



AGENDA

GENERAL COMMITTEE

THE CORPORATION OF THE CITY OF MISSISSAUGA
www.mississauga.ca

WEDNESDAY, FEBRUARY 15, 2012 - 9:00 AM

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

Members

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

Contact:

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905-615-3200 ext. 4516 / Fax 905-615-4181
sacha.smith@mississauga.ca

INDEX – GENERAL COMMITTEE – FEBRUARY 15, 2012

CALL TO ORDER

DECLARATIONS OF DIRECT (OR INDIRECT) PECUNIARY INTEREST

APPROVAL OF THE AGENDA

PRESENTATIONS

DEPUTATIONS

- A. Athena Tagidou with respect to National Flag of Canada Day 2012
- B. Jean Overell, Ward 2 resident with respect to a petition submitted to Council on June 8, 2011 requesting the installation of curbs and sidewalks on Gregwood Road.

MATTERS TO BE CONSIDERED

- 1. Downtown Paid Parking Update (Ward 4)
- 2. Downtown On-Street Paid Parking Expansion (Wards 4 and 7)
- 3. Mentor College School Bus Loading Zone – Briarwood Avenue (Ward 1)
- 4. Corporate Policy – Driver Abstracts
- 5. Assumption of Municipal Services (Ward 10)

ADVISORY COMMITTEE REPORTS

Traffic Safety Council Report 1-2012 – January 25, 2012

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COUNCILLORS' ENQUIRIES

CLOSED SESSION

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

Advice that is subject to solicitor-client privilege, including communications necessary for that purpose - Sherazade Khursigara and 788376 Ontario Limited vs. The Corporation of the City of Mississauga

ADJOURNMENT

CALL TO ORDER

DECLARATIONS OF DIRECT (OR INDIRECT) PECUNIARY INTEREST

APPROVAL OF THE AGENDA

PRESENTATIONS

DEPUTATIONS

- A. Athena Tagidou with respect to National Flag of Canada Day 2012
- B. Jean Overell, Ward 2 resident with respect to a petition submitted to Council on June 8, 2011 requesting the installation of curbs and sidewalks on Gregwood Road.

MATTERS TO BE CONSIDERED

1. Downtown Paid Parking Update (Ward 4)

Corporate Report dated January 31, 2012 from the Commissioner of Transportation and Works providing an update on downtown paid parking.

RECOMMENDATION

That the report dated January 31, 2012 from the Commissioner of Transportation and Works entitled "Downtown Paid Parking Update" be received for information.

2. Downtown On-Street Paid Parking Expansion (Wards 4 and 7)

Corporate Report dated January 18, 2012 from the Commissioner of Transportation and Works regarding the expansion of on-street paid parking in the downtown area.

RECOMMENDATION

- 1. That a by-law be enacted to amend By-law 555-2000, as amended, to implement paid parking anytime on the south side of Square One Drive from a point 20 meters (65 feet) east of Confederation Parkway to a point 75 metres (245 feet) easterly thereof.
- 2. That a by-law be enacted to amend By-law 555-2000, as amended, to implement paid parking anytime on the west side of Duke of York Boulevard between Square One Drive and Prince of Wales Drive.

3. That a by-law be enacted to amend By-law 555-2000, as amended, to implement paid parking anytime on the east side of Duke of York Boulevard between Square One Drive and Prince of Wales Drive.
4. That a by-law be enacted to amend By-law 555-2000, as amended, to implement paid parking anytime on the north side of Elm Drive West between Hurontario Street and Kariya Drive.

3. Mentor College School Bus Loading Zone – Briarwood Avenue (Ward 1)

Corporate Report dated January 26, 2012 from the Commissioner of Transportation and Works with respect to a implementing a school bus loading zone on Briarwood Avenue for Mentor College.

RECOMMENDATION

1. That a by-law be enacted to amend By-law 555-2000, as amended, to add a school bus loading zone on Briarwood Avenue from a point 12 metres (39 feet) north of Forest Avenue to a point 13 metres (42 feet) northerly thereof.
2. That a by-law be enacted to amend By-law 555-2000, as amended, to add a school bus loading zone on Briarwood Avenue from a point 45 metres (147 feet) north of Forest Avenue to a point 41 metres (134 feet) northerly thereof.

4. Corporate Policy – Driver Abstracts

Corporate Report dated January 23, 2012 from the Commissioner of Corporate Services and Treasurer with respect to a Corporate Policy for driver abstracts.

RECOMMENDATION

That the proposed Corporate Policy and Procedure - Driver Abstracts, attached as Appendix 1 to the report dated January 23, 2012 from the Commissioner of Corporate Services and Treasurer, be approved.

5. Assumption of Municipal Services (Ward 10)

Corporate Report dated January 30, 2012 from the Commissioner of Transportation and Works with respect to the assumption of municipal services.

RECOMMENDATION

That the City of Mississauga assume the municipal works as constructed by the developer under the terms of the Servicing Agreement for 43M-1753, *The Erin Mills Development Corporation* (lands located south of Erin Centre Boulevard, east of Pine Crescent, west of Tenth Line West, and north of Perennial Drive, known as *the Churchill Meadows – Neighbourhood 403 (Block 26) Subdivision*), and that the Letter of Credit in the amount of \$534,903.05 be returned to the developer and that a by-law be enacted to establish the road allowances within the Registered Plan as public highway and part of the municipal system of the City of Mississauga.

ADVISORY COMMITTEE REPORTS

Traffic Safety Council Report 1-2012 – January 25, 2012

(Recommendations TSC-0001-2012 to TSC-0014-2012)

Mississauga Celebration Square Events Committee Report 1-2012 – January 30, 2012

(Recommendations MCSEC-0001-2012 to MCSEC-0003-2012)

Mississauga Accessibility Advisory Committee Report 1-2012 – February 6, 2012

(Recommendations AAC-0001-2012 to AAC-0007-2012)

COUNCILLORS' ENQUIRIES

CLOSED SESSION

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

Advice that is subject to solicitor-client privilege, including communications necessary for that purpose - Sherazade Khursigara and 788376 Ontario Limited vs. The Corporation of the City of Mississauga

ADJOURNMENT



Corporate Report

Clerk's Files

Originator's
Files

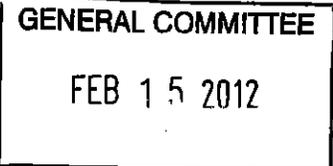
MG.23.REP /

DATE: January 31, 2012

TO: Chair and Members of General Committee
Meeting Date: February 15, 2012

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

SUBJECT: **Downtown Paid Parking Update (Ward 4)**



RECOMMENDATION: That the report dated January 31, 2012 from the Commissioner of Transportation and Works entitled "Downtown Paid Parking Update" be received for information.

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

Following Council's endorsement of the Parking Strategy, work began on an implementation plan for the introduction of paid parking in the three downtown parking garages - Celebration South, North and Living Arts Centre. On July 4, 2011, paid parking for the public, staff and Members of Council commenced. Approximately two months later, on September 6, 2011, paid parking for the public, students and faculty in the two Sheridan College off-street surface parking lots started.

COMMENTS:

This report provides an update on the Paid Parking Program which is managed by the Transportation Project Office and Business Services (TPOBS) Division of the Transportation and Works Department; and also summarizes the concerns of key stakeholders which were addressed prior to the implementation of off-street paid parking.

Paid Parking Program Operations Summary

The TPOBS Division is responsible for the administration and management of the Paid Parking Program, both on-street and off-street, which includes:

- development of policies and recommendation of rates for paid parking
- management of the annual budget for the program
- integration of transportation demand management initiatives and programs
- collection of paid parking revenues
- administration of the paid parking program (employee and public paid parking), including revenue collection and staffing.

Currently, the Parking Coordinator, the contract Parking Administration Clerk and one full-time unionized staff are responsible for the operation of the Paid Parking Program. Support is provided by the Manager of Rapid Transit and Parking, and the Transportation Demand Management Coordinator. All three full-time staff and the contract Parking Administration Clerk report to the Director of TPOBS. The full-time unionized staff that works out of the Works and Maintenance Section is dedicated to maintenance of the machines and collection of coin.

In early 2011, a Parking Administration Clerk was hired on a one-year contract to assist with the administrative duties for the implementation of the off-street paid parking program, which also includes the Employee Paid Parking Program. At the time that the Paid Parking Program was being developed, the role and responsibilities of the Parking Administration Clerk position were also being developed. Currently, a brief overview of the role and responsibilities of this position are as follows:

- answering the Paid Parking telephone line, which averages 21 calls a day from the public and staff;
- responding to the Paid Parking e-mail, which averages 15-50 e-mails a week;
- processing all Public Paid Parking and Employee Paid Parking Forms (approximately 1,500 forms);
- managing all registrations, terminations, refunds, distribution for payroll deductions of the Employee Paid Parking Program;
- managing the Paid Parking Multi Visit Cards (activating cards and managing usage);
- managing the Bulk Purchase Parking program (processing forms, liaising with clients, issuing codes, invoicing);
- managing and processing the monthly Discount Transit Program (840 applications in 2011);
- managing City users of Transit Zone and Carpool Zone;
- ensuring paid parking content is updated on Inside Mississauga and City's external web pages.

Consequently, the impact of the implementation of the Paid Parking Program in seven months of operation has resulted in a review of the contract Parking Administration Clerk position. This review took into account that the current enrolment at Sheridan is approximately 1,000 students and will grow over the next few years to approximately 1,800 students. Based on this review and that the on-street paid parking will continue to grow, it has been determined that to effectively operate the Program, the existing Parking Administration Clerk position will be converted to full time. This position was approved in the 2011 Current Budget.

As part of the Civic Square redevelopment, the TPOBS division was also responsible for:

- the installation of all new way-finding and traffic control signage in Celebration South, North and LAC garages;
- construction of the two municipal parking lots (total of 352 spaces) to serve the Sheridan College campus, along with public parking. Construction included the use of permeable asphalt, permeable pavers, and new and efficient lighting technology parking equipment;
- the development and execution of a Parking License Agreement between the City and Sheridan College.

Implementing the off-street paid parking program enables the City to manage limited convenient parking spaces by encouraging turnover of vehicles, and will only continue to encourage alternate forms of transportation including transit, cycling, and walking.

Stakeholder Concerns

Prior to the introduction of paid parking in the Downtown garages, concerns were raised by some stakeholders as follows:

- **Living Arts Centre (LAC)**

LAC management was concerned that paid parking would have an impact on their operations, corporate bookings and special events. The condition of free parking at the LAC garage was identified as a draw for daytime clients and conferences.

The implementation of free-of-charge parking in the evenings after 6:00 p.m. and on weekends addressed this concern. As well, the Transportation and Works Department established a Bulk Purchase Parking Program to address daytime clients. Clients renting out space in City facilities where off-street paid parking is in effect, have the option of purchasing parking in bulk for their guests at a rate of \$3.00 per guest, which is a discounted daily rate (50%). In 2011, 42 LAC clients (4,399 users) participated in this program.

- **Mississauga Public Library Board**

The Mississauga Public Library Board was concerned with the impact paid parking would have on visitors and Library staff.

Offering free-of-charge parking in the Central Library garage in the evenings after 6:00 p.m. and all day on weekends provided visitors with the option of visiting the library without incurring parking expenses. For residents that plan to visit the library on a regular basis, provisions were made in the parking rate fee structure to provide better value than the hourly or daily rate as follows: a monthly parking pass can be purchased for \$65 or multi-visit cards in the following denominations: 8/\$40, 16/\$60, 24/\$80 and 32/\$100. In addition, the Transportation and Works Department constructed a parking lay-by on the east side of Living Arts Drive adjacent to the Central Library to accommodate the high demand for short-term parking.

A part-time (less than 24hrs/week) monthly rate of \$24 was established to address the needs of the numerous part-time employees at the Central Library. These part-time employees have two options: they can sign up for payroll deduction; or they can purchase part-time permits through the City's Cashiers office.

- **Sheridan College**

Paid parking is in effect for students, staff and faculty of Sheridan College in the two off-street surface parking lots adjacent to the school. The students, staff and faculty have the option to purchase one-semester, two-semester, or yearly permits, as well as multi-visit cards through the Cashiers office. The variety of rate options available is consistent with what is offered at Sheridan College campuses in Brampton and Oakville. When hosting an event, the College has taken advantage of the Bulk Purchase Program.

- **Public Concerns**

Patrons visiting the Downtown, can purchase parking incrementally (\$0.25/15 minutes, \$0.50/30 minutes etc.) or at a daily maximum, using any of the 64 Pay and Display machines that are located throughout the three downtown garages and the 10 Pay and Display machines in the two Sheridan College off-street parking lots.

- **Employees**

A parking fee structure was developed to address employee needs with a variety of rate options in order to allow for enhanced flexibility to address irregularities such as vacation time, leaves of absence, job-sharing and choosing transit or bicycling for part of a month. Employees are able to participate in payroll deduction, or purchase monthly, carpool, yearly and multi-visit cards through the Cashiers office.

STRATEGIC PLAN:

The implementation of off-street paid parking in the Downtown is consistent with the following Strategic Pillars for Change, Goals and Actions put forth in the City's Strategic Plan:

- Develop a Transit-Oriented City:
 - Develop Environmental Responsibility: Action 3 – Implement a Parking Strategy that Supports Public Transit

- Build a Reliable and Convenient System: Action 11 – Accommodate the Needs of Cyclists
- Completing Our Neighbourhoods:
 - Provide Mobility Choices: Action 14 – Create More Bike-Friendly Facilities
 - Provide Mobility Choices: Action 15 – Use Incentives to Encourage Work Commutes by Public Transit
- Living Green:
 - Lead and Encourage Environmentally Responsible Approaches.

FINANCIAL IMPACT: The overall financial impact of Paid Parking in the Downtown includes the revenue from seven months of operation, from all three municipal garages as well as the municipal surface lots associated with Sheridan College, and includes the total 2011 revenue from the on-street program.

The gross revenue from Downtown off-street paid parking operations was \$314,000, of which \$59,000 was from Sheridan parking, \$42,000 was from LAC parking, \$210,000 Civic/Library parking and \$3,000 from internal recoveries from departmental provided paid parking permits.

The gross revenue from Downtown on-street paid parking operations was \$214,000, which represents a 19% increase from 2010.

Total operating costs for the on-street and off-street Parking Program in the Downtown were \$329,000 in 2011, which includes pay and display machine operations, permits, salaries and labour, and incremental maintenance.

Fifty percent (50%) of net revenue (\$100,000) has been allocated to the City Centre Parking Reserve Fund.

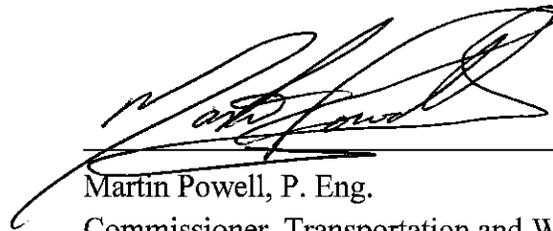
There are no financial impacts of converting the Parking Administrative Clerk to full time as this position was approved on a full-time basis in the 2011 Budget.

CONCLUSION:

Council has endorsed a Parking Strategy for the Downtown in order to find solutions to increasing demands for parking in this growing area, through the introduction of parking fees and encouraging more sustainable transportation options.

With the implementation of the Paid Parking Program, both on-street and off-street, after seven months of operation the City is now able to manage limited convenient parking spaces by encouraging turnover of vehicles, which encourages alternate forms of transportation, including transit, cycling, and walking.

The expansion of the Downtown Paid Parking Program has resulted in the need to convert the existing contract Parking Administration Clerk position to full time.



Martin Powell, P. Eng.

Commissioner, Transportation and Works

*Prepared By: Tomasz Brzeziak, Parking Coordinator
Transportation Project Office*



Corporate Report

Clerk's Files

Originator's
Files

MG.23.REP

2.

DATE: January 18, 2012

TO: Chair and Members of General Committee
Meeting Date: February 15, 2012

GENERAL COMMITTEE

FEB 15 2012

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

SUBJECT: **Downtown On-Street Paid Parking Expansion (Wards 4 and 7)**

-
- RECOMMENDATION:**
1. That a by-law be enacted to amend By-law 555-2000, as amended, to implement paid parking anytime on the south side of Square One Drive from a point 20 meters (65 feet) east of Confederation Parkway to a point 75 metres (245 feet) easterly thereof.
 2. That a by-law be enacted to amend By-law 555-2000, as amended, to implement paid parking anytime on the west side of Duke of York Boulevard between Square One Drive and Prince of Wales Drive.
 3. That a by-law be enacted to amend By-law 555-2000, as amended, to implement paid parking anytime on the east side of Duke of York Boulevard between Square One Drive and Prince of Wales Drive.
 4. That a by-law be enacted to amend By-law 555-2000, as amended, to implement paid parking anytime on the north side of Elm Drive West between Hurontario Street and Kariya Drive.

BACKGROUND:

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

COMMENTS:

In 2011, the construction of the Sheridan College Mississauga Campus building and the roundabout at Square One Drive and Duke of York Boulevard was completed. During this time, Duke of York Boulevard between Prince of Wales Drive and Rathburn Road was re-constructed which resulted in on-street parking on both sides Duke of York Boulevard between Prince of Wales Drive and Square One Drive.

As well, the construction of Square One Drive between Confederation Parkway and Duke of York Boulevard was completed in 2011 to accommodate the various developments in the downtown. This new roadway construction resulted in on-street parking on the south side of Square One Drive which serves the new condominiums and the ground-level businesses.

Elm Drive between Hurontario Street and Kariya Drive was re-designed to expand the on-street cycling network. This resulted in on-street parking on the north side of Elm Drive between Hurontario Street and Kariya Drive. Paid parking is in effect along Kariya Drive just to the north.

Based on the above, the Transportation and Works Department recommends implementing the following:

- paid parking anytime on the south side of Square One Drive;
- paid parking anytime on the west and east side of Duke of York Boulevard between Square One Drive and Prince of Wales Drive; and
- paid parking anytime on the north side of Elm Drive West between Hurontario Street and Kariya Drive.

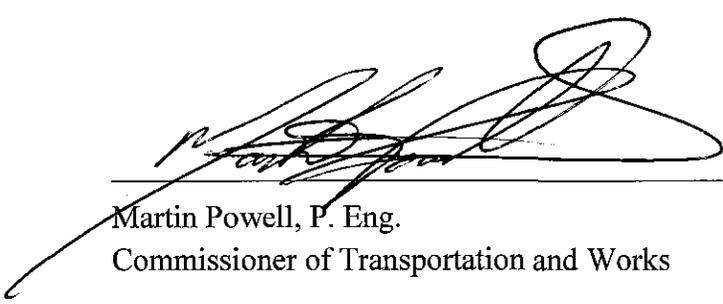
The Ward Councillors are in support of the above recommendations.

FINANCIAL IMPACT: The costs for additional sign installations can be accommodated in the 2012 Current Budget. The cost for the required two Pay and Display machines can be accommodated in the 2012 Current Budget.

CONCLUSION: The Transportation and Works Department supports implementing paid parking anytime on:

- the south side of Square One Drive from a point 20 meters (65 feet) east of Confederation Parkway from a point 75 metres (245 feet) easterly thereof;
- the west side of Duke of York Boulevard between Square One Drive and Prince of Wales Drive;
- the east side of Duke of York Boulevard between Square One Drive and Prince of Wales Drive; and
- the north side of Elm Drive West between Hurontario Street and Kariya Drive.

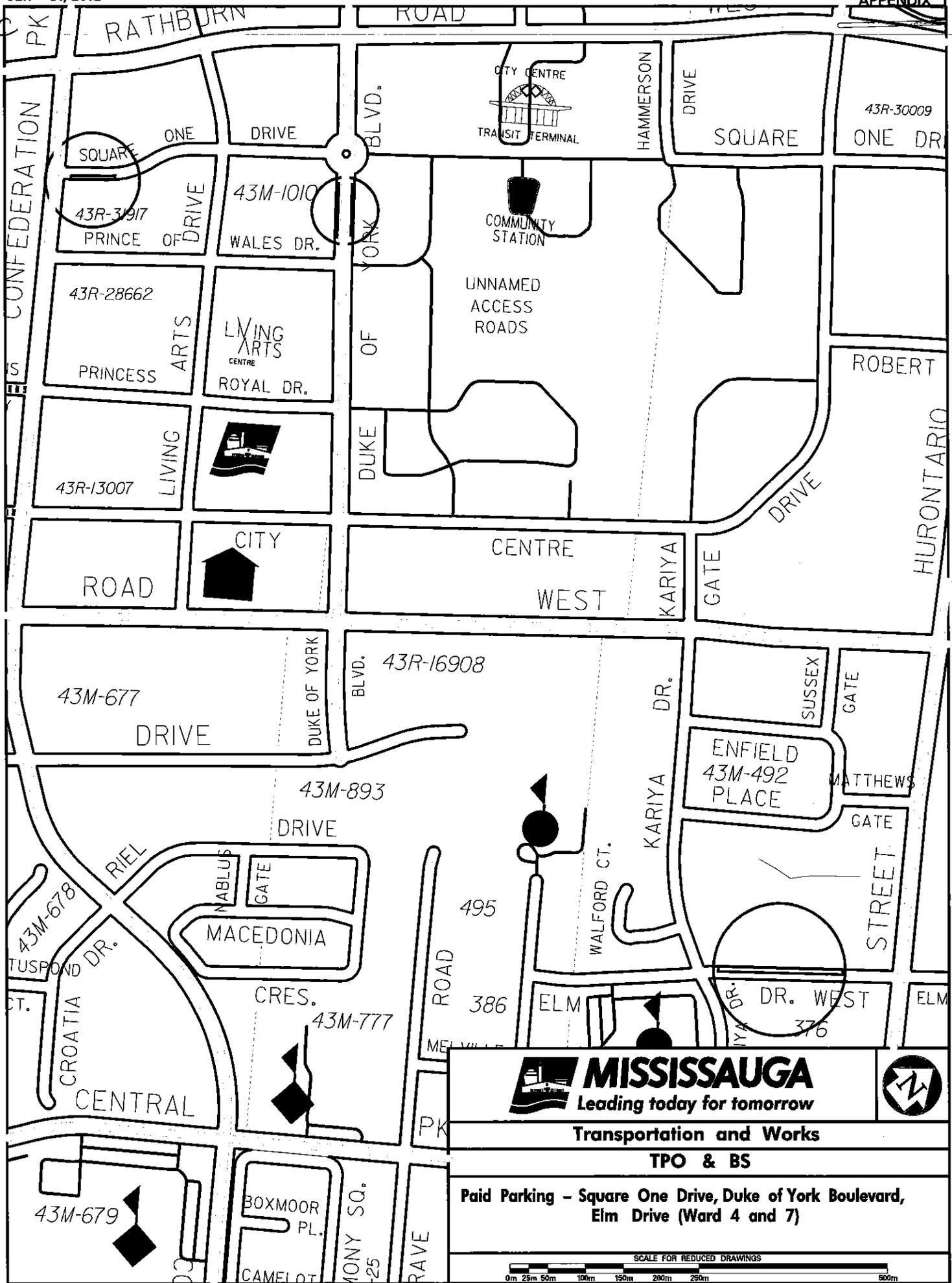
ATTACHMENTS: Appendix 1: Location Map: Downtown



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

*Prepared By: Tomasz Brzeziak, Parking Coordinator
Transportation Project Office*

2c



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Transportation and Works
 TPO & BS

**Paid Parking - Square One Drive, Duke of York Boulevard,
 Elm Drive (Ward 4 and 7)**

SCALE FOR REDUCED DRAWINGS
 0m 25m 50m 100m 150m 200m 250m 500m



Corporate Report

Clerk's Files

Originator's
Files

MG.23.REP
RT.10.Z-7

3.

DATE: January 26, 2012

TO: Chair and Members of General Committee
Meeting Date: February 15, 2012

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

SUBJECT: **Mentor College**
School Bus Loading Zone
Briarwood Avenue (Ward 1)

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|--------------------------|
| GENERAL COMMITTEE |
| FEB 15 2012 |

- RECOMMENDATION:**
1. That a by-law be enacted to amend By-law 555-2000, as amended, to add a school bus loading zone on Briarwood Avenue from a point 12 metres (39 feet) north of Forest Avenue to a point 13 metres (42 feet) northerly thereof.
 2. That a by-law be enacted to amend By-law 555-2000, as amended, to add a school bus loading zone on Briarwood Avenue from a point 45 metres (147 feet) north of Forest Avenue to a point 41 metres (134 feet) northerly thereof.

BACKGROUND: The principal at Mentor College expressed concerns through Councillor Tovey's office requesting that a school bus loading zone be implemented on Briarwood Avenue between Queen Street East and Forest Avenue as the enrolment at the school is currently 1600 students.

Subsequently, Councillor Tovey requested that the Transportation and Works Department submit a corporate report to Council regarding this matter.

COMMENTS:

Transportation and Works Department staff completed a review of the Mentor College frontage on Briarwood Avenue and determined that the east side of Briarwood Avenue between Forest Avenue and Queen Street East is a suitable location for a school bus loading zone.

Currently, there is a school bus loading zone on the north side of Forest Avenue from a point 30 metres (98 feet) east of Briarwood Avenue and a point 95 (312 feet) metres easterly thereof.

Enrolment is now up to 1600 students at Mentor College and the existing school bus loading zone is not sufficient to accommodate all the school buses.

The existing stopping prohibition on the east side of Briarwood Avenue between Queen Street East and Forest Avenue between the hours of 8:00 a.m. to 3:30 p.m will work in conjunction with the "school bus loading zone" signage. The Transportation and Works Department supports extending the "school bus loading zone onto Briarwood Avenue.

The Ward Councillor supports the implementation of a school bus loading zone on Briarwood Avenue.

FINANCIAL IMPACT:

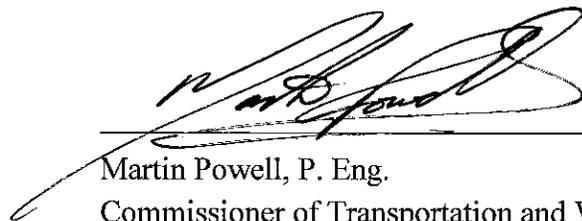
Costs for the sign installation can be accommodated in the 2012 Current Budget.

CONCLUSION:

The implementation of a school bus loading zone on Briarwood Avenue will be beneficial to the school and would not require and changes to the existing stopping/parking prohibitions on Briarwood Avenue.

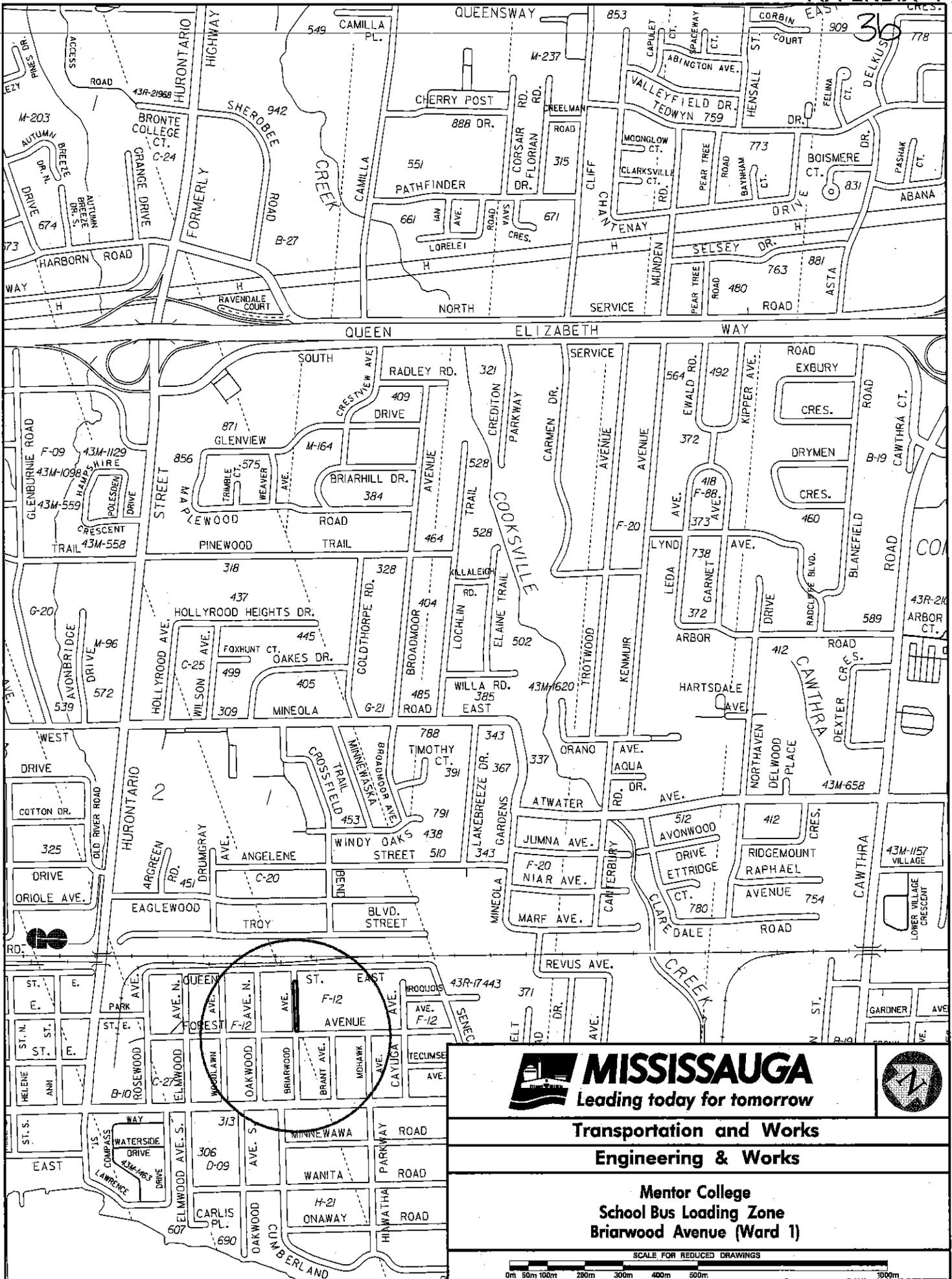
ATTACHMENTS:

Appendix 1: School Bus Loading Zone -- Briarwood Avenue.



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

Prepared By: Denna Yaunan, A.Sc.T, Traffic Technician



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**Transportation and Works
 Engineering & Works**

**Mentor College
 School Bus Loading Zone
 Briarwood Avenue (Ward 1)**

SCALE FOR REDUCED DRAWINGS

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



Corporate Report

Clerk's Files

Originator's
Files

4.

DATE: January 23, 2012

TO: Chair and Members of General Committee
Meeting Date: February 15, 2012

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

SUBJECT: **Corporate Policy – Driver Abstracts**

GENERAL COMMITTEE

FEB 15 2012

RECOMMENDATION: That the proposed Corporate Policy and Procedure - Driver Abstracts, attached as Appendix 1 to the report dated January 23, 2012 from the Commissioner of Corporate Services and Treasurer, be approved.

BACKGROUND: In order to ensure consistent practices across the City with regard to the collection, review and monitoring of the vehicle driver abstract information of employees who drive City provided vehicles, a Corporate Policy has been developed.

COMMENTS: The new Corporate Policy and Procedure - Driver Abstracts outlines the process for collecting and reviewing employee Drivers Licence Abstracts and Commercial Vehicle Operators Registration (CVOR) information. The Policy was developed simultaneously with an automated system used for the retrieval and review of this data on a Corporate-wide basis. This system has dramatically reduced the time required to receive and review the documentation and has virtually eliminated the potential for human error or omission. Driver Abstracts for all City employees who drive City-Provided Vehicles will now be consistently reviewed three times per year, reducing the risk to the City of employees driving without a valid Ontario Driver's Licence or when their licence has been suspended, revoked or downgraded.

4/a

FINANCIAL IMPACT: Not applicable.

CONCLUSION: The new Corporate Policy and Procedure - Driver Abstracts, will reduce the risk to the City of an employee driving a City-provided vehicle without a valid Ontario Drivers Licence.

ATTACHMENTS: Appendix 1: Draft Corporate Policy and Procedure – Driver Abstracts



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

Prepared By: Dan Ferguson, Manager, Health and Safety

Corporate Policy and Procedure



Policy No. ~~Appendix I~~
 Page 00-00-00
 Page 1 of 6
 Effective Date ~~Draft Only~~
 2011-12-01
 Supersedes

TAB: HUMAN RESOURCES
 SECTION: HEALTH AND SAFETY
 SUBJECT: DRIVER ABSTRACTS

POLICY STATEMENT

The City of Mississauga is committed to the ongoing health and safety of all employees. Driver Abstracts and Commercial Vehicle Operator's Registration data are obtained by the City to ensure that employees who are required to operate a City-Provided Vehicle on behalf of the City are properly qualified and licensed.

PURPOSE

The purpose of this policy is to outline the City's process for the collection and review of Driver Abstracts and Commercial Vehicle Operator's Registration data for employees who are required to operate a City-Provided Vehicle on behalf of the City.

SCOPE

This policy applies to all union and non-union City employees who operate a City-Provided Vehicle on behalf of the City (e.g. inspectors, enforcement officers, etc.).

Driver Abstracts

Driver Abstracts will not be obtained for those employees who are infrequently directed/choose to drive on behalf of the City. However, employees should not operate a personal or City-Provided Vehicle on behalf of the City if they are not in possession of a Valid Driver's Licence.

LEGISLATIVE REQUIREMENTS

This policy will be implemented in a manner consistent with all applicable legislation, including but not limited to the *Municipal Freedom of Information and Protection of Privacy Act* and the *Highway Traffic Act*, Regulation 339/94, as amended from time to time.

4c

Corporate Policy and Procedure



Policy No. ~~Appendix 1~~
 Page 00-00-00
 Page 2 of 6
 Effective Date ~~Draft Only~~
 2011-12-01
 Supersedes

DEFINITIONS

For the purposes of this policy:

“City-Provided Vehicle” means any licensed vehicle, as defined by the *Highway Traffic Act*, which is owned, leased or rented by the City.

“Commercial Vehicle Operator's Registration” (CVOR) means the program developed by the Ministry of Transportation (MTO) to promote the safe operation of trucks that have a registered gross weight of over 4,500 kilograms, and buses that can carry ten or more passengers. CVOR is part of the MTO's Carrier Safety Rating (CSR) program that monitors carriers and assigns each a Safety Rating based on several factors: collisions, vehicle inspections, and driver convictions, as well as the results of facility audits. CVOR abstract data is based on the City's fleet of commercial motor vehicles and the actions of the drivers who operate them.

“Driver Abstract” means a three (3) year record of a driver and is available from the MTO. A Driver Abstract includes information such as driver's name, licence number, class, expiry date, conditions/restrictions, convictions and status information (i.e. current, cancelled, suspended, revoked or unlicensed) and is available to anyone; however, no residential address information is provided.

“Valid Driver's Licence” means a current driver's licence issued by the Ontario MTO that is not expired or under suspension. A class G Level 1 (G1) licence is not accepted as a Valid Driver's Licence. A G Level 2 (G2) licence may be acceptable at the discretion of the applicable departmental Health and Safety Specialist.

ACCOUNTABILITY

Directors

Directors are responsible for ensuring that applicable managers/supervisors are aware of and trained on this policy.

Corporate Policy and Procedure



Policy No. ~~Appendix~~
 Page 00-00-00
 Page 3 of 6
 Effective Date ~~Draft Only~~
 2011-12-01
 Supersedes

Management Staff

All management staff are responsible for:

- ensuring all applicable employees are aware of their responsibility to possess a Valid Driver's Licence;
- maintaining a list of all employees who are required to operate a City-Provided Vehicle on behalf of the City;
- obtaining employee driver's license numbers (DLN) and updating the information in SAP;
- taking appropriate action when advised of, or becoming aware of, any change in the status of an employee's Valid Driver's Licence that may impact their ability to operate a City-Provided Vehicle on behalf of the City; and
- ensuring that only staff with a need to know have access to the information contained in a Driver Abstract provided to or obtained by the City.

Employee

Employees who are required to operate a City-Provided Vehicle on behalf of the City are responsible for:

- providing their immediate manager/supervisor with their DLN when requested;
- advising their immediate manager/supervisor of any change in the status (current, cancelled, suspended, revoked or unlicensed) of their driver's licence that impacts their ability to operate a City-Provided Vehicle on behalf of the City;
- advising their immediate manager/supervisor of any change in the status of all applicable endorsements (e.g. the "Z" designation required to operate air brakes);
- advising their immediate manager/supervisor of any tickets received for violations of the *Highway Traffic Act* while operating a City-provided commercial vehicle; and
- never operating a City-Provided Vehicle on behalf of the City without a Valid Driver's Licence.

PROCESS - CVOR

The City is committed to reviewing its CVOR record and the performance information it provides (e.g. violation rates, thresholds, audit scores) in order to identify any problem areas,

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improve its commercial motor vehicle safety performance, and ensure only qualified persons operate commercial vehicles on behalf of the City.

The Manager, Health and Safety, or his/her designate will review the City's CVOR a minimum of three (3) times per year and advise the departmental Health and Safety Specialist and the applicable manager/supervisor in writing of any employee problem areas that have been identified. The manager/supervisor will take the appropriate action in consultation with the departmental Health and Safety Specialist and the Human Resources Business Partner Manager.

PROCESS – DRIVER ABSTRACT

Collection of Driver's Licence Number

Employees whose DLN was not obtained at the time of hire will provide the DLN to their immediate manager/supervisor. The manager/supervisor will forward the DLN to the Manager, Health and Safety, or his/her designate, in writing, who will use the information for the sole purpose of obtaining a Driver Abstract.

When a Driver Abstract Requested or Obtained by the City

The City reserves the right to verify an employee's driver's licence and examine the driving record of an employee whose job function requires him/her to routinely operate a licensed vehicle on behalf of the City.

An offer of employment for any position which requires the routine operation of a City-Provided Vehicle or personal vehicle on behalf of the City is conditional upon submission of a Driver Abstract. The Driver Abstract shall be submitted to the Human Resources Business Partner Manager or designate. This includes, but is not limited to, permanent internal transfers, temporary placements and student summer hires.

Review of Driver Abstract

Employees who are required to drive a City-Provided Vehicle on behalf of the City will have their Driver Abstract checked three

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(3) times a year by the Manager, Health and Safety, or his/her designate in writing.

The Manager, Health and Safety, or his/her designate will review the results of the Driver Abstracts a minimum of three (3) times per year and advise the departmental Health and Safety Specialist and the applicable manager/supervisor in writing of any change in an employee's record that impacts his/her ability to operate a City-Provided Vehicle on behalf of the City. The manager/supervisor will take the appropriate action in consultation with the departmental Health and Safety Specialist and the Human Resources Business Partner Manager.

Action Taken

When an employee disclosure or a Driver Abstract reveals, that the employee is no longer qualified to operate a City-Provided Vehicle on behalf of the City for any reason, and/or cannot perform the essential duties of their position, the applicable director will discuss the available options with the departmental Human Resources Business Partner Manager.

Prior to any employee returning to regular duties following the suspension of his/her licence, regardless of the reason, the manager/supervisor must request that the Manager, Health and Safety, or his/her designate in writing obtain a Driver Abstract for the employee. The Driver Abstract must show that the employee possesses a Valid Driver's Licence that meets the requirements of the position to which they are returning.

Employee Records

Driver Abstracts will be maintained in accordance with Corporate Policy and Procedure - Corporate Administration - Employee Records, which states that all information related to the initial hiring of an employee, as well as information related to the employee's continuing employment, will be contained in the corporate employee file. For additional information refer to the Employee Records policy.

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Corporate Policy and Procedure



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COMPLIANCE

Employees must notify their manager/supervisor immediately if their driver's licence has been revoked, suspended, cancelled or has expired or changed in a manner that affects the employee's ability to perform their regular duties. Failure to do so, or to operate a City-Provided Vehicle on behalf of the City when authorization has been revoked, may result in disciplinary action, up to and including termination of employment.

Failure of a manager/supervisor to take action as outlined in the Accountability section of this policy may also result in disciplinary action, up to and including termination of employment.

Union employees will be disciplined subject to any applicable provisions of their particular collective agreement.

REFERENCE:

LAST REVIEW DATE:

CONTACT:

For additional information contact the Manager, Health and Safety or your Human Resources Business Partner Manager.

DRAFT



Corporate Report

Clerk's Files

Originator's
Files

43M-1753

5

DATE: January 30, 2012

TO: Chair and Members of General Committee
Meeting Date: February 15, 2012

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

SUBJECT: **Assumption of Municipal Services (Ward 10)**

GENERAL COMMITTEE
FEB 15 2012

RECOMMENDATION: That the City of Mississauga assume the municipal works as constructed by the developer under the terms of the Servicing Agreement for 43M-1753, *The Erin Mills Development Corporation* (lands located south of Erin Centre Boulevard, east of Pine Crescent, west of Tenth Line West, and north of Perennial Drive, known as *the Churchill Meadows – Neighbourhood 403 (Block 26) Subdivision*), and that the Letter of Credit in the amount of \$534,903.05 be returned to the developer and that a by-law be enacted to establish the road allowances within the Registered Plan as public highway and part of the municipal system of the City of Mississauga.

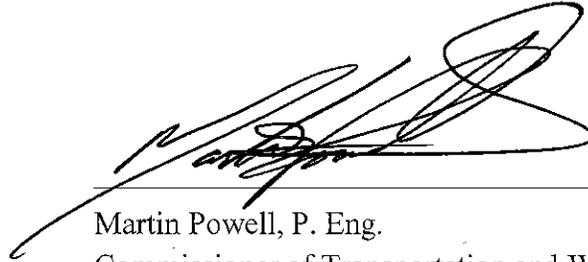
43M-1753 (Ward 10)

BACKGROUND: The developer identified on the attached Table of Assumption (Appendix 1) has complied with all the requirements of the Servicing Agreement for the installation of the municipal services.

FINANCIAL IMPACT: With the assumption of the Churchill Meadows – Neighbourhood 403 (Block 26) Subdivision (43M-1753), the City will now be required to provide maintenance of the newly constructed storm sewers and 0.59 lane kilometres (1936 feet) of roadway.

CONCLUSION: It is in order for the City to assume the municipal works within the site identified on the attached Table of Assumption (Appendix 1).

ATTACHMENTS: Appendix 1: Table of Assumption
Appendix 2: Approximate Location of Churchill Meadows –
Neighbourhood 403 (Block 26) Subdivision



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

*Prepared By: Scott Holmes, C.E.T.
Manager, Development Construction*

TABLE OF ASSUMPTION

| PLAN/FILE REFERENCE # | LOCATION | DEVELOPERS ADDRESS | SERVICING AGREEMENT DATE | SECURITIES TO BE RELEASED |
|-----------------------------|--|--|--------------------------------|------------------------------|
| 43M-1753 | South of Erin Centre Boulevard, east of Pine Crescent, west of Tenth Line West, and north of Perennial Drive. | The Erin Mills Development Corporation 7501 Keele Street, Suite 500 Concord, Ontario L4K 1Y2 ATTN: Mr. Larry Robbins | August 1, 2007 | \$534, 903.05 |

REPORT 1 - 2012

GENERAL COMMITTEE

FEB 15 2012

TO: CHAIR AND MEMBERS OF GENERAL COMMITTEE

The Traffic Safety Council presents its first report for 2012 and recommends.

TSC-0001-2012

That Student Transportation of Peel Region (STOPR) be requested to review the bus routes for students attending Queenston Drive Public School, 3520 Queenston Drive, to determine if those students ineligible for bussing can be accommodated and to maximize the space available; and that STOPR report back to Traffic Safety Council.

(TSC-0001-2012)

(Ward 6)

TSC-0002-2012

1. That the request for a Crossing Guard at the intersection of Galbraith Drive and Rossland Crescent / Wilmar Crescent for students attending All Saints Catholic School, 4105 Colonial Drive and Ashgrove Public School, 3215 Thorncrest Drive, be denied as the warrants have not been met.
2. That the Transportation and Works Department be requested to review the feasibility of removing the School Area Sign (WC1) on Galbraith Drive as there is no school located along this road.

(TSC-0002-2012)

(Ward 8)

TSC-0003-2012

1. The Traffic Safety Council requests that the Transportation and Works Department initiate the appropriate process for the construction of a sidewalk on the easterly side of Gregwood Road from Caldwell Road to Chriseden Drive for students attending Tecumseh Public School, 1480 Chriseden Drive, as there are safety concerns for students walking along Gregwood Road and the construction of a sidewalk would mitigate these concerns.
2. That the Transportation and Works Department review the feasibility of installing No Parking Signs, Monday to Friday, 8:00 a.m. to 6:00 p.m., September to June along the easterly side of Gregwood Road, to allow for pedestrian access to the Walking Lane for students attending Tecumseh Public School.
3. That the email dated January 20, 2012 from Pat and Andy Isner, residents, Ward 2, outlining their concerns with respect to the construction of a sidewalk along Gregwood Road be received.

(TSC-0003-2012)

(Ward 2)

TSC-0004-2012

That the School Zone Safety (Kiss and Ride) Report, for the month of December 2011, be received.

(TSC-0004-2012)

TSC-0005-2012

1. That the Transportation and Works Department be requested to do the following at St. David of Wales Catholic School, 4200 Beacon Lane:
 - a. Review the feasibility of removing the Bus Loading Zone Sign on Beacon Lane.
 - b. Review the signage in the vicinity of St. David of Wales Catholic School.
2. That the Community Services Department review the feasibility of installing Offset Gates (Maze Gates) at the entrance to the pathways on Rathburn Road and Sawgrass Crescent to restrict vehicles from accessing school property.

(TSC-0005-2012)

(Ward 6)

TSC-0006-2012

That the Dismissal Report for the months of December 2011 and January 2012 be received for information.

(TSC-0006-2012)

TSC-0007-2012

1. That the Peel District School Board be requested to review the following at Briarwood Public School, 1065 Mississauga Valley Boulevard:
 - a. Repaint the School Zone Safety (Kiss and Ride) lane in front of the school with one way arrows and designate a through lane.
 - b. Review signage to ensure that it reflects the changes made to the School Zone Safety (Kiss and Ride).
2. That the Transportation and Works Department review the feasibility of installing "No U-Turn" signs on Mississauga Valley Boulevard in the vicinity of Briarwood Public School.
3. That Parking Enforcement be requested to enforce parking infractions in the vicinity of Briarwood Public School between 2:50 p.m. and 3:10 p.m.

(TSC-0007-2012)

(Ward 4)

TSC-0008-2012

1. That Parking Enforcement be requested to enforce parking infractions in front of St. David of Wales Catholic School, 4200 Beacon Lane between 3:00 p.m. and 3:20 p.m.
2. That the Transportation and Works Department be requested to review the feasibility of removing the Bus Loading Zone sign in front of St. David of Wales Catholic School as the sign is no longer required.

(TSC-0008-2012)

(Ward 6)

TSC-0009-2012

1. That Parking Enforcement be requested to enforce parking infractions in front of Oscar Peterson Public School, 5120 Perennial Drive, between 3:10 p.m. and 3:35 p.m.
2. That the Peel District School Board review the feasibility of removing the concrete walkway on the north east quadrant of school site as a fence has been installed restricting access to school property.

(TSC-0009-2012)

(Ward 10)

TSC-0010-2012

That the minutes from the January 18, 2012 Budget Subcommittee meeting be received.

(TSC-0010-2012)

TSC-0011-2012

That David Brown, Traffic Safety Council Chair, be appointed as Chair of the Budget Subcommittee of Traffic Safety Council for a term of office to November 30, 2014, or until a successor is appointed.

(TSC-0011-2012)

TSC-0012-2012

That the draft Traffic Safety Council Budget, from the January 18, 2012 Budget Subcommittee meeting, be approved.

(TSC-0012-2012)

TSC-0013-2012

That the following information items presented at the January 25, 2012 Traffic Safety Council Meeting be received:

- a. Minutes of the January 12, 2012 Walk to School Subcommittee Meeting.
- b. Memorandum dated January 25, 2012 from the Legislative Coordinator listing the Peel District School Board and Dufferin- Peel Catholic District School Board schools participating in the School Walking Routes Program.

- c. School Board Maintenance Meeting Minutes of the meeting on December 31, 2011 between representatives of Traffic Safety Council and the Peel District School Board regarding maintenance issues at various schools.
- d. Letter dated December 2, 2011 to David Brown, Traffic Safety Council Chair, from Tony Pontes, Director of Education, Peel District School Board with respect to Trustee Meredith Johnson's appointment as the new Peel District School Board representative on Traffic Safety Council.
- e. Letter dated December 15, 2011 to Sacha Smith, Legislative Coordinator, from John B. Kostoff, Director of Education, Dufferin- Peel Catholic District School Board, with respect to Trustee Anna Abbruscato's appointment as the new Dufferin- Peel Catholic District School Board representative on Traffic Safety Council.
- f. Memorandum from the Manager of Parking Enforcement dated December 5, 2011 reporting on parking enforcement in school zones for the month of November 2011.
- g. Memorandum from the Manager of Parking Enforcement dated January 4, 2012 reporting on parking enforcement in school zones for the month of December, 2011.

(TSC-0013-2012)

TSC-0014-2012

That the Traffic Safety Council be authorized to use up to \$1600.00 from the 2012 Traffic Safety Council Budget, for the purchase of winter coats, embroidered with the City of Mississauga's logo, for Citizen Members to wear during site inspections.

(TSC-0014-2012)

REPORT 1-2012

GENERAL COMMITTEE

FEB 15 2012

TO: CHAIR AND MEMBERS OF GENERAL COMMITTEE

The Mississauga Celebration Square Events Committee presents its first report for 2012 and recommends:

MCSEC-0001-2012

That the matter regarding Neighbourhood Watch signs for the Mississauga Celebration Square be referred to staff to review signage for the Square and that staff review incorporating information from the Park Watch signs and report back to the Mississauga Celebration Square Events Committee.

(MCSEC-0001-2012)

MCSEC-0002-2012

That the PowerPoint presentation by Karen Westcott, Event Programmer to provide an update on the winter skate parties at the Mississauga Celebration Square, be received for information.

(MCSEC-0002-2012)

MCSEC-0003-2012

That the 2012 Mississauga Celebration Square events update provided by Lisa Abbott, Program Coordinator, be received.

(MCSEC-0003-2012)

REPORT 1-2012

GENERAL COMMITTEE

FEB 15 2012

TO: CHAIR AND MEMBERS OF GENERAL COMMITTEE

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

AAC-0001-2012

That the Older Adult Plan: 2011 Update/2012 Initiatives PowerPoint presentation, presented by Jayne Culbert, Coordinator, Older Adult Plan, at the Mississauga Accessibility Advisory Committee on February 6, 2012, be received.

(AAC-0001-2012)

AAC-0002-2012

1. That the Memorandum dated January 26, 2012 from Diana Simpson, Accessibility Coordinator, with respect to the City of Mississauga Accessibility Plan: 2011 Annual Report, 2012-2017 Initiatives, be received; and
2. That the Mississauga Accessibility Advisory Committee supports the City of Mississauga Accessibility Plan: 2011 Annual Report, 2012-2017 Initiatives.

(AAC-0002-2012)

AAC-0003-2012

1. That the Facility Accessibility Design Subcommittee (FADS) continue with its mandate to review municipal facility projects (new builds and major renovation projects), and that accessibility reviews for site plans of private sector development initiatives remain with the Development and Design Division of the Planning and Building Department;
2. That the Development and Design Division of the Planning and Building Department consult with the Mississauga Accessibility Advisory Committee, on a voluntary, informal, and as-needed basis, to obtain feedback regarding accessibility reviews for site plans of private sector development initiatives; and
3. That the Mississauga Accessibility Advisory Committee's Facility Accessibility Design Subcommittee (FADS) meet with staff from the Development and Design Division of the Planning and Building Department at a future FADS meeting to discuss facility accessibility initiatives; for example, guidelines in the City of Mississauga's Accessibility Design Handbook.

(AAC-0003-2012)

AAC-0004-2012

That the pending work plan items dated February 6, 2012, be received.

(AAC-0004-2012)

AAC-0005-2012

That the correspondence dated January 25, 2012 from Councillor Pat Saito, Ward 9, with respect to the Peel Regional Police press release, entitled Peel Police – *Accessibility for Ontarians with Disabilities Act (A.O.D.A.)*, be received.

(AAC-0005-2012)

AAC-0006-2012

That the correspondence dated November 28, 2011 from Douglas Markoff, Executive Director, The Riverwood Conservancy, with respect to the opening of The Riverwood Conservancy Enabling Garden in the spring of 2012, be received.

Ward 6

(AAC-0006-2012)

AAC-0007-2012

That the document entitled World Report on Disability, Factsheet: Main Messages and Recommendations, presented by Naz Husain, Citizen Member, at the Mississauga Accessibility Advisory Committee on February 6, 2012, be received.

(AAC-0007-2012)