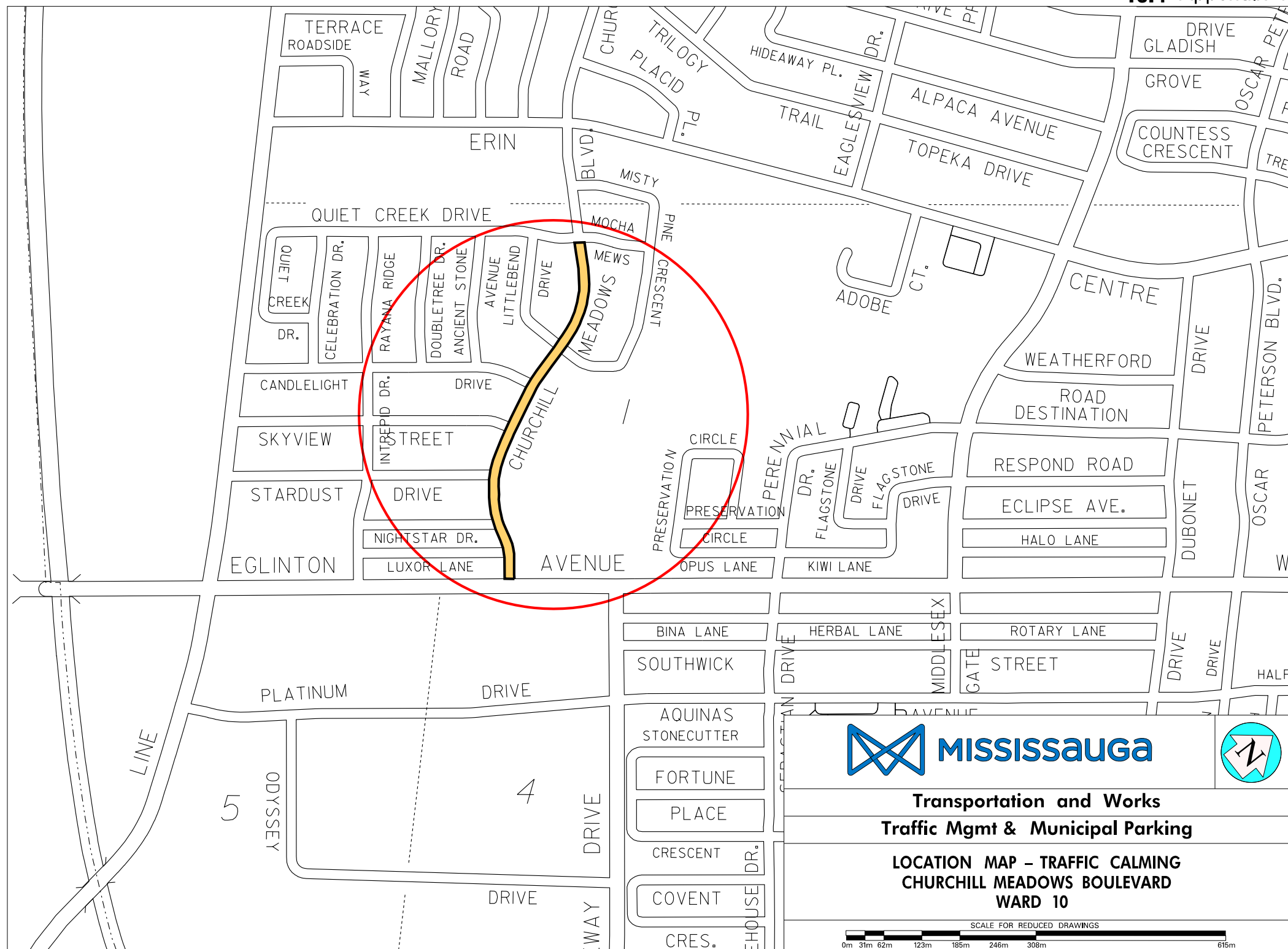
Appendix 3: Location Map – McDowell Drive between Churchill Meadows Boulevard and Tenth Line West (Ward 10)

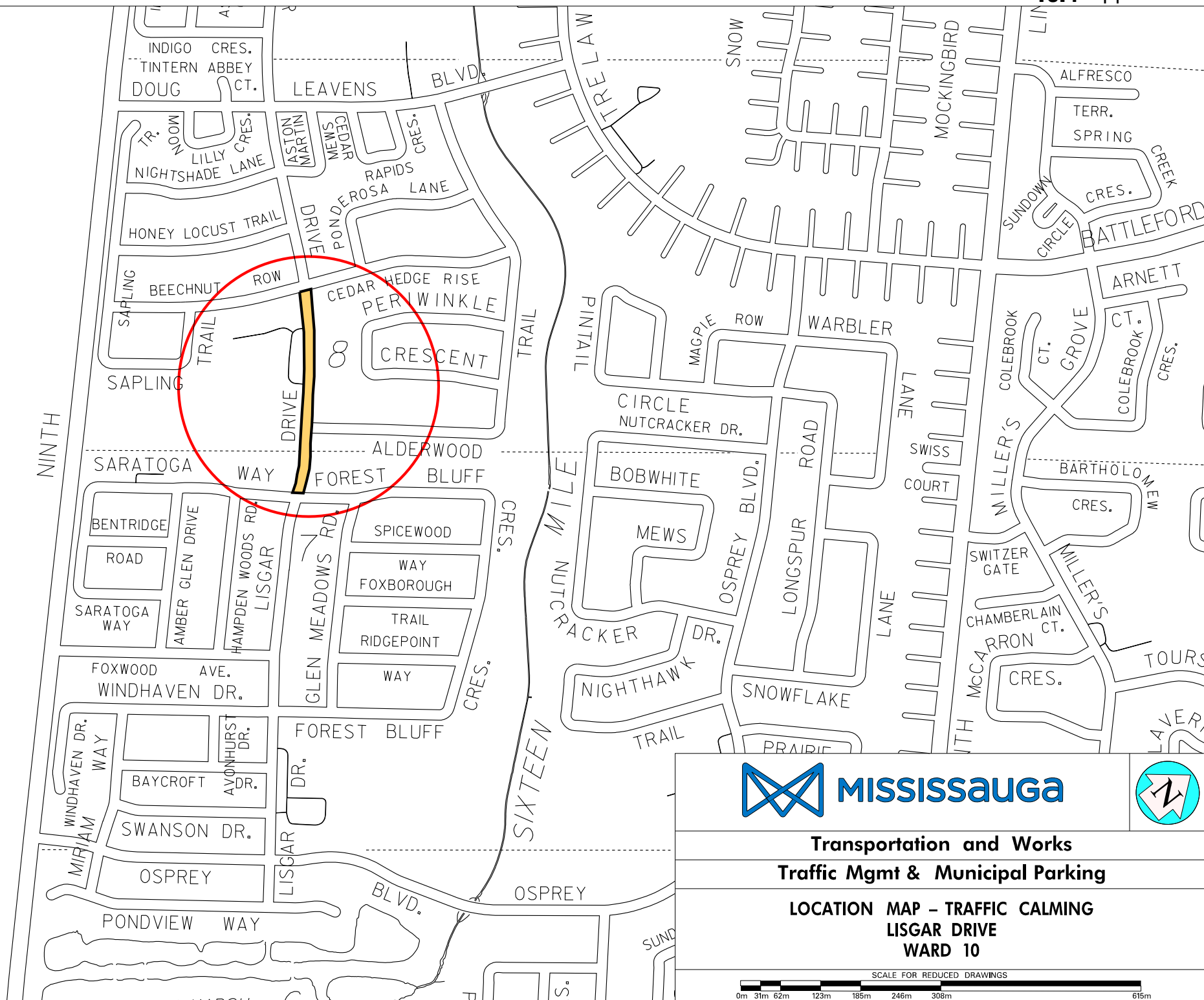
Appendix 4: Location Map – Tacc Drive between Tenth Line West and Oscar Peterson Boulevard (Ward 10)

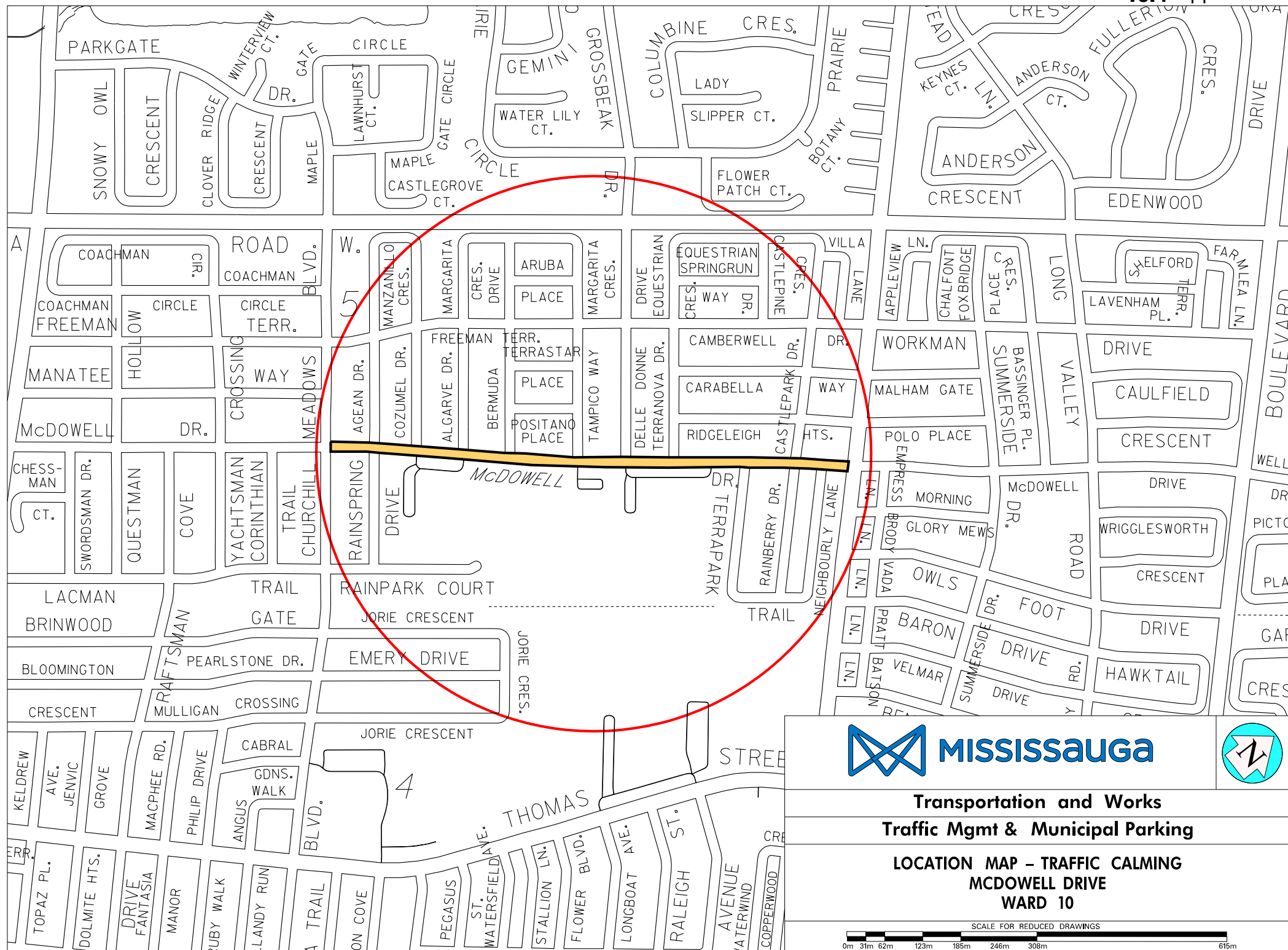


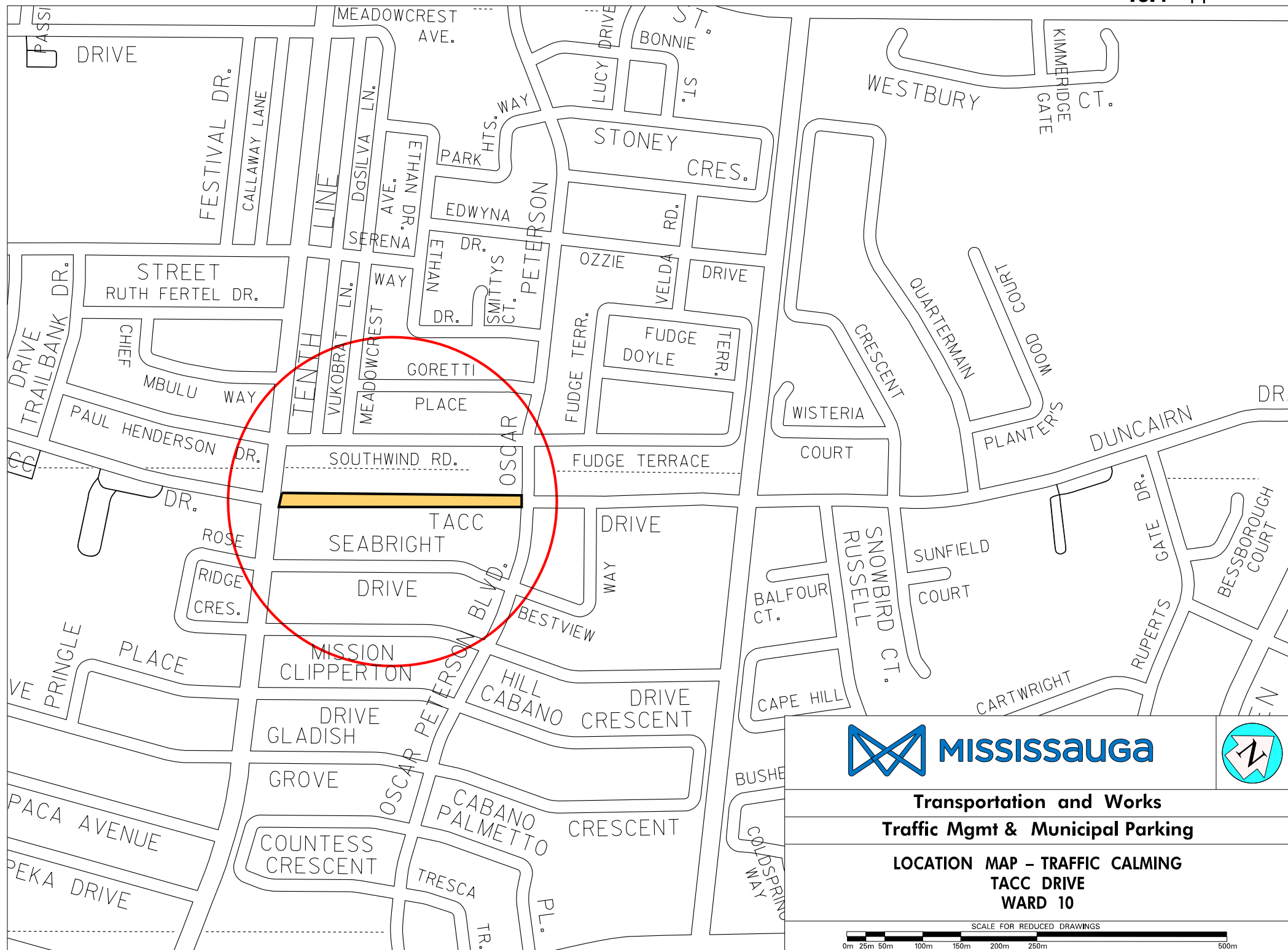
Geoff Wright, P.Eng, MBA, Commissioner of Transportation and Works

Prepared by: Khulud Sheeraz, C.E.T., Road Safety Technologist









Date: April 4, 2022

To: Chair and Members of General Committee

From: Shari Lichterman, CPA, CMA, Commissioner of
Corporate Services and Chief Financial Officer

Originator's files:

Meeting date:
April 27, 2022

Subject

Certificate of Recognition (COR) Health and Safety Certification Program Update

Recommendation

That Phases 4 and 5 of the City's requirement for COR certified construction contractors commence on July 1, 2023 and July 1, 2024 respectively, subject to verification of market readiness, as outlined in the Corporate Report dated April 4, 2022 from the Commissioner of Corporate Services and Chief Financial Officer titled "Certificate of Recognition (COR) Health and Safety Certification Program Update".

Executive Summary

- At its meeting on June 20, 2018, Council approved the recommendation "That, to demonstrate its commitment to health and safety, the City requires its construction contractors to be COR certified as a condition of contract award in accordance with the contract value and phased implementation schedule commencing in September 2018" (ref. GC-0391-2018).
- The Certificate of Recognition (COR) granted by the Infrastructure Health and Safety Association (IHSA) is an accredited certification program in Ontario. COR is a comprehensive health and safety audit tool designed for the construction industry.
- To become certified construction contractors must demonstrate that they meet the requirements of the *Occupational Health and Safety Act* (OHSA) with formal processes, practices and training in place.
- Requiring construction contractors to be COR certified aligns with the City's Sustainable Procurement Policy.
- The City's COR program is being rolled out in phases, based on contract value: Phase 1 notified construction contractors of the City's COR program;
- Phase 2 commenced in September 2019, requiring COR certified contractors for construction projects with a value of \$25,000,000 or more;

- Phase 3 commenced in September 2020, requiring COR certified contractors for construction projects with a value of \$10,000,000 or more;
- Phase 4, requiring COR for contracts with a value of \$5,000,000 or more, and Phase 5, requiring COR for contracts with a value of \$100,000 or more, are contingent on a review of market readiness prior to implementation of each phase.
- Market readiness takes into account the status of COR uptake by smaller construction contractors and is key to ensuring sufficient competition.
- COVID-19 has affected many businesses, significantly disrupting their normal operations and may have delayed their COR certification. Staff recommend that the roll out of Phases 4 and 5 commence in July of 2023 and 2024 respectively to give the market and contractors time to stabilize and recover.

Background

The City's Sustainable Procurement Policy came into effect on July 1, 2018. The policy demonstrates the City's commitment to continuously improve the social and environmental impacts of its procurement of Goods and Services. The social aspects of Sustainable Procurement include buying goods and services from suppliers with good health and safety workplace practices. The Certificate of Recognition (COR) granted in Ontario by the Infrastructure Health and Safety Association (IHSA) aligns with the Sustainable Procurement Policy.

About COR

COR is a comprehensive health and safety audit tool. It is an accredited certification program with certification granted exclusively in Ontario by the Infrastructure Health and Safety Association (IHSA). Construction contractors must demonstrate their standards of health and safety management systems through a structured audit process. It takes a contracting organization approximately 12-18 months to achieve certification, which is valid for three years. In years, two and three the contractor must perform annual maintenance audits to maintain certification status.

The unique feature and benefit of COR certification is the third party verification for compliance against an exacting standard that complies with the OHSA. Construction contractors having other health and safety management systems in place can apply for COR equivalency through the IHSA.

Recently, COR was enhanced to COR 2020 in order to help interested workplaces qualify for financial rewards, offsetting the costs of becoming COR certified, and recognition from the Ministry of Labour, Training and Skills Development and the Workplace Safety and Insurance Board.

Occupational health and safety programs intend to reduce workplace accidents and the burden they impose on society through healthcare costs and on individuals exposed to risks. While COR does not guarantee that there will be no accidents and lack of COR certification does not necessarily mean that a contractor is unsafe, COR promotes construction sites that are as safe as possible.

COR certification is currently also required by the City of Toronto, York Region, the City of Vaughan, Infrastructure Ontario, Metrolinx, the City of Brampton, the Toronto Transit Commission and the Town of Milton.

Comments

This report recommends that the City continue to implement COR as a requirement for its construction contractors and that Phases 4 and 5 of the program commence in July of 2023 and 2024 respectively to ensure market readiness by contractors.

According to the IHSA website, approximately 500 Ontario contractors are currently COR certified and approximately 1600 are registered in the program. Uptake among contractors is increasing; however, COVID-19 disrupted normal business and shifted priorities for many contractors. Many of the City's regular contractors for higher value projects are already COR certified or COR registered, however the City has a significant volume of contracts at the lower values. Prior to implementation of each new phase, Staff will review market conditions to ensure that sufficient competition is available and may defer implementation of the phase or require COR for specific projects only.

The City will continue to communicate with construction contractors and post notices to ensure they are aware of the City's future requirements for COR. The City will retain the authority to consider alternate equivalent certified health and safety programs, such as ISO 45001, provided that they meet the requirements of the COR certification. This is necessary for projects that fall under the Canada Free Trade Agreement (CFTA) and the Comprehensive Economic Trade Agreement (CETA) and in the event of emergencies.

Staff from Facilities and Property Management, Human Resources, Works and Operations Maintenance, Infrastructure Planning and Engineering, Parks Development and Legal Services have reviewed this report and support the recommendation. Appendix 1 provides details on City construction services and dollar values.

Internal COR Certification

Internal COR certification, such that the City would become COR certified, is presented by the IHSA as demonstrating leadership by example. However, no Ontario municipalities are COR certified at this time. The City of Brampton and the Town of Milton are considering internal COR certification and are assessing the full scope of the initiative.

The City's Health and Safety Management System (HSMS) is described in Policy No. 01-07-05. The HSMS is based on the Canadian Standards Association (CSA) Z-1000-06 Occupational Health and Safety Management System Standard. The City has a good safety record; no significant issues have been raised to prompt a major change to current practices. Furthermore, the construction contractor safety management process provides a consistent direction for managing contractor safety. It helps protect City employees and contractor personnel from workplace injury and occupational illness and from losses associated with incidents related to the contracted work.

The CSA standard Z-1000 applies to all City business units while an internal COR program would apply only to business units that oversee construction services, such as Facilities and Property Management, Works Operations and Maintenance, Capital Works, and Parks Development.

COR is a tool for the construction industry and the IHSA is currently expanding certification to manufacturing environments. It is not for the services the City provides. The City has strong health and safety policies in place relevant to its staff and the services it provides. Internal COR certification is not recommended at this time. Staff will continue to monitor if COR certification internally is a feasible future step.

Financial Impact

There is no cost to the City related to requiring construction contractors to be COR certified.

Conclusion

Requiring construction contractors to be COR certified aligns with the City's Sustainable Procurement Policy and demonstrates the City's commitment to health and safety. The City implemented COR in September 2018 and has rolled out three Phases. Staff recommend implementation of Phases 4 and 5 in July of 2023 and 2024 respectively to provide additional recovery time to construction contractors affected by COVID-19.

Attachments

Appendix 1: City Construction Services and Values



Shari Lichterman, CPA, CMA, Commissioner of Corporate Services and Chief Financial Officer
Prepared by: Erica Edwards, Manager, Procurement, External Services

City Construction Services and Values

(New Contracts Awarded in 2021)

Value of Contracts	Transportation & Works Capital Works	Transportation & Works Operations & Maintenance	Corporate Services Facilities & Property Management	Community Services Park Development
	No. of Contracts	No. of Contracts	No. of Contracts	No. of Contracts
> \$25 million	0	0	0	0
\$10 million to \$25 million	0	0	0	0
< \$10 million	17	2	51	20
Highest value contract	\$8,837,044	\$1,670,869	\$8,398,868	\$1,339,830
Total all construction	\$56,571,696	\$1,951,632	\$43,386,551	\$8,431,742
Types of Construction Services (examples)	<ul style="list-style-type: none"> • Road Resurfacing • Storm Water Facility • Road Improvements • Erosion Control • Sidewalks • Utility Relocations • Traffic Signals 	<ul style="list-style-type: none"> • Roadway Maintenance • Catch Basin Maintenance 	<ul style="list-style-type: none"> • Building Renovations • Pool Repairs • Ice Plant Repairs • Building Envelope Repairs • Hoist Replacement • Roof Replacement 	<ul style="list-style-type: none"> • Spray Pad Construction • Landscape Improvements • Supply & Install Shade Structure • Construct Community Garden

City of Mississauga Corporate Report



10.6

Date: March 29, 2022

To: Chair and Members of General Committee

From: Shari Lichterman, CPA, CMA, Commissioner of
Corporate Services and Chief Financial Officer

Originator's files:

Meeting date:
April 27, 2022

Subject

Streamline Development Approval Fund

Recommendation

That the report dated March 29, 2022 entitled "Streamline Development Approval Fund" from the Commissioner of Corporate Services and Chief Financial Officers be received for information.

Executive Summary

- The Streamline Development Approval Fund is a \$45 million provincial program designed to assist Ontario's largest municipalities modernize, streamline and accelerate processes for managing and approving housing applications.
- Under this program, the City of Mississauga is eligible to receive up to \$1 million, and there is no municipal cost-sharing requirement.
- Funding will be used to support the 'MAX System Project' (PN 22600) which will return \$0.8 million to the Tax Capital Reserve Fund (#33121) for use on other capital projects.
- As per the April 27, 2022 GC Corporate Report titled 'Financial Report as at December 31, 2021 & Year-End WIP', the 'MAX System Project' will be re-named 'Streamline Development Project', and the projects gross budget increased to \$1 million, resulting in a net zero budget.
- An interim report, submitted April 22, 2022 identified what the funding will be used for. A final report, inclusive of a publicly posted staff report is due February 28, 2023.

Background

On January 19, 2022, the provincial government announced more than \$45 million for a new Streamline Development Approval Fund, administered by the Ministry of Municipal Affairs and Housing. This fund will help Ontario's 39 largest municipalities modernize, streamline and accelerate processes for managing and approving housing applications.

Funding can be used for:

- Streamlining development approval initiatives such as e-permitting systems, temporary staff (including full-time staff or interns) to address backlogs, online application portals and other provincial priorities; or
- Diversity internship programs to support diversification of planning/building departments by offering internships to qualified students/new graduates with a focus on people with disabilities, Indigenous, Black and racialized individuals, and people from diverse ethnic and cultural origins, sexual orientations, gender identities and expressions.

Under this program, the City of Mississauga is eligible to receive up to \$1 million, and there is no municipal cost-sharing requirement. Eligible expenses must be incurred between January 19, 2022 and February 28, 2023, the program end date.

Present Status

In order to be eligible to receive the funding allocated, the City was required to confirm our participation in the program through a sign-back letter, no later than January 31, 2022.

Once participation in the program was confirmed, the City was required to enter into a Transfer Payment Agreement (TPA) with the Ministry of Municipal Affairs and Housing. The TPA was executed February 25, 2022. There was no requirement prior to signing the TPA to advise the funder how funding was going to be used.

As per the TPA, two reports are required to be provided to the funder:

1. Interim Report – Due April 22, 2022

- This report has been submitted.
- The report included a written description of how the City intends to spend the Funds, along with a work plan, timeline and budget for the project; as well as a list of any costs incurred to date, along with supporting documentation

2. Final Report – Due February 28, 2023

- Includes a publicly posted staff report which includes a summary of the project, how the funds were spent, and measures or actions expected to be achieved; and the completion of a report back template (to be provided by the funder).

Comments

Through funding received from the Streamline Development Approval Fund, the City will create a development charge (DC), community benefits charge (CBC) and cash-in-lieu (CIL) of parkland charges solution that will automate calculations, generate invoices, track payments and generate reports for land development charges; the following efficiencies will be realized:

- An enhanced DC module that will function as a one-stop solution for the calculation, invoicing, collection, tracking and reporting of DCs, simplifying current workflow;
- Adding functionality for calculating and invoicing the new CBC and DC deferral payments, which will eliminate manual invoicing and payment tracking;
- Invoicing and payment tracking;
- Improved CIL Parkland charge determination/calculations within the system, improving workflow between departments, reducing staff time;
- Greater automation in the DC calculation process to reduce human errors and reduce staff time generating invoices/quotes;
- Enhancements to invoicing and payment recording/tracking, eliminating manual tracking and responding to changes in industry practices; and
- Improved revenue reporting capabilities, eliminating manual data manipulation and reducing staff time.

Financial Impact

The City anticipates receiving its full allocation of \$1 million to fund 'MAX System Project (PN 22600), which will return \$0.8 million to the Tax Capital Reserve Fund (#33121) for use on other capital projects. As per the April 27, 2022 GC Corporate Report titled 'Financial Report as at December 31, 2021 & Year-End WIP', the 'MAX System Project' will be re-named 'Streamline Development Project', and the projects gross budget will be increased to \$1 million, resulting in a net zero budget.

Funding will be provided through an initial upfront payment of \$500,000 within 30 days of execution of the Transfer Payment Agreement, and the remainder, based on project actuals will be provided upon submission and approval of the final report. The initial payment has been received.

Conclusion

The Streamline Development Approval Fund provides the City with an opportunity to ensure it has the tools and resources it needs in place to support the development process without requiring a municipal contribution to do so.



Shari Lichterman, CPA, CMA, Commissioner of Corporate Services and Chief Financial Officer

Prepared by: Ann Wong, Manager Financial Strategies

City of Mississauga

Corporate Report



10.7

Date: April 8, 2022	Originator's files:
To: Chair and Members of General Committee	
From: Shari Lichterman, CPA, CMA, Commissioner of Corporate Services and Chief Financial Officer	Meeting date: April 27, 2022

Subject

2021 Year End Reserve and Reserve Fund Report

Recommendation

That the corporate report dated April 8, 2022 from the Commissioner of Corporate Services and Chief Financial Officer entitled "2021 Year End Reserve and Reserve Fund Report" be approved, as follows;

1. That a new Reserve Fund entitled "Parking Meter Revenues" (#35519) be created to be used to transfer surplus from Parking Revenue;
2. That \$291,276.99 be transferred from the "Special Holding Reserve Fund" (#35589) to "Parking Meter Revenues" (#35519);
3. That a new Reserve entitled "DC Incentive Program Reserve" (#30163) be created for the implementation of an incentive program for eligible non-profit developments;
4. That CIL Parking Reserve Funds (#35351 to #35355 and #35360) be merged into one Reserve Fund under #35351 and that the Reserve Fund be renamed to "CIL Parking- City Wide (#35351);
5. That Column II of Schedule "B" of By-law #0298-2000 be amended to the following description for "Debt Management Reserve Fund - Tax Capital": Debt funds to be allocated to debt projects or debt surplus funds to be re-allocated for similar projects;
6. That the Federal Gas Tax Reserve Funds (#35182 and #35183) be renamed to "Canada Community Building Fund Reserve Fund- AMO" (#35182) and "Canada Community Building Fund Reserve Fund-Region" (#35183);
7. That funding of \$12,182,362 be transferred from the Affordable Housing Reserve Fund (#35596) to the DC Incentive Program Reserve (#30163);
8. That funding of \$4,000,000 be transferred from the Building Revenue Stabilization Reserve (#30161) to the Affordable Housing Reserve Fund (#35596);
9. That \$659,212.48 be transferred from the MoveOntario 2020 Higher Order Transit Reserve Fund (#35187) to the Capital Reserve Fund (#33121);
10. That all necessary required by-laws be enacted.

Executive Summary

- Reserves and Reserve Funds (R&RF) balances have increased by \$107.4M from 2020 year-end to 2021 year-end.
- No adjustments to R&RFs balances required in order to meet targets.
- Four new R&RFs were established and one Reserve Fund was closed in 2021.

Background

Reserves and Reserve funds (R&RFs) are created to assist with long-term financial stability and financial planning. By maintaining reserves, the City can accumulate funds for future needs or contingent liabilities, a key element of sound long-term financial planning practices. R&RFs also provide stability in times of unexpected shifts in revenues and expenditures. Credit rating agencies consider municipalities with higher reserve balances more advanced in their financial planning. Reserves are maintained to:

- Provide stability in the face of variable and uncontrollable factors (e.g., growth, interest rates, and changes in subsidies) and to ensure adequate and sustainable cash flows;
- Provide financing for one-time or short-term requirements without permanently impacting tax rates;
- Make provisions for replacement of capital assets to sustain infrastructure;
- Provide flexibility to manage debt levels and protect the City's financial position; and
- Provide for future liabilities.

The City's Long Range Financial Plan will be updated in the 2023-2026 Business Plan based on the status of R&RFs as provided in this report.

Discretionary Reserves & Reserve Funds vs. Obligatory Reserves & Reserve Funds

Discretionary Reserves are established at the discretion of Council, often as part of an overall strategy to fund programs or special projects. Discretionary Reserves are generally used to mitigate the impact of fluctuations in operating costs and revenue. Examples of reserves currently used to mitigate budgetary fluctuations include the Reserve for Winter Maintenance and the Fiscal Stability Reserve. At the City, interest is not allocated to reserves.

Discretionary Reserve Funds or Obligatory Reserves are established by Council for a specific purpose (i.e. Development Charges and Federal & Provincial Gas Tax). They contain funds that have been set aside as directed by a requirement of provincial or federal legislation, or by a decision of Council. Examples include funds for conducting major repairs, renovations or rehabilitation of buildings or large equipment; acquiring new assets; and, the lifecycle replacement of older city assets. Interest earned on these reserve funds must be allocated to the reserve fund that earned the interest.

At the end of 2021, over 40% of the balances in the City's R&RF accounts were classified as obligatory. Discretionary R&RFs make up the remaining 60% and are largely earmarked to finance the city's aging infrastructure as well as securing funds for unforeseen or emergency circumstances.

Comments

Opening and Closing of Reserves and Reserve Funds in 2021

Four new R&RFs were established in 2021 through Council approved Corporate Reports:

Automated Enforcement Reserve Fund (#35580)

According to the provincial guideline for Automated Speeding Enforcement revenue: “municipal revenue, collected under any Municipal ASE program, that exceeds the costs of delivering the Municipal ASE program is used to support local public safety and educational initiatives”. A reserve fund was set up for any revenue received from the ASE program, after which the funds will be transferred to cover the program expenses, and to be used for road safety initiatives.

COVID19 Recovery Funding Municipal Reserve Fund (#30152)

Should the funding received exceed the City’s 2021 COVID-19 operating costs and pressures, the province’s expectation is that the City will place the excess funding into a reserve fund to be accessed to support any future 2022 COVID-19 operating costs and pressures. A separate “COVID-19 Recovery Funding for Municipalities Program” Reserve Fund was established for this purpose.

Discretionary DC Exemption Reserve Fund (#35600)

The purpose of this Reserve Fund is to fund any discretionary DC exemptions, such as interest, approved by Council. The Discretionary DC Exemption Reserve Fund was funded through tax through the 2022 operating budget. This will be used to fund future DC projects.

Tax-Funded Planning and Studies (#33122)

A new Tax-Funded Planning and Studies Reserve Fund was established with the purpose of segregating funding for various studies such as Master Plans and Studies across all service areas. These projects have previously been funded through the Tax-Capital Reserve Fund. This administrative segregation will provide increased transparency regarding how much is spent on planning studies. Equivalent funding will be transferred from the Tax Capital Reserve Fund.

One Reserve Fund was closed in 2021 through Council approved Corporate Reports:

Donations- Boeing Airport Memorial (#35538)

The donation made by Boeing Toronto Ltd. in the amount \$25,000 plus all accrued interest to Dec 31, 2020 is to be used for its intended purposes of honouring the employees that worked at this site by creating Story Boards for the Avro Arrow Project. Council enacted a bylaw to transfer the funds from the Boeing Reserve Fund (#35538) to the AVRO Arrow Project (PN#19351) and subsequently close the Boeing Reserve Fund.

New Reserve and Reserve Fund**Parking Meter Revenues (#35519)**

A new Discretionary Reserve Fund is to be established with the purpose of managing the net revenues that are deposited from the parking meters at year end. The current process is being changed to enhance financial reporting. RF#35589 has been used temporarily for yearend purposes. An adjusting entry will move the funds into the new Reserve Fund once it is established.

DC Incentive Program Reserve (#30163)

A new Reserve is to be established for providing funds for the implementation of an incentive program for eligible non-profit developments.

Consolidation of Reserve Funds

In the Parking Master Plan it was determined that it would be beneficial to merge the six geographically-delineated parking reserve accounts into one reserve fund. The City follows a principle that prioritizes its City-wide capital program on a need basis. Merging the six capital reserves into one account would help the City to maintain this principle. It is recommended that the following reserve funds be consolidated into reserve fund #35351 and be renamed to "CIL Parking- City Wide".

35351- CIL Parking Port Credit
35352- CIL Parking Cooksville
35353- CIL Parking Clarkson
35354- CIL Parking Streetsville
35355- CIL Parking Lakeview
35360- City Centre Off- Street Parking

Amendment of Reserve and Reserve Funds**Debt Management Reserve Fund -Tax Capital (#37100)**

To align with the new accounting process for funding capital projects, the following description change is recommended for this Reserve Fund:

Current By-law Column II Wording: "Debt surplus funds to be re-allocated for future debt projects or reallocate funding where a deficit exists on similar projects."

Proposed By-law Column II Wording: "Debt funds to be allocated to debt projects or debt surplus funds to be re-allocated for similar projects."

Federal Gas Tax Reserve Funds (#35182 and #35183)

As of June 29, 2021 the Federal Gas Tax Fund has been renamed to Canada Community-Building Fund (CCBF). This name change better reflects the program's evolution over time and does not alter or modify the objectives or requirements of the program. For the City to be aligned with this change it is recommended to rename the City's Federal Gas Tax Reserve Funds:

- #35182- FEDERAL GAS TAX RESERVE FUND-C to Canada Community Building Fund – AMO
- #35183 - FEDERAL GAS TAX RESERVE FUND-R to Canada Community Building Fund – Region

Transfers

- 1) A corporate report dated March 11, 2022 entitled, “Development Charges Grants for Eligible Non-Profit Developments” was approved to establish and to administer grants for eligible non-profit developments, including long-term care homes, hospices, shelters and transitional homes. The grant is intended to reimburse non-profit organizations on the City portion of development charges paid on eligible developments. On the same corporate report, a grant was approved by Council to be provided to Trillium Health Partners in the amount of \$9,917,802.51 for their development providing 632 long-term care beds at 2180 Speakman Drive.

In 2021, Council approved a zero per cent interest rate on deferred DC payments, to support the City’s Housing Strategy and alignment with the Region of Peel DC deferral annual interest rate. However, due to budget pressures, the 2022 operating budget request of \$2.8M to fund the program was reduced to \$1.4M.

In order to fund the Grants for Eligible Non-Profit Development program and the Zero Interest Deferral program fully up to 2024, a transfer of \$12,182,362 is recommended to be transferred from the Building Revenue Stabilization Reserve (#30161) to the DC Incentive Program Reserve (#30163).

- 2) A corporate report dated March 14, 2022 entitled, “Development Charges Grants for Eligible Affordable Rental Housing” was approved to provide a grant program equivalent to the City portion of development charges to support affordable rental housing on a 500 unit pilot basis. The annual cost is estimated at \$2M.

Initial funding of this program will be done through a transfer from the Building Revenue Stabilization reserve (#30161) to the Affordable Housing Reserve Fund (#35596) in the amount of \$4M.

- 3) A reallocation of interest from the Move Ontario 2020 Higher Order Grant program to the Tax Capital Reserve Fund (#33121) in the amount of \$659,212.48. The conditions of the funding agreement were met and thus the interest accrued in this account is being transferred in order to fund future capital transit initiatives.

LEAN Project: Funding Capital Projects

A LEAN Green Belt Project was undertaken by Finance staff this year to redesign the process of funding transfers to the Council approved capital projects. Previous process was to move the funds from the R&RFs to the Project immediately upon Council approval. The money was tied up until the completion of that project, at which time any leftover money would be returned back to the reserve or reserve fund. This cycle could take anywhere between 2 and 4 years, or longer.

The timing of this transfer to projects affects the interest allocation in Reserve Funds. Interest is allocated first on average RF balances based on a calculated rate. Any residual holding after that is allocated on a percentage RF balance. Transferring funding at the time of project approval causes a misalignment between timing of transferring of funding to the project and project expenditures from accounting standpoint. To improve this process a new procedure was created;

sub-reserve and sub-reserve funds were set up to segregate encumbered funds but still be able to roll up and be part of the overall R&RF balance. The money from these accounts is transferred to the projects to cover expenses in the year that they are incurred.

Other benefits of this project that were accomplished:

- control over capital project progress
- simplify and improve financial planning
- efficiencies during budgeting and WIP cycles

2021 Year-End Balances and Significant Changes from 2020

As at December 31, 2021, City staff managed 111 R&RFs with a consolidated 2021 year-end balance of \$1.066B. The total balance of R&RFs has increased by \$107.4M from 2020 to 2021. Table 1 summarizes all operating and capital R&RFs. R&RF balances are managed on an individual basis. Appendix 1 provides a more detailed listing of each R&RF.

Table 1. Reserves and Reserve Funds - Position (\$000s)

	<u>Year End 2020</u>	<u>Year End 2021</u>	<u>\$ Change in Balance</u>	<u>% Change in Balance</u>
Obligatory R&RFs				
Development Charges	127,072	170,189	43,117	33.9%
CIL Parkland	95,214	75,642	-19,572	-20.6%
CIL Parking	9,180	9,258	78	0.8%
Bonus Zoning	3,030	2,546	-484	-16.0%
Provincial Gas Tax	51,274	40,636	-10,637	-20.7%
Federal Gas Tax	92,443	113,807	21,365	23.1%
Safe Restart Transit	0	18,228	18,228	-
	378,212	430,308	52,095	
Discretionary R&RFs				
Fiscal Stability	55,752	56,872	1,119	2.0%
Operating Reserves	52,946	58,727	5,782	10.9%
Stormwater Reserves	5,952	5,371	-581	-9.8%
Developer Contributions	23,157	25,691	2,534	10.9%
Employee Benefits	34,484	33,610	-874	-2.5%
Insurance	46,052	44,750	-1,302	-2.8%
Lot Levy	65,305	67,747	2,442	3.7%
Other Reserve Funds	12,067	44,260	32,193	266.8%
Stormwater Reserve Fund	64,450	73,568	9,118	14.1%
Tax Capital	195,956	203,065	7,110	3.6%
Tax Specific	24,543	22,316	-2,227	-9.1%
	580,663	635,978	55,315	
Total R&RFs	958,875	1,066,285	107,410	

Development Charges Reserve Funds received \$97.7M in 2021. Funds were transferred to fund the DC 2021 Capital Program and funds were returned during the 2020 Yearend and 2021 Midyear WIP process. This resulted in an overall increase in the Development Charges Reserves of 33.9%.

The City acquired large land parcels during 2021, thus reducing the balance of the CIL Parkland Reserve Fund by 20.6%.

Various projects eligible for Section 37 funding commenced in 2021.

The overall balance in the Provincial Gas Tax Reserve Funds decreased by \$10 million in 2021 attributed to a reallocation of interest from the Move Ontario 2020 Higher Order Grant program to the Tax Capital Reserve Fund. The conditions of the funding agreement were met and thus the interest accrued in this account was transferred in order to fund future capital transit initiatives.

The increase in the Federal Gas Tax Reserve Funds is mostly attributed to the doubling (top-up) announced in Bill C-30.

The large increase in the “Other Reserve Funds” category is attributed to the funding received from the COVID19 Recovery Funding for Municipalities program in the amount of \$20.3M, out of which \$2.7M was used towards funding the City’s deficit. The other large transfer was into the Affordable Housing Reserve Fund from the Building Revenue Surplus.

Stormwater Reserve Funds have increased during 2021 mainly due to the transfer from operating for the Stormwater Pipe Reserve Fund as well as some returns of funds from Capital projects due to project completion.

Reserves & Reserve Funds with Targets

Target balances for specific R&RFs have been identified to ensure these R&RFs are adequately funded. Appendix 2 provides a summary of all R&RFs with targets, comparing 2021 year-end balances to target. R&RF targets and balances are continually reviewed by finance staff. Any funding requirements or revised targets are addressed through the annual Business Plan & Budget process, or specific corporate reports.

Financial Impact

There are no financial impacts resulting from the recommendations in this report. The R&RF balances are in a fiscally stable position. Annual capital budget development and the Long Range Financial Plan ensure that R&RFs are optimally used to address infrastructure replacement and city building needs. Strong and predictable R&RF balances also ensure the City can fund projects should anticipated senior government funding not be available or to cost-share infrastructure projects (e.g. ICIP). Established principles and procedures for the City’s Reserves and Reserve Funds ensure the City is well positioned for long-range financial planning, and reduce the potential for unanticipated budget pressures.

The City's 2021 deficit (due to COVID-19 pressures) was funded by emergency funding from both the Federal and Provincial levels of government. COVID related pressures in 2022 and 2023 are anticipated to be significant, largely in part due to slowly recovering transit and recreation revenues, as well as negative impacts due to very low GTAA PILT revenue. These shortfalls will be managed through a combination of already announced Safe Restart and COVID-19 Recovery Funding, use of reserves, aggressive management of costs, monitoring of revenues and continued advocacy for Federal and Provincial assistance.

Conclusion

Strong R&RF management and administration are key components of the City's long-term planning strategies and assists the City in achieving sustainability and flexibility while minimizing vulnerability. Planning for future liabilities and providing for a contingency ensures these liabilities and risks can be addressed as required.

Financial Strategies has established an approach of continuous improvement with respect to R&RFs. Policies, procedures and guidelines continue to be developed. Staff will continue to report ongoing activity through the Budget and Business Planning cycle and through the annual R&RF report.

Attachments

Appendix 1: Reserves and Reserve Funds – Year End 2021

Appendix 2: Reserves and Reserve Funds with Targets - Balance Compared to Target



Shari Lichterman, CPA, CMA, Commissioner of Corporate Services and Chief Financial Officer

Prepared by: Ann Wong, Manager, Financial Strategies

Reserves and Reserve Funds – Year-End 2021 (\$000s)

<u>Reserves and Reserve Funds</u>	<u>Year End 2020</u>	<u>Contributions</u>	<u>Expenditures</u>	<u>Interest</u>	<u>Year End 2021</u>	<u>Balance Change</u>	<u>% Change Year over Year</u>
Obligatory Reserves and Reserve Funds							
DCA-General Government	-3,837	380	0	-88	(3,545)	292	-8%
DCA-Recreation & Parks Development	23,432	36,442	-12,639	808	48,043	24,611	105%
DCA-Library	4,574	3,862	-1,538	123	7,021	2,447	54%
DCA-Parking	6,255	1,352	0	168	7,774	1,519	24%
DCA-Hershey Debt	0	-23	0	23	0	0	-
DCA-Development Related Studies- Discounted	-493	541	-473	-11	(436)	57	-12%
DCA-Fire Services	-9,493	3,081	0	-194	(6,605)	2,887	-30%
DCA-Transit	10,354	3,507	-834	282	13,309	2,955	29%
DCA-Roads and Related Infrastructure	39,348	43,390	-30,507	1,051	53,281	13,933	35%
DCA-Public Works Build & Fleet	12,208	2,213	-2,975	273	11,719	(489)	-4%
DCA-Stormwater Management	35,198	1,428	-2,423	832	35,035	(163)	0%
DCA-Development Related Studies- Non-Discounted	162	651	-484	5	334	172	106%
DCA-LAC (G)	0	-3	0	3	0	0	-
DCA-City Holding	0	-0	0	0	(0)	(0)	-
DC Appeal - Residential 2014	389	0	0	9	398	9	2%
DC Appeal - Industrial 2014	83	0	0	2	85	2	2%
DC Appeal - Non-Industrial 2014	280	0	0	7	287	7	2%
2019 DC Appeal-Residential	5,204	-2,602	0	114	2,715	(2,489)	-48%
2019 DC Appeal-Industrial	1,894	-1,505	0	30	419	(1,475)	-78%
2019 DC Appeal-Non-Industrial	1,513	-1,183	0	23	353	(1,160)	-77%
Total Development Charges	127,072	91,530	(51,872)	3,460	170,189	43,117	34%
Cash in Lieu of Parkland- Open Space	0	0	0	-0	(0)	(0)	-
CIL Parkland	72,361	29,341	-70,496	2,926	34,132	(38,230)	-53%
CIL Structures	22,853	19,266	-1,720	1,112	41,511	18,658	82%
Total CIL Parkland	95,214	48,607	(72,216)	4,038	75,642	(19,572)	-21%
CIL Parking Port Credit	4,679	4	-250	173	4,607	(73)	-2%
CIL Parking Cooksville	124	0	0	5	129	5	4%
CIL Parking Clarkson	443	0	-0	17	460	17	4%
CIL Parking Streetsville	12	249	0	7	268	257	2214%
CIL Parking Lakeview	109	0	-100	2	11	(98)	-90%
City Centre Off-Street Parking	3,813	79	-250	141	3,783	(30)	-1%
Total CIL Parking	9,180	333	(600)	345	9,258	78	1%
S. 37 Bonus Zoning	3,030	302	-901	116	2,546	(484)	-16%
Total Bonus Zoning	3,030	302	(901)	116	2,546	(484)	-16%
MRT Reserve Fund - Prov	2,726	-2,726	0	109	109	(2,616)	-96%
Provincial Transit Grant Reserve Fund	3,362	0	0	126	3,488	126	4%
MOVE-ONTARIO 2020	13,497	-10,173	0	474	3,798	(9,699)	-72%
Metrolinx Bikeline Reserve	78	0	0	5	83	5	6%
Provincial Gas Tax Reserve Fund	31,611	18,938	-18,500	1,109	33,158	1,547	5%
Total Provincial Gas Tax	51,274	6,040	(18,500)	1,823	40,636	(10,637)	0%
Federal Public Transit Reserve Fund	4,574	61	-3,521	94	1,208	(3,366)	-74%
Federal Gas Tax Reserve Fund	8,564	52,902	-31,269	726	30,922	22,358	261%
Federal Gas Tax Reserve Fund	79,305	37,722	-37,898	2,548	81,678	2,372	3%
Total Federal Gas Tax	92,443	90,685	(72,688)	3,368	113,807	21,365	23%
Safe Restart Municipal Reserve	0	15,492	-15,492	0	0	0	-
Safe Restart Transit Reserve Fund	0	50,178	-32,769	819	18,228	18,228	-
Total Safe Restart	0	65,670	(48,261)	819	18,228	18,228	-
Total Obligatory R&RFs	378,212	303,166	(265,039)	13,968	430,308		

<u>Reserves and Reserve Funds</u>	<u>Year End 2020</u>	<u>Contributions</u>	<u>Expenditures</u>	<u>Interest</u>	<u>Year End 2021</u>	<u>Balance Change</u>	<u>% Change Year over Year</u>
Discretionary Reserves and Reserve Funds							
Fiscal Stability Reserve	55,752	3,746	-2,627	0	56,872	1,119	2%
Total Fiscal Stability	55,752	3,746	-2,627	0	56,872	1,119	2%
Elections Reserve	2,981	950	-743	0	3,187	207	7%
Building Revenue Stabilization	25,569	0	0	0	25,569	0	0%
Reserve Development Fees	1,097	2,417	0	0	3,514	2,417	220%
Reserve for the Arts	2,227	787	-680	0	2,334	107	5%
Winter Maintenance Reserve	9,561	1,167	0	0	10,728	1,167	12%
Tourism Mississauga Reserve	11,511	1,883	0	0	13,395	1,883	16%
Stormwater Fiscal Stability Reserve	5,952	-581	0	0	5,371	(581)	-10%
Total Operating Reserves	58,897	6,625	(1,423)	0	64,098	5,201	9%
Contribution – Capital and Maintenance	11,858	128	0	439	12,425	567	5%
Contributions-Sidewalks	572	131	-360	14	357	(215)	-38%
Contributions-Traffic Signals	4,470	567	-1,100	155	4,091	(379)	-8%
Contributions-Tree Planting	8,106	266	-496	295	8,171	65	1%
Parks-Other Developer Contribution	-3,683	112	0	-136	(3,707)	(24)	1%
Developer Contributions-Bike Lanes	221	154	-21	8	362	141	64%
Developer Contributions-LRT Streetscape	2,587	299	0	102	2,988	402	16%
Developer Contribution-Stormwater Reserve	2,504	0	-170	90	2,424	(80)	-3%
Developer Contribution-Public Art	460	142	0	20	622	162	35%
Contribution-Paramount Loan Receivable	-4,455	1,876	0	0	(2,579)	1,876	-42%
Developer Contributions-Trans To 3Rd Pty	517	0	0	19	536	19	4%
Total Developer Contributions	23,157	3,676	(2,148)	1,006	25,691	2,534	11%
Employee Benefits	34,484	2,188	-4,351	1,290	33,610	(874)	-3%
Total Employee Benefits	34,484	2,188	(4,351)	1,290	33,610	(874)	-3%
Insurance-Transit Fleet	1,014	0	-2,105	38	(1,053)	(2,067)	-204%
Insurance-Transit Accident Benefits	8,325	0	-500	311	8,136	(189)	-2%
Insurance-Corporate Fleet	-442	0	-508	-17	(967)	(525)	119%
Insurance-Property	630	0	-171	24	482	(148)	-23%
Insurance-Municipal Liability	13,245	0	-1,924	495	11,817	(1,428)	-11%
Insurance-Crime & Bond	642	0	0	24	667	24	4%
Insurance-Boiler & Machinery	968	0	0	36	1,005	36	4%
Insurance-Errors & Omissions	3,250	0	-101	122	3,271	21	1%
Insurance Reserve Fund	17,096	2,337	0	698	20,130	3,034	18%
Insurance-Environment	1,324	0	-110	50	1,264	(61)	-5%
Total Insurance Reserve Funds	46,052	2,337	(5,419)	1,780	44,750	(1,302)	-3%
Lot Levy- Fire (G)	0	0	0	0	0	0	3%
Lot Levy- Transit (G)	2,521	0	0	94	2,615	94	4%
Lot Levy- Library (G)	12,408	0	0	464	12,872	464	4%
Lot Levy- Community Centre	6,949	0	0	260	7,208	260	4%
Lot Levy- Arenas/Outdoor Ice	13,341	0	0	499	13,840	499	4%
Lot Levy- Pools (G)	7,140	0	0	267	7,407	267	4%
Major Storm Improvement Levy (G)	19,331	0	0	723	20,054	723	4%
Lot Levy- Engineering Other Levy Unallocated	0	0	0	0	0	0	4%
Lot Levy- Major Watercourses-Unallocated	3,616	0	0	135	3,751	135	4%
Total Lot Levy	65,305	0	0	2,442	67,747	2,442	4%

<u>Reserves and Reserve Funds</u>	<u>Year End 2020</u>	<u>Contributions</u>	<u>Expenditures</u>	<u>Interest</u>	<u>Year End 2021</u>	<u>Balance Change</u>	<u>% Change Year over Year</u>
Discretionary Reserves and Reserve Funds							
Courtneypark Artificial Turf and Synthetic Track RF	779	119	0	30	927	149	19%
Aircraft Noise Warning Sign	239	9	0	9	257	18	8%
Automated Enforcement Reserve Fund	0	273	0	0	273	273	-
Main Street Revitalization	13	0	0	1	13	1	4%
BraeBen(Britannia Hills) Golf Course Reserve Fund	7	0	0	0	7	0	7%
Municipal Accommodation Tax Tourism	8,510	2,912	-1,489	342	10,275	1,765	21%
Paramount Ticket Surcharge Reserve Fund	346	20	-225	8	148	(197)	-57%
LAC- Capital Improvements	0	615	0	0	615	615	-
COVID-19 Recovery Funding for Municipalities	0	20,260	-2,721	32	17,570	17,570	-
Mississauga Garden Park Development Reserve Fun	263	0	0	10	273	10	4%
Mississauga Garden Park Maintenance Reserve Func	103	0	0	4	107	4	4%
Benares House Endowment	186	0	0	7	193	7	4%
EDAC (Economic Development Advisory Council)	24	0	0	1	24	1	4%
Loyola Artificial Turf Soccer Field and Track RF	992	71	0	37	1,100	108	11%
Clarkson Park Artif Turf Field & Track	0	15	0	0	15	15	-
Donations- Boeing	57	0	-57	0	0	(57)	-100%
Scarf/Animal Control Donations	220	0	-187	8	41	(179)	-81%
Donations - Vic Johnston Redevelopment	288	-50	0	11	249	(39)	-14%
Donations - Stroke Breakers	4	0	0	0	4	0	4%
Enterprise Centre	16	158	-212	1	(37)	(52)	-337%
Gymnastics Mississauga Capital Equipment	21	0	0	1	22	1	4%
Affordable Housing Reserve Fund	0	12,182	0	0	12,182	12,182	-
LAC - Program Initiatives	0	0	0	0	0	0	-
Total Other Reserve Funds	12,067	36,584	(4,892)	501	44,260	32,193	267%
Stormwater Capital Reserve Fund	44,310	30,534	-28,528	1,280	47,596	3,286	7%
Stormwater Pipe Reserve Fund	20,252	8,176	-3,271	817	25,974	5,722	28%
Debt Management RF - Stormwater Capital	-111	111	0	-1	(1)	110	-99%
Total Stormwater Reserve Funds	64,450	38,821	(31,799)	2,096	73,568	9,118	14%
Capital Reserve Fund	186,765	150,234	-145,910	7,811	198,899	12,134	6%
LAC Loan Receivable	0	-670	0	0	(670)	(670)	-
Debt Management RF - Tax Capital	9,191	5,163	-9,951	433	4,836	(4,355)	-47%
Total Tax Capital	195,956	154,727	(155,861)	8,244	203,065	7,110	4%
2009 Special Project Capital Reserve Fund	129	0	0	9	138	9	7%
Emerald Ash Borer	3,352	4,601	-4,050	140	4,042	691	21%
Energy Rebate RF	189	361	-240	10	320	131	69%
Public Safety Fire Program RF	12,608	9,405	-13,445	481	9,049	(3,560)	-28%
NW Park Pool RF	5,261	2,177	-2,216	251	5,472	212	4%
Special Holding RF	3,004	291	0	0	3,295	291	10%
Total Tax Specific	24,543	16,835	(19,951)	890	22,316	(2,227)	-9%
Total Discretionary R&RFs	580,663	265,539	(228,473)	18,248	635,978	55,315	10%
Total Reserves and Reserve Funds	958,875	568,705	(493,511)	32,216	1,066,285		

Reserves and Reserve Funds with Targets - Balance Compared to Target (\$000s)

Reserves and Reserve Funds	Target	YE 2021 Target	YE 2021 Balance	% to Target	Comments
Reserve for Winter Maintenance	33% of last 5-year average winter maintenance expenditures	7,719	10,728	139%	Balance over target being maintained in preparation of funding future pressures (e.g., bus stop clearing).
Reserve for Building Revenue Stabilization	100% of the average of actual building permit revenue and development fee revenue for the highest two years in the last five years	15,576	29,083	187%	Reserve is used for fluctuations in economic activity.
Fiscal Stability Reserve	10% of own-source revenue, less target for other stabilization / contingency funds (currently, Winter Maintenance and Building Permit Revenue Stabilization).	68,440	56,872	83%	Reserve balance available for unforeseen or emergency circumstances. May dip further below target if there is insufficient SRA Funding.
Insurance Reserve Funds	Year-end value of case reserves plus 50% of the actuarial present value for Incurred but Not Reported (IBNR) claims (both from the Actuarial Insurance Report).	26,238	44,750	171%	Reserve adequate for future needs.
Employee Benefits Reserve Fund	Total of 2x 5 years average expenditure for (1) vacation payouts; (2) sick leave payouts; (3) group life insurance; plus (4) full actuarial estimate for WSIB.	44,753	33,610	75%	Target methodology is proposed to be reviewed and approved to change to a 10-year forward looking average instead of the current flat Target. Potential future year budget adjustment may be required to achieve a target balance.
Capital Reserve Fund	Maintain cash balance equivalent to one year's worth of the 10-year forward-looking average of the tax-supported capital expenditure requirements (excluding debt).	120,000	198,899	166%	Reserve is managed to target; balance can vary significantly from year to year. This reserve is used to fund the City's capital program.
Stormwater Capital Reserve Fund	Maintain cash balance equivalent to 10-year average.	25,600	47,596	186%	Reserve is managed to target; balance can vary significantly from year to year. This reserve is used to fund the City's Stormwater capital program.
Federal Gas Tax	Equal to one year's contribution (prior year).	40,100	112,599	281%	Balance in reserve is significantly above target due to doubling of Federal Gas Tax received. Expectation is that funding will be used to fund the City's eligible capital projects.
Provincial Gas Tax	Equal to one year's contribution (prior year).	18,500	33,158	179%	This Reserve Fund is used to fund Transit Operating expenses. Over target amount may be used if there is insufficient SRA funding.
DCA - General Government	Equal to one year's contribution (prior year).	200	-3,545	-1772%	Balances are used to fund Development Capital projects. Balances can vary significantly from year to year due to project cashflow requirements.
DCA - Dev Related Studies-Discounted Services		100	-436	-436%	
DCA - DCA Dev Related Studies-Non Discounted Services		400	334	84%	
DCA - Recreation and Parks Development		8,100	48,043	593%	
DCA - Fire Services		1,200	-6,605	-550%	
DCA - Library		900	7,021	780%	
DCA - Transit		1,800	13,309	739%	
DCA - Roads and Related Infrastructure		15,500	53,281	344%	
DCA - Public Works		900	11,719	1302%	
DCA - Parking		700	7,774	1111%	
DCA - Stormwater		500	35,035	7007%	

Date: March 18, 2022	Originator's files:
To: Chair and Members of General Committee	
From: Shari Lichterman, CPA, CMA, Commissioner of Corporate Services and Chief Financial Officer	Meeting date: April 27, 2022

Subject

2021 Treasurer's Annual Report on Investment

Recommendation

That in compliance with Provincial legislation governing municipal investment practices, the "2021 Treasurer's Annual Report on Investment" dated March 18, 2022 from the Commissioner of Corporate Services and Chief Financial Officer be received for information.

Executive Summary

- The City Funds investment portfolio earned net income of \$43.3 million, generating a net yield of 2.99%.
- Revenue allocated to the Operating Budget was \$14.5 million, while Reserve Funds received \$28.8 million.

Background

Regulation 438/97, with amendment 43/18, of the Municipal Act, 2001, requires a municipality to adopt a statement of investment policies and goals, and requires a Treasurer's report to be submitted to Council annually. This report is tabled in compliance with the regulation.

As permitted by legislation, the City maintains operating funds, a number of reserves and reserve funds, and trust funds for various purposes. These funds are invested in accordance with the Municipal Act and Ontario regulations, the Funeral, Burial and Cremation Services Act, the Trustee Act and the City's Corporate Policy and Procedures on Investment.

The four major priorities of the City's Investment Policy are:

1. Legality of investments – conforming to legislative constraints;
2. Preservation of principal – avoiding the loss of monies which may result from the default of a debt issuer in the payment of principal or interest;

3. Maintenance of liquidity – the ease by which an investment can be sold and cash received; and
4. Competitive rate of return – maximizing the return on investments while conforming to other objectives.

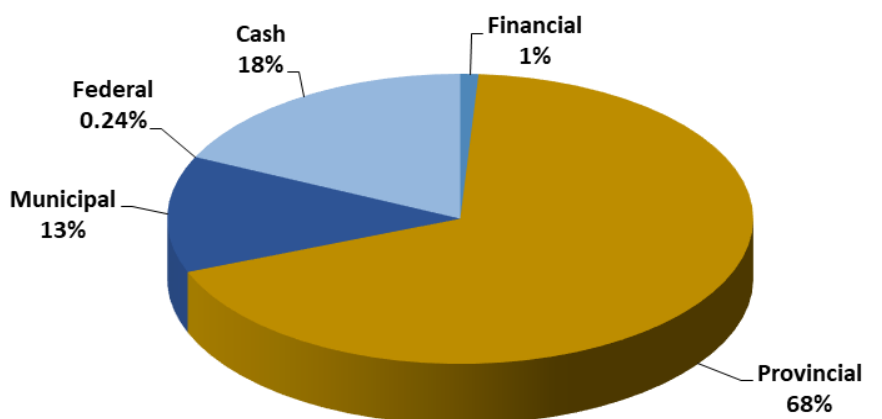
This Report outlines the implementation of these priorities and includes a summary of investment results and analysis. The City's investment practices and procedures are subject to ongoing review by both the City's Internal Auditor and the Corporation's external auditors, KPMG.

Comments

In 2021, the City earned \$43.6 million in gross investment income (net income: \$43.3 million) on average cash and portfolio investment balances of \$1.45 billion. This combination of income and balances generated a gross investment yield of 3.01% (a net investment yield: 2.99%). Details for 2021 and prior years are shown below:

	Average Balance (Book Value)	Income (Gross \$)	Yield (Gross %)	Yield (Net %)
2021	1,447,504,465	43,586,903	3.01%	2.99%
2020	1,275,724,302	41,546,859	3.26%	3.23%
2019	1,214,818,747	39,980,502	3.29%	3.27%

As at December 31, 2021, the Consolidated Investment Portfolio¹ held \$1.553 billion in cash and securities (at par value²) distributed across various security types, as outlined in Chart 1:



CONSOLIDATED* INVESTMENTS: BY SECURITY TYPE

December 31, 2021

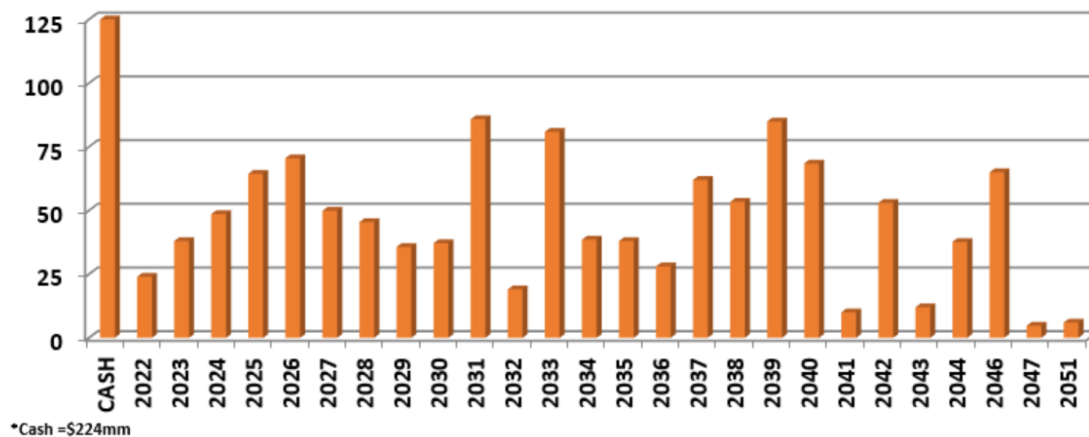
¹ Marketable securities and cash for the combined City Funds Portfolio and DCA Portfolio.

² Par Value is used, for Policy comparison purposes, to demonstrate various investment holdings across security types. Portfolio holdings, and their respective limits, can be found in Appendix 1. The Par Value represents what the portfolio is worth on a dollar basis, if each security and the cash were held to final maturity dates. The Book Value of the Consolidated Investment Portfolio (excluding cash), as at Dec 31st, 2021, is \$1.332 billion.

Province of Ontario marketable securities (bonds) represents the largest and most-liquid position in the portfolio. The City Funds investment maturity schedule, as at December 31st, 2021, is in Chart 2.

CITY FUNDS PORTFOLIO: BY MATURITY (Par Value)

Chart 2



Investment Income Analysis

During 2021, the City Funds Portfolio³ generated gross investment income of \$43.3 million on average monthly balances of \$1.448 billion. This translated into a net investment yield of 2.99%. Income type was comprised of \$33 million in net interest income (76.2% of return), while \$10.3 million (23.8%) was attributed to realised capital gains.

The City Funds' Portfolio net return of 2.99% outperformed a composite passive index⁴, which returned 1.20%, by 1.79 percentage points. This outperformance provided incremental revenue to the City of \$25.9 million (using average monthly balances; actual City net investment income of \$43.2 million at a 2.99% yield vs. the 2021 passive index return of \$17.4 million at 1.20%).

Investment Management

The Investment Unit, which is a section of Treasury, is responsible for monitoring day-to-day operating cash balances, cash flow forecasting and monitoring, investment portfolio management and administration, the coordination of the City's annual credit rating review and the timing and management of cash proceeds from both temporary bank borrowing as well debenture issuance.

³ This excludes the DCA Portfolio. The DCA Portfolio earned \$3,459,904 of income on average monthly cash & investment balances of \$143 million, yielding 2.41%.

⁴ The passive index return is calculated using the "average yield" of a constructed portfolio that is comparable to the City's existing Investment Policy. It is constructed using the following indices, their monthly yields (averaged for the year), and their respective weights in the constructed index (bracketed): 91-Day GOC T-Bill yield: 0.11% (14%); BOA Merrill Lynch Index of Canadian Government Bonds: 0.97% (43%); BOA Merrill Lynch Indices of High Grade (AAA/AA) Corporate Bonds: 1.78% (43%).

The Investment unit continues to demonstrate value to the City with costs of approximately 2.56 basis points (0.0256%), which is well under fees which would be charged by an externally managed public fund. An indicative comparative example would be management fees charged by the ONE Fund (~15 basis point range for the money market fund, and as much as 40 basis points (0.40%) for the bond fund), both of which are significantly higher than the 0.0256% incurred by the City.

Using 40 basis points as a cost benchmark, when calculating management costs against monthly balances for the City Funds Portfolio (excluding the cash component), the difference between the City's in-house investment management costs and the externally managed example represents a net saving to the City of \$4.3 million for 2021.

Investment Outlook for 2022

Interest rates have risen sharply to start the year as capital markets adjust to higher inflation and Bank of Canada (BOC) monetary tightening. While short-term interest rates, as governed by the BOC remained anchored at low levels throughout the Pandemic, those days are gone.

With the BOC embarking on a higher rate regime in March (increasing the Overnight Bank Rate by 0.25%), bond markets have already priced in another 0.75% of rate hikes by the Fall. Longer term interest rates (10 years and greater) which are beyond the control of the central bank, have risen rapidly and significantly.

The Province of Ontario 10-year yield, which is a barometer of benchmark rates for all provinces, provides a demonstration of how capital markets have decided that interest rates are simply too low. Whereas that yield on those bonds closed out 2021 around 2.15%, by mid-March, the interest rate on that bond issue was flirting with 3% (0.85% higher). This level of rates is expected to persist throughout 2022 and while this may bode ill for borrowers, as an investor, the City will benefit from higher re-investment rates throughout the year.

Reinvestment rates that as recently as 6 months ago were expected, at best, to be in the 2% range are now expected to be, on average, 75 basis points higher (2.75%). While reinvestment rates will provide greater support to future interest income, by improving the base average earnings yield, there will be less opportunity to realise income from capital gains. Accordingly, overall realised investment income for 2022 is expected to be somewhat lower than that of 2021, with a target forecast of \$37 million.

Financial Impact

The City earned \$43.3 million in net investment income during 2021, of which \$14.5 million was allocated to the Operating Budget, and \$28.8 million was allocated to Reserve Funds.

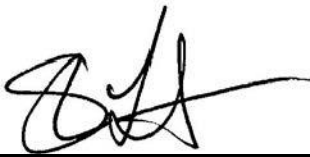
Conclusion

In compliance with Provincial Regulation 438/97, amended to 43/18, all investment transactions during 2021 were made in accordance with the existing Investment Policy.

As at December 31, 2021, the City Funds Portfolio held \$1.45 billion (book value basis) in various securities, and cash. The net income for the Portfolio was \$43.3 million translating into a net investment yield of 2.99%. As per Policy, investment proceeds were distributed between the Operating Budget (\$14.5 million) and Reserve Funds (\$28.8 million). Looking ahead, investment income is expected to settle into the \$37 million range for 2022.

Attachments

Appendix 1: Total Investment Portfolio – By Investment Type (as at December 31st, 2021)



Shari Lichterman, CPA, CMA, Commissioner of Corporate Services and Chief Financial Officer

Prepared by: Mark Waugh, Manager, Treasury

Total Investment Portfolio – By Investment Type (as at December 31st, 2021)

CITY OF MISSISSAUGA			TOTAL INVESTMENT PORTFOLIO: BY INVESTMENT TYPE					DATE: 31-Dec-21		Attachment #1		
TYPE	ISSUER/GUARANTOR OF SECURITIES	Credit Rating	INVESTMENT POLICY LIMIT			CONSOLIDATED AMOUNTS			CITY FUNDS		DCA RESERVE FUNDS	
			UPPER LIMIT (%)	CURRENT SECURITIES (\$000)	(%)	PAR VALUE (\$000)	BOOK (\$000)	CASH & SECURITIES (%)	PAR VALUE (\$000)	BOOK (\$000)	PAR VALUE (\$000)	BOOK (\$000)
A02	<u>SCHEDULE I</u>											
	CIBC	AA	20%	254,392	0.79	10,000	10,039	0.64	10,000	10,039		
			70%	890,373	0.79	10,000	10,039	0.64	10,000	10,039	-	-
	<u>SCHEDULE II</u>											
	SCHEDULE III (each)		5%	63,598								
	NON-SCHEDULE I INSTITUTIONS		40%	508,785		-	-	-	-	-	-	-
	TOTAL FINANCIAL INSTITUTIONS		70%	890,373	0.79	10,000	10,039	0.64	10,000	10,039	-	-
G01	GOVT OF CANADA	AAA	NONE		0.24	3,000	2,997	0.19	3,000	2,997		
G02	PROV OF ONTARIO	AA-	NONE		34.73	441,700	395,997	28.45	416,700	377,399	25,000	18,598
	<u>OTHER PROVINCES</u>											
G03	ALBERTA	AA-	20%	254,392	3.54	45,000	45,811	2.90	45,000	45,811		
G04	BRITISH COLUMBIA	AAA	20%	254,392	3.93	50,000	56,651	3.22	40,000	46,692	10,000	9,959
G05	MANITOBA	AA	20%	254,392	15.39	195,700	226,445	12.60	133,700	152,863	62,000	73,582
G06	NOVA SCOTIA	AA	20%	254,392	2.59	33,000	45,331	2.13	33,000	45,331		
G07	NEW BRUNSWICK	AA	20%	254,392	11.40	145,000	166,326	9.34	145,000	166,326		
G09	SASKATCHEWAN	AA+	20%	254,392	3.54	45,000	55,378	2.90	45,000	55,378		
G10	NEWFOUNDLAND	A+	20%	254,392	7.02	89,280	96,341	5.75	89,280	96,341		
G11	PEI	AA	20%	254,392	0.39	5,000	4,997	0.32			5,000	4,997
	TOTAL OTHER PROVINCES		NONE		47.80	607,980	697,281	39.16	530,980	608,742	77,000	88,538
	TOTAL CANADA & PROV GOVTS		30% min	381,588	82.76	1,052,680	1,096,275	67.80	950,680	989,138	102,000	107,137
	<u>MUNICIPALITIES</u>											
M11	PEEL REGION	AAA	10%	127,196	2.77	35,191	36,675	2.27	31,061	32,553	4,130	4,122
M12	HALTON REGION	AAA	10%	127,196	0.28	3,500	3,499	0.23	3,500	3,499		
M13	TORONTO	AA+	10%	127,196	6.32	80,400	92,499	5.18	80,400	92,499		
M01	OTTAWA	AAA	10%	127,196	0.37	4,750	4,951	0.31	4,750	4,951		
M03	WATERLOO	AAA	10%	127,196	1.07	13,638	13,908	0.88	12,038	12,023	1,600	1,885
M04	YORK	AAA	10%	127,196	0.94	12,000	12,400	0.77	12,000	12,400		
M05	DURHAM REGION	AAA	10%	127,196	0.13	1,645	1,635	0.11	1,645	1,635		
M06	HAMILTON	AA+	10%	127,196	0.27	3,447	3,431	0.22	3,447	3,431		
M07	BARRIE	AA	10%	127,196	0.64	8,197	8,195	0.53	8,197	8,195		
M08	GUELPH	AA+	10%	127,196	0.59	7,567	7,554	0.49	7,567	7,554		
M09	NIAGARA	AA	10%	127,196	0.22	2,839	2,831	0.18	2,839	2,831		
N01	SASKATOON	AAA	5%	63,598	0.33	4,252	4,829	0.27	4,252	4,829		
N02	WINNIPEG	AA	5%	63,598	0.76	9,700	10,833	0.62	6,700	7,836	3,000	2,997
N03	B.C. MUNICIPAL FINANCE	AAA	5%	63,598	1.18	15,000	14,941	0.97	15,000	14,941		
N04	NEW BRUNSWICK MUN FINANCI	AA	5%	63,598	0.56	7,155	7,126	0.46	7,155	7,126		
	TOTAL MUNICIPALITIES		20%	254,392	16.45	209,281	225,308	13.48	200,551	216,304	8,730	9,004
	<u>ASSET-BACKED SECURITIES</u>											
	TOTAL ASSET-BACKED		20%	254,392		-	-	-	-	-	-	-
	<u>CORPORATE SECURITIES</u>											
	TOTAL CORPORATE SECURITIES		5%	63,598		-	-	-	-	-	-	-
	TOTAL 'ONE' FUNDS		20%	254,392								
	TOTAL INVESTMENTS				100.00	1,271,961	1,331,622	81.92	1,161,231	1,215,482	110,730	116,141
	CASH BALANCE					280,678	280,678	18.08	224,029	224,029	56,649	56,649
	TOTAL PORTFOLIO					1,552,640	1,612,301	100.00	1,385,260	1,439,510	167,379	172,790

City of Mississauga

Corporate Report



10.9

Date: April 5, 2022

To: Chair and Members of General Committee

From: Shari Lichterman, CPA, CMA, Commissioner of
Corporate Services and Chief Financial Officer

Originator's files:

Meeting date:
April 27, 2022

Subject

Financial Report as at December 31, 2021

Recommendation

1. That the "Financial Report as at December 31, 2021" report dated April 5, 2022, from the Commissioner of Corporate Services and Chief Financial Officer, including appendices 1 to 6, be approved;
2. That the Treasurer be authorized to fund and close the capital projects, as identified in this report;
3. That \$255,211.12 be transferred from the Stormwater Capital Reserve Fund (#35992) to the operating program to cover the operating deficit;
4. That the Commissioner of Corporate Services and Chief Financial Officer be authorized to write off the unpaid taxes, charges, fees, penalties and interest totalling \$155,319.07 as uncollectible and removed from the tax roll, as detailed in Part 7;
5. That the Commissioner of Corporate Services and Chief Financial Officer be authorized to write off \$116,577.87 including associated interest as an uncollectible invoice detailed in Part 7;
6. That Schedule C-1 (Planning Act Processing Fees Applications) of User Fees and Charges By-law 0247-2021 be amended to insert Engineering Fees, as outlined in the "Financial Report as at December 31, 2021" report dated April 5, 2022, from the Commissioner of Corporate Services and Chief Financial Officer;
7. That funding for PN22726 (Malton Depot Main Building Roofing Renewal) be advanced in the amount of \$0.9 million from the Tax Capital Reserve Fund (#33121);
8. That funding for PN22600 (MAX System project) in the amount of \$0.8 million be returned to the Tax Capital Reserve Fund (#33121) and the project gross budget to be increased to \$1.0 million offset by the Recovery from Province of Streamline Development Approval Fund resulting in a net zero budget; That "MAX System Project" be amended and renamed to "Streamline Development Project";

9. That PN22302 for Recreation in the amount of \$0.2 million and PN22433 for Parks, Forestry & Environment in the amount of \$0.2 million from the DCA-Recreation and Parks Development Reserve Fund (#31315) be created to advance funding as part of the Future Directions Master Plan;
10. That additional funding for PN22958 Square One Innovation Hub be requested in the amount of \$0.3 million from the Tax Capital Reserve Fund (#33121) to a revised budget of \$1.625 million;
11. That the necessary by-laws be enacted.

Executive Summary

Operating Summary, excluding Stormwater

Prior to the application of Safe Restart funding, the City was in a deficit position of \$51 million at the end of 2021. Funding received through the Safe Restart Agreement has enabled the City to reduce the deficit to zero.

Capital Summary, excluding Stormwater

Recommended adjustments to the capital program will result in a revised net capital program of \$1,507.2 million to fund 900 active projects.

- 104 projects are recommended for closure
- \$4.8 million is being returned to various reserve funds

Stormwater Financial Summary

Operating Summary

As of December 31, 2021, the Stormwater operating program resulted in a year-end deficit of \$0.3 million which was offset by the Stormwater Capital reserve fund.

Capital Summary

- Recommended adjustments to the capital program will result in a revised net capital program of \$140.5 million with 92 active projects. Three projects are recommended for closure and \$0.7 million is being requested from reserve funds.

Background

In accordance with the Budget Control By-law, the Finance Division provides Council with a review of the City's financial position a minimum of two times a year. This report covers information related to year-end operating program variances and the status of capital works-in-progress including Ward-specific projects established since 2019. On May 19th, 2021, Council approved a revised net operating budget of \$555.1 million for 2021.

Comments

This report includes the following:

Part 1 – Operating Results as at December 31, 2021

Part 2 – Capital Status

Part 3 – Stormwater Financial Summary

Part 4 – Municipal Accommodation Tax

Part 5 – Ward-Specific Projects

Part 6 – Housekeeping

Part 7 – Uncollectible Write-offs

Engagement and Consultation

The Finance Division acknowledges the contribution of all Service Areas for providing detailed operating variance explanations, the Revenue and Taxation group for providing the information on uncollectible write-offs, Legal Services for by-law review and enactments, and the various capital project managers for assistance with the capital highlights.

Financial Impact

PART 1: OPERATING RESULTS AS AT DECEMBER 31, 2021

The COVID-19 situation remained volatile in 2021 with various health measures taken by the Province of Ontario, Region of Peel and City of Mississauga to control the spread of emerging variants. The stabilization of COVID-19 cases in the Region of Peel allowed for gradual re-opening of services including Recreation, in person Library services and Cultural facilities by mid-July. In December, new limitations on capacities and services were re-introduced in order to help contain the spread of the Omicron variant. The City has maintained sound business practices while continuing to look at streamlining opportunities and prioritizing resources where they are needed. The City remains in good financial health managing its COVID-19 induced revenue challenges with offsetting cost containment strategies. Nevertheless, the City ended 2021 with a significant deficit. This remaining deficit has been offset by federal and provincial government Safe Restart funding.

To assist the community financially, Council approved a reduction in business license fees, rent relief for occupants of City-owned properties, and multiple new grants to support Heritage and Culture programs.

In spring 2022, the Province removed most COVID-19-related health measures. Although this news is encouraging, COVID-19 impacts are expected to be felt for the coming years. As we continue to adapt to the needs of our residents, we will appreciate ongoing support from other levels of government to address these ongoing pressures.

Table 1 summarizes the year-end operating budget variances by Service Area, and identifies how these were managed using Safe Restart funding. The major areas of variance from the budget are highlighted below, with further details provided in Appendix 1-1 Operating Details by Service Area.

Table 1. City of Mississauga Operating Budget - Year-End Position (\$Ms)

Service Area (\$ Millions)	Net Budget	Year End position Before Safe Restart Funding	\$ Surplus/ (Deficit) - Before Safe Restart Funding	Safe Restart Funding	\$ Surplus/ (Deficit) - After Safe Restart Funding
MiWay	84.8	117.5	(32.8)	32.8	(0.0)
Recreation	29.9	38.0	(8.1)	0.0	(8.1)
Regulatory Services	0.8	6.6	(5.8)	0.0	(5.8)
Legislative Services	(1.8)	2.8	(4.6)	0.0	(4.6)
Culture	6.1	9.1	(3.0)	0.0	(3.0)
Parks Forestry & Environment	38.5	40.7	(2.2)	0.0	(2.2)
Roads	66.8	68.6	(1.7)	0.0	(1.7)
Business Services	32.9	34.2	(1.2)	0.0	(1.2)
City Manager's Office	12.7	13.2	(0.5)	0.0	(0.5)
Fire & Emergency Services	121.3	121.4	(0.1)	0.0	(0.1)
Mayor & Council	5.0	4.9	0.1	0.0	0.1
Information Technology	31.7	31.5	0.2	0.0	0.2
Land Development Services	11.9	11.3	0.6	0.0	0.6
Mississauga Library	29.7	27.4	2.3	0.0	2.3
Financial Transactions	58.8	56.0	2.8	18.2	21.0
Facilities & Property Management	25.9	22.8	3.1	0.0	3.1
Year-End Position	555.1	606.0	(51.0)	51.0	(0.0)

Note: Numbers may not add due to rounding.

Year-End Operating Result Highlights by Service Area

MiWay

- MiWay year-end net deficit of \$32.8 million is fully offset by Safe Restart funding provided by the Federal and Provincial governments:
 - Unfavourable revenues of \$40.7 million are mainly due to farebox revenue shortfalls related to COVID-19 impacts
 - Offset by a favourable expense of \$6.3 million due to labour vacancies
 - Further offset by savings in non-labour expenses of \$1.7 million mainly attributed to lower equipment rental and lease costs including utility savings. In addition, lower PRESTO commission costs due to lower farebox revenues and savings from equipment repairs and advertising expenses supplemented the savings

Recreation

- Recreation realized a net deficit of \$8.1 million:
 - Unfavourable revenues of \$35.7 million are a direct result of facility closures and observation of physical distancing protocols and public health restrictions due to COVID-19
 - Offset by a favourable labour surplus of \$19.4 million mostly in temp labour driven by savings due to minimal program offerings and unfilled positions
 - Further offset by favourable non-labour expenditures of \$8.2 million due to lower than expected utilities costs, materials and supplies, contractor and event settlements resulting from facility closures

Regulatory Services

- Regulatory Services realized a net deficit of \$5.8 million:
 - Unfavourable revenues of \$7.1 million are mainly driven by decreases in parking revenues, Transportation Network Company licensing fees and business and mobile licensing fees. This was a direct result of business closures and observation of public health safety restriction regulations due to COVID-19
 - Offset by a combined favourable surplus of \$1.2 million in expenses. The savings of \$0.7 million in labour and \$0.5 million in non-labour are a direct result of the COVID-19 impacts to operations

Legislative Services

- Legislative Services realized a net deficit of \$4.6 million:
 - Unfavourable revenues of \$5.9 million are mainly due to the Courthouse closure which was a direct result of COVID-19
 - Offset by a combined favourable surplus of \$1.3 million in expenses. The savings of \$0.8 million in labour and \$0.5 million in non-labour are a direct result of COVID-19 impacts on judiciary services

Culture

- Culture realized a net deficit of \$3.0 million:
 - Unfavourable combined revenues of \$7.9 million are a direct result of cancelled or modified events and programs due to COVID-19 impacts on operations
 - Offset by a combined favourable surplus of \$4.9 million in expenses. The savings of \$3.0 million in non-labour expenses are due to the reduction in supplies due to the cancellation or modification of events related to COVID-19 impacts on operations. Further savings of \$1.9 million mostly in temp labour driven by savings due to minimal program offerings, unfilled positions

Parks Forestry & Environment

- Parks Forestry & Environment realized a net deficit of \$2.2 million:
 - Unfavourable combined non-labour variances of \$3.1 million are a direct result of the COVID-19 impacts due to additional PPE equipment and supplies, additional leased equipment and contractor cleaning supplies.
 - Offset by a favourable surplus of \$0.4 million in labour due to full-time positions being backfilled by temporary staff
 - Further offset by a favourable surplus of \$0.5 million in revenues due to increases in Marina berthage and fuel sales

Roads

- Roads is reporting a net deficit of \$1.7 million:
 - Unfavourable net expense of \$2.5 million mostly pertaining to the reserve transfer for the winter surplus maintenance and higher than budgeted fuel costs and outsourcing of vehicle maintenance work
 - Further unfavourable labour variance of \$1.6 million mainly attributed to lower than budgeted labour recoveries from capital projects
 - Offset by favourable combined revenues of \$2.4 million are mainly due to higher external recoveries including higher than budgeted fees and charges offset by unfavourable parking revenues due to the impact of COVID-19 on parking operations

Financial Transactions

- Financial Transactions is reporting a net surplus of \$21.0 million:
 - Favourable net revenues of \$20.2 million are mainly driven by Safe Restart funding received from the Federal and Provincial governments in addition to favourable tax revenue attributed to new assessments processed by the Municipal Property Assessment Corporation (MPAC)
 - Favourable labour variance of \$1.8 million is mainly driven by lower than expected benefit spending by employees and retirees
 - Offset by unfavourable net expenses of \$1.0 million mostly due to tax assessment appeals

Facilities & Property Management

- Facilities & Property Management is reporting a net surplus of \$3.1 million:
 - Favourable labour surplus of \$2.2 million is mainly attributed to full-time vacancies in addition to savings realized due to COVID-19 impacts on operations
 - Favourable non-labour surplus of \$0.8 million is a direct result of COVID-19 impacts on operations due to savings in utilities, preventative maintenance, and transportation costs
 - Favourable revenue of \$0.1 million is mainly due to energy rebates received

Mississauga Library

- Mississauga Library is reporting a net surplus of \$2.3 million:
 - Favourable labour surplus of \$1.5 million is mainly attributed to full-time vacancies in addition to savings realized during Library closures due to COVID-19 impacts on operations
 - Favourable non-labour surplus of \$1.3 million which is a direct result of COVID-19 impacts on operations due to savings in utilities, materials and supplies realized during Library closures
 - Offset by an unfavourable revenue shortfall of \$0.6 million due to impacts on collections and fines including other user fees realized during Library closures

All Other

- All remaining services are reporting a combined year-end net deficit of \$0.9 million:
 - The net unfavourable deficit is a combination of labour pressures from the 311 contact centre due to impacts from increased business pressures and contractor and professional services from Legal Services.

Year-End Analysis from a COVID-19 Perspective

As a result of the COVID-19 pandemic, the use of City services continued to fluctuate. The 2021 year-end deficit before applying recovery funding was \$51 million. The deficit is primarily due to reduced revenues, particularly in MiWay, Culture, Regulatory Services, and Recreation service areas. City staff have continued measures to mitigate the financial impact of COVID-19 where possible, including continued hiring delays, temporary staff layoffs where facilities have been closed, and aggressively managing costs.

Table 2 provides a summary of the City's year-end financial position before applying Safe Restart and COVID-19 Recovery funding. The information in this table is summarized in three categories: the direct impact of COVID-19, such as the loss of revenues due to closing of recreation facilities and reduced use of transit; the mitigating actions taken by City staff to reduce the impacts of COVID-19; and, business-as-usual surpluses and deficits. The net deficit of \$51 million is mostly due to reduced revenues from facility closures and COVID-19 impacts on operations. Funding from programs such as Safe Restart and COVID-19 Recovery Funding for Municipalities were sufficient to offset the shortfall.

Table 2. Variance by Driver (\$Ms)

Driver (\$Ms)	Dec 31, 2021
DIRECT COVID IMPACT	
MiWay - revenue shortfall, non-salary savings	(32.8)
Recreation - revenue loss	(36.3)
Culture - revenue loss	(4.6)
Administration Penalty (APS) Fees	(4.0)
POA-related revenues	(5.4)
LAC revenues	(3.2)
PPE, Cleaning, Social Distancing costs	(1.9)
MAT - loss of revenues	(2.0)
Enforcement - licensing revenue shortfalls	(1.1)
Parks - reduced parks & marina rental	(0.8)
Reduced parking revenues / bylaw fines	(1.2)
TNC licensing fees	(1.2)
Library - revenues	(0.6)
Other various impacts	(0.6)
Licensing fee refunds	(0.4)
DIRECT COVID IMPACT	(96.1)
MITIGATING ACTIONS TAKEN BY CITY	
Temporary staffing savings	16.6
Utility savings (closed facilities)	4.6
Recreation - reduced operations	4.6
MAT - reduced contribution to RF	1.9
LAC expenses	2.7
Other non-salary expenditure impacts (COVID)	1.3
Culture - reduced operations	0.9
Permanent staffing savings	5.3
Discretionary savings to help mitigate costs	0.9
	38.7
BUSINESS AS USUAL VARIANCES	
Base gapping (BAU)	3.5
Building permit / Planning application revenues	14.1
Insurance costs	(0.6)
Minor salary variances	1.8
Reserve entries (offsetting actuals)	(15.3)
Various expenditure / revenue impacts	3.1
	6.4
NET SURPLUS / (DEFICIT)	(51.0)

PART 2: CAPITAL STATUS

As required under the City's Budget Control By-law, a capital works-in-progress review must be prepared at least twice a year for Council. Included in this review is the on-going monitoring, evaluation and identification of projects to be closed, funds being returned to reserves, and projects requiring additional funding.

As of December 31, 2021, the City has an approved capital program of \$1,512.0 million. Staff recommend returning \$4.8 million to various reserves and reserve funds from various projects. This results in a revised net capital program totalling \$1,507.2 million.

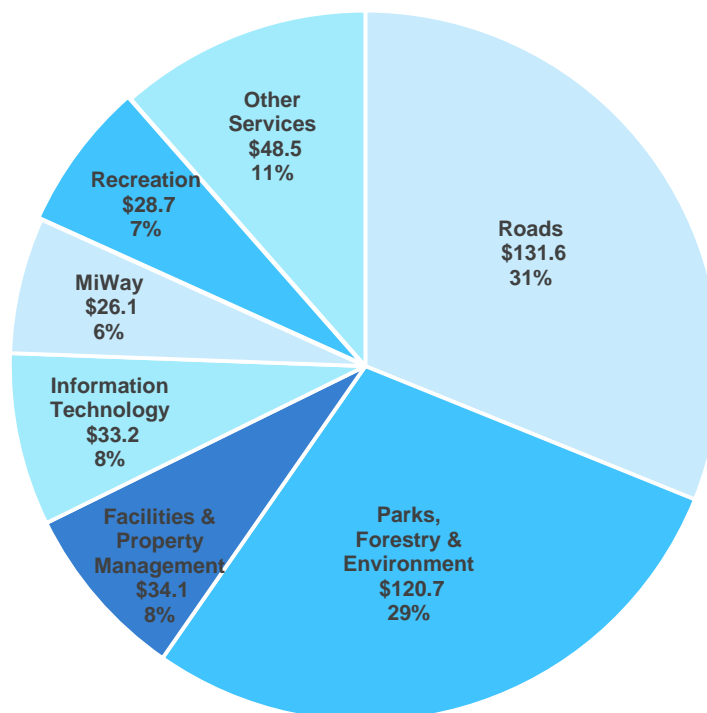
Of the \$1,507.2 million total:

- \$1,084.2 million or 72 per cent has been spent
- \$423.0 million is to be incurred

The following chart shows the distribution of the City's capital expenditures to be incurred, by service. See Appendix 2-1 for more details.

Total Capital Works-in-Progress
Net Future Expenditures to be incurred by Service Area
\$423.0 Million

*Excludes Stormwater Program



Other Services includes: Mississauga Library, Land Development Services, Fire & Emergency Services, Business Services, Legislative Services, Culture, City Manager's Office

City staff continue to evaluate older projects and return unspent funds to reduce the amount of capital funds that are needed to be borrowed for future years' projects. The \$423.0 million of future expenditures earn interest revenue that is used to support both the capital and operating programs including contributions to the reserves and reserve funds. Of the \$423.0 million still to be incurred, over 45 per cent is accounted for by the following projects:

- \$62.1 million for various parkland acquisitions
- \$27.7 million for roadway rehabilitation
- \$21.5 million for various road property acquisitions
- \$14.0 million for various park developments
- \$13.5 million for the Cycling Program
- \$12.5 million for Square One Drive road work
- \$9.8 million for Goreway Drive rail grade separation
- \$9.1 million for Dundas Street retaining wall construction
- \$7.5 million for land, design and construction of Fire Station 124
- \$5.7 million for the Malton Community Hub
- \$4.4 million for the Downtown Transitway Connection and Terminal
- \$4.2 million for the Transit Information System

The year-end review has resulted in \$4.8 million being returned from budget adjustments, transfers and project closures. The majority of funds are being returned to the Tax Capital Reserve Fund and the Planning Act Reserve Fund (CIL Parkland/Structures) offset by requests from the Development Charges Reserve Fund.

The following are highlights for significant funding adjustment requests, or for significant accomplishments of completed projects:

Roads

- PN16107 (TWMR00183) QEW/Credit River Active Trans Assessment is recommending to close and return remaining funds in the amount of \$0.8 million. Funds will be re-budgeted in the 2023 capital plan. This funding was for the Environmental Assessment (EA) and Design of the Active Transportation Crossings over the QEW and Credit River. The EA has been completed and paid; however, the design fees will be invoiced by the MTO following the completion of construction, anticipated in late 2024
- PN17100 (TWRR00032) Roadway Rehabilitation - Major Arterial, Collector is in progress and returning \$0.9 million or approximately 10 per cent of the project value. The contingency amounts were not used in these projects, hence works has been completed below budget
- PN18100 (TWRR00036) Roadway Rehabilitation - Major Arterial, Collector is in progress and returning \$1.2 million or approximately 10 per cent of the project value. The contingency amounts were not used in these projects, hence works has been completed below budget

- PN19105 (TWMR07114) Downtown Transitway Connection and Terminal is in progress and returning \$1.5 million to offset the additional funding being requested in PN19106. The project is on hold pending Metrolinx securing approvals to commence the EA/TPAP
- PN19106 (TWMR00194) Lakeshore HOT TPAP for Phases 1 and 2 is in progress and requesting an additional \$1.5 million in funding to be offset in the return from PN19105. The budget increase is to account for the updated consultant estimate for the EA/TPAP study costs including additional scope for geotechnical investigations, topographic survey, Subsurface Utility Engineering (SUE – Level A), public and Indigenous consultation, and contingencies
- PN19126 (TWRR00101) Roadway Rehabilitation – Residential is in progress and returning \$1.0 million or approximately 10 per cent of the project value. The contingency amounts were not used in these projects, hence works has been completed below budget
- PN19185 (TWOE06871) Cycle Tracks Coordinated with Road Rehabilitation (Bloor St and Tomken Rd) – request name change to Cycle Tracks Various to reflect a change in scope and locations identified in the project name. Originally the projects were all in Ward 3, but one project has now been added in Ward 9
- PN20150 (TWBR00034) Bridge & Structure Renewal is in progress and returning \$2.5 million to offset the request in PN21154. The merging of funding from these PNs is for ease of project management
- PN21154 (TWBR08511) Dundas Street Retaining Wall Construction is in progress and requesting additional funding of \$5.95 million. Detailed design is in progress and staff are currently consulting with conservation authority, heritage and utility stakeholders. Based on the current estimate, in addition to the \$2.5 million from PN20150, an additional \$3.4 million is required for the construction of two new retaining walls and roadway widening

MiWay

- PN19246 (TWTR00350) Transit Electrification Study is in progress and requesting additional funding of \$0.7 million. This request is based on the need to undertake background studies in the immediate future to support the introduction of battery electric buses into MiWay's fleet by 2028 as per the consultant's recommendations. The funds will be used for the following three studies:
 - Transit Project Assessment Process (TPAP) for MiWay's third garage site (7300 West Credit Avenue) in preparation for a new electric bus garage
 - Feasibility design study for the third garage site as a new electric bus garage
 - Feasibility design study for modifications to MiWay's main garage (CX building) to accommodate 30 (24 plus spares) battery electric buses in 2025 as an interim electrification approach

Culture

- PN20496 (CMCL00069) Meadowvale Theatre Renovation is in progress and requesting additional funding of \$0.4 million. In reviewing project finances, it has been determined that several unforeseen site conditions and challenges have arisen associated with supply chain issues tied to COVID-19. This additional funding will help support these unforeseen costs required to complete the renovation work

Information Technology

- PN21520 (CPIT007466) Meeting Room & Space Modernization, OFC is in progress and requesting additional funding of \$1.0 million. This additional funding is required for technology to support the Office Space Strategy (OSS) Project. Nine locations are scheduled for renovation in 2022-2023 under the OSS project and funding is required for monitors, docking stations, audio/video, video conferencing hardware and AV professional services for installation. The technology is required to facilitate return to office and the remote hybrid model. There is a risk to the implementation of the return to office/remote hybrid model strategy if funding is not available to implement the required technology
- PN20601 (CPBS007771) Payroll Enhancement is in progress and requesting additional funding of \$0.4 million. An RFP was issued to the roster SAP vendors; based on the one response that was received, the quoted cost was much higher than the available budget. Through negotiations with the vendor, cost has been reduced but additional funds are required to undertake the project and realize the efficiencies and effectiveness in meeting legislative changes

Business Services

- PN18620 (CPBS006352) Customer Service Strategy is recommending to close the project and return remaining funding of \$2.3 million. The new BRAVO e-module has been completed and launched. However, the Customer Relationship Management (CRM) procurement has been cancelled due to a change in strategic direction to explore CRM enhancements using existing platforms and solutions

Facilities and Property Management

- PN19775 (CPFP007273) Various Emergency Repairs 2019 is recommending to close the project and return remaining funding of \$0.3 million. This account was used over the course of 2019 to fund all emergency projects in City of Mississauga facilities as they occurred. The account funded 29 projects in 2019
- PN19782 (CPFP007235) Mechanical Systems Renewal Various is recommending to close the project and return remaining funding of \$0.3 million. The project was completed under budget due to competitive tender pricing. The scope of the project included the lifecycle replacement of roof-top units and associated controls at various sites including Benares Visitor Centre, Clarke Memorial Hall, Cooksville Library and Meadowvale Depot. The replacement will renew the life of this equipment and keep these sites in a state of good repair

- PN20775 (CPFP008171) Various Emergency Repairs is recommending to close the project and return remaining funding of \$0.6 million. This account was used over the course of 2020 to fund all emergency projects in City of Mississauga facilities as they occurred. The account funded 34 projects in 2020
- PN21765 (CPFP008827) Huron Park Refrigeration and Pool is in progress and requesting additional funding of \$1.5 million. The additional funding is required to ensure construction work can be expedited and the rink can reopen to the public in fall 2022. The Huron Park CC rink was closed in January 2022 based on a maintenance report issued by the onsite refrigerant maintenance vendor that indicated some of the refrigerant components and piping systems were showing signs of premature failure and should be replaced immediately out of an abundance of caution
- PN21780 (CPFP008833) Office Space Strategy phase 2 is in progress and requesting additional funding of \$1.0 million. The additional funds are to relocate staff from leased facilities at 201 City Centre before the lease expires in March 2023

PART 3: STORMWATER FINANCIAL SUMMARY

Stormwater Operating and Revenue Charge Summary

As of December 31, 2021, the City is reporting that the Stormwater operating program resulted in a year-end deficit of \$0.3 million which was offset by the Stormwater Capital reserve fund. Further details are provided in Appendix 1-2, Revenue Charge and Operating Details for Stormwater.

Stormwater Capital Summary

The approved Stormwater capital program is \$140.5 million, including legacy Stormwater projects originally part of the Roads Service Area. Staff recommend closing three projects and are requesting approximately \$0.7 million be requested from the appropriate reserve funds.

Recommended adjustments to the Stormwater capital program will result in a revised net capital budget of \$140.5 million for the 92 active projects.

The following are highlights of major project funding adjustments:

- PN20004 (TWSD00210) Cooksville Creek Flood Storage Facility – Bristol Road E, west of Kennedy Road is in progress and returning funding of \$1.1 million. This is due to lower bidding prices and favourable underground conditions
- PN20029 (TWSD00381) Loyalist Creek Erosion Control between Thornlodge Drive is in progress and requesting additional funds of \$1.8 million. The request is based on an updated cost estimate from the engineering consultant in response to design changes that were required based on landowner feedback through the EA process. The updated design requires that the creek be re-constructed using a more expensive heavy armourstone bank option, instead of the less expensive natural banks that were initially proposed

- PN14142 (TWSD00203) Cooksville Creek Pond #3702 – North of Matheson Boulevard Park 317 is the Lake Saigon/Saigon Park collaboration between T&W and CMS. This project is near completion and returning surplus funds of \$0.7 million. This was a complex, multi-year project for which the funding covered large infrastructure. As part of the construction tender, the City received favourable pricing for certain infrastructure aspects that has enabled a funding surplus. Remaining funds are being retained in the account to cover the balance of the warranty period from the contractor side as well as the consultant's side. Additionally, \$0.1 million is being returned from this PN and requested from Park Development PN21328 for the implementation of minor improvements around the site
- PN19004 (TWSD00214) Cooksville Creek Flood Storage Facility – Mississauga Valley is in progress and requesting additional funding of \$1.0 million. The additional budget is required due to the lowest bidding price being higher than the approved budget
- PN17015 (TWSD00372) Mary Fix Creek Erosion Control, downstream of Dundas Street West is in progress and requesting additional funding of \$0.5 million. The additional budget is required due to lowest bidding price being higher than the approved budget and additional costs to dispose of encountered contaminated soil at landfills

Capital Appendices

The following appendices detail project updates, changes, and funding adjustments for all capital projects, including Stormwater:

- **Appendix 2-2:** Projects Completed, Delayed or Cancelled and to be Closed – 107 projects with an approved budget of \$96.3 million, including three Stormwater projects with approved budget of \$2.2 million, are to be closed. \$7.3 million or 7.6 per cent of the approved budget amount being returned to the reserves and reserve funds
- **Appendix 2-3:** Open Projects Requiring Funding Adjustments – Overall 60 projects with an approved budget of \$154.9 million, requesting \$3.2 million from reserves and reserve funds. Among them, 12 Stormwater projects are requesting \$1.0 million
- **Appendix 2-4:** Project Adjustments with No Net Capital Impact lists six projects that are being adjusted with no net financial impact
- **Appendix 2-5:** Various Project Adjustments is requesting five new projects with impacts of \$2.0 million from various reserves including Section 37 Bonus Zoning
- **Appendix 5:** Funding Adjustments to various BRT projects

PART 4: MUNICIPAL ACCOMMODATION TAX

The City of Mississauga introduced the Municipal Accommodation Tax (MAT) effective April 2018. This tax is collected by accommodation providers (facilities) offering short-term accommodation. The total revenue budget for MAT is \$9.8 million for 2021.

In February 2020, a by-law was established to create Tourism Mississauga. Fifty per cent of the total net MAT revenue is remitted to Tourism Mississauga.

As of December 31, 2021, the revenue collected is \$5.9 million or 60 per cent of total budget. Hoteliers have been impacted by the COVID-19 pandemic. Monthly MAT revenue collection is increasing, but remains below pre-pandemic levels.

PART 5: WARD-SPECIFIC PROJECTS

On May 22, 2019 a motion was passed by Council to establish capital projects up to a total amount of \$2.0 million per ward, to be used at the discretion of each local councillor. These funds need to be used within the current council term. As part of this report, approval is requested for the projects listed in Appendix 2-6. A status update of approved projects by ward is presented in Appendix 2-7. A status update of all projects requested to date is provided in Appendix 2-8.

PART 6: HOUSEKEEPING

Planning & Building 2022 Fees and Charges change

Engineering Fees (listed in Appendix 3) need to be inserted in Schedule C-1 (Planning Act Processing Fees Applications) of the User Fees and Charges By-law 0247-2021. Engineering Fees under the Development Engineering Section were inadvertently omitted as part of the 2022 Fees and Charges review; however, these fees were included in last year's by-law. The Engineering Fee amounts in 2022 are the same as the 2021 Engineering Fees.

Malton Depot Main Building – Roofing renewal

Facilities & Property Management is requesting to advance funding to PN22726 (CPFP008948) in the amount of \$0.9 million from the Tax Capital Reserve Fund (#33121) to a revised budget of \$1.1 million. Funding was built into the 2023 capital plan. Given the state of the roof and the increased maintenance costs, the recommendation is to replace the roof as soon as possible and advance 2023 funding. Repairs to the roof are no longer cost effective and it is past life expectancy at over 20 years old and leaking in several locations. Otherwise, leaks will continue and there may be additional costs due to damage to interior spaces.

Telematics/GPS in Fleet Vehicles

Roads is requesting a new PN21201 (TWOE09889) GPS/Telematics Fleet Vehicles be approved in the amount of \$1.2 million funded by the Tax Capital Reserve Fund (#33121) proposed in Appendix 2-5. The additional request is to cover the expected costs of hardware, installation and project implementation (Current PN20565 under CPS/IT). This replacement project is for the supply, install, implementation and ongoing support for a hosted GPS/telematics solution over 1,250 city-owned and contracted vehicles. The City's asset management strategy as well as the

push for carbon neutral transportation for City operations depend on a robust TMX solution to make incremental change based on TMX data. Specifically, a new solution will help the City reduce overall fleet size where possible, track vehicle performance, and reduce greenhouse gas emissions.

Property Acquisition

Roads is proposing to acquire City-owned lands from Community Services and use funding from PN20197 (TWOE06827) Property acquisition Park PIN 131410187 for the SQ1 Drive Extension. Funding of \$2.76 million is being returned and transferred to CIL Parkland reserve fund (#A32121) included in Appendix 2-3.

MAX System Project

Business Services is requesting to Modify PN22600 MAX System with a gross and net cost budget of \$0.8M, due to an increase in scope. The project is funded by the Tax Capital Reserve Fund (#33121). In order to use the \$1.0 million Streamline Development Approval Fund to be received from the Province, \$0.8 million should now be returned and the project gross cost budget to be increased to \$1.0 million offset by Recovery from Province of Streamline Development Approval Fund resulting in a net cost budget of zero. Furthermore a recommendation has been included to amend and rename the "MAX System Project" to "Streamline Development Project".

Future Directions - Recreation and Parks, Forestry & Environment

Recreation is requesting to advance \$0.2 million to PN22302 funded by DCA-Recreation & Parks Development Reserve Fund #31315.

Parks, Forestry and Environment (PF&E) is requesting to advance \$0.2 million to PN22433 funded by DCA-Recreation & Parks Development Reserve Fund #31315.

Funding for the Recreation and PF&E is currently built into the 2023 capital plan. Master Plans for Recreation and PF&E will be worked on in conjunction with Master Plans for Library, Culture and Fire, and will begin in 2022. Based on project timelines, procurement of consultant services will need to take place by August 2022 to achieve the target completion date of January 2024.

Square One Innovation Hub

Land Development Services is requesting additional funding of \$0.3 million for PN22958 from the Tax Capital Reserve Fund (#33121) for a revised budget of \$1.625 million to address increases in tender prices due to supply chain pressures related to COVID-19. It is critical that this project proceed as planned.

Various Housekeeping Project Adjustments

Listed in Appendix 6.

PART 7: UNCOLLECTIBLE WRITE-OFFS

Accounts Receivable Invoicing and Collection Policy 04-07-02 gives the Commissioner, Corporate Services and Chief Financial Officer the authority to write off uncollectible invoices under \$25,000 and requires the amount of invoices written off to be reported to Council annually. In 2021, a total of 4,158 invoices were issued totalling \$26.1 million. Write-offs completed in 2021 for prior years' uncollectible invoices totalled \$248,073.10. Invoices are only written off after all avenues for collection have been exhausted including adding invoices to the tax roll for collection where authorized under legislation and/or by-laws, assigning to collection agencies and/or taking legal action.

The Policy requires the Commissioner, Corporate Services and Chief Financial Officer to obtain Council Approval to write off uncollectible invoices over \$25,000.00. Invoice #126466 was issued on April 05, 2019 for multiple event settlements. The current balance for the invoice including associated interest is \$116,577.87. This invoice has been reviewed by Legal Services and the originating program area has deemed the account to be uncollectible.

Staff have determined that the taxes billed for the following properties are uncollectible and should be written off.

Roll numbers 050-113-16219 and 050-113-16229, 0 Airport Rd are roll numbers associated with a prior commercial tenant of the GTAA. As this is GTAA land, the City does not have the option of tax sale for collecting outstanding taxes. Collection activities occurred including legal action that has resulted in a settlement. The amount agreed to in the settlement has been received; therefore, the balance of taxes, fees and charges of \$66,861.57 be should be written off.

Roll numbers 040-096-79662, 040-096-79664, 040-096-79666, 040-096-79668, 040-096-79670, 040-096-79672, 040-096-79674 & 040-096-79676, 0 Cabrera Crescent W/S, City-owned properties where a tax appeal to exempt them from taxation was not filed by the applicable deadline. Therefore, the balance of taxes, fees and charges of \$88,457.50 be should be written off.

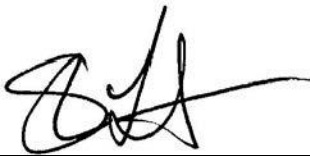
Conclusion

The City continued to face challenges in 2021 as a result of the COVID-19 pandemic. Numerous lockdowns and re-openings impacted many service areas. Transit ridership has not yet recovered to pre-pandemic levels. Recreation centres and libraries were also closed for a portion of the year.

Although the City adopted mitigating actions, such as cost containment strategies and closures of facilities wherever possible, the City nevertheless incurred a deficit of \$51.0 million at year end. This deficit has been offset by Federal and Provincial Safe Restart funding.

Attachments

- Appendix 1-1 Operating Details by Service Area
- Appendix 1-2 Revenue Charge and Operating Details for Stormwater
- Appendix 2-1 Summary of Capital Works-in-Progress by Service Area
- Appendix 2-2 Projects Completed, Delayed or Cancelled and to be Closed
- Appendix 2-3 Open Projects Requiring Funding Adjustments
- Appendix 2-4 Project Adjustments with No Net Capital Impact
- Appendix 2-5 Various Project Adjustments
- Appendix 2-6 Requests for Establishment of New Ward-Specific Projects
- Appendix 2-7 Approved Ward-Specific Projects
- Appendix 2-8 Status to Date Ward-Specific Projects
- Appendix 3 Amended Planning Act User Fees
- Appendix 4 Reconciliation with 2021 Consolidated Financial Statements
- Appendix 5 Funding Adjustments to various BRT projects
- Appendix 6 Various Housekeeping Project Adjustments



Shari Lichterman, CPA, CMA, Commissioner of Corporate Services and Chief Financial Officer

Prepared by: Luigi Vernace, CPA, CGA, Supervisor, Budgets

Operating Details by Service Area
Fire & Emergency Services
Appendix 1-1

Item (\$ Millions)	2021 Budget	2021 Year-End Actuals	Year-End Variance		Comments and Action Plan
			\$ Surplus/ (Deficit)	% of Budget	
Revenues	(6.8)	(6.8)	0.0	0.3%	
Other Operating Expenses	14.1	14.5	(0.4)	(2.7%)	(\$0.7M) Unfavourable due to equipment including hand sanitizer, cleaning supplies, and PPE \$0.3M Favourable due to COVID-19 savings, staff development, transportation costs and materials and supplies
Labour and Benefits	113.0	112.8	0.2	0.2%	Favourable due to position vacancies, retirements and long term absences
Total Net Cost before Administrative and Support Costs	120.3	120.5	(0.2)	(0.2%)	
Administrative and Support Costs	1.0	0.9	0.1	6.1%	Favourable due to reduced expenditures in divisional support services
Total Net Cost	121.3	121.4	(0.1)	(0.1%)	

Roads

Item (\$ Millions)	2021 Budget	2021 Year-End Actuals	Year-End Variance		Comments and Action Plan
			\$ Surplus/ (Deficit)	% of Budget	
Revenues	(18.1)	(20.5)	2.4	13.1%	Favourable variances in revenue are: \$0.8M higher than budgeted engineering subdivision review fees \$0.4M higher volume of site plan application fees \$0.7M unexpected license agreements revenue \$0.6M sidewalk maintenance for utility restoration recoveries \$0.7M higher regional recoveries in signal maintenance Bell/Hydro poles (\$1.2M) Unfavourable variance in parking revenues due to lower utilization of paid parking caused by Covid-19 impact
Other Operating Expenses	50.0	52.5	(2.5)	(5.0%)	Unfavourable variances are: (\$1.2M) transfer of operating surplus to the winter maintenance reserve not budgeted (\$0.7M) in fleet services due to higher fuel costs and outsourcing vehicle maintenance work (\$0.3M) higher custodial costs resulting from COVID-19 impact
Labour and Benefits	34.7	36.3	(1.6)	(4.6%)	(\$4.9M) Unfavourable variance in labour recovery from capital \$1.6M Favourable variance in part-time labour for crossing guards due to school closures \$1.7M Favourable due to vacancies from positions on hold
Total Net Cost before Administrative and Support Costs	66.6	68.3	(1.7)	(2.6%)	
Administrative and Support Costs	0.2	0.2	0.0	0.0%	
Total Net Cost	66.8	68.6	(1.7)	(2.6%)	

Operating Details by Service Area
MiWay
Appendix 1-1

Item (\$ Millions)	2021 Budget	2021 Year-End Actuals	Year-End Variance		Comments and Action Plan
			\$ Surplus/ (Deficit)	% of Budget	
Revenues	(93.4)	(52.6)	(40.7)	(43.6%)	Unfavourable variance due to COVID -19 impact
Transfers from Reserve	(18.5)	(51.3)	32.8	177.1%	Favourable variance due to funding from Safe Restart Grant
Other Operating Expenses	45.6	43.9	1.7	3.7%	\$1.5M Equipment rent/lease savings. \$1.4M Lower Presto commissions (\$1.0M) Higher Vehicle maintenance costs due to aging fleet and supply chain issues \$0.3M utilities savings from consumption and price (\$0.5M) higher sublet vehicle maintenance costs mainly due to application of AEGIS microbe shield on Miway buses
Labour and Benefits	149.7	143.4	6.3	4.2%	Favourable labour variance due to vacancies
Total Net Cost before Administrative and Support Costs	83.5	83.5	(0.0)	(0.0%)	
Administrative and Support Costs	1.3	1.3	0.0	0.0%	
Total Net Cost	84.8	84.8	(0.0)	(0.0%)	

Parks Forestry & Environment

Item (\$ Millions)	2021 Budget	2021 Year-End Actuals	Year-End Variance		Comments and Action Plan
			\$ Surplus/ (Deficit)	% of Budget	
Revenues	(5.3)	(5.8)	0.5	9.9%	Favourable variance due to increase Development applications and grant funding opportunities. Increase in Marina berthage and fuel sales, helped offset the loss of revenue in Sport Fields and Park Permits.
Other Operating Expenses	15.3	18.3	(3.1)	(20.0%)	Unfavourable variance due to additional occupancy and vehicle requirements for staff for social distancing, including additional comfort stations and cleaning requirements due to COVID-19.
Labour and Benefits	28.2	27.8	0.4	1.5%	Favourable labour variance due to retirements and vacancies in full time positions being backfilled by temporary staff
Total Net Cost before Administrative and Support Costs	38.2	40.3	(2.1)	(5.6%)	
Administrative and Support Costs	0.3	0.4	(0.1)	(39.1%)	Unfavourable variance due to reduced expenditures in divisional support services.
Total Net Cost	38.5	40.7	(2.2)	(5.8%)	

Operating Details by Service Area

Appendix 1-1

Mississauga Library

Item (\$ Millions)	2021 Budget	2021 Year-End Actuals	Year-End Variance		Comments and Action Plan
			\$ Surplus/ (Deficit)	% of Budget	
Revenues	(2.1)	(1.5)	(0.6)	(27.7%)	Unfavourable variance is due to closure resulting in less revenue collected from fines, photocopy charges and other user fees.
Other Operating Expenses	8.2	6.9	1.3	15.8%	Favourable variance mainly driven by savings in utilities, materials and supplies, as a result of COVID-19 closure of facilities.
Labour and Benefits	23.0	21.4	1.5	6.7%	Favourable variance is primarily related to full time vacancies.
Total Net Cost before Administrative and Support Costs	29.1	26.9	2.3	7.8%	
Administrative and Support Costs	0.5	0.5	0.0	3.0%	
Total Net Cost	29.7	27.4	2.3	7.7%	

Business Services

Item (\$ Millions)	2021 Budget	2021 Year-End Actuals	Year-End Variance		Comments and Action Plan
			\$ Surplus/ (Deficit)	% of Budget	
Revenues	(2.8)	(2.3)	(0.5)	(18.1%)	(\$0.5M) Deficit in Revenue and Material Management (MM) as a result of Interest cancelation on outstanding invoices due to legal settlement and revenue shortfall for Provincial Offences Act (POA) Administration fee
Other Operating Expenses	4.1	3.5	0.6	14.9%	\$0.6M Favourable due to committed savings in Seminars, Conferences and Materials and Supplies
Labour and Benefits	31.6	32.9	(1.3)	(4.1%)	Unfavourable labour in Human Resources and 311 Contact Centre due to business pressures, partially offset by favourable labour in Revenue and Materials Management
Total Net Cost before Administrative and Support Costs	32.9	34.1	(1.2)	(3.7%)	
Administrative and Support Costs	0.1	0.1	0.0	0.0%	
Total Net Cost	32.9	34.2	(1.2)	(3.7%)	

Operating Details by Service Area

Appendix 1-1

Facilities & Property Management

Item (\$ Millions)	2021 Budget	2021 Year-End Actuals	Year-End Variance		Comments and Action Plan
			\$ Surplus/ (Deficit)	% of Budget	
Revenues	(0.7)	(0.8)	0.1	12.7%	Favourable variance due to energy rebates received in Q4
Other Operating Expenses	10.4	9.6	0.8	7.7%	(\$0.6M) Unfavourable due to increased maintenance demands for mold abatements and structural repairs (\$0.2M) Unfavourable due to increased building supplies costs as a result of supply chain issues \$0.7M Favourable due to increased savings for utilities due to COVID-19 \$0.5M Favourable due to reduction in preventative maintenance \$0.3M Favourable due to savings in staff development and transportation costs
Labour and Benefits	18.0	15.8	2.2	12.2%	\$2.2M Favourable due to vacancies and hiring freeze due to COVID-19
Total Net Cost before Administrative and Support Costs	27.7	24.6	3.1	11.1%	
Administrative and Support Costs	(1.8)	(1.8)	0.0	0.0%	
Total Net Cost	25.9	22.8	3.1	11.9%	

Recreation

Item (\$ Millions)	2021 Budget	2021 Year-End Actuals	Year-End Variance		Comments and Action Plan
			\$ Surplus/ (Deficit)	% of Budget	
Revenues	(56.9)	(21.2)	(35.7)	(62.7%)	Unfavourable because of COVID-19 impact. Minimal program offerings due to facility closures and public health restrictions
Other Operating Expenses	27.7	19.4	8.2	29.7%	Favourable variance mainly driven by savings in utilities, materials and supplies, and contractor costs, as a result of COVID-19 closure of facilities
Labour and Benefits	59.5	40.1	19.4	32.5%	Favourable variance primarily driven by COVID-19 related savings in temp labour of \$16M Remaining surplus related to vacancies and maternity leaves
Total Net Cost before Administrative and Support Costs	30.2	38.3	(8.1)	(26.9%)	
Administrative and Support Costs	(0.3)	(0.4)	0.0	9.8%	
Total Net Cost	29.9	38.0	(8.1)	(27.1%)	

Operating Details by Service Area
Information Technology

Appendix 1-1

Item (\$ Millions)	2021 Budget	2021 Year-End Actuals	Year-End Variance		Comments and Action Plan
			\$ Surplus/ (Deficit)	% of Budget	
Revenues	(1.6)	(1.2)	(0.4)	(23.3%)	(\$0.4M) Unfavourable variance is a result of lower than expected revenues from the TXM program.
Other Operating Expenses	10.2	9.4	0.8	8.2%	\$0.3M Favourable due to lower transfer to reserves as a result of TXM tax system implementation postponement \$0.3M Lower spend in Equipment Maintenance due to ESRI invoices \$0.2M Favourable due to Lower Contractor and Professional Services
Labour and Benefits	24.6	24.9	(0.2)	(1.0%)	Unfavourable variance due to lower than expected capital chargebacks
Total Net Cost before Administrative and Support Costs	33.3	33.0	0.2	0.7%	
Administrative and Support Costs	(1.5)	(1.5)	(0.0)	(0.0%)	
Total Net Cost	31.7	31.5	0.2	0.7%	

City Manager's Office

Item (\$ Millions)	2021 Budget	2021 Year-End Actuals	Year-End Variance		Comments and Action Plan
			\$ Surplus/ (Deficit)	% of Budget	
Revenues	(0.9)	(0.7)	(0.3)	(27.6%)	Mainly due to lower transfer from reserve fund as a result of lower expenses and absence of POA collection notices as a result of courts being shut down due to COVID-19
Other Operating Expenses	2.2	3.3	(1.2)	(54.2%)	Due to over expenditures for Contractor and Professional Services in Legal Services
Labour and Benefits	11.5	10.6	0.9	7.9%	Favourable due to vacancies in the Legal Services Department
Total Net Cost before Administrative and Support Costs	12.7	13.2	(0.5)	(4.1%)	
Administrative and Support Costs	0.0	0.0	0.0	0.0%	
Total Net Cost	12.7	13.2	(0.5)	(4.1%)	

Land Development Services

Item (\$ Millions)	2021 Budget	2021 Year-End Actuals	Year-End Variance		Comments and Action Plan
			\$ Surplus/ (Deficit)	% of Budget	
Revenues	(15.5)	(29.6)	14.1	91.1%	Favourable variance mainly due to increased volume and higher value for Building Permits Application and Development applications
Other Operating Expenses	3.4	17.6	(14.1)	(411.9%)	Unfavourable variance driven by a forecasted transfer to the Building Permit Revenue Stabilization Reserve (subject to approval and in accordance with City policy) partially offset by other operating savings due to COVID-19 impacts.
Labour and Benefits	23.9	23.3	0.6	2.7%	Favourable Variance due to higher than expected vacancies and capital chargebacks
Total Net Cost before Administrative and Support Costs	11.9	11.3	0.6	5.1%	
Administrative and Support Costs	0.0		0.0	0.0%	
Total Net Cost	11.9	11.3	0.6	5.1%	

Operating Details by Service Area

Appendix 1-1

Culture

Item (\$ Millions)	2021 Budget	2021 Year-End Actuals	Year-End Variance		Comments and Action Plan
			\$ Surplus/ (Deficit)	% of Budget	
Revenues	(14.0)	(6.1)	(7.9)	(56.4%)	Unfavourable variance is due to cancelled or modified events and programs because of COVID-19
Other Operating Expenses	10.9	7.9	3.0	27.7%	Favourable variance due to cancelled and modified events in Paramount Fine Food Centre and Living Art Centre. Less cleaning, security and logistics required
Labour and Benefits	9.1	7.2	1.9	20.5%	\$1.6M Favourable variance primarily driven by COVID related savings in temp labour Remaining surplus related to full time vacancies and salary differential for replacement hires
Total Net Cost before Administrative and Support Costs	6.0	9.0	(3.0)	(50.2%)	
Administrative and Support Costs	0.1	0.1	0.0	7.3%	
Total Net Cost	6.1	9.1	(3.0)	(49.1%)	

Mayor & Council

Item (\$ Millions)	2021 Budget	2021 Year-End Actuals	Year-End Variance		Comments and Action Plan
			\$ Surplus/ (Deficit)	% of Budget	
Revenues	(0.2)	(0.2)	0.0	0.0%	
Other Operating Expenses	0.8	0.7	0.1	11.2%	
Labour and Benefits	4.4	4.4	(0.0)	(0.6%)	
Total Net Cost before Administrative and Support Costs	5.0	4.9	0.1	1.3%	
Administrative and Support Costs	0.0		0.0	0.0%	
Total Net Cost	5.0	4.9	0.1	1.3%	

Regulatory Services

Item (\$ Millions)	2021 Budget	2021 Year-End Actuals	Year-End Variance		Comments and Action Plan
			\$ Surplus/ (Deficit)	% of Budget	
Revenues	(18.7)	(11.6)	(7.1)	(37.8%)	Unfavorable variances due to impact of COVID-19: (\$4.0M) Parking Revenue/APS (\$0.7M) Business and Bingo licensing (\$1.2M) Transportation Network Companies (TNC) (\$0.7M) Mobile Licensing (\$0.4M) various other revenue shortfalls
Other Operating Expenses	2.8	2.3	0.5	18.9%	Favourable variances due to savings in TNC inspection cost and fewer number of MTO searches
Labour and Benefits	16.5	15.8	0.7	4.3%	Favourable labour variance due to vacancies
Total Net Cost before Administrative and Support Costs	0.6	6.5	(5.8)	(901.7%)	
Administrative and Support Costs	0.2	0.2	0.0	0.0%	
Total Net Cost	0.8	6.6	(5.8)	(707.2%)	

Operating Details by Service Area

Appendix 1-1

Legislative Services

Item (\$ Millions)	2021 Budget	2021 Year-End Actuals	Year-End Variance		Comments and Action Plan
			\$ Surplus/ (Deficit)	% of Budget	
Revenues	(12.6)	(6.8)	(5.9)	(46.4%)	Unfavourable variance due to limited trials and closure from COVID-19
Other Operating Expenses	2.0	1.5	0.5	26.8%	Favourable variance due to COVID-19. Limited trials and use of judiciary services and interpreters
Labour and Benefits	8.8	8.1	0.8	8.5%	Favourable variance due to vacancies
Total Net Cost before Administrative and Support Costs	(1.8)	2.8	(4.6)	(255.4%)	
Administrative and Support Costs	0.0		0.0	0.0%	
Total Net Cost	(1.8)	2.8	(4.6)	(255.4%)	

Financial Transactions

Item (\$ Millions)	2021 Budget	2021 Year-End Actuals	Year-End Variance		Comments and Action Plan
			\$ Surplus/ (Deficit)	% of Budget	
Revenues	(143.1)	(163.3)	20.2	14.1%	\$18.1M favourable variance in transfer from reserve for Safe Restart Agreement funding \$6.3M favourable variance for interest earned on missed payments and outstanding tax balances \$5M favourable variance for tax revenue attributed to new assessments as processed by MPAC \$1.3M favourable variance for PILT revenues net of Region transfer exceeded budget \$1M favourable variance for Gain or Loss on disposal of assets (offset by transfer to reserve fund below) \$0.7M favourable variance related to HST audit (offset below in Capital Land Purchases Expenses) \$0.6M favourable variance for annual PCARD rebate and increased Input Tax Credit claims \$0.6M favourable variance for LAC deferred capital contributions apart of LAC's balance sheet, offset below in expenses \$0.3M favourable variance in transfer from reserve for workers comp program due to higher than normal WSIB claims (\$7M) unfavourable variance in transfer from reserve fund for debt expenses required because of timing differences (offset by debt expense below) (\$2.7M) unfavourable variance in transfer from reserve fund required for insurance claim (offset by insurance claim savings below) (\$1.9M) unfavourable Municipal Accommodation Tax (MAT) revenue (offset by transfer to reserve below) (\$1.6M) unfavourable revenue for BIAs (offset below) (\$0.5) unfavourable in transfer from reserve for sick leave due to decreased sick leave claims
Other Operating Expenses	193.3	194.3	(1.0)	(0.5%)	(\$9M) unfavourable variance due to tax assessment appeals settlements (\$2.7M) unfavourable variance due to unbudgeted Sunlife transfer to employee benefit reserve (\$1M) unfavourable variance due to transfer to reserve fund for Gain or Loss on disposal of assets (offset by above) (\$0.7M) unfavourable variance to related to HST audit (offset above in Transfer to CIL Parkland) (\$0.6M) unfavourable variance for LAC deferred capital contributions apart of LAC's balance sheet, offset above (\$0.2M) unfavourable variances related to other expenditures \$7M favourable variance in debt payments due to timing differences (offset above in transfer from reserve). \$2.7M favourable due to savings in insurance claims (offset by transfer from reserve above) \$1.9M favourable transfer to reserve for Municipal Accommodation Tax (MAT) (offset above in MAT revenue) \$1.6M favourable variance due to BIAs (offset above)
Labour and Benefits	8.6	6.9	1.8	20.3%	\$2.2M Favourable to Adjust Unspent Health Spending Account Carryforward (\$1.1M) Unfavourable due to Other Additional Labour Costs \$0.4M Favourable due to Retiree Benefits being lower than expected \$0.2M Favourable due to late start of Career Development Positions
Total Net Cost before Administrative and Support Costs	58.8	37.8	21.0	35.7%	
Administrative and Support Costs	0.0	0.0	0.0	0.0%	
Total Net Cost	58.8	37.8	21.0	35.7%	
City Grand Total Net Cost	555.1	555.1	(0.0)	(0.0%)	

Note: Numbers may not add due to rounding.

Revenue Charge and Operating Details for Stormwater

Appendix 1-2

Item (\$ Millions)	2021 Budget	2021 Year-End Actuals	Year-End Variance		Comments and Action Plan
			\$ Surplus/ (Deficit)	% of Budget	
Stormwater Revenue	(43.7)	(41.6)	(2.1)	4.8%	(\$2.0M) unfavourable variance due to refund and uncollectible stormwater charges related to two properties (\$0.3M) unfavourable due to number of billing units offset by \$0.3M increase in the amount of recoveries
Stormwater Exemptions and Credits and Other Fees	1.4	1.0	0.4	30.3%	\$0.4M favourable variance due to lower exemption/credit application volume.
Other Operating Expenses and Contribution to Reserves	37.4	35.9	1.5	3.9%	\$0.9M favourable variance due to decline in subsidy applications for the sump pump grant program. \$0.4M favourable variance for unbilled revenue accrual transfers to reserves due to billing adjustments. \$0.2M favourable variance due to transfer of Operating deficit to Stormwater Capital
Labour and Benefits	4.9	4.7	0.2	4.4%	\$0.2M favourable variance is a result of gapping and recovery of labour costs.
Total Net Cost	0.0	(0.0)	(0.0)	0.0%	

Summary of Capital Works-In-Progress by Service Area as of December 31, 2021

Appendix 2-1

Service	# of Active Projects/ Programs	Revised Net City Cost (\$000)	Approved Net City Cost (\$000)	(Surplus) / Additional Funds Required (\$000)	Net Expenditures to Dec 31, 2021 (\$000)	Net Expenditures as a % of Revised Net City Cost	Balance of Net Expenditure to be Incurred (\$000)
Summary of All Projects/Programs							
Fire & Emergency Services	22	\$27,975	\$28,063	\$(88)	\$12,121	43%	\$15,853
Roads	236	\$489,127	\$492,422	\$(3,295)	\$357,492	73%	\$131,635
MiWay	98	\$377,500	\$376,815	\$686	\$351,394	93%	\$26,107
Parks, Forestry & Environment	196	\$270,549	\$271,330	\$(781)	\$149,815	55%	\$120,735
Mississauga Library	21	\$28,322	\$28,499	\$(177)	\$15,626	55%	\$12,695
Business Services	14	\$6,355	\$8,647	\$(2,291)	\$2,807	44%	\$3,548
City Manager's Office	4	\$883	\$883	\$0	\$327	37%	\$556
Facilities & Property Management	87	\$124,255	\$124,909	\$(654)	\$90,154	73%	\$34,101
Recreation	27	\$85,339	\$85,406	\$(67)	\$56,685	66%	\$28,654
Information Technology	123	\$72,342	\$70,811	\$1,531	\$39,105	54%	\$33,237
Land Development Services	30	\$8,867	\$8,876	\$(8)	\$3,447	39%	\$5,421
Culture	29	\$12,412	\$12,000	\$412	\$4,570	37%	\$7,843
Regulatory Services	2	\$365	\$365	\$0	\$232	64%	\$133
Legislative Services	11	\$2,863	\$2,950	\$(87)	\$387	14%	\$2,476
Stormwater	92	\$140,510	\$139,805	\$705	\$73,545	52%	\$66,965
TOTAL	992	\$1,647,664	\$1,651,781	\$(4,116)	\$1,157,707	70%	\$489,957
2021							
Fire & Emergency Services	6	\$11,670	\$11,670	\$0	\$(1,233)	-11%	\$12,903
Roads	67	\$78,905	\$72,931	\$5,975	\$24,695	31%	\$54,210
MiWay	22	\$17,177	\$17,067	\$110	\$11,730	68%	\$5,447
Parks Forestry & Environment	58	\$42,787	\$42,600	\$187	\$19,038	44%	\$23,750
Mississauga Library	2	\$336	\$336	\$0	\$0	0%	\$336
Business Services	2	\$3,066	\$3,066	\$0	\$423	14%	\$2,643
City Manager's Office	1	\$75	\$75	\$0	\$0	0%	\$75
Facilities & Property Management	28	\$47,351	\$44,013	\$3,338	\$33,453	71%	\$13,898
Recreation	5	\$2,720	\$2,720	\$0	\$372	14%	\$2,348
Information Technology	41	\$18,572	\$17,572	\$1,000	\$3,178	17%	\$15,394
Land Development Services	6	\$1,150	\$1,150	\$0	\$0	0%	\$1,150
Culture	10	\$3,817	\$3,817	\$0	\$37	1%	\$3,780
Legislative Services	4	\$612	\$626	\$(14)	\$79	13%	\$533
Stormwater	12	\$9,936	\$9,490	\$446	\$1,292	13%	\$8,644
2021 Total	264	\$238,175	\$227,133	\$11,042	\$93,063	39%	\$145,111

Summary of Capital Works-In-Progress by Service Area as of December 31, 2021

Appendix 2-1

Service	# of Active Projects/ Programs	Revised Net City Cost (\$000)	Approved Net City Cost (\$000)	(Surplus) / Additional Funds Required (\$000)	Net Expenditures to Dec 31, 2021 (\$000)	Net Expenditures as a % of Revised Net City Cost	Balance of Net Expenditure to be Incurred (\$000)
2020							
Fire & Emergency Services	7	\$1,938	\$2,080	\$(142)	\$1,347	69%	\$591
Roads	46	\$79,459	\$83,894	\$(4,435)	\$40,902	51%	\$38,557
MiWay	17	\$25,467	\$25,531	\$(63)	\$18,859	74%	\$6,608
Parks Forestry & Environment	44	\$109,001	\$109,116	\$(116)	\$43,434	40%	\$65,566
Mississauga Library	6	\$2,120	\$2,120	\$0	\$297	14%	\$1,824
Business Services	3	\$632	\$632	\$0	\$264	42%	\$368
Facilities & Property Management	14	\$19,446	\$20,067	\$(622)	\$7,843	40%	\$11,602
Recreation	5	\$7,390	\$7,398	\$(8)	\$2,945	40%	\$4,445
Information Technology	35	\$17,932	\$17,535	\$396	\$9,075	51%	\$8,857
Land Development Services	4	\$580	\$580	\$0	\$303	52%	\$277
Culture	6	\$7,205	\$6,783	\$422	\$3,599	50%	\$3,605
Regulatory Services	1	\$320	\$320	\$0	\$232	72%	\$88
Legislative Services	3	\$351	\$347	\$4	\$147	42%	\$204
Stormwater	21	\$23,469	\$23,015	\$454	\$9,654	41%	\$13,815
2020 Total	212	\$295,309	\$299,419	\$(4,109)	\$138,900	47%	\$156,409
2019							
Fire & Emergency Services	1	\$150	\$150	\$0	\$141	94%	\$9
Roads	34	\$56,667	\$57,546	\$(879)	\$44,837	79%	\$11,831
MiWay	21	\$40,875	\$40,248	\$627	\$28,188	69%	\$12,687
Parks Forestry & Environment	24	\$31,878	\$32,052	\$(174)	\$21,902	69%	\$9,976
Mississauga Library	3	\$1,130	\$1,256	\$(126)	\$285	25%	\$845
Business Services	1	\$259	\$259	\$0	\$0	0%	\$259
City Manager's Office	2	\$298	\$298	\$0	\$0	0%	\$298
Facilities & Property Management	32	\$36,867	\$39,938	\$(3,071)	\$28,635	78%	\$8,232
Recreation	7	\$27,545	\$27,545	\$0	\$10,196	37%	\$17,349
Information Technology	24	\$26,751	\$26,650	\$101	\$19,170	72%	\$7,581
Land Development Services	2	\$450	\$450	\$0	\$226	50%	\$224
Culture	5	\$425	\$425	\$0	\$75	18%	\$350
Regulatory Services	1	\$45	\$45	\$0	\$0	0%	\$45
Legislative Services	3	\$1,887	\$1,887	\$0	\$149	8%	\$1,739
Stormwater	14	\$15,670	\$15,261	\$409	\$7,705	49%	\$7,965
2019 Total	174	\$240,898	\$244,009	\$(3,111)	\$161,506	67%	\$79,391

Summary of Capital Works-In-Progress by Service Area as of December 31, 2021

Appendix 2-1

Service	# of Active Projects/ Programs	Revised Net City Cost (\$000)	Approved Net City Cost (\$000)	(Surplus) / Additional Funds Required (\$000)	Net Expenditures to Dec 31, 2021 (\$000)	Net Expenditures as a % of Revised Net City Cost	Balance of Net Expenditure to be Incurred (\$000)
2018							
Fire & Emergency Services	3	\$2,297	\$2,290	\$7	\$1,794	78%	\$503
Roads	26	\$44,266	\$45,516	\$(1,251)	\$39,188	89%	\$5,078
MiWay	3	\$6,987	\$6,987	\$0	\$6,184	89%	\$802
Parks Forestry & Environment	26	\$46,697	\$47,180	\$(483)	\$34,728	74%	\$11,969
Mississauga Library	3	\$301	\$352	\$(52)	\$279	93%	\$21
Business Services	3	\$1,266	\$3,554	\$(2,288)	\$1,200	95%	\$66
City Manager's Office	1	\$510	\$510	\$0	\$327	64%	\$183
Facilities & Property Management	6	\$6,762	\$7,062	\$(300)	\$6,462	96%	\$300
Recreation	3	\$2,394	\$2,394	\$(0)	\$2,109	88%	\$285
Information Technology	11	\$3,979	\$3,930	\$49	\$3,035	76%	\$943
Land Development Services	9	\$4,479	\$4,481	\$(2)	\$1,274	28%	\$3,204
Culture	3	\$430	\$430	\$0	\$323	75%	\$107
Stormwater	18	\$28,377	\$28,433	\$(56)	\$6,260	22%	\$22,117
2018 Total	115	\$148,744	\$153,120	\$(4,376)	\$103,164	69%	\$45,580
2017							
Fire & Emergency Services	2	\$786	\$786	\$0	\$111	14%	\$675
Roads	29	\$46,441	\$47,978	\$(1,538)	\$29,617	64%	\$16,824
MiWay	23	\$38,966	\$38,966	\$0	\$42,610	109%	\$(3,644)
Parks Forestry & Environment	24	\$11,448	\$11,648	\$(200)	\$7,303	64%	\$4,146
Mississauga Library	4	\$850	\$850	\$0	\$473	56%	\$376
Business Services	3	\$827	\$830	\$(3)	\$639	77%	\$188
Facilities & Property Management	6	\$7,060	\$7,060	\$0	\$7,453	106%	\$(393)
Recreation	1	\$150	\$150	\$0	\$111	74%	\$39
Information Technology	9	\$3,198	\$3,198	\$0	\$3,008	94%	\$190
Land Development Services	8	\$2,139	\$2,145	\$(6)	\$1,642	77%	\$497
Culture	2	\$249	\$250	\$(1)	\$249	100%	\$0
Legislative Services	1	\$13	\$90	\$(77)	\$13	100%	\$0
Stormwater	13	\$17,881	\$17,624	\$257	\$11,942	67%	\$5,939
2017 Total	125	\$130,008	\$131,575	\$(1,567)	\$105,170	81%	\$24,838
2016 & Prior							
Fire & Emergency Services	3	\$11,134	\$11,087	\$47	\$9,962	89%	\$1,171
Roads	34	\$183,389	\$184,556	\$(1,167)	\$178,253	97%	\$5,136

Summary of Capital Works-In-Progress by Service Area as of December 31, 2021

Appendix 2-1

Service	# of Active Projects/ Programs	Revised Net City Cost (\$000)	Approved Net City Cost (\$000)	(Surplus) / Additional Funds Required (\$000)	Net Expenditures to Dec 31, 2021 (\$000)	Net Expenditures as a % of Revised Net City Cost	Balance of Net Expenditure to be Incurred (\$000)
MiWay	12	\$248,028	\$248,016	\$12	\$243,822	98%	\$4,206
Parks Forestry & Environment	20	\$28,738	\$28,734	\$4	\$23,410	81%	\$5,328
Mississauga Library	3	\$23,585	\$23,585	\$0	\$14,292	61%	\$9,293
Business Services	2	\$305	\$305	\$0	\$282	92%	\$23
Facilities & Property Management	1	\$6,770	\$6,770	\$0	\$6,308	93%	\$462
Recreation	6	\$45,139	\$45,199	\$(60)	\$40,953	91%	\$4,186
Information Technology	3	\$1,910	\$1,925	\$(15)	\$1,639	86%	\$271
Land Development Services	1	\$70	\$70	\$0	\$2	3%	\$68
Culture	3	\$287	\$296	\$(9)	\$287	100%	\$0
Stormwater	14	\$45,177	\$45,982	\$(805)	\$36,693	81%	\$8,485
2016 & Prior Total	102	\$594,531	\$596,525	\$(1,994)	\$555,903	94%	\$38,628

Projects Completed, Delayed or Cancelled and To Be Closed

Appendix 2-2

Project Number	SAP Parent Number	Project Name	Status	Revised Net Cost (\$000)	Approved Net Cost (\$000)	Additional / (Surplus) Approval Required (\$000)	Funding Source
Fire & Emergency Services							
CMFS00061	20253	Personal Protective Equipment Replacement	Project completed, to be closed and additional funds requested.	\$282.1	\$241.0	\$41.1	33121 Tax -Capital Reserve Fund
CMFS00097	18252	Replacement of Emergency Response Tools and Equipment	Project completed, to be closed and additional funds requested.	\$1,407.0	\$1,400.0	\$7.0	33121 Tax -Capital Reserve Fund
CMFS00111	16263	VCOM Radio System - Component Upgrade	Project completed. To be closed, after final invoices have been paid.	\$928.7	\$882.0	\$46.7	33121 Tax -Capital Reserve Fund
CMFS007580	20261	Business Continuity Management Tool	Project put on hold, future funding requests to be accommodated in future capital budget submissions	\$0.0	\$183.0	\$(183.0)	33121 Tax -Capital Reserve Fund
Fire & Emergency Services Total				\$2,617.8	\$2,706.0	\$(88.2)	
Roads							
TWBR00012	11154	Bridge & Structure Rehabilitation	Project completed and returning balance of funds to be used for Willow Lane structure wall potential mediation in project 19150 Bridge Repairs.	\$8,949.7	\$9,188.4	\$(238.8)	33121 Tax -Capital Reserve Fund 37100 Tax -Debt Management Reserve Fund - Tax Capital (blank) 37513 Developer Contribution-Stormwater Reserve Fund
TWBR00022	14151	Bridge Structure Detail Inspections & Design at various locations	Project completed, to be closed and remaining funds returned.	\$354.0	\$450.0	\$(96.0)	33121 Tax -Capital Reserve Fund 35182 Gas Tax -Federal Gas Tax-City Allocation
TWBR00029	17152	Bridge Structure Detail Inspections & Design at various locations	Project completed and returning balance of funds to be used for Willow Lane structure wall potential mediation in project 19150 Bridge Repairs.	\$352.1	\$500.0	\$(147.9)	35182 Gas Tax -Federal Gas Tax-City Allocation
TWOE00077	13194	Salt Management Program	Complete/Close - Brine system supplied and installed in November 2021	\$50.0	\$50.0	\$0.0	33121 Tax -Capital Reserve Fund
TWOE00092	14194	Salt Management Program	Complete/Close - Brine system supplied and installed in November 2021	\$50.0	\$50.0	\$0.0	33121 Tax -Capital Reserve Fund
TWOE00122	16194	Salt Management Program	Complete/Close - Brine system supplied and installed in November 2021	\$50.0	\$50.0	\$0.0	33121 Tax -Capital Reserve Fund
TWBR00045	15150	Bridge & Structure Renewal - Various Locations	Project completed and to be closed.	\$3,218.2	\$3,275.8	\$(57.6)	35182 Gas Tax -Federal Gas Tax-City Allocation
TWMR00062	19104	Ninth Line Widening - Eglinton Avenue West to Derry Road West - Class EA Study	Project completed, to be closed and remaining funds returned.	\$832.3	\$860.0	\$(27.7)	31335 DCA Roads and Related Infrastructure 33121 Tax -Capital Reserve Fund
TWMR00066	17102	Preliminary Engineering Studies	Project completed, to be closed and remaining funds returned.	\$94.3	\$100.0	\$(5.7)	31335 DCA Roads and Related Infrastructure
TWMR00069	18103	Preliminary Engineering Studies	Project completed, to be closed and remaining funds returned.	\$59.3	\$100.0	\$(40.7)	31335 DCA Roads and Related Infrastructure
TWMR00183	16107	QEW/Credit River Active Transportation Crossings Class Environmental Assessment Study and Detailed D	Close and return funds. To rebudget in 2023 capital plan.	\$95.2	\$870.0	\$(774.8)	31335 DCA Roads and Related Infrastructure (blank)
TWOE00147	17173	Traffic System and ITS	Project completed and to be closed.	\$41.8	\$39.8	\$2.0	31335 DCA Roads and Related Infrastructure
TWOE00154	18165	Sidewalks	Project completed, to be closed and remaining funds returned.	\$488.0	\$490.0	\$(2.0)	31335 DCA Roads and Related Infrastructure 35207 Developer Contributions -Sidewalks Reserve Fund
TWOE00175	19177	Traffic Signals - Rebuild	Project is completed and requesting additional funding to close project	\$402.0	\$390.0	\$12.0	37100 Tax -Debt Management Reserve Fund - Tax Capital

Projects Completed, Delayed or Cancelled and To Be Closed

Appendix 2-2

Project Number	SAP Parent Number	Project Name	Status	Revised Net Cost (\$000)	Approved Net Cost (\$000)	Additional / (Surplus) Approval Required (\$000)	Funding Source
TWOE00284	15168	Site Assessments and Data Management	Project completed, to be closed and additional funds requested.	\$347.4	\$347.4	\$0.1	33121 Tax -Capital Reserve Fund
TWOE00405	18199	Traffic Calming Program	Projected is complete and returning remaining funds	\$192.7	\$200.0	\$(7.3)	35182 Gas Tax -Federal Gas Tax-City Allocation
TWOE00456	17192	Parking Equipment and System Upgrades	Project completed, to be closed and remaining funds returned.	\$384.0	\$415.0	\$(31.0)	35351 CIL Cash In Lieu Of Parking-Port Credit Reserve Fund 35352 CIL Cash In Lieu Of Parking-Cooksville Reserve Fund 35353 CIL Cash In Lieu Of Parking-Clarkson Reserve Fund 35360 CIL City Centre Off Street Parking Reserve Fund
TWOE006587	18189	Collegeway Protected Bicycle Ln PIng&Dsg	Project completed, to be closed and additional funds requested.	\$36.4	\$34.0	\$2.4	33121 Tax -Capital Reserve Fund
TWOE006917	19200	Speed Humps, Ward 10	Project completed, to be closed and remaining funds returned.	\$61.2	\$50.0	\$11.2	33121 Tax -Capital Reserve Fund
TWRR00108	17174	Rearl Street Parking Lot Retaning Wall - Streetsville	Project completed, to be closed and remaining funds returned.	\$267.7	\$550.0	\$(282.3)	37100 Tax -Debt Management Reserve Fund - Tax Capital
TWRR00456	18128	Leveraging Technology to Inventory and Inspect Assets	Project completed, to be closed and remaining funds returned.	\$271.7	\$280.0	\$(8.3)	33121 Tax -Capital Reserve Fund
TWRR00046	21125	Road Asphalt Crack Sealing	Complete/Close - asphalt crack sealing completed in Spring/Summer 2021	\$101.8	\$100.0	\$1.8	33121 Tax -Capital Reserve Fund
TWRA07729	21124	Road Asphalt Crack Sealing	Project completed, to be closed and additional funds requested.	\$101.8	\$100.0	\$1.8	33121 Tax -Capital Reserve Fund
Roads Total				\$16,801.6	\$18,490.5	\$(1,688.9)	
MiWay							
TWTR00079	14222	Transit Farebox Refurbishment	Project completed, to be closed and additional funds requested.	\$1,561.8	\$1,550.0	\$11.8	35180 Gas Tax -Federal Public Transit Reserve Fund
TWTR00123	18203	Transit Capital Bus Maintenance - Major Component Rehabilitation/Replacement	Project to be closed. Gas Tax funds have been claimed.	\$5,487.4	\$5,487.4	\$0.0	35182 Gas Tax -Federal Gas Tax-City Allocation
TWTR00133	19237	Transit Other Vehicles (Vans/Cars/Trucks) Acquisitions - Replacement	Project completed and to be closed.	\$39.5	\$39.5	\$0.0	
TWTR00136	19203	Transit Capital Bus Maintenance - Major Component Rehabilitation/Replacement	Project complete. Gas Tax funds have been claimed and remaining funds returned.	\$5,494.7	\$5,500.0	\$(5.3)	35182 Gas Tax -Federal Gas Tax-City Allocation
TWTR00138	19215	Transit MiWay Signs	Project completed, to be closed and remaining funds returned.	\$7.1	\$50.0	\$(42.9)	35183 Gas Tax -Federal Gas Tax-Regional Allocation
TWTR00140	19210	Transit Capital Equipment Acquisition - Maintenance Section	Project completed, to be closed and remaining funds returned.	\$140.7	\$145.0	\$(4.3)	33121 Tax -Capital Reserve Fund
TWTR00146	20203	Transit Capital Bus Maintenance - Major Component Rehabilitation/Replacement	Project completed, to be closed and additional funds requested.	\$5,605.8	\$5,600.0	\$5.8	33121 Tax -Capital Reserve Fund
TWTR00226	19236	Transit Revenue Equipment - Replacement	No longer required.	\$0.0	\$20.0	\$(20.0)	33121 Tax -Capital Reserve Fund
TWTR00326	18205	Transit Hybrid Midlife Rehab - Batteries and Motors	Project complete. Gas Tax funds have been claimed.	\$499.5	\$499.5	\$0.0	
TWTR00327	19205	Transit Hybrid Midlife Rehab - Batteries and Motors	Project complete. Gas Tax funds have been claimed	\$502.4	\$502.4	\$0.0	
TWTR00354	20244	Transit CityLink Upgrades	Project completed, to be closed and remaining funds returned.	\$55.8	\$125.0	\$(69.2)	33121 Tax -Capital Reserve Fund 35183 Gas Tax -Federal Gas Tax-Regional Allocation

Projects Completed, Delayed or Cancelled and To Be Closed

Appendix 2-2

Project Number	SAP Parent Number	Project Name	Status	Revised Net Cost (\$000)	Approved Net Cost (\$000)	Additional / (Surplus) Approval Required (\$000)	Funding Source
MiWay Total				\$19,394.6	\$19,518.8	\$(124.2)	
Parks Forestry & Environment							
CMEV006240	18481	Urban Agriculture Study	Project completed and to be closed.	\$49.5	\$50.0	\$(0.5)	30125 Fiscal Stability Reserve
CMEV007080	19283	Mobile Environmental Outreach Unit - Concept and Design	Project completed and to be closed.	\$25.4	\$25.0	\$0.4	33121 Tax -Capital Reserve Fund
CMPF001009	20328	Landscape repairs, site rehabilitation and emergency maintenance	Project completed, to be closed and remaining funds returned.	\$233.2	\$235.0	\$(1.8)	33121 Tax -Capital Reserve Fund
CMPF00132	12307	Multi-Use Trails - Various Locations - Design and Construction	Project completed and to be closed.	\$2,097.5	\$2,097.6	\$(0.0)	31315 DCA -Recreation and Parks Development 33121 Tax -Capital Reserve Fund
CMPF00292	19400	Encroachment Management & Rehabilitation	Project completed, to be closed and additional funds requested.	\$52.2	\$50.0	\$2.2	33121 Tax -Capital Reserve Fund
CMPF00293	20400	Encroachment Management & Rehabilitation	Project completed, to be closed and additional funds requested.	\$37.1	\$30.0	\$7.1	33121 Tax -Capital Reserve Fund
CMPF004271	16405	Street Tree Inventory Audit & Metrics (Cashflowed)	Project completed, to be closed and remaining funds returned.	\$849.7	\$850.0	\$(0.3)	33121 Tax -Capital Reserve Fund
CMPF00598	18337	Park Amenity Maintenance Program - Park Furniture	Project completed and to be closed.	\$237.9	\$260.0	\$(22.1)	33121 Tax -Capital Reserve Fund
CMPF006367	18341	Port Credit Harbour West Paddling course Study	Project completed, to be closed and remaining funds returned.	\$179.2	\$350.0	\$(170.8)	33121 Tax -Capital Reserve Fund
CMPF006111	19316	New Amenities - Shade Structures	Project completed and to be closed.	\$173.8	\$250.0	\$(76.2)	37100 Tax -Debt Management Reserve Fund - Tax Capital
CMPF006700	20403	Tree Planting New and Replacement	Project completed and to be closed.	\$485.4	\$477.0	\$8.4	35215 Developer Contributions -Tree Planting Reserve Fund
CMPF008397	20309	Land Acquisition – Parkland (F-563)	Project completed, to be closed and remaining funds returned.	\$19,566.3	\$19,582.8	\$(16.4)	32121 CIL Cash In Lieu Of Parkland Dedication Reserve Fund A32121 CIL Parkland
CMPF009027	20344	Water Bottle Filling Stations	Project completed, to be closed and remaining funds returned.	\$52.4	\$60.0	\$(7.6)	33121 Tax -Capital Reserve Fund 35182 Gas Tax -Federal Gas Tax-City Allocation
CMPF009015	20353	Various Park Improvements - Ward 11	Project completed and to be closed.	\$44.9	\$65.3	\$(20.4)	35182 Gas Tax -Federal Gas Tax-City Allocation
CMPF00946	16323	Tennis New	Project completed and to be closed.	\$216.9	\$212.6	\$4.3	31315 DCA -Recreation and Parks Development 33121 Tax -Capital Reserve Fund
CMPF00959	18343	Streetscape Rehabilitation and Repairs	Project completed, to be closed and remaining funds returned.	\$164.7	\$165.0	\$(0.3)	33121 Tax -Capital Reserve Fund
CMPF009861	21304	Land Acquisition Waterfront F-105	Project completed, to be closed and additional funds requested.	\$117.7	\$107.1	\$10.7	A32121 CIL Parkland
Parks Forestry & Environment Total				\$24,583.9	\$24,867.3	\$(283.4)	
Mississauga Library							
CMLS00074	19275	Public Use Furniture and Equipment	Project to be closed and funds returned.	\$0.0	\$125.6	\$(125.6)	33121 Tax -Capital Reserve Fund
CMLS00084	18271	Renovations to various locations	Project to be closed and funds returned.	\$0.0	\$51.5	\$(51.5)	33121 Tax -Capital Reserve Fund
Mississauga Library Total				\$0.0	\$177.1	\$(177.1)	
Business Services							
CPBS00004	17601	DC Background Study 2017	Project completed, to be closed and remaining funds returned.	\$397.0	\$400.0	\$(3.0)	33121 Tax -Capital Reserve Fund 31310 DCA -General Government Reserve Fund

Project Number	SAP Parent Number	Project Name	Status	Revised Net Cost (\$000)	Approved Net Cost (\$000)	Additional / (Surplus) Approval Required (\$000)	Funding Source
CPBS006352	18620	Customer Service Strategy	Project completed, to be closed and remaining funds returned.	\$1,115.8	\$3,404.3	\$(2,288.5)	33121 Tax -Capital Reserve Fund
Business Services Total				\$1,512.8	\$3,804.3	\$(2,291.5)	
Facilities & Property Management							
CPFP006430	18707	Elevators Renewal-Various Locations	Project completed, to be closed and remaining funds returned.	\$2,616.0	\$2,680.0	\$(64.0)	33121 Tax -Capital Reserve Fund 35182 Gas Tax -Federal Gas Tax-City Allocation
CPFP006446	18727	Lighting Upgrades-Various Locations	Project completed, to be closed and remaining funds returned.	\$476.4	\$667.4	\$(191.0)	33121 Tax -Capital Reserve Fund 35182 Gas Tax -Federal Gas Tax-City Allocation
CPFP006451	18702	Mechanical Renewal-Clarkson Depot	Project completed, to be closed and remaining funds returned.	\$378.2	\$407.2	\$(29.0)	33121 Tax -Capital Reserve Fund 37100 Tax -Debt Management Reserve Fund - Tax Capital
CPFP007145	19710	Arena Renewal - Carmen Corbasson/Cawthra CC Arena	Project completed, to be closed and remaining funds returned.	\$522.7	\$785.5	\$(262.8)	33121 Tax -Capital Reserve Fund 37100 Tax -Debt Management Reserve Fund - Tax Capital
CPFP007169	19706	Malton Satellite Terminal - Emergency Generator Improvement	Project completed, to be closed and remaining funds returned.	\$664.5	\$700.0	\$(35.5)	37100 Tax -Debt Management Reserve Fund - Tax Capital
CPFP007170	19745	Environmental Air and Noise Emissions Review	Project to be closed and funds returned-Scope to be addressed as part of City Hall Generator project	\$0.0	\$32.4	\$(32.4)	33121 Tax -Capital Reserve Fund
CPFP007173	19752	Facility Renewal - Clarkson CC Pool & Arena	Project completed and to be closed.	\$1,814.6	\$2,030.4	\$(215.8)	33121 Tax -Capital Reserve Fund 35182 Gas Tax -Federal Gas Tax-City Allocation 37100 Tax -Debt Management Reserve Fund - Tax Capital
CPFP007189	19785	Meadowvale Village Bell/Bellfry	Project completed, to be closed and remaining funds returned.	\$88.8	\$110.0	\$(21.2)	35182 Gas Tax -Federal Gas Tax-City Allocation
CPFP007195	19766	Facility Renewal - Ontario Court of Justice (950 Burnhamthorpe)	Project completed, to be closed and remaining funds returned.	\$262.5	\$392.2	\$(129.7)	37100 Tax -Debt Management Reserve Fund - Tax Capital
CPFP007223	19715	Inspections - City Wide	Project completed and to be closed.	\$134.7	\$150.0	\$(15.3)	33121 Tax -Capital Reserve Fund
CPFP007235	19782	Mechanical Systems Renewal - Various Locations	Project completed and to be closed.	\$499.0	\$767.6	\$(268.6)	33121 Tax -Capital Reserve Fund 35182 Gas Tax -Federal Gas Tax-City Allocation
CPFP007255	19708	Security Enhancements - Various Locations	Project completed and to be closed.	\$588.3	\$636.0	\$(47.7)	33121 Tax -Capital Reserve Fund
CPFP007258	19714	Security Equipment Renewal - Various Locations	Project closed. Returning balance funds.	\$266.5	\$296.8	\$(30.3)	33121 Tax -Capital Reserve Fund 37100 Tax -Debt Management Reserve Fund - Tax Capital
CPFP007273	19775	Various Emergency Repairs 2019	Project completed and to be closed and funds returned.	\$763.7	\$1,060.0	\$(296.3)	33121 Tax -Capital Reserve Fund
CPFP007517	19724	Security Services Studies - Various Locations	Project closing \$225000 already returned in last WIP	\$119.7	\$125.3	\$(5.6)	33121 Tax -Capital Reserve Fund
CPFP008171	20775	Various Emergency Repairs	Project completed and to be closed.	\$578.1	\$1,200.0	\$(621.9)	33121 Tax -Capital Reserve Fund
CPFP008834	21795	Meadowvale Community Centre and Library – Pool Ceiling Repairs	Project completed, to be closed and remaining funds returned.	\$503.5	\$560.0	\$(56.5)	33121 Tax -Capital Reserve Fund
Facilities & Property Management Total				\$10,277.3	\$12,600.8	\$(2,323.5)	
Recreation							

Projects Completed, Delayed or Cancelled and To Be Closed

Appendix 2-2

Project Number	SAP Parent Number	Project Name	Status	Revised Net Cost (\$000)	Approved Net Cost (\$000)	Additional / (Surplus) Approval Required (\$000)	Funding Source
CMRC00067	18424	Program Furniture and Equipment	Project completed, to be closed and remaining funds returned.	\$780.0	\$780.0	\$(0.0)	37100 Tax -Debt Management Reserve Fund - Tax Capital
CMRC04837	16433	Huron Park Recreation Centre - Pool Area	Project completed, to be closed and remaining funds returned.	\$544.0	\$590.0	\$(46.0)	33121 Tax -Capital Reserve Fund
CMRC05005	16432	Future Direction Background-Study	Project completed, to be closed and remaining funds returned.	\$105.1	\$118.8	\$(13.7)	30125 Fiscal Stability Reserve
Recreation Total				\$1,429.0	\$1,488.8	\$(59.8)	
Information Technology							
CPIT00310	15511	Oracle Upgrade Max, Tax Other 2015-2016	Project completed, to be closed and remaining funds returned.	\$1,534.6	\$1,550.0	\$(15.4)	33121 Tax -Capital Reserve Fund
CPIT005741	18534	MAX - Online Services	Project completed and to be closed.	\$75.0	\$75.0	\$0.0	
CPIT006380	18544	VCOM Radio Network Replacement	Project completed and to be closed.	\$860.0	\$860.0	\$0.0	
CPIT006388	18512	Server and Storage Replacement &	Project completed, to be closed and additional	\$1,148.9	\$1,100.0	\$48.9	33121 Tax -Capital Reserve Fund
CPIT007411	19531	PC/Notebook/Tablet Lifecycle and Staff Adds	Project completed, to be closed and additional funds requested.	\$1,497.1	\$1,425.0	\$72.1	33121 Tax -Capital Reserve Fund
CPIT007417	19506	IT Security Program	Project completed, to be closed and additional funds requested.	\$507.3	\$480.0	\$27.3	33121 Tax -Capital Reserve Fund
CPIT007419	19512	Server and Storage Replacement & Expansion	Project completed, to be closed and additional funds requested.	\$1,712.5	\$1,710.0	\$2.5	33121 Tax -Capital Reserve Fund
CPIT007421	19511	eCity Web and Mobile	Project completed, to be closed and remaining funds returned.	\$498.8	\$500.0	\$(1.2)	33121 Tax -Capital Reserve Fund
CPIT007422	19534	MAX - Online Services	Project completed and to be closed.	\$750.0	\$750.0	\$0.0	
CPIT007445	20553	Library Public PC Replacement	Project completed, to be closed and additional funds requested.	\$142.7	\$120.0	\$22.7	33121 Tax -Capital Reserve Fund
CPIT007625	20547	Tech Hub Expansion (2020)	Project completed, to be closed and remaining funds returned.	\$98.4	\$100.0	\$(1.6)	33121 Tax -Capital Reserve Fund
CPIT007641	20503	Automated Staff Scheduling Solution	Project completed, to be closed and additional funds requested.	\$237.5	\$224.3	\$13.2	33121 Tax -Capital Reserve Fund
CPIT008062	20513	Decommission PeopleSoft servers	Project completed, to be closed and remaining funds returned.	\$212.2	\$250.0	\$(37.8)	33121 Tax -Capital Reserve Fund
CPIT008256	20559	Software New Hires - City Wide 2020	Project completed, to be closed and remaining funds returned.	\$343.5	\$343.5	\$(0.0)	33121 Tax -Capital Reserve Fund
Information Technology Total				\$9,618.6	\$9,487.8	\$130.8	
Land Development Services							
CMO6265	18860	City Centre Promotion Campaign	Project completed. To be closed, after final invoices have been paid.	\$23.9	\$26.0	\$(2.1)	33121 Tax -Capital Reserve Fund
PB5650	17961	Housing Strategy Operating Plan	Project completed and to be closed.	\$118.9	\$125.0	\$(6.1)	33121 Tax -Capital Reserve Fund
Land Development Services Total				\$142.8	\$151.0	\$(8.2)	
Culture							
CMCL00020	14493	Heritage designation surveys and plaques	Project completed, to be closed and remaining funds returned.	\$12.9	\$15.0	\$(2.1)	33121 Tax -Capital Reserve Fund
CMCL00048	17497	Public Art Program-City Centre	Project completed, to be closed and remaining funds returned.	\$99.4	\$100.0	\$(0.6)	30195 Reserve for the Arts
CMCL00104	16490	Port Credit Heritage Conservation District Plan	Project completed, to be closed and remaining funds returned.	\$98.9	\$106.0	\$(7.1)	30195 Reserve for the Arts
CMCL00112	17490	Thematic Historical Outline of Mississauga	Project completed, to be closed and remaining funds returned.	\$150.0	\$150.0	\$(0.0)	30195 Reserve for the Arts

Projects Completed, Delayed or Cancelled and To Be Closed

Appendix 2-2

Project Number	SAP Parent Number	Project Name	Status	Revised Net Cost (\$000)	Approved Net Cost (\$000)	Additional / (Surplus) Approval Required (\$000)	Funding Source
CMCL00114	16498	Amacon- Public Art Zonta Meadows Linear Park	Project completed, to be closed and additional funds requested.	\$175.1	\$175.0	\$0.1	35219 Developer Contributions -Parks Reserve Fund
Culture Total				\$536.2	\$546.0	\$(9.8)	
Legislative Services							
CPLS003528	20643	Large Format Printer replacement- Print Shop	Project completed, to be closed and additional funds requested.	\$84.1	\$80.0	\$4.1	33121 Tax -Capital Reserve Fund
CPLS005702	17641	Courtroom TV Installation project	Project completed, to be closed and remaining funds returned.	\$13.3	\$90.0	\$(76.7)	33121 Tax -Capital Reserve Fund
CPLS003529	21640	Cutter Replacement - Print Shop	Project completed, to be closed and remaining funds returned.	\$50.5	\$56.0	\$(5.5)	33121 Tax -Capital Reserve Fund
CPLS008849	21642	Humidification Control	Project completed, to be closed and remaining funds returned.	\$21.3	\$30.0	\$(8.7)	33121 Tax -Capital Reserve Fund
Legislative Services Total				\$169.3	\$256.0	\$(86.7)	
Stormwater							
TWSD00244	17007	SWM Pond Rehabilitation – Various Locations	Project completed, to be closed and remaining funds returned.	\$557.8	\$680.0	\$(122.2)	37513 Developer Contribution-Stormwater Reserve Fund
TWSD00275	14135	Flood Evaluation Study – Serson, Applewood, and Little Etobicoke Creeks	Project completed, to be closed and remaining funds returned.	\$309.2	\$400.0	\$(90.8)	33121 Tax -Capital Reserve Fund
TWSD00316	17010	Cooksville Creek Erosion Control - Mississauga Valley Blvd to Downstream of Central Parkway East	Project completed, to be closed and remaining funds returned.	\$1,008.5	\$1,109.3	\$(100.8)	31350 DCA -Stormwater Management Reserve Fund 35992 Stormwater - Capital Reserve Fund (blank)
Stormwater Total				\$1,875.6	\$2,189.3	\$(313.8)	
Grand Total				\$88,959.3	\$96,283.6	\$(7,324.3)	

Open Projects Requiring Funding Adjustments

Appendix 2-3

Project Number	SAP Parent Number	Project Name	Status	Revised Net Cost (\$000)	Approved Net Cost (\$000)	Additional / (Surplus) Approval Required	Funding Source
Roads							
TWBR00027	17150	Bridge Repairs	Project completed. Returning funding that will be requested in PN 21154 for Dundas retaining wall.	\$4,842.9	\$5,062.9	\$(220.0)	35182 Gas Tax -Federal Gas Tax-City Allocation
TWBR00032	19150	Bridge Repairs	Central Parkway construction completed. Requesting \$200k additional funding for Willow Lane structure potential mediation and funds being returned from PN 11154 and PN17152 that were allocated for the Willow Lane project.	\$3,400.0	\$3,200.0	\$200.0	35182 Gas Tax -Federal Gas Tax-City Allocation 37100 Tax -Debt Management Reserve Fund - Tax Capital
TWBR00034	20150	Bridge & Structure Renewal	In progress.	\$3,418.9	\$5,950.0	\$(2,531.1)	33121 Tax -Capital Reserve Fund 35182 Gas Tax -Federal Gas Tax-City Allocation
TWOE00381	17167	Municipal Parking Development Study	The project was initiated in April 2021 and is in progress. Expected completion date is April 30, 2022. The scope increase has been requested that requires additional funding.	\$190.9	\$170.9	\$20.0	35360 CIL City Centre Off Street Parking Reserve Fund
TWOE00407	20199	Traffic Calming Program	Project completed, to be closed and remaining funds returned.	\$585.7	\$610.0	\$(24.3)	35182 Gas Tax -Federal Gas Tax-City Allocation
TWOE006919	19189	Raised Pedestrian Crossover	Construction completed	\$45.7	\$120.0	\$(74.3)	35182 Gas Tax -Federal Gas Tax-City Allocation
TWOE009040	20183	Streetlighting System Remediation	the project completion date has been moved to June 30, 2023. It is necessary to extend current contracts to satisfy the new completion date.	\$3,863.0	\$3,373.0	\$490.0	33121 Tax -Capital Reserve Fund
TWOE02895	20168	Site Assessments and Data Management	Return \$100K. The remaining funds will be used for peer reviews; Forestry operations yard environmental investigation; and multiple environmental assessments and emergency investigations. Completion by Q4 2022.	\$95.0	\$195.0	\$(100.0)	33121 Tax -Capital Reserve Fund
TWOE06827	20197	Property Acquisition	Additional funds requested. Land acquisitions expected to be completed by 2022 year-end WIP.	\$2,730.0	\$5,000.0	\$(2,270.0)	31335 DCA Roads and Related Infrastructure A32121 CIL Parkland
TWRR00032	17100	Roadways Rehabilitation - Major Roads and Industrial Roads	Balance of funding to be returned. Phase 2 under warranty.	\$11,147.1	\$12,000.0	\$(852.9)	35183 Gas Tax -Federal Gas Tax-Regional Allocation 37100 Tax -Debt Management Reserve Fund - Tax Capital (blank)
TWRR00036	18100	Roadway Rehabilitation - Major Roads	Balance of funding to be returned. Under warranty.	\$9,805.0	\$11,000.0	\$(1,195.0)	35182 Gas Tax -Federal Gas Tax-City Allocation 37100 Tax -Debt Management Reserve Fund - Tax Capital (blank)

Open Projects Requiring Funding Adjustments

Appendix 2-3

Project Number	SAP Parent Number	Project Name	Status	Revised Net Cost (\$000)	Approved Net Cost (\$000)	Additional / (Surplus) Approval Required	Funding Source
TWRR00101	19126	Roadway Rehabilitation	Balance of funding to be returned. Under warranty.	\$8,186.0	\$9,186.0	\$(1,000.0)	35183 Gas Tax -Federal Gas Tax-Regional Allocation 37100 Tax -Debt Management Reserve Fund - Tax Capital (blank)
TWOE00194	21165	Sidewalks	PN E20199 is transferring \$120K of funding as partial funding for sidewalk and road pavement works on Second Line W. Construction in progress. To be completed by the end of June 2022.	\$1,085.0	\$1,085.0	\$0.0	35182 Gas Tax -Federal Gas Tax-City Allocation
TWBR08511	21154	Dundas Street Retaining Wall Construction	Design in progress. Construction to commence later in 2022. Additional funding of \$3.4 million being requested and \$2.5 million funding from project C20150 Dundas Street Retaining Walls is being consolidated.	\$9,151.1	\$3,200.0	\$5,951.1	33121 Tax -Capital Reserve Fund 35183 Gas Tax -Federal Gas Tax-Regional Allocation
Roads Total				\$58,546.3	\$60,152.8	\$(1,606.6)	
MiWay							
TWMR00194	19106	Lakeshore HOT TPAP for Phases 1 and 2	Budget increase to account for updated EA/TPAP study costs including additional scope for survey, geotechnical investigations, public consultation and contingencies. Increase funds by \$1.5M being returned from PN19105.	\$3,095.0	\$1,595.0	\$1,500.0	31335 DCA Roads and Related Infrastructure 33121 Tax -Capital Reserve Fund
TWMR07114	19105	Downtown Transitway Connection and Terminal	Project on hold pending Metrolinx securing funding. Returning \$1.5M to offset the additional funding being requested in PN19106.	\$5,350.0	\$6,850.0	\$(1,500.0)	37100 Tax -Debt Management Reserve Fund - Tax Capital
TWTR00350	19246	Transit Study	Project has been initiated. Requesting additional funding for followup work (feasibility study and EA).	\$900.0	\$200.0	\$700.0	31330 DCA -Transit Reserve Fund
TWTR008623	21239	CPY - Roof Mechanical and Structural modifications for hybrid buses	Based on detailed design cost estimates additional funds are required to complete the project.	\$660.0	\$550.0	\$110.0	33121 Tax -Capital Reserve Fund 35183 Gas Tax -Federal Gas Tax-Regional Allocation
MiWay Total				\$10,005.0	\$9,195.0	\$810.0	
Parks Forestry & Environment							
CMPF000734	20321	Playground Redevelopment Program	Project completed. wait for parent to close.	\$2,001.8	\$2,034.5	\$(32.7)	35182 Gas Tax -Federal Gas Tax-City Allocation
CMPF00500	17312	Park Development - Not Yet Named (F_034) (Pinnacle)	Construction complete. Under 2 yr warranty. Return \$200k. PN to be closed at December 2023 WIP.	\$3,615.3	\$3,815.3	\$(200.0)	31315 DCA -Recreation and Parks Development 33121 Tax -Capital Reserve Fund 35182 Gas Tax -Federal Gas Tax-City Allocation

Open Projects Requiring Funding Adjustments

Appendix 2-3

Project Number	SAP Parent Number	Project Name	Status	Revised Net Cost (\$000)	Approved Net Cost (\$000)	Additional / (Surplus) Approval Required	Funding Source
CMPF00567	18333	Sport Field Maintenance Program	Baseball drainage issue to be complete May 2022. PN to be closed at May 2022 WIP.	\$1,260.0	\$1,360.0	\$(100.0)	35529 Tax -Courtneypark Artificial Turf/Synthetic Track Capital Asset Replacement Reserve Fund
CMPF006172	19340	Vehicles & Equipment	Project completed and to be closed.	\$566.3	\$563.0	\$3.3	33121 Tax -Capital Reserve Fund
CMPF006226	20405	Tree Replacements	Project completed, to be closed and additional funds requested.	\$1,003.0	\$988.0	\$15.0	33121 Tax -Capital Reserve Fund
CMPF006725	20341	New Trail Development	Construction complete. Two year warranty to expire December 2023.	\$843.0	\$943.0	\$(100.0)	31315 DCA -Recreation and Parks Development 33121 Tax -Capital Reserve Fund
CMPF006910	19352	Parks improvement Ward 10	Project completed, to be closed and remaining funds returned. Park improvements Ward 10 underway	\$1,597.6	\$1,701.0	\$(103.4)	35182 Gas Tax -Federal Gas Tax-City Allocation
CMPF007547	18355	Twin Spruce Park Development	Awaiting termination of agreement with Stonebrook. On going process for recoveries. Annual lease revenues of \$84k to be added.	\$572.5	\$487.8	\$84.8	33121 Tax -Capital Reserve Fund
CMPF03054	18336	Park Improvements Program	Project completed and to be closed.	\$661.8	\$910.8	\$(249.0)	35219 Developer Contributions -Parks Reserve Fund
CMPF04312	18348	Park Development - Not Yet Named (F_408) (Pheasant Run Addition)	Construction complete. Under 2 yr warranty. Return \$25k. PN to be closed December 2022 WIP.	\$1,436.0	\$1,461.0	\$(25.0)	31315 DCA -Recreation and Parks Development 33121 Tax -Capital Reserve Fund
CMPF00631	21306	Parkland Acquisition Program	Ongoing property investigations. Additional funds in the amount of \$100,000 required to complete the Parkland Conveyance By-law study underway. PN to remain open.	\$225.0	\$120.0	\$105.0	A32121 CIL Parkland
CMPF004433	21324	Bridge Rehabilitation Program	Funds to be used at various locations.	\$378.7	\$389.9	\$(11.2)	33121 Tax -Capital Reserve Fund (blank)
CMPF006575	21328	Landscape repairs, site rehabilitation and emergency maintenance	Priorities being finalized. Two sites underway. Additional funding of \$115k requested from PN 14142 to complete final site work at Saigon Park on behalf of T&W. Construction to be complete December 2023.	\$778.3	\$663.0	\$115.3	31350 DCA -Stormwater Management Reserve Fund 35219 Developer Contributions -Parks Reserve Fund
Parks Forestry & Environment Total				\$14,939.5	\$15,437.3	\$(497.8)	
Facilities & Property Management							
CPFP006476	18715	Security Replacements-City Wide	Work in this project has been completed. Awaiting for parent/sibling to close.	\$627.7	\$644.0	\$(16.3)	33121 Tax -Capital Reserve Fund

Open Projects Requiring Funding Adjustments

Appendix 2-3

Project Number	SAP Parent Number	Project Name	Status	Revised Net Cost (\$000)	Approved Net Cost (\$000)	Additional / (Surplus) Approval Required	Funding Source
CPFP007148	19720	Arena Renewal - Erin Mills Twin Arena	Project in closeout phase - To be closed in May 2022 WIP	\$2,923.2	\$3,423.2	\$(500.0)	33121 Tax -Capital Reserve Fund 37100 Tax -Debt Management Reserve Fund - Tax Capital
CPFP007176	19755	Facility Renewal - Frank McKechnie CC Pool & Library	Project completed. To be closed, after final invoices have been paid. New Warranty issue has arisen, will close in May 2022 once resolved.	\$2,518.8	\$2,718.8	\$(200.0)	33121 Tax -Capital Reserve Fund 35182 Gas Tax -Federal Gas Tax-City Allocation 37100 Tax -Debt Management Reserve Fund - Tax Capital
CPFP007188	19764	Facility Renewal - Mississauga City Hall and Celebration Square	Project completed -Hold for Parent to close	\$1,461.7	\$1,471.3	\$(9.6)	33121 Tax -Capital Reserve Fund
CPFP007243	19790	Roof and RTU Renewal - Various Locations	Project complete - Hold for Parent to Close	\$1,277.8	\$2,277.8	\$(1,000.0)	33121 Tax -Capital Reserve Fund 35183 Gas Tax -Federal Gas Tax-Regional Allocation 37100 Tax -Debt Management Reserve Fund - Tax Capital
CPFP007263	19794	Site and Parking Lot Renewals - Various Locations	In progress. Expected completion Q4 2022	\$1,726.3	\$1,726.3	\$0.0	33121 Tax -Capital Reserve Fund
CPFP008803	21775	Various Emergency Repairs	Project completed. To be closed, after final invoices have been paid.	\$1,967.4	\$1,477.4	\$490.0	37100 Tax -Debt Management Reserve Fund - Tax Capital
CPFP008816	21792	River Grove CC Pool - Mechanical Systems Renewal 2021	Project underway. Target completion Q3 2022.	\$355.0	\$275.0	\$80.0	33121 Tax -Capital Reserve Fund
CPFP008823	21760	Mississauga Senior Citizens Centre - Mechanical and Roof Renewal	Mechanical scope already completed. Funds will be returned.	\$110.0	\$220.0	\$(110.0)	33121 Tax -Capital Reserve Fund 35183 Gas Tax -Federal Gas Tax-Regional Allocation
CPFP008827	21765	Facility Renewal - Huron Park CC	Project under review. Funding year to be decided.	\$1,720.0	\$220.0	\$1,500.0	33121 Tax -Capital Reserve Fund
CPFP008833	21780	Office Space Strategy Phase 2 - Detailed Design & Implementation	Project underway - In Construction - Target completion by Q3 2022	\$2,069.0	\$1,119.0	\$950.0	33121 Tax -Capital Reserve Fund
CPFP008163	21740	Streetsville Kinsmen Hall - Building Façade and Accessibility Improvements	Project Underway- In Design Phase - Additional funds required due to added scope and site conditions. Target completion by Q4 2022	\$886.4	\$401.4	\$485.0	33121 Tax -Capital Reserve Fund
Facilities & Property Management Total				\$17,643.3	\$15,974.2	\$1,669.1	
Recreation							

Open Projects Requiring Funding Adjustments

Appendix 2-3

Project Number	SAP Parent Number	Project Name	Status	Revised Net Cost (\$000)	Approved Net Cost (\$000)	Additional / (Surplus) Approval Required	Funding Source
CMRC00080	20428	Renovations and rehabilitation projects	Project underway - In Design Phase - Target completion Q4 2022	\$637.4	\$645.0	\$(7.6)	33121 Tax -Capital Reserve Fund
Recreation Total				\$637.4	\$100.0	\$(7.6)	
Information Technology							
CPBS007771	20601	Payroll Enhancement	Increase based on submitted vendor bids and revised scope of work.	\$1,080.6	\$680.6	\$400.0	33121 Tax -Capital Reserve Fund
CPIT007466	21520	Meeting Room & Space Modernization - OFC	Additional funds required for computer hardware (i.e. monitors, docking stations, etc) to facilitate return to office for office employees in hybrid model setup.	\$1,100.0	\$100.0	\$1,000.0	33121 Tax -Capital Reserve Fund
Information Technology Total				\$2,180.6	\$780.6	\$1,400.0	
Culture							
CMCL00069	20496	Meadowvale Theatre Renovation	As part of the financial forecasting, we are tracking several unforeseen site conditions and challenges associated with supply chain tied to COVID. As such, additional funding of \$400K through the December WIP is being requested.	\$6,782.7	\$6,382.7	\$400.0	33121 Tax -Capital Reserve Fund 35183 Gas Tax -Federal Gas Tax-Regional Allocation 37100 Tax -Debt Management Reserve Fund - Tax Capital
CMCL00129	20492	Small Arms Building Renovation (The Bridge)	CS&P Architects were selected to develop a feasibility and cost study for the SAIB North Building; additional work is required to get more accurate costing. Additional funding of \$22K through the December WIP is being requested	\$172.0	\$150.0	\$22.0	37100 Tax -Debt Management Reserve Fund - Tax Capital
Culture Total				\$6,954.7	\$6,532.7	\$422.0	
Stormwater							
TWSD00125	19007	Mississauga Storm Water Management Master Plan	Master Plan preparing for Council approximately spring 2022. Port Credit Drainage Study also proceeding as a companion project to the Master Plan, with desired completion by year-end 2022.	\$500.0	\$750.0	\$(250.0)	31350 DCA -Stormwater Management Reserve Fund
TWSD00203	14142	New Facility - Cooksville Creek Pond #3702 - North of Matheson Boulevard (Park 317)	Project is near completion. Surplus funds have been identified of \$599K and are being returned. As well \$115.3k is being transferred to CMS PN A21328 for minor improvements to the site	\$22,385.7	\$23,100.0	\$(714.3)	31350 DCA -Stormwater Management Reserve Fund 35219 Developer Contributions -Parks Reserve Fund 37200 Stormwater - Debt Management Reserve Fund - Stormwater Capital

Open Projects Requiring Funding Adjustments

Appendix 2-3

Project Number	SAP Parent Number	Project Name	Status	Revised Net Cost (\$000)	Approved Net Cost (\$000)	Additional / (Surplus) Approval Required	Funding Source
TWSD00210	20004	Cooksville Creek Flood Storage Facility - Bristol Rd E, west of Kennedy Rd (Frank McKechnie Community Centre)	Substantially completed.	\$7,959.0	\$9,100.0	\$(1,141.0)	31350 DCA -Stormwater Management Reserve Fund 35992 Stormwater - Capital Reserve Fund
TWSD00214	19004	Cooksville Creek Flood Storage Facility - Mississauga Valley	Construction to start in January 2022. The bid price is higher than budgeted.	\$5,190.0	\$4,190.0	\$1,000.0	31350 DCA -Stormwater Management Reserve Fund 35992 Stormwater - Capital Reserve Fund
TWSD00236	18004	Cooksville Creek Flood Protection Berm Improvement - Helen Molasy Memorial Park	Consulting commitments not required and \$56k to be returned. Remaining funds will be used for sewer clean outs when water elevation drops below pipes.	\$44.0	\$100.0	\$(56.0)	31350 DCA -Stormwater Management Reserve Fund 35992 Stormwater - Capital Reserve Fund
TWSD00335	17011	Storm Sewer Asset Management System	Funds are required to continue critical work on the evaluation and development of a Levels of Service framework that considers risk and cost as per asset management legislation.	\$1,400.0	\$1,300.0	\$100.0	35992 Stormwater - Capital Reserve Fund
TWSD00362	20018	Cooksville Creek Erosion Control - Camilla Road to North Service Road	Anticipated completion of EA in summer 2022 and design through 2022. Additional funds requested for construction administration, soil testing and reporting, indigenous engagement during archaeological assessments and land acquisition needs.	\$350.0	\$200.0	\$150.0	31350 DCA -Stormwater Management Reserve Fund 35992 Stormwater - Capital Reserve Fund
TWSD00371	17014	Levi Creek watercourse realignment, upstream of Old Derry Road)	Post construction monitoring is near completion. Surplus funds have been identified due to lower contract prices compared to estimates and are being returned.	\$281.1	\$401.1	\$(120.0)	31350 DCA -Stormwater Management Reserve Fund 35992 Stormwater - Capital Reserve Fund
TWSD00372	17015	Mary Fix Creek erosion control, downstream of Dundas Street West	Construction is ongoing. The bid price is higher than budgeted.	\$2,489.4	\$1,989.4	\$500.0	31350 DCA -Stormwater Management Reserve Fund 35992 Stormwater - Capital Reserve Fund
TWSD00381	20029	Loyalist Creek Erosion Control - Behind Thornlodge Drive	The preferred design alternative has been changed based on landowner feedback through the EA process. The project is requesting additional funds in the amount of \$1,800,000 based on the engineering consultant's cost estimate for the updated design.	\$6,000.0	\$4,200.0	\$1,800.0	31350 DCA -Stormwater Management Reserve Fund 35992 Stormwater - Capital Reserve Fund
TWSD007677	20027	Carolyn Creek Erosion Control - Credit River Outlet Channel	Anticipated completion of EA in summer 2022 and design through 2022. Additional funds requested to support modified scope to investigate alternative solutions.	\$250.0	\$200.0	\$50.0	31350 DCA -Stormwater Management Reserve Fund 35992 Stormwater - Capital Reserve Fund

Open Projects Requiring Funding Adjustments

Appendix 2-3

Project Number	SAP Parent Number	Project Name	Status	Revised Net Cost (\$000)	Approved Net Cost (\$000)	Additional / (Surplus) Approval Required	Funding Source
TWSD007689	20007	SWM Pond Dredging & Rehabilitation	Substantially completed.	\$900.0	\$1,200.0	\$(300.0)	35992 Stormwater - Capital Reserve Fund
Stormwater Total				\$47,749.2	\$46,730.5	\$1,018.7	
Grand Total				\$158,656.0	\$154,903.1	\$3,207.9	

Project Number	SAP Parent Number	Project Name	Status	Revised Net Cost (\$000)	Approved Net Cost (\$000)	Additional / (Surplus) Approval Required (\$000)	Funding Source
TWOE06871	19185	Cycle Tracks w Rd Rehab Bloor & Tomken	Cycle Tracks Co-ordinated with Road Rehabilitation (Bloor St and Tomken Rd) . The project name is requested to change to "Cycle Tracks Various"to reflect a change in scope and locations identified in the project name. Originally the projects were all in Ward 3, but one project has now been in Ward 9.	\$(2,250.0)	\$(2,250.0)	\$0.0	31335 DCA Roads and Related Infrastructure
TWOE06871	19185	Cycle Tracks Various	Cycle Tracks Co-ordinated with Road Rehabilitation (Bloor St and Tomken Rd) . The project name is requested to change to "Cycle Tracks Various"to reflect a change in scope and locations identified in the project name. Originally the projects were all in Ward 3, but one project has now been in Ward 9.	\$2,250.0	\$2,250.0	\$0.0	31335 DCA Roads and Related Infrastructure
Roads Total				\$0.0	\$0.0	\$0.0	
Grand Total				\$4,190.0	\$4,190.0	\$(0.0)	

Various Project Adjustments

Appendix 2-5

Project Number	SAP Order Number	Project Name	Status	Revised Net Cost (\$000)	Approved Net Cost (\$000)	Additional / (Surplus) Approval Required (\$000)	Funding Source
Facilities & Property Management							
CPFP009015	21704	Studies and Energy efficiency projects in various facilities-alternate	The Energy Management group receives incentive grants from external agencies like Independent Electricity System Operator (IESO), Enbridge Gas, Federation of Canadian Municipalities (FCM), and reinvests these funds in projects to improve the city's efficiency in electrical and natural gas usage.	\$173.3	\$0.0	\$173.3	35587 Tax - Energy Rebate Reserve Fund
Facilities & Property Management Total				173.3	0.0	173.3	
Roads							
TWOEO9889	21201	Telematics/GPS in Fleet Vehicles	A new funding request for \$1M to include in the December WIP 2021 as the existing vendor contract with existing PN 20565 getting terminated and seeking for a new contract before Sep2022.	\$1,200.0	\$0.0	\$1,200.0	33121 Tax -Capital Reserve Fund
Roads Total				1,200.0	0.0	1,200.0	
Parks, Forestry & Environment							
CMPF009991	21353	Forest Hill Park	Request to fund additional facilities, site works, infrastructure upgrades, and address accessibility via \$480,000 received in section 37 Community Benefits.	\$480.0	\$0.0	\$480.0	35220 Misc Contributions S 37 Bonus Zoning
CMPF009990	21351	Manor Hill	Request to fund site works, grading, and address accessibility via \$120,000 received in section 37 Community Benefits.	\$120.0	\$0.0	\$120.0	35220 Misc Contributions S 37 Bonus Zoning
CMPF009887	21350	Bough Beeches Park Improvements	Request to fund park improvements at Bough Beeches park via section 37 Community Benefits	\$55.0	\$0.0	\$55.0	35220 Misc Contributions S 37 Bonus Zoning
Parks, Forestry & Environment Total				\$655.0	\$0.0	\$655.0	
TOTAL				\$2,028.3	\$0.0	\$2,028.3	

Requests for Establishment of New Ward-Specific Projects

Appendix 2-6

Ward	Project Number	Project Name	Approved Net Cost (\$000)
Ward 1	H21349	Lakefront Promenade Flagpole	\$85.0
Ward 1	F21349	Kenollie Park (P-197)	\$(20.0)
Ward 2	A21191	Birch Glen/Birchwood Creek path extn	\$84.0
Ward 2	B21569	Pedestrian Crossover Program - Ward #2	\$215.0
Ward 2	E21199	Traffic Calming Program Ward 2	\$497.0
Ward 4	A21361	Box soccer Bleachers	\$30.0
Ward 4	B21361	Artificial Turf - Bocce Courts	\$95.0
Ward 6	C21359	Riverwood Park Additions	\$190.0
Ward 6	A21359	Credit Pointe Village Park improvement (P-285)	\$107.0
Ward 6	D21359	Father Angelos Saad Fitness Cluster	\$67.0
Ward 6	E21359	Woodlands Sport Court Renovation	\$105.0
Ward 9	A21362	Lake Aquitaine Park	\$35.0
Ward 9	C21569	Pedestrian Crossover Program - Ward #9	\$100.0
Ward 9	B21198	Traffic Signals - Aquitaine/Montevideo	\$(115.0)
Ward 9	B21404	Lake Aquitaine Playground	\$314.0
Ward 9	B21362	Gonzaga Basketball Pickleball Court	\$300.0
Ward 9	C21362	Meadowvale Theatre Umbrella Tables	\$80.0
Ward 10	F21199	Traffic Calming Program Ward 10	\$112.5
Ward 11	A22354	Streetsville Memorial Park Rink	\$150.0
Ward 11	E20199	Second Line W sidewalk and intersection works	\$(120.0)
Ward 11	21165	Sidewalks	\$120.0
Total New Requests			\$2,431.5

Approved Ward-Specific Projects

Appendix 2-7

Ward	Project Number	Project Name	Approved Net Cost (\$000)
Ward 1	A16491	Small Arms Building Parking Lot construction	\$250.0
Ward 1	A20361	Water Bottle Filling Stations - Westacres Park (Pool Building)	\$30.0
Ward 1	A21349	2 Disc Golf Course Recreational Facilities	\$60.0
Ward 1	B21349	Various Chess Tables and Concrete Pads	\$90.0
Ward 1	C21349	Shawnmarr Park (P-159)	\$291.0
Ward 1	D21349	Outdoor Fitness Cluster - Port Credit SS	\$132.0
Ward 1	E21349	Dellwood Park (P-005)	\$197.0
Ward 1	F21349	Kenollie Park (P-197)	\$20.0
Ward 1	G21349	Fred Halliday Memorial Park Adult Fitness	\$42.0
Ward 1	A21198	Traffic Signals-Lakeshore Rd West/Front St	\$180.0
Ward 2	A21352	Sport Court Fencing Acoustic Barrier	\$136.0
Ward 2	B21352	Clarkson Park - Clarkson Lacrosse Box (P-073)	\$385.0
Ward 2	C21352	Meadow Wood Park (P-006)	\$320.0
Ward 2	D21352	Nine Creeks Trail - Sheridan Creek (P-171)	\$10.0
Ward 2	E21352	Thornlodge Park (P-051)	\$83.0
Ward 2	A20187	Pedestrian Crossover at Indian Road MUT crossing and the Truscott Road crossing	\$160.0
Ward 3	N20321	Hawkins Glen Playground Equipment	\$60.0
Ward 3	A21360	Beechwood Park Improvements	\$121.0
Ward 3	A19427	Burnhamthorpe CC Renovation & Addition	\$700.0
Ward 3	F20199	Traffic Calming on Flagship Drive	\$40.0
Ward 3	A21199	Speed Bumps on Golden Orchard Drive	\$65.0
Ward 3	A19183	Noise Wall - Rathburn Road E Behind (1543 - 1591) Bryce Road	\$429.3
Ward 3	B19183	Noise Wall - Rathburn Road E Behind (1662 - 1608) Anworld Court & Behind (1508 - 1528) Grazia Court	\$310.3
Ward 5	B19351	AVRO Arrow	\$500.0
Ward 5	C19312	Creative Ship Playground	\$250.0
Ward 5	C18351	Malton Sign	\$275.0
Ward 5	B19351	AVRO Arrow	\$500.0

Approved Ward-Specific Projects

Appendix 2-7

Ward	Project Number	Project Name	Approved Net Cost (\$000)
Ward 5	A21355	Paul Coffey Playground Lighting	\$25.0
Ward 5	A19425	Malton Community Hub (Ward 5)	\$400.0
Ward 5	20489	Bicycle Rack Ward 5	\$50.0
Ward 6	B19351	AVRO Arrow	\$100.0
Ward 6	A21359	Credit Pointe Village Park improvement (P-285)	\$319.0
Ward 6	B21359	Father Angelos Saad Park improvement (P-347)	\$115.0
Ward 7	20346	Cooksville Sign Project	\$400.0
Ward 7	20347	Cooksville Community Garden	\$290.0
Ward 7	A21357	P-138 Avongate Park	\$10.0
Ward 7	B21357	P-157 Carriage Way	\$72.5
Ward 7	C21357	P-022 Floradale Park	\$92.0
Ward 7	D21357	P-028 Camilla Park	\$85.0
Ward 7	E21357	P-080 Gordon Lummis Park	\$60.0
Ward 7	F21357	P-103 Red Oaks Park	\$340.0
Ward 7	G21357	P-133 Iroquois Flats	\$42.0
Ward 7	H21357	P-293 Cooksville Common	\$20.0
Ward 7	I21357	P-416 Brickyard Park	\$337.0
Ward 7	J21357	P-290 Dr. Martin L. Dobkin Comm Park	\$90.0
Ward 8	A20358	Shade Structures	\$330.0
Ward 8	B20358	Fitness Stations	\$330.0
Ward 8	A21358	Woodhurst Heights Park	\$57.3
Ward 8	21427	Infrastructure Upgrades to Woodhurst Outdoor Rink	\$310.0
Ward 8	B21199	Speed Bumps on Council Ring Road	\$60.0
Ward 9	20499	Meadowvale Theatre Lighting	\$60.0
Ward 9	B20214	Meadowvale Town Centre Bus Shelter	\$46.0
Ward 9	A20359	Multi-purpose Basketball/Picklebal - West Credit SS	\$100.0
Ward 9	20344	Water Bottle Filling Stations	\$60.0
Ward 9	B20359	Playground Swing Addition Promenade Meadows Park	\$16.0
Ward 9	20343	Park Bench/Solar Bench Program	\$168.0
Ward 9	B21198	Traffic Signals - Aquitaine/Montevideo	\$115.0

Approved Ward-Specific Projects

Appendix 2-7

Ward	Project Number	Project Name	Approved Net Cost (\$000)
Ward 9	20345	Erin Meadows Library redevelopment	\$500.0
Ward 9	A20214	Erin Mills Town Centre Bus Shelter	\$46.0
Ward 10	A19352	Spray Pad - Lisgar Green Park (P-310)	\$544.0
Ward 10	B19352	Spray Pad - Jim Murray Community Park (P-477)	\$544.0
Ward 10	C19352	Washroom - Tobias Mason Park (P-385)	\$425.0
Ward 10	E19352	Parking Lot - Forest Park (P-372)	\$92.0
Ward 10	D19352	Parking Lot - Cordingley (P-364)	\$96.0
Ward 10	A19200	Speed Humps , Ward 10	\$50.0
Ward 10	A19189	Raised Pedestrian Crossover – at Osprey Boulevard, connecting Lisgar Meadowbrook Trail	\$60.0
Ward 10	B19189	Raised Pedestrian Crossover– at Churchill Meadows Boulevard, connecting pathway just north of Lacman Trail	\$60.0
Ward 10	A20199	Traffic Calming on Osprey Boulevard between Waxwing Drive and Prairie Circle	\$15.0
Ward 11	19785	Meadowvale Village Bell/Belfry	\$110.0
Ward 11	C21740	Streetsville Kinsmen Hall Rehabilitation	\$200.0
Ward 11	B19351	AVRO Arrow	\$100.0
Ward 11	A19353	Shelters/Shelter Benches	\$23.0
Ward 11	B19353	Entrance Garden/Sign	\$160.0
Ward 11	C19353	Comprehensive signage and way finding program for Streetsville Memorial	\$5.0
Ward 11	E19353	Streetsville Pollinator Garden Stairs	\$28.0
Ward 11	F19353	Additional Lighting - Old Ridge Park (P_391)	\$50.0
Ward 11	20429	VJCC Rubber Floor Replacement	\$100.0
Ward 11	A20353	Water Line Extension - Meadow Green	\$10.1
Ward 11	C20199	Traffic calming concept for Falconer Drive	\$60.0
Ward 11	B20353	Shade Structure installation in P-359 Gooderham Park	\$55.2
Ward 11	A21354	Second Line West Fitness Trail	\$200.0
Ward 11	B21354	Novo Star Park Playground Improvements	\$26.0

Approved Ward-Specific Projects

Appendix 2-7

Ward	Project Number	Project Name	Approved Net Cost (\$000)
Ward 11	G20199	Traffic Calming on Sombrero Way	\$55.0
Ward 11	C21199	Speed Bumps on Novo Star Drive	\$30.0
Ward 11	D21199	Speed Bumps on Gooderham Estate	\$40.0
Ward 11	A21182	Banner Poles-Main St Bridge	\$80.0
Ward 11	A17178	Paving - Streetsville	\$13.0
Ward 11	A17178	Paving - Streetsville	\$5.3
Ward 11	19145	Public Parking/Fence	\$247.5
Ward 11	19182	Banner Poles- Streetsville	\$15.0
Ward 11	D20199	Traffic Calming Concept Plan - Second Line West north of Old Derry Road	\$70.0
Ward 11	E20199	Second Line W sidewalk and intersection works	\$120.0
Total Active Projects			\$14,371.4

Status to Date Ward-Specific Projects

Appendix 2-8

Councillor	Ward	Funding Allocation (\$000)	Approved Projects (\$000)	Unallocated Balance (\$000)
Stephen Dasko	Ward 1	\$2,000.0	\$1,357.0	\$643.0
Karen Ras / Pat Mullin	Ward 2	\$2,000.0	\$1,890.0	\$110.0
Chris Fonseca	Ward 3	\$2,000.0	\$1,725.6	\$274.4
John Kovac	Ward 4	\$2,000.0	\$125.0	\$1,875.0
Carolyn Parrish	Ward 5	\$2,000.0	\$2,000.0	\$0.0
Ron Starr	Ward 6	\$2,000.0	\$1,003.0	\$997.0
Dipika Damerla	Ward 7	\$2,000.0	\$1,838.5	\$161.5
Matt Mahoney	Ward 8	\$2,000.0	\$1,087.3	\$912.8
Pat Saito	Ward 9	\$2,000.0	\$1,825.0	\$175.0
Sue McFadden	Ward 10	\$2,000.0	\$1,998.5	\$1.5
George Carlson	Ward 11	\$2,000.0	\$1,953.1	\$46.9
	Total	\$22,000.0	\$16,802.9	\$5,197.1

Amended Planning Act User Fees

Appendix 3

Fee Name	HST Eligibility	Unit of Measure	2022 Proposed Fee
Level 1 - TRANSPORTATION AND WORKS DEPARTMENT			
Level 2 - TRANSPORTATION AND INFRASTRUCTURE PLANNING DIVISION			
Development Engineering Section			
ITEM	FEE		
Engineering Fees	Fees are calculated as a percentage of the servicing costs		
Servicing costs are:			
*Application Fee (non-refundable deposit)	HST Exempt	Application	\$1,500
Less than \$100,000	HST Exempt	% of servicing cost	10%
\$100,000 to \$250,000	HST Exempt	% of servicing cost	8% with a minimum of \$10,000
\$250,000 to \$500,000	HST Exempt	% of servicing cost	6% with a minimum of \$20,000
\$500,000 to \$750,000	HST Exempt	% of servicing cost	5% with a minimum of \$30,000
\$750,000 to \$1.5 million	HST Exempt	% of servicing cost	4.5% with a minimum of \$37,500
Greater than \$1.5 million	HST Exempt	% of servicing cost	3.5% with a minimum of \$67,500

"Fee of \$1,500 to be submitted with first engineering submission. It is a nonrefundable deposit and credited towards the final servicing costs."

Reconciliation with 2021 Consolidated Financial Statements**Appendix 4**

Budget data presented in the Budget Book reflect proposed values based on the cash basis of accounting. The chart below reconciles the proposed 2021 Net Operating Budget with the budget figures as presented in the consolidated financial statements, reflecting projected values based on the full accrual basis of accounting.

The following chart adjusts the basis of accounting for the proposed 2021 Net Operating Budget, to reflect generally accepted accounting principles

\$000	2021 Consolidated Budget Amount
REVENUE	
Approved Operating Budget	1,010,705
Adjustments:	
Budget in year adjustments	(1,574)
Assessment Growth adjustment to estimate	709
Tax Adjustments Reclassified from Expense	(4,380)
Contributions From Reserves and Reserve Funds	(84,990)
Transfer from DC Public Works	150
BIA Budgeted Revenues	2,109
BIA Contributions From Reserves	(205)
BIA Budgeted City Levy	(1,530)
Enersource Dividend	(16,577)
Adjusted Operating Budget	904,418
Approved Capital Budget	300,091
Adjustments for transfers from reserve funds	(300,091)
Capital Revenue Budget	18,000
Adjusted Capital Budget	18,000
Reserve Fund Interest	16,700
TOTAL REVENUE	939,118
EXPENSES	
Approved Operating Budget	1,010,705
Adjustments:	
Budget in year adjustments	(865)
BIA Budgeted Expenses	2,109
BIA Transfers to Own	(22)
BIA Budget on City's Books	(1,530)
Amortization	149,776
Transfers to Own	(181,013)
Debt principal repayments, net of debt issuance	(35,383)
Add PSAB Liability Expenses	8,256
Tax Adjustments Re-Classified to Revenue	(4,380)
Adjusted Operating Budget	947,654
Annual Deficit	(8,536)

Appendix 5

Funding Adjustments to various BRT projects

Project Number	SAP Order Number	Project Name	Status	Revised Net Cost (\$000)	Approved Net Cost (\$000)	Additional / (Surplus) Approval Required (\$000)	Funding Source
MiWay							
TWMR07114	19105	Downtown Transitway Connection and Terminal	Project on hold pending Metrolinx securing funding. Returning \$4.3M to offset the additional funding being requested in PN19107.	1,050.0	5,350.0	(4,300.0)	37100 Tax -Debt Management Reserve Fund
TWMR07114	19105	Downtown Transitway Connection and Terminal	Project on hold pending Metrolinx securing funding. Approval received to use Move Ont grant for this project.	3,324.5	0.0	3,324.5	35187 Gas Tax - Provincial Move Ontario 2020 HOT
MiWay Total				4,374.5	5,350.0	(975.5)	
Roads							
TWMR00200	19107	Dundas BRT TPAP/RTPO	The Preliminary Design completed by December 2022. Chargebacks for the Rapid Transit Project Office requires additional funding.	4,300.0	2,500.0	1,800.0	37100 Tax -Debt Management Reserve Fund
TWMR00200	19107	Dundas BRT TPAP/RTPO	The Preliminary Design completed by December 2022. Chargebacks for the Rapid Transit Project Office requires additional funding.	659.2	0.0	659.2	33121 Tax -Capital Reserve Fund
Roads Total				4,959.2	2,500.0	2,459.2	
TOTAL				9,333.7	7,850.0	1,483.7	

Various Housekeeping Project Adjustments

Appendix 6

Project Number	SAP Parent Number	Project Name	Status	Additional / (Surplus) Approval Required (\$000)	Funding Source
Fire & Emergency Services					
CMFS00083	19256	Replacement of fire vehicles	A correction in the amount of \$5,470,000 for a closed project (PN19256) is needed to be transferred from RF# 33121 to RF# 35219 as this amount was transferred from the incorrect reserve fund during the 2018 Dec WIP process.	\$5,470.0	33121 Tax -Capital Reserve Fund
CMFS00083	19256	Replacement of fire vehicles	A correction in the amount of \$5,470,000 for a closed project (PN19256) is needed to be transferred from RF# 33121 to RF# 35219 as this amount was transferred from the incorrect reserve fund during the 2018 Dec WIP process.	(5,470.0)	35219 Developer Contributions -Parks Reserve Fund
Fire & Emergency Services Total				\$0.0	
Parks, Forestry					
CMPF008999	20361	Various Park Improvement Ward 1	A correction in the amount of \$10,562.87 for a closed project (PN A20361) is needed to be transferred from RF# 33121 to RF# 35182 as this amount was transferred to the incorrect reserve fund when the project was closed in the June 2021 WIP Process.	10.6	33121 Tax -Capital Reserve Fund
CMPF008999	20361	Various Park Improvement Ward 1	A correction in the amount of \$10,562.87 for a closed project (PN A20361) is needed to be transferred from RF# 33121 to RF# 35182 as this amount was transferred to the incorrect reserve fund when the project was closed in the June 2021 WIP Process.	(10.6)	35182 Gas Tax -Federal Gas Tax-City Allocation
CMPF04399	17314	Park Amenity Maintenance Program	A correction in the amount of \$519.95 for a closed project (PN A17314) is needed to be transferred from RF# 33121 to RF# 35182 as this amount was transferred to the incorrect reserve fund when the project was closed in the June 2021 WIP Process.	0.5	33121 Tax -Capital Reserve Fund
CMPF04399	17314	Park Amenity Maintenance Program	A correction in the amount of \$519.95 for a closed project (PN A17314) is needed to be transferred from RF# 33121 to RF# 35182 as this amount was transferred to the incorrect reserve fund when the project was closed in the June 2021 WIP Process.	(0.5)	35182 Gas Tax -Federal Gas Tax-City Allocation
Parks Forestry & Environment Total				\$0.0	
Facilities & Property Management					

Various Housekeeping Project Adjustments

Appendix 6

Project Number	SAP Parent Number	Project Name	Status	Additional / (Surplus) Approval Required (\$000)	Funding Source
CPFP005079	16717	Transit Booth Replacements	A correction in the amount of \$2.84 for a closed project (PNA16717) is needed to be transferred from RF# 33121 to RF# 35183 as this amount was transferred to the incorrect reserve fund when the project was closed in the December 2019 WIP Process.	0.0	33121 Tax -Capital Reserve Fund
CPFP005079	16717	Transit Booth Replacements	A correction in the amount of \$2.84 for a closed project (PNA16717) is needed to be transferred from RF# 33121 to RF# 35183 as this amount was transferred to the incorrect reserve fund when the project was closed in the December 2019 WIP Process.	(0.0)	35183 Gas Tax -Federal Gas Tax-Regional Allocation
Roads Total				(0.0)	
TOTAL				(0.0)	

City of Mississauga

Corporate Report



10.10

Date: March 28, 2022

To: Chair and Members of General Committee

From: Shari Lichterman, CPA, CMA, Commissioner of
Corporate Services and Chief Financial Officer

Originator's files:

Meeting date:
April 27, 2022

Subject

2022 Tax Ratios, Rates and Due Dates

Recommendation

That the following tax ratios, rates and due dates be approved as outlined in the corporate report dated March 28, 2022 from the Commissioner of Corporate Services and Chief Financial Officer entitled "2022 Tax Ratios, Rates and Due Dates":

1. That the 2022 net operating municipal property tax levy be approved at \$583,386,209.
2. That the tax ratios for the City of Mississauga be approved as follows:

Residential	1.000000
Commercial	1.516977
Industrial	1.615021
Multi-Residential	1.265604
New Multi-Residential	1.000000
Pipeline	1.313120
Farmland	0.250000
Managed Forest	0.250000

3. That the 2022 tax rates for the City of Mississauga be established as outlined in Appendix 1 of this report.
4. That the 2022 residential property tax due dates be set for July 7, August 4 and September 1, 2022.
5. That the 2022 non-residential property tax due date be set for August 4, 2022.
6. That the 2022 due dates for properties enrolled in the City's pre-authorized Tax Payment Plan be set based on their chosen withdrawal date.

7. That the rates to levy the 2022 taxes for the Clarkson, Cooksville, Malton, Port Credit and Streetsville Business Improvement Area's (BIA) be established as set out in Appendix 2 to this report.
8. That the 2022 operating budget be adjusted to reflect a transfer to the Affordable Housing Reserve Fund (#35596) in the amount of \$2,283,555.
9. That the grant under Section 107 of the *Municipal Act, 2001* for the properties affected by the June 2016 Hickory Drive explosion be discontinued.
10. That all necessary by-laws be enacted.

Executive Summary

- Approval is being sought for the City's 2022 net levy, tax ratios, tax rates, tax due dates and the 2022 tax rates for the Clarkson, Cooksville, Malton, Port Credit and Streetsville BIAs.
- A Budget adjustment of \$2,283,555 is proposed to reflect the final assessment growth compared to the estimated growth to be allocated to the Affordable Housing Reserve Fund.
- There is one property affected by the Hickory Drive explosion that is still unoccupied, the property is assessed based on the current condition and there is no anticipated start for re-construction.
- The 2022 tax rebate amount for low-income seniors and low-income persons with disabilities be adjusted to \$459 reflecting the increase based on the blended tax impact.
- The 2022 taxes on a typical single family residential dwelling will increase by \$194.74, \$94.25 relating to the increase in City taxes and \$100.49 relating to the tax increase for the Region of Peel.
- The Province of Ontario continues to delay the next province wide reassessment from 2020. The assessment values used for 2022 taxes remain based on a valuation date of January 1, 2016. Therefore property owners will not experience a tax change relating to the phase-in of assessment changes.
- Tax due dates consistent with previous years in number and timing are being proposed.

Background

City Council approved the 2022 budget on December 8, 2021 which provided a 4.3 percent budget increase on the City's portion of the tax bill and equates to an average 1.5 percent increase on the total residential tax bill. The Region of Peel Council approved its 2022 budget with a 3.5 percent budget increase for residents in Peel. The combined average blended tax impact for the City and Region is 3.3 percent on the total residential tax bill.

City Council also approved the 2022 budget submissions for the Clarkson, Cooksville, Malton, Port Credit and Streetsville Business Improvement Areas (BIA's). Section 208 of the *Municipal Act, 2001* requires a special charge to be levied upon the BIA members to provide the revenues as identified in each of the BIA budgets.

The Province of Ontario prescribes the education tax rates by regulation. There is one Province-wide rate for residential taxpayers.

Section 310 of the *Municipal Act, 2001* requires Council to establish tax ratios for property classes annually. This report outlines the decisions necessary by Council to establish the tax ratios and tax rates for 2022 and authorize the final tax levy.

In 2017, Council approved a grant under Section 107 of the *Municipal Act, 2001* equivalent to the City portion of the property taxes to property owners displaced by the Hickory Drive explosion from the date of displacement until the date of occupancy, unless the property has been sold. The Region and Province agreed to also provide grants for their portion of taxes to the affected properties. The Province ended their contribution for the grant following the 2018 tax year. To date all but one property owner have reoccupied their dwellings.

Comments

Property Assessment

The Province continues to delay the province wide reassessment that had been planned for 2020. It is currently anticipated that the next reassessment will occur in 2023 for the 2024 taxation year. Property assessments for the 2022 taxation year continue to be based on a valuation date of January 1, 2016. This is the same valuation date as used for the 2020 and 2021 taxation years. As the assessment increases from the 2016 reassessment were fully phased-in for the 2020 taxation year, there is no phase-in assessment adjustment for 2022.

For non-residential properties, the existing capping regime for commercial properties continues. The capping tools adopted by the Region has resulted in the Region exiting the capping regime for the industrial and multi-residential classes. In 2022, the preliminary capping calculation indicates that no commercial properties remain capped and all commercial properties will be taxed at full CVA tax level for 2022 and future taxation years. Regional staff will be presenting their Capping Options report to Regional Council on May 12, 2022.

Tax Ratios and Rates

Typically tax ratios are adjusted to address shifts in tax burden between property classes resulting from the phase-in of assessment changes. This practice is referred to as revenue neutral tax ratios since the adjustments result in the same amount of taxes being collected from each property class prior to any budget adjustments. Tax ratio adjustments can also be made to address policy initiatives such as reducing tax ratios to within the provincially set ranges of fairness. All tax ratio adjustments will result in a shift in tax burden mainly impacting the residential class as the ratio for the residential class is legislated at 1.000. As there is no phase-in impact in 2022, the proposed tax ratios remain the same as 2021.

For 2022, the residential education rate remains unchanged from 2020 as the property assessment values for the 2022 taxation year will continue to be based on the same valuation date that was in effect for the 2020 taxation year.

The Province is also maintaining the same education tax rates for business properties as established for 2021. The rate will remain at 0.88%. To ensure municipalities are not negatively impacted by the business education tax (BET) reduction implemented in 2021, the Province is maintaining the 2020 BET rates for properties whose payments in lieu (PILT) of education taxes is retained by the municipality. Some Federal properties are only paying PILT based on the lower education tax rates, municipalities significantly impacted by the lower PILT amounts are currently advocating for changes to federal legislation to ensure municipalities continue to receive current PILT revenue.

Since the assessment values continue to be based on the same valuation date that was in effect for the 2020 taxation year, there is no shift in education taxes normally relating to the phase-in of assessment increases.

Attached as Appendix 1 are the tax rates based upon these ratios. Education tax rates as set by the Province through regulation are included in Appendix 1 for information purposes.

Levy Due Dates

It is proposed that the 2022 final levy for residential properties with regular instalment due dates be payable in three instalments on July 7, August 4 and September 1, 2022 and that the 2022 final levy for commercial, industrial and multi-residential properties on the regular instalment plan be payable in a single instalment on August 4, 2022. The final levy due dates recommended are consistent in time and number of instalments with previous years excluding 2020 where the instalments were deferred in response to the pandemic.

The 2022 final levy for properties enrolled in the City's Pre-authorized Tax Payment Plan will be payable based on their chosen withdrawal date. The Pre-authorized Tax Payment Plan is available to all taxpayers.

Levy Adjustment

When the 2022 budget was prepared in the fall of 2021, assessment growth for 2021 was projected at 0.40%. With receipt of the 2022 assessment roll, final assessment growth has been determined at 0.81%. The previous year's assessment forms the base for the current year's tax levy. Because the budget was approved before the final growth numbers were calculated, it is necessary to amend the budget and the 2022 levy by \$2,283,555 to reflect the final assessment growth. It is proposed that the additional funds be allocated to the Affordable Housing Reserve Fund to provide additional funding for the Development Charges grants for eligible affordable rental housing developments.

2022 BIA Budgets and Levy

The Clarkson, Cooksville, Malton, Port Credit, and Streetsville BIAs submitted their 2022 budget requests as part of the City's budget process and the budget submissions were approved in December 2021. The BIA tax rates have been calculated as indicated in Appendix 2 using the CVA provided by the Municipal Property Assessment Corporation (MPAC) for the 2022 taxation year for the properties within each of the BIA boundaries in order to raise the required revenues.

Hickory Grant

In 2017, Council approved a grant pursuant to Section 107 of the *Municipal Act* for residents that were displaced by the Hickory Drive explosion for the properties adversely impacted. To date all but one property have been reoccupied. For the one remaining property occupancy has not been granted and there is no start to the reconstruction. Following the explosion, MPAC adjusted the assessment of the impacted properties to reflect the current state and condition until completion of the reconstruction at which time the new buildings are assessed. The unoccupied property is being assessed based on the current condition and has been paying the education portion of their taxes since 2019. As the grant was meant to provide temporary relief while the property owners rebuild and sufficient time has passed for reconstruction to occur, it is being recommended that the grant by way of tax relief be discontinued following the 2022 taxation year. Staff will notify the resident in writing of the grant for 2022 and confirm through the June 2022 tax billing that this will be the last year of the grant. Full taxes will then resume being due with the 2023 interim tax billing. This will afford the affected property owner with approximately 6 months advance notice of discontinuation of the grant.

Engagement and Consultation

As per legislation, in a two-tier municipality all tax policy decisions are the responsibility of the upper-tier municipality with the exception of setting tax ratios as this has been delegated to the lower-tier municipalities in the Region of Peel. City tax staff along with tax staff from Brampton and Caledon work with tax policy staff at the Region in establishing tax policy options on an annual basis.

Financial Impact

Adjusting the 2022 operating budget to reflect the final assessment growth will result in an increase of \$2,283,555. It is proposed that the additional funds be allocated to the Affordable Housing Reserve Fund.

The tax levy changes affecting a typical single family home are as follows:

2021 taxes on \$730,000 assessment	\$5,862.35
City tax increase	94.25
Region tax increase	<u>100.49</u>
2022 taxes on \$730,000 assessment	<u>\$6,057.09</u>

Conclusion

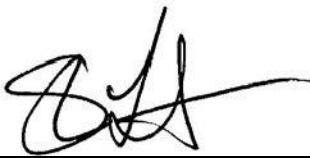
The 2022 tax rates have been calculated as shown in Appendix 1. The proposed final levy due dates are consistent with prior years excluding 2020 where due dates were deferred at the onset of the pandemic.

2022 BIA tax rates have been calculated as shown in Appendix 2 to raise the required revenue for the purposes of the BIA Boards of Management.

Attachments

Appendix 1: 2022 Final Tax Rates

Appendix 2: 2022 Business Improvement Area Tax Rates



Shari Lichterman, CPA, CMA, Commissioner of Corporate Services and Chief Financial Officer

Prepared by: Louise Cooke, Manager, Revenue and Taxation

**The Corporation of the City of Mississauga
2022 Final Tax Rates**

Description	Tax Class	2022 Final Tax Rate
Residential	RT	0.829738%
Residential Shared (PIL for Ed)	RH	0.829738%
Residential Farm Awaiting Development I	R1	0.248922%
Residential Farm Awaiting Development II	R4	0.829738%
Residential - Education Only	RD	0.153000%
Multi-Residential	MT	1.009483%
Multi-Residential Farm Awaiting Development I	M1	0.248922%
Multi-Residential Farm Awaiting Development II	M4	1.009483%
New Multi-Residential	NT	0.829738%
Commercial	CT	1.906597%
Commercial Shared (PIL for Ed)	CH	1.971324%
Commercial Taxable (No Ed)	CM	1.026597%
Commercial Excess Land (PIL for Ed)	CK	1.971324%
Commercial Farm Awaiting Development I	C1	0.248922%
Commercial Farm Awaiting Development II	C4	1.906597%
Commercial Small Scale On-Farm Business	C0	0.476649%
Commercial Small Scale On-Farm Business	C7	0.476649%
Commercial Excess Land	CU	1.906597%
Commercial Vacant Land (PIL for Ed)	CJ	1.971324%
Commercial Vacant Land	CX	1.906597%
Commercial New Construction - Lower Tier and Education Only	XC	1.338683%
Commercial New Construction - Education Only	XD	0.880000%
Commercial New Construction Shared (PIL for Ed)	XH	1.971324%
Commercial New Construction Vacant Land (PIL for Ed)	XJ	1.971324%
Commercial New Construction Excess Land (PIL for Ed)	XK	1.971324%
Commercial New Construction - Upper Tier and Education Only	XL	1.447914%
Commercial New Construction	XT	1.906597%
Commercial New Construction Excess Land	XU	1.906597%
Commercial New Construction Vacant Land	XX	1.906597%
Office Building	DT	1.906597%
Office Building Shared (PIL for Ed)	DH	1.971324%
Office Building Excess Land	DU	1.906597%
Office Building Excess Land (PIL for Ed)	DK	1.971324%
Office Building New Construction - Lower Tier and Education Only	YC	1.338683%
Office Building New Construction - Education Only	YD	0.880000%
Office Building New Construction Shared (PIL for Ed)	YH	1.971324%
Office Building New Construction Excess Land (PIL for Ed)	YK	1.971324%
Office Building New Construction - Upper Tier and Education Only	YL	1.447914%
Office Building New Construction	YT	1.906597%
Office Building New Construction Excess Land	YU	1.906597%
Shopping Centre	ST	1.906597%
Shopping Centre Excess Land	SU	1.906597%
Shopping Centre New Construction - Lower Tier and Education Only	ZC	1.338683%
Shopping Centre New Construction - Education Only	ZD	0.880000%
Shopping Centre New Construction Shared (PIL for Ed)	ZH	1.971324%
Shopping Centre New Construction Excess Land (PIL for Ed)	ZK	1.971324%
Shopping Centre New Construction - Upper Tier and Education Only	ZL	1.447914%
Shopping Centre New Construction	ZT	1.906597%

Description	Tax Class	2022 Final Tax Rate
Shopping Centre New Construction Excess Land	ZU	1.906597%
Parking Lot	GT	1.906597%
Industrial	IT	1.972947%
Industrial Shared (PIL for Ed)	IH	2.158979%
Industrial Farm Awaiting Development I	I1	0.248922%
Industrial Farm Awaiting Development II	I4	1.972947%
Industrial Small Scale On-Farm Business	I0	0.493237%
Industrial Small Scale On-Farm Business	I7	0.493237%
Industrial Excess Land	IU	1.972947%
Industrial Vacant Land	IX	1.972947%
Industrial - Water Intake System	II	2.158979%
Industrial Vacant Land (PIL for Ed)	IJ	2.158979%
Industrial Excess Land (PIL for Ed)	IK	2.158979%
Industrial New Construction Shared (PIL for Ed)	JH	2.072947%
Industrial New Construction - Water Intake System (PIL for Ed)	JI	2.072947%
Industrial New Construction Vacant Land (PIL for Ed)	JJ	2.072947%
Industrial New Construction Excess Land (PIL for Ed)	JK	2.072947%
Industrial New Construction - Non-Generating Station (PIL for Ed)	JN	2.072947%
Industrial New Construction - Generating Station (PIL for Ed)	JS	2.072947%
Industrial New Construction	JT	1.972947%
Industrial New Construction Excess Land	JU	1.972947%
Industrial New Construction Vacant Land	JX	1.972947%
Large Industrial	LT	1.972947%
Large Industrial Shared (PIL for Ed)	LH	2.158979%
Large Industrial Vacant Land (PIL for Ed)	LJ	2.158979%
Large Industrial Excess Land (PIL for Ed)	LK	2.158979%
Large Industrial Excess Land	LU	1.972947%
Large Industrial New Construction Shared (PIL for Ed)	KH	2.072947%
Large Industrial New Construction - Water Intake System (PIL for Ed)	KI	2.072947%
Large Industrial New Construction Excess Land (PIL for Ed)	KK	2.072947%
Large Industrial New Construction - Non-Generating Station (PIL for Ed)	KN	2.072947%
Large Industrial New Construction - Generating Station (PIL for Ed)	KS	2.072947%
Large Industrial New Construction	KT	1.972947%
Large Industrial New Construction Excess Land	KU	1.972947%
Large Industrial New Construction Vacant Land	KX	1.972947%
Pipeline	PT	1.768639%
Farm	FT	0.207435%
Managed Forests	TT	0.207435%

**Clarkson Business Improvement Area
2022 Final Tax Rates and Levy**

Appendix 2

	Description	Assessment for 2022	Tax Rate	Tax \$
CT	Commercial	91,527,810	0.079082%	72,382
CH	Commercial Shared (PIL for Ed)		0.079082%	0
CM	Commercial Taxable (No Ed)		0.079082%	0
CK	Commercial Excess Land (PIL for Ed)		0.079082%	0
C4	Commercial Farm Awaiting Development II		0.079082%	0
CU	Commercial Excess Land		0.079082%	0
CJ	Commercial Vacant Land (PIL for Ed)		0.079082%	0
CX	Commercial Vacant Land		0.079082%	0
XC	Commercial New Construction - Lower Tier and Education Only		0.079082%	0
XH	Commercial New Construction Shared (PIL for Ed)		0.079082%	0
XJ	Commercial New Construction Vacant Land (PIL for Ed)		0.079082%	0
XK	Commercial New Construction Excess Land (PIL for Ed)		0.079082%	0
XT	Commercial New Construction		0.079082%	0
XU	Commercial New Construction Excess Land		0.079082%	0
XX	Commercial New Construction Vacant Land		0.079082%	0
DT	Office Building		0.079082%	0
DH	Office Building Shared (PIL for Ed)		0.079082%	0
DU	Office Building Excess Land		0.079082%	0
DK	Office Building Excess Land (PIL for Ed)		0.079082%	0
YC	Office Building New Construction - Lower Tier and Education Only		0.079082%	0
YH	Office Building New Construction Shared (PIL for Ed)		0.079082%	0
YK	Office Building New Construction Excess Land (PIL for Ed)		0.079082%	0
YT	Office Building New Construction		0.079082%	0
YU	Office Building New Construction Excess Land		0.079082%	0
ST	Shopping Centre	9,633,400	0.079082%	7,618
SU	Shopping Centre Excess Land		0.079082%	0
ZC	Shopping Centre New Construction - Lower Tier and Education Only		0.079082%	0
ZH	Shopping Centre New Construction Shared (PIL for Ed)		0.079082%	0
ZK	Shopping Centre New Construction Excess Land (PIL for Ed)		0.079082%	0
ZT	Shopping Centre New Construction		0.079082%	0
ZU	Shopping Centre New Construction Excess Land		0.079082%	0
GT	Parking Lot		0.079082%	0
IT	Industrial		0.079082%	0
IH	Industrial Shared (PIL for Ed)		0.079082%	0
I4	Industrial Farm Awaiting Development II		0.079082%	0
IU	Industrial Excess Land		0.079082%	0
IX	Industrial Vacant Land		0.079082%	0
II	Industrial - Water Intake System (PIL for Ed)		0.079082%	0
IJ	Industrial Vacant Land (PIL for Ed)		0.079082%	0
IK	Industrial Excess Land (PIL for Ed)		0.079082%	0
JH	Industrial New Construction Shared (PIL for Ed)		0.079082%	0
JI	Industrial New Construction - Water Intake System (PIL for Ed)		0.079082%	0
JJ	Industrial New Construction Vacant Land (PIL for Ed)		0.079082%	0
JK	Industrial New Construction Excess Land (PIL for Ed)		0.079082%	0
JN	Industrial New Construction - Non-Generating Station (PIL for Ed)		0.079082%	0
JS	Industrial New Construction - Generating Station (PIL for Ed)		0.079082%	0
JT	Industrial New Construction		0.079082%	0
JU	Industrial New Construction Excess Land		0.079082%	0
JX	Industrial New Construction Vacant Land		0.079082%	0
LT	Large Industrial		0.079082%	0
LH	Large Industrial Shared (PIL for Ed)		0.079082%	0
LJ	Large Industrial Vacant Land (PIL for Ed)		0.079082%	0
LK	Large Industrial Excess Land (PIL for Ed)		0.079082%	0
LU	Large Industrial Excess Land		0.079082%	0
KH	Large Industrial New Construction Shared (PIL for Ed)		0.079082%	0
KI	Large Industrial New Construction - Water Intake System (PIL for Ed)		0.079082%	0
KK	Large Industrial New Construction Excess Land (PIL for Ed)		0.079082%	0
KN	Large Industrial New Construction - Non-Generating Station (PIL for Ed)		0.079082%	0
KS	Large Industrial New Construction - Generating Station (PIL for Ed)		0.079082%	0
KT	Large Industrial New Construction		0.079082%	0
KU	Large Industrial New Construction Excess Land		0.079082%	0
KX	Large Industrial New Construction Vacant Land		0.079082%	0
	Total	101,161,210		80,000

**Cooksville Business Improvement Area
2022 Final Tax Rates and Levy**

Appendix 2

	Description	Assessment for 2022	Tax Rate	Tax \$
CT	Commercial	289,825,264	0.070049%	203,021
CH	Commercial Shared (PIL for Ed)		0.070049%	0
CM	Commercial Taxable (No Ed)		0.070049%	0
CK	Commercial Excess Land (PIL for Ed)		0.070049%	0
C4	Commercial Farm Awaiting Development II		0.070049%	0
CU	Commercial Excess Land	771,200	0.070049%	540
CJ	Commercial Vacant Land (PIL for Ed)		0.070049%	0
CX	Commercial Vacant Land	5,295,300	0.070049%	3,709
XC	Commercial New Construction - Lower Tier and Education Only		0.070049%	0
XH	Commercial New Construction Shared (PIL for Ed)		0.070049%	0
XJ	Commercial New Construction Vacant Land (PIL for Ed)		0.070049%	0
XK	Commercial New Construction Excess Land (PIL for Ed)		0.070049%	0
XT	Commercial New Construction	14,336,800	0.070049%	10,043
XU	Commercial New Construction Excess Land		0.070049%	0
XX	Commercial New Construction Vacant Land		0.070049%	0
DT	Office Building	36,339,800	0.070049%	25,456
DH	Office Building Shared (PIL for Ed)		0.070049%	0
DU	Office Building Excess Land		0.070049%	0
DK	Office Building Excess Land (PIL for Ed)		0.070049%	0
YC	Office Building New Construction - Lower Tier and Education Only		0.070049%	0
YH	Office Building New Construction Shared (PIL for Ed)		0.070049%	0
YK	Office Building New Construction Excess Land (PIL for Ed)		0.070049%	0
YT	Office Building New Construction		0.070049%	0
YU	Office Building New Construction Excess Land		0.070049%	0
ST	Shopping Centre	21,584,699	0.070049%	15,120
SU	Shopping Centre Excess Land		0.070049%	0
ZC	Shopping Centre New Construction - Lower Tier and Education Only		0.070049%	0
ZH	Shopping Centre New Construction Shared (PIL for Ed)		0.070049%	0
ZK	Shopping Centre New Construction Excess Land (PIL for Ed)		0.070049%	0
ZT	Shopping Centre New Construction	15,759,300	0.070049%	11,039
ZU	Shopping Centre New Construction Excess Land		0.070049%	0
GT	Parking Lot	2,913,000	0.070049%	2,041
IT	Industrial	17,047,400	0.070049%	11,942
IH	Industrial Shared (PIL for Ed)		0.070049%	0
I4	Industrial Farm Awaiting Development II		0.070049%	0
IU	Industrial Excess Land	1,441,800	0.070049%	1,010
IX	Industrial Vacant Land		0.070049%	0
II	Industrial - Water Intake System (PIL for Ed)		0.070049%	0
IJ	Industrial Vacant Land (PIL for Ed)		0.070049%	0
IK	Industrial Excess Land (PIL for Ed)		0.070049%	0
JH	Industrial New Construction Shared (PIL for Ed)		0.070049%	0
JI	Industrial New Construction - Water Intake System (PIL for Ed)		0.070049%	0
JJ	Industrial New Construction Vacant Land (PIL for Ed)		0.070049%	0
JK	Industrial New Construction Excess Land (PIL for Ed)		0.070049%	0
JN	Industrial New Construction - Non-Generating Station (PIL for Ed)		0.070049%	0
JS	Industrial New Construction - Generating Station (PIL for Ed)		0.070049%	0
JT	Industrial New Construction		0.070049%	0
JU	Industrial New Construction Excess Land		0.070049%	0
JX	Industrial New Construction Vacant Land		0.070049%	0
LT	Large Industrial		0.070049%	0
LH	Large Industrial Shared (PIL for Ed)		0.070049%	0
LJ	Large Industrial Vacant Land (PIL for Ed)		0.070049%	0
LK	Large Industrial Excess Land (PIL for Ed)		0.070049%	0
LU	Large Industrial Excess Land		0.070049%	0
KH	Large Industrial New Construction Shared (PIL for Ed)		0.070049%	0
KI	Large Industrial New Construction - Water Intake System (PIL for Ed)		0.070049%	0
KK	Large Industrial New Construction Excess Land (PIL for Ed)		0.070049%	0
KN	Large Industrial New Construction - Non-Generating Station (PIL for Ed)		0.070049%	0
KS	Large Industrial New Construction - Generating Station (PIL for Ed)		0.070049%	0
KT	Large Industrial New Construction		0.070049%	0
KU	Large Industrial New Construction Excess Land		0.070049%	0
KX	Large Industrial New Construction Vacant Land		0.070049%	0
	Total	405,314,563		283,920

**Malton Business Improvement Area
2022 Final Tax Rates and Levy**

Appendix 2

	Description	Assessment for 2022	Tax Rate	Tax \$
CT	Commercial	214,556,544	0.047822%	102,605
CH	Commercial Shared (PIL for Ed)		0.047822%	0
CM	Commercial Taxable (No Ed)		0.047822%	0
CK	Commercial Excess Land (PIL for Ed)		0.047822%	0
C4	Commercial Farm Awaiting Development II		0.047822%	0
CU	Commercial Excess Land	55,000	0.047822%	26
CJ	Commercial Vacant Land (PIL for Ed)		0.047822%	0
CX	Commercial Vacant Land	2,695,000	0.047822%	1,289
XC	Commercial New Construction - Lower Tier and Education Only		0.047822%	0
XH	Commercial New Construction Shared (PIL for Ed)		0.047822%	0
XJ	Commercial New Construction Vacant Land (PIL for Ed)		0.047822%	0
XK	Commercial New Construction Excess Land (PIL for Ed)		0.047822%	0
XT	Commercial New Construction	2,900,000	0.047822%	1,387
XU	Commercial New Construction Excess Land		0.047822%	0
XX	Commercial New Construction Vacant Land		0.047822%	0
DT	Office Building	1,672,200	0.047822%	800
DH	Office Building Shared (PIL for Ed)		0.047822%	0
DU	Office Building Excess Land		0.047822%	0
DK	Office Building Excess Land (PIL for Ed)		0.047822%	0
YC	Office Building New Construction - Lower Tier and Education Only		0.047822%	0
YH	Office Building New Construction Shared (PIL for Ed)		0.047822%	0
YK	Office Building New Construction Excess Land (PIL for Ed)		0.047822%	0
YT	Office Building New Construction		0.047822%	0
YU	Office Building New Construction Excess Land		0.047822%	0
ST	Shopping Centre	83,795,800	0.047822%	40,073
SU	Shopping Centre Excess Land		0.047822%	0
ZC	Shopping Centre New Construction - Lower Tier and Education Only		0.047822%	0
ZH	Shopping Centre New Construction Shared (PIL for Ed)		0.047822%	0
ZK	Shopping Centre New Construction Excess Land (PIL for Ed)		0.047822%	0
ZT	Shopping Centre New Construction		0.047822%	0
ZU	Shopping Centre New Construction Excess Land		0.047822%	0
GT	Parking Lot		0.047822%	0
IT	Industrial	3,584,700	0.047822%	1,714
IH	Industrial Shared (PIL for Ed)		0.047822%	0
I4	Industrial Farm Awaiting Development II		0.047822%	0
IU	Industrial Excess Land		0.047822%	0
IX	Industrial Vacant Land		0.047822%	0
II	Industrial - Water Intake System (PIL for Ed)		0.047822%	0
IJ	Industrial Vacant Land (PIL for Ed)		0.047822%	0
IK	Industrial Excess Land (PIL for Ed)		0.047822%	0
JH	Industrial New Construction Shared (PIL for Ed)		0.047822%	0
JI	Industrial New Construction - Water Intake System (PIL for Ed)		0.047822%	0
JJ	Industrial New Construction Vacant Land (PIL for Ed)		0.047822%	0
JK	Industrial New Construction Excess Land (PIL for Ed)		0.047822%	0
JN	Industrial New Construction - Non-Generating Station (PIL for Ed)		0.047822%	0
JS	Industrial New Construction - Generating Station (PIL for Ed)		0.047822%	0
JT	Industrial New Construction		0.047822%	0
JU	Industrial New Construction Excess Land		0.047822%	0
JX	Industrial New Construction Vacant Land		0.047822%	0
LT	Large Industrial		0.047822%	0
LH	Large Industrial Shared (PIL for Ed)		0.047822%	0
LJ	Large Industrial Vacant Land (PIL for Ed)		0.047822%	0
LK	Large Industrial Excess Land (PIL for Ed)		0.047822%	0
LU	Large Industrial Excess Land		0.047822%	0
KH	Large Industrial New Construction Shared (PIL for Ed)		0.047822%	0
KI	Large Industrial New Construction - Water Intake System (PIL for Ed)		0.047822%	0
KK	Large Industrial New Construction Excess Land (PIL for Ed)		0.047822%	0
KN	Large Industrial New Construction - Non-Generating Station (PIL for Ed)		0.047822%	0
KS	Large Industrial New Construction - Generating Station (PIL for Ed)		0.047822%	0
KT	Large Industrial New Construction		0.047822%	0
KU	Large Industrial New Construction Excess Land		0.047822%	0
KX	Large Industrial New Construction Vacant Land		0.047822%	0
	Total	309,259,244		147,894

**Port Credit Business Improvement Area
2022 Final Tax Rates and Levy**

Appendix 2

	Description	Assessment for 2022	Tax Rate	Tax \$
CT	Commercial	274,636,010	0.218101%	598,983
CH	Commercial Shared (PIL for Ed)		0.218101%	0
CM	Commercial Taxable (No Ed)		0.218101%	0
CK	Commercial Excess Land (PIL for Ed)		0.218101%	0
C4	Comm Farm Awaiting Development II		0.218101%	0
CU	Commercial Vacant Units		0.218101%	0
CJ	Commercial Vacant (PIL for Ed)		0.218101%	0
CX	Commercial Vacant Land	240,000	0.218101%	523
XC	Commercial New Construction - Lower Tier and Education Only		0.218101%	0
XH	Commercial New Construction Shared (PIL for Ed)		0.218101%	0
XJ	Commercial New Construction Vacant Land (PIL for Ed)		0.218101%	0
XK	Commercial New Construction Excess Land (PIL for Ed)		0.218101%	0
XT	Commercial New Construction	30,505,700	0.218101%	66,533
XU	Commercial New Construction Excess Land		0.218101%	0
XX	Commercial New Construction Vacant Land		0.218101%	0
DT	Office Building		0.218101%	0
DH	Office Building Shared (PIL for Ed)		0.218101%	0
DU	Office Building Vacant Units		0.218101%	0
DK	Office Building Excess Land (PIL for Ed)		0.218101%	0
YC	Office Building New Construction - Lower Tier and Education Only		0.218101%	0
YH	Office Building New Construction Shared (PIL for Ed)		0.218101%	0
YK	Office Building New Construction Excess Land (PIL for Ed)		0.218101%	0
YT	Office Building New Construction	4,057,000	0.218101%	8,848
YU	Office Building New Construction Excess Land		0.218101%	0
ST	Shopping Centre	16,508,409	0.218101%	36,005
SU	Shopping Centre Vacant Units		0.218101%	0
ZC	Shopping Centre New Construction - Lower Tier and Education Only		0.218101%	0
ZH	Shopping Centre New Construction Shared (PIL for Ed)		0.218101%	0
ZK	Shopping Centre New Construction Excess Land (PIL for Ed)		0.218101%	0
ZT	Shopping Centre New Construction	50,476,300	0.218101%	110,089
ZU	Shopping Centre New Construction Excess Land		0.218101%	0
GT	Parking Lot	1,170,000	0.218101%	2,552
IT	Industrial		0.218101%	0
IH	Industrial Shared (PIL for educ)		0.218101%	0
I4	Industrial Farm Awaiting Development II		0.218101%	0
IU	Industrial Vacant Units		0.218101%	0
IX	Industrial Vacant Land	672,000	0.218101%	1,466
II	Industrial - Water Intake System (PIL for Ed)		0.218101%	0
IJ	Industrial Vacant (PIL for Ed)		0.218101%	0
IK	Industrial Excess Land (PIL for Ed)		0.218101%	0
JH	Industrial New Construction Shared (PIL for Ed)		0.218101%	0
JI	Industrial New Construction - Water Intake System (PIL for Ed)		0.218101%	0
JJ	Industrial New Construction Vacant Land (PIL for Ed)		0.218101%	0
JK	Industrial New Construction Excess Land (PIL for Ed)		0.218101%	0
JN	Industrial New Construction - Non-Generating Station (PIL for Ed)		0.218101%	0
JS	Industrial New Construction - Generating Station (PIL for Ed)		0.218101%	0
JT	Industrial New Construction		0.218101%	0
JU	Industrial New Construction Excess Land		0.218101%	0
JX	Industrial New Construction Vacant Land		0.218101%	0
LT	Large Industrial		0.218101%	0
LH	Large Industrial Shared (PIL for Ed)		0.218101%	0
LJ	Large Industrial Vacant (PIL for Ed)		0.218101%	0
LK	Large Industrial Excess Land (PIL for Ed)		0.218101%	0
LU	Large Industrial Vacant Units		0.218101%	0
KH	Large Industrial New Construction Shared (PIL for Ed)		0.218101%	0
KI	Large Industrial New Construction - Water Intake System (PIL for Ed)		0.218101%	0
KK	Large Industrial New Construction Excess Land (PIL for Ed)		0.218101%	0
KN	Large Industrial New Construction - Non-Generating Station (PIL for Ed)		0.218101%	0
KS	Large Industrial New Construction - Generating Station (PIL for Ed)		0.218101%	0
KT	Large Industrial New Construction		0.218101%	0
KU	Large Industrial New Construction Excess Land		0.218101%	0
KX	Large Industrial New Construction Vacant Land		0.218101%	0
	Total	378,265,419		825,000

**Streetsville Business Improvement Area
2022 Final Tax Rates and Levy**

Appendix 2

	Description	Assessment for 2022	Tax Rate	Tax \$
CT	Commercial	127,988,741	0.252774%	323,522
CH	Commercial Shared (PIL for Ed)		0.252774%	0
CM	Commercial Taxable (No Ed)		0.252774%	0
CK	Commercial Excess Land (PIL for Ed)		0.252774%	0
C4	Commercial Farm Awaiting Development II		0.252774%	0
CU	Commercial Excess Land		0.252774%	0
CJ	Commercial Vacant Land (PIL for Ed)		0.252774%	0
CX	Commercial Vacant Land	2,905,000	0.252774%	7,343
XC	Commercial New Construction - Lower Tier and Education Only		0.252774%	0
XH	Commercial New Construction Shared (PIL for Ed)		0.252774%	0
XJ	Commercial New Construction Vacant Land (PIL for Ed)		0.252774%	0
XK	Commercial New Construction Excess Land (PIL for Ed)		0.252774%	0
XT	Commercial New Construction	8,576,000	0.252774%	21,678
XU	Commercial New Construction Excess Land		0.252774%	0
XX	Commercial New Construction Vacant Land		0.252774%	0
DT	Office Building		0.252774%	0
DH	Office Building Shared (PIL for Ed)		0.252774%	0
DU	Office Building Excess Land		0.252774%	0
DK	Office Building Excess Land (PIL for Ed)		0.252774%	0
YC	Office Building New Construction - Lower Tier and Education Only		0.252774%	0
YH	Office Building New Construction Shared (PIL for Ed)		0.252774%	0
YK	Office Building New Construction Excess Land (PIL for Ed)		0.252774%	0
YT	Office Building New Construction		0.252774%	0
YU	Office Building New Construction Excess Land		0.252774%	0
ST	Shopping Centre	20,937,730	0.252774%	52,925
SU	Shopping Centre Excess Land		0.252774%	0
ZC	Shopping Centre New Construction - Lower Tier and Education Only		0.252774%	0
ZH	Shopping Centre New Construction Shared (PIL for Ed)		0.252774%	0
ZK	Shopping Centre New Construction Excess Land (PIL for Ed)		0.252774%	0
ZT	Shopping Centre New Construction		0.252774%	0
ZU	Shopping Centre New Construction Excess Land		0.252774%	0
GT	Parking Lot	507,000	0.252774%	1,282
IT	Industrial		0.252774%	0
IH	Industrial Shared (PIL for Ed)		0.252774%	0
I4	Industrial Farm Awaiting Development II		0.252774%	0
IU	Industrial Excess Land		0.252774%	0
IX	Industrial Vacant Land		0.252774%	0
II	Industrial - Water Intake System (PIL for Ed)		0.252774%	0
IJ	Industrial Vacant Land (PIL for Ed)		0.252774%	0
IK	Industrial Excess Land (PIL for Ed)		0.252774%	0
JH	Industrial New Construction Shared (PIL for Ed)		0.252774%	0
JI	Industrial New Construction - Water Intake System (PIL for Ed)		0.252774%	0
JJ	Industrial New Construction Vacant Land (PIL for Ed)		0.252774%	0
JK	Industrial New Construction Excess Land (PIL for Ed)		0.252774%	0
JN	Industrial New Construction - Non-Generating Station (PIL for Ed)		0.252774%	0
JS	Industrial New Construction - Generating Station (PIL for Ed)		0.252774%	0
JT	Industrial New Construction		0.252774%	0
JU	Industrial New Construction Excess Land		0.252774%	0
JX	Industrial New Construction Vacant Land		0.252774%	0
LT	Large Industrial		0.252774%	0
LH	Large Industrial Shared (PIL for Ed)		0.252774%	0
LJ	Large Industrial Vacant Land (PIL for Ed)		0.252774%	0
LK	Large Industrial Excess Land (PIL for Ed)		0.252774%	0
LU	Large Industrial Excess Land		0.252774%	0
KH	Large Industrial New Construction Shared (PIL for Ed)		0.252774%	0
KI	Large Industrial New Construction - Water Intake System (PIL for Ed)		0.252774%	0
KK	Large Industrial New Construction Excess Land (PIL for Ed)		0.252774%	0
KN	Large Industrial New Construction - Non-Generating Station (PIL for Ed)		0.252774%	0
KS	Large Industrial New Construction - Generating Station (PIL for Ed)		0.252774%	0
KT	Large Industrial New Construction		0.252774%	0
KU	Large Industrial New Construction Excess Land		0.252774%	0
KX	Large Industrial New Construction Vacant Land		0.252774%	0
	Total	160,914,471		406,750

City of Mississauga

Corporate Report



10.11

Date: April 11, 2022

To: Chair and Members of General Committee

From: Shari Lichterman, CPA, CMA, Commissioner of
Corporate Services and Chief Financial Officer

Originator's files:

Meeting date:
April 27, 2022

Subject

Corporate Asset Management Program 2022 Report

Recommendation

That the report dated April 11, 2022 entitled "Corporate Asset Management Program 2022 Report" from the Commissioner of Corporate Services and Chief Financial Officer be received.

Executive Summary

- In accordance with the City's Strategic Asset Management Policy (03-13-01), an annual report is required to update Council on the status of improvements made in the Asset Management Program.
- The level of maturity for the City's core assets is increasing through the completion of initiatives, training and on-going work being performed by City staff.
- This report provides an update on the improvements outlined in the City's 2021 Corporate Asset Management Plan for core infrastructure (roads, bridges [culverts] and stormwater).
- The City's Asset Management Plan is living document that is regularly under review and updated to utilize and optimize the assets required to deliver services to residents and businesses.

Background

One of the requirements in the City's Strategic Asset Management Policy (03-13-01) is to provide an annual update to Council on the Asset Management (AM) System. The report must include the "*City's progress in implementing its Asset Management Plan(s) and any protocols to achieve compliance with Provincial legislation and regulation timelines*" by July 1st each year.

The City's Detailed AM Plans provides asset information on:

- The state of the infrastructure
- Current levels of service
- Future demand
- Lifecycle management strategies
- Infrastructure gap and challenges, and
- Continuous improvement activities

This report provides highlights on the progress made for notable continuous improvement activities identified in the 2021 Corporate AM Plan. Appendices 1 to 3 contain a status update and priority ranking for each improvement identified in the AM Plan(s).

Comments

Council approved the City's 2021 Corporate AM Plan including Detailed AM Plans on the City's core infrastructure assets (roads, bridges [culverts] and stormwater) in September 2021. This report is the first annual AM Program update to Council on advancements made in the Asset Management Program since its approval.

One of the main components in gauging progress being made in achieving predictable asset management practices is conducting an asset maturity assessment on a regular basis. The Corporate Asset Management Office has implemented a standardized asset maturity assessment using eight criteria (Table 1). The criteria includes a series of statements that is evaluated and illustrates asset maturity progress at a Level 1 through Level 4 (Figure 1).

Table 1 – Maturity Level Assessment Criteria

1. Leadership and commitment	5. Understand decision-making
2. Know your financial capacity	6. Manage asset lifecycle
3. Know your assets	7. Know the rules
4. Know your financial situation	8. Monitor sustainability



Figure 1: Maturity Level Rating Scale

Building towards asset maturity, the 2021 Corporate AM Plan identifies several continuous improvement activities to be delivered over the short, medium and long-term time frame. These activities are identified as either corporate-wide initiatives or specific activities related to core assets contained in the detailed AM Plans. As improvement activities are completed an increased level of asset maturity is achieved.

The 2021 Corporate AM Plan provides recommended corporate-wide continuous improvement activities. Highlights of advancements made in the last year include:

Corporate-Wide AM Plan initiatives

- Council approval of the 2021 Corporate Asset Management Plan –Core Infrastructure
- Approval of BR8565 –Asset Management Program in 2021
 - Increased departmental capacity to prepare 2024 AM Plan(s) incorporating all City assets
 - Funding capacity to engage vendor to collect inventory information contained within the road right-of-way, spatially map and provide asset condition assessments.
- Asset Management Maturity Assessments for core infrastructure have been completed in early 2022
 - Asset management maturity progress is reported in each of the core asset sections below
- Alignment of AM Plan templates with City's budgeting system
 - Additional field added to budgeting system to capture lifecycle costs by activity in 2022-2031 capital budget
- Asset Responsibility Review
 - Majority of asset ownership, budgeting, maintenance responsibilities have been confirmed with service areas
- Procurement of an Enterprise Asset Management System (EAM)
 - A request for information was released in 2022 to determine if EAM technology is currently available to the City to automate existing manual processes that meet provincial regulatory requirements for preparing future City AM Plans

Additional information for each recommendation including a status update is contained in Appendix 1.

Road Pavement & Structures

An AM maturity assessment for road pavement and structures has been completed during the first quarter of 2022. As illustrated below in Figure 2, the road pavement and structures AM maturity is at the higher end of Level 2 –Started and close to moving into Level 3 -Progressing.

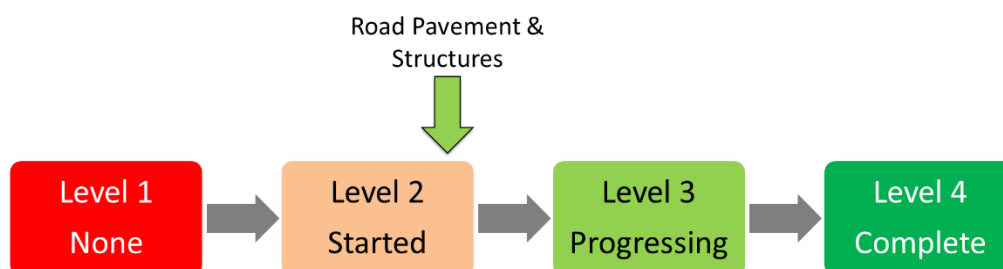


Figure 2: 2022 Road Pavement and Structures Maturity Level

Results of the AM assessment indicate, improvements being made six of the eight criteria, with a small regression observed in the area concerning knowledge of assets. The change in the knowledge of asset(s) criteria is due to more scrutiny of existing asset system data sets and their alignment with criteria statements. Additional work will be under taken by the Service Area to determine if specific asset sub-components such as curbs, should be included in the system tool for the pavement structure profile. Road pavement and structures knowledge of financial capacity remains consistently strong since 2019.

The following asset maturity assessment radar graph illustrates AM maturity progress made between 2019 and 2022 in each of the eight criteria.

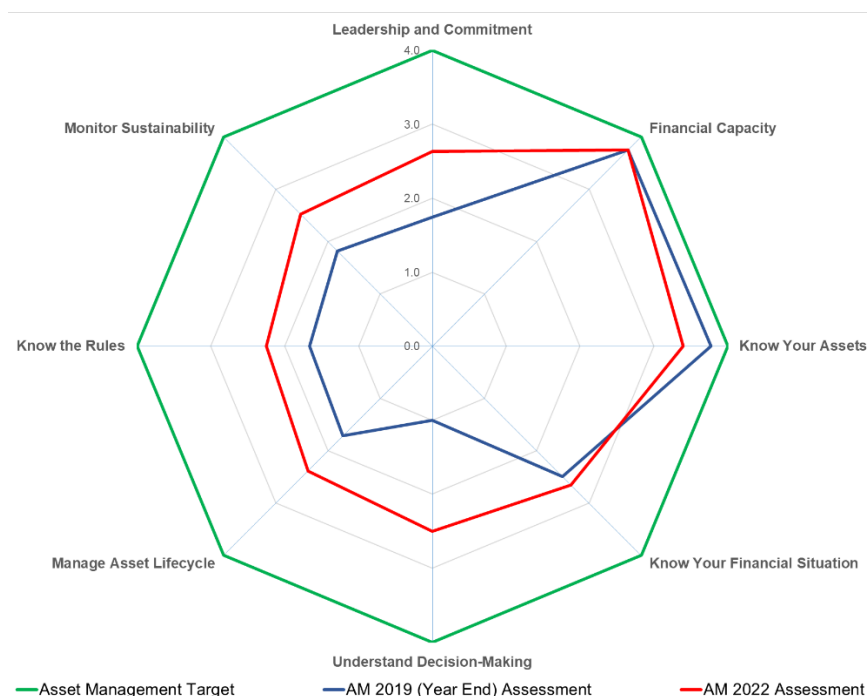


Figure 3: –Road Pavement and Structure Criteria Radar Graph

Road Pavement & Structures Highlights

- 2021 Structure inspections have been completed in accordance with the Ontario Structure Inspection Manual (OSIM)
- 2021 Road pavement condition data has been collected and will be uploaded into the roads system in 2022
- An interim prioritization model taking into account elements of asset risk to prioritize funding in capital plans has been implemented
- Roads Service Area working with Community Services Environment section to develop a request for proposal to conducting a Climate Change Vulnerability Assessment for municipal assets
- Request for a negotiated proposal (RFNP) released to engage a vendor to collect high priority road right-of-way assets using mobile Light detection and Ranging (LiDAR) technology. RFNP has been evaluated and vendor to begin collecting asset information during Q2 of 2022
- Noise wall and retaining wall condition assessments have been completed

Appendix 2 contains the status of continuous improvement activities contained in the 2021 Detailed AM Plan -Roads and Structures. This table includes both core and non-core assets in the Roads Service Area.

Stormwater Management System

The AM maturity assessment for the stormwater management system has been completed during the first quarter of 2022. As illustrated below in Figure 4, the stormwater management AM maturity is above the mid-point in Level 2 –Started. Significant work is currently underway to improve AM information that will increase the maturity for this Service Area.

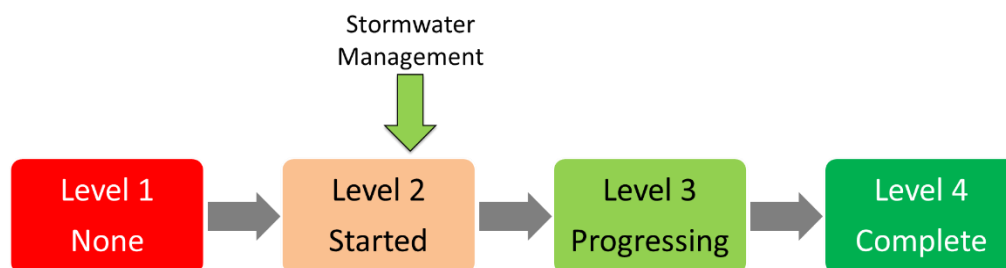


Figure 4: 2022 Stormwater Management Maturity Level

Results of the AM assessment indicate, improvements being made in six of the eight criteria, with a small change observed in two of the criteria. The slight regression in the financial capacity is the result of the need to develop a comprehensive inventory for watercourse assets with financial information. The existing long-term financial plan estimates will become more robust when this information is contained within the plan.

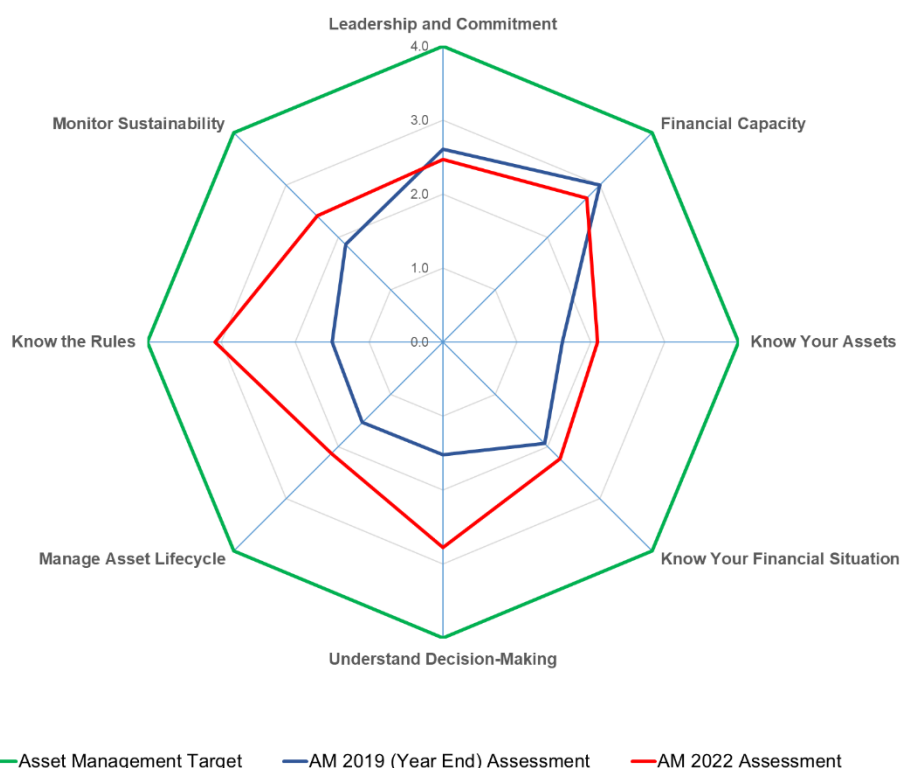


Figure 5: Stormwater Management Criteria Radar Graph

Stormwater Management Highlights

- A Steering Committee and Working Group has been established for the Stormwater Asset Management Project. Both teams consist of cross-functional team members.
- Initiated steps to improve current cost tracking and recording to the different stormwater asset types
- Engaged consultant to build on existing asset risk framework to a more advanced risk model for watercourses and stormwater management facilities.
- Annual review of level of service statements, performance indicators and performance targets have been incorporated into business as usual processes
- Developed business as usual processes to communicate stormwater management business goals that align with the City's Strategic goals including, the Climate Change Action Plan, Stormwater Master Plan and the Strategic Asset Management Policy for Service Area staff

- The stormwater group has been working closely with IT to develop technical and functional requirements for the future automation of stormwater management asset reporting in later AM Plans

More detailed information on stormwater management advancements in AM practices is contained in Appendix 3.

Financial Impact

There is no direct financial impact from the information contained in this report. Approved funding available through an existing capital project ensures that AM maturity and practices will continue to evolve throughout the organization.

Conclusion

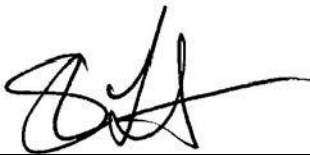
In accordance with the City's Strategic Asset Management Policy (03-13-01), an annual update to Council on the Asset Management (AM) System is required. This report provides highlights of some of the advancements made to improve AM practices across the organization for core infrastructure classes (roads, bridges [culverts] and stormwater) since Council's approval of the 2021 Corporate AM Plan. City staff have always been engaged in managing its core assets that deliver the necessary services to residents and businesses expect every day.

Attachments

Appendix 1: Corporate Asset Management Office Improvement Status

Appendix 2: Road Pavement and Structures Improvement Status

Appendix 3: Stormwater Management System Improvement Status



Shari Lichterman, CPA, CMA, Commissioner of Corporate Services and Chief Financial Officer

Prepared by: Susan Cunningham, Manager, Corporate Asset Management

2021 Corporate AM Plan – Continuous Improvement Activities

Appendix 1

Category: People		
Work Plan Task	Priority/ Estimated Timing	Status (Completed/Ongoing/Not started)
Promote adoption of AM policy to support staff working in the AM environment <ul style="list-style-type: none"> Conduct strategy sessions with service area teams to address strengths, weakness, opportunities and barriers in fully adopting all components in the AM Policy 	Continuous	Ongoing Educational sessions on asset management plan requirements held with non-core asset teams during 2021 to raise awareness of the strategic asset management corporate policy (03-13-01)
Implement Department Capacity Planning <ul style="list-style-type: none"> Use information identified within service specific asset management plans to build a business case for resources necessary to deliver annual asset management work plans 	Short-Term 2021-2022	Completed Council approval in 2021 of the Asset Management Program BR8565 provided funding to ensure resources are in place to prepare the 2024 AM Plan. Many of the positions have been filled or recruitment is underway. Any additional departmental staffing needs are to be submitted by individual service areas through the budgeting process.
Foster AM training to the Working Group (AMWG), Steering Committee (AMSC), LT and Members of Council <ul style="list-style-type: none"> Monitor foundational AM courses and AM planning certifications available and distribute information to relevant groups 	Continuous	Ongoing Certification of City staff in asset management through recognized AM associations continues. The Corporate Asset Management (CAM) Office co-ordinates administering for the PEMAC association CAMP certification program for City employees. The CAM office continues to promote AM webinars for staff.

AM- Asset Management

CAMP- Certified Asset Management Professional

PEMAC- Plant Engineering and Maintenance Association of Canada

2021 Corporate AM Plan – Continuous Improvement Activities

Appendix 1

Category: Business Processes		
Work Plan Task	Priority/ Estimated Timing	Status (Completed/Ongoing/Not started)
Continue to update Service Area AM Plans <ul style="list-style-type: none"> Deliver a comprehensive AM Plan focussing on the highest priority assets in each service area to comply with O. Reg. 588/17 requirements 	Short-Term 2021-2024	Completed Council approved the 2021 AM Plan for core infrastructure in accordance with <i>Municipal Asset Management Planning Regulation 588/17</i> . Work is underway with staff across the organization to develop non-core AM Plans required by July 1, 2024.
Evaluate current capabilities and develop a work plan toward AM Maturity <ul style="list-style-type: none"> Conduct periodic audits on AM system (e.g. business process, resources, tools) 	Short-Term 2022	Completed 2021 AM maturity assessments have been updated and completed for core assets led by the CAM Office. Ongoing Additional maturity assessments are underway in 2022 for all non-core asset classes.
Implement an Enterprise Risk Management Framework <ul style="list-style-type: none"> Prioritize critical and vulnerable infrastructure 	Mid-Term 2023-2025	Ongoing Discussions have taken place with Risk Management to develop a Corporate Risk Framework. Work plan and timelines are to be prioritized and confirmed.
Category: Business Processes		
Work Plan Task	Priority/ Estimated Timing	Status (Completed/Ongoing/Not started)
Align AM process templates with Financial templates <ul style="list-style-type: none"> Work with Corporate Finance to standardize templates in an effort to capture relevant asset lifecycle cost information 	Continuous	Completed Additional field added as part of the 2022-2031 capital budget process to identify asset class lifecycle costs. New functionality to produce standardized asset class graphs for lifecycle activities added for detailed 2024 AM Plans.
Include operational costs when calculating the infrastructure gap <ul style="list-style-type: none"> Determine operational data to consolidate asset information that can be used for infrastructure gap calculation 	Mid-Term 2023-2026	Ongoing Infrastructure gap calculation methodology used in 2021 AM Plan integrated into 2022-2031 Capital Budget & Forecast. Further work to be completed to incorporate operational maintenance cost backlog into methodology for AM Plans.

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2021 Corporate AM Plan – Continuous Improvement Activities

Appendix 1

Category: Assets		
Work Plan Task	Priority/ Estimated Timing	Status (Completed/Ongoing/Not started)
Continue to update Service Area AM Plans <ul style="list-style-type: none"> Deliver a comprehensive AM Plan focussing on the highest priority assets in each service area to comply with O. Reg. 588/17 requirements 	Short-Term 2021-2024	Completed Council approved the 2021 AM Plan for core infrastructure in accordance with Municipal Asset Management Planning Regulation 588/17. Ongoing Work is underway with staff across the organization to develop non-core AM Plans required by July 1, 2024.
Perform ongoing Service Level Agreements (SLA) review <ul style="list-style-type: none"> Use the SLA to document roles, responsibilities and expectations between service areas. Liaise with external stakeholders (e.g. Metrolinx) to determine assets ownership, maintenance and renewal responsibilities. 	Short/Medium-Term 2021-2024	Ongoing FPM working with service areas to confirm SLA's. Ongoing Discussions continue with Metrolinx to solidify asset ownership and maintenance agreements.
Conduct Asset Responsibility Review <ul style="list-style-type: none"> Perform annual reviews to update and document who is responsible for what aspect of the asset lifecycle 	Continuous	Completed Majority of asset ownership has been confirmed. Ongoing Additional assets being added to the City's inventory that are in the early stages of their useful life are still to be confirmed. In situations where cross-departmental responsibilities for procurement and maintenance activities are involved, overall asset ownership may need to be clarified.
Continue updating Asset Hierarchy and Register <ul style="list-style-type: none"> Improve asset database for enabling most asset management functions 	Continuous	Completed Confirmation of asset hierarchy for core assets has been confirmed Ongoing The majority of non-core asset hierarchies have been confirmed. Some asset hierarchies are nearing the finalization stage.

AM- Asset Management

CAMP- Certified Asset Management Professional

PEMAC- Plant Engineering and Maintenance Association of Canada

Category: Tools/Technology		
Work Plan Task	Priority/ Estimated Timing	Status (Completed/Ongoing/Not started)
Procure an Enterprise Asset Management System Technology <ul style="list-style-type: none"> Conduct ongoing research with suppliers, industry experts and communities of practice to identifying the optimal platform to improve reliability and accuracy of asset data. The aim is to acquire a system that will provide a single source of truth that captures asset registry and metrics across the organization. 	Short-Term 2022-2024	Ongoing Request for Information (RFI) released in Q1 2022 to determine if an appropriate AM solution exists in the market place that meets (at a minimum), 80% of the City's reporting needs to comply with legislative requirements.
Develop Enterprise Asset Management Reports and Dashboard for Assets <ul style="list-style-type: none"> Document core assets business requirements in compliance with <i>O. Reg. 588/17</i> Develop a set of standardize dashboards and reports that will reduce the manual tasks required to generate the measures legislated for the AM Plans. 	Short-Term 2021-2022	Completed Work completed to document road pavement and bridges measures required by regulations. Storm water management measures to be documented during 2022. On Hold Functional development of dashboard reports on hold until procurement of an enterprise asset management system or in-house solution determined.
Use Mobile LiDAR to capture non-core assets in the Right-of-Way <ul style="list-style-type: none"> Process the data collected by LiDAR to allow assets and features to be imported into GIS for analysis and visualization 	Short-Term 2022-2023	Ongoing RFP released and vendor submissions have closed. Vendor evaluation underway. Successful bidder anticipated to begin pilot data collection phase during May 2022.
Develop consistent asset attributes across systems <ul style="list-style-type: none"> Provide strategic alignment among subsystems (e.g. VFA, RoadMatrix, EMSI, Faster, SAP, CityWide, Infor, etc.) 		Ongoing Work underway to align asset attributes from a corporate perspective with the capability of adding more specific attributes required by service areas for reporting on assets on a granular level, if necessary.

2021 Roads and Structures Detailed AM Plan – Continuous Improvement Activities

Appendix 2

Roads and Structures - Core Assets							
Task No.	Work Plan Task	Asset Class	Estimated Timing	Priority (High/Medium/Low)	Target Benefits	Required Resources	Status (Complete/Ongoing/Not started)
SOI-01	Update condition assessment and OSIM Inspection information	Roads/Structures	2021-2022	High	The pavement condition survey and OSIM inspection will inform the 2024 AMP for the Roads Service Area	External	Complete: Structures: 2021 OSIM inspections are complete. Ongoing: Roads: 2021 condition data has been collected and will be loaded to the system in 2022.
SOI-02	Review replacement cost models and develop a sustainable framework for periodically updating and reporting on replacement cost figures	Roads/Structures	2021-2022	Medium	Replacement costs contained within CityWide, the City's Tangible Capital Asset System, are based on historical costs. Replacement and renewal costs change over time and may be significantly understated	Internal/External	Not started: Currently using TCA values to estimate replacement cost.
RIS-01	Develop a Risk Assessment Framework for roads and structures	Roads/Structures	2021-2022	Medium	A risk framework will enable the Roads Service Area to better prioritize funding availability across asset classes	External	Complete: Interim funding prioritization model has been implemented. Not started: The development of a formalized risk assessment tool.

OSIM –Ontario Structure Inspection Manual

PQI –Pavement Quality Index

BCI –Bridge Condition Index

LOS –Level of Service

CMS –Community Services –Parks, Forestry & Environment Division

2021 Roads and Structures Detailed AM Plan – Continuous Improvement Activities

Appendix 2

Roads and Structures - Core Assets							
Task No.	Work Plan Task	Asset Class	Estimated Timing	Priority (High/Medium/Low)	Target Benefits	Required Resources	Status (Complete/Ongoing/Not started)
LOS-01	Review condition information and develop level of service targets for the management of roads and structures	Roads/Structures	2022-2024	High	In addition to being required to meet O. Reg. 588/17, level of service targets enable the service area to track progress against established targets	Internal	Ongoing: Technical LOS have been established subject to periodic review. Roads: Best Practices in industry LOS is 72 PQI network condition Structures: Target LOS is average of 80 BCI Additional Community LOS still to be defined.
DAT-01	Expand Use of Infor to track Capital Delivery Contracts against Roadway Assets	Roads/Structures	2022-2024	Roads: Medium Structures: Low	Better asset lifecycle costing and improve processing time for Tangible Capital Asset Reporting	Internal	Not started
DMGT-01	Complete Climate Change Vulnerability Assessment and implement action plan	Roads/Structures	2021-2023	High:	The Climate Change Vulnerability Assessment will guide investments in roads and structures to protect against the impact of climate change	Internal/External	Ongoing: CMS working on a City wide RFP to conduct a Climate Change Vulnerability Assessment for all existing municipal assets.

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2021 Roads and Structures Detailed AM Plan – Continuous Improvement Activities

Appendix 2

Roads and Structures - Core Assets							
Task No.	Work Plan Task	Asset Class	Estimated Timing	Priority (High/Medium/Low)	Target Benefits	Required Resources	Status (Complete/Ongoing/Not started)
LMGT-01	Utilize the lifecycle information within RPMS and BTMS to explore and develop enhanced repair and preservation approaches and strategies	Roads/Structures	2021-2024	High	Enhanced and expanded inspection, preservation, repair and renewal strategies can extend the life of both road and structure assets and improve overall performance of assets	Internal	Ongoing
IGC-01	Work with Corporate Finance to formalize performance targets and sustainable funding for roads and structures	Roads/Structures	2021-2024	High	O. Reg. 588/17 requires the establishment of Service Level Targets by 2025	Internal	Ongoing
CIM-01	Update the Maturity Assessment and Continuous Improvement Plan and report back to Leadership Team	Roads/Structures	2021-2023	High	Providing Leadership Team and Council with regular updates on the progress made towards asset management planning will ensure that we continue to mature in our asset management practices	Internal	Complete Updated Maturity Assessment in Q1 2022 Ongoing Annual AM Plan progress update is underway

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2021 Roads and Structures Detailed AM Plan – Continuous Improvement Activities

Appendix 2

Enhanced Roads Service Area Asset Management Plan – Non-core Assets							
Task No.	Work Plan Task	Asset Class	Timing	Priority (High/Medium/Low)	Target Benefits	Required Resources	Status (Complete/Ongoing/Not started)
CORP-01	Assess the resources required to deliver a comprehensive Asset Management Plan for the Roads Service Area and prepare a business case	Traffic Signal System, Street Lighting, Sidewalks, Trails/Cycling Facilities, Street Signs, Noise Walls, Retaining Walls, Municipal Fleet and Equipment and Municipal Parking Infrastructure	2021-2023	High	O. Reg. 588/17 requires asset management plans for non-core assets by July 1, 2024 The establishment of management plans for these assets will allow the Service Area to find efficiencies in planning and coordination activities	Internal	Ongoing: BR 8565 AM Program identified several resources for the Roads Service Area. The need for additional resources may be brought forward by certain Business Units.
SOI-02	Develop the asset hierarchy and data model for the assets within the Roads Service Area	Same as above	2021-2022	High	The asset hierarchy is required to establish the relationships between the individual asset types and the service they provide	Internal	Ongoing: Asset hierarchy for non-core assets within Roads Service Area underway Not started: Data model still to be developed
SOI-03	Catalogue all high priority asset types within the City's GIS environment	Same as above	2021-2023	High	Developing the catalogue, inventory and data model will enable the service area to better manage the data	Internal	Ongoing: Lidar RFNP closed, proposals are being evaluated and vendor to be selected shortly

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2021 Roads and Structures Detailed AM Plan – Continuous Improvement Activities

Appendix 2

Enhanced Roads Service Area Asset Management Plan – Non-core Assets							
Task No.	Work Plan Task	Asset Class	Timing	Priority (High/Medium/Low)	Target Benefits	Required Resources	Status (Complete/Ongoing/Not started)
SOI-04	Review replacement cost models and develop a sustainable framework for periodically updating and reporting on replacement cost values	Same as above	2021-2023	Medium	Replacement costs contained within CityWide, the City's Tangible Capital Asset System are based on historical costs. Replacement and renewal costs change over time and may be significantly understated	Internal/External	Ongoing: Some asset classes are contained within CityWide software used for Tangible Capital Asset reporting
SOI-05	Develop condition assessment framework for all high priority assets identified	Same as above	2021-2023	High	Provides a consistent approach to collect information that will allow service groups to identify and prioritize infrastructure needs	Internal/External	Ongoing: Some asset classes have condition assessment framework such as noise walls, retaining walls.
SOI-07	Use of LiDAR for data collection of non-core assets in the right of way	Same as above plus all other assets within the right of way	2021-2024	High	Having accurate information about the location of each asset will be used to better plan inspection, renewal and replacement activities The activity will also serve to validate the accuracy of existing asset inventory information	External	Ongoing: Lidar RFP just closed and proposals are being evaluated.

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2021 Roads and Structures Detailed AM Plan – Continuous Improvement Activities

Appendix 2

Enhanced Roads Service Area Asset Management Plan – Non-core Assets							
Task No.	Work Plan Task	Asset Class	Timing	Priority (High/Medium/Low)	Target Benefits	Required Resources	Status (Complete/Ongoing/Not started)
SOI-08	Expanding use of Infor Contract Management and Infor Mobile Technology	Same as above	2022-2024	Medium	This activity facilitates the allocation of capital costs to the appropriate asset type and provides for better lifecycle costing and valuation Will also reduce processing time for TCA reporting	Internal	Ongoing: Infor Mobile collector tool has been implemented for several asset types.
RIS-01	Develop a Risk Assessment Framework for all priority assets within the Roads Service Area	Same as above	2021-2023	Medium	A risk framework will enable the Roads Service Area to better prioritize funding availability across asset classes	Internal/External	Ongoing: Interim funding prioritization model has been implemented Not Started: The development of a formalized risk assessment framework has not been started
LOS-01	Define the Customer and Technical Levels of Service	Same as above	2021-2023	Medium	Developing level of service and other metrics enable the City to better communicate asset performance and their impact on the services they provide	Internal	Ongoing: Technical levels of service have been defined for some assets. Technical LOS for other assets still to be defined. Customer LOS have not been defined.

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2021 Roads and Structures Detailed AM Plan – Continuous Improvement Activities

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Enhanced Roads Service Area Asset Management Plan – Non-core Assets							
Task No.	Work Plan Task	Asset Class	Timing	Priority (High/Medium/Low)	Target Benefits	Required Resources	Status (Complete/Ongoing/Not started)
LOS-02	Define target level of service for all major asset categories	Same as above	2024	Medium	In addition to being required to meet <i>O. Reg. 588/17</i> , having levels of service established will enable the Service Area to track progress against targets	Internal	Not started
LMGT-01	Document lifecycle management activities and strategies for each new asset type	Same as above	2022-2023	Medium	Lifecycle management activities and strategies are required in order to determine the appropriate investment decisions	External/Internal	Not started
RIS-01	Develop and implement an asset risk framework for a variety of asset types	Same as above	2022-2024	Medium	Provides weighting factors to enable the prioritization of capital projects against risk	External/Internal	Not started
ASA-01	Prepare asset needs analysis to determine long-term capital renewal, replacement and expansion programs for all new asset types	Same as above	2022-2023	Medium	Developing a needs analysis for all major asset types will ensure that the Roads service area is taking into consideration all lifecycle costs	External/internal	Not started
LMGT-02	Levering asset management data to drive business plans and budgets	Same as above	2023-2024	Medium	Aligns asset information that directly impacts budget decisions and planning	Internal	Not started

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Appendix 2

Enhanced Roads Service Area Asset Management Plan – Non-core Assets							
Task No.	Work Plan Task	Asset Class	Timing	Priority (High/Medium/Low)	Target Benefits	Required Resources	Status (Complete/Ongoing/Not started)
IGC-01	Work with Corporate Finance to formalize performance targets and sustainable funding scenarios for non-core assets	Same as above	2021-2024	Medium	O. Reg. 588/17 requires Service Level Targets by 2025	Internal	Not started
CIM-01	Update the Maturity Assessment and Continuous Improvement Plan and report back to Leadership Team	Same as above	2021-2023	High	Providing Leadership Team and Council with regular updates on the progress made towards Asset Management Planning will ensure that we continue to mature in our asset management practices	Internal	Ongoing Non-core asset maturity assessments underway. To be completed by Q3 in 2022

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2021 Stormwater Detailed AM Plan – Continuous Improvement Activities

Appendix 3

Stormwater Service Area - Core Assets							
Task No.	Work Plan Task	Asset Class	Estimated Timing	Priority (High/Medium/Low)	Target Benefits	Required Resources	Status (Complete/Ongoing/Not started)
SOI-01	Consolidate CCTV assessments into GIS inventory	Storm Sewer	2020-2022	High	Centralizes condition data and provides single source of information	Internal	In progress: GIS team is currently working on uploading this data
SOI-02	Develop process to update asset register from the latest CCTV condition database	Storm Sewer	2022	High	Ensures that database is up to date at the conclusion of each new CCTV inspection project	Internal	In progress: As we work on item SOI-01 we are developing an standard process
SOI-03	Conduct visual condition assessments for culverts, MHs, CBs, inlets and outlets and a condition assessment program for all culverts	Storm Sewer	2023	Medium	Improved tracking of assets	Internal	Not Started
SOI-04	Conduct city-wide review of asset ownership (e.g., Storm Sewer, Stormwater Management Facilities, Watercourse, Transportation assets)	All	2020-2021	High	Improved tracking of assets and responsibility to maintain/manage assets	Internal	Ongoing: This is now a part of our ongoing daily work as we collect/review/edit asset data
SOI-05	Identify major and minor culverts	Storm Sewer	2022	High	Some culverts are large in size and require condition inspections, which should be differentiated from the rest of the culverts	Internal	Ongoing: This is now a part of ongoing daily work

CCTV- Closed Circuit Television
 GIS- Geographic Information System Mapping
 LID- Low Impact Development

MH- Manholes
 CB- Catchbasin

2021 Stormwater Detailed AM Plan – Continuous Improvement Activities

Appendix 3

Stormwater Service Area - Core Assets							
Task No.	Work Plan Task	Asset Class	Estimated Timing	Priority (High/Medium/Low)	Target Benefits	Required Resources	Status (Complete/Ongoing/Not started)
SOI-06	Formalize inventory, assign unique IDs and create assets/features by asset component (GIS)	SWMF, Watercourses	2021-2023	High	Improved completeness and accuracy of the information within the database to improve tracking and management of assets and identifying funding requirements	Internal	In Progress: An inventory for the storm sewers already exists. The formal inventory for stormwater facilities and watercourses is under development
SOI-07	Underground facilities and pump stations, LID features, dry ponds – establish inventory	SWMF	2021-2023	High	Provides a more complete database	Internal	Not Started
SOI-08	Roll-up scores of individual component condition assessments to an overall assessment score	SWMF, Watercourses	2021-2024	High	Ensures all assets are considered in overall assessment score of parent assets	Internal	Not started
SOI-09	Enhance condition assessment method to account for built and natural components within the reach	Watercourses	2021-2024	Low	Ensures all assets are considered in overall assessment score of parent assets	Internal	Not Started

2021 Stormwater Detailed AM Plan – Continuous Improvement Activities

Appendix 3

Stormwater Service Area - Core Assets							
Task No.	Work Plan Task	Asset Class	Estimated Timing	Priority (High/Medium/Low)	Target Benefits	Required Resources	Status (Complete/Ongoing/Not started)
	Link condition and inspection data to asset ID	All	2020-2024	High	Provides a complete, digitized inventory	Internal	Ongoing: This work is being done concurrent with SOI-01 for storm sewers. For watercourses and stormwater facilities, this work will commence with completion of SOI-6
SOI-11	Expand condition scoring system to a 5-point scale (to align all 3 Stormwater Groups)	All	2021-2024	High	Establish consistency in scoring and comparability among assets in the Stormwater Service Area	Internal	Ongoing: We continue to explore methodologies to keep scoring consistent across the portfolio
SOI-12	Identify and populate missing attribute data (type, size, material)	All	2021-2024	High	Provides a complete, single source of information	Internal	Ongoing: As we continue to do our daily work, we address these occurrences as they come up for the storm sewers. The watercourse and stormwater management facilities are still in development
SOI-13	Link EUL to asset ID	SWMF, Watercourses	2021-2024	High	Provides a more complete data register to monitor, track and analyze	Internal	Not started
SOI-14	Link work and failure history data to asset ID	All	2023-2025	Medium	Links the history of the asset to its identifying information for improved monitoring	External	Not started

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MH- Manholes
 CB- Catchbasin

2021 Stormwater Detailed AM Plan – Continuous Improvement Activities

Appendix 3

Stormwater Service Area - Core Assets							
Task No.	Work Plan Task	Asset Class	Estimated Timing	Priority (High/Medium/Low)	Target Benefits	Required Resources	Status (Complete/Ongoing/Not started)
SOI-15	Populate Infor Inventory from GIS Datasets (Asset IDs)	All	2023-2025	High	Improved monitoring of assets	External	In Progress: We are currently working with IT to implement this
SOI-16	Review and Improve Risk Factors (Impact/Criticality)	All	2021-2025	Medium	More accurate risk assessment, as more data becomes available	Internal	In Progress: We are in the process of reviewing our current risk model and refining it
SOI-17	Complete valuation for culverts, fittings, and pipe/hull inlets in future AMP update	Storm Sewer	2023-2025	Medium	Improved accuracy of valuation	Internal	Not started
SOI-18	Separate the cost of lateral pipes and service connections for future valuation assessment	Storm Sewer	2023-2025	Medium	Improved accuracy of valuation	Internal	Not Started
SOI-19	Attribute all node IDs to an associated pipe ID	Storm Sewer	2021-2022	Medium	Improved valuation and risk assessment of nodes based on the size and criticality of connected linear assets	Internal	Ongoing: This is a part of regular data maintenance
SOI-20	Consider contracting out condition assessment for structures (control outlets) and formalize valuation and remaining useful life	SWMF	2021-2022	Medium	Improved tracking and renewal needs based on observed remaining life rather than age-based remaining life	Internal	Not started

2021 Stormwater Detailed AM Plan – Continuous Improvement Activities

Appendix 3

Stormwater Service Area - Core Assets							
Task No.	Work Plan Task	Asset Class	Estimated Timing	Priority (High/Medium/Low)	Target Benefits	Required Resources	Status (Complete/Ongoing/Not started)
SOI-21	Develop unit costs for asset types/materials and establish formal process for maintaining rates	All	2021-2022	High	Improved accuracy of valuation	Internal	In Progress
LOS-01	Consider implementing additional recommended customer and technical levels of service metrics	All	2023-2024	Medium	More accurate measurement of level of service achieved	Internal	Complete/Ongoing: LOS measures were developed for the 2021 AM Plan. We continue to look for opportunities to improve these measures
LOS-02	Review operations and maintenance LOS	All	2021-2022	High	Allow for improved accuracy of operations and maintenance funding needs to meet LOS	Internal	Not started
LMGT-01	Implement recommended lifecycle management strategy improvements	All	2021-2025	High	Improve management of assets, which can increase the lifespan of assets and better prepare the City for replacement and rehabilitation	Internal	Ongoing: As a part of our ongoing work we look for opportunities to improve our current lifecycle strategies
LMGT-02	Improve Operating Budget cost center codes	All	2023-2025	High	Align cost center names with defined Operations and Maintenance tasks for easier reporting.	Internal	Complete: We continue to look for opportunities to improve our Operating Budget Codes, especially during the Business Planning process

2021 Stormwater Detailed AM Plan – Continuous Improvement Activities

Appendix 3

Stormwater Service Area - Core Assets							
Task No.	Work Plan Task	Asset Class	Estimated Timing	Priority (High/Medium/Low)	Target Benefits	Required Resources	Status (Complete/Ongoing/Not started)
LMGT-03	Develop a predictive performance model to forecast assets future condition based on budget, levels of service and/or lifecycle strategies changes	All	2023-2025	Low	Improve understanding of impact on assets resulting from budgetary, lifecycle strategies or LOS changes	External	Not started
IGC-01	Develop a process for understanding renewals and funding needs for Watercourse assets	Watercourses	2024-2026	Medium	Understand funding needs and any potential gaps in current funding	Internal	Not Started
IGC-02	Increase confidence in long-term funding strategy for Watercourses and SWMF and report infrastructure gaps if they exist	SWMF, Watercourses	2024-2026	Low	Understand future revenue structure for SWMF and Watercourses	Internal	Not Started
RIS-01	Assess appropriate criteria for facility signs when assessing criticality	SWMF	2021	Low	Improved risk assessment	Internal	Not Started
RIS-02	Develop likelihood of failure criteria to assess risk of natural assets	Watercourses	2024-2025	Low	Improved accuracy of risk rating and avoided assumptions	Internal	Not Started

2021 Stormwater Detailed AM Plan – Continuous Improvement Activities

Appendix 3

Stormwater Service Area - Core Assets							
Task No.	Work Plan Task	Asset Class	Estimated Timing	Priority (High/Medium/Low)	Target Benefits	Required Resources	Status (Complete/Ongoing/Not started)
RIS-03	Collect data required to improve asset criticality criteria	All	2023-2025	Medium	Improved criticality rating of assets	Internal	Ongoing: As we continue to build on our current risk model we are taking into consideration additional data requirements
RIS-04	Develop methodology and collect data required to improve asset likelihood of failure criteria	All	2023-2025	Low	Improved likelihood of failure assessment	Internal	Not started
FDEM-01	Assign Capital Program attributes to each project: Renewal(%), Expansion(%) and Lifecycle Activity	All	2021	High	Improve capital budget information and future AM reporting	Internal	In Progress: This work is currently in progress with the support of the Finance team

Date: March 22, 2022

To: Chair and Members of General Committee

From: Shari Lichterman, CPA, CMA, Commissioner of
Corporate Services and Chief Financial Officer

Originator's files:

Meeting date:
April 27, 2022

Subject

Authority for Single Source Procurements for Financial Services

Recommendation

1. That single source procurements for the supply of financial services from: (a) Canadian Imperial Bank of Commerce ("CIBC") for general banking services and (b) Global Payments Direct, Inc. ("Global") and its subsidiary Global Payments Canada ("GPC") for merchant acquiring and payment processing services, as outlined in the report from the Commissioner of Corporate Services and Chief Financial Officer, dated March 22, 2022, entitled, "Authority for Single Source Procurements for Financial Services", be approved.
2. That the Treasurer and the Chief Procurement Officer be authorised to execute service agreements, including any amendments or ancillary documents, for an initial term not exceeding 5 years for the supply of services, respectively, with (a) CIBC and (b) Global and its subsidiary GPC ("Global/GPC"), in accordance with the Procurement By-law 0013-2022, and contingent upon the approval of the Treasurer and, in a form, satisfactory to Legal Services.
3. That the Treasurer and the Chief Procurement Officer be authorised to extend the term of said service agreements outlined in Recommendation #2 beyond the initial term, for an additional term not to exceed 5 years, in accordance with the Procurement By-law 0013-2022, and contingent upon the approval of the Treasurer and, in a form, satisfactory to Legal Services.

Executive Summary

- CIBC and Global/GPC provide financial services to the City which are embedded into many business and technology processes across various Divisional revenue collection areas.
- CIBC and Global/GPC respectively integrate, clear and settle financial transactions to City bank accounts.

- CIBC and Global/GPC, while distinct business entities, provide seamless transactional services whose productivity is highly beneficial to the City and whose removal from the City would undo current and future productivity initiatives.
- A migration would create unnecessary business continuity risk with no clear economic benefit and, by incurring unrecoverable dead-weight costs, would be economically harmful to the City.
- In light of the significant benefits, staff are requesting authority to negotiate and execute single source agreements for financial services with CIBC and Global/GPC in accordance with the Procurement By-law 0013-2022.

Background

General Banking Services

CIBC has been the City's Banker since May 1st 1991. During the period leading up to 2007, the City conducted numerous competitive RFP's which were awarded by CIBC each time. Since 2007, CIBC has become a valuable financial partner in the City's ongoing migration to greater electronic banking and automated banking processes.

Supplementing this banking service relationship is the financial benefits that accrue to the City, in the form of interest income from City balances, held on account. Accordingly, while City business and technical processes are benefiting from integration with the CIBC banking platform, leading to higher productivity and lower costs, the City has financially benefited and will continue to benefit from this banking partnership as a net income recipient.

Coincident with the increase in the business benefits from this banking partnership is an increase in service productivity from CIBC, and a decrease in actual costs, such that fees and charges associated with banking services have been declining for the last 10 years, while net income has been rising (Table1):

Table 1	2012	2015	2019
Service Costs	\$168,207	\$133,562	\$108,687
Interest Income	\$1,381,073	\$1,648,839	\$2,995,577
Net Income (Bank)	\$1,212,866	\$1,515,277	\$2,886,890

The productivity and efficiencies from integrating and automating banking processes has allowed both CIBC and the City to control and lower costs, even as demands for automation and transformation have increased. Moreover, while fee-based services have been declining, favourable interest terms against associated balances have risen.

Today, general banking services as provided by CIBC cover all sorts of financial transaction processing (and associated services) required to clear and settle all financial transactions to and from the City's accounts. This includes all forms of general payment management (electronic cash payments and/or revenues, cheques and cash) to and from the City.

Specific services provided by CIBC and covered under General Banking Agreements include:

- "Cash Management Online" (CMO) – online portal for City daily banking
- EFT Direct Deposit Payment Service - used by Accounts Payable to make daily payments, and by Payroll to make Payroll payments
- Acceptance of Payments of Account Service – used by Tax to collect "Mississauga Tax" payments
- Pre-Authorized Debit Service – used by Tax and other Divisions to allow the automatic electronic debit of client accounts for payment
- eDeposit for Cheques Service – cheque scanning and deposit system used by Tax and Parking Enforcement
- eTransfer Over INTERAC for Business– a service for collecting small payments, with automatic deposit, from City clients for business revenues

Other general banking services include:

- Electronic Deposits – Inbound EFT's from businesses
- Over The Counter Deposits (in –branch payments)
- Cheque Clearing and Stop Payments - Domestic and Foreign
- EDI Receiver – interbank file transfer service
- Statement Service, Account Administration & Reconciliation

Merchant Services (Acquiring and Processing)

Global/GPC has provided merchant service and payment processing support for PCI ("Payment Card Industry") card-based financial transactions for over 15 years (GPC grew out of the CIBC Canadian card-processing business after CIBC exited that business.) Payment processors for merchant services have close affiliations, both technically and commercially, with a specific bank. These relationships have evolved over the last 20 years and facilitate the efficient settlement of card transactions into City bank accounts.

Although there are various sources of fees in the card processing industry (fees for the card-type e.g. VISA; fees to the card issuing bank e.g. CIBC Mastercard; network transmission fees, device fees, etc.), GPC consolidates all these fees and represents the City, as an agent, when negotiating transaction fees:

Table 2	2014	2017	2019
Card-based Fees (%)	2.11%	2.05%	1.93%
Device Fees (\$)	\$54k	\$55k	\$39k

As can be seen from Table 2 (above), GPC as an agent has negotiated favourable terms for years, on behalf of the City, with card brand fees (VISA, Mastercard) falling as a share of revenues, while also keeping a lid on costs related to device usage (e.g. device rental fees).

Present Status

The existing authority to continue with CIBC as a supplier of General Banking Services expires June 30th 2022, and the authority to continue with Global/GPC as suppliers of Merchant Services expires June 30th 2023.

Comments

Changing the infrastructure general banking services and/or enterprise merchant services is a costly and complex exercise under any circumstance. Given the extent to which the City has incorporated both CIBC and Global/GPC processes and technology into City operations, the cost of migration alone would greatly exceed any banking service costs, from any provider of general banking services, in any year.

Not only is the relationship beneficial from a process and service perspective, CIBC is providing commercial terms of service which are similar, or better, to what could be attained elsewhere.

As the City's merchant services provider, Global/GPC is integrated with CIBC. This means that all payment card based transactions (credit, debt, internet ecommerce) that are accepted, and cleared, by Global/GPC are immediately credited to a respective City bank account.

The City has embarked on one its largest technology migrations, ever, with the pending upgrade by Recreation to the ActiveNet ecommerce platform. This hosted ecommerce service is expected to replace CLASS in 2022 and is intended to be used by multiple Divisions across Departments. The ActiveNet platform integrates directly (real-time) with Global/GPC's PCI (payment card industry) compliant payment gateway service, which integrates directly (real-time) with the CIBC's banking settlement platform.

Financial Impact

There is no financial impact to the recommendations in this report. Both suppliers are working toward terms that would see costs controlled over the terms of agreements (i.e. may slightly rise or decline, dependent on both volumes of services used and service extensions chosen by the City). However, if the City were to move to new vendors, migration costs would likely approximate the costs for 4 to 5 years of general bank services.

Conclusion

CIBC as the City's Banker has provided excellent service and value to the City. CIBC continues to bring value to the City, through both hard and soft dollar benefits. Global/GPC has also provided cost-controlled merchant services and has been a valuable, strategic partner in migrating toward greater electronic revenue acceptance. In light of the significant benefits, the recommendation is to provide staff the authority to negotiate and execute single source agreements for strategic financial services with these vendors in accordance with the Procurement By-law 0013-2022.



Shari Lichterman, CPA, CMA, Commissioner of Corporate Services and Chief Financial Officer

Prepared by: Mark Waugh, Manager, Treasury

Date: April 12, 2022

To: Chair and Members of General Committee

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

Originator's files:
43M-1808

Meeting date:
April 27, 2022

Subject

Assumption of Municipal Works associated with a Residential Subdivision Servicing Agreement, Registered Plan 4M-1808, Amacon Development (City Centre) Corp. (Ward 4).

Recommendations

That the corporate report dated April 12, 2022 from the Commissioner of Transportation and Works entitled "Assumption of Municipal Works associated with a Residential Subdivision Servicing Agreement, Registered Plan 4M-1808, Amacon Development (City Centre) Corp. (Ward 4)" be approved, as follows;

1. That the City of Mississauga assume the municipal works as constructed by Amacon Development (City Centre) Corp., under the terms of the Servicing Agreement for 43M-1808 (Ward 4), lands located north of Burnhamthorpe Road West, east of Mavis Road, west of Confederation Parkway and south of Rathburn Road West, known as the Parkside Village - Phase 1 Residential Condominium Subdivision (Appendix 1);
2. That the Letter of Credit in the amount of \$234,123.93 be returned to Amacon Development (City Centre) Corp. (Appendix 2);
3. That a by-law be enacted to assume the road allowances within Registered Plan 43M-1808 as Public Highway and part of the municipal system as outlined in the corporate report dated April 12, 2022 from the Commissioner of Transportation and Works entitled Assumption of Municipal Works associated with Residential Subdivision Servicing Agreement, Registered Plan 43M-1808, Amacon Development (City Centre) Corp.

Background

To support the creation of the residential condominium development for 43M-1808, Amacon Development (City Centre) Corp. entered into a Subdivision Servicing Agreement with the City of Mississauga on February 24, 2010 for Brickstone Mews, Curran Place, Arbutus Way and a portion of Parkside Village Drive. The municipal infrastructure included:

- Underground services comprised of a storm sewer, sanitary sewer and watermain;
- Road construction and boulevard surface works.

Comments

The developer has completed the construction of the required municipal works in accordance with the terms of the agreement.

Transportation and Works supports the assumption of the municipal works within the Parkside Village - Phase 1 Residential Condominium Subdivision (43M-1808) based on the following criteria:

- Final inspections completed and approvals issued by Transportation and Works;
- Final approvals received from the Region of Peel;
- Final certification of works received from the Engineering Consultants; and
- Terms of the warranty period have been fulfilled.

Financial Impact

The financial impact resulting from the adoption of the report recommendations (maintaining the assumed roads and storm sewer infrastructure) is minimal and funding is available from the existing 2022 Roads Service Area and Stormwater Service Area Operating Budgets.

With the assumption of the municipal works associated with the Parkside Village - Phase 1 Residential Condominium Subdivision (43M-1808), the City will now be required to provide maintenance to 316 metres (1037 feet) of roadway and 872 metres (2861) feet of storm sewer.

Conclusion

It is in order to assume the municipal works associated with the Parkside Village – Phase 1 Residential Condominium Subdivision (43M-1808) and return the associated Letter of Credit.

Attachments

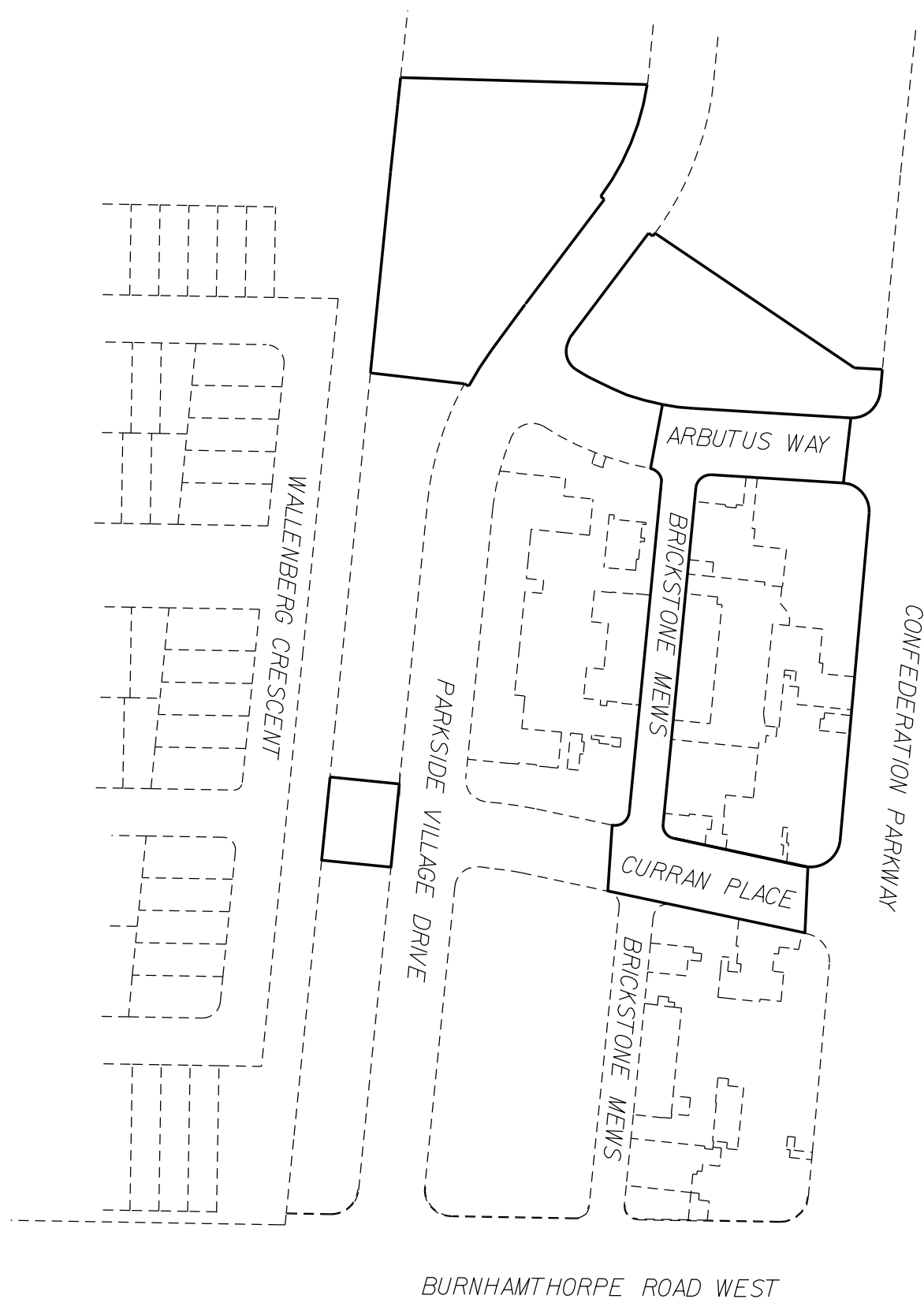
Appendix 1: Approximate location of Parkside Village – Phase 1 Residential Condominium Subdivision 43M-1808

Appendix 2: Table of Assumption 43M-1808



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

Prepared by: Donna Waters, Supervisor, Development Engineering & Construction

**NOTE**

THIS IS NOT A PLAN OF SURVEY
DRAWING NOT TO SCALE



MISSISSAUGA



TRANSPORTATION AND WORKS

INFRASTRUCTURE PLANNING & ENGINEERING

ASSUMPTION FOR REGISTERED PLAN 43M-1808
PARKSIDE VILLAGE - PHASE 1 (WARD 4)

FILE NO.	LOCATION	DEVELOPER'S ADDRESS	SERVICING AGREEMENT DATE	SECURITIES TO BE RELEASED
43M - 1808	North of Burnhamthorpe Road West South of Rathburn Road West East of Mavis Road West of Confederation Parkway	Amacon Development (City Centre) Corp. 1 Yonge Street, Suite 601 (6th Floor) Toronto, Ontario M5E 1E5 Attn: Mr. Dave Hunwicks	February 24, 2010	\$234,123.93

Date: April 12, 2022

To: Chair and Members of General Committee

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

Originator's files:
43M-2004

Meeting date:
April 27, 2022

Subject

Assumption of Municipal Works associated with Residential Subdivision Servicing Agreement, Registered Plan 43M-2004, Cal-Arvona Developments Inc. (Ward 10)

Recommendations

That the corporate report dated April 12, 2022 from the Commissioner of Transportation and Works entitled "Assumption of Municipal Works associated with Residential Subdivision Servicing Agreement, Registered Plan 43M-2004, Cal-Arvona Developments Inc. (Ward 10)" be approved, as follows;

1. That the City of Mississauga assume the municipal works as constructed by Cal-Arvona Developments Inc., under the terms of the Servicing Agreement for 43M-2004 (Ward 10), lands located north of Erin Centre Boulevard, east of Ninth Line, west of Tenth Line, and south of Britannia Road West, known as Arvona Place (Churchill Meadows) Residential Subdivision (Appendix 1);
2. That the Letter of Credit in the amount of \$367,100.62 be returned to Cal-Arvona Developments Inc. (Appendix 2);
3. That a by-law be enacted to assume the road allowance within Registered Plan 43M-2004 as Public Highway and part of the municipal system as outlined in the corporate report dated April 12, 2022 from the Commissioner of Transportation and Works entitled Assumption of Municipal Works associated with Residential Subdivision Servicing Agreement, Registered Plan 43M-2004, Cal-Arvona Developments Inc.

Background

To support the creation of a residential development for 43M-2004, Cal-Arvona Developments Inc. entered into a Subdivision Servicing Agreement with the City and the Region of Peel on November 25, 2015 to construct the Arvona Place extension. The municipal infrastructure included:

- Underground services comprised of a storm sewer, sanitary sewer and watermain;
- Road construction and boulevard surface works.

Comments

The developer has completed the construction of the required municipal works in accordance with the terms of the agreement.

Transportation and Works supports the assumption of the municipal works within the Arvona Place (Churchill Meadows) Residential Subdivision (43M-2004) based on the following criteria:

- Final inspections completed and approvals issued by Transportation and Works;
- Final approvals received from the Region of Peel;
- Final certification of works received from the Engineering Consultants; and
- Terms of the warranty period have been fulfilled.

Financial Impact

The financial impact resulting from the adoption of the report recommendations (maintaining the assumed roads and storm sewer infrastructure) is minimal and funding is available from the existing 2022 Roads Service Area and Stormwater Service Area Operating Budgets.

With the assumption of the municipal works associated with the Arvona Place (Churchill Meadows) Residential Subdivision (43M-2004), the City will now be required to provide maintenance to 200 metres (656 feet) of roadway and 132 metres (433 feet) of storm sewer.

Conclusion

It is in order to assume the municipal works associated with the Arvona Place (Churchill Meadows) Residential Subdivision (43M-2004) and return the associated Letter of Credit.

Attachments

Appendix 1: Approximate location of Arvona Place (Churchill Meadows) Residential Subdivision 43M-2004

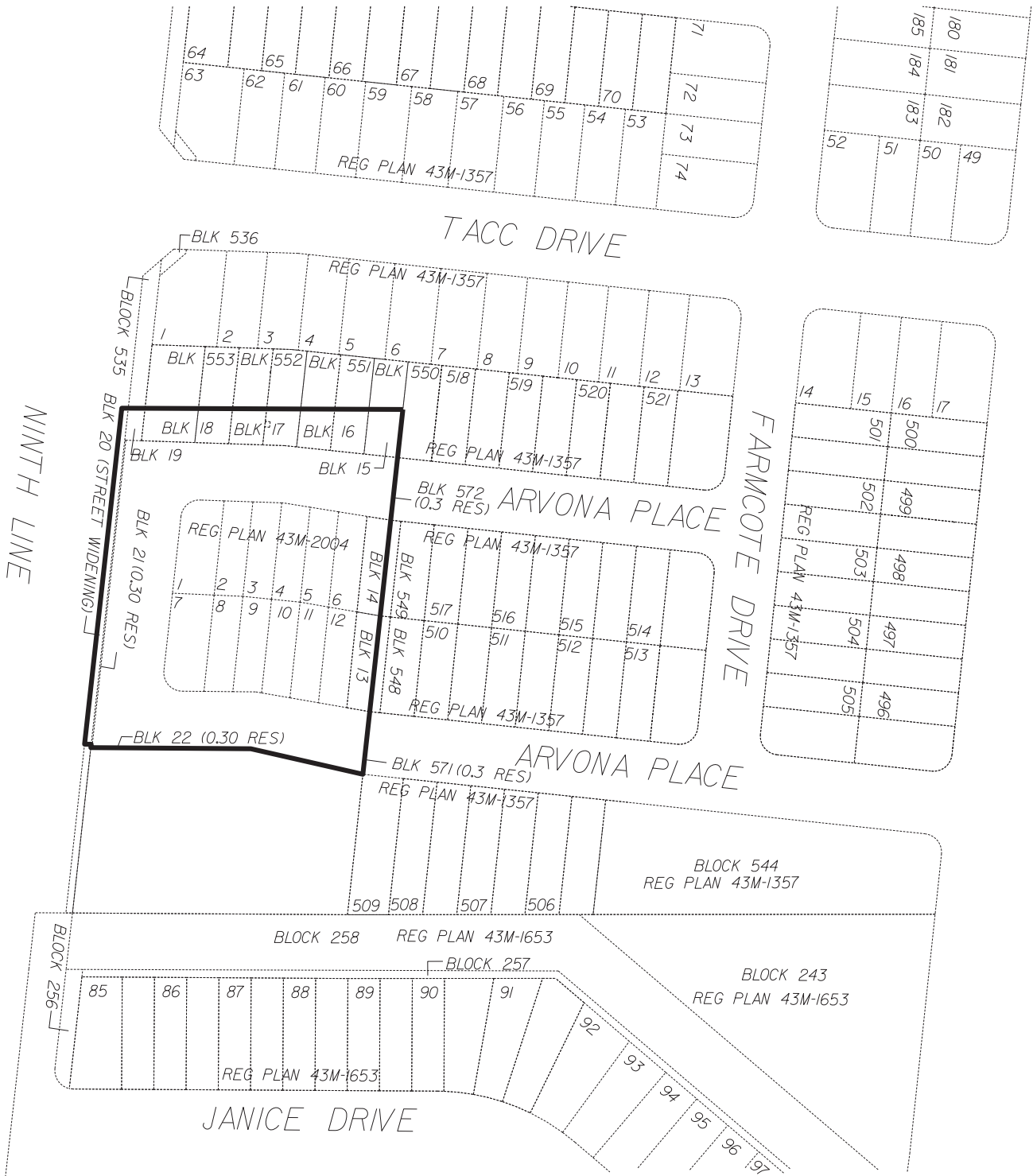
Appendix 2: Table of Assumption 43M-2004



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

Prepared by: Donna Waters, Supervisor, Development Engineering & Construction

APPENDIX 1



NOTE

**THIS IS NOT A PLAN OF SURVEY
DRAWING NOT TO SCALE**



MISSISSAUGA



**TRANSPORTATION AND WORKS
INFRASTRUCTURE PLANNING & ENGINEERING**

**ASSUMPTION FOR REGISTERED PLAN 43M-2004
CAL-ARVONA DEVELOPMENTS INC. (WARD 10)**

10.14
APPENDIX 2

FILE NO.	LOCATION	DEVELOPER'S ADDRESS	SERVICING AGREEMENT DATE	SECURITIES TO BE RELEASED
43M - 2004	South of Britannia Road West North of Erin Centre Boulevard East of Ninth Line West of Tenth Line	Cal – Arvona Developments Inc. 51 Roysun Road, Unit 8 Woodbridge, Ontario L4L 8P9 Attn: Mr. Andrew Wong	November 25, 2015	\$367,100.62

REPORT 4 - 2022

To: CHAIR AND MEMBERS OF GENERAL COMMITTEE

The Heritage Advisory Committee presents its fourth report for 2022 and recommends:

HAC-0030-2022

That the following items were approved on Consent :

- 9.1- Request to Alter a Heritage Property: 15 Mississauga Road South (Ward 1) (CONSENT)
- 9.2 - Request to Alter a Heritage Property: 27 Mississauga Road South (Ward 1) (CONSENT)
- 9.3 - Request to Alter a Heritage Designated Property: 63 Port Street West (Ward 1) (CONSENT)
- 9.5 - 2022 Community Heritage Ontario Membership Renewal (CONSENT)
- 9.6 - Meadowvale Village Heritage Conservation District Report 2 2022 - February 1, 2022 (CONSENT)
- 9.7 - Port Credit Heritage Conservation District Subcommittee Report 2 - 2022 - March 7, 2022 (CONSENT)

(HAC-0030-2022)

HAC-0031-2022

1. That the request to add four types of temporary signs to the designated heritage property at 15 Mississauga Road South as per the Corporate Report dated March 10, 2022 from the Commissioner of Community Services, be approved.
2. That all temporary signage affixed to the building be done to the mortar and not directly into the masonry.
3. That the permit extend for a length of no more than four years to accommodate the temporary signage.

(HAC-0031-2022)

(Ward 1)

HAC-0032-2022

That the request to underpin and install two new windows at 27 Mississauga Road South as per the Corporate Report dated March 10, 2022 from the Commissioner of Community Services, be approved.

(HAC-0032-2022)

(Ward 1)

HAC-0033-2022

That the request to alter the property at 63 Port Street West, as per the Corporate Report from the Commissioner of Community Services, dated March 7, 2022, be approved.

(HAC-0033-2022)

(Ward 1)

HAC-0034-2022

That the rear sunroom at 1584 Dundas Street West, which is listed on the City's Heritage Register, is not worthy of heritage designation, and consequently, that the owner's request to demolish proceed through the applicable process, as per the Corporate Report from the Commissioner of Community Services dated March 8, 2022.

(HAC-0034-2022)

(Ward 7)

HAC-0035-2022

That the renewal of the 2022 Community Heritage Ontario Membership at a cost of \$75.00, as outlined in the Memorandum dated March 22, 2022, from Martha Cameron, Legislative Coordinator, be approved.

(HAC-0035-2022)

HAC-0036-2022

That the Recommendations MVHCD-0002-2022 to MVHCD-0005-2022 contained in the Meadowvale Village Heritage Conservation District Subcommittee Report 2 -2022 dated February 1, 2022 be approved.

(HAC-0036-2022)

HAC-0037-2022

That the Recommendations PCHCD-0003-2022 to PCHCD-0005-2022 contained in the Port Credit Heritage Conservation District Subcommittee Report 2 - 2022, dated March 7, 2022, be approved.

(HAC-0037-2022)

HAC-0038-2022

That the Memorandum entitled "1390 Captain Court (Ward 2)" from Paul Damaso, Director, Culture Division dated March 3, 2022 be received for information.

(HAC-0038-2022)

(Ward 2)

HAC-0039-2022

1. That the Memorandum entitled "4650 Hurontario Street (Ward 4); 6650 Hurontario Street and Britannia Farm (Ward 5)" from Paul Damaso, Director, Culture Division dated March 3, 2022 be received.
2. That the Heritage Advisory Committee request a Motion be brought forth to Council to request a letter be sent to the Peel District School Board, the Ministry of Education and the Province of Ontario who oversee the Peel District School Board to remind them of their responsibilities to these buildings and prioritize their maintenance and conservation.

(HAC-0039-2022)

(Ward 4)

HAC-0040-2022

That the memorandum from Paula Wubbenhorst, Heritage Planner dated April 5, 2022 regarding the municipal properties 1576 to 1584 Dundas Street West (Ward 7) be received for information.

(HAC-0040-2022)

(Ward 7)

REPORT 4 - 2022

To: CHAIR AND MEMBERS OF GENERAL COMMITTEE

The Mississauga Cycling Advisory Committee presents its fourth report for 2022 and recommends:

MCAC-0030-2022

That the deputation from Peter Collins, Resident regarding receiving the 2021 Phil Green Award be received.

(MCAC-0030-2022)

MCAC-0031-2022

That the following matters be approved under the Consent Agenda, as listed on the April 12, 2022 Mississauga Cycling Committee Advisory Committee agenda:

- Item 10.5 Mississauga Cycling Advisory Committee 2022 Action List (5 Minutes)
- Item 11.1 Pedestrian Crossover Locations

(MCAC-0031-2022)

MCAC-0032-2022

That the Mississauga Cycling Advisory Committee (MCAC) refer the Communications and Promotions Subcommittee to further review and develop criteria for up to three additional awards and report back to a future MCAC meeting to address the following areas.:

1. Business;
2. Accessibility; and
3. Youth.

(MCAC-0032-2022)

MCAC-0033-2022

That the memorandum dated April 4, 2022 from Fred Sandoval, Active Transportation Coordinator and Amy Parker, Active Transportation Technologist entitled "2022 Quarterly Cycling Program Update (Q1)" be received for information.

(MCAC-0033-2022)

MCAC-0034-2022

That the verbal update on Drew Road from Matthew Sweet, Manager, Active Transportation be received.

(MCAC-0034-2022)

MCAC-0035-2022

That the Mississauga Cycling Advisory Committee 2022 Action List be approved.

(MCAC-0035-2022)

MCAC-0036-2022

That the presentation regarding the School Streets Pilot Program Call for Volunteers from Matthew Sweet, Manager, Active Transportation be received.

(MCAC-0036-2022)

MCAC-0037-2022

That the report from the Commissioner of Transportation and Works, dated January 10, 2022 and entitled "Pedestrian Crossover Locations", be received for information.

(MCAC-0037-2022)

REPORT 2 - 2022

To: CHAIR AND MEMBERS OF GENERAL COMMITTEE

The Public Vehicle Advisory Committee presents its second report for 2022 and recommends:

PVAC-0008-2022

That the following matters be approved under the Consent Agenda, as listed on the April 19, 2022 Public Vehicle Advisory Committee agenda:

- Item 9.1 - 2018-2022 Public Vehicle Advisory Committee Work Plan
- Item 9.2 - Public Vehicle Licensing By-law 0420-04 line-by-line review report
- Item 9.3 - Amendments to the Public Vehicle Licensing By-law 420-04, as amended, to close the Priority Waiting List
- Item 9.4 - Accessible Taxicab Model Year Extension Report

(PVAC-0008-2022)

PVAC-0009-2022

That the 2022 Public Vehicle Advisory Committee Work Plan, be approved.

(PVAC-0009-2022)

PVAC-0010-2022

1. That the Public Vehicle Licensing By-Law 420-04 be amended to finalize and incorporate the Public Vehicle Advisory Committee's line-by-line review.
2. That Section 16 Vehicle Inactivity, Schedule 6 Owners and Drivers of Limousines and Schedule 8 Owners and Drivers of Taxicabs of the Public Vehicle Licensing By-Law 420-04 be amended.
3. That all necessary by-laws be enacted.

(PVAC-0010-2022)

PVAC-0011-2022

That a by-law be enacted to amend the Public Vehicle Licensing By-law 420-04, as amended, to close the Priority Waiting List to additional applicants.

(PVAC-0011-2022)

PVAC-0012-2022

1. That the Public Vehicle Licensing By-law 0420-04 Schedule 7, Section 8 be amended to align accessible taxicabs with standard taxicabs with regards to model year restrictions.
2. That accessible taxicabs be permitted to extend the seven model year restriction for three additional one year periods.
3. That all necessary by-laws be enacted.

(PVAC-0012-2022)

PVAC-0013-2022

That the email dated April 13, 2022 from Kulwant Sahsi, Resident, regarding Proposed AMTV, be received.

(PVAC-0013-2022)