



Corporate Report

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General Committee

JUN 16 2010

DATE: June 7, 2010

TO: Chair and Members of General Committee
Meeting Date: June 16, 2010

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

SUBJECT: Off-Street Paid Parking in the City Centre (Ward 4)

- RECOMMENDATION:**
1. That the City Centre Off-Street Municipal Parking Fee Structure be approved, effective April 4, 2011.
 2. That the Transportation and Works Department report to General Committee regarding a review of the interim on-street parking rates in the City Centre early in 2011.
 3. That the Corporate Policy and Procedure Employee Paid Parking be approved, effective April 4, 2011.
 4. That the existing Civic Centre Parking Policy (05-03-01) be rescinded, effective April 4, 2011.
 5. That an amendment to the Reimbursement of Business Expenses Policy (04-05-01) to permit reimbursement for the use of bicycles for business travel be approved.
 6. That the Transportation and Works Department continue to work with other City departments and stakeholders with regard to operational requirements related to the introduction of paid parking and related Smart Commute initiatives supporting a variety of mobility choices.
 7. That all the necessary by-laws be enacted.

BACKGROUND:

On February 11, 2009, Council endorsed the "*Parking Strategy for Mississauga City Centre: Final Report.*" The strategy recommended implementing paid parking at municipal facilities in the City Centre 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 City Centre parking garages (Central Library, Civic Centre and Living Arts Centre) led by the Transportation Project Office.

On November 11, 2009, Council approved spending \$3,950,000 for modifications of the Civic Centre and Central Library parking garages to facilitate the introduction of paid parking for employees and the public in tandem with the redevelopment of the Civic and Library Square. Modifications include a new public elevator, garage painting, acquisition and installation of pay and display equipment, parking control rooms, secure bike parking rooms and a new signage and way-finding program. In addition, increased accessible parking spots and reserved carpool parking spots will be provided for both the Civic Centre and Central Library.

Transportation Project Office staff have initiated planning for the design modifications necessary to convert the Living Arts Centre (LAC) to paid parking. It is expected that the necessary renovations to introduce paid parking will be undertaken in 2010. Funding for this initiative is included in the approved 2010 capital budget.

Paid parking for employees and visitors in all three Civic Precinct parking garages (Civic Centre, Central Library and LAC) is planned to be introduced simultaneously in April 2011 once work is complete on the Civic Square and Library Square redevelopment.

In the fall 2009, Council authorized the execution of a Ground Lease Agreement with Sheridan College for the new Sheridan Mississauga Campus, including the construction and operation of two municipal off-street paid parking facilities to be utilized by students, staff and

visitors to the Sheridan Mississauga Campus as well as traditional municipal parking for the general public. Surface parking for the initial phase of the campus will be provided on lands north of the LAC.

Parking lot construction is scheduled to be complete in July 2011 in order to begin paid parking operations in the municipal lots associated with Sheridan College, effective August 1, 2011. As required by the Ground Lease Agreement, a parking license agreement will be executed between the City and Sheridan College prior to August 1, 2011, outlining the terms of Sheridan's use of the municipal parking lots and overflow-access to the municipal garages.

The development of the Sheridan College Mississauga Campus has made it imperative to introduce fees for off-street parking in the City Centre in order for the City to manage access to parking for visitors and employees, particularly given that paid parking will be provided for a campus that will be occupied by more than 1,800 students, staff and faculty.

COMMENTS:

This report addresses the elements necessary for the introduction of off-street paid parking in the City Centre, including a proposed fee structure for the municipal off-street parking facilities, recommended changes to relevant Corporate Policies and Procedures and recommended next steps for implementation.

Written notice of the June 16, 2010 General Committee Meeting dealing with paid parking has been provided to affected groups including the Mississauga Public Library Board, the LAC Board, Sheridan College and all Union Executives.

City Centre Off-Street Parking Fees

A proposed fee structure (Appendix 1) has been prepared, based on a review of current market rates in the City Centre and current rates in other municipalities (Appendix 2).

The fee structure would be applicable to all municipal off-street parking facilities in the City Centre, including:

- Civic Centre
- Central Library
- LAC and
- municipal parking lots associated with Sheridan College.

The employee monthly rate would also be applicable to City staff working in leased facilities at 201 City Centre Drive.

Selected rates are proposed as follows:

- Hourly rate: \$1.50
- Daily rate: \$6.00
- Public Monthly rate: \$65
- Employees:
 - Monthly rate: \$35
 - Part-time (less than 24 hrs/week) Monthly rate: \$24

It is recommended that the initial monthly rate for employee paid parking be established at \$35 per month with a deferred phase-in of future increases to reach a City Centre market rate for paid parking. A proposed increase schedule for employee monthly rates (Appendix 3) has been included for information only; Transportation and Works staff would report back to General Committee annually regarding any recommended rate increases.

In order to reduce single occupant vehicles and as an incentive for carpool formation, City employees who are members of registered carpools would be offered free carpool parking for an initial promotional period of three months from the start of implementation of paid parking (i.e. April 4 to June 30, 2011).

The parking fee structure includes 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 the month. The variety of rate options presented is consistent with those that are offered at Sheridan College campuses in Brampton and Oakville.

It is recommended that the City Centre Off-Street Municipal Parking Proposed Parking Fee Structure become effective April 4, 2011. Following Council approval, the fee structure would be included in Traffic Bylaw 555-00, Schedule 6 - Off-Street Parking Lots.

City Centre On-Street Parking Fees

It should be noted that the hourly rate for on-street parking in the City Centre was established at \$2.00 per hour initially but was reduced to \$1.00 per hour by Council in December 2009 as an interim rate to be reviewed once off-street paid parking is introduced in the City Centre municipal garages. A separate report regarding a recommendation for the reinstatement of the City Centre on-street parking rates to \$2.00 per hour, to be effective April 4, 2011 is expected to be brought forward to General Committee in early 2011.

The recommended hourly rate of \$1.50 for off-street parking was determined in anticipation of the reinstatement of the rate of \$2.00 per hour for on-street parking effective April 4, 2011 to coincide with the introduction of paid parking in the garages and off-street lots.

Should Council not approve the reinstatement of the on-street rate to \$2.00 per hour, the \$1.50 hourly rate for off-street parking facilities will need to be adjusted accordingly to adhere to the principle that on-street parking rates should be set higher than within parking garages in order to encourage on-street turnover and greater convenience for patrons.

New Corporate Policy and Procedure - Employee Paid Parking

A new Corporate Policy and Procedure (Appendix 4) to implement paid parking for employees has been developed. The draft policy has been reviewed by all departments, including Legal Services, Internal Audit and Risk Management and any issues have been addressed.

The purpose of the new policy is to:

- detail the criteria for the establishment of Employee paid parking at City facilities
- specify the facilities where Employee paid parking is in effect
- outline the criteria for parking allocations, including Reserved spots and access to the Civic Centre executive garage
- outline the criteria for the provision of parking permits or reimbursement of fees
- support the City's Employee Smart Commute Program, designed to encourage Employees to make sustainable transportation choices.

Key elements of the proposed policy include:

- all employees pay to park at affected facilities, except where daily use (5 days/week) of a personal vehicle is a job requirement
- reimbursement permitted to employees from other facilities for parking expenses for business travel to affected facilities
- policy supports for alternative transportation: carpool parking, transit, cycling, etc.

In preparation of the policy, staff gathered information regarding how employee parking is handled at other municipalities in Ontario. It was observed that other municipalities with paid parking in place customarily provide parking for their elected officials at no cost. As such, elected officials have been excluded from the policy and it is recommended that parking permits be provided to elected officials.

It is recommended that the new Employee Paid Parking policy be effective April 4, 2011 and that the existing Civic Centre Parking Policy (Appendix 5) be repealed effective at the same time, pending Council adoption of the new policy.

Amended Corporate Policy – Reimbursement of Business Expenses

One of the terms in the proposed Employee Paid Parking policy requires a revision to the existing Reimbursement of Business Expenses Policy 04-05-01 (Appendix 6) to encourage bicycle use for business travel, where practical and appropriate. The revision

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permits reimbursement for cycling to and from local destinations while conducting City business, provided that the trip is at least one (1) km in length and is made using a personally-owned bicycle. The amount of reimbursement permitted is equivalent to the transit ticket fare for the same trip. It is recommended that this policy amendment be implemented effective immediately.

Volunteers

Parking for volunteers has been raised as a concern by members of Council and the Mississauga Public Library Board.

Regarding volunteers who are Citizen Appointees to Committees of Council, the draft policy proposes that reimbursement for parking charges or the provision of multi-visit parking cards be permitted and that the costs be applied against the applicable current budget expense account for the Committee, as is currently done with Car Allowance reimbursements.

Regarding non-Council appointed volunteers, it is recognized that the nature of volunteer roles varies greatly and a "one-size-fits-all" approach may not be appropriate.

It is recommended that departments utilizing non-Council appointed volunteers decide on parking for their volunteers and that generally volunteers would be provided with multi-visit parking cards or the opportunity to apply for reimbursement for parking expenses, where appropriate. Departments would be responsible for authorizing volunteer parking.

Central Library Visitors

Consultation has taken place with the Mississauga Public Library Board regarding the introduction of paid parking and the impact on Central Library visitors. The Library Board has requested that Central Library visitors have access to short-term free parking. A time period of two hours has been requested. A survey of parking at surrounding libraries was completed and this was not found to be common practice - of those with parking fees in place for visitors, only one library was found to provide short-term free parking; the London Public Library provides parking validation for up to two

hours. Given the pay and display technology that will be utilized in the garages, parking validation of this nature is not an option. Where warranted, short-term free parking could be provided through on-street parking spots designated with signage.

Currently three spots are available for book-drop lay-by parking on the west side of Central Library on Living Arts Drive. Previously, a number of book-drop parking spaces were also available on City Centre Drive, but these will no longer be in place following the redevelopment of the Civic and Library Square. The feasibility and cost of expanding the book-drop lay-by on Living Arts Drive to add several parking spots (i.e. 5-6) is being reviewed by the Transportation and Works Department.

Following the introduction of on-street paid parking in the City Centre, designated on-street 30-minute-free parking spots were provided adjacent to businesses in the City Centre, as an interim measure to ease the transition to a paid parking environment. This technique could also be applied to on-street parking near Central Library, should Council determine that additional short-term free parking needs to be provided for Central Library visitors. Specifically, an interim 30-minute-free period could be designated through signage for the fourteen on-street parking spots on the north side of Burnhamthorpe between Living Arts Drive and Duke of York. With this approach, visitors would still have the option of paying to park if they choose to stay longer than the free 30 minutes provided and the free 30 minutes would be added to their purchased time (to the maximum of two hours).

However, the provision of additional short-term free parking beyond the expanded book-drop lay-by is not recommended by staff, given that aggressive enforcement would be necessary to ensure short-term turnover so the spots are not abused (i.e. the public, staff, Sheridan students etc.).

Living Arts Centre

Discussions have been initiated with management at LAC regarding the introduction of paid parking and the impact on their operations. It is recommended that LAC employees be eligible to purchase parking permits at rates equivalent to City employees.

In discussions with LAC management, concerns were raised about the impact of paid parking on LAC volunteers. LAC operations rely heavily on volunteers, particularly to support large performances. It is felt that parking fees would be a disincentive in attracting volunteers. It is recommended that LAC volunteers be treated in the same manner as City volunteers (e.g. Central Library volunteers). As such, the LAC would be responsible for authorizing volunteer parking.

LAC management has also raised concerns about the impact of paid parking on corporate bookings and special events. The existing condition of free parking at the facility was identified as a draw for daytime corporate clients and conferences. In cases where a special event warrants waived parking fees, electronic signage for the facility could be activated to advertise the free parking and pay and display machines could be bagged. Approval to waive fees for such events would be a decision of Council. Transportation Project Office staff will continue to work with LAC management regarding the concerns that have been raised and will report back at a later date regarding operational adjustments that may be required.

Next Steps

A communications strategy for the introduction of employee paid parking has been developed. A public awareness campaign regarding the introduction of off-street paid parking in the City Centre will also be executed. Immediately following Council approval of these recommendations, the employee parking communications strategy will be implemented, to allow for a sufficient notice period to impacted employees and union groups before employee paid parking is introduced.

Transportation Project Office staff will continue to work with Finance and Parking Enforcement staff with regard to operational requirements related to the introduction of paid parking, including feasibility of permit purchase through payroll deduction, parking permit counter sales through the Civic Centre Cashier's desk, and the establishment of parking permit management and enforcement procedures.

Several “Smart Commute” initiatives supporting a variety of mobility choices have been identified as critical to the introduction of paid parking, particularly as it relates to employees. The Discount Transit Program currently being piloted is scheduled to end in November 2010. In order to encourage work commutes by public transit, a report will be brought forward to Council recommending extension of this pilot for two years, at which time it would be reviewed.

The availability of a car share service in the City Centre (consisting of short-term rental vehicles provided by a third-party vendor) has also been identified as critical to supporting the introduction of employee paid parking, given that such a service could reduce the need for employees to use a personal vehicle for work.

Resources for extension of the Discount Transit Program pilot and for a car share service contract have been identified as part of the 2011 Business Planning process currently underway.

STRATEGIC PLAN:

Implementing off-street paid parking in the City Centre is consistent with the following Strategic Pillars for Change, Goals and Actions put forth in the City’s new 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

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FINANCIAL IMPACT: The overall financial impact of off-street paid parking in the City Centre includes the revenue from all three municipal garages as well as the municipal surface lots associated with Sheridan College.

Total operating costs for off-street parking in the City Centre are anticipated to be \$424,000 annually, which includes pay and display machine operations, permits, labour and incremental maintenance.

Once operational, the total gross revenue from City Centre off-street paid parking operations is anticipated to be \$600,000 for the first full year of operations in 2012 and annually thereafter.

Fifty percent (50%) of net revenue will be allocated to the City Centre Parking Reserve Fund for future parking facilities, with the remaining 50% being used to offset the cost of "Smart Commute" initiatives and compensate for the initial investment in the parking program. Based on the anticipated operating costs and total gross revenues noted, net revenue is anticipated to be \$176,000 annually which includes an \$88,000 contribution to the City Centre Parking Reserve Fund.

CONCLUSION: Council has endorsed a Parking Strategy that recommends implementing paid parking for employees and visitors at municipal facilities in City Centre. Council has approved spending \$3,950,000 for modifications of the Civic Centre and Central Library parking garages to facilitate the introduction of paid parking for employees and the public in tandem with the redevelopment of the Civic and Library Square.

The development of the Sheridan College Mississauga Campus has made it imperative to introduce fees for off-street parking in the City Centre in order for the City to manage access to parking for visitors and employees, particularly given that paid parking will be provided for a campus that will be occupied by more than 1,800 students, staff and faculty.

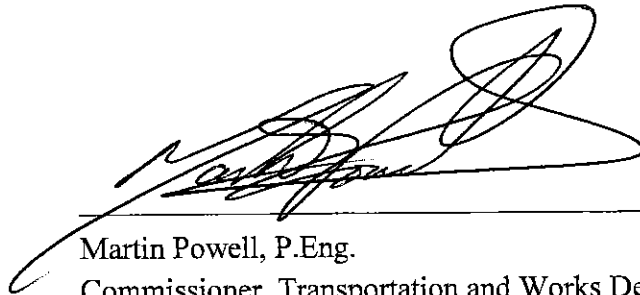
Paid parking in all three City Centre parking garages (Civic Centre, Central Library and LAC) is planned to be introduced simultaneously on April 4, 2011. Paid parking is planned to be introduced in the municipal lots associated with Sheridan College Mississauga Campus effective August 1, 2011.

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This report addresses the elements necessary for the introduction of off-street paid parking in the City Centre, including a proposed rate structure for the municipal off-street parking facilities, recommended changes to relevant Corporate Policies and Procedures and an outline of next steps for implementation.

ATTACHMENTS:

- Appendix 1: City Centre Off-Street Municipal Parking - Proposed Parking Fee Structure
- Appendix 2: Off-Street Parking Fee Comparison
- Appendix 3: Proposed Increase Schedule – Employee Monthly Rate
- Appendix 4: Draft Corporate Policy and Procedure - Employee Paid Parking
- Appendix 5: Current Corporate Policy and Procedure Civic Centre Parking (05-03-01)
- Appendix 6: Revised Corporate Policy and Procedure Reimbursement of Business Expenses (04-05-01)



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

Prepared by: Jacquelyn Hayward Gulati, Transportation Demand Management Coordinator

City Centre Off-Street Municipal Parking**PROPOSED PARKING FEE STRUCTURE**
Effective April 4, 2011

Type of Permit	EMPLOYEE Rate	PUBLIC Rate	SHERIDAN Rate	For Information Only*	
				ON-STREET Reduced Rate	ON-STREET Established Rate
Hourly ¹ (until daily max)	\$1.50	\$1.50	\$1.50	\$1.00	\$2.00
Daily ¹ (8am to 10pm)	\$6.00	\$6.00	\$6.00	N/A	N/A
Overnight ¹ (6pm to 8am)	N/A	\$5.00	N/A	\$5.00	\$5.00
Monthly ²	\$35.00	\$65.00 (M-F 8am – 10pm)	\$65.00		
Part-time Monthly ² (<24 hours/week)	\$24.00	N/A	N/A		
Overnight Monthly ²	N/A	\$65.00 (M-F 6pm to 8am Sat/Sun 24 hours)	N/A		
One semester ² (Sheridan Only)	N/A	N/A	\$160.00		
Two semester ² (Sheridan Only)	N/A	N/A	\$300.00		
Three semester ² (Sheridan Only)	N/A	N/A	\$420.00		
8 Visit Card ²	\$20.00	\$40.00	\$40.00		
16 Visit Card ²	\$30.00	\$60.00	\$60.00		
24 Visit Card ²	\$40.00	\$80.00	\$80.00		
32 Visit Card ²	\$50.00	\$100.00	\$100.00		

¹Hourly, daily and overnight rates will be payable at pay and display machine.

² Monthly, semester and multi-visit permit cards will be available for purchase through the Cashier's counter. The feasibility of payroll deduction and / or online purchase of these permits is currently being reviewed.

*On-street parking rates are provided here for information only. The hourly rate for on-street parking in City Centre was initially established at \$2.00 per hour but reduced to \$1.00 per hour at the request of Council in December 2009 as an interim rate to be reviewed again when paid parking was to be introduced in the City Centre municipal garages. A separate report regarding the re-establishment of City Centre on-street parking rates back to \$2.00 per hour (effective April 4, 2011) is expected to be brought forward to General Committee in early 2011.

Off-Street Parking Fee Comparison

(Rates determined as of May 2010)

Mississauga Comparisons			
LOCATION	HOURLY Rate	DAILY Rate	MONTHLY Rate
Delta Meadowvale Hotel and Conference Centre	\$3.00 – \$5.00	\$16.00	N/A
City Centre Drive (33,55, 77, 201) Office Buildings	N/A (Some lots have 2 hours free)	\$5.00	\$50.00 - 60.00*
Mississauga Executive Centre	\$2.00	\$6.00	Garage: \$62.75 Surface: \$52.50
Sussex Centre	\$3.00	\$6.00 - \$12.00	\$35.00
Sheridan College (Oakville Campus & Brampton Campus)	N/A	\$8.50	\$71.00 Yearly permit: \$360
Trillium Hospital	\$5.00	\$14.00	\$40.00
University of Toronto - Mississauga	\$5.00	\$13.00	\$80.00 Yearly permit: \$573 – \$829 (depending on location)
Other Municipal Comparisons			
LOCATION	HOURLY Rate	DAILY Rate	MONTHLY Rate
Barrie	\$0.75 (2 hours free)	\$5.50	Garage: \$80.00 Surface: \$55.00 – \$75.00
Brampton	\$1.50 (1 hour free)	\$8.00	Garage: \$40.00 Surface: \$20.00 Yearly permit: \$280.00
Hamilton	\$0.50 – \$2.50	\$4.00 – \$8.00	\$35.00 - \$85.00 Convention Centre: \$115.00
Kitchener	\$1.00 - \$3.00 (Some lots have 2 hours free)	\$8.50 - \$10.00	Garage: \$110.00 - \$122.00 Surface: \$82.00 - \$115.00
London	\$0.75 - \$2.00	\$4.00 - \$7.00	\$46.00 – \$113.00
Oshawa	N/A	N/A	Garage: \$40.00
Ottawa	\$2.50	\$5.75- \$14.50	\$42.00 - \$120.00
Region of Peel	N/A	N/A	\$35.00
Sudbury	\$1.00 – \$1.30 (Some lots have 2 hours free)	\$5.00 – 12.40	\$30.00 – \$65.00
Thunder Bay	\$1.00	\$2.00	\$33.00
Toronto	\$4.00	\$14.00	\$230.00
	Note: Toronto rates vary; rates for Nathan Phillips Square are shown.		
Windsor	N/A	N/A	\$20.00

* According to BA Group Transportation Consultants, these rates are generally \$50-60 per month, paid by building tenants or included in lease agreements.

Proposed Increase Schedule

EMPLOYEE MONTHLY RATES ONLY

For Information Only					
	Year 1	Year 2	Year 3	Year 4	Year 5
	04/04/2011- 03/31/2012	2012-2013	2013-2014	2014-2015	2015-2016
Employee Monthly Rate	\$35.00	\$45.00	\$55.00	\$65.00	\$65.00

NOTE: A deferred phase-in of market rate is recommended for the employee monthly rate. Rates would be effective April 1 to March 31 the following year. Part-time monthly rates would be increased at a percentage reduction to increases in standard employee monthly rates. The proposed increase schedule for employee monthly rates is for information only as it is recommended that Transportation and Works report back to General Committee annually (prior to April 1) regarding the recommended rate based on current market conditions.

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TAB: PROPERTY AND FACILITIES
 SECTION: FACILITY PLANNING
 SUBJECT: EMPLOYEE PAID PARKING

POLICY STATEMENT

The Parking Strategy for Mississauga City Centre was developed to facilitate the City Centre's transition from a suburban, automobile-oriented environment to a vibrant, walkable and transit-oriented urban centre. The City of Mississauga is committed to facilitating this transition by encouraging more sustainable transportation options and reduced single occupant vehicle travel. The City of Mississauga is demonstrating civic leadership in these areas by implementing Employee paid parking and Transportation Demand Management (TDM).

PURPOSE

The purpose of this policy is to:

- detail the criteria for the establishment of Employee paid parking at City facilities;
- specify the facilities where Employee paid parking is in effect;
- outline the criteria for parking allocations, including Reserved spots and access to the Civic Centre executive garage;
- outline the criteria for the provision of parking permits or reimbursement of fees; and
- support the City's Employee Smart Commute Program, designed to encourage Employees to make sustainable transportation choices.

SCOPE

This policy applies to all Employees.

This policy does not include parking rates, which are set by Traffic By-law 555-00, as amended from time to time.

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Tenants, Citizen Appointees to Committees of Council and Volunteers may be able to purchase parking permits at rates equivalent to Employees.

DEFINITIONS

For the purposes of this policy:

“Employee” means all union and non-union, permanent, temporary, full-time, and part-time staff.

A “Reserved” parking space means a spot within a designated paid parking area that is set aside for the exclusive use of a specific position, Employee group, or marked City vehicle. Each space will have a sign stating the name or title for which the spot is reserved. (i.e. Members of Council; City Manager; Commissioner, City vehicle, etc.)

“Transportation Demand Management (TDM)” initiatives, branded at the City as the Employee Smart Commute Program, is the use of policies, programs, services and products to influence people’s travel choices, and involves increasing the sustainability of the transportation system by promoting and facilitating walking, cycling, public transit and carpooling.

“Volunteer” means anyone working for, or on behalf of, the City of Mississauga without financial compensation.

LEGISLATIVE AUTHORITY

This policy complies with the *Municipal Act, 2001* that provides municipalities with the ability to pass by-laws to regulate and control vehicle parking and to impose fees and charges.

ADMINISTRATION

The Transportation Project Office, Transportation and Works Department, will be responsible for the consistent application and administration of this policy. Where conflicts arise with respect to the application of the policy such conflicts will be resolved by the City Manager, in consultation with the appropriate

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Departmental Commissioner.

The Transportation Project Office will be responsible for management of paid parking operations, including the sale and distribution of permits, and providing additional information for Employees and the public. Types of permits that will be available include hourly, daily, overnight, monthly, yearly and multi-visit permits (i.e. 8, 16, 24, 32 visits).

The obstruction or use of parking space(s) in any municipal paid parking area for a reason other than parking, such as for storage or to perform maintenance, requires prior notification to the Director, Transportation Project Office or designate.

Parking Enforcement is responsible for enforcing the parking regulations as outlined in Traffic By-law 555-00. Corporate Security is responsible for the safety and security of City garages.

CRITERIA

Paid parking for Employees may be implemented where the following criteria are met:

- where the public pays to park;
- a market for paid parking exists, or is being established in the local area;
- access to the location is available via local transit during scheduled work hours.

PAID PARKING LOCATIONS

Paid parking will be in effect at the following locations:

- Civic Centre
- Central Library
- Living Arts Centre (LAC)
- 201 City Centre Drive.

Parking permits for the Civic Centre, Central Library and LAC will provide access to all three lots. Employees who pay to park at 201 City Centre will be issued a transponder that will only

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provide access to parking at 201.

Parking spaces will be reserved for specific positions, groups, or vehicles as defined in this policy. All facilities provide accessible parking spaces that are clearly marked with the International Symbol of Accessibility.

Future locations for Employee paid parking will be recommended by the Transportation Project Office, subject to the Criteria set out in this policy and approval by Council.

CIVIC CENTRE

Underground paid parking is provided in the Civic Centre building for use by both the public and Employees. The parking lot connects to the Central Library parking area or is accessible via separate entrance(s) from the street.

Space Allocation

A block of Reserved spaces will be available to registered Employee carpoolers. Refer to the Reserved Carpool Section of this policy for details on how to register.

Two spaces are Reserved for eligible Information Technology staff with special requirements. These spaces are located adjacent to the B1 building entrance

Six spaces are Reserved for Parks vehicles with special requirements. These spaces are located adjacent to Parks storage areas.

Executive Garage

Restricted access paid parking is provided in the executive garage on a priority basis to elected City officials, as well as City Employees and tenants who work at the Civic Centre.

Access to the Executive Garage

Access to the executive garage is via coded access card. Requests to park in the executive parking area must be made in writing using Form 1048 – Facility Access Request to the Director,

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Transportation Project Office, who may authorize card access where appropriate. Corporate Security is responsible for issuing access cards and removing or modifying access levels as required and in accordance with properly authorized requests.

Requests are approved and parking spaces allocated on a priority basis as follows:

Priority A: level B1, Reserved for the Mayor and Members of Council.

Priority B: level B1, Reserved for the City Manager and commissioners.

Priority C: level B2, 9 spaces Reserved for City vehicles with special requirements or the need to be kept in a secure area when idle.

Priority D: level B1, Reserved for the executive assistant to the Mayor and the Senior Advisor to the City Manager.

Priority E: Reserved spaces will be available to registered Employee carpoolers. Refer to the Reserved Carpool Section of this policy for details on how to register.

Priority F: General access for members of the Committee of Adjustment, directors and the executive assistants to Members of Council.

Priority G: General access for tenants of Civic Centre with special requirements.

Priority H: General access for managers and supervisors with special requirements (see note).

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Priority I General access for Employees with special requirements (see note).

Note: "Special requirements" include:

- the need to return to work or remain at work after normal hours on a regular basis;
- the need for a secure area to park due to the nature of the work (e.g. carrying confidential documents or transporting cash);
- the need to accommodate persons with temporary or permanent disabilities who do not qualify for an Accessible Parking permit.

The Director, Transportation Project Office, is responsible to review "special requirements" on an annual basis to ensure the need for access to the executive parking garage still exists.

CENTRAL LIBRARY

Paid parking for use by the public and Employees is provided at the Central Library in an underground parking area that connects to the Civic Centre parking lot or is accessible via a separate entrance/exit.

Space Allocation

A block of Reserved spaces will be available to registered Employee carpoolers. Refer to the Reserved Carpool Section of this policy for details on how to register.

Parking spots for oversized commercial vehicles are available on the B2 level for contractors performing work on behalf of the City.

When required, one parking spot is Reserved for the Mayor on the B1 level of the Library. Corporate Security is responsible for posting the Reserved sign when the Mayor will be utilizing the space.

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LIVING ARTS CENTRE Paid parking for Employees and members of the public is situated underground and accessible from Living Arts Drive.

Space Allocation There is one parking spot on the first level Reserved for the Mayor.

201 CITY CENTRE DRIVE The City of Mississauga leases office space at 201 City Centre Drive. The parking area is not part of the leased premises; however, through an agreement with the property management, the Transportation Project Office will manage Employee paid parking for City Employees. The property management at 201 City Centre, as a member of Smart Commute Mississauga, may provide a block of Reserved carpool parking spaces which may be available to registered carpoolers.

There is limited free visitor parking available at 201 City Centre. When visitor parking is unavailable, visiting City Employees are encouraged to park at the Central Library or Civic Centre when attending meetings at 201 that require them to drive.

RESERVED CARPOOL PARKING Priority Reserved parking spaces will be available to registered carpoolers on a first come, first served basis at City owned locations where Employee paid parking is in effect.

In order to form a carpool the following conditions must be met:

- the group must register, via Inside Mississauga, as a carpool on the 'Carpool Zone';
- the group must consist of two or more Employees who carpool together to and from work;
- the group must carpool a minimum of three days a week;
- each member must submit a Carpool Parking Tag Registration Form & Reserved Carpool Parking Space Agreement to the Transportation Project Office; and
- all vehicles that will be used in the carpool must be registered, as only registered vehicles with numbered hang

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tags will be permitted to park in Reserved carpool parking spaces.

Employees may only park in a carpool parking space on the days they actually carpool. When members join or leave the carpool, they will be required to promptly submit a notification of change to the Transportation Project Office. Failure to submit updated information or misuse of a carpool hang tag may result in the loss of the Reserved carpool parking privilege.

BICYCLE PARKING

To encourage cycling as a viable commuter choice, sheltered, secure bike parking and shower facilities for cyclists may be available at locations where Employee paid parking is in effect. There is no fee for bicycle parking or showers. For additional information refer to the Employee Smart Commute Program on Inside Mississauga.

MOTORCYCLE PARKING

Reserved motorcycle parking may be available at locations where Employee paid parking is in effect. There is no fee for motorcycle parking.

EMPLOYEE DISCOUNT TRANSIT PROGRAM

The City of Mississauga has elected to participate as an employer in the Discount Transit Program (DTP). The DTP offers eligible City Employees a 50% discount on the purchase of a monthly Mississauga Transit pass, consisting of a 35% discount from the City and a 15% discount through the DTP of Smart Commute Mississauga.

Eligibility

Permanent full-time and permanent part-time employees are eligible to purchase one DTP pass each month for their personal use. Directors may approve enrolment for temporary contract employees whose contract is a minimum of twelve months in duration.

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Tax Matters

The employer provided portion of the discount, 35%, is considered a taxable benefit and is subject to standard income tax and Canada Pension Plan deductions. The employer and participating employee contributions will be reported to the Canada Revenue Agency. This allows participating employees to record this information on their income tax return for the transit personal tax credit without having to retain their monthly passes as documentation.

Registration

A minimum twelve month commitment to the DTP is requested at the time of registration. Participating employees who withdraw from the program before the twelve months expire will only be eligible to re-register in the program six months after the withdrawal date. Refer to the Employee Smart Commute Program on Inside Mississauga for additional information, including the program schedule and forms for registration, payroll authorization and program termination.

EMERGENCY RIDE HOME PROGRAM

An Emergency Ride Home program, provided by Smart Commute Mississauga, offers those Employees who take transit, carpool, walk or bike to work reimbursement of up to \$50 for a ride home in the event of an emergency, up to four times per year. This program removes the fear of being stranded at work for those who choose not to drive. Employees must register in advance for the program. Supervisors will be responsible to approve all reimbursements. For additional information refer to the Employee Smart Commute Program on Inside Mississauga.

ALTERNATIVE WORK ARRANGEMENTS

The City supports and encourages flexibility in work arrangements and scheduled hours of work. Employees may be able to align their hours with co-workers to participate in carpooling, take advantage of optimal public transit schedules or avoid driving or bicycling in peak traffic. For more information refer to Corporate Policy and Procedure, Human Resources, Alternative Work Arrangements and the Alternative Work

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Arrangement Guidelines.

WORK TRIPS

Each Employee is responsible for costs incurred in travelling to and from the normal work place. However, those who are required to travel while conducting City business should be compensated for additional costs incurred for work trips.

When utilizing one of the options below Employees must use the most practical and economical method of transportation for work trips. Both the direct costs of the transportation method and the time away from the office must be considered.

When practical and appropriate, and where such technology is available, Employees are encouraged to reduce the need for work trips by making use of technology such as teleconferencing.

Personal Vehicle Use

In accordance with Corporate Policy and Procedure - Finance and Accounting - Business Expenses - Car Allowance, employees may be reimbursed on a per kilometre basis for the use of a personal vehicle for work trips.

Alternatives to Personal Vehicles

The City supports the use of alternatives to personal vehicles for work trips where practical and appropriate, including carpooling, public transit and bicycles. Whenever practical, these methods should be considered.

Carpooling

Carpooling for work trips is strongly encouraged. It is expected that whenever multiple Employees are traveling to the same destination an effort to carpool will be made.

Public Transit

Use of public transit for work trips is encouraged where practical. Transit fares associated with City business may be reimbursed, in accordance with the Reimbursement of Business Expenses policy. Employees are encouraged to use the Click n' Ride Trip Planner on the Mississauga Transit website to find schedule and route

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information that pertains to their local transit trip.

Bicycles

Use of bicycles for work trips is encouraged where practical and in cases where travel time is comparable to other means of travel (i.e., motor vehicle, public transit). The onus is on the Employee to ensure that the bicycle is in good working order, to wear an approved bicycle helmet and to operate the bicycle in accordance with relevant provisions of the *Highway Traffic Act*. Employee use of bicycles for work trips is strictly limited to travel to and from the location of City business.

Use of personal bicycles associated with City business may be reimbursed, in accordance with the terms of the Reimbursement of Business Expenses policy, at a rate equivalent to the transit ticket fare for the same trip, provided that the trip is at least one kilometre in length.

An Employee Bike Share at the Civic Centre provides City-owned bikes available for recreational and business use by Employees on a sign-out basis. Use of City-owned bicycles associated with City business may not be reimbursed. For additional information on the Employee Bike Share refer to the Employee Smart Commute Program on Inside Mississauga.

Other

Use of taxis or car share rental services may also be considered where available. Where appropriate, taxi fares and car share rental services associated with City business may be reimbursed, in accordance with the Reimbursement of Business Expenses policy.

PROVISION OF PERMITS AND REIMBURSEMENT OF FEES

All Employees who choose to park where fees are in effect are required to pay for parking. However, monthly parking permits may be provided for:

- City owned and/or leased, marked vehicles;
- Members of Council; and
- Employees required to use a personal vehicle on a daily basis

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to perform their job function.

Daily Use of Personal Vehicle for Business

Employees who are required to use a personal vehicle to perform their job function on a daily basis (five days per week or equivalent for job-sharing or part-time Employees) will be provided with a monthly parking permit. Examples of job functions where a monthly permit may be provided include, but are not limited to, Building Inspectors and Fire Inspectors. These Employees will be identified by their director who must provide an explanation for requesting the permit by completing an Employee Parking Permit Request. The Transportation Project Office will be responsible to review applications before they are processed in order to monitor for consistency. Requests that do not appear to be justified will be resolved by the City Manager, in consultation with the appropriate Departmental Commissioner.

Occasional Use of Personal Vehicle for Business

Daily parking permits may be provided, or daily fees may be reimbursed for additional costs incurred, on a per trip basis for:

- Citizen Appointees to Committees of Council and other Volunteers while conducting City business; and
- Employees required to use a personal vehicle to travel, on an occasional basis, to a City facility for City business where Employee paid parking is in effect.

Employees required to use a personal vehicle to perform their job function on an occasional basis may be provided with a daily parking permit, or can apply for reimbursement for additional costs incurred for business use of the vehicle; that is, only for parking fees that are over and above their normal travel to and from work.

Following are three examples which demonstrate allowable claims:

Example 1:

An Employee who works at Civic Centre purchases a

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monthly parking permit and normally drives to work, but is required that day to drive from work to another location for a public meeting as part of their job function. Parking fees at Civic Centre would be part of their normal travel to and from work and would not be eligible for reimbursement. Parking fees at the public meeting location, if any, would be eligible for reimbursement on an Incidental Expense Form 180A. Distance travelled to the public meeting location may be eligible for reimbursement on a per km basis in accordance with the Car Allowance policy.

Example 2:

An Employee who works at a Community Centre is required, as part of their job function, to drive from work to meet with their manager, who works at 201 City Centre Drive. Parking fees at 201 would not be part of their normal travel to and from work and would be eligible for reimbursement. Alternatively, a permit for parking in the City Centre may be provided by the Employee's business unit for such trips. Distance travelled to the meeting would be eligible for reimbursement on a per km basis in accordance with the Car Allowance policy.

Example 3:

An Employee who works at the Civic Centre and normally takes transit to work is required to drive from work to an event off-site in order to perform their job function. Parking fees in the City Centre would not be part of their normal travel to and from work and would be eligible for reimbursement. Alternatively, a parking permit may be provided by the Employee's business unit for such trips. Parking fees at the event location, if any, would also be eligible for reimbursement on an Incidental Expense Form 180A. Distance travelled to the event location would be eligible for reimbursement on a per km basis in accordance

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with the Car Allowance policy.

For information on how to apply for reimbursement of eligible parking expenses refer to Corporate Policy and Procedure - Finance and Accounting - Business Expenses - Reimbursement of Employee Expenses (Employees and Citizen Members of Committee). For additional information on employee car allowance refer to Corporate Policy and Procedure - Business Expenses - Car Allowance.

REFERENCE:

LAST REVIEW DATE:

CONTACT:

For more information, contact the Transportation Project Office, Transportation & Works Department.

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TAB: PROPERTY AND FACILITIES
 SECTION: CIVIC CENTRE
 SUBJECT: CIVIC CENTRE PARKING

POLICY STATEMENT Underground and outdoor parking is available at the Civic Centre. All use of the parking areas is at the user's own risk. The City of Mississauga does not accept responsibility for any loss or damage to property or vehicles. Vehicles using the underground parking are restricted to a 6' 5" clearance level.

RESPONSIBILITY FOR PARKING AREAS The operation and control of all parking areas is the responsibility of Security and Operations, Facilities and Property Management, Corporate Services Department.

GENERAL UNDERGROUND PARKING Underground general parking is provided on the B1 and B2 underground levels of the Civic Centre in the south area of the building.

B1 Level The B1 underground level of the general parking area is designated for use by members of the public visiting the Civic Centre, and some City vehicles as assigned. There are four parking stalls designated for use by persons with disabilities on the B1 level. They are located on the north side, close to the elevator.

B2 Level The B2 underground level of the General Parking area is open for use by all City employees.

Identification Parking stickers are issued to City staff who use the general underground parking garage. A record of the employee's name and licence plate number is maintained by Corporate Security.

Access Entrance and exit ramps are provided at the east side of the building. General parking areas may be accessed during the following times:

- 6:30 a.m. to 10:00 p.m. Monday to Friday
- 8:30 a.m. to 6:00 p.m. Saturdays

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Elevator Access

Facade elevator free access from the B1 and B2 levels of the general parking area is available as follows:

- 7:00 a.m. to 5:30 p.m. Monday to Friday - all floors
- 8:30 a.m. to 6:00 p.m. Saturday - ground and 2nd floors

Facade elevator free access to B1 and B2 levels of the general parking is available as follows:

- 7:00 a.m. to 10: p.m. Monday to Friday
- 8:30 a.m. to 6:00 p.m Saturday

Controlled elevator access from the B1 level through the use of an access card is available as follows:

- 10:00 p.m. to 7 a.m. from Monday to Friday
- 8:30 a.m. to 6:00 p.m. Saturdays
- 8:30 a.m. to 4:30 p.m. Sundays and Statutory Holidays

Controlled elevator access from the B2 level through the use of an access card is available at all hours except from 7:00 a.m. to 10:00 p.m., Monday to Friday.

RESERVED PARKING

Reserved heated parking is provided for and assigned on a priority basis to elected City officials, City staff and tenants who work at the Civic Centre on a regular basis.

Location

Reserved parking is provided on the B1 and B2 underground levels of the Civic Centre in the north east area of the building. Entrance to the area is provided by a ramp located at the east end of the north side of the Building.

Access

Access is made by use of an access card. Hours of accessibility can be limited if required, by coding the access card.

Identification

Parking stickers are issued to vehicles permitted to park in the reserved parking garage. A record of all license numbers and names is maintained by Corporate Security staff.

Exit

Exit from reserved parking is provided by the doors at the south west corner of each parking level. These doors give access to the general parking area, from which access to the outside is gained by way of the main exit ramp at the east side of the building.

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Elevator Access

Elevator access from the B1 and B2 levels of the reserved parking area is available from 7:00 a.m. to 5:30 p.m., Monday to Friday. Controlled elevator access through the use of access cards is available at all other times.

Space Allocation

Spaces are allocated and may be changed from time to time as needed. Only spaces indicated will be signed and reserved, unsigned spaces on the B1 and B2 levels will be on a first come space available basis.

Requests for reserved parking must be made in writing, to the Manager, Security and Operations. Requests are approved and parking spaces assigned on a priority basis as follows:

- Priority A: level B1, reserved and signed for the Mayor and councillors
- Priority B: level B1, reserved and signed for the City Manager and department heads
- Priority C: level B2, 10 spaces reserved and signed for City vehicles with special requirements or the need to be kept in a secure area when idle
- Priority D: level B1, reserved and unsigned for the Executive Assistants to the Mayor and the City Manager, members of the Committee of Adjustment, and directors and equivalent
- Priority E: level B1, 10 unassigned spaces for tenants of Civic Centre
- Priority F: level B1, 10 open unsigned spaces for managers and supervisors with special requirements (see note)
- Priority G: level B2, 27 open unsigned spaces for staff with special requirements (see note)

Note: "Special requirements" include:

- the need to return to work or remain at work after normal hours on a regular basis;

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- the need for a secure area to park due to nature of work (e.g. carrying confidential documents or transporting cash);
- the need to accommodate persons with temporary or permanent disabilities.

OUTDOOR PARKING

Outdoor on-street parking is provided around the perimeter roads to the Civic Centre. This parking is for the use of visitors to the Civic Centre and is of short term duration only, as posted.

Twelve parking spaces are provided and posted adjacent to the West door of the building for employees with oversize vehicles (height over 6' 5") that are too large to enter the indoor parking.

Three parking spaces are provided for contractor permit parking adjacent to the West door.

REFERENCE:

SMT - 1988 05 26

LAST REVIEW DATE:

April, 2000

CONTACT:

For more information, contact Security & Operations, Facilities and Property Management, Corporate Services Department.

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TAB: FINANCE AND ACCOUNTING
 SECTION: BUSINESS EXPENSES
 SUBJECT: REIMBURSEMENT OF BUSINESS EXPENSES
 (EMPLOYEES AND CITIZEN MEMBERS OF
 COMMITTEES AND BOARDS)

POLICY STATEMENT Business expenditures may be reimbursed in accordance with this policy.

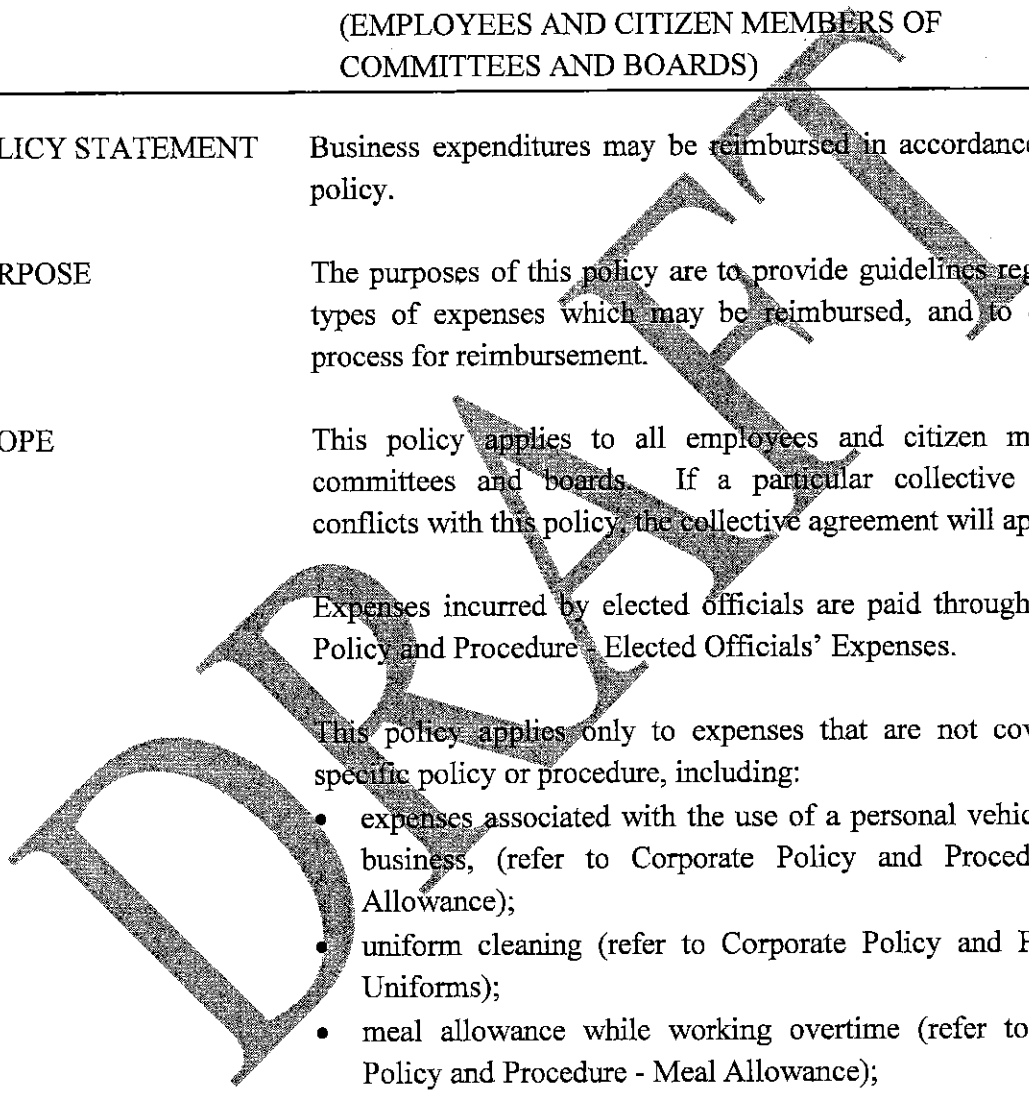
PURPOSE The purposes of this policy are to provide guidelines regarding the types of expenses which may be reimbursed, and to establish a process for reimbursement.

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

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

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

- expenses associated with the use of a personal vehicle for City business, (refer to Corporate Policy and Procedure - Car Allowance);
- uniform cleaning (refer to Corporate Policy and Procedure - Uniforms);
- meal allowance while working overtime (refer to Corporate Policy and Procedure - Meal Allowance);
- refreshments for staff meetings (refer to Corporate Policy and Procedure - Refreshments at Staff Meetings);
- tuition and course fees (refer to Corporate Policy and Procedure - Tuition/Registration Fees);



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- safety eyewear (refer to Corporate Policy and Procedure - Safety Eyewear);
- safety footwear (refer to Corporate Policy and Procedure - Safety Footwear);
- gifts for retiring employees (refer to Corporate Policy and Procedure - Retirement Gifts);
- professional association or membership fees (refer to Corporate Policy and Procedure - Professional Association Fees);
- donations or floral tributes (refer to Corporate Policy and Procedure - Expressions of Sympathy); and
- employee recognition, appreciation or team building (refer to Corporate Policy and Procedure - Employee Recognition / Appreciation / Team Building Expenses).

ALLOWABLE EXPENSES

Business expenditures that are incurred as a direct result of employment with the City of Mississauga are eligible.

Expenses associated with attendance at functions are eligible if the primary purpose of attending the function is to represent the City, to derive a benefit for the City, or to advance the interests of the City; or if attendance at the function is required by the City. Examples of "City business" in relation to functions include, but are not limited to, attendance at conferences, conventions, workshops, or seminars; receiving or accepting an award or speaking at a function; representing the City on a good will basis; attending equipment or service demonstrations. If attendance at the function is mandatory, all allowable expenses should be reimbursed in full. The level of reimbursement (full or partial) for non-mandatory functions is dependent on the availability of funds in the department's budget, and is at the discretion of the approver of the request. Expenses incurred by a spouse or companion will not be reimbursed.

Receipts Required

Original receipts from the vendor are required for all expenses unless otherwise noted, or unless a receipt is not normally provided

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for the expense (e.g. public transportation, tips). If a receipt is not normally provided by the vendor, reasonable expenses may be claimed provided an explanation of the purpose of the expense is included on the expense claim form. Documentation in addition to the receipt may be required, as noted. To avoid duplicate payments, copies of receipts are not acceptable. Credit card slips or statements, or Interac payment slips are not acceptable as receipts.

Examples of the types of items that can be considered business expenses follow.

Employee Incidental Expenses

Expenses for items that are work-related, but that are purchased for the exclusive use of a specific employee, such as DayTimers, reference books and other non-standard supplies may be reimbursed. Expenses for personal items will not be reimbursed.

Operational Expenses

Expenses for items which are required to conduct business, such as program, general facility or office supplies may be reimbursed. Staff should purchase office supplies through Central Stores or the City's office supplies contractor. Purchases through employee reimbursement should be made only in an emergency.

Business or Personal Meals (City Staff Only in Attendance)

It may be necessary for staff to conduct City business over a meal, or an employee may incur meal expenses in conjunction with attending a function on City business. Such meal expenses may be reimbursed to a per person maximum of \$10 for breakfast, \$15 for lunch, and \$20 for dinner, inclusive of taxes and tip. Alcoholic beverages cannot be charged to the City. It is the responsibility of the approver to determine whether the meal expense should be reimbursed, given the particular circumstances. Claims must include a description of the purpose of the meal and a list of all persons in attendance. (For meal allowances while working overtime, refer to Corporate Policy and Procedure - Meal Allowance.)

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Business Entertainment (Non-City staff in Attendance)

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

Telephone Charges

Business-related telephone charges may be reimbursed. The expense claim form must include a description of the purpose of the call, and the name of the individual and organization called. Personal telephone calls when staff are away from home over night are reimbursed through the per diem allowance.

Transportation

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

- parking;
- taxi, subway, bus, GO train fares;
- toll highway charges;
- economy air, rail or bus fare;
- departure taxes from transportation terminals;
- travel to and from public transportation terminals, provided such transportation is actually used by the traveller;
- cycling to and from local destinations equivalent to the transit ticket fare for the same trip, provided that the trip is made using a personally owned bicycle and is at least one (1) km in length;
- travel cancellation insurance;
- expenses associated with the use of a rented automobile for travel to and from a function, provided the expense does not exceed the cost of taxi fares for the same purpose and a cost justification for the rental car is included with the claim (use of the automobile for personal business is not an allowable

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expense);

- car allowance for the use of a personal vehicle (when attending an out-of-town function, if air travel is available, the car allowance may not exceed the equivalent of the applicable economy air fare; if air travel is not available, the car allowance may be based on actual distance travelled). Refer to Corporate Policy and Procedure - Car Allowance.

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

Registration Fees

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

Accommodation

If an overnight stay is required in conjunction with attending a function, accommodation may be reimbursed at a rate in accordance with the room rates charged for the function, or at the hotel's rate for a standard room, whichever is less. Reimbursement of accommodation expenses for additional days may be approved. The reason for the approval must be documented on the expense claim form. An original receipt from the hotel, showing the dates of the stay and detailing all expenses must be provided. Credit card receipts or statements are not acceptable.

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Per Diem Allowance

Only when an overnight stay is required in conjunction with a function, employees may request reimbursement for personal meals and personal miscellaneous expenses that would not have been incurred otherwise on a per diem basis rather than an individual expense basis. Per diem allowances may not exceed \$60.00 per day, including travel days (US\$60.00 if the function takes place outside Canada). An employee who receives a per diem allowance may not claim additional personal expenses. To simplify reporting, receipts are not required for per diem expenses.

REQUEST FOR REIMBURSEMENT FORMS AND APPROVAL REQUIREMENTS

Following is a description of the forms and approvals required for each type of expense:

Reimbursement of expenses incurred by a citizen member of a committee or board requires the approval of the commissioner most responsible for the particular committee.

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

- 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

Out of Province Travel

All out of province travel requires approval at a commissioner level.

Incidental Expenses/ Functions without an Overnight Stay

Reimbursement of incidental business expenses and expenses associated with functions where an overnight stay is not required is requested using Form 180a - Incidental Expense Report.

Expense claims associated with attendance at a function on City business (e.g. conference, convention, seminar, work-shop) must be approved at a director level or higher or, in the case of out of province functions, at a commissioner level. Incidental business

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expenses that are unrelated to attendance at functions on City business (e.g. employee expenses, operational expenses, off-site meetings) must be approved by the employee's immediate supervisor.

Functions with an Overnight Stay

Reimbursement of expenses associated with functions involving an overnight stay is requested using Form 461 - Request for Advance and Statement of Expenses. The form must be approved at a director level or higher or, in the case of out of province functions, at a commissioner level.

Attendance at Functions – Advance Payment

Employees may request an advance to pay for expenses that must be incurred in advance of a function, such as registration fees or air fares. Advances are requested using Form 461 - Request for Advance and Statement of Expenses.

If the advance is to reimburse the employee for expenses that have already been paid, the request must include a copy of the proof of payment (the original must be submitted with the reconciled expense claim). If the requested cash advance is based on an estimated amount, the request must include a justification for the amount.

If an advance is provided, the actual expenses must be reconciled with the advanced amount and all supporting documentation as outlined in this policy must be submitted with the reconciled claim. The attendee is responsible for reimbursing the City for any funds which were advanced in excess of the authorized expenses.

Cheque Requisition

Expenses that are required to be paid in advance, such as registration fees, may be paid directly to the vendor or organization using Form 195 - Cheque Requisition. Under no circumstances may a cheque requisition be used to reimburse an employee or to provide an advance to an employee.

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Petty Cash

Operational expenses of less than \$50 may be paid through petty cash, without the need for an Incidental Expense Report. All other expenses may be paid through petty cash, provided the total does not exceed \$50 and a copy of the approved expense claim form is attached to the petty cash voucher. Refer to Corporate Policy and Procedure - Reimbursement of Expenses Using Petty Cash Funds.

RESPONSIBILITIES

Employee's Role

The employee is responsible for completing the appropriate expense claim form, as outlined above, and submitting it for approval on a monthly basis. Refer to the Reimbursement Timelines section of this policy for detailed information. Supporting documentation, as outlined in this policy, must be attached to the request form.

With respect to attendance at functions on City business, regardless of the form used to request payment/reimbursement, all expenses associated with a particular function should be recorded on the same form. A copy of the registration form for conferences, conventions, seminars or work shops must be attached to the request for reimbursement to confirm dates of required travel, eligibility for per diem allowances, etc. When more than one employee will be attending the function, a separate form is required for each employee to facilitate reconciliation of expenses and to avoid duplicate payments.

Approver's Role

The approver is responsible for reviewing the request for reimbursement and authorizing payment. The approver must ensure that the Reimbursement Timelines below are met.

Note: Under no circumstances may an approver authorize reimbursement of expenses incurred on his or her own behalf. (For example, if a manager incurs an expense for a business lunch at which his or her director was in attendance, the manager's expense claim cannot be approved by the director, but must be approved by

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the commissioner.)

The approver's signature indicates that:

- the expense is a legitimate business expense;
- the purchasing method does not violate the purchasing by-law, or any supply contracts;
- appropriate supporting documentation, as outlined in this policy, is attached;
- the expense has been charged to the correct cost centre and expense code.

Approved requests must be immediately forwarded to Accounts Payable for processing.

REIMBURSEMENT TIMELINES

Monthly Expense Claims Expense claims must be completed on a monthly basis and submitted to Accounts Payable before the end of the following month in which the expense occurred, with the exception of yearend. (An example of the monthly timelines in chart form is provided below.) This will ensure the timeliness of expense reporting and budget monitoring by all departments.

The employee is responsible for preparing the monthly expense claim and ensuring it is dated and submitted to the approver in order for these timelines to be met. The approver must then submit the expense to Accounts Payable before the end of the following month in which the expense occurred.

Expenses that are not submitted within the timelines noted in this policy will require the following approvals:

- Expense reports submitted up to two months past the deadline must be approved by the appropriate director. The director must also address the policy requirements with the employee

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for future submissions.

- Expense reports submitted later than two calendar months past the deadline must be approved by the appropriate director and commissioner.

The chart below provides an example:

Expense incurred	Deadline to AP	Director Approval required - up to 2 months after deadline	Director & Commissioner Approval required - more than 2 months past deadline
March	April 30	Expense submitted May 1 - June 30	Expense submitted after June 30

Expense claim forms submitted to Accounts payable without the appropriate signatures will be returned to the approver.

Yearend (December) Expense Claims

Both the employee and approver must ensure the December expense claim is submitted, approved, and sent to Accounts Payable by January 10th for expenses to be charged to the appropriate year's budget. Accounts Payable will communicate the specific yearend submission date on an annual basis.

Accounts Payable Role

Accounts Payable is responsible for reviewing and processing the request for reimbursement and will return to the authorizer, without payment, any request that does not meet the requirements of this policy, including any request that is not supported by appropriate documentation or does not meet the Reimbursement Timelines. Where non-compliance is significant or continues, Accounts Payable will advise the authorizer's immediate supervisor and/or the City Treasurer or designate. In addition, the City Treasurer, or

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designate, may question any expense claim for items that appear to be non-business related, and may refuse payment until sufficient explanation is provided.

Accounts Payable issues expense reimbursement cheques once per month, for all requests received up to the processing date. Cheques for requests received after the processing date will be issued in the following month.

REFERENCE:

BC-0003-2003 - 2004 02 11
 Amended 2008-01-30 – LT; Signing Authority – additional positions recognized as having the same signing authority as a Director; out of province travel now requires commissioner approval.
 SMT – 2009-08-13 – Revised expense submission timelines; added alcohol restriction.

LAST REVIEW DATE: August, 2009

CONTACT:

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

DRAFT