City of Mississauga

Agenda

MISSISSAUGA

REVISED

General Committee

Date: November 18, 2020

Time: 9:30 AM

Location: Online Video Conference

Members

Mayor Bonnie Crombie	
Councillor Stephen Dasko	Ward 1
Councillor Karen Ras	Ward 2
Councillor Chris Fonseca	Ward 3
Councillor John Kovac	Ward 4
Councillor Carolyn Parrish	Ward 5 (Chair)
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

Advance registration is required to participate 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 must register at allyson.dovidio@mississauga.ca by **Monday, November 16, 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, November 16, 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

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1. CALL TO ORDER

2. APPROVAL OF AGENDA

3. DECLARATION OF CONFLICT OF INTEREST

4. PRESENTATIONS - Nil

5. DEPUTATIONS

5.1. Meghan Nicholls, Executive Director, Mississauga Food Bank regarding Mayor Crombie's 2020 Thanksgiving Food Drive Results

5.2. Siobhan Crawley, Elizabeth Stewart-Molnar and Herman Yang, Board of Directors, Port Credit Figure Skating Club to speak regarding support for Youth in Mississauga related to fees

5.3. Savita Rathore, President, Mississauga Figure Skating Club to speak regarding Covid-19 restrictions related to session capacity and fees

5.4. Mary Pat McBride, President, Streetsville/Meadowvale Figure Skating Club to speak regarding Covid-19 and rental fees

5.5. Chris Magno, Resident to speak regarding keeping chickens in a residential area and the Animal Care and Control By-law 98-04, as amended.

5.6. Item 9.1. Gabriella Kalapos, Executive Director, Clean Air Partnership

5.7. Item 9.2. Scott Perry, Manager, Stormwater Assets and Programming

5.8. Item 9.3. Matthew Sweet, Manager, Active Transportation

*5.9. Item 9.8. Jake Pedler, Chair, Port Credit Business Improvement Association

6. PUBLIC QUESTION PERIOD - 15 Minute Limit

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

Any member of the public interested in speaking to an item listed on the agenda must register at allyson.dovidio@mississauga.ca by Monday, November 16, 2020 before 4:00 PM.

7. MATTERS PERTAINING TO COVID-19

7.1. COVID-19 Recovery – Support for Outdoor Business Activities

8. CONSENT AGENDA

9. MATTERS TO BE CONSIDERED

9.1. Clean Air Council Declaration: 2019-2023 Intergovernmental Declaration on Clean Air and Climate Change

9.2. Stormwater Charge Credit Program - 5 Year Review

9.3. Cycling Master Plan 2019 Report Card

9.4. Housekeeping Matters Related to Roads – All Wards

9.5. Streetsville – New Municipal Parking Lot and Paid Parking (Ward 11)

9.6. All-Way Stop – St. Lawrence Drive at Waterside Drive (Ward 1)

9.7. Downtown On-street Paid Parking Expansion (Ward 4)

9.8. Port Credit and Clarkson On-Street Parking Fees – Request for Fee Holiday (Wards 1 and 2)

9.9. Green Fleet and Equipment Policy and Electric Vehicle Charging Station Standard

9.10. Corporate Policy – Placing Advertisement with the City

9.11. Housekeeping item on 2021 Planning Processing Fees and Charges update

9.12. 2021 Interim Tax Levy for Properties Enrolled in the Pre-authorized Payment Plan

9.13. Strike-Off of Taxes Deemed Uncollectible

9.14. Single Source Procurements Related to 2020 - Q4 - Information Technology (IT) Contracts (File Ref: PRC000390, PRC00481, PRC001943, PRC002607, PRC002619)

10. ADVISORY COMMITTEE REPORTS

10.1. Environmental Action Committee Report 5 - 2020 - November 3, 2020 - 0635-2020

10.2. Heritage Advisory Committee Report 6 - 2020 - November 10, 2020

10.3. Mississauga Cycling Advisory Committee Report 6 - 2020 - November 10, 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

MISSISSAUGA

Date: November 2, 2020 To: Chair and Members of General Committee From: Andrew Whittemore, M.U.R.P., Commissioner of Planning & Building	Originator's file: CD.21-SPE Meeting date: November 18, 2020

Subject
COVID-19 Recovery – Support for Outdoor Business Activities

Recommendation
1. That Council authorize City staff to prepare a temporary use by-law effective to December 31, 2021, to permit outdoor markets and outdoor recreational and entertainment establishments in accordance with the regulations in the staff report dated November 2, 2020, from the Commissioner of Planning and Building.

2. That Council direct staff, upon the issuance of notice for the statutory public meeting to consider the temporary use by-law, to suspend the enforcement of those zoning by-law provisions which currently do not permit outdoor markets and outdoor recreational and entertainment establishments on private and public lands and that the suspension continue until the temporary use by-law comes into force or until the duration stipulated for the temporary use by-law expires, as may be the case.

3. Notwithstanding planning protocol, that an information/recommendation report from the Commissioner of Planning and Building be scheduled for a Council meeting to be held on December 9, 2020, to conduct a public meeting to meet the statutory requirements under the provisions of the *Planning Act*.

Report Highlights
- Due to the COVID-19 pandemic, the City has received multiple requests for outdoor uses which are not permitted in the zoning by-law, resulting in by-law violations, opening delays and additional costs to businesses for minor variance applications.
- To support Mississauga's businesses and/or charitable ventures, the City can temporarily permit outdoor markets and outdoor recreational and entertainment establishments in appropriate zones.
- Municipal by-laws such as the City's Noise Control By-law and Property Standards By-law will still be in effect for businesses operating outdoors, in the event that there are nuisance or noise complaints.

Background

In an effort to protect public health and safety during the COVID-19 pandemic, the Province announced a shutdown of all non-essential services across Ontario on March 17, 2020. The Provincial Government moved the Region of Peel into Stage 3 of the "Reopening Ontario" framework on July 31, 2020 but then moved Peel back into a modified Stage 2 on October 10, 2020. As a result, the capacity limits for some businesses have been substantially reduced and some other businesses have been required to close. To address these issues, some businesses have expressed a desire to operate outdoors, which would allow greater ability to physically distance. Examples include outdoor drive-in movie theatres and live entertainment, outdoor bingo halls and outdoor sport viewing events. Some of the events may also be for charitable purposes.

Comments

The City's Zoning By-law (0225-2007) states that all uses shall be located wholly within a building, structure or part thereof in all commercial zones unless specifically permitted by exception zone provision. In addition, the definitions of certain uses specifically state that they are to be located within a building. For example, the definitions of recreational establishment and entertainment establishment are as follows:

Recreational Establishment – means a building, structure or part thereof, designed and equipped to be used for athletic and leisure activities and may include such facilities as a fitness centre, racquet club, billiard hall, bowling alley, arena, curling rink, indoor facility used for golf, baseball or soccer, indoor playground.

Entertainment Establishment – means a building, structure or part thereof, designed and equipped to be used for the provision of entertainment or amusement without the necessity of active participation by the user and may include a movie theatre, playhouse, dinner theatre, stadium or auditorium.

Outdoor markets are permitted to be outdoors, but they are only permitted in some of the Downtown Core zones.

As a result, most of these types of outdoor uses require approval of a minor variance application at the Committee of Adjustment. This adds significant delays to the start of operations due to statutory requirements such as notification and appeal periods under the *Planning Act* and impacts the ability of the industry to respond to changing conditions in a timely manner.

Temporary Zoning Regulations

To expedite the approval of certain outdoor business activities, staff are considering the following zoning regulations be permitted on a time limited basis through a temporary use by-law:

1. Recreational and entertainment establishments shall be permitted outdoors in '**C2**' (Neighbourhood Commercial), '**C3**' (General Commercial), '**C4**' (Mainstreet Commercial),

'**E1**' (Employment in Nodes), '**E2**' (Employment), '**OS1**' (Open Space – Community Park), '**OS2**' (Open Space – City Park), '**PB1-6**' (Parkway Belt), '**CC2**' (Downtown Core – Mixed Use), '**CC3**' (Downtown Core – Mixed Use Transition Area), '**CC4**' (Downtown Core – Mixed Use), '**CCO**' (Downtown Core - Office) and '**CCOS**' (Downtown Core – Open Space) zones;

2. Outdoor markets shall be permitted in '**C2**', '**C3**', '**C4**', '**OS1**', '**OS2**' and '**PB1-6**' zones;

3. A maximum of 50% of required parking spaces may be occupied by outdoor markets and outdoor recreational and entertainment establishments; and

4. Outdoor markets and outdoor recreational and entertainment establishments shall not occupy and be located a minimum of 1.0 m (3.3 ft.) from an accessible parking space.

Permitted Uses and Zones

Based on the types of requests that the City has received for outdoor uses, it appears that most of them would be generally defined as either a recreational establishment or entertainment establishment under the City's Zoning By-law.

Recreational and entertainment establishments are currently permitted in the '**C2**', '**C3**', '**C4**', '**E1**', '**E2**' and '**E3**' (Industrial) zones. They are also permitted as accessory uses in the Downtown Core zones, '**CC2**', '**CC3**', '**CC4**' and '**CCO**'. It is proposed that outdoor recreational and entertainment establishments be permitted for the above noted zones, with the exception of '**E3**' zones, due to the industrial nature of that zone.

Outdoor markets are currently permitted in the '**CC1**', '**CC2**', '**CCO**' and '**CCOS**'. It is proposed that they also be permitted in the commercial zones, '**C2**', '**C3**' and '**C4**' that already permit retail stores.

Other properties that are under consideration for the all of the proposed uses are City-owned lands with a public library, arena or community centre. The majority of these properties are zoned '**OS1**', '**OS2**' or '**CCOS**'. The zoning would be permissive, but the City still has the right to evaluate appropriate requests and require a park permit or license agreement, depending on the duration and the nature of the proposed use.

Parking

The number of required parking spaces is normally regulated by the amount of gross floor area attributed to each use in a building. Permitting outdoor markets and outdoor recreational and entertainment establishments will not accurately reflect the parking demands on a property. In most instances, those outdoor uses will be located in the parking lot, occupying many of the required parking spaces. In particular, this may be problematic for multi-tenant buildings or plazas. However, due to the pandemic, parking demands are generally lower, mitigating some of those impacts.

To accommodate the outdoor uses, while maintaining an appropriate amount of parking for other businesses, it is recommended that a maximum of 50% of the required parking spaces

may be occupied by outdoor markets and outdoor recreational and entertainment establishment uses. In addition, the uses should not be permitted to occupy or be located within 1.0 m (3.3 ft.) of an accessible parking space.

Similar parking regulations have been applied to temporary patios. While there have been some complaints from patrons and other business owners, they have generally been addressed by the property owners or management companies.

Duration

The proposed amendments to the zoning by-law are being contemplated to address the unique situation of Mississauga's businesses during the pandemic. As a result, it is recommended that they remain temporary through the use of a temporary use by-law. As a majority of the requests will be for operation during the spring, summer and fall months, it is recommended that an expiry date of December 31, 2021 be considered.

Staff are also considering a permanent strategy to permitting "outdoor special events" to reduce the need for applications to the Committee of Adjustment, and associated delays. However, those amendments will require further analysis, given the broad nature of potential requests and impacts. Permitting outdoor markets and outdoor recreational and entertainment establishments is an interim strategy until a fulsome study can be conducted.

Other Legislative Considerations

Other municipal by-laws such as the Noise Control By-law and Property Standards By-law will still be in effect for businesses operating outdoors. Therefore, if there are any impacts or nuisance complaints, the City will still have the ability to address the situation. Council may consider providing noise exemptions (with or without fees waived).

Until such time as the temporary use by-law is in force and effect, Council is requested to approve a recommendation directing staff to suspend the enforcement of the zoning by-law, governing outdoor markets and outdoor recreational and entertainment establishments. This will assist the business community to move forward with these uses as permitted by Provincial Regulations, taking into consideration the extraordinary circumstances of the pandemic. This is a similar approach that was taken for outdoor patios.

Other Municipalities

Staff contacted other municipalities in the Greater Toronto and Hamilton Area (GTHA) to find out how other municipalities have dealt with similar issues. Most of the municipalities that responded have followed a similar model as Mississauga regarding outdoor patios. There are two noteworthy municipalities which have special event policies or regulations that pre-date the pandemic.

The City of Burlington amended their zoning by-law in 2013 to allow temporary, one-time special charity events in all zones. The events are limited to private properties, a 24 hour duration and no more than two events can take place on a property during a 12 month period.

The Town of Whitby has a special events policy that was approved in April 2019. Every event is subject to an application and approval process. Zoning regulations and standards are not applied to temporary events but if they are longer-term, they would apply.

No municipalities have responded to the pandemic through amendments to their zoning by-law to permit outdoor uses such as the ones currently contemplated. Some respondents indicated that they will be following what occurs in Mississauga and may explore similar approaches in their municipality.

The Planning Process

The City has to meet its statutory public meeting notification requirements under the *Planning Act* to implement this proposed zoning change. Notice will be given of the intent to approve the temporary use by-law on November 19, 2020, advising that the statutory Public Meeting will be held at a Council meeting on December 9, 2020.

Financial Impact

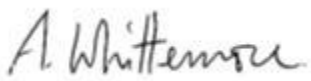
The financial impact of the temporary use by-law and permissions for outdoor markets and outdoor recreational and entertainment establishments will depend on whether Council chooses to waive fees. Aside from that, there could be additional enforcement costs, should any issues arise.

Conclusion

A temporary use by-law is proposed to permit outdoor markets and outdoor recreational and entertainment establishments on certain public and private properties. These temporary actions represent good planning, and also ensure that certain businesses and charitable ventures can operate outdoors in a safe and responsible manner in response to the physical distancing requirements of the Provincial Emergency Order. These actions will contribute to the City of Mississauga's overall plan for recovery from the COVID-19 pandemic, and should be approved.

Attachments

N/A



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

Prepared by: Jordan Lee, Planner

City of Mississauga

Corporate Report

MISSISSAUGA

Date: October 15, 2020 To: Chair and Members of General Committee From: Shari Lichterman, CPA, CMA, Commissioner of Community Services	Originator's files: Meeting date: November 18, 2020

Subject

Clean Air Council Declaration: 2019-2023 Intergovernmental Declaration on Clean Air and Climate Change

Recommendation

That the City of Mississauga be a signatory to the 2019 - 2023 Clean Air Council Intergovernmental Declaration and continue to work with the Clean Air Council members to improve air quality and address climate change as outlined in the report dated October 15, 2020 from the Commissioner of Community Services.

Report Highlights

- The Clean Air Council is a network of municipalities and public health units that collaborate on the development and implementation of clean air and climate change actions. The City of Mississauga has been a member municipality since 2001.
- The City of Mississauga's participation on the Clean Air Council has helped to advance work to make our communities more livable, competitive, and resilient through actions that reduce energy use, minimize greenhouse gas (GHG) and air pollution emissions, and make the movement of people and goods more efficient.
- Clean Air Council members developed the 2019 - 2023 Intergovernmental Declaration on Clean Air and Climate Change by identifying common priority areas for collaboration. By signing the Declaration, the City of Mississauga shows its commitment to continued collaboration across the region to undertake action on clean air and climate change issues. The City of Mississauga has been a signatory to the Declaration since 2001.
- The Declaration serves as the Clean Air Council's work plan. The Region of Peel recently approved the 2019-2023 Declaration in February, 2020. Similarly, staff are recommending that the City of Mississauga continues to work with the Clean Air Council and become a signatory to the 2019-2023 Declaration. The 2019 – 2023 Intergovernmental Declaration

on Clean Air and Climate Change and Progress Report for 2015 - 2018 (Article 4), can be found in Appendix 1.

- The Declaration aligns well with the City's Climate Change Action Plan.

Background

Addressing air quality and climate change is complex and requires the collaboration of multiple sectors. The Clean Air Council is an intergovernmental working group that has worked collaboratively to develop and implement clean air and climate change actions since 2000.

The goals of the Clean Air Council are to:

- Address air quality and climate change challenges through a dynamic network that expands knowledge and encourages practical policies and actions;
- Promote a better understanding of air quality and climate change challenges and opportunities among municipalities and public health units to improve their ability to address problems in a cost-effective way;
- Explore opportunities for joint initiatives to reduce air pollution and greenhouse gas (GHG) emissions and increase climate change adaptation and resilience actions;
- Develop and report on progress of Intergovernmental Declarations on Clean Air and Climate Change, tracking the implementation, transfer and scale up of clean air and climate change actions across jurisdictions; and,
- Liaise with municipalities in Ontario, and internationally, and with organizations and stakeholders that are committed to sharing efforts and best practices for reducing air pollution and GHG emissions and increasing community livability and resilience.

The Clean Air Partnership is the secretariat for the Clean Air Council. The Clean Air Council is currently comprised of 27 municipalities from across southern Ontario, including The Region of Peel, City of Brampton, Town of Caledon and City of Mississauga. The City of Mississauga has been a member municipality since 2001.

The Provincial government also plays an important role in the Clean Air Council by advancing Declaration priorities, supporting actions of municipal members, and ensuring alignment between municipal and provincial goals and activities.

Comments

The Intergovernmental Declaration on Clean Air and Climate Change serves as the Clean Air Council's workplan. Member jurisdictions sign on to the Declaration, making a commitment to work collaboratively with partners. The Region of Peel recently approved the 2019-2023 Declaration in February, 2020. Similarly, staff are recommending that the City of Mississauga continues to work with the Clean Air Council and become a signatory to the 2019-2023

Declaration. The City of Mississauga has been a signatory to the Declaration since 2001. Article 4 of the 2019 - 2023 Intergovernmental Declaration on Clean Air and Climate Change (see Appendix 1) provides a high-level progress report on commitments made in past Declarations.

Municipalities are encouraged to adopt the commitments from the Declaration that are in line with their priorities and jurisdictional authority.

The Declaration is aligned with Ontario's four-year municipal election cycle and for each Declaration item, targets are set, and progress reports are published. At the start of a new municipal Council term, each Clean Air Council member provides their jurisdiction's priority environmental actions related to air quality and climate change. Through a prioritization exercise, the commonly identified actions become renewed Clean Air Council Declaration commitments.
The commitments identified in the 2019 - 2023 Intergovernmental Declaration on Clean Air include:

1. Demonstrating corporate leadership in sustainable municipal operations.
2. Advancing financial mechanisms for a resilient low carbon economy.
3. Accelerating the transition to low carbon new and existing buildings.
4. Value propositions and business cases for green infrastructure.
5. Maximizing reductions in air pollution and carbon emissions from transportation.
6. Incorporating climate change mitigation and resilience considerations into municipal decision making.
7. Working collaboratively with a diverse stakeholder base.

The Declaration aligns well with the City of Mississauga's Climate Change Action Plan (CCAP), which was unanimously endorsed by Council in December, 2019. The CCAP identified five Action Pathways to advance low carbon resilience:

1. Buildings and Clean Energy
2. Resilient and Green Infrastructure
3. Accelerating Discovery and Innovation
4. Low Emissions Mobility
5. Engagement and Partnerships

The full 2019 - 2023 Intergovernmental Declaration on Clean Air and Climate Change can be found in Appendix 1.

Strategic Plan

The Clean Air Council Summit and the Declaration support a number of the goals of the Strategic Plan, particularly the goal of the Living Green Strategic Pillar for Change to "Lead and Encourage Environmentally Responsible Approaches".

Financial Impact

There is no financial impact resulting from the recommendation in this report. However, the commitments and actions identified to improve air quality and address climate change will have financial impact which will be managed through the City's annual business planning process.

Conclusion

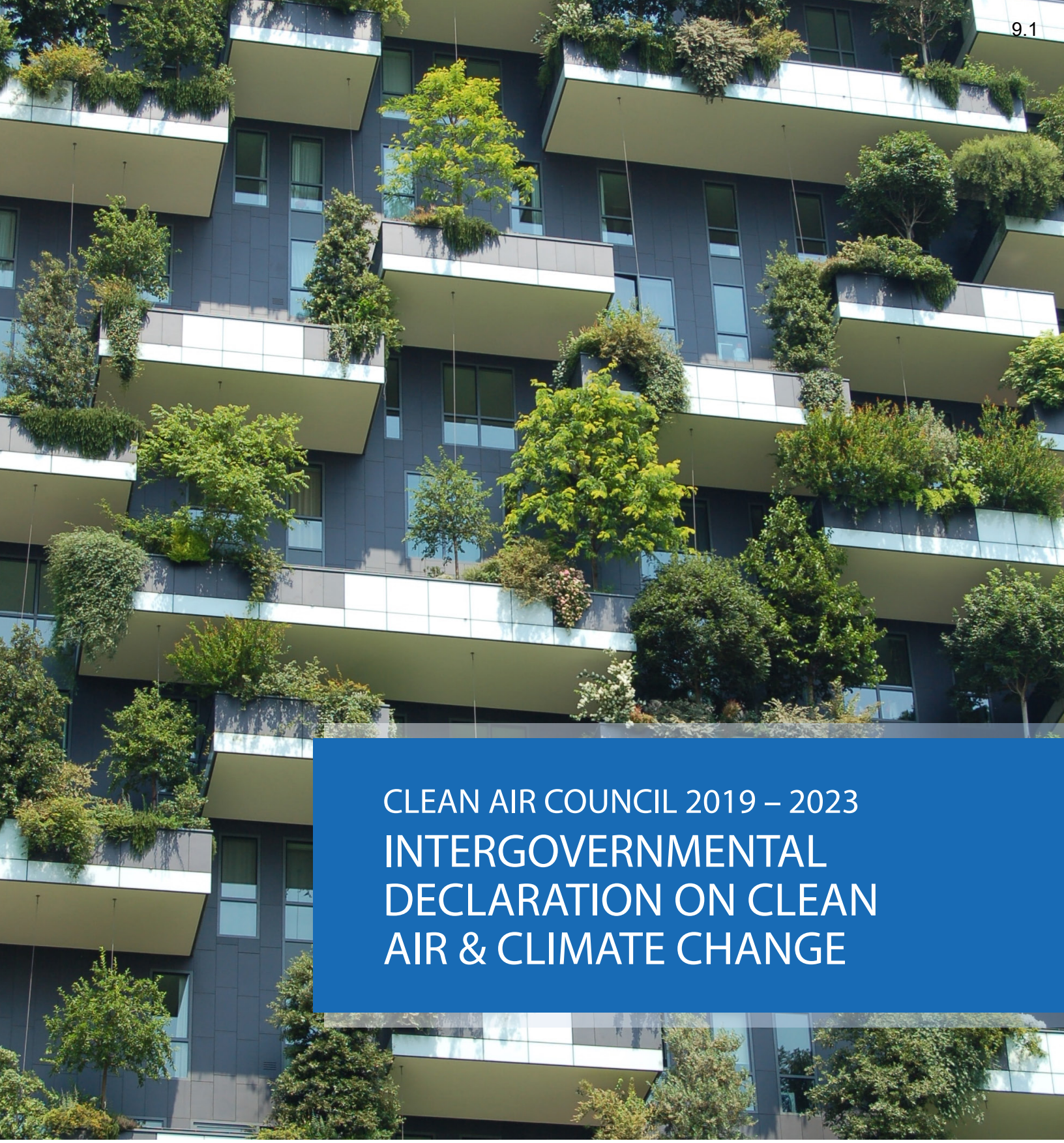
The City's participation on the Clean Air Council provides Mississauga with numerous benefits and helps to advance the City of Mississauga's work on climate change. It is recommended that the City sign on to the 2019 - 2023 Intergovernmental Declaration and continue to work with CAC members to improve air quality and address climate change.

Attachments

Appendix 1: 2019 – 2023 Intergovernmental Declaration on Clean Air and Climate Change

Shari Lichterman, CPA, CMA, Commissioner of Community Services

Prepared by: Leya Barry, Climate Change Specialist



CLEAN AIR COUNCIL 2019 – 2023

INTERGOVERNMENTAL DECLARATION ON CLEAN AIR & CLIMATE CHANGE

CLEAN AIR COUNCIL

Clean Air Partnership

PREAMBLE

The Clean Air Council (CAC) is a network of municipalities and health units that work collaboratively to combat air pollution and climate change. Since 2001, CAC members have worked to make our communities more livable, competitive, and resilient through actions that reduce energy use, minimize greenhouse gas (GHG) and air pollution emissions, and make the movement of people and goods more efficient.

Air pollution in Ontario is linked to premature deaths, hospitalizations, increases in chronic heart and lung diseases including lung cancer, and acute respiratory and cardiovascular diseases. In Ontario, air pollution results in over 5000 annual premature deaths, costing the province over $500 million yearly in direct health care costs.

Climate change adversely affects Ontario municipalities through rising temperatures and increased severe weather events which result in impacts to public health, infrastructure, industry, food production, and natural resources. Immediate action is required to mitigate GHG emissions and minimize these impacts.

Ontario municipalities are working to address climate change and air pollution while also strengthening their economies. The policies needed to fight air pollution and climate change can also produce health benefits and economic growth, reduce costs, and improve social equity in our communities. The CAC presents an opportunity to take a cohesive approach, pooling research findings, expertise, and lessons learned, while enabling actions that benefit our communities and beyond.

THE GOALS OF THE CLEAN AIR COUNCIL ARE TO:

- Address air quality and climate change challenges through a dynamic network that expands knowledge and encourages practical policies and actions;
- Promote a better understanding of air quality and climate change challenges and opportunities among municipalities and public health units to improve their ability to address these problems in a cost-effective way;
- Explore opportunities for joint initiatives to reduce air pollution and GHG emissions and increase climate change adaptation and resilience actions;
- Develop and report on progress of Intergovernmental Declarations of Clean Air and Climate Change, tracking the implementation, transfer and scale-up of clean air and climate change actions across jurisdictions; and
- Liaise with municipalities and other partners in Ontario, Canada and internationally to share efforts and best practices for reducing air pollution and GHG emissions and increasing community livability and resilience.

Clean Air Partnership (CAP) would like to acknowledge and thank the City of Toronto, CAC member jurisdictions, and provincial, federal and other partners for providing financial and in-kind support for the CAC. These partners have provided invaluable assistance in developing, implementing and reporting on progress on actions listed in the various CAC Intergovernmental Declarations on Clean Air and Climate Change.

CAP is a charitable environmental organization whose mandate is to work with municipalities and their partners to reduce air pollution and GHGs, increase resiliency to extreme weather, and advance a low carbon economy. CAP serves as the secretariat for the CAC.

ARTICLE 1 – STATEMENT OF COMMON UNDERSTANDING & COMMITMENT

1. Air pollution adversely affects human health, the economy, and quality of life through its impacts on health, degradation of the environment, and damage to buildings and property.

2. Climate change projections predict increased extreme weather events in Ontario such as floods, drought, forest fires, increased air pollution and heat waves – all of which increase health risks and economic costs to Canadians.

3. Municipalities, having significant influence on development, land use and transportation are fundamental to achieving our local, provincial and national air pollution and GHG emission reductions.

4. Greater authority and support from provincial and federal governments is needed to enable municipalities to reduce air pollution and GHG emissions.

5. In recognizing and understanding the value of ecosystem services to human health, CAC members aim to improve the health of their residents and resilience of their communities through a collective EcoHealth approach, reducing pollution and GHGs while also protecting urban forests, green space, natural heritage systems, watersheds and biodiversity.

6. CAC members recognize air pollution and climate change do not impact all populations equally. Socially and economically disadvantaged community members will be affected first and most severely. CAC members commit to applying an equity lens to air pollution and GHG reductions, resilience and green infrastructure policies and actions.

7. CAC members recognize the importance of future climate scenarios and their impacts on local communities for building resilience into current decision making processes. CAC members' commitment to undertaking actions to reduce air pollution and GHG emissions will make their communities more efficient and livable through improvements to our health, economies and ecosystems.

8. CAC members commit to monitoring and reporting on their progress and outcomes achieved related to present and past CAC declaration actions.

ARTICLE 2 – SIGNATORIES TO THE CLEAN AIR COUNCIL INTER-GOVERNMENTAL DECLARATION ON CLEAN AIR AND CLIMATE CHANGE

- Town of Ajax By the Lake
- Aurora You're in Good Company
- Flower City Brampton
- City of Burlington
- Town of Caledon
- Clarington
- Durham Region
- City of Guelph
- Halton Region
- Hamilton
- King
- Kingston
- London Canada
- Markham
- Mississauga
- Newmarket
- Northumberland County
- Oakville
- Oshawa Prepare To Be Amazed
- Region of Peel Working for you
- City of Pickering
- Richmond Hill
- Toronto
- Vaughan
- simcoe muskoka District Health Unit
- Region of Waterloo
- The City of Windsor Ontario, Canada
- Whitby
- York Region

ARTICLE 3 – CALL FOR FUTURE CLEAN AIR COUNCIL ACTION

While GHG emissions and air pollutants have been reduced in Ontario over the past decade, CAC members ensure that commitments made under the current and past Intergovernmental Declarations support continuous improvement. CAC members commit to advancing the development of a sustained collaborative process with the Province of Ontario and Government of Canada to advance the actions and policies listed in Article 4 and below.

Clean Air Council members commit to advancing healthy, lower carbon, sustainable communities through[1]:

1. Demonstrating Corporate Leadership in Sustainable Municipal Operations through continuous improvement and progress reporting related to implementation of municipal energy conservation, green procurement, green fleets, community energy, and climate mitigation and resilience plans.

2. Advancing Financial Mechanisms for a Resilient Low Carbon Economy as they relate to expanding and scaling up proven mechanisms, and leveraging intergovernmental and private sector opportunities.

3. Accelerating the Transition to Low Carbon New and Existing Buildings through the uptake and transfer of green development standards, energy efficiency retrofits, air quality improvements, resilient building measures, and building energy disclosure and labelling.

4. Strengthening municipal capacity to consider and develop Value Propositions and Businesses Cases for Green Infrastructure.

5. Maximizing Reductions in Air Pollution and Carbon Emissions from Transportation through the increased uptake of electric vehicles, implementation of active transportation/Complete Streets/Vision Zero plans, and integrated transportation and land use planning.

6. Incorporating Climate Change Mitigation and Resilience Considerations into Municipal Decision Making.

7. Working Collaboratively with a Diverse Stakeholder Base to increase the understanding of the links between climate action, public health, equity, community livability and financial sustainability.

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1 The numbering sequence does not correlate to a prioritization of Declaration Actions.

ARTICLE 4 - PROGRESS REPORT ON PAST CLEAN AIR COUNCIL DECLARATION ACTIONS

AS OF FEBRUARY 2020

	DECLARATION ACTIONS																	
MUNICIPALITY	Active Transportation	Green Development Policies - Corporate	Green Development Policies - Community	Community GHG reduction targets	Community Energy Plans	Corporate Energy Plans	Corporate Green Energy Production	Community Climate Action Plan	Green Procurement Policies/ Procedures	Urban Forest Plans	Urban Infestation Plans	Community Gardening Policies	Urban Agriculture Plans	Local Food Procurement Policies	Climate Change Adaptation/ Resilience Plans - Community	Climate Change Adaptation/ Resilience Plans - Corporate	Green Fleet Action Plan	Community Climate Change Action/ Environment Funds
Ajax	Approved	Approved	In Development	Approved		Approved	Approved	Approved	Approved	Approved	Approved	Approved			Approved	Approved	Approved	
Aurora	In Development		In Development	In Development	In Development	Approved	Approved		In Development		Approved					In Development	In Development	
Brampton	Approved		Approved	Approved	In Development	Approved	Approved	Approved	In Development	In Development		Approved	In Development				Approved**	
Burlington	Approved**	Approved	Approved	Approved	Approved	Approved	Approved	Approved	Approved	Approved	Approved	Approved			In Development		Approved**	
Caledon	Approved	Approved**	Approved	Approved**	In Development	Approved	Approved	Approved	Approved	Approved		In Development		Approved	In Development	In Development	In Development	In Development
Clarington	In Development					Approved			In Development			Approved					In Development	
Durham Region	Approved	In Development		Approved	Approved	Approved	Approved	Approved	In Development						Approved	Approved		Approved
Guelph	Approved			Approved	Approved	Approved				Approved	Approved	Approved		Approved	In Development	In Development		
Halton Region	Approved	Approved		In Development	In Development	Approved**	Approved	Approved	Approved					Approved		In Development	Approved	
Halton Hills	Approved**	Approved**	Approved	Approved	Approved	Approved	Approved	Approved	Approved	In Development					In Development	In Development	In Development	Approved
Hamilton	Approved			Approved	In Development	Approved	Approved	Approved		In Development	Approved	Approved	Approved	In Development	In Development	In Development	Approved	
King	In Development	In Development	In Development	In Development	In Development	In Development	Approved	Approved	In Development						In Development	In Development	In Development	
London	Approved	Approved	In Development	Approved	Approved	Approved	Approved	Approved	Approved	Approved	Approved	Approved	Approved		In Development	In Development	In Development	Approved
Markham	Approved	Approved	In Development	Approved	Approved	Approved	Approved	Approved	Approved		Approved	Approved	Approved					Approved
Mississauga	Approved	Approved	Approved	Approved		Approved		Approved	Approved	Approved	Approved	Approved	In Development		Approved	Approved	In Development	
Newmarket	Approved			Approved	Approved	Approved	Approved	Approved	Approved	Approved	Approved	In Development	In Development	In Development	In Development	In Development		In Development

** in process of updating

CONT. ARTICLE 4 - PROGRESS REPORT ON PAST CLEAN AIR COUNCIL DECLARATION ACTIONS

AS OF FEBRUARY 2020

	DECLARATION ACTIONS																	
MUNICIPALITY	Active Transportation	Green Development Policies - Corporate	Green Development Policies - Community	Community GHG reduction targets	Community Energy Plans	Corporate Energy Plans	Corporate Green Energy Production	Community Climate Action Plan	Green Procurement Policies/ Procedures	Urban Forest Plans	Urban Infestation Plans	Community Gardening Policies	Urban Agriculture Plans	Local Food Procurement Policies	Climate Change Adaptation/ Resilience Plans - Community	Climate Change Adaptation/ Resilience Plans - Corporate	Green Fleet Action Plan	Community Climate Change Action/ Environment Funds
Oakville	Approved	Approved		In Development	In Development	Approved	Approved	Approved	Approved	Approved	Approved	Approved			Approved	Approved	Approved	
Oshawa	Approved			Approved		Approved		In Development		Approved	Approved	Approved			Approved			
Peel Region	Approved	In Development		Approved		Approved	In Development	Approved	In Development	Approved	Approved		Approved		Approved	Approved	Approved	
Pickering	In Development	In Development		Approved	Approved	Approved	Approved	Approved	Approved		Approved	Approved			Approved		Approved	In Development
Richmond Hill	In Development	Approved	Approved	In Development	In Development	Approved	Approved	Approved	In Development	In Development	Approved	Approved				In Development		
Toronto	Approved	Approved	Approved	Approved	Approved		Approved	Approved	Approved	Approved	Approved	Approved	Approved	Approved	Approved		Approved	Approved
Vaughan	Approved	Approved	Approved	Approved	Approved**	Approved	Approved	Approved	In Development	Approved		Approved	Approved		In Development		Approved**	
Whitby	In Development		Approved**	Approved	Approved	Approved**	Approved		In Development	In Development	In Development	Approved			In Development		In Development	
Windsor	Approved			Approved	Approved	Approved	Approved	Approved	Approved			Approved			In Development	Approved**	Approved	
Waterloo Region	Approved	Approved		Approved	Approved	Approved	In Development	Approved**		Approved					Approved	In Development		Approved
York Region	Approved	Approved	Approved	In Development	In Development	Approved	Approved	Approved		Approved	Approved		Approved		In Development	In Development	Approved	

** in process of updating

City of Mississauga

Corporate Report

MISSISSAUGA

Date: October 20, 2020	Originator's files:
To: Chair and Members of General Committee	
From: Geoff Wright, P.Eng, MBA, Commissioner of Transportation and Works	Meeting date: November 18, 2020

Subject

Stormwater Charge Credit Program - 5 Year Review

Recommendations

1. That the report dated October 20, 2020 from the Commissioner of Transportation and Works titled Stormwater Charge Credit Program – 5 Year Review be received for information; and
2. That staff report back to General Committee with a detailed implementation plan addressing the proposed options to improve the Non- and Multi-residential Credit Program as outlined in the report dated October 20, 2020 from the Commissioner of Transportation and Works titled Stormwater Charge Credit Program – 5 Year Review.

Report Highlights

- As part of a 5-year review of its Stormwater Charge Program, the City retained consulting services to undertake a review of its Non- and Multi-residential Credit Program, including consideration of a grant program as requested by the Mississauga Board of Trade (MBOT), and residential credit programs being offered by others.
- The City's Non- and Multi-residential Credit Program was found to be robust and generally consistent with other large benchmarked communities in North America.
- Five recommendations to improve the Non- and Multi-residential Credit Program were shortlisted for further consideration.
- MBOT has been consulted and is generally supportive of the five recommendations to improve the Non- and Multi-residential Credit Program but requests that the maximum 50 percent credit currently offered receive further consideration for an increase.
- Through the benchmarking exercise of residential credit programs offered by communities in North America, it remains staff's opinion that the current Residential Stormwater Outreach and Education Program is the best approach and most cost-effective way to

engage and educate Mississauga's residential community on stormwater best management practices.

Background

Beginning in January 2016, the City of Mississauga launched its Stormwater Charge Program that included a Non- and Multi-residential Credit Program for industrial, commercial, institutional and multi-residential property owners. The purpose of this credit program is to encourage non-residential and multi-residential property owners, making up 70 percent of the City's land area, to implement stormwater management best practices on-site and be eligible for a stormwater charge fee reduction of up to a maximum of 50 percent. As of October 2020, the participation rate for eligible properties is below two percent.

With respect to a residential incentive program, the question of how best to recognize residential homeowners who take action to manage stormwater has been a topic thoroughly considered during the development and after the implementation of the Stormwater Charge Program. The following table, Table 1, briefly summarizes the residential program options previously taken to General Committee and Council.

Table 1: Summary of Residential Program Options

Subject	Highlights of Residential Incentive Discussions
Corporate report titled *'Stormwater Financing Study (Phase 1) – Funding Recommendations'* General Committee December 5, 2012 (Adopted by Council on December 12, 2012)	▪ While the City recognizes the importance of on-site stormwater management measures on residential properties, the anticipated high administration cost of such a program would outweigh the net savings in the City's stormwater program ▪ Staff recommended that an incentive program be explored which offers a one-time discount on the capital cost of implementing stormwater controls such as rain barrels
Corporate report titled *'Stormwater Financing Study (Phase 2) – Implementation Plan'* General Committee December 4, 2013 (Council adopted referral back to staff on December 11, 2013)	▪ The report recommended that a residential incentive program be developed with an offer of one-time incentives to homeowners for pre-approved stormwater measures such as rain barrels, rain gardens, soak-away pits or permeable pavements ▪ Members of Committee expressed concerns with the administrative costs and bureaucratic scale of implementing this program and referred the matter back to staff for more information

Subject (cont.)	Highlights of Residential Incentive Discussions (cont.)
Corporate report titled *'Stormwater Charge Implementation Update'* General Committee May 20, 2015 (Adopted by Council on May 27, 2015)	▪ Staff recommended that an Outreach and Education Program be introduced for the single-family residential sector ▪ Staff research found that residential financial incentive programs for stormwater best management practices on residential properties commonly has very low uptake ▪ Members of Committee expressed concerns the report did not recommend incentives and requested more information on the residential stormwater credit program being offered by the City of Kitchener
Corporate report titled *'Stormwater Charge Implementation Update – Additional Information on Residential Programs'* Council May 27, 2015	▪ Additional information related to Kitchener's residential stormwater credit program was presented ▪ Staff concluded that the Outreach and Education Program for the residential sector still represents the best value to realize an uptake of stormwater best management practices on residential properties. ▪ Council received this report for information
Council Meeting October 28, 2015	▪ Council supported an amended motion by Councillor Ras to establish a Working Committee of Councillors and staff to consider a separate credit program for residential properties. ▪ In January 2016, a Residential Program Working Committee was initiated comprised of Councillors Ras, Fonseca, Starr, Mahoney and Carlson and City staff. In addition to Working Group meetings, two well attended and well-received facilitated workshops were held on April 13, 2016.
Corporate Report titled *'Stormwater Programs for Residential Properties'* General Committee June 29, 2016 (Adopted by Council on July 6, 2016)	▪ Based on findings from the Residential Program Working Committee, an enhanced Residential Stormwater Outreach and Education Program was determined to be the best value option to address public outreach and education desires and to develop a Residential Home Visit Service to engage homeowners to apply general stormwater best practices on their property ▪ The report also concluded that financial recognition programs, such as credits and rebates, are not recommended as these programs do not incentivize good stormwater management practices or provide benefits to municipal stormwater programs, typically have very low participation rates, and are costly to provide. ▪ Council adopted staff's recommendations (as amended)

Subject (cont.)	Highlights of Residential Incentive Discussions (cont.)

Corporate report titled *'Enhanced Stormwater Outreach and Education Program'*
 	
General Committee October 4, 2017
	▪ An update was provided on the enhanced Residential Stormwater Outreach and Education Program and the Residential Stormwater Home Visit Service pilot program
	▪ General Committee did not make a decision on this report which recommended the following:
	  ▪ The pilot Enhanced Residential Stormwater Outreach and Education Program to be made permanent;
	  ▪ Budget increase for promotional material;
	  ▪ Increased funding to expand the Residential Stormwater Home Visit Service;
	  ▪ Conversion of the two full-time contracts to permanent positions
	▪ General Committee was concerned over the effectiveness of in-person outreach and the potential for duplication with initiatives offered by the Region and local conservation authorities and did not support the recommendations
	▪ The Commissioner of Transportation and Works indicated that staff would continue with the current pilot program and will report back in a year

Corporate report titled *'Enhanced Stormwater Outreach and Education Program Update'* General Committee June 26, 2019 (Adopted by Council on July 3, 2019)	▪ Upon completion of the Enhanced Residential Stormwater Outreach and Education Pilot Program, staff reassessed the program and proposed a strategic shift to digital outreach, supplemented by in-person interactions, as well as a greater presence with the commercial sectors; resulting in a cost effective way to engage the public ▪ General Committee was in favour of this approach

While the Non- and Multi-residential Credit Program has remained unchanged since the launch of the Stormwater Charge, significant efforts have been spent on developing and refining the approach to the residential sector. Most recently in 2019, Council supported an updated Stormwater Outreach and Education Program with a primary focus on digital engagement and a web-based presence. This program includes online videos and tutorials to assist residents in stormwater management, digital comic books to increase stormwater literacy in schools, and other educational offerings.

In December 2019, as the City headed into the fifth year of its Stormwater Charge Program, staff commenced a study to review the program's Non- and Multi-residential Credit Program including, in response to a request by MBOT, consideration for a grant program (particularly the

one being offered by the City of Philadelphia) to support the business sector with implementing on-site stormwater management measures. This study also included a review of existing residential incentive programs currently being offered by other communities.

To assist with this review, the City retained consulting services led by Resilient Consulting Corporation with sub-consultant CHI ('Consulting Team'). As part of its review, the Consulting Team conducted thorough jurisdictional scans of 14 benchmark communities (five Canadian and nine American communities) with established stormwater credit programs. The purpose of this review was multi-fold and included the following:

- Gather information through online research, questionnaires and phone interviews to thoroughly review each community's current stormwater credit program in relation to the City of Mississauga's;
- Compare successes and challenges of stormwater programs across communities in relation to the City of Mississauga's;
- Recommend enhancements and improvements to the City's Non- and Multi-Residential Credit Program, and;
- Provide options to consider for a residential incentive program.

This information report provides a summary of the Consulting Team's study findings and recommended improvements.

Comments

The following is a summary of the benchmarking exercise undertaken by the Consulting Team related to the Non- and Multi-residential Credit Program and residential incentive options for the City to consider moving forward.

Non- and Multi-Residential Credit Program

Non- and Multi-Residential credit programs are a part of a comprehensive stormwater rate structure. The principle behind a credit program is based on fairness and equity between the credit amounts offered and the cost savings to the City's Stormwater Program resulting from the implementation of stormwater measures on private properties.

All 14 benchmarked communities have some form of stormwater credit program available to non-residential and, in some cases, multi-residential property owners. While it was found that there are overall commonalities with credit categories among the communities such as for flood protection or water quality treatment, each community's credit program is individualized and tailored to meet broader stormwater objectives of or specific regulations imposed on that municipality.

The City's Non- and Multi-residential Credit Program was developed in consultation with the Stormwater Credit Stakeholder Group comprised of representatives from the institutional,

development and commercial sectors. The resulting program was developed based on aligning with the objectives of the City's Stormwater Program such as flood control and water quality.

Unlike Mississauga, some benchmarked communities have developed their programs with a focus towards meeting regulations or legal obligations. As an example, a number of communities benchmarked have a combined stormwater and wastewater system, mainly in the older areas, where combined sewer overflow is a serious concern. This occurs when heavy rain overwhelms the capacity of the wastewater treatment plants to handle the flow from both storm and sanitary sewers, the effluent is forced to divert untreated into the system's creeks, rivers and other water bodies. The City of Philadelphia, Pennsylvania and Northeast Ohio Regional Sewer District in Cleveland, Ohio, for instance, are under enforcement orders of the U.S. Environmental Protection Agency (EPA) to reduce combined sewer overflow with the large-scale implementation of green infrastructure. Encouraging the non-residential sector to implement green infrastructure on-site is seen as a critical step by these communities towards compliance with the EPA consent orders and decrees. In another example, the Cities of Alexandria and Richmond, Virginia are required to meet state and federal pollution reduction mandates associated with areas that drain into the Chesapeake Bay watershed; deemed to be a sensitive water body of ecological and economic significance. Their credit programs have been developed through that lens.

Overall, the Consulting Team concluded that the City's Non- and Multi-residential Credit Program is robust and consistent with what other large communities are offering in North America. Further, it found that the maximum 50 percent credit given by the City is in line with the median value of maximum credit given by the benchmarked communities. While these findings are encouraging, the Consulting Team pursued opportunities to further enhance Mississauga's existing credit program in line with the City's objectives.

Consequently, a list of 12 preliminary options were proposed and considered based on applicability and level of effort. Through multiple meetings between the Consulting Team and City staff, the 12 preliminary options were shortlisted to five recommended options, which this report will focus on. There is, however, one preliminary option related to offering grants which was ruled out that warrants a more detailed explanation given MBOT's request for this option to be considered.

Currently, the City's credit program does not offer grants that are specifically intended to encourage credit uptake. Of all the benchmarked communities and agencies across North America, only the City of Philadelphia and the Northeast Ohio Regional Sewer District in Cleveland offer grants. In these cases, their grant programs are intended to specifically offer help to achieve the terms of their respective combined sewer overflow U.S. EPA consent orders and decrees.

In the case of the City of Philadelphia, it is in its ninth year of a 25-year implementation schedule to fulfill a consent order with the EPA to reduce Philadelphia's combined sewer overflow by 85

percent (referred to as the *Green City, Clean Waters* program). One way that Philadelphia needs to achieve this is by integrating green stormwater features such as bio-retention, swales, wetlands, forest buffers, and vegetated strips.

The City of Philadelphia's Stormwater Credit Program offers a maximum credit of nearly 100 percent; however, in most cases the credit alone is not significant enough to incentivize private investment in green infrastructure.

In 2012, the City of Philadelphia partnered with the Philadelphia Industrial Development Corporation (PIDC), a public-private economic development corporation, to offer stormwater grants to fund the design and construction of stormwater retrofit projects on commercial, industrial, multi-family and institutional properties. It is staff's understanding that the grants given out in 2019 were in excess of $20 million. Of note is that projects undertaken using the stormwater grants are allowed to qualify for credits to stimulate investments in green infrastructure which is seen as a critical step by the City towards reducing the volume of combined sewer overflow and meeting the terms of the EPA consent order.

In short, stimulus grants to increase credit uptake are being used in communities that have been ordered to reduce combined sewer overflows. The grant program was implemented to assist in meeting legal obligations with respect to their wet weather infrastructure and operations. The City of Mississauga does not have combined sewers or orders to reduce overflow as in the case of City of Philadelphia and Northeast Ohio Regional Sewer District in Cleveland. As such, offering significant grant funding to property owners for capital investment of on-site stormwater management measures in order to obtain additional incentives via credits is not seen as a suitable approach for Mississauga. This would also translate into a higher stormwater charge rate to offset the cost of the grant program funded by stormwater charge revenue.

The five recommended options shortlisted for further consideration are shown in the following table, Table 2.

Table 2: Non- and Multi-Residential Credit Program Options Recommended for Further Review

Recommended Options	Description
Formalize process for communal facilities to share credits	The City currently allows for credits to be allocated to multiple property owners for communal facilities based on contributing impervious area or some other acceptable cost-share formula between property owners. Business rules and processes need to be developed to formalize this option.
Define variable credit criteria by geography	The current credit criteria are applied uniformly across the City. The City may consider variable credit criteria defined by geography, such as at a watershed or sub-watershed level, based on City development requirements. This notion allows the City to encourage uptake of onsite stormwater management measures in areas where these would be most effective and, likewise, discourage uptake in areas where they would be less effective (as over-controlling beyond requirements to achieve greater credit amount may not provide reciprocal benefits to the City's stormwater system).
Apply sliding scale criteria	This option is to be considered concurrently with the option ***'Define variable credit criteria by geography'***. This option is intended for property owners who wish to obtain credits through site retrofits, outside of the development process, but cannot meet full control requirements due to site constraints or cost. A "sliding scale" approach which provides partial credits can be applied to the City development requirements at a watershed or sub-watershed level.
Change maximum credit in any category	The current maximum credits under each of the four credit categories are: Peak Flow Reduction – 40%, Runoff Volume Reduction – 15%, Water Quality Treatment – 10%, Pollution Prevention – 5%. These figures were generally based on the need of the City during the development of the stormwater charge credit program. Given fluctuations in the needs and focus of the City's annual stormwater program, it may be appropriate to re-evaluate the optimal maximum credits in each category. This approach would allow the credit applicants the flexibility to maximize credits in categories that would provide the most benefit and/or align with current stormwater goals and objectives of the City.
Add new practices or measures to be eligible	Review and possibly expand the list of eligible stormwater management measures (new technologies and practices) in the credit program.

On October 1, 2020, City staff held a consultation meeting with MBOT to present the credit program review, discuss preliminary results and solicit feedback. Formal comments from MBOT were received on October 13, 2020 (Appendix 1). MBOT is generally supportive of the five options shortlisted for further consideration but strongly recommends that the maximum 50 percent overall credit offered be given greater consideration. This feedback from MBOT will be considered in combination with the recommended options as a next step.

Given the complexity of the City's Stormwater Charge Program, prior to any option being incorporated into the credit program, additional evaluation must be taken at a detailed level. This would include an impact assessment to existing credit holders, changes to existing business processes and IT systems as well as revisions required to stormwater policies and the by-law.

Residential Incentive Options

The intent of a residential incentive program is to encourage desirable behaviour on a smaller/single property scale and that on-site stormwater management may contribute a benefit to the City's overall stormwater programs and infrastructure.

As part of the City's 5-year review of its Stormwater Charge Credit Program, the Consulting Team was tasked with undertaking a benchmarking exercise on residential incentives that are being offered by other communities in North America. The purpose of this benchmarking exercise is not intended to revisit the approach that was approved by Council last year but to highlight programs currently being offered and identify any new approaches which may warrant consideration in the future.

The Consultant Team's study identified various forms of residential incentives found throughout North America that have been classified into four types:

- Credits – on-going reduction of stormwater charge;
- Rebates – one time reward;
- Subsidies – cost reduction on materials or supplies from an external body/vendor, and;
- Other – incentives provided by an organization (e.g. guidance/education programs or in-kind services).

Of the 14 benchmark communities or agencies, 10 offer some form of stormwater credits to residential property owners of which only two examples are found in Canada (Kitchener, ON and Victoria, BC). Maximum credits on average are approximately 50 percent. Some of the benchmark communities have extensive combined sewer systems and as a result their stormwater pressures and program objectives are not comparable to Mississauga. Five benchmarked communities offered rebates to residential property owners while none provided a formal subsidy. However, many offer 'other' incentives in the form of guidance/education similar to Mississauga's existing Stormwater Outreach and Education Program.

The Consulting Team compared Mississauga to other benchmarked communities and provided a range of residential incentive program options being offered. These options, including a subsidy program, rebate program and credit program, have largely been explored at length in the past by the City and subsequently not pursued.

In practice, there are several drawbacks to any residential incentive program including start-up and on-going administrative costs, enforcement, impact to stormwater charge rates and, most importantly, poor uptake. These drawbacks were highlighted in previous Corporate Reports when residential incentive programs were considered in the past which led to the Stormwater Outreach and Education Program currently in place; an approach that staff believes remains the best option and most cost-effective way to engage and educate Mississauga's residential community.

Strategic Plan

The Stormwater Charge Credit Program aligns with the *Connect: Completing our Neighbourhoods*, *Prosper: Cultivating Creative and Innovative Businesses* and *Green: Living Green* pillars.

Financial Impact

There are no immediate financial impacts as a result of the adoption of the recommendations in this report.

Conclusion

Based on the Consultant Team's experience with other stormwater user fees across North America as well as discussions with the benchmarked communities that were reviewed as part of its study, the City's efforts with respect to the stormwater charge and credit program meet or exceed an acceptable standard of practice.

As a next step, staff is recommending that a detailed review of the Consulting Team's recommended options and MBOT's suggestion on the Non- and Multi-residential Credit Program to identify implications and merit for implementation be undertaken.

Attachments

Appendix 1: Letter from Mississauga Board of Trade

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

Prepared by: Scott Perry, LEL, Manager, Stormwater Assets & Programming

October 13, 2020

Ms. Helen Noehammer
Director, Infrastructure Planning & Engineering Services
Transportation & Works Department
City of Mississauga
300 City Centre Drive
Mississauga, Ontario
L5B 3C1

VIA Email – helen.noehammer@mississauga.ca

Dear Ms. Noehammer:

Re: City of Mississauga Storm Water Credit Program Review

The Mississauga Board of Trade (MBOT) appreciates the opportunity to meet with staff and your consultants on the review of the Storm Water Credit program and submit our comments on some proposed changes to the program.

From the outset, MBOT has been concerned about the financial impact of the storm water levy on Mississauga businesses. Because the levy is based upon the size of the hard surface area of a given property, the levy disproportionately affects businesses with large roofs and parking areas.

However, in its wisdom, the City of Mississauga did adopt a credit program for non-residential properties when it created the storm water levy which does permit for applications for a credit of up to 50% of the storm water charges for a given property.

Now that the program is just over five years old, it is appropriate that the City of Mississauga conduct this review and look at the success (or not) of the credit program.

In the meeting we had with staff and the consultants, you shared five specific areas where you are open to changes in the program. MBOT would like to address each herein.

Formalize the Process for Communal Facilities to Share Credits

MBOT is supportive of this recommendation. Evidence from the Southdown project being coordinated by Credit Valley Conservation (CVC) shows property owners willing to work together on storm water

mitigation and sharing of the credits. One problem will continue to be that the amount of the credit remains too low to allow for greater participation.

Define Variable Credit Criteria by Geographic Region

MBOT is generally supportive of this recommendation and certainly the City of Mississauga should be focusing its efforts on areas of the City with greatest concerns around storm water and flooding. We are concerned about the administration of this but feel if run properly could incent property owners in the most affected areas to perform retrofits for storm water mitigation. Again, the amount of credit back to the property owner will be a major driver in the rate of participation.

Applying a Sliding Scale to Geographically Variable Criteria

MBOT generally supports this recommendation. Again, the costs of retrofits regardless of the standard (new development vs existing) still make most projects cost prohibitive particularly as it relates to existing properties.

Change Maximum Credit in any Category

MBOT is generally supportive of this recommendation but still believes that peak flow reduction will continue to be the highest number of applications the City of Mississauga will receive and should constitute the lion's share of the credit. The City of Edmonton for example in your report, provides up to a 100% credit for peak flow reduction.

Accept New Practices as Eligible Facilities

MBOT supports this recommendation. The City of Mississauga should expand the list of eligible facilities or best practices to increase credit opportunities and customer flexibility.

The Mississauga Board of Trade appreciates the opportunity to comment on these recommendations.

MBOT does however strongly recommend to the City of Mississauga that it increase the credit for non-residential properties from the 50% maximum currently and look to other jurisdictions (like the City of Edmonton) that has set 100% as a maximum credit.

We look forward to continuing to work with you and to speaking to the staff report when it comes before Council later this year.

Yours truly,

David Wojcik
President & CEO
ceo@mbot.com

City of Mississauga
Corporate Report

MISSISSAUGA

Date: November 3, 2020 To: Chair and Members of General Committee From: Geoff Wright, P.Eng, MBA, Commissioner of Transportation and Works	Originator's files: Meeting date: November 18, 2020

Subject
Cycling Master Plan 2019 Report Card

Recommendation
That the report entitled "Cycling Master Plan 2019 Report Card", from the Commissioner of Transportation and Works dated November 3, 2020, be received for information.

Background
The Cycling Master Plan (CMP) was endorsed by Council in 2018. The CMP calls for 897 kilometres (557 miles) of cycling infrastructure to be built out over 27 years with an average annual Roads Service Area investment endorsed by Council of $5.2 Million. The ultimate network includes a mixture of on-road and off-road infrastructure designed to create a safe, connected, convenient and comfortable experience that helps residents to feel confident using a bicycle for transportation.

The CMP includes four primary goals:
- Improve safety for cycling
- Increase the number of cycling trips in Mississauga
- Build a connected, convenient and comfortable bicycle network
- Foster a culture of cycling

A robust performance monitoring framework, based on the goals and objectives, is part of the CMP. This allows the progress of its implementation to be evaluated at regular intervals.

Comments
Each of the various metrics in the CMP performance monitoring framework has a reporting frequency. Some metrics are meaningful to report on annually, such as annual investment, kilometres of new infrastructure, and public participation in cycling events and programs. Other metrics represent monitoring of long-term trends and therefore are reported less frequently,

either every other year or every five years. Examples of these metrics include those associated with the goal of increasing the number of cycling trips in Mississauga, or those associated with the objectives of reducing bicycle collision rates or severity of bicycle collisions. The 2019 performance metrics reported below are organized by the CMP's goals.

Improve safety for cycling

The City activated its first bicycle signals and crossrides in 2019. Staff prepared and distributed social media posts and educational materials promoting safety and informing residents of the new infrastructure. Social media posts garnered 8600 impressions and 300 engagements on this important topic.

Increase the number of cycling trips in Mississauga

In 2018, the CMP reported that the number of cycling trips in Mississauga, as measured by mode split in the Transportation Tomorrow Survey, had doubled between 2011 and 2016. This metric will be reported on in the 2023 Report Card, and in the next CMP update.

Build a connected, convenient and comfortable bicycle network

$5.6 Million was allocated for cycling projects in the 2019 capital budget.

Including projects that were started and budgeted in previous years, the City invested a total of $3 Million in cycling infrastructure in 2019. This figure represents the total dollar amount actually spent by the City on cycling infrastructure projects in the 2019 calendar year, including projects led by both the Transportation and Works and Community Services departments.

The cycling investments made in 2019 included 15.9 kilometres (9.8 miles) of infrastructure added to the cycling network. This figure includes some projects that were started in 2018 but completed in 2019. The kilometres per type of infrastructure are as follows:

- Multi-use Trails (within the road right-of-way) – 9.23 km (7.04 mi)
- Bicycle Lanes – 1.05 km (0.63 mi)
- Rehabilitated Bicycle Lanes – 0.36 km (0.22 mi)
- Off-Road Trails (within parks, green spaces, hydro corridors etc.) – 5.25 km (3.3 mi)

Some specific infrastructure highlights include:

- Eglinton Avenue West Multi-use Trail
- Mavis Road Multi-use Trail
- Nine Creeks Trail
- Avebury Road Bicycle Lanes

A full list of 2019 cycling infrastructure projects can be found in Appendix 1.

Foster a culture of cycling

Public awareness of cycling increased in a variety of ways in 2019:

- The City's social media channels recorded 415,000 impressions and 25,000 engagements on posts about cycling;
- 3,230 people attended cycling events, including the Tour de Mississauga, Community Rides, Valet Bike Parking services, information booths, presentations and workshops;
- People of all ages participated in cycling events; and,
- 48 distinct programs and campaigns about cycling were delivered, with 14 partner organizations involved, including Peel Public Health, Peel Regional Police, and several Residents' Associations, BIAs and not-for-profit organizations.

Communications

In an effort to provide key reporting metrics to the public in a way that is effective, select metrics have been incorporated into an info-graphic format, included in Appendix 1. The info-graphic will be posted online and distributed through the City's corporate communications channels.

Strategic Plan

The CMP aligns with the *Move* pillar in the City's Strategic Plan. In addition, it also aligns with other key City strategies:

- Mississauga Transportation Master Plan – A policy framework and Action Plan to guide the development of Mississauga's transportation system for the next 25 years;
- Vision Zero – The City's commitment to Vision Zero includes a focus on providing safe and comfortable infrastructure for vulnerable road users such cyclists; and
- Climate Change Action Plan – Enhanced active transportation infrastructure supports the long-term goals of the CCAP, to achieve goals for mode split and the co-benefits of active transportation (improved air quality, improved health outcomes, etc.).

Financial Impact

There are no financial impacts resulting from the adoption of the recommendations in this report.

Conclusion

Implementation of the Cycling Master Plan continues with a focus on safety, regular capital investments, and robust public engagement. The 2019 Report Card highlights this by reporting on performance monitoring metrics identified in the Master Plan.

Attachments

Appendix 1: 2019 Cycling Investments / Project List
Appendix 2: Cycling Master Plan 2019 Report Card Info-graphic

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

Prepared by: Matthew Sweet, Manager, Active Transportation

Table 1 - Length of 2019 Cycling Facilities

Facility	Carried over to 2019	Originally Planned for 2019	Completed in 2019	Deferred to or programmed for 2020
New Multi-Use Trails	3.9	11.26	9.23	5.93
Rehabilitated Multi-Use Trails	0	0.29	0	0.29
New Cycle Tracks/ Separated Bicycle Lanes	0	3.56	0	3.56
New Bicycle Lanes	0.94	1.05	1.05	0.94
Rehabilitated Bicycle Lanes	0	0.36	0.36	0
New Off-Road Trails (Community Services)	8.85	10.61	5.25	14.21
Total	***13.69***	***27.13***	***15.89***	***24.93***

Note about completed infrastructure

In this report, projects are marked as complete when asphalt and curb work is completed, in addition to any required regulatory markings and signage, and the facility is open for use by cyclists. Other works may still need to be completed, such as trail markings, sodding, and the addition of non-regulatory signage and markings.

Note about facility lengths

All lengths are shown in kilometres, measured along the road centreline (except for off-road trails), from the centre of intersections. Actual paved surface length may differ.

Project lengths on the following pages reflect the total length of the entire project, not the completed length of individual segments of some projects.

Planned Cycling Infrastructure Carried Over to 2019

There are 3.9 km of multi-use-trails, 0.9 km of bike lanes, and 8.9 km of off-road-trails originally planned for installation in 2018, which are now completed, under construction, or deferred to 2020.

Table 2 - Carried Over Multi-Use Trails

Location	From	To	Side	Length	Status
Burnhamthorpe Road West	Glen Erin Drive	Erin Mills Parkway	North	0.77	Complete
Eglinton Avenue East	200 m west of Tahoe Boulevard	Tahoe Boulevard	South	0.20	Complete
Eglinton Avenue East	Etobicoke Creek Trail	Spectrum Way	South	0.25	Complete
Nine Creeks Trail	Caldwell Avenue	Indian Grove		0.12	Complete
Second Line West	Sombrero Way	Donway Drive		0.85	Under construction (MTO project)
Tomken Road	Britannia Road East	Timberlea Boulevard (north)	East	1.04	Complete
Winston Churchill Boulevard	Highway 403	Unity Drive	West	0.49	Deferred to 2020 due to MTO requested redesign
Winston Churchill Boulevard	Unity Drive	180 m south of Unity Drive	West	0.18	Complete
Total				***3.90***	

Table 3 - Carried Over Bicycle Lanes

Location	From	To	Length	Status
Explorer Drive	Skymark Avenue	Eglinton Avenue East	0.20	To be tendered in 2020 (part of roundabout improvement)
Living Arts Drive (proposed)	Centre View Drive	Rathburn Road West	0.22	On hold, pending approval of new roadway (also on hold)
Orbitor Drive	Explorer Drive	Matheson Boulevard East	0.52	On hold, pending parking consultation
Total			***0.94***	

Table 4 - Carried Over Off-Road Trails (Community Services Department)

Location	From	To	Length	Status
ORT 7	Central Parkway East	Cawthra Road	1.10	Deferred
ORT 7 (Eastgate Parkway)	Cawthra Road	Little Etobicoke Creek	1.11	Complete
ORT 7	Tomken Road	Fieldgate Drive	2.14	Deferred
ORT 11	Audubon Boulevard	Dundas Street East	3.26	Tender/construction in 2020
ORT 20	South Service Road	Atwater Avenue	1.24	Deferred
Total			***8.85***	

2019 Cycling Infrastructure Program

The plan for 2019 included 7.9 km of new multi-use trails which are now under construction, 3.6 km of cycle tracks/separated bike lanes, 1.1 km of bicycle lanes, and 10.6 km of new off-road trails. There are also 0.3 km of multi-use trails and 0.4 km of bicycle lanes to be rehabilitated. An additional 3.3 km of multi-use trails planned for 2019 have been deferred to the 2020 Cycling Program.

Table 5 - Planned Multi-Use Trails

Location	From	To	Side	Length	Status
Erin Mills Parkway	Burnhamthorpe Road West	Leanne Boulevard	West	3.30	Under Construction (Regional project)
John Street (proposed)	Hurontario Street	200 m west of Hurontario	North	0.24	Under construction (Metrolinx project)
Eglinton Avenue West	Credit Valley Road	Creditview Road	North	2.06	Under construction
Mavis Road	Derry Road West	Courtneypark Drive West	West	1.31	Complete
Winston Churchill Boulevard	Crosscurrent Drive	Derry Road West	East	1.03	Under construction
Total				***7.94***	

Table 6 - Deferred Multi-Use Trails

Location	From	To	Side	Length	Status
Cawthra Road	Eastgate Parkway	Forest Fire Lane Walkway	East	0.12	Deferred to 2020 due to construction on site
Derry Road West	Forest Park Drive	Lake Aquitaine Trail	South	1.80	Deferred to 2020 due to design updates
Mavis Road	Cantay Road	Matheson Boulevard West	East	1.40	Deferred to 2020 due to easement acquisitions
Total				***3.32***	

Table 7 - Planned Multi-Use Trail Rehabilitations

Location	From	To	Side	Length	Status
Rathburn Road West	Mavis Road	Elora Drive	East	0.29	Deferred to 2021

Table 8 - Planned Cycle Tracks/Separated Bike Lanes

Location	From	To	Length	Status
Collegeway	Winston Churchill	Mississauga Road	3.56	Detailed design in progress

Table 9 - Planned Bicycle Lanes

Location	From	To	Length	Status
Avebury Road	Britannia Road West	Matheson Boulevard	1.05	Under construction (line markings complete)

Table 10 - Planned Bicycle Lane Rehabilitations

Location	From	To	Length	Status
Aldridge Street	Avebury Road	Hurontario Street	0.36	Under construction (line markings complete)

Table 11 - Planned Off-Road Trails (Community Services Department)

Location	From	To	Length	Status
Nine Creeks Trail	Winston Churchill Boulevard	Bromsgrove Road	1.46	Construction in 2020
Nine Creeks Trail	Bromsgrove Road	Southdown Road	0.69	Completed
Nine Creeks Trail	Southdown Road	Whiteoaks Avenue	1.66	Completed
Nine Creeks Trail	Whiteoaks Avenue	Truscott Drive	0.31	Under construction
Nine Creeks Trail	Truscott Drive	Lorne Park Road	0.23	Completed
Nine Creeks Trail	Indian Road	Woodeden Drive	0.79	Under construction
Nine Creeks Trail	Indian Grove	South Sheridan Way	0.10	Under construction
Nine Creeks Trail	North Service Road, east of Hurontario	Cliff Road	0.81	Construction in 2020
Nine Creeks Trail	Cliff Road	Asta Drive	0.76	Completed
Nine Creeks Trail	Cawthra Road	Westfield Drive	0.80	Completed
Erin Centre Trail	Ninth Line	Winston Churchill Transitway Station	3.00	Tender/Construction in 2020
Total			***10.61***	

Cycling Master Plan 2019 Report Card

Building a Bicycle-Friendly City

3,230
participants in cycling events

48
cycling programs and campaigns delivered

27-year
Cycling vision for Mississauga

$3 million
invested in cycling network

415,000
social media impressions

15.9 km
of new cycling infrastructure completed

- 9.2 km Multi Use Trails
- 1.0 km Bicycle Lanes
- 0.4 km Rehabilitated Bicycle Lanes
- 5.3 km Off-Road Trails

Our Four Goals

- Improving safety
- Building a connected, convenient and comfortable cycling network
- Increasing cycling trips
- Fostering a cycling culture

MISSISSAUGA

City of Mississauga
Corporate Report

MISSISSAUGA

Date: November 3, 2020	Originator's files:
To: Chair and Members of General Committee	
From: Geoff Wright, P.Eng, MBA, Commissioner of Transportation and Works	Meeting date: November 18, 2020

Subject

Housekeeping Matters Related to Roads – All Wards

Recommendations

1. That the Corporate Report titled "Housekeeping Matters Related to Roads – All Wards" dated November 3, 2020, from the Commissioner of Transportation and Works be received.

2. That all necessary by-laws be enacted authorizing the establishment of public highways on those lands described in Appendix 1 attached to the report titled "Housekeeping Matters Related to Roads – All Wards" dated November 3, 2020, from the Commissioner of Transportation and Works, and that City staff be authorized to register the by-law(s) on title against the subject lands in the appropriate land registry office.

Background

Council is granted the authority to pass by-laws over highways within its jurisdiction pursuant to Sections 27, 31, 34 and 53 of the *Municipal Act, 2001*, as amended (the Act). City staff routinely identifies roads and associated parcels of land that are incorrectly designated and require correction by by-law, which requires Council approval. These categories include:

1. Instances when land currently in use as a public highway should have been established as public highway to form part of the City's road network;
2. Instances when untraveled and unconstructed land that had been designated as a public highway should be closed as public highway and removed from the City's road network to correctly reflect the use of the land; and
3. Instances when roads need to be named or renamed to reflect the current street signage.

For each road or parcel subject to a housekeeping correction, staff typically prepares a report for review and approval by the Commissioner of Transportation and Works. Subsequently, the report is brought to General Committee with recommendations to seek approval from Council on a number of matters to facilitate the housekeeping corrections, including the appropriate by-laws.

Staff has completed a preliminary review of a roads database and identified approximately 1,000 instances for which a housekeeping correction is required. In lieu of a separate corporate report for each property requiring the same type of correction, staff will prepare simplified reports that list roads or parcels that require similar corrections that are housekeeping in nature in accordance with the categories listed above. The intent is to streamline and reduce the number of individual corporate reports and by-laws submitted to Council annually. Staff will bring these simplified housekeeping reports to General Committee as required.

Comments

This report is seeking approval from Council to facilitate housekeeping corrections for the road parcels listed in Appendix 1 and illustrated in Appendix 2, both attached. These road parcels fall into the housekeeping correction category of “Roads to be Established as a Public Highway” as described in Table 1 in Appendix 3, attached.

Strategic Plan

The recommendations in this report align with the City’s Strategic Pillars of *Move* and *Connect*.

Financial Impact

The fees associated with registering the appropriate by-laws will total approximately $3,500 with funding available from the Infrastructure Planning and Engineering Services Division’s 2020 Operating Budget, Cost Centre 23724.

Conclusion

There are many instances that require staff attention to correct the designation of roads or associated parcels of land. To address these and other similar road designation issues in an efficient manner, this is a simplified report seeking approval from Council to make corrections of a housekeeping nature. Subsequent reports will follow on a regular basis until all of the necessary housekeeping items have been addressed.

Attachments

Appendix 1: List of parcels subject to housekeeping bylaws

Appendix 2: Location maps

Appendix 3: Housekeeping Correction Categories and Circumstances

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

Prepared by: Lin Rogers, P.Eng, Manager, Transportation Projects

Appendix 1: List of parcels subject to housekeeping bylaws

Part 1: Roads to Be Established as a Public Highway

PIN	Street Name	Legal Description	Ward
Part of 13467-0277	Crossfield Bend	0.61m (2ft) Reserve, Registered Plan C-20, lying at the northerly limit of Crossfield Bend, Registered Plan C-20.	1
All of 13485-0344	Lakeshore Road East	Part of Lot 10, Concession 3, South of Dundas Street, designated as Part 16, Plan RD-298	1
Part of 13476-0433	Dormer Street	0.30m (1ft) Reserve, Registered Plan 458, lying southwest of Dormer Street, Registered Plan 458.	1
Part of 13477-0240	Dormer Street	0.30m (1ft) Reserve, Registered Plan 458, lying northeast of Dormer Street, Registered Plan 458.	1
All of 13467-0564	Hurontario Street	Part of 3.05m (10ft) Widening, Registered Plan 325 (Closed by Order in Council OC-2698/67, Instrument V.S. 45342), designated as Part 7, Plan 43R-17928.	1
All of 13445-0370	Balsam Avenue	Part of Lot 15, Registered Plan G-13, designated as Part 1, 43R-37264.	2
All of 13445-0278	Balsam Avenue	Part of Lot 56, Registered Plan G-13, designated as Part 1, 43R-37352.	2
All of 13445-0276	Balsam Avenue	Part of Lot 58, Registered Plan G-13, designated as Part 1, 43R-36838.	2
Part of 13304-0484	Crestlawn Drive	Part of Lot 7, Concession 2, North of Dundas Street, designated as Part 3, Plan 43R-790 save and except Part 9, Plan 43R-6582.	3
Part of 13304-0705	Eglinton Avenue East	Part of Lot 8, Concession 2, North of Dundas Street, designated as Parts 1 and 6, Plan 43R-36648.	3
Part of 13168-0201	Daralea Heights	0.30m (1ft) Reserve, Registered Plan 939, lying southwest of Daralea Heights, Registered Plan 939.	4
All of 13263-0245	Britannia Road East	Part of Lot 5, Concession 4, East of Hurontario Street, designated as Part 2, Plan 43R-8174	5
All of 13263-0221	Britannia Road East	Part of Lot 5, Concession 4, East of Hurontario Street, designated as Part 1, Plan 43R-29307	5
Part of 13277-0079	Britannia Road East	Part of Lot 5, Concession 4, East of Hurontario Street, designated as Part 1, Plan 43R-15572, Part 1, Plan 43R-16072, Parts 1 and 2, Plan 43R-21195, and Part 1, Plan 43R-21237.	5
Part of 13292-0152	Danville Road	All of Reserve Block 15, Registered Plan 43M-833	5
Part of 13256-0001	Darcel Avenue	0.30m (1ft) Reserve, Registered Plan 710 abutting Lot 1, Registered Plan 710; 0.30m (1ft) Reserve, Registered Plan 770, lying east of	5

		Darcel Avenue, Registered Plan 770.	
Part of 13498-0001	Darcel Avenue	0.30m (1ft) Reserve, Registered Plan 710, lying north of Darcel Avenue and abutting Block G, Registered Plan 710.	5
All of 13498-0598	Darcel Avenue	Part of Block G, Registered Plan 710, designated as Parts 1 and 2, Plan 43R-24147.	5
Part of 13296-0086	Eglinton Avenue East	Part of Lot 1, Concession 3, East of Hurontario Street, designated as Part 1, Plan 43R-4146, Parts 8, 9 and 10, Plan 43R-19276 and Part 1, Plan 43R-27245.	5
Part of 13296-0195	Eglinton Avenue East	Part of Lot 1, Concession 3, East of Hurontario Street, designated as Part 2, Plan 43R-27245.	5
All of 13296-0206	Eglinton Avenue East	Part of Lot 1, Concession 3, East of Hurontario Street, designated as Part 2, Plan 43R-4147 and Part 2, Plan 43R-25882.	5
All of 13296-0199	Eglinton Avenue East	Part of Lot 1, Concession 3, East of Hurontario Street, designated as Part 3, Plan 43R-25882.	5
All of 13296-0201	Eglinton Avenue East	Part of Lot 1, Concession 3, East of Hurontario Street, designated as Parts 2 and 4, Plan 43R-27166.	5
Part of 13196-0544	Drenkelly Court	Block BX, 0.30m (1ft) Reserve, Registered Plan M-233	6
All of 13151-0122	Agnes Street	Part of Lots 42, 43 and 44, Registered Plan TOR-7, designated as Parts 23, 24 and 25, Plan 43R-19697.	7
Part of 13151-0086	Agnes Street	Part of Lots 38, 40 and 41, Registered Plan TOR-7, designated as Parts 2, 6, and 15, Plan 43R-12045.	7
Part of 13151-0242	Agnes Street	Part of Lots 22-28, Registered Plan TOR-7, designated as Part 9, Plan 43R-27390.	7
Part of 13151-0242	Cook Street	Part of Lot 28, Registered Plan TOR-7, designated as Part 10, Plan 43R-27390.	7
All of 13346-0077	Crewenan Road	Part of Lot 5, Registered Plan 446, designated as Parts 2 and 3, Plan 43R-13690.	7
All of 13346-0109	Crewenan Road	0.30m (1ft) Reserve, Registered Plan 926, lying southwest of Crewenan Road, Registered Plan 926.	7
Part of 13661-0845	Culver Way	Block BX, 0.30m (1ft) Reserve, Registered Plan M-243 and Block L, 0.30m (1ft) Reserve, Registered Plan M-136.	7
Part of 13348-0284	Daphne Avenue	0.30m (1ft) Reserve, Registered Plan 643 as in Instrument No. TT144029.	7
Part of 13148-0709	Dragon Drive	Reserve Block 232, Registered Plan 43M-595.	7
Part of 13416-0398	Dover Crescent	Reserve Block 182, Registered Plan 43M-986.	8
All of 13246-0544	Doverwood Drive	Reserve Block 66, Registered Plan 43M-1455.	9
All of 13239-0922	Deepwood Heights	Reserve Block 563, Registered Plan 43M-1357.	10
All of 13239-6279	Deepwood Heights	Reserve Block 60, Registered Plan 43M-1535.	10

All of 13239-1617	Delle Donne Drive	Reserve Block 258, Registered Plan 43M-1366	10
Part of 13247-0481	Doug Leavens Boulevard	Part of Lot 8, Concession 10, New Survey, designated as Part 1, Plan 43R-19615.	10
All of 13247-0748	Doug Leavens Boulevard	Reserve Block 377, Registered Plan 43M-1066.	10
All of 13247-0750	Doug Leavens Boulevard	Reserve Block 143, Registered Plan 43M-954	10
Part of 13213-0418	Culmore Crescent	Reserve Blocks 35 and 36, Registered Plan 43M-927	11
All of 14084-3032	Dime Crescent	Reserve Block 112, Registered Plan 43M-1419	11
All of 14084-3033	Dime Crescent	Reserve Block 113, Registered Plan 43M-1419	11
All of 14084-3429	Dime Crescent	Reserve Block 213, Registered Plan 43M-1422	11
All of 14084-3430	Dime Crescent	Reserve Block 214, Registered Plan 43M-1422	11

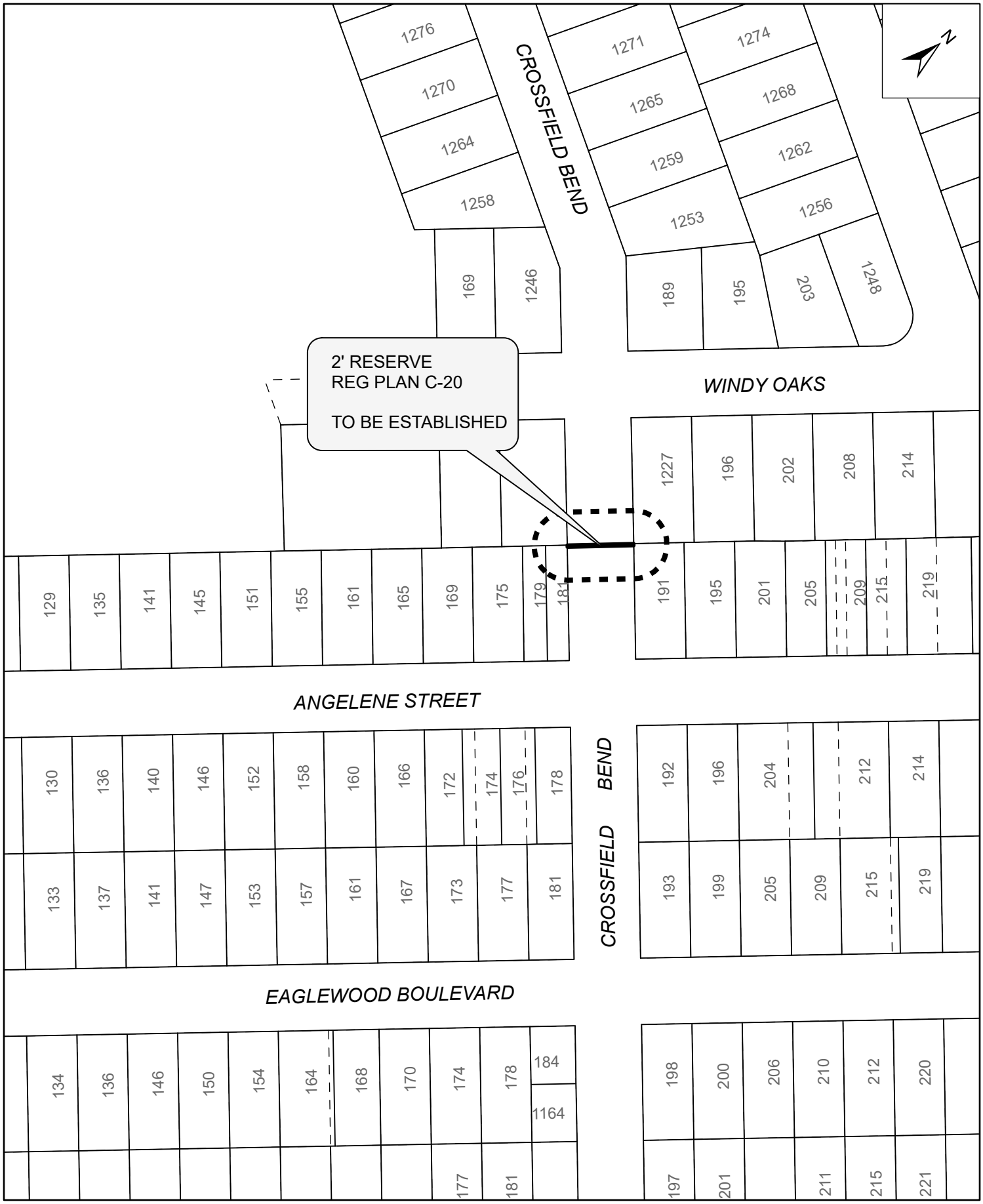
CROSSFIELD BEND

TO BE ESTABLISHED

Appendix 2- 1

9.4

Ward 1



2020/06/16

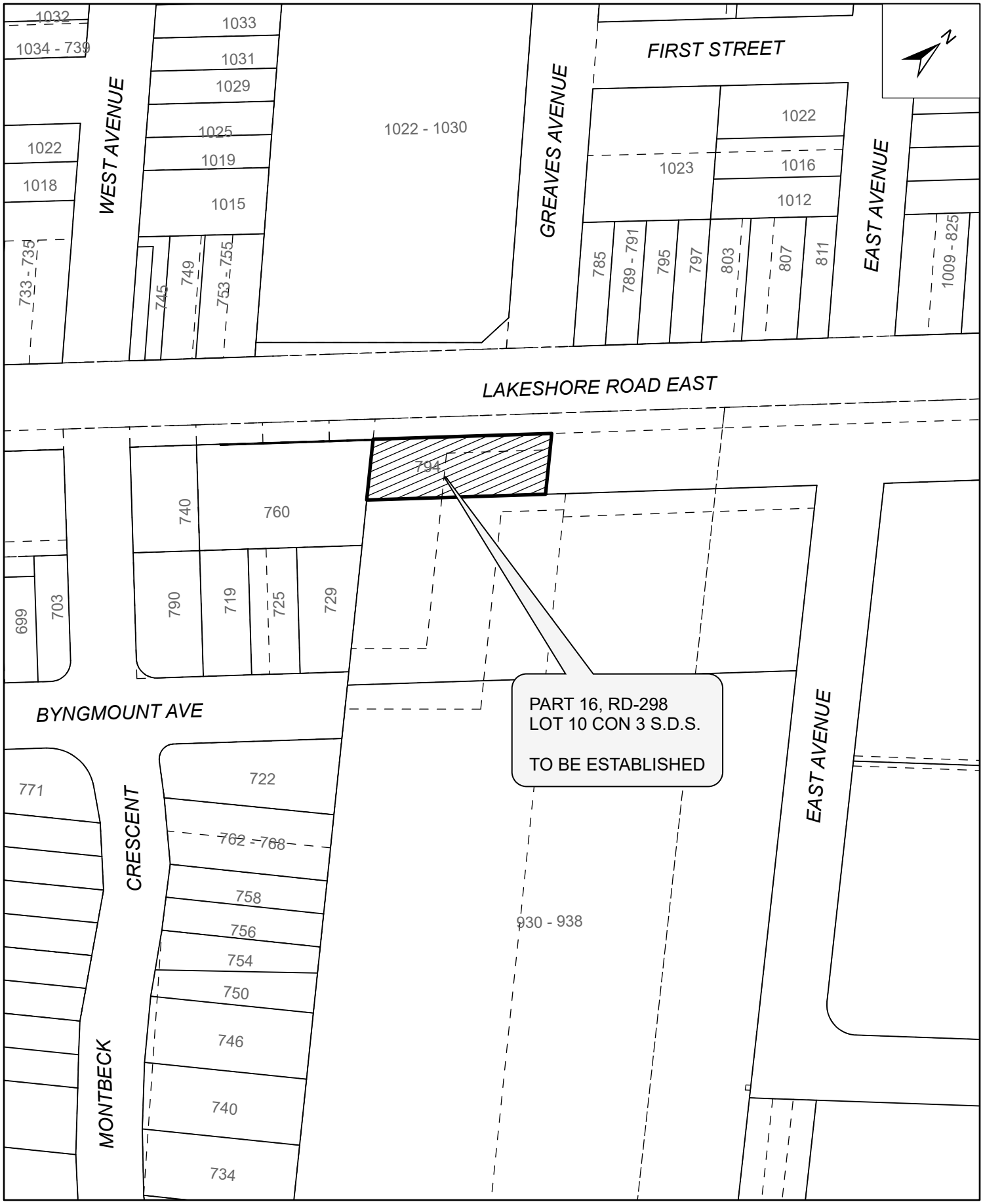
LAKESHORE ROAD EAST

TO BE ESTABLISHED

Appendix 2- 2

9.4

Ward 1



2020/06/16

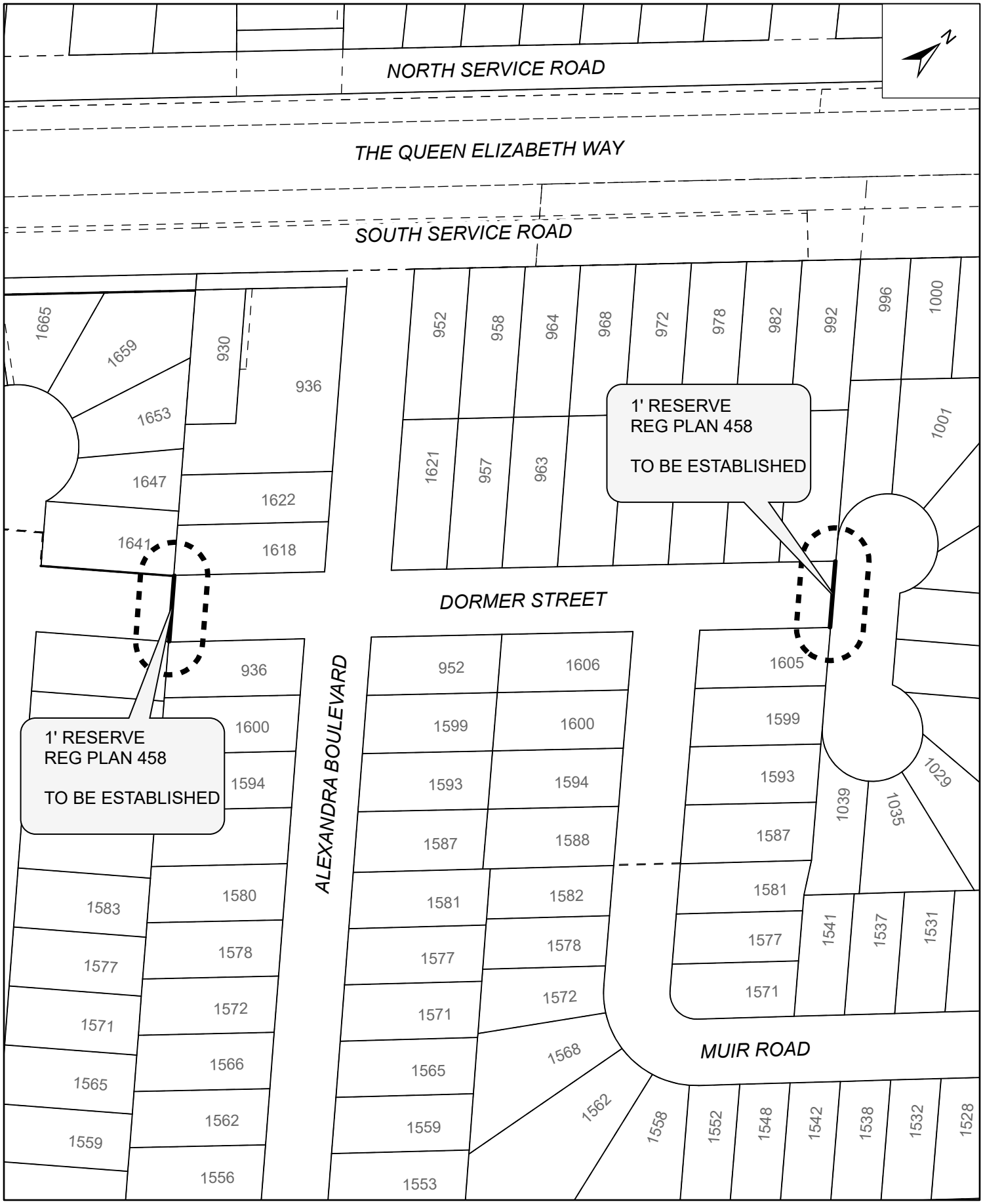
DORMER STREET

TO BE ESTABLISHED

Appendix 2- 3

9.4

Ward 1



2020/06/16

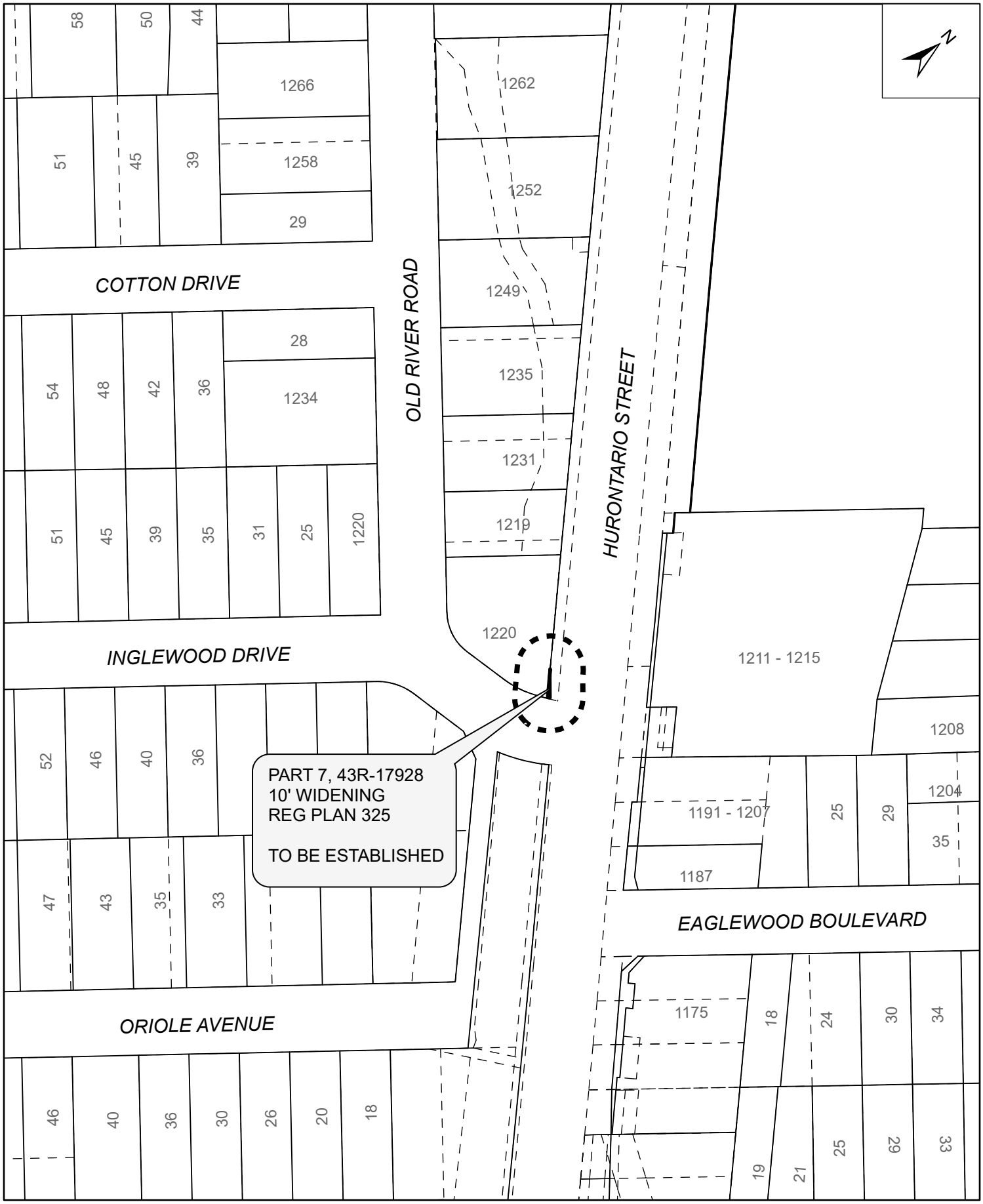
HURONTARIO STREET

TO BE ESTABLISHED

Appendix 2- 4

9.4

Ward 1



2020/06/16

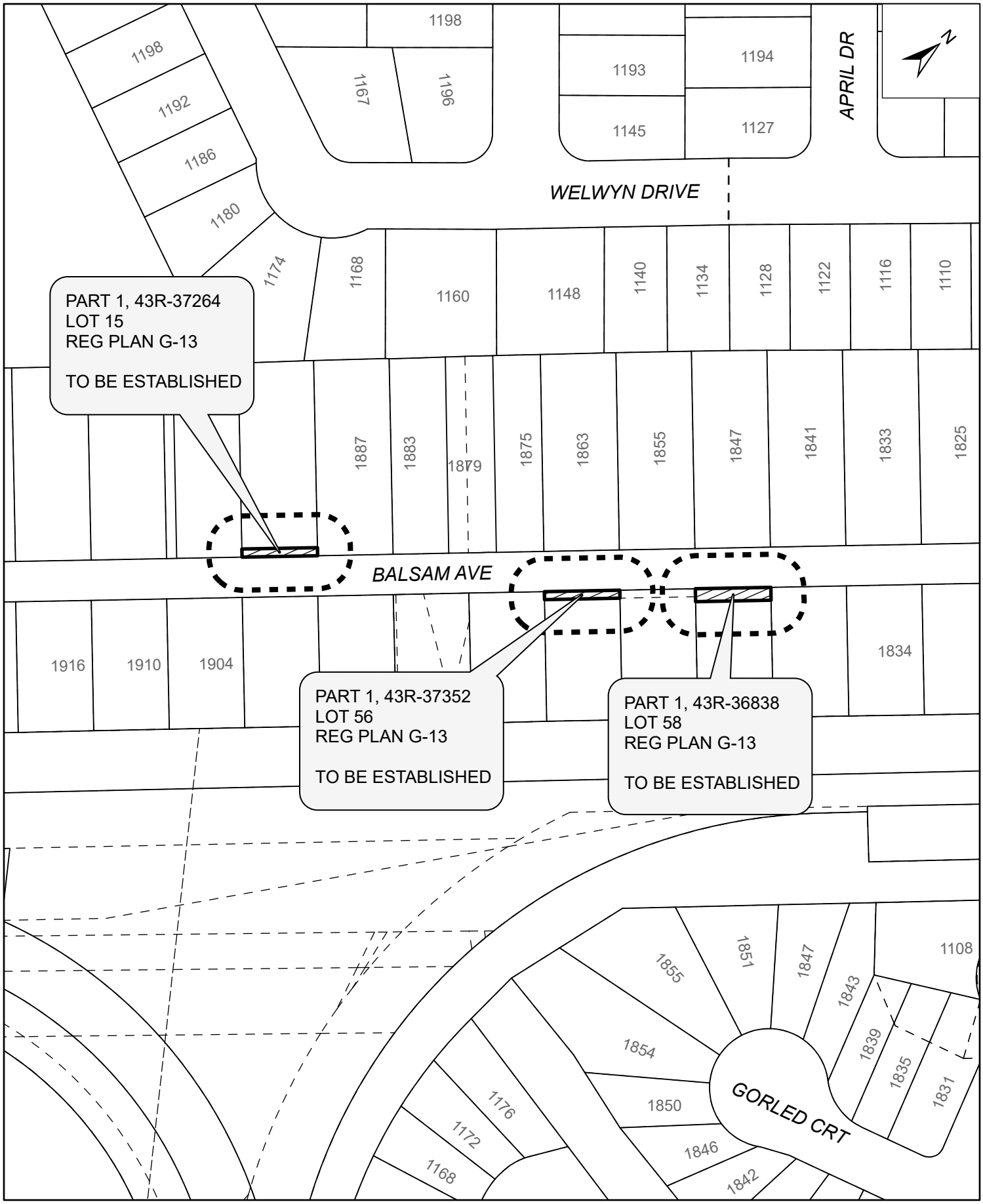
BALSAM AVENUE

TO BE ESTABLISHED

Appendix 2- 5

9.4

Ward 2



2020/06/16

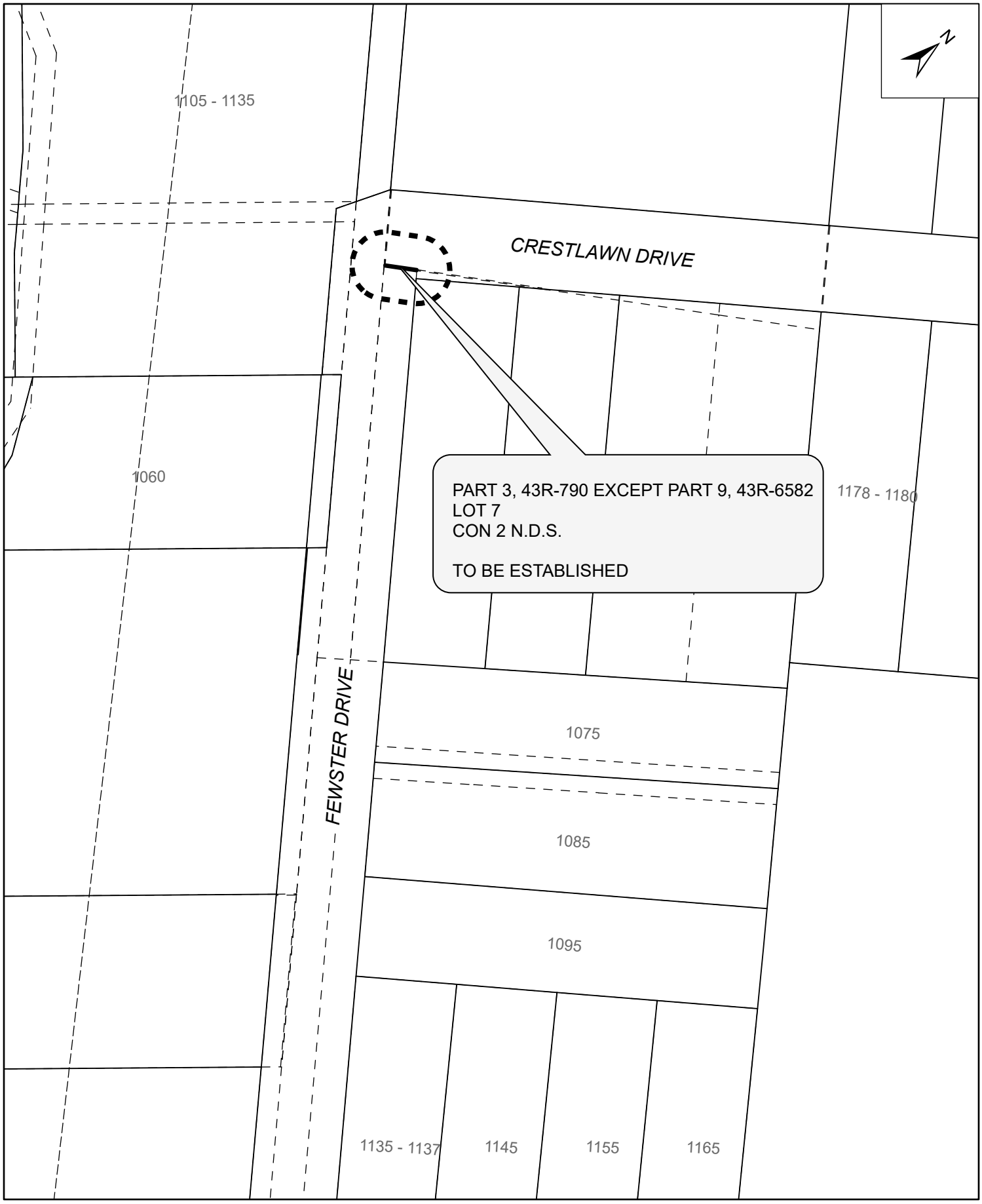
CRESTLAWN DRIVE

TO BE ESTABLISHED

Appendix 2- 6

9.4

Ward 3



2020/06/16

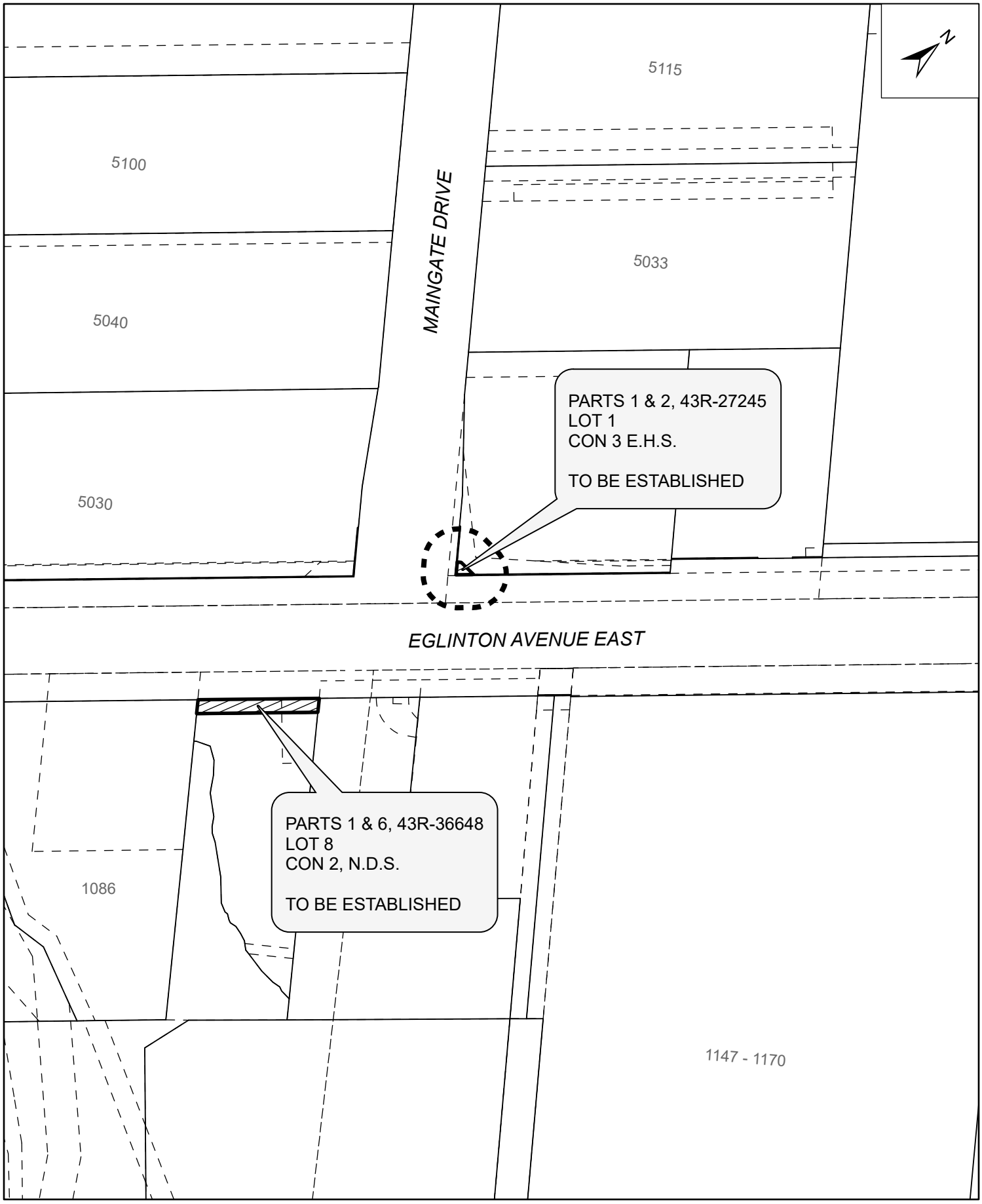
EGLINTON AVENUE EAST

TO BE ESTABLISHED

Appendix 2- 7

9.4

Ward 3/5



2020/06/16

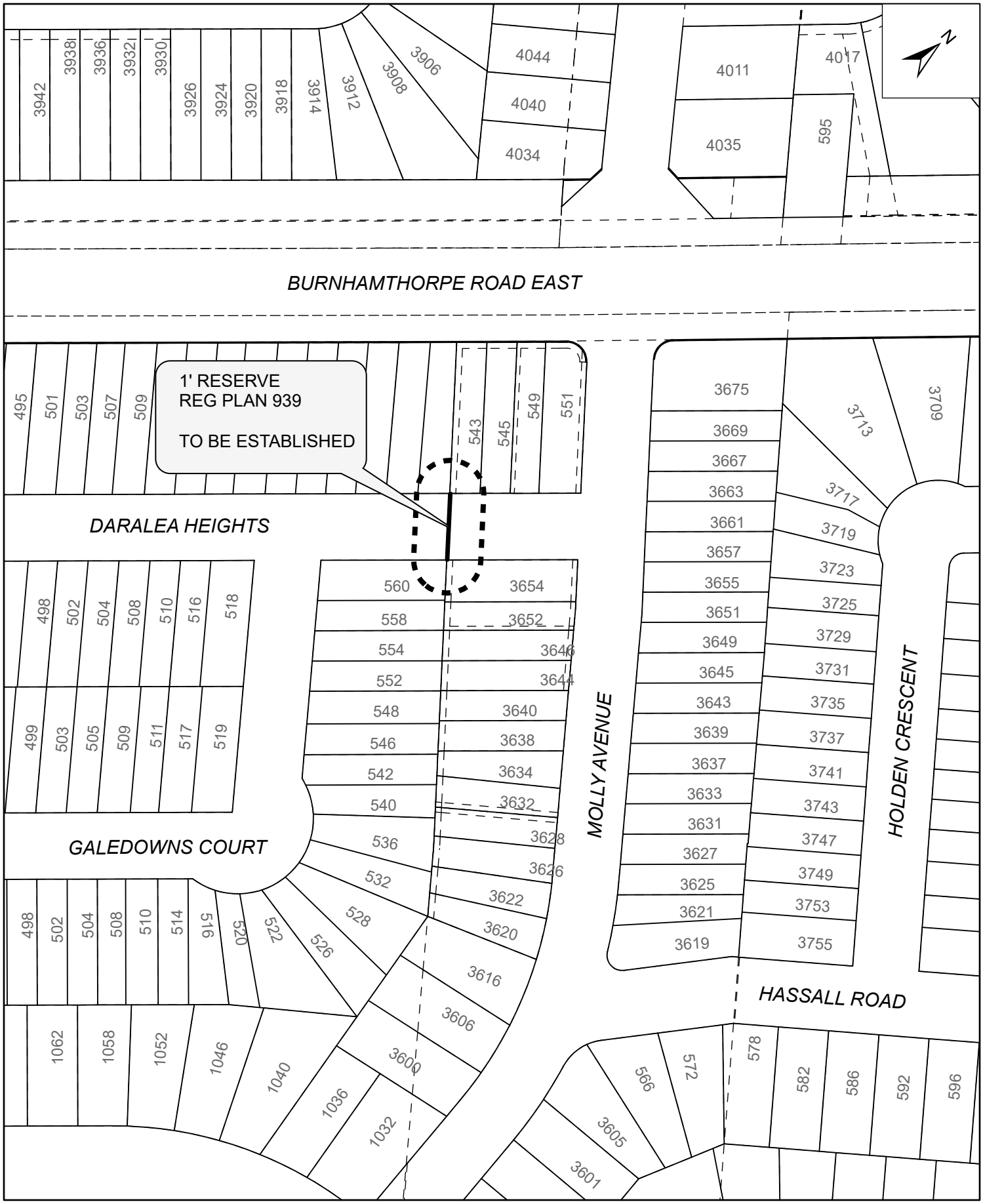
DARALEA HEIGHTS

TO BE ESTABLISHED

Appendix 2- 8

9.4

Ward 4



2020/06/16

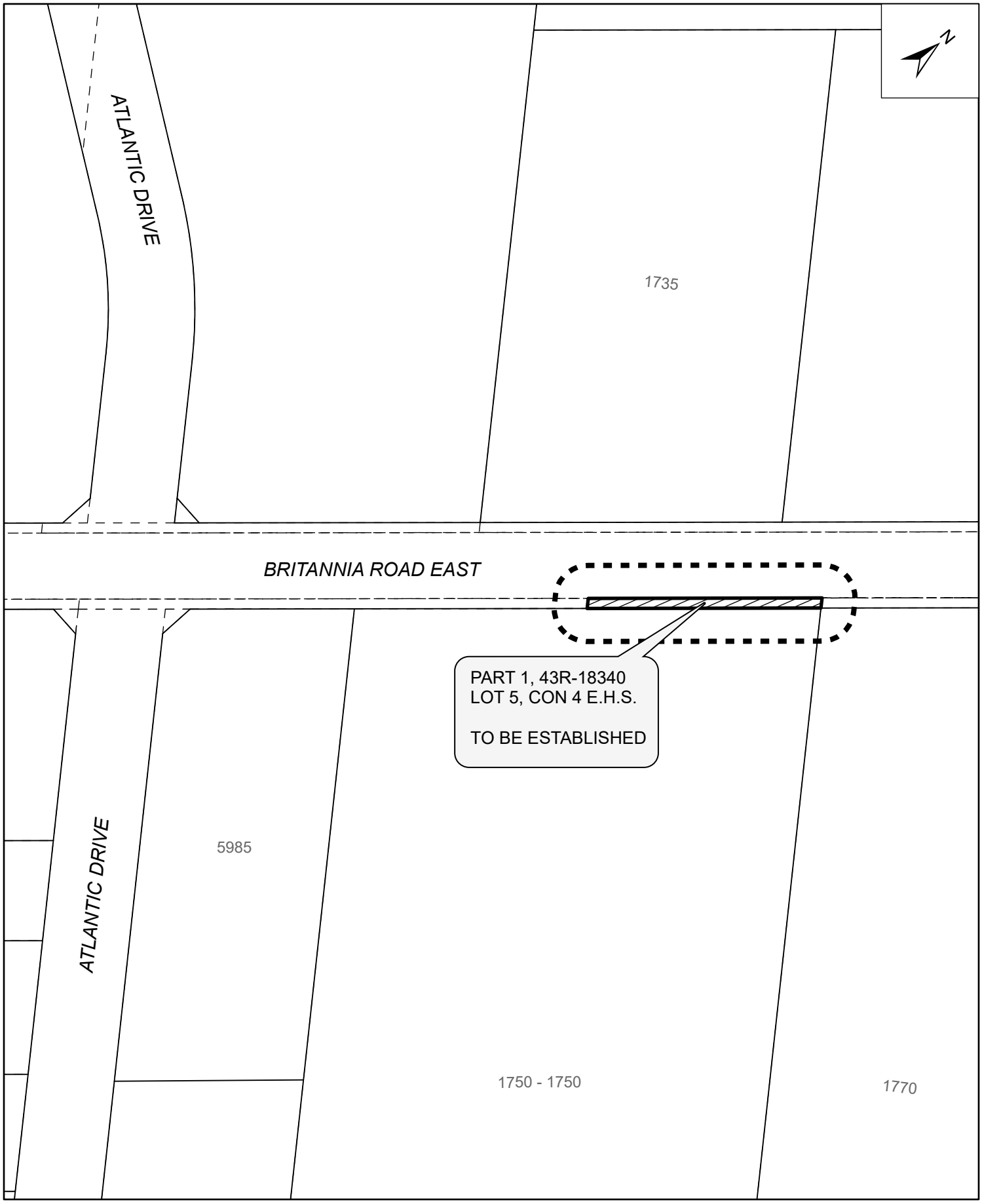
BRITANNIA ROAD EAST

TO BE ESTABLISHED

Appendix 2- 9

9.4

Ward 5



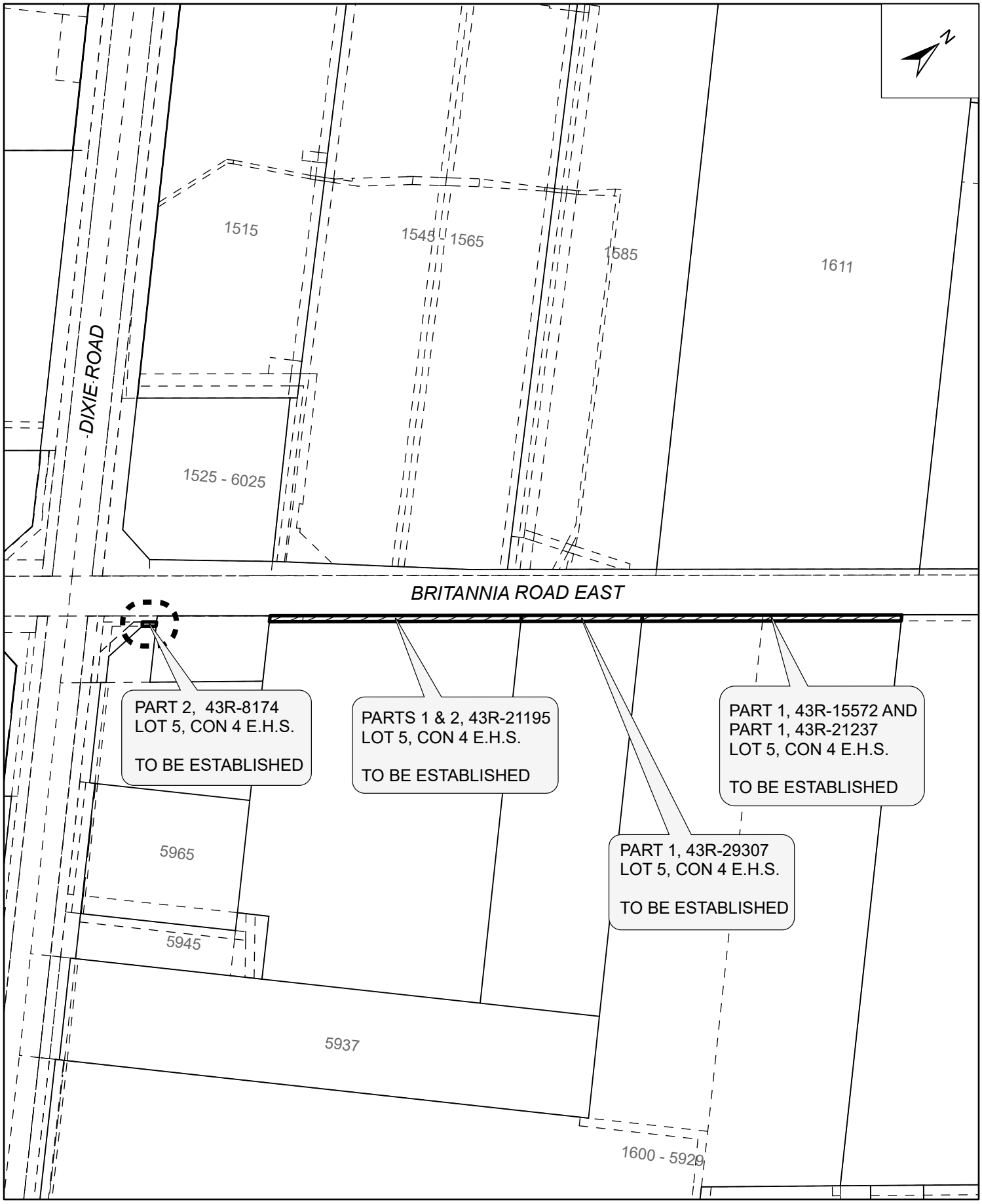
2020/06/16

BRITANNIA ROAD EAST

TO BE ESTABLISHED

Appendix 2- 10 9.4

Ward 5



2020/06/16

BRITANNIA ROAD EAST

TO BE ESTABLISHED

Appendix 2- 11 9.4

Ward 5

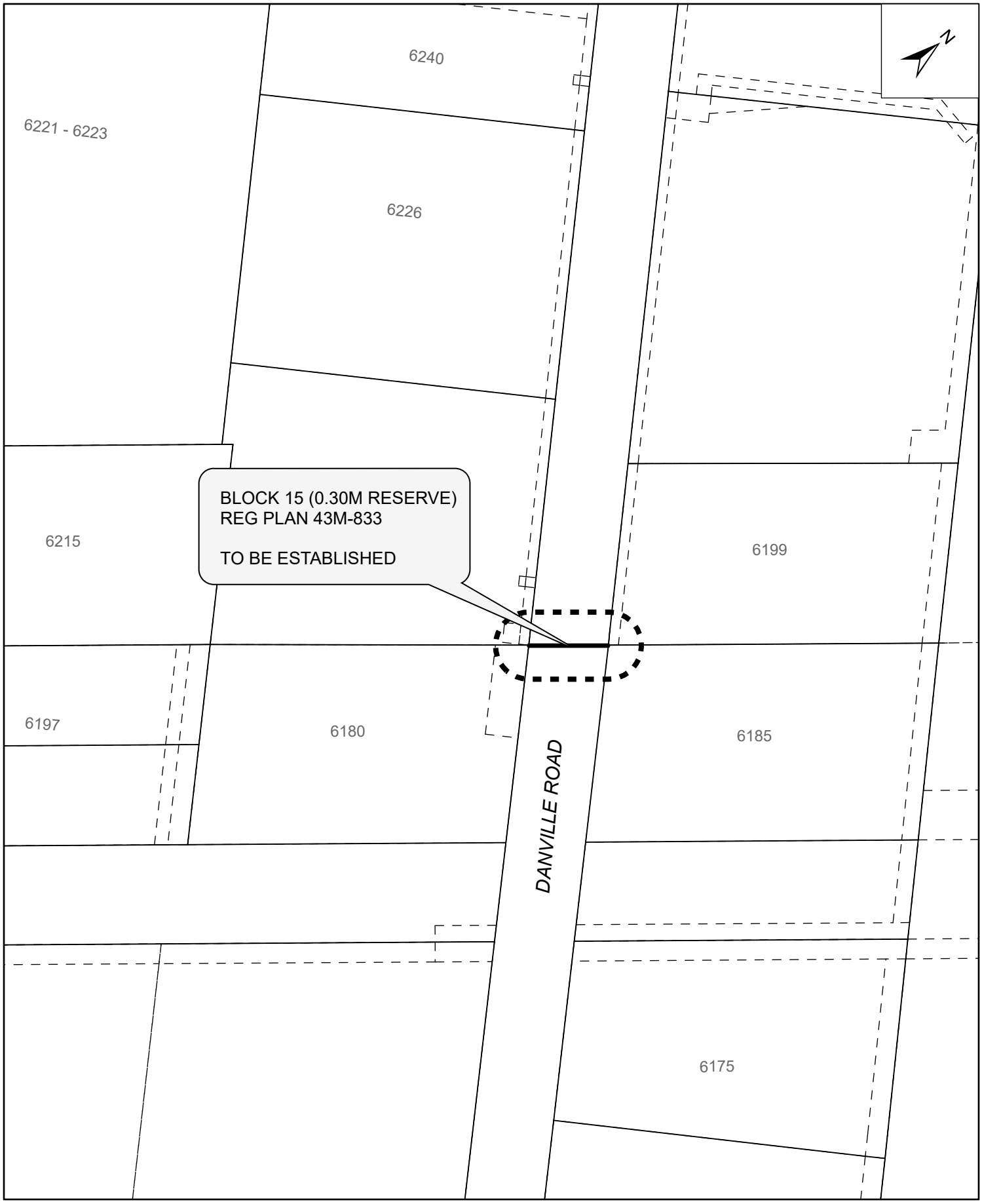
2020/06/16

DANVILLE ROAD

TO BE ESTABLISHED

Appendix 2- 12 9.4

Ward 5



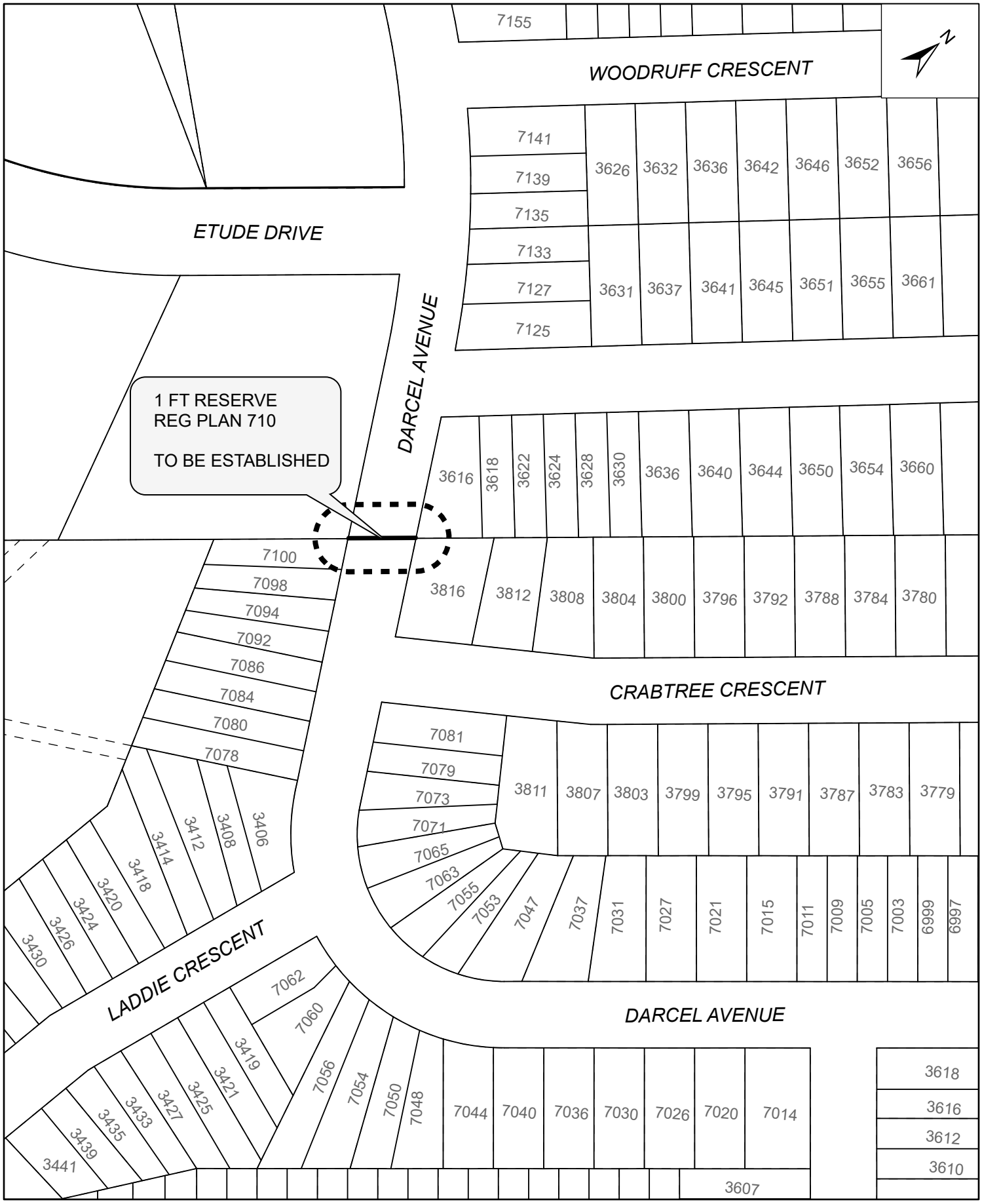
2020/06/16

DARCEL AVENUE

TO BE ESTABLISHED

Appendix 2- 13 9.4

Ward 5



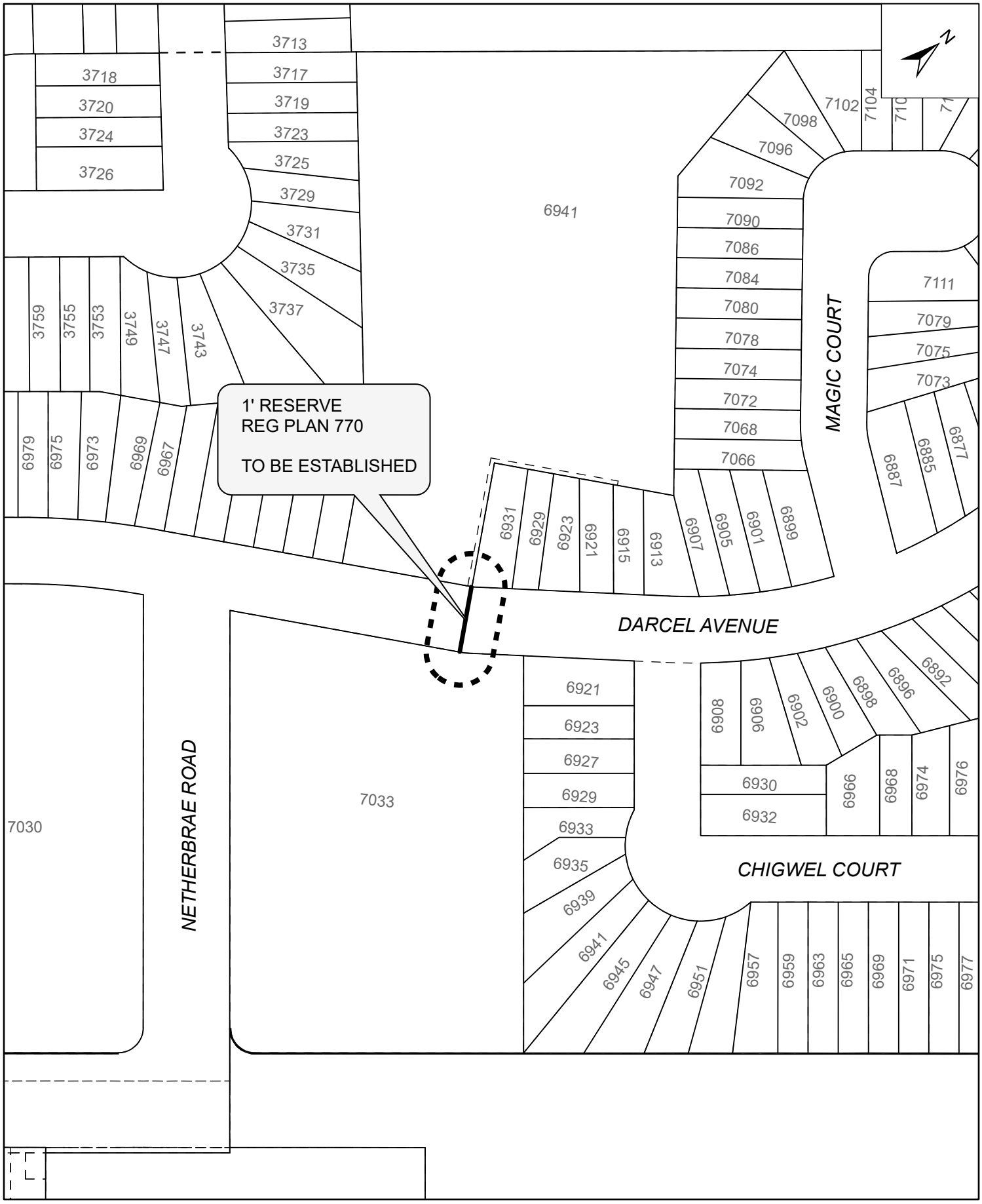
2020/06/16

DARCEL AVENUE

TO BE ESTABLISHED

Appendix 2- 14 9.4

Ward 5



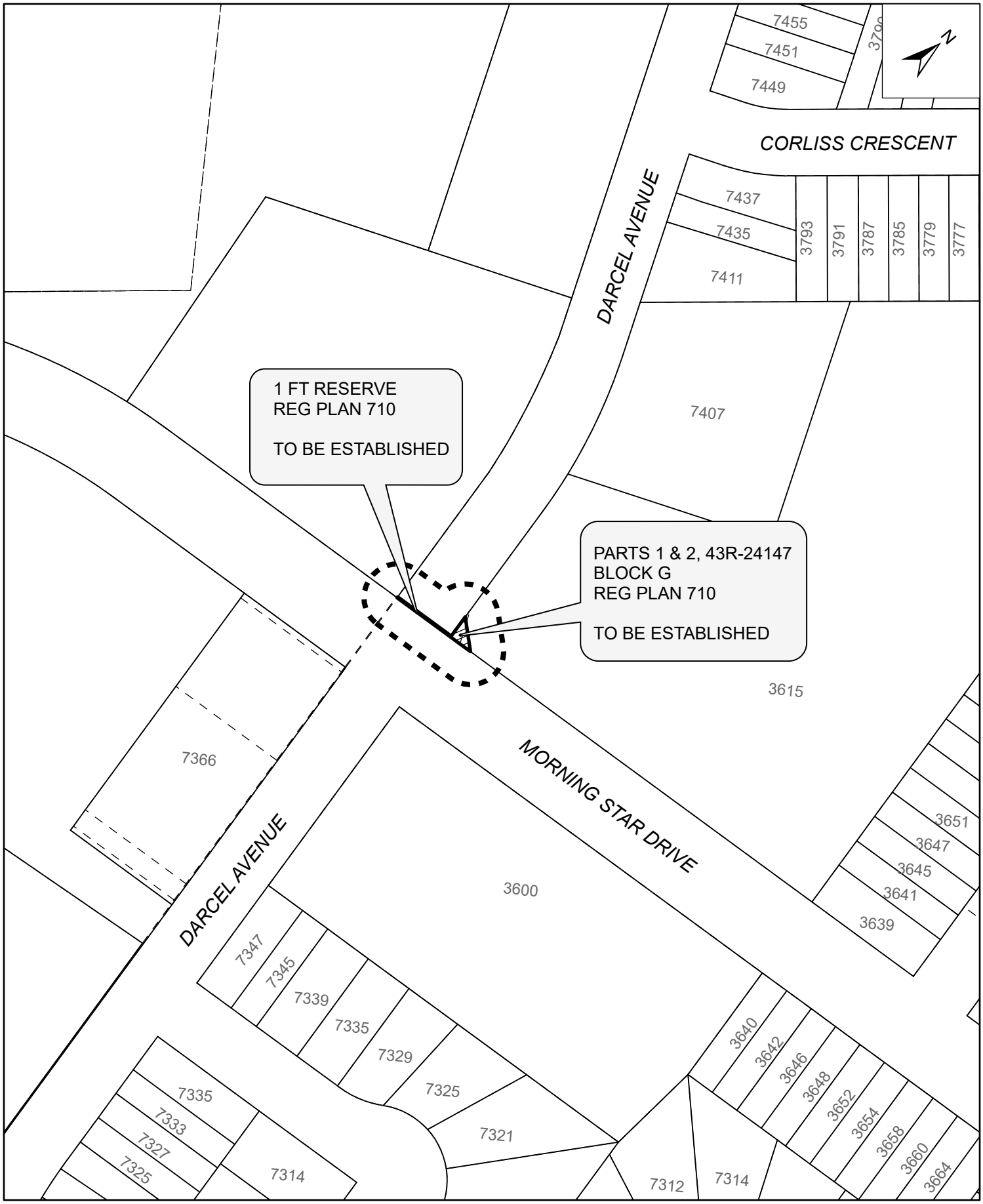
2020/06/16

DARCEL AVENUE

TO BE ESTABLISHED

Appendix 2- 15 9.4

Ward 5



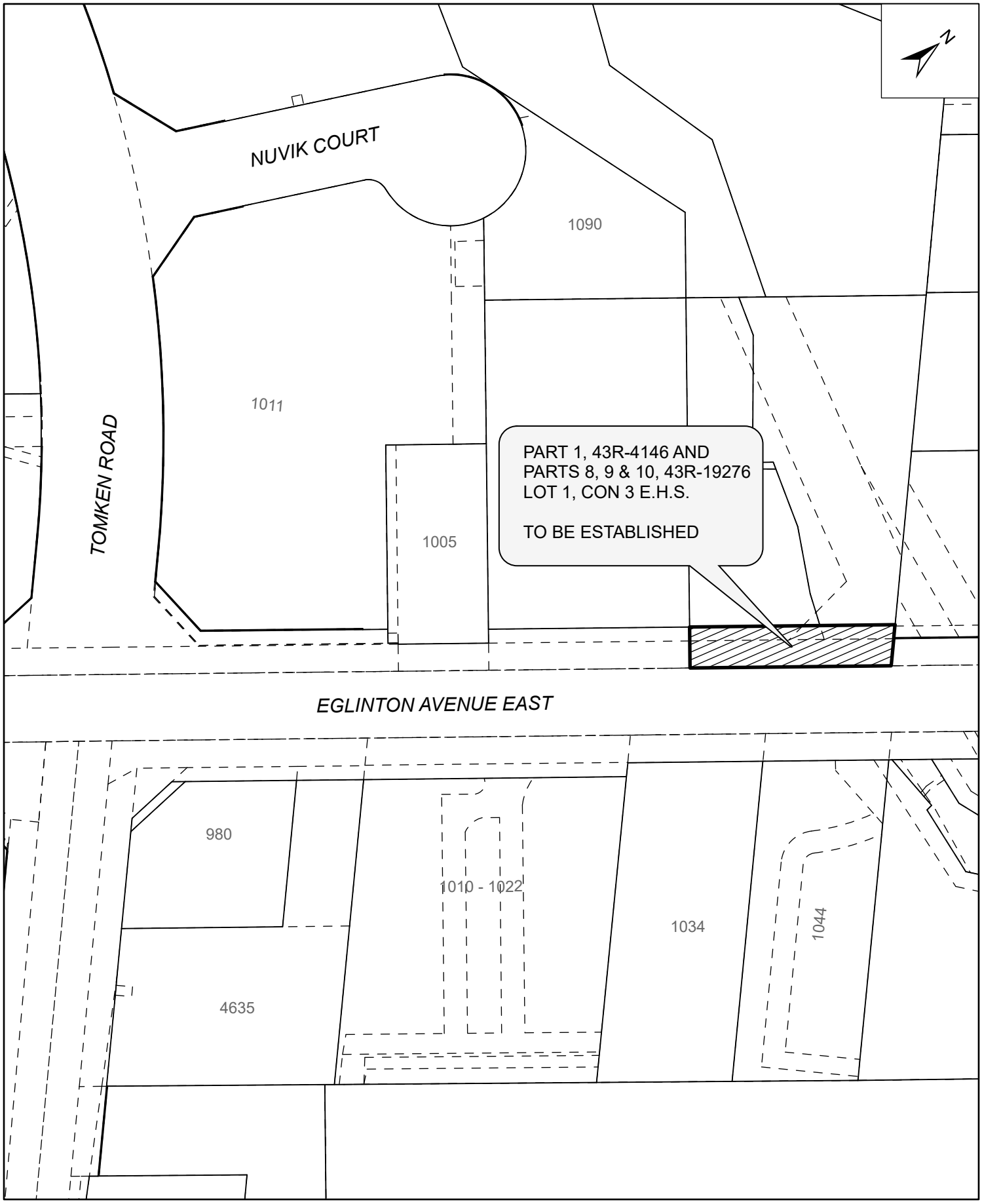
2020/06/16

EGLINTON AVENUE EAST

TO BE ESTABLISHED

Appendix 2- 16 9.4

Ward 5



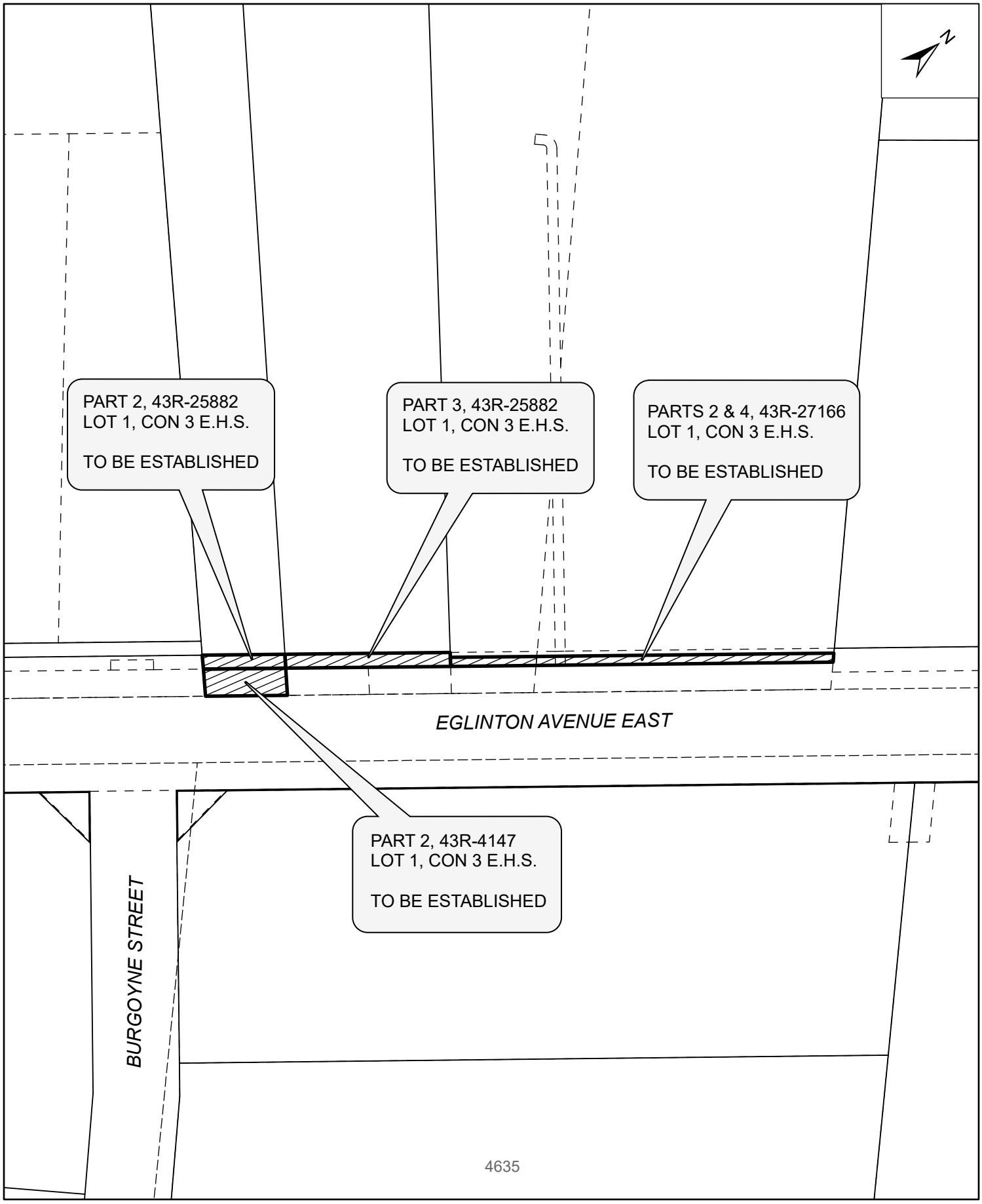
2020/06/16

EGLINTON AVENUE EAST

Appendix 2- 17 9.4

Ward 5

TO BE ESTABLISHED



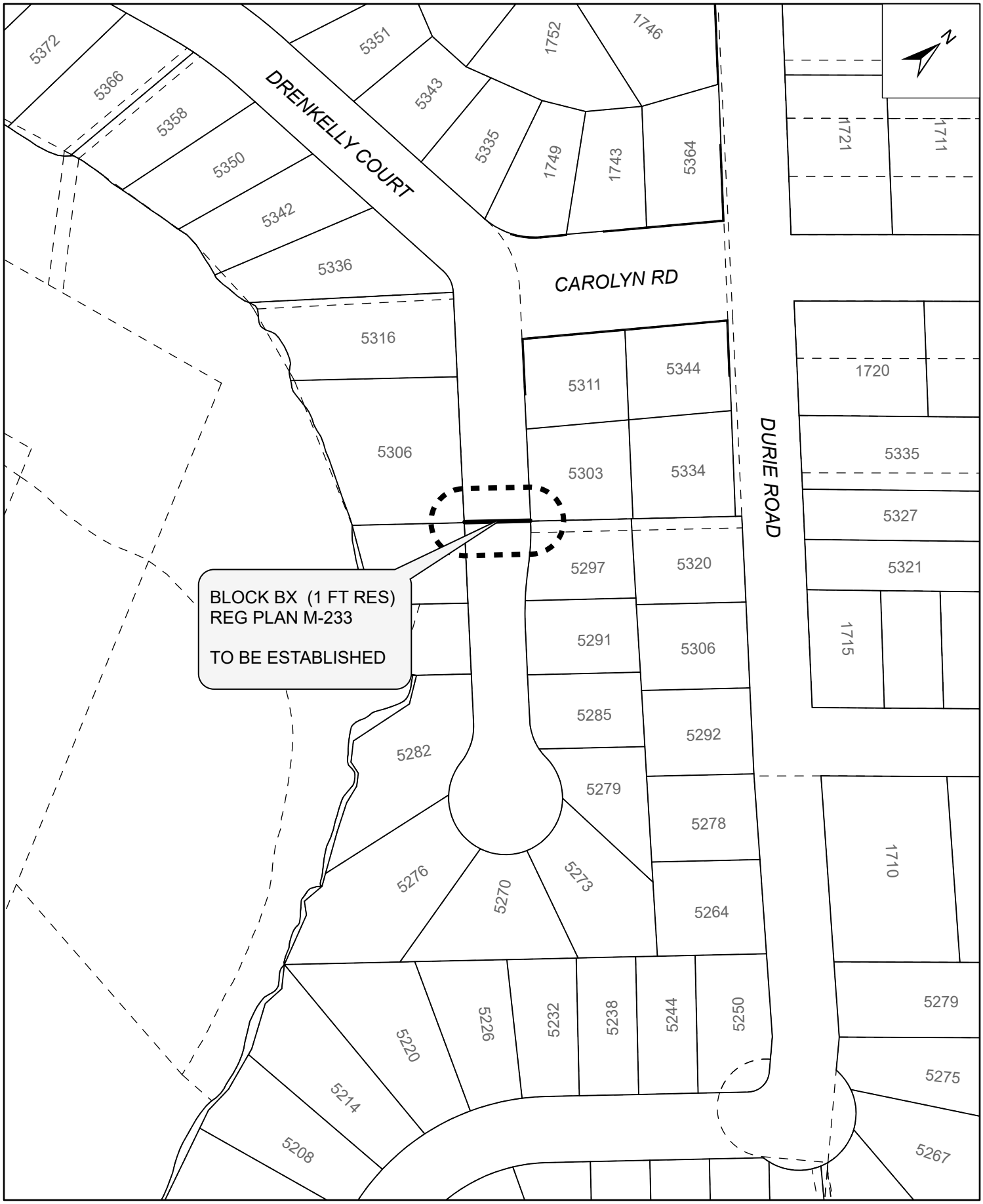
2020/06/16

DRENKELLY COURT

TO BE ESTABLISHED

Appendix 2- 18 9.4

Ward 6



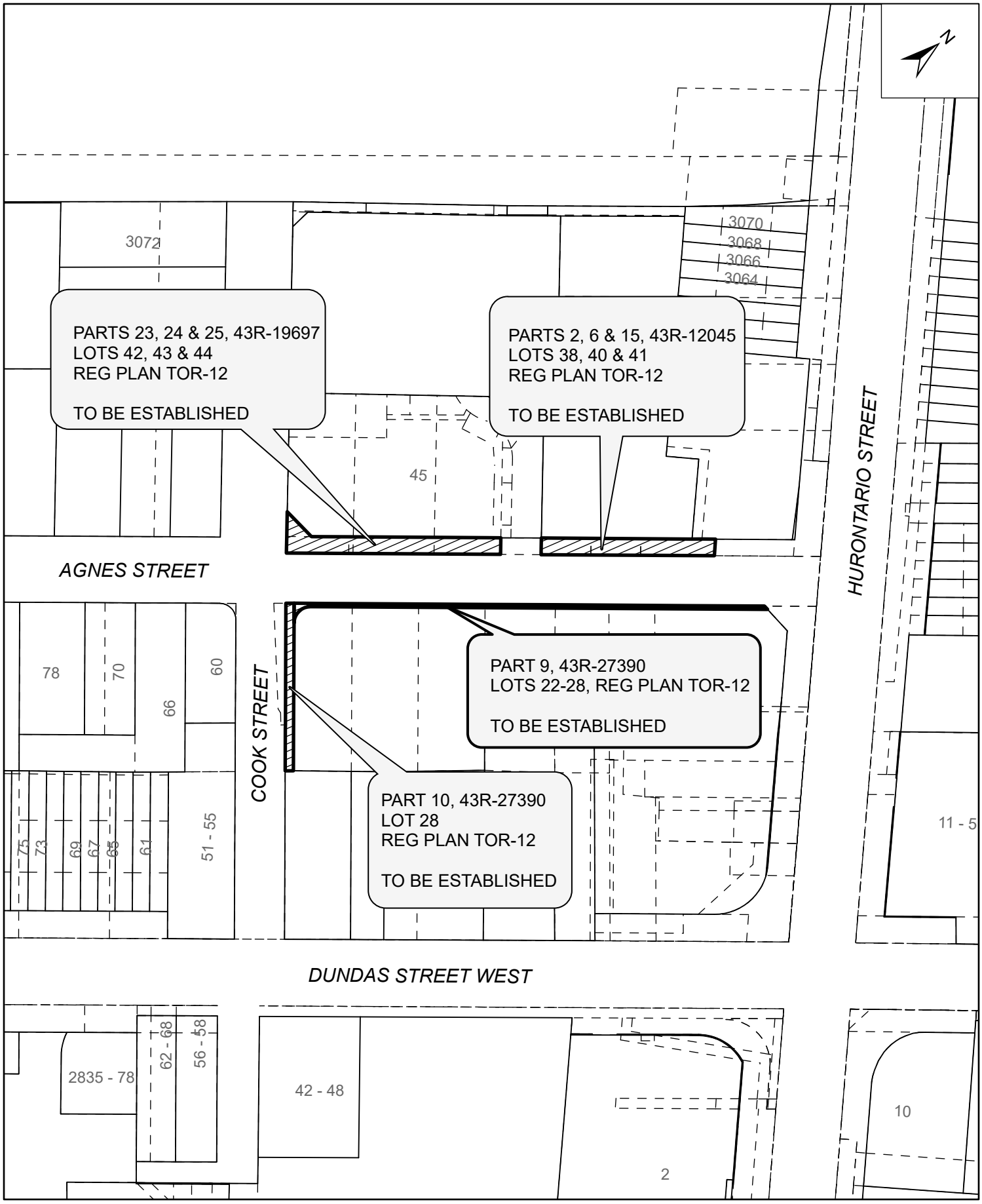
2020/06/16

AGNES STREET / COOK STREET

Appendix 2- 19 9.4

Ward 7

TO BE ESTABLISHED



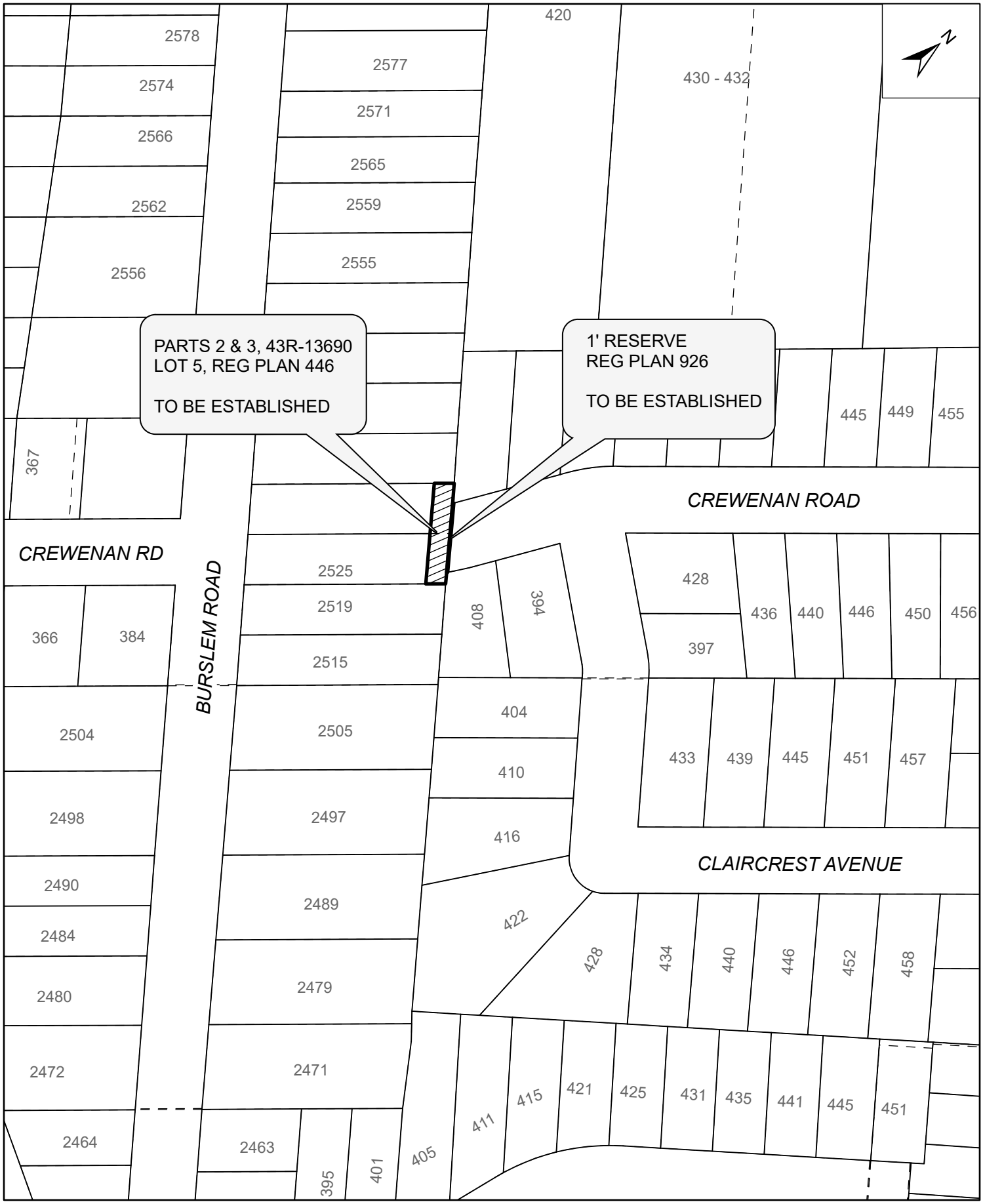
2020/06/16

CREWENAN ROAD

TO BE ESTABLISHED

Appendix 2- 20 9.4

Ward 7



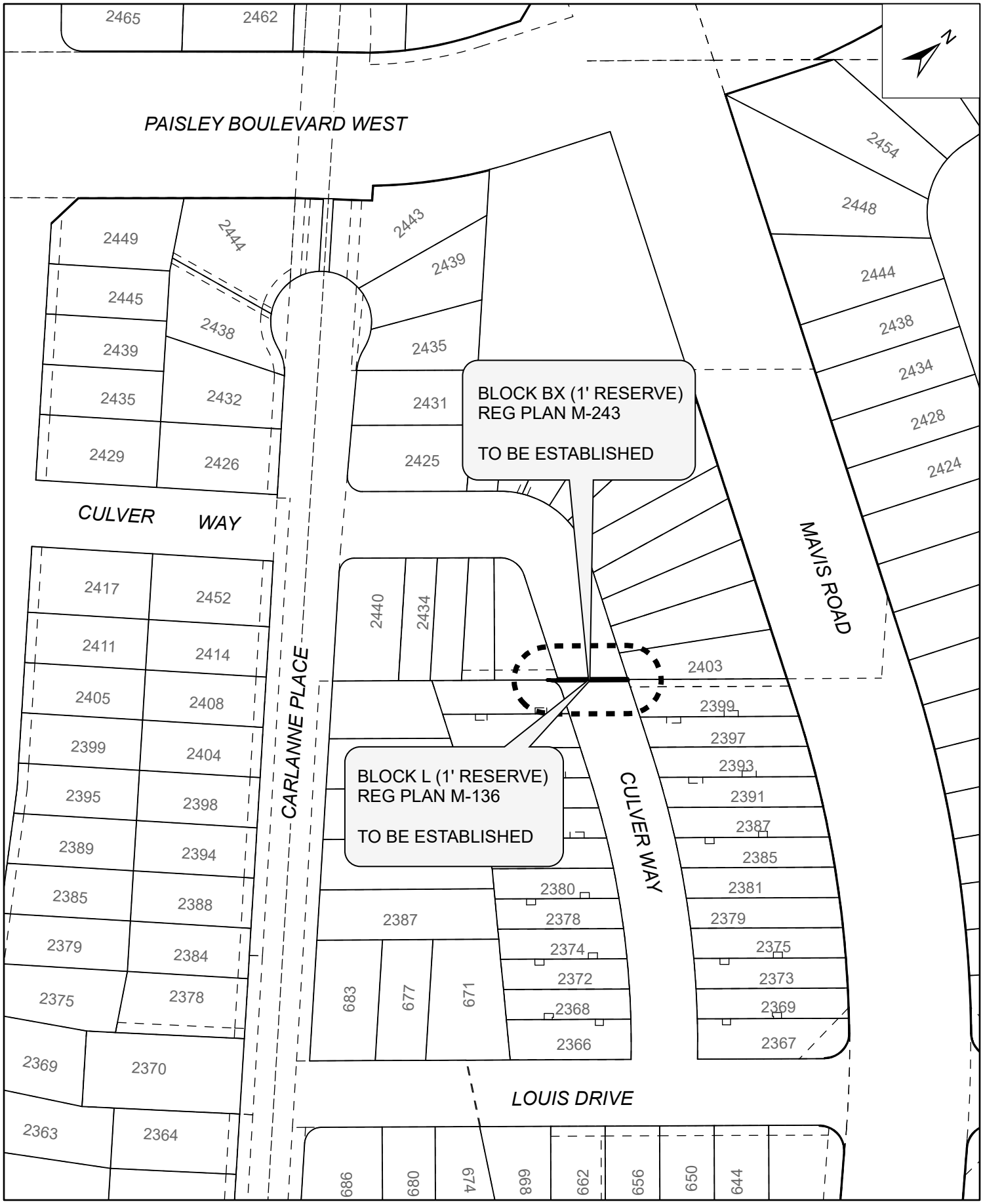
2020/06/16

CULVER WAY

TO BE ESTABLISHED

Appendix 2- 21 9.4

Ward 7



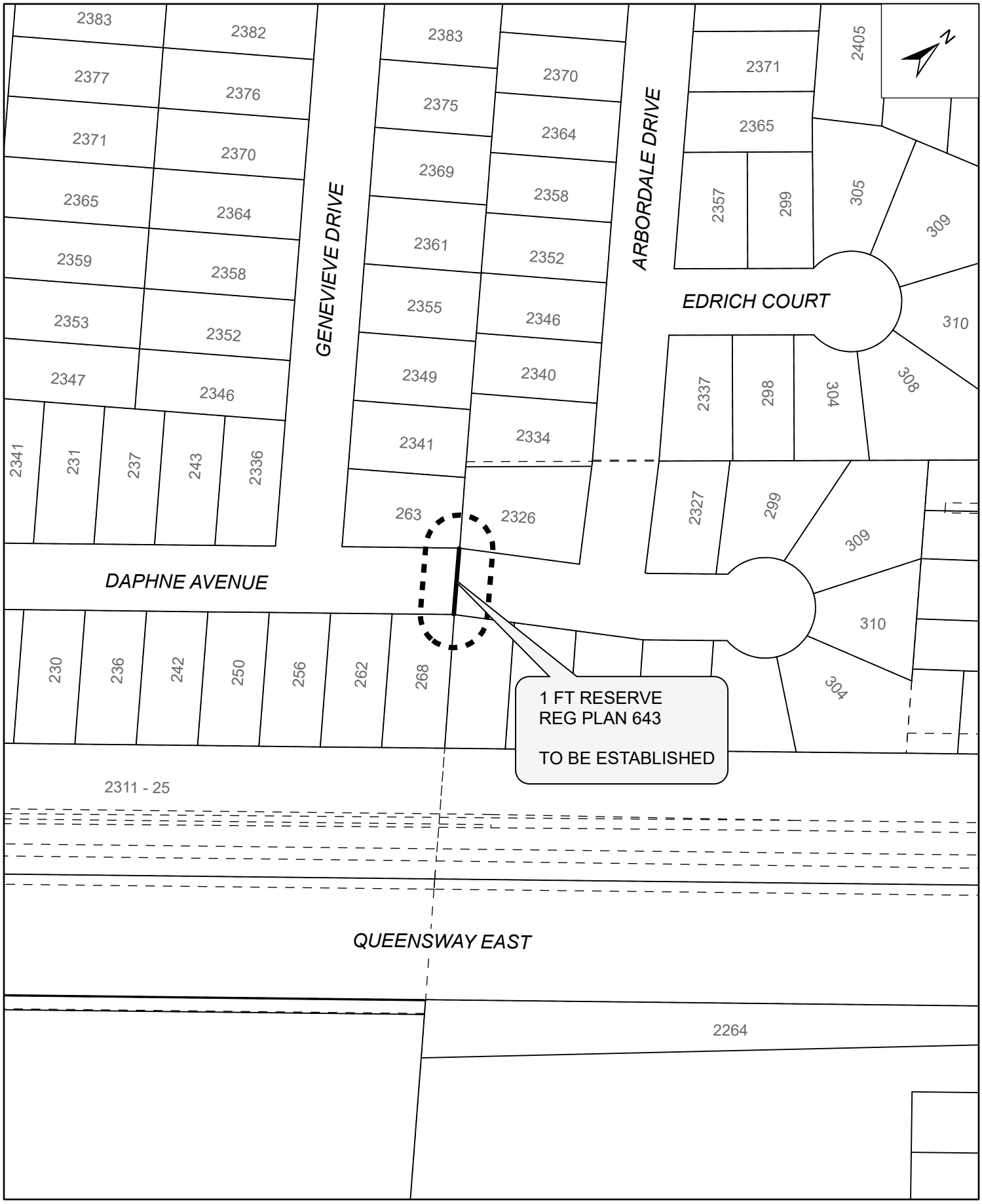
2020/06/16

DAPHNE AVENUE

TO BE ESTABLISHED

Appendix 2- 22 9.4

Ward 7



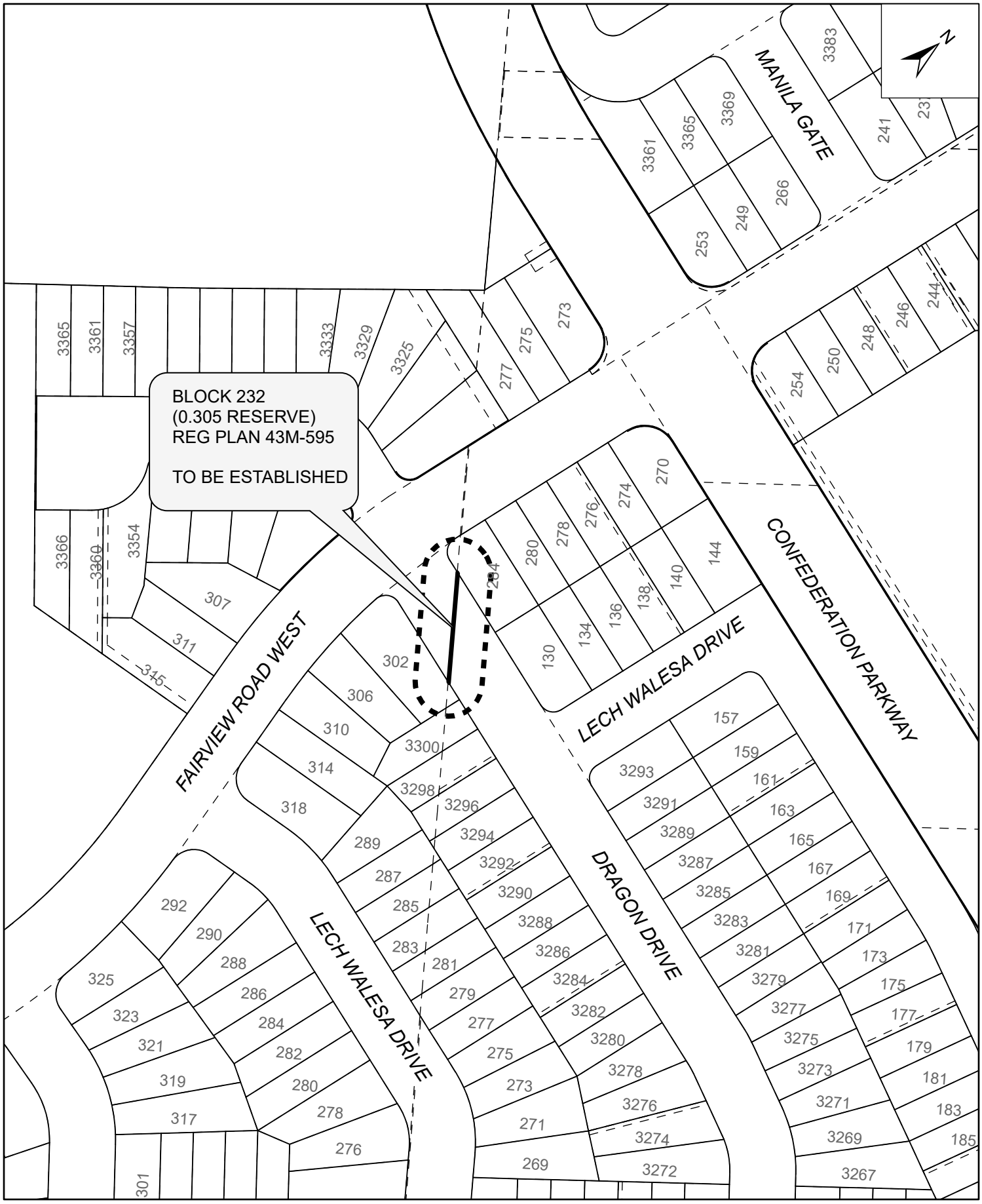
2020/06/16

DRAGON DRIVE

TO BE ESTABLISHED

Appendix 2- 23 9.4

Ward 7



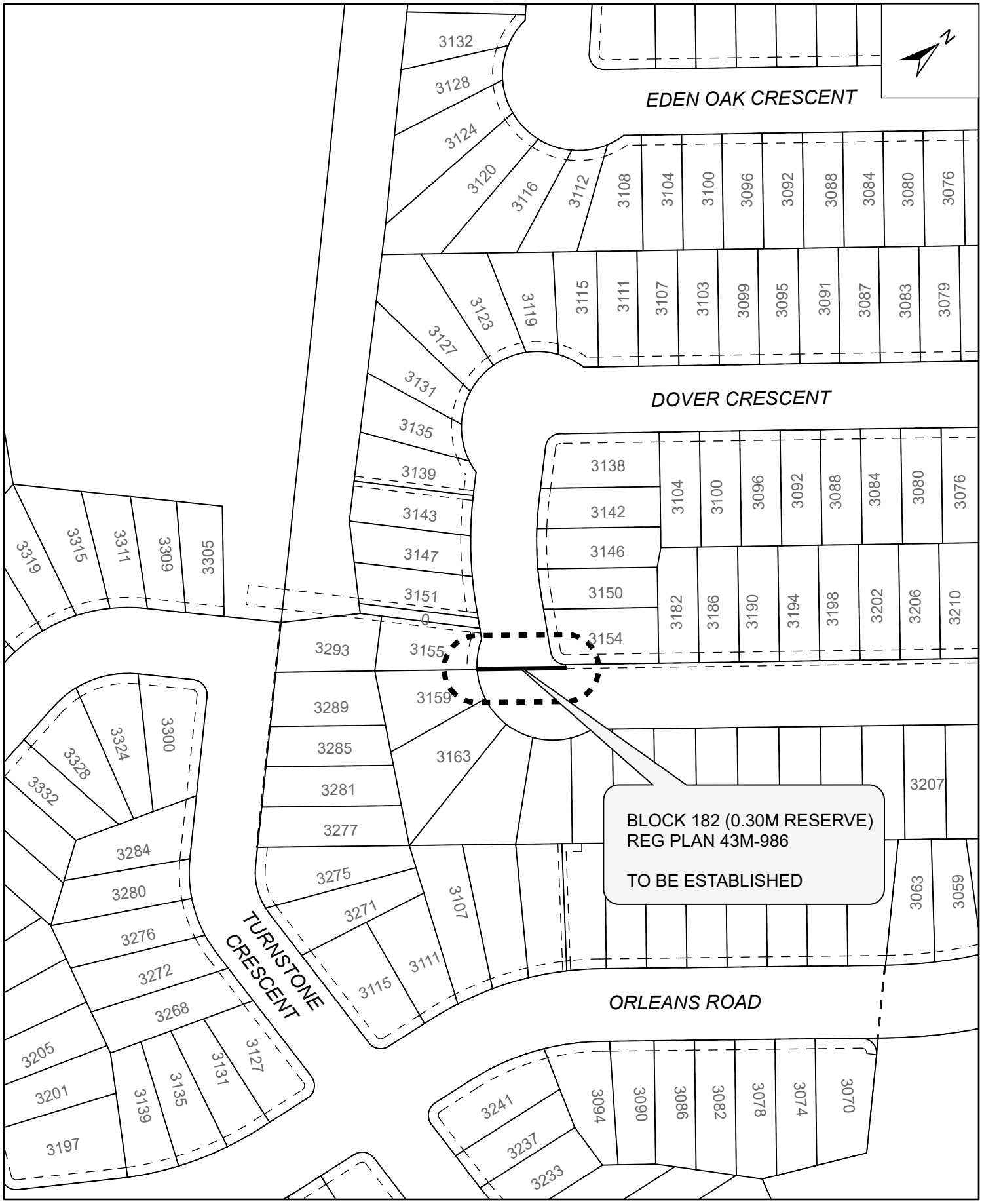
2020/06/16

DOVER CRESCENT

TO BE ESTABLISHED

Appendix 2- 24 9.4

Ward 8



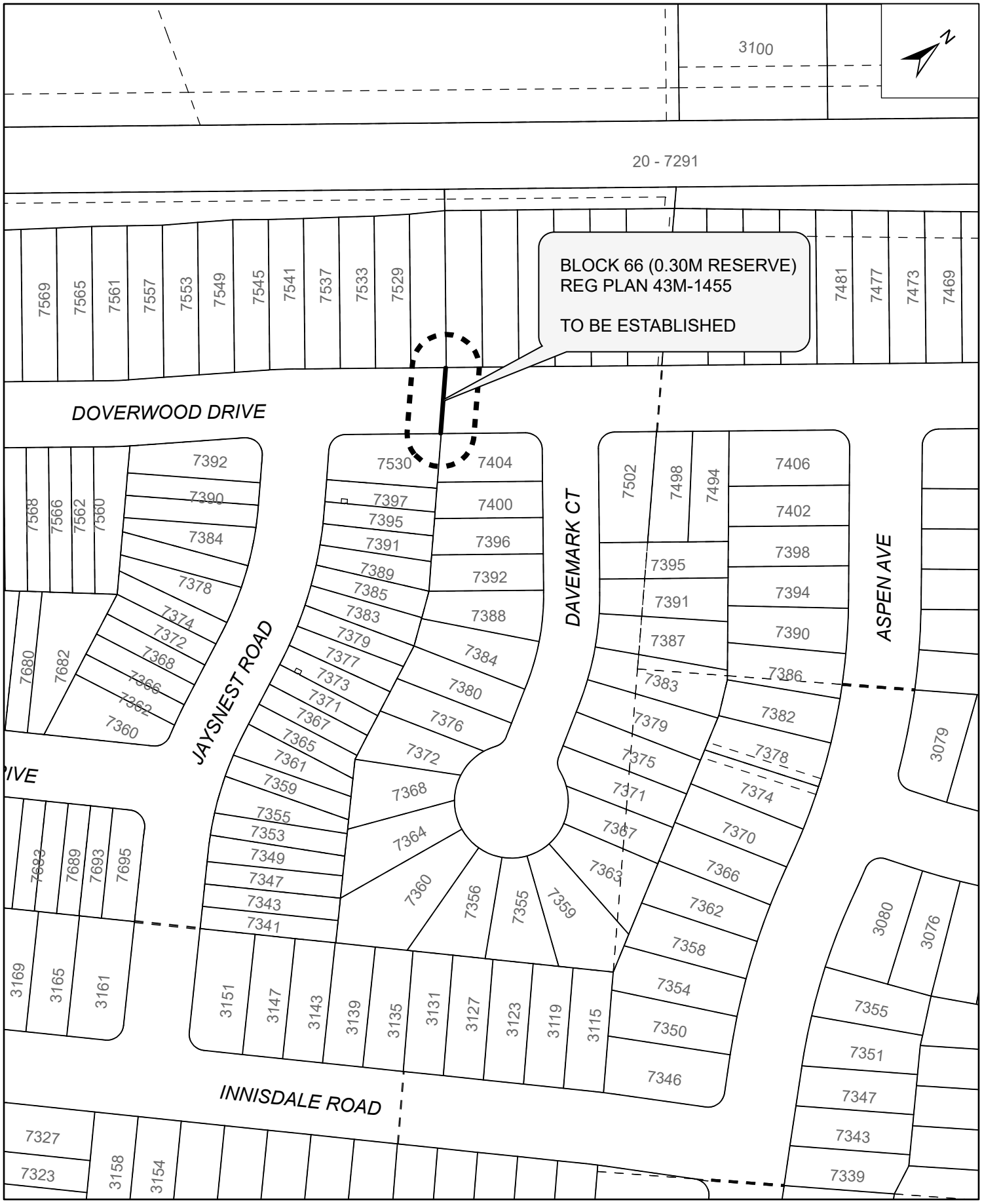
2020/06/16

DOVERWOOD DRIVE

TO BE ESTABLISHED

Appendix 2- 25 9.4

Ward 9



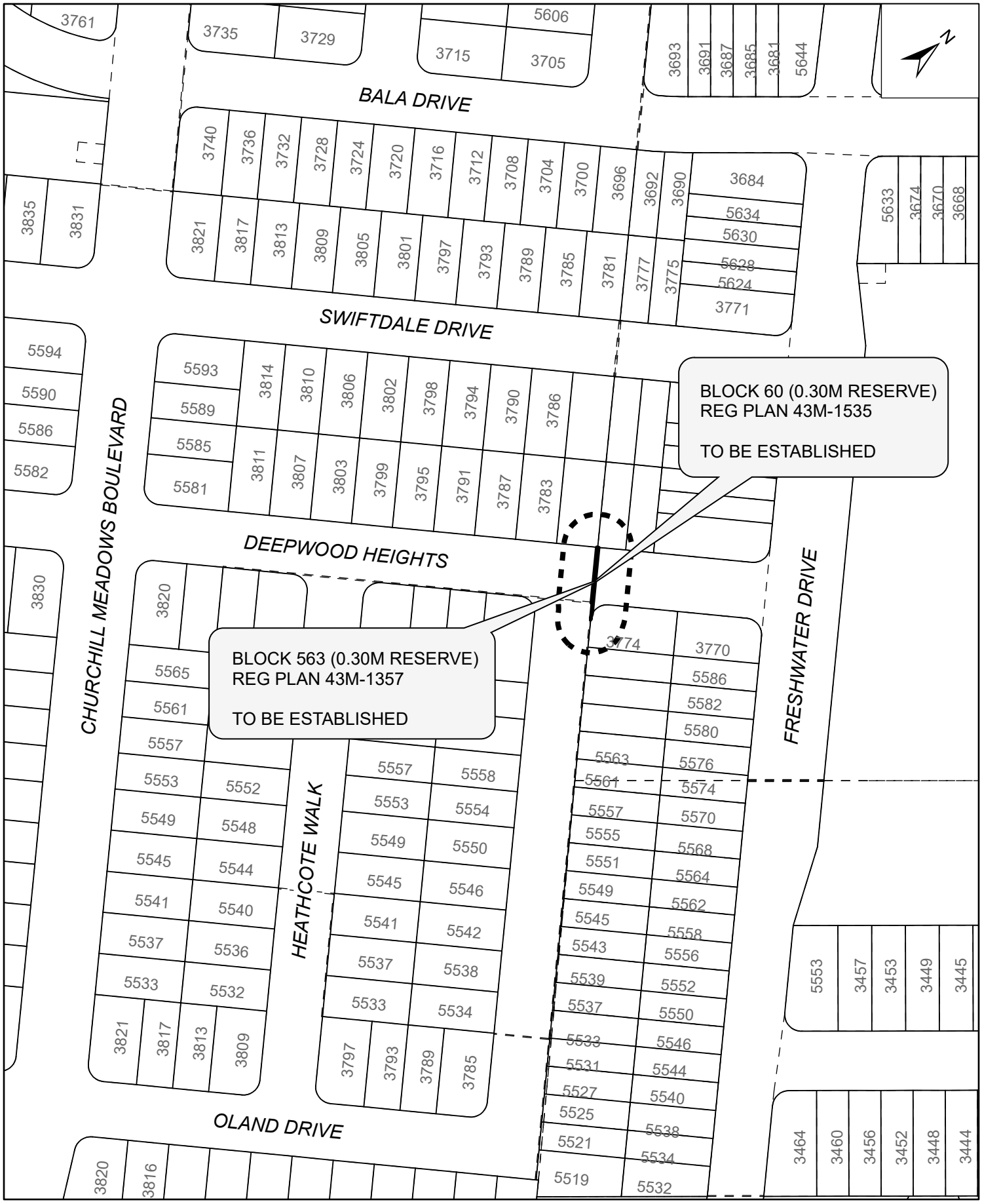
2020/06/16

DEEPWOOD HEIGHTS

Appendix 2- 26 9.4

Ward 10

TO BE ESTABLISHED



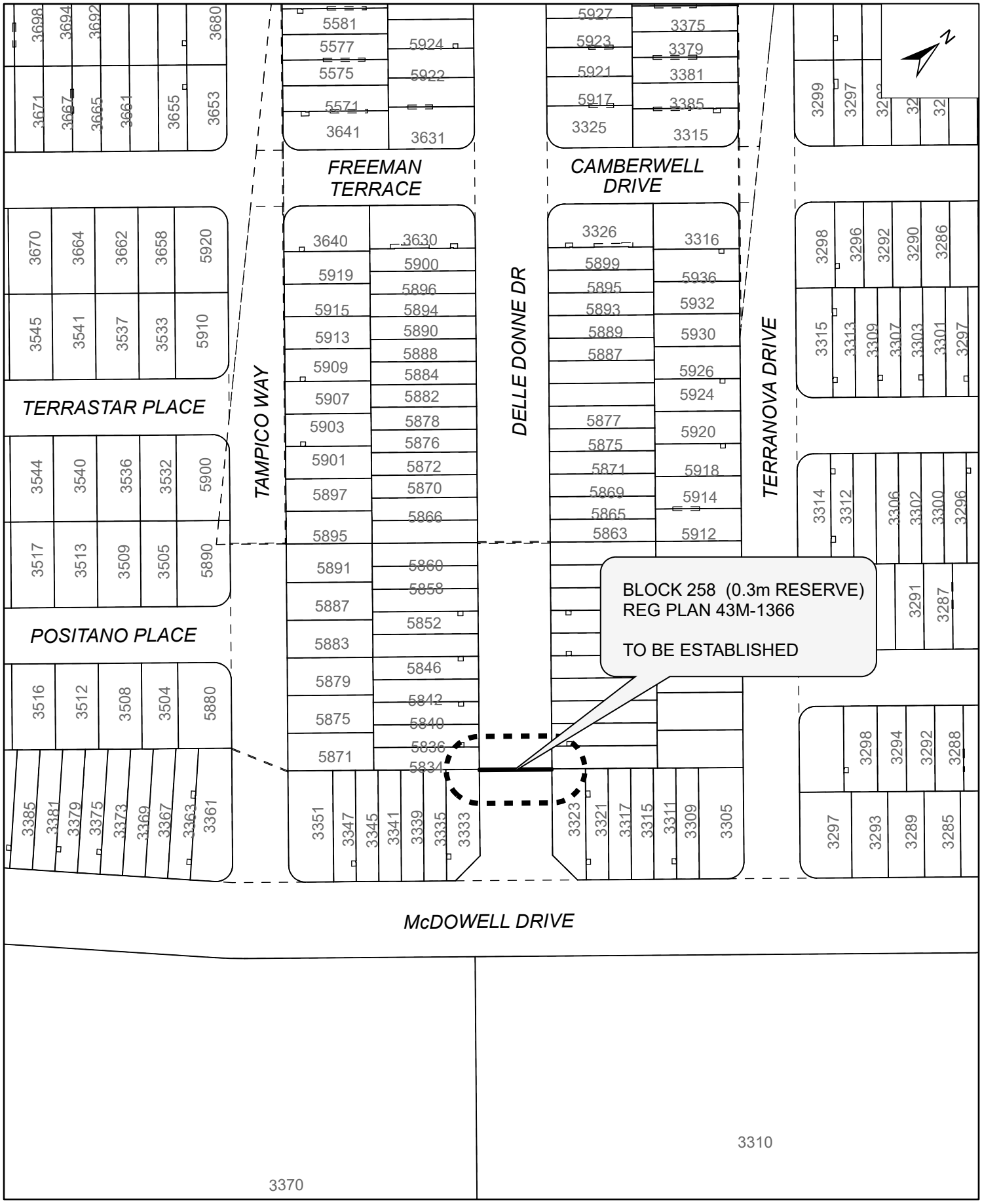
2020/06/16

DELLE DONNE DRIVE

Appendix 2- 27 9.4

Ward 10

TO BE ESTABLISHED



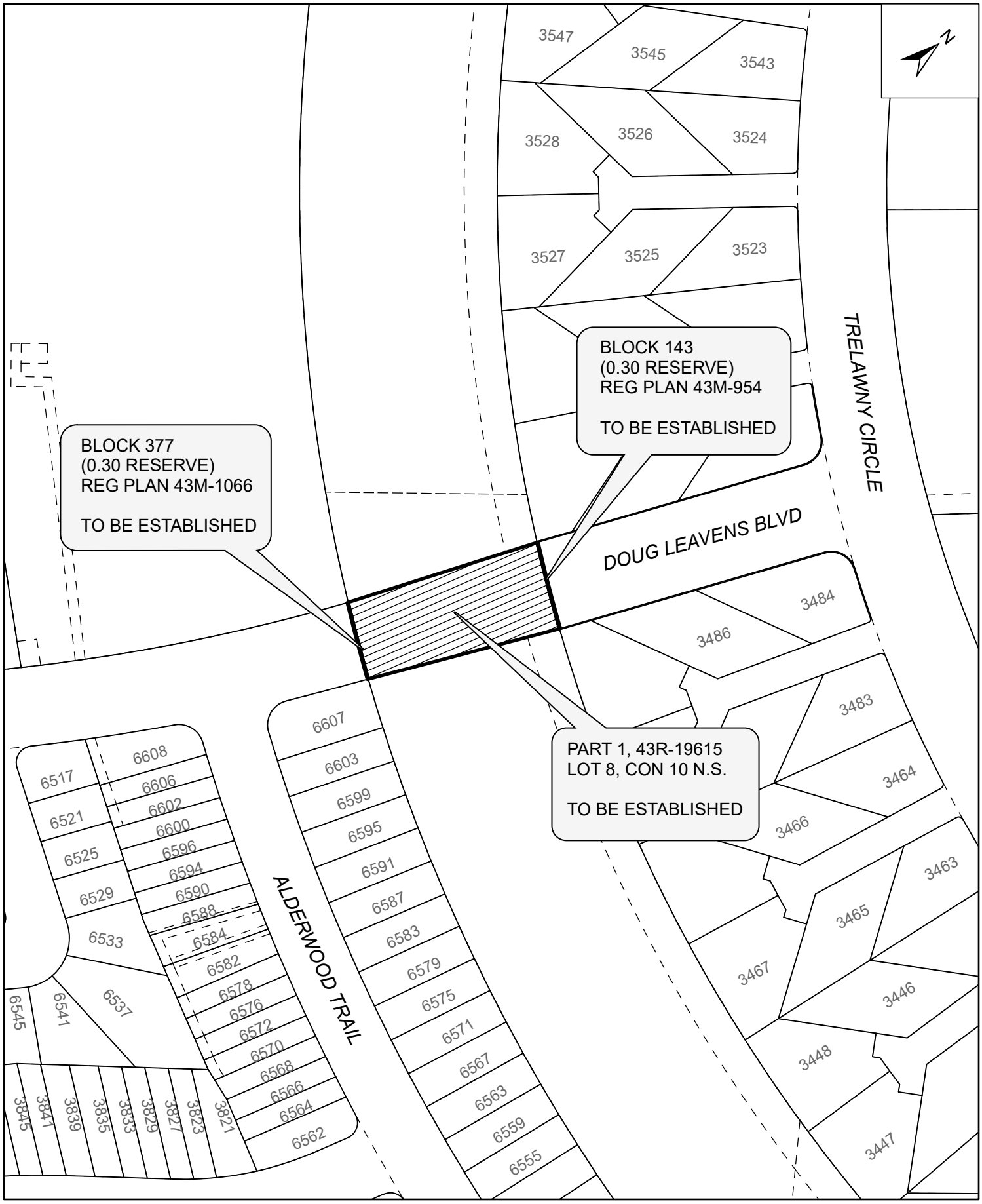
2020/06/16

DOUG LEAVENS BOULEVARD

Appendix 2- 28 9.4

Ward 10

TO BE ESTABLISHED



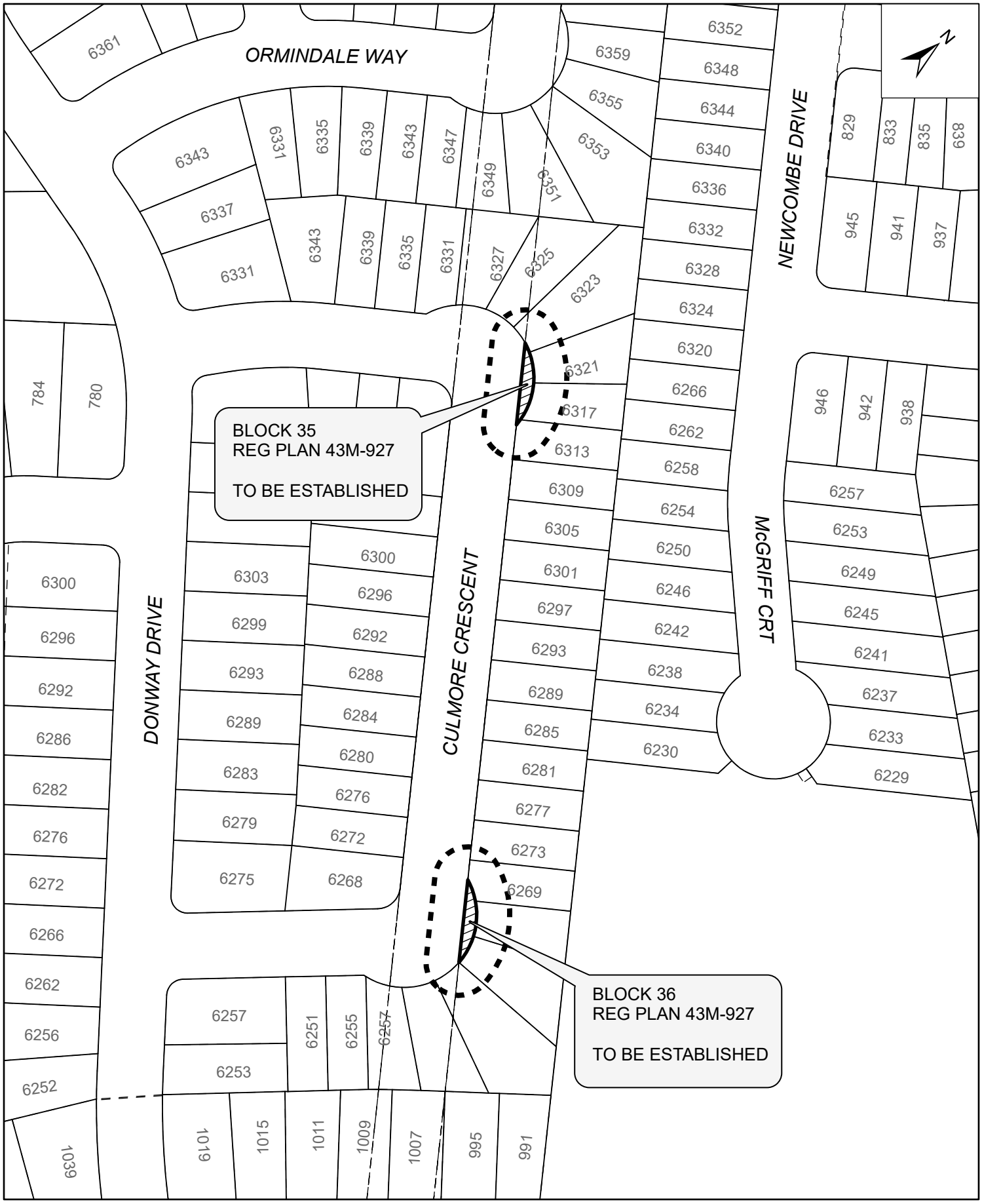
2020/06/16

CULMORE CRESCENT

Appendix 2- 29 9.4

Ward 11

TO BE ESTABLISHED



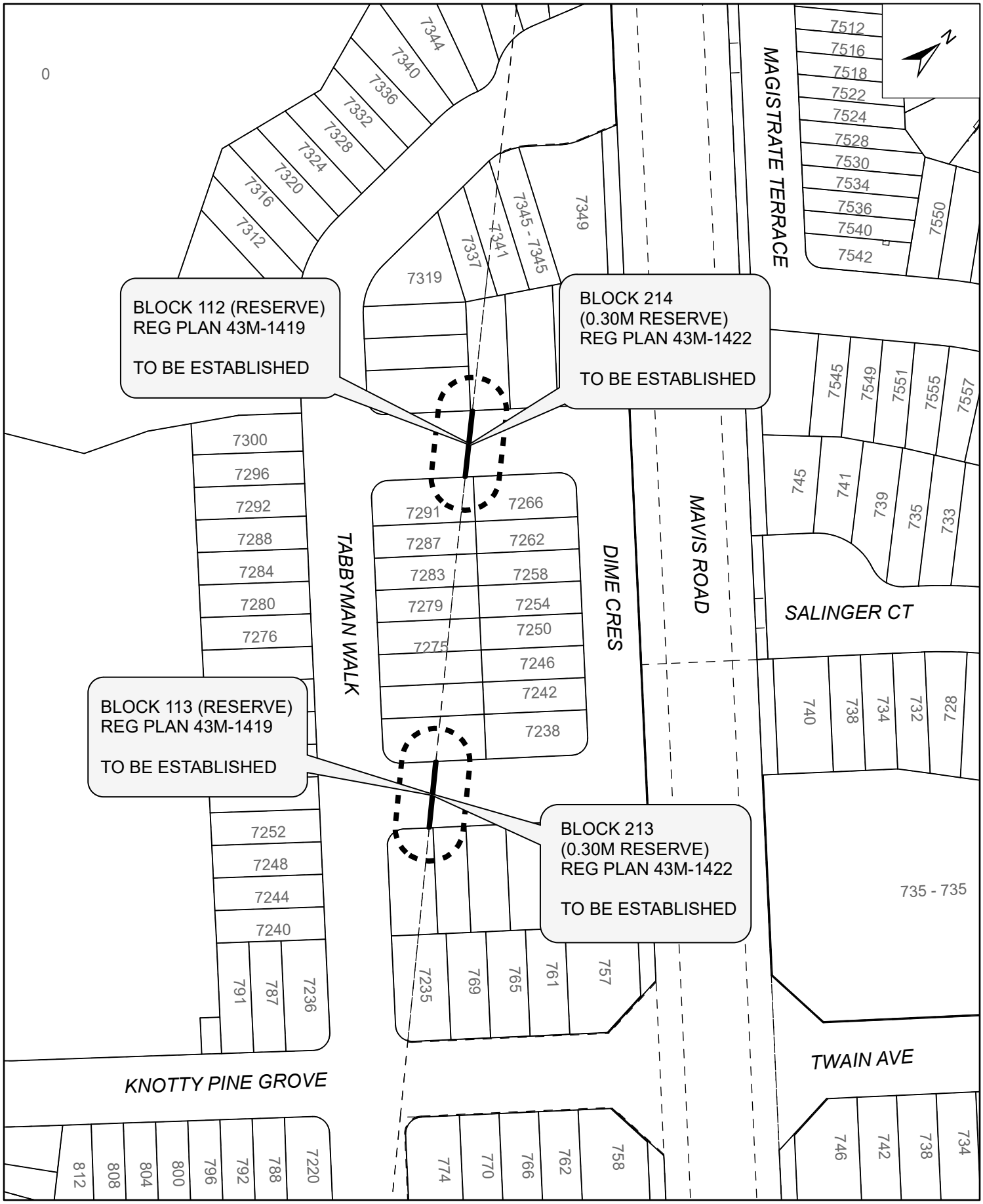
2020/06/16

DIME CRESCENT

TO BE ESTABLISHED

Appendix 2- 30 9.4

Ward 11



2020/06/16

Housekeeping Correction Categories and Circumstances

Category	Circumstances
Roads to Be Established as a Public Highway	**Circumstance 1: Roads to be established by agreements** • Road parcels owned by the City that should have been established as a public highway pursuant to a legal agreement, such as development agreements or site plan applications. This does not include future road parcels that can be established in accordance with the City's standard procedures.
	Circumstance 2: Parcels to be established as roads to reflect current use • Road parcels that are currently being traversed on and may be constructed as road that are being used by vehicles or pedestrians and are not established as public highway. • Road parcels that are considered boulevard areas adjacent to travelled portions that may be encumbered by public utilities or sidewalks and are not established as public highway.
	Circumstance 3: Parcels that restrict public access to be established as roads to grant legal access • Road parcels such as a 0.30m (1ft) reserve or parcels of land acquired by the City for road widening purposes that restrict legal access to a public highway from a privately held property.
Roads to be Closed as Public Highway	**Circumstance 1: Public highway not constructed and not travelled** • Public highways or a portion of public highway established by a Plan of Subdivision or being an original road allowance that was never constructed and is currently not travelled.
	Circumstance 2: Public highway not constructed in accordance with plan location. • Public highways or portions of public highway that deviated from the original plan due to site conditions, changes of infrastructure owned by higher tiers of government, or re-design resulting in a discrepancy between the original design or location shown on a plan and the current as-built location.
Roads to be Named or Renamed	**Circumstance 1: Public highway does not reflect current street signage** • The name of a public highway was established by a Plan of Subdivision but does not reflect the posted street sign.
	Circumstance 2: Public highways not named on a Plan of Subdivision • Public highways or portions of public highways that were established as a road or road allowance through a Plan of Subdivision but were not named.

	Circumstance 3: Public highways to be renamed due to inconsistencies in bylaws • Public highways or portions of public highways that were not properly captured in the naming or renaming bylaws affecting the other portions or the public highway of the same. • Correcting naming inconsistencies or errors in existing road bylaws.

City of Mississauga
Corporate Report

MISSISSAUGA

Date: October 22, 2020 To: Chair and Members of General Committee From: Geoff Wright, P.Eng, MBA, Commissioner of Transportation and Works	Originator's files: Meeting date: November 18, 2020

Subject

Streetsville – New Municipal Parking Lot and Paid Parking (Ward 11)

Recommendation

1. That a by-law be enacted to amend By-law 555-2000, as amended, to implement paid parking in Municipal Parking Lot #21, as outlined in the report from the Commissioner of Transportation and Works, dated October 22, 2020 and entitled "Streetsville – New Municipal Parking Lot and Paid Parking (Ward 11)".

2. That a by-law be enacted to amend By-law 555-2000, as amended, to add the newly constructed Municipal Parking Lot #21, in "Schedule 6A – Paid Off-Street Parking Lots", as outlined in the report from the Commissioner of Transportation and Works dated October 22, 2020 and entitled "Streetsville – New Municipal Parking Lot and Paid Parking (Ward 11)".

Report Highlights

- Transportation and Works proposes that the newly constructed Municipal Parking Lot #21 located on Water Street in Streetsville include paid parking.
- A parking fee structure of $6.00 daily (incremental payment available), 12 hour daily maximum, from Monday to Sunday, be introduced to provide for efficient and fair long-term paid parking to the north of Streetsville Centre.

Background

In 2017, paid parking was implemented on Queen Street between Barry Avenue and Kerr Street, as well as in Municipal Parking Lot #9 at the centre of Streetsville. Continued intensification, and limited availability of convenient long-term parking in the core of Streetsville were growing concerns for the Streetsville Business Improvement Association (BIA).

In 2019, a request was made by the area Councillor to construct a municipally-owned off-street parking lot on City land, just east of Queen Street South, south of Water Street. Construction of the parking lot was funded from the Federal Gas Tax Fund.

Comments

Parking lot construction is scheduled to be completed in November 2020. The target to begin paid parking operations in the municipal lot is January 2, 2021.

Paid Parking Management has positively influenced the demand for parking in Streetsville. It has encouraged higher vehicle turnover, and has encouraged a more even distribution of parking across the Streetsville network.

Adding off-street parking provides a variety of benefits including creating more accessible land use patterns; reducing motor vehicle traffic; reducing congestion, accidents and pollution; creating more attractive communities; improving mobility for pedestrians and creating a more pedestrian-friendly, vibrant core for Streetsville.

Tariff G: Hours of Operation and Fees

Timings	Fees
Daytime on-street parking Monday to Sunday, 24 hours	$1.50 per hour $6.00 daily (incremental payment) (12 hour maximum daily)

Municipal Parking recommends implementing Tariff G parking hours of operation and fees in Municipal Parking Lot #21 as outlined in Appendix 1. This parking fee structure is consistent with current municipal parking fees in Streetsville.

The local Councillor supports this implementation of paid parking in Municipal Parking Lot #21.

Financial Impact

Implementation of paid parking in the parking lot will require the installation of one Pay and Display parking machine. The cost of the machine will be $10,000 and has been accommodated through PN 16200.

The new Parking Pay and Display machines will generate $30,000 per year. This will be accounted for under budget 24014-525347.

The cost for additional sign installations and sign replacements is minimal and can be accommodated in the 2020 operating budget 24014-715801

Conclusion

The Transportation and Works Department recommends implementing the Tariff G hours of operation and rate structure for Municipal Parking Lot #21.

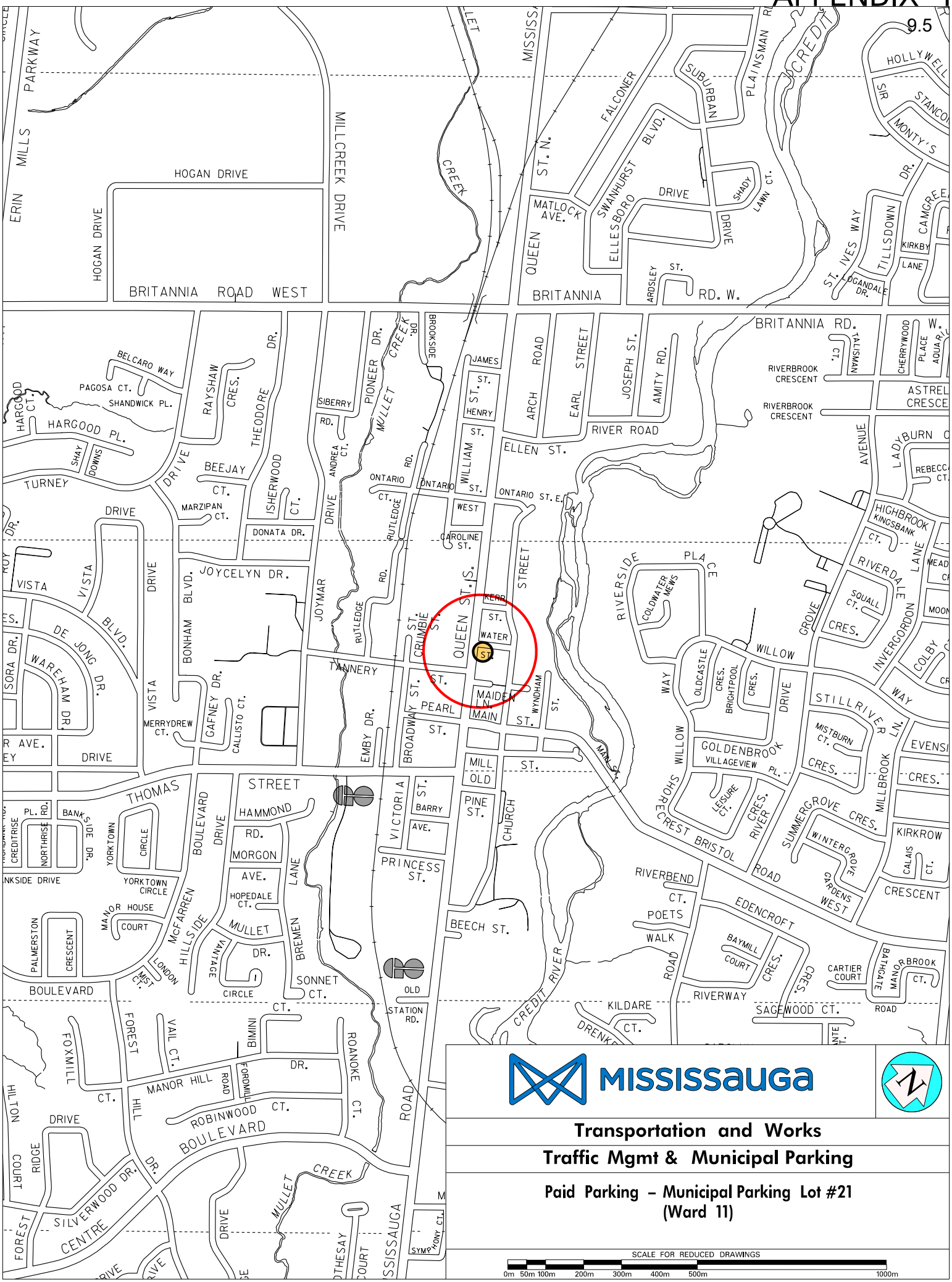
Implementing these paid parking changes will require amendments to Traffic By-law 555-00.

Attachments

Appendix 1: Paid Parking – Municipal Parking Lot #21

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

Prepared by: Tomasz Brzeziak, C.E.T., Parking Coordinator


MISSISSAUGA
Transportation and Works
Traffic Mgmt & Municipal Parking
Paid Parking – Municipal Parking Lot #21
(Ward 11)
SCALE FOR REDUCED DRAWINGS
0m 50m 100m 200m 300m 400m 500m 1000m
BRITANNIA ROAD WEST
BRITANNIA RD. W.
BRITANNIA RD.
HOGAN DRIVE
MILLCREEK DRIVE
QUEEN ST. N.
QUEEN ST. S.
RIVER ROAD
ELLEN ST.
ONTARIO ST. E.
JOYCELYN DR.
TANNERY
MAIDEN LN.
MAIN ST.
PEARL ST.
MILL ST.
BEECH ST.
PRINCESS ST.
VICTORIA ST.
THOMAS STREET
HAMMOND RD.
MORGON AVE.
MULLET DR.
SONNET CT.
OLD STATION RD.
MANOR HILL
ROBINWOOD CT.
BOULEVARD
SILVERWOOD DR.
CENTRE
CREDIT RIVER
MULLET CREEK
ERIN MILLS PARKWAY
HARGOOD PL.
TURNEY DRIVE
VISTA BLVD.
DE JONG DR.
WAREHAM DR.
BONHAM BLVD.
JOYMAR DRIVE
PIONEER DR.
RAYSHAW CRES.
THEODORE DR.
ISHERWOOD CT.
BEELAY CT.
MARZIPAN CT.
DONATA DR.
GAFNEY DR.
CALLISTO CT.
MERRYDREW CT.
EMBY DR.
BROADWAY ST.
CROMBIE ST.
RUTLEDGE RD.
ANDREA CT.
SIBERRY RD.
BROOKSIDE DR.
JAMES ST.
HENRY ST.
WILLIAM ST.
WEST ST.
CAROLINE ST.
KERR ST.
WATER ST.
WYNDHAM ST.
ARCH ROAD
EARL STREET
JOSEPH ST.
AMITY RD.
FALCONER
SUBURBAN
PLAINSMAN
SWANHURST BLVD.
ELLESBORO DRIVE
SHADY LAWN CT.
MATLOCK AVE.
ARDSLEY ST.
RIVERBROOK CRESCENT
RIVERSIDE PLACE
COLDWATER MEWS
OLDCASTLE CRES.
BRIGHTPOOL CRES.
WILLOW DRIVE
GOLDENBROOK VILLAGEVIEW PL.
LEISURE CT.
RIVER CRES.
SUMMERGROVE CRES.
WINTERGROVE GARDENS WEST
STILLRIVER LN.
MISTBURN CT.
MILLBROOK CRES.
KIRKROW CRES.
CALAIS CT.
CRESCENT
RIVERBEND CT.
POETS WALK
EDENCROFT ROAD
BAYMILL COURT
CARTIER COURT
MANORBROOK ROAD
RIVERWAY
SAGEWOOD CT.
KILDARE CT.
DRENKA
HOLLYWELL
MONTY'S DR.
ST. IVES WAY
TILLSDOWN
KIRKBY LANE
LADYBURN AVENUE
HIGHBROOK CT.
RIVERDALE CRES.
INVERGORDON
SQUALL CT.
GROVE
CHERRYWOOD PLACE
ALISMAN CT.
BELCARO WAY
PAGOSA CT.
SHANDWICK PL.
HARGOOD CT.
SHAY DOWNS
YORKTOWN CIRCLE
MANOR HOUSE COURT
PALMERSTON CRESCENT
LONDON MIST CT.
McFARREN HILLSIDE
VANTAGE CIRCLE
BREMEN LANE
BANKSIDE DR.
CREDITRISE
NORTHRISE
FOXHILL CT.
FOREST HILL DR.
VAIL CT.
BIMINI DR.
FORDHAM ROAD
ROANOKE CT.
SYMONY CT.
DOTHESAY COURT
MISSISSAUGA ROAD

City of Mississauga
Corporate Report

MISSISSAUGA

Date: October 22, 2020 To: Chair and Members of General Committee From: Geoff Wright, P.Eng, MBA, Commissioner of Transportation and Works	Originator's files: MG.23.REP RT.10.Z-07 Meeting date: November 18, 2020

Subject
All-Way Stop – St. Lawrence Drive at Waterside Drive (Ward 1)

Recommendation
That an all-way stop control not be implemented at the intersection of St. Lawrence Drive at Waterside Drive, as outlined in the report from the Commissioner of Transportation and Works, dated October 22, 2020 and entitled "All-way Stop – St. Lawrence Drive at Waterside Drive (Ward 1)".

Background
The Transportation and Works Department has been requested by the Ward Councillor to submit a report to General Committee regarding the implementation of an all-way stop at the intersection of St. Lawrence Drive at Waterside Drive.

Currently, the intersection of St. Lawrence Drive at Waterside Drive operates as a three-leg intersection with a stop control eastbound on Waterside Drive. Waterside Drive is a private roadway. A location map is attached as Appendix 1.

Comments
A manual turning movement count was completed to determine the need for an all-way stop control based on traffic volumes. The results are as follows:

St. Lawrence Drive at Waterside Drive

		Warrant Value
Warrant 1:	Volume for All Approaches	49%
Warrant 2:	Minor Street Volume	60%

In order for an all-way stop control to be warranted based on traffic volumes, both Warrants 1 and 2 must equal 100%. A review of the collision history at this intersection did not reveal any

reported collisions within the past three years. For an all-way stop control to be warranted based on collision frequency, at least five collisions must occur in a 12-month period, provided the collisions are of the type considered correctable by the use of an all-way stop (i.e. turning movement, angle collisions).

An all-way stop is therefore not warranted based on the turning movement count results and collision history.

It should be noted that, in the event an all-way stop is installed at this intersection, on street parking spaces will be removed within the intersection on St. Lawrence Drive to accommodate the intersection control. This will result in the removal of approximately 4-5 on street parking spaces.

Financial Impact

In the event that an all-way stop is required, costs associated with the sign installations can be accommodated by the 2020 Operating Budget in cost center 23978.

Conclusion

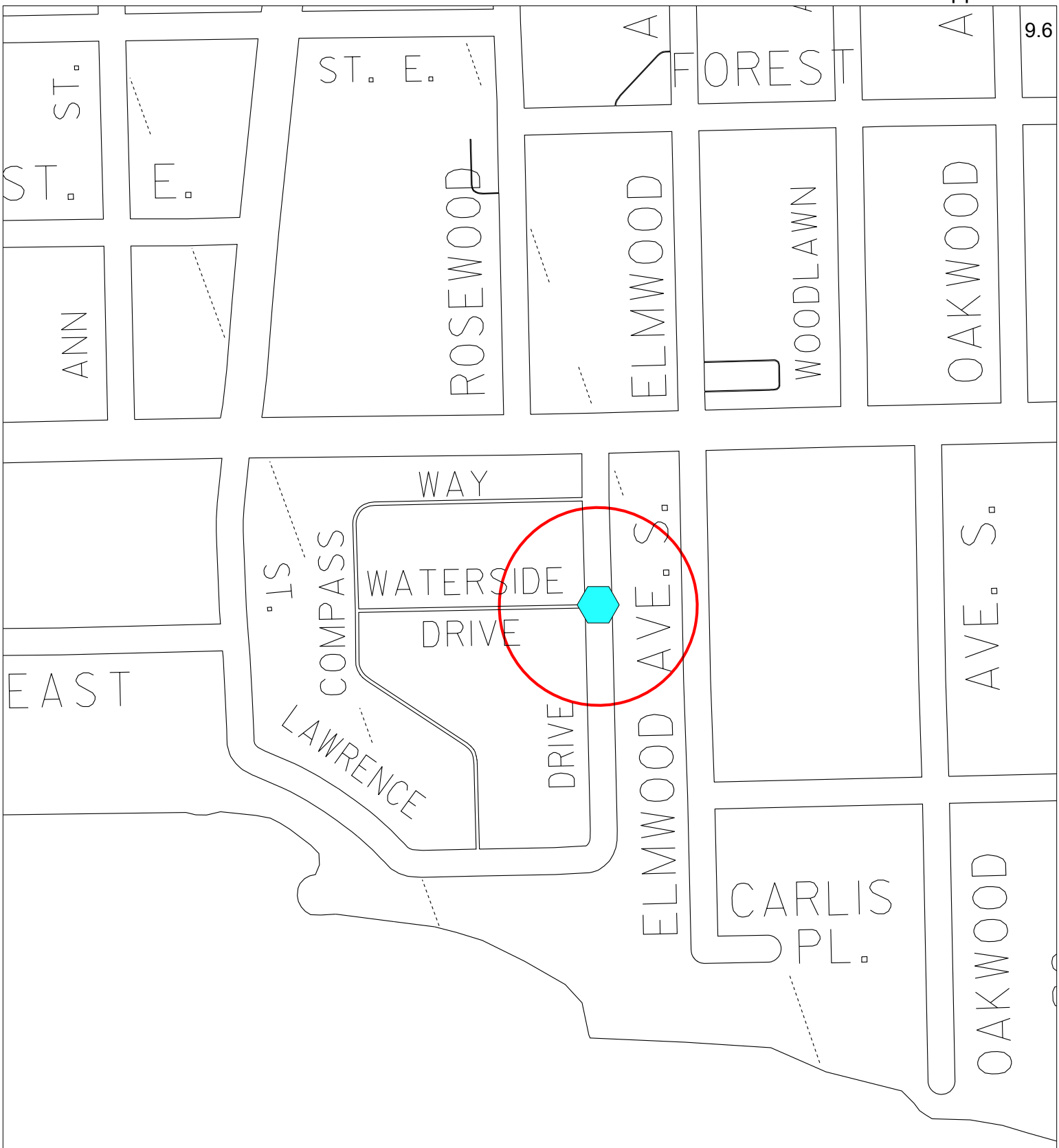
Based on the manual turning movement count results and collision history at this intersection, the Transportation and Works Department recommends against the installation of an all-way stop at the intersection of St. Lawrence Drive at Waterside Drive.

Attachments

Appendix 1: Location Map - All-Way Stop – St. Lawrence Drive at Waterside Drive (Ward 1)

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

Prepared by: Milan Pavlovic, Traffic Operations Technician



MISSISSAUGA

Transportation and Works

Traffic Mgmt & Municipal Parking

All-Way Stop
St. Lawrence Drive and Waterside Drive
Ward 1

SCALE FOR REDUCED DRAWINGS

0m 13m 25m 50m 75m 100m 125m 250m

City of Mississauga
Corporate Report

MISSISSAUGA

Date: October 22, 2020	Originator's files:
To: Chair and Members of General Committee	
From: Geoff Wright, P.Eng, MBA, Commissioner of Transportation and Works	Meeting date: November 18, 2020

Subject
Downtown On-street Paid Parking Expansion (Ward 4)

Recommendation
1. That a by-law be enacted to amend By-law 555-2000, as amended, to implement paid parking anytime on the east side of Parkside Village Drive from Curran Place to Arbutus Way, as outlined in the report from the Commissioner of Transportation and Works, dated October 22, 2020 and entitled "Downtown On-Street Paid Parking Expansion (Ward 4)".

2. That a by-law be enacted to amend By-law 555-2000, as amended, to implement paid parking anytime on the north side of Curran Place from Parkside Village Drive to Brickstone Mews as outlined in the report from the Commissioner of Transportation and Works dated October 22, 2020 and entitled "Downtown On-Street Paid Parking Expansion (Ward 4)".

3. That a by-law be enacted to amend By-law 555-2000, as amended, to implement paid parking anytime on the north side of Arbutus Way from Parkside Village Drive to a point 40 meters (131 feet) easterly thereof as outlined in the report from the Commissioner of Transportation and Works dated October 22, 2020 and entitled "Downtown On-Street Paid Parking Expansion (Ward 4)".

4. That a by-law be enacted to amend By-law 555-2000, as amended, to implement paid parking anytime on the south side of Curran Place from Parkside Village Drive to Brickstone Mews as outlined in the report from the Commissioner of Transportation and Works dated October 22, 2020 and entitled "Downtown On-Street Paid Parking Expansion (Ward 4)".

Report Highlights

- Parking demand on Curran Place, Arbutus Way and Parkside Village Drive in the Downtown has increased significantly due to the construction of new condominium developments at these locations.
- To better serve the increased demand for on-street parking, revised time-stay limits of three hours, Monday to Friday; and four hours, Saturday and Sunday, are required.
- A parking fee structure of $1.50 per hour for the first two hours of parking and $2.00 for the third hour of parking from Monday to Friday and $1.50 per hour up to a maximum of four hours parking on Saturdays and Sundays will allow for a consistent level of parking availability by stimulating parking turnover.
- The objectives of paid parking are to manage local traffic and to ensure a consistent level of parking availability in an effective and efficient manner.
- Total gross revenue from introducing paid parking controls at these locations is anticipated to be $25,000 in the first full year of operations.

Background

On February 11, 2009, Council endorsed the “Parking Strategy for Mississauga City Centre: Final Report.” The strategy recommended implementing on-street paid parking in the Downtown to establish an economic value for parking, demonstrate civic leadership regarding the use of parking pricing to encourage more sustainable transportation options, decouple the cost of parking from the cost of building use, and contribute to the capital and operating cost recovery of the City’s parking investments.

Comments

Charging for parking is a tool to help manage parking demand and encourage parking space turnover, which is beneficial for local businesses. Paid parking also creates additional streams of revenue to offset costs related to parking infrastructure maintenance and new parking facility developments. Developing new parking facilities and maintaining existing parking is costly, particularly the purchase of land and the construction of new parking structures. Parking charges have been an effective management tool for parking in the Downtown, Clarkson, Cooksville and Port Credit for many years.

In 2017, with Council approval (GC-0294-2017) the below Tariff F hours of operation and fees were implemented on three new roads, Brickstone Mews, Parkside Village Drive, and Grand Park Drive (lay-by reconstruction).

Tariff F: Hours of Operation and Fees

Timings	Fees
Daytime on-street parking Monday to Friday, 8 a.m. to 6 p.m.	$1.50 per hour $2.00/hr third hour (3 hour maximum)
Saturday and Sunday, 10 a.m. to 6 p.m.	$1.50 per hour (4 hour maximum)
Overnight on-street parking Sunday to Thursday, 6 p.m. to 8 a.m. Friday and Saturday, 6 p.m. to 10 a.m.	$5.00 Maximum rate (incremental payment available) The overnight maximum parking rate can be purchased starting at 5:30 p.m.

Municipal Parking staff recommends implementing Tariff F parking hours of operation and fees on the remaining Downtown streets as outlined in Appendix 1. This parking fee structure is consistent with the paid parking fees that are currently implemented on neighbouring streets in the Downtown.

The local Councillor supports this change in parking.

Financial Impact

The Capital cost $20,000 for the new Parking Pay and Display machines that are required for the implementation of paid parking on Curran Place, Arbutus Way, and Parkside Village Drive have been accommodated within the current Transportation and Works Capital Budget through PN 15200.

The new Parking Pay and Display machines will generate $25,000 per year. This will be accounted for under Cost Center 24012 and Account 525273.

The cost for additional sign installations and sign replacements is minimal and can be accommodated in the 2020 operating budget 24012-715801.

Conclusion

The Transportaton and Works Department recommends implementing the Tariff F hours of operation and rate structure for the Downtown on-street paid parking program.

Implementing these paid parking changes will require amendments to the Traffic By-law 555-00.

Attachments

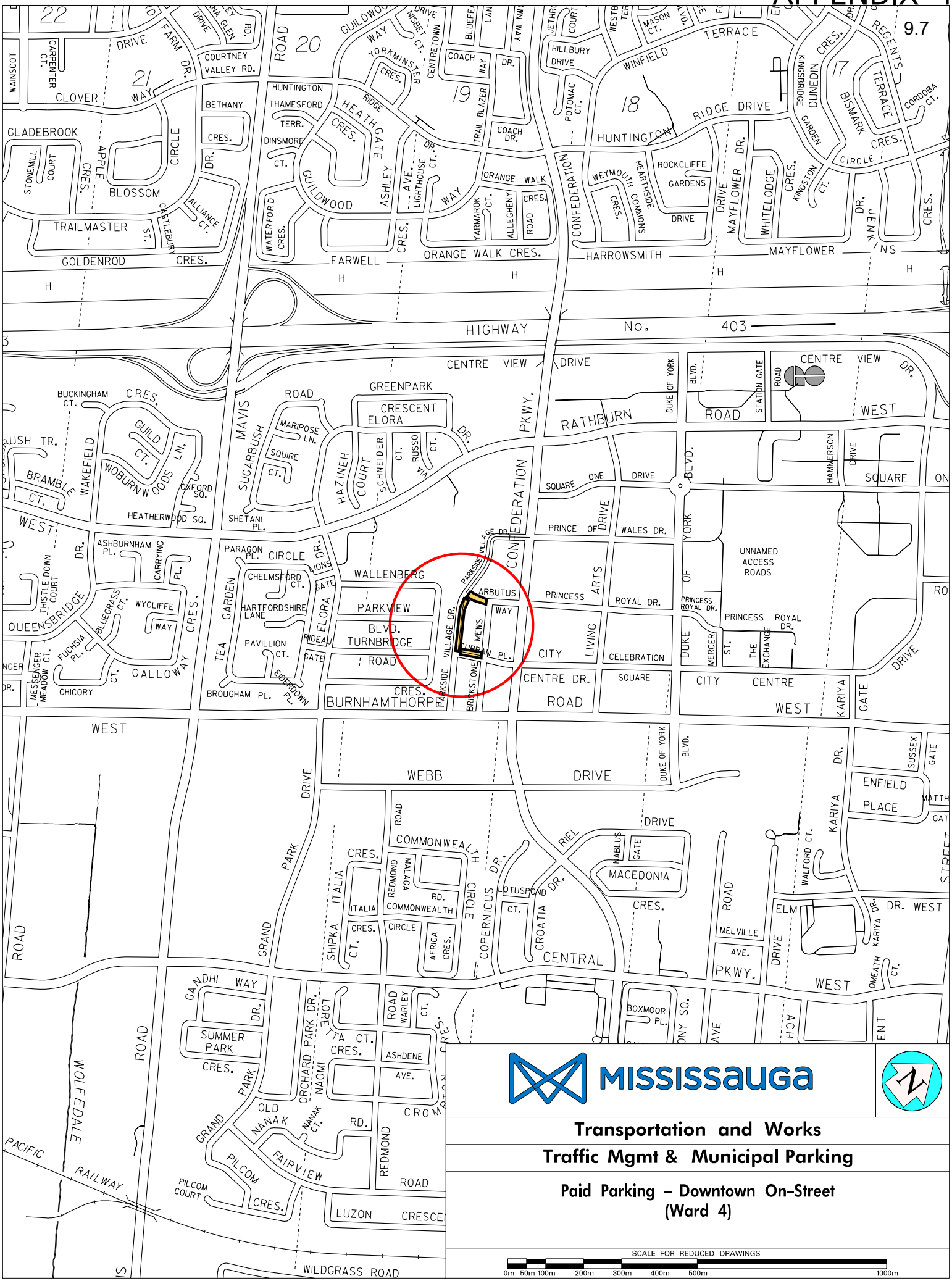
Appendix 1: Paid Parking – Curran Place, Arbutus Way and Parkside Village Drive

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

Prepared by: Tomasz Brzeziak, C.E.T., Parking Coordinator

APPENDIX 1

9.7



Transportation and Works

Traffic Mgmt & Municipal Parking

Paid Parking – Downtown On-Street (Ward 4)

SCALE FOR REDUCED DRAWINGS

0m 50m 100m 200m 300m 400m 500m 1000m

City of Mississauga
Corporate Report

MISSISSAUGA

Date: October 27, 2020	Originator's files:
To: Chair and Members of General Committee	
From: Geoff Wright, P.Eng, MBA, Commissioner of Transportation and Works	Meeting date: November 18, 2020

Subject

Port Credit and Clarkson On-Street Parking Fees – Request for Fee Holiday (Wards 1 and 2)

Recommendation

1. That General Committee provide direction regarding the Port Credit Business Improvement Area's request to waive on-street parking charges within the Port Credit Business Improvement Area from November 26, 2020 to January 15, 2021, as outlined in the report dated October 27, 2020, from the Commissioner of Transportation and Works, entitled, "Port Credit and Clarkson On-Street Parking Fees – Request for Fee Holiday (Wards 1 and 2)".

2. That General Committee provide direction regarding waiving on-street parking charges in Port Credit outside the Port Credit Business Improvement Area from November 26, 2020 to January 15, 2021, as outlined in the report dated October 27, 2020, from the Commissioner of Transportation and Works, entitled, "Port Credit and Clarkson On-Street Parking Fees – Request for Fee Holiday (Wards 1 and 2)".

3. That General Committee provide direction regarding the Clarkson Business Improvement Area's request to waive on-street parking charges within the Clarkson Business Improvement Area from November 26, 2020 to January 15, 2021, as outlined in the report dated October 27, 2020, from the Commissioner of Transportation and Works, entitled, "Port Credit and Clarkson On-Street Parking Fees – Request for Fee Holiday (Wards 1 and 2)".

Background

The Christmas shopping season is important to the success of the Port Credit and Clarkson Business Improvement Areas (BIA's), especially this year. The retail members of these BIA's must compete with shopping malls and plazas that do not charge for parking.

The Transportation and Works Department is in receipt of requests from the Port Credit BIA to waive parking fees on Lakeshore Road East from fifty metres west of Stavebank Road to Seneca Avenue, within the BIA's business boundary, as well as the area north of Lakeshore Road East, between Stavebank Road and Hurontario Street which is outside the business area boundary, and the Clarkson BIA to waive on-street parking charges on Lakeshore Road West within the Clarkson BIA from November 26, 2020 to January 15, 2021. This would allow customers of the respective BIA's to park in those areas at no cost. Both BIA's Board of Directors feel that this initiative will be well received by the community and will assist their member businesses during the holiday season.

Comments

Parking charges function as a tool to manage parking demand and create additional streams of revenue to offset the cost of parking maintenance and the development of new parking facilities. Developing and maintaining parking is costly, particularly with respect to the purchase of land and the construction of parking structures. While some funding for potential new parking infrastructure is collected through the Payment-in-lieu of Parking (PIL) program in various parts of the City, additional funding is generated through the implementation of parking charges.

Parking charges are implemented throughout the commercial district of Port Credit through a program of parking pay and display machines (multi-bay pay-and-display ticket spitters) located within the lay-bys along Lakeshore Road East, Port Street East, and on each side street adjacent to the commercial developments. Parking charges are also implemented in the high density condominium area in Port Credit through a program of parking pay and display machines (multi-bay pay-and-display ticket spitters) located within the boulevard on streets north of Lakeshore Road East, between Stavebank Road and Hurontario Street adjacent to the condominium developments. Parking charges in Clarkson are implemented in two lay-by's along Lakeshore Road West through pay and display machines.

Pay for parking is used to regulate prime storefront parking through enforcement of a maximum three-hour parking duration. This encourages more frequent vehicle turnover, which is necessary to ensure that prime storefront parking spaces are available for customers. Long-term customer and employee parking are encouraged in the municipal parking lots located throughout the BIA's. Removal of the charge for parking would also remove the incentive for employee and long-term parking customers to use the off-street parking lots.

As identified in City of Mississauga By-Law 518-92, the Port Credit BIA boundary ends at approximately 50 meters (164 feet) north of Lakeshore Road East between Stavebank Road and Hurontario Street. The BIA's request to waive paid parking in Port Credit only applies to the BIA area as identified in City of Mississauga By-Law 518-92. The paid parking area 50 meters north of Lakeshore Road East, between Stavebank Road and Hurontario Street is located outside the BIA boundary and direction on whether to waive paid parking in this area is also required.

To facilitate the waiving of parking charges in the Port Credit BIA and Clarkson BIA, Transportation and Works Department staff would ‘bag’ the pay and display machines on Lakeshore Road on November 25, 2020 and ‘un-bag’ the parking meters and pay and display machines on January 16, 2021.

Financial Impact

Parking charges waived within the BIA’s from November 26, 2020 to January 15, 2021 will have the following impact in cost centre 24006 Lakeshore BIA Parking:

- an estimated revenue loss of $30,000 if all parking meters are bagged or $23,000 if only parking meters within the BIA boundaries are bagged, and these funds will not be realized in the Parking Reserve Fund 35351 Cash InLieu of Parking – Port Credit;
- an estimated revenue loss of $500 will not be realized in the Parking Reserve Fund 35353 Cash InLieu of Parking – Clarkson; and
- associated operational costs with the affected pay and display machines will continue to be assumed by the City are approximately $8,000 to $11,000, operating budget 24006-715636.

Conclusion

The Port Credit Business Improvement Area and the Clarkson Business Improvement Area have requested that parking charges be waived from November 26, 2020 to January 15, 2021. Waiving parking fees within the BIAs will result in an estimated parking gross revenue loss of $30,500 or $23,500 and a decrease in the funds realized in the Parking Reserve Funds for Port Credit and Clarkson; as well as impact the ability stimulate on-street parking turnover.

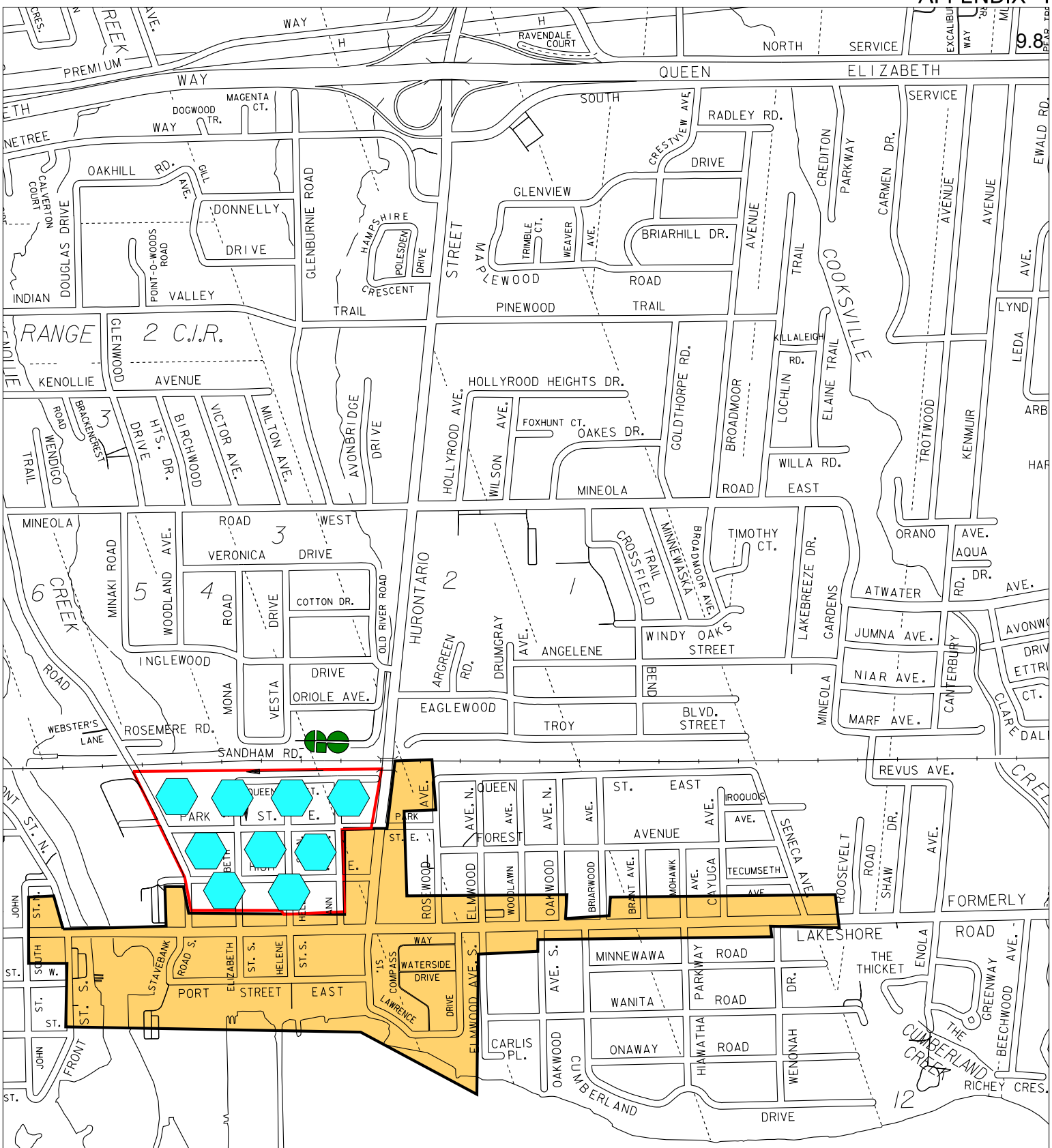
Attachments

Appendix 1: Location Map: Port Credit BIA Boundary Limits

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

Prepared by: Tomasz Brzeziak, C.E.T., Parking Coordinator

APPENDIX 1



Paid Parking outisde BIA boundary

Existing BIA boundry

MISSISSAUGA

Transportation and Works

Works Operations & Maintenance

Port Credit BIA Boundary Limits
(Ward 1)

SCALE FOR REDUCED DRAWINGS

0m 50m 100m 200m 300m 400m 500m 1000m

City of Mississauga
Corporate Report

MISSISSAUGA

Date: October 22, 2020	Originator's files:
To: Chair and Members of General Committee	
From: Shari Lichterman, CPA, CMA, Commissioner of Community Services	Meeting date: November 18, 2020

Subject

Green Fleet and Equipment Policy and Electric Vehicle Charging Station Standard

Recommendation

That the report entitled "Green Fleet and Equipment Policy and Electric Vehicle Charging Station Standard" from the Commissioner of Community Services, dated October 22, 2020, be approved.

Report Highlights

- In December 2019, Council approved the City's first comprehensive Climate Change Action Plan (CCAP). This followed a resolution from Council in June 2019, declaring a climate emergency in Mississauga.
- The CCAP sets out two main goals for both the Corporation and community:
  - Reduce greenhouse gas (GHG) emissions 80% below 1990 levels by 2050, with a long-term goal of becoming a net-zero community. The interim target being 40% GHG emissions reduction by 2030; and
  - Increase resilience and the capacity of the City to withstand and respond to climate events. The goals are the same for the City and for the community.
- The majority of Corporate emissions are the result of operating the City's fleet and equipment, which accounts for 78% of total Corporate emissions (as of 2017). In order to achieve the City's GHG reduction targets of 40% by 2030 and 80% by 2050, the City will need to significantly decrease emissions from its fleet and equipment.
- The Green Fleet and Equipment Policy (Policy) is a critical first step and required course of action that will lay the foundation for management and staff on how to prioritize low or zero emissions fleet and equipment purchases and improve in-service utilization of existing fleet and equipment (e.g. driver behaviour training, right-sizing) to reduce GHG

emissions.

- The Electric Vehicle Charging Station (EVCS) Standard describes minimum requirements and specifications for EVCS hardware, networking and management platforms, and customer support services provided at buildings and spaces owned and/or operated by the City of Mississauga.
- Once the Policy is approved by Council, a Green Fleet and Equipment Working Group will be established to provide expert advice on the direction the City should be taking with respect to the acquisition of low or zero emissions fleet and equipment and the sustainability of existing assets in service (e.g. training programs).

Background

In December 2019, Council approved the City's first comprehensive Climate Change Action Plan (CCAP).

The CCAP sets out two main goals for both the Corporation and the community:

- Reduce GHG emissions 80% below 1990 levels by 2050, with a long-term goal of becoming a net-zero community. The interim target being 40% GHG emissions reduction by 2030; and
- Increase resilience and the capacity of the City to withstand and respond to climate events. The goals are the same for the City and for the community.

Currently, the majority of emissions from municipal operations are the result of operating the City's fleet and equipment (including corporate fleet, fire, and transit), which accounts for 78% of total corporate emissions (as of 2017). While total corporate emissions have decreased since 1990, emissions from the transit fleet have continued to increase. This is largely due to the growth in the MiWay diesel bus fleet and levels of service throughout the City.

The Climate Change Action Plan identifies a series of actions to reduce emissions from the Corporate and transit fleets, including:

- Action #17: Reduce Emissions from the City's Corporate and Transit Fleet
    - 17-2: Develop a green fleet policy to (1) prioritize electrification opportunities for all City fleets and equipment; and (2) continue to identify opportunities for proper vehicle allocation, route optimization, and right-sizing fleet
    - 17-3: Electrify the light duty transit vehicles and Corporate fleet and equipment and expand use of renewable fuels

In order to achieve the City's GHG reduction targets of 40% by 2030 and 80% by 2050, as outlined in the CCAP, the City will need to significantly decrease emissions from its fleet and equipment. This can be achieved by making investments in zero emissions options, such as electric vehicles (EVs), which will require new and/or upgraded infrastructure, and by optimizing the operations of current fleet and equipment through driver behaviour, training, and route optimization, which can result in a reduction of fuel use by as much as 25%.

Present Status

Electrification of the City's fleet and equipment will be phased in over time and will depend on available products (e.g. vehicles and equipment), technologies, and infrastructure. Between 2020-2030, there is an opportunity to replace over 50% of the Corporate light-duty fleet and equipment, 100% of all light-duty (support vehicles) in the Fire fleet, and ~100% of the MiWay fleet, which includes both buses and light-duty (non-revenue) fleet vehicles, to low or zero emissions technologies. This is based on anticipated technology availability and replacement schedules. Together, this could lead to a reduction in Corporate GHG of ~22,000 tonnes of carbon dioxide equivalency (t/eCO2) by 2030, which will result in a 28% reduction in Corporate GHG emissions (below 1990 levels). This will help the City achieve the majority of its 2030 GHG reduction target of 40% (below 1990 levels).

Comments

City leadership on climate action is essential to creating momentum for broad uptake and action in the community. The Green Fleet and Equipment Policy is a critical first step and required course of action that will lay the foundation for management and staff on how to prioritize low or zero emissions fleet and equipment purchases and improve in-service utilization of existing fleet and equipment (e.g. driver behaviour training, right-sizing) to reduce GHG emissions. The Policy complements other efforts in the City that contribute to reducing GHG emissions and improving air quality, such as the Idling Control By-law and the Unnecessary Vehicle Idling policy.

To support the implementation of the Green Fleet and Equipment Policy, a decision making framework (Appendix 2) has been developed for management and staff for asset acquisition as well as optimizing the sustainability of assets already in service. The framework will be included as an appendix to the Policy.

The Green Fleet and Equipment Policy is also supported by an Electric Vehicle Charging Station (EVCS) Standard (Appendix 3), which outlines the appropriate information to base specifications and designs for facilities owned and operated by the City of Mississauga in relation to electric vehicle charging stations. The Standard describes minimum requirements and specifications for EVCS hardware, networking and management platforms, and customer support services provided at buildings and spaces owned and/or operated by the City of Mississauga. It will be included as an appendix to the policy and will be used to guide the installation of EVCSs on City property (for both public and private use) going forward.

The Policy and the supporting EVCS Standard have been developed in consultation and ongoing collaboration with both a Core Team and a Steering Committee, which included representatives from Works Operations Maintenance, MiWay, Risk Management, Capital Design and Construction, Environment, Energy Management, Corporate Performance and Innovation, IT, and Municipal Parking.

To drive the implementation of the Green Fleet and Equipment Policy and to support the coordination of electrifying the City's fleet, a Green Fleet and Equipment Working Group has been established. This Group will continue to provide advice on the direction the City should be taking with respect to the acquisition of low or zero emissions fleet and equipment and the sustainability of existing assets in service (e.g. training programs); ensure roles and responsibilities throughout the organization are clearly defined; and, track new advancements in low or zero emissions technologies for fleet and equipment.

As the City continues to electrify its fleet and equipment, sufficient charging infrastructure will be required in order to put electric fleet and equipment into operational use. This will require an enhanced level of inter-departmental coordination to ensure all departments and divisions are appropriately engaged.

Strategic Plan

The Green Fleet and Equipment Policy supports four pillars of the City's Strategic Plan:

- Move: the Policy supports the strategic goal to Develop Environmental Responsibility.
- Connect: the Policy supports the strategic goal to Provide Mobility Choices.
- Green: the Policy supports the strategic goals to Lead and Encourage Environmentally Responsible Approaches; and Promote a Green Culture.

Financial Impact

There are no financial impacts resulting from the Recommendations in this report. The policy acts as a framework for decision making on conversion of fleet and equipment. Any premiums associated with alternate fleet and equipment will be captured through regular capital and operating budget requests.

Conclusion

It is the aspiration of the City of Mississauga to become a net zero community, recognizing the need to further accelerate climate action and limit global temperature rise to 1.5 degrees Celsius. The Green Fleet and Equipment Policy is a critical first step and required course of action that will lay the foundation for management and staff on how to prioritize low or zero emissions fleet and equipment purchases and improve in-service utilization of existing fleet and equipment (e.g. driver behaviour training, right-sizing) to reduce GHG emissions from the City's fleet, which is currently the most significant source of Corporate emissions. Dedicating the appropriate resources to the implementation of the Policy will be crucial to its success and, by extension, the success of the City's climate change program and the City's ability to achieve the targets outlined in the CCAP.

With Council's approval, the Green Fleet and Equipment Policy will demonstrate the City's commitment to reducing Corporate GHG emissions and will help the City achieve its climate change goals and targets.

Attachments

Appendix 1: Green Fleet and Equipment Policy
Appendix 2: Decision Making Framework
Appendix 3: Electric Vehicle Charging Station Standard

Shari Lichterman, CPA, CMA, Commissioner of Community Services

Prepared by: Leya Barry, Climate Change Specialist

City of Mississauga

Corporate Policy & Procedure

MISSISSAUGA

Policy Title: **Corporate Green Fleet and Equipment Policy**

Policy Number: **[Policy No.]**

Draft Only – September 30, 2020

Section:	**Environment and Conservation**	Subsection:	**General**
Effective Date:	**[Effective Date]**	Last Review Date:	**[Last Review]**
Approved by: **Click here to enter text.**		Owner Division/Contact: **Environment Section, Parks, Forestry and Environment Division, Community Services Department**	

Policy Statement

The Corporation of the City of Mississauga is committed to reducing Greenhouse Gas (GHG) emissions that contribute to Climate Change by prioritizing investment in low and zero emissions Fleet, Equipment and Infrastructure.

Purpose

This policy:

- Communicates the City's commitment to Climate Change and sustainable environmental stewardship (e.g. improved air quality and decreased noise pollution)
- Provides direction to management and staff to meet the goal of prioritizing investment in low or zero emissions City Fleet and Equipment, as defined in this policy, and improve in-service utilization of existing City Fleet and Equipment (e.g. driver behaviour training, right-sizing, upgrades to existing equipment) to reduce Greenhouse Gas emissions (GHG)
- Outlines the City's guiding principles and objectives in managing Corporate GHG reductions from Fleet and Equipment, and
- Identifies roles and responsibilities of staff for the electrification of the City's Fleet and Equipment and aligning Infrastructure (as needed)

Scope

This policy applies to all City departments and to all City-owned or operated Fleet and Equipment that consume fossil fuels, therefore producing GHG emissions.

This policy is supported by an Electric Vehicle Charging Station Standard attached as Appendix A.

DRAFT

In addition to this Policy, several key strategic documents form part of the City's overall response to Climate Change, including but not limited to the City's:

- Strategic Plan
- Living Green Master Plan
- Climate Change Action Plan
- Transportation Master Plan
- Unnecessary Vehicle Idling policy
- Sustainable Procurement policy
- Business Plan and budget and long-range financial plans

Definitions

For the purposes of this policy:

"Auxiliary Power Unit" (APU) is a type of Equipment that provides energy for functions other than propulsion to provide electrical, hydraulic, heating and air-conditioning functions while a vehicle is stationary.

"City" means the Corporation of the City of Mississauga.

"Climate Change" means a change in global or regional weather patterns that persists for an extended period, usually decades or longer.

"Electric Vehicle (EV)" is a vehicle that uses one or more electric motors for propulsion. They can be classified as Battery Electric Vehicles (BEVs), which use only electricity, or Plug-in Hybrid Electric Vehicles (PHEVs), which use fossil fuels via an internal combustion engine and electricity via a high capacity battery. Both plug in to recharge.

"Electric Vehicle (EV) Charging Station", also known as Electric Vehicle Supply Equipment, is equipment that connects an EV to a source of electricity to recharge the battery.

"Equipment" includes all City-owned or operated units, including but not limited to non-licensed off road and hand-held equipment (e.g. trimmers , chain saws), riding and push lawn mowers, forklifts, backhoes/loaders, snow blowers, generators, Auxiliary Power Units, and other auxiliary equipment (e.g. pumps, wood chippers, generators and handling tools).

"Fleet" includes all City-owned or operated on-road licensed light, medium and heavy-duty vehicles, including but not limited to cars, trucks, transit (including buses) and fire vehicles.

"Fleet Managers" are responsible for the procurement and life cycle management of Fleet and/or Equipment.

“Greenhouse Gases (GHGs)” are a set of gases created by the burning of fossil fuels: gasoline, diesel fuel, natural gas or propane. GHGs absorb infrared radiation that can trap heat from the sun’s rays, contributing to a rise in global temperatures. The key GHGs of concern are carbon dioxide, methane, nitrous oxide, hydrofluorocarbons, perfluorocarbons and sulphur hexafluoride.

“Green Fleet and Equipment Working Group” means the cross-departmental/divisional team of subject matter experts that carry out the responsibilities outlined in this policy and may include the creation of sub-working groups to further support implementation of the policy.

“Infrastructure” means the items required to support low or zero emissions Fleet and/or Equipment, including vehicle charging stations, electrical infrastructure, Information Technology (IT) infrastructure, networks and management software, or other charging devices.

“Internal Combustion Engine” (ICE) is a vehicle that uses an engine that is powered by the burning of gasoline, diesel or other fossil fuels.

“Low Emissions Vehicle” (LEV) is a vehicle that emits relatively low amounts of tailpipe emissions, including mild hybrid vehicles (with no plug-in capabilities) and alternative fuel vehicles which have combustion engines that run on lower emissions fuels, such as compressed natural gas or biodiesel.

“Right-Sizing” is a management practice that examines fleet size and composition in conjunction with fleet operations to identify opportunities to reduce fleet size, repurpose or convert vehicles to more fuel efficient alternatives (e.g. diesel-electric hybrids).

“User Groups” are the end user(s) and/or operators of the Fleet or Equipment.

“Zero Emissions Vehicle” (ZEV) is a vehicle that has the potential to produce no greenhouse gas emissions during its operation. Battery-electric vehicles (BEV) and hydrogen fuel cell vehicles are all considered to be zero emissions vehicles.

Administration

This policy is administered by the Green Fleet and Equipment Working Group, in consultation with all City departments. Administrative revisions to this policy (e.g. changes to definitions) or updates to the appendices may be made by the Environment Section, with the support of the Green Fleet Working Group and the approval of the Director, Parks, Forestry and Environment, Community Services Department.

Background

The majority of emissions from municipal operations are the result of operating the City's Fleet and Equipment, which accounts for ~80% of total corporate emissions (as of 2017). In order to achieve the City's GHG reduction targets of 40% by 2030 and 80% by 2050, the City will need to significantly decrease emissions from its Fleet and Equipment. This can be achieved by making investments in zero emissions options, such as EVs, which will require new and/or upgraded Infrastructure. The electrification of the City's Fleet and Equipment will be phased in over time and will depend on available Infrastructure. The Green Fleet Policy will complement other efforts in the City that contribute to reducing GHG emissions and improving air quality, such as the Idling Control By-law and the Unnecessary Vehicle Idling policy.

Guiding Principles

The City's guiding principles for the Green Fleet Policy are to:

- Continue to work towards being a leader in climate action, with a long-term goal of becoming a net zero community
- Coordinate decision making across divisions/departments to meet operational goals while reducing the City's overall Fleet and Equipment emissions, and
- Ensure decisions are made within a consistent framework and are informed through discussion with all relevant internal stakeholders

Objectives

The following objectives will support the Corporate Green Fleet and Equipment Policy:

- Reduce Greenhouse Gas (GHG) emissions by investing in low carbon and fuel efficient Fleet, Equipment and Infrastructure
- Prioritize and optimize the electrification of all City Fleet and Equipment that is sustainable, market ready and meets operational requirements
- Increase the overall number of zero and low emission Fleet and Equipment
- Establish a hierarchy to facilitate decision making criteria for the procurement of Fleet and Equipment (see Low Emissions Technology Hierarchy attached at Appendix 2)
- Optimize current operations of in-service Fleet and Equipment and continue to identify opportunities for proper vehicle allocation, route optimization and Right-Sizing Fleet and Equipment
- Establish the roles and responsibilities of staff to support the electrification of Fleet and Equipment
- Coordinate the purchase of electric Fleet and Equipment with installation and/or upgrading of Infrastructure
- Align the City's Business Plan and budgeting process with the principles of the Corporate Green Fleet and Equipment Policy to advance electrification, and
- Create consistent standards for EV charging infrastructure and technology

- To document decision making and outline the implications of deferral or choosing conventional technology on the City's Climate Change targets

For more information on asset acquisition and optimizing operations, please see Appendix B.

The Asset Acquisition Worksheets are included as Appendix C.

Roles and Responsibilities

Directors

Directors are responsible for:

- Ensuring applicable managers/supervisors are aware of and trained on this policy and any related policies (e.g. acceptable use, data retention) including subsequent revisions
- Fostering and supporting the objectives of this policy wherever possible
- Facilitating decision making that favours electrification opportunities for the City's Fleet and Equipment
- Ensuring resources and budgets are available to support the implementation of this policy
- Ensuring alignment of Strategic and Business Plans in relation to this policy
- Incorporating GHG reduction and green Fleet and Equipment procurement initiatives into their business planning processes, where applicable

Managers/Supervisors

Managers/supervisors are responsible for:

- Ensuring applicable staff are aware of and trained on this policy and any subsequent revisions
- Creating and initiating implementation plans to meet the objectives of this policy
- Developing and implementing GHG reduction improvements
- Applying the decision making framework when procuring new Fleet or Equipment and ensuring appropriate documentation is completed and approved for all Fleet and Equipment acquisitions
- Optimizing the operations of assets currently in service in consultation with the Green Fleet and Equipment Working Group and as per the framework outlined in this policy,
- Facilitating decision making that favours electrification opportunities of the City's Fleet and Equipment, and
- Maintaining records, such as documentation of decision making, acquisitions, etc.

Green Fleet and Equipment Working Group

The Green Fleet and Equipment Working Group is responsible for:

- Being GHG reduction ambassadors

- Ensuring that the criteria and hierarchy for evaluating potential purchases of Fleet and Equipment, criteria for optimizing current operations, and the EVCS standard are current and are kept up to date through annual reviews
- Supporting alignment of Strategic and Business Plans in relation to this policy
- Recommending the appropriate tools and resources to ensure the City meets the objectives of this policy
- Ensuring roles and responsibilities throughout the organization are clearly defined
- Promoting cross-collaboration within the City to ensure standardized and consistent methodologies are followed in decision making related to the procurement of Fleet and Equipment
- Developing an 1-3 year implementation plan for the policy to support the of installation of associated Infrastructure
- Track new advancements in low or zero emissions technologies for Fleet and Equipment
- Providing expert advice on the direction the City should be taking with respect to the acquisition of low or zero emissions Fleet and Equipment and the sustainability of existing assets in service (e.g. training programs),
- Attending ongoing meetings (e.g. quarterly) to review and address any overarching issues or concerns, as needed
- Establishing sub-groups as appropriate (e.g. internal engagement, training, etc)

All Employees
All Employees are responsible for:

- Identifying opportunities for GHG reduction during day-to-day operations and/or when planning for procurement and following the process outlined in the policy

Records Retention

Official records must be retained in accordance with the Records Retention By-Law 0097-2017, as amended.

Revision History

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

Appendix 2

Green Fleet and Equipment Policy - Decision Making Framework

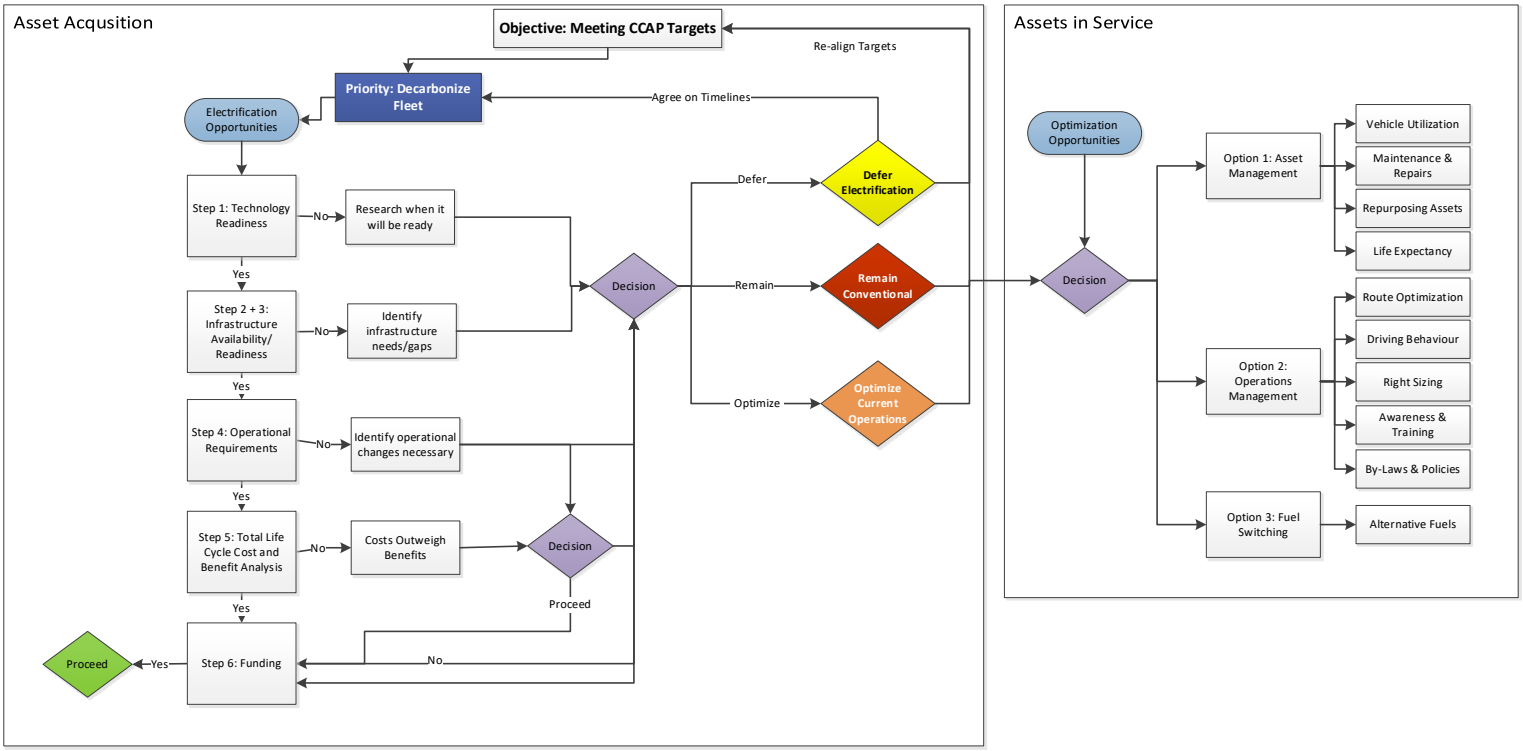
Prepared by the Green Fleet and Equipment Working Group

Date: 19/09/2020

Appendix 2

Decision Making Framework

To support the Green Fleet and Equipment Policy, a decision making framework has been developed to guide decision making through both asset acquisition and optimizing the sustainability of assets already in service. This framework is summarized in the following graphic:



Asset Acquisition

The following will be considered for all procurement of Fleet and Equipment and to optimize current operations of assets in service. These guidelines are supported by a series of Worksheets which will help staff to document decision making, especially in cases where a ZEV or LEV is not being acquired, and track the progress on electrification. This information will be compiled and shared annually with the Leadership Team to highlight opportunities (e.g. grants), barriers (e.g. lack of Infrastructure), and implications to the City's Climate Change goals and targets.

Note: When considering the questions in the guidelines below, please be sure to consider only the risks, opportunities, cost increases, cost savings and other adjustments <u>related to the core differences</u> between the technology being assessed (e.g. ZEV) and the conventional technology (e.g. internal combustion engine). Please disregard aspects that will impact both options. For instance, if certain costs are related to increased service levels (e.g. the electric vehicle includes GPS locators linked to a cloud-based app), they should not be considered in the comparative analysis, as they do not relate to the difference in the core technology – even if the other option does not offer them.

Appendix 2

Acquisition Considerations	Guidelines
Trigger	**A need to purchase new or replacement Fleet or Equipment has been identified** **A funding opportunity (for Fleet, Equipment, or Infrastructure) has arisen** Examples: • Fleet and/or Equipment have met the criteria for life cycle replacement • New Fleet and/or Equipment needs to be purchased to meet service needs
Step 1: Technology Readiness **Who: Fleet Managers, User Groups, IT**	Q1: Is the zero or low emissions technology currently available on the market (e.g. local vendor)? (See Low Emissions Technology Hierarchy on page 8 below) Q2: Is the technology proven reliable and/or tested for its intended use and meets applicable Canadian standards (e.g. Canadian Standards Association, Underwriters Laboratories Canada) and the City of Mississauga's EVCS Standard? Q2A: If not, what is the level of risk that the technology will not be able to achieve the standards for reliability and operability? If the risk is within a tolerable level, management and the leadership can still adopt pre-maturity technologies. If the level of risk is considered high at present, can the replacement be deferred to extend the life of the Fleet or Equipment (e.g. defer until low or zero emissions technology becomes available)? *Example:* - *Technology is not yet available but market trends indicate that it will likely become available within the next 1-2 years.* Q2B: If not, is there an opportunity for a demonstration or pilot project to test technology readiness? *Example:* - *Technology is available and meets Canadian Motor Vehicle Safety Standards but has yet to be tested by users and/or municipalities and there may be an opportunity for a small scale pilot.* Q3: Is there vendor support for this new technology? Q4: Are there parts available in the local market or easily acquirable from other markets?
Step 2: Infrastructure	Q1: Is Infrastructure available to support the low or zero emissions

Appendix 2

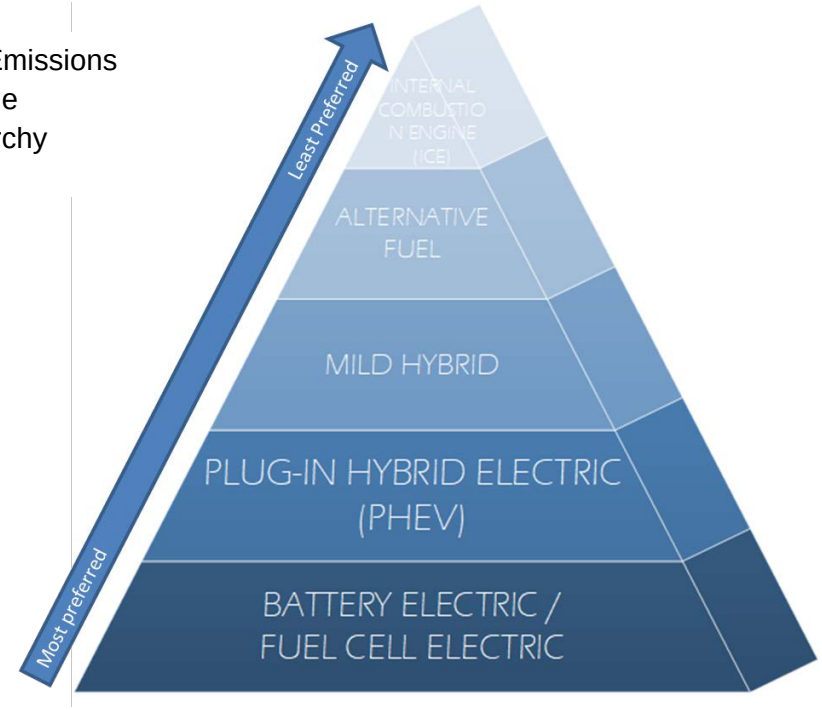
Availability Who: Fleet Managers, User Groups, IT, and Facilities and Property Management	technology? Q1A: If not, what are the timing considerations of installing the appropriate Infrastructure? Q1B: If not, can the procurement/replacement be deferred until infrastructure becomes available? Q1C: Is the available Infrastructure owned/operated by the City (e.g. Level 3 Fast Charging networks)? If not, what are the risk considerations of relying on charging or refuelling Infrastructure that is owned by a third party against the City's ability to install the necessary infrastructure?"
Step 3: Infrastructure Readiness Who: Green Fleet and Equipment Working Group	Q1: What impact will the new Fleet and/or Equipment have on energy load and electrical infrastructure at the site? Are there options to distribute the new load requirements to other locations and to favourable time-of-day? Q2: Does the charging technology have the ability to monitor usage/consumption? See EVCS Standard for reference. (For Fleet Only) Q3: What IT infrastructure (e.g. cellular/network connection, software systems, integrations, data sharing) is needed/available at the site?
Step 4: Operational Requirements Who: Fleet Managers, User Groups, IT	Q1: What are the Fleet or Equipment specifications and do the low or zero emissions technologies meet operational requirements when compared to conventional technology (e.g. internal combustion engines)? Q2: What changes would be needed to operate and maintain the low or zero emissions technology, and associated infrastructure? Q3: Is a skills and/or training upgrade required to operate and/or maintain the Fleet or Equipment?
Step 5: Total Life Cycle Cost/Benefit Analysis Who: Fleet Managers, User Groups, Finance, Facilities, Environment, IT	Q1: What are the capital cost impacts (including all soft costs) of the zero or low emissions technology and its associated Infrastructure when compared to conventional technology (e.g. internal combustion engines)? Q2: What are the annual operating cost impacts – both in terms of increases and savings (including resourcing, utility, maintenance, and licensing) of the low or zero emissions technology, and its associated Infrastructure (e.g. annual subscription fees) when compared to conventional technology (e.g. internal combustion engines)? Q3: What are the training and/or operational adjustment costs (if applicable) or staff resources implications when compared to the conventional technology (e.g. internal combustion engines)?

Appendix 2

	Q4: Will there be a decrease in greenhouse gas emissions as a result of the new technology (e.g. fuel saved/avoided, $/eC02 tonnes)? Q5: Are there any other associated benefits of the new technology (e.g. improved air quality, reduced noise)? Q6: What is the total life cycle cost (e.g. total cost of ownership) of the low or zero Fleet or Equipment when compared to the conventional technology (e.g. internal combustion engine)?
Step 6: Funding Who: Business Planning, Fleet Managers, Facilities, IT	Q1: Has budget been secured for the purchase of the new low or zero emissions Fleet or Equipment? Q2: If infrastructure if not currently available, is there budget secured for the required Infrastructure? Example: *Budget has been requested and approved by the appropriate department for the procurement of the new ZEV or LEV and associated infrastructure is currently available at site.* *Example:* *Budget has been requested and approved by the appropriate department for the procurement of the new ZEV or LEV, however associated infrastructure is note currently available. Additional budget requests are required to install charging infrastructure prior to procurement of Fleet and/or Equipment.* Q1/2B: If not, are there alternative funding streams available (e.g. grants, rebates, sponsorship opportunities)? Q1B: If not, have additional operating expenses (e.g. keeping an asset in use beyond its useful life) been taken into account?

Appendix 2

Low Emissions Vehicle Hierarchy



It is important to note that while the desired technology from a Climate Change perspective is a Zero Emissions Vehicle, there are other options available on the market which also help to reduce fuel consumption and, by extension, greenhouse gas (GHG) Emissions (e.g. mild hybrid).

Optimizing Current Operations

Optimizing operations of in-service Fleet and Equipment will also contribute to a reduction in GHGs. These guidelines can be applied to existing Fleet and Equipment at any time.

Optimizing Current Operations	**Guidelines**
Option 1: Asset Management Who: Fleet Managers, Fleet/Equipment Operators	1) Vehicle Utilization (allocation, rentals, pooling/sharing) o Ensure proper utilization levels o Are there opportunities to update/revise vehicle allocation (e.g. rentals, pooling/sharing)? 2) Maintenance and Repairs o Optimize workshop activities ▪ Are parts being replaced prematurely? ▪ Are service intervals too short/long? ▪ Is the technology operating efficiently? o Optimize preventative maintenance schedules 3) Repurposing Assets (Equipment) o Is there an opportunity to repurpose the asset in a different capacity (e.g. chainsaws from Forestry to Park Operations)? 4) Repurposing Assets (Fleet) o Is there an opportunity to repurpose the asset (within the life expectancy) in a different capacity (e.g. change off vehicles

Appendix 2

	moving locations)? o Is there an opportunity to repurpose the asset (beyond the life expectancy) in a different capacity (e.g. buses as barriers/ blockades) 5) Life Expectancy o What is the expected useful life of the Fleet (or Equipment)? Can or should this be extended? o If not, refer to Disposal of Surplus City Assets Policy.
Option 2: Operations Management Who: Fleet Managers, Fleet/Equipment Operators, Driver Training Staff, Enforcement, Environment	1) Route Optimization 1. Are drivers taking the most efficient route to their destination? 2) Driving Behaviour 1. Are drivers operating the vehicles responsibly (non-aggressive acceleration/braking, adhering to speed limits)? 2. Is the Idling Control By-law being adhered to? 3. Is there sufficient onboarding and safety training? If not, consider whether additional training programs may be required. 3) Right-Sizing 1. Is the right size/type of vehicle being used for the task? 2. Is there an opportunity to replace, repurpose, or convert vehicles to more fuel efficient alternatives (e.g. hybrids)? 4) Awareness and Training 1. Is there a need for additional awareness and/or training programs generally or for specific issues (e.g. to address aggressive driving/idling/route issues)? 5) By Laws and Policies 1. Does the Idling Control By-Law need to be updated and/or enhance? 2. Are additional enforcement procedures/practices required?
Option 3: Fuel Switching Who: Fleet Managers	1) Alternative Fuels • Is there an opportunity to switch to alternative fuels (e.g. biodiesel)?

Appendix 3

City of Mississauga - Electric Vehicle Charging Stations (EVCS) Standard

Prepared by the Green Fleet and Equipment Working Group

Date: 19/08/2020

1.0 Standard Application

1.1 General

This technical design standard supports the Green Fleet and Equipment Policy and is meant to provide the appropriate information to base specifications and designs for facilities owned and operated by the City of Mississauga in relation to Electric Vehicle Charging Stations (EVCS) specifically. These standards should apply to the design of new buildings as well as for maintaining, upgrading, and renovating existing buildings.

This standard describes minimum requirements and specifications for EVCS hardware, networking and management platforms, and customer support services provided at buildings and spaces owned and/or operated by the City of Mississauga.

These design standard requirements need to be used in conjunction with all current and relevant standards, codes, and regulations, as noted in section 4.0 – Relevant Codes and Standards. Design consultants and contractors are ultimately responsible for their designs, product selections, and installations.

1.2 Applicable Project Types

This standard shall be applied to any of the following typical project types whether for use by members of the public, City employees, or Corporate Fleet vehicles:

- New Electric Vehicle Charging Station installations;
- Adding to existing charging stations
- Replacements of EVCS
- New building construction;
- Major renovations to existing facilities; and
- Parking lot/structure upgrades and replacements.

1.3 Standard Users

The standard applies to the following parties:

- Consultants;
- Contractors;
- Project Managers;
- Building Operators/Property Managers;
- Fleet Services Representatives;
- Procurement Analysts; and
- Other groups/stakeholders involved in the provision of EVCS for staff and the general public.

2.0 Definitions

Access Card: A radio frequency identification (RFID) card allowing users access to an EV Charging Station. Each Access Card bears a unique identification number and enables an EV Charging Station to identify that user and the corresponding User Account with the network provided by the EV Charger Service Provider.

Actively Charging: When an electric or plug-in hybrid vehicle is connected to and receiving power from an Electric Vehicle Charging Station.

Charging Station Management System (CSMS): A network connected software platform that manages EV Charging Station access, collects and stores data, and performs analytics.

Electric Vehicle: A vehicle that uses one or more electric motors for propulsion. They can be classified as Battery Electric Vehicles (BEVs), which use only electricity, or Plug-in Hybrid Electric Vehicles (PHEVs), which use fossil fuels via an internal combustion engine and electricity via a high capacity battery. Both plug in to recharge.

Electric Vehicle Charger Service Provider (EV Charger Service Provider): A third-party organization that supplies EV Charging Stations, remote diagnostics and troubleshooting, maintenance services, a data collection and analytics platform, and/or customer support.

Electric Vehicle Charging Station (EVCS): Also known as Electric Vehicle Supply Equipment, this equipment connects an EV to a source of electricity to recharge an Electric Vehicle and/or battery.

Level 2 Charging Station: A charging station which operates at 240 volt AC, and typically ranges between 6.0 – 7.2 kW of power output.

Level 3 Charging Station: A direct current fast charger (DCFC) rated for a minimum of 50 kW of power output. One hour of Level 3 charging delivers approximately 250 km of vehicle range.

Open Charge Point Protocol: The Open Charge Point Protocol (OCPP) is the industry-supported de facto standard for communication between an EV Charging Station and a Charging Station Management System (CSMS) and is designed to accommodate any type of charging technique. OCPP is an open standard with no cost or licensing barriers for adoption.

Operators/Property Managers: City of Mississauga Departmental or Divisional representative(s) responsible for maintaining the infrastructure and amenities of a building where EV Charging Stations are installed.

Service-level Agreement (SLA): A contract between a service provider and the City of Mississauga that documents what services the provider will furnish and defines the service standards the provider is obligated to meet.

3.0 Description

3.1 EV Charging Station Type(s)

It is recommended that any EVCS installed on City property be a minimum of Level 2. Installation of EVCS higher than Level 2 shall be based on the needs and speed required for EV charging.

Since Level 3 Charging Stations can lead to spikes in electricity demand, concerns associated with higher electricity demand should be considered by the Operator/**Property Manager** and discussed with Energy Management and the Environment Section before moving forward with any Level 3 charger installation.

3.2 Revenue and Rates

Initially, where applicable, general parking fee revenues from Municipal Parking Lots will be used to offset the administration costs of the electricity charging service (e.g. EV charging services and transaction service fees). As the City expands its installation of EVCS, distinct revenues related to the EV charging service will be re-evaluated and updated as appropriate.

4.0 Relevant Codes and Standards

All materials, installation methods, and software platforms associated with EVCS on City of Mississauga properties must comply with the following standards, where applicable.

- Canadian Standards Association (CSA) Standard 22.2 No. 107.1 or equivalent
- NFPA® 70 Standard for Electrical Safety in the Workplace®
- NEC ® Article 625 Electric Vehicle Charging System which covers the installation
- of Electric Vehicle Charging Systems
- UL 2202 - Standard for Electric Vehicle (EV) Charging System Equipment or
- equivalent
- UL 2231 – Personnel Protection Systems for Electric Vehicles supply circuits or
- equivalent
- UL 2594 – EV Supply Equipment
- UL 991 – Safety-Related Controls Employing Solid-State Devices
- ICES-003 - Interference-Causing Equipment Standard or equivalent
- IEC 61851-1 - EV Supply Equipment
- ISO 15118-1- Communication between EVs and EV Supply Equipment
- OCPP 1.6 or newer - Standard for communication between an EV Charging Station and an EV SCSMS
- Ontario Electrical Safety Code (OESC)
- All other standards/codes as applicable by authorities having jurisdiction

5.0 EV Charging Station Hardware

4.1 General

This section provides the technical specifications and requirements for Electric Vehicle Charging Station hardware installed across City properties. It is highly preferred by the City that selected EVCS can support operability with multiple OCPP compliant Charging Station Management System (CSMS).

4.2 Level 2 Charging Stations

- 208-240 volt (V) alternating current (AC) with SAE J1772 connector
- Commercial grade and certified for use in Canada nationally recognized certification agency CSA, Underwriters Laboratories of Canada (uLC) or other certification marks approved by the Technical Standards and Safety Authority (TSSA);
- Enclosure must be rated for outdoor operation and achieve a minimum National Electrical Manufacturers Association (NEMA) 3 certification
- Enable OCPP - version 1.6 or higher
- Have certified operating temperature range between minus 35 Degree Celsius (^{0}C) and plus 50^{0}C;
- Surge protection 6 kV @ 3,000A
- Cable length must be 5.49 meters (18 feet) or longer, and a cable management / retraction system must be an option and is preferred
- Electricity metering accuracy of +/- 3%
- Ability to remotely adjust and manage power supply (energy management and power sharing/limiting features (i.e. adjustable operating current (amperage))
- Cellular network enabled / connectivity (3G or better)
- RFID access in accordance with ISO 14443 A/B, ISO 15693, NFC, NEMA interoperability protocol
- Payment Card Industry (PCI) compliant card reader
- Light Emitting Diode (LED) status indicator

4.3 Level 3 Charging Stations

- Direct current (DC) vehicle fast charger with SAE J 1772 combo and/or CHAdeMo charging connectors
- Both power factor and efficiency greater than 93 per cent
- Commercial grade and certified for use in Canada nationally recognized certification agency CSA, uLC or other certification marks approved by the Technical Standards and Safety Authority (TSSA);
- Enclosure must be rated for outdoor operation and achieve a minimum NEMA 3 certification
- Enable OCPP - version 1.6 or higher
- Have certified operating temperature range between minus 30 Degree ^{0}C and plus 40^{0}C;
- Cable length must be 5.49 meters (18 feet) or longer and a cable management / retraction system must be an option and is preferred
- Electricity metering accuracy of +/- 3%

- Ability to remotely adjust and manage power supply (energy management and power sharing/limiting features (i.e. adjustable operating current (amperage))
- Cellular network enabled / connectivity (3G or better)
- RFID access in accordance with ISO 14443 A/B, ISO 15693, NFC, NEMA interoperability protocol
- Surge protection 6 kV @ 3,000A
- PCI compliant card reader
- LED status indicator
- Push buttons for start, stop and emergency stop

6.0 EV Charger Service Provider

5.1 General

All EVCS installed across City owned sites are to have network operability through an EV Charger Service Provider. The City of Mississauga requires that the EV CSMS be OCPP compliant, with the most up to date OCPP versions being favourable. Accordingly, it is highly preferred by the City that the EV CSMS has the capability, and has been proven through field testing, to work with EVCS hardware from multiple manufacturers.

This section outlines the City's requirements and preferences for the system used to manage EVCS operations, the functionalities needed to support a satisfactory user experience, the process for collecting, distributing, and reporting on revenue generation, the minimum requirements for remote monitoring and EV Charger troubleshooting, and the ability for the City to procure maintenance and repair services from the EV Charger Service Provider.

5.2 EV Charging Station Management System

- The following data points are to be continuously tracked, stored, and remain accessible to the City of Mississauga in .xls or .csv format in perpetuity by the EV CSMS.
    - EV Charger Identification (ID)
    - EV Charger location
    - Unique customer identifier (a non-personal identifier (e.g. Network user ID))
    - Charging session date
    - Charging session start time
    - Charging session end time
    - Amount of power provided during charging session (kWh)
    - Amount of revenue generated (CAD)
    - Encountered malfunctions (including issue codes and descriptions, and duration of downtime)
- The EV CSMS will include a dashboard that communicates and/or displays at a minimum:
    - A map showing the number and location of EV Charging Stations
    - Real-time EV Charger status (e.g. in-use, available, inoperable, etc.)
    - Cumulative electricity provided to vehicles, revenue generation, and GHG emissions avoidances are preferred

- The EV CSMS and/or subsidiary reporting features must provide the following analytical functions at a minimum:
    - Isolate all data points by the entire EV Charging Station portfolio, specific site where chargers are installed, charger type (i.e. Level 2 vs. Level 3), and individual charger.
    - Determine the charging utilization ratio, between a specified calendar or time interval, across the EV Charger portfolio, a specific site, or individual EV Charger *(e.g. between 8:30am and 4:30pm at a specified office location, determine what percentage of time are chargers in use)*
    - Determine the length of time EVs are plugged in but not Actively Charging across the EV Charger portfolio, a specific site, or individual EV Charger
    - Report on revenue generation between a specified calendar or time interval
    - Set tiered and flexible pricing models for use *(e.g. applying a time-based fee for vehicles which are Actively Charging AND a different rate for vehicles which remain plugged-in after charging has completed)*
    - Automatically program and manually adjust maximum power output and power-sharing modes in EVCS
    - Enable or disable EV Charger operation
    - Adjust messaging that appears on EV Charger displays
    - Automatically notify operations staff and EV Charger Service Provider of charger malfunctions and loss of functionality
- The EV CSMS will ideally provide the following additional management functions (Optional):
    - The ability to report on GHG emissions avoidances is preferred
    - The ability to integrate EV Charger operation with electric utility demand response programs is preferred
    - The ability to integrate with fleet fuel cards, telematics, and asset management systems is preferred
    - The ability to integrate with on-site energy storage and generation systems (e.g. solar photovoltaics with battery banks) is preferred
    - The ability to generate real time notices of vehicles plugged in but not actively charging is preferred

5.3 User Services

- The City of Mississauga requires the following functionalities from the EV Charger Service Provider's networking platform to be provided for users of EV Charging Stations on City owned sites:
    - Free subscription to the networking platform
    - Locating and providing directions to EV Chargers, communicating accessibility *(e.g. hours of operation, public or private)*, and conveying fees for use via an online and mobile application accessible map
    - Unlocking station and facilitating payment for use via a mobile application
    - Real-time visibility of the vehicle battery's state of charge, power provided, and fees incurred during a charging session via a mobile application
    - Notifications sent to EV drivers once a vehicle is fully charged, or reached a user determined battery charge level, via short message service (SMS) or a mobile application

- The EV Charger Service Provider will have the option to provide an Access Card to users that can enable EV Charger use via RFID, without the use of a mobile application
- The EV Charger Service Provider will operate a toll-free 24/7 customer support call-center for users who need assistance accessing the EVCS

5.4 Revenue Collection and Management Services

The EV Charger Service Provider will:

- Collect EV Charger user payments from credit/debit cards and mobile application accounts and when required remit proceeds the next business day
- Directly connect with the City's Merchant Acquirer (Global Payments) to deposit transaction revenues and deduct transaction expenses to/from the City designated bank account (CIBC)
- Be compliant with Payment Card Industry Data Security Standard (PCI DSS) standards to manage transactions, as determined by the City's Qualified Security Assessor (QSA)
- Automatically issue transaction receipts directly to registered users within 24 hours, via email, following use of an EVCS
- Manage user disputes regarding payment errors and requests for reimbursements
- Provide financial statements to the City within 21 days of each Calendar month-end containing, at a minimum: gross revenues, charging fees, taxes charged and paid to the relevant authorities, net revenues, transaction fees/EV Charger Service Provider commissions, and distributable revenues.
- Demonstrated ability to integrate currently with existing parking payment collection technology at site or a roadmap which demonstrates that capability and the timelines associated with it.
- Provide secure access to designated City staff to: intra-day transaction activity, end-of-day transaction summary and next day bank-deposit information for tracking and audit purposes

5.5 Remote Monitoring and Troubleshooting

The EV Charger Service Provider will:

- Attempt to resolve any EV Charger issues remotely within four business hours of issue detection
- If the issue cannot be remotely resolved, notify the City's designated Operator/Property Manager of the issue

5.6 Availability of Maintenance and Repair Services

The EV Charger Service Provider will have offerings for the City to enter into SLAs to carryout preventative maintenance and repair services as needed for City owned EVCS. It is highly preferred by the City that the EV Charger Service Provider has the ability to maintain and repair EVCS hardware from multiple manufacturers, and can troubleshoot connectivity and communications issues between EVCS and multiple CSMS.

7.0 Installation

6.1 General

This section outlines installation requirements as they relate to electrical and civil work, and prescribes signage and parking space painting requirements to ensure EVCS locations and terms of use are clearly communicated. All EVCS and associated equipment and infrastructure will be installed in accordance with the equipment manufacturer's installation requirements.

6.2 Electrical

Plans for installation or expansion of EV Charging Stations should consider potential impacts that charging stations may have on the electric capacity of a building or location. If there are significant impacts, mitigation should be addressed under the implementation / capital plan for the charging station project, with timing tied to planned replacement of capital, when feasible.

- Where a site is undergoing its first installation of EVCS, the contractor design shall include for spare conduits to a number of additional parking spaces as determined by the City.
    - The number of spaces to 'future-proof' for future EV Charger installations shall be determined in consultation with key City of Mississauga staff (e.g. project controller or project manager). If no provisions for future EV Chargers are desired, this can be considered on a case-by-case basis.
- Metering and logging capabilities for the panel serving the EVCS shall be designed in accordance with City standards
- Dedicated panel and associated infrastructure (e.g. transformer) is preferred wherever applicable.
- Sizing of wiring, conduit, transformer, panel, etc should accommodate a minimum of 20% growth
- The consultant is responsible for creating and submitting detailed system design drawings and any accompanying documents to the City of Mississauga, and other regulatory agencies as needed to obtain permits and approvals. These include, but are not limited to Alectra Utilities and the Electrical Safety Authority.
- Provide surge protection equipment as part of the installation.

6.3 Civil

- The location of all utilities and underground service connections are to be performed by the contractor prior to the installation of EV Chargers.
- All curbs, gutters, raised traffic inlands, walkways, piers, foundations, duct works etc. shall be designed and constructed in accordance with City Standards
- Positive surface drainage shall be ensured to avoid water ponding
- Underground ducts for all power cables required to feed chargers, lights and ancillary equipment may be necessary

- EVCS (e.g. not wall mounted) shall me mounted on a pedestal on a concrete pad (4" minimum height,) and/or protected with bollards (if a unit is 4 feet or less from the vehicle)
- EVCS installed on a wall the bottom of the unit should be minimum 3 feet above finished floor (aff)
- All trees in the vicinity of parking should be retained and protected during construction

6.4 Signage and Parking Space Painting

Note: This is typically carried out by the City of Mississauga, particularly in Municipal Parking Lots.

- Provide permanent signage, at least one sign for every two dedicated parking spaces, to read ELECTRIC VEHICLE PARKING – ONLY WHILE CHARGING
- Provide permanent signs, one per charging station site, to outline the terms of use
    - This signage must make reference to the appropriate By-Law(s) and Policies
    - This signage must outline acceptable payment methods (where applicable)
- Provide adequate way finding signage to direct EV drivers to the EV Charger site from the parking lot entrance and/or the nearest street, where deemed necessary by the City
- Provide parking space pavement markings and painting as per City specifications (where applicable)

8.0 IT

8.1 Software (Vendor hosted solution):

- Vendor is required to complete the City's SaaS Checklist
    - To be reviewed by IT Security and IT Architect
- Vendor is to provide proof that a third party audit has occurred
- Vendor is to regularly perform software & firmware updates.
    - Vendor to provide a schedule
    - Vendor to provide proof that they are at a certain patch level
    - Vendor to provide reports. IT will periodically review to ensure that that they are in compliance
- Vendor to provide proof that they have untaken Vulnerability & Security testing.

8.2 Data

- Privacy Impact Assessment (PIA) must be performed if Personally Identifiable Information (PII) is in scope
- Data in transit must be encrypted (TLS) and at rest (AES-256) on all systems where data traverses or is stored (including all third party vendors)
- No PII data to be stored locally on the EVCS
- EVCS must be tamper proof
- Data from the EVCS must be one-way (i.e. vehicle to the EVCS) to prevent against cyberattacks such as "juice jacking"

- Vendor to clarify whether or not the EVCS has the ability to inject data from the EVCS to the vehicle
- EVCS access must be limited to authorized users only
- Vendor is required to outline what data is being collected
- Vendor is required to specify whether they are they tracking the frequency and locations of where users charge, time spent charging, and whether the data is tied to the device or a user's ID.
- A non-disclosure agreement (NDA) is required with the Vendor if Personally Identifiable Information (PII) data is in scope
- Certificate of data destruction is required from vendor upon termination of contract or discontinuation of business relationship
- Data governance role must be established with vendors to ascertain *data owner* from *data custodians*
- Preference for the vendor to provide an API which provides the City with access to data that can be for analyzing adoption rates

8.3 Payment infrastructure

- Vendor is to meet all PCI requirements
- Vendor must provide the City a certificate of PCI compliance on an annual basis
- All PCI payment data should logically segmented as per PCI DSS recommendation
- Any payment data has to go through a separate VLAN
- All financial transaction processing must be conducted off City network
- Transaction and payment information should not be stored on the EVCS
- No credit card data or personal information to be stored locally
- Transactions must be secure and need to be encrypted including when at rest

8.4 Network

- No inbound from the internet to internal resources, if inbound is required (push of data, NOT a pull data)
- Vendor is responsible for providing network connectivity (LTE is preferred) to the charging stations.
- Vendor is responsible for managing all devices, managing network connectivity as well as all data transfers required for the full functionality of the system.

8.5 Cellular

- Cell signal needs to be present and the signal strength needs vendor solution's requirements.
- Vendor is responsible for determining if the strength of the signal meets their requirements
- Antennae may be required in underground or covered areas

8.6 Guidance

- NISTIR – 8228 (Should PII become in scope)
- NIST SP- 800-122 (Should PII become in scope)

9.0 Role and Responsibilities

8.1 General

The installation of EVCS on City property is an emerging area of work for the City. As best practices and standard operating procedures are developed and implemented, roles and responsibilities will likely evolve.

8.2 Responsibilities of City of Mississauga Staff

City of Mississauga staff are responsible for becoming familiar with this Standard and are required to follow the requirements outlined in these documents when installing EVCS on City property.

8.3 EV Charging Station Asset Management

All EVCS installed on City property must be logged with Asset Management in Facilities and Property Management in order to ensure proper demand and preventative maintenance.

8.4 Data Management, Operations, and Expansion

The Operator/Property Manager of the charging station is responsible for data acquisition, operations, and decisions regarding expansion of services. The Environment Section will support corresponding teams with associated analysis and decision-making tasks where required.

10.0 Term

Electric Vehicles and their associated charging station technology have been evolving rapidly and it is anticipated that this trend will continue in the future. As a result, this Standard will be reviewed every two years to ensure it remains up to date with the state of Electric Vehicles and associated charging technology.

City of Mississauga

Corporate Report

MISSISSAUGA

Date: October 27, 2020 To: Chair and Members of General Committee From: Shari Lichterman, CPA, CMA, Commissioner of Community Services	Originator's files: Meeting date: November 18, 2020

Subject

Corporate Policy – Placing Advertisement with the City

Recommendation

1. That the 'Placing Advertisement with the City' Policy, revised and renamed to 'Advertising and Sponsorship with the City', attached as Appendix 1 of the report dated October 27, 2020 from the Commissioner of Community Services be approved.

2. That all necessary by-laws be enacted.

Report Highlights

- The scope of the policy was expanded to include Sponsorship.
- The definition of Sponsorship has been revised to include that Sponsorship may offset the costs of City programs and that naming rights are included.
- Cannabis and tobacco advertising and/or Sponsorship are not permitted.
- A new section on Sponsorship has been included to outline administration and authorization of sponsorships.

Background

The existing Placing Advertisement with the City Policy was revised and endorsed in 2010. It was recently identified that Sponsorship needs to be more clearly addressed as part of this policy. A project team with staff from Corporate Services and Community Services reviewed the existing policy and suggested revisions to more clearly include Sponsorship.

Present Status

Staff are currently operating under the existing Placing Advertisement with the City Policy.

Comments

The draft revised Advertising and Sponsorship with the City Policy outlines key information as it relates to Sponsorship including its administration and authorization. The following summarizes key focus areas of the revised policy:

- Policy Title, Policy Statement, Purpose and Scope are revised to include Sponsorship and bear no other changes.
- Clarification added that Facility Naming policy is to be referred for naming or renaming of a facility where a sponsorship or donation agreement does not exist.
- Sponsorship has been removed from the definition of Advertising and it has been included as a separate section in the Policy, definition and to clarify 'third party' advertising.
- Definition of Sponsorship revised to include that Sponsorship may offset the cost of City programs and that naming rights are included.
- Position Statement is revised to include Sponsorship.
- Criteria section is revised to include Sponsorship and clarify that cannabis and tobacco advertising is not permitted.
- Administration section is divided into two sub-sections: Advertising and Sponsorship. While there is no change in Advertising section, the new section for Sponsorship outlines administration of sponsorships through the Sponsorship and Corporate Development unit.
- Included a separate section for Authorization to include Sponsorship.
- Council's approval for Sponsorship agreements that grant naming rights to a City program.

The Comparison Chart indicating the revisions made in the original Policy has been included as Appendix 2 to this report.

Strategic Plan

2019 Recreation Master Plan
The Advertising and Sponsorship with the City Policy is linked to the following City of Mississauga Strategic Pillar:

- Prosper – Attract Innovative Business; Create Partnerships for Innovation

Financial Impact

There are no financial impacts resulting from the Recommendations in the report.

Conclusion

The revisions to the Placing Advertisement with the City policy, now named Advertising and Sponsorship with the City policy, clearly outlines the definition, inclusions and exclusions of sponsorship as it relates to the City. The new Policy also clarifies the administration of sponsorship contracts and agreements. The new Policy will be implemented immediately once approved by Council.

Attachments

Appendix 1: Draft Advertising and Sponsorship with the City
Appendix 2: Comparison Chart of Current and Proposed Policy

Shari Lichterman, CPA, CMA, Commissioner of Community Services

Prepared by: Shalini Srivastava Modi, Business Advisor

City of Mississauga

Corporate Policy & Procedure

MISSISSAUGA

Policy Title: Appendix 1 - 2020 10 26 - Clean copy - Placing Advertisement with the City - 03-09-01.docx

Policy Number: 03-09-01

Draft Only – Clean Copy - October 26, 2020

Section:	**Corporate Administration**	Subsection:	**Advertising**
Effective Date:	**August 4, 2010**	Last Review Date:	**September , 2017**
Approved by: **Council**		Owner Division/Contact: **Community Services - Manager, Sponsorship, Recreation Division; Corporate Services - Manager, City Marketing, Strategic Communications; Transportation and Works - Manager, Marketing, Business Development, Transit Division**	

Policy Statement

The City of Mississauga permits Advertising and/or Sponsorship on City Property, at City Programs and in City Media only under the conditions outlined in this policy.

Purpose

The purpose of this policy is to ensure that all third party Advertising and Sponsorship opportunities are consistent with the City's corporate values, image and strategic goals. Advertising and Sponsorship opportunities shall be undertaken with a view to ensuring that Advertising and Sponsorship on City Property, at City Programs and in City Media is appropriate and meets specific criteria.

This policy also outlines and identifies the roles and responsibilities of staff in administering all Advertising and Sponsorship in the City, including the signing authority for Advertising and Sponsorship agreements on behalf of the City and the process for reviewing Advertising decisions.

Scope

This policy only applies to Advertising and Sponsorship from external advertisers:

- On City Property
- At City Programs, and
- In City Media

DRAFT

For information on the process and criteria for naming or renaming of a facility where a Sponsorship or donation agreement doesn't exist, refer to Corporate Policy and Procedure - Property and Facilities - Facility Planning - Facility Naming.

For information on advertising on road allowances, refer to Corporate Policy and Procedure - Property and Facilities - Use of Public Property - Portable Signs on Road Allowances.

This policy does not apply to Advertising or Sponsorship that is arranged as part of an official City opening or event or ward event.

Definitions

For the purposes of this policy:

"Advertising" means any paid or in-kind communications that are utilized to influence, educate or inform the public. This includes all forms of third party advertising.

"City Program" means any activity which is operated by the City and includes any City events.

"City Media" means any outlet used by the City to carry and deliver Advertisements and includes but is not limited to, direct mail; print (e.g. newspaper, brochure, flyer, magazine); digital media (e.g. web, e-mail, social media, mobile media); television; radio; billboard or message board.

"City Property" means all City-owned and controlled properties and facilities, including but not limited to, indoor and outdoor recreation fields; parkland; gardens; open space and boulevards; buildings and rooms; furniture; equipment and fixtures; vehicles; buses; fleet vehicles; and bus shelters.

"Panel" means the Advertising Review Panel as established by Council that is charged with the responsibility to review advertisements as requested.

"Sponsorship" means a mutually beneficial arrangement between the City and an external company, organization or person(s) where the external company, organization or person(s) contributes funds, goods or services to the City to offset the cost of City programs and/or in return for recognition, acknowledgement or other promotional consideration. Sponsorship includes naming rights, which is the exclusive right to name a City Property under the specific terms of an agreement.

Position Statement

The placement of any Advertising or Sponsorship on City Property, at City Programs and/or in City Media does not represent or imply any partnership with the City; the City's endorsement of

any product, service, person(s), company, organization, beliefs, views or any contents contained in the Advertising or Sponsorship; and does not constitute information or communication by or on behalf of the City.

Criteria

Advertising and Sponsorship at the City must meet all of the following criteria:

- The Advertising or Sponsorship does not conflict with the City's core values, vision or strategic goals or does not adversely impact on the City's identity
- The Advertising adheres to the Canadian Code of Advertising Standards
- The Advertising or Sponsorship is not in conflict with any applicable laws, City by-laws or policies
- The Advertising or Sponsorship does not breach or conflict with any existing City Advertising or Sponsorship agreements and/or contracts
- There are no adverse effects on public safety
- The Advertising or Sponsorship does not incite violence and hatred
- The Advertising or Sponsorship does not present demeaning or derogatory portrayals of individuals or groups
- The Advertising or Sponsorship is not of questionable taste in style, content or presentation method
- The Advertising or Sponsorship does not minimize and/or detract from the image of the City and/or its employees
- In light of generally prevailing community standards, the Advertising or Sponsorship is not likely to cause deep or widespread offence
- Alcohol Advertising or Sponsorship will not be permitted at events geared to children or youth
- Tobacco and Cannabis Advertising and/or Sponsorship are not permitted in the City

The proposed location of Advertising or Sponsorship may have an impact when determining whether or not the criteria have been met.

Administration

Advertising

The applicable departmental business section that manages the particular City Property, City Program and/or City Media in question is responsible for determining if the proposed Advertising meets the criteria above and, if so, where the Advertising will be permitted (i.e. on which City Property, at which City Programs and in which City Media). The applicable departmental business section is also responsible for administering such requests or offers of Advertising in accordance with this policy.

Advertising agreements, which must be in a form satisfactory to Legal Services, are managed by the business section that enters into the agreement.

Sponsorship

Sponsorship requests or proposals received by any City division/department must be forwarded to the Sponsorship and Corporate Development Unit, Business Planning, Community Services Department. The request or proposal must be presented in writing and state the marketing benefits for both parties and desired duration. The Sponsorship and Corporate Development Unit is responsible for vetting all proposals and for ensuring that all agreements comply with this policy. The decision as to which Sponsorship proposals will be accepted is the responsibility of the Sponsorship and Corporate Development Unit, in consultation with the applicable City division/department.

All Sponsorships will be documented with a written agreement, which must be in a form satisfactory to Legal Services and consistent with the size, complexity, term and scope of the Sponsorship. All agreements will be for a fixed term and must not create an obligation for the City to continue beyond the term of the agreement. Agreements will be executed and managed by the Sponsorship and Corporate Development Unit.

Authorization

The following persons are authorized to execute Advertising and Sponsorship agreements on behalf of the City:

Total Value of Contract/Agreement	Signing Authority
Less than $5,000	Staff delegated by the Departmental Director and with authority to manage cost centres, or their designate in writing
Less than $50,000	Managers delegated by the Departmental Director and with authority to manage cost centres, or their designate in writing
$50,000 up to $100,000	the Departmental Director or their designate in writing
$100,000 and over	applicable Commissioner or their designate in writing

Council must approve any Advertising or Sponsorship agreements that grant naming rights to a City Program.

In order for the City to ensure that all Advertising and Sponsorship complies with this policy, requests for placement of non-English language Advertising or Sponsorship material must be accompanied by an English translation of the content.

Advertising Review

Requests for reviews related to Advertising at the City will be directed to the Panel. The Panel will review Advertising when:

- City staff have declined an Advertising submission and the advertiser requests a review of the decision
- Questionable Advertising submissions, which will include a staff recommendation on approval or disapproval of the Advertising, are referred to the Panel by City staff
- A minimum of five Mississauga residents disagree with the City's decision to approve Advertising and request a review by the Panel, or
- The Mayor or a member of Council requests a review by the Panel of Advertising that has been approved by City staff

At the conclusion of the review process the Panel will:

- Approve the Advertising as submitted, or
- Not approve the Advertising

The decisions of the Panel will be final and binding. If the Panel does not reach a decision on an ad that is submitted for review within the timeframe prescribed in the Panel's Terms of Reference, the decision or recommendation of City staff, as applicable, will continue to apply.

Revision History

Reference	Description
GC 148-98 – 1998 02 25	
GC 0184-2010 – 2010 08 04	
September, 2017	Scheduled review. Housekeeping only.
March 28, 2018	Housekeeping – Facility Naming policy title updated.

Comparison of Current and Proposed Policy – Placing Advertisement with the City

Current Policy – What Exists Today in Placing Advertisement with the City	*Proposed Policy – If the information in a specific section is unchanged, or has required minimal revision to terminology only, "No change" will appear.*	*Rationale – Why changes (deletions and/or additions) to the revised policy were made.*
POLICY TITLE Placing Advertisement with the City	**POLICY TITLE** Advertising and Sponsorship with the City	Title revised to reflect the inclusion of Sponsorship.
POLICY STATEMENT The City of Mississauga permits advertising on City Property, at City Programs and in City Media only under the conditions outlined in this policy.	**POLICY STATEMENT** The City of Mississauga permits Advertising and/or Sponsorship on City Property, at City Programs and in City Media only under the conditions outlined in this policy.	Revised to include Sponsorship; no other changes.
PURPOSE The purpose of this policy is to ensure that all third party advertising and sponsorship opportunities are consistent with the City's corporate values, image and strategic goals. Advertising and sponsorship opportunities shall be undertaken with a view to ensuring that advertising on City Property, at City Programs and in City Media is appropriate and meets specific criteria. This policy also outlines and identifies the roles and responsibilities of staff in administering all advertising in the City, including the signing authority for advertising agreements on behalf of the City and the process for reviewing advertising decisions.	**PURPOSE** The purpose of this policy is to ensure that all third party Advertising and Sponsorship opportunities are consistent with the City's corporate values, image and strategic goals. Advertising and Sponsorship opportunities shall be undertaken with a view to ensuring that Advertising and Sponsorship on City Property, at City Programs and in City Media is appropriate and meets specific criteria. This policy also outlines and identifies the roles and responsibilities of staff in administering all Advertising and Sponsorship in the City, including the signing authority for Advertising and Sponsorship agreements on behalf of the City and the process for reviewing Advertising decisions.	Revised to include Sponsorship; no other changes.

SCOPE This policy only applies to advertising from external advertisers: • On City Property • At City Programs, and • In City Media	**SCOPE** This policy only applies to Advertising and Sponsorship from external advertisers: • On City Property • At City Programs, and • In City Media	Revised to include Sponsorship; no other changes.
For information on the process and criteria for recognizing sponsorship contribution through naming or renaming of a facility, refer to Corporate Policy and Procedure - Property and Facilities - Facility Planning - Facility Naming. For information on advertising on road allowances, refer to Corporate Policy and Procedure - Property and Facilities - Use of Public Property - Portable Signs on Road Allowances.	For information on the process and criteria for naming or renaming of a facility where a Sponsorship or donation agreement doesn't exist, refer to Corporate Policy and Procedure - Property and Facilities - Facility Planning - Facility Naming. No change. This policy does not apply to Advertising or Sponsorship that is arranged as part of an official City opening or event or ward event.	Clarified that the Facility Naming policy is for naming outside of sponsorship. Added for clarity, as an official event may be cosponsored by an external partner.
DEFINITIONS For the purposes of this policy: "Advertising" means any paid or in-kind communications that are utilized to influence, educate or inform the public. This includes all forms of advertising and sponsorship.	**DEFINITIONS** For the purposes of this policy: "Advertising" means any paid or in-kind communications that are utilized to influence, educate or inform the public. This includes all forms of third party advertising.	Revised to remove sponsorship, as it is now a separate section in the policy, definition, and to clarify "third party" advertising.

"City Program" means any activity which is operated by the City and includes any City events.	No change.	
"City Media" means any outlet used by the City to carry and deliver advertisements and includes but is not limited to, direct mail; print (e.g. newspaper, brochure, flyer, magazine); digital media (e.g. web, e-mail, social media, mobile media); television; radio; billboard or message board.	No change.	
"City Property" means all City-owned and controlled properties and facilities, including but not limited to, indoor and outdoor recreation fields; parkland; gardens; open space and boulevards; buildings and rooms; furniture; equipment and fixtures; vehicles; buses; fleet vehicles; and bus shelters.	No change.	
"Panel" means the Advertising Review Panel as established by Council that is charged with the responsibility to review advertisements as requested.	No change.	
"Sponsorship" means a mutually beneficial arrangement between the City and an external company, organization or person(s) where the external company, organization or person(s) contributes funds, goods or services to the City in return for recognition, acknowledgement or other	"Sponsorship" means a mutually beneficial arrangement between the City and an external company, organization or person(s) where the external company, organization or person(s) contributes funds, goods or services to the City to offset the cost of City programs and/or in return for	Included that Sponsorship may offset the cost of City programs and that naming rights are included.

promotional consideration.	recognition, acknowledgement or other promotional consideration. Sponsorship includes naming rights, which is the exclusive right to name a City Property under the specific terms of an agreement.	
POSITION STATEMENT The placement of any advertising on City Property, at City Programs and/or in City Media does not represent or imply any partnership with the City; the City's endorsement of any product, service, person(s), company, organization, beliefs, views or any contents contained in the advertisement; and does not constitute information or communication by or on behalf of the City.	**POSITION STATEMENT** The placement of any Advertising or Sponsorship on City Property, at City Programs and/or in City Media does not represent or imply any partnership with the City; the City's endorsement of any product, service, person(s), company, organization, beliefs, views or any contents contained in the Advertising or Sponsorship; and does not constitute information or communication by or on behalf of the City.	Revised to include Sponsorship; no other changes.
CRITERIA Advertising at the City must meet all of the following criteria: • The advertising does not conflict with the City's core values, vision or strategic goals or does not adversely impact on the City's identity • The advertising adheres to the Canadian Code of Advertising Standards • The advertising is not in conflict with any applicable laws, City by-laws or policies • The advertising does not breach or conflict	**CRITERIA** Advertising and Sponsorship at the City must meet all of the following criteria: • The Advertising or Sponsorship does not conflict with the City's core values, vision or strategic goals or does not adversely impact on the City's identity • No change. • The Advertising or Sponsorship is not in conflict with any applicable laws, City by-laws or policies • The Advertising or Sponsorship does not	Revised to include Sponsorship; no other changes, with the exception of the last bullet, which has been expanded to indicate that cannabis and tobacco advertising is not permitted.

with any existing City advertising agreements and/or contracts • There are no adverse effects on public safety • The advertising does not incite violence and hatred • The advertising does not present demeaning or derogatory portrayals of individuals or groups • The advertising is not of questionable taste in style, content or presentation method • The advertising does not minimize and/or detract from the image of the City and/or its employees • In light of generally prevailing community standards, the advertising is not likely to cause deep or widespread offence • Alcohol advertising will not be permitted at events geared to children or youth The proposed location of the advertising may have an impact when determining whether or not the criteria have been met.	breach or conflict with any existing City Advertising or Sponsorship agreements and/or contracts • There are no adverse effects on public safety • The Advertising or Sponsorship does not incite violence and hatred • The Advertising or Sponsorship does not present demeaning or derogatory portrayals of individuals or groups • The Advertising or Sponsorship is not of questionable taste in style, content or presentation method • The Advertising or Sponsorship does not minimize and/or detract from the image of the City and/or its employees • In light of generally prevailing community standards, the Advertising or Sponsorship is not likely to cause deep or widespread offence • Alcohol Advertising or Sponsorship will not be permitted at events geared to children or youth • Tobacco and Cannabis Advertising and/or Sponsorship are not permitted in the City No change.	Additional bullet for clarity. Tobacco ads and sponsorship have not been allowed, but this was not reflected in the policy. Not permitting cannabis ads or sponsorship aligns with the City's current ban on cannabis shops.

ADMINISTRATION The decision as to where advertising will be permitted (i.e. on which City Property, at which City Programs and in which City Media) is the responsibility of the applicable departmental business section that manages the particular City Property, City Program and/or City Media in question. The applicable departmental business section is also responsible for administering such requests or offers of advertising in accordance with this policy.	**ADMINISTRATION** **Advertising** The applicable departmental business section that manages the particular City Property, City Program and/or City Media in question is responsible for determining if the proposed Advertising meets the criteria above and, if so, where the Advertising will be permitted (i.e. on which City Property, at which City Programs and in which City Media). The applicable departmental business section is also responsible for administering such requests or offers of Advertising in accordance with this policy.	Section divided into two sub-sections: Advertising and Sponsorship. Added the requirement for the applicable business section to determine if the advertising meets the stated criteria.
Advertising agreements, which must be in a form satisfactory to Legal Services, are managed by the business section that enters into the agreement.	No change.	
	Sponsorship Sponsorship requests or proposals received by any City division/department must be forwarded to the Sponsorship and Corporate Development Unit, Business Planning, Community Services Department. The request or proposal must be presented in writing and state the marketing benefits for both parties and desired duration. The Sponsorship and Corporate Development Unit is responsible for vetting all proposals and for ensuring that all agreements comply with this	New section to outline administration of Sponsorships through the Sponsorship and Community Development Unit.

	policy. The decision as to which Sponsorship proposals will be accepted is the responsibility of the Sponsorship and Corporate Development Unit, in consultation with the applicable City division/ department.	
	All Sponsorships will be documented with a written agreement, which must be in a form satisfactory to Legal Services and consistent with the size, complexity, term and scope of the Sponsorship. All agreements will be for a fixed term and must not create an obligation for the City to continue beyond the term of the agreement. Agreements will be executed and managed by the Sponsorship and Corporate Development Unit.	
The following persons are authorized to execute advertising agreements on behalf of the City:	**AUTHORIZATION** The following persons are authorized to execute Advertising and Sponsorship agreements on behalf of the City:	Included a separate section for authorization. Also revised to include Sponsorship.

Total Value of Contract/Agreement	Signing Authority
Less than $5,000	Staff delegated by the Departmental Director and with authority to manage cost centres, or their designate in writing
$5,000 up to $50,000	Managers delegated by the Departmental Director and with authority to manage cost centres, or their designate in writing

$50,000 up to $100,000 — the Departmental Director or their designate in writing $100,000 and over — applicable Commissioner or their designate in writing		
Council must approve any advertising agreements that grant naming rights to a City Program. In order for the City to ensure that all advertising complies with this policy, requests for placement of non-English language advertising must be accompanied by an English translation of the ad content.	Council must approve any Advertising or Sponsorship agreements that grant naming rights to a City Program. In order for the City to ensure that all Advertising and Sponsorship complies with this policy, requests for placement of non-English language Advertising or Sponsorship material must be accompanied by an English translation of the content.	Revised to include Sponsorship; no other changes.
ADVERTISING REVIEW Requests for reviews related to advertising at the City will be directed to the Panel. The Panel will review advertising when: • City staff have declined an advertising submission and the advertiser requests a review of the decision • Questionable advertising submissions, which will include a staff recommendation on approval or disapproval of the advertising, are referred to the Panel by City staff • A minimum of five Mississauga residents disagree with the City's decision to approve advertising and request a review by the Panel, or • The Mayor or a member of Council requests a	**ADVERTISING REVIEW** No change.	

review by the Panel of advertising that has been approved by City staff		
At the conclusion of the review process the Panel will: • Approve the advertising as submitted, or • Not approve the advertising The decisions of the Panel will be final and binding. If the Panel does not reach a decision on an ad that is submitted for review within the timeframe prescribed in the Panel's Terms of Reference, the decision or recommendation of City staff, as applicable, will continue to apply.	No change.	

City of Mississauga
Corporate Report

MISSISSAUGA

Date: November 2, 2020 To: Chair and Members of General Committee From: Andrew Whittemore, M.U.R.P., Commissioner of Planning & Building	Originator's file: CD.21 DEV Meeting date: November 18, 2020

Subject
Housekeeping item on 2021 Planning Processing Fees and Charges update

Recommendation
1. That the revised *Planning Act* processing fees and charges, as outlined in Appendix 1 attached to the Corporate Report dated November 2, 2020 from the Commissioner of Planning and Building entitled "Housekeeping item on 2021 Planning Processing Fees and Charges update" be approved.

2. That a consolidated fees and charges by-law, effective January 1, 2021, which will incorporate the revised 2021 Planning Processing Fees and Charges, be enacted to incorporate and establish new, revised, and existing fees and charges for the Planning and Building Department, Corporate Services Department, and Transportation and Works Department, as outlined in Appendix 1 attached to the Corporate Report dated November 2nd, 2020 from the Commissioner of Planning and Building entitled, "2021 Planning Processing Fees and Charges Update".

Background
In reviewing the proposed 2021 *Planning Act* processing fees and charges, clerical errors were identified in some of the user fees. The changes have no impact on the 2021 Budget.

Appendix 1 sets out the final 2021 *Planning Act* processing fees and charges and replaces the appendix "2021 *Planning Act* Fees (Schedule A and B) – Final" within the report titled "2021 Planning Processing Fees and Charges" approved on October 7, 2020 by Chair and Members of Budget Committee.

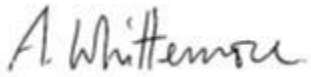
The final 2021 Fees and Charges, if approved through this report, will be updated into the 2021 consolidated user Fees and charges by-law.

Financial Impact

The revenues generated from the revised proposed changes to the fees and charges collected under the *Planning Act* have been included in the 2021 Budget.

Attachments

Appendix 1: Revised 2021 Planning Act Fees (Schedule A and B) - Final



Andrew Whittemore, M.U.R.P., Commissioner of Planning & Building
Prepared by: Faraz Agha, Manager, Business Services and Process Solutions

Fee Name	Fee Details	Fee Status	Description of Change and Justification	Unit of Measure	2020 Current Fee	In-year Fee	2021 Proposed Fee	Fee Increase $	Fee Increase %	2020 Budget	2020 Forecast Actuals	2021 Proposed Budget
Schedule 'A'												
Level 1 - CORPORATE SERVICES DEPARTMENT												
Level 2 - LEGISLATIVE SERVICES (COMMITTEE OF ADJUSTMENT)												
Minor Variances												
Low & Medium Density Residential Applications	$1,000.00 per application	Revised	Adjusted fee based on best practices review recognizes that the base fee is prohibitive based on the cost of the project for smaller projects - Revenue Neutral increase is offset by reduced fee for small less expensive projects	Application	$1,000		$1,200	$200	20.0%			
Driveways, Decks and * Accessory Structures under 16 sq. metres for Low & Medium Density Residential Applications (* does not included detached garages).	$700 per application	Revised	see above - Note revenue neutral	Application	$1,000		$700	-$300	-30.0%			
Multiple Residential Applications (10 or more) within a Plan of Subdivision	$1200 per application for the first 10 applications	Revised	see above	Application	$1,000		$1,200	$200	20.0%			
	$50.00 per application in excess of the first 10 applications	No Change	see above	Application	$50		$50	$0	0.0%			
All other applications	$1,525.00 per application*	Revised		Application	$1,500		$1,525	$25	1.7%			
Deferral and Recirculation Fee	Fee for deferrals and applications requiring recirculation Residential (properties zoned low and medium density residential) $200 to $750 All other applications $205	Revised		Request	$200 - $1125		$205 - $ 1145	$5 - $19	1.5%	$625,000	$625,000	$625,000
All other applications **(increased circulation notice)**	*an additional circulation fee is required where relief is being requested from Table 2.1.2.1.1 of Zoning By-Law. 0225-2007, as amended. The fee will be calculated after submission of the application and will reflect the actual cost of circulation beyond the 60 m circulation to the use identified in Table 2.1.2.1.1. The additional circulation fee will be payable before the scheduled meeting.	No Change	Where circulation of a notice is required beyond the prescribed 60 m notice area, the actual cost of the circulation up to the distance circulated (i.e. 800 m) will be required to cover cost of the increased notice circulation.	Request	Actual cost of notices beyond 60 m		Actual cost of notices beyond 60 m	N/A	N/A			
Consent												
New lots and lot additions	$2,540.00 per application (includes Certificate Fee payable at time of application)	Revised	Inflation and market condition	Application	$2,500		$2,540	$40	1.6%			
Multiple Consent Applications (10 or more) within a Plan of Subdivision	$2,540.00 per application for the first 10 applications	Revised	Inflation and market condition	Application	$2,500		$2,540	$40	1.6%			
	$50.00 per application in excess of the first 10 applications (includes Certificate Fee payable at time of application)	No Change	Inflation and market condition	Application	$50		$50	$0	0.0%			
Validation of Title, Lease, Easement, Mortgage or Partial Discharge of Mortgage, Foreclosure or Power of Sale	$2,030.00 per application	Revised	Inflationary increase	Application	$2,000		$2,030	$30	1.5%			
Request for a change of a condition	$505.00 per condition	Revised	Inflation and market condition	per change of condition	$500		$505	$5	1.0%	$94,000	$94,000	$94,000
Deferral and Recirculation Fee	Fee for deferrals and applications requiring recirculation	Revised		Request	$200-$1875		$205-$1900	$5 - $25	1.5%			
Secretary-Treasurer's Certificate Fee	$380.00	Revised	Inflation and market condition	Flat fee(per certificate)	$375		$380	$5	1.3%			
One year extension of draft severance conditions	Stemming from Bill 88 will allow individuals to apply for 1 year extensions to clear conditions of severance related to Committee of Adjustment matters. A fee will be associated with these extension applications.	No Change		Application	$1,000		$1,000	N/A	N/A			
Level 1 - PLANNING AND BUILDING DEPARTMENT												

Fee Name	Fee Details	Fee Status	Description of Change and Justification	Unit of Measure	2020 Current Fee	In-year Fee	2021 Proposed Fee	Fee Increase $	Fee Increase %	2020 Budget	2020 Forecast Actuals	2021 Proposed Budget
Level 2 - BUILDING DIVISION:												
Zoning Certificate	$500.00	No Change		Flat fee(per certificate)	$500		$500	$0	0.0%			
Level 2 - DEVELOPMENT AND DESIGN DIVISION												
APPLICATION TYPE	**BASE FEE**											
Official Plan Amendment (OPA)	$26,042.04	Revised	Rate of Inflation	Flat fee	$25,657		$26,042	$385	1.5%			
Official Plan Amendment/ Zoning By-law Amendment (OPA/ZBA)	$46,895.87	Revised	Rate of Inflation	Flat fee	$46,203		$46,896	$693	1.5%			
	Plus Variable Rate Fees:											
	Residential: $/unit for first 25 units	Revised	Rate of Inflation	Residential Unit	$968		$982	$15	1.5%			
	Residential: $/unit for units 26 - 100	Revised	Rate of Inflation	Residential Unit	$512		$520	$8	1.5%			
	Residential: $/unit for units 101 - 200	Revised	Rate of Inflation	Residential Unit	$212		$216	$3	1.5%			
	Residential: $/unit for additional units beyond 200	Revised	Rate of Inflation	Residential Unit	$98		$100	$1	1.5%			
	Commercial and Institutional: $/m^2	Revised	Rate of Inflation	Square Meter	$15		$15	$0	1.5%			
	Industrial and Office: $/gross ha	Revised	Rate of Inflation	gross ha	$4,679		$4,749	$70	1.5%			
	Maximum Residential charge per application	Revised	Rate of Inflation	Application	$223,423		$226,774	$3,351	1.5%			
	Maximum Commercial, Institutional, Industrial and Office charge per application	Revised	Rate of Inflation	Application	$116,616		$118,365	$1,749	1.5%			
	Major revision to application requiring recirculation of application to commenting agencies	No Change		Application	50% of total application fee		50% of total application fee	$0	0.0%	$870,000	$870,000	$870,000
Zoning By-law Amendment (ZBA)	$34,108	Revised	Rate of Inflation	Flat fee	$33,604		$34,108	$504	1.5%			
	Plus Variable Rate Fees:											
	Residential: $/unit for first 25 units	Revised	Rate of Inflation	Residential Unit	$1,236		$1,255	$19	1.5%			
	Residential: $/unit for units 26 - 100	Revised	Rate of Inflation	Residential Unit	$956		$971	$14	1.5%			
	Residential: $/unit for units 101 - 200	Revised	Rate of Inflation	Residential Unit	$420		$426	$6	1.5%			
	Residential: $/unit for additional units beyond 200	Revised	Rate of Inflation	Residential Unit	$163		$166	$2	1.5%			
	Commercial and Institutional: $/m^2	Revised	Rate of Inflation	Square Meter	$18.97		$19.26	$0.28	1.5%			
	Industrial and Office: $/gross ha	Revised	Rate of Inflation	gross ha	$11,200		$11,368	$168	1.5%			
	Maximum Residential charge per application	Revised	Rate of Inflation	Application	$207,075		$210,181	$3,106	1.5%			
	Maximum Commercial, Institutional, Industrial and Office charge per application	Revised	Rate of Inflation	Application	$116,616		$118,365	$1,749	1.5%			
	Major revision to application requiring recirculation of application to commenting agencies	No Change			50% of total application fee		50% of total application fee	$0	0.0%			
Temporary Use By-law	$5,328	Revised	Rate of Inflation	Application	$5,249		$5,328	$79	1.5%			
Extension of Temporary Use By-law	$4,145	Revised	Rate of Inflation	Application	$4,083		$4,145	$61	1.5%			
Site Plan Control	$10,708	Revised	Rate of Inflation	Application	$10,549		$10,708	$158	1.5%			
	Plus Variable Rate Fees:											
	Residential: $/unit for first 25 units	Revised	Rate of Inflation	Residential Unit	$621		$630	$9	1.5%			
	Residential: $/unit for units 26 - 100	Revised	Rate of Inflation	Residential Unit	$283		$287	$4	1.5%			
	Residential: $/unit for additional units beyond 100	Revised	Rate of Inflation	Residential Unit	$65		$66	$1	1.5%			
	Commercial, Office and Institutional: $/m^2 for first 2 000 m^2	Revised	Rate of Inflation	Square Meter	14.38		$14.60	$0.22	1.5%			
	Commercial, Office and Institutional: $/m^2 for 2 001 - 4 500 m^2	Revised	Rate of Inflation	Square Meter	$10.30		$10.46	$0.15	1.5%	$1,763,000	$1,763,000	$1,763,000
	Commercial, Office and Institutional: $/m^2 for 4 501 - 7 000 m^2	Revised	Rate of Inflation	Square Meter	$6.28		$6.37	$0.09	1.5%			
	Commercial, Office and Institutional: $/m^2 beyond 7 000 m^2	Revised	Rate of Inflation	Square Meter	$3.01		$3.05	$0.05	1.5%			
	Industrial: $/m^2 for first 2 000 m^2	Revised	Rate of Inflation	Square Meter	$7.96		$8.08	$0.12	1.5%			
	Industrial: $/m^2 for first 2 001 - 4 500 m^2	Revised	Rate of Inflation	Square Meter	$5.55		$5.63	$0.08	1.5%			
	Industrial: $/m^2 for 4 501 - 7 000 m^2	Revised	Rate of Inflation	Square Meter	$2.88		$2.93	$0.04	1.5%			

Fee Name	Fee Details	Fee Status	Description of Change and Justification	Unit of Measure	2020 Current Fee	In-year Fee	2021 Proposed Fee	Fee Increase $	Fee Increase %	2020 Budget	2020 Forecast Actuals	2021 Proposed Budget
	Industrial: $/m^2 beyond 7 000 m^2	Revised	Rate of Inflation	Square Meter	$1.30		$1.32	$0.02	1.5%	Included in above	Included in Above	Included in above
	Maximum Residential variable rate charge per building	Revised	Rate of Inflation	Building	$82,089		$83,321	$1,231	1.5%			
	Maximum Commercial, Office and Institutional variable rate charge per building	Revised	Rate of Inflation	Building	$50,122		$50,874	$752	1.5%			
	Maximum Industrial charge per application	Revised	Rate of Inflation	Application	$50,122		$50,874	$752	1.5%			
	Major revision to application requiring recirculation of application to commenting agencies	No Change		Application	50% of total application fee		50% of total application fee	$0	0.0%			
Site Plan Control - New/Replacement Dwelling and Addition(s) to Existing Dwelling	$10,708	Revised	Rate of Inflation	Application	$10,549		$10,708	$158	1.5%			
	Major revision to application requiring recirculation of application to commenting agencies	No Change		Application	50% of total application fee		50% of total application fee	$0	0.0%			
Site Plan Control - Limited Circulation	$4,441.5	Revised	Rate of Inflation	Application	$4,376		$4,442	$66	1.5%			
	Plus Applicable Surcharge Fees:											
	Planning & Building - Site Inventory Review	Revised	Rate of Inflation	Flat fee	$1,180		$1,198	$18	1.5%			
	Transportation & Works - Development Engineering Review	Revised	Rate of Inflation	Flat fee	$404		$410	$6	1.5%			
	Transportation & Works - Storm Drainage	Revised	Rate of Inflation	Flat fee	$124		$126	$2	1.5%			
	Transportation & Works - Environmental Review	Revised	Rate of Inflation	Flat fee	$123		$125	$2	1.5%			
	Transportation & Works - Traffic Review	Revised	Rate of Inflation	Flat fee	$456		$462	$7	1.5%			
	Community Services - Fire Review	Revised	Rate of Inflation	Flat fee	$153		$155	$2	1.5%			
	Community Services - Forestry Review	Revised	Rate of Inflation	Flat fee	$339		$344	$5	1.5%			
	Community Services - Heritage Review	Revised	Rate of Inflation	Flat fee	$428		$434	$6	1.5%			
Site Plan Control - Master Site Plan	$66,704.2	Revised	Rate of Inflation	Flat fee	$65,718		$66,704	$986	1.5%			
Site Plan Approval Express (SPAX)	$487.37	Revised	Rate of Inflation	Flat fee	$480		$487	$7	1.5%			
Removal of (H) Holding Symbol	**Plus additional fees**: For applications within CC1 to CC4 and CCOS City Centre Base or Exception Zones an additional fee will apply	Revised	Rate of Inflation	Application	$47,842		$48,560	$718	1.5%			
	Applications in all other Base or Exception Zones	Revised	Rate of Inflation	Application	$2,095		$2,127	$31	1.5%			
Plan of Subdivision	$9,236.00	Revised	Rate of Inflation		$9,100		$9,236	$136	1.5%			
	Plus Variable Rate Fees:											
	Detached, semi-detached and townhouse dwellings: $/unit	Revised	Rate of Inflation	Townhouse Unit	$591		$600	$9	1.5%			
	All other Residential, Commercial or Institutional uses: $/m^2 beyond 500 m^2	Revised	Rate of Inflation	Square Meter	$3		$3	$0	1.5%			
	Industrial and Office: $/gross ha	Revised	Rate of Inflation	gross ha	$5,002		$5,077	$75	1.5%			
	Maximum fee per application	Revised	Rate of Inflation	Application	$139,938		$142,037	$2,099	1.5%			
	Major revision to application requiring recirculation to commenting agencies	No Change		Application	50% of total application fee		50% of total application fee	$0	0.0%			
	Revision to draft approved plan requiring circulation	No Change		Application	50% of total application fee		50% of total application fee	$0	0.0%			
	Recirculation of application due to lapsing of draft approval	No Change		Application	50% of total application fee		50% of total application fee	$0	0.0%			

Fee Name	Fee Details	Fee Status	Description of Change and Justification	Unit of Measure	2020 Current Fee	In-year Fee	2021 Proposed Fee	Fee Increase $	Fee Increase %	2020 Budget	2020 Forecast Actuals	2021 Proposed Budget
Surcharge Fees	Community Services - Heritage Review (Heritage Impact Assessment)	Revised	Rate of Inflation	Flat fee	$1,581		$1,605	$24	1.5%	Included in above	Included in above	Included in above
	Community Services - Heritage Review (Heritage Impact Assessment/Conservation)	Revised	Rate of Inflation	Flat fee	$2,183		$2,216	$33	1.5%			
	Planning & Building - Environmental Review (Natural Heritage and/or Natural Hazards) **Plus:**	Revised	Rate of Inflation	Flat fee	$1,528		$1,551	$23	1.5%			
	if Environmental Impact Statement Minor required	Revised	Rate of Inflation	Flat fee	$2,864		$2,907	$43	1.5%			
	if Environmental Impact Statement Major required	Revised	Rate of Inflation	Flat fee	$8,397		$8,523	$126	1.5%			
	Planning & Building - Parking Utilization Study	Revised	Rate of Inflation	Flat fee	$4,173		$4,235	$63	1.5%			
	Community Services - Forestry Inspection	Revised	Rate of Inflation	Flat fee	$168		$171	$3	1.5%			
Plans of Subdivision (Road Only)	$2,538	Revised	Rate of Inflation	Flat fee	$2,500		$2,538	$37	1.5%			
Pre-Application Meeting	Site Plan	Revised	Rate of Inflation	Site Plan	$320		$325	$5	1.5%			
Development Application Review Committee (DARC) Meeting	OPA/ZBA and ZBA	Revised	Rate of Inflation	Application	$4,359		$4,425	$65	1.5%	$75,000	$75,000	$75,000
	Subdivision	Revised	Rate of Inflation	Application	$3,794		$3,851	$57	1.5%			
	Site Plan	Revised	Rate of Inflation	Application	$2,987		$3,031	$45	1.5%			
plans - Electronic Plan Submission Request	Non-refundable Administrative fee for all Planning applications	Revised		Application	$21		$20	-$1	-2.5%	Included in Above Site plan fees	Included in Above Site plan fees	Included in Above Site plan fees
Note 2 This note refers to maximum charges and base fees	The maximum charge is inclusive of the Base Fee but excludes any applicable surcharges.	Revised	Clarification as to what is and is not included in the maximum charge.	Flat fee	N/A		N/A					
Note 3 This note refers to Zoning By-law Amendment (ZBA) fees	That reference to the Zoning By-law Amendment base fee of $33,243.00 be revised to the proposed fee of $34,108.00. In accordance with Council recommendation only 50% of the fee be charged based on specific circumstances included in Note 3.	Revised	Rate of Inflation	Flat fee	N/A		N/A					
Note 4 This note refers to Site Plan Control fees	That reference to the Site Plan Control base fee of $10,436.00 be revised to the proposed fee of $10,708.00. In accordance with Council recommendation only 50% of the fee be charged based on specific circumstances included in Note 4.	Revised	Rate of Inflation	Flat fee	N/A		N/A					
Note 18 This note refers to Site Plan Control Fees	For esidential/Commercial/Office/Institutional applications, the maximum variable rate charge applies to each building that is greater than 7 storeys.	Revised	Clarification of intent. Additional note to provide clarity as to the applicability of the maximum variable rate charge per building versus per application for Residential, Commercial, Office, Institutional applications that contain multiple buildings.	Building	N/A		N/A					
Part Lot Control	$1,814.00	Revised	Rate of Inflation	Lot	$1,787		$1,814	$27	1.5%	$285,000	$285,000	$285,000
	Plus Variable Rate Fees:											
	For each lot or block created	Revised	Rate of Inflation	Lot	$62		$62	$1	1.5%			
	Repeal/Amend Exempting By-law	Revised	Rate of Inflation	Lot	$304		$308	$5	1.5%			
	Deletion of Restrictions	Revised	Rate of Inflation	Lot	$304		$308	$5	1.5%			
	Extension of Exempting By-law	Revised	Rate of Inflation	Lot	$304		$308	$5	1.5%			
	Consent to Transfer/Charge	Revised	Rate of Inflation	Lot	$228		$231	$3	1.5%			
Plan of Condominium Standard	$13,881.00	Revised	Rate of Inflation	Lot	$13,676		$13,881	$205	1.5%			
	Plus Variable Rate Fees:											
	Apartment: $/unit	Revised	Rate of Inflation	per Apartment	$36.56		$37.10	$0.55	1.5%			
	Non-apartment or vacant lot: $/unit	Revised	Rate of Inflation	per Apartment	$90.29		$91.64	$1.35	1.5%			
	Non-residential: $/ha	Revised	Rate of Inflation	residential HA	$178.52		$181.20	$2.68	1.5%			
	Maximum charge per application	Revised	Rate of Inflation	Application	$27,246.46		$27,655.15	$408.70	1.5%			
	Recirculation of application due to lapsing of draft approval	Revised	added	Application	50% of total application fee		50% of total application fee	$0	0.0%			
	Recirculation of application due to revisions to the application requiring recirculation to commenting agencies	Revised	added	Application	$742		$753	$11	1.5%			
	Condominium Amalgamation Fee	Revised	added	Flat fee	$742		$753	$11	1.5%			
	Condominium Amendment Fee	Revised	added	Flat fee	$742		$753	$11	1.5%			

Fee Name	Fee Details	Fee Status	Description of Change and Justification	Unit of Measure	2020 Current Fee	In-year Fee	2021 Proposed Fee	Fee Increase $	Fee Increase %	2020 Budget	2020 Forecast Actuals	2021 Proposed Budget
Plan of Condominium Common Element	$21,496.00	Revised	Rate of Inflation	Flat fee	$21,178		$21,496	$318	1.5%			
	Recirculation of application due to lapsing of draft approval	No Change		Application	50% of total application fee		50% of total application fee	$0	0.0%			
	Recirculation of application due to revisions to the application requiring recirculation to commenting agencies	Revised	Rate of Inflation	Flat fee	$742		$753	$11	1.5%	included above	included above	included above
	Condominium Amalgamation Fee	Revised	Rate of Inflation	Flat fee	$742		$753	$11	1.5%			
	Condominium Amendment Fee	Revised	Rate of Inflation	Flat fee	$742		$753	$11	1.5%			
Level 2 - Payment-In-Lieu (PIL) of Parking (including Delegation)												
Processing Fee	$851.00/application	Revised	Rate of Inflation	Application	$838		$851	$13	1.5%	included above	included above	included above
Level 2(A) - A Change in Land Use or the conversion of an Exiting Building or Structure or part thereof:												
Level 2(A) - Category 1: Where the gross floor area equals or is less than 50 m^2, 12.5% of the estimated cost of parking spaces												
Amount Payable Per Surface Parking Space	City Centre	Revised		Surface Parking	$1,776		$1,803	$27	1.5%			
	Port Credit	Revised		Surface Parking	$2,675		$2,715	$40	1.5%			
	Clarkson	Revised		Surface Parking	$2,365		$2,400	$35	1.5%			
	Streetsville	Revised		Surface Parking	$2,210		$2,243	$33	1.5%			
	Cooksville	Revised		Surface Parking	$2,055		$2,086	$31	1.5%			
	Other Areas in Mississauga	Revised		Surface Parking	$1,776		$1,803	$27	1.5%			
Amount Payable Per Above Grade Structured Parking Space	City Centre	Revised		Surface Parking	$3,538		$3,591	$53	1.5%			
	Port Credit	Revised		Surface Parking	$3,798		$3,855	$57	1.5%			
	Clarkson	Revised		Surface Parking	$3,708		$3,764	$56	1.5%			
	Streetsville	Revised		Surface Parking	$3,663		$3,718	$55	1.5%			
	Cooksville	Revised		Surface Parking	$3,618		$3,672	$54	1.5%			
	Other Areas in Mississauga	Revised		Surface Parking	$3,538		$3,591	$53	1.5%			
Amount Payable Per Below Grade Structured Parking Space	City Centre	Revised		Surface Parking	$4,788		$4,860	$72	1.5%			
	Port Credit	Revised		Surface Parking	$5,048		$5,124	$76	1.5%			
	Clarkson	Revised		Surface Parking	$4,958		$5,032	$74	1.5%			
	Streetsville	Revised		Surface Parking	$4,913		$4,987	$74	1.5%			
	Cooksville	Revised		Surface Parking	$4,868		$4,941	$73	1.5%			
	Other Areas in Mississauga	Revised		Surface Parking	$4,788		$4,860	$72	1.5%			
Level 2(A) - Category 2: Where the gross floor area exceeds 50 m^2, but equals or is less than 200 m^2, 25% of the estimated cost of parking spaces										Included above	Included above	Included above
Amount Payable Per Surface Parking Space	City Centre	Revised		Surface Parking	$3,552		$3,605	$53	1.5%			
	Port Credit	Revised		Surface Parking	$5,350		$5,430	$80	1.5%			
	Clarkson	Revised		Surface Parking	$4,730		$4,801	$71	1.5%			
	Streetsville	Revised		Surface Parking	$4,420		$4,486	$66	1.5%			
	Cooksville	Revised		Surface Parking	$4,110		$4,172	$62	1.5%			
	Other Areas in Mississauga	Revised		Surface Parking	$3,552		$3,605	$53	1.5%			
Amount Payable Per Above Grade Structured Parking Space	City Centre	Revised		Surface Parking	$7,075		$7,181	$106	1.5%			
	Port Credit	Revised		Surface Parking	$7,595		$7,709	$114	1.5%			
	Clarkson	Revised		Surface Parking	$7,416		$7,527	$111	1.5%			
	Streetsville	Revised		Surface Parking	$7,326		$7,436	$110	1.5%			
	Cooksville	Revised		Surface Parking	$7,237		$7,346	$109	1.5%			
	Other Areas in Mississauga	Revised		Surface Parking	$7,075		$7,181	$106	1.5%			
Amount Payable Per Below Grade Structured Parking Space	City Centre	Revised		Surface Parking	$9,575		$9,719	$144	1.5%			
	Port Credit	Revised		Surface Parking	$10,095		$10,246	$151	1.5%			
	Clarkson	Revised		Surface Parking	$9,916		$10,065	$149	1.5%			
	Streetsville	Revised		Surface Parking	$9,826		$9,973	$147	1.5%			
	Cooksville	Revised		Surface Parking	$9,737		$9,883	$146	1.5%			
	Other Areas in Mississauga	Revised		Surface Parking	$9,575		$9,719	$144	1.5%			

Fee Name	Fee Details	Fee Status	Description of Change and Justification	Unit of Measure	2020 Current Fee	In-year Fee	2021 Proposed Fee	Fee Increase $	Fee Increase %	2020 Budget	2020 Forecast Actuals	2021 Proposed Budget
Level 2(A) - Category 3: Where the gross floor area exceeds 200 m^2, 50% of the estimated cost of parking spaces												
Amount Payable Per Surface Parking Space	City Centre	Revised		Surface Parking	$7,104		$7,211	$107	1.5%	Included above	Included above	Included above
	Port Credit	Revised		Surface Parking	$10,700		$10,861	$160	1.5%			
	Clarkson	Revised		Surface Parking	$9,460		$9,602	$142	1.5%			
	Streetsville	Revised		Surface Parking	$8,840		$8,973	$133	1.5%			
	Cooksville	Revised		Surface Parking	$8,220		$8,343	$123	1.5%			
	Other Areas in Mississauga	Revised		Surface Parking	$7,104		$7,211	$107	1.5%			
Amount Payable Per Above Grade Structured Parking Space	City Centre	Revised		Surface Parking	$14,150		$14,362	$212	1.5%			
	Port Credit	Revised		Surface Parking	$15,191		$15,419	$228	1.5%			
	Clarkson	Revised		Surface Parking	$14,832		$15,054	$222	1.5%			
	Streetsville	Revised		Surface Parking	$14,653		$14,873	$220	1.5%			
	Cooksville	Revised		Surface Parking	$14,473		$14,690	$217	1.5%			
	Other Areas in Mississauga	Revised		Surface Parking	$14,150		$14,362	$212	1.5%			
Amount Payable Per Below Grade Structured Parking Space	City Centre	Revised		Surface Parking	$19,150		$19,437	$287	1.5%			
	Port Credit	Revised		Surface Parking	$20,191		$20,494	$303	1.5%			
	Clarkson	Revised		Surface Parking	$19,832		$20,129	$297	1.5%			
	Streetsville	Revised		Surface Parking	$19,653		$19,948	$295	1.5%			
	Cooksville	Revised		Surface Parking	$19,473		$19,765	$292	1.5%			
	Other Areas in Mississauga	Revised		Surface Parking	$19,150		$19,437	$287	1.5%			
Level 2(B) - New Developments, Redevelopments, and Additions to Existing Buildings and Structures, 50% of the estimated cost of parking spaces												
Amount Payable Per Surface Parking Space	City Centre	Revised		Surface Parking	$7,104		$7,211	$107	1.5%	**Included above**	**Included above**	**Included above**
	Port Credit	Revised		Surface Parking	$10,700		$10,861	$160	1.5%			
	Clarkson	Revised		Surface Parking	$9,460		$9,602	$142	1.5%			
	Streetsville	Revised		Surface Parking	$8,840		$8,973	$133	1.5%			
	Cooksville	Revised		Surface Parking	$8,220		$8,343	$123	1.5%			
	Other Areas in Mississauga	Revised		Surface Parking	$7,104		$7,211	$107	1.5%			
Amount Payable Per Above Grade Structured Parking Space	City Centre	Revised		Surface Parking	$14,150		$14,362	$212	1.5%			
	Port Credit	Revised		Surface Parking	$15,191		$15,419	$228	1.5%			
	Clarkson	Revised		Surface Parking	$14,832		$15,054	$222	1.5%			
	Streetsville	Revised		Surface Parking	$14,653		$14,873	$220	1.5%			
	Cooksville	Revised		Surface Parking	$14,473		$14,690	$217	1.5%			
	Other Areas in Mississauga	Revised		Surface Parking	$14,150		$14,362	$212	1.5%			
Amount Payable Per Below Grade Structured Parking Space	City Centre	Revised		Surface Parking	$19,150		$19,437	$287	1.5%			
	Port Credit	Revised		Surface Parking	$20,191		$20,494	$303	1.5%			
	Clarkson	Revised		Surface Parking	$19,832		$20,129	$297	1.5%			
	Streetsville	Revised		Surface Parking	$19,653		$19,948	$295	1.5%			
	Cooksville	Revised		Surface Parking	$19,473		$19,765	$292	1.5%			
	Other Areas in Mississauga	Revised		Surface Parking	$19,150		$19,437	$287	1.5%			
Level 1 - TRANSPORTATION AND WORKS DEPARTMENT												
Level 2 - TRANSPORTATION AND INFRASTRUCTURE PLANNING DIVISION												
Development Engineering Section												
ITEM	**FEE**											
Engineering Fees	Fees are calculated as a percentage of the servicing costs											
Servicing costs are:												
Application Fee (non-refundable deposit)	Application fee of $1,500 to be submitted with first engineering submission. It is a non-refundable deposit and credited towards the final servicing costs.	No Change	It is an existing fee. No change to the fee. Showing this fee as a separate line item for clarity purposes.	Application	$1,500		$1,500	$0	0.0%	$238,000	$238,000	$238,000
Less than 100,000	10%	No Change		% of servicing cost	10%		10%	$0	0.0%			
$100,000 to $250,000	8% with a minimum of $10,000	No Change		% of servicing cost	8% with a minimum of $10,000		8% with a minimum of $10,000	$0	0.0%			
$250,000 to $500,000	6% with a minimum of $20,000	No Change		% of servicing cost	6% with a minimum of $20,000		6% with a minimum of $20,000	$0	0.0%			
$500,000 to $750,000	5% with a minimum of $30,000	No Change		% of servicing cost	5% with a minimum of $30,000		5% with a minimum of $30,000	$0	0.0%			
$750,000 to $1.5 million	4.5% with a minimum of $37,500	No Change		% of servicing cost	4.5% with a minimum of $37,500		4.5% with a minimum of $37,500	$0	0.0%			
Greater than $1.5 million	3.5% with a minimum of $67,500	No Change		% of servicing cost	3.5% with a minimum of $67,500		3.5% with a minimum of $67,500	$0	0.0%			

Fee Name	Fee Details	Fee Status	Description of Change and Justification	Unit of Measure	2020 Current Fee	In-year Fee	2021 Proposed Fee	Fee Increase $	Fee Increase %	2020 Budget	2020 Forecast Actuals	2021 Proposed Budget
Interim Servicing Submission Review												
- 0 to 20 hectares (0 to 50 acres)	$1,500.00 per submission	No Change		Submission	$1,500 per submission		$1,500 per submission	$0	0.0%			
- 20 to 40 hectares (50 to 100 acres)	$2,000.00 per submission	No Change		Submission	$2,000 per submission		$2,000 per submission	$0	0.0%			
- over 40 hectares (over 100 acres)	$3,000.00 per submission	No Change		Submission	$3,000 per submission		$3,000 per submission	$0	0.0%			
Municipal Services Inspection Relating to Condominiums	Range of $1,000.00 to $2,500.00 per development. Fee to be determined by the	No Change	Inspections Relating to New Condominiums	per development	$1,500		$1,500	$0	0.0%			
			Inspections Relating to Condominium Conversions	per development	$2,500		$2,500	$0	0.0%			
Phasing of Developments after Initial Submissions have been Reviewed												
- 0 to 20 hectares (0 to 50 acres)	$1,500.00 per submission for each phase	No Change		Submission	$1,500		$1,500	$0	0.0%			
- 20 to 40 hectares (50 to 100 acres)	$2,000.00 per submission for each phase	No Change		Submission	$2,000		$2,000	$0	0.0%			
- over 40 hectares (over 100 acres)	$3,000.00 per submission for each phase	No Change		Submission	$3,000		$3,000	$0	0.0%			
Schedule 'B'												
Level 1 - PLANNING AND BUILDING DEPARTMENT												
Level 2 - DEVELOPMENT AND DESIGN DIVISION												
Site Plan Inspection	Initial Inspection	Revised	Rate of Inflation	Inspection	$940		$954	$14	1.5%	Included under site plan application fees above	Included under site plan application fees above	Included under site plan application fees above
	Each Additional Inspection	Revised	Rate of Inflation	Inspection	$770		$782	$12	1.5%			
Site Plan Inspection - New/Replacement Dwelling and Addition(s) to Existing Dwelling	Initial Inspection	Revised	Rate of Inflation	Inspection	$598		$607	$9	1.5%			
	Each Additional Inspection	Revised	Rate of Inflation	Inspection	$257		$261	$4	1.5%			
PLANNING & BUILDING (CITY PLANNING STRATEGIES)												
Demolition Control	Demolition Control By-law- There have been three applications of this type over the last ten years, and 55 units demolished in the last 15 years, which results in fees of less than $1000 per year therefore the financial impact is expected to be minor with no impact to the 2020 budgets.	No Change	This is to prevent the premature removal of housing units before plans to redevelop are in place. A fee of $160/unit	Housing Unit	$160		$160	$0	$0			

City of Mississauga

Corporate Report

MISSISSAUGA

Date: October 26, 2020	Originator's files:
To: Chair and Members of General Committee	
From: Gary Kent, CPA, CGA, ICD.D, Commissioner of Corporate Services and Chief Financial Officer	Meeting date: November 18, 2020

Subject

2021 Interim Tax Levy for Properties Enrolled in the Pre-authorized Payment Plan

Recommendation

1. That the report of the Commissioner of Corporate Services and Chief Financial Officer dated October 26, 2020 entitled "2021 Interim Tax Levy for Properties Enrolled in the Pre-authorized Payment Plan" be received.

2. That a by-law be enacted to provide for a 2021 interim tax levy based on 50 percent of the previous year's taxes on those properties subject to an agreement under the City of Mississauga pre-authorized tax payment plan.

3. That the 2021 interim levy of residential properties enrolled in the due date plan be payable in three instalments on March 4, April 1 and May 6, 2021.

4. That the 2021 interim levy for properties in the commercial, industrial and multi-residential property classes enrolled in the due date plan be payable in one instalment on March 4, 2021.

5. That the 2021 interim levy for properties enrolled in the monthly plan be payable in six instalments based on the taxpayer's selected withdrawal day of either the 1st, 8th, 15th, or 22nd of the months of January, February, March, April, May and June 2021.

Report Highlights

- Section 317 of the *Municipal Act, 2001*, allows municipalities to levy interim taxes.
- An interim levy is required so that the City of Mississauga can meet its financial obligations.

- The amount levied on a property may not exceed 50 percent of the total amount of taxes levied on the property for the previous year.
- Any budgetary impacts are applied to the final bill.

Background

The *Municipal Act, 2001,* provides municipalities with the ability to levy interim taxes in order to meet financial obligations. The City of Mississauga enacts annually, two interim levy by-laws. The first is for taxpayers making payment through one of the City's Pre-authorized Tax Payment (PTP) Plans. The second is for those paying by an alternate method where payment is due in three instalments for residential properties and one instalment for commercial, industrial and multi-residential properties.

This report is to establish the interim levy requirements for the taxpayers on a PTP plan. Property owners can enroll in the program throughout the year; for the monthly plan, to begin withdrawals in January 2021, the deadline to enroll is November 1, 2020. There are currently 29 percent of residential and 27 percent of non-residential properties enrolled in one of the Cities PTP plans.

The report on the interim levy for all other properties will be presented to Council in January 2021.

Comments

Section 317 of the *Municipal Act, 2001*, allows municipalities to levy interim taxes. The amount levied on a property may not exceed 50 per cent of the total amount of taxes levied on the property for the previous year adjusted for any supplementary or cancellation that applied to only part of the previous year as if the supplementary or cancellation had applied for the entire year.

The Province suspended the planned provincial-wide reassessment in 2020 due to the COVID-19 pandemic. Assessment values for 2021 will continue to be based on a valuation date of January 1, 2016. The values used for the 2021 tax year will be the same as 2020 unless there has been an assessment change resulting from any supplementary or cancellation. Any impact resulting from budgetary increases are applied on the final bill.

An interim levy would allow the municipality to meet its financial obligations including payment of Region of Peel and school board requirements.

In order to adhere to the legislated notification period, the 2021 interim tax bills must be issued by December 14th, 2020 and a by-law enacted prior to this date.

It is proposed that the 2021 interim levy for residential properties enrolled in the pre-authorized due date plan be payable in three instalments on March 4, April 1, and May 6, 2021 and that the 2021 interim levy for commercial, industrial and multi-residential properties enrolled in the pre-authorized due date plan be payable in a single instalment on March 4, 2021. Alternatively, for properties enrolled in the pre-authorized monthly plan, six instalments are proposed based on the taxpayer's selected withdrawal date of either the 1st, 8th, 15th, or 22nd of the months of January, February, March, April, May and June 2021. These dates reinstate our normal collection schedule compared to the disruption in 2020.

For taxpayers not on one of the pre-authorized payment plans, March 4, April 1, and May 6, 2021 will be the due dates recommended for residential properties and March 4, 2021 will be the due date recommended for commercial, industrial and multi-residential properties. The second interim report and by-law with this recommendation will be brought forward to Council in January 2021.

Financial Impact

Not applicable.

Conclusion

A 2021 interim levy is required so that the City of Mississauga can meet its financial obligations. The 2021 interim levy for those properties subject to an agreement under the City of Mississauga Pre-authorized Tax Payment Plan will be calculated pursuant to Section 317 of the *Municipal Act, 2001*, to be 50 per cent of the annualized taxes levied on a property in the previous year.

The normal instalment dates have been reinstated. Instalment due dates for residential properties enrolled in the due date plan will be March 4, April 1, and May 6, 2021. The instalment due date for commercial, industrial or multi-residential properties enrolled in the due date plan will be March 4, 2021.

All properties enrolled in the monthly due date plan will have instalments due on the taxpayer's selected withdrawal day of either the 1st, 8th, 15th or 22nd of the months of January, February, March, April, May and June, 2021.

Attachments

N/A

G. Kent.

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

Prepared by: Louise Cooke, Manager, Revenue and Taxation

City of Mississauga

Corporate Report

MISSISSAUGA

Date: October 13, 2020	Originator's files:
To: Chair and Members of General Committee	
From: Gary Kent, CPA, CGA, ICD.D, Commissioner of Corporate Services and Chief Financial Officer	Meeting date: November 18, 2020

Subject

Strike-Off of Taxes Deemed Uncollectible

Recommendation

1. That the report of the Commissioner of Corporate Services and Chief Financial Officer dated October 13, 2020 entitled "Strike-Off of Taxes Deemed Uncollectible" be received.

2. That unpaid taxes, charges, fees, penalties and interest totalling $624,757.51 as outlined in the corporate report dated October 13, 2020 from the Commissioner of Corporate Services and Chief Financial Officer entitled "Strike-Off of Taxes Deemed Uncollectible" be written-off as uncollectible and removed from the tax roll.

Report Highlights

- $624,757.51 of uncollectible property taxes, charges, fees, penalty and interest on 14 properties is being recommended for write-off.

Background

Section 354(2) (a) of the *Municipal Act*, *2001* allows for the removal of unpaid taxes from the tax roll if the Council of the local municipality, on the recommendation of the Treasurer, writes off the taxes as uncollectible.

Comments

Staff has determined that taxes billed on a number of properties are uncollectible and should be written-off. Details of the properties including the reason and amounts being recommended for write-off are provided below.

Roll No.	Ward	Address	Tax Year(s)	Amount
05-01-0-016-00700	1	0 Webster's Lane	2011-2020	$377,594.53

This property was offered for tax sale by the City on September 19, 2019 pursuant to the provisions of Part XI of the Municipal Act. There was no successful purchaser. The property was vested to the City on October 7, 2020 as per the expressed interest from Parks Planning. The balance of taxes, fees and late payment charges should be written-off.

Roll No.	Ward	Address	Tax Year(s)	Amount
05-04-0-096-85522	6	7191 Sedan Square	2001	$3,679.84

The tax roll was deleted in January 2002 as the parcel of land was subdivided creating separate parcels. A tax certificate was issued confirming there were no taxes outstanding. A tax certificate is binding on the municipality. Therefore, the tax arrears are uncollectible and should be written-off.

Roll No.	Ward	Address	Tax Year(s)	Amount
05-04-0-097-02100	6	6415 Creditview Road	2005	$4,575.77

The tax roll was deleted in January 2006. The arrears are from a 2005 assessment appeal that was completed in November 2007. A tax certificate was issued in September 2005 confirming there were no taxes outstanding at the time of sale of the property. A tax certificate is binding on the municipality. Therefore, the tax arrears are uncollectible and should be written-off.

Roll No.	Ward	Address	Tax Year(s)	Amount
05-04-0-097-16691	6	0 Durie Road	2012-2019	$56,041.45

This property was offered for tax sale on November 16, 2017 pursuant to the provisions of Part XI of the Municipal Act. There was no successful purchaser. Legal Services had to resolve a historical title issue at the Land Registry Office, causing a delay in vesting. The property was vested to the City on November 27, 2019. The balance of taxes, fees and late payment charges should be written-off.

Roll No.	Ward	Address	Tax Year(s)	Amount
05-04-0-097-22100	11	6611 Falconer Drive	2004	$806.38

The tax roll was deleted in January 2011. A 2004 vacancy rebate was recalculated in 2009. A tax certificate was issued in December 2005 confirming there were no taxes outstanding at the time of sale of the property. A tax certificate is binding on the municipality. Therefore, the tax arrears are uncollectible and should be written-off.

Roll No.	Ward	Address	Tax Year(s)	Amount
05-04-0-154-14261	4	4011 Brickstone Mews Unit 3708	2018	$1,427.49

MPAC duplicated Omitted Assessment issued for the 2018 tax year. MPAC was going to correct their error through a Post Roll Amended Notice (PRAN). The PRAN was not issued within the legislated timeline. There are no other legislated avenues to correct the error. The duplicated taxes should be write-off.

Roll No.	Ward	Address	Tax Year(s)	Amount
05-04-0-155-01050	6	1330 Eglinton Ave W	1998-1999	$137,168.26

This parcel of land abuts Eglinton Avenue West and is the road allowance that was created by the development of a townhouse subdivision. The tax roll was deleted in January 2000. Subsequently, MPAC issued 1998 and 1999 supplementary assessment in error. A by-law infraction charge was added in 2006 in error. The taxes, charge, fees and late payment charges should be written-off.

Roll No.	Ward	Address	Tax Year(s)	Amount
05-05-0-115-61015	5	15-5155 Spectrum Way	2016	$32,839.12

The property was purchased by a church on February 1, 2016. A tax appeal was required to exempt it from taxation. The owner was incorrectly advised to file the appeal with the ARB, and then filed the 2016 tax appeal in 2018. The legislated deadline to file the tax appeal had passed. The taxes, fees and late payment charges should be written-off.

Roll No.	Ward	Address	Tax Year(s)	Amount
05-06-0-132-15333	2	0 Comet Crt	2013	$1,376.82

MPAC duplicated the assessment in error and the tax roll was deleted in 2015. The legislated deadline to correct this error through an appeal has passed. The taxes, fees and late payment charges should be written-off.

Roll No.	Ward	Address	Tax Year(s)	Amount
05-06-0-132-18705	2	2376 A Fifth Line W	1995	$3,511.31

The tax roll was deleted in January 1998 as this parcel was combined with an adjacent property. A tax certificate was issued confirming there were no taxes outstanding at the time of sale of the property. A tax certificate is binding on the municipality. Therefore, the tax arrears are uncollectible and should be written-off.

Roll No.	Ward	Address	Tax Year(s)	Amount
05-07-0-200-00768	1	401-1400 Dixie Road	2004-2016	$3,242.89

MPAC duplicated the assessment for a parking space. The legislated deadline to correct this error through an appeal has passed. The taxes for this parking space have been collected on another tax roll. The taxes, fees and late payment charges should be written-off.

Roll No.	Ward	Address	Tax Year(s)	Amount
05-15-0-070-13052	10	0 Eglinton Ave W W/S	2005	$966.49
05-15-0-070-13062	10	0 Eglinton Ave W W/S	2005	$841.49
05-15-0-070-13072	10	0 Nightstar Drive E/S	2005	$685.67

These tax rolls were deleted in January 2009 as the land was subdivided creating separate parcels. These amounts could not be transferred to the newly created accounts as tax certificates had been issued. A tax certificate is binding on the municipality. Therefore, the tax arrears are uncollectible and should be written-off.

Financial Impact

The tax write-off when approved will be charged back as follows:

City	$183,397.56
Region	$289,965.46
Education	$151,394.49
Total	$624,757.51

Conclusion

Taxes totalling $624,757.51 have been deemed uncollectible and should be removed from the tax roll pursuant to section 354(2) (a) of the *Municipal Act*.

Attachments

N/A

G. Kent.

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

Prepared by: Mouzelle Higgs, Supervisor, Collections

City of Mississauga
Corporate Report

MISSISSAUGA

Date: October 22, 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: November 18, 2020

Subject

Single Source Procurements Related to 2020 - Q4 - Information Technology (IT) Contracts (File Ref: PRC000390, PRC00481, PRC001943, PRC002607, PRC002619)

Recommendation

1. That Council approve the single source procurements for software licensing, subscription services, professional services, and maintenance and support related to five (5) Information Technology contracts listed in Appendix 1 of the report dated October 22, 2020, from the Commissioner of Corporate Services and Chief Financial Officer entitled, "Single Source Procurements related to 2020 - Q4 - Information Technology (IT) Contracts (File Ref: PRC000390, PRC00481, PRC001943, PRC002607, PRC002619)".

2. That the Purchasing Agent or designate be authorized to execute all contracts and the necessary amendments and related ancillary documents to extend the term of the contracts and to increase the value of the contracts with the vendors as identified in Appendix 1 of this report, in accordance with the City's Purchasing By-law 374-06, as amended.

3. That the Purchasing Agent or designate be authorized to execute the necessary amendments to increase the value of the contracts between the City and vendors listed in Appendix 1 of this report for additional products, software licensing, subscription services, professional services, consulting services, and maintenance and support, including additional features and modules, as required by the City for the purpose of accommodating growth or to ensure business continuity, if the funding for such contract increase has been approved by Council.

4. That Council approve the products, software and subscriptions listed in Appendix 1 of this report as a City Standard for the duration of their respective contracts, and for any additional period should the City exercise its option to extend the term of the contract, in accordance with the City's Procurement By-law 374-06, as amended.

Report Highlights

- Maintaining critical business functions supported by IT technology requires yearly contract renewals and extensions to ensure that they are on current vendor-supported versions, secure from security threats and that they allow for patching.
- Consolidating multiple IT contract expirations and renewals into a single quarterly Corporate Report provides efficiencies and reduces the quantity and frequency of reports to Council and the associated touch points and effort in scheduling, authoring, collaborating, and approving them.
- The approval of this report would allow the specific IT vendor contracts identified in Appendix 1 to be executed, amended and extended, as required, ensuring the IT systems listed in Appendix 1 are on vendor-supported versions providing business continuity to the City for the services that are dependent on them.

Background

Currently Information Technology (IT) manages over 150 contracts for hardware, software and services for the City. This number increases annually as the City embraces new business driven technologies required to improve service delivery for residents and staff. These contracts directly support business service delivery as well as critical IT infrastructure that “keep the lights on” and occasionally introduce newer IT technologies. IT has an established operational work plan for contract renewals and/or new procurements to replace existing contracts, which will expire in 2020 and 2021.

Materiel Management, IT and Legal have assessed and realigned their services and projects to respond to the changing business needs and plan for the ‘new normal’. To be more efficient and effective in managing this need, IT is moving towards a measured, pro-active approach to single source IT procurements and contract renewals by consolidating many individual Corporate Reports into four (4) single quarterly Corporate Reports for a calendar year, where possible. This consolidated approach will improve the visibility to IT contract renewals and procurements to Council and greatly reduce staff touch points and effort required to schedule, author, and approve IT Corporate Reports.

Comments

IT follows approved City processes for procuring software, professional services, maintenance and support and subscription services through a balance of competitive procurements, single source procurements, and contract renewals. IT, Materiel Management and the business are requesting the approval of five (5) single source procurements and expiring contracts for Q4 2020 that are identified in Appendix 1 of this report. The approval of this report would allow the specific IT procurements and contracts identified in Appendix 1 to be executed, amended and

extended, as required, ensuring business continuity and no service disruption to business units, which are dependent on these systems.

Purchasing By-law Authorization

Five (5) contracts for Q4 of 2020. These contracts will be executed under Purchasing By-law 374-06, Schedule "A" using the Single/Sole Source Acquisition justification clauses shown below, and the supporting rationale for each single/sole source contract in Appendix 1, which has been reviewed and approved by Materiel Management:

- (b) (iv) The solicitation of competitive Bids would not be economical to the City
- (b) (vii) It is advantageous to the City to acquire the Goods and/or Services from a supplier pursuant to the procurement process conducted by another Public Body
- (b) (xi) A need exists for compatibility with, or for the maintenance and support of a City Standard and there are no reasonable alternatives, substitutes, or accommodations

Materiel Management has reviewed and approved all Single Source justification forms that were submitted for each of the contracts in Appendix 1. The following contracts are recommended for extension and procurement to meet business needs with the full details for each contract found in Appendix 1.

Vendor	**Description**
BOX.com (UK) Ltd.	Enterprise cloud content management and file sharing service.
Frequency Foundry Inc.	This hosted CRM solution is required to support the City's Sponsorship and Corporate Development and Tourism units. The Sponsorship and Corporate Development Unit's role includes facilitating corporate partners to provide direct or in-direct financial benefit to the City.
Ricoh Canada Inc.	Multi-function devices to provide printing, copying, faxing, and scanning via the City data network at City offices located throughout the City.
SurveyMonkey Europe Unlimited Company	SurveyMonkey's FluidReview platform is an online application submission solution, which allows the business units to set up dynamic forms giving clients of Culture Grants, Recreation Community Groups, and Celebration Square Events Management the ability to submit applications to the City online.
Xerox Canada Ltd.	Black and white copiers used by the Print Shop.

Financial Impact

The required contracts identified in Appendix 1 represent a total estimated spend of $1,566,565.29 for the new contract terms. The total estimated value of the existing contracts will increase by approximately $657,315.29 from $2,198,825.57 to $3,765,390.86 as a result of the requested changes, with the estimated value of new contracts being $909,250.00 (Ricoh). The existing contracts are funded in the 2020 approved IT operating budgets. The recommended

contracts and procurements will be funded from IT operating and capital budgets for 2021 and beyond, with any increases subject to budget approvals. The financial detail for each contract can be found in Appendix 1.

Conclusion

It is important to maintain critical business functions supported by IT technology and the impacts of COVID-19 have created some challenges to sustain some of the contracts expiring in 2021. By moving these specific contracts forward as proposed in this report, the City will ensure continued service delivery in the respective service areas.

Attachments

Appendix 1: Statement of Work

G. Kent.

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

Prepared by: Robert Stickel, Program Manager Contract Management, Architecture & Innovation

Statement of Work

Procurement No.	Vendor (proper legal name)	Description	Expiry Date	Requested Extension / Renewal Term	Contract $ Value To-Date	$ Value of Extension Term	New Total Contract $ Value	Extending on Same T&Cs? (Y/N)	Scope of Work (SOW)	Rationale to Support Justification (3 bullets from SS Justification Form)
SINGLE SOURCE JUSTIFICATION CRITERIA; (b)(iv) The solicitation of competitive Bids would not be economical to the City										
PRC002619	SurveyMonkey Europe Unlimited Company	Online submission and application review platform	2021/05/30	5 years	$ 106,551.63	$ 189,000.00	$ 295,551.63	Y	N/A	1) Economical 2) Maintains business continuity and reduces business disruption 3) New features allow for easier path for onboarding new business units and making this an enterprise solution
PRC000390	Frequency Foundry Inc.	Customer Relationshp Management software - 3 year contract option	2021/12/19	1 year plus 2 optional years (1+1) = 3 years total	$ 582,940.00	$ 180,000.00	$ 762,940.00	Y	Adding a second business unit with the same requirements.	1) Cost savings by using the existing vendor with the same configuration established by EDO 2) Cost savings by using an established vendor who has already completed the privacy and security testing. 3) Quick implementation will allow the Tourism and Sponsorship units to improve efficiency and generate revenue sooner
PRC001943 Contract No. 4600014077	Xerox Canada Ltd.	Extend existing maintenance & service contract for black and white printers for the Print Shop.	2021/02/28	2 years	$1,191,698.16	$56,500	$ 1,248,198.16	Y	Extend the contract agreement with Xerox from February 2021 to February 2023. This reflects click/impression and repair charges as we now own the equipment.	1) The City exercised the buyout February 2020 and now owns the printers. 2) Contract allowed a 2 year extension to February 2023 charging clicks and impressions and repair only. 3) As a comparison we would be paying up to $105,145.07 per year for leasing costs if we were to replace based on replacing “Like for Like”.

SINGLE SOURCE JUSTIFICATION CRITERIA; (b) (iv) The solicitation of competitive Bids would not be economical to the City and (b) (vii) It is advantageous to the City to acquire the Goods and/or Services from a supplier pursuant to the procurement process conducted by another Public Body										
PRC002607-1	Ricoh Canada Inc.	Single Source Contract for Ricoh Products and Support Services (VOR-11359 - Workplace Print and Services Adoption	2021/05/31	New VOR Initial Term 3 Years + VOR Extended Term 2 years for a TOTAL of 5 Years	$3,662,650.16	$ 909,250	$ 4,571,900	New VOR, Master Agreement Adoption Agreement to be signed	Scope of this VOR Arrangement for Workplace Print and Services # 11359 Description of Deliverables The Vendor will be able to provide Equipment and related Services as per the following Categories: **Equipment Categories:** **Equipment Category 1:** – Multifunction Devices (MFDs) (rented) **Equipment Category 2:** – Deskside and Mobile Printers (purchased) - Deskside and mobile printers Services include services for equipment including: - New technology and service innovation - Equipment lifecycle management - Acquisition, configuration and delivery - Installation - Training - Break/fix repair services - Equipment move services - Equipment removal services - Ad-hoc services - Accessibility services Solutions-based Services including: - Centralized Print Device Management Services - Automated Meter Reads and Consumables Services - Print Assessment and Optimization Services - Direct IP Printing Services - Pull Printing Services - Mobile Device Print Services - Document Capture Services - Print Analytics Services	1) There is no minimum print volume commitments under the new VOR which allows the City to control spend based on the actual number of impressions used and further reduce the number of pages per month with projected additional estimate of 15% in cost reduction. 2) Professional service rates under Ontario VOR are more competitive compared to rates obtained for Library Print Management Solution (10% less), resulting in potential savings for Library Print Management project in case if additional Professional Services will be required 3) The new Government of Ontario VOR Tender WPS#11359 offers further enhancements such as Mobile Device Print Services, Document Capture Services, Print Analytics Services and Electronic Signature (eSignature). This will open up the opportunity for other teams within IT and other City departments to leverage the VOR adopted reducing their time on separate procurements. 4) An annual contingency of 30% has been budgeted to replace the fleet of devices as they are nearing the end of their useful life and will have to be gradually replaced over the term of the contract.

SINGLE SOURCE JUSTIFICATION CRITERIA; (b) (xi) A need exists for compatibility with, or for the maintenance and support of a City Standard and there are no reasonable alternatives, substitutes, or accommodations										
PRC000481	Box.com (UK) Ltd.	Cloud content management and file sharing services.	1/15/2021	3 years total	$304,613.64	$ 231,815.29	$ 536,428.93	Y	N/A	1) Box is the City's current standard for secure file sync/share/storage in the cloud. It has been used for almost 5 years by senior City management to securely upload, store, download and share their confidential and non-confidential documents. 2) The system is also utilized to securely store security camera footage and very large files of all types in the cloud. 3) The solution has been extensively vetted by IT Security and is currently their recommended solution. Switching secure document storage to a competing solution has risk, may be less secure and would not be advantategous to the City at this time.
	TOTALS				$ 5,848,453.59	$ 1,566,565.29	$ 7,415,018.88			

OPERATING BUDGET ESTIMATED FORECAST FOR 2021-2025

Procurement No.	Vendor (proper legal name)	Description	Requested Extension / Renewal Term	2021	2022	2023	2024	2025	TOTAL
PRC002619 (formerly FA.49.663-15)	SurveyMonkey Europe Unlimited Company	Online submission and application review platform - application submission and review platform (FluidReview) used for Culture grants, Recreation community groups, and Celebration Square events	5 years to 2026/05/30	$ 37,800.00	$ 37,800.00	$ 37,800.00	$ 37,800.00	$ 37,800.00	$ 189,000.00
PRC000390	Frequency Foundry Inc.	Customer Relationshp Management Solution (EDO CRM) - This hosted CRM solution was originally procured for the City's Economic Development Office (EDO) and is now required to support the City's Sponsorship and Corporate Development and Tourism units	EDO CRM Initial Term to 2021/12/19 + Extended Term (**Optional 1+1**) up to 2023/12/19 (approx. 3 years)* *Sponsorship & Tourism would like to align to the existing term	$ 67,646.66	**$ 55,396.67**	**$ 56,956.66**	$ -	$ -	$ 180,000.00
PRC001943 (formerly FA.49.390-11)	Xerox Canada Ltd.	Integrated Digital Printing Solution for the City Print Shop - black & white printers used by Print Shop	2 years to 2023/02/21	$ 30,000.00	$ 26,500.00	$ -	$ -	$ -	$ 56,500.00
PRC002607	Ricoh Canada Inc.	Ricoh Multi-Functional Devices (MFDs) and related services and supplies (Adoption of Ontario VOR Tender-11359 - Workplace Print and Services) - MDF devices provide printing, copying, faxing, and scanning via the City data network at City offices located throughout the City	VOR Initial Term to 2023/02/28 + Extended Term (Optional 1+1) up to 2025/02/28 (approx. 3 years, 9 months)* *New contract term, not an extension or renewal term	$ 152,550.00	$ 225,800.00	$ 79,300.00	**$ 225,800.00**	**$ 225,800.00**	$ 909,250.00
PRC000481 (formerly FA.49.696-	Box.com (UK) Ltd.	Cloud content management and file sharing services.	3 years to 2024/01/15	$ 70,034.78	$ 77,038.26	$ 84,742.09	$ -	$ -	$ 231,815.29
			TOTALS	$358,031.44	$422,534.92	$258,798.75	$263,600.00	$263,600.00	**$ 1,566,565.29**

REPORT 5 - 2020

To: CHAIR AND MEMBERS OF GENERAL COMMITTEE

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

EAC-0022-2020

1. That the deputation and associated presentation by Gabriella Kapalos, Executive Director, Clean Air Partnership regarding Inter-Governmental Declaration of Clean and Air and Climate Change for Clean Air Council be received.
2. That the Environmental Action Committee are in support of Clean Air Councils 2019-2023 Intergovernmental Declaration on Clean and Climate Change and recommend endorsement from General Committee on November 18, 2020.

(EAC-0022-2020)

EAC-0023-2020
That the deputation and associated presentation by Dianne Zimmerman, Manager Environment and Sumeet Jhingan, Manager, Asset Management to present on Energy Efficiency in Buildings and Low Carbon Energy Supply be received for information.
(EAC-0023-2020)

EAC-0024-2020
That the deputation and associated presentation by Sharon Chapman, Manager, Parks Planning to present on Parkland Acquisition be received for information.
(EAC-0024-2020)

EAC-0025-2020
That the deputation and associated presentation by Alex Legrain, Project Leader, Transportation Planning and Mojan Jianfar, Project Lead, Planner, City Planning Strategies to present on the Downtown Movement Plan be received for information.
(EAC-0025-2020)

EAC-0026-2020
That the memo and appendix on the Clean Air Councils 2019-2023 Intergovernmental Declaration on Clean and Climate Change be received for information.
(EAC-0026-2020)

EAC-0027-2020
That the draft Green Fleet and Equipment Policy, attached as Appendix 1, the Decision Making Framework and Electric Vehicle Charging Station Standard, attached as Appendix 2 and 3 be supported by the Environmental Action Committee and recommend endorsement by General Committee.
(EAC-0027-2020)

EAC-0028-2020
That the Environmental Action Committee Work Plan be approved as discussed at the November 3, 2020 EAC meeting.
(EAC-0028-2020)

EAC-0029-2020
That the verbal update by Dianne Zimmerman, Manager, Environment on the Adopt-A-Park Litter Clean-Up on October 17, 2020 be received.
(EAC-0029-2020)

EAC-0030-2020
That the Environmental Action Committee 2021 Meeting Dates memo be received for information.
(EAC-0030-2020)

REPORT 6 - 2020

To: CHAIR AND MEMBERS OF GENERAL COMMITTEE

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

HAC-0037-2020
That the proposed alteration of 1207 Lorne Park Road, which is designated under Part IV of the Ontario Heritage Act, be approved as per the Corporate Report from the Commissioner of Community Services dated October 20, 2020.
(Ward 2)
(HAC-0037-2020)

HAC-0038-2020
That Antoine Musiol, Citizen Member be appointed as Chair of the Port Credit Heritage Conservation District Subcommittee for the term ending November 14, 2022, or until a successor is appointed.
(Ward 1)
(HAC-0038-2020)

HAC-0039-2020
That the applicant be requested to withdraw their application regarding the request to alter the heritage designated property, in the Right-of-Way along Mississauga Road South, south of Lakeshore Road West.
(Ward 1)
(HAC-0039-2020)

HAC-0040-2020
That the letter from Antoine Musiol, Chair, Port Credit Heritage Conservation District (PCHCD) Subcommittee dated November 9, 2020 regarding PCHCD Subcommittee Report 1 - November 2, 2020 be received.
(Ward 1)
(HAC-0040-2020)

HAC-0041-2020

1. That the memorandum from Megan Piercey, Legislative Coordinator dated November 9, 2020, entitled “Lisa Small – Request for Temporary Leave from the Heritage Advisory Committee”, be received.
2. That the Heritage Advisory Committee accepts and supports the request from Lisa Small, Citizen Member, for temporary leave from the Heritage Advisory committee until April 2021.

(HAC-0041-2020)

HAC-0042-2020

That the Memorandum dated October 29, 2020 from Paul Damaso, Director, Culture Division, entitled "Alteration to a Property Adjacent to a Listed Property: 1644 Glenburnie Road (Ward 1)" be received.

(Ward 1)

HAC-0042-2020

HAC-0043-2020

That the Memorandum dated October 8, 2020 from Paul Damaso, Director, Culture Division, entitled "Alteration to a Listed Heritage Property: 2188 Highriver Court (Ward 8)" be received.

(Ward 8)

HAC-0043-2020

HAC-0044-2020

That the Memorandum dated October 8, 2020 from Paul Damaso, Director, Culture Division, entitled "Alteration to a Listed Heritage Property: 3091 Victory Crescent (Ward 5)" be received.

(Ward 5)

HAC-0044-2020

REPORT 6- 2020

To: Chair and Members of General Committee

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

MCAC-0027-2020
That up to $100.00 be spent from the 2020 Committee of Council budget and that the funds go towards a gift basket for the 2020 Phil Green Award recipient.
(MCAC-0027-2020)

MCAC-0028-2020
That the update from Matthew Sweet, Manager, Active Transportation regarding Micromobility be received.
(MCAC-0028-2020)

MCAC-0029-2020
1. That the Mississauga Cycling Advisory Committee (MCAC) supports the approach to adopt an interim bylaw to regulate personal use e-scooters
2. That MCAC supports allowing e-scooters on cycling infrastructure but disallows e-scooters on park trails and sidewalks
3. That MCAC wants to be involved in future updates on e-scooters
(MCAC-0029-2020)

MCAC-0030-2020
That the memo dated September 10, 2020 entitled Quarterly Capital Program Update be received.
(MCAC-0030-2020)

MCAC-0031-2020
That the Collegeway Cycling Infrastructure Implementation update from Matthew Sweet, Manager Active Transportation be received.
(MCAC-0031-2020)

MCAC-0032-2020
That the memorandum dated October 8, 2020 entitled Construction / Detour Planning Process from Sabrina Davidson, Active Transportation Coordinator be received.
(MCAC-0032-2020)

MCAC-0033-2020
That the memorandum entitled Active Transportation COVID-19 Recovery Framework – October Update from Matthew Sweet, Manager Active Transportation be received.
(MCAC-0033-2020)

MCAC-0034-2020
That the update from Matthew Sweet, Manager Active Transportation regarding the Cycling Master Plan 2019 Report Card be received.
(MCAC-0034-2020)

MCAC-0035-2020
That Earl Close, Citizen Member, Kris Hammel, Citizen Member and Suzanne Doyle, Citizen Member from the Mississauga Cycling Advisory Committee (MCAC) attend the virtual 2020 Ontario Bike Summit from December 1 - 3, 2020 and that the cost to attend the event be funded from the Committees of Council 2020
(MCAC-0035-2020)