



Agenda
Committee of Council
The Corporation of the City of Brampton

Date: Wednesday, May 21, 2025
Time: 9:30 a.m.
Location: Hybrid Meeting - Virtual Option & In-Person in Council Chambers – 4th Floor – City Hall

Members:

| | |
|----------------------------------|----------------|
| Mayor Patrick Brown (ex officio) | |
| Regional Councillor R. Santos | Wards 1 and 5 |
| Regional Councillor P. Vicente | Wards 1 and 5 |
| Regional Councillor N. Brar | Wards 2 and 6 |
| Regional Councillor M. Palleschi | Wards 2 and 6 |
| Regional Councillor D. Keenan | Wards 3 and 4 |
| Regional Councillor M. Medeiros | Wards 3 and 4 |
| Regional Councillor P. Fortini | Wards 7 and 8 |
| City Councillor R. Power | Wards 7 and 8 |
| Regional Councillor G. Toor | Wards 9 and 10 |
| Deputy Mayor H. Singh | Wards 9 and 10 |

Accessibility of Documents: Documents are available in alternate formats upon request. If you require an accessible format or communication support contact the Clerk's Department by email at city.clerksoffice@brampton.ca or 905-874-2100, TTY 905.874.2130 to discuss how we can meet your needs.

Note: This meeting will be live-streamed and archived on the City's website for future public access.

1. Call to Order

2. Approval of Agenda

3. Declarations of Interest under the Municipal Conflict of Interest Act

4. Consent

The Meeting Chair will review the relevant agenda items during this section of the meeting to allow Members to identify agenda items for debate and consideration, with the balance to be approved as part of the Consent Motion given the items are generally deemed to be routine and non-controversial.

5. Announcements

5.1 Announcement - Passing of Former Mayor Peter Robertson

Council Sponsor: Mayor Brown

5.2 Announcement - Luminato Festival - June 12 to 14, 2025 - Downtown Brampton

Council Sponsor: Regional Councillor Santos

Lamesha Ruddock, Luminato Festival Producer, will be present to make the announcement.

Note: The Luminato Festival trailer is available for viewing on the City's website [here](#).

5.3 Announcement - Brampton Arts Organization (BAO) - 2024 Annual Report and 2025 Updates

Council Sponsor: Regional Councillor Toor

Michael Vickers, Executive Director, and Haney Mussa, Board President and Chair, Brampton Arts Organization (BAO), will make the announcement.

6. Public Delegations

6.1 Delegation from Anmol Farmah, Partner, Golf Almighty Indoor Golf and Sports Bar, re: Request to Review Denied Building Improvement Grant

6.2 Delegation from Henry F. Verschuren CD, Government and Community Liaison, Maj. Wm Dwight Sharpe Branch 15, Royal Canadian Legion, re: Renewal of Lease Agreement for Three Cadet Corps at Flower City Recreation Centre

6.3 Delegation from Sheeraz Shah, Founder, Irfan Siddiqui, Raj and Misha, Brampton Fashion Week, re: Request for Support for Brampton Fashion Week

7. Government Relations Matters

7.1 Staff Update re: Government Relations Matters

To be distributed prior to the meeting.

7.2 Discussion Item at the Request of Regional Councillor Santos re: Funding Related to Encampment Response and Encampment Protocol/Policy Development

Deferred from the May 7, 2025 Committee of Council meeting.

8. Community Services Section

(Councillor Santos, Chair; Councillor Kaur Brar, Vice Chair)

8.1 Staff Presentations

8.2 Reports

8.3 Other/New Business

8.4 Correspondence

8.5 Councillors Question Period

8.6 Public Question Period

5 Minute Limit (regarding any decision made under this section)

During the meeting, the public may submit questions regarding recommendations made at the meeting via email to the City Clerk at cityclerksoffice@brampton.ca, to be introduced during the Public Question Period section of the meeting.

9. Legislative Services Section

(Councillor Santos, Chair; Councillor Palleschi, Vice Chair)

9.1 Staff Presentations

9.2 Reports

9.2.1 Staff Report re: Request to Begin Procurement - Risk and Insurance Management Services for a Three-Year Period

Recommendation

9.2.2 Staff Report re: Budget Amendment - Capital Project Request for Hearing Loop Pilot Project

Recommendation

9.2.3 Staff Report re: Update - New Mobile Licensing By-law

To be distributed prior to the meeting

9.3 Other/New Business

9.3.1 Minutes - Accessibility Advisory Committee - May 13, 2025

To be distributed prior to the meeting

9.4 Correspondence

9.5 Councillors Question Period

9.6 Public Question Period

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10. Economic Development Section

(Councillor Toor, Chair; Councillor Santos, Vice Chair)

- 10.1 Staff Presentations
- 10.2 Reports
- 10.3 Other/New Business
- 10.4 Correspondence
- 10.5 Councillors Question Period
- 10.6 Public Question Period

5 Minute Limit (regarding any decision made under this section)

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11. **Corporate Services Section**

(Councillor Kaur Brar, Chair; Councillor Power, Vice Chair)

- 11.1 Staff Presentations
- 11.2 Reports
 - 11.2.1 Staff Report re: Naming in Honour of Former Councillor Grant Gibson (RM 6/2025)

Recommendation
 - 11.2.2 Staff Report re: Tourism Municipal Services Corporation

Recommendation
 - 11.2.3 Staff Report re: Agreements Executed by Administrative Authority for January 1, 2025 to March 31, 2025

To be received
- 11.3 Other/New Business

- 11.4 Correspondence
- 11.5 Councillors Question Period
- 11.6 Public Question Period

5 Minute Limit (regarding any decision made under this section)

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12. Public Works and Engineering Section

(Councillor Vicente, Chair; Councillor Keenan, Vice Chair)

- 12.1 Staff Presentations
- 12.2 Reports
 - 12.2.1 Staff Report re: Request to Begin Procurement – Construction of Multi-Use Paths on Westcreek Boulevard, Advance Boulevard and Alfred Kuehne Boulevard – Wards 3 and 7

Recommendation
 - 12.2.2 Staff Report re: Parking Related Concerns – Berkshire Square – Ward 2

Recommendation
 - 12.2.3 Staff Report re: Spring 2025 Update to Engagement Campaign Snow Survey Results for Winter Maintenance Contract

To be received
 - 12.2.4 Staff Report re: Heavy Truck Enforcement

Recommendation
 - 12.2.5 Staff Report re: Strengthening Alignment with Provincial Locate Requirements in Municipal Construction Processes

Recommendation

(See Item 12.4.1)

12.3 Other/New Business

12.3.1 Minutes - Brampton School Traffic Safety Council - May 8, 2025

To be approved

12.4 Correspondence

12.4.1 Correspondence from Samantha Pinto, Chief Regulatory Officer, Ontario One Call, re: Item 12.2.5 - Staff Report re. Strengthening Alignment with Provincial Locate Requirements in Municipal Construction Processes

To be received

(See Item 12.2.5)

12.5 Councillors Question Period

12.6 Public Question Period

5 Minute Limit (regarding any decision made under this section)

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13. **Referred Matters List**

Note: In accordance with the Procedure By-law and Council Resolution, the Referred Matters List will be published quarterly on a meeting agenda for reference and consideration. A copy of the current Referred Matters List for Council and its committees, including original and updated reporting dates, is publicly available on the City's website.

Current number of referred matters as of the last Council meeting May 14, 2025 = 51

14. **Public Question Period**

15 Minute Limit (regarding any decision made at this meeting)

During the meeting, the public may submit questions regarding recommendations made at the meeting via email to the City Clerk at cityclerksoffice@brampton.ca, to be introduced during the Public Question Period section of the meeting.

15. Closed Session

Note: A separate package regarding these agenda items are distributed to Members of Council and senior staff only.

15.1 Budget Amendment and Request to Begin Procurement for Repairs to City Assets – Ward 1

Open Meeting exception under Section 239 (2) (e) and (k) of the Municipal Act, 2001:

Litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board; and, a position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board.

16. Adjournment

Next Regular Meeting: Wednesday, June 4, 2025





Announcement Request

For Office Use Only:
Meeting Name:
Meeting Date:

Please complete this form for your request to make an Announcement at a future Council Meeting. An announcement can relate to an event of interest to the general public. Your request must include the name of the Member of Council sponsoring the Announcement. Once this completed form is received by the City Clerk's Office, you will be contacted to confirm your placement on the appropriate agenda. **Announcements are limited two (2) minutes at the meeting.**

Attention: City Clerk's Office, City of Brampton, 2 Wellington Street West, Brampton ON L6Y 4R2

Email: cityclerksoffice@brampton.ca Telephone: (905) 874-2100 Fax: (905) 874-2119

Meeting: ☐ City Council ☐ Planning and Development Committee
☒ Committee of Council ☐ Other Committee:

Attendance: ☒ In-person ☐ Remote

Meeting Date Requested: May 21, 2025

Name of Individual(s): Lamesha Ruddock

Position/Title: Luminato Festival Producer

Organization/Person being represented: Luminato Festival

Full Address for Contact: Luminato Festival
350 King St. W., 4th Floor,
M5V 3X5

Telephone:

Email:

| | |
|--|--|
| Event or Subject Name/Title/ Date/Time/Location: | Luminato Festival in Brampton June 12-14, 2025 |
| Additional Information: | Luminato Festival is thrilled to return to Downtown Brampton this June for a series of free workshops and a public performance in collaboration with the Brampton Arts Organization and City of Brampton |
| Name of Member of Council Sponsoring this Announcement: | Councillor Rowena Santos |

A formal presentation will accompany my Announcement: ☒ Yes ☐ No

Presentation format: ☒ PowerPoint File (.ppt) ☐ Adobe File or equivalent (.pdf)
☐ Picture File (.jpg) ☒ Video File (.mp4) ☐ Other:

Additional printed information/materials will be distributed with my Announcement: ☒ Yes ☐ No ☐ Attached

Note: Persons are requested to provide to the City Clerk's Office **well in advance of the meeting date:**

- (i) all background material and/or presentations for publication with the meeting agenda and /or distribution at the meeting, and
- (ii) the electronic file of the presentation to ensure compatibility with corporate equipment.

Submit by Email

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Meeting: ☐ City Council ☐ Planning and Development Committee
☒ Committee of Council ☐ Other Committee:

Attendance: ☒ In-person ☐ Remote

Meeting Date Requested: May 21, 2025

Name of Individual(s): Michael Vickers and Haney Mussa

Position/Title:

Executive Director and Board President & Chair

Organization/Person
being represented:

Brampton Arts Organization

Full Address for Contact: Unit 301- 8 Nelson Street W
Brampton, ON
L6X 4J2

Telephone: 437-788-8050

Email: michael@bramptonartsorg.ca

| | |
|--|---|
| Event or Subject Name/Title/ Date/Time/Location: | 2024 Annual Report & 2025 Updates |
| Additional Information: | Brampton Arts Organization (BAO) is pleased to present its 2024 Annual Update along with exciting updates for 2025. |
| Name of Member of Council Sponsoring this Announcement: | Councillor Gurpartap Singh Toor |

A formal presentation will accompany my Announcement: ☒ Yes ☐ No

Presentation format: ☒ PowerPoint File (.ppt) ☐ Adobe File or equivalent (.pdf)
☐ Picture File (.jpg) ☐ Video File (.mp4)

☐ Other:

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2024: BAO Delivers for the Arts Community

- Connecting, Building & Empowering Brampton
- 5000+ local artists supported through 103 events, programs, information sessions and workshops with partners.
- Launched our new website and experiencebrampton.ca
- **Evolving and Growing our Programs and Free Services**
- 10 new streams of programming and had 14 different calls for artists including specific opportunities for Newcomers, Indigenous artists and creative businesses.
- Supporting the ongoing creation of the new Arts & Culture Centre and driving investment in the arts continued growth of Advance Brampton Fund.
- **Building up Brampton Artists**
- Free career training to over 250+ grade school and high school students, and hundreds of hours of free studio time through our community hub.

**Brampton Arts
Organization**



2024 ANNUAL REPORT



Artworks by various local Brampton artists showcased by BAO

Proudly Supported by **BRAMPTON**



Ontario's Culture Sector: An Economic Powerhouse in Need of Bold Action

May 26 @ 6:00 PM – 8:30 PM

Delegation Request

For Office Use Only:

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Meeting Date:

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Meeting: ☒ City Council ☐ Planning and Development Committee
☒ Committee of Council ☐ Other Committee:

Meeting Date Requested: Agenda Item (if applicable):

Name of Individual(s):

Position/Title:

Organization/Person being represented:

Full Address for Contact: Telephone:
Email:

| | |
|---------------------------------|---|
| Subject Matter to be Discussed: | <input type="text" value="DENIED BUILDING IMPROVEMENT GRANT"/> |
| Request to Council/Committee: | <input type="text" value="REVIEW DENIED BUILDING IMPROVEMENT GRANT"/> |

Attendance: ☒ In-person ☐ Remote

A formal presentation will accompany my delegation: ☒ Yes ☐ No

Presentation format: ☒ PowerPoint File (.ppt) ☐ Adobe File or equivalent (.pdf) ☐ Video File (.mp4) ☐ Other:

Additional information/materials will be distributed with my delegation: ☒ Yes ☐ No ☐ Attached

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Meeting: ☐ City Council ☐ Planning and Development Committee
☒ Committee of Council ☐ Other Committee:

Meeting Date Requested: May 212025

Agenda Item (if applicable):

Name of Individual(s): Henry F Verschuren CD

Position/Title:

Government and Community Liaison

Organization/Person
being represented:

Maj. Wm Dwight Sharpe Branch 15 Royal Canadian Legion

Full Address for Contact: 80 Mary St
Brampton L6W 2H3

Telephone:

Email:

Subject Matter
to be Discussed:

Renewal of Lease agreement for our 3 cadet Corps to have space at Flower City Rec Centre for 3 sea crates

Request to
Council/Committee:

That as the 5 year lease for these cadet corps has expired , that they be renewed on the same terms as their original lease agreement, to wit: with no rental charges or other fees.

Attendance: ☒ In-person ☐ Remote

A formal presentation will accompany my delegation:

☒ Yes ☐ No

Presentation format:

☒ PowerPoint File (.ppt)

☐ Adobe File or equivalent (.pdf)

☐ Picture File (.jpg)

☐ Video File (.mp4)

☐ Other:

Additional information/materials will be distributed with my delegation: ☐ Yes ☐ No ☐ Attached

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Major Wm Dwight Sharpe Branch 15,
Brampton





Branch 15 Legion of Brampton is the sponsor of 4 cadet corps in Brampton

Each corps has approximately 100 members each

This delegation deals with 3 of the 4 corps, those being 557 Lorne Scots Army Cadets, 139 Illustrious Sea Cadets, and 132 Spitfire Air Cadets



After a delegation by this Branch to Committee of Council, a little over 5 years ago, Council granted a 5-year lease agreement to each cadet corps to have a sea crate storage container located at Flower City Community Campus.

The agreement provided for no costs whatsoever to the Cadet Corps

Those Agreements expired December 31, 2024



The new agreement calls for rent to be paid and increased yearly, and an application fee.

This is detrimental to the cadet corps as the funds required for these payments will reduce funds available that would go to support the cadets directly

The Reality Department has no authority to offer a renewal of these agreements without charging rent etc, unless directed to do so by Council.



Our Request

Our request is simple:

- That Council direct the Reality Department to renew these leases on a new 5 term with the same terms and conditions as the original agreement and at no cost to the Cadet Corps
- That any new agreement already signed be vacated and replaced with a renewal agreement on the above terms.

Delegation Request

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Meeting: ☒ City Council ☐ Planning and Development Committee
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Meeting Date Requested:

Agenda Item (if applicable):

Name of Individual(s):

Position/Title:

Organization/Person
being represented:

Full Address for Contact:

Telephone:

Email:

Subject Matter
to be Discussed:

Request to
Council/Committee:

Attendance: ☒ In-person ☐ Remote

A formal presentation will accompany my delegation:

☐ Yes ☐ No

Presentation format:

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☐ Video File (.mp4)

☐ Other:

Additional information/materials will be distributed with my delegation: ☐ Yes ☒ No ☐ Attached

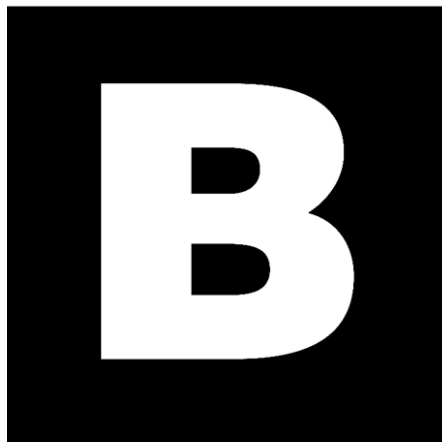
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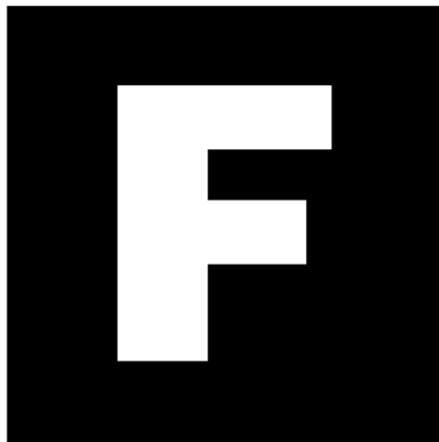
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BRAMPTON



FASHION



WEEK



BRAMPTON



FASHION



WEEK

BFW is a one of a kind red carpet event in the city of Brampton with a focus on promoting our local fashion industry and Canadian talent; celebrating different colors, cultures and customs of the fashion world.



“Brampton is a Mosaic of cultures and people, and one thing that we have in common is that we’re all proud of our ancestry, proud of our heritage and fashion is a great way to showcase that.

One of the beautiful thing about Brampton Fashion Week is that it brings people together from every background to celebrate fashion. So it means a lot to the city because it’s in our DNA to celebrate our culture, and it’s one of the reasons I love this event.”

Hon. Patrick Brown
Mayor – City of Brampton

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BRAMPTON
FASHION
WEEK

FASHION NIGHT '18

SATURDAY
JUNE 2
DOORS OPEN
AT 6:00PM

THE DEN

SHERIDAN COLLEGE, BRAMPTON
816 SHERIDAN COLLEGE DR, BRAMPTON, ON L6Y 5H9



SAT

20

JULY

2019

RSVP

Before July 10th 2019

rsvp@bramptonfashionweek.ca

12:00PM

EXHIBITION

6:00PM

RED CARPET

7:00PM

RUNWAY

B

F

W

BRAMPTON, | FASHION | WEEK

Brampton

Soccer

Centre

1495 Sandwood Pkwy E.

Brampton, ON L6H 0K2

f | i | g | t

bramptonfashionweek | www.bramptonfashionweek.ca



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BRAMPTON
FASHION
WEEK

TWENTY TWENTY

JOIN US
FOR OUR
VIRTUAL
EVENT ON

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SHOWCASING ON

WWW.BRAMPTONFASHIONWEEK.CA

f
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v
bramptonfashionweek



2021

BRAMPTON FASHION WEEK

Hope Through Fashion

f

@

bramptonfashionweek

www.bramptonfashionweek.ca

A collage of 15 fashion photographs from Brampton Fashion Week 2021. The photos feature models in various styles, including hijabs, dresses, and suits. Each photo includes a 'JIM ORCILL PHOTOGRAPHY BFW' watermark.

- Top row (left to right): A woman in a black and white patterned dress; a woman in a pink and white patterned dress; a woman in a light blue dress; a woman in a black dress with a colorful floral pattern; a woman in a blue and black patterned dress with a pink skirt.
- Middle row (left to right): A woman in a black and white patterned dress; a woman in a light blue hijab and dress; a woman in a black hijab and dress; a woman in a teal hijab and dress; a woman in a black and white patterned dress.
- Bottom row (left to right): A woman in a black and white patterned dress; a woman in a red dress; a woman in a black and white patterned dress; a woman in a black and white patterned dress; a woman in a black and white patterned dress.



B

F

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BRAMPTON
FASHION
WEEK

2023

#FASHION FORWARD

f

@

y

bramptonfashionweek

www.bramptonfashionweek.ca



You are cordially invited to

BFW

2024

BRAMPTON FASHION WEEK

FASHION FORWARD

Saturday, August 17, 2024

Red Carpet @ 6:30 PM

Brampton City Hall

2 Wellington St W, Brampton, ON

Sponsors & Partners

Kindly RSVP by August 10, 2024

info@bramptonfashionweek.ca

facebook

instagram

tiktok

bramptonfashionweek | www.bramptonfashionweek.ca



We're Back!





Building on the momentum of our successful 2024 showcase, we aim to expand even further in 2025 by developing a year-round program that promotes local designers and brands, helping to grow and sustain their businesses.





This year, we're raising funds for the William Osler Health System to support a second hospital in Brampton.

We kindly request a waiver of the venue rental fee for our 2025 event at City Hall.

Your support would greatly impact this cause—thank you for considering.



WE'RE PROUD TO SUPPORT



William Osler
Health System

F O U N D A T I O N

TO BUILD BRAMPTON'S NEW HOSPITAL
WITH A \$5,000 FUNDRAISING GOAL. YOUR DONATION HELPS
EQUIP OSLER'S TEAM TO CARE FOR OUR COMMUNITY.
IN ONTARIO, 100% OF HOSPITAL EQUIPMENT IS FULLY FUNDED
BY THE COMMUNITY—EVERY CONTRIBUTION COUNTS.

SCAN QR CODE
TO DONATE!



bramptonfashionweek | www.bramptonfashionweek.ca



Thank you!



   [bramptonfashionweek](https://www.bramptonfashionweek.ca) | www.bramptonfashionweek.ca



Report
Staff Report
 The Corporation of the City of Brampton
 5/7/2025

Date: 2025-04-30

Subject: **Request to Begin Procurement: Risk and Insurance Management Services for a three-year period**

Contact: Jonathan Brewer
 Manager, Insurance and Risk Management

Report number: Legislative Services-2025-304

RECOMMENDATIONS:

1. That the report from Jonathan Brewer, Manager, Insurance and Risk Management, to the Committee of Council meeting of May 7, 2025, re: **Request to Begin Procurement: Risk and Insurance Management Services for a three-year period**, be received; and
2. That the Purchasing Agent be authorized to commence the procurement for the City's Risk and Insurance Management services.

OVERVIEW:

- **This report seeks to obtain Council approval to commence procurement for the City's Risk and Insurance Management Services for a three-year period with the option to extend for two additional one-year periods.**
- **Funding for the current Risk and Insurance Management Services contract is included in the approved 2025 operating budget. While final costs will be determined through the upcoming procurement process, staff will account for known budget pressures in future annual operating budget submissions for the Mayor's consideration.**

BACKGROUND:

The City of Brampton has gone to the insurance marketplace every five years with a Request for Proposal (RFP) for Risk and Insurance Management Services. This encompasses the City's entire portfolio of risks and involves placement of 12 separate insurance policies, such as liability, property, transit, cyber, crime, fleet etc. As the 7th largest municipality in Canada, it is extremely important that the City of Brampton has

the most comprehensive coverage available at the best price. This has been continuously accomplished with the program currently in place. The City's existing contract was competitively procured in 2020 through a Request for Proposal and remains in effect until December 31, 2025.

CURRENT SITUATION:

The City of Brampton provides a wide variety of services that its residents depend on every day. It also manages large capital assets. These services, facilities and infrastructure all come with risk. Insurance is essential for protecting the financial interests of the City. It allows the City to transfer much of the financial risk to its insurers.

Increases in damage awards in civil litigation, rising costs for building and vehicle repairs, and emerging risks such as those posed by technology, and climate change make the need for insurance greater than ever. The City remains diligent in mitigating risk and has been successful in securing competitively priced, comprehensive coverage.

Given the RFP process takes approximately six months from commencement to award, staff recommends that we proceed to prepare the RFP for Risk and Insurance Management Services to establish a contract to be effective for January 1, 2026

CORPORATE IMPLICATIONS:

Financial Implications

Funding for the current Risk and Insurance Management Services contract is included in the approved 2025 operating budget.

Staff anticipate increased costs under a new contract due to inflation, increased repair costs for buildings and automobiles, higher damage awards imposed by the courts on liability, climate change, and emerging risks such as cyber threats. In addition, as the City grows, liability risk increases, leading to higher insurance premiums.

While final costs will be determined through the upcoming procurement process, staff will account for these known budget pressures in future annual operating budget submissions for the Mayor's consideration.

Purchasing Implications

A public procurement process will be conducted, and the submissions shall be evaluated in accordance with the published evaluation process within the RFP bid document. Purchase approval shall be obtained in accordance with the Purchasing By-law.

All communication with Bidders involved in the procurement must occur formally, through the contact person identified in the RFP document.

STRATEGIC FOCUS AREA:

This report supports the City's strategic focus on Government & Leadership. Maintaining a robust, comprehensive insurance program ensures the City is able to deliver its many services in a financially responsible and sustainable manner.

CONCLUSION:

This report recommends that the Purchasing Agent be authorized to commence the procurement for Risk and Insurance Management Services.

Authored by:

Jonathan Brewer
Manager, Insurance and Risk
Management

Approved by:

Approved by:

Laura Johnston
Commissioner, Legislative Services

Marlon Kallideen
Chief Administrative Officer



Report
Staff Report
 The Corporation of the City of Brampton
 5/21/2025

Date: 2025-05-07

Subject: **Capital Project Request for Hearing Loop Pilot Project and Budget Amendment**

Contact: Shawnica Hans, Deputy Clerk, Elections, Accessibility & Lottery Licensing, City Clerk's Office

Report number: Legislative Services-2025-415

RECOMMENDATIONS:

1. That the report from Shawnica Hans, Deputy Clerk, Elections, Accessibility & Lottery Licensing to the Committee of Council Meeting of May 21, 2025 re: **Capital Project Request for Hearing Loop Pilot Project and Budget Amendment**, be received; and
2. That a budget amendment be approved and a new capital project be established in the amount of \$60,000 for the implementation of hearing loops as described in the report, with funds from the Inclusive Community Grant (ICG) which has already been awarded to the City.

OVERVIEW:

- **Hearing loops are a type of assistive listening system that improves communication by enabling users to hear sound sources directly by cutting out background noise.**
- **The new 2024 Ontario Building Code (OBC) requires new service desks to be equipped with assistive listening systems.**
- **In May 2024, the Accessibility Office applied to the Government of Ontario Inclusive Community Grant (ICG) Program to receive funding for a pilot project to implement hearing loops at service counters throughout the City.**
- **The original application was unsuccessful; however, in January 2025, the Accessibility Office was informed that additional funding was made available for the ICG Program, and that the City's application had been approved.**

- **The funding will enable the installation of hearing loops at approximately 12 service desks at City facilities.**
- **The cost of the hearing loops installation at the City Clerk's Office is estimated at \$5,000. Sufficient funding for this initiative is available in the Public Works and Engineering department's capital budget.**
- **A budget amendment is required and a new capital project will need to be established in the amount of \$60,000 for the implementation of hearing loops at the remaining service counters with funds from the ICG, which has already been awarded to the City.**

BACKGROUND:

Hearing Loss and How Hearing Loops Can Help

Hearing loss is the fastest growing, and one of the most prevalent, chronic conditions facing Canadians today. According to the 2022 Canadian Survey on Disability, the rate of disability in Ontario is 28%, with hearing loss accounting for 5.6% of disabilities in Canada. The Canadian Hard of Hearing Association suggests 65% of Canadians over the age of 40 have measured hearing loss.

In noisy environments it can be difficult for individuals living with hearing loss to distinguish the speech, music, or conversation they are trying to hear. It makes it challenging to fully participate in activities, understand directions, or participate in conversations.

Hearing loops improve communication by enabling users to hear sound sources directly by cutting out background noise.

Hearing loops are a type of assistive listening system that transmits sound directly to a user's telecoil-enabled hearing aid or cochlear implant. Hearing loops contain an amplifier and a copper wire that transmits sound through a magnetic field. Hearing devices with a telecoil become a wireless receiver in the hearing loop. Hearing loops can be installed in many locations, including service counters, meeting rooms, and large event spaces. Hearing loops are a user-friendly and discrete solution to providing assistive listening for people with hearing loss.

Accessibility Updates to the Ontario Building Code (OBC)

A new 2024 Ontario Building Code (OBC) came into effect on January 1, 2025. The 2024 OBC has eliminated at least 1,730 technical variations between the provincial and national requirements and includes a number of updates to accessibility requirements.

Article 3.8.3.7 of the 2024 OBC requires that at least one service counter be equipped with an assistive listening system – this applies to new builds or renovations of existing service counters.

Inclusive Community Grant Program

The Accessibility Office applied for the Government of Ontario's Inclusive Community Grant (ICG) in May 2024. The ICG Program provides funding to local governments, not-for-profit organizations, and indigenous communities and organizations. The goal of the program is to encourage local governments and community organizations to consider Ontarians of all ages and abilities at every stage of community planning and development.

The grant application identified the need for hearing loops at service counters/desks at various locations throughout the City. Currently no hearing loops are installed at any City facilities.

Installing hearing loops at service counters throughout the City provides residents greater accessibility to local government. Obtaining services, including purchasing transit passes and marriage licences, commissioning documents, paying taxes, and attending events at the Rose Theatre, will be more accessible for individuals experiencing hearing loss. Hearing loops may enhance the way that Brampton residents stay connected and are able to meaningfully participate in their community. This project aims to further strengthen the City's commitment towards accessibility.

The objectives for the pilot project are identified below:

- Enhance customer service quality and recreation program experiences for individuals with hearing loss for more inclusive customer service;
- Facilitate and support independent travel throughout the City using Brampton Transit to participate in social and community activities and events;
- Allow for inclusive, seamless, and professional customer service;
- Demonstrate leadership and a commitment to creating a more inclusive, accessible, and age-friendly city that will inspire local business, industry, education, and other sectors of the community to follow and make positive changes; and
- Implement specific actions in Brampton's Multi-Year Accessibility Plan related to the installation of hearing loops in City facilities.

CURRENT SITUATION:

Outcome of the Grant Application

The City's grant application was unsuccessful in 2024, and as such no capital project was presented for inclusion in the 2025 budget. In January 2025, the Accessibility Office was informed that additional funding was made available for the province's ICG

Program, and the City's funding application for the Hearing Loops Pilot Project had been approved.

The City was awarded up to \$60,000 to complete the pilot project.

Based on the objectives for the pilot project, Accessibility Office staff has identified 12 service desk/counter locations for hearing loop installations:

1. Service Brampton (City Hall) – cashier
2. Service Brampton (City Hall) – Information booth
3. POA Courthouse
4. Transit: Gateway terminal, Bramalea terminal, and Downtown terminal
5. Rose Theatre: box office
6. Bob Callahan Flower City Seniors Centre
7. Knightsbridge Senior Centre
8. Gore Meadows Community Centre
9. Cassie Campbell Community Centre
10. Susan Fennell Sportsplex
11. Paul Palleschi Recreation Centre
12. Century Gardens Recreation Centre

An additional location for the pilot project includes the City Clerk's Office service counter. The Clerk's counter renovation project is currently underway, and the installation of hearing loop(s) has been included in the scope of the project, in order to meet the new OBC requirement for assistive listening systems at service counters.

Request to Establish Capital Project

In order to receive the funding for the hearing loops pilot project implementation, staff is recommending that a capital project be established.

The funding for the Clerk's counter hearing loop(s) is budgeted through the existing approved construction project.

Procurement Process

Upon establishing a capital project, staff will finalize an invitational procurement process for the hearing loop pilot project. Depending on the successful vendor's quote for hearing loop installation, staff will add or remove service desk locations, so that the total cost of the project does not exceed \$60,000.

Next Steps

The installations are expected to be completed by November 30, 2025, as required by the Ministry of Seniors and Accessibility.

Accessibility Office staff will report to the Accessibility Advisory Committee on the implementation of the pilot project and will seek user feedback to help inform future specifications and installations of assistive listening systems.

CORPORATE IMPLICATIONS:

Financial Implications: The cost of the hearing loops installation at the City Clerk's Office is estimated at \$5,000. Sufficient funding for this initiative is available in the Public Works and Engineering department's capital budget.

A budget amendment is required and a new capital project will need to be established in the amount of \$60,000 for the implementation of hearing loops at the remaining service counters identified in this report with funds from the Inclusive Community Grant (ICG), which has already been awarded to the City.

Purchasing Implications: Accessibility Office staff is working with Purchasing staff to finalize the RFP for an invitational procurement for this work.

STRATEGIC FOCUS AREA:

This report achieves the Government & Leadership strategic focus area by ensuring that the City is committed to recognizing and removing existing barriers and enhancing and improving accessibility. Equitable access to City services, facilities, and goods is essential in providing increased opportunities for all residents of Brampton.

CONCLUSION:

This project will benefit many people of all ages that have a hearing device, fostering a sense of inclusion, and improving accessibility. The installation of hearing loops will allow residents to participate in community events as well as obtain information and services from the City of Brampton. This is an important step in the City's vision to create a more inclusive and accessible community where all individuals can participate more fully and actively in community life.

Authored by:

Reviewed by:

Sabrina Cook
Accessibility Coordinator
City Clerk's Office

Genevieve Scharback
City Clerk
Legislative Services

Approved by:

Approved by:

Laura Johnston
Commissioner
Legislative Services

Marlon Kallideen
Chief Administrative Officer



Report
Staff Report
 The Corporation of the City of Brampton
 5/21/2025

Date: 2025-05-02

Subject: **Naming in Honour of former Councillor Grant Gibson (RM 6/2025)**

Contact: Sharandeep Natt, Protocol Officer, Strategic Communications, Tourism and Events

Report number: Corporate Support Services-2025-300

RECOMMENDATIONS:

1. That the report from Sharandeep Natt, Protocol Officer, Strategic Communications, Tourism and Events, to the Committee of Council Meeting of May 21, 2025, re: **Naming in Honour of former Councillor Grant Gibson (RM 6/2025)**, be received; and
2. That the naming of the new ice pad at Chris Gibson Recreation Centre in honour of former Councillor Grant Gibson, in recognition of his contributions to the City of Brampton be approved.

OVERVIEW:

- **This report responds to Council resolution CW015-2025 and recommends naming the new ice pad at Chris Gibson Recreation Centre in honour of former Councillor Grant Gibson.**

BACKGROUND:

At the January 15, 2025, Committee of Council meeting, Regional Councillor Medeiros introduced a request to recognize the public service contributions of former City Councillor Grant Gibson. Council supported the intent and directed staff to report back on options for naming the ice pad in his honour.

CURRENT SITUATION:

There are two ice pads at the Chris Gibson Recreation Centre. The original pad is already named after George "Mush" Thompson. The second, newer ice pad is available for commemorative naming.

In alignment with the City's Asset Naming Policy and Council's direction, staff recommend the new ice pad be named after former Councillor Grant Gibson, with Protocol staff coordinating recognition efforts.

CORPORATE IMPLICATIONS:

Financial Implications:

Sufficient funding is available within the approved Public Works and Engineering operating and capital budgets for the naming of the ice pad.

STRATEGIC FOCUS AREA:

Supports Term of Council priorities related to Neighbourhoods and Civic Pride, honouring the contributions of dedicated public servants and fostering a sense of community identity

CONCLUSION:

Staff recommend Council approve the commemorative naming of the new ice pad at the Chris Gibson Recreation Centre in honour of former Councillor Grant Gibson. Protocol staff will work with the Gibson family to organize a recognition ceremony.

Authored by:

Reviewed by:

Sharandeep Natt,
Protocol Officer,
Strategic Communications, Tourism
and Events

Natalie Stogdill,
Acting Director,
Strategic Communications, Tourism and
Events

Approved by:

Approved by:

Jason Tamming,
Acting Commissioner,
Corporate Support Services

Marlon Kallideen,
Chief Administrative Officer



Report
Staff Report
 The Corporation of the City of Brampton
 5/21/2025

Date: 2025-05-02

Subject: **Tourism Municipal Services Corporation**

Contact: Gage Board, Supervisor, Strategic Communications, Tourism & Events

Report number: Corporate Support Services-2025-397

RECOMMENDATIONS:

1. That the report from Gage Board, Supervisor, Strategic Communications, Tourism & Events, to the Committee of Council Meeting of May 21, 2025; re: **Tourism Municipal Services Corporation (MSC)** be received;
2. That the Business Case Study for a Tourism MSC, attached as Schedule A, be adopted;
3. That the establishment of a Tourism MSC named "Brampton Tourism Development Corporation" (or similar name) as described in the Business Case Study and this report, be approved;
4. That the Commissioner, Corporate Support Services, Treasurer and City Solicitor be authorized to execute a Service Level Agreement, attached Schedule B, as substantially presented in this report, between The Corporation of the City of Brampton and the Tourism MSC;
5. That the Commissioner, Corporate Support Services, Treasurer and City Solicitor be authorized to execute such documents and undertake such other actions as required to establish the Tourism MSC, including acting as and/or designating incorporating director(s), and drafting and submitting articles of incorporation and other constating documents;
6. That City Council appoint the following Brampton staff as initial board of directors with delegated signing authority to the Chair, Vice-Chair and Treasurer;
 - I. Commissioner, Corporate Support Services or designate (Chair)
 - II. Director, Strategic Communications, Tourism & Events (Vice-Chair)
 - III. Manager, Events, Protocol & Tourism
 - IV. Supervisor, Tourism
 - V. Treasurer (or designate)

7. That Brampton staff be authorized to setup a Trust Fund for the Tourism MSC to capture the financial transactions.
8. That staff be directed to allocate fifty percent (50%) of Municipal Accommodation Tax revenues, the minimum required by Ontario Regulation 599/06, to the Tourism MSC, and;
9. That the Treasurer be authorized to transfer Municipal Accommodation Tax revenues into the Trust Fund upon incorporation of the Tourism MSC.

OVERVIEW:

- **The Corporation of the City of Brampton (“Brampton”) has been collecting four percent (4%) MAT since January 2024.**
- **Fifty percent (50%) of MAT revenue is required under Ontario Regulation 437/17 (Transient Accommodation Tax) to be shared with an Eligible Tourism Entity.**
- **The Business Case Study was produced to outline the purpose and benefits of establishing a Tourism MSC that would serve as Brampton’s destination marketing organization.**
- **It is recommended to establish a Tourism MSC and appoint Brampton staff as the initial Board of Directors. This will provide Brampton with leadership of the Tourism MSC and ensure no loss of momentum with current service delivery.**
- **The Tourism MSC will be funded entirely from the MAT reserve; specifically, the fifty percent (50%) of the net annual MAT collected that is legislated to be directed to a not-for-profit tourism entity.**
- **The Tourism MSC’s sole purpose is to promote Brampton as a destination.**
- **A Service Level Agreement has been prepared that outlines the Tourism MSC’s purpose, accountability and relationship with Brampton.**
- **Once the Service Level Agreement is executed, funds would be transferred.**
- **Brampton staff will report back to City Council on a recommendation for the recruitment of a full-time Board of Directors.**
- **Municipal Accommodation Tax (MAT) revenues will continue to be deposited into the Tourism Cost Centre. Pending City Council approval, the Treasurer will be authorized to transfer fifty percent (50%) of MAT collections to the Tourism MSC’s Trust Fund.**
- **The expenditures of the Tourism MSC will be funded from MAT revenues and the Service Level Agreement (SLA) requires the MSC to report back to Council on an annual basis.**

BACKGROUND:

December 2017 – the Province of Ontario introduced a Transient Accommodation Tax under Ontario Regulation 435/17, permitting municipalities to implement a tax on local accommodations for the purpose of supporting tourism growth in the community.

June 2021 – The Brampton Tourism Strategy, published and endorsed by City Council, recommended that Brampton implement a four percent (4%) MAT as well as to establish a Tourism MSC that would become the Brampton's destination marketing organization and the recipient of fifty percent (50%) of MAT revenue.

April 2023 – City Council approved a four percent (4%) MAT to be implemented. City Council also approved Brampton staff to begin the preparation of a work plan to support the creation of a Municipal Services Corporation pursuant to the requirements of Ontario Regulation 599/06 (Municipal Services Corporations).

January 2024 – Brampton began collecting four percent (4%) MAT from thirteen (13) accommodations, remitted monthly.

March 2025 – Brampton issued a Business Case Study in accordance with Section 6 of Ontario Regulation 599/06 (Municipal Services Corporations).

The Business Case Study was posted publicly for consideration and no feedback objecting to Brampton's establishment of a Tourism MSC was received. Letters of support were provided by the Downtown BIA and Brampton Arts Organization (BAO).

CURRENT SITUATION:

Under the Ontario Regulation 435/17, Brampton is required to share a minimum of fifty percent (50%) of the MAT revenue with an Eligible Tourism Entity. As of 2025, an Eligible Tourism Entity does not exist in Brampton. Therefore, Brampton staff propose establishing a Tourism MSC to serve as the Eligible Tourism Entity.

The Business Case Study, attached as Schedule A, outlines the purpose, benefits and key responsibilities of the Tourism MSC and establishes the Brampton Tourism Strategy as the mandate and guiding document for the proposed Tourism MSC. The Tourism MSC must utilize its share of MAT revenues for the exclusive purpose of promoting tourism in Brampton. Promoting tourism includes marketing, advertising and tourism product development

Service Level Agreement – Tourism MSC Operating Model

Ontario. Regulation 435/17 requires Brampton to enter into an agreement with the Eligible Tourism Entity that receives fifty percent (50%) of the MAT revenue, in this case, the Tourism MSC. This will ensure financial accountability and that the amounts paid to the Tourism MSC are used for the exclusive purpose of promoting Brampton as a destination.

The agreement will define the planned uses for MAT funds to be transferred to the Tourism MSC, reporting requirements, use of Brampton resources including Brampton staff and other relevant terms.

Key elements of the Service Level Agreement include;

- Compliance with applicable law
- Use of Brampton Resources
- Transfer of Funds
- Financial Reporting and Business Plans
- External Financial Audit

Legal Services staff will finalize the Service Level Agreement for Brampton to enter with the Tourism MSC.

Tourism MSC – Role of Council

The role of City Council as it relates to the Tourism MSC is to act as the primary shareholder. City Council is responsible for the following items;

- Selection of the Board of Directors
- Approve annual budget
- Approve annual business plan

Tourism MSC – Role of the Board of Directors

The Tourism MSC Board of Directors will be responsible for the day-to-day business operations of the Tourism MSC including the following;

- Strategic Planning – establish an annual business plan
- Financial Oversight – budget allocation and resources
- Industry Engagement – work with business stakeholders including accommodations, attractions, event hosts, cultural groups and others
- Develop Policies, Mission, Vision and Values
- Performance Measurement and Monitoring

Next Steps

Brampton staff from the Strategic Communications, Tourism & Events, Legal Services, Clerks Office, Accounting Services, among others will finalize and prepare the necessary documents and agreements to be executed. Documents will include the Service Level Agreement, Asset Transfer Policy, Corporate By-Law, and any other constating documents.

Upon execution of the necessary documents to legally incorporate the Tourism MSC, 50% of MAT revenues collected in 2024 will be transferred from the Municipal Accommodation Tax Reserve Fund into the Trust Fund for the Tourism MSC.

The Interim Board of Directors will return to City Council with the following items:

- 2026 Business Plan and Operating Budget
- Recommendation for full-time Board of Directors

CORPORATE IMPLICATIONS:

Financial Implications:

Municipal Accommodation Tax (MAT) revenues will continue to be deposited into the Tourism Cost Centre. Pending City Council approval, the Treasurer will be authorized to transfer fifty percent (50%) of MAT collections into the Tourism MSC's Trust Fund.

The expenditures of the Tourism MSC will be funded from MAT revenues and the Service Level Agreement (SLA) requires the MSC to report back to Council on an annual basis.

Legal Implications:

Legal Services shall ensure that the Tourism MSC adheres with all applicable law and shall assist in the drafting and execution of the necessary Tourism MSC documents including; the Service Level Agreement, Asset Transfer Policy, Corporate By-Law, and any other constating documents.

STRATEGIC FOCUS AREA:

Growing Urban Centres & Neighbourhoods: Focusing on an economy that thrives with communities that are strong and connected. The Tourism MSC will deliver destination marketing and tourism product development, which will increase civic pride and support economic activity in local neighbourhoods.

Government & Leadership: Focusing on service excellence with equity, innovation, efficiency, effectiveness, accountability, and transparency. The Tourism MSC will provide Brampton staff and industry stakeholders with clear strategies to promote Brampton as a destination and attract new business.

Culture and Diversity: Focusing on cultural diversity, cross-cultural understanding, and supporting artistic expression and production. The Brampton Tourism Strategy recommends producing communications that celebrates Brampton's vibrant arts and culture scene through events and performances. The Tourism MSC will highlight the positive cultural connections and stories that make Brampton a great place to visit.

CONCLUSION:

In conclusion, an Eligible Tourism Entity must be established to use the MAT revenue to promote Brampton as a destination. A Tourism MSC enables Brampton to provide improved service delivery in the tourism sector, benefiting the associated local businesses and attracting new visitors. A Tourism MSC will have the sole purpose of promoting Brampton as a destination and attracting new business to the city.

As sole voting member of the Tourism MSC, City Council has the responsibility to delegate authority to execute key enabling documents and appoint the initial Board of Directors. With approval of the recommendations in this report, Council will enable Brampton staff to form the governance, leadership, management and operations of the new Tourism MSC. This will help grow Brampton and develop its visibility as a destination.

Authored by:

Reviewed by:

Gage Board,
Supervisor, Tourism
Strategic Communications, Tourism &
Events

Natalie Stogdill,
A/ Director
Strategic Communications, Tourism &
Events

Approved by:

Approved by:

Jason Tamming,
A/ Commissioner
Corporate Support Services

Marlon Kallideen,
Chief Administrative Officer

Attachments:

- Attachment 1 – Business Case Study
- Attachment 2 – Service Level Agreement



Draft for Public Consultation

City of Brampton:

***Business Case for a Tourism
Municipal Services Corporation***

March 2025

City of Brampton – Tourism Municipal Services Corporation

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Subject: Tourism Municipal Services Corporation

Prepared according to Section 6 of Ontario Regulation 599/06 (Municipal Services Corporations) as per section 203(4) of the *Municipal Act*, 2001, S.O. 2001, c.25 as amended or replaced from time to time (the “*Municipal Act*, 2001”).

Definitions

Eligible Tourism Entity: is a non-profit entity whose mandate includes the promotion of tourism in Ontario or in a municipality and may include the development of tourism products.

Municipal Accommodation Tax (“MAT”): is a tax on the purchase of transient accommodation in the municipality which funds tourism promotion and other projects that will benefit the local economy.

Municipal Services Corporation (“MSC”): is a corporation that is established by a municipality or by a municipality and one or more other public sector entities and whose purpose is to provide a system, service, or thing that the municipality itself could provide.

Transient Accommodation: is accommodation for a continuous period of stay of twenty-nine (29) nights or less; this continuous period is not disrupted by the purchase of different rooms, suites, beds or lodging in the same licensed establishment, such as a hotel, motel or bed and breakfast.

Background

On December 1, 2017, the Province of Ontario introduced a Transient Accommodation Tax under Ontario Regulation 435/17, permitting municipalities to implement a tax on local accommodations for the purpose of supporting tourism growth in the community.

The Brampton Tourism Strategy, published in 2021 and endorsed by Brampton City Council (the “Council”), recommended that the City of Brampton (the “City”) implement a four percent (4%) MAT and create a MSC for tourism that would become the City’s destination marketing organization and the recipient of fifty percent (50%) of MAT revenue.

On April 13, 2023, Council approved the City staff recommendation for a four percent (4%) MAT to be implemented. City staff was also approved for the preparation of a work plan to support the creation of a Municipal Services Corporation pursuant to the *Municipal Act*, 2001 requirements of Ontario Regulation 599/06, and other application legislation and regulations of the Province of Ontario.

Under the Province of Ontario regulation, the City is required to share a minimum of fifty percent (50%) of the MAT revenue with an Eligible Tourism Entity. As of 2025, the City does not have the required Eligible Tourism Entity Mandated by Ontario Regulation 435/17. Therefore, City staff propose establishing a MSC for tourism to serve as the Eligible Tourism Entity for the City.

Ontario Regulation 599/06 Municipal Services Corporation requires the City to prepare a business case study (the “Business Case”) for the proposed MSC for tourism and obtain approval of the Business Case by Council resolution.

Purpose

The City proposes the incorporation of a non-profit, non-share capital Corporation under the *Corporations Act* (Ontario) to be named **Brampton Tourism Development Corporation** (the “Tourism MSC”), if such name is available at the time of incorporation. The Corporation of the City of Brampton shall be the sole shareholder of the Tourism MSC.

The main objective of the Tourism MSC will be to work in partnership with the City to promote tourism activity. This Business Case outlines the Tourism MSC’s mandate, guiding principles, governance structure, funding, accountability and reporting.

Benefits of a Tourism Municipal Services Corporation

There will be many benefits to the local business community associated with establishing the Tourism MSC:

- a. Meeting the requirements of the Provincial Regulation for a non-profit tourism organization to serve as a destination marketing organization that makes use of a minimum of fifty percent (50%) of the MAT revenues
- b. Establish the City as sole voting member to select and elect the Board of Directors that will determine the governance framework for business plans, expenditures and policies
- c. The Tourism MSC shall have access to City resources and industry expertise in the areas of destination marketing, economic development, investment attraction and strategic tourism investment planning through the involvement of experienced City staff and external stakeholders
- d. Establishing the Tourism MSC will allow City staff to continue to work and operate under the current work structure and organizational chart. This allows for a seamless transition and a continued focus on the City’s current ongoing Tourism initiatives

- e. The elected Board of Directors will provide governance, structure and leadership for strategic decision making with regards to the spending of MAT. The elected Board of Directors decisions on MAT will direct City staff on the execution of Tourism programming and promotions
- f. Create accountability and transparency for City tourism stakeholders and Council on the spending of MAT
- g. The Tourism MSC will be mandated to increase economic activity through the attraction of visitors to the City – providing direct financial impact to local businesses such as restaurants, accommodations, conference centres, event suppliers, and the arts community

Mandate and Objectives

The mandate of the Tourism MSC will be the promotion of tourism and tourism product development in alignment with the Brampton Tourism Strategy. The Tourism MSC will provide funding and promotional support to community partners, tourism industry businesses and stakeholders that stimulate the City's economy.

The Brampton Tourism Strategy will provide a foundation for strategic planning during the Tourism MSC's inception period. The Tourism MSC will also obtain feedback and direction from its Board of Directors and a community-based, voluntary tourism advisory committee. The Tourism MSC will use the funds collected from MAT to implement initiatives that attract business activity and promote the City as a destination, as directed by the Board of Directors.

Core Principles

The following core principles will guide the Tourism MSC. The core principles are guided under four areas of focus: engagement, promotion, development and attraction.

- *Engagement:* The Tourism MSC will engage with tourism industry stakeholders to solicit feedback, facilitate collaboration and collect data to support decision making regarding the use of MAT revenue
- *Promotion:* The Tourism MSC will actively research, plan and implement tourism promotion opportunities that attract visitors, events and businesses to the City
- *Development:* The Tourism MSC will proactively engage in tourism product developments that have the potential to enhance the visitor experience
- *Attraction:* The Tourism MSC will conduct in-depth analysis on opportunities to attract business, sport or cultural events to the City for the purpose of attracting new visitors.

Key Responsibilities

The Tourism MSC will have responsibilities to Brampton's tourism industry and to the City to provide transparency and accountability on meeting the core principles;

- a) The Tourism MSC will act as steward and receiver of a minimum of fifty percent (50%) funds issued by the City from the MAT collection;
- b) The Tourism MSC's business plan and/or guiding documents will be the Brampton Tourism Strategy, including all updates;
- c) The Tourism MSC will engage in tourism promotion and tourism product development in the City;
- d) The Tourism MSC will act as a vehicle for moving funding to third parties. This process shall enhance, but does not seek to replace, existing municipal funding;
- e) The Tourism MSC will report to Council at least once a year or as otherwise stipulated in the Tourism MSC's by-laws; and
- f) The Tourism MSC will undertake its work based on objective decision-making processes that are accountable and transparent, resulting in City-wide benefits.

Governance, Structure and Incorporation

The City must submit an application to the Province of Ontario to incorporate a non-share capital Corporation as per the *Corporations Act* (Ontario). The City's Legal Services will draft a patent letter to apply for the incorporation of the Tourism MSC. The application will include the following items;

- a) Name of the Corporation: Brampton Tourism Development Corporation
- b) Address of the Corporation: Brampton City Hall, 2 Wellington St. West
- c) Interim Directors of the Board of Directors

It is proposed that City staff act as the interim directors until a full time Board of Directors can be elected/appointed by Council.

City staff will bring a report to Council with municipal benchmarking and options relating to the Board of Directors composition. Once a full time Board of Directors is established, the interim directors, if not part of the full time Board of Directors, will be invited to attend meetings and continue a relationship with in an advisory (non-voting) capacity.

The City's Strategic Communications, Tourism and Events staff will work with the Tourism MSC's Board of Directors to establish a community-based, voluntary, tourism advisory committee (the "Committee"). The Committee will be composed of City business operators representing different sectors, including; accommodations, attractions, events, restaurants and economic development areas.

Service Level Agreement

Ontario Regulation 435/17 requires a municipality and each eligible tourism entity that receives an amount of MAT revenue to enter into an agreement to respect reasonable financial accountability matters in order to ensure that amounts paid to the entity are used for the exclusive purpose of promoting tourism.

This agreement can be prepared by the City's Legal Services in the form of a Service Level Agreement or Memorandum of Understanding.

Funding, Budget and Collection of MAT Funds

- a) *Impact on City Tax:* Tourism MSC will have no impact on the City tax levy as it is funded entirely from the MAT revenues.
- b) *Accounts:* Trust and bank accounts separate from City's accounts will be set up to record and report on the Tourism MSC transactions.
- c) *Financial Statements:* The audited Financial Statements and the report from the auditor are to be presented to Tourism MSC Board of Directors on an annual basis at the Tourism MSC's annual general meeting ("AGM").
- d) *Auditor:* The designated auditor for the Tourism MSC shall be the auditor of the City.
- e) *City MAT Reserve Fund:* At the Council meeting on April 12, 2023, Council approved a new reserve fund titled "Municipal Accommodation Tax" be established as a holding account for the revenue collected from MAT. This was completed and the City has been collecting this revenue since January 1, 2024.
- f) *Tourism MSC Reserve Fund:* The City will develop a reserve fund for the Tourism MSC, which the collection of 50% of MAT funds will be transferred to by the City.
- g) *Collection of Funds:* The City's Tourism Staff and Accounting Services Staff will continue to work together to collect the MAT revenues from thirteen (13) Brampton accommodation businesses.
- h) *MAT Revenue:* As of January 31, 2025, the City has collected one million eight hundred fifteen thousand eight hundred and twenty-six dollars (\$1,815,826) in MAT revenue over the course of twelve (12) months of collection. It is estimated that approximately nine hundred and seven thousand nine hundred and thirteen dollars (\$907,913) in revenue will be provided to the City, and nine hundred and seven thousand nine hundred and thirteen dollars (\$907,913) to the Tourism MSC on an annual basis.
- i) *MSC Annual and Multi-Year Operating Budget:* The Tourism MSC will be funded from a minimum of fifty percent (50%) of the proceeds of the MAT revenues. The annual operating budget and multi-year operating budget will be the responsibility of the Tourism MSC's Board of Directors. The Tourism MSC will report audited financials at its annual general meeting.

Accountability and Reporting

The Tourism MSC will initially use the Brampton Tourism Strategy as the guiding document. The Tourism MSC will develop and return to the City with a multi-year business plan to support its funding and activities. Ontario Regulation 599/06 will deem the Tourism MSC to be an institution for the purposes of the *Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c. M. 56* ("MFIPPA"), once formed. As such, all records, including decisions made and financial records, must be maintained in accordance with the City's policies and procedures.

A report to Council will take place at least once a year outlining the budget, planned spending, key objectives and performance measures.

Conclusion

The City of Brampton has been collecting MAT since January 1, 2024, with over one million eight hundred thousand dollars (\$1,800,000) collected by the end of 2024. Fifty percent (50%) of the MAT revenue is required to be provided to a non-profit Eligible Tourism Entity as per Ontario Regulation 435/17. City staff propose the creation of a Tourism MSC to meet the needs of the Ontario Regulation, and to gain access to fifty percent (50%) of the MAT funds and build its ability to promote the City of Brampton as a destination.

There are clear benefits to creating a Tourism MSC, these include; meeting the Ontario Regulation requirements, establishing the City as sole voting member, providing governance, structure, accountability and transparency when building destination marketing programs.

Council will appoint an interim Board of Directors that will provide initial guidance on how the MAT funds are spent by the Tourism MSC. A supplementary Tourism Advisory Committee will also be established to provide recommendations on spending to the Tourism MSC Board of Directors. In addition, annual reports back to Council will maintain accountability and transparency in MAT fund spending.

The Tourism MSC will promote the City as a destination for visitors and a place to do business. The Business Case is a step forward for this new Municipal Services Corporation with a mandate to promote tourism, in alignment with the Brampton Tourism Strategy. Establishing a Tourism MSC allows the City to enhance its role in growing Brampton as a destination, welcome visitors to the City, and support local businesses. The Tourism MSC is established based on Ontario Regulation 599/06 and Ontario Regulation 435/17.

**TOURISM MUNICIPAL SERVICES CORPORATION
SERVICE LEVEL AGREEMENT**

THIS AGREEMENT (the “**Agreement**”) is made as of the ____ day of _____, 2025 (the “**Effective Date**”)

BETWEEN:

THE CORPORATION OF THE CITY OF BRAMPTON

(the “**City**”)

-and-

BRAMPTON TOURISM DEVELOPMENT CORPORATION

(the “**Tourism MSC**”)

(individually a “**Party**” and collectively the “**Parties**”)

WHEREAS the Tourism MSC is a municipal services corporation incorporated as per *Ontario Regulation 599/06 – Municipal Services Corporations* being a regulation under the *Municipal Act*, 2001, SO 2001, c.25 (the “*Municipal Act*, 2001”);

AND WHEREAS the Parties desire to enter into this Agreement to satisfy the requirements of Section 6 of *Ontario Regulation 435/17 - Transient Accommodation Tax*.

AND WHEREAS the City shall be the sole member of the Tourism MSC

AND WHEREAS The Tourism MSC is an ‘Eligible Tourism Entity’ as defined by *Ontario Regulation 435/17 - Transient Accommodation Tax*. The main objective of the Tourism MSC will be to work in partnership with the City to promote tourism activity.

NOW THEREFORE in consideration of the mutual covenants and agreements contained herein and subject to the terms and conditions hereinafter set out, the Parties hereby agree as follows:

ARTICLE 1 - DEFINITIONS

1. In this Agreement:
 - a. “**Annual Report**” has the meaning ascribed to it in Article 5.4 of this Agreement;
 - b. “**Annual General Meeting**” means the annual general meeting of the Board;
 - c. “**Applicable Law**” includes all federal, provincial and municipal laws applicable to the Tourism MSC including City By-Laws and policies;

- d. **"Asset(s)"** means mean real property, equipment, materials, and personal property of the City and its agencies, boards, commissions and corporations, or as otherwise defined in the City's Asset Transfer Policy
- e. **"Board"** means Board of Directors of the Tourism MSC;
- f. **"Brampton"** means the City of Brampton
- g. **"By-Law"** shall refer to the corporate By-Law (No.1) of the Tourism MSC;
- h. **"City"** means The Corporation of the City of Brampton;
- i. **"Confidential Information"** shall have the meaning ascribed to it in the *Municipal Freedom of Information and Protection of Privacy Act*, R.S.O. 1990, c.M.56, as amended;
- j. **"City Treasurer"** means the duly appointed Treasurer of the City or their designate who shall be the Treasurer of the Tourism MSC;
- k. **"Council"** means the City's Mayor members of Council;
- l. **"Directors"** means members of the Board of Directors of the Tourism MSC;
- m. **"Financial Statements"** shall have the meaning ascribed to it in Section 4;
- n. **"Interim Directors"** means the Council appointed to the Board on an interim basis;
- o. **"MAT"** means the Municipal Accommodation Tax, a tax on the purchase of transient accommodation in the municipality which funds tourism promotion and other projects in the City;
- p. **"MAT Fund"** means the Municipal Accommodation Tax implemented by the City pursuant to *Ontario Regulation 435/17 - Transient Accommodation Tax*;
- q. **"Sole Member"** means the City in its capacity as the sole member of the Tourism MSC;
- r. **"Sole Member Direction"** means the Sole Member Direction and Sole Member Declaration made issued by the City to the Tourism MSC;
- s. **"Tourism MSC"** means the Brampton Tourism Development Corporation;
- t. **"Transient Accommodation"** means accommodation for a continuous period of stay of twenty-nine (29) nights or less; this continuous period not being disrupted by the purchase of different rooms, suites, beds or lodging in the same licensed establishment;

- u. “**Tourism Strategy**” means the strategy and objectives of the Tourism MSC, which may include, but is not limited to, the Brampton Tourism Strategy strategic tourism plan approved by Council, as amended from time to time.

ARTICLE 2 – COMPLIANCE WITH APPLICABLE LAW

2. The Tourism MSC shall, at all times, comply with all Applicable Law, regulations, and codes from the City, the Province of Ontario and the Government of Canada including, but not in any way limited to, the *Municipal Act*, 2001 and the *Municipal Freedom of Information and Protection of Privacy Act*, R.S.O. 1990, c. M. 56 (“MFIPPA”).

2.1 The Parties acknowledge and agree with each other that:

- a. the Tourism MSC was incorporated as per the *Not-for-Profit Corporations Act*, 2010, SO 2010, c.15;
- b. the City intends to enact a by-law to impose a municipal accommodation tax (“MAT”) pursuant to *Ontario Regulation 435/17 - Transient Accommodation Tax*;
- c. the Tourism MSC was incorporated to serve as an ‘Eligible Tourism Entity’ for the purposes of *Ontario Regulation 435/17 - Transient Accommodation Tax*;
- d. *Ontario Regulation 435/17 - Transient Accommodation Tax* allows a municipality to provide an eligible tourism entity with fifty percent (50%) of the annual MAT revenue collected (less the City’s reasonable costs of collecting and administering the MAT that are attributable to such fiscal year), to be used for the exclusive purpose of promoting tourism in Brampton;

ARTICLE 3 – FINANCIAL AND ASSET ASSISTANCE

3.1 The City may provide assistance to the Tourism MSC as long as the City remains the Sole Member.

3.2 The type of assistance that may be provided by the City to the Tourism MSC may include, but is not limited to:

- a. giving, lending or selling any property of the City;
- b. providing fund(s) or funding;
- c. guaranteeing and/or underwriting for the purposes of borrowing; andd. providing the services of City employees or those under contract with the City

Transfer of MAT Funds to the Tourism MSC

3.3 The City shall provide at least 50% of the MAT Funds collected in 2024 to the Tourism MSC in accordance with *Ontario Regulation 435/17 – Transient Accommodation Tax* and shall transfer the amount of the MAT Funds that the City has been holding in a reserve fund, within sixty (60) days of the Effective Date of this Agreement.

3.4 The City desires to provide the Tourism MSC with a minimum of fifty percent (50%) of the City’s annual collected MAT revenue (less the City’s reasonable costs of collecting and

administering the MAT that are attributable to such fiscal year), subject to the terms and conditions set forth herein; and

3.5 The Parties desire to enter into this Agreement in order to set out reasonable financial accountability matters to ensure that amounts paid to the Tourism MSC are used for the exclusive purpose of promoting tourism in the City as per *Ontario Regulation 435/17 - Transient Accommodation Tax*.

3.6 The frequency of payments from the City to the Tourism MSC shall be determined at the sole discretion of the City, from time to time but shall not exceed sixty (60) days after the end of the fiscal year for the City.

Transfer of Assets

3.7 The City may transfer Assets to the Tourism MSC in accordance with the City's Asset Transfer Policy as required by section 87 of *Ontario Regulation 599/06 – Municipal Services Corporation*.

Tourism MSC Bank Account and Signing Authority

3.8 The City Treasurer shall open and administer a corporate bank account(s) on behalf of the Tourism MSC, including making deposits, transfers and issuing cheques as required.

3.9 The Tourism MSC shall establish a policy or pass a resolution regarding persons authorized to sign in the name and on behalf of Tourism MSC all instruments in writing and any instruments in writing so signed shall be binding upon Tourism MSC.

ARTICLE 4 – CITY RESOURCES

4.1 The City shall (within its sole discretion) charge a fee at fair market value for any resource or service (including the use of City employees) provided by the City to the Tourism MSC.

Human Resources

4.2 All persons employed for the purposes of operating, administering and supporting the Tourism MSC shall be City employees.

4.3 The Tourism MSC is permitted to use City employees to delivering the day-to-day operations. City employees will continue to work and operate under the current work structure and organizational chart.

4.4 City employees delivering projects through the Tourism MSC shall continue adhering to all existing policies and procedures, including but not limited to those related to accounts payable, purchasing, accounting, human resources, IT, insurance and risk and payroll.

Procurement and Other Services

4.5 The Tourism MSC shall adopt and use the City's Procurement By-law 374-06 (or successor) which shall be considered the policy respecting the procurement of goods and services as required by section 270(2) of the Municipal Act, 2001 (or its successor).

4.6 The Tourism MSC may make a request to the City for any resource or service by providing notice to the City in accordance with this Agreement.

Policies and Procedures

4.7 The Tourism MSC Board of Directors shall adopt and use all applicable City policies as determined by the City. For any other policies, the Tourism MSC shall prepare its own corporate policies and shall maintain a log of such documents and make them available to the City.

ARTICLE 5 – ANNUAL REPORTING

5.1 Budget and Business Plan. The Tourism MSC shall prepare annual operating budgets and business plans subject to the City's approval in accordance with the By-Law. ~~The MSC budget and business plans presentation will align with the City's budget deliberations.~~ Once approved the operating budget and business plan may not be revised without express consent of Council.

5.2 Budget. Each budget referenced in Section 4.1 shall include:

- a. Details of Tourism MSC's financial plan for at least the next year; and
- b. an analysis of the Tourism MSC's anticipated revenues, expenses, capital expenditures and cash requirements.

5.3 Business Plan. Each business plan referenced in Section 4.1 shall comply with and endorse the Tourism Strategy and shall include;

- a. the strategic objectives, priorities and business objectives;
- b. revenue and expenditures anticipated in the coming year;
- c. performance metrics for monitoring progress and accomplishments; and
- d. information pertaining to any proposed bids or other financial commitments related to any projects or events.

5.4 Annual Report. The Board shall prepare and approve the Annual Report and submit and present same to the City (by a date determined by the City), in its capacity as Sole Member, at a Sole Member meeting, which may be the Annual General Meeting. The Annual Report shall include:

- a. budget and business plan including any proposed financial partners;
- b. audited financial statements prepared in a form acceptable to the City Treasurer; and
- c. information pertaining to any proposed bids or other financial commitments related to any projects or events.

5.5 Reporting to Council. In addition to the reporting provisions stated in Section 4.4, the Tourism MSC shall report to Council:

- a. on any matter, issue or concern within thirty (30) business days of receiving a request from Council; or
- b. on any matter it deems appropriate pursuant to this Agreement.

5.6 Financial Statements. The Board shall deliver to the City, in its capacity as Sole Member, as soon as practicable and in any event no later than the 31st day of May in the year following the end of each fiscal year, the Tourism MSC's audited annual Financial Statements signed on behalf of the Board by two (2) members of the Board along with a copy of the Independent Auditor's Report.

5.7 Accounting. The Tourism MSC shall adopt and use the accounting policies and procedures that may be approved by the Board from time to time and all such policies and procedures shall be in accordance with Canadian Generally Accepted Accounting Principles, Public Sector Accounting Board Standards and applicable regulatory requirements.

5.8 Auditor. The City, in its capacity as Sole Member, shall appoint an Auditor licensed under the *Public Accounting Act*, 2004, S.O. 2004, c.8 and who shall be engaged to prepare and provide the Independent Auditor's Report and the Audit Findings Report. The Audit Findings Report will describe whether the Tourism MSC has any corrected or uncorrected misstatements and any process improvement areas or control deficiencies.

5.9 Access to Records. The City shall have unrestricted access to the books and records of the Tourism MSC during normal business hours. The City shall treat all information of the Tourism MSC with the same level of care and confidentiality as any Confidential Information of the City. Records produced by the Tourism MSC must be retained in accordance with the retention timeframe stipulated in the City's Records Retention By-Law (272-2014) and must be accessible and remain available for the City to carry out its statutory obligations.

5.10 Revenue. The Tourism MSC will comply with Brampton's Donations and Gifts Received Administrative Directive. In addition to the MAT Fund and subject to Council approval and compliance with Applicable Law, the Tourism MSC may also generate revenue from the following sources;

- a. Corporate sponsorship;
- b. Donations;
- c. Project based or general marketing relationships with other organizations;
- d. Government grants and loans;
- e. Revenue generating projects;
- f. investment income; and
- g. Joint ventures or partnerships

ARTICLE 6 – SELECTION OF THE TOURISM MSC BOARD OF DIRECTORS

6.1 The By-Law pertaining to the Tourism MSC shall further detail the affairs of the Tourism MSC.

6.2 The City as the Sole Member, will be responsible for appointing and/or electing as well as removing Directors to and from the Board and any officers in accordance with the By-Law.

6.3 The Tourism MSC is subject to legislative requirements beyond those imposed on standard business and not-for-profit corporations. Accordingly, the Tourism MSC is subject to a number of statutes and regulations, including but not limited to the *Corporations Act* (Ontario), the *Not-for-Profit Corporations Act*, 2010 (Ontario) upon its provisions coming into force, the *Municipal Act*, 2001 (Ontario) and the Municipal Services Corporations Regulation under the *Municipal Act*, 2001 (Ontario Regulation 599/06) or any successor or replacement legislation or regulation. The activities of the Tourism MSC shall, at all times, conform with all applicable law.

6.4 The number of Directors on the Board shall be comprised of an odd number of Directors. A majority of Directors shall constitute a quorum for the transaction of business at any meeting of the Board. Notwithstanding vacancies in the Board, the remaining Directors may exercise all the powers of the Board so long as a quorum of the Board remains in office;

6.5 The Tourism MSC shall initially be comprised of Interim Directors appointed by Council.

ARTICLE 7 - TOURISM MSC MARKETING AND PROMOTION

7.1 The Tourism MSC agrees that all amounts paid to it by the City shall be used for the exclusive purpose of providing the City with tourism promotion and tourism development services.

7.2 The Tourism MSC shall strive to fulfil the following objectives while providing tourism promotion and tourism development services to the City:

- a. promote tourism in the city in accordance with the Tourism Strategy
- b. assist in securing and executing the hosting and promotion of events that are deemed to be a regional, provincial, national and/or international draw;
- c. promote the City as a destination for tourists, visitors, festival attendees, meeting and conference delegates and business travelers;
- d. support the creation of tourism product development which brings new and innovative products, experiences, and services to the market for tourists to enjoy;
- d. support tourism sector development and capacity-building;
- e. promote and market the City as a leading designation for tourism, leisure and business travel with an emphasis on promoting overnight stays; and
- f. undertake its duties using objective decision-making that is accountable and transparent, with a focus on providing City-wide benefits.
- g. facilitate a high level of collaboration amongst the City's tourism industry, business organizations and the City.

ARTICLE 8 - NOTICE

Any notice, invoice or other communication required or permitted to be given by this Agreement shall be in writing and shall be effectively given if (i) delivered personally; or (ii) sent by prepaid courier services; or (iii) sent by facsimile or other similar means of electronic communication to the respective parties as follows:

The Corporation of the City of Brampton
Strategic Communications, Tourism & Events2 Wellington St W,
Brampton, ON, L6Y 4R2

Brampton Tourism Development Corporation
2 Wellington St. W,
Brampton, ON, L6Y4R2

ARTICLE 9 – TERM AND TERMINATION

This Agreement shall be effective as of the Effective Date and shall continue in effect until the earlier of:

- a. the dissolution of the Tourism MSC; or
- b. the City provides the Tourism MSC with written notice of its desire to terminate this Agreement.

ARTICLE 10 - GENERAL PROVISIONS

10.1 The laws of the Province of Ontario and federal laws of Canada shall govern the validity and interpretation of this Agreement.

10.2 In the event that any provision of this Agreement is determined by a court of competent jurisdiction to be invalid, illegal or unenforceable, the remaining provisions of this Agreement will not be affected and shall continue in full force and effect.

10.3 Nothing in this Agreement shall be construed as creating any agency, employment relationship, partnership, principal-agent or other form of joint venture between the parties. The Tourism MSC shall have no authority to bind the City.

10.4 Time shall be of the essence in all respects of this Agreement.

10.5 The Tourism MSC shall not assign this Agreement in whole or in part without the express written consent of the City.

10.6 This Agreement may be amended by the written consent of both Parties.

10.7 No waiver of a breach by a Party shall constitute an amendment or consent to or waiver of any other different or subsequent breach.

10.8 This Agreement contains the entire agreement of the Parties and supersedes any and all prior agreements, written or oral, between the Parties relating to the subject matter of this Agreement.

10.9 The Tourism MSC is deemed to be an institution for the purposes of the *Municipal Freedom of Information and Protection of Privacy Act*.

10.10 This Agreement shall enure to the benefit of and be binding upon the respective successors, administrators and assigns of each Party.

10.11 Pursuant to Section 16 of *Ontario Regulation 599/06 – Municipal Services Corporations*, the Corporation is hereby authorized to operate within the boundaries of the City.

[signature page follows]

IN WITNESS WHEREOF the Parties have executed this Agreement as of the Effective Date.

THE CORPORATION OF THE CITY OF BRAMPTON

Per: _____
Name: _____
Title: _____

BRAMPTON TOURISM DEVELOPMENT CORPORTION

Name: _____
Title: _____



Report
Staff Report
 The Corporation of the City of Brampton
 5/21/2025

Date: 2025-05-12

Subject: **Agreements Executed by Administrative Authority for January 1, 2025, to March 31, 2025**

Contact: Bennett Kim, Real Estate Coordinator, Realty Services

Report number: CAO's Office-2025-100

RECOMMENDATIONS:

1. That the report from Bennett Kim, Real Estate Coordinator, Realty Services to the Committee of Council Meeting of May 21, 2025, re: **Agreements Executed by Administrative Authority for January 1, 2025, to March 31, 2025**, be received.

OVERVIEW:

- **By Administrative Authority By-law 216-2017, as amended, authority is delegated to department heads to execute certain real estate agreements.**
- **In order to keep City Council informed about the agreements executed by administrative authority, Realty Services provides City Council with a summary of executed agreements, attached to this report as Appendix A – Summary of Real Estate Agreements executed by Administrative Authority.**
- **This report provides information on Real Estate Agreements executed by administrative authority for the period from January 1, 2025, to March 31, 2025. This summary does not include agreements arising as a condition of development (site plan/subdivision/consent) approval.**
- **There is no financial impact resulting from the adoption of the recommendations in this report.**

BACKGROUND:

In accordance with the Administrative Authority By-law, authority is delegated to department heads to execute certain real estate agreements. Authority is granted for routine, non-controversial agreements up to specified dollar amounts.

Realty Services reports to Council on a quarterly basis, on the Real Estate Activities authorized by the Administrative Authority attached to this report as Attachment#1 – Agreements executed under the Administrative Authority.

Staff are providing an Information Report to Committee of Council for all agreements completed and executed under the Administrative Authority By-law for the period from January 1, 2025, to March 31, 2025.

Financial Implications:

Financial Implications:

There is no financial impact resulting from the adoption of the recommendations in this report.

STRATEGIC FOCUS AREA:

This report fulfills the strategic focus area of Government and Leadership by being accountable and transparent to Council by reporting all agreements that were fully executed under the Administrative Authority By-law # 216-2017, as amended, for the first quarter in 2025. This report provides elevated performance and service standards, through reporting for each quarter.

CONCLUSION:

This report summarizes Realty Services' reporting on real estate agreements that were fully executed under the Administrative Authority By-law # 216-2017, as amended, for the period from January 1, 2025, to March 31, 2025.

Authored by:

Bennett Kim
Real Estate Coordinator,
Realty Services

Approved by:

Rajat Gulati
Senior Manager, Realty Services

Approved by:

Marlon Kallideen,
Chief Administrative Officer

Submitted by:

Marlon Kallideen,
Chief Administrative Officer

Attachment#1

- Agreements by Administrative Authority, January 1, 2025, to March 31, 2025

| No. | File No. | Approved By: | Project | Transaction | Financial Implication for Term |
|--|-----------|---|---|---|---------------------------------|
| ACQUISITIONS - January 1, 2025 - March 31, 2025 | | | | | |
| 1 | AR06715 | Commissioner, Public Works & Engineering | 9841 Goreway Drive Road Project Term - Feb 25, 2025 - Dec 31, 2026 | Consent to Enter & Amending Agreement | Nil (\$0.00 App Fee) |
| 2 | AR-07-105 | Commissioner of Public Works & Engineering | Jaswant Grewal and Charanjeet Grewal 9198 Goreway Drive Term: N/A (fee simple) | Agreement of Purchase and Sale | \$74,632.00 (\$0.00 App Fee) |
| 3 | AR-25204 | Commissioner, Community Services | Ronald Ramsammy and Irene Subhagwati Ramsammy 11467 Goreway drive Term: Jan 1, 2025- April 30, 2025 | Permission to Enter | \$0.00 (No App Fee) |
| 4 | AR-25202 | Commissioner, Public Works & Engineering Services | Vijay Verma 2 Lucinad Court Term: Jan 1, 2025- April 30, 2025 | Permission to Enter | Nil (\$0.00 App Fee) |
| 5 | AR-25205 | Commissioner, Public Works & Engineering Services | Gagandeep Khanuja and Ruchi Khanuja and Bhupinder Khanuja and Kamaljeet Khanooja and Raghbir Khanooja 11937 Goreway Drive Term: Feb 3, 2025- April 30, 2025 | Permission to Enter | \$0.00 (No App Fee) |
| 6 | AG25201 | Commissioner, Public Works and Engineering | Paul Kiss 52 Main Street N July 31, 2025 | Permission to Enter related to Acquisition | Nil (\$0 app fee) |
| 7 | AG25200 | Commissioner Public Works and Engineering | Vytas Kiss 48 Main Street N July 31, 2025 | Permission to Enter for Acquisition of 48 Main Street N | Nil (\$0 app fee) |
| 8 | PTE25100 | Commissioner Public Works and Engineering | Heritage Theatre Project Inzola Main Street Inc. 28 Main Street N Term: None | Permission to Enter | Nil (\$0 app fee) |
| Note: Transactions subject to HST | | | | | |

Realty Transactions: January 1, 2025 - March 31, 2025

| No. | File No. | Approved By: | Project | Transaction | Financial Implication for Term |
|---|------------|---|---|---|--|
| DISPOSITION - January 1, 2025 - March 31, 2025 | | | | | |
| 1 | L16W5 | Commissioner, Community Services | Brampton Arts Organization 8 Nelson Street West Term: Jan 1, 2025-Oct 31, 2025 | Lease Extension and Amending Agreement | \$55,564.02 (No App Fee) |
| 2 | CTE-23-111 | Commissioner, Community Services | The Regional Municipality of Peel Chinguacousy Lions Club Park 2789 Mayfield Road Term: Nov 11, 2024 to Nov 10, 2025 | Consent to Enter Agreement | Nil (\$0.00 App Fee) |
| 3 | EN-24-104 | Commissioner, Public Works & Engineering | Andrew Lovelace and Patricia Lovelace 32 Sanford Cres Term: Feb 12, 2025 to Feb 11, 2045 | Encroachment Agreement | Nil (\$0.00 App Fee) |
| 4 | CTE-25100 | Commissioner, Community Services | The Regional Municipality of Peel S/S of William's Pkwy, N of Bryant Crt Term: Mar 1, 2025-Jun 30, 2025 | Encroachment Agreement | \$0.00 (No App Fee) |
| 5 | L16S.2.4 | Commissioner, Community Services | Schlegel Villages Inc. Brampton Soccer Centre, 1495 Sandalwood Parkway East Term: Dec. 1, 2024 - Nov. 30, 2027 | Licence Agreement | Nil (\$500.00 App Fee) |
| 6 | L16R.12 | Commissioner, Community Services | Brampton Tennis Club 38 Union Street Term: Nov. 1, 2024 - Oct. 31, 2029 | Licence Agreement | \$3,600.00 Plus 2% Escalation (\$500.00 App Fee) |
| 7 | L16.COB.G | Commissioner of Community Services | Peel District School Board 9916 The Gore Road Term: Jul. 1 2022-Dec. 31 2025 | Licence Agreement | Nil (\$0.00 App Fee) |
| 8 | L16L.1.2 | Commissioner, Community Services | 677273 Ontario Limited, operating as Building Blocks Nursery School 30 Loafers Lake Lane Term: Apr. 19, 2025 - Apr. 18, 2028 | Licence Agreement | Nil (\$500.00 App. Fee) |
| Note: Transactions subject to HST | | | | | |

Realty Transactions: January 1, 2025 - March 31, 2025

| No. | File No. | Approved By: | Project | Transaction | Financial Implication for Term |
|---|------------|---|---|--------------------------------|--------------------------------|
| DISPOSITION - January 1, 2025 - March 31, 2025 | | | | | |
| 9 | DIS-25-100 | Commissioner, Community Services | The Regional Municipality of Peel s/s of Mayfield Rd, west of Chinguacousy Rd Term: April 30, 2025 | Agreement of Purchase and Sale | Nil (\$0.00 App Fee) |
| 10 | CTE-25-104 | Commissioner, Community Services | The Regional Municipality of Peel s/s of Mayfield Rd, west of Chinguacousy Rd Term: Mar 1, 2025- April 30, 2025 | Consent to Enter Agreement | \$0.00 (No App Fee) |
| 11 | CTE25106 | Commissioner Community Services | The Regional Municipality of Peel Herdman St Sanitary Sewer construction 100 Malta Avenue Jan 6, 2025 to July 31, 2027 | Consent to Enter | Nil (\$0 app fee) |
| 12 | CTE25105 | Commissioner Community Services | 13514161 Canada Inc. PIN 14088-0750 March 3 to 10, 2025 | Consent to Enter | Nil (\$4,500+HST app fee) |
| 13 | CTE-24-103 | Commissioner, Public Works & Engineering Services | CN Rail Centennial Park East Term: Mar 14, 2025 to Apr 30, 2025 | Consent to Enter Agreement | Nil (\$0.00 App Fee) |
| Note: Transactions subject to HST | | | | | |



Report
Staff Report
 The Corporation of the City of Brampton
 5/21/2025

Date: 2025-04-08

Subject: Request to Begin Procurement – Construction of Multi-Use Paths on Westcreek Boulevard, Advance Boulevard and Alfred Kuehne Boulevard – Wards 3 and 7

Contact: Papa Akwa, Project Manager, Capital Works

Report number: Public Works & Engineering-2025-320

RECOMMENDATIONS:

1. That the report from Papa Akwa, Project Manager, Capital Works, to the Committee of Council Meeting of May 21, 2025, **re: Request to Begin Procurement - Construction of Multi-use Paths on Westcreek Boulevard, Advance Boulevard and Alfred Kuehne Boulevard – Wards 3 and 7**, be received; and
2. That Purchasing Agent be authorized to commence the procurement for the construction of multi-use paths on Westcreek Boulevard, Advance Boulevard and Alfred Kuehne Boulevard from Westcreek Boulevard to Bramalea Go Transit Station.

OVERVIEW:

- This report is to obtain Council authorization to begin procurement for the construction of multi-use paths on Westcreek Boulevard, Advance Boulevard and Alfred Kuehne Boulevard.
- The construction work includes replacement of existing sidewalk with asphalt multi-use paths on one side, cross-ride, low impact development solutions, tree planting and boulevard restoration, multi-use path pavement marking, utility relocations including traffic signal and street lighting poles.

BACKGROUND:

The City of Brampton's Active Transportation Master Plan (ATMP), which aligns with the City's 2040 Vision, emphasizes the need for improved active transportation infrastructure. The Westcreek Boulevard multi-use project advances the ATMP and addresses a functional gap in the Etobicoke Creek trail network. This trail provides interregional connection from Toronto, through Mississauga, through Brampton, to Caledon, offering a continuous off-road active transport route that traverses parks, urban forests, and provides access to key transit stops and hubs.

The proposed Westcreek Boulevard multi-use path will bridge a crucial gap between the existing Etobicoke Creek Trail and the Bramalea Go Station, a major transit hub located near the City's southern limit. It will also enhance active transportation infrastructure within a vibrant industrial and commercial area.

The project scope includes the design and construction of a multi-use path at below locations:

| Location Description | Length (km) |
|---|-------------|
| West side of Westcreek Boulevard (from the cul-de-sac to Tomken Road) | 1.19 |
| North side of Advance Boulevard (from Tomken Road to Dixie Road) | 1.31 |
| North side of Alfred Kuehne Boulevard (from Dixie Road to the GO Station) | 0.26 |
| Total | 2.76 |

CURRENT SITUATION:

Public Works and Engineering is seeking Council authorization to begin procurement for the construction of multi-use paths on Westcreek Boulevard, Advance Boulevard and Alfred Kuehne Boulevard from Westcreek Boulevard to Bramalea Go Transit Station. A key plan is attached (Attachment 1) describing the location of the project.

The design and approvals for the overall project are in progress and are anticipated to be completed by the end of May 2025. The major tasks of the Westcreek Blvd multi-use path project include replacement of existing sidewalk with asphalt multi-use path on one side, cross-rides including use of push signal control systems at signalized intersections, low impact development solutions, pavement marking at intersections and along the multiuse path, relocation of traffic signal and street lighting poles, tree planting and boulevard restoration.

Utility relocation work is in progress and expected to be completed before commencement of this contract. There are no impacts to property owners except for

impacts to trees on private property. Agreements with the affected property owners will be executed prior to tender.

Anticipated Timeline:

| | |
|--------------------|----------------|
| Council Approval | May 21, 2025 |
| Issue for Tender | June 2025 |
| Tender Closing | June/July 2025 |
| Construction Start | August 2025 |
| Completion | December 2025 |

CORPORATE IMPLICATIONS:

Financial Implications:

Sufficient funding is available within the Public Works & Engineering approved capital budget for this initiative.

Purchasing Implications:

General Contractor Procurement:

A public procurement process will be conducted, and the lowest compliant bid will be eligible for contract award.

Purchase approvals shall be obtained in accordance with the Purchasing By-law.

All communication with bidders involved in the procurements must occur formally, through the contact person identified in the bid document.

STRATEGIC FOCUS AREA:

This report advances the City's Transit and Connectivity strategic focus area by investing in infrastructure that is safe, convenient, efficient, and sustainable through the construction of multi-use paths on Westcreek Boulevard, Advance Boulevard and Alfred Kuehne Boulevard from Westcreek Boulevard to Go Transit Station.

CONCLUSION:

It is recommended that the Purchasing Agent be authorized to commence the procurement for the construction of multi-use paths on Westcreek Boulevard, Advance Boulevard and Alfred Kuehne Boulevard from Westcreek Boulevard to the Bramalea Go Transit Station.

Authored by:

Reviewed by:

Papa Akwa, P. Eng.,
Project Manager,
Capital Works

Sunil Sharma, M. Eng., P. Eng.
Director,
Capital Works

Approved by:

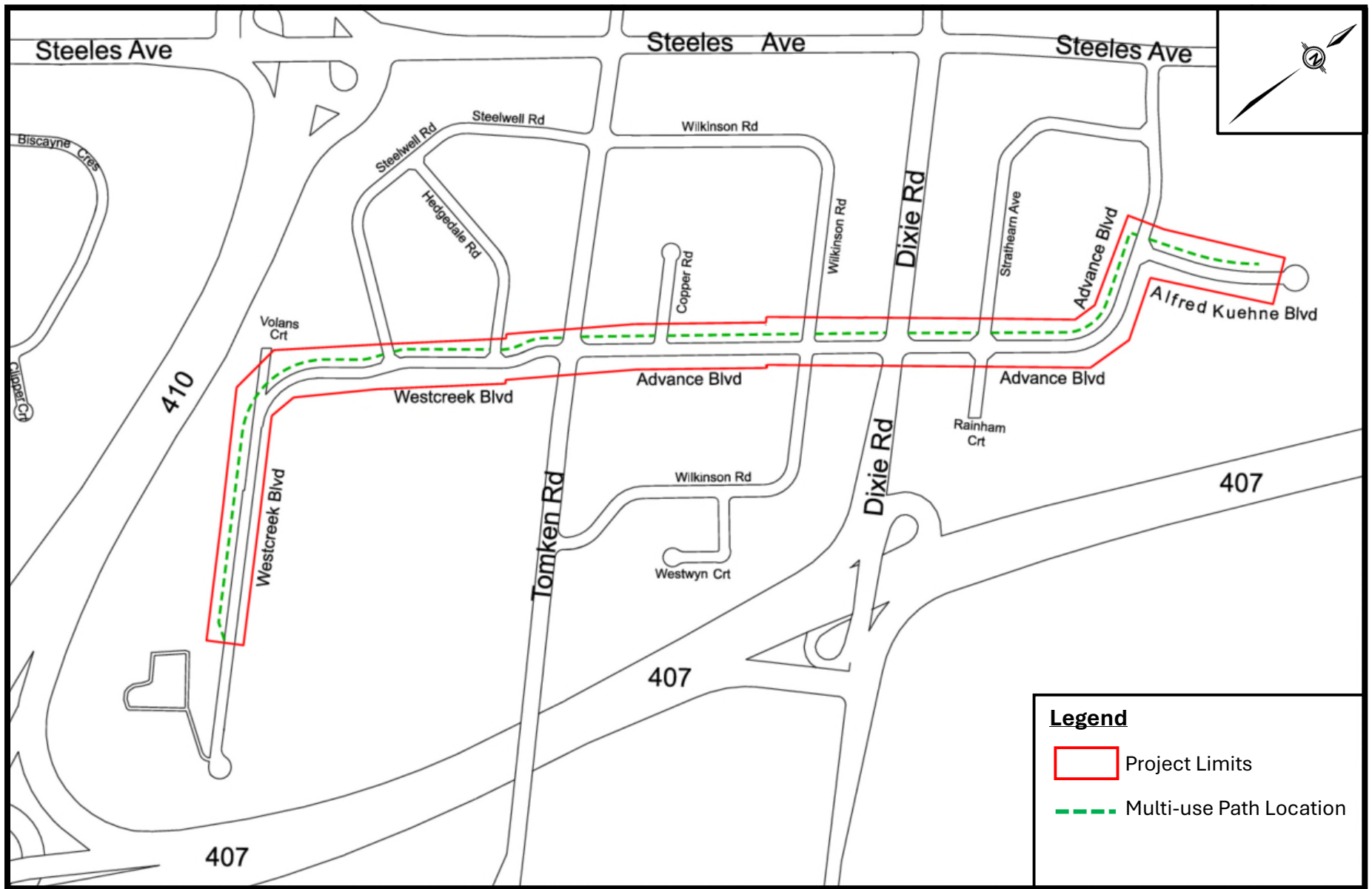
Approved by:

Peter Pilateris, M.A.Sc., P.Eng.
Commissioner
Public Works & Engineering

Marlon Kallideen
Chief Administrative Officer

Attachments:

- Attachment 1 – Key Plan – Westcreek Boulevard Multi-Use Path Project



Key Plan – Westcreek Boulevard Multi-use Path



Report
Staff Report
 The Corporation of the City of Brampton
 5/21/2025

Date: 2025-05-01

Subject: **Parking Related Concerns – Berkshire Square – Ward 2**

Contact: Kevin Minaker, Manager, Traffic Operations and Parking, Roads Maintenance, Operations and Fleet

Report number: Public Works & Engineering-2025-376

RECOMMENDATIONS:

1. That the report from Kevin Minaker, Manager, Traffic Operations and Parking, Roads Maintenance, Operations and Fleet to the Committee of Council Meeting of May 21, 2025, re: **Parking Related Concerns – Berkshire Square – Ward 2**, be received; and
2. That Traffic By-law 93-93, as amended, be further amended to implement “No Parking, Anytime” restrictions on the outer portion of Berkshire Square.

OVERVIEW:

- **Staff received concerns related to parked vehicles on both sides of Berkshire Square causing access concerns.**
- **On-street parking is currently not permitted for a period longer than three hours unless otherwise posted.**
- **The Public Works and Engineering Department reviews the need for on-street parking restrictions on City streets taking into consideration public safety, emergency/maintenance vehicle access and the needs of the area residents.**
- **Based on the review of on-street parking on the subject roadway, staff recommends implementing “No Parking, Anytime” restrictions on the outer portion of Berkshire Square.**

BACKGROUND:

The Public Works and Engineering Department reviewed on-street parking on Berkshire Square to address potential safety issues created by parked and stopped vehicles reported by area residents.

The need to implement parking and stopping restrictions is evaluated by taking into account public safety, access requirements of emergency services and maintenance vehicles and the site-specific characteristics of the roadway.

CURRENT SITUATION:

Berkshire Square is a local roadway with a road width under 7.5 metres. Observations undertaken by staff revealed that on-street parking was frequent on both sides of the roadway causing egress problems for residents and, at times, resulted in limited access for through traffic (including emergency services and maintenance vehicles).

To alleviate the above noted concerns, staff recommends implementing “No Parking, Anytime” restrictions on the outer portion of Berkshire Square.

CORPORATE IMPLICATIONS:**Financial Implications:**

The costs associated with the installation of traffic signs required to support this initiative are estimated to be \$275. There is sufficient funding available within the Public Works and Engineering operating budget to proceed with the recommendations in this report.

STRATEGIC FOCUS AREA:

This report supports the Transit & Connectivity focus area through the incorporation of the Vision Zero framework into transportation planning, design and operations to prevent fatal and serious injury from motor vehicle collisions within the City right-of-way.

CONCLUSION:

Based on the review of on-street parking on the subject roadway, staff recommends implementing “No Parking, Anytime” restrictions on the outer portion of Berkshire Square.

The implementation of the proposed parking restrictions will improve sightlines and assist in providing a clear passageway for traffic.

Authored by:

Kevin Minaker, Manager, Traffic
Operations and Parking, Roads
Maintenance, Operations and Fleet

Reviewed by:

Shane Loftus, Director, Road
Maintenance, Operations and Fleet

Approved by:

Peter Pilateris, M.A.Sc., P.Eng.
Commissioner,
Public Works and Engineering

Submitted by:

Marlon Kallideen
Chief Administrative Officer



Report
Staff Report
 The Corporation of the City of Brampton
 5/21/2025

Date: 2025-05-07

Subject: **Spring 2025 Update to Engagement Campaign Snow Survey Results for Winter Maintenance Contract**

Contact: Sam Mattina, Manager, Contracts, Operations Planning and Projects, Road Maintenance, Operations and Fleet

Report number: Public Works & Engineering-2025-407

RECOMMENDATIONS:

1. That the report from Sam Mattina, Manager, Contracts, Operations Planning and Projects, Road Maintenance, Operations and Fleet to the Committee of Council Meeting of May 21, 2025, re: **Spring 2025 Update to Engagement Campaign Snow Survey Results for Winter Maintenance Contract**, be received.

OVERVIEW:

- This Survey Update Report serves as a supplement to Public Works & Engineering–2024-872, dated November 13, 2024, which outlined the results of a public engagement survey regarding potential enhancements to winter maintenance services—specifically, residential driveway windrow clearing and citywide sidewalk snow plowing.
- At the November 13, 2024, Council meeting, staff were directed to extend the 2024 public engagement campaign through April 30, 2025, to further evaluate resident support for the two provisional winter services, including their associated costs.
- The extended survey received an additional 19% response rate (an additional 1771 responses).
- Survey results for windrow clearing are summarized as follows:
 - Tele Town Hall received 863 responses, 33% were in favour
 - Text Survey received 423 responses, with 39% in favour
 - Online Survey garnered 9379 responses, with 54% in favour

- Overall, the average “in favour” rate was 52%
- **Survey results for sidewalk clearing:**
 - Tele Town Hall received 831 responses, 39% were in favour
 - Text Survey received 317 responses, with 34% in favour
 - Online survey received 9,383 responses, with 56% in favour
 - Overall, the average “in favour” rate was 54%
- **Financial Implications:**
 - **Windrow Clearing:** Estimated annual cost of \$19.6 million, with a tax levy impact of 1.28%.
 - **Citywide Sidewalk Plowing:** Estimated annual cost of \$2.6 million, with a tax levy impact of 0.17%.
 - **The City would need to secure land for vehicle storage:**
 - The approximate cost to purchase the required land would be \$24M.
 - The approximate cost to lease land would be between \$8-\$12M for the length of the fixed term of the Winter Maintenance contract.
- **These enhancements would result in a citywide tax increase, even though not all properties would benefit from windrow clearing.**

BACKGROUND:

For a comprehensive review of the survey results, please refer to the November 13, 2024, Staff Report titled **Engagement Campaign Snow Survey Results for Winter Maintenance Contract – All Wards**, included as Attachment 1.

On April 24, 2024, Council directed staff to conduct public engagement regarding potential enhancements to winter maintenance services, specifically:

- Residential driveway windrow clearing
- Citywide sidewalk snow plowing

These services are included as provisional options in the City’s new winter maintenance contract (NRFP 2024-091), which was awarded on May 30, 2024, for an eight-year term (Nov 1, 2024 – May 31, 2032). The contract also allows for one optional two-year extension.

Although, provisional services can be activated with a minimum of six months' notice to the contractor, the City would first need to secure land for vehicle storage. As a result, the earliest possible start date for these services would be once land is secured.

Strategic Communications conducted three separate public engagements that consisted of:

- Tele town hall survey on January 31, 2024,
- Fifteen-week online survey from July to early October 2024.
- SMS text survey on August 30, 2024.

At the November 13, 2024, Council meeting, staff received direction to extend the 2024 Online survey until April 30, 2025, to further assess whether residents support the provisional winter services, including the associated costs.

CURRENT SITUATION:

Public Engagement Results:

Question 1: Knowing it would cost \$19.6 million (an average of \$86 per household per year in extra property taxes) do you support the City adding windrow clearance (snow ridges left by snowplows) to our snow removal services?

Table 1: Number of responses to question 1 by stream

| Number of responses | | | |
|-----------------------|-------------|---------------|-----------------|
| Tele Town Hall Survey | Text Survey | Online Survey | Total Responses |
| 863 | 423 | 9379 | 10,665 |

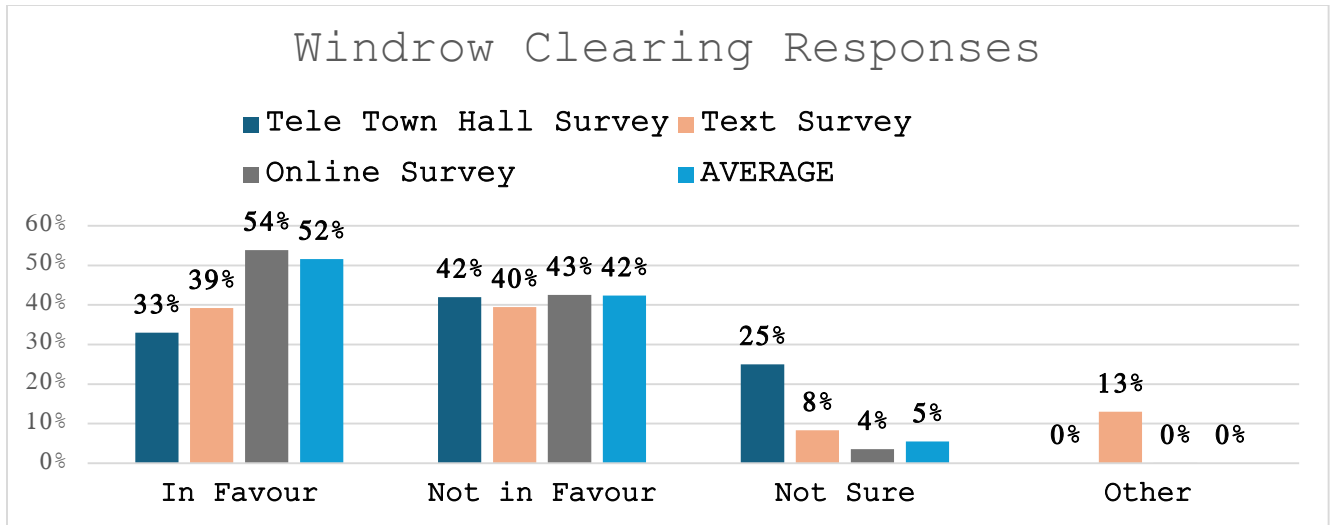


Chart 1: Results of the Windrow Clearing Survey

Question 2: Knowing it would cost \$2.6 million (or an average of \$11 per year per household in extra property taxes) do you support the City expanding our sidewalk snow plowing services?

Table 2: Number of responses to question 2 by stream

| Number of responses | | | |
|-----------------------|-------------|---------------|-----------------|
| Tele Town Hall Survey | Text Survey | Online Survey | Total Responses |
| 831 | 317 | 9383 | 10,531 |

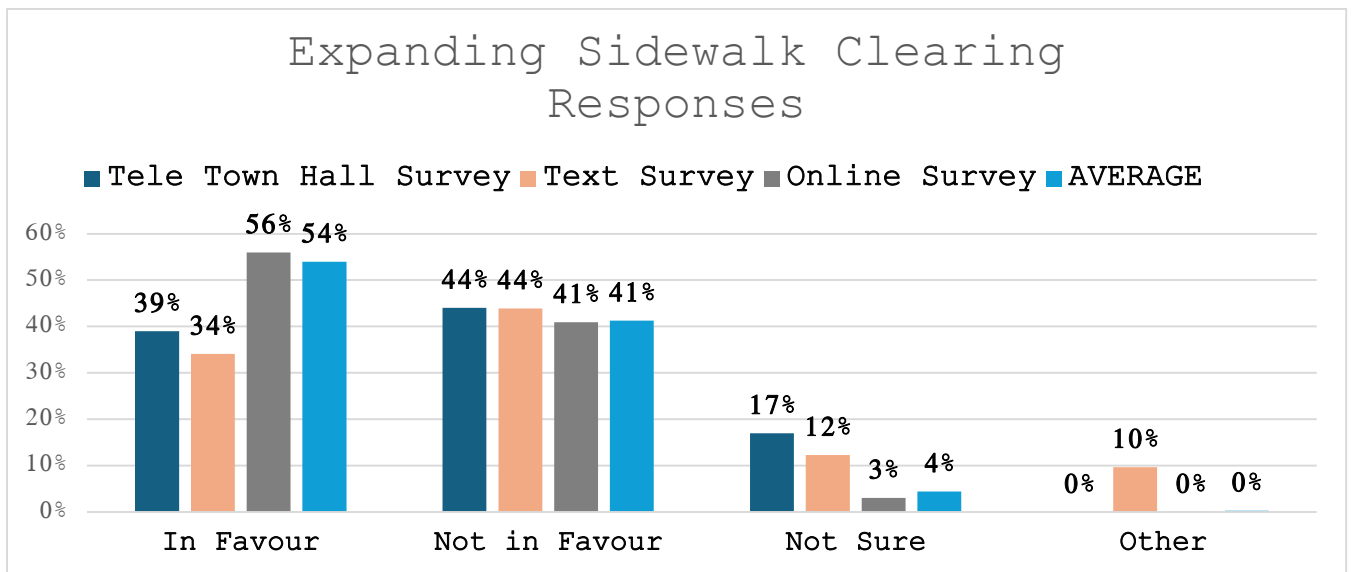


Chart 2: Results of the Expanding Sidewalk Clearing Survey

Other Considerations:

- The initial report (2024-872) indicated that additional lands would be required to store the additional equipment required to perform the enhanced services.
- Upon further review, it was determined that two parcels of land, approximately 4 acres each, would need to be acquired. The estimated cost is approximately \$3 million per acre, resulting in a total land acquisition cost of approximately \$24 million. This \$24 million cost is in addition to the previously reported operational costs.
- Alternatively, leasing land for storage would cost approximately \$120K-\$150K per acre, with an annual increase of between 2.5%-3%. Total annual costs are expected to be between \$1M-\$1.2M, escalating to \$1.2M-\$1.5M by the end of the existing winter maintenance contract for a total cost of \$8M-\$12M over the fixed term of the contract.
- In addition, land secured for equipment storage may require additional capital infrastructure investment to provide electrical power.

Operational Considerations

Residential Windrow Clearing

The City has made significant investment to winter maintenance services through the new Winter Maintenance Contract, by adding additional plow trucks and sidewalk machines to improve service levels. Under the current service level, continuous snow clearing on local roads now begins once 5 cm of snow accumulation is reached, ensuring a more proactive and responsive approach.

This enhanced service has led to more frequent plowing, which has helped minimize windrow buildup and made it easier for residents to manage snow around their properties.

If windrow clearing is adopted, adjustments to the current service model may be necessary. It is important to note that, under this potential model, windrow clearing would occur after the completion of plowing operations and would only create a 3.0-meter-wide opening. Staff anticipate that this change may be perceived differently by residents compared to the current service model, given increased service level adopted for the 2024/2025 winter season.

Citywide Sidewalk Plowing

Operational costs will escalate as new sidewalks are constructed and require plowing and salting.

CORPORATE IMPLICATIONS:

Financial Implications:

The current winter maintenance contract, awarded in 2024, is fully funded within the approved 2025 operating budget. The contract includes optional services for windrow clearing and expanded sidewalk plowing, which can be activated at additional costs with appropriate notice.

Although public engagement results indicate some level of interest in expanded services, the associated costs are substantial. In the context of ongoing economic uncertainty, inflationary pressures, international tariffs, and the risk of a broader recession, introducing new services would place added financial strain on the residents as these enhancements would result in a citywide tax increase, even though not all properties would benefit from windrow clearing.

In addition, significant new investments in operating or capital budgets would not align with the City's sustainable property tax strategy and would require reallocation of priorities within already constrained budgets.

Estimated Tax Impact of Optional Services

Residential Windrow Clearing:

Estimated \$19.6 million annually, with a 1.28% tax levy impact (~\$86 per household)

Citywide Sidewalk Plowing:

Estimated \$2.6 million annually, with a 0.17% tax levy impact (~\$11 per household)

Land Leasing: If Council opts to lease land for equipment storage instead of purchasing, up to \$1.2 million in additional annual funding would be required in the first year (a 0.08 % tax-levy increase-\$5 per household), with costs then escalating by **2.5 – 3 %** per annum.

Combined implementation would require \$23.4 million in new funding, resulting in a total tax levy increase of 1.53%, or approximately \$102 per household per year.

Capital Implications:

While required plowing equipment will be supplied by the contractor, the City will need to acquire two parcels of land (approximately 4 acres each) for equipment storage, at an estimated cost of \$24 million (\$3 million per acre). Additional capital investments may be required to service these sites (e.g., access, electrical power supply). These costs are not currently accommodated within the 2025–2029 capital plan and would require reallocation of existing priorities or identification of new funding sources.

However, should the City decide to lease land instead, this \$24 million capital investment would no longer be required.

Purchasing Implications

A public procurement process will be conducted, and the submissions shall be evaluated in accordance with the published evaluation process within the bid document. Purchase approval shall be obtained in accordance with the Purchasing By-law. All communication with Bidders involved in the procurement must occur formally, through the contact person identified in the Bid Document.

Risk & Insurance Implications

Undertaking windrow clearing could expose the City to claims it might otherwise avoid. It would establish an expectation that windrows should be cleared by the City, and the City would then be exposed to claims related to uncleared or inadequately cleared windrows. City-wide sidewalk maintenance could potentially reduce the City's exposure to sidewalk slip and fall claims, however, the estimated costs in this report appear to greatly exceed typical yearly claim payment amounts for slip and falls on sidewalks currently maintained only under bylaw.

STRATEGIC FOCUS AREA:

The Engagement Campaign Survey for enhanced winter services supports the City's Transit and Connectivity Strategic Focus on connected infrastructure that is safe, convenient, efficient and sustainable for Brampton residents during the winter months.

CONCLUSION:

This report provides the results of the public engagement initiative to gauge the public's desire to adopt additional winter services of citywide sidewalk plowing and residential driveway windrow clearing for Council's consideration along with the associated financial implications.

Authored by:

Reviewed by:

Sam Mattina, Manager,
Road Maintenance Operations and
Fleet, Public Works & Engineering

Shane Loftus, Director,
Road Maintenance Operations and Fleet,
Public Works & Engineering

Approved by:

Approved by:

Peter Pilateris M.A.Sc., P.Eng.,
Commissioner,
Public Works & Engineering

Marlon Kallideen,
Chief Administrative Officer

Attachments:

- Attachment 1 – Staff Report - Engagement Campaign Snow Survey Results for Winter Maintenance Contract – All Wards



Report
Staff Report
 The Corporation of the City of Brampton
 11/13/2024

Date: 2024-11-04

Subject: **Engagement Campaign Snow Survey Results for Winter Maintenance Contract – All Wards**

Contact: Sam Mattina, Manager, Contracts, Operations Planning and Projects, Road Maintenance, Operations and Fleet

Report number: Public Works & Engineering-2024-872

RECOMMENDATIONS:

1. That the report from Sam Mattina, Manager, Contracts, Operations Planning and Projects, Road Maintenance, Operations and Fleet to the Committee of Council Meeting of November 13, 2024, re: **Engagement Campaign Snow Survey Results for Winter Maintenance Contract**, information be received.

OVERVIEW:

- The current winter maintenance contract NRFP 2024-091 contains provisions to provide citywide sidewalk plowing and/or residential driveway windrow clearing services.
- Staff received Council direction to conduct a public engagement campaign to determine whether residents desired the provisional winter services, including the costs associated with the services.
- The provisional services under consideration can be initiated at any point during the contract's term. The earliest these services could be implemented would be the 2025/2026 winter season, as the contract requires the City to provide a minimum notice of six months to the contractor.
- Strategic Communications conducted three separate public engagements that consisted of a tele town hall survey on January 31, 2024, a fifteen-week online survey from July to early October 2024, and an SMS text survey on August 30, 2024. The public engagement surveys were

promoted through social media, proactive media relations, the City's website and Councillors' summer residential newsletters.

- In the three surveys conducted, 33.0%, 52.6% and 39.2% of the survey respondents, respectively were in favour of the City adding windrow clearance services.
- Windrow snow clearing would cost approximately \$19.6 million annually, resulting in a tax levy impact of 1.39%.
- In the three surveys conducted, 39.0%, 55.0% and 34.1% of the survey respondents, respectively were in favour of the City expanding sidewalk snow plowing services.
- Citywide sidewalk plowing would cost approximately \$2.6 million annually, with a tax levy impact of 0.18%.
- 61% of the survey respondents indicated that they are very satisfied or somewhat satisfied with the City's current level of snow removal services.

BACKGROUND:

At the April 24, 2024, Committee of Council meeting, Council directed staff to conduct community engagement to inform Council's pending decisions on the structure of the new winter maintenance contract provisions. Council approved the new winter maintenance service contract on May 30, 2024. It was awarded for an eight-year period beginning November 1, 2024, and expiring April 1, 2032.

After 2032, the contract provides an option for a two-year extension for a potential contract period of ten years. In response to residents' inquiries, Council directed staff to conduct public engagement on two provisions in the contract, windrow clearing and citywide sidewalk plowing. As part of this enhanced service, all residents would see an increase in taxes, although not all homeowners would receive the windrow clearing service.

CURRENT SITUATION:

City Council has approved a Financial Assistance Program to support seniors and people with disabilities in covering the costs of hiring a service provider for sidewalk and driveway snow removal. Eligible applicants can receive up to \$300 for non-corner lot properties or up to \$400 for corner lots with sidewalks on two sides, where neither sidewalk is cleared by City services. Currently, 3,251 residents are enrolled in the

program at an annual estimated cost of \$1.08 million. Adding services will not reduce this cost, as applicants may continue to apply for assistance.

To reduce the size of windrows during snow events, this season the City will begin continuous plowing on local roads once snow accumulation reaches 5 cm, while the snow is still falling. This proactive approach will help ensure windrows left by the plows remain more manageable. Previously, plowing was only initiated after 5 cm of accumulation and once the snowfall had stopped.

The City currently plows 1416 km of sidewalk mainly along arterial roads, in front of City parks and recreation facilities, on roads with bus stop locations and where properties do not front the sidewalks. For the 2024/2025 winter season, sidewalk plowing services will be extended to include the frontage of all school areas. The city has an overall sidewalk network of approximately 2200 km of sidewalk.

Table 1 below reflects the costs for the provisional citywide sidewalk plowing and the provisional residential driveway windrow clearing services.

Table 1: Costs of Standard Services and Provisional Sidewalk Plowing and Provisional Windrow Clearing Services

| Service | Contract Cost Over Eight Year Term | Cost Per Year |
|---|------------------------------------|----------------|
| Current Standard Services | \$160,730,661 | \$20,091,333 |
| Provisional – Residential Driveway Windrow Clearing | \$71, 549,335 | \$19,626,767** |
| Provisional - Citywide Sidewalk Plowing | \$16,048,260 | \$2,607,842* |

*includes 30% administrative costs over and above contract costs

** includes 30% administrative costs and \$8 M snow removal costs over and above contract costs

The three public engagement surveys conducted asked the following questions:

1. Knowing it would cost \$19.6 million (an average of \$86 per household per year in extra property taxes) do you support the City adding windrow clearance (snow ridges left by snowplows) to our snow removal services?

Table 2: Results of windrow clearing survey

| Responses | Tele Town Hall Survey | Online Survey | Text Survey |
|-----------|-----------------------|---------------|-------------|
|-----------|-----------------------|---------------|-------------|

| | | | |
|-----------------------|--------------|--------------|--------------|
| In Favour | 33.0% | 52.6% | 39.2% |
| Not in Favour | 42.0% | 43.9% | 39.5% |
| Not Sure | 25.0% | 3.5% | 8.3% |
| Other | - | - | 13.0 % |
| Number of respondents | 863 | 7,608 | 423 |

2. Knowing it would cost \$2.6 million (or an average of \$12 per year per household in extra property taxes) do you support the City expanding our sidewalk snow plowing services?

Table 3: Results of expanding sidewalk clearing survey

| Responses | Tele Town Hall Survey | Online Survey | Text Survey |
|-----------------------|-----------------------|---------------|--------------|
| In Favour | 39.0% | 55.0% | 34.1% |
| Not in Favour | 44.0% | 42.1% | 43.9% |
| Not Sure | 17.0% | 3.0% | 12.3% |
| Other | - | - | 9.7% |
| Number of respondents | 831 | 7,612 | 317 |

3. Are you satisfied with the current level of snow removal services?

Table 4: Results of the satisfaction survey

| Responses | Tele Town Hall Survey |
|-----------------------|-----------------------|
| Very Satisfied | 18.0% |
| Somewhat Satisfied | 43.0% |
| Somewhat Dissatisfied | 38.0% |
| Very Dissatisfied | 1.0% |
| Number of respondents | 933 |

Considerations of City-wide Residential Windrow Clearing:

- The level of service will include a 3.0 m wide opening to be cleared (i.e. permitting access for one vehicle).
- Driveways in areas with limited snow storage may not be able to be serviced.
- Potential increased claims due to damage to hardscape and softscape areas.
- Snow removal would be required to remove snow piles reducing the travelled portion of the roadway and blocking catch basins.
- Parked cars on the boulevard portion of the driveway and on the street would prevent service and result in requests to have staff return once the car has been removed.
- Waste collection could prevent service levels from being achieved.
- Additional equipment storage areas required to be leased or purchased.

Considerations of Expanded Sidewalk Snow Plowing Services:

- Increased salt usage and negative environmental impacts.
- Potential increased claims due to damage to encroachments such as curbs, driveways, landscaping and sprinklers.
- Increased salt usage and complaints regarding impacts to pets.
- Additional windrows placed on driveways from sidewalk plows.
- Additional equipment storage areas required to be leased or purchased.
- Escalating costs as new sidewalks are constructed and required to be plowed and salted.

CORPORATE IMPLICATIONS:

Financial Implications:

There is no fiscal impact resulting from this report.

The funding required for the new winter maintenance service contract is included in Public Works and Engineering's proposed 2025 operating budget for the Mayor's consideration. However, no provision has been made in the 2025 budget request for the additional provisional winter services, such as citywide sidewalk plowing and residential driveway windrow clearing.

As outlined in the report, implementing windrow snow clearing would require an additional \$19.6 million, resulting in a tax levy impact of 1.39%, or an average increase of \$86 per household annually in property taxes. Similarly, citywide sidewalk plowing would cost approximately \$2.6 million, with a tax levy impact of 0.18%, or an average increase of \$12 per household annually. If both provisional expansion services are approved by Council, the combined funding of \$22.2 million would result in a total tax levy impact of 1.58%, or an average increase of \$98 per household per year.

Purchasing Implications

As stated within the scope of contract NRFP 2024-091, which includes provision for windrow clearance (snow ridges left by snowplows) and citywide expanded sidewalk plowing services, the following implications prevail:

Contractors, by way of a good working relationship with City staff, shall establish on-going communication, ensure compliance, consistency with By-laws and timely execution of the services, to the fullest satisfaction of the City and its residents under this winter maintenance contract.

The contract administration shall play a key role and ensure to establish:

- clear communication and send timely notice, no less than six months before the seasonal requirement arises, to the successful contractors to ensure they have the proper equipment to perform the required windrow clearance and expanded citywide sidewalk snow plowing services.
- Contractor should be compliant in meeting all equipment specifications, storage requirements, and in delivering the City's level of service and performance standards, service requirements and not limited to other services as stipulated within the Scope of the Contract per NRFP 2024-091.
- All dates mentioned in the contract shall be met by the contractors at the contracted cost and consistent with By-law provisions.
- Contractors shall deliver all required services in a timely manner.

Risk & Insurance Implications

This report is intended to provide the results of the public engagement surveys on the additional provisional services. There are a number of risks associated with providing these additional services which involves clearing a portion of a residential driveway or city driveway apron, (the area between the sidewalk and roadway). These additional services could expose the city to additional liability for slip and fall incidents. Should Council consider implementing either or both additional provisional services, staff can report back to council on the associated risk and insurance implications.

STRATEGIC FOCUS AREA:

The Engagement Campaign Survey for enhanced winter services supports the City's Transit and Connectivity Strategic Focus on connected infrastructure that is safe, convenient, efficient and sustainable for Brampton residents during the winter months.

CONCLUSION:

This report provides the results of the public engagement initiative to gauge the public's desire to adopt additional winter services of citywide sidewalk plowing and residential

driveway windrow clearing for Council's consideration along with the associated financial implications.

Authored by:

Reviewed by:

Sam Mattina, Manager, Operations
Planning and Projects,
Road Maintenance Operations and
Fleet

Franco Massacci, Manager, Road
Operations
Road Maintenance Operations and
Fleet

Approved by:

Approved by:

Peter, Pilateris, M.A.Sc., P.Eng.
Commissioner,
Public Works and Engineering

Marlon Kallideen
Chief Administrative Officer

Attachments:

- Attachment 1 – Town Hall Results Brampton Snow Removal TTH Executive Report
- Attachment 2 – On-Line Snow Removal Survey Summary Report
- Attachment 3 – Text Survey Winter Maintenance



Report
Staff Report
 The Corporation of the City of Brampton
 5/21/2025

Date: 2025-05-01

Subject: Heavy Truck Enforcement

Contact: Kevin Minaker, Manager, Traffic Operations and Parking, Roads Maintenance, Operations and Fleet
 Allyson Sander, Strategic Leader, Project Management, Office of the Commissioner

Report number: Public Works & Engineering-2025-381

RECOMMENDATIONS:

1. That the report from Kevin Minaker, Manager, Traffic Operations and Parking, Roads Maintenance Operations and Fleet and Allyson Sander, Strategic Leader, Project Management, Office of the Commissioner to the Committee of Council Meeting of May 21, 2025, re: **Heavy Truck Enforcement**, be received;
2. That Traffic By-law 93-93 Section 26(2), as amended, be further amended to require a valid bill of lading is produced upon demand by an officer at the time of inspection;
3. That Traffic By-law 93-93 Section 26(2), as amended, be further amended to require the purpose of delivery to or collection from such premises is permitted by municipal Zoning By-law, Licensing By-law, and other applicable legal requirements, as amended; and
4. That this report be shared with the Region of Peel.

OVERVIEW:

- Staff have been working in collaboration with Peel Regional Police (PRP) to address enforcement challenges related to heavy truck restrictions under Traffic By-law 93-93, particularly the exemption for making deliveries and collections.
- A key enforcement issue identified by PRP is that drivers of commercial motor vehicles (heavy trucks) often fail to provide proof delivery or collection at the time they are stopped, and instead present documents in court months later that cannot be validated. This frequently causes a withdrawal of charges or a reduction in fines, which makes it difficult for officers to enforce the by-law effectively.

- To strengthen traffic enforcement and protect local roads from damage caused by industrial truck traffic, staff recommend amending the by-law to require the production of a valid bill of lading during the roadside inspection to qualify for the exemptions under the Traffic By-law 93-93.
- The proposed amendment to Section 26(2) of Traffic By-law 93-93 would deem a bill of lading valid only if it identifies the shipment contents and destination, and the destination operates in compliance with municipal zoning and licensing by-laws – discouraging the use of non-industrial roads by illegal trucking operations.

BACKGROUND:

Traffic By-law 93-93 allows the following exemption on truck restricted routes:

“...any vehicle actually engaged in making delivery to or a collection from premises which cannot be reached except by way of a highway or a portion of highway referred to in the said section or to prohibit the use of such vehicles, for such purposes, provided that, in making such delivery or collection, the said highway or portion of highway is travelled only insofar as is unavoidable in getting to and from such premises.”

Staff has been in consultation with Peel Regional Police (PRP) about the enforcement of heavy truck restrictions on local roadways related to Traffic By-law 93-93. A key enforcement issue identified by PRP is that drivers of commercial motor vehicles (heavy trucks) often fail to provide proof delivery or collection at the time they are stopped, and instead present documents in court months later that cannot be validated. This frequently causes a withdrawal of charges or reduction in fines, which makes it difficult for officers to enforce the by-law effectively.

CURRENT SITUATION:

To assist PRP in enforcing the “heavy trucks” restrictions in the by-law during traffic stops and within the courts, staff are recommending the following additions to Section 26(2) of Traffic By-law 93-93:

1. A valid bill of lading is produced upon demand by an officer at the time of inspection.
2. The purpose of delivery to or collection from such premises is permitted by municipal Zoning By-law, Licensing By-law, and other applicable legal requirements, as amended.

CORPORATE IMPLICATIONS:

Financial Implications:

There is no financial impact resulting from the recommendations in this report.

STRATEGIC FOCUS AREA:

This report supports the Transit & Connectivity focus area through the incorporation of the Vision Zero framework into transportation planning, design and operations to prevent fatal and serious injury from motor vehicle collisions within the City right-of-way.

CONCLUSION:

Strengthening the language to the “Heavy Trucks” by-law will assist PRP’s enforcement efforts to keep heavy trucks out of restricted areas

Co-authored by:

Allyson Sander
Strategic Leader, Project
Management, Office of the
Commissioner

Co-authored by:

Kevin Minaker
Manager, Traffic Operations & Parking,
Road Maintenance, Operations and Fleet

Reviewed by:

Shane Loftus
Director, Road Maintenance,
Operations & Fleet

Reviewed by:

Robert Higgs
Director, Enforcement & By-law Services

Approved by:

Peter Pilateris, M.A.Sc., P.Eng.
Commissioner,
Public Works and Engineering

Approved by:

Laura Johnston,
Commissioner, Legislative Services

Approved by:

Marlon Kallideen
Chief Administrative Officer



Report
Staff Report
 The Corporation of the City of Brampton
 5/21/2025

Date: 2025-05-08

Subject: **Strengthening Alignment with Provincial Locate Requirements in Municipal Construction Processes**

Contact: Allyson Sander, Strategic Leader, Project Management

Report number: Public Works & Engineering-2025-405

RECOMMENDATIONS:

1. That the report from Allyson Sander, Strategic Leader PM to the Committee of Council Meeting of May 21, 2025, re: **Strengthening Alignment with Provincial Locate Requirements in Municipal Construction Processes**, be received;
2. That Council enact By-law to amend the Site Alteration By-law 119-2024, in accordance with Attachment 1; and
3. That Council enact By-law to amend the Non-parking Administrative Penalties By-law 218-2019, in accordance with Attachment 2.

OVERVIEW:

- In response to unsafe construction activities, Council directed staff to explore the integration of utility locate requirements into the building permit process.
- While there is no enabling legislation to authorize the municipality to integrate locate requirements into building permit processes, staff implemented several improvements to support provincial legislation and enhance public safety, including new site alteration permit conditions, inter-agency training, enhanced building inspection protocols, and expanded public education.
- To further strengthen alignment with provincial requirements and local oversight of construction activities, staff propose amending the Site Alteration By-law to require the retention and production of valid locate documents, thereby reinforcing compliance with provincial legislation.
- The introduction of a two-tiered oversight model—provincial enforcement supported by local by-laws and on the ground support—strengthens regulatory alignment, enhances accountability on active construction sites, enhances public safety and promotes greater compliance with underground utility locate requirements without exceeding municipal jurisdiction.
- Any revenue collected will be deposited into the Court Administration Division. Staff will monitor revenue increases and recommend future budget changes accordingly which will be presented to the Mayor for his consideration.

BACKGROUND:

In 2024, the City observed an increase in service calls related to unsafe residential construction sites and excavation activities. In response, City Council directed staff on October 2, 2024 ([CW360-2024](#)), to investigate the feasibility of implementing a process related to underground locates in connection with building permit activity.

Accordingly, staff conducted a review of the legislative framework governing underground locates—primarily the *Ontario Underground Infrastructure Notification System Act, 2012*—and engaged with relevant provincial authorities and regulatory agencies. Findings from this review were reported to Council on October 30, 2024, and identified that underground locates are mandated under provincial law and enforced through Ontario One Call and associated agencies, and that municipalities do not have delegated authority to replicate or enforce these requirements through local by-laws. As a result, Council referred the report to staff for further consideration and explanation regarding building permits and locate processes, particularly where legislative and procedural gaps related to public safety have been identified ([C211-2024](#)).

Opportunity for Greater Alignment with Provincial Legislation

Directly duplicating or enforcing the requirements of the Act through a stand-alone municipal by-law or adopting a process as part of the building permit process without clear enabling legislation is not supported by staff. However, the City retains authority over the performance of site alteration activities that cause excavations, creating an opportunity to reinforce provincial regulations without overstepping legislative boundaries while also enabling proactive measures to reduce service calls and enhance public safety.

Developed in collaboration with Public Works, Environmental Engineering, Building, and Enforcement, this report summarizes the progress made on key deliverables, proposes by-law amendments to strengthen municipal oversight, and identifies areas where advocacy for provincial legislative changes is warranted to delegate the appropriate authority to municipalities for integration into the building permit process.

CURRENT SITUATION:

Enhancements to Municipal Processes

Staff have worked to strengthen local procedures to reinforce provincial obligations and improve public safety without exceeding municipal jurisdiction. A summary of these key deliverables includes:

- **Execution of Memoranda of Understanding** to enable the transfer of information and evidence related to digging without locates between the City of Brampton and Ontario One Call.
- **New Site Alteration Acknowledgement Statement** requiring acknowledgement from the permit holder that they understand that the issuance of a permit does not absolve them from the obligation to obtain approvals from other levels of government, regulatory authorities, or utility agencies having jurisdiction – including Ontario One Call.

- **New Site Alteration Permit Conditions** requiring the acquisition of a valid utility locate report and service markings prior to commencing site alteration activities, and ensuring it is retained on site and available for production upon request.
- **Inter-Agency Training** with Building Inspections, Enforcement and Ontario One Call to promote proactive identification of incidents and to coordinate an effective in-field approach to investigations by sharing evidence between the two authorities.
- **Revisions to the Building Permit Application and Information Packages** includes information specific to provincial locate requirements under the *Ontario Underground Infrastructure Notification System Act, 2012* and key site safety guidance, such as fencing requirements and general construction site precautions.
- **Enhancing Building Permit Start of Construction Inspections** that will enable the proactive identification of incidents that warrant investigation or escalation by Ontario One Call and support the exchange of evidence. A new information package for homeowners and contractors will also provide homeowners and contractors with information about Ontario One Call's request system.
- **Enhanced Public Education** material to guide residents through the appropriate channel to request and obtain locates and encourage compliance with provincial legislation.
- **Coordinating with External Agencies** to explore opportunities to align or amplify efforts at promoting safe construction practices with efforts throughout the industry — particularly through our communications or training session rollout.

Proposed Enhancements to Strengthen Alignment with Provincial Legislation

Staff are proposing minor amendments to the [Site Alteration By-law](#) to strengthen alignment with provincial legislation to promote greater compliance through local oversight in partnership with Provincial authorities. Currently, the Site Alteration By-law exempts site alterations required as part of a building permit from obtaining a site alteration permit. Staff are proposing the inclusion of a provision requiring, where applicable, the retention of valid utility locate reports and service markings on site during any site alteration activities, regardless of permit exemption status.

The effect of this amendment would require any person performing or authorizing work that involves moving, excavating, or grading soil (including construction and renovation, but not yard maintenance activities) to retain and make available for production upon request valid utility locate reports until work concludes. Staff will not be responsible for validating the accuracy or completeness of locate documents and will continue to refer matters to Ontario One Call for escalation as needed. However, the creation of an offence is expected to encourage greater compliance with provincial requirements. Service requests will continue to be directed to the appropriate division based on the type and location of work, and Enforcement will support escalation through administrative penalties, as necessary. The introduction of a two-tiered oversight model—provincial enforcement supported by local by-law provisions—strengthens regulatory alignment, enhances accountability on active construction sites, and promotes greater compliance with underground utility locate requirements without exceeding municipal jurisdiction.

Advocacy Required to Strengthen Authority under the Ontario Building Code Act

Without clear enabling legislation that delegates the authority to a municipality, staff are unable to require locates as part of building permit procedures, or issue orders or revoke permits for work occurring without them. Therefore, should City Council be desirous of formally incorporating this as part of local building permitting procedures, staff recommend City Council and staff formally advocate for legislative amendments to the Building Code ([O. Reg. 332/12](#)).

The [Building Code Act](#) requires the Chief Building Official to issue a building permit unless the proposed construction or demolition will contravene the Building Code Act, the Building Code or any other applicable law. Currently the *Underground Infrastructure Notification System Act* is not applicable law. However, the Minister of Municipal Affairs and Housing may amend regulations as are desirable to govern the standards for the construction and demolition of buildings, including setting out the applicable laws with which compliance must be achieved before a permit is issued. Therefore, an amendment to Section 1.4.1.3. of Building Code (“Definition of Applicable Law”), would be required to include the [Ontario Underground Infrastructure Notification System Act, 2012](#). While staff do not anticipate implications at this time, staff will monitor impacts to existing service levels through adoption and enforcement of new procedures.

CORPORATE IMPLICATIONS:

Financial Implications:

Any revenues collected will be deposited into the Court Administration Division. Staff will monitor revenue increases and recommend future budget changes accordingly which will be presented to the Mayor for his consideration.

Communications Implications:

A communications strategy will be developed in collaboration with Strategic Communications and external agencies to effectively inform residents and stakeholders about the report's recommendations.

STRATEGIC FOCUS AREA:

This report supports the City's strategic focus areas and priorities. Improving coordination will improve process alignment, customer service excellence, service effectiveness, and community health and well-being.

CONCLUSION:

This report presents an opportunity for the City to incorporate supportive administrative and enforcement mechanisms that align with provincial intent. The introduction of a two-tiered oversight model—provincial enforcement supported by local by-law provisions and on the ground support—strengthens regulatory alignment, enhances accountability on active construction sites, and promotes greater compliance with underground utility locate requirements without exceeding municipal jurisdiction.

Authored by:

Allyson Sander
Strategic Leader, Project Management
Legislative Services

Reviewed by:

Shane Loftus
Director, Road Maintenance Operations and
Fleet, Public Works and Engineering

Reviewed by:

Melvin Ramkissoo
Acting Director and Chief Building
Official, Building Division

Reviewed by:

Sameer Akhtar
City Solicitor

Approved by:

Peter Pilateris
Commissioner, Public Works and
Engineering

Approved by:

Laura Johnston
Commissioner, Legislative Service

Approved by:

Steve Ganesh, MCIP, RPP
Commissioner, Planning, Building and
Growth Management

Approved by:

Marlon Kallideen
Chief Administrative Officer

Attachments:

- Attachment 1 – Draft By-law to Amend By-law 119-2024
- Attachment 2 – Draft By-law to Amend By-law 218-2019



THE CORPORATION OF THE CITY OF BRAMPTON

BY-LAW

Number _____ - 2025

To amend Site Alteration By-law 119-2024

WHEREAS By-law 119-2024 ("Site Alteration By-law") was enacted to regulate site alterations within the City of Brampton;

AND WHEREAS Council for The Corporation of the City of Brampton deems it appropriate through [resolution #] to make amendments to the provisions of the Site Alteration By-law to strengthen local oversight of site alteration activities;

NOW THEREFORE the Council of The Corporation of the City of Brampton ENACTS as follows:

1. That By-law 119-2024 is hereby amended by adding the following provision, immediately following Section 4.4:

"4.5 Notwithstanding Section 4.2, every Person responsible for carrying out Site Alteration activities, including those related to construction and/or renovation, shall, where applicable, retain on site valid utility locate documentation and visible ground markings for both public and private underground utilities for the duration of the work, and shall make it available for production upon request by the City.

(1) The City shall bear no responsibility for validating the accuracy or correctness of any utility locate documentation obtained or produced.

(2) Every Person who performs site alteration activities shall do so at their sole risk and expense and shall indemnify, save harmless, and defend the City, its elected officials, officers, employees, agents, and any other person for whom it is in law responsible, from and against any and all claims, demands, suits, actions, proceedings, fines, losses, costs, damages, charges, or expenses, including legal fees which are in any way connected with the existence of underground utilities"

2. That By-law 119-2024 is hereby further amended by deleting Section 6.7 in its entirety and replacing it with the following:

"6.7 (1) Every Person who performs a Site Alteration with a valid permit shall notify the permit issuer within forty-eight (48) hours prior to commencing any work.

(2) Notice to the permit issuer shall include notification that a utility locate report has been received and is available on site."

ENACTED and PASSED this [enter date] day of [enter month], 2025.

Approved as to
form.

20__/_month/_day

[insert name]

Patrick Brown, Mayor

Approved as to
content.

20__/_month/_day

[insert name]

Genevieve Scharback, City Clerk



THE CORPORATION OF THE CITY OF BRAMPTON

BY-LAW

Number _____ - 2025

To amend Administrative Penalties (Non-Parking) By-law 218-2019, as amended

WHEREAS By-law 119-2024 ("Site Alteration By-law") was enacted to regulate site alterations within the City of Brampton;

AND WHEREAS By-law 218-2019 "Administrative Penalties (Non-Parking) By-law" was enacted to provide for a system of administrative penalties for designated by-laws;

AND WHEREAS City Council for The Corporation of the City of Brampton deems it appropriate to provide for administrative penalties to enforce the provisions of the Site Alteration By-law 119-2024;

NOW THEREFORE the Council of The Corporation of the City of Brampton ENACTS as follows:

1. That Schedule "A", Section 16, of By-law 218-2019 is hereby amended by adding the following row in the table immediately following Item 24:

| Item | Column 1 Designated Provision | Column 2 Short Form Wording | Column 3 Administrative Penalty | | |
|------|-------------------------------------|---|------------------------------------|----------------------------|----------------------------|
| | | | 1 st Offence | 2 nd Offence | 3 rd Offence |
| 25 | 4.5 | Fail to produce proof of valid underground utility locate documentation or ground markings upon request | 250 | 500 | 750 |

ENACTED and PASSED this [enter date] day of [enter month], 2025.

Approved as to
form.

20__/_/month/day

[insert name]

Patrick Brown, Mayor

Approved as to
content.

20__/_/month/day

[insert name]

Genevieve Scharback, City Clerk



Minutes

Brampton School Traffic Safety Council The Corporation of the City of Brampton

Thursday, May 8, 2025

Members Present: Dominique Darmanin-Sturgeon (Co-Chair)
Charles Gonsalves (Co-Chair)
Donald Haberer
Janice Gordon-Daniels
Mohan Bala
Satvir Dhaliwal
Wendell Cole
Trustee Will Davies, PDSB
Trustee Darryl D'Souza, DPCDSB
Regional Councillor Navjit Brar - Wards 2, 6

Members Absent: Daljit Singh
Nayan Brahmbhatt

Staff and Agencies: Violet Skirten, Supervisor, Crossing Guard, Public Works and Engineering
Ana Carvalho, Coordinator, Crossing Guards
Chandra Urquhart, Legislative Coordinator

1. **Call to Order**

The meeting was called to order at 9:30 a.m. and adjourned at 9: 52 a.m.

2. **Approval of Agenda**

SC016-2025

That the agenda for the Brampton School Traffic Council Meeting of May 8, 2025, be approved as published and circulated.

Carried

3. **Declarations of Interest under the Municipal Conflict of Interest Act**

Nil

4. **Previous Minutes**

4.1 Minutes - Brampton School Traffic Safety Council - April 3, 2025

The minutes were considered by Committee of Council on April 23, 2025 and approved by Council on April 30, 2025. The minutes were provided for Committee's information.

5. **Presentations\Delegations**

Nil

6. **Committees, Education and Promotions**

Nil

7. **Correspondence**

7.1 Correspondence from Donna Bhamra, Principal, re: Request to Review Traffic Congestion, Parking Issues and Crossing Guard Inquiry at Ebenezer Road and Alfonzo Road, Clairville Public School, 97 Gallucci Crescent, Ward 8

Violet Skirten, Crossing Guard Supervisor, provided an overview of the request noting that traffic signals were recently installed at the intersection of Ebenezer Road and Alfonzo Road. A site inspection was suggested to determine whether a crossing guard was required along with any other safety features resulting from the installation of the traffic signals.

Committee reviewed the request and considered the following motion:

SC017-2025

1. That the correspondence from Donna Bhamra, Principal, to the Brampton School Traffic Safety Council meeting of May 8, 2025, re: **Request to Review Traffic Congestion, Parking Issues and Crossing Guard Inquiry at Ebenezer Road and Alfonzo Road, Clairville Public School, 97 Gallucci Crescent, Ward 8**, be received; and
2. That a site inspection be undertaken.

Carried

- 7.2 Correspondence from Priya Chand, Brampton resident, re: Request to Review Traffic Congestion and Crossing Guard Inquiry at Wardenwood Drive and Ledger Point Crescent, Countryside Village Public School, 40 Dolbyhill Drive, Ward 10

Violet Skirten, Crossing Guard Supervisor, advised that crossing guards are currently not assigned to the vicinity of Wardenwood Drive and Ledger Point Crescent and suggested that an inspection be undertaken to determine whether a guard is required.

The following motion was considered:

SC018-2025

1. That the correspondence from Priya Chand, Brampton resident, to the Brampton School Traffic Safety Council meeting of May 8, 2025, re: **Request to Review Traffic Congestion and Crossing Guard Inquiry at Wardenwood Drive and Ledger Point Crescent, Countryside Village Public School, 40 Dolbyhill Drive, Ward 10** be received; and
2. That a site inspection be undertaken.

Carried

- 7.3 Correspondence from Claudia Gomez, Brampton resident, re: Request to Review Parking Issues, Traffic Congestion and Safety at Gentry Way and Ironshield Drive, Beryl Ford Public School, 45 Ironshield Drive, Ward 10

Violet Skirten, Crossing Guard Supervisor, advised that a site inspection was recently undertaken for the intersection of Gentry Way and Ironshield Drive, and that staff have also looked at the site. Another inspection is not required as staff

have determined that a second crossing guard will be assigned to the location which will address the safety issue.

The following motion was considered:

SC019-2025

1. That the correspondence from Claudia Gomez, Brampton resident, to the Brampton School Traffic Safety Council meeting of May 8, 2025, re: **Request to Review Parking Issues, Traffic Congestion and Safety at Gentry Way and Ironshield Drive, Beryl Ford Public School, 45 Ironshield Drive, Ward 10** be received; and
2. That a site inspection is not required at this time.

Carried

- 7.4 Correspondence from Abdur Rasheed, Brampton resident, re: Request to Review Traffic Congestion and Crossing Guard Inquiry at Wardsville Drive / Financial Drive, Eldorado Public School, 35 Wardsville Drive, Ward 4

Violet Skirten, Crossing Guard Supervisor, provided an overview of the site inspection request noting that the last visit to the school was about five years ago. A site inspection was suggested to review the intersection of Wardsville Drive and Financial Drive.

The following motion was considered:

SC020-2025

1. That the correspondence from Abdur Rasheed, Brampton resident, to the Brampton School Traffic Safety Council meeting of May 8, 2025, re: **Request to Review Traffic Congestion and Crossing Guard Inquiry at Wardsville Drive / Financial Drive, Eldorado Public School, 35 Wardsville Drive, Ward 4**, be received; and
2. That a site inspection be undertaken.

Carried

8. New School Openings

Trustee Davies, Peel District School Board, advised that the new school officially named as Red Cedar Public School in the vicinity of Clockwork Drive and

Brisdale Drive located northwest Brampton is scheduled to open in September 2025 with a capacity of approximately 850 students.

Trustee D'Souza, Dufferin Peel Catholic District School Board, advised that the new elementary school with a capacity of 450 pupils scheduled to open in September 2025 at 340 Robert Parkinson Drive, has been officially named as St. Ruth Catholic School. Approximately 250 pupils from Daniel Comboni Catholic School will be transferred to the new school.

In response to a question, Trustee D'Souza advised that St. Ann's Catholic School is scheduled to re-open in September 2025.

9. Changes/Updates to School Boards/Student Population

Trustee Davies, Peel District School Board, advised that enrollment in elementary schools has continued to decline in Peel Region schools.

Trustee D'Souza, Dufferin Peel Catholic District School Board, advised also that enrollment at elementary level has declined, however enrollment for secondary schools remains steady.

10. Other/New Business

10.1 Update by Enforcement and By-law Services, re: School Patrol Statistics - March 2025 - April 22, 2025

The following motion was considered:

SC021-2025

That the update by Enforcement and By-law Services, to the Brampton School Traffic Council meeting of May 8, 2025, re: **School Patrol Statistics - March 2025 - April 22, 2025** be received.

Carried

11. Site Inspection Report(s)

11.1 St. Aidan Catholic School, 34 Buick Boulevard, Ward 6

Committee reviewed the observations and recommendations in the site inspection report.

The following motion was considered:

SC022-2025

1. That the site inspection report for **St. Aidan Catholic School** be received;

2. That the Manager of Road Operations arrange for the crack to be repaired on the east leg of Wanless Drive at Brisdale Drive;
3. That the Crossing Guard Supervisor provide pedestrian safety information to the principal of St. Adian school; and,
4. That the Manager, Transportation Right of Way and Safety arrange for the pedestrian timing to be reviewed prior to September 2025.

Carried

11.2 Grenoble Public School, 33 Greenbriar Road, Ward 8

Committee reviewed the observations and recommendations in the site inspection report.

The following motion was considered:

SC023-2025

1. That the Site Inspection report for **Grenoble Public School** be received;
2. That the principal be requested to arrange for the repair of the pavement at the entrance of the school and the repainting of the Kiss and Ride pavement markings;
3. That the Peel District School Board planning section be requested to review the site for the possibility of a Kiss and Ride operation on the northernmost portion of the asphalt playground with the fence extended to separate the playground from the Kiss and Ride; and,
4. That a crossing guard is not warranted in front of Grenoble Public School as there are sufficient gaps in traffic for crossing.

Carried

11.3 New Catholic School Opening, 320 Robert Parkinson Drive, Ward 6

Committee reviewed the observations and recommendations in the site inspection report.

The following motion was considered:

SC024-2025

1. That the site inspection report be received;

2. That no additional infrastructure is required at this time at the intersections of Wanless Drive and Robert Parkinson Drive and Wanless Drive and Leadenhall Road as sufficient infrastructure is in place for pedestrians; and,

3. That a site inspection be scheduled once the new school opens and students are utilizing the crossings.

Carried

12. Future/Follow-up Site Inspection(s)

Nil

13. Site Inspection Schedule

Site inspections were scheduled as follows:

Eldorado Public School, 35 Wardsville Drive
Traffic Congestion and Crossing Guard Inquiry
Monday, May 12, 2025
7:45 a.m. and 2:35 p.m.

Countryside Public School, 40 Dolbyhill Drive
Review Traffic Congestion and Crossing Guard Inquiry
Friday, May 16, 2025
8:10 a.m. and 2:55 p.m.

Clairville Public School, 97 Gallucci Crescent
Traffic Congestion, Parking Issues and Crossing Guard Inquiry
Tuesday, May 21, 2025
8:40 a.m. and 3:25 p.m.

14. Information Items

Nil

15. Question Period

Nil

16. Public Question Period

Nil

17. Adjournment

The following motion was considered:

SC024-2025

That Brampton School Traffic Safety Council do now adjourn to meet again on Thursday, June 5, 2025 at 9:30 a.m.

Carried

Dominique Darmanin-Sturgeon, Co-Chair

Charles Gonsalves, Co-Chair



May 12, 2025

Brampton City Council
Corporation of the City of Brampton
2 Wellington Street West
Brampton, ON
L6Y 4R2

Dear City of Brampton Councillors,

On behalf of Ontario One Call, I would like to extend our appreciation for the City of Brampton staff's continued partnership in advancing public safety.

Over the past several months, Ontario One Call has worked collaboratively with your municipal team to address the rise in unsafe excavation practices within the city. Their proactive and thoughtful approach to public and infrastructure safety is commendable, and we view it as a model for other municipalities across Ontario.

We have reviewed the proposed recommendations outlined in the *Public Works & Engineering–2025–405 Report* and regard them as an excellent example of modern regulation. These initiatives will enhance public safety for Brampton residents and help minimize the risk of utility service disruptions.

Our collaboration with the City of Brampton will continue. On May 15, 2025, Ontario One Call will deliver a presentation to Building and By-law staff focused on provincial locate requirements and safe excavation practices. Additionally, our Marketing and Communications team will work with your staff to strengthen public education materials for building permit applicants and much more.

We value this partnership and look forward to continued collaboration in support of safe excavation across the City of Brampton and the province at large.

Thank you,

Samantha Pinto

Samantha Pinto
Chief Regulatory Officer
Ontario One Call

