



Corporate Report

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7.

DATE: April 17, 2012

TO: Chair and Members of General Committee
Meeting Date: May 2, 2012

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

SUBJECT: **8-80's Grant for Streetsville Main Street Square – Placemaking
(Ward 11)**

GENERAL COMMITTEE

MAY 02 2012

- RECOMMENDATION:**
1. That the Streetsville Main Street Square project (PN12-331) be established by transferring \$60,000 of allocated Ward 11 funding for this project from the 2009 Special Project Capital Reserve Fund (Account # 35574) to the project (PN12-331).
 2. That all necessary by-laws be enacted.

BACKGROUND: One of eight 8-80's Cities "Make a Place for People" 2012 Grants was awarded to the City of Mississauga for a Streetsville Square Placemaking Project. The 2009 Special Projects Capital Reserve Fund (Account # 35575) has funds allocated for a future Ward 11 project to improve the Cenotaph, site conditions and enhance the public's use of Streetsville Main Street Square.

Streetsville Square is located on Main Street west of Queen Street in Streetsville. This area is a popular meeting place and regularly hosts community events. Event organizers have expressed the need for improvements to the public space. The Cenotaph is located in the square and is the location of the annual Remembrance Day Ceremony.

Mayor McCallion, Councillor Carlson, and Todd Ladner of the Streetsville BIA, sent letters in support of obtaining the grant for the

project. Streetsville BIAs strategic plan identified improvement to the Square as a high priority

COMMENTS:

The 8-80's Cities "Make a Place for People" grant awarded to the City for Streetsville Square, aims to tap into the imagination of the diverse people who use a public space in order to create a vision and cultivate a culture of community participation in the space. By developing a community-led plan for the site, The Make a Place for People's goal is to develop a vibrant public space that encourages physical activity and promotes mental health while contributing to more sustainable and people friendly communities.

The grant process funds five distinct phases of public engagement:

1. **Participatory Planning** with the City of Mississauga as the local project partner to identify stakeholders to be engaged in the project.
2. **Site Assessments** of the existing site, including both 'hardware' (physical infrastructure) and 'software' (uses, activities, and management).
3. **Community conversations and engagement** with diverse stakeholders through workshops, focus groups, online learning, site tours, and place evaluations/assessments. There will be a specific focus on event organizers, BIA, youth engagement and engagement of vulnerable groups including older adults, newcomers, women and low income persons.
4. **Data** collection and analysis to inform the creation of a community vision for the site.
5. **Reporting and action planning** that synthesizes the data collected and assembles it into a palatable and user-friendly format including eye-catching renderings that reflect the community's vision of the space.

STRATEGIC PLAN:

This project aligns with the "Completing our Neighbourhoods" Strategic Pillar (Connect).

FINANCIAL IMPACT: Funds for this project were allocated to Ward 11 and are held in the 2009 Special Projects Capital Reserve Fund established by Council on April 22, 2009. The \$60,000 requested from this reserve will be used for preliminary site investigation, site surveys, structural review of the cenotaph, professional services and concept drawing.

8-80 Cities “Make a Place for People” grant provides the City with \$25,000 of in kind services.

The cost of recommended improvements to the Square will be considered through the capital budget approval process once the recommended scope of work is known. Other grants and funding opportunities will be also be explored.

CONCLUSION: A public engagement process with the aid of the consulting group 8-80’s Cities, scheduled for fall of 2012, will collect ideas on how to create a more vibrant and functional public space to inform design. The scope of work, detail design and improvements to the Square will be costed and considered through the capital budget approval process. Improvements to the Streetsville Square will allow for expanded programming options, improved access for the public, enhance opportunities for the community to gather, align with the local BIA strategic plan priorities as well as a contribute to a strong village economy.

ATTACHMENTS: Appendix 1: Site Location - Streetsville Main Street Square

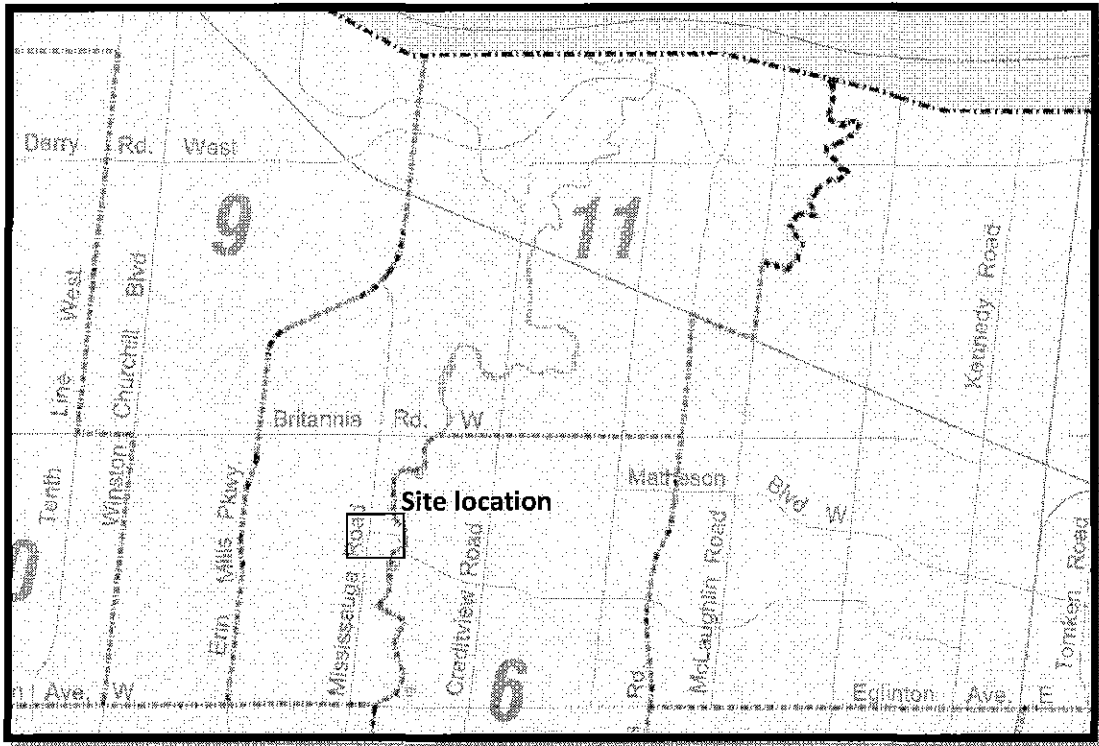


Paul A. Mitcham, P. Eng., MBA
Commissioner of Community Services

*Prepared By: Laura Piette, Director,
Parks and Forestry*

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Site Location: Ward 11



Site Location Detail





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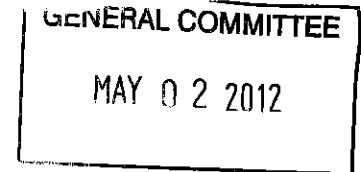
8.

DATE: May 4, 2012

TO: Chair and Members of General Committee
Meeting Date: May 16, 2012

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

SUBJECT: **Funding Request for Parkland Dedication Credit Compensation
T-M11005
Argo Park Developments Corporation
(Ward 10)**



- RECOMMENDATION:**
1. That PN 12-330, Parkland Over-Dedication Compensation, be established with a gross and net budget of \$2,550,000 in order to compensate the developer for the over-dedication of parkland resulting from the registration of application T-M11005, and that funds of \$2,550,000 be allocated from the Cash-in-Lieu of Parkland Dedication Reserve Fund (Account 32121) into the Parkland Over-Dedication Compensation project (PN 12-330).
 2. That all necessary by-laws be enacted.

BACKGROUND: Through the registration of the plan of subdivision filed by the Argo Park Developments Corporation under file T-M11005, a parkland over-dedication payment will be required, as the parkland dedication exceeds the parkland dedication requirements outlined in the *Planning Act*. The parkland dedication requirement for this subdivision application is 1.59 ha (3.93 ac), which will be fulfilled by the dedication of two blocks of land having a total area of 2.40 ha (5.93 ac) (see Appendix 1). Block 315 will serve as a 0.51 ha (1.26 ac) addition to the existing McCracken Community Park. Block 316 has been identified as part of the City's Natural Areas System and will serve as a 1.89 ha (4.67 ac) addition to the existing City owned woodlot identified as P-403. The resulting

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parkland dedication credit will be for 0.81 ha (2.00 ac) of land, and is calculated based on land value rates reviewed and assessed by Realty Services. The compensation to the developer will be approximately \$2,400,000.

COMMENTS: Compensation for the owing parkland dedication credit will be made upon registration of application T-M11005.

STRATEGIC PLAN: Acquisition of the woodlot achieves and advances the following Living Green Strategic Goal: "*Conserve, Enhance, and Connect Natural Environments – to be responsible stewards of the land by conserving, enhancing and connecting natural environments.*" Further, the acquisition achieves and advances the following Strategic Action: "*Pro-actively acquire/and or enhance and restore the Natural Areas System.*"

FINANCIAL IMPACT: Funding in the amount of \$2,550,000 is requested to be transferred to PN 12-330 to cover compensating the developer for the owing parkland dedication credit, associated taxes, administration fees and staff chargebacks. The Cash-in-Lieu of Parkland Dedication Reserve Fund (Account 32121) has sufficient funds to cover this transfer. The 2012-2021 Capital Budget and Forecast as approved by Council includes this parkland over-dedication compensation payment in 2013. This report seeks to advance the proposed funding into 2012, to coincide with the anticipated timing of the subdivision registration.

CONCLUSION: Upon registration of subdivision application T-M11005, the developer is to be compensated for the owing parkland dedication credit.

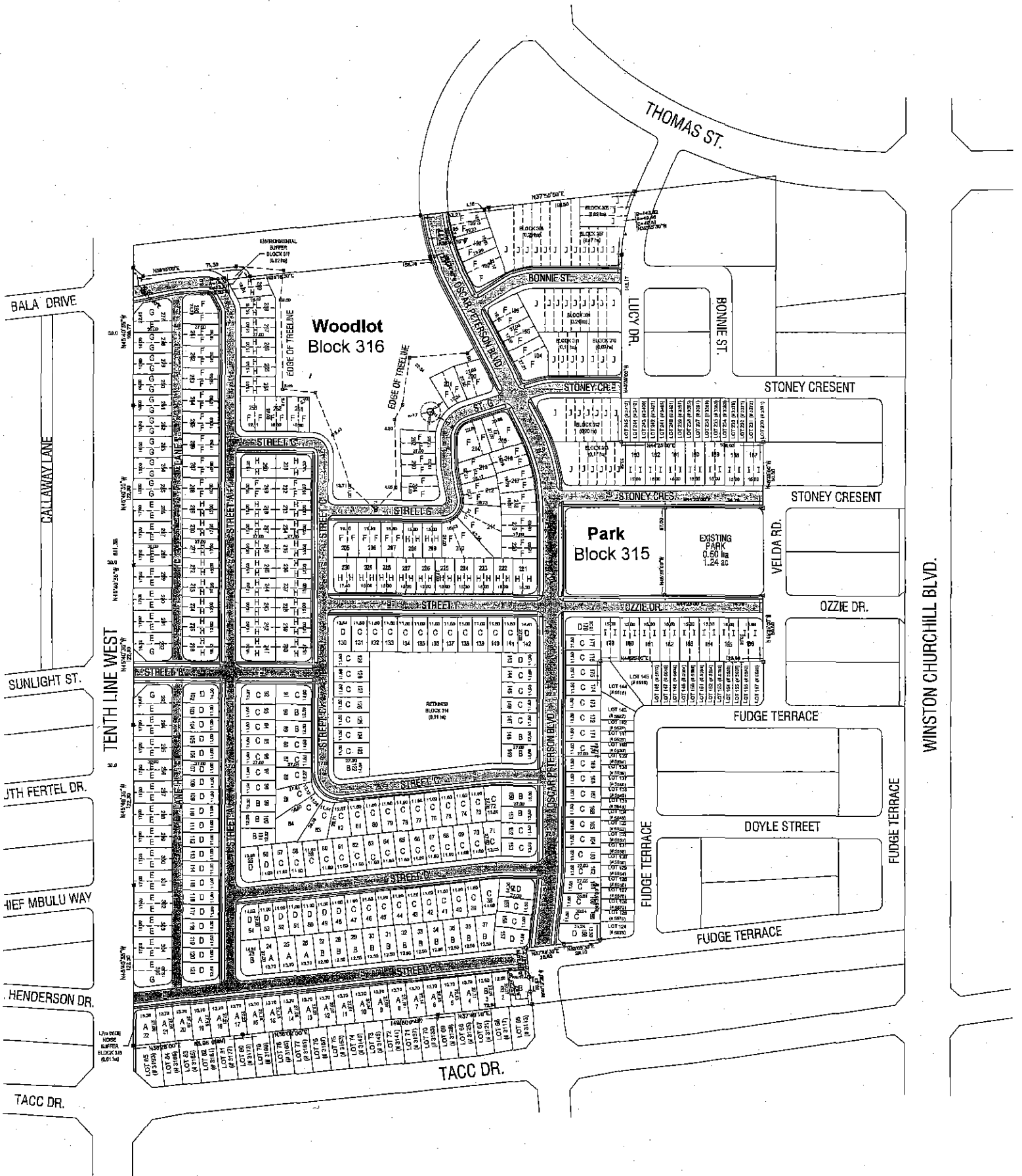
ATTACHMENT: Appendix 1: Argo Park Draft Plan of Subdivision



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

Prepared By: Katherine Mahoney, Planner

DRAFT PLAN OF SUBDIVISION





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9.

DATE: April 18, 2012

TO: Chair and Members of General Committee
Meeting Date: May 2, 2012

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

SUBJECT: **Temporary Borrowing By-law**

GENERAL COMMITTEE
MAY 02 2012

RECOMMENDATION: That a Temporary Borrowing By-law that delegates authority to the Treasurer to authorize the temporary borrowing of monies, as required, in any given year, until taxes and other revenues are collected, be enacted and Temporary Borrowing By-law 0052-2003 be repealed.

BACKGROUND: Temporary borrowing by a municipality is authorized by Section 407 of the *Municipal Act, 2001*, as amended. *Section 407 (1) of the Municipal Act* states:

“At any time during a fiscal year, a municipality may authorize temporary borrowing, until the taxes are collected and other revenues are received, of the amounts that the municipality considers necessary to meet the expenses of the municipality for the year, and of the amounts, whether or not they are expenses for the year, that the municipality requires in the year for:

- (a) reserve, sinking and retirement funds;
 - (b) principal and interest due on any debt of the municipality;
 - (c) school purposes;
 - (d) other purposes the municipality is required by law to provide for;
- and,

(e) the amount of principal and interest payable by a person or municipality primarily liable for a debt, if the municipality has guaranteed the debt and the debt is in default.”

The amount that can be borrowed is limited to:

- 50% of the estimated revenues for the first 3 quarters of the year, plus
- 25% of the estimated revenues for the final quarter of the year, as set out in any previous year’s budget.

The use of temporary borrowing is a common and efficient cash management tool. The City’s existing Temporary Borrowing By-law, No. 0052-2003, was enacted prior to the amendment to Section 407 of the *Municipal Act*, which allows municipalities to use temporary borrowing to temporarily finance capital expenditures. Previously, municipalities could use temporary borrowing only to cover operating expenses. The City’s existing Temporary Borrowing by-law does not authorize the use of temporary borrowing to finance capital expenditures.

In the past, the City has not required the regular use of any form of temporary borrowing. However, once the City adopts the use of debenture financing for capital projects, it may be fiscally prudent, or necessary, for the City to rely on short term borrowing, in advance of the issuance of fixed rate long term debentures. An updated Temporary Borrowing by-law is required that permits temporary borrowing to finance capital expenditures, as now authorized by the amended Section 407 of the *Municipal Act*.

COMMENTS:

As identified in the City’s Debt Policy, it is more cost effective to use low short term financing to temporarily bridge finance capital and/or operating expenses, pending cash receipt of taxes, other revenues or debenture proceeds. This allows the City to retain higher yielding Reserve and Reserve Fund investments for as long as possible, thus maximizing total investment income to the City.

The new Temporary Borrowing By-law reflects the amended Section 407 of the *Municipal Act, 2001*, by authorizing the use of temporary

borrowing for temporarily financing both operational expenses and capital expenditures, pending cash receipt of taxes, other revenues or debenture proceeds.

FINANCIAL IMPACT: The reliance on temporary borrowing as a cash management practice for bridge financing to fixed rate debenture issuance is an efficient revenue generating / cost saving exercise. The City will experience lower net borrowing costs than fixed rate borrowing, and higher investment revenues through longer investment retention, by using temporary borrowing, than it otherwise would.

CONCLUSION: Replacement of the existing temporary borrowing by-law, to enable temporary borrowing to bridge finance capital expenses, reflects the Guiding Principles outlined in the City's Debt Policy by providing a financially cost efficient cash management tool.



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

Prepared By: Mark Waugh, Investment Portfolio Manager



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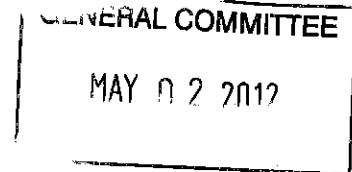
10.

DATE: April 19, 2012

TO: Chair and Members of General Committee
Meeting Date: May 2, 2012

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

SUBJECT: **Capital Works in Progress Status Review,
as at December 31, 2011 and Adjustments**



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- RECOMMENDATION:**
1. That the status of the Capital Works-in-Progress and required adjustments as outlined in the report dated April 19, 2012 from the Commissioner of Corporate Services and Treasurer, including Appendices 1 to 4, be approved.
 2. That the necessary by-laws be enacted.

BACKGROUND: The Finance Division of the Corporate Services Department periodically provides Council with a review of the status of capital projects as required in accordance with the Reserve and Reserve Fund and Budget Control By-laws. These by-laws require that Council approve any changes related to the Reserve Funds as well as projects to be closed or those which require funding adjustments.

COMMENTS: This report summarizes the status of the City's ongoing capital program as at December 31, 2011. Department staff has reviewed each of their projects. Significant project variances are highlighted and a Summary of Capital Works-In-Progress is shown in Appendix 1. Approved net City costs total \$1,042.5 million and the recommended revised net City cost totals \$1,020.3 million. A total of 154 projects with a budget of \$118.6 million are being closed and

\$16.8 million is being returned to reserves or 14% of the budget as detailed in Appendix 2. There are 28 open projects that require funding adjustments as outlined in Appendix 3 and are returning a net \$5.4 million to reserves. Appendix 4 lists four projects that are being combined that have no net financial impact as well as three projects that require changes to their sources of funding with no net capital impact. The result of all budget adjustments, transfers and project closures is a return of funds to the reserve funds of approximately \$22.2 million.

Composition of Funding Adjustments (\$M)		
Appendix 2	Projects Completed And To Be Closed	(16.8)
Appendix 3	Open Projects Requiring Funding Adjustments	(5.4)
Appendix 4	Project Adjustments With No Net Capital Impact	0.0
	Net Funds Returned	(22.2)

Net funds of \$22.2 million are being returned to the following reserves of which some may be re-budgeted in future years:

- \$12.0 million to development charges reserve funds;
- \$9.6 million to tax based reserve funds; and
- \$0.6 thousand to transit specialty reserve funds.

Staff continually review projects and confirm the funding requirements and the need for each project. Projects that are three years or older and have unspent funds which are not allocated for project completion may be re-prioritized within the budget process. City staff are closely evaluating older projects and returning unspent funds to reduce the amount of capital funds that are needed to be borrowed for future projects.

Project Highlights

The following are highlights of completed projects that are being closed. Further details are provided in Appendix 2:

Road works of \$36.4 million from various projects were completed. This included the Road Rehabilitation projects (PN05-100 and PN 07-100), Mavis Road – Eglinton to Matheson (PN07-109) and the Resurfacing & Expanded Asphalt Reclamation project (PN08-124).

Eight growth buses and thirty five replacement buses were purchased under the Transit Bus Acquisition projects (PN11-201 and PN11-201) for a total cost of \$18.3 million.

The Civic Centre and Central Library Parking Garage Renovations (PN09-070) were completed along with the purchase of the Paid Parking Equipment (PN09-010).

A variety of Storm Water projects were finished across the City. These included the Cooksville Creek Culvert Enlargement – Lakeshore Road East (PN05-132) as well as the Retrofit Quenippenon Storm Water Management (SWM) Pond #3901-Eglinton Ave and Erin Mills Parkway (PN05-142).

Leslie Log Cabin (Pinchin Farm) (PN09-380) officially opened in May 2011.

Various energy audit recommendations were implemented through the Facility Services- Energy Management program. Projects included the installation of a solar water heating system at Huron Park Community Centre (PN09-734) as well as the installation of various energy retrofits at City facilities (PN09-736).

Pathway Lighting Maintenance (PN08-774 and PN09-730) was completed in various community parks throughout the City.

Projects which require budget adjustments are detailed in Appendix 3. Highlights are outlined below.

Burnhamthorpe Road Interim Rehabilitation - Arista Way to Mavis Road (PN11-102) is returning tax funding in the amount of \$3.0 million. The scope of the project has been reduced as road resurfacing and a landscaped centre median construction work have

been eliminated. Work will be focused on safety improvements at some intersections and construction of an interim multi use trail on the north side of Burnhamthorpe.

Land Acquisition – Jannock Britannia Storm Water Management Facility #4604 (PN07-133) and Construction – Jannock Britannia Storm Water Management Facility #4604 (PN07-144) are returning a combined funding amount of \$2.9 million. The projects are being closed as they were completed by the developer and a Development Charges credit was granted to the developer.

Sawmill Creek Storm Water Management #5804 Land Acquisition-combined with Hwy 403 project (PN05-139) is returning \$1.6 million. Funding was established for the possible purchase of lands from the MTO to construct the Ridgeway Storm Water Management facility expansion south of Hwy 403. The project is being closed as the City was not required to purchase the lands. Sawmill Creek Storm Water Management #5804 Construction-combined with MTO project (PN05-143) is returning \$0.9 million. Funding was established in this project for the construction of the Storm Water Management facility expansion south of Hwy 403. The project is being closed as expenditures for the construction of this pond were charged to the Ridgeway Drive-Unity Drive North Limit of HEPC project (PN08-115) as part of the Ridgeway Drive overpass project which is funded through DCA- City Wide Engineering. Actual pond construction costs totalled \$1.2 million which will be funded through DCA Storm Water. A funding adjustment is required to return \$1.2 million to DCA –City Wide Engineering and request the same amount from the DCA-Storm reserve fund. Construction costs exceeded the original budget for the pond primarily as a result of the relocation of the MTO's Advanced Traffic Management System found on site which conflicted with excavation and construction.

Meadowvale Business Park District – Remaining Channel & Culvert Works (PN10-143) and Retrofit Arch Storm Water Management Pond #5401 (PN11-144) are returning combined funding in the amount of \$2.0 million. The projects are being closed and will be re-budgeted in future years. The Meadowvale Business Park will be re-budgeted when Prologis Meadowvale Phase II moves forward and the Storm Water Management Pond is now programmed beyond the 10-year forecast due to lowered priority.

Several Storm Water projects have been re-prioritized and are being closed and re-budgeted beyond the 10 year forecast. Cooksville Creek Crossing Improvement projects -Mississauga Valley Blvd (PN11-136), CN Rail (PN11-137), CP Rail (PN11-138), and Queensway (PN11-139) are returning total funds of \$1.2 million of which the majority is tax funding.

Meadowvale Business Park District - Central Watercourse (PN08-135) is returning funding in the amount of \$1.5 million. Project costs were lower than original budget estimates which included over \$1.0 million to cover the potential cost of building a track diversion to accommodate the new culvert under the Canadian Pacific Rail (CPR) tracks. The City and its consultant were successful in obtaining approval from CPR to install the culvert by an open-cut of the tracks, which deleted the need for the track diversion.

Noise Wall Program (PN08-161) is returning funding in the amount of \$0.7 million. Funding in this project and Noise Wall Program (PN09-161) were to be used for noise walls along Rathburn Road. This project is being closed as expenditures for the noise walls were covered in the Noise Wall Program (PN09-161), project which had sufficient funding for the work. Project costs were lower than preliminary budget estimates and savings are a result of favourable contract tender pricing.

Lakeshore Road East Bridge over Etobicoke Creek (PN08-158) is requesting additional funding in the amount of \$0.5 million. Toronto is the proponent for this project and funding in this project represents the City's contribution. This project has been on hold for several years pending resolution of issues surrounding the trail/pathway on the east side of the creek. The consultant, SNC-Lavalin Inc. has prepared a new estimate for the work and the revised budget amount will cover the City's portion of design, construction and construction administration. The increase in cost is due to project delay. The project is scheduled to commence in the fall of 2012.

Housekeeping:

In 2009, the City received funding of almost \$25 million in a one - time grant from the Investment in Ontario Act (IOA). Funds were distributed amongst five capital projects and the City has since reported to the province how the funds have been used on a yearly basis and will continue to do so until its depletion. To expedite this

process, the remaining funds and all interest will be amalgamated into the Fire Training and Mechanical Centre project (PN08-250) in order to utilize the remaining balance in the 2012 calendar. Capital Reserve Funding of \$3 million will be replaced with the remaining IOA funding with no net changes to the project.

Future Outlook

During the 2012 Budget process, staff identified that the ten year tax supported capital forecast of \$1.1 billion would require an annual combined infrastructure and debt financing levy of 2.7%, for each of the next ten years. Recognizing that this would put significant pressure on future Operating Budgets, staff recommended an infrastructure and debt financing levy of 2% for 2012, and each of the next ten years. Council approved the 2% for 2012. Forecast debt financing over the next ten years is at approximately \$450 million.

Staff identified in the Budget presentations that in order to limit the infrastructure and debt financing levy to 2% a year, the tax funded capital program would need to be reduced by \$315 million over ten years. Over the next four years, the reduction required is \$150 million. If these reductions are not made then an infrastructure and debt financing tax increase of more than 2% will be required. If Council only supports a 1% infrastructure levy tax increase for future years the capital program will have to be reduced even more substantially.

	Infrastructure/ Debt Levy Average per year	10 Year Capital (\$M)	10 Year Reduction	4 Year Reduction (2013-2016)
Required to Support Capital Program	2.7%	\$1,131.8	\$0.0	\$0.0
Proposed to Support Capital Program	2%	\$816.8	(\$315.0)	(\$150.0)
Impact of Tax Levy Support Reduction	1%	\$612.4	(\$519.4)	(\$240.7)

City staff are currently prioritizing capital projects to determine the specific program that is affordable in the tax funded capital program with a 2% infrastructure levy.

In addition to the pressures on the tax capital program, development charge revenues have declined in recent years due to the slowdown in growth. City staff are forecasting a decline in development charge revenue of approximately \$20 million a year from previous forecasts going forward. The previous annual forecast revenues of approximately \$46 million from 2012 to 2021 will be reduced to approximately \$25 million a year. This will require the delay of a number of capital projects that were to be funded from Development Charges. Projects will be prioritized based on the new revenue forecast for Council's consideration as part of the upcoming budget

FINANCIAL IMPACT: At December 31, 2011, there were 830 approved and open capital projects/programs, for a combined net City cost of \$1,042.5 million. Incorporating the recommendations in this report, the revised net City cost is \$1,020.3 million. The City is closing 154 projects with a budget of \$118.6 million which were completed under budget and returning \$16.8 million. There are 28 projects that are still open and require funding adjustments which are returning an additional \$5.4 million. A total of \$22.2 million is being returned. City staff are more aggressively evaluating older projects and returning unspent funds to reduce the amount of capital funds that are needed to be borrowed for future projects.

To date, a total of \$634.0 million, or 62.1% of the revised total capital program budget has been spent. Once recommended closures are approved 676 open projects/programs will remain with \$386.5 million unspent.

CONCLUSION: This report summarizes the status of the City's ongoing capital program as at December 31, 2011. The report recommends that the revised net capital program of approximately \$1,020.3 million and the associated adjustments be approved.

ATTACHMENTS:

- Appendix 1: Provides a summary of the status of capital projects as at December 31, 2011.
- Appendix 2: Lists the projects that are completed and recommended for closure.
- Appendix 3: List of open projects that require funding adjustments.
- Appendix 4: Lists the projects that require adjustments with no net capital impact.

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

Prepared By: Jim Cirello, Acting Manager, Financial Planning and Policy

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- ATTACHMENTS:**
- Appendix 1: Provides a summary of the status of capital projects as at December 31, 2011.
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 - Appendix 4: Lists the projects that require adjustments with no net capital impact.



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

Prepared By: Jim Cirello, Acting Manager, Financial Planning and Policy

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APPENDIX 1
SUMMARY OF CAPITAL WORKS-IN-PROGRESS
(Including projects/programs recommended for closure in Appendix 3&4)
As at December 31, 2011

	# of Active Projects/Programs	Revised Net City Cost (\$000)	Approved Net City Cost (\$000)	(Surplus) / Additional Funds Required (\$000)	Net Expenditures to Dec 31/11 (\$000)	Net Expenditures as a % of Revised Net City Cost	Balance of Net Expenditure to be Incurred (\$000)
Summary of All Projects/Programs *							
Community Services	228	223,550.3	223,306.6	243.7	165,335.6	74.0%	58,214.7
Corporate Services	149	70,529.8	72,848.7	(2,318.9)	40,994.9	58.1%	29,534.9
Transportation & Works	311	659,522.4	679,640.7	(20,118.3)	361,868.1	54.9%	297,654.3
City Manager's Office	2	1,380.0	1,380.0	0.0	546.4	39.6%	833.6
Planning and Building	1	100.0	100.0	0.0	0.0	0.0%	100.0
ISF Projects	133	53,211.5	53,211.5	0.0	53,211.5	100.0%	(0.0)
RInC Projects	6	12,000.0	12,000.0	0.0	12,000.0	100.0%	0.0
TOTAL CITY	830	1,020,294.0	1,042,487.5	(22,193.5)	633,956.5	62.1%	386,337.5
Summary of 2011 Projects/Programs							
Community Services	83	32,649.5	32,365.9	283.6	9,199.2	28.2%	23,450.3
Corporate Services	65	20,228.9	20,957.8	(728.9)	4,384.3	21.7%	15,844.6
Transportation & Works	75	85,236.6	91,370.7	(6,134.1)	40,079.9	47.0%	45,156.7
City Manager's Office	2	1,380.0	1,380.0	0.0	546.4	39.6%	833.6
Planning and Building	1	100.0	100.0	0.0	0.0	0.0%	100.0
TOTAL CITY - 2011	226	139,595.0	146,174.4	(6,579.4)	54,209.8	38.8%	85,385.2
Summary of 2010 Projects/Programs							
Community Services	51	14,036.5	14,258.5	(222.0)	10,363.8	73.8%	3,672.7
Corporate Services	44	18,547.6	19,452.8	(905.2)	9,136.0	49.3%	9,411.6
Transportation & Works	72	75,500.2	79,032.6	(3,532.4)	26,432.2	35.0%	49,068.0
TOTAL CITY - 2010	167	108,084.3	112,743.9	(4,659.6)	45,932.0	42.5%	62,152.3
Summary of 2009 Projects/Programs							
Community Services	54	49,144.4	49,235.7	(91.3)	33,552.6	68.3%	15,591.8
Corporate Services	27	21,353.3	21,731.8	(378.5)	19,389.6	90.8%	1,963.7
Transportation & Works	60	78,604.7	79,409.4	(804.7)	48,007.8	61.1%	30,596.9
ISF Projects	133	53,211.5	53,211.5	0.0	53,211.5	100.0%	(0.0)
RInC Projects	6	12,000.0	12,000.0	0.0	12,000.0	100.0%	0.0
TOTAL CITY - 2009	280	214,313.9	215,588.4	(1,274.5)	166,161.5	77.5%	48,152.4
Summary of 2008 and Prior Project/Programs							
Community Services	40	127,719.9	127,446.5	273.4	112,220.0	87.9%	15,499.9
Corporate Services	13	10,400.0	10,706.3	(306.3)	8,085.0	77.7%	2,315.0
Transportation & Works	104	420,180.9	429,828.0	(9,647.1)	247,348.2	58.9%	172,832.7
TOTAL CITY - 2008 & Prior	157	558,300.8	567,980.8	(9,680.0)	367,653.2	65.9%	190,647.6
* After recommended closures on Appendix 3, there will be 676 active projects/programs with a revised budget of \$918.7 million and \$386.5 million unspent.							

**APPENDIX 2
PROJECTS COMPLETED AND TO BE CLOSED**

PROJECT NUMBER	PROJECT NAME	STATUS	Revised Net Cost (\$000)	Approved Net Cost (\$000)	Additional/ (Surplus) Approval Required (\$000)	Funding Source
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COMMUNITY SERVICES

PN04-415	Streetscape Beautification Enhancements (Plant Materials) to Medians and Boulevards on Major City Streets- Various Streets	Developer obligations have been completed. Completion certificate of approval has been issued. Project to be closed and remaining funds to be returned.	422.1	447.1	(25.0)	Capital Reserve Fund/Tree Planting
PN08-251	Fire and Emergency Services Master Plan Review	Consideration being given to hiring a consultant for the implementation of some elements of the Master Plan. The project can be closed.	14.9	38.0	(23.1)	DCA-Fire
PN08-256	Fire Vehicles - Replacement	Project is completed and can be closed. Funds of \$45.9k to be returned.	2,448.1	2,494.0	(45.9)	Fire Vehicle and Equipment Replacement Reserve Fund
PN08-311	Senior Soccer Goal Posts - F489 and F490 - Erin Mills Development Corporation	Project complete. Request additional \$1.3k and Project to be closed.	26.3	25.0	1.3	DCA-Recreation
PN08-363	Lakeview Golf Course Green Renovation and Upgrade of Irrigation System	Project complete. Request \$1.1k and close the project.	145.1	144.0	1.1	Capital Reserve Fund
PN08-371	Tennis Court Maintenance - Various Locations	Project complete. Request \$2k and close the project.	284.0	282.0	2.0	Capital Reserve Fund
PN08-389	Water Services - Various Locations	Project complete. Request 2.1k and close the project.	83.1	81.0	2.1	Capital Reserve Fund
PN08-414	Streetscape Beautification	Duke of York Streetscape restoration tree guard replacement, street tree installations at Morguard property and City Centre Drive North work completed January 2012. Project to be closed and remaining fund of \$3.9k to be returned.	50.6	54.5	(3.9)	Capital Reserve Fund
PN08-415	Encroachments-Surveying and Removal	Project complete and all outstanding invoices paid. Request additional \$1.3k and close the project.	210.1	208.8	1.3	Capital Reserve Fund
PN08-422	Parks Vehicles and Equipment - Growth Related	All equipment purchases complete and outstanding invoices paid. Project to be closed.	200.0	200.0	0.0	DCA-Public Works / Capital Reserve Fund
PN09-260	Refurbish Fire Vehicles	Project is completed and can be closed. Funds of \$24.4k to be returned.	166.6	191.0	(24.4)	Fire Vehicle and Equipment Replacement Reserve Fund
PN09-263	VCOM Radio System - Component Upgrade	Due to new project PN11-263 "New VCOM Radio System", the system is being replaced with a new technology therefore, this project can be closed. Funds of \$61.1k to be returned.	48.9	110.0	(61.1)	Fire Vehicle and Equipment Replacement Reserve Fund
PN09-327	Park Redevelopment - Replacement of bridge (P049-04)-Applewood Hills	Project to be closed and remaining funds to be returned.	128.5	135.0	(6.5)	Capital Reserve Fund
PN09-371	Sports Field Maintenance - Tennis Court Maintenance	Project complete and to be closed. Remaining balance of \$1.2k to be returned.	60.8	62.0	(1.2)	Capital Reserve Fund
PN09-380	Leslie Log Cabin - site services - Pinchin Farm	Officially opened May 2011. Final deficiencies addressed. Project can be closed and \$4k in additional funding required.	504.1	500.1	4.0	Capital Reserve Fund

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PROJECTS COMPLETED AND TO BE CLOSED

PROJECT NUMBER	PROJECT NAME	STATUS	Revised Net Cost (\$000)	Approved Net Cost (\$000)	Additional/ (Surplus) Approval Required (\$000)	Funding Source
PN09-423	Parks Vehicles & Equipment - Growth	Attachments and trailer purchases complete and outstanding invoices paid.	200.1	200.0	0.1	DCA-Public Works / Capital Reserve Fund
PN09-441	Recreation and Parks Studies - Pricing strategy	Consultant work is now complete. Project to be closed and remaining fund of \$2.2k to be returned.	59.6	61.8	(2.2)	Capital Reserve Fund
PN10-253	Fire Accessory Equipment	Project is completed and can be closed. Funds of \$0.8k to be returned to the reserve.	145.2	146.0	(0.8)	Fire Vehicle and Equipment Replacement Reserve Fund
PN10-275	Library Programme Equip Replacement	Project complete. Project to be closed and returning funds of \$0.2k.	125.4	125.6	(0.2)	Capital Reserve Fund
PN10-402	Park Tree Planting	Project complete and all outstanding invoices paid. Project to be closed and remaining \$0.8k to be returned.	71.2	72.0	(0.8)	Capital Reserve Fund
PN10-403	Playground Trees	All playground tree replacements complete and outstanding invoices paid. Request additional \$2k and close the project.	17.5	15.5	2.0	Capital Reserve Fund
PN10-405	Woodland Management	Project complete and all outstanding invoices have been paid. Request additional \$0.2k and close the project.	59.2	59.0	0.2	Capital Reserve Fund
PN10-406	Woodland Hazardous Tree Mitigation	Project complete and all outstanding invoices paid. Project to be closed and remaining \$0.4k to be returned.	99.6	100.0	(0.4)	Capital Reserve Fund
PN10-421	Golf Cart Replacement Program	2 Accessible golf carts were purchased in July 2011. Remaining \$8K to be returned and project to be closed.	12.5	20.5	(8.0)	Capital Reserve Fund
PN10-424	Recreation Program Equipment	All equipment purchased. Project to be closed and remaining \$3.6k to be returned.	428.4	432.0	(3.6)	Cash in Lieu of Parkland Reserve Fund/Capital Reserve Fund
PN10-428	Various Comm Centres - Reno/Rehab	Project completed and to be closed. Remaining \$5.5k to be returned.	471.3	476.8	(5.5)	Cash in Lieu of Parkland Reserve Fund
PN10-490	Meadowvale Theatre Equipment	Project is complete and can be closed.	224.9	224.8	0.1	2009 Special Project Cap RF/Cad Fairview Meadowvale W Rec/Cad Fairview Meadowvale West/Amenities-Markborough
PN11-258	Personal protective equipment replacement	Project is completed and can be closed. Funds of \$2.5k to be returned.	47.5	50.0	(2.5)	Fire Vehicle and Equipment Replacement Reserve Fund
PN11-322	Stonewood Park - parking lot renovation	Project complete. Project to be closed. Remaining funds of \$17.1k to be returned.	20.4	37.5	(17.1)	Capital Reserve Fund

PROJECTS COMPLETED AND TO BE CLOSED

PROJECT NUMBER	PROJECT NAME	STATUS	Revised Net Cost (\$000)	Approved Net Cost (\$000)	Additional/ (Surplus) Approval Required (\$000)	Funding Source
PN11-330	Parkland Over Dedication Compensation	Project completed. Project to be closed and request additional funds of \$12.2k.	967.2	955.0	12.2	Cash in Lieu of Parkland Reserve Fund
PN11-413	Greenbelt Plantings	All greenbelt plantings complete and invoices paid. Project to be closed.	51.0	51.0	0.0	Capital Reserve Fund
PN11-420	BraeBen Golf Course - Equipment Replacement	All purchases complete. Project to be closed.	248.0	248.0	0.0	Capital Reserve Fund/Britannia Hills Golf Course Reserve Fund
PN11-496	Heritage furniture & equipment - replacement	\$2.5k to be transferred to Benares Endowment Fund to offset expenses paid for Benares DVD Project. Project can be closed and funds of \$0.5k to be returned.	15.0	18.0	(3.0)	Capital Reserve Fund/ Benares Endowment Fund
Total - Community Services			8,057.2	8,266.0	(208.8)	

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CORPORATE SERVICES

PN07-512	Application Upgrades	Project completed.	64.0	68.0	(4.0)	Capital Reserve Fund
PN07-514	Minor Projects	Project completed.	100.0	100.0	0.0	Capital Reserve Fund
PN08-529	Hansen Consulting Parks Management Work Order - 2008	Project Completed. Funds to be returned. Remaining amount not needed due to in-house expertise.	69.0	165.0	(96.0)	Capital Reserve Fund
PN08-641	Miscellaneous Equipment - Print Shop - 2008	Acquisition of miscellaneous equipment completed.	0.3	7.2	(6.9)	Capital Reserve Fund
PN08-774	2008 Pathway Lighting Maintenance - various locations	Pathway lighting maintenance in various community parks completed.	779.9	779.3	0.6	Capital Reserve Fund
PN09-506	SAP - Enterprise System Enhancements - 2009	Project completed.	250.0	250.0	0.0	Capital Reserve Fund
PN09-521	Servers Replacement - 2009	Project completed.	250.0	250.0	0.0	Capital Reserve Fund
PN09-541	Geographic Information System/Mapping Hardware - 2009	Project completed.	47.0	50.0	(3.0)	Capital Reserve Fund
PN09-542	Desktop Software Upgrade - 2009	Funds to be returned.	609.0	620.0	(11.0)	Capital Reserve Fund
PN09-640	Departmental Miscellaneous Equipment	Funds to be returned.	4.0	13.5	(9.5)	Capital Reserve Fund
PN09-641	Print Shop Miscellaneous Equipment	Project cancelled. Planned replacement of equipment deemed unnecessary. The current equipment remains in operation even after the estimated useful life.	8.7	17.0	(8.3)	Capital Reserve Fund

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PROJECT NUMBER	PROJECT NAME	STATUS	Revised Net Cost (\$000)	Approved Net Cost (\$000)	Additional (Surplus) Approval Required (\$000)	Funding Source
PN09-715, PN09716	2009 Life Cycle Maintenance - Electrical Systems	Civic Centre Elevator power control panel replacement and other electrical repairs completed.	1,030.7	1,034.8	(4.1)	Facilities Repair and Renovations Reserve Fund
PN09-727	2009 Life Cycle Maintenance - Inspections Closed	Asbestos inspections of 97 locations completed. Cost were lower than originally planned due to competitive pricing.	242.2	318.0	(75.8)	Facilities Repair and Renovations Reserve Fund
PN09-730	2009 Life Cycle Maintenance - Pathway Lighting	Pathway lighting maintenance in various community parks completed. Costs were marginally higher due to additional work required at several community parks as site conditions were poorer than expected.	875.9	863.9	12.0	Capital Reserve Fund
PN09-733	2009 Facility Services - Security	Implementation of various security apparatus at various locations completed. Savings of \$46.1k was due to reduced scope. Number of security apparatus planned for installation were reduced after the detailed design.	204.9	251.0	(46.1)	Facilities Repair and Renovations Reserve Fund
PN09-734- PN09-736	2009 Facility Services - Energy Management Closed	Implementation of energy audit recommendations at various locations and installation of solar water heating system at Huron Park Community Centre completed. Savings of \$203.7k was due to energy retrofits planned for the Malton and Clarkson community centres were deemed unnecessary as facilities redeveloped.	882.0	1,085.6	(203.6)	Facilities Repair and Renovations Reserve Fund
PN09-739- PN09-740	2009 Space Planning - Relocation and Office Accomodation	Various office accommodations projects completed.	4,782.7	4,790.4	(7.7)	Facilities Repair and Renovations Reserve Fund
PN09-743	2009 Capital Construction & Improvement - Accessibility	Accessibility improvements at various locations completed. Cost were lower than originally anticipated due to competitive pricing.	508.6	530.0	(21.4)	Facilities Repair and Renovations Reserve Fund
PN10-525	Network Replacement & Upgrade - 2010	Funds to be returned.	267.0	275.0	(8.0)	Capital Reserve Fund
PN10-527	Peripheral Eq - Comm Serv - 2010	Project completed.	90.0	90.0	0.0	Capital Reserve Fund
PN10-528	Peripheral Eq -Corp S/Mayor/Council 2010	Project completed.	25.0	25.0	0.0	Capital Reserve Fund
PN10-544	Portfolio, Pipeline, Res Mgmt S - 2010	Pilot Project concluded. Project is not continuing	24.0	150.0	(126.0)	Capital Reserve Fund
PN10-545	Fire Attendance System - 2010	Project completed.	100.0	100.0	0.0	Capital Reserve Fund
PN10-551	Election System - 2010	By-election was funded from election reserve. Funds no longer needed.	95.0	400.0	(305.0)	Capital Reserve Fund
PN10-640	Departmental Misc Equipment - 2010	Funds to be returned.	8.0	13.5	(5.5)	Capital Reserve Fund
PN10-642	Corp AV Eq Purchase & Replacement - 2010	Project completed.	87.3	87.3	0.0	Capital Reserve Fund
PN10-702, PN10-703	Replace various components- HVAC Systems	HVAC maintenance at various locations completed. Savings of \$85.3k was due to cancellation of HVAC replacements at Animal Control's incinerator. Cremation function to be outsourced.	1,309.7	1,395.0	(85.3)	Facilities Repair and Renovations Reserve Fund

PROJECTS COMPLETED AND TO BE CLOSED

PROJECT NUMBER	PROJECT NAME	STATUS	Revised Net Cost (\$000)	Approved Net Cost (\$000)	Additional (Surplus) Approval Required (\$000)	Funding Source
PN10-717, PN10-719	Replace Various Electrical Parts- Electrical Systems Closed	Replacement of various electrical parts at various locations completed. Savings of \$89.9k due to reduced scope of the project. Part of the planned work was deemed not necessary due to facilities redevelopment.	137.1	227.0	(89.9)	Facilities Repair and Renovations Reserve Fund
PN10-722	Lifecycle Maintenance - Various	Lifecycle structural maintenance at various heritage buildings completed.	426.9	428.0	(1.1)	Facilities Repair and Renovations Reserve Fund
PN10-721, PN10-729	Various repairs-Structural	Structural repairs at various locations completed. Savings of \$155.8k was mainly due to better site conditions than expected at the Central Library.	692.3	848.0	(155.7)	Facilities Repair and Renovations Reserve Fund
PN10-734, PN10-735, PN10-736	2010 Facility Services - Security	Installation of various security apparatus at various locations completed. Savings of \$27.0k mostly due to implementation of new technologies which enabled wide range of capabilities.	41.0	68.0	(27.0)	Facilities Repair and Renovations Reserve Fund
PN10-738	Furniture replacement-Variou Locations	Lifecycle replacement of furniture at various locations completed.	108.3	106.0	2.3	Capital Reserve Fund
PN10-743	Accessibility Upgrades	Accessibility upgrades at various locations completed. Savings of \$107.6k was due to pending long term plans for facilities.	316.4	424.0	(107.6)	Facilities Repair and Renovations Reserve Fund
PN10-775	Emergency repairs-Variou locations	Various lifecycle emergency repairs completed.	288.6	265.0	3.6	Facilities Repair and Renovations Reserve Fund
PN11-526	Search Engine Appliance Upgrade - 2011	Project completed. New Google search appliance installed with 3-year maintenance included.	40.0	50.0	(10.0)	Capital Reserve Fund
PN11-531	PC & Notebook Replacement - Comm Serv - 2011	Funds to be returned. Funding available in PNB10-530 (\$93k) and PN 11-527 (\$65k)	208.0	216.3	(8.3)	Capital Reserve Fund
PN11-553	Consolidation II R&P Registration Inquir to 311- 2011	Project cancelled. Consolidation under BR573 (Consolidation of R&P Registration Inquires to 311 and Booking Requests) has been cancelled due to complexity and limited benefits.	0.0	50.0	(50.0)	Capital Reserve Fund
PN11-554	IT Procurement - sn482 - 2011	Project completed.	62.0	62.0	0.0	Capital Reserve Fund
PN11-555	Chameleon System Upgrade - 2011	Upgrade was completed in March 2011. System is in service. The original requested training budget was not used. Training was done by internal staff.	0.0	100.0	(100.0)	Capital Reserve Fund
PN11-710, PN11-712, PN11-715	Lifecycle Maintenance - Mechanical Systems Closed	Lifecycle mechanical system replacement at various locations completed. Savings of \$266.1k was due to better site conditions than originally expected.	1,028.9	1,295.0	(266.1)	Facilities Repairs and Renovations
PN11-723, PN11-725, PN11-728	Lifecycle Maintenance - Structural Closed	Replacement of entrance canopy at LAC and washroom renovations at various locations completed. Savings were mainly due to better site conditions at LAC than originally expected .	593.6	738.0	(144.4)	Facilities Repairs and Renovations

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PROJECT NUMBER	PROJECT NAME	STATUS	Revised Net Cost (\$000)	Approved Net Cost (\$000)	Additional/ (Surplus) Approval Required (\$000)	Funding Source
PN11-734, PN11-735	Facility Services - Security	Rekeying doorknobs at various locations and Civic Centre control room upgrade completed. Savings were due to less work required than originally expected.	162.8	228.0	(65.2)	Facilities Repairs and Renovations
PN11-765, PN11-766	Lifecycle Maintenance - Site Services	Parking lot repairs at various locations completed. Savings of \$160.6k due to cancellation of Clarkson Community Centre parking lot renovation. Facility was redeveloped.	475.4	636.0	(160.6)	Facilities Repairs and Renovations
PN11-770	Lifecycle Maintenance - Inspections	Asbestos inspections at various locations completed.	27.7	27.0	0.7	Facilities Repairs and Renovations
Total - Corporate Services			17,303.9	19,497.8	(2,193.9)	

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TRANSPORTATION AND WORKS

PN03-142	Planting for SWM Facility #5803 (West Cell) - W. of Winston Churchill Blvd., N. of Hwy 403	Project is complete. Funds to be returned and project closed.	135.0	153.0	(18.0)	DCA-Storm Water
PN04-135	Credit River Watershed Erosion Control - Various Sites	Project is complete. Additional funds required and project closed.	87.1	85.0	2.1	DCA-Storm Water/Capital Reserve Fund
PN04-156	Various non inventoried structures - Clarkson/Southdown Rd. Pedestrian Bridge	Project is complete. Funds to be returned and project closed.	523.2	555.1	(31.9)	Capital Reserve Fund
PN05-100	Roadway Rehabilitation	Project is complete. Funds to be returned and project closed.	12,487.1	12,514.1	(27.0)	Roadway Infrastructure Maintenance Reserve Fund
PN05-132	Cooksville Creek Culvert Enlargement - Lakeshore Rd. East (Design & Construction)	Project is complete. Funds to be returned and project closed.	1,807.4	1,810.1	(2.7)	DCA-Storm Water/Capital Reserve Fund
PN05-139	Land Acquisition of SWM Facilities - Sawmill Creek #5804 (combined with Hwy 403 pond)	Project is no longer required. Funds to be returned and project closed. Funding was established for the possible purchase of lands from the MTO to construct the Ridgeway SWM facility expansion south of Hwy 403. The City was not required to purchase the lands.	0.0	1,600.0	(1,600.0)	DCA-Storm Water
PN05-142	Retrofit Quenippenon SWM Pond #3901 - Eglinton Ave and Erin Mills Pkwy (Construction)	Project is complete. Funds to be returned and project closed.	1,795.9	1,887.7	(91.8)	DCA-Storm Water
PN05-143	Sawmill Creek (Glen Erin Brook) combined facility with MTO (#5804)	Project is no longer required. Funds to be returned and project closed. Funding was established for the construction of the SWM facility expansion south of Hwy 403. Expenditures for the construction of this pond were charged to PN08-115 as part of the Ridgeway Drive overpass project which had sufficient funding for the project.	0.0	880.0	(880.0)	DCA-Storm Water

PROJECTS COMPLETED AND TO BE CLOSED

PROJECT NUMBER	PROJECT NAME	STATUS	Revised Net Cost (\$000)	Approved Net Cost (\$000)	Additional/ (Surplus) Approval Required (\$000)	Funding Source
PN06-107	Kateson (Huronario Street West Collector) from Madill Boulevard to 430m North	Project is completed. Development Charge Credit will be issued. Funds to be returned and project closed.	0.0	157.0	(157.0)	DCA-City Wide Engineering
PN06-117	Bumhamthorpe Road - City Centre	Funds to be returned and project closed. Project will be re-budgeted in future years.	29.8	500.0	(470.2)	Capital Reserve Fund
PN06-131	Minor Erosion Control Works	Project is complete. Funds to be returned and project closed.	78.5	80.0	(1.5)	Capital Reserve Fund/ DCA-Storm Water
PN06-240	BRT - Federal Environmental Assessment	Project is complete. Funds to be returned and project closed.	79.2	250.0	(170.8)	Mississauga Rapid Transit Reserve Fund
PN06-241	BRT - Business Case, Scope and Design	Project is complete. Funds to be returned and project closed.	156.3	250.0	(93.7)	Mississauga Rapid Transit Reserve Fund
PN07-100	Roadways Rehabilitation	Project is complete. Funds to be returned and project closed.	10,585.9	10,630.0	(44.1)	Roadway Infrastructure Maintenance Reserve Fund/ Investing in Ontario Act (IOA) Reserve Fund
PN07-109	Mavis Road - Eglinton to Matheson	Project is complete. Funds to be returned and project closed.	4,763.1	4,814.6	(51.5)	DCA City Wide Engineering / Capital Reserve Fund
PN07-112	Meadowvale Road - Meadowpine to North City Limits	Project is complete. Funds to be returned and project closed.	1,088.0	1,215.0	(127.0)	DCA City Wide Engineering / Capital Reserve Fund
PN07-126	Parking Lot Rehabilitation	Project is complete. Additional funds required and project closed.	55.5	50.0	5.5	Roadway Infrastructure Maintenance Reserve Fund
PN07-133	Land Acquisition for SWM Facilities - #4604	Project is completed. Development Charge Credit will be issued. Funds to be returned and project closed.	3.6	780.0	(776.4)	DCA-Storm Water
PN07-144	Jannock Britannia SWM Facility #4604 N of Britannia, W of	Project is completed. Development Charge Credit will be issued. Funds to be returned and project closed.	0.0	2,180.0	(2,180.0)	DCA-Storm Water
PN07-153	Bridge & Structure Rehabilitation- Brandon Gate Drive, 0.1 km W of Monica Drive	Project is complete. Additional funds required and project closed.	326.6	323.8	2.8	Capital Reserve Fund
PN07-154	Bridge & Structure Rehabilitation- Camilla Road, 0.09km S. of Pathfinder Rd.	Project is complete. Funds to be returned and project closed.	174.8	185.8	(11.0)	Capital Reserve Fund

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PROJECTS COMPLETED AND TO BE CLOSED

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PROJECT NUMBER	PROJECT NAME	STATUS	Revised Net Cost (\$000)	Approved Net Cost (\$000)	Additional (Surplus) Approval Required (\$000)	Funding Source
PN07-155	Bridge & Structure Rehabilitation-Codlin Avenue, 0.15km S of Etude Dr.	Project is complete. Funds to be returned and project closed.	70.9	73.9	(3.0)	Capital Reserve Fund
PN07-156	Bridge & Structure Rehabilitation-Maintenance Road, 0.25km N of Old Derry Rd.	Project is complete. Funds to be returned and project closed.	75.4	81.9	(6.5)	Capital Reserve Fund
PN07-158	Bridge & Structure Rehabilitation-Southdown Rd.- CNR Subway	Project is complete. Additional funds required and project closed.	360.0	355.0	5.0	Capital Reserve Fund
PN07-167	Pay and Display Parking System	Project is complete. Funds to be returned and project closed.	750.0	751.9	(1.9)	Capital Reserve Fund/Dev Cont
PN07-227	Transit Mini Terminals/Bays/Bus Loops - Replacement	Project is complete. Funds to be returned and project closed.	98.6	100.0	(1.4)	Capital Reserve Fund
PN07-231	Transit Hurontario Corridor Study	Project is complete. Funds to be returned and project closed.	1,741.0	1,800.0	(59.0)	Mississauga Rapid Transit Reserve Fund / Federal Public Transit Reserve Funds
PN08-002	Sheridan Creek Pedestrian Bridge	Project is complete. Funds to be returned and project closed.	(39.9)	0.0	(39.9)	Recovery
PN08-104	DCA Study (Major Roads)	Project is complete. Funds to be returned and project closed.	152.8	250.0	(97.2)	DCA City Wide Engineering
PN08-124	2008 Resurfacing & Expanded Asphalt Reclamation	Project is complete. Funds to be returned and project closed.	8,608.4	8,610.0	(1.6)	Roadway Infrastructure Maintenance Reserve Fund
PN08-132	Development Charges Update	Project is complete. Funds to be returned and project closed.	55.5	75.0	(19.5)	DCA-Storm Water
PN08-133	Mullet Creek Channel Works-Burnhamthorpe Road West	Funds to be returned and project closed. Project is now programmed in 2014.	0.0	360.0	(360.0)	DCA-Storm Water/Capital Reserve Fund
PN08-134	Monitoring and minor modification of Storm Water Management Facilities - Various	Project is complete. Funds to be returned and project closed.	11.0	80.0	(69.0)	DCA-Storm Water
PN08-139	Mimico Creek Erosion Control - Wildwood Park	Project is complete. Funds to be returned and project closed.	105.8	122.0	(16.2)	DCA-Storm Water/Capital Reserve Fund
PN08-150	Bridge Repairs	Project is complete. Funds to be returned and project closed.	36.6	175.0	(138.4)	Capital Reserve Fund
PN08-160	Vehicle & Equipment Replacement	Project is complete. Funds to be returned and project closed.	3,134.3	3,136.0	(1.7)	Main Fleet Vehicle and Equipment Reserve Fund/Capital Reserve Fund

APPENDIX 2
PROJECTS COMPLETED AND TO BE CLOSED

PROJECT NUMBER	PROJECT NAME	STATUS	Revised Net Cost (\$000)	Approved Net Cost (\$000)	Additional/ (Surplus) Approval Required (\$000)	Funding Source
PN08-161	Noise Wall Program	Project is complete. Funds to be returned and project closed. Funding in this project and Noise Wall Program (PN09-161) were to be used for noise walls along Rathburn Road. Expenditures for the noise walls were charged to PN09-161 which had sufficient funding for the project.	64.5	720.0	(655.5)	Capital Reserve Fund
PN08-215	Transit Smart Bus Technologies	Project is complete. Additional funds required and project closed.	103.4	100.0	3.4	Federal Gas Tax
PN08-227	Transit Passenger Information - Display Systems/Signage/Solutions	Project is complete. Additional funds required and project closed.	64.5	50.0	14.5	Capital Reserve Fund
PN09-004	Sheridan Grading - Blocks & Square One Drive	Project is complete and can be closed.	150.0	150.0	0.0	Capital Reserve Fund
PN09-010	Civic Centre Municipal Paid Prkng Equip	Project is complete. Funds to be returned and project closed.	595.5	600.0	(4.5)	Capital Reserve Fund
PN09-070	Civic Centre and Central Library Parking Garage	Project is complete. Funds to be returned and project closed.	3,318.7	3,350.0	(31.3)	Capital Reserve Fund
PN09-122	Preliminary Engineering Studies	Project is complete. Additional funds required and project closed.	83.8	83.0	0.8	DCA City Wide Engineering/ Capital Reserve Fund
PN09-130	Storm Sewer Oversizing - Various Locations	Project is complete. Funds to be returned and project closed.	115.1	290.0	(174.9)	DCA-Storm Water
PN09-152	Bridge & Structure Rehabilitation - Goreway Drive, North of Derry Rd	Project is complete. Funds to be returned and project closed.	98.3	105.0	(6.7)	Capital Reserve Fund
PN09-153	Bridge & Structure Rehabilitation - Mavis over Fletchers Creek, N of Hwy 401	Project is complete. Funds to be returned and project closed.	437.1	465.0	(27.9)	Capital Reserve Fund
PN09-155	Bridge & Structure Rehabilitation - Thomas St, West of Mississauga Rd	Project is complete. Funds to be returned and project closed.	122.2	175.0	(52.8)	Capital Reserve Fund
PN09-157	Bridge & Structure Rehabilitation - Truscott Dr, West of Southdown Rd	Project is complete. Funds to be returned and project closed.	48.8	60.0	(11.2)	Capital Reserve Fund
PN09-165	Sidewalks	Project is complete. Funds to be returned and project closed.	1,363.0	1,386.0	(23.0)	DCA-City Wide Engineering/ Sidewalk
PN09-213	Transit Capital Equipment Acquisition - Maintenance Section	Project is complete. Funds to be returned and project closed.	86.8	100.0	(13.2)	Capital Reserve Fund
PN10-103	Drew Road Grade Separation - Class EA	Funds to be returned and project closed. Project will be re-budgeted in future years.	0.0	250.0	(250.0)	DCA City Wide Engineering
PN10-112	Drew Rd Widening - Torbram Rd to 660m E	Funds to be returned and project closed. Project will be re-budgeted in future years.	0.0	250.0	(250.0)	DCA City Wide Engineering

PROJECTS COMPLETED AND TO BE CLOSED

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PROJECT NUMBER	PROJECT NAME	STATUS	Revised Net Cost (\$000)	Approved Net Cost (\$000)	Additional (Surplus) Approval Required (\$000)	Funding Source
PN10-125	Ditching/Culvert Allowance	Project is complete and can be closed.	100.0	100.0	0.0	Roadway Infrastructure Maintenance Reserve Fund
PN10-130	Storm Sewer Oversizing Var Loc	Funds to be returned and project closed. Project will be re-budgeted in future years as required.	0.0	204.4	(204.4)	DCA-Storm Water
PN10-133	Cooksville Creek Erosion Control-Camilla	Funds to be returned and project closed. Project has been re-budgeted in 2012 to provide additional funding.	0.0	490.0	(490.0)	DCA-Storm Water/Capital Reserve Fund
PN10-138	Mary Fix Creek Erosion Control Harborn R	Funds to be returned and project closed. Project has been re-budgeted in 2012 to provide additional funding.	0.0	170.0	(170.0)	DCA-Storm Water/Capital Reserve Fund
PN10-143	Meadowvale Business Prk District (N16 D)	Funds to be returned and project closed. Project will be re-budgeted in future years when Prologis Meadowvale Phase II moves forward.	0.0	1,500.0	(1,500.0)	DCA-Storm Water
PN10-170	Field Equipment Replacement-Traffic Cont	Project is complete. Funds to be returned and project closed.	143.5	190.0	(46.5)	Capital Reserve Fund
PN10-171	Traffic Signal Equipment Enhancements	Project is complete. Funds to be returned and project closed. Savings as a result of the number of requests for Accessible Pedestrian Signals (APS), Uninterrupted Powered Supplies (UPS) and Pedestrian Countdown Timers (PCT) did not materialize as originally budgeted.	34.3	155.0	(120.7)	DCA City Wide Engineering/ Capital Reserve Fund
PN10-203	Transit Capt Bus Maintenance Rehab/Repl	Project is complete. Funds to be returned and project closed.	1,198.5	1,200.0	(1.5)	Federal Gas Tax - Region
PN10-218	Transit Radio System Acquisitions - Growth	Project is complete. Funds to be returned and project closed.	0.0	70.0	(70.0)	Capital Reserve Fund
PN10-227	Transit Mini Terminals/Bays/Bus Loops- Repl	Project is complete. Additional funds required and project closed.	120.6	100.0	20.6	Capital Reserve Fund
PN11-125	Ditching/Culvert Allowance	Project is complete and can be closed.	100.0	100.0	0.0	Roadway Infrastructure Maintenance Reserve Fund
PN11-130	Storm Sewer Oversizing-Various Locations	Funds to be returned and project closed. Project will be re-budgeted in future years as required.	0.0	200.0	(200.0)	DCA-Storm Water
PN11-136	Cooksville Creek-Mississauga Valley Blvd	Funds to be returned and project closed. Project is now programmed beyond the 10-year forecast due to lowered priority	0.0	190.0	(190.0)	Capital Reserve Fund/DCA-Storm Water
PN11-137	Cooksville Creek Crossing Impr-CN Rail	Funds to be returned and project closed. Project is now programmed beyond the 10-year forecast due to lowered priority	0.0	230.0	(230.0)	Capital Reserve Fund/DCA-Storm Water
PN11-138	Cooksville Creek Crossing Impr-CP Rail	Funds to be returned and project closed. Project is now programmed beyond the 10-year forecast due to lowered priority	0.0	400.0	(400.0)	Capital Reserve Fund/DCA-Storm Water
PN11-139	Cooksville Creek Crossing-Queensway	Funds to be returned and project closed. Project is now programmed beyond the 10-year forecast due to lowered priority	0.0	360.0	(360.0)	Capital Reserve Fund/DCA-Storm Water

**APPENDIX 2
PROJECTS COMPLETED AND TO BE CLOSED**

PROJECT NUMBER	PROJECT NAME	STATUS	Revised Net Cost (\$000)	Approved Net Cost (\$000)	Additional (Surplus) Approval Required (\$000)	Funding Source
PN11-144	Retrofit Arch SWM Pond5401	Funds to be returned and project closed. Project is now programmed beyond the 10-year forecast due to lowered priority	0.0	540.0	(540.0)	DCA-Storm Water
PN11-148	Sheridan Creek Erosion Ctr-Benedet Dr	Funds to be returned and project closed. Project has been re-budgeted in 2012 to provide additional funding.	0.0	130.0	(130.0)	Capital Reserve Fund/DCA-Storm Water
PN11-166	Topographical Updating	Project is complete. Funds to be returned and project closed.	38.7	45.0	(6.3)	Capital Reserve Fund
PN11-201	Transit Bus Acquisitions - Growth	Project is complete. Funds to be returned and project closed.	3,406.7	3,880.0	(473.3)	DCA-Transit/Regional Federal Gas Tax
PN11-202	Transit Bus Acquisitions - Replacement	Project is complete. Funds to be returned and project closed.	14,920.3	15,105.0	(184.7)	Regional Federal Gas Tax
PN11-218	Transit Radio System Acquisitions-Growth	Project is complete. Funds to be returned and project closed.	0.0	40.0	(40.0)	Capital Reserve Fund/DCA-Transit
PN11-224	Transit Bus Stops/Pads/Signs - Growth	Project is complete. Funds to be returned and project closed.	130.2	135.0	(4.8)	Capital Reserve Fund/DCA-Transit
Total - Transportation and Works			76,181.9	90,540.3	(14,358.4)	
75						
152	Total - City		101,543.0	118,304.1	(16,761.1)	
2	Projects from Appendix 4 to be closed (being combined with other open projects) (PN07-105 and PN09-003)					
154	Total Closed Projects					

OPEN PROJECTS REQUIRING FUNDING ADJUSTMENTS

PROJECT NUMBER	PROJECT NAME	STATUS	Revised Net Cost (\$000)	Approved Net Cost (\$000)	Additional (Surplus) Approval Required (\$000)	Funding Source
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COMMUNITY SERVICES

PN06-302	Bicycle pedestrian - class 1 & 3 trails	Construction complete. Final consultant warranty work payment outstanding and due May 2012. Retain 10K and return remaining \$71.5K. Project to be closed 2012 May WIP.	1,700.5	1,772.0	(71.5)	DCA-Recreation
PN08-316	Riverwood - Garden Construction	Project substantially completed November 2011. Invoices outstanding. Donor and plaque installation scheduled for July 2012. Request \$300k from Mississauga Garden Park Development Reserve Fund 35345 and \$35k from Mississauga Garden Park Maintenance Reserve Fund 35346 for work completed as part of the contributions made for the Riverwood Park.	2,228.5	1,893.5	335.0	Capital Reserve Fund/ Mississauga Garden Park
PN08-319	Sheridan Park - Baseball Diamond Lighting	Irrigation tender, meter chamber modification and mainline installation awarded. Completion scheduled for September 2012. Return \$70k due to efficiencies in contract pricing.	248.0	318.0	(70.0)	DCA-Recreation
PN08-431	Port Credit Arena Redevelopment - Design	Building deficiencies are being attended to. Most have been completed. Project to be closed May 2012. Unforeseen site conditions including the parking lot and stabilization have resulted in a \$170k shortfall. Additional funds are required to pay the final invoice.	13,632.6	13,462.6	170.0	Capital Reserve Fund/Cash in Lieu of Parkland Reserve Fund
PN10-312	Meadow Green Parking Lot	Project bundled with playground replacement and contract award negotiations underway. Request 70k to increase contingency to 20% and to allow for provisional items and reinstatement of scope reductions. Construction to commence May 2012 and be complete October 2012.	197.2	127.2	70.0	DCA-Recreation/Capital Reserve Fund
PN10-324	Dezen/Ben Ted - construction	Project substantially complete August 2011. Project under 2 year warranty. Consultant warranty review work outstanding. Deficiencies to be completed by June 2012. Return \$275K due to reduced scope requirements for on-site soil remediation and topsoil importation.	498.0	773.0	(275.0)	DCA-Recreation
PN11-319	Mississauga Valley-spray pad repair-design/construction	Mechanical equipment replacements, controls and repainting complete. Request additional funds of 22k as contingency for unforeseen concrete restoration work and surface refinishing as recommended by consultant. Construction to be complete May 2012.	102.0	80.0	22.0	Capital Reserve Fund
PN11-320	Landscape Improve-Variou Park Assessments	Birchwood Park soil cover management, site remediation and restoration plans finalized. Work to be staged throughout 2012. Request additional funding of 250k for amenity restoration, pathway and lighting reinstatement.	500.0	250.0	250.0	Capital Reserve Fund
PN11-328	Future Park F-463 design and construction	In-house detail design nearing completion. Request additional funding of \$22k for on-site test well decommissioning, parking lot planter demolitions and removals and relocation of existing concrete bunker off site for Park's re-use. Construction to be complete July 2012.	122.0	100.0	22.0	Capital Reserve Fund/DCA-Recreation

Total - Community Services

19,228.8	18,776.3	452.5
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OPEN PROJECTS REQUIRING FUNDING ADJUSTMENTS

PROJECT NUMBER	PROJECT NAME	STATUS	Revised Net Cost (\$000)	Approved Net Cost (\$000)	Additional (Surplus) Approval Required (\$000)	Funding Source
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CORPORATE SERVICES

PN07-533	Inquiries Management	\$100k is allocated for the call recording portion of the CISCO IPCC (Internet Protocol Contact Centre) Upgrade. Call Centre Consolidation project has concluded with the exception of the workforce management software component which will be re-budgeted for in a future year.	100.0	300.0	(200.0)	Capital Reserve Fund
PN11-717, PN11-718	Lifecycle Maintenance - Electrical Systems	Additional funding of \$75k required to provide complete energy efficient LED lighting system at three tennis courts; Shoreline, Whiteoaks & Meadowvale West Tennis Clubs. Original scope of the project was to replace only light poles. Expected completion December 2012.	473.0	398.0	75.0	Facilities Repairs and Renovations

Total - Corporate Services

573.0	698.0	(125.0)
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TRANSPORTATION AND WORKS

PN03-134	Hindhead and Huron Park - Drainage Improvements	Hindhead and Huron Park construction works have been completed and maintenance period has ended. A final hydraulic study is ongoing for Turtle Creek at Hindhead. Funding in the amount of \$45k is being returned.	499.9	544.9	(45.0)	Capital Reserve Fund
PN07-106	Drew Rd - Dixie Rd to Tomken Rd	Project is ongoing. Anticipated to be completed by Summer 2012. Funding in the amount of \$130k is being returned.	260.0	390.0	(130.0)	DCA City Wide Engineering
PN08-001	Burnhamthorpe Road Bridge over the Credit River & Mullet Creek	Project is under maintenance period due to issues with resident complaint regarding noisy bridge joint. Funding in the amount of \$350k is being returned.	10,090.0	10,440.0	(350.0)	DCA City Wide Engineering/ Investing in Ontario Act (IOA) Reserve Fund
PN08-111	McLaughlin Road - Bristol Road to Britannia Road	Environmental Assessment (EA) to commence Spring 2012. Additional funding in the amount of \$150k is required due to the complex public consultation study.	350.0	200.0	150.0	DCA City Wide Engineering/ Capital Reserve Fund
PN08-135	Meadowvale Business Park District (North 16)-Central Watercourse	Maintenance period is anticipated to be completed Spring 2012. Funding in the amount of \$1.45M is being returned.	4,150.0	5,600.0	(1,450.0)	DCA-Storm Water
PN08-137	Sheridan Creek Erosion Control - Downstream of Meadow Wood	Construction is complete and under maintenance period until Spring 2012. Funding in the amount of \$150k is being returned.	333.7	483.7	(150.0)	DCA-Storm Water/Capital Reserve Fund
PN08-158	Lakeshore Road East Bridge over Etobicoke Creek	Toronto is the proponent for this project. This funding represents the City's contribution to the project. Project is scheduled to commence Fall 2012. Additional funding in the amount of \$500k is required. The increase in cost is due to project delay.	2,100.0	1,600.0	500.0	Capital Reserve Fund
PN09-101	Intersection Capital Program	Project is complete but recoveries are outstanding. Funding in the amount of \$60k is being returned.	1,095.0	1,155.0	(60.0)	DCA City Wide Engineering
PN09-109	Road Improvements - Hurontario St - Park St E to Lakeshore	Construction is ongoing. Anticipated completion Summer 2012. Funding in the amount of \$400k is being returned.	1,250.0	1,650.0	(400.0)	DCA City Wide Engineering/ Capital Reserve Fund
PN09-154	Bridge & Structure Rehabilitation - The Collegeway, W of Mississauga	Costs for this project were higher than originally budgeted. Additional funding of \$150k is required. Maintenance period for contract is nearly complete, final deficiency list to be prepared Spring 2012.	1,044.00	894.00	150.0	Capital Reserve Fund

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OPEN PROJECTS REQUIRING FUNDING ADJUSTMENTS

PROJECT NUMBER	PROJECT NAME	STATUS	Revised Net Cost (\$000)	Approved Net Cost (\$000)	Additional / (Surplus) Approval Required (\$000)	Funding Source
PN09-198	Traffic Signals	2009 program is near completion. Some traffic signal communication work remains outstanding. Funding in the amount of \$150k is being returned as costs related to signal head replacement, phasing changes and developer related modifications were lower than originally budgeted.	1,350.0	1,500.0	(150.0)	DCA-City Wide Engineering/ Traffic Signal/ Roadway Infrastructure Maintenance Reserve Fund
PN10-136	Cooksville Creek Erosion Control Dundas	Construction is complete and under maintenance period until Spring 2012. Funding in the amount of \$30k is being returned.	470.0	500.0	(30.0)	DCA-Storm Water/Capital Reserve Fund
PN10-161	Noise Wall Program	Project is ongoing. Anticipated to be completed by Spring 2012. Funding in the amount of \$320k is being returned. Remaining works including vines.	3,260.0	3,580.0	(320.0)	Capital Reserve Fund
PN10-168	Cycling Trail/Route Signs	Sign work orders are currently being prepared.	70.8	70.7	0.1	Developer Contributions
PN10-198	Traffic Signals	2010 program is near completion. Some traffic signal communication work remains outstanding. Electrical power service connection billings from Enersource are to be finalized. Funding in the amount of \$100k is being returned as costs related to signal head replacement, phasing changes and developer related modifications were lower than originally budgeted.	1,466.8	1,566.8	(100.0)	DCA-City Wide Engineering/ Traffic Signal/ Roadway Infrastructure Maintenance Reserve Fund
PN11-102	Burnhamthorpe Rd Interim Rehabilitation	Project has not yet commenced. Funding in the amount of \$3M is being returned.	1,750.0	4,750.0	(3,000.0)	Capital Reserve Fund
PN11-106	Duke of York/Square One Drive Roundabout	Construction is complete and under maintenance period until Fall 2012. Funding in the amount of \$250k is to be utilized for public art. Funding in the amount of \$375k is being returned.	1,464.3	1,839.3	(375.0)	Capital Reserve Fund
Total - Transportation and Works			31,004.5	36,764.4	(5,759.9)	
28	Total - City		50,806.3	56,238.7	(5,432.4)	

PROJECT NUMBER	PROJECT NAME	STATUS	Revised Net Cost (\$000)	Approved Net Cost (\$000)	Additional/ (Surplus) Approval Required (\$000)	Funding Source
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COMMUNITY SERVICES

PN08-250	Fire Training and Mechanical Centre	The facility and site are approximately 90 percent complete. Staff are monitoring the schedule closely and the estimated moving date is March 2012. The grand opening has been scheduled for May 8, 2012. The recoverable amounts from DND (from \$9,019.1k to \$7,106.5k) and Peel Police (from \$1,926k to \$1,896k) have been reduced due to the tender's results and changes within their agreements. (A written agreement with DND is being finalized and Fire has a MOU with Peel Police). The project is expected to be closed by May 2013.	22,040.2	22,040.2	0.0	DCA-Fire / Capital Reserve Fund/ Investing in Ontario Act (IOA) Reserve Fund Change in Funding Sources Split Only
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Total - Community Services

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22,040.2	22,040.2	0.0
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TRANSPORTATION AND WORKS

PN07-105	Creditview Road Bridge over Credit River Detail Design	Funds to be returned and project closed. Bridge rehabilitation work to be undertaken in 2012. For ease of project management, PN07-105 (EA & Design) will be combined with PN08-159 (Construction).	0.3	150.0	(149.7)	DCA City Wide Engineering / Capital Reserve Fund
PN08-115	Ridgeway Drive - Unity Drive to North Limit of HEPC	Project is complete and under a one year maintenance period until end of year 2012.	11,807.8	11,807.8	0.0	DCA City Wide Engineering/ DCA-Storm Water Change in Funding Sources Split Only
PN08-159	Creditview Road Bridge over Credit River	Engineering professional services have been retained , public information centre (PIC) is tentatively scheduled for March 2012. Construction is anticipated to commence late 2012. For ease of project management, PN07-105 (EA & Design) will be combined with this project (PN08-159).	4,979.7	4,830.0	149.7	DCA City Wide Engineering/Capital Reserve Fund
PN09-002	Sheridan Interim Surface Parking	North and South parking lots are complete and under maintenance period until Winter 2012. Funding in the amount of \$120k which is being returned from Sheridan Sidewalks & Boulevard Works (PN09-003) is being requested in this project as this is where the work is being administered from.	1,824.7	1,705.0	119.7	Capital Reserve Fund

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PROJECT ADJUSTMENTS WITH NO NET CAPITAL IMPACT

PROJECT NUMBER	PROJECT NAME	STATUS	Revised Net Cost (\$000)	Approved Net Cost (\$000)	Additional/ (Surplus) Approval Required (\$000)	Funding Source
PN09-003	Sheridan Sidewalks & Boulevard Works	Project is complete. Funds to be returned and project closed. Remaining funding will be requested under the Sheridan Interim Surface Parking (PN09-002) as this is where the work is being administered from.	76.8	196.5	(119.7)	Capital Reserve Fund
PN09-124	Road Resurfacing Major and Industrial Roads	Payment to City of Toronto for Eglinton Ave resurfacing from Etobicoke Creek bridge to Renforth Drive is outstanding.	9,520.0	9,520.0	0.0	Capital Reserve Fund /Investing in Ontario Act (IOA) Reserve Fund Change in Funding Sources Split Only
Total - Transportation and Works			28,209.3	28,209.3	(0.0)	
6						
7	Total - City		28,209.3	28,209.3	(0.0)	



Corporate Report

Clerk's Files

Originator's
Files

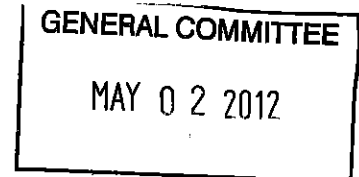
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DATE: April 23, 2012

TO: Chair and Members of General Committee
Meeting Date: May 2, 2012

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

SUBJECT: **Revision – Civic Recognition Program Policy**



RECOMMENDATION: That the proposed revision to Corporate Policy and Procedure - Civic Recognition Program, attached as Appendix 1 to the report dated April 23, 2012 from the Commissioner of Corporate Services and Treasurer, be approved.

BACKGROUND: The following Recommendation, AAC-0004-2011, was passed at the February 7, 2011 Accessibility Advisory Committee (AAC) meeting: “That staff review the Corporate Policy and Procedure – Civic Recognition Program Policy (06-04-01) in light of the concerns expressed by Rabia Khedr, Citizen Member and Chair, and report back to the Mississauga Accessibility Advisory Committee with their recommendations.”

Ms. Khedr spoke specifically about the Civic Awards of Recognition for Citizen Members of Committees section of the policy. A former AAC member, who served the majority of the four year committee term, was not recognized at the Civic Awards of Recognition event in November, 2010 because the individual was no longer a current AAC member. Ms. Khedr asked staff to review and revise Policy 06-04-01

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so that Citizen Members who resign due to unforeseen or personal circumstances are recognized at the Civic Awards of Recognition event at the completion of their appointed terms. The Policy is currently silent on the matter.

PRESENT STATUS:

The current Civic Recognition Program Policy states, under the Civic Award of Recognition section: "Citizen members of committees receive their awards in the fall of each municipal election year to recognize the completion of their appointed term."

The behind-the-scenes process for preparing the list of recipients, which is not part of the Policy, involves the Office of the City Clerk providing lists of all current City committee members to staff in the Communications Public Affairs Section. The name of any committee member who had resigned would no longer appear on the list. This led to the omission of the AAC member who had recently and reluctantly resigned for personal reasons not being recognized with the other AAC members at the Civic Recognition event.

COMMENTS:

Staff in Communications; Legislative Services, Office of the City Clerk; and Corporate Policy met to review the current Policy and also consulted with Council's AAC representatives. The following proposed revision was presented to the AAC at the November 28, 2011 meeting:

"Citizen members of committees receive their awards in the fall of each municipal election year to recognize the completion of their appointed term. Citizen members of committees who have stepped down mid-term or who have chosen to resign will be considered for recognition on a case-by-case basis. The Director, Legislative Services and City Clerk, in consultation with the respective Council committee representative(s), committee chair and relevant City staff will make the final determination."

The AAC accepted the revised policy and asked that staff consider further revising the policy to state that members could be recognized posthumously. Staff agree with this recommendation and have added appropriate wording (page 7 - Appendix 1).

The recommended revision allows flexibility in recognizing those citizen members who have served part of the four year term and have resigned or stepped down due to personal or health related matters, while not obligating the City to recognize members who did not complete their full-term appointment.

FINANCIAL IMPACT: Not Applicable.

CONCLUSION: This change will apply to all Committees of Council. Staff in the Clerk's department will revise their process to ensure that members who resign but who may still be recognized are not permanently removed from committee lists and ensure that applicable staff and all Committees of Council are aware of the change to the Policy.

Staff are also recommending that each committee's Terms of Reference include a clause stating that committee members who have served part of the four year term may be considered for recognition at the Civic Recognition event at the end of the committee's four year term.

ATTACHMENTS: Appendix 1: Revised Civic Recognition Program Policy



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

Prepared By: Pamela Shanks, Corporate Policy Analyst

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Corporate Policy and Procedure



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TAB: PUBLIC RELATIONS
 SECTION: RECOGNITION
 SUBJECT: CIVIC RECOGNITION PROGRAM

POLICY STATEMENT Outstanding achievements, voluntary contributions, and significant milestones of citizens and organizations are recognized through the Civic Recognition Program.

PURPOSE This policy provides a method for the Mayor and members of Council, on behalf of the citizens of Mississauga, to recognize the efforts of citizen volunteers and non-profit groups working for the betterment of the community, and the significant achievements and milestones of individuals and organizations.

SCOPE All citizens of Mississauga and organizations operating in Mississauga are eligible for recognition under this policy.

Individuals receiving recognition must reside in the City of Mississauga at the time of the volunteer service, achievement, or milestone, or they must have been educated or trained for a majority of their lives in the City of Mississauga. (For example, an athlete who is educated and trains for a majority of his/her life in Mississauga may attend university outside the city. The athlete's achievements while attending university may be recognized.)

Community groups receiving recognition must serve Mississauga residents. The majority of group members must be Mississauga residents; however, non-resident group members will also be recognized.

WHAT CAN BE RECOGNIZED

The Civic Recognition Program recognizes volunteer community

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service, achievements in sports, the arts, or other fields of endeavour; philanthropy; and significant milestones of individuals and organizations.

Exceptional or significant efforts or achievements that cannot be categorized in any of these groups may also warrant recognition at a civic level. Communications will review the request or nomination and make a recommendation to the Mayor and/or ward councillor(s) on an appropriate form of recognition, which may not necessarily take the same form as the recognition outlined in this policy.

Volunteer Community Service

Volunteer community service includes efforts toward the betterment of the community, such as the advancement of health and social services, and the development of recreational activities, culture or the arts within the community. Only volunteer community service to an organization which directly benefits Mississauga is eligible for recognition.

Achievement in Sports

For the purpose of these awards, "sports" is defined as those activities requiring physical conditioning and/or refinement of motor skills so that competitive excellence may be achieved. Championships recognized for eligibility are those accepted by the sport's governing body to be the highest competition available to that sport, at either a local, regional, provincial, national or international level. Certificates in recognition of achievement in sports will be issued for the highest level achieved by the particular athlete or team, at the end of the sport's season. For example, a team that wins a City-wide championship as well as a regional championship will be eligible for a certificate in recognition of the regional championship only.

Achievement in the Arts

For the purpose of these awards, "the arts" includes:

- performing arts - e.g. dance, drama, music;
- visual arts - e.g. painting, sculpting, photography;

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- media arts - e.g. film, television, literature; and
- creative arts - e.g. crafts.

Recognition is given to individuals who have achieved acclaim through competitions, juried shows, art exhibitions, or commissioned works.

Achievements Other than in Sports or the Arts

Achievements in areas other than sports or the arts, for example, academic achievement, may also be recognized. An accredited body in the field of endeavour may be consulted to confirm eligibility.

Philanthropy

Recognition is given to individuals who have demonstrated outstanding philanthropic leadership through their extraordinary personal commitment of time, talent and resources, their exceptional generosity, motivation of others, and financial support.

Milestones

Ninetieth birthdays, 50th wedding anniversaries, and subsequent birthdays or anniversaries at five-year intervals may be recognized as significant milestones of individuals.

Official openings, 10th anniversaries of start-up in Mississauga, and subsequent anniversaries at 10 year intervals, may be recognized as significant milestones of organizations.

TYPES OF RECOGNITION

The Civic Recognition Program consists of four types of recognition:

- Certificate of Recognition
- Civic Award of Recognition
- Civic Award of Merit
- Civic Philanthropy Award

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CERTIFICATE OF RECOGNITION

The Certificate of Recognition bears an embossed seal of the Corporation and is signed by the Mayor. The certificate includes the recipient's name, and a description of the achievement. A certificate of recognition honouring the significant milestone of an individual may be replaced with a plaque, if time permits.

Criteria

Certificates of Recognition are presented to:

- individuals who have made a contribution to the well-being of the community, through volunteer community service, for less than 10 years;
- voluntary/non-profit/community or cultural groups whose actions, achievements and/or contributions have made an impact at a local, regional or provincial level;
- individuals, groups or teams who win City-wide, regional or provincial championships or exhibitions, or who achieve other similar acclaim at a City-wide, regional or provincial level;
- significant milestones of individuals:
 - 50th wedding anniversaries, and subsequent anniversaries at five-year intervals, and
 - 90th birthdays, and subsequent birthdays at five-year intervals;
- significant milestones of organizations:
 - official openings,
 - 10th anniversaries of start-up in Mississauga, and
 - subsequent anniversaries at ten-year intervals.

CIVIC AWARD OF RECOGNITION

The Civic Award of Recognition is a certificate bearing an embossed seal of the Corporation and signed by the Mayor. The

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certificate includes the recipient's name, and a description of the achievement.

Criteria

Civic Awards of Recognition are presented to:

- citizen members of committees such as the Library Board and the Traffic Safety Council;
- individuals who have contributed 10 years or more of voluntary community service, in 10 year increments;
- individuals whose achievements have made a significant impact at a national or international level; or
- voluntary/non-profit/community or cultural groups whose achievements or contributions have made an impact at a national or international level.

NOMINATION

Certificate of Recognition/
Civic Award of Recognition

Requests for certificates to recognize significant milestones may be forwarded directly to the Communications Division, Corporate Services Department, at any time throughout the year. Completion of a nomination form is not necessary.

Requests for Certificates of Recognition or a Civic Award of Recognition honouring achievements other than milestones must be submitted on a nomination form, which is available from Communications or can be found on the web sites of the Mayor and Councillors.

Requests for Certificates of Recognition may be submitted by members of the public. Nominations are to be forwarded to Communications for verification of eligibility requirements and preparation of the certificate. Requests are reviewed on an individual basis, as they are received throughout the year. Other

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departments are consulted, as necessary.

Recipients of Civic Awards of Recognition must be nominated by a member of the public, the Mayor, a member of Council, or a member of City of Mississauga staff. Nominations are to be forwarded to Communications, and will be reviewed semi-annually by Communications staff, in consultation with members of Council and appropriate departments and affiliates, to verify requirements for eligibility. A list of potential recipients is reviewed by the Mayor and members of Council prior to confirming final recipients and/or publication of names. Nominators and recipients of awards are notified by Communications.

The following information is requested:

- the number of years the nominee(s) has been involved in the activity;
- specific dates the nominee(s) worked on project(s) or held title(s), if applicable;
- complete details of the group or individual's accomplishments, including specific examples, if applicable;
- for groups, a complete list of the executive membership (names and addresses) must accompany the nomination form.

The information on the nomination form assists staff in determining the appropriate type of recognition, and in preparing the award. Incomplete nomination forms will be returned to the applicant and considered upon re-submission.

If an organization has been nominated for a group award and a member of that group is to be recognized individually with a personalized award certificate, a separate nomination form must be submitted. The individual must also meet the criteria outlined in this policy.

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PRESENTATION

Certificates of Recognition

Certificates of Recognition are presented to recipients by the Mayor and/or ward councillor or designate at the occasion upon which the recipient is being honoured. If there is no occasion, or, if the Mayor or ward councillor is unable to attend, the certificate is mailed to the recipient. Recipients may also make arrangements with Communications to pick up the certificate at the Civic Centre.

Civic Awards of Recognition

Civic Awards of Recognition are presented at a civic recognition evening hosted by the City for award recipients and their guests. Generally held in the spring of each year, the evening features an awards ceremony with presentations by the Mayor and/or members of Council, followed by a brief reception. If Communications determines a second ceremony is required, it will be held in the fall.

Citizen members of committees receive their awards in the fall of each municipal election year to recognize the completion of their appointed term. Citizen members of committees who have stepped down mid-term or who have chosen to resign will be considered for recognition on a case-by-case basis. Citizen members of committees may also be honoured posthumously. The Director, Legislative Services and City Clerk, in consultation with the respective Council committee representative(s), committee chair and relevant City staff will make the final determination.

CIVIC AWARD OF MERIT

A Civic Award of Merit is an award such as a plaque bearing the seal of the Corporation, signed by the Mayor and describing the recipient's achievement. Organizations are not eligible to receive a Civic Award of Merit.

Criteria

The Civic Award of Merit is one of the City's highest forms of

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individual recognition and is reserved for individuals:

- whose achievements are widely recognized at a national or international level;
- whose achievements have made a major impact at a national or international level; and
- who have achieved success at the highest level of competition, where applicable, or have attained legendary status in their field of endeavour.

These individuals are regarded by Council as truly exceptional.

Nomination

Nominations for the Civic Award of Merit may be made by the Mayor or a member of Council, and are considered at an in camera Council meeting. Completion of a nomination form is not necessary; however, all nominations should be supported by specific examples of the individual's achievements that reflect the criteria and attributes outlined in this policy.

The approval of Council is required prior to making the award. Recipients are notified by the Mayor.

Presentation

Civic Awards of Merit are presented by the Mayor at a civic recognition event.

CIVIC PHILANTHROPY AWARD

A Civic Philanthropy Award is an award such as a plaque bearing the seal of the Corporation, signed by the Mayor and describing the recipient's achievements. No more than two awards will be presented in one calendar year. Organizations are not eligible to receive a Civic Philanthropy Award.

Criteria

The Civic Philanthropy Award is one of the highest forms of individual recognition and is reserved for individuals who have:

- demonstrated an outstanding commitment and dedication to the City of Mississauga for a minimum of twenty-five years;
- a proven record of voluntarily investing their passion, time,

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talents and financial support to better the community;

- demonstrated a commitment to improving the quality of life for Mississauga residents through their philanthropic efforts;
- demonstrated outstanding civic and charitable responsibility and exemplify the true spirit of giving;
- personally contributed to and supported organizations in the community; and
- demonstrated a willingness to serve in leadership roles and to encourage and motivate others to do the same.

A Civic Philanthropy Award may be presented to a couple, (married, common-law or same-sex partners) who, as individuals, would be equally deserving of and eligible for the award.

Nomination

Nominations for the Civic Philanthropy Award may be made by the Mayor or a member of Council and are considered at an in camera Council meeting. Nominees must be living at the time of their nomination. Completion of a nomination form is not necessary; however, all nominations should be supported by specific and current examples of the individual's achievements, evidence of leadership and contributions that reflect the criteria and attributes outlined in this policy.

The approval of Council is required prior to making the award. Recipients are notified by the Mayor.

Presentation

Civic Philanthropy Awards are presented by the Mayor at a civic recognition event.

ADMINISTRATION OF PROGRAM

Communications, Corporate Services Department administers this program and is responsible for:

- receiving all nomination forms and requests;
- reviewing all nomination forms, in consultation with other departments, where necessary;

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- notifying recipients of their awards, in conjunction with the Mayor's office and members of Council;
- preparing the certificates or awards, such as plaques;
- co-ordinating all arrangements for civic recognition events, including publicity; and
- working with other departments to ensure that the program is publicized, including distribution of the brochure and nomination form.

REFERENCE:

GC-103-2003 - 2003 03 260
GC-0296-2010 - 2010 04 28 - Philanthropy award added

LAST REVIEW DATE

April, 2010

CONTACT:

For more information, contact Communications, Corporate Services Department.

DRAFT

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Corporate Report

Clerk's Files

Originator's Files

DATE: April 18, 2012

TO: Chair and Members of General Committee
Meeting Date: May 2, 2012

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

SUBJECT: **Corporate Policy Revisions:**

- **Elected Officials' Expenses Policy (04-05-04)**
- **Procurement Cards Policy (04-05-10)**
- **Credit Cards Policy (04-06-05)**

GENERAL COMMITTEE
 MAY 02 2012

- RECOMMENDATION:**
1. That the revised Corporate Policy - Elected Officials' Expenses Policy (04-05-04) as outlined in the report dated April 18, 2012 from the Commissioner of Corporate Services and Treasurer be amended, and implemented immediately;
 2. That the revised Corporate Policy - Procurement Cards Policy (04-05-10) as outlined in the report dated April 18, 2012 from the Commissioner of Corporate Services and Treasurer be amended, and implemented immediately;
 3. That the Corporate Policy – Credit Cards (04-06-05) be rescinded immediately.

BACKGROUND: Elected Officials' Expenses Policy

The Elected Officials' Expenses Policy (Appendix 1) provides guidelines for expenses incurred by elected officials while acting as members of Council. Elected officials are accountable to the public and are responsible for ensuring their expenses are reasonable,

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appropriate, and within budgeted amounts. The policy was last amended in 2009.

In 2011, as the result of a variety of comments and questions received from Councillors regarding eligible expenses over the last few years, the Commissioner of Corporate Services and Treasurer and the Manager of Corporate Financial Services conducted one-on-one meetings with all elected officials to discuss their concerns and suggestions with regard to revisions to the existing Elected Officials' Expenses Policy.

Further, in the report from the City Solicitor on amending the Council Code of Conduct in response to the recommendations of the Judicial Inquiry, considered by the Governance Committee on January 23, 2012, it was suggested that Rule No. 3 of the Code of Conduct which deals with expenses of members of Council be deleted and moved to the Elected Officials' Expenses Policy in order to avoid overlap and duplication.

As well, the review provided an opportunity to recognize changed payment method options (i.e. PCards) in the policy.

Procurement Cards Policy

The Procurement Cards Policy (04-05-10) (Appendix 3) is being amended to include Elected Officials under the provisions of the City's procurement card policy.

The PCard is a payment method only. Expenditures which elected officials may charge to PCards are outlined in the Elected Officials' Expenses Policy.

Credit Cards Policy

The Credit Cards Policy (04-06-05) (Appendix 4) allows elected officials, the City Manager, and Commissioners to use a corporate credit card which is in the name of the Corporation and the individual for the payment of business expenses. Under this policy, cardholders are to pay the credit card directly and then request reimbursement from the City. Corporate credit cards have not been issued for many years. This policy is no longer required and should be rescinded.

COMMENTS:Elected Officials' Expenses Policy

The Elected Officials' Expenses Policy (04-05-04) has been redrafted to address the feedback and comments received from members of Council and to incorporate the provisions included in the Code of Conduct Rule No. 3 which are not specifically addressed in the existing expenses policy.

The Policy has been substantially revised in order to provide more clarity with regard to expenditures which are eligible for funding under the Policy and to include some additional eligible expenditures as requested by members of Council.

The draft revised Elected Officials' Expenses Policy (04-05-04) was received at the Governance Committee Meeting of February 27, 2012 for discussion and direction to staff. Requests were made from members of the Governance Committee for further revision and clarification to the Policy, including direction on reimbursement of membership fees for elected officials which has been incorporated into the revised policy.

Some of the major changes incorporated in the revised policy are as follows:

- recognition that Council may grant an exemption for any expenditures not provided in the policy, at the request of an elected official;
- the Elected Officials' Expenditure Summary prepared by Finance will be posted quarterly on the City's website, following distribution and review of this report by members of Council;
- a listing of ineligible expenses is included in the policy. Alcohol, raffle tickets, gaming tickets are included in the ineligible expense list, consistent with provisions of the Council Code of Conduct;
- the budget consolidates funding for expenses and the Councillor newsletters—they are no longer separate budget provisions;
- a one time office set up budget of up to \$2,000 will be made available to a newly elected official to acquire furnishings, office equipment and decor and initial business supplies (i.e., business cards, stationary etc);

- costs associated with the development, maintenance and/or licensing of a website are identified as eligible expenses;
- floral arrangement expenditures are no longer limited per term of Council but a maximum of \$250 per event has been identified;
- donations of items, services or financial contributions towards specific activities, programs or fund raising initiatives of a local community group are eligible expenses up to an annual maximum of \$500 per group;
- reasonable expenditures associated with ward events hosted by elected officials are eligible expenses. Funds raised for a ward initiated event will not be held by the City;
- credit card memberships are no longer eligible for reimbursement. All members of Council will now have use of City issued procurement cards (PCard);
- bills for home services, including 407, are to be issued by the service provider in the name and address of the elected official and may either be charged to a City issued PCard or paid directly to the service provider and submitted to the City for reimbursement.
- membership fees in organizations or associations up to a total annual maximum of \$500 are eligible expenses if these memberships are deemed by the member of Council to be relevant to his/her work.

FINANCIAL IMPACT: There is no financial impact on the City's operating budget as a result of the revised draft policy. Members of Council will continue to determine the expenditures they wish to make which are eligible for funding by the City within the provisions of this policy and which fall within the budget allocated for this purpose.

As part of this policy revision, the annual Councillor budget allocation for a newsletter (i.e., \$7,000) will be consolidated with the Councillor's expense budget (i.e., \$19,800) for a total annual budget provision for both expenses and newsletter of \$26,800.

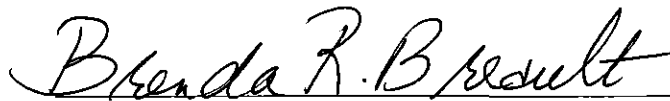
Any increases in the overall annual budget provisions for members of Council are subject to Council's approval.

CONCLUSION:

The Elected Officials' Expenses Policy (04-05-04) has been redrafted based on input received from members of Council and direction from the Governance Committee with regard to the need to more clearly identify expenditures eligible for payment by the City and to incorporate some expenditures not currently included in the policy. The revised policy also incorporates the provisions related to expenses contained in the Code of Conduct. The Procurement Cards Policy (04-05-10) is being amended to include Elected Officials in the City's procurement cards program. The Credit Cards Policy (04-06-05) is being rescinded as this policy is redundant.

ATTACHMENTS:

- Appendix 1: Revised Elected Officials' Expenses Policy (04-05-04)
- Appendix 2: Comparison of Current and Proposed Elected Officials' Expenses Policy Red-lined Procurement Cards Policy (04-05-10)
- Appendix 3: Red-lined Procurement Cards Policy (04-05-10)
- Appendix 4: Credit Cards Policy (04-06-05)



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

Prepared By: Mark Beauparlant, Manager, Corporate Financial Services

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TAB: FINANCE AND ACCOUNTING
 SECTION: BUSINESS EXPENSES
 SUBJECT: ELECTED OFFICIALS' EXPENSES

POLICY STATEMENT Expenses incurred by elected officials while acting as members of Council are paid by the City, subject to the limitations and restrictions outlined in this policy.

PURPOSE Elected officials are accountable to the public and are responsible for ensuring that their expenses are reasonable, appropriate, and within budgeted amounts.

This policy outlines the expenses which will be paid by the City and provides information on payment and approval methods. Any expenses not explicitly identified in this policy are not eligible for funding by the City.

SCOPE This policy applies to all expenses incurred annually, unless otherwise noted in this policy, by the Mayor and councillors while conducting official City business and performing their duties as elected officials.

PUBLIC NOTICE On a monthly basis, Corporate Finance will prepare an Elected Official Expenditure Summary. For public transparency purposes, the Elected Officials' Expenditure Summary will be posted quarterly on the City's website, following distribution to elected officials for review and subject to the provisions of the *Municipal Freedom of Information and Protection of Privacy Act* (MFIPPA), as amended.

EXEMPTIONS Council may grant exemptions for expenditures not provided for in this policy at the request of an elected official.

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EXCLUDED EXPENSES

The following list of expenses are excluded from this policy, as they are accounted for through other City of Mississauga Corporate Policies, by-laws or budget provisions:

- Elected officials Salaries and Benefits - (refer to the Remuneration By-Law - 0511-2002, as amended);
- Council Support Staff Expenses (e.g. salaries and related payroll costs; mileage; staff training and development; office supplies and office equipment rental);
- Vehicle allowance for councillors (refer to the Remuneration By-Law 0511-2002, Appendix A, as amended);
- Mayor's vehicle costs - (refer to Corporate Policy and Procedure - Finance and Accounting - City Vehicles Provided for Business and Personal Use);
- General Office Supplies (e.g. office consumables such as stationery, office supplies, printer cartridges/toners, CD's, memory keys/USB storage devices and similar types of expenditures) which may be charged to a corporate assigned budget; and
- Attendance at Functions as a City representative specifically approved by Council. In these cases, costs related to attendance will be charged to a designated corporate operating budget.

INELIGIBLE EXPENSES

While not an exhaustive list, the following items are examples of expenses that are the responsibility of the individual elected official and are not eligible for reimbursement under this policy:

- Personal expenses - expenses for goods or services of a personal nature, such as grooming; invitations to meals or events with friends;
- Tickets - raffle tickets, table prize tickets and other gaming tickets;
- Beer, alcohol, wine purchases;
- Provincial Offence fines or parking tickets;
- Passports;

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- Expenses of a spouse or companion who accompanies an elected official to a conference, seminar, workshop or convention, unless the expense is associated with the Business Meals and Entertainment section of this policy;
- Election Campaign Expenses: As of June 30th of an election year, any costs associated with an election campaign, including:
 - the production or distribution of campaign literature or materials. Newsletters may not be distributed after June 30 of an election year.
 - communications services expenses or use of City facilities, materials or equipment for election campaigning purposes.

Note: Costs associated with published telephone, pager or fax numbers, or published e-mail addresses used in conjunction with campaign information and communications are considered election related and are not funded through the elected officials' expense budget. Elected officials are responsible for declaring any communication services expenses which have been paid by the City, but used for campaigning purposes, and the City must be reimbursed.

ELIGIBLE ELECTED OFFICIALS' OPERATING BUDGET EXPENSES

GENERAL BUDGET INFORMATION

As part of the annual operating budget approval, a budget amount is established for elected officials' discretionary expenses. This budget is to cover expenses incurred by each elected official while conducting City business or promoting the City, including funding for councillor newsletters, as well as other expenses. Each elected official may choose how to allocate their budget, based on their business needs, in accordance with the eligibility provisions of this policy.

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Elected official expense budgets are analyzed and reports are distributed monthly to the Mayor and Members of Council by the Finance Division, Corporate Services Department. Elected officials are ultimately responsible for the integrity and compliance of all expenses they claim under this policy. An elected official expense report is also presented to Council annually in accordance with the *Municipal Act, 2001 C.25, Section 284*.

Newly Elected Official - Office Setup Allowance

Whenever an elected official takes office as the result of an election or appointment, the new incumbent, in addition to a prorated portion of the annual elected officials' expense budget, will be entitled to a one-time start-up operating budget of up to \$2,000 to cover costs such as minor furnishings, office equipment and décor, start-up supplies, business cards, stationary and similar types of expenditures in order to create an office environment suitable to the elected official.

COMMUNICATION EXPENSES

Cell Phone, Home Telephone /Fax/Internet

The following monthly costs associated with the operation of communication equipment may be charged to the elected official's expense budget:

- one cellular or smart phone service plan for City business use, including air time or data charges;
- service plan for one City standard tablet/notepad or equivalent device; and
- the costs of home communication lines and related service plans (i.e. one home telephone/fax line, one home Internet line), when the use is primarily for City business.

Elected officials are responsible for ensuring that bills for these home services are in the name and address of the elected official and not that of the City. Elected officials may either charge the bill to their City-issued procurement card (PCard) or pay the

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service provider directly and submit the expense to the City as an Incidental Expense Report Form E2421 reimbursement.

Note: The City will not be responsible for any late payment charges.

General Communication With Constituents

The following eligible expenses related to communication and paid through the elected officials' expense budget include:

- expenses incurred in the communication of City and/or ward issues or items of interest to constituents;
- expenses related to the publication and distribution of ward-related newsletters, greeting cards, or other business and ward related notices; and
- newspaper columns/ notices; or advertisements.

Websites - City and Ward

Costs associated with development, licensing and maintenance and support of an elected official's external website in order to carry out his or her duties of office are eligible for reimbursement.

The City provides maintenance and support for the elected official's City website.

Facility Rentals

Elected officials may charge reasonable facility rentals to their expense budget, either to host events or to support community group events. Funding of facility rentals or rooms for ongoing regular meetings of a specific group is not eligible. (e.g. a community group's weekly meetings).

Floral Arrangements

Floral arrangements, to a maximum of \$250 per event, are eligible. Charitable donations in lieu of a floral arrangement may be substituted at the elected official's discretion. Any donation tax receipts received by the elected official for these donations are to be sent to the Accounting Supervisor, Finance Division, once received.

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EQUIPMENT AND OFFICE ACCESSORY EXPENSES

Support Staff Cell Phone Costs

Elected officials may charge support staff cell phone costs not covered by the elected officials' support staff budget to their expense budget.

Office Accessories and Furnishings

City office accessories and furniture items (e.g. desk lamps, plants, mini-fridge, art, picture/certificate framing, coffee makers), briefcases, purchased publications (e.g. maps, guide books), and other reasonable office items may be charged to the expense budget at the elected official's discretion. Furniture, furnishings, office décor and equipment items are deemed to be City property. The elected official may purchase these items at depreciated value, as determined by Finance, should the elected official leave office.

Miscellaneous Equipment

Reasonable miscellaneous equipment considered necessary to carry out the duties of office or for ward events, such as GPS equipment, hand-held device chargers or carrying cases, tents, portable signs and event equipment, will be eligible for reimbursement. Equipment purchases are deemed to be City property. The elected official may purchase these items at depreciated value, as determined by Finance, should the elected official leave office.

BUSINESS MEALS AND ENTERTAINMENT

Business Meals and Tickets

Reasonable expenses associated with the entertainment of business contacts, such as business meals (e.g. meetings conducted during normal meal periods) or tickets to retirement events, banquets, fundraisers, or other entertainment events, will be reimbursed when the attendance or entertainment is considered to be necessary for the advancement of the interests of the City or to support a local community group.

Requests for reimbursement must include the purpose of the

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function, and the name(s) of the individual(s) attending.

Business Meeting Refreshments

Reasonable expenses associated with providing coffee, refreshments, snacks or sandwiches for community or business meetings are permitted.

Prepaid Season Tickets

Elected officials may purchase pre-paid season tickets to an entertainment facility (e.g. Mississauga Majors Hockey Club) if the use is intended for ward or City business-related purposes.

When pre-paid season tickets are purchased and used as business entertainment or given to a community group, the elected official will be responsible for providing Finance with a list of "intended" recipients of the tickets for the entire season with their monthly incidental expense reimbursement, or alternately, they may provide Finance with a detailed list of all "actual game" recipients during or at the end of the season.

The elected official will be responsible and accountable for providing this list to Finance for record and audit purposes.

Hospitality

Elected officials may incur expenses as the result of being required to extend hospitality to external parties as part of their official duties and/or when attending functions. Elected officials may be reimbursed for hospitality expenses for meetings that include:

- a. engaging representatives of other levels of government, international delegations or visitors, the broader public sector, business contacts and other third parties in discussions on official matters;
- b. providing persons from national, international and charitable organizations with an understanding and appreciation of the City of Mississauga or the workings of its municipal government;

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- c. honouring persons from the City in recognition of exceptional public service and staff appreciation events;
- d. recognition events for various agencies, boards and commissions of the City; and
- e. ratepayers associations, minor league sports associations and other community groups.

Spouse or Companion Expenses

An elected official's spouse or companion may be included as a guest when claiming business entertainment expenses, at the discretion of the elected official.

ATTENDANCE AT FUNCTIONS

Conferences, Seminars, Workshops, Conventions

Elected officials may charge expenses incurred to attend functions such as conferences, seminars, workshops, courses, conventions and formal study tours related to City business, including transportation (e.g. limo or taxi service to the airport), parking, trip cancellation insurance, registration fees or tickets, meals and accommodation, and incidental expenses (e.g. tips, currency exchange fees) to their operating budget. Receipts, if normally provided, are required.

The following restrictions and exceptions apply to payment of expenses while attending functions on City business:

- A copy of the registration form, where applicable, must be provided. The copy of the registration form will be used to confirm such items as dates of required travel and/or accommodation and eligibility for per diem payments.
- Transportation by air, rail or bus will be reimbursed at the lowest available price. For flights in excess of five hours, elected officials may choose business class travel. Claims for air travel must be supported by boarding passes.
- Car rentals for use while on an out-of-town business trip will

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be reimbursed only if the cost of the rental does not exceed the cost of taxi fares for the same purpose. A cost justification for the rental car must be included with the claim.

- Expenses incurred when using a personal vehicle for travel to attend a function located at least 100 km (60 mi.) from the City will be reimbursed at the City's standard car allowance rate established for City staff.
- Accommodation will be reimbursed at the lesser of the room rate charged for the function or the hotel's rate for a standard room.
- Meals and miscellaneous expenses will be reimbursed at actual costs upon submission of appropriate receipts. Alternatively, when an overnight stay is required, these expenses may be reimbursed on a per diem basis, with no receipts required, at a maximum rate of \$60.00 per day including travel days (US\$60.00 if the function takes place outside Canada).
- The expenses of a spouse or companion will not be reimbursed unless the expense is associated with the Business Meals and Entertainment section of this policy.

CONTRIBUTIONS AND DONATIONS

To Community Groups

Formal sponsorship of groups or organizations is available through the Corporate Grant Program.

However, elected officials may charge the donation of items or services or financial contributions towards specific events, activities, programs or fundraising initiatives of local groups to their expense account, to an annual maximum of \$500 per group. Examples of eligible expenses include the purchase of fundraising

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items, the cost of a room rental or refreshments, payment of reasonable event entertainment expenses on behalf of the group, or financial contributions to support a specific program or initiative of the group. The activities of the group being sponsored should be of benefit to the local community.

Expenses related to the sponsorship of teams or individuals, such as the provision of uniforms or equipment, or on-going financial support, will not be reimbursed.

Donations to national and/or international brand charities (e.g. Cancer, Diabetes, Lung Association, Heart and Stroke) will not be reimbursed, with the exception of donations in lieu of flowers for funerals. Any donation tax receipts received by the elected official for these donations are to be sent to the Accounting Supervisor, Finance Division, once received.

Golf Tournaments and
Charity and Community
Events

Reasonable expenses associated with buying tickets to sponsor, attend, or support a community golf tournament, community event or charity event will be reimbursed when such entertainment is considered to be beneficial for the advancement of the interests of the City or support of a community organization. Requests for reimbursement must include the purpose of the function, and the name(s) of the individual(s) attending, if known, or the organization whose members will be using the tickets purchased.

MISCELLANEOUS EXPENSES

Staff Recognition

Reasonable expenses associated with the recognition of staff, such as business lunches, tickets to community events or small gifts of appreciation will be reimbursed when such expenditures are considered to be appropriate as a means of rewarding the efforts of staff. Recipients must be listed on the receipt provided for reimbursement.

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Souvenirs and Give-Aways

City souvenirs and give-aways of nominal value are available for distribution at the discretion of each elected official and may be ordered on a charge-back basis from Central Stores. Elected officials may fund promotional items that carry the elected official's contact information, and/or identify the elected official, through their expense account, provided that the items will be not be distributed or used after June 30 of an election year.

Nominal gifts for special business related occasions (e.g. retirements, work anniversaries, taxpayer or community group recognition) are eligible for reimbursement.

Campaign materials cannot be charged to the City.

Tips

Reasonable tips are permitted for the acquisition of business related services such as transportation and business meals.

407 Charges

407 toll charges, including the cost of a transponder, will be eligible when used for City business purposes. Elected officials are responsible for ensuring that bills are in the name and address of the elected official and not that of the City. 407 bills may be charged to a City procurement card or paid by the elected official directly to the service provider and submitted to the City as an Incidental Expense Report reimbursement, Form E2421.

Parking Expenses

Parking expenses for City related business are eligible for reimbursement.

WARD EVENTS

Ward Initiated Community Events

Elected officials may charge reasonable expenses related to the support of ward initiated community events (e.g. refreshments and entertainment for events such as picnics, fairs, yard sales, skating parties; facility rentals), to their specific operating expense budget. Any fundraising for a ward initiated community

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event must be managed independently, without involvement of City resources and with no funds being held by the City for this purpose.

MEMBERSHIPS AND SUBSCRIPTIONS

Memberships

Membership fees to organizations or associations deemed by the elected official to be relevant to his or her work will be eligible for reimbursement of up to a total of \$500 annually, through the elected official's expense account.

Subscriptions

Subscriptions to magazines and newspapers to assist the elected official in his/her role will be paid by the City.

ELIGIBLE CAPITAL EXPENSES

Capital Expenses

Capital equipment is provided to elected officials' offices within the Civic Centre, in accordance with standard City practices.

The costs of City-standard capital equipment (office furniture and furnishings, computer and communications equipment, e.g. cell phone, smart phone, laptop, desktop PC, tablet/notepad) are charged to the appropriate Information Technology or Facilities and Property Management capital budget account.

Requests for furniture or furnishings must be forwarded to the Director of Facilities and Property Management for approval prior to purchase.

Requests for computer or communications equipment must be forwarded to the Director of Information Technology for approval prior to purchase.

Refer to the Non City-Standard Equipment and Items section below for guidelines on the purchase of non City-standard communications equipment.

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**Non City-Standard
Equipment and Items**

Elected officials who choose to purchase communications equipment, such as cell phones, smart phones, tablet/notepads, laptops, desk top computers or ancillary devices (e.g. headsets and cases) that differ from or exceed standard City-provided equipment may utilize their elected officials' expense budget or choose to personally absorb the cost. The amount that exceeds the cost of the equivalent item at City standard, as determined by the Director of Information Technology, will be charged to the elected official's expense account.

Items purchased through the elected officials' expense budget remain the property of the City until they have been fully depreciated.

Non City-standard equipment will not be supported (i.e. maintenance, troubleshooting) by the City's Information Technology staff.

**Eligible Civic Centre
Equipment**

Elected officials are entitled to the following Civic Centre City-standard capital equipment for business use:

- one smart phone or cell phone and related in-car installation; and
- one laptop or desktop computer for Civic Centre office.

Eligible home office equipment is listed below.

**Eligible Home Offices -
Furniture**

The following City-standard furniture will be supplied for home offices through the Facilities and Property Management Division:

- one workstation/desk including keyboard tray;
- one chair;
- one printer stand;
- one three-drawer filing cabinet.

Alternatively, elected officials may purchase non City-standard

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furniture of their choosing and request reimbursement by the City. Reimbursement will be limited to a maximum of the cost of the equivalent item at City standards, as determined by the Director, Facilities and Property Management Division.

Eligible Home Office Computer and Equipment

The following City-standard computer and communications equipment, and set up and installation, will be supplied for home offices through the Information and Technology Division:

- one laptop or desktop computer or tablet and related hardware and software;
- one multi-function printer/fax/photocopier/scanner;
- one business telephone line and phone set; and
- one fax line.

Technical support for City-standard equipment and software will be provided by the Information and Technology Division. Refer to the Non City-Standard Equipment and Items section of this policy for information on the purchase of non City-standard communications equipment.

Replacement/Upgrade/ Refurbishment of Capital Equipment and Furniture

Capital equipment and furniture will be replaced, upgraded, or refurbished in accordance with City standards. For the purposes of replacement/upgrade/refurbishment and depreciation, all furniture will be deemed to have a 12-year life span; computer and communications equipment will be deemed to have a four-year life span. All capital equipment and furniture provided by the City will remain the property of the City until it has been fully depreciated.

Replacement of any City-standard capital item prior to reaching its full life span is contingent upon the return to the City of the item to be replaced, unless the Director of Information Technology or the Director of Facilities & Property Management, as appropriate, deems the item to have no value to the City.

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Where an elected official is reimbursed for non-standard furniture, the furniture need not be returned to the City. However, if the furniture is to be replaced or refurbished prior to the expiry of the 12-year life span, the elected official will be required to repay a percentage of the amount previously reimbursed. To facilitate this repayment, the reimbursement of the costs of new furniture or the costs of refurbishing existing furniture will be reduced by the amount of the repayment. The amount of the repayment will be determined by the following formula:

$$(A \div 12) \times B \text{ (where } A = \text{the amount previously reimbursed and } B = \text{the number of years remaining in the 12-year life span)}$$

Elected Official No Longer in Office

When the elected official is no longer in office, capital equipment and City-standard furniture must be either returned to the City or purchased at its depreciated value as determined by the Finance Division in consultation with the Facilities and Property Management Division or the Information Technology Division, as appropriate. Where the City has reimbursed an elected official for non-standard furniture, the elected official will be required to repay a percentage of the amount that had been reimbursed, according to the repayment formula above.

CLAIMS, APPROVALS AND REIMBURSEMENTS

How to Claim

Detailed procedures for obtaining services offered in-house and for submitting expense claims are available from the Finance Division, Corporate Services Department. General information is provided below.

Receipts/Proof of Payment

Original receipts from the vendor are required for all expenses unless otherwise noted, or unless a receipt is not normally provided for the expense. To avoid duplicate payments, copies of receipts are not acceptable. Copies of invoices, credit card slips or statements, or Interac payment slips (Purchase of Sale slips) are not acceptable as receipts. If a receipt is not normally

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provided by the vendor (e.g. for public transportation or tips) reasonable expenses may be claimed, provided an explanation of the purpose of the expense is included on the expense claim form.

Internal Charge-back for Services Provided by the City

Expenses related to services provided in-house, such as City facility or picnic table rentals, printing and photocopying, and the purchase of City inventory items through SAP, the City's financial system, will be charged to the account number provided with the requisition. No additional authorizations are required.

City Procurement Card (PCard) Purchases

Procurement cards (PCards), issued for purchases related to conducting City business are the primary and preferred methods used for direct payment of goods and/or services. PCard purchases must be conducted within assigned spending limits and must be used in accordance with all requirements of this policy and the requirements of Corporate Policy and Procedure - Business Expenses - Procurement Cards. Electronic PCard statements must be completed with adequate expense details and submitted on a monthly basis, in accordance with the schedule provided by Accounts Payable. All supporting documentation must be retained for a minimum of 24 months and made available when requested.

Cheque Requisition

Goods or services that are not ordered through SAP and that cannot be paid by City procurement card may be paid for by a cheque issued directly to the vendor. Form E195 - Cheque Requisition must be submitted to Accounts Payable, with supporting documentation. Refer to Corporate Policy and Procedure - Finance and Accounting - Cheque Requisitions for more information.

Reimbursement of Out of Pocket Expenses

Requests for reimbursement of out-of-pocket expenses not charged to a City procurement card may be made using Form E2421 - Incidental Expense Report. Expense claim forms should

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be submitted to Accounts Payable no later than the 15th of the month following the month in which the expense was incurred.

Accounts Payable processes payment for out-of-pocket expenses once per month. Elected officials may contact the Manager, Financial Services, to request more immediate payment for expense claims in excess of \$1,000.

Request for Travel
Advances and Statement of
Expenses

Travel expenses to attend functions on City business may be paid as an advance using Form 461 - Request for Travel Advances and Statement of Expenses or actual expenses incurred may be charged to a PCard, in which case an advance will not be provided.

If an advance is provided, the actual expenses must be reconciled with the advanced amount, and the form returned to Accounts Payable within 10 days of returning from the function. The elected official is responsible for reimbursing the City for any funds which were advanced in excess of eligible expenses. Whether or not advances are made, when an overnight stay is required, the expense claim must be made using Form 461. If no payments are made in advance, and if an overnight stay is not required by the function, the expenses may be reported using an Incidental Expense Report - Form E2421.

Approval

All expense claims for the Mayor will be reviewed for compliance with this policy by the City Manager or, in the absence of the City Manager, by the Commissioner of Corporate Services and Treasurer. All expense claims for councillors will be reviewed for compliance with this policy by the Commissioner of Corporate Services and Treasurer, or designate.

Elected officials are required to repay the City for any expense claims in excess of the annual budget amounts that are not

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approved by Council.

REFERENCE:

GC-0299-2006 – 2006 04 26

CA-0112-2009 – 2009 05 27

2011-03-16 Housekeeping – revise Form 180a to E2421

LAST REVIEW DATE:

September, 2011

CONTACT:

For more information contact Financial Services, Finance
Division, Corporate Services Department.

DRAFT

Comparison of Current and Proposed Policy - Elected Officials' Expenses

<i>Additions and deletions from Current Policy. Highlighted areas represent text that has been added to the policy; strikeouts indicate the text has been removed from the policy.</i>	<i>Proposed Policy as it will appear.</i>	<i>Rationale</i>
<p>POLICY STATEMENT Expenses incurred by elected officials, while acting as members of Council, are paid by the City, subject to the limitations and restrictions outlined in this policy.</p>	<p>POLICY STATEMENT Expenses incurred by elected officials while acting as members of Council are paid by the City, subject to the limitations and restrictions outlined in this policy.</p>	<p>The additional wording reinforces that elected officials' expenses are limited to what is provided for in the Elected Officials' Expense policy.</p>
<p>PURPOSE Elected officials are accountable to the public, and are responsible for ensuring that their expenses are reasonable, appropriate, and within budgeted amounts.</p> <p>This policy establishes outlines the types of expenses which will be paid by the City and specific restrictions which apply to those provides information on payment and approval methods. Any expenses not explicitly identified in this policy are and identifies those expenses which will not be paid eligible for funding by the City.</p>	<p>PURPOSE Elected officials are accountable to the public and are responsible for ensuring that their expenses are reasonable, appropriate, and within budgeted amounts.</p> <p>This policy outlines the expenses which will be paid by the City and provides information on payment and approval methods. Any expenses not explicitly identified in this policy are not eligible for funding by the City.</p>	<p>Wording revised to clearly state that only expenses outlined in the policy are eligible.</p>
<p>SCOPE This policy applies to all expenses incurred annually, unless otherwise noted in this policy, by the Mayor and councillors while conducting official City business and performing their duties</p>	<p>SCOPE This policy applies to all expenses incurred annually, unless otherwise noted in this policy, by the Mayor and councillors while conducting official City business and performing their duties as elected</p>	<p>Deleted statement is redundant.</p>

Comparison of Current and Proposed Policy - Elected Officials' Expenses

<p><i>Additions and deletions from Current Policy. Highlighted areas represent text that has been added to the policy; strikeouts indicate the text has been removed from the policy.</i></p>	<p><i>Proposed Policy as it will appear.</i></p>	<p><i>Rationale</i></p>
<p>as elected officials. Expenses are classified as either current budget expenses or capital budget expenses.</p>	<p>officials.</p>	
<p>PUBLIC NOTICE On a monthly basis, Corporate Finance will prepare an Elected Official Expenditure Summary. For public transparency purposes, the Elected Officials' Expenditure Summary will be posted quarterly on the City's website, following distribution to elected officials for review and subject to the provisions of the <i>Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)</i>, as amended.</p>	<p>PUBLIC NOTICE On a monthly basis, Corporate Finance will prepare an Elected Official Expenditure Summary. For public transparency purposes, the Elected Officials' Expenditure Summary will be posted quarterly on the City's website, following distribution to elected officials for review and subject to the provisions of the <i>Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)</i>, as amended.</p>	<p>This section is new to the policy and is consistent with the principles of transparent and accountable government.</p>
<p>EXEMPTIONS Council may grant exemptions for expenditures not provided for in this policy at the request of an elected official.</p>	<p>EXEMPTIONS Council may grant exemptions for expenditures not provided for in this policy at the request of an elected official.</p>	<p>New section to allow for items that may arise in the future.</p>
<p>Elected Officials' Salaries and Support Staff EXCLUDED EXPENSES The following list of expenses are excluded from this policy, as they are accounted for through other City of Mississauga Corporate policies or by-laws and budget provisions:</p>	<p>EXCLUDED EXPENSES The following list of expenses are excluded from this policy, as they are accounted for through other City of Mississauga Corporate policies or by-laws and budget provisions:</p>	<p>All expenses that are accounted for through other City of Mississauga Corporate Policies, by-laws or budget guidelines are now grouped together at the beginning of the policy.</p>

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Comparison of Current and Proposed Policy - Elected Officials' Expenses

<p>Additions and deletions from Current Policy. Highlighted areas represent text that has been added to the policy; strikeouts indicate the text has been removed from the policy.</p>	<p>Proposed Policy as it will appear.</p>	<p>Rationale</p>
<ul style="list-style-type: none"> • This policy does not apply to Elected officials Salaries and related payroll costs Benefits (refer to the Remuneration By-Law - 0511-2002, as amended); • Or to expenses incurred by elected officials' Council Support Staff Expenses. (e.g. wages, salaries and related payroll costs; mileage; staff training and development; office supplies and office equipment rental; etc.); • Vehicle allowance for councillors (refer to the Remuneration By-Law 0511-2002, Appendix A, as amended); • Mayor's vehicle costs – (refer to Corporate Policy and Procedure - Finance and Accounting - City Vehicles Provided for Business and Personal Use); • General Office Supplies (e.g. office consumables such as stationery, office supplies, printer cartridges/toners, CD's/ memory keys/USB storage devices and similar types of expenditures) which may be charged to a corporate assigned budget; • Attendance at Functions as a City representative specifically approved by Council. In these cases, costs related to attendance will be charged to a designated corporate operating budget. 	<ul style="list-style-type: none"> • Elected officials Salaries and Benefits (refer to the Remuneration By-Law - 0511-2002, as amended); • Council Support Staff Expenses (e.g. salaries and related payroll costs; mileage; staff training and development; office supplies and office equipment rental; etc.); • Vehicle allowance for councillors (refer to the Remuneration By-Law 0511-2002, Appendix A, as amended); • Mayor's vehicle costs – (refer to Corporate Policy and Procedure - Finance and Accounting - City Vehicles Provided for Business and Personal Use); • General Office Supplies (e.g. office consumables such as stationery, office supplies, printer cartridges/toners, CD's, memory keys/USB storage devices and similar types of expenditures) which may be charged to a corporate assigned budget; • Attendance at Functions as a City representative specifically approved by Council. In these cases, costs related to attendance will be charged to a designated corporate operating 	

Comparison of Current and Proposed Policy - Elected Officials' Expenses

<p><i>Additions and deletions from Current Policy. Highlighted areas represent text that has been added to the policy; strikeouts indicate the text has been removed from the policy.</i></p>	<p><i>Proposed Policy as it will appear.</i></p>	<p><i>Rationale</i></p>
	<p>budget.</p>	
<p>Personal Expenses Expenses for goods or services of a personal nature are the responsibility of the individual elected official and will not be paid by the City.</p>		<p>Moved to Ineligible Expenses Section</p>
<p>INELIGIBLE EXPENSES While not an exhaustive list, the following items are examples of expenses that are the responsibility of the individual elected official and are not eligible for reimbursement under this policy:</p> <ul style="list-style-type: none"> • Personal expenses - expenses for goods or services of a personal nature, such as grooming; invitations to meals or events with friends; etc are the responsibility of the individual elected official and will not be paid by the City. • Tickets - raffle tickets, table prize tickets and other gaming tickets; • Beer, alcohol, wine purchases; • Provincial Offence fines or parking tickets; • Passports; • Expenses of a spouse or companion who accompanies an elected official to a 	<p>INELIGIBLE EXPENSES While not an exhaustive list, the following items are examples of expenses that are the responsibility of the individual elected official and are not eligible for reimbursement under this policy:</p> <ul style="list-style-type: none"> • Personal expenses - expenses for goods or services of a personal nature, such as grooming; invitations to meals or events with friends; etc.; • Tickets - raffle tickets, table prize tickets and other gaming tickets; • Beer, alcohol, wine purchases; • Provincial Offence fines or parking tickets; • Passports; • Expenses of a spouse or companion who accompanies an elected official to a conference, 	<p>New section to include all ineligible expense items and to compile all of the items into one section of the policy for clarity, included election campaign expenses.</p>

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Comparison of Current and Proposed Policy - Elected Officials' Expenses

<p>Additions and deletions from Current Policy. Highlighted areas represent text that has been added to the policy; strikeouts indicate the text has been removed from the policy.</p>	<p>Proposed Policy as it will appear.</p>	<p>Rationale</p>
<p>conference, seminar, workshop or convention, unless the expense is associated with the Business Meals and Entertainment section of this policy;</p> <ul style="list-style-type: none"> • Election Campaign Expenses: As of June 30th of an election year, any costs associated with an election campaign, including: <ul style="list-style-type: none"> — expenses incurred to produce or distribute the production or distribution of campaign literature or materials. Newsletters may not be distributed after June 30 of an election year. However, all other communication processes will remain unchanged. — communication services expenses or use of City facilities, materials or equipment for election campaigning purposes. Note: Costs associated with published telephone, pager or fax numbers, or a published Internet or published e-mail addresses in conjunction with campaign information and communications are considered election related use of the services for campaigning purposes and are not funded through the 	<p>seminar, workshop or convention, unless the expense is associated with the Business Meals and Entertainment section of this policy;</p> <ul style="list-style-type: none"> • Election Campaign Expenses: As of June 30th of an election year, any costs associated with an election campaign, including: <ul style="list-style-type: none"> — the production or distribution of campaign literature or materials. Newsletters may not be distributed after June 30 of an election year. — communication services expenses or use of City facilities, materials or equipment for election campaigning purposes. Note: Costs associated with published telephone, pager or fax numbers or published e-mail addresses in conjunction with campaign information and communications are considered election related and are not funded through the elected officials' expense budget. Elected officials are responsible for declaring any 	

Comparison of Current and Proposed Policy - Elected Officials' Expenses

<p><i>Additions and deletions from Current Policy. Highlighted areas represent text that has been added to the policy; strikeouts indicate the text has been removed from the policy.</i></p>	<p><i>Proposed Policy as it will appear.</i></p>	<p><i>Rationale</i></p>
<p>elected officials' expense budget. Elected officials are responsible for declaring any communication services expenses which have been paid by the City, but used for campaigning purposes, and the City must be reimbursed.</p>	<p>communication services expenses which have been paid by the City, but used for campaigning purposes, and the City must be reimbursed.</p>	
<p><u>ELIGIBLE COUNCILLOR OPERATING BUDGET EXPENSES</u> <u>GENERAL CURRENT BUDGET INFORMATION EXPENSES</u> As part of the annual current operating budget approval, Council establishes a fixed budget amount is established for elected officials' discretionary expenses. This budget is to cover expenses incurred by each elected official while conducting City business or promoting the City including funding for councillor newsletters, as well as other expenses. Each elected official may choose how to allocate their budget, based on their business needs, in accordance with the eligibility provisions of this policy. The budget is then allocated to specific accounts for each elected official. Accounts are monitored Elected official expense</p>	<p><u>ELIGIBLE COUNCILLOR OPERATING BUDGET EXPENSES</u> <u>GENERAL BUDGET INFORMATION</u> As part of the annual operating budget approval, a budget amount is established for elected officials' discretionary expenses. This budget is to cover expenses incurred by each elected official while conducting City business or promoting the City, including funding for councillor newsletters, as well as other expenses. Each elected official may choose how to allocate their budget, based on their business needs, in accordance with the eligibility provisions of this policy. Elected official expense budgets are analyzed and</p>	<p>Updated to reflect annual budget processes currently in effect, including the role of the Finance Division (2nd paragraph). Revised to align with the Council Code of</p>

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Comparison of Current and Proposed Policy - Elected Officials' Expenses

<p>Additions and deletions from Current Policy. Highlighted areas represent text that has been added to the policy; strikeouts indicate the text has been removed from the policy.</p>	<p>Proposed Policy as it will appear.</p>	<p>Rationale</p>
<p>budgets are analyzed and reports are distributed monthly to the Mayor and Members of Council by the Finance Division, Corporate Services Department. Elected officials are ultimately responsible for the integrity and compliance of all expenses they claim under this policy. A statement of account is provided to the Mayor and councillors on a monthly basis, and An elected official expense report is also reported presented to Council annually in accordance with the <i>Municipal Act, 2001 C.25, Section 284.</i></p> <p>Current budget expense accounts are intended to cover all expenses incurred by each elected official, while conducting City business or promoting the City, including: expenses related to the management of the elected official's office, communication with constituents, sponsorships of a nominal value, business entertainment and staff recognition, promotion, local travel, and attendance at functions on City business.</p>	<p>reports are distributed monthly to the Mayor and Members of Council by the Finance Division, Corporate Services Department. Elected officials are ultimately responsible for the integrity and compliance of all expenses they claim under this policy. An elected official expense report is also presented to Council annually in accordance with the <i>Municipal Act, 2001 C.25, Section 284.</i></p>	<p>Conduct language with respect to elected officials' accountability and integrity.</p>
<p>Office Expenses Office consumables (stationery, office supplies, printer cartridges/toners, diskettes/memory keys/USB storage devices, organizers, etc.)</p>		<p>Items such as stationery now appear under the Excluded Items section of the policy, as they are charged to a corporate</p>

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<p><i>Additions and deletions from Current Policy.</i> <i>Highlighted areas represent text that has been added to the policy; strikeouts indicate the text has been removed from the policy.</i></p>	<p><i>Proposed Policy as it will appear.</i></p>	<p><i>Rationale</i></p>
<p>required for the elected official's office operations may be charged to a corporate current budget account. Office accessory items (desk lamps, picture/certificate framing, etc.), briefcases, purchased publications (maps, magazines, newspapers, etc.) will be charged to the elected official's individual account.</p>		<p>assigned budget. Office accessory items now appear in the Equipment and Office Accessory Expenses - Office Accessories and Furnishings section below, page 11.</p>
<p>Newly Elected Official - Office Setup Allowance Whenever an elected official takes office as the result of an election or appointment, the new incumbent, in addition to a pro-rated portion of the annual elected officials' expense budget, will be entitled to a one-time start-up operating budget of up to \$2,000 to cover costs such as minor furnishings, office equipment and décor, start-up supplies, business cards, stationary and similar types of expenditures in order to create an office environment suitable to the elected official.</p>	<p>Newly Elected Official - Office Setup Allowance Whenever an elected official takes office as the result of an election or appointment, the new incumbent, in addition to a pro-rated portion of the annual elected officials' expense budget, will be entitled to a one-time start-up operating budget of up to \$2,000 to cover costs such as minor furnishings, office equipment and décor, start-up supplies, business cards, stationary and similar types of expenditures in order to create an office environment suitable to the elected official.</p>	<p>New section to reflect current practice. This detail was not previously included in the policy.</p>
<p>COMMUNICATION EXPENSES Cell Phone, Home Telephone /Fax/Internet The following monthly costs associated with the operation of communication equipment may be charged to the elected official's expense budget:</p>	<p>COMMUNICATION EXPENSES Cell Phone, Home Telephone /Fax/Internet The following monthly costs associated with the operation of communication equipment may be charged to the elected official's expense budget:</p>	<p>In order to group all communication expenses together in the policy, the information on the monthly costs for eligible communication expenses now</p>

Comparison of Current and Proposed Policy - Elected Officials' Expenses

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<ul style="list-style-type: none"> • one cellular or smart phone service plan for City business use, including air time or data charges; • service plan for one City standard tablet/notepad or equivalent device; and • the costs of home communication lines and related service plans (i.e. one home telephone/fax line, one home Internet line), when the use is dedicated to primarily for City business. <p>Elected officials are responsible for ensuring that bills for these home services are in the name and address of the elected official and not that of the City. Elected officials may either charge the bill to their City-issued procurement card (PCard) or pay the service provider directly and submit the expense to the City as an Incidental Expense Report Form E2421 reimbursement. Note: The City will not be responsible for any late payment charges.</p>	<ul style="list-style-type: none"> • one cellular or smart phone service plan for City business use, including air time or data charges; • service plan for one City standard tablet/notepad or equivalent device; and • the costs of home communication lines and related service plans (i.e. one home telephone/fax line, one home Internet line), when the use is primarily for City business. <p>Elected officials are responsible for ensuring that bills for these home services are in the name and address of the elected official and not that of the City. Elected officials may either charge the bill to their City-issued procurement card (PCard) or pay the service provider directly and submit the expense to the City as an Incidental Expense Report Form E2421 reimbursement. Note: The City will not be responsible for any late payment charges.</p>	<p>appears in the Communication Expenses section.</p> <p>Included the options available to elected officials' for payment of communications bills (e.g. cell phone, Internet, etc.)</p>
<p>General Communication With Constituents The following eligible expenses related to communication and paid through the elected officials' expense budget include but are not</p>	<p>General Communication With Constituents The following eligible expenses related to communication and paid through the elected officials' expense budget include:</p>	<p>General communication expenses are now grouped into appropriate categories and combined into bullet form for ease of</p>

Comparison of Current and Proposed Policy - Elected Officials' Expenses

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<p>limited to:</p> <ul style="list-style-type: none"> expenses incurred in the communication of City and/or ward issues or items of interest to constituents are paid by the City; One newsletter will be charged to a corporate account each year; second and subsequent expenses related to the publication and distribution of ward-related newsletters will be charged to the particular elected official's individual account. greeting cards, or other business and ward related notices; and mailings (printing, copying, postage, address lists), advertisements and inserts, room rentals, newspaper columns/notices, or advertisements, and television appearances, community association memberships, floral tributes or charitable donations in lieu of a floral tribute (to a maximum of \$500 per term); greeting cards, etc. 	<ul style="list-style-type: none"> expenses incurred in the communication of City and/or ward issues or items of interest to constituents; expenses related to the publication and distribution of ward-related newsletters, greeting cards, or other business and ward related notices; and newspaper columns/notices, or advertisements. 	<p>reading, where warranted, or broken out into separate sections under Communication in order to provide additional information.</p> <p>See Floral Arrangements section below.</p>
<p>Websites – City and Personal Costs of communications lines (telephone, cell phone, fax, Internet) and related services will be paid when the use is dedicated to business associated with development, licensing, maintenance and support of an elected official's external website used for City business purposes</p>	<p>Websites – City and Personal Costs associated with development, licensing, maintenance and support of an elected official's external website used for City business purposes to carry out his or her duties of office are eligible for reimbursement.</p>	<p>The deleted information now appears in the Equipment and Office Accessory Expenses - Cell Phone, Home Telephone /Fax/Internet section below. A separate section on websites was added to include expanded information.</p>

Comparison of Current and Proposed Policy - Elected Officials' Expenses

Additions and deletions from Current Policy. <i>Highlighted areas represent text that has been added to the policy; strikeouts indicate the text has been removed from the policy.</i>	Proposed Policy as it will appear.	Rationale
<p>to carry out his or her duties of office are eligible for reimbursement.</p> <p>The City provides maintenance and support for the elected official's City website.</p>	<p>The City provides maintenance and support for the elected official's City website.</p>	
<p>Facility Rentals Elected officials may charge reasonable facility rentals to their expense budget, either to host events or to support community group events. Funding of facility rentals or rooms for ongoing regular meetings of a specific group is not eligible. (e.g. a community group's weekly meetings).</p>	<p>Facility Rentals Elected officials may charge reasonable facility rentals to their expense budget, either to host events or to support community group events. Funding of facility rentals or rooms for ongoing regular meetings of a specific group is not eligible. (e.g. a community group's weekly meetings).</p>	<p>Added a separate section to clarify eligibility of facility\room rental expenses.</p>
<p>Floral Arrangements Floral tributes arrangements, to a maximum of \$500-\$250 per term event, are eligible. or Charitable donations in lieu of a floral tribute arrangement may be substituted at the elected official's discretion. Any donation tax receipts received by the elected official for these donations are to be sent to the Accounting Supervisor, Finance Division, once received.</p>	<p>Floral Arrangements Floral arrangements, to a maximum of \$250 per event, are eligible. Charitable donations in lieu of a floral arrangement may be substituted at the elected official's discretion. Any donation tax receipts received by the elected official for these donations are to be sent to the Accounting Supervisor, Finance Division, once received.</p>	<p>Added a separate section to clarify eligibility of floral arrangement and charitable donation expenses. The maximum is now defined per event and not per term.</p>
<p>Campaign Expenses</p>		

Comparison of Current and Proposed Policy - Elected Officials' Expenses

<p><i>Additions and deletions from Current Policy.</i> <i>Highlighted areas represent text that has been added to the policy; strikeouts indicate the text has been removed from the policy.</i></p>	<p><i>Proposed Policy as it will appear.</i></p>	<p><i>Rationale</i></p>
<p>Expenses incurred to produce or distribute campaign literature or materials will not be paid for by the City. Newsletters may not be distributed after June 30 of an election year. However, all other communication processes will remain unchanged. The City will continue to pay expenses related to communications services (e.g. residential phone lines, cell phones, pagers, fax lines, Internet) required by the elected official to carry out the duties of his or her elected office during an election year. However, the City will not fund communications services expenses incurred for election campaigning purposes. Published telephone, pager or fax numbers, or a published Internet or e-mail address in conjunction with campaign information and communications are considered use of the services for campaigning purposes. Elected officials are responsible for declaring any communications services expenses which have been paid by the City, but used for campaigning purposes, and the City must be reimbursed.</p>		<p>Moved to Excluded Expenses section, above.</p>
<p>EQUIPMENT AND OFFICE ACCESSORY EXPENSES Support Staff Cell Phone Costs</p>	<p>EQUIPMENT AND OFFICE ACCESSORY EXPENSES Support Staff Cell Phone Costs</p>	<p>Separate section for support staff</p>

12M5

Comparison of Current and Proposed Policy - Elected Officials' Expenses

Additions and deletions from Current Policy. <i>Highlighted areas represent text that has been added to the policy; strikeouts indicate the text has been removed from the policy.</i>	Proposed Policy as it will appear.	Rationale
Elected officials may charge support staff cell phone costs not covered by the elected officials' support staff budget to their expense budget.	Elected officials may charge support staff cell phone costs not covered by the elected officials' support staff budget to their expense budget.	communication devices added to reflect current practice.
<p>Office Expenses Accessories and Furnishings City office accessories and furniture items (e.g. desk lamps, plants, mini-fridge, art, picture/certificate framing, coffee makers), briefcases, purchased publications (e.g. maps, magazines, newspapers, guide books, etc.) and other reasonable office items may will be charged to the elected official's individual account expense budget at the elected official's discretion. These Furniture, furnishings, office décor and equipment items will be classified as are deemed to be City property should the elected official leave office. The elected official may purchase these items at depreciated value, as determined by Finance, should the elected official leave office at that time.</p>	<p>Office Accessories and Furnishings City office accessories and furniture items (e.g. desk lamps, plants, mini-fridge, art, picture/certificate framing, coffee makers), briefcases, purchased publications (e.g. maps, guide books, etc.), and other reasonable office items may be charged to the expense budget at the elected official's discretion. Furniture, furnishings, office décor and equipment items are deemed to be City property. The elected official may purchase these items at depreciated value, as determined by Finance, should the elected official leave office.</p>	Office accessories and furnishings are now a separate section, with additional information provided with respect to items remaining the property of the City should the elected official leave office.
<p>Miscellaneous Equipment Reasonable miscellaneous equipment deemed necessary to carry out the duties of office or for a ward event, such as GPS equipment, hand-held device chargers or carrying cases, tents, portable</p>	<p>Miscellaneous Equipment Reasonable miscellaneous equipment deemed necessary to carry out the duties of office or for a ward event, such as GPS equipment, hand-held device chargers or carrying cases, tents, portable</p>	New section to capture miscellaneous items that were not previously part of the policy.

Comparison of Current and Proposed Policy - Elected Officials' Expenses

<p><i>Additions and deletions from Current Policy. Highlighted areas represent text that has been added to the policy; strikeouts indicate the text has been removed from the policy.</i></p>	<p><i>Proposed Policy as it will appear.</i></p>	<p><i>Rationale</i></p>
<p>signs and event equipment, will be eligible for reimbursement. Equipment purchases are deemed to be City property. The elected official may purchase these items at depreciated value, as determined by Finance, should the elected official leave office.</p>	<p>signs and event equipment, will be eligible for reimbursement. Equipment purchases are deemed to be City property. The elected official may purchase these items at depreciated value, as determined by Finance, should the elected official leave office.</p>	
<p>BUSINESS MEALS AND ENTERTAINMENT Business Entertainment/ Staff Recognition Meals and Tickets Reasonable expenses associated with the entertainment of business contacts, or the recognition of staff, such as business lunches meals (e.g. meetings conducted during normal meal periods) or tickets to retirement events banquets, fundraisers, or other entertainment events, will be reimbursed when the attendance such or entertainment is considered to be either necessary for the advancement of the interests of the City or to support a local community group, or appropriate as a means of rewarding the efforts of staff. Requests for reimbursement must include the purpose of the function, and the name(s) of the individual(s) attending being entertained or</p>	<p>BUSINESS MEALS AND ENTERTAINMENT Business Meals and Tickets Reasonable expenses associated with the entertainment of business contacts, such as business meals (e.g. meetings conducted during normal meal periods) or tickets to retirement events, banquets, fundraisers, or other entertainment events, will be reimbursed when the attendance or entertainment is considered to be necessary for the advancement of the interests of the City or to support a local community group. Requests for reimbursement must include the purpose of the function, and the name(s) of the individual(s) attending.</p>	<p>For clarity, eligible expenses related to business entertainment have been broken into clear sections: Business Meals and Tickets; Business Meeting Refreshments; Prepaid Season Tickets; Hospitality; and Spouse and Companion Expenses. Staff recognition is also now a separate section under Miscellaneous Expenses.</p>

12ji

Comparison of Current and Proposed Policy - Elected Officials' Expenses

Additions and deletions from Current Policy. <i>Highlighted areas represent text that has been added to the policy; strikeouts indicate the text has been removed from the policy.</i>	Proposed Policy as it will appear.	Rationale
<p>recognized. To meet this requirement when pre-paid season tickets to an entertainment facility are used as business entertainment or staff recognition, the elected official may either provide a list of intended recipients of the tickets with the request for reimbursement, or request reimbursement as each ticket is distributed. A spouse or companion may be included as a guest when claiming business entertainment expenses, at the discretion of the elected official.</p>		<p>The deleted information is now in the Prepaid Season Tickets section, below.</p>
<p>Business Meeting Refreshments Reasonable expenses associated with providing coffee, refreshments, snacks or sandwiches for community or business meetings are permitted.</p>	<p>Business Meeting Refreshments Reasonable expenses associated with providing coffee, refreshments, snacks or sandwiches for community or business meetings are permitted.</p>	<p>New section. This level of detail was not previously included in the policy.</p>
<p>Prepaid Season Tickets To meet this requirement when Elected officials may purchase pre-paid season tickets to an entertainment facility (e.g. Mississauga Majors Hockey Club) are used as if the use is intended for ward or City business-related purposes.</p> <p>When pre-paid season tickets are purchased and used as business entertainment or staff recognition, given to a community group, the</p>	<p>Prepaid Season Tickets Elected officials may purchase pre-paid season tickets to an entertainment facility (e.g. Mississauga Majors Hockey Club) if the use is intended for ward or City business-related purposes.</p> <p>When pre-paid season tickets are purchased and used as business entertainment or given to a community group, the elected official will be</p>	<p>No change to the intent. Changes are for clarification.</p>

Comparison of Current and Proposed Policy - Elected Officials' Expenses

<p><i>Additions and deletions from Current Policy. Highlighted areas represent text that has been added to the policy; strikeouts indicate the text has been removed from the policy.</i></p>	<p><i>Proposed Policy as it will appear.</i></p>	<p><i>Rationale</i></p>
<p>elected official may either provide will be responsible for providing Finance with a list of "intended" recipients of the tickets for the entire season with the request for their monthly incidental expense reimbursement, or request reimbursement as each ticket is distributed alternately, they may provide Finance with a detailed list of all "actual game" recipients during or at the end of the season. —A spouse or companion may be included as a guest when claiming business entertainment expenses, at the discretion of the elected official.</p> <p>The elected official will be responsible and accountable for providing this list to Finance for record and audit purposes.</p>	<p>responsible for providing Finance with a list of "intended" recipients of the tickets for the entire season with their monthly incidental expense reimbursement, or alternately, they may provide Finance with a detailed list of all "actual game" recipients during or at the end of the season.</p> <p>The elected official will be responsible and accountable for providing this list to Finance for record and audit purposes.</p>	<p>There is now a separate section on Spouse and Companion Expenses, below.</p>
<p>Hospitality Elected officials may incur expenses as the result of being required to extend hospitality to external parties as part of their official duties and/or when attending functions. Elected officials may be reimbursed for hospitality expenses for meetings that include: a. engaging representatives of other levels of government, international delegations or visitors, the broader public sector, business</p>	<p>Hospitality Elected officials may incur expenses as the result of being required to extend hospitality to external parties as part of their official duties and/or when attending functions. Elected officials may be reimbursed for hospitality expenses for meetings that include: a. engaging representatives of other levels of government, international delegations or visitors, the broader public sector, business</p>	<p>New section to capture eligible expenses related to hospitality. The bullets "a." through "e." were originally contained in the Council Code of Conduct.</p>

12mm

Comparison of Current and Proposed Policy - Elected Officials' Expenses

<p><i>Additions and deletions from Current Policy. Highlighted areas represent text that has been added to the policy; strikeouts indicate the text has been removed from the policy.</i></p>	<p><i>Proposed Policy as it will appear.</i></p>	<p><i>Rationale</i></p>
<p>contacts and other third parties in discussions on official matters;</p> <p>b. providing persons from national, international and charitable organizations with an understanding and appreciation of the City of Mississauga or the workings of its municipal government;</p> <p>c. honouring persons from the City in recognition of exceptional public service and staff appreciation events;</p> <p>d. recognition events for various agencies, boards and commissions of the City; and</p> <p>e. ratepayers associations, minor league sports associations and other community groups.</p>	<p>contacts and other third parties in discussions on official matters;</p> <p>b. providing persons from national, international and charitable organizations with an understanding and appreciation of the City of Mississauga or the workings of its municipal government;</p> <p>c. honouring persons from the City in recognition of exceptional public service and staff appreciation events;</p> <p>d. recognition events for various agencies, boards and commissions of the City; and</p> <p>e. ratepayers associations, minor league sports associations and other community groups.</p>	
<p>Spouse or Companion Expenses An elected official's spouse or companion may be included as a guest when claiming business entertainment expenses, at the discretion of the elected official.</p>	<p>Spouse or Companion Expenses An elected official's spouse or companion may be included as a guest when claiming business entertainment expenses, at the discretion of the elected official.</p>	<p>Separate section created for Spouse or Companion Expenses. Wording is from the existing policy.</p>
<p>ATTENDANCE AT FUNCTIONS Conferences, Seminars, Workshops, Conventions Elected officials may charge expenses incurred to attend functions conferences, seminars,</p>	<p>ATTENDANCE AT FUNCTIONS Conferences, Seminars, Workshops, Conventions Elected officials may charge expenses incurred to attend conferences, seminars, workshops, courses,</p>	<p>Minor wording changes for clarification (e.g. reference to optional conferences,</p>

Comparison of Current and Proposed Policy - Elected Officials' Expenses

<p><i>Additions and deletions from Current Policy. Highlighted areas represent text that has been added to the policy; strikeouts indicate the text has been removed from the policy.</i></p>	<p><i>Proposed Policy as it will appear.</i></p>	<p><i>Rationale</i></p>
<p>workshops, courses, conventions and formal study tours related to on City business, including transportation (e.g. limo or taxi service to the airport), parking, trip cancellation insurance, registration fees or tickets, meals and accommodation, and incidental expenses (e.g. tips, currency exchange fees) will be paid to their operating budget Receipts, if normally provided, are required.</p> <p>The following restrictions and exceptions apply to payment of expenses while attending functions on City business:</p> <ul style="list-style-type: none"> Regardless of any other supporting documentation that is required to support expense claims, A copy of the registration form for conferences, conventions, seminars, etc., where applicable, must be attached to the request for reimbursement provided. The copy of the registration form will be used to confirm such items as dates of required travel and/or accommodation and eligibility for per diem payments. Transportation by air, rail or bus will be reimbursed at the lowest available price. For flights in excess of five hours, elected 	<p>conventions and formal study tours related to City business, including transportation (e.g. limo or taxi service to the airport), parking, trip cancellation insurance, registration fees or tickets, meals and accommodation, and incidental expenses (e.g. tips, currency exchange fees) to their operating budget. Receipts, if normally provided, are required.</p> <p>No Change</p> <ul style="list-style-type: none"> A copy of the registration form, where applicable, must be provided. The copy of the registration form will be used to confirm such items as dates of required travel and/or accommodation and eligibility for per diem payments. <p>No Change.</p>	<p>etc., as attendance at Council-approved functions will be charged to a designated corporate operating budget.)</p> <p>Deleted text redundant. Added "where applicable", as a function such as a formal study tour may not require a registration form.</p>

12m

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Comparison of Current and Proposed Policy - Elected Officials' Expenses

<p>Additions and deletions from Current Policy. <i>Highlighted areas represent text that has been added to the policy; strikeouts indicate the text has been removed from the policy.</i></p>	<p>Proposed Policy as it will appear.</p>	<p>Rationale</p>
<p>officials may choose business class travel. Claims for air travel must be supported by boarding passes.</p> <ul style="list-style-type: none"> • Car rentals for use while on an out-of-town business trip will be reimbursed only if the cost of the rental does not exceed the cost of taxi fares for the same purpose. A cost justification for the rental car must be included with the claim. • Expenses incurred when using a personal vehicle for travel to functions located at least 100 km (60 mi.) from the City will be reimbursed at the standard car allowance rate established for City staff. • Accommodation will be reimbursed at the lesser of the room rate charged for the function or the hotel's rate for a standard room. • Meals and miscellaneous expenses will be reimbursed at actual costs upon submission of appropriate receipts. Alternatively, when an overnight stay is required, these expenses may be reimbursed on a per diem basis, with 	<p>No Change</p> <p>No Change.</p> <p>No Change.</p> <p>No Change.</p>	

Comparison of Current and Proposed Policy - Elected Officials' Expenses

<p><i>Additions and deletions from Current Policy. Highlighted areas represent text that has been added to the policy; strikeouts indicate the text has been removed from the policy.</i></p>	<p><i>Proposed Policy as it will appear.</i></p>	<p><i>Rationale</i></p>
<p>no receipts required, at a maximum rate of \$60.00 per day including travel days (US\$60.00 if the function takes place outside Canada).</p> <ul style="list-style-type: none"> The expenses of a spouse or companion will not be reimbursed unless the expense is associated with the business entertainment as described in the "Business Meals and Entertainment" section of this policy. 	<ul style="list-style-type: none"> The expenses of a spouse or companion will not be reimbursed unless the expense is associated with the Business Meals and Entertainment section of this policy. 	
<p>CONTRIBUTIONS AND DONATIONS To Community Groups Sponsorship Formal sponsorship of groups or organizations is available through the Corporate Grant Program or the Sponsorship Program.</p> <p>However, elected officials may charge the donation of items or services or financial contributions towards nominal expenses related to the sponsorship specific events, activities, programs or fundraising initiatives of local groups to their particular current expense budget account, to an annual maximum of \$500 per group. Examples of nominal eligible expenses include the purchase of fund-raising items, or the cost of a room rental or refreshments, payment</p>	<p>CONTRIBUTIONS AND DONATIONS To Community Groups Formal sponsorship of groups or organizations is available through the Corporate Grant Program.</p> <p>However, elected officials may charge the donation of items or services or financial contributions towards specific events, activities, programs or fundraising initiatives of local groups to their expense account, to an annual maximum of \$500 per group. Examples of eligible expenses include the purchase of fundraising items, the cost of a room rental or refreshments, payment of reasonable entertainment expenses on behalf of the group, or financial contributions to support a specific</p>	<p>The Sponsorship Program policy was rescinded several years ago.</p> <p>An annual \$500 cap per group has been included. Other minor wording changes and the addition of examples of donations added for clarity.</p>

12pp

Comparison of Current and Proposed Policy - Elected Officials' Expenses

<p>Additions and deletions from Current Policy. Highlighted areas represent text that has been added to the policy; strikeouts indicate the text has been removed from the policy.</p>	<p>Proposed Policy as it will appear.</p>	<p>Rationale</p>
<p>of reasonable entertainment expenses on behalf of the group, or financial contributions to support a specific program or initiative of the group. The activities of the group being sponsored should be of benefit to the local community.</p> <p>Expenses related to the sponsorship of teams or individuals, such as the provision of uniforms or equipment, or on-going financial support are not considered "nominal expenses" and will not be reimbursed.</p> <p>Donations to national and/or international brand charities (e.g. Cancer, Diabetes, Lung Association, Heart and Stroke) will not be reimbursed, with the exception of donations in lieu of flowers for funerals. Any donation tax receipts received by the elected official for these donations are to be sent to the Accounting Supervisor, Finance Division, once received.</p>	<p>program or initiative of the group. The activities of the group being sponsored should be of benefit to the local community.</p> <p>Expenses related to the sponsorship of teams or individuals, such as the provision of uniforms or equipment, or on-going financial support, will not be reimbursed.</p> <p>Donations to national and/or international brand charities (e.g. Cancer, Diabetes, Lung Association, Heart and Stroke) will not be reimbursed, with the exception of donations in lieu of flowers for funerals. Any donation tax receipts received by the elected official for these donations are to be sent to the Accounting Supervisor, Finance Division, once received.</p>	<p>Minor wording changes for clarity.</p> <p>New section to address donations in lieu of flowers to national/international charities. This level of detail was not previously included in the policy.</p>
<p>Golf Tournaments and Charity Events Reasonable expenses associated with buying tickets to sponsor, attend, or support a community golf tournament or charity event will be reimbursed when such entertainment is</p>	<p>Golf Tournaments and Charity Events Reasonable expenses associated with buying tickets to sponsor, attend, or support a community golf tournament or charity event will be reimbursed when such entertainment is considered to be</p>	<p>New section to address tournaments and charity events specifically, as these are not addressed in the current policy.</p>

Comparison of Current and Proposed Policy - Elected Officials' Expenses

<p><i>Additions and deletions from Current Policy. Highlighted areas represent text that has been added to the policy; strikeouts indicate the text has been removed from the policy.</i></p>	<p><i>Proposed Policy as it will appear.</i></p>	<p><i>Rationale</i></p>
<p>considered to be beneficial for the advancement of the interests of the City or support of a community organization. Requests for reimbursement must include the purpose of the function, and the name(s) of the individual(s) attending, if known, or the organization whose members will be using the tickets purchased.</p>	<p>beneficial for the advancement of the interests of the City or support of a community organization. Requests for reimbursement must include the purpose of the function, and the name(s) of the individual(s) attending, if known, or the organization whose members will be using the tickets purchased.</p>	
<p>MISCELLANEOUS EXPENSES Staff Recognition Reasonable expenses associated with the entertainment of business contacts or the recognition of staff, such as business lunches, or tickets to community events or small gifts of appreciation will be reimbursed when such entertainment is expenditures are considered to be either necessary for the advancement of the interests of the City, or appropriate as a means of rewarding the efforts of staff. Requests Recipients must be listed on the receipt provided for reimbursement. must include the purpose of the function, and the name(s) of the individual(s) being entertained or recognized.</p>	<p>MISCELLANEOUS EXPENSES Staff Recognition Reasonable expenses associated with the recognition of staff, such as business lunches, tickets to community events or small gifts of appreciation will be reimbursed when such expenditures are considered to be appropriate as a means of rewarding the efforts of staff. Recipients must be listed on the receipt provided for reimbursement.</p>	<p>This information was previously included with Business Entertainment and has been separated in the revised policy.</p>
<p>Promotion Souvenirs and Give-Aways</p>	<p>Souvenirs and Give-Aways</p>	

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Comparison of Current and Proposed Policy - Elected Officials' Expenses

Additions and deletions from Current Policy. <i>Highlighted areas represent text that has been added to the policy; strikeouts indicate the text has been removed from the policy.</i>	Proposed Policy as it will appear.	Rationale
<p>City souvenir items and give-aways of nominal value are available for distribution at the discretion of each elected official and may be ordered on a charge-back basis from Central Stores. Elected officials may fund promotional items that carry the elected official's contact information, and/or identify the elected official, through their expense account, provided that the items will be not be distributed or used after June 30 of an election year.</p> <p>Nominal gifts for special business related occasions (e.g. retirements, work anniversaries, taxpayer or community group recognition). are eligible for reimbursement.</p> <p>Campaign materials cannot be charged to the City.</p>	<p>City souvenirs and give-aways of nominal value are available for distribution at the discretion of each elected official and may be ordered on a charge-back basis from Central Stores. Elected officials may fund promotional items that carry the elected official's contact information, and/or identify the elected official, through their expense account, provided that the items will be not be distributed or used after June 30 of an election year.</p> <p>Nominal gifts for special business related occasions (e.g. retirements, work anniversaries, taxpayer or community group recognition). are eligible for reimbursement.</p> <p>No Change.</p>	<p>Clarified that souvenirs and give-aways may be personalized with the elected official's name, etc.</p>
<p>Tips Reasonable tips are permitted for the acquisition of business related services such as transportation and business meals.</p>	<p>Tips Reasonable tips are permitted for the acquisition of business related services such as transportation and business meals.</p>	<p>New section. Tips were previously only addressed under the Attendance at Functions section.</p>
<p>Local Travel Allowance 407 Charges Councillors receive a fixed monthly car allowance, as provided by the City's by law</p>	<p>407 Charges</p>	<p>The deleted information is now included in the Excluded Expenses section, the</p>

Comparison of Current and Proposed Policy - Elected Officials' Expenses

<p><i>Additions and deletions from Current Policy. Highlighted areas represent text that has been added to the policy; strikeouts indicate the text has been removed from the policy.</i></p>	<p><i>Proposed Policy as it will appear.</i></p>	<p><i>Rationale</i></p>
<p>governing elected officials' remuneration and expenses. The Mayor is provided with a City-leased vehicle, and does not receive an allowance. Refer to Corporate Policy and Procedure - City Vehicles Provided for Business and Personal Use.</p> <p>Highway 407 toll charges, including the cost of a transponder, will be paid based on invoices approved by the councillors eligible when used for City business purposes. Elected officials are responsible for ensuring that bills are in the name and address of the elected official and not that of the City. 407 bills may be charged to a City procurement card or paid by the elected official directly to the service provider and submitted to the City as an Incidental Expense Report reimbursement, Form E2421.</p> <p>Insurance coverage is a personal responsibility, and is not provided by the City.</p>	<p>407 toll charges, including the cost of a transponder, will be eligible when used for City business purposes. Elected officials are responsible for ensuring that bills are in the name and address of the elected official and not that of the City. 407 bills may be charged to a City procurement card or paid by the elected official directly to the service provider and submitted to the City as an Incidental Expense Report reimbursement, Form E2421.</p>	<p>third and fourth bullets.</p> <p>New section specific to 407 toll charges.</p> <p>Insurance may be covered under the elected officials' car allowance in the remuneration by-law.</p>
<p>Parking Charges Parking charges expenses for City related business will be reimbursed upon submission of receipts are eligible for reimbursement.</p>	<p>Parking Charges Parking expenses for City related business are eligible for reimbursement.</p>	<p>Clarified when parking charges are eligible for reimbursement.</p>

Comparison of Current and Proposed Policy - Elected Officials' Expenses

<p><i>Additions and deletions from Current Policy. Highlighted areas represent text that has been added to the policy; strikeouts indicate the text has been removed from the policy.</i></p>	<p><i>Proposed Policy as it will appear.</i></p>	<p><i>Rationale</i></p>
<p>WARD EVENTS Ward Initiated Community Events Elected officials may charge reasonable expenses related to the support of ward initiated community events (e.g. refreshments and entertainment for events such as picnics, fairs, yard sales, skating parties, facility rentals), to their specific operating expense budget. Any fundraising for a ward initiated community event must be managed independently, without involvement of City resources and with no funds being held by the City for this purpose.</p>	<p>WARD EVENTS Ward Initiated Community Events Elected officials may charge reasonable expenses related to the support of ward initiated community events (e.g. refreshments and entertainment for events such as picnics, fairs, yard sales, skating parties; facility rentals), to their specific operating expense budget. Any fundraising for a ward initiated community event must be managed independently, without involvement of City resources and with no funds being held by the City for this purpose.</p>	<p>New section to provide elected officials with clear information related to providing support for ward initiated events.</p>
<p>MEMBERSHIPS AND SUBSCRIPTIONS Memberships Membership fees to organizations or associations deemed by the elected official to be relevant to his or her work will be eligible for reimbursement of up to a total of \$500 annually, through the elected official's expense account.</p>	<p>MEMBERSHIPS AND SUBSCRIPTIONS Memberships Membership fees to organizations or associations deemed by the elected official to be relevant to his or her work will be eligible for reimbursement of up to a total of \$500 annually, through the elected official's expense account.</p>	<p>New section added to reflect address memberships, including the annual amount. .</p>
<p>Subscriptions Subscriptions to magazines and newspapers to assist the elected official in his/her role will be paid by the City.</p>	<p>Subscriptions Subscriptions to magazines and newspapers to assist the elected official in his/her role will be paid by the City.</p>	<p>New section with added detail - previously part of "Office Expenses".</p>

Comparison of Current and Proposed Policy - Elected Officials' Expenses

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<p>ELIGIBLE CAPITAL EXPENSES Capital Expenses The costs of Capital equipment is provided to elected officials' offices within the Civic Centre, in accordance with standard City practices.</p> <p>The costs of City-standard capital equipment (office furniture and furnishings, computer and communications equipment, e.g. cell phone, smart phone, laptop, desktop PC, tablet/notepad) are charged to the appropriate Information Technology or Facilities and Property Management capital budget account.</p> <p>To ensure eligibility of the expense, Requests for furniture or furnishings must be forwarded to the Director of Facilities and Property Management for approval prior to purchase.</p> <p>and Requests for computer or communications equipment must be forwarded to the Director of Information Technology for approval prior to purchase.</p> <p>Refer to the Non City-Standard Equipment and Items section below for guidelines on the</p>	<p>ELIGIBLE CAPITAL EXPENSES Capital Expenses Capital equipment is provided to elected officials' offices within the Civic Centre, in accordance with standard City practices.</p> <p>The costs of City-standard capital equipment (office furniture and furnishings, computer and communications equipment, e.g. cell phone, smart phone, laptop, desktop PC, tablet/notepad) are charged to the appropriate Information Technology or Facilities and Property Management capital budget account.</p> <p>Requests for furniture or furnishings must be forwarded to the Director of Facilities and Property Management for approval prior to purchase.</p> <p>Requests for computer or communications equipment must be forwarded to the Director of Information Technology for approval prior to purchase.</p> <p>Refer to the Non City-Standard Equipment and Items section below for guidelines on the purchase</p>	<p>Minor wording revisions for clarity with respect to approvals and to include additional examples of communications equipment.</p>

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Comparison of Current and Proposed Policy - Elected Officials' Expenses

<p>Additions and deletions from Current Policy. Highlighted areas represent text that has been added to the policy; strikeouts indicate the text has been removed from the policy.</p>	<p>Proposed Policy as it will appear.</p>	<p>Rationale</p>
<p>purchase of non City-standard communications equipment.</p>	<p>of non City-standard communications equipment.</p>	
<p>Non City-Standard Equipment and Items Elected officials who choose to purchase communications equipment, such as cell phones or smart phones, tablet/notepads, laptops, desk top computers or ancillary devices (e.g. headsets and cases) that differ from or exceed standard City-provided equipment may utilize their elected officials' expense budget or choose to personally absorb the cost. The amount that exceeds the cost of the equivalent item at City standard, as determined by the Director of Information Technology, will be charged to the elected official's expense account.</p> <p>Items purchased through the elected officials' expense budget remain the property of the City until they have been fully depreciated.</p> <p>Non City-standard equipment will not be supported (i.e. maintenance, troubleshooting) by the City's Information Technology staff.</p>	<p>Non City-Standard Equipment and Items Elected officials who choose to purchase communications equipment, such as cell phones or smart phones, tablet/notepads, laptops, desk top computers or ancillary devices (e.g. headsets and cases) that differ from or exceed standard City-provided equipment may utilize their elected officials' expense budget or choose to personally absorb the cost. The amount that exceeds the cost of the equivalent item at City standard, as determined by the Director of Information Technology, will be charged to the elected official's expense account.</p> <p>Items purchased through the elected officials' expense budget remain the property of the City until they have been fully depreciated.</p> <p>Non City-standard equipment will not be supported (i.e. maintenance, troubleshooting) by the City's Information Technology staff.</p>	<p>New section added to address the fact that some elected officials prefer to purchase their own communications equipment.</p>
<p>Civic Centre Offices Eligible Civic Centre</p>	<p>Eligible Civic Centre Equipment</p>	

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<p><i>Additions and deletions from Current Policy. Highlighted areas represent text that has been added to the policy; strikeouts indicate the text has been removed from the policy.</i></p>	<p><i>Proposed Policy as it will appear.</i></p>	<p><i>Rationale</i></p>
<p>Equipment Capital equipment is provided to Elected officials offices within the Civic Centre, in accordance with standard are entitled to the following Civic Centre City-standard capital equipment for business use practices:</p> <ul style="list-style-type: none"> • one smart phone or cell phone and related in-car installation; and • one lap top or desktop computer for Civic Centre office. <p>Eligible home office equipment is listed below.</p>	<p>Elected officials are entitled to the following Civic Centre City-standard capital equipment for business use:</p> <ul style="list-style-type: none"> • one smart phone or cell phone and related in-car installation; and • one lap top or desktop computer for Civic Centre office <p>Eligible home office equipment is listed below.</p>	<p>Section revised to reflect the portability of equipment used when conducting business.</p>
<p>Eligible Home Offices - Furniture The following City-standard furniture will be supplied for home offices through the Facilities and Property Management Division, at City standards:</p> <ul style="list-style-type: none"> • one workstation/desk including keyboard tray; • one chair; • one printer stand; • one three-drawer filing cabinet. <p>Alternatively, elected officials may purchase non City-standard furniture of their choosing and</p>	<p>Eligible Home Offices - Furniture The following City-standard furniture will be supplied for home offices through the Facilities and Property Management Division:</p> <p>No Change</p> <p>Alternatively, elected officials may purchase non City-standard furniture of their choosing and</p>	<p>Minor wording changes for clarity.</p> <p>Responsibility for determining reimbursement for non City-standard items rests with the Director of F&PM</p>

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Comparison of Current and Proposed Policy - Elected Officials' Expenses

Additions and deletions from Current Policy. <i>Highlighted areas represent text that has been added to the policy; strikeouts indicate the text has been removed from the policy.</i>	Proposed Policy as it will appear.	Rationale
request reimbursement by the City. Reimbursement will be limited to a maximum of the cost of the equivalent item at City standards, as determined by the Commissioner of Corporate Services Director, Facilities and Property Management Division.	request reimbursement by the City. Reimbursement will be limited to a maximum of the cost of the equivalent item at City standards, as determined by the Director, Facilities and Property Management Division.	and not the Commissioner of Corporate Services.
<p>Eligible Home Office Computer and Equipment</p> <p>The following City-standard computer and communications equipment, and set up and installation, will be supplied for home offices through the Information and Technology Division, at City standards:</p> <ul style="list-style-type: none"> • one laptop or desktop computer or tablet and related hardware and software; • one multi-function printer/fax/photocopier /scanner; • one business telephone line and phone set; • one cellular telephone and related in-ear installation; • one fax line. • one blackberry or pager. <p>Technical support for City-standard equipment and software will be provided by the Information</p>	<p>Eligible Home Office Computer and Equipment</p> <p>The following City-standard computer and communications equipment, and set up and installation, will be supplied for home offices through the Information and Technology Division:</p> <ul style="list-style-type: none"> • one laptop or desktop computer or tablet and related hardware and software; • one multi-function printer/fax/photocopier/ scanner; • one business telephone line and phone set; and • one fax line. <p>Technical support for City-standard equipment and software will be provided by the Information and Technology Division. Refer to the Non City-</p>	<p>Minor wording changes for clarity.</p> <p>Removed cell phone and blackberry, as these are already captured under Eligible Equipment for Business Use</p>

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<p>and Technology Division. Refer to the Non City-Standard Equipment and Items section of this policy for information on the purchase of non City-standard communications equipment.</p>	<p>Standard Equipment and Items section of this policy for information on the purchase of non City-standard communications equipment.</p>	
<p>Replacement/Upgrade/Refurbishment of Capital Equipment and Furniture Capital equipment and furniture will be replaced, upgraded, or refurbished in accordance with City standards. For the purposes of replacement/upgrade/refurbishment and depreciation, all furniture will be deemed to have a 12-year life span; computer and communications equipment will be deemed to have a four-year life span. All capital equipment and furniture provided by the City will remain the property of the City until it has been fully depreciated.</p> <p>Replacement of any City-standard capital item prior to reaching its full life span is contingent upon the return to the City of the item to be replaced, unless the Director of Information Technology or the Director of Facilities & Property Management, as appropriate, deems the item to have no value to the City.</p>	<p>Replacement/Upgrade/Refurbishment of Capital Equipment and Furniture</p> <p>No Change.</p>	

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<p>Where an elected official is reimbursed for non-standard furniture, the furniture need not be returned to the City. However, if the furniture is to be replaced or refurbished prior to the expiry of the 12-year life span, the elected official will be required to repay a percentage of the amount previously reimbursed. To facilitate this repayment, the reimbursement of the costs of new furniture or the costs of refurbishing existing furniture will be reduced by the amount of the repayment. The amount of the repayment will be determined by the following formula: $(A \div 12) \times B$ (where A = the amount previously reimbursed and B = the number of years remaining in the 12-year life span)</p>		
<p>Elected Official No Longer in Office When the elected official is no longer in office, capital equipment and City-standard furniture must be either returned to the City or purchased at its depreciated value as determined by the Finance Division in consultation with the Facilities and Property Management Division or the Information Technology Division, as appropriate. Where the City has reimbursed an elected official for non-standard furniture, the elected official will be required to repay a</p>	<p>Elected Official No Longer in Office No Change.</p>	

Comparison of Current and Proposed Policy - Elected Officials' Expenses

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<p>percentage of the amount that had been reimbursed, according to the repayment formula above.</p>		
<p>CLAIMS, APPROVALS AND REIMBURSEMENTS How to Claim Detailed procedures for obtaining services offered in-house and for submitting expense claims are available from the Finance Division, Corporate Services Department. General information is provided below.</p>	<p>CLAIMS, APPROVALS AND REIMBURSEMENTS How to Claim No Change.</p>	<p>The sections below were rearranged in a more logical order.</p>
<p>Receipts/Proof of Payment Original receipts from the vendor are required for all expenses unless otherwise noted, or unless a receipt is not normally provided for the expense. To avoid duplicate payments, copies of receipts are not acceptable. Copies of invoices, credit card slips or statements, or Interac payment slips (Purchase of Sale slips) are not acceptable as receipts. If a receipt is not normally provided by the vendor (e.g. for public transportation or tips) reasonable expenses may be claimed, provided an explanation of the purpose of the expense is included on the</p>	<p>Receipts/Proof of Payment Original receipts from the vendor are required for all expenses unless otherwise noted, or unless a receipt is not normally provided for the expense. To avoid duplicate payments, copies of receipts are not acceptable. Copies of invoices, credit card slips or statements, or Interac payment slips (Purchase of Sale slips) are not acceptable as receipts. If a receipt is not normally provided by the vendor (e.g. for public transportation or tips.) reasonable expenses may be claimed, provided an explanation of the purpose of the expense is included on the expense claim form.</p>	<p>Information regarding receipts is now a separate section. Minor wording revision. No change to intent.</p>

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Comparison of Current and Proposed Policy - Elected Officials' Expenses

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<p>expense claim form. Copies of invoices, credit card slips or statements, or Interac receipts alone are not acceptable as receipts.</p>		
<p>Internal Charge-back for Services Provided by the City Expenses related to services provided in-house, such as City facility rentals or picnic table, printing and photocopying, and the purchase of City inventory items through SAP, the City's R/3 financial system, will be charged to the account number provided with the requisition. No additional reporting is required.</p>	<p>Internal Charge-back for Services Provided by the City Expenses related to services provided in-house, such as City facility or picnic table rentals, printing and photocopying, and the purchase of City inventory items through SAP, the City's financial system, will be charged to the account number provided with the requisition. No additional authorizations are required.</p>	<p>Minor wording changes for clarity.</p>
<p>City Procurement Card (PCard) Purchases Procurement cards (PCards), issued for purchases related to conducting City business are the primary and preferred methods used for direct payment of goods and/or services. PCard purchases must be conducted within assigned spending limits and must be used in accordance with all requirements of this policy and the requirements of Corporate Policy and Procedure - Business Expenses - Procurement Cards. Electronic PCard statements must be completed with adequate expense details and submitted on a</p>	<p>City Procurement Card (PCard) Purchases Procurement cards (PCards), issued for purchases related to conducting City business are the primary and preferred methods used for direct payment of goods and/or services. PCard purchases must be conducted within assigned spending limits and must be used in accordance with all requirements of this policy and the requirements of Corporate Policy and Procedure - Business Expenses - Procurement Cards. Electronic PCard statements must be completed with adequate expense details and submitted on a monthly basis, in accordance</p>	<p>New section to reflect the option of elected officials using a PCard for the purchase of eligible goods and/or services.</p>

Comparison of Current and Proposed Policy - Elected Officials' Expenses

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<p>monthly basis, in accordance with the schedule provided by Accounts Payable. All supporting documentation must be retained for a minimum of 24 months and made available when requested.</p>	<p>with the schedule provided by Accounts Payable. All supporting documentation must be retained for a minimum of 24 months and made available when requested.</p>	
<p>Cheque Requisition Goods or services which are not ordered through SAP the City's R/3 financial system and that cannot be paid by City procurement card such as registrations, subscriptions, etc. may be paid for by cheque issued directly to the vendor. Form 195 - Cheque Requisition must be submitted to Accounts Payable, with supporting documentation. Refer to Corporate Policy and Procedure – Finance and Accounting – Cheque Requisitions for more information.</p>	<p>Cheque Requisition Goods or services that are not ordered through SAP and that cannot be paid by City procurement card may be paid for by a cheque issued directly to the vendor. Form E195 - Cheque Requisition must be submitted to Accounts Payable, with supporting documentation. Refer to Corporate Policy and Procedure – Finance and Accounting – Cheque Requisitions for more information.</p>	<p>Changed R/3 to SAP and referenced PCards. PCards may be accepted for the items listed as examples so have been deleted.</p> <p>Added reference to the Cheque Requisition policy, which includes elected officials in the Scope.</p>
<p>Reimbursement of Out of Pocket Expenses Out of pocket expenses for items such as business meals, parking, communications charges, and the purchase of maps, directories, or tickets to community events are paid by reimbursement. Requests for reimbursement of out-of-pocket expenses not charged to a City procurement card</p>	<p>Reimbursement of Out of Pocket Expenses Requests for reimbursement of out-of-pocket expenses not charged to a City procurement card</p>	<p>Section simplified to say "out-of-pocket"</p>

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<p>may be made using Form E2421 - Incidental Expense Report. Expense claim forms should be submitted to Accounts Payable no later than the 15th of the month following the month in which the expense was incurred.</p> <p>Accounts Payable processes payment for out-of-pocket expenses once per month. Elected officials may contact the Manager, Financial Services, to request more immediate payment for expense claims in excess of \$1,000.</p> <p>Original receipts from the vendor are required for all expenses unless otherwise noted, or unless a receipt is not normally provided for the expense. To avoid duplicate payments, copies of receipts are not acceptable. If a receipt is not normally provided by the vendor (e.g. for public transportation, tips, etc.) reasonable expenses may be claimed provided an explanation of the purpose of the expense is included on the expense claim form. Copies of invoices, credit card slips or statements, or Interac receipts alone are not acceptable as receipts.</p> <p>Requests for reimbursement of out-of-pocket expenses may be made using Form E2421</p>	<p>may be made using Form E2421 - Incidental Expense Report. Expense claim forms should be submitted to Accounts Payable no later than the 15th of the month following the month in which the expense was incurred.</p> <p>Accounts Payable processes payment for out-of-pocket expenses once per month. Elected officials may contact the Manager, Financial Services, to request more immediate payment for expense claims in excess of \$1,000.</p>	<p>expenses" instead of listing items. Added reference to PCard.</p> <p>New section to allow elected officials to request payment sooner for large out-of-pocket expenditures.</p> <p>Moved to separate section below, Receipts/Proof of Payment.</p> <p>First sentence moved to the beginning of</p>

Comparison of Current and Proposed Policy - Elected Officials' Expenses

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<p>Incidental Expense Report. Mileage expenses associated with the use of a personal automobile while attending a function on City business may be claimed using Form 180 – Car Allowance.</p>		<p>the section. Deleted information is incorrect as elected officials do not use Form 180 for expenses over and above those covered under the remuneration by-law.</p>
<p>Request for Travel Advances and Statement of Expenses Overnight Stay when Conducting City Business Travel expenses to attend functions on City business may be paid as an advance using Form 461 - Request for Travel Advances and Statement of Expenses or actual expenses incurred may be charged to a City procurement card, in which case an advance will not be provided.</p> <p>If an advance is provided, the actual expenses must be reconciled with the advanced amount, and the form returned to Accounts Payable, within 10 days of returning from the function. The elected official is responsible for reimbursing the City for any funds which were advanced in excess of eligible expenses. Whether or not advances are made, when an overnight stay is required, the expense claim must be made using Form 461. If no payments are made in advance, and if an overnight stay is</p>	<p>Request for Travel Advances and Statement of Expenses</p> <p>Travel expenses to attend functions on City business may be paid as an advance using Form 461 - Request for Travel Advances and Statement of Expenses or actual expenses incurred may be charged to a City procurement card, in which case an advance will not be provided.</p> <p>No Change.</p>	<p>Added reference to City procurement cards (PCards).</p>

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<p>not required by the function, the expenses may be reported using an Incidental Expense Report - Form E2421.</p>		
<p>Approval All reimbursements of incidental and travel expense claims for the Mayor must be approved will be reviewed for compliance with this policy by the City Manager or, in the absence of the City Manager, by the Commissioner of Corporate Services and Treasurer. All reimbursements of incidental and travel expense claims for councillors must be approved will be reviewed for compliance with this policy by the Commissioner of Corporate Services and Treasurer, or designate.</p> <p>Claims in excess of budget amounts will not be reimbursed without the approval of Council. In the event that the annual expenses exceed the budget an overpayment is made, the elected official will be required to repay the amount to the City.</p>	<p>All expense claims for the Mayor will be reviewed for compliance with this policy by the City Manager or, in the absence of the City Manager, by the Commissioner of Corporate Services and Treasurer. All expense claims for will be reviewed for compliance with this policy by the Commissioner of Corporate Services and Treasurer, or designate.</p> <p>Elected officials are required to repay the City for any expense claims in excess of the annual budget amounts that are not approved by Council.</p>	<p>Revised to align with current practices and to reflect accountability of elected officials.</p> <p>Reworded for clarity. No change to intent.</p>

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TAB: FINANCE AND ACCOUNTING
SECTION: BUSINESS EXPENSES
SUBJECT: PROCUREMENT CARDS (PCARDS)

POLICY STATEMENT Procurement cards (PCards) are issued for the purchase of Goods and Services related to conducting City business and must be used in accordance with the provisions of this policy.

PURPOSE PCards are convenient payment tools that allow the City of Mississauga to maximize purchasing and payment efficiencies. The PCard will replace most merchant credit cards (e.g. retail credit cards) and the cheque requisition as the primary and preferred method for direct payment of Goods and Services for the majority of Low Value Acquisition (LVA) and specific Medium Value Acquisition (MVA) purchases. LVA and MVA PCard purchases must be conducted within assigned Tier Level Limits and in accordance with all requirements of the Purchasing By-Law, unless exempt, and existing purchasing agreements.

The purposes of this policy are to outline roles and responsibilities and provide staff and elected officials with clear direction on the use of PCards in the City, including documentation requirements and any card restrictions.

SCOPE This policy applies to all employees and elected officials required to purchase Goods and/or Services for the City of Mississauga from external suppliers.

~~For Employees should information on allowable business expenditures and a description of the forms and approvals~~

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required for each type of expense, refer to Corporate Policy and Procedure - Finance and Accounting - Business Expenses - Allowable Business Expenses (Employees and Citizen Members of Committees and Boards) for information on allowable business expenditures and a description of the forms and approvals required for each type of expense.

Elected officials should refer to Corporate Policy - Elected Officials' Expenses for information on allowable expenses which can be incurred while acting as members of Council.

DEFINITIONS

For the purposes of this policy:

Related to Members of Council, PCard expenditures, "Approver" means the individual authorized to ensure expenditures are made in compliance with the Elected Officials Expense policy:

- Mayor - the City Manager;
- councillors - the Commissioner of Corporate Services and Treasurer or designate in writing;

Related to staff, "Approver" means the individual authorized to approve Cardholder E-Reports as follows:

- non-management - the supervisor/manager with cost centre authority, or their designate in writing, delegated by the Departmental Director or Commissioner;
- supervisors - the applicable manager
- managers - the applicable director
- equivalent to a director positions: (Recreation and Parks Division District Manager; Manager, Parks; Manager, Operational Planning; Library Division Area Manager; Manager, Shared Services; Fire and Emergency Services Division Platoon Chief) - the applicable director

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- directors – the applicable commissioner
- commissioners – the City Manager; and
- the City Manager – the Mayor

“Cardholder” means the City employee or elected official for whom an individual PCard has been issued.

“Cost Element” means the General Ledger account that best represents the operating expense.

“Default Account” means the pre-determined cost centre that has been assigned for each PCard.

“E-Report” means the electronic expense report accessed from the Service Provider’s web site that is completed online by the Cardholder and forwarded electronically to the Approver in accordance with the schedule provided by the PCard Coordinator.

“E-Statement” means the monthly record, generated electronically to each Cardholder by the Service Provider, of all PCard transactions for the period indicated on the statement.

“Goods” means goods of all kinds, including both tangible and intangible goods.

“Low Value Acquisition” (LVA), means an acquisition of Goods and/or Services having a low value dollar limit as prescribed by the Purchasing By-law, as amended.

“Medium Value Acquisition” (MVA) means an acquisition of Goods or Services, or both, having a value greater than a Low

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Value Acquisition and up to \$100,000, exclusive of taxes.

“PCard” means purchasing card, a payment tool that functions similar to a credit card and for which a specific City employee is assigned use and responsibility.

“PCard Coordinator” means the individual in Accounts Payable, assigned by the Manager, Corporate Financial Services, who is responsible for administration of the PCard program.

“Service Provider” means the bank that the City has entered into a contract with for the provision of PCard services.

“Services” means services of all kinds, including labour, construction, maintenance and professional and consulting services.

“Tier Level Limit” means the following per-transaction and monthly spending limit assigned to each Cardholder by the applicable authority.

Tier	Per transaction, pre-tax	Monthly total limit
Tier 1	\$1,000	\$10,000
Tier 2	\$2,000	\$20,000
Tier 3	\$5,000	\$30,000
Tier 5	\$10,000	\$50,000
Tier 10	\$50,000	\$500,000

Note: Additional Tiers (spending limits) to the PCard program may be created as deemed appropriate by the Commissioner of Corporate Services and Treasurer for emerging acquisition requirements.

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“Vendor” means any individual merchant or company from whom a Cardholder purchases Goods and/or Services.

OVERVIEW OF THE PROGRAM

Administration

Accounts Payable, Finance Division, Corporate Services will administer the City’s PCard program. PCards are issued in the Cardholder’s name, followed by the “City of Mississauga” identifier. PCards remain the property of the City and are only to be used for City related purchases. The Cardholder is the only person entitled to use their card and is responsible for all charges made against it. PCards are not transferable.

Supervisor/Manager Signing Authority

Supervisor/managers cannot delegate their signing authority. An employee who is in an “acting appointment” as a supervisor/ manager who is also an Approver does not assume the signing authority for the position in which he/she is acting, but must have the signing authority specifically delegated to him/her by the departmental director.

Tier Level Limits

Elected officials’ Tier Level Limits, including any adjustments or changes, will be set at Tier 3, recognizing, however, that all expenditures on PCards must be made within approved budget limits.

Commissioner PCard Tier Level Limits, including any adjustments or changes, will be set by the City Manager.

Director limits, adjustments or changes will be set by the applicable Commissioner.

Divisional directors must authorize the provision of PCards and assign each Cardholder in their division, including

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Suspension/Cancellation of PCards	<p>supervisors/managers, a Tier Level Limit based on their expected usage. Tier Level Limits greater than Tier 5 must also be approved by the applicable commissioner. Any subsequent adjustments or changes must also be authorized by the applicable divisional director or commissioner.</p> <p>Failure by Cardholders to comply with the procedures as detailed in the PCard Procedures Manual, available on Inside Mississauga and from Accounts Payable, may result in the suspension or cancellation of the PCard by the applicable Approver, in consultation with the Manager, Corporate Financial Services, and the applicable director level or higher.</p>
Enrolment and Training	<p>Authorized employees and elected officials who will be issued a PCard must complete an application (enrolment form) and sign a City of Mississauga cardholder agreement. The Cardholder's signature on the form represents his/her agreement to the terms of usage for the PCard.</p>
Purchasing Limits	<p>Prior to receipt of a PCard each employee and elected official must complete a mandatory training course conducted by Accounts Payable.</p> <p>There are no exceptions to the defined Tier Level Limits. Limits will be determined based on the spending requirements of the position and level of financial responsibility (cost centre accountability). Transactions may not be split in order to avoid per transaction limits.</p>
Appropriate Supporting Documentation	<p>Appropriate supporting documentation:</p> <ul style="list-style-type: none">• must be original;• must be an itemized document (e.g. an invoice, bill of sale, such as a retail store or restaurant) and include sufficient detail regarding the items purchased;

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- if GST/HST is being charged separately, the GST/HST registration number and the amount paid must be identified on the document;
- if GST/HST is included in the price, this must be noted on the document.

NOTE: Credit card receipts that only reflect the total amount spent will not be accepted as appropriate documentation, but must be supplemented by a proper bill of sale.

Cardholders must retain appropriate supporting hard-copy documentation of all E-Reports submitted for approval for a minimum period of 24 months. The documentation must be kept in a secure City facility and available for review by the applicable Approver, Corporate Finance or Internal Audit. Supporting documentation may then be stored in accordance with the Records Retention By-Law 537-96, as amended.

ROLES AND RESPONSIBILITIES

Cardholder

Cardholders are responsible for:

- ensuring safe keeping of their PCard;
- attending a mandatory PCard training session;
- complying with this policy and any other applicable City policies (e.g. Allowable Business Expenses - Employees and Citizen Members of Committees and Boards; Elected Officials' Expenses) at all times;
- ensuring appropriate approval has been obtained prior to making a PCard purchase, if applicable;
- conducting all LVA and MVA in accordance with all City policies, the Purchasing By-Law and departmental purchasing practices, as amended from time to time;
- determining if current Vendor agreements exist prior to conducting LVA or MVA and purchasing items covered

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by existing contracts;

- ensuring appropriate supporting documentation is obtained from the Vendor;
- ensuring an adequate explanation for the purpose of each item purchased is clearly indicated in the E-report;
- ensuring reconciliation of the E-Report with the monthly E-Statement, in accordance with the schedule provided by the PCard Coordinator, and forwarding the E-Report to the Approver;
- following up with Vendors to resolve any statement discrepancies or contact the PCard Coordinator for guidance;
- ensuring all refunds are applied to the PCard account for the original purchase amount;
- reporting a lost or stolen PCard to the Service Provider immediately or as soon as practical and advise the PCard Coordinator;
- reporting any unintentional misuse of the PCard (e.g. inclusion of an item for personal use with business related purchases) to the Approver; and
- returning the PCard to the PCard Coordinator when:
 - transferred to another position within the division or the City
 - on a leave of absence for more than 31 days
 - upon leaving the City's employment for any reason
 - the PCard is no longer required
 - requested by the PCard Coordinator or Approver.

Approvers

Approvers are responsible for:

- ensuring all Cardholders in their division complete PCard training;
- ensuring that all Cardholders are aware of and comply with this policy and any other applicable City policies, by-

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laws and departmental procedures;

- ensuring they have signing authority on the cost centres they are approving;
- verifying and approving all E-Reports in accordance with the monthly schedule provided by the PCard Coordinator in order to ensure the correct account allocation by the schedule due date. Approval indicates that
 - the expense is a legitimate business expense
 - the purchase does not violate the Purchasing By-Law or any supply contracts
 - all other authorization as required under existing policies have been obtained (e.g. out of province travel)
 - the expense has been charged to the correct cost centre and cost element
- ensuring Cardholders maintain copies of their E-Statement, E-Report and supporting documentation for retention and audit purposes;
- following up with the Cardholder if improper use of the PCard occurs;
- taking appropriate action when advised or becoming aware of any intentional misuse of PCards, such as splitting purchases to circumvent Tier Level Limits, including advising the PCard Coordinator to suspend or cancel the card until further notice; and
- ensuring PCard accounts are cancelled and physical cards returned directly to the PCard Coordinator when a Cardholder has been reassigned to a new position within the division or City, ceases to be a City employee or serve as an elected official, or commences a leave of absence that will be longer than 31 days.

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PCard Coordinator

The PCard Coordinator is responsible for:

- issuing and cancelling PCards, subject to authorization by the applicable Approver;
- consulting with Materiel Management when Tier Level Limits above Tier 5 are requested by Divisional Directors, commissioners or the City Manager to ensure the intended PCard usage is in compliance with the Purchasing By-Law;
- facilitating mandatory face-to-face training sessions or verifying completion of online training for all Cardholders and Approvers;
- maintaining a record of all PCard training for audit purposes;
- providing Cardholders and Approvers with an annual monthly schedule of reconciliation dates for all E-Reports in order to ensure the correct account allocation by the schedule due date;
- following up with the applicable Approver for any outstanding E-Reports;
- ensuring spot checks for compliance to this policy are conducted on approved E-Reports;
- increasing Cardholder Tier Limit Levels as requested by the original authorizer;
- cancelling and/or suspending PCards as requested by authorized Approvers or the Manager, Corporate Financial Services; and
- maintaining the PCard Procedures Manual.

Accounts Payable

Accounts Payable is responsible for:

- arranging payment in full to the Service Provider by the corporate-wide E-Statement due date in order to avoid any interest charges;
- referring any E-Report that does not meet the

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requirements of this policy to the Approver for investigation and follow up;

- assisting with follow up on any disputed charges with the Service Provider if requested by the Cardholder;
- performing random audits of selected approved E-Reports by requesting a hard-copy package from the Cardholder and verifying appropriateness; and
- reporting any discrepancies to the Manager, Corporate Financial Services.

Where non-compliance to submission timelines is significant or continues, Accounts Payable will advise the Approver's immediate supervisor. Accounts Payable may also question any expense claim for items that appear to be non-business related and contact the Approver for investigation and appropriate follow-up. Accounts Payable, in consultation with the Manager, Corporate Financial Services and the applicable Divisional Director, may suspend the PCard until an explanation is provided.

Manager, Corporate Financial Services

The Manager, Corporate Financial Services, is responsible for:

- assigning a PCard Coordinator; and
- reviewing and actioning, where appropriate, all discrepancies reported by Accounts Payable following a random audit.

Accounting

Accounting is responsible for:

- uploading the monthly PCard expenditure file into the General Ledger before the fiscal month end is closed off;
- ensuring the uploaded file clears the balance in the payment file; and
- investigating and correcting any reconciliation

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discrepancies, as required.

Matériel Management

Matériel Management is responsible for:

- consulting with the PCard Coordinator when requests for Tier Level Limit 5 or greater are requested;
- performing periodic audits of selected purchases and Vendor activity for compliance to the Purchasing By-Law (e.g. dividing an acquisition into two or more transactions in order to by-pass spending limits) or to identify where items can be purchased through Central Stores or an existing City contract;
- notifying the applicable Departmental Director, commissioner or City Manager of any non-compliance with the Purchasing By-Law and applicable policies; and
- recommending PCards as a preferred payment method in appropriate corporate contract development.

PCARD EXCLUSIONS

PCards must not be used for the following:

- to obtain a cash advance;
- payment for an item covered by an existing City commitment;
- payment for an item that is available from Central Stores;
- items for personal use;
- for specific items where an employee allowance applies, e.g. dry cleaning for uniforms; safety footwear; safety eyewear; and
- items that are an employee benefit (i.e. tuition; the employee computer purchase program).

PCARD PAYMENT PROCESS

The Service Provider remits a consolidated corporate-wide E-Statement each month to Accounts Payable. Upon receipt of the corporate E-Statement, Accounts Payable arranges

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payment, in full, directly to the Service Provider by the statement due date.

E-Statement Reconciliation

Prompt reconciliation of PCard E-Statements by the Cardholder, as outlined below, is required to ensure accuracy of the statement charges received and paid by Accounts Payable and to determine current budget expenditures.

Cardholder Process

Reconciliation of the monthly E-Statement must be done in accordance with the PCard schedule provided by the PCard Coordinator. Cardholders must log on to the Service Provider's designated website, obtain their monthly PCard account E-Statement and begin the reconciliation process. Cardholders must:

- create an E-Report;
- enter a mandatory description on the E-Report (notes of explanation) for each transaction on the E-Statement for clarification;
- change the Default Account and/or Cost Element, if required, for any expenditures;
- clearly identify what was purchased and/or for what purpose by including a notation on the receipt, if required.
- finalize their E-Report and submit electronically to their Approver in accordance with the schedule provided by the PCard Coordinator; and
- retain a copy of their monthly E-Statement and completed E-Report and all receipts, invoices, etc., in accordance with the Appropriate Supporting Documentation section of this policy.

Approver

Approvers must review and electronically authorize each Cardholder E-Report in accordance with the schedule provided by the PCard Coordinator.

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Reconciling Errors/ Misuse

The Cardholder must report any incorrect usage of their PCard to their Approver as soon as the Cardholder becomes aware of it. (For example, purchasing an item that is available from Central Stores or failing to use a Vendor who has a contract with the City.)

If incorrect usage is discovered before the statement cut-off date, the Cardholder should, where possible, cancel the purchase or return the Goods and request a credit from the Vendor. If an item for personal use was purchased in error, the Cardholder should request that the Vendor issue a credit to the PCard and make arrangements with the Vendor for personal payment. Repeated misuse of the PCard may be cause for suspension or cancellation of the card.

If the error is discovered after the monthly statement cut-off date, the Cardholder must include an explanation of the expense on their E-Report when reconciling their E-Statement. If the item was for personal use, the Cardholder must reimburse the City immediately by forwarding a cheque to Accounts Payable for the full amount of the purchase, with a copy of the receipt and the applicable E-Report.

Cardholders should take the following steps if items appear on their E-Statement that do not correlate to the actual receipt or were not made by the Cardholder:

- contact the Vendor and attempt to resolve the issue;
- if the entire purchase appears to be an error, or the Vendor name is not recognized, contact the Service Provider to request a copy of the transaction authorization; and
- add notes to the E-Report indicating that the transaction is pending resolution, if applicable.

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COMPLIANCE

Any employee who violates this policy will be subject to appropriate disciplinary action, up to and including termination of employment. The City is authorized to immediately withdraw a Cardholder's access to a PCard initiate an investigation should fraudulent activity be suspected. Any investigation of an employee for suspected fraud will be carried out in accordance with Corporate Policy and Procedure - Human Resources - Employee Conduct - Fraud and Theft.

REFERENCE:

GC-0504-2010 - 2010 07 07
2012 02 02 - Leadership Team -- removed VCard, other administrative process revisions

LAST REVIEW DATE: January, 2012

CONTACT:

For more information, contact the PCard Coordinator, Accounts Payable, Finance Division, Corporate Services Department.

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TAB: FINANCE AND ACCOUNTING
SECTION: CASH MANAGEMENT
SUBJECT: CREDIT CARDS

POLICY STATEMENT Corporate credit cards, in the name of the individual and the City of Mississauga, are provided on an optional basis to elected officials, the City Manager, and commissioners for the payment of business expenses.

PURPOSE Corporate credit cards provide a convenient means of paying business expenses, and obtaining advances related to travel.

SCOPE The use of a corporate credit card is voluntary. The provisions of this policy apply only to corporate credit cards issued in the name of the individual and the Corporation.

Elected officials, the City Manager, and commissioners may choose to pay for business expenses using a personal credit card with subsequent reimbursement of eligible expenses. Annual fees for personal credit cards will be reimbursed, provided the card is used for business expenses.

Definitions For the purposes of this policy, "business expenses" are expenses which are incurred by an individual as required by his or her employment, or role as an elected official, and for the benefit of the City of Mississauga.

"Corporate credit card" is a credit card issued to an individual in the name of both the individual and the City of Mississauga.

"Cardholder" means the individual to whom the card is issued.

APPLICATION The Finance Division of the Corporate Services Department is

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responsible for coordinating the issuance of all corporate credit cards. Application is voluntary and may be made by submitting a written request to the Manager, Financial Services.

PAYMENTS

Corporate credit cards are issued under personal liability of the cardholder, subject to the cardholder terms and conditions established, including insurance provisions. All charges made to the corporate credit card are the responsibility of the cardholder.

It is the cardholder's responsibility to pay the credit card balance as due directly to the credit card company, and to request reimbursement for eligible expenditures in accordance with existing policies and procedures. Credit card receipts must be provided. Reimbursement through petty cash is not permitted. Late payment charges are the responsibility of the cardholder.

Annual fees for corporate credit cards will be paid by the City.

CASH ADVANCES

Money may be advanced against the corporate credit card for travel purposes in accordance with Corporate Policies and Procedures - "Attendance at Functions on City of Mississauga Business" and "Elected Officials' Expenses". The City of Mississauga will pay the interest charged on advances for a period of one month only.

LOSS OR THEFT

Immediately upon the loss or theft of a corporate credit card, the cardholder should notify the credit card company as well as the Finance Division.

CANCELLATION

The cardholder may request cancellation of the card by returning the card to the Manager, Financial Services with a memo requesting cancellation of the card. The Finance Division may cancel the card if the cardholder:

- ceases to be eligible for the card;
- misuses the corporate credit card; or

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- fails to adhere to the terms set out by the credit card company.

REFERENCE: GC-0534-1999 – 1999 08 11 (Revised 1999 11 04 to prohibit reimbursement through petty cash)
2009 07 29 – Housekeeping to update staff titles

LAST REVIEW DATE: July, 2009

CONTACT: For more information, contact the Finance Division, Corporate Services Department.



Corporate Report

Clerk's Files

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PO.13.MEA

DATE: April 17, 2012

TO: Chair and Members of General Committee
Meeting Date: May 2, 2012

GENERAL COMMITTEE
MAY 02 2012

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

SUBJECT: **Sublease Agreement between The Corporation of the City of Mississauga and the Mississauga Parent-Child Resource Centres for space in the Meadowvale Branch Library located at 6677 Meadowvale Town Centre Circle (Ward 9)**

RECOMMENDATION: That a by-law be enacted authorizing the Commissioner of Community Services and the City Clerk to execute and affix the corporate seal to a Lease Amending Agreement, and all documents ancillary thereto, between The Corporation of the City of Mississauga as Sublandlord and Mississauga Parent-Child Resource Centres as Subtenant, for a drop-in centre providing a toy library, playground area and resource centre, containing an area of approximately 143 square metres (1,535 square feet), located within the Meadowvale Branch Library, for the term commencing on March 31, 2012 and terminating on March 30, 2015.

The subject premises is located at 6677 Meadowvale Town Centre Circle, east of Winston Churchill Boulevard and north of Battleford Road, and is located on lands legally described as Parcel 1-2, Section M-182, being part of Lot 1, Plan M-182, City of Mississauga, Regional Municipality of Peel, designated as Parts 1, 2, 3, 4, 5 and 6 on Reference Plan 43R-6079, Save and Except that Part of Lot 1 on Plan M-182 designated as Parts 7 and 10 on Reference Plan 43R-21640, in the City of Mississauga, in the Regional Municipality of Peel, in Ward 9.

BACKGROUND:

Since 2001, the City has been leasing the current space for the Meadowvale Branch Library at the Meadowvale Town Centre Mall, located at 6677 Meadowvale Town Centre Circle. As authorized by City Council under By-law 0605-2001, the original head lease was for a term of ten (10) years from March 11, 2002 to March 31, 2012. In 2011, as authorized by Council under By-law 0173-2011, the head lease was amended to extend the term for a further period of three (3) years, expiring on March 31, 2015.

Mississauga Parent-Child Resource Centres entered into a sublease agreement with the City of Mississauga dated March 1, 2003, wherein the City agreed to sublet a portion of the premises containing an area of approximately 143 square metres (1,535 square feet) for use as a drop-in centre providing a toy library, playground area and resource centre. As authorized by City Council under By-law 0216-2003, the sublease agreement was for a nine (9) year and sixteen (16) day term commencing on March 15, 2003 and expiring on March 31, 2012, at an annual rent of \$30,700 per annum, payable in equal monthly instalments of \$2,558.33, plus additional rent for taxes.

COMMENTS:

A new Sublease Agreement has been reached between the City and the Mississauga Parent-Child Resource Centres for a term of three (3) years from March 31, 2012 to March 30, 2015. The annual rent for the approximate 143 square metres (1,535 square feet) of space is based on an annual rate of \$20.20 per square foot of the gross leasable area (GLA) of the sublease premises, payable in equal monthly instalments.

In addition to the sublease rent, the Subtenant is also responsible for payment of its proportionate share of the operating costs, consisting of common area maintenance (CAM) and utilities, payable over the remaining term of the sublease, to be increased approximately 2% per year.

The sublease rents per year, payable in equal monthly instalments, are as follows:

PERIOD	SUBLEASE RENT	OPERATING COSTS	TOTAL ANNUAL SUBLEASE RENT
03/31/12 – 03/30/13	\$31,007	\$4,605.00	\$35,612.00
03/31/13 – 03/30/14	\$31,007	\$4,697.10	\$35,704.10
03/31/14 – 03/30/15	\$31,007	\$4,791.04	\$35,798.04

FINANCIAL IMPACT: The sublease rent for the additional three (3) year term commencing March 31, 2012 is:

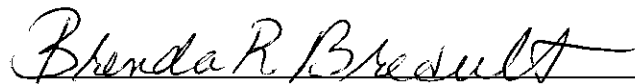
- (i) \$35,612.00 plus HST, for the first year of the new term;
- (ii) \$35,704.10 plus HST, for the second year; and
- (iii) \$35,798.04 plus HST, for the third year.

Revenue generated will be deposited into Community Services account number 525150-27501.

CONCLUSION: It is reasonable to enter into the Sublease Agreement to ensure the Mississauga Parent-Child Resource Centres continues providing its programs at the Meadowvale Branch Library.

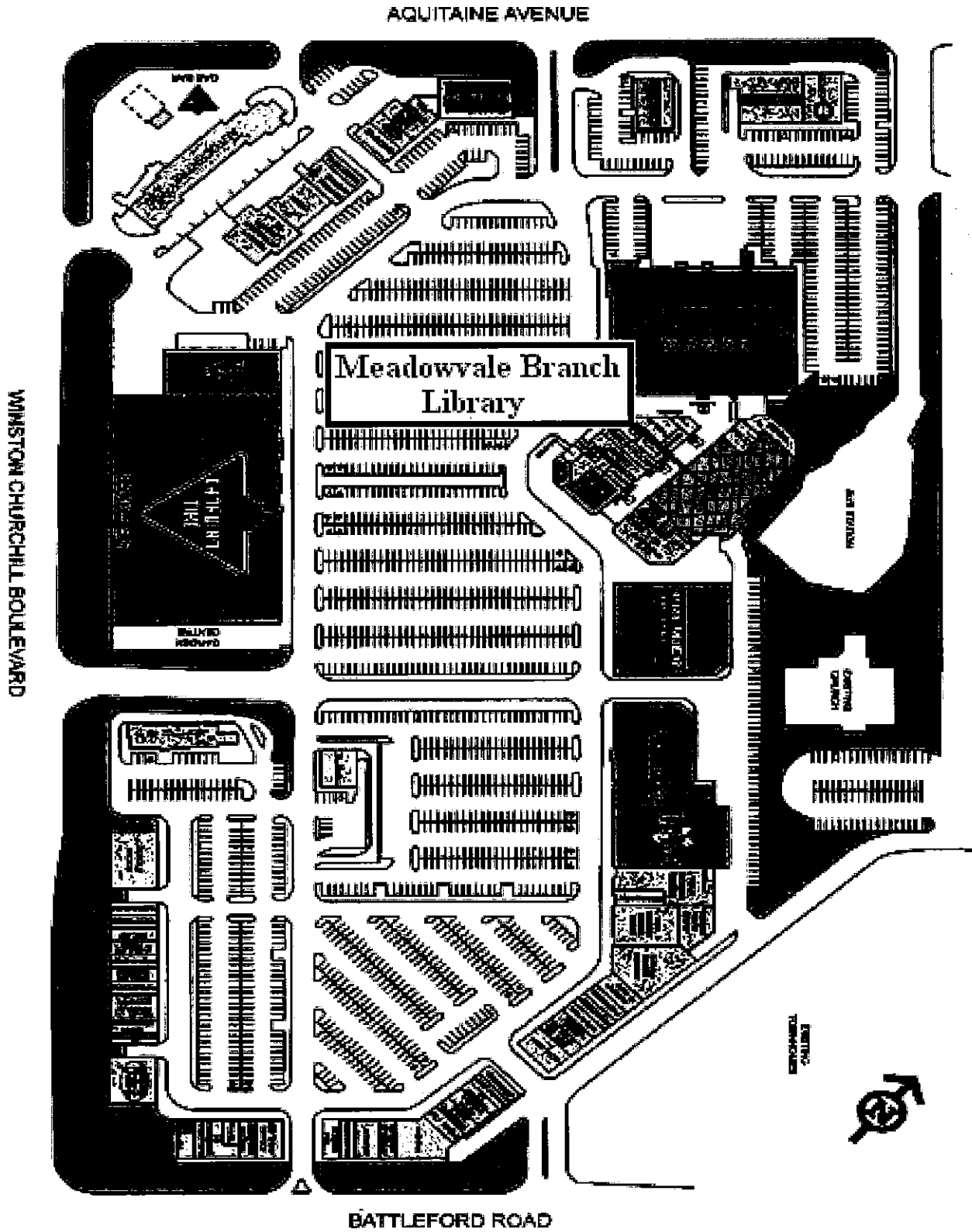
ATTACHMENTS: Appendix 1: Approximate location of the lands subject to the Sublease Amending Agreement, 6677 Meadowvale Town Centre Circle.

Appendix 2: Sketch of location of existing space for the Mississauga Parent-Child Resource Centres.

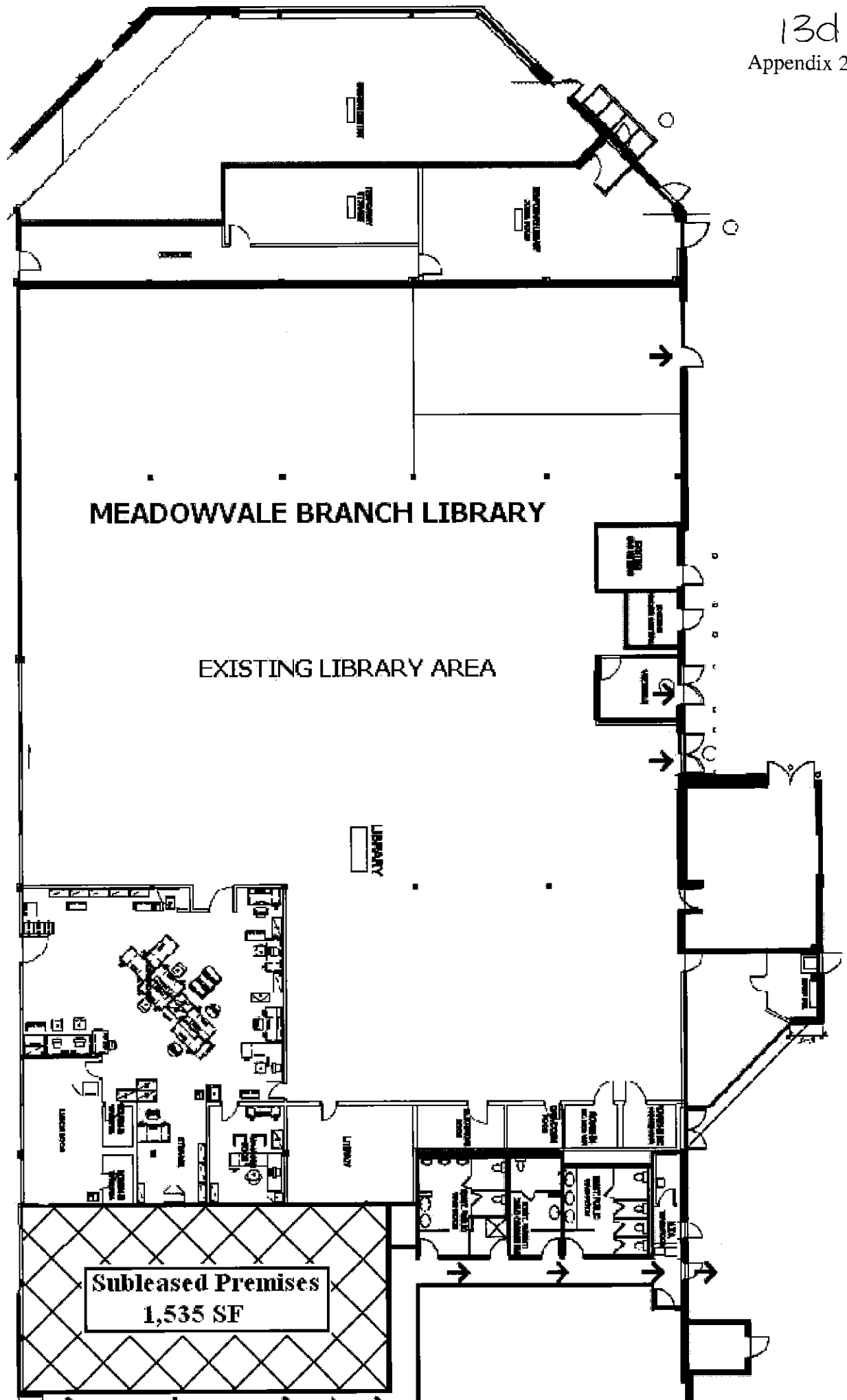


Brenda R. Breault, CMA, MBA
Commissioner of Corporate Services and Treasurer

Prepared By: Erny Ferreira, Project Leader



**MEADOWVALE TOWN CENTRE
MISSISSAUGA, ONTARIO**





Corporate Report

Clerk's Files

Originator's
Files

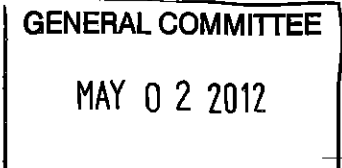
14.

DATE: April 18, 2012

TO: Chair and Members of General Committee
Meeting Date: May 2, 2012

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

SUBJECT: **Appointment of Deputy Clerk**



RECOMMENDATION: That a By-law be enacted to appoint Diana Rusnov, as Deputy Clerk of the Corporation of the City of Mississauga, to have all the powers and duties of the City Clerk under the *Municipal Act, 2001* and any other Acts, effective May 14, 2012, and that By-law 0061-2009 be repealed.

COMMENTS: The Municipal Act, 2001, provides that a municipality may appoint deputy clerks for the corporation, who have all the powers and duties of the clerk under the Municipal Act and all other Acts. The City of Mississauga has exercised this option to ensure business continuity and has traditionally appointed the Manager of Legislative Services as Deputy Clerk.

As a result of staff changes within the Office of the City Clerk, the position of Manager of Legislative Services will be held by Diana Rusnov effective May 14, 2012. As a result, a By-law should be enacted to appoint Diana Rusnov as Deputy Clerk, and to repeal By-law 0061-2009, which appointed the previous Manager as Deputy Clerk.

It is the practice of the City Clerk's Office that either the City Clerk or Deputy Clerk are scheduled to be in the office at all times, unfortunately, from time to time, this has not been possible. To ensure that the business of the corporation is not impacted by the absence of both the City Clerk and Deputy Clerk, in 2008 the City of Mississauga appointed two Acting Deputy Clerks, the Manager of Vital Statistics/Secretary-Treasurer of the Committee of Adjustment and the Project Manager of Elections, who have the powers and duties of the City Clerk under the *Municipal Act, 2001*, in the absence of the City Clerk and Deputy Clerk.

FINANCIAL IMPACT: Not applicable.

CONCLUSION: As a result of staff changes within the Clerk's Office, and for business continuity, it is desirable to enact a By-law appointing the Manager of Legislative Services as Deputy Clerk, effective May 14, 2012, and to repeal By-law 0061-2009.



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

*Prepared By: Crystal Greer, Director of Legislative Services and
City Clerk*

REPORT 3-2012

GENERAL COMMITTEE

MAY 02 2012

TO: CHAIR AND MEMBERS OF GENERAL COMMITTEE

The Governance Committee presents its third report for 2012 and recommends:

GOV-0011-2012

That the report titled "Appointment of Integrity Commissioner – Update" dated April 10, 2012 from the City Solicitor be received for information.

(GOV-0011-2012)

GOV-0012-2012

That the letter from Grant Isaac, resident with respect to the appointment of an Integrity Commissioner on the April 16, 2012 Governance Committee agenda be received for information.

(GOV-0012-2012)

REPORT 2-2012

GENERAL COMMITTEE

MAY 02 2012

TO: CHAIR AND MEMBERS OF GENERAL COMMITTEE

The Mississauga Accessibility Advisory Committee presents its second report for 2012 and recommends:

AAC-0008-2012

That the minutes from the Accessibility Advisory Committee meeting dated February 6, 2012, be approved.

(AAC-0008-2012)

AAC-0009-2012

That the Increasing Safeguards for Adults Who Are Vulnerable To Abuse and Neglect - Central West Region Project Information Package, be received.

(AAC-0009-2012)

AAC-0010-2012

That the Memorandum, dated April 10, 2012, from Diana Simpson, Accessibility Coordinator, with respect to the City of Mississauga Accessibility Plan: 2011 Annual Report and 2012- 2017 Initiatives, be received.

(AAC-0010-2012)

AAC-0011-2012

That the Memorandum dated April 23, 2012 from Karen Morden, Legislative Coordinator, Office of the City Clerk, advising that Corporate Policy (06-04-01), Civic Recognition Program, has been reviewed by staff with respect to Citizen Members who are unable to complete their terms of service, be received.

(AAC-0011-2012)

AAC-0012-2012

1. That the computer model presentation of the Fusion Centre (Bell Gairdner) redevelopment, located at 2700 Lakeshore Road East, as provided and presented by Mark J. Driedger, Associate, ATA Architects Inc., to the Facility Accessibility Design Subcommittee on February 13, 2012, be received for information and;

2. That the Facility Accessibility Design Subcommittee is satisfied with the computer model presentation of the Fusion Centre (Bell Gairdner), as presented.

(AAC-0012-2012)

AAC-0013-2012

1. That the Powerpoint presentation regarding the accessibility design of The Woodlands Library located at 1030 McBride Avenue in Mississauga, Ontario, as provided and presented by Kendall Wayow, Facilities and Property Management and Steve Burrows, Associate, +VG Architects to the Facility Accessibility Design Subcommittee on February 13, 2012, be received for information and;

2. That the Facility Accessibility Design Subcommittee is satisfied with the presentation and plan for The Woodlands Library Accessibility Design, as presented.

(AAC-0013-2012)

AAC-0014-2012

1. That the Civic Centre Conservatory Redevelopment Powerpoint Presentation, as presented to the Facility Accessibility Design Subcommittee on February 13, 2012, be received for information and;

2. That the Facility Accessibility Design Subcommittee is satisfied with the Civic Centre Conservatory Redevelopment, as presented.

(AAC-0014-2012)

AAC-0015-2012

That the pending work plan items, dated April 23, 2012 be received.

(AAC-0015-2012)

**ROAD SAFETY MISSISSAUGA
ADVISORY COMMITTEE**

April 24, 2012

REPORT 2-2012

GENERAL COMMITTEE

MAY 02 2012

TO: CHAIR AND MEMBERS OF GENERAL COMMITTEE

The Road Safety Mississauga Advisory Committee presents its second report for 2012 from its meeting on April 24, 2012:

RSM-0006-2012

That the Road Safety Handbook be printed on the thinner stock paper (60lb) instead of the thicker stock paper (80lb).

(RSM-0006-2012)

RSM-0007-2012

1. That staff be directed to order portable message signs with the following Road Safety messages for May 2012:

- a) Drivers put the phone down. It's the law.
- b) Slow Down, Speed Kills.

2. That staff be directed to order portable message signs with the following Road Safety messages for October 2012:

- a) Slow Down, Speed Kills.
- b) Watch for Pedestrians.

(RSM-0007-2012)

RSM-0008-2012

That staff and members of the Road Safety Mississauga Advisory Committee Road Safety Canada Day Organizing Committee be authorized to utilize up to \$3000 from the 2012 Road Safety Mississauga Advisory Committee budget to purchase promotional items for Canada Day.

(RSM-0008-2012)

RSM-0009-2012

That the Mississauga Road Watch program statistics for January 2012 and February 2012 be received for information.

(RSM-0009-2012)

RSM-0010-2012

That the Road Safety Mississauga Advisory Committees Terms of Reference be amended to change the requirements of quorum to state that a minimum of 3 (three) citizen members is required to make quorum.

(RSM-0010-2012)

REPORT 4 - 2012

GENERAL COMMITTEE

MAY 02 2012

TO: CHAIR AND MEMBERS OF GENERAL COMMITTEE

The Traffic Safety Council presents its fourth report for 2012 and recommends:

TSC-0060-2012

1. That the Crossing Guard currently located at the intersection of Confederation Parkway and Fairview Road for students attending Fairview Public School, 3590 Joan Drive and St. Philip Catholic School, 345 Fairview Road West, be removed in June 2012 at the end of the 2012 school year as the warrants for a Crossing Guard are no longer met.
2. That the Principals of Fairview Public School and St. Philip Catholic School be requested to notify the affected students of the timing of the removal of the Crossing Guard.

(TSC-0060-2012)

(Ward 7)

TSC-0061-2012

That the Site Inspection Subcommittee of Traffic Safety Council be requested to conduct a site inspection to review the warrants for placing a Crossing Guard at the intersection of Hazelton Place and Plantation Place for students attending Divine Mercy Catholic School, 2840 Duncairn Drive.

(TSC-0061-2012)

(Ward 9)

TSC-0062-2012

That the Site Inspection Subcommittee of Traffic Safety Council be requested to conduct a site inspection to review the warrants for placing a Crossing Guard at the intersection of Atwater Avenue and Cawthra Road for students attending Janet I. McDougald Public School, 1500 Ogden Avenue, Ward 1.

(TSC-0062-2012)

(Ward 1)

TSC-0063-2012

1. That the email dated April 12, 2012 from Tracy Fry, School Bus Driver, with respect to traffic concerns along Dundas Street West, east of The Credit Woodlands and west of Old Carriage Road be received.
2. That the Peel Regional Police be requested to enforce traffic infractions along Dundas Street West, east of The Credit Woodlands and west of Old Carriage Road between 3:30 p.m. and 3:55 p.m.
3. That the Traffic Safety Council Legislative Coordinator be directed to request that the Region of Peel install Mobile Signs along Dundas Street West, east of The Credit Woodlands and west of Old Carriage Road to communicate to drivers that they must stop for school busses and the applicable fines for non-compliance.

4. That Student Transportation of Peel Region be requested to review the location of the school bus stop in the area of Dundas Street West, east of The Credit Woodlands and west of Old Carriage Road recognizing that the location poses a safety risk due to non-compliance of school bus signal stopping.

(TSC-0063-2012)

(Ward 6)

TSC-0064-2012

1. That the email dated April 19, 2012 from Councillor Sue McFadden, Ward 10, with respect to traffic congestion, parking infractions and traffic violations in the vicinity of Oscar Peterson Public School, 5120 Perennial Drive be received.
2. That Parking Enforcement be requested to do the following at Oscar Peterson Public School:
 - a. Conduct a multi day blitz to enforce parking infractions in the vicinity of the school between 8:40 a.m. and 9:10 a.m. and between 3:10 p.m. and 3:40 p.m.
 - b. Coordinate the Parking Enforcement blitz at Oscar Peterson Public School with Peel Regional Police so that parking infractions and traffic infractions are enforced during the same time period.
3. That Peel Regional Police be requested to enforce traffic infractions in the vicinity of Oscar Peterson Public School between 8:40 a.m. and 9:10 a.m. and between 3:10 p.m. and 3:40 p.m.

(TSC-0064-2012)

(Ward 10)

TSC-0065-2012

That the School Zone Safety (Kiss and Ride) Report for the month of April 2012 be received.

(TSC-0065-2012)

TSC-0066-2012

That Student Transportation of Peel Region (STOPR) be requested to direct all school bus driver's to pull up to the Stop Bars painted on the pavement, when unloading and loading students at Thorn Lodge Public School, 2730 Thorn Lodge Drive.

(TSC-0066-2012)

(Ward 2)

TSC-0067-2012

That the Peel District School Board be requested to re-paint the School Zone Safety (Kiss and Ride) pavement markings at Champlain Trail Public School, 895 Ceremonial Drive.

(TSC-0067-2012)

(Ward 5)

TSC-0068-2012

1. That as the School Walking Routes Program is being implemented at St. Gertrude Catholic School, 815 Ceremonial Drive, the Dufferin – Peel Catholic District School Board be requested to install Private Property: No Trespassing on School Property signs at the following locations:
 - a. The woodlot at the rear of the school property.
 - b. The entrance to the school property on the south side from Patriot Drive.
 - c. The entrance to the school property from the park on the north side of the school.
2. That the Community Services Department, Recreation and Parks Division be requested to install maze gates at the walkway between Esprit Crescent and Landsborough Avenue and install the missing maze gate at the walkway on Sunray Drive from Palomar Crescent.

(TSC-0068-2012)

(Ward 5)

TSC-0069-2012

That the Dismissal Report for the month of April 2012 be received.

(TSC-0069-2012)

TSC-0070-2012

That Parking Enforcement be requested to enforce parking infractions in front of St. Valentine Catholic School, 5610 Heatherleigh Avenue, between 2:50 p.m. and 3:10 p.m.

(TSC-0070-2012)

(Ward 6)

TSC-0071-2012

That the Site Plan Review Subcommittee of Traffic Safety Council and the Supervisor of Preventative Maintenance for the Peel District School Board be requested to review Ellengale Public School, 3480 Ellengale Drive, to determine if a School Zone Safety (Kiss and Ride) can be established on the school site at a Peel District School Board Maintenance meeting.

(TSC-0071-2012)

(Ward 6)

TSC-0072-2012

That the Traffic Safety Council be authorized to use up to \$4300.00 for the purchase of Traffic Safety Council Safety Cones, weights and stop signs and that \$1300.00 originally allocated for the purchase of safety vests in the Traffic Safety Council's 2012 Budget, be used for the purchase of Traffic Safety Council Safety Cones, weights and stop signs as safety vests will not be purchased by Traffic Safety Council in 2012.

(TSC-0042-2012)

TSC-0073-2012

That the email dated April 5, 2012, from Laurel Schut, Acting Manager, Public Affairs, with respect to the Spring Road Safety Radio Campaign being broadcast on CKOC Oldies 1150 AM be received.

(TSC-0073-2012)

TSC-0074-2012

That the Memorandum from the Manager of Parking Enforcement reporting on parking enforcement in school zones for the month of March 2012 be received.

(TSC-0074-2012)

TSC-0075-2012

1. That the Site Inspection Subcommittee of Traffic Safety Council be requested to conduct a site inspection to review the warrants for removing the Crossing Guard currently located at the intersection of Rathburn Road and Willowbank Trail for students attending St. Vincent de Paul Catholic School, 665 Willowbank Trail, in September 2012.
2. That the Transportation and Works Department be requested to re-paint the crosswalk lines at the intersection of Rathburn Road and Willowbank Trail.
3. That the email dated April 25, 2012 from Anthony McLoughlin, Principal, St. Vincent de Paul, with respect to concerns regarding the possible removal of the Crossing Guard at Rathburn Road and Willowbank Trail be received.
4. That the email dated April 25, 2012 from Councillor Chris Fonseca, Ward 3, with respect to concerns regarding the possible removal possible removal of the Crossing Guard at Rathburn Road and Willowbank Trail be received.

(TSC-0075-2012)

(Ward 3)

TSC-0076-2012

That the Site Inspection Subcommittee of Traffic Safety Council be requested to conduct a site inspection to review the warrants for removing the Crossing Guard currently located at Golden Orchard Drive and Rathburn Road for students attending St. Basil Catholic School, 4235 Golden Orchard Drive, in September 2012, as the volume of turning traffic between the site inspections conducted at the intersection on April 10, 2012 and April 19, 2012 is inconsistent when students are crossing.

(TSC-0076-2012)

(Ward 3)

TSC-0077-2012

1. That the request for a Crossing Guard at the intersection of Bristol Road and Heatherleigh Avenue for students attending St. Valentine Catholic School 5610 Heatherleigh Avenue be denied as Traffic Safety Council does not recommend a Crossing Guard at this location until traffic controls are installed for through traffic on Bristol Road and for turning traffic from Heatherleigh Road on the north side of the intersection.

2. That the Site Inspection Subcommittee of Traffic Safety Council be requested to re-inspect the intersection of Bristol Road and Heatherleigh Avenue after Bristol Road is re-configured to a two lane road with bike lanes and a centre turning lane.
3. That Student Transportation of Peel Region (STOPR) be requested to retain bussing for students living south of Bristol Road until road improvements have been completed and the Site Inspection Subcommittee of Traffic Safety Council has had the opportunity to re-inspect the intersection of Bristol Road and Heatherleigh Avenue.

(TSC-0077-2012)

(Ward 6)

TSC-0078-2012

1. That the request for a Crossing Guard at the intersection of Burnhamthorpe Road and Creditview Road/ Central Parkway West for students attending Queenston Drive Public School, 3520 Queenston Drive, be denied as the warrants have not been met, the signalized intersection provides protection for crossing students and the Traffic Safety Council mandate is for the placement of Crossing Guards for students in kindergarten to grade five (5).
2. That the Principal of Queenston Drive Public School, direct students to do the following:
 - a. Cross the road at the intersection of Burnhamthorpe Road and Creditview Road/ Central Parkway West.
 - b. To use the sidewalk on the south side of Burnhamthorpe Road to access The Credit Woodlands and Queenston Drive Public School as the sidewalk is in good repair.

(TSC-0078-2012)

(Ward 6)

TSC-0079-2012

1. That the Transportation and Works Department be requested to review the signage along Plum Tree Crescent and remove the Emergency No Parking signs on the boulevard on the east side of Plum Tree Crescent.
2. That the School Zone Safety (Kiss and Ride) Subcommittee of Traffic Safety Council be requested to meet with the Supervisor of Preventative Maintenance for the Peel District School Board at a Peel District School Board Maintenance meeting to review the School Zone Safety (Kiss and Ride) configuration at Plum Tree Park Public School, 6855 Tenth Line West.
3. That the Walk to School subcommittee of Traffic Safety Council be requested to work with Plum Tree Park Public School to implement the School Walking Routes Program at the school.

4. That once signage is installed along Plum Tree Crescent, Parking Enforcement be requested to conduct a multi day blitz to enforce parking infractions along Plum Tree Crescent between 8:45 a.m. and 9:10 a.m. and 3:30 p.m. and 3:50 p.m.

(TSC-0079-2012)

(Ward 9)

TSC-0080-2012

1. That the email dated April 23, 2012 from Kathryn Wigham, Principal, Settler's Green Public School, requesting a site inspection to review the warrants for placing a Crossing Guard in front of Settler's Green Public School be received.
2. That the site inspection subcommittee of Traffic Safety Council be requested to conduct a site inspection to review the warrants for placing a Crossing Guard in front of Settler's Green Public School, 5800 Montevideo Road.
3. That the School Zone Safety (Kiss and Ride) subcommittee of Traffic Safety Council be requested to conduct an inspection of the School Zone Safety (Kiss and Ride) Lanes at Settler's Green Public School.

(TSC-0080-2012)

(Ward 9)

TSC-0081-2012

That the Memorandum dated April 20, 2012 from the Legislative Coordinator outlining expenditures incurred in 2012 by the Walk to School Subcommittee of Traffic Safety Council for the implementation of the School Walking Routes Program be received.

(TSC-0081-2012)

TSC-0082-2012

1. That the email dated April 19, 2012, from Sheelagh Duffin, Crossing Guard Supervisor requesting that School Walking Routes promotional t-shirts be ordered for the Walk to School Subcommittee of Traffic Safety Council be received.
2. That the Walk to School subcommittee of Traffic Safety Council be authorized to use up to \$4000.00 of the Walk To School Subcommittee's budget allocation in the 2012 Traffic Safety Council Budget for the purchase of School Walking Routes promotional t-shirts.

(TSC-0082-2012)

TSC-0083-2012

1. That the email dated April 19, 2012, from Sheelagh Duffin, Crossing Guard Supervisor requesting that forty (40) We Are a Walking School signs be printed and laminated for use by the Walk to School Subcommittee of Traffic Safety Council be received.
2. That the Walk to School subcommittee of Traffic Safety Council be authorized to use up to \$150.00 of the Walk To School Subcommittee's budget allocation in the 2012 Traffic Safety Council Budget to produce forty (40) We are a Walking School sings.

(TSC-0083-2012)

TSC-0084-2012

That the Traffic Safety Council Site Inspection Calendar for May 2012 and associated site inspection packages be received.

(TSC-0084-2012)

TSC-0085-2012

That the email dated April 10, 2012 from Stephanie Smith, Legislative Coordinator with respect to Traffic Safety Council's participation in the Road Safety Show on July 1, 2012 from 1:00 p.m. to 4:00 p.m. be received.

(TSC-0085-2012)

TSC-0086-2012

That the report dated March 2012 from the Transportation and Works Department advising of the actions taken regarding recommendations from Traffic Safety Council be received.

(TSC-0086-2012)