
General Committee

Date: October 21, 2020
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 Karen Ras	Ward 2
Councillor Chris Fonseca	Ward 3 (Chair)
Councillor John Kovac	Ward 4
Councillor Carolyn Parrish	Ward 5
Councillor Ron Starr	Ward 6
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 and in Person

Advance registration is required to participate in person and/or to make comments in the virtual public meeting.

Any member of the public interested in speaking to an item listed on the agenda or interested in attending in person must register at allyson.dovidio@mississauga.ca by Monday, October 19, 2020 before 4:00 PM.

Residents without access to the internet, via computer, smartphone or tablet, can participate and/or make comment in the meeting via telephone. To register, please call Allyson D'Ovidio 905-615-3200 ext 8587 no later than Monday, October 19, 2020 before 4:00 PM.

Comments submitted will be considered as public information and entered into 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/generalcommittee>
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1. **CALL TO ORDER**

2. **APPROVAL OF AGENDA**

3. **DECLARATION OF CONFLICT OF INTEREST**

4. **PRESENTATIONS**

- 4.1. Paul Mitcham, City Manager, Members of Council and the Leadership Team will present the 2019 Corporate Awards to the following recipients:

1. **Excellence in Customer Service Award**

The Excellence in Customer Service Award is given to individuals and teams who have consistently "gone the extra mile" to earn the respect, support and appreciation of their customers.

Individual Recipient: *Sera Balmer, Library Division*

Team Name: *Film and Television Office*

2. **Janice M. Baker Award for Innovative Business Solutions**

The Award for Innovative Business Solutions has been renamed to the Janice M. Baker Award for Innovative Business Solutions in honour of Janice Baker, for her many contributions to the City of Mississauga as the City Manager and CAO.

This award will be given to an individual or team who has brought about a significant change through their innovation and creativity. The change must have revolutionized the workplace, improved efficiencies and challenged the current process and practices. The individual or team's willingness to take risks and their support for change and continuous improvement within the corporation contributes to running the City like a business.

Individual Recipient: *John Fasitsas, Finance Division*

Team Name: *PUCC Process Review Team*

3. **Susan Burt Award for Excellence in People Leadership**

The Excellence in People Leadership Award has been renamed to the Susan Burt Award for Excellence in People Leadership in memory of Susan Burt, former Director of both Culture and Strategic Community Initiatives Divisions. In 2009, Susan received this award for her leadership, vision and unique ability to inspire her staff to be creative and innovative.

This award is given to an individual at any level of the Corporation, who through leadership and vision has inspired staff by gaining their commitment, making them feel valued and by building effective teams. As a leader, this individual embraces the roles of coach, mentor, facilitator and team leader, to support and develop employees.

Individual Recipient: *Nadia Dawe, MiWay Division*

4. Kirk French Spirit Award

The Kirk French Spirit Award honours the memory of Kirk's cheerful attitude that had a positive effect on so many people throughout the City. The Spirit Award is meant to recognize other individuals who are able to lift the spirits of their co-workers with their positive outlook toward their job and life in general.

Individual Recipient: *Denise Habibovic, CPS Commissioner's Office*

5. Brenda Sakauye Environment Award

Brenda Sakauye Environment Award will be given to a team who has made an innovative or significant environmental contribution which advanced the City of Mississauga's Living Green Master Plan, as well as the environmental aspects of the Strategic Plan.

Individual Recipient: *Mona Bibi, Revenue & Materiel Management Division*

Team Name: *MiWay Green Team*

6. Emerging Leader

This award will be given to an individual who demonstrates innovative leadership qualities in their first three years of employment with the City of Mississauga. This person has made an impact within their team, section, division or department by responding to complex challenges and opportunities in their workplace.

Individual Recipient: *Leya Barry, Parks, Forestry & Environment Division*

7. Community Partnership Award

This award will be given to employees who engage in a joint project or event with an external organization, association, service group or level of government where the outcome has demonstrated mutual benefits. The contribution must be critical to the success of the project. This collaboration must result in one or more of the following outcomes: a significant improvement in service to both partners; developed new or improved processes; and raised the profile of the City in both the public and private sector. This year we have two Team Partnerships receiving this award.

Team Names:

Cooksville Business Improvement Area Team

Vietnamese Boat People Monument Team

8. Excellence in Working Together

The Excellence in Working Together Award is given to a team that has consistently shown a high level of cohesion, participation, communication and commitment to the team objectives. All members played an active role in achieving the team's success and stayed focused on its mission.

Team Name: *Bianca Andreescu "She The North" Rally Team*

9. City Manager's Award of Excellence

The City Manager's Award will be presented to a team that has demonstrated excellence in their work during the past year. Their performance reflects a superior level of service in all areas: team effectiveness, customer service, continuous improvement, leadership and empowerment. By being proactive, their attitude and performance best exemplifies the vision of the Corporation and helps set the standard for excellence in public service. This year we have two teams receiving this award.

Team Names:

Materiel Management Team

Tactical Urbanism Pilot Team

5. DEPUTATIONS

- 5.1. Robin Das, Resident to speak regarding speed humps on Montevideo Road (Ward 9)
- 5.2. Rob Cummins, Manager, Digital Strategy and Experience to speak regarding the launch of the new City of Mississauga website
- 5.3. Item 7.1. Darlene Utarid, Project Manager, Building Recovery Plan

6. PUBLIC QUESTION PERIOD - 15 Minute Limit

Advance registration is required to participate in person and/or to make comments in the virtual public meeting.

Any member of the public interested in speaking to an item listed on the agenda or interested in attending in person must register at allyson.dovidio@mississauga.ca by Monday, October 19, 2020 before 4:00 PM.

7. MATTERS PERTAINING TO COVID-19

- 7.1. COVID-19 Corporate Pillar Recovery Plan and Office Space Strategy Update
- 7.2. Working Remotely Policies

8. CONSENT AGENDA

9. MATTERS TO BE CONSIDERED

- 9.1. Assumption of Municipal Works associated with two (2) Servicing Agreements - (1) Residential Subdivision Servicing Agreement, City File M-2036, Thornridge Homes (7th Street) Ltd. (Ward 1) and (2) Commercial Municipal Works Only Servicing Agreement, City File CD.07.FER (Ward 3)
- 9.2. Building Automation Systems (BAS) Standardization Strategy
- 9.3. Single Source Procurement for TT Faster LLC d.b.a FASTER Asset Solutions and Calytera Software, Inc. (Amanda) – Contract Renewals.

- 9.4. Expansion of the Port Credit Business Improvement Area (BIA) (Ward 1)

10. ADVISORY COMMITTEE REPORTS

- 10.1. Environmental Action Committee Report - 4 - 2020 - October 6, 2020
- 10.2. Heritage Advisory Committee Report - 5 - 2020 - October 13, 2020
- 10.3. Diversity Inclusion Advisory Committee Report - 4 - 2020 - October 14, 2020
- 10.4. Mississauga Cycling Advisory Committee Report 5 - 2020 - October 13, 2020

11. MATTERS PERTAINING TO REGION OF PEEL COUNCIL

12. COUNCILLORS' ENQUIRIES

13. OTHER BUSINESS/ANNOUNCEMENTS

14. CLOSED SESSION

Nil

15. ADJOURNMENT

City of Mississauga Corporate Report



<p>Date: September 24, 2020</p> <p>To: Chair and Members of General Committee</p> <p>From: Gary Kent, CPA, CGA, ICD.D, Commissioner of Corporate Services and Chief Financial Officer</p>	<p>Originator's files:</p> <hr/> <p>Meeting date: October 21, 2020</p>
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Subject

COVID-19 Corporate Pillar Recovery Plan and Office Space Strategy Update

Recommendation

That the corporate report dated September 24, 2020 entitled "COVID-19 Corporate Pillar Recovery Plan and Office Space Strategy Update", from the Commissioner of Corporate Services and Chief Financial Officer be received.

Report Highlights

- Our response to COVID-19 created an experience that enabled approximately 40% of our workforce to begin working remotely with minor interruptions to our service delivery. Leveraging technology and pre-existing innovative improvements has increased the staff and leadership readiness to work remotely as part of our new normal.
- Learnings from our COVID-19 experience have informed our Office Space Strategy which was to include reducing our space portfolio by approximately 20% and implementing a progressive mobility ratio that supports working remotely.
- Critical areas of focus include leadership alignment, technology, information and records management, the right mix of collaboration spaces and profiles that support mobility.
- Early adopters have been identified as our opportunity to expedite the implementation of the Office Space Strategy principles. This is our opportunity to be transformative and positively move forward from this crisis.
- To proceed with the full implementation of the Office Space Strategy, including construction, technology, building infrastructure and furniture solutions, staff will seek funding approval through the annual capital budget process.

Background

Developing a New Work Experience

Over the past few years the City has taken steps towards developing a dynamic work experience that gives staff choice and control over how and where they work while encouraging a culture of collaboration and innovation. This new work experience includes a variety of work settings such as working remotely from any City facility as well as off campus options such as working from home. Using technology to support collaboration and communication, and creating an environment that will attract and retain staff is critical for the corporation's future success.

In July 2017, a proof of concept (City Hall 5th floor – Our Future Corporation Pilot Project) was implemented to help inform our space strategy and future work experience for all office staff. In March 2018 with the completion of the post occupancy review and utilization study, findings confirmed that teams could remain productive and maintain service levels within this piloted environment. Our recommendations included proceeding with developing an Office Space Strategy (OSS) for eight of our administrative offices, with a focus on the programming needs of each service area to determine the extent of mobility that can be introduced.

Phase One – Office Space Strategy

In November 2018, through a competitive procurement process, HOK was awarded the contract to begin phase one, their review and assessment of our space portfolio. The scope of phase one work included, Leadership Information Sessions, a Leadership Survey, review and assessment of our space portfolio including an occupancy load and code review analysis, and the development of scenarios based on defined profiles and sharing ratios which would inform our space needs now, and into the future. In March 2020, months prior to providing our phase one recommendations to the Leadership Team, we were struck with the COVID-19 pandemic.

Present Status

COVID-19 Pandemic Learnings

This pandemic changed the world and how we work. According to Statistics Canada 5 of the 12 million in the workforce transitioned to work from home as their response to COVID-19. With the investments made in technology and innovative service design, the City's response to COVID-19 created an experience that enabled staff to work from home or an alternative way of working. Approximately 40% of our workforce began working remotely with minor interruptions to our service delivery. Our response has been positive. Leveraging technology and pre-existing innovative improvements has increased the staff and leadership readiness to work remotely as part of our new normal. During our response the organization provided access to collaboration tools needed to freely work anywhere, these include:

- the introduction and launch of Cisco WebEx meetings and Cisco Jabber soft phone application to meet and communicate virtually from any device
- improved connectivity - creating an additional virtual private network (VPN) to allow 2,500 more staff to concurrently connect to the network

- WebEx Events – introducing the use of technology to support large events such as town halls and large virtual team gatherings

The OSS project team connected with our Divisional leads to ask questions and learn about their current experience related to people, space, technology and business and alternative measures implemented to support their COVID-19 response. The information shared during these discussions has been very informative and used to inform the OSS phase one work.

COVID-19 Employee Pulse Survey

To obtain an understanding of how employees are coping with the current reality of the COVID-19 pandemic a *Checking In During COVID-19 Employee Survey* was launched through our Human Resources team. Some of the questions asked provided insights on how those working from home are managing, and how leaders are connecting and supporting employees during this time. Out of the 1,746 respondents, 1,418 (approximately 81%) responded to the questions related to working from home. The results of this survey shared:

- approximately 70% of respondents working from home felt they were just as productive as compared to working in the workplace
- 75% of respondents working from home indicated they had the document, equipment and technology to be most productive
- 90% of respondents felt connected and supported by their leader in their day to day work, overall safety and personal wellbeing

Leveraging this information can provide us assurance and support that introducing alternative ways of working has been accepted and our COVID-19 response will help inform the readiness state of our organization for implementing the OSS.

COVID-19 Corporate Pillar Recovery Plan

In June 2020, as the pandemic continued and as the Province began to introduce the stages for recovery, our Leadership Team requested a Corporate Pillar Recovery Plan project team to be developed to define recommendations for our recovery plan to rebuild. As we rebuild, it is understood we will not be able to revert to our usual way of work. We have been exposed to new tools and technology, and new business processes that have allowed us to increase our mobility and work remotely from anywhere. We have used technology in the redesign of our services, continuing to put services online. Where possible, these redesigned services have been considered a permanent solution and continue to inform the implementation of the OSS and will modernize our service delivery.

On June 26, 2020, the following Corporate Pillar Recovery Plan recommendations were shared at Council:

- consolidating counters on the ground floors, where possible to improve customer service, introduce efficiencies and limit public access throughout buildings and in person services managed by appointment only

- prioritizing teams that need to be physically present to serve customers and public or require access to resources onsite to complete their duties
- permanent adoption of alternative ways of working – expansion of online services; applying lean to redesign services wherever possible
- Early implementation of the Office Space Strategy new work experience

These recommendations are our opportunity to be transformative and positively move forward and build back better from the COVID-19 crisis. These recommendations will allow us to rebuild and implement early adoption considerations to expedite the work experience for the OSS.

With the increase of staff working remotely, implementing and redefining processes to support the business needs during our response and recovery from COVID-19, has changed how we use space. In addition, over these past few months as we have reopened in-person services we have experienced reduced needs for counters and waiting room spaces, increased controlled access throughout facilities, offered multiple ways to be present and require increased need for collaboration and consultation space. This aligns with the recommendations for the OSS and will continue to help us modernize our services for the future.

Office Space Strategy - Phase Two

After incorporating the learnings from the COVID-19 pandemic response and the recommendations from the Corporate Pillar Recovery Plan, the OSS team shared their phase one scenarios with the Leadership team on July 9, 2020 for approval to proceed with phase two. The recommended scenario included reducing our space portfolio by approximately 20% and implementing a progressive mobility ratio that supports working remotely throughout our facilities and with off campus options.

The next phase of work includes continued staff engagement, test fits, schematic designs and cost estimates to implement the OSS in our administrative office spaces.

Early August the phase two work was awarded to HOK and as of August 24, 2020 visioning focus group sessions began for each Division, followed by surveys, and Divisional business unit discussions to flush out specifics for detailed designs. Site tours were also completed and the final deliverable and schematic designs are expected to be finalized for February 2021. Staff engagement continues and will help inform the next stages of the design and implementation of the project.

In early September the Corporate Pillar Recovery Team helped support the reopening of in-person services to a number of sites, including City Hall. Continuing to leverage technology and hybrid approaches has allowed our staff and public to remain safe. As we continue to support the slow return of in person services we challenge the process and engage the teams to consider new ways of working that will align with the OSS and our recovery plans.

Comments

Office Space Strategy Implementation

The implementation of the OSS will redefine the way we work. As we plan and prepare to implement the OSS, we will ensure that there is safe space for employees and will create dynamic City spaces that will suit the needs of the individual and team and accommodate different work styles and services. As we move forward we will continue to make informed decisions to:

- Encourage the workforce to move away from assigned workspaces to working from anywhere, promoting staff choice and mobility
- Move the office portfolio from an 8% “We” collaborative space to an environment of 40% “We” collaborative space and from 92% “I” individual work space to 60% “I” individual work space – resulting in increased collaboration
- Provide opportunity for team realignments – looking at adjacencies and synergies
- Aid in the identifying of business opportunities - LEAN and small improvements
- Improve the employee workplace experience to attract and retain talent
- Continue to reduce or resolve accessibility concerns where feasible
- Increase average workstation utilization from the 40% - 60%, to 75% or greater
- Increase electronic access to information and target an average file/storage space reduction of 50% or greater (pilot project result 67%)
- Achieve an 18% reduction in space to find cost savings (lease and operating costs)
- Maintain staff productivity and service levels

With the extent of changes related to construction, infrastructure improvements, new furniture solutions and technology the implementation of the OSS will take some time and will require significant funding over a number of years. With the current state, where ever possible we continue to advise staff to continue working from home with occasional drop-ins to the office when necessary. This will keep staff and public safe and allow us to focus on the teams that require in person services to reopen or implement improvements to support a new normal when staff return into the office. During this time we can also dedicate resources to implement the principles of the OSS within existing spaces with teams that are identified as early adopters.

Early Adopters

Phase one work and consultation during the development of the COVID-19 recovery recommendations suggested that there are a number of teams ready for the new work experience that can be considered early adopters. This is based on their success with working from home and finding alternate ways to work during the COVID-19 pandemic, defined profiles that support a high level of mobility, have close to 100% of the support required to move into the new work environment, and are currently located at 201 City Centre Drive.

Early adopters will be introduced to the principles of the OSS with minor changes to the space and with limited construction. The extent of the space changes will include introducing variety

with minimum furniture solutions, repurposing private offices for collaboration and meeting spaces or as undedicated offices to be shared. The key focus for early adopters will be to transition staff working from a dedicated desk/office to a variety of workspace options to choose from. Early adopters will not experience all elements of the OSS, until the budget is available.

Leveraging the exiting toolkit of workshops and supporting resources developed for the proof of concept pilot project, will allow the OSS project team to support the transition of the these teams with introducing mobility. The resources will be intentionally tailored to address the specific needs of the business unit. Please see attached Appendix 1: Early Adopter Sample Project Overview, providing a project approach that has leveraged the same supporting strategies used during the proof of concept implementation and will be used to support the early adopters.

Critical Success Factors

As we continue to move forward on reopening in person services and implementing the principles of the OSS we must adhere to the recommendations and defined critical success factors. These critical success factors require a comprehensive change management process and strategy involving Human Resources, Communications, Information Technology, Legislative Services and Office of the City Clerk, Corporate Performance and Innovation and Facilities & Property Management.

Areas of focus to ensure success include leadership alignment, digital processes and technology, information and records management, private office allocation, maintaining “I”/“We” ratios, and profiles that support mobility and working remotely.

Workforce Policy – Working Remotely

The success of the OSS is highly based on the ability to have flexibility in work arrangements including working remotely from City facilities or at off campus locations. The recent recommendations related to the *Working Remotely Policy* are intended to support the new way of work for employees that will continue to work remotely and will encourage flexibility in work arrangements. In addition, these arrangements provide opportunity to accelerate project timelines by identifying appropriate groups that are ready, continue to support them working from home and preparing the space for a new normal when staff return into the office.

Timeline Overview

The project timeline and plan for implementation is currently under review and we continue to look for opportunities to expedite the plan and identify early adoption considerations to be implemented.

The planning stage for a few identified early adopters has begun. This includes the Human Resources and Finance teams. Minor changes to furniture and content moves are being considered and planned starting in December 2020. Timeline for implementation will be based on the readiness of the teams, resources and space availability.

Financial Impact

Funding required for work related to the OSS implementation will be requested through the annual capital budget and dependent on return on investment, remembering that a lot of the office infrastructure already requires investment. The goal will be to minimize or eliminate \$1.8m of annual lease space costs.

Conclusion

Our response to COVID-19 created an experience that forced staff to work from home. As a result this has increased the staff and leadership readiness to work remotely as part of our new normal. This will also allow early adoption considerations to be implemented and expedite the new work experience when we rebuild. This is our opportunity to be transformative and positively move forward from this crisis.

Attachments

Appendix 1: Early Adopter Sample Project Overview



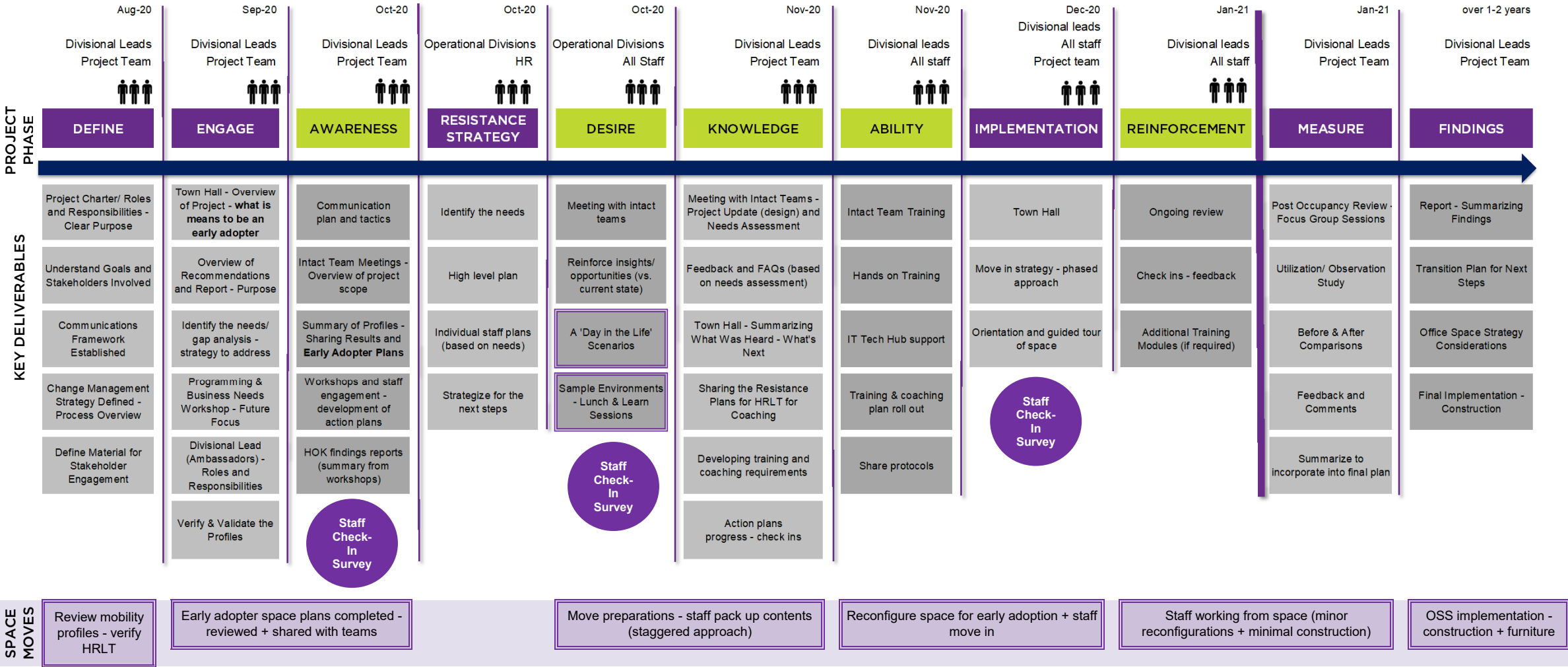
Gary Kent, CPA, CGA, ICD.D, Commissioner of Corporate Services and Chief Financial Officer

Prepared by: Darlene Utarid, Manager – Facilities & Property Management

Office Space Strategy (Early Adopter) - Overview

Project Management Approach

Division: Human Resources (Corporate Services)



City of Mississauga

Corporate Report



<p>Date: October 6, 2020</p> <p>To: Chair and Members of General Committee</p> <p>From: Gary Kent, CPA, CGA, ICD.D, Commissioner of Corporate Services and Chief Financial Officer</p>	<p>Originator's files:</p> <hr/> <p>Meeting date: October 21, 2020</p>
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Subject

Working Remotely Policies

Recommendation

1. That the new Working Remotely Policy (Appendix 1) be approved effective October 28, 2020 including:
 - a. Implementation of the Working Remotely Agreement by December 31, 2020 for all staff working remotely (Appendix 2); and
 - b. Expansion of the eligible expenses under the Wellness Account for non-union employees to include expenses as detailed in the policy effective January 1, 2021.
2. That the amended Allowable Business Expenses (Appendix 3), Car Allowance (Appendix 4) Policies be approved effective October 28, 2020.

Report Highlights

- Human Resources undertook a detailed review of the current Alternative Work Arrangements (AWA) Policy, specifically the Work from Home portion of the policy, as a result of the recent shift in employees working remotely.
- The review resulted in the recommendation to remove Working from Home from the AWA Policy and create a stand-alone Working Remotely Policy which was endorsed by the Leadership Team (LT).
- This new policy has taken into consideration the new reality of a virtual workplace, while ensuring employee performance and productivity, offering flexibility in application of the policy, protecting employee safety and encouraging work life balance. The policy also emphasizes mandatory compliance with many existing Policies that govern the employment relationship between the City of Mississauga (City) and employees. The new policy reflects the City's Office Space Strategy principles, and is fundamental to our real estate strategy
- Throughout the COVID-19 period, the Corporation has made a number of administrative decisions to be flexible and meet the emerging needs of our

employees. The new Policy's approach is balanced in addressing the need to deliver on standard service level agreements (SLAs), meeting expected operational requirements, establishing and delivering on appropriate performance goals while allowing employees to maintain work life balance.

- As a result of employees having to set up their home office permanently, and in response to the feedback received in the Checking In During COVID-19 Employee Survey, a full review of potential home office expenses was conducted and amendments are recommended to the Allowable Business Expenses Policy.
- The resulting Working Remotely Policy also required changes to the Car Allowance policy to clarify mileage entitlement for travel between remote work sites and City facilities.

Background

With Council approval of the Corporation Pillar Recovery Plan and decisions by a number of City Divisions to continue to work remotely as an alternative for employees. Human Resources undertook a detailed review of the current AWA Policy, specifically the Work from Home portion of the policy. The review intended to simplify the policy, guidelines and documents related to working remotely as well as update the policy to reflect current times as it was originally approved by Council 12 years ago. A number of aspects of the AWA policy are closely connected with other policies and/or procedures and were reviewed including but not limited to Allowable Business Expenses Policy, Car Allowance/Reimbursement for Use of Personal Vehicles for City Business Policy, Rest Periods (Breaks) Policy, Records Management Program Policy (including confidentiality), Access to and Acceptable Use of IT Resources Policy; Health and Safety policies (Reporting Accidents; Workplace Violence); Reporting a City-Owned Property Damage Insurance Claim Policy, Reporting Potential Liability Insurance Claims Policy and Ergonomic Requirements.

The team leading the review of the AWA policy collaborated with various stakeholders across the City (Employee Health Services, Safety, Employee and Labour Relations, Talent Acquisition, Finance, Risk Management, Legal, Information Technology and Facilities and Property Management) to develop a new Working Remotely policy, documents and procedures. The new Policy was reviewed and commented on by the Extended Leadership Team and endorsed by the Leadership Team.

The proposed changes to the policies associated with working remotely are rooted in best practices as well as benchmarking and have taken into consideration the new reality of a virtual workplace, streamline the current process, protect employee health and safety as well as ensure flexibility in the application of the policy. The new Working Remotely policy is based on the foundational principle to ensure employees are meeting internal and external service levels, supporting all operational requirements, establishing and delivering on the performance goals, and continuing to be productive while encouraging work life flexibility. The policy also reflects and reinforces the principles in the Office Space Strategy (OSS) as

well as the lessons learned by the OSS team from COVID-19. The policy advances the OSS objectives by formalizing how employees can work remotely and continue delivering on their goals as well as the roles and responsibilities of leaders to ensure the success of working remotely.

Present Status

The AWA Policy currently outlines a number of alternative work arrangements, for example, Work From Home, Flex Time, Banking of Hours and more.

As a result of COVID-19, and with the approval of the Corporation Pillar Recovery Plan, working remotely may not be a decision initiated by an employee but instead by the City. In addition, for almost 40% of City employees working remotely is no longer an alternative way of work but a regular way of work.

According to the results of benchmarking amongst comparable municipalities and the broader public sector, 64% of organizations already have an established stand-alone policy that describes working remotely arrangement.

Comments

To align with today's new reality and best practices for working remotely as well as to reinforce the objectives of the OSS, it is recommended that the working from home arrangement be removed from the AWA Policy and a new Working Remotely Policy (Appendix 1) and agreement (Appendix 2) be approved by the Council. This allows for a more comprehensive policy as well as allows for specific considerations, unique to working remotely, to be described. The Working Remotely Policy emphasizes accountability, compliance, expectations to meet service level agreements, performance goals as well as health and safety requirements and work life balance.

The policy includes a Working Remotely Agreement that reflects the roles and responsibilities of the employee and the leader and ensures a mutual understanding of responsibilities. Some examples of the modernized Agreement include: a checklist confirming an understanding of the policy; confirmation of core working hours; requirement to maintain service levels, establish and maintain performance goals, the importance of confidentiality and safety requirements and more.

On an annual basis, all employees working remotely will be required to renew the agreement as a part of the performance appraisal cycle. New employees joining the City will have language included in their offer letters notifying them that their position is deemed to work remotely. Human Resources will work with affected Unions to establish agreements that incorporate working remotely while meeting job expectations.

Reporting for employees working remotely will continue using the appropriate Time and Labour code, and this reporting will be used to generate the T2200 Declaration of

Conditions of Employment tax form. Under current Canada Revenue Agency (CRA) rules the home office must be the principal place of employment (i.e. work space is used more than 50% of the time), or used exclusively for the purpose of earning employment income and on a regular and continuous basis for meeting customers or other persons in the course of employment duties. Appropriate language is included in the new policy and the Agreement to reflect that Finance will be determining eligibility for T2200 based on CRA requirements and applicable reporting of the time code by employees.

Home Office Expenses

As a part of understanding the landscape for the new workplace, analysis of the trends related to home office expenses was completed. There are a variety of measures that organizations are launching to help employees transition to working remotely and to assist with the associated expenses as well as ensure the health and safety of employees.

The following are some of the examples of how various organizations have recently addressed and compensated employees for home office expenses:

- Expanding or introducing a Wellness Account;
- Allotting a fixed annual allowance (anywhere between \$200 - 1,500);
- Introducing a one-time reimbursement of expenses; and
- Expanding the reimbursement of certain expenses under existing policies.

To align with the City's Wellness strategy and to keep the costs neutral, it is recommended to expand the Allowable Business Expenses Policy effective October 28, 2020 as well as expand the definition of the eligible expenses under the existing non-union Wellness Account (Personal Spending Account) effective January 1, 2021. By expanding the definitions under the Wellness Account employees can purchase home office related expenses beyond those provided by the City.

A review of potential home office expenses and how they can be accounted for has been completed considering a variety of factors including cost, health and safety of employees and benchmarking. Expenses have been grouped into the following four categories:

1. Items provided by the City (charged to centralized budget or divisional budget as appropriate);
2. Items required for employees to set up a home office based on individual needs (through the expansion of the Allowable Business Expenses Policy);
3. Items that employees may choose to purchase for their home office based on individual preferences (expansion of Personal Spending / Wellness Account); and
4. Ineligible expenses – such as internet usage, electricity and phone (other than BYOD).

The Allowable Business Expenses Policy provides examples of specific expenses that would be eligible for reimbursement under City Policies/programs. To ensure consistent application of the Allowable Business Expenses Policy, expenses may be subject to eligibility based on the percentage of time worked remotely, frequency and threshold dollar limits. All the equipment provided by the City and/or reimbursed under the Allowable Business Expenses Policy, with the exception of desks and items purchased under Personal Spending (Wellness) Account, will be returned to the City if the employment relationship ceases.

It is recommended to expand the definition of the eligible expenses under the existing non-union Wellness Account (Personal Spending Account) effective January 1, 2021 which will allow employees to purchase home office related expenses beyond those items provided by the City or covered in the Allowable Business Expense Policy, if they choose to do so. If adopted, eligible non-union employees will be able to make their selection of their Health Spending / Wellness Account funds during the annual re-enrollment in November 2020 for the Benefit year starting January 1, 2021. If funds are directed towards the Wellness Account, employees will be able to utilize the funds for the expenses occurred for their preferred home office setup in 2021 and onwards. Where appropriate and as required, Human Resources will work with the Unions that currently have a Wellness Account as a part of the benefits plan to address this change in the Collective Agreement for those Unions that allow their employees to work remotely due to the nature of their job and in the context of pandemic.

In order to reflect the changes introduced with the new Working Remotely Policy and described above, appropriate changes were made to the Allowable Business Expenses Policy (Appendix 3) and the Car Allowance Policy (Appendix 4).

As a part of communication plan, and in response to the feedback received from employees in the Checking In during COVID-19 Employee Survey, Human Resources is developing a number of tools to assist employees and leaders who continue working remotely. Examples of communications tactics forming the rollout plan include Leading Virtually toolkit, e-Learning modules, information sessions for employees, FAQs, and more.

Financial Impact

There is no identified financial impact for the proposed changes for the Allowable Business Expenses Policy as eligible expenses will be covered by the existing Divisional budgets.

Adding identified expenses under the Wellness Account will be cost neutral as the amount of the funds available to eligible employees (\$500) remains the same; it is budgeted on an annual basis by Finance assuming 100% utilization. There is a minimal one time setup fee of \$1,000 payable to the City's benefits provider.

Conclusion

Throughout the COVID-19 period, the City has made a number of administrative decisions to be flexible and meet the emerging needs of our employees while continuing to meet standard service levels, meeting all operational requirements and delivering on work plans. With Council approval of the Corporation Pillar Recovery Plan and decisions by a number of City Divisions to continue offering working remotely as an alternative to employees, Human Resources undertook a detailed review of the Work from Home portion of the current AWA Policy. The review included an analysis of the current trends, best practices and collaboration with a number of stakeholders as well as ensuring the review of many aspects of the employment including compliance with a number of policies, employment standards and requirement to meet existing service levels while remaining productive. Human Resources have recommended a creation of a standalone new Working Remotely Policy and as a result, changes to Allowable Business Expenses and Car Allowance policies. These recommendations are intended to support the new way of work for current employees, serve to attract, engage and retain employees and are fundamental to the Office Space Strategy and our real estate strategy.

Attachments

- Appendix 1: Working Remotely Policy
- Appendix 2: Working Remotely Agreement
- Appendix 3: Revised Allowable Business Expenses Policy
- Appendix 4: Revised Car Allowance Policy



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

Prepared by: Elena Shiganova, Senior Manager Total Rewards

City of Mississauga

Corporate Policy & Procedure



Policy Title: Working Remotely

Policy Number: 01-02-07

Section:	Human Resources	Subsection:	Employment Standards
Effective Date:	October 28, 2020	Last Review Date:	[Last Review]
Approved by: Click here to enter text.		Owner Division/Contact: Total Rewards, Human Resources Division, Corporate Services Department	

Policy Statement

The City of Mississauga supports and encourages flexibility in employee work arrangements whenever it is possible and practical to do so. Working remotely is possible when the job can be performed without disruption to productivity and/or service levels. Working remotely may also be required due to emergency or other operational needs.

Purpose

The City values its employees and is committed to encouraging flexibility in employee work arrangements, while continuing to maintain internal and external service levels, by providing the flexibility often needed to help employees meet their personal responsibilities. This policy outlines cost considerations, corporate requirements and employee responsibilities when working from home on a permanent full-time, permanent part-time or ad hoc basis.

Scope

All non-union employees are eligible to request working remotely. Union employees should refer to the terms of their particular collective agreement.

Approval of the arrangement is based on the City's current operational requirements and the employee's specific responsibilities.

For information on alternative working arrangements (banking of hours; compressed work week; job sharing and voluntary reduced hours) refer to Corporate Policy and Procedure – [Alternative Working Arrangements](#). Working remotely may be combined with alternative working arrangements with manager/supervisor approval.

Other Related Policies

[Allowable Business Expenses – Employees and Citizen Members of Committees and Boards](#)

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[Reporting a City-Owned Property Damage Insurance Claim](#)[Reporting Potential Liability Insurance Claims](#)[Car Allowance/Reimbursement for Use of Personal Vehicles for City Business](#)[Rest Periods \(Breaks\)](#)[Corporate Records Management Program](#)[Access to and Acceptable Use of IT Resources](#)[Reporting Accidents](#)[Workplace Violence](#)

Working Remotely

Under a remote work arrangement, employees perform their work away from the office on a permanent full-time, permanent part-time basis or ad hoc basis. Requests for a remote work arrangement may be initiated either by the employee or, due to operational requirements, organizational decisions or an emergency, by the immediate manager/supervisor or the Leadership Team (City Manager and Commissioners). With the exception of emergencies and working remotely on an ad hoc basis, the Working Remotely Agreement must be completed and acknowledged by the employee and the manager/supervisor prior to commencing working remotely to ensure that all aspects of the Agreement are discussed and understood.

Managers/supervisors must review the working remotely arrangement during the annual Performance Development Program (PDP) Q4 check-in (or equivalent) or more often to ensure operational needs and compliance with this Policy will continue to be met and to determine if the arrangement can continue.

Time spent working remotely must be reported by the employee through their Fiori Timesheet or in Time and Labour (T&L) by the T&L Reporter. The manager/supervisor is responsible for ensuring that remote work is coded correctly and approved in a timely manner in order to maintain accurate records. Failure to correctly report working remotely will also impact the issuance of T2200s by Finance for eligible employees.

Employees working remotely can blend family responsibilities and the completion of their work duties, while maintaining their expected daily hours of work and achieving the expected performance and productivity. Managers/supervisors are responsible for:

- Discussing the expectations of the job
- Approving the employee's primary remote work location. A temporary exception to the remote work location may be approved, providing both are in Ontario and within a reasonable commute to the City work location
- Advising the employee that they may be required to attend a City work location for meetings or training sessions and are expected to remain flexible and available to accommodate these requirements if called in
- Approving the employee's schedule and core or flex hours of work

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- Ensuring employees are aware of the requirement to take the necessary breaks required under the *Employment Standards Act, 2000* (ESA) and, secondly, in accordance with any divisional guidelines, and
- Advising employees that in-person meetings cannot be conducted at the employee's personal residence

In the event the employee transfers to a new position, either within the same business unit or to a different business unit, a new Working Remotely Agreement must be completed and signed by the employee and the manager/supervisor of the new position, providing remote work is still acceptable or necessary.

The arrangement may be revised or terminated in writing (e.g. by email) by the employee or manager/supervisor at any time, with 30 days' notice, where possible.

Emergency/Unforeseen Situations

There may be a requirement for employees to work remotely due to an emergency (e.g. building damage) or an unforeseen event such as a pandemic. In this case it may not be possible to review the Working Remotely Agreement prior to an employee working remotely. However, it should be reviewed as soon as practical (within 10 days if possible).

Cost Considerations

The manager/supervisor or budget controller may preapprove some expenses for specific job related needs when working remotely is a requirement or when an employee works remotely for a minimum of 60% of their paid working hours during the calendar year. For example: if an employee who works five days per week works remotely an average of three days per week, the employee would be eligible. Any such expenses must be reconciled in accordance with Corporate Policy and Procedure – [Allowable Business Expenses – Employees and Citizen Members of Committees and Boards](#). Managers/supervisors are responsible to monitor the frequency and costs of requests for reimbursement related to working remotely to ensure they are reasonable and in accordance with Appendix A. Appendix A outlines eligible expenses; items that the City provides; and expenses that may be reimbursed through the employee's Personal Spending Account (PSA). Any exceptions must be approved by the applicable director.

Employees working remotely are responsible for all internet and phone costs, with the exception of expenses eligible under BYOD (Bring Your Own Device) Policy.

Revisions to Appendix A may be authorized by the Director, Finance, in consultation with the Director, Human Resources.

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In accordance with Canada Revenue Agency (CRA) rules, if an employee has performed 50% or more of their work remotely during a calendar year, the employee may be eligible to deduct certain expenses related to their remote workplace when filing their personal tax return. Finance will provide a Canada Revenue Agency Form T2200 - Declaration of Conditions of Employment to eligible staff based on coding submitted in Fiori Timesheet or T&L and on CRA requirements, as determined by the Finance Division. If a T2200 is provided by Finance, this only validates that an employee has engaged in working remotely and whether certain expenses have been reimbursed. The City does not validate the expenses that are claimed when employees file their tax return, as employees are responsible for their personal tax filings and any associated documentation. Staff are encouraged to seek independent tax advice before submitting a T2200 as a part of their personal tax returns, as CRA rules are subject to change.

Insurance

The City's property insurance covers City property wherever it is permitted to be in accordance with this or any other City policy, or with management approval. In other words, the City's insurance covers the loss of or damage to City property, tools and equipment wherever it occurs, as long as the property is permitted to be there. The City's property insurance does not cover an employee's home or personal property in the event of damage or loss. Refer to Corporate Policy and Procedure – [Reporting a City-Owned Property Damage Insurance Claim](#) for more information.

The City's liability insurance and indemnification By-law 0076-2014 covers the employee's good faith performance of their duties wherever they may be in accordance with this or any other policy, subject to the terms and conditions within the insurance policy and By-law. This covers the employee whenever they are performing their work duties; examples include home, in the community, at other City facilities, etc. The City's liability insurance and indemnification By-law do not cover the employee's personal or personal premises liability. Appropriate home and auto insurance coverage for personal property and liability, including any additional costs, remains the employee's responsibility and is strongly recommended. Employees should consult an insurance company or licenced broker for any information regarding personal insurance. Refer to Corporate Policy and Procedure – [Reporting Potential Liability Insurance Claims](#) for more information.

Other Considerations

1. Office supplies can be acquired at the business unit location (see Appendix A); if not available, consult your manager/supervisor.
2. Printing –employees are expected to complete any required document printing at the business unit location (see Appendix A)
3. Mileage will not be paid for travel to and from the remote work location to the City business unit location (e.g. for printing, meetings or training). Eligible reimbursement for other travel related to work, such as travel to conferences, will be calculated in accordance with

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Corporate Policy and Procedure - [Car Allowance/Reimbursement for Use of Personal Vehicles for City Business.](#)

4. Employees must ensure they have an appropriate office setup, including chair, desk, etc.; managers/supervisors must review the [Home Office: Ergonomic & Safety Requirements](#) with the employee as part of the Working Remotely Agreement.
5. IT equipment and software that is required to work remotely may be obtained through the [Tech Hub](#).
6. The City will consider employee requests to borrow equipment required to do their job; such equipment remains the property of the City and must be returned to the City when the employee is no longer working remotely or is no longer employed by the City.

Corporate Requirements

The following requirements must be met:

- Job descriptions or job classifications must not be altered – the nature and function of all positions must remain intact
- The terms and conditions of employment and application of existing corporate policies and legislation will continue
- There can be no increased labour costs and no significantly increased operational costs as a result of the arrangement
- In accordance with the ESA, employees must take a minimum 30 minute unpaid meal period after no more than five hours of consecutive work; breaks must be taken in accordance with Corporate Policy and Procedure - [Rest Periods \(Breaks\)](#)
- The City has the right to claim all City files in the remote work location, both paper and electronic, at any time. Records management requirements must be met; at a minimum:
 - employees must ensure the confidentiality, privacy and security of all City records at all times and ensure they are stored and disposed of in compliance with the [Corporate Records Management Program](#) and any divisional guidelines
 - if a MFIPPA (*Municipal Freedom of Information and Protection of Privacy Act*) request is received, the employee will be responsible for returning all associated files to the City for use in responding to the request
 - employees working remotely must provide a secure area for paper records, such as a locked cabinet or desk and securely dispose of City information that is not an official record in order to maintain security and confidentiality
 - official records in paper format must be filed at the applicable City facility in a timely manner and in accordance with divisional guidelines
- Access to City-approved technology/systems such as Cisco WebEx is available over a reliable, secure internet connection with sufficient bandwidth; employees must use a City-provided device(s), such as a desktop, laptop, tablet or smartphone (including devices approved under the Bring Your Own Device – BYOD policy)
- Meetings/conversations held virtually must be conducted in a manner that ensures confidentiality, both visually and audibly

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- Employee initiated online meetings, both internal and external, must be conducted using City-approved technology such as Cisco WebEx and Cisco Jabber; employees may use other third party technology to initiate or join virtual meetings where this is not possible
- Employees must ensure the security of City equipment; refer to Corporate Policy and Procedure - [Access to and Acceptable Use of IT Resources](#)
- Health and safety requirements must be met, including:
 - Review and compliance of the [Home Office: Ergonomic & Safety Requirements](#). Any accidents or incidents that occur while working remotely must be reported in compliance with the applicable Corporate Policy and Procedure (e.g. [Reporting Accidents](#); [Workplace Violence](#))

Roles and Responsibilities

Managers/Supervisors

Managers/supervisors are responsible for:

- Ensuring applicable staff are aware of and comply with this Policy and any related HR procedures
- Imposing limits on remote work based on business needs, if required (e.g. percentage of the business unit working remotely)
- Managing expectations (hours of work, deadlines, attending meetings, etc.)
- Ensuring communication and performance management with employees is maintained
- Completing and signing of the Working Remotely Agreement when approving or implementing arrangements for working remotely, including approving the location of the primary remote workplace
- Monitoring the frequency and cost of requests for reimbursement of items related to working remotely
- Ensuring items belonging to the City are returned if an employee leaves the City or transfers to a position where the items are no longer required
- Approving Fiori Timesheets in a timely manner and/or ensuring that hours are coded correctly, and
- Maintaining records of the signed Agreement

Employees

Employees are responsible for:

- Complying with this Policy, any related HR procedures and all existing policies and procedures
- Advising their manager/supervisor in advance or as soon as practical when working remotely on an ad hoc basis or away from their primary remote work location
- Ensuring performance goals and service levels continue to be met
- Completing and signing of the Working Remotely Agreement
- Entering time spent working remotely in their Fiori Timesheet, where applicable
- Attending all virtual and in-person meetings and/or training, as required, and

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- Returning or reimbursing the City for all items belonging to the City when leaving the City or transferring to a position where they are no longer required

Revision History

Reference	Description
GC-2020 -10-14	

Policy Number: 01-02-07

Effective Date: October 28, 2020

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Appendix A:

Equipment reimbursed under the Allowable Business Expenses policy (with the exception of desks – see Note below) or provided by the City for use while working remotely must be returned if the employee no longer works for the City or transfers to a position where the items are not required.

Provided by the City	Allowable Business Expenses Policy	Personal Spending / Wellness Account
Computer/Laptop/Tablet Keyboard Monitor Cables/Cords/Docking Station Headset Chair Printer (office location) Shredder (office location) Stationery: pens, pencils, erasers, notepads, document holder, etc. Printing services (i.e. Print Shop) Cell phone or phone plan (reimbursement as Per City BYOD policy)	Desks (one time): <ul style="list-style-type: none"> Regular (<i>up to \$200</i>) Height Adjustable desk subject to City guidelines (<i>up to \$300</i>) (see Notes, below) Ergonomics (<i>keyboard, mouse, footrest, mouse pad</i>) upon EHS approval via preferred City vendor In certain circumstances only and in accordance with IT guidelines USB External Webcam USB Headphones Glare Screen Privacy screen Please contact IT.Storefront@mississauga.ca for items not included on this list.	Personal Printer and printer ink Personal shredder Desk or office lights Laptop table/stand Filing cabinet External microphone Ergonomic chair Exercise ball chair Anti-fatigue floor mat

Note: Employees who are reimbursed for a desk are not required to return the desk; however, they must repay the full amount if they are no longer employed by the City within 12 months of the reimbursement.

Note: Height adjustable (sit/stand) desks must meet the following specifications:
 30" depth X 50" width (76cm X 127cm). 30" depth allows for sufficient distance with monitor use, document holder and adequate working space. Desks that exceed these specifications will be at the employee's expense.

Working Remotely Agreement

City of Mississauga
Human Resources
Form E2476 (Rev 2020-08)

[Corporate Policy](#)

Form Name

Date Requested

This agreement is to be completed on an annual basis in accordance with the [Working Remotely Policy](#). A detailed discussion should occur between the employee and managers/supervisors regarding the details of the arrangement prior to completion of the agreement.

Prepared By (all fields must be completed)

Last Name

First Name

Job Title

Personnel No

Department

Division

Effective Date of Arrangement: Start

End December 31,

Number of days that will be worked remotely each week

Acknowledgements (all boxes must be checked)

Indicate your acknowledgement of the following

☐ I have read and understand the [Working Remotely Policy](#) and agree to comply with the requirements

☐ I have reviewed and understand the following policies and processes:

- [Home Office: Ergonomic & Safety Requirements](#) which includes the completion of the Insight Learning course "Health Moments by EHS: Working from Home – Ergonomics Tips"
- Any accidents or incidents that occur while working remotely must be reported in compliance with the [Reporting Accidents](#) policy
- In accordance with the [Employment Standards Act \(ESA\)](#), I confirm that I will take a minimum 30 minute unpaid break after no more than five hours of consecutive work
- Requirements for security and confidentiality regarding all records must be maintained in accordance with the [Corporate Records Management Program](#) and [Access to Employee Records](#)
- [Access To and Acceptable Use of IT Resources](#) policy applies while working remotely
- [Allowable Business Expense Policy](#)
- [Work From Home Resources](#) website

☐ My performance goals, service level expectations, and timelines have been established with my Manager/Supervisor and will be evaluated in accordance with established procedures

☐ I will attend all scheduled meetings either virtually or in person, as required

☐ My Manager/Supervisor is aware of my tasks that must be completed in the office and we have agreed upon a schedule for doing so

☐ I have discussed and agreed on my core working hours with my Manager / Supervisor

☐ I will record all hours worked remotely in my Fiori Timesheet (using code 4296) or through my Time & Labour Reporter

☐ I understand that I am responsible for proactively communicating to my supervisor/manager any changes to my primary remote work location

☐ I am aware that, in accordance with the Working Remotely policy, Finance may issue a Form T2200 (Declaration of Conditions of Employment).

☐ I have arranged for the necessary IT equipment, internet connection and software that is required to work remotely in accordance with City standards

☐ I am aware that if my employment with the City ceases, or I transfer to a position where items provided or reimbursed by the City are no longer required, I must return the items or reimburse the City in accordance with the Working Remotely policy

Details

* Indicate any details regarding the information discussed with your Manager/Supervisor regarding core working hours including any Alternative Working Arrangement.

* List your tasks that must be completed in the office, and the arrangement discussed with your Manager/Supervisor to ensure these tasks are completed.

* Indicate the address of your primary work location (home address).

Street

City

Province

Postal Code

Indicate any additional comments regarding the information above (optional)

Authorizations

I have read and understand the [Working Remotely Policy](#) and agree to the requirements set forth in the Policy and this Agreement.

Requestor's Signature

Date (YYYY-MM-DD)

Sign Form

Direct Manager / Supervisor

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Form View

[Close](#)

Working Remotely Agreement

City of Mississauga
Human Resources
Form E2476 (Rev 2020-08)

Confirm that you have completed following

- ☐ Read and understood the [Working Remotely Policy](#) #01-02-07
- ☐ Discussed the [Home Office: Ergonomic & Safety Requirements](#) with the employee and addressed any outstanding items (Please list any outstanding items in the comments box below)
- ☐ Considered your operational requirements (example: Will there be enough coverage for the service desk during core hours)
- ☐ Established performance goals and addressed service level expectations including the employee's working hours
- ☐ Established how hours worked remotely will be coded (Fiori Timesheet or by Time & Labour Reporter)
- ☐ Confirmed all elements of this Agreement with the Employee
- ☐ I am aware that if employment with the City ceases, or the employee transfers to a position where items provided or reimbursed by the City are no longer required, I must ensure the items are returned or the City is reimbursed in accordance with the Working Remotely policy

Identify any outstanding items or concerns regarding the **Home Office: Ergonomic & Safety Requirements** and any actions that have been agreed upon

Indicate any additional comments regarding the information discussed with the employee and outlined on this form.

Sign Form	Signature	Date (YYYY-MM-DD)
	<input type="text"/>	<input type="text"/>
Approve	Decline	

[Close](#)

City of Mississauga

Corporate Policy & Procedure



Policy Title: Allowable Business Expenses/Reimbursements - Employees and Citizen Members of Committees and Boards

Policy Number: 04-05-11

Draft Only – September 9, 2020

Section:	Finance and Accounting	Subsection:	Business Expenses
Effective Date:	August 5, 2020	Last Review Date:	October, 2017
Approved by: Council	Owner Division/Contact: Accounts Payable, Finance Division, Corporate Services Department		

Policy Statement

The City of Mississauga permits employees and citizen members of committees and boards to expense certain business costs within approved budget limits and in accordance with this policy.

Purpose

The purpose of this policy is to provide information on allowable expenses and the expense reporting, documentation and approvals required for each.

Scope

This policy applies to all employees and citizen members of committees and boards. If the provision for same in a particular collective agreement conflicts with this policy, the collective agreement will apply.

Expenses incurred by elected officials are paid through Corporate Policy and Procedure - Elected Officials' Expenses.

This policy applies only to expenses that are not covered by a specific policy or procedure, including:

- Expenses associated with the use of a personal vehicle for City business (refer to Corporate Policy and Procedure – Car Allowance/Reimbursement for Use of Personal Vehicles for City Business)
- Uniform cleaning (refer to Corporate Policy and Procedure – City Uniforms and Dry Cleaning)
- Meal allowance while working overtime (refer to Corporate Policy and Procedure - Meal Allowance)
- Tuition and course fees (refer to Corporate Policy and Procedure – Tuition Reimbursement)
- Safety eyewear (refer to Corporate Policy and Procedure – Safety Eyewear)

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Effective Date: August 5, 2020

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Expenses/Reimbursements - Employees and Citizen
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- Safety footwear (refer to Corporate Policy and Procedure – Safety Footwear)
- Gifts for retiring employees (refer to Corporate Policy and Procedure – Retirement Gifts)
- Professional association or membership fees (refer to Corporate Policy and Procedure – Professional Association Fees)
- Donations or floral tributes (refer to Corporate Policy and Procedure – Expressions of Sympathy), and
- Employee recognition, appreciation or team building (refer to Corporate Policy and Procedure – Employee Recognition/Appreciation/Team Building Expenses)

Definitions

For the purposes of this policy:

“SCES” means the SAP Concur Expense System used by staff and elected officials to claim and report all business expenses, including car allowance, incidental/out-of-pocket expenses and those incurred on a procurement card (PCard).

Payment Options and Reimbursement

Wherever possible, allowable business expenses must be paid via procurement card (PCard). PCards will be issued to eligible employees who are required to make purchases related to City business. For information on reconciliation of expenses purchased with a PCard refer to Corporate Policy and Procedure – Finance and Accounting – Procurement Cards.

Employee reimbursement will be via an electronic fund transfer (EFT) to their primary bank account on file with the City’ Payroll Section, Financial and Treasury Services, Finance Division.

Under no circumstances may a SCI Payment Request or a Payment Requisition Form E195 be used to reimburse an employee.

Expenses of \$50 or less may be paid through petty cash, in accordance with Corporate Policy and Procedure – Petty Cash Fund Administration.

All allowable expenses must be reported through SCES. Citizen members of committees and boards and employees not in SCES must use [Form 180 - Reimbursement Request](#). All other requirements of those using SCES must be followed (e.g. timelines, receipts, etc.).

Loyalty Programs

The redemption of loyalty points/miles earned in conjunction with the use of a PCard/Business Unit PCard, or earned when paying out-of-pocket for purchases that will be reimbursed by the City, may be considered by the Canada Revenue Agency to be taxable income. Purchases

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should not be made in order to take advantage of loyalty cards. In accordance with the Conflict of Interest policy, employees must not personally benefit in any way by virtue of their employment. For information on reimbursement for out-of-pocket expenses that could not be paid by PCard refer to Corporate Policy and Procedure – Petty Cash Fund Administration.

Receipts Required

Itemized receipts from the vendor are required for all expenses, unless otherwise noted or unless a receipt is not normally provided for the expense (e.g. public transportation, tips). If a receipt is not normally provided by the vendor, reasonable expenses may be claimed, provided an explanation of the purpose of the expense is included with the SCES report. Documentation in addition to the receipt may be required, as noted. Credit card slips or statements or Interac payment slips are not acceptable as imaged receipts.

A clear, legible image of each receipt must be provided. The image should include the GST/HST registration number if applicable; details of the purchase and GST/HST paid; and complete vendor information. A Missing Receipt Affidavit must be submitted with the monthly SCES report for any missing receipts. A maximum of two Missing Receipt Affidavits may be submitted in a calendar year. Any further expenses with missing receipts must be approved in writing by the applicable director.

Receipts must be retained until the SCES report has been approved to ensure they have been properly imaged. Staff may retain receipts for longer if required for refund or warranty purposes.

Allowable Expenses

~~Business expenditures that are incurred as a direct result of employment with the City of Mississauga are eligible. Examples of the types~~ Although not an exhaustive list, the ~~the~~ items that can be considered eligible business expenses follow.

Attendance at Functions

Expenses associated with attendance at functions are eligible if the primary purpose of attending the function is to:

- Represent the City
- Derive a benefit for the City
- Advance the interests of the City, or
- Attend the function as required by the City

Examples of “City business” in relation to functions include, but are not limited to:

- Attendance at conferences, conventions, workshops, training or seminars
- Receiving or accepting an award or speaking at a function
- Representing the City on a good will basis, and

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Expenses/Reimbursements - Employees and Citizen
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- Attending equipment or service demonstrations

If attendance at the function is required, all allowable expenses should be fully compensated. The level of compensation (full or partial) for functions that are not required is dependent on the availability of funds in the department's budget and is at the discretion of the approver of the request. Expenses incurred by a spouse or companion are not allowed.

Registration Fees

Registration fees may be paid in accordance with the schedule established for the function. The receipt from the organization hosting the function must be provided. The receipt must include details of the sessions and/or functions and the amounts paid. If the receipt does not show the sessions/functions, a copy of the registration form may be provided to confirm sessions attended. Copies of registration forms or invoices alone are not acceptable as receipts. Credit card slips or statements or Interac receipts alone are not acceptable as imaged receipts.

Accommodation

If an overnight stay is required in conjunction with attending a function, accommodation may be allowed:

- At the room rates charged for the function, or
- At the hotel's rate for a standard room, or
- The next lowest rate available at the time of booking, whichever is less

Employees are responsible for payment of any voluntary room upgrades.

Accommodation expenses for additional days may be preapproved. The reason for the additional days must be documented on [Form 2713 - Travel Preapproval Request](#).

If the need for additional days was not anticipated and preapproval was not possible, the reason for the additional days must be included when reconciling the monthly SCES. A receipt from the hotel showing the dates of the stay and detailing all expenses must be provided. Credit card receipts or statements are not acceptable.

Incidental Expenses

Expenses for items that are work-related (e.g. reference books) or that are required to conduct business (e.g. City program or office supplies) may be allowed. Staff should first determine if current vendor agreements exist and purchase items covered by existing City-wide contracts. Expenses for personal items will not be allowed.

Citizen members of committees are eligible for reimbursement of accessibility expenses which are deemed necessary for full participation in any Committee of Council.

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Expenses Related to Working Remotely

With the exception of internet, electricity and phone costs, other than BYOD, employees who work remotely are eligible for reimbursement of specific job related items that are not provided by the City. Eligible employees are those who work remotely for a minimum of 60% of their paid working hours during the calendar year. For example: if an employee who works five days per week works remotely an average of three days per week, the employee would be eligible. Preapproval by the applicable manager/supervisor or budget controller for any such expenses is required. Appendix A outlines eligible expenses; items that the City provides; and expenses that may be reimbursed through the employee's Personal Spending Account (PSA). Any exceptions must be approved by the applicable director.

Managers/supervisors are responsible to monitor the frequency and costs of reimbursement related to working remotely to ensure they are reasonable.

Revisions to Appendix A may be authorized by the Director, Finance, in consultation with the Director, Human Resources.

Personal Meals While On City Business

It may be necessary for staff to conduct City business over a meal or an employee may incur meal expenses in conjunction with attending a function or staying overnight on City business. Necessary meal expenses should be preapproved in writing whenever possible and may be allowed to a per person maximum of \$75 per day (US \$75.00 if the function takes place in the Continental USA) inclusive of taxes and tip. Approvers may preapprove a specific amount below the \$75 per day maximum. Alcoholic beverages cannot be charged to the City.

Note: Although per meal maximums do not apply, staff are expected to exercise good judgement when expensing meals. The following guideline should be followed where possible:

- Breakfast - \$15
- Lunch - \$20
- Dinner - \$30

When functions are for more than one day, including travel days, allowable amounts may not be carried over. For example, an employee who spends \$50 on meals one day may not expense \$100 the next day.

It is the responsibility of the approver to determine whether the meal expense should be allowed, given the particular circumstances. Receipts for all personal meal expenses are required, unless a per diem has been preapproved. Claims must include a description of the purpose of the meal and a list of all staff in attendance, where applicable. If payment is by PCard and the maximum

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\$75 meal expense is exceeded, the City must be reimbursed for the difference. (For meal allowances while working overtime, refer to Corporate Policy and Procedure - Meal Allowance.)

Note: Personal meal allowances may not be claimed if staff receive a per diem allowance.

Business Entertainment (Non-City staff in Attendance)

Reasonable expenses associated with the entertainment of business contacts, such as business lunches or dinners, may be allowed when such entertainment is considered to be necessary for the advancement of the interests of the City. (City staff are not considered “business contacts”.) The expense claim must include the purpose of the entertainment and the name(s) of the individual(s) being entertained. Staff must be mindful of the fact that entertainment expenses in particular must be able to withstand public scrutiny.

Refreshments at Staff Meetings

Refreshments may be provided at staff meetings (other than the coffee and tea provided to each department) on an occasional basis, but not routinely. Examples of circumstances under which it may be considered appropriate to provide refreshments include, but are not limited to:

- When outside parties are involved in the meeting
- When the meeting is scheduled for one hour or more
- When it is not possible to use the coffee or tea provided to each department (i.e. there is no coffee room located on the same floor), or
- When the meeting is scheduled to take place over breakfast, lunch or dinner, in which case an appropriate light meal may be provided

Staff must adhere to established purchasing procedures and any food service contracts entered into by the City.

Telephone Charges

Business-related telephone charges may be allowed. The SCES expense report must include a description of the purpose of the call and the name of the individual and organization called.

Personal telephone calls when staff are away from home overnight are included in the per diem allowance.

Transportation

Transportation-related costs associated with City business may be allowed, including:

- Parking
- Taxi, subway, bus, GO train fares (where a transit system operates with reloadable cards, such as Presto, employees may only load the amount intended for travel on City business to be completed by the next expense report deadline. The card balance after travel must be zero.)

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- Toll highway charges
- Economy air, rail or bus fare available at the time of booking (bookings should be made in advance whenever possible). Employees are responsible for payment of any voluntary upgrades; at the approver's discretion, costs associated with seat upgrades may be reimbursed in exceptional circumstances (e.g. medical conditions)
- Mandatory checked baggage fees
- Mandatory payments such as entry fees, entry visas and departure taxes to and from transportation terminals
- Travel to and from public transportation terminals, provided such transportation is actually used by the traveller
- Additional transportation expenses incurred as a result of reasonable accommodation for accessibility needs of employees with disabilities (e.g. accessible taxi service)
- Cycling to and from local destinations equivalent to the transit ticket fare for the same trip, provided that the trip is made using a personally owned bicycle and is at least one (1) km. In length
- Travel cancellation insurance
- Expenses associated with the use of a small to mid-size rented automobile for travel to and from a function, provided the expense does not exceed the cost of taxi fares for the same purpose and a cost justification for the rental car is included with the claim (use of the automobile for personal business is not an allowable expense), and
- Car allowance for the use of a personal vehicle (when attending an out-of-town function, if air travel is available, the car allowance may not exceed the equivalent of the applicable economy air fare; if air travel is not available, the car allowance may be based on actual distance travelled). Employees may not claim for gas in lieu of receiving a car allowance. Refer to Corporate Policy and Procedure – Car Allowance/Reimbursement for Use of Personal Vehicles on City Business

Note: Payment of fines or charges under applicable legislation (e.g. the *Highway Traffic Act*, the *Highway 407 Act*; Parking Offences, other Provincial Offences) issued in an employee's name are the employee's responsibility. Departmental directors may approve exceptions to the payment of employee fines or charges, in writing, including a detailed explanation for the exception. An image of the approval must be attached to the SCES expense report.

Transportation costs must be supported by receipts showing the details of the costs incurred. Credit card receipts or statements alone are not acceptable as imaged receipts. If the receipt does not state the dates and times of travel, separate documentation confirming dates and times of travel must also be provided.

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Per Diem Allowance

Only when an overnight stay is required in conjunction with a function may employees request compensation on a per diem basis, rather than on an individual expense basis. Per diem allowances may be claimed for “travel days”. (A day is only a travel day if it does not include any part of the function.) An employee who receives a per diem allowance for personal meals and personal miscellaneous expenses that would not otherwise have been incurred may not claim additional personal expenses or charge personal meals or out-of-pocket expenses/incidentals to their PCard.

Employees will pay their own expenses (e.g. on a personal debit or credit card or by cash) and be reimbursed upon their return for the per diem amounts noted on [Form 2713 - Travel Preapproval Request](#).

To simplify reporting, receipts are not required for per diem expenses. Employees will include the per diem in their monthly SCES report. Where the Travel Directive rate is shown in a currency other than Canadian, employees will enter the foreign currency amount in SCES, where it will be converted to Canadian dollars using the SCES exchange rate for each day a per diem is claimed.

Per Diem for Travel in Canada/Continental USA

Per diem allowances for travel within Canada and the Continental United States (USA) may not exceed \$75.00 per day (US\$75.00 if the function takes place in the Continental USA).

Per Diem for International Travel, including Alaska and Hawaii

When international travel is required, including to Alaska and Hawaii, employees may request:

- A per diem based on the Treasury Board of Canada’s Travel Directive formula, or
- \$75.00 per day, including travel days (US\$75.00 if the function takes place in the Alaska or Hawaii)

The per diem rates can be found on the [Treasury Board of Canada’s Travel Directive website](#).

Treasury Board per diem allowances for international travel, including Alaska and Hawaii, are based on a formula that takes into account the breakfast, lunch and dinner and incidental allowance for the applicable country/location. Prior to undertaking international travel, staff must request an all-inclusive per diem based on the duration of the trip, including travel days. If applicable, staff are required to include a copy of the Treasury Board per diem rate for the country/region they are travelling to as backup to Form 2713 – Travel Preapproval Request. The per diem will be all-inclusive, regardless of whether or not some meals are subsequently provided.

Approval Requirements

Following is a description of the approvals required for each type of expense outlined in this policy.

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Reimbursement of expenses incurred by a citizen member of a committee or board, with the exception of the Library Board, requires the approval of the Director, Legislative Services & Office of the City Clerk, Corporate Service Department. Library Board expenses are approved by the Director, Library Services. Submission for reimbursement will be made on [Form 180 – Reimbursement Request](#).

For the purposes of this policy, the following positions are considered equivalent to a “director level”:

- Recreation Division District Managers; Area Managers; Manager, Business Planning, and Manager, Client Services
- Parks and Forestry Division Manager, Parks; Manager, Forestry; Manager, Park Planning
- Manager, Park Development
- Library Division Area Managers; Manager, Shared Services
- Fire and Emergency Services Division Assistant Chiefs, and
- Manager, Corporate Performance and Innovation, Corporate Services Department

Attendance at Functions

The following approvals are required for attendance at functions on City business (e.g. conference, convention, seminar, training, work shop):

- Commissioners must approve
 - All out of province travel (with copy to the applicable director) - [Form 2713 - Travel Preapproval Request](#) must be submitted for approval prior to making arrangements. Commissioners may make an exception for Directors.
 - Director’s expenses
- Directors must approve
 - Overnight stays in Ontario - [Form 2713 - Travel Preapproval Request](#) required
- Supervisors approving the SCES expense report may approve expenses where there is no overnight stay. Form 2713 - Travel Preapproval Request is not required

Note: Where a commissioner, the City Manager and/or the Mayor or Mayor’s Chief of staff are all submitting expenses for the same item (e.g. out of province travel) or they are all included on the same expense claim, the Director of Finance and Treasurer or his/her delegate must approve the expense.

Incidental Expenses

One SCES report is to be prepared monthly for all business expenses, including PCard purchases, car allowance, ~~and~~ out-of-pocket/incidental expenses, ~~and expenses related to working remotely~~. [Approval of the SCES report is and approved](#) by the immediate supervisor.

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Responsibilities

Employee's Role

The employee is responsible for ensuring that:

- The appropriate expense preapproval has been obtained
- All SCES report approvers have been copied on Form 2713 - Travel Preapproval Request, as required
- All supporting documentation, as outlined in this policy, is legible when scanned and attached to the SCES report, and
- Completing a monthly expense report in SCES in accordance with all timelines, including PCard cut-offs

Approver's Role

The approver is responsible for reviewing the request for approval and authorizing payment. The approver must ensure that all business expenses are reported monthly.

Note: SCES report approvers must ensure that expenses have been approved by the appropriate level of management when they have been incurred on their own behalf. For example, if a manager incurs an expense for a business lunch at which his or her director was in attendance, the manager's expense cannot be authorized by the director, but must be authorized by the applicable commissioner.

Approval of the SCES report indicates that:

- The expense is a legitimate business expense
- The purchasing method does not violate the Purchasing By-law or any supply contracts
- Receipts and appropriate supporting documentation are attached and legible
- Appropriate authorization for each expense has been provided, and
- The expense has been reported accurately in SCES

Revision History

Reference	Description
GC-0504-2010 2010-07-07	
February 04, 2011	Housekeeping – revise Form180a to E2421
August 30, 2012	Housekeeping due to Community Services reorg; updated “equivalent to director” positions
August 12, 2013	Revised to include refreshments at staff meetings – refreshment policy rescinded
August 21, 2013	Administrative change of authority for citizen

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Reference	Description
	member expenses from the Commissioner, Corporate Services, to the Director, Legislative Services
LT – 2014 11 20	Revised to align with new Petty Cash Administration policy
November 24, 2014	Resolution 0205-2014 – EDO per diem for international travel
GC-0358-2015 – 2015 06 10	
June 30, 2016	Administrative revisions to personal meal allowance and per diem (other than international travel); other minor administrative revisions (effective upon completion of PCard training November 15, 2016).
May 11, 2017	Minor admin revision to add information from PCard on Loyalty Programs
October 19, 2017	Leadership Team – approved revision to reflect new SAP Concur expense system – effective Nov. 16 for PCard users, Jan. 1, 2018 for all.
February 22, 2018	Revised to clarify options for per diem for international travel and use of Form 2713 by Directors.
July 9, 2018	Revised to clarify “Note” under Attendance at Functions re: when Director, Finance approval is required.
November 20, 2019	Revised to reflect Payment Request policy; removed reference to Cheque Requisitions.
August 5, 2020	Revised to include reimbursement will be by EFT to employee's primary bank account.

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Appendix A:

Equipment reimbursed under the Allowable Business Expenses policy (with the exception of desks – see Note below) or provided by the City for use while working remotely must be returned if the employee no longer works for the City or transfers to a position where the items are not required.

Provided by the City	Allowable Business Expenses Policy	Personal Spending / Wellness Account
Computer/Laptop/Tablet Keyboard Monitor Cables/Cords/Docking Station Headset Chair Printer (office location) Shredder (office location) Stationery: pens, pencils, erasers, notepads, document holder, etc. Printing services (i.e. Print Shop) Cell phone or phone plan (reimbursement as Per City BYOD policy)	Desks (one time): <ul style="list-style-type: none"> • Regular (<i>up to \$200</i>) • Height Adjustable desk subject to City guidelines (<i>up to \$300</i>) (see Notes, below) Ergonomics (<i>keyboard, mouse, footrest, mouse pad</i>) upon EHS approval via preferred City vendor In certain circumstances only and in accordance with IT guidelines : USB External Webcam USB Headphones Glare Screen Privacy screen Please contact IT.Storefront@mississauga.ca for items not included on this list.	Personal Printer and printer ink Personal shredder Desk or office lights Laptop table/stand Filing cabinet External microphone Ergonomic chair Exercise ball chair Anti-fatigue floor mat

Note: Employees who are reimbursed for a desk are not required to return the desk; however, they must repay the full amount if they are no longer employed by the City within 12 months of the reimbursement.

Note: Height adjustable (sit/stand) desks must meet the following specifications: 30" depth X 50" width (76cm X 127cm). 30" depth allows for sufficient distance with monitor use, document holder and adequate working space. Desks that exceed these specifications will be at the employee's expense.

City of Mississauga

Corporate Policy & Procedure



Policy Title: Car Allowance/Reimbursement for Use of Personal Vehicles on City Business

Policy Number: 04-05-02

Draft Only – July 14, 2020

Section:	Finance and Accounting	Subsection:	Business Expenses
Effective Date:	November 16, 2017	Last Review Date:	October, 2017
Approved by: Council	Owner Division/Contact: Accounts Payable, Finance Division Corporate Services Department		

Policy Statement

Each employee is responsible for costs incurred in travelling to and from the normal work place. However, the City of Mississauga provides compensation to eligible employees and citizen members of committees for expenses associated with the use of personal vehicles on City business.

Purpose

This policy establishes appropriate methods of calculating:

- Per Kilometre Travel Rates for employees and Crossing Guards
- Appropriate compensation for employees who are required to use their vehicles under dirty and strenuous conditions (Strenuous Conditions Allowance), and
- Reimbursement for Supplemental Business Insurance

Scope

Eligibility

All non-union employees are covered by this policy, unless they have been provided with a vehicle for business and personal use. Those who have been provided with a vehicle for business and personal use should refer to Corporate Policy and Procedure – City-Leased Vehicles Provided for Business and Personal Use.

Union employees should refer to the terms of their particular collective agreement. In the event that a collective agreement provides a different benefit through a higher or lower Per Kilometre Travel Rate, or a higher or lower Strenuous Conditions Allowance, the rate or allowance specified in the collective agreement will apply.

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All citizen members of committee are covered by this policy, subject to any restrictions which may be established by Council. If a particular committee's terms of reference, as approved by Council, conflict with this policy, the terms of reference of the committee will apply.

Elected officials should refer to Corporate Policy and Procedure – Elected Officials' Expenses.

Definitions

"Per Kilometre Travel Rate" is a prescribed per kilometre allowance paid to employees to help offset the costs of fuel and oil, maintenance, tires, insurance, license and registration, depreciation and financing.

"Strenuous Conditions Allowance" is an allowance paid to help offset the costs of additional vehicle cleaning or maintenance. It is payable only to those employees whose routine travel requirements place their vehicles in situations which are likely to result in heavily soiled vehicles, flat tires, etc.

"Supplemental Business Insurance" means the amount reimbursed to eligible employees for additional insurance coverage for the use of a personal vehicle for business purposes (i.e. the difference between coverage for 100% personal use and combined personal and business use).

Calculation of Distance Travelled

Business use of the vehicle is compensated. Examples of business use of the vehicle include:

- Travel from the ~~workplace~~ [City business unit location](#) to a business engagement
- Travel which is a necessary requirement of the job (such as inspections staff), and
- Travel to and from scheduled work at a workplace other than the regular ~~workplace~~[City business unit location](#)

Personal use of the vehicle is not compensated. Examples of personal use of the vehicle include:

- Travel to and from home to regular scheduled work at the regular ~~scheduled workplace~~[City business unit location, including travel to the business unit location for \(e.g.\) meetings or training when working remotely](#)
- Travel to and from home to overtime work at the regular scheduled workplace, and
- Travel to and from courses which are not required by the City and which are taken on personal time

Those claiming the Per Kilometre Travel Rate must ensure that they are claiming only for business use of the vehicle and only for the distances which are over and above their normal travel to and from work. Following are ~~two~~[four](#) examples which demonstrate how to calculate the distance travelled for Per Kilometre Travel Rate purposes:

Example 1:

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An employee normally travels 15 km in getting to and from work. The employee is required to travel directly from home to a business engagement, then back to work before going home. The total distance travelled from home to the business engagement, back to work and back home is 35 km. The employee may claim 20 km as business travel.

Example 2:

An employee normally travels 60 km in getting to and from work. The employee is required to attend an all-day seminar and is not required to report to the regular work place. The total distance travelled to and from the seminar is 40 km. The employee may not claim the Per Kilometre Travel Rate as the distance travelled was less than that normally travelled to get to work.

Example 3:

An employee normally works remotely and is located 20 km from their City business unit location (i.e. 40 km roundtrip). The employee is required to attend an all-day training session and is not required to report to the City business unit location. The total distance travelled to and from the training session is 25 km. The employee may not claim the Per Kilometre Travel Rate as the distance travelled was less than that normally travelled to and from the City business unit location.

Example 4:

An employee normally works remotely and is located 30 km from their City business unit location (i.e. 60 km roundtrip). The employee is required to attend an all-day seminar and is not required to report to the City business unit location. The total distance travelled to and from the seminar is 80 km. The employee may claim 20 km as business travel.

Crossing Guards

To simplify administration, Crossing Guards are provided with monthly travel credits, based on the distance to their assigned crossings. The Crossing Guard supervisor ensures that all Crossing Guards are compensated for appropriate travel credits, on a monthly basis. For each full week of absence from work, one-quarter of the credits are deducted. The maximum monthly credits allowed Crossing Guards are:

Distance to Crossing:	Monthly Travel Credit:
up to 1.6 km (1 mi.)	84 km (52.5 mi.)
1.7 - 3.2 km (1-2 mi.)	168 km (105 mi.)
3.3 - 4.8 km (2-3 mi.)	252 km (157.50 mi.)
4.9 km or more (3+ mi.)	336 km (210 mi.)

Spare Crossing Guards receive a flat travel credit of 336 km (210 mi.) per month. Crossing Guard Supervisors and Assistant Supervisors are not entitled to the monthly travel credit but may claim car expenses in the same manner as other non-union staff.

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Allowance Rates

Per Kilometre Travel Rates

Per Kilometre Travel Rates are established in accordance with the Canada Revenue Agency (CRA) prescribed per kilometre rates. The rates are increased or decreased annually on January 1, or as necessary, based on prescribed rates for the year.

Strenuous Conditions Allowance/Supplemental Business Insurance

The Strenuous Conditions Allowance is a monthly allowance of \$90.00. Only those employees or groups of employees designated by their department head as eligible may claim the Strenuous Conditions Allowance.

Employees eligible for the Strenuous Conditions Allowance may decline it in favour of Supplemental Business Insurance. Employees whose routine travel requirements place their vehicles in situations which are likely to result in heavily soiled vehicles, flat tires, etc. will make an election to receive or decline the Strenuous Conditions Allowance each year.

Reimbursement for Supplemental Business Insurance

Insurance coverage is a personal responsibility – employees operating personal vehicles are not insured under the City's insurance policies. However, employees who receive the Strenuous Conditions Allowance may instead choose to be reimbursed for Supplemental Business Insurance.

Department heads may approve Supplemental Business Insurance for employees who are not eligible for the Strenuous Conditions Allowance if their position requires frequent use of a personal vehicle for City business purposes.

Employees who are eligible for Supplemental Business Insurance are reimbursed to a maximum of \$720.00 per year.

Claiming Supplemental Business Insurance

Claims for reimbursement of Supplemental Business Insurance are to be submitted to Accounts Payable using the expense type "Car Insurance – Reimbursement" in the City's SAP Concur Expense System (SCES). Employees who are not in SCES are to submit Supplemental Business Insurance claims on Form 180, Reimbursement Request, available on Inside Mississauga. The receipt must be attached, along with a certificate from the insurer that indicates the insurance is supplemental to their personal use (i.e. for business purposes) and shows the incremental amount.

Income Tax

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Generally, allowances are taxable benefits/income and reimbursements are not. However, the following conditions apply for income tax purposes, in accordance with the CRA:

- Any Per Kilometre Travel Rate paid above the CRA prescribed rate is a taxable benefit
- Per Kilometre Travel Rates paid at the prescribed rate is a taxable benefit when the employee receives any other vehicle allowance (i.e. strenuous allowance)
- Strenuous Conditions allowance is taxable income and makes all other vehicle reimbursements combined with the allowance taxable, and
- Supplemental Business Insurance in lieu of the Strenuous Conditions allowance is a reimbursement and is not taxable

For more information on income tax regulations and OMERS guidelines, contact the Manager, Financial and Treasury Services, Finance Division.

How to Claim Per Kilometre Travel Rates with Strenuous Conditions Allowance

Employees who elect to receive a monthly Strenuous Conditions Allowance will have all Per Kilometre Travel Rates and the Strenuous Conditions Allowance processed through Payroll using the City's time and labour reporting processes. Finance will advise employees who elect to receive a Strenuous Conditions Allowance of the payment procedures.

Note: The following CRA rates will be applied for employees who elect to receive a Strenuous Conditions Allowance:

- For the first 600 km (373 mi.) per month – CRA First Tier Rate
- For any balance over 600 km (373 mi.) per month – CRA Second Tier Rate

How to Claim Per Kilometre Travel Rates

This section applies only to employees who are not receiving a Strenuous Conditions Allowance.

Per Kilometre Travel Rate claims are entered monthly in SCES using the "Mileage/Kilometre" expense type. Claims must indicate:

- The point of departure
- The destination and any intermediate points, and
- The business purpose for the travel

Employees who are required to travel all day as part of their jobs need only report total distances travelled each day.

Employees who are not in SCES are to submit Per Kilometre Travel Rate claims monthly on Form 180, Reimbursement Request, available on Inside Mississauga.

Monthly Distance Travelled Expense Claim

Expense claims for reimbursement must be entered in SCES or submitted to Accounts Payable by the 10th of the month, along with any related business expenses, with the exception of

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yearend. Accounts Payable may advise the applicable director of employees with late submissions, as required.

Yearend (December) Distance Travelled Expense Claims

SCES and Reimbursement Request approvers must ensure all staff submit expense reports for the reporting year to meet yearend timelines. Yearend cut-off dates will be communicated by Accounts Payable,

Approval

Per Kilometre Travel Rates for employees must be approved by the employee's immediate supervisor.

Strenuous Conditions Allowance or Supplemental Business Insurance reimbursement must be preapproved by the employee's director.

Note: SCES approvers must ensure that director authorization has been provided when approving claims for Supplemental Business Insurance.

Compensation for expenses incurred by citizen members of committees requires the approval of the Director, Legislative Services, Corporate Services Department. Compensation for expenses incurred by members of the Library Board requires the approval of the Director, Library Services, Community Services Department. Submission for reimbursement will be made on a Form 180, Reimbursement Request.

The approver's signature indicates that all requirements of this policy have been met and that the expense has been charged to the correct cost centre and expense code. Expense claims must be submitted on a monthly basis for approval before the end of the following month in which the expense occurred, with the exception of yearend. Yearend cut-off dates will be communicated by Accounts Payable.

Accounts Payable processes the claim and forwards payment to the recipient. Accounts Payable will return to the employee, without payment, any expense claim that does not meet the requirements of this policy.

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Revision History

Reference	Description
AF-287-91 -1991 11 01	
GC-408-96 - 1996 07 10	
GC-0464-2000 – 2000 06 28	
GC-0063-2001 – 2001 02 14	
Resolution 0069-2008 – 2008 03 26	
November 07, 2008	Housekeeping to change mileage to kilometres
SMT – August 13, 2009	Revised expense submission timelines
March 16, 2011	Housekeeping – revise Form 180a to E2421
July 18, 2012	Scheduled review - Administrative revisions to reflect current practices
May 09, 2014	Removed reimbursement from petty cash
LT – November 20, 2014	Revised to align with new Petty Cash Administration policy – cannot reimburse through petty cash
LT - July, 2017	Scheduled review – revised definitions and updated to reflect current practices.
October 19, 2017	Leadership Team – approved revision to reflect new SAP Concur expense system – effective Nov. 16 for PCard users, Jan. 1, 2018 for all.
February 12, 2018	Revised to reference Form 180 and clarify reporting requirements.

City of Mississauga Corporate Report



<p>Date: October 5, 2020</p> <p>To: Chair and Members of General Committee</p> <p>From: Geoff Wright, P.Eng, MBA, Commissioner of Transportation and Works</p>	<p>Originator's files: M-2036 CD.07.FER</p>
	<p>Meeting date: October 21, 2020</p>

Subjects

Assumption of Municipal Works associated with two (2) Servicing Agreements – (1) Residential Subdivision Servicing Agreement, City File M-2036, Thornridge Homes (7th Street) Ltd. (Ward 1) and (2) Commercial Municipal Works Only Servicing Agreement, City File CD.07.FER (Ward 3)

Recommendations

1. That the City of Mississauga assume the municipal works as constructed by Thornridge Homes (7th Street) Ltd., under the terms of the Servicing Agreement for Registered Plan 43M-2036 (Ward 1) (lands located north of Lakeshore Road East, south of the QEW, east of Cawthra Road and west of Dixie Road), known as Seventh Street Residential Subdivision (Appendix 1);
2. That the City of Mississauga assume the municipal works as constructed by FF Construction Company Limited, Ferkul Brothers and 763967 Ontario Inc., under the terms of the Municipal Works Only Servicing Agreement for CD.07.FER (Ward 3) (lands located north of Eastgate Parkway, south of Eglinton Avenue East, east of Tomken Road and west of Dixie Road), known as the Canadian Place Extension Commercial Development (Appendix 2);
3. That the Letter of Credit in the amount of \$146,383.40 be returned to Thornridge Homes (7th Street) Ltd.;
4. That the Letter of Credit in the amount of \$261,563.30 be returned to FF Construction Company Limited, Ferkul Brothers and 763967 Ontario Inc.; and
5. That a by-law be enacted to assume the road allowance within Registered Plan 43M-2036 as Public Highway and part of the municipal system of the City of Mississauga.

Background

To support the creation of a residential development for 43M-2036, Thornridge Homes (7th Street) Ltd. entered into a Subdivision Servicing Agreement with the City and the Region of Peel on January 18, 2017 to construct the Seventh Street extension. The municipal infrastructure included:

- Underground services comprised of a storm sewer, sanitary sewer and watermain,
- Road construction and boulevard surface works.

To support the creation of the commercial development for CD.07.FER, FF Construction Company Limited, Ferkul Brothers and 763967 Ontario Inc. entered into a Municipal Works Only Servicing Agreement with the City of Mississauga and the Region of Peel on December 12, 2007 to construct the extension of Canadian Place, formerly known as Sisbro Court. The municipal infrastructure included:

- Underground services comprised of a storm sewer, sanitary sewer and watermain,
- Road construction and boulevard surface works.

Comments

The developers have completed the construction of the required municipal works in accordance with the terms of the agreements.

Transportation and Works supports the assumption of the municipal works within the Seventh Street Residential Subdivision (M-2036) and the Canadian Place Extension Commercial Development (CD.07.FER) based on the following criteria:

- Final inspections completed and approvals issued by Transportation & Works;
- Final approvals received from the Region of Peel;
- Final certification of works received from the Engineering Consultant; 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 Road's 2020 operating general maintenance budget.

With the assumption of the municipal works associated with the Seventh Street Residential Subdivision (M-2036), the City will now be required to provide maintenance to 52 metres (170 feet) of roadway and 68 metres (223 feet) of storm sewer.

With the assumption of the municipal works associated with the Canadian Place Extension Commercial Development, the City will now be required to provide maintenance to 125 metres (410 feet) of roadway and 110 metres (361 feet) of storm sewer.

Conclusion

It is in order to assume the municipal works associated with the Seventh Street Residential Subdivision (43M-2036) and return the associated letter of credit; and it is in order to assume the municipal works associated with the Canadian Place Extension Commercial Development (CD.07.FER) and return the associated letter of credit.

Attachments

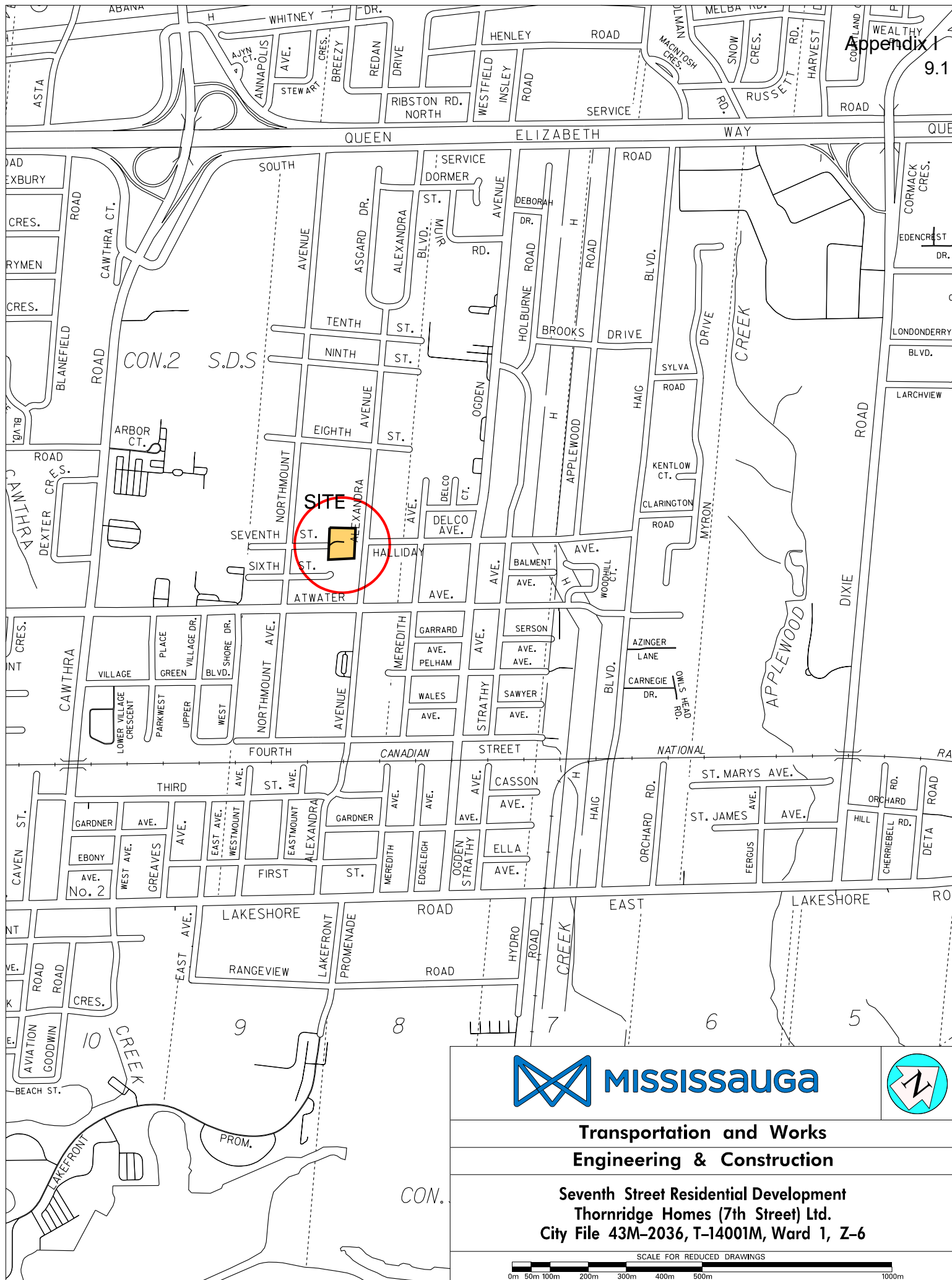
Appendix 1: Approximate location of Seventh Street Residential Subdivision M-2036

Appendix 2: Approximate location of Canadian Place Extension Commercial Development
CD.07.FER

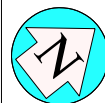


Geoff Wright, P.Eng, MBA, Commissioner of Transportation and Works

Prepared by: Donna Waters, Supervisor, Development Engineering & Construction

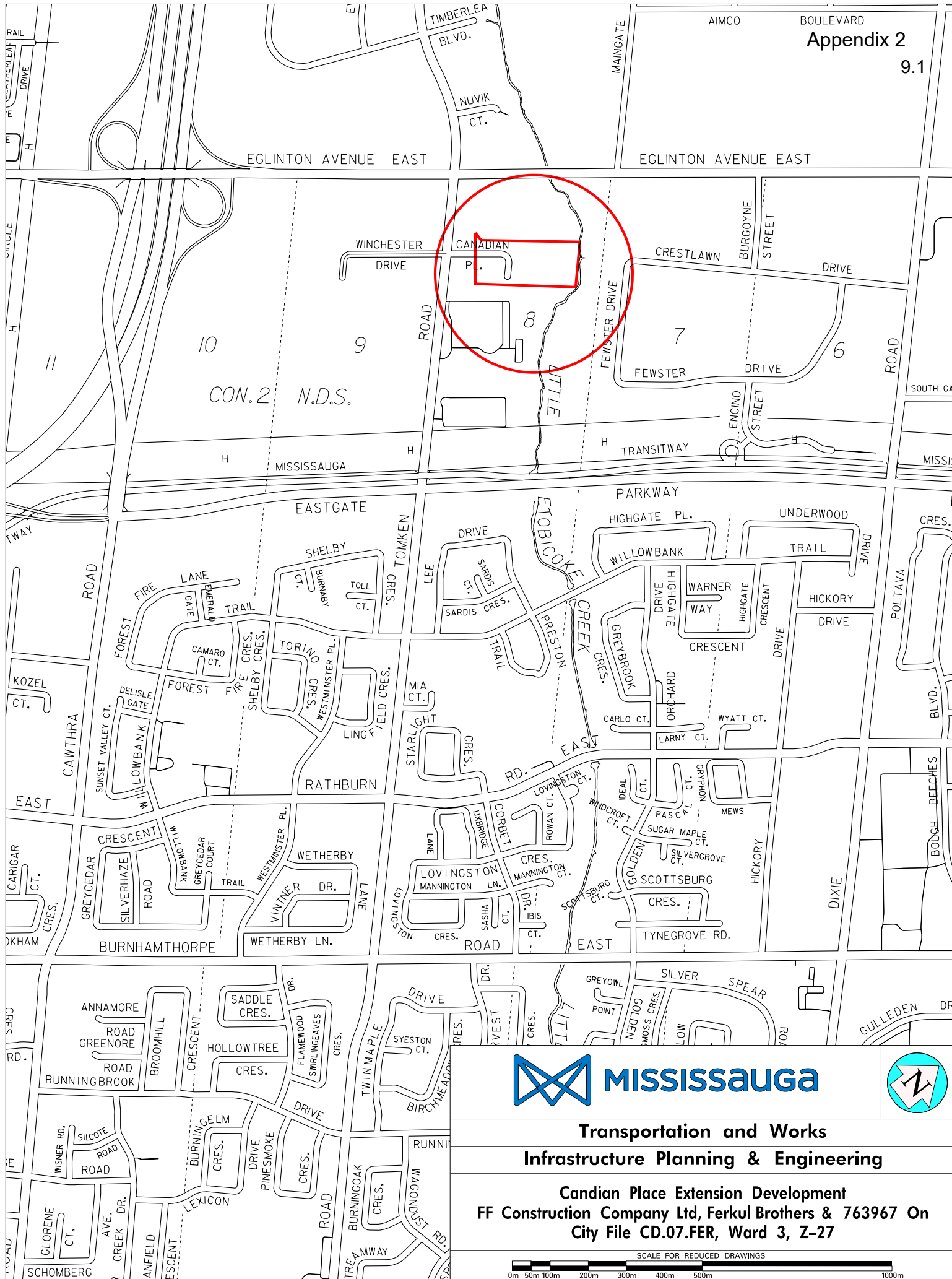


MISSISSAUGA

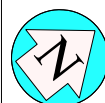


**Transportation and Works
Engineering & Construction**

**Seventh Street Residential Development
Thornridge Homes (7th Street) Ltd.
City File 43M-2036, T-14001M, Ward 1, Z-6**



MISSISSAUGA



**Transportation and Works
Infrastructure Planning & Engineering**

**Candian Place Extension Development
FF Construction Company Ltd, Ferkul Brothers & 763967 On
City File CD.07.FER, Ward 3, Z-27**



City of Mississauga Corporate Report



<p>Date: September 28, 2020</p> <p>To: Chair and Members of General Committee</p> <p>From: Gary Kent, CPA, CGA, ICD.D, Commissioner of Corporate Services and Chief Financial Officer</p>	<p>Originator's files:</p> <hr/> <p>Meeting date: October 21, 2020</p>
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Subject

Building Automation Systems (BAS) Standardization Strategy

Recommendation

- 1 That the Corporate Report entitled, "Building Automation Systems (BAS) Standardization Strategy" dated September 28, 2020 from the Commissioner of Corporate Services and Chief Financial Officer be received.
2. That the Enterprise Server Software (ESS) platform Tridium Niagara Framework be established as a City Standard BAS common front end platform for a period of up to 10 years, ending December 31, 2031.
3. That acceptable BAS products and suppliers be determined through an open prequalification process to be specified in future procurement processes for the supply, installation, programming and commissioning of BAS systems which are compatible with the ESS platform Niagara Framework.

Report Highlights

- The City currently obtains proprietary Building Automation Systems from three suppliers (Siemens Canada Limited, Ainsworth Inc. and Convergent Technologies) who are approved City Standards.
- There is a need to improve Building Automation Systems (BAS) to enable the City of Mississauga to operate its buildings' portfolio in an efficient and cost-effective manner, support the Climate Change Action Plan and be positioned to grow in the smart buildings and Internet of Things (IoT). A comprehensive study was undertaken by Ameresco Canada Inc., an independent consultant. The study recommendations include:
 - Adopting a single Enterprise Server Software platform with a common graphical user interface for all BAS products installed in buildings. The open license model used by Tridium Niagara provides for maximum flexibility to the owner. The

Niagara Framework software is an open source ESS package that can communicate to multiple supplier BAS products.

- Pre-qualifying products and suppliers through a competitive procurement process. This approach will establish a pool of open BAS product lines available from multiple suppliers ensuring cost effectiveness through increased competition. Only the pre-qualified products and suppliers will be named in bid requests for projects requiring BAS.
- This report requests approval to establish Tridium Niagara Framework software as a City Standard on a single source basis. In accordance with the Purchasing By-law #374-2006 “City Standard” means specific Goods approved by Council that best fill a long-term City-wide need or requirement. The Niagara Framework software is unique to Tridium, hence they are a single source as described in the Purchasing By-law under Schedule “A” 1. (a) (iv) “the complete item, service or system is unique to one vendor...”
- The cost of licences for the Niagara Framework software estimated at \$20,000 will be included in the cost of individual projects, as approved in the Capital budget.

Background

The City of Mississauga, as the progressive and leading-edge public sector entity in the GTA, is well positioned to grow in the direction of data-driven analytics, Smart Buildings and Internet of Things (IoT). Also, by adopting its own Climate Change Action Plan and Corporate Green Building Standard, energy management and sustainability are of high importance for future city development. Recognizing this direction, the strategy of developing an architecture of Building Automation Systems (BAS), as a crucial tool in controlling building HVAC, lighting, ice-making, pool heating and other systems, is of utmost importance. A BAS standardization strategy should be built to set the way BAS systems should be designed, procured, implemented, integrated, maintained, expanded, and interoperated with other city-wide systems.

Building Automation System (BAS) is a technology solution that controls mechanical (HVAC), ice refrigeration and/or lighting equipment in a building and, similar to any technology or electronic equipment, requires engineering knowledge for its design and implementation. Also, due to the limited life of electronic components and advancing technology, it requires periodic upgrades and renewal.

The City currently has forty-three (43) facilities with BAS which are of different vintage, access level, serviceability, graphical interface and ability to store data and control the equipment. The BAS are from three suppliers: Siemens, Ainsworth Inc. and Convergent Technologies. These BAS suppliers were established through a competitive procurement process and approved by Council as City Standards initially in 2005, reference GC-0578-2005. Council approved the continued designation of these BAS as City Standards in 2012, reference GC-0507-2012, and again in 2018, reference GC-0154-2018. The current City Standard designation ends in 2023.

Each supplier's BAS is proprietary to them and each supplier provides ongoing maintenance and support for the system they provide on a single source basis. The BAS required for a particular installation is specified in a bid request and carried by the general contractor.

The current BAS systems are inconsistent in their design, implementation process, expected life span and ability to effectively control environmental systems, resulting in inefficient use, increased internal labor requirements and energy wastage. Moreover the communication protocol (LON) originally standardized by the City is no longer supported by many suppliers, limiting competition during procurement processes.

Present Status

Based on the aforementioned shortcomings of the existing BAS, a need for BAS standardization was recognized as a pressing matter for the City as many individual systems are due for renewal.

Through a competitive procurement process, Ameresco Canada Inc., an independent engineering consultant, was retained to conduct a Building Automation Systems (BAS) Standardization Study in order to provide recommendations regarding design, implementation and maintenance of the BAS at the City. Ameresco has over 20 years of experience in the public sector, serving clients such as City of London, City of Barrie, Toronto District Catholic School Board and other large public entities.

Ameresco, in consultation with staff, has engaged in thorough reviews of the existing BAS, evaluating all existing systems, collecting stakeholders input, benchmarking current installations and capabilities against BAS industry trends in order to determine the right approach for BAS moving forward at the City.

Comments

The study conducted by Ameresco had four (4) main deliverables:

- 1) Review and evaluate current state of City of Mississauga BAS;
- 2) Evaluate merits of using a unified common front-end BAS solution vs. individual front-end solutions for a multi-building public entity such as the City;
- 3) Establish corporate BAS guideline/master specification for future BAS projects;
- 4) Pre-qualify BAS suppliers based on available product lines and suppliers' ability to serve the City in efficient and competitive manner.

Up to this point, deliverables #1 and #2 as per the above have been completed and the recommendations are presented in this corporate report for Council approval.

Upon Council approval, deliverable #3 will be finalized and deliverable #4 (BAS product lines and suppliers pre-qualification process) will proceed as per required procurement process.

Options

As part of the deliverable #2, multiple options were evaluated, but given the City's multi-building portfolio and buildings systems' complexity, the following two (2) options were included in the final in-depth analysis:

Option A - Common Front End ESS

A common framework BAS utilizes a single Enterpriser Server Software (ESS) package to connect and manage the controls in a portfolio of buildings using an open communication protocol. This allows multiple BAS product lines to operate together with the same graphical interface. This can be accomplished by installing either an ESS package using an open license non-proprietary network, or an ESS with a closed license solution. In the closed license model, only the installing BAS supplier can access and work on that ESS platform. In both cases the ESS can communicate to multiple BAS products in the field using the Open communication protocols such as BACNet, LON or Modbus. In the case of a closed license application the BAS supplier who maintains the ESS would need to be involved in all projects where new BAS are added to the system. With an open license Energy Management Control System (EMCS) ESS, any of the installing BAS suppliers and/or the owner can access the ESS to make necessary changes as new BAS systems are installed.

Presently, there is only one system on the market that provides a fully open licensed common software platform, Tridium Niagara Framework. The Niagara Framework software is an open source ESS package that can communicate to multiple supplier BAS products through its JACE (or similar) line of supervisory controllers. These controllers are available for purchase and installation by many BAS suppliers in conjunction with their own family of BAS products at a given site.

The open license model provides for maximum flexibility to the owner both in terms of service and the installation of new systems. The open license provides access to any of the (pre-qualified) BAS suppliers, a designate specialized system integrator, or direct access by the owner. Once accessed, any individual trained to use Niagara Framework can create graphics, install software updates, set-up and route alarms, program the system and assign user rights, create custom application programming, and perform maintenance of the ESS. This would allow the City an opportunity to receive multiple quotations for the majority of BAS related projects including competitive bidding for new BAS installations and the modification/expansion/service of existing BAS installations. By contrast, a closed license ESS platform is only managed by a single supplier who would need to be involved in every project where access/modification to the ESS is required, creating a competitive advantage over other suppliers bidding for jobs if the supplier of the EMCS ESS package is also a pre-qualified BAS supplier for site installations. Additional advantages of a common front end include:

- One software package to purchase and maintain
- One location for common organizational calendar
- One color scheme and the same visual representation of system within the graphics

- Identical operational BAS functions for all sites (Set-Point Adjustment, Alarms, Trending, Overrides, Scheduling, etc.) regardless of supplier
- Simplified training for end users and the ability for knowledge transfer when moving from site to site (system operates the exact same way)
- One system to learn and be trained on for higher level operators

There are two disadvantages of a common front-end solution:

- Demarcation of responsibility
- Single point for system failure

However, they can be easily addressed as per the following:

Demarcation of responsibility is present as the software is not licensed to one specific supplier. This issue is mostly addressed by the open license model allowing any number of qualified companies (or the owner) to work on the system and contact Tridium directly for product support. The owner should have trained staff members who are familiar with the Niagara Framework product sufficiently to begin the troubleshooting process.

The other disadvantage of a common front end is that it represents a single point of potential failure in the system should there be a loss of server or server software. Please note that such a failure does not impact overall systems operation (it impacts visualization) as the local controllers work independently on the front end. This risk can be mitigated by proper planning for redundancy and maintaining back-up copies of all programming, databases, and system graphics.

Option B - Individual Front End Solution

The alternate to a common front end is to follow the same path as the City's existing BAS design, each pre-qualified BAS supplier to be given a space on a City server to install their own branded ESS package. The primary advantage of this approach is that each supplier will have full responsibility for every component of the BAS system from the building BAS installations to Server software (no demarcation of responsibility). Another advantage is that by having multiple ESS, it means that there is less impact in the event of a failure at the server/server software level or when the software package reaches the end of its service life.

Each of these ESS products have similar alarming, 3rd party integration, scheduling and trending capabilities as compared Tridium Niagara Framework, though some have restricted access (depending on the supplier) to the front end programming, set-up of alarms, trends, access levels, graphics, etc.

As presented below, there are many disadvantages of this option, a major one being the lack of standardization across all sites. As it currently is at City's sites today, each supplier creates their own graphic template using their own software system which typically will have a completely different look, color scheme and functionality when compare to another supplier. The access levels and ability to set up trends, settings, and control variables will vary from supplier to supplier. Some bury the control parameters within the programming and do not expose them to

the graphics making it difficult for City operations staff to troubleshoot or make changes without first contacting the BAS supplier (and incurring a charge for a service call). Additionally, if a City employee is relocated to another building, they may need to be trained on a different system rather than having the graphics, programming, operational BAS functions and access control remain consistent. The EMCS software packages will also need to be renewed at different times for different suppliers, making it more difficult for facilities to maintain constant updates. As is currently the situation, Facility Operations will need to update multiple calendars and schedules each year.

The study document explains in details the advantages and disadvantages of each option; below is a high level summary of the pros and cons of Option B:

Advantages:

- Demarcation of responsibility. Each supplier has full responsibility for the entire BAS system from the building to Server software.
- Supplier access to a higher level of technical support for software.

Disadvantages:

- Lack of standardization across all sites. Each supplier creates their own graphic template using their own software.
- Access levels and ability to set up trends, settings, and control variables will vary from supplier to supplier.
- Some suppliers bury the control parameters within the programming and do not expose them to the graphics making it difficult to troubleshoot or make changes without first contacting the BAS supplier.
- Employee reassignment to another building will require additional training as BAS systems are different.
- Multiple calendars and schedules need to be updated on annual basis and often greater frequency.

Based on the study analysis and findings, for the City's portfolio of municipal buildings, Ameresco recommends Option A, the use of a single ESS platform with common graphical user interface for all BAS products installed in buildings. The open license model used by Tridium Niagara provides for maximum flexibility to the owner. The Niagara Framework software is an open source ESS package that can communicate to multiple supplier BAS products through either its supervisory controllers or (the sub-network) controllers.

This report seeks approval to establish Tridium Niagara Framework software as a City Standard on a single source basis. In accordance with the Purchasing By-law #374-2006 "City Standard" means specific Goods approved by Council that best fill a long-term City-wide need or requirement. The Niagara Framework software is unique to Tridium, hence they are a single

source as described in the Purchasing By-law under Schedule “A” 1. (a) (iv) “the complete item, service or system is unique to one vendor...”

Financial Impact

The corporate report is not requesting any additional funds at this time. The cost to upgrade the BAS front end to Niagara Framework common platform is estimated at \$20,000 plus applicable taxes, which include unlimited device capacity and Service Maintenance Agreement for 10 years, which will provide the City with all updates/revisions for the 10-year period.

However, the licence cost will be covered within individual project budgets and contracts; it is not a separate cost to the City. Budgets for individual projects with requirements for BAS are approved in the Capital budget. No direct contracts will be required as a result of this new BAS Standardization Strategy. Contracts will be executed, in accordance with the Purchasing By-law, with each successful bidder resulting from individual procurement processes.

In addition to energy savings as a result of improved BAS controls based on the recommendations in this report, it is estimated that the cost of implementing the recommended single common BAS front end software solution will have an initial savings of \$150,000 over the individual multi-supplier software approach plus an additional \$750,000 over the projected 10-year upgrade plan due to increased competitive bidding at all levels of future BAS projects.

Conclusion

There is a need to improve Building Automation Systems (BAS) to enable the City of Mississauga to operate its buildings’ portfolio in an efficient and cost-effective manner, support the Climate Change Action Plan and be positioned to grow in the smart buildings and Internet of Things (IoT). A comprehensive study was undertaken to evaluate the City’s BAS and develop a new approach to standardization.

This report recommends that the City establishes the Enterprise Server Software (ESS) platform Tridium Niagara Framework for BAS communication as a City Standard on a single source basis. In accordance with the Purchasing By-law #374-2006 “City Standard” means specific Goods approved by Council that best fill a long-term City-wide need or requirement. The Niagara Framework software is unique to Tridium, hence they are a single source as described in the Purchasing By-law under Schedule “A” 1. (a) (iv) “the complete item, service or system is unique to one vendor...”

This report also recommends that staff conduct an open procurement process to establish a pool of pre-qualified BAS product lines and suppliers to be named in future procurement processes for the supply, installation, programming and commissioning BAS systems which are compatible with the ESS platform Niagara Framework.

Attachments

N/A



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

Prepared by: Mili Alikalfic, P.Eng., LEED AP, Supervisor, Energy Programs, F&PM

City of Mississauga

Corporate Report



Date: September 3, 2020

To: Chair and Members of General Committee

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

Originator's files:

Meeting date:
October 21, 2020

Subject

Single Source Procurement for TT Faster LLC d.b.a FASTER Asset Solutions and Calytera Software, Inc. (Amanda) – Contract Renewals. File Ref: PRC000959 and PRC000814.

Recommendation

1. That Council approve the single source procurement for FASTER Fleet Management System and Amanda Licensing Management System including software licensing, subscription services, professional services, and maintenance and support for a period of five (5) years, with the option to extend the term for an additional two (2) years, as detailed in the corporate report entitled, "Single Source Procurement for TT Faster LLC d.b.a. FASTER Asset Solutions and Calytera Software, Inc. (Amanda) – Contract Renewals", dated September 3, 2020, from the Commissioner of Corporate Services and Chief Financial Officer ("Purchase"), File Ref: PRC000959 and PRC000814;
2. That the Purchasing Agent or designate be authorized to execute all contracts and related ancillary documents with respect to the Purchase between the City and TT Faster LLC d.b.a. FASTER Asset Solutions for an estimated amount of \$950,624.35 USD, which is approximately \$1,330,874.08 CAD, exclusive of taxes, in accordance with the City's Purchasing By-law 374-06, as amended;
3. That the Purchasing Agent or designate be authorized to execute all contracts and related ancillary documents with respect to the Purchase between the City and Calytera Software, Inc. for an estimated amount of \$444,566.81 USD, which is approximately \$622,393.53 CAD, exclusive of taxes, in accordance with the City's Purchasing By-law 374-06, as amended;
4. That the Purchasing Agent or designate be authorized to execute the necessary amendments to increase the value of the contracts between the City and TT Faster LLC d.b.a. FASTER Asset Solutions and the City and Calytera Software, Inc. for software licensing, subscription services, professional services, and maintenance and support,

including additional features and modules, for the purpose of accommodating growth and business needs, if the funding for such contract increase has been approved by Council;

5. That Council approve FASTER Fleet Management System and Amanda Licensing Management System as City Standards for a period of five (5) years, and for an additional period of two (2) years should the City exercise its option to extend the term of the contract, in accordance with the City's Purchasing By-law 374-06, as amended.

Report Highlights

- Current maintenance and support contracts for both FASTER and Amanda systems are expiring in 2022.
- The FASTER and Amanda systems support critical business functions, to manage and maintain the Fire and City Fleet vehicles, and to issue, track, and manage business and mobile operating licenses respectively within the Transportation and Works department.
- Since 2004, City staff within Transportation and Works, Service Operations and Community Services, Fire & Emergency Services have used the FASTER Fleet Management System supplied by TT Faster LLC d.b.a. FASTER Asset Solutions for fleet maintenance, asset management, parts inventory, and vehicle service records management.
- The Amanda Licensing Management System supplied by Calytera Software, Inc. is used by Transportation & Works, Compliance & Licensing, and Mobile Licensing units to issue and manage business operations licenses.

Background

FASTER Fleet Management Background:

The City procured the FASTER Fleet Management System in 2003 through a competitive bidding process under FA.49.140-02. The contract was renewed in 2015 under FA.49.355-14 authority GC-0322-2014 for four (4) years, with FASTER Fleet Management continued to be designated as a "City Standard" until a replacement system has been acquired and implemented.

In May 2018, a Corporate Report was approved GC-0301-2018, granting authority for a FASTER system upgrade to the most current version, and maintenance and support for the new version. Maintaining software versions and upgrades is the best practice to stay current with technology and enable new software features. Since then, municipal benchmarking has identified deficiencies in the new version that may introduce risk to the City, and as such the vendor has agreed to extend support and maintenance on the current version.

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In March 2019, a Corporate Report was approved GC-0093-2019, granting authority to increase the commitment with CCG Systems, Inc. d.b.a. FASTER Asset Solutions by an additional \$74,297 USD for the supply of FASTER Fleet Management system maintenance and support for a period of three (3) years.

In December 2019, CCG Systems, Inc. assigned its agreement with the City to TT Faster LLC d.b.a. FASTER Asset Solutions and the contract was renewed under PRC000959 for an additional three (3) years and will expire on March 30, 2022.

The primary users (around 90-100 staff) of the system are Fire, Service Centre for service and maintenance of Fire vehicles and other City vehicles as well as parts inventory and service records management.

In May 2020, Transit buses and other Transit vehicles along with parts inventory and service records management have replaced the FASTER System with Trapeze Enterprise Asset Management solution (EMA), the Trapeze Software Group, Inc. part of the Transit Scheduling and Operation system.

In June of 2020, the City has upgraded the current version of FASTER Win v6.2 to v7.011 for Windows 10 compatibility with minor upgrades and enhancements.

Amanda Background:

Transportation & Works, Compliance & Licensing and Mobile Licensing (over 20 users) have been using the Amanda Licensing Management System for issuing, tracking, and managing business and mobile operating licenses.

The system has been in use for over twenty (20) years at the City under Contract 4600008208 and FA.49.002-13. The contract was renewed in 2014 under FA.49.606-14 and in 2018 under PRC000814 authority GC-0301-2018 for three (3) years, with Amanda Licensing Management System continued to be designated as a "City Standard". The contract expires on November 30, 2022.

In 2019, the provider of the system, CSDC Systems Inc., changed its name to Calytera Software, Inc.

Comments

The Business Units and Information Technology along with Purchasing were planning to conduct a competitive bid process to replace both FASTER Fleet Management System and Amanda System at the end of the current contracts.

Through extensive analysis, systems research, and review of the City's existing SAP alignment with enterprise asset management, it has been determined that the cost to replace FASTER and Amanda systems is significant and not economical for the City.

Also, due to COVID-19 related financial pressures, time pressures for the competitive procurement process, Business Units and IT determined that upgrading FASTER to the most recent Web version and applying minor version releases to Amanda's existing web system is the best and most economical option, and therefore recommends continuing with the existing solutions for the next five (5) years, with the option to extend for an additional two (2) years.

Upgrading to the latest Web version of FASTER and applying minor version releases to Amanda web system will allow the City to take advantage of new features, such as mobile/web-enabled functionalities and enhanced security. Business processes have evolved over the years to closely align with the systems. In the new web versions, the core system functions remain the same. Therefore, upgrading the systems will result in minimal impact on business processes, user training needs as well as Information Technology and operational support processes.

Purchasing By-law Authorization

The recommendation in this report is made in accordance with Schedule A of the Purchasing By-law #374-06, items 1(b)(xi) which states that a single source procurement method may be applied when "a need exists for compatibility with, or for the maintenance and support of a City Standard and there are no reasonable alternatives, substitutes, or accommodations"; and (a)(iii), wherein it states that "the Goods and/or Services are only available from one supplier by reason of the existence of exclusive rights such as patent, copyright or licence; and (b)(iv), "the solicitation of competitive Bids would not be economical to the City".

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

Financial Impact

A budget request BR#5980 and PN20530 was approved by Council in the 2020 budget approval process for the Fleet Management Information System (FASTER) Replacement and as amended in May WIP adjustments for a total of \$1,000,000.

The new Web version FASTER upgrade includes the software, implementation, professional services, and maintenance and support costs and it is reflective of the size of the fleet being maintained for the Fire, Service Centre, and other City vehicles, as well as parts inventory and service records management.

TT Faster LLC d.b.a FASTER Asset Solutions will commit to system upgrades along with maintenance and support at an estimated amount of \$950,624.35 USD, which is approximately \$1,330,874.08 CAD for the period of the seven (5+2) year contract term.

The FASTER system maintenance and support costs will be funded through the Information Technology Maintenance Operating Budget with future increases from 2021 onward, subject to Council approval.

The seven (5+2) year cost details for the FASTER Web upgrade with professional services and software maintenance and support are provided in Appendix 1 – TT Faster LLC d.b.a. FASTER Asset Solutions – Statement of Work.

Calytera Software, Inc. will commit to providing system upgrades along with maintenance and support at an estimated amount of \$444,566.81 USD, which is approximately \$622,393.53 CAD for the period of the seven (5+2) year contract term.

The Amanda system maintenance and support costs are funded through the Information Technology Maintenance Operating Budget with future increases from 2021 onward, subject to Council annual budget approval.

The seven (5+2) year cost details for Amanda software maintenance, support and professional services are provided in Appendix 2 – Calytera Software, Inc. (Amanda) – Statement of Work.

Conclusion

TT Faster LLC d.b.a. FASTER Asset Solutions' FASTER Fleet Management System continues to represent the City Standard for fleet management system software and Calytera Software, Inc.'s Amanda Licensing Management System continues to represent the City Standard for business operations license management software.

This report recommends that the Purchasing Agent be authorized to initiate contract negotiations and execute the contracts and all related ancillary documents with TT Faster LLC d.b.a. FASTER Asset Solutions and Calytera Software, Inc. on a single source basis for software licensing, subscription services, professional services, and maintenance and support for five (5) years, with the option to extend the term for an additional two (2) years.

Attachments

Appendix 1: TT Faster LLC d.b.a. FASTER Asset Solutions – Statement of Work

Appendix 2: Calytera Software Inc. Amanda – Statement of Work



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

Prepared by: Dan Pitu, Project Manager, IT – Project Portfolio & Dev T&W
Stan Hankowski, Project Manager, IT – Project Portfolio & Dev T&W

Summary of Statement of Work

TT Faster LLC d.b.a. FASTER Asset Solutions (FASTER Fleet Management System)

The following outlines the key deliverables for FASTER Web software upgrade with implementation services and annual maintenance and support with TT Faster LLC d.b.a. FASTER Asset Solutions for seven (7) years, five (5) initial with two (2) optional years, to be negotiated and finalized by staff from Materiel Management, Legal Services, and Information Technology. Contract Renewal for Procurement file PRC000959.

Funding is approved in the 2020 budget (PN20530), budget request BR#5980, through an annual business planning process.

SOW Pricing for Upgrading to FASTER WEB				
Product & Service	Description	Cost (USD)	Cost (CAD) @1.4	Reoccurrence/ Funded by
Software Cost	Core	\$ 96,498.50	\$ 135,097.90	one time, PN20530
	Add-Ons	\$ 22,660.00	\$ 31,724.00	one time, PN20530
Professional Services	Integrations SAP	\$ 78,000.00	\$ 109,200.00	one time, PN20530
	Data Services	\$ 24,000.00	\$ 33,600.00	one time, PN20530
	Training - Go Live	\$ 15,950.00	\$ 22,330.00	one time, PN20530
	Discounts	-\$ 19,950.00	-\$ 27,930.00	one time, PN20530
	Total:	\$ 217,158.50	\$ 304,021.90	one time, PN20530
Annual Maintenance & Support and Hosting Services	Year 1	\$ 76,146.00	\$ 106,604.40	IT Maint & Support budget
	Year 2	\$ 78,430.38	\$ 109,802.53	IT Maint & Support budget, annually with 3% increase
	Year 3	\$ 80,783.29	\$ 113,096.61	IT Maint & Support budget, annually with 3% increase
	Year 4	\$ 83,206.79	\$ 116,489.51	IT Maint & Support budget, annually with 3% increase
	Year 5	\$ 85,702.99	\$ 119,984.19	IT Maint & Support budget, annually with 3% increase
	Total:	\$ 404,269.46	\$ 565,977.24	
Additional products, professional services, and maintenance and support; including additional features and modules for the purpose of facilitating the successful implementation and support.	Maint & Support Year 6	\$ 88,274.08	\$ 123,583.72	IT Maint & Support budget with 3% increase
	Maint & Support Year 7	\$ 90,922.31	\$ 127,291.23	IT Maint & Support budget with 3% increase e
	Future Growth	\$ 150,000.00	\$ 210,000.00	On as needed bases from PN20530 or other sources
	Total:	\$ 329,196.39	\$ 460,874.95	

	<u>Grand Total:</u>	<u>\$950,624.35</u>	<u>\$1,330,874.08</u>	
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The total estimated cost for seven (7) years, five (5) initial with two (2) optional years term for software licenses, product and services, professional services, and maintenance and support; including additional features and modules to facilitate the successful implementation and support is \$950,624.35 USD, which is \$1,330,874.08 CAD using a currency exchange rate of 1.40 (\$1.00 USD - \$1.40 CAD).

Summary of Statement of Work Calytera Software, Inc. (Amanda Licensing Management System)

The following outlines the key deliverables from Calytera Software, Inc. (Amanda) for seven (7) years, five (5) initial with two (2) optional years, to be negotiated and finalized by staff from Materiel Management, Legal Services, and Information Technology. Contract Renewal for Procurement file PRC000814.

Extended Contract (5+2 years)

Maintenance & Support	Year 1	Year 2	Year 3	Year 4	Year 5
Amanda	\$11,409.99	\$11,752.29	\$12,104.86	\$12,468.00	\$12,842.04
Amanda Web Services	\$6,365.40	\$6,556.36	\$6,753.05	\$6,955.64	\$7,164.31
Total/Year	\$17,775.39	\$18,308.65	\$18,857.91	\$19,423.64	\$20,006.35
TOTAL 5 years	USD \$ 94,371.94				
	CAD (@1.40) \$132,120.71				

Additional products, professional services, and maintenance and support; including additional features and modules for the purpose of facilitating the successful implementation and support.		
M&S and Amanda Web Services	Year 6	\$ 24,726.54
M&S and Amanda Web Services	Year 7	\$ 25,468.33
Products & Services, Professional Services and Training	Future Growth (years 1 to 7)	\$ 300,000.00
TOTAL USD		\$ 350,194.87
TOTAL CAD (@1.40)		\$ 490,272.81

The total estimated cost for seven (5+2) year term for software licenses, product and services, professional services, and maintenance and support; including additional features and modules to facilitate the successful implementation and support is \$ 444,566.81 USD, which is \$ 622,393.53 CAD using a currency exchange rate of 1.40 (\$1.00 USD - \$1.40 CAD).

City of Mississauga

Corporate Report



<p>Date: October 1, 2020</p> <p>To: Chair and Members of General Committee</p> <p>From: Gary Kent, CPA, CGA, ICD.D, Commissioner of Corporate Services and Chief Financial Officer</p>	<p>Originator's files:</p> <hr/> <p>Meeting date: October 21, 2020</p>
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Subject

Expansion of the Port Credit Business Improvement Area (BIA) (Ward 1)

Recommendation

That a by-law be enacted to expand the Port Credit Business Improvement Area (Port Credit BIA) as outlined in Appendix 3 of the report titled "Expansion to the Port Credit Business Improvement Area (BIA) (Ward 1)", dated October 1, 2020 by the Commissioner of Corporate Services and Chief Financial Officer.

Background

On July 8, 2020, City Council adopted Resolution 0228-2020 to authorize the City Clerk to give notice of City Council's intention to enact a by-law to expand the boundaries of the Port Credit BIA. A copy of the associated Corporate Report is attached as Appendix 1.

In accordance with the *Municipal Act, 2001*, notice of intention to pass a by-law for the expansion of the Port Credit BIA was sent to the board of management of the Port Credit BIA along with every property owner who pay commercial property taxes within the existing and the proposed expansion boundary area (Appendix 2).

Any property owner who receives notice is required to give a copy of the notice to each tenant of the property to which the notice relates who is required to pay all or part of the taxes on the property.

Comments

Upon completion of the 60 day notice period, no objections were received by the City Clerk from any persons who are entitled to notice in accordance with the *Municipal Act, 2001*.

In order for the by-law not to proceed, the *Municipal Act, 2001*, sets the following three part test:

Objections

3(a) written objections are received by the clerk of the municipality within 60 days after the last day of mailing of the notices;

(b) the objections have been signed by at least one-third of the total number of persons entitled to notice under subsection (1) and under clause (2) (a); and

(c) the objectors are responsible for,

- (i) in the case of a proposed addition to an existing improvement area:
 - (A) at least one-third of the taxes levied for purposes of the general local municipality levy on rateable property in all prescribed business property classes in the improvement area, or
 - (B) at least one-third of the taxes levied for purposes of the general local municipality levy on rateable property in all prescribed business property classes in the geographic area the proposed by-law would add to the existing improvement area, or
- (ii) in all other cases, at least one-third of the taxes levied for purposes of the general local municipality levy on rateable property in all prescribed business property classes in the improvement area. 2001, c.25, s.210 (3).

The required number of objections was not received and therefore the City is permitted to enact a by-law to update the Port Credit BIA boundary. A by-law establishing the expansion of the Port Credit BIA will come before Council for approval. Once the expanded BIA boundary is established, the Executive will prepare a budget for the BIA, subject to Council's approval.

Financial Impact

Not Applicable

Conclusion

Given that there were no objections to the expansion of the Port Credit BIA boundary and in accordance with the *Municipal Act, 2001*, the City Clerk deems that it is valid for City Council to enact a by-law to expand the Port Credit BIA within the proposed boundary area.

Attachments

- Appendix 1: Planning and Development Committee Corporate Report titled "Proposed Expansion to the Port Credit Business Improvement Area (BIA)", dated June 3, 2020
- Appendix 2: Notice of Intention to Expand the Port Credit BIA
- Appendix 3: Proposed Port Credit BIA Boundary Expansion Map



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

Prepared by: Angie Melo, Legislative Coordinator

City of Mississauga Corporate Report



<p>Date: June 3, 2020</p> <p>To: Mayor and Members of Council</p> <p>From: Andrew Whittemore, M.U.R.P., Commissioner of Planning & Building</p>	<p>Originator's files: CD.05.POR</p> <hr/> <p>Meeting date: July 8, 2020</p>
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Subject

Proposed Expansion to the Port Credit Business Improvement Area (BIA) Boundary

Recommendation

1. That the report titled "Proposed Expansion to the Port Credit Business Improvement Area (BIA) Boundary" dated June 3, 2020 from the Commissioner of Planning and Building, be received.
2. That the City Clerk be authorized to give notice of City Council's intention to enact a by-law to expand the boundaries of the Port Credit BIA as shown in Appendix 3 of the report titled "Proposed Expansion to the Port Credit Business Improvement Area (BIA) Boundary", to the board of management of the Port Credit BIA and to every person that is assessed for rateable property that is in a prescribed business class, within the current Port Credit BIA boundary and the proposed boundary expansion, in accordance with the *Municipal Act, 2001*.

Report Highlights

- On January 20, 2020, Councillor Dasko's office (Ward 1) received a letter from the General Manager of the Port Credit Business Improvement Area expressing their Board of Directors' interest in expanding the boundary of the Port Credit BIA.
- The Port Credit BIA has requested to change its boundaries to include eight additional properties fronting Lakeshore Road West and remove one property on Wesley Ave. The request for expansion was prompted by the Brightwater redevelopment.
- The proposed boundary is acceptable to staff, with one adjustment.
- The next step in the process is for the Office of the City Clerk to notify the board of management of the Port Credit BIA and every person that is assessed for rateable property in all prescribed business classes, as defined under the *Municipal Act, 2001*, within the current BIA boundary (By-law 0062-2015) and the proposed BIA boundary expansion area.

Background

The Port Credit Business Improvement Area (BIA) was first established on April 22, 1977 (By-law 163-77). In the years that followed, several boundary expansion requests were enacted (in 1984, By-law 892-84; in 1990, By-law 518-92; and in 2014, By-law 0062-2015).

On January 20, 2020, Councillor Dasko's office (Ward 1) received a letter from Jake Pedler, Chair of the Port Credit BIA Board of Directors and Beatrice Moreira-Laidlow, Acting General Manager of the Port Credit BIA, expressing the Board of Directors' interest in further expanding the boundary of the Port Credit BIA (Appendix 1). Most of the proposed expansion is within the recently approved Brightwater development.

On May 27, 2020, staff met with the Port Credit BIA Board (via Zoom) to discuss their request, outline legislated requirements for expansion and review the proposed boundary. Based on feedback, the Board agreed to the recommended BIA boundary as shown in Appendix 3.

In early 2020, the Port Credit BIA also consulted with land owners affected by the proposed expansion. Specifically, Councillor Dasko has engaged land owners at 70 Mississauga Road (commonly known as Brightwater/West Village) and confirmed their support for inclusion in the BIA.

Legislative Requirements

The *Municipal Act, 2001* ("the Act") provides the legislative requirements for establishing or expanding the boundaries of a BIA.

In accordance with the Act, the City must pass a by-law to alter the boundaries of a Business Improvement Area. Before such a by-law can be passed, notice of Council's intention to pass a by-law must be sent to the board of management and every person in the current BIA boundary area and proposed expanded area who, on the last returned assessment roll, is assessed for rateable property that is in a prescribed business property class.

It is the responsibility of the property owners to provide a copy of the notice to their tenants and to provide the City Clerk with a list of every tenant to which the notice relates within 30 days after the notice is mailed. The Act prohibits enactment of the by-law if written objections to the by-law are received within 60 days, and signed by at least one-third of the persons entitled to a notice and representing at least one-third of the taxes levied for purposes of the general local municipality levy on rateable property in all prescribed business property classes within the current BIA boundary and the proposed boundary expansion. The City Clerk is responsible for determining whether the objection conditions are met.

If the proposed By-law is not enacted, preceding By-law 0062-2015 continues to remain in effect. If the proposal moves ahead, City staff intend to draft a by-law to expand the Port Credit

BIA boundary area. The draft by-law would be brought back to Council for approval in late 2020.

Comments

The Port Credit BIA has requested to change its boundaries to include eight additional properties, and remove one property. The subject properties are generally fronting Lakeshore Road West and accommodate residential and commercial uses.

More specifically, the Port Credit BIA seeks to:

- Add 70 Mississauga Road South (commonly referred to as Brightwater/West Village), and 354, 356, 360, 362, 364, 366 and 368 Lakeshore Road West to the BIA boundary.
- Remove 72 Wesley Ave from the BIA boundary.

Appendix 2 includes a map of the boundary proposed by the Port Credit BIA.

In assessing the proposed boundary, Planning staff considered factors such as: the existing and proposed use of a property (i.e. commercial locations); planning directions contained in the Mississauga Official Plan and Port Credit Local Area Plan; and achieving a contiguous BIA boundary.

Staff agree that the inclusion of identified properties along Lakeshore Road West would benefit the BIA. They form Port Credit's commercial corridor and support the main street character of Port Credit. However, staff recommend that only the northern portion of 70 Mississauga Road South be included in the BIA boundary (See Appendix 3 for staff's proposed boundaries).

- The northern portion of the site fronts Lakeshore Road West, it is designated "Mixed Use" and will have future commercial uses that will support the main street character of Lakeshore Road West.
- Staff advise the southern part of this site does not require inclusion in the BIA at this time. This portion of the property is designated as "Residential High Density" and "Residential Medium Density" and commercial uses will be limited to the base of the residential buildings. The option to include the remainder of this site in the BIA can be revisited as this site develops and commercial/retail uses are established.

Staff agree that 72 Wesley Ave does not benefit from inclusion in the BIA since it is a parking lot located away from the commercial activity along Lakeshore.

Appendix 4 provides the land use designations from the Mississauga Official Plan, including the recommended boundary expansion.

Financial Impact

There would be no financial impact created by the recommendations.

Conclusion

Business Improvement Areas provide many benefits for local businesses and neighbouring residential areas, including making the area more attractive to visit and shop, promoting businesses and assisting in revitalization. The City of Mississauga has five established BIAs: Clarkson, Malton, Streetsville, Cooksville and Port Credit.

The proposed Port Credit BIA boundary expansion, as outlined in Appendix 3, is acceptable to City staff.

It is recommended that City Council initiate the statutory process required to expand the Port Credit BIA boundary. Specifically, by providing notice of Council's intention to enact a by-law to expand the Port Credit BIA boundary to all affected land and business owners to determine their support for the proposal.

Attachments

- Appendix 1: Letter from the General Manager and Board Chair of the Port Credit Business Improvement Area, dated January 20, 2020
- Appendix 2: Port Credit Business Improvement Area - Proposed Boundary Changes Suggested by BIA (Map)
- Appendix 3: Staff Recommended Port Credit Business Improvement Area Boundary (Map)
- Appendix 4: Port Credit BIA Land Use Designations, Part of Schedule 10 Mississauga Official Plan (Map)



Andrew Whitemore, M.U.R.P., Commissioner of Planning & Building

Prepared by: Mojan Jianfar, Planner, City Planning Strategies



January 20, 2020

Mayor Bonnie Crombie and Members of Council
City of Mississauga
300 City Centre Drive
Mississauga, ON L5B 1C3

Dear Mayor Crombie and Members of Council,

Re: Proposed Port Credit BIA Boundary Expansion

The Board of Directors of the Port Credit BIA would like to express their willingness to expand the current boundary of the Port Credit BIA and delete a boundary portion that is not in line with Main Street BIA.


The Port Credit Business Improvement Area (BIA) was formed in 1976. In the ensuing years the nature of the area and indeed Port Credit has changes. In 2014 a boundary expansion to Maple Ave. west and to Beechwood Ave. on the east. This expansion included 72 Wesley Ave, which it shouldn't had been as it is a parking lot away from Main Street and does not benefit in any way from their Levy.

On November 27, 2019 at the PCBIA Board meeting, a Motion was passed to ask for deletion of 72 Wesley Ave. and expand the BIA boundary to 354, 356, 360, 362, 364, 366 and 368 Lakeshore Rd. W. these businesses will completely benefit in becoming part of the PCBIA, also in this expansion we would like to include 70 Mississauga Rd. South, which is the new Brightwater development.

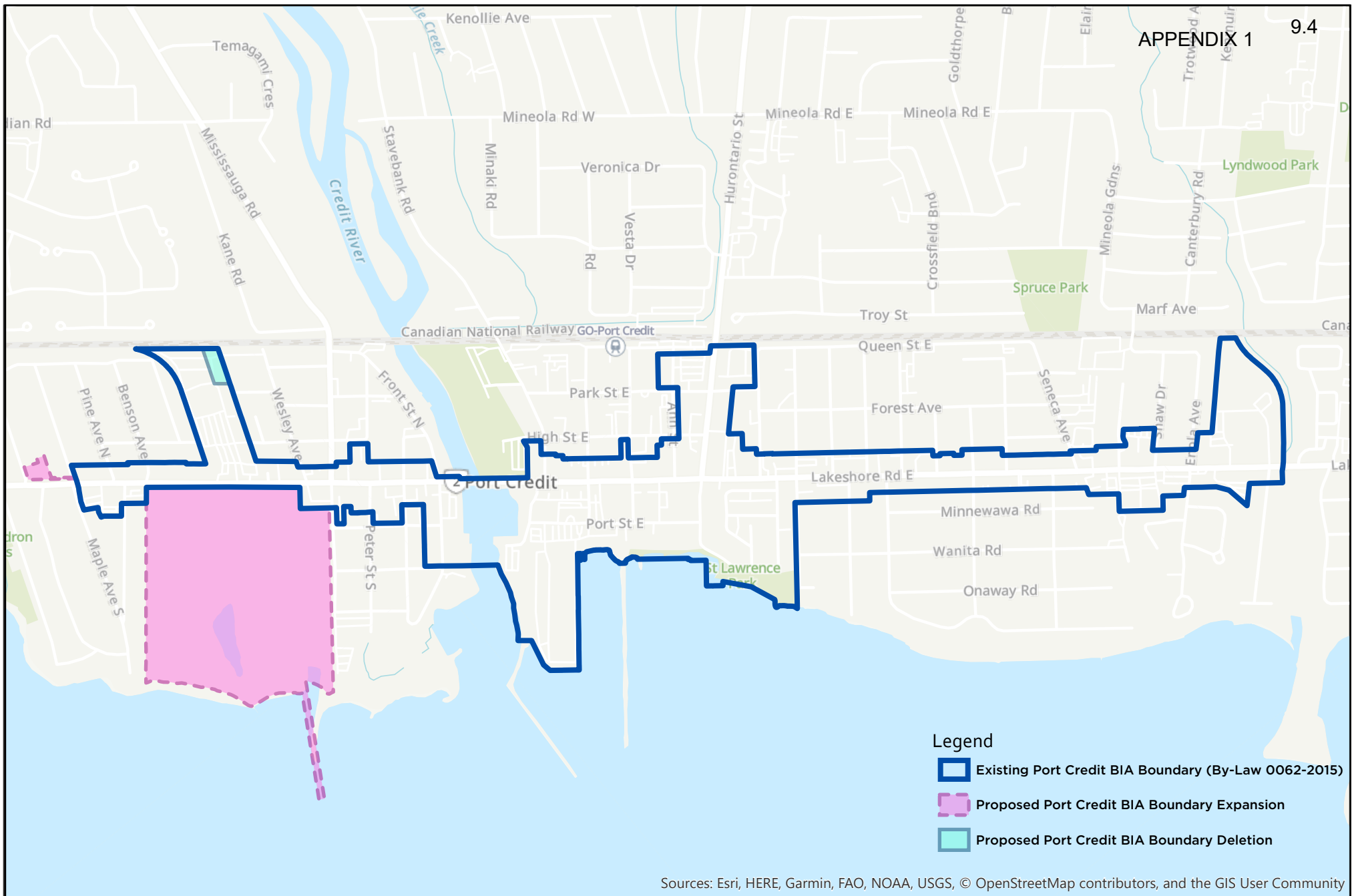
Sincerely,



Jake Pedler, Chair
PCBIA
105 Lakeshore Rd. W.
Miss. ON L5H 1E9



Beatrice Moreira-Laidlow
PCBIA Acting General Manager



Appendix 2: Port Credit Business Improvement Area - Proposed Boundary Changes Suggested by BIA



0 90 180 270 360 450 Meters

Legend

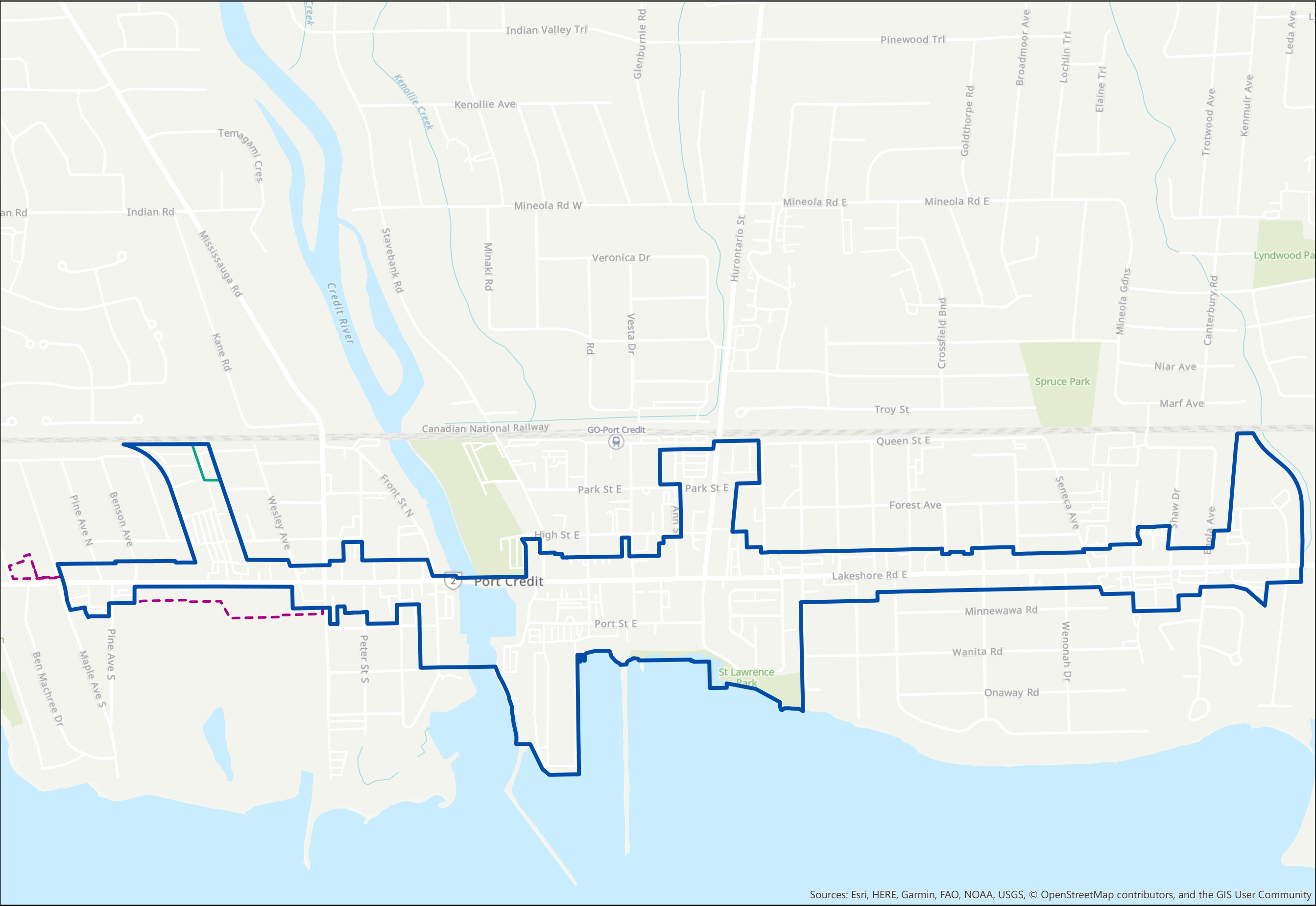
APPENDIX 1

9.4

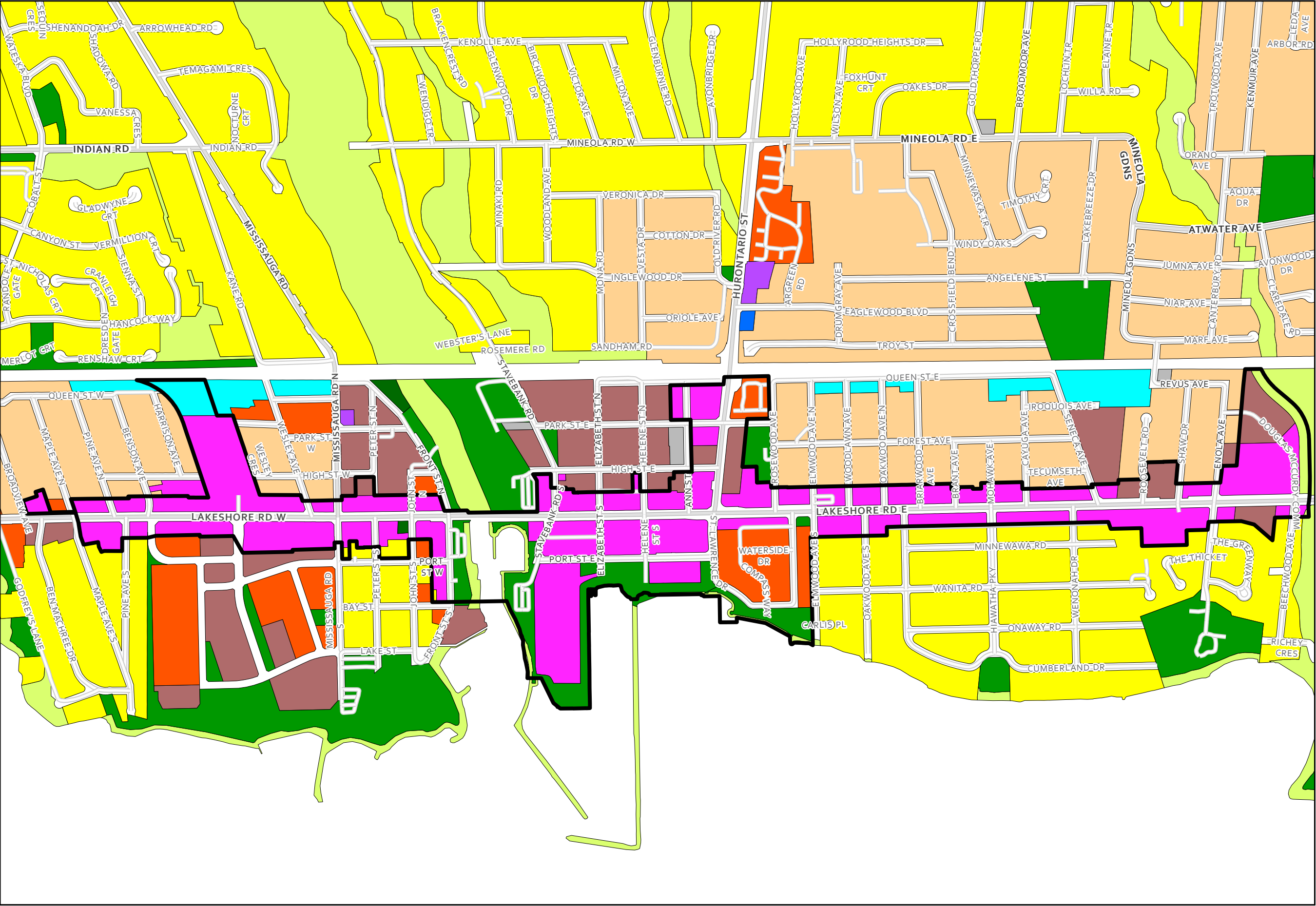
Existing Port Credit BIA Boundary (By-Law 0062-2015)

Recommended Port Credit BIA Boundary Expansion

Recommended Port Credit BIA Boundary Deletion



Appendix 3: Staff Recommended Port Credit Business Improvement Area Boundary



Legend

APPENDIX 19.4

Recommended Port Credit BIA Boundary

Land Use Designations

Business Employment (BE)

Convenience Commercial (CC)

Greenlands (G)

Residential High Density (HD)

Residential Low Density I (LDI)

Residential Low Density II (LDII)

Residential Medium Density (MD)

Mixed Use (MU)

Motor Vehicle Commercial (MVC)

Public Open Space (OS)

Private Open Space (POS)

Utility (UT)

Appendix 4: Port Credit BIA Land Use Designations, Part of Schedule 10 of the Mississauga Official Plan

City of Mississauga
Office of the City Clerk
300 City Centre Drive
Mississauga, ON L5B 3C1
city.clerk@mississauga.ca



Notice of Intention to Amend the Port Credit Business Improvement Area (BIA) Boundary

On January 20, 2020, the Port Credit Business Improvement Area (BIA) expressed their interest in expanding the boundary of the Port Credit BIA and to remove one property in the BIA current boundary. On July 8, 2020, City Council endorsed the intention to approve a by-law to amend the existing boundaries of the Port Credit BIA, as shown on the attached map (detailed maps can be viewed at <http://www.mississauga.ca/portal/cityhall/publicnotices> or call 905-615-3200 ext. 5423).

The *Municipal Act, 2001, S.O 2001, Chapter 25* requires that notice of the intention to enact the by-law be sent to all property owners within the current boundary and the proposed amended area of the BIA that pay commercial property taxes. If the by-law is approved, the Port Credit BIA boundary will be amended and commercial property owners and/or their tenants will be obligated to pay a special BIA levy.

Duties of Landowner (According to the *Municipal Act, 2001*)

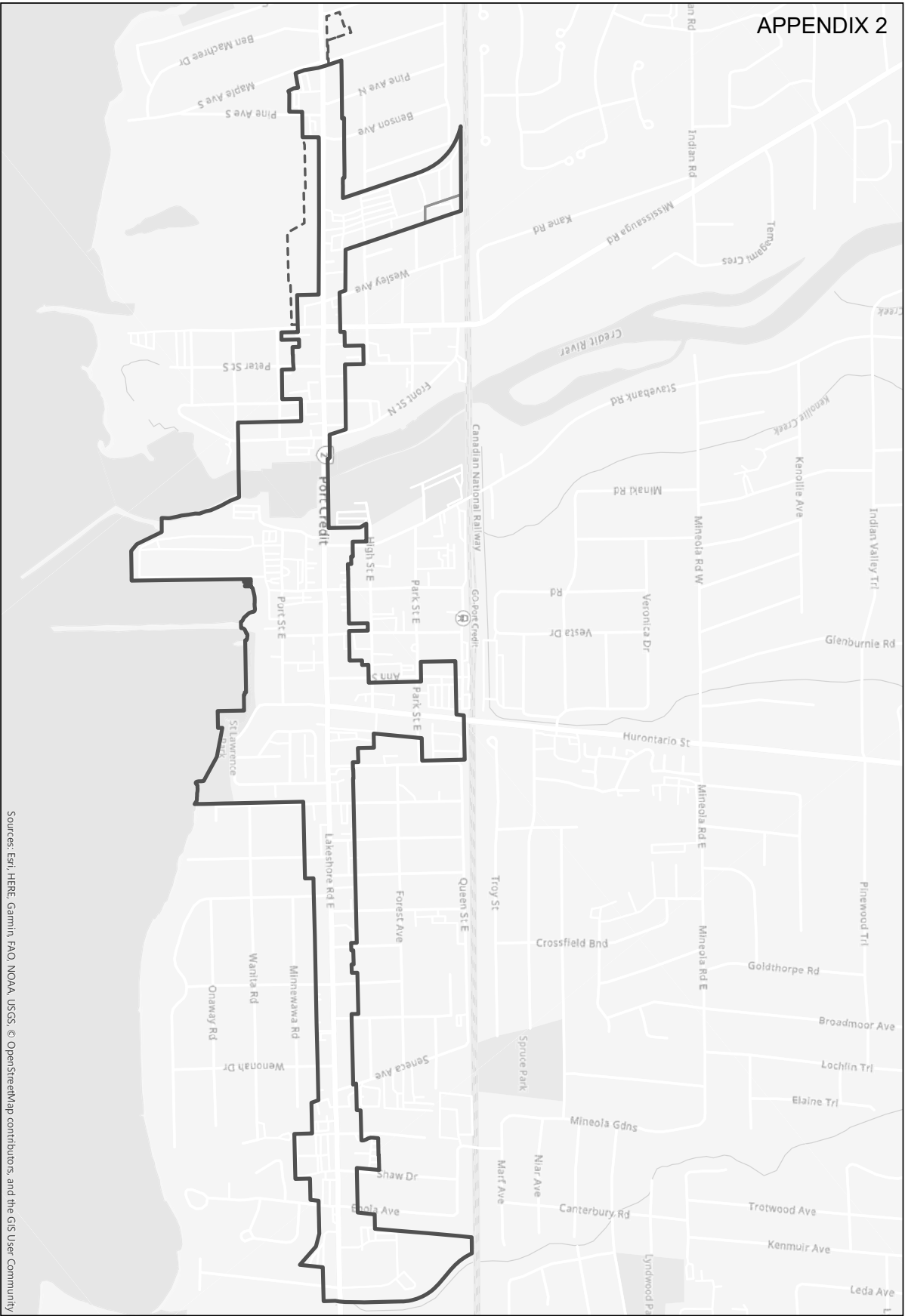
1. Each landowner who receives this notice is required to undertake the following within 30 days after the mailing date (**deadline August 17, 2020**):
 - (a) give a copy of the notice to each affected tenant of the property to which the notice applies who is required to pay all or part of the taxes on the property; **and**
 - (b) give the Clerk of the municipality a list of every tenant described in (a) above and the share of the taxes that each tenant is required to pay.
2. If you support the proposed BIA amendments, you do not need to take any further action.
3. If you oppose the proposed BIA amendments, objections must be sent to the Clerk, City of Mississauga, 300 City Centre Drive, Mississauga, L5B 3C1 or city.clerk@mississauga.ca no later than **September 15, 2020**.

A municipality shall not pass a Business Improvement Area Amendment By-law if:

- (a) written objections are received by the Clerk of the City of Mississauga within 60 days after the mailing date of the notices (**deadline September 15, 2020**); and
- (b) the objections have been signed by at least one-third of the total number of persons entitled to notice; and
- (c) the objectors are responsible for at least one-third of the taxes levied on taxable property in all business/commercial property classes in the improvement area.

Key Dates:

Notice issue date	Friday, July 17, 2020
Duties of Landowner	On or before August 17, 2020
Objections	On or before September 15, 2020
If criteria is met to Expand Port Credit BIA Council Endorsement of the By-law	October 14, 2020



Sources: Esri, HERE, Garmin, FAO, NOAA, USGS, © OpenStreetMap contributors, and the GIS User Community

Legend

- Existing Port Credit BIA Boundary (By-Law 0062-2015)
- Recommended Port Credit BIA Boundary Expansion
- Recommended Port Credit BIA Boundary Deletion (72 Wesley Avenue)

Proposed expansion addresses to the BIA boundary:

- 70 Mississauga Road South (commonly referred to as Brightwater / West Village)

- 354, 356, 360, 362, 364, 366 and 368 Lakeshore Road West

Proposed deletion address to the BIA boundary:

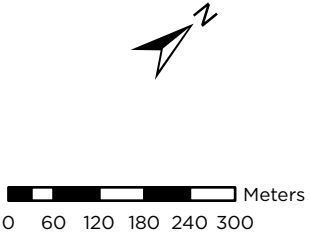
- 72 Wesley Avenue





Legend

- Proposed Port Credit BIA Boundary Expansion



Sources: Esri, HERE, Garmin, FAO, NOAA, USGS, © OpenStreetMap contributors, and the GIS User Community

Appendix 3: Proposed Port Credit BIA Boundary Expansion

REPORT 4 - 2020

To: CHAIR AND MEMBERS OF GENERAL COMMITTEE

The Environmental Action Committee presents its fourth report for 2020 and recommends:

EAC-0015-2020

That the deputation and associated presentation by David Ferreira, Manager, City Marketing and Planning regarding the Citizen Satisfaction Survey be received.
(EAC-0015-2020)

EAC-0016-2020

That the deputation and associated presentation by Jacqueline Hunter, Transportation Demand Coordinator regarding the Pedestrian Master Plan be received.
(EAC-0016-2020)

EAC-0017-2020

That the deputation and associated presentation by Leya Barry, Climate Change Specialist regarding the Green Fleet and Equipment Policy be received.
(EAC-0017-2020)

EAC-0018-2020

That the deputation and associated presentation by Leya Barry, Climate Change Specialist regarding the Home Energy Retrofits Program be received.
(EAC-0018-2020)

EAC-0019-2020

That the deputation and associated presentation by Pujita Verma, EAC Citizen Member regarding EAC's October Litter Clean-Up be received.
(EAC-0019-2020)

EAC-0020-2020

That the Environmental Action Committee Work Plan be approved as discussed at the October 6, 2020 EAC meeting.
(EAC-0020-2020)

EAC-0021-2020

That the verbal update by Lisa Urbani, Supervisor, Environmental Initiatives on behalf of Melanie Zakarian, Data Scientist, Smart City regarding the Smart City Challenge be received.
(EAC-0021-2020)

REPORT 5 - 2020

To: CHAIR AND MEMBERS OF GENERAL COMMITTEE

The Heritage Advisory Committee presents its fifth report for 2020 and recommends:

HAC-0030-2020

That the request to alter the heritage designated property at 5961 Hurontario Street, as per the Corporate Report from the Commissioner of Community Services, dated August 20, 2020 be approved.

(Ward 5)

(HAC-0030-2020)

HAC-0031-2020

That the request to alter the heritage designated property at 707 Dundas Street East, as per the Corporate Report from the Commissioner of Community Services, dated August 27, 2020 be approved.

(Ward 3)

(HAC-0031-2020)

HAC-0032-2020

That the request to alter the heritage designated property at 1352 Lakeshore Road East, as per the Corporate Report from the Commissioner of Community Services, dated September 27, 2020 be approved.

(Ward 1)

(HAC-0032-2020)

HAC-0033-2020

That the Memorandum dated September 8, 2020 from Paul Damaso, Director, Culture Division, entitled "Alteration to a Listed Heritage Property: 1160 Clarkson Road North (Ward 2)" be received.

(Ward 2)

(HAC-0033-2020)

HAC-0034-2020

That the Memorandum dated September 16, 2020 from Paul Damaso, Director, Culture Division, entitled "Alteration to a Heritage Listed Property: 1341 Stavebank Road (Ward 1)" be received.

(Ward 1)

(HAC-0034-2020)

HAC-0035-2020

That the Memorandum dated September 8, 2020 from Paul Damaso, Director, Culture Division, entitled "Alteration to a property adjacent to a Listed Heritage Property: 5150 Ninth Line (Ward 10)" be received.

(Ward 10)

(HAC-0035-2020)

HAC-0036-2020

That the Memorandum dated September 28, 2020 from Megan Piercey, Legislative Coordinator entitled "2021 Heritage Advisory Committee Meeting Schedule" be received.

(HAC-0036-2020)

REPORT 4 - 2020

To: CHAIR AND MEMBERS OF GENERAL COMMITTEE

The Diversity and Inclusion Advisory Committee presents its fourth report for 2020 and recommends:

DIAC-0006-2020

That the deputation from John Dunlop, Manager, Heritage Planning and Indigenous Relations regarding Strengthening the Indigenous Relations Process in the City of Mississauga be received.

(DIAC-0006-2020)

DIAC-0007-2020

1. That the deputation from Alexandra Schwenger, Policy Analyst and Sam Rogers, Director, Enforcement regarding the Noise Control By-law Review be received;
2. That the Diversity and Inclusion Advisory Committee support the proposed amendments to the Noise Control By-law allowing general prohibitions and exemptions with respect to audible expressions of faith and that staff report back to a future General Committee meeting.

(DIAC-0007-2020)

DIAC-0008-2020

That the memorandum dated October 8, 2020 from Lisa Abbott, Manager, Museums and Small Arms Building entitled "Call for Curator for a Community Art Project" be received.

(DIAC-0008-2020)

DIAC-0009-2020

That Resolution 0207-2020 dated June 24, 2020 addressing anti-Black and Indigenous racism and discrimination in Mississauga be received.

(DIAC-0009-2020)

DIAC-0010-2020

That the memorandum dated September 28, 2020 from Megan Piercey, Legislative Coordinator entitled "2021 Diversity and Inclusion Advisory Committee Meeting Schedule" be received.

(DIAC-0010-2020)

DIAC-0011-2020

That the email dated October 14, 2020 from Laurel Shut, Manager, Corporate and Department Communications and Kirsten Barnes, Advisor, Community Safety and Wellbeing, Region of Peel regarding feedback on the Region of Peel's Family and Intimate Partner Violence Awareness Campaign be received.

(DIAC-0011-2020)

REPORT 5 - 2020

To: CHAIR AND MEMBERS OF GENERAL COMMITTEE

The Mississauga Cycling Advisory Committee presents its fifth report for 2020 and recommends:

MCAC-0022-2020

That the deputation by Christopher Hazlett, Chairman, Mississauga Mountain Biking Association and AJ Strawson, Mississauga Mountain Biking Association regarding the Mississauga Mountain Biking Association be received.

(MCAC-0022-2020)

MCAC-0023-2020

That the deputation by Erica Warsh, Project Leader, Vision Zero regarding Vision Zero be received.

(MCAC-0023-2020)

MCAC-0024-2020

That the Mississauga Cycling Advisory Committee start promoting the 2021 Phil Green Award in early April 2021, with a second promotional period in June 2021 and start accepting nominations in September 2021 with the award being presented in November 2021.

(MCAC-0024-2020)

MCAC-0025-2020

That the Mississauga Cycling Advisory Committee start the promotion of the 2020 Phil Green Award until December 2020 and that the award be presented in early 2021.

(MCAC-0025-2020)

MCAC-0026-2020

That the following matters be deferred to the November 2020 Mississauga Cycling Advisory Committee meeting:

- Quarterly Capital Program Update
- The Collegeway Cycling Infrastructure Implementation
- Construction / Detour Planning Process
- Active Transportation COVID-19 Recovery Framework – October Update

(MCAC-0026-2020)

