
REVISED

General Committee

Date: January 24, 2024
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 (VACANT)

Councillor Stephen Dasko	Ward 1
Councillor Alvin Tedjo	Ward 2 (CHAIR)
Councillor Chris Fonseca	Ward 3
Councillor John Kovac	Ward 4
Councillor Carolyn Parrish	Ward 5
Councillor Joe Horneck	Ward 6
Councillor Dipika Damerla	Ward 7
Councillor Matt Mahoney	Ward 8
Councillor Martin Reid	Ward 9
Councillor Sue McFadden	Ward 10
Councillor Brad Butt	Ward 11

To Request to Speak on Agenda Items - Advance registration is required. To make a Deputation please email Allyson D'Ovidio, Legislative Coordinator at allyson.dovidio@mississauga.ca or call 905-615-3200 ext. 8587 no later than **Monday, January 22, 2024 before 4:00 PM.**

Questions for Public Question Period – To pre-register for Public Question Period, questions may be provided to the Legislative Coordinator at least 24 hours in advance of the meeting. Following the preregistered questions, if time permits, the public may be given the opportunity to ask a question on an agenda item. Virtual participants must pre-register.

Virtual Participation - All meetings of Council are streamed live and archived at Mississauga.ca/videos. To speak during the virtual meeting or if you do not have access to the internet, contact the Legislative Coordinator and you will be provided with directions on how to participate. Comments submitted will be considered as public information and entered into the public record.

Contact

Allyson D'Ovidio, Legislative Coordinator, Legislative Services
905-615-3200 ext. 8587 | Email: allyson.dovidio@mississauga.ca

Find it Online

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

An asterisk (*) symbol indicates an Item that has been either Revised or Added

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 - January 10, 2024

6. **PRESENTATIONS - Nil**

7. **DEPUTATIONS**

Any member of the public interested in making a deputation to an item listed on the agenda must register by calling 905-615-3200 ext. 8587 or by emailing allyson.dovidio@mississauga.ca by **Monday, January 22, 2024 before 4:00 PM.**

Each Deputation to Committee is limited to speaking not more than 10 minutes.

Pursuant to Section 57.1 of the Council Procedure By-law 0044-2022, as amended:

Deputations shall be received and the matter shall be referred to staff for a report, unless there is a resolution or recommendation passed to “receive” the Deputation. After a Deputation is completed, Members shall each have one opportunity to make a preamble statement and ask questions to the Deputant(s) or staff for clarification purposes only, and without debate.

7.1 Mike Douglas, Executive Director, Mississauga Arts Council regarding MAC’s initiatives supporting Mississauga’s 50th Anniversary

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

Public Comments: Members of the Public that have a question about an item listed on the agenda may pre-register by contacting the Legislative Coordinator at least 24 hours in

advance of the meeting. Following the registered speakers, if time permits the Chair will acknowledge members of the public who wish to ask a question about an item listed on the agenda. Virtual participants must pre-register.

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 Reduction of Single-use Items in City Facilities and Operations Policy
- 10.2 Single Source Award for the Pay and Display Parking Management System with Precise Parklink Inc. – Amendment and Extension - File Ref: PRC004133 and old file FA.49.141-16 (Wards 1, 2, 4 and 7)
- 10.3 Single Source Contract Award for Mandatory Public Notices Requirements

11. ADVISORY COMMITTEE REPORTS

- 11.1 Heritage Advisory Committee Report 1 - 2024 - dated January 9, 2024
- 11.2 Mississauga Cycling Advisory Committee Report 1 - 2024 - dated January 9, 2024

12. CORRESPONDENCE - Nil

13. MATTERS PERTAINING TO REGION OF PEEL COUNCIL

14. COUNCILLORS' ENQUIRIES

15. OTHER BUSINESS/ANNOUNCEMENTS

16. NOTICES OF MOTION

Notices of Motion listed on the General Committee agenda are for information and will be listed on the next Council agenda for Council's consideration. Members of the public may speak to the Notice of Motion at the Council meeting.

- 16.1 A Notice of Motion regarding Taking Action on Auto Theft in Mississauga (Councillor Tedjo)
Council/ January 31, 2024

*16.2 Notice of Motion regarding a Vacancy on Regional Council (Councillor Damerla)
Council/ January 31, 2024

17. **CLOSED SESSION**

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

17.1 A position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board:

Eglinton Crosstown West Extension: Authorization to Enter into Resource Agreement with Metrolinx and Waive Permitting Fees

17.2 Information explicitly supplied in confidence to the municipality or local board by Canada, a province or territory:

Update on Peel Transition (Verbal)

17.3 Personal matters about an identifiable individual, including municipal or local board employees (Verbal)

17.4 Education Session: Council Code of Conduct (Verbal)

18. **ADJOURNMENT**



Sauga Neighbourhood Arts Program

Sauga Neighbourhood Arts Program

Our last 3 MACsquerade Ball fundraisers for the arts, accumulated enough funds to help Celebrate 50! With a new, seed money-oriented arts creation program called Sauga Neighbourhood Arts Program! (SNAP!) 2024.



2019 British Invasion



2022 Glam Ball



2023 Starry Night

Sauga Neighbourhood Arts Program (SNAP!)



Announcing the new, Sauga Neighbourhood Arts Program!

SNAP! Sauga Neighbourhood Arts Program



Sauga Neighbourhood Arts Program (SNAP!)

OBJECTIVE

- Animate and beautify neighbourhoods celebrating City's 50th year
- Creative events and public art
- Projects in all Wards of Mississauga



Sauga Neighbourhood Arts Program (SNAP!)

STEP 1

- MAC creates open call

DELIVERABLES

- Online applications form
- Accessible pathways
- Curated special SNAP! projects specific to neighbourhoods



Sauga Neighbourhood Arts Program (SNAP!)

STEP 2

- MAC's Strategy and Communications to create marketing promotional materials to invite residential groups/arts groups participate through our channels

TARGET GROUPS

- Outreach assistance from City Councillors and City's Communications team
- Residential communities, artists and arts groups



Sauga Neighbourhood Arts Program (SNAP!)

STEP 3

- MAC & Stakeholders identify and solicit private and public partnerships in a variety of forms

CONSIDERATIONS

- Financial, in-kind contributions
- Volunteer labour
- Enhance project participation



Sauga Neighbourhood Arts Program (SNAP!)

ANIMATING OUR NEIGHBOURHOODS

- City Council and staff leadership can help generate interest and activity via cross-promotional platforms
- We can obtain and achieve together qualitative and quantitative data on the impact/benefits to the community for years ahead



Sauga Neighbourhood Arts Program (SNAP!)

MUSIC EXAMPLE

- A \$10,000 music event
- Funding for each project should come from more than MAC's seed funds or we'll run out fast, serving fewer neighbourhoods

WHERE COULD THE \$10,000 COME FROM, IDEALLY?

- Mississauga Arts Council - \$2500
- Business sponsors and/or Community volunteers – \$2500 +
- City Community Matching Grants - \$2500
- TBC BIAs, Tourism OAC- \$2500



Sauga Neighbourhood Arts Program (SNAP!)

SNAP!

- **SNAP!** triggers at least 15 new projects
- **SNAP!** enhances the creative identity of Mississauga and the experience of living here for many more Mississauga residents
- **SNAP!** 2024 signals the launch of an unprecedented effort to bring audiences to the arts, and the arts to audiences all over our city



CREATIVITY IN A SNAP!

THANK YOU



City of Mississauga
Corporate Report



<p>Date: December 6, 2023</p> <p>To: Chair and Members of General Committee</p>	<p>Originator's files:</p>
<p>From: Jodi Robillos, Commissioner of Community Services</p>	<p>Meeting date: January 24, 2024</p>

Subject

Reduction of Single-use Items in City Facilities and Operations Policy

Recommendation

That the draft Corporate Policy and Procedure – Reduction of Single-use Items in City Facilities and Operations Policy attached as Appendix 1 to the Corporate Report entitled “Reduction of Single-use Items in City Facilities and Operations Policy” dated December 6, 2023 from the Commissioner of Community Services be approved.

Executive Summary

- The City of Mississauga is responsible for waste generated in city-owned facilities and city-run parks and roads. Waste is managed across various City divisions. Keeping our city free of litter is also the responsibility of the City.
- Waste, and in particular plastics and litter, is a growing problem. In order to limit the amount of material generated at the City going to landfill and positively contribute to litter mitigation, the Reduction of Single-use Items in City Facilities and Operations Policy was created to provide direction to staff around avoiding purchasing, using, and disposing of these one-time use materials.
- The draft corporate Reduction of Single-use Items in City Facilities and Operations policy has been created to help reduce waste and litter by limiting the purchase and use of single-use items in City facilities and operations.
- The draft policy with the attached guidebook is designed to inform, educate and transition the City towards the replacement of, and find alternatives for, single-use items.

Background

The City of Mississauga is responsible for waste management (e.g. waste generation, collection and disposal services) in City-owned facilities, City-run parks and along roadsides and is managed across various City divisions. The City is committed to reduce waste and single-use plastics, increase recycling and address litter city-wide. This was reinforced through Motion 15.4¹ passed by City Council on June 20, 2018. The resolution supports the City's long-standing commitment to create a sustainable city as laid out in the Strategic Plan and the Climate Change Action Plan. The City committed to the following actions in relation to the reduction of single-use plastics:

- Make every effort to educate and promote the reduction of waste to all internal staff, with a focus on single-use plastic.
- Reduce the use of non-recyclable, single-use plastics from use or purchase within internal operations, where feasible.

Recent examples of the City's commitment include:

- The roll-out of approximately 2,000 dual garbage and recycling containers throughout our parks, transit terminals, recreation centres and in Business Improvement Areas.
- Implementation of 12 corporate waste diversion initiatives (e.g. dog waste program in parks, scrap metal, batteries, shredding and organics).
- Food Services discontinued the sale of plastic water bottles at Golf Courses.
- Installation of water bottle refill stations at City-owned facilities including Civic Centre, Courthouse and all recreation centres as well as select parks including Celebration Square.
- Special event recycling and organic collection for select events (e.g. Ontario Summer Games and Ontario Paraspport Games).
- Launch of a city-wide litter campaign "Own Your Litter" www.ownyourlitter.ca.
- Internal process established for surplus City assets through the Surplus Asset Solutions tool on Inside Mississauga. Applying this process led to 120 tonnes of material diverted during the Hazel McCallion library renovation and 7 tonnes at the Living Arts Centre.

Present Status

The Federal Government implemented the Single-use Plastics Prohibition Regulations (SOR/2022-138) on December 20, 2022². On November 16, 2023, the Federal Court overturned Canada's ban on single-use plastics. The Regulations prohibited the manufacture, import and sale of single-use plastic checkout bags, cutlery, foodservice ware made from or containing

¹ Council Minutes June 20, 2018:

https://www7.mississauga.ca/documents/committees/council/2018/2018_06_20_Council_Minutes.pdf

² Single-use Plastics Prohibition Regulations: <https://laws-lois.justice.gc.ca/PDF/SOR-2022-138.pdf>

problematic plastics, ring carriers, stir sticks and straws. The nullification of the Regulation will have little impact on this policy. City staff will continue to monitor for any future compliance requirements for single-use plastics.

In order to limit the amount of material generated at the City going to landfill and positively contribute to litter mitigation, the Reduction of Single-use Items in City Facilities and Operations Policy was created to provide direction to staff around avoiding purchasing, using, and disposing of these one-time use materials. This corporate policy compliments other policies, plans and initiatives in the City such as the Sustainable Procurement Policy, Disposal of Surplus City Assets Policy, and the Climate Change Action Plan by advancing circular economy initiatives.

Comments

The intent is to take a phased approach to implementing the policy by limiting the purchase and use of single-use items, guided by principles like transparency in procurement and promoting responsible purchasing decisions. This will allow time to build awareness, explore alternative options and establish a baseline with supporting key performance indicators.

The overall goal of the policy is to reduce single-use items through education and awareness for City staff on environmentally sustainable alternatives to single-use items. Careful consideration was also made to exclude from the policy single-use items required for use in City facilities and operations where an equivalent (re-usable) alternative is unavailable. Some examples include accessibility items, health and safety items and single-use items that can be readily recycled or composted in Mississauga (e.g., plastic beverage containers and aluminum cans). In addition to plastics, the policy also includes items made from materials that are not durable and are intended for short-term use.

A guidebook has been developed which offers alternatives and resources to help City staff reduce single-use items commonly found in City facilities and operations. Additional resources will be offered to divisions that are most impacted. As outlined in the Guidebook, the following principles shall guide staff to:

- Be transparent about the City's procurement preferences and work with suppliers to identify appropriate alternatives to Single-use Items.
- Influence the broader community to be less reliant on single-use items by leveraging City resources, expertise and practices.
- Review and consider the impacts of purchasing and using alternatives to single-use items and make environmentally responsible purchasing decisions in a way that balances fiscal responsibility and social equity and contributes to the circular economy.
- Engage in ongoing learning and development to leverage emerging opportunities and current information.

- Evaluate operational activities with the intent to implement environmentally responsible processes/decisions to achieve continuous improvement.

Strategic Plan

This policy aligns with the Green and Prosper Pillar in Mississauga's Strategic Plan.

Engagement and Consultation

During the development of this policy, different divisions and departments were consulted to provide comments and feedback including but not limited to: Procurement Services, Food Services, Recreation & Culture, Internal Audit, Legal and Extended Leadership Team. A deputation was presented to the Environmental Action Committee on November 7th, 2023. The Environmental Action Committee is in support of the Reduction of Single-use Items in City Facilities & Operations policy.

Financial Impact

There are no financial impacts resulting from the Recommendations in this report. The policy acts as a framework for decision making on the purchase and use of single-use items. Any monetary changes associated with the implementation of this policy will be captured through each individual Division's budgets.

Conclusion

City staff are committed to reducing single-use items within City facilities and operations to further progress waste reduction efforts. The draft corporate policy along with the guidebook will provide guidance and direction to enable staff to make more informed decisions. It is recommended that City Council approve the corporate Reduction of Single-use Items in City Facilities and Operations policy.

Attachments

Appendix 1: Reduction of Single-use Items in City Facilities and Operations Policy

Appendix 2: Reduction of Single-use Items Guidebook



Jodi Robillos, Commissioner of Community Services

Prepared by: Diane Gibson, Environmental Sustainability Supervisor

Corporate Policy & Procedure



Policy Title: Reduction of Single-use Items in City Facilities and Operations

Policy Number: 09-06-XX

Draft Only – Clean Copy – December 4, 2023

Section: Environment and Conservation

Subsection: Waste Management

Effective Date: [Effective Date]

Last Review Date: [Last Review]

Approved by:

Owner Division/Contact:

Council

**Environment Section, Parks, Forestry
and Environment Division, Community
Services Department**

Policy Statement

The City is committed to reducing Single-use Items within City Facilities and throughout City operations to advance waste reduction and litter mitigation efforts.

Purpose

This policy is intended to:

- Limit the Purchase and use of Single-use Items in City Facilities and operations
- Educate City staff on environmentally sustainable alternatives to Single-use Items
- Communicate the City’s commitment to environmental stewardship, and
- Identify roles and responsibilities in reducing the Purchase and use of Single-use Items

Scope

This policy applies to Single-use Items Purchased for use in all City Facilities and operations.

This policy is supported by the Reduction of Single-use Items Guidebook, which is available on Inside Mississauga.

Exclusions

This policy does not apply to:

- Single-use Items required for use in City Facilities and operations where an equivalent (re-usable) alternative is unavailable, including but not limited to:
 - Accessibility items (e.g., plastic flexible hinge straws)
 - Health and safety items (e.g., personal protective equipment and supplies) or items required under a public health or legislative mandate
 - Food handling equipment (e.g., hair nets)
 - Required temporary signs designed for one-time only communication (wayfinding, statutory notices and education and outreach purposes), and

Policy Number: 09-06-XX	Effective Date: Click here to enter text.	
Policy Title: Reduction of Single-use Items in City Facilities and Operations	Last Review Date:	2 of 4

- Fasteners (e.g., cable ties, tape)
- Single use items that can be readily recycled or composted in Mississauga (e.g., plastic beverage containers and aluminum cans)

Related Documents and Policies

Climate Change Action Plan

Circular Economy Road Map

Corporate Policy and Procedure – 03-06-09 - Sustainable Procurement

Corporate Policy and Procedure – 08-03-09 - Healthy Food and Beverage Policy for Recreation Facilities

Corporate Policy and Procedure – 03-06-10 - Disposal of Surplus City Assets

Definitions

For the purposes of this policy:

“Circular Economy” means an economic system that eliminates Single-use Items and strives to keep resources in use for as long as possible.

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

“City Facilities” means meeting rooms, libraries, lobbies, auditoriums, theatres, banquet and event spaces, gymnasiums, golf courses, pools, arenas, and museums owned or operated by the City of Mississauga, including the Living Arts Centre and Civic Centre. It does not include cemeteries, marina slips or properties which are owned by the City and leased to or operated by third parties under full or partial management and operation agreements for long-term use.

“Environment Section” means the Environment Section of the Parks, Forestry and Environment Division, Community Services Department.

“Giveaways” means promotional materials offered by the City for brand awareness purposes free of charge (e.g. pens, lanyards, key chains).

“Purchase” means items that are formally procured, purchased via procurement card (PCard) or purchased by staff for City use.

“Single-use Items” means items made from materials that are not durable and are intended for short-term use (e.g. plastic cutlery, plastic food containers).

Guiding Principles

The City shall take a phased approach to limiting the Purchase and use of Single-use Items.

The following principles shall guide staff:

- Be transparent about the City’s procurement preferences and work with suppliers to identify appropriate alternatives to single use items

Policy Number: 09-06-XX	Effective Date: Click here to enter text.	
Policy Title: Reduction of Single-use Items in City Facilities and Operations	Last Review Date:	3 of 4

- Influence the broader community to be less reliant on Single-use Items by leveraging City resources, expertise and practices
- Review and consider the impacts of purchasing and using alternatives to Single-use Items and make environmentally responsible purchasing decisions in a way that balances fiscal responsibility and social equity and contributes to the Circular Economy
- Engage in ongoing learning and development to leverage emerging opportunities and current information, and
- Evaluate operational activities with the intent to implement environmentally responsible processes/decisions to achieve continuous improvement

Roles & Responsibilities

Directors

Directors are accountable for:

- Fostering, supporting and resourcing the reduction of Single-use Items in City Facilities and operations, and
- Ensuring alignment of strategic and business plans in relation to this policy

Managers/Supervisors

Managers/supervisors are accountable for:

- Ensuring applicable staff are trained on this policy with respect to their specific job function
- Ensuring alternatives to Single-use Items are Purchased and used where available/practical, and
- Providing their staff with the resources and support required to implement alternatives to Single-use Items

Manager, Environment

The Manager, Environment is accountable for:

- Reporting to leadership and elected officials, as required/requested, and
- Identifying opportunities for collaborative work with internal and external stakeholders

Environment Section, Parks, Forestry and Environment Division

The Environment Section is responsible for:

- Monitoring legislative requirements and leading practices and providing timely information/education to staff, where applicable
- Educating staff on tactics for the reduction of Single-use Items purchased and used in City Facilities and operations, identifying alternatives and creating job aids, where appropriate
- Coordinating with applicable staff to identify Single-use Items commonly purchased and used in City Facilities and operations, and
- Updating the Reduction of Single-use Items Guidebook, as needed

Policy Number: 09-06-XX	Effective Date: Click here to enter text.	
Policy Title: Reduction of Single-use Items in City Facilities and Operations	Last Review Date:	4 of 4

Procurement Services

The Procurement Services Section is responsible for:

- Collaborating with the Environment Section on the proposed Purchase of Single-use Items to identify appropriate alternatives, where possible
- Consulting with clients to promote product specifications that align with this policy, where applicable, and
- Providing Environment Section staff with the quantity and cost of Single-use items purchased and used in City Facilities and operations annually, where available

All Employees

All Employees are responsible for:

- Consulting the Reduction of Single Use Items Guidebook as applicable/appropriate
- Participating in training on this policy with respect to their specific job function, where applicable, and
- Identifying and implementing opportunities to reduce the use of Single-use Items, including but not limited to:
 - Purchasing alternatives to Single-use Items where available/practical
 - Hiring vendors that use alternatives to Single-use Items where available/practical
 - Ensuring City Giveaways and other promotional items are designed for reuse (e.g. reusable mugs, bags, and cutlery), and
 - When doing Procurement, ensuring that the statement of work and/or specifications include alternatives to Single-use Items, where available/practical

Revision History

Reference	Description
Enter previous review - e.g. GC-1234-2015	Click here to enter text.



Reduction of Single-use Items Guidebook

2024

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Introduction

Single-use items often end up as litter in the environment and are often difficult to recycle. In order to limit the amount of material going to landfill and positively contribute to litter mitigation, this guidebook will provide direction to staff around how to dispose and find alternatives for these materials. Along with the need to comply to new federal legislation, all City employees are expected to help minimize the City's environmental impact and meet targets in the Climate Change Action Plan (CCAP).

On June 20, 2018, City Council passed a motion to request the Federal Government to development a strategy to reduce plastic pollution. Along with the request the City of Mississauga committed to:

- Make every effort to educate and promote the reduction of waste to all staff, with a focus on single-use plastic;
- Reduce the use of non-recyclable, single-use plastics from use or purchase within internal operations, where feasible; and
- Work with the Region of Peel to champion the City's single-use plastic waste reduction initiatives at City facilities.

The Federal Government implemented the Single-use Plastics Prohibition Regulations (SOR/2022-138) on December 20, 2022. The Regulations prohibit the manufacture, import and sale of single-use plastic checkout bags, cutlery, foodservice ware made from or containing problematic plastics, ring carriers, stir sticks and straws. Any person who manufactures, imports or sells (including to provide free of charge) any of the 6 categories of single-use plastics listed above is subject to the Regulations. On November 16, 2023, the Federal Court overturned Canada's ban on single-use plastics. The nullification of the Regulation will have little impact on this policy. City staff will continue to monitor for any future compliance requirements for single-use plastics.

According to Environment and Climate Change Canada (ECCC), there is scientific evidence to show that plastic pollution is harmful to wildlife and the habitats that they live in. As seen in shoreline cleanups, many single use items such as food and beverage service items contribute to the large portion of the debris. Despite the convenience of single-use items, it is in the City's best interest to reduce and eliminate nonnecessity items.

Guiding Principles

The overall goal for the City is to reduce single-use items and improve the environmental footprint by setting an example. The following guiding principals help steer the path to achieve success in conjunction with the Reduction of Single-use Items in Facilities and Operations Policy:

Transparency in the City's procurement preferences and collaborate with current and future suppliers to identify appropriate alternatives to single-use items.

Influence the broader community to be less reliant on single use items by leveraging City resources, expertise and practices.

Review and consider the impacts of purchasing and using alternatives to single use items and make environmentally responsible purchasing decisions in a way that balances fiscal responsibility and social equity and contributes to a circular economy.

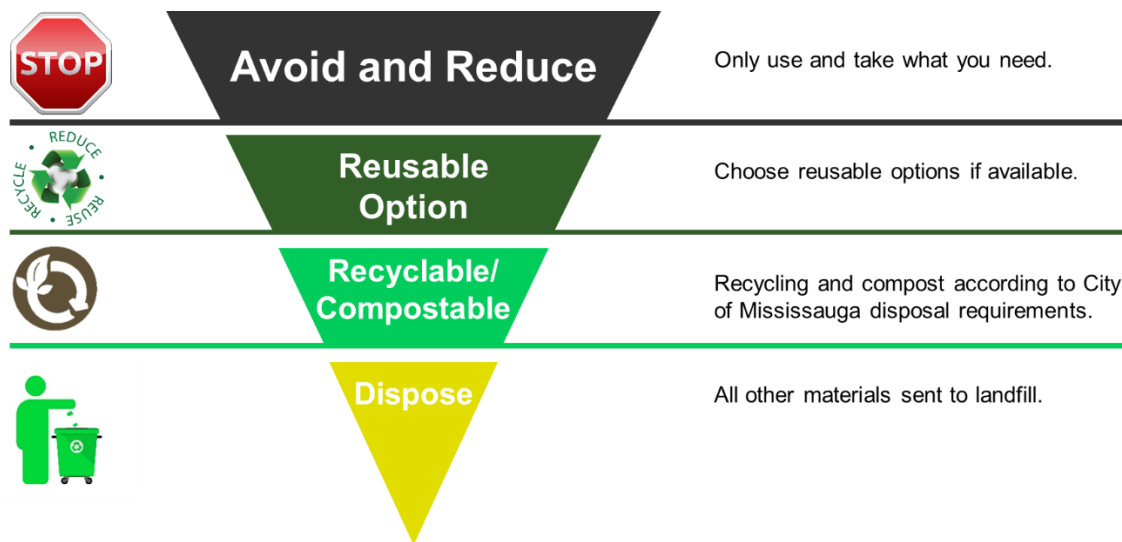
Engage in ongoing learning and development to leverage emerging opportunities and current information.

Evaluate operational activities with the intent to implement environmentally responsible processes/decisions to achieve continuous improvement.

Waste Hierachy

The waste hierarchy is a framework for managing waste in order of priority, from most to least preferred. The 4 levels of the hierarchy are:

1. **Avoid and Reduce:** Avoiding the production of waste by reducing consumption. Example: refusing a single-use carryout bag when purchasing a few items.
2. **Reusable Option:** Whenever feasible, choose the option that is reusable. Example: use reusable plates, cups and cutlery for staff meetings or choose a caterer that provides these.
3. **Recyclable and Compostable:** Choose items that are easily recyclable and compostable in the City of Mississauga? Example: Single-use waterbottles that are made from PET plastic.
4. **Dispose:** All other materials are sent to landfill. Example: All exemptions from the Single-Use Items Policy will be sent to landfill.



Key Points to Remember

1. **Plan Ahead:** identify opportunities for waste reduction by assessing the consumption needs.
2. **Budgeting:** allocate resources effectively and make informed decisions. Initial costs vs. payback period.
3. **Sharing Resources:** the Surplus Asset Solution on Inside Mississauga lists items for reuse by City staff

Federal Plastics Ban

On December 20, 2022, the Federal Government regulated the manufacturing and import for sale of the following single-use plastics: checkout bags, cutlery, foodservice ware (styrofoam), stir sticks and straight straws.

Facts

- Flexible plastic straws with hinge are not banned, but are restricted for accessibility needs
- Plastic ring carriers have a ban date six months after the other five banned items with a start date of June, 2023
- Plastic garbage bags intended for garbage use or pet waste are not banned under the definition
- Plastic lids for hot beverage cups are not part of the regulation due to no alternatives being available

Timeline

- Items can be sold until the end of 2023, one year after ban implementation
- Juice boxes can be sold until June 20, 2024 before falling under ban (due to the attached straw)
- Manufacturing industries in Canada have until Dec 20, 2025 to transition over to the ban, while exporters need additional record keeping¹






Update

On November 16, 2023, the Federal Court overturned Canada's ban on single-use plastics. The decision nullifies the ban on plastic manufactured items, including the 6 categories of bags, straws, and takeout containers.

The nullification of the Federal ban has little impact on the proposed City's Reduction of Single-use Items in Facilities and Operations policy. The City will continue to recommend alternatives to the specified six problematic plastic items even though the regulation no longer applies and these products are still readily available for purchase by City staff.

¹ Single-use Plastics Prohibition Regulations – Overview: <https://www.canada.ca/en/environment-climate-change/services/managing-reducing-waste/reduce-plastic-waste/single-use-plastic-overview.html>

Recommendations and Alternatives to Commonly Purchased Single-use Plastics

	Federal Banned Plastic Items				
Recommendations	Checkout Bags	Cutlery	Expanded Polystyrene Foam Products	Stir Sticks	Straws
					
Alternatives	<ul style="list-style-type: none"> • Reusable bags • Paper bags • Compostable bags 	<ul style="list-style-type: none"> • Reusable cutlery • Wooden/bamboo cutlery 	<ul style="list-style-type: none"> • Reusable containers and cups • Compostable containers and cups 	<ul style="list-style-type: none"> • Reusable cutlery • Wooden/bamboo stir stick 	<ul style="list-style-type: none"> • Reusable straws • Paper/compostable straws
Reduction	<ul style="list-style-type: none"> • Providing upon request • Adding fees • Cost or product incentives 	<ul style="list-style-type: none"> • Using reusables • Purchasing alternative materials • Adding fees • Providing washing stations • Cost or product incentives 	<ul style="list-style-type: none"> • Using reusables • Purchasing alternative materials • Adding fees • Providing washing stations 	<ul style="list-style-type: none"> • Using reusables • Purchasing alternative materials • Adding fees • Cost or product incentives 	<ul style="list-style-type: none"> • Providing upon request • Using reusables • Using alternative materials • Adding fees • Providing washing stations
Recyclable/ Compostable	<ul style="list-style-type: none"> • Paper bags recyclable in City of Mississauga • Only certified compostable bags accepted in compost program 	<ul style="list-style-type: none"> • Recyclable options currently unavailable • Wood/Bamboo as compostable 	<ul style="list-style-type: none"> • #1 Plastic PET as recyclable alternative • Only certified compostable packaging accepted in compost program 	<ul style="list-style-type: none"> • Recyclable options currently unavailable • Wood/Bamboo as compostable 	<ul style="list-style-type: none"> • Recyclable options currently unavailable • Paper as compostable

Other Single-use Items for Reduction

Disposable Coffee Pods

Disposable coffee pods consist of several materials that need to be recycled separately but cannot be separated easily (e.g. foil lid, plastic cup, filter, used coffee grounds). This combination of materials makes it nearly impossible to recycle effectively in the City of Mississauga's recycling stream.



[Photo Credit: The District of Muskoka²]

Recommendations for reduction:

- Avoid bringing coffee pods into the office
- Use reusable coffee pods (Please note to keep reusable coffee pods washed and clean before and after use in City facilities)

Paper Towels

Excess use of paper towels is an issue in City facilities and operations according to the recent waste composition study.

Recommendations for reduction:

- Only take what you need
- Put paper towels and tissues in organics where an organics stream bin is available

² <https://www.muskoka.on.ca/en/garbage-and-recycling/where-does-it-go---put-waste-in-its-place.aspx#!rc-cpage=12401>

Hot and Cold Beverage Cups

Hot and cold single-use cups are commonly found in office break rooms, kitchens, and coffee stations where employees can bring or make their own coffee, tea, or other hot/cold beverages. These cups are typically made of paper with a plastic lining or coated with a thin layer of plastic, which makes them difficult to recycle.

Recommendations for reduction:

- Bring or use a reusable mug. Many coffee shops now accept reusable mugs, bring one from home when you go out for coffee. Additionally, consider making coffee in the office, as this can help to reduce waste and save money. You could even make a large batch to share with your co-workers and promote a sense of community in the office.

Giveaways and SWAG

Giveaways, a.k.a. SWAG, is used to help identify the City of Mississauga's brand and to entice participation at local events. Being additionally conscious about the giveaways will help reduce the amount of single-use items generated.

Recommendations for reduction:

- Purchase fewer items with higher quality, sustainably sourced materials
 - Offering a draw for high quality item(s) instead of giving away more low quality items. For example:
 - Raffle for one YETI tumbler (\$50 /unit) versus giving out 15 lower quality reusable plastic waterbottles (\$50/combined)
- Reward based distribution. For example:
 - Request a social media follow
 - Conduct a survey
 - Participate in a game
- Avoid printing dates on promotional giveaways to allow use for multiple events
- Make note of packaging
 - Do your giveaways come with unnecessary packaging? Request less packaging from your manufacturer.



Single-use Condiments

Single-use condiment items, such as small packages of ketchup, mustard, relish, mayo, and individually packed milk, cream, butter, and jam, have a significant environmental impact. Although they may seem convenient and require less cleanup, the production, use, and disposal of these items contribute to waste generation, resource depletion, and greenhouse gas emissions.

Recommendations for reduction:

- Require caterers to use reusable dishware including bulk condiments
- Use large bottles that can be refilled and purchase condiments in bulk (also more cost effective)
- Provide condiments on an ask-only basis. This will eliminate any unused items.



Internal Events and Meetings

Planning and executing an event or a large meeting requires a time commitment from staff. To ensure the reduction of single-use items, there are many different factors to consider.

Recommendations for Reduction:

- **Invitations/Name Tags**
 - Consider using electronic invitations or Outlook calendar
 - Provide reusable lanyards as name tags and collect them at the end of event/meeting
 - Inform guests where to locate waste receptacles
- **Decorations**
 - Avoid decorations that are designed for single-use (streamer, balloons, etc)
 - Skip the centerpieces if possible
 - Use fresh fruit and vegetables or potted plants as an alternative (edible or use as event/meeting favours)
 - Do not print dates on décor and signage in case the event/meeting is reoccurring
- **Food and beverage**
 - Plan the menu ahead to determine the amount of waste generated
 - Choose food items with less packaging or the need for additional processing. For example:
 - Setting out fruits with peels such as bananas, oranges and apples
 - Ask/request catering to provide beverages with reusable mugs and glasses
 - Use reusable cutlery
 - If single-use dishes and utensils must be used, choose ones that are compostable. For example:
 - Wooden cutlery is compostable in the City of Mississauga
 - Paper plates with no wax coating, is compostable in the City of Mississauga
 - Provide cloth napkins (see if caterer can provide)
 - Provide cloth tablecloths (see if caterer can provide, borrow from another group or purchase and wash/store for the next event)
 - Provide bulk water stations or water pitchers as an alternative to plastic water bottles




Litterless Lunches

Another opportunity to promote reduction of single-use items is with litterless lunches. A litterless lunch creates little or no waste. Packing a litterless lunch is simple, reduces single-use items and better for the wallet.


The images below are the promotional material for the litterless lunch campaign. Use these tips with your team to see who can achieve the best waste free lunch.

What is a litterless lunch?


Fruit with a natural wrapper




Reusable containers



Refillable water bottles





Reusable cutlery



Litterless Lunch

- Reusable sandwich bag or a reusable container
- Reusable water bottle or cup
- Buy a large tub of yogurt or fruit and pack a serving in a reusable container
- Buy (nut free) snacks in bulk and pack a serving in a reusable container
- Reusable cutlery
- Reusable lunch bag

Typical Lunch

- Food wrapped in plastic wrap, foil or in a Ziploc bag
- Single-use plastic water bottles, juice boxes, plastic straws
- Single use beverage cups/containers (i.e. coffee cups, plastic cups)
- Yogurt cups, apple sauce cups, fruit cups
- Sealed plastic packaged (nut free) granola bars, cookies, chips, pretzels, crackers, cheese or any other individually packaged snack
- Plastic utensils
- Disposable plastic bags, paper bags

Tips

- Purchase an affordable set of reusable containers and cutlery
- Pack fruits that have a natural wrapper (i.e. banana, orange, apple)
- Plan ahead, pack lunches the night before

Surplus Assets Solution

The Disposal of Surplus City Assets Policy³ outlines the City’s commitment to continuously improve the social and environmental impacts of its disposal of City-owned items in a transparent and accountable way that balances fiscal responsibility and environmental stewardship.

The Surplus Asset Solutions (SAS) is a decision making tool created to support the Surplus City Assets Policy. Assets such as books, branded material, construction material, IT equipment, office supplies and other categories can be posted on the SAS platform. The SAS User Guide will support staff on how to use the online platform⁴.

For questions regarding the SAS platform, email sas@mississauga.ca.

Surplus Assets Solutions

Learn how to properly dispose of an asset in accordance with the City's Corporate Policy for the disposal of surplus assets.

OPTION 1: REUSE

View list of available items for internal reuse throughout the City.

OPTION 2: LEARN

See the table below for Surplus Asset Categories and how to dispose of them.

OPTION 3: DISPOSE





Add new Surplus Item. Start the process of disposing of a Surplus Asset.

OPTION 4: ASK

Still have questions? Ask an Expert. [Send us an email.](#)

Select a Surplus Asset Category

Learn How to Dispose

 <h4>Books</h4> <p>Paperbacks Hardcovers</p>	 <h4>Branded Material</h4> <p>Uniforms T-Shirts Sweatshirts Jackets Reusable Cups Water Bottles Envelopes Banners</p>	 <h4>Construction Material</h4> <p>Building Materials Utility Equipment & Utility Poles Traffic Poles</p>	 <h4>Fleet</h4> <p>Heavy & Light duty Vehicles Heavy & Light duty Equipment Miscellaneous Equipment</p>
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³ Link to Policy: <http://inside.mississauga.ca/Policies/Documents/03-06-10.pdf#search=surplus%20asset>

⁴ Link to SAS User Guide: [http://teamsites.mississauga.ca/sites/192/SharedDocuments/Surplus%20Asset%20Solution%20-%20User%20Guide%20\(revised%20Dec.%202020\).pdf#search=surplus%20asset](http://teamsites.mississauga.ca/sites/192/SharedDocuments/Surplus%20Asset%20Solution%20-%20User%20Guide%20(revised%20Dec.%202020).pdf#search=surplus%20asset)

Contact

For any additional comments or questions regarding the Reduction of Single-use Items in City Facilities and Operations Policy or this guidebook, please email: wastemanagement@mississauga.ca

City of Mississauga
Corporate Report



<p>Date: December 18, 2023</p> <p>To: Chair and Members of General Committee</p>	<p>Originator's files: PRC004133</p>
<p>From: Geoff Wright, P.Eng, MBA, Commissioner of Transportation and Works</p>	<p>Meeting date: January 24, 2024</p>

Subject

Single Source Award for the Pay and Display Parking Management System with Precise Parklink Inc. – Amendment and Extension - File Ref: PRC004133 and old file FA.49.141-16 (Wards 1, 2, 4 and 7)

Recommendation

1. That the Chief Procurement Officer or Designate be authorized to initiate contract negotiations with Precise Parklink Inc. to continue a long term partnership and establish the Pay by Licence Plate Parking Management System Acquisition Agreement for a seven year period from March 2024 to March 2031, as outlined in the report from the Commissioner of Transportation and Works, dated December 18, 2023 and entitled “Single Source Award for the Pay and Display Parking Management System with Precise Parklink Inc. – Amendment and Extension - File Ref: PRC004133 and old file FA.49.141-16 (Wards 1,2, 4 and Ward 7)”.
2. That the Chief Procurement Officer or Designate be authorized to execute the contract and all related ancillary documents with Precise Parklink Inc. on a single source basis for products, services, and maintenance and support, with forecasted growth estimated at \$7,194,560 for the seven year period, in a form satisfactory to the City Solicitor and subject to annual budget approval.
3. That capital project PN 23-197 “Parking Pay and Display Machine Upgrade” be amended to a gross budget and net budget of \$2,481,000 to be funded from Parking Meter Revenues (Account #35519).
4. That funding of \$1,519,000 be transferred from Parking Meter Revenues (Account #35519) to PN 23-197 “Parking Pay and Display Machine Upgrade”.
5. That the Chief Procurement Officer or Designate be authorized, where the amount is provided in the budget, to increase the value of the contract to accommodate growth,

and to negotiate and execute contract amendments to add any future features, functionalities, modules and systems related to Precise Parklink Inc.'s Pay by Licence Plate parking management system solutions in order to accommodate the City's growth requirements such as better alignment, audit controls, modernization and mobility.

6. That Precise Parklink Inc. continues to be designated a "City Standard" for the seven year period, March 2024 to March 2031.
7. That all necessary by-laws be enacted.

Executive Summary

- The System Acquisition Agreement between the City and Precise was extended for a seven year period on March 20, 2017.
- Since 2009, the City has installed 247 pay and display machines in the Downtown, Port Credit, Clarkson and Cooksville, and has made a capital investment of approximately \$3,369,000 in the paid parking program.
- From 2017 to 2022 the Municipal Parking program transferred \$5,165,000 to the various Parking Reserve Funds.
- An estimated capital budget of \$2,481,000 is required to convert the existing Pay and Display machines to Pay by Licence Plate (PBLP) technology, upgrade and refurbish the machines, and upgrade the Central Parking Management System to current industry and PCI Compliance standards.
- The objectives of paid parking are to manage local traffic, and to ensure a consistent level of parking availability in an effective and efficient manner.

Background

A System Acquisition Agreement between the City of Mississauga (City) and Precise Parklink Inc. (Precise) was extended for a seven year period on March 20, 2017, for the supply, delivery, and support of pay and display machines and a Central Parking Management System (CPMS). The current agreement with Precise includes:

- Supply of pay and display machines
- Support and "Level 2" maintenance of pay and display machines
- A software licence to the City for Precise's Central Parking Management System (CPMS)
- A software licence to the City for Precise's Parking Display Access Control Permissions System (PDACPS), which supports the use of parking multi-visit cards (MVC)
- Processing of credit card parking transactions made at the pay and display machines and related controls for Payment Card Industry Data Security Standard Compliance (PCI Compliance)

Since 2009, the City has installed 247 pay and display machines in the Downtown Core, Port Credit, Clarkson and Cooksville, and has made a total capital investment of approximately \$3,369,000 in the paid parking program.

Comments

The objectives of paid parking are to manage local traffic and to ensure a consistent level of parking availability in an effective and efficient manner. The long-term objective for the implementation of parking fees was to develop a self-supporting parking program to manage municipal parking throughout the City. From 2017 to 2022, the paid parking program transferred \$5,165,000 to the Parking Reserve Fund.

The City's 247 pay and display machines process approximately one million coin, credit card, and parking multi-visit card transactions per year. These transactions are processed through the CPMS which is hosted on servers and communicates through Precise's network licenced by the City. Maintaining equipment reliability, maintenance standards, transactional security, and predictable annual operating costs are a priority for the continued success of the paid parking program.

Pay and display machines have been used in Mississauga for nearly 14 years in the Downtown, Port Credit, Clarkson, Cooksville and Streetsville. The majority of the pay and display machines were refurbished and upgraded in 2017.

Municipal Parking has identified a number of system improvements that are required to convert the existing pay and display machines to PBLP technology, upgrade and refurbish the machines, and upgrade the Central Parking Management System to current industry and PCI Compliance standards. These improvements will enable the City to streamline and improve the payment process, eliminate the need for physical MVC cards, increase compliance, improve the customer experience, and introduce dynamic pricing when appropriate.

Conversion to Pay by Licence Plate Technology

At this time, drivers walk to the pay and display machine, pay for parking, receive a printed receipt and then return to the vehicle to display the receipt on the dashboard for inspection by parking enforcement officers.

With PBLP, customers park their vehicles and make their payment transaction at a PBLP terminal. The system records license plate information (entered by the customer) and collects payment for the parking transaction using coins or credit cards. To start, customers will continue to receive a printed receipt and then return to the vehicle to display the receipt on the dashboard for inspection by parking enforcement officers. Once the Parking Enforcement system (Gtechna) is fully operational, the customer's license plate number will act as a "permit" eliminating the need to return to their vehicle to display a receipt. Parking payment will be

enforced by existing by-law enforcement officers using handhelds or by a License Plate Recognition (LPR) vehicle.

Capital Products, System Upgrade and Refurbishment

A significant capital investment will be required to upgrade the machines to PBLP technology, refurbish the machines and bring the inventory up to industry standard for PCI Compliance, communications, parking activity reporting, and revenue reconciliation.

Flowbird's WebOffice (FWO) central parking management system is the evolution of the Parkfolio operating environment and provides a complete and powerful system for efficient parking management. FWO will include a banking system upgrade and consolidation, which will allow the City to perform three-way credit card reconciliation between the FWO, payment processor, and the City's bank as recommended by Internal Audit.

It is estimated that the upgrade of the following items will extend the life cycle of these machines to the end of the anticipated seven year term of the contract with Precise, the upgrades will include the following:

- Strada S5 Retrofit Kit – which includes a large colour touch screen for improved functionality and user experience
- Strada S5 Contactless Payment Kit – EMV certified contactless payments and increased transaction speed capabilities
- Strada S5 4G Modem – Industry standard 4G network modem, that will improve latency, quality, availability, reception and security
- Strada S5 mainboard – including a new and improved operating and financial backed system

Multi Visit Card (MVC) System Upgrade

The City currently offers a MVC payment card for individuals who frequent the Downtown. This allows individuals to buy parking visits in bulk at a discounted rate rather than paying the daily maximum. These cards are compatible with the current pay and display machines in the Downtown parking garages and the two Municipal Parking lots adjacent to Sheridan College.

To purchase a MVC card, a customer must complete an online application and make payment through the City e-store. A MVC card is then mailed to the customer, which can take 3-5 business days. Currently, customers must call or e-mail Municipal Parking to obtain their MVC card balance, which is not optimal, at times resulting in customers running out of parking visits.

The FWO system is configured to manage and distribute multi-visit bundles as prescribed by the City (eg. 8, 16, 32 ad 64-use bundles), and replace Precise's Parking Display Access Control

Permissions System (PDACPS), known as Keyscan MVC, and eliminate the need for physical MVC cards.

Once the PBLP machines are in place, the customer will enter their licence plate and a unique 4-5 pin code, customers will continue to receive a printed receipt and then return to the vehicle to display the receipt on the dashboard for inspection by parking enforcement officers. Once the Parking Enforcement system (Gtechna) is operational, the customer's license plate number will act as a "permit" eliminating the need to return to their vehicle to display a receipt. The MVC card balance will be displayed on the digital screen and the receipt, further improving customer service.

Pay and Display Machine Refurbishment Program

The lifecycle of a pay and display machine that is deployed outdoors is seven years. The majority of the outdoor pay and display machines were refurbished in 2017. In order to convert the machines to PBLP technology, all of the pay and display machine will require a new Strada S5 retrofit kit (front door, digital screen, EMV reader). As such, it was determined that the most cost effective option for the City to maintain a reliable pay and display machine network is to undertake a refurbishment program at the same time. The specifications of the refurbishment program include the following:

- Repair of each machine's external damage and rust
- Repaint each machine's shell with manufacturer specified paint
- Replacement of each machine's internal components such as harnesses, seals, hinges, etc.
- Assembly and programming

Entering into this contract with Precise will allow the City to operate and maintain the City's existing inventory of pay and display machines, upgrade to PBLP technology, and extend their lifecycles, while bringing the fleet up to current industry and PCI Compliance standards.

The City's pay and display machines are proprietary to Precise and operate only on their CPMS network and are not compatible with any other back end network. Converting the machines to work with another vendor's operating system or replacing the existing inventory with another vendor's parking machine would be cost prohibitive.

Purchasing By-law Authorization

The recommendation in this report is made in accordance Section 13 Single Source Procurement of the Purchasing By-law #0013-2022, Schedule A, items 1(c)(h) which states the Goods and/or Services are unique to one particular supplier and no reasonable alternative or substitute exists due to exclusive rights such as patent, copyright or license; and for additional Goods and/or Services from the original Supplier that were not included in the original Procurement, if the change of Supplier for such additional Goods and/or Services cannot be

made for:

- (i) Economic or technical reasons such as requirements of interchangeability or interoperability with existing equipment, software, services or installations procured under the initial Procurement; and
- (ii) Would cause significant inconvenience or substantial duplication of costs for the City

Transportation and Works, Information Technology, Finance, Legal Services and Procurement Services staff are collaborating to establish the detailed requirements, negotiate the final arrangements and prepare the requisite forms including the agreement.

Financial Impact

An operating budget amount of \$481,000 is currently funded to pay for ongoing system maintenance and support of the pay and display machines and CPMS in place today. It is estimated that the current operating budget will cover the anticipated operational increases that will be required for the system maintenance and support of the pay and display machines and CPMS.

The 2023 funding in PN 23197 “Parking Pay and Display Machines Upgrade” is \$481,000 and an additional \$481,000 is being funded through the 2024 Budget for a total of \$962,000. Additional funding of \$1,519,000 is being requested to be transferred from Parking Meter Revenues (Account #35519) to increase PN 23197 “Parking Pay and Display Machines Upgrade” gross and net budget to \$2,481,000.

A significant capital investment will be required to upgrade the machines to PBLP technology, upgrade the components, refurbish the machines and bring the inventory up to industry standard for PCI Compliance, communications, parking activity reporting, and revenue reconciliation.

Staff has initiated discussions with Precise Parklink Inc. and issued a single source procurement request that will establish the operating model for the supply, delivery, and support of a Pay by Licence Plate parking management system, for an additional seven years as outlined in Appendix 1 – Statement of Work.

Conclusion

A System Acquisition Agreement between the City of Mississauga and Precise Parklink Inc. was extended on March 20, 2017, for the supply, delivery and support of a pay and display machine and Central Parking Management System. Since 2009, a total of 247 pay and display machines have been purchased by the City and installed in the Downtown Core, Port Credit, Clarkson and Cooksville.

Investing in converting the machines to PBLP technology and upgrading the CPMS will allow the City to extend the lifecycle of the machines by seven years, maintain industry and PCI Compliance standards and perform three-way credit card revenue reconciliation as recommended by Internal Audit.

This report proposes to authorize the Chief Procurement Officer or Designate to initiate contract negotiations and execute the contract with Precise Parklink Inc. on a single source basis for products, services, and maintenance and support, subject to City Solicitor and annual budget approval.

Attachments

Appendix 1: Statement of Work



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

Prepared by: Tomasz Brzeziak, Parking Coordinator

Statement of Work

A System Acquisition Agreement between the City of Mississauga (City) and Precise Parklink Inc. (Precise) extended for a seven year period on March 20, 2017, for the supply, delivery, and support of a parking pay and display machine and Central Parking Management System (CPMS). A total of 247 pay and display machines have been installed in the City of Mississauga, 74 pay and display machines support the Streetsville and Downtown off-street parking program and the remaining 173 support the on-street paid parking program in the Downtown, Streetsville, Port Credit, Clarkson and Cooksville areas.

Pay and display machines have been used in Mississauga for nearly 14 years in the Downtown Core, Port Credit, Clarkson, Cooksville and Streetsville. The majority of the parking pay and display machines were refurbished and upgraded in 2017. A primary concern is aging equipment, the life cycle of the machines and the associated operational costs. As the paid parking program continues to expand, equipment reliability, managing equipment failures and having predictable annual maintenance costs are a priority.

Municipal Parking has identified a number of system improvements that are required to convert the existing Pay and Display machines to PBLP technology, upgrade and refurbish the machines, and upgrade the Central Parking Management System to current industry and PCI Compliance standards. These improvements will enable the City to streamline and improve the payment process, eliminate the need for physical MVC cards, maintain compliance, improve the customer experience, and introduce dynamic pricing when appropriate.

The City wishes to enter into a new System Acquisition Agreement for Pay by Licence Plate Parking Management System Solution (Supply, Delivery, Licensing, Maintenance and Service) for a seven (7) year period including the following:

1. Service and Maintenance, as described in the original agreement with the addition of:
 - a. Parts Cabinet – 8 parts each
 - b. APRP phased in pricing over a 7 year period
 - c. PBLP conversion and Refurbishment Process
2. Service Notification Procedure, as described in the original agreement
3. Multi Visit Card (MVC) System Upgrade:
 - a. PBLP and key activation
 - b. Card Free
 - c. Balance of Visits displayed on screen and receipt
4. Communication to be amended with details of:
 - a. Flowbird license Support and Pricing
 - b. Airtime and Pricing
 - c. System and Services (Precise database licensing/support, data centre services, supporting infrastructure maintenance, PCI DSS, Data warehouse access) and Pricing
5. Hardware & Upgrades to be amended as follows:
 - a. New Meters with fixed pricing for contract term

- b. Meter Refurbishment
 - c. Strada S5 Retrofit Kit – which includes a large colour touch screen
 - d. Strada S5 Contactless Payment Kit – EMV certified contactless payments increased PCI Compliance and transaction speed capabilities
 - e. Strada S5 4G Modem – Industry standard 4G network modem
 - f. Strada S5 mainboard – including a new and improved operating and financial backed system
6. Software and Software Services, as described in the original agreement with amendments as follows:
- a. Parkeon and Flowbird Banking Consolidation & Upgrade
 - b. Credit Card Processing
 - c. Visitor Parking Validation
 - d. iPass Administration and Payment Portal (Optional)
7. Optional Support Services, as described in the original agreement with the addition of
- a. EPROM/Rate Change Program
 - b. Equipment Pickup and Delivery
8. Financial Services/Components
- a. Tri-Party Agreement
 - b. Daily Credit Card Transactions Reconciliation
 - i. three way matching
 - ii. Credit Card data to be provided on SFTP site daily
 - c. Flat Rate for Credit Card Transaction Processing Fee
9. Estimated Costing Schedule:

Product and Service:		Est. Annual QTY	7 Years Total Estimated Cost
APRP	Monthly APRP for parking machines	247	\$1,530,500.92
Communication Fees	Flowbird Licensing Support/ Contact	247	\$1,818,967.80
	Airtime	247	
	System and Services, Licensing/support, data centre services, supporting infrastructure & maintenance, PCI DSS, data warehouse access	247	
Transaction Fees	Credit Card Transaction Processing Fee	Est. Annual Transactions	\$260,680.00
	Flat Rate	\$1,064,000.00	
Supplies	Ticket Rolls	Est. Annual Qty	\$260,836.00
		400	
Capital Product	Forecasted Capital in Year 1 only	Est. QTY	\$3,323,576.00
	Strada S5 Retrofit Kit	247	
	Contactless payment upgrade	247	
	Strada S5 Mainboard	247	
	Strada S5 4G Modem	247	
	Multispace Meter Upgrade Prep	247	
	Multispace Meter Assembly and programming	247	
	Multispace meter shipping	247	
	Multispace meter install	247	
	New Strada S5 Machine	80	
	Strada S5 Refurbishment	40	
	Unit Pick Up	10	
	Unit Delivery	10	
	Programming Master	10	
	Programming Master for Strada S5	10	
	Programming Additional Copy	237	
Programming Additional Copy For Strada S5	237		
Total Product And Service Estimated Costs for 7 Year Period			\$7,194,560.72

City of Mississauga
Corporate Report



<p>Date: December 15, 2023</p> <p>To: Chair and Members of General Committee</p>	<p>Originator's files:</p>
<p>From: Shari Lichterman, CPA, CMA, City Manager and Chief Administrative Officer</p>	<p>Meeting date: January 24, 2024</p>

Subject

Single Source Contract Award with the Toronto Star for Mandatory Public Notices Requirements

Recommendation

1. That Council approve the Corporate Report entitled "Single Source Contract Award with the Toronto Star for Mandatory Public Notices Requirements" dated December 15, 2023 from the City Manager and Chief Administration Officer.
2. That the Chief Procurement Officer or designate be authorized to award and execute a one-year single-source contract with the Toronto Star, under the City's Procurement By-law, and all documents relating thereto including any necessary ancillary documents and/or amending and extension agreements, all in a form satisfactory to Legal Services, for the print publishing of statutorily required public notices, via paid advertising, with an upset limit of \$175,000 exclusive of HST.
3. That City Staff request the Acting Mayor, on behalf of Council, to submit a formal letter to the Government of Ontario and its respective Ministries advocating for the review and revision of current statutes to permit the publishing of required public notices in digital and other alternative forms to print newspaper.

Executive Summary

- A review conducted by Legal Services in 2019 identified several provincial statutes, including the Municipal Act, where the publishing of public notices by municipalities, in sheet form print newspapers, continues to be required.
- As a result, an open and competitive request for proposal was conducted to select a new vendor of record for the publishing of mandatory public notices.
- In February 2021 the contract was awarded to Metroland Media Group (i.e. Mississauga News) for 5 years with the option to extend for an additional 5 years.
- The City also promoted the use of the City's website as a supplement to print public

notices to provide an easy, consistent and accessible source for such information.

- On Friday, September 15, 2023 the Metroland Media Group announced that the Mississauga News will move to a digital-only model and cease print publication and distribution with immediate effect.
- As a result, and in accordance with the terms of the contract, notice was provided in writing to Metroland Media Group, on December 18, 2023 that the City of Mississauga will be terminating the contract for mandatory print public notices.
- At the same time City Staff are exploring options to reduce and, where legislatively possible, eliminate the need to provide print statutory public notice to residents.
- However, the City's obligations to issue public notices in print form, continues to exist under several provincial statutes. As a result, to support this continued need in certain circumstances the legislative requirement to communicate print public notices will remain.
- To support this on an interim basis it is recommended that the City of Mississauga execute a one-year single-source contract with the Toronto Star, to allow the City a publishing vendor to continue to fulfill its obligations while the City investigates its options, including advocacy to the Provincial Government for legislative changes.

Background

Mandatory public notices are regulatory-based ads where the City is statutorily required to publicly advertise to residents – often through a local print newspaper. This includes, but is not limited to: planning regulatory notices, tax sale notices, environmental assessment notices and notices from the Office of the City Clerk. Currently, the practice has been to publish all mandatory public notices using paid advertising.

To review, confirm and validate the City's legal requirements to publish mandatory public notices in a print newspaper, in 2019 Legal Services conducted a review to determine (a) whether the City must publish the notices in a newspaper and (b) if as an alternative, it would be possible for the City to publish notices solely on the City's website. Legal Services indicated that "The City must publish certain notices in a newspaper where required to do so by statute" but that "this is only the case for certain notices under these Acts, and not for all notices." The review also noted that "because the City publishes multiple notices pursuant to multiple Acts, the need to publish a notice in a newspaper should be examined on a case-by-case" basis.

To validate whether the City's current notices have a legal obligation to be published in a print newspaper, Legal Services also conducted a review of a sample of the most common notices published in 2018. The review determined that several provincial statutes such as the Municipal Act, the Ontario Heritage Act, the Planning Act, Expropriations Act, the Construction Act, and others require municipalities to issues certain public notices, and under this legislation, municipalities are required to do so in print newspaper form. Of the 18 types reviewed, 16 had a legal requirement to be published in a print newspaper with two likely not having that need.

To support the print advertising of legislated public notices to residents, on November 17, 2020 an open RFP was issued and a large number of print publications invited to bid. The City received a single submission from the Mississauga News. The bid was evaluated and awarded to the Mississauga News on February 18, 2021 for a 5 year term with a total value of \$876,750 – with the option of another 5 year extension.

Comments

On September 15, 2023 the Metroland Media Group announced efforts to restructure under the *Bankruptcy and Insolvency Act*. As part of these changes, it announced 71 community newspapers will move to a digital-only model – including the Mississauga News – as well as an end to its flyer business. As a result of this decision by Metroland Media Group, the City of Mississauga no longer has a viable contract with a vendor that can fulfill the City's statutory public notice publishing obligations.

As an interim solution to satisfy its immediate need to comply with its statutory requirements it is recommended that the City of Mississauga execute a one-year contract with the Toronto Star to take effect immediately, with an upset limit of \$175,000.

The Toronto Star is among the most read print newspapers in the City of Mississauga. Based on Vividata information from 2023 approximately 178,000 or 29% of all Mississauga adults (18 years and over) read The Star in print on a weekly basis.

This contract is considered a single source procurement as defined in the Procurement By-Law 0013-2022. This contract would be executed under the following criteria in Schedule A (1):

- (b) There is a scarcity of supply in the market
- (f) The Goods and/or Services are required as a result of an Emergency which would not reasonably permit the solicitation of competitive bids
- (h) (ii) Would cause significant inconvenience or substantial duplication of costs for the City

In accordance with Procurement By-law 0013-2022, Schedule B further requires Council authority to award single source contracts having a value of more than \$100,000.

At the same time as this contract is executed, City Staff will conduct a thorough review and benchmarking to investigate potential options, including:

- Explore the potential of developing a public notice policy as stipulated in section 270 of the Municipal Act. (2019) to reduce the need for print notices.
- Draft a letter for the Acting Mayor to send, on behalf of Council, to the Government of Ontario advocating, in light recent developments in the local print newspaper industry, that it consider updating public notice requirements in relevant legislation.

- Continue to assess the viability of digital alternatives to communicate public notices and improve the distribution of City information to residents.
- Conduct an open and competitive procurement for a new long-term vendor of record to publish statutory public notices.

This will result in an update to Council that will outline a revised solution to communicating mandatory public notices that complies with the City's legislative obligations.

Financial Impact

There are no additional financial impacts resulting from the recommendations in this report. All charges incurred will be funded through existing Divisional advertising budgets. Furthermore, the proposed upset limit of \$175,000 does not obligate the City to spend these funds, as the contract will only be used when public notices are statutorily required to be communicated in a print publication.

Conclusion

The City of Mississauga has statutory requirements to publish and communicate mandatory public notices for a variety of different purposes and issues that have an impact on the lives of Mississauga residents and businesses. Based on current legislation the City is required to continue to publish public notices in a print newspaper with a circulation in Mississauga. Given the recent decision by Metroland Media Group to cease the print publication and distribution of the Mississauga News, the City of Mississauga does not have a viable option to meet this requirement.

As an interim solution it is recommended that the City of Mississauga execute a one-year single-source contract with the Toronto Star. This will enable Staff to meet their statutory requirements while City seeks a permanent vendor through an open and competitive procurement and continues its advocacy efforts requesting the Government of Ontario update relevant legislation regarding the communication of public notices)



Shari Lichterman, CPA, CMA, City Manager and Chief Administrative Officer

Prepared by: David Ferreira, Manager City Marketing and Planning, Strategic Communications and Initiatives, City Manager's Office

REPORT 1 - 2024

To: CHAIR AND MEMBERS OF GENERAL COMMITTEE

The Heritage Advisory Committee presents its first report for 2024 and recommends:

HAC-0001-2024

That the deputation and associated presentation by Kayla Jonas Galvin, Heritage Operations Manager, Archaeological Research Associates (ARA) Heritage entitled "Cultural Heritage Evaluation Report (CHE) - 3215 Erindale Station Road" to the Heritage Advisory Committee on January 9, 2024, be received for information.

(HAC-0001-2024)

HAC-0002-2024

That the following items were approved on consent at the Heritage Advisory Committee meeting held January 9, 2024:

- Item 9.2 - Request to Alter a Heritage Designated Property at 1352 Lakeshore Road East (Ward 1)
- Item 9.8 - Proposed Heritage Designation of 822 Clarkson Road South (Ward 2)

(HAC-0002-2024)

HAC-0003-2024

That the request to alter the heritage designated property at 1200 Old Derry Road (Ward 11), as outlined in the Corporate Report dated December 7, 2023 from the Commissioner of Community Services, be approved.

(HAC-0003-2024

(Ward 11)

HAC-0004-2024

That the request to alter the heritage designated property at 1352 Lakeshore Road East (Ward 1), as outlined in the Corporate Report dated December 13, 2023 from the Commissioner of Community Services, be approved.

(HAC-0004-2024

(Ward 1)

HAC-0005-2024

That the request to alter a heritage designated property at 707 Dundas Street East (Ward 3), as outlined in the Corporate Report dated December 8, 2023 from the Commissioner of Community Services, be approved.

(HAC-0005-2024)

(Ward 3)

HAC-0006-2024

That the request to alter the heritage designated property at 850 Enola Avenue (Ward 1), as outlined in the Corporate Report dated December 11, 2023 from the Commissioner of Community Services, be approved.

(HAC-0006-2024)

(Ward 1)

HAC-0007-2024

That the request to demolish the Malton Tennis Clubhouse located on a property listed on the City of Mississauga's Heritage Registry at 3430 Derry Road East (Ward 5), as outlined in the Corporate Report dated December 13, 2023 from the Commissioner of Community Services, be approved.

(HAC-0007-2024)

(Ward 5)

HAC-0008-2024

That the request to demolish the Header House located on a property listed on the City of Mississauga's Heritage Registry at 2151 Camilla Road (Ward 7), as outlined in the Corporate Report dated December 11, 2023 from the Commissioner of Community Services, be approved.

(HAC-0008-2024)

(Ward 7)

HAC-0009-2024

That the request to demolish a storage shed located on a heritage designated property at 1352 Lakeshore Road East (Ward 1), as outlined in the Corporate Report dated December 8, 2023 from the Commissioner of Community Services, be approved.

(HAC-0009-2024)

(Ward 1)

HAC-0010-2024

That the property at 822 Clarkson Road South (Ward 2) be designated under Part IV of the Ontario Heritage Act for its historical and contextual value and that the appropriate City officials be authorized and directed to take the necessary action to give effect thereto.

(HAC-0010-2024)

(Ward 2)

REPORT 1 - 2024

To: CHAIR AND MEMBERS OF GENERAL COMMITTEE

The Mississauga Cycling Advisory Committee presents its first report for 2024 and recommends:

MCAC-0001-2024

That the deputation and associated presentation from Matthew Sweet, Manager, Active Transportation regarding Cycling Program Quarterly Update, be received for information. (MCAC-0001-2024)

MCAC-0002-2024

That the following items were approved on the consent agenda:

- 9.1 Mississauga Cycling Advisory Committee 2024 Action List (5 minutes)
- 9.2 Summary of 2023 Active Transportation Outreach and Engagement Program

(MCAC-0002-2024)

MCAC-0003-2024

That the Mississauga Cycling Advisory Committee 2024 Action Item List for January 9, 2024, be approved.

(MCAC-0003-2024)

MCAC-0004-2024

That the memorandum dated January 3, 2024 from Matthew Sweet, Manager, Active Transportation entitled "Summary of 2023 Active Transportation Outreach and Engagement Program" be received for information.

(MCAC-0004-2024)

MCAC-0005-2024

That the Network and Technical Subcommittee Verbal Update from Mark Currie, Citizen Member, on January 9, 2024, be received for information.

(MCAC-0005-2024)

MCAC-0006-2024

That Juelene Stennett, Citizen Member be appointed Chair of the Mississauga Cycling Communications and Promotions Subcommittee for the term ending November 2026 or until a successor is appointed.

(MCAC-0006-2024)

(MCACPS-0001-2023)

MCAC-0007-2024

That Vicki Tran, Citizen Member be appointed Vice-Chair of the Mississauga Cycling Communication and Promotions Subcommittee for the term ending November 2026 or until a successor is appointed.

(MCAC-0007-2024)

(MCACPS-0002-2023)

MCAC-0008-2024

That the Mississauga Cycling Communications and Promotions Subcommittee Terms of Reference Review, be approved.

(MCAC-0008-2024)

(MCACPS-0003-2023)

MCAC-0009-2024

1. That the Phil Green Nominaton award for 2022 be elimanted and be awarded in 2023.
2. That Recommendation MCAC-0051-2023 be amended from “that the nominations be ratified at the end of the calendar year and presented to City Council in February of every year”, to reflect “that the nominations be ratified at the end of the year and presented to City Council in the spring of every year”.

(MCAC-0009-2024)

(MCACPS-0004-2023)

MCAC-0010-2024

1. That the Youth/School Cycling Award, Business Award, and the Cycling Equity, Diversity and Inclusion Award MCAC Awards be awarded in 2024.
2. That Recommendation MCAC-0051-2022 be amended from “that the nominations be ratified at the end of the calendar year and presented to City Council in February of every year” to refelct “that the nominations be ratified at the end of the year and presented to City Council in the spring of every year”.

(MCAC-0010-2024)

(MCACPS-0005-2023)

Alvin Tedjo
Councillor, Ward 2
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300 City Centre Drive
MISSISSAUGA ON L5B 3C1
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Notice of Motion: Taking Action on Auto Theft in Mississauga

Moved: Councillor Tedjo
Seconded: Councillor McFadden

WHEREAS auto theft has increased each year since 2019, with 2023 being a record-breaking year for auto theft at 7668 vehicles stolen across Peel Region;

AND WHEREAS thieves and organized criminals can steal vehicles in seconds, but can be deterred with simple and effective barriers;

AND WHEREAS Peel Regional Police have dedicated time and resources to address this critical issue, municipal governments can do more to support the actions of Peel Police through education and delivery of necessary tools;

AND WHEREAS in 2022 the Insurance Bureau of Canada has reported that auto insurers have paid out \$1.2 billion in theft claims, leading to \$130 from every driver's insurance premium going towards settling claims for stolen vehicles;

AND WHEREAS organizations like Ontario Big City Mayors have taken steps to work with the provincial and federal governments to address systemic issues affecting auto theft rates;

AND WHEREAS the Cities of Brampton and Vaughan have taken proactive steps to combat auto theft by piloting the distribution of free faraday bags to residents, creating an opportunity for the municipalities to provide residents with the education and tools to meet this challenge;

THEREFORE, BE IT RESOLVED THAT:

1. City of Mississauga Staff be directed to develop and report back to council a program for the distribution of faraday bags to residents;
2. City of Mississauga Staff work with Peel Regional Police and Safe City Mississauga to develop additional communication materials to educate residents on how to prevent auto theft in our neighborhoods.

Alvin Tedjo
Councillor, Ward 2



Dipika Damerla
 Councillor, Ward 7
 905-896-5700
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 300 City Centre Drive
 MISSISSAUGA ON L5B 3C1
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Notice of Motion – January 24, 2024

Moved by: Councillor Dipika Damerla
 Seconded by: Councillor Brad Butt

WHEREAS the resignation of the Mayor of Mississauga has created a vacancy on Regional Council that will not be filled until a new mayor is elected following the completion of a by-election;

AND WHEREAS s. 267 (2) of the *Municipal Act, 2001* (“Act”) authorizes local municipalities to fill a vacancy on their upper tier council that will not be filled for a period exceeding one month, by appointing an alternate from their local council until the vacancy is filled permanently;

AND WHEREAS the current composition of the councils of the City of Brampton and the Town of Caledon permit those municipalities to appoint an alternate under s. 267 (2) of the Act as their local councils include members who are not also members of Regional Council;

AND WHEREAS the current composition of the council of the City of Mississauga does not permit it to appoint an alternate to fill a vacancy under s. 267 (2) of the Act as all members of the City of Mississauga council are already members of Regional Council;

AND WHEREAS the inability of a local council to fill a vacancy on Regional Council under s. 267(2) of the Act impacts the ability of the local municipality to maintain its collective voting weight on Regional Council pending the vacancy being filled permanently;

AND WHEREAS s. 218 (3) of the Act allows a municipality to pass a by-law to change the number of votes given to any member of council, provided that each member shall have at least one vote, and could be used as a means to enable a local municipality to maintain its collective voting weight on Regional Council in circumstances where the local municipality has no other means under the Act to fill the vacancy until the vacancy is filled permanently;

AND WHEREAS under s. 219 (1) and (2) of the Act, such a bylaw is subject to the requirement to provide public notice, the holding of at least one public meeting to consider the matter, and achieving “triple majority” support;

AND WHEREAS, under s. 219 (3) of the Act, such a bylaw, if enacted in 2024, shall not take effect until the commencement of the 2026 term of Council, making it an ineffective means to address the current vacancy arising from the resignation of the Mayor of Mississauga, but enabling Regional Council to be proactive for vacancies occurring during future terms of council;

NOW THEREFORE BE IT RESOLVED THAT

The acting Mayor on behalf of City Council, advocate to the Province of Ontario for an amendment to the Act that would immediately provide the City of Mississauga with a full complement of votes at Regional Council during the period of the Mayoral by-election, and during any future council vacancies;

A handwritten signature in blue ink, appearing to read "D. Smith", is positioned below the text of the resolution.