



# AGENDA

---

## GENERAL COMMITTEE

THE CORPORATION OF THE CITY OF MISSISSAUGA  
[www.mississauga.ca](http://www.mississauga.ca)

**WEDNESDAY, JANUARY 11, 2012 - 9:00 AM**

COUNCIL CHAMBER – 2<sup>nd</sup> FLOOR – CIVIC CENTRE  
300 CITY CENTRE DRIVE, MISSISSAUGA, ONTARIO L5B 3C1

### Members

Mayor Hazel McCallion	
Councillor Jim Tovey	Ward 1
Councillor Pat Mullin	Ward 2
Councillor Chris Fonseca	Ward 3
Councillor Frank Dale	Ward 4
Councillor Bonnie Crombie	Ward 5
Councillor Ron Starr	Ward 6
Councillor Nando Iannicca	Ward 7
Councillor Katie Mahoney	Ward 8
Councillor Pat Saito	Ward 9
Councillor Sue McFadden	Ward 10
Councillor George Carlson	Ward 11 (Chair)

Contact: Sacha Smith, Legislative Coordinator, Office of the City Clerk  
905-615-3200 ext. 4516 / Fax 905-615-4181  
[sacha.smith@mississauga.ca](mailto:sacha.smith@mississauga.ca)

INDEX – GENERAL COMMITTEE – JANUARY 11, 2012

CALL TO ORDER

DECLARATIONS OF DIRECT (OR INDIRECT) PECUNIARY INTEREST

APPROVAL OF THE AGENDA

PRESENTATIONS

DEPUTATIONS

MATTERS TO BE CONSIDERED

1. Parking Prohibition – Greaves Avenue, First Street South, Gardner Road, and Edgeleigh Avenue (Ward 1)
2. Proposed Temporary Road Closure of Rangeview Road Immediately West of Lakefront Promenade (Ward 1)
3. Vandalism and Graffiti in City Parks
4. 2012 Interim Tax Levy for Properties on the Regular Instalment Plan
5. 2011 Obsolete Corporate Policies and Procedures

ADVISORY COMMITTEE REPORTS

Governance Committee Report 1-2011 – December 13, 2011

COUNCILLORS' ENQUIRIES

CLOSED SESSION

(Pursuant to Subsection 239 (2 & 3.1) of the *Municipal Act*)

- A. A proposed or pending acquisition or disposition of land by the municipality or local board – Offer of Settlement – Expropriation of Part of 1855 and 1875 Buckhorn Gate for Bus Rapid Transit Project (Ward 5)

- B. A proposed or pending acquisition or disposition of land by the municipality or local board – Dedication to the City of the Stonebrook Sales Office and Lands – 2007 Lakeshore Road West (Ward 2)

ADJOURNMENT

CALL TO ORDERDECLARATIONS OF DIRECT (OR INDIRECT) PECUNIARY INTERESTAPPROVAL OF THE AGENDAPRESENTATIONSDEPUTATIONSMATTERS TO BE CONSIDERED

1. Parking Prohibition – Greaves Avenue, First Street South, Gardner Road, and Edgeleigh Avenue (Ward 1)

Corporate Report dated December 15, 2011 from the Commissioner of Transportation and Works regarding a parking prohibition for Greaves Avenue, First Street South, Gardner Road and Edgeleigh Avenue.

RECOMMENDATION

That a by-law be enacted to amend By-law 555-2000, as amended, to implement a parking prohibition between 10:00 a.m. and 1:00 p.m., Sundays only, on Greaves Avenue (east side), First Street South (south side), Edgeleigh Avenue (west side), Gardner Road between Alexandra Avenue and Strathy Avenue (north side), and Gardner Road between Cawthra Road and Greaves Avenue (south side).

2. Proposed Temporary Road Closure of Rangeview Road Immediately West of Lakefront Promenade (Ward 1)

Corporate Report dated December 7, 2011 from the Commissioner of Transportation and Works with respect to a proposed temporary road closure of Rangeview Road immediately west of Lakefront Promenade.

RECOMMENDATION

That a by-law be enacted to implement the temporary closure of Rangeview Road immediately west of Lakefront Promenade commencing at 7:00 a.m., Monday, January 23, 2012 and ending at 7:00 p.m., Friday, February 10, 2012.

3. Vandalism and Graffiti in City Parks

Corporate Report dated December 7, 2011 from the Commissioner of Community Services with respect to vandalism and graffiti in City parks.

RECOMMENDATION

That the report dated December 11, 2011 entitled "Vandalism and Graffiti in City Parks" from the Commissioner of Community Services be received for information.

4. 2012 Interim Tax Levy for Properties on the Regular Instalment Plan

Corporate Report dated December 15, 2011 from the Commissioner of Corporate Services and Treasurer with respect to the 2012 Interim Tax Levy for properties on the regular instalment plan.

RECOMMENDATION

1. That a by-law be enacted to provide for a 2012 interim tax levy for properties on the regular instalment plan.
2. That the 2012 interim taxes be calculated to be 50% of the previous year's annualized taxes on properties that existed on the previous year's tax roll.
3. That assessments added to the tax roll in the current year are to be levied an amount that approximates 50% of a full year's taxes, had the property been included on the previous year's tax roll, using tax rates set out in Appendix 1 to the report dated December 15, 2011 from the Commissioner of Corporate Services and Treasurer and the current year's phased-in assessment.
4. That the 2012 interim levy for residential properties on the regular instalment plan be payable in three (3) instalments on March 1<sup>st</sup>, April 5<sup>th</sup>, and May 3<sup>rd</sup>, 2012.
5. That the 2012 interim levy for regular instalment plan properties in the commercial, industrial and multi-residential property classes be payable in one (1) instalment on March 1<sup>st</sup>, 2012.

5. 2011 Obsolete Corporate Policies and Procedures

Corporate Report dated December 13, 2011 fro the City Manager and Chief Administrative Officer with respect to 2011 obsolete Corporate Policies and Procedures.

RECOMMENDATION

That the following Corporate Policies and Procedures be declared obsolete:

- a) Consideration of Major Policy Related Reports (02-01-06)
- b) Public/Private Partnerships (03-08-02)
- c) Charges to External Parties for Engineering, Construction and Works Maintenance Activities (04-01-03)

ADVISORY COMMITTEE REPORTS

Governance Committee Report 1-2011 – December 13, 2011  
(Recommendations GOV-0001-2011 to GOV-0002-2011)

COUNCILLORS' ENQUIRIESCLOSED SESSION

(Pursuant to Subsection 239 (2) of the *Municipal Act*)

- A. A proposed or pending acquisition or disposition of land by the municipality or local board – Offer of Settlement – Expropriation of Part of 1855 and 1875 Buckhorn Gate for Bus Rapid Transit Project (Ward 5)
- B. A proposed or pending acquisition or disposition of land by the municipality or local board – Dedication to the City of the Stonebrook Sales Office and Lands – 2007 Lakeshore Road West (Ward 2)

ADJOURNMENT



# Corporate Report

Clerk's Files

Originator's  
Files

MG.23.REP  
RT.10.Z-06

---

**DATE:** December 15, 2011

**TO:** Chair and Members of General Committee  
Meeting Date: January 11, 2012

**FROM:** Martin Powell, P. Eng.  
Commissioner of Transportation and Works

**SUBJECT:** **Parking Prohibition (10:00 a.m. – 1:00 p.m., Sundays only)  
Greaves Avenue, First Street South, Gardner Road, and  
Edgeleigh Avenue (Ward 1)**

GENERAL COMMITTEE

JAN 11 2012

---

**RECOMMENDATION:** That a by-law be enacted to amend By-law 555-2000, as amended, to implement a parking prohibition between 10:00 a.m. and 1:00 p.m., Sundays only, on Greaves Avenue (east side), First Street South (south side), Edgeleigh Avenue (west side), Gardner Road between Alexandra Avenue and Strathy Avenue (north side), and Gardner Road between Cawthra Road and Greaves Avenue (south side).

**BACKGROUND:** The Transportation and Works Department received a request from the Ward Councillor's office to implement a parking prohibition on Greaves Avenue (east side), First Street South (south side), Edgeleigh Avenue (west side), Gardner Road between Alexandra Avenue and Strathy Avenue (north side), and Gardner Road between Cawthra Road and Greaves Avenue (south side).

Transportation and Works staff conducted a site inspection at Greaves Avenue, Gardner Avenue, First Street South and Edgeleigh Avenue. The results of the inspection revealed that the presence of vehicles parked on both sides of the roadway during Church service hours on Sundays between 10:00 a.m. and 1:00 p.m. eliminate the ability for two-way traffic to operate safely.

1a

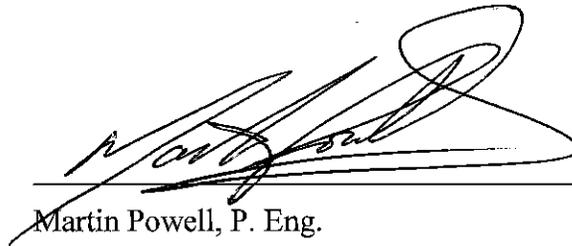
Typically with this type of request for a parking regulation change, a petition is circulated to determine the level of interest. Due to the results of the site inspection, of which the Councillor is aware, the parking petition was not mailed to the area residents. The Ward Councillor has subsequently requested a report be brought forward.

**COMMENTS:** The Ward Councillor supports the above proposal.

**FINANCIAL IMPACT:** Costs for the sign installations can be accommodated in the 2012 Current Budget.

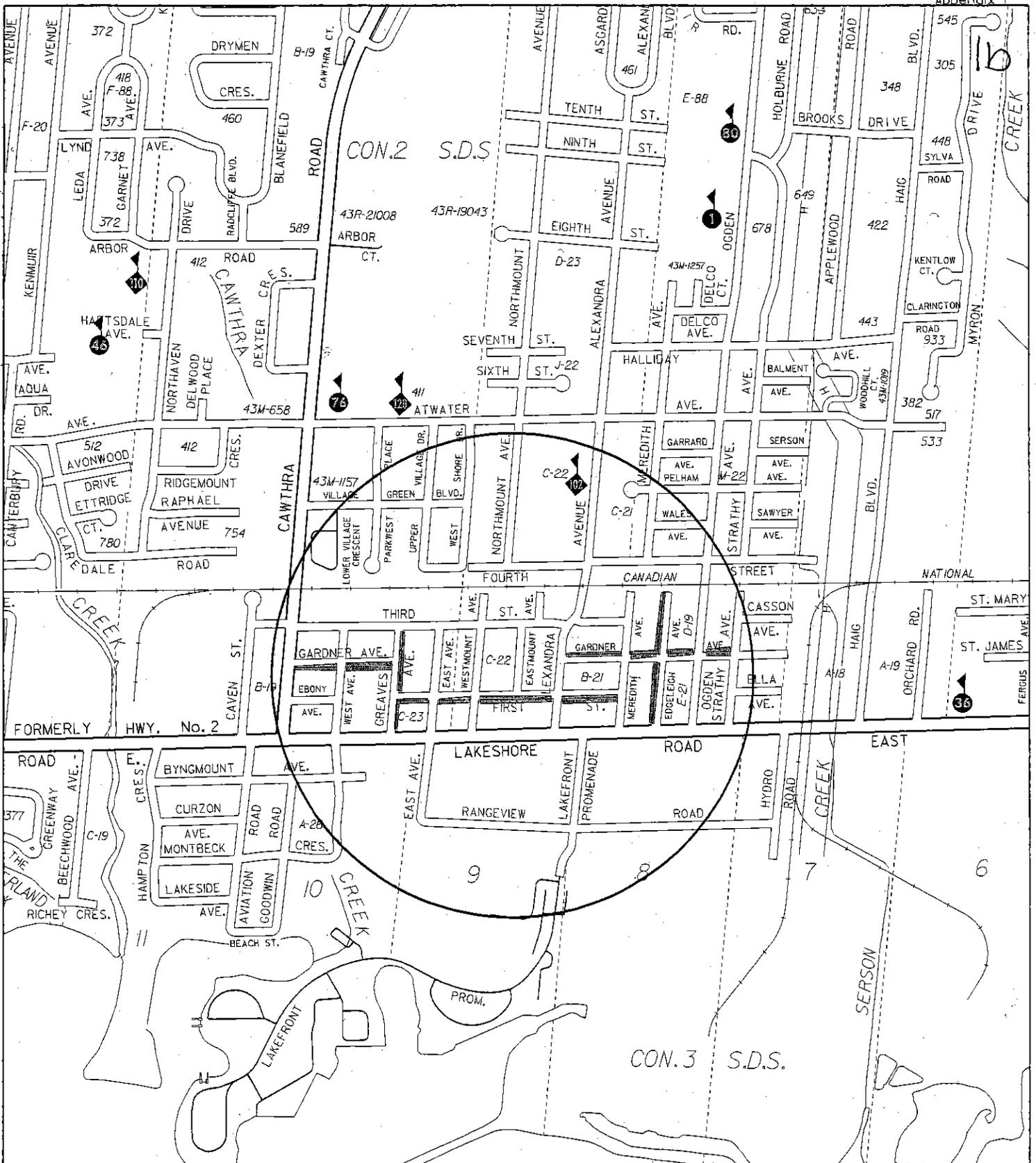
**CONCLUSION:** The Transportation and Works Department supports a parking prohibition between 10:00 a.m. and 1:00 p.m., Sundays only, on Greaves Avenue (east side), First Street South (south side), Edgeleigh Avenue (west side), Gardner Road between Alexandra Avenue and Strathy Avenue (north side), and Gardner Road between Cawthra Road and Greaves Avenue (south side).

**ATTACHMENTS:** Appendix 1: Location Map: parking prohibition between 10:00 a.m. and 1:00 p.m., Sundays only, on Greaves Avenue (east side), First Street South (south side), Edgeleigh Avenue (west side), Gardner Road between Alexandra Avenue and Strathy Avenue (north side), and Gardner Road between Cawthra Road and Greaves Avenue (south side) (Ward 1).



Martin Powell, P. Eng.  
Commissioner, Transportation and Works

*Prepared By: Dino Castronovo, Traffic Operations Technician*



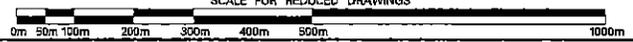
**MISSISSAUGA**  
 Leading today for tomorrow



**T&W-Engineering & Works**

**Parking Prohibition from 10:00a.m. - 1:00p.m**  
**Sunday's only on Greves Ave, First Street South,**  
**Edgeleigh Ave, Strathy Ave, Gardner Ave. Ward 1**

SCALE FOR REDUCED DRAWINGS





# Corporate Report

Clerk's Files

Originator's  
Files

MG.23.REP  
RT.10.Z-1

2.

---

**DATE:** December 7, 2011

**TO:** Chair and Members of General Committee  
Meeting Date: January 11, 2012

**FROM:** Martin Powell, P. Eng  
Commissioner of Transportation and Works

<b>GENERAL COMMITTEE</b>
JAN 11 2012

**SUBJECT:** **Proposed Temporary Road Closure of Rangeview Road  
immediately west of Lakefront Promenade (Ward 1)**

---

**RECOMMENDATION:** That a by-law be enacted to implement the temporary closure of Rangeview Road immediately west of Lakefront Promenade commencing at 7:00 a.m., Monday, January 23, 2012 and ending at 7:00 p.m., Friday, February 10, 2012.

**BACKGROUND:** The Transportation and Works Department is in receipt of a request from the Regional Municipality of Peel to close Rangeview Road. The road closure is required to facilitate construction of the Hanlan feedermain.

**COMMENTS:** The feedermain alignment crosses from the north to south side of Rangeview Road. Due to a narrow cross-section of the roadway, the depth of the trench and position of the excavating equipment that is required to complete the works, phasing of the construction would not be feasible.

If approved, the Regional Municipality of Peel will supply and install the appropriate closure signage, barricades and advance road closure information signs to notify the public of the closure.

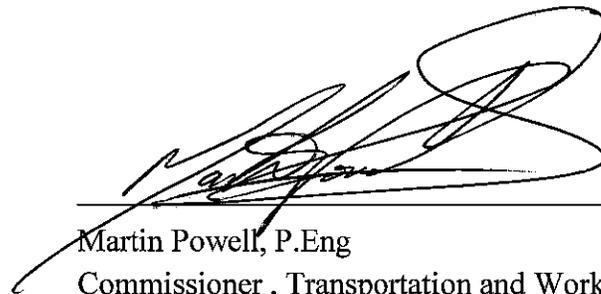
The Transportation and Works Department will notify all emergency services, 311 Customer Service Centre, Student Transportation and Mississauga Transit.

The area Ward Councillor has been made aware of the temporary road closure.

**FINANCIAL IMPACT:** Not Applicable.

**CONCLUSION:** In recognition of the need to complete the construction of the Hanlan feedermain, the Transportation and Works Department supports the temporary closure of Rangeview Road immediately west of Lakefront Promenade commencing at 7:00 a.m., Monday, January 23, 2012 and ending at 7:00 p.m., Friday, February 10, 2012.

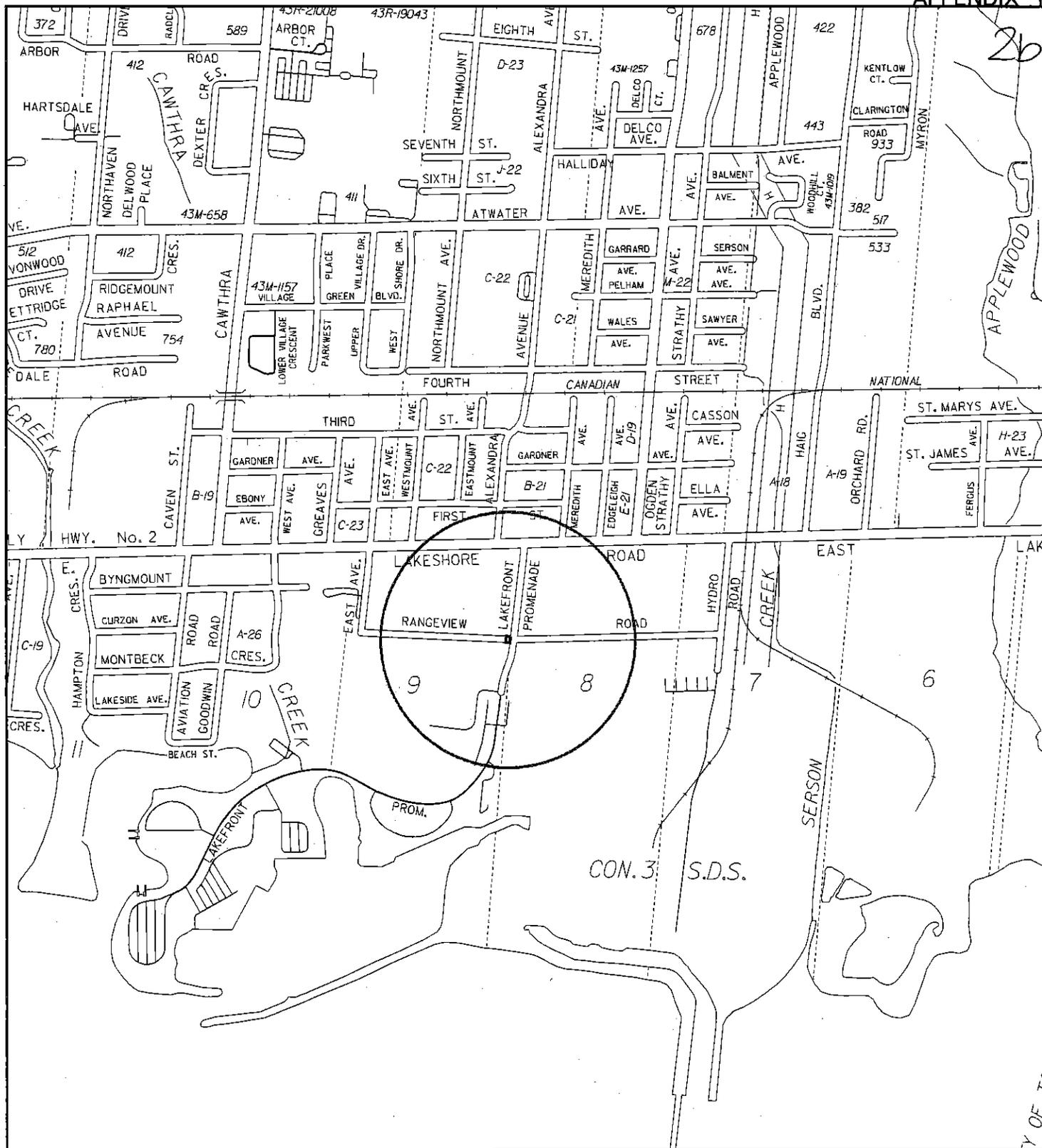
**ATTACHMENTS:** Appendix 1: Location Map - Temporary Road Closure - Rangeview Road immediately west of Lakefront Promenade (Ward 1)



---

Martin Powell, P.Eng  
Commissioner, Transportation and Works

*Prepared By: Darek Koziol, Traffic Technologist*



	<p><b>MISSISSAUGA</b> Leading today for tomorrow</p>	
<p><b>Transportation and Works</b></p>		
<p><b>Engineering &amp; Works</b></p>		
<p><b>Location Map - Temporary Road Closure - Rangeview Road Immediately west of Lakefront Promenade Ward 1</b></p>		
<p>SCALE FOR REDUCED DRAWINGS 0m 50m 100m 200m 300m 400m 500m 1000m</p>		



# Corporate Report

Clerk's Files

Originator's  
Files

3

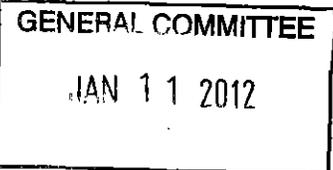
---

**DATE:** December 7, 2011

**TO:** Chair and Members of General Committee  
Meeting Date: January 11, 2012

**FROM:** Paul A. Mitcham, P.Eng MBA  
Commissioner, Community Services

**SUBJECT:** **Vandalism and Graffiti in City Parks**



---

**RECOMMENDATION:** That the report dated December 11, 2011 entitled "Vandalism and Graffiti in City Parks" from the Commissioner of Community Services be received for information.

**BACKGROUND:** At the General Committee Meeting of October 5, 2011, staff were asked to provide the Mayor and Council with an update with regard to vandalism in City parks with emphasis on recent problems in O'Connor Park. The following provides a summary of the extent of issues in City parks; current efforts to deal effectively with graffiti and vandalism in parks and to prevent or reduce incidences; and recommendations for additional approaches to alleviating concerns at O'Connor Park and elsewhere.

**PRESENT STATUS:** Vandalism and graffiti occur on both public and private property throughout Mississauga. On City property, incidents occur at City buildings, on roadways and Transit property, and in public parks. Other target areas include schools, utility boxes, mailboxes and utility poles.

Appendix 1 summarizes reported incidents of vandalism and graffiti in City parks from 2009 to October 2011. The numbers of documented

incidents are significant with graffiti concerns exceeding other types of vandalism. In 2010, 81 incidents of vandalism were reported along with 1,117 incidents of graffiti.

### Roles

At present dealing with vandalism and graffiti in parkland is a joint effort involving Recreation and Parks, Corporate Security, the Interagency Municipal Enforcement Team (IMET) and SafeCity Mississauga. These groups work as a team, but play different roles in dealing with graffiti and vandalism issues:

#### Parks Operations

The primary role for Parks Operations in dealing with graffiti and vandalism is that of cleanup and repair. Graffiti removal is generally carried out by the City's contractor. The City's Corporate Policy and Procedure for Graffiti Removal from City Property (05-06-05) calls for offensive graffiti to be removed within two working days, and with non-offensive material to be dealt with within five (5) working days.

Vandalism repairs are carried out by Parks maintenance staff or contractors as appropriate.

#### Corporate Security

Corporate Security plays a key role in documenting and tracking graffiti on City property. Graffiti is photographed and recorded in a data base and this information is provided to Peel Regional Police to assist them in graffiti enforcement activities. In addition, Corporate Security provides focussed mobile patrols in areas where vandalism and graffiti activity is frequent.

#### Park Design and Development

In developing and redeveloping parks, Park Development endeavours to provide designs which discourage vandalism and graffiti, and which make repairs and cleanup easier. This is accomplished through the use of CPTED (Crime Prevention Through Environmental Design) principles, appropriate finishes and materials, amenity features and lighting.

### Youth Plan/Park Programming

The evidence suggests that most graffiti and vandalism is carried out by young people. The City's Parks and Forestry Program Coordinator, and staff involved with implementing the City's Youth Program have been involved in community engagement activities which are intended to prevent or reduce graffiti and vandalism activities. These activities, some of which were presented to Council on October 26, 2011, include painting of murals in target areas such as underpasses and engaging youth in park cleanups and improvements, and the Youth Ambassador Program that promotes youth to youth engagement creating a sense of belonging, respect and positive youth spaces.

### IMET – Interagency Municipal Enforcement Team

IMET has members from Peel Regional Police including the Gang Unit; Alcohol and Gaming Commission, Peel Health, Peel Region Social Services, Corporate Security, Fire, By-Law, Community Services and Ward 3, 7 and 8 Council representatives. IMET identifies hot spots in Mississauga including locations where graffiti and vandalism are frequent. IMET meets monthly to discuss solutions and progress on each of the hot spots identified with the ultimate goal to resolve and remove the hot spots from our agenda.

### SafeCity Mississauga

SafeCity Mississauga has formed an Anti Vandalism Committee. This group which includes representation from City departments, City Councillors, Bell Canada, Canada Post, both School Boards, Rogers, BIAs and Peel Regional Police, is working to share information and provide a coordinated approach to graffiti and vandalism abatement in Mississauga.

### O'Connor Park Design

O'Connor Park, located in Ward 10 is one of the City's newest park developments having been officially opened in September 2011. The park includes a variety of amenities and elements including a soccer field, playground, gazebo, pathways and a wetland which includes interpretive signage.

There was significant input from the neighbourhood and the adjacent school in the designing of this park. In addition, the park design was reviewed twice by the City's internal CPTED Committee and by Risk Management.

#### O'Connor Park Vandalism

Vandalism and graffiti incidents have been experienced at O'Connor Park starting during construction and continuing since the opening of the park. Some of the incidents experienced at O'Connor Park have included graffiti, vandalism to fences and signs, theft, prohibited activity (being in the park after hours) and concerns with broken glass. As a result of these incidents and those at other locations, Corporate Security conducted a concentrated patrol during the third week in October. In addition residents and regular park users were made aware of the option to call Corporate Security when issues arise at the park. (see Appendix 2)

#### COMMENTS:

The most effective efforts have focussed on preventing graffiti and vandalism through changing public attitudes and behaviours, eliminating graffiti promptly and through dealing effectively with those who are creating these issues.

#### Prompt Response

The City is doing an effective job of dealing with graffiti and vandalism once it occurs. In addition, timely response to incidents and regular patrols by Corporate Security are assisting in documenting events and in making the City's presence clear to residents. The odds of catching vandals "in the act" are slim, so prevention is the most effective strategy in the long run.

#### Arrests

Peel Regional Police recently made two arrests related to tagging in the northwest part of the City including O'Connor Park and recently painted murals in the Lisgar area. It is hoped that these arrests may lead to other apprehensions and may reduce some of the recent issues in the northwest.

### Community Engagement

City mural painting projects are part of an overall beautification program with has been focussing primarily on parks for several years. It is felt that residents, especially young people will be less likely to damage areas that they and their friends have worked on. City staff believe that communities must play a key role in dealing with damage to public property whether through peer pressure or providing eyes and ears on parks and other amenities. In the case of the arrests noted above, the community was assisted by providing information to the police.

With regard to O'Connor park specifically, it is hope that next year an ongoing stewardship program involving local students will be put in place to enhance a sense of ownership of the park. Credit Valley Conservation has been an integral partner in the preservation and redevelopment of the wetland area in O'Connor Park and an educational event with CVC is planned for next spring. Staff will also continue to work with the Councillor's office to deliver effective messages with regard to respect and caring for public spaces.

**STRATEGIC PLAN:** Under the City's Strategic Plan, efforts to abate graffiti and vandalism support:

#### **Connect**

- Build and maintain infrastructure
- Maintain a safe city

**FINANCIAL IMPACT:** Graffiti removal in parkland costs Community Services about \$24,000 per year. While costs for other types of vandalism are not tracked specifically, direct costs for material and staff time are significant.

**CONCLUSION:** The City of Mississauga and its partners have taken a multi-faceted approach to graffiti and vandalism. Approaches used include prompt repair and removal, graffiti and vandal proof park design, community engagement and education, and enforcement, including effective communication and information sharing with Peel Regional Police.

**ATTACHMENTS:**

- Appendix 1 Vandalism and Graffiti Incidents in City Parks – 2009 to 2011.
- Appendix 2: O’Conner Park Reported Incidents up to November 2011



---

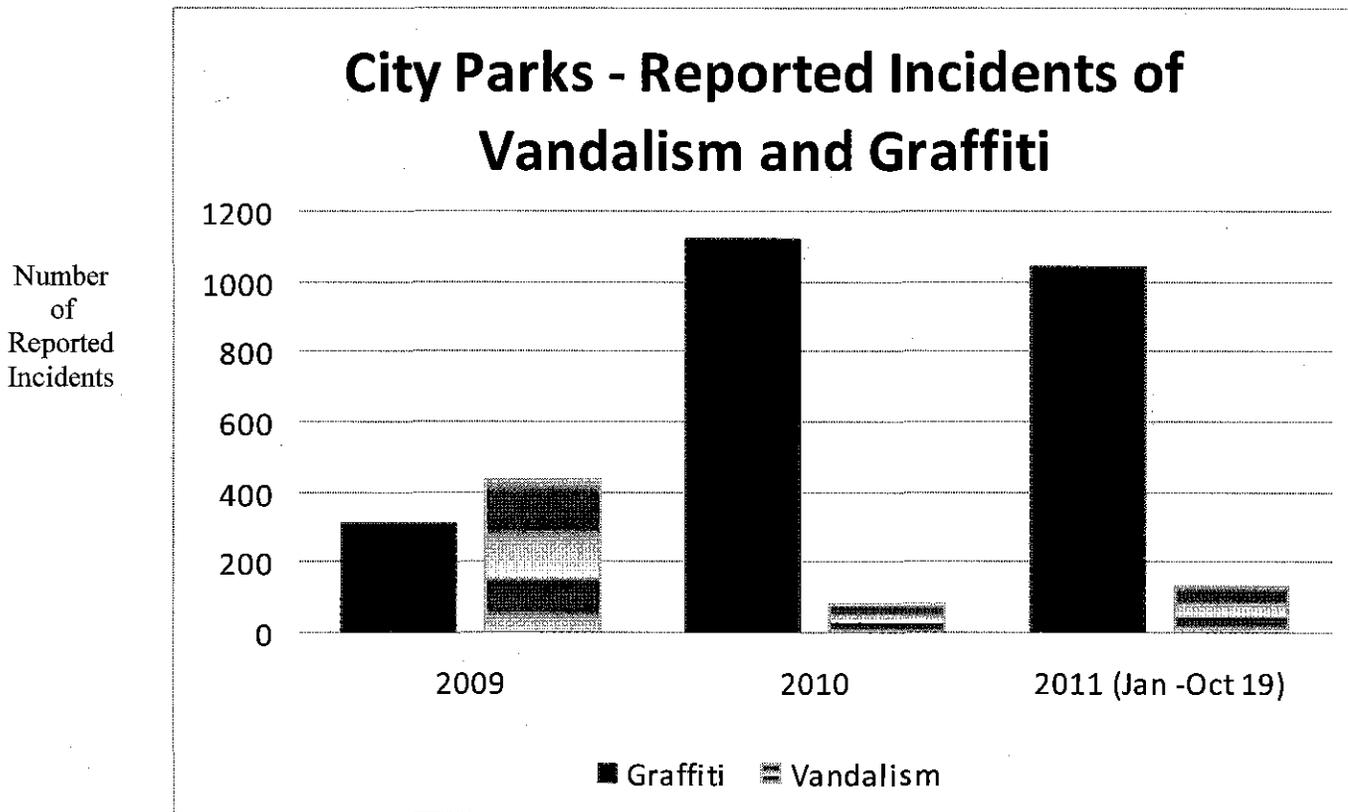
Paul A. Mitcham, P.Eng., MBA  
Commissioner, Community Services

*Prepared By: Andy Wickens, Manager, Parks and Forestry*

The Graffiti category was introduced in August 2009 as a result of meetings with Peel Regional Police. Prior to this date the City reported on vandalism on City properties in general; however, Peel Regional Police requested Security's assistance to create and maintain a pictorial database for all tagging and graffiti related markings City-wide including hydro, cable and telephone boxes, school board property, railroad lands/properties and private property.

The Vandalism category shows a marked decrease in 2010 mainly due to the above noted introduction of the Graffiti category which was broken out from Vandalism in August 2009.

**Vandalism and Graffiti in City Parks (2009 – Oct 19, 2011):**



	2009	2010	2011 (Jan -Oct 19)
Graffiti	314	1117	1041
Vandalism	431	81	131

## O'Connor Park Reported Incidents Up to November 2011

Date	Occurrence	Cost	Details
August 23, 2011	Prohibited Activity	NA	Young people in park after 11:00 pm
August 23, 2011	Prohibited Activity	NA	Young people in park after 11:00 pm
August 26, 2011	Prohibited Activity	NA	Dog in playground area
September 1, 2011	Prohibited Activity	NA	Young people in wetland area
October 10, 2011	Theft	NA	Stolen bicycle
September 17, 2011	Safety	\$30	Broken beer bottle in park; dispatch staff to clean up
October 8, 2011	Safety	\$30	Broke glass on pathway; dispatch staff to clean up
September 29, 2011	Prohibited Activity	NA	Young people throwing rocks at birdhouse
September 28, 2011	Graffiti	\$70.00	Signs tagged
October 12, 2011	Prohibited Activity	NA	Young people throwing rocks at birdhouse
September 24, 2011	Vehicle (Property Damage)	NA	Vehicle accident in parking lot
October 14, 2011	Suspicious Activity	NA	Young people in park after 11:00 pm
October 20, 2011	Vandalism	\$545	Damage to fence around wetland; staff time and materials for repair
October 22, 2011	Drunkenness	NA	Intoxicated individual in park
October 22, 2011	Suspicious Vehicle	NA	Vehicle in park after 11:00 pm
October 22, 2011	Prohibited Activity	NA	Dog off leash
October 23, 2011	Maintenance - Light	NA	Pathway light out
October 25, 2011	Graffiti	\$150 est.	Graffiti in playground
October 26, 2011	Graffiti	\$70 est.	Graffiti on sidewalk
November 2, 2011	Prohibited Activity	NA	Vehicle in park after 11:00 pm
November 11, 2011	Mischief Under \$5,000	\$30	Fire – Playground – no major damage; staff time to clean up
November 12, 2011	Graffiti	\$70 est.	Graffiti on sign
November 16, 2011	City Property Damage	\$5,300	Broken playground component; cost is for replacement of piece

Notes: Graffiti contractor costs not billed for November as yet – costs estimated  
Total staff and contractor costs - \$6295



# Corporate Report

Clerk's Files

Originator's Files

4

---

**DATE:** December 15, 2011

**TO:** Chair and Members of General Committee  
Meeting Date: January 11, 2012

**FROM:** Brenda R. Breault, CMA, MBA  
Commissioner of Corporate Services and Treasurer

**SUBJECT:** **2012 Interim Tax Levy For Properties on the  
Regular Instalment Plan**

GENERAL COMMITTEE

JAN 11 2012

- 
- RECOMMENDATION:**
1. That a by-law be enacted to provide for a 2012 interim tax levy for properties on the regular instalment plan.
  2. That the 2012 interim taxes be calculated to be 50% of the previous year's annualized taxes on properties that existed on the previous year's tax roll.
  3. That assessments added to the tax roll in the current year are to be levied an amount that approximates 50% of a full year's taxes, had the property been included on the previous year's tax roll, using tax rates set out in Appendix 1 to the report dated December 15, 2011 from the Commissioner of Corporate Services and Treasurer and the current year's phased-in assessment.
  4. That the 2012 interim levy for residential properties on the regular instalment plan be payable in three (3) instalments on March 1<sup>st</sup>, April 5<sup>th</sup>, and May 3<sup>rd</sup>, 2012.
  5. That the 2012 interim levy for regular instalment plan properties in the commercial, industrial and multi-residential property classes be payable in one (1) instalment on March 1<sup>st</sup>, 2012.

4a

**BACKGROUND:**

The *Municipal Act, 2001, S.O. 2001, c. 25* provides municipalities with the ability to pass a by-law to levy interim taxes in order to meet financial obligations. A by-law for interim taxes for taxpayers on pre-authorized payment plans was passed by Council on November 23, 2011. This report provides for an interim billing for properties on the regular instalment plan.

**COMMENTS:**

Section 317 of the *Municipal Act, 2001, S.O. 2001, c. 25* allows municipalities to levy interim taxes. The amount levied on a property may not exceed 50% of the total amount of taxes levied on the property for the previous year, adjusted for any supplementaries or cancellations that applied to only part of the previous year as if the supplementary or cancellation had applied for the entire year.

Assessments added to the tax roll for the current year shall be levied for an amount that approximates 50% of a full year's taxes, had they been included in the previous year's tax roll, using tax rates set out in Appendix 1 and the current year's phased-in assessment.

Interim levies are also made on Payment-in-lieu properties such as Canada Post, the Region of Peel and others.

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

It is proposed that the 2012 interim levy for residential properties with regular instalment due dates be payable in three (3) instalments on March 1<sup>st</sup>, April 5<sup>th</sup>, and May 3<sup>rd</sup>, 2012 and that the 2012 interim levy for commercial, industrial, and multi-residential properties on the regular instalment plan be payable in a single instalment on March 1<sup>st</sup>, 2012.

**FINANCIAL IMPACT:** Not applicable.

**CONCLUSION:**

A 2012 interim tax levy is required so that the City of Mississauga can meet its financial obligations. The 2012 interim levy for those properties paying through the regular instalment plan shall be calculated pursuant to Section 317 of the *Municipal Act, 2001, S.O. 2001, c. 25* to be 50% of the annualized taxes levied on the property in the previous year. Interim taxes for assessments added to the tax roll for the current year shall be calculated using tax rates set out in Appendix 1 and the current year's phased-in assessment.

Instalment due dates for residential properties paying through the regular instalment plan will be March 1<sup>st</sup>, April 5<sup>th</sup>, and May 3<sup>rd</sup>, 2012. The instalment due date for commercial, industrial or multi-residential properties will be March 1<sup>st</sup>, 2012.

**ATTACHMENTS:**

Appendix 1: 2012 Interim Tax Rates



Brenda R. Breault, CMA, MBA  
Commissioner of Corporate Services and Treasurer

*Prepared By: Connie Mesih, Manager, Revenue & Taxation*

4c

## Appendix 1

**The Corporation of the City of Mississauga  
2012 Interim Tax Rates**

Description	Tax Class	2012 Interim Tax Rate
Residential	RT	0.459159%
Residential Shared (PIL for Ed)	RH	0.459159%
Res Farm Awaiting Development I	R1	0.137747%
Residential - Education Only	RD	0.110593%
Multi-Residential	MT	0.730617%
Multi-Residential Farm Awaiting Development I	M1	0.137747%
Commercial	CT	1.080630%
Commercial Shared (PIL for Ed)	CH	1.080630%
Commercial Taxable (No Ed)	CM	0.491414%
Commercial Excess Land (PIL for Ed)	CK	0.756441%
Commercial Farm Awaiting Development I	C1	0.137747%
Commercial Excess Land	CU	0.756441%
Commercial Vacant Land (PIL for Ed)	CJ	0.756441%
Commercial Vacant Land	CX	0.756441%
Commercial New Construction	XT	1.080630%
Commercial New Construction Excess Land	XU	0.756441%
Office Building	DT	1.080630%
Office Building Shared (PIL for Ed)	DH	1.080630%
Office Building Excess Land	DU	0.756441%
Office Building Excess Land (PIL for Ed)	DK	0.756441%
Office Building New Construction	YT	1.080630%
Office Building New Construction Excess Land	YU	0.756441%
Shopping Centre	ST	1.080630%
Shopping Centre Excess Land	SU	0.756441%
Shopping Centre New Construction	ZT	1.080630%
Shopping Centre New Construction Excess Land	ZU	0.756441%
Parking Lot	GT	1.080630%
Industrial	IT	1.259397%
Industrial Shared (PIL for Ed)	IH	1.259397%
Industrial Farm Awaiting Development I	I1	0.137747%
Industrial Excess Land	IU	0.881578%
Industrial Vacant Land	IX	0.881578%
Industrial - Water Intake System	II	1.259397%
Industrial Vacant Land (PIL for Ed)	IJ	0.881578%
Industrial Excess Land (PIL for Ed)	IK	0.881578%
Industrial New Construction	JT	1.259397%
Large Industrial	LT	1.259397%
Large Industrial Excess Land	LU	0.881578%
Pipeline	PT	1.114845%
Farm	FT	0.114789%
Managed Forests	TT	0.114789%



# Corporate Report

Clerk's Files

Originator's  
Files

5.

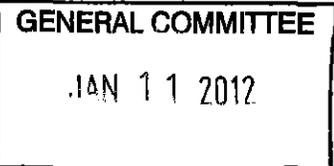
---

**DATE:** December 13, 2011

**TO:** Chair and Members of General Committee  
Meeting Date: January 11, 2012

**FROM:** Janice M. Baker, CA  
City Manager and Chief Administrative Officer

**SUBJECT:** **2011 Obsolete Corporate Policies and Procedures**



---

**RECOMMENDATION:** That the following Corporate Policies and Procedures be declared obsolete:

- a) Consideration of Major Policy Related Reports (02-01-06)
- b) Public/Private Partnerships (03-08-02)
- c) Charges to External Parties for Engineering, Construction and Works Maintenance Activities (04-01-03)

**COMMENTS:** An annual review is undertaken of all Corporate Policies and Procedures on a three (3) year cycle to ensure that the City's policies remain current. Three (3) Corporate Policies, "Consideration of Major Policy Related Reports" (Appendix 1); "Public/Private Partnerships" (Appendix 2); and "Charges to External Parties for Engineering, Construction and Works Maintenance Activities" (Appendix 3) have been identified by departmental staff as no longer being required.

The "Consideration of Major Policy Related Reports" policy is no longer required as the City's process for the review of policy related (or any) Corporate Report is such that neither staff nor Council have any hesitation in ensuring that more time is dedicated to a proposed agenda item (e.g. to allow the public additional time to offer feedback or for staff to provide supplementary information or clarification.) The

process outlined in the policy is seldom utilized. The Mayor and Members of Council were canvassed for their opinion as to whether or not the policy should be rescinded, since it directly impacts their role. Approximately 30 percent of Councillors responded; of these, 66 percent were in favour of rescinding the policy, as was the Mayor.

The “Public/Private Partnerships” policy was created in 1996 and outlines broad staff objectives to be considered when pursuing a partnership, as well as a detailed list of key steps, numbered one through sixteen, to be followed. Despite the policy being required when it was approved in 1996, it is now recommended that it be rescinded, as the processes outlined in the policy are now common practice. Many of the steps are also included in the Purchasing By-Law 374-06.

The “Charges to External Parties for Engineering, Construction and Works Maintenance Activities” is being rescinded because the information contained in the policy is now included in the Transportation and Works Fees and Charges By-Law. As noted in the Corporate Report entitled Transportation and Works Fees and Charges By-Law presented to Budget Committee on November, 16, 2011, the new Schedule B of the Transportation and Works Fees and Charges By-Law has been introduced to list charges to external or internal parties for engineering, construction, maintenance and traffic works undertaken by the Transportation and Works Department on behalf of internal or external parties. Schedule B will replace Corporate Policy 04-01-03 “Charges to External Parties for Engineering, Construction and Works Maintenance Activities”.

**FINANCIAL IMPACT:** Not Applicable

**CONCLUSION:** For the reasons outlined in this report, the Corporate Policies and Procedures attached as Appendices 1 through 3 should be declared obsolete and removed from the Corporate Policies and Procedures manual.

**ATTACHMENTS:** Appendix 1: Corporate Policy and Procedure – Consideration of Major Policy Related Reports

- Appendix 2: Corporate Policy and Procedure - Public/Private Partnerships
- Appendix 3: Corporate Policy and Procedure - Charges to External Parties for Engineering, Construction and Works Maintenance Activities



---

Janice M. Baker, FCA  
City Manager and Chief Administrative Officer

*Prepared By: Pamela Shanks, Corporate Policy Analyst*

5c

# Corporate Policy and Procedure



Policy No.	Appendix 1
Page	02-01-06 1 of 2
Effective Date	2001 05 23
Supersedes	1990 02 12

TAB: MUNICIPAL GOVERNMENT

SECTION: COUNCIL AND COMMITTEES

SUBJECT: CONSIDERATION OF MAJOR POLICY-RELATED REPORTS

**POLICY STATEMENT** Members of Council are given an opportunity to review major policy-related reports before consideration by a Standing Committee.

**PURPOSE** Advance notice is given to allow members of Council to:

- make enquiries if interested in the status of reports;
- give adequate time to review and absorb the material; and
- ensure that comprehensive presentations of reports are not wasted due to lack of review time.

**SCOPE** This policy applies to all major policy-related reports prepared for consideration by Standing Committees of Council. The City Manager (or designate) is responsible for determining whether a policy-related report is considered “major”.

**PROCEDURE** Major policy-related reports are identified as such during agenda review. The report is then copied on blue paper, and is included on the appropriate committee agenda with a recommendation from the City Manager to defer presentation of the report until the following committee meeting. This deferral allows sufficient time for members of Council to review the report and obtain any necessary information or clarification from staff before consideration of the report by the Standing Committee. Consideration of the report includes a comprehensive presentation by staff and consultant(s), if applicable.

**REFERENCE:** GC-0310-2001 – 2001 05 23

# Corporate Policy and Procedure



Policy No. Appendix 1  
Page 02-01-06  
2 of 2  
Effective Date 2001 05 23  
Supersedes 1990 02 12

5d

---

LAST REVIEW DATE: April, 2006

CONTACT: For more information, contact the Office of the City Manager.

5e

# Corporate Policy and Procedure



Policy No. Appendix 2  
 Page 03-08-02  
 1 of 6  
 Effective Date 1996 11 27  
 Supersedes

TAB: CORPORATE ADMINISTRATION  
 SECTION: PROVISION OF SERVICES  
 SUBJECT: PUBLIC/PRIVATE PARTNERSHIPS

**POLICY STATEMENT** The City of Mississauga may provide services through partnerships with private-sector organizations.

**PURPOSE** A partnership occurs when two or more parties agree to share in the risks, rewards and responsibilities of a project. The City enters into partnerships with private sector service providers to increase efficiency in the provision of existing services, to provide new services in an effective and economical manner, and to provide an enhanced level of service to the community which is above and beyond that which might be provided by either party separately.

Services can become more effective through such partnerships by:

- utilizing the expertise and experience of private sector service providers;
- enabling and encouraging creative approaches to the provision of services;
- realizing cost efficiencies (such as generation of new revenues and utilization of private-sector funding).

It must be recognized that all partnerships will be different, and will have unique challenges and benefits. This policy provides staff with guidance in addressing key issues which must be considered when considering a partnership proposal, recognizing that it is not possible to anticipate every issue that may arise.

**KEY STAFF** When considering a partnership proposal, the following key functional areas should be represented, led by the operating department:

# Corporate Policy and Procedure



Policy No. Appendix 2  
Page 03-08-02  
2 of 6  
Effective Date 1996 11 27  
Supersedes

5f

- finance
- purchasing
- real estate (as appropriate)
- risk management
- planning (as appropriate)

In addition, the services of legal staff, internal audit staff, and outside consultants may be utilized as appropriate for their specific expertise. The roles and accountabilities of each member of the team, including any outside consultants, must be defined in a project plan.

## STAFF OBJECTIVES

The primary objective of staff is to define and manage both the risks and benefits of the proposed partnership. Proposals must be reviewed carefully, to ensure that:

- the business case for the project clearly identifies the City's costs and benefits of the project and supports the City's participation;
- the project is feasible;
- standards (service level and quality) are appropriate for the Corporation and the community, and can be met;
- the accountabilities/responsibilities/obligations of all partners are appropriate, and are clearly defined;
- the private-sector partner(s) is financially able to meet its obligations;
- all partners share a common vision for the project.

Staff must also ensure that key stakeholders, including affected City staff, are consulted appropriately and that the selection process is fair, equitable, and objective. In this regard, staff working on a proposal must be required to sign a conflict of interest disclosure, and a statement regarding protection of confidential information. In addition, potential partners must be required to disclose any possible conflicts of interest (such as relatives working for the City).

5g

# Corporate Policy and Procedure



Policy No. Appendix 2  
Page 03-08-02  
3 of 6  
Effective Date 1996 11 27  
Supersedes

---

## KEY PROCESS STEPS

Key process steps are outlined below. (Note: These steps assume a competitive bid process. If sole-sourcing is appropriate, steps 8 through 11 may be omitted.)

### Step 1

#### Preliminary Assessment:

- Determine the scope, budget, and objectives.
- Identify key stakeholders.
- Review service levels.
- Complete rough analyses of cost/benefits; risk.
- Complete a needs assessment.
- Determine feasibility of the project.

### Step 2

#### Leadership Team Approval:

- Obtain Leadership Team (LT) endorsement to proceed with business case.

### Step 3

#### Develop Business Case:

- Refine preliminary assessment.
- Identify all costs, including staff costs and the costs of external consultants.
- Ensure that analysis of cost/benefits and risks vs. opportunities; sources of key information; assumptions; etc. are clearly documented.

### Step 4

#### Obtain Council endorsement to proceed:

- Report to Council to indicate whether staff are aware at this point of any relevant by-laws/policies/procedures which cannot be complied with, and explain reason compliance is not possible.

### Step 5

#### Assign a Project Team:

- Project Leader should be a representative of the operating department.
- All key players should be represented on the team.

# Corporate Policy and Procedure



Policy No. Appendix 2  
Page 03-08-02  
4 of 6  
Effective Date 1996 11 27  
Supersedes

5h

- 
- Step 6                      Develop project objectives and project plan:
- What is the desired result?
  - What is the City offering to the partnership?
  - What are the City's "must haves"?
  - Who pays for what (including cost of evaluating partnership)?
- Step 7                      Identify interested and qualified parties:
- Establish evaluation criteria.
  - Issue "Expression of Interest" document and/or "Request for Qualifications" (including evaluation criteria) to determine:
    - what the partner will offer to the City;
    - what the partner expects of the City;
    - general approach to project;
    - team composition, key personnel, and their roles and responsibilities;
    - management and organization of project;
    - financial stability of organization.
- Step 8                      Evaluate qualifications of interested parties (Pre-qualify):
- Pre-determine evaluation team (includes purchasing and finance functions and may include citizen participants).
  - Evaluation based on pre-determined criteria.
- Step 9                      Solicit Proposals:
- Develop Request for Proposal (RFP) and issue to all parties who pre-qualified.
  - RFP includes detailed information and requirements.
  - Make any major amendments necessary and distribute to all proponents in the form of an addendum to the RFP.
- Step 10                     Preliminary evaluation of proposals:
- Reject incomplete proposals.
  - Develop questions necessary to fully understand proposal.
  - Meet with bidders (allow presentations, Q&A from both

5i

# Corporate Policy and Procedure



Policy No. Appendix 2  
Page 03-08-02  
5 of 6  
Effective Date 1996 11 27  
Supersedes

sides).

- Step 11 Comprehensive evaluation of proposals:
- Rank proposals on pre-determined criteria.
  - Evaluation team to include purchasing and finance functions, as well as real estate, planning, external consultants, etc. as appropriate.
- Step 12 Obtain Council approval of selected proponent:
- Report to Council must confirm that all relevant policies/procedures were complied with, or explain reason compliance is not possible.
- Step 13 Negotiate partnership agreement:
- Negotiating team includes purchasing, legal, and finance functions, as well as real estate, external consultants, etc. as appropriate.
  - If major issues can't be resolved, terminate negotiations and decide whether to look at other proposals.
- Step 14 Council passes by-law authorizing execution of the agreement.
- Step 15 Implementation:
- Develop implementation plan.
- Step 16 Monitor agreement:
- Agreement monitored for compliance throughout term.
  - Should be regular progress reports, signed-off by all partners.
- REFERENCE: GC-678-96 - 1996 11 27  
Revised 97 06 12 (Housekeeping)
- LAST REVIEW DATE: April, 2006 (Housekeeping amendments)
- CONTACT: For more information, contact Management Consulting, City

# **Corporate Policy and Procedure**



Policy No. Appendix 2  
Page 03-08-02  
6 of 6  
Effective Date 1996 11 27  
Supersedes

5j

---

Manager's Office.

5K

# Corporate Policy and Procedure



Policy No. Appendix 3  
Page 04-01-03  
1 of 5  
Effective Date 1998 06 24  
Supersedes

---

TAB: FINANCE AND ACCOUNTING  
SECTION: FEES AND OTHER REVENUE  
SUBJECT: CHARGES TO EXTERNAL PARTIES FOR ENGINEERING,  
CONSTRUCTION AND WORKS MAINTENANCE  
ACTIVITIES

---

**POLICY STATEMENT** Charges, which include the direct cost of works performed either by City forces or by contractors working on behalf of the City, plus an administration fee, are invoiced to external parties for engineering, construction and works maintenance activities undertaken on their behalf.

**PURPOSE** This policy establishes the basis for determining the costs of works performed and for assessing an appropriate administration fee.

**SCOPE** This policy applies to engineering, construction and works maintenance activities undertaken by the Transportation and Works Department on behalf of external parties.

External parties include but are not limited to the Region of Peel, Ministry of Transportation Ontario (MTO), public utilities, developers and private interests related to insurance claims and conditions of development. Other City departments are not considered "external parties" for the purposes of this policy.

With respect to works for developers, this policy covers only those jobs performed at the specific request of developers, usually completed via the City's repair or rehabilitation contracts. Other charges to developers such as engineering fees, contributions for future works and development charges are not covered. Charges to developers for completion of outstanding deficiencies are covered by Corporate Policy and Procedure -

# Corporate Policy and Procedure



Policy No. Appendix 3  
 Page 04-01-03  
 2 of 5  
 Effective Date 1998 06 24  
 Supersedes

51

Charges to Developers for Completion of Outstanding Developer Obligations.

## Capital Works Activities

Capital Works activities managed on behalf of external parties may include all or some of the following in conjunction with the construction of roads, bridges, sewers and watercourse works:

- project management;
- design;
- survey;
- inspection; and
- materials testing.

## Works Maintenance Activities

Typical works maintenance jobs performed on behalf of external parties are as follows:

- final asphalt, concrete and sod restoration works related to utility work and development works;
- turning lanes, island extensions, sidewalks, driveway entrances and road modifications for developers;
- signing and pavement marking for developers;
- railway crossing restoration work;
- newspaper pad installation; and
- traffic signal modifications for developers.

## CHARGES

Charges are levied for the services performed and include direct costs (labour, materials and equipment costs) as well as an administration fee.

## Direct Costs

Direct costs are established at the following rates:

Description	Rate
<i>Works undertaken by Contractors</i>	
Contractor Costs	contract price (including labour, materials, and equipment) plus all applicable taxes, excluding GST

5m

# Corporate Policy and Procedure



Policy No. Appendix 3  
 Page 04-01-03  
 3 of 5  
 Effective Date 1998 06 24  
 Supersedes

<i>Works undertaken by City staff</i>	
Works Labour	hours x rate (regular or overtime) plus 35% to cover benefits, including vacation and sick time
Equipment	hours x rate plus all applicable taxes, excluding GST
Materials	cost plus all applicable taxes, excluding GST

## Administration Fee

An administration fee is applied to compensate the City for indirect costs incurred in the capital construction of the project or works maintenance functions, which may include some or all of the following, but are not limited to:

- preparing and tendering the project;
- functional and detailed design;
- surveying and inspection for works maintenance activities;
- reinstatement of disturbed areas; and
- overall project management including City support functions such as invoicing and associated paperwork.

The administration fee is calculated as a percentage of the gross cost of the work, including applicable taxes, as follows:

- Region of Peel administration fee:
  - By reciprocal agreement with the Region of Peel, an administration fee of 6% is charged on projects of \$100,000 or more, and 8% on projects under \$100,000.
- MTO administration fee:
  - Work undertaken in conjunction with the MTO on behalf of the Province of Ontario is the subject of individual negotiations and may include a different administration fee not to exceed 10%. Negotiated fees shall be documented and placed in the project file for reference during contract administration and any subsequent project

# Corporate Policy and Procedure



Policy No. Appendix 3  
 Page 04-01-03  
 4 of 5  
 Effective Date 1998 06 24  
 Supersedes

5n

audit.

- Administration fee for all others:
  - The standard administration fee charged to all other external parties is 10%.

## Reduction of Administration Fee

Notwithstanding any of the above, on a project-specific basis, it may be appropriate to reduce the administration fee. This may occur only in circumstances where it is warranted, such as when City staff will not be required to complete all of the necessary functions. Justification for the reduction is to be documented, approved by signature, and placed in the project file. For a reduction of \$50,000 or more, the signature of the Commissioner of Transportation and Works is required. For a reduction under \$50,000, the signature of the responsible Director is required.

## Summary of Fees

Fees for works undertaken by contractors or by City staff are:

Client	Direct Cost	Admin Fee	GST
Region of Peel – \$100,000 or more	Yes	6%	No
Region of Peel – under \$100,000	Yes	8%	No
MTO	Yes	up to 10%, as negotiated	Yes <sup>1</sup>
All Other Outside Agencies (Enersource, Consumer's Gas, Rogers Cable, Boards of Education, Insurance Companies, etc.) and Individuals	Yes	10%	Yes <sup>2</sup>

<sup>1</sup> GST is not applicable if an exemption certificate has been provided

<sup>2</sup> GST is not applicable where repairs to, or replacement of, damaged property restores it to its initial state.

## INVOICING

Charges to external parties are invoiced. All invoices issued to external parties are to contain a separate reference to the administration fee percentage charged as well as the actual

50

# Corporate Policy and Procedure



Policy No. Appendix 3  
Page 04-01-03  
5 of 5  
Effective Date 1998 06 24  
Supersedes

dollar amount.

Corporate Finance is responsible for preparing the invoices for charges to external parties. Requests for Invoice for capital progress payments are prepared by Corporate Finance and approved by the Director of Finance or designate. All other Requests for Invoice are approved by the Director or designate responsible for the works. It is the responsibility of the person approving the Request for Invoice to ensure that appropriate fees are charged in accordance with this policy.

- REFERENCE: GC-441-98 - 1998 06 24
- LAST REVIEW DATE: September, 2006 (inclusion of "MTO" and "individuals" re: Summary of Fees)
- CONTACT: For more information, contact the Engineering and Works Division, Transportation and Works Department.

REPORT 1-2011

GENERAL COMMITTEE

JAN 11 2012

TO: CHAIR AND MEMBERS OF GENERAL COMMITTEE

The Governance Committee presents its first report for 2011 and recommends:

GOV-0001-2011

That Councillor Jim Tovey, Ward 1, be appointed as Chair of the Governance Committee for a term of office to November 30, 2014, or until a successor is appointed.

(GOV-0001-2011)

GOV-0002-2011

That Councillor Pat Saito, Ward 9, be appointed as Vice – Chair of the Governance Committee for a term of office to November 30, 2014, or until a successor is appointed.

(GOV-0002-2011)