



Revised Agenda
City Council

The Corporation of the City of Brampton

Date: Wednesday, February 17, 2021
Time: 9:30 a.m.
Location: Council Chambers - 4th Floor, City Hall - Webex Electronic Meeting
Members: Mayor Patrick Brown
Regional Councillor R. Santos
Regional Councillor P. Vicente
Regional Councillor M. Palleschi
Regional Councillor M. Medeiros
Regional Councillor P. Fortini
Regional Councillor G. Dhillon
City Councillor D. Whillans
City Councillor J. Bowman
City Councillor C. Williams
City Councillor H. Singh

NOTICE: In consideration of the current COVID-19 public health orders prohibiting large public gatherings and requiring physical distancing, in-person attendance at Council and Committee meetings will be limited to Members of Council and essential City staff. Public attendance at meetings is currently restricted. It is strongly recommended that all persons continue to observe meetings online or participate remotely.

For inquiries about this agenda, or to make arrangements for accessibility accommodations for persons attending (some advance notice may be required), please contact: Terri Brenton, Legislative Coordinator, Telephone 905.874.2106, TTY 905.874.2130 or e-mail cityclerksoffice@brampton.ca

Note: Meeting information is also available in alternate formats upon request.

1. Call to Order

2. Approval of Agenda

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

4. Adoption of the Minutes

4.1. Minutes – City Council – Regular Meeting – January 27, 2021

5. Consent Motion

In keeping with Council Resolution C019-2021, agenda items will no longer be pre-marked for Consent Motion approval. 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.

6. Announcements (2 minutes maximum)

6.1. Proclamation:

a) Pink Shirt Day – February 24, 2021

7. Government Relations Matters

*7.1. Update re: Government Relations Matters

Published on the City's website on February 16, 2021.

8. Public Delegations and Staff Presentations (5 minutes maximum)

- 8.1. Possible Delegations re: Proposed Amendment to Business Licensing By-law 332-2013 – Schedule 9 related to Driveway Paving Contractors

Notice regarding this matter was published on the City's website on February 12, 2021.

See By-law 21-2021

Note: Correspondence (written delegations) related to this item may be submitted via email to the City Clerk at cityclerksoffice@brampton.ca.

- 8.2. Presentation re: World Council on City Data (WCCD) – Presentation of WCCD ISO 37120 Platinum Certification to the City of Brampton

David Barrick, Chief Administrative Officer, will provide an introduction, followed by a presentation from Patricia McCarney, President and CEO and James Patava, VP of Public Affairs & International Relations from World Council on City Data, as well as potential participation by a Federal Government representative.

9. Reports from the Head of Council

- 9.1. Update from Mayor Brown re: COVID-19 Emergency

10. Reports from Corporate Officials

- 10.1. Office of the Chief Administrative Officer

- 10.2. Legislative Services Operating

- 10.3. Corporate Support Services

- 10.3.1. Staff Report re: Non Union Benefit Harmonization

Recommendation

- 10.4. Planning and Economic Development

10.5. Community Services

10.5.1. Staff Report re: Asset Naming to Commemorate Denise Jones

Recommendation

10.6. Public Works

10.7. Brampton Transit

10.7.1. Staff Report re: Brampton Transit – Canada Infrastructure Bank

Requesting Council authority to execute a non-binding Memorandum of Understanding (MOU) with the Canada Infrastructure Bank related to transit electrification financing opportunities.

10.8. Fire and Emergency Services

11. **Reports from Accountability Officers**

11.1. 2019-2020 Summary Report from Integrity Commissioner Muneeza Sheikh

11.2. Integrity Commissioner Report 2021-01

12. **Committee Reports**

12.1. Minutes – Planning and Development Committee – February 1, 2021

Chair: Regional Councillor Medeiros

To be approved

12.2. Minutes – Committee of Council – February 3, 2021

Meeting Chairs:

Regional Councillor Santos, Community Services Section

City Councillor Bowman, Legislative Services Section

Regional Councillor Medeiros, Economic Development Section

City Councillor Singh, Corporate Services Section

Regional Councillor Vicente, Public Works and Engineering Section

To be approved

13. Unfinished Business

14. Correspondence

15. Notices of Motion

16. Other Business/New Business

16.1. 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.

*16.2. Discussion Item at the Request of Regional Councillor Dhillon re: Brampton Car Insurance Rates

Note: A proposed motion regarding this matter was published on the City's website on February 16, 2021.

17. 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.

18. By-laws

- 18.1. By-law 21-2021 – To amend Business Licensing By-law 332-2013, as amended, to include additional provisions for licensing driveway paving contractors

See Item 4.1 (Council Resolution C030-2021 – January 27, 2021) and Item 8.1

- 18.2. By-law 22-2021 – To Adopt Amendment Number OP 2006-193 to the Official Plan of the City of Brampton Planning Area – 2639509 Ontario Ltd. – Candevcon Ltd. – 10783 Creditview Road – Ward 6 (File C03W14.008)

See Item 4.1 – Council Resolution C018-2021 (Planning and Development Committee Recommendation PDC010-2021 – January 18, 2021)

- 18.3. By-law 23-2021 – To amend Comprehensive Zoning By-law 270-2004, as amended – 2639509 Ontario Ltd. – Candevcon Ltd. – 10783 Creditview Road – Ward 6 (File C03W14.008)

See Item 4.1 – Council Resolution C018-2021 (Planning and Development Committee Recommendation PDC010-2021 – January 18, 2021)

- 18.4. By-law 24-2021 – To amend Comprehensive Zoning By-law 270-2004, as amended – Candevcon Ltd. – 2185715 Ontario Inc. – 11570 McVean Drive – Ward 10 (File C08E17.012)

See Item 4.1 – Council Resolution C018-2021 (Planning and Development Committee Recommendation PDC011-2021 – January 18, 2021)

- 18.5. By-law 25-2021 – To amend the Licence Fee Appendix A to Mobile Licensing By-law 67-2014, as amended, and to repeal By-law 75-2020 (a by-law to provide relief to fees and timelines during the COVID-19 emergency)

See Item 12.2 – Committee of Council Recommendation CW056-2021 – February 3, 2021

- 18.6. By-law 26-2021 – To implement a new expiry date appendix for the Mobile Licensing By-law 67-2014

See Item 12.2 – Committee of Council Recommendation CW057-2021 – February 3, 2021

- 18.7. By-law 27-2021 – To authorize the temporary borrowing of funds for the Year 2021 – The Corporation of the City of Brampton

See Item 12.2 – Committee of Council Recommendation CW064-2021 – February 3, 2021

- 18.8. By-law 28-2021 – To amend Traffic By-law 93-93, as amended – schedule relating to no parking – Blair Drive – Ward 3

See Item 12.2 – Committee of Council Recommendation CW068-2021 – February 3, 2021

- 18.9. By-law 29-2021 – To amend Traffic By-law 93-93, as amended – administrative updates to schedules relating to rate of speed, fire routes, and community safety zones

See Item 12.2 – Committee of Council Recommendation CW069-2021 – February 3, 2021

- 18.10. By-law 30-2021 – To amend Records Retention By-law 272-2014, as amended – housekeeping amendments

See Council Resolution C153-2020 – May 13, 2020

- 18.11. By-law 31-2021 – To appoint officers to enforce parking on private property and to Repeal By-law 88-2020

- 18.12. By-law 32-2021 – To prevent the application of part lot control to part of Registered Plan 43M-2086 – Ward 4 (PLC-2021-0002)

South of Queen Street West and west of Chinguacousy Road

19. Closed Session

Note: A separate package regarding this agenda item is provided to Members of Council and senior staff only.

- 19.1. Closed Session Minutes - City Council - January 27, 2021

- 19.2. Closed Session Minutes - Committee of Council - February 3, 2021

- 19.3. Open Meeting exception under Section 239 (2) (c) and (K) of the Municipal Act, 2001:
- A proposed or pending acquisition or disposition of land by 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.
- 19.4. Open Meeting exception under Section 239 (2) (d) of the Municipal Act, 2001:
- Labour relations or employee negotiations.
- 19.5. OpenMeeting exception under Section 239 (2) (b) of the Municipal Act, 2001:
- Personal matters about an identifiable individual, including municipal or local board employees.
- 19.6. OpenMeeting exception under Section 239 (2) (k) of the Municipal Act, 2001:
- 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.
- 19.7. Open Meeting exception under Section 239 (2) (d) of the Municipal Act, 2001:
- Labour relations or employee negotiations.
- 19.8. Open Meeting exception under Section 239 (2) (d) of the Municipal Act, 2001:
- Labour relations or employee negotiations.
- 19.9. Open Meeting exception under Section 239 (2) (k) of the Municipal Act, 2001:
- 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.
20. **Confirming By-law**
- 20.1. By-law ____-2021 – To confirm the proceedings of Council at its Regular Meeting held on February 17, 2021

21. Adjournment

Next Meetings:

Wednesday, March 3, 2021 – 9:30 a.m.

Wednesday, March 24, 2021 – 9:30 a.m.



Minutes

City Council

The Corporation of the City of Brampton

Wednesday, January 27, 2021

Members Present: Mayor P. Brown (left meeting from 11:41 a.m. to 11:51 a.m.; left meeting again at 6:30 p.m. – other municipal business)
Regional Councillor R. Santos
Regional Councillor P. Vicente
Regional Councillor M. Palleschi
Regional Councillor M. Medeiros (chaired meeting from 11:41 a.m. to 11:51 a.m. and 6:30 p.m. to 8:02 p.m.)
Regional Councillor P. Fortini (left at 7:48 p.m. – personal)
Regional Councillor G. Dhillon (left at 7:48 p.m. – personal)
City Councillor D. Whillans
City Councillor J. Bowman
City Councillor C. Williams
City Councillor H. Singh

Members Absent: Nil

Staff Present: D. Barrick, Chief Administrative Officer
M. Davidson, Commissioner, Corporate Support Services
R. Forward, Commissioner Planning, Building and Economic Development
B. Boyce, Acting Commissioner, Community Services
J. Holmes, Acting Commissioner, Public Works and Engineering
B. Boyes, Fire Chief, Fire and Emergency Services
A. Milojevic, General Manager, Transit
S. Akhtar, City Solicitor
P. Fay, City Clerk
C. Gravlev, Deputy City Clerk
T. Brenton, Legislative Coordinator

Note: Due to scheduling conflicts for the Mayor and Acting Mayor, the meeting start time was changed to 10:00 a.m.

The meeting was called to order at 10:00 a.m., recessed at 1:44 p.m. and reconvened at 2:15 p.m. Council recessed again at 5:57 p.m. and moved into Closed Session at 6:15 p.m. Council recessed at 7:48 p.m., reconvened in Open Session at 8:00 p.m. and adjourned at 8:02 p.m.

1. Call to Order

As this meeting of Brampton City Council was conducted with electronic participation by Members of Council, the meeting started with the City Clerk calling the roll for attendance at the meeting, as follows:

Members present during roll call: Regional Councillor Dhillon, City Councillor Singh, Regional Councillor Fortini, City Councillor Williams, Regional Councillor Medeiros, City Councillor Bowman, Regional Councillor Palleschi, City Councillor Whillans, Regional Councillor Vicente, Regional Councillor Santos, Mayor Brown

Members absent during roll call: nil

2. Approval of Agenda

Council discussion took place with respect to proposed amendments to the agenda.

The following items were proposed for addition:

- Discussion Item at the Request of City Councillor Singh re: City Council Supporting Khalsa Aid's Nobel Peace Prize Nomination and related delegation from Gurpartap Singh Toor, Khalsa Aid International
- Discussion Item at the Request of Regional Councillor Vicente re: Fiscal Accountability

The following motion was considered.

C001-2021

Moved by City Councillor Singh

Seconded by Regional Councillor Vicente

That the agenda for the Council Meeting of January 27, 2020 be approved as amended to add:

8.5 Delegation Gurpartap Singh Toor, Khalsa Aid International, re: **Item 16.3 – City Council Supporting Khalsa Aid’s Nobel Peace Prize Nomination**;

16.3 Discussion Item at the Request of City Councillor Singh re: **City Council Supporting Khalsa Aid’s Nobel Peace Prize Nomination**; and,

16.4 Discussion Item at the Request of Regional Councillor Vicente re: **Fiscal Accountability**.

Carried

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

Nil

4. Adoption of the Minutes

4.1 Minutes – City Council – Regular Meeting – December 9, 2020

Items 4.2 and 4.3 were brought forward and dealt with at this time.

The following motion was considered.

C002-2021

Moved by City Councillor Singh

Seconded by Regional Councillor Vicente

1. That the **Minutes of the Regular City Council Meeting of December 9, 2020**, to the Council Meeting of January 27, 2021, be received;

2. That the **Minutes of the Special City Council Meeting of December 9, 2020**, to the Council Meeting of January 27, 2021, be received; and,

3. That the **Minutes of the Special City Council Meeting of December 23, 2020**, to the Council Meeting of January 27, 2021, be received.

Carried

4.2 Minutes – City Council – Special Meeting – December 9, 2020

Dealt with under Item 4.1 – Resolution C002-2021

4.3 Minutes – City Council – Special Meeting – December 23, 2020

Dealt with under Item 4.1 – Resolution C002-2021

5. Consent Motion

The following item was removed from Consent at the Council Meeting and was dealt with in the sequence of the agenda: **10.4.1**

The following items were added at the meeting for consideration under the consent motion below: **19.1, 19.2, 19.3**

The following motion was considered.

C003-2021

Moved by Regional Councillor Santos

Seconded by Regional Councillor Palleschi

That Council hereby approves the following items and that the various Officials of the Corporation are hereby authorized and directed to take such action as may be necessary to give effect of the recommendations as contained therein:

19.1, 19.2 and 19.3

That the following Closed Session minutes be acknowledged and the directions outlined within be confirmed:

19.1 Closed Session Minutes – City Council – December 9, 2020

19.2 Closed Session Minutes – Special City Council – December 23, 2020

19.3 Closed Session Minutes – Governance and Council Operations Committee – January 18, 2021

Carried

6. Announcements (2 minutes maximum)

6.1 Proclamation:

a) Bell Let's Talk – January 28, 2021

Mayor Brown acknowledged and read the above noted proclamation.

7. Government Relations Matters

7.1 Update re: Government Relations Matters

Blaine Lucas, Senior Manager, Public Affairs, Office of the CAO, provided a presentation on Government Relations Matters, which included information on Region of Peel, Provincial Government and Federal Government matters.

Council consideration included a request to staff for information about the amount of surplus funds in the Region of Peel Budget, and the need to convene a meeting with local MPs to discuss the transit facility development.

The following motion was considered.

C004-2021

Moved by City Councillor Singh

Seconded by Regional Councillor Dhillon

1. That the update re: **Government Relations Matters**, to the Council Meeting of January 27, 2021, be received; and,
2. That staff be directed to convene a meeting with local MPs to discuss the transit facility development.

Carried

8. Public Delegations and Staff Presentations (5 minutes maximum)

- 8.1 Possible Delegations re: Proposed Amendment to Procedure By-law 160-2004, as amended, to update the Committee of Council Structure

See By-law 4-2021

Mayor Brown announced that notice regarding this matter was published on the City's website on January 21, 2021.

Peter Fay, City Clerk, confirmed that no delegation requests have been received.

- 8.2 Possible Delegations re: Proposed Amendment to Sign By-law 399-2002, as amended – to provide for certain exemptions in relation to the usage of signs identifying an elected official or candidate

See By-law 1-2021

Mayor Brown announced that notice regarding this matter was published on the City's website on January 21, 2021.

Peter Fay, City Clerk, confirmed that no delegation requests have been received.

- 8.3 Delegations re: Item 9.1 – Update from Mayor Brown re: COVID-19 Emergency – Operation of COVID-19 Isolation Centre in Brampton:

1. Clinton Baretto (Clinical Director for Peel Covid Isolation Centres HHP)
2. Ameek Singh (Nurse in Charge Brampton Isolation Site)

Council agreed to extend the time for this delegation.

Clinton Baretto, Clinical Director for Peel Covid Isolation Centres Homeless Health Peel (HHP), and Ameek Singh, Nurse in Charge Brampton Isolation Site, extended thanks to Members of Council for their continuing advocacy on behalf of Homeless Health Peel.

Mr. Baretto and Mr. Singh provided a presentation titled: "Homeless Health Peel" with information about the services provided by HHP, and responded to questions of clarification from Council.

Council Members acknowledged the efforts of and work being undertaken by HHP.

The following motion was considered.

C005-2021

Moved by City Councillor Singh

Seconded by Regional Councillor Dhillon

That the following delegations re: **Item 9.1 – Update from Mayor Brown re. COVID-19 Emergency – Operation of COVID-19 Isolation Centre in Brampton**, to the Council Meeting of January 27, 2021, be received:

1. Clinton Baretto, Clinical Director for Peel Covid Isolation Centres Homeless Health Peel (HHP)
2. Ameek Singh, Nurse in Charge Brampton Isolation Site

Carried

- 8.4 Delegation from Amaleethan Xavier, Director, Brampton Tamil Association re: Item 12.4 – Committee of Council Recommendation CW041-2021 – Tamil Community in Brampton

Amaleethan Xavier, Director, Brampton Tamil Association, provided comments in support of the Tamil Memorial Genocide monument as proposed in Committee of Council Recommendation CW041-2021, and responded to questions of clarification from Council.

The following motion was considered.

C006-2021

Moved by Regional Councillor Medeiros

Seconded by All Members of Council

That the delegation from Amaleethan Xavier, Director, Brampton Tamil Association re: **Item 12.4 – Committee of Council Recommendation CW041-**

2021 – Tamil Community in Brampton, to the Council Meeting of January 27, 2021, be received.

Carried

Council discussion took place with respect to Committee of Council Recommendation CW041-2021. The following amendments were proposed to the recommendation:

- to remove "more than 4500 Tamils" in the second Whereas clause and replace it with "to a large Tamil diaspora"
- to add a new Whereas clause, as follows:

WHEREAS On January 6th of this year Sri Lankan authorities demolished a memorial built in 2019 at Jaffna University dedicated to Sri Lankan Tamil civilians who lost of tens of thousands of lives in the Mullivaikkal at the ending phases of the 26 year long civil war in Sri Lanka, which ended in May 2009.

- to amend the operative clause to read as follows:

THEREFORE BE IT RESOLVED that The City of Brampton work with the Brampton Tamil Seniors Association and the Brampton Tamil Association to locate a sufficiently large city park or facility, including consideration of Chinguacousy Park if feasible, to construct a Tamil Memorial Genocide monument to recognize the genocide of the Tamil people, and report back to Council thereon.

The recommendation was voted on and carried, as amended.

Later in the meeting, on a two-thirds majority vote to reopen the question, Recommendation CW041-2021 was reopened.

A motion, moved by City Councillor Singh and Seconded by Mayor Brown, was introduced to further amend the recommendation to change "Tamil Memorial Genocide monument" to "Tamil Genocide Memorial monument."

Council Members outlined varying opinions on the proposed amendment. The mover of the motion indicated he did not support the amendment.

During Council's discussion, a procedural motion to Call the Question was moved by Regional Councillor Palleschi, and carried. In accordance with the Procedure By-law, Members who had not spoken on this matter were given the opportunity to do so.

A recorded vote was requested, and the motion *lost* as follows.

C007-2021

Moved by City Councillor Singh

Seconded by Mayor Patrick Brown

That Recommendation CW041-2021, as amended, be further amended to change “Tamil Memorial Genocide monument” to read as Tamil Genocide Memorial monument.”

Yea (4): Mayor Patrick Brown, Regional Councillor Palleschi , City Councillor Williams , and City Councillor Singh

Nay (7): Regional Councillor Santos , Regional Councillor Vicente , Regional Councillor Medeiros , Regional Councillor Fortini , Regional Councillor Dhillon , City Councillor Whillans , and City Councillor Bowman

Lost (4 to 7)

Recommendation CW041-2021 was re-voted on and carried as originally amended. The final recommendation is outlined in Item 12.4.

8.5 Delegation Gurpartap Singh Toor, Khalsa Aid International, re: Item 16.3 – City Council Supporting Khalsa Aid’s Nobel Peace Prize Nomination

Gurpartap Singh Toor, Khalsa Aid International, provided information about Khalsa Aid International and Khalsa Aid Canada, extended thanks to Council Members for their ongoing support of the organization and support for the nomination of the organization for a Nobel Peace Prize.

Mr. Toor responded to questions of clarification from Council, highlighting ways in which Council and Brampton residents can provide support to the organization.

Council acknowledged the continuing efforts of Khalsa Aid, and highlighted the organization’s continuing support to Brampton residents during the COVID-19 emergency.

The following motion was considered.

C008-2021

Moved by City Councillor Singh

Seconded by Regional Councillor Medeiros

That the delegation from Gurpartap Singh Toor, Khalsa Aid International, re: **Item 16.3 – Discussion Item at the Request of Councillor Singh re: City Council**

Supporting Khalsa Aid's Nobel Peace Prize Nomination, to the Council Meeting of January 27, 2021, be received.

Carried

Item 16.3 was brought forward and dealt with at this time.

A motion, moved by City Councillor Singh and subsequently seconded by all Members of Council, was introduced with the operative clause as follows:

Therefore be it resolved that the Council of the City of Brampton endorses this application and requests Mayor Brown to write a letter in support of this nomination on behalf of Brampton City Council.

The motion was considered as follows.

C009-2021

Moved by City Councillor Singh

Seconded by All Members of Council

Whereas Khalsa Aid has made numerous contributions in PPE and food to local organizations, including William Osler Health System;

Whereas Khalsa Aid coordinated with the Brampton Social Support Task Force to help with providing food to residents during the COVID-19 pandemic; and

Whereas Mayor Patrick Brown, Minister Sarkaria and MP Tim Uppal have nominated Khalsa Aid International for a Nobel Peace Prize;

Therefore be it resolved that the Council of the City of Brampton endorses this application and requests Mayor Brown to write a letter in support of this nomination on behalf of Brampton City Council.

9. Reports from the Head of Council

9.1 Update from Mayor Brown re: COVID-19 Emergency

Mayor Brown provided an update on the City's response to the COVID-19 emergency, highlighting continuing advocacy efforts for paid sick leave.

A motion, moved by Regional Councillor Palleschi and subsequently seconded by Regional Councillor Santos, was introduced, with the operative clauses as follows:

Therefore be it resolved that the City of Brampton request the Government of Canada impose an immediate mandatory 14 day quarantine period on all inbound international travellers at an isolation hotel and;

That the Government of Canada provide funding to Peel Regional Police and Peel Public Health to adequately enforce the Quarantine Act and;

That a copy of the resolution be forwarded to Prime Minister Justin Trudeau and Deputy Prime Minister Chrystia Freeland.

Councillor Palleschi outlined the purpose of the motion and noted an amendment to add "and to all local Members of Parliament" to the final clause.

Further amendments were introduced to the motion and accepted by the mover, as follows:

- remove the following Whereas clause, as the current isolation centres in Brampton are not managed by Peel Public Health:
 - Whereas the proctoring of isolation centres falls under the responsibility of Peel Public Health;
- change "an isolation hotel" to "a hotel" in the first operative clause

The motion, as amended, as considered as follows.

C010-2021

Moved by Regional Councillor Palleschi

Seconded by Regional Councillor Santos

Whereas on January 12, 2021 the Government of Ontario declared the second State of Emergency in order to address surging numbers of COVID-19 cases and;

Whereas as of January 14, 2021 the Government of Ontario enacted a Stay-at-Home Order and;

Whereas under the declaration of the provincial emergency, the province has provided authority to all enforcement and provincial offences officers, including the Ontario Provincial Police, local police forces, bylaw officers, and provincial workplace inspectors to issue tickets to individuals who do not comply with the stay-at-home-order and;

Whereas Canadian citizens and permanent residents are advised to avoid all non-essential travel outside of Canada until further notice to limit the spread of COVID-19 and;

Whereas more than 60,000 international travellers are arriving at Toronto Pearson International Airport each week and a total of 6,580 investigations have occurred;

Whereas more than 64,000 people every week are not being adequately screened upon arrival at Toronto Pearson International Airport and;

Whereas Peel Regional Police have not received Federal Relief Funding through the Government of Ontario to offset the costs of existing Quarantine Act checks and;

Therefore be it resolved that the City of Brampton request the Government of Canada impose an immediate mandatory 14 day quarantine period on all inbound international travellers at a hotel and;

That the Government of Canada provide funding to Peel Regional Police and Peel Public Health to adequately enforce the Quarantine Act and;

That a copy of the resolution be forwarded to Prime Minister Justin Trudeau and Deputy Prime Minister Chrystia Freeland, and to all local Members of Parliament.

Carried

The following motion was considered.

C011-2021

Moved by Regional Councillor Palleschi

Seconded by Regional Councillor Santos

That the update from Mayor Brown re: COVID-19 Emergency, to the Council Meeting of January 27, 2021, be received.

Carried

10. Reports from Corporate Officials

10.1 Office of the Chief Administrative Officer

10.1.1 Staff Report re: City of Brampton's 2018-2022 – Term of Council Priorities – 2020 Highlights and Achievements

David Barrick, Chief Administrative Officer, provided a presentation titled: "City of Brampton Term of Council Priorities – 2020 Highlights – Moving Us Forward to a Vibrant Future" relating to both this item and Item 10.1.2.

Staff responded to questions from Council with respect to communications on the City's website about the Term of Council priorities.

Council consideration included a suggestion that a report on the Term of Council priorities be issued to residents at the end of the current Term to inform them of Council's achievements. A concern was noted about the proposed communication, given the proximity to the 2022 Municipal Election.

It was suggested that consideration be given to the proposed communication during Budget deliberations, and that the timelines for the communication not coincide with the Municipal Election period.

The following motion was considered.

C012-2021

Moved by Regional Councillor Vicente

Seconded by Regional Councillor Santos

1. That the presentation and report titled: **City of Brampton's 2018-2022 – Term of Council Priorities – 2020 Highlights and Achievements**, to the Council Meeting of January 27, 2021, be received; and,
2. That the information contained therein also be provided to Council and residents for the term of 2018 to 2022, subject to budget consideration.

Carried

10.1.2 Staff Report re: Term of Council Priorities – Mid-term Refresh (RM 77/2020)

See presentation under Item 10.1.1

David Barrick, Chief Administrative Officer, provided an overview of the subject report, highlighting the following priority under Fiscal Responsibility/Competitive Taxes, and inquired about any potential revisions from Council.

4.1 Fiscal Responsibility/ Competitive Taxes

- Residential tax rate “middle of GTA pack” by end of next term

A motion, moved by Regional Councillor Vicente and Seconded by Regional Councillor Santos, was introduced to amend the staff recommendation to add a new Clause 3 to amend Priority 4.1 to remove "by the end of the next term".

The following motion was considered.

C013-2021

Moved by Regional Councillor Vicente

Seconded by Regional Councillor Santos

1. That the report titled: **Term of Council Priorities – Mid-Term Refresh**, to the Council Meeting of January 27, 2021, be received; and,
2. That Council approve the updated Term of Council Priorities' as outlined in the *Term of Council Priority Project Summaries* identified in Table A in this report; and,
3. That Page 4 (Item 4.1 under Fiscal Responsibility) wording be revised as follows:

Residential tax rate moving towards the “middle of GTA pack”

Carried

10.1.3 Staff Report re: BramptonU Update

Gurdeep Kaur, Director, Corporate Projects, Policy & Liaison, Office of the CAO, along with Jaipaul Massey-Singh and Katharine Partridge from Stakeholder Research Associates, provided an overview of the subject report and community engagement update, and responded to questions from Council.

The following motion was considered.

C014-2021

Moved by Regional Councillor Santos

Seconded by Regional Councillor Medeiros

That the report titled: **BramptonU Update**, to the Council Meeting of January 27, 2021, be received.

Carried

10.2 Legislative Services Operating

Nil

10.3 Corporate Support Services

Nil

10.4 Planning and Economic Development

10.4.1 Staff Report re: Direction to enter into a Consent Agreement – David Jeffrey Rollings and Kareen Mary Rollings – 1553 Hallstone Road – Ward 6

In response to a question from Council, staff outlined the terms of the agreement and confirmed that the conveyance of land to the City would be at zero cost to the City.

The following motion was considered.

C015-2021

Moved by Regional Councillor Palleschi

Seconded by City Councillor Whillans

1. That the report titled: **Recommendation Report: Direction to enter into a Consent Agreement – David Jeffrey Rollings and Kareen Mary Rollings – 1553 Hallstone Road – Ward 6 (Planning, Building and Economic Development-2020-233 and File B19-026)** to the Council Meeting of January 27, 2021, be received, and

2. That the Mayor and City Clerk be authorized to execute a Consent Agreement in Accordance with the Committee of Adjustment's decision (File B19-026) approving a Consent Application for David Jeffrey Rollings and Kareen Mary Rollings respecting a property located at 1553 Hallstone Road, with content satisfactory to the Commissioner of Planning, Building and Economic Development and in a form acceptable to the City Solicitor; and that staff be authorized to take the necessary steps to implement the terms of the Consent Agreement.

Carried

10.5 Community Services

Nil

10.6 Public Works

Nil

10.7 Brampton Transit

Nil

10.8 Fire and Emergency Services

Nil

11. Reports from Accountability Officers

Nil

12. Committee Reports

12.1 Minutes – Planning and Development Committee – December 7, 2020

Mayor Brown introduced the subject minutes.

The following motion was considered.

C016-2021

Moved by Regional Councillor Fortini

Seconded by Regional Councillor Medeiros

That the **Minutes of the Planning and Development Committee Meeting of December 7, 2020**, to the Council Meeting of January 27, 2021, be received.

Carried

Note: The recommendations outlined in the minutes were approved by Council on December 9, 2020, pursuant to Resolution C467-2020

12.2 Minutes – Governance and Council Operations Committee – January 18, 2021

Mayor Brown introduced the subject minutes, and Regional Councillor Fortini, Chair, led Council's consideration.

A motion, moved by City Councillor Singh and seconded by Regional Councillor Fortini, was introduced to amend Recommendation GC002-2021, as follows:

1. To clarify there are now five (5) Sections of Committee of Council instead of four (4); and,
2. To move the functional responsibilities for “tourism and film” from the Economic Development Section to the Corporate Services Section in order to align with the City’s organizational structure wherein those responsibilities reside with the Strategic Communications, Culture and Events Division, which reports through the Corporate Services Section of Committee of Council.

The following motion to receive the minutes and approve the recommendations, as amended, was considered.

C017-2021

Moved by Regional Councillor Fortini

Seconded by Regional Councillor Medeiros

1. That the **Minutes of the Governance and Council Operations Committee Meeting of January 18, 2021**, to the Council Meeting of January 27, 2021, be received;
2. That Recommendations GC001-2021 and GC003-2021 to GC006-2021 be approved as outlined in the subject minutes; and,
3. That Recommendation GC002-2020 be amended as follows:
 1. To clarify there are now five (5) Sections of Committee of Council instead of four (4); and
 2. To move the functional responsibilities for “tourism and film” from the Economic Development Section to the Corporate Services Section in order to align with the City’s organizational structure wherein those responsibilities reside with the Strategic Communications, Culture and Events Division, which reports through the Corporate Services Section of Committee of Council.

Such that the amended Recommendation reads as follows:

GC002-2020

1. That the report titled: Standing Committee Structure Update, to the Governance and Council Operations Committee meeting of January 18, 2021, be received;
2. That the Governance and Council Operations Committee approve one of the three options outlined in this report; and,
3. That being Option 1, as amended to read:

Option 1

- 1) Committee determines that the status quo is operating sufficiently and meeting the goals and expectations of Council, and the existing Standing Committee governance structure will be maintained; and

To rotate the five sections in agenda order, and the respective Chair leading the opening and closing of the meeting beyond their respective sections, in three month intervals;

For the remainder of the term Councillor Medeiros remain in the role of Chair for the P&DC and Councillor Fortini remain as Vice Chair for the Planning and Development

Committee, that Councillor Medeiros assume the role of Chair of Economic Development Section and Councillor Vicente remain as Vice Chair for the Economic Development Section of Committee of Council;

Legislative Services be created as a Section of the Committee of Council agenda, with Councillor Bowman to assume the role of Chair, and Councillor Whillans as the Vice Chair of the new section;

With the proposed Standing Committee structure as follows:

Committee of Council, which shall be divided into five sections, each with a Member of Council appointed as Chair and as Vice-Chair(s), and each section to consider and make recommendations to Council for those matters identified:

- Economic Development Section - Economic Development matters including economic development, Brampton Entrepreneur Centre, competitive policy and business research, and advancing the City's economic development priorities;
- Legislative Services Section – matters within jurisdiction of the Legislative Services Department including legal services, animal services, court administration, risk management, city clerk's office, and also matters related to the enforcement of by-laws and municipal licensing matters;
- Community Services Section – matters within the jurisdiction of the City's Community Services Department and Fire and Emergency Services, including parks maintenance and forestry, recreation services, fire services, emergency measures, the performing arts, as well as Service Brampton and real estate;
- Corporate Services Section – matters related to services to the Corporation within the jurisdiction of the Chief Administrative Officer and Corporate Support Services Departments, including finance,

administration, information technology, human resources, corporate operations, public relations and strategic communications, tourism, film, culture and events;

- Public Works and Engineering Section – matters within the jurisdiction of the City's Public Works and Engineering Department, including public works and infrastructure, environment and development engineering, construction and maintenance, corporate buildings and property services and Brampton Transit.

2) Planning and Development Committee shall consider and make recommendations to the Council for those matters identified:

a) Matters including land use and transportation planning, growth management, urban design and operational matters within the jurisdiction of the Chief Building Official;

b) Holding of public meetings required by the Planning Act, which shall be conducted in accordance with the rules under the Procedure By-law.

Carried

The recommendations were approved, as amended, as follows.

GC001-2020

That the agenda for the Governance and Council Operations Committee Meeting of January 18, 2020 be approved as published and circulated.

GC002-2020

1. That the report titled: Standing Committee Structure Update, to the Governance and Council Operations Committee meeting of January 18, 2021, be received;
2. That the Governance and Council Operations Committee approve one of the three options outlined in this report; and,

3. That being Option 1, as amended to read:

Option 1

1) Committee determines that the status quo is operating sufficiently and meeting the goals and expectations of Council, and the existing Standing Committee governance structure will be maintained; and

To rotate the five sections in agenda order, and the respective Chair leading the opening and closing of the meeting beyond their respective sections, in three month intervals;

For the remainder of the term Councillor Medeiros remain in the role of Chair for the P&DC and Councillor Fortini remain as Vice Chair for the Planning and Development Committee, that Councillor Medeiros assume the role of Chair of Economic Development Section and Councillor Vicente remain as Vice Chair for the Economic Development Section of Committee of Council;

Legislative Services be created as a Section of the Committee of Council agenda, with Councillor Bowman to assume the role of Chair, and Councillor Whillans as the Vice Chair of the new section;

With the proposed Standing Committee structure as follows:

Committee of Council, which shall be divided into five sections, each with a Member of Council appointed as Chair and as Vice-Chair(s), and each section to consider and make recommendations to Council for those matters identified:

- Economic Development Section - Economic Development matters including economic development, Brampton Entrepreneur Centre, competitive policy and business research, and advancing the City's economic development priorities;
- Legislative Services Section – matters within jurisdiction of the Legislative Services Department including legal services, animal services, court administration, risk management, city clerk's office, and also matters related to the enforcement of by-laws and municipal licensing matters;
- Community Services Section – matters within the jurisdiction of the City's Community Services Department and Fire and Emergency Services, including parks maintenance and forestry, recreation services, fire services, emergency measures, the performing arts, as well as Service Brampton and real estate;
- Corporate Services Section – matters related to services to the Corporation within the jurisdiction of the Chief Administrative Officer and Corporate

Support Services Departments, including finance, administration, information technology, human resources, corporate operations, public relations and strategic communications, tourism, film, culture and events;

- Public Works and Engineering Section – matters within the jurisdiction of the City's Public Works and Engineering Department, including public works and infrastructure, environment and development engineering, construction and maintenance, corporate buildings and property services and Brampton Transit.

2) Planning and Development Committee shall consider and make recommendations to the Council for those matters identified:

1. a) Matters including land use and transportation planning, growth management, urban design and operational matters within the jurisdiction of the Chief Building Official;
2. b) Holding of public meetings required by the Planning Act, which shall be conducted in accordance with the rules under the Procedure By-law.

GC003-2020

1. That the staff report titled: **Council Office Management Framework**, to the Governance and Council Operations Committee meeting of January 18, 2021, be received;
2. That the Council Office Management Framework, as set out in Appendix 1 to this report, be approved for inclusion in employment agreements for Council Office and Mayor's Office staff;
3. That the Governance and Council Operations Committee review and update the Council Office Management Framework on an annual basis, as part of its mandate as the steering committee for implementation of the Council Office Support Model.

GC004-2020

1. That the report titled: **Procurement options to retain a third-party auditor to undertake a forensic audit on payment for the cancellation of a consulting service contract (GC018-2020)**, to the Governance and Council Operations Committee Meeting of January 18, 2021, be received; and
2. That a public competitive procurement, which will ensure cost effectiveness and a fair and transparent procurement process and will take approximately 70 days to complete, be undertaken, and that Council waive the Purchasing

By-law to allow for the Governance and Council Operations Committee to be consulted in the short-listing and final selection processes.

GC005-2021

That Committee proceed into closed session to discuss matters pertaining to the following:

16.1. Open Meeting exception under Section 239 (2) (b) and (d) of the Municipal Act, 2001:

Personal matters about an identifiable individual, including municipal or local board employees and labour relations or employee negotiations.

GC006-2021

That Governance and Council Operations Committee do now adjourn to meet again for a Regular Meeting on Monday, March 1, 2021 at 9:30 a.m. or at the call of the Chair.

12.3 Minutes – Planning and Development Committee – January 18, 2021

Mayor Brown introduced the subject minutes.

The following motion was considered.

C018-2021

Moved by Regional Councillor Fortini

Seconded by City Councillor Whillans

1. That the **Minutes of the Planning and Development Committee Meeting of January 18, 2021**, to the Council Meeting of January 27, 2021, be received; and,

2. That Recommendations PDC001-2021 to PDC016-2021 be approved as outlined in the subject minutes.

Carried

The recommendations were approved as follows.

PDC001-2021

That the Agenda for the Planning and Development Committee Meeting of January 18, 2021, be approved as published and circulated.

PDC002-2021

1. That the staff report re: **City-initiated Amendment to the Zoning By-law to Eliminate Minimum Parking Requirements in the Downtown, Central**

Area, and Hurontario-Main Corridor, to the Planning and Development Committee Meeting of January 18, 2021, be received; and

2. That Planning and Economic Development Department staff be directed to report back to Planning and Development Committee with the results of the Public Meeting and final recommendations.
3. That the delegation from Sylvia Roberts, Brampton resident, re: City-initiated Amendment to the Zoning By-law to Eliminate Minimum Parking Requirements in the Downtown, Central Area, and Hurontario-Main Corridor, to the Planning and Development Committee Meeting of January 18, 2021, be received.

PDC003-2021

1. That the staff report re: **City-Initiated Amendments to the Official Plan (Second Unit Policies) and Zoning By-law (Above Grade Side Entrances Provision)**, to the Planning and Development Committee Meeting of January 18, 2021, be received; and
2. That Planning, Building and Economic Development Department staff be directed to report back to Planning and Development Committee with the results of the Public Meeting and final recommendations.
3. That the delegation from Jotvinder Sodhi, Homeowners Welfare Association and Concerned Residents of Brampton, re: **City-Initiated Amendments to the Official Plan (Second Unit Policies) and Zoning By-law (Above Grade Side Entrances Provision)**, to the Planning and Development Committee Meeting of January 18, 2021, be received.

PDC004-2021

1. That the staff report re: **Application to Amend the Zoning By-law (to permit 29 additional units, relocate the supermarket, update setback requirements, and remove the Holding provision) - 2652367 Ontario Inc. - KLM Planning Partners Inc. - File OZS-2020-0019**, to the Planning and Development Services Committee Meeting of January 18, 2021, be received;
2. That Planning and Development Services staff be directed to report back to the Planning and Development Committee with the results of the Public Meeting and a staff recommendation, subsequent to the completion of the circulation of the application and a comprehensive evaluation of the proposal;
3. That the delegation from Billy Tung, KLM Planning Partners Inc., re: **Application to Amend the Zoning By-law (to permit 29 additional units,**

relocate the supermarket, update setback requirements, and remove the Holding provision) - 2652367 Ontario Inc. - KLM Planning Partners Inc. - File OZS-2020-0019 to the Planning and Development Committee Meeting of January 18, 2021, be received; and,

4. That the correspondence from Tushar Sood, Brampton resident, dated January 8, 2021, re: **Application to Amend the Zoning By-law (to permit 29 additional units, relocate the supermarket, update setback requirements, and remove the Holding provision) - 2652367 Ontario Inc. - KLM Planning Partners Inc. - File OZS-2020-0019** to the Planning and Development Committee Meeting of January 18, 2021, be received.

PDC005-2021

1. That the staff report re: **Application to Amend the Official Plan and Zoning By-law (to permit 24 stacked back-to-back townhouse and three (3) traditional townhouse units) - Sunfield Investments (Church) Inc. - Weston Consulting - File OZS-2020-0026**, to the Planning and Development Committee Meeting of January 18, 2021, be received;
2. That Development Services staff be directed to report back to the Planning and Development Committee with the results of the Public Meeting and a staff recommendation, subsequent to the completion of the circulation of the application and a comprehensive evaluation of the proposal;
3. That the delegation from Jessica Damaren, Weston Consulting, re: **Application to Amend the Official Plan and Zoning By-law (to permit 24 stacked back-to-back townhouse and three (3) traditional townhouse units) - Sunfield Investments (Church) Inc. - Weston Consulting - File OZS-2020-0026**, to the Planning and Development Committee Meeting of January 18, 2021, be received; and,
4. That the following correspondence re: **Application to Amend the Official Plan and Zoning By-law (to permit 24 stacked back-to-back townhouse and three (3) traditional townhouse units) - Sunfield Investments (Church) Inc. - Weston Consulting - File OZS-2020-0026**, to the Planning and Development Committee Meeting of January 18, 2021, be received:
 1. Linda and Michael Joll, Brampton residents, dated January 7, 2021
 2. Mr. and Mrs. Snyder, Brampton residents, dated January 18, 2021

PDC006-2021

1. That the staff report re: **Application to Amend the Zoning By-law (to permit a 21-storey residential building with 290 units on Block 2 lands) - KLM Planning Partners Inc. - i2 Developments (Brampton) Inc. - File OZS-2020-0028**, to the Planning and Development Committee Meeting of January 18, 2021, be received;
2. That Planning and Development Services staff be directed to report back to the Planning and Development Committee with the results of the Public Meeting and a staff recommendation, subsequent to the completion of the circulation of the application and a comprehensive evaluation of the proposal;
3. That the delegation from Ryan Mino-Leahan, KLM Planning Partners Inc., re: **Application to Amend the Zoning By-law (to permit a 21-storey residential building with 290 units on Block 2 lands) - KLM Planning Partners Inc. - i2 Developments (Brampton) Inc. - File OZS-2020-0028**, to the Planning and Development Committee Meeting of January 18, 2021, be received; and,
4. That the following correspondence re: **Application to Amend the Zoning By-law (to permit a 21-storey residential building with 290 units on Block 2 lands) - KLM Planning Partners Inc. - i2 Developments (Brampton) Inc. - File OZS-2020-0028**, to the Planning and Development Committee Meeting of January 18, 2021, be received:
 1. Johanna Shapira, Wood Bull LLP, dated January 12, 2021
 2. Dan Sukara, Brampton resident, dated January 10, 2021
 3. Lorraine O'Sullivan, Brampton resident, dated December 19, 2020.

PDC007-2021

1. That the staff report re: **Application to Amend the Zoning By-Law (to permit development of two high-rise mixed-use towers with a connecting podium) - TACC Holborn Corp. – Malone Given Parsons Ltd. - File OZS-2020-0032** to the Planning and Development Committee Meeting of January 18, 2021, be received;
2. That Planning and Development Services staff be directed to report back to the Planning and Development Committee with the results of the Public Meeting and a staff recommendation, subsequent to the completion of the circulation of the application and a comprehensive evaluation of the proposal;

3. That the correspondence from Tushar Sood, Brampton resident, dated January 8, 2021, re: Application to Amend the Zoning By-Law (to permit development of two high-rise mixed-use towers with a connecting podium) - TACC Holborn Corp. – Malone Given Parsons Ltd. - File OZS-2020-0032 to the Planning and Development Committee Meeting of January 18, 2021, be received; and,
4. That the following delegations re: Application to Amend the Zoning By-Law (to permit development of two high-rise mixed-use towers with a connecting podium) - TACC Holborn Corp. – Malone Given Parsons Ltd. - File OZS-2020-0032 to the Planning and Development Committee Meeting of January 18, 2021, be received:
 1. Lauren Capilongo, Malone Given Parsons Ltd.
 2. Sylvia Roberts, Brampton resident

PDC008-2021

1. That the report staff report re: **Seeking Exemption from Section 22(2.1) of the Planning Act - Glen Schnarr & Associates Inc. - Medallion Developments Inc. - File PRE17.123**, to the Planning and Development Committee Meeting of January 18, 2021, be received;
2. That Council exempt application Glen Schnarr & Associates Inc. - Medallion Developments Inc., PRE17.123 from Section 22(2.1.1) of the Planning Act, as it does not undermine or frustrate the intent of the recently approved Bramalea Mobility Hub Secondary Plan (SPA9); and,
3. That the delegation from Colin Chung, Glen Schnarr and Associates Inc., re: Seeking Exemption from Section 22(2.1) of the Planning Act - Glen Schnarr & Associates Inc. - Medallion Developments Inc. - File PRE17.123, to the Planning and Development Committee Meeting of January 18, 2021, be received.

PDC009-2021

1. That the staff report re: **Site Specific Amendment to the Sign By-Law 399-2002, as amended - Peel Standard Condominium Corporation 1044 - 7956 Torbram Road – Ward 7** to the Planning and Development Committee Meeting of January 18, 2021, be received; and,
2. That a by-law be passed to amend Sign By-law 399-2002, as amended, to permit the proposed site-specific amendment.

PDC010-2021

1. That the staff report re: **Application to Amend the Official Plan and Zoning By-law, and Proposed Draft Plan of Subdivision - 2639509 Ontario Ltd. - Candevcon Ltd. - File C03W14.008**, to the Planning and Development Committee Meeting of January 18, 2021, be received;
2. That the Official Plan Amendment, Zoning By-law Amendment and Draft Plan of Subdivision applications submitted by Candevcon Limited on behalf of 2639509 Ontario Ltd., Ward: 6, Files: C03W14.008 and 2021-028, be approved, on the basis that it represents good planning, it is consistent with the Provincial Policy Statement, conforms to the Growth Plan for the Greater Golden Horseshoe, The Region of Peel Official Plan and the City's Official Plan for the reasons set out in the Planning Recommendation Report, dated December 16, 2020;
3. That the amendments to the Fletchers Meadow Secondary Plan (Area 44), generally in accordance with Appendix 7 to the report be adopted; and,
4. That the amendments to the Zoning By-law, generally in accordance with Appendix 8 to the report be adopted.

PDC011-2021

1. That the staff report re: **Application to Amend the Zoning By-law and Proposed Draft Plan of Subdivision - Candevcon Ltd. - 2185715 Ontario Inc. - File C08E17.012** to the Planning and Development Committee Meeting of January 18, 2021, be received;
2. That the Zoning By-law Amendment application and proposed Draft Plan of Subdivision submitted by Candevcon Limited on behalf of 2185715 Ontario Inc., Files: C08E17.012 & 21T-19009B, as revised, be approved, on the basis that they represent good planning, including that they are consistent with the Provincial Policy Statement, conform to the Growth Plan for the Greater Golden Horseshoe, the Region of Peel Official Plan, the City of Brampton's Official Plan, for the reasons set out in this Recommendation Report;
3. That the amendments to the Zoning By-law, generally in accordance with Appendix 14 attached to the report be adopted; and,
4. That no further notice or public meeting be required for the attached Zoning By-law amendment pursuant to Section 34(17) of the Planning Act.

PDC012-2021

1. That the staff report re: **Application to Amend the Official Plan, Zoning By-law and Proposed Draft Plan of Subdivision - Matthews Planning and Management Ltd. - Ouray Developments - File C10E05.019** to the Planning and Development Committee Meeting of January 18, 2021 be received;
2. That the application to amend the Official Plan and Zoning By-law, and Proposed Draft Plan of Subdivision, submitted by J.H. Stevens, Planning & Development Consultants submitted on behalf of Ouray Developments Incorporated, Ward: 8, Files C10E05.019 and 21T-14001B, be approved on the basis that it represents good planning, including that it is consistent with the Provincial Policy Statement, and conforms to the Growth Plan for the Greater Golden Horseshoe, the Region of Peel Official Plan, and the City's Official Plan for the reasons set out in the report;
3. That the amendments to the Official Plan including the Bram East Secondary Plan, generally in accordance with the by-law attached as Appendix 10 of the report be adopted;
4. That the amendments to the Zoning By-law, generally in accordance with the by-law attached as Appendix 11 of the report be adopted; and,
5. That no further notice or public meeting be required for the attached Zoning By-law Amendment pursuant to Section 34(17) of the *Planning Act*, R.S.O. c.P. 13, as amended.

PDC013-2021

1. That the staff report re: **Bill 108 – Amendments to the Planning Act requiring municipalities to authorize the use of Additional Residential Units in detached, semi-detached and townhouse dwellings** to the Planning and Development Committee meeting of January 18, 2021, be received; and,
2. That staff be directed to hold a Statutory Public Meeting to present the proposed amendments to the Official Plan and Zoning By-law, implementing Bill 108 requirements.

PDC014-2021

1. That the staff report re: **Peer Review Consultant for Market Analysis, Inclusionary Zoning Assessment**, to the Planning and Development Committee Meeting of January 18, 2021, be received; and

2. That the proposed selection of urbanMetrics Inc. to provide a written opinion of the market analysis component of the assessment report to be prepared by N. Barry Lyon Consultants Ltd., in accordance with the Planning Act and Ontario Regulation 232/18, be endorsed.

PDC015-2021

That the Cycling Advisory Committee Minutes of December 15, 2020, Recommendations CYC017-2020 to CYC020-2020, to the Planning and Development Committee Meeting of January 18, 2021, be received.

CYC017-2020

That the agenda for the Cycling Advisory Committee Meeting of December 15, 2020, be approved, as published and circulated.

CYC018-2020

1. That the delegation from Stephen Laidlaw, Co-chair, to the Cycling Advisory Committee Meeting of December 15, 2020, re: **City of Brampton Snow Clearing Policy To Encourage Winter Cycling**, be received; and
2. That staff be requested to report back to a future Cycling Advisory Committee meeting with information regarding current winter maintenance practices for municipal bike parking facilities.

CYC019-2020

1. That the presentation from Nelson Cadete, Project Manager, Active Transportation, Transportation Planning, Planning and Development, to the Cycling Advisory Committee Meeting of December 15, 2020, re: **Implementation of the Active Transportation Master Plan – Annual Report 2020/2021**, be received;
2. That a copy of the subject presentation be forwarded to the Region of Peel for information; and
3. That Dayle Laing, Committee Member, delegate the Region of Peel on behalf of the Cycling Advisory Committee on the need to increase focus on Active Transportation mode share, in view of the environment and achieving Sustainable Transportation Strategy goals.

CYC020-2020

That the Cycling Advisory Committee do now adjourn to meet again for a Regular Meeting on February 16, 2021 at 5:00 p.m. or at the call of the Chair.

PDC016-2021

That the Planning and Development Committee do now adjourn to meet again on Monday, February 1, 2021, at 7:00 p.m., or at the call of the Chair.

12.4 Minutes – Committee of Council – January 20, 2021

Notes:

- Item 10.2.1 from the Committee agenda was inadvertently omitted from consideration during the January 20 Committee meeting, and was dealt with under Council Resolution C020-2021 below.
- Recommendation CW041-2021 (Tamil memorial genocide monument) was considered, amended, and voted on under Item 8.4 – the amended recommendation is outlined below.

Mayor Brown introduced the subject minutes, and the meeting Chairs led Council's consideration.

Council discussion took place on the following recommendations:

- CW006-2021 (mandatory mask/face covering policy for outdoor skating rinks):
 - an amendment was proposed and agreed upon to delete the words “that under Brampton’s state of emergency” from the operative clause – the amended recommendation is outlined below
- CW012-2021 (consent motion):
 - an amendment was proposed and agreed upon to undertake a new method for consent items on a trial basis – the amended recommendation is outlined below

The following motion to receive the minutes and approved the recommendations, as amended, was considered.

C019-2021

Moved by City Councillor Williams

Seconded by Regional Councillor Fortini

1. That the **Minutes of the Committee of Council Meeting of January 20, 2021, to the Council Meeting of January 27, 2021**, be received;

2. That Recommendations CW001-2021 to CW005-2021, CW007-2021 to CW011-2021, CW013-2021 to CW040-2021, and CW042-2021 be approved as outlined in the subject minutes; and,

3. a) That Recommendation CW006-2021 be approved as amended, such that the recommendation reads as follows:

CW006-2021

Whereas the Province of Ontario has directed a grey-lockdown status for the City of Brampton, that restrict residents from leaving home unless for essential purposes to include exercise outdoors;

Whereas the City of Brampton's outdoor skating rinks have remained opened to allow opportunity for residents to be physically active for exercise, but with limited capacity and pre-registration requirements to control use and contact tracing;

Whereas the two metre physical distancing rule has been encouraged since the beginning of this pandemic and throughout, as a measure to prevent the spread of COVID-19;

Whereas scientific evidence has indicated that repeated, cumulative exposure to an individual or individuals with COVID-19 can, in certain instances, also lead to inoculation in the same manner as prolonged close contact (reference page 5:

<https://www.publichealthontario.ca/-/media/documents/ncov/main/2020/09/covid-19-contact-tracing-risk-assessment.pdf?la=en>)

Whereas in cases where the two metre physical distancing protocol cannot be maintained, residents are asked to wear a mask to protect themselves and others from the spread of COVID-19;

Whereas the Peel Medical Officer of Health has provided a recommendation that local municipalities consider extending mask and face covering mandates to outdoor activities where transmission risks exist, where more than simply transient passing contact might be occurring;

Whereas limited capacity at outdoor skating rinks operated by the city does not guarantee that residents will maintain the two metre physical distancing rule;

Therefore be it resolved that staff immediately implement and communicate a mandatory mask / face covering policy, to apply to those over the age of 10 years, at all outdoor skating rinks operated by the City.

b) That Recommendation CW012-2021 be approved as amended, such that the recommendation reads as follows:

CW012-2021

Whereas Council feels it is appropriate to consider a new method for the Consent Motion on a trial basis for the consideration of routine and non-controversial agenda business during meetings;

Therefore Be It Resolved:

That the items to be included for the Consent Motion be determined by Members of Council at each applicable Council or committee meeting;

That the following temporary method to determine the Consent Motion be followed for a period of three (3) months for meetings employing the Consent Motion:

1. No staff reports or agenda items shall be listed for consent approval prior to the start of the meeting;
2. At the time of the agenda dealing with the Consent Motion, the Chair shall read out each agenda item to determine whether to include with the Consent Motion;
3. The Consent Motion shall not apply to the following agenda business included on respective meetings agendas:
 - Announcements
 - Presentations
 - Delegations
 - Member Questions Period
 - Public Question Period
4. If a Member identifies to the Chair that they wish to speak to an agenda item, it shall not be included in the Consent Motion and shall be dealt with separately in the order in which the item appears on the agenda;
5. In the event that a Member declares a conflict of interest on an item, that item shall not be included in the Consent Motion and shall be dealt with separately in the order in which the item appears on the agenda;

6. All items listed under the Consent Motion shall be voted on through one Consent Motion and that motion shall be neither debatable nor amendable;
7. The Consent Motion is voted by way of a recorded vote;
8. The Member identified to speak to an item held from inclusion in the Consent Motion shall be the first speaker on the item at time of consideration; and
9. If the Member is not present when the held agenda item is on the floor for consideration, Council or committee may hold the item until the Member returns to the meeting, refer or defer the item, or consider the item at that time;

That Section 4.2 of Procedure By-law 160-2004, as amended, be waived accordingly, until an amendment is brought forward for enactment to the By-law after the trial period is completed;

That this trial process for the Consent Motion shall apply only to City Council and other committees where the majority of the membership includes Members of Council; and

That Committee of Council shall consider this matter further at its April 28 meeting to determine whether an amendment to the Procedure By-law is warranted.

- c) That Recommendation CW041-2021 be approved as amended, such that the recommendation reads as follows:

CW041-2021

WHEREAS The City of Brampton is home to a diverse population deserving of recognition; and

WHEREAS according to the 2016 census, Brampton is home to a large Tamil diaspora; and

WHEREAS Brampton's Tamil community have made significant contributions to the City of Brampton's growth in the areas of business, arts, and culture; and

WHEREAS by constructing a monument, the City of Brampton recognize the contributions of the Tamil community and celebrates its rich culture

WHEREAS On January 6th of this year Sri Lankan authorities demolished a memorial built in 2019 at Jaffna University dedicated to Sri Lankan Tamil

civilians who lost of tens of thousands of lives in the Mullivaikkal at the ending phases of the 26 year long civil war in Sri Lanka, which ended in May 2009.

THEREFORE BE IT RESOLVED that The City of Brampton work with the Brampton Tamil Seniors Association and the Brampton Tamil Association to locate a sufficiently large city park or facility, including consideration of Chinguacousy Park if feasible, to construct a Tamil Memorial Genocide monument to recognize the genocide of the Tamil people, and report back to Council thereon.

Carried

The recommendations were approved, as amended, as follows.

CW001-2021

That the agenda for the Committee of Council Meeting of January 20, 2021 be approved as amended, as follows:

To Add:

9.3.3. Discussion at the request of Regional Councillor Fortini, re: Access to Corporate Accounts

10.3.4. Discussion at the request of Regional Councillor Fortini re: Goreway Drive Widening

11.3.4. Discussion at the request of Regional Councillor Medeiros, re: Request for Support for the Tamil Community in Brampton

CW002-2021

That the report titled: **Government Relations Matters**, to the Committee of Council Meeting of January 20, 2021, be received.

CW003-2021

Whereas Canada's recovery from the COVID-19 pandemic will depend on municipalities as the order of government closest to the places where people live, work, thrive and struggle;

And whereas, Canada's federal-municipal partnership is supporting Canadians through this pandemic by: delivering rapid housing solutions for vulnerable Canadians, expanding federal funding to bring reliable internet to rural Canadians, and keeping vital municipal services running strong through the Safe Restart Agreement;

And whereas, the pandemic has exposed longstanding inequalities and the need for a recovery that builds on our federal-municipal partnership to create jobs, promote inclusion and increase resilience to the next threat, whether it's a virus or climate change;

Therefore be it resolved, that the City of Brampton endorses the Federation of Canadian Municipalities' recommendations for a green and inclusive economic recovery, Building back better together, which empowers local leaders to deliver results for Canadians on the ground while continuing to protect the frontline services they rely on, including:

- Building an inclusive recovery—where we create jobs and promote equality, by urgently scaling up the new Rapid Housing Initiative to end chronic homelessness in Canada, growing our affordable housing supply to prevent the flow into homelessness, and investing in community, cultural and recreational infrastructure to promote social inclusion;
- Building a green recovery that creates jobs and moves Canada closer to a net-zero emissions economy, by continuing to invest in efficient public transit, scaling up proven local initiatives that reduce GHG emissions and build communities' resilience to climate change; and
- Building a resilient partnership that matches our modern role in supporting Canadians and our economy, by ensuring municipal operating support continues as COVID-19 impacts stretch through 2021, directly empowering rural communities through new investments in rural transportation and housing, and doubling the federal Gas Tax Fund allocation over three years through a new Municipal Economic Recovery Fund;

And further that staff report back and identify opportunities to align, integrate and provide specific examples of how FCMs Building Back Better Together supports advancing Brampton's priorities through the Municipal Economic Recovery Fund; inclusive and green recovery lenses;

And further that staff together with the elected FCM Board Member from Brampton, engage with FCM to ensure that specific examples are highlighted and promoted by FCM through their ongoing advocacy;

And further, that copies of this resolution be sent to Peel-area MPs, MPPs and FCM.

CW004-2021

That the update from Mayor P. Brown re: **COVID-19 Emergency**, to the Committee of Council Meeting of January 20, 2021, be received.

CW005-2021

Whereas, Peel Public Health's latest Weekly Epidemiological Update states that there are 44,652 confirmed and probable cases of COVID-19 that have been reported in Peel Region

Whereas, there have been 475 deaths among these confirmed cases that reflects the serious nature of this virus.

Whereas, the Provincial Government has declared a 2nd State of Emergency, and implemented related stay-at-home orders due to increasing case counts province-wide.

Whereas, Peel Region's weekly incidence rate is higher than the ones being reported by all 34 of Ontario's public health units.

Whereas, Peel area hospitals have already transferred patients hours away for care in a bid to free up capacity to treat people suffering from COVID-19 but remain on the brink of catastrophe.

Therefore be it resolved, that Peel Region, the City of Brampton, the City of Mississauga, and Town of Caledon, partner, in alignment with advice from Peel Public Health, and invest in a significant joint communications campaign to residents of Peel Region, of no less than \$1,000,000 equally shared, and no less than a period of 6 weeks, with the express goals of:

1. Reducing the rapid increase of Peel Region's case counts
2. Directing Residents to Stay Home based on new Provincial Orders
3. Pivot in messaging with a call to action to NGO's, local influencers and News agencies.
4. Delivering opportunities and options to engage relevant Town, City, and Regional services, arts/religious/culture/cuisine and engagement opportunities from the safety of home
5. Start a Regional tele-town hall with the heads of the four municipalities, all five Chief's, medical officer of health, and representatives from Trillium and Osler health units, for the purpose to reach a wider audience with an emphasis on spreading the word not the virus.

CW006-2021

Whereas the Province of Ontario has directed a grey-lockdown status for the City of Brampton, that restrict residents from leaving home unless for essential purposes to include exercise outdoors;

Whereas the City of Brampton's outdoor skating rinks have remained opened to allow opportunity for residents to be physically active for exercise, but with limited capacity and pre-registration requirements to control use and contact tracing;

Whereas the two metre physical distancing rule has been encouraged since the beginning of this pandemic and throughout, as a measure to prevent the spread of COVID-19;

Whereas scientific evidence has indicated that repeated, cumulative exposure to an individual or individuals with COVID-19 can, in certain instances, also lead to inoculation in the same manner as prolonged close contact (reference page 5: <https://www.publichealthontario.ca/-/media/documents/ncov/main/2020/09/covid-19-contact-tracing-risk-assessment.pdf?la=en>)

Whereas in cases where the two metre physical distancing protocol cannot be maintained, residents are asked to wear a mask to protect themselves and others from the spread of COVID-19;

Whereas the Peel Medical Officer of Health has provided a recommendation that local municipalities consider extending mask and face covering mandates to outdoor activities where transmission risks exist, where more than simply transient passing contact might be occurring;

Whereas limited capacity at outdoor skating rinks operated by the city does not guarantee that residents will maintain the two metre physical distancing rule;

Therefore be it resolved that staff immediately implement and communicate a mandatory mask / face covering policy, to apply to those over the age of 10 years, at all outdoor skating rinks operated by the City.

CW007-2021

That the delegation from Charles Finlay, Executive Director, Rogers Cybersecure Catalyst at Ryerson University, to the Committee of Council Meeting of January 20, 2021, re: **Police Cybercrime Training Centre** be received; and

Whereas the Rogers Cybersecure Catalyst at Ryerson University has plans to open a National Police Cybercrime Training Centre, and has interest in establishing the Training Centre in the City of Brampton; and,

Whereas The City of Brampton recognizes the value proposition, that Cyber Security provides in attracting new business's and investment to the City

Whereas Cybercrime is a rapidly growing threat in Canada affecting corporations, residents, and the public sector, and reported cybercrimes has increased by more than 100% between 2014 and 2018; and,

Whereas the proposed National Police Cybercrime Training Centre in Brampton will expand on the training conducted by the Canadian Police College and allow collaboration between national, regional, and municipal law enforcement agencies to better address cybercrime as a growing threat; and,

Whereas the Police Cybercrime Training Centre will act as a hub for law enforcement agencies allowing for collaboration and sharing of best practices among agencies, will develop advanced courses that will train officers nationwide to address new threats; and,

Whereas opening a Police Cybercrime Training Centre will make Brampton the centre for Cybercrime training and an important addition to Brampton's Innovation District

Therefore Be It Resolved that the City of Brampton staff be directed to begin discussions with Ryerson University for a potential Police Cybercrime Training College within the municipality outlining The City of Brampton's role in a possible partnership, identify what resources would be required, and report back to Council when appropriate.

CW008-2021

1. That the delegation from Carrie Parr, Brampton Resident, to the Committee of Council Meeting of January 20, 2021, re: **Naming a City Park after "Duncan" or "Norman Duncan" - Pioneering Farming Family in Goreway Drive Area**, be received; and
2. That the report titled: Request for Park Naming – “Duncan” or “Norman Duncan” Park, to the Committee of Council Meeting of January 20, 2021, be received; and
3. That Duncan Park or Norman Duncan Park be approved and added to the City's master list of park names for a future park and/or pathway/trail segment in the vicinity of Goreway Drive and Cottrelle Boulevard, to commemorate the pioneering farming family that originally settled in this area of the City.

CW009-2021

That the delegation from Jillian McLeod, Family Advocate, Justice 4 Families (Road Safety Advocacy Group), to the Committee of Council Meeting of January 20, 2021, re: **Road Safety Matters Pertaining to the City of Brampton, in Relation to a Petition Being Presented to the House of Commons**, be received.

CW010-2021

1. That the delegation from Akeem Gardner, CEO and Co-Founder, and Randy Osei, Co-Founder, Atlas 365, to the Committee of Council Meeting of January 20, 2021, re: **Item 8.4.1 - Atlas 365 Announcement**, be received; and
2. That the correspondence provided by City Councillor Whillans, to the Committee of Council Meeting of January 20, 2021, re: **Atlas 365 Announcement titled "Black Entrepreneurs Get Green, In A Majority White Cannabis Industry: Atlas365 Inc. Secures Oversubscribed Round for New Portfolio Company: Canurta Inc."**, be received.

CW011-2021

That the delegation from Alec Cloke, Ontario Dump Truck Industry Expert, to the Committee of Council Meeting of January 20, 2021, re: **Item 10.3.3 - Provincial Policies Related to Dump Trucks**, be received; and

Whereas, the Ontario Ministry of Transportation's Safe, Productive, Infrastructure Friendly (SPIF) (413/05) regulations that took effect Jan 1, 2021 require dump trucks manufactured prior to 2011 to undergo expensive retrofits (costing up to \$40,000); operate at significantly reduced capacity, or be taken off the road after 15 years of operation.

Whereas, the regulations only apply to four specific categories of trucks, used mainly in the construction industry: concrete trucks, water trucks, fuel trailers, and dump trucks.

Whereas, the average lifespan of a dump truck is 20-25 years, and accommodations have been made to permit other impacted trucks (noted above) to operate for 20 to 25 years i.e their full life span.

Whereas, only dump trucks have not been accommodated to permit operation for their full life span i.e 20-25 years.

Whereas, there is no threat to public safety from older (non-retrofitted) dump trucks, but rather the regulations are mainly designed to reduce wear and tear on roads and infrastructure i.e. promote infrastructure safety and save costs.

Whereas, the announcement of these measures' effect date was made a little over a year ago in the midst of the Covid-19 pandemic, however notifications to operators were only sent by the Ministry of Transportation very recently.

Whereas, requests for meetings and information by drivers, owner/operators and ODTA were delayed and denied by the Ministry of Transportation.

Whereas, the Ministry of Transportation entered into an agreement in 2016 that no policy would move forward without industry consensus.

Whereas, that agreement has not been honoured and no meaningful communication, consultation or industry engagement has taken place.

Whereas, dump truck drivers are essential workers who help build our roads, hospitals, critical infrastructure and housing.

Whereas, workers in this industry have already been hit hard by the pandemic suffering at least a 25% reduction in work and income.

Whereas, it is not feasible for dump truck drivers and operators to invest up to \$40,000 (plus one week off the road) to undergo retrofits on trucks that are only 15 years old.

Whereas, operating at significantly reduced capacity is not economically viable for these small business owner/operators as it will result in approximately a one third reduced capacity.

Whereas, dump trucks that are not able to operate at full capacity will not be able to fulfill their existing contractual obligations, gain future work, or be hired for jobs.

Whereas, dump truck drivers and operators have already invested \$250,000 to \$350,000 in their trucks with the expectation that they will be able to operate them for the full life span of the truck.

Whereas, the dump truck owners and operators that are hardest hit by these regulations, are those with the oldest trucks and are among the most vulnerable in the industry.

Whereas, enforcement actions have commenced and many operators have already been turned away from job sites, unable to fulfill contracts, or have been ticketed up to \$1000.

Whereas, adding additional years of operation time/permits would address this issue and essentially allow the older trucks to be grandfathered/used for their full life span.

Whereas, these regulations will disrupt the industry resulting in delays, longer build times, higher costs that will ultimately be passed down to consumers and taxpayers.

Whereas, many Brampton families rely on this income as small business operators generate jobs for drivers, and create other spin off jobs that also benefit the economy.

Whereas, Brampton is a transportation hub that relies on this vital industry for economic well being of its citizens and businesses.

Whereas, dump truck drivers and operators deserve to be heard, consulted, have their valid concerns addressed and be treated with overall dignity and respect

Whereas, The Ontario Dump Truck Association (ODTA) is calling on the Government of Ontario to review these measures and work to find a solution.

Therefore be it resolved that:

1. The City of Brampton urge the Ontario Ministry of Transportation and the Government of Ontario to work with the ODTA to address issues regarding SPIF-compliant axle legislation and work toward viable solutions; and
2. The Mayor of Brampton write a letter to the Minister of Transportation on behalf of Council.

CW012-2021

Whereas Council feels it is appropriate to consider a new method for the Consent Motion on a trial basis for the consideration of routine and non-controversial agenda business during meetings;

Therefore Be It Resolved:

That the items to be included for the Consent Motion be determined by Members of Council at each applicable Council or committee meeting;

That the following temporary method to determine the Consent Motion be followed for a period of three (3) months for meetings employing the Consent Motion:

1. No staff reports or agenda items shall be listed for consent approval prior to the start of the meeting;
2. At the time of the agenda dealing with the Consent Motion, the Chair shall read out each agenda item to determine whether to include with the Consent Motion;
3. The Consent Motion shall not apply to the following agenda business included on respective meetings agendas:
 - Announcements

- Presentations
 - Delegations
 - Member Questions Period
 - Public Question Period
4. If a Member identifies to the Chair that they wish to speak to an agenda item, it shall not be included in the Consent Motion and shall be dealt with separately in the order in which the item appears on the agenda;
 5. In the event that a Member declares a conflict of interest on an item, that item shall not be included in the Consent Motion and shall be dealt with separately in the order in which the item appears on the agenda;
 6. All items listed under the Consent Motion shall be voted on through one Consent Motion and that motion shall be neither debatable nor amendable;
 7. The Consent Motion is voted by way of a recorded vote;
 8. The Member identified to speak to an item held from inclusion in the Consent Motion shall be the first speaker on the item at time of consideration; and
 9. If the Member is not present when the held agenda item is on the floor for consideration, Council or committee may hold the item until the Member returns to the meeting, refer or defer the item, or consider the item at that time;
 10. That Section 4.2 of Procedure By-law 160-2004, as amended, be waived accordingly, until an amendment is brought forward for enactment to the By-law after the trial period is completed;
 11. That this trial process for the Consent Motion shall apply only to City Council and other committees where the majority of the membership includes Members of Council; and
 12. That Committee of Council shall consider this matter further at its April 28 meeting to determine whether an amendment to the Procedure By-law is warranted.

CW013-2021

1. That the report titled: **Corporate Events Listing 2021**, to the Committee of Council Meeting of January 20, 2021, be received;
2. That, the Citizens Awards Recipients 2019 be deferred and recognized in 2021 in addition to the Citizens Awards Recipients 2020; and

3. That the Corporate Events Listing 2021 be approved.

CW014-2021

1. That the report titled: **Important and Commemorative Dates and Destination Bus Signage 2021**, to the Committee of Council Meeting of January 20, 2021, be received; and
2. That Council approve the proposed 2021 Commemorative Dates Listing and recommended tactics (Appendix A); and,
3. That Council approve the proposed 2021 Cultural Expressions for Brampton Transit Bus Destination Signage (Appendix B) and that “Happy Black History Month” be added to the list.

CW015-2021

That the report titled: **Request to Begin Procurement – Multi-Functional Print Services, Print Shop Printing Services and Printing as a Service – Specialized**, to the Committee of Council Meeting of January 20, 2021, be **deferred** to the next Committee of Council Meeting on February 3, 2021.

CW016-2021

1. That the report titled: **Delegation of Regional Tax Ratio Setting 2021**, to the Committee of Council Meeting of January 20, 2021, be received; and,
2. That the City of Brampton consents to a by-law delegating the upper tier tax ratio setting authority within the Region of Peel to the lower-tier municipalities and to a continuation of the apportionment methodology in place for the 2020 tax year; and,
3. That a certified copy of the resolution be forwarded to the Region of Peel before March 1, 2021.

CW017-2021

That the report titled: **Status of General Accounts Receivable**, to the Committee of Council Meeting of January 20, 2021, be received.

CW018-2021

That the report titled: **Email, Files and Meeting Platforms**, to the Committee of Council Meeting of January 20, 2021, be received.

CW019-2021

That the Minutes of the Accessibility Advisory Committee Meeting of December 8, 2020, to the Committee of Council Meeting of January 20, 2021, Recommendations AAC015-2020 to AAC020-2020 be approved, as published and circulated.

AAC015-2020

That the Agenda for the Accessibility Advisory Committee meeting of December 8, 2020 be approved as published.

AAC016-2020

That the presentation by Alex Milojevic, General Manager, Transit, and Scott Gillner, Senior Policy Advisor, Transit, to the Accessibility Advisory Committee meeting of December 8, 2020, re: **Brampton Transit Update** be received.

AAC017-2020

1. That the report by Teresa Olsen, Deputy Clerk, Administrative Services and Elections, re: **Rick Hansen Foundation Accessibility Certification (RHFAC) Program – City of Brampton Facilities**, to the Accessibility Advisory Committee meeting of December 8, 2020, be received.

AAC018-2020

1. That the report by Sylvia Ingham, Access and Inclusion Clerk, to the Accessibility Advisory Committee meeting of December 8, 2020, re: **Accessibility Awards Program – Amendments to Nomination and Recognition Procedures**, be received; and
2. That the Accessibility Awards Program established in 2017, be amended to include the following updates:
 - a new Award category be established for “Accessible Programs & Initiatives”, open to individuals, community groups and businesses;
 - self-nominations be permitted;
 - employees and Members of Council be eligible to submit nominations for the Award categories as long as they have no involvement in the review or selection process;
 - award recipients be invited to a Committee of Council or Council meeting in June annually, during National AccessAbility Week, for a presentation of the awards; and

- all nominees for each category be recognized with a certificate signed by the Mayor.

AAC019-2020

That the update by Ryan Maiss, Accessible Enforcement Officer, to the Accessibility Advisory Committee meeting of December 8, 2020, re: **Accessible Enforcement Parking Q1-Q4 2020** be received.

AAC020-2020

That Accessibility Advisory Committee meeting do now adjourn to meet again on March 9, 2021 at 6:30 p.m.

CW020-2021

Whereas The City of Brampton has committed to being an open and transparent municipality; and,

Whereas The City of Brampton has a responsibility to its residents and businesses as taxpayers to be open and transparent; and,

Whereas the Provincial Government of Ontario and the Government of Canada publicly list their employees and contact information (phone numbers) through search engines and departmental organization charts;

Whereas the City of Brampton organizational chart is partially available and employee contact information is not made public;

Therefore Be It Resolved that staff report back to council before the end of Q2 with a strategy to publish the City of Brampton's organizational chart, including each employee's title and relevant contact information (email or phone), consult with City labour associations and identify any considerations for employees which cannot be published for reasons such as nature of their position, confidentiality, etc.

CW021-2021

Whereas, the 2018-2022 Term of Council is committed to a key priority of being a Well-Run City.

Whereas, customer service and making City services more readily accessible and user-friendly is a priority for City staff and Members of Council.

Whereas, The Brampton GeoHub is a platform that features initiative driven tools that help grow transparency and foster innovation everywhere, providing open data, and tools to visualize it.

Therefore be it resolved, that the City's Information Technology Division examine opportunities and tools to make the GeoHub and available datasets more user-friendly and customer-centric; and,

Further, that the Strategic Communications division explore opportunities to increase promotion of, and successful 3rd party uses of, the GeoHub website, and available tools and data.

CW022-2021

That staff be directed to communicate with social media account providers (Twitter, FaceBook, Instagram) to request they undertake verification of all Brampton Councillor accounts for legitimacy, and report back to a future meeting thereon.

CW023-2021

That the following motion be **referred** to the January 27, 2021 Council meeting:

That should a Councillor desire monitoring of a personal account, that monitoring costs be attributed to the individual councillor budget account.

CW024-2021

That the correspondence from Nando Iannicca, Regional Chair & CEO, Regional Municipality of Peel, dated December 14, 2020, to the Committee of Council Meeting of January 20, 2021, re: **Federal and Provincial Support for Adequate Paid Sick Day Benefits**, be received.

CW025-2021

That the correspondence from Terry Miller, President, Brampton CARP, dated January 4, 2021, to the Committee of Council Meeting of January 20, 2021, re: **COVID-19 Vaccinations for Seniors**, be received.

CW026-2021

That the correspondence from Regional Chair Nando Iannicca to Minister Steve Clark, Ministry of Municipal Affairs and Housing, dated December 23, 2020, to the Committee of Council Meeting of January 20, 2021, re: **Change to the Composition of Regional Council**, be received.

CW027-2021

That the correspondence from Nation Cheong, VP Community Opportunities and Mobilization, United Way Greater Toronto, dated January 19, 2021, to the

Committee of Council Meeting of January 20, 2021, re: **Item 6.2 - Adequate Paid Emergency Leave**, be received.

CW028-2021

Lost That the Committee of Council do now recess to reconvene at 2:15 p.m.

CW029-2021

1. That the report titled: **Begin Procurement Report – Janitorial Services for various Facilities for a two (2) year period (File ACX.JS)**, to the Committee of Council Meeting of January 20, 2021, be received; and
2. That the Purchasing Agent be authorized to commence the procurement for Janitorial Services for various Facilities for a two (2) year period.

CW030-2021

1. That the report titled: **Traffic By-law 93-93 - Administrative Update (File I.AC)**, to the Committee of Council Meeting of January 20, 2021, be received; and,
2. That a by-law be passed to amend Traffic By-law 93-93, as amended, as outlined in the subject report.

CW031-2021

That the Minutes of the Brampton School Traffic Safety Council Meeting of December 3, 2020, to the Committee of Council Meeting of January 20, 2021, Recommendations SC050-2020 to SC052-2020 be approved, as published and circulated.

SC050-2020

That the Agenda for the Brampton School Traffic Safety Council meeting of December 3, 2020, be approved as published.

SC051-2020

1. That the Site Inspection report to the Brampton School Traffic Safety Council meeting of December 3, 2020, re: **Marguerite Bourgeoys Separate School, 550 North Park Drive - Ward 7** be received; and
2. That in an effort to encourage Active Transportation to and from school, the Principal be requested contact the school's designated Peel Health Nurse to participate in the School Travel Plan Program in Peel;

3. That the Supervisor of the Crossing Guards be requested to:
 - Relocate the school crossing to the intersection of North Park Drive and Nasmith Street/Norma Crescent and place one crossing guard at the intersection to cross the north and east legs
 - Provide necessary training at the new school crossing to educate the pedestrians on how to cross safely at a signalized crossing
 - Provide the school principal with safety information regarding crossing at signalized intersections to share with student population
4. That the Senior Manager of Traffic Services be requested to:
 - Remove the lines and signage at the existing crosswalk
 - Review the signal timings at the intersection to ensure there is sufficient time for students from K-5 to cross safely;
5. That the Principal be requested to advise the school population of the new crosswalk location at North Park Drive and Nasmith Street/Norma Crescent and also to encourage and educate them on safety at a signalized intersection.

SC052-2020

That Committee do now adjourn to meet again on January 21, 2021 at 9:30 a.m.

CW032-2021

That the Minutes of the Environment Advisory Committee Meeting of December 8, 2020, to the Committee of Council Meeting of January 20, 2021, Recommendations EAC023-2020 to EAC030-2020 be approved, as published and circulated.

EAC023-2020

That the agenda for the Environment Advisory Committee Meeting of December 8, 2020 be approved as amended to re-order the agenda to deal with the items under section 8 (Other/New Business) immediately following section 4 (Previous Minutes).

EAC024-2020

1. That the delegation from Alice Casselman, Founder/President, ACER (Association for Canadian Educational Resources), and Catherine Soplet, Founder/Lead Strategist, Building Up Our Neighbourhoods, to the

Environment Advisory Committee Meeting of December 8, 2020, re: **Project Crossroads Urban Reforestation Activities** be received; and

2. That the delegation's requests be **referred** to staff for review and consideration.

EAC025-2020

1. That the presentation by Shannon Logan, Senior Program Manager of Sustainable Neighbourhoods, Toronto and Region Conservation Authority, and Stavroula Kassaris, Environmental Planner, Public Works and Engineering, to the Environment Advisory Committee Meeting of December 8, 2020 re: **Bramalea Sustainable Neighbourhood Action Program (SNAP) Action Plan** be received;
2. That the Environment Advisory Committee support the establishment of the Bramalea SNAP and endorse the proposed Bramalea SNAP Action Plan; and
3. That TRCA and City staff provide a presentation regarding the Bramalea SNAP Action Plan to Committee of Council.

EAC026-2020

1. That the presentation by Stavroula Kassaris, Environmental Planner, Public Works and Engineering, to the Environment Advisory Committee Meeting of December 8, 2020 re: **Brampton Grow Green Environmental Master Plan Action Plan and Metric Refresh Plan** be received;
2. That the Environmental Advisory Committee support the Brampton Grow Green Environmental Master Plan Action Plan and Metric Refresh; and
3. That City staff provide a presentation regarding the Brampton Grow Green Environmental Master Plan Action Plan and Metric Refresh to Committee of Council.

EAC027-2020

That the presentation by Alex Taranu, Senior Advisor, Public Works and Engineering, to the Environment Advisory Committee Meeting of December 8, 2020 re: **Riverwalk Area Urban Design Master Plan** be received.

EAC028-2020

That Akeem Gardner and Davika Misir be selected to represent the Environment Advisory Committee on the Official Plan Review Community Leaders Advisory Group.

EAC029-2020

That, it is the position of the Environment Advisory Committee, that the City of Brampton communicate to the Province of Ontario that it does not support Schedule 6 (Conservation Authorities Act) and Schedule 8 (Crown Forest Sustainability Act, 1994) of Bill 229 (Protect, Support and Recover from COVID-19 Act (Budget Measures), 2020), due to the negative impact on the protection of Ontario's environment.

EAC030-2020

That the Environment Advisory Committee do now adjourn to meet again on Tuesday, February 9, 2021 at 6:00 p.m. or at the call of the Chair.

CW033-2021

1. That the report titled: **Surplus Declaration for Lease of a Portion of 917 and 927 Bovaird Drive West - Ward 5**, to the Committee of Council Meeting of January 20, 2021, be received; and
2. That a by-law be passed to declare surplus to the City's requirements a portion of the City's lands, comprising of an area of approximately 266 m², municipally known as 917 and 927 Bovaird Drive West, identified as part of PINs 14095-0005 and 14095-0006.

CW034-2021

1. That the report titled: **Request for Budget Amendment - Developer Reimbursement for the Development of LIV Communities Landmart Phase 2 Park Block 118 - Ward 6**, to the Committee of Council Meeting of January 20, 2021, be received; and
2. That a budget amendment be approved for Project #215860 – Park Blocks in the amount of \$1,250,508 with full funding to be transferred from Reserve #134 – DC: Recreation.

CW035-2021

1. That the report titled: **Request for Budget Amendment: Developer Reimbursements for Parkland Over Dedication for a Neighbourhood Park - Ward 6**, to the Committee of Council Meeting of January 20, 2021, be received; and
2. That a budget amendment be approved for Project # 216760-001 – Park Land Over Dedication & Opportunity Purchases in the amount of \$4,768,168 with full funding to be transferred from Reserve #2 – CIL Parkland.

CW036-2021

1. That the report titled: **Request to Begin Procurement for Miscellaneous Parks Construction at Various Locations for a Three (3) Year Period**, to the Committee of Council Meeting of January 20, 2021, be received; and
2. That the Purchasing Agent be authorized to commence procurement for Miscellaneous Parks Construction at various locations for a three (3) year period.

CW037-2021

1. That the report titled: **Surplus Declaration for a Long-Term Ground Lease for a Portion of the Lands Located at 8870 McLaughlin Road West, Brampton (Flower City Community Campus) - Ward 4**, to the Committee of Council Meeting of January 20, 2021, be received; and
2. That a by-law be passed to declare surplus to the City's requirements the City's lands, a portion comprising of an area of approximately five (5) acres, municipally known as part of 8870 McLaughlin Road West, Brampton, for a long-term ground lease(s), identified as Part of PIN 14071-2654.

CW038-2021

That the Minutes of the Brampton Community Safety Advisory Committee Meeting of December 10, 2020, to the Committee of Council Meeting of January 20, 2021, Recommendations BCS015-2020 to BCS022-2020 be approved, as published and circulated.

BCS015-2020

That the Agenda for the Brampton Community Safety Advisory Committee Meeting of December 10, 2020, be approved as published and circulated.

BCS016-2020

That the delegation by Jillian McLeod, Family Advocate, Justice 4 Families (Road Safety Advocacy Group), re: **Road Safety Matters Pertaining to the City of Brampton, in Relation to a Petition Being Presented to the House of Commons**, to the Brampton Community Safety Advisory Committee Meeting of December 10, 2020, be received, and that she be invited to attend the Committee of Council meeting on January 20, 2021, to delegate to Committee and present her petition for Council consideration.

BCS017-2020

That a new sub-committee, within the existing sub-committee framework, be established regarding Road Safety matters, comprised of interested members of the Community Safety Advisory Committee, and an invitation be extended to Sargent. Dhillon, Peel Regional Police, Inspector Danos, Peel Regional Police, and Jillian McLeod, Family Advocate, Justice 4 Families, to participate on the sub-committee.

BCS018-2020

That the delegation by Sgt. Paul Dhillon, Peel Regional Police, and Inspector Peter Danos, Peel Regional Police, re: **Road Safety in the City of Brampton**, to the Brampton Community Safety Advisory Committee Meeting of December 10, 2020, be received.

BCS019-2020

That the delegation from Jotvinder Sodhi, Sukhwinder Dhillon, Sukjot Naroo, Sukhvinder Samra, Paul Mann, Adele Mac, Ravi Minhas, Gurpreet Marwaha, Kulwinder Chhina, Syed Abbas, Mohammed Afzal, HOWA CRP Concerned Residents of Brampton, re: **Public and Road Safety to the Brampton Community Safety Advisory Committee Meeting** be referred to the Brampton Community Safety Advisory Committee Meeting of March 25, 2021.

BCS020-2020

That the Sub-Committee Updates re: **Brampton Community Safety Advisory Committee Worksheets** be referred to the Brampton Community Safety Advisory Committee Meeting of March 25, 2021.

BCS021-2020

That the discussion at the request of Razmin Said, Advisor, Community Safety, Fire and Emergency Services, re: **Update On The Overall Year, Analysis Of The Worksheet Feedback And Next Steps** be referred to the Brampton Community Safety Advisory Committee of March 25, 2021.

BCS022-2020

That the Brampton Community Safety Advisory Committee do now adjourn to meet again on Thursday, March 25, 2021, at 7:00 p.m., or at the call of the Chair.

CW039-2021

That staff be requested to investigate the possible street or parking naming in honour of Iggy Kaneff, in consultation with appropriate family members, and report back to Council.

CW040-2021

That staff be requested to investigate park and street naming policies and processes in other municipalities, and report back with possible amendments to the policy to ensure the Brampton naming policy and process reflects the diversity of the City.

CW041-2021

WHEREAS The City of Brampton is home to a diverse population deserving of recognition; and

WHEREAS according to the 2016 census, Brampton is home to a large Tamil diaspora; and

WHEREAS Brampton's Tamil community have made significant contributions to the City of Brampton's growth in the areas of business, arts, and culture; and

WHEREAS by constructing a monument, the City of Brampton recognize the contributions of the Tamil community and celebrates its rich culture

WHEREAS On January 6th of this year Sri Lankan authorities demolished a memorial built in 2019 at Jaffna University dedicated to Sri Lankan Tamil civilians who lost of tens of thousands of lives in the Mullivaikkal at the ending phases of the 26 year long civil war in Sri Lanka, which ended in May 2009.

THEREFORE BE IT RESOLVED that The City of Brampton work with the Brampton Tamil Seniors Association and the Brampton Tamil Association to locate a sufficiently large city park or facility, including consideration of Chinguacousy Park if feasible, to construct a Tamil Memorial Genocide monument to recognize the genocide of the Tamil people, and report back to Council thereon.

CW042-2021

That the Committee of Council do now adjourn to meet again on Wednesday, February 3, 2021 at 9:30 a.m. or at the call of the Chair.

Item 10.2.1 from the Committee agenda was inadvertently omitted from consideration during the January 20 Committee meeting.

The following motion was considered.

C020-2021

Moved by City Councillor Williams

Seconded by Regional Councillor Fortini

1. That the report titled: **Request to Begin Procurement – Hiring of a General Contractor for the Construction of Fire Station 214 and Peel Regional Paramedic Service Station at 917 & 927 Bovaird Drive West - Ward 5**, to the Committee of Council Meeting of January 20, 2021, be received;
2. That the Purchasing Agent be authorized to commence the procurement to hire a General Contractor for the Construction of Fire Station 214 and Peel Regional Paramedic Service Station; and
3. That the appropriate City staff be authorized and directed to take the necessary action to give effect thereto.

Carried

13. Unfinished Business

13.1 Staff Report re: Municipal Development Corporation – Next Steps (RM 135/2019)

Council consideration included:

- varying opinions on the establishment of a Brampton Municipal Development Corporation (BMDC) in Brampton
- suggestion that a workshop be held in advance of the final report on this matter to provide with Council additional information and answers to any questions
- need to ensure that, should a workshop be held, notice be given to the public and the workshop be open for public observation, with communication about the BMDC in advance
- concerns about the time and resources required to organize and provide a workshop
- proposed deferral of this matter to the next Term of Council
- acknowledgement that the BMDC was not in the approved Term of Council Priorities
- need for continued work on this project at this time and a proposed amendment to the staff recommendations to remove Recommendation #2

During Council's consideration of this matter:

- a Point of Clarification was raised by City Councillor Williams, for which Mayor Brown gave leave. Councillor Williams responded to comments made by Regional Councillor Santos.
- Peter Fay, City Clerk, provided procedural advice regarding provisions in the Procedure By-law with respect to abstaining from a vote, and those related to deferral motions.
- Points of Order were raised by Regional Councillor Palleschi, for which the Mayor gave leave. Councillor Palleschi expressed concern that since all Members of Council had spoken on the topic, a deferral motion should not be allowed. The City Clerk reiterated the provisions of the Procedure By-law as they relate to deferral motions.

A motion, moved by Regional Councillor Vicente, was introduced to defer the subject report; the deferral motion did not specify a time period. As the motion was procedural in nature, a seconder was not required.

A recorded vote was requested and the motion *lost* as follows.

During the recorded vote, Members of Council continued their debate on this matter. At the request of Mayor Brown, the City Clerk outlined the rules as they relate to debate during the voting process.

C021-2021

Moved by Regional Councillor Vicente

*That the report titled: **Public Consultation on a Municipal Development Corporation for Brampton**, to the City Council Meeting on January 27, 2021, be **deferred**.*

Yea (3): Regional Councillor Santos , Regional Councillor Vicente , and Regional Councillor Medeiros

Nay (8): Mayor Patrick Brown, Regional Councillor Palleschi , Regional Councillor Fortini , Regional Councillor Dhillon , City Councillor Whillans , City Councillor Bowman , City Councillor Williams , and City Councillor Singh

Lost (3 to 8)

A motion, moved by Regional Councillor Palleschi and seconded by City Councillor Whillans, was introduced to remove Recommendation #2, as outlined below, and to provide for a Council workshop on this topic.

2. That the City of Brampton Council authorize the Chief Administrative Officer (CAO) to begin the process of establishing a Brampton Municipal Development Corporation (BMDC) and report back to Council for final approval; and

A recorded vote was requested and the motion carried as follows.

C022-2021

Moved by Regional Councillor Palleschi

Seconded by City Councillor Whillans

1. That the report titled: **Public Consultation on a Municipal Development Corporation for Brampton**, to the City Council Meeting on January 27, 2021, be received; and
2. That a council workshop relating to the BMDC, transparency, and opportunities for redevelopment within Brampton be undertaken prior to presentation of the final report to Council.

Yea (7): Mayor Patrick Brown, Regional Councillor Palleschi , Regional Councillor Dhillon , City Councillor Whillans , City Councillor Bowman , City Councillor Williams , and City Councillor Singh

Nay (4): Regional Councillor Santos , Regional Councillor Vicente , Regional Councillor Medeiros , and Regional Councillor Fortini

Carried (7 to 4)

13.2 Staff Report re: Annual Report on the Access to Information and Protection of Privacy Program for 2019

Note: Deferred from the Council Meeting of December 9, 2020, pursuant to Council Resolution C463-2020, outlined in Item 4.1.

Council consideration included:

- statutory function and reporting relationship of the Head for the purposes of the *Municipal Freedom of Information and Protection of Privacy Act* (MFIPPA)
- Council's authority as it relates to designating the Head for this function
- overview of research undertaken by Regional Councillor Vicente regarding the appointment of Head by like municipalities

- corporate alignment and reporting relationship of the Privacy Officer
- concern about the perception for residents by moving the delegation of the Head to the Privacy Officer, particularly given Council's objective to ensure transparency with residents

Staff outlined the rationale for the proposed delegation of the Head, current corporate alignment and reporting relationship of this position, functions and duties of the Privacy Officer, and statutory functions of the City Clerk's position.

A motion, moved by City Councillor Whillans and seconded by City Councillor Bowman, was introduced to replace Recommendation #2 in the subject staff report with the following:

2. That the role of Head for the purposes of MFIPPA continue to be delegated to the position of City Clerk reporting directly to Council for the purposes of this delegated authority (and reporting administratively to the Commissioner of Legislative Services).

A recorded vote was requested and the motion carried as follows.

C023-2021

Moved by City Councillor Whillans

Seconded by City Councillor Bowman

1. That the report titled: from Annual Report on the Access to Information and Protection of Privacy Program for 2019, to the City Council Meeting of January 27, 2021, be received.
2. That the role of Head for the purposes of MFIPPA continue to be delegated to the position of City Clerk reporting directly to Council for the purposes of this delegated authority (and reporting administratively to the Commissioner of Legislative Services).

Yea (11): Mayor Patrick Brown, Regional Councillor Santos , Regional Councillor Vicente , Regional Councillor Palleschi , Regional Councillor Medeiros , Regional Councillor Fortini , Regional Councillor Dhillon , City Councillor Whillans , City Councillor Bowman , City Councillor Williams , and City Councillor Singh

Carried (11 to 0)

13.3 Motion – Monitoring of Social Media Accounts

Council consideration included:

- proposed motion by Regional Councillor Fortini to provide for costs related to a scanning program to be attributed to individual Members of Council accounts
- varying opinions on the need for a program scan of social media accounts for potential impersonations, and how the cost for such a service should be paid (corporate or individual Members of Council accounts)
- details on the impersonation of Members' social media accounts, resulting in the victimization of some businesses and residents
- information from staff on the purpose and application of the scanning program, and potential liability matters should a Member of Council choose not to participate
- confirmation from staff that all applicable policies will be followed in the selection of a company to provide this service
- suggestion that the matter be deferred until such time as a presentation could be provided by Peel Regional Police

During consideration of this matter, a Point of Privilege was raised by Regional Councillor Medeiros, for which the Mayor gave leave. Council Medeiros responded to comments made by Regional Councillor Santos regarding misperceptions that may have been caused by proposed motions and comments by Members of Council.

A motion, moved by Mayor Brown, was introduced to refer this matter to a future meeting depending on the availability of Peel Regional Police to provide a presentation. As the motion was procedural in nature, a seconder was not required.

A recorded vote was requested and the referral motion *lost* as follows.

C024-2021

Moved by Mayor Patrick Brown

That the item be referred to a future meeting of Committee of Council, or City Council, depending on the availability of Peel Regional Police to provide a presentation thereon.

Yea (4): Mayor Patrick Brown, Regional Councillor Medeiros , Regional Councillor Fortini , and Regional Councillor Dhillon

Nay (7): Regional Councillor Santos , Regional Councillor Vicente , Regional Councillor Palleschi , City Councillor Whillans , City Councillor Bowman , City Councillor Williams , and City Councillor Singh

Lost (4 to 7)

A motion, moved by Regional Councillor Fortini and seconded by Regional Councillor Dhillon, was introduced to provide that should a Councillor desire monitoring of a personal account, the associated costs be attributed to the individual councillor budget account.

A recorded vote was requested and the motion carried as follows.

C025-2021

Moved by Regional Councillor Fortini
Seconded by Regional Councillor Dhillon

That should a Councillor desire monitoring of a personal account, that monitoring costs be attributed to the individual councillor budget account.

Yea (8): Regional Councillor Santos , Regional Councillor Vicente , Regional Councillor Medeiros , Regional Councillor Fortini , Regional Councillor Dhillon , City Councillor Bowman , City Councillor Williams , and City Councillor Singh

Nay (3): Mayor Patrick Brown, Regional Councillor Palleschi , and City Councillor Whillans

Carried (8 to 3)

A motion, moved by Mayor Brown and subsequently seconded by City Councillor Whillans, was introduced to initiate an investigation of impersonations of Council and City corporate identities.

During consideration of the motion, a Point of Order was raised by Regional Councillor Santos, for which the Mayor gave leave. Councillor Santos proposed that staff assist with the drafting of the motion.

With the assistance of staff, the motion was drafted to read as follows:

That the protections articulated by IT staff, in relation to the protection of the public from the impersonation (including identity theft) of members of Council and City corporate identities on the Internet, be initiated.

The City Clerk confirmed that the motion is complementary and not contrary to the previous motion.

A recorded vote was requested and the motion carried as follows.

C026-2021

Moved by Mayor Patrick Brown

Seconded by City Councillor Whillans

That the protections articulated by IT staff, in relation to the protection of the public from the impersonation (including identity theft) of members of Council and City corporate identities on the Internet, be initiated.

Yea (8): Mayor Patrick Brown, Regional Councillor Santos , Regional Councillor Vicente , Regional Councillor Palleschi , City Councillor Whillans , City Councillor Bowman , City Councillor Williams , and City Councillor Singh

Nay (3): Regional Councillor Medeiros , Regional Councillor Fortini , and Regional Councillor Dhillon

Carried (8 to 3)

14. Correspondence

- 14.1 Correspondence from Suzy Godefroy, Executive Director, Downtown Brampton BIA, dated December 9, 2020, re: Downtown Brampton BIA Board of Directors Update

The following motion was considered.

C027-2021

Moved by City Councillor Bowman

Seconded by Regional Councillor Medeiros

1. That the correspondence from Suzy Godefroy, Executive Director, Downtown Brampton BIA, dated December 9, 2020, re: **Downtown Brampton BIA Board of Directors Update**, to the Council Meeting of January 27, 2021, be received; and,

2. That Mark Sich, owner of Pizzanini, be appointed to the Downtown Brampton Business Improvement Area (BIA) Board of Directors, effective December 9, 2020, in accordance with By-law 88-2015 and subsection 204 (3) of the Municipal Act, 2001.

Carried

15. Notices of Motion

15.1 Notice of Motion – Establishment of a Municipal Ombudsman

A revised motion was provided, and Peter Fay, City Clerk, outlined the revisions to the motion.

Mayor Brown provided an overview of the purpose of the motion, and confirmed that the intent of the motion is not to commit Council at this time, but to request a report from staff.

At the request of Mayor Brown, the City Clerk outlined the differences between the positions of Municipal Ombudsman and Auditor General, and responded to questions of clarification from Council.

Mayor Brown agreed to proposed amendments from Members of Council to include additional details in staff's report back.

A recorded vote was requested and the motion carried as follows. The City Clerk clarified that Regional Councillor Palleschi was originally deemed absent for the vote, but was in fact, present and voted in the affirmative.

C028-2021

Moved by Mayor Patrick Brown

Seconded by Regional Councillor Santos

Whereas Section Part 5 of Ontario's Municipal Act entitled "Accountability and Transparency", provides mandatory and optional instruments available to municipalities to demonstrate responsible government to their citizens;

Whereas, the City of Brampton has fully implemented the mandatory instruments of accountability and transparency, such as Council's Code of Conduct, the City's Integrity Commissioner, and the Closed Meeting Investigator;

Whereas, the City of Brampton has fully implemented one of the optional instruments related to accountability and transparency, such as the Lobby Registry and Lobbyist Registrar;

Whereas the Municipal Act sets out other discretionary Accountability and Transparency offices, namely the Municipal Ombudsman and the Auditor General;

Whereas, as per Section 223.13 of the Municipal Act, the legislation also permits the City of Brampton to appoint a Municipal Ombudsman as another measure to further increase accountability and transparency, but does not supersede the Provincial Ombudsman's jurisdiction to investigate;

Whereas, as per Section 223.13 of the Municipal Act, the legislation also permits the City of Brampton to appoint a Municipal Ombudsman as another option to increase accountability and transparency;

Whereas, Section 223.14(3) of the Municipal Act aligns with Section 19 of the Ombudsman Act, which describes the Municipal Ombudsman's powers and the performance of duties; and

Whereas, as per Section 223.19 of the Municipal Act, the legislation also permits the City of Brampton to appoint an Auditor General as another option to increase accountability and transparency;

Therefore Be It Resolved, that the City of Brampton Council request staff to investigate the formation of a City of Brampton's Office of the Municipal Ombudsman and Auditor General, reporting directly to Council; and

That staff report back to Council on the policies, governance, reporting structure, budget, and independence of the Municipal Ombudsman and Auditor General, including a comparison with other similar municipalities, and the various options for provision of the Ombudsman service, for Council's consideration;

That, should Council proceed with the formation of a City of Brampton Office of the Municipal Ombudsman, the hiring process to select the Municipal Ombudsman will include a selection committee comprised of all Members of Council and must be supported unanimously by this Council; and

That staff report back to Council as soon as possible.

Yea (11): Mayor Patrick Brown, Regional Councillor Santos , Regional Councillor Vicente , Regional Councillor Palleschi , Regional Councillor Medeiros , Regional Councillor Fortini , Regional Councillor Dhillon , City Councillor Whillans , City Councillor Bowman , City Councillor Williams , and City Councillor Singh

Carried (11 to 0)

16. Other Business/New Business

16.1 Referred Matters List

Nil

16.2 Discussion Item at the Request of Councillor Singh re: Cannabis Retail Stores in the City of Brampton

A motion, moved by City Councillor Singh and seconded by City Councillor Williams, was introduced, with the operative clause as follows:

THEREFORE BE IT RESOLVED THAT Council request the Mayor to write a letter, on behalf of Council, to The Honourable Doug Ford, Premier of Ontario, The Honourable Peter Bethlenfalvy, Minister of Finance, the Honourable Doug Downey, Attorney General, the Chair and CAO of AGCO, and all five Brampton MPPs to advocate for a cap on the number of licenses that are issued by the Province, and the proximity of locations for cannabis retail stores within the City of Brampton.

Council Singh outlined the purpose of the motion.

Council Members expressed varying opinions on the proposed motion and topics of discussion included Council's decision to "opt in", cannabis being a legal product, proximity of cannabis stores to schools, childcare, recreation and similar facilities, and a reminder that jurisdiction for this matter falls under the Provincial Government.

Staff responded to questions from Council with respect to illegal sales of cannabis, and sales of cannabis to minors (falls under the jurisdiction of Peel Regional Police).

An amendment to the operative clause was introduced by Mayor Brown and accepted by the mover to identify a 500 metre proximity distance of stores to schools, childcare or recreation centres or similar facilities.

A recorded vote was requested and the motion *lost* as follows.

C029-2021

Moved by City Councillor Singh

Seconded by City Councillor Williams

Whereas Council approved to “opt-in” to allow the sale of recreational cannabis by private retail stores on January 21, 2019; and

Whereas the Alcohol and Gaming Commission of Ontario (AGCO) is responsible for licensing private retail stores, while municipalities only have the opportunity to comment on a proposed location through the AGCO’s 15-day public notification period; and

Whereas currently, only five (5) approved locations are operating or authorized to operate and at least 25 current applications are “in progress” under review by the in Brampton;

THEREFORE BE IT RESOLVED THAT Council request the Mayor to write a letter, on behalf of Council, to The Honourable Doug Ford, Premier of Ontario, The Honourable Peter Bethlenfalvy, Minister of Finance, the Honourable Doug

Downey, Attorney General, the Chair and CAO of AGCO, and all five Brampton MPPs to advocate for a cap on the number of licenses that are issued by the Province, and the proximity of locations to 500 metres from a school, childcare or recreation centre, or similar facility, for cannabis retail stores within the City of Brampton.

Yea (5): Mayor Patrick Brown, Regional Councillor Palleschi , Regional Councillor Dhillon , City Councillor Williams , and City Councillor Singh

Nay (6): Regional Councillor Santos , Regional Councillor Vicente , Regional Councillor Medeiros , Regional Councillor Fortini , City Councillor Whillans , and City Councillor Bowman

Lost (5 to 6)

- 16.3 Discussion Item at the Request of City Councillor Singh re: City Council Supporting Khalsa Aid's Nobel Peace Prize Nomination

Dealt with under Item 8.5 – Resolution C009-2021

See also Resolution C008-2021

- 16.4 Discussion Item at the Request of Regional Councillor Vicente re: Fiscal Accountability

Regional Councillor Vicente withdrew this discussion item in light of the consideration of a potential Auditor General for Brampton, considered under Item 15.1.

Staff responded to questions from Councillor Vicente with respect to the timelines for the requested staff report under 15.1 and provision of additional information to Members of Council.

17. Public Question Period

Members of the public were given the opportunity to submit questions via e-mail to the City Clerk's Office regarding any decisions made at this meeting.

Peter Fay, City Clerk, outlined a question from the public as follows.

Chris Drew referenced the topic of All Day Two Way Go Services in Item 10.1.2 and asked about a potential update to this item to indicate the service would be provided for "7 days" and to specify the particular train. Alex Milojevic, General Manager, Transit, indicated that staff would review this item for potential future updates in references to this project.

18. By-laws

The following motion was considered.

C030-2021

Moved by City Councillor Bowman

Seconded by Regional Councillor Medeiros

That By-laws 1-2021 to 19-2021, before Council at its Regular Meeting of January 27, 2021, be given the required number of readings, taken as read, and signed by the Mayor and City Clerk, and the Corporate Seal affixed thereto.

Carried

The by-laws were passed as follows.

By-law 1-2021 – To amend Sign By-law 399-2002, as amended – to provide for certain exemptions in relation to the usage of signs identifying an elected official or candidate (See Item 4.1 (Council Resolution C477-2020 – December 9, 2020) and Item 8.3)

By-law 2-2020 – To amend Business Licensing By-law 332-2013, as amended – additional provisions for licensing Driveway Paving Contractors (See Item 4.1 – Council Resolution C467-2020 (Recommendation PDC151-2020))

By-law 3-2021 – To repeal By-law Driveway Permit By-law 105-2019, as amended (See Item 4.1 – Council Resolution C467-2020 – December 9, 2020 (Recommendation PDC151-2020))

By-law 4-2021 – To amend Procedure by-law 160-2004 to update the Committee of Council standing committee structure and Chair responsibilities (See Item 8.1 and Item 12.2 – Governance and Council Operations Recommendation GC002-2021 – January 18, 2021)

By-law 5-2021 – To amend Sign By-law 399-2002, as amended – site specific amendment – Peel Standard Condominium Corporation 1044 - 7956 Torbram Road – Ward 7 (See Item 12.3 – Planning and Development Committee Recommendation PDC009-2021 – January 18, 2021)

By-law 6-2021 – To adopt Amendment Number OP2006-192 to the Official Plan of the City of Brampton Planning Area – Matthews Planning & Management Ltd. – Ouray Developments Incorporated – northeast corner of Nexus Avenue and Fogal Road – Ward 8 (File C10E05.019) (See Item 12.3 – Planning and Development Committee Recommendation PDC012-2021)

By-law 7-2021 – To amend Zoning By-law 270-2004, as amended – Matthews Planning & Management Ltd. – Ouray Developments Incorporated – northeast corner of Nexus Avenue and Fogal Road – Ward 8 (File C10E05.019) (See Item 12.3 – Planning and Development Committee Recommendation PDC012-2021)

By-law 8-2021 – To amend Zoning By-law 270-2004, as amended – 2128743 Ontario Inc. – Weston Consulting Group Inc. (File C03W15.008) – Ward 6 – 1265, 1279, 1303, 1323 Wanless Drive (south of Wanless Drive between Creditview Road and Chinguacousy Road) (See Council Resolution C432-2020 – November 25, 2020 (Recommendation PDC136-2020))

By-law 9-2021 – To amend the Traffic By-law 93-93, as amended – administrative updates to schedules relating to stop signs, rate of speed, no parking, community safety zones and designated bicycle lanes (See Item 12.4 – Committee of Council Recommendation CW030-2021 – January 20, 2021)

By-law 10-2021 – To declare surplus a portion of City owned lands municipally known as 917 and 927 Bovaird Drive West, Brampton – Ward 5 (See Item 12.4 – Committee of Council Recommendation CW033-2021 – January 20, 2021)

By-law 11-2021 – To declare surplus a portion of the lands located at 8870 McLaughlin Road West, Brampton (Flower City Community Campus) – Ward 4 for a long-term ground lease (See Item 12.4 – Committee of Council Recommendation CW037-2021 – January 20, 2021)

By-law 12-2021 – To appoint municipal by-law enforcement officers and to repeal By-law 250-2020

By-law 13-2021 – To establish certain lands as part of the public highway system (Heritage Road) – Ward 6

By-law 14-2021 – To prevent the application of part lot control to part of Registered Plan 43M-2050 – Ward 6 (PLC-2020-0037) – north of Steeles Avenue West and east of Heritage Road

By-law 15-2021 – To prevent the application of part lot control to part of Registered Plan 43M-2078 – Ward 6 (PLC-2020-0038) – south of Embleton Road and east of Heritage Road

By-law 16-2021 – To prevent the application of part lot control to part of Registered Plan 43M-2058 – Ward 6 (PLC-2020-0040) – southwest corner of Mayfield Road and Chinguacousy Road – Ward 6

By-law 17-2021 – To prevent the application of part lot control to part of Registered Plan 43M-2075 – Ward 6 (PLC-2020-0041) – south side of Mayfield Road and east of Creditview Road

By-law 18-2021 – To prevent the application of part lot control to part of Registered Plan 43M-2043 – Ward 6 (PLC-2020-0042) – north of Wanless Drive and east of Mississauga Road

By-law 19-2021 – To prevent the application of part lot control to part of Registered Plan 43M-2050 – Ward 6 (PLC-2020-0044) – north of Steeles Avenue West and east of Heritage Road

19. Closed Session

Note: Items 19.1, 19.2 and 19.3 were dealt with pursuant to Consent Resolution C003-2021.

The following motion was considered.

C031-2021

Moved by Regional Councillor Palleschi

Seconded by Regional Councillor Santos

That Council proceed into Closed Session to discuss matters pertaining to the following:

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

Litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board and advice that is subject to solicitor-client privilege, including communications necessary for that purpose.

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

Litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board and advice that is subject to solicitor-client privilege, including communications necessary for that purpose.

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

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.

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

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.

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

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.

Carried

Note: In Open Session, the City Clerk reported on the status of Closed Session matters, as follows:

- 19.1 dealt with under Consent Resolution C003-2021
- 19.2 dealt with under Consent Resolution C003-2021
- 19.3 dealt with under Consent Resolution C003-2021
- 19.4 this item was considered by Council in Closed Session and the matter was referred to staff with direction given
- 19.5 this matter was considered by Council in Closed Session and direction was given to staff
- 19.6 this matter was considered by Council in Closed Session and direction was given to staff
- 19.7 this matter was considered by Council in Closed Session and direction was given, including referral of a portion thereof to the February 3, 2021 meeting of Committee of Council
- 19.8 this matter was considered by Council in Closed Session and direction was given to staff

20. Confirming By-law

The following motion was considered.

C032-2021

Moved by City Councillor Williams

Seconded by Regional Councillor Santos

That the following by-law before Council at its Regular Meeting of January 27, 2021, be given the required number of readings, taken as read, and signed by the Mayor and the City Clerk, and the Corporate Seal affixed thereto:

By-law 20-2021 – To confirm the proceedings of Council at its Regular Meeting held on January 27, 2021

Carried

21. Adjournment

The following motion was considered.

C033-2021

Moved by City Councillor Singh

Seconded by City Councillor Bowman

That Council do now adjourn to meet again for a Regular Meeting of Council on Wednesday, February 17, 2021 at 9:30 a.m. or at the call of the Mayor.

Carried

P. Brown, Mayor

P. Fay, City Clerk



Government Relations Matters

**City Council
February 17, 2021**

Planning and Growth Management Committee

Thursday, February 18, 2021 1:30 PM | Committee agenda is available [here](#).

- Peel 2041+ - Regional Official Plan Review and Municipal Comprehensive Review Overview

*Staff from Public Affairs have reviewed the committee agenda and engaged the appropriate department staff.

Expanding asymptomatic and symptomatic testing in schools



Ontario Increases Mental Health Supports for Postsecondary Students



Moving March Break to Keep Kids Safe



#KeepingKidsSafe



February 12, 2021: Adjusted the level of 27 Public Health Regions as per the COVID-19 Response Framework. North Bay Parry Sound District, **Peel Public Health**, Toronto Public Health and York Region Public Health, the shutdown measures and the Stay-at-Home order continue until at least Monday, February 22, 2021.

February 11, 2021: Postponed March break until April 12-16, 2021.

February 10, 2021: Extending electricity rate relief for families, small businesses and farms while the province maintains the Stay-at-Home Order in the majority of public health regions. The government will continue to hold electricity prices to the off-peak rate of 8.5 cents per kilowatt-hour until February 22, 2021

February 10, 2021: Released the province's *2020-21 Third Quarter Finances*. The government is projecting to spend \$25B more than last year, including an additional \$2.6B since the *2020 Budget*. The report projects a deficit of \$38.5B in 2020-21, unchanged from the deficit outlook projected in the 2020 Budget.

February 9, 2021: Providing \$7M to help increase access to mental health and addiction services for postsecondary students during COVID-19.



February 11, 2021: Virtual launch of Brampton based Ryerson University's Catalyst Cyber Range, including an additional *FedDev Ontario* investment of nearly \$660,000 for *Ryerson University's Rogers Cybersecure Catalyst*.

February 10, 2021: Announced \$14.9B for public transit projects over the next eight years, including introduction of a permanent transit fund of \$3B per year for Canadian communities beginning in 2026-27. Consultations are anticipated to begin in the coming months.

February 9, 2021: Launched the first application intake for projects under the *Canada Healthy Communities Initiative*. The Government of Canada will fund eligible projects that fall under three main themes:

- creating safe and vibrant public spaces,
- improving mobility options,
- digital solutions.

Funding ranges from \$5,000 to \$250,000. Application deadline is March 9.

February 9, 2021: Announced funding for the renovation of the Chinguacousy Wellness Centre:

- Federal: \$572,000 | Provincial: \$476,619 | City of Brampton - \$381,381

Notice of Intention to Amend Business Licensing By-law 332-2013 Schedule 9 related to Driveway Paving Contractors

The City of Brampton intends to further amend Business Licensing By-law 332-2013, as follows:

- Schedule 9 to the By-law to include licensing provisions for the licensed contractor to provide securities and defining circumstances in which the securities may be drawn upon by the City, and for the contractor and their applicable staff to complete a Driveway Paving Information course with respect to the City's zoning requirements related to driveways.

City Council will consider this matter, at its regular electronic meeting on Wednesday, February 17, 2021 scheduled to start at 9:30 a.m., Council Chambers, 4th Floor, City Hall.

In consideration of the ongoing COVID-19 pandemic, the City Council meeting on February 17, 2021 will be convened as a virtual meeting, in accordance with the City's Procedure By-law, originating from the Council Chambers, 4th Floor, City Hall at the address noted below. Persons wishing to participate through remote delegation must contact the City Clerk's Office to register and receive instructions to participate in the virtual meeting. Limited in-person public attendance at meetings may be permitted by pre-registration only (subject to occupancy limits) with the City Clerk's Office. It is strongly recommended that all persons continue to observe meetings online or participate remotely.

Members of the public may watch the meeting live from the City of Brampton website at: <https://www.brampton.ca/EN/City-Hall/meetings-agendas/Pages/Welcome.aspx> or <http://video.isilive.ca/brampton/live.html>

Correspondence related to this matter may be submitted via email to the City Clerk at cityclerksoffice@brampton.ca up until the start of the meeting.

During the Council Meeting, the public may submit questions regarding decisions 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.

A copy of the proposed by-law amendment, to be considered by City Council will be published on February 12, 2021 as a part of the meeting agenda, available from the City Clerk's Office, or the City's website at www.brampton.ca.

Questions and comments may be directed to Teresa Olsen, Deputy Clerk, Administrative Services and Elections, City Clerk's Office, (905) 874-2108 teresa.olsen@brampton.ca

Dated February 12, 2021

P. Fay, City Clerk
2 Wellington St. W., Brampton, ON L6Y 4R2
905 [874-2106](tel:905.874.2106) cityclerksoffice@brampton.ca



THE WORLD COUNCIL ON CITY DATA

DATA FOR CANADIAN
CITIES PROJECT

WCCD ISO 37120

Platinum Certification

City of Brampton

<http://www.dataforcities.org/>

Twitter: @WCCityData

Facebook: WCCityData

Patricia McCarney
President and CEO

James Patava
Vice President

Congratulations!

ISO 37120



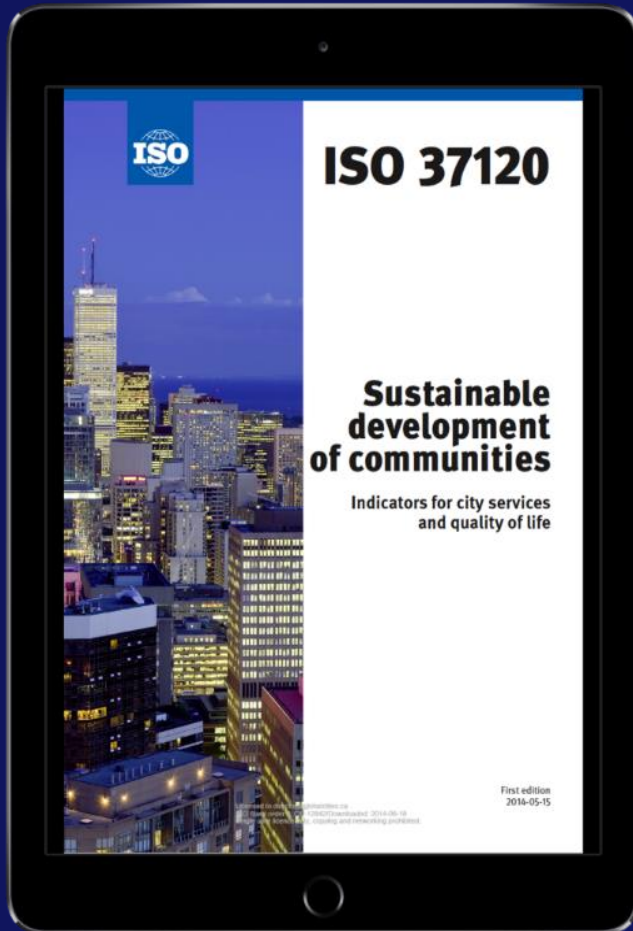
**WORLD COUNCIL
ON CITY DATA**

The City of Brampton is being awarded WCCD ISO 37120 Platinum Certification – supported by the Government of Canada – demonstrating a commitment to high calibre data and data driven planning, management and governance for a more sustainable and prosperous future.

Celebrating WCCD ISO Certification

“All communities, large and small, need good data to plan and build modern public infrastructure. Meeting global data standards is critical. Through the Data for Canadian Cities Pilot Project, in partnership with the World Council on City Data, we've been helping municipal leaders in a number of communities across Canada do just that. I am delighted that Brampton has obtained the ISO standard for municipal data, this will help the City plan projects with quality data and will help guide evidence-based decision-making. Canada's infrastructure plan invests in thousands of projects, creates jobs across the country and builds stronger communities.”

The Hon. Catherine McKenna – Minister of Infrastructure and Communities



ISO 37120

The *1st* ISO Standard for cities

WCCD is implementing this global first in over *100 cities* across 35 countries

Brampton is joining a global network of data driven cities



19 themes

104 indicators



Economy



Education



Energy



Environment &
climate change



Finance



Governance



Health



Housing



Population &
social conditions



Recreation



Safety



Solid Waste



Sport & Culture



Telecommunication



Transportation



Urban/local agriculture
& food security



Urban Planning



Wastewater



Water

WCCD CERTIFICATION LEVELS

ISO 37120



**WORLD COUNCIL
ON CITY DATA**

ISO 37120



**WORLD COUNCIL
ON CITY DATA**

ISO 37120



**WORLD COUNCIL
ON CITY DATA**

ISO 37120



**WORLD COUNCIL
ON CITY DATA**

ISO 37120



**WORLD COUNCIL
ON CITY DATA**

ASPIRATIONAL	BRONZE	SILVER	GOLD	PLATINUM
30-44 Core Indicators	45-59 Indicators 45 Core + 0-14 Supporting	60-74 Indicators 45 Core + 15-29 Supporting	75-89 Indicators 45 Core + 30-44 Supporting	90-104 Indicators 45 Core + 45-59 Supporting



WCCD

**WORLD COUNCIL
ON CITY DATA**

Page 88 of 420

@wccitydata

THE WCCD ISO FAMILY OF STANDARDS

THE ISO 37120 SERIES

SUSTAINABLE DEVELOPMENT OF COMMUNITIES

ISO 37120
Indicators for City Services & Quality of Life

ISO 37122
Indicators for
Smart Cities

ISO 37123
Indicators for
Resilient Cities



WCCD

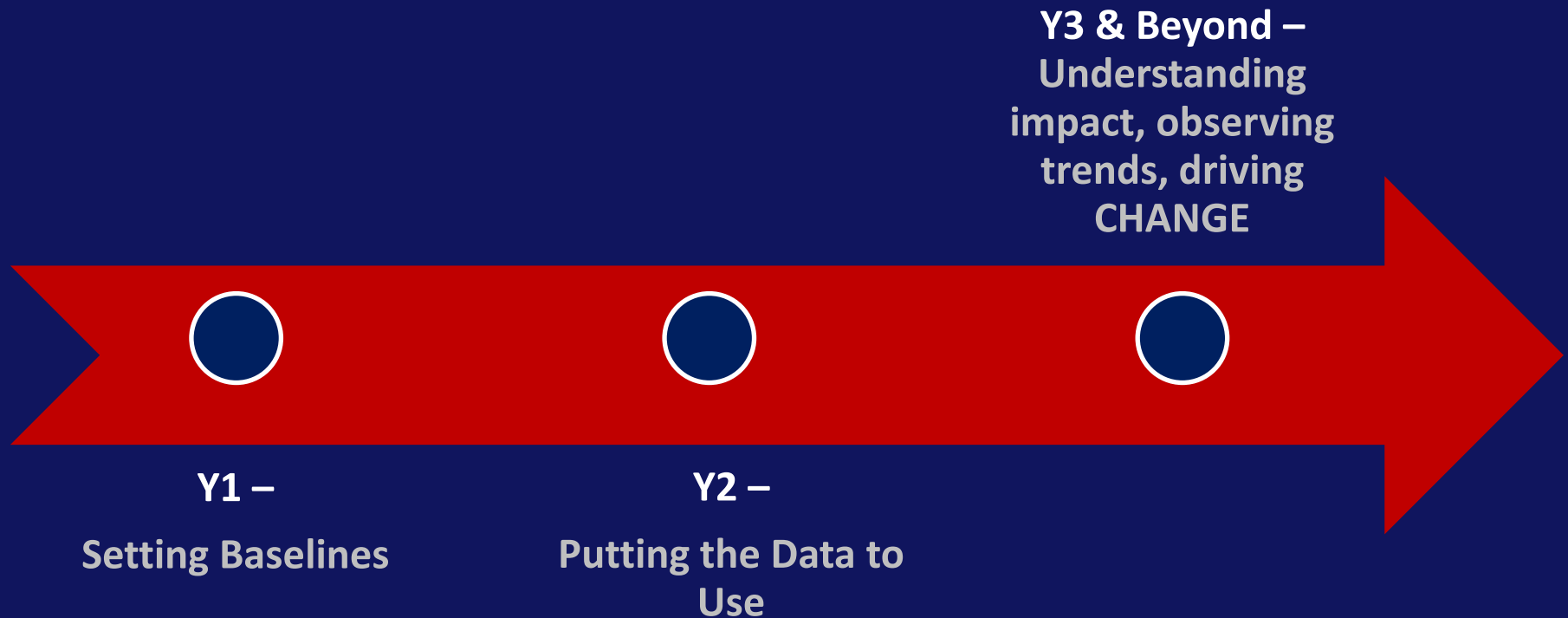
**DATA FOR
CANADIAN
CITIES**

**The Data for Canadian Cities Pilot Project –
Supported by the Ministry of Infrastructure &
Communities**

An Overview

The Data for Canadian Cities Project

Driving long-term impact, across Canada



The WCCD and ISO 37120 Indicators help to:

- ✓ **Create Data-driven Municipalities and incentivize performance**
- ✓ **Inform and Direct public and private spending and investment across the city**
- ✓ **Guide Infrastructure Spending Across the city**
- ✓ **Showcase the impact of spending to citizens and communities across the country**
- ✓ **Drive Job Creation And Economic Development**
- ✓ **Track progress by cities on our climate agenda**

CITY OF BRAMPTON

DATA DRIVEN INSIGHTS



BRAMPTON

SUSTAINABLE LIFESTYLES



WCCD

WORLD COUNCIL
ON CITY DATA



DATA FOR
CANADIAN
CITIES



WCCD DATA FOR
CANADIAN
CITIES



WCCD

WORLD COUNCIL
ON CITY DATA



BRAMPTON: SUSTAINABLE LIFESTYLES

SUPPORTING SUSTAINABLE MOBILITY

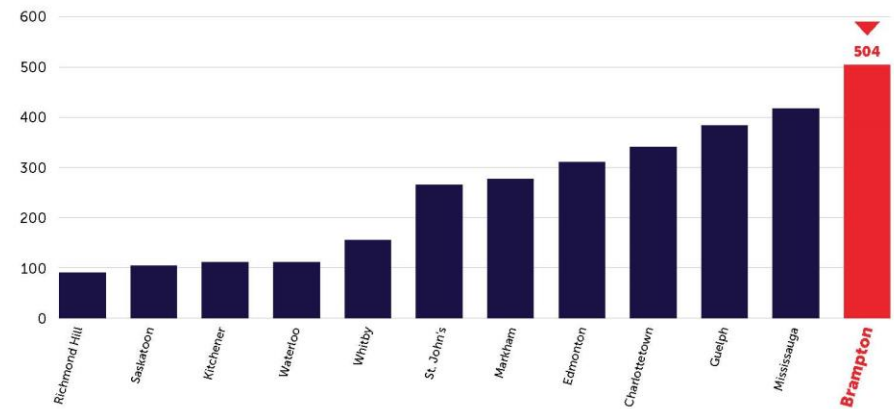


WORLD COUNCIL
ON CITY DATA



Kilometres of Public Transport System per 100 000 Population

ISO 37120 Indicator 19.1



BRAMPTON: SUSTAINABLE
LIFESTYLES

INVESTING IN
AN ALTERNATIVE
FUTURE -
MOBILITY
OPTIONS



WCCD

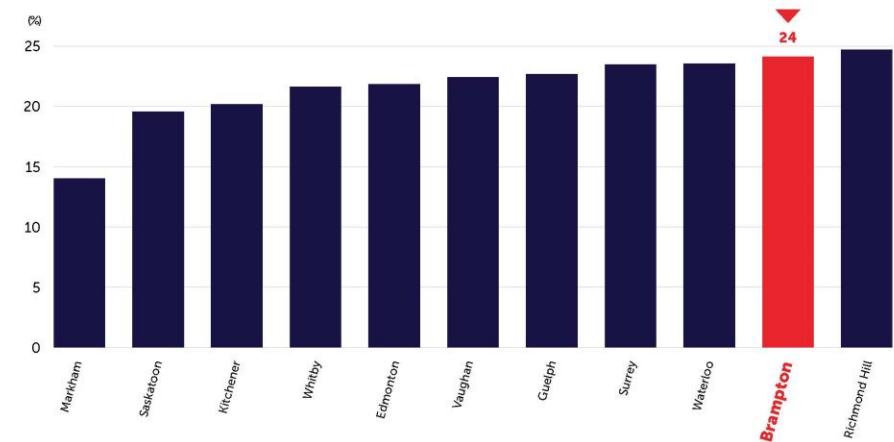
WORLD COUNCIL
ON CITY DATA



DATA FOR
CANADIAN
CITIES

Percentage of Commuters Using a Travel Mode to Work other than a Personal Vehicle

ISO 37120 Indicator 19.3



DATA FOR
CANADIAN
CITIES



WCCD

WORLD COUNCIL
ON CITY DATA



BRAMPTON: SUSTAINABLE LIFESTYLES

CONSERVING ENERGY



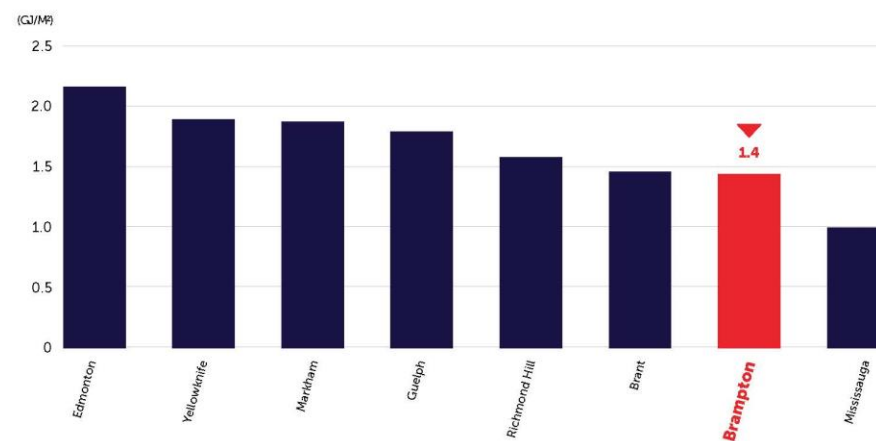
WCCD

WORLD COUNCIL
ON CITY DATA



DATA FOR
CANADIAN
CITIES

Final Energy Consumption of Public Buildings per year (GJ/M²) ISO 37120 Indicator 7.5



BRAMPTON: SUSTAINABLE
LIFESTYLES

PRESERVING NATURAL ASSETS

Fine Particulate Matter
(PM2.5) Concentration
ISO 37120 Indicator 8.1

Severely
Polluted

Heavily
Polluted

Moderately
Polluted

Lightly
Polluted

Good

Excellent



FINE PARTICULATE MATTER
(PM2.5)
CONCENTRATION -
BRAMPTON

7.0 $\mu\text{g}/\text{m}^3$



WCCD

WORLD COUNCIL
ON CITY DATA



DATA FOR
CANADIAN
CITIES

BRAMPTON: SUSTAINABLE LIFESTYLES

PRIORITIZING CLEAN AIR AND COMMITTING TO A HEALTHY ENVIRONMENT

PM2.5 measures levels of fine particulate matter in the air, such as fine dust and soil particles, acids, metals and allergens. Health effects from high concentrations of particulate matter in the air are predominantly associated with respiratory and cardiovascular issues.



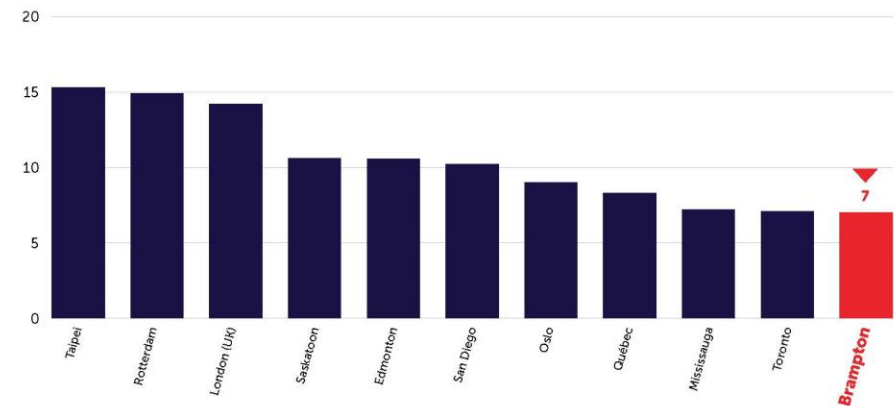
WCCD

WORLD COUNCIL
ON CITY DATA



Fine Particulate Matter (PM2.5) Concentration

ISO 37120 Indicator 8.1



BRAMPTON

ENSURING
GROWTH
FOR ALL



BRAMPTON: ENSURING GROWTH
FOR ALL

THE MOSAIC OF BRAMPTON

Percentage of Population that are Foreign Born

ISO 37120 Profile Data 13.4.2



WCCD

WORLD COUNCIL
ON CITY DATA



DATA FOR
CANADIAN
CITIES



DATA FOR
CANADIAN
CITIES



WCCD

WORLD COUNCIL
ON CITY DATA

CITY OF BRAMPTON
WCCD ISO 37120
PLATINUM CERTIFICATION
THE HIGHEST LEVEL OF CERTIFICATION



WCCD

ISO 37120

ISO 37120



**WORLD COUNCIL
ON CITY DATA**



ISO 37120



WORLD COUNCIL
ON CITY DATA

Certificate Of Registration

ISO 37120 Sustainable Development of Communities:
Indicators for City Services and Quality of Life

The World Council on City Data certifies that:

BRAMPTON

Has reported indicators in conformity
with ISO 37120 at the

Platinum Level - ISO 37120

And has been added to the WCCD Global Cities Registry™

Reporting Year: **2019**

Certificate Registration Number: **2019-P-0136**

Certificate Expiry Date: **March 31st, 2021**

A handwritten signature in black ink, appearing to read "P. McCarney", written over a horizontal line.

Patricia McCarney
President and CEO
World Council on City Data



THE WORLD COUNCIL ON CITY DATA

DATA FOR CANADIAN
CITIES PROJECT

WCCD ISO 37120

Platinum Certification

City of Brampton

<http://www.dataforcities.org/>

Twitter: @WCCityData

Facebook: WCCityData

Patricia McCarney
President and CEO

James Patava
Vice President

Date: 2021-02-03

Subject: Non Union Benefit Harmonization

Contact: Sandeep Aujla, HR Director

Report Number: Corporate Support Services-2021-130

Recommendations:

1. That the report from Michael Davidson, Commissioner, Corporate Support Services and Sandeep Aujla, Director, Human Resources, Corporate Support Services, dated January 20, 2021, to the Council Meeting of February 17, 2021, re: Non Union Benefit Harmonization, be received; and
2. In reference to this report, that Council approve the implementation of the benefit coverage harmonization items outlined in the report, effective as of April 1, 2021 and January 1, 2022, per Tables 1 and 2.
3. The benefit amendments be implemented for Members of Council, in accordance with Resolution C420-2002 and retirees.
4. That the Council approve the use of existing Fringe Benefits Budget to cover for the costs associated with benefits harmonization.

Overview:

- The City of Brampton's Benefit Program is founded on the principles of consistency, equity and the ultimate goal of making a meaningful investment in the physical and mental health of City staff.
- Subsequent to each round of collective bargaining, negotiations with the Brampton Professional Fire Fighters Association (BPFPA) Local 1068, IAFF, Canadian Union of Public Employees (CUPE) Local 831 and the Amalgamated Transit Union (ATU) Local 1573, resulted in meaningful enhancements for their respective memberships.
- There are now various 'gaps' in the benefit offerings to the City's non-union (NU) population.

- The City has an established practice whereby the benefits for non-union employees are harmonized so that they are in line with coverage under the bargaining units.
- The annual financial impact is expected to be approximately \$360,000. This cost can be absorbed within the existing fringe benefits budget, as a result of continued mobility restrictions resulting from the State of Emergency declared on January 12, 2021.

Background:

The City's Group Benefit Program represents an important part of Total Compensation for employees and their families. Coverage is intended to meet their health and wellness needs, as they evolve with differing health care needs.

The City's three Unions and association: ATU, CUPE, and BPPFA, respectively, negotiate enhancements as part of Collective Bargaining to change coverage to meet the needs of their members.

Historically, following the completion of each round of collective bargaining, the non-union benefits get harmonized to match the union-negotiated changes.

Any changes made to the non-union Benefits will also be implemented for Elected Officials (Council Resolution C420-2002) and all retirees.

Current Situation:

A change to the current non-union benefits is recommended to match union settlements to provide fair and competitive offering for all employees as part of Total Compensation. Harmonization includes the following changes:

Table 1: 2021 Harmonization Items (proposed effective date April 1, 2021):

Benefit	Current Plan	Proposed NU Coverage	Estimated Annual Cost Impact
Shingles Vaccine	No Coverage	Employees Only, Age 50+	\$15,000
Hearing Test	No Coverage	\$55 / 3 years	\$10,000
Vision	\$450	\$550	\$131,000
Psychologist	\$45 per ½ hour	\$225 / visit \$2,500 Combined Annual Max	\$134,000
Psychotherapist	No Coverage		
Social Worker (MSW)	No Coverage		
Total 2021 Annualized Cost:			\$290,000

Table 2: 2022 Harmonization Items (proposed effective date January 1, 2022):

Benefit	Current Plan	Proposed NU Coverage	Estimated Annual Cost Impact
Paramedical Coverage	\$45 per ½ hour	\$50 per ½ hour visit Excluding Psychologist, Psychotherapist, Social Worker	\$70,000
Total 2022 Annualized Cost:			\$70,000

Corporate Implications:

Financial Implications:

The total annual cost is estimated to be \$290,000 in 2021 and \$70,000 in 2022. The pro-rated 2021 impact is \$220,000.

Term of Council Priorities:

This initiative is in line with our commitment to being a 'Well-Run City'.

Conclusion:

Harmonization between the non-union benefit plan and union negotiated enhancements has been a long-standing practice at the City of Brampton. It ensures non-union benefit offerings do not lag when compared to the union plans.

To address the stress of the current COVID-19 situation there is currently a temporary increase to the coverage for Psychologists and Social Workers from \$45/visit to \$225/visit with a combined annual maximum of \$2,000. This is in place until March 31, 2021. The above recommended Non-Union Harmonization would convert this temporary enhancement to permanent coverage with annual maximum of \$2,500. The temporary coverage was also extended to ATU but will end on March 31, 2021; ATU will have the opportunity to negotiate this during the next round of Collective Bargaining.

Implementing the amendments identified would create parity for non-union employees. This enables the Corporation to be competitive internally and externally to attract and retain top talent. These changes are fully in line with established practice at the City.

Authored by:

Stephanie Ortiz, Sr. Advisor, Total Compensation

Reviewed by:

Sandeep Aujla, HR Director

Approved by:

Michael Davidson, Commissioner,
Corporate Support Services

Submitted by:

David Barrick, CAO

Date: 2021-02-04

Subject: **Asset Naming to Commemorate Denise Jones**

Contact:

Report Number: Community Services-2021-123

Recommendations:

1. That the report titled: Asset Naming to Commemorate Denise Jones, to the City Council meeting of February 17, 2021, be received; and
2. That Council provide direction to staff regarding an appropriate asset naming opportunity to honour Denise Jones.

Overview:

- Council directed staff to investigate a park naming opportunity to honour the late Brampton resident Denise Jones, who passed away in December 2020, and was an icon in the arts, culture and entertainment industry locally, nationally and internationally.
- Based on consultation with Denise Jones' family, a commemoration in the downtown area associated with arts and culture, was requested. Since park naming opportunities within the downtown are limited, staff are investigating other possible City asset naming opportunities.
- This report is presented to Council as an information update to identify possible City asset naming and other commemoration opportunities and seek direction from Council to honour the legacy of Denise Jones.

Background:

City Council passed the following Resolution at its December 9, 2020 meeting:

C474-2020

That staff be directed to report back on park naming opportunities in honour of Denise Jones.

Denise Jones passed away on December 3, 2020. Denise Jones was a resident of Brampton and Appendix 1 includes her obituary, highlighting her significant contributions and achievements to the arts, culture and entertainment industry locally, nationally and internationally.

Current Situation:

Asset naming is to be in accordance with the City's [Asset Naming Policy](#). Council's direction to name a City asset, such as a park, is in keeping with City policy. Staff will determine if a Sponsorship or Naming Rights opportunity exists before considering Commemorative Names (Section 5.1 (d) of the Policy and use of a person's name for a City asset name is permitted for persons who:

- Honour the significant contribution of an individual to the community (Section 5.2 (h) of the Policy)
- Made a significant contribution to the municipality or to a group or association within the community, which has improved the quality of life for Brampton residents (Section 5.3 (a) of the Policy).
- Promoted Brampton to the world (Section 5.3 (e) of the Policy).
- Demonstrates excellence, courage or exceptional service to the citizens of Brampton, to the Province of Ontario, to Canada or to the world (Section 5.3 (c) of the Policy).

Denise Jones contributions and achievements are worthy of recognition in accordance with the Asset Naming Policy.

Feedback from Denise Jones' family, through the Mayor's Office, has suggested an appropriate naming opportunity be identified in the downtown area associated with the City's arts, culture and facilities. Park naming opportunities in the downtown are limited as few new parks are available for naming. Staff have undertaken an assessment of potential naming opportunities to honour Denise Jones in the downtown area, and the following possible facilities are provided for consideration.

- Staff investigated [Studio II](#) (previously know as the secondary hall) within The Rose Theatre, but it has already been identified as an asset for possible sponsorship, as authorized by Council, as per the City's Sponsorship Program. There is the opportunity for Studio II to generate considerable revenue for the City and it is

advertised as an opportunity along with other Performing Arts Venues and amenities. As such, it should not be considered as a renaming option.

- [Daily Times Square](#), fronting on to Queen Street West serves as a landscaped courtyard with gardens and seating areas and serves as an entrance to the City Hall Campus through the Conservatory. Daily Times Square was named as a tribute to an early city newspaper, the Daily Times and Conservator, which was located at 33 Queen Street. This space is not captured as an asset for potential sponsorship opportunities and is unlikely to be identified as an opportunity for sponsorship in the future. It may be a suitable City asset in the downtown area that could be renamed in honour of Denise Jones.
- [Central Public School](#), 24 Alexander Street, and its amenity spaces, is currently listed on the City's Municipal Register of Cultural Heritage Resources as a listed heritage property. Further consultation with Recreation staff would be required regarding the potential to re-name this property, or elements within the facility.
- Although not located in the downtown area, [Cyril Clark Theatre](#), recently renovated in 2019, is a 187-seat proscenium venue complete with modern technical equipment, fixed seating with a focus on accessibility, a bright lobby, and two dressing rooms. Elements of the theatre facility may be appropriate for naming.
- The [Gazebo at Gage Park](#) is not advertised or listed as an asset for potential sponsorship, however the park itself retains sponsorship value and current relationship with the Rotary Club. Naming the Gazebo would require further consideration.

There has also been consideration of Denise Jones as a potential inductee into the Brampton Arts Walk of Fame as an appropriate tribute.

Council may wish to consider these potential naming options and provide appropriate direction to staff for naming a facility in honour of Denise Jones.

Corporate Implications:

Financial Implications:

There are no immediate financial implications resulting from this information report.

Other Implications:

Term of Council Priorities:

This report achieves the Term of Council Priority of Brampton as a Mosaic by facilitating City infrastructure naming that reflects the rich culture and diversity of the City and its citizens.

Conclusion:

Council requested a park be considered for naming in honour of Denise Jones. Park naming options within the downtown area are limited. Other City assets may be more appropriate for consideration for naming after Denise Jones to honour her contributions and legacy.

Authored by:

Reviewed by:

Peter Fay,
City Clerk,
Legislative Services

Ruban Rajah,
Direction, Facility Operations and
Maintenance,
Public Works and Engineering

Approved by:

Submitted by:

Jayne Holmes,
Acting Commissioner,
Public Works and Engineering

David Barrick,
Chief Administrative Officer

Attachments:

Appendix 1 – Denise Jones Obituary

DENISE JONES, ENTERTAINMENT INDUSTRY TRAILBLAZER LEAVES UNPARALLELED LEGACY OF AFRO-CARIBBEAN CULTURAL ACHIEVEMENTS IN CANADA AND ABROAD

***Co-Founder of Jones & Jones Productions, JAMBANA™ One World Festival and
Managing Five-Time Juno Award Winner Exco Levi Amongst Jones' Many
Accomplishments***

The Canadian, Jamaican and global entertainment industry is mourning the untimely passing of wife, mother, daughter, sister, and cultural icon Denise Jones. The tenacious CEO and co-founder of Jones & Jones Productions passed away on Thursday, December 3rd, surrounded by her family, after being diagnosed with brain cancer in June 2019. She leaves behind her husband, Allan Jones, co-founder of Jones & Jones, her sons Jesse and Jerimi and a wealth of family, friends, professional associates and admirers of her unwavering devotion to God and passion for elevating Afro-Caribbean culture and artists around the world.

Jones, a native of the parish of Portland, Jamaica, and notable actress, emigrated to Canada in the 1980s and after earning her BA in Communications and Theatre from the University of Windsor, served as the executive director for the Peel Multicultural Council and as a theatre critic and arts reporter for CBC Radio in Sudbury, ON where she and Allan first resided before eventually moving their family to Scarborough and later to Brampton. It wasn't long before Jones' entertainment roots, tenacity, leadership skills, and passion for championing both underrepresented artforms and artists sparked the creation of Jones & Jones Productions in 1987 and the Rhythm Canada Talent Agency three years later.

"I have always been impressed with Denise's commitment to promoting Jamaica and its culture, and the passion she displayed throughout all of her endeavours to "get it right" and to make people enjoy themselves," said The Honourable Olivia "Babsy" Grange, Minister of Culture, Gender, Entertainment, and Sport.

From its inception, Jones & Jones was heralded as one of the premier music promotion and brand marketing companies in Canada, producing over 30 concerts and plays annually, as well as a talent search competition, while simultaneously forging mutually beneficial alliances between Caribbean performers and corporations seeking to make more meaningful connections with the community.

Long before diversity, equity, and inclusion were en vogue, Jones' ingenuity and indomitable spirit moved politicians, business leaders and the media to acknowledge and value Black excellence and entertainment in various forms, especially Reggae music. From establishing JAMBANA™, One World Festival - the second-largest Afrocentric cultural event in Canada - which at its height drew over 45,000 attendees and was named one of Ontario's Top 100 Festivals in 2015, to serving as the Founding Chair of the Reggae Category for the Canadian Academy of Recording Arts and Sciences' Juno Awards and managing five-time Juno Award winner and Brampton Walk

of Fame inductee Exco Levi, Jones was widely regarded as the preeminent voice in Reggae music promotion and advancement across the nation.

“[She was] my brilliant manager, friend, mother, and teacher for almost 10 years,” said Levi. Who also noted that his Juno and Harry Jerome Awards, and Walk of Fame honour were all “under the skilful guidance of Denise.”

Jones’ Lifetime Achievement Award from the Urban Music Association of Canada, Bob Marley Memorial Award for work in Entertainment, and Toronto Star “People with Clout in Entertainment” designation all bear witness to her stellar music industry reputation; but her influence and expertise extended far beyond the performing arts, earning her countless accolades for her advocacy work, including a Government of Ontario Community Service Award, a Ministry of Citizenship Ontario Government Award, an African Canadian Achievement Award, a Harry Jerome Award and most recently she was named one of 100 Accomplished Black Canadian Women.

Never content to rest on her laurels and always eager to expand the scope of her contributions, Jones was instrumental in the Peel District School Board’s establishment of Black History Month celebrations, served as a board member for the Brampton Board of Trade, Obsidian Theatre Company, Canadian Independent Record Producers Association, and Helping Hands Jamaica Foundation of Canada which builds houses and schools in Jamaica. As VP, Marketing and VP, Education for the Canadian Society of Professional Event Planners she lent her time and talent to promoting and teaching the finer points of producing high calibre events.

Since her passing, tributes to Jones’ tremendous legacy have been pouring out across social media, including a message from Prime Minister Justin Trudeau, who called her “an incredible advocate for Caribbean arts and culture [who] contributed so much to our country.”

Prior to her diagnosis, Jones had embarked on the next phase of her illustrious career, teaching at Ryerson University. As a professor for the Concert & Festival Management course, she thoroughly enjoyed imparting the pearls of wisdom she had amassed over the years. Her well-known sayings like - *“Don’t let your address define you, choose your career from what you love and know that change is OK. Not one but five careers are possible for your generation.”* - undoubtedly leaving an indelible mark on all those fortunate enough to have learned from this master of her craft and true class act.

Source: [New Haven Funeral Centre Inc.](#)

Date: 2021-02-08

Subject: **Brampton Transit – Canada Infrastructure Bank**

Secondary Title: Requesting Council authority to execute a non-binding Memorandum of Understanding (MOU) with the Canada Infrastructure Bank related to transit electrification financing opportunities.

Contact: Alex Milojevic, General Manager, Transit
905.874.2750 ext. 62332 alex.milojevic@brampton.ca

Report Number: Brampton Transit-2021-166

Recommendations:

1. That the report from Alex Milojevic, General Manager, Transit, dated February 8, 2021, to the Brampton City Council Meeting of February 17, 2021, re: **Brampton Transit – Canada Infrastructure Bank (Report Number: Brampton Transit-2021-166, IB.c)**, be received; and,
2. That the General Manager, Transit or designate be delegated the authority to execute on behalf of the City a non-binding Memorandum of Understanding (MOU) with the Canada Infrastructure Bank (CIB) for the purpose of exploring potential financing opportunities related to the electrification of the transit system on the terms described in this report and otherwise satisfactory to the General Manager, Transit or designate and in a form acceptable to the City Solicitor or designate.

Overview:

- **Council has approved recommendations related to the following transit electrification priorities:**
 - i. **That staff consider electric buses for any Bus Rapid Transit project;**
 - ii. **Endorsing the electrification during Phase 1 build, required to support a zero tailpipe emission bus fleet, of the New Third Transit Maintenance and Storage Facility (estimated at \$150M)**
 - **\$175M required for construction of Phase 1 (ICIP application pending approval);**
 - iii. **Approval in principle for an eBus Phase II trial, subject to external funding required by upper levels of government (estimated at \$32M), in support of the transition to an electric bus fleet.**

- iv. **Complete a network-wide Transit Fleet Electrification Feasibility Analysis & Simulation Based Planning (budget approved at \$250K, project has commenced);**
- v. **Complete a Transit Sustainable Fleet Strategy and Rollout Plan (budget approved at \$150K).**

- **Items (ii) and (iii) above remain unfunded at this time.**
- **On October 1, 2020, the federal government announced a new \$10 Billion investment in new major infrastructure initiatives under the Canada Infrastructure Bank's (CIB) Growth Plan (plan).**
- **The plan allocates \$1.5B over three (3) years to expand and accelerate the adoption of zero emission buses, and electrify facilities.**
- **The plan supports Federal government mandate to grow electrification:**
 - **Commit to working with provinces and territories to help school boards and municipalities purchase 5,000 zero-emission school and transit buses in the next five years (2020-2024); and,**
 - **Starting in 2023, ensure that new federal investments in public transit are used to support zero-emission buses and rail systems and work with municipalities to address any exceptional circumstances.**
- **Staff have been in discussion with CIB and through this report are requesting Council approval to proceed into negotiation discussions with CIB regarding potential financing opportunities.**
- **Should a satisfactory MOU be reached, staff will report back to Council on the plan for the negotiations on a subsequent legally binding financial arrangements for temporary and long term borrowing of the funds required by the City of Brampton for transit electrification from the Canada Infrastructure Bank.**

Background:

Summary of recent Council decisions supporting transit electrification:

June 10, 2020 | CW128-2020:

- **Electrification of the new Transit Facility will support the City's environmental commitments.**
- **A motion was approved and a request was subsequently initiated to the Government of Canada (Minister McKenna), for consideration of a funding grant of approximately \$150M, to provide the estimated investment required to construct ZEB-capable electrification of the third transit facility in the City of Brampton.**
- **The electrification of the third facility remains unfunded and the current high level preliminary cost estimate for electrification requirements in Phase 1 of this facility is \$150M, and is subject to further validation through the detailed design phase subject to available funding/financing. Elements include and not limited to chargers, substations, on-site energy storage capacity, etc.**
- **The \$150M estimate does not include the higher purchase price for an electric bus compared to conventional buses, or additional electric bus charging equipment and related infrastructure required beyond the property such as on-route overhead**

eChargers, power grid improvements, or additional retrofitting of existing transit facilities (Sandalwood or Clark Facilities).

September 30, 2020 | CW216-2020:

- Staff will report back in 2022 on the status of battery-electric bus trial (eBus) Phase I following a period of one year after the official start of service with the new electric buses.
- Scope highlighted for eBus Phase II trial (estimated at \$32M) to support the transition to an all-electric bus fleet, contingent on securing external funding.
- Council approved an amendment to the 2020 capital budget and delegated authority to the General Manager, Transit, to undertake two key studies required to support electrification of the bus fleet:
 - a. Brampton Transit Network Electrification Feasibility Analysis and Rollout Plan (\$250K), and
 - b. Brampton Transit Sustainable Fleet Transition Strategy (\$150K)

January 27, 2021 | Report #: CAO's Office-2021-155

- Through the above report, Council approved the updated Term of Council Priorities' including, as outlined in the Term of Council Priority Project Summaries (Table A), the electrification of the 3rd Transit Facility at build.
- Further intergovernmental advocacy is required to advance this priority project, with a motion approved by Council to engage Brampton-area MPs on the importance of this project and the funding required to include electrification.

Current Situation:






Current ICIP Funding:

The City of Brampton has submitted applications under the Investing in Canada Infrastructure Program, Public Transit Stream (ICIP); including Project # ICIP-BRM-09, \$175M for Phase 1 of the Third Facility. At the time of writing this report, ICIP project and funding approval has not yet been provided. This amount does not include the additional high-level cost estimate of \$150M for the electrification of this facility required to support a ZEB fleet.

Brampton Transit's total ICIP submission of \$479,096,045 is the total application value under ICIP public transit stream, which utilizes our entire federal (\$191,638,418) and provincial (\$159,682,712) allocations. At this time, the City has submitted projects to fully exhaust the City of Brampton's ICIP funding allotment under this stream.

CIB Growth Plan:

On October 1, 2020, the federal government announced a new \$10 Billion investment in new major infrastructure initiatives under the Canada Infrastructure Bank's (CIB) Growth Plan. This is a three (3) year plan that is projecting creation of approximately 60K jobs. Investments will be delivered through five (5) major initiatives as follows:

	\$1.5B for zero emission buses	To expand and accelerate the adoption of zero emission buses which will modernize bus fleets, reduce green house gases and reduce operating costs over the long-term. This supports the government's goal of 5,000 new zero emission buses.
	\$2.5B for clean power	To facilitate interprovincial electricity transmission or interties, clean power and storage. This step will support clean power, reduce greenhouse gas emissions and help Canada in its 2030 and 2050 emissions reductions targets.
	\$2B for energy efficient building retrofits	To improve the energy efficiency of existing buildings and help large real estate owners, both public and private, modernize their assets. Improved energy efficiency will reduce greenhouse gas emissions and operating expenses.
	\$2B for large scale broadband	To develop large projects with significant connectivity gains for Canadians in underserved communities. The CIB will drive projects forward which connect substantial numbers of households and businesses.
	\$1.5B for agriculture infrastructure	To catalyze investments in transformative agriculture infrastructure projects. Benefits of this new initiative would include cultivation of more land, increased food output, improved water resource management, secure domestic food supply and an increase in exports.
\$500 million for Project Acceleration		To accelerate the delivery of high impact projects in which the CIB intends to invest. This includes investments for due diligence and early construction works.

\$1.5 Billion – Zero Emission Buses (ZEBs):

- Investment targets the accelerated adoption of ZEBs
- The CIB will assist transit agencies by financing the transition to fleet electrification to cover high up-front capital cost of ZEBs and related charging infrastructure including transit facility ZEB capable/ready new construction and retrofits.
- Lifetime operational costs for ZEBs are estimated to be as much as 40% lower than diesel*, this provides a sustainable source of funds to repay the CIB's investment.
- CIB's investment strategy may also help address the transition and procurement barriers by facilitating Pan-Canadian participation, knowledge sharing and potentially bulk purchasing.
- Beyond the immediate priorities in the \$10B Growth Plan, the CIB will continue to focus on existing and new opportunities for transformational public transit projects across Canada such as light rail transit, regional rail, and subway and bus rapid transit.
- This is a financing model, not a funding mechanism. Repayment terms (rate, period) have not been published by the CIB and are negotiable with each agency dependent on terms.
- Long term (15+ years) and low interest loans. Debt repayment would only commence once the projected net savings over diesel are proven.
- CIB would share in the risk associated with these repayment assumptions.
- Additional details may be referenced on the [CIB's website](#).

* Note: The 40% savings referenced by CIB funding announcement are based on CIB market assumptions; yet to be validated by the transit industry in Canada (based on real word deployments of ZEBs).

Corporate Implications:

Financial Implications:

Upon completion of a proposed financing arrangement with CIB, staff will be reporting back to Council with the full implications.

Legislative Services:

Legal Services will review the MOU to be executed and approve same as to form.

Other Implications:

Through this report, staff are seeking Council authority for the General Manager, Transit, to execute a non-binding Memorandum of Understanding (MOU) with the CIB. This MOU will permit more detailed discussions to progress with CIB, which staff believe may lead to an eventual long-term, shared-risk financing arrangement with CIB for Brampton's unfunded priority electrification requirements.

The MOU would be a high level document. The MOU would be a non-binding document that would not place any budgetary obligations upon the City. The MOU would demonstrate a willingness by each party to dedicate the required time and resources to reach a financial close on a mutually satisfactory deal.

The MOU would allow staff and the CIB to establish the core requirements of a potential financing arrangement, which may include such terms as:

- The characteristics of the long-term, low financing loan, methodology to model operations and determine the operational savings from where loan payments will be made.
- Target number and type of eBuses required (financing the price differential between a diesel bus and ZEB) over a defined period of time. This may include eBus Phase II.
- Facility and infrastructure requirements, including the electrification requirements for the New Third Transit Facility (to build the facility as eBus capable, during Phase I construction), and retrofit requirements for existing transit facilities (Sandalwood and Clark).
- Support required on-street infrastructure, including installation of on-route overhead chargers, transformer and power requirements, and civil works to construct.
- Additional consulting work (architectural/civil/electrical) that that may be required to assess the power requirements for facility design, construction, and retrofitting.
- The financing structure(s) required to comply with the Municipal Act, 2001 including the requirements of the Region of Peel as the upper-tier municipality
- Roles and responsibilities of each organization.

Each party would have the ability to end the MOU at any time by notifying the other, without penalty. The execution of any binding agreement would be subject to further approvals from both Council and the CIB, based on the terms agreed upon, at a later point in time.

Staff will ensure that the City of Brampton will continue to be eligible for upper level government funding of electrification infrastructure and eBuses, even if a loan arrangement with CIB is executed.

Term of Council Priorities:

Transitioning the current diesel/diesel-electric hybrid bus fleet to full zero tailpipe emission buses supports the Brampton 2040 Vision and was included in the 2019-2022 Term of Council Priorities established to improve transit, implement a green framework, sustainable growth, and lead in environmental innovation. During the Council meeting of January 27, 2021, Council reconfirmed the priority status of transit electrification, to be included as part of Phase 1 build of the New Third Transit Facility.

Transitioning to a fully electric zero emission bus fleet in the future builds on Council's commitment to reducing our carbon footprint and building a Green City, and helps to achieve the goals established by the Government of Canada to become net zero emissions by 2050.

Conclusion:

Transit electrification projects such as the electrification of the new Third Transit Facility to support ZEB-capable bus fleet are all critical milestones in the City's journey to reducing greenhouse gas emissions generated in Brampton by 80% by 2050.

Electric buses would be introduced into the New Third Facility as new growth buses and replacement buses are purchased based on Brampton's 10-year capital forecast and approved budgets, including Investing in Canada Infrastructure Program (ICIP) and other funding.

Based on the current funding envelope available to the City through ICIP's Public Transit Stream, the City has maximized our approved allocation. The City's application for the \$175M required to construct Phase I of the New Third Transit Facility remains outstanding, awaiting decision by Infrastructure Canada. The estimated \$150M required to electrify the New Third Transit Facility during Phase 1 construction is unfunded, as is the estimated \$32M required to support an eBus Phase II trial in Brampton.

Through the CIB's \$10B Growth Plan, financing opportunities now exist to assist transit agencies in their electrification efforts, during the short (2022-2031), medium (to 2040), and longer term (2050). Staff are seeking Council approval to enter into a non-binding MOU with CIB to explore these potential financing scenarios.

Authored by:

Scott Gillner

Senior Policy Advisor, Transit

Reviewed by:

Ivana Tomas

Director, Transit Services

Approved by:

Alex Milojevic

General Manager, Transit

Submitted by:

David Barrick

Chief Administrative Officer

February 11, 2021

Via Email – Peter.Fay@brampton.ca

Mr. Peter Fay
City Clerk
Corporation of the City of Brampton
2 Wellington Street West
Brampton, ON L6Y 4R2

Dear Mr. Fay:

Re: Office of the Integrity Commissioner – 2019-2020 Report

Background:

Pursuant to section 223.3 of the *Municipal Act, 2001* it is my role as the Integrity Commissioner to oversee the application of the Brampton City Council Code of Conduct (the “Code”), city by-laws, rules, procedures, and policies which govern the ethical conduct of members of City Council (“Council”). In addition to receiving, assessing, and investigating complaints respecting alleged breaches of the Code or other ethical standards by Council members, I am also responsible for educating members of Council and assisting them in understanding the standards of ethical behavior to which they must adhere.

The purpose of this Report is to provide Council with a summary of the formal complaints and inquiries received by my office. It does not include data with respect to any ad hoc or informal advice that has been provided to members of Council or the public.

Summary of 2019 Complaints:

I began my term as Integrity Commissioner in July 2019. I received three **(3)** complaints from members of the public during the remainder of 2019, all of which have been resolved. A formal investigation was completed for each complaint received and a Report was delivered to Council for each complaint, respectively:

1. A complaint made by a member of the public alleging sexual misconduct by Councillor Gurpreet Dhillon while he was in Istanbul, Turkey on City Business. After a thorough investigation which involved extensive interviews, written submissions and evidence, I determined that the Councillor was in breach of the City's Respectful Workplace Policy, as well as Rules 14, 15, 18, and 19 of the Code. I recommended the following:
 - A suspension (without pay) for 90 days;
 - A formal reprimand;
 - That the Councillor issue a formal apology to the Complainant and the public generally; and
 - Other remedial action to be implemented at Council's discretion, including removal from membership and Chair of a committee, removal of travel privileges outside of the province for any City Business, limitations on communication with the public, and prevention of the Councillor from accessing any municipal offices except for prescribed purposes.

A judicial review of this matter is currently underway in Divisional Court.

[LINK TO REPORT](#)

2. A complaint made by a member of the public against Councillors Jeff Bowman, Gurpreet Dhillon, Pat Fortini, Martin Medeiros, Mike Palleschi, Rowena Santos, Harkirat Singh, Doug Whillans, Charmaine Williams, Paul Vicente and Mayor Patrick Brown, alleging that these individuals breached Purchasing By-law 19-2018, Rule 4 of the Code and the gift registry directive, and the Lobbyist By-law when they unanimously voted to provide \$150,000 to *Brampton Focus Community Media Inc* ("*Brampton Focus*"). The complaint also contained an allegation that a member of Council had breached *the Municipal Conflict of Interest Act* because he was a founding Director of *Brampton Focus*.

After a careful review of the documentary evidence and the relevant By-laws, Rules of the Code and legislation, I found that:

- The parties had engaged in lobbying without registration contrary to Lobbyist Registry By-law (149-2015);

- That it was outside my jurisdiction to opine on whether the City breached the Purchasing By-law or to provide an interpretation of the Purchasing By-law;
- That the impugned Councillor did not offend the *Municipal Conflict of Interest Act*; and
- That the Mayor and Councillors breached Rule 18 of the Code in failing to ensure that *Brampton Focus* was a registered lobbyist.

At the close of my Report I recommended that Council consider the need and importance of standardized official funding contracts.

[LINK TO REPORT](#)

3. A complaint made by a member of the public alleging that a “Please Slow Down” sign campaign initiated by Councillor Charmaine Williams violated the City Sign By-law (399-2002) and the Code of Conduct because the signs contained a URL linking to a website which allegedly advertised Councillor Williams’ political agenda and thus did not fall under the public safety exemption to the Sign By-law. I reviewed the documentary evidence provided and conducted interviews with the relevant parties, after which I made the following findings:

- That it was outside of my jurisdiction to opine on the enforceability, legality or applicability of the Sign By-law; and
- That Councillor Williams had breached Rules 3, 10, 13 and 18 of the Code.

At the close of my Report, I recommended the following remedial measures:

- That Councillor Williams take appropriate steps to ensure that any future initiatives are onside prior to disseminating any information with respect to the legality of those initiatives to Brampton residents;
- That Councillor Williams take steps to ensure that all matters in relation to any investigation by the Integrity Commissioner are dealt with confidentially;
- That City Council issue a reprimand to Councillor Williams; and
- That City Council consider developing appropriate protocol so that Councillors may seek legal advice regarding any initiatives they may wish to institute.

[LINK TO REPORT](#)

Summary of 2019 Advisory Opinions:

I received two **(2)** formal requests for an advisory opinion in 2019, one from Councillor Rowena Santos and the other from a citizen appointee to Brampton's Environment Advisory Committee. Both inquiries concerned a potential conflict of interest arising from the parties' respective roles in the Brampton University initiative. I determined that no conflict of interest existed in either case, as no pecuniary interests existed in relation to the initiative or the parties.

Summary of 2020 Complaints:

My office received a total of nine **(9)** complaints in 2020. Eight **(8)** of those complaints were from members of the public and one **(1)** was submitted by a member of Council. Following a preliminary investigation into each matter I determined that five **(5)** of those complaints were within my jurisdiction.

Several complaints received by my office were filed by members of the public as a result of a lack of understanding with respect to my jurisdiction. For example, one such complaint was made with regards to the conduct of administrative staff employed by members of Council. Such complaints were dismissed by way of an explanatory letter to the complainant, and the complainants were advised to pursue these matters through other avenues such as the Public Complaints Resolution Process and were provided with the information required to navigate that procedure.

Of the complaints that were found to be within the ambit of my office, an investigation has been concluded for two (2) matters:

1. A complaint from a City employee against a Councillor for which I found that there were insufficient grounds to continue a formal investigation or issue a report on the matter. As I am under no obligation to provide the details of a discontinued investigation to Council, the letter of discontinuance was only provided to the City Clerk.

2. A complaint from a member of the public alleging that Mayor Patrick Brown violated the Code, the City of Brampton's Mandatory Face Coverings By-law (135-2020) and the provincial re-opening guidelines passed under the *Emergency Management and Civil Protection Act*. A Report on this matter will be delivered to Council forthwith upon its completion.

A preliminary investigation remains underway for each of the three **(3)** remaining matters. As I cannot disclose the details of these matters until the completion for a formal investigation, Council will be provided with updates as they progress. A final Report will be provided to Council for each of these matters should I choose to exercise my discretion to complete a full investigation.

Conclusion

As was discussed at the outset of this Report, my office receives a number of informal complaints and requests for information. This report is not meant to summarize any ad hoc advice, commentary, or information provided to members of Council or the public.

It has been my pleasure to serve as the Integrity Commissioner for the City of Brampton and I look forward to continuing to provide the highest quality of service in the coming year. Please feel free to contact my office if you have any questions or concerns.

Yours truly,

LEVITT SHEIKH CHAUDHRI SWANN



Muneeza Sheikh
Integrity and Ethics Commissioner for the City of Brampton

REPORT

City Council

The Corporation of the City of Brampton

Summary

On August 13, 2020, in my capacity as Integrity Commissioner, I received a complaint (the “Complaint”) regarding Mayor Patrick Brown (“Mayor Brown”).

The Complaint was based on an incident that took place on August 4, 2020, when Mayor Brown attended at the Earnscliffe Recreation Centre ice hockey arena (the “Arena”). The Complaint alleged that Mayor Brown was there to play hockey and that he was not wearing a mask.

The Complaint alleged that Mayor Brown had violated Rule 4 (Use of City Property, Services, and Other Resources), Rule 7 (Improper use of Influence), Rule 15 (Discreditable Conduct), and Rule 18 (Failure to Adhere to Council Policies and Procedures) of the City of Brampton’s Code of Conduct for Members of Council (the “Code”).

The Complaint also alleged that Mayor Brown had violated the City of Brampton’s Mandatory Face Coverings By-law 135-2020 (the “Mask By-law”), and implied that he had violated the provincial re-opening guidelines passed under the *Emergency Management and Civil Protection Act* (the “Emergency Orders”) and was involved in changing the City of Brampton’s “Facility Rental” website to cover his actions.

Background and Summary

I received the Complaint from Aaron Rosenberg, a lawyer representing the Rebel News Network Ltd. (“Rebel News”) and one of its reporters, David Menzies (“Mr. Menzies”). I will refer to them collectively as the “Complainants”.

The Complaint included a link to a brief clip of footage taken by Rebel News on August 4, 2020.

The Complaint also contained a link to an article published by the Brampton Guardian on August 9, 2020, titled: “Patrick Brown responds to Rebel News video alleging he broke Brampton’s COVID-19 bylaws” (the “Guardian Article”) (**Tab 1**).

The Guardian Article included a link to a longer version of the footage taken on August 4, 2020, which was published on the Rebel News YouTube channel.

Events shown in the August 4, 2020 Rebel News video

The following is a summary of the relevant events that occur in the video posted to the Rebel News YouTube channel as described above:

- Mr. Menzies is shown at the Arena premises.
- Mr. Menzies claims to have received a tip from a viewer who alleged that while all recreation centers and community centers were shut down, Mayor Brown “made” the staff at the Arena reinstall the ice so “him and his associate” could play every Wednesday. The tip claimed that people with a yearly membership cannot go in “due to COVID”.
- Mr. Menzies obtains access to the arena.
- Mr. Menzies asks an unidentified individual at the Arena where Patrick Brown is, and the man says that he has not shown up yet.
- Another unidentified individual, wearing a shirt with the Brampton logo on it and who appears to be recreation center staff, tells Mr. Menzies something to the effect that he is not allowed to be in the Arena. When Mr. Menzies asks why there are people skating, the man says it is because they have rented the ice.
- Individuals in hockey gear can be seen skating in the background of the footage.
- Mayor Brown, wearing a suit, is shown walking up to the ice rink. He is not wearing a mask or face covering. When Mr. Menzies confronts him and asks him why he is there, Mr. Brown replies that “I’m just coming to check out our facility”. Mayor Brown otherwise does not answer questions but turns to leave the Arena.
- There is an orange hockey bag with a typed insert with “Patrick Brown” on it in the Arena next to the rink.

The full video clip, about 19 minutes in length, was posted on Twitter and uploaded to the Rebel News channel on YouTube on August 8, 2020. It can be found at the following link: https://www.youtube.com/watch?v=Q4F4Jqr0bE8&feature=emb_logo.

August 9, 2020 Brampton Guardian Article

Relevant excerpts from the Guardian Article are as follows:

Brampton Mayor Patrick Brown says he did not violate COVID-19 bylaws when he was visiting friends at an arena in Brampton, dismissing a video report from Rebel News posted on Twitter Saturday (Aug. 8).

...

Brown told the Brampton Guardian he wasn't there that day to play hockey, but just visiting friends who were.

"I was just saying hi to friends," he said. "I didn't play. I came at the end of their skate. I showed up at (around) 5:50 p.m. and rental was from 5 to 6 p.m."

The mayor said the facility has been open for private rentals since Brampton entered the second stage of the province's COVID-19 reopening framework at the end of June.

...

"I get invited to play hockey by different groups and I try to get out when I can ... Everyone pays for their ice at the city rate. It's not my ice, but I always chip in my \$35 share. So I have not been secretly playing pickup. If (Rebel) came the day before, they could have seen me in action. They just came on the wrong day," he added.

Although Brown is shown not wearing a mask in the video, despite the city making masks mandatory in all public enclosed spaces – including arenas – on July 10, Brampton director of bylaw enforcement Paul Morrison explained masks aren't required indoors for private facility rentals and Brown wasn't in violation of any city bylaws.

Specifics of the Complaint

The full Complaint is attached to this report (**Tab 2**). Relevant excerpts of the Complaint are as follows:

We have been retained ... to file a formal complaint on behalf of our clients against Mayor Patrick Brown In relations to his apparent non-compliance with Brampton's Code of Conduct. ...

Mandatory Restrictions Related to COVID-19

... On March 31, 2020, Brampton City Council approved, and Mayor Brown signed, the Emergency By-law to help protect the health and safety of residents.

As you may know, the City of Brampton entered Stage 2 Reopening effective June 24, 2020. Ontario's Stage 2 Reopening limited indoor sports and recreational fitness activities to use by a business or organization to train amateur or professional athletes or to run amateur or professional athletic competitions. Team sports could not be practised or played within the facility, with the exception of training sessions for members of a sports team that did not include games or scrimmage games. Informal team practices, scrimmages, or competitions were not permitted.

As of August 9, 2020, the City of Brampton's "Facility Rental" website stated, "Arenas are open for use by affiliates/major user groups for figure skating and ice hockey training and modified game play." It appears that after Rebel News aired its report on Mayor Brown's alleged non-compliance, the website's language was edited as follows: "Arenas are open for use for figure skating and ice hockey training/modified gameplay."

Further, on July 8, 2020, Brampton City Council approved, and Mayor Brown signed the Mask By-law mandating non-medical masks or face coverings in all indoor public spaces in the City of Brampton. Information on the Mask By-law can be found at the City of Brampton's dedicated website, bearing Mayor Brown's photo and contact information.

Mayor Brown's Alleged Pick-Up Hockey Games at Brampton Recreation Centres

Rebel News and Mr. Menzies have reported that Mayor Brown has held pick-up ice hockey games at City of Brampton recreation centres during the COVID-19 pandemic. At the same time, the City of Brampton had reportedly been aggressively investigating and enforcing the above-noted emergency orders. As of August 8, 2020, By-law Enforcement had conducted nearly 40,000 "Proactive Investigations", gave 1,359 warnings, and laid 611 charges.

...

The Complaint goes on to quote from the Code and states: "Our clients' view is that Mayor Brown may have violated, *inter alia*, the following Code of Conduct Rules: ..."

The Complaint then lists Rules 4, 7, 15, and 18 and some of the respective commentary of the Code. The Complaint does not provide further details of how Mayor Brown has allegedly violated the enumerated rules.

Summary of allegations made in the Complaint

The Complaint claims that Mayor Brown "may have violated" the following Code rules:

- Rule 4 - Use of City Property, Services, and Other Resources
- Rule 7 - Improper use of Influence
- Rule 15 - Discreditable Conduct
- Rule 18 - Failure to Adhere to Council Policies and Procedures

In addition, the Complaint directly or indirectly alleges that the following occurred:

- Mayor Brown violated the Emergency Orders;

- Mayor Brown violated the Mask By-law; and
- Mayor Brown altered or caused to be altered the city website on or around August 9, 2020, to protect himself.

Preliminary Issues

As Integrity Commissioner, my role under Section 223.3 of the *Municipal Act, 2001* generally consists of overseeing the application of the Code, City by-laws, rules, procedures, and policies which govern the ethical conduct of Council members. It is strictly outside of my purview to determine what is illegal or to find a breach of a City By-law which is unrelated to the Code of Conduct. Section 223.3 of the *Municipal Act, 2001* is attached to this report under **Appendix “A”**.

To be clear, it would make little sense for me to opine on the enforceability, legality, or applicability of a general by-law that is unrelated to the Code. The City of Brampton has at its disposal, staff, solicitors, a By-law Enforcement office, and the ability to retain external counsel, to render an opinion on whether Mayor Brown’s conduct violated any applicable by-law.

Likewise, it is outside of my purview to determine whether Mayor Brown’s alleged actions were in violation of the provincial Emergency Orders.

The Complaint Protocol of the Code, at Part B, Section 2(3), permits me to report to Council that a specific complaint is not within my jurisdiction (**Appendix “B”**). Consequently, I am fulfilling my obligation to Council by reporting that the following allegations are not within my jurisdiction and mandate:

- Whether Mayor Brown violated the provincial restrictions under the *Emergency Protection and Civil Protection Act*; and
- Whether Mayor Brown violated the City of Brampton’s Mask By-law

A determination of the above two issues is not within my jurisdiction. Nevertheless, I have made certain findings in relation to the above allegations to the extent that they are relevant to my investigation of possible Code violations.

Process Followed

My role, pursuant to section 223.3(1) of the *Municipal Act, 2001* is to apply the relevant rules of the Code as well as any procedures, rules, and policies of the City of Brampton that govern the ethical behaviour of councilors.

My role is to determine whether Mayor Brown’s conduct violated the rules of the Code, as well as any other applicable policy that governs his ethical behavior.

I have followed the Council Code of Conduct Complaint Protocol (the “Complaint Protocol”) during the course of my investigation.

I read the Complaint and reviewed the supporting documentation, including the linked Rebel News video. I also reviewed certain Rebel News videos that related to the Complaint.

I ensured that Mayor Brown had an adequate opportunity to respond to the specific allegations contained in the Complaint through in-person interviews and the opportunity to provide written submissions and supporting documents.

Positions of the Parties

Complainants' Position:

I have summarized the relevant particulars, allegations, and any supporting documents I received from the Complainants below.

1. Violation of mandatory restrictions under the *Emergency Management and Civil Protection Act*

The Complainants observe that the Ontario government had, under the *Emergency Management and Civil Protection Act*, ordered certain mandatory measures to protect the people of Ontario from COVID-19.

Similarly, on March 31, 2020, Brampton City Council approved, and Mayor Brown signed, an emergency measures bylaw to “to promote and regulate physical distancing during the COVID-19 Emergency” (**Tab 3**).

The Complaint states that the City of Brampton entered Stage 2 Reopening effective June 24, 2020:

Ontario’s Stage 2 Reopening limited indoor sports and recreational fitness activities to use by a business or organization to train amateur or professional athletes or to run amateur or professional athletic competitions. Team sports could not be practised or played within the facility, with the exception of training sessions for members of a sports team that did not include games or scrimmage games. Informal team practices, scrimmages, or competitions were not permitted.

The Complaint does not explicitly claim that as of August 4, 2020, the above-described Stage 2 restrictions applied to arenas in Brampton. However, the Complaint immediately follows-up its description of the Stage 2 restrictions with the paragraph below, which read together appears intended to imply that Mayor Brown has violated the Emergency Orders:

Rebel News and Mr. Menzies have reported that Mayor Brown has held pick-up ice hockey games at City of Brampton recreation centres during the COVID-19 pandemic. At the same time, the City of Brampton had reportedly been aggressively investigating and enforcing the above-noted emergency orders. As of August 8, 2020, By-law Enforcement had conducted nearly 40,000 “Proactive Investigations”, gave 1,359 warnings, and laid 611 charges.

The Complaint implies but does not directly say that Mayor Brown was at the arena on August 4, 2020, to play hockey:

On August 4, 2020, Mr. Menzies reported finding Mayor Brown inside the Earnscliffe Recreation Centre ice hockey arena appearing to prepare for a pick-up hockey game, not wearing a face covering. Footage from Mr. Menzies' report can be found here. As you will see, Mayor Brown claimed that he was "checking on [the] facility", despite the apparent presence of a hockey bag labeled, "Patrick Brown".

This conclusion, that the Complaint intends to allege that Mayor Brown had violated the Emergency Orders, is also supported by the longer Rebel News video posted on YouTube.

2. Violation of the Mask By-law

The Complaint notes that as of July 8, 2020 the Brampton City Council had approved a by-law "to require mandatory face coverings in the City of Brampton in response to COVID-19":

Further, on July 8, 2020, Brampton City Council approved, and Mayor Brown signed the Mask By-law mandating non-medical masks or face coverings in all indoor public spaces in the City of Brampton. Information on the Mask By-law can be found at the City of Brampton's dedicated website, bearing Mayor Brown's photo and contact information.

The Complaint asserts that around the August 4, 2020 events in question:

... the City of Brampton had reportedly been aggressively investigating and enforcing the above-noted emergency orders. As of August 8, 2020, By-law Enforcement had conducted nearly 40,000 "Proactive Investigations", gave 1,359 warnings, and laid 611 charges.

When at the hockey arena, [Mayor Brown] was not wearing a mask. Since this was a public establishment, this was contrary to the mandatory mask by-laws.

The video clip provided in the Complaint shows Mayor Brown not wearing a mask.

3. Altering the city website on or around August 9, 2020 to protect Mayor Brown

The Complaint implies that the City of Brampton's website was changed subsequent to its reporting on Mayor Brown's attendance at the Arena. The apparent implication is that this was orchestrated by Mayor Brown or on his behalf:

As of August 9, 2020, the City of Brampton's "Facility Rental" website stated, "Arenas are open for use by affiliates/major user groups for figure skating and ice hockey training and modified game play." It appears that after Rebel News aired its report on Mayor Brown's alleged non-compliance, the website's language was

edited as follows: "Arenas are open for use for figure skating and ice hockey training/modified gameplay."

The Complaint does not directly say that Mayor Brown was involved in this alleged change to the website, nor is any evidence of this provided.

4. The Complaint alleged that Mayor Brown had violated Rule 4 (Use of City Property, Services, and Other Resources), Rule 7 (Improper use of Influence), Rule 15 (Discreditable Conduct), and Rule 18 (Failure to Adhere to Council Policies and Procedures) of the Council Code of Conduct (the "Code").

The Complaint states: "Mayor Brown may have violated, inter alia, the following Code of Conduct Rules ..."

The Complaint does not specify how Mayor Brown was alleged to have violated Rule 4, 7, 15, or 18.

I conclude that I was expected to infer that if Mayor Brown had violated the Mask By-law, the Emergency Orders, and/or had ordered the website to be altered, he was also guilty of violating the above Rules of the Code.

Mayor Brown's Position:

This information is based both on my investigative interviews with Mayor Brown and any supporting material he provided.

1. Violation of mandatory restrictions under the *Emergency Management and Civil Protection Act*

Mayor Brown agreed that the City of Brampton entered Stage 2 of Ontario Government's Framework for Reopening on June 24th, 2020 (**Tab 4**).

However, he added that the City of Brampton had entered Stage 3 of Re-opening on July 31, 2020, and this stage allowed modified gameplay.

Mayor Brown goes on to say:

At that time, the City's Recreation Department began to advertise ice rentals on 5 pads across the city beginning on June 29. The recreation centres were closed, however private rentals were able to be booked for training and drills. On July 31, the Region of Peel entered Stage 3 which allowed for modified gameplay with less than 50 participants. Between June 26 and August 9, the City of Brampton received over \$120,000 in ice rental fees and over 800 hours were booked for use by residents. ...

Mayor Brown provided an email to support these figures (**Tab 5**).

Mayor Brown explained that he started skating in the city's arenas once they were permitted to open. In the Guardian Article, he is quoted as saying:

Our arenas have been open for rentals since June 24 when we entered Stage 2. It took us five days to prepare; by June 29, the city was operational. I have been playing hockey once a week since then. Under Stage 2, it was limited to training and drills. Under Stage 3, it allows full games.

Mayor Brown said that he had been skating with friends and acquaintances once a week since the arenas were allowed to open.

With regards to his presence at the Arena on August 4, 2020, Mayor Brown explained that he went to see his friends, not to play hockey. Normally he would have played with them but on that day he could not because of his Council obligations. Instead, during a break in his schedule he dropped in to see his friends before returning to his next scheduled event. When he saw Mr. Menzies, he turned around to leave after the brief exchange described above, as he did not wish to engage with the Rebel News organization.

He told me that if he had intended to play, he would have gotten there before 5:00 PM.

Mayor Brown said that when he played hockey with his friends, everyone paid the city for their ice time. As far as he knew, all Brampton residents had the same access to the city's surfaces as he did.

He denied ever directing that any arenas or other facilities be directed to open so that he could use them.

He denied ever using his position or obtain or facilitate an ice rental or usage that would not have been available to any other resident of Brampton.

2. Violating the Brampton Mask By-law:

Mayor Brown agreed that he was not wearing a mask at the Arena on August 4, 2020.

He said that since the Area had been privately rented and was not open to the public at that time, the Mask By-law did not apply.

He referred me to the Guardian Article, which quotes Paul Morrison, the Director of Enforcement & Bylaws, as saying that if a facility is rented for a private function, then it can be treated "like your bubble", and masks would not be required.

Mayor Brown said that he did not expect to be close to anyone else at the Arena. He was surprised when Mr. Menzies "popped up". To his understanding, recreation centres such as the Arena were not open to the public at the time. Only those that were part of the private rental group would be allowed in. For that reason, he did not expect to encounter Mr. Menzies or anyone else not part of the private group within the arena.

Mayor Brown said that he now makes an effort to wear a mask when he goes to his hockey games, so that people don't take the absence of a mask out of context.

3. Altering a city-bylaw and the city website on or around August 9, 2020, to protect Mayor Brown

Mayor Brown denied that he had directed that the Facility Rental website be changed.

4. The Complaint alleged that Mayor Brown had violated Rule 4 (Use of City Property, Services, and Other Resources), Rule 7 (Improper use of Influence), Rule 15 (Discreditable Conduct), and Rule 18 (Failure to Adhere to Council Policies and Procedures) of the Council Code of Conduct (the "Code").

Mayor Brown denied violating any of the Code Rules.

Documentary Evidence and Findings of Fact

1. Violation of mandatory restrictions under the *Emergency Management and Civil Protection Act*

Whether anyone was allowed to play hockey at Brampton arenas as of August 4, 2020

As already stated, it is not within my jurisdiction to determine whether Mayor Brown's actions violated the stages of re-opening permitted by the Emergency Orders.

The only relevant question for me to determine is whether Mayor Brown has violated the Code. As an example, it is open for me to consider whether Mayor Brown abused his power to gain access to the Arena, which would be a violation of the Code. It is not within my jurisdiction to determine whether the City of Brampton has followed the provincial re-opening requirements with regards to its arenas.

I will directly address the alleged Code violations later in my report.

As a further preliminary note, I observe that the Complaint never directly alleges that Mayor Brown has violated the Emergency Orders. The Complaint insinuates that this has occurred by first describing what was permitted under Stage 2, and then claiming that Mayor Brown has held hockey games at city arenas during the pandemic.

Regardless of what was specifically permitted under Stage 2, the Complaint is focused on events that occurred on August 4, 2020. It is a matter of public record that on August 4, 2020, Brampton was in Stage 3 of Re-opening.

The Complaint does not claim that Stage 2 Restrictions applied to the Arena on August 4, 2020. The Complaint also does not claim that Mayor Brown's alleged actions on August 4, 2020 violated Stage 3 Restrictions.

In any event, I accept that on August 4, 2020, the City of Brampton was allowing private groups to rent out its arenas and this opportunity was available to residents. The

Complaint does not contradict this. This was also confirmed by the interviews I conducted and the supporting documentation I received.

Whether Mayor Brown was at the Arena on August 4, 2020 to play hockey

The Complaint focuses on the purpose for which Mayor Brown attended at the Arena on August 4, 2020. The Complaint claims that he was “appearing to prepare for a pick-up hockey game”, despite the fact that he claimed that he was “checking on [the] facility”, as recorded in the video.

It is not necessary for me to make a finding of fact with regards to whether Mayor Brown was there on August 4, 2020 specifically to play hockey. Mayor Brown has agreed that he has skated at the city arenas since they re-opened and he would have been skating with his friends at the Arena on August 4, 2020 but for a conflict in his schedule.

In any event, I find that the version of events that Mayor Brown described to me during our interview credible. He explained that if he had been there to play, he would have showed up before the start of the scheduled ice time. Instead, the video shows him arriving at the Arena, dressed in a suit, when the others are already skating.

Mayor Brown explained that he had given the orange hockey bag to a friend. I interviewed the friend to whom he had given the orange hockey bag, who confirmed that Mayor Brown had given it to him and that he used it to carry extra hockey gear.

As I have said above, regardless of his purpose for attending at the Arena on August 4, 2020, I find that Mayor Brown was in the habit of skating at the Arena with his friends and acquaintances.

Conclusion

In conclusion, I specifically make no finding with regards to whether Mayor Brown’s actions were in violation of the Emergency Orders.

For the purposes of this investigation, I find that the Arena was open for use by the public as of August 4, 2020. Whether or not Mayor Brown intended to play hockey at the Arena on that day, I find that he was in the habit of playing hockey there.

2. Violating the Brampton Mask By-Law:

As previously stated, it is not within my jurisdiction to find whether Mayor Brown’s actions violated the City of Brampton’s Mask By-law.

The relevant question for me is whether Mayor Brown has violated the Code. I will directly address the alleged Code violations later in my report.

I was provided with the Brampton Guardian article where Paul Morrison (“Mr. Morrison”), Director of Enforcement & Bylaws, is quoted as saying:

Although Brown is shown not wearing a mask in the video, despite the city making masks mandatory in all public enclosed spaces – including arenas – on July 10, Brampton director of bylaw enforcement Paul Morrison explained masks aren't required indoors for private facility rentals and Brown wasn't in violation of any city bylaws.

"If you are renting the facility, whatever it is – a bowling alley, an arena or whatever it may be – if you are renting it for a private function and there is no one else allowed ... and you're using the common areas, then you can go ahead and treat like your bubble," he said. "The key here is if it's a private event, no problem. If it's a public event where the public is allowed, that would be different," said Morrison in an interview.

I interviewed Mr. Morrison, who reiterated this position, and explained that if an individual rented a facility for a private event to which the general public would not have access, it would be no different from a gathering on private property. In this case, the Arena was rented for a specific purpose and the only individuals allowed inside were those there for that purpose. He added that as he understood it, the only access to the Arena was through the private side door access (as opposed to through the main entrance). He said he did not know how Mayor Brown accessed the Arena on August 4, 2020.

Mr. Morrison also pointed to Part 6, subsection 12(4) of the Mask By-law in force at the time, which stated that persons engaged in athletic or fitness activities in accordance with the Emergency Orders were exempt from wearing a face-covering (**Appendix "C"**). Mr. Morrison said that if Mayor Brown was a participant, he was not required to wear a mask.

Mr. Morrison further pointed out that if Mayor Brown was not there as a participant but as an employee and/or agent of the City of Brampton, Mayor Brown was not required to wear a mask, per Part 6- subsection 12(7) of the Mask By-law in force at the time.

Mr. Morrison explained to me that from his perspective and acknowledging the fact that he was not involved in the events in questions, he did not believe that Mayor Brown had violated the Mask By-law.

For further context, Mr. Morrison further directed my attention to the *Reopening Ontario (A Flexible Response to Covid-19) Act, 2020* (Ont. Reg. 364/20) that was in force on August 4, 2020, to show that the City of Brampton was provided with no definitive guidance on what constituted a private event or on distinctions between spectators and participants (**Appendix "D"**).

Mr. Morrison also told me that as of the date of our interview, his department had not penalized or warned someone for not wearing a mask in a privately rented city arena. They deferred to building security on this issue.

I repeat my above statement that it is not my purpose to decide whether Mayor Brown has violated the Mask By-law, or whether Mr. Morrison's interpretation of the Mask By-law is correct.

Suffice to say that for the purposes of my investigation:

- I find that Mayor Brown was not wearing a mask when he attended at the Arena on August 4, 2020.
- I find that the Arena was at that time rented by a group for a private event with which Mayor Brown was associated and the general public was not permitted to access the premises at that time.
- I find that Mayor Brown believed that he was not required to wear a mask and had a credible basis for that belief.
- I find that Mr. Morrison, speaking from the perspective of By-law Enforcement, has given a credible and consistent explanation for why Mayor Brown would not be considered in violation of the Mask By-law.
- I have not been given any reason to believe, either in the Complaint or during my investigations, that the Mask By-law has been inconsistently applied with respect to Mayor Brown.

3. Altering a city website on or around August 9, 2020, to protect Mayor Brown

As I have said, the Complaint does not allege that Mayor Brown was involved in the claimed alteration to the City of Brampton's website. The Complaint merely states that it "appears that after Rebel News aired its report on Mayor Brown's alleged non-compliance, the website's language was edited as follows ...".

I was not provided with any other facts or documentation in support of this alleged manipulation.

As I have said above, there does not appear to be any dispute that Mayor Brown skated at city arenas before August 4, 2020.

I find for the purposes of my investigation no basis for concluding that Mayor Brown altered the City website.

4. The Complaint alleged that Mayor Brown had violated Rule 4 (Use of City Property, Services, and Other Resources), Rule 7 (Improper use of Influence), Rule 15 (Discreditable Conduct), and Rule 18 (Failure to Adhere to Council Policies and Procedures) of the Council Code of Conduct (the "Code").

As previously explained, the Complaint did not articulate how Mayor Brown's alleged actions violated the Code, so I have no findings of fact to make here.

I have outlined my relevant findings of fact above. I will address whether these violate the Code in the following section.

Issues and Analysis

A) Complaint procedure

Section 1(3) of the Code Complaint Protocol states that:

A complaint shall set out reasonable and probable grounds for the allegation that the member has contravened the Code. For example, the complaint should include the name of the alleged violator, the provision of the Code allegedly contravened, facts constituting the alleged contravention, the names and contact information of witnesses, and contact information for the complainant during normal business hours.

The Complaint Protocol requires that a complaint articulate a “reasonable and probable grounds for the allegation”. Impliedly, a properly formed complaint also requires an allegation.

The Complaint clearly states that the Complainants believe that Mayor Brown violated certain, enumerated rules of the Code. However, the Complaint almost entirely fails to provide “reasonable and probable grounds” for the allegations.

Specifically, the Complaint implies but does not state that Mayor Brown has violated the Emergency Orders and implies but does not state that Mayor Brown is responsible for altering the city website.

The Complaint does state that on the day in question Mayor Brown was not wearing a face mask and provides evidence in support of that allegation. However, the Complaint does not articulate a connection between this, or any of the allegations, and the Code.

As stated earlier, I conclude that I was expected to infer that if Mayor Brown had violated the Mask By-law, the Emergency Order, and/or had ordered the City website to be altered, he was also guilty of violating the listed Rules of the Code.

It is not the Integrity Commissioner’s responsibility to attempt to construct a viable complaint when provided with minimal details and insinuated violations of the Code. In this case, notwithstanding these deficiencies, I have exercised my discretion to conduct an investigation. However, I was forced to make key assumptions about what was being alleged and on what basis. The Complaint’s ambiguities and deficiencies inevitably affected my decision.

B) Code of Conduct Violations

I have quoted the relevant excerpts of the enumerated rules below. The full text of the relevant Rules is attached to this report at **Appendix “B”**.

Rule No. 4 - Use of City Property, Services, and Other Resources

1. No Member shall use for personal purposes any City property, equipment, services, supplies or services of consequence (for example, agency, board, commission, or City-owned materials, websites, board and City transportation delivery services, and any Members expense budgets) other than for purposes

connected with the discharge of City duties, which may include activities within the Member's office of which City Council has been advised.

Commentary

Members, by virtue of their position, have access to a wide variety of property, equipment, services and supplies to assist them in the conduct of their City duties as public officials. This privilege should not be seen to be abused. In recognizing that members are held to a higher standard of behaviour and conduct, members should not use such property for any purpose other than for carrying out their official duties. ...

...

Rule No. 7 – Improper Use of Influence

1. No Member of Council shall use the influence of her or his office for any purpose other than for the exercise of her or his official duties.

Commentary

Pursuant to corporate policy, the Chief Administrative Officer directs City Department Chiefs, who in turn, direct City staff. City Council and not individual Members of Council, appropriately give direction to the City administration.

...

Rule No. 15 – Discreditable Conduct

1. Members shall conduct themselves with appropriate decorum at all times.

Commentary

As leaders in the community, members are held to a higher standard of behaviour and conduct, and accordingly their behaviour should be exemplary.

...

Rule No. 18 – Failure to Adhere to Council Policies and Procedures

1. Members shall adhere to such by-laws, policies and procedures adopted by Council that are applicable to them.

1. Rule 4 - Use of City Property, Services, and Other Resources

As already explained, the Complaint only implies that Mayor Brown's alleged participation in a hockey game on August 4, 2020, was a violation of the Emergency Orders. It does not ever state that this is the case. It simply describes what it claims were the restrictions

as of Stage 2 of Re-opening and juxtaposes this with the fact that Mayor Brown has allegedly been playing hockey at city arenas.

Thus, the sole basis for this element of the Complaint appears to be the following inference: if skating in public arenas was not permitted on August 4, 2020, the only reason Mayor Brown could have done so was if he had abused his position to obtain ice time. Again, no direct evidence of a violation was provided to me.

As I have explained above, through my investigation I concluded that the City of Brampton arenas were not closed to private rentals on August 4, 2020. As a result, it does not follow that Mayor Brown could only have obtained ice time through an abuse of his access to city property and resources.

I was not presented with any direct evidence to show that Mayor Brown had abused his power over or access to city property, services, and other resources, whether to obtain ice time on August 4, 2020, or for any other reason. Nor was I provided with an articulated connection as to how Mayor Brown's activities otherwise allegedly constituted a violation of Rule 4. I also did not find any such evidence during my investigation.

In light of the foregoing, I make the following conclusion:

Based on my review of all the documentary evidence before me, and my interviews with all relevant individuals, I find that there is no evidence to conclude that Mayor Brown violated Rule 4 as alleged in the Complaint.

2. Rule No. 7 – Improper use of influence

Given the commentary that accompanies Rule 7, I interpret Rule 7 as applying to improper use of influence over city officials. This interpretation also avoids overlap with the meaning of Rule 4.

Once again, the sole basis for this element of the Complaint appears to be the following inference: if skating in public arenas was not permitted on August 4, 2020, the only reason Mayor Brown could have done so was if he had improperly exercised his influence over city officials.

In addition, if the Complaint is in fact alleging that Mayor Brown orchestrated the alteration of the city website, the only evidence it provides is circumstantial: the website was altered after Rebel News released its video. No evidence was provided that purported to link Mayor Brown to the change to the website. Again, I assume that I was intended to draw the inference that if Mayor Brown was, as insinuated, secretly and illegally skating at the city arenas, he would have wanted to change the website to cover his actions. However, this was never articulated in the Complaint, and no evidence was provided in support of it.

As I have explained above, through my investigation I concluded that the City of Brampton arenas were not closed to private rentals on August 4, 2020. As a result, it is not necessary to conclude that Mayor Brown could only have obtained ice time through an

improper exercise of his influence over city officials. Mayor Brown also publicly acknowledged that he had been skating at city arenas in the Guardian Article, which contradicts his implied motivation for altering the city website.

Moreover, I was not presented with any direct evidence to show that Mayor Brown had abused his influence over city officials, whether to obtain ice time on August 4, 2020 or alter the city website, or at any other time. Nor was I provided with an articulated connection as to how Mayor Brown's activities constituted a violation of Rule 7. I also did not find any such evidence during my investigation.

In light of the foregoing, I make the following conclusion:

Based on my review of all of the documentary evidence before me, and my interviews with all relevant individuals, I find that there is no evidence to conclude that Mayor Brown has improperly exercised his influence in violation of Rule 7.

3. Rule No. 15 – Discreditable Conduct

Rule No. 15 of the Code of Conduct states that “members shall conduct themselves with appropriate decorum at all times”.

The commentary for Rule No. 15 states that the behaviour of members “should be exemplary”.

As leaders of the community and as elected officials, members of Council are rightly held to a higher standard of behaviour.

However, I note the difference between the mandatory language of the rule itself (“members shall”) versus the aspirational language used in the commentary (“their behaviour should be”). The distinction is relevant as the standard set in the rule (“appropriate decorum”) is higher than the standard set by the commentary (“exemplary”).

Accordingly, a failure to exhibit “exemplary” behaviour is not necessarily a violation of Rule 15.

As with the other rules, I was not provided with any direct evidence of, or an articulated argument as to how Mayor Brown was alleged to have violated Rule 15. Once again, I presume that the inference I was meant to draw was that if Mayor Brown had violated the by-laws, Emergency Orders, and/or altered the website, or if he had violated Rules 4 and 7, he would have also violated Rule 15.

I have already said that I do not find Mayor Brown to have violated Rules 4 and 7.

I do not find the simple fact that Mayor Brown attended at the Arena on August 4, 2020, to be a violation of Rule 15.

I also find that he did not knowingly or intentionally violate the Mask By-law by not wearing a mask (regardless of whether his actions in fact violated the Mask By-law).

Nevertheless, despite his apparent technical adherence to the Mask By-law, given the purpose and symbolism of the Mask By-law, I accept that it would have been better for Mayor Brown to wear a mask when entering the Arena. As he himself said, he was not there to play. It would have been a small thing to model such socially conscious behaviour to his friends and acquaintances, and any city staff who may have been present.

He could not have expected that Mr. Menzies would have penetrated the Arena with a cameraperson, but nevertheless he did know that he would be seen by others at the Arena.

Consequently, I find that Mayor Brown, although failing to live up to the “exemplary” standard recommended by the commentary of Rule No. 15, has not violated the mandatory standard of “appropriate decorum”.

I note that Mayor Brown has said that he now tries to wear a mask for such events, even when not strictly required.

I find that Mayor Brown’s conduct did not strictly violate Rule 15, although his behaviour did fall short of the aspirational standard recommended by the Rule’s commentary.

4. Rule No. 18 - Adhere to Council Policies and Procedures

The commentary for Rule No. 18 states: “A number of the provisions of this *Code of Conduct* incorporate policies and procedures adopted by Council. More generally, Members of Council are required to observe the terms of all policies and procedures established by City Council. ...”

Councilors have a positive obligation to abide by the terms of all policies and procedures established by Council and the City of Brampton generally. They must, as the most senior City of Brampton representatives and elected officials, lead by example to ensure that they take every step to follow those policies and procedures.

However, the Complaint did not identify what policies and procedures of Council had been allegedly violated.

I am not aware of any Council Policies and Procedures that would directly apply to the allegations contained in the Complaint.

I find that Mayor Brown has not violated Rule 18.

Conclusion

I conclude that Mayor Brown has not violated the Code Rules as was alleged in the Complaint. I did find that by not wearing a mask while at the Arena Mayor Brown fell short of the standard recommended by the Rule 15 commentary, although I did not find that this was a violation of the Code.

I would recommend that Mayor Brown, and all members of the Brampton City Council, be more attentive towards how their actions are perceived. The COVID-19 pandemic has introduced a tense and difficult period for the people of Brampton. The members of Council are high profile elected officials – their decisions affect the city’s residents, and their actions will inevitably be scrutinized. The Rule 15 commentary says that members’ behaviour “should be exemplary”. Even though a failure to meet this standard may not be a violation of the Code, the commentary remains relevant to their behaviour and exists for a reason.

In this report, I referenced the incompleteness of the Complaint. Specifically, the Complaint was ambiguous on key points and included almost no evidence. I was forced to make key assumptions about what was in fact being alleged so that I could pursue my investigation. The “evidence” relevant to possible Code violations, such as it was, consisted primarily of eliding the fact that on August 4, 2020, Brampton was in Stage 3, not Stage 2, of re-opening.

Although in this case I chose to exercise my discretion to conduct the investigation nonetheless, I remind any would-be complainants that complaints must adhere to the Code Complaint Protocol: among other things, viable complaints must include “reasonable and probable grounds for the allegation” and be appropriately detailed.

Sincerely,

Muneeza Sheikh
Integrity Commissioner
City of Brampton

I would like to acknowledge my colleague, Michael VanderMeer, for assisting me in investigating this Complaint and in preparing this Report.



Français

Municipal Act, 2001

S.O. 2001, CHAPTER 25

Consolidation Period: From December 8, 2020 to the e-Laws currency date.

Last amendment: 2020, c. 36, Sched. 30.

Legislative History: [+]

CONTENTS [+]

PART I GENERAL

Interpretation

1 (1) In this Act,

“assessment corporation” means the Municipal Property Assessment Corporation; (“société d’évaluation foncière”)

“business licensing by-law” means, in respect of a municipality, a by-law of the municipality providing for a system of licences with respect to a business passed under paragraph 11 of subsection 10 (2) or paragraph 11 of subsection 11 (3) or under section 151 if the by-law could also be passed by the municipality under one of those paragraphs; (“règlement sur les permis d’entreprise”)

“county” means an upper-tier municipality that was a county, including the Frontenac Management Board, on the day before this Act came into force; (“comté”)

“economic development services” means, in respect of a municipality, the promotion of the municipality by the municipality for any purpose by the collection and dissemination of information and the acquisition, development and disposal of sites by the municipality for industrial, commercial and institutional uses; (“services de développement économique”)

“First Nation” means a band as defined in the *Indian Act* (Canada); (“Première Nation”)

“highway” means a common and public highway and includes any bridge, trestle, viaduct or other structure forming part of the highway and, except as otherwise provided, includes a portion of a highway; (“voie publique”)

“land” includes buildings; (“bien-fonds”)

“licence”, in relation to a licence issued under this Act, includes a permit, an approval, a registration and any other type of permission, and “licensing” has a corresponding meaning; (“permis”)

“local board” means a municipal service board, transportation commission, public library board, board of health, police services board, planning board, or any other board, commission, committee, body or local authority established or exercising any power under any Act with respect to the affairs or purposes of one or more municipalities, excluding a school board and a conservation authority; (“conseil local”)

Note: On a day to be named by proclamation of the Lieutenant Governor, the definition of “local board” in subsection 1 (1) of the Act is amended by striking out “police services board” and substituting “police service board”. (See: 2019, c. 1, Sched. 4, s. 33 (1))

(d) a police services board established under the *Police Services Act*,

Note: On a day to be named by proclamation of the Lieutenant Governor, clause (d) of the definition of “local board” in section 223.1 of the Act is repealed and the following substituted: (See: 2019, c. 1, Sched. 4, s. 33 (7))

(d) a police service board established under the *Community Safety and Policing Act, 2019*,

(e) a board as defined in section 1 of the *Public Libraries Act*,

(f) a corporation established in accordance with section 203,

(g) such other local boards as may be prescribed; (“conseil local”)

“municipally-controlled corporation” means a corporation that has 50 per cent or more of its issued and outstanding shares vested in the municipality or that has the appointment of a majority of its board of directors made or approved by the municipality, but does not include a local board as defined in subsection 1 (1); (“société contrôlée par la municipalité”)

“public office holder” means,

(a) a member of the municipal council and any person on his or her staff,

(b) an officer or employee of the municipality,

(c) a member of a local board of the municipality and any person on his or her staff,

(d) an officer, director or employee of a local board of the municipality, and

(e) such other persons as may be determined by the municipality who are appointed to any office or body by the municipality or by a local board of the municipality. (“titulaire d’une charge publique”) 2006, c. 32, Sched. A, s. 98; 2007, c. 8, s. 218 (5); 2017, c. 14, Sched. 4, s. 23 (3).

Section Amendments with date in force (d/m/y) [+]

Code of conduct

223.2 (1) A municipality shall establish codes of conduct for members of the council of the municipality and of its local boards. 2017, c. 10, Sched. 1, s. 18.

Same

(2) Without limiting sections 9, 10 and 11, those sections authorize the municipality to establish codes of conduct. 2017, c. 10, Sched. 1, s. 18.

No offence or administrative penalty

(3) A by-law cannot provide that a member who contravenes a code of conduct is guilty of an offence or is required to pay an administrative penalty. 2017, c. 10, Sched. 1, s. 18.

Regulations

(4) The Minister may make regulations prescribing one or more subject matters that a municipality is required to include in a code of conduct. 2017, c. 10, Sched. 1, s. 18.

Section Amendments with date in force (d/m/y) [+]

Integrity Commissioner

223.3 (1) Without limiting sections 9, 10 and 11, those sections authorize the municipality to appoint an Integrity Commissioner who reports to council and who is responsible for performing in an independent manner the functions assigned by the municipality with respect to any or all of the following:

1. The application of the code of conduct for members of council and the code of conduct for members of local boards.
2. The application of any procedures, rules and policies of the municipality and local boards governing the ethical behaviour of members of council and of local boards.
3. The application of sections 5, 5.1 and 5.2 of the *Municipal Conflict of Interest Act* to members of council and of local boards.

4. Requests from members of council and of local boards for advice respecting their obligations under the code of conduct applicable to the member.
5. Requests from members of council and of local boards for advice respecting their obligations under a procedure, rule or policy of the municipality or of the local board, as the case may be, governing the ethical behaviour of members.
6. Requests from members of council and of local boards for advice respecting their obligations under the *Municipal Conflict of Interest Act*.
7. The provision of educational information to members of council, members of local boards, the municipality and the public about the municipality's codes of conduct for members of council and members of local boards and about the *Municipal Conflict of Interest Act*. 2017, c. 10, Sched. 1, s. 19 (1).

Provision for functions if no Commissioner appointed

(1.1) If a municipality has not appointed a Commissioner under subsection (1), the municipality shall make arrangements for all of the responsibilities set out in that subsection to be provided by a Commissioner of another municipality. 2017, c. 10, Sched. 1, s. 19 (2).

Provision for functions if responsibility not assigned

(1.2) If a municipality has appointed a Commissioner under subsection (1), but has not assigned functions to the Commissioner with respect to one or more of the responsibilities set out in that subsection, the municipality shall make arrangements for those responsibilities to be provided by a Commissioner of another municipality. 2017, c. 10, Sched. 1, s. 19 (2).

Powers and duties

(2) Subject to this Part, in carrying out the responsibilities described in subsection (1), the Commissioner may exercise such powers and shall perform such duties as may be assigned to him or her by the municipality. 2006, c. 32, Sched. A, s. 98.

Request for advice shall be in writing

(2.1) A request by a member of council or of a local board for advice from the Commissioner under paragraph 4, 5 or 6 of subsection (1) shall be made in writing. 2017, c. 10, Sched. 1, s. 19 (3).

Advice shall be in writing

(2.2) If the Commissioner provides advice to a member of council or of a local board under paragraph 4, 5 or 6 of subsection (1), the advice shall be in writing. 2017, c. 10, Sched. 1, s. 19 (3).

Content of educational information

(2.3) If the Commissioner provides educational information to the public under paragraph 7 of subsection (1), the Commissioner may summarize advice he or she has provided but shall not disclose confidential information that could identify a person concerned. 2017, c. 10, Sched. 1, s. 19 (3).

Delegation

(3) The Commissioner may delegate in writing to any person, other than a member of council, any of the Commissioner's powers and duties under this Part. 2006, c. 32, Sched. A, s. 98.

Same

(4) The Commissioner may continue to exercise the delegated powers and duties, despite the delegation. 2006, c. 32, Sched. A, s. 98.

Status

(5) The Commissioner is not required to be a municipal employee. 2006, c. 32, Sched. A, s. 98.

Indemnity

(6) A municipality shall indemnify and save harmless the Commissioner or any person acting under the instructions of that officer for costs reasonably incurred by either of them in connection with the defence of a proceeding if the proceeding relates to an act done in good faith in the performance or intended performance of a duty or authority under this Part or a by-law passed under it or an alleged neglect or default in the performance in good faith of the duty or authority. 2017, c. 10, Sched. 1, s. 19 (4).

Interpretation

(7) For greater certainty, nothing in this section affects the application of section 448 with respect to a proceeding referred to in subsection (6) of this section. 2017, c. 10, Sched. 1, s. 19 (4).

Section Amendments with date in force (d/m/y) [+]**Inquiry by Commissioner**

223.4 (1) This section applies if the Commissioner conducts an inquiry under this Part,

- (a) in respect of a request made by council, a member of council or a member of the public about whether a member of council or of a local board has contravened the code of conduct applicable to the member; or
- (b) in respect of a request made by a local board or a member of a local board about whether a member of the local board has contravened the code of conduct applicable to the member. 2006, c. 32, Sched. A, s. 98.

Powers on inquiry

(2) The Commissioner may elect to exercise the powers under sections 33 and 34 of the *Public Inquiries Act, 2009*, in which case those sections apply to the inquiry. 2009, c. 33, Sched. 6, s. 72 (1).

Information

(3) The municipality and its local boards shall give the Commissioner such information as the Commissioner believes to be necessary for an inquiry. 2006, c. 32, Sched. A, s. 98.

Same

(4) The Commissioner is entitled to have free access to all books, accounts, financial records, electronic data processing records, reports, files and all other papers, things or property belonging to or used by the municipality or a local board that the Commissioner believes to be necessary for an inquiry. 2006, c. 32, Sched. A, s. 98.

Penalties

(5) The municipality may impose either of the following penalties on a member of council or of a local board if the Commissioner reports to the municipality that, in his or her opinion, the member has contravened the code of conduct:

1. A reprimand.
2. Suspension of the remuneration paid to the member in respect of his or her services as a member of council or of the local board, as the case may be, for a period of up to 90 days. 2006, c. 32, Sched. A, s. 98.

Same

(6) The local board may impose either of the penalties described in subsection (5) on its member if the Commissioner reports to the board that, in his or her opinion, the member has contravened the code of conduct, and if the municipality has not imposed a penalty on the member under subsection (5) in respect of the same contravention. 2006, c. 32, Sched. A, s. 98.

Termination of inquiry when regular election begins

(7) If the Commissioner has not completed an inquiry before nomination day for a regular election, as set out in section 31 of the *Municipal Elections Act, 1996*, the Commissioner shall terminate the inquiry on that day. 2017, c. 10, Sched. 1, s. 20.

Same

(8) If an inquiry is terminated under subsection (7), the Commissioner shall not commence another inquiry in respect of the matter unless, within six weeks after voting day in a regular election, as set out in section 5 of the *Municipal Elections Act, 1996*, the person or entity who made the request or the member or former member whose conduct is concerned makes a written request to the Commissioner that the inquiry be commenced. 2017, c. 10, Sched. 1, s. 20.

Other rules that apply during regular election

Council Code of Conduct

Council Approval Date: January 27, 2016
Council Resolution: C006-2016
Commentary Version Date: February 1, 2016
Updated [Rule 14(2)]: July 31, 2018

TABLE OF CONTENTS **CODE OF CONDUCT FOR MEMBERS OF COUNCIL** **CITY OF BRAMPTON**

Introduction	3
Preamble	3
Framework and Interpretation	4
Definitions	4
Key Principles	5
Rules:	
1 General	6
2 Gifts and Benefits	8
3 Confidential Information	13
4 Use of City Property, Services and Other Resources	15
5 Election Campaign Work	16
6 Business Relations	17
7 Improper Use of Influence	18
8 Conduct at Council	19
9 Transparency & Openness in Decision-Making and Member's Duties	20
10 Media Communications	21
11 Representing The City	22
12 Conduct Respecting Current and Prospective Employment	23
13 Encouragement of Respect For The City and Its By-Laws	24
14 Harassment	25
15 Discreditable Conduct	26
16 Conduct Respecting Staff	27
17 Employment of Council Relatives/Family Members	28
18 Failure To Adhere To Council Policies and Procedures	29
19 Reprisals and Obstruction	30
20 Implementation	31

**COMPLAINT PROTOCOL
CITY OF BRAMPTON**

21	Informal Complaint Procedure	32
22	Formal Complaint Procedure	32
23	Initial Classification of Complaint	33
24	Integrity Commissioner Investigation	34
25	Council Review	36
26	Confidentiality	36
27	Complaint Form	38

CODE OF CONDUCT FOR MEMBERS OF COUNCIL

Introduction

Democracy is an active process – one that requires ongoing engagement between citizens and their elected officials. Ethics and integrity are at the core of public confidence in government and in the political process.

There has been a general trend at the municipal level of government in Ontario, to develop rules around ethical conduct for elected officials so that they may carry out their duties with impartiality and equality of service to all, recognizing that as leaders of the community, they are held to a higher standard of behavior and conduct.

It is the purpose of this *Code of Conduct for Members of Council* (the “Code”) to establish rules that guide Members of Council in performing their diverse roles in representing their constituents and recognize Members’ accountability for managing City resources allocated to them.

Preamble

Whereas the City of Brampton first instituted a Code 2011 and after the election of 2014, the Council has reviewed the same and approved extensive revisions;

And Whereas elected officials of the City of Brampton have and recognize their obligation to not only obey the law, but to go beyond the minimum standards of behaviour and act in a manner that is of the highest ethical ideals so that their conduct will bear the closest public scrutiny;

And whereas the private interest of elected officials of the City of Brampton must not provide the potential for, or the appearance of, an opportunity for benefit, wrongdoing, or unethical conduct;

The Council of the City of Brampton will adopt certain rules that further underscore a Councillor’s belief in his/her responsibility as a public trustee;

Commentary

The operation of democratic municipal government requires that elected officials be independent, impartial and duly responsible to the people. To this end, it is imperative that:

- The City of Brampton decisions and policy be made through the proper processes of municipal government structure.
- Public office not be used for personal gain.
- The public have confidence in the integrity of its municipal government.

A written Code of Conduct protects the public interest and helps to ensure that the Members of Council share a common basis for acceptable conduct. These standards are designed to provide a reference guide and a supplement to the legislative parameters within which the members must operate.

The public is entitled to expect the highest standards of conduct from the members that it elects to local government. In turn, adherence to these standards will protect and enhance the City of Brampton's reputation and integrity.

Framework and Interpretation

1. This *Code of Conduct* applies to the Mayor and all Members of Council. It is to be given broad, liberal interpretation in accordance with applicable legislation and the definitions set out herein. Commentary and examples used in this *Code of Conduct* are meant to be illustrative and not exhaustive. From time to time additional commentary and examples may be added to this document by the Integrity Commissioner, as she or he deems appropriate.
2. As long as all the facts known to the member are disclosed to the Integrity Commissioner and there is no change to these facts, then the member may rely on any written advice provided by the Integrity Commissioner.
3. Members of Council, Members of the public or City staff seeking clarification of any part of this *Code* should consult with the Integrity Commissioner.

Commentary

This *Code of Conduct* does not prohibit the activities in which Members of Council normally engage on behalf of constituents in accordance with applicable laws.

The Municipal Act is the primary source of regulation for municipalities and provides the basis for good governance within municipal government. There are other important documents that regulate the behavior and conduct of Members. Clear and consistent written rules provide elected officials with confirmation that their actions adhere to the highest ideals of integrity during their term of office. This *Code of Conduct* operates together with and as a supplement to the following existing statutes, documents and policies governing the conduct of Members.

Legislation:

- The Municipal Act, 2001. S.O. Chapter 25 and amendments;
- The Municipal Conflict of Interest Act;
- The Municipal Elections Act, 1996; and
- The Municipal Freedom of Information and Protection of Privacy Act.
- The Criminal Code of Canada also governs the conduct of Members of Council.

Definitions:

In the *Code of Conduct*:

1. the terms "child", "parent" and "spouse" have the same meanings as in the *Municipal Conflict of Interest Act*.
2. "child" means a child born within or outside marriage and includes an adopted child and a person whom a parent has demonstrated a settled intention to treat as a child of his or her family;

3. “member” means a member of Brampton City Council;
4. “parent” means a person who has demonstrated a settled intention to treat a child as a member of his or her family whether or not that person is the natural parent of the child;
5. “spouse” means a person to whom the person is married or with whom the person is living in a conjugal relationship outside marriage;
6. “family member” means
 - spouse, common-law partner, or any person with whom the person is living as a spouse outside of marriage
 - parent, including step-parent and legal guardian
 - child, including step-child and grandchild
 - siblings and children of siblings
 - aunt/uncle, niece/nephew, first cousins
 - in-laws, including mother/father, sister/brother, daughter/son
 - any person who lives with the Member on a permanent basis
7. “staff” includes the Chief Administrative Officer, Department Chiefs, Directors, Managers, Supervisors, Clerical and Technical Unionized employees, Hourly Unionized staff, Part-time Unionized staff, Temporary/Seasonal staff, Contract staff, students and Volunteers.

Key Principles:

The key principles that underline the rules in this *Code of Conduct* are as follows:

- a) Members of Council shall serve and be seen to serve their constituents in a conscientious and diligent manner.**

Commentary

This underscores that Members’ carry out their official City activities in a way that will foster and enhance respect for government and above all, demonstrate respect for members of the public.

- b) Members of Council should be committed to performing their functions with integrity and transparency.**

Commentary

As public officials, Members of Council recognize the public’s right to reasonable access to information in relation to how decisions are made. This right of access includes the right of the public to receive complete and understandable information which must be balanced against the requirement to protect the legitimate interests of the City and the respect for approved policies of the City.

- c) Members of Council shall perform official duties and arrange their public affairs in a manner that promotes public confidence and respect and will bear close public scrutiny.**

Rule No. 4

Use of City Property, Services and Other Resources

No Member shall use for personal purposes any City property, equipment, services, supplies or services of consequence (for example, agency, board, commission, or City-owned materials, websites, board and City transportation delivery services, and any Members expense budgets) other than for purposes connected with the discharge of City duties, which may include activities within the Member's office of which City Council has been advised.

No Member shall obtain financial gain from the use of City developed intellectual property, computer programs, technological innovations or other patentable items, while an elected official or thereafter. All such property remains the exclusive property of the City of Brampton.

No Member shall use information gained in the execution of his or her duties that is not available to the general public for any purposes other than his or her official duties.

Commentary:

Members, by virtue of their position, have access to a wide variety of property, equipment, services and supplies to assist them in the conduct of their City duties as public officials. This privilege should not be seen to be abused. In recognizing that members are held to a higher standard of behavior and conduct, members should not use such property for any purpose other than for carrying out their official duties. Careful attention should be given to the provisions of the City's Councillor expense policy which identifies approved allowable expenses.

During election campaigns, refer to Rule No. 5 and 7.

Rule No. 7

Improper Use of Influence:

- 1. No Member of Council shall use the influence of her or his office for any purpose other than for the exercise of her or his official duties.**

Commentary

Pursuant to corporate policy, the Chief Administrative Officer directs City Department Chiefs, who in turn, direct City staff. City Council and not individual Members of Council, appropriately give direction to the City administration.

Rule No. 15

Discreditable Conduct

- 1. Members shall conduct themselves with appropriate decorum at all times.**

Commentary

As leaders in the community, members are held to a higher standard of behavior and conduct, and accordingly their behavior should be exemplary.

Rule No. 18

Failure to Adhere To Council Policies and Procedures:

- 1. Members shall adhere to such by-laws, policies and procedures adopted by Council that are applicable to them.**

Commentary

A number of the provisions of this *Code of Conduct* incorporate policies and procedures adopted by Council. More generally, Members of Council are required to observe the terms of all policies and procedures established by City Council.

Members must pay special attention to, and comply strictly with the [Councillors Expense Policy](#).

This provision does not prevent a member of Council from requesting that Council grant an exemption from a policy.

COUNCIL CODE OF CONDUCT COMPLAINT PROTOCOL

PART A: INFORMAL COMPLAINT PROCEDURE

Any person or a representative of an organization who has identified or witnessed behaviour or an activity by a member of Council that they believe is in contravention of the *Council Code of Conduct* (the “Code”) may wish to address the prohibited behaviour or activity themselves as follows:

- (1) advise the member that the behaviour or activity contravenes the Code;
- (2) encourage the member to stop the prohibited behaviour or activity;
- (3) keep a written record of the incidents including dates, times, locations, other persons present, and any other relevant information;
- (4) if applicable, confirm to the member your satisfaction with the response of the member; or, if applicable, advise the member of your dissatisfaction with the response; and
- (5) consider the need to pursue the matter in accordance with the formal complaint procedure outlined in Part B, or in accordance with another applicable judicial or quasi-judicial process or complaint procedure.

All persons and organizations are encouraged to initially pursue this informal complaint procedure as a means of stopping and remedying a behaviour or activity that is prohibited by the Code. With the consent of the complaining individual or organization and the member, the Integrity Commissioner may be part of any informal process. However, it is not a precondition or a prerequisite that those complaining must pursue the informal complaint procedure before pursuing the Formal Complaint Procedure in Part B.

PART B: FORMAL COMPLAINT PROCEDURE:

Integrity Commissioner Requests for Inquiries

1. (1) A request for an investigation of a complaint that a member has contravened the Code of Conduct (the “complaint”) shall be sent directly to the Integrity Commissioner by mail, E-mail, fax or courier in the form attached to this Protocol as Schedule “A”.
- (2) All complaints shall be signed by an identifiable individual (which includes the authorized signing officer of an organization).
- (3) A complaint shall set out reasonable and probable grounds for the allegation that the member has contravened the Code. For example, the complaint should include the name of the alleged violator, the provision of the Code allegedly contravened, facts constituting the alleged contravention, the names and contact

information of witnesses, and contact information for the complainant during normal business hours.

- (4) The integrity Commissioner shall not accept any complaint from any person which arises from the conduct of a member(s) that occurred, or such conduct was first learned of by the complainant, six (6) months prior to receipt of such complaint by the Integrity Commissioner.
- (5) For any Complaint received from and after August 1 in any municipal election year, the Integrity Commissioner shall stay any investigation required by such complaint until the day after the inaugural meeting of the new Council and until then, shall keep such complaint confidential.

Initial Classification by Integrity Commissioner

2. (1) Upon receipt of the request, the Integrity Commissioner shall make an initial classification to determine if the matter is, on its face, a complaint with respect to non-compliance with the Code and not covered by other legislation or other Council policies as described in subsection (3).
- (2) If the complaint is not, on its face, a complaint with respect to non-compliance with the Code or the complaint is covered by other legislation or a complaint procedure under another Council policy, the Integrity Commissioner shall advise the complainant in writing as follows:
 - (a) if the complaint on its face is an allegation of a criminal nature consistent with the *Criminal Code of Canada*, the complainant shall be advised that if the complainant wishes to pursue any such allegation, the complainant must pursue it with the appropriate police force;
 - (b) if the complaint on its face is with respect to non-compliance with the *Municipal Freedom of Information and Protection of Privacy Act*, the complainant shall be advised that the matter will be referred for review to the City Clerk;
 - (c) if the complaint on its face, is with respect to non-compliance with a more specific Council policy with a separate complaint procedure, the complainant shall be advised that the matter will be processed under that procedure; and
 - (d) in other cases, the complainant shall be advised that the matter, or part of the matter, is not within the jurisdiction of the Integrity Commissioner to process, with any additional reasons and referrals as the Integrity Commissioner considers appropriate.



OFFICE CONSOLIDATION

THE CORPORATION OF THE CITY OF BRAMPTON

BY-LAW

Number 135-2020

A By-law to require mandatory face coverings in the City of Brampton in response to COVID-19

(Amended by By-laws 146-2020, 174-2020)

WHEREAS on March 17, 2020, an emergency was declared by the Government of Ontario pursuant to section 7.0.1 of the *Emergency Management and Civil Protection Act*, R.S.O. 1990, c. E.9 ("*EMCPA*") in response to the 2019 Coronavirus ("COVID-19");

AND WHEREAS on March 18, 2020, The Regional Municipality of Peel (the "Region of Peel") declared an emergency in support of the Province's efforts to contain the spread of COVID-19;

AND WHEREAS on March 22, 2020, The Corporation of the City of Brampton (the "City") declared an emergency pursuant to section 4 of the *EMCPA* in support of the Province's and Region of Peel's efforts to contain the spread of COVID-19;

AND WHEREAS in May 2020 the Medical Officer of Health for the Region of Peel strongly recommended the use of masks or face coverings and on June 30, 2020 recommended the mandatory use of masks or face coverings in connection with and to support the safe re-opening of the Region of Peel in accordance with the Province of Ontario's Stage 2 Re-Opening Framework;

AND WHEREAS health authorities at the Federal, Provincial and Regional level have all recommended that persons wear face coverings in public where physical distancing cannot be maintained;

AND WHEREAS Council for the City is desirous to enact a by-law to require mandatory face coverings in indoor public spaces and vehicles that are accessible to the public to help mitigate the spread of COVID-19;

AND WHEREAS subsection 8(1) of the *Municipal Act, 2001*, S.O. 2001, c. 25, as amended ("*Municipal Act, 2001*") provides that the powers of a municipality shall be interpreted broadly so as to confer broad authority to enable it to govern its affairs as it considers appropriate and to enhance its ability to respond to municipal issues;

AND WHEREAS subsection 8(3) of the *Municipal Act, 2001* provides the power to regulate, prohibit or require persons to do such things as may be necessary to respond to matters affecting the municipal;

AND WHEREAS subsection 11(2) of the *Municipal Act, 2001* authorizes a municipality to pass by-laws with respect to: economic, social and environmental well-being of the municipality, including respecting climate change; the health, safety and well-being of persons; and the protection of persons and property, including consumer protection;

AND WHEREAS section 425 of the *Municipal Act, 2001* authorizes a municipality to pass by-laws providing that a person who contravenes a municipal by-law is guilty of an offence and section 429 of the *Municipal Act, 2001* authorizes a municipality to establish a system of fines for offences under a by-law;

AND WHEREAS subsection 436(1) of the *Municipal Act, 2001* provides that a municipality has the power to pass by-laws providing that the municipality may enter on land at any reasonable time for the purpose of carrying out an inspection to determine whether or not a by-law passed under the *Municipal Act, 2001* is being complied with;

AND WHEREAS subsection 444(1) of the *Municipal Act, 2001* authorizes a municipality to make an order requiring the person who contravened a by-law, caused or permitted the contravention, or the owner or occupier of the land on which the contravention occurred to discontinue the contravening activity;

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

PART 1 – TITLE

1. This by-law may be referred to as the "Brampton COVID-19 Mandatory Face Coverings By-law".

PART 2 – DEFINITIONS

2. For the purposes of this By-law:

"By-law" means this By-law;

"City" means The Corporation of the City of Brampton and/or the municipal boundaries of the City of Brampton;

“Common Areas” means enclosed common areas including vestibules, lobbies, hallways, stairs, elevators, underground parking levels, meeting rooms and other common use amenity spaces; **(By-law 146-2020)**

“Council” means City Council of the Corporation of the City of Brampton;

“EMCPA” means the *Emergency Management and Civil Protection Act*, R.S.O. 1990, c. E.9;

“Emergency Orders” means the emergency orders passed by the Province of Ontario pursuant to the *EMCPA* related to COVID-19, including any regulations enacted pursuant to the *EMCPA*;

“Face Covering” means a mask or face covering (including a bandana or scarf) constructed of cloth, linen or other similar fabric that fits securely to the face and is large enough to completely and comfortably cover the mouth, nose and chin without gaping, and includes but does not need to be, a medical mask such as surgical masks, N95 or other masks required by healthcare workers;

“Medical Officer of Health” means the Medical Officer of Health for The Regional Municipality of Peel;

“Municipal Act, 2001” means the *Municipal Act, 2001*, S.O. 2001, c. 25, as amended;

“Municipality” means the City and The Regional Municipality of Peel or their local boards or agencies, including the Peel Regional Police and Brampton Fire and Emergency Services;

“Brampton Transit Vehicle” means any vehicle which is used as part of the City’s public bus transportation system and falls under the operation and control of Brampton Transit;

“Officer” means:

(a) A Provincial Offences Officer of a Municipality or other person appointed by or under the authority of a Municipal by-law to enforce Municipal by-laws;

(b) A public health inspector acting under the direction of the Medical Officer of Health; or

(c) A Police Officer employed by the Peel Regional Police, the Ontario Provincial Police or the Royal Canadian Mounted Police;

“Operator” means a Person or organization who alone or with others, owns and/or has control over and/or directs, the operation of a Public Establishment, but does not include a Municipality;

“Person” or any expression referring to a person, means an individual of any age and also includes a partnership, limited partnership, and a corporation and its directors and officers, and the heirs, executors, assignees and administrators;

“Provincial Offences Act” means the *Provincial Offences Act*, R.S.O. 1990, c. P.33;

PART 3– PUBLIC ESTABLISHMENT

3. For the purposes of this By-law, “Public Establishment” means all or any portion of a building or place in the City that is:
 - (1) located indoors; and
 - (2) where the public is invited or permitted access whether or not a fee is charged or a membership is required for entry.
- 3.1 Notwithstanding section 3, a “Public Establishment” shall include multi-unit residential buildings including apartments and condominiums, but for greater clarity, this does not include the dwelling units in these same buildings. **(By-law 146-2020)**
4. For greater clarity, Public Establishments shall include the following:
 - (1) retail stores where goods and services are sold to customers;
 - (2) businesses that primarily sell food including restaurants, supermarkets, grocery stores, bakeries and convenience stores;
 - (3) churches, mosques and other places of worship, except during a religious rite or ceremony conducted that is incompatible with the face being covered;
 - (4) indoor community, sports and recreational facilities and clubhouses;
 - (5) shopping malls or similar structure which contains multiple places of business;
 - (6) businesses providing personal care services;
 - (7) Common Areas of multi-unit residential buildings (including apartments and condominiums), hotels and motels and short term accommodations; **(By-law 146-2020)**

- (8) libraries, museums, galleries and other similar facilities;
 - (9) banquet halls, conventions centres, arenas, stadiums and other event spaces;
 - (10) concert venues, theatres, cinemas, casinos and other entertainment establishments;
 - (11) premises utilized as an open house, presentation centre, or other facility for real estate purposes;
 - (12) vehicle licensed or operated in accordance with the Mobile Licensing By-law 67-2014, as amended, including Personal Transportation Company Vehicles operating within the City of Brampton;
 - (13) buildings operated by the Municipality; and
 - (14) other businesses, organizations and places that are or may be permitted to operate in accordance with the Emergency Orders.
5. Notwithstanding sections 3 and 4, Public Establishment shall not include the following:
- (1) day cares, schools, post-secondary institutions and other facilities used solely for educational purposes;
 - (2) hospitals and portions of buildings used by regulated health professionals;
 - (3) buildings owned or services operated by the Province of Ontario or the Federal Government of Canada;
 - (4) portions of community centres, arenas or other buildings that are being used for the purpose of providing day camps for children or for the training of amateur or professional athletes;
 - (5) portions of community centres, arenas or other buildings operated by the Municipality that are being used for the purpose of providing community services or programs for which registration is required; and
 - (6) school transportation vehicles.

PART 4 – FACE COVERING POLICY

6. Every Operator shall adopt a policy regarding the wearing of Face Coverings that prohibits Persons to enter, or otherwise remains within, a Public Establishment

unless the Person is wearing a Face Covering, subject to the exemptions provided for in Part 6 of this By-law and otherwise in accordance with this By-law;

7. The Operator shall, upon request, provide a copy of the policy for inspection by an Officer.
8. Every Operator shall conspicuously post at all entrances to and within the Public Establishment clearly visible signage that Persons are required to wear a Face Covering in accordance with this By-law, and directing that 2.0 metre distance should be maintained whenever possible.
9. No Operator shall permit a Person to enter or to remain in a Public Establishment without a Face Covering in contravention of this By-law or the policy required to be adopted by section 6 of this By-law.

PART 5 – FACE COVERINGS

10. Every Person shall wear a Face Covering:
 - (1) before entering and while inside a Public Establishment; and
 - (2) before entering onto and while riding in a Brampton Transit Vehicle;
11. Every Person shall ensure that any Person under his or her care or control including children comply with Section 10 of this By-law.

PART 6 - EXEMPTIONS

12. Notwithstanding Parts 4 and 5 of this By-law, the following Persons shall be exempt from wearing a Face Covering:
 - (1) children 2 years of age or younger;
 - (2) children between the ages of 3 and 5 who refuse to wear a Face Covering and cannot be persuaded to do so by their caregiver;
 - (3) Persons who have trouble breathing or are otherwise unable to wear a Face Covering for medical reasons or by reason of disability, including Persons unable to place or remove a Face Covering without assistance;
 - (4) Persons who are engaged in an athletic, fitness, or aquatic activity in accordance with the Emergency Orders;

- (5) Persons while consuming food or drink provided such businesses are permitted to operate under the Emergency Orders and all other conditions of the Emergency Orders are met;
 - (6) Persons while receiving services involving the face and requiring the removal of a Face Covering, provided such services are permitted to operate under the Emergency Orders and provided 2.0 metre distance is maintained from all other Persons other than the person providing the service;
 - (7) employees and agents of the Operator or a Municipality within an area not for public access, or within or behind a physical barrier;
 - (8) police, fire, or paramedics during the course of an emergency call; and
 - (9) Persons while testifying, examining or making submissions at a court, tribunal, arbitration or other quasi-judicial proceeding.
13. A Person who is not wearing or refuses to wear a Face Covering shall identify if they are a Person who is exempt from wearing a Face Covering when asked by an Operator or Officer, but such Persons shall not be required to identify which exemption prevents them from wearing a Face Covering or provide proof in order to meet any of the exemptions set out in section 12 of this By-law.

PART 7 – ENFORCEMENT AND INSPECTION

14. The provisions of this By-law may be enforced by an Officer.
15. (1) An Officer may enter any lands, buildings, and structures at any reasonable time for the purpose of carrying out an inspection to determine whether any provision of this By-law is being complied with.
- (2) For greater certainty, for the purposes of conducting an inspection pursuant to this By-law, an Officer may:
- (a) require the production for inspection of documents or things relevant to the inspection;
 - (b) inspect and remove documents or things relevant to the inspection for the purpose of making copies or extracts;
 - (c) require information from any person concerning a matter related to the inspection; and
 - (d) alone, or in conjunction with a person possessing special or expert knowledge, make examinations or take tests, samples or photographs necessary for the purposes of the inspection.

16. No Person shall prevent, hinder, or obstruct, or attempt to hinder or obstruct, an Officer who is lawfully exercising a power or performing a duty under this By-law, including by refusing to identify themselves when requested to do so by an Officer.

PART 8 – ORDERS

17. An Officer may order an Operator or a Person found in contravention of this By-law or an Operator or Person who caused or permitted the contravention of this By-law to correct the contravention or to leave a Public Establishment or a Brampton Transit Vehicle.
18. An order made pursuant to this Part may be given by an Officer verbally or in writing.
19. An order in writing shall:
- (1) identify the following:
 - (a) the location where the contravention occurred;
 - (b) the reasonable particulars of the contravention; and
 - (c) the date and time by which compliance with the order is required; and
 - (2) be served personally to the Person to whom it is directed, or by registered mail to the Person or the Operator and shall be deemed to be served on the fifth day after mailing.
20. Every Operator and every Person shall comply with an order made under this By-law.

PART 9 – PENALTIES

21. (1) Every Operator and every Person over the age of 12 who contravenes any provision of this By-law, and every director or officer of a corporation who concurs in such contravention by the corporation, including failing to comply with an order made under this By-law, is guilty of an offence and is liable to a fine, and such other penalties, as provided for in the *Provincial Offences Act* and the *Municipal Act, 2001*, as each may be amended from time to time.
- (2) In addition to section 21(1), any Operator and any Person who is charged with an offence under this By-law by the laying of an information under Part III of the *Provincial Offences Act* and is found guilty of the offence is liable, pursuant to the *Municipal Act, 2001*, to the following fines:
- (a) a minimum fine not exceeding \$500 and a maximum fine not exceeding \$100,000;

(b) in the case of a continuing offence, for each day or part of a day that the offence continues, a minimum fine not exceeding \$500, and a maximum fine not exceeding \$10,000, and the total of all daily fines for the offence is not limited to \$100,000; and

(c) in the case of a multiple offence, for each offence included in the multiple offence, a minimum fine not exceeding \$500, and a maximum fine not exceeding \$10,000, and the total of all fines for each included offence is not limited to \$100,000.

(3) If an Operator or a Person is convicted of an offence under this By-law, in addition to any other remedy or any penalty imposed, the court in which the conviction has been entered, and any court of competent jurisdiction, may make an order prohibiting the continuation or repetition of the offence by the Operator or the Person convicted.

22. An offence under this By-law may constitute a continuing offence or a multiple offence as set out in the *Municipal Act, 2001*.

PART 10 – GENERAL

23. In the event of conflict, the specific conflicting provision of this By-law will be of no force and effect to the extent that it conflicts with:

(1) an Emergency Orders, and for greater certainty nothing in this By-law shall be construed as permitting the opening or access to a Public Establishment that is not permitted or restricted by an Emergency Orders;

(2) any statute, regulation, rule, by-law, order or instrument of the Province of Ontario or the Government of Canada; or

(3) a by-law enacted by the Region.

24. Words importing the singular number shall include the plural, and words importing the masculine gender shall include the feminine, and the converse of the foregoing also applies, unless the context of the By-law otherwise requires.

25. Should a court of competent jurisdiction declare any part or provision of this By-law to be invalid or of no force and effect, it is the intention of Council in enacting this By-law that the remainder of its provisions remain valid and binding, and that it be applied and enforced in accordance with its terms to the fullest extent possible according to law.

PART 11 – FORCE AND EFFECT

26. Part 4 of this By-law shall come into force on July 15, 2020 and all other provisions of this By-law shall come into force on July 10, 2020.

27. This By-law shall remain in effect until 12:01 a.m. on January 31, 2021 at which time this By-law shall be repealed, unless extended by resolution of Council. **(By-law 174-2020)**

ENACTED AND PASSED THIS 8th DAY OF JULY, 2020.

THE CORPORATION OF THE CITY OF BRAMPTON

Original Signed by:

Patrick Brown, Mayor
Peter Fay, City Clerk

ONTARIO REGULATION 364/20

FORMERLY UNDER EMERGENCY MANAGEMENT AND CIVIL PROTECTION ACT

RULES FOR AREAS IN STAGE 3

Historical version for the period July 31, 2020 to August 6, 2020.

Last amendment: 428/20.

Legislative History: [+]

This is the English version of a bilingual regulation.

Terms of Order

1. The terms of this Order are set out in Schedules 1, 2 and 3.

2. REVOKED: O. Reg. 428/20, s. 1.

Application

This Order applies to the areas listed in Schedule 3 to Ontario Regulation 363/20 (Stages of Reopening).

Indoor vs. outdoor

4. (1) The outdoor capacity limits set out in this Order apply to a business, place, event or gathering if the people attending it are only permitted to access an indoor area,

- (a) to use a washroom;
- (b) to access an outdoor area that can only be accessed through an indoor route; or
- (c) as may be necessary for the purposes of health and safety.

(2) The indoor capacity limits set out in this Order apply to a business, place, event or gathering if the business, place, event or gathering is fully or partially indoors.

(3) An indoor event or gathering cannot be combined with an outdoor event or gathering so as to increase the applicable limit on the number of people at the event or gathering.

**SCHEDULE 1
BUSINESSES AND PLACES**

Closures

1. (1) Each person responsible for a business or place, or part of a business or place, that is required to be closed by Schedule 2 shall ensure that the business or place, or part of the business or place, is closed in accordance with that Schedule.

(2) Each person responsible for a business or place, or part of a business or place, that Schedule 2 describes as being permitted to open if certain conditions set out in that Schedule are met shall ensure that the business or place, or part of the business or place, either meets those conditions or is closed.

(3) Each person responsible for a business or place, or part of a business or place, that does not comply with sections 3 to 6 of this Schedule shall ensure that it is closed.

(4) Despite subsections (1), (2) and (3), temporary access to a business or place, or part of a business or place, that is required to be closed by Schedule 2 is authorized, unless otherwise prohibited by any applicable law, for the purposes of,

- (a) performing work at the business or place in order to comply with any applicable law;
- (b) preparing the business or place to be reopened;
- (c) allowing for inspections, maintenance or repairs to be carried out at the business or place;
- (d) allowing for security services to be provided at the business or place; and
- (e) attending at the business or place temporarily,
 - (i) to deal with other critical matters relating to the closure of the business or place, if the critical matters cannot be attended to remotely, or
 - (ii) to access materials, goods or supplies that may be necessary for the business or place to be operated remotely.

(5) Nothing in this Order precludes a business or organization from operating remotely for the purpose of,

- (a) providing goods by mail or other forms of delivery, or making goods available for pick-up; and
- (b) providing services online, by telephone or other remote means.

General compliance

2. (1) The person responsible for a business or organization that is open shall ensure that the business or organization operates in accordance with all applicable laws, including the *Occupational Health and Safety Act* and the regulations made under it.

(2) The person responsible for a business or organization that is open shall operate the business or organization in compliance with the advice, recommendations and instructions of public health officials, including any advice, recommendations or instructions on physical distancing, cleaning or disinfecting.

Capacity limits for businesses or facilities open to the public

3. (1) The person responsible for a place of business or facility that is open to the public shall limit the number of persons in the place of business or facility so that every member of the public is able to maintain a physical distance of at least two metres from every other person in the business or facility, except where Schedule 2 allows persons to be closer together.

(2) For greater certainty, subsection (1) does not require persons who are in compliance with public health guidance on households and social circles to maintain a physical distance of at least two metres from each other while in a place of business or facility.

Meeting or event space

4. (1) The person responsible for a business or place that is open may only rent out meeting or event space if the total number of members of the public permitted to be in the business or place in its rentable meeting or event space at any one time is limited to the number that can maintain a physical distance of at least two metres from every other person in the business or place, and in any event is not permitted to exceed,

- (a) 50 persons, if the meeting or event is indoors; or
- (b) 100 persons, if the meeting or event is outdoors.

(2) Subsection (1) does not apply to the rental of meeting or event space for a wedding, funeral, service, rite or ceremony that is authorized under section 3, 4 or 5 of Schedule 3.

(3) Subsection (1) does not apply to the rental of meeting or event space that is in compliance with a plan for the rental of meeting or event space approved by the Office of the Chief Medical Officer of Health.

-person teaching and instruction

6. (1) Subject to subsection (2), the person responsible for a business or place that is open and that provides in-person teaching or instruction shall ensure that every instructional space complies with the following conditions:

1. The instructional space must be operated to enable students to maintain a physical distance of at least two metres from every other person in the instructional space, except where necessary for teaching and instruction that cannot be effectively provided if physical distancing is maintained.
2. The total number of students permitted to be in each instructional space at any one time must be limited to the number that can maintain a physical distance of at least two metres from every other person in the business or place, and in any event cannot exceed,
 - i. 50 persons, if the instructional space is indoors, or
 - ii. 100 persons, if the instructional space is outdoors.

(2) If the teaching or instruction involves singing or the playing of brass or wind instruments,

- (a) every person who is singing or playing must be separated from every other person by plexiglass or some other impermeable barrier; and
- (b) the exception in paragraph 1 of subsection (1) that allows persons to be closer than two metres where necessary for teaching and instruction does not apply.

(3) Subsections (1) and (2) do not apply to,

- (a) a school or private school within the meaning of the *Education Act* that is operated in accordance with a return to school direction issued by the Ministry of Education and approved by the Office of the Chief Medical Officer of Health;
- (b) a school operated by,
 - (i) a band, a council of a band or the Crown in right of Canada,
 - (ii) an education authority that is authorized by a band, a council of a band or the Crown in right of Canada, or
 - (iii) an entity that participates in the Anishinabek Education System; and
- (c) the Ontario Police College, training facilities operated by a police force, the Correctional Services Recruitment and Training Centre and the Ontario Fire College.

Cleaning requirements

6. (1) The person responsible for a business or place that is open shall ensure that,

- (a) any washrooms, locker rooms, change rooms, showers or similar amenities made available to the public are cleaned and disinfected as frequently as is necessary to maintain a sanitary condition; and
- (b) any equipment that is rented to, provided to or provided for the use of members of the public must be cleaned and disinfected as frequently as is necessary to maintain a sanitary condition.

(2) For greater certainty, clause (1) (b) applies to computers, electronics and other machines or devices that members of the public are permitted to operate.

HL hub

7. (1) In this section,

"NHL" means the National Hockey League; ("LNH")

"NHL hub" means the businesses and places referred to in clause (3) (a); ("bulle de la LNH")

"NHL hub participant" means a person who has been specified as a participant in the NHL hub in the professional sports plan for the NHL; ("participant à la bulle de la LNH")

"professional sports plan for the NHL" means the professional sports plan for the NHL approved by the Office of the Chief Medical Officer of Health. ("plan de sports professionnels applicable à la LNH")

(2) The Office of the Chief Medical Officer of Health may approve a professional sports plan for the NHL.

(3) The professional sports plan for the NHL shall list,

(a) the businesses and places in the City of Toronto that constitute the NHL hub and that may be used by NHL hub participants in connection with the 2020 NHL playoff tournament, which may include,

- (i) hotels,
- (ii) facilities for indoor or outdoor sports and recreational fitness activities,
- (iii) businesses or places that are in hotels or facilities mentioned in subclause (i) or (ii), and
- (iv) restaurants or bars that are adjacent to hotels or facilities mentioned in subclause (i) or (ii); and

(b) persons who are NHL hub participants.

(4) A business or place that constitutes part of the NHL hub may open for use by NHL hub participants if the business or place complies with the following conditions:

- 1. The business or place must operate in accordance with the professional sports plan for the NHL.
- 2. No spectators may be permitted at the business or place except in accordance with the professional sports plan for the NHL.
- 3. Subject to paragraph 2, any part of the business or place used by NHL hub participants must be closed to members of the public who are not NHL hub participants.

(5) The following provisions do not apply to the provision of goods or services to an NHL hub participant when they are provided within the NHL hub:

- 1. Sections 3, 4 and 5 of this Schedule.
- 2. Paragraph 1 of subsection 1 (1) of Schedule 2.
- 3. Section 8 of Schedule 2.
- 4. Clauses 1 (1) (a) and (b) of Schedule 3.

(6) Clauses 1 (1) (a) and (b) of Schedule 3 do not apply to NHL hub participants in the NHL hub.

(7) A business or place that constitutes part of the NHL hub shall not provide goods or services to members of the public who are not NHL hub participants unless,

- (a) the business or place is permitted to do so by the professional sports plan for the NHL;
- (b) the business or place provides the goods or services in accordance with the professional sports plan for the NHL; and
- (c) the business or place complies with any other applicable requirements or conditions in this Order.

MLB hub

8. (1) In this section,

"MLB" means Major League Baseball; ("MLB")

"MLB hub" means the businesses and places referred to in clause (3) (a); ("bulle de la MLB")

"MLB hub participant" means a person who has been specified as a participant in the MLB hub in the professional sports plan for the MLB; ("participant à la bulle de la MLB")

"professional sports plan for the MLB" means the professional sports plan for the MLB approved by the Office of the Chief Medical Officer of Health. ("plan de sports professionnels applicable à la MLB")

(2) The Office of the Chief Medical Officer of Health may approve a professional sports plan for the MLB.

(3) The professional sports plan for the MLB shall list,

(a) the businesses and places in the City of Toronto that constitute the MLB hub and that may be used by MLB hub participants in connection with the 2020 MLB season, which may include,

- (i) hotels,
- (ii) facilities for indoor or outdoor sports and recreational fitness activities,
- (iii) businesses or places that are in hotels or facilities mentioned in subclause (i) or (ii), and
- (iv) restaurants or bars that are adjacent to hotels or facilities mentioned in subclause (i) or (ii); and

(b) persons who are MLB hub participants.

(4) A business or place that constitutes part of the MLB hub may open for use by MLB hub participants if the business or place complies with the following conditions:

- 1. The business or place must operate in accordance with the professional sports plan for the MLB.
- 2. No spectators may be permitted at the business or place except in accordance with the professional sports plan for the MLB.
- 3. Subject to paragraph 2, any part of the business or place used by MLB hub participants must be closed to members of the public who are not MLB hub participants.

(5) The following provisions do not apply to the provision of goods or services to an MLB hub participant when they are provided within the MLB hub:

- 1. Sections 3, 4 and 5 of this Schedule.
- 2. Paragraph 1 of subsection 1 (1) of Schedule 2.
- 3. Section 8 of Schedule 2.
- 4. Clauses 1 (1) (a) and (b) of Schedule 3.

(6) Clauses 1 (1) (a) and (b) of Schedule 3 do not apply to MLB hub participants in the MLB hub.

(7) A business or place that constitutes part of the MLB hub shall not provide goods or services to members of the public who are not MLB hub participants unless,

- (a) the business or place is permitted to do so by the professional sports plan for the MLB;
- (b) the business or place provides the goods or services in accordance with the professional sports plan for the MLB; and
- (c) the business or place complies with any other applicable requirements or conditions in this Order.

O. Reg. 364/20, Sched. 1; O. Reg. 415/20, s. 2; O. Reg. 428/20, s. 2.

SCHEDULE 2 SPECIFIC RULES

Food and drink

Restaurants, bars etc.

1. (1) Restaurants, bars, food trucks, concession stands and other food or drink establishments may open if they comply with the following conditions:

1. No buffet-style service may be provided.
2. Patrons must be seated at all times in any area of the establishment in which food or drink is permitted except,
 - i. while entering the area and while moving to their table,
 - ii. while placing or picking up an order,
 - iii. while paying for an order,
 - iv. while exiting the area,
 - v. while going to or returning from a washroom,
 - vi. while lining up to do anything described in subparagraphs i to v, or
 - vii. where necessary for the purposes of health and safety.
3. The establishment must be configured so that patrons seated at different tables are separated by,
 - i. a distance of at least two metres, or
 - ii. plexiglass or some other impermeable barrier.

4. No person shall dance, sing or perform music at the establishment except in accordance with subsection (2) or (3).

**Note: On August 7, 2020, subsection 1 (1) of Schedule 2 to the Regulation is amended by adding the following paragraph:
(See: O. Reg. 428/20, s. 3 (2))**

5. The person responsible for the establishment must,
 - i. record the name and contact information of every patron who enters an indoor or outdoor dining area in the establishment, other than patrons who temporarily enter the area to place, pick up or pay for a takeout order,
 - ii. maintain the records for a period of at least one month, and
 - iii. only disclose the records to a medical officer of health or an inspector under the *Health Protection and Promotion Act* on request for a purpose specified in section 2 of that Act or as otherwise required by law.

(2) A person or group under contract with the establishment may dance, sing or perform music in compliance with the requirements set out in section 11.

(3) Members of the public may sing or perform music at the establishment if,

- (0.a) they are not singing or performing music in a private karaoke room;
- (a) they are separated from every other person, including from other performers, by plexiglass or some other impermeable barrier while singing or while performing on a brass or wind instrument;
- (b) they maintain a physical distance of at least two metres from every other person while singing or performing music; and
- (c) any equipment used by members of the public while singing or performing music is cleaned and disinfected between each use.

(4) For greater certainty, a restaurant, bar, food truck, concession stand or other food or drink establishment that is in compliance with the conditions set out in subsection (1) may open in any business or place that is otherwise permitted to open under this Order.

Services

Public libraries

2. Public libraries may open if circulating materials that are returned or accessed within the library are disinfected or quarantined for an appropriate period of time before they are recirculated.

Real estate open houses

3. Real estate agencies may open if they ensure that the total number of members of the public permitted at any open house event they host or facilitate at any one time is limited to the number that can maintain a physical distance of at least two metres from every other person in the open house event, and in any event is not permitted to exceed 50 persons.

Personal care services

4. Personal care services relating to the hair or body, including hair salons and barbershops, manicure and pedicure salons, aesthetician services, piercing services, tanning salons, spas and tattoo studios, may open if they comply with the following conditions:

1. Persons who provide personal care services in the business must wear appropriate personal protective equipment.
2. Patrons must wear face covering at all times while receiving personal care services, except while receiving services that tend to an area of their face that would be covered by a face covering.
3. Oxygen bars must be closed.

Food courts and fitting rooms

Food courts, etc.

5. A food court or other dining area that is not already described in section 1 may open if it is configured so that patrons seated at different tables are separated by,

- (a) a distance of at least two metres; or
- (b) plexiglass or some other impermeable barrier.

Fitting rooms

6. Fitting rooms in a business may open if patrons are not permitted to occupy adjacent fitting room stalls at any one time.

Training and education

Driving instruction

7. Businesses that provide driving instruction in a motor vehicle may open if they comply with the following conditions:
 1. Only one student may be in the motor vehicle.
 2. Only one driving instructor may be in the motor vehicle, unless the type of instruction requires more than one driving instructor to be present.
 3. Every person in the motor vehicle must wear face covering at all times.
 4. The motor vehicle must be cleaned and disinfected as frequently as is necessary to maintain a sanitary condition.

Sports and fitness

Facilities for sports and recreational fitness activities

8. (1) Facilities for sports and recreational fitness activities, including gymnasiums, yoga and dance studios and other fitness facilities, may open if they comply with the following conditions:

1. Every person who engages in sports or a recreational fitness activity at the facility, other than a team sport, must maintain a physical distance of at least two metres from every other person at all times during the activity.

2. The total number of members of the public permitted to be at the facility in a class, organized program or organized activity at any one time must be limited to the number that can maintain a physical distance of at least two metres from other persons in the facility, and in any event cannot exceed,
 - i. 50 persons, if any of the classes, organized programs or organized activities taking place at the time are indoors, or
 - ii. 100 persons, if all of the classes, organized programs or organized activities taking place at the time are outdoors.
 3. The total number of members of the public permitted to be at the facility in areas containing weights or exercise machines at any one time must be limited to the number that can maintain a physical distance of at least two metres from every other person in the facility, and in any event cannot exceed 50 persons.
 4. The total number of spectators permitted to be at the facility at any one time must be limited to the number that can maintain a physical distance of at least two metres from every other person in the facility, and in any event cannot exceed,
 - i. 50 spectators, if the spectators will be indoors, or
 - ii. 100 spectators, if the spectators will be outdoors.
 5. Team sports may only be practised or played within the facility if they do not allow for physical contact between players or if they have been modified to avoid physical contact between the players.
 6. Organized team sports that are practised or played by players in a league may only be practised or played within the facility if the league either,
 - i. contains no more than 50 players and does not permit its teams to play against teams outside of the league, or
 - ii. divides its teams into groups of 50 or fewer players and does not permit teams in different groups to play against one another or against teams outside of the league.
 7. Any equipment that is rented to, provided to or provided for the use of users of the facility must be cleaned and disinfected between each use or, where used in a game or practice, at the end of play, such as at the completion of a game or practice.
 8. Activities must not be practised or played within the facility if they require the use of fixed structures that cannot be cleaned and disinfected between each use or, where used in a game or practice, at the end of play.
- (2) Facilities for sports and recreational fitness activities may open to provide space for a day camp for children that is in compliance with subsection 9 (1).
- (3) Paragraphs 1 to 3 and 5 to 8 of subsection (1) do not apply with respect to facilities for sports teams in one of the following leagues if they operate in accordance with a return to play plan approved by the Office of the Chief Medical Officer of Health:

1. Canadian Elite Basketball League.
2. Canadian Football League.
3. Major League Baseball.
4. Major League Soccer.
5. National Basketball Association.
6. National Hockey League.
7. National Lacrosse League.

Camps for children

9. (1) Day camps for children may open if they operate in a manner consistent with the safety guidelines for COVID-19 for summer day camps produced by the Office of the Chief Medical Officer of Health.

- (2) Camps that provide supervised overnight accommodation for children are closed.

Entertainment

Cinemas

10. (1) Cinemas may open if the total number of members of the public permitted to be in the venue at any one time is limited to the number that can maintain a physical distance of at least two metres from every other person in the venue, and in any event is not permitted to exceed,

- (a) 50 persons, if the cinema is indoors; or
- (b) 100 persons, if the cinema is outdoors.

(2) The capacity limits set out in subsection (1) do not apply to cinemas that operate in accordance with a plan for the operation of cinemas approved by the Office of the Chief Medical Officer of Health.

(3) Subsection (1) does not apply to drive-in cinemas.

Performing arts

11. (1) A business or place where concerts, artistic events, theatrical performances or other performances are rehearsed or performed may open if they comply with the following conditions:

1. The total number of spectators permitted to be in the venue in which the performance or rehearsal takes place at any one time must be no more than,
 - i. 50 spectators, if the concert, event or performance is indoors, or
 - ii. 100 spectators, if the concert, event or performance is outdoors.
2. Singers and players of brass or wind instruments must be separated from any spectators by plexiglass or some other impermeable barrier.
3. Every performer and other person who provides work for the business or place must maintain a physical distance of at least two metres from every other person, except,
 - i. if it is necessary for the performers to be closer to each other for the purposes of the performance or rehearsal,
 - ii. where necessary for the purposes of facilitating the purchase of admission, food or beverages, or
 - iii. where necessary for the purposes of health and safety.

(2) Subsection (1) does not apply to drive-in or drive-through concerts, artistic events, theatrical performances and other performances.

Drive-in or drive-through cinemas, performances, etc.

12. Drive-in cinemas and businesses or places that provide drive-in or drive-through concerts, artistic events, theatrical performances or other performances may open if they comply with the following conditions:

1. Each person in attendance at the drive-in cinema or the business or place, other than persons who perform work for the drive-in cinema or the business or place, must remain within a motor vehicle designed to be closed to the elements except where necessary,
 - i. to purchase admission, food or beverages,
 - ii. to access a washroom, or

- iii. for the purposes of health and safety.
- 2. The driver of a motor vehicle at the drive-in cinema or the business or place must ensure that it is positioned at least two metres away from other motor vehicles.
- 3. Every performer or other person who performs work at the drive-in cinema or the business or place must remain at least two metres apart from motor vehicles and from every other person, except,
 - i. if it is necessary for the performers to be closer to each other for the purposes of the performance,
 - ii. where necessary for the purposes of facilitating the purchase of admission, food or beverages, or
 - iii. where necessary for the purposes of health and safety.
- 4. Food and beverages may only be sold to persons in attendance at the drive-in cinema or the business or place if,
 - i. the food or beverage is sold at a concession stand that requires patrons to stand at least two metres apart while waiting to be served and that requires patrons to immediately return to their motor vehicle after being served, or
 - ii. the food or beverage is delivered directly to the patron's motor vehicle.
- 5. No materials may be exchanged between persons in attendance at the drive-in cinema or the business or place, except,
 - i. materials exchanged between members of the same motor vehicle,
 - ii. materials exchanged between persons who perform work for the drive-in cinema or the business or place, and
 - iii. such materials as are necessary to facilitate the purchase of admission, food or beverages.

Water features

13. (1) Steam rooms, saunas and bathhouses are closed.

(2) For greater certainty, a pool, splash pad, spray pad, whirlpool, wading pool, or water slide that is in compliance with section 6 of Schedule 1 may open in any business or place that is otherwise permitted to open under this Order.

Casinos, bingo halls and gaming establishments

14. (1) Casinos, bingo halls and other gaming establishments may open if they comply with the following conditions:

- 1. The total number of members of the public permitted to be in the establishment at any one time must be limited to the number that can maintain a physical distance of at least two metres from every other person in the establishment, and in any event cannot exceed 50 persons.
- 2. Table games are prohibited.

(2) The capacity limits set out in subsection (1) do not apply to a casino, bingo hall or gaming establishment that operates in accordance with a plan for the operation of casinos, bingo halls or gaming establishments approved by the Office of the Chief Medical Officer of Health.

Racing venues

15. Horse racing tracks, car racing tracks and other similar venues may open if the total number of spectators permitted at the venue at any one time is limited to the number that can maintain a physical distance of at least two metres from every other person at the venue and in any event is not permitted to exceed,

- (a) 50 spectators, if the spectators will be indoors; or

(b) 100 spectators, if the spectators will be outdoors.

Amusement parks and waterparks

16. Amusement parks and waterparks are closed.

Nightclubs

17. Nightclubs are closed, except for the purpose of serving food or beverages to patrons in accordance with section 1.

Museums, etc.

18. Museums, galleries, aquariums, zoos, science centres, landmarks, historic sites, botanical gardens and similar attractions may open if any interactive exhibits, or exhibits that create a high risk of personal contact, that are open to the public are cleaned and disinfected as frequently as is necessary to maintain a sanitary condition.

Tour and guide services

19. (1) Tour and guide services, including guided fishing and hunting trips, tastings and tours for wineries, breweries and distilleries, trail riding tours, walking tours, bicycle tours and motor vehicle tours, but not including boat tours, may open if they comply with the following conditions:

1. The tour must be operated to enable every person on the tour, including tour guides, to maintain a physical distance of at least two metres from every other person, except where necessary,
 - i. to facilitate payment, or
 - ii. for the purposes of health and safety.
2. The number of members of the public on the tour must not exceed the number of persons that would permit compliance with paragraph 1 while on the tour, and in any event cannot exceed,
 - i. 50 persons, if they will be indoors during the tour, or
 - ii. 100 persons, if they will be outdoors during the tour.
3. If the tour includes access to any food or beverage production or manufacturing areas, every person on the tour, including any tour guides, must comply with,
 - i. any laws or policies that apply to the food or beverage production or manufacturing area, and
 - ii. any advice, recommendations or instructions of public health officials that apply to the food or beverage production or manufacturing area.
4. The tour or guide service must,
 - i. record the name and contact information of every patron,
 - ii. maintain the records for a period of at least one month, and
 - iii. only disclose the records to a medical officer of health or an inspector under the *Health Protection and Promotion Act* on request for a purpose specified in section 2 of that Act or as otherwise required by law.

(2) Boat tours in which the passengers are required to embark and disembark within the province of Ontario and that are not otherwise prohibited from opening by an order made by the Minister of Transport (Canada) under the *Canada Shipping Act, 2001* may open if they comply with the following conditions:

1. The tour must be operated to enable every person on the tour, including tour guides and tour boat crew, to maintain a physical distance of at least two metres from every other person, except where necessary,
 - i. to facilitate payment, or
 - ii. for the purposes of health and safety.
2. The number of members of the public on the tour boat must not exceed the number of persons that would permit compliance with paragraph 1 on the tour boat, and in any event cannot exceed,
 - i. 50 persons, if they will be indoors while on the tour boat, or
 - ii. 100 persons, if they will be outdoors while on the tour boat.
3. There must be sufficient space available to enable all persons to comply with paragraph 1 while on the tour boat and while embarking onto or disembarking from the tour boat.
4. The flow of persons embarking onto, disembarking from and moving about on the tour boat must be controlled so as to enable compliance with paragraph 1.
5. The tour boat must be equipped with enough handwashing stations or hand sanitizer dispensers to serve the needs of every person on the tour boat.
6. The boat tour service must,
 - i. record the name and contact information of every patron,
 - ii. maintain the records for a period of at least one month, and
 - iii. only disclose the records to a medical officer of health or an inspector under the *Health Protection and Promotion Act* on request for a purpose specified in section 2 of that Act or as otherwise required by law.

Campgrounds

20. Campgrounds may open if the person responsible for the campground ensures that every person using the campground is complying with any applicable restrictions on the size of social gatherings and organized public events.

O. Reg. 364/20, Sched. 2; O. Reg. 415/20, s. 3; O. Reg. 428/20, s. 3 (1), (3), (4).

SCHEDULE 3 ORGANIZED PUBLIC EVENTS, CERTAIN GATHERINGS

Gatherings, Stage 3 areas

1. (1) Subject to sections 2 to 5, no person shall attend,
 - (a) an organized public event of more than,
 - (i) 50 people if the event is held indoors, or
 - (ii) 100 people if the event is held outdoors;
 - (b) a social gathering of more than,
 - (i) 50 people if the gathering is held indoors, or
 - (ii) 100 people if the gathering is held outdoors; or
 - (c) a social gathering associated with a wedding, a funeral or a religious service, rite or ceremony of more than,
 - (i) 50 people if the gathering is held indoors, or

(ii) 100 people if the gathering is held outdoors.

(2) For the purposes of subsection (1), an indoor event or gathering cannot be combined with an outdoor event or gathering so as to increase the applicable limit on the number of people at the event or gathering.

(3) A person attending an organized public event or social gathering shall comply with public health guidance on physical distancing.

(4) For greater certainty, subsections (1) to (3) apply with respect to an organized public event or social gathering even if it is held at a private dwelling.

Exceptions from organized public event requirements

2. The prohibition on attendance at an organized public event in clause 1 (1) (a) does not apply with respect to attendance at,

(a) an event to which a capacity limit set out in Schedule 1 or 2 applies, if the event is held in accordance with that capacity limit;

(b) a day camp for children that is in compliance with section 9 of Schedule 2; or

(c) a drive-in cinema, or a business or place that provides drive-in or drive-through concerts, artistic events, theatrical performances and other performances, that is in compliance with section 12 of Schedule 2.

Indoor wedding, funeral or religious service, rite or ceremony

3. (1) This section applies with respect to gatherings for the purposes of a wedding, a funeral or a religious service, rite or ceremony, if the gathering is held in a building or structure other than a private dwelling.

(2) No person shall attend a gathering to which this section applies unless the following conditions are met:

1. The number of persons occupying any room in the building or structure while attending the gathering must not exceed 30 per cent of the capacity of the particular room.

2. All persons attending the gathering must comply with public health guidance on physical distancing.

Outdoor wedding, funeral or religious service, rite or ceremony

4. (1) This section applies with respect to outdoor gatherings for the purposes of a wedding, a funeral or a religious service, rite or ceremony.

(2) No person shall attend a gathering to which this section applies unless the following conditions are met:

1. No more than 100 people may be in attendance.

2. All persons attending the gathering must comply with public health guidance on physical distancing.

Gathering in motor vehicles for religious service, rite or ceremony

5. (1) This section applies with respect to gatherings for the purposes of a religious service, rite or ceremony if the persons attending the gathering, other than those conducting the service, rite or ceremony, do so in a motor vehicle.

(2) No person shall attend a gathering to which this section applies unless the person follows all of the following precautions that apply to the person:

1. Each person attending the gathering, other than the persons conducting the service, rite or ceremony, must remain within a motor vehicle that is designed to be closed to the elements, except,

i. where necessary to use a washroom, or

ii. as may otherwise be necessary for the purposes of health and safety.

2. The driver of a motor vehicle must ensure that it is positioned at least two metres away from other motor vehicles.

3. A person who ordinarily uses a non-motorized vehicle because of their religious belief and who attends the gathering must remain within their non-motorized vehicle except where necessary to use a washroom or as may otherwise be required for health and safety, and paragraph 2 applies with necessary modifications.

[Sign In](#)**BramptonGuardian.com****NOTICE TO READERS:**

Register now to support your local journalism!



NEWS

Patrick Brown responds to Rebel News video alleging he broke Brampton's COVID-19 bylaws

By **Graeme Frisque** Brampton Guardian
Sunday, August 8, 2020

Don't have a Torstar account? Register to continue reading.

[REGISTER](#)[SIGN IN](#)

Page 184 of 420

Brampton Mayor Patrick Brown says he did not violate COVID-19 bylaws when he was visiting friends at an arena in Brampton, dismissing a video report from Rebel News posted on Twitter Saturday (Aug. 8).

The 18-minute video, shot by Rebel reporter David Menzies, shows Brown in a suit rinkside at Earnscliffe Recreation Centre last week. Menzies approaches Brown and asks him why he is at the rink and if he was there to play hockey.

"I'm just coming to check out our facility," replied Brown in the video, which can be viewed in full on Rebel's [YouTube page](#).

Brown told the Brampton Guardian he wasn't there that day to play hockey, but just visiting friends who were.

"I was just saying hi to friends," he said. "I didn't play. I came at the end of their skate. I showed up at (around) 5:50 p.m. and rental was from 5 to 6 p.m."

A screenshot of a Rebel News video posted to Twitter on Aug. 8 shows Brampton Mayor Patrick Brown rinkside at Earnscliffe Recreation Centre last week.

The mayor said the facility has been open for private rentals since Brampton entered the second stage of the province's COVID-19 reopening framework at the end of June.

"Our arenas have been open for rentals since June 24 when we entered Stage 2. It took us five days to prepare; by June 29, the city was operational. I have been playing hockey once a week since then. Under Stage 2, it was limited to training and drills

Don't have a Torstar account? Register to continue reading.

REGISTER

SIGN IN

Under Stage 3, it allows full games. Leagues must have less than 50 participants," Brown told the Guardian.

"I get invited to play hockey by different groups and I try to get out when I can ... Everyone pays for their ice at the city rate. It's not my ice, but I always chip in my \$35 share. So I have not been secretly playing pickup. If (Rebel) came the day before, they could have seen me in action. They just came on the wrong day," he added.

Related content

'This was a preventable death': Brampton officials renew call for bail reform after woman allegedly killed by ex-partner

Suspects who carjack
into car seat in Missis:
Police

Although Brown is shown not wearing a mask in the video, despite the city making masks mandatory in all public enclosed spaces – including arenas – on July 10, Brampton director of bylaw enforcement Paul Morrison explained masks aren't required indoors for private facility rentals and Brown wasn't in violation of any city bylaws.

"If you are renting the facility, whatever it is – a bowling alley, an arena or whatever it may be – if you are renting it for a private function and there is no one else allowed ... and you're using the common areas, then you can go ahead and treat like your bubble," he said. "The key here is if it's a private event, no problem. If it's a public event where the public is allowed, that would be different," said Morrison in an interview.

Headlines newsletter

Top stories delivered to your inbox.

[Sign Up](#)

Register for our site

Delivered by: E-mail
File No.: 378.00004

August 13, 2020

Muneeza Sheikh
Integrity Commissioner, City of Brampton
Office of the Integrity Commissioner
Flower City Community Campus
8850 McLaughlin Road South
Brampton ON L6Y 5T1
integrity.commissioner@brampton.ca

Dear Ms. Sheikh:

Re: Alleged Violations of the City of Brampton's Code of Conduct for Members of Council ("Code of Conduct")

Complainants: Rebel News Network Ltd. and David Menzies

We have been retained by Rebel News Network Ltd. ("**Rebel News**") and its reporter, David Menzies ("**Mr. Menzies**"), to file a formal complaint on behalf of our clients against Mayor Patrick Brown ("**Mayor Brown**") in relation to his apparent non-compliance with Brampton's Code of Conduct. Please direct all future correspondence to the undersigned.

Mandatory Restrictions Related to COVID-19

The Ontario government has ordered mandatory restrictions related to COVID-19 to help protect the health and safety of Ontarians under the *Emergency Management and Civil Protection Act*. On March 31, 2020, Brampton City Council approved, and Mayor Brown signed, the [Emergency By-law](#) to help protect the health and safety of residents.

As you may know, the City of Brampton entered Stage 2 Reopening effective June 24, 2020. Ontario's [Stage 2 Reopening](#) limited indoor sports and recreational fitness activities to use by a business or organization to train amateur or professional athletes or to run amateur or professional athletic competitions. Team sports could not be practised or played within the facility, with the exception of training sessions for members of a sports team that did not include games or scrimmage games. Informal team practices, scrimmages, or competitions were not permitted.

As of August 9, 2020, the City of Brampton’s “Facility Rental” [website](#) stated, “Arenas are open for use by affiliates/major user groups for figure skating and ice hockey training and modified game play.” It appears that after Rebel News aired its report on Mayor Brown’s alleged non-compliance, the [website’s](#) language was edited as follows: “Arenas are open for use for figure skating and ice hockey training/modified gameplay.”

Further, on July 8, 2020, Brampton City Council approved, and Mayor Brown signed the [Mask By-law](#) mandating non-medical masks or face coverings in all indoor public spaces in the City of Brampton. Information on the Mask By-law can be found at the City of Brampton’s dedicated [website](#), bearing Mayor Brown’s photo and contact information.

Mayor Brown’s Alleged Pick-Up Hockey Games at Brampton Recreation Centres

Rebel News and Mr. Menzies have reported that Mayor Brown has held pick-up ice hockey games at City of Brampton recreation centres during the COVID-19 pandemic. At the same time, the City of Brampton had reportedly been aggressively investigating and enforcing the above-noted emergency orders. As of August 8, 2020, [By-law Enforcement](#) had conducted nearly 40,000 “Proactive Investigations”, gave 1,359 warnings, and laid 611 charges.

On August 4, 2020, Mr. Menzies reported finding Mayor Brown inside the Earnscliffe Recreation Centre ice hockey arena appearing to prepare for a pick-up hockey game, not wearing a face covering. Footage from Mr. Menzies’ report can be found [here](#). As you will see, Mayor Brown claimed that he was “checking on [the] facility”, despite the apparent presence of a hockey bag labeled, “Patrick Brown”.



The Code of Conduct: Expecting the Highest Standards of Conduct from Council Members

Brampton’s [Code of Conduct](#) rightly emphasizes that “ethics and integrity are at the core of public confidence in government and in the political process.” The Code of Conduct further emphasizes that as public trustees, Brampton’s public officials must:

- exceed minimum standards of behaviour and achieve the highest ethical ideals so that their conduct will bear the closest public scrutiny; and

- not allow their private interests to provide the potential for, or the appearance of, an opportunity for benefit, wrongdoing, or unethical conduct.

The public is entitled to expect the highest standards of conduct from the members that it elects to local government and adherence to these standards protects and enhances the City of Brampton's reputation and integrity.

Our clients' view is that Mayor Brown may have violated, *inter alia*, the following Code of Conduct Rules:

- **Rule No. 4 — Use of City Property, Services and Other Resources:** Members shall not use for personal purposes any City property, equipment, services, supplies or services of consequence.

Commentary: Members, by virtue of their position, have access to a wide variety of property, equipment, services and supplies to assist them in the conduct of their City duties as public officials. This privilege should not be seen to be abused. In recognizing that members are held to a higher standard of behaviour and conduct, members should not use such property for any purpose other than for carrying out their official duties.

- **Rule No. 7 — Improper Use of Influence - Discreditable Conduct:** Members shall not use the influence of their office for any purpose other than for the exercise of their official duties.
- **Rule No. 15 — Discreditable Conduct:** Members shall conduct themselves with appropriate decorum at all times.

Commentary: As leaders in the community, members are held to a higher standard of behaviour and conduct, and accordingly their behaviour should be exemplary.

- **Rule No. 18 — Failure to Adhere to Council Policies and Procedures:** Members shall adhere to such by-laws, policies and procedures adopted by Council that are applicable to them.

Commentary: A number of the provisions of this Code of Conduct incorporate policies and procedures adopted by Council. More generally, Members of Council are required to observe the terms of all policies and procedures established by City Council.

Recusal: Independent Investigation and Enforcement of Violations by Mayor Brown

Since our clients' report on the above-noted matters, and apparently prior to a comprehensive inspection/investigation, Brampton By-law Enforcement Director, Paul Morrison, gave a statement to the [Brampton Guardian](#) finding that Mayor Brown was not in violation of any city by-laws. It is our client's position that Mr. Morrison's prejudgement on this matter raises a reasonable apprehension of bias, calling for his immediate recusal and a corresponding independent investigation into Mayor Brown's possible non-compliance with the applicable emergency laws.

Our clients are also troubled by your reported ties to Mayor Brown as reported by the [Globe and Mail](#) last year, including your reported public expressions of support for Mayor Brown and reported payments to your husband's company by the Progressive Conservative party in 2017. Accordingly, our clients are calling for your recusal and a corresponding independent investigation into Mayor Brown's alleged violations of the Code of Conduct.

Please feel free to contact the undersigned to discuss this matter further.

Yours very truly,

RE-LAW LLP



Aaron Rosenberg

cc: client



THE CORPORATION OF THE CITY OF BRAMPTON

OFFICE CONSOLIDATION

Brampton COVID-19 Emergency Measures By-law MO 1-2020

To promote and regulate physical distancing during the COVID-19 Emergency

(as amended by Mayor's Orders 2-2020 and 3-2020
and By-laws 112-2020, 145-2020, 174-2020)

WHEREAS the World Health Organization has declared a worldwide pandemic regarding the Novel Coronavirus 19 ("COVID-19 pandemic");

AND WHEREAS on March 17, 2020 a Declaration of Emergency was made by the Province of Ontario pursuant to section 7.0.1 of the *Emergency Management and Civil Protection Act*, R.S.O. 1990, c. E.9 (the "*Emergency Management Act*") related to COVID-19;

AND WHEREAS section 4 of the *Emergency Management Act* provides that the head of council of a municipality may declare that an emergency exists in the municipality or in any part thereof and may take such action and make such orders as he or she considers necessary and are not contrary to law to implement the emergency plan of the municipality and to protect property and the health, safety and welfare of the inhabitants of the emergency area;

AND WHEREAS on March 24, 2020 The Corporation of the City of Brampton declared an emergency pursuant to section 4 of the *Emergency Management Act*;

AND WHEREAS on March 27, 2020 the Province of Ontario granted power to municipal law enforcement officers to enforce Orders issued by the Province under the *Emergency Management Act*;

AND WHEREAS The Corporation of the City of Brampton considers it desirable to enact regulation to support the intent and purpose of the Provincial Orders made under the *Emergency Management Act* in order to protect the health and safety of the citizens of the

City of Brampton, by prohibiting certain activities and regulating physical distancing during the COVID-19 Emergency;

AND WHEREAS subsection 8(1) of the *Municipal Act, 2001*, S.O. 2001, c. 25, as amended, ("*Municipal Act, 2001*") provides that the powers of a municipality shall be interpreted broadly so as to confer broad authority on municipalities to enable them to govern their affairs as they consider appropriate, and to enhance their ability to respond to municipal issues;

AND WHEREAS subsection 11(1) of the *Municipal Act, 2001* provides that a municipality may provide any service or thing that the municipality considers necessary or desirable for the public;

AND WHEREAS section 11(2) of the *Municipal Act, 2001* provides that a municipality may pass by-laws respecting: Economic, social and environmental well-being of the municipality; Health, safety and well-being of persons; and Protection of persons and property, including consumer protection;

AND WHEREAS without limiting sections 9 and 11 of the *Municipal Act, 2001*, a local municipality may prohibit and regulate matters such as dangerous places, public nuisances and business hours and closures, as well as regulate and govern real and personal property used for by a business and the person carrying it on or engaged in it.

AND WHEREAS section 425 of the *Municipal Act, 2001* provides that any person who contravenes any by-law of the municipality is guilty of an offence;

AND WHEREAS section 444 of the *Municipal Act, 2001* provides that a municipality may make an order requiring a person who contravened a by-law or who caused or permitted the contravention or the owner or occupier of the land on which the contravention occurred to discontinue the contravening activity;

NOW THEREFORE the Head of Council of The Corporation of the City of Brampton
ORDERS AS FOLLOWS:

PART 1 – TITLE, INTERPRETATION AND SEVERABILITY

1. This by-law may be referred to as the "Brampton COVID-19 Emergency Measures By-law".

PART II – DEFINITIONS

2. For the purposes of this By-law,

"By-law" means this By-law;

"City" means The Corporation of the City of Brampton;

“COVID-19 Emergency” **deleted – By-law 145-2020**

“*Emergency Management Act*” means the Emergency Management and Civil Protection Act, R.S.O. 1990, c. E. 9;

“Head of Council” means the Mayor of the City;

“*Municipal Act, 2001*” means the *Municipal Act, 2001*, S.O. 2001, c. 25

“Officer” means a Municipal Law Enforcement Officer appointed pursuant to Schedule B of this By-law or police officer;

“Person” or any expression referring to a person, means an individual of any age;

“*Provincial Offences Act*” means the *Provincial Offences Act*, R.S.O. 1990, c. P. 33;

“Public Property” means any land, premises or buildings owned, managed, or maintained by the City and, for greater certainty, shall include highways, sidewalks, streets, any portion of a road allowance, parking lots, swimming pools, recreation centers, parks and playgrounds;

“Re-Opening Ontario Act” means the Re-Opening Ontario (A Flexible Response to COVID-19) Act, 2020, S.O. 2020, c. 17. **(By-law 145-2020)**

PART III – OFFENCES

3. Every Person shall comply with Schedule “A” to this By-law. **(By-law 145-2020)**
4. An offence under section 5 of this By-law may constitute a multiple offence as defined in section 429(5) of the *Municipal Act, 2001*.

PART IV- ENFORCEMENT AND INSPECTION

5. The provisions of this By-law may be enforced by an Officer.
6. An Officer may enter on land at any reasonable time for the purpose of carrying out an inspection to determine whether any provision of this By-law is being complied with.
7. For the purposes of conducting an inspection pursuant to this By-law, an Officer may:
 - (a) require the production for inspection of documents or things relevant to the inspection;

- (b) inspect and remove documents or things relevant to the inspection for the purpose of making copies or extracts;
 - (c) require information from any person concerning a matter related to the inspection; and
 - (d) alone, or in conjunction with a person possessing special or expert knowledge, make examinations or take tests, samples or photographs necessary for the purposes of the inspection.
8. No Person shall prevent, hinder or obstruct, or attempt to hinder or obstruct, an Officer who is exercising a power or performing a duty under this By-law, including refusing to identify themselves when requested to do so by an Officer.

PART V- ORDERS

9. An Officer may order to a Person to leave any Public Property or business as a result of a contravention of this By-law.
10. An order under this section may be given verbally or in writing.
11. An order in writing shall identify:
- (a) the location where the contravention occurred;
 - (b) the reasonable particulars of the contravention;
 - (c) the date and time by which there must be compliance with the order; and
 - (d) shall be served personally to the Person to whom it is directed, or served by Registered Mail to the Person which shall be deemed to be on the fifth day after mailing.

PART VI - PENALTIES

12. (1) Every Person who contravenes any provision of this By-law, including failing to comply with an order made under this By-law, is guilty of an offence and is liable to a fine, and such other penalties, as provided for in the *Provincial Offences Act* and the *Municipal Act, 2001*.
- (2) In addition to subsection 12(1), any Person who is charged with an offence under this By-law by the laying of an information under Part III of the *Provincial Offences Act* and is found guilty of the offence is liable, pursuant to the *Municipal Act, 2001*, to the following fines:

- (a) the minimum fine for an offence is \$500 and the maximum fine for an offence is \$100,000;
 - (b) in the case of a continuing offence, for each day or part of a day that the offence continues, the minimum fine shall be \$500 and the maximum fine shall be \$10,000 and the total of all daily fines for the offence is not limited to \$100,000; and
 - (c) in the case of a multiple offence, for each offence included in the multiple offence, the minimum fine shall be \$500 and the maximum fine shall be \$10,000 and the total of all fines for each included offence is not limited to \$100,000.
 - (3) If a Person is convicted of an offence under this By-law, in addition to any other remedy or any penalty imposed, the court in which the conviction has been entered, and any court of competent jurisdiction, may make an order prohibiting the continuation or repetition of the offence by the Person convicted.
13. (1) Where a Person fails to pay any part of a fine for a contravention of this By-law and the fine is due and payable under section 66 of the *Provincial Offences Act*, including any extension of time to pay the fine provided under that section, the City Treasurer, or the Treasurer's delegate may give the Person a written notice specifying the amount of the fine payable and the final date on which it is payable, which date shall not be less than 21 days after the date of the notice.
- (2) If any part of a fine or a contravention of this By-law remains unpaid after the final date specified in the notice provided under subsection 18(1), the outstanding fine is deemed to be unpaid taxes pursuant to section 351 of the *Municipal Act, 2001*.

PART VII - CONFLICT

14. In the event of conflict between this By-law and:
- (1) the Re-Opening Ontario Act or any regulations made thereunder; or **(By-law 145-2020)**
 - (2) any statute, regulation, rule, by-law, order or instrument of the Province of Ontario or the Government of Canada;
- the specific provisions of this By-law that are in conflict with the above shall be of no force and effect to the extent of the conflict.

PART VIII - INTERPRETATION

15. (1) wherever a word is used in this By-law with its first letter capitalized, the term is being used as it is defined in Part II of this By-law. Where any word appears in ordinary case, the commonly applied English language meaning is intended.
- (2) Wherever a word defined in this By-law is used in the form of a noun, verb, adverb or adjective, it shall be interpreted as having a corresponding defined meaning even if it is in ordinary case.
- (3) All words importing the singular shall include the plural, and words importing the masculine gender shall include the feminine, and the converse of the foregoing also applies, unless the context of the By-law requires otherwise.
16. If a court of competent jurisdiction declares any provision or part of a provision of this By-law to be invalid or to be of no force and effect, it is the intention of Council in enacting this By-law that the remainder of this By-law shall continue in force and be applied and enforced in accordance with its terms to the fullest extent possible according to law.

PART IX – SCHEDULES

17. All Schedules attached to this By-law shall form part of this By-law.
18. **deleted – By-law 145-2020**

PART X – FORCE AND EFFECT

18. This By-law shall remain in effect until 12:01 a.m. on January 31, 2021 at which time this By-law shall be repealed, unless extended by resolution of Council. **(By-laws 145-2020, 174-2020)**

ORDERED PURSUANT TO SECTION 4 OF THE *EMERGENCY MANAGEMENT AND CIVIL PROTECTION ACT*, R.S.O. 1990, c. E.9 ON 31ST day of MARCH, 2020.

THE CORPORATION OF THE CITY OF BRAMPTON

Original signed by: Patrick Brown, Mayor

SCHEDULE “A”
COVID-19 Emergency Measures

In furtherance and support of the regulations and prohibitions imposed by the Government of Canada, the Province of Ontario, and the Regional Municipality of Peel in response to the COVID-19 pandemic, the following regulations are hereby established in accordance with powers granted to the Head of Council under the *Emergency Management Act* and in accordance with the powers granted to municipalities under the *Municipal Act, 2001* and:

1. Every Person shall maintain at least a 2.0 metre distance from every other Person when on Public Property, except Persons who reside together in the same premises.
2. No Person shall permit a child under the age of 16 to be less than a 2.0 metre distance from another Person when on Public Property, except Persons who reside together in the same premises.
3. No business operating during the COVID-19 Emergency shall permit any Person to be seated or to be standing inside or outside the business at a distance of less than 2.0 metre from every other Person, except Persons who reside together in the same premises or the employees of a business. **(MO 2-2020)**
4. No Person shall attend on the premises or use any of the following Public Property:
 - (a) **amended by By-law 112-2020 and deleted by By-law 145-2020**
 - (b) **deleted by By-law 112-2020**
 - (c) **deleted by By-law 112-2020**
 - (d) **amended by By-law 112-2020 and deleted by By-law 145-2020**
 - (e) **amended by By-law 112-2020 and deleted by By-law 145-2020**
 - (f) **amended by MO 3-2020 and deleted by By-law 112-2020**
 - (g) drinking water systems. **(By-law 112-2020)**

Schedule B
Appointment of Municipal Law Enforcement Officers

WHEREAS subsection 8(1) of the *Municipal Act, 2001*, S.O. 2001, c. 25, as amended, provides that the powers of a municipality under the *Municipal Act, 2001* or any other Act shall be interpreted broadly so as to confer broad authority on the municipality to enable the municipality to govern its affairs as it considers appropriate and to enhance the municipality's ability to respond to municipal issues;

AND WHEREAS section 15 of the *Police Services Act*, R.S.O. 1990, c. P.15, as amended, authorizes a municipality to appoint Municipal Law Enforcement Officers, who shall be peace officers for the purpose of enforcing municipal bylaws;

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

1. The persons named below are hereby appointed as Municipal Law Enforcement Officers for The Corporation of the City of Brampton for the purpose of enforcing the COVID-19 Emergency Measures By-law:

BY-LAW ENFORCEMENT OFFICERS

Anderson-Di Cristofaro, Kristie	Fortini, Kristen	Khaira, Jaipal
Armonas, Adam	Foster, Brian	Kitto, Shawn
Avbar, John	Frigault, Shawn	Kornfehl, James
Azeem, Aziz	Garcia, Emanuel	Labelle, Jeff
Bedenikovic, Carole	Gobeo, Brent	Labelle, Michelle
Belyntsev, Nikolai	Goddard, Catherine	Lindegaard, Kevin
Bisson, James	Grasby, Kim	MacLeod, Robert
Bolton, James	Grech, Frank	Maiss, Ryan
Brar, Gurpreet	Harm, Victor	Maurice, Jean-Pierre
Brown, Marco	Holmes, Todd	McEvoy, Jennifer
Brown, Steve	Horst, Courtney	Mohammed, Richard
Bryson, Peter	Hussain, Fawad	Morrison, Paul
Capobianco, Michael	Hosseiny, Said	Mulick, Michael
Chudoba, Paul	Iacobucci, Sarah	Munday, Dean
Clune, Anthony	Iliev, Konstantin	Myers, Brian
Dang, Mohit	Jardine, Hayley	Myers, Jimmy
De Schryver, Denise	Josey, Luanne	O'Connor, Brendan
Dhillon, Narinder	Kainth, Sukhpreet	Parhar, Mohinder
Dollimore, Phillip	Kasiulewicz, Mario	Payton, Rory
Dosanjh, Gurprit	Fortini, Kristen	Polera, Michael Francis
Drope, Graham	Foster, Brian	Prewal, Kuljeet
Edwin, Erin	Keyes, Shane	Pytel, Kim
Ramdeo, Kevin	Singzon, Philip	Ward, Lindsay
Raposo,	Smith, Andrew	Waterfield, Mathew
Christopher	Smith, Kyle	Waterfield, Sabrina

Roman, Bradley
Russell, Jeff
Ruszin, Natasha
Sander, Allyson
Santos, Sandra
Sensicle, Christian
Siciliano, Derek

Tatla, Vic
Toofunny, Virendra
Tozer, Jordan
VanBelkom, Roberta
Viana, Mark
Walker, Dwayne
Walsh, Sandra

Watson, Kevin
Wyner, Michael

FIRE PREVENTION OFFICERS

Banayat, Ravinder
Chen, Bertrand
Cooper, Matthew
Cosgrove, Chantelle
Crevier, Madelaine
Denn, Steve
Flannigan Jacobsen, Lindsay
Fournier, Tyler
Kellam, Chris
Khan, Zainal
Knoke, Mary
Krohm, Richard
Li, Charles

Maiato, David
Paquet, Jay
Pierce, Linda
Reid, Brooklyn
Sefton, John
Soltanpour, Sara
Speirs, Shawn
Underwood, William
Van den Hoek, Heather
Von Holt, Andrew
Waite, Brian
Wang, Qia (Emma)
White, Kylie

2. Schedule B to this By-law prevails to the extent of any conflict between this By-law and any other by-law of The Corporation of the City of Brampton.

MAYOR PATRICK BROWN

September 28, 2020

Ms. Muneeza Sheikh
Integrity Commissioner
City of Brampton

Sent via msheikh@levittllp.com

Dear Ms. Sheikh,

Thank you for allowing me to respond to the complaint by Mr. Aaron Rosenberg of RE-LAW LLP on behalf of his client Rebel News Network dated August 13. I did not violate any rules in the Code of Conduct as outlined by Mr. Rosenberg in his letter. The City of Brampton was allowed to enter Stage 2 of the Ontario Government's Framework for Reopening on June 24th.

At that time, the City's Recreation Department began to advertise ice rentals on 5 pads across the city beginning on June 29. The recreation centres were closed, however private rentals were able to be booked for training and drills. On July 31, the Region of Peel entered Stage 3 which allowed for modified gameplay with less than 50 participants. Between June 26 and August 9, the City of Brampton received over \$120,000 in ice rental fees and over 800 hours were booked for use by residents. I have attached an email that I received from Derek Boyce, our Acting Commissioner of Community Services.

My friends have booked/paid for ice rentals every week at different ice pads across the city. On August 4, I stopped by Earnscliffe Recreation Centre midway through the ice rental to see my friends before I had to attend our Telephone Town Hall at 6:30pm at the Emergency Operations Centre. Since the community centres were not open to the public, our face covering bylaw did not apply to the users.

In an interview with the Brampton Guardian on August 9, Paul Morrison, the Director of Enforcement & Bylaws stated, "If you are renting the facility, whatever it is – a bowling alley, an arena or whatever it may be – if you are renting it for a private function and there is no one else allowed ... and you're using the common areas, then you can go ahead and treat like your bubble," he said. "The key here is if it's a private event, no problem. If it's a public event where the public is allowed, that would be different." I have attached a copy of the article.

MAYOR PATRICK BROWN

I have made it a point for many years to avoid participating in interviews with Rebel News, an alt-right organization that continues to promote hate and Islamaphobia. There are many cases documented on social media about their views towards Muslims. This kind of “reporting” has no place in society. I have spoken out against Rebel News in the past and will continue to do so which will make me a target for them.

Once again, I do not believe that I broke any rules in our Code of Conduct. I look forward to answering any further questions you might have regarding this matter.

Sincerely,



Patrick Brown
Mayor

From: "Brown, Patrick - Mayor" <[REDACTED]>

Date: August 10, 2020 at 2:00:54 PM EDT

To: "[REDACTED]"
<[REDACTED]>

Subject: Fwd: Arena Hour/Revenue Breakdown

Sent from my iPhone

Begin forwarded message:

From: "Boyce, Derek" <[REDACTED]>

Date: August 10, 2020 at 1:20:42 PM EDT

To: "Brown, Patrick - Mayor" <[REDACTED]>

Cc: "[REDACTED]"

<[REDACTED]>
<[REDACTED]>

Subject: Fwd: Arena Hour/Revenue Breakdown

Hi Mayor Brown,

As requested, please find information for our arena ice rentals from June 26 - August 9th at locations across the City that were re-opened.

Thanks,

Derek Boyce
Acting Commissioner, Community Services
City of Brampton
T: 905.874.2358

From: Pappain, Terra <[REDACTED]>

Sent: Monday, August 10, 2020 12:27 PM

To: Boyce, Derek

Subject: Arena Hour/Revenue Breakdown

Hi Derek,

Please see below, the date range is June 26-Aug 9/2020

ARENA BOOKINGS-June 26/2020-August 9 2020				
Facility	# of Rentals	# of Bookings	# of Hours	Revenue (before extra fees such as insurance)
Cassie A	3	168	152	\$ 19,359
Cassie B	3	175	153	\$ 20,257

Earnscliffe Rink 2	33	182	131	\$	16,601
South Fletchers 1	60	260	207	\$	34,541
South Fletchers 2	51	268	200	\$	28,979

Please let me know if you need anything else,
Thank you

Terra Pappain

Coordinator, Facility Rentals
Recreation | City of Brampton
Flower City Community Campus, Building E
T:905-874-2816
www.brampton.ca

Our Focus Is People ●—●—●—●



Minutes

Planning and Development Committee The Corporation of the City of Brampton

Monday, February 1, 2021

Members Present: Regional Councillor M. Medeiros - Wards 3 and 4
Regional Councillor P. Fortini - Wards 7 and 8
Regional Councillor R. Santos - Wards 1 and 5
Regional Councillor P. Vicente - Wards 1 and 5
City Councillor D. Whillans - Wards 2 and 6
Regional Councillor M. Palleschi - Wards 2 and 6
City Councillor J. Bowman - Wards 3 and 4
City Councillor C. Williams - Wards 7 and 8
City Councillor H. Singh - Wards 9 and 10
Regional Councillor G. Dhillon - Wards 9 and 10

Staff Present: David Barrick, Chief Administrative Officer
Richard Forward, Commissioner Planning and Development Services
Allan Parsons, Director, Planning, Building and Economic Development
Bob Bjerke, Director, Policy Planning, Planning, Building and Economic Development
Henrik Zbogar, Senior Manager, Transportation Planning, Planning, Building and Economic Development
Steve Ganesh, Manager, Planning Building and Economic Development
Cynthia Owusu-Gyimah, Manager, Planning, Building and Economic Development
Himanshu Katyal, Development Planner, Planning, Building and Economic Development
Anthony-George D'Andrea, Legal Counsel, Legislative Services
Peter Fay, City Clerk
Charlotte Gravlev, Deputy City Clerk
Shauna Danton, Legislative Coordinator, City Clerk's Office

1. **Call to Order**

Note: In consideration of the current COVID-19 public health orders prohibiting large public gatherings of people and requirements for physical distancing between persons, in-person attendance at this Planning and Development Committee meeting was limited and physical distancing was maintained in Council Chambers at all times during the meeting.

The meeting was called to order at 7:00 p.m. and adjourned at 7:57 p.m.

As this meeting of the Planning and Development Committee was conducted with electronic participation by Members of Council, the meeting started with the City Clerk calling the roll for attendance at the meeting, as follows:

Members present during roll call: Councillor Santos, Councillor Vicente, Councillor Whillans, Councillor Palleschi, Councillor Bowman, Councillor Medeiros, Councillor Fortini, Councillor Williams, Councillor Singh

Members absent during roll call: Councillor Dhillon – illness

2. **Approval of Agenda**

PDC017-2021

That the Agenda for the Planning and Development Committee Meeting of February 1, 2021, be approved as amended as follows:

To add:

11.2 - Correspondence from Aretha Adams, Deputy Regional Clerk, Region of Peel, dated, January 15, 2021, re: **Region of Peel Planning and Growth Management Committee - Appointment of Representatives**

Carried

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

Nil

4. **Consent Motion**

* The following items listed with a caret (^) were considered to be routine and non-controversial by the Committee and were approved at this time.

(7.3)

(Item 8.1 was added into consent)

5. **Statutory Public Meeting Reports**

- 5.1 Staff report re: Application to Amend the Official Plan, Zoning By-law and Proposed Draft Plan of Subdivision (to permit the development of four single detached dwellings) - Castlebridge Development Group Ltd. - 2640267 Ontario Inc. - File OZS-2020-0022

Himanshu Katyal, Development Planner, Planning, Building and Economic Development, presented an overview of the application that included location of the subject lands, area context, design details, current land use designations, preliminary issues, technical considerations, concept plan, next steps and contact information.

Item 6.1 was brought forward at this time. P. Fay, City Clerk, noted that Vipul Thakkar, Brampton resident, was not present at the meeting.

Item 11.1 was brought forward at this time.

The following motion was considered:

PDC018-2021

1. That the staff report re: **Application to the Amend the Official Plan, Zoning By-law, and Proposed Draft Plan of Subdivision – Castlebridge Development Group Ltd. – 2640267 Ontario Inc. – File OZS-2020-0022**, to the Planning and Development Committee Meeting of February 1, 2021, be received;
2. That Planning and Development Services staff be directed to report back to the Planning and Development Committee with the results of the Public Meeting and a staff recommendation, subsequent to the completion of the circulation of the application and a comprehensive evaluation of the proposal; and,
3. That the correspondence from Jack Sekhon, Brampton resident, dated January 7, 2021, re: **Application to the Amend the Official Plan, Zoning By-law, and Proposed Draft Plan of Subdivision – Castlebridge Development**

Group Ltd. – 2640267 Ontario Inc. – File OZS-2020-0022, to the Planning and Development Committee Meeting of February 1, 2021, be received.

Carried

6. Public Delegations (5 minutes maximum)

- 6.1 Delegations re: Application to Amend the Official Plan, Zoning By-law and Proposed Draft Plan of Subdivision (to permit the development of four single detached dwellings) - Castlebridge Development Group Ltd. - 2640267 Ontario Inc. - File OZS-2020-0022

See Item 5.1

- 6.2 Delegations re: Transportation Master Plan Review - Objectives and Principles
Items 7.1 and 7.2 were brought forward at this time.

Henrik Zbogor, Senior Manager, Transportation Planning, Planning, Building and Economic Development, presented an overview of the Transportation Master Plan (TMP) Review that included the following:

- Background
- TMP 2015 achievements and emerging considerations
- Drivers for change
- Integration with Vision 2040
- Complete streets objectives and principles
- TMP Review objectives and principles
- Next steps
- Beyond mobility: rethinking outcomes

Gideon Forman, Climate Change and Transportation Policy Analyst, The David Suzuki Foundation, noted his comments and opinions on the subject review, and provided suggestions with respect to prioritizing active and non-automobile modes of transportation.

Committee consideration of the matter included the following:

- collaboration with the community

- education and public messaging
- integration with existing and future development policies
 - transportation staff providing input into policies and strategies
- advocating for changes to Development Charge legislation to include provisions for active transportation
- integrated approach with the Region
- staff are investigating alternate, sustainable options for road re-surfacing
- goods movement
- suggestion to amend "Peel Region" in clause 3 of the recommendations to "Peel Regional Council"

The following motion was considered:

PDC019-2021

1. That the staff report re: **Transportation Master Plan Review – Objectives and Principles**, to the Planning and Development Committee Meeting of February 1, 2021, be received;
2. That Council endorse the guiding principles outlined in this report to inform the Transportation Master Plan Review and Update;
3. That the Clerk be directed to send the report to Peel Regional Council and adjacent municipalities;
4. That the staff presentation re: Transportation Master Plan Review – Objectives and Principles, to the Planning and Development Committee Meeting of February 1, 2021, be received; and,
5. That the delegation from Gideon Forman, Climate Change and Transportation Policy Analyst, The David Suzuki Foundation, re: Transportation Master Plan Review – Objectives and Principles, to the Planning and Development Committee Meeting of February 1, 2021, be received.

Carried

7. **Staff Presentations and Planning Reports**

- 7.1 Staff presentation re: Transportation Master Plan Review – Objectives and Principles

Dealt with under Item 6.2 - Recommendation PDC019-2021

- 7.2 Staff report re: Transportation Master Plan Review – Objectives and Principles

Dealt with under Item 6.2 - Recommendation PDC019-2021

- 7.3 ^Staff report re: Bram East (Area 41) and Goreway Drive Corridor (Area 39)
Secondary Plans Review

PDC020-2021

1. That the staff report re: **Bram East (Area 41) and Goreway Drive Corridor (Area 39) Secondary Plans Review** to the Planning and Development Committee Meeting of February 1, 2021, be received;

2. That staff be authorized to hold a statutory public meeting to present the City's draft updated "Bram East Secondary Plan" in the form of an Official Plan Amendment, and to report back to Council with the results of public consultation and a final recommendation.

Carried

8. Committee Minutes

- 8.1 ^Minutes - Brampton Heritage Board - January 19, 2021

PDC021-2021

That the **Minutes of the Brampton Heritage Board Meeting of January 19, 2021**, to the Planning and Development Committee Meeting of February 1, 2021, Recommendations HB001-2021 to HB007-2021, be approved as published and circulated.

The recommendations were approved as follows:

HB001-2021

That the agenda for the Brampton Heritage Board Meeting of January 19, 2021 be approved as published and circulated.

HB002-2021

That the delegation from Cassandra Jasinski, former Heritage Planner, re: **Farewell Message**, to the Brampton Heritage Board Meeting of January 19, 2021, be received.

HB003-2021

1. That the discussion at the request of Kathryn Fowlston, Board Member, re: **Credit Valley Trail**, to the Brampton Heritage Board Meeting of January 21, 2021, be received; and,
2. That Kathryn Fowlston be named the Board's representative on the Brampton Chapter of the Credit Valley Trails project and report to the Board as required.

HB004-2021

1. That the report titled: **Recommendation Report: Intention to Designate under Part IV, Section 29 of the Ontario Heritage Act – 49 Chapel Street**, to the Brampton Heritage Board Meeting of January 19, 2021, be received;
2. That the designation of the property at 49 Chapel Street under Part IV, Section 29 of the Ontario Heritage Act (the “Act”) be approved;
3. That staff be authorized to publish and serve the Notice of Intention to designate the property at 49 Chapel Street in accordance with the requirements of the Act;
4. That, in the event that no objections to the designation are received, a by-law be passed to designate the subject property;
5. That, in the event that any objections to the designation are received, staff be directed to refer the proposed designation to the Ontario Conservation Review Board; and,
6. That staff be authorized to attend any hearing process held by the Conservation Review Board in support of Council's decision to designate the subject property.

HB005-2021

1. That the report titled: **Approval of Heritage Incentive Grant – 87 Elizabeth Street South – Ward 3 (File HE.x 87 Elizabeth Street South)**, to the Brampton Heritage Board Meeting of January 19, 2021, be received;
2. That the Designated Heritage Property Incentive Grant application for 87 Elizabeth Street South for repairing and replacing the windows on the front and side elevations identified as heritage attributes with accurate replications

matching the existing profile and appearance be approved in the amount of ten thousand dollars (\$10,000); and,

3. That condition 2.a. of Recommendation HB020-2020 from the Brampton Heritage Board Meeting of August 18, 2020 approved by the Planning and Development Committee on September 14, 2020 under recommendation PDC099-2020, and by the Council of The Corporation of the City of Brampton on September 16, 2020, pursuant to Resolution C337-2020 be amended to replace the grant amount of \$5000 with a grant of \$10,000.

HB006-2021

That the report titled: **Information Report: Designation under Part IV, Section 29 of the Ontario Heritage Act – 10020 Mississauga Road - Ward 6 (H.Ex. 10020 Mississauga Road)**, to the Brampton Heritage Board Meeting of January 19, 2021, be received.

HB007-2021

That the Brampton Heritage Board do now adjourn to meet again on Tuesday, February 16, 2021 at 7:00 p.m. or at the call of the Chair.

Carried

8.2 Minutes - Age-Friendly Brampton Advisory Committee - January 26, 2021

PDC022-2021

That the **Minutes of the Age-Friendly Brampton Advisory Committee Meeting of January 26, 2021**, to the Planning and Development Committee Meeting of February 1, 2021, Recommendations AFC001-2021 to AFC004-2021, be approved as published and circulated.

The recommendations were approved as follows:

AFC001-2021

That the Agenda for the Age-Friendly Brampton Advisory Committee meeting of January 26, 2021, be approved as published and circulated.

AFC002-2021

That the item titled: **Developing a Roadmap for 2021-2022: Reaffirming the Role and Function of the Age-Friendly Brampton Advisory Committee** to the

Age-Friendly Brampton Advisory Committee meeting of January 26, 2021 be received.

AFC003-2021

That the update by Daniella Balasal, Policy Planner, to the Age-Friendly Brampton Advisory Committee meeting of January 26, 2021, re: **Draft 2021 Progress Reporting Chart** be received.

AFC004-2021

That the Age-Friendly Brampton Advisory Committee meeting do now adjourn to meet again on Thursday, March 23, 2021 at 7:00 p.m., or at the call of the Chair.

Carried

9. Other Business/New Business

10. Referred/Deferred Matters

11. Correspondence

- 11.1 Correspondence re: Application to Amend the Official Plan, Zoning By-law and Proposed Draft Plan of Subdivision - Castlebridge Development Group Ltd. - 2640267 Ontario Inc. - File OZS-2020-0022:

Dealt with under Item 5.1 - Recommendation PDC018-2021

- 11.2 Correspondence from Aretha Adams, Deputy Regional Clerk, Region of Peel, dated, January 15, 2021, re: Region of Peel Planning and Growth Management Committee - Appointment of Representatives

Regional Councillor Medeiros, Chair, noted that as advised by the Region, the Chair and Vice-Chair of the Planning and Development Committee, Regional Councillor Medeiros and Regional Councillor Fortini, respectively, will be appointed to the Region of Peel Planning and Growth Management Committee, and nominated Regional Councillor Vicente as the proposed third member.

There was a call for additional nominations. None were received.

The following motion was considered:

PDC023-2021

1. That the correspondence from Aretha Adams, Deputy Regional Clerk, Region of Peel, dated, January 15, 2021, re: **Region of Peel Planning and Growth Management Committee - Appointment of Representatives** to the Planning and Development Committee Meeting of February 1, 2021, be received;

2. That the following be appointed as City of Brampton representatives to the Regional Planning and Growth Management Committee:

1. Regional Councillor Medeiros
2. Regional Councillor Fortini
3. Regional Councillor Vicente

Carried

12. Councillor Question Period

Nil

13. Public Question Period

The public was given the opportunity to submit questions via e-mail to the City Clerk's Office regarding any decisions made at this meeting.

P. Fay, City Clerk, confirmed that no questions were submitted regarding decisions made at this meeting.

14. Closed Session

Nil

15. Adjournment

The following motion was considered:

PDC024-2021

That the Planning and Development Committee do now adjourn to meet again on Monday, February 22, 2021, at 1 p.m., or at the call of the Chair.

Carried

Regional Councillor M. Medeiros, Chair



Minutes

Committee of Council

The Corporation of the City of Brampton

Wednesday, February 3, 2021

Members Present: Mayor Patrick Brown (ex officio)
Regional Councillor R. Santos
Regional Councillor P. Vicente
City Councillor D. Whillans
Regional Councillor M. Palleschi
Regional Councillor M. Medeiros
City Councillor J. Bowman
City Councillor C. Williams
Regional Councillor P. Fortini
City Councillor H. Singh
Regional Councillor G. Dhillon

Staff Present: David Barrick, Chief Administrative Officer
Michael Davidson, Commissioner, Corporate Support Services
Richard Forward, Commissioner, Planning, Building and
Economic Development
Marion Nader, Commissioner, Community Services
Jayne Holmes, Acting Commissioner, Public Works &
Engineering
Bill Boyes, Fire Chief, Fire and Emergency Services
Alex Milojevic, General Manager, Transit
Sameer Akhtar, City Solicitor
Peter Fay, City Clerk
Charlotte Gravlev, Deputy City Clerk
Sonya Pacheco, Legislative Coordinator

1. Call to Order

Note: In consideration of the current COVID-19 public health orders prohibiting large public gatherings of people and requirements for physical distancing between persons, in-person attendance at this Committee of Council meeting was limited and physical distancing was maintained in Council Chambers at all times during the meeting.

The meeting was called to order at 9:34 a.m., recessed at 12:39 p.m., reconvened at 1:00 p.m. and recessed again at 2:49 p.m. Committee reconvened in Closed Session at 3:00 p.m., recessed at 4:12 p.m., moved back into Open Session at 4:20 p.m. adjourned at 4:21 p.m.

As this meeting of Committee of Council was conducted with electronic participation by Members of Council, the meeting started with the City Clerk calling the roll for attendance at the meeting, as follows:

Members present during roll call: Councillor Santos, Councillor Vicente, Councillor Whillans, Councillor Palleschi, Councillor Bowman, Councillor Medeiros, Councillor Williams, Councillor Fortini, Councillor Singh, Councillor Dhillon

Members absent during roll call: Nil

Notes:

City Councillor Whillans was absent from the meeting from 10:20 a.m. to 11:40 a.m. (personal) and left the meeting at 2:30 p.m. (other municipal business)

2. Approval of Agenda

Committee discussion took place with respect to proposed amendments to the agenda.

The following motion was considered.

CW043-2021

That the agenda for the Committee of Council Meeting of February 3, 2021 be approved as amended as follows:

To Add:

- 5.1. Announcement re: Mitigation Badge Award to City of Brampton by Global Covenant of Mayors for Climate and Energy (GCoM)

5.2. Proclamation re: Black History Month

8.3.1 Discussion Item at the request of Regional Councillor Santos, re: Toby's Way Trail Segment Naming

Carried

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

Nil

4. Consent

In keeping with Council Resolution C019-2021, the Meeting Chair reviewed the relevant agenda items during this section of the meeting and allowed 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.

The following items listed with a caret (^) were considered to be routine and non-controversial by the Committee and were approved at one time.

(8.2.1, 11.2.3, 11.2.4, 11.2.5, 11.2.6, 12.2.3, 12.2.6)

The following motion was considered.

CW044-2021

That the following items to the Committee of Council Meeting of February 3, 2021 be approved as part of Consent:

8.2.1, 11.2.3, 11.2.4, 11.2.5, 11.2.6, 12.2.3, 12.2.6

Yea (10): Regional Councillor Santos , Regional Councillor Vicente , City Councillor Whillans, Regional Councillor Palleschi, Regional Councillor Medeiros, City Councillor Bowman, City Councillor Williams , Regional Councillor Fortini , City Councillor Singh, and Regional Councillor Dhillon

Absent (1): Mayor Patrick Brown

Carried (10 to 0)

5. Announcements

5.1 Announcement re: Mitigation Badge Award to City of Brampton by Global Covenant of Mayors for Climate and Energy (GCoM)

City Councillor Whillans and P. Cooper, Environmental Planner, Public Works and Engineering, announced that the City of Brampton received the Mitigation Badge Award from the Global Covenant of Mayors for Climate and Energy. They provided information on the Global Covenant of Mayors, the Mitigation Badge Award, and Brampton's successful completion of the showcase program.

Committee thanked Councillor Whillans for representing the City on the Global Covenant of Mayors, and thanked staff for their efforts in working towards achieving Brampton's environmental goals.

5.2 Proclamation re: Black History Month

Regional Councillor Santos acknowledged and read the following proclamation:

WHEREAS: During Black History Month, we celebrate the many achievements and contributions made by the Black community to our economic, cultural, spiritual and political development.

The celebration of Black History Month originates from the U.S. Professor Carter G. Woodson's 1926 declaration of Negro History Week, a week in February which marked the birthdates of civil rights activists Fredrick Douglass and Abraham Lincoln.

In 1976, the Toronto City Council declared February as Black History Month. National recognition occurred on December 14, 1995 when the House of Commons unanimously agreed to a motion presented by the Honourable Jean Augustine to recognize February as Black History Month.

Black History Month in Canada is essential to educating Canadians. Few Canadians know that slavery once existed in Canada, or that many of the British Loyalists who came here after the American Revolution were Black.

In the City of Brampton, the month long celebration encourages us to honour the significant role that Black people, both past and present, have played in shaping the multicultural mosaic of Brampton and its values.

THEREFORE: I, Mayor Patrick Brown, on behalf of Brampton City Council, do hereby proclaim February 2021 as "Black History Month" in the City of Brampton.

Mayor Brown highlighted some of the digital events taking place to celebrate Black History Month and the naming recognition for Denise Jones.

6. **Government Relations Matters**

6.1 Staff Update re: Government Relations Matters

B. Lucas, Senior Manager, Public Affairs, Office of the CAO, provided a presentation on Government Relations Matters, which included updates on Regional Government budget deliberations and Provincial and Federal Government updates.

Committee discussion took place regarding the Regional budget deliberations, including the Peel Regional Police budget.

The following motion was considered.

CW045-2021

That the staff update re: **Government Relations Matters**, to the Committee of Council Meeting of February 3, 2021, be received.

Carried

6.2 Update from Mayor P. Brown, re: COVID-19 Emergency

Mayor Brown provided an update on the COVID-19 Emergency, which included the following:

- Number of COVID-19 cases is starting to decline
- Concerns regarding the impact of COVID-19 variants
- Progress on the vaccination program
- Implementation of new travel restrictions

Committee discussion took place with respect to recent travel restrictions to "sun destinations". Concerns were raised regarding the impact of these restrictions on people who need to travel for family emergencies, and the need to request that the Federal Government distinguish between leisure and essential travel.

A motion was introduced with the following operative clauses:

Therefore be it resolved that:

1. The Mayor write a letter on behalf of Council requesting that the federal government clearly identify the difference between leisure and essential travel;
2. Reverse the decision to ban flights to the Caribbean and Mexico on Canadian airlines; and,
3. Exempt residents who were out of the country for essential travel prior to the new travel restriction from the cost associated with the three-day

quarantine and further, waive the cost of a three-day quarantine for those who are travelling for essential and humanitarian reasons.

Committee discussion on this matter included the following:

- Impact of the travel restrictions on the local community and concerns regarding the costs to travelers
- Intent of the travel restrictions to protect the public from COVID-19
- The need for further information on why the travel restrictions were implemented
- Indication that Dr. Loh, Medical Officer of Health for Peel Region, does not support exemptions to the travel restrictions due to COVID-19 challenges in those countries
- Suggestion that Dr. Loh be requested to address Council on this issue
- Potential negative impact of asking the Federal Government to reverse its decision
- Suggestion that the restrictions be consistently applied to all regions

At Committee's request, the motion was split and a recorded vote was taken on each of the clauses, with the results as follows:

1. The Mayor write a letter on behalf of Council requesting that the federal government clearly identify the difference between leisure and essential travel;

Yea (10): Mayor Patrick Brown, Regional Councillor Santos, Regional Councillor Vicente, Regional Councillor Palleschi, Regional Councillor Medeiros, City Councillor Bowman, City Councillor Williams, Regional Councillor Fortini, City Councillor Singh, and Regional Councillor Dhillon

Absent (1): City Councillor Whillans

Carried (10 to 0)

2. *Reverse the decision to ban flights to the Caribbean and Mexico on Canadian airlines; and,*

*Yea (2): Regional Councillor Medeiros and City Councillor Williams
Nay (8): Mayor Brown, Regional Councillor Santos, Regional Councillor Vicente, Regional Councillor Palleschi, City Councillor Bowman, Regional Councillor Fortini, City Councillor Singh and Regional Councillor Dhillon*

Absent (1): City Councillor Whillans

Lost (2 to 8)

3. *Exempt residents who were out of the country for essential travel prior to the new travel restriction from the cost associated with the three-day quarantine and further, waive the cost of a three-day quarantine for those who are travelling for essential and humanitarian reasons.*

Yea (2): Regional Councillor Medeiros and City Councillor Williams

Nay (8): Mayor Brown, Regional Councillor Santos, Regional Councillor Vicente, Regional Councillor Palleschi, City Councillor Bowman, Regional Councillor Fortini, City Councillor Singh and Regional Councillor Dhillon

Absent (1): City Councillor Whillans

Lost (2 to 8)

The motion carried as follows:

CW046-2021

Whereas the Prime Minister announced Air Canada, WestJet, Sunwing and Air Transat have all agreed to suspend their flights to those popular so-called "sun destinations" until 30 April,

Whereas the new travel restrictions are intended to prevent leisure travel to sun destinations as opposed to those traveling to those regions with direct family ties and responsibilities,

Whereas some Brampton and GTA residents are currently stranded in the Caribbean with cancelled flights and without the means to pay for the additional cost that they did not plan for prior to travelling for essential reasons,

Whereas the labelling of these regions as sun destinations reinforces a narrow stereotypical view that these countries are limited to tourism

Whereas employers are faced with absent employees who have been economically stranded in these countries,

Whereas the residents who cannot get a direct flight from Canada to the Caribbean and Mexico and vice versa are now forced to travel through countries that have a much higher COVID-19 infection rate,

Whereas the Prime Minister stated that the cost of staying in a hotel up to 72 hours while waiting for a negative COVID test result, could cost a single traveler approximately \$2,000,

Whereas the restrictions put undue pressure on those already facing financial demands taking care of a family member abroad or paying funeral costs,

Therefore be it resolved that:

1. The Mayor write a letter on behalf of Council requesting that the federal government clearly identify the difference between leisure and essential travel.

Yea (10): Mayor Patrick Brown, Regional Councillor Santos , Regional Councillor Vicente , Regional Councillor Palleschi, Regional Councillor Medeiros, City Councillor Bowman, City Councillor Williams , Regional Councillor Fortini , City Councillor Singh, and Regional Councillor Dhillon

Absent (1): City Councillor Whillans

Carried (10 to 0)

Committee discussion took place with respect to the removal of MP Kamal Khera from various roles as a result of her travel for a funeral during the pandemic. Committee Members outlined her contributions to the community, particularly during the pandemic, and expressed their opinions that the decision to remove her from her roles was unfair, given the reason for traveling, and should be reconsidered.

The following motions were considered.

CW047-2021

That the Mayor be requested to send a letter in support of reinstatement of MP Kamal Khera to her various roles, having regard for her diligence during COVID-19 and her value as a Member of Parliament to the City of Brampton.

Carried

CW048-2021

That the update from Mayor P. Brown, re: **COVID-19 Emergency**, to the Committee of Council Meeting of February 3, 2021, be received.

Carried

7. Public Delegations

7.1 Possible Delegations re: Notice of the Intention to Amend Mobile Licensing By-law 67-2014

- a. Appendix A - Licence Fees and to Revoke By-law 75-2020, a By-law to provide relief to fees and timelines under By-law 67-2014, as amended, during the COVID-19 emergency (See Item 9.2.1)
- b. Appendix B - Expiry Dates (See Item 9.2.2)

Public Notice regarding this matter was published on the City's website on January 28, 2021. In response to an inquiry from the Chair, P. Fay, City Clerk, confirmed that no one expressed an interest in delegating Committee on this matter.

See Items 9.2.1 (Recommendation CW056-2021) and 9.2.2 (Recommendation CW057-2021)

7.2 Delegation from Joseph Ehrlich, Manager, Project Planning, Rapid Transit, and Leona Hollingsworth, Sr. Manager, Community and Stakeholder Relations – Peel, Metrolinx, re: Queen Street-Highway 7 Bus Rapid Transit Project

Items 12.2.5 and 12.4.1 were brought forward and dealt with at this time.

Joseph Ehrlich, Manager, Project Planning, Rapid Transit, Metrolinx, provided a presentation entitled "Queen St-Hwy 7 BRT Initial Business Case Briefing".

Committee discussion on this matter included the following:

- Development of the scope of work and timeline for preliminary drawings
- Importance of this project to the community, particularly students attending York University, and options for expediting this project
- Project consultations, costs, funding and the decision making process
- Importance of a collaborative working relationship
- How the BRT project will compliment existing and future transit connections and services (Main St. LRT extension)
- Role of Council in this project as a key stakeholder

The following motions were considered.

CW049-2021

1. That the delegation from Joseph Ehrlich, Manager, Project Planning, Rapid Transit, and Leona Hollingsworth, Sr. Manager, Community and Stakeholder Relations – Peel, Metrolinx, to the Committee of Council Meeting of February 3, 2021, re: **Queen Street-Highway 7 Bus Rapid Transit Project** be received; and
2. That the correspondence from The Drew Family, Brampton Residents, to the Committee of Council Meeting of February 3, 2021, re: **Queen Street – Highway 7 BRT Initial Business Case**, be received.

Carried

CW050-2021

1. That the report titled: **Queen Street – Highway 7 BRT - Initial Business Case**, to the Committee of Council Meeting of February 3, 2021, be received;
2. That the Metrolinx report titled Brampton Queen Street – York Region Highway 7 (Queen Street – Highway 7) BRT Initial Business Case, attached as Appendix 2 be received;
3. That Council support the conclusions of the Metrolinx Queen Street – Highway 7 BRT Initial Business Case report that the following two scenarios, identified as providing greater transit benefits, be carried forward to the Preliminary Design Business Case:
 - Scenario 4: conversion of a traffic lane per direction to median BRT exclusive lanes along the length of the Queen Street – Highway 7 Corridor, except in Downtown Brampton where one traffic lane per direction is converted to a curbside BRT lane, between McMurphy Avenue and Kennedy Road.
 - Scenario 5: median BRT lanes (one per direction) along the length of the Queen Street – Highway 7 Corridor as a result of road widening (retaining the current number of traffic lanes), everywhere except Downtown Brampton (Queen Street between McMurphy Avenue and Kennedy Road) where lane conversion is considered.
4. That the Council authorize staff:
 - A. to continue to work with Metrolinx to advance the Queen St – Highway 7 BRT in-development project to the next stage to develop the preliminary design with the associated business case for the corridor.

- B. to continue to work with Metrolinx and Region of Peel, and Region of York to develop the terms of reference of a Memorandum of Understanding for any required governance framework to administer the project, potential partnerships, subject to Council approval.

5. That a copy of this report be forwarded to Metrolinx.

Yea (10): Mayor Patrick Brown, Regional Councillor Santos , Regional Councillor Vicente , Regional Councillor Palleschi, Regional Councillor Medeiros, City Councillor Bowman, City Councillor Williams , Regional Councillor Fortini , City Councillor Singh, and Regional Councillor Dhillon

Absent (1): City Councillor Whillans

Carried (10 to 0)

7.3 Delegation from Sylvia Roberts, Brampton Resident, re: Brampton Transit Regional Service Improvements

Sylvia Roberts, Brampton Resident, provided a presentation entitled "Brampton Transit Regional Service Improvements", which included information on transit service improvements and demand.

The following motion was considered.

CW051-2021

That the delegation from Sylvia Roberts, Brampton Resident, to the Committee of Council Meeting of February 3, 2021, re: **Brampton Transit Regional Service Improvements**, be received.

Carried

7.4 Delegation from Keba Thomas, Urban Indigenous and Indigenous Affairs, re: Request to Establish a New Position/Office to Address Indigenous and Urban Migrant Affairs

Keba Thomas, Urban Indigenous and Indigenous Affairs, provided a presentation entitled "Civic Engagement and Domestic Affairs", which included information on Indigenous Peoples in Peel and the Urban Indigenous Council Consultant.

Committee discussion on this matter included the following:

- Importance of acknowledging the indigenous community, issues and rights
- Equity Office staff composition, scope, work plan, and deliverables

- Indigenous identification
- Community engagement

The following motion was considered.

CW052-2021

That the delegation from Keba Thomas, Urban Indigenous and Indigenous Affairs, to the Committee of Council Meeting of February 3, 2021, re: **Request to Establish a New Position/Office to Address Indigenous and Urban Migrant Affairs**, be **referred** to staff for consideration and a report back thereon.

Carried

7.5 Delegation from Jules Bedeau, Renewed Computer Technology, re: Repurposing of Old City Computers

Item 11.3.2 was brought forward and dealt with at this time.

Jules Bedeau, Renewed Computer Technology (RCT), provided a presentation regarding RCT and the repurposing of old City computers.

Committee discussion on this matter included the following:

- Number of students that don't have access to a computer at home
- Significant demand for technology in low income communities
- Process for donations
- Types of devices that are provided through RCT
- Program funding
- Electronics disposed of at Region of Peel recycling centres and a suggestion that RCT connect with the Region in this regard

The following motion was considered.

CW053-2021

That the delegation from Jules Bedeau, Renewed Computer Technology, to the Committee of Council Meeting of February 3, 2021, re: **Repurposing of Old City Computers**, be received; and

WHEREAS the City of Brampton currently reuses computers and supportive equipment (including desktop towers, monitors, keyboards, mouse, laptops and tablets) within the Corporation until they fail to function, then disposes them;

WHEREAS desktop towers are disposed after 5 years through an active contract with a vendor (CSI Electronics Processing), where they remove the equipment, securely destruct the data and send the City a certificate of destruction and a reimbursement cheque for the fair market value of the equipment that is deemed salvageable for the resale market;

WHEREAS Renewed Computer Technology is a non-profit, charitable organization that delivers renewed computers to public schools, First Nations bands, charities, non-profits and individuals and families living with limited income across Ontario, including the Region of Peel and the City of Brampton;

WHEREAS since 1993, the “Computers for Schools” program has delivered over 1.5 million computers that have been renewed and recycled across Canada, with over 455,000 in Ontario alone;

WHEREAS over 22 million pound of e-waste will be diverted from landfills, aligned with the City’s “Brampton 2040 Vision” and the “Grown Green Environment Master Plan;”

WHEREAS the COVID-19 pandemic has resulted in a significant increase in demand for renewed and refurbished computers and computer equipment;

WHEREAS Renewed Computer Technology has provided 62% more laptops in Q1-Q2 2020 when compared to Q1-Q2 2019, to help organizations, schools and individuals across Ontario stay connected from home since the start of the pandemic;

WHEREAS the Peel District School Board was supplied 2500 renewed desktops to classrooms between 2020-2021, supporting hundreds of low-income Brampton residents with affordable technology;

THEREFORE, BE IT RESOLVED that City staff be requested to investigate and report back to Council on the proposal by Renewed Computer Technology, as outlined in their delegation, to donate outdated City computer technology to Renewed Computer Technology for their repair, renewal and repurposing for other community uses, with such report to address the following, but not limited, considerations;

1. Renewed Computer Technology secure and certify that all hard drives will be wiped and data destruction practices are followed to ensure City and Corporate data is not at risk;
2. The City of Brampton’s Digital Innovation and Information Technology services will not provide post-donation support;

3. Renewed Computer Technology provide tax receipts for the City of Brampton's computer donations and support the circular economy, where computers and supportive equipment will be refurbished and reused, and not go to waste or in a landfill.

Carried

8. **Community Services Section**

(Regional Councillor R. Santos, Chair; City Councillor C. Williams, Vice-Chair)

8.1 Staff Presentations

Nil

8.2 Reports

8.2.1 ^ Staff Report re: Request to Begin Procurement – Supply, Delivery and Installation of Four-Fold Doors at 11 Fire Stations

CW054-2021

1. That the report titled: **Request to Begin Procurement – Supply, Delivery and Installation of Four-Fold Doors at 11 Fire Stations**, to the Committee of Council Meeting of February 3, 2021, be received;
2. That the Purchasing Agent be authorized to commence the procurement for the Supply, Delivery and Installation of Four-Fold Doors at 11 Fire Stations; and
3. That the appropriate City staff be authorized and directed to take the necessary action to give effect thereto.

Carried

8.3 Other/New Business

8.3.1 Discussion Item at the request of Regional Councillor Santos, re: Toby's Way Trail Segment Naming

Regional Councillor Santos addressed Committee with respect to the tragic loss of Kevin Montgomery's son, Toby, to a rare form of liver cancer. She suggested a trail segment be named in memory of Toby, given the family's advocacy for active transportation in Brampton. Councillor Santos acknowledged and read from a letter of correspondence received from Mr. Montgomery regarding the trail segment naming.

Committee members expressed their condolences to the Montgomery family.

The following motion was considered, and seconded by all Members of Council.

CW055-2021

1. That the email correspondence from Kevin Montgomery, Brampton Resident, dated January 31, 2021, to the Committee of Council Meeting of February 3, 2021, re: **Toby's Way Trail Segment Naming**, be received; and
2. That staff report back on the implementation of naming "Toby's Way" trail segment with appropriate signage, as identified in the correspondence and in working with the family with a target date for Spring of 2021.

Yea (11): Mayor Patrick Brown, Regional Councillor Santos , Regional Councillor Vicente , City Councillor Whillans, Regional Councillor Palleschi, Regional Councillor Medeiros, City Councillor Bowman, City Councillor Williams , Regional Councillor Fortini , City Councillor Singh, and Regional Councillor Dhillon

Carried (11 to 0)

8.4 Correspondence

Nil

8.5 Councillors Question Period

Nil

8.6 Public Question Period

The public was given the opportunity to submit questions via e-mail to the City Clerk's Office regarding any decisions made under this section of the agenda. P. Fay, City Clerk, confirmed that no questions were submitted regarding decisions made under this section.

9. Legislative Services Section

(City Councillor J. Bowman, Chair; City Councillor D. Whillans, Vice-Chair)

9.1 Staff Presentations

Nil

9.2 Reports

9.2.1 Staff Report re: Mobile Licensing By-law 67-2014 - Licence Fees 2021

The following motion was considered.

CW056-2021

1. That the report titled: **Mobile Licensing By-law 67-2014 - Licence Fees 2021**, to the Committee of Council Meeting of February 3, 2020, be received;
2. That Council enact amendments to Mobile Licensing By-Laws 67-2014 as attached as Appendix 3 to this report; and
3. That Council repeal by-law 75-2020.

Carried

9.2.2 Staff Report re: Mobile Licensing By-law 67-2014 - Expiry Dates

The following motion was considered.

CW057-2021

1. That the report titled: **Mobile Licensing By-law 67-2014 - Expiry Dates**, to the Committee of Council Meeting of February 3, 2021, be received; and
2. That Council enact amendments to the Mobile Licensing By-Law, 67-2014, as described in Appendix 1 to this report.

Carried

9.3 Other/New Business

9.3.1 Discussion Item at the request of Regional Councillor Medeiros, re: Pet Grooming Services

Regional Councillor Medeiros addressed Committee regarding the lack of clarity on whether pet grooming and dog walking services are considered essential services under the Provincial Stay-at-home Order.

A motion with the following operative clause was introduced:

THEREFORE BE IT RESOLVED that Mayor Brown send a letter to the Ontario Solicitor General on behalf of Brampton City Council to seek clarity on whether Pet Grooming and Dog Walking services are an essential service; and request that the Province amend regulations so that Pet Grooming and Dog Walking businesses be deemed essential service, and be permitted to operate as a curbside business only; and

THAT enforcement of Dog Walking and Pet Grooming services operating as a curbside business be suspended until a response from the Province is received.

Committee discussion on this matter included the following:

- Ensuring the well-being of pets
- Current practice in other municipalities
- Information from staff regarding the provincial regulations relating to pet services, and confirmation that charges have not been laid for the provision of such services

The following motion was considered.

CW058-2021

WHEREAS there is a lack of clarity on whether pet grooming and dog walking is an essential service under the Province of Ontario's Stay-at-home-order;

WHEREAS many residents rely on pet grooming and dog walking businesses to keep their pets healthy;

WHEREAS a lack of pet grooming and dog walking can lead to serious skin and mobility problems;

WHEREAS Pet Grooming businesses are already setup with health and safety measures in place;

THEREFORE BE IT RESOLVED that Mayor Brown send a letter to the Ontario Solicitor General on behalf of Brampton City Council to seek clarity on whether Pet Grooming and Dog Walking services are an essential service; and request that the Province amend regulations so that Pet Grooming and Dog Walking businesses be deemed essential service, and be permitted to operate as a curbside business only; and

THAT enforcement of Dog Walking and Pet Grooming services operating as a curbside business be suspended until a response from the Province is received.

Yea (11): Mayor Patrick Brown, Regional Councillor Santos , Regional Councillor Vicente , City Councillor Whillans, Regional Councillor Palleschi, Regional Councillor Medeiros, City Councillor Bowman, City Councillor Williams , Regional Councillor Fortini , City Councillor Singh, and Regional Councillor Dhillon

Carried (11 to 0)

9.4 Correspondence

Nil

9.5 Councillors Question Period

Nil

9.6 Public Question Period

The public was given the opportunity to submit questions via e-mail to the City Clerk's Office regarding any decisions made under this section of the agenda. P. Fay, City Clerk, confirmed that no questions were submitted regarding decisions made under this section.

10. Economic Development Section

(Regional Councillor M. Medeiros, Chair; Regional Councillor P. Vicente, Vice-Chair)

10.1 Staff Presentations

10.1.1 Staff Presentation re: Brampton Entrepreneur Centre: 2020 Year in Review (RM 117/2019)

J. Vivian, Manager, Entrepreneurial Services, Planning, Building and Economic Development, provided a presentation entitled "Brampton Entrepreneur Centre Update".

Ms. Vivian responded to questions from Committee regarding support available to not-for-profit businesses, and advised that staff would review options to communicate this service.

The following motion was considered.

CW059-2021

That the staff presentation titled: **Brampton Entrepreneur Centre: 2020 Year in Review (RM 117/2019)**, to the Committee of Council Meeting of February 3, 2021, be received.

Carried

10.2 Reports

Nil

10.3 Other/New Business

Nil

10.4 Correspondence

Nil

10.5 Councillors Question Period

Nil

10.6 Public Question Period

The public was given the opportunity to submit questions via e-mail to the City Clerk's Office regarding any decisions made under this section of the agenda. P. Fay, City Clerk, confirmed that no questions were submitted regarding decisions made under this section.

11. Corporate Services Section

(City Councillor H. Singh, Chair; Regional Councillor R. Santos, Vice-Chair)

11.1 Staff Presentations

Nil

11.2 Reports

11.2.1 Staff Report re: Request to Begin Procurement – Multi-functional Print Services, Print Shop Print Services and Printing as a Service - Specialized

Item 11.2.2 was brought forward and dealt with at this time.

Committee asked questions of staff with respect to the following:

- Use of 3D printing and laser cutting services by staff
- The purpose of retaining one vendor for these services and the proposed length of the contract (5-year term)
- RFP approval process and a request that a previous report provided to Council regarding the procurement process be redistributed to Members of Council

The following motion was considered.

CW060-2021

That Items 11.2.1 and 11.2.2 be **referred** back to staff for further consideration based on committee discussion and report back to a future meeting of Committee with options for proceeding, and on the potential reduction of printing.

- 11.2.1. Staff Report re: **Request to Begin Procurement – Multi-Functional Printers and Services, Print Shop Printers and Services, Specialized Printers**
- 11.2.2. Staff Report re: **Supplementary Report - Request to Begin Procurement – Multi-Functional Printers and Services, Print Shop Printers and Services, Specialized Printers**

Yea (11): Mayor Patrick Brown, Regional Councillor Santos , Regional Councillor Vicente , City Councillor Whillans, Regional Councillor Palleschi, Regional Councillor Medeiros, City Councillor Bowman, City Councillor Williams , Regional Councillor Fortini , City Councillor Singh, and Regional Councillor Dhillon

Carried (11 to 0)

- 11.2.2 Staff Report re: Supplementary Report - Request to Begin Procurement Multi-Functional Printers and Services, Print Shop Printers and Services, Specialized Printers

Dealt with under Item 11.2.1 - Recommendation CW060-2021

- 11.2.3 ^ Staff Report re: Request to Begin Procurement - NetApp Storage VOR Purchase, Supply, Install, Maintenance, Support for a five Year Period

CW061-2021

1. That the report titled: **Request to Begin Procurement – Netapp Storage VOR Purchase, Supply, Install, Maintenance, Support for a Five Year Period**, to the Committee of Council Meeting of February 3, 2021, be received;
2. That the Purchasing Agent be authorized to commence procurement, via the tendering process, of Enterprise storage platform replacement within the City of Brampton which includes, Purchase, Installation, Maintenance and Support for a five (5) Year Period; and
3. That the Chief Information Officer, be authorized to execute any required related documents after the Purchase Order has been issued.

Carried

11.2.4 ^ Staff Report re: Film Services Feasibility Report and Film Office Update

CW062-2021

1. That the report titled: **Film Services Feasibility Study and Film and Television Office Update**, to the Committee of Council Meeting of February 3, 2021, be received; and
2. That the Film Services Feasibility Study be endorsed by Council and staff given approval to move forward with recommendations.

Carried

11.2.5 ^ Staff Report re: Hotel VISA and BIA E-Gift Card Promotion

CW063-2021

1. That the report titled: **Hotel VISA and BIA E-Gift Card Promotion**, to the Committee of Council Meeting of February 3, 2021, be received;
2. That Council approve the recommendation to financially support this promotion with funds from a tourism grant provided by the Federal Economic Development Agency of Southern Ontario (FedDev); and,
3. That Council approve the promotion be activated in partnership with the Downtown Brampton BIA to support Brampton's economy and tourism.

Carried

11.2.6 ^ Staff Report re: 2021 Temporary Borrowing By-Law

CW064-2021

1. That the report titled: **2021 Temporary Borrowing By-law**, to the Committee of Council Meeting of February 3, 2021, be received; and
2. That a by-law be enacted in accordance with Section 407 of the Municipal Act, 2001 and in the form attached to this report as Appendix A, to authorize the temporary borrowing of funds, if considered necessary by the Treasurer, to meet current expenditures for the year 2021, until sufficient taxes are collected and other non-tax revenue are received.

Carried

11.2.7 Staff Report re: COVID-19 Improper Disposal of Sharps Mitigation Measures – Downtown Brampton – January 2021 Update (RM 32/2020)

M. Marr, Director, Organizational Performance, Office of the CAO, provided an overview of the subject report, which included information on the COVID-19 Improper Disposal of Sharps Mitigation Measures – Downtown Brampton pilot program.

The following motion was considered.

CW065-2021

1. That the report titled: **COVID-19 Improper Disposal of Sharps Mitigation Measures – Downtown Brampton – January 2021 Update (RM 32-2020)**, to the Committee of Council Meeting of February 3, 2021, be received; and
2. That the report also be provided to the downtown partners for information, including Regeneration, Knights Table, St. Andrew's Church, DBBIA, and Brampton Library Board.

Carried

11.3 Other/New Business

11.3.1 Discussion Item at the request of City Councillor Williams, re: City Policies for Hiring Key Positions within the City

Committee discussion took place with respect to the policies, practices and procedures within the Human Resources Division, and included the following:

- Indication from staff that a report would be provided at the next Council Meeting to demonstrate the work that has been undertaken
- Request for information on the hiring process for key positions
- Clarification from staff that Mayor and Council Office employees are considered City staff
- The need to ensure HR policies are being appropriately applied in the Mayor and Council Offices and to review HR-related complaints from political staff
- Indication that staff will request that the Integrity Commissioner align her annual report with the report from staff on HR policies
- The Employee and Council Codes of Conduct, and how the zero tolerance policy is implemented for staff and Council

11.3.2 Discussion Item at the request of City Councillor Bowman, re: Repurposing of Old City Computers

Dealt with under Item 7.5 - Recommendation CW053-2021

11.4 Correspondence

Nil

11.5 Councillors Question Period

Nil

11.6 Public Question Period

The public was given the opportunity to submit questions via e-mail to the City Clerk's Office regarding any decisions made under this section of the agenda. P. Fay, City Clerk, confirmed that no questions were submitted regarding decisions made under this section.

12. **Public Works and Engineering Section**

(Regional Councillor P. Vicente, Chair; Regional Councillor P. Fortini, Vice-Chair)

12.1 Staff Presentations

12.1.1 Staff Presentation re: Bramalea Sustainable Neighbourhood Action Plan (SNAP)

Item 12.2.1 was brought forward and dealt with at this time.

Shannon Logan, Senior Program Manager of Sustainable Neighbourhoods, Toronto and Region Conservation Authority, and Stavroula Kassaris, Environmental Planner, Public Works and Engineering, provided a presentation entitled "Bramalea Sustainable Neighbourhood Action Plan".

Committee Members highlighted the benefits and success of the SNAP program and thanked staff for their efforts.

The following motion was considered.

CW066-2021

1. That the presentation from Shannon Logan, Senior Program Manager of Sustainable Neighbourhoods, Toronto and Region Conservation Authority, and Stavroula Kassaris, Environmental Planner, Public Works and Engineering, to the Committee of Council Meeting of February 3, 2021, re: **Bramalea Sustainable Neighbourhood Action Plan (SNAP)** be received; and
2. That the report titled: **Bramalea Sustainable Neighbourhood Action Program (SNAP)**, to the Committee of Council Meeting of February 3, 2021, be received;

3. That Council endorse the “Bramalea Sustainable Neighbourhood Action Plan” dated November 2020; and
4. That staff be directed to form a Bramalea SNAP Implementation Team in collaboration with the Toronto and Region Conservation Authority and the Region of Peel.

Carried

12.2 Reports

12.2.1 Staff Report re: Bramalea Sustainable Neighbourhood Action Program (SNAP)

Dealt with under Item 12.1.1 - Recommendation CW066-2021

12.2.2 Staff Report re: Request to Begin Procurement - Hiring of a General Contractor to Complete the Addition and Renovation at Balmoral Recreation Centre

Staff responded to questions from Committee with respect to the following:

- Prequalification process for contractors
- Remedies in place to address situations where project expectations have not been met
- Thorough review of project change orders by staff to ensure they are reasonable and justified

The following motion was considered.

CW067-2021 Moved by

1. That, the report titled: **Request to Begin Procurement - Hiring of a General Contractor to Complete the Addition and Renovation at Balmoral Recreation Centre - Ward 7**, to the Committee of Council Meeting of February 3, 2021, be received;
2. That the Purchasing Agent be authorized to commence the procurement for the general contracting services for the renovation and addition of the Balmoral Recreation Centre; and
3. That the appropriate City staff be authorized and directed to take the necessary action to give effect thereto.

Carried

12.2.3 ^ Staff Report re: Parking Related Concerns – Blair Drive – Ward 3 (File I.AC)

CW068-2021

1. That the report titled: **Parking Related Concerns – Blair Drive - Ward 3**, to the Committee of Council Meeting of February 3, 2021, be received; and
2. That a by-law be passed to amend Traffic By-law 93-93, as amended, to implement “No Parking, Anytime” restrictions on west and south sides of Blair Drive between Glidden Road and the westerly limit of the roadway (including cul-de-sac).

Carried

12.2.4 Staff Report re: Traffic By-law 93-93 - Administrative Update (File I.AC)

The following motion was considered.

CW069-2021

1. That the report titled: **Traffic By-law 93-93 - Administrative Update (File I.AC)**, to the Committee of Council Meeting of February 3, 2021, be received; and,
2. That a by-law be passed to amend Traffic By-law 93-93, as amended, as outlined in the subject report.

Carried

12.2.5 Staff Report re: Queen Street – Highway 7 BRT Initial Business Case

Dealt with under Item 7.2 - Recommendation CW050-2021

12.2.6 ^ Staff Report re: Request to Begin Procurement - SmartBus Maintenance and Support Services

CW070-2021

1. That the report titled: **Request to Begin Procurement - SmartBus Maintenance and Support Services**, to the Committee of Council Meeting of February 3, 2021, be received; and
2. That the Purchasing Agent be authorized to begin procurement through Direct Negotiations with Conduent Transport Solutions Inc. for the SmartBus Maintenance and Support Services.

Carried

12.3 Other/New Business

12.3.1 Discussion Item at the Request of Mayor Brown re. Automated Speed Enforcement (ASE) Program Update

Mayor Brown advised Committee of complaints received from residents regarding the Automated Speed Enforcement (ASE) Program, specifically relating to tickets issued.

Staff responded to questions from Committee with respect to the following:

- Determination of threshold speeds for the ASE program
- Indication that ASE tickets include the speed traveled at the time
- Status of the ASE program implementation and staff report on program status anticipated for May 2021
- ASE program revenue and impacts of COVID-19 on processing of tickets
- Indications that the ASE program is working to slow down traffic and alter driver behaviour

12.4 Correspondence

12.4.1 Correspondence from The Drew Family, Brampton Residents, re: Queen Street – Highway 7 BRT Initial Business Case

Dealt with under Item 7.2 - Recommendation CW049-2021

12.5 Councillors Question Period

Nil

12.6 Public Question Period

The public was given the opportunity to submit questions via e-mail to the City Clerk's Office regarding any decisions made under this section of the agenda. P. Fay, City Clerk, confirmed that no questions were submitted regarding decisions made under this section.

13. **Referred Matters List**

Nil

14. Public Question Period

The public was given the opportunity to submit questions via e-mail to the City Clerk's Office regarding any decisions made under this section of the agenda. P. Fay, City Clerk, confirmed that no questions were submitted regarding decisions made under this section.

15. Closed Session

The following motion was considered.

CW071-2021

That Committee proceed into Closed Session to address matters pertaining to:

- *15.1. Open Meeting exception under Section 239 (2) (c) and (k) of the Municipal Act, 2001

A proposed or pending acquisition or disposition of land by 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.

- 15.2. Open Meeting exception under Section 239 (2) (c) and (k) of the Municipal Act, 2001:

A proposed or pending acquisition or disposition of land by 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.

Carried

In Open Session, the Chair reported on the status of matters considered in Closed Session, as follows:

15.1 – This item was considered by Committee in Closed Session and no direction was given to staff

15.2 – This item was considered by Committee in Closed Session and direction was given to staff

16. Adjournment

The following motion was considered

CW072-2021

That the Committee of Council do now adjourn to meet again on Wednesday, February 24, 2021 at 9:30 a.m. or at the call of the Chair.

Carried

Chair, Community Services Section

Chair, Legislative Services Section

Chair, Economic Development Section

Chair, Corporate Services Section

Chair, Public Works & Engineering Section

Fair Deal for Brampton Drivers

Moved By: Councillor Dhillon

Seconded By:

Whereas the City of Brampton and its residents have not received a fair deal, and have been underserved and discriminated against in regards to auto insurance rates for decades.

Whereas currently there are no standardized rates for auto insurance in Ontario as the rates are dependent on a number of factors, many of which are not in the drivers' control.¹

Whereas Ontario residents were promised a 15% reduction in 2015 but rather saw a 2% increase.²

Whereas a report commissioned by the Provincial government in 2016 found that Ontario had the most expensive auto insurance rates in Canada despite also having one of the lowest levels of accidents and fatalities.³

Whereas Ontario's average auto insurance rates cost \$1,505 per year.⁴

Whereas the cost of insuring a vehicle in the City of Brampton is approximately 123% higher than Ontario's average.⁵

Whereas Brampton currently holds the title of the most expensive insurance in Ontario with an approximate average of \$2,698.⁶

Whereas the following postal codes currently pay the highest average rates in Brampton: L6R at \$3301, L6T at \$3068, L7A at \$2980, L6P at \$2792, L6Z at \$2581, L6Y at \$2573, and at L6S \$2540.⁷

Whereas the lowest average rate in Brampton belongs to L6X at \$2066, which is still well above the provincial average.

¹ Brampton. (2021, January 26). Retrieved from <https://www.lowestrates.ca/insurance/auto/brampton>

² Post, S. T. (2018, June 06). Kathleen Wynne once promised to lower car insurance rates. Guess what happened next. Retrieved from <https://financialpost.com/opinion/kathleen-wynne-once-promised-to-lower-car-insurance-rates-guess-what-happened-next>

³ Price Regulation and Possible Premium Overpayments: Automobile Insurance Companies in Ontario (Rep.). (2019, December). Retrieved https://exchangemagazine.com/2020/week7/Thursday/Lazar_Report_Dec_2019.pdf

⁴ Snowden, F. (2021, January 13). Durham Region cities among highest for car insurance in Ontario. Retrieved from <https://globalnews.ca/news/7569144/durham-cities-car-insurance-ontario/>

⁵ Passifiume, B. (2020, October 07). Brampton drivers pay Ontario's highest auto insurance premiums. Retrieved from <https://torontosun.com/news/local-news/brampton-drivers-pay-ontarios-highest-auto-insurance-premiums>

⁶ The list of most expensive places in Ontario for car insurance has been revealed. (2021, January 06). Retrieved from <https://toronto.ctvnews.ca/the-list-of-most-expensive-places-in-ontario-for-car-insurance-has-been-revealed-1.5256422>

⁷ Cheapest Areas For Canadian Car Insurance. (n.d.). Retrieved from <https://rates.ca/insuramap>

Whereas other municipalities in Ontario pay significantly lower rates, for example Kingston, Belleville and Napanee average approximately \$1,000 per year.⁸

Whereas rates in Brampton are expected to rise in 2021.

Whereas Bill 42 was introduced in Provincial Parliament in 2019 to prohibit insurance companies from using postal codes or area codes as primary factors in setting insurance rates, and is currently in the process of being reviewed by the Ontario Standing Committee on Finance and Economic Affairs.

Whereas due to Covid-19 there is no identified timeline for when the committee will announce recommendations or what the outcome of the recommendations will be.

Whereas Brampton residents have been suffering and continue to suffer from decades of neglect from the Province, including healthcare in our city that is underfunded and overburdened.

Whereas Brampton has been continuously overlooked by the Provincial government, despite being one of the fastest growing cities in the country.

Whereas this Council has been a staunch supporter for fairness for healthcare through its *Fair Deal for Brampton* campaign, which has been successful in raising awareness and creating change.

Whereas Brampton residents MUST have their voices heard in regards to their demand for decisive and prompt action relating to auto insurance rates.

Whereas Brampton residents refuse to wait any longer.

Therefore be it resolved that:

1. The Fair Deal for Brampton campaign be expanded to include a section on the reduction of auto insurance rates in Brampton.
2. An online petition be created demanding that the Province must give Brampton residents a Fair Deal by delivering urgently needed reductions in auto insurance rates.
3. All data collected from the petition be sent to the Premier of Ontario along with a letter from Brampton City Council.
4. A copy of the correspondence also be sent to all Brampton MPs, MPPs, and AMO.

⁸ Delaire, M. (2021, January 08). These Ontario cities have the highest car insurance rates. Retrieved from <https://www.toronto.com/news-story/10304484-these-ontario-cities-have-the-highest-car-insurance-rates/>



THE CORPORATION OF THE CITY OF BRAMPTON

BY-LAW

Number _____ - 2021

To Amend Business Licensing By-law 332-2013, as amended, to include additional provisions for licensing Driveway Paving Contractors

WHEREAS By-law 332-2013, as amended, provides a system for licensing Stationary Businesses in the City of Brampton;

WHEREAS Resolution C467-2020 (Recommendation PDC151-2020) passed by Council on December 9, 2020 provides that Schedule 9 be amended to include licensing provisions for the licensed contractor to provide securities and defining circumstances in which the securities may be drawn upon by the City, and for the contractor and their applicable staff to complete a Driveway Paving Information Course with respect to the City's zoning requirements related to driveways;

WHEREAS **Council enacted By-law 2-2021** on January 27th, 2021, to amend Business Licensing By-law 332-2013, as amended, to implement additional provisions for Driveway Paving Contractors;

AND WHEREAS staff have determined additional clarification is required in relation to the Security Deposit and Driveway Paving Information Course requirements, as authorized in Council Resolution C467-2020;

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

1. THAT Business Licensing By-law 332-2013, as amended, is further amended by deleting Schedule 9 – Driveway Paving Contractors, and replacing it with a new Schedule 9 – Driveway Paving Contractors, as attached as Appendix 1 to this By-law.
2. This By-law comes into force and effect on February 17, 2021.

ENACTED and PASSED this 17th day of February, 2021.

Approved as to
form.

2021/02/09

C. Grant

Patrick Brown, Mayor

Approved as to
content.

2021/02/09

P. Fay

Peter Fay, City Clerk

SCHEDULE 9 TO BY-LAW # 332-2013

RELATING TO

DRIVEWAY PAVING CONTRACTORS

1. In this Schedule:

“Contravention Administration Costs” means outstanding fees for Licences, penalties, administrative and enforcement costs, fees set out in the User Fee By-law, and related charges incurred by the Driveway Paving Contractor in the event that the contractor fails to comply with any applicable by-laws or statutory obligations.

“Driveway” means an area of hard and level surface (consisting of, but not limited to, asphalt, pavement, concrete, patterned concrete, compacted gravel and dirt, interlocking brick or paving stone), including a surfaced walkway and any hard and level surface that is capable of being parked or driven upon by part or the whole of a vehicle.

“Driveway Paving Contractor” means a Person engaged in the business of paving, repairing or sealing Driveways, lanes, roadways and parking areas situated on privately owned property which may include municipal boulevards adjacent to such private property.

“Driveway Paving Information Course” is an online course, which provides training related to the City’s zoning requirements pertaining to paving, repairing or sealing Driveways, lanes, roadways and parking areas situated on privately owned property which may include municipal boulevards adjacent to such private property. The Driveway Paving Information Course is current to the year of issue

“Paving Work” means any Paving Work on a Driveway, including installing, constructing, paving, resurfacing, sealing, repairing, expanding or altering a Driveway, lane, roadway or parking area.

2. Every Person licensed as a Driveway Paving Contractor under this By-law shall deposit a Letter of Credit or other security satisfactory to the Licence Issuer in the amount of \$15,000.00 that shall be valid for the term of the Licence.
- (a) This security shall be used for purposes as set out in the “Security Acknowledgement” which the Contractor shall enter into with and the City prior to licence issuance. Execution of the Security Acknowledgement is a condition of the licence issuance.
 - (b) Any funds drawn upon the security for breach of the Acknowledgement must be replaced within 48 hours or the licence will be subject to revocation.
 - (c) Should the security posted not be sufficient to cover the Contravention Administrative Costs in which the security was drawn upon, the City shall charge any additional costs related to the contravention under Section 22 of this By-law which shall be paid by the Driveway Paving Contractor.
 - (d) The City shall maintain the security for up to 180 days after the licence expires or is cancelled to perform any required inspections on paving work completed to ensure compliance.
3. Notwithstanding Clause 2, any Driveway Paving Contractor whose sole business involves the application of a protective sealcoating to an existing paved driveway shall be exempt from depositing a \$15,000.00 security at the time of application

4. No Person shall be licensed as a Driveway Paving Contractor unless the Person has a regular place of business and, if the Person is an individual is at least 18 years old.
5. Every Driveway Paving Contractor licensed under this Schedule shall:
 - (a) Submit proof, to the satisfaction of the Licence Issuer, that all workers and employees are protected under the provisions of the *Workplace Safety and Insurance Act*, 1997, S.O. 1997, c.16, as amended;
 - (b) Display the Licensee's name using letters with a minimum height of 10 centimetres on both sides of all vehicles owned, leased or used on a regular basis by the Licensee in the course of business;
 - (c) Have printed or otherwise impressed on all business stationery, forms, bills, statements and advertising material, the Licensee's name, address and telephone number;
 - (d) Prepare a written contract which shall be signed by the Licensee and the person for whom the Paving Work is being done before commencing any work and a copy of this agreement shall be given to the Person for whom the work is being done and the agreement shall contain:
 - (i) The name, address and telephone number of the Licensee and the name and address of the Person for whom the Paving Work is being done;
 - (ii) The address where the Paving Work is being done;
 - (iii) A description of the materials and services supplied, including the depth of asphalt, concrete, gravel or other material to be applied (this description may be supplemented by a sketch);
 - (iv) The itemized price for the materials and services to be supplied a detailed statement of the terms of payment;
 - (v) Warranties or guarantees, if any; and
 - (vi) The estimated date of completion;
 - (e) Obtain all necessary permits required by law prior to the commencement of any Paving Work.
 - (f) Provide confirmation of completion by the Applicant, and any other required employees of the business, in the current calendar year, of the Driveway Paving Information Course from the City of Brampton.
6. No Person licensed as a Driveway Paving Contractor shall:
 - (a) Perform Paving Work that is extra or additional to an existing agreement unless the Licensee has entered into a second or additional contract with the Person for whom the work is being done;
 - (b) Permit the use of the Licensee's name by any other Person, either directly or indirectly, for the purpose of obtaining a permit to do any Driveway Paving Work; or
 - (c) Perform any Paving Work that requires a licence or permit without such licence or permit.

- (d) Perform any Paving Work that requires a permit unless the permit is displayed in view of the public in the area in which the Paving Work is being performed;
 - (e) Perform any Paving Work that is not in compliance with the City's Zoning By-Law 270-2004, as amended, or any other City by-law, unless a valid permission, supporting decision or approval required by law is obtained prior to the commencement of any Paving Work.
 - (f) Allow paving work to be completed without having, on site, either the contractor or an employee who has successfully completed the City of Brampton Driveway Paving Information course and test.
 - (g) Should a zoning violation be found in relation to the work performed by the contractor, the licence may be suspended until such time as the zoning infraction has been remedied by the Contractor at the Contractor's expense
7. Despite an Application being complete and all fees paid, the Licence Issuer shall refuse to issue or renew a Licence and in the case of an existing Licence, the Licence Issuer shall suspend the Licence, if an applicant or Licensee has six (6) or more by-law related convictions within the last twelve (12) months concerning the licensed business or individual, or any other of the individual's businesses that were licensed or were required to be licensed, or any other of the individual's prior businesses that were licensed or are required to be licensed.
 8. The Licence Issuer may issue a warning letter to be placed in an applicant's or Licensee's file if, at the time of an application for a licence or renewal, the applicant has four (4) or more by-law related convictions concerning the licensed business or individual, or any of the individual's prior businesses that were licensed or required to be licensed, within the last twelve (12) months immediately preceding the date of issuance or renewal. The warning letter must advise the applicant or licensee about the specific applicable threshold.
 9. A Person licensed under this Schedule may carry on business under a trade name other than his or her own but shall not carry on business under more than one name and only one Licence shall be issued.



THE CORPORATION OF THE CITY OF BRAMPTON

BY-LAW

Number _____ - 2021

To Adopt Amendment Number OP 2006-_____
To the Official Plan of the
City of Brampton Planning Area

The Council of The Corporation of the City of Brampton, in accordance with the provisions of the Planning Act, R.S.O. 1990, c.P. 13, hereby ENACTS as follows:

1. Amendment Number OP 2006 – _____ to the Official Plan of the City of Brampton Planning Area is hereby adopted and made part of the Official Plan.

ENACTED and PASSED this 17th day of February, 2021.

Approved as to
form.

2021/01/26

AWP

Patrick Brown, Mayor

Approved as to
content.

2021/01/25

AAP

Peter Fay, City Clerk

(C03W14.008)

By-law Number _____ - 2021

AMENDMENT NUMBER OP 2006 – _____

To the Official Plan of the
City of Brampton Planning Area

AMENDMENT NUMBER OP 2006 – _____
TO THE OFFICIAL PLAN OF THE
CITY OF BRAMPTON PLANNING AREA

1.0 Purpose:

The purpose of this amendment is to amend the City of Brampton Official Plan and Secondary Plan Area 44, Fletchers Meadow Secondary Plan, Land Use Schedule (44a) to reflect revisions to the land use designations.

2.0 Location:

The lands subject to this amendment are located on the east side of Creditview Road, north of Sandalwood Parkway. The lands have approximately 30.47 metres (100 feet) of frontage along Creditview Road and are located in Part of Lot 14, Concession 3, W.H.S., in the City of Brampton.

3.0 Amendments and Policies Relative Thereto:

3.1 The document known as the Official Plan of the City of Brampton Planning Area is hereby amended:

- (1) By amending Schedule A2 – Retail Structure, to delete the “Convenience Retail” designation as shown on Schedule A of this amendment.

3.2 The portions of the document known as the Fletchers Meadow Secondary Plan, Chapter 44 (Part II Secondary Plan, as amended), is hereby further amended:

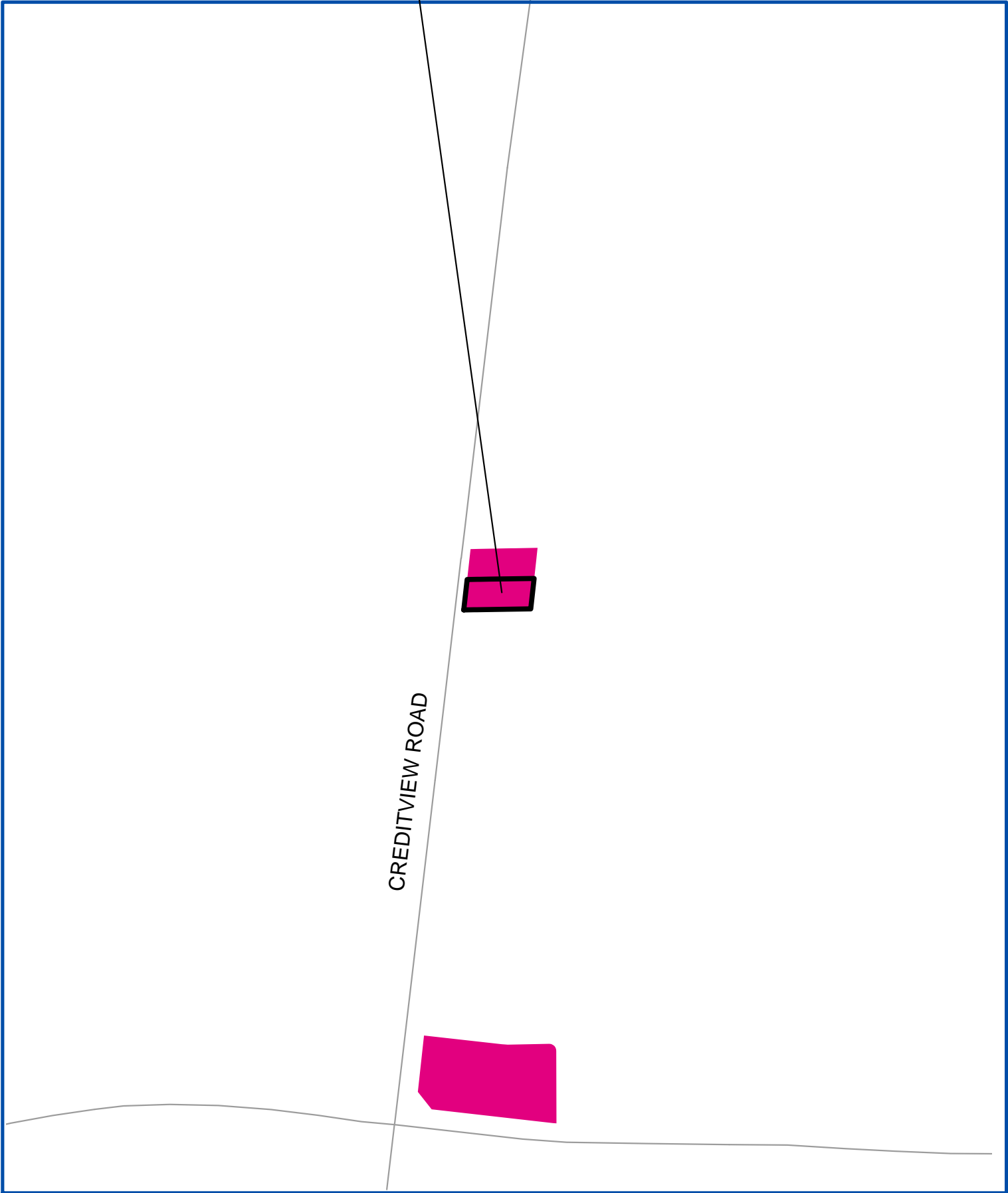
- (1) By adding to the list of amendments pertaining to Secondary Plan Area Number 44: Fletchers Meadow Secondary Plan as set out in Part II: Secondary Plans, Amendment Number OP2006-_____.
- (2) By amending Schedule 44(a) of Chapter 44: Fletchers Meadow Secondary Plan, the land use designation of the lands shown on Schedule B to this amendment from “Convenience Retail” to “Low/Medium Density Residential”.
- (3) By adding a new Sub-Section 3.1.16 following Sub-Section 3.1.15 of Chapter 44: Fletchers Meadow Secondary Plan as follows:

“3.1.16

The lands designated “Low/Medium Density Residential” and located at the southeast side of Buick Boulevard and Creditview Road are to be developed in accordance with the ‘Low/Medium Density Residential’ designation, up to a maximum density of 48 units per net residential hectare (20 units per net residential acre).”

- (4) And the subsequent sections will be renumbered accordingly.

"CONVENIENCE RETAIL" TO BE DELETED

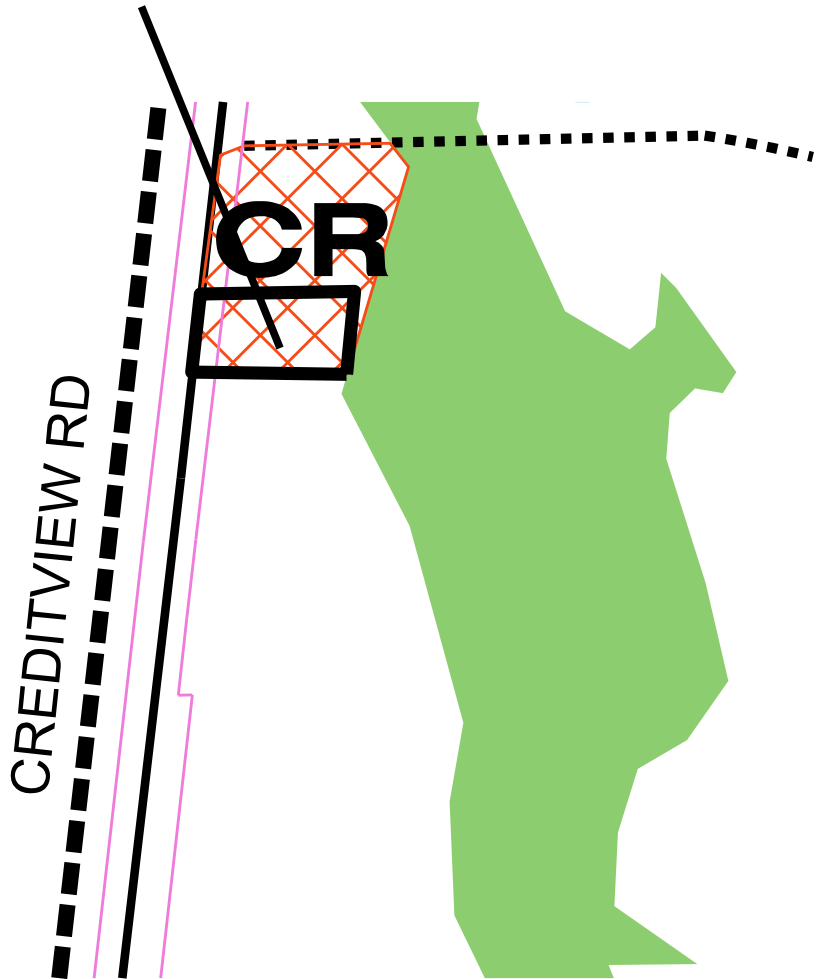


EXTRACT FROM SCHEDULE A2 (RETAIL STRUCTURE) OF THE DOCUMENT KNOWN AS THE BRAMPTON OFFICIAL PLAN

- L.B.P.I.A. OPERATING AREA
- NEIGHBOURHOOD RETAIL
- CONVENIENCE RETAIL
- REGIONAL RETAIL
- DISTRICT RETAIL



LANDS TO BE REDESIGNATED FROM "CONVENIENCE RETAIL" TO "LOW/MEDIUM DENSITY RESIDENTIAL"

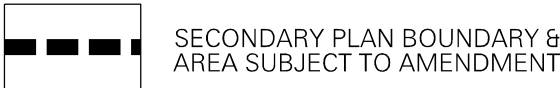


EXTRACT FROM SCHEDULE SP44(A) OF THE DOCUMENT KNOWN AS THE FLETCHER'S MEADOW SECONDARY PLAN

RESIDENTIAL



TRANSPORTATION



COMMERCIAL



OPEN SPACE





THE CORPORATION OF THE CITY OF BRAMPTON

BY-LAW

Number _____ - 2021

To amend Comprehensive Zoning By-law 270-2004, as amended

The Council of the Corporation of the City of Brampton, in accordance with the provisions of the *Planning Act*, R.S.O. 1990, c.P. 13, hereby ENACTS as follows:

1. By-law 270-2004, as amended, is hereby further amended:
- a. By changing Schedule A thereto, the zoning designation of the lands as shown outlined on Schedule A to this by-law:

From:	To:
"AGRICULTURAL (A)"	"RESIDENTIAL SEMI-DETACHED – SECTION 3543 (R2A – 3543)"

- b. By adding the following Sections:
- "3543 The lands designated R2A – 3543 on Schedule A to this by-law:
- 3543.1 Shall only be used for the purposes permitted within an R2A zone.
- 3543.2 Uses permitted under Section R2A – 3543.1 shall be subject to the following requirements and restrictions:
- (1) Minimum Lot Area: 405 square metres per lot and 202.5 square metres per dwelling unit;
- (2) Minimum Lot Width: 13.4 metres per lot and 6.7 meters per dwelling unit;
- (3) Minimum Lot Depth: 30.0 metres;
- (4) Minimum Front Yard Depth: 6.0 metres to the front of the garage and 4.5 metres to the front wall of the dwelling;
- (5) Minimum Rear Yard Depth: 7.5 metres, which may be reduced to a minimum of 6.0 metres provided that the area of the rear yard is at least 20% of the minimum required lot area;
- (6) Minimum Interior Side Yard Width: 1.2 metres;
- 3543.3 Shall also be subject to the requirements and restrictions relating to the R2A zone and all the general provisions of this By-law which are not in conflict with those set out in Section 3543.2."

ENACTED and PASSED this 17th day of February, 2021.

Approved as to
form.

2021/01/26

AWP

Patrick Brown, Mayor

Approved as to
content.

2021/01/25

AAP

Peter Fay, City Clerk

(C03W14.008)



BUICK BLVD

R2A-3543

CADILLAC CRES



BRAMPTON
Flower City

PLANNING AND DEVELOPMENT SERVICES



PART LOT 14, CONCESSION 3 W.H.S.

File: C03W14.008_ZBLA

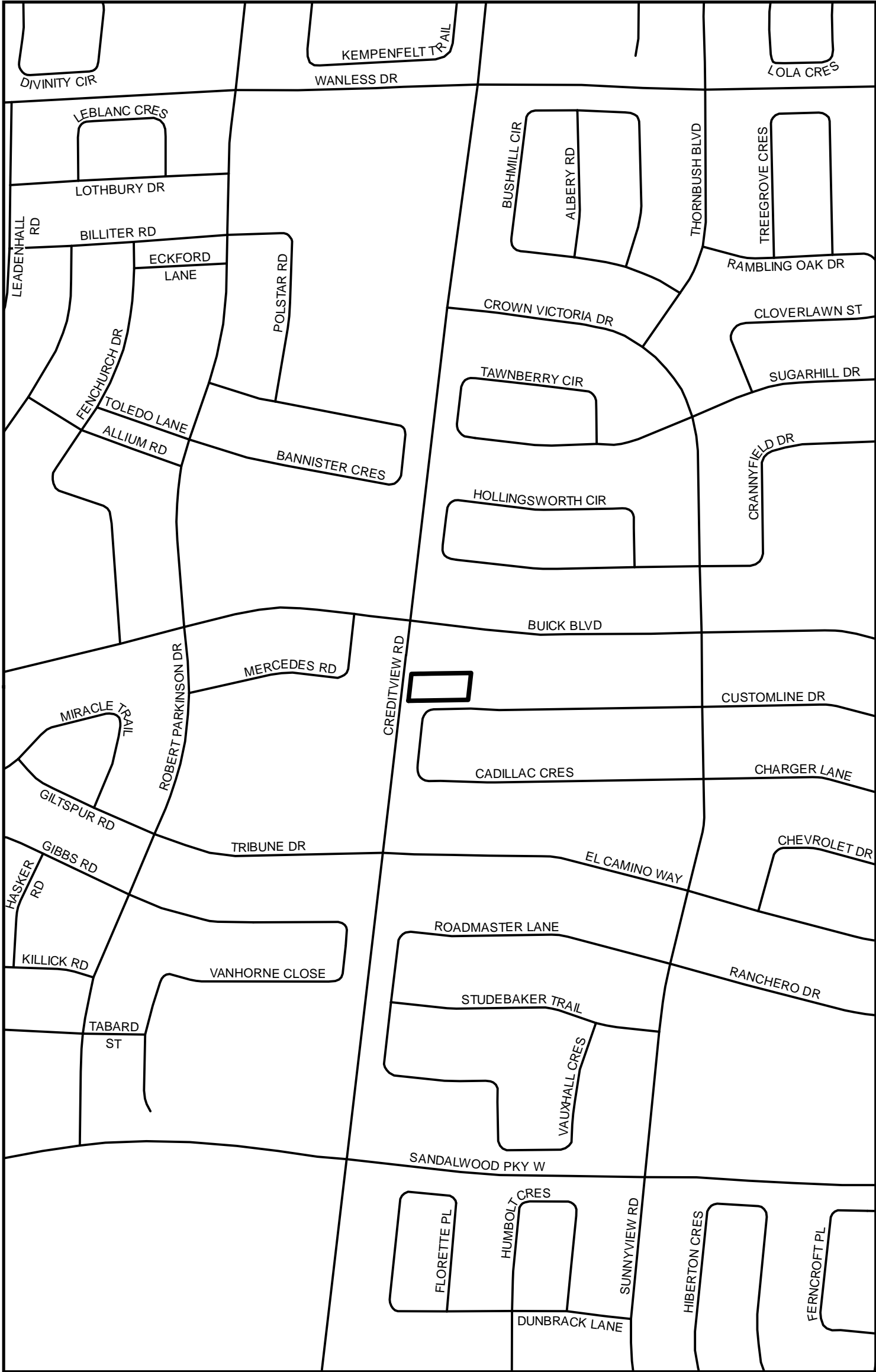
Date: 2020/10/27

Drawn by: ckovac

~~Page 258 of 420~~

BY-LAW _____ Page 258 of _____

SCHEDULE A



 SUBJECT LANDS





THE CORPORATION OF THE CITY OF BRAMPTON

BY-LAW

Number _____ - 2021

To amend Comprehensive Zoning By-law 270-2004, as amended

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

1. By-law 270-2004, as amended, is hereby further amended:
- a. By changing Schedule A thereto, the zoning designation of the lands as shown outlined on Schedule A to this by-law:

From:	To:
Residential Rural Estate Holding (REH)	Residential Single Detached E – Section 2459 (R1E-15.2-2459); Residential Single Detached E – Section 3533 (R1E-15.2-3533); Residential Single Detached E – Section 3534 (R1E-18.0-3534); Open Space (OS); and Floodplain (F)

(2) By adding thereto the following sections:

- “3533 The lands zoned R1E – 15.2 – 3533 on Schedule A
to this by-law:
- 3533.1 Shall only be used for the purposes permitted within
an R1E-x zone.

- 3533.2 Shall be subject to the following requirements and restrictions:
- a. For lots with a lot width of 19.8 metres or greater the maximum interior garage width shall be the greater of 9.0 metres or 50% of the dwelling unit width;
 - b. A balcony or porch, with or without a cold cellar or foundation, may project into the minimum front yard or exterior side yard by a maximum of 2.0 metres, with attached eaves and cornices permitted to project an additional 0.6 metres into the minimum front yard or exterior side yard;
 - c. A balcony or deck may project into the minimum rear yard by a maximum of 3.0 metres. Landings associated with a balcony or deck are permitted to project further into the rear yard, provided the landing associated with the balcony or deck does not exceed 3.0 square metres;
 - d. An open-roofed porch, with or without a cold cellar, may project into the minimum rear yard by a maximum of 1.8 metres, with attached eaves and cornices permitted to project an additional 0.6 metres into the minimum rear yard;
 - e. The minimum building or structure setback to a daylighting triangle/rounding is 1.5 metres. Eaves and cornices are permitted to encroach into this setback a maximum of 0.6 metres;
 - f. Bay windows, bow windows and box-out windows with or without foundations, and including eaves and cornices, may project a maximum of 1.5 metres into the minimum front yard, rear yard, or exterior side yard with a maximum width of 4.0 metres;
 - g. For the purpose of this Section, the lot width of a corner lot shall be calculated by projecting the front and flankage lot lines to a point of intersection; and,
 - h. The maximum building height shall not exceed 13 metres.
3534. The lands zoned R1E - 18.0 - 3534 on Schedule A to this by-law:
- 3534.1 Shall only be used for the purposes permitted within an R1E-x zone.
- 3534.2 Shall be subject to the following requirements and restrictions:
- a. For lots with a lot width of 19.8 metres or greater the maximum interior garage width shall be the greater of 9.0 metres or 50% of the dwelling unit width;
 - b. A balcony or porch, with or without a cold cellar, may project into the minimum front yard or exterior side yard by a maximum of 2.0 metres, with attached eaves and cornices permitted to project an additional 0.6 metres into the minimum front yard or exterior side yard;

- c. A balcony or deck may project into the minimum rear yard by a maximum of 3.0 metres. Landings associated with a balcony or deck are permitted to project further into the rear yard, provided the landing associated with the balcony or deck does not exceed 3.0 square metres;
- d. An open-roofed porch, with or without a cold cellar, may project into the minimum rear yard by a maximum of 1.8 metres, with attached eaves and cornices permitted to project an additional 0.6 metres into the minimum rear yard;
- e. The minimum building or structure setback to a daylighting triangle/rounding is 1.5 metres. Eaves and cornices are permitted to encroach into this setback a maximum of 0.6 metres;
- f. Bay windows, bow windows and box-out windows with or without foundations, and including eaves and cornices, may project a maximum of 1.5 metres into the minimum front yard, rear yard, or exterior side yard with a maximum width of 4.0 metres;
- g. For the purpose of this Section, the lot width of a corner lot shall be calculated by projecting the front and flankage lot lines to a point of intersection; and,
- h. The maximum building height of shall not exceed 13 metres.”

ENACTED and PASSED this 17th day of February, 2021.

Approved as to
form.

2021/01/22

AWP

Patrick Brown, Mayor

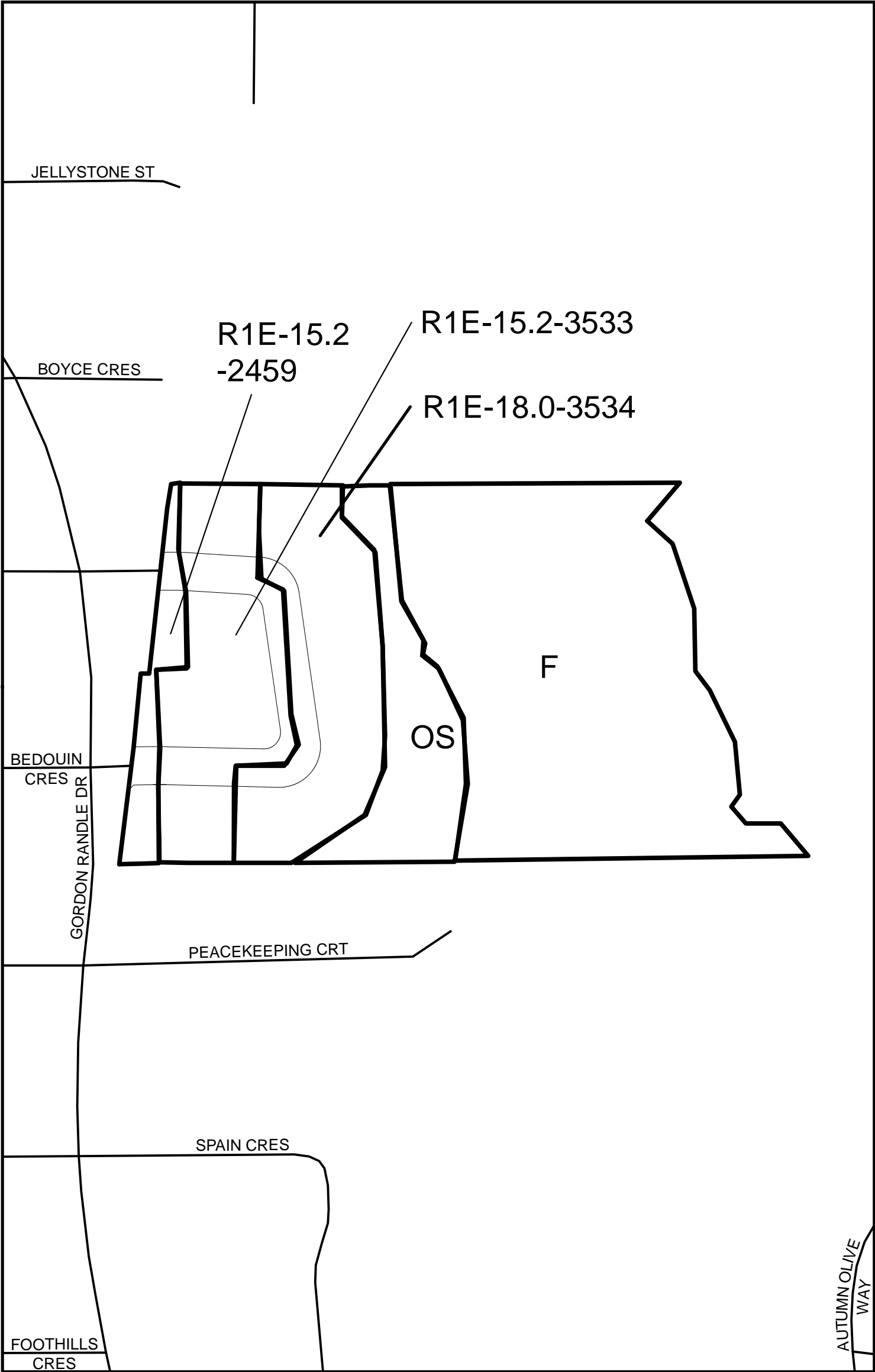
Approved as to
content.

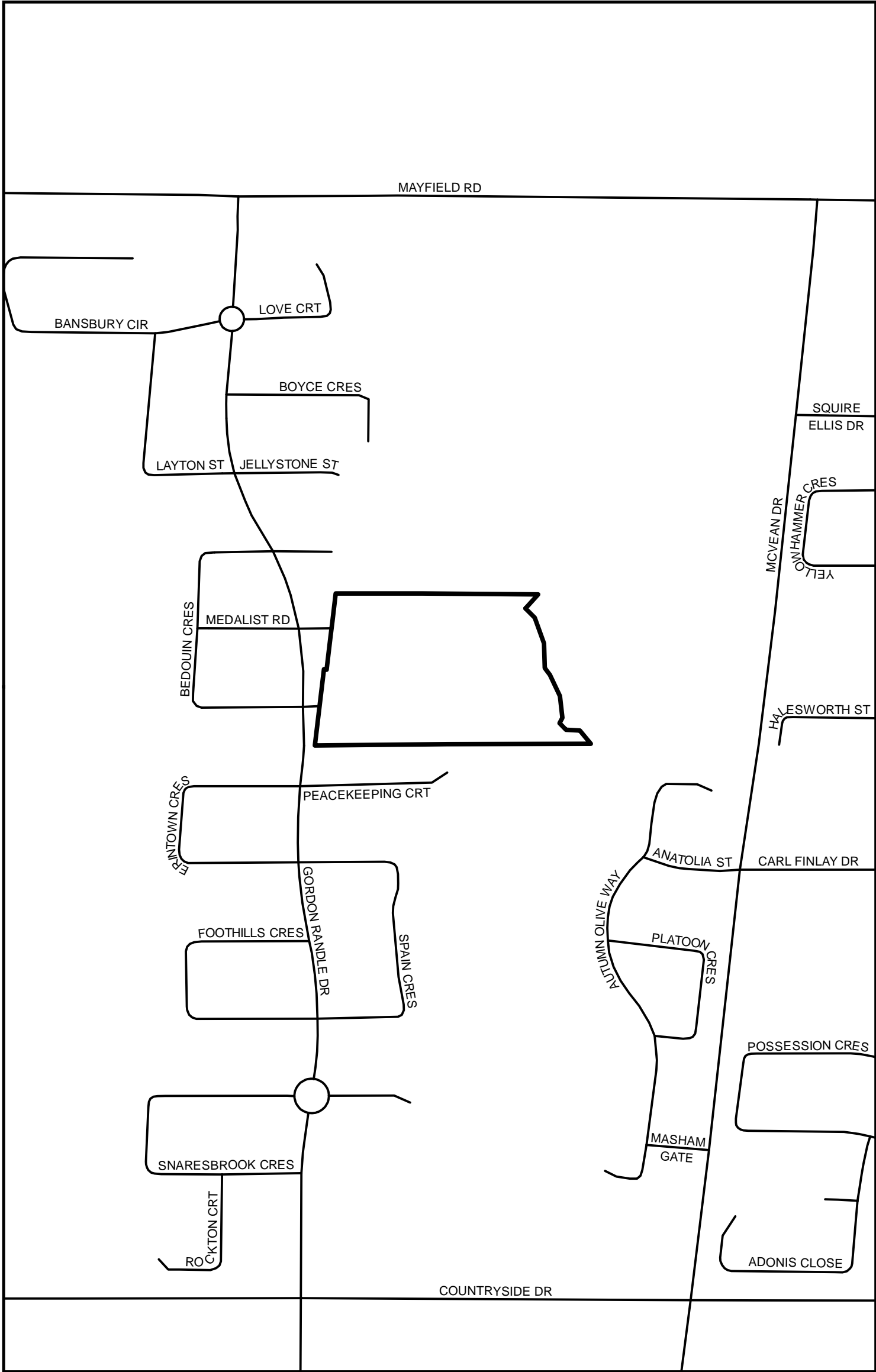
2021/01/21

AAP

Peter Fay, City Clerk

(file: C08E17.012)





SUBJECT LANDS



PLANNING AND DEVELOPMENT SERVICES

File: C08E17.012_ZKM

Date: 2020/10/30

Drawn by: ckovac



KEY MAP

BY-LAW _____



THE CORPORATION OF THE CITY OF BRAMPTON

BY-LAW

Number _____ - 2021

To amend the Licence Fee Appendix A to the Mobile Licensing By-law and to repeal By-law 75-2020 a By-law to provide relief to fees and timelines under By-law 67-2014, as amended during the COVID-19 emergency

WHEREAS By-law 67-2014, as amended, was enacted on March 26, 2014 to provide for a system of Licensing for Mobile Businesses;

AND WHEREAS The Corporation of the City of Brampton deems it necessary replace the Appendix A- Licence Fees of the Mobile Licensing By-law to keep the Licence Fees at the same amount as they were on January 1, 2020;

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

1. That Appendix A- Licence Fees of the Mobile Licensing By-law 67-2014, as amended be deleted and replaced with Schedule A to this By-law.
2. That By-law 75-2020 a By-law to provide relief to fees and timelines under By-law 67-2014, as amended during the COVID-19 emergency, be repealed.

ENACTED and PASSED this 17th day of February, 2021.

Approved as to
form.

2021/02/05

C. Grant

Patrick Brown, Mayor

Approved as to
content.

2021/02/05

P. Morrison

Peter Fay, City Clerk

SCHEDULE “A”

TO BY-LAW -2020

Appendix A - Mobile Licensing By-law
Licence Fees

MOBILE LICENCE FEES	YEARLY FEE	TWO YEAR FEE
Schedule 1- Driving Schools:		
Driving School Operator	\$158	
Driving School Instructor	\$98	\$196
Driving School Motor Vehicle Owner	\$174	
Schedule 2 - Limousines:		
Limousine Owner	\$274	
Limousine Driver	\$98	\$196
Schedule 3 - Refreshment Vehicles:		
Refreshment Vehicle Class A (Coffee Truck)	\$298	
Refreshment Vehicle Class B (Ice Cream Bike)	\$241	
Refreshment Vehicle Class C (Hot Dog Cart/ Chip Truck)	\$241	
Refreshment Vehicle Class D (Ice Cream Truck)	\$298	
Refreshment Vehicle Driver Class A	\$98	\$196
Refreshment Vehicle Driver Class B	\$98	\$196
Refreshment Vehicle Driver Class C	\$98	\$196
Refreshment Vehicle Driver Class D	\$98	\$196
Special Event-Refreshment Vehicle (All Classes)	\$113 Per Event	
Schedule 4 - Taxicabs:		
Broker- New	\$630	
Broker- Renewal	\$494	
Taxicab/Accessible Taxicab Owner - New	\$3,918	
Taxicab/Accessible Taxicab Owner - Renewal	\$448	
Conditional Licence Renewal-No Vehicle	\$51	
Taxicab/Accessible Taxicab Owner - Transfer	\$373	
Taxicab/ Accessible Taxicab Owner -Transfer from an Owner to their Spouse	\$373	
Taxicab/ Accessible Taxicab Owner -Transfer from the registered Owner to a sibling child of the Owner	\$373	
Taxicab/ Accessible Taxicab Owner -Transfer to a corporation controlled by that Owner	\$373	
Taxicab Driver	\$98	\$196
Schedule 5 - Tow Truck:		

Tow Truck Owner	\$363	
Tow Truck Driver	\$98	\$196
Schedule 6 – Personal Transportation Company:		
Personal Transportation Company – New and Yearly Renewal	\$20,788	
Personal Transportation Company – Monthly paid on the 15 th of every month for every Transportation Service that took place the previous month.	\$0.30/Transportation Service originating in the City of Brampton.	
All Schedules-ADDITIONAL FEES	Each Item	
Replacement of Driver or Owner Licence	\$36	
Closed Application Fee	\$56	
Late Renewal	\$56	
Replacement of Plate	\$66	
Vehicle Inspection Fee (Not applied to Taxicab/Accessible Taxicabs)	\$129	
Schedule 4 - Taxicabs - ADDITIONAL FEES:	Each Item	
Extension of Vehicle Model Year	\$129	
Filing of Lease	\$66	
Replacement of Driver's Photo I.D. Card	\$36	
Replacement of Tariff card	\$36	
Taxicab Priority List - Initial Application	\$129	
Taxicab Priority List -Renewal	\$66	

These rates shall automatically increase and be rounded up to the nearest dollar on the first day of January in each year by the percentage increase in the All Items Index of the Consumer Price Index (not seasonally adjusted) for the Toronto Census Metropolitan Area, published by Statistics Canada, during the 12-month period ending on September 30 in the year immediately preceding the rate increase date.



THE CORPORATION OF THE CITY OF BRAMPTON

BY-LAW

Number _____ - 2021

To implement a new Expiry Date Appendix for the Mobile Licensing By-law 67-2014

WHEREAS By-law 67-2014, as amended, was enacted on March 26, 2014 to provide for a system of Licensing for Mobile Businesses;

AND WHEREAS The Corporation of the City of Brampton deems it necessary to replace the Appendix B- Expiry Dates of the Mobile Licensing By-law with updated expiry dates for various licence categories.

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

1. That Appendix B-Expiry Dates of Mobile Licensing By-law 67-2014, as amended be repealed and replaced with Schedule A to this By-law.

ENACTED and PASSED this 17th day of February, 2021.

Approved as to
form.

2021/02/05

C. Grant

Patrick Brown, Mayor

Approved as to
content.

2021/02/05

P. Morrison

Peter Fay, City Clerk

SCHEDULE “A”
TO BY-LAW -2021

Appendix B - Mobile Licensing By-law

	EXPIRY DATES		
MOBILE LICENSING EXPIRY DATES	2021	2022	2023
Schedule 1- Driving Schools:			
Driving School Operator	February 28	September 30	September 30
Driving School Instructor	Date of Birth	Date of Birth	Date of Birth
Driving School Motor Vehicle Owner	April 30	April 30	April 30
Schedule 2 - Limousines:			
Limousine Owner	September 30	September 30	September 30
Limousine Driver	Date of Birth	Date of Birth	Date of Birth
Schedule 3 - Refreshment Vehicles:			
Refreshment Vehicle Class A (Coffee Truck)	May 31	May 31	May 31
Refreshment Vehicle Class B (Ice Cream Bike)	May 31	May 31	May 31
Refreshment Vehicle Class C (Hot Dog Cart/ Chip Truck)	May 31	May 31	May 31
Refreshment Vehicle Class D (Ice Cream Truck)	May 31	May 31	May 31
Refreshment Vehicle Driver Class A	Date of Birth	Date of Birth	Date of Birth
Refreshment Vehicle Driver Class B	May 31	May 31	May 31
Refreshment Vehicle Driver Class C	May 31	May 31	May 31
Refreshment Vehicle Driver Class D	May 31	May 31	May 31
Special Event	Last day of Special Event.	Last day of Special Event.	Last day of Special Event.
Schedule 4 - Taxicabs:			
Broker	February 28	February 28	February 28
Taxicab/Accessible Taxicab Owner		February 28	February 28
Taxicab Driver	Date of Birth	Date of Birth	Date of Birth
Taxicab Priority List	Date of Birth	Date of Birth	Date of Birth
Schedule 5 - Tow Truck:			
Tow Truck Owner	June 30	June 30	June 30
Tow Truck Driver	Date of Birth	Date of Birth	Date of Birth
Schedule 6- Personal Transportation Companies:			
Personal Transportation Company	1 year from the Issuance of the Licence	1 year from the Issuance of the Licence	1 year from the Issuance of the Licence



THE CORPORATION OF THE CITY OF BRAMPTON

BY-LAW

Number _____ - 2021

To authorize the temporary borrowing of funds for the Year 2021
The Corporation of the City of Brampton

WHEREAS Section 407 of the *Municipal Act 2001* S.O. 2001, c.25 as amended (the “Act”) provides that a municipality may authorize temporary borrowing, until the taxes are collected and other non-tax revenues are received, of the amounts that the municipality considers necessary to meet the current expenditures of the municipality for the year;

AND WHEREAS The Corporation of The City of Brampton (hereinafter called the “City”) finds it necessary to borrow from time to time, in accordance with Section 407 of the Act;

AND WHEREAS the taxes levied or to be levied and other non-tax revenues to be raised for current expenditures of the City to be made during the 2021 fiscal year (hereinafter called the “current year”) have not yet been fully collected, and such taxes and other non-tax revenues hereafter to be collected will provide the monies required to repay the sums to be borrowed pursuant to this by-law and interest thereon;

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

1. The City is hereby authorized to borrow from time to time during the current year, in accordance with Section 407 of the Act, such sum or sums as considered necessary by the Treasurer to meet, until the taxes are collected and other non-tax revenues are received, the current expenditures of the City for the current year.
2. The lender(s) from whom amounts may be borrowed under the authority of this by-law shall be the Royal Bank of Canada and such other lender(s) as may be determined from time to time by by-law of the City Council.

3. The total amount which may be borrowed at any one time under this by-law plus any outstanding amounts of principal borrowed and accrued interest under Section 407 of the Act together with the total of any similar borrowings that have not been repaid, shall not exceed during the period January 1 and September 30 of the current year fifty percent (50%) of the total estimated revenues of the City as set out in the budget adopted for the current year, and from October 1 and December 31 of the current year, twenty-five percent (25%) of the total estimated revenues of the City as set out in the budget adopted for the current year.
4. The City Treasurer shall, at the time when any amount is borrowed under this by-law, ensure that the lender is or has been furnished with a certified copy of this by-law and a statement showing the nature and amount of the estimated revenues for the current year and also showing the total of any other amounts borrowed from any and all sources under the authority of Section 407 of the Act, that have not been repaid.
5. If the budget for the current year has not been adopted at the time an amount is borrowed under this by-law:
 - (a) The limitation on total borrowing, as set out in section 3 of this by-law, shall be temporarily calculated until such budget is adopted using the estimated revenues of the City as set forth in the budget adopted for the previous year; and
 - (b) The statement furnished under section 4 shall show the nature and amount of the estimated revenues of the City as set forth in the budget adopted for the previous year and the nature and amount of the revenues received for and on account of the current year.
6. For the purposes of this by-law the estimated revenues referred to in sections 3, 4 and 5 do not include revenues derivable or derived from a) arrears of taxes, fees or charges; or b) a payment from a reserve fund of the City, whether or not the payment is for a capital purpose.
7. The City Treasurer is hereby authorized and directed to apply in payment of all sums borrowed under this by-law, together with interest thereon, all or any of the monies hereafter collected or received, either on account of or realized in respect of the taxes levied for the current year and previous years or from any other source, that may be lawfully applied for such purpose.
8. Any two of the Mayor, Chief Administrative Officer, City Treasurer, or Deputy Treasurer, are hereby authorized to execute on behalf of the City any credit agreement, evidence of indebtedness and any other documentation necessary to effect the temporary borrowing authorized by this by-law on such terms and rate(s) of interest as the Treasurer may approve and in such form as may be approved by the City Solicitor or designate.

READ a FIRST, SECOND and THIRD TIME and PASSED in Open Council this 17th day of February, 2021.

Approved as to
form.

2021/01/22

S. Akhtar

Patrick Brown, Mayor

Approved as to
content.

2021/01/22

Mark Medeiros

Peter Fay, City Clerk



THE CORPORATION OF THE CITY OF BRAMPTON

BY-LAW

Number _____ - 2021

**To amend the Schedule of Traffic By-law 93-93, relating to NO PARKING
(Schedule XIV)**

WHEREAS the Council for The Corporation of the City of Brampton has adopted the Traffic and Parking By-law No. 93-93, (“By-law 93-93”) as amended to regulate the use of highways and parking in the City of Brampton;

AND WHEREAS pursuant to subsection 11 (3) 1 of the *Municipal Act 2001*, a by-law may be passed by a council of a municipality relating to the regulation of highways and parking within the municipality;

AND WHEREAS the Council of The Corporation of the City of Brampton is desirous of adopting a by-law to further amend By-law 93-93 by amending NO PARKING (SCHEDULE XIV);

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

By-law 93-93 as amended, is hereby further amended by ADDING the following items to Schedule XIV:

NO PARKING

COLUMN 1 HIGHWAY	COLUMN 2 SIDE	COLUMN 3 BETWEEN	COLUMN 4 TIMES OR DAYS
Blair Drive	West and South	Glidden Road and the westerly limit of the roadway (including cul- de-sac)	Anytime

ENACTED and PASSED this 17th day of February, 2021.

Approved as to
form.

2020/12/16

C. Grant

Patrick Brown, Mayor

Approved as to
content.

2020/Dec/15

[C. Kummer]

Peter Fay, City Clerk



THE CORPORATION OF THE CITY OF BRAMPTON

BY-LAW

Number _____ - 2021

To amend the Schedule of Traffic By-law 93-93, relating to RATE OF SPEED (Schedule X), FIRE ROUTES (Schedule XXII), and COMMUNITY SAFETY ZONES (Schedule XXIV)

WHEREAS the Council for The Corporation of the City of Brampton has adopted the Traffic and Parking By-law No. 93-93, (“By-law 93-93”) as amended to regulate the use of highways and parking in the City of Brampton;

AND WHEREAS pursuant to subsection 11 (3) 1 of the *Municipal Act 2001*, a by-law may be passed by a council of a municipality relating to the regulation of highways and parking within the municipality;

AND WHEREAS the Council of The Corporation of the City of Brampton is desirous of adopting a by-law to further amend By-law 93-93 by amending RATE OF SPEED (Schedule X), FIRE ROUTES (Schedule XXII) and COMMUNITY SAFETY ZONES (Schedule XXIV);

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

1. By-law 93-93 as amended, is hereby further amended by DELETING the following item from Schedule X:

RATE OF SPEED

COLUMN 1 HIGHWAY	COLUMN 2 RATE OF SPEED	COLUMN 3 BETWEEN	COLUMN 3 TIMES OR DAYS
Pantomine Boulevard	40	Clemintine Drive and Stephanie Avenue/ Susan Avenue	Anytime

2. By-law 93-93 as amended, is hereby further amended by ADDING the following item to Schedule X:

RATE OF SPEED

COLUMN 1 HIGHWAY	COLUMN 2 RATE OF SPEED	COLUMN 3 BETWEEN	COLUMN 3 TIMES OR DAYS
Pantomine Boulevard	40	Clementine Drive and Stephanie Avenue/ Susan Avenue	Anytime

3. By-law 93-93 as amended, is hereby further amended by DELETING the following items from Schedule XXII:

FIRE ROUTES

COLUMN 1 LOCATION CODE	COLUMN 2 LOCATION
B-77 (L3)	2975 Bovaird Drive East
D-32 (J2)	2-20 Dewside Drive

4. By-law 93-93 as amended, is hereby further amended by ADDING the following items to Schedule XXII:

FIRE ROUTES

COLUMN 1 LOCATION CODE	COLUMN 2 LOCATION
B-78 (L3)	2975 Bovaird Drive East
D-33 (J2)	2-20 Dewside Drive

5. By-law 93-93 as amended, is hereby further amended by DELETING the following items from Schedule XXIV:

COMMUNITY SAFETY ZONES

COLUMN 1 HIGHWAY	COLUMN 2 BETWEEN	COLUMN 3 TIMES OR DAYS
McMurphy Avenue	Queen Street West and Steeles Avenue West	Anytime

6. By-law 93-93 as amended, is hereby further amended by ADDING the following items to Schedule XXIV:

COMMUNITY SAFETY ZONES

COLUMN 1 HIGHWAY	COLUMN 2 BETWEEN	COLUMN 3 TIMES OR DAYS
McMurphy Avenue South	Queen Street West and Steeles Avenue West	Anytime
Pantomine Boulevard	Clementine Drive and Stephanie Avenue/ Susan Avenue	Anytime

ENACTED and PASSED this 17th day of February, 2021.

Approved as to
form.

2021/01/11

C. Grant

Patrick Brown, Mayor

Approved as to
content.

2021/JAN/11

[C.Kummer]

Peter Fay, City Clerk



THE CORPORATION OF THE CITY OF BRAMPTON

BY-LAW

Number _____ - 2021

To amend Records Retention By-Law 272-2014, as amended, to update the Schedule of Retention Periods for the Records of the Corporation of the City of Brampton

WHEREAS Section 255 of the Municipal Act, 2001 provides for a municipality, to establish retention periods during which the records of the municipality and local boards of the municipality must be retained and preserved;

AND WHEREAS Records Retention By-Law 272-2104, as amended, established retention periods for official records of the City;

AND WHEREAS Council, at its meeting held May 13, 2020, passed Resolution C153-2020 to implement various administrative changes to allow the City to properly classify records;

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

1. Schedule "A" to By-law 272-2014, as amended, be repealed and replace with the new "Schedule A" as set out in Appendix 1 to this by-law.

ENACTED and PASSED this 17th day of February, 2021.

Approved as to
form.

2021/02/08

C. Grant

Patrick Brown, Mayor

Approved as to
content.

2021/02/07

P. Fay

Peter Fay, City Clerk

Schedule A

City of Brampton Retention and Disposition Schedule												
Primary	Title Secondary	Tertiary	Description	Class Code	Trigger Event	Retention Timeframe	Disposition	Archival Notes	Vital Records Indicator	Personal Information Bank	Citation	Old Classification Code
Assets and Real Property Management	City Assets		Records relating to the management and inventory control for parts, materials, supplies and stock items required for the maintenance or repair of City owned assets. Includes records relating to City exterior and interior appurtenances such as flagpoles, statues, sculptures and memorial, as well as records relating to the City's Asset Inventory Control Program.	AA.x	Disposal of asset, or inventory record is superseded	6	Selective Archival	Archive if related to planning and construction of statues, sculptures and memorials			2028	B67, F37, F38
Assets and Real Property Management	City Owned Building Files/ Reports		Includes material relating to the planning, design, construction, major repairs, alterations and demolition of City owned buildings. Also includes maps, and plans.	AB.x	Building is disposed of	Permanent	Do not Destroy/ Archive	Archive maps and plans	Yes		2004 2055 6001 6029	B60
Assets and Real Property Management	Building Maintenance & Repairs		Includes records relating to property maintenance and repair of buildings and lands owned by the City, including noise barrier fencing and retaining walls. (includes records related to work orders, inspections, elevators, janitorial services, and roof maintenance).	AC.x	Fiscal year end	6	Confidentially Destroy				2113 2034 2073	B44
Assets and Real Property Management	Facilities Management		Includes records relating to the proposed use of City land and facilities; correspondence, descriptions, reports, drawings and other records dealing with the coordinating of physical space within City owned and leased buildings; and records regarding the selection, design and maintenance of owned and leased office equipment and furniture. Includes records relating to property maintenance and repair of buildings and lands owned by the City, including contracts related to various City of Brampton PM and DM service contracts for citywide facilities.	AD.x	Fiscal year end or end of contract	6	Confidentially Destroy				2107 2020 2050 2055 2082 3012 2063 2022 6000 6002	A40, B51, B64, B66

City of Brampton Retention and Disposition Schedule

Primary	Title Secondary Tertiary		Description	Class Code	Trigger Event	Retention Timeframe	Disposition	Archival Notes	Vital Records Indicator	Personal Information Bank	Citation	Old Classification Code
Assets and Real Property Management	Fleet Management		Includes records relating to the maintenance of all vehicles currently owned, operated and maintained by the City; ownership and licensing information; inspections and driver vehicle inspection reports (DVIR); mobile accessory equipment used in conjunction with vehicles; maintenance and history files; work orders on equipment such as generators, pumps, snow blowers, plows, sanders, etc. and protective equipment. Includes maintenance records for all City of Brampton vehicles, including fuel.	AE.x	Disposal of asset	6 (DVIR - 6 months)	Confidentially Destroy				2026 2027	D12, V01, V02, V04, V15
Assets and Real Property Management	Real Property Agreement Administration	Acquisitions & Disposals	Includes records relating to the acquisition and expropriation of lands for City purposes. Also includes records related to purchase and sale of City-owned assets (lands and buildings) and property by the City.	AF.a	Disposal of asset	10	Confidentially Destroy		Yes		2093 2040 2063 2107 2054 6000 6002 6003	L14, L15
Assets and Real Property Management	Real Property Agreement Administration	Property Agreements	Includes material relating to information from landowners about surplus and available land; the management of properties owned by the city that are leased out; contracts and rental agreements / leases for buildings and lands within the City; life cycle management of City-owned facilities; and information relating to the City's Asset Inventory Control Program.	AF.b	Expiry of agreement or renewal period, or superseded/obsolete	6	Confidentially Destroy		Yes		6000 6010	L09, L16, B50, X03
Assets and Real Property Management	Real Property Agreement Administration	Easements, Deeds and Encroachments	Includes records relating to easements, quick claim deeds, and use of City property without permission.	AF.c	Expiry of agreement	6	Confidentially Destroy		Yes	Yes	6000 6002	B30, L12, L19

City of Brampton Retention and Disposition Schedule

Primary	Title Secondary	Tertiary	Description	Class Code	Trigger Event	Retention Timeframe	Disposition	Archival Notes	Vital Records Indicator	Personal Information Bank	Citation	Old Classification Code
Assets and Real Property Management	Uniforms and Clothing		Includes records related to uniforms and special clothing used by municipal staff members, such as firefighters' clothing and safety clothing used by utilities operators.	AG.x	Superseded	6	Confidentially Destroy					n/a
Business & Administrative Services	Government Relations		Includes material on Federal, Provincial, Regional and Municipal Government matters of interest to the City of Brampton.	BA.x	Fiscal year end or superseded	6	Selective Archival	Archive materials documenting relationships with other levels of government (i.e. correspondence, shared programs, agreements)				G60, G65, G70, G75
Business & Administrative Services	Boards & Working Committees		Includes records relating to the activities of staff committees, task forces, and staff meetings; notices of meetings, agendas, minutes, etc.; copies of staff activity reports; information relating to cross-functional teams, Boards and Commissions, and appointments.	BB.x	Fiscal year end or superseded	6	Selective Archival	Archive agendas and minutes, excluding staff meetings	Yes	Yes		A20, A22, G10, G15, G20, G21, G22, G25
Business & Administrative Services	Information Management	Transitory Records	Includes material in electronic format (email, instant messages), voice messages, and paper form which may include items such as 3rd party publications i.e.) periodicals, brochures, printed literature, vendor profiles, conferences, conventions, seminars, workshops and special functions; Information kits, presentation handouts; professional associations, clubs, societies; broadly distributed materials (such as e-mails, manuals, directives, bulletins and guidelines) used to communicate policies and practices for internal administration; temporary or draft working papers. Discretion should be used, please consult with the Records Office.	BD.a	N/A	2	Confidentially Destroy				6006	A04

City of Brampton Retention and Disposition Schedule

Primary	Title Secondary Tertiary		Description	Class Code	Trigger Event	Retention Timeframe	Disposition	Archival Notes	Vital Records Indicator	Personal Information Bank	Citation	Old Classification Code
Business & Administrative Services	Information Management	Reference Materials	Includes records relating to material gathered and use for reference purposes only. Does not qualify as an official record.	BD.b	N/A	Only as long as required to meet business needs	Confidentially Destroy					P05
Business & Administrative Services	Information Management	Certificate of Destruction	Includes material relating to the certificates of destructions under the Corporate Records Management Program.	BD.c	Fiscal year end	10	Confidentially Destroy				2062	A36
Business & Administrative Services	Information Management	Web Publishing	Includes snapshots of website content and copies of web pages created by the municipality for general public use. Includes information on social media sites such as Facebook and Twitter.	BD.d	Superseded	1	Confidentially Destroy					n/a
Business & Administrative Services	Information Management	Records Management	Includes material relating to the creation, implementation and ongoing maintenance of the Corporate Records Management Program; records associated with the design, production, review and request of forms; and records regarding services provided by courier, mail and postage firms; inter-office mail; internal printing etc.	BD.e	Fiscal year end or superseded	6	Confidentially Destroy				6004	A33, A35, A41
Business & Administrative Services	Community Records & Statistics		Includes records relating to statistical information, demographic and otherwise, which is used for planning purposes. May include census information, land use surveys, inventories, employment/unemployment trends, composition of the workforce, social statistics, etc.; and records relating to register of births, deaths and marriage licences issued.	BE.x	Last Administrative Use	Permanent	Do not Destroy / Archive	Archive all information	Yes	Yes		G95, P30

City of Brampton Retention and Disposition Schedule

Primary	Title Secondary	Tertiary	Description	Class Code	Trigger Event	Retention Timeframe	Disposition	Archival Notes	Vital Records Indicator	Personal Information Bank	Citation	Old Classification Code
Business & Administrative Services	Program & Project Management		Program Management includes the day to day management of corporate and department programs. Project Management includes project planning, administration, audits, project charters, terms of reference, methodologies, project plans, working papers or background files.	BF.x	Last administrative use or project end date	6	Confidentially Destroy			Yes	6014 6015	A02, A50
Business & Administrative Services	Elections Management	Election Administration	Included material relating to the assignment of wards and boundaries within the City of Brampton. Includes petitions to change wards and all related information; working files and papers for all municipal elections and by-elections; documents and materials related to an election or by-election such as nomination papers and D.R.O. Statements; campaign finance; voter lists; and contracted election staff.	BG.a	Date of election results	6	Selective Archival	Archive files documenting new ward boundaries, nomination papers and voter lists	Yes	Yes		G51, G54
Business & Administrative Services	Elections Management	Ballots	Includes all election ballots.	BG.b	Date of election results	120 days	Confidentially Destroy					G52
Business & Administrative Services	Elections Management	Results/Declaration of Office	Includes the election results and the declaration of office.	BG.c	Date of election results	Permanent	Do not Destroy					G50, G53

City of Brampton Retention and Disposition Schedule

Primary	Title Secondary	Tertiary	Description	Class Code	Trigger Event	Retention Timeframe	Disposition	Archival Notes	Vital Records Indicator	Personal Information Bank	Citation	Old Classification Code
Business & Administrative Services	Council & Standing Committees	Council & Standing Committees (General)	Includes records relating to the functioning and administrative aspects of Council.	BH.a	Fiscal Year End	15 (agendas, minutes and decisions); 8 (Council and Committee video recordings)	Selective Archival	Archive agendas, minutes and decisions			2101 3010 3007 3002 2063 2046 2102 2011 2062	G20
Business & Administrative Services	Council & Standing Committees	Consent Applications and Committee of Adjustment	Includes records relating to the processing of Consent Applications and severances. Records may include agendas, minutes and decisions for the Land Division Committee and the Committee of Adjustment. May include records relating to charges imposed with respect to the C of A Application process. Records may include records, receipts, and calculations for all registered plans and additions.	BH.b	Date of Decision Made	15 (General and comment files); Permanent (Decisions and Minutes)	Do not Destroy / Archive	Archive all information	Yes			F87, F88, G31, G32
Business & Administrative Services	Council & Standing Committees	Council & Standing Committees (Meeting Documentation)	Includes records included in the agendas, resolutions, and minutes for Council Meetings, and ad-hoc & sub-committees of Council Meetings. Records may include Brampton Heritage Board materials, and closed session files.	BH.c	Fiscal Year End	Permanent (General); 4 (Administrative Records Files)	Do not Destroy; Confidentially Destroy		Yes	Yes		G20, G21, G22, G23, G24, G25, G26, G33

City of Brampton Retention and Disposition Schedule

Primary	Title Secondary Tertiary		Description	Class Code	Trigger Event	Retention Timeframe	Disposition	Archival Notes	Vital Records Indicator	Personal Information Bank	Citation	Old Classification Code
Business & Administrative Services	Parking Administration		Includes Certificate Requesting Plate Denial (CRPD) signed and filed with Defaulted Fines Control Centre (DFCC); supporting documents and requests for the lifting of parking fines from the Ministry of Transportation computer; documentation substantiating the cancellation of parking tickets; First Attendance Facility Daily Case Summary; and reports and statistics of disputed parking tickets etc.	BL.x	Last Administrative Use	2	Confidentially Destroy			Yes		L33, L34, L85, L91, L92
Business & Administrative Services	Licensing & Permits		Includes information relating to the licensing of lodging houses; stationary businesses; Lottery Schemes; Trades/Contractors/ Driving School Owners/Instructors; Tow Truck Plate Owners and Drivers; Taxi Plate Owners and Drivers; Permits; Licence Appeals; Refreshment Vehicles; Social & Special Event Permits; Marriage Licence Applications; death registration and fill permits, and records related to the right-of way, such as Road Occupancy & Access Permits (ROA) etc. Also includes complaints received. Includes building permit applications and issued buildings permits. Records may include building plans. correspondence and statistical reports. Records include signage and truss drawings.	BJ.x	Last Administrative Use	6 (General); 15 (Animal); Permanent (Building Permits)	Selective Archival	Archive building permits and plans	Yes	Yes	2055 2004	B11, B12, B13, B15, B17 F90, G96, S40, W10, W20, W25, W89, W90, W91, W92, W93, W94, W95, W96, W97, W98, W99
Business & Administrative Services	Multi-lingual Services		Includes records relating to the Multilingual Services Program provided by the City	BK.x	Fiscal Year End	6	Confidentially Destroy					A09

City of Brampton Retention and Disposition Schedule

Primary	Title Secondary	Tertiary	Description	Class Code	Trigger Event	Retention Timeframe	Disposition	Archival Notes	Vital Records Indicator	Personal Information Bank	Citation	Old Classification Code
Business & Administrative Services	IT Infrastructure Management		Includes records regarding the acquisition, installation, maintenance, operation and use of computers and peripheral hardware as well as records relating to network hardware and communication lines; also includes records related to the support of software either purchased or developed by the City. Includes network software, internet and intranet, and software licences.	BL.x	Superseded or obsolete	6; System Backups (i.e. email, SharePoint, etc.) ; 7 years from end of fiscal year.	Confidentially Destroy		Yes			A46, A47
Business & Administrative Services	Telecommunications Administration		Includes records regarding the installation, maintenance, operation and use of telecommunication systems, e.g., voice messaging, fax, telephone, pagers, cell phones and other electronic communication devices.	BM.x	Superseded		6 Confidentially Destroy					A42
Business & Administrative Services	Systems Development		Includes records regarding the development of information systems projects, system development methodologies and system architecture.	BN.x	Architecture: Superseded or obsolete; Working Files: Fiscal Year End		6 Confidentially Destroy		Yes			A48
Business & Administrative Services	Customer Service Requests		Includes records regarding responses to complaints or service requests. Excludes Road Maintenance and Operations requests, see Traffic and Roadway Administration (General). IA.b	BO.x	Last Administrative Use		6 Confidentially Destroy			Yes		n/a
Business & Administrative Services	Training Materials Development		Includes records related to the development of physical and electronic training and awareness programs.	BP.x	Superseded or obsolete		5 Confidentially Destroy			Yes		H70

City of Brampton Retention and Disposition Schedule

Primary	Title Secondary	Tertiary	Description	Class Code	Trigger Event	Retention Timeframe	Disposition	Archival Notes	Vital Records Indicator	Personal Information Bank	Citation	Old Classification Code
Communication s & Public Affairs	Artwork, Visual Identity and Insignia		Includes records regarding the standards, which apply to graphic designs in the interest of establishing a Visual Identity Program. Includes logo and letterhead design, signage, vehicle identification, etc.; includes records regarding corporation insignia and seals office; and material relating to artwork, research and distribution of print media in relation to programs, projects and special events within the City of Brampton.	CA.x	Superseded or obsolete	5	Selective Archival	Archive logos. Letterhead design, corporation insignia and seals of office			1014 1033 2028	M06, M60
Communication s & Public Affairs	Corporate Events		Includes material relating to the information, organization and hosting of special events held by the City of Brampton. (I.e.: Brampton Day). Records may include presentations; awards; speeches; public relations engagements and charitable campaigns.	CB.x	Fiscal Year End	5	Confidential ly Destroy			Yes	3013 6015	M03, M42
Communication s & Public Affairs	Internal Communication s		Includes media monitoring and clippings from newspapers, information from journals and other printed media; background notes, draft and final versions of news releases issued; records relating to Public Relations Office service requests; and typed manuscripts, printed copies and related records regarding the publication of trade shows, current events etc.	CC.x	Fiscal Year End	2	Selective Archival	Archive final released communications			6025	M50, M51, M54
Communication s & Public Affairs	Community Relations		Includes records regarding general complaints and commendations and inquiries about Council proceedings and congratulatory letters; material relating to projects initiated by the Brampton Fire Department to promote public awareness of fire safety and prevention; and general records relating to requests by production/movie companies to film movies, commercials, videos, documentaries, etc. within the City of Brampton.	CD.x	Fiscal Year End	5	Confidential ly Destroy			Yes	6004	D20, D45, M04, M30, M40, M44, M48, M52, M53

City of Brampton Retention and Disposition Schedule

Primary	Title Secondary	Tertiary	Description	Class Code	Trigger Event	Retention Timeframe	Disposition	Archival Notes	Vital Records Indicator	Personal Information Bank	Citation	Old Classification Code
Communication s & Public Affairs	Economic Development		Includes material relating to Business Improvement Areas; Community improvements; Business Profiles; Partnerships and Alliances; Economic Research; and the Small Business and Enterprise Centre.	CE.x	Fiscal Year End	10	Confidential ly Destroy					M11, M12, M14, M15, M38, M39, M43
Communication s & Public Affairs	Tourism Development		Includes records relating to the promotion of tourism in the City of Brampton. May include material related to cultural fairs, festival, parades and other multicultural events.	CF.x	Fiscal Year End	10	Confidential ly Destroy					M41, M49
Communication s & Public Affairs	Sales & Promotion Management		Includes material relating to marketing and promoting the City of Brampton as an ideal location for businesses, services, residential development, etc. Also includes material relating to the marketing of City services such as Brampton Transit and Recreational Facilities. May also include material relating to paid advertising by companies, agencies and corporations on City of Brampton buildings, vehicles, etc.	CG.x	Last Administrative Use	6	Confidential ly Destroy					M09, M10
Community and Social Services	Animal Services		Includes material relating to strays, medical and euthanasia records; day-to-day shelter operations; adoption records (including microchip); investigations, non-domestic animals ; and veterinary services.	DA.x	Fiscal Year End	6	Confidential ly Destroy			Yes		S05, S09, S10, S15, S35, S45
Community and Social Services	Parks, Recreation and Culture		Includes records relating to the various facilities and programs offered by the City of Brampton, including theaters; libraries; information centers; museums; art galleries; cultural centers; community sports organizations; community organizations; facility bookings; arenas; fitness centers; recreational programs; golf courses; campgrounds; and waterparks. May also include records relating to the management, operation and maintenance of recreational facilities.	DB.x	Fiscal Year End	6	Selective Archival	Archive recreation guides		Yes	2107 2050 2055 3012 2063 2022 6000 6002	C15, C16, C30, C31, C32, R05, R21, R40, R41, R42, R43, R44, R45, R46, R47, R48, R49, R50, R51

City of Brampton Retention and Disposition Schedule

Primary	Title Secondary	Tertiary	Description	Class Code	Trigger Event	Retention Timeframe	Disposition	Archival Notes	Vital Records Indicator	Personal Information Bank	Citation	Old Classification Code
Community and Social Services	Social Services		Includes records relating to housing issues including housing costs, housing categories, government housing programs and the problems surrounding the homeless; records relating to health care centres, nursing homes, and other health care issues including non-smoking and/or smoke free areas, etc. in the municipality; and records relating to social service agencies for children, youth, adult and seniors, i.e. day care, home care, services to the handicapped, Children's Aid Society.	DC.x	Fiscal Year End	5	Selective Archival	Archive information related to government housing programs, nursing homes, health care centers, and social service agencies			2040 2057 2089 2090 2060 2086 2088 2097 2017 2107 2050 2055 3012 2063 2022 2111 2014 2109 3014 2008 2046 2048 2006 2007 3006 2021 2045 2006 2057 2021	C20, C21, C50, C51,

City of Brampton Retention and Disposition Schedule

Primary	Title Secondary	Tertiary	Description	Class Code	Trigger Event	Retention Timeframe	Disposition	Archival Notes	Vital Records Indicator	Personal Information Bank	Citation	Old Classification Code
											2024 2057 2021	
Community and Social Services	Educational Institutions		Includes material relating to information and correspondence with the Peel Board of Education the Dufferin Peel Roman Catholic Separate School Board as well as colleges and universities.	DD.x	Last Administrative Use	6	Confidentially Destroy					C25
Financial Management	Tax Management	General Tax Administration	Includes records relating to tax sales; tax records; tax levies paid to the Region of Peel and to school boards; taxes paid; tax arrears; assessment appeals; tax rates, etc.	EA.a	Fiscal Year End	6	Confidentially Destroy		Yes	Yes	6010 6012 2042 2043 1022 1030 2028 1035 2003	F92, F93, F94, F96, F97, F98, F99
Financial Management	Tax Management	Property Tax	Includes records related to assessment rolls and tax collector's roll. Includes Supplementary Assessment Paper Rolls.	EA.b	Fiscal Year End	Permanent	Do not Destroy		Yes	Yes		F70, F71
Financial Management	Insurance Administration	Case Files	Includes records related to accidents, incidents, case files, insurance claims, etc.	EB.a	Case Closed	6 (General), 25 (Minors), 50 (Mentally Challenged)	Confidentially Destroy		Yes	Yes	2052 2055 6013 5018	A24, A25, A28, A29, T40, V05
Financial Management	Insurance Administration	Insurance Policies/Certificates	Includes records relating to the City's Insurance Coverage affecting liability. Records may include policies and amendments.	EB.b	Expiration of the Policy	50	Confidentially Destroy					A27

City of Brampton Retention and Disposition Schedule

Primary	Title Secondary	Tertiary	Description	Class Code	Trigger Event	Retention Timeframe	Disposition	Archival Notes	Vital Records Indicator	Personal Information Bank	Citation	Old Classification Code
Financial Management	Accounts Payable Administration		Includes material relating to bills received as a demand for payment for goods and services purchased as well as supporting documentation such as invoices, purchase orders, directives, and credit card authorization and use, etc. Also includes Meals and Mileage.	EC.x	Last Administrative Use	7	Confidentially Destroy		Yes	Yes	6010 2060	F10, F11, F23, F24, F40, F41, F80
Financial Management	Accounts Receivable Administration		Includes all fees and revenue used to record financial transactions between the institution and customers. Records may include Cash In Lieu, cash receipts, revenue reports, invoices issued, invoices written off and supporting documentation.	ED.x	Fiscal Year End	6	Confidentially Destroy		Yes	Yes	6012 6013 1030	F15, F16, F22, F55, F56, L13
Financial Management	City Owned Parking Garage - Spitter Ticket		Includes City Owned Parking Garage - Spitter Ticket	EE.x	Date Produced	6 months	Confidentially Destroy					F17
Financial Management	Ledger Management	General Transaction Administration	Includes forms prepared by the Bank and sent to the depositor to show a record of all transactions taken place in the bank account (Current, Capital, Operating, Payroll and Tax, etc.). Includes bank statements, debit and credit card statements, debit and credit memos and cashed cheque listing, financial statements, bank reconciliation, and debentures etc.	EF.a	Fiscal Year End	6	Confidentially Destroy	Yes	Yes	Yes	2063 2055 1030	F20, F21, F45, F56
Financial Management	Ledger Management	Ledger Administration	Records of all accounts maintained annually. Includes records of all transactions (including payroll records) that are recorded in a Journal before being posted to the General Ledger and any General Ledger account analysis.	EF.b	Fiscal Year End	Permanent	Do not Destroy		Yes		1001 2047 2050 2061 2014 2021 2066 1031 1030 6010	F55, F58, F59

City of Brampton Retention and Disposition Schedule

Primary	Title Secondary	Tertiary	Description	Class Code	Trigger Event	Retention Timeframe	Disposition	Archival Notes	Vital Records Indicator	Personal Information Bank	Citation	Old Classification Code
Financial Management	Procurement Management		Includes material relating to purchasing through the securing of tenders, and proposals. Includes Requests for Proposals (RFP), contracts, and correspondence with vendors, suppliers of goods and services, their specifications, price lists and guides.	EG.x	Fiscal Year End, or expiry of contract plus warranty period	6	Confidentially Destroy				3011 1030	A43, F81, F82
Financial Management	Forecasting and Budgeting		Includes records related to grants, budgets, reserves, trust funds, Canada Savings Bonds, investments and capital projects. Also includes the Snow Removal Subsidy Program records.	EH.x	Fiscal Year End or last administrative use	6	Confidentially Destroy		Yes	Yes	3003 2104 1030 6010 6011 2019 2048 1002 2055 2096 2060 2063	F12, F13, F28, F48, F25, F57, F60, F64, F65, F66
Financial Management	Payroll Processing		Includes transactional payroll records, payroll reconciliations, payroll remittances, payroll retro-payments, payroll banking remittances and statements, payroll cheque requisitions, off-cycle payment, year-end processing, T4 slips, T4A slips, T4ANR Slips. To be used by the Payroll Department only. Use code FA.b for timesheets.	EI.x	Fiscal Year End	6	Confidentially Destroy			Yes		F54
Financial Management	Provincial Offences Write-offs		RICO 2218 Monthly Write-off Audit Report RICO 3041 Final Write-off Report Part 1 Certificates of Offence and Part III informations	EJ.x	Fiscal Year End	37	Confidentially Destroy				2118	

City of Brampton Retention and Disposition Schedule

Primary	Title Secondary	Tertiary	Description	Class Code	Trigger Event	Retention Timeframe	Disposition	Archival Notes	Vital Records Indicator	Personal Information Bank	Citation	Old Classification Code
Human Resource Management	Individual Employee Administration	Employee Records	Includes records related to salary administration, benefits, service recognition, ergonomic assessments, proof of training completed, and job evaluations, etc.	FA.a	Termination of Employment	20 (general); 2 (Disciplinary Letter); 75 (Firefighters)	Confidentially Destroy		Yes	Yes	1030 1021 2029 2055 6025 2050 2083 2063	H20, H23, H26, H28, H29, H31, H61, H62, V30
Human Resource Management	Individual Employee Administration	Timesheets	Includes timesheets and time entries.	FA.b	Fiscal Year End	6	Confidentially Destroy		Yes	Yes	2029 1021 1011 1035 1030 2116 2105 2117 1035 6023	F50
Human Resource Management	Individual Employee Administration	Pension Records	Includes records relating to OMERS, including remittance, statutory forms and employee pension data and government annuities. Includes payroll register and summary.	FA.c	Termination of Employment	60	Confidentially Destroy			Yes	1011	F47, H21
Human Resource Management	Labour Relations	Employee Relations/ Grievances	Includes records on the administration of contracts, agreements and interpretations, grievances forms, memos, and correspondence, supporting documentation, arbitrations and arbitrations awards.	FB.a	Last Administrative Use	10	Confidentially Destroy			Yes		H40, H41
Human Resource Management	Labour Relations	Collective Bargaining	Includes actual copy of agreement between municipal officials and unions. Also includes correspondence and collective bargaining issues between labour and management. May also include collective bargaining, correspondence, negotiations, amendment records and certifications.	FB.b	Superseded or obsolete	15	Selective Archival	Archive Final Agreements	Yes		2054 6021 6022	H42, X05

City of Brampton Retention and Disposition Schedule

Primary	Title Secondary Tertiary		Description	Class Code	Trigger Event	Retention Timeframe	Disposition	Archival Notes	Vital Records Indicator	Personal Information Bank	Citation	Old Classification Code
Human Resource Management	Health, Safety and Wellness		Includes records related to healthy workplace program, occupational health and safety training, etc.	FC.x	Resolution of issue/ assessment/ or investigation; Program is discontinued	10 (General; 40 (Hazardous Materials)	Confidentially Destroy			Yes	2073 2071 2079 2084 2068 2008 2080 2070 2072 2076	H49, H50, H51
Human Resource Management	Disability Management		Includes records related to Workplace Safety Insurance Board (including claims), disability management, and employee medical files.	FD.x	Employment is terminated	45 (general employees) ; 75 (Firefighters)	Confidentially Destroy			Yes	5017 6019	H22, H27, H30, H32
Human Resource Management	Staffing and Recruitment		Includes records related to recruitment and job posting, job descriptions, volunteer administration, organizational structure, rates of pay by group, and position names, etc.	FE.x	Superseded or obsolete	2 (recruitment files); 20 (organizational chart)	Selective Archival	Archive Organizational Structure diagrams		Yes	6017	H55, H60, H65, H67
Legal, Compliance & Security Management	By-Law Administration and Enforcement	By-Law Administration and Enforcement (General)	Includes records relating to infractions of by-laws, their prosecution, appeals and the follow-up of these cases. Includes records related to traffic, property standards, zoning, fire protection and prevention, licensing, parking, Police Laid Matters, animal control, by-law enforcement, complaints, occurrence logs, noise, signage, building codes, zoning and fill by-laws. Records may also include provincial offences.	GA.a	Payment made, or case closed	6 (general); 8 (provincial offence with charges); 3 (provincial offence without charges)	Confidentially Destroy			Yes	2055 2046 2014 3002 3010 2102 2101	E06, E07, E12, L20, L21, L22, L23, L24, L25, L26, L27, L28, L29, L30, L31, L32, P42, S25

City of Brampton Retention and Disposition Schedule

Primary	Title Secondary	Tertiary	Description	Class Code	Trigger Event	Retention Timeframe	Disposition	Archival Notes	Vital Records Indicator	Personal Information Bank	Citation	Old Classification Code
Legal, Compliance & Security Management	By-Law Administration and Enforcement	Complaints - Orders to Satisfy	Includes records relating to building complaints and orders to comply.	GA.b	Resolution of the Order	6	Confidentially Destroy			Yes		B14
Legal, Compliance & Security Management	Legal Affairs	Dispute Resolution, Litigation & Safekeeping	Records resulting from the provision of litigation services and support before, during, and after a trial or hearing, including threatened litigations. Records may include legal briefs, statements of claim, statements of defense, legal memoranda, court submissions and hearing packages, related, general agreements and correspondence.	GB.a	Issue is Resolved and Further Appeal is Barred	Permanent	Do not Destroy/Archive	Archive precedent setting case files	Yes	Yes	6016 2054	L61, X00
Legal, Compliance & Security Management	Legal Affairs	Legal Advisory	Includes material of a general or administrative nature on legal matters between the City of Brampton and individuals, institutions, or groups of companies. Includes records related to criminal prosecution notification (marijuana grow operation); and provincial offences; the provision of expertise regarding legal matters, i.e. legal advice and opinions. Records may include research documentation, communications, analyses, reports, briefs, or related supporting documentation. May include records relating to details of municipal court operations (including property standards hearings), court dockets, audio recordings, transcripts and logbooks of proceedings.	GB.b	Fiscal Year End	15 3 (Court Dockets); 6 (Reporter's records)	Confidentially Destroy; Reporter's records: Archival			Yes	2054; 2118	E05, L05, L17, L60, L11

City of Brampton Retention and Disposition Schedule

Primary	Title		Description	Class Code	Trigger Event	Retention Timeframe	Disposition	Archival Notes	Vital	Personal	Citation	Old
	Secondary	Tertiary							Records Indicator	Information Bank		Classification Code
Legal, Compliance & Security Management	Legal Affairs	Ontario Municipal Board Case Files	Includes legal correspondence and background material for O.M.B. case files and other tribunals. May include applications, notices of appeal, OMB orders and notices, pleadings, case law, reports, correspondence and decision. This record series can only be used by Legal.	GB.c	Last Administrative Use	10 (Case Files); 25 (Non by-law Orders and Decisions); Permanent (By-law Orders and Decisions)	Confidentially Destroy; Do not Destroy	Archive precedent setting case files	Yes			L08
Legal, Compliance & Security Management	Legal Affairs	Inquests	Includes records relating to coroners' inquests. This record series can only be used by Legal.	GB.d	Last Administrative Use	6	Confidentially Destroy			Yes		L18
Legal, Compliance & Security Management	Legal Affairs	Development Law	Includes records relating to the approval process for plans of subdivisions and rezoning. Records may include draft plan approval comments of proposed residential subdivisions, commercial, institutional, industrial use and applications to amend the official plan and zoning by-laws as it pertains to transportation and roads; proposed plans for subdivision and the circulation of by-laws affecting the development; development application and reports; and development applications of lands for residential, commercial, industrial, institutional and business park purposes. This record series can only be used by Legal.	GB.e	Last Administrative Use	50	Selective Archival	Archive proposed plans for subdivision development applications and reports	Yes			P09, P12, P13, P15, P90
Legal, Compliance & Security Management	Legal Affairs	Easements, Deeds and Encroachments	Includes records relating to easements, quick claim deeds, and use of City property without permission. This record series can only be used by Legal.	GB.f	Completion of Registration	10	Confidentially Destroy		Yes	Yes	3005 2102 2101 3001	L12, L16, L19

City of Brampton Retention and Disposition Schedule

Primary	Title Secondary	Tertiary	Description	Class Code	Trigger Event	Retention Timeframe	Disposition	Archival Notes	Vital Records Indicator	Personal Information Bank	Citation	Old Classification Code
Legal, Compliance & Security Management	Legal Affairs	Real Estate Acquisition s and disposals	Includes records relating to the acquisition, expropriation, purchase sale of City owned land, buildings and property by the City. This record series can only be used by Legal.	GB.g	Disposal of asset	20	Confidential ly Destroy		Yes			L14, L15, X01, X02
Legal, Compliance & Security Management	Legal Affairs	Provincial Offences Search Warrants	Records used to obtain and execute search warrants.	GB.h	End of Fiscal Year	40	Archival				2118	
Legal, Compliance & Security Management	Legislative Compliance Administration		Records resulting from the tracking and reporting of compliance requirements (e.g. human rights, employment equity, pay equity, accessibility, workplace harassment, Integrity Commissioner, Ombudsman, Lobbyist and Gift Registry, etc.). Includes records relating to requests for access to information under the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA). Case files include records of mediation, written representation to the Information and Privacy Commission (IPC) on appeal and Orders received. Records may include case management tracking documents, submissions to oversight authorities, and investigation reports with supporting documentation. The records for delivery of services through compliance programs should be classified according to the purpose of the program.	GC.x	Last Administrative Use	5	Selective Archival	Archive significant reports		Yes	2101 6020 6024 6018 2055 2063 6004 5016 6005 2064	A16, A17, A21, H35, H63, L01, L03
Legal, Compliance & Security Management	Bylaws, Policy and Procedures Administration		Records resulting from development, acceptance and issuance of policies that govern the processes of the organization and how it conducts its business internally. Policies govern the conduct of internal business according to defined principles and standards. Records may include approved policies, consultation documentation and related correspondence. Also includes bylaws.	GD.x	Superseded or Obsolete	Permanent (Bylaws, Policies and procedures , 3 years (working files)	Do not Destroy; Confidential ly Destroy		Yes		6004	A01, H10

City of Brampton Retention and Disposition Schedule

Primary	Title Secondary	Tertiary	Description	Class Code	Trigger Event	Retention Timeframe	Disposition	Archival Notes	Vital Records Indicator	Personal Information Bank	Citation	Old Classification Code
Legal, Compliance & Security Management	Audit Administration	Internal Audit	Includes records relating to the internal audits, consulting engagements and risk assessments. Includes Fraud and Waste reports and investigations. <i>Note: Internal Audit may maintain records until the audit is repeated, which may on occasion exceed the 7 year retention timeframe</i>	GE.a	Issuance of audit report or final communication to client	7	Confidentially Destroy			Yes	2063 2066 2046 2050 6014 6015	A05
Legal, Compliance & Security Management	Audit Administration	External Audit	Includes records relating to the administration of final audits.	GE.b	Completion of Audit	8	Confidentially Destroy				2063 2066 2046 2050 6030	F18
Legal, Compliance & Security Management	Business Continuity Planning		Includes records relating to Disaster Recovery and Emergency Planning including plans made for potential loss of City services during unforeseeable events such as fires, terrorism and theft etc.; protection of services and vital records along with computer backup and recovery tapes and staff contacts; and emergency and disaster planning for the City of Brampton.	GF.x	Superseded or obsolete	6	Selective Archival	Archive emergency and disaster planning material	Yes	Yes		A30, D50
Legal, Compliance & Security Management	Incident/ Accident Reports		Includes incident reports and reports of accidents that occur at municipal properties. Including vandalism reports.	GG.x	Fiscal Year End	23	Selective Archival	Business Continuity Incidents.		Yes		A24

City of Brampton Retention and Disposition Schedule

Primary	Title Secondary	Tertiary	Description	Class Code	Trigger Event	Retention Timeframe	Disposition	Archival Notes	Vital Records Indicator	Personal Information Bank	Citation	Old Classification Code
Legal, Compliance & Security Management	Security Administration	Security Administration (General)	Includes investigation, requests, logs, Request for access, and other records regarding the security and safety of offices / facilities, buildings, properties public / citizens and employees such as security passes and control of keys. Records include Management Tracking Document, Statistical Data, Operational Logs, Operational Briefs, Tour of Duty's, Runsheets, Requests and Operational Resource Assignments. Records include electronic Incident Report files and associated attachments (i.e. links, pictures). Records also include all digitally created Security CCTV video files that have been associated with an incident, and have been removed from the original source media and preserved for applicable use. Records may also contain supporting physical material and or evidence related to the incident.	GH.a	Superseded or obsolete; Incident investigation is complete; Date of Record Retrieval from Original Source	8	Confidentially Destroy			Yes	6008 2052 2089 2098 2085 2055	A06, B55
Legal, Compliance & Security Management	Security Administration	Security Systems Management (General)	Records include software and system active database and archival database files. Access Control logs are limited by software at 365 days (1 Year), with active and archival files being held for a period up to 2 years. Applicable software and systems include CCTV Administration (not CCTV Video Files), Access Control, Intrusion Monitoring, Key Management, ID Credential, Environment Sensors and Duress Notification.	GH.b	Superseded or Obsolete	1-2 Years (See Description)	Confidentially Destroy		Yes	Yes		n/a

City of Brampton Retention and Disposition Schedule

Primary	Title Secondary	Tertiary	Description	Class Code	Trigger Event	Retention Timeframe	Disposition	Archival Notes	Vital Records Indicator	Personal Information Bank	Citation	Old Classification Code
Legal, Compliance & Security Management	Security Administration	Security CCTV Recording - Public Conveyance	Records include digitally created Security Closed Circuit Television Video (CCTV) video files or audio from public conveyance/ vehicle assets. Records may also contain supporting physical material and/or evidence related to the incident.	GH.c	Date of recording	72 Hours: No incident reported; 1 year: If incident is reported; 2 years: After investigation is complete	Confidential ly Destroy			Yes		A08
Legal, Compliance & Security Management	Security Administration	Security CCTV Recording - Property / Asset	Records include digitally created Closed Circuit Television Video (CCTV) Security video files or audio from physical structure assets.	GH.d	Date of recording	31 days No Incident reported; 1 year: If incident is reported; 2 years: After investigation is complete	Confidential ly Destroy			Yes	2055 2052	A07
Natural Resources, Environment & Conservation	Environmental Monitoring and Control	Environmental Planning	Includes correspondence, descriptions, environmental assessments (EA), reports and other records dealing with the Environmental Master Plan. Records may include hazardous materials.	HA.a	Last Administrative Use	20	Selective Archival	Archive reports regarding the Environmental Master Plan	Yes		2000 2032 6000 6003 1034	N01, N02, N09
Natural Resources, Environment & Conservation	Environmental Monitoring and Control	Natural Resource Planning	Includes general records relating to environment and natural resources. Includes records related to water quality and waste management.	HA.b	Fiscal year end	10	Confidential ly Destroy		Yes		2036 2058 2033 2034 2035	N08, N20, P14

City of Brampton Retention and Disposition Schedule

Primary	Title Secondary	Tertiary	Description	Class Code	Trigger Event	Retention Timeframe	Disposition	Archival Notes	Vital Records Indicator	Personal Information Bank	Citation	Old Classification Code
Natural Resources, Environment & Conservation	Environmental Monitoring and Control	Environmental Monitoring and Control (General)	Includes material relating to weather monitoring, natural resources, noise control, pollution and any other environmental concerns.	HA.c	Fiscal year end	6	Confidentially Destroy					N05, N07
Natural Resources, Environment & Conservation	Environmental Monitoring and Control	Air Control	Includes material relating air pollution and control	HA.d	Fiscal year end	8	Confidentially Destroy					N06
Natural Resources, Environment & Conservation	Waterworks Administration		Includes records relating to storm sewers, sanitary sewers, water courses, grading, drainage, waterways, surface and subsurface contamination and testing.	HB.x	Fiscal year end	15 (General); Permanent (specifications)	Confidentially Destroy; Do not Destroy				3016 3019 2000 2032 2094 2038 3017 2093 2041	N10, N11, N12, N13, N30, T07
Natural Resources, Environment & Conservation	Conservation Administration		Includes records relating to the Toronto Region Conservation Authority; Credit Valley Conservation; and Energy Conservation within Brampton.	HD.x	Completion of project or report	7	Confidentially Destroy				2000 2032	N18, N40, N41, N42
Natural Resources, Environment & Conservation	Heritage Designations		Includes records regarding heritage and historical development including designation of buildings and districts and cemeteries.	HE.x	Approval of heritage status.	Permanent	Do not Destroy/Archive	Archive inventory and designation files	Yes			P60

City of Brampton Retention and Disposition Schedule

Primary	Title Secondary	Tertiary	Description	Class Code	Trigger Event	Retention Timeframe	Disposition	Archival Notes	Vital Records Indicator	Personal Information Bank	Citation	Old Classification Code
Natural Resources, Environment & Conservation	Environmental Maintenance		Include records dealing with the ground management and maintenance of municipal parks, trees and forestry areas. May include working copies of maps, plans, spraying, pruning, planting etc. Also includes Playground Inspections.	HF.x	Fiscal year end	5; Playground Inspections (Life of Asset)	Selective Archival	Archive maps and plans			2000 2032	R20, R22
Operations Management	Traffic and Roadway Administration	Major Road Construction and Design	Major Road Construction under Capital Construction Section. Includes material relating to the planning, design, construction and reconstruction of roads within the City of Brampton.	IA.a	Completion of project or end of warranty period	50 (General); Permanent (Specifications)	Confidentially Destroy; Do not Destroy; Selective Archival	Archive materials pertaining to planning, design and construction of roads	Yes		3000 2047 2101 2010	T21
Operations Management	Traffic and Roadway Administration	Grade Separations & Structures	Includes material relating to the planning, design, construction and reconstruction of bridges within the City of Brampton; routine & structural maintenance of bridges; Includes maintenance and reconstruction relating to grade separations (bridges), railway lines and highways over the roads.	IA.b	Completion of Project	50 (General); Life of Bridge (Case File)	Selective Archival	Archive materials pertaining to planning, design and construction of bridges	Yes			T24, T14, T25

City of Brampton Retention and Disposition Schedule

Primary	Title Secondary	Tertiary	Description	Class Code	Trigger Event	Retention Timeframe	Disposition	Archival Notes	Vital Records Indicator	Personal Information Bank	Citation	Old Classification Code
Operations Management	Traffic and Roadway Administration	Safety, Signage and Maintenance	Includes material relating to the immediate and long term planning of the City's road infrastructure; material relating to the repairs, construction and reconstruction of the City's roads (contracted & non-contracted); including road patrol shift reports and routine patrol records; curbs and medians; winter, spring and summer road maintenance program (contracted & non-contracted); Regional Roads; studies regarding traffic signals, traffic signs, traffic counts and speed limits; design, installation, maintenance, requests for signals, signal timing plans and changes; planning, administration, installation and maintenance of the street lighting network within the City; newspaper boxes, obstructions on the road allowances, crossing guards, pedestrian crosswalks and requests for changes/ amendments for posted speed limits; production installation and maintenance of regulatory (i.e. stop signs) & non-regulatory signage; inventory reports and sign crew daily work records; intersectional/ non-intersectional traffic accidents of a general nature.	IA.c	Completion of project, or Fiscal year end	10 (General) 12 (Signs)	Confidentially Destroy		Yes		2047	T03, T04, T11, T12, T15, T20, T35, T37, T05, T06, T16, T17, T19
Operations Management	Public Transportation Management	Transportation Development	Includes records relating to the development of transportation systems, including surface vehicles, subways, trains, roads, etc.	IB.a	Completion of project	50	Confidentially Destroy		Yes			P08, P40
Operations Management	Public Transportation Management	Lost & Found	Includes records relating to articles lost or found on Brampton Transit vehicles or property.	IB.b	Fiscal year end	1	Confidentially Destroy					T67

City of Brampton Retention and Disposition Schedule

Primary	Title Secondary	Tertiary	Description	Class Code	Trigger Event	Retention Timeframe	Disposition	Archival Notes	Vital Records Indicator	Personal Information Bank	Citation	Old Classification Code
Operations Management	Public Transportation Management	Transit Services	Includes records relating to fares, ticket control, and any passes issued to special groups using Municipal transit. Records may also include charters and special services; transit shelters; transit stops; bus routes; transit vehicle technology; terminals and loops; scheduling and service; fuel and other daily operational files.	IB.c	Fiscal year end	6 (General); 15 (Zum / Acceleride Project Files)	Selective Archival	Archive bus routes		Yes		T50, T53, T55, T59, T60, T61, T62, T63, T64, T65, T66, V15
Operations Management	Parking Garages, Lots & Meters		Includes material relating to the planning, operations and maintenance of all City owned parking facilities and on-street meter parking.	IC.x	Fiscal year end	10	Confidentially Destroy		Yes	Yes		T38
Operations Management	Utility Administration		Includes general records relating to public utilities in the municipality including Bell Canada, Consumers Gas, Cable TV, Hydro One Brampton, and pipelines such as Trans Canada Pipelines. May also include records related to the location of utilities (including water mains).	ID.x	Fiscal year end	5	Confidentially Destroy					C35, T10
Operations Management	Fire and Emergency Services Administration	Prevention, incidents and investigations	Includes material relating to emergency management responses; fire incidents; occurrence reports; investigations and Fire Marshall's Reports; fire prevention; inspection reports; police presence at community events, security matters; fire access routes; and honour guard.	IE.a	Superseded or obsolete	6	Selective Archival	Archive Fire Marshall reports (significant cases) and incident reports	Yes	Yes	2002 2026	D10, D11, D13, D55, D70
Operations Management	Fire and Emergency Services Administration	Fire Station Operational Records	Includes material relating to the daily operations of Fire Stations. Records may include station log books.	IE.b	Fiscal year end	2	Confidentially Destroy				2016 2042 2050 2026	D60
Operations Management	Fire and Emergency Services Administration	Master Recordings	Includes material relating to the communication Centre's CD Master Tapes.	IE.c	Completion of Investigation	1	Confidentially Destroy			Yes		D25

City of Brampton Retention and Disposition Schedule

Primary	Title Secondary	Tertiary	Description	Class Code	Trigger Event	Retention Timeframe	Disposition	Archival Notes	Vital Records Indicator	Personal Information Bank	Citation	Old Classification Code
Operations Management	Cemetery Records		Includes material relating to burial permits, contracts, cremation certificates, maps, plot ownership records (deeds), interment registers, and indexes for municipal cemeteries and abandoned cemeteries.	IF.x	Fiscal year end	Permanent	Do not Destroy/ Archive	Archive all information	Yes	Yes		C40
Operations Management	Cemetery Maintenance		Includes records regarding the maintenance of cemetery grounds in the City.	IG.x	Fiscal year end	6	Confidential ly Destroy					R23
Planning	Residential Development		Includes records relating to the development of the 'Spine Services' in a Block Plan. May include comments, reports, drawings, agreements and reductions for Letters of Credit; records relating to the design principle and guidelines of block plan submissions; originals of sealed stamped drawings and storm design sheets for both City and developer constructed roads; and condominium plans.	JA.x	Completion of project, or notice of decision	50 (General) USUP (Road "As Constructe d" Data Storm Design)	Selective Archival	Archive reports, drawings, agreements and condo plans	Yes		2022 2025 2102 2101 3001 1202 3005	P20, P21, P36, T26

City of Brampton Retention and Disposition Schedule

Primary	Title Secondary	Tertiary	Description	Class Code	Trigger Event	Retention Timeframe	Disposition	Archival Notes	Vital Records Indicator	Personal Information Bank	Citation	Old Classification Code
Planning	Planning and Development	Official Plans	Includes records relating to the Official Plan of the municipality. Encompasses draft and final versions, working notes, background information, correspondence, notices, Ministerial approval, up to and including O.M.B. appeal and decisions. Includes records relating to the periodic review of the Official Plan as required by the Planning Act; amendment of the Official Plan or secondary plan(s) e.g. background reports, staff reports, notices, resolutions, Ministerial approval, etc.; secondary plans; community improvements (planning, design, development and rehabilitation); and records related to the restriction of land use. Also includes related, strategic planning documents referenced in the Official Plan such as long range plans pertaining to parks and recreation, transportation, the environment, active transportation, etc. Also includes records related to guidelines' documents that are referenced in the Official plan, which are intended to influence development design (e.g. Development Design Guidelines).	JB.a	Notice of decision	Permanent	Do not Destroy/ Archive	Archive all information	Yes		3001 2101 2009	P25, P26, P27, P44, P75, R15, X07
Planning	Planning and Development	Reference and Registered Plans	Includes Registered Plans of subdivision filed by plan number; and Reference Plans, which are plans that show a section or block of the registered plan of subdivision filed by plan number. Records may also include photographs of the City of Brampton filed by assigned numerical number according to geographical location. Plans are saved on EDDi Drawings & Plans Index as well as in hard-copy.	JB.b	Fiscal year end	Permanent	Do not Destroy/ Archive	Archive all information			2022 2025 2102 2101 3001 1202 3005	P28, P29, P47, P48

City of Brampton Retention and Disposition Schedule

Primary	Title Secondary	Tertiary	Description	Class Code	Trigger Event	Retention Timeframe	Disposition	Archival Notes	Vital Records Indicator	Personal Information Bank	Citation	Old Classification Code
Planning	Planning and Development	Plan Development	Includes records relating to the processing of development applications, including draft plan approval comments of proposed residential plans of subdivisions, commercial, institutional, industrial use and applications to amend the Official Plan and Zoning By-laws, site plan applications, minor variances, consents, etc. as it pertains to transportation and roads; and records relating to proposed plans for subdivision and the circulation of by-laws affecting the development, approval process for building layout and provision of services to the land. May include correspondence, development application and reports. Includes group homes. Also includes records relating to the planning, design, development and redevelopment of parks and open spaces. Includes Development Charges and charges imposed with respect to the Site Plan process.	JB.c	Notice of decision or Assumption (Subdivisions); security released date or Certificate (Parks Construction)	50 (General); Life of Asset (Parks Capital Project Files and group homes)	Selective Archival	Archive development applications and reports		Yes	2000, 2032, 2102	F85, F86, N14, N15, N16, N17, P07, P09, P12, P13, P46, P15, P42, R15, R17, X04, X08
Planning	Planning and Development	Strategic Planning	Includes records relating to the planning of strategies, initiatives, goals and objectives. May include general records relating to the mapping of the City of Brampton and surrounding areas.	JB.d	Approval of strategic plan	10	Confidentially Destroy				2062	A23, P50
Planning	Planning and Development	Part-Lot Control	Includes records relating to the exercise of land division control over part-lots in accordance with the Planning Act. Includes applications, exemptions, correspondence, and decisions.	JB.e	Date by-law was passed	10	Confidentially Destroy			Yes		P83

City of Brampton Retention and Disposition Schedule

Primary	Title Secondary	Tertiary	Description	Class Code	Trigger Event	Retention Timeframe	Disposition	Archival Notes	Vital Records Indicator	Personal Information Bank	Citation	Old Classification Code
Planning	Planning and Development	Horizontal/Vertical Control Network (Surveying) - ACRIS	Includes all original data for the Horizontal/Vertical Control Network such as horizontal/vertical control surveys, Horizontal Control Monument Records, geodetic leveling notes, precise leveling notes, V.C. Net Adjustments and H2C reference sketches.	JB.f	Completion of Survey	Permanent (Document ation); 6 (Subject Files)	Do not Destroy; Confidentially Destroy				2062	T23
Planning	Planning and Development	Development Applications	Includes records relating to the development of airport facilities and runways, i.e. terminals, etc.; and institutions i.e. schools, churches, colleges and hospitals.	JB.g	Decision made on the application	10	Confidentially Destroy					P08, P22
Planning	Planning and Development	Temporary Buildings	Includes records relating to the temporary use (3 years or less) of land, buildings or structures for purposes otherwise prohibited by the current zoning by-law. Includes Sales Trailers and records of all the financial records relating to the erection and/or demolition of Sales Trailers used to sell homes in subdivisions.	JB.h	End of Temporary Use	6	Confidentially Destroy					F89, P43
Planning	Address Management		Includes records relating to the naming and renaming of street and City owned assets, including roads, parks and open spaces, pathways, and buildings. Also includes records relating to street address numbers including unit numbers. Records may include designations, the Street Index, and working files.	JC.x	Superseded	50	Selective Archival	Reason behind naming of street or park			2101 2102	B20

Citation Table: Regulatory and Legislative Obligations

Introduction:

The citation table is a compilation of legislative citations. relevant laws listed on official government websites were consulted. The last amendment date of the law has been included. Within the table the following definitions apply:

Citation #- This column assigns numbers to each citation for comparison to the records retention schedule.

Statute/Regulation – This column refers to the name of the statute or regulation and the section numbers of each individual citation.

Requirement/Best Practice – This column distinguishes each citation as being either a legal requirement or a best practice, the latter referring to a situation where it is recommended for the organization to retain the document for a certain period of time to respond to an action or an inquiry relating to the document in question. In some cases, considerations may be statutes that do not wholly apply to the organization in question, but may be used as a guideline upon which to base a retention requirement.

Retention Description – This column provides the specific citation referred to in the Statute/Regulation column. It also includes definitions and applications for the citation. Unless otherwise stated, the retention time frame is identified by number of years.

Citation #	Statute/ Regulation	Retention Description	Requirement/ Best Practice	Retention Timeframe
1000	Canada Labour Code (Canada Occupational Health and Safety Regulation), SOR/86-304, s. 12.14	12.14 (1) A record of all protection equipment provided by the employer shall be kept by him in the work place in which the equipment is located for a period of two years after it ceases to be used. (2) The record referred to in subsection (1) shall contain (a) a description of the equipment and the date of its acquisition by the employer; (b) the date and result of each inspection and test of the equipment; (c) the date and nature of any maintenance work performed on the equipment since its acquisition by the employer; and (d) the name of the person who performed the inspection, test or maintenance of the equipment.	Requirement	Ceases to be used + 2 years

1001	Income Tax Act (Income Tax Regulations), C.R.C. 1978, c. 945, s. 5800(1)(a); as am. SOR/82-879, s. 2	5800. (1) For the purposes of paragraph 230(4)(a) of the Act, the required retention periods for records and books of account of a person are prescribed as follows: (a) in respect of (i) any record of the minutes of meetings of the directors of a corporation, (ii) any record of the minutes of meetings of the shareholders of a corporation, (iii) any record of a corporation containing details with respect to the ownership of the shares of the capital stock of the corporation and any transfers thereof, (iv) the general ledger or other book of final entry containing the summaries of the year-to-year transactions of a corporation, and (v) any special contracts or agreements necessary to an understanding of the entries in the general ledger or other book of final entry referred to in subparagraph (iv)	Requirement	Until corporation dissolved + 2 years
1002	Auditor General Act, R.S.O. 1990, c.A.35, s.9.2	9.2 (1) The Auditor General may examine accounting records relating to a reviewable grant received directly or indirectly by a municipality. 2004, c. 17, s. 12. (2) The Auditor General may require a municipality to prepare and submit a financial statement setting out the details of its disposition of the reviewable grant. 2004, c. 17, s. 12.	Requirement	Not Specified
1003	Canada Labour Code (Canada Occupational Health and Safety Regulation), SOR/86-304, ss. 14.20.(1), (3) (b), (4), (5)(b); as am. SOR/96-400, s. 1	Before motorized or manual materials handling equipment is used for the first time in a work place, the employer shall set out in writing instructions on the inspection, testing and maintenance of that materials handling equipment. The inspection, testing and maintenance shall be performed by a qualified person who makes and signs a report of each inspection, test or maintenance work performed by the qualified person. The employer shall keep at the work place at which the motorized or manual materials handling equipment is located a copy of the report for a period of one year after the report is signed.	Requirement	1 year
1004	Canada Labour Code (Canada Occupational Health and Safety Regulation), SOR/86-304, ss. 14.23.(1), (2), (4); as am. SOR/96-400, s. 1	Every employer shall ensure that every operator of motorized materials handling equipment has been instructed and trained in the procedures to be followed unless under the direct supervision of a qualified person. Every employer shall keep a written record, in respect of an operator, of any instruction or training or as long as the operator remains in the employer's employment.	Requirement	Kept until employee terminated

1005	Canada Labour Code (Canada Occupational Health and Safety Regulation), SOR/86-304, ss. 15.9, 15.10, 15.11.(a); as am. SOR/89-479, s. 1			Event + 10
1006	Canada Labour Code (Safety and Health Committees and Representatives Regulations), SOR/86-305, ss. 9.(1),(2),(4); as am. SOR/89-480, s. 5	The minutes of each safety and health committee meeting shall be signed by two chairmen. The chairman selected by the representatives of the employer shall provide, as soon as possible after each safety and health committee meeting, a copy of the minutes to the employer and to each member of the safety and health committee. A copy of the minutes shall be kept by the employer at the work place to which it applies or at the head office of the employer for a period of two years from the day on which the safety and health committee meeting is held in such a manner that it is readily available for examination by a safety officer.	Requirement	2 years
1007	Canada Labour Code, R. S. C. 1985	257. (1) A complaint or information under this Part may relate to one or more offences by one employer in respect of one or more of his employees. (2) Proceedings in respect of an offence under this Part may be instituted at any time within but not later than three years after the time when the subject-matter of the proceedings arose.	Requirement	Event + 3
1008	Canada Labour Code, R. S. C. 1985, c. L-2, ss. 252.(2), 264	Employee Records. Every employer shall make and keep for a period of at least thirty-six months after work is performed the records required to be kept by regulations made pursuant to paragraph 264(a) and those records shall be available at all reasonable times for examination by an inspector.	Requirement	Termination + 3 years
1009	Canada Labour Standards Regulations, under the Canada Labour Code, C. R. C. 1978, c. 986, ss. 24.(4), (5); as am. SOR/91-461, s. 21; SOR/94-668, s. 7	(4) Every employer shall keep for a period of at least three years after the expiration of the employer's obligation under subsection 239.1(3) of the Act, the following information: (a) detailed reasons for an employee's absence due to work-related illness or injury; (b) a copy of any certificate of a qualified medical practitioner indicating that the employee is fit to return to work; and (c) the date the employee returned to work, or a copy of any notification from the employer to the employee and any trade union representing the employee that return to work was not reasonably practicable and the reasons why it was not. (5) An employer shall preserve the confidentiality of any certificate of a qualified medical practitioner provided to the employer concerning an employee.	Requirement	Event + 3

1010	Canada Pension Plan Regulations, C.R.C. 1978, c. 385, s. 8; ss. 10-11			
1011	Canada Pension Plan, R.S.C. 1985, c. C-8, s. 24	Every employer paying remuneration to an employee employed by him in pensionable employment shall keep records and books of account at his place of business or residence in Canada. These records are required to be kept until the expiration of six years from the end of the year.	Requirement	6 years
1012	Competition Act, R.S.C. 1985, c. C-34, s. 36(4), as am., R.S.C. 1985 (4th Supp.), c. 1, s. 11	<p>An Act to provide for the general regulation of trade and commerce in respect of conspiracies, trade practices and mergers affecting competition. Any offences committed under the Act are subject to the following limitations.</p> <p>No action may be brought under subsection (1), in the case of an action based on conduct that is contrary to any provision of Part VI, after two years from a day on which the conduct was engaged in, or the day on which any criminal proceedings relating thereto were finally disposed of, whichever is the later; and in the case of an action based on the failure of any person to comply with an order of the Tribunal or another court, after two years from a day on which the order of the Tribunal or court was contravened, or the day on which any criminal proceedings relating thereto were finally disposed of, whichever is the later.</p>		2 years after case closed
1013	Competition Act, R.S.C. 1985, c. C-34, s. 79(6), as am., R.S.C. 1985 (2nd Supp.), c. 19, s. 45	(6) No application may be made under this section in respect of a practice of anti-competitive acts more than three years after the practice has ceased.	Requirement	3 years
1014	Copyright Act (Canada), R.S.C. 1985, c. C-42, s. 56			
1015	Copyright Act, R.S.C. 1985, c. C-42, s. 41; as am. R.S.C. 1985 (4th Supp.), c. 10, s. 9; S.C. 1997, c. 24, s. 22	<p>Copyright - Limitation. 41. (1) Subject to subsection (2), a court may not award a remedy in relation to an infringement unless</p> <p>(a) in the case where the plaintiff knew, or could reasonably have been expected to know, of the infringement at the time it occurred, the proceedings for infringement are commenced within three years after the infringement occurred; or</p> <p>(b) in the case where the plaintiff did not know, and could not reasonably have been expected to know, of the infringement at the time it occurred, the proceedings for infringement are commenced within three years after the time when the plaintiff first knew, or could reasonably have been expected to know, of the infringement.</p>	Requirement	3 years

1016	Destruction of Paid Instruments Regulations, 1996, under the Financial Administration Act, SOR/97-238, s. 2	<p>2. The Receiver General shall have the care and custody of any paid instrument that is provided to the Receiver General in accordance with subsection 36(1) of the Act and shall retain the instrument until it is destroyed in accordance with section 5. 5. (1) Subject to sections 3 and 6, at any time during the seventh year after an instrument has been paid, the Receiver General or the minister who issued the payment or settled the claim, as the case may be, shall destroy the paid instrument in accordance with subsection (2).</p> <p>(2) A paid instrument shall be destroyed by shredding, pulping, burning, crushing, erasing or any other means that will ensure that the paid instrument cannot be reused.</p>	Requirement	7 years
1017	Employment Equity Act, (Employment Equity Regulations) SOR/96-470, s. 11(a - j)	<p>An employer shall establish and maintain the following Employment Equity Records:</p> <ul style="list-style-type: none"> (a) a record of each employee's designated group membership, if any; (b) a record of each employee's occupational group classification; (c) a record of each employee's salary and salary increases; (d) a record of each employee's promotions; (e) a copy of the workforce survey questionnaire that was provided to the employees and any other information used by the employer in conducting its workforce analysis; (f) the summary of the results of the workforce analysis required by section 7; (g) a description of the activities undertaken by the employer in conducting its employment systems review; (h) the employer's employment equity plan; (i) a record of the employer's monitoring of the implementation of its employment equity plan, undertaken in accordance with paragraph 12(b) of the Act; and (j) a record of activities undertaken by the employer and information provided to employees in accordance with section 14 of the Act. 	Requirement	2 years after termination of employee or 2 years after period covered by plan

1018	Employment Equity Act, (Employment Equity Regulations) SOR/96-470, s. 12(3)	Records referred to in paragraphs 11(a) to (d) in respect of terminated employees shall be kept for two years after the date of their termination. Records referred to in paragraphs 11(e) to (j) shall be kept for two years after the period covered by the employment equity plan to which the records relate. Where a private sector employer has generated its annual employment equity report required by subsection 18(1) of the Act using specially designed computer software such as Employment Equity Computerized Reporting System (EECRS), the employer shall maintain a copy of the database or other computer record used to generate the report for two years after the year in respect of which the report is filed.	Requirement	2 years after termination of employee or 2 years after period covered by plan
1019	Employment Equity Act, S.C. 1995, c. 44, s. 17			Not Specified
1020	Employment Insurance Act, S. C. 1996			3
1021	Employment Insurance Act, S.C. 1996, c.23, s.87			6
1022	Excise Tax Act (Canada), R.S.C. 1985, c. E-15, s. 262, s. 286	An Act respecting excise taxes. Every person required under this section to keep records shall retain them until the expiration of six years after the end of the year to which they relate or for such other period as may be prescribed. An application for a rebate under this Division shall be made in prescribed form containing prescribed information and shall be filed with the Minister in prescribed manner. Only one application may be made under this Division for a rebate with respect to any matter.	Requirement	6 years
1023	Federal Court Act, R.S.C. 1985, c. F-7, s. 39	An Act respecting the Federal Court of Appeal and the Federal Court. A proceeding in the Federal Court of Appeal or the Federal Court in respect of a cause of action arising otherwise than in a province shall be taken within six years after the cause of action arose.		6 years
1024	Financial Administration Act, R.S.C. 1985, c. F-11, s. 17(3)	(3) Every person who collects or receives public money shall keep a record of receipts and deposits thereof in such form and manner as the Treasury Board may prescribe by regulation	Requirement	Not Specified

1025	Financial Administration Act, R.S.C., 1985, c. F-11, s. 131(1), (2)	<p>131. (1) Each parent Crown corporation shall cause</p> <p>(a) books of account and records in relation thereto to be kept, and</p> <p>(b) financial and management control and information systems and management practices to be maintained,</p> <p>in respect of itself and each of its wholly-owned subsidiaries, if any.</p> <p>(2) The books, records, systems and practices referred to in subsection (1) shall be kept and maintained in such manner as will provide reasonable assurance that</p> <p>(a) the assets of the corporation and each subsidiary are safeguarded and controlled;</p> <p>(b) the transactions of the corporation and each subsidiary are in accordance with this Part, the regulations, the charter and by-laws of the corporation or subsidiary and any directive given to the corporation; and</p> <p>(c) the financial, human and physical resources of the corporation and each subsidiary are managed economically and efficiently and the operations of the corporation and each subsidiary are carried out effectively.</p>	Requirement	Not Specified
1026	Financial Administration Act, R.S.C., 1985, c. F-11, s. 144(1), (2), (3)	An Act to provide for the financial administration of the Government of Canada, the establishment and maintenance of the accounts of Canada and the control of Crown corporations. On the demand of the auditor or examiner the corporation shall furnish such information and explanations, and access to records, documents, books, accounts and vouchers of the corporation or any of its subsidiaries as the auditor or examiner considers necessary to enable him to prepare any report as required by this Division and that the directors, officers, employees or agents are reasonably able to furnish.		Not Specified
1027	Garnishment, Attachment and Pension Diversion Act (Pension Diversion Regulations), SOR/84-48, s. 18; as am. SOR/97-177, s. 13	The Act allows for the garnishment of salaries and other remuneration paid to government employees and for the diversion of pension benefits to satisfy financial support orders. The Pension Diversion Regulations state that a plan member can submit an application to have their pension benefit diverted. If an application is received and the person named as a plan member in the application has not yet exercised an option under section 12 or 13 of the Public Service Superannuation Act, the application shall be retained by the Minister of Justice for a period of 12 months. Information pertaining to inactive garnishments must be kept for six years according to the Treasury Board of Canada website http://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=12138&section=text	Requirement	6 years after garnishment fees paid

1028	Government Employees Compensation Act, R.S., 1985, c. G-5, s. 4(2)	An employee or dependants are entitled to receive compensation at the same rate and under the same conditions as are provided under the law of the province where the employee is usually employed respecting compensation for workmen and the dependants of deceased workmen, employed by persons other than Her Majesty, who are caused personal injuries in that province by accidents arising out of and in the course of their employment; or are disabled in that province by reason of industrial diseases due to the nature of their employment.		Not Specified
1029	Income Tax Act, R.S.C. 1985 (5th Supp.), c. 1, s. 230(1), (2.1), (5)	Every person carrying on business and every person who is required, by or pursuant to this Act, to pay or collect taxes or other amounts shall keep records and books of account (including an annual inventory kept in prescribed manner) at the person's place of business or residence in Canada or at such other place as may be designated by the Minister, in such form and containing such information as will enable the taxes payable under this Act or the taxes or other amounts that should have been deducted, withheld or collected to be determined. For greater certainty, the records and books of account required by subsection 230(1) to be kept by a person carrying on business as a lawyer (within the meaning assigned by subsection 232(1)) whether by means of a partnership or otherwise, include all accounting records of the lawyer, including supporting vouchers and cheques. Exception where no return filed that person shall retain every record and book of account that is required by this section to be kept and that relates to that taxation year, together with every account and voucher necessary to verify the information contained therein, until the expiration of six years from the day the return for that taxation year is filed.	Requirement	6 Years
1030	Income Tax Act, R.S.C. 1985, c. 1 (5th Supp.), s. 230	An Act respecting income taxes. Records and books of account should be kept until the expiration of six years from the end of the last taxation year to which the records and books of account relate.	Requirement	6 years
1031	Income Tax Regulations (Canada), C.R.C. 1978,	These regulations are part of the Income Tax Act. Every person who makes a payment in a taxation year shall remit to the Receiver General, such amount as is determined in accordance with rules set out in these regulations. All returns required shall be filed with the Minister on or before the last day of February in each year and shall be in respect of the preceding calendar year.		Not Specified

1032	Privacy Act (Privacy Regulations), SOR/83-508	4. (1) Personal information concerning an individual that has been used by a government institution for an administrative purpose shall be retained by the institution (a) for at least two years following the last time the personal information was used for an administrative purpose unless the individual consents to its disposal; and (b) where a request for access to the information has been received, until such time as the individual has had the opportunity to exercise all his rights under the Act.	Requirement	2 years
1033	Trademarks Act (Canada), R.S.C. 1985, c. T-13, s. 30	An Act relating to trade-marks and unfair competition. An application for the registration of a trade-mark should be filed with the Registrar of Trade-marks.		Not Specified
1034	Transportation of Dangerous Goods Regulations (Canada) SOR/2001-286, s.3 .5, s.3 .11, s.6.6	Relates to information that must be contained on a shipping document for the transportation of dangerous goods. A person who handles or transports dangerous goods must be adequately trained and hold a training certificate. An employer must keep a record of training or a statement of experience, as well as a copy of a training certificate, in electronic or paper form, beginning on the date the training certificate is issued and continuing until two years after the date it expires.	Requirement	2 years after expiration
1035	Unemployment Insurance Regulations (Canada), C.R.C. 1978, c. 1576, s. 35			6
1036	Unemployment Insurance Regulations, C.R.C. 1978, c. 1575, s. 4, ss. 19-20	Regulations Respecting the Collection of Unemployment Insurance Premiums. Every employer shall remit the employees' premiums and the employer's premiums payable under the Act and these Regulations to the Receiver General on or before the 15th day of the month following the month in which the employer paid to the insured person remuneration or other insurable earnings in respect of which premiums were required to be deducted or paid thereunder. Every remittance by an employer of employees' premiums and employer's premiums to the Receiver General shall be accompanied by an information return in a form authorized by the Minister.		Not Specified

1037	Canada Labour Code (Canada Occupational Health and Safety Regulation), SOR/86-304, ss. 15.9, 15.10, 15.11.(a); as am. SOR/89-479, s. 1, SOP 2010	Where an accident occurs the employer shall, within 14 days after the receipt of the police report of the accident, submit a copy of that report to a health and safety officer at the regional office or district office. Every employer shall, not later than March 1 in each year, submit to the Minister a written report setting out the number of accidents, occupational diseases and other hazardous occurrences of which the employer is aware affecting any employee in the course of employment during the 12 month period ending on December 31 of the preceding year. Every employer shall keep a copy of each report submitted or a period of 10 years following the submission of the report to the health and safety officer or the Minister; and the record or report for a period of 10 years following the hazardous occurrence.	Requirement	10 years
------	--	--	-------------	----------

Provincial (Ontario) Regulatory and Legislative Obligations

Citation #	Statute/ Regulation	Retention Description	Requirement/ Best Practice	Retention Timeframe
2000	Aggregate Resources Act, R.S.O. 1990, c. A.8, s. 12.2; s. 15.1; s. 18 ; s. 28; s. 32; s. 40.1.	The purposes of this Act are to provide for the management of the aggregate resources of Ontario; to control and regulate aggregate operations on Crown and private lands; to require the rehabilitation of land from which aggregate has been excavated; and to minimize adverse impact on the environment in respect of aggregate operations. If a licence is issued, the licensee shall serve a copy of the licence and a copy of the final site plan on the clerk of each municipality in which the site is located. Every licensee shall submit an annual report to the Minister for the purpose of assessing the licensee's compliance with this Act, the regulations, the site plan and the conditions of the licence. On application, the Minister may transfer a licence. If a wayside permit is issued, the permittee shall serve a copy of the permit and a copy of the final site plan on the clerk of each municipality in which the site is located. The Minister may, at any time, suspend or revoke a wayside permit for any contravention of this Act, the regulations, the site plan or the conditions of the permit, effective as soon as the notice mentioned in subsection (2) is served upon the permittee. Notice of suspension or revocation of a permit, including reasons therefor, shall be served upon the permittee and, where applicable, upon the clerk of each municipality in which the site is located for their information. The Minister may accept the surrender of an aggregate permit on being satisfied that the permittee's annual aggregate permit fees and rehabilitation security payments, and special payments if applicable, have been paid and that the rehabilitation has been performed in accordance with this Act, the regulations, the site plan, if any, and the conditions of the permit. Every licensee and permittee shall keep, for a period of seven years, detailed records of the operation for which the licence or permit has been issued, including copies of all documents relating to quantities of material removed from the site, inventories of material on the site, sales and shipments.	Requirement	7 years
2001	Ambulance Act Regulations (General) O. Reg 257/00, s.19	If an upper-tier municipality or delivery agent becomes responsible for ensuring the provision of land ambulance services during the year 2000 in accordance with the Act, the operator of an applicable enterprise that provides land ambulance services in the municipality or designated area shall, within 60 days of receiving a request from the Director, deliver to the Director closing financial statements for the ambulance service on forms provided by the Ministry, together with a copy of audited financial statements referred to in clause 17 (1) (c).		

2002	Ambulance Act Regulations (General), O. Reg. 501197, s. 25.			
2003	Assessment Act, R.S.O. 1990, c. A.31, s. 14; s. 53.	The assessment corporation shall prepare an assessment roll for each municipality, for each locality and for non-municipal territory and the assessment roll shall contain the information set out in this Act. Every person employed by the assessment corporation, a municipality or a school board who in the course of the person's duties acquires or has access to actual income and expense information on individual properties, and who wilfully discloses or permits to be disclosed any such information to any other person not likewise entitled in the course of the person's duties to acquire or have access to the information, is guilty of an offence and on conviction is liable to a fine of not more than \$2,000, or to imprisonment for a term of not more than six months, or to both.		

2004	Building Code Act, 1992 Regulations, O. Reg 350/06 (Division C) s.1.2.2.; 1.3 .2	<p>Division C contains the administrative provisions of this Code. A person who intends to construct or have constructed a building required to be designed by an architect, professional engineer or both, shall ensure that they are retained to undertake the general review of the construction of the building in accordance with the performance standards of the Ontario Association of Architects or the Association of Professional Engineers of Ontario to determine whether the construction is in general conformity with the plans, sketches, drawings, graphic representations, specifications and other documents that are prepared and that form the basis for the issuance of a permit or any changes to it authorized by the chief building official. Copies of written reports arising out of the general review shall be forwarded to the chief building official or registered code agency by the architect, professional engineer or both. The applicant for a permit respecting the demolition of a building shall retain a professional engineer to undertake the general review of the project during demolition. Where a permit has been issued the person to whom it is issued shall have the permit or a copy of it posted at all times during construction or demolition in a conspicuous place on the property in respect of which the permit was issued. The person in charge of the construction of the building shall keep and maintain on the site of the construction the following documentation; at least one copy of drawings and specifications certified by the chief building official or a person designated by the chief building official to be a copy of those submitted with the application for the permit to construct the building, together with changes that are authorized by the chief building official or a person designated by the chief building official, and authorization or facsimiles of it received from the Building Materials Evaluation Commission, including specified terms and conditions.</p>		
------	--	--	--	--

2005	Charitable Institutions Act, R.S.O. 1990, c. C.9, s. 9.7	<p>A placement co-ordinator who authorizes a person's admission to an approved charitable home for the aged shall give to the approved corporation maintaining and operating the home the information mentioned in a paragraph of subsection (2) if, the placement co-ordinator has the information mentioned in the paragraph; and consent to the disclosure of the information to the approved corporation is given by, the person whose admission is authorized, or the person, if any, who was lawfully authorized to consent to admission.</p> <p>The information referred to in subsection (1) is the following: Information about assessments of the person whose admission is authorized. Information about the person's medical history. Information about the person's social and other care requirements. The name and address of the person, if any, who was lawfully authorized to consent to admission.</p>		
2006	Child and Family Services Act, R.S.O. 1990, c.C.11, s.7, S.85, s.193.	The Minister may provide services and establish, operate and maintain facilities for the provision of services; and make agreements with persons, municipalities and agencies for the provision of services and may make payments for those services and facilities out of legislative appropriations. This Act concerns grants and contributions, offences, the issuance and renewal of licences.		
2007	College of Nurses of Ontario advises adherence to the following standard as proposed in the Nursing Act, 1991. (The standard has not yet been passed).			
2008	College of Nurses of Ontario standard (as proposed in the Nursing Act 1991 Regulation).	All Registered Nurses, Registered Practical Nurses and Nurse Practitioners practising within Ontario are members of the College of Nurses of Ontario. Only members of the College are allowed to refer to themselves as nurses in Ontario. A valid certificate of registration from the College is required of all nurses who wish to practise nursing in Ontario and perform the procedures in the Controlled Acts as set out in the Nursing Act 1991 Regulation.		
2009	Condominium Act, R.S.O. 1990, c. C.26, s. 50	An Act concerning the registration of condominium lands under the Land Titles Act or the Registry Act. Section 50 refers to the application of the Planning Act, subdivision control and exemptions.		

2010	Construction Lien Act, R.S.O. 1990, c. C.30, s. 34	A lien or security interest may be preserved during the supplying of services or materials or at any time before it expires, where the lien attaches to the premises, by the registration in the proper land registry office of a claim for lien on the title of the premises and where the lien does not attach to the premises, by giving to the owner a copy of the claim for lien.		
2011	Corporations Act, R.S.O. 1990, c. C.38, s. 299	Minute Books - A corporation shall cause minutes of all proceedings at meetings of the shareholders or members and of the directors and of any executive committee to be entered in books kept for that purpose. Any such minutes are admissible in evidence as proof, in the absence of evidence to the contrary, of the proceedings. Where minutes have been made of the proceedings of a meeting the meeting shall be deemed to have been duly called, constituted and held and all proceedings had thereat to have been duly had and all appointments of directors, officers or liquidators made thereat shall be deemed to have been duly made.		
2012	Corporations Act, R.S.O. 1990, c. C.38, s. 300	Documents and registers - A corporation shall cause the following documents and registers to be kept: A copy of the letters patent and of any supplementary letters patent issued to the corporation and of the memorandum of agreement if incorporated by special Act, a copy of the Act. All by-laws and special resolutions of the corporation. A register of shareholders or members in which are set out the names alphabetically arranged of all persons who are shareholders or members or have been within ten years shareholders or members of the corporation and the address of every such person while a shareholder or member and, in the case of a company, in which are set out also the number and class of shares held by each shareholder and the amounts paid up and remaining unpaid on their respective shares. A register of directors in which are set out the names and addresses of all persons who are or have been directors of the corporation with the several dates on which each became or ceased to be a director.		
2013	Corporations Act, R.S.O. 1990, c. C.38, s. 300	The documents and registers mentioned in sections 41 and 300 are admissible in evidence as proof, in the absence of evidence to the contrary, before and after dissolution of the corporation, of all facts purporting to be stated therein.		

2014	Corporations Act, R.S.O. 1990, c. C.38, s. 302	Books of account - A corporation shall cause to be kept proper books of account and accounting records with respect to all financial and other transactions of the corporation and, without derogating from the generality of the foregoing, records of all sums of money received and disbursed by the corporation and the matters with respect to which receipt and disbursement took place; all sales and purchases of the corporation; the assets and liabilities of the corporation; and all other transactions affecting the financial position of the corporation.		
2015	Day Nurseries Act Regulations (General), R.R.O. 1990, Reg. 262, s. 27	Every operator of a day nursery shall ensure that in respect of each day nursery operated by the operator, a written procedure approved by the local fire chief is established with respect to the duties of each member of the staff of each day nursery in the event of a fire; each staff member of each day nursery is instructed as to his or her responsibilities in the event of a fire before commencing work for the first time; the written procedure referred to in clause (a) is posted in a conspicuous place in each room in each day nursery that is used for the care of children; a fire drill is conducted at least once a month; a written record is kept of all fire drills, all tests of the fire alarm system and all tests of fire protection equipment and that each record is retained for at least two years from the date of the drill and test; and there is a designated place of shelter in the event the day nursery must be evacuated due to an emergency.	Requirement	2 years after drill or test

2016	Day Nurseries Act Regulations (General), R.R.O. 1990, Reg. 262, s. 4, s. 13, s. 25	<p>13. (1) Every operator of a private-home day care agency shall ensure that before a premises is used as a location where private-home day care is to be provided by the operator, the premises, including the outdoor play space, is inspected by a private-home day care visitor employed by the operator to ensure compliance with the Act and this Regulation and, where the premises is so used, that further inspections are carried out every three months from the time of the initial inspection and at such other times as the operator or a Director considers necessary. R.R.O. 1990, Reg. 262, s. 13 (1).</p> <p>(2) The operator shall ensure that a record is kept of each inspection made under subsection (1) and that the record is maintained for at least two years from the date of the inspection. R.R.O. 1990, Reg. 262, s. 13 (2).</p> <p>25. (1) Every operator shall ensure that, where a report is made by the local medical officer of health or any person designated by the local medical officer of health or the local fire department with respect to a day nursery operated by the operator or a location where private-home day care is provided by the operator, one copy of the report is kept on the premises of the day nursery or at the head office of the private-home day care agency for at least two years from the date of its making and another copy is sent forthwith to a program advisor. R.R.O. 1990, Reg. 262, s. 25 (1).</p>	Required	2 years after date of inspection
2017	Day Nurseries Act Regulations (General), R.R.O. 1990, Reg. 262, s. 48	<p>48. (1) Every operator shall ensure that up-to-date records that are available for inspection by a program adviser at all times are kept on the premises of a day nursery or private-home day care agency operated by the operator that include in respect of each child enrolled,</p> <p>(2) Every operator shall ensure that a record is kept of the daily attendance of each child enrolled in each day nursery operated by the operator and in each location where private-home day care is provided by the operator. R.R.O. 1990, Reg. 262, s. 48 (2).</p> <p>(5) Every operator shall ensure that the records required to be maintained under this section with respect to a child are retained for at least two years after the discharge of the child. R.R.O. 1990, Reg. 262, s. 48 (5).</p>		2 years after discharge of child

2018	Day Nurseries Act Regulations (General), R.R.O. 1990, Reg. 262, s. 67, s. 69, s. 70 .	<p>67. (1) Every band or approved corporation claiming payment under the Act shall annually before a date fixed by a Director in each year prepare and submit to a Director, on a form approved by the Minister, an estimate of the costs and revenue and of the amount the Minister is to pay for the next fiscal year. O. Reg. 482/97, s. 4 (1); O. Reg. 501/00, s. 3 (1).</p> <p>69. (1) An application for payment under section 9 of the Act for a building project shall be made to the Minister on a form provided by the Minister. R.R.O. 1990, Reg. 262, s. 69 (1).</p> <p>(2) An applicant who applies under subsection (1) shall file with the Minister two copies of a site plan showing the location of the building or buildings, if any, on the site and, in the case of a building project with one or more of the elements referred to in paragraph 1, 2, 5 or 7 of the definition of "building project" in section 1,</p> <p>70. (1) No payment under section 9 of the Act shall be made for a building project except where,</p> <p>(a) the building project has been approved by the Minister;</p> <p>(b) the approved cost has been determined; and</p> <p>(c) the approvals of the Minister under section 6 of the Act, subsections 69 (2) and (3) and section 71 of this Regulation have been obtained. R.R.O. 1990, Reg. 262, s. 70 (1).</p> <p>(2) An approval of a building project by the Minister referred to in subsection (1) expires on the first anniversary of the date upon which the approval is given unless the building project has been commenced before such anniversary date. R.R.O. 1990, Reg. 262, s. 70 (2).</p>	Required	Not specified
2019	Day Nurseries Act Regulations (General), R.R.O. 1990, Reg. 262, s. 73	73. Every municipality, band or approved corporation that receives a payment under this Regulation shall keep and maintain a current inventory of all furnishings and equipment acquired by it and the inventory shall set forth each addition to or removal from inventory and the reasons therefor and shall be prepared in such manner as a Director may require. R.R.O. 1990, Reg. 262, s. 73.	Required	Not specified

2020	Day Nurseries Act Regulations (General, R.R.O. 1990, Reg. 262, s. 64	<p>64. (1) Every operator, except an approved corporation, shall keep financial records for each day nursery or private-home day care agency operated by the operator and shall retain such financial records for at least six years from the time of their making. R.R.O. 1990, Reg. 262, s. 64 (1).</p> <p>(2) The financial records referred to in subsection (1) shall show at least the,</p> <p>(a) assets;</p> <p>(b) liabilities;</p> <p>(c) income;</p> <p>(d) expenses; and</p> <p>(e) accumulated surplus and deficit,</p> <p>of the day nursery or private-home day care agency, as the case may be. R.R.O. 1990, Reg. 262, s. 64 (2).</p>	Required	6 years
2021	Dentistry Act, 1991, S.O. 1991, c. 24	<p>Records relating to dental claims submitted for financial reimbursement.</p> <p>Regulations: 12. Subject to the approval of the Lieutenant Governor in Council and with prior review by the Minister, the Council may make regulations,</p> <p>(a) regulating and governing the prescribing, dispensing, compounding and selling of drugs by members in the course of engaging in the practice of dentistry and ancillary matters, including establishing requirements and setting prohibitions;</p> <p>(b) requiring members to keep records respecting the prescribing, dispensing, compounding and selling of drugs and providing for the contents of those records;</p> <p>(c) requiring members to provide the College or the Minister with reports respecting the prescribing, dispensing, compounding and selling of drugs and providing for the contents of those reports. 2009, c. 26, s. 6 (2).</p>	Required	Not specified

2022	Development Charges Act, 1997 Regulations (General), O. Reg. 82/98, s. 8, s. 9, s. 10, s. 12, s. 14, s. 15, s. 17	<p>8. A development charge background study under section 10 of the Act shall set out the following for each service to which the development charge relates:</p> <p>1. The total of the estimated capital costs relating to the service.</p> <p>2. The allocation of the costs referred to in paragraph 1 between costs that would benefit new development and costs that would benefit existing development.</p> <p>3. The total of the estimated capital costs relating to the service that will be incurred during the term of the proposed development charge by-law.</p> <p>4. The allocation of the costs referred to in paragraph 3 between costs that would benefit new development and costs that would benefit existing development.</p> <p>5. The estimated and actual value of credits that are being carried forward relating to the service.</p> <p>9. (1) Notice of the public meeting of the council is required</p> <p>10. (1) This section applies to the notices relating to the passage of a development charge by-law that the clerk of a municipality is required to give under section 13 of the Act.</p> <p>12. (1) The information described in subsection (2) is prescribed as information to be included in the statement of the treasurer of a municipality under section 43 of the Act. The information is in addition to the opening and closing balance for the previous year and the transactions relating to the year.</p> <p>14. (1) A municipality shall prepare a pamphlet for each development charge by-law in force</p> <p>15. (1) A notice required under paragraph 1 of subsection 64 (1) of the Act shall be given by the clerk of the municipality.</p> <p>Transition Rules for Credits under Section 14 of the Old Act: 17. There are rules to apply with respect to credits given or required to be given</p>	Required	Not specified
------	---	---	----------	---------------

2023	Development Charges Act, 1997, c. 27, s. 10, s. 15, s. 20, s. 23, s. 42, s. 43, s. 46, s. 47, s. 48, s. 56	<p>10. (1) Before passing a development charge by-law, the council shall complete a development charge background study.</p> <p>15. (1) If the clerk of the municipality receives a notice of appeal on or before the last day for appealing a development charge by-law, the clerk shall compile a record that includes,</p> <ul style="list-style-type: none"> (a) a copy of the by-law certified by the clerk; (b) a copy of the development charge background study; (c) an affidavit or declaration certifying that notice of the passing of the by-law and of the last day for appealing it was given in accordance with this Act; and (d) the original or a true copy of all written submissions and material received in respect of the by-law before it was passed. <p>20. (1) A person required to pay a development charge, or the person's agent, may complain to the council of the municipality imposing the development charge not later than 90 days after the day the development charge, or any part of it, is payable.</p> <p>23. (1) If a notice of appeal under subsection 22 (1) is filed with the clerk of the municipality on or before the last day for appealing a decision, the clerk shall compile a record that includes,</p> <ul style="list-style-type: none"> (a) a copy of the development charge by-law certified by the clerk; (b) the original or a true copy of the complaint and all written submissions and material received in support of the complaint; (c) a copy of the council's decision certified by the clerk; and (d) an affidavit or declaration certifying that notice of the council's decision and of the last day for appealing it was given in accordance with this Act <p>42. A municipality that has passed a development charge by-law may register the by-law or a certified copy of it against the land to which it applies</p> <p>43. (1) The treasurer of a municipality shall each year on or before such date as the council of the municipality may direct, give the council a financial statement relating to development charge by-laws and reserve funds established under section 33.</p> <p>46. (1) The clerk of a municipality that has entered into a front-ending agreement shall give written notice of an agreement and of the last day for filing an objection to the agreement, which shall be the day that is 40 days after the day the agreement is made.</p>	Required	
2024	Developmental Services Act, R.S.O. 1990, c.D.11, s.2.	2. (1) The Minister may establish, operate and maintain one or more facilities and may furnish such services and assistance as he or she considers necessary upon such terms and conditions as the Minister sees fit.	Required	

2025	Education Act Regulations, O. Reg. 20/98, s. 12, s. 14, s. 15.	<p>12. (1) This section applies to the notices relating to the passage of an education development charge by-law that the secretary of a board is required to give under section 257.64 of the Act. - personal service, fax or mail to every owner of land in the area to which the by-law applies or publication in a newspaper.</p> <p>14. (1) This section applies to the notices relating to a proposed by-law amending an education development charge by-law that a board is required to give under section 257.72 of the Act.</p> <p>15. (1) This section applies to the notices relating to the passage of a by-law amending an education development charge by-law that the secretary of a board is required to give under section 257.73 of the Act.</p>	Required	
2026	Emergency Management and Civil Protection Act, R.S.O. 1990, c.E.9, s.10	<p>3. (1) Every municipality shall formulate an emergency plan governing the provision of necessary services during an emergency and the procedures under and the manner in which employees of the municipality and other persons will respond to the emergency and the council of the municipality shall by by-law adopt the emergency plan. 2002, c. 14, s. 5 (1).</p> <p>10. Except for plans respecting continuity of operations or services, an emergency plan formulated under section 3, 6 or 8 shall be made available to the public for inspection and copying during ordinary business hours at an office of the municipality, ministry or branch of government, as the case may be. R.S.O. 1990, c. E.9, s. 10; 2009, c. 33, Sched. 9, s. 4.</p>	Required	
2027	Employer Health Tax Act, R.S.O. 1990, c. E.11, s. 5.	<p>5. (1) Every taxpayer who is liable to pay tax under this Act for a year shall deliver to the Minister, on or before the prescribed date applicable to that taxpayer, a return in a form approved by the Minister setting out the amount of tax payable for the year under this Act, the amount or amounts on which the tax was calculated and such other information as may be required by the Minister for the purposes of this Act.</p> <p>Records and books of account:</p> <p>12. (1) Every person who is or was an employer with a permanent establishment in Ontario shall keep records and books of account in Ontario or at such other place as may be approved by the Minister. 1994, c. 8, s. 13 (1); 2004, c. 16, Sched. D, Table; 2009, c. 18, Sched. 11, s. 3.</p> <p>(4) Every person required by this section to keep records and books of account shall, until permission for their disposal is given by the Minister, retain each such record and book of account and every primary source document required to support and verify the entries and information in the records and books of account.</p>	Required	Not specified

2028	Employment Standards Act, 2000 Regulations, O.Reg 287/01, s.3	<p>Information about employees:</p> <p>3. (1) The following is the information about each employee that the owner or manager of premises shall give for the purposes of subsection 77 (1) of the Act:</p> <ol style="list-style-type: none"> 1. The employee's job classification or job description. 2. The wage rate actually paid to the employee. 3. A description of any benefits provided to the employee, including the cost of each benefit and the benefit period to which the cost relates. 4. The number of hours that the employee works in a regular work day and in a regular work week. 5. The date on which the provider hired the employee. 6. Any period of employment attributed to the provider under section 10 of the Act. 7. The number of weeks that the employee worked at the premises during the 26 weeks before the request date. 8. A statement indicating whether either of the following subparagraphs applies to the employee: <ol style="list-style-type: none"> i. The employee's work, before the request date, included providing building services at the premises, but the employee did not perform his or her job duties primarily at those premises during the 13 weeks before the request date. ii. The employee's work included providing building services at the premises, but the employee was not actively at work immediately before the request date, and did not perform his or her job duties primarily at the premises during the most recent 13 weeks of active employment 	Required	Not specified
------	--	---	----------	---------------

2029	Employment Standards Act, 2000, S.O. 2000, c.41, s.15	Retention of employee records: (5) The employer shall retain or arrange for some other person to retain the records of the information required under this section for the following periods: 1. For information referred to in paragraph 1 or 3 of subsection (1), three years after the employee ceased to be employed by the employer. 2. For information referred to in paragraph 2 of subsection (1), the earlier of, i. three years after the employee's 18th birthday, or ii. three years after the employee ceased to be employed by the employer. 3. For information referred to in paragraph 4 of subsection (1) or in subsection (3), three years after the day or week to which the information relates. 4. For information referred to in paragraph 5 of subsection (1), three years after the information was given to the employee.	Required	Termination of employee + 3 years
2030	Employment Standards Act, 2000, S.O. 2000, c.41, s.15	see 2029 above.	Required	Termination of employee + 3 years
2031	Environmental Assessment Act, 1992, c.37	An Act to establish a federal environmental assessment process. Includes Regulations respecting studies or projects conducted by Canada Port Authority, Crown Corporations involved in the Provision of Commercial Loans, Federal Authorities, Infrastructure Projects, Projects Outside Canada. The projects and classes of projects that are set out in the schedule are prescribed projects and classes of projects for which a comprehensive study is required. The Regulations establish Timelines for Comprehensive Studies. Environmental impact statement guidelines remain valid for a period of three years beginning on the day on which the Agency provides them to the proponent.		3 years for Environmental impact statement guidelines
2032	Environmental Assessment Act, R.S.O. 1990, c. E.18, s. 5	The purpose of this Act is the betterment of the people of the whole or any part of Ontario by providing for the protection, conservation and wise management in Ontario of the environment. Every proponent who wishes to proceed with an undertaking shall apply to the Minister for approval to do so. A document may be destroyed by or under the authority of the Minister when it has been completely recorded or copied and the recording or copy is retained for the purpose of inspection under this section. c.36 (6).		

2033	Environmental Protect Act Regulations O. Reg 189/94 as amended, s. 7, s.17	Every person who conducts a test to determine if there is a leak in refrigeration equipment that uses a refrigerant shall place a notice on the equipment at the end of the test. In the case of a test conducted on refrigeration equipment in a motor vehicle, the required notice may be affixed to the frame or edge of the door nearest to the driver's seat. A copy of each notice shall be kept for a period of two years from the date of its issuance.	Requirement	2 years
2034	Environmental Protection Act Regulations , O. Reg. 102/94, s. 5	A person who is required under this Regulation to prepare a report of a waste audit or a waste reduction work plan shall retain a copy of the report or plan for at least five years after it was prepared. A person who is required under this Regulation to prepare a report of a waste audit or a waste reduction work plan shall submit to the Director, on request, the required report or plan, within seven days of the Director requesting them.	Requirement	At least 5 years after date prepared
2035	Environmental Protection Act Regulations , O. Reg. 232/98, s. 5, s. 6 , s. 8, s. 9 , s. 10	The holder of an environmental compliance approval or the applicant for an environmental compliance approval to which a landfilling site is or will be subject shall notify the Director in writing within 30 days after any change in his, her or its identity or status or any change in ownership of the site or ownership of property rights in the contaminant attenuation zone. A person shall not establish a new landfilling site or increase the total waste disposal volume of an existing landfilling site unless a written report has been prepared in accordance with this section. This includes geologic and hydrogeologic conditions reports, surface water conditions of the site and surface water protection for the site and the design for the ground water protection features. The owner and the operator of a landfilling site shall ensure that daily records of site operations are made during the operation of the site and that the records are retained for at least two years after they are made. (s. 20) . The owner and the operator of a landfilling site shall ensure that, within three months after each anniversary of the date on which waste was first accepted at the site, an annual report is prepared respecting the operation of the landfilling site, including a summary of results from monitoring programs; and all of the reports are retained until at least two years after the site is closed. (s. 21)	Requirement	2 years
2036	Environmental Protection Act Regulations, O.Reg. 101/94, s. 10, s. 15, s. 23	A municipality that is required to establish a blue box waste management system or a leaf and yard waste system shall submit an annual report on the operation of the system to the Director on or before June 1 in every year. An operating plan, an Emergency response plan and a Contingency plan shall be kept at the site.	Requirement	At least 2 years after the event to which the information relates. (s.27)

2037	Environmental Protection Act, R.S.O. 1990, c. E.19, s. 3 8	The purpose of this Act is to provide for the protection and conservation of the natural environment. When the Director, upon reasonable and probable grounds, is of the opinion that a source of contaminant is discharging into the natural environment any contaminant that constitutes, or the amount, concentration or level of which constitutes, an immediate danger to human life, the health of any persons, or to property, the Director may issue a stop order.		
2038	Environmental Protection Act, R.S.O. 1990, c. E.19, s. 18, s. 92	The Director by a written order may require a person who owns or owned or who has or had management or control of an undertaking or property to have available at all times equipment, material and personnel specified in the order. To obtain, construct and install or modify the devices, equipment and facilities specified in the order at the locations and in the manner specified in the order and to implement procedures. Every person having control of a pollutant that is spilled and every person who spills or causes or permits a spill of a pollutant shall notify any municipality within the boundaries of which the spill occurred. Every person required by this Act or the regulations to retain a record shall make it available to a provincial officer for inspection upon his or her request.		
2039	Expropriations Act, R.S.O. 1990, c. E.26, s. 9 , s. 10	Where a proposed expropriation has been approved under this Act or under the Ontario Energy Board Act, 1998, the expropriating authority shall register, within three months after the granting of the approval, in the proper land registry office a plan of the land signed by the expropriating authority and by an Ontario land surveyor, and thereupon the land vests in the expropriating authority. Where a plan has been registered and no agreement as to compensation has been made with the owner, the expropriating authority may serve the owner, and registered owner, within thirty days after the date of registration of the plan, with a notice of expropriation of the owner's land but failure to serve the notice does not invalidate the expropriation. Where a plan has been registered, the registered owner may elect, by notice in writing served upon the expropriating authority, within thirty days after the owner was served with the notice to have the compensation to which the owner is entitled assessed. Where lands are found to be no longer required by the expropriating authority the owners should be given first chance to repurchase the lands. (s.42)		
2040	Family Benefits Act Regulations (General), R.R. O. 1990, Reg. 3 66, s. 17, s. 18, s. 38	Refers to the application process for receiving Family Benefits and the accompanying documentation required and the determination of family income.		

2041	Fire Protection and Prevention Act, 1997 Regulations O. Reg. 388/97	<p>Fire Code - written records shall be kept of tests and corrective measures for two years after they are made, and the records shall be available upon request to the Chief Fire Official.</p> <p>If the time interval between tests exceeds 2 years, the written records shall be kept for the period of the test interval plus one year.</p> <p>In addition facilities regulated by or under the Developmental Services Act, written records shall be kept of inspections for two years after they are made, and the records shall be available upon request to the Chief Fire Official.</p>	Requirement	2 years
2042	Fuel Tax Act Regulations, R.R.O. 1990, Reg. 464, s. 9, s. 13	<p>A record of the quantities of fuel imported, purchased or otherwise received from suppliers including inventories that have been used in the operation of auxiliary equipment of a motor vehicle and with respect to which a refund has been or may be claimed; and the tax collectable and payable,</p> <p>shall be retained. A person required to maintain records, invoices, books of account or other documents may dispose of those records if the person first obtains the Minister's authorization to do so. A period of seven years has expired since the end of the calendar year to which the records relate.</p>	Requirement	7 years
2043	Fuel Tax Act, R.S.O. 1990, c. F.35, s. 6.1	<p>Every manufacturer, collector, distributor, importer, exporter, registered consumer, interjurisdictional carrier, interjurisdictional transporter, wholesale dealer or retail dealer shall keep at that person's principal place of business records and books of account in such form and containing such information as will permit the accurate determination of the taxes collectable or payable under this Act. Every person shall retain the records and books of account, as well as any other documents necessary to verify the information in the records and books of account, for a period of seven years following the end of the fiscal period to which the records and books of account relate, unless written permission for their disposal is received from the Minister.</p>	Requirement	7 years

2044	Health Insurance Act, R.S.O. 1990, c. H.6, s. 17	Physicians, practitioners and health facilities shall prepare accounts for their insured services in such form as the General Manager may require. The accounts must meet the prescribed requirements. The physician, practitioner, health facility or, in the case of a patient who is billed directly, the patient must submit an account for an insured service to the General Manager within such time after the service is performed as may be prescribed. When submitted, the account must be in the required form and meet the prescribed requirements.		
2045	Health Protection Act, R.S.O. 1990, c. H. 7, s. 16	Every person who operates a food premise shall keep such records in respect of the manufacturing, processing, preparation, storage, handling, display, transportation and sale, or offering for sale of food on or in the food premise and the distribution of food from the food premise as are prescribed by the regulations, and shall keep the records in such form, with such detail and for such length of time as are prescribed by the regulations.		
2046	Health Protection and Promotion Act Regulations, R.R.O. 1990, Reg. 569	Regulations respecting the reporting of diseases. A report with respect to the person to whom the finding was made, be made within twenty-four hours of the making of the finding . Any report made under the Act that is referred to in this Regulation shall be forwarded to the Ministry using the integrated Public Health Information System (iPHIS), or any other method specified by the Ministry.		
2047	Highway Traffic Act Regulations, R.R.O. 1990	Regulations for Safety Inspections and Standards for vehicles including certificates/stickers. An annual inspection sticker is valid until the end of the twelfth month after the month of inspection indicated on the sticker.	Requirement	1 year
2048	Homemakers and Nurses Services Act Regulations, R.R.O. 1990	Homemakers or Nurses are required to be trained and should receive a course of instruction. A grant for the training can be applied for from the Minister of Health and Long-Term Care. A municipality or council who pays fees for the services of homemakers or nurses shall complete an application for reimbursement and submit it to the Director not later than the 20th day of the month following the month for which the application is made and complete a statement of the amount paid for each recipient and retain the statement in his or her files. The Director may inspect and audit the books, accounts and vouchers of the municipality or council and those of the Designated Service Coordinators who provide homemaking services.		

2049	Homes for the Aged and Rest Homes Act Regulations, R.R.O. 1990	The municipality, municipalities or board maintaining and operating a home shall ensure that there are sufficient qualified administrative staff to manage and administer the home. The Administrator is responsible for keeping the records, completing the forms and making the returns required by the Act and this Regulation, and maintaining the confidentiality of all records and protecting the privacy and rights of the residents. The written records shall be retained along with the other records of the resident for at least twenty years after the last entry in the records with respect to the resident or, where the resident dies, for at least five years after the death of the resident. The books of account and ledgers of the home are audited annually. Each book of account and ledger shall be retained by the home for at least six years from the date of the last entry in the book or ledger. The administrator shall keep a separate book of account for a Trust Account that shall be retained for at least six years from the date the trust account is closed or becomes inactive. Fire inspection records shall be retained for at least two years.		20 years for resident records; 6 years after closed for financial records; 2 years after for fire inspection reports.
2050	Human Rights Code Regulations , O. Reg. 290/98, s. 1	A landlord may request credit references and rental history information, or either of them, from a prospective tenant and may request from a prospective tenant authorization to conduct credit checks on the prospective tenant.		
2051	Insurance Act, R.S.O. 1990	CHAPTER I.8 23 (1), 26 (1) The Superintendent shall keep the following books and records: A register of all licences issued under this Act. A record of all securities deposited by each insurer with the Superintendent. The books and records required by this section to be kept, shall be open to inspection at such times and upon payment of such fees as may be established by the Minister. Official documents as evidence - "official document" means a certificate, licence, order, decision, direction, inquiry or notice under this Act. A true copy certified by the Superintendent is admissible in evidence to the same extent as and has the same evidentiary value as the document or thing of which it is a copy. Records are subject to audit if considered necessary.		

2052	Labour Act (Fair Wages and Hours of Labour Regulations), C.R.C. 1978, c. 1015, s. 14; as am; SOR/99-362, s. 6	Regulate the wages and hours of labour for construction workers engaged in projects funded by the Government of Canada. Every contract shall include a provision that the contractor shall post and keep posted in a conspicuous place on the premises where work is being carried out or on premises occupied or used by workers engaged in or carrying out the work a copy of the schedule of wage rates applicable under the contract, a copy of the contractual provisions requiring the payment of fair wages, and a copy of any change in wages to be paid under the contract; keep books and records showing the names, addresses, classifications of employment and work of all workers employed under a contract and the rate of wages to be paid, wages paid and daily hours worked by the workers; and permit, at all reasonable times, an inspector to inspect their books, records and premises and provide an inspector with access to the contractor's premises for that purpose.		
2053	Labour Relations Act, 1995, S.O. 1995, c.I, Sched. A, s.90	Each party to a collective agreement shall file one copy with the Minister of Labour.		
2054	Limitations Act, 2002 S.O. 2002, chapter 24 Schedule B	This Act applies to claims pursued in court proceedings. A proceeding shall not be commenced in respect of a claim after the second anniversary of the day on which the claim was discovered. The limitation period of 2 years does not apply to Minors or Incapable persons. However, the ultimate limitation period for claims is 15 years after the act or omission on which the claim is based took place. There is no limitation period for a few exceptions stated in this Act under s. 16 (1). A limitation period may be suspended or extended by an agreement made on or after October 19, 2006.	Requirement	2 years for most claims; 15 years for minors or incapable persons.
2055	Ministry of Community and Social Services Act, R.S.O. 1990, c.M.20, s.11, s.12.	From time to time the Lieutenant Governor in Council or the Minister may direct payment of grants and contributions for consultation, research and evaluation services with respect to programs of social services, community services and social planning and for the provision, encouragement and development of credit counselling services and other social or community services. Agreements may be made with organizations, municipalities or other persons or corporations respecting the provision of social services and community services including items, facilities and personnel.		
2056	Ministry of Community and Social Services Act, R.S.O. 1990, c. M.20, s. 9	An inspection of any book, record or account respecting the grant may be made by the Ministry of Community and Social Services and may require a recipient of a grant to prepare and submit a financial statement.		

2057	Ministry of Community and Social Services, Provincial/Municipal Integration of Able Bodied Sole Support Parents on Family Benefits Agreement	<p>A plan to reform Ontario's social assistance programs is currently in place. A report by Ontario's social assistance review commission published in October 2012 called for the merger of Ontario Works (OW) and the Ontario Disability Support Program (ODSP) into a single program to be delivered locally by municipalities.</p> <p>The sole-support parent's supplement, would be available through social assistance.</p> <p>http://www.thestar.com/news/canada/2012/10/24/ontario_commission_calls_for_integrated_welfare_program_to_include_the_disabled_and_remove_barriers_to_work.html The Ontario Works Act sets out policies and procedures for benefit applicants who are sole support parents.</p> <p>http://www1.toronto.ca/wps/portal/contentonly?vgnextoid=ec4564445c780410VgnVCM10000071d60f89RCRD&vgnextchannel=c7c5dac365280410VgnVCM10000071d60f89RCRD Families First is a program for sole support parents who receive Ontario Works Assistance. A collaboration of Ontario Works in Peel, Peel Children's Services, and Peel Health.</p> <p>http://www.peelregion.ca/ow/ourservices/community-program/families-first.htm#3</p>		
2058	Ministry of Environment, Waste Management Improvement Program Agreement	<p>The Ontario Ministry of the Environment's newly-proposed Bill 91 would see Waste Diversion Ontario (WDO) replaced by a new overseer body that has the power to enforce a new individual producer responsibility (IPR) regime. The legislative changes, if passed, would be part of the new Waste Reduction Act, 2013. The changes would give the new body, called the Waste Reduction Authority, the ability to issue fines for non-compliance.</p> <p>Bill 91 was introduced at the Ontario Legislature on June 6, 2013. The role of municipalities will be set out in the Act including the need for an agreement between producers and municipalities.</p>		
2059	Ministry of Health, Respite Care Operators Agreement, s. 7			
2060	Ministry Ontario Works Directive 49.0	<p>Concerns Information Sharing Agreements (Ontario Works Policy Directive 11.5) - The Minister may enter into an agreement with a band or person. An agreement under this section shall provide for the ownership, collection, use, disclosure and safeguarding of privacy of personal information and for a person's access to his or her own personal information, subject to the prescribed conditions.</p>		

2061	Municipal Act, 2001 Regulations, O. Reg. 438/97, s. 8	<p>8. (1) If a municipality has an investment in a security prescribed under this Regulation, the council of the municipality shall require the treasurer of the municipality to prepare and provide to the council, each year or more frequently as specified by the council, an investment report.</p> <p>(2) The investment report referred to in subsection (1) shall contain,</p> <p>(a) a statement about the performance of the portfolio of investments of the municipality during the period covered by the report;</p> <p>(b) a description of the estimated proportion of the total investments of a municipality that are invested in its own long-term and short-term securities to the total investment of the municipality and a description of the change, if any, in that estimated proportion since the previous year's report;</p> <p>(c) a statement by the treasurer as to whether or not, in his or her opinion, all investments were made in accordance with the investment policies and goals adopted by the municipality;</p> <p>(d) a record of the date of each transaction in or disposal of its own securities, including a statement of the purchase and sale price of each security; and</p> <p>(e) such other information that the council may require or that, in the opinion of the treasurer, should be included.</p> <p>(3) Upon disposition of any investment made under paragraph 9 of section 2, the council of the municipality shall require the treasurer of the municipality to prepare and provide to the council a report detailing the proposed use of funds realized in the disposition.</p>	Requirement	Not specified
------	---	---	-------------	---------------

2062	Municipal Act, 2001 S.O. 2001, Chapter 25	<p>Retention of records - 254. (1) A municipality shall retain and preserve the records of the municipality and its local boards in a secure and accessible manner and, if a local board is a local board of more than one municipality, the affected municipalities are jointly responsible for complying with this subsection. (3) If a municipality or a local board has a duty to retain and preserve records under this section, the municipality or local board may enter into an agreement for archival services with respect to the records. (4) Records transferred to a person pursuant to an agreement under subsection (3) remain, for the purposes of the Municipal Freedom of Information and Protection of Privacy Act, under the ownership and control of the municipality.</p> <p>255. (1) Except as otherwise provided, a record of a municipality or local board may only be destroyed in accordance with this section. (2) Despite section 254, a record of a municipality or a local board may be destroyed if a retention period for the record has been established under this section and, (a) the retention period has expired; or (b) the record is a copy of the original record. (3) A municipality may, subject to the approval of the municipal auditor, establish retention periods during which the records of the municipality and local boards of the municipality must be retained and preserved in accordance with section 254.</p> <p>228. (1) A municipality shall appoint a clerk whose duty it is (a) to record, without note or comment, all resolutions, decisions and other proceedings of the council; (b) if required by any member present at a vote, to record the name and vote of every member voting on any matter or question; (c) to keep the originals or copies of all by-laws and of all minutes of the proceedings of the council</p> <p>286. (1) A municipality shall appoint a treasurer who is responsible for handling all of the financial affairs of the municipality on behalf of and in the manner directed by the council of the municipality, including, (d) maintaining accurate records and accounts of the financial affairs of the municipality</p>		
------	---	---	--	--

2063	Municipal Conflict of Interest Act, R.S.O. 1990, c. M.50, s. 6	<p>5. (1) Where a member, either on his or her own behalf or while acting for, by, with or through another, has any pecuniary interest, direct or indirect, in any matter and is present at a meeting of the council or local board at which the matter is the subject of consideration, the member,</p> <p>(a) shall, prior to any consideration of the matter at the meeting, disclose the interest and the general nature thereof;</p> <p>(b) shall not take part in the discussion of, or vote on any question in respect of the matter; and</p> <p>(c) shall not attempt in any way whether before, during or after the meeting to influence the voting on any such question.</p> <p>(2) Where the meeting referred to in subsection (1) is not open to the public, in addition to complying with the requirements of that subsection, the member shall forthwith leave the meeting or the part of the meeting during which the matter is under consideration.</p> <p>(3) Where the interest of a member has not been disclosed as required by subsection (1) by reason of the member's absence from the meeting referred to therein, the member shall disclose the interest and otherwise comply with subsection (1) at the first meeting of the council or local board, as the case may be, attended by the member after the meeting referred to in subsection (1).</p> <p>6. (1) Every declaration of interest and the general nature thereof made under section 5 shall, where the meeting is open to the public, be recorded in the minutes of the meeting by the clerk of the municipality or secretary of the committee or local board, as the case may be.</p> <p>(2) Every declaration of interest made under section 5, but not the general nature of that interest, shall, where the meeting is not open to the public, be recorded in the minutes of the next meeting that is open to the public.</p>	Requirement	Not specified
------	---	--	-------------	---------------

2064	Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990	<p>Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c. M.56, s. 4, 5, 6, 7, 8, 9, 10, 12, 13, 14, 15 - Compliance with Right of Access - obligation to disclose, draft by-laws, etc., advice or recommendations, law enforcement, relations with governments, third party information, solicitor-client privilege, danger to safety or health, personal privacy, information soon to be published.</p> <p>Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c. M.56, ss.17, 18, 19, 20, 21, 22, 43, 45 - Access to Information Request - Request, involvement of other institutions, notice of forwarding or transfer, notice of decision, notice of extension, notice to affected person, notice of refusal, notice of order, estimate of costs.</p> <p>Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c. M.56, s.30 - Retention and Disposal of Personal Information: Staffing & Recruitment</p> <p>30. (1) Personal information that has been used by an institution shall be retained after use by the institution for the period prescribed by regulation in order to ensure that the individual to whom it relates has a reasonable opportunity to obtain access to the personal information.</p> <p>(4) A head shall dispose of personal information under the control of the institution in accordance with the regulations.</p>	Requirement	Not specified
2065	Nursing Homes Act, R.S.O. 1990	<p>The Nursing Homes Act R.S.O. 1990, c. N.7 was repealed on July 1, 2010 when the Long-Term Care Homes Act, 2007 was enacted.</p> <p>Records - (3) Where the licensee's licence is revoked and the revocation becomes final or where the nursing home is otherwise being operated without a licence, the licensee and the administrator shall hand over to the Minister, or a person designated by the Minister, all the records that are in their possession or control and that pertain to the residents of the nursing home. R.S.O. 1990, c. N.7, s. 19.</p>	Requirement	Not specified

2066	Occupational Health and Safety Act Regulation , O.Reg 278/05, s.10 , s.21	<p>ASBESTOS ON CONSTRUCTION PROJECTS AND IN BUILDINGS AND REPAIR OPERATIONS 10. (1)</p> <p>An owner shall comply with subsections (2), (3), (4), (5) and (6) before,</p> <p>(a) requesting tenders for the demolition, alteration or repair of all or part of machinery, equipment, or a building, aircraft, locomotive, railway car, vehicle or ship;</p> <p>(b) arranging or contracting for any work described in clause (a), if no tenders are requested.</p> <p>The owner shall have an examination carried out in accordance with section 3 to establish whether any material that is likely to be handled, dealt with, disturbed or removed, whether friable or non-friable, is asbestos-containing material. Whether an examination is required under subsection (2) or not, the owner shall have a report prepared, stating whether the material is or is not asbestos-containing material.</p> <p>Asbestos work report</p> <p>21. (1) The employer of a worker working in a Type 2 operation or a Type 3 operation shall complete an asbestos work report in a form obtained from the Ministry for each such worker,</p> <p>(a) at least once in each 12-month period; and</p> <p>(b) immediately on the termination of the employment of the worker. O. Reg. 278/05, s. 21 (1).</p> <p>(2) As soon as the asbestos work report is completed, the employer shall,</p> <p>(a) forward it to the Provincial Physician, Ministry of Labour, and</p> <p>(b) give a copy to the worker. O. Reg. 278/05, s. 21 (2).</p>	Requirement	Not specified
2067	Occupational Health and Safety Act Regulationa, R.R.O. 1990, Reg. 859, s. 5, s. 6	<p>WINDOW CLEANING 5. (1) When a person engaged in window cleaning is killed or critically injured, the written report required by section 51 must be completed. 6.</p> <p>When an accident involves the collapse or failure of a temporary or permanent support or structure that was designed by a professional engineer, the employer shall add to the report required by section 51 of the Act or to the notice required by section 52 of the Act a written opinion given by a professional engineer stating the cause of the collapse or failure, to be filed within fourteen days after the report or notice is filed</p>		Not specified

2068	Occupational Health and Safety Act Regulations , O. Reg 67/93 as amended, s.19	HEALTH CARE AND RESIDENTIAL FACILITIES - Ventilation 19. (1) General indoor ventilation adequate to protect the health and safety of a worker shall be provided by natural or mechanical means. (2) A mechanical ventilation system shall be inspected every six months to ensure it is in good condition. (3) The inspection referred to in subsection (2) shall be carried out by a person who is qualified by training and experience to make such an inspection. (4) The person carrying out the inspection shall file a report on the inspection with the employer and with the joint health and safety committee or health and safety representative, if any. (5) A mechanical ventilation system, (a) shall be serviced and have maintenance work performed on it as frequently as recommended by the manufacturer; and (b) shall be serviced, have maintenance work performed on it or be repaired when a report referred to in subsection (4) indicates it is necessary to ensure the system is maintained in good condition		Not specified
2069	Occupational Health and Safety Act Regulations , O. Reg. 213/91, s. 12	CONSTRUCTION PROJECTS - 12. (1) This section applies with respect to an occurrence for which a report under subsection 51 (1) of the Act or a notice under section 52 or 53 of the Act is given, if the occurrence involves a failure of all or part of, (a) temporary or permanent works; (b) a structure; (c) an excavation wall or similar earthwork for which a professional engineer has given a written opinion that the stability of the wall is such that no worker will be endangered by it; or (d) a crane or similar hoisting device. (2) A constructor or employer who submits a report under subsection 51 (1) of the Act (notice of death or injury) or gives a notice under section 52 or 53 of the Act (notice of accident, etc.) shall also provide, within 14 days after the occurrence, a professional engineer's written opinion stating the cause of the occurrence.	Requirement	Not specified

2070	Occupational Health and Safety Act Regulations , O. Reg. 213/91, s. 145 , s. 152	<p>CONSTRUCTION PROJECTS - 145. (1) The owner of an elevating work platform shall maintain it such that the safety factors of the original design are maintained.</p> <p>(2) The owner of an elevating work platform shall keep a permanent record of all inspections, tests, repairs, modifications and maintenance performed on it.).</p> <p>(3) The permanent record required by subsection (2),</p> <p>(a) shall be kept up-to-date;</p> <p>(b) shall include complete records from the more recent of,</p> <p>(i) the date of purchase, or</p> <p>(ii) the date this Regulation is filed; and</p> <p>(c) shall include the signature and name of the person who performed the inspection, test, repair, modification or maintenance.</p> <p>152. (1) The owner of a crane or similar hoisting device shall keep a permanent record of all inspections of, tests of, repairs to, modifications to and maintenance of the crane or similar hoisting device.</p> <p>(2) The owner of a crane or similar hoisting device shall prepare a log book for it for use at a project that shall include the record referred to in subsection (1) covering the period that is the greater of,</p> <p>(a) the immediately preceding twelve months; and</p> <p>(b) the period the crane or similar hoisting device is on the project.</p> <p>(3) The log book shall be kept with the crane or similar hoisting device.</p> <p>(4) The owner of a crane or similar hoisting device shall retain and make available to the constructor on request copies of all log books and records for the crane or similar hoisting device.</p>	Inspection Reports - Life of Equipment	Not specified
2071	Occupational Health and Safety Act Regulations , O. Reg. 213/91, s. 60	CONSTRUCTION PROJECTS - 60.-63. Revoked: O. Reg. 628/05, s. 2.		

2072	Occupational Health and Safety Act Regulations , O. Reg. 67 /93, s. 60, s. 79	<p>HEALTH CARE AND RESIDENTIAL FACILITIES - Equipment - 60. (1) An autoclave or sterilization machine shall,</p> <p>(a) if the sterilant used in it is ethylene oxide or another hazardous chemical, be vented to the outdoors;</p> <p>(b) be operated by a worker qualified by training and experience to do so;</p> <p>(c) have its operating and emergency instructions posted adjacent to it;</p> <p>(d) be maintained on a regular basis and be inspected at least once every three months;</p> <p>(e) be tested when first put into service and annually thereafter by a person qualified by training and experience to do so and a record of the test shall be kept; and</p> <p>(f) have a pressure relief valve set at a pressure not exceeding that for which it was designed and intended.</p> <p>(2) After its operation or use, an autoclave or sterilization machine shall not be opened until its pressure has returned to atmospheric pressure</p> <p>79. (1) Lifting equipment shall be thoroughly examined by a competent person to determine its capability of handling the maximum load as rated,</p> <p>(a) before being used for the first time; and</p> <p>(b) thereafter as often as necessary but not less frequently than recommended by the manufacturer and, in any case, at least once a year.</p> <p>(2) A permanent record shall be kept of each examination conducted under subsection (1) for as long as the equipment remains on the premises and for one year after the equipment is removed and the record shall be signed by the person who conducted it.</p>		Equipment Removal + 1 year
------	---	--	--	----------------------------

2073	Occupational Health and Safety Act Regulations , R.R.O. 1990, Reg. 851, ss. 6 & 51	<p>INDUSTRIAL ESTABLISHMENTS - Notice of Accident - 6. Where a report or permanent record is prescribed to be kept, it shall be kept for,</p> <p>(a) a period of at least one year; or</p> <p>(b) such longer period as is necessary to ensure that at least the two most recent reports or records are kept.</p> <p>51. (1) A lifting device shall,</p> <p>(a) be so constructed, of such strength and be equipped with suitable ropes, chains, slings and other fittings so as to adequately ensure the safety of all workers;</p> <p>(b) be thoroughly examined by a competent person to determine its capability of handling the maximum load as rated,</p> <p>(i) prior to being used for the first time, and</p> <p>(ii) thereafter as often as necessary but not less frequently than recommended by the manufacturer and in any case, at least once a year,</p> <p>and a permanent record shall be kept, signed by the competent person doing the examination</p>		Permanent
2074	Occupational Health and Safety Act Regulations, O. Reg. 67 /93, ss. 4-6	<p>4. The employer shall keep on file all records or reports that are required to be kept under this Regulation for a period of at least one year or such longer period as is necessary to ensure that the two most recent reports or records are on file. 5. If a worker is killed or critically injured at a facility If an accident, explosion or fire causes injury to a worker If an accident, explosion or fire at a facility causes injury requiring medical attention but does not disable a worker from performing his or her usual work, the employer shall keep a record of that occurrence. The record kept by the employer under subsection (3) for inspection by an inspector shall be notice to a Director. 6. If an occurrence involves the collapse or failure of a temporary or permanent structure that was designed by a professional engineer or architect, the employer shall, within fourteen days after the occurrence, supplement the notice or report required by section 51 or 52 of the Act with the written opinion of a professional engineer as to the cause of the collapse or failure.</p>		Not specified
2075	Occupational Health and Safety Act Regulations, O. Reg. 67/93, s. 43	43.-43.19 Revoked: O. Reg. 97/11, s. 1.		

2076	Occupational Health and Safety Act Regulations, R.R.O. 1990, Reg. 860, s. 17	<p>WORKPLACE HAZARDOUS MATERIALS INFORMATION SYSTEM (WHMIS) - 17. (1) An employer who receives a controlled product from a supplier for use at a workplace shall obtain a supplier material safety data sheet for the controlled product.</p> <p>(2) A supplier material safety data sheet for a controlled product shall contain the same information as the material safety data sheet, if any, that the supplier is required in the circumstances to transmit to a purchaser of the controlled product under paragraph 13 (a) of the Hazardous Products Act (Canada).</p> <p>(3) When a supplier material safety data sheet obtained under subsection (1) is three years old, the employer shall, if possible, obtain from the supplier an unexpired supplier material safety data sheet if any of the controlled product remains in the workplace.</p> <p>(4) An employer who is unable to obtain a material safety data sheet as referred to in subsection (3) shall add all new hazard information for the controlled product to the existing supplier material safety data sheet on the basis of the ingredients disclosed in it.</p> <p>(5) An employer may provide a material safety data sheet in a different format from that of the supplier material safety data sheet for the controlled product or containing additional hazard information,</p> <p>a) if the material safety data sheet provided by the employer, subject to subsection 40 (6) of the Act, contains no less content than the supplier material safety data sheet; and</p> <p>(b) if the supplier material safety data sheet is available at the workplace and the employer-provided material safety data sheet indicates that fact.</p> <p>(6) If a supplier is exempted by subsection 9 (1) or section 10 of the Controlled Products Regulations (Canada) from providing a material safety data sheet for a controlled product, an employer is exempted from obtaining one from the supplier.</p>	Requirement	Not specified
2077	Occupational Health and Safety Act Regulations, R.R.O. 1990, Reg. 851, ss. 6 & 68	<p>INDUSTRIAL ESTABLISHMENTS - 6. Where, under section 5 or 51, a report or permanent record is prescribed to be kept, it shall be kept for,</p> <p>(a) a period of at least one year; or</p> <p>(b) such longer period as is necessary to ensure that at least the two most recent reports or records are kept.</p> <p>67.-71. Revoked: O. Reg. 629/05, s. 4.</p>		Last inspection + 2 years

2078	Occupational Health and Safety Act Regulations, R.R.O. 1990, Reg. 859, ss. 39 & 40 , s. 41	WINDOW CLEANING - 39. (1) Every owner of a building where a suspended scaffold, boatswain's chair or similar single-point suspension equipment is to be used for window cleaning shall prepare a sketch or sketches showing all anchor points and related structures on the building that are suitable and adequate for the attachment of the suspended scaffold, boatswain's chair or similar single-point suspension equipment and the lifeline. 40. (1) Every owner of a building where sill work is done shall prepare a sketch or sketches showing all anchor points and related structures on the building that are suitable and adequate for the attachment of a lifeline for a worker who performs the sill work. 41. (5) A building owner shall keep a record of the inspections of any anchor points and any permanently-installed suspended scaffold at a building in a log book to be maintained and retained as long as the anchor points and suspended scaffold are used, showing, <ul style="list-style-type: none"> (a) the date on which each inspection is made; (b) the name and signature of the person making the inspection; and (c) any modifications or repairs made to an anchor point or a suspended scaffold, including the date they are made and the name and signature of the person making the modifications or repairs. 	Requirement	Not specified
------	--	---	-------------	---------------

2079	Occupational Health and Safety Act, R.S. O. 1990, c. O.1, s. 12, s. 51, s. 52	<p>12. (1) For workplaces to which the insurance plan established under the Workplace Safety and Insurance Act, 1997 applies, the Workplace Safety and Insurance Board, upon the request of an employer, a worker, committee, health and safety representative or trade union, shall send to the employer, and to the worker, committee, health and safety representative or trade union requesting the information an annual summary of data relating to the employer in respect of the number of work accident fatalities, the number of lost work day cases, the number of lost work days, the number of non-fatal cases that required medical aid without lost work days, the incidence of occupational illnesses, the number of occupational injuries, and such other data as the Board may consider necessary or advisable. 51. (1) Where a person is killed or critically injured from any cause at a workplace, the constructor, if any, and the employer shall notify an inspector, and the committee, health and safety representative and trade union, if any, immediately of the occurrence by telephone or other direct means and the employer shall, within forty-eight hours after the occurrence, send to a Director a written report of the circumstances of the occurrence containing such information and particulars as the regulations prescribe. 52. (1) If a person is disabled from performing his or her usual work or requires medical attention because of an accident, explosion, fire or incident of workplace violence at a workplace, but no person dies or is critically injured because of that occurrence, the employer shall, within four days of the occurrence, give written notice of the occurrence containing the prescribed information and particulars to the following:</p> <ol style="list-style-type: none"> 1. The committee, the health and safety representative and the trade union, if any. 2. The Director, if an inspector requires notification of the Director 	Requirement	Not specified
------	--	--	-------------	---------------

2080	Occupational Health and Safety Act, R.S.O. 1990, c. O.1, s. 26, s. 30	<p>26. (1)An employer shall,</p> <p>(c) keep and maintain accurate records of the handling, storage, use and disposal of biological, chemical or physical agents as prescribed;</p> <p>(d) accurately keep and maintain and make available to the worker affected such records of the exposure of a worker to biological, chemical or physical agents as may be prescribed;</p> <p>(f) monitor at such time or times or at such interval or intervals the levels of biological, chemical or physical agents in a workplace and keep and post accurate records thereof as prescribed;</p> <p>(h) establish a medical surveillance program for the benefit of workers as prescribed;</p> <p>(i) provide for safety-related medical examinations and tests for workers as prescribed;</p> <p>(k) where so prescribed, provide a worker with written instructions as to the measures and procedures to be taken for the protection of a worker; and</p> <p>(l) carry out such training programs for workers, supervisors and committee members as may be prescribed.</p> <p>30. (1) Before beginning a project, the owner shall determine whether any designated substances are present at the project site and shall prepare a list of all designated substances that are present at the site.(2) If any work on a project is tendered, the person issuing the tenders shall include, as part of the tendering information, a copy of the list referred to in subsection (1).</p>	Requirement	Not specified
2081	Occupational Health and Safety Act, R.S.O. 1990, c. O.1, s. 29	<p>Plans of workplaces</p> <p>(3) Where so prescribed, an owner or employer shall,</p> <p>(a) not begin any construction, development, reconstruction, alteration, addition or installation to or in a workplace until the drawings, layout and specifications thereof and any alterations thereto have been filed with the Ministry for review by an engineer of the Ministry for compliance with this Act and the regulations; and</p> <p>(b) keep a copy of the drawings as reviewed in a convenient location at or near the workplace and such drawings shall be produced by the owner or employer upon the request of an inspector for his or her examination and inspection.</p>	Requirement	Not specified

2082	Occupational Health and Safety Act, R.S.O. 1990, c. 0.1, s. 54	<p>Powers of inspector 54. (1) An inspector may</p> <p>(c) require the production of any drawings, specifications, licence, document, record or report, and inspect, examine and copy the same;</p> <p>(d) upon giving a receipt therefor, remove any drawings, specifications, licence, document, record or report inspected or examined for the purpose of making copies thereof or extracts therefrom, and upon making copies thereof or extracts therefrom, shall promptly return the same to the person who produced or furnished them;</p> <p>(e) conduct or take tests of any equipment, machine, device, article, thing, material or biological, chemical or physical agent in or about a workplace and for such purposes, take and carry away such samples as may be necessary;</p> <p>(f) require in writing an employer to cause any tests described in clause (e) to be conducted or taken, at the expense of the employer, by a person possessing such special expert or professional knowledge or qualifications as are specified by the inspector and to provide, at the expense of the employer, a report or assessment by that person</p>	Requirement	Not specified
2083	Occupational Health and Safety Act, R.S.O. 1990, c. 0.1, s. 9	9. (2) A joint health and safety committee is required, at a workplace at which twenty or more workers are regularly employed. A committee shall maintain and keep minutes of its proceedings, conduct inspections, certifications, recommendations, responses, prepare inspection reports, testing strategies.	Requirement	Not specified

2084	Occupational Health and Safety Act, R.S.O. 1990, Confined Space Regulation 632/05	<p>7. (1) Before any worker enters a confined space, the employer shall ensure that an adequate written plan, including procedures for the control of hazards identified in the assessment, has been developed and implemented by a competent person for the confined space. (1) Every worker who enters a confined space or who performs related work shall be given adequate training for safe work practices for working in confined spaces and for performing related work, including training in the recognition of hazards associated with confined spaces. (5) The employer shall maintain up-to-date written records showing who provided and who received training under this section, the nature of the training and the date when it was provided.</p> <p>21. (1) In the case of a workplace that is not a project, the employer shall retain every assessment, plan, co-ordination document under section 4, record of training under subsection 8 (5) or 9 (2), entry permit under section 10, record of an inspection under subsection 12 (2) and record of a test under section 18, including records of each sample, for the longer of the following periods:</p> <ol style="list-style-type: none"> 1. One year after the document is created. 2. The period that is necessary to ensure that at least the two most recent records of each kind that relate to a particular confined space are retained. O. Reg. 95/11, s. 10. 	Requirement	Current year + 2 years
2085	Ontario Disability Support Program (ODSP) Bulletin 005-2001 Ontario Works Bulletin 2001-08	The Freedom of Information and Protection of Privacy Act and the Municipal Freedom of Information and Protection of Privacy Act, requires that personal information used by an institution shall be retained for at least one year after it is used. For unfounded allegations, this means one year after the completion of an assessment or investigation (including police, crown and trial activities, where applicable).	Requirement	Case closed + 1 year

2086	Ontario Disability Support Program Act, 1997 Regulations, O. Reg. 222/98, s. 12, s. 14, s. 15	APPLICATIONS FOR INCOME SUPPORT - 12. (1) A person is not eligible for income support if the person fails to provide the information the Director requires to determine initial or ongoing eligibility for income support. 14. (1) An application for income support shall be made to the Director in the form and manner approved by the Director. (2) The Director may require an applicant to provide information necessary to determine and verify the applicant's eligibility for income support. 16. (3) The application is not complete until the application and all accompanying forms, agreements and consents have been completed and signed and have been provided, together with any required verification of information, to the Director. (5) An application referred to in subsection 14 (1) that has not been completed within 90 days after a request under paragraph 1 of section 47 has been made shall be deemed to be withdrawn unless the Director approves a greater period of time for its completion	Requirement	Not specified
2087	Ontario Disability Support Program Act, 1997 Regulations, O. Reg. 222/98, s. 54	54. For the purpose of carrying out an investigation (5) If an eligibility review officer makes a demand, the person having custody of the things shall produce them to the officer. On issuing a written receipt, the officer may remove the things that are produced and may, (a) review or copy any of them; or (b) bring them before a justice of the peace, in which case section 159 of the Provincial Offences Act applies, or deal with them in accordance with the applicable provisions of the Criminal Code (Canada). (7) Except where clause (6) (b) applies, the officer shall review or copy things with reasonable dispatch and shall forthwith after doing so return the things to the person who produced them. (8) A copy certified by an officer as a copy made under clause (6) (a) is admissible in evidence to the same extent, and has the same evidentiary value, as the thing copied	Requirement	Not specified
2088	Ontario Disability Support Program Act, 1997 Regulations, O. Reg. 223/98, s. 1	EMPLOYMENT SUPPORTS - 1. (1) An application for employment supports must be made on a form approved by the Director.	Requirement	Not specified

2089	Ontario Disability Support Program Act, 1997, c. 25, Sch. B, s. 10 , s. 16 , s. 19 (notice of decision), s. 24, s. 34, 39	<p>Application for income support - 10. (1) An application for income support shall be made in the prescribed manner and shall contain the prescribed information. (2) Despite any decision of the Director, the Tribunal or a court, a further application for income support may be made by an applicant or recipient upon new or other evidence or if material circumstances have changed. 16. (1) The Director may give a recipient notice in writing of a decision determining that an overpayment exists and, if the Director does, the notice shall set out the amount of the overpayment and the prescribed information concerning the decision. 19. The Director shall give notice to the applicant or recipient of a decision that may be appealed and the notice shall advise the applicant or recipient that he or she may request an internal review of it.</p> <p>24. If there is a delivery agent under section 39, the delivery agent shall notify the Director of the prescribed appeals to the Tribunal and the Tribunal shall add the Director as a party, on his or her request. 34. An application for employment supports shall be made to the service co-ordinator for the geographic area in which the person applying resides. Agreement for delivery of income support. 39. (1) The Minister may enter into an agreement with a municipality, a band as defined under the Indian Act (Canada), a district social services administration board or a person providing that the municipality, band, board or person shall exercise those powers and duties of the Director relating to income support or financial assistance under section 49 that are specified in the agreement. (7) An agreement under this section shall provide for the ownership, collection, use, disclosure and safeguarding of privacy of personal information and for a person's access to his or her personal information subject to the prescribed conditions.</p>	Requirement	Not specified
2090	Ontario Disability Support Program Act, 1997, c. 25, Sch. B, s. 10, s. 16, s. 19, s. 24, s. 34	see above.		Not specified

2091	Ontario Municipal Board Act Regulations, R.R.O. 1990, Reg. 889, s. 8.02, s. 11.03 , 31.01	<p>Rules of Procedure. An application by a municipality for an order authorizing the issue of debentures or the raising of money beyond the current term of council shall be accompanied by a completed submission form. Where an application is made to the Ontario Municipal Board under the Planning Act, a submission form related to the particular application shall be completed and filed with the Board. A notice of motion shall identify the moving party; set out the time and place for the hearing of the motion; state the precise relief sought; specify the grounds to be argued, including a reference to any statutory provision or rule, if any, to be relied on; be accompanied by an affidavit of a person having knowledge, or information and belief; list the documents to be used at the hearing of the motion;</p> <p>state whether the moving party will seek leave of the Board to adduce oral evidence at the hearing of the motion and identify the nature of the evidence; identify the names and addresses of all parties, other than the moving party, and of any other person to whom the Board has directed notice be given; and identify by name, address and telephone number the moving party's solicitor or the moving party.</p> <p>A party who requires the attendance of a person as a witness at a hearing may serve the person with a summons to witness requiring him or her to attend the hearing at the time and place stated in the summons, and the summons may also require the person to produce at the hearing the documents or other things in his or her possession, control or power relating to the matters in question in the application or motion that are specified in the summons.</p>		
2092	Ontario Registry Act, R.S.O. 1990, c.R.20, s.112(1)	<p>Title search period. A person dealing with land shall not be required to show that the person is lawfully entitled to the land as owner thereof through a good and sufficient chain of title during a period greater than the forty years immediately preceding the day of such dealing, except in respect of a claim referred to in subsection 113 (5). A claim of the Crown reserved by letters patent, of the Crown in unpatented land or in land for which letters patent have been issued, but which has reverted to the Crown by forfeiture or cancellation of letters patent, or in land that has otherwise reverted to the Crown, of the Crown or a municipality in a public highway or lane, of a person to an unregistered right of way, easement or other right that the person is openly enjoying and using; a claim arising under any Act; or a claim of a corporation authorized to construct or operate a railway, including a street railway or incline railway, in respect of lands acquired by the corporation after the 1st day of July, 1930, and owned or used for the purposes of a right of way for railway lines, or abutting such right of way.</p>		

2093	Ontario Water Resources Act Regulations, O. Reg. 435/93, s. 4, s. 9, s. 16, s. 17, s. 18, s. 19 , s. 20	<p>Regulations regarding Water Works and Sewage Works.</p> <p>The owner of a facility shall file an application with the Director for classification of the facility. The owner shall ensure that the certificate is conspicuously displayed at the facility or at premises from which the operations of the facility are managed. The owner of a facility shall ensure that a copy of the licence of every licensed operator who is employed in the facility is conspicuously displayed at the operator's workplace or at premises from which the operations of the facility are managed. The owner of a facility shall ensure that operators and maintenance personnel in the facility have ready access to comprehensive operations and maintenance manuals that contain plans, drawings and process descriptions sufficient for the safe and efficient operation of the facility. The owner shall ensure that the manuals are reviewed and updated at least once every two years. The owner of a facility shall ensure that every operator employed in the facility is given at least forty hours of training every year. The training may include, for example, training in new or revised operating procedures, reviews of existing operating procedures, safety training and studies of information and technical skills related to environmental subjects. The owner shall ensure that records are maintained of the training given. The owner shall submit copies or summaries of the records to the Director when requested. The owner shall ensure that logs and other record-keeping mechanisms are accessible in the facility for at least two years after the last entry.</p>		Manuals - 2 years until superseded; Logs and other records - at least 2 years
------	---	---	--	--

2094	Ontario Water Resources Act, R.S.O. 1990, c. 0.40, s. 32	<p>Measures to alleviate effects of impairment of quality of water. Where it is in the public interest to do so, the Director, may require a person who owns, manages or has control of a sewage works, water works or other facility which may discharge material into a water or watercourse that may impair the quality of the water, to do any one or more of the following: To have available at all times, the equipment, material and personnel at the locations specified in the order to prevent, reduce or alleviate any impairment of the quality of the water or the effects of any impairment of the quality of the water.</p> <p>To obtain, construct and install or modify the devices, equipment and facilities specified in the order at the locations and in the manner specified. To implement the procedures specified in the order. To take all steps necessary to ensure that the procedures specified in the order will be implemented in the event that a water or watercourse becomes impaired or may become impaired. To monitor and record the quality and quantity of any water and to report to the Director. To study and to report to the Director measures to control the discharge into a water or watercourse of a material the effects of the discharge into a water or watercourse of a material, the water or watercourse into which a material may be discharged.</p>		
2095	Ontario Water Resources Act, R.S.O. 1990, c. 0.40, ss. 52, 53 & 60	<p>No person shall use, operate, establish, alter, extend or replace new or existing sewage works except under and in accordance with an environmental compliance approval.</p> <p>Appeals to Tribunal following refusal of approval - If an agreement under section 81 of the Environmental Protection Act was in force immediately before the repeal of Part VIII of that Act, the party administering the agreement shall keep all records in their possession or under their control for a period of 6 years from the date of the repeal or as otherwise prescribed under subsection (11); on the written request of the Director, deliver a record or certified copy of a record; a certificate as to the service of any document relating to Part VIII; a certificate as to the custody of any document relating to Part VIII; a certificate as to whether or not any document relating to Part VIII as specified in the request was received or issued. A record, certified copy of a record or a certificate that is or relates to an approval, certificate, consent, licence, notice, permit, order or return under Part VIII of the Environmental Protection Act shall be deemed to be an official document signed by an employee in the Ministry.</p> <p>The owner of sewage works shall make returns on the matters and within the time specified by the Director.</p>	Requirement	6 years following the date of repeal

2096	Ontario Works Act, 1997 Regulations (General), O. Reg. 134/98, s. 14 s. 17, s. 18, s. 19	These regulations set out the procedures for determining a person's eligibility for income assistance including information required from an employer. Includes the eligibility of a member of a benefit unit. Information needed may include a benefit unit's budgetary requirements, attendance and progress in an education or training program, employment and proposed employment assistance activities and their status in Canada.		
2097	Ontario Works Act, 1997 Regulations (General), O. Reg. 134/98, s. 59	A delivery agent may pay or provide one or more of the benefits to or on behalf of a person in the amount determined by the administrator. The benefits are the following: dental services, one or more prosthetic appliances, including eye-glasses, vocational training and retraining, travel and transportation, cost of moving, funeral and burial and costs of transporting a deceased person. Any other special service, item or payment authorized by the Director. An application for discretionary benefits shall be in the form and manner approved by the Director and shall be made to the administrator for the geographic area where the applicant resides. Beneficiaries under the Family Benefits Act and children on whose behalf financial assistance is provided under section 49 of the Ontario Disability Support Program Act, 1997 are prescribed classes for the purpose of clause 8 (c) of the Ontario Works Act, 1997. Children on behalf of whom temporary care assistance is provided. Ontario or a delivery agent is entitled to recover amounts paid from the persons or organizations liable for the payment of those costs.		

2098	Ontario Works Act, 1997 Regulations (General), O. Reg. 134/98, s. 65	<p>An eligibility review officer may enter any place that the officer believes contains evidence relevant to determining a person's eligibility for payments. They may inquire into all financial transactions, records and other matters that are relevant to the investigation; and demand the production for inspection of anything described in clause (b). An officer shall not, without the consent of the occupier, exercise a power to enter a place that is being used as a dwelling except under the authority of a search warrant. An officer shall exercise the powers only during business hours. A demand shall be in writing and shall include a statement of the nature of the things required. If an officer makes a demand, the person having custody of the things shall produce them to the officer. On issuing a written receipt, the officer may remove the things that are produced and may, review or copy any of them; or bring them before a justice of the peace, in which case section 159 of the Provincial Offences Act applies, or deal with them in accordance with the applicable provisions of the Criminal Code (Canada). A copy certified by an officer as a copy is admissible in evidence to the same extent, and has the same evidentiary value as the thing copied. For the purpose of carrying out an investigation, an officer may use a data storage, processing or retrieval device or system in order to produce a record in readable form. An officer may require information or material from a person who is the subject of an investigation or from any person who the officer has reason to believe can provide information or material relevant to the investigation. For the purposes of the Act and the regulations, a family support worker may enter into an agreement on behalf of the delivery agent with a person who has a legal obligation to provide support to a member of the benefit unit under an agreement or a court order or judgment regarding the recovery of income assistance paid for the benefit of that member from that person; assist a member of the benefit unit or the delivery agent with legal proceedings or in completing an agreement providing for support of a member of a benefit unit, including a domestic contract or a paternity agreement, and register any such agreement with the Family Responsibility Office; complete supporting documentation including directions regarding payment of funds; and collect, use and disclose personal information necessary to carry out his or her duties under this section, in accordance with any agreements entered into under section 71, 72 or 73 of the Act.</p>		
------	--	---	--	--

2099	Ontario Works Act, 1997 Regulations, O. Reg. 135/98, s. 2, s. 3	An administrator shall complete a monthly application for payment of a subsidy by Ontario with respect to assistance paid in a month and shall forward it to the Director before the 20th day of the month next following. An administrator shall complete an annual application for payment of a subsidy by Ontario with respect to the cost of administration. An administrator shall complete a quarterly report with respect to the costs. An administrator shall complete a separate statement of account for each recipient to whom or on whose behalf assistance has been paid during each month and retain the statement in the administrator's files. The Director may require an administrator to provide them with whatever information as to the contents of the information that is considered necessary; require an inspection and audit of the books and accounts of the delivery agent. An administrator shall provide the Director with such information and evidence as may be required with respect to an applicant or recipient to determine whether or not they are eligible for assistance.		
2100	Pay Equity Act, R.S.O. 1990, c. P.7, s. 13	Documents, to be known as pay equity plans, shall be prepared in accordance with this Part to provide for pay equity for the female job classes in each establishment of every employer. Every employer who prepares and implements a pay equity plan shall be deemed not to be in contravention of subsection 7 (1) with respect to those employees covered by the plan or plans that apply to the employees but only with respect to those compensation practices that existed immediately before the effective date.		
2101	Planning Act Regulations	This regulation concerns Minor Variance Applications and The Committee of Adjustment. Includes information and material to be provided by an applicant, notice given to the municipality and applicant before a hearing and the posting and publication of an application prior to approval.		
2102	Planning Act, R.S.O. 1990, c. P.13, s. 51	This Act concerns decisions made by the Municipal Board regarding planning matters. If all appeals are withdrawn and the time for appealing a decision has expired or if all appeals are withdrawn, the secretary of the Municipal Board shall notify the approval authority and the decision of the approval authority shall be deemed to have been made on the day after the day all appeals have been withdrawn.		

2103	Police Services Act, R.S.O. 1990, c. P.15, s. 39	The municipal police services board shall submit operating and capital estimates to the municipal council that will show the amounts that will be required to maintain the police force and provide it with equipment and facilities; and to pay the expenses of the board's operation other than the remuneration of board members. The format of the estimates, the period that they cover and the timetable for their submission shall be as determined by the council. If the board is not satisfied that the budget established for it by the council is sufficient to maintain an adequate number of police officers or other employees of the police force or to provide the police force with adequate equipment or facilities, the board may request an appeal through the Ontario Civilian Police Commission.		
2104	Public Sector Salary Disclosure Act, 1996, c. 1, Sch. A, s. 3	The purpose of this Act is to assure the public disclosure of the salary and benefits paid in respect of employment in the public sector to employees who are paid a salary of \$100,000 or more in a year. The Management Board of Cabinet may require evidence that the funding received from the Government of Ontario in a year is less than 10 per cent of the body's gross revenues for the year. Not later than March 31 of each year every employer shall make available for inspection by the public without charge a written record of the amount of salary and benefits paid in the previous year by the employer to an employee paid at least \$100,000 as salary. An employer shall allow the public to inspect it at a suitable location on the employer's premises at any time during the employer's normal working hours throughout the period beginning on March 31 and ending on December 31 of the same year.		
2105	Public Vehicles Act Regulations (General), R.R.O. 1990, Reg. 982, ss. 11 & 24	Every licensee shall ensure that a chartered trip report is completed for each trip that the licensee operates and that a copy is given to the driver of each public vehicle involved in the chartered trip to be carried on the trip. A report must be signed by or on behalf of the licensee. A licensee shall keep a record of the hours of labour of all drivers and the vehicles driven during those hours; the operation of each public vehicle, showing each trip on which it is operated; and every chartered or special trip operated by the licensee, including a copy of every chartered trip report and shall make the records available at any reasonable time within one year for inspection by an officer of the Ministry.		

2106	Real Property Limitations Act, R.S.O. 1990, c.L.15, s.3(1) , s.4	No entry, distress, or action shall be made or brought on behalf of Her Majesty against any person for the recovery of or respecting any land or rent, or of land or for or concerning any revenues, rents, issues or profits, but within sixty years next after the right to make such entry or distress or to bring such action has first accrued to Her Majesty. No person shall make an entry or distress, or bring an action to recover any land or rent, but within ten years next after the time at which the right to make such entry or distress, or to bring such action, first accrued to some person through whom the person making or bringing it claims, or if the right did not accrue to any person through whom that person claims, then within ten years next after the time at which the right to make such entry or distress, or to bring such action, first accrued to the person making or bringing it.		
2107	Residential Tenancies Act, 2006, S.O. 2006, c.17, s.10,s.12, s.29), s.78	This Act applies with respect to rental units in residential complexes. Includes the landlords right to collect income information about a prospective tenant. The information that should be included in a tenancy agreement, the payment of rent, any breaches in a landlord's obligations towards the tenant including harassment, illegally entering the rental unit, etc. the criteria for evicting a tenant. No application for settlement may be made more than one year after the day the alleged conduct giving rise to the application occurred.		
2108	Retail Business Holidays Act Regulations, O.Reg. 711/91, s. 6	Tourism Criteria. This Regulation sets out the tourism criteria that must be met before a municipality may pass an exempting by-law. An application for an exemption shall contain the following: a description of the area or the retail business establishment for which the exemption is sought. The justification, in relation to the seasonal nature of the tourist attraction, for the time period sought in the exemption. Information establishing that the tourism criteria set out in this Regulation are met. An application in respect of a retail business establishment shall be made only by that retail business establishment.		
2109	Smoke-Free Ontario Act S.O. 1994, c. 10	Concerns the sale and promotion of tobacco in Ontario including health warnings and sales via vending machines. Also prohibition, restrictions, convictions, inspections and inspection of records including drawings, specifications or floor plans for an enclosed workplace.		
2110	Social Housing Reform Act, 2000, Chapter 27, s 23 (l) authority to incorporate, s(2) status.	The Minister of Municipal Affairs and Housing may incorporate corporations with share capital under the Business Corporations Act as local housing corporations, to perform the duties and exercise the powers of local housing corporations under this Act. This Act also includes information on Transfer of Documents and Disclosure of Records including archival documents to the Archives of Ontario. s 55.		

2111	Social Housing Reform Act, 2000, Ontario Regulation 368/01.	<p>This section prescribes records a service manager must keep and the lengths of time they must be kept. The service manager must keep a record received by the service manager from the Minister for at least seven years after the record is received. If the record is an agreement it must be kept for at least seven years after the agreement is terminated or expires. If the service manager has or had a duty to pay a subsidy for a housing project records must be kept for at least five years after the date on which the duty to pay the subsidy is terminated. This includes an operating agreement, construction contract, ground lease, contract with a development consultant or architect or any title document relating to the development or construction of the housing project (a drawing, plan or technical specification).</p> <p>If the service manager enters into an agreement under section 16 of the Act, the service manager must keep a copy of the agreement, together with all records related to the implementation or administration of the agreement, for at least five years after the agreement is terminated or expires.</p> <p>The service manager must keep the following for at least seven years after the notice is given: a copy of the notice. any record relied upon by the service manager to determine the existence of the situation, any record used in the preparation of the notice, any record related to the rectification of the situation.</p> <p>The service manager must keep a copy of each annual report and every document used in the preparation of the report for at least seven years after it is given to the Minister.</p> <p>If responsibility for a housing project is transferred to the service manager they must keep a record that relates to the housing project for at least seven years after the record is created or received by the service manager. If more than one subsection in this section applies with respect to a record, the record shall be kept long enough to satisfy all the subsections that apply.</p>	Requirement	7 years
2112	Technical Standards and Safety Act Regulations O.Reg 220/01, s.5	No person shall operate or use or permit a boiler, pressure vessel, fitting or piping to be operated or used unless a valid certificate of inspection has been issued in respect of the boiler, pressure vessel, fitting or piping.		

2113	Technical Standards and Safety Act Regulations, O. Reg 209/01 as amended, s.20 , s.33, s.34, s.3 7	<p>If this Regulation, including the code adoption document, requires a laboratory or organization to carry out an engineering test on or a certification of an elevating device component, the person who carries out the test or certification shall file the test or certification document with the director. Where maintenance is carried out on equipment such as an elevator, it should be done in accordance with requirements for periodic inspection set out in the code adoption document. The inspection and tests required shall be carried out at intervals as long as the interval between the inspections or tests is not longer than 12 months. No inspection or test is required for an elevating device if the operational reliability of the device is proven through type testing and certification.</p> <p>Where the ownership of an elevating device changes, the records shall be transferred to the new owner. A record of inspections and tests shall be kept in the log book. Every owner of an elevating device and every contractor shall maintain a log book for each elevating device that they own or maintain, and the log book shall contain up-to-date data on all maintenance functions required to be recorded in the log book by the applicable code or standard referred to in the code adoption document; and such other data as are required to be kept by this Regulation. The log book shall be kept for a period of at least five years from the date of the last entry in the log book. The log book data shall be readily available at the location of the elevating device to an inspector, maintenance mechanic and other persons designated by the owner. A list of persons to be called in case of an equipment or power failure, an accident or any other emergency involving the elevating device is readily available at the location of the installation.</p> <p>A copy of the registered design submissions and general instructions for maintenance of the elevating device is readily available to an inspector and contractor; and on the transfer of ownership of an elevating device, a copy of the registered design submission and the instructions from maintenance are delivered to the new owner.</p>	Requirement	Logbooks - at least 5 years
2114	Workplace Safety and Insurance Act, 1997 Regulations, R.R.O. 1990, Reg. 1101, s. 5	First Aid Requirements. Every employer shall keep a record of all circumstances respecting an accident as described by the injured worker, the date and time of its occurrence, the names of witnesses, the nature and exact location of the injuries to the worker and the date, time and nature of each first aid treatment given.		

2115	Workplace Safety and Insurance Act, 1997, c. 16, Sch. A, s. 75, s. 80	Every Schedule 1 and Schedule 2 employer shall register with the Board within 10 days after becoming such an employer. When registering, a Schedule 1 employer shall give the Board a statement setting out the total estimated wages that workers are expected to earn during the current year. When registering and at such other times as the Board may require, a Schedule 1 employer shall give the Board such information as it may require to assign the employer to a class, subclass or group and such other information as the Board may request. When registering and at such other times as the Board may require, a Schedule 2 employer shall give the Board such information as it may require to determine the amount of any payment to the Board that may be required under the insurance plan and such other information as the Board may request. A Schedule 1 employer shall keep accurate records of all wages paid to the employer's workers and shall keep the records in Ontario. The employer shall produce the records referred to in subsection (1) when the Board or any of its officers requires the employer to do so.		
2116	Workplace Safety and Insurance Act, 1997, c. 16, Sch. A, s. 78	Every year a Schedule 1 employer shall give the Board a statement setting out the total wages earned during the preceding year by all workers and such other information as the Board may request. The statement must also set out the total estimated wages that workers are expected to earn during the current year. If the statement is made by a employer of a municipal volunteer fire brigade, of a volunteer ambulance brigade or of auxiliary members of a police force, it shall set out, the number of members of the brigade or auxiliary members of the police force; and the amount of earnings to be attributed to each member for the purposes of the insurance plan. If an employer does not submit a statement to the Board, the Board may determine the amount of premiums that should have been paid by the employer, and if it is later ascertained that the amount of the premium is less than the actual amount of the premium that should have been paid, the employer is liable to pay to the Board the difference. The Board may require an employer who fails to submit a statement to pay interest at a rate determined by the Board. A payment is in addition to any penalty imposed by a court for an offence under section 152.		

21.17	Workplace Safety and Insurance Act, 1997, Sch. A, c. 16, s. 21, s. 22, s. 37, s. 47, s. 58	<p>This Act concerns the procedures that must be followed by an employer and an employee after an employee has an accident in the workplace. An agreement between a worker and his or her employer to waive or to forego any benefit to which the worker or his or her survivors are or may become entitled under the insurance plan is void. An employer shall notify the Board within three days after learning of an accident to a worker if the accident necessitates health care or results in the worker not being able to earn full wages. A worker shall file a claim as soon as possible after the accident but in no case shall he or she file a claim more than six months after the accident or, in the case of an occupational disease, after the worker learns that he or she suffers from the disease. A claim must be on a form approved by the Board and must be accompanied by such information and documents as the Board may require. Includes information on the disclosure of information, medical assessments, determination, redetermination and the payment of claims. The worker is not entitled to request a redetermination until 12 months have elapsed since the most recent determination by the Board concerning the degree of his or her impairment.</p>		
-------	--	---	--	--

2118	Ministry of Attorney General, Provincial Offences Act, R.S.O. 1990, c. P.33	<p>At the time of the POA transfer, the Province executed 52 Transfer Agreements with municipalities which included a Memorandum of Understanding (MOU) and a Local Side Agreement. The MOU outlines the obligations of the Municipal Partner and the Ministry of the Attorney General. Schedule 2 of the MOU states the retention of the charging document.</p> <p>The Provincial Offences Act is the procedural legislation for administering and prosecuting provincial offences. These offences include charges under the Highway Traffic Act, the Compulsory Automobile Insurance Act, the Trespass to Property Act, the Liquor Licence Act, and other provincial legislation, municipal by-laws and minor federal offences. The P.O.A. governs all aspects of the legal prosecution process, from serving an Offence Notice to an accused person to conducting trials including sentencing and appeals. In June of 1999, the City of Brampton entered into a Memorandum of Understanding with the Ministry of the Attorney General, which transferred the responsibility for the administration and prosecution for provincial offence charges to the City.</p> <p>This transfer included the functions of Clerk of the Court for proceedings commenced under the Provincial Offences Act Part I (e.g. traffic tickets), Part II (e.g. parking tickets) and Part III (e.g. summons') to the City.</p> <p>The responsibility for prosecution of Part I, Part II and some Part III offences was also transferred to the City.</p>	<p>Once a matter has been completed all proceedings commenced under Parts I and III of the Act, the calendar year of the date of judgment plus 2 additional years, except where there has been an accident or a charge of careless driving, the calendar year of the judgment plus 7 additional years.</p> <p>For all proceedings commenced under Part II of the Act, the calendar year of the date of judgment plus 2 additional years. Any other record retention requirements prescribed by law.</p>
------	---	---	---

Regional (Peel) Regulatory and Legislative Obligations				
Citation #	Statute/ Regulation	Retention Description	Requirement/ Best Practice	Retention Timeframe
3000	Controlled Access Roads By-Law 59-77, s. 3	To designate Regional roads as controlled access highways and to prohibit or regulate the construction and use of any access onto highways under the jurisdiction of The Region; (By-law 59-77 repealed by BY-LAW NUMBER 62-2013 - a by-law to consolidate and amend the by-laws that designate Regional roads as controlled access roads and to prohibit or regulate the construction and use of any access onto a Regional road, and to repeal By-law Numbers 59-77, 45-83, 120-83, 56-93 and 75-2012.) 7. An Applicant Regional Road access shall submit security in such an amount and form as, in the opinion of the Commissioner, is sufficient to cover the cost of repairing any damage to the Regional Road resulting from road and Access works, which security shall be reduced to 10% upon satisfactory completion of the road and Access works and correction of any deficiencies, and held for the duration of a three (3) year maintenance period	Required	
3001	Delegation of Authority By-law (PEEL)	<p>BY-LAW NUMBER 16-2013 - A by-law to delegate to each lower-tier municipality the authority to pass a by-law establishing tax ratios and setting out a method by which the portion of Regional levies that will be raised in each lower-tier municipality can be determined.</p> <p>BY-LAW 65-1997 - A by-law to withdraw from the land division committee, the authority of Council to give consent under the Planning Act, R.S.O. 1990 Chapter P.13, as amended; to delegate such authority to the City of Mississauga and the City of Brampton; to set conditions for such delegation</p> <p>BY-LAW NUMBER 66-1997 - A by-law to delegate the authority of Council to give consent under the Planning Act, R.S.O. 1990 Chapter P.13, as amended, to constitute and appoint a Land Division Committee, set conditions for such delegation, prescribe a tariff for fees for applications, to provide for remuneration to Committee members, and to prescribe procedures for governing the calling place and proceedings of Committee meetings.</p> <p>BY-LAW NUMBER 70-1990 - A by-law to designate a head of the Regional Corporation for the purpose of the Municipal Freedom of Information and Protection of Privacy Act.</p> <p>A by-law to delegate to each lower-tier municipality the authority to pass a by-law establishing tax ratios and setting out a method by which the portion of Regional levies that will be raised in each lower-tier municipality can be determined.</p>	Required	

3002	Duties of Clerk By-law 8-97	A by-law to set out the duties of the Regional Clerk and to allow for the appointment of an Acting Regional Clerk. Includes functions assigned to the Regional Clerk in the Procedural By-law and other by-laws, keeping records of the proceedings of Council and its Committees, being in charge of the corporate seal, be the source of public record, and carry out any other function as the law may require. (Uses: Document Regional Council and Peel Living Board decisions and Committee recommendations, maintain a master record of all by-laws enacted by the Region, Peel Living and subsisting by-laws enacted by predecessor municipalities such as Peel County and townships, planning & administration for Council & committee meetings.)	Required	
3003	Financial Control By-law 45-2004, s. 4, s. 8	A by-law establishing financial controls related to the Current Budget, the Capital Budget and reserve management of the Regional Municipality of Peel.) Not less frequently than semi-annually, the Treasurer shall provide Council with a Financial Report including a written status report on the Reserves and Reserve Funds.	Required	
3004	Gasoline Pumps By-law 218-77, s. 4	To regulate the erection of gasoline pumps adjacent to Regional Roads and monitor service station installations and upgrades. (Uses: all records relating to service stations and gasoline pumps, such as drawings, diagrams, applications for site and grading plan approval, correspondence and locations of underground tanks in relation to Regional roads.)	Required	T+5 (T= station closure)
3005	Land Division By-law 66-97, Sch. B, Part C, s. 6	A by-law to delegate the authority of Council to give consent under the Planning Act, R.S.O. 1990 Chapter P.13, as amended, to constitute and appoint a Land Division Committee, set conditions for such delegation, prescribe a tariff for fees for applications, to provide for remuneration to Committee members, and to prescribe procedures for governing the calling place and proceedings of Committee meetings	Required	T+50 (T=notice of decision)
3006	Peel Heart Health Network/Healthy at Heart Grant Agreement, s. 4.3	All records relating to health promotion. (Uses: Develop awareness in the community regarding the advantages of healthy life styles.)	Required	C+5

3007	Peel Living General By-law 1-95, s. 5.05	5.05 Secretary - The Secretary or designate shall attend and be the secretary of all meetings of the Board and meetings of Members, and shall enter or cause to be entered records kept for that purpose minutes of all proceedings thereat; the Secretary shall give or cause to be given, as and when instructed, all notices to the directors, members, auditors and members of the committees of the board; the Secretary shall be custodian of the corporate seal of the Corporation and of all books, papers, records, documents and other instruments belonging to the Corporation except when some other officer or agent has been appointed for that purpose; and the Secretary shall have such other duties as the Board may prescribe. (Uses: Document Regional Council and Peel Living Board decisions and Committee recommendations.)	Required	Archival
3008	Peel Living General By-law 1-95, s. 5.06	5.06 Treasurer - The Treasurer shall keep proper accounting records in compliance with the Act, and, under the direction of the Board, shall control the deposit of money, the safe-keeping of securities and the disbursement of the funds of the Corporation; the Treasurer shall render to the Board whenever required an account of the financial position of the Corporation and all transactions made by the Treasurer of the Corporation; and the Treasurer shall have such other duties as the Board may prescribe. (Uses: All records relating to financial management)	Required	C+6
3009	Preservation and Destruction of Documents and Records. By-Law Number 68-98	The Manager of Corporate Records shall administer the retention schedule and shall ensure that the schedule complies with all relevant legal requirements for records retention and records destruction. When official records have been destroyed pursuant to this by-law, the Manager of Corporate Records shall obtain written confirmation of the destruction and shall ensure that all disposition notices and certificates of destruction are preserved.	Required	Not specified (preserved = permanent)
3010	Procedural By-law 54-1999	A by-law to govern the calling, place, and proceedings of the meetings of Council and its committees and the conduct of their members	Required	
3011	Purchasing By-law 62-2001	A report shall be submitted annually to Regional Council or a Committee thereof summarizing the particulars of the disposition of all surplus goods pursuant to this by-law. Where the purchase of goods and services has been authorized in accordance with this by-law all documents forming part of the purchase contract including any purchase order, form of agreement or contract or other terms and conditions shall be executed by the signing officers duly authorized.	Required	
3012	Real Property By-law 23-95, s. 12	12. A public register, which shall be available for inspection during regular office hours, shall be maintained and kept current, listing and describing the real property, owned and leased by The Regional Municipality of Peel, save and except those classes of property which may be exempt.	Required	Not specified

3013	Region of Peel Notice By-law 63-2003	A by-law to prescribe the form, manner, and the times for the provision of notice. Where a notice is required under the Act but is not provided for specifically in this by-law, a notice which would substantially inform a reasonable person of the subject matter to which the notice relates, shall be deemed to be adequate, and in compliance with this by-law.	Required	Not specified
3014	Region of Peel's Smoke-free By-law 14-2003	A municipal law enforcement officer, or public health inspector acting under the direction of the Medical Officer of Health, may enter and inspect all buildings, structures or parts thereof that are subject to this By-law. Any person who contravenes any provisions of this By-law is guilty of an offence and upon conviction is liable to a fine. Every proprietor of a public place that purports to have a designated smoking room shall, within 60 days of the written request of a municipal law enforcement officer, produce to the Medical Officer of Health a compliance report.	Required	Not specified
3015	Retail Business Holidays By-law 18-1999	A by-law under subsection 4(9) of the Retail Business Holidays Act (the "Act"), to establish a procedure to be followed by applicants for a by-law under subsection 4(1) of the Act permitting retail business establishments to open on holidays for the purpose of maintaining or developing tourism and for combining two or more applications, holding one public meeting with respect to two or more applications, establishing fees for the processing of applications and limiting the number of applications that will be considered in any year, and to repeal By-law Number 58-92. s. 2 Exemption application s. 4 supporting documents to Planning Commissioner. s. 9 Report to Planning Committee s. 11 Notice of public meeting	Required	Not specified
3016	Sewage Works By-law 19-77	s. 8 - notice of non-payment, settlement of disputed account. (records relating to water customer accounts, such as collection notices, water billing inquiry computer reports, customer service issues, and correspondence) s. 9 - submission for exemption from payment, appeal, correspondence on activities of Appeals Committee, engineer's report, notice of Council decision. (records relating to appeals of sanitary sewer charges such as applications and engineering reports pertaining to sewer operations.)	Required	
3017	Sewer Discharge By-law 90-90	A by-law to regulate the discharge of matter into the sanitary and storm sewage systems of the Regional Municipality and making provision for the establishment of sewer rates and charges, pursuant to section 81 of The Regional Municipality of Peel Act, R.S.O. 1980, chapter 440 and to repeal certain parts of By-law Number 9-75. s. 2 address of premises where water used, location of water source, copy of AECB licence, approval to discharge, certificate of approval or order, s. 4 waste survey report, s. 6 compliance program submission, progress reports, s. 8 approval of alternative device, s. 9 spill notification.	Required	

3018	Tourism Exemptions By-law 58-92, Sch. A, s. 2, s. 6 , s. 9	Tourism Exemptions By-law 58-92, Sch. A, s. 2 (application), s. 6 (supporting documents), s. 9 (report to Planning Committee). Repealed by By-law 18-1999. See above - Retail Business Holidays By-law 18-1999.	Required	
3019	Waterworks By-law 9-73, s. 3.1, s. 7.3	By-Law 9-73 respecting the supply of water, the management and maintenance of the Waterworks System of the Regional Corporation and the establishment of water rates and charges. s. 3.1 (application for water service), s. 7.3 (water meter register).	Required	

Municipal (Brampton) Regulatory and Legislative Obligations				
Citation #	Statute/ Regulation	Retention Description	Requirement/ Best Practice	Retention Timeframe
4000	CCTV - Property and Public Conveyance, SOP (2011)	Electronic Security Video Surveillance, more commonly referred to as Closed Circuit Television (CCTV) Surveillance System, has been in use for many years by many institutions to serve as a deterrent to criminal activity. CCTV consists of dedicated high-resolution cameras providing continuous recording and when required, real time surveillance.	Requirement	Video Surveillance: 72 hours CCTV Record: 1 Year
4001	Confined Space Entry Procedures , Various SOPs	These procedures were created to comply with Confined Space Regulation 632/05 of the Occupational Health and Safety Act, in conjunction with City of Brampton Policy #12.4.1, City of Brampton Policy 12.4.3 for Lock-out Procedures, and the City Of Brampton Confined Space Entry Standard Operation Procedure, and in recognition that Property Management staff, in the course of their duties, must enter confined spaces.	Requirement	1 (Maintain minimum of 2 most recent records related to the space)
4002	Security Control Telecommunications Recording, SOP (2012)	All telephone calls made to and from Security Control, to be recorded at all times. Telecommunications equipment consists of hardwired (not wireless) desktop handsets capable of transmitting and receiving continual voice conversations.	Requirement	1 Year
4003	Security Radio Transmission Recording, SOP (2012)	Radio Transmission equipment consists of portable and base station style professional grade radios that are capable of transmitting audio messages and receiving audio messages. The audible transmissions created by the Radio Transmission equipment on the frequencies licensed for use by Corporate Security Systems, will be recorded using digital recording equipment.	Requirement	1 Year

Professional Guidelines				
Citation #	Source	Retention Description	Requirement/ Best Practice	Retention Timeframe
5000	Closed Files - Retention and Disposition, Law Society of British Columbia, August 2006	Trust and non-trust books, records, and accounts	Best Practice	Rule 3-68 of the Law Society Rules states that trust and non-trust books, records, and accounts listed in Rules 3-60 to 3-62 must be retained for at least 10 years, the first three years of which must be at the lawyer's chief place of practice.
5001	Closed Files - Retention and Disposition, Law Society of British Columbia, August 2006	There is no universal agreement on how long files should be retained. The Law Society has not set any policy requirements or guidelines.	Best Practice	There is no universal agreement on how long files should be retained. The Law Society has not set any policy requirements or guidelines.

5002	Closed Files - Retention and Disposition, Law Society of British Columbia, August 2006	Negligence actions	Best Practice	Negligence actions can be brought long after the alleged negligence has occurred. Section 3(5) of the Limitation Act, R.S.B.C. 1996, c. 266 governs professional negligence actions, which must be brought within six years of the date when the right to bring the action arose. However, under that Act several provisions operate to extend the six-year limitation period. Those which most concern lawyers are s. 6, which provides that the running of time is postponed where the plaintiff is not aware of the
------	--	--------------------	---------------	--

5003	Closed Files - Retention and Disposition, Law Society of British Columbia, August 2006	<p>LAWYER'S PERSONAL RECORDS:</p> <ul style="list-style-type: none"> - Diaries and time records - Trust accounting and disbursements 	Best Practice	Diaries and time records - Kept at least as long as the files to which they refer are kept. Trust accounting and disbursements 10 years (Law Society Rules 3-60, 3-61, 3-62, 3-68, 3-80)
5004	Closed Files - Retention and Disposition, Law Society of British Columbia, August 2006	<p>CORPORATE & COMMERCIAL:</p> <ul style="list-style-type: none"> - Securities - Sale of assets and shares - Private shares issued - Share restructuring - Amalgamations - Bankruptcy - Ordinary commercial agreements - Receivership - Indemnity agreements - Partnerships - Joint ventures 	Best Practice	6 years.
5005	Closed Files - Retention and Disposition, Law Society of British Columbia, August 2006	<p>CRIMINAL:</p> <ul style="list-style-type: none"> - Prosecution - Defence 	Best Practice	Prosecution & defence - retention of six years after completion of sentencing (and appeals if applicable)

5006	Closed Files - Retention and Disposition, Law Society of British Columbia, August 2006	<p>LABOUR:</p> <ul style="list-style-type: none"> - Collective bargaining - Hearings (labour relations board and arbitration) 	Best Practice	Collective bargaining - 6 years after agreement is made; Hearings (labour relations board and arbitration) - 6 years after final decision.
5007	Closed Files - Retention and Disposition, Law Society of British Columbia, August 2006	<p>LITIGATION:</p> <ul style="list-style-type: none"> - Contract Action - Tort Claim (plaintiff) 	Best Practice	Contract Action - 6 years after dismissal, or payment of judgement; Tort Claim (plaintiff) - 6 years after final judgement, dismissal or settlement. For cases involving minors; the trigger event is when the minor reaches the age of majority.

5008	Closed Files - Retention and Disposition, Law Society of British Columbia, August 2006	<p>REAL PROPERTY:</p> <ul style="list-style-type: none"> - Residential conveyance - Commercial conveyance - Lease/ sub-lease/ lisencc - Foreclosure - Receivership - Option to purchase/ right of first refusal - Easement/ Right of Way - Review of title - Mortgage/ Debenture - Subdivision/ single plan strata development - Phased strata development - Building contract - Encroachment settlement 	Best Practice	<p>Residential conveyance - 10 years after state of title certificate received;</p> <p>commercial conveyance - 10 years after closing;</p> <p>lease/ sub-lease/ lisencc to occupy - 6 years after lease has expired; foreclosure - 6 years after order absolute or property sold; receivership - 6 years after discharge or payment recieved; Option to purchase/ right of first refusal - 6 years after options expire; Easement/ Right of Way- 10 years after registration; review of title - 6 years from date of opinion; Mortgage/ Debenture - 6 years</p>
5009	Combined rules of professional conduct and related guidelines, Institute of Chartered Accountants of Alberta, June 2006	Financial statements, agreements, contracts and leases; investment/share capital information; written opinions; tax files and assessment notices; detailed continuity schedules for such items as capital assets and future income.	Best Practice	10 years

5010	File Retention, Law Society of Upper Canada, November 2005	<ul style="list-style-type: none"> - Actions against lawyers for negligence - Actions for the recovery of financial loss caused by professional negligence 	Best Practice	<p>The Limitations Act, 2002, S.O. 2002, c. 24, Schedule B, however, significantly altered other aspects of the law of limitations in Ontario. Under section 4 of the new Act, a basic limitation period of two years is established. This new limitation period applies to actions against lawyers for negligence – actions upon the case – and to actions for the recovery of purely financial loss caused by professional negligence. The commencement of this new limitation period is governed by certain</p>
------	--	--	---------------	--

5011	File Retention, Law Society of Upper Canada, November 2005	Limitations Act, 2002 transitional rules	Best Practice	<p>The new Limitations Act, 2002 contains transitional rules whereby it can be determined whether or not the old limitation period applies. Essentially, if the act or omission giving rise to the possible claim took place before January 1, 2004, and if no proceeding in relation thereto was commenced before January 1, 2004, it must be determined whether the former limitation period expired before January 1, 2004. If it did, the action will be barred. If it did not, it must be determined whether, if the claim were to be based on</p>
------	--	--	---------------	---

5012	File Retention, Law Society of Upper Canada, November 2005	Real Estate	Best Practice	In real estate matters, the facts to support a cause of action may only be "discoverable" on sale, in some instances 20 or more years after the file is closed. Title search notes should be kept indefinitely.
------	--	-------------	---------------	---

5013	File Retention, Law Society of Upper Canada, November 2005	Representation of minors	Best Practice	Under the new Limitations Act, 2002, no limitation period runs during any time where the claimant is either an unrepresented minor (section 6) or is "incapable of commencing a proceeding in respect of the claim because of his or her physical, mental or psychological condition" and is "not represented by a litigation guardian in relation to the claim" (section 7). The client's age, therefore, was and will remain important in determining how long to keep documents relating to minor clients.
------	--	--------------------------	---------------	---

5014	File Retention, Law Society of Upper Canada, November 2005	Assault or sexual assault	Best Practice	Special discoverability provisions apply in the Limitations Act, 2002 Act where the claim arises from an assault or sexual assault (see section 10).
------	--	---------------------------	---------------	--

5015	Practice Advisory, Chartered Accountants of Ontario, Summer 2003	Injury, loss or damage	Best Practice	Effective January 1, 2004, the Limitations Act, 2002 comes into force which replaces most existing limitations periods with two clear limits: a basic limitation period of two years which would start from the day the person finds out, or should have found out, about the injury, loss or damage he or she suffered and who caused it; and an ultimate limitation period of 15 years after which a claim may be barred, regardless of the plaintiff's state of knowledge. Accordingly, members will be well served to
5016	Privacy Regulations Section 7(a) and (b)			

5017	Canada Labour Standards Regulations, Section 24 (4) and (10)	Section 24(4)(b) Every employer shall keep for a period of at least three years after the expiration of the employer's obligation under subsection 239.1(3) of the Act, the following information: (b) a copy of any certificate of a qualified medical practitioner indicating that the employee is fit to return to work		3 Years
5018	Occupational Health & Safety Regulations, Section 15.11(a)			

Library Archives of Canada				
Citation #	Source	Retention Description	Requirement/ Best Practice	Retention Timeframe
6000	MIDA 2001/002 - General Guidelines	Operating and Using Real Property Assets •using real property in a manner consistent with the principle of sustainable dev contributing to protecting and preserving the environment.	Best Practice	2 Years
6001	MIDA 2001/002 - Section 2	Acquiring real property assets and related services mentions contracting for maintenance services of real property like snow removal and fire protection).	Best Practice	Not Specified
6002	MIDA 2001/002 - Section 3	Operating and Using Real Property Assets • Protection (From fall-out, nuclear blast, warning devices (sirens etc) includees preventative measures)	Best Practice	3 years
6003	MIDA 2001/002 - Section 5	Replacing, Transferring and Disposing of Real Property Assets Legal Documents A) Lease, rental, rights of way, easements and concessions - 3yrs after expiry of lease, concession, rights of way etc. B) Purchase, transfer, sale, etc. - original documents are transferred to new owner. CPC to retain copies until all operational and legal requirements have expired. Lettings and Concessions, Rights of Way, Easements, Leases, etc., for Crown-owned Lands by Private COrporations or Persons or Privately-owned Lands by the Crown (excluding legal documents) - 3 yrs after expiry of lease, concession, right of wat etc. involved Sale, Transfer, Expiry of Lease etc., (excluding legal documents) - 3 yrs after sale, transfer, expiry of lease etc.	Best Practice	3 years
6004	MIDA 98/001 - General Guidelines	Common Administrative Records related to the General Administration Function. Generally encompasses records created by government institutions within the context of the life-cycle of information; that is from its creation, organization retrieval, use, access, storage and protection, to its disposal. This sub-function contains 10 core programs or activities which are common to all government institutions.	Best Practice	5 years

6005	MIDA 98/001 - Section 1	Master Numerical Index Cards or Master Control Records •Records Disposition Authority Files •Records Inventory Files (including lists, indices and registers of files or records destroyed)	Best Practice	• 2 yrs after superseded • 2 yrs after RDA files are superseded or amended by LAC •10 yrs after files or records are destroyed • 2 yrs
6006	MIDA 98/001 - Section 1.2	1.2 Records Management •Master Numerical Index Cards or Master Control Records •Records Inventory Files (including lists, indices and registers of files or records destroyed)	Best Practice	• 2 yrs after superseded •10 yrs after files or records are destroyed
6007	MIDA 98/001 - Section 1.5	Other Information Management Activities and Services Forms Management A) Individual function files	Best Practice	1 yr after superseded or obsolete

6008	MIDA 98/001 - Section 2.1	<p>Security</p> <ul style="list-style-type: none"> •Breaches •Electronic Network Monitoring Logs •Identification and Building-Pass cards <p>Physical Security-buildings, contingency planning, equipment, grounds, guards, etc.</p> <ul style="list-style-type: none"> •Routine correspondance •Regulations and orders •Reliability Checks and Security Clearnaces - Individual Case Files <ul style="list-style-type: none"> •Reliability Checks and Security Clearances - Visits and visitors •Reports and returns - Inspections, surveys etc. 	Best Practice	<ul style="list-style-type: none"> •6 months •2 yrs after last admin use. •2 yrs after expiry. <ul style="list-style-type: none"> •2 yrs or 1 yr after requirement ceases. •5 yrs after superseded or revoked. •2 yrs after ee leaves the institution for which the clearance was undertaken. •1 yr •5 yrs
6009	MIDA 98/001 - Section 3	<p>Contracts, Contract Demands, Purchase Orders, Tenders, Progress Reports, etc., related to...</p> <ul style="list-style-type: none"> • Routine correspondance <p>Contracts, Acceptance of Tender etc.</p> <ul style="list-style-type: none"> • Case files re purchases, rentals, services etc. <ul style="list-style-type: none"> • Ledgers and registers 	Best Practice	3 Years
6010	MIDA 99/004 - Section 2	<p>2.6 Accounting and Control of Revenues</p> <ul style="list-style-type: none"> • Transfer Payments, grants and contributions <p>Includes records documenting purely financial transactions related to transfer payments, accounting and control of expenditures and/or revenues, payments verification, budgeting and budgetary control of programs, transfer payments, grants and contributions.</p>	Best Practice	6 fiscal yrs

6011	MIDA 99/004 - Section 2.3	<p>Accounts and accounting (Appropriations, Disbursements, etc.)</p> <p>A) Records relating to Conducting Suspense Accounts (including ledgers and registers)</p> <p>Allotments</p> <p>B) Includes ledgers and registers, and Vouchers (Transfer between Primaries)</p> <p>Budgeting</p> <p>C) Individual Budgets - Institutional</p> <p>D) Individual Budgets - Branch or Division</p> <p>Cash Accounting</p> <p>E) Cash blotters, cash books, cash summaries, receipts, ledgers and registers and Wharfage Books</p> <p>F) Cash Control</p> <p>G) Adjust, individual encumbrances, ledgers and registers (other than for Eskimo Loan or Establishment), transfers (sub-allotment etc.)</p> <p>H) Eskimo Loan, Establishment (Ledgers and registers)</p>	Best Practice	<p>A) 1 fiscal yr after transfer to appropriate count</p> <p>B) 6 fiscal yrs</p> <p>C) 6 fiscal yrs</p> <p>D) 2 fiscal yrs</p> <p>E) 6 fiscal yrs</p> <p>F) 1 fiscal yr</p> <p>G) 1 fiscal yr</p> <p>H) 6 fiscal yrs</p>
6012	MIDA 99/004 - Section 2.5	<p>Accounting and Control Expenditures</p> <p>•Allowances</p> <p>Advances, requisitions, warrants, etc. concerning mileage, relocation, travel etc. (ind expense claims)</p>	Best Practice	6 fiscal yrs follwing the fiscal yr in which the claim was settled
6013	MIDA 99/004 - Section 2.6	<p>Accounting and Control of Revenues</p> <p>Accounts Receivable (revenues)</p> <p>A) Includes records relating to credit notes and refunds (for return of goods and containers etc.); ledgers and registers (including refund and drawback ledgers for security deposits); vouchers (bills, credits, official receipts, receipt forms, sales slips) from all sources including Accounts Recoverble from concessions, claims, fees, rentals, etc. journal vouchers (loands and investments).</p> <p>B) Legal payments made record (journal vouchers)</p> <p>C) Loans and advances to employees (journal vouchers)</p>	Best Practice	<p>A) 6 fiscal yrs</p> <p>B) 1 fiscal yr</p> <p>C) 3 fiscal yrs</p>

6014	MIDA 99/004 - Section 3.1	<p>Expenditure Management System (budgeting, program planning, and resource allocation) Includes decision-making, reporting and consultation processes involving three separate levels of the executive offices: departments, central agencies, and the Cabinet with its committees, together with Parliament and its Standing Committees.</p> <p>Estimates</p> <ul style="list-style-type: none"> •A) Individual Estimates - Institutional •B) Individual Estimates - Directorate, Branch or Division <p>Annual Reference Level Updates (ARLUs) - Includes plans for monitoring and controlling allocation of resources within planning framework.</p> <ul style="list-style-type: none"> •C) Individual ARLUs - Institutional •D) Individual ARLUs - Directorate, Branch or Division <p>Regulations and Orders</p> <ul style="list-style-type: none"> •Individual Payments 	Best Practice	<ul style="list-style-type: none"> • 6 fiscal yrs • 2 fiscal yrs <ul style="list-style-type: none"> • 6 fiscal yrs after superseded • 2 fiscal yrs <ul style="list-style-type: none"> • 6 fiscal yrs
6015	MIDA 99/004 - Section 3.2	<p>Internal audit, program evaluation records, working files and other audit file documenting methodology, procedure, interdependent liaison, and interaction with central agencies.</p> <p>External audits and/or program evaluations conducted by a central agency, common service agency or by the Auditor General.</p> <p>Capital Plans and Projects Includes records related to contracts and contracting activities associated with Capital Plans and Projects. Note: This does not include records documenting the policy development, planning, and evaluation of major capital plans and projects</p>	Best Practice	<p>3 years</p> <p>6 Years</p> <p>2 Years (routine)</p>
6016	MIDA 2005/2006	The records that document any final decision made by the highest judicial or quasi-judicial level possible for a specific case, including: records of decisions appealed to a superior court by a judicial or quasi-jud body. Also records that document decisions made by a federal board, review board, appeal board, admin tribunal, court, or other independent entity, responsible for rendering judicial or quasi-judicial decisions and which are records of decisions considered to be precedent setting or that have attained a high media profile (Human Rights Tribunal, National Parole Board, Occ H&S Board etc.)	Best Practice	100 yrs after the final court decision

6017	MIDA 98/005 - General Guidelines	Employee Assistance Program (EAP) Includes records relating to all aspects of the EAP, including policies and directives, Code of Ethics, assessments of the programme, contracts for outside services, advice, medical diagnosis, referrals, training, monitoring (including statistics and summaries and audits)	Best Practice	2 Years
6018	MIDA 98/005 - Section 1	Recourse A) Personal harassment - matters dealing with complaints of personal harassment B) individual cases	Best Practice	2 yrs after the most recent administrative activity in relation to an ind. case.
6019	MIDA 98/005 - Section 4	Occupational H&S	Best Practice	2 Years (routine)
6020	MIDA 98/005 - Section 5	Disciplinary and Non-Disciplinary Demotion or Termination of Employment	Best Practice	Time limit specified in applicable collective agreements or a minimum of 2 yrs following the date of disciplinary actions, provided no further disciplinary action has been recorded in the meantime.
6021	MIDA 98/005 - Section 5.1	Collective Bargaining Includes records on all aspects of negotiating collective agreements, their interpretation and administration, including certification, managerial or confidential positions or exclusions and collective bargaining.	Best Practice	1 year after expiry of agreement
6022	MIDA 98/005 - Section 5.2	Designation Process Includes records relating to all aspects of the designation process, including departmental reviews of positions, negotiations between departments and unions, referrals of positions in dispute to the Designation Review Panel, and PSLRB decisions; and all supporting documentation, such as notifications of positions to be designated and reviews and updates of designation records.	Best Practice	2 years

6023	MIDA 98/005 - Section 6.7	<p>Pay Administration</p> <ul style="list-style-type: none"> •Hours of work and overtime - regular, compressed and flexible hours of work, overtime authorization, reports of overtime performed, time off etc. •Income Tax - Statements of personal exemptions and deductions •Salaries and wages - Documentation concerning a specific employee •Superannuation - individual cases 	Best Practice	<ul style="list-style-type: none"> •2 yrs (gen guideline) •2 yrs after superseded •2 yrs after expiry of fiscal yr •Place on the employee Personnel File
6024	MIDA 98/005 - Section 10	<p>Employment Equity</p> <ul style="list-style-type: none"> •Workforce surveys, questionnaires, analyses and reviews of employment systems, employment equity plans, employment equity activities and info provided to ee's. 	Best Practice	2 yrs after the period covered by the EE Plan to which the records relate.

6025	MIDA 98/005 - Section 11	<p>11.1 Work Force Adjustment (Early Retirement Incentive, Early Departure Incentive) Includes records relating to work force adjustment, such as docuemntation on Early Retirement Incentive, Early Departure Incentive and alternative placement;</p> <ul style="list-style-type: none"> • Individual Cases <p>11.2 Termination of Employment Due to Alternative Delivery Situations Includes documentation for the treatment, identification, termination of employment of departmental employees affected by the transfer of any work, business or undertaking.</p> <ul style="list-style-type: none"> • Individual Cases <p>11.3 Awards: Including Incentive Award Plan, Award Plan for Inventors and Innovators and Scholarships</p> <ul style="list-style-type: none"> • Individual Awards funded by the institution • Individual decorations, medals, investiture and outstanding achievement awards • Rejected suggestions and nominations • Responses from institutions not directly responsible for funding 	Best Practice	<ul style="list-style-type: none"> • Employee File • Employee File • Award files, 2 yrs after last admin use, Financial files, 6 yrs and Precedent setting files, 15 yrs • 3 yrs • 2 yrs • 2 yrs
6026	MIDA 99/003 - General Guidelines	General Guidelines for routine records	Best Practice	2 years
6027	MIDA 99/003 - Section 4	<p>Operating Vehicles - Individual Vehicles</p> <p>A) Log books</p> <p>B) Operating instructions</p> <p>C) Registering and licensing</p> <p>D) Routine Correspondance</p>	Best Practice	<ul style="list-style-type: none"> • 2 yrs A• 1 yr after disposal B• until disposal or transfer to new owner C• until superseded or obsolete D• 3 yrs

6028	MIDA 99/003 - Section 5	<ul style="list-style-type: none"> •Inventorying and accounting for material assets (Stocktaking, creating and maintaining inventories, etc.) •Labelling material Assets (Cataloguing, identification, etc.,) •Loans (lending of material assets) •Issue - General and scales of issue regarding the release of material pursuant to a properly authorized requisition or instruction. 	Best Practice	<ul style="list-style-type: none"> • 1 yr after superseded or obsolete •Until superseded or obsolete • 1 yr after return or disposal of equipment
------	-------------------------	--	---------------	--

6029	MIDA 2001/002 - Section 3	<p>Alterations and Repairs</p> <p>Damages - Reports of Investigations into the Damage</p> <p>Development</p> <p>A) Ditching and drainage B) Excavation C) Landscaping and Gardening</p> <p>Fencing</p> <p>Fires - Reports D) Major E) Minor note: the institution determines the difference between major and minor (generally, however, the value of the asset determines whether it is major or minor)</p> <p>Flood Control (Preventive measures and control of minor floods)</p> <p>Maintenance (cleaning and janitorial services, re-decorating, garbage removal, recycling etc...)</p> <p>Parking Areas; Recreation Areas; Roads, Streets, and Sidewalks (including snow removal)</p>	Best Practice	<p>3 yrs after completion or cancellation</p> <p>3 yrs after inv. completed</p> <p>A) 2 yrs B) 2 yrs C) 2 yrs</p> <p>2 yrs</p> <p>D) 5 yrs E) 2 yrs following completing report to Dominion Fire Commissioner</p> <p>3 yrs</p> <p>1 year</p> <p>2 yrs</p>
6030	MIDA 99/004 - Section 1	External audits and/or program evaluations conducted by a central agency, common service agency or by the Auditor General.	Best Practice	6 Years



THE CORPORATION OF THE CITY OF BRAMPTON

BY-LAW

Number _____ - 2021

To Appoint Officers to Enforce Parking on Private
Property and to Repeal By-law 88-2020

WHEREAS subsection 8(1) of the *Municipal Act, 2001*, S.O. - 2001, c. 25, as amended, provides that the powers of a municipality under the *Municipal Act, 2001* or any other Act shall be interpreted broadly so as to confer broad authority on the municipality to enable the municipality to govern its affairs as it considers appropriate and to enhance the municipality's ability to respond to municipal issues;

WHEREAS section 15 of the *Police Services Act*, R.S.O. 1990, c.P.15, authorizes the appointment of Municipal Law Enforcement Officers who shall be peace officers for the purposes of enforcing the by-laws of The Corporation of the City of Brampton;

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

1. The persons named in Column 1 of Schedule A to this By-law are hereby appointed as Municipal Law Enforcement Officers for the purpose of By-law 93-93, as amended, but only in respect of the corresponding properties named and identified in Column 2 of Schedule A to this By-law. Where no municipal address is set out in Column 2 the said officers may enforce By-law 93-93, as amended in respect of all the properties located upon the streets listed in Column 2.
2. In enforcing By-law 93-93, as amended, a Municipal Law Enforcement Officer appointed under this By-law may only take the actions authorized by sections 46, 47, 48 and 55 but not including subsection 55(1) of By-law 93-93, as amended.
3. A municipal law enforcement officer appointed by this By-law may enter on the land identified in Column 2 of Schedule A to this By-law at any reasonable time for the purpose of carrying out an inspection to determine whether or not sections 46, 47, 48 and 55 but not including subsection 55(1) of By-law 93-93 of The Corporation of the City of Brampton is being complied with.

- 4. Subject to section 5, this By-law prevails to the extent of any conflict between this By-law and any other by-law of The Corporation of the City of Brampton.
- 5. This by-law does not restrict any rights conferred by the *Municipal Act, 2001* or any other Act or regulation, respecting entry to land.
- 6. By-law 88-2020 is hereby repealed.

ENACTED and PASSED this 17th day of February, 2021

Approved as to
form.

2021/02/09

C. Grant

Patrick Brown, Mayor

Approved as to
content.

2021/02/09

Paul Morrison

Peter Fay, City Clerk

SCHEDULE A TO BY-LAW

-2021

COLUMN 1

COLUMN 2

1.	BRAR, Gurpreet CHAPMAN, Dave CHAPMAN, Elaina CHAPMAN, Fran CHAPMAN, Michael CHAPMAN, Richard CHAPMAN, Richard D. FERNANDO, Kevin FISCHER, Jordan GALEA, Nicholas GOOBIE, Jason GOOBIE, Nathan GURAYA, Jaspal Singh HUGHES, Robert LILADRIE, William MARTINEZ, Fulvio McGee, Michael McMULLEN, Danny NAVARRO, Justin NOAKES, Gregory NOAKES, Terry NOCERA, Fioentina OJLADE, Olanrewaju Michael PEDDLE, Chris RACIOPPO, Arrius RAWLINGS, Darren RECINOS, Ana RECINOS, Mario ROBBINS, Matthew SALINA, Clarena SINGH, Javid SINGH, Simran SPAGNOLO, Vince VERRETTE, Ryan WILFRED, Suthesia WRIGHT, Ian XIN, Xin	Ashton Crescent Baronwood Court 180 Walkers Drive Carlton Place 900 Central Park Drive 1020 Central Park Drive Dawson Crescent Fleetwood Crescent Lincoln Court 35 Malta Avenue 54 Malta Avenue McMullen Crescent Moregate Crescent North Moregate Crescent South Sandringham Court Stornwood Court Tara Park Crescent 105 Dufay Road 10671 Chinguacousy Road 9455 Mississauga Road 1-27 Autumnwood Avenue 60 Great Lakes Drive 10111 Heart Lake Road 200 Veterans Drive 40 Avondale Boulevard 1-9 Farnham Drive 2-40 Wayne Nichol Drive 2070 Steeles Avenue East 370 Kennedy Road South
2.	ALLEN, Mikhail BALENDRA, James BARTLETT, Denice BEAL, Heather BEAL Matthew BOGOJAVLENSKIS, Dmitrijs BOTTINEAU, Brandon BROWN, Lotoya CELESTIAL, Socrates CHANA, Harmit CRAVEIRE, Steve DANIELS, D. Di PLACIDO, Biagio GORDON, Darryl GREAVES, Raquel GUY, Don Sunny HASSAN, Mabroor KENNY, David KHAN, Rana	171, 173 & 175 Advance Blvd. 8351 McLaughlin Road 61 Ardglen Drive Arizona Drive Bamboo Grove 600 Balmoral Drive Bay Breeze Drive Gifford Gate Berringer Grove Brocklebank Court Camrose St. Carisbrook Court 2-54 Chipstead Avenue 188- 200 Clarence Street 240, 241 & 250 Clarence Street 50 & 60 Cottrelle Boulevard 1-76 Craighleigh Crescent 1-16 Garden Park Lane Darras Court

COLUMN 1 (continued)**COLUMN 2 (continued)**

(2. Continued)

KIRAN Raunak	1-15 Purple Finch Court
LUI, Anthony	4, 6 & 8 Day Spring Circle
MAKA, Jideofor	Deckman St
McCalla, Kimberlee	135 & 139 Devon Road
MIAN, Ehsan	Eagle Trace Drive
MITCHELL, Robert	21 Eastview Gate
NGUYEN, Michael	Ellerslie Road
PARMANANTHAN, Asveethan	Ellis Drive
PASHOVKIN, Artem	Enderby Crescent
PATAG, Rhoel	Enmount Drive
PEIXIRO, Michael	34 Erlesmere Avenue
PIATETSKII, Igor	11 Fairglen Avenue
RANA, Ali	60 Fairwood Circle
ROGERS, John	1-12 Flowering Vine Lane
SALMON, Anthony	Gatlin Street
SALMON, Richard	1 to 34 Gatwick Lane
SHAHID, Ahmad	1, 3 ,5,7,9,11,12 &13 Gemstone
SHEIKH, Mubashir	Lane
SIDHU, Manraj	Gilgorm Road
SINGH, Jaspinder	1 to 17 Gloucester Place
SINGH, Sukhjinder	Goldberry Court
SIRIWARDENA, Dilshan	Golden Light Circle
SMITH, Shrika	1 to 93 Greenwich Circle
SOOMRO,Sadaf	1 – 107 Guildford Cres.
SUGARS, Neil	45 Hansen Road North
TUGADE, Dan	57 Hansen Road North
WILLIAMS, Janay	81 Hansen Road North
	85 Hansen Road North
	93 Hansen Road North
	105 Hansen Road North
	Hartnell Square
	Heathcliffe Square
	100 John Street
	1 Kennedy Road South
	Kenwood Drive
	1-71 Kimberley Crescent
	4 Kings Cross Road
	18 Knightsbridge Road
	1 – 54 Lancewood Cres.
	10 & 12 Laurelcrest Street
	3 & 5 Limestone Edge Lane
	370 Main Street North
	389 Main Street North
	66 Malta Avenue
	173 McCallum Court
	8305 McLaughlin Road S.
	9800 McLaughlin Road
	9900 McLaughlin Road
	53 McMurchy Avenue North
	51 McMurchy Avenue South
	30 Melanie Drive
	52-62 Murdock Drive
	October Place
	110 Pertosa Drive
	3 Pleasantview Avenue

COLUMN 1 (continued)**COLUMN 2 (continued)**

(2. Continued)

116 Railroad Street
120 Railroad Street West
300 Ray Lawson Blvd.
Regina Court
Rochester Court
1, 3,5,7,9,11,13, 14-24 Rock
Haven Lane
75 and 85 Rosedale Ave.
2,4,6,8,9-12 Sand Wedge Lane
September Place
Sinclair Court
Spadina Road
1-9, 11-53, 55 Stafford Drive
1730 Steeles Avenue East
2111 Steeles Avenue East
373 Steeles Avenue West
26 Stern Avenue
Tara Park Court
Townhouse Crescent
Urbana Road
1 – 160 Vodden Court
227 Vodden Street East
Wickstead Court
2051-2053 Williams Parkway
2131 Williams Parkway E.
305 Charolais Boulevard
25 & 27 Main Street North
2-60 Panama Place
8920 Highway 50
60 & 70 Baycliffe Crescent
1 to 44 Davenport Road
1 to 22 Masseyfield Street
1 to 20 Lotus Street
2 to 73 Seaheart Place
2 to 14 Zealand Cove
475 Bramalea Road
1-60 Vodden Court
2250 Bovaird Drive
188 Mill Street
100 Brickyard Way
10084 Hurontario Street
10086 Hurontario Street
1-131 Sea Drifter Crescent
10 Melanie Drive
17 Knightsbridge Road
30 Malta Avenue
250-271 Richvale Drive South
1-49 Bellhaven Crescent
1-131 Cedarbrook Road
1-9 Edgewater Drive
2-52 Peach Drive
2-24 Shiraz Drive
2-12 Tilden Road
180 Howden Boulevard
146 Ashton Crescent
8200 Dixie Road
Rockgarden Trail
Lacebark Court
Brucewood Drivehe
17A Amsterdam Crescent
870, 9700 and 9750 McLaughlin
Road

COLUMN 1 (continued)**COLUMN 2 (continued)**

3.	ABRO, Najeeb AHMED, Sana BRAYBROOK, Jennifer CLUNAS, Ryan D'CRUZE, Raymond DHOTHAR, Harpreet GEEKIE, Bradley GILL, Navdip GILL, Nimardeep HAJI, Neky HALAWI, Mohamed Ali IQBAL, Ahmed KAUR, Ramandeep KUDEAR, Sudesh LADHER, Shiv LUKSHA, Chris MILLER, Sebastian RAITHATHA, Keval RHODEN, Rosalee SELVARASA, Thayuran SACHDEV, Rahul SINGH, Arminder SINGH, Harprakash SINGH Tajinder	64 Bramalea Road 800 Clark Boulevard 802 Clark Boulevard 804 Clark Boulevard 806 Clark Boulevard 9 George Street North 68 Bramalea Road 171 Main Street North
4.	CLAUGHTON, Doug DEPPNER, Mike JAFAR-SADRI, Siavash PUGH, Michael WEEKES, Tracy WEY, Eberhard	545 Steeles Avenue West
5.	ABDEL-HAMID, Hazzem ADEKOLU, Michael ANDREOZZI, Adrianna BOWLES, William CIUFO, Domenic COX, Greg D'ANGELIS, Todd DiFRANCO, Santo DIRSKE, Justin DUGUAY, Wayne GACEK, Michael GHOTRA, Balrajvir GIOCOOL, Harry HAKEEMI, Qais HARDY, Douglas LEE-GIKKINS, Andrew MCCOY, Mathew MOHAMMAD, Amin MONGA, Vinay POLOVINA, Sead POZNANSKI, Bozica SHARIF-US-SALAM, Adnan SHARMA, Bipin SIDDIQUI, Subhana SINGH, Mandip SINGH, Rajinder	15 Fisherman Drive 30 Peel Centre Drive 66 Malta Avenue 28 Melanie Drive 7899 McLaughlin Road (Sheridan College) 10 Peel Centre Drive 25 Peel Centre Drive

COLUMN 1 (continued)**COLUMN 2 (continued)**

(5. Continued)

	SINGH-THIND, Mandeep TAYLOR, David TCHOUMAK, Vladislav WHERVIN, Christopher WITTENVEEN, Haye ZHVANETSKIY, Alexandr	
6.	LANDRY, Philippe RIPLEY, Jeremy RUTH, Alan	4 Abacus Road 171 & 173 Advance Blvd. 2-74 Balmoral Drive 78 Braemar Drive 6770,6780, & 6790 Davand Dr. 1 Gatwick Lane 15 & 25 Kensington Road 125 Kimberley Crescent 4 Kingscross Road 18 Knightsbridge Road 1 Morgate Crescent 300 Ray Lawson Blvd.
7.	MANIKASINGAM, Jey SMITH, Paul	25 Kensington Road 2-20 Bellhaven Court 2-122 Cedarbrook Road 1-51 Peach Drive
8.	GIBSON, Chris	10062 Bramalea Road
9.	CONNELLY, Adam	370 Steeles Avenue West
10.	COLLIN, Chris KHAN, Sarfraz KRISTOF, Guy LAWRENCE, Robert SHUBERT, Frank	140 Advance Boulevard 10958, 10960, 10970, 10980 & 10990 Airport Rd 8550 Airport Road 51, 53, 55, 57, 59, 63, 65 and 67 Ardglen Drive 190 Bovaird Dr. W. 1-15 Bramalea Road 2 Castlevue Drive 10661 Chinguacousy Road 1075 Clark Boulevard 2 Colony Court 7925 Goreway Drive 7965 Goreway Drive 155,161& 165 Orenda Rd 376, 387 and 391 Orenda Road 1,2,4, 5 & 7 Paget Road 1 President's Choice Cir. 249 Queen St. E. 300 Queen Street East 106 Railroad Street 1, 3, 5 & 7A Research Road 31-47 Selby Road 6 Shaftsbury Lane 3389 Steeles Ave. W. 3485 Steeles Ave. W. 40 Summerlea Road 200 Summerlea Road 8705 Torbram Road 1 Van Der Graaf Court

COLUMN 1 (continued)	26 Victoria Crescent COLUMN 2 (continued)
(10. Continued)	292, 294, 296, 0 & 117 Wentworth Court 1 Woodslea Road 2850 Queen Street East 15 Nanwood Drive 34,34A,38,42,44,46 Dean St. 17 Dean St. 11947& 11965 Hurontario St. N. 11005 Hurontario St. 9960,9980 & 9990 McVean Dr. 2074 Steeles Avenue East 2080 Steeles Avenue East 2084 Steeles Avenue East 5 Intermodal Drive 83,85 & 87 Kennedy Rd.S. 95 Kennedy Rd. S. 99 Kennedy Rd. S. 2,4,6,8 & 14 Kenview Blvd. 184 Main St. N. 105 Dufay Road 10086 Hurontario Street 7891 McLaughlin Road
11. ALVES-MACHADO, Dominic AMIN, Renil ARASH, Ahmadi ARORA, Amit BABRA, Jasmeet BARA, Jasmeet BARNES, James BEDENIKOVIC, Carole BOURASSA, Jesse CARANDANG, Mark CERIC, Melissa CLERMONT, Mathew CLERMONT, Teresa DIAZ, Diane DOUCET, Cathy FARRELL, Jason FERGUSON, Dave FRANTZ, Duclair GARCIA, Joao A. GORSKI, Martin GRENARDO, Travis HENLEY, Deanna LAYNE, Mark LITTLE, Darren LOUREIRO, Vitor MACKEY, Kai MEHTA, Samir METCALFE, Nicole PARALA, Jaspar PETERSEN, Mikael POPOV, Eugene RAJ, Shelveen REHMAN, Muhammad RODGERS, Aaron RODRIGUES, Aaron SILVA, Michael	20-200 Great Lakes Blvd. 11 Church St. W. 47 McMurchy Avenue North 175 Central Park Drive 1-64 Chamney Court 8 Silver Maple Court 1,4&10 Knightsbridge Rd. 27-37 Clipstone Court 10 Lisa Street 22 Beech Street 36 Drury Crescent 31 Fair Oaks Place 1-31 Parkholme Place 2-26 Fair Oaks Place 40 Finchgate Boulevard 1-18 Park Estates Court 4 & 6 Sir Lou Drive 2-12 Newhaven Manors 100-325 Garden Gate Cir. 1-153 Middleton Way 1-45 Graham Court 40 County Court Blvd. 160 Murray Street 1 Maple Avenue 53 McHardy Place 101-198 McHardy Court

COLUMN 1 (continued)**COLUMN 2 (continued)**

(11. Continued)

	SNOWDY, Derrick TRAN, Andy TRONG, Andrew TSE, Hin Chun VELIZ, Darwin WHYTE, James ZAVARNISKI, Paul	
12.	BRIDEN, Tracey LACHAPPELLE, Andrew	70 Driver Road 2600 North Park Road
13.	KHAN, Mohammad SAHA, Subodh	14-18 Automatic Road
14.	ADKINS, Ashley AKHTAR, Jamil BAWA, Harbinder CLARKE, Allyson CONLIN, Sean DHALIWAL, Mandeep FERREIRA, Michael HRENO, Jonathan LEPAGE, Daniel McCATTY, Philip MEZA, Danilo MICHAEL, Lindsay MROZ, Patrick SATHERSWAITE, Adrian SINGH, Gurpreet VERPRAET, Koen	45 West Drive
15.	ALVES, Islay ALVES, Peter ARORA, Rohit BARDHAN, Himangshu BOSTON, Neville BRADFORD, Ian COBOURNE, Delgado DAS, Mihir GWIZD, Richard JAMA, Ayanle KHAN, Abu-Turab KOCHAR, Harsohit Bir Singh LEVERSUICH, Kenneth LINTON, Andre MANGO, George MEHEW, Randolph MERCADO, Edward MOSTAFA, Tasnim SHEERMOHAMED, Ahamad UGAS, Abdullahi	141-171 Cedar Lake Crescent 1-43 Bunting Drive 50 Sunny Meadow Boulevard 200 Cresthaven Road 15 & 37 Eastbourne Drive 33 Kennedy Road South 2-22 Cailiff Street 195 Major Williams Sharpe Dr. 10 Kensington Road 9 & 11 Lisa Street 55 Maple Leaf Circle 1-21 Cailiff Street 7920 Mississauga Road 7 Sunny Meadow Blvd. 1-53 Towbridge Crescent 2-22 Bakewell Street 7-27 Bakewell Street 1-108 Morley Crescent 35 & 45 Kingknoll Drive 7900, 7910, 7920, 7930, 7940 & 7950 McLaughlin Road
16.	ADHYA, Arun AHMED, Mir Husain AKBAR, Masood ALBERT, Matthew ANDREWS, Sharoon BAINS, Lovedeep	25 Peel Centre Drive 10,25,35,40,44,52,60,80, 100 Peel Centre Drive 12 Team Canada Drive 148, 150, 152, 154 and 156 West Drive

(16. Continued)

BEDI, Rishab	5 Resolution Drive
BHANGU, Malkiat	2 Hanover Road
BHELA, Parmbir	4 Hanover Road
BIGNALL, Daniel	2, 4 and 6 Silver Maple Court
BIRK, Gurman	22 and 24 Hanover Road
BOOTWALA, Adnan	1 Belvedere Court
CANDO, Dennis	15, 20, 30, 35, 60, 70, 80, 85,
CARLIA, Marius	90 and 120 Resolution Drive
CHAMPAGNIE, Joshua	
CHIODO, Andrew	
CHOHAN, Amanpreet	
CORRA, Alex	
CORNWALL, Devon	
COUTO, Matthew Fernandes	
CULLERY, Mathew	
DABROWSKI, Michal	
DALY, Stephen	
DHALIWAL, Sukhdeep	
DHAMI, Harvinder	
DiFONZO, Michael	
DUMENIL, Jonathan	
DURRANT, Haeven	
ECKERT, Mathew	
EGGERMONT-ARCE, Nathalie	
FERGUSON, Michelle	
FERLIN-TILLER, Melinda	
FIORE, Andrew	
FRANCISKOVIC, Daniel	
GAMA, Brian	
GAMBRAH, Emmanuel	
GENDRON, Paul	
GILL, Rajvinder	
GRABEK, Justine	
GRANT, Adrian	
GREEN, Wesley	
GREWAL, Akarshan	
GREWAL, Karm	
GUAR, Anish	
GUL, Talmoor	
HUGHES, Jessica	
ING, Emily	
IVKOVIC, Milan	
JAGHOORI, Mustafa	
JAISWAR, Rajat	
JONES, Allan	
KALOTI, Gursharn	
KEDDIE, Stephen	
KIRBY, Jeff	
KONER, Jagroop	
KOWALCHUK, Stephen	
LAZO, Mario	
LODHI, Nasir	
LOUGH, Timothy	
LOUIE, Matthew	
LUONG, Michael	
MALABANAN, Peter	
MALDONADO, Jorge	
MALIK, Rizwan	

(16. Continued)

MALLARI, Michael
MANBODE, Erik
MANGAT, Amarjit
MANTEY, Emmanuel
MASSEY, Lincoln
MATHER, Tyler
MATIAS, Luis
MATLASHEWSKI, Daniel
MAVI, Malvinder
MCLEAN, Brittany
MCGEE, Morgan Michael
MCGRATH, Shaun
MCNABB, Jacob
MEHIC, Edin
MENDES, Ryan
MENENDEZ, Celhyn
MICHENKO, Scott
MIOR, Christopher
MOHAMUD, Hassan
MORGAN, Aarom
NAGRA, Bawinder
NASIR, Naveed
NESS, Jordan
NYARKO, Luther
O'BRIEN, Gerry
OLIVER, Kody
OMAS-AS, Jonathan
OSBOURNE, Damone
PANESAR, Stevendeeep
PAPP, Robert
PARKER, Larmar
PARKINSON, Terrance
PATTEN, Sarah
PERSAUD, Daniel
PILEGGI, Adam
POONI, Supreet
PROULX, Rachelle
RAMOS, Hector
RAMOS, Raphael
RAWAT, Shivam
RIDEOUT, Zachary
RIGO, Roberto
ROBERTS, Thomas
SAEED, Syed
SAHOTA, Sarabjit
SAINI, Harvinder
SALAZAR, Matthew
SANDHU, Navdeep
SARAAN, Gaganbir
SCHMIDT, Craig
SHEEBA, Noreen
SHUK, Curtis
SIDDIQUI, Azfer
SIDHU, Ravinderjit
SIMMONS, Gary
SINGH, Abhijot
SINGH, Harman
SINGH, Jansheen

COLUMN 1 (continued)**COLUMN 2 (continued)**

(16. Continued)

SINGH, Samandeep
SMALL, Andrew
STEFANIAK, Dominique
STERENCZAK, Nadia
SUTHERLAND, Shania
TANGUAY, Brandon
TANWAR, Abhislek
TAYLOR, Kiara
THAKUR Harinder Singh
TREADGOLD, Michaelina
UBHI, Preetkaran
VENAFRO, Daniel
VIJAYAKUMAR, Vimalini
WHITE, Ryan
WHITTEN, Michael
WONG, Lawrence
WOODGATE, Brian
ZABALA, Kevin

- | | | |
|-----|---|--|
| 17. | ADEYEMO, Affiong
ALI, Mir Asif
ALAS, Ana Maria
AMISSAH, Rose
BAIG, Rais
BAL, Sukhpal
BHUJWALA, Murtaza
BRAR, Bishavdeep
BUTT, Nadeem
D'SOUZA, John Paul
D'SOUZA, Peter
FESSAHAYE, Solomon
GILL, Bikar
GREWAL, Inderjit Singh
HAIDER, Shane
JOSHI, Shaveta Sharma
KAUR, Balwinder
KRYWY, Brent
MARIAPEN, Seerojnie
MARKS, Esther
SHERGILL, Rajveer Kaur
SIZIBA, Nephath
SINGH, Dalvir
SINGH, Jaswinder
SPEZIALI, Dean
ZIMA, Matthew | 2100 Bovaird Drive E.
15 Eastbourne Drive
37 Eastbourne Drive
10 Kensington Road
9 Lisa Street
11 Lisa Street
505, 515 & 545 Steeles Ave. W.
7900 Hurontario Street |
| 18. | ANWAR, Mabood
BORCHENKO-JARBEAU, Jason
BROOKS, Carol
CHADHA, Kuldip
CHANA, Navjot
CISMAN, Mubarak
COOKE, Bruce
FANJOY, Robert
FEDCHYSHYN, Greg
GOETZ, Bradley
HOWARD, Adonis
HYLTON, Asha | 2880 Queen Street East
9940-9980 Airport Road
8 Lisa Street
210 & 220 Steeles Ave. W.
10 Malta Avenue
30 Coventry Road
330 Mill Street South
100 County Court Blvd.
27 George Street North
15 Mountainash Road
20 Cherrytree Drive |

COLUMN 1 (continued)**COLUMN 2 (continued)**

(18. Continued)

KHAN, Ahmed H.
KHANNA, Rajeev
LUFFMAN, Edward
LUTZ, Peter
LYNCH, Caroline
MENDONCA, John
MOHAMED, Farah
MORGAN, Alan
MULTANI, Gurpreet
NIRWAL, Inderpal
PALLENTIEN, Peter
PENAR, Lukas
PERRY, Robert
PERSAUD, Tina
PHILLIPS, Kenneth
RAMPERSAD, Ram
RELIC, Dean
RIAR, Karanpreet
SEHGAL, Kabir
SRABI, Loai
STUCKLESS, Robert
SZULICH, Dean
UBER, Wolfgang
VIDINHA, Miguel
WITCZAH, Rafal

310 Mill Street

19. ACHESON, Greg
ALEXIS, Winston
BAILEY, Fabian
CZOVEK, George
DHALIWAL, Manpreet
DYBALL, Rebecca
FERNANDES, Joshua
GILLILAND, Carrie
GREN, Mike
GRIFFITH, Adrian
HODGE, Aaron
JOHNSTON, Scott
KAFTANI, Eno
KLYMENCHENKO, Maksym
LALONDE, Derrick
LAZO, Jonathan
LEWIS, Andrew Scott
LOCKYER, Ryan
LY, Kieu
MALDONADO, Jorge
MAYFIELD, Thomas
MITCHELL, Zachary
MONIZ, Steven
MORRIS, Michael
O'BRIEN, Brad
OKHOVATI, Michel
PENA, Jason Jose
PERRAULT, Rodger
RADFORD, David
RAMIREZ, Erika Franco
ROBINSON, Dave

61 Ardglen Drive
2-27 Bakewell Street
1-39 Bergamont Road
1-19 Black Forest Drive
320 Mill Street South
20, 30 & 40 Polonia Avenue
2-102 Brisbane Court
21 Knightsbridge Road
1-73 Briar Path
1-22 Cailiff Street
78-171 Cedar Lake Crescent
399-400 Vodden Street East
5 Lisa Street
5, 15, 21, 25 & 35 Brisdale Drive

COLUMN 1 (continued)**COLUMN 2 (continued)**

(19. Continued)

	SHELTON, Jordan SIDHU, Taranvir SILVA, Lisa ULLAH, Sana WILLIAMS, Steven	
20.	MARKS, Brian	7700 Hurontario Street 110,120, &130 Brickyard Way 10725 McLaughlin Road 7688 Hurontario Street 2 Fisherman Drive 10025, 10035, and 10045 Hurontario Street 5, 11 & 17 Ray Lawson Blvd. 380 Bovaird Drive East 52, 54, 56 Bramsteele Rd. 1, 9, 13 Fisherman Drive 195,197 & 199 County Crt. Blvd. 5 Lisa Street
21.	MEHTA, Gurveer (Bill) SMITH, Ian	499 Main Street South
22.	BINEPAL, Maninder S. BONSU, Prince Osei HARSONSKY, Valery LEOCA, Dragos MENDEZ, Lloyd PLUMBTREE, Jean Paul RONAK, Ronak VAKESWARAN, Geerthan YOUSIFY, Nagman (Nash)	80 Beech Street 57 Aloma Crescent 140 Winterfold Drive 233 Balmoral Drive 510 Clark Boulevard 275 Fernforest Drive 235 Kingswood Drive 104 Folkstone Crescent 35 Sunset Boulevard 24 Goldcrest Road 170 Rutherford Road North 285 Great Lakes Drive 9 Abbey Road 235 Father Tobin Road 630 Ray Lawson Boulevard 100 Hilldale Crescent 99 Fletchers Creek Boulevard 2322 Embleton Road 9775 Credit View Road 48 Jefferson Road 111 Larkspur Road 2 Intermodal Dr 10 Father Tobin Road 250 Centre Street North 364 Bartley Bull Parkway 25 Kanata Road 160 Calderstone Road 526 Fernforest Drive 200 Valleyway Drive 9916 The Gore Road 50 Ladore Drive 155 Cherrytree Drive 236 Queen Mary Drive 97 Gallucci Crescent

COLUMN 1 (continued)**COLUMN 2 (continued)**

(22. Continued)

201 Clark Boulevard
300 Conestoga Drive
5 Young Drive
89 Ardglen Drive
50 Somerset Drive
100 Dewside Drive
1305 Williams Parkway
36 Regan Road
10 North Park Drive
10750 Chinguacousy Road
315 Bartley Bull Parkway
2671 Sandalwood Parkway East
7935 Kennedy Road South
4985 Ebenezer Rd.
124 Vodden Street
8 Parkway Avenue
121 Royal Orchard Drive
11 Dwellers Road
325 McMurchy Avenue South
75 Mary Street
56 Oaklea Boulevard
27 Drinkwater Road
81 Torrance Woods
111 Bartley Bull Pkwy
103 Malta Avenue
25 Mountainberry Road
55 Lexington Road
28 Red River Drive
35 Black Oak Drive
300 Great Lakes Drive
10815 Dixie Road
11948 The Gore Road
450 Fernforest Drive
28 Finchgate Boulevard
115 Glenvale Boulevard
950 North Park Drive
63 Glen Forest Road
1025 North Park Drive
475 Father Tobin Drive
49 Madoc Drive
95 Massey Street
25 Corporation Drive
150 Central Park Drive Unit 113
698 Balmoral Drive
140 Howden Boulevard
415 Great Lakes Drive
296 Conestoga Drive
2 Notre Dame Avenue
435 Rutherford Road North
330 Balmoral Drive
430 Van Kirk Drive
185 Conestoga Drive
286 Sunny Meadow Boulevard
30 Chapparral Drive
95 Richvale Drive North
133 Thorndale Road
145 Treeline Boulevard
20 Brickyard Way
491 Bartley Bull Parkway
10 Brickyard Way

COLUMN 1 (continued)1285 Williams Parkway
COLUMN 2 (continued)

(22. Continued)

71 Worthington Avenue
510 Balmoral Drive
251 McMurchy Avenue South
32 Kennedy Road North
1370 Williams Parkway
1140 Central Park Drive
33 Greenbriar Road
215 Hanover Road
24 Kerwood Place
103 Richvale Drive South
34 Buick Boulevard
35 McCrimmon Drive
275 Brisdale Drive
100 Dorset Drive
40 Eagle Plains Drive
30 Summer Valley Drive
17 Colonel Bertram Road
635 Queen Street
550 North Park Drive
62 Heatherdale Drive
31 Craig Street
200 Morton Way
65 Mount Royal Circle
280 Mountainash Road
70 Gretna Drive
215 Orenda Road
24 Duncan Bull Drive
80 Red Willow Road
25 Brenda Avenue
105 Richvale Drive North
160 Mountainash Road
30 Pantomine Blvd.
254 Queen Mary Drive
77 Royal Orchard Drive
702 Balmoral Drive
61 Edenbrook Hill Drive
10420 Heart Lake Road
50 Earnscliffe Circle
40 Gillingham Drive, Unit 403
10 Castle Oaks Crossing
62 Seaborn Road
39 Sunset Boulevard
15 Fincham Avenue
83 Edenbrooke Hill

23. AHMED, Farees
AL-SAAD, Amr
ALAFRANJI, Tareq
ALMEDIA, Kathleen
BALI, Kowan
BARGI, Arshpreet
CLAHANE, Brad
CREARY, Shawn
DAVIS, Damon
HAMED, Qays
JAROCKIS, Joseph
KULLAR, Harpreet
MCGILLOWAY, Joseph
PATTERSON, Steve

11805, 11815 & 11825
Bramalea Road
2959 & 2989 Bovaird Drive
10, 24, 30 & 50 Coventry Road
2901, 2909, 2925, 2933 &
2937 Queen Street East
9920, 9930, 9940, 9950, 9960,
9970, 9980 & 9990 Airport Road
49, 51 & 55 Mountainash Road
5085 Mayfield Road

COLUMN 1 (continued)**COLUMN 2 (continued)**

(23. Continued)

	PEIXERIO, Michael REYNOLDS, Nicole SIDDIKUI, Mohsin WEBB, Ryan WOEHRY, Mike	
24.	GHANGAS, Prabhbir Sahil SINGH, Tejveer	
25.	GILL, Ajaypal Singh GILL, Karandeep Singh KAUR, Ramanpreet SINGH, Gurdev	18 Knightsbridge Road 2260 Bovaird Drive East 2280 Bovaird Drive East
26.	ARAVINTHAN, Vinujan CORREIA, Josh HEIR, Gursant HUNDAL, Karandeep KAILANI, Bashar PARRALES, Giovanni SINGH, Harjeet TIWARY, Mahindra	210 Steeles Avenue West 220 Steeles Avenue West
27.	AHMED, Omar BOUNS, Daljeet Singh HAYWARD, Derek HOSSAIN, Maidul HUANG, Thomas KAUL, Harmandeep MCINTOSH, Donald NGUYEN, Peter PATEL, Rahulkumar PATEL, Trushit ROMANI, Amin SAIYED, Shel Ahmed SINGH, Amritpal SINGH, Narinderpal SODHI, Rashminder STEWART, Andrew VEKARIA, Shrey VINCENT, Clarence WALKER, Juline WILSON, Sebastian	70-120 Clementine Drive 271 Glidden Road
28.	GHOSH, Biswajit KANARELLIS, Ted MALCOM, Christopher	145 Balmoral Drive 800-806 Clark Boulevard 5 Kingscross Road 3 & 11 Knightsbridge Road 75, 80, 85, 90 Orenda Court
29.	ARAUJO, Rickey F. BAKSH, Hamaladeen BIJAI, Shan FERRANTE, Alan KONEV, Vadim LABELLE, Leonard MURATION, Victor PORTER, Matthew	17 Worthington Avenue 225, 235 & 245 Castle Oaks Crossing 475 & 495 Charolais Blvd. 59 First Gulf Blvd. 535, 539, 543, 545 & 547 Steeles Ave. E. 20, 50, 60 & 70 Biscayne Cres.

COLUMN 1 (continued)**COLUMN 2 (continued)**

(29. Continued)

	RAWSKI, Paul	9985 McVean Drive
	SARPAL, Harsh	9995 McVean Drive
	SINGH, Manpreet	
	YEH, Kevin Kuo Ying	
30.	BAMIDELLE, Akamde	
	PALMIERI, Michael	
31.	ASHTON-MONAGHAN, Damien	499 Main Street South
	BASU, Rohan	10061 McLaughlin Road North
	BAUTISTA, Christain	10088 McLaughlin Road North
	BENNETT, Craig	
	BOYLE, James	
	BURBIDGE, Alex	
	CHUNG, Isaac	
	CONYETTE, Wendell	
	DAR, Faisal	
	DITTAKAVI, Raghuram	
	DUNN, Fabian	
	DZHAFAR, Said	
	EDYVEAN, Andrew	
	GOMES, Timothy	
	GOPAUL, Daniel	
	JABUR, Mohammad	
	JARDIM, Raquel	
	JESSOME, Kyle	
	JOHNSON, Ross	
	MARINEZ, Christopher Rocha	
	MERCER, Elizabeth Ann	
	MINIC, Jovana	
	MONGA, Vinay	
	NGO, Vincent	
	NORMAN, Holly	
	PALIWODA, Cody	
	POLO, Leonard	
	PUGLIESE, Monica	
	RAFFAELLOS, Atanas	
	RAPOSO, Christopher	
	RATHORE, Irwin	
	REGO, Mike	
	REID, Jason	
	SIMPSON, Robert	
	SINGH, Ashwinder	
	SOOMRO, Sadaf	
	TITTON, Danielle	
	TUCKEY, Sean	
	WASHO, Samuel	
	WILKS, Mark Shaquane	
	WILLIAMS, Jonathan	
	WOOLERY, Kyle	
32.	KOCI, Vasillaq	
33.	CARPINISIANU, Silviu	215 Queen Street East
	CARPINISIANU, Dan	
	DIMITROVA, Katya	
	SINGH, Amandeep	
	WILLIAMS, Elmar	

<u>COLUMN 1 (continued)</u>	<u>COLUMN 2 (continued)</u>
34. TAVARES, David	116 Orenda Road
35. BOODRAM, Cyril Neeranjana BRAR, Jaswinder Singh CHUNG, Hardeep DWARAKAPRASAD, Mahesh GILL, Prabhjot Singh KAUSHAL, Sahil KHARKHANI, Navid PARMAR, Akashdeep RAUL, Rajwinder Singh SAMUELS, Jermaine SMITH, Jesse WYNE, Munzir	26 Hanover Road
36. THARMALINGAM, Shiv PASIECZNIK, Joyce	
37. AMBROGI, Augusto BOYKO, Bryant CHATELAIN, James JACOBY, Peter KATSAGA, Artem LEVESQUE, Sherri NOVAK, Zoltan PALMIERI, David WHARWOOD, Craig	20 Cherrytree Drive
38. SHIRLEY, Simon	284 Queen Street East 205 Van Kirk Drive
39. DHESI, Randeep HASHMY, Nosheen MUGHAL, Nadeem SINGH, Gurmeh ZIA, Rahul	11 Church Street West 300 Walker Drive
40.	
41. DURRANI, Munawar Hamayun MEHMI, Ravinder RANDHAWA, Prince Pal Singh SRIKANT, Gautam	365 Kennedy Road South 18 Knightsbridge Road 370 Steeles Avenue East 15 Kensington Road 165 Kennedy Road South 195 Kennedy Road South
42. KAMRAN-FAROOQ, Shahzada SINGH, Kelvin	9435-9525 Mississauga Road 295 Queen Street East 10048 McLaughlin Road North 10061 McLaughlin Road North 10068 McLaughlin Road North 10088 McLaughlin Road North 10098 McLaughlin Road North
43. BANDEIRA DE CASTRO, Roberto HANS, Mandeep Kaur PLOURDE, Randal ROCHE, Jeff ROCHE, John	

COLUMN 1 (continued)**COLUMN 2 (continued)**

(43. Continued)

	SMUSZ, Dawid STRIPE-LANGILLE, Jordan TIWANA, Mandeep	
44.	CANONIZADO, Jade HATCH, Thomas RIVERA, Kyle SZULICH, Jan D.	
45.	MIELTY, Dennis PARTLAND, Adam	1 Presidents Choice Circle
46.	AHMED, Mazhar Jamil	
47.	JOSLIN, William RICHARD, Donald	
48.	BAIG, Ahmad Deen PIMENTEL, Sabrina St. MARTIN, Melissa	
49.	CARR, Ryan DAVIDSON, Brent DOWN, Eric GOODMAN, Ian MCKNIGHT, Cameron SCHEMILT-CHARLTON, Matthew SINGH, Jaskaran	10511-10665 Bramalea Road 389 Deerhurst Drive 420 Deerhurst Drive 10-210 Great Lakes Drive 10886-10916 Hurontario Street 180 Sandalwood Parkway 20 Union Street 3 and 4 Lisa Street 1, 3, 15 and 25 Gateway Blvd. 980 Central Park Drive 1-34 Hetherington Place
50.	CROWE, Sharon	
51.		45 Yorkland Boulevard
52.	DEOL, Jaspreet MARINO, Tom SINGH, Varinder	11 Church Street West
53.	PRATT, Luke SINGH, Darshan	15 Bramalea Road
54.	AHLUWALIA, Tarandeep Singh SINGH, Jaspreet	
55.	BHUIYAN, Khairul BHUIYAN, Tanvir MIAN, Ashan SINGH, Harneet SINGH, Vick VIRK, Arshdeep	60 Bramalea Road
56.	HO, Quoc KUMARASINGHE, Hansaka	

<u>COLUMN 1 (continued)</u>	<u>COLUMN 2 (continued)</u>
57. COROA, Cristy COROA, Darlene LAWRENCE, Donald Peter PALOMEQUE, Christian UNHOLA, Greg	8500-8510, 8550 & 8560 Torbram Road
58. BRIMM, Michael MAHMOOD, Ammad PURBA, Jasdeep Singh ROMANOW, Thomas SALIHI, Ehsan	188 Clark Boulevard 190 Clark Boulevard
59. ALVES, Tiago AZEVEDO, Sergio CHOBORA, Govind KAMEL, Sam PATEL, Mohit SAUHIR, Imran SINGH, Gurjeet	25,30,35,40,50, 55, 60 and 65 Via Rosedale (Rosedale Village) Cricket Court Golf Links Drive Hopewell Court Larkdale Terrace Powder Mill Court Ranchwood Place Tuscany Lane Welford Gate Amberhill Trail Grenada Lane Tropicana Garden Ranchwood Place Orchard Park Gate Falconwood Place Keepsake Terrace Locust Drive Yorkwood Trail Ballerina Gardens Seashell Place Calliandra Place Sea Holly Cres Fairvalley Street Antilla Street Locust Drive Alisma Trail Locust Dr Lacorra Way Muzzo Dr Jazzberry Road Lavender Jewel Street Seedhouse Road Lobelia Steet Amarillo Road
60. FOX, Darren	
61. CLAUHTON, Doug	
62. Jashandeep SHABBIR, Syed Tariq	3 Lisa Street
63. VENKATARAM, Bhaskar	
64. WEEKS, Blair	



THE CORPORATION OF THE CITY OF BRAMPTON

BY-LAW

Number _____ - 2021

To prevent the application of part lot control
to part of Registered Plan **43M – 2086**

WHEREAS subsection 50(5) of the *Planning Act*, R.S.O. c. P.13, as amended, has imposed part lot control on all lands within registered plans within the City;

AND WHEREAS pursuant to subsection 50(7) of the *Planning Act*, the Council of a municipality may, by by-law, provide that subsection 50(5) of the *Planning Act* does not apply to land within such registered plan or plans of subdivision or parts thereof, as are designated in the by-law;

AND WHEREAS the application for an exemption from part lot control pursuant to subsection 50(7) of the *Planning Act*, on the lands described below, for the purpose of creating townhouse units and semi-detached units, is to the satisfaction of the City of Brampton;

NOW THEREFORE The Council of The Corporation of the City of Brampton **ENACTS AS FOLLOWS:**

1. THAT subsection 50(5) of the *Planning Act* does not apply to the following lands within the City of Brampton, Regional Municipality of Peel:

The whole of Lots 1 and 2 and Blocks 37, 38, and 41, all on Registered Plan 43M-2086.

2. THAT pursuant to subsection 50 (7.3) of the *Planning Act*, this By-law shall expire THREE (3) years from the date of its registration.
3. THAT this By-law shall not become effective until a certified copy or duplicate of this By-law has been registered in the proper land registry office.

ENACTED and **PASSED** this 17th day of February, 2021.

Approved as to
form.

2021/02/10

CJP

Patrick Brown, Mayor

Approved as to
content.

2021/02/08

SG

Peter Fay, City Clerk



THE CORPORATION OF THE CITY OF BRAMPTON

BY-LAW

Number _____ - 2021

To confirm the proceedings of Council
at its Regular Meeting held on February 17, 2021

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

1. THAT the action of the Council at its Regular Meeting of February 17, 2021 in respect to each report, motion, resolution or other action passed and taken by the Council at its meeting, is hereby adopted, ratified and confirmed, as if each resolution or other action was adopted, ratified and confirmed by its separate by-law; and
2. THAT the Mayor and the proper officers of the city are hereby authorized and directed to do all things necessary to give effect to the said action, or to obtain approvals where required, and except where otherwise provided, the Mayor and the Clerk are hereby directed to execute all documents necessary in that behalf and to affix the corporate seal of the City to all such documents. Where the subject matter of any such action is within a sphere or jurisdiction assigned to The Corporation of the City of Brampton pursuant to section 11 of the Municipal Act, 2001, the authority granted by this section includes the use of natural person powers under section 8 of the Municipal Act, 2001; and
3. THAT this by-law, to the extent to which it provides authority for or constitutes the exercise by the Council of its powers to proceed with, or to provide any money for, any undertaking, work, project, scheme, act, matter or thing which requires an approval in addition to the approval of the Council, shall not take effect until the additional approval has been obtained.

Dated at the City of Brampton this 17th day of February, 2021.

Patrick Brown, Mayor

Peter Fay, City Clerk