



Agenda
Committee of Council
The Corporation of the City of Brampton

Date: June 9, 2021
Time: 9:30 a.m.
Location: Council Chambers - 4th Floor, City Hall - Webex Electronic Meeting

Members:

Mayor Patrick Brown (ex officio)	
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
Regional Councillor M. Medeiros	Wards 3 and 4
City Councillor J. Bowman	Wards 3 and 4
City Councillor C. Williams	Wards 7 and 8
Regional Councillor P. Fortini	Wards 7 and 8
City Councillor H. Singh	Wards 9 and 10
Regional Councillor G. Dhillon	Wards 9 and 10

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 only. 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: Sonya Pacheco, Legislative Coordinator, Telephone 905.874.2178, TTY 905.874.2130
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. **Consent**

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.

5. **Announcements**

5.1. Announcement - Rapid Testing Kits for Small Businesses in Brampton

Presenters: Jennifer Vivian, Manager, Entrepreneurial Services, and Denise McClure, Senior Manager, Economic Development

Council Sponsor: Regional Councillor Palleschi

5.2. Announcement - Battle of Normandy

Presenter: *to be confirmed*

Council Sponsor: City Councillor Singh

6. **Public Delegations**

6.1. Delegation from Paddy Cosgrave, Founder and CEO, Web Summit, re: Brampton Participation in Web Summit and Collision

(See Item 9.1.1)

6.2. Delegation from Manny Abraham, Founder and CEO, Reven AI, on behalf of Ryerson Venture Zone Brampton, re: Collision 2021 Update

(See Item 9.1.1)

- 6.3. Delegation from Alectra Utilities, re: Development of a New Operations Centre in Brampton

1. James Macumber, Vice-President, Supply Chain
2. Joseph Almeida, Director, Supply Chain
3. Michael Frisina, Specialist, Government

- 6.4. Delegation from Joanna Eyquem, Intact Centre on Climate Adaptation, Faculty of Environment, University of Waterloo, re: Exclusion of Natural Assets from the Financial Reporting Framework

- 6.5. Delegation from Kay Mathews, Executive Director, Ontario BIA Association, re: Initiating New Business Improvement Areas

(See Report Item 9.2.1)

- 6.6. Delegation from Myrna Adams, President, Brampton Senior Citizens Council and Brampton Young At Heart Seniors, and Charles Matthews, Owner and Founder, CMJ Entertainment Event Planning & Marketing, re: Museum of African History and Culture

- 6.7. Delegation from Arda Erturk, Co-founder and Chief Communications Officer, Roll Technologies Inc., re: Regulation of E-Scooters / Shared E-Scooter Pilot in Brampton

7. Government Relations Matters

- 7.1. Staff Update re: Government Relations Matters

To be distributed prior to the meeting

- 7.2. Update from Mayor P. Brown, re: COVID-19 Emergency

8. Legislative Services Section

(City Councillor J. Bowman, Chair; City Councillor D. Whillans, Vice-Chair)

- 8.1. Staff Presentations

8.2. Reports

8.2.1. Staff Report re: Impacts Associated with Illegal Election Signs – All Wards (RM 84/2019)

To be received

8.3. Other/New Business

8.4. Correspondence

8.5. Councillors Question Period

8.6. Public Question Period

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

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

9. **Economic Development Section**

(Regional Councillor M. Medeiros, Chair; Regional Councillor P. Vicente, Vice-Chair)

9.1. Staff Presentations

9.1.1. Staff Presentation re: 2021 Collision Conference Results

Presenter: Andrea Williams, Coordinator, Economic Development

To be received

(See Items 6.1 and 6.2)

9.2. Reports

9.2.1. Staff Report re: Initiating New Business Improvement Areas

Recommendation

(See Item 6.5)

- 9.3. Other/New Business
- 9.4. Correspondence
- 9.5. Councillors Question Period
- 9.6. Public Question Period

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10. Corporate Services Section

(City Councillor H. Singh, Chair; Regional Councillor R. Santos, Vice-Chair)

- 10.1. Staff Presentations
- 10.2. Reports
 - 10.2.1. Staff Report re: 2022 Budget Process

Recommendation
 - 10.2.2. Staff Report re: Land Tax Apportionments

Recommendation
 - 10.2.3. Staff Report re: Council Intimation of Purchasing Contract Extensions and Renewals (\$200,000 or greater, or if equal or greater value than the original contract) (RM 74/2020)

To be received
 - 10.2.4. Staff Report re: Purchasing Activity Quarterly Report – 1st Quarter 2021

To be received
 - 10.2.5. Staff Report re: Status of Tax Collection Accounts

To be received

- 10.2.6. Staff Report re: 2021 First Quarter Operating Budget and Reserve Report

To be received

- 10.2.7. Staff Report re: Standing Item on Meeting Agendas – Use of Consultants (RM 29/2021)

To be received

- 10.3. Other/New Business

- 10.3.1. Discussion Item at the request of Regional Councillor Palleschi, re: Indigenous Reconciliation - Discussion and Status of City Actions

- 10.4. Correspondence

- 10.5. Councillors Question Period

- 10.6. Public Question Period

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11. Public Works and Engineering Section

(Regional Councillor P. Vicente, Chair; Regional Councillor P. Fortini, Vice-Chair)

- 11.1. Staff Presentations

- 11.2. Reports

- 11.2.1. Staff Report re: Replacement and Relocation of Private Noise Walls onto City Right-of-Way (Citywide)

(See Items 11.2.2 and 11.2.3)

Recommendation

11.2.2. Staff Report re: Noise Walls in Rosedale Village – Ward 9 (RM 58/2020)

(See Items 11.2.1 and 11.2.3)

Note: This report was **deferred** pursuant to Council Resolution C468-2020 on December 9, 2020, as follows:

C468-2020

1. That the report titled: Recommendation Report – Noise Walls in Rosedale Village – Ward 9 (RM 58/2020), to the Council Meeting of December 9, be **deferred** for consideration when the update Report on Replacement and Relocation of Private Noise Walls onto City Right-of-Way is presented to Council, anticipated for the 1st Quarter 2021; and,

2. That the correspondence from Rick Wesselman, President and Chairman of the Board, The Villages of Rosedale Inc, dated December 3, 2020, re: Request for Deferral of Item 13.1 – Noise Walls in Rosedale Village – Ward 9 (RM 58/2020), to the Council Meeting of December 9, 2020, be received.

11.2.3. Staff Report re: Update - Noise Walls in Rosedale Village - Ward 9

(See Item 11.2.1 and 11.2.2)

Recommendation

Note: The subject report provides updated information following the deferral of Report Item 11.2.2 by Council on December 9, 2020.

11.2.4. Staff Report re: Request to Begin Procurement – Gasoline and Diesel Fuels from Retail and/or Commercial Outlets for City owned Vehicles and Equipment for a Three (3) Year Period

Recommendation

11.2.5. Staff Report re: Request to Begin Procurement - Supply and Delivery of Tires and Associated Services for City of Brampton Vehicles for a Two (2) Year Period

Recommendation

11.2.6. Staff Report re: Initiation of Subdivision Assumption - Medallion Developments (Castlestone) Limited, Registered Plan 43M-1783 – (West of Bramalea Road, South of Countryside Drive), Ward 9 - Planning References – C04E15.003 and 21T-02015B

Recommendation

- 11.2.7. Staff Report re: Initiation of Subdivision Assumption - Yellowpark Property Management Limited, Registered Plan 43M-1933 – (East of Clarkway Drive, South of Castlemore Road), Ward 10 - Planning References – C11E10.004 and 21T-05023B

Recommendation

- 11.2.8. Staff Report re: Initiation of Subdivision Assumption - Destona Homes (2003) Inc., Registered Plan 43M-1872 – (East of Mississauga Road, North of Queen Street West), Ward 5 - Planning References – C04W07.010 and 21T-08001B

Recommendation

- 11.2.9. Staff Report re: Initiation of Subdivision Assumption - Mattamy (Credit River) Limited, Registered Plan 43M-1932 – (East of Mississauga Road, South of Sandalwood Parkway), Ward 6 - Planning References – C04W11.008 and 21T-12006B

Recommendation

- 11.3. Other/New Business

- 11.4. Correspondence

- 11.4.1. Correspondence from Mayor Allan Thompson, Town of Caledon, dated May 26, 2021, re: Caledon GO Rail Line Status Update

To be received

- 11.5. Councillors Question Period

- 11.6. Public Question Period

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

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12. Community Services Section

(Regional Councillor R. Santos, Chair; City Councillor C. Williams, Vice-Chair)

12.1. Staff Presentations

12.2. Reports

12.2.1. Staff Report re: Budget Amendment and Request to Begin Procurement - Supply and Delivery of One (1) Fully Electric Powered Fire Truck

Recommendation

12.3. Other/New Business

12.4. Correspondence

12.5. Councillors Question Period

12.6. Public Question Period

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

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

13. Referred Matters List

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

14. Public Question Period

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

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

15. Closed Session

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

15.1. Open Meeting exception under Section 239 (2) (c) of the Municipal Act, 2001:

A proposed or pending acquisition or disposition of land by 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.

15.3. 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.

16. Adjournment

Next Regular Meeting: Wednesday, June 23, 2021



Announcement Request

For Office Use Only:
Meeting Name:
Meeting Date:

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

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

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

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

Meeting Date Requested: June 9, 2021

Name of Individual(s): Jennifer Vivian
Denise McClure

Position/Title: Manager, Entrepreneurial Services
Senior Manager, Economic Development

Organization/Person being represented: City of Brampton

Full Address for Contact: 2 Wellington Street West

Telephone: 905-874-2650

Email: jennifer.vivian@brampton.ca

Event or Subject Name/Title/Date/Time/Location:	Rapid Testing Kits for Small Businesses in Brampton
Additional Information:	
Name of Member of Council Sponsoring this Announcement:	Councillor Palleschi

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

Presentation format: ☐ PowerPoint File (.ppt) ☐ Adobe File or equivalent (.pdf)
☐ Picture File (.jpg) ☐ Video File (.avi, .mpg) ☐ Other:

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

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

- (i) 25 copies of all background material and/or presentations for publication with the meeting agenda and /or distribution at the meeting, and
- (ii) the electronic file of the presentation to ensure compatibility with corporate equipment.

Submit by Email

Once this completed form is received by the City Clerk's Office, you will be contacted to confirm your placement on the appropriate meeting agenda.



Request for Delegation

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

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

Meeting Date Requested: June 9, 2021 Agenda Item (if applicable): _____

Name of Individual(s): Paddy Cosgrave
Position/Title: Founder & CEO
Organization/Person being Represented: Web Summit
Full Address for Contact: Tramway House, 32 Dartry Road, Dartry, Dublin 6, Ireland
Telephone No. _____ Email/ Fax No. _____

Subject Matter to be Discussed	Importance of Brampton being part of Web Summit and Collision
Action Requested	N/A

Note: a delegation is limited to not more than five minutes.

Attach additional page if required.

I am submitting a formal presentation to accompany my delegation: ☐ Yes ☒ No

I will require the following audio-visual equipment/software for my presentation:

- ☐ Computer Notebook ☐ DVD Player ☐ PowerPoint
☐ Other - please specify _____

Note: Delegates are requested to provide to the City Clerk's Office **well in advance of the meeting date**: (i) 25 copies of all background material and/or presentations for publication with the meeting agenda and/or distribution at the meeting, and (ii) for PowerPoint and other visual presentations, an electronic copy of the presentation (e.g., DVD, CD, .ppt file) to ensure compatibility with corporate equipment.
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Personal information on this form is collected under authority of the Municipal Act, SO 2001, c.25 and/or the Planning Act, R.S.O. 1990, c.P.13 and will be used in the preparation of the applicable Council/Committee agenda and will be attached to that agenda. Questions about the collection of personal information should be directed to the Deputy City Clerk, Office of the CAO, 2 Wellington Street West, Brampton, Ontario, L6Y 4R2, tel. 905-874-2115.



Delegation Request

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Meeting Name:

Meeting Date:

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

Meeting Date Requested: May 12, 2021

Agenda Item (if applicable):

Name of Individual(s): Manny Abraham

Position/Title:

Founder/CEO

Organization/Person
being represented:

Reven AI, on behalf of Ryerson Venture Zone Brampton

Full Address for Contact: 1 Nelson St W, Brampton, ON L6X 1B6

Telephone:

Email:

Subject Matter
to be Discussed:

Update from Collision 2021

Action
Requested:

No action. Information only.

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

Presentation format: ☐ PowerPoint File (.ppt) ☐ Adobe File or equivalent (.pdf)
☐ Picture File (.jpg) ☐ Video File (.avi, .mpg)

☐ Other:

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

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

Meeting Date Requested: June 9th, 2021 Agenda Item (if applicable): _____

Name of Individual(s): James Macumber, Joseph Almeida, Michael Frisina
Position/Title: Vice-President, Supply Chain; Director, Supply Chain; Specialist, Government
Organization/Person being Represented: Alectra Utilities
Full Address for Contact: 2185 Derry Rd W, Mississauga, ON, L5N 7A6
Telephone No. _____ Email/ Fax No. michael.frisina@alectrautilities.com

Subject Matter to be Discussed	Discussing the development of a new Operations Centre in Brampton.
Action Requested	

Note: a delegation is limited to not more than five minutes.

Attach additional page if required.

I am submitting a formal presentation to accompany my delegation: ☒ Yes ☐ No

I will require the following audio-visual equipment/software for my presentation:

☐ Computer Notebook ☐ DVD Player ☒ PowerPoint
☐ Other - please specify _____

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Delegation to Brampton Committee of Council

James Macumber
Chris Wray
Joseph Almeida
Mike Frisina

About Alectra

Map of Alectra's service territory



 Alectra service territory

- Canada's largest municipally-owned LDC delivering 22% of Ontario's electricity across 2,200 km² in the Greater Golden Horseshoe
- Serving 1.1MM customers in across 17 communities (20% of Ontario's electricity customers)
- Approximately 1,600 employees

Alectra Utilities (AUC) is responsible for distributing electricity to residents and businesses.

Alectra Energy Solutions and Services (AES) provides innovative energy solutions, such as microgrids, energy storage, solar PV, sub-metering, advanced metering infrastructure and street lighting.

Capital Investments

In Brampton, infrastructure renewal projects are underway:

- Alectra is currently working on a voltage conversion project in Brampton in the areas of Williams Parkway, Kennedy Road, Queen Street, Main Street, Harold Street and McLaughlin Road.
 - This \$16 million project is planned to be completed by 2022 and it will improve service for 1,468 residential and 22 commercial customers.
- Alectra is also investing \$30 million over the next five years to replace and rehabilitate deteriorated underground cables in Brampton. This includes:
 - Cables for the area bounded by Queen Street East, Clark Boulevard, Bramalea Road, Kensington Road and Knightsbridge Road.
 - Cables for the area bounded by Castlemore Road & Goreway Drive and Howden Boulevard & Dixie Road areas.



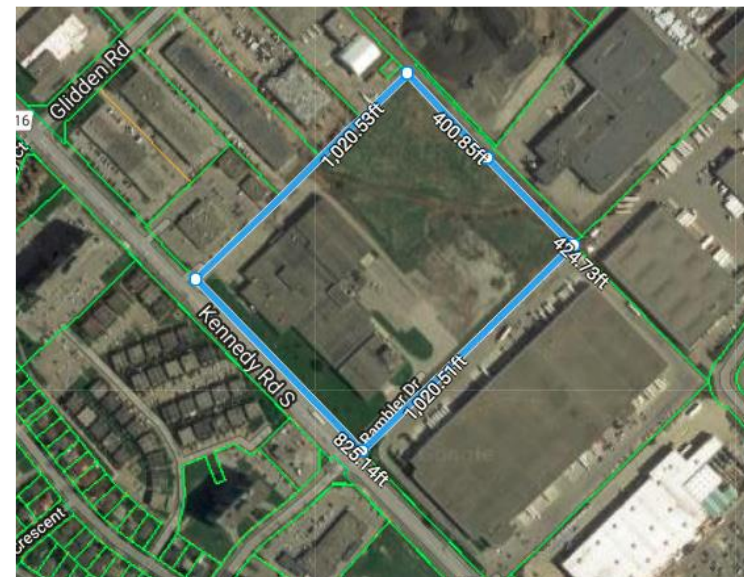
Supporting Brampton in 2021

- To date, Alectra has committed over **\$75,000** to community organizations in Peel.
- Donated **\$5,000 to Big Brothers Big Sisters of Peel** to support their One-to-One Virtual Mentoring Program.
- Committed over **\$15,000** to children's mental health/wellness initiatives in Peel.
- Gave **\$5,000** to **Knight's Table Urban Pantry** Program— approximately 10,000 meals for families in need.
- Supported several **Brampton-run virtual events and programs** to keep the community connected while physically apart.



Kennedy Road Project – Investment & Employment

- 200 Kennedy Road South will function as the consolidated operations centre for Alectra employees serving Mississauga and Brampton
 - Existing Operations Centres at Mavis Rd (Mississauga) and Sandalwood Parkway (Brampton) will be closed and sold
- 200 Kennedy Road South is ideal for Alectra:
 - Centrally located to support regional operations
 - Highway access supports employee travel and improved response times
 - Accessible by public transportation
- Up to 420 employees will work out of the nearly 200,000 sq. ft. of office and industrial space
 - This is nearly 2.5x the number of employees that currently work at the Sandalwood facility
- Departments working at this location will include Network Operations, Network Services, Metering & Substation Sustainment, Supply Chain Management, and back-office groups such as Health & Safety, HR, IT
- Project valued at approximately \$52M, plus land costs



Kennedy Road Project – Building Features

- Built and Certified to LEED Gold Standard
- Cooling/Heating systems upgraded to dedicated outdoor air systems (DOAS)
 - will reduce GHG Emissions by approximately 43% above LEED Gold Design standards
- 500KW in on-site solar power generation, with over 800 MWH/year of renewable energy to help meet building power requirements
 - Renewable energy generated would result in a 10% reduction in GHG emissions above LEED Gold Design standards
- Over 30 Electric Vehicle Charging Stations to be installed and used by Alectra fleet vehicles, employees, and the general public
 - Some EV stations will also be solar powered



- Design by Pearce McClusky Architects
- Development and Building by First Gulf Inc

Kennedy Road Project – Milestones and Schedule

Project Key Milestones:

- Site Plan Re-Submission – May 25th, 2021
- Tentative Groundbreaking Ceremony – August 2021
- Full Building Permit Including Interiors – March 3rd, 2022
- Fully Operational – August 2023



Questions?





Contact Us

James Macumber, VP, Supply Chain
James.Macumber@alectrautilities.com

Joseph Almeida, Director, Supply Chain Operations
Joseph.Almeida@alectrautilities.com

Chris Wray, Director, Government & Industry Relations
chris.wray@alectrautilities.com

Mike Frisina, Specialist, Government & Industry Relations
Michael.frisina@alectrautilities.com

Customer Service (Brampton)
1-833-ALECTRA (1-833-253-2872)



Delegation Request

For Office Use Only:

Meeting Name:

Meeting Date:

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

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

Meeting Date Requested: June 9, 2021 Agenda Item (if applicable): TBC

Name of Individual(s): Joanna Eyquem, PGeo. ENV SP. CWEM. CEnv.

Position/Title:

Director, Climate Programs

Organization/Person
being represented:

Intact Centre on Climate Adaptation
Faculty of Environment, University of Waterloo

Full Address for Contact: 2020 Boulevard Robert-Bourassa, Montreal,
QC, H3A 2A5
joanna.eyquem@uwaterloo.ca

Telephone: 514-268-0873

Email: joanna.eyquem@uwaterloo.ca

Subject Matter
to be Discussed:

Intact Centre, along with KPMG and Municipal Natural Assets Initiative, is encouraging the Public Sector Accounting Board (PSAB) to remove the exclusion of natural assets from the Financial Reporting Framework. This would enable municipalities that are ready to reflect natural assets in their financial statements to do so, while not making this an obligation.

Action
Requested:

Endorsement of the City for the joint consultation response encouraging the PSAB to remove the exclusion of natural assets.

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

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

☐ Other:

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

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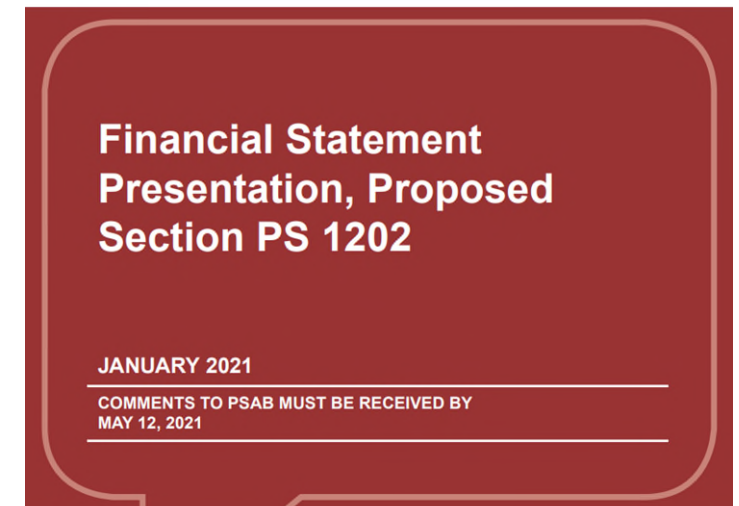
Exposure Draft

PSAB Conceptual Framework Revision : Joint Consultation Response Re: Removing Exclusion of Non-Purchased Natural Assets

For: City of Brampton

Joanna Eyquem PGeo. CWEM. CEnv.
Director, Climate Programs, Intact Centre on Climate Adaptation
joanna.eyquem@uwaterloo.ca

June 9, 2021



Generously supported by:



Intact Centre on Climate Adaptation

2



Applied Research Centre on Climate Adaptation

- National focus
- Based at the University of Waterloo
- Launched in 2015 with a gift from Intact Financial Corporation
- Bilingual [resources](#)

Two main goals:

1. Influence the national conversation about climate change to address **climate adaptation**
2. Help **residents, communities and businesses** to reduce risks associated with climate change and extreme weather events

PSAB Conceptual Framework: Proposed Changes

3

- “Currently, the PSA Handbook sets out **exclusions** from recognition in financial statements in the conceptual framework. These exclusions relate to:
 - **natural resources** and Crown lands **that have not been purchased**;
 - developed and inherited intangibles; and
 - works of art and historical treasures.
- *“These exclusions are proposed to be **moved to the financial statement presentation standard, proposed Section PS 1202**”.*
- No change in ability to include natural assets for public sector bodies (including those who have already valued them) until new standard is reviewed again.

City of Brampton - Support Joint Consultation Response

4

- Failure to value natural assets has led to mismanagement and **degradation** of natural assets across Canada
 - The financial value of natural assets is being evaluated across Canada using **environmental economics**
 - Valuing methods for natural assets are well-established and actively used to support **asset management planning** (mandatory inclusion of green infrastructure by 2023).
 - Private sector is increasingly interested in **investment opportunities** relating to natural capital (including, but not only, carbon sequestration and storage services)
 - PSAB has a significant role in enabling natural asset accounting in Canada
- City of Brampton is asked to sign joint consultation response drafted by Intact Centre on Climate Adaptation, KPMG and Municipal Natural Assets Initiative due for submission by **June 30, 2021**

Over 50 Signatures Already Confirmed

5

1. **Global Risk Institute - President and CEO**
2. **Insurance Bureau of Canada – Vice President, Federal Affairs**
3. **KPMG – Partner and National Lead, Local Government Practice**
4. Vancouver City Savings Credit Union - Chief External Relations Officer
5. Office of the Auditor General of Canada – Strategic Advisor and Former Federal Commissioner of Environment and Sustainable Development
6. Climate Bonds Initiative – CEO
7. The Conference Board of Canada – President and CEO
8. Smart Prosperity Institute – Executive Director
9. Canadian Institute of Climate Choices –Clean Growth Research Director
10. International Institute for Sustainable Development – Director of Water Management
11. Gustavson School of Business, University of Victoria – Dean
12. Intact Centre on Climate Adaptation – Head
13. Robert Siddall, FCPA, FCA
14. CSA Group - Director, Environment and Business Excellence Standards
15. **City of Toronto – Director of Finance**
16. **City of Montreal - Director of Accounting and Financial Information**
17. **City of Vancouver – Director of Financial Services**
18. **National Capital Commission – Corporate Services & Chief Financial Officer**
19. **Winnipeg Metropolitan Region - Executive Director**
20. **City of Mississauga - Director of Finance and Treasurer**
21. City of Victoria - Mayor
22. City of Colwood - Chief Financial Officer / Director of Finance
23. Comox Valley Regional District - Chief Financial Officer
24. District of West Vancouver - Director of Finance
25. District of North Vancouver - General Manager, Finance & Chief Financial Officer
26. Town of Gibsons - Chief Resiliency Officer
27. Town of Florenceville-Bristol, NB - Chief Administrative Officer
28. **Climate Caucus (300+ elected officials) - Steering Committee**
29. **Asset Management Ontario – Executive Director**
30. Asset Management BC – Executive Director
31. Atlantic Infrastructure Management (AIM) Network - Managing Director
32. Windsor-Detroit Bridge Authority – Controller
33. Wood Canada Ltd - Principal
34. Dillon Consulting Ltd - Partner and Technical Leader, Environmental Sciences
35. AECOM Canada Ltd - Senior Asset Management Consultant
36. Wildland Fire Risk Management Ltd - Executive Director
37. Municipal Natural Assets Initiative - Executive Director
38. Ouranos – Director
39. Canadian Research Chair in Ecological Economics, Université de Québec en Outaouais – Chair
40. Department of Engineering, University of British Columbia
41. Adaptation to Climate Change Team, Simon Fraser University - Executive Director
42. Clean Air Partnership - Executive Director
43. **Conservation Ontario – General Manager**
44. Network of River Basin Authorities of Quebec - Executive Director
45. Credit Valley Conservation – CAO
46. Conservation Halton - Executive Director
47. WWF-Canada – President and CEO
48. Nature Conservancy of Canada – Director of Conservation Finance
49. Canadian Parks and Wilderness Society – Director of Finance
50. ALUS - Senior Vice-President, Policy and Partnerships
51. Friends of the Greenbelt Foundation - CEO



BRAMPTON
Flower City

Corporate Services
Council and Administrative Services

Request for Delegation

Attention: City Clerk's Office, City of Brampton, 2 Wellington Street West, Brampton ON L6Y 4R2
Email: cityclerksoffice@brampton.ca Telephone: (905) 874-2100 Fax: (905) 874-2119

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

Meeting Date Requested: MAY 26 '21 Agenda Item (if applicable): _____

Name of Individual(s): KAY MATTHEWS
Position/Title: EXECUTIVE DIRECTOR
Organization/Person being Represented: ONTARIO BIA ASSOCIATION
Full Address for Contact: 92 LAKESHORE RD, STE 203
MISSISSAUGA, ON. L5G 4S2
Telephone No. 647-521-5341 Email: _____ Fax No. _____

Subject Matter to be Discussed: INITIATING NEW BUSINESS IMPROVEMENT AREAS

Action Requested

Note: a delegation is limited to not more than five minutes.

Attach additional page if required.

I am submitting a formal presentation to accompany my delegation: ☒ Yes ☐ No

I will require the following audio-visual equipment/software for my presentation:

☐ Computer Notebook ☐ DVD Player ☒ PowerPoint
☐ Other - please specify _____

Note: Delegates are requested to provide to the City Clerk's Office **well in advance of the meeting date**: (i) 25 copies of all background material and/or presentations for publication with the meeting agenda and/or distribution at the meeting, and (ii) for PowerPoint and other visual presentations, an electronic copy of the presentation (e.g., DVD, CD, .ppt file) to ensure compatibility with corporate equipment.

Once the above information is received by the City Clerk's Office, you will be contacted by a Legislative Coordinator to confirm your placement on the appropriate agenda.

Personal information on this form is collected under authority of the Municipal Act, SO 2001, c.25 and/or the Planning Act, R.S.O. 1990, c.P.13 and will be used in the preparation of the applicable Council/Committee agenda and will be attached to that agenda. Questions about the collection of personal information should be directed to the Deputy City Clerk, Office of the CAO, 2 Wellington Street West, Brampton, Ontario, L6Y 4R2, tel. 905-874-2115.



Business Improvement Areas

Why a BIA



The State of Mainstreet – Quick Facts

- Legislation first created in **1970**
- First BIA in the world – Bloor West Village
- Currently about **315+** BIAs in Ontario
- **85** in Toronto
- BIAs represent **110,000+** Businesses and **17,600+** Property Owners across Ontario
- Accumulated Levy of Ontario's BIAs – **more than \$75M**
- Employment by BIAs is over **150** part-time staff and **200** full-time staff



What is a BIA?



- A Municipally designated improvement area, enacted by a Municipal By-Law
- A **Local Board** of the Municipality
- A Municipally established Board of Management
- Governed by the Municipal Act
- Managed by volunteer board - “self help”
- Made up of commercially assessed Property Owners *and their Tenants* within a defined geographical boundary
- Self-funded through property tax levy

The Municipal Act (Sections 204-216)

- Oversee the improvement, beautification and maintenance of municipally-owned land, buildings and structures in the area beyond that provided at the expense of the municipality generally; and
- Promote the area as a business or shopping area. (Municipal Act 2001, c. 25, s. 204 (1))



Four Pillars of BIA Core Work



Leadership

- Visioning
- Partnerships
- Planning



Economic Development

- Business Development
- Business Retention
- Business Expansion



Marketing & Promotion

- Animation/Activation
- Brand Development
- Marketing Plans
- Events & Promotion



Beautification & Maintenance

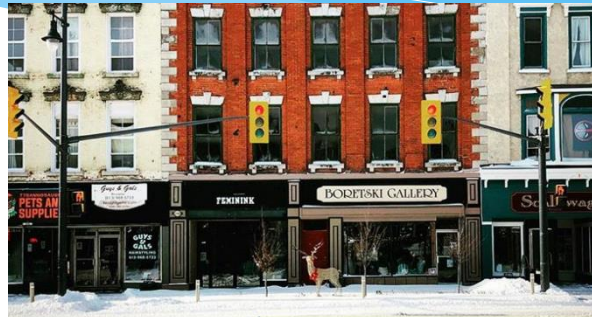
- Façade Improvement
- Placemaking thru:
 - Flowers
 - Benches
 - Banners
 - Public Art

Four Pillars of BIA Core Work



Leadership

- Visioning
- Partnerships
- Strategic Planning



Our Values

What is a value statement?

A declaration that informs visitors, staff, board of directors, and volunteers of the BIA's vision and mission, and to which all members are expected to adhere.

- | | |
|---|---|
| 1 Collaborative Partnership
with members and other stakeholders | 2 Forward Thinking
invisioning a new future |
| 4 Active 2-way Communication
with members and other stakeholders | 5 Passion to succeed
with passion comes change |



FOCUS 2020

Orangeville BIA Strategic Plan

Developing a future-ready, connected downtown requires the Orangeville BIA to focus on **five** major directions:



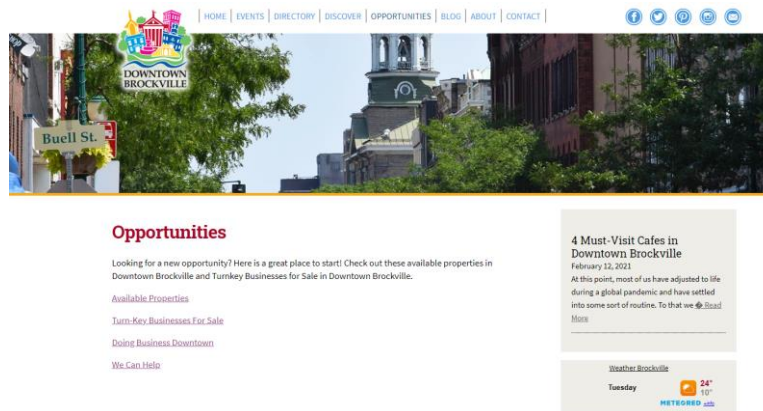
Focus 2020 will guide our work over the next three years. As a living document it is flexible and will reflect changes in our environment.

Four Pillars of BIA Core Work



Economic Development

- Business Development
- Business Retention
- Business Expansion



Four Pillars of BIA Core Work



Marketing & Promotion

- Animation/Activation
- Brand Development
- Marketing Plans
- Events & Promotion



Four Pillars of BIA Core Work



Beautification & Maintenance

- Placemaking through:
 - Banners
 - Benches
 - Entrance Signage
 - Flowers
 - Public Art



Additional Benefits of BIA Membership

Access to:

- Municipal Programs
- Provincial Revitalization Programs

Funding opportunities through:

- Grants
- Sponsorship
- Event Revenues

- Development of common goals and vision
- Unified voice for local business issues
- Forum for discussion



Overall Benefits

Business Operators

- From improved atmosphere and ambience
 - Retail
 - Service
 - Professional

Property Owners

- Potential to increase property values and occupancy

The Community

- More vibrant community
- Prosperous local economy
- Potential to increase property values

Municipality and Province

- BIAs are strong local economic engines



ROI of
BIAs

Resources

Provincial

- Ministry of Municipal Affairs (MMA)
- Ontario Ministry of Agriculture, Food and Rural Affairs (OMAFRA)
- Business Improvement Area Handbook – Government of Ontario - <http://www.mah.gov.on.ca/Page1529.aspx>

Municipal Clerk

Council

Ontario BIA Association – www.obiaa.com

- Member Needs Assistance
- Networking
- Return on Investment (ROI) of BIAs Report

For More Information...

ONTARIO BUSINESS IMPROVEMENT AREA ASSOCIATION

92 Lakeshore Road East

Mississauga, ON L5G 4S2

Phone: 905-271-7222 or 1-866-807-2227

Email: info@obiaa.com

www.OBIAA.com



Delegation Request

For Office Use Only:

Meeting Name:

Meeting Date:

Please complete this form for your request to delegate to Council or Committee on a matter where a decision of the Council may be required. Delegations at Council meetings are generally limited to agenda business published with the meeting agenda. Delegations at Committee meetings can relate to new business within the jurisdiction and authority of the City and/or Committee or agenda business published with the meeting agenda. **All delegations are limited to five (5) minutes.**

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

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

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

Meeting Date Requested: June 09, 2021

Agenda Item (if applicable):

Name of Individual(s): Myrna Adams
Charles Matthews

Position/Title:

President: Brampton Senior Citizens Council & Brampton Young At Heart Seniors
Owner & Founder CMJ Entertainment Event Planning & Marketing

Organization/Person
being represented:

Full Address for Contact:

Telephone:

Email:

Subject Matter
to be Discussed:

Museum of African History and Culture

Action
Requested:

Approval to establish the museum and funding.

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

Presentation format: ☐ PowerPoint File (.ppt) ☐ Adobe File or equivalent (.pdf)
☐ Picture File (.jpg) ☐ Video File (.avi, .mpg)

☒ Other: Oral

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

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

- (i) 25 copies of all background material and/or presentations for publication with the meeting agenda and /or distribution at the meeting, and
- (ii) the electronic file of the presentation to ensure compatibility with corporate equipment.

Submit by Email

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

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

Meeting Date Requested: June 09, 2021

Agenda Item (if applicable):

Name of Individual(s): Arda Erturk

Position/Title:

Co-founder & Chief Communications Officer

Organization/Person
being represented:

Roll Technologies Inc.

Full Address for Contact:

Telephone: 6473310860

Email: arda@rollscooters.com

Subject Matter
to be Discussed:

Regulation of E-Scooters / Shared E-Scooter Pilot in Brampton

Action
Requested:

Staff to develop a framework for shared e-scooter pilot for this Summer

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

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

☐ Other:

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

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

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ROLL

**City of Brampton
Committee of Council**

**Arda Ertürk
Co-founder & CCO**

June 9, 2021

Roll Technologies Inc.



About Roll



- Roll is a Canadian-owned, developed, and operated shared micro-mobility provider incubated in the University of Toronto Entrepreneurship Hub.
- Backed by Techstars.
- Roll operated in Calgary, Ottawa, and currently operating in Kelowna.



Successful Pilots in Calgary, Ottawa & Kelowna

- Shared e-scooters play an important role in economic recovery during COVID-19
- Public transit connection
- Reducing dependency on cars
- Helping to eliminate fatalities and serious injuries on city streets



Industry-leading Roll Gen 3

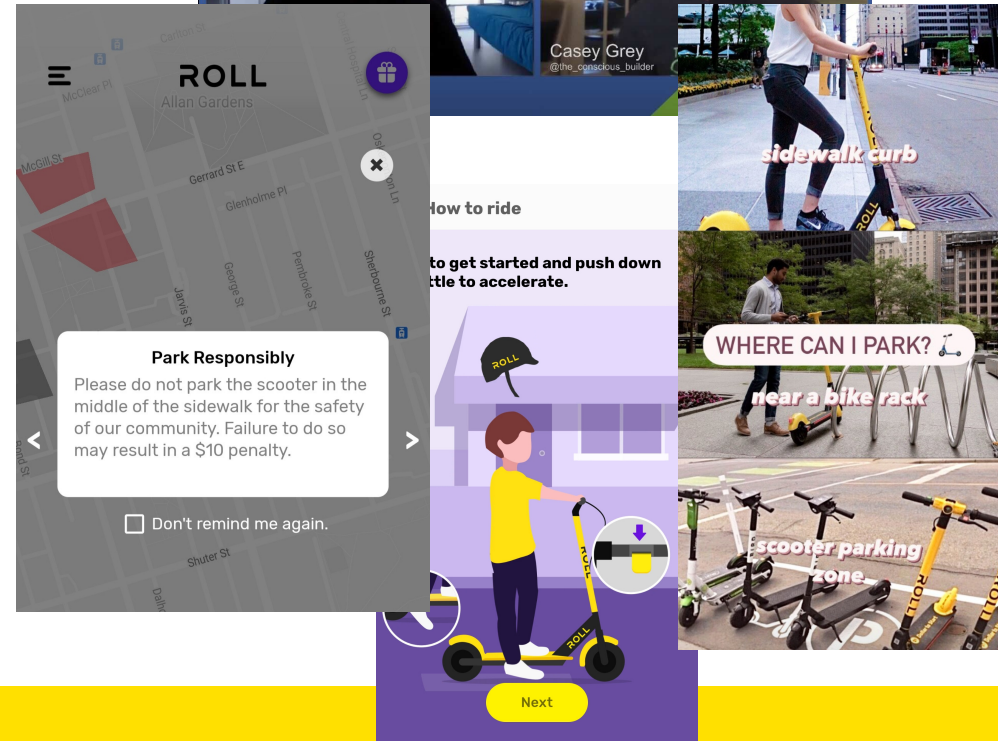
- Aircraft-grade aluminum frame
- Intelligent Dual-brake System
- Front-wheel Suspension
- Smart Diagnosis System
- 50 km range
- 24 months of lifespan



User Education & Training

- Comprehensive in-app video tutorial every time a rider unlocks a scooter
- In-app, email, and push notifications
- Social media and traditional media

Ottawa E - Scooter Roll out!



Safety

Montréal

The Island of Montréal saw 4 minor injuries from electric scooters between Aug 13th and Nov 15, 2019 out of 226,000 rides whereas e-bikes saw 360 injuries out of a significantly smaller 146,000 rides.

Ottawa

During the pilot in 2020, riders took more than 238,000 rides and the injury rate was 0.003 percent.

Calgary

Type	2019 (July 8 to October 31)				2020 (May 22 to September 30)			
	E-Scooter	Bicycle	Vehicle	Motorcycle	E-Scooter	Bicycle	Vehicle	Motorcycle
Emergency	33	197	502	103	42 ¹	484	617	166
ICU	0	4	17	3	0	3	11	5
Fatality ²	0	1	3	0	0	3	4	1
Surgery	8	33	51	35	24	109	79	57

¹ There were an additional 25 e-Scooter injuries requiring EMS that did not contain detailed patient records in 2020.

² Fatality numbers do not include those who died on site. There were no e-Scooter fatalities.

%99.9
of Roll Scooter
trips were
incident-free!

1000+
Helmets



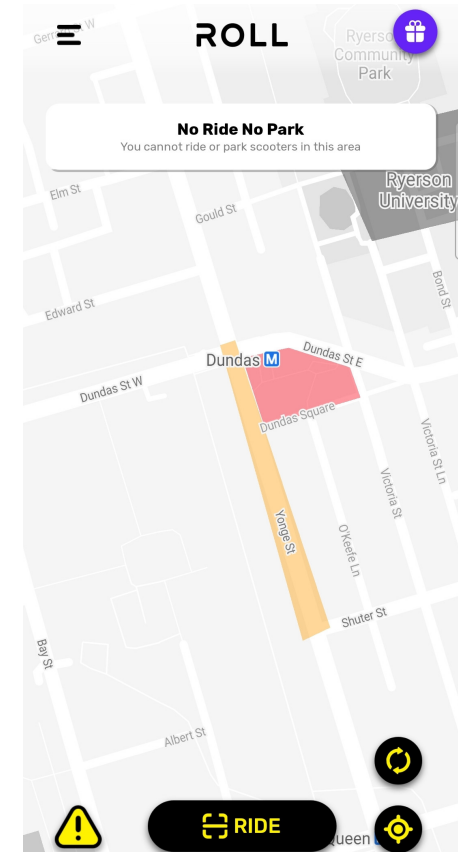
Helmet Distribution

- Riders can pick up a helmet at Roll's partner locations.
- Riders can request a free helmet shipped to them on the Roll website.
- Roll distributes free helmets during our educational events.
- The patrol team will carry helmets to distribute them to the riders.



Smart Geo-fencing

- Slow-Speed Zone
- No-park No-ride Zone
- No-park Zone
- No-ride Zone
- Geofencing can be created within seconds through Roll Fleet Management Portal.



Preferred Parking Zones


- Preferred Parking Zones can be implemented for crowded areas, such as major public transit hubs and popular attractions
- Incentivizing riders to park the scooters in these zones by providing discounts for their next rides to encourage users to park responsibly



Automated Parking Enforcement (APE)

- End-of-trip pictures are analyzed by our machine learning algorithms on a real-time basis.
- Riders are notified if they park the scooter improperly.
- Riders are subject to the '3-strike ban'.
- Penalty for improper parking can be imposed.
- Riders will be incentivized if they take a picture of their helmet.

Alerting notifications

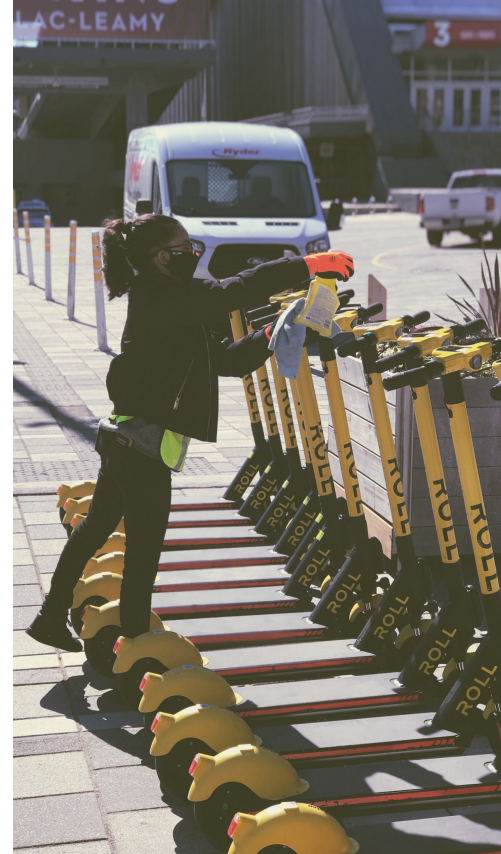
R Roll 11:14 a.m. 

Improper Parking

Just a heads up that the scooter that you rode was not parked properly. For the safety and convenience of pedestrians and Rollers, please follow the parking instructions on the app.

Patrol & Safety Team (Roll Squad)

- Ensures safe use and proper parking of the scooters.
- Trained to provide comprehensive training to our riders.
- Distributes helmets.
- Relocates improperly parked scooters.



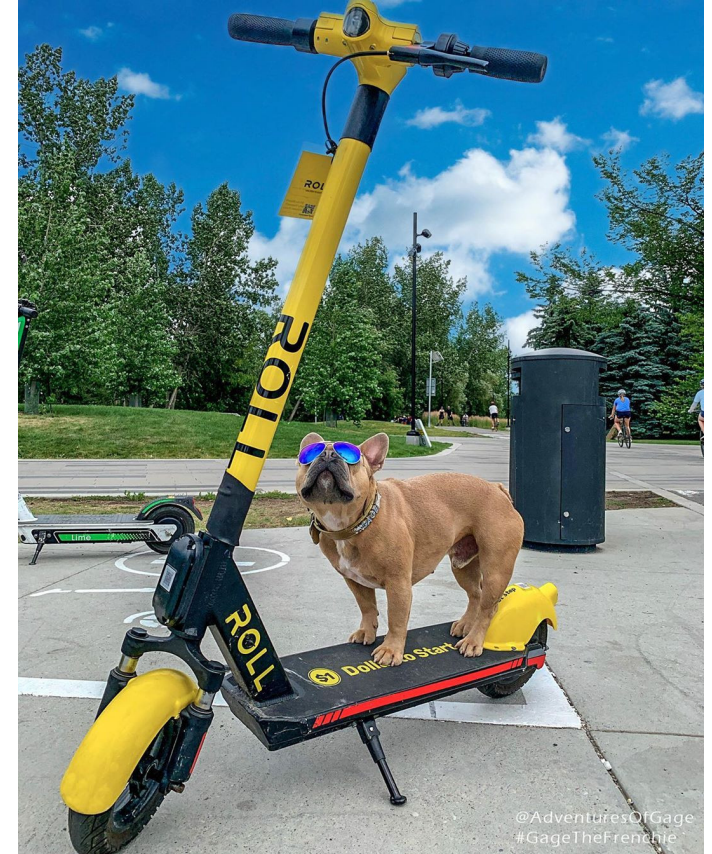
Roll for Everyone

Roll for Everyone - Equity Program

- Eligible participants will receive 50% off every trip

Roll Card

- Allows the unbanked (those without a debit or credit card) to purchase a *Roll Card* with cash at partner locations



Partnerships

Multi-modal Trip Planning

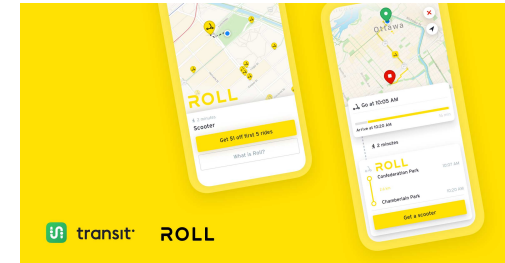
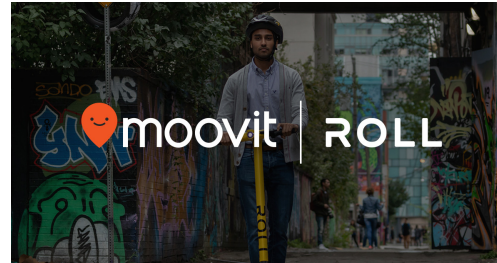
- Moovit
- Transit App

Collaboration with Public Transit

- Payment System Integration
- Fare Discounts

Social Initiatives

- Heroes without Capes
- Roll to Vaccinate



USD\$921 in spending
created per e-scooter
deployed on average over 6
months

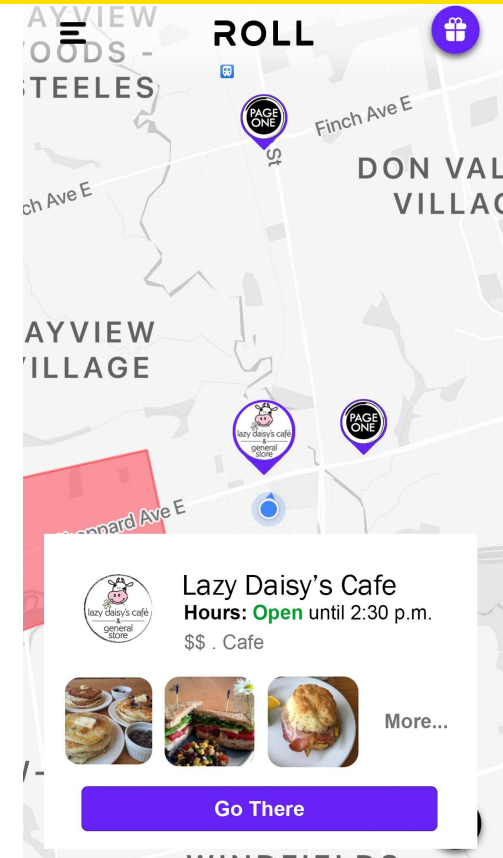
Source: Emory University



Roll to Support

Featuring Local Businesses on the Roll App

- Promoting small businesses and encouraging riders to try their products by offering credits and discounts



Shared E-Scooter Pilot in Brampton

- A shared e-scooter pilot project will not require a city subsidy.
- Education and enforcement will be done by operators.
- Shared micro-mobility is important for the economic development.



ROLL

Arda Ertürk

arda@rollscooters.com

Roll Technologies Inc.



Date: 2021-05-17

Subject: Impacts Associated with Illegal Election Signs – All Wards (C247-2019)

Contact: Elizabeth Corazzola, Manager, Zoning and Sign By-law Services,
905.874.2092

Report Number: Planning, Bld & Ec Dev-2021-454

Recommendations:

1. That the report titled: Impacts Associated with Illegal Election Signs – All Wards (C247-2019), to the Committee of Council meeting of June 9, 2021, be received.

Overview:

- All signs, including election signs are regulated under the authority of the City's Sign By-law 399-2002, as amended.
- The volume of complaints requiring investigation into illegal election signs continues to grow. Illegal election signs include those that are placed on any public property or on private property without the consent of the owner; those that exceed the maximum size or number of signs permitted by the Sign By-law; and, those that continue to be displayed for more than 72 hours following an election.
- There may be opportunities for the City to alternatively regulate the display of election signs, while still offering candidates the ability to promote themselves and their platforms as well as providing residents and property owners with a means to visually display their support for election candidates.

Background:

On June 19, 2019, Council requested a cost and benefits analysis related to the potential banning of election campaign signs within the City of Brampton (Resolution C247-2019). In response to this direction, the information provided in this report includes the following:

- Review of the City's Sign By-law, as it relates to election campaign signage;
- Education and information provided to municipal candidates;
- The impact that enforcement of illegal election campaign signs has on staff resources;

- Implications associated with imposing a ban on election signs; and
- Options for regulating election campaign signs.

Provisions in the City's Sign By-law for Election Campaign Signage

The Sign By-law is intended to facilitate the orderly display of signage throughout the City and create a fair and level opportunity for advertisers to display messaging. It also aims to reduce visual clutter and provides a safeguard for pedestrians and motorists by restricting the placement of signs to appropriate locations so as not to interfere with sightlines at driveways and intersections, etc.

Election signs are permitted only on private property and are subject to the following additional requirements and restrictions:

1. For a municipal election (or by-election), signs may only be erected after 5:00 p.m. twenty-four (24) days prior to Election Day.
2. For a federal and provincial election, signs may only be erected after 5:00 p.m. on the date the Writ of Election is issued.
3. Signs shall not exceed 2 m² (21.5 ft²) in sign area.
4. Maximum of two election signs per candidate on any one residential property.
5. Maximum two election signs per third party advertiser on any one residential property.
6. Maximum three election signs per candidate on any one private property other than residential.
7. Maximum three election signs per third party advertiser on any one private property other than residential.
8. Consent shall be obtained from the owner of the property prior to the erection of the sign.
9. All signs shall be removed within 72 hours after the close of the election for which it was erected.

While the City's Sign By-law currently regulates the number, location, size and duration for the display of election signs, the by-law does not regulate the materials used in the production of signage, nor is there any requirement to obtain a permit or pay a fee for the display of election signs. The By-law also does not impose a cap on the total number of election signs than an individual candidate or registered third party advertiser may display throughout their riding or across the City.

A benchmarking exercise has been undertaken to compare restrictions set out in Brampton's By-law with other municipalities. A copy of the comparison chart is attached as **Appendix 1**. By comparison, the requirements and restrictions in Brampton's Sign By-law are similar to, and often more restrictive than, election sign requirements imposed by other municipalities.

Information Provided to Municipal Election Candidates

Municipal candidates receive information about the Sign By-law on the day they file their nomination form with the Clerk's Office. Each nominated candidate receives a Candidate Guide, which includes relevant information regarding policies and procedures that are specific to the City of Brampton. Requirements and Restrictions of the Sign By-law as it relates to the display of election signs is included within the guide as well as reference to the City's website with a link to the Consolidated Sign By-law. Similarly, third party advertisers who are registered with the Clerk's Office receive a Third Party Advertiser Guide, which includes the same information about the Sign By-law.

During the nomination and registration process for the last municipal election, staff reviewed the contents of the Guides with each nominated candidate and registered third party advertiser, and made note of the restrictions for election signs prescribed by the City's Sign By-law. A PDF copy of the Candidate Guide was posted to the Candidates' Portal, to ensure that all candidates had access to the material. In addition, a link to the Sign By-law was added to the Brampton Votes website. Throughout the campaign period, candidates were educated on the Sign By-law provisions, when they contacted the Election Office with questions.

In September 2018, the Election Office held a candidate information session, which was open to all election candidates and attended by 35 individuals. During the session, staff from Zoning & Sign By-law Services, and Enforcement and By-law Services spoke to the audience about the Sign By-law provisions. Following the session, the presentation material was emailed to all candidates, and posted to the Candidates' Portal.

Following the election, staff emailed all candidates with a reminder to remove all erected election signs by the deadline (before 8pm, 72 hours after the election).

Current Situation:

Violations of the Sign By-law Impacting Visual Clutter and Distraction

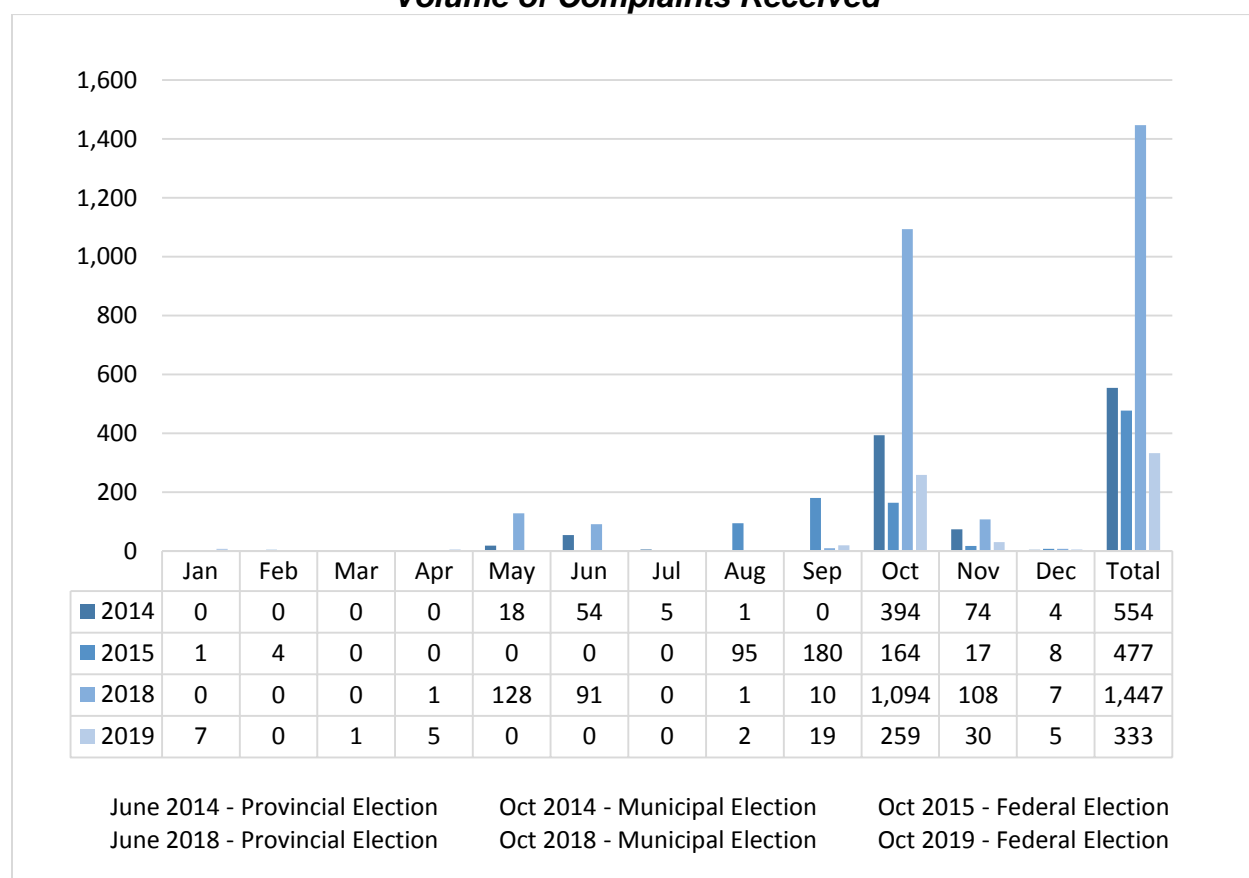
The election sign provisions in the Sign By-law are intended to permit and regulate the display of all election signs, including window signs, lawn signs, signs affixed to fencing, etc. The intent and purpose of regulating the placement of election signs, include minimizing visual clutter and driver distraction, promoting public safety and providing an equitable opportunity for the display of signage to all candidates and third party advertisers. While prescriptive restrictions have been in effect in the Sign By-law for many years, and despite candidate guides and education seminars offered through the City Clerk's Department, the volume of contraventions continues to grow.

Over the past many elections, including the 2018 and 2019 municipal, provincial and federal elections, Brampton's election sign regulations are consistently being contravened. The violation of the election sign regulations raise a number of concerns, in relation to visual clutter, driver distraction, visibility and public safety when located at intersections and/or near driveway access points. The images shown in **Appendix 2** are

illustrative of the current situation and represent commonly observed violations of the election sign provisions of the Sign By-law.

The volume of complaints regarding illegal election signs continues to grow. In 2018, there were 1,440 complaints, resulting in 1,167 charges laid associated with the municipal election. A large number of complaints pertained to signs that had been placed on public property, including boulevards and parkland. Other complaints were for excessive signage on residential and non-residential properties, billboards exceeding 2m² in sign area, signs placed on City fences or noise walls, and signs displayed for more than 72 hours after the close of the election.

Volume of Complaints Received



Challenges and Impacts on Enforcement:

Illegal signage also has an impact on municipal resources for enforcement and prosecution of offences. The average cost to the City of investigating and prosecuting an illegal municipal election sign is approximately \$125.00 to \$130.00 per sign from investigation to prosecution. This includes costs associated with the following:

- Initiating and conducting an investigation
- Collection of evidence, including notes and photographs
- Preparation for prosecution and court attendance

Challenges for Enforcement staff include determining whether signage was placed on the property with the consent of the owner, obtaining contact information for Federal and Provincial Candidates and allocating staff resources during election campaigns while continuing to maintain service levels for other areas of enforcement. Where staff are unable to identify a municipal address for election candidates that have erected signs illegally, the By-law becomes virtually unenforceable.

As a result of sign violations investigated by Enforcement Officers during the 2018 Municipal Election, whether proactively or in response to a complaint, Enforcement and By-law Services submitted 1,167 prosecution requests to Prosecution Services relating to illegal election signs.

Resulting from the 2018 Provincial Election, a total of 218 illegal election sign complaints were investigated and 400+ illegal election signs were seized. No charges were laid against Provincial election candidates, as personal information and/or addresses were unavailable and summonses could not be issued and served to the defendants.

By-law Enforcement Officers also investigated 298 election sign complaints in relation to the 2019 Federal Election.

During the 2018 election year, illegal election sign complaints accounted for approximately 22.9 percent of the total municipal complaints received by By-Law Enforcement. While investigations into illegal elections signs are occurring, Officers are unable to investigate other complaints or conduct proactive parking enforcement.

Legal Implications

Legal considerations are discussed in a separate (closed session) companion report.

Suggested Options/Alternatives to Banning Election Signs

In view of the potential Charter rights implications associated with imposing a ban on election campaign signs, staff have formulated the following options for consideration. These options are designed to reduce proliferation of signage throughout the City that cause visual clutter and driver distraction, mitigate the environmental impact of signage and reduce the cost associated with enforcement of the Sign By-law. Options include, but are not limited to:

1. Amend the Sign By-law to only permit the display of election signs in windows or in windows in doors. This restriction would apply to all private property, including residential and non-residential lands. Signs would only be permitted to be displayed from the interior of the building and may not be posted on building walls or the exterior of garage doors, etc.

This option continues to permit the expression of political speech through the posting of election signs, and has several other advantages including:

- a. Reduces visual clutter and minimizes driver distraction while still providing residents, property owners and third party advertisers with a means to express their support for individual candidates and/or support/opposition related to a question on the ballot.
- b. Continues to provide candidates with an opportunity to secure the consent of a property owner to promote their candidacy.
- c. Eliminates the opportunity for signs to be tampered with or relocated without the consent of the candidate or occupant.
- d. Eliminates the opportunity for unlawful posting without consent of the property owner or resident.
- e. Eliminates the need to determine the extent of the private property boundaries which may be difficult to determine without reference to a survey.

The total number of signs that may be displayed in windows/doors on an individual property may be difficult to enforce given right-of-entry limitations, therefore, staff would recommend minimal restrictions on the number of signs per candidate (currently limited to two per candidate per residential property) and total number of signs that may be displayed on an individual property. Enforcement staff would continue to enforce requirements for removal of signage within 72 hours following the election and will issue a notice of violation prior to proceeding to lay charges.

2. Amend the Sign By-law to increase restrictions on signage. Increased restrictions may include, but are not limited to:
 - a. Reduction in the total number of signs per candidate that may be displayed on private residential and non-residential properties. Election signs will continue to be prohibited on public property.
 - b. Reduction in the permitted size of an election sign.
 - c. Introduction of a limitation on the total number of signs that can be displayed on a private residential and non-residential property.
 - d. Introduction of “permit” stickers that must be displayed on all election signs. An administration fee may be required for the issuance of permit stickers. Staff note that this alternative will be labour intensive and time consuming from both an administrative, investigative and enforcement perspective.

An amendment of this nature may result in a reduction in the total number and size of signs displayed throughout the City but will likely have little impact on the visual impact of street oriented signage or the cost or time associated with enforcement.

3. Require all candidates intending to display election signage to register with the City by providing their legal name, name used on the sign, contact information including phone number and email address as well as a municipal address for their principal residence. This enhances the ability to enforce the Sign By-law against the owner of the election signs, because the owner information would be readily available to the City's enforcement officers, particularly in Provincial and Federal election campaigns where candidate information is not readily available to City staff. In this regard, candidates can be effectively charged for the display of signs in contravention of the Sign By-law. Staff note this option is specifically recommended if lawn signs continue to be permitted.

Financial Implications:

There are no financial implications directly associated with this report. Any financial implications will be evaluated upon direction from Council on the preferred option(s) to amend the Sign By-law. If council directs the Sign By-law to be amended, any future financial implications will be discussed in a forthcoming report to Council, pending Council approval.

Term of Council Priorities:

This report is aligned with the Term of Council priorities of Brampton is a Well-Run City and Brampton is a Green City. Initiatives in this regard will reinforce Brampton's commitment to sustainability and the effective management of municipal assets and resources.

Conclusion:

The Sign By-law is intended to facilitate the orderly display of signage throughout the City by minimizing visual clutter and driver distraction. The By-law also creates a fair and equal opportunity for residents and advertisers to display messaging. There may be additional opportunities for the City to impose increased or modified restrictions on election signs, while still offering candidates the ability to promote themselves and their platforms as well as providing residents, property owners and third party advertisers with an opportunity to visually display their support for election candidates.

Authored by:

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Services

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Submitted by:

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Commissioner of Planning, Building
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David Barrick
Chief Administrative Officer

Attachments:

Appendix 1 – Benchmarking – Municipal Sign By-laws

Appendix 2 – Photographic Examples – Impacts Associated with Illegal Election Signs

Municipal Sign By-law Requirements - Election Signs						
Municipality	Timing	Number	Location	Size	Design	Fees
Ajax	<u>Start</u> <ul style="list-style-type: none"> Federal/Provincial: The date of the issuance of writs Municipal: 1st Tuesday after Labour Day, or for a by-election, 6 weeks before the election <u>Close</u> <ul style="list-style-type: none"> 48 hours after the election 	No limit - separation distance applies	<ul style="list-style-type: none"> Cannot overhang or encroach onto City property Cannot be attached to traffic signs or control devices Cannot be on medians, traffic islands, roundabouts, or on or over sidewalks/pathways Cannot be closer than 25m to any voter assistance centre or polling station Cannot be closer than 25m to another election sign for the same candidate on any road Cannot be closer than 25m to another sign with the same third party advertiser on any road 	<ul style="list-style-type: none"> Residential zone: Height=1m, Width=1m, Area=1m² All other zones: Height=1.25m, Width=1.2m, Area=1.5m² At a campaign office in an industrial or commercial zone: Area=2m² 	<ul style="list-style-type: none"> Shall indicate the candidate's name Third party advertiser signs shall indicate the name of the third party advertiser, the municipal, provincial, or federal body where the third party advertiser is registered, and a telephone number, mailing address, or e-mail address at which the third party advertiser may be contacted. 	
Brampton	<u>Start</u> <ul style="list-style-type: none"> Federal/Provincial: 5:00pm on the date of the issuance of writs Municipal: 5:00pm 24 days prior to voting day <u>Close</u> <ul style="list-style-type: none"> 72 hours after the close of the election 	<ul style="list-style-type: none"> Two signs per candidate/third party advertiser for a residential property Three signs per candidate/third party advertiser for a private property other than residential 	<ul style="list-style-type: none"> Only on private property with the consent of the property owner 	<ul style="list-style-type: none"> Maximum 2m² 		<ul style="list-style-type: none"> No fee and no permit to place an election sign in accordance with the bylaw Anyone who contravenes the bylaw can be charged for the offence. Fines imposed by the court.
Hamilton	<u>Start</u> <ul style="list-style-type: none"> Federal/Provincial: The date of the issuance of writs Municipal: 28 days prior to voting day (except for campaign office signs) <u>Close</u> <ul style="list-style-type: none"> 3 days after voting day 	No limit	<ul style="list-style-type: none"> On private property 	<ul style="list-style-type: none"> Residential: Area=1.5m² Other: No limit 	<ul style="list-style-type: none"> May not be an electronic message display 	
Kingston	<u>Start</u> <ul style="list-style-type: none"> Federal/Provincial: The date of the issuance of writs Municipal: 30 days in advance of the last voting day Campaign office: once a candidate has filed nomination papers and paid fee or a registered third party has registered with City Clerk <u>Close</u> <ul style="list-style-type: none"> 96 hours of the day on which the election is held 	<ul style="list-style-type: none"> 2 per candidate or registered third party on each street frontage 	<ul style="list-style-type: none"> A candidate or registered third party can only designate one building as the campaign office Cannot be placed on public property Cannot be placed within 50m of a voting place or a place where the administration of election processes are conducted on advance voting day or voting day. Also applies to vehicle election signs. Cannot create an obstruction to any firefighter, vehicle parking, walkways, driving areas, or to City maintenance operations. Cannot be placed on traffic signs, median strips, traffic islands, bus shelter, community mailbox, a bridge, a trestle, a hydrant, a fence, or a tree Cannot be on a cemetery or any property abutting a cemetery Cannot be within 2m of a roadway or in a sight triangle 	<ul style="list-style-type: none"> Area= 1x2, Height from grade= 2.15m. Does not apply to billboard election signs or campaign office election signs 	<ul style="list-style-type: none"> No illumination, flashing lights, or rotating parts Cannot contain a logo, trademark, crest, or official mark, in whole or in part, owned or licensed by the City. 	<ul style="list-style-type: none"> No fee and no permit to place an election sign in accordance with the bylaw Anyone who contravenes the bylaw can be charged \$10,000.00 first offence and \$25,000.00 for any subsequent offence.

London	<u>Start</u> <ul style="list-style-type: none"> For a federal or provincial election or by-election, the day the writ of election is issued. For a municipal election, the nomination day in the year of a regular election or by-election. For a campaign office, once the candidate has filed their nomination <u>Close</u> <ul style="list-style-type: none"> 96 hours immediately following 11:59pm of the day of the election. 	No limit - separation distance applies	<ul style="list-style-type: none"> Not on public property or in a park Cannot interfere with vehicular traffic, pedestrians, or city maintenance operations Cannot be placed farther than 50m outside the electoral district Cannot be placed in a roadway, closer than 3m to a roadway, between a roadway and a sidewalk, in a median strip, less than 3m from a crosswalk, on a tree, fence, wall, gate, or a utility pole on public property or a street, in a boulevard, within 10m of another election sign for the same candidate 	<ul style="list-style-type: none"> Area=6m² Height=1.8m when placed within 3 to 8m of the roadway, Height=4m when placed beyond 8m of the roadway 	<ul style="list-style-type: none"> Cannot be illuminated Cannot display a logo, trademark or official mark, in whole or in part, owned or licensed by the City. 	
Mississauga	<u>Start</u> <ul style="list-style-type: none"> For a federal or provincial election, the issuance of writs For a municipal election, 6 weeks preceding the day of the election <u>Close</u> <ul style="list-style-type: none"> Within 48 hours immediately following 11:59pm of the day of the election. 	No limit	<ul style="list-style-type: none"> Cannot be placed on public property Cannot be placed on a utility pole or light standard unless it is affixed to a poster sleeve on a designated light Cannot be placed on any official sign or structure Cannot be placed within a sight triangle Cannot be placed within 50m of the main entrance to the polling station or the front façade of the building, whichever is greater Cannot obstruct pedestrians, motor vehicles, traffic signs or devices Cannot obstruct openings for lights, ventilation, ingress, egress, or firefighting Cannot be on a concrete or masonry noise attenuation wall Cannot be on or over a street Cannot be somewhere where it would damage municipal services Cannot be on a parked vehicle or trailer 	<ul style="list-style-type: none"> Area=1.5m² except billboard signs 		<ul style="list-style-type: none"> May remove and charge a fee of \$5,000.00
Oakville	<u>Start</u> <ul style="list-style-type: none"> For a federal or provincial election, 45 days prior to the election or prior to the issuance of the writ for the election, whichever is later. For a municipal election, 45 days prior to the day of the election <u>Close</u> <ul style="list-style-type: none"> 3 days following the election At a voting location, 48 hours prior to voting day, and advance voting, and during voting hours 	No limit	<ul style="list-style-type: none"> Cannot be on or overhanging Town property other than arterial road allowances Cannot be on or within any road allowance abutting any Town owned building Cannot be on a utility pole, official sign, official sign structure, median, traffic island, center boulevard, railing, retaining wall, bridge, bench, garbage can or structure of any kind Cannot be on any tree, tree support, or fence on Town property Cannot obstruct any door, window, fire exit, or any opening required for light, ventilation, ingress, egress, or firefighting Cannot interfere with underground services Cannot obstruct the view or path of a pedestrian or motor vehicle Cannot obstruct the visibility of a traffic sign or device Cannot be within 1.5m of a fire hydrant, curb, driveway, or a street 			<ul style="list-style-type: none"> A security deposit must be paid
Oshawa	<u>Start</u> <ul style="list-style-type: none"> For a federal or provincial election, the day of the writ of election For a municipal election, the 42nd day prior to the last polling day <u>Close</u> <ul style="list-style-type: none"> 7th day following the day of the election 	No limit	<ul style="list-style-type: none"> Cannot obstruct view of drivers Cannot obstruct traffic control devices, sidewalks Cannot be closer than 1m from the curb of a City road. Cannot be within 2m of the travelled portion of a City road where there is no curb; Cannot be on an island or median Cannot be within 20m of a bridge Cannot be on City property Cannot be on land used as a polling station or within 1m of the property line of a polling station 	<ul style="list-style-type: none"> When within the limits of a City road, Height=0.6m, Width=1.2m Height=1.2m, Width=1.2m 		

Ottawa	<u>Start</u> • 60 days immediately preceding the election date. <u>Close</u> • 48 hours following the election date.	No limit - separation distance applies	• Height=75cm when in a sight triangle • No size restrictions		• No illuminated, flashing or sequential lights, mechanical or electronic devices that provide or simulate motion. May have indirect lighting. • Sign must have the name and telephone number of the sign business or company leasing or renting the sign affixed to the temporary sign at a clearly visible location	• Can be charged a fee when contravention of the bylaw takes place.
Toronto	<u>Start</u> • For a federal or provincial election, the day the writ of election is issued • For a municipal election, 25 days prior to voting day <u>Close</u> • Within 72 hours after the completion of	No limit	• Cannot be on public property other than on: a highway, or a public utility pole located on a highway, a bus shelter, a municipal garbage container, a TTC dedicated advertising space, a street installation dedicated advertising space, a third party sign, on the surface of vehicles or trailers • Cannot interfere with motor vehicles, cyclists, pedestrians, and must not obstruct visibility or block sightlines	• Signs on highways: Area=1.2m ² , height=2m • Signs on TTC station advertising space: Area=2.3m ² • Signs on TTC vehicle advertising space: Area=2.7m ²	• Shall not be illuminated • Shall not contain a logo, trademark or official mark, in whole or in part, owned or licensed by the City.	• Can be charged a fee when contravention of the bylaw takes place
Vancouver	<u>Start</u> • For a federal or provincial election, the date when the writ for the election is issued. • For a municipal election, 45 days before voting day <u>Close</u> • 48 hours after the close of voting	No limit	• Cannot obstruct a traffic control device • Cannot obstruct the natural lighting, air intake, or ventilation of a building • Cannot cover or obstruct an architectural feature or pedestrian traffic	• Area=3m ² • Window signs= 30% of the glass area of the window	• Cannot be illuminated • Cannot emit noise	
Vaughan	<u>Start</u> • For a federal or provincial election, the issuance of writs • For a municipal election, the close of nominations <u>Close</u> • Within 48 hours after election day	No limit	• Setback 1m from all street lines • Setback 1.5m from any common lot boundary with an adjacent lot • Cannot be within a daylighting triangle • Cannot be on municipal property or on public road allowances	• Area=5m ²		• \$300.00 per candidate running for office of mayor, regional councillor, or for provincial or federal office • \$150.00 per candidate running for Ward Councilor • \$50.00 per candidate running for School Trustee

Impacts Associated with Illegal Election Signs



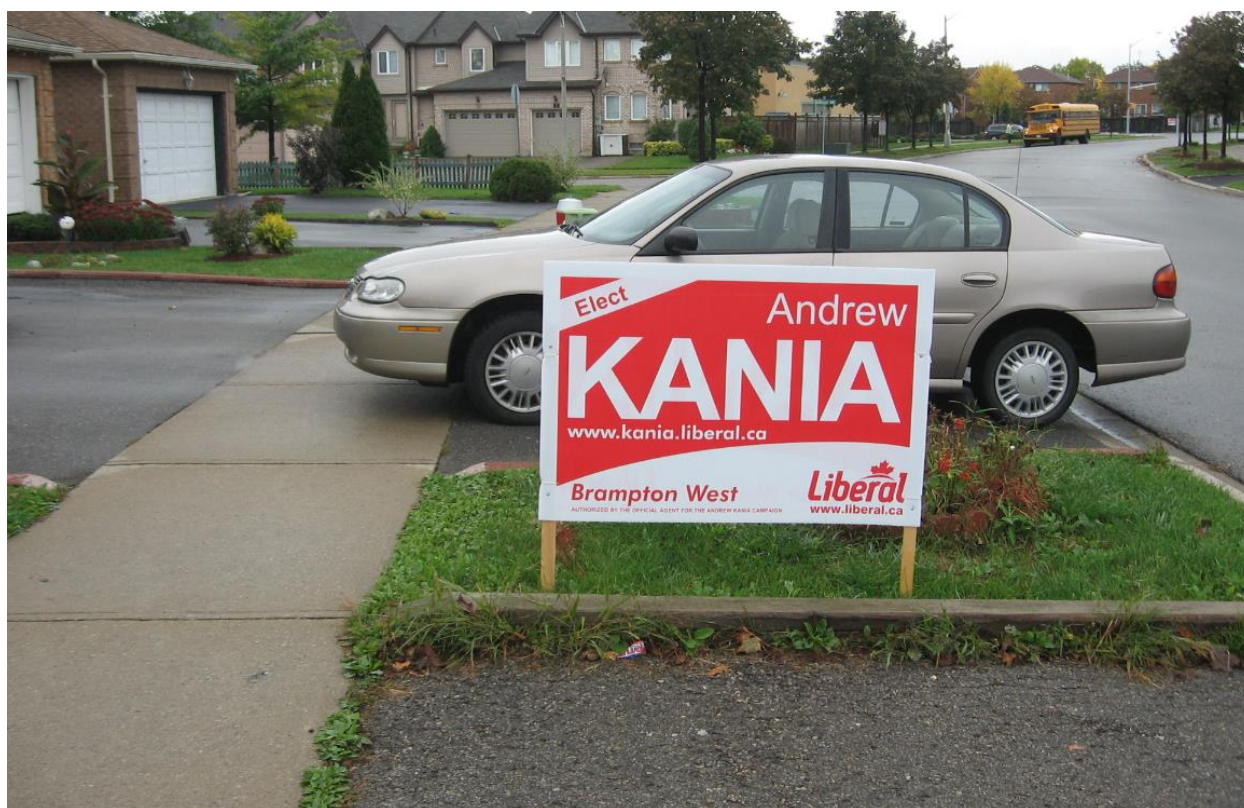
Visual Clutter and Driver Distraction



Visual Clutter, Obstruction in the Visibility Triangle



Visual Clutter, Driver and Pedestrian Distraction at intersection



Driver Distraction, Visual Obstruction at Driveway Access

Date: 2021-05-21

Subject: 2021 Collision Conference Results

Contact: Andrea Williams, Coordinator, Economic Development, 905-874-3577, andrea.williams@bramptn.ca

Report Number: Planning, Bld & Ec Dev-2021-651

Recommendations:

1. **THAT** the presentation from Andrea Williams, Coordinator, Economic Development, dated May 21, 2021, to the Committee of Council meeting of June 9, 2021 entitled “**2021 Collision Conference Results**” (2021-651, File CE.x), be received.

BRAMPTON MEANS BUSINESS *NOW*

Collision Conference Results



Andrea Williams
Economic Development
Coordinator



COLLISION®

APRIL 20-22, 2021

Collision is the fastest-growing tech conference in North America.

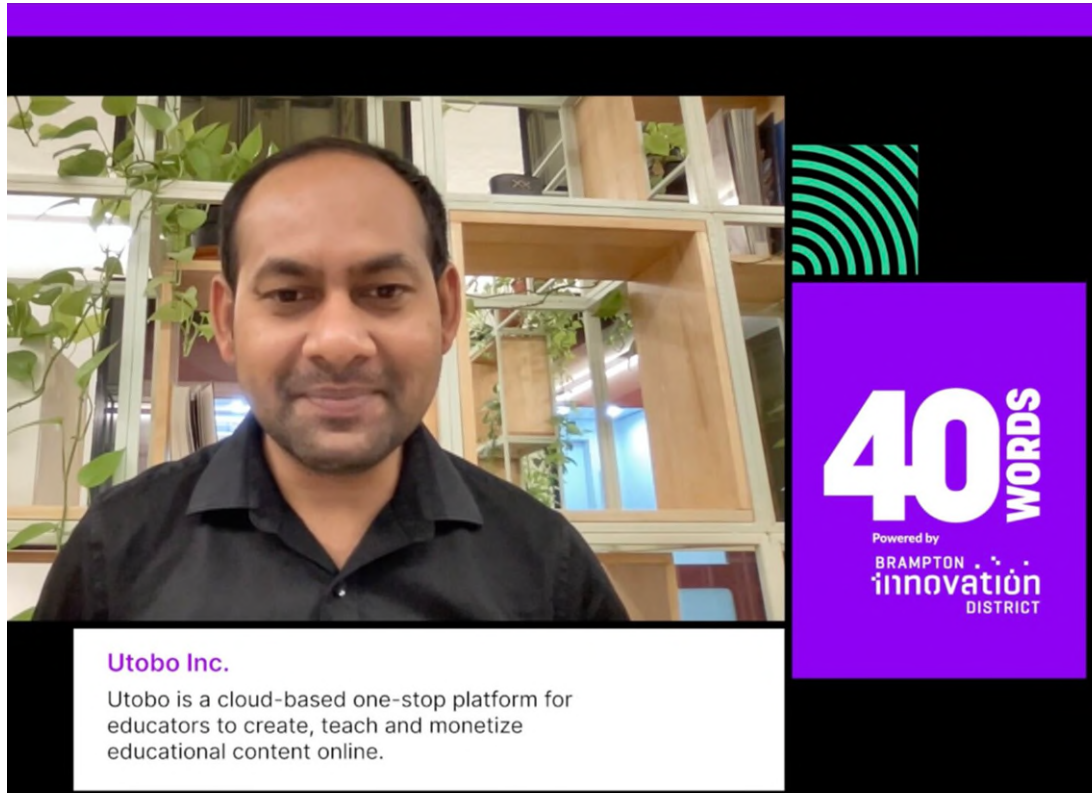
By participating in this event staff were able to generate high quality leads, strengthen existing corporate relationships & increase Brampton's brand awareness of the Innovation District and its current & new partners.



THANK YOU TO THE 150+ ATTENDEES
who joined our Masterclass on Collision!



COLLISION®



Utobo Inc.

Utobo is a cloud-based one-stop platform for educators to create, teach and monetize educational content online.

40 WORDS
Powered by
BRAMPTON innovation DISTRICT

City of Brampton Results:

- Curated Masterclass Session:
 - **266 Unique Attendees**
 - **229 Leads**
- 40 Words
 - **200 Videos across all channels**
- Staff Connections
 - **749**
- Investment Meetings
 - **50+**
- Mentor Hours – Clare Barnett
- Betakit Article featuring Brampton's Innovation District

BRAMPTON MEANS BUSINESS *NOW*



Thank You

Andrea Williams
Economic Development
Coordinator

Date: 2021-05-01

Subject: Recommendation Report – Initiating New Business Improvement Areas

Contact: Paul Aldunate, Expeditor, Planning, Building and Economic Development, 905-874-2435

Report Number: Planning, Bld & Ec Dev-2021-595

Recommendations:

1. **THAT** the report from Paul Aldunate, Expeditor, dated May 1, 2021, to the Committee of Council Meeting of June 9, 2021 entitled “**Recommendation Report – Initiating New Business Improvement Areas**” (2021-595, CE.x), be received;
2. **THAT** staff consult with the business community to inform and solicit feedback on the establishment of boards or management for new Business Improvement Areas (BIAs), where appropriate, through such tactics as, but not limited to, surveys, public meetings, stakeholder sessions and a dedicated website.

Overview:

- The intent of this report is to kick-start discussions on facilitating the creation of other Business Improvement Areas (BIAs) across the city of Brampton.
- The formation of other BIAs in the city can empower business communities to help themselves through their collective efforts to promote and market merchandise, services, and events, in addition to making contributions towards beautification and civic improvements.
- A network of BIAs is consistent with the City’s Economic Recovery Strategy by providing the infrastructure and conditions necessary to be resilient during times such as the COVID-19 pandemic, where business can lean on each other for assistance and support.

- **Additional BIAs can benefit the municipality by creating another forum to receive input and information on the changing nature of businesses and provide a further means for disseminating information about City initiatives, programs, and infrastructure works.**
- **This report recommends that the City, consult with the business community through various opportunities such as, but not limited to, surveys, public meetings, stakeholder sessions and a dedicated website, to solicit feedback, educate and measure interest in the creation of a BIA.**

Background:

The City of Brampton has grown to approximately 700,000 people and is supported by a range of local and regional serving commercial uses, which include retail, personal services, restaurants and other small to large businesses. The characteristics and form of the commercial areas vary across the city, which include the downtown, strip plazas, malls, big-box retail, live-work, mixed-use, and an assortment of typologies in between.

Commercial districts in municipalities across Ontario and Canada have found it advantageous to collectively organize as Business Improvement Areas in order to pull their resources together to promote particular areas in addition to making civic improvements. Similarly sized municipalities have many more BIAs than Brampton.

Figure 1: Comparable cities with BIAs

City	Population	Number of BIAs
Toronto	2.7 M	80+
Montreal	1.7 M	17
Calgary	1.2 M	15
Ottawa	900 K	20
Hamilton	900 K	13
Mississauga	700 K	5
Winnipeg	700 K	16
Vancouver	600 K	20
Brampton	700 K	1

What is a BIA?

A board of management for a Business Improvement Area (BIA) is a corporation established by the municipality, the members of which consist of commercial property owners and tenants within a defined area who work in partnership with the City to create thriving, competitive, and safe business areas that attract shoppers, diners, tourists, and new businesses. By working collectively as a BIA, local businesses have the organizational and funding capacity to be catalysts for civic improvement, enhancing the

quality of life in their local neighbourhood. As a legal organization formed pursuant to the Municipal Act, 2001, BIAs are able to develop a budget for improvements and, through the city, collect a levy from landowners in the area to raise the necessary funds.

What can a BIA do?

BIAs can improve their local economies through activities such as:

- Promotion of the BIA's improvement area as a business, employment, tourist or shopping area (business directories, festivals, advertising)
- Hosting neighbourhood festivals and events
- Safety, security and crime prevention initiatives
- Graffiti and poster removal services respecting building facades visible from the street
- Strategic plans for business recruitment, market studies and capital improvements
- Advocate on behalf of their membership as a unified voice

Other benefits to the city:

In addition to the benefits noted above, the City can benefit from having a network of organizations at the grass roots level for disseminating information about government decisions and programs. Similarly, the City will be able to acquire more feedback about municipal projects and initiatives and be more informed about the characteristics and nature of businesses within a BIA as they change.

Additional support and benefits for BIAs:

BIAs can also obtain further support through a membership to the Ontario Business Improvement Area Association (OBIAA), which is a network of BIAs representing and supporting BIAs across Ontario. The organization encourages and guides BIAs to increase their effectiveness, contribution to the economic, cultural and social well-being of communities. They gain access to resources, workshops and training, case studies, best practices, and opportunities for professional development and networking.

In some jurisdictions across Canada such as Calgary, COVID funding from the Province and the Federal governments was used to relieve the annual levy for the BIAs located in the municipality. As a means to help BIA's get started, this may be an initiative worth pursuing, considering that some businesses and landlords may need assistance before agreeing to the formation of a BIA.

The Provincial Role:

The Ministry of Municipal Affairs and Housing is responsible for administering the legislation and the policy concerning BIAs. The Ministry responds to inquiries from municipalities, the public, BIAs, and BIA Associations. The Ministry publishes a handbook, which is available online at [Ontario.ca/BIAhandbook](https://www.ontario.ca/BIAhandbook). The handbook, attached as Appendix I, is an excellent guide for understanding how to establish a BIA.

Municipal Role:

The City of Brampton, led by Strategic Communications, in consultation with Economic Development, can play a role in helping assess interest in establishing a BIA and connecting interested parties to resources. Council approval will be needed for the establishment of a BIA and a budget. Through Strategic Communications, the City can help business leaders in organizing meetings and promotion in the initial conceptualization stages. City staff can assist with the:

- Public consultation process (i.e. surveys, meetings)
- Encouraging local business leaders to get started and participate
- Providing financial and technical resource assistance
- Instituting public improvements
- Providing encouragement and support to BIAs and their staff
- Raising awareness of BIAs among municipal staff and the public at large

The municipality must pass a by-law to establish a BIA. Before passing a by-law, a municipality must mail out notices of the proposed by-law. Generally, for a new BIA, the notices would go to assessed prescribed business property owners in the proposed improvement area. Property owners who receive a notice must give their tenants required to pay property taxes, a copy of the notice within 30 days of the day the notice was mailed. Those owners must also give the Clerk of the municipality a list of every such tenant.

BIA proposed bylaws can be blocked through an objections process. For example, a Council may not be able to pass a by-law establishing a traditional BIA if the Clerk of the municipality receives sufficient written objections. Generally, these are that:

- The objections would have to be received within 60 days after the last day of mailing of the notices;
- Objections need to be signed by at least one-third of the persons entitled to notice of the proposed bylaw;
- The objectors would have to be responsible for at least one-third of the general local municipality levy on the prescribed business property classes in the proposed BIA improvement area;
- The municipal Clerk determines if the conditions for successful objection to a BIA bylaw are met.

Key Steps to Establishing a BIA:

According to the Ontario Business Handbook there are a key steps that should be taken to establish a BIA, which include the following:

1. Establish the need – business case
2. Communicate with all interested parties
3. Establish a steering committee

4. Establish goals and objectives
5. Prepare preliminary budget proposals
6. Establish proposed boundaries
7. Formalize a request to the municipality
8. Notify of a proposed BIA designation
9. Pass a municipal bylaw

Although all the steps are important, establishing a need and communicating with interested parties are essential for getting a BIA off the ground. Those interested in pursuing a BIA may wish to start by identifying the existing problems and needs of the area to determine if creating a BIA is an appropriate solution.

Determining and identifying priorities of the proposed BIA will help provide awareness and understanding of existing problems and concerns. Part of this will be done in tandem with consulting with the potential membership to solicit feedback and opinions. Distributing newsletters, holding area meetings and identifying 'champions' in the community are ways to go about communicating ideas and discussing the objectives. The future membership, which includes business people, landlords and tenants in the area will have the greatest interest in the success of the proposed BIA. Therefore, those with the greatest interest in developing the area needs to devote necessary time and resources to ensure the success of the BIA. Commitment and leadership are essential considerations for the establishment and success of a BIA.


Establishing a BIA Levy:

It will also be important for the organizers to know generally how much it will cost to address the identified problems and opportunities, since it will influence the preliminary budget proposals, associated levy and membership participation. Once proposals are prepared, potential members may be provided with an estimate of the amount of the levy that they will be assessed. The members of the improvement area consist of persons who are assessed in the prescribed business classes, within the BIA Boundary, on the last returned property tax assessment roll provided by MPAC. Once formed, the new BIA will come up with a budget based on the projects and initiatives they want to achieve. During the annual budget cycle, the amount of revenue required from the property tax assessment base to support that budget is determined. The annual BIA budget, which includes the levy amount, requires Council approval. Once attained, the levy amount is divided by the total assessment in the BIA to obtain the annual BIA rate prescribed as a percentage. The rate is then applied to the individual property tax assessment of each BIA member to realize the annual levy amount required by the BIA's budget. The City collects the levy and transfers 100% of these funds to the BIA.

As an example and for illustrative purposes only, the Downtown BIA has a Levy of approximately \$393,000. That Levy is split over 170 property owners, at an average of \$2,300 per property owner. The property owners will vary in size and assessment value, which will have an impact on their levy amount. Landlords recuperate the levy through

rent paid by tenants/business on the property and the overall economic development benefits that their contributions create.

Figure 2: Downtown Brampton BIA Budget

 Downtown Brampton BIA		
Budget		2021
EXPENDITURES		
Salaries/Benefits/Statutory Deductions		173,507
Administration/ Operations		60,728
Beautification		10,500
Marketing / Public Relations		117,500
Events		88,500
Safety		4,500
OTHER EXPENDITURES		
Summer In-Kind Service Expense to the City		12,702
Tax-Levy Adjustments		70,905
Amortization Expense		5,015
TOTAL EXPENDITURES		543,857
REVENUES		
Primary Tax Levy		
Business Tax - Primary		392,943
Marketing Partnerships		
City - Marketing Partnership		40,000
City - Rent and Other Relief		83,212
Other Revenues / Sponsorship		15,000
Summer In-Kind Service from the City		12,702
TOTAL REVENUES		543,857
Contribution to/from Reserve Fund		-

Current Situation:

The COVID-19 pandemic has given the City a new lens for looking at resiliency and what it means to the business community, especially our small businesses that have been negatively impacted. Many of our small businesses have felt it advantageous to

lean on each other for support, information and expertise. Formalizing these relationships and providing the conditions and means for them to work together to build on their common goals is consistent with the purpose of a BIA.

Staff have conducted a preliminary review of potential locations across the City that might be conducive to a BIA based on an agglomeration of different business and landowners. The maps attached in Appendices A - H are a conversation starter and does not preclude the City from investigating other areas across the City as suggestions and expressions of interest come forward.

Areas identified to date:

- Kennedy Road South - Between the CN Rail Bridge and Rambler Drive.
- Mount Pleasant GO Station - Commuter Drive & Ganton Heights area
- Queen Street East - Between the lands generally bound and abutting Dixie Road and Delta Park Blvd.
- Queen Street East - Between Etobicoke Creek and HWY 410
- Queen Street East- Between Dixie Road and Finchgate
- Uptown - Hurontario Street and Steele's Avenue area
- Bramalea GO Station- Steele's Avenue and Bramalea Road area

As part of the Uptown Transit Orientated Community Development work and Community Hub business case, the City is undertaking a survey to understand the business needs of the area. The survey included question(s) to measure interest in a BIA. The survey work is still ongoing.

Staff are seeking direction to reach out to the business community on the establishment of new BIAs, where appropriate, through such tactics as, but not limited to, surveys, public meetings, stakeholder sessions and a dedicated page on the City's website. Establishing a new BIA will depend largely on the engagement of individuals who will want to lead the initiative on behalf of their local business community. These 'champions' are essential for BIAs to have the best chance of getting started.

The City may also want to understand the level of municipal resources that go into supporting a BIA. All the BIAs will be different based on their characteristics and level of activity. Although the Downtown BIA is the City's only experience in working with a BIA, it may not be how future BIAs are run or be the example of allocating future municipal resources for support purposes. Nevertheless the City may also want to understand further how it engages with the current BIA and to potentially formulate an agreement to establish a framework for understanding this relationship, the scope of obligations and level of municipal support, for Council and the Downtown BIA's consideration. This agreement may potentially serve as a model to learn from and serve as a basis for formulating other agreements as new BIAs emerge.

Staff will also continue to learn from other jurisdictions on how BIAs are managed and the role other municipalities play. Staff are also engaging the Ontario Business Improvement Area Association (OBIAA) for their expertise and knowledge.

Corporate Implications:

Financial Implications:

The costs associated with the surveys, public meetings, stakeholder sessions, the website and other tools are estimated to be \$10,000. There is sufficient budget available within the Planning, Building & Economic Development operating budget to proceed with the recommendations in this report. Any additional funding required after soliciting feedback will be requested as part of the 2022-2024 budget submission, pending Council approval.

Term of Council Priorities:

This report is consistent with the 2018-2022 Term of Council Priorities as it supports Brampton as a City of Opportunities by providing Brampton businesses with the opportunity to promote and contribute to the economic well-being and growth of their areas, communities and the municipality overall.

Conclusion:

A network of BIAs has the ability to strengthen resiliency for Brampton businesses and contribute to the overall economic vitality of the City. This report provides the basis for the City to take on a more proactive role and create the conditions necessary for other BIAs to get started.

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Economic Development

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Planning, Building and Economic
Development

Submitted by:

David Barrick, Chief Administrative Officer

Attachments:

APPENDIX A: BIA Study 2021 Map – All Catchment Areas
APPENDIX B: BIA Study 2021 Map – Queen Street East (410)
APPENDIX C: BIA Study 2021 Map – Queen Street East (Dixie)
APPENDIX D: BIA Study 2021 Map – Queen Street East (Delta Park)
APPENDIX E: BIA Study 2021 Map – Hurontario Street (Uptown)
APPENDIX F: BIA Study 2021 Map – Kennedy Road
APPENDIX G: BIA Study 2021 Map – Mount Pleasant
APPENDIX H: BIA Study 2021 Map – Bramalea Road (GO Station)
APPENDIX I: Business Improvement Area handbook (Ministry of Municipal Affairs & Housing)

Legend

● Businesses

— Streets

0 1.5 3 6 Kilometers

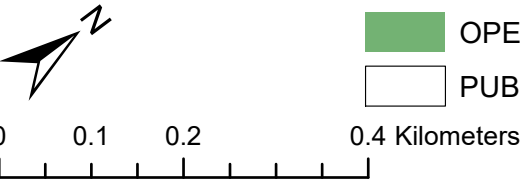


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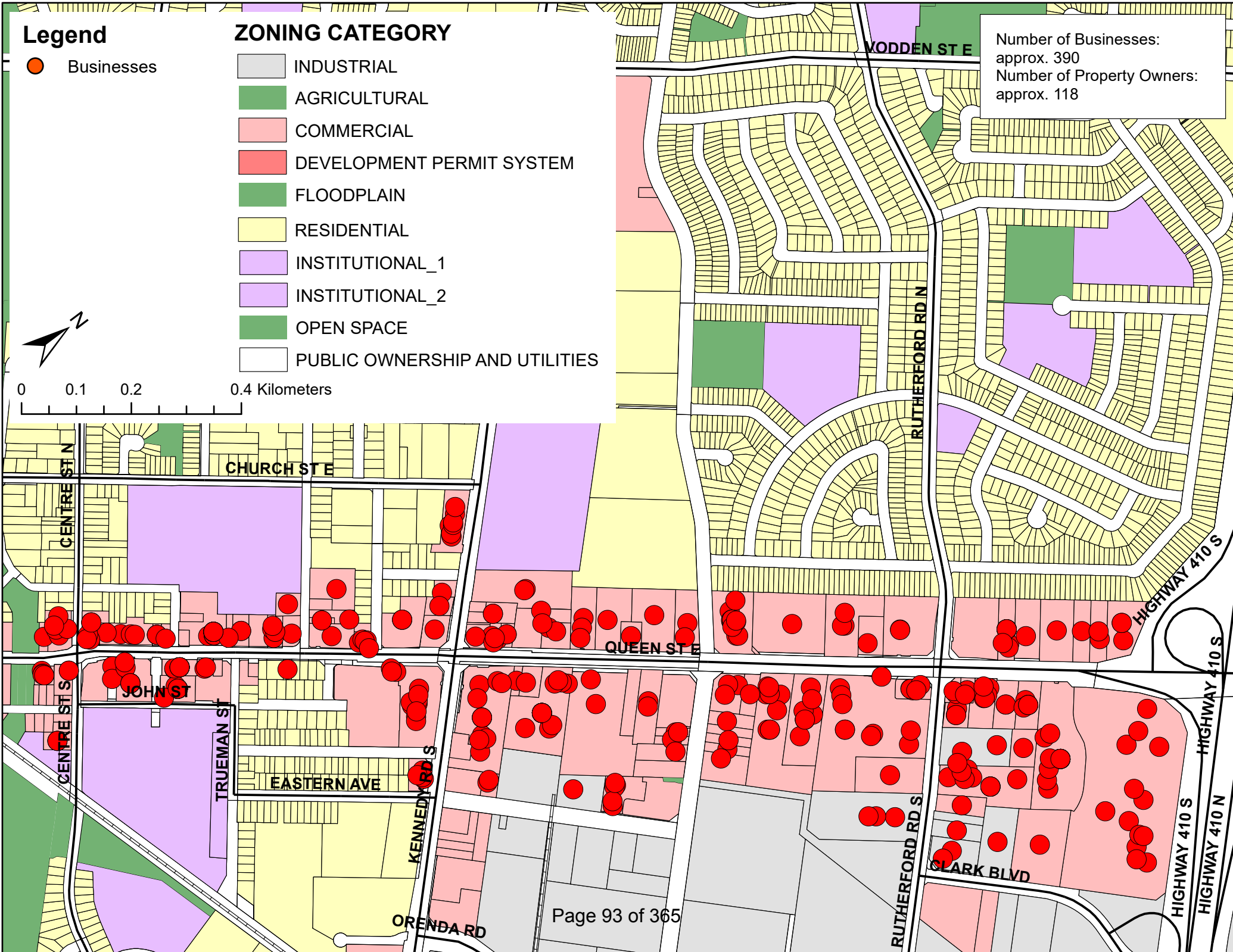
● Businesses

ZONING CATEGORY

- INDUSTRIAL
- AGRICULTURAL
- COMMERCIAL
- DEVELOPMENT PERMIT SYSTEM
- FLOODPLAIN
- RESIDENTIAL
- INSTITUTIONAL_1
- INSTITUTIONAL_2
- OPEN SPACE
- PUBLIC OWNERSHIP AND UTILITIES



Number of Businesses:
approx. 390
Number of Property Owners:
approx. 118



Legend

- Businesses
- Streets

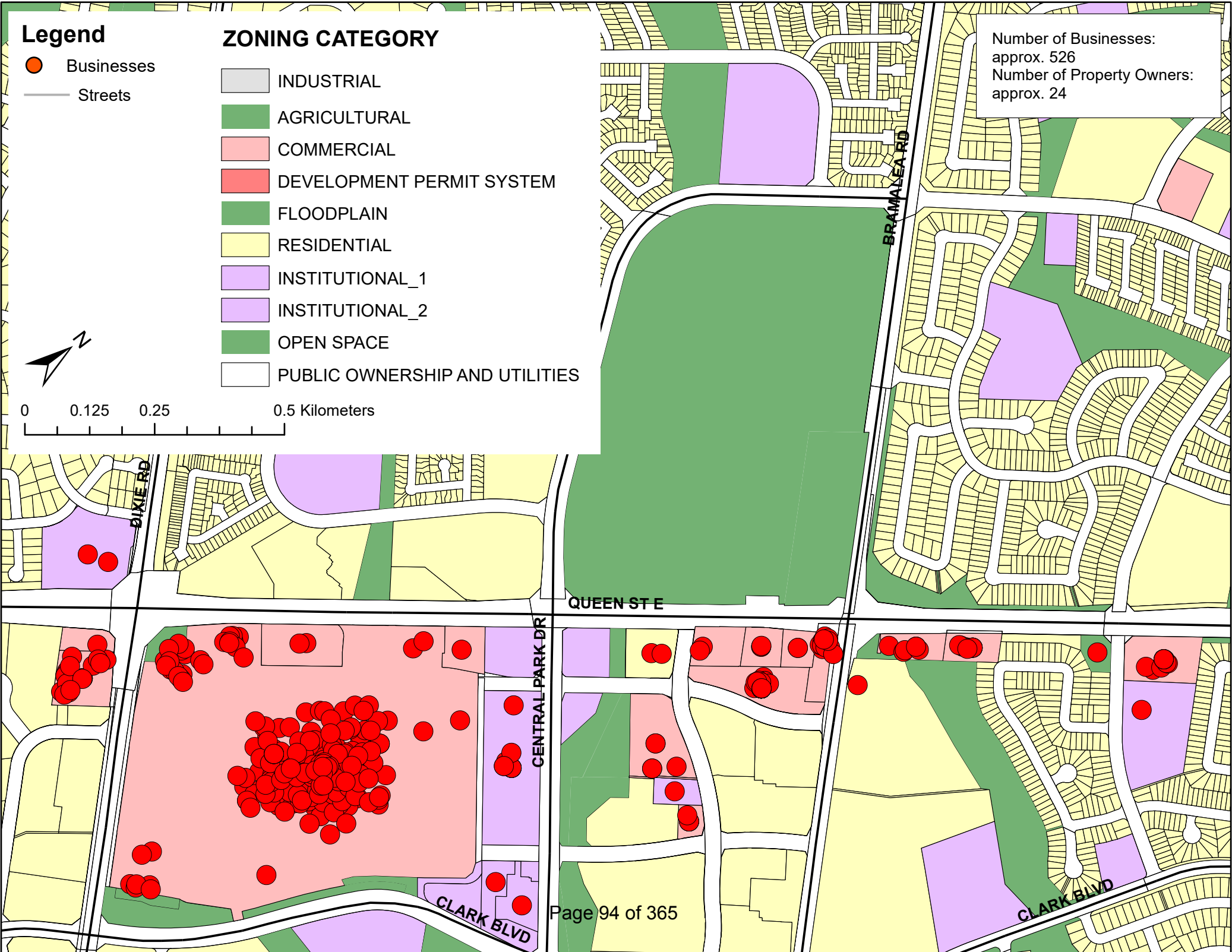
ZONING CATEGORY

- INDUSTRIAL
- AGRICULTURAL
- COMMERCIAL
- DEVELOPMENT PERMIT SYSTEM
- FLOODPLAIN
- RESIDENTIAL
- INSTITUTIONAL_1
- INSTITUTIONAL_2
- OPEN SPACE
- PUBLIC OWNERSHIP AND UTILITIES



0 0.125 0.25 0.5 Kilometers

Number of Businesses:
approx. 526
Number of Property Owners:
approx. 24



Legend

● Businesses

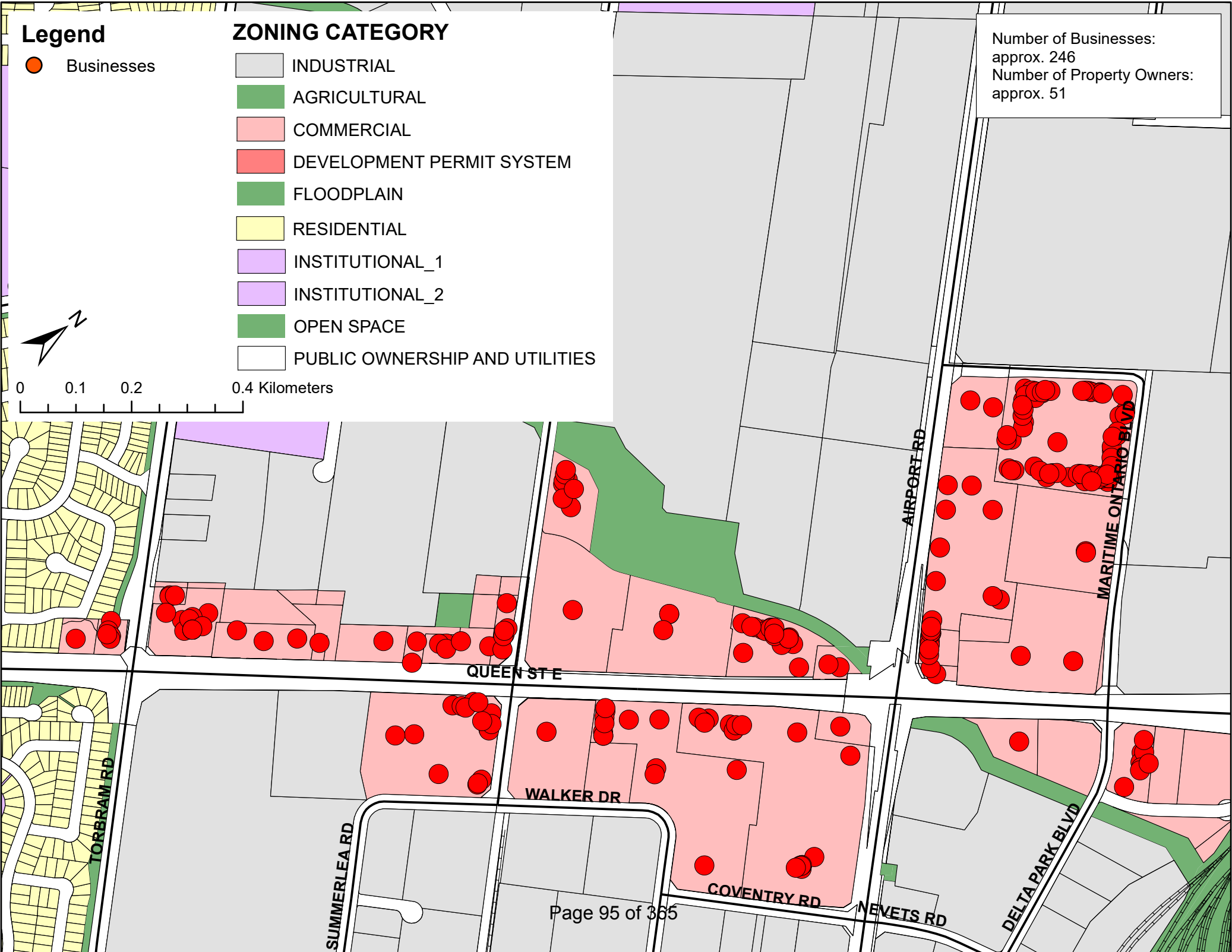
ZONING CATEGORY

- INDUSTRIAL
- AGRICULTURAL
- COMMERCIAL
- DEVELOPMENT PERMIT SYSTEM
- FLOODPLAIN
- RESIDENTIAL
- INSTITUTIONAL_1
- INSTITUTIONAL_2
- OPEN SPACE
- PUBLIC OWNERSHIP AND UTILITIES



0 0.1 0.2 0.4 Kilometers

Number of Businesses:
approx. 246
Number of Property Owners:
approx. 51



Legend

● Businesses

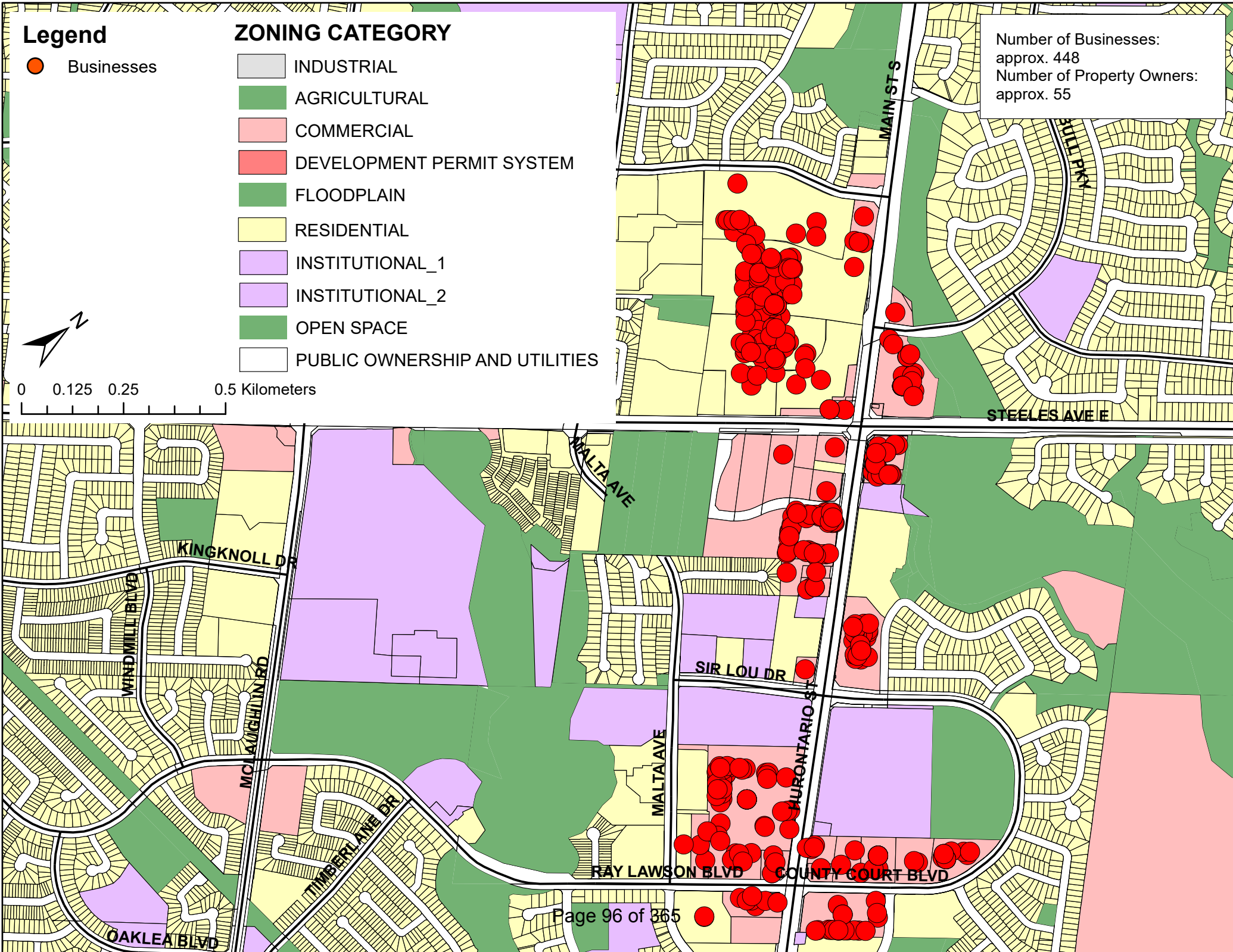
ZONING CATEGORY

- INDUSTRIAL
- AGRICULTURAL
- COMMERCIAL
- DEVELOPMENT PERMIT SYSTEM
- FLOODPLAIN
- RESIDENTIAL
- INSTITUTIONAL_1
- INSTITUTIONAL_2
- OPEN SPACE
- PUBLIC OWNERSHIP AND UTILITIES



0 0.125 0.25 0.5 Kilometers

Number of Businesses:
approx. 448
Number of Property Owners:
approx. 55



Legend

● Businesses

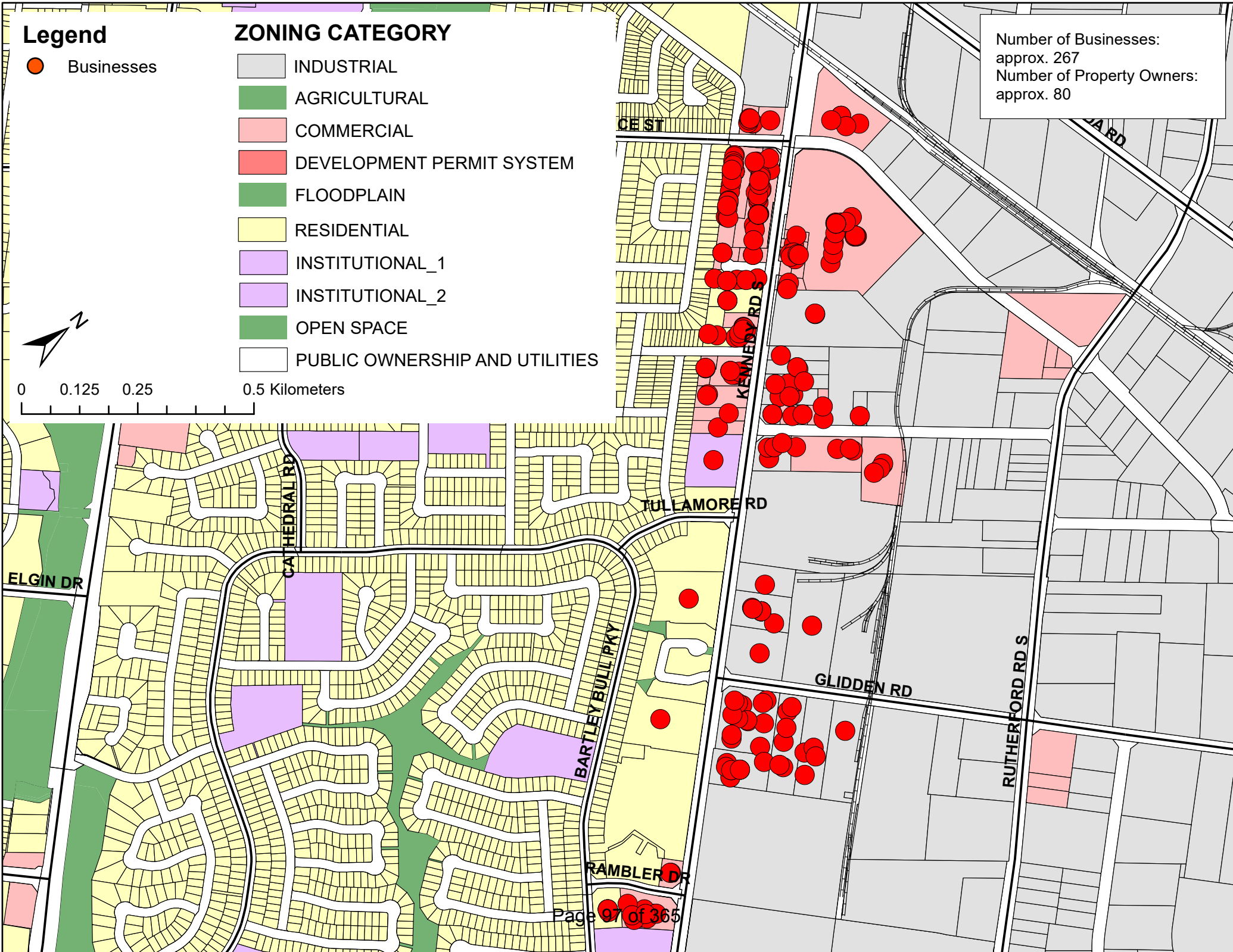
ZONING CATEGORY

- INDUSTRIAL
- AGRICULTURAL
- COMMERCIAL
- DEVELOPMENT PERMIT SYSTEM
- FLOODPLAIN
- RESIDENTIAL
- INSTITUTIONAL_1
- INSTITUTIONAL_2
- OPEN SPACE
- PUBLIC OWNERSHIP AND UTILITIES



0 0.125 0.25 0.5 Kilometers

Number of Businesses:
approx. 267
Number of Property Owners:
approx. 80



Legend

● Businesses

ZONING CATEGORY

- INDUSTRIAL
- AGRICULTURAL
- COMMERCIAL
- DEVELOPMENT PERMIT SYSTEM
- FLOODPLAIN
- RESIDENTIAL
- INSTITUTIONAL_1
- INSTITUTIONAL_2
- OPEN SPACE
- PUBLIC OWNERSHIP AND UTILITIES



0 0.0275 0.055 0.11 Kilometers

Number of Businesses:
approx. 28
Number of Property Owners:
approx. 57



Legend

● Businesses

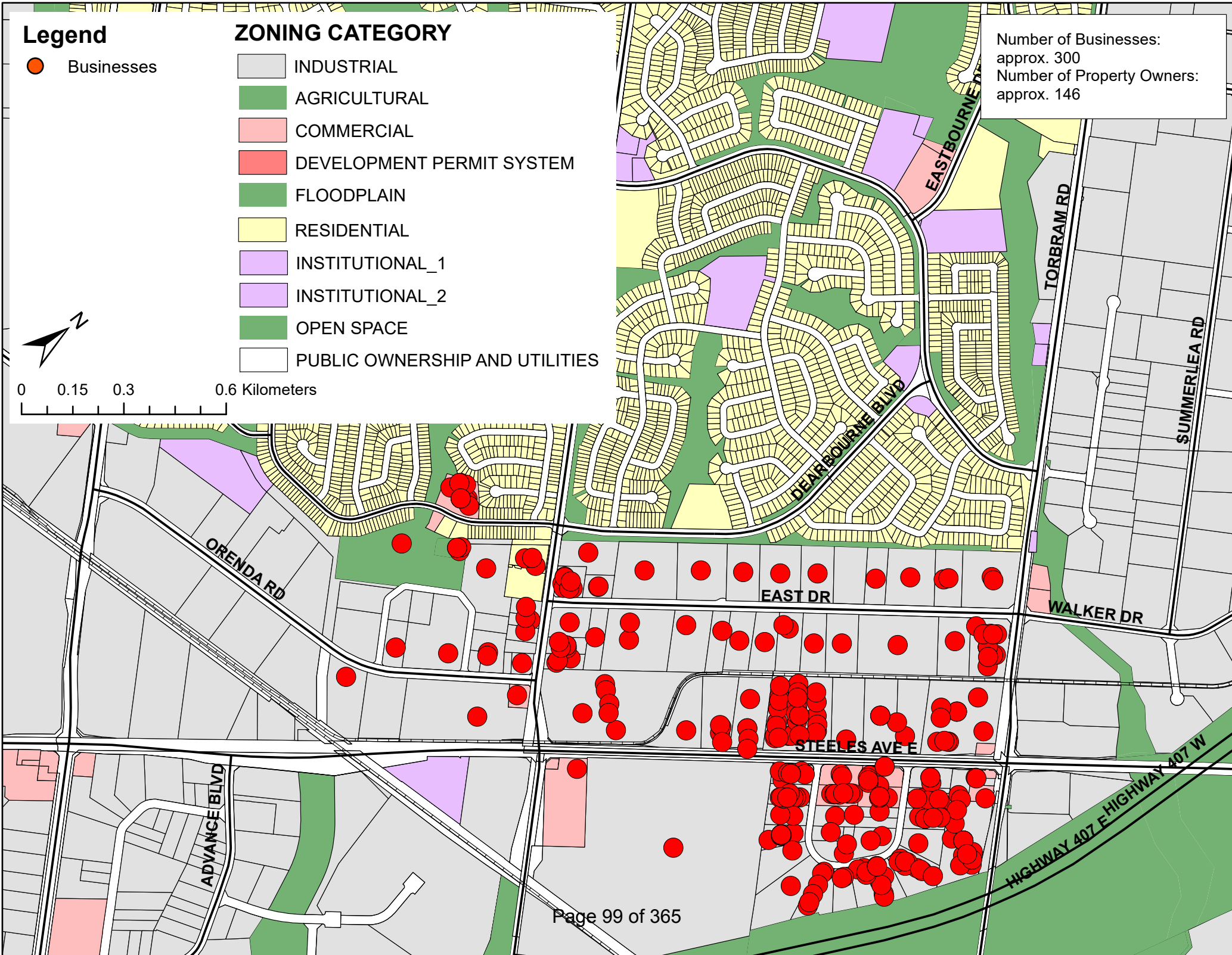
ZONING CATEGORY

- INDUSTRIAL
- AGRICULTURAL
- COMMERCIAL
- DEVELOPMENT PERMIT SYSTEM
- FLOODPLAIN
- RESIDENTIAL
- INSTITUTIONAL_1
- INSTITUTIONAL_2
- OPEN SPACE
- PUBLIC OWNERSHIP AND UTILITIES



0 0.15 0.3 0.6 Kilometers

Number of Businesses:
approx. 300
Number of Property Owners:
approx. 146



Business Improvement Area Handbook

2010

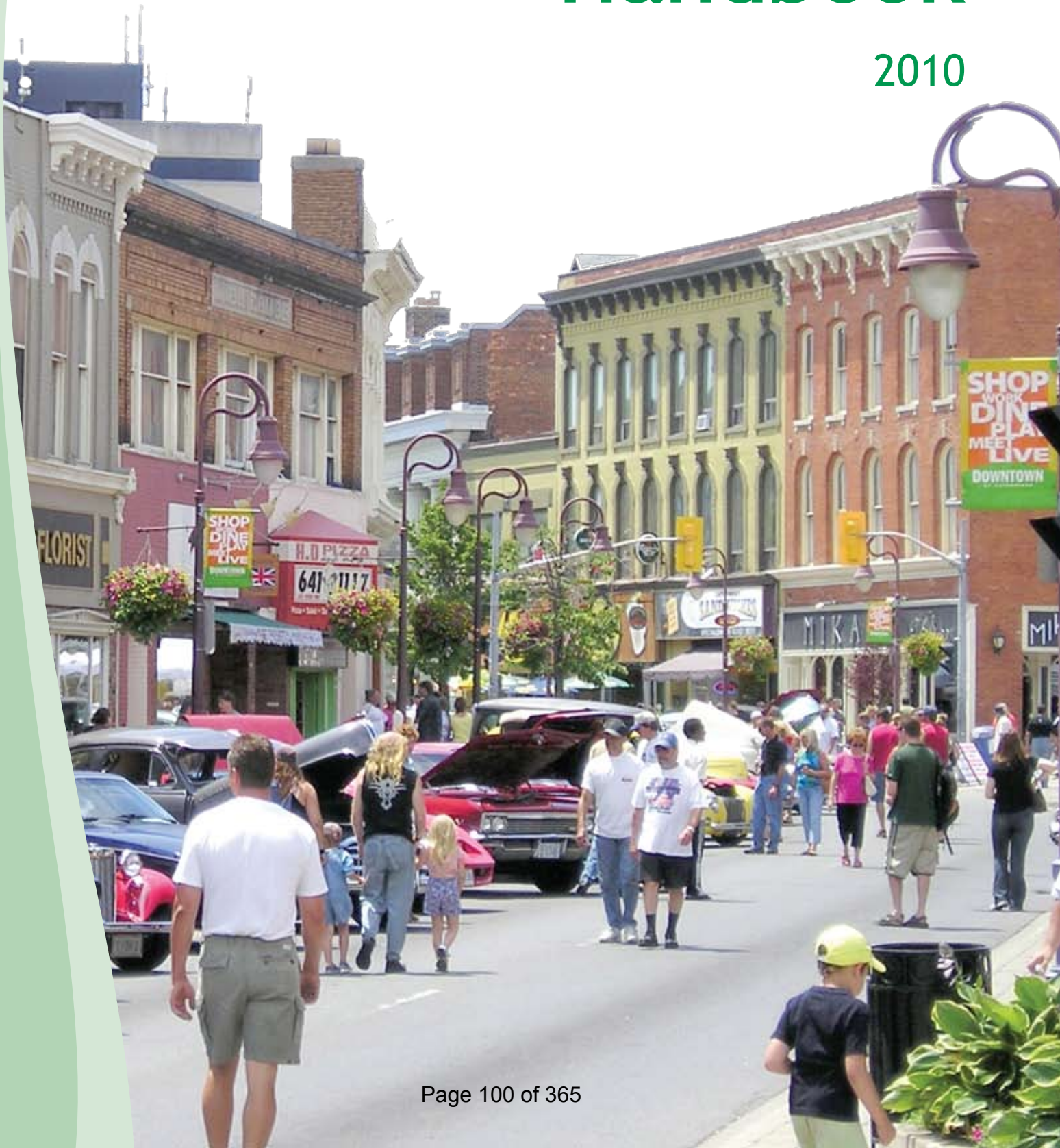


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Important Note to User:

This Handbook is a guide to establishing and operating a business improvement area (BIA) in Ontario. The Ministry of Municipal Affairs and Housing believes that it may be helpful to municipal users and BIA members and staff.

The Handbook summarizes and deals with complex matters. It does not include all details, and does not take into account local facts and circumstances. As well, the Handbook refers to or reflects laws and practices which are subject to change or do not apply in Ontario. Municipalities and BIAs are responsible for making local decisions, including compliance with any common law, applicable statutes or regulations. For these reasons, the Handbook, as well as any links or information from other sources referred to in it, should not be relied upon, including as a substitute for specialized legal or professional advice in connection with any particular matter. The user is solely responsible for any use or application of the Handbook.

Although the Handbook has been carefully prepared, the Ministry does not accept any legal responsibility for its contents or for any consequences, including direct or indirect liability, arising from its use.

FOREWORD: THE 2010 BIA HANDBOOK

This Third Edition of the Ministry of Municipal Affairs and Housing *Business Improvement Area Handbook* provides a summary overview of procedures for establishing and operating a business improvement area (BIA) in Ontario. It is updated from the last (2004) edition of the Handbook, and reflects changes to legislation and bylaws to March 1, 2010.

The new provisions in the *Municipal Act, 2001* and the *City of Toronto Act, 2006*, which are administered by the Ministry of Municipal Affairs and Housing (MMAH), may impact the relationship between BIAs and municipalities.

In particular, the legislation now states that BIAs are local boards. Municipalities have considerable flexibility in the creation and operation of BIAs and other local boards.

The handbook also includes information on selected provincial economic development and retention tools that local governments can use in partnership with local business and commercial property owners, including business incubator programs and Community Improvement Plans (CIPs).

In addition, the new “case studies” section showcases a number of activities and events that take place in various BIAs in Ontario. Stories and photos from other BIAs will be considered and may be added to the website in the future.

For More Information

The Handbook cannot provide all of the answers to questions that may arise around the establishment and management of a BIA. It is recommended that municipalities and BIAs seek appropriate legal and professional advice.

Municipalities are encouraged to work with BIAs and local communities to devise solutions that work best in each area. The MMAH Municipal Services Offices are staffed to provide general information and assistance to municipalities, the public, BIAs and BIA associations on a regional basis.

Other general information may also be found through the Ministry of Agriculture, Food and Rural Affairs. In addition, useful information can be obtained from various municipalities, other existing BIAs, and BIA umbrella organizations such as the Ontario Business Improvement Area Association (OBIAA) and the Toronto Association of Business Improvement Areas (TABIA).

MMAH Municipal Services Offices

Eastern Region

Rockwood House, 8 Estate Lane, Kingston ON K7M 9A8
613-545-2100, 1-800-267-9438

Central Region

777 Bay St. 2nd floor, Toronto ON M5G 2E5
416-585-6226, 1-800-668-0230

Northeastern Region

159 Cedar St. Suite 401, Sudbury ON P3E 6A5
705-564-0120, 1-800-461-1193

Northwestern Region

435 James St. S, Suite 223, Thunder Bay ON P7E 6S7
807-475-1651, 1-800-465-5027

Western Region

659 Exeter Rd 2nd floor London ON N6E 1L3
519-873-4020, 1-800-265-4736

The **Ontario Ministry of Agriculture, Food and Rural Affairs** (OMAFRA) also supports BIAs through **economic development advisors**.

For more information:

Toll Free: 1-888-588-4111, Fax: 1-519-826-4336, Email: red.omafra@ontario.ca

The **Ontario Business Improvement Area Association** (OBIAA) is an umbrella association of almost 200 BIAs in Ontario. Established in 2001, OBIAA “represents, supports and encourages” member BIAs “to increase their effectiveness and their contribution to the economic, cultural and social well-being of communities in Ontario.” OMAFRA and MMAH each have a representative on the OBIAA Board. Among other resources, a detailed operational handbook and a list of member BIA contacts and web links can be found at obiaa.com.

The **Toronto Association of Business Improvement Areas** (TABIA) is an umbrella organization working with about 70 Toronto BIAs and 27,000 associated businesses. TABIA was established in 1980 and provides members with “ongoing means of collecting and exchanging information and addressing common issues and concerns.” The TABIA *BIA Operating Handbook*, available at toronto-bia.com, contains both references to legislative requirements and best practices of Toronto BIAs. It may be used in conjunction with other sources, which include, but are not limited to, the *City of Toronto Municipal Code*, including Chapter 19, the *City of Toronto Act, 2006*, and the *Municipal Act, 2001*, including sections 204 – 215.

Some municipalities, such as Ottawa, Hamilton and Windsor, coordinate the activities of their BIAs.

Introduction

Introduction to Business Improvement Areas



INTRODUCTION TO BUSINESS IMPROVEMENT AREAS

Historical Context – the Bloor West Village BIA

In 1970, responding to a request by a Toronto business association, Ontario passed enabling legislation to create the world's first Business Improvement Area (BIA) in Bloor West Village. Previously relying on voluntary contributions for its projects, the newly-created Bloor West Village BIA could now rely on a steady stream of revenue from a new city levy, made possible under the legislation, for long-term planning to improve the area. Every business within its boundaries contributed to the levy. (For a detailed account, see Appendix F.)

Since the creation of this first BIA, many more have been established. Now there are more than 270 BIAs in Ontario, varying in size from fewer than 60 business and property owners to more than 2000. The BIA concept is now global, adopted by more than 500 communities across Canada, 2000 throughout the United States, and thousands more around the world including Europe, South Africa, Australia, New Zealand and Japan.

What is a BIA?

A Business Improvement Area (BIA) is a “made-in-Ontario” innovation that allows local business people and commercial property owners and tenants to join together and, with the support of the municipality, to organize, finance, and carry out physical improvements and promote economic development in their district.

Traditionally, a BIA is a body established by a municipality using the specific business improvement area provisions in the *Municipal Act, 2001*. It is governed by a board of management. In this handbook, the term **traditional BIA** is used to generally describe such a body.

Business and property owners or others can request that a BIA be designated by a municipal bylaw. BIAs are local entities. The legislation states they are local boards.

People also refer to the geographic area designated by a municipality for a BIA as the BIA.

BIA Membership and Funding

Once a traditional BIA is approved by municipal council, businesses within its boundaries become members and pay the BIA levy along with their property taxes. A traditional BIA view is that this structure reflects the principle that all who benefit should be required to bear their fair share of the cost of the program. In addition, the arrangement provides a secure source of funding for BIA activities.

In addition, many BIAs undertake modest or extensive public and private fundraising to raise funds for special events or activities.

Historic Downtown Chatham BIA



Functions of a BIA

The general functions of a traditional BIA are to:

- Oversee the improvement, beautification and maintenance of municipally-owned land, buildings and structures in the area beyond that provided at the expense of the municipality generally
- Promote the area as a business or shopping area

Chapter 19 of the *Toronto Municipal Code*^{*}, which was substantially changed in 2007, lists additional BIA functions. They include, among others:

- To maintain business improvement area-initiated streetscaping and capital assets within the business improvement area
- To offer graffiti and poster removal services respecting building facades visible from the street, to all member property owners who provide written consent, upon approval of the program by the general membership of the business improvement area
- To undertake safety and security initiatives within the business improvement area
- To undertake strategic planning necessary to address business improvement area issues
- To advocate on behalf of the interests of the business improvement area

^{*} The *City of Toronto Municipal Code* is a compilation of city bylaws arranged in chapters by subject. Chapter 19 deals with BIAs. The website address is: toronto.ca/legdocs/municode/1184_019.pdf

Examples of BIA Activities

Beautification

BIAs often provide enhancements in a business area to create a more pleasant atmosphere for local businesses and neighbouring residential areas. The most common way is streetscape improvement through the addition of customer-friendly lighting, signage, street furniture, planters, banners and sidewalk treatments as well as seasonal decorations.

Revitalization and Maintenance

BIAs can help to revitalize, improve and maintain physical infrastructure as well as help make an area cleaner and safer. Approaches have ranged from working towards brownfield redevelopment and building façade restoration to graffiti removal and enhanced street cleaning and garbage receptacles.

Marketing and Promotion

To retain and expand its customer base, a BIA may encourage both local residents and others to shop and use services within the local commercial district through marketing and promotional activities.

Special Events

BIAs often organize and work with community partners to hold special events to promote and showcase their businesses. Examples include holding a street dance, music, theatre or dance festival, food fair, arts and crafts exhibition, art studio tour, fashion show, ethnic/cultural celebration and seasonal carnival or parade as well as establishing a local farmers' market.

Business Recruitment

BIAs often work with commercial or industrial property owners to help ensure that available space is occupied, and that an optimum business and service mix is achieved and maintained.

Communication

BIAs can act as a voice for the business community and often establish important relationships with other community voices, such as city council, municipal departments, local community groups (schools, churches, citizen groups, etc.) and institutions (chambers of commerce, committees of council, etc.). The BIA forum can be used to convey community concerns to council and help prompt council to pursue policies and activities to promote and strengthen the community and its unique identity. Likewise, it can provide a feedback mechanism for council issues.

Who May Benefit from a BIA?

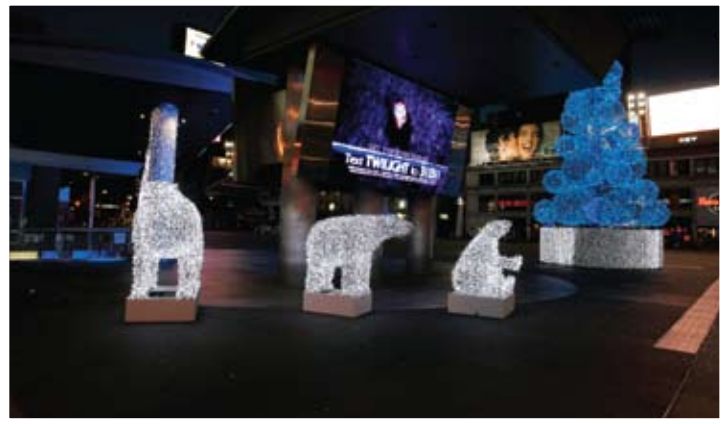
Business Operators

All businesses in the area, whether retail, professional, dining, entertainment or finance, may gain advantages from the improved local atmosphere and ambience that a successful BIA helps to create. Improvements and activities may retain more local customers and attract more visitors. Cost savings to members may result from improved integration of capital funding and promotional activities.

Property Owners

BIA-initiated improvements and activities may help to create and sustain a more vibrant economic environment within an area, which may lead to an increased demand for retail and office space, a decrease in commercial vacancy rates and an increase in property values.

Downtown Yonge BIA



Georgetown BIA



Surrounding Neighbourhoods

A BIA may improve quality of life in surrounding neighbourhoods through physical improvements as well as enhanced ambience, choices in local shopping and professional services, job opportunities, cleanup and safety programs, and community get-togethers.

The Wider Community

Fostering local economic development and revitalization in an area can stimulate new impetus for tourism and investment in the wider community. Increased business activity can improve both the municipal and sales tax base and support public services of benefit to all. Fostering community engagement can strengthen and build community interest, spirit, pride and networks well beyond the boundaries of a BIA.

Role of the Province

Role of the Province





Downtown Port Colborne BIA

ROLE OF THE PROVINCE

The Ministry of Municipal Affairs and Housing (MMAH) administers the legislation that governs BIAs. MMAH encourages municipalities to work with BIAs by having a dialogue about the responsibilities of the BIAs, and also to devise solutions that work best in each area.

Support

The Province provides support for BIAs in Ontario in a variety of ways.

The Ministry of Municipal Affairs and Housing is responsible for administering the legislation and the policy concerning BIAs. The Ministry responds to inquiries from municipalities, the public, BIAs, and BIA Associations. MMAH has produced the BIA Handbook every few years, and now has made it available online at ontario.ca/BIAhandbook.

The web format of this edition may facilitate efficient and timely updates and posting of innovative and effective case studies, best practices, and grant program references.

The Ontario Ministry of Agriculture, Food and Rural Affairs (OMAFRA) also works to support rural BIAs through economic development advisors. OMAFRA has a number of programs to assist rural BIAs including the Business Retention and Expansion program (BR+E) and the Rural Economic Development program.

MMAH and OMAFRA each have a staff member who sits on the Ontario Business Improvement Area Association (OBIAA) Board.



Meaford BIA

CHANGES TO THE LEGISLATION

Since 1970, the *Municipal Act* has included provisions for BIAs. There have been changes from time to time. For example, on January 1, 2007, most of the *Municipal Statute Law Amendment Act, 2006* (Bill 130) came into force. This Act provided municipalities with new powers, flexibility and autonomy to meet local expectations and fulfill responsibilities.

Change Highlights

The existing sections of the *Municipal Act, 2001* pertaining to Business Improvement Areas continue. Changes made through the *Municipal Statute Law Amendment Act, 2006* and other amending statutes include:

- A new subsection was added [204(2.1)] stating that a BIA board of management is a local board.
- Provisions allowing municipalities to make changes to their local boards – this may make it easier to address local concerns.

Traditionally, a BIA is a body (a corporation) established by a municipality using the specific business improvement area provisions in the *Municipal Act, 2001*. It is governed by a board of management.

In this handbook, the term **traditional BIA** is used to generally describe such a body.

The geographic area designated by a municipality for a BIA, is also sometimes called a BIA.

The *City of Toronto Act, 2006* (COTA) now provides the City of Toronto with its own legislation, and there are some differences concerning the topic of BIAs. One of these is that COTA does not have provisions comparable to sections 204-215 of the *Municipal Act, 2001*.

Flexibility

Local Boards and Other Structures, and Related Responsibilities

Ontario municipalities have flexibility with respect to Business Improvement Areas. Municipalities can consider the development of local solutions and there is opportunity for the BIA-municipality relationship to grow stronger in order to meet future challenges. Additionally, there is opportunity for the BIA relationship to develop as a local partnership.

To illustrate, three broad options local entities may consider for establishing or regulating BIAs or similar bodies could be described as:

- Referencing the specific BIA sections in the legislation
- Changing BIAs to put in place unique or local provisions
- Creating new local boards with locally decided characteristics that would undertake similar activities to what a BIA does

Municipalities may also consider economic development corporations as an alternative governance structure to deliver traditional BIA services.

In other words, municipalities and BIAs may consider local options and solutions in connection with BIA issues. These might include, for example, creating, changing or dissolving local boards or other entities - to put in place unique and local arrangements.

It is also important for municipalities and BIAs to consider possible responsibilities in the BIA context, such as the general rules in the legislation for local boards. One example is the open meetings provisions found in the *City of Toronto Act, 2006* and the *Municipal Act, 2001*. Further information may be found in the discussion “Understanding the responsibilities of local boards.”

Municipal Service Boards

A municipality may also consider creating a municipal service board to undertake traditional BIA activities. Municipalities can establish municipal service boards and provide for the following matters:

- The name, composition, quorum and budgetary process of the board
- The eligibility of persons to hold office as board members
- The manner of selecting board members, the resignation of members, the determination of when a member's seat becomes vacant and the filling of vacancies
- The term of office and remuneration of board members
- The number of votes of the board members
- The requirement that the board follow rules, procedures and policies established by the municipality
- The relationship between the municipality and the board, including their financial and reporting relationship

Municipal service boards (MSB) must be composed of at least two members. The term of office of a MSB member cannot exceed four years, but members may be eligible for appointment for more than one term. Municipal service boards are local boards and would generally be subject to the same rules in the legislation as other local boards are.

The legislation provides generally that municipalities may give a municipal service board the control and management of such services and activities of the municipality as the municipality considers appropriate, and shall do so by delegating the powers and duties of the municipality to the board.

Two or more municipalities can also consider establishing a joint municipal service board.

The City of Toronto Act, 2006 and Chapter 19 of the Toronto Municipal Code

The *City of Toronto Act, 2006*, states generally that every BIA board of management continues as a local board of the City, until the board is dissolved by the City (see section 429).

City Council decided to put in place a chapter for BIAs as part of the Toronto Municipal Code (Chapter 19). Chapter 19 includes procedures for the establishment and operation of BIAs. Topics include:

- The start-up process
- Notice of a proposed BIA bylaw
- Annual budgets
- Financial procedures and reports
- Funds to be raised and minimum and maximum charges
- Changes to boundaries

The Chapter 19 provisions have some similarity to the *Municipal Act*. However, some sections differ or are unique. In addition, some City practices may differ from those of other municipalities. For example:

- Chapter 19 states Community Councils may be able to establish a Board, where designated by Council. (In fact, Community Councils have been delegated some responsibility by Toronto City Council. Members generally represent the municipalities that existed prior to amalgamation.)
- BIAs in practice undertake some activities on private property, such as graffiti removal and safety and security initiatives, with the consent of property owners and approval of the general membership of the BIA.
- There is reference in Chapter 19 to minor alterations to the boundaries of BIAs. They may be possible by a vote of Council without consulting all BIA members, if the Chapter's criteria for "minor" alterations, consent and other conditions are met.
- Chapter 19 states that BIA boards of management shall be composed of one or more members of City Council. The Chapter also provides that BIA Board composition may include persons who are not BIA members. Generally, that composition would be limited to 20 percent of the BIA Board, and a non-member would have to be nominated by a BIA member.

Understanding

The Responsibilities of Local Boards

Local Boards





Downtown Picton BIA

UNDERSTANDING THE RESPONSIBILITIES OF LOCAL BOARDS

The *Municipal Act, 2001* states that a BIA board of management is a local board for all purposes (see *Municipal Act, 2001*, subsection 204(2.1) for reference) and contains a number of provisions pertaining to local boards.

There are comparable provisions in the *City of Toronto Act, 2001*.

In addition, municipalities may have policies, procedures or bylaws in place that apply to their local boards.

Accountability Offices, Rules and Policies

The following lists some of the accountability offices, rules and policies that may be important for or apply to BIAs and other local boards.

Accountability and Transparency

Many municipalities have a policy relating to matters of accountability and transparency that state a general commitment to be open and fair in their governance.

Integrity Commissioner

A municipality may appoint an independent integrity commissioner, who may have the functions assigned by the municipality with respect to:

- The application of the municipal code of conduct for members of local boards
- The application of municipal or local board procedures, rules or policies governing the ethical behaviour of local board members



Downtown Yonge BIA

Ombudsman

A municipality may appoint an ombudsman who reports to council on the Ombudsman's independent investigations into decisions, recommendations or actions of local boards.

Auditor General

A municipality may appoint an auditor general, who reports to council, and is responsible for assisting council to hold itself and its administrators accountable for the quality of stewardship over public funds and for the achievement of value for money in operations.

A municipality may assign powers and duties to an auditor general in respect of the local boards of the municipality.

Meetings Investigator

Anyone may request an investigation into a closed meeting held by a local board. The investigation would concern whether a local board has complied with the open meetings legislation, or a local procedure bylaw, in respect of a closed meeting.

A municipality may appoint an independent meetings investigator to perform this function. The provincial Ombudsman is the meetings investigator for a municipality, if the municipality does not appoint one.

Financial Management

A municipality may have bylaws or policies relating to sound financial management by its local boards.

Access to Records

Municipalities and local boards may be subject to local records bylaws and to access to information legislation, such as the *Municipal Freedom of Information and Protection of Privacy Act*. Accordingly, records of local boards may be accessible to the public.

In practice, the municipal clerk often keeps copies of local board records.

Delegation of Powers and Duties

Although there are several restrictions to delegation powers, a municipality may consider delegating its powers and duties to local boards.

Policies

Local boards must adopt and maintain policies with respect to:

- Sale and other disposition of land
- Hiring of employees
- Procurement of goods and services

Insurance

Some BIAs have decided to carry insurance for their liability risks, such as potential injury from streetscape items. BIAs considering getting insurance may wish to discuss insurance issues with their municipalities. Among other things, that could help determine what coverage may already be in place, since municipalities often contract for insurance for their local boards.

Remuneration and Expenses

Some BIAs choose to pay remuneration to and the expenses incurred by their members, officers and employees.

Meetings and Procedures

The following summarizes some of the rules about meetings of BIAs and other local boards. The rules about meetings are the same rules that are in place for municipalities (and other local bodies such as committees) generally.

Procedures and Public Notice of Meetings

Local boards must pass a procedure bylaw for governing the calling, place and proceedings of meetings.

A procedure bylaw must provide for public notice of meetings.

Open Meetings

All local board meetings must be open to the public, with limited exceptions.

A local board may close a meeting to the public, if one of the special circumstances provided for in the legislation applies, and if the required procedure is followed.

Exceptions for Closed Meetings

There are a number of instances where a meeting or part of a meeting may be closed to the public. It can happen if certain subjects are being considered, and if appropriate rules are followed.

Downtown Port Perry BIA



The subject matters that could be discussed at closed meetings include, among others, security of local board property, personal matters, litigation and potential litigation.

Procedures to Hold a Meeting that will be Closed to the Public

There are procedural requirements that apply to local boards before they close a meeting or part of it.

As an example, a local board must state by resolution, before a meeting is closed, the fact that they are holding a closed meeting and the general nature of the subject matter to be discussed. Other requirements may also apply, including locally-decided procedural rules.

Record of Meeting

There are requirements for local boards to record their proceedings at meetings. They apply whether or not the meeting is closed.

Meetings Investigator

The legislation now provides for an investigation of local meetings. The responsible official has responsibility to decide whether a local board has complied with the open meetings legislation, or a local procedure bylaw, in connection with a closed meeting.

The official will either be a locally appointed meetings investigator, or the Ontario Ombudsman. Anyone may request this kind of investigation.

Role of the Municipality

Role of the Municipality



ROLE OF THE MUNICIPALITY

The municipality typically plays a key role in the following areas:

- Leadership and commitment by council
- Staff assistance to business leaders in organizing meetings and promotion in the initial conceptualization stages
- Council approval is required to establish a BIA
- Public consultation process – petition/objections
- Council representative on the board of management
- Approval of annual budget, and financial monitoring

General Support

Leadership and commitment of local political leaders has been an essential part of BIA success stories across North America. A BIA board of management and the municipal council and staff work together to achieve their common goal for a strong and vibrant business community.

The municipality can contribute to the BIA in many ways, including:

- Encouraging local business leaders to get started and participating on an ongoing basis
- Providing a supportive growth management and development strategy
- Providing financial and technical resource assistance
- Instituting public improvements
- Providing encouragement and support to BIAs and their staff
- Raising awareness of BIAs among municipal staff and the public at large

Initiation and Participation

Getting started is the first major challenge to setting up a BIA. Initially, interest and effort from local business leaders are key. However, council and municipal staff can play a significant role in helping a BIA to get off the ground. They can provide a venue for local business leaders to get together to discuss possible strategies for revitalizing their local community. A councillor, committee of council, or professional staff members are often assigned to help organize initial BIA meetings and to provide preliminary leadership if necessary. Municipal staff and council can help motivate residents and local business leaders to get organized and take action. Once a traditional BIA is established, council appoints members to the board of management.



York-Eglinton BIA - International Street Festival

Establishing the Board of Management

The board of management of a BIA is typically composed of one or more directors appointed directly by the municipality, with the remaining directors selected by a vote of the membership of the improvement area and then formally appointed by the municipality. In many cases, the council member representing the area in which the BIA is located is appointed to the board.

Once a traditional BIA is established, council appoints members to the board of management. In most cases, the BIA presents a list of nominees to their general membership for a vote prior to submitting these nominees for council approval. This practice helps ensure that the general membership is consulted on the board's composition.

Council participation can have immediate and direct benefits for the BIA. Appointing a councillor to the board of management, and the direct involvement of the council in appointing other board members, provides a measure of authority and credibility to the BIA. This allows for joint planning between the BIA and the council that can maximize the effective use of the BIA budget. Finally, the direct link with and support from council increases the potential for the BIA to secure assistance both from the municipality and from other levels of government.

The council representative on the board of management may play an important communications role by keeping council informed of activities undertaken by the BIA. Generally, this will be the local councillor for the area but, in all cases, the goal is to appoint an individual who is willing to commit time and energy to improving and maintaining the area.

In turn, BIAs often view the council representative's role as keeping the BIA informed of pertinent council matters. For example, the councillor may inform the board of meetings that should be attended, when issues of concern will be dealt with by committees or council as a whole, and how to get the most out of its relationship with the municipality and council.

In Toronto, the practice is that boards of management include one or more members of City Council. Chapter 19 of the Toronto Municipal Code (Business Improvement Areas) includes a listing of the total number of members of the named Business Improvement Areas, how many councillors are members of each, and the number of members required for a quorum.

(Toronto Municipal Code Chapter 19 on BIAs can be found at: toronto.ca/legdocs/municode/1184_019.pdf)

Specific Roles of Municipal Council

In addition to providing an atmosphere conducive to economic and business development and providing general support for BIAs, the municipal council usually has several important official roles with respect to a BIA.

The following sections are an overview of those roles. They summarize some of the formal steps for a municipality in creating a traditional BIA.

Notices

Before passing a bylaw to establish a BIA, a municipality would mail out notices of the proposed bylaw.

Generally, for a new BIA, the notices would go to assessed prescribed business property owners in the proposed area (i.e., owners of property classed as industrial or commercial).

Property owners who receive a notice would give their tenants a copy of the notice within 30 days of the day the notice was mailed. Those owners would also give the clerk of the municipality a list of every tenant and the share of taxes that each tenant is required to pay and the share that the owner is required to pay.

Bylaw

A municipal bylaw formally creates a traditional BIA. Bylaws are also used to implement other significant BIA decisions. These include expanding the BIA boundaries and establishing maximum, minimum, and special benefit charges.

Registering Objections

Some traditional BIA proposed bylaws can be blocked through an objections process. For example, a council may not be able to pass a bylaw establishing a traditional BIA if the clerk of the municipality receives written objections meeting certain conditions. Generally, these are that:

- The objections would have to be received within 60 days after the last day of mailing of the notices
- Objections would have to be signed by at least one-third of the persons entitled to notice of the proposed bylaw
- The objectors would have to be responsible for at least one-third of the general local municipality levy on the prescribed classes (i.e., industrial and commercial properties) in the proposed BIA area.

The municipal clerk determines if the conditions applicable to objections to a BIA bylaw are met.

Downtown Huntsville BIA -
Annual Summer Sidewalk Adventure



Financial Monitoring

A traditional BIA board of management prepares a proposed annual budget, reflecting the priorities and needs of the BIA as determined by the board and membership. The board holds one or more meetings of its members for discussion of proposed budgets. Budgets are submitted to council for approval. The budget is usually financed by BIA levies that are collected by the municipality. Funds are then disbursed by the municipality to the board.

In addition, municipal auditors audit the financial accounts of BIAs, and decide about inspecting relevant documents held by the board.


Altering Boundaries

On occasion, property owners and businesses beyond the borders of a BIA request inclusion. In other instances, these property owners and businesses can be considered to be a natural extension or growth of a pre-existing BIA community and they may be invited to join the BIA.

By the same measure, parts of a BIA may no longer feel an affinity towards their BIA. In these cases, the BIA may want to alter its boundaries.

There is a mechanism for changing the boundaries of a traditional BIA. Before it passes a bylaw to change BIA boundaries, a municipality would mail out notices to members in the original area and potential members in an expanded area (if there is one). New and potential members may object.

Similarly to when a BIA is created, for a traditional BIA, a municipal council may not be able to pass a proposed BIA boundary change bylaw, if the clerk of the municipality receives written objections to the bylaw meeting certain conditions. (These conditions are outlined in the previous section entitled *Registering Objections*). The municipal clerk determines if the conditions applicable to objections to a BIA bylaw are met.



As an alternative to formally adjusting the boundaries, some BIAs have developed associate memberships for businesses that are not located within the BIA boundaries. In practice, BIA levies are not charged on an associated member outside the BIA boundary, and their fees are voluntary.

For information concerning the above topics, sections 204-215 of the *Municipal Act, 2001* may be among those of interest (particularly the sections concerning creating or changing BIAs, and section 210 which deals with procedures).

In the City of Toronto, the *Toronto Municipal Code*, Chapter 19 has sections concerning changes to BIA boundaries, and objections and consents to those changes.

When a municipality expands or redefines the boundaries of a BIA, the board of management for the area would usually continue as the board of management for the altered area. It is often prudent to seek board representatives from the new area in the case of a BIA expansion.

Key Steps

Key Steps In Establishing A Traditional Business Improvement Area



KEY STEPS IN ESTABLISHING A TRADITIONAL BUSINESS IMPROVEMENT AREA

The request to designate an area as a BIA usually originates with the local business community affected and is developed in consultation with municipal staff. A request to the municipal council to designate an area identifies the need for a BIA and sets out the boundaries for the proposed area. Some customary important steps in establishing a BIA are outlined below:

NOTE: Chapter 19 of the Toronto Municipal Code (Business Improvement Areas) includes provisions about establishing a BIA.

Key Steps in Establishing a BIA

Step 1: Establish the Need – Business Case

Step 2: Communicate with all Interested Parties

Step 3: Establish a Steering Committee

Step 4: Establish Goals and Objectives

Step 5: Prepare Preliminary Budget Proposals

Step 6: Establish Proposed Boundaries

Step 7: Formalize a Request to the Municipality

Step 8: Notification of a Proposed BIA Designation

Step 9: Pass a Municipal Bylaw

Step 1: Establish the Need – Business Case

The first step in establishing a BIA is to determine the need. Those interested in pursuing the BIA option may wish to start by identifying the existing problems and needs of the area to determine if creating a BIA is an appropriate solution. They may also wish to consider local particulars, such as whether the proposed BIA is a traditional one, and possible differences in local bylaws (e.g. any differences for the City of Toronto).

Among the factors that might be considered are:

- Economic environment and public perception of the area
- Municipal policy and infrastructure affecting the area
- Function and physical appearance of the area
- Marketing and promoting the area
- Sustainable economic growth



Historic Downtown Chatham BIA

Examining the need for a BIA may not require detailed research, surveys or statistical analysis. All that may be required is a plan for the area which takes into account the local needs.

Determining and identifying priorities of the proposed BIA area will help provide a greater awareness and understanding of existing problems and concerns. Conclusions derived from this examination can help generate interest and support for the proposed BIA. It will also be important for the organizers to know, in general terms, how much the addressing of problems and concerns will cost and determine a rough idea of how much of a levy total would be needed.

After completing the examination, the local business group can better determine area needs and whether it sees the creation of a BIA as an appropriate vehicle to meet these needs. If it thinks the BIA is an appropriate vehicle, the group may wish to proceed with the request for a BIA designation. However, it may be imperative for the local business group to realize that need is not enough. Commitment and leadership are essential considerations for the establishment and success of a BIA.

Commitment

A commitment from businesses and property owners in the area is another essential consideration for the success of a BIA. Council and other community business groups may be interested in transforming the area but it is the business people, landlords and tenants in the area who have the greatest interest in the success of the proposed BIA. The onus is therefore on those with the greatest interest in developing the area to devote necessary time and resources to ensure the success of the BIA.

Participants may wish to be aware from the outset that renewal and maintenance will probably require more than physical improvements. Economic stimulus may also be important. New marketing strategies and merchandising techniques may be needed to attract people to the area.

Leadership

Successful development is more likely with the involvement and support of many groups – council, municipal staff, the business community, property owners and the general public. Strong and effective leadership can help ensure that the interests and needs of all of these groups are met and that their efforts are co-ordinated and focussed upon the common goal of the economic development of the local community.

Potential leaders are generally easily identified. Often they are the individuals who initiated the program. Local members of council or chamber of commerce are often obvious choices. However, it must be remembered that some individuals may already have commitments within the wider community, and individuals with a commitment only to the BIA may be more beneficial for the long-run.

Step 2: Communicate with all Interested Parties

Those leading the BIA initiative may wish to launch an extensive information campaign throughout the area within which the BIA would be formed. The information campaigns often inform the property owners and tenants that a BIA is being considered, and focus on highlighting the potential benefits that can be provided by a BIA.

Important considerations when communicating with interested parties may include:

- Holding area meetings to present the BIA concept and to answer questions
- Proposing ideas for beautification and promotion in order to receive feedback from potential members
- Letting potential members know that their opinions are important and that a BIA will only be established with their input
- Distributing newsletters to ask for opinions and ideas
- Inviting speakers from neighbouring communities with a BIA to discuss their experiences
- Working to ensure that all interest groups are involved, including municipal council and staff, in order to maximize input and feedback
- Identifying block 'champions' to provide information to businesses in sections of the proposed BIA and to solicit opinions

Feedback is often important when preparing preliminary budget proposals. Once proposals are prepared, potential members may be provided with an estimate of the amount of the levy that they will be assessed.

It can be important to ensure that communication does not end when the BIA is established. In fact, BIAs often find there is a need to increase communication among members after the BIA is established.

Step 3: Establish a Steering Committee

If the decision to pursue the BIA option is made, as an organizational matter, establishing a steering committee may be considered. (The practice in Toronto is to always have a steering committee for new BIAs with specific functions.) Generally, the steering committee could include leaders in the local business community and the local council member.

The steering committee may wish to hold informal sessions with area businesses and property owners before any formal public information meeting is held, in order to help confirm the proposed BIA boundaries, provide clarification and confirm preliminary interest in taking the next steps to establish a new BIA.



Georgetown BIA

It is often a best practice to ensure that the steering committee has representation from all sections of the proposed BIA. For example, there could be representation not only from retail merchants, but also from professional offices and industrial properties - particularly those of the latter who represent a large percentage of the overall assessment of the area.

A steering committee of this kind could have several roles, including:

- Establishing a set of preliminary goals and objectives
- Establishing proposed boundaries
- Preparing preliminary budget proposals
- Communicating the proposals to all interested parties
- Formalizing a request to the municipality

Step 4: Establish Goals and Objectives

The steering committee may determine proposed goals and objectives of the BIA and related revitalization, maintenance and area development campaigns. These proposals can be used as a basis for discussion, often focused on providing the right mix of retail and services, physical improvements and economic development that will attract customers and improve community ambiance.

Step 5: Prepare Preliminary Budget Proposals

Prioritizing goals and objectives informs budgeting decisions. Usually, a specific amount is budgeted for each priority.

Budgets are best if they are flexible and realistic. A well thought out budget will meet the needs of all types of businesses and property owners and also address questions that may arise. Members may wish to include a range of budgetary estimates that would include “luxury,” “mid-range” and “compact” options.

A preliminary budget may also provide a rough guide to the amount of levy that each business property class or owner will have to pay.

Step 6: Establish Proposed Boundaries

It may be important that the majority of the business and property owners within the proposed area support the designation of the area as a BIA. A consideration is balancing this with the need to define an area that is easily identifiable and in which activities can be managed.

In many cases, BIA boundaries are decided and based on the physical and/or historical characteristics of the area. For example, a river or a bridge may serve as a natural boundary, or older buildings may form a historical boundary. In addition, many shopping districts are easily recognizable and form the basis for BIA boundaries. Municipal staff input could help in determining boundaries.

Step 7: Formalize a Request to the Municipality

Once informal meetings have established general interest, steering committees or organizers may wish to consider more formal public meetings (including contacting all commercial and industrial owners and tenants).

If there appears to be sufficient support and enthusiasm for the BIA among proposed members, a formal request to the municipality for designating the proposed BIA is the customary next step. Requests typically are made in writing and include a final proposal with respect to boundaries, a proposed plan and a preliminary budget. Requests also indicate the level of support for the BIA among potential members, along with details on how information was provided to potential members.

Once a formal request has been made to the municipal council to establish a BIA, traditionally the council would follow an established process and rules, before it passed a bylaw to designate the proposed area as a BIA.

Step 8: Notification of a Proposed BIA Designation

In the traditional BIA establishment process, before passing a bylaw to establish a BIA, a municipality would mail out notices of the proposed bylaw. Generally, for a new BIA, the notices would go to assessed prescribed business property owners in the proposed area (i.e., owners of property classed as industrial or commercial). Property owners who receive a notice would give their tenants a copy of the notice within 30 days of the day it was mailed. Those owners would also give the clerk of the municipality a list of every tenant and the share of taxes that each tenant and owner is required to pay.

It may be important to discuss the benefits and costs of the proposed BIA with the business people in the affected area prior to establishing BIA boundaries and sending out notices. Public meetings can be used to answer questions and address concerns. Discussions and public meetings often continue throughout the notice period.



York-Eglinton BIA

Step 9: Pass a Municipal Bylaw

A municipality may decide to pass a bylaw establishing a BIA. Relevant considerations may include, among others, whether notice periods have ended, and whether there have been any objections to the bylaw.

For more information concerning the above topics, sections 204-215 of the Municipal Act, 2001 may be among those of interest (particularly the sections concerning creating or changing BIAs, and section 210 which deals with procedures). Other legislation (e.g., the City of Toronto Act, 2006), regulations and local bylaws may also be reviewed.

Managing

Managing And Operating A BIA



MANAGING AND OPERATING A BIA

BIA Membership

The members of a traditional Business Improvement Area consist of both property owners in an improvement area, and their tenants.

Membership in a BIA generally includes attendance at BIA meetings, including the annual meeting of the BIA, and eligibility to vote on BIA-related issues such as the annual budget and selections to the board of management.

Some BIAs also have associates, who attend meetings. Associates are generally business people in the area surrounding but not included in existing BIA boundaries.

Board of Management - Overview

Administration and strategic management of a Business Improvement Area is generally the responsibility of the board of management. In particular, the board of management is typically responsible for overseeing the planning, budgeting, implementing and evaluating of BIA projects.

Rules in the legislation (the *Municipal Act, 2001* and *City of Toronto Act, 2006*) may apply to the term of directors of a BIA board of management. Traditionally:

- The term of the directors of a board of management is the same as the term of the council that appointed them, but continues until their successors are appointed.
- Directors are eligible for re-appointment.

BIA board of management sizes vary considerably, depending on what the municipality decides. In Toronto, the practice is that boards of management include one or more members of City Council.

Chapter 19 of the *Toronto Municipal Code* (Business Improvement Areas) includes a listing of the total number of members of the named Business Improvement Areas, and of how many councillors are members of each.

Traditionally, the municipality appoints one or more directors directly and the remaining members are chosen by a vote of the membership (and later approved by municipal council). The board of management usually consists of between five and ten members.

In most cases, council designates a position on the board of management for the local councillor that represents the area within which the BIA is situated. Apart from the position on the board usually reserved for council appointees, the rest of the board is selected through a vote by the BIA membership subject to their approval by council.

Typical Roles of the BIA Board of Management

Composition and activities of the board of management and its officers:

The BIA board of management typically establishes or makes recommendations to council about rules for the composition and activities of the board of management and its officers (e.g., chair, vice-chair, treasurer). Among the issues often considered are:

- The size of the board of management
- Officer positions
- Rules for quorum
- Procedures for vacancies
- Responsibilities of the board
- Duties and responsibilities of board of management members and officers

Other considerations:

BIA Boards of management also often form rules on:

- Creation, functions and meetings of committees and sub-committees
- General meetings of BIA
- Annual budget
- General expenditures
- Rules of order
- Contracts
- Voting/proxy voting
- Elections

These practices are common. (Many details are not mentioned in the traditional BIA or other legislation.)

Budgets, Funding and Financial and Annual Reports

BIA boards of management traditionally submit their annual budget estimates for council approval. Traditionally, BIA boards could not spend money unless it was included in the estimates, or in a reserve fund. In addition, such boards could not borrow money, and could not incur debts extending beyond the current year without prior council approval. Finally, boards traditionally submit to council an annual report including audited financial statements for the preceding year, by the date and in the form set by council.

The BIA board of management generally exercises a number of informal responsibilities. These often include:

- Selecting an executive
- Establishing and reviewing committees
- Hiring staff
- Establishing BIA policies, constitution and operating bylaws
- Reviewing and assessing BIA programs and projects

Selecting an Executive

Boards of managements usually select an executive. The executive generally consists of at least four members, including:

- Chair
- Vice-Chair
- Treasurer/Secretary
- Committee Chair(s)

The executive is usually chosen by majority vote of the board. In some cases, choices for the executive are submitted to the BIA membership for approval.

Establishing and Reviewing Committees

Boards of managements often establish BIA committees. Many boards initially establish at least two committees, one for beautification and one for marketing and promotion. As the BIA matures, other committees are often introduced to provide for better planning with respect to parking, business development, tourism, revitalization projects and any number of other issues.

Committees generally range in size from three to eight persons. The chair of each committee is often a member of the board of management. Other committee members can include BIA members or local community leaders. Committee members may be appointed for any length of time during the tenure of the board, in practice.

Many BIA boards of managements establish guidelines that govern committee activities, including:

- Board of management membership on the committee
- Selection of a vice-chair for the committee
- The chair of the board is automatically a member of all committees (sometimes called an “ex-officio” position)

Downtown Barrie Business Association BIA



- That notices of meetings and agenda be mailed out to committee members in advance.
- That committees be responsible for their budgeted funds and seek board approval for any funds that exceed this budget.

In general practice, the chair of a committee is accountable to the board of management for all expenditures within the committee budget. In addition, the committee chair may have several other important responsibilities, including:

- Choosing committee members
- Organizing and planning programs and projects in the committee's area of responsibility
- Presenting progress reports to the board of management on all programs and projects undertaken by the committee

The committee may have practical responsibility for developing and implementing the budget, and for programs or projects required to carry out the mandate of the committee. Many committees with responsibility for a wide range of programs and projects establish sub-committees.

Hiring Staff

All BIAs require dedicated people to devote time and effort to help ensure the success of the programs and projects they establish. Some BIAs have paid, professional staff, but many operate with only volunteers.

Many BIAs that do employ professional staff hire a manager for the day-to-day management and operation of the BIA and its programs and projects.

An assessment of staffing needs may require the BIA board of management to consider a number of issues, including:

- Identifying tasks needed to implement BIA projects and programs

- Identifying skills that staff require to complete these tasks
- Determining resources and help that may be available from the municipality and from within the local business leadership and wider local community
- Minimum requirements that the municipality may establish for staff of its local boards (compensation, benefits, etc.)
- Deciding if resources are adequate to meet the staffing needs of the BIA
- Determining the availability of funds to hire paid professional staff

Establishing BIA Policies, Bylaws and Constitutions

Many BIAs establish policies and bylaws that govern their structure and operation. Some BIAs formalize these in the form of a constitution. This may help provide continuity and direction when there is a change in the composition of the board of management or committees. A constitution can also help provide legitimacy to the BIA and greater consistency and certainty in its operation.

In some cases, municipalities help BIAs by developing a model constitution that can be used by BIAs within the municipality to develop policies, bylaws and/or a constitution that meets their specific needs.

Whether establishing policies and bylaws or a constitution, all BIAs may need to consider a wide range of management and operations issues.

Among the issues that could be considered are rules and policies related to:

- Membership
- Composition and activities of the board of management, committees and subcommittees
- General membership meetings
- Board, committee and subcommittee meetings
- Annual budgets
- General expenditures
- Rules of order
- Conflict of interest guidelines
- Contracts
- Voting and proxy voting
- Elections
- Adoption of policies, bylaws and constitution

Committees and Sub-committees

BIA board of managements often establish rules with respect to the creation and functions of committees and subcommittees. Among the issues to consider here are:

- Defining reporting requirements
- Determining the composition and size of committees
- Appointing committee chairs

General Meetings

BIA boards of management often establish rules concerning meetings of the general BIA membership. Among the possible issues to consider here are:

- A requirement for an annual meeting(s)
- Notice requirements (rules related to local boards govern meetings notices, etc.)
- Provision of relevant documents
- Procedures for voting
- Calling of meetings

Information about the general legislative requirements for meetings and procedures of local boards may be found in the “Understanding the Responsibilities of Local Boards” section of the Handbook.

Board of Management and Committee/Sub-committee Meetings

BIA boards of management generally establish rules concerning meetings of the board, committees and subcommittees. Among the possible issues to consider here are:

- Requirements for holding regular meetings
- Rules regarding member attendance
- Rules regarding placing items on agenda
- Requirements for notice of meetings
- Rules for the provision of relevant documents

Information about the general legislative requirements for meetings and procedures of municipalities, local boards and committees may be found in the “Understanding the Responsibilities of Local Boards” section of the Handbook.

Rules of Order

BIA boards of managements often establish rules concerning the rules of order for meetings of the board, committees and subcommittees. Often a BIA will refer to an established set of rules of order for conduct at meetings, such as Robert's Rules of Order (robertsrules.org), which adapt historic Parliamentary Procedure to help everyone be heard and make decisions with minimal confusion.

Newer editions of Henry M. Robert's manual on Parliamentary Law, first published in 1876, are often the basic handbooks of operation for clubs and organizations.

Customary Order of Business at Meetings (Summary)

This section summarizes some of the elements of customary meeting procedures, and related matters, used by some organizations.

Quorum

This is usually understood as the number of members that must be present for business to be conducted. The actual number is usually stated in bylaws.

Order of Business:

Organizations using Parliamentary Procedure usually follow a fixed Order of Business. For example:

- Call to Order: The chair says, "The meeting will please come to order."
- Roll Call: Members say "present" as their names are called.
- Minutes: Secretary reads a record of the last minutes.
- Officers' Reports: Often limited to a report from the treasurer, but others may report at this time.
- Committee Reports: First come reports from "standing" or permanent committees; then from "ad hoc" or special committees.
- Special Orders: Important business previously designated for consideration at this meeting.
- Unfinished Business: Business left over from previous meetings.
- New Business: Introduction of new topics.
- Announcements: Inform the assembly of other subjects and events.
- Adjournment: Meeting ends by a vote, or by general consent (or by chair's decision if time of adjournment was pre-arranged by vote).

Georgetown BIA - Halton Farmers' Market



Reviewing and Assessing BIA Programs and Projects

Programs are often evaluated to determine if they are working, and if the BIAs economic situation is actually improving. Evaluation in this context implies the measuring of success and is usually undertaken once most of the longer term actions comprising a comprehensive approach are either complete or well underway.

The following questions may help in assessing the impact of any initiative:

- How many vacancies now exist in the BIA compared to when the program started?
- How quickly are vacancies filled?
- How many new businesses have located in the BIA since the program started?
- How many business failures have occurred since the program started compared to before?
- How many “facelift” projects have taken place since the program started?
- How many businesses have reported increased sales since the program started?
- Have there been reports of increases in property values since the program started? Are increased property values a result of improvements?
- How many new permanent jobs have been created in the BIA since the program started?
- How many successful events can you count on continuing?
- How has the competition fared since the program started?
- What are the media saying? Are they taking notice?
- Are media/resident/council reports positive or negative?
- Has the level of participation among BIA members increased?

Most of the information needed to answer these questions may be easily obtainable through: field surveys; discussions with BIA merchants; property owners and business groups; telephone calls to local realtors; discussions with key municipal staff; review of recent issues of the newspaper; and perusal of town assessment, building permit and other files.

All of these elements may not be applicable in your particular situation. You may be able to identify more appropriate criteria that have not been included. These questions may provide a useful yardstick for measuring the success of your program. You may wish to consider your evaluation in the context of economic developments both in your region and the province.

Annual Budget

BIA boards of managements generally establish rules concerning the annual budget. Among the possible issues to consider here are:

- Requirements for an annual budget
- Rules for membership approval of proposed budget
- Rules for provision of copy of proposed budget to members
- Rules for member access to approved budget documents

General Expenditures

BIA boards of managements generally establish procedures concerning expenditures made by the board, such as procedures for the deposit and disbursement of funds.

Contracts

BIA boards of managements often establish procedures and policies concerning negotiating and entering into contracts on behalf of the BIA. However, typically BIAs do not borrow money or incur debt beyond a year without the approval of the municipal council. Among the possible issues that can be considered are:

- The appropriate authority and responsibility of the board
- Requirements for board resolution
- Signing authority

Voting and Proxy Voting

BIA boards of management usually establish rules concerning voting procedures at general meetings and board meetings. Among the possible issues that can be considered are:



Downtown Kingston! BIA

- Voting by general membership
- Voting by board members
- Voting procedures

A number of BIAs have created rules about voting procedures that may help allow for well-executed general meetings. For example, some have a rule requiring corporate members to declare their nominees to the municipal clerk a week prior to a general meeting. As a reminder, the following traditional requirements (summarized from the legislation) may be among those that apply:

- A corporate member of a BIA may nominate in writing one individual to vote on behalf of the corporation.
- Each member of a BIA has one vote regardless of the number of properties that the member may own or lease in the improvement area.

Note – *The practice in Toronto is not to have voting by proxy at BIA meetings in the City.*

Elections

BIA boards of management generally establish procedures concerning elections or selections to the board. Among the possible issues that can be considered is a process for nominating candidates for the board.

Consistency with Legislation

It is important for all board of management members to remember that any and all policies, bylaws and other matters they act on must be consistent with law, including legislative and bylaw requirements.

Of particular importance for BIAs may be sections 204-215 of the *Municipal Act, 2001*, BIA related provisions in the *City of Toronto Act, 2006* and applicable local bylaws (such as the Toronto Municipal Code). Other legal requirements may also apply. BIAs and municipalities may wish to seek legal advice where interpretation or other legal issues arise.

Some actions of a BIA board of management (e.g., budget or certain expenditure approvals) may require council approval.

Special Events

BIAs often hold special events to promote and showcase their businesses. Examples of the kinds of special events that BIAs have held include:

- Holding a street dance, costume party, music festival, food fair, arts and crafts exhibition, fashion show, ethnic cultural exhibition, winter carnival.
- Sponsoring an amateur theatrical production or seasonal activity like carolling or parades
- Holding a BIA “let’s get acquainted” Open House
- Holding contests, such as:
 - o amateur entertainment competition
 - o window display contest among BIA merchants
 - o poster painting, scavenger hunt, clean-up campaign
- Conducting promotions such as:
 - o sidewalk sale
 - o farmers’ market
 - o neighbourhood flea market
 - o giant garage sale

Seeking Volunteers

Volunteers can contribute to the success of a BIA in a wide variety of ways, utilizing many different skills. They can help organize and support events, booths, campaigns and programs, provide office support and computer, design, marketing and media skills, recruit other volunteers, and research new funding sources.

Most BIAs find that they have more success recruiting volunteers when they spell out exactly what needs to be done and how much time volunteers need to offer.

Informal Partnerships

For a BIA to be successful, it may be essential for it to build and maintain a strong, positive relationship with the local community. After all, the primary customer base for BIA member businesses is in the surrounding neighbourhood. Towards this goal, a BIA can:

- Demonstrate and ensure that neighbours recognize that the BIA and its members care about and are interested in the community.
- Respond in a positive way to community needs and concerns, get involved in community affairs, and work with residents' groups and other local organizations (e.g., community centres, schools, churches, libraries, etc.) on common interests.
- Reach out to members of the community, participate in community activities and events as both a BIA and as individuals.
- Support the community as much as possible, encouraging members to hire locally and use local suppliers whenever reasonable.
- Keep the lines of communication open between the BIA and the community, be aware of what is going on in the neighbourhood, and make sure residents are kept informed of what the BIA is doing.
- Invite your community ratepayers' association to some of your BIA board of management meetings to hear their comments and keep them informed of upcoming BIA activities.
- Get involved with the local community in charity or community fundraisers.

FINANCIAL MANAGEMENT

One of the most important activities performed by any organization, including BIAs, is financial management. Financial management begins with at least three key functions:

- Financial planning
- Budgeting
- Financial monitoring

Financial Planning

Good financial planning requires more than simply preparing an annual budget, although the budget is a mechanism through which it is implemented. Effective financial planning involves many activities, including:

- Needs assessment
- Needs prioritization
- Policy/program development

Assessing Needs

The first step in developing a financial plan for your BIA can be to assess the needs of the local area. Needs assessment may be seen as an opportunity to develop a strategic financial plan for the BIA. Needs may range from improving the economic environment and changing public perception, to enhancing municipal policy in support of the BIA and infrastructure improvement, as well as enhancing parking, circulation and the physical environment. Appendix A provides a checklist of some of the needs of the business area that could be considered. (See Appendix A: A Sample Checklist to Identify BIA Needs.)

Prioritizing Needs

Once needs of the area have been identified, they can be prioritized. The most pressing needs are generally addressed first. It is the role of the board of management, with member input, to determine which are the most pressing.

Policy and Program Development

Once needs have been identified and prioritized, programs and projects that address these needs may be identified and developed into specific proposals. The next step is to prepare estimates of the costs associated with implementation.

At this stage, it may be important for the board of management and membership to consider that many proposals and projects may require several years to be fully implemented. Since the traditional BIA levy is assessed only for the current year and the ability of the BIA to borrow money and incur debts is limited, it may be important for the board of management and membership to consider that any projects requiring multi-year funding be provided for in upcoming budgets if they are to be completed. Financial planning may therefore go beyond current year requirements.

Budgeting

The board of management is generally responsible for the BIA budget. Budgeting involves both developing a budgetary plan and preparing the proposed annual budget. The budget can be regarded as the vehicle by which the strategic financial plan, developed from the initial needs assessment, is implemented.

A board of management of a traditional BIA prepares a proposed budget for each fiscal year by the date and in the form required by the municipality. The board also discusses the budget with its membership in one or more meetings.

Generally, a traditional BIA board of management would not spend any money in any particular item unless it is either included in the budget approved by the municipality, or in an established reserve fund. In addition, the board would not incur any debt extending beyond the current year without the prior approval of the municipality.

Developing a Budget Plan

Budgeting is an important consideration in successfully managing a BIA. The board of management is responsible for preparing the annual budget. The purpose of the budget is to provide the funds required to finance the projects and programs identified by the board as meeting the needs of the local business area. Thus, the budget reflects the priorities and needs of the local business area.

A first step to preparing a budget is for the board of management to determine which of the projects and programs identified in the strategic financial plan should be funded in the current budget. Projects or programs may be ranked according to their urgency and importance. It may be important that the board of management does not under-budget for projects. This can result in projects not being completed. It is also important not to over-budget for projects.

Members may be included in planning and preparing the budget. This will help to ensure that the budget has the support of a majority of members. Discussions can be held among the board of management, key staff and members to reach a consensus on the types of projects that should be pursued by the BIA over the coming year. Consideration is usually given to ensuring that the activities of the BIA generally provide benefit to all types of members (retail, professional, industrial).

Many BIAs seek well-defined, clear and concise budgetary objectives and goals. This generally will make it easier for board of management members to explain what they propose to do, the purpose of these proposals and the cost of implementing these proposals. Different BIAs adopt different approaches to setting budgetary priorities. Some newly established BIAs feel that it is desirable to undertake “quick hit” high impact projects, (e.g. banners), during the first year of operation to ensure that the BIA has an immediate impact on the area.

Other BIAs use their first year as a period to develop a long-term strategic plan for revitalization of the area. Boards of management will often develop three or five-year plans that are updated annually.

Another approach adopted by some boards of management is to give priority to beautification and streetscape improvements during the first few years of a BIA. Promotional activities are then emphasized in subsequent years. The most successful BIAs often combine both beautification and promotional strategies from the outset.

The board of management may need help in projecting costs. This may require the board to approach contractors, consultants or advertising agencies. The board may wish to first contact the municipality for estimates. Municipal staff may be able to provide valuable assistance free of charge. For example, a municipal engineer may be able to provide reliable estimates of the expected costs of beautification projects.

Approving the Budget and Determining the Levy

The board of management prepares annual budget estimates that are submitted to municipal council for approval. Generally, the board presents the budget to members at the annual general membership meeting for approval. Traditional boards of management are required to hold meetings to discuss the proposed budget with their membership and generally solicit input from the membership. To facilitate a

thorough discussion, the board may wish to provide a copy of the proposal budget to the membership along with the notice of the budget meeting. Once the budget has been discussed by the membership, it is then submitted to municipal council.

Once the budget is approved by municipal council, the council traditionally adds a special levy to the property tax paid by every owner of a business property (classes of property designated as industrial or commercial) within the boundaries of the BIA. For each property, the amount of the levy will be related to its realty assessment. Ordinarily, if the assessment of a property represents one per cent of the total business realty assessment within the BIA boundaries, the owner of the property might pay one per cent of the total BIA levy.

The usual amount of the traditional BIA levy for a property is determined by dividing the property's realty assessment by the total business realty assessment in the BIA and multiplying by the total BIA annual budget.

For example, if:

A property's realty assessment is \$100,000, and the total relevant assessment in the BIA boundaries is \$10,000,000 and the annual BIA budget is \$40,000, then the property's BIA levy is equal to

$$\begin{array}{r} \$ 100,000 \\ \hline \text{-----} \times \$40,000 = \$400 \\ \$10,000,000 \end{array}$$

The municipal council could consider, for a traditional BIA, setting minimum and maximum charges for one or more separately assessed properties or categories of properties in a prescribed class, as:

- Percentages of the assessed value of rateable property in the BIA that is in a prescribed business property class
- Dollar amounts
- Percentages of a BIA's annual budget

Special other rules may also apply to the minimum and maximum charges. In addition, the council could consider setting a special charge for properties that derive greater benefits from the traditional BIA.

Municipalities seldom use such special benefit provisions. However, a maximum levy can be a useful tool in situations where one property in the BIA represents a significant proportion of the total applicable realty assessment in the BIA. In such situations, in the absence of maximum levies, the BIA levy may be seen as a heavy burden on the large property in relation to others in the BIA.

Alternative Sources of Funding

The board of management and membership of the BIA may also investigate alternative funding sources. In recent years, many boards, with the support of members, have also taken on a fundraising role. Some boards have obtained corporate sponsorship, or have charged fees for BIA-related events. Others

have been successful in seeking corporate sponsorship to support both physical improvements and local marketing and promotional events.

Some BIAs have also accepted the participation of associates, generally business and property owners in the surrounding area. Associates may provide voluntary financial support to the BIA because they believe the benefits of the activities of the BIA extend beyond its boundaries and that they therefore reap similar benefits.

Some municipalities have cost-sharing programs to help BIAs with the costs of capital improvements. Check with your municipality to determine whether such programs are available. An example of a BIA capital cost-sharing program can be found on the City of Toronto website at: toronto.ca/bia/handbook/section-h.htm#guidelines

Financial Monitoring

Responsibility for financial monitoring of the board of management lies with municipal council, as well as with the board itself. Traditional BIA boards submit annual reports to the council that include audited financial statements.

The municipally appointed auditor acts as the auditor of the board of management. The board would make all of its records (such as books, documents, transactions, minutes and accounts) available to the auditor.

The board of management may wish to consider an open-book policy with respect to their membership. For example, they may present their financial statement and proposed budget at the annual meeting of the BIA so that members have an opportunity to scrutinize the board's financial management and provide constructive suggestions.

User Fees

BIAs can consider implementing fees for property owners and tenants in the BIA for some of the BIA's services or activities.

Practical considerations may include, among others:

- Consulting the municipality (a municipal approval of fees may be needed)
- The basis for the fees
- Membership, business activity, recent changes, and degree of support for any approach
- General workability
- Workability in comparison with other funding (e.g., from the BIA levy)
- Other funding (e.g., from the BIA levy)

For more information concerning the above topic, Part XII of the Municipal Act, 2001, Part IX of the

City of Toronto Act, 2006 and any regulations concerning fees and charges may be among the provisions of interest.

Rebates

Charities occupying property within the boundaries of a BIA may be eligible for a rebate of part of the BIA levy. In addition, owners of vacant property within the boundaries of a BIA may be eligible for a rebate of part of the BIA levy.

For more information concerning the above topics, sections 361 and 364 of the *Municipal Act, 2001*, and sections 329 and 331 of the *City of Toronto Act, 2006* may be among those of interest.

Area Rate Levies

Municipal property taxes are generally spread across all property owners in accordance with their assigned property class and the relative value of their property within the taxing jurisdiction. While property tax rates vary from property class to property class, all properties within a class generally pay the same rate.

However, in some circumstances municipalities may impose special area rates. These rates apply only to properties within an area receiving special services and may cover some or all of the cost of those services.

The special services levy has similarities to a traditional BIA levy. However, there are differences. One is that a special services levy, generally, may apply to all rateable property (including residential), whereas the traditional BIA levy applies only to the prescribed business property classes (i.e., the commercial and industrial classes).

Decisions on whether or not to area rate special services are made at the local level. Should a municipality choose to area rate a special service, the proposal would have to meet the general requirements in the legislation. These include, among others, designating the benefiting area, and levying the special rate on property within the defined area.

For more information concerning the above topic, section 326 of the *Municipal Act, 2001*, section 287 of the *City of Toronto Act, 2006* and any regulations concerning special services may be among the provisions of interest.

Alternatives

Alternatives To Business Improvement Areas And Other Economic Development Tools



Ottawa's ByWard Market BIA

ALTERNATIVES TO BUSINESS IMPROVEMENT AREAS AND OTHER ECONOMIC DEVELOPMENT TOOLS

BIA Alternatives

Economic Development Corporations

Municipalities may consider economic development corporations as an alternative governance structure to deliver traditional BIA services.

All municipalities, including the City of Toronto, may create corporations for most services and facilities that municipalities currently provide. Municipal councils decide locally how best to provide services and facilities for residents while maintaining the public interest. Municipalities may see a corporation as the best structure under which to deliver traditional BIA services. In considering the corporation model, the municipality may be of the view that the corporation option provides better value to the community than existing arrangements or alternatives.

Municipalities can consider using a special services levy for the costs of economic development services provided by an economic development corporation.

The kinds of corporate economic development services that a municipality may consider in this connection include, among others:

- Public transportation systems
- Site acquisition, development and disposal for certain uses, including residential
- General parking facilities
- Services similar to those often provided by BIAs
- Provision of culture and heritage systems

For more information concerning the above topic, section 203 of the *Municipal Act, 2001*, sections 148 and 154 of the *City of Toronto Act, 2006*, and Ontario regulations 599/06 (Municipal Services Corporations) and 609/06 (City Services Corporations) may be among the provisions of interest.

Tools that Complement BIAs

The following are a list of tools that municipalities can consider to complement the work of BIAs in revitalizing neighbourhoods. They offer the ability to work with small businesses in those neighbourhoods in a number of different ways.

Pictou BIA - Canada Day Kids' Parade



Business Incubators – (also known as Small Business Programs)

Municipalities can establish programs to encourage the establishment and initial growth of small businesses in the municipality. As part of this kind of program, municipalities may be able to provide certain financial incentives. Small Business Programs are often referred to as “Business Incubators.”

Approval from the Minister of Municipal Affairs and Housing is required (in all municipalities except Toronto) to establish and maintain a small business program. The use of municipal financial incentives to commercial entities may be possible under an approved municipal small business program. Toronto City Council can approve small business programs, and the related use of financial incentives, without Ministerial approval.

Business incubators may be key instruments in the nurturing and growth of small businesses. Depending upon the type of incubator, in the past they have offered the entrepreneur a range of services and resources that can help the growth of a new business venture. Examples include physical location, mentoring assistance, management assistance, business counselling and advisory services, technical information, financial advice, training, networks, etc.

Municipalities generally determine the feasibility of projects that are admitted into their incubator programs, and whether to offer a specialized menu of support resources and services.

The earliest incubation programs focused on a variety of technology companies or on a combination of light industrial, technology and service firms. More recent incubators have targeted such industries as food processing, medical technologies, space and ceramics technologies, arts and crafts, and software development. Incubators across North America have also targeted programs to support micro-enterprise creation, the needs of women and minorities, environmental endeavours and telecommunications, to name a few.

A municipality undertaking an incubator program may be seeking a number of potential benefits including:

- Developing and building working partnerships with academic institutions in the municipality
- Creating jobs, revitalizing neighbourhoods, commercializing new technologies, and strengthening local economies

- Diversifying rural economies
- Science-based business incubators can promote knowledge diffusion, technology transfers and high-tech firm creation
- Tax base expansion and higher assessed value of properties

For more information concerning the above topic, section 108 of the *Municipal Act, 2001*, and section 84 of the *City of Toronto Act, 2006* may be among the provisions of interest.

Community Improvement Plans

Community improvement planning provides a means of facilitating redevelopment activities with a goal of effectively using, reusing and restoring lands, buildings and infrastructure.

Community improvement planning was popular in the 1970s and 1980s as a means to support and encourage neighbourhood renewal and commercial area improvement. It had become an almost forgotten revitalization tool until growth pressures of the late 1990s led to interest in the development potential of brownfield sites.

Publications such as the *2000 Brownfields Showcase I* and *Municipal Readiness for Economic Development* helped increase awareness of how community improvement plans (CIPs) provide for the cleanup of former industrial and commercial lands. A companion guide, *Municipal Financial Tools for Planning and Development* profiled a range of financing tools including an explanation of how community improvement plans could use tax-increment-equivalent financing to help developers remediate contaminated properties. The awareness of community improvement plans was further promoted by the *Brownfields Statute Law Amendment Act, 2001*, which made changes to various statutes, including the *Planning Act* and the *Municipal Act, 2001*.

Municipalities are now using CIPs in more innovative ways, such as to address growth management challenges, intensification, energy efficiency, mixed-use and transit/bicycle oriented development, accessibility, and the emerging needs of an aging baby-boom generation. Some municipalities are using CIPs as an incentive for encouraging development that meets recognized environmental standards, such as LEED®, while others use them to help attract certain kinds of employment uses. Some regional municipalities may also develop CIPs that may facilitate the development of infrastructure, including transportation corridors and affordable housing.

From its original use as a process primarily for provincial and municipal downtown revitalization grants, community improvement planning has become a flexible yet powerful tool for significant rehabilitation, development and land-use change.

Process for CIPs:

- Under the *Planning Act*, provided that municipal official plans contain provisions relating to community improvement in the municipality, the municipality can designate community improvement project area(s) by bylaw. The municipality can then proceed to prepare a plan suitable for adoption as a CIP.



Downtown North Bay BIA

- Municipalities prepare a CIP to set out what they intend to do to address an unsatisfactory state of affairs in a certain defined area.
- Some CIP plans include changes to land-use and zoning regulations to encourage desired activities or limit undesirable ones. Others state what grants or loans a municipality is prepared to offer owners as an incentive to build or repair properties to meet aims stated in the plan.
- There are a number of CIPs across Ontario, with a range of financial incentives for brownfield redevelopment, cascade improvements, downtown revitalization and industrial area development.
- City council initiates a CIP and adopts it when it is finished. The Planning Act requires that at least one public meeting be held before a CIP is adopted by city council. A Minister's approval to provide financial incentives through a CIP is no longer required but the municipality is still required to consult with the Province.
- The CIPs provide the framework for the delivery of programs to stimulate and redevelop industrial, commercial and residential lands.

Note: the Ministry of Municipal Affairs and Housing produced a *Community Improvement Planning Handbook* (2008) mah.gov.on.ca/Page1297.aspx

For more information concerning the above topic, section 28 of the *Planning Act*, and Ontario regulations 550/06 (Prescribed Matters - Upper-Tier Community Improvement Plans) and 221/07 (Community Improvement Plans - Prescribed Upper-Tier Municipalities) may be among the provisions of interest.

Agreements for Municipal Capital Facilities

Ontario municipal legislation, with some exceptions, generally prohibits municipalities from bonusing - providing direct or indirect financial assistance to commercial, industrial and manufacturing enterprises. Financial assistance might include, among other things, direct funding, less than market-value land transfers or guaranteeing borrowing.

One of the exceptions to the bonusing rule is the provision for financial assistance that may be provided through municipal capital facilities agreements.

As policy background, there is a link between this exception and a public good (a municipal facility for the community) beyond direct business assistance. Municipalities have used capital facilities agreements for the delivery of municipal facilities such as **affordable housing, recreational facilities** and for **parking facilities**.

Each of these examples could result in benefits for the BIAs in the affected areas:

- Affordable housing and recreational facilities could be instrumental in bringing more residents and visitors to the area and potentially result in more customers for the businesses in the BIA
- Parking facilities can provide a convenience to potential shoppers and thus make them more likely to consider shopping in the BIA.

A summary of examples of financial assistance that municipalities can consider providing under a municipal capital facilities agreement include:

- Giving or lending money and charging interest
- Giving, lending, leasing or selling property
- Guaranteeing borrowing
- Providing the services of employees of the municipality
- Exempting all or part of land meeting certain conditions from all or part of the taxes levied for municipal purposes
- Exempting development charges under certain circumstances

The assistance is limited to the municipal facility that is the subject of the Agreement.

As examples, assistance may be possible through agreements for the following kinds of facilities:

- Facilities used by the council
- Facilities used for general administration
- Roads, highways and bridges
- Local improvements and public utilities
- Facilities related to the provision of telecommunications, transit and transportation systems
- Facilities for water, sewers, sewage, drainage and flood control

- Facilities for the collection and management of waste and garbage
- Facilities related to policing, fire-fighting and bylaw enforcement
- Facilities for the protection, regulation and control of animals
- Facilities related to the provision of social and health services
- Facilities for public libraries
- Parking facilities
- Community centres
- Facilities used for cultural, recreational or tourist purpose
- Housing project facilities.

For more information concerning the above topic, section 110 of the *Municipal Act, 2001*, sections 252 and 257 of the *City of Toronto Act, 2006*, and Ontario regulations 603/06 (Municipal and School Capital Facilities - Agreements and Tax Exemptions) and 598/06 (Municipal and School Capital Facilities - Agreements and Tax Exemptions) may be among the provisions of interest.

LINKS TO OTHER RESOURCES

Province of Ontario Websites of Interest to BIAs

Ministry of Municipal Affairs and Housing (MAH)

Ontario.ca/mah

Information can be found on the Ministry website on the following topics:

- Brownfields
- Municipal Readiness for Economic Development
- Property Assessment and Taxation System
- Community and Economic Development Resource
- BIA Handbook
- Community Improvement Plan Handbook
- Healthy Communities Handbook

Ontario Ministry of Agriculture, Food and Rural Affairs (OMAFRA) omafra.gov.on.ca

- Business Retention and Expansion, omafra.gov.on.ca/english/rural/indbre.htm
- Rural Economic Development Data and Intelligence, reddi.gov.on.ca
- Rural Economic Development (RED) Program, omafra.gov.on.ca/english/rural/red/
- Downtown Revitalization, omafra.gov.on.ca/english/rural/indbre.htm
- First Impressions Community Exchange, reddi.gov.on.ca/firstimpressions.htm

Ministry of Northern Development, Mines & Forestry (MNDMF) mndm.gov.on.ca

Information can be found on the Ministry website on the following topics:

- The Investment Readiness Test: A Self-Assessment Tool for Northern Communities
- Ontario Tourism and Marketing Partnership Corporation, tourismpartners.com
- Urban Economic Development Resource Database, ontariocanada.com

Provincial Grants of Interest to BIAs

- Connect Ontario: Broadband Regional Access, ontariocanada.com
- Northern Ontario Heritage Fund, mndm.gov.on.ca/nohfc
- Creative Communities Prosperity Fund, gov.on.ca/english/Grants/creativecommunitiesfund/index.html
- Rural Economic Development Program, omafra.gov.on.ca/english/rural/red/
- Ontario Cultural Attractions Fund, ocaf.on.ca/en/index.aspx
- Ontario Trillium Foundation Community Grants, trilliumfoundation.org

Business Improvement Area Links in Ontario

- Ontario Business Improvement Areas Association, obiaa.com
- Toronto Association of Business Improvement Areas, toronto-bia.com
- TABIA BIA Operating Handbook, toronto-bia.com/index.php?option=com_content&task=view&id=28&Itemid=71
- City of Toronto Economic Development Office, enterprisetoronto.com
- The City of Toronto website includes their recently updated BIA Operating Handbook, which includes very detailed procedures. It is available at: toronto.ca/bia/handbook/index.htm

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Other Resources:

Toronto Business Development Centre, tbdc.com/index.php

Canada-Ontario Business Service Centre (COBSC)

The Service Centre provides entrepreneurs with free access to information on federal and provincial business-related programs, services and regulations. Information is available for clients who want to start, sustain or grow a business. Specialized research can also be provided to support well-informed business decisions. The Centre is jointly managed by Industry Canada and the Ontario Ministry of Government Services. It offers over 1,200 business information documents that cover a broad range of topics including business planning, financing, marketing, and human resource management. Information is available at, canadabusiness.ca/ontario or at 1-888-576-4444.

Ryerson University: Centre for the Study of Commercial Activity, csc.ryerson.ca

This non-profit research unit based at Ryerson University studies private-sector economic activities that deal directly with consumers. Among these activities are retailing, various services, financial institutions, and the developers of malls and office infrastructure.

BIAs of British Columbia, bia.bc.ca

Government of British Columbia BIA Website, mcaaws.gov.bc.ca/lgd/gov_structure

Municipal Research and Services Center of Washington, mrsc.org/subjects/econ

City of Edmonton, AB – Business Revitalization Zone Handbook: edmonton.ca/city_government/documents/BRZHandbookJune2009.pdf

City of Winnipeg BIZ, city.winnipeg.mb.ca/ppd/biz_overview.stm

BIA Internet Resources (includes sources from other provinces, and other countries) vancouver.ca/commsvcs/cityplans/bia/internetresources.htm

International Downtown Association

Founded in 1954, the International Downtown Association has more than 650 member organizations worldwide. It is a world leader and champion for vital and liveable urban centers. It has a network of committed individuals, a rich body of knowledge, and a unique capacity to nurture community-building partnerships. ida-downtown.org/eweb/startpage.aspx

The National Trust Main Street Center

The Main Street Four-Point Approach® is a community-driven, comprehensive strategy used to revitalize downtown and neighbourhood business districts throughout the United States.

preservationnation.org/main-street/about-main-street

United Kingdom Business Improvement Districts (BIDs) ukbids.org

APPENDIX A: A SAMPLE CHECKLIST TO IDENTIFY BUSINESS AREA NEEDS

Economic and Attitudinal Environment

Economic Environment

1. Failure to tap potential market ☐
2. Failure to compete (merchandise, variety and price) with neighbouring communities or outlying retail areas ☐
3. Relocation of businesses to outlying retail centres ☐
4. Closing down of businesses ☐
5. Increasing number of storefront vacancies ☐
6. Vacant upper stories ☐
7. No new development in recent years ☐
8. Decreasing number of pedestrians and shoppers ☐
9. Vacant land along business streets ☐
10. Lack of suitable sites or buildings to attract new business ☐
11. Declining market ☐
12. Unstable employment base ☐

Attitude

1. No interest from business community or building owners to upgrade premises ☐
2. Apathy from business community with respect to area problems ☐
3. Residents shop elsewhere for goods and services available locally ☐
4. No area newsletter, annual general meeting, effective committees ☐
5. No regular communication between businesses ☐

This checklist includes items for consideration when identifying business area needs in planning a BIA. The matters listed are suggestions only, and are not intended to be complete or accurate for actual local use.

Municipal Policy and Infrastructure

Municipal Policy

1. No explicit policy to protect viability of the area as a retail centre ☐
2. Overly restrictive land use standards ☐
3. Overly stringent development agreement standards ☐
4. Inadequate sign regulations ☐
5. Lack of maintenance bylaws and/or inadequate enforcement of maintenance bylaws ☐
6. Hesitancy from local council to support business initiatives ☐
7. Lack of technical and staff resources to pursue initiatives ☐

Infrastructure

1. Inadequate water, storm and sewer systems to support new development ☐
1. Inadequate street lighting ☐
2. Business disruption by frequent repair of sidewalks and utilities ☐

This checklist includes items for consideration when identifying municipal policy and infrastructure matters in planning a BIA. The matters listed are suggestions only, and are not intended to be complete or accurate for actual local use.

Function and Physical Appearance

Function

1. Poor access to the area..... ☐
2. Lack of adequate directional signage ☐
3. Poor road and sidewalk maintenance ☐
4. Inconvenient traffic circulation within the area ☐
5. Traffic congestion and traffic conflicts ☐
6. Insufficient street parking ☐
7. Inconvenient location of off-street parking areas ☐
8. Poor access from parking spaces to stores ☐
9. Poor pedestrian routes ☐

Physical Appearance

- 1. Unattractive entry to the area ☐
- 2. Dirty and littered streets, sidewalks and lanes ☐
- 3. Poorly maintained facades ☐
- 4. Inappropriate remodelling ☐
- 5. Uninteresting store interiors ☐
- 6. Unattractive, poorly designed, poorly lighted parking areas ☐
- 7. Inappropriate and poorly maintained signage ☐
- 8. Lack of visual focal points ☐

This checklist includes items for consideration when identifying function and physical appearance matters in planning a BIA. The matters listed are suggestions only, and are not intended to be complete or accurate for actual local use.

APPENDIX B: SAMPLE BIA BUDGET

INCOME				
Category	Item	Sub-item	Amount	% of Budget
	(current year) BIA Levy			
	Donations & Sponsorships			
	HST Recovery			
	Fund balances at end of year (last year)			
	Year-end surplus/deficit/carry over			
Total				
BUDGET ALLOCATIONS				
Category	Item	Sub-item	Amount	% of Budget
Administration	Salaries & Benefits			
	Rent			
	Telephone			
	Office Expense			
	Conferences/seminars			
	Audit / Legal			
	Insurance			
	Office Equipment			
	Utilities			
	Miscellaneous			
	Taxes			
Total				
Category	Item	Sub-item	Amount	% of Budget
Communications	Media / Conferences			
	Newsletter			
	Electronic Communications			
	Web design/maintenance			
	Office Memberships			
	Flyers / Posters / Notices			
	Public Relations & Correspondence			
	Taxes			
Total				

Category	Item	Sub-item	Amount	% of Budget
Marketing	Spring Campaign	Valentine's Day		
		Mother's Day		
	Summer Campaign	Father's Day		
		Midnight Madness		
		Sidewalk Sale		
	Fall/Winter Campaign	Thanksgiving promotion		
		Christmas		
	Market Research			
	Guidebook			
	Taxes			
Total				
BUDGET ALLOCATIONS				
Category	Item	Sub-item	Amount	% of Budget
Infrastructure	Street Cleaning/snow clearing			
	Holiday Decorations			
	Directional Signs			
	Graffiti and Gum Removal			
	Public Posting Areas			
	Information Booth			
	Infrastructure workshops			
	Taxes			
Total				
Capital				
	Sidewalk reconstruction			
	Lighting			
	Street Furniture (benches, etc.)			
	Landscaping & Planters			
	Signage			
Total				
	GRAND TOTAL			

This sample budget includes items for consideration when planning a BIA budget. The matters listed are suggestions only, and are not intended to be complete or accurate for actual local use.

APPENDIX C: FREQUENTLY ASKED QUESTIONS

Q. Who pays for a BIA?

BIAs are generally funded by a special levy within the boundaries of the BIA. It is paid in most cases by owners of property designated as industrial or commercial, and their tenants.

The amount of the levy is related to the assessment value of the property. For example, if a property is assessed at one per cent of total realty assessment in the BIA, the owner of that property may pay a BIA levy of one per cent of the total BIA levy.

The council can also establish maximum and minimum levies to help provide for the fair sharing of the costs of services. Similarly, council may set special charges for properties that derive greater or less than average benefits, in council's opinion, from the BIA.

Q. How do you start a BIA?

A BIA is a voluntary creation that may be initiated by local business and property owners. A BIA may be established by municipal bylaw upon a formal request for a BIA designation from local business leaders.

The onus is on the local business leaders to organize and solicit support for the creation of the BIA. Formal requests often include details of the proposed boundaries of the BIA, an action plan, a suggested budget and an indication of the degree of support for the project among business and property owners in the boundaries of the proposed BIA. The clerk of the municipality usually sends notification of the proposed BIA to all business owners within a proposed area. The owners give a copy of the notice to their property tax paying tenants. If the clerk receives significant objections to the proposal, the municipal bylaw would likely not be passed. (See section 2.3 for further information.)

Q. How do you determine the boundaries of a BIA?

There are generally no hard and fast rules with respect to defining a BIA area. However, there are some useful guidelines from past experience. Natural boundaries such as a river or bridge, or historical boundaries formed by older buildings may be considered. Shopping districts are often an easily recognizable starting point.

An important practicality that may be considered is, since they will have to pay the levy within the proposed area, whether the majority of business and property owners are in favour of the proposal. Business and property owners wishing to be included in the BIA boundaries are usually included.

Q. How do you expand or reduce the boundaries of the BIA?

The boundaries of a BIA can be expanded or reduced by municipal bylaw. The rules (such as notice requirements and appeal procedures) applicable with respect to the initial establishment of a traditional BIA are generally similar to the rules for the expansion or reduction of BIA boundaries.

Q. If a BIA is passed do all businesses in the BIA have to belong?

The establishment of a BIA is voluntary on the part of the municipality, and is usually initiated by the business community, once it has confirmed that a majority of the businesses are in favour. Once the municipal council passes a municipal bylaw creating a traditional BIA, commercial and industrial property owners and tenants that pay a portion of the property tax will generally pay the additional levy associated with the BIA.

Q. What happens if the BIA is no longer wanted?

A municipality may repeal the bylaw that established a BIA. The financial obligations of the BIA may be assumed by the municipality. A municipality may decide to continue the levy on property in the former improvement area until outstanding amounts are received.

Q. Who actually runs the BIA?

A traditional BIA is managed by a board of management appointed by the municipal council. A board has general responsibilities, which usually include, among others, overseeing the planning, budgeting, implementation and evaluation of BIA projects.

Q. How many people are on the board of management?

There is no maximum number of members but most boards have between five and ten members. In Toronto, the practice is that boards of management include one or more members of City Council.

Chapter 19 of the Toronto Municipal Code (Business Improvement Areas) includes a listing of the total number of members of the named Business Improvement Areas, and of how many councillors are members of each.

Q. Who can be on the board of management?

Generally, it is up to the municipality. The municipality often has one or more BIA board members. Remaining nominees are usually selected by a vote of BIA members, and confirmed by the municipality. Board members often include those individuals responsible for establishing the BIA. The City of Toronto practice is to include councillors on all BIA boards of management.

Other members have often included past and present members of business associations, members of service clubs and persons with past experience in municipal affairs.

Q. How long do members sit on the board of management?

Board members usually hold office from the time of their appointment to the expiration of the term of the municipal council that appointed them. Appointments usually continue until successors are appointed.

Q. How do you become a board of management member?

Many BIAs hold elections to nominate a list of potential board members that will be confirmed by municipal council. Some BIAs simply provide suggested candidates for board membership to municipal council. In either case, the final decision on who to appoint as board members rests with the municipal council.

Q. How is the BIA budget determined?

Most boards of management prepare an annual budget for the BIA, then submit the budget to the BIA membership for approval at the annual general meeting. Many boards of management consider it a practical minimum to discuss the budget with the membership. Budgets go to municipal councils for approval.

Q. How is the BIA budget collected?

The BIA does not levy taxes directly. Traditionally, the municipal council adds a special BIA levy to the property tax collected from commercial and industrial property owners within the boundaries of the BIA.

Q. What opportunities are there for regional BIA structures?

BIAs have traditionally been created by lower tier municipalities by bylaw. However, an upper-tier regional government could explore its options to create a regional BIA-like structure. A lower or single tier municipality with a number of BIAs could consider putting in place a structure that allows for pooling of resources within communities under one BIA-like umbrella.

Q. Can non-members of a BIA be appointed to the board of management?

Traditionally, BIA boards of management have included representatives of Council who are not generally members of the BIA. A municipality may consider putting in place rules concerning board membership and possible options such as a requirement for board members to be members of the BIA.

Q. How can the BIA determine what the municipal service standard is?

BIAs are encouraged to have an on-going dialogue with their municipalities on the standard level of service that a municipality will provide. BIAs and municipalities can consider options such as a written standard service level agreement that outlines what the municipality and the BIA are responsible for providing.

Q. How can an individual business voice a concern about how the BIA budget is structured?

Most BIA boards of management discuss the budget with the BIA membership. In many BIAs, this is undertaken during an annual general meeting. BIA members discuss matters of concern about the budget at this time. Additionally, BIA budgets are generally approved by Council. Individuals with concerns may wish to raise those concerns with Council prior to the approval of the budget.

Q. What approaches can a BIA take to ensure that professional offices are getting the same level of benefits as retail businesses?

Professional offices may not be receiving the same level of benefits as other BIA businesses for activities geared toward improving retail sales. However, they may receive the benefit of physical improvements and general beautification put into place by the BIA that increases the enjoyment of the area by their clients.

A municipality may consider a maximum BIA levy for one or more separately assessed properties, or categories of them. A municipality may also consider a special charge on property within the BIA that is, in council's opinion, deriving a special benefit from the improvement area.

Q. What is the process that a municipality needs to undertake to put in place its own local structure for a BIA?

A municipality may consider using its powers to change or dissolve local boards to create locally decided structures or rules for BIA matters.

Municipalities can also consider creating rules for traditional BIAs, without dissolving them or changing them.

Q. How could the municipal delegation of authority impact my BIA?

A municipality may consider using its delegation powers with respect to BIAs.

BIAs are encouraged to have an on-going dialogue with their municipalities on the possible use of the delegation authority by the municipality and circumstances under which it could potentially be of mutual benefit for certain authorities to be delegated to the BIA.

Q. What things does a BIA need to consider as a local board?

The *Municipal Act, 2001* and the *City of Toronto Act, 2006* contain a number of provisions relating to the powers and responsibilities of municipalities and their local boards. It is up to municipalities and BIAs to decide locally about their operations within that framework.

BIAs and municipalities may wish to review the responsibilities of local boards. General information is available in the "Responsibilities of Local Boards" section of the Handbook.

APPENDIX D – LEGISLATION

Municipal Act, 2001 - Business Improvement Areas

Designation of improvement area

204. (1) A local municipality may designate an area as an improvement area and may establish a board of management,

(a) to oversee the improvement, beautification and maintenance of municipally-owned land, buildings and structures in the area beyond that provided at the expense of the municipality generally; and

(b) to promote the area as a business or shopping area. 2001, c. 25, s. 204 (1).

Corporation

(2) A board of management is a corporation consisting of the number of directors established by the municipality. 2001, c. 25, s. 204 (2).

Local board status

(2.1) A board of management is a local board of the municipality for all purposes. 2006, c. 32, Sched. A, s. 89.

Composition

(3) A board of management shall be composed of,

(a) one or more directors appointed directly by the municipality; and

(b) the remaining directors selected by a vote of the membership of the improvement area and appointed by the municipality. 2001, c. 25, s. 204 (3).

Membership

(4) Members of an improvement area consist of persons who are assessed, on the last returned assessment roll, with respect to rateable property in the area that is in a prescribed business property class and tenants of such property. 2001, c. 25, s. 204 (4).

Determining tenancy

(5) In determining whether a person is a tenant or not, the clerk of the municipality may accept a list provided under clause 210 (2) (b) or the declaration of a person that the person is a tenant and the determination of the clerk is final. 2001, c. 25, s. 204 (5).

One vote

(6) Each member of an improvement area has one vote regardless of the number of properties that the member may own or lease in the improvement area. 2001, c. 25, s. 204 (6).

Nominee

(7) A corporate member of an improvement area may nominate in writing one individual to vote on behalf of the corporation. 2001, c. 25, s. 204 (7).

Joint nominee

(8) Subject to subsection (6), one individual may be nominated for voting purposes by two or more corporations that are members of an improvement area. 2001, c. 25, s. 204 (8).

Refusal to appoint

(9) The municipality may refuse to appoint a person selected by the members of an improvement area, in which case the municipality may leave the position vacant or direct that a meeting of the members of the improvement area be held to elect or select another candidate for the municipality's consideration. 2001, c. 25, s. 204 (9).

Term

(10) The term of the directors of a board of management is the same as the term of the council that appointed them but continues until their successors are appointed. 2001, c. 25, s. 204 (10).

Reappointment

(11) Directors are eligible for reappointment. 2001, c. 25, s. 204 (11).

Vacancies

(12) Subject to subsection (9), if a vacancy occurs for any cause, the municipality may appoint a person to fill the vacancy for the unexpired portion of the term and the appointed person is not required to be a member of the improvement area. 2001, c. 25, s. 204 (12).

Budget

205. (1) A board of management shall prepare a proposed budget for each fiscal year by the date and in the form required by the municipality and shall hold one or more meetings of the members of the improvement area for discussion of the proposed budget. 2002, c. 17, Sched. A, s. 40 (1).

Council to approve

(2) A board of management shall submit the budget to council by the date and in the form required by the municipality and the municipality may approve it in whole or in part but may not add expenditures to it. 2001, c. 25, s. 205 (2); 2002, c. 17, Sched. A, s. 40 (2).

Limitations

(3) A board of management shall not,

- (a) spend any money unless it is included in the budget approved by the municipality or in a reserve fund established under section 417;

(b) incur any indebtedness extending beyond the current year without the prior approval of the municipality; or

(c) borrow money. 2001, c. 25, s. 205 (3).

Limitations on power

(4) Section 65 of the Ontario Municipal Board Act and section 401 of this Act apply to the municipality's approval under clause (3) (b) in the same manner as if it were incurring a debt of the municipality. 2001, c. 25, s. 205 (4).

Notice

206. A board of management shall give reasonable notice to the general membership of the improvement area of a meeting to hold a vote under clause 204 (3) (b) or for the purposes of a discussion under subsection 205 (1). 2001, c. 25, s. 206; 2002, c. 17, Sched. A, s. 41.

Annual report

207. (1) A board of management shall submit its annual report for the preceding year to council by the date and in the form required by the municipality and the report shall include audited financial statements. 2001, c. 25, s. 207 (1).

Auditor

(2) The municipal auditor is the auditor of each board of management and may inspect all records of the board. 2001, c. 25, s. 207 (2).

Funds to be raised

208. (1) The municipality shall annually raise the amount required for the purposes of a board of management, including any interest payable by the municipality on money borrowed by it for the purposes of the board of management. 2001, c. 25, s. 208 (1).

Special charge

(2) The municipality may establish a special charge for the amount referred to in subsection (1),

(a) by levy upon rateable property in the improvement area that is in a prescribed business property class; or

(b) by levy upon rateable property in the improvement area that is in a prescribed business property class and that, in council's opinion, derives special benefit from the improvement area, which levy may be calculated using different percentages of the assessment for one or more separately assessed properties or categories of separately assessed properties in the prescribed class if the resulting levy is equitable in accordance with the benefits that, in council's opinion, accrue to the properties from the activities related to the improvement area. 2001, c. 25, s. 208 (2).

Minimum and maximum charges

(3) The municipality may establish a minimum or maximum charge or both, expressed for one or more separately assessed properties or categories of separately assessed properties in a prescribed class, as,

- (a) percentages of the assessed value of rateable property in the improvement area that is in a prescribed business property class;
- (b) dollar amounts; or
- (c) percentages of the board of management's annual budget. 2001, c. 25, s. 208 (3).

Effect of bylaw

(4) When a bylaw under subsection (3) is in force,

- (a) the amount of a charge levied in a year under subsection (2) shall not, when calculated for the individual property in the prescribed class to which it applies, be less than or greater than the amount of the applicable minimum and maximum charge for the property established under the bylaw; and
- (b) if necessary for a fiscal year to raise the amount referred to in subsection (1) because a minimum or maximum charge applies to one or more separately assessed properties or categories of separately assessed properties in the prescribed class, the municipality shall for the year adjust any charges applicable to the remaining individual properties or subclasses of properties in the prescribed class by adjusting the percentage or percentages of assessment established under subsection (2) for those properties. 2001, c. 25, s. 208 (4).

Exclusion

(5) Section 210 does not apply to an adjustment made under clause (4) (b). 2001, c. 25, s. 208 (5).

Borrowings

(6) If only a part of money borrowed by the municipality in any year for the purposes of a board of management is required to be repaid in that year or a subsequent year, only that part and any interest payable on the total amount shall be included in the levies under this section in that year or subsequent year, respectively. 2001, c. 25, s. 208 (6).

Priority lien status

(7) Charges levied under this section shall have priority lien status and shall be added to the tax roll. 2002, c. 17, Sched. A, s. 42.

Changes to boundary

209. The municipality may alter the boundaries of an improvement area and the board of management for that improvement area is continued as the board of management for the altered area. 2001, c. 25, s. 209.

Notice

210. (1) Before passing a bylaw under subsection 204 (1), clause 208 (2) (b), subsection 208 (3) or section 209, notice of the proposed bylaw shall be sent by prepaid mail to the board of management of the improvement area, if any, and to every person who, on the last returned assessment roll, is assessed for rateable property that is in a prescribed business property class which is located,

(a) where the improvement area already exists, in the improvement area and in any geographic area the proposed bylaw would add to the improvement area; and

(b) where a new improvement area would be created by the proposed bylaw, in the proposed improvement area. 2001, c. 25, s. 210 (1).

When notice received

(2) A person who receives a notice under subsection (1) shall, within 30 days after the notice is mailed,

(a) give a copy of the notice to each tenant of the property to which the notice relates who is required to pay all or part of the taxes on the property; and

(b) give the clerk of the municipality a list of every tenant described in clause (a) and the share of the taxes that each tenant is required to pay and the share that the person is required to pay. 2001, c. 25, s. 210 (2).

Objections

(3) A municipality shall not pass a bylaw referred to in subsection (1) if,

(a) written objections are received by the clerk of the municipality within 60 days after the last day of mailing of the notices;

(b) the objections have been signed by at least one-third of the total number of persons entitled to notice under subsection (1) and under clause (2) (a); and

(c) the objectors are responsible for,

(i) in the case of a proposed addition to an existing improvement area,

(A) at least one-third of the taxes levied for purposes of the general local municipality levy on rateable property in all prescribed business property classes in the improvement area, or

(B) at least one-third of the taxes levied for purposes of the general local municipality levy on rateable property in all prescribed business property classes in the geographic area the proposed bylaw would add to the existing improvement area, or

(ii) in all other cases, at least one-third of the taxes levied for purposes of the general local municipality levy on rateable property in all prescribed business property classes in the improvement area. 2001, c. 25, s. 210 (3).

Withdrawal of objections

(4) If sufficient objections are withdrawn in writing within the 60-day period referred to in clause (3) (a) so that the conditions set out in clause (3) (b) or (c) no longer apply, the municipality may pass the bylaw. 2001, c. 25, s. 210 (4).

Determination by clerk

(5) The clerk shall determine whether the conditions set out in subsection (3) have been met and, if they are, shall issue a certificate affirming that fact. 2001, c. 25, s. 210 (5).

Determination final

(6) The determination by the clerk is final. 2001, c. 25, s. 210 (6).

Repeal of bylaw

211. (1) Council shall give notice in accordance with subsection 210 (1) of a proposed bylaw to repeal a bylaw under subsection 204 (1) if the municipality has received,

- (a) a resolution from the board of management requesting the repeal; or
- (b) a request for the repeal signed by persons who are responsible for at least one-third of the taxes levied for purposes of the general local municipality levy on rateable property in all prescribed business property classes in the improvement area. 2001, c. 25, s. 211 (1).

Statement

(2) A person signing a request under clause (1) (b) shall state what amount of taxes on rateable property in the area that the person is required to pay. 2001, c. 25, s. 211 (2).

Time

(3) Council shall give the notice within 60 days after receiving the resolution or request. 2001, c. 25, s. 211 (3).

Repeal

(4) Council shall repeal the bylaw under subsection 204 (1) if requests for the repeal are received by the clerk of the municipality within 60 days after the last day of mailing of the notices and,

- (a) the requests have been signed by at least one-half of the total number of persons entitled to notice under subsection 210 (1) and under clause 210 (2) (a); and
- (b) those who have signed the requests are responsible for at least 50 per cent of the taxes levied for purposes of the general local municipality levy on rateable property in all prescribed business property classes in the improvement area. 2001, c. 25, s. 211 (4).

Timing

(5) The repealing bylaw must come into force on or before December 31 of the year in which it is passed. 2001, c. 25, s. 211 (5).

Requests withdrawn

(6) If sufficient requests are withdrawn in writing within the 60-day period referred to in subsection (4) so that either condition set out in that subsection no longer applies, the municipality is not required to repeal the bylaw. 2001, c. 25, s. 211 (6).

Determination by clerk

(7) The clerk shall determine whether the conditions set out in clause (1) (b) and subsection (4) have been met and, if so, shall issue a certificate affirming that fact. 2001, c. 25, s. 211 (7).

Determination final

(8) The determination by the clerk is final. 2001, c. 25, s. 211 (8).

Restriction

(9) If the conditions of subsection (4) are not satisfied, council is not required to give notice under subsection (1) in response to a resolution or request for a period of two years after the last mailing of the notices. 2001, c. 25, s. 211 (9).

Non-application

(10) No requirement under this section or under section 210 applies to the repeal by a municipality on its own initiative of a bylaw under subsection 204 (1). 2001, c. 25, s. 211 (10).

Effect of bylaw

212. A bylaw passed under subsection 204 (1), subsection 208 (2) or (3), section 209 or subsection 211 (4) is not invalid by reason only that,

- (a) a person required to give a copy of a notice to a tenant or other information to the municipality under subsection 210 (2) has not done so;
- (b) the objections referred to in clause 210 (3) (b) have not been signed by at least one-third of the total number of persons entitled to receive notice under subsections 210 (1) and (2) because a person required to give a copy of the notice under subsection 210 (2) has not done so; or
- (c) the requests referred to in clause 211 (4) (a) have not been signed by at least one-half of the total number of persons entitled to notice under subsections 210 (1) and (2) because a person required to give a copy of the notice under subsection 210 (2) has not done so. 2001, c. 25, s. 212.

Tenants

213. For the purposes of clauses 210 (3) (c) and 211 (1) (b), subsection 211 (2) and clause 211 (4) (b), a tenant shall be deemed to be responsible for the part of the taxes that the tenant is required to pay under the tenant's lease or under sections 367 and 368. 2001, c. 25, s. 213.

Dissolution of board

214. (1) Upon the repeal of a bylaw under subsection 204 (1), the board of management is dissolved and the assets and liabilities of the board become the assets and liabilities of the municipality. 2001, c. 25, s. 214 (1).

Liabilities exceed assets

(2) If the liabilities assumed under subsection (1) exceed the assets assumed, the council may recover the difference by imposing a charge on all rateable property in the former improvement area that is in a prescribed business property class. 2001, c. 25, s. 214 (2).

Regulations

215. The Minister may make regulations prescribing one or more classes of real property prescribed under the Assessment Act as business property classes for the purposes of sections 204 to 214. 2001, c. 25, s. 215.

Municipal Act, 2001 - Dissolution and Change of Local Boards

Power to dissolve or change local boards

216. (1) Without limiting sections 9, 10 and 11, those sections authorize a municipality to dissolve or change a local board. 2006, c. 32, Sched. A, s. 90.

Conflict

(2) In the event of a conflict between a bylaw described in subsection (1) and any provision of this or any other Act, excluding this section and sections 194 to 202, or in the event of a conflict with a regulation made under any other Act, the bylaw prevails. 2006, c. 32, Sched. A, s. 90.

Restriction

(3) Despite subsection (1), a municipality shall not, in accordance with subsection (1), dissolve or change a local board that is,

- (a) a society as defined in subsection 3 (1) of the *Child and Family Services Act*.
- (b) a board of health as defined in subsection 1 (1) of the *Health Protection and Promotion Act*.
- (c) a committee of management established under the *Homes for the Aged and Rest Homes Act*.

Note: On a day to be named by proclamation of the Lieutenant Governor, clause (c) is amended by the Statutes of Ontario, 2007, chapter 8, subsection 218 (4) by striking out "Homes for the Aged and Rest Homes Act" and substituting "Long-Term Care Homes Act, 2007". See: 2007, c. 8, ss. 218 (4), 232 (2).

- (c.1) an appeal body established under section 8.1 of the *Planning Act*.
- (d) a police services board established under the *Police Services Act*.
- (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. 2006, c. 32, Sched. A, ss. 90, 91 (2).

Exception, City of Greater Sudbury

(4) Despite subsection (3), the City of Greater Sudbury may, in accordance with subsection (1), change the number of members it appoints as its representatives on the board of health of the Sudbury and District Health Unit, subject to the following rules:

1. The number shall not be smaller than two or larger than seven.
2. At least one of the members shall also be a member of the council of the City.
3. At least one of the members shall not be a member of the council of the City. 2006, c. 32, Sched. A, s. 90.

Scope of power to change a local board

(5) Without limiting sections 9, 10 and 11, the power of a municipality to change a local board under those sections includes the power to pass bylaws with respect to,

- (a) the matters described in paragraphs 1 to 7 of subsection 196 (1), subject to the restrictions set out in section 196;
- (b) the assumption of a power or duty of the board, but if the power or duty was delegated to the board by the municipality, the municipality cannot assume the power or duty if it cannot revoke the delegation;
- (c) the delegation of a power or duty to the board to the extent authorized under this Act;
- (d) the restriction or expansion of the mandate of the board. 2006, c. 32, Sched. A, s. 90.

Dissolution, etc., of joint board

(6) If a municipality passes a bylaw in accordance with subsection (1) to dissolve or change a local board which is a local board of the municipality and one or more other municipalities,

- (a) the bylaw does not come into force until at least half of the municipalities, excluding the municipality that passed the bylaw, have passed a resolution giving their approval to the bylaw; and
- (b) when the bylaw comes into force, the bylaw is deemed to be a bylaw passed by each of the municipalities of which the board is a local board. 2006, c. 32, Sched. A, s. 90.

Regulations

- (7) For the purposes of this section, the Minister may, despite any Act, make regulations,
- (a) providing that any body performing any public function is a local board;
 - (b) providing that a local board is a local board of the municipality specified in the regulation;
 - (c) providing that a municipality does not have the power to dissolve or make a prescribed change to a local board specified in the regulation;
 - (d) imposing conditions and limitations on the powers of a municipality under this section;
 - (e) providing that, for the purposes specified in the regulation, a municipality is deemed to be a local board of the type dissolved or changed under this section;
 - (f) providing that, for the purposes specified in the regulation, a municipality shall stand in the place of a local board dissolved or changed under this section;
 - (g) providing for matters that, in the opinion of the Minister, are necessary or desirable to allow the council of a municipality to act as a local board, to exercise the powers of a local board or to stand in the place of a local board for any purpose;
 - (h) providing that the provisions of any Act specified in the regulation do not apply to the council of a municipality acting as a local board, exercising the powers of a local board or standing in the place of a local board for any purpose;
 - (i) providing for the continuation, cessation or amendment of any or all bylaws and resolutions of a local board which is dissolved or changed under this section;
 - (j) providing that a municipality or local board pay money to each other or to another municipality or local board;
 - (k) providing for transitional matters related to a dissolution of or change to a local board under this section. 2006, c. 32, Sched. A, s. 90.

Municipal Act, 2001 - Procedure Bylaw

Definitions

238. (1) In this section and in sections 239 to 239.2,

“committee” means any advisory or other committee, subcommittee or similar entity of which at least 50 per cent of the members are also members of one or more councils or local boards; (“comité”)

“local board” does not include police services boards or public library boards; (“conseil local”)

“meeting” means any regular, special or other meeting of a council, of a local board or of a committee of either of them. (“réunion”) 2001, c. 25, s. 238 (1); 2006, c. 32, Sched. A, s. 102 (1, 2).

Procedure bylaws respecting meetings

(2) Every municipality and local board shall pass a procedure bylaw for governing the calling, place and proceedings of meetings. 2001, c. 25, s. 238 (2).

Notice

(2.1) The procedure bylaw shall provide for public notice of meetings. 2006, c. 32, Sched. A, s. 102 (3).

Outside municipality

(3) The procedure bylaw may provide that meetings be held and public offices be kept at a place outside the municipality within an adjacent municipality. 2001, c. 25, s. 238 (3).

Presiding officer

(4) The procedure bylaw may, with the consent of the head of council, designate a member of council, other than the head of council, to preside at meetings of council. 2006, c. 32, Sched. A, s. 102 (4).

Secret ballot

(5) A presiding officer may be designated by secret ballot. 2006, c. 32, Sched. A, s. 102 (4).

Municipal Act, 2001 - Meetings

Meetings open to public

239. (1) Except as provided in this section, all meetings shall be open to the public. 2001, c. 25, s. 239 (1).

Exceptions

- (2) A meeting or part of a meeting may be closed to the public if the subject matter being considered is,
- (a) the security of the property of the municipality or local board;
 - (b) personal matters about an identifiable individual, including municipal or local board employees;
 - (c) a proposed or pending acquisition or disposition of land by the municipality or local board;
 - (d) labour relations or employee negotiations;
 - (e) litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board;
 - (f) advice that is subject to solicitor-client privilege, including communications necessary for that purpose;
 - (g) a matter in respect of which a council, board, committee or other body may hold a closed meeting under another Act. 2001, c. 25, s. 239 (2).

Other criteria

(3) A meeting shall be closed to the public if the subject matter relates to the consideration of a request under the *Municipal Freedom of Information and Protection of Privacy Act* if the council, board, commission or other body is the head of an institution for the purposes of that Act. 2001, c. 25, s. 239 (3).

Educational or training sessions

(3.1) A meeting of a council or local board or of a committee of either of them may be closed to the public if the following conditions are both satisfied:

1. The meeting is held for the purpose of educating or training the members.
2. At the meeting, no member discusses or otherwise deals with any matter in a way that materially advances the business or decision-making of the council, local board or committee. 2006, c. 32, Sched. A, s. 103 (1).

Resolution

(4) Before holding a meeting or part of a meeting that is to be closed to the public, a municipality or local board or committee of either of them shall state by resolution,

(a) the fact of the holding of the closed meeting and the general nature of the matter to be considered at the closed meeting; or

(b) in the case of a meeting under subsection (3.1), the fact of the holding of the closed meeting, the general nature of its subject-matter and that it is to be closed under that subsection. 2001, c. 25, s. 239 (4); 2006, c. 32, Sched. A, s. 103 (2).

Open meeting

(5) Subject to subsection (6), a meeting shall not be closed to the public during the taking of a vote. 2001, c. 25, s. 239 (5).

Exception

(6) Despite section 244, a meeting may be closed to the public during a vote if,

(a) subsection (2) or (3) permits or requires the meeting to be closed to the public; and

(b) the vote is for a procedural matter or for giving directions or instructions to officers, employees or agents of the municipality, local board or committee of either of them or persons retained by or under a contract with the municipality or local board. 2001, c. 25, s. 239 (6).

Record of meeting

(7) A municipality or local board or a committee of either of them shall record without note or comment all resolutions, decisions and other proceedings at a meeting of the body, whether it is closed to the public or not. 2006, c. 32, Sched. A, s. 103 (3).

Same

- (8) The record required by subsection (7) shall be made by,
- (a) the clerk, in the case of a meeting of council; or
 - (b) the appropriate officer, in the case of a meeting of a local board or committee. 2006, c. 32, Sched. A, s. 103 (3).

Record may be disclosed

- (9) Clause 6 (1) (b) of the Municipal Freedom of Information and Protection of Privacy Act does not apply to a record of a meeting closed under subsection (3.1). 2006, c. 32, Sched. A, s. 103 (3).

Investigation

239.1 A person may request that an investigation of whether a municipality or local board has complied with section 239 or a procedure bylaw under subsection 238 (2) in respect of a meeting or part of a meeting that was closed to the public be undertaken,

- (a) by an investigator referred to in subsection 239.2 (1); or
- (b) by the Ombudsman appointed under the *Ombudsman Act*, if the municipality has not appointed an investigator referred to in subsection 239.2 (1). 2006, c. 32, Sched. A, s. 104.

Investigator

239.2 (1) Without limiting sections 9, 10 and 11, those sections authorize the municipality to appoint an investigator who has the function to investigate in an independent manner, on a complaint made to him or her by any person, whether the municipality or a local board has complied with section 239 or a procedure bylaw under subsection 238 (2) in respect of a meeting or part of a meeting that was closed to the public, and to report on the investigation. 2006, c. 32, Sched. A, s. 104.

Powers and duties

- (2) Subject to this section, in carrying out his or her functions under subsection (1), the investigator 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. 104.

Matters to which municipality is to have regard

- (3) In appointing an investigator and in assigning powers and duties to him or her, the municipality shall have regard to, among other matters, the importance of the matters listed in subsection (5). 2006, c. 32, Sched. A, s. 104.

Same, investigator

- (4) In carrying out his or her functions under subsection (1), the investigator shall have regard to, among other matters, the importance of the matters listed in subsection (5). 2006, c. 32, Sched. A, s. 104.

Same

- (5) The matters referred to in subsections (3) and (4) are,
- (a) the investigator's independence and impartiality;
 - (b) confidentiality with respect to the investigator's activities; and
 - (c) the credibility of the investigator's investigative process. 2006, c. 32, Sched. A, s. 104.

Delegation

- (6) An investigator may delegate in writing to any person, other than a member of council, any of the investigator's powers and duties under this Part. 2006, c. 32, Sched. A, s. 104.

Same

- (7) An investigator may continue to exercise the delegated powers and duties, despite the delegation. 2006, c. 32, Sched. A, s. 104.

Status

- (8) An investigator is not required to be a municipal employee. 2006, c. 32, Sched. A, s. 104.

Application

- (9) Subsection 223.13 (6) and sections 223.14 to 223.18 apply with necessary modifications with respect to the exercise of functions described in this section. 2006, c. 32, Sched. A, s. 104.

Report and recommendations

- (10) If, after making an investigation, the investigator is of the opinion that the meeting or part of the meeting that was the subject-matter of the investigation appears to have been closed to the public contrary to section 239 or to a procedure bylaw under subsection 238 (2), the investigator shall report his or her opinion and the reasons for it to the municipality or local board, as the case may be, and may make such recommendations as he or she thinks fit. 2006, c. 32, Sched. A, s. 104.

Publication of reports

- (11) The municipality or local board shall ensure that reports received under subsection (10) by the municipality or local board, as the case may be, are made available to the public. 2006, c. 32, Sched. A, s. 104.

City of Toronto Act, 2006 - Business Improvement Areas

429. (1) Every board of management that exists immediately before this section comes into force for a business improvement area in the City is continued as a local board of the City until the board of management is dissolved by the City. 2006, c. 11, Sched. A, s. 429 (1).

Same

(2) Sections 204 to 215 of the Municipal Act, 2001 apply to those boards of management and to the City for the purposes of those boards. 2006, c. 11, Sched. A, s. 429 (2).

Deemed local board

(3) A board continued by subsection (1) is deemed to be a local board of the City for all purposes. 2006, c. 32, Sched. B, s. 87.

Case Studies

Appendix E: Case Studies



APPENDIX E: CASE STUDIES

Introduction

The following case studies showcase some of the interesting activities and events that take place in various BIAs in Ontario. Examples from other BIAs will be considered and may be added to the website in the future.

Bloor West Village BIA



Bloor West Village BIA: The World's First


The creation of the world's first Business Improvement Area (BIA) in Toronto's Bloor West Village in 1970, as described by founding member and area business owner Alex Ling, was in response to difficult times. The completion of Toronto's Bloor-Danforth subway line in the late 1960s and proliferation of new indoor shopping malls saw the disappearance of many former Bloor West streetcar shoppers underground to competing business districts elsewhere.

As merchants closed or migrated to malls, "older, local shopping districts began to look run down," said Ling. Numerous vacant stores, a block-long used-car lot and a half-dozen gasoline stations "requiring much remediation" made Bloor West Village look "dilapidated and in need of some serious TLC," he explained. "Frankly, the outlook was grim."

Many remaining business people tried to form business associations, devoting "much time and effort going door to door soliciting voluntary donations for local improvements and area promotions." But often, "only a few businesses on each block were willing to contribute, so we lacked funds and support to take action needed to make a difference," said Ling.

Frustrated, Ling and other area businesspeople approached Toronto City Hall and the Province of Ontario seeking legislation that would require all businesses within a designated area to pay a levy for physical improvements and promotional activities. The levy would be collected by the city and turned over to an elected board of management, with a member-approved budget. After much discussion and consensus-building, provisions for Business Improvement Areas were included in the Municipal Act and, in 1970, Bloor West Village BIA became the first official BIA.

Some 275 BIA-member merchants, professionals and other services along a kilometre stretch of Bloor Street (east of South Kingsway) voted in an inaugural budget of \$47,500, mostly for physical improvements. The Village's transformation was dramatic, inviting shoppers back to the area with unique, newly-lighted trees, colourful flower boxes and benches. Over the years, a continued emphasis on beautification and engaging local promotions complemented numerous developments and restorations. The used car lot and gas stations were redeveloped into retail spaces with residential and office units above. A medical complex replaced an abandoned streetcar turn-around. Bloor West Village was reborn.



There are now more than 400 diverse shops, professionals and services in the Village, contributing more than a quarter million dollars to the BIA each year, benefiting businesses and the community alike. “The success of the Bloor West Village BIA is something in which members take great pride,” Ling said. “We are proud to be a part of our community and wish the same success to other business areas.”

Visit bloorwestvillage.ca for more information.



Downtown Sudbury BIA

Downtown Sudbury BIA: Adapting Good Ideas

Established in 1977, the Downtown Sudbury BIA has grown from its early focus on beautification, marketing and events to become one of the leading local agencies for downtown economic development. Representing over 400 businesses and services and some 90 property owners, it is managed by an 11-member board of directors, a full-time executive manager and a programs coordinator.

Downtown Ambassador Project

An idea borrowed from Downtown Winnipeg, the Downtown Sudbury Ambassador Project employs students as ambassadors to monitor the streets for potential safety issues as well as answer visitor questions about the downtown. Training is provided by the Sudbury Police Service and the Sudbury Tourism department.

Project organizers work with volunteer students from post-secondary Law Enforcement programs during the school year and hire student ambassadors during the busy summer months, when a 'clean-sweep' component is added to remove street litter. Positive feedback may expand the program into other seasons and bring on new partnerships for additional volunteers.

Blues for Food

Based on Ottawa's popular Soup Kitchen Live, the Downtown Sudbury BIA started its own Blues for Food street music festival and food drive in 1990 to fundraise, collect food donations and create awareness for the Sudbury Food Bank. Featuring local musicians, children's activities, a licensed refreshment tent and barbeque, the annual, one-day event has come to symbolize the beginning of summer for the BIA and the community. With the help of volunteers from the Rotary Club of Sudbury, the event attracted some 10,000 visitors in 2009, donating more than 4,000 pounds of non-perishable food items and almost \$50,000 (all proceeds) to the Food Bank.

Downtown Sudbury Ribfest

A three-day Ribfest at the end of summer (talked about by locals all year long) has become Downtown Sudbury's signature event for residents and visitors of all ages. Launched in 2008, Ribfest grew to 40,000 visitors in 2009 despite early challenges, including limited budget and experience, the need for partners, and logistics like site location, set-up and road closures.

By year two, Ribfest featured five professional rib teams, more than 24 live musical acts, a children's/family program, a large car and motorcycle show, a licensed refreshment tent and various vendors. Local community groups and charities contributed volunteers in exchange for a donation. The BIA plans to increase the number of rib teams and volunteers and build stronger event links to the downtown.

Visit downtownsudbury.com for more information.

Downtown Port Colborne BIA



Downtown Port Colborne BIA - Coal Hatch Art Project

With a modest budget of \$20,000 per year and some 150 storefront members, the Downtown Port Colborne Business Improvement Area (BIA) relies exclusively on volunteers for its remarkable range of activities, from streetscape beautification projects to print, radio and TV promotions and events including Tugboat Santa, Moonlight Madness and BIA participation in Port Colborne's annual Canal Days. One project, started by BIA Secretary Mickey Mayne, has brought new life to the town's historic sidewalk coal hatches.

A unique feature of downtown Port Colborne, 15 coal hatches from the 1800s, when they supplied furnaces and stockrooms along the canal, were little used. Mayne and a friend painted one in front of her building. Their "Lake Erie Fish" hatch painting proved to be "a good hook to get people to travel that way and notice the businesses there," Mayne explained. The BIA adopted and expanded the project with five volunteers painting five more hatches the following year with "original, representational (not abstract) art that had a local connection and contained no advertising."

Weathering meant annual hatch repainting, with eight volunteers repainting six and adding two more the following year. It also meant paintings didn't meet the ten-year life requirement for regional art grants, so local businesses donated paint and barricades. The BIA had "no trouble getting volunteers" and "the public was immediately engaged with the artists: the process was just as engaging as the result," said Mayne, with legends spun about "questionable" uses of hatches in times past.

Located all over the BIA, the paintings draw visitors off the main street to look around. Initial skepticism of the local art community overcome, the number of local art galleries grew from one to three in just two years. "Businesses and public have come to expect the paintings," Mayne added. "They have their favourites and there is great consternation when they are painted over."

As BIA business owner Jane Nigh put it, "I see the painted coal hatch as an additional attraction outside my store (the store windows being the first). It is something that says we are a community and we create fun things for the benefit of us all. Passers-by love it!"

Visit downtownportcolborne.com for more information.



Uptown Gravenhurst BIA

Uptown Gravenhurst BIA: Artful Muskoka Chairs say, “Have a Seat on Us!”

A modest 2008 beautification project begun by the Uptown Gravenhurst Business Improvement Area (BIA) has served to rejuvenate interest in the district and raise the profile of the BIA at a critical time for its 70-some members. Numerous businesses had joined an attractive new development around the Town’s upscale Muskoka Wharf project.

The idea to paint a local icon, the Muskoka chair, and display it on the main street caught on with businesses inside and outside of the BIA as well as local service clubs and cottagers associations, which sponsored the purchase of 20 chairs and the materials to paint them. Local residents volunteered to paint each with a unique design, and the chairs were displayed in store fronts all summer with the promotion, ‘Have a Seat on Us’ and a silent auction. Bidding wars built momentum toward Uptown Gravenhurst’s first Muskoka Chair Festival, featuring scavenger hunts, colouring contests and live DJs. A community chair painted by the crowd (under the supervision of high school arts students), was auctioned live at the end of the event.

Raising more than \$3,000, the event was expanded to 30 chairs the following year and raised almost \$5,000. Funds purchased such tangibles for the BIA and community as an outdoor interactive games table, said Coordinator Laura Meikle. The success of the initiative was also measured in the way it created “buzz” around town, bringing locals as well as visitors from nearby events to come Uptown to view and bid on chairs. “It’s a community event, not just a BIA event,” Meikle added. “The whole community comes together to sponsor, paint, volunteer, and bid. What began as a beautification project has turned into an important fundraiser and signature event for the BIA.”

The Uptown Gravenhurst Business Improvement Area won a 2009 Ontario Business Improvement Area Association award in the special events and promotions category for this event.

Visit gravenhurstbia.com for more information.



Downtown Yonge BIA

Downtown Yonge BIA: Many Approaches for Diverse Members and Visitors

Encompassing some 2,000 members, including the Toronto Eaton Centre and College Park malls, more than 600 retail stores, 150 bars and restaurants, eight hotels and four theatres, the Downtown Yonge BIA is one of Ontario's largest. To serve this large group, they employ ten full- and part-time staff to administer an annual budget of more than \$2 million. The competing needs and resources of such diverse members have added to the BIA's basic challenge of attracting both outside visitors and transient area office workers after hours.

To address these challenges, the BIA took some important steps. First was getting Toronto's first tourist area designation, allowing stores to open on statutory holidays. Another was the BIA's visual identity rebranding, with colourful new logos on traffic poles, banners and new street signs. The area's image as a tourist attraction, supported by the new Yonge-Dundas public square, is now animated by a multilingual Discovery Team of guides who roam the streets from Victoria Day to Labour Day offering information and free walking tours. Numerous events and Winter Magic LED lighting on trees, garlands and seasonal sculptures maintain the destination theme year round.

Physical improvements, including new street lighting, sidewalk replacement and a joint campaign with the City to repair facades, continue to refresh the streetscape. A full-time BIA Clean Streets Team removes graffiti, posters and litter on public property beyond City standards and pressure washes sidewalks annually. New measures requested by the BIA have addressed safety and social issues; since 2006 additional foot patrol officers have helped reduce street crime in the area, while trained street outreach workers help people in need connect with housing and other social services.

Communications are key to adding value for their diverse membership and clientele. A new website extends the reach of print publications including an area map, brochure, newsletter, direct mail and holiday guide. Use of Facebook, Flickr and Twitter social media tools provide a timely and cost effective way to connect to and survey customers. Much interest has recently been generated by the success of a free new customized mobile device application providing information and GPS mapping for local events, promotions and road closures.

Visit downtownyonge.com for more information.



Downtown Huntsville BIA

Downtown Huntsville BIA: An Outdoor Tribute to the Group of Seven


Established in 1979, the Downtown Huntsville BIA represents some 170 business and property owners through an 11-member board, one full-time and one part-time staff. The BIA is well known for its colourful Group of Seven Outdoor Gallery, which celebrates the art of Tom Thomson and the Group of Seven and their historic connection to the town they often visited on their way to paint in nearby Algonquin Park.

Started in 1999 when local artist Gerry Lantaigne reproduced Thomson's *The Jack Pine* as a mural on a downtown wall, the outdoor gallery grew slowly as the BIA commissioned Lantaigne to add one or two new murals each year. By 2006, Huntsville's downtown shops and services framed 10 Group of Seven-inspired murals and a Town-sponsored bronze statue of Tom Thomson in the Town Square.

In 2007, the BIA ran its first Group of Seven Mural Festival, recruiting 10 Canadian artists to paint ten murals over two weeks. A popular favourite was the community mural, to which more than 1,300 visitors, from pre-school children to seniors to wildlife artist Glen Loates, added their brush strokes. Participants thanked the BIA for "bringing art into the city," noting they were "proud to be part of this cultural experience." The Festival won a 2008 "Special Events and Promotions" award from the Ontario Association of Business Improvement Areas.

Celebrate Ontario supported the 2009 Mural Festival, when seven artists from across Ontario painted seven new murals, including another community mural. With 30 murals downtown, more than 40 mini murals on the nearby high school, six murals outside of downtown and more in the works, the BIA now sees the Outdoor Gallery as a stand-alone attraction, giving tourists another year-round reason to travel to Huntsville or extend their stay. Now the BIA's focus is to increase awareness of the Gallery as they slowly develop it.

Success is credited to Lantaigne's vision, a strong local mural committee and significant financial contributions of the BIA building wall owners, community partners and federal and provincial agencies. Challenges included finding financial support and bringing building owners on board for mural locations, as sponsors and as spokespeople.



The Gallery has had significant impacts for downtown Huntsville, from art education and community spirit-building to downtown revitalization, a new community tourist attraction, increased downtown retail sales and regional, national and international media coverage. Some participating buildings were given fresh paint, new siding and other revitalization in preparation for murals.

Visit huntsvilleadventures.com and groupofsevenoutdoorgallery.ca for more information.



Downtown Windsor BIA

Downtown Windsor Business Improvement Association: Reviving the Downtown with Planes, Fruits and Vegetables


As the largest and oldest of Windsor's eight BIAs, the Downtown Windsor Business Improvement Association (DWBIA), with 650 members, is at the heart of the border city's storefront retail, hospitality and entertainment district. Three full- and two part-time staff organize dozens of events and programs each year to attract business from both sides of the river, making special effort to address "a significant drop in cross-border visits in recent years," according to Executive Director Chris Edwards.

The DWBIA board and staff have worked to improve the face of downtown with innovative "Fresh Fronts" storefront improvement grants and daily "Clean Team" street cleaning after evening visitors, said Edwards. "Perhaps our most visible contribution," he added, "is the on-going streetscape revamping initiative with City of Windsor as partner." Area nightlife remains busy, and in 2009, the DWBIA created a new Hospitality Resource Panel - an alliance of business owners, municipal staff, council members, police and community representatives - to focus on "creating a safe and vibrant place for people to socialize" with "a mix of entertainment, culture, art and business," he explained.

In addition to such successful events as the 24-day SummerFest, attracting half a million visitors annually, and other festivals celebrating books, film, music, dance, theatre, children, food, wine, pride and multiculturalism, the BIA's latest event is an international "blockbuster." Bringing in more than 100,000 people over three days in 2009 and impressive tourism and sponsorship dollars, including provincial grants, the Red Bull Air Race World Championship features a new sport in which race pilots navigate the world's fastest, most agile racing planes through a challenging low-level course along the river at speeds reaching 370 km/h.

Farmers' Market Revival

A decade after low turnout had closed the downtown's 150-year-old farmers' market, community interest and an empty art-deco bus depot sparked new impetus for a revival. In 2009, the local residents association approached the DWBIA and City of Windsor to partner in the birth of a new, outdoor



Downtown Farmers' Market. A committee of 12 volunteers raised \$10,000 in seed money, secured the location, guidelines and insurance, and began recruiting local farmers. The new market was an instant hit, with extensive media coverage (more than 20 stories in The Windsor Star and items on all regional TV news and radio stations) providing free publicity.

The market's local and organic produce, baked goods, artwork, crafts, local performers, events like culinary chef demonstrations and fireman's Olympics, as well as a website, blog and Facebook group, steadily attracted new visitors and vendors. More than 1,000 shoppers were surveyed one Saturday during a provincial "Buy Local" harvest initiative. The return to an outdoor venue, protected by the depot parking roof, was another key factor in its success, Edwards explained. A reserve of more than \$10,000 was expected to lower booth costs and allow for hiring of a full-time manager for 2010. Organizers continue fundraising to increase market appeal and renovate inside the historic building for sale of meat, poultry, eggs and cheese.

Visit downtownwindsor.com for more information.

Downtown Kingston! BIA




Downtown Kingston BIA: A Fundraising Success Story

Formed in 1973, the Downtown Kingston BIA (DKBIA) hired its first manager a decade later upon the opening of a new suburban shopping centre. Still at the helm, Managing Director Doug Ritchie has steered Kingston's only BIA, now with some 750 members, through continued pressure from external growth and a trend away from larger stores to more boutiques and restaurants. Once comprising half of Kingston's commercial space, the DKBIA now competes for one seventh of the total despite two boundary expansions. But a successful strategy to create a recreation, entertainment and tourist district around new downtown venues has paid off for both BIA members and the region as a whole.

A multitude of activities are carried out by nine full-time and 26 part-time employees as well as a 15-member board of directors that welcomes two City councillors and representatives from Kingston's Economic Development office, Chamber of Commerce and Kingston Accommodation Partners (KAP) as ex officio members. Ritchie has learned to work closely with the membership and various provincial, municipal and private sector partners to leverage the BIA's numerous sources of income to produce some \$3.5 million in programming - triple the value of 2009 budget levies. Input and participation at a dozen think-tanks, two general meetings and two surveys each year "stimulate and focus strategic planning and provide quality control," says Ritchie. "A dedicated staff fundraiser is an important aspect," he adds, "as is a chartered accountant as treasurer to help quantify off-audit numbers for our funding partners and structure long-term capital building levies."

In addition to a regular BIA levy, two capital levies payable over 10 and 30 years have seeded municipal creation of two new venues: a serviced outdoor rink at Market Square and a large indoor arena, whose \$57 million development was led by a \$3 million BIA investment, matched by KAP and \$4 million from the Province, and topped off by operating revenues. Together the arenas host a continuous series of events, including free skating, Junior A hockey games, large concerts, "Febfest" winter festival (generating a \$2 million economic impact with a self-financing, \$300,000 budget) and, in summer, weekly outdoor movie nights and a farmers' market, among others. Members also led an \$18 million renovation of the Grand Theatre with a modest \$25,000 investment, providing a busy new cultural hub. Now at the core of BIA operational planning, the three venues bring tens of thousands of visitors from across the region to the downtown year-round, says Ritchie.



The BIA's website reinforces branding ("Downtown Kingston! It's the Real Deal") and serves as a one-stop guide to the BIA's many activities for members and the public alike. DKBIA works with Tourism Ontario to continue such successful events as Ontario's first Buskers Rendezvous (started in 1986), which Ritchie says attracts 120,000 person-visits per year and has a downtown economic impact of over \$3 million. Limestone City Blues Festival, started in 1997, attracts 30,000 person-visits in four days. Themed seasonal promotions like "Local Food, Local Chefs" build new customer interest in participating area restaurants and farmers' market with the help of Ontario's Ministry of Agriculture, Food and Rural Affairs. Sale of tickets, merchandise and cash sponsorships account for considerable BIA income. In one case, sales promote downtown history through an annual release of unique collectible pewter Christmas ornaments featuring local landmarks, exclusively for area shoppers spending \$25 or more.

Maximizing the benefit of new visitors, a BIA-led municipal project to widen core sidewalks for patios moved some street parking to new boundary lots and increased downtown foot traffic - and new merchant business. In addition to street cleaning in summer and other beautification efforts, ongoing support to members at the street level is provided by active participation in municipal construction projects, with information and promotions for affected businesses featured prominently on the website.

"Thanks to our many partnerships," says Ritchie, "downtown Kingston has come of age."

Visit downtownkingston.ca for more information.

APPENDIX F: LINKS TO ONTARIO BIA Websites

BIA Name	Location	Website
Downtown Acton	Acton	downtownacton.ca
Downtown Ajax	Ajax	Not available
Alliston	Alliston	allistonbia.com
Aylmer	Aylmer	Not available
Angus	Angus	Not available
Bancroft	Bancroft	Not available
Downtown Barrie	Barrie	downtownbarrie.ca
Beamsville	Beamsville	Not available
Belleville Downtown	Belleville	rediscoverdowntown.ca
Belmont Village	Belmont	thebelmontvillage.ca
Blenheim	Blenheim	blenheimontario.com
Historic Downtown Bolton	Bolton	mybolton.com
Historic Downtown Bowmanville	Bowmanville	bowmanville.com
Bracebridge	Bracebridge	downtownbracebridge.com
Downtown Brantford	Brantford	downtownbrantford.ca
Brighton Downtown	Brighton	Not available
Downtown Brockville	Brockville	downtownbrockville.com
Brussels	Brussels	Not available
Aldershot	Burlington	aldershotbia.com
Burlington Downtown	Burlington	burlingtondowntown.ca
Caledonia	Caledonia	caledoniabia.ca
Downtown Cambridge	Cambridge	downtown.cambridge.on.ca
Preston Towne Centre	Cambridge	Not available
Hespeler Village	Cambridge	hespelervillage.ca
Carleton Place	Carleton Place	carletonplace.ca
Historic Downtown Chatham	Chatham	downtownchatham.com
Newcastle Village	Clarington	Not available
Orono Downtown	Clarington	visitorono.com

BIA Name	Location	Website
Clinton	Clinton	clinton-bia.com
Downtown Cobourg	Cobourg	downtowncobourg.ca
Collingwood Downtown	Collingwood	downtowncollingwood.com
Downtown Cornwall	Cornwall	cornwalldbia.com
Le Village	Cornwall	Not available
Corunna	Corunna	Not available
Creemore	Creemore	Not available
Dresden	Dresden	Not available
Dunnville	Dunnville	Not available
Elmira	Elmira	Not available
Elora	Elora	elora.info
Erin	Erin	Not available
Essex	Essex	essexbia.com
Exeter	Exeter	Not available
Bridgeburg Station Downtown	Fort Erie	bridgeburg-bia.ca
Crystal Beach	Fort Erie	Not available
Ridgeway	Fort Erie	Not available
Downtown Fort Frances	Fort Frances	downtownfortfrancesbia.com
Gananoque	Gananoque	Not available
Georgina	Georgina	Not available
Jackson's Point Village	Georgina	Not available
Downtown Georgetown	Georgetown	downtowngeorgetown.com
Downtown Goderich	Goderich	goderich.ca
Grand Valley	Grand Valley	Not available
Uptown Gravenhurst	Gravenhurst	gravenhurstbia.com
Grimsby	Grimsby	Not available
Downtown Guelph	Guelph	guelphdowntown.com
Haliburton Village	Haliburton	Not available
Barton Village	Hamilton	bartonvillagebia.com
Downtown Hamilton	Hamilton	downtownhamilton.org

BIA Name	Location	Website
Westdale Village	Hamilton	westdalevillage.ca
Ancaster	Hamilton	Not available
Concession Street	Hamilton	concessionstreet.com
Dundas	Hamilton	downtowndundas.ca
International Village	Hamilton	hamiltoninternationalvillage.ca
King Street West	Hamilton	Not available
Locke Street	Hamilton	lockestreetbia.ca
Main-West Esplanade	Hamilton	Not available
Ottawa Street	Hamilton	shopottawastreet.com
Stoney Creek	Hamilton	Not available
Waterdown	Hamilton	waterdownbia.ca
Hanover Downtown Improvement Area	Hanover	Not available
Hawkesbury	Hawkesbury	Not available
Downtown Huntsville	Huntsville	huntsvilleadventures.com
Centre Ville Hurst	Hurst	hearstbia.com
Ingersoll	Ingersoll	ingersoll.ca
Kapuskasing	Kapuskasing	Not available
Kemptville	Kemptville	Not available
Kincardine	Kincardine	Not available
Downtown Kingston	Kingston	downtownkingston.ca
Kingsville	Kingsville	kingsvillebia.com
Downtown Kitchener	Kitchener	kitchenerdowntown.com
Belle River	Lakeshore	Not available
Forest	Lambton	Not available
Uptown Leamington	Leamington	uptownleamington.ca
Lindsay Downtown	Lindsay	lindsaydowntown.com
Listowel and Area	Listowel	Not available
Little Current	Little Current	Not available
London Downtown	London	downtownlondon.ca
Old East Village	London	oldeastvillage.com

BIA Name	Location	Website
Mainstreet Markham	Markham	mainstreetmarkham.com
Meaford	Meaford	meaford.com/town/org_bia.htm
Downtown Midland	Midland	downtownmidland.ca
Millbrook	Millbrook	millbrookbia.com
Downtown Milton	Milton	downtownmilton.com
Village of Streetsville	Mississauga	villageofstreetsville.com
Clarkson Village	Mississauga	clarksonbia.com
Napanee	Napanee	town.greaternapanee.on.ca
New Liskeard	New Liskard	Not available
Fallsview Boulevard	Niagara Falls	fallsviewboulevard.com/about.html
Lundy's Lane	Niagara Falls	lundyslane.com
Clifton Hill District	Niagara Falls	topofcliftonhill.com
Chippawa	Niagara Falls	Not available
Main & Ferry Business Association	Niagara Falls	Not available
Niagara Falls Downtown	Niagara Falls	niagarafallsdowntown.com
Nipigon	Nipigon	Not available
Uptown Delhi	Norfolk	Not available
Alexandria	North Glengarry	Not available
North Welland	North Welland	Not available
Downtown Northbay	Northbay	downtownnorthbay.com
Norwich	Norwich	Not available
Downtown Oakville	Oakville	oakvilledowntown.com
Bronte Village	Oakville	brontevillage.net
Kerr Village	Oakville	kerrvillage.ca
Orangeville	Orangeville	thehillsofheadwaters.com/orangevillebia
Downtown Orillia	Orillia	downtownorillia.org
Downtown Oshawa	Oshawa	downtownoshawa.ca
Barrhaven	Ottawa	barrhavenbia.ca
Heart of Orleans	Ottawa	heartoforleans.ca
Byward Market	Ottawa	byward-market.com

BIA Name	Location	Website
Downtown Bank Street	Ottawa	bankstreet.ca
Downtown Rideau	Ottawa	downtownrideau.com
Glebe	Ottawa	Not available
Manotick Village	Ottawa	manotickvillage.com
Quartier Vanier	Ottawa	vanierbia.com
Somerset Street Chinatown	Ottawa	ottawachinatown.ca
Carp	Ottawa	Not available
Preston	Ottawa	prestonstreet.com
Somerset Village	Ottawa	somerset-village.com
Sparks Street	Ottawa	sparksstreetmall.com
Wellington West	Ottawa - Wellington	wellingtonwest.ca
Westboro Village	Ottawa - Wellington	westborovillage.com
Downtown Owen Sound	Owen Sound	downtownowensound.ca
Paris	Paris	parisdowntown.ca
Pembroke	Pembroke	Not available
Downtown Heritage Perth BIA	Perth	shop-heritage-perth.com
Downtown Peterborough	Peterborough	peterboroughbia.com
East City/Ashburnham Village	Peterborough	Not available
Pickering Village	Pickering	pickeringvillage.ca
Picton	Picton	picton-bia.on.ca
Port Colborne Downtown	Port Colborne	downtownportcolborne.com
Port Credit	Port Credit	portcredit.com
Port Elgin	Port Elgin	Not available
Port Hope Heritage	Port Hope	porthopehbia.com
Port Perry	Port Perry	discoverportperry.ca
Port Stanley	Port Stanley	portstanley.net
Powassan	Powassan	Not available
Prescott	Prescott	Not available
Renfrew	Renfrew	Not available
Village of Richmond Hill	Richmond Hill	Not available

BIA Name	Location	Website
Sault Ste Marie Downtown Association	Sault Ste Marie	saultdowntown.com
Seaforth	Seaforth	Not available
Shelburne	Shelburne	Not available
Downtown Simcoe	Simcoe	downtownsimcoe.com
Smith Falls Downtown	Smith Falls	Not available
Morrisburg Village Plaza	South Dundas	bia.southdun.das.com
Downtown St. Catharines	St. Catharines	stcathdowntown.com
Port Dalhousie	St. Catharines	portdalhousie.com
Downtown St. Marys	St. Marys	downtownstmarys.com
St. Thomas Downtown Development Board	St. Thomas	downtownstthomas.com
Stirling	Stirling	stirling-rawdon.com
Stouffville	Stouffville	Not available
Stouffville County Village	Stouffville	stouffvillebia.ca
Downtown Strathroy	Strathroy	downtownstrathroy.ca
Sturgeon Falls	Sturgeon Falls	Not available
Stratford City Centre	Stratford	stratfordcitycentre.ca
Downtown Sudbury	Sudbury	downtownsudbury.com
Tecumseh	Tecumseh	tecumsehbia.com
Thorold Downtown	Thorold	thorolddowntown.com
Thornbury	Thornbury	thornbury.ca
Simpson Street	Thunder Bay	Not available
Heart of the Harbour	Thunder Bay	heartoftheharbour.ca
Victoria Street	Thunder Bay	victoriabia.ca
Uptown Tilbury	Tilbury	uptowntilbury.com
Tillsonburg	Tillsonburg	Not available
Downtown Timmins	Timmins	Not available
Albion Islington Square	Toronto	albionislingtonsquare.com
Beach	Toronto	beachesbia.com
Bloor Annex	Toronto	bloorannexbia.com
Bloor by the Park	Toronto	Not available

BIA Name	Location	Website
Bloor Street	Toronto	Not available
Bloor West Village	Toronto	bloorwestvillage.ca
Bloorcourt	Toronto	bloorcourt.com
Bloordale	Toronto	bloordale-bia.com
Bloor-Yorkville	Toronto	bloor-yorkville.com
Chinatown	Toronto	chinatownbia.com
Church Wellesley Village	Toronto	churchwellesleyvillage.ca
College Promenade	Toronto	Not available
Corso Italia	Toronto	torontocorsoitalia.com
Crossroads of the Danforth	Toronto	crossroadsofthedanforthbia.ca
Danforth Mosaic	Toronto	danforthmosaicbia.com
Danforth Village	Toronto	dvbia.ca
Dovercourt Village	Toronto	dovercourtbia.com
Downtown Yonge	Toronto	downtownyonge.com
Dundas West	Toronto	wp.dundaswestbia.ca
Eglinton Hill	Toronto	eglingtonhillbia.com
Emery Village	Toronto	emeryvillagebia.ca
Fairbank Village	Toronto	fairbankvillagebia.ca
Forest Hill Village	Toronto	Not available
Gerrard India Bazaar	Toronto	gerrardindiabazaar.com
Greek Town on the Danforth	Toronto	greektowntoronto.com
Harbor Street	Toronto	Not available
Hillcrest Village	Toronto	hillcrestvillage-bia.com
Historic Queen East	Toronto	Not available
The Junction	Toronto	thejunctionbia.ca
Kennedy Road	Toronto	kennedyroadbia.com
Kingsway	Toronto	thekingswaytoronto.ca
Korea Town	Toronto	koreatownbia.com
Lakeshore Village	Toronto	thelakeshore.ca
Liberty Village	Toronto	lvbia.com

BIA Name	Location	Website
Little Italy	Toronto	littleitalyintoronto.ca
Little Portugal	Toronto	Not available
Long Branch	Toronto	longbranchvillage.com
Mimico Lake	Toronto	thelakeshore.ca
Mimico Village	Toronto	thelakeshore.ca
Mirvish Village	Toronto	mirvishvillagebia.com
Mount Dennis	Toronto	Not available
Mount Pleasant	Toronto	Not available
Oakridge Village	Toronto	Not available
Oakwood Village	Toronto	Not available
Old Cabbagetown	Toronto	oldcabbagetown.com
Pape Village	Toronto	papevillage.com
Parkdale Village	Toronto	parkdalevillagebia.com
Queen Street West	Toronto	westqueenwest.ca
The Waterfront	Toronto	waterfrontbia.com
Regal Heights Village	Toronto	regalheights-bia.com
Riverside	Toronto	riversidedistrictbia.com
Roncesvalles Village	Toronto	roncesvallesvillage.ca
Rosedale Main Street	Toronto	Not available
Sheppard East Village	Toronto	sheppardeastvillagebia.com
St. Clair Gardens	Toronto	stclairgardens-bia.com
St. Lawrence Market	Toronto	stlawrencemarketbia.ca
The Danforth	Toronto	thedanforth.ca
The Eglinton Way	Toronto	theeglintonway.com
Toronto Entertainment District	Toronto	torontoed.com
Trinity Bellwoods	Toronto	trinitybellwoods.ca
Upper Village	Toronto	Not available
Uptown Yonge	Toronto	Not available
Village of Islington	Toronto	villageofislington.com

BIA Name	Location	Website
Weston Village	Toronto	westonvillagebia.com
Wexford Heights	Toronto	wexfordbia.ca
Wychwood Heights	Toronto	wychwoodheights-bia.com
Yonge Lawrence Village	Toronto	yongelawrencevillage-bia.com
York-Eglinton	Toronto	yorkbia.com
Annex Dupont	Toronto	Not available
Baby Point Gates	Toronto	Not available
Dundas Bathhurst	Toronto	Not available
Kensington Market	Toronto	kensington-market.ca
Knob Hill Plaza	Toronto	Not available
Campbellford	Trent Hills	campbellfordbia.ca
Trenton Downtown	Trenton	downtowntrenton.ca
Historic Mainstreet Unionville	Unionville	unionvilleinfo.com
Uxbridge	Uxbridge	uxbridgebia.ca
Wallaceburg	Wallaceburg	Not available
Uptown Waterloo	Waterloo	uptownwaterloobia.com
Wawa	Wawa	Not available
Downtown Windsor	Windsor	downtownwindsor.ca
Ford City Business District	Windsor	Not available
Walkerville BIA	Windsor	walkervilledistrict.com
Olde Riverside Town Centre	Windsor	oldriversidebia.com
Olde Sandwich Town Business Association	Windsor	Not available
Ottawa Street BIA	Windsor	ottawastreet.ca
Pillette Village BIA	Windsor	Not available
Via Italia/Erie Street BIA	Windsor	viaitalia.com
Wyandotte Towne Centre BIA	Windsor	wyandottetowncentre.com
Downtown Woodstock	Woodstock	downtownwoodstock.ca

Ministry of Municipal Affairs and Housing

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Disponible en français

Date: 2021-04-29

Subject: **2022 Budget Process**

Contact: Mark Medeiros, Acting Treasurer
mark.medeiros@brampton.ca 905-87402520

Report Number: Corporate Support Services-2021-674

Recommendations:

1. That the report titled **2022 Budget Process** to the Council meeting of June 9, 2021 be received;
2. That the 2022 Budget be developed in recognition of the considerable economic uncertainty and challenges facing residents and businesses, as a result of COVID-19;
3. That the 2022 Budget be developed to provide Budget Committee with various tax levy scenarios for consideration, including a 0% property tax change option on the City's portion of the tax bill;
4. That the 2022 Budget timelines be tentatively scheduled, in order to achieve approval prior to the beginning of the 2022 fiscal period, pending the ongoing review of the external environment related to COVID-19 and related advocacy efforts for funding relief from other levels of government.

Overview:

- **The 2022 Budget presents challenges for the City of Brampton, given the prolonged impacts of the COVID-19 pandemic and the uncertainty surrounding economic and social recovery to support our residents and businesses.**
- **Given the uncertainty of whether the City will be in a state of response versus recovery, the Budget will be developed to fund the City's pre-Covid-19 service levels as approved by Council notwithstanding the impacts of the pandemic.**

- Any financial losses recognized in 2022 will be managed through Federal and Provincial funding or through the General Rate Stabilization Reserve on the assumption that the impact of this pandemic on City services is temporary in nature and once it subsides Brampton's expenditure and revenues will revert to the pre-pandemic baseline.
- Annual budget pressure expectations for the City consist of approximately 2% inflation, 2% Infrastructure Levy and 1% Transit Levy.
- In this term of Council the property tax funding utilized for base operations and growth has decreased from \$421 million in 2018 to \$415 million in 2021 representing a decrease of 1.4%. The property tax funding contributed to capital through the levies has increased from \$53.6 million to \$87.2 million or 63% increase.
- If a 3% levy increase were approved in the 2022 Budget this would result in an increase in the contribution by \$14.9 million or a 17.1% increase, bringing the total contribution to \$102 million. The average annual growth rate of the levies since 2014 is 21%.
- The City has successfully reached a healthy and sustainable contribution to capital infrastructure reserves with 21% of Property Taxes collected supporting the repair and replacement of City assets. When benchmarking to neighbouring Municipalities as at 2019; Brampton is ranked the third highest illustrating the City's historical commitment to build a healthy contribution that supports the maintenance of City infrastructure.
- As the 2022 budget is being developed, it is important to consider the rate of growth of base operations in relation to the special purpose levies. A sustainable approach is to grow the contribution to Infrastructure reserves in tandem with property tax increases. For example; a 1% property tax increase of \$5 million, would result in a 1% levy increase or \$872 thousand. This methodology maintains the City's 20% tax-based contribution to capital relative to property taxes.
- Assessment Growth provided by MPAC for the 2020 fiscal year continued on the same trajectory as 2019, recognizing a steep decline from the historical trend. The City is projecting a 1.1 % increase for the 2021 fiscal year. For the period of 2014-2018 the City had recognized an average annual increase to the tax base of 2.8% related to Assessment Growth, which provided a stable source of funding for growth in operations. 2020 Assessment Growth resulted in an increase of 1.2% to the tax base, which is a decrease of over 60% from 2018.

- **To meet the challenges of the Pandemic, staff recommend the 2022 Budget be developed with various tax levy scenarios for Budget Committee's consideration, including a 0% property tax change option on the City's portion of the tax bill. The following focus areas are recommended to guide budget development:**
 - **Develop baseline budget requirements, in order to maintain existing service levels in existing and new growth areas.**
 - **Identify any COVID-19 related expenditure and revenue budget pressures for 2022.**
 - **Review and assess impacts of:**
 - **Increasing user fees where appropriate**
 - **Delaying service growth**
 - **Deferring city-wide strategic initiatives**
 - **Reducing or realigning service levels to meet changes in public demand**
 - **Maximizing eligible reserves to fund one-time operating expenditures**
 - **Mitigating inflationary impacts through efficiencies and/or**
 - **Alternative service delivery methods, as identified in the recent corporate-wide service reviews.**
 - **Identify the impacts of aligning increases to the Infrastructure and Transit Levy with the equivalent % increase in property taxes.**
 - **Review existing tax-based capital contributions to determine if opportunities exist to reduce or reprioritize tax-funded capital plans.**
- **In addition to the internal efforts above to manage and mitigate the impacts of this pandemic, advocacy efforts for recovery and sustainability funding from other levels of government will be critical to the success of the City in limiting impacts of budget pressures for 2022 and beyond.**
- **Proposed timelines for the 2022 Budget are included in this report and have been tentatively scheduled for approval on December 8th, 2021. Staff recognize the need to remain flexible in these uncertain times and will continue to monitor developments related to COVID-19 and advocacy efforts, in order to advise Council of any recommended changes to the 2022 Budget approval timelines, as required.**
- **Staff will continue to monitor the implications of the pandemic on the current year's 2021 Budget and will advise Council through the interim year end projections of any further funding from the Provincial and Federal Government, implications to City reserves or the sustainability to Brampton's financial position.**

Background:

Municipalities are required to prepare and adopt a budget on an annual basis, as per the *Municipal Act, 2001*, section 290. The budget process report provides Council and the Public with the processes and timelines necessary to meet legislative requirements and achieve the strategic objectives of the organization.

For the 2021 fiscal year, the City has been advised by the Provincial and Federal government of eligible funding under the Safe Restart Agreement (SRA) and the 2021 COVID-19 Recovery Funding for Municipalities (CRFM). To date this funding amounts to \$79.0 million, approximately \$23.4 million for municipal pressures and \$55.5 million for transit specific pressures.

While the impacts of COVID-19 on the City's operations are anticipated to continue into 2021, it is anticipated that the commitment of eligible funding to date positions the City to offset Transit operational losses and a significant portion of all other Municipal deficits. Staff continue to monitor revenues and expenses against the 2021 Budget and will report to Council if there are any material changes to expectations. The next scheduled forecast on the Operating Budget will be the 2nd Quarter Forecast for the period ending June 30, 2021. This report is typically presented to Council in September.

Current Situation:

The 2022 Budget presents challenges for the City of Brampton, given the prolonged impacts of the COVID-19 pandemic and the uncertainty surrounding economic and social recovery to support our residents and businesses.

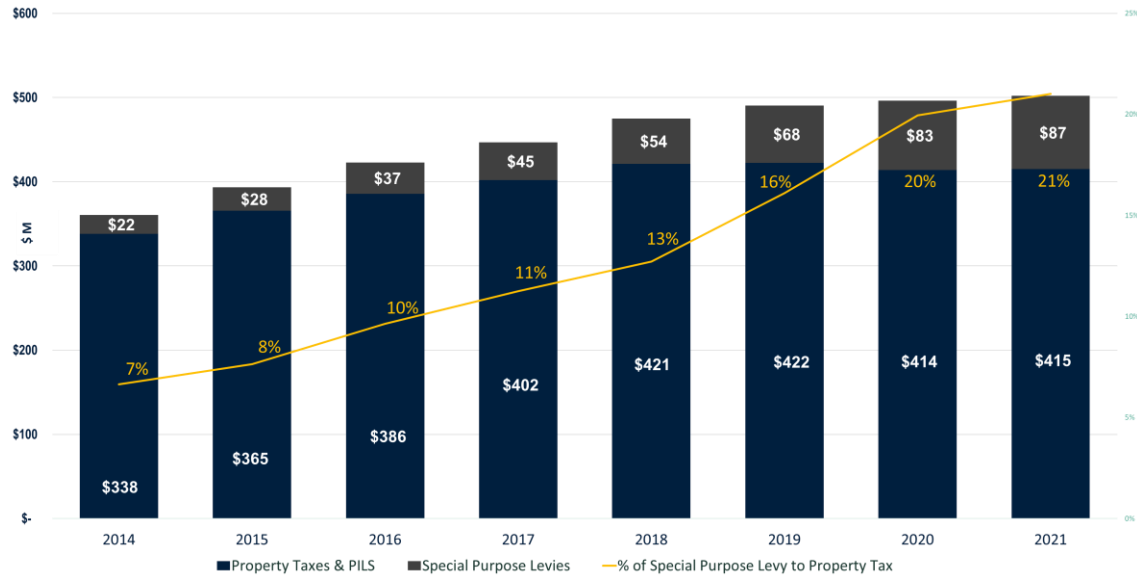
Given the uncertainty of whether the City will be in a state of response versus recovery, the Budget will be developed to fund the City's pre-Covid-19 service levels as approved by Council notwithstanding the impacts of the pandemic.

Any financial losses recognized in 2022 will be managed through Federal and Provincial funding or through the General Rate Stabilization Reserve on the assumption that the impact of this pandemic on City services is temporary in nature and once it subsides Brampton's expenditure and revenues will revert to the pre-pandemic baseline.

In addition to addressing the financial challenges resulting from the current pandemic, annual budget pressure expectations consist of approximately 2% inflation, 2% Infrastructure Levy and 1% Transit Levy.

In this term of Council the property tax funding utilized for base operations and growth has decreased from \$421 million in 2018 to \$415 million in 2021 representing a decrease of 1.4%. The property tax funding contributed to capital through the levies has increased from \$53.6 million to \$87.2 million or 63 % increase. Please refer to Table 1.

Table 1: 2014 – 2021 Special Purpose Levies as a % of Property Tax



If a 3% levy increase were approved in the 2022 Budget this would result in an increase in the contribution by \$14.9 million or a 17.1% increase, bringing the total contribution to \$102 million as illustrated in Table 2. The average annual growth rate of the levies since 2014 is 21%.

Table 2: 2014 – 2021 Special Purpose Levies Annual Growth



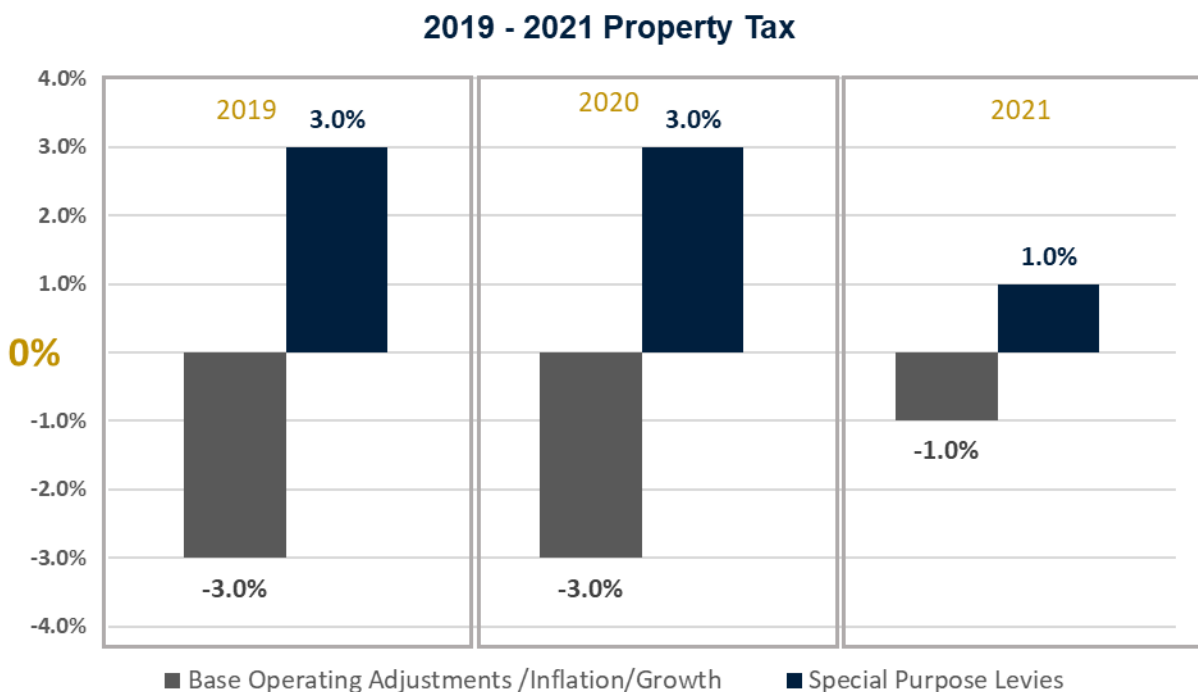
The City has successfully reached a healthy and sustainable contribution to capital infrastructure specific reserves with 20% of Property Taxes collected supporting the repair and replacement of City assets. When benchmarking to neighbouring Municipalities as at 2019; Brampton is ranked the third highest illustrating the City's

historical commitment to build a healthy contribution that supports the maintenance of City infrastructure.

In addition staff are currently working on an updated 2021 Capital Asset Management Plan (CAMP) which will advise on the State of Local Infrastructure, establish current and desired levels of services, the Asset Management Strategy and associated Financing Strategy. With this information staff will be able to advise on the appropriate level of contribution to close potential infrastructure gaps to achieve sustainable management of City assets.

Since 2019, Council has approved three consecutive years of 0% property tax increases while contributing to the infrastructure and transit levies. In order to achieve this, staff have modernized existing processes, maximized efficiencies and aligned funding operations with eligible reserves to minimize property taxes for residents and businesses. In addition, budgets have been systematically right-sized to recognize the benefit of revenue growth or new streams of revenue in addition to other measures to mitigate property tax. Illustrated in Table 3 below.

Table 3: 2019 – 2021 Property Tax Breakdown

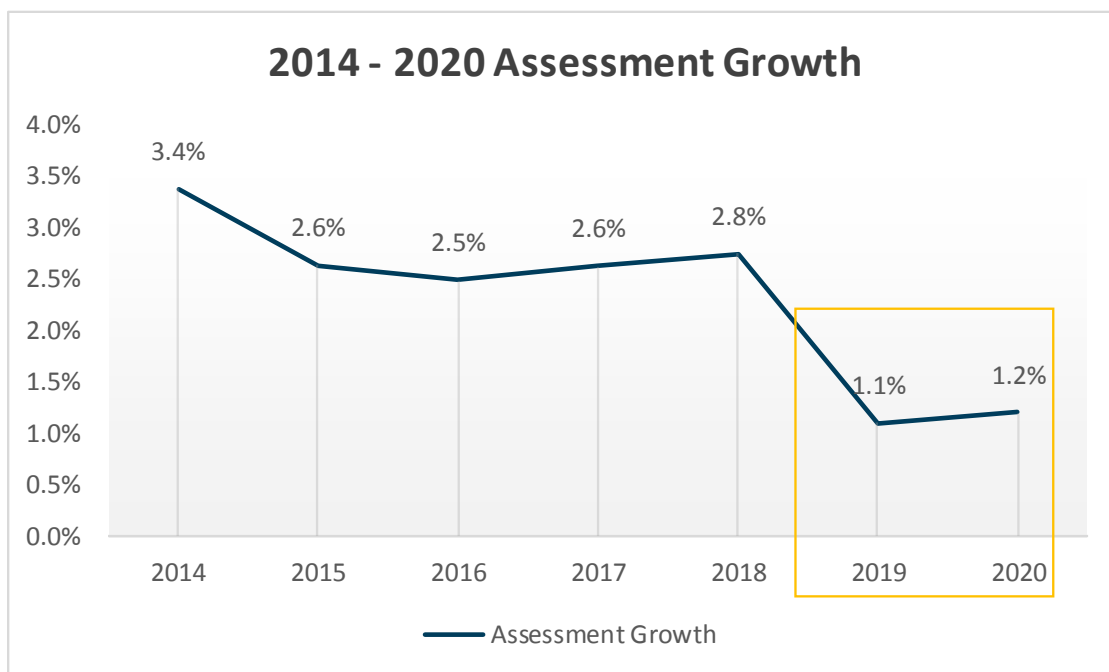


As the 2022 budget is being developed, it is important to consider the rate of growth of base operations in relation to the special purpose levies. A sustainable approach is to grow the contribution to Infrastructure reserves in tandem with property tax increases. For example; a 1% property tax increase of \$5 million, would result in a 1% levy

increase or \$872 thousand. This methodology maintains the City's 20% tax based contribution to capital relative to property taxes.

Assessment Growth provided by MPAC for the 2020 fiscal year continued on the same trajectory as 2019, recognizing a steep decline from the historical trend. The City is projecting a 1.1 % increase for the 2021 fiscal year. For the period of 2014-2018 the City had recognized an average annual increase to the tax base of 2.8% related to Assessment Growth, which provided a stable source of funding for growth in operations. 2020 Assessment Growth resulted in an increase of 1.2% to the tax base, which is a decrease of over 60% from 2018.

Table 4: Historical Trend of the City's Assessment Growth:



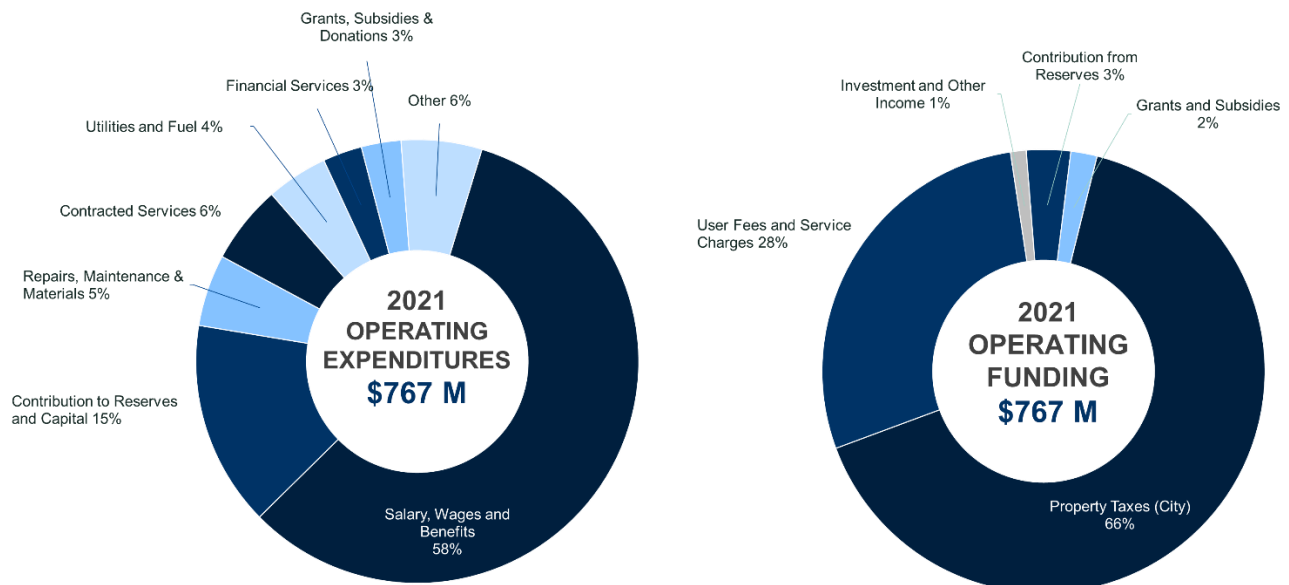
To meet the challenges of the Pandemic, staff recommend the 2022 Budget be developed with various tax levy scenarios for Budget Committee's consideration, including a 0% property tax change option on the City's portion of the tax bill. The following focus areas are recommended to guide budget development:

- Develop baseline budget requirements, in order to maintain existing service levels in existing and new growth areas.
- Identify any COVID-19 related expenditure and revenue budget pressures for 2022.
- Review and assess impacts of:
 - Increasing user fees where appropriate
 - Delaying service growth
 - Deferring city-wide strategic initiatives

- Reducing or realigning service levels to meet changes in public demand
 - Maximizing eligible reserves to fund one-time operating expenditures
 - Mitigating inflationary impacts through efficiencies and/or
 - Alternative service delivery methods, as identified in the recent corporate-wide service reviews.
- Identify the impacts of aligning increases to the Infrastructure and Transit Levy with the equivalent % increase in property taxes.
 - Review existing tax-based capital contributions to determine if opportunities exist to reduce or reprioritize tax-funded capital plans.

The 2021 Operating Budget was approved by Council on December 9th, 2020, at an amount of \$766.9 million. The primary drivers of expenditures in the 2021 Operating Budget are labour and contributions to reserves, whereas revenues are largely received through property taxes and user fees. The following charts illustrate the budget breakdown of expenditures and revenues by category.

2021 Operating Budget – Expenditure and Revenue by Category (\$000s)



In addition to the internal efforts above to manage and mitigate the impacts of this pandemic, advocacy efforts for recovery and sustainability funding from other levels of government will be critical to the success of the City in limiting impacts of budget pressures for 2022 and beyond.

2022 Budget Timelines

Proposed timelines for the 2022 Budget are included in this report, pending any changes to the external environment related to COVID-19 and related advocacy efforts for relief funding from other levels of government.

The Proposed Budget document is projected to be distributed on November 1st, 3 weeks prior to the commencement of Budget Committee deliberations on November 22nd.

Subsequent to distribution of the Proposed Budget document, staff will continue the practice of holding individual Councillor Briefings to discuss and review the budget document and solicit questions ahead of Council deliberations. These meetings are scheduled to take place between November 2nd and November 12th. Staff will capture all feedback from these meetings for presentation at the beginning of Budget Committee deliberations.

Budget Committee deliberations are proposed to take place between November 22nd and December 3rd, with final budget approval occurring at a Special Council Meeting on the evening of December 8th.

Staff recognize the need to remain flexible in these uncertain times and will continue to monitor developments related to COVID-19 and advocacy efforts with other levels of governments, in order to advise Council of any recommended changes to the 2022 Budget approval timelines, as required.

The following table illustrates the 2022 Budget schedule:

Deliverable	Action	Tentative Schedule
Proposed 2022 Budget Document	Distribution of the proposed 2022 Budget Document to Council and the Public	November 1st
Individual Councillor Questions and Feedback	Staff meetings with members of Council to solicit questions and feedback on Budget documents, prior to deliberations	November 2nd to November 12th
Budget Committee Deliberations	Budget Committee to deliberate budget proposal and provide recommendations to Council	November 22nd to December 3rd
Budget Approval	Special Council meeting to approve of the 2022 Budget	Evening of December 8th

Corporate Implications:

N/A

Term of Council Priorities:

This report fulfils the Council Priority of a Well-Run City through strict adherence to effective financial management policies and supports Brampton's 2040 Vision by ensuring sustainable financial operations.

Conclusion:

The 2022 Budget presents challenges for the City of Brampton, given the prolonged impacts of the COVID-19 pandemic and the uncertainty surrounding economic and social recovery to support our residents and businesses.

This report highlights the anticipated 2022 Budget pressures, along with proposed strategies and timelines to achieve a Budget that meets the needs of our community.

Authored by:

Diana Wren, Acting Manager, Financial Planning

Reviewed by:

Mark Medeiros, Acting Treasurer

Approved by:

Michael Davidson, Commissioner,
Corporate Support Services

Submitted by:

David Barrick, Chief Administrative Officer

Date: 2021-05-05

Subject: **Land Tax Apportionments**

Contact: Martin Finnegan, Senior Manager, Revenue Corporate Services
martin.finnegan@brampton.ca

Report Number: Corporate Support Services-2021-412

Recommendations:

1. THAT the report from Martin Finnegan, Senior Manager, Revenue Corporate Services, dated, May 5, 2021 to the Committee of Council Meeting of June 9, 2021, re: **Land Tax Apportionments**, be received; and,
2. THAT the unpaid taxes for the lands encompassed by the assessment roll numbers listed in **Schedule A** to this report be apportioned according to their relative value for each year as indicated in Schedule A.

Overview:

- This report is to obtain Council approval for the apportionment of unpaid taxes on certain subdivided land in accordance with Section 356 of the *Municipal Act, 2001*.
- Apportionments are required when properties originally assessed in one lot or block has the land assessment split into two or several additional portions to reflect their actual final configuration. These transactions only re-distribute existing assessment and do not create any new assessment.

Background:

Apportionments are required when properties originally assessed in one lot or block have the land assessment split into two or several additional portions to reflect their actual final configuration. These transactions only re-distribute existing assessment therefore the re-allocation to the tax base is revenue neutral.

The Municipal Act, 2001 sets out the procedures to be followed for the re-allocation of assessment through an apportionment. The procedure includes: notifying property owners of the report being submitted to Council, Council's review and approval of the apportionment, notification to the property owner(s) of Council's decision, and property owner appeal rights to the Assessment Review Board (ARB).

Current Situation:

The attached schedule (Schedule A) summarizes the information provided on the Apportionment of Assessment forms received from the Municipal Property Assessment Corporation (MPAC) for properties identified as requiring land assessment/tax recalculations for various tax year(s) as indicated.

Subsection 356 of the *Municipal Act, 2001* provides as follows:

“Upon application by the treasurer of a local municipality or to the treasurer by an owner of land, the local municipality may,

- (a) divide, for the purposes of this section, land which is assessed in one block into two or more parcels if each parcel is one that can be legally conveyed under the Planning Act,*
- (b) apportion the unpaid taxes on the land among the parcels:*
 - (i) in proportion to their relative value at the time the assessment roll for the year in which the application is made was returned, or*
 - (ii) if council is of the opinion that an apportionment under sub clause (i) is not appropriate due to special circumstances, any other manner; and*
- (c) direct what proportion of any part payment of taxes on the land is to be applied to each of the parcels.”*

Applicants and owners of each of the properties listed on the schedule have been notified by mail at least 14 days before the meeting at which the matter will be considered. A second letter will be sent to each of the property owners affected by this transaction to indicate the amount of unpaid taxes assigned to their property and that if they wish to appeal this decision to the ARB, they must do so within 35 days of the Council decision.

Corporate Implications:

Financial Implications:

There are no immediate corporate implications. The apportionment of taxes does not affect other departments. The re-allocation of the total taxes is revenue neutral.

Term of Council Priorities:

This report fulfils the Council Priority of a Well-Run City through strict adherence to effective financial management policies and supports Brampton's 2040 Vision by ensuring sustainable financial revenues.

Conclusion:

The tax levy of the municipality is based on the assessment roll delivered by MPAC to the City in December of the previous year. It is very common for land changes to occur after the return of the roll due to severances or consolidations. To ensure accurate taxation, it is necessary to apportion the taxes of the pre-severed lands to reflect the new land configuration and the new owners of these lands. Property owners do have the option to appeal the apportionment to the ARB, if they disagree with the amount. The ARB cannot increase or decrease the overall amount, but can only re-allocate the original assessment value amongst the affected parcels.

Authored by:

Reviewed by:

Martin Finnegan, Senior Manager,
Revenue, Corporate Services

Mark Medeiros, Treasurer (Acting)

Approved by:

Submitted by:

Michael Davidson, Commissioner,
Corporate Support Services

David Barrick, Chief Administrative Officer

Attachments:

Schedule A – Summary of Apportionment of Taxes

**Summary of Apportionment of Taxes
For Hearing on June 9, 2021**

Schedule A

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Jennifer Anderson
(905)874-2205

FINANCE TAX & ASSESSMENT

May 5, 2021 10:31

Apportionment No	Roll No	Location	Legal Dscr	Ward	Tax Year	Assessment	Recommended Apportionment of Taxes	Recommended Apportionment of Payments
9618	10-06-0-001-29823-0000	80 FRUITVALE CIR	PLAN 43M2058 PT BLK 363 RP 43R29086 PT(s) 1	06	2020	132,885	3,478.39	- 1,266.81
	10-06-0-001-30088-0000	82 FRUITVALE CIR	PLAN 43M2058 PT BLK 363 RP 43R29086 PT(s) 2 AND 3	06	2020	130,340	1,242.54	- 1,242.55
	10-06-0-001-30090-0000	86 FRUITVALE CIR	PLAN 43M2058 PT BLK 363 RP 43R29086 PT(s) 6 AND 7	06	2020	130,340	1,242.54	- 1,242.55
	10-06-0-001-30093-0000	92 FRUITVALE CIR	PLAN 43M2058 PT BLK 363 RP 43R29086 PT(s) 11 TO 14	06	2020	134,415	1,281.38	- 1,281.36
	10-06-0-001-30089-0000	84 FRUITVALE CIR	PLAN 43M2058 PT BLK 363 RP 43R29086 PT(s) 4 AND 5	06	2020	130,340	1,242.54	- 1,242.55
	10-06-0-001-30092-0000	90 FRUITVALE CIR	PLAN 43M2058 PT BLK 363 RP 43R29086 PT(s) 10	06	2020	130,340	1,242.54	- 1,242.55
	10-06-0-001-30091-0000	88 FRUITVALE CIR	PLAN 43M2058 PT BLK 363 RP 43R29086 PT(s) 8 AND 9	06	2020	130,340	1,242.54	- 1,242.51
9619	10-06-0-001-20160-0000	53 CALLANDAR RD	PL 43M2074 PT BLK 302 RP 43R39192 PT(s) 1 AND 2	06	2020	233,282	4,604.40	- 8,968.98
	10-06-0-001-20330-0000	55 CALLANDAR RD	PL 43M2074 PT BLK 302 RP 43R39192 PT(s) 3	06	2020	227,060	2,164.58	- 1,067.80
	10-06-0-001-20331-0000	57 CALLANDAR RD	PL 43M2074 PT BLK 302 RP 43R39192 PT(s) 4	06	2020	232,658	2,217.95	- 1,094.14
9620	10-06-0-001-20161-0000	59 CALLANDAR RD	PLAN 43M2074 PT BLK 303 RP 43R39192 PT(s) 5 AND 6	06	2020	230,517	3,621.85	- 5,999.53
	10-06-0-001-20334-0000	63 CALLANDAR RD	PLAN 43M2074 PT BLK 303 RP 43R39192 PT(s) 8	06	2020	230,515	2,197.52	- 2,197.53
	10-06-0-001-20333-0000	61 CALLANDAR RD	PLAN 43M2074 PT BLK 303 RP 43R39192 PT(s) 7	06	2020	224,968	2,144.64	- 2,144.62

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Apportionment No	Roll No	Location	Legal Dscr	Ward	Tax Year	Assessment	Recommended Apportionment of Taxes	Recommended Apportionment of Payments
9621	10-06-0-001-20162-0000	65 CALLANDAR RD	PL 43M2074 PT BLK 304 RP 43R39192 PT(s) 9 AND 10	06	2020	224,750	4,542.88	- 9,065.54
	10-06-0-001-20337-0000	69 CALLANDAR RD	PL 43M2074 PT BLK 304 RP 43R39192 PT(s) 12 AND 13	06	2020	219,341	2,090.99	- 1,031.56
	10-06-0-001-20338-0000	71 CALLANDAR RD	PL 43M2074 PT BLK 304 RP 43R39192 PT(s) 14 AND 15	06	2020	235,568	2,245.69	- 1,107.88
	10-06-0-001-20336-0000	67 CALLANDAR RD	PL 43M2074 PT BLK 304 RP 43R39192 PT(s) 11	06	2020	219,341	2,090.99	- 1,031.56
9622	10-06-0-001-20164-0000	4 GROWLER ST	PLAN 43M2074 PT BLK 306 RP 43R39192 PT(s) 16 AND 17	06	2020	229,629	5,232.27	- 5,007.72
	10-06-0-001-20448-0000	6 GROWLER ST	PLAN 43M2074 PT BLK 306 RP 43R39192 PT(s) 18 AND 19	06	2020	216,015	2,059.28	- 2,059.29
	10-06-0-001-20450-0000	10 GROWLER ST	PLAN 43M2074 PT BLK 306 RP 43R39192 PT(s) 21 AND 22	06	2020	221,341	2,110.05	- 2,110.06
	10-06-0-001-20449-0000	8 GROWLER ST	PLAN 43M2074 PT BLK 306 RP 43R39192 PT(s) 20	06	2020	216,015	2,059.28	- 2,059.27
9623	10-06-0-001-20165-0000	12 GROWLER ST	PLAN 43M2074 PT BLK 307 RP 43R39192 PT(s) 23 AND 24	06	2020	176,079	3,483.43	- 4,263.57
	10-06-0-001-20499-0000	14 GROWLER ST	PLAN 43M2074 PT BLK 307 RP 43R39192 PT(s) 25	06	2020	171,842	1,638.18	- 1,638.18
	10-06-0-001-20502-0000	20 GROWLER ST	PLAN 43M2074 PT BLK 307 RP 43R39192 PT(s) 30	06	2020	171,842	1,638.18	- 1,638.18
	10-06-0-001-20500-0000	16 GROWLER ST	PLAN 43M2074 PT BLK 307 RP 43R39192 PT(s) 26 AND 27	06	2020	171,842	1,638.18	- 1,638.18
	10-06-0-001-20503-0000	22 GROWLER ST	PLAN 43M2074 PT BLK 307 RP 43R39192 PT(s) 31 TO 33	06	2020	176,553	1,683.10	- 1,683.09
	10-06-0-001-20501-0000	18 GROWLER ST	PLAN 43M2074 PT BLK 307 RP 43R39192 PT(s) 28 AND 29	06	2020	171,842	1,638.18	- 1,638.18

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Apportionment No	Roll No	Location	Legal Dscr	Ward	Tax Year	Assessment	Recommended Apportionment of Taxes	Recommended Apportionment of Payments
9624	10-02-0-005-17800-0000	25 CLARK BLVD	PL 644 PT LOTS 8 AND 9 RP 43R32946 PARTS 1 AND 2 RP 43R35417 PART 5	03	2020	4,167,000	83,294.20	- 78,156.18
	10-02-0-005-02600-0000	52 RUTHERFORD RD S	PL 644 LOT 10 RP 43R35417 PARTS 1 AND 2	03	2020	3,235,000	0.00	
9625	10-08-0-032-64200-0000	34 TAMWORTH CRT	PL 43M960 BLK 191 PL 43M2064 BLK 54	04	2020	221,000	8,591.01	- 384.00
9626	10-08-0-032-63300-0000	16 TAMWORTH CRT	PLAN 43M960 BLK 182 PLAN 43M2064 BLK 63	04	2020	317,000	6,322.95	- 7,530.96
9627	10-02-0-007-08100-0000	3 MARY ST	PL BR2 PT LOTS 15 AND 30	03	2020	619,000	6,665.13	- 7,349.29
9628	10-12-0-001-19910-0000	82 PALLESCHI DR	PL 43M2068 PT BLK 3 RP 43R39402 PT(s) 6 AND 7	08	2020	221,190	3,793.90	- 2,143.63
	10-12-0-001-19938-0000	55 ATTMAR DR	PL 43M2068 PT BLK 3 RP 43R39402 PT(s) 17 AND 18	08	2020	226,390	2,158.19	- 2,158.18
	10-12-0-001-19935-0000	86 PALLESCHI DR	PL 43M2068 PT BLK 3 RP 43R39402 PT(s) 10 AND 11	08	2020	213,105	2,031.54	- 2,031.52
	10-12-0-001-19937-0000	90 PALLESCHI DR	PL 43M2068 PT BLK 3 RP 43R39402 PT(s) 14 TO 16	08	2020	213,105	2,031.54	- 2,031.52
	10-12-0-001-19934-0000	84 PALLESCHI DR	PL 43M2068 PT BLK 3 RP 43R39402 PT(s) 8 AND 9	08	2020	213,105	2,031.54	- 2,031.52
	10-12-0-001-19936-0000	88 PALLESCHI DR	PL 43M2068 PT BLK 3 RP 43R39402 PT(s) 12 AND 13	08	2020	213,105	2,031.54	- 2,031.61
9629	10-12-0-001-19909-0000	78 PALLESCHI DR	PL 43M2068 PT LOT 2 RP 43R39402 PT(s) 4	08	2020	206,778	4,388.08	- 6,974.08
	10-12-0-001-19932-0000	80 PALLESCHI DR	PL 43M2068 PT LOT 2 RP 43R39402 PT(s) 5	08	2020	206,222	1,965.93	- 1,965.93
9630	10-12-0-001-19908-0000	74 PALLESCHI DR	PL 43M2068 PT LOT 1 RP 43R39402 PT(s) 1 AND 19	08	2020	209,336	4,414.66	- 7,024.65
	10-12-0-001-19930-0000	76 PALLESCHI DR	PL 43M2068 PT LOT 1 RP 43R39402 PT(s) 2 AND 3	08	2020	207,664	1,979.68	- 1,979.69
9631	10-12-0-001-19912-0000	101 PALLESCHI DR	PL 43M2068 PT BLK 5 RP 43R39401 PT(s) 15 TO 17	08	2020	201,391	4,178.26	- 5,576.64
	10-12-0-001-19927-0000	95 PALLESCHI DR	PL 43M2068 PT BLK 5 RP 43R39401 PT(s) 22 AND 23	08	2020	194,893	1,857.93	- 1,857.92

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Apportionment No	Roll No	Location	Legal Dscr	Ward	Tax Year	Assessment	Recommended Apportionment of Taxes	Recommended Apportionment of Payments
9632	10-12-0-001-19926-0000	97 PALLESCHI DR	PL 43M2068 PT BLK 5 RP 43R39401 PT(s) 20 AND 21	08	2020	194,893	1,857.93	- 1,857.92
	10-12-0-001-19928-0000	93 PALLESCHI DR	PL 43M2068 PT BLK 5 RP 43R39401 PT(s) 24 AND 25	08	2020	201,389	1,919.86	- 1,919.87
	10-12-0-001-19925-0000	99 PALLESCHI DR	PL 43M2068 PT BLK 5 RP 43R39401 PT(s) 18 AND 19	08	2020	195,434	1,863.08	- 1,863.08
	10-12-0-001-19911-0000	57 ATTMAR DR	PL 43M2068 PT BLK 4 RP 43R39401 PT(s) 1 TO 3	08	2020	205,336	3,556.23	- 5,813.48
	10-12-0-001-19921-0000	107 PALLESCHI DR	PL 43M2068 PT BLK 4 RP 43R39401 PT(s) 8 AND 9	08	2020	193,066	1,840.50	- 1,840.51
	10-12-0-001-19923-0000	103 PALLESCHI DR	PL 43M2068 PT BLK 4 RP 43R39401 PT(s) 13 AND 14	08	2020	198,400	1,891.35	- 1,891.36
	10-12-0-001-19919-0000	111 PALLESCHI DR	PL 43M2068 PT BLK 4 RP 43R39401 PT(s) 4 AND 5	08	2020	193,066	1,840.50	- 1,840.51
	10-12-0-001-19922-0000	105 PALLESCHI DR	PL 43M2068 PT BLK 4 RP 43R39401 PT(s) 10 TO 12	08	2020	193,066	1,840.50	- 1,840.51
9633	10-12-0-001-19920-0000	109 PALLESCHI DR	PL 43M2068 PT BLK 4 RP 43R39401 PT(s) 6 AND 7	08	2020	193,066	1,840.50	- 1,840.50
	10-06-0-001-20154-0000	13 CIRCUS CRES	PL 43M2074 PT BLK 296 RP 43R39217 PT(s) 21 TO 23	06	2020	190,518	3,793.88	- 1,816.22
	10-06-0-001-20688-0000	7 CIRCUS CRES	PL 43M2074 PT BLK 296 RP 43R39217 PT(s) 27 AND 28	06	2020	185,934	1,772.52	- 1,772.51
	10-06-0-001-20689-0000	5 CIRCUS CRES	PL 43M2074 PT BLK 296 RP 43R39217 PT(s) 29 AND 30	06	2020	185,934	1,772.52	- 1,772.51
	10-06-0-001-20690-0000	3 CIRCUS CRES	PL 43M2074 PT BLK 296 RP 43R39217 PT(s) 32	06	2020	202,746	1,932.79	- 1,932.79
	10-06-0-001-20686-0000	11 CIRCUS CRES	PL 43M2074 PT BLK 296 RP 43R39217 PT(s) 24	06	2020	185,934	1,772.52	- 1,772.51
9634	10-06-0-001-20687-0000	9 CIRCUS CRES	PL 43M2074 PT BLK 296 RP 43R39217 PT(s) 25 AND 26	06	2020	185,934	1,772.52	- 1,772.56
	10-06-0-001-20159-0000	78 CALLANDAR RD	PLAN 43M2074 PT BLK 301 RP 43R39217 PT(s) 45 TO 47	06	2020	206,344	4,568.78	- 7,008.78
	10-06-0-001-20584-0000	74 CALLANDAR RD	PLAN 43M2074 PT BLK 301 RP 43R39217 PT(s) 49	06	2020	201,379	1,919.76	- 1,919.75
	10-06-0-001-20583-0000	76 CALLANDAR RD	PLAN 43M2074 PT BLK 301	06	2020	201,379	1,919.76	- 1,919.75

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Apportionment No	Roll No	Location	Legal Dscr	Ward	Tax Year	Assessment	Recommended Apportionment of Taxes	Recommended Apportionment of Payments
			RP 43R39217 PT(s) 48					
	10-06-0-001-20585-0000	72 CALLANDAR RD	PLAN 43M2074 PT BLK 301 RP 43R39217 PT(s) 50 AND 51	06	2020	206,898	1,972.37	- 1,972.39
9635	10-06-0-001-20158-0000	84 CALLANDAR RD	PLAN 43M2074 PT BLK 300 RP 43R39217 PT(s) 40	06	2020	230,517	3,807.19	- 5,861.07
	10-06-0-001-20452-0000	82 CALLANDAR RD	PLAN 43M2074 PT BLK 300 RP 43R39217 PT(s) 41	06	2020	224,968	2,144.64	- 2,144.65
	10-06-0-001-20453-0000	80 CALLANDAR RD	PLAN 43M2074 PT BLK 300 RP 43R39217 PT(s) 42 TO 44	06	2020	230,515	2,197.52	- 2,197.50
9636	10-06-0-001-20157-0000	92 CALLANDAR RD	PL 43M2074 PT BLK 299 RP 43R39217 PT(s) 33 AND 34	06	2020	234,246	2,268.09	- 2,233.08
	10-06-0-001-20576-0000	88 CALLANDAR RD	PL 43M2074 PT BLK 299 RP 43R39217 PT(s) 37	06	2020	222,918	2,125.09	- 2,125.09
	10-06-0-001-20577-0000	86 CALLANDAR RD	PL 43M2074 PT BLK 299 RP 43R39217 PT(s) 38 AND 39	06	2020	222,918	2,125.09	- 2,125.09
	10-06-0-001-20575-0000	90 CALLANDAR RD	PL 43M2074 PT BLK 299 RP 43R39217 PT(s) 35 AND 36	06	2020	222,918	2,125.09	- 2,125.10
9637	10-06-0-001-20153-0000	25 CIRCUS CRES	PLAN 43M2074 PT BLK 295 RP 43R39217 PT(s) 13 AND 14	06	2020	177,282	3,151.75	- 3,896.38
	10-06-0-001-20676-0000	19 CIRCUS CRES	PLAN 43M2074 PT BLK 295 RP 43R39217 PT(s) 17	06	2020	172,095	1,640.60	- 1,640.60
	10-06-0-001-20677-0000	17 CIRCUS CRES	PLAN 43M2074 PT BLK 295 RP 43R39217 PT(s) 18	06	2020	172,095	1,640.60	- 1,640.60
	10-06-0-001-20675-0000	21 CIRCUS CRES	PLAN 43M2074 PT BLK 295 RP 43R39217 PT(s) 16	06	2020	172,095	1,640.60	- 1,640.60
	10-06-0-001-20674-0000	23 CIRCUS CRES	PLAN 43M2074 PT BLK 295 RP 43R39217 PT(s) 15	06	2020	172,095	1,640.60	- 1,640.60
	10-06-0-001-20678-0000	15 CIRCUS CRES	PLAN 43M2074 PT BLK 295 RP 43R39217 PT(s) 20	06	2020	176,338	1,681.05	- 1,681.02
9638	10-06-0-001-20152-0000	37 CIRCUS CRES	PLAN 43M2074 PT BLK 294 RP 43R39217 PT(s) 1 AND 2	06	2020	201,627	4,684.31	- 3,676.14

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Apportionment No	Roll No	Location	Legal Dscr	Ward	Tax Year	Assessment	Recommended Apportionment of Taxes	Recommended Apportionment of Payments
	10-06-0-001-20668-0000	35 CIRCUS CRES	PLAN 43M2074 PT BLK 294 RP 43R39217 PT(s) 3 AND 4	06	2020	190,165	1,812.85	- 1,812.85
	10-06-0-001-20672-0000	27 CIRCUS CRES	PLAN 43M2074 PT BLK 294 RP 43R39217 PT(s) 11 AND 12	06	2020	203,713	1,942.01	- 1,942.00
	10-06-0-001-20669-0000	33 CIRCUS CRES	PLAN 43M2074 PT BLK 294 RP 43R39217 PT(s) 5 6 AND 7	06	2020	190,165	1,812.85	- 1,812.85
	10-06-0-001-20670-0000	31 CIRCUS CRES	PLAN 43M2074 PT BLK 294 RP 43R39217 PT(s) 8	06	2020	190,165	1,812.85	- 1,812.85
	10-06-0-001-20671-0000	29 CIRCUS CRES	PLAN 43M2074 PT BLK 294 RP 43R39217 PT(s) 9 AND 10	06	2020	190,165	1,812.85	- 1,812.86
9639	10-08-0-011-77921-0000	12 GERMAIN CIR	PLAN 43M1962 PT LOT 216 RP 43R39212 PT(s) 29	05	2020	133,000	3,192.32	- 5,032.79
	10-08-0-011-80797-0000	10 GERMAIN CIR	PLAN 43M1962 PT LOT 216 RP 43R39212 PT(s) 30	05	2020	133,000	1,267.90	- 1,267.89
9640	10-08-0-011-77920-0000	16 GERMAIN CIR	PLAN 43M1962 PT LOT 215 RP 43R39212 PT(s) 27	05	2020	133,000	2,950.89	- 6,138.89
	10-08-0-011-80795-0000	14 GERMAIN CIR	PLAN 43M1962 PT LOT 215 RP 43R39212 PT(s) 28	05	2020	133,000	1,267.90	- 1,267.89
9641	10-08-0-011-77919-0000	20 GERMAIN CIR	PLAN 43M1962 PT LOT 214 RP 43R39212 PT(s) 25	05	2020	135,000	3,116.05	- 2,179.97
	10-08-0-011-80793-0000	18 GERMAIN CIR	PLAN 43M1962 PT LOT 214 RP 43R39212 PT(s) 26	05	2020	135,000	1,286.96	- 1,286.96
9642	10-08-0-011-77918-0000	24 GERMAIN CIR	PLAN 43M1962 PT LOT 213 RP 43R39212 PT(s) 23	05	2020	135,000	3,319.14	- 2,607.97
	10-08-0-011-80791-0000	22 GERMAIN CIR	PLAN 43M1962 PT LOT 213 RP 43R39212 PT(s) 24	05	2020	135,000	1,286.96	- 1,286.96
9643	10-08-0-011-77917-0000	28 GERMAIN CIR	PL 43M1962 PT LOT 212 RP 43R39212 PT(s) 21	05	2020	137,672	1,312.44	- 1,750.18
	10-08-0-011-80789-0000	26 GERMAIN CIR	PL 43M1962 PT LOT 212 RP 43R39212 PT(s) 22	05	2020	135,328	1,290.09	- 1,720.35
9644	10-08-0-011-77916-0000	32 GERMAIN CIR	PL 43M1962 PT LOT 211 RP	05	2020	146,310	1,394.77	- 1,860.00

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Apportionment No	Roll No	Location	Legal Dscr	Ward	Tax Year	Assessment	Recommended Apportionment of Taxes	Recommended Apportionment of Payments
			43R39212 PT(s) 19					
	10-08-0-011-80787-0000	30 GERMAIN CIR	PL 43M1962 PT LOT 211 RP	05	2020	148,690	1,417.47	- 1,890.26
			43R39212 PT(s) 20					
9645	10-08-0-011-77915-0000	36 GERMAIN CIR	PL 43M1962 PT LOT 210 RP	05	2020	145,093	1,383.18	- 1,844.06
			43R39212 PT(s) 15 AND 16					
	10-08-0-011-80785-0000	34 GERMAIN CIR	PL 43M1962 PT LOT 210 RP	05	2020	143,907	1,371.88	- 1,828.99
			43R39212 PT(s) 17 AND 18					
9646	10-08-0-011-77914-0000	40 GERMAIN CIR	PL 43M1962 PT LOT 209 RP	05	2020	135,853	1,295.10	- 1,743.89
			43R39212 PT(s) 13					
	10-08-0-011-80783-0000	38 GERMAIN CIR	PL 43M1962 PT LOT 209 RP	05	2020	141,147	1,345.55	- 1,345.56
			43R39212 PT(s) 14					
9647	10-08-0-011-77913-0000	44 GERMAIN CIR	PL 43M1962 PT LOT 208 RP	05	2020	135,000	1,286.96	- 1,715.97
			43R39212 PT(s) 11					
	10-08-0-011-80781-0000	42 GERMAIN CIR	PL 43M1962 PT LOT 208 RP	05	2020	135,000	1,286.96	- 1,715.96
			43R39212 PT(s) 12					
9648	10-08-0-011-77911-0000	52 GERMAIN CIR	PL 43M1962 PT LOT 206 RP	05	2020	135,000	1,286.96	- 1,759.59
			43R39212 PT(s) 7					
	10-08-0-011-80777-0000	50 GERMAIN CIR	PL 43M1962 PT LOT 206 RP	05	2020	135,000	1,286.96	- 1,715.96
			43R39212 PT(s) 8					
9649	10-08-0-011-77910-0000	56 GERMAIN CIR	PL 43M1962 PT LOT 205 RP	05	2020	133,000	1,302.90	- 1,267.90
			43R39212 PT(s) 5					
	10-08-0-011-80775-0000	54 GERMAIN CIR	PL 43M1962 PT LOT 205 RP	05	2020	133,000	1,267.90	- 1,267.89
			43R39212 PT(s) 6					
9650	10-08-0-011-77909-0000	60 GERMAIN CIR	PL 43M1962 PT LOT 204 RP	05	2020	133,000	2,694.56	- 3,852.60
			43R39212 PT(s) 3					
	10-08-0-011-80773-0000	58 GERMAIN CIR	PL 43M1962 PT LOT 204 RP	05	2020	133,000	1,267.90	- 1,267.89
			43R39212 PT(s) 4					
9651	10-08-0-011-77908-0000	64 GERMAIN CIR	PLAN 43M1962 PT LOT 203	05	2020	137,500	1,345.81	- 2,219.80
			RP 43R39212 PT(s) 1					
	10-08-0-011-80771-0000	62 GERMAIN CIR	PLAN 43M1962 PT LOT 203	05	2020	137,500	1,310.81	- 1,310.79
			RP 43R39212 PT(s) 2					
9652	10-08-0-011-77922-0000	8 GERMAIN CIR	PLAN 43M1962 PT LOT 217	05	2020	133,000	3,097.85	- 7,528.64
			RP 43R39212 PT(s) 31					
	10-08-0-011-80799-0000	6 GERMAIN CIR	PLAN 43M1962 PT LOT 217	05	2020	133,000	1,267.90	- 1,267.89

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			RP 43R39212 PT(s) 32 AND 33					
9653	10-06-0-001-20198-0000	32 CIRCUS CRES	PLAN 43M2074 PT BLK 340 RP 43R39208 PT(s) 30 AND 31	06	2020	165,716	4,789.55	- 8,022.15
	10-06-0-001-20717-0000	34 CIRCUS CRES	PLAN 43M2074 PT BLK 340 RP 43R39208 PT(s) 32 AND 33	06	2020	161,729	1,541.78	- 1,541.76
	10-06-0-001-20723-0000	46 CIRCUS CRES	PLAN 43M2074 PT BLK 340 RP 43R39208 PT(s) 44 AND 45	06	2020	175,467	1,672.73	- 1,672.74
	10-06-0-001-20719-0000	38 CIRCUS CRES	PLAN 43M2074 PT BLK 340 RP 43R39208 PT(s) 37	06	2020	161,729	1,541.78	- 1,541.76
	10-06-0-001-20720-0000	40 CIRCUS CRES	PLAN 43M2074 PT BLK 340 RP 43R39208 PT(s) 38 AND 39	06	2020	161,729	1,541.78	- 1,541.76
	10-06-0-001-20718-0000	36 CIRCUS CRES	PLAN 43M2074 PT BLK 340 RP 43R39208 PT(s) 34 TO 36	06	2020	162,172	1,545.99	- 1,546.00
	10-06-0-001-20722-0000	44 CIRCUS CRES	PLAN 43M2074 PT BLK 340 RP 43R39208 PT(s) 42 AND 43	06	2020	161,729	1,541.78	- 1,541.81
	10-06-0-001-20721-0000	42 CIRCUS CRES	PLAN 43M2074 PT BLK 340 RP 43R39208 PT(s) 40 AND 41	06	2020	158,223	1,543.35	- 1,543.35
9654	10-06-0-001-20197-0000	16 CIRCUS CRES	PL 43M2074 PT BLK 339 RP 43R39208 PT(s) 14 TO 16	06	2020	153,997	1,468.06	- 1,468.07
	10-06-0-001-20711-0000	22 CIRCUS CRES	PL 43M2074 PT BLK 339 RP 43R39208 PT(s) 20 AND 21	06	2020	153,997	1,468.06	- 1,468.07
	10-06-0-001-20712-0000	24 CIRCUS CRES	PL 43M2074 PT BLK 339 RP 43R39208 PT(s) 22 AND 23	06	2020	157,795	1,504.28	- 1,504.28
	10-06-0-001-20715-0000	30 CIRCUS CRES	PL 43M2074 PT BLK 339 RP 43R39208 PT(s) 27 TO 29	06	2020	153,997	1,468.06	- 1,468.07
	10-06-0-001-20710-0000	20 CIRCUS CRES	PL 43M2074 PT BLK 339 RP 43R39208 PT(s) 18 AND 19	06	2020	153,997	1,468.06	- 1,468.07
	10-06-0-001-20709-0000	18 CIRCUS CRES	PL 43M2074 PT BLK 339 RP	06	2020	153,997	1,468.06	- 1,468.07

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			43R39208 PT(s) 17					
	10-06-0-001-20713-0000	26 CIRCUS CRES	PL 43M2074 PT BLK 339 RP	06	2020	153,997	1,468.06	- 1,468.07
			43R39208 PT(s) 24 AND 25					
	10-06-0-001-20714-0000	28 CIRCUS CRES	PL 43M2074 PT BLK 339 RP	06	2020	153,997	1,468.06	- 1,468.02
			43R39208 PT(s) 26					
9655	10-06-0-001-20196-0000	2 CIRCUS CRES	PLAN 43M2074 PT BLK 338	06	2020	186,924	4,946.96	- 8,816.54
			RP 43R39208 PT(s) 1 AND					
			2					
	10-06-0-001-20707-0000	14 CIRCUS CRES	PLAN 43M2074 PT BLK 338	06	2020	177,456	1,691.70	- 1,691.70
			RP 43R39208 PT(s) 13					
	10-06-0-001-20706-0000	12 CIRCUS CRES	PLAN 43M2074 PT BLK 338	06	2020	172,724	1,646.59	- 1,646.58
			RP 43R39208 PT(s) 11 AND					
			12					
	10-06-0-001-20703-0000	6 CIRCUS CRES	PLAN 43M2074 PT BLK 338	06	2020	172,724	1,646.59	- 1,646.58
			RP 43R39208 PT(s) 5 AND					
			6					
	10-06-0-001-20705-0000	10 CIRCUS CRES	PLAN 43M2074 PT BLK 338	06	2020	172,724	1,646.59	- 1,646.58
			RP 43R39208 PT(s) 9 AND					
			10					
	10-06-0-001-20702-0000	4 CIRCUS CRES	PLAN 43M2074 PT BLK 338	06	2020	172,724	1,646.59	- 1,646.58
			RP 43R39208 PT(s) 3 AND					
			4					
	10-06-0-001-20704-0000	8 CIRCUS CRES	PLAN 43M2074 PT BLK 338	06	2020	172,724	1,646.59	- 1,646.63
			RP 43R39208 PT(s) 7 AND					
			8					
9656	10-06-0-001-20167-0000	51 CIRCUS CRES	PLAN 43M2074 PT BLK 309	06	2020	203,851	4,720.19	- 4,660.96
			RP 43R39196 PT(s) 13 AND					
			14					
	10-06-0-001-20542-0000	61 CIRCUS CRES	PLAN 43M2074 PT BLK 309	06	2020	203,849	1,955.55	- 1,943.30
			RP 43R39196 PT(s) 23 AND					
			24					
	10-06-0-001-20539-0000	55 CIRCUS CRES	PLAN 43M2074 PT BLK 309	06	2020	189,325	1,816.23	- 1,804.85
			RP 43R39196 PT(s) 17 AND					
			18					
	10-06-0-001-20538-0000	53 CIRCUS CRES	PLAN 43M2074 PT BLK 309	06	2020	189,325	1,816.23	- 1,804.85
			RP 43R39196 PT(s) 15 AND					

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			16					
	10-06-0-001-20540-0000	57 CIRCUS CRES	PLAN 43M2074 PT BLK 309 RP 43R39196 PT(s) 19 AND 20	06	2020	189,325	1,816.23	- 1,804.85
	10-06-0-001-20541-0000	59 CIRCUS CRES	PLAN 43M2074 PT BLK 309 RP 43R39196 PT(s) 21 AND 22	06	2020	189,325	1,816.23	- 1,804.83
9657	10-06-0-001-20166-0000	39 CIRCUS CRES	PLAN 43M2074 PT BLK 308 RP 43R39196 PT(s) 1 AND 2	06	2020	203,415	4,850.08	- 5,654.94
	10-06-0-001-20534-0000	45 CIRCUS CRES	PLAN 43M2074 PT BLK 308 RP 43R39196 PT(s) 7 AND 8	06	2020	188,922	1,801.00	- 1,801.00
	10-06-0-001-20535-0000	47 CIRCUS CRES	PLAN 43M2074 PT BLK 308 RP 43R39196 PT(s) 9 AND 10	06	2020	188,922	1,801.00	- 1,801.00
	10-06-0-001-20532-0000	41 CIRCUS CRES	PLAN 43M2074 PT BLK 308 RP 43R39196 PT(s) 3 AND 4	06	2020	188,922	1,801.00	- 1,801.00
	10-06-0-001-20533-0000	43 CIRCUS CRES	PLAN 43M2074 PT BLK 308 RP 43R39196 PT(s) 5 AND 6	06	2020	188,922	1,801.00	- 1,801.00
	10-06-0-001-20536-0000	49 CIRCUS CRES	PLAN 43M2074 PT BLK 308 RP 43R39196 PT(s) 11 AND 12	06	2020	202,897	1,934.23	- 1,934.26
9658	10-06-0-001-29846-0000	14 LABRISH RD	PLAN 43M2058 PT BLK 386 RP 43R39210 PT(s) 14 AND 15	06	2020	155,640	3,396.30	- 4,837.66
	10-06-0-001-30165-0000	29 BACKWATER TRAIL	PLAN 43M2058 PT BLK 386 RP 43R39210 PT(s) 1 AND 3	06	2020	152,765	1,456.31	- 1,456.26
	10-06-0-001-30160-0000	39 BACKWATER TRAIL	PLAN 43M2058 PT BLK 386 RP 43R39210 PT(s) 11 AND 13	06	2020	149,319	1,423.47	- 1,423.41
	10-06-0-001-30161-0000	37 BACKWATER TRAIL	PLAN 43M2058 PT BLK 386 RP 43R39210 PT(s) 10 ADN	06	2020	149,319	1,423.47	- 1,423.41

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			12					
	10-06-0-001-30164-0000	31 BACKWATER TRAIL	PLAN 43M2058 PT BLK 386 RP 43R39210 PT(s) 2 AND 4	06	2020	149,319	1,423.47	- 1,423.41
	10-06-0-001-30163-0000	33 BACKWATER TRAIL	PLAN 43M2058 PT BLK 386 RP 43R39210 PT(s) 5 7 AND 8	06	2020	149,319	1,423.47	- 1,423.41
	10-06-0-001-30162-0000	35 BACKWATER TRAIL	PLAN 43M2058 PT BLK 386 RP 43R39210 PT(s) 6 AND 9	06	2020	149,319	1,423.47	- 1,423.41
9659	10-08-0-012-36518-0000	8 LOLLARD WAY	PLAN 43M2052 PT LOT 84 RP 43R39191 PT(s) 57	06	2020	187,500	4,434.93	- 880.50
	10-08-0-012-36746-0000	6 LOLLARD WAY	PLAN 43M2052 PT LOT 84 RP 43R39191 PT(s) 58	06	2020	187,500	1,787.45	- 880.50
9660	10-08-0-012-36517-0000	12 LOLLARD WAY	PLAN 43M2052 PT LOT 83 RP 43R39191 PT(s) 55	06	2020	187,500	4,254.69	- 6,011.63
	10-08-0-012-36744-0000	10 LOLLARD WAY	PLAN 43M2052 PT LOT 83 RP 43R39191 PT(s) 56	06	2020	187,500	1,787.45	- 880.50
9661	10-08-0-012-36516-0000	16 LOLLARD WAY	PLAN 43M2052 PT LOT 82 RP 43R39191 PT(s) 53	06	2020	187,500	4,319.90	- 2,069.27
	10-08-0-012-36742-0000	14 LOLLARD WAY	PLAN 43M2052 PT LOT 82 RP 43R39191 PT(s) 54	06	2020	187,500	1,787.45	- 880.50
9662	10-08-0-012-36515-0000	20 LOLLARD WAY	PLAN 43M2052 PT LOT 81 RP 43R39191 PT(s) 51	06	2020	187,500	4,230.51	- 7,560.45
	10-08-0-012-36740-0000	18 LOLLARD WAY	PLAN 43M2052 PT LOT 81 RP 43R39191 PT(s) 52	06	2020	187,500	1,787.45	- 880.50
9663	10-08-0-012-36514-0000	24 LOLLARD WAY	PLAN 43M2052 PT LOT 80 RP 43R39191 PT(s) 49	06	2020	187,500	4,317.58	- 6,008.81
	10-08-0-012-36738-0000	22 LOLLARD WAY	PLAN 43M2052 PT LOT 80 RP 43R39191 PT(s) 50	06	2020	187,500	1,787.45	- 880.50
9664	10-08-0-012-36513-0000	28 LOLLARD WAY	PL 43M2052 PT LOT 79 RP 43R39191 PT(s) 47	06	2020	187,500	1,787.45	- 2,667.50
	10-08-0-012-36736-0000	26 LOLLARD WAY	PL 43M2052 PT LOT 79 RP 43R39191 PT(s) 48	06	2020	187,500	1,787.45	- 880.50

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9665	10-02-0-005-17800-0000	25 CLARK BLVD	PL 644 PT LOTS 8 AND 9 RP 43R32946 PARTS 1 AND 2 RP 43R35417 PART 5	03	2018	4,022,500	63,699.22	- 63,699.22
	10-02-0-005-02600-0000	52 RUTHERFORD RD S	PL 644 LOT 10 RP 43R35417 PARTS 1 AND 2	03	2018	3,235,000	35.00	- 35.00
9666	10-02-0-005-17800-0000	25 CLARK BLVD	PL 644 PT LOTS 8 AND 9 RP 43R32946 PARTS 1 AND 2 RP 43R35417 PART 5	03	2019	4,094,750	84,382.46	- 84,382.46
	10-02-0-005-02600-0000	52 RUTHERFORD RD S	PL 644 LOT 10 RP 43R35417 PARTS 1 AND 2	03	2019	3,235,000	0.00	
9667	10-08-0-012-36519-0000	4 LOLLARD WAY	PLAN 43M2052 PT LOT 85 RP 43R39191 PT(s) 59	06	2020	187,187	4,253.60	- 9,035.62
	10-08-0-012-36748-0000	472 RIVERMONT RD	PLAN 43M2052 PT LOT 85 RP 43R39191 PT(s) 60	06	2020	201,813	1,923.89	- 947.33
9668	10-08-0-012-36511-0000	36 LOLLARD WAY	PLAN 43M2052 PT LOT 77 RP 43R39191 PT(s) 43	06	2020	187,944	4,294.25	- 7,747.00
	10-08-0-012-36732-0000	34 LOLLARD WAY	PLAN 43M2052 PT LOT 77 RP 43R39191 PT(s) 44	06	2020	192,056	1,830.88	- 901.65
9669	10-08-0-012-36510-0000	40 LOLLARD WAY	PL 43M2052 PT LOT 76 RP 43R39191 PT(s) 41	06	2020	187,500	4,433.49	- 6,086.43
	10-08-0-012-36730-0000	38 LOLLARD WAY	PL 43M2052 PT LOT 76 RP 43R39191 PT(s) 42	06	2020	187,500	1,787.45	- 880.50
9670	10-08-0-012-36509-0000	44 LOLLARD WAY	PLAN 43M2052 PT LOT 75 RP 43R39191 PT(s) 39	06	2020	189,380	4,465.00	- 4,142.29
	10-08-0-012-36728-0000	42 LOLLARD WAY	PLAN 43M2052 PT LOT 75 RP 43R39191 PT(s) 40	06	2020	187,620	1,788.59	- 880.87
9671	10-08-0-012-36502-0000	41 LOLLARD WAY	PL 43M2052 PT LOT 68 RP 43R39191 PT(s) 36	06	2020	185,685	4,654.21	- 2,753.98
	10-08-0-012-36726-0000	43 LOLLARD WAY	PL 43M2052 PT LOT 68 RP 43R39191 PT(s) 37 AND 38	06	2020	203,315	1,938.21	- 954.38
9672	10-08-0-012-36501-0000	37 LOLLARD WAY	PL 43M2052 PT LOT 67 RP 43R39191 PT(s) 34	06	2020	185,793	4,668.84	- 6,100.81
	10-08-0-012-36724-0000	39 LOLLARD WAY	PL 43M2052 PT LOT 67 RP 43R39191 PT(s) 35	06	2020	185,207	1,765.59	- 869.62

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9673	10-08-0-012-36500-0000	33 LOLLARD WAY	PL 43M2052 PT LOT 66 RP 43R39191 PT(s) 32	06	2020	187,000	4,541.35	- 6,109.04
	10-08-0-012-36722-0000	35 LOLLARD WAY	PL 43M2052 PT LOT 66 RP 43R39191 PT(s) 33	06	2020	187,000	1,782.68	- 878.00
9674	10-08-0-012-36499-0000	29 LOLLARD WAY	PL 43M2052 PT LOT 65 RP 43R39191 PT(s) 30	06	2020	187,500	4,666.99	- 2,729.39
	10-08-0-012-36720-0000	31 LOLLARD WAY	PL 43M2052 PT LOT 65 RP 43R39191 PT(s) 31	06	2020	187,500	1,787.45	- 880.50
9675	10-08-0-012-36498-0000	25 LOLLARD WAY	PL 43M2052 PT LOT 64 RP 43R39191 PT(s) 28	06	2020	187,500	1,822.45	- 3,014.45
	10-08-0-012-36718-0000	27 LOLLARD WAY	PL 43M2052 PT LOT 64 RP 43R39191 PT(s) 29	06	2020	187,500	1,787.45	- 1,787.44
9676	10-08-0-012-36497-0000	21 LOLLARD WAY	PLAN 43M2052 PT LOT 63 RP 43R39191 PT(s) 26	06	2020	187,500	4,632.09	- 6,137.03
	10-08-0-012-36716-0000	23 LOLLARD WAY	PLAN 43M2052 PT LOT 63 RP 43R39191 PT(s) 27	06	2020	187,500	1,787.45	- 880.50
9677	10-08-0-012-36496-0000	17 LOLLARD WAY	PL 43M2052 PT LOT 62 RP 43R39191 PT(s) 24	06	2020	187,500	4,469.24	- 6,070.18
	10-08-0-012-36714-0000	19 LOLLARD WAY	PL 43M2052 PT LOT 62 RP 43R39191 PT(s) 25	06	2020	187,500	1,787.45	- 880.50
9678	10-08-0-012-36495-0000	13 LOLLARD WAY	PLAN 43M2052 PT LOT 61 RP 43R39191 PT(s) 22	06	2020	187,500	4,529.02	- 7,407.14
	10-08-0-012-36712-0000	15 LOLLARD WAY	PLAN 43M2052 PT LOT 61 RP 43R39191 PT(s) 23	06	2020	187,500	1,787.45	- 880.50
9679	10-08-0-012-36494-0000	9 LOLLARD WAY	PLAN 43M2052 PT LOT 60 RP 43R39191 PT(s) 20	06	2020	187,500	4,495.81	- 5,164.39
	10-08-0-012-36710-0000	11 LOLLARD WAY	PLAN 43M2052 PT LOT 60 RP 43R39191 PT(s) 21	06	2020	187,500	1,787.45	- 880.50
9680	10-08-0-012-36493-0000	5 LOLLARD WAY	PLAN 43M2052 PT LOT 59 RP 43R39191 PT(s) 18	06	2020	187,500	4,394.19	- 9,062.28
	10-08-0-012-36708-0000	7 LOLLARD WAY	PLAN 43M2052 PT LOT 59 RP 43R39191 PT(s) 19	06	2020	187,500	1,787.45	- 880.50
9681	10-08-0-012-36492-0000	476 RIVERMONT RD	PLAN 43M2052 PT LOT 58 RP 43R39191 PT(s) 16	06	2020	200,680	4,869.49	- 2,265.01

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	10-08-0-012-36706-0000	3 LOLLARD WAY	PLAN 43M2052 PT LOT 58 RP 43R39191 PT(s) 17	06	2020	188,320	1,795.27	- 883.99
9682	10-08-0-012-36512-0000	32 LOLLARD WAY	PLAN 43M2052 PT LOT 78 RP 43R39191 PT(s) 45	06	2020	187,500	4,292.78	- 7,240.16
	10-08-0-012-36734-0000	30 LOLLARD WAY	PLAN 43M2052 PT LOT 78 RP 43R39191 PT(s) 46	06	2020	187,500	1,787.45	- 880.50
9683	10-06-0-001-29837-0000	41 LABRISH RD	PLAN 43M2058 PT BLK 377 RP 43R39007 PT(s) 1	06	2020	76,906	2,835.37	- 3,454.36
	10-06-0-001-30149-0000	37 LABRISH RD	PLAN 43M2058 PT BLK 377 RP 43R39007 PT(s) 5	06	2020	75,671	721.38	- 721.38
	10-06-0-001-30150-0000	35 LABRISH RD	PLAN 43M2058 PT BLK 377 RP 43R39007 PT(s) 6	06	2020	75,671	721.38	- 721.38
	10-06-0-001-30153-0000	26 HAYMARKET DR	PLAN 43M2058 PT BLK 377 RP 43R39007 PT(s) 11	06	2020	76,906	733.15	- 733.14
	10-06-0-001-30154-0000	28 HAYMARKET DR	PLAN 43M2058 PT BLK 377 RP 43R39007 PT(s) 12 TO 14	06	2020	75,671	721.38	- 721.38
	10-06-0-001-30157-0000	34 HAYMARKET DR	PLAN 43M2058 PT BLK 377 RP 43R39007 PT(s) 17 TO 19	06	2020	75,671	721.38	- 721.38
	10-06-0-001-30158-0000	36 HAYMARKET DR	PLAN 43M2058 PT BLK 377 RP 43R39007 PT(s) 20	06	2020	76,906	733.15	- 733.14
	10-06-0-001-30156-0000	32 HAYMARKET DR	PLAN 43M2058 PT BLK 377 RP 43R39007 PT(s) 16	06	2020	75,671	721.38	- 721.38
	10-06-0-001-30148-0000	39 LABRISH RD	PLAN 43M2058 PT BLK 377 RP 43R39007 PT(s) 2 TO 4	06	2020	75,671	721.38	- 721.38
	10-06-0-001-30151-0000	33 LABRISH RD	PLAN 43M2058 PT BLK 377 RP 43R39007 PT(s) 7 TO 9	06	2020	75,671	721.38	- 721.38
	10-06-0-001-30155-0000	30 HAYMARKET DR	PLAN 43M2058 PT BLK 377 RP 43R39007 PT(s) 15	06	2020	75,671	721.38	- 721.38
	10-06-0-001-30152-0000	31 LABRISH RD	PLAN 43M2058 PT BLK 377 RP 43R39007 PT(s) 10	06	2020	76,914	733.23	- 733.22
9684	10-06-0-001-29810-0000	50 FRUITVALE CIR	PLAN 43M2058 PT LOT 350 RP 43R39106 PT(s) 1 AND 4	06	2020	165,968	4,289.67	- 6,635.24
	10-06-0-001-30139-0000	48 FRUITVALE CIR	PLAN 43M2058 PT LOT 350	06	2020	171,032	1,630.46	- 802.89

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			RP 43R39106 PT(s) 2 AND 3					
9687	10-06-0-001-29763-0000	202 FRUITVALE CIR	PLAN 43M2058 PT LOT 303	06	2020	144,500	4,919.07	- 9,444.59
	10-06-0-001-30039-0000	204 FRUITVALE CIR	RP 43R38985 PT(s) 5 PLAN 43M2058 PT LOT 303	06	2020	144,500	1,377.53	
			RP 43R38985 PT(s) 6					
9688	10-06-0-001-29762-0000	198 FRUITVALE CIR	PLAN 43M2058 PT LOT 302	06	2020	144,500	4,919.07	- 9,444.59
	10-06-0-001-30037-0000	200 FRUITVALE CIR	RP 43R38985 PT(s) 3 PLAN 43M2058 PT LOT 302	06	2020	144,500	1,377.53	
			RP 43R38985 PT(s) 4					
9689	10-06-0-001-29761-0000	194 FRUITVALE CIR	PLAN 43M2058 PT LOT 301	06	2020	157,242	4,871.39	- 2,634.70
	10-06-0-001-30035-0000	196 FRUITVALE CIR	RP 43R38985 PT(s) 1 PLAN 43M2058 PT LOT 301	06	2020	146,758	1,399.05	- 8.46
			RP 43R38985 PT(s) 2					
9690	10-06-0-002-22329-0000	18 ADVENTURA RD	PLAN 43M2044 PT BLK 294	06	2019	151,164	4,219.23	- 2,531.67
	10-06-0-002-22609-0000	8 ADVENTURA RD	RP 43R38620 PT(s) 57 AND 58	06	2019	151,160	1,497.65	- 726.64
	10-06-0-002-22608-0000	10 ADVENTURA RD	PLAN 43M2044 PT BLK 294	06	2019	147,197	1,458.39	- 707.59
			RP 43R38620 PT(s) 71 TO 73					
	10-06-0-002-22606-0000	14 ADVENTURA RD	PLAN 43M2044 PT BLK 294	06	2019	147,197	1,458.39	- 707.59
			RP 43R38620 PT(s) 63 TO 66					
	10-06-0-002-22607-0000	12 ADVENTURA RD	PLAN 43M2044 PT BLK 294	06	2019	147,197	1,458.39	- 707.59
			RP 43R38620 PT(s) 67 TO 70					
	10-06-0-002-22605-0000	16 ADVENTURA RD	PLAN 43M2044 PT BLK 294	06	2019	147,197	1,458.39	- 707.62
			RP 43R38620 PT(s) 59 TO 62					
9691	10-06-0-002-22327-0000	46 ADVENTURA RD	PLAN 43M2044 PT BLK 292	06	2019	135,385	4,068.32	- 15,923.14
			RP 43R38620 PT(s) 19 AND 20					

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Apportionment No	Roll No	Location	Legal Dscr	Ward	Tax Year	Assessment	Recommended Apportionment of Taxes	Recommended Apportionment of Payments
	10-06-0-002-22594-0000	38 ADVENTURA RD	PLAN 43M2044 PT BLK 292 RP 43R38620 PT(s) 31 AND 32	06	2019	131,831	1,306.15	- 633.72
	10-06-0-002-22591-0000	44 ADVENTURA RD	PLAN 43M2044 PT BLK 292 RP 43R38620 PT(s) 21 TO 24	06	2019	131,831	1,306.15	- 633.72
	10-06-0-002-22593-0000	40 ADVENTURA RD	PLAN 43M2044 PT BLK 292 RP 43R38620 PT(s) 29 AND 30	06	2019	131,831	1,306.15	- 633.72
	10-06-0-002-22597-0000	32 ADVENTURA RD	PLAN 43M2044 PT BLK 292 RP 43R38620 PT(s) 40 AND 41	06	2019	135,380	1,341.30	- 650.78
	10-06-0-002-22596-0000	34 ADVENTURA RD	PLAN 43M2044 PT BLK 292 RP 43R38620 PT(s) 37 TO 39	06	2019	131,831	1,306.15	- 633.72
	10-06-0-002-22592-0000	42 ADVENTURA RD	PLAN 43M2044 PT BLK 292 RP 43R38620 PT(s) 25 TO 28	06	2019	131,831	1,306.15	- 633.72
	10-06-0-002-22595-0000	36 ADVENTURA RD	PLAN 43M2044 PT BLK 292 RP 43R38620 PT(s) 33 TO 36	06	2019	131,831	1,306.15	- 633.74
9692	10-06-0-002-22326-0000	62 ADVENTURA RD	PLAN 43M2044 PT BLK 291 RP 43R38620 PT(s) 1 AND 2	06	2019	143,128	4,108.44	- 16,318.40
	10-06-0-002-22584-0000	58 ADVENTURA RD	PLAN 43M2044 PT BLK 291 RP 43R38620 PT(s) 5 AND 6	06	2019	135,316	1,340.68	- 650.40
	10-06-0-002-22586-0000	54 ADVENTURA RD	PLAN 43M2044 PT BLK 291 RP 43R38620 PT(s) 11 AND 12	06	2019	135,316	1,340.68	- 650.40
	10-06-0-002-22587-0000	52 ADVENTURA RD	PLAN 43M2044 PT BLK 291 RP 43R38620 PT(s) 13 AND 14	06	2019	135,316	1,340.68	- 650.40
	10-06-0-002-22588-0000	50 ADVENTURA RD	PLAN 43M2044 PT BLK 291 RP 43R38620 PT(s) 15 AND 16	06	2019	135,316	1,340.68	- 650.40

Summary of Apportionment of Taxes
For Hearing on June 9, 2021

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Apportionment No	Roll No	Location	Legal Dscr	Ward	Tax Year	Assessment	Recommended Apportionment of Taxes	Recommended Apportionment of Payments
	10-06-0-002-22585-0000	56 ADVENTURA RD	PLAN 43M2044 PT BLK 291 RP 43R38620 PT(s) 7 TO 10	06	2019	135,316	1,340.68	- 650.40
	10-06-0-002-22583-0000	60 ADVENTURA RD	PLAN 43M2044 PT BLK 291 RP 43R38620 PT(s) 3 AND 4	06	2019	135,316	1,340.68	- 650.40
	10-06-0-002-22589-0000	48 ADVENTURA RD	PLAN 43M2044 PT BLK 291 RP 43R38620 PT(s) 17 AND 18	06	2019	138,959	1,376.76	- 667.82
9693	10-06-0-001-29784-0000	19 ANGELFISH RD	PLAN 43M2058 PT LOT 324 RP 43R38985 PT(s) 20	06	2020	144,778	5,009.15	- 3,899.84
	10-06-0-001-30047-0000	4 LABRISH RD	PLAN 43M2058 PT LOT 324 RP 43R38985 PT(s) 21	06	2020	150,222	1,432.08	
9694	10-08-0-011-01124-0000	43 BALLYHAISE CRES	PLAN 43M1817 BLK 104 PLAN 43M1980 BLK 217	05	2020	336,000	7,087.37	- 6,161.87
9695	10-12-0-003-19836-0000	21 SISTER OREILLY RD	PLAN 43M1958 BLK 236 PLAN 43M2034 BLK 3	10	2020	483,000	18,077.92	- 5,664.92
9696	10-12-0-003-13502-0000	23 SISTER OREILLY RD	PLAN 43M1958 BLK 237 PLAN 43M2034 BLK 2	10	2020	450,000	17,445.94	- 9,747.79
9697	10-08-0-011-77676-0000	68 BANDERA DR	PLAN 43M1944 BLK 81 PLAN 43M1945 BLK 28	04	2020	734,500	7,037.03	- 10,235.55
9698	10-06-0-001-29783-0000	15 ANGELFISH RD	PLAN 43M2058 PT LOT 323 RP 43R38985 PT(s) 18	06	2020	144,500	6,267.78	- 8,384.12
	10-06-0-001-30045-0000	17 ANGELFISH RD	PLAN 43M2058 PT LOT 323 RP 43R38985 PT(s) 19	06	2020	144,500	2,734.73	- 1,374.70
9699	10-08-0-032-63600-0000	22 TAMWORTH CRT	PLAN 43M960 BLK 185 PLAN 43M2064 BLK 60	04	2020	211,000	7,872.56	- 7,730.56
9701	10-06-0-001-29765-0000	210 FRUITVALE CIR	PLAN 43M2058 PT LOT 305 RP 43R38985 PT(s) 9	06	2019	137,077	1,634.75	- 1,634.76
	10-06-0-001-30043-0000	3 LABRISH RD	PLAN 43M2058 PT LOT 305 RP 43R38985 PT(s) 10	06	2019	140,685	1,393.86	- 1,390.79
9702	10-06-0-001-29765-0000	210 FRUITVALE CIR	PLAN 43M2058 PT LOT 305 RP 43R38985 PT(s) 9	06	2020	144,597	5,058.92	- 5,748.86
	10-06-0-001-30043-0000	3 LABRISH RD	PLAN 43M2058 PT LOT 305 RP 43R38985 PT(s) 10	06	2020	148,403	1,414.74	

Summary of Apportionment of Taxes
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Apportionment No	Roll No	Location	Legal Dscr	Ward	Tax Year	Assessment	Recommended Apportionment of Taxes	Recommended Apportionment of Payments
9703	10-06-0-001-29761-0000	194 FRUITVALE CIR	PLAN 43M2058 PT LOT 301 RP 43R38985 PT(s) 1	06	2019	149,064	1,836.77	- 1,836.78
	10-06-0-001-30035-0000	196 FRUITVALE CIR	PLAN 43M2058 PT LOT 301 RP 43R38985 PT(s) 2	06	2019	139,126	1,378.42	- 1,378.42
9705	10-06-0-001-29764-0000	206 FRUITVALE CIR	PLAN 43M2058 PT LOT 304 RP 43R38985 PT(s) 7	06	2019	136,985	1,614.99	- 1,409.71
	10-06-0-001-30041-0000	208 FRUITVALE CIR	PLAN 43M2058 PT LOT 304 RP 43R38985 PT(s) 8	06	2019	136,985	1,357.21	- 1,357.21
9706	10-06-0-001-29764-0000	206 FRUITVALE CIR	PLAN 43M2058 PT LOT 304 RP 43R38985 PT(s) 7	06	2020	144,500	4,725.27	
	10-06-0-001-30041-0000	208 FRUITVALE CIR	PLAN 43M2058 PT LOT 304 RP 43R38985 PT(s) 8	06	2020	144,500	1,377.53	- 17.49
Total							862,323.81	- 879,672.37

Date: 2021-06-01

Subject: Report on Council Intimation of Purchasing Contract Extensions and Renewals (\$200,000 or greater, or if equal or greater value than the original contract)

Contact: Gina Rebancos, Director, Purchasing
(905) 874-3435

Report Number: Corporate Support Services-2021-703

Recommendations:

1. That the report titled **Report on Council Intimation of Purchasing Contract Extensions and Renewals (\$200,000 or greater, or if equal or greater value than the original contract)**, to the Committee of Council meeting of June 9, 2021 be received.

Overview:

- At the December 9, 2020 Council meeting, Council approved the following motion:

That staff be directed to report back on the potential for future contract extensions and renewals, of a value greater than \$200,000 or if the extension of a contract is of equal or greater value than the original contract, to be brought forward to Council for information prior to contract extension/renewal execution.

- This report provides information on the contract extension and renewal processes and the impacts of the above proposal.
- Staff do not recommend changing current practices and reporting requirements; however, language is included in the report should Council wish to receive additional information, for Council's consideration.

Background:

In 2016, the Ontario Ombudsman conducted a systemic review of the City's procurement practices, focusing on the administration of its purchasing by-law, policies and procedures regarding non-competitive procurements. The review did not reveal any maladministration, as noted in the final report issued March 2017. Although no maladministration was revealed, the Ombudsman proposed several best practices.

In 2017, three trade agreements, the Canadian Free Trade Agreement (CFTA) between the Canadian federal government and Canadian provinces and territories, the Comprehensive Economic Trade Agreement (CETA) between the Canadian federal government and the European Union and the Ontario-Quebec Trade and Cooperation Agreement (OQTCA) all include government procurement obligations that extend to municipal government agencies. The intent of the procurement sections of the trade agreements is to ensure that public procurements are conducted in a fair, open, transparent and non-discriminatory manner.

In March 2018, the City's current Purchasing By-law came into effect. The By-law was developed with a focus on compliance with the City's obligations under relevant trade agreements, addressing the Provincial Ombudsman's recommendations and supporting modernization of the City's procurement processes.

In addition to the above considerations, the By-law aligns with recommendations from Justice Bellamy's report from the "*Toronto Computer Leasing Inquiry*" which contained recommendations aimed at improving practices in procurement, the general principles of which are applicable to the Councils and staff of municipalities, including Council's role in procurement as follows:

- *City Council should establish fair, transparent, and objective procurement processes. These processes should be structured so that they are and clearly appear to be completely free of political influence or interference.*
- *Councillors should separate themselves from the procurement process. They should have no involvement whatsoever in specific procurements. They have the strongest ethical obligation to refrain from seeking to be involved in any way.*

As a result, City Council has been engaged at the outset of the procurement process with the approval of procurements estimated at \$1,000,000 or greater and procurements less than \$1,000,000 that are deemed to be of significant risk, involve security concerns or significant community interest. This approval process has been in place since 2012 with enhanced reporting of procurement activities to Council.

On December 9, 2020, Council directed staff to report back on the potential for future contract extensions and renewals, of a value greater than \$200,000 or if the extension of a contract is of equal or greater value than the original contract, to be brought forward to Council for information prior to contract extension/renewal execution.

In response to the motion and other Council inquiries related to procurement, staff conducted a workshop for Council on February 22, 2021 – Procurement Practices - An Overview, to inform Council of procurement practices at the City, roles and responsibilities, processes, and the impacts of this proposal.

Subsequently at the March 3, 2021 meeting, Council approved the following recommendation from the Governance and Council Operations Committee:

That staff provide the quarterly Purchasing Activity Report so that it includes supplementary information in the form of a brief executive summary for each item so as to allow Members of the Public and Council to have a brief description of each item listed within the report.

Current Situation:

Amendments to contracts are reviewed, approved and processed by Purchasing through Contract Extension or Contract Renewal requests submitted by the applicable departments.

A Contract Extension is an amendment to a contract where the terms of the contract do not include the option for such amendment, for example an increase in contract value, change in scope, or extension of time. Contract Extension requests are prepared by the respective departments with a detailed explanation of the extension, for Purchasing's review and approval. Staff exercise caution and due diligence to ensure that a Contract Extension is not in fact a new requirement that should be competitively procured. Approval is obtained in accordance with the Purchasing By-law and the Delegation of Department Head Purchasing Authority Administrative Directive. Contract Extensions with a cumulative value of \$1M and greater requires CAO approval in addition to Department Head. If a budget amendment is required to process a Contract Extension, a report is prepared for Council's approval.

A Contract Renewal is an amendment where the option to renew is included in the original procurement documents and the terms of the contract, and approval is obtained at the time of original contract award. The option to renew a contract is part of the bid price so it is tested against the market and gives the City maximum flexibility. Having an optional renewal in the contract is a benefit to both the City and the vendor. For the City, benefits

include predictable cost, known performance, saves on-boarding time, and optimizes resources associated with complex procurements. Vendors are incentivized to submit competitive pricing and perform well understanding that these factors will be considered in the City's decision to renew a contract. The exercising of a Contract Renewal is at the Operating Department's discretion but is subject to agreement by the vendor. Departments and Purchasing work together to determine if the renewal of a contract is in the City's best interest, taking into consideration past performance by the vendor, market conditions, price fluctuations, operational impacts and any other factors that may be relevant to the specific contract or requirement.

Contract Extensions and Renewals with a cumulative value greater than \$100,000 are currently reported to Council as part of the Purchasing Activity Quarterly Report and, going forward, supplementary information that further describes these activities will be included as per Council's direction.

The table below summarizes the procurement practices at the Region of Peel and City of Mississauga. This reflects a high-level general summary of common practices and is important to note that each of their by-laws set out specific exceptions to some of these processes. Peel and Mississauga Councils approve direct negotiations \$100k and greater, where Brampton Council approves these procurements at \$1M and greater. For new competitive procurements, Brampton Council is involved in the approval of the commencement of procurements valued at \$1M and greater, with no council involvement at Peel and Mississauga. All three agencies are aligned in the process for contract renewals and some level of reporting to Council of procurement activities.

	Region of Peel	City of Mississauga	City of Brampton
Limited Tendering / Direct Negotiations	>\$100k requires Council approval	>\$100k requires Council approval	\$1M and greater requires Council approval to proceed with procurement
New Procurements	No Council Approval (exception noted above)	No Council Approval (exception noted above)	\$1M and greater requires Council approval to proceed with procurement
Contract Extensions	Council approval for: <ul style="list-style-type: none"> Greater than 20% of the total contract price and greater than \$100k (exceptions included in By-law) 	Council approval for: <ul style="list-style-type: none"> Greater than 20% of the original value and greater than \$100k or, Over \$1M (exceptions included in By-law) 	No Council Approval
Contract Renewals	Renewal options included in original procurement documents and award reports. No Council approval required.	Renewal options included in original procurement documents and award reports. No Council approval required.	Renewal options included in original procurement documents and award reports. No Council approval required.

	Region of Peel	City of Mississauga	City of Brampton
Procurement Reporting to Council	Tri-annual reporting of contract awards greater than \$100k. Contract increases related to unforeseen circumstances and final contract payments are reported. Contract renewals are not reported.	Monthly reporting of contract awards, extensions and renewals greater than \$100k.	Quarterly reporting of contract awards, extensions, and renewals \$100k and greater.

Council's role as set out in the current Purchasing By-law aims to avoid the potential pitfalls of politicization of procurement decisions, accusations of bias in procurement decision making, lack of clarity regarding roles, responsibilities and accountabilities and harm to the City's procurement reputation.

Staff recommend the current reporting requirements remain unchanged as supported in this report. The Purchasing By-law provides comprehensive reporting to Council to support its oversight and fiduciary responsibilities relating to the City's procurement activities, ensuring procurement practices and procedures reflect and allow for fair, open and transparent processes.

If Council wishes to receive additional information, the following recommendation could be adopted:

That staff provide the quarterly Purchasing Activity Report so that it includes a summary of contracts with a value of \$100,000 and greater with upcoming renewal options, prior to contract renewal execution.

Corporate Implications:

Council's proposal to receive contract extension and renewal requests for information as noted in the December 9, 2020 motion, prior to execution, could lead to operational and financial impacts as outlined below.

Resource Intensive

- Increased number of reports for Council review and consideration. Referencing the last two years' purchasing activity as a baseline, it will result in at least 200 additional reports each year.
- Staff time and resources from various City divisions to prepare increased number of reports to Council with each report taking approximately six weeks to prepare, review and seek internal approvals.

Time Sensitivity

- Delays in approvals due to meeting scheduling, given that there are around 18 Council meetings annually, including summer, end of year recess and lame-duck period
- Impact to construction schedules relating to prime summer season, in-stream works, winter shut down, etc.
- Long lead times for complex procurements requiring resources to be re-allocated

Pricing and Other Contractual Impacts

- Delays to project completion could cause externally-funded projects to be at risk
- Could temporarily stop ongoing work on-site, causing delays and impacting delivery of programs
- Disruption to delivery of essential services and goods, examples safety apparatus, transit, uniforms, etc.
- Potential deterrence of qualified vendors due to perception of City's longer processes and/or higher prices due to increased red-tape
- Increased contingency on projects to avoid excessive reports and on-site delays, resulting in increased encumbrance of funding
- Requires at least six months' notice if the recommendation to renew a contract is not approved in order for a procurement to be conducted

Strategic Plan:

This report achieves the Strategic Plan goals in Good Government by achieving effective management of the City's finances through the City's procurement goals of encouraging competition, openness and transparency, fairness, objectivity, accountability, efficiency and effectiveness.

Terms of Council Priority:

This report has been prepared in full consideration of the Term of Council Priority of "Brampton is a Well-Run City", demonstrating value for money of City programs and services through open, fair and transparent procurement processes.

Conclusion:

Council directed staff to report back on the potential for future contract extensions and renewals be brought to Council for information prior to contract extension and renewal execution. This report outlines the potential operational and financial impacts to the City that could affect the delivery of efficient and effective services and programs to the public.

As a result, staff do not recommend changing current practices and reporting requirements; however, language is included in this report should Council wish to receive additional information. The current process adequately enables effective oversight by Council while balancing the need for controls and efficiency with the transparency and disclosure requested by Council.

Authored by:

Reviewed and Recommended by:

Diane Oliveira
Manager, Purchasing

Gina Rebancos
Director, Purchasing

Approved by:

Submitted by:

Michael Davidson
Commissioner,
Corporate Support Services

David Barrick
Chief Administrative Officer

Date: 2021-05-27

Subject: **Purchasing Activity Quarterly Report – 1st Quarter 2021**

Contact: **Gina Rebancos, Director, Purchasing, Corporate Support Services (905) 874-3435**

Report Number: Corporate Support Services-2021-576

Recommendations:

1. That the report titled: **Purchasing Activity Quarterly Report – 1st Quarter 2021**, (2021-576) to the Committee of Council Meeting of June 9, 2021, be received.

Overview:

- **The City's Purchasing By-law 19-2018, prescribes reporting requirements with respect to the City's Purchasing activities.**
- **This report provides a summary of the City's purchasing activities with a total value of \$23,645,818 during the 1st quarter of 2021. Specific procurement details are provided in Appendix 2.**
- **As per Council direction, Appendix 2 has been updated to include a brief description as Supplementary Information for each procurement activity.**

Background:

In accordance with the Purchasing By-law, the Director of Purchasing is required to provide quarterly reports to Council summarizing the City's purchasing activity as follows:

- New Contracts with a value of \$100,000 and over;
- Contract Extensions and Renewals with a value of \$100,000 and over;
- Exceptions;
- Emergency Purchases; and
- Disposal of assets.

Definitions are noted in Appendix 1.

On December 9, 2020, Council directed Staff to report back on the potential for future contract extensions and renewals, of a value greater than \$200,000 or if the extension of a contract is of equal or greater value than the original contract, to be brought forward to Council for information prior to contract extension/renewal execution.

In response to the motion and other Council inquiries related to procurement, staff conducted a workshop for Council on February 22, 2021 – Procurement Practices-An Overview, to inform Council of procurement practices at the City, roles and responsibilities, processes, and the impacts of this proposal. A separate report has been prepared to specifically address the motion, to be received at the June 9, 2021 Committee of Council meeting.

Subsequent to the workshop, at its meeting of March 3, 2021, Council approved the following Governance and Council Operations Committee recommendation:

Staff provide the quarterly Purchasing Activity Report so that it includes supplementary information in the form of a brief executive summary for each item so as to allow Members of the Public and Council to have a brief description of each item listed within the report.

Current Situation:

In response to Council's request for additional information, Appendix 2 is updated to include a brief description for each procurement activity.

The following table provides a synopsis of the purchasing activities during the 1st quarter ending March 31, 2021.

	1st Quarter 2021
New Contracts	\$ 5,454,369
Limited Tendering	\$ 1,650,066
Emergency Purchases	\$ 187,100
Exceptions	\$ 60,853
Consulting Services	\$ 1,320,213
Contract Extensions	\$ 6,361,644
Contract Renewals	\$ 8,611,574
Total Purchasing Activity	\$ 23,645,818
Proceeds from the disposal of assets	\$ 179,977

A detailed listing for each category is provided in Appendix 2.

Corporate Implications:

Funds required for procurement are verified through the City's Corporate Financial System to confirm budget availability. Purchase orders are issued after confirmation of budgeted funds in order to commit and allocate the funds to the specific procurements.

Terms of Council Priority:

This report has been prepared in full consideration of the Term of Council Priority of "Brampton is a Well-Run City", demonstrating value for money of City Programs and services through open, fair and transparent procurement processes.

Conclusion:

This report provides a summary of the City of Brampton's purchasing activities as required by the Purchasing By-law for the 1st quarter, January 1 to March 31, 2021 in accordance with the reporting requirements set out in the Purchasing By-law 19-2018.

Authored By:

Reviewed and Recommended By:

Claudia Santeramo
Manager, Procurement Performance,
Purchasing

Gina Rebancos
Director, Purchasing

Approved By:

Submitted By:

Michael Davidson,
Commissioner, Corporate Support Services

David Barrick,
Chief Administrative Officer

Attachments:

Appendix 1: Definition of terms referenced in this report

Appendix 2: Specific procurement details

Appendix 1

Purchasing terms referenced in this report are:

Competitive means a Public Procurement Process.

Consulting Services means a Procurement Process for the acquisition of expertise or strategic advice not including architects and engineers.

Contract Amount is the original contract value and any previously approved contract extensions and renewals.

Contract Extension means an amendment increasing the value, changing the scope of work or extending the term, where the terms of the Contract do not include the option for such amendment.

Contract Renewal means an amendment extending the term and increasing the value, where the terms of the Contract include the option for such amendment, including pre-approved contingency funds.

Disposal means the sale, exchange, transfer, destruction or donation of assets.

Emergency Purchases means a Procurement Process where the usual competitive process is suspended due to the prevailing Emergency Circumstances.

Exceptions means exclusion from a competitive Procurement Process in the circumstances as set out in Section 2.3 of the Purchasing By-law.

Limited Tendering means a Procurement Process where negotiations are entered into with one or more Vendors based on the conditions as set out in Schedule C of the Purchasing By-law and includes Direct Negotiations where there is no competitive process.

#	Lead Department	Ward #	Bid Call No. and Description	Procurement Type	Vendor	Contract Amount (Includes total contract value at the start of the reporting quarter)	Current Quarter Contract Renewal (In Scope)	Current Quarter Contract Extensions	Supplementary Information
1	Community Services	1,8	RENTAL OF GOLF CARTS FOR PEEL VILLAGE GOLF COURSE AND CHINGUACOUSY PARK	Competitive	MASTERS GOLF CARTS INC	\$ 116,850			The contract is for the rental of golf carts for the planned reopening of Peel Village Golf Course in April 2021 for a three year period.
2	Community Services	10	RFP2020-189 CONCEPT DEVELOPMENT, DETAIL DESIGN, CONTRACT ADMINISTRATION AND COMMISSIONING OF SANDALWOOD HEIGHTS ADVENTURE PARK	Competitive	NAK DESIGN STRATEGIES INC	\$ 397,500			Services for concept development, detail design, contract administration and commissioning of Sandalwood Heights Adventure Park. Included in the Adventure Park is playgrounds, splash pads, small building (washroom facilities), dog park, community gardens. It is anticipated to be completed by December 31, 2022.
3	Community Services	4	RFP2020-239 DETAIL DESIGN AND CONTRACT ADMINISTRATION FOR THE REDEVELOPMENT OF ELDORADO PARK	Competitive	SERDIKA CONSULTING INC.	\$ 327,815			Consultant services for the detail design and contract administration for the redevelopment of Eldorado Park. Initial design stage of phase one will include new splash pad, redeveloping the parking lot and interior road improvements, new Parks building, new comfort station. It is anticipated to be completed by December 31, 2022.
4	Community Services	ALL	T2020-175 WATERING SERVICES FOR HANGING BASKETS, PLANTERS AND PLANTING BEDS FOR A THREE YEAR PERIOD (PART A - HANGING BASKETS AND SELF WATERING PLANTERS)	Competitive	1338568 ONTARIO INC O/A WINSOM LANDSCAPE CONTRACTORS	\$ 397,175			Watering services for hanging baskets and self-watering planters throughout the City including the downtown core for a three year period, with 2 1-year optional renewal periods. There are approximately 722 hanging baskets and self-watering planters. Hanging baskets are watered daily 7 days a week. Planters are watered every other day, 3 times then the reservoirs are filled every 2 weeks.
5	Community Services	ALL	T2020-175 WATERING SERVICES FOR HANGING BASKETS, PLANTERS AND PLANTING BEDS FOR A THREE YEAR PERIOD (PART B - PLANTING BEDS)	Competitive	1943349 ONTARIO LTD. O/A KIRBYCO GENERAL	\$ 489,827			Watering services for planting beds located on boulevards and parks throughout the City for a three year period, with 2 1-year optional renewal periods. There are approximately 200 planting beds throughout the City, the beds are watered daily 7 days a week.
6	Community Services	ALL	T2021-027 SUPPLY AND DELIVERY OF PARK BENCHES FOR A THREE YEAR PERIOD	Competitive	JGW MACHINE LIMITED	\$ 372,750			For the supply and delivery of park benches City Wide, which includes bench with a back and backless benches with dedication insert for a three year period.
7	Public Works & Engineering	2,6,8,9	C2020-210 SUPPLY AND INSTALLATION OF ELECTRIC VEHICLE CHARGING STATIONS	Competitive	PRECISE PARKLINK INC.	\$ 126,246			Supply and installation of 12 Level 2 Electric Vehicle charging stations across 4 City of Brampton sites. The locations and quantities of the charging stations are as follows: 2 stations at Cassie Campbell Community Centre, 2 stations at Loafer's Lake Recreation Centre, 4 stations at Chinguacousy Wellness Centre, 4 stations at Riverstone Community Centre. It is anticipated to be installed by July 31, 2021.
8	Public Works & Engineering	ALL	RFP2020-011 DESIGN OF STORMWATER MANAGEMENT RETROFITS	Competitive	ECOSYSTEM RECOVERY INC.	\$ 218,980			Preparation of conceptual designs for stormwater retrofits to provide water quality and erosion control (to current provincial standards) in areas where such controls do not currently exist, as identified in the City's Stormwater Retrofit and Enhancement Study (2015). The conceptual designs will become capital projects in future years. The study is anticipated to be completed by February 28, 2022.
9	Public Works & Engineering	ALL	T2020-077 SUPPLY AND DELIVERY OF ORIGINAL EQUIPMENT MANUFACTURER PARTS AND SERVICE FOR VARIOUS VEHICLES FOR A THREE YEAR PERIOD - FORD SERVICE	Competitive	PLANET FORD INC.	\$ 402,870			The provision of OEM Parts and Services and certified for warranty for City owned vehicles, which included the requirements for Ford vehicles. Services are provided to all Wards for a three year period with 3 1-year optional renewal periods.

#	Lead Department	Ward #	Bid Call No. and Description	Procurement Type	Vendor	Contract Amount (Includes total contract value at the start of the reporting quarter)	Current Quarter Contract Renewal (In Scope)	Current Quarter Contract Extensions	Supplementary Information
10	Public Works & Engineering	ALL	T2020-077 SUPPLY AND DELIVERY OF ORIGINAL EQUIPMENT MANUFACTURER PARTS AND SERVICE FOR VARIOUS VEHICLES FOR A THREE YEAR PERIOD - INTERNATIONAL TRUCKS SERVICE	Competitive	RUSH TRUCK CENTRES OF CANADA LIMITED	\$ 162,600			The provision of OEM Parts and Services and certified for warranty for City owned vehicles, which included the requirements for International and Isuzu vehicles. Services are provided to all Wards for a three year period with 3 1-year optional renewal periods.
11	Public Works & Engineering	ALL	T2020-077 SUPPLY AND DELIVERY OF ORIGINAL EQUIPMENT MANUFACTURER PARTS AND SERVICE FOR VARIOUS VEHICLES FOR A THREE YEAR PERIOD - CHRYSLER SERVICE	Competitive	PINNACLE MOTORS TORONTO INC. O/A BRAMPTON CHRYSLER DODGE JEEP	\$ 169,650			The provision of OEM Parts and Services and certified for warranty for City owned vehicles, which included the requirements for Chrysler vehicles. Services are provided to all Wards for a three year period with 3 1-year optional renewals periods.
12	Public Works & Engineering	1,2,3,4,6,7	T2020-136 PREVENTATIVE AND DEMAND MAINTENANCE SERVICES ON POOL DEHUMIDIFIERS FOR A THREE YEAR PERIOD	Competitive	SUNNER MECHANICAL LTD	\$ 592,956			To provide preventative and demand maintenance service on pool dehumidifiers at all City facilities with pools for a three year period, with 1 1-year optional renewal period.
13	Public Works & Engineering	4	T2020-172 ROOF REPAIRS AT UNIT 1 AND 2 OF THE FLOWER CITY COMMUNITY CENTRE	Competitive	ASEAL ROOFING AND SHEET METAL LIMITED	\$ 154,840			The roof at FCCC 1 & 2 has almost reached the end of service life. Some parts of the roof have deteriorated significantly causing roof leaks and flooding inside FCCC 1 & 2. To stop the roof leaks and maximize the life of the roof, services were procured for making repairs to the roof at FCCC unit 1 and 2. It is anticipated to be installed by April 30, 2021.
14	Public Works & Engineering	4	T2020-206 FIRE ALARM AND SAFETY SYSTEMS UPGRADE AT FCCC SENIORS CENTRE	Competitive	GREENWIND ELECTRICAL INC.	\$ 138,665			The existing life safety systems have exceeded their average life expectancy. Also, the existing Fire Alarm system has the potential to fail and the spare parts of which, are no longer available. So the fire alarm and life safety system need to be replaced to avoid potential failure. The contract with the General Contractor will provide new Fire Alarm and life safety systems. The contractor mobilized onsite and the construction is expected to be complete by June 30, 2021.
15	Public Works & Engineering	4, 9	T2020-217 MECHANICAL UPGRADES AT FIRE STATION 206 AND 208	Competitive	SUPERIOR AIR SYSTEMS LTD	\$ 119,300			Mechanical contractor is preparing shop drawings for approval and preparing a construction schedule. The existing equipment has reached its lifecycle and needs to be replaced in order to maintain operations in the Fire Stations. In order to hire a contractor to do the replacements the project was publicly procured to get the best price for the project. The project is anticipated to be completed by end of May 2021.
16	Public Works & Engineering	ALL	T2020-225 FEMININE HYGIENE, DIAPER & SOILED NON-REGULATED WASTE DISPOSAL SERVICES FOR A THREE YEAR PERIOD	Competitive	BIOCHEM ENVIRONMENTAL SOLUTIONS INC	\$ 279,473			For the disposal of feminine hygiene, diaper and soiled non-regulated waste for all City wide facilities for a three year period, with 2 1-year optional renewal periods.
17	Public Works & Engineering	2	T2020-226 MECHANICAL EQUIPMENT REPLACEMENT, METAL SIDING AND ROOF REPAIRS AT JIM ARCHDEKIN RECREATION CENTRE	Competitive	MARTINWAY CONTRACTING LIMITED	\$ 575,317			Replacement of existing boiler system with tankless water heater as existing unit has surpassed its lifespan. Replacement of the boilers are essential for the continuation of programming. Recoating metal siding and roof at the arena to prolong lifespan of materials. Construction is in progress; it is anticipated to be completed by June 30, 2021.
18	Public Works & Engineering	6	T2020-227 TILE REPLACEMENT AT CASSIE CAMPBELL COMMUNITY CENTRE	Competitive	855758 ONTARIO LIMITED O/A TWIN CONTRACTING	\$ 261,930			Comprehensive tile replacement in the change room showers at Cassie Campbell Community Centre (approximately 28,000 ft of tile replacement). Repair work is required to address potential health and safety hazard due to localized delamination of floor tiles. Construction is in progress and is anticipated to be completed by May 30, 2021.

#	Lead Department	Ward #	Bid Call No. and Description	Procurement Type	Vendor	Contract Amount (Includes total contract value at the start of the reporting quarter)	Current Quarter Contract Renewal (In Scope)	Current Quarter Contract Extensions	Supplementary Information
19	Transit	ALL	T2021-017 SUPPLY AND DELIVERY OF HYDREX SV ALL SEASON HYDRAULIC FLUID	Competitive	PETRO-CANADA LUBRICANTS INC.	\$ 149,625			Supply and Delivery of Hydrex XV hydraulic fluid for Transit Buses. This specific product is OEM (Original Equipment Manufacturer) approved for usage in hydraulic systems on Nova Bus Transit Buses. Using OEM approved products ensures proper maintenance of buses and warranty coverage, in case of failure. Product is delivered by the supplier to 2 Transit Garages on an as and when required basis for a three year period. This is an upset limit contract with no guarantee of spend.
20	Corporate Support Services	ALL	NRFP2020-179 PROFESSIONAL SERVICES TO UPGRADE ORACLE ENTERPRISE PEOPLESOFT HCM FROM 9.1 TO 9.2	Competitive (Consulting Services)	THE BUSINESS + TECHNOLOGY RESOURCE GROUP	\$ 749,701			Consulting service to upgrade PeopleSoft Human Capital Management (HCM) platform from release 9.1 to release 9.2 including architecture design and build, technical upgrade, functional support and expertise, technical retrofit development support, testing and issue resolution, Elastic Search to replace Verity Search functionality and PeopleSoft Update Manger (PUM). The work will be performed remotely. The contract term is until December 20, 2021.
21	Planning, Building & Economic Development	1,2,3,4	RFP2020-148 TECHNICAL INFORMATION TO SUPPORT THE DEVELOPMENT OF A COMMUNITY PLANNING PERMIT SYSTEM (CPPS) BY-LAW FOR QUEEN STREET EAST	Competitive (Consulting Services)	GENSLER ARCHITECTURE DESIGN& PLANNING,PC	\$ 350,500			Preparation of a Master Implementation Plan and Phasing Strategy and provide the technical information and strategic advice necessary to support the City in its production of the final Precinct Plan that will guide the recommendations for the development of a Community Planning Permit System (CPPS) By-law for Queen Street East. It is anticipated to be completed by December 31, 2022.
22	Public Works & Engineering	2,8	LT2020-208 SUPPLY AND INSTALLATION OF TWO 20K DIESEL FUEL TANKS	Limited Tendering	E.C.S ENGINEERING & CONSTRUCTION LIMITED	\$ 135,933			Addition of two fuel storage tanks for vendor installed tanks at Williams Parkway and Sandalwood Parkway Works Yards to increase storage capacity and reduce delivery frequency. Supply, install, test and commission to ensure compatibility with existing mechanical and electronic fuel equipment presently operating at these sites.
23	Public Works & Engineering	1,2,3,4,6,7,8,9,10	LT2021-035 PREVENTATIVE AND DEMAND MAINTENANCE SERVICE FOR THE JOHNSON CONTROLS METASYS BUILDING AUTOMATION SYSTEM FOR A TWO YEAR PERIOD	Limited Tendering	JOHNSON CONTROLS CANADA L.P.	\$ 456,475			To provide preventative and demand maintenance service of the Metasys building automation systems (BAS) at various City of Brampton facilities for a two year period, with 2 1-year optional renewal periods. There are no other organizations within Ontario that can provide complete OEM hardware and software, service and repair to the Metasys building automation systems (BAS).
24	Public Works & Engineering	2,3,4,7,8,9,10	LT2021-038 PREVENTATIVE AND DEMAND MAINTENANCE SERVICE FOR THE DELTA CONTROLS ORCAVIEW BUILDING AUTOMATION SYSTEM FOR A THREE YEAR PERIOD	Limited Tendering	ESC AUTOMATION INC.	\$ 381,534			To provide preventative and demand maintenance service for the Delta Control's Orcaview Building Automation System at various City of Brampton facilities for three year period, with 2 1-year optional renewal periods. Delta Controls Inc. has designated ESC Automation as the exclusive distributor to design, install, program and service the complete Delta Controls product line for the City of Brampton.
25	Public Works & Engineering	ALL	LT2021-081 SUPPLY AND DELIVERY OF ONE BOBCAT TOOLCAT	Limited Tendering	OAKEN HOLDINGS INC. D.B.A. BOBCAT OF TORONTO	\$ 120,400			The City of Brampton currently owns 7 Bobcat Tool cats shared between departments with many staff trained for its multi-use. Parks Operations and Recreation Facilities use these tool cats with various attachments for material handling/loading, snow clearing and year round maintenance/operations. Ensures compatibility for parts, attachments and operator training.

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26	Public Works & Engineering	ALL	LT2021-112 SUPPLY AND DELIVERY OF 2021 SIMPLISTIC LINES GPS STEALTH LINE PAINTER	Limited Tendering	SIMPLISTIC LINES INC	\$ 109,975			The contract is for the supply & delivery of a second line painting unit (with GPS plotting) for the line painting and maintenance of the City's sports fields. Simplistic lines is the exclusive builder of these units and is the only partner in Canada to Swozi (the GPS technology used to guide the unit). Simplistic lines has the exclusive rights to build and market this product in North America. This unit is compatible with existing City of Brampton equipment and will be the second unit for GPS line painting duties (east and west, Brampton).
27	Public Works & Engineering	8,10	UTILITY RELOCATION ON GOREWAY DRIVE BETWEEN COTTRELL BOULEVARD AND COUNTRYSIDE DRIVE	Limited Tendering	ENBRIDGE GAS INC.	\$ 445,749			For the relocation of Utilities along Goreway Drive between Cottrell and Countryside, in advance of the road capacity improvements. This is being done as limited tendering as only Enbridge Gas Inc can relocate their infrastructure. The work is anticipated to be substantially complete by the 2021, with final invoice being received in late 2022.
28	Office of the CAO	ALL	BUSINESS WORK PLAN AND PUBLIC CONSULTATION ENGAGEMENT FOR A BRAMPTON MUNICIPAL DEVELOPMENT CORPORATION	Limited Tendering (Consulting Services)	THE MENES COMPANY	\$ 220,012			The procurement was conducted as a Limited Tender as per Schedule C <i>if goods or services regarding matters of a confidential or privileged nature are to be purchased and disclosure through a competitive process could reasonably be expected to compromise confidentiality, result in the waiver of privilege, cause economic disruption, or otherwise be contrary to the public interest.</i> Phase I consisted of consulting services for the development of a business case for the possible creation of a Municipal Development Corporation, approved by Council on December 11, 2019. Phase II included the public consultation process and development of the final report.
29	Community Services	10	REPAIRS TO LAP POOL BALANCE TANK AT GORE MEADOWS	Emergency Purchase	PPL AQUATIC, FITNESS & SPA GROUP INC	\$ 89,500			Fibreglass repairs and metal strapping reinforcements added to the lap pool balance tank to fix extensive leaks. It is anticipated to be completed by March 30, 2021, providing it passes pressure test and engineering report compliance.
30	Fire & Emergency Services	ALL	COTTON FACE MASKS DUE TO COVID-19 PANDEMIC	Emergency Purchase	MARTIN & LEVESQUE INC	\$ 97,600			Reusable cotton face masks distributed to City of Brampton staff, as part of providing Personal Protective Equipment to all Operating Departments during the COVID-19 Pandemic.
31	Community Services	3	SUPPLY AND DELIVERY OF GYMNASIAC EQUIPMENT AT KEN GILES RECREATION CENTRE	Exception	SPIETH-ANDERSON INTERNATIONAL INC	\$ 60,853			Spieth Anderson International is the Original Equipment Manufacturer (OEM) for 90% of the gymnastic equipment at Ken Giles. They conduct preventative maintenance inspections three times a year on all of the gymnastic equipment. Equipment purchases that were made were centered on a recommendation from our contractor which included a combination of replacement parts and repairs established from the last inspection completed. The last inspection identified several equipment safety issues. With the facility closed due to COVID-19 and avoiding any future program disruptions, these safety recommendations were completed.

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32	Corporate Support Services	ALL	LT2020-001 MICROSOFT ENTERPRISE SUPPORT SERVICES	Contract Extension	MICROSOFT CANADA INC	\$ 374,898		\$ 418,438	Enterprise Support Services are Microsoft support contract. This provides us with both proactive and reactive services. Proactive Services - 3 x proactive engagements (training, planning, implementation) included. - 850 credits to be used towards additional engagements or Microsoft professional services - Advisory services - 135 hours of a Support Technical Advisor to assist in the planning or implementation of Microsoft technology Reactive Services - Unlimited support calls This is the primary resource for support of all Microsoft software and solutions for the City. This service is essential to service delivery of systems that rely on Microsoft software and services. The Azure Cloud Services and Microsoft licensing Enterprise Agreement are 5 year contracts. The Unified Support contract is renewed on an annual basis as it is priced as a percentage of the total Microsoft Spend which can change based on the Azure and Enterprise Agreement spend. This contract extension is for the annual support with Microsoft.
33	Corporate Support Services	ALL	LT2020-051 RENEWAL OF MS SERVER AND CLOUD ENROLLMENT	Contract Extension	CDW CANADA CORPORATION	\$ 601,141		\$ 601,141	The contract is for Microsoft Azure cloud hosting platform. The contract extension was required for the final year (fifth) of the agreement as pricing remained unchanged in the market and performance has been in accordance with the contract. It is anticipated to be completed by March 2022. A new public procurement process will be conducted to establish a new contract.
34	Corporate Support Services	ALL	T2017-071 MICROSOFT ENTERPRISE PRODUCTS AND LICENSES	Contract Extension	CDW CANADA CORPORATION	\$ 9,890,100		\$ 775,000	The contract is for Microsoft enterprise products and licenses. A contract extension was required to accommodate additional Microsoft licenses covering enhanced security tools, additional database capacity, licenses for new FireCAD project and an identified shortfall in server licenses to ensure the City is compliant. It is anticipated to be completed by February 2022. A new public procurement process will be conducted to establish a new contract.
35	Corporate Support Services	ALL	N2017-029 PROMOTIONAL AND SOUVENIR ITEMS	Contract Extension	SCORE PROMOTIONAL MARKETING INC.	\$ 292,500		\$ 50,000	This is a city wide contract for promotional items. The contract was extended for long term service awards including pins, certificate holders and gifts. Funds were added to the current contract to facilitate the payment of invoices and time was extended to allow the completion of a competitive procurement process in order to establish a new contract.
36	Corporate Support Services	ALL	OFFICE 365 ADMINISTRATOR CONSULTING SERVICES	Contract Extension	INFINITUM RECRUITING INC.	\$ 144,250		\$ 35,000	Extension is to provide support of the O365 exchange environment to assist in a number of initiatives related to email security and augment staff from an operational workload. The contract is expected to be completed at the end of June as there is currently cross training of a new FT employees running in parallel to take over the day to day operations.
37	Corporate Support Services	ALL	RFP2018-047 SUPPLY, DELIVERY AND IMPLEMENTATION OF AN ENFORCEMENT MOBILE TECHNOLOGY	Contract Extension	ACCEO SOLUTIONS INC.	\$ 721,451		\$ 480,000	The City collects a convenience fee, on behalf of the vendor, for the online parking ticket payment service. This extension is used to pay the vendor those collected fees on monthly basis based on the number of tickets paid online in past years.

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38	Corporate Support Services	ALL	RFP2019-019 MAINTENANCE, SUPPORT AND INSTALLATION SERVICES FOR AUDIO VISUAL EQUIPMENT	Contract Extension	AATEL COMMUNICATIONS INC	\$ 550,000		\$ 193,000	A contract extension was required as a result of all provincial courthouses in Ontario, including the Brampton POA Courthouse, have been legislated and directed by the province to implement secure, communication software and equipment solution to facilitate virtual court proceedings. Integration of audio visual equipment with a video conferencing solution is required. Courtroom Administration staff is looking to outfit four courtrooms with the technology for virtual courtroom proceedings. Aatel Communications Inc. implemented our Council Chambers and Committee room Virtual Meeting Technologies.
39	Corporate Support Services	ALL	T2015-023 OPERATE, RENT AND MAINTAIN AUDIO/VISUAL EQUIPMENT	Contract Extension	PRODUCTION SERVICE INDUSTRIES	\$ 611,000		\$ 40,000	The contract is for audio/visual professional services provided for Council and Committee meetings until the contract end date of December 31, 2020. Due to COVID-19 the services consumed the current forecasted contract amount. The additional virtual meetings, including Budget and Committee meetings, has required professional services to produce and broadcast. The contract extension is for the completion of the contract. The amount will cover final invoices.
40	Fire & Emergency Services	ALL	T2014-030 SUPPLY, DELIVERY, INSTALLATION AND TRAINING OF SCOTT OPEN CIRCUIT SELF-CONTAINED BREATHING APPARATUS AND RELATED COMPONENTS	Contract Extension	3635112 CANADA INC. O/A M&L SUPPLY, FIRE & SAFETY	\$ 1,171,093		\$ 35,000	This Contract is to supply the Fire Fighters with Self Contained Breathing Apparatus (SCBA), Masks, paks, bottles, etc. The warranty for these items is 10 years, expiring in 2024, the extension is to cover any misc. items that are not covered by warranty as well as any new units for net new staff or replacement of staff. All Fire Fighters must have the same SCBA across the department.
41	Corporate Support Services, Fire & Emergency Services, Planning, Building & Economic Development	ALL	RFP2018-054 DIGITAL DOCUMENT CONVERSION AND DESTRUCTION SERVICES	Contract Extension	DATA REPRO COM LTD	\$ 860,111		\$ 120,000	The Contract is for the digital conversion and destruction of files. A contract extension was required to complete the bulk of work required to finalize the Building Division's scan project - moving all paper file documentation to PDF and attaching in the AMANDA system.
42	Office of the CAO	ALL	RFP2019-079 CONSULTING SERVICES FOR A STAKEHOLDER ENGAGEMENT FOR A BRAMPTON UNIVERSITY	Contract Extension	STAKEHOLDER RESEARCH ASSOCIATES CANADA INC	\$ 410,000		\$ 60,000	The contract is to help bring Brampton University concept to life; obtain confirmation of support for the establishment of a University in the City of Brampton and to coordinate various public engagement opportunities. The contract extension is to increase cost and time to cover additional works of the consultant. Periodic updates provided to Council.
43	Public Works & Engineering	3	ELEVATOR MAINTENANCE SERVICES AT THE WEST TOWER	Contract Extension	OTIS CANADA INC	\$ 196,210		\$ 25,000	This contract is for the preventative and demand maintenance service for elevators at the West Tower. The current contract will end on June 30, 2021. A contract extension was required to extend funds for payment of outstanding invoices and for PM Service up to the expiry date of June 30, 2021. A procurement process for a new 3 year contract has commenced and will be in effect for July 2021.

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44	Public Works & Engineering	8	RFP2016-023 ARCHITECTURAL SERVICES FOR THE DESIGN AND CONTRACT ADMINISTRATION OF THE BRAMPTON FIRE AND EMERGENCY SERVICES WILLIAMS PARKWAY CAMPUS REDEVELOPMENT	Contract Extension	SALTER PILON ARCHITECTURE INC	\$ 2,897,690		\$ 1,796,000	Construction is approx. 31% complete, and Design is progressing for PH 2 works. Anticipated completion for PH 1 is December 2022, and for PH 2 is May 2023. There were major scope revisions at Pre-Design, Schematic Design, Design Development and Contract Documents stages, as a response to change in market tender conditions and to suit budget. Change in Project Delivery Method from CCDC-2 Lump sum to CCDC-5B Construction Management. Change in Document Production for Tendering and Permits (multiple packages at varying stages, in lieu of 1 design/tender set). 24 Month Contract Extension (including additional design concepts for budget preparations and 2-year warranty administration). Initial procurement was conducted using a competitive process and all changes were reviewed and evaluated for fair market value. The project was also able to proceed amidst a very challenging time, as the construction market was not stable and we encountered numerous increases to the costs estimates, beyond the typical escalation rates. The redesigns resulted in a reduction of approx. 20,000 SF and eliminated approx. \$15M in additional costs exposures, not factored into the initial project budget. We were able to mitigate project delays rather than cancelling and retendering the procurement. We retained all prior relevant designed work that would form part of the final design. The Budget Amendment was approved by City Council on May 27, 2020.
45	Public Works & Engineering	ALL	RFP2017-023 SUPPLY & IMPLEMENTATION OF AVL/GPS INTEGRATED SOLUTION FOR CORPORATE FLEET AND OUTSIDE SERVICES CONTRACTOR EQUIPMENT	Contract Extension	TELUS COMMUNICATIONS INC.	\$ 3,371,765		\$ 45,000	This RFP was procured through a competitive process in 2017 for the implementation of AVL/GPS solution. The contract extension was for the development and implementation of the Public Facing Portal Application to be accessed via Brampton 311 application.
46	Public Works & Engineering	ALL	RFP2017-040 JANITORIAL SERVICES AT VARIOUS TRANSIT LOCATIONS	Contract Extension	KLEENZONE LTD	\$ 2,020,891		\$ 462,000	A contract extension was required as a result of an increase in scope of work for disinfecting and additional cleaning requirements at various Transit locations as a result of the Covid 19 outbreak. A procurement process for a new contract has commenced and will be in effect for June 2021.
47	Public Works & Engineering	1,2,3,4,7	RFP2019-001 STRUCTURAL EVALUATION, CONDITION SURVEY AND DETAILED DESIGN FOR REPLACEMENT, RECONSTRUCTION AND REHABILITATION PROJECTS - PART B PARK PEDESTRIAN BRIDGES	Contract Extension	CHISHOLM FLEMING & ASSOCIATES	\$ 191,630		\$ 136,800	The original contract was awarded for condition survey and rehabilitation of the pedestrians bridges. Structural evaluation of the bridges revealed that rehabilitation of some of the bridges are not possible and require total replacement. This resulted in additional time and cost for the investigation to obtain the TRCA/CVC permits. These changes in scopes resulted contract and time extensions as well as increase in contract value.
48	Public Works & Engineering	7	RFP2019-027 ARCHITECTURAL SERVICES FOR DESIGN AND CONTRACT ADMINISTRATION FOR THE ADDITION AND RENOVATION OF BALMORAL RECREATION CENTRE	Contract Extension	CS&P ARCHITECTS INC.	\$ 1,390,000		\$ 306,415	The PO extension is regarding additional scope of work: 1. Playground Design which is initiated and funded by Parks Planning and development 2. Addressing existing site conditions unknown at the time of tender, added to the consultant's scope of work beyond the RFP document. The original design only included the splash pad and not the playground. The playground piece was added to the project by Parks Development at the start of the project. The splash pad and the playground are interconnected so it's beneficial to have the Prime Consultant undertake the playground as well.

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49	Public Works & Engineering	8	RFP2019-051 ARCHITECTURAL SERVICES FOR DESIGN AND CONTRACT ADMINISTRATION FOR THE FITNESS INTERIOR RENOVATIONS AT CHINGUACOUSY WELLNESS CENTRE	Contract Extension	ATA ARCHITECTS INC	\$ 83,250		\$ 142,850	Additional scope to include the design of the Pool Change rooms, replacement of the Pool Boilers, East Yard Drainage Improvements, Interior Pool Partitions and building envelope repairs. The original scope of work is Fitness Change rooms and Parking lots. We added all the scope of work from state of good repair projects. This additional scope was approved by Council at its meeting on October 28, 2020.
50	Public Works & Engineering	ALL	T2015-010 SUPPLY AND DELIVERY OF OEM PARTS AND SERVICE FOR VARIOUS VEHICLES - FORD PARTS AND SERVICE	Contract Extension	PLANET FORD INC.	\$ 258,794		\$ 40,000	The City owns and operates Ford vehicles in the service of Road Maintenance, Animal Control, By-Law Enforcement and Parks. Planet Ford are an authorized Dealer of Ford vehicles for warranty and OEM proprietary parts and service to Ford vehicles. A contract extension was required to extend time and funds to facilitate completion of work. A procurement process for a new contract has commenced and will be in effect April 2021.
51	Public Works & Engineering	ALL	T2015-010 SUPPLY AND DELIVERY OF OEM PARTS AND SERVICE FOR VARIOUS VEHICLES - FREIGHTLINER SERVICE AND PARTS	Contract Extension	METRO FREIGHTLINER HAMILTON INC.	\$ 480,966		\$ 45,000	The city owns and operates Freightliner vehicles in the service of Road Maintenance, Plowing, Forestry and Parks. Metro Freightliner are an authorized dealer of Freightliner vehicles for Warranty and OEM proprietary parts and service. The extension served to meet a time requirement while a new procurement was prepared and conducted for these parts and services.
52	Public Works & Engineering	ALL	T2016-030 UTILITY LOCATES FOR STREET LIGHTING, TRAFFIC SIGNALS, TRANSIT AND STORM SEWERS	Contract Extension	FELLMORE ELECTRICAL CONTRACTORS LIMITED	\$ 2,614,954		\$ 155,000	This extension is to provide locate services for a three month period to allow for new contract requirements to be added and integrated into a work order management system that the awarded vendor will be required to utilize. A public procurement process has been conducted with a new contract awarded for a two year period, with 3 1-year optional renewal periods.
53	Public Works & Engineering	ALL	T2019-010 MATERIAL TESTING AND GEOTECHNICAL INVESTIGATION SERVICES	Contract Extension	SIRATI & PARTNERS CONSULTANTS LTD.	\$ 450,000		\$ 50,000	This is a multi-year material testing and geotechnical investigation contract. During the COVID-19 pandemic, City requested Sirati to provided full time site inspection services on McLaughlin Road Reconstruction and widening and Storm water ponds cleaning projects. This scope of work was not anticipated during the initial RFP in 2018.
54	Public Works & Engineering	ALL	T2019-064 SUPPLY AND DELIVERY OF COARSE BULK HIGHWAY SALT AND MAGNESIUM CHLORIDE TREATED SALT	Contract Extension	COMPASS MINERALS CANADA CORP.	\$ 8,457,523		\$ 350,000	This Contract is for the Supply and Delivery of Winter Salt for the Williams and Sandalwood Road Operations Yards. A contract extension was required as a result of higher salt usage. A procurement process for a new 3 year contract has commenced and will be in effect for the 2021/2022 winter season.
55	Community Services	ALL	T2018-022 SUPPLY AND DELIVERY OF TABLES AND CHAIRS FOR RECREATION FACILITIES	Contract Renewal	SCHOOLHOUSE PRODUCTS INC	\$ 682,407	\$ 136,481		The contract is for supply of banquet furniture (tables & chairs) to all recreation facilities for a three year period with 2 1-year optional renewal terms. The contract was renewed for its first year renewal term as pricing remained unchanged and performance has been in accordance with the contract.

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56	Community Services	ALL	T2019-012 SUPPLY AND PLANTING OF TREES FOR PARKS AND STREETS	Contract Renewal	THE GORDON COMPANY INC.	\$ 1,187,500	\$ 837,716		The contract is for supply and planting of trees city wide on city boulevards, parks and residential streets for a three year period with 2 1-year optional renewal terms. The contract was amended to increase the value as part of the second year renewal period and renewed for the third year of the initial contract period. This services both Emerald Ash Borer / Ice Storm Relief and regular operations.
57	Community Services	ALL	T2019-012 SUPPLY AND PLANTING OF TREES FOR PARKS AND STREETS	Contract Renewal	SALIVAN LANDSCAPE LTD	\$ 1,987,500	\$ 500,000		Supply and planting of trees in parks and streets city wide is a three year contract with 2-1 year optional renewal periods. The contract was renewed for the third year of the initial contract period. This services both Emerald Ash Borer / Ice Storm Relief and regular operations.
58	Community Services	ALL	T2019-051 TREE MAINTENANCE SERVICES	Contract Renewal	DAVEY TREE EXPERT CO OF CANADA	\$ 688,500	\$ 288,000		Tree maintenance services consist of tree removal and pruning of deadwood, diseased, interfering or weakly attached branches of City-owned trees. This contract is for a three year period with 2 1-year optional renewal terms. The contract was renewed for the third year of the initial contract period.
59	Community Services	ALL	T2019-051 TREE MAINTENANCE SERVICES	Contract Renewal	W.M. WELLER TREE SERVICE LTD.	\$ 688,500	\$ 288,000		Tree maintenance services consist of tree removal and pruning of deadwood, diseased, interfering or weakly attached branches of City-owned trees. This contract is for a three year period with 2 1-year optional renewal terms. The contract was renewed for the third year of the initial contract period.
60	Community Services	7	T2020-053 GRASS CUTTING AND LANDSCAPE MAINTENANCE - AREA 7	Contract Renewal	LIMA'S GARDENS & CONSTRUCTION INC.	\$ 851,676	\$ 817,439		The contract is for grass cutting and landscape maintenance services at various locations for a five year period. There is a 12 cut rotation to area 7 boulevards on the east side. The contract was renewed for the second year of the initial contract period.
61	Community Services	6	T2020-053 GRASS CUTTING AND LANDSCAPE MAINTENANCE -AREA 6	Contract Renewal	891511 ONTARIO LIMITED O/A ERIN MILLS GARDENING & LANDSCAPING	\$ 647,453	\$ 598,698		The contract is for grass cutting and landscape maintenance services at various locations for a five year period. There is a 12 cut rotation to area 6 boulevards on the west side. The contract was renewed for the second year of the initial contract period.
62	Community Services	1,2,3,4,5,6 ,9,10	T2020-053 GRASS CUTTING AND LANDSCAPE MAINTENANCE - AREAS 1, 2, 3, 5	Contract Renewal	TRUSERVE GROUNDSCARE INC / CLINTAR LANDSCAPE MANAGEMENT	\$ 1,517,534	\$ 1,406,724		The contract is for grass cutting and landscape maintenance services at various locations for a five year period. There is a 12 cut rotation to areas 1,3,5. The contract was renewed for the second year of the initial contract period.
63	Community Services	7,8	T2020-053 GRASS CUTTING AND LANDSCAPE MAINTENANCE -AREA 4	Contract Renewal	FOREST RIDGE LANDSCAPING INC.	\$ 589,029	\$ 540,779		The contract is for grass cutting and landscape maintenance services at various locations for a five year period. There is a 12 cut rotation to area 4. The contract was renewed for the second year of the initial contract period.

#	Lead Department	Ward #	Bid Call No. and Description	Procurement Type	Vendor	Contract Amount (Includes total contract value at the start of the reporting quarter)	Current Quarter Contract Renewal (In Scope)	Current Quarter Contract Extensions	Supplementary Information
64	Corporate Support Services	ALL	ACCESS TO GLOBAL TALENT MARKET AND ADDITIONAL RECRUITING SUPPORT	Contract Renewal	LINKEDIN IRELAND UNLIMITED COMPANY	\$ 266,846	\$ 72,645		The contract is to provide access to global talent market and additional recruiting support in the attraction and selection of top talent for the city for a three year period with 2 1-year optional renewal terms. The contract was renewed for its final year renewal term as pricing remained competitive in the market and performance has been in accordance with the contract. A competitive procurement process will be conducted to establish a new contract.
65	Corporate Support Services	ALL	RFP2015-049 CORPORATE RADIO SOLUTION	Contract Renewal	RADIOCO LTD. O/A KELCOM	\$ 2,831,743	\$ 100,000		The contract is to provide maintenance, support, equipment, and professional services related to the operation of the Corporate Digital Radio system for a five year period with 10 1-year optional renewal term. The contract was renewed for its first year renewal term as pricing remained competitive in the market and performance has been in accordance with the contract.
66	Corporate Support Services	ALL	RFP2019-037 IMPLEMENTATION OF ENTERPRISE CRM IN MICROSOFT DYNAMICS 365 V9.X	Contract Renewal	DIGITALEMBRACE INC.	\$ 430,001	\$ 130,935		The contract is to support integration of the CRM platform with City Works, Gtechna, Chameleon and Transit solutions for a three year period. The contract was amended to increase the value of the contract as part of the initial approved funds.
67	Corporate Support Services	ALL	T2016-090 SUPPLY AND DELIVERY OF IMAGERY (ORTHO & OBLIQUE) & GIS (TOPOGRAPHIC & ELEVATION DATA)	Contract Renewal	AEROQUEST MAPCON INC.	\$ 288,428	\$ 63,539		The contract is for the acquisition of aerial imagery as well as several datasets that are made available to city staff for use in various operations (asset management, planning and development etc.) Current, updated imagery and datasets are vital in many city operations (asset management, storm water levy, planning and building, road operations and traffic etc.) The contract is for a three year period with 3 1-year optional renewal terms. The contract was renewed for its second year renewal term as pricing remained unchanged and performance has been in accordance with the contract.
68	Corporate Support Services	ALL	T2018-021 ARMOURED CAR SERVICES	Contract Renewal	ARMOURED SECURITY (CANADA) INC.	\$ 520,326	\$ 159,750		The contract is for armoured car services to various locations within the city for a three year period with 2 1-year optional renewal terms. The contract was renewed for its first year renewal term as pricing remained competitive in the market and performance has been in accordance with the contract.
69	Fire & Emergency Services	ALL	RFP2017-073 SUPPLY AND DELIVERY OF PARTS, REPAIRS AND SERVICE FOR FIRE AND EMERGENCY SERVICES VEHICLES	Contract Renewal	DEPENDABLE TRUCK AND TANK LIMITED d/b/a DEPENDABLE EMERGENCY VEHICLES	\$ 546,377	\$ 250,000		The contract is for supply and deliver specialty parts, perform specific service and repairs on the City's Fire Apparatus for a one year period with 6 1-year optional renewal terms. The contract was renewed for its third year renewal term as pricing remained competitive in the market and performance has been in accordance with the contract.
70	Fire & Emergency Services	ALL	T2017-153 DELIVERY OF CLOTHING ITEMS FOR FIRE AND EMERGENCY SERVICES	Contract Renewal	URBAN TACTICAL BRANTFORD LTD	\$ 102,463	\$ 50,000		The Collective Bargaining Agreement (CBA) requires Firefighters to be provided with specific clothing items. The contract is for the supply and delivery of various clothing items for a one year period with 4 1-year optional renewal terms, to fulfill part of the CBA clothing requirements. The contract was renewed for its third year renewal term as pricing remained unchanged and performance has been in accordance with the contract.

#	Lead Department	Ward #	Bid Call No. and Description	Procurement Type	Vendor	Contract Amount (Includes total contract value at the start of the reporting quarter)	Current Quarter Contract Renewal (In Scope)	Current Quarter Contract Extensions	Supplementary Information
71	Fire & Emergency Services, Public Works & Engineering, Transit	ALL	RFP2015-077 EXCHANGE SERVICE OF VARIOUS ELECTRICAL COMPONENTS	Contract Renewal	KEYSTONE ALTERNATORS & STARTERS (2003) LTD	\$ 920,535	\$ 175,000		The contract is to supply, deliver, exchange and refurbish engine starter and alternator components for the City's Fire, Transit and Public Works Fleet for a three year period with 3 1-year optional renewal terms. The contract was renewed for its final year renewal term as pricing remained competitive in the market and performance has been in accordance with the contract. A competitive procurement process will be conducted to establish a new contract.
72	Fire & Emergency Services, Public Works & Engineering, Transit	ALL	RFP2017-069 AUTO BODY REPAIRS TO VARIOUS FLEET, TRANSIT AND FIRE VEHICLES	Contract Renewal	2120546 ONTARIO INC. O/A SKYDOME AUTO & BODY CENTRE	\$ 318,500	\$ 95,000		The Contract is to provide automotive body and structural repairs to the City's Fire, Transit and Public Works Fleet for a two year period with 3 1-year optional renewal terms. The contract was renewed for its second year renewal term as pricing remained competitive in the market and performance has been in accordance with the contract.
73	Legislative Services	ALL	NRFP 2020-151 INSURANCE AND RISK MANAGEMENT SERVICES	Contract Renewal	MARSH CANADA LIMITED	\$ 2,743,355	\$ 256,645		The contract is for City of Brampton insurance coverage for Commercial General Liability (including environmental liability), Combined Physical Damage and Machinery Breakdown, Comprehensive Crime, Fleet Automobile, Fleet Transit, Brampton Recreation Commission Affiliates, Councillor's Accident Coverage, Cyber Liability, and Facility User Group Program. The additional funds added to the purchase order is the pre-approved contingency to cover the expanded insurance coverage for additional vehicles, buses and properties acquired.
74	Public Works & Engineering	ALL	RFP2017-025 CLOTHING FOR THE CORPORATE CLOTHING PROGRAM	Contract Renewal	D. N. B. MEDIA GROUP INC.	\$ 506,269	\$ 150,000		The contract is for supply of the corporate clothing program for uniforms of unionized employees that have a uniform allowance negotiated as a part of their CBA, for a three year period with 2 1-year optional renewal terms. The contract was renewed for its final year renewal term as pricing remained unchanged and performance has been in accordance with the contract. A competitive procurement process will be conducted to establish a new contract.
75	Public Works & Engineering	ALL	T2018-001 BRIDGE POWER WASHING AND MISCELLANEOUS GRAFFITI REMOVAL	Contract Renewal	1338568 ONTARIO INC O/A WINSOM LANDSCAPE CONTRACTORS	\$ 143,060	\$ 59,945		The contract is for city wide scheduled seasonal bridge power washing maintenance and demand based graffiti removal for a two year period with 2 1-year optional renewal terms. The contract was renewed for its final year renewal term as pricing remained unchanged and performance has been in accordance with the contract. A competitive procurement process will be conducted to establish a new contract.
76	Public Works & Engineering	ALL	T2019-010 MATERIAL TESTING AND GEOTECHNICAL INVESTIGATION SERVICES	Contract Renewal	SIRATI & PARTNERS CONSULTANTS LTD.	\$ 500,000	\$ 150,000		This is a three year city wide contract for material testing and geotechnical investigation on capital construction projects throughout the City of Brampton. The contract was renewed for the third year of the initial contract period. A competitive procurement process will be conducted to establish a new contract.
77	Public Works & Engineering	ALL	T2019-010 MATERIAL TESTING AND GEOTECHNICAL INVESTIGATION SERVICES	Contract Renewal	ENGTEC CONSULTING INC	\$ 250,000	\$ 150,000		This is a three year city wide contract for material testing and geotechnical investigation on capital construction projects throughout the City of Brampton. The contract was renewed for the third year of the initial contract period. A competitive procurement process will be conducted to establish a new contract.

#	Lead Department	Ward #	Bid Call No. and Description	Procurement Type	Vendor	Contract Amount (Includes total contract value at the start of the reporting quarter)	Current Quarter Contract Renewal (In Scope)	Current Quarter Contract Extensions	Supplementary Information
78	Public Works & Engineering	ALL	UTILITY RELOCATION, CONNECTION AND REPAIR FOR VARIOUS LOCATIONS	Contract Renewal	ALECTRA UTILITIES CORPORATION	\$ 3,668,832	\$ 32,278		The contract is for the relocation of Alectra infrastructure (Hydro), in advance of capacity improvement projects. This contract is for a five year period. The contract is to be amended for each separate project. The contract was renewed for the relocation on Countryside Drive.
79	Transit	ALL	RFP2017-010 UNIFORM PROGRAM FOR BRAMPTON TRANSIT	Contract Renewal	MARTIN & LEVESQUE INC	\$ 2,701,079	\$ 750,000		The contract is for the supply and delivery of transit bus operator clothing for a three year period with 2 1-year optional renewal terms. The contract was renewed for its final year renewal term as pricing remained unchanged and performance has been in accordance with the contract. A competitive procurement process will be conducted to establish a new contract.
80	Transit	ALL	T2016-012 TOWING SERVICES FOR VARIOUS LIGHT, MEDIUM AND HEAVY DUTY VEHICLES	Contract Renewal	J.A. TOWING (BRAMPTON) LIMITED	\$ 579,900	\$ 192,000		The contract is for towing Services for transit buses for a three year period with 3 1-year optional renewal terms. The contract was renewed for its final year renewal term as pricing remained unchanged and performance has been in accordance with the contract. A competitive procurement process will be conducted to establish a new contract.
81	Transit	ALL	T2017-062 RADIATOR AND COOLER REPAIR SERVICE FOR TRANSIT BUSES AND VEHICLES	Contract Renewal	CANCORE INDUSTRIES INC	\$ 188,583	\$ 60,000		The contract is for radiator and cooler repairs services for transit buses for a three year period with 2 1-year optional renewal terms. The contract was renewed for its final year renewal term as pricing remained unchanged and performance has been in accordance with the contract. A competitive procurement process will be conducted to establish a new contract.
82	Transit	ALL	T2018-018 SUPPLY AND INSTALLATION OF TRANSIT BUS SHELTERS	Contract Renewal	DAYTECH LIMITED	\$ 855,610	\$ 300,000		The contract is for supply and delivery of conventional transit bus shelters for a three year period with 2 1-year optional renewal terms. The contract was renewed for its first year renewal term as pricing remained competitive in the market and performance has been in accordance with the contract.

Date: 2021-05-11

Subject: Status of Tax Collection Accounts

Contact: Martin Finnegan, Sr. Manager, Revenue 905-874-2201
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Report Number: Corporate Support Services-2021-407

Recommendations:

That the report titled: **Status of Tax Collection Accounts**, to the Committee of Council meeting on June 9, 2021 be received.

Overview:

- **The Tax Billing and Collection Policy (# 13.10.0) includes a requirement to report annually to Council outlining the status of the City's overdue tax accounts.**
- **This report provides information on the collection activities and status of property tax accounts that are in arrears.**

Background:

The Tax Billing and Collection Policy # 13.10.0 (***The Policy***) includes a requirement to report annually to Council outlining the status of the City's overdue tax accounts. *The Policy* provides the framework for the administration of the City's property taxes receivable including the processes to be followed when accounts fall into arrears.

Overdue notices are typically produced two times per year (May and October) for accounts in arrears and are mailed to the taxpayer. Due to the onset of the pandemic in late March 2020, the notices usually processed in May were cancelled. The notices were produced in October to ensure all taxpayers in arrears were aware of their account balance. Overdue notices provide the taxpayer with the status of their property tax

account showing the amount of taxes in arrears plus penalties, interest and items added to the tax roll.

As per *The Policy*, once an account is two years in default, collection letters are sent in the last quarter of each year advising the owner of potential Tax Sale proceedings if the account remains in arrears as of January 1st of the following year. The letter requests payment in full but also extends the property owner the opportunity to make specific payment arrangements to clear the account.

All tax accounts three years or more in arrears will be subject to collection proceedings, which could lead to a tax sale to settle the arrears as provided for by the *Municipal Act, 2001*. A title search will be conducted to confirm the current ownership and identify any parties with a registered interest in the property. The City must provide information on outstanding tax arrears to all registered interested parties shown on the property records of the Land Registry Office. Such notice is often successful in securing payment before initiation of the Tax Sale process.

After the third year of default, the City may employ the services of a third party to assist with collection. Since 2006, the City has utilized the service of a bailiff for the collection of tax arrears for both residential and non-residential properties.

If the bailiff is unsuccessful in collecting the tax arrears and the account is still three years or more in arrears, then a “Tax Arrears Certificate” is registered on title for a period of one year. After the “Tax Arrears Certificate” is registered, only full payment of taxes, penalties, interest, and other costs can be accepted by the City.

After the “Tax Arrears Certificate” is registered, and the one year registration period has expired, the property is then liable for Tax Sale.

In response to the COVID-19 pandemic, Council approved the report titled “Relief Measures for Overdue Property Taxes” on September 30th. These measures included the suspension of the following collection activities, as prescribed in *The Policy*, for accounts that were three years in arrears:

- Registration of tax arrears certificate
- Tax Sale of Property
- Important Overdue Notices

Current Situation:

As of December 31, 2020, the City of Brampton administered 172,655 property tax accounts with an annual combined billing for City, Region, and Education taxes of approximately \$1.21 Billion. The total amount of taxes billed but not yet collected (Taxes Receivable) as of year-end 2020 was \$84,778,952 or 7.02% of the 2020 billings.

Table 1 - Taxes Receivable Comparison 2018-2020, shows comparative percentages of total taxes receivable as of December 31, 2020 compared to 2019 and 2018. These figures include tax amounts billed in the current year, but with a due date that could also be in the following year (future dues).

The figures in Table 1 show that Brampton's annual billing for 2020 increased by approximately \$31.2 Million or 2.66% compared to 2019. In the same period the total taxes receivable has increased by about \$ 22.5 Million or 36.11%.

A sample of the collection activities performed by Collection staff during 2020 is summarized in **Table 2 - 2020 Collection Activity Summary with Comparative Figures to 2018 and 2019**.

TABLE 1

TAXES RECEIVABLE COMPARISON 2018-2020								
2018 Total Annual Billing	Taxes Receivable December 31, 2018	2018 Taxes Receivable vs Billing Amount	2019 Total Annual Billing*	Taxes Receivable December 31, 2019*	2019 Taxes Receivable vs Billing Amount*	2020 Total Annual Billing*	Taxes Receivable December 31, 2020*	2020 Taxes Receivable vs Billing Amount*
\$1,151,290,163	\$63,503,242	5.52%	1,176,317,360	62,284,955	5.29%	\$1,207,555,276	\$84,778,952	7.02%

* FIR preliminary figures

TABLE 2

2020 COLLECTION ACTIVITY SUMMARY WITH COMPARATIVE FIGURES TO 2018 AND 2019			
Activity	Volume 2018	Volume 2019	Volume 2020
Overdue Notices	58,345	56,060	29,701 (No May Notices Sent due to COVID-19)
Title Searches	412	454	552
Tax Arrears Certificates Registered	31	32	0 (Due to COVID-19 Council approved measures)
Accounts Assigned to Bailiff	91	94	7 (Recalled due to COVID-19 Council approved measures)
Tax Sale	2	4	0 (Due to COVID-19 Council approved measures)

Corporate Implications:

N/A

Term of Council Priorities:

This report fulfils the Council Priority of a Well-Run City through strict adherence to effective financial management policies and supports Brampton's 2040 Vision by ensuring sustainable financial revenues.

Conclusion:

In accordance with Council approved relief measures due to the COVID-19 pandemic, certain collection procedures and actions were suspended for the year 2020.

At the Committee of Council on March 10, 2021 Council approved the report titled "Options for 2021 Property Tax Assistance". Accounts three years in arrears are not eligible for this deferral program. Council also approved the resumption of collection activities and staff are now actively working with taxpayers to facilitate suitable payment arrangements. In 2021 staff will continue to work with taxpayers and execute appropriate collections activities as directed under the *Municipal Act, 2001* and *The Policy*.

Authored by:

Reviewed by:

Martin Finnegan, Senior Manager,
Revenue

Mark Medeiros, Treasurer (Acting)

Approved by:

Submitted by:

Michael Davidson, Commissioner,
Corporate Support Services

David Barrick, Chief Administrative Officer

Date: 2021-04-27

Subject: 2021 First Quarter Operating Budget and Reserve Report

Contact: Mark Medeiros, Acting Treasurer
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Report Number: Corporate Support Services-2021-409

Recommendations:

1. That the report titled “**2021 First Quarter Operating Budget and Reserve Report**” to Committee of Council of June 9, 2021 be received;

Overview:

Operating Budget

As at March 31, 2021;

- Finance has conducted a high-level assessment and historic trend analysis to determine if there are any known material variances for Council’s consideration.
- Expenditures of \$239.9 million, or 31.3%, of the \$766.9 million expenditure budget have been incurred.
- Revenues of \$375.0 million, or 48.9%, of the \$766.9 million revenue budget have been recognized.
- The City received \$23.5 million under Phase 3 of the Safe Restart Agreement Transit Stream as at March 31st, 2021 to offset operational pressures and losses between April 1st, 2021 and December 31st, 2021.
- When excluding the financial impacts of the Phase 3 Safe Restart funding received in 2021; expenditures incurred are 28.2% and revenues recognized are 45.9% of the 2021 budget, which is trending

below the prior year 2020 first quarter results (prior to the impacts of the COVID-19 pandemic).

- In terms of projections for the 2021 operating budget, early indications suggest that the 2021 operating variances continue to follow the results from 2020. Staff continue to monitor the implications of the pandemic on the 2021 budget and will be conducting more detailed analysis and projections for the Second and Third Quarter Forecast reports, as a clearer picture of the annual variances become available.
- The Federal and Provincial governments have committed \$79.0 million in funding to date, through Phase 2 and 3 of the Safe Restart Agreement and the 2021 COVID-19 Recovery Funding for Municipalities. Considering this commitment, the City is well situated to manage 2021 Operational losses as a result of the pandemic. Staff will continue to monitor the financial status, advocate for funding as required and will advise Council should there be a funding gap.

Reserves / Reserve Funds

- An update on the status of the City's primary Reserves and Reserve Funds, including rate stabilization reserves and development charge reserve funds, is also presented.
- The Interest Rate Stabilization Reserve is expected to be exhausted in 2021 which will result in a funding pressure for the 2022 budget. Staff are currently reviewing alternative funding options and will advise through the 2022 operating budget for Council's consideration.

Background:

The City's financial management policies require staff to provide Council with periodic status updates related to the City's finances. This report is focused on updating Council on the status of the City's first quarter 2021 operating budget and reserve balances.

At this point in the fiscal cycle, it is premature to project trends or forecast year-end results, given the limited amount of actual financial transaction activity. Therefore, Finance has conducted a high-level assessment in comparison to historic trends to determine if there are any large anomalies or areas of concern for Council.

This report also provides an update on the status of Reserves and Reserve Funds.

Current Situation:

As at March 31, 2021, the City has incurred expenditures of \$239.9 million, or 31.3%, of the \$766.9 million expenditure budget. Revenues of \$375.0 million have been recognized of the \$766.9 million revenue budget.

Revenues in the First Quarter of 2021 account for 48.9% of the total revenue budget. This is mainly driven by the receipt of the City's interim property taxes which are sent out in the First Quarter and account for almost half of the total tax bill.

The following table compares the 2021 Current Budget with First Quarter 2021 actuals by Department:

Table 1: 2021 OPERATING BUDGET FINANCIAL SUMMARY

DEPARTMENT	TOTAL EXPENDITURES			TOTAL REVENUES		
	2021 Annual Budget	Q1 YTD Actuals	Actual % of Annual Budget	2021 Annual Budget	Q1 YTD Actuals	Actual % of Annual Budget
Brampton Public Library	18,852	4,750	25.2%	(50)	(50)	100.0%
Community Services	110,883	12,517	11.3%	(38,026)	(319)	0.8%
Corporate Support Services	70,636	19,344	27.4%	(5,911)	(1,027)	17.4%
Fire & Emergency Services	83,792	18,927	22.6%	(1,515)	(156)	10.3%
General Government	125,251	116,484	93.0%	(556,279)	(351,428)	63.2%
Legislative Services	34,595	6,923	20.0%	(24,119)	(3,638)	15.1%
Mayor & Members Of Council	4,744	918	19.4%	0	0	0.0%
Office of the CAO	9,292	1,272	13.7%	(153)	-	0.0%
Planning, Building & Economic Development	29,143	6,479	22.2%	(25,009)	(7,076)	28.3%
Public Works & Engineering	99,534	22,432	22.5%	(15,260)	(895)	5.9%
Transit	180,180	29,820	16.6%	(100,579)	(10,380)	10.3%
Grand Total	766,902	239,868	31.3%	(766,902)	(374,968)	48.9%

The 2021 First Quarter results are in line with historical trends; for example, the 2020 First Quarter (prior to the impacts of the pandemic) resulted in a similar 29.4% of expenditures incurred and 48.0% of revenues recognized.

This consistency to pre-pandemic levels is primarily due to the receipt of \$23.5 million under Phase 3 for of the Safe Restart Agreement Transit Stream as at March 31st, 2021 to offset operational pressures and losses between April 1st, 2021 and December 31st, 2021. This simultaneously increased revenues when the stream of funding was received from the Ministry of Transportation (MTO) and increased expenditures as the funding was contributed to City reserves.

2021 OPERATING COMPARATIVE FIRST QUARTER TRENDS

	% OF ANNUAL BUDGET		
	2021 Q1 Results	2021 Q1 (excluding Phase 3 SRA Funding)	2020 Q1 Results (pre-pandemic)
Labour Expenditures	19.5%	19.5%	23.4%
Other Expenditures	47.5%	40.3%	37.5%
Total Expenditures	31.3%	28.2%	29.4%
Revenues	48.9%	45.9%	48.0%

In terms of projections for the 2021 operating budget, early indications suggest that the 2021 operating variances continue to follow the results from 2020 as discussed below.

Labour expenditures are 19.5 % of the 2021 budget, whereas the historical average has been approximately 23%. This decline in spending is predominantly due to lower labour, part-time labour and overtime expenditures in Recreation, Transit and Parks Maintenance.

Other Expenditures are 40.3% of the 2021 budget, which is trending higher than prior years, mostly as a result of a higher contribution to reserves in relation to the budget as well emergency measures costs related to the pandemic of \$1.0 million incurred to date.

Revenues recognized are at 45.9% of the 2021 Budget which is trending lower than 2020; predominantly driven by Recreation which has seen 0% of revenue in the first quarter, compared to the prior year of 18.5% and Transit which has recognized 10.3% as at the first quarter which is also trending lower than the 18.4% recognized in the same time frame last year.

The Federal and Provincial governments have committed \$79.0 million in funding to date, through Phase 2 and 3 of the Safe Restart Agreement and the 2021 COVID-19 Recovery Funding for Municipalities. Considering this commitment, the City is well situated to manage 2021 Operational losses as a result of the pandemic. Staff continue to monitor the implications of the pandemic on the 2021 budget and will be conducting more detailed analysis and projections for the Second and Third Quarter Forecast reports, as a clearer picture of the annual variances become available.

RESERVES AND RESERVE FUNDS (Schedule A)

Stormwater Reserve Fund

In the 2020 Operating Budget, the Stormwater Fund was established to manage the recently approved stormwater charge. The charge became effective on June 1, 2020

and is collected through the Region of Peel water/wastewater bill in response to the City's maintenance, renewal, replacement and Asset Management Plan for the City's \$1.2 billion of stormwater infrastructure.

The balance as at March 31, 2021 is negative \$6.1 million as a result of using the reserve to fund 2021 eligible projects as approved through the 2021 Capital Budget. The reserve will be replenished as transfers are made from the Region of Peel which is anticipated at \$22 million per year growing at the rate of inflation.

Debt Repayment Reserve

The Debt Repayment Reserve established in 2018, has a balance of \$11.0 million, as at March 31, 2021.

The 2021 Operating Budget included approval of \$2.8 million in annual debt repayments;

- \$1.7 million related to a 25-year debenture of \$26 million, for the Fire and Emergency Services Campus
- \$1.1 million as part of a three-year phase in approach to align tax supported debt repayments with the expected project delivery of the Transit Maintenance and Storage Facility. This is based on a 30-year debenture of \$20 million anticipated to be issued in 2021. Total external debt requirement for this initiative totals \$60.1 million.

Debt financing for the Centre of Innovation which was estimated at \$107.5 million was adjusted in the 2021 budget to align tax supported debt repayments with expected project delivery. This resulted in a reduction of \$1.9 million.

To date the Region of Peel has issued debentures on the City's behalf in the amount of \$26 million to meet cash flow requirements for the construction of the Fire and Emergency Services Campus. The City is anticipating a further issuance of \$20 million in the third quarter of 2021 to support the design phase of the Transit Maintenance & Storage Facility.

Development Charge Reserve Funds

Development charges (DCs) are one-time fees levied on new growth to pay for growth-related City infrastructure. The current DC By-laws were approved by Council in 2019, and inputs into the DC Study were based on various master servicing plans and departmental input into how they would meet the needs of servicing new growth.

The use of development charges to fund growth-related capital projects is heavily legislated by the *Development Charges Act, 1997*. DC funding of capital projects is

scrutinized on an annual basis through the City's Budget exercise, on a project-by-project basis to ensure that the funds are utilized for the purposes for which they were collected. DC reserve funds are currently in a surplus position of \$13.1 million, as at March 31, 2021.

Building Rate Stabilization Reserve Fund

As at March 31, 2021, the balance in the Building Rate Stabilization Reserve Fund was \$39.9 million, which provides assurance against a future short-term downturn in building activity. The City is obligated to transfer any surplus resulting from building related operations to this reserve fund in accordance with the requirements of Bill 124 (*Building Code Statute Law Amendment Act, 2002*).

Cash In Lieu of Parkland

As at March 31, 2021, there was a balance in the Cash in Lieu of Parkland of \$109.9 million. Through the 2021 Capital Budget \$12.5 million was committed from this reserve to support Community Living and Park Land Over Dedication and has been drawn from the reserve as at March 31, 2021. Staff continues to work on strategies to secure and expedite the acquisition of strategic parkland to meet the future needs of residents.

Land Proceeds Reserve

As at March 31, 2021, there was a negative balance in the Land Proceeds Reserve of \$30.1 million. This reserve serves as a cash flow-through fund to support strategic opportunities under the Real Estate Modernization Strategy. In future, subject to Council approval, a permanent source of funding will be required to replenish the Land Proceeds Reserve.

General Rate Stabilization Reserve (GRS)

Council has established a GRS reserve balance target at 10% of the annual approved operating budget. The 2021 Operating Budget has been approved at \$766.9 million, resulting in a GRS reserve target of \$76.7 million.

The General Rate Stabilization reserve (GRS) balance as at March 31, 2021 was \$80.8 million net of commitments. Within this balance is \$8.7 million of funding available through the Safe Restart Agreement which is eligible for 2021 operating deficits as a result of COVID-19. Once this amount is excluded, the GRS balance sits at \$72.1 million, which is \$4.6 million less than the Council approved target of \$76.7 million.

In lieu of further funding committed in 2021 to offset potential COVID-19 related deficits, the GRS would be the primary source to offset potential operating pressures.

Interest Rate Stabilization Reserve Fund

As at March 31, 2021, the uncommitted balance in the Interest Rate Stabilization Reserve Fund (IRS) is \$3.0 million.

The IRS was established through the sale of Brampton Hydro in 2002 with the purpose of stabilizing fluctuations in interest rates.

At the time of the sale, it was estimated that approximately \$9.0 million in investment income would be earned from the Legacy and Community Investment Fund which had a reserve balance of \$200 million. Over time as internal loans were made against the Community Investment Fund and interest rates started to lower, the need to stabilize the fluctuations in investment income became more prevalent and larger draws were made from the IRS to minimize the impact to taxpayers or the GRS.

2020 was an unprecedented year as a result of the pandemic. In March 2020, Bank of Canada had cut interest rate three times, each time by 50 basis points moving from 1.75% to 0.25%. The 2021 budget estimated that interest rates would remain low and that the operating budget would again require stabilization from the IRS to minimize property tax impacts.

The IRS is expected to be exhausted in 2021 which will result in a funding pressure for the 2022 budget. Staff are currently reviewing alternative funding options and will advise through the 2022 operating budget for Council's consideration.

Legacy, Community Investment, and Community Development Reserve Funds

The Legacy, Community Investment and Community Dividend Reserve Funds were established in 2002 with contributions from the sale of Brampton Hydro. The Council approved objectives of these funds are as follows:

- Legacy Fund: Principal to be preserved and invested; investment income available for use
- Community Investment Fund: Principal for capital financing through internal borrowing; principal to be preserved over the long term; investment income available for use
- Community Dividend Fund: Principal available for direct spending on community orientated initiatives and other extraordinary, non-recurring expenditures; to be

used only after consideration of all alternative funding sources; investment income available for use

Table 2 provides a financial status update on these strategic reserves:

TABLE 2: STRATEGIC RESERVES - FINANCIAL STATUS UPDATE

	AMOUNT \$ M	LEGACY	COMMUNITY INVESTMENT	COMMUNITY DIVIDEND
Original Balance (1)	230.0	100.0	100.0	30.0
Spending & Commitments, as at March 31, 2021	(98.0)	(7.6)	(60.4)	(30.0)
Uncommitted Balance, as at March 31, 2020	132.0	92.4	39.6	-
Pending Strategic Initiatives: \$42.7 M remaining for Ryerson University and \$2.4 M for Algoma University	(52.5)			
STRATEGIC RESERVES AVAILABLE BALANCE	79.5			

(1) Investment income from these strategic reserves is included as a reserve source in the operating budget. As these funds are utilized, investment income revenue is reduced from the operating budget. Alternative revenue sources, reduction in expenditures or increases in property taxes would be required to offset the reduction in investment income revenue

- Council has endorsed in principle \$50.0 million from the Legacy fund to support the Ryerson University initiative and \$7.3 million for the Algoma University initiative. Subsequent to funding these commitments, the Legacy Fund is projected to have a remaining balance of \$42.7 million.
- Of the \$50.0 million for Ryerson University, Council has approved \$5.0 million over a 4 year period (2019-2022) for the Cybersecure Catalyst and \$3.6 million has been contributed by March 31, 2021. Of the \$7.3 million for Algoma University, \$4.9 million has been contributed by March 31, 2021.
- To date, the Legacy Fund has generated \$90.7 million in interest revenue since the inception of the fund. Of this, \$72.7 million has been transferred to the operating fund to offset tax levy requirements and the balance has been transferred to the Interest Rate Stabilization Reserve Fund.
- The Community Investment Fund has historically been used to provide internal loans for projects, with repayments funded through property taxes. Through the 2021 Budget this loan repayment mechanism was eliminated resulting in foregoing \$35.6 million in loan repayments to the CIF and in tandem reducing property tax pressures. The 2021 Capital Budget committed \$11.4 million through a project for the site servicing of the CAA lands and on March 3, 2021 Council approved \$0.5 million for the Golden Age Village for The Elderly (GAVE) initiative. As at March 31, 2021 the balance in the reserve is \$39.6 million.

- The Community Dividend Fund has been fully drawn down for projects of citywide benefit and was closed out in 2009. Funding was committed towards initiatives such as the Rose Theatre, Downtown Revitalization and Sheridan College.

Corporate Implications:

N/A

Term of Council Priorities:

This report fulfils the Council Priority of a Well-Run City through strict adherence to effective financial management policies and supports Brampton's 2040 Vision by ensuring sustainable financial operations.

Conclusion:

As at March 31, 2021, the City has incurred expenditures of \$239.9 million, or 31.3%, of the \$766.9 million expenditure budget. Revenues of \$375.0 million have been recognized of the \$766.9 million revenue budget.

When excluding the financial impacts of the Phase 3 Safe Restart funding received in 2021; expenditures incurred are 28.2% and revenues recognized are 45.9% of the 2021 budget, which is trending below the prior year 2020 first quarter results.

Staff continue to monitor the implications of the pandemic on the 2021 budget and will be conducting more detailed analysis and projections for the Second and Third Quarter Forecast reports, as a clearer picture of the annual variances become available.

Authored by:

Reviewed by:

Diana Wren, Manager (Acting) Financial Planning

Mark Medeiros, Acting Treasurer

Approved by:

Submitted by:

Michael Davidson, Commissioner,
Corporate Support Services

David Barrick, Chief Administrative Officer

Attachments:

Schedule A: Reserve and Reserve Fund Balances

**SCHEDULE A: RESERVE AND RESERVE FUND BALANCES (\$000s)
AS AT MARCH 31, 2021**

	YE	YE	Q1
Discretionary Reserve and Reserve Funds	2019	2020	2021
Financial Strategy Reserve Funds			
Res # 211 - Interest Rate Stabilization	\$5,788	\$3,009	\$3,050
Res # 200 - Debt Repayment	\$9,007	\$10,940	\$11,045
Res # 100 - Legacy Fund	\$99,000	\$95,200	\$92,410
Res # 110 - Community Investment Fund	\$49,158	\$51,390	\$39,598
Subtotal	\$162,954	\$160,540	\$146,102
Other Development-Related			
Res # 26 - Cash-in-Lieu of Downtown Parking	\$42	\$43	\$44
Res # 37 - Official Plan Review Reserve Fund	\$208	\$0	\$0
Subtotal	\$250	\$43	\$44
Tax Base Capital Reserve Funds			
Res # 4 - Asset Replacement	\$27,729	(\$8,954)	(\$20,738)
Res # 36 - Joint Use Facility Agreements	\$592	\$604	\$608
Res # 46 - Stormwater Charge		\$594	(\$6,084)
Res # 58 - Theatre Capital Improvements	\$615	\$0	\$0
Res # 78 - 10% Non-DC	\$4,662	\$0	\$0
Res # 119 - Transit Levy	\$76	\$370	(\$1,584)
Subtotal	\$33,674	(\$7,386)	(\$27,798)
Special Purpose Reserve Funds			
Res # 3 - Workers' Compensation Fund	\$7,413	\$8,107	\$8,430
Res # 8 - 3rd Party Liab. Self Insurance	\$0	\$0	\$0
Res # 10 - Civic Centre/Corporate Facilities	\$1,907	\$0	\$0
Res # 12 - Land Proceeds	(\$27,314)	(\$29,981)	(\$30,137)
Res # 15 - Conversion of Employee Sick Leave	\$7,937	\$8,144	\$8,199
Res # 16 - Community Grant Surplus Reserve	\$633	\$897	\$902
Res # 19 - Employee Ben. Prem. Rate Stab.	\$5,725	\$11,343	\$11,030
Res # 23 - Brampton Columbarium	\$29	\$33	\$34
Res # 25 - Municipal Elections	\$1,641	\$2,458	\$3,067
Res # 30 - Energy Efficiencies		\$2,048	\$2,066
Res # 42 - C.A.R.E. Program	\$0	\$0	\$0
Res # 53 - Brampton Senior Fund	\$51	\$51	\$51
Res # 54 - LACAC	\$48	\$49	\$49
Res # 59 - Fire / Life Safety Centre	\$194	\$199	\$201
Res # 88 - Community Improvement Plan Fund	\$291	(\$257)	(\$250)
Res # 96 - Transportation Initiatives Reserve	\$9	\$44	\$45
Res # 97 - Multi -Year Non-Capital Projects	\$138	\$141	\$142
Res # 125 - Heritage Initiatives	\$56	\$58	\$58
Res # 126 - Pledge to Peel Memorial Hospital	\$20,851	\$21,393	\$21,538
Res # 129 - Brampton University Reserve Fund	\$25	\$26	\$26
Subtotal	\$19,632	\$24,753	\$25,451
Total Reserve Funds	\$216,510	\$177,950	\$143,798
Reserves			
General Rate Stabilization Reserve	\$71,774	\$84,840	\$80,842
Subtotal	\$71,774	\$84,840	\$80,842
Total Discretionary Reserve and Reserve Funds	\$288,284	\$262,790	\$224,640

**SCHEDULE A: RESERVE AND RESERVE FUND BALANCES (\$000s)
AS AT MARCH 31, 2021**

	YE	YE	Q1
Obligatory Reserve Funds	2019	2020	2021
Development Charges			
Res # 130 - DC:Growth Studies & Other	\$3,791	\$3,392	\$2,404
Res # 132 - DC:Library	(\$5,633)	(\$4,410)	(\$4,126)
Res # 133 - DC:Fire Protection	(\$15,343)	(\$13,043)	(\$12,705)
Res # 134 - DC:Recreation	\$90,789	\$90,196	\$46,333
Res # 135 - DC:Transit	(\$44,394)	(\$33,948)	(\$38,614)
Res # 136 - DC:Public Works Buildings & FI	(\$31,961)	(\$30,486)	(\$30,122)
Res # 137 - DC:Roads	\$7,052	\$18,595	\$17,271
Res # 138 - DC:Parking Lots	\$6,608	\$6,250	\$5,812
Res # 142 - DC:Bramwest North South Trans	\$24,322	\$26,358	\$26,806
Subtotal	\$35,230	\$62,905	\$13,059
Other Development-Related			
Res # 2 - Cash in lieu of Parkland	\$106,733	\$119,245	\$109,882
Res # 18 - Dev. Cont. for Future Construction	\$32,534	\$33,799	\$33,843
Res # 38 - Subdivision Maintenance	\$15,808	\$16,617	\$16,730
Subtotal	\$155,075	\$169,661	\$160,455
Special Purpose Reserve Funds			
Res # 22 - Sport /Entertainment Centre	\$8,243	\$8,250	\$8,252
Res # 89 - Dedicated Gas Tax Reserve	\$2,929	\$5,270	\$5,351
Res # 91 - Federal Gas Tax Reserve	\$13,383	\$33,042	(\$18,140)
Res # 93 - Building Rate Stabilization	\$40,514	\$39,910	\$39,867
Res # 95 - Accele Ride Reserve	\$8	\$2,566	\$2,566
Res # 121 - Municipal Transit Capital	\$8	\$1,994	\$25,654
Res # 122 - Municipal Road & Bridge Infrastructure	\$44	\$45	\$45
Res # 123 - Miscellaneous Fed / Prov Transit Capital Grant	\$486	\$530	\$540
Res # 124 - Municipal Transit Demand Management	\$1	\$1	\$1
Res # 127 - Major Maintenance Reserve Fund	\$3,690	\$4,146	\$4,808
Res # 128 - Brampton Starter Company	\$315	\$94	\$260
Subtotal	\$69,622	\$95,847	\$69,204
Total Obligatory Reserve Funds	\$259,927	\$328,413	\$242,718
Total Obligatory and Discretionary Reserve and Reserve Funds	\$548,211	\$591,203	\$467,358

Date: 2021-05-06

Subject: **Standing Item on Meeting Agendas – Use of Consultants**
(RM29/2021)

Contact: **Peter Fay, City Clerk, Legislative Services**
905-874-2172, peter.fay@brampton.ca

Report Number: Legislative Services-2021-637

Recommendations:

1. That the report titled: Standing Item on Meeting Agendas – Use of Consultants (RM29/2021), to the Committee of Council meeting of June 9, 2021, be received.

Overview:

- At its April 14 meeting, Committee of Council requested staff report on the possibility of including a standing item on Committee of Council meeting agendas to report details on the use of consultants, including the consulting service name, work description, timelines and costs incurred.
- This report addresses this request, identifying information that is readily available from existing purchasing systems to partially respond to Council's request, including consulting service vendor names, brief purpose statements and contract value. Supplementary information regarding engagement timelines and costs incurred will require additional work by individual contract administrators to provide this information for regular reporting.

Background:

At the April 14 Committee of Council meeting, the following Recommendation was adopted:

CW198-2021

That staff be requested to report on the possibility of a standing item be added to future Committee of Council agendas for reporting details on the use of consultants.

Committee discussion included the possibility to place, on future meeting agendas, regular information regarding consulting services engaged by the City, and include details such as the consulting agency name, reason for the service, and associated timelines and costs for the service.

This report addresses this request.

Current Situation:

The City engages a variety of consulting services for different strategic activities requiring expertise to inform decision-making.

As part of the 2021 budget deliberations, some historical [aggregate baseline information was provided to Budget Committee](#) regarding the value of consulting services contracts with the City.

Depending on the value of the consulting engagement, information is currently reported as part of regular purchasing activities.

Consulting Services valued at \$100,000 or greater:

From a procurement perspective, consulting services or consultants engaged by the City, with a contract value greater than \$100,000 are publicly reported quarterly through the Purchasing Activity Quarterly Report regularly presented to City Council. This report shows new or amended consulting service contracts with values \$100,000 and over only, with the last published report being for [Q4 2020, as considered at the February 24, 2021 Committee of Council meeting](#), and the Q1 2021 report scheduled for presentation to the June 9 Committee of Council meeting. These procurements (greater than \$100,000) are centrally managed by the Purchasing Division. As a result of recent requests from Committee, the next quarterly report will include supplementary information including a brief description of service/scope of work, as provided manually by contract administrators. However, for those procurements involving consulting services, it does not include information regarding the timelines and actual costs incurred to-date.

Consulting Services valued at less than \$100,000:

Currently, no regular reporting exists in regard to new consulting services less than \$100,000 in contract value. However, such consulting services still require an approved budget, a Purchase Order and business need for the work to be undertaken. Procurements for these contracts are managed separately by the respective Departments, with guidance provided by the Purchasing Division, in accordance with the Purchasing By-law.

Information can be extracted from the City's business systems to report on active consulting services with a City Purchase Order valued between \$25,000 - \$100,000,

coupled with consulting services greater than \$100,000 that would normally be included within the purchasing quarterly report.

This list would not include consulting services that are confidential in nature, as defined in the Purchasing By-law, and those directly negotiated by the business unit with a value less than \$25,000 that do not use a Purchase Order, but instead may use a P-card or other small value procurement method. Information for consulting engagements less than \$25,000 is not available, as these transactions are not categorized to allow for reporting on consulting services.

If directed by Council, staff can start to report quarterly or semi-annually to Committee with consulting services contract reports identifying the following basic information:

Consulting Service Information Attribute	Information Availability and Source
• City Purchase Order Number	Available from Purchasing System
• Process for Procurement (e.g., Competitive, Limited Tendering, etc.)	Available from Purchasing System
• Purchase Order Description (e.g., brief statement of work/purpose/reason)	Available from Purchasing System and Responsible Department
• Consulting Service Vendor Name	Available from Purchasing System
• Responsible Department/Division	Available from Purchasing System and Responsible Department
• Purchase Order Original Value	Available from Purchasing System
• Total Change Orders from Original Value (e.g., Contract Extensions or Renewals)	Available from Purchasing System
• Total Contract Value	Available from Purchasing System
• Expenses/Commitments Incurred To-date	Manual update from Finance System and Responsible Department
• Consulting Service Status	Manual update from Responsible Department
• Timeline for Consulting Services Completion	Manual update from Responsible Department

At the moment, readily-available information does not include requested information regarding the consulting services timelines and costs incurred to-date. Such supplementary information will need to be obtained from Department contract administrators and finance systems. If Council directs regular reporting of consulting services information, staff will need to coordinate and manually assemble this information in a reporting table to Committee of Council on a regular reporting basis.

Including a standing agenda item on consulting services engaged on each Committee of Council agenda may not achieve Council's intent to monitor and track consulting service engagements as the number and change to consulting activity may not be as frequent as every 2 weeks. Instead, it may be better to consider quarterly or semi-annual reporting on consulting services.

Corporate Implications:

Financial Implications:

There are no financial implications from reporting basic information about consulting services on a semi-annual or quarterly basis.

Other Implications:

nil

Term of Council Priorities:

This report has been prepared in full consideration of the Term of Council Priority of “Brampton is a Well-Run City”, demonstrating value for money of City Programs and services transparent reporting for consulting services engaged to inform City decision-making.

Conclusion:

This report responds to Committee of Council’s request for possible regular reporting on consulting services engaged by the City. Basic purchasing information is available from the City’s procurement systems to identify the consulting service, purpose of the engagement and contract value, but will need to be supplemented with additional information from individual contract administrator departments and finance system to identify consulting service timelines and actual costs incurred. If directed by Council, regular reporting on consulting services on a semi-annual or quarterly basis can be provided for public access and transparency.

Authored by:

Peter Fay,
City Clerk

Reviewed by:

Gina Rebancos,
Director, Purchasing

Approved by:

Paul Morrison,
Acting Commissioner, Legislative
Services, and
Michael Davidson,
Commission, Corporate Support Services

Submitted by:

David Barrick,
Chief Administrative Officer

Date: 2021-06-09

Subject: Recommendation Report – Replacement and Relocation of Private Noise Walls onto City Right-of-Way (Citywide)

Enter your Subject Here

Contact: Bishnu Parajuli, Manager, Infrastructure Planning
Public Works and Engineering
(905-874-3644) bishnu.parajuli@brampton.ca

Report Number: Public Works & Engineering-2021-616

Recommendations:

1. **THAT** the report titled: Recommendation Report – Replacement and Relocation of Private Noise Walls onto City Right-of-Way (Citywide) to the Committee of Council Meeting of June 9, 2021, be received;
2. **THAT** homeowners continue to be responsible for the maintenance of the noise walls on their properties adjacent to City roads and replace them at their own cost when needed;

Overview:

- **Most noise walls on residential properties adjacent to City roads are installed on private property and property owners are responsible for the maintenance of these noise walls as per Subdivision Agreements.**
- **City regularly receives requests to replace these noise walls as most homeowners are unaware of their obligations to maintain and replace the noise wall as per the Subdivision Agreement.**
- **In November 2015, City Council supported in principle changing the City's Noise Wall Policy to increase the City's cost share to 100% for the replacement and relocation of existing private noise walls adjacent to City roads onto the City's right-of-way. Council also directed staff to report back with an Implementation Plan including a detailed assessment of existing private noise walls and funding requirements for consideration in the 2017 Capital Budget.**
- **On November 15, 2017, an information report was presented to Council highlighting that the City would incur approximately \$4.27 million per year (2017 dollars) from 2018 to 2047 and beyond if the City implemented a program to replace all private noise walls adjacent to City roads. No decision was made by Council at that time.**
- **Private noise wall inventory was updated in 2020. There are approximately 69 km of private noise walls adjacent to City roads in different states of repair with a total estimated maintenance and replacement cost of approximately \$5 million per year averaged over a period of 30 years.**
- **The City currently owns approximately 12.4 km of noise walls with the total estimated maintenance and replacement cost of \$ 26.28 million. Spreading this cost over a period of 30 years, the average annual cost to maintain and replace these noise walls is \$876,000.**

Background:

In November 2015 (Resolution P&IS 277-2015), City Council supported in principle to amend the City's Noise Wall Policy and the City's cost share to 100% for the replacement and relocation of existing private noise walls adjacent to City roads onto the City right-of-way including their future maintenance. Council also directed staff to report back with an Implementation Plan including a detailed assessment of existing private noise walls and funding requirements for consideration in the 2017 Capital Budget. A copy of the Resolution P&IS 277-2015 is provided as Attachment 1.

A detailed condition assessment of private noise walls including financial implications of the City assuming responsibility for these noise walls over time was carried out in 2017 and an information report was presented to Council on November 15, 2017. Highlights of the report were:

1. There were approximately 64 km of private noise walls adjacent to City Roads
2. If City decided to take on these private noise walls and relocate them on City property, the City would incur approximately \$4.27 million per year for 30 years and beyond. This funding was equivalent to approximately 1% tax levy increase at the time in perpetuity. A copy of the November 15, 2017 report is provided as Attachment 2.

It should be noted that the City no longer allows the developers to install noise walls along arterial and collector roads that would be the responsibility of the homeowners for maintenance and replacement. Noise walls installed as of November 2015 are placed on City property and become part of the City's asset inventory. There are light duty noise walls installed within subdivisions that continue to be the responsibility of the homeowners.

Local Improvement Process for Noise Wall Replacement

Noise walls adjacent to City roads are generally located on private properties and homeowners are responsible to maintain and replace them at end of service life. That commitment is made by the homeowners upon signing the Subdivision Agreement at purchase.

Currently, replacement of private noise walls can be implemented through Local Improvement Process where City shares 75% of the cost of replacement and benefiting homeowners share 25%. Despite substantial subsidy provided by the City, only one Local Improvement project to replace the existing noise wall was successfully implemented in the past 10 years. The low uptake is due to high cost to the homeowners despite the subsidy. Noise walls continue to deteriorate and inability of homeowners to replace them will worsen the aesthetic of street corridors, create safety issues for pedestrians/cyclists and tarnish the overall image of the City.

City of Mississauga and Region of Peel Policies

The City of Mississauga and the Region of Peel both have implemented programs that cover the full cost of replacing and relocating private noise walls adjacent to roads under their jurisdictions. The Region of Peel and the City of Mississauga each have approximately 40 km of private noise walls adjacent to roads under their jurisdictions. These quantities are significantly lower as compared to the quantity of private noise walls adjacent to City roads in Brampton. The City assuming responsibility to replace and relocate private noise walls onto City right-of-way will maintain a consistent policy across the Region. However, Brampton will incur significantly higher cost in comparison due to the quantity of private noise walls in Brampton.

This report summarizes the assessment of both private and City owned noise walls adjacent to City roads and provides recommendations to serve the best interest of the City and its residents.

Current Situation:

Assessment of Private Noise Walls

In summer 2020, the City completed an update to the inventory and condition of private noise walls adjacent to City roads including cost estimates. There are approximately 69 kilometres of private noise walls adjacent to City roads in different state of repair.

For the purpose of cost calculation, four different noise wall materials were reviewed and their life-cycle unit costs (per metre) assuming a typical height of 2.4 m are summarized in Table 1.

Table 1 Life-cycle cost per metre of noise wall for different materials

Material	Cost per Metre (2021 Value)
Aluminum	\$1,855
Vinyl	\$2,095
Concrete/Composite	\$2,120
Wood	\$2,260

The per metre costs shown in Table 1 include capital, design, contract administration, contingencies, disposal and maintenance costs. Although wood noise walls are predominantly used in Brampton, their life-cycle cost is higher compared to other types because of shorter service life and frequent maintenance requirements. Aluminum has the lowest life-cycle cost but they have typically not been used in Brampton and suppliers are limited. The cost of vinyl and concrete noise walls are comparable but vinyl noise wall is not very common in Brampton. Therefore, for the purpose of costing, per metre cost of concrete noise wall was assumed because it is commonly used and multiple suppliers are available in the market.

The private noise wall condition summary, quantities, replacement and maintenance costs and approximate time horizon for replacement are summarized in Table 2.

Table 2: Private Noise Wall Assessment Summary

Condition Rating	Approx. Length of Noise wall (m)	Approx. Cost for Replacement (2021 value)	Replacement Time Horizon
Very Good	4,948	\$10,489,760	15 to 30 years
Good	16,314	\$34,585,680	10 to 15 years
Fair	27,854	\$59,050,480	5 to 10 years
Poor	12,147	\$25,751,640	2 to 5 years
Very Poor	7,363	\$15,609,560	0 to 2 years
Total	68,626	\$145,487,120	

As indicated in Table 2, if the City decides to replace private noise walls adjacent to City roads, approximately \$15.6 million will be required within the next two years to replace noise walls that are in very poor condition. Likewise, approximately \$41 million will be required within the next 5 years. The total cost of replacement over a period of 30 years is estimated to be \$145.5 million that would amount to approximately \$4.85 million per year. Additionally, staff resources will be required to run the program. Annual staff cost is estimated to be approximately \$150,000 that brings the average cost of taking on private noise walls to \$5 million per year. Maintenance and

replacement activities will need to be continued in perpetuity as the City would take ownership of these noise walls once replaced on to public property.

City-owned Noise Walls

City-owned noise wall condition summary, quantities, replacement and maintenance costs, and approximate time horizon for replacement are summarized in Table 3.

Table 3: City-owned Noise Wall Assessment Summary

Condition Rating	Approx. Length of Noise wall (m)	Approx. Cost for Replacement (2021 value)	Replacement Time Horizon
Very Good	7,441	\$15,775,068	15 to 30 years
Good	4,672	\$ 9,905,340	10 to 15 years
Fair	85	\$ 179,818	5 to 10 years
Poor	-	-	2 to 5 years
Very Poor	199	\$ 422,898	0 to 2 years
Total	12,398	\$ 26,283,124	

*Included in 2020 budget

As shown in Table 3, the City owns approximately 12.4 km of noise walls with maintenance and replacement cost of approximately \$26.3 million over a period of 30 years, which is equivalent to \$876,000 annually. Replacement of very poor noise wall is budgeted in 2020 and the project is currently ongoing. Remaining City-owned noise walls are not expected to be replaced within the next five years. As these noise walls are already part of the City's inventory, staff will continue to monitor, repair and replace as it is typical for any City-owned asset.

Total Cost of Noise Wall Program

Based on discussions above on private and City-owned noise walls, if the City decides to replace private noise walls and assume ownership, the average annual cost for the noise wall program (both private and City-owned) is estimated to be \$5.88 million that would be funded from the tax levy. In light of increased investment required to keep the existing City infrastructures in a state of good repair to maintain service levels, taking on private noise walls will put significant tax burden to Brampton property owners. Therefore, it is recommended that homeowners continue to be responsible for the maintenance of the noise walls on their properties adjacent to City roads and replace them at their own cost when needed. Homeowners can continue to utilize the Local Improvement process to get subsidy from the City for noise wall replacement.

Approximately \$106,000 is being recovered from homeowners since 2010 for the replacement of noise walls through Local Improvement process. Council would also need to consider if and how to reimburse homeowners who have already paid or paying for their share of a noise wall replacement, as part of the Local Improvement Process.

Corporate Implications:

Financial Implications:

There is no financial implication to the City as a result of recommendations in this report.

Any future operating and capital funding required for the Noise Walls program will be included in operating/capital budget submissions for consideration during future budget processes, pending Council approval.

Term of Council Priorities:

This report achieves the Term of Council Priority “Brampton is a well-run City” by responsibly utilizing resources and prioritizing to keep City infrastructures in a state of good repair.

Conclusion:

This report presents an assessment of both City-owned and private noise walls adjacent to City roads. The City will incur an average annual cost of approximately \$5 million for 30 years and beyond by assuming responsibility to replace and relocate private noise walls adjacent to City roads. This will have a significant tax implications as the fund will have to be raised through tax levy. Given the significant tax implication to the Brampton property owners, it is recommended that homeowners continue to be responsible for the maintenance of the noise walls on their properties adjacent to City roads and replace them at their own cost when needed.

Authored by:

Bishnu Parajuli, P. Eng.
Manager, Infrastructure Planning
Public Works and Engineering Department

Reviewed by:

Tim Kocialek, P. Eng.
Acting Director, Capital Works
Public Works and Engineering Department

Approved by:

Jayne Holmes, P. Eng.
Acting Commissioner
Public Works and Engineering Department

Submitted by:

David Barrick
Chief Administrative Officer

Attachments:

- 1 - A copy of Council Resolution P&IS277-2015
- 2 – A copy of Information Report – Replacement and Relocation of Private Noise Walls onto City Right of Way dated October 24, 2017

Resolution P&IS277-2015

1. That the report from C. Duyvestyn, Manager, Infrastructure Planning, dated October 28, 2015, to the Planning and Infrastructure Services Committee Meeting of November 16, 2015, re: **Noise Attenuation Wall Policy Amendment – Consistency of Retrofit Policy with Peel Municipalities** (File N0715-GENE-101 / HA.c), be received; and,
2. That an amendment to the City's Noise Attenuation Wall Policy be supported in principle to change the City's cost share to 100% for the replacement and relocation of existing privately owned noise attenuation walls onto the City's road right-of-way, subject to staff reporting back to Council with an implementation plan that will include a detailed assessment of the condition of existing privately owned noise attenuation walls and funding requirements for consideration in the 2017 Capital Budget; and,
3. That the City's Noise Attenuation Wall Policy be amended to change the City's cost share to 50% for new noise attenuation walls constructed under the Local Improvement process with the remaining 50% shared by homeowners; and,
4. That staff be directed to amend the City's development approval process to have developers install noise attenuation walls adjacent to City roads within the road right-of-way; and,
5. That homeowners continue to be responsible for the maintenance of any existing noise attenuation walls on their properties until such time as the City replaces the noise attenuation wall, except for concrete noise walls where imminent attention is required due to safety reasons in which case the City will repair or stabilize the damaged noise attenuation wall after notification from the homeowner; and,
6. That ownership of noise attenuation walls located on City-owned buffers adjacent to Regional Roads be the responsibility of the Region of Peel as part of the Arterial Roads Review Ad Hoc Steering Committee (ARRASC); and,
7. That the City Clerk be directed to forward a copy of the report and Council Resolution to the Region of Peel, City of Mississauga and the Town of Caledon for their information.

Date: 2017-10-24

Subject: **Information Report – Replacement and Relocation of Private Noise Walls onto City Right-of-Way**

Contact: Bishnu Parajuli, Manager Infrastructure Planning, Public Works and Engineering (905 874 3644)
 bishnu.parajuli@brampton.ca

Recommendation:

1. **THAT** the report from Bishnu Parajuli, Manager, Infrastructure Planning, Public Works and Engineering, dated October 24, 2017, to the Committee of Council Meeting of November 15, 2017, re: **Information Report – Replacement and Relocation of Private Noise Walls onto City Right-of-Way** be received;

Overview:

- On November 25, 2015, City Council supported in principle changing the City's Noise Wall Policy to increase the City's cost share to 100% for the replacement and relocation of existing private noise walls adjacent to City roads onto the City's right-of-way. Staff was directed to develop an Implementation Plan that will include a detailed assessment of existing private noise walls and funding requirements for consideration.
- Currently, replacement and relocation of private noise walls is implemented through Local Improvement process driven by homeowners with cost sharing split of 75% by the City and 25% by the homeowners. Only four projects (two replacement of existing and two new) have been implemented in the past 10 years through this process.
- In summer 2016, the City hired a consultant to complete the condition assessment of existing private noise walls adjacent to City roads and prepare a Noise Wall Implementation Plan.
- Private noise wall inventory was updated in Spring 2017. There are approximately 64 km of private noise walls adjacent to City roads in different states of repair.
- The estimated annual cost to replace and relocate these noise walls is approximately \$4.27 million for a period of 30 years and beyond. Additional

9.2.1-2

funding of \$4.27 million per year would be required to fund this initiative, which is equivalent to a 1% tax levy increase.

- **The City currently owns approximately 5 km of noise walls. The funding required to inspect, maintain and replace this City asset is part of the annual budget consideration and amounts to \$300,000 per year.**

Background:

Local Improvement Process for Noise Wall Replacement

Noise walls adjacent to City roads are generally located on private properties and homeowners are responsible to maintain and replace them at the end of service life. Currently, replacement of private noise walls is implemented through Local Improvement process where City shares 75% of the cost of replacement and benefitting homeowners share 25%.

Despite substantial subsidy provided by the City, only four Local Improvement projects (two replacement of existing and two new constructions) have been successfully implemented in the past 10 years. The low uptake is due to high cost to the homeowners. Noise walls continue to deteriorate and inability of homeowners to replace them will worsen the aesthetic of street corridors, create safety issues for pedestrians/cyclists and tarnish the overall image of the City.

City of Mississauga and Region of Peel Policies

The City of Mississauga and the Region of Peel both cover the full cost of replacing and relocating private noise walls under their jurisdictions. The City of Mississauga had 58 km of private noise walls to be replaced when the City started the program in 2009. Likewise, the Region of Peel started the program in 2015 and had 33 km of noise walls to be replaced when the Region started the program.

The City assuming responsibility to replace and relocate private noise walls onto City right-of-way will maintain a consistent policy across municipalities across the Region of Peel.

Council Direction

On November 25, 2015 (Resolution P&IS 277-2015), City Council supported in principle to amend the City's Noise Wall Policy and the City's cost share to 100% for the replacement and relocation of existing private noise walls along City roads onto the City right-of-way including their future maintenance based on the condition assessment. Some of the other key resolutions from this Council report included:

- Reporting back to Council with an Implementation Plan that will include a detailed assessment of the condition of existing private noise walls, funding requirements and sources of funding for consideration in the 2017 Capital Budget;
- Amending the City's cost share for new noise walls under the Local Improvement process to 50% with homeowners sharing the remaining 50%;
- Placing new noise walls through the development approval process on public right-of-way;

9.2.1-3

- Homeowners be responsible for maintaining any existing noise walls on their properties until such a time that the City replaces the noise wall, unless immediate attention is required due to safety reasons in which case the City will repair and stabilize the damaged noise wall after notification from the property owner

This report summarizes the assessment of both private and City owned noise walls adjacent to City roads and associated cost for keeping them in a state of good repair.

Current Situation:

Condition Based Assessment of Private Noise Walls

In summer 2016, the City hired a consultant to prepare an inventory of existing private noise walls adjacent to City roads and an implementation plan including condition assessment, funding requirements and sources of funding. The consultant conducted a condition-based assessment of existing private noise walls and prepared a noise wall inventory.

Asset Risk Based Assessment for Private Noise Walls

In spring 2017, staff updated the private noise wall inventory. There are approximately 64 kilometres of private noise walls adjacent to City roads. These noise walls are evaluated in accordance with the corporate asset management principles using an asset risk model to identify those assets that are high risk and need to be prioritized for replacement in the future years.

To calculate a risk score for each noise wall, staff estimated its likelihood of failure and the consequence of failure based on its condition, height, material (wood, vinyl, masonry, concrete) and location (residential area, sidewalk, commercial, railway, boulevard). In this asset risk-based approach, noise walls with higher risk get higher priority for replacement. As a prioritization example, a tall noise wall that is located near a sidewalk and is in very poor condition would be replaced before a shorter wall that is located far from vehicular or pedestrian travel routes and is in fair condition.

Table 1: Summary of Risk Levels and Replacement Cost of Private Noise Walls

Priority	Length (metres)	Percentage	Replacement Cost	Replacement Time Horizon	Annual Replacement Cost
Urgent Action	3,512	5.6%	\$6,763,996	2019	\$6,763,996
High Risk	11,794	17.7%	\$22,714,772	2020-2024	\$4,542,954
Medium Risk	36,490	57.9%	\$70,280,217	2025-2039	\$4,685,348
Low Risk	11,953	18.7%	\$23,020,909	2040-2044	\$4,604,182
Insignificant Risk	117	0.2%	\$226,159	2045-2048	\$56,540
Total	63,866	100.0%	\$123,006,052	2019-2048	\$4,100,202

Results of risk analysis of private noise walls are summarized in Table 1. As shown, immediate attention is required to replace and relocate 3,512 metres of private noise walls with an estimated cost of \$6.8 million. These noise walls are recommended to be replaced starting in 2019.

9.2.1-4

Similarly, other risk levels have been evaluated. The cost is based on \$1800 per metre plus 7% for contract administration, which is reflective of the current wall replacement cost.

In order to achieve a uniform annual budget, the annual cost shown in Table 1 can be averaged to \$4.1 million for a period of 30 years though actual replacement will depend on urgency and other City priorities. The additional costs include staff cost to implement noise wall program and inspection cost that is estimated to be \$170,000 per year.

Therefore, the overall annual cost to assume responsibility to replace and relocate private noise walls is estimated to be \$4.27 million. For a period of 30 years, the total cost will be approximately \$128 million (\$123 million for replacement plus \$ 5 million for staff/inspection) that will have to be paid from the tax base.

Asset Risk Based Assessment for City Owned Noise Walls:

The City currently owns approximately 5 km of noise walls. Most of these noise walls are in a good state of repair. Similar to private noise walls, an identical asset risk model is used to assess risk levels of City-owned noise walls and replacement timeline.

Table 2: Summary of Risk Levels and Replacement Cost of City-owned Noise Walls

Priority	Replacement Cost	Percentage	Length (metres)	Replacement Time Horizon	Annual Replacement Cost
Urgent Action	\$0	0.0%	0	2018-2019	\$0
High Risk	\$1,871,310	21.7%	972	2020-2024	\$374,262
Medium Risk	\$2,862,839	33.2%	1,486	2025-2039	\$190,856
Low Risk	\$1,371,435	15.9%	712	2040-2044	\$274,287
Insignificant Risk	\$2,521,535	29.2%	1,309	2045-2047	\$840,511
Total	\$8,627,118	100.0%	4,479	2018-2047	\$287,571

Results of risk analysis of City-owned noise walls are summarized in Table 2. Based on this analysis, there is no immediate need to replace any of the City-owned noise walls at this time. However, a long-term inspection and replacement program is required to be in place. As shown in Table 2, the annual replacement cost of City-owned noise walls varies significantly over the years. In order to achieve a uniform annual budget over the next 30 years, the annual cost can be estimated as \$300,000, which is part of the annual budget consideration in 2018.

Total Cost of Noise Wall Program:

Based on discussions above on private and City-owned noise walls, the annual cost for noise wall program is estimated to be \$4.57 million that has to be paid from the tax base. As such, it is recognized that this new program will need to be examined with all the other City priorities as our existing infrastructure ages and requires increased investment to maintain service levels.

9.2.1-5

Corporate Implications:

Financial Implications:

The annual estimated cost to replace and relocate private noise walls is \$4.27 million for a period of 30 years. \$4.27M is equivalent to a 1% tax levy increase in 2017 dollars. It should be noted that the noise wall program, if adopted, will lend itself to grant funding opportunities for short term shovel ready projects, should that funding become available.

The funding required to inspect, maintain and replace the City owned noise walls is part of the annual budget consideration and typically amounts to \$300,000 per year.

To ensure sustainable infrastructure management by maintaining current levels of service in the most cost-effective manner, the City has developed a comprehensive asset management plan and demonstrated leadership in municipal asset management planning by adopting the ISO 55000 international standard for asset management.

The City currently manages approximately \$5.3 billion in infrastructure assets excluding land with a funding shortfall of approximately \$200 million to keep all assets in a state of good repair. At existing funding levels with 2% infrastructure levy, the cumulative infrastructure gap is projected to grow to approximately \$650 million over the next 10 years

It is important to note that assuming responsibility to replace and relocate private noise walls without budgeting the additional required funds will negatively affect the City's infrastructure funding gap and the existing levels of service provided to the residents.

Strategic Plan:

This report achieves the Strategic Plan priority "Move and Connect" by keeping people and goods moving efficiently by investing in new infrastructure and maintaining a state of good repair. Implementation of noise wall program will ensure reliability, improve safety of the residents, and uphold reputation of the City.

Conclusions:

This report presents an assessment of both City-owned and private noise walls adjacent to City roads and implementation plan to keep noise walls in a state of good repair. By assuming responsibility, the City would incur approximately \$4.27 million annually for a period of 30 years, which is equivalent to a 1% tax levy increase to replace and relocate private noise walls adjacent to City roads, subject to prioritization with other corporate priorities and Council approval of annual budgets. This will provide relief to homeowners who are struggling to maintain and replace the noise walls on their properties, improve safety, aesthetic of street corridors and the image of the City.

9.2.1-6

Approved by:

Approved by:

Bishnu Parajuli, P. Eng.
Manager, Infrastructure Planning
Public Works and Engineering

Jayne Holmes, P. Eng.
Director, Capital Works
Public Works and Engineering

Report authored by: Bishnu Parajuli (Infrastructure Planning) and Salman Zafar (Corporate Asset Management)

Date: 2020-10-06

Subject: Recommendation Report – Noise Walls in Rosedale Village – Ward 9

Contact: Bishnu Parajuli, Manager, Infrastructure Planning, Public Works and Engineering, Tel: (905) 874-3644,
Email: bishnu.parajuli@brampton.ca

Report Number: Public Works & Engineering-2020-252

Recommendations:

1. THAT the report titled Recommendation Report – Noise Walls in Rosedale Village – Ward 9, to the Council Meeting of October 28, 2020, be received; and,
2. THAT the Rosedale Village Inc. be advised that the owners of the properties adjacent to the private noise wall along the north side of Sandalwood Parkway between Dixie Road to Via Rosedale are responsible for the maintenance of the noise wall and should continue to maintain it as per the Condominium Development Agreement.
3. THAT the Rosedale Village Inc. be advised that at the end of service life of the private noise wall, affected property owners have an option to petition to the City to subsidize the replacement cost of the noise wall through Local Improvement process. Subject to successful petition, the City can subsidize 75% of the replacement cost of the noise wall.

Overview:

- **Noise walls were constructed around Villages of Rosedale under the Condominium Development Agreement (21CDM 93-517) dated December 20, 1995 and Site Plan Agreement (SP17-114.000) July 11, 2019.**
- **Noise walls constructed under the Condominium Development Agreement are located on private properties. As per the Agreement, adjacent property owners are responsible to maintain/replace the noise walls when necessary. These noise walls are currently in fair condition with minor repairs required at some locations. The noise walls are located on the north side of Sandalwood Parkway between Dixie Road and Via Rosedale and along west side of Dixie Road north of Sandalwood Parkway.**
- **The proposed noise walls facing public roads under the Site Plan Agreement are located on City property with exception of lots 316 and 317 which will be constructed on private property.**
- **Property owners should continue to maintain/replace the private noise walls. At the end of service life of the noise wall, they may petition to the City for subsidy through Local Improvement process. In the meantime, if the City decides to assume responsibility for all private noise walls adjacent to City roads, a citywide priority list will be prepared and implemented.**

Background:

Noise walls abutting public roads were constructed around Villages of Rosedale under the Condominium Development Agreement (21CDM 93-517 dated December 20, 1995 and Site Plan Agreement (SP17-114.000) July 11, 2019. Noise walls proposed as part of the Site Plan Agreement are under construction and will primarily be on City property with exception of units 316 and 317, which will be constructed on private properties.

Noise walls constructed under the Condominium Development Agreement include primarily wooden noise walls with small segments of masonry walls and entry features located within private properties. Based on the Condominium Agreement, property owners adjacent to the noise walls are responsible for their maintenance or replacement. These noise walls are constructed on a berm with an approximate height of 2 meters.

A map of noise walls around Rosedale Village abutting public roads is provided in Appendix A and the table below summarizes the location, length and maintenance responsibilities of these noise walls.

Noise Wall Location	Road Jurisdiction	Approx. Length (m)	Maintenance Responsibility
Constructed under the Condominium Development Agreement (1995)			
Wooden noise wall on the north side of Sandalwood Parkway between Dixie Road and Via Rosedale	City of Brampton	488	Property owners
Masonry noise wall and entry features on the north side of Sandalwood Parkway between Dixie Road and Via Rosedale	City of Brampton	26	Property owners
Wooden noise wall on the west side of Dixie Road north of Sandalwood Parkway	Region of Peel	72	Property owners
Constructed under the Site Plan Agreement (2019)			
Concrete noise wall on the east side of Highway 410 north of Sandalwood Parkway	Ministry of Transportation	1083	City of Brampton
Concrete noise wall on the north side of Sandalwood Parkway west of Via Rosedale except units 316 and 317 (proposed)	City of Brampton	220	City of Brampton
Concrete noise wall on the north side of Sandalwood Parkway west of Via Rosedale units 316 and 317 (proposed)	City of Brampton	15	Property owners

While the City will maintain the noise walls that have been or will be constructed on City lands, property owners will be responsible to maintain/replace the noise walls constructed within private properties as per the respective development agreements. The purpose of these noise walls is to mitigate traffic noise on the outdoor living areas including backyards/side yards.

Current Situation:

On September 23, 2020, Council directed staff to report back on a potential noise wall in relation to the Villages of Rosedale. The resolution reads as follows:

CW204-2020

1. That the staff report re: Review of Tax Fairness for the Villages of Rosedale Residents to the Committee of Council Meeting of September 23, 2020, be received; and,
2. That staff be requested to provide a subsequent report specific to a potential noise wall in relation to the Villages of Rosedale.

Subsequently on September 30, there was a delegation from the Villages of Rosedale where it stated that the noise wall was petitioned in November 2018. Noise wall petitions are administered by staff upon request, however, staff have no record of this request.

On September 28, 2020, staff inspected the noise walls around Rosedale Village. The noise wall on the north side of Sandalwood Parkway between Via Rosedale and Dixie Road is in fair condition with minor repairs needed at certain locations. These noise walls were constructed under the Condominium Development Agreement dated December 20, 1995 and full replacement is not necessary at this time. The estimated cost of replacement of this noise wall at current market price is approximately \$1,000,000.

Capital Works is currently updating citywide inventory of private noise walls adjacent to City roads and will report to Council in the first quarter of 2021. The report will include any cost implications to the City, if the City decides to take on the responsibility of these private noise walls. If Council decides to assume responsibility of the private noise walls, similar to the Region of Peel and the City of Mississauga, a replacement priority list will be developed considering the condition of private noise walls citywide. Otherwise, property owners will continue to maintain and replace them with a new one at the end of their service life.

Alternatively, at the end of service life of the noise walls, affected homeowners can petition to the City to replace them through Local Improvement process where the City covers 75% of the replacement cost with 25% covered by the affected homeowners subject to successful petition. Given that the noise wall between Dixie Road and Via Rosedale is in fair condition with only minor repairs needed, petition process cannot be initiated at this time.

Corporate Implications:

Financial Implications:

There are no financial implications to the City as a result of recommendations in this report.

Term of Council Priorities:

This report achieves the Strategic Plan priorities of Smart Growth and Strong Communities by supporting sustainable growth and to build a City with vibrant and connected communities for people to live, work and play.

Living the Mosaic – 2040 Vision:

This report supports the following 2040 Visions:

- Sustainability and the Environment, as environmentally sensitive areas are major environmental features, which contribute to sustainability.

Conclusion:

This report recommends that, consistent with the Condominium Development Agreement homeowners of Rosedale Village continue to repair and maintain the private noise walls on their own and replace them as necessary. At the end of service life of the noise wall, affected homeowners may petition to the City to replace them through Local Improvement process in which case the City can subsidize 75% of the cost of replacement. In the meantime, if the City decides to assume responsibility of private noise walls adjacent to City roads, a citywide priority list will be developed and implemented.

Authored by:

Bishnu Parajuli
Manager, Infrastructure Planning

Reviewed by:

Tim Kocialek
Acting Director, Capital Works

Approved by:

Jayne Holmes
Acting Commissioner
Public Works and Engineering

Submitted by:

David Barrick
Chief Administrative Officer

Attachments:**Appendix A – Rosedale Village Noise Walls**

APPENDIX A - ROSEDALE VILLAGE NOISE WALLS



LOCATION A



LOCATION B



LOCATION C



LOCATION D

Legend

- CITY OWNED NOISE WALL PROPOSED (219.92m)
- CITY OWNED NOISE WALL (1082.68m)
- PRIVATE NOISE WALL ADJACENT TO CITY ROAD (487.44m)
- PRIVATE NOISE WALL PROPOSED (15.12m)
- STONE / GATEWAY FEATURE (25.73m)
- PRIVATE NOISE WALL FACING REGION OF PEEL ROAD (72.13m)

Date: 2021-06-03

Subject: Recommendation Report - Noise Walls in Rosedale Village Ward 9

Contact: Bishnu Parajuli, Manager, Infrastructure Planning, Public Works and Engineering, Tel: (905) 874-3644,
Email: bishnu.parajuli@brampton.ca

Report Number: Public Works & Engineering-2021-697

Recommendations:

1. THAT the report titled “Recommendation Report – Noise Walls in Rosedale Village – Ward 9”, to the committee of Council Meeting of June 9, 2021, be received;
2. THAT the Rosedale Noise Report (Report # “Public Works & Engineering-2020-252”) included on the December 9, 2020 Council agenda and deferred to the future meeting pursuant to Resolution C468-2020 be superseded in its entirety and replaced by this report as this report includes updated information after the deferral;
3. THAT the Rosedale Village Inc. be advised that the owners of the properties adjacent to the private noise wall along the north side of Sandalwood Parkway between Dixie Road to Via Rosedale are responsible for the maintenance of the noise wall and should continue to maintain it as per the Condominium Development Agreement;
4. THAT the Rosedale Village Inc. be advised that at the end of service life of the private noise wall, affected property owners have an option to petition to the City to subsidize the replacement cost of the noise wall through Local Improvement process. Subject to successful petition, the City can subsidize 75% of the replacement cost of the noise wall;

Overview:

- The Rosedale Noise Report (Report # “Public Works & Engineering-2020-252”) was included on the December 9, 2020 Council agenda and deferred to the future meeting pursuant to Resolution C468-2020.
- After the deferral, the Site Plan Agreement (SP17-114.000) dated July 11, 2019 has been amended by “Amending Site Plan Agreement” dated December 21, 2020. The amendment included a change to maintenance responsibility of noise wall adjacent to units 316 and 317 from property owners to the City of Brampton. As a result, content of the Report # “Public Works & Engineering-2020-252” needs updating.
- This report supersedes the Report # “Public Works & Engineering-2020-252” in its entirety and includes necessary updates.
- Noise walls were constructed around Villages of Rosedale under the Condominium Development Agreement (21CDM 93-517) dated December 20, 1995, Site Plan Agreement (SP17-114.000) dated July 11, 2019 and “Amending Site Plan Agreement” dated December 21, 2020.
- Noise walls constructed under the Condominium Development Agreement are located on private properties. As per the Agreement, adjacent property owners are responsible to maintain/replace the noise walls when necessary. These noise walls are currently in fair condition with minor repairs required at some locations. The noise walls are located on the north side of Sandalwood Parkway between Dixie Road and Via Rosedale and along west side of Dixie Road north of Sandalwood Parkway.
- Noise walls facing public roads under the Site Plan Agreement and “Amending Site Plan Agreement” are located on City property. The City will be responsible for the maintenance of these noise walls.
- Property owners should continue to maintain/replace the private noise walls. At the end of service life of the noise wall, they may petition to the City for subsidy through Local Improvement process. In the meantime, if the City decides to assume responsibility for all private noise walls adjacent to City roads, a citywide priority list will prepared and implemented.

Background:

A Report on Rosedale Noise Walls (Report # “Public Works & Engineering-2020-252”) was included on the December 9, 2020 Council agenda and deferred to the future

meeting pursuant to Resolution C468-2020. A copy of the Report # “Public Works & Engineering-2020-252” is included as Attachment 2.

After the deferral, the Site Plan Agreement (SP17-114.000) dated July 11, 2019 has been amended by “Amending Site Plan Agreement” dated December 21, 2020. The amendment included change to maintenance responsibility of noise wall adjacent to units 316 and 317 from property owners to the City of Brampton. As a result, content of the Report # “Public Works & Engineering-2020-252” need updating. This report supersedes the Report # “Public Works & Engineering-2020-252” in its entirety and includes necessary updates.

Noise walls abutting public roads were constructed around Villages of Rosedale under the Condominium Development Agreement (21CDM 93-517 dated December 20, 1995, Site Plan Agreement (SP17-114.000) dated July 11, 2019; and “Amending Site Plan Agreement” dated December 21, 2020.

Noise walls facing public roads under the Site Plan Agreement and “Amending Site Plan Agreement” are located on City property and the City will be responsible to maintain these noise walls.

Noise walls constructed under the Condominium Development Agreement include primarily wooden noise walls with small segments of masonry walls and entry features located within private properties. Based on the Condominium Agreement, property owners adjacent to the noise walls are responsible for their maintenance or replacement. These noise walls are constructed on a berm with an approximate height of 2 metres.

A map of noise walls around Rosedale Village abutting public roads is included as Attachment 1 and the table below summarizes the location, length and maintenance responsibilities of these noise walls.

Noise Wall Location	Road Jurisdiction	Approx. Length (m)	Maintenance Responsibility
Constructed under the Condominium Development Agreement (1995)			
Wooden noise wall on the north side of Sandalwood Parkway between Dixie Road and Via Rosedale	City of Brampton	488	Property owners
Masonry noise wall and entry features on the north side of Sandalwood Parkway between Dixie Road and Via Rosedale	City of Brampton	26	Property owners
Wooden noise wall on the west side of Dixie Road north of Sandalwood Parkway	Region of Peel	72	Property owners

Constructed under the Site Plan Agreement (2019) and “Amending Site Plan Agreement” (2020)			
Concrete noise wall on the east side of Highway 410 north of Sandalwood Parkway	Ministry of Transportation	1083	City of Brampton
Concrete noise wall on the north side of Sandalwood Parkway west of Via Rosedale	City of Brampton	235	City of Brampton

While the City will maintain the noise walls that have been or will be constructed on City lands, property owners will be responsible to maintain/replace the noise walls constructed within private properties as per the respective development agreements. The purpose of these noise walls is to mitigate traffic noise on the outdoor living areas including backyards/side yards.

Current Situation:

On September 23, 2020, Council directed staff to report back on a potential noise wall in relation to the Villages of Rosedale. The resolution reads as follows:

CW204-2020

1. That the staff report re: Review of Tax Fairness for the Villages of Rosedale Residents to the Committee of Council Meeting of September 23, 2020, be received; and,
2. That staff be requested to provide a subsequent report specific to a potential noise wall in relation to the Villages of Rosedale.

Subsequently, on September 30, 2021 there was a delegation from the Villages of Rosedale where it stated that the noise wall was petitioned in November 2018. Noise wall petitions are administered by staff upon request, however, staff have no record of this request.

On September 28, 2020, staff inspected the noise walls around Rosedale Village. The noise walls on the north side of Sandalwood Parkway between Via Rosedale and Dixie Road are in fair condition with minor repairs needed at certain locations. These noise walls were constructed under the Condominium Development Agreement and replacement is not necessary at this time. The estimated cost of replacement of this noise wall at current market price is approximately \$1,000,000.

Capital Works updated citywide inventory of private noise walls adjacent to City roads and a report to Council is planned for June 2021. The report will include cost implications should the City assume responsibility to replace and relocate private noise walls onto City right-of-way. Subject to Council decision, a replacement priority list will be developed considering the condition of private noise walls citywide. Otherwise, property owners will continue to maintain and replace them at the end of their service life.

Alternatively, at the end of service life of the noise walls, affected homeowners can petition to the City to replace them through Local Improvement process where the City covers 75% of the replacement cost with 25% covered by the affected homeowners subject to successful petition. Given that the noise walls between Dixie Road and Via Rosedale are in fair condition with only minor repairs needed, petition process cannot be initiated at this time.

Corporate Implications:

Financial Implications:

There are no financial implications to the City as a result of recommendations in this report.

Term of Council Priorities:

This report achieves the Term of Council Priority “Brampton is a well-run City” by responsibly prioritizing and utilizing resources to keep City infrastructures in a state of good repair. .

Conclusion:

This report recommends that, consistent with the Condominium Development Agreement, homeowners of Rosedale Village continue to repair and maintain the private noise walls on their own and replace them as necessary. At the end of service life of the noise walls, affected homeowners may petition to the City to replace them through Local Improvement process in which case the City can subsidize 75% of the cost of replacement. In the meantime, if the City decides to assume responsibility of private noise walls adjacent to City roads, a citywide priority list will be developed and implemented.

Authored by:

Bishnu Parajuli
Manager, Infrastructure Planning

Reviewed by:

Tim Kocialek
Acting Director, Capital Works

Approved by:

Jason Schmidt-Shoukri,
Commissioner
Public Works and Engineering

Submitted by:

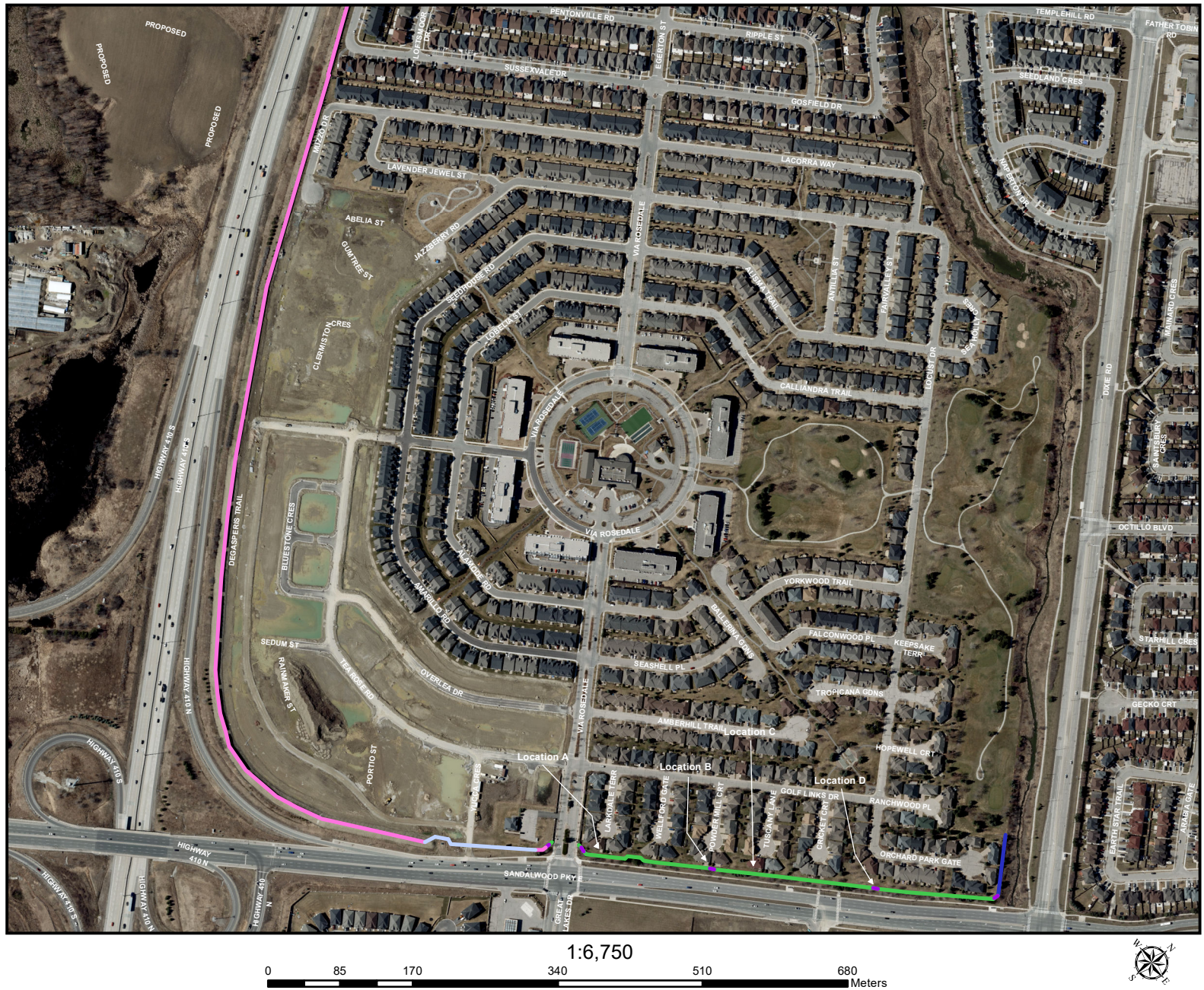
David Barrick
Chief Administrative Officer

Attachments:

Attachment 1 – Map of Rosedale Village Noise Walls

Attachment 2 – Rosedale Village Noise Report (Report # “Public Works & Engineering - 2020-252”)

APPENDIX A - ROSEDALE VILLAGE NOISE WALLS



LOCATION A



LOCATION B



LOCATION C



LOCATION D

Legend

CITY OWNED NOISEWALL ADJACENT TO CITY ROAD (235.04m)

CITY OWNED NOISE WALL ADJACENT TO HWY 410 (1082.68m)

STONE / GATEWAY FEATURE (25.73m)

PRIVATE NOISE WALL ADJACENT TO CITY ROAD (487.44m)

PRIVATE NOISE WALL FACING REGION OF PEEL ROAD (72.13m)

Date: 2020-10-06

Subject: **Rosedale Noise Report.docx**

Contact: **Bishnu Parajuli, Manager, Infrastructure Planning, Public Works and Engineering, Tel: (905) 874-3644,
Email: bishnu.parajuli@brampton.ca**

Report Number: Public Works & Engineering-2020-252

Recommendations:

1. THAT the report titled Recommendation Report – Noise Walls in Rosedale Village – Ward 9, to the Council Meeting of October 28, 2020, be received; and,
2. THAT the Rosedale Village Inc. be advised that the owners of the properties adjacent to the private noise wall along the north side of Sandalwood Parkway between Dixie Road to Via Rosedale are responsible for the maintenance of the noise wall and should continue to maintain it as per the Condominium Development Agreement.
3. THAT the Rosedale Village Inc. be advised that at the end of service life of the private noise wall, affected property owners have an option to petition to the City to subsidize the replacement cost of the noise wall through Local Improvement process. Subject to successful petition, the City can subsidize 75% of the replacement cost of the noise wall.

Overview:

- **Noise walls were constructed around Villages of Rosedale under the Condominium Development Agreement (21CDM 93-517) dated December 20, 1995 and Site Plan Agreement (SP17-114.000) July 11, 2019.**
- **Noise walls constructed under the Condominium Development Agreement are located on private properties. As per the Agreement, adjacent property owners are responsible to maintain/replace the noise walls when necessary. These noise walls are currently in fair condition with minor repairs required at some locations. The noise walls are located on the north side of Sandalwood Parkway between Dixie Road and Via Rosedale and along west side of Dixie Road north of Sandalwood Parkway.**
- **The proposed noise walls facing public roads under the Site Plan Agreement are located on City property with exception of lots 316 and 317 which will be constructed on private property.**
- **Property owners should continue to maintain/replace the private noise walls. At the end of service life of the noise wall, they may petition to the City for subsidy through Local Improvement process. In the meantime, if the City decides to assume responsibility for all private noise walls adjacent to City roads, a citywide priority list will prepared and implemented.**

Background:

Noise walls abutting public roads were constructed around Villages of Rosedale under the Condominium Development Agreement (21CDM 93-517 dated December 20, 1995 and Site Plan Agreement (SP17-114.000) July 11, 2019. Noise walls proposed as part of the Site Plan Agreement are under construction and will primarily be on City property with exception of units 316 and 317, which will be constructed on private properties.

Noise walls constructed under the Condominium Development Agreement include primarily wooden noise walls with small segments of masonry walls and entry features located within private properties. Based on the Condominium Agreement, property owners adjacent to the noise walls are responsible for their maintenance or replacement. These noise walls are constructed on a berm with an approximate height of 2 meters.

A map of noise walls around Rosedale Village abutting public roads is provided in Appendix A and the table below summarizes the location, length and maintenance responsibilities of these noise walls.

Noise Wall Location	Road Jurisdiction	Approx. Length (m)	Maintenance Responsibility
Constructed under the Condominium Development Agreement (1995)			
Wooden noise wall on the north side of Sandalwood Parkway between Dixie Road and Via Rosedale	City of Brampton	488	Property owners
Masonry noise wall and entry features on the north side of Sandalwood Parkway between Dixie Road and Via Rosedale	City of Brampton	26	Property owners
Wooden noise wall on the west side of Dixie Road north of Sandalwood Parkway	Region of Peel	72	Property owners
Constructed under the Site Plan Agreement (2019)			
Concrete noise wall on the east side of Highway 410 north of Sandalwood Parkway	Ministry of Transportation	1083	City of Brampton
Concrete noise wall on the north side of Sandalwood Parkway west of Via Rosedale except units 316 and 317 (proposed)	City of Brampton	220	City of Brampton
Concrete noise wall on the north side of Sandalwood Parkway west of Via Rosedale units 316 and 317 (proposed)	City of Brampton	15	Property owners

While the City will maintain the noise walls that have been or will be constructed on City lands, property owners will be responsible to maintain/replace the noise walls constructed within private properties as per the respective development agreements. The purpose of these noise walls is to mitigate traffic noise on the outdoor living areas including backyards/side yards.

Current Situation:

On September 23, 2020, Council directed staff to report back on a potential noise wall in relation to the Villages of Rosedale. The resolution reads as follows:

CW204-2020

1. That the staff report re: Review of Tax Fairness for the Villages of Rosedale Residents to the Committee of Council Meeting of September 23, 2020, be received; and,
2. That staff be requested to provide a subsequent report specific to a potential noise wall in relation to the Villages of Rosedale.

Subsequently on September 30, there was a delegation from the Villages of Rosedale where it stated that the noise wall was petitioned in November 2018. Noise wall petitions are administered by staff upon request, however, staff have no record of this request.

On September 28, 2020, staff inspected the noise walls around Rosedale Village. The noise wall on the north side of Sandalwood Parkway between Via Rosedale and Dixie Road is in fair condition with minor repairs needed at certain locations. These noise walls were constructed under the Condominium Development Agreement dated December 20, 1995 and full replacement is not necessary at this time. The estimated cost of replacement of this noise wall at current market price is approximately \$1,000,000.

Capital Works is currently updating citywide inventory of private noise walls adjacent to City roads and will report to Council in the first quarter of 2021. The report will include any cost implications to the City, if the City decides to take on the responsibility of these private noise walls. If Council decides to assume responsibility of the private noise walls, similar to the Region of Peel and the City of Mississauga, a replacement priority list will be developed considering the condition of private noise walls citywide. Otherwise, property owners will continue to maintain and replace them with a new one at the end of their service life.

Alternatively, at the end of service life of the noise walls, affected homeowners can petition to the City to replace them through Local Improvement process where the City covers 75% of the replacement cost with 25% covered by the affected homeowners subject to successful petition. Given that the noise wall between Dixie Road and Via Rosedale is in fair condition with only minor repairs needed, petition process cannot be initiated at this time.

Corporate Implications:

Financial Implications:

There is no financial implications to the City as a result of recommendations in this report.

Term of Council Priorities:

This report achieves the Strategic Plan priorities of Smart Growth and Strong Communities by supporting sustainable growth and to build a City with vibrant and connected communities for people to live, work and play.

Living the Mosaic – 2040 Vision:

This report supports the following 2040 Visions:

- Sustainability and the Environment, as environmentally sensitive areas are major environmental features, which contribute to sustainability.

Conclusion:

This report recommends that, consistent with the Condominium Development Agreement homeowners of Rosedale Village continue to repair and maintain the private noise walls on their own and replace them as necessary. At the end of service life of the noise wall, affected homeowners may petition to the City to replace them through Local Improvement process in which case the City can subsidize 75% of the cost of replacement. In the meantime, if the City decides to assume responsibility of private noise walls adjacent to City roads, a citywide priority list will be developed and implemented.

Authored by:

Reviewed by:

Bishnu Parajuli
Manager, Infrastructure Planning

Tim Kocialek
Acting Director, Capital Works

Approved by:

Submitted by:

Jayne Holmes
Acting Commissioner
Public Works and Engineering

David Barrick
Chief Administrative Officer

Attachments:**Appendix A – Rosedale Village Noise Walls**

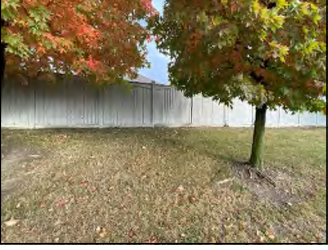
APPENDIX A - ROSEDALE VILLAGE NOISE WALLS



LOCATION A



LOCATION B



LOCATION C



LOCATION D

Legend

- CITY OWNED NOISE WALL PROPOSED (219.92m)
- CITY OWNED NOISE WALL (1082.68m)
- PRIVATE NOISE WALL ADJACENT TO CITY ROAD (487.44m)
- PRIVATE NOISE WALL PROPOSED (15.12m)
- STONE / GATEWAY FEATURE (25.73m)
- PRIVATE NOISE WALL FACING REGION OF PEEL ROAD (72.13m)

Date: 2021-05-25

Subject: **Begin Procurement Report – Gasoline and Diesel Fuels from Retail and/or Commercial Outlets for City owned Vehicles and Equipment for a Three (3) Year Period**

Secondary Title: **Request to Begin Procurement- Gasoline and Diesel Fuels for Fleet Services and Fire and Emergency Services for a Three (3) Year Period.**

Contact: Mike Parks, Director, Road Maintenance, Operations & Fleet
905-874-2572

Mike.Parks@brampton.ca

Report Number: Public Works & Engineering-2021-657

Recommendations:

1. THAT the report titled: Begin Procurement Report - Gasoline and Diesel Fuels from Retail and/or Commercial Outlets for City owned Vehicles and Equipment for a Three (3) Year Period, to the Committee of Council meeting of June 9, 2021, be received; and
2. THAT the Purchasing Agent be authorized to commence the procurement for Gasoline and Diesel Fuels from Retail and/or Commercial Outlets for City owned Vehicles and Equipment for a Three (3) Year Period.

Overview:

- The purpose of this report is to obtain authorization to begin procurement for Gasoline and Diesel Fuels from Retail and/or Commercial Outlets for City owned Vehicles and Equipment for a Three (3) Year Period with two (2) additional one (1) year renewal options.
- The City's current contracts expire on December 31, 2021.

Background:

The fueling needs of all corporate owned vehicles and equipment that require gasoline or diesel fuel need to be met. Fleet Services and Fire and Emergency Services do not have the ability to dispense gasoline from internal fuel locations and therefore rely on the provision of gasoline from commercial fueling locations. Contract to be set up with an upset limit, with payments based on actual quantities of fuel ordered and delivered and the prevailing energy prices.

Current Situation:

The City's existing contracts are set to expire December 31, 2021. A procurement process is required to ensure the award of a new contract.

Fire and Emergency vehicles must stay within their response areas and there are an insufficient amount of fuel outlets for any one specific vendor to be able to service these needs. Therefore, this requires a primary and secondary vendor for Fire and Emergency Services fuel needs.

Corporate Implications:

Fleet Services is requesting to begin the procurement process in order to maintain services and service delivery timelines with our clients and the public.

Purchasing Comments:

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

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

Financial Implications:

Funding for this initiative is available in the 2021 operating budget within the Public Works and Engineering and Fire and Emergency Services Departments. Departmental staff will ensure that sufficient funds are requested through subsequent budget submissions for this initiative, subject to Council approval.

Strategic Plan:

This report achieves the Corporate Excellence Priority of the Strategic Plan by responding to customer service requests in a timely and appropriate manner to ensure service levels are met.

Living the Mosaic 2040 Vision

This report directly aligns with the vision that Brampton is a well-run City by ensuring effective management of municipal assets

Term of Council Priorities:

This report achieves the Strategic Plan of Move and Connect by ensuring effective management of municipal assets

Conclusion:

This report recommends that the Purchasing Agent be authorized to commence the procurement as described in this report.

Authored by

Authored by:

Aaron Moss,
Manager, Fleet Services,
Roads Maintenance, Operations and Fleet
Public Works and Engineering

Reviewed by:

Michael Parks, C.E.T.
Director, Road Maintenance, Operations and Fleet,
Public Works and Engineering

Approved by:

Jason Schmidt-Shoukri, BSc Arch Eng., MPA
Commissioner, Public Works and Engineering

Submitted by:

David Barrick,
Chief Administrative Officer

Attachments:

Date: 2021-06-09

Subject: **Begin Procurement Report - Supply and Delivery of Tires and Associated Services for City of Brampton Vehicles for a Two (2) Year Period.**

Contact: Mike Parks, Director, Road Maintenance, Operations & Fleet
mike.parks@brampton.ca; 905-874-2572

Report Number: Public Works & Engineering-2021-619

Recommendations:

1. That the report titled: Begin Procurement Report - Supply and Delivery of Tires and Associated Services for City of Brampton Vehicles for a Two (2) Year Period, to the Committee of Council meeting of June 9, 2021, be received; and
2. That the Purchasing Agent be authorized to commence the procurement for the Supply and Delivery of Tires and Associated Services for City of Brampton Vehicles for a Two (2) Year Period.

Overview:

- The purpose of this report is to obtain authorization to begin procurement for the supply and delivery of tires and associated services for City of Brampton vehicles for a Two (2) Year Period with three (3) additional one (1) year renewal options.

Background:

Vehicle tire and associated service requirements for Fleet Services and Fire and Emergency Services, needs to be met. Fleet Services and Fire and Emergency Services purchase new tires for replacements on vehicles as they are required

for the vehicles operation and safety. While a limited amount of tire service work is internalized, certain heavy duty tires require specialized training and tooling for repair and installation and are therefore subcontracted out. Light-duty vehicles require wheel balancing and road service that are not internalized. All vehicles require 24-hour emergency road service that is currently subcontracted out. A tire and service provider is required to meet the City's needs for these services that are not internalized.

The current contract expires August 31st, 2021.

Fleet Services and Fire and Emergency Services are committed to the reliability and safety of the corporate fleet. Vehicle and equipment tires are integral to safety and fuel economy and are a usual wear item that require routine replacement and repair. Not all tires can be repaired in-house and therefore we rely on the provision of outside vendors to effect repairs and supply the product.

Current Situation:

The current contract expires August 31st, 2021. A procurement process is required in order to award a new contract for a two year period with the option to renew for three additional one year periods.

Corporate Implications:

Fleet Services and Fire and Emergency Services, is requesting to begin the procurement process in order to maintain vehicle usability and safety for all Wards, and for the delivery of its respective services to our clients and to the public.

Purchasing Comments:

A public Procurement Process will be conducted and the lowest compliant Bid will be eligible for contract award. Purchase approval shall be obtained in accordance with the Purchasing By-law.

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

Financial Implications

Funding for this initiative is available in the 2021 operating budget within the Public Works and Engineering and Fire and Emergency Services Departments. Departmental staff will ensure that sufficient funds are requested through subsequent budget submissions for this initiative, subject to Council approval.

Term of Council Priorities:

This report achieves the Strategic Plan of Brampton is a well-run city. This is accomplished by maintaining Fleet Services and Fire and Emergency Services, fleet of equipment in a state of good repair. This process ensures seamless delivery of Emergency Services, and Road Maintenance and Operations to the community.

Living the Mosaic – 2040 Vision

This report directly aligns with the vision that Brampton is a well-run City by ensuring effective management of municipal assets.

Conclusion:

This report recommends that the Purchasing Agent be authorized to commence the procurement as described in this report.

Authored by:

Gary Anderson, Fleet Supervisor, Public Works and Engineering.

Reviewed by:

Aaron Moss, Fleet Manager, Public Works and Engineering

Approved by:

Jayne Holmes, Acting Commissioner, Public Works and Engineering

Submitted by:

David Barrick, CAO

Date: 2021-05-04

Subject: Initiation of Subdivision Assumption

Secondary Title: Medallion Developments (Castlestone) Limited, Registered Plan 43M-1783 – (West of Bramalea Road, South of Countryside Drive), Ward 9 - Planning References – C04E15.003 and 21T-02015B

Contact: John Edwin, Manager, Development Construction, Environment & Development Engineering Division – 905-874-2538

Report Number: Public Works & Engineering-2021-568

Recommendations:

1. That the report titled: **Initiation of Subdivision Assumption, Medallion Developments (Castlestone) Limited, Registered Plan 43M-1783 – (West of Bramalea Road, South of Countryside Drive), Ward 9, Planning References – C04E15.003 and 21T-02015B** to the Committee of Council Meeting of June 9, 2021 be received;
2. That the City initiate the Subdivision Assumption of Medallion Developments (Castlestone) Limited, Registered Plan 43M-1783; and
3. That a report be forwarded to City Council recommending the Subdivision Assumption of Medallion Developments (Castlestone) Limited, Registered Plan 43M-1783 once all departments have provided their clearance for assumption.

Overview:

The maintenance period has expired and all works with respect to the subject subdivision have been completed to the satisfaction of the Environment & Development Engineering Division. It is now appropriate to initiate the subdivision assumption process in accordance with Council's procedures and policies. Other departments must provide clearance prior to a by-law being passed assuming the subdivision.

Background:

The following development has been completed and the terms of the Subdivision Agreement have been satisfied insofar as the Environment & Development Engineering Division of the Public Works and Engineering Department is concerned. Prior to final release for assumption, all City departments will be circulated to ensure all requirements and conditions have been fulfilled.

Subdivision Name	Legal Description	Street Name
Medallion Developments (Castlestone) Limited	43M-1783	Watsonbrook Drive Alicewood Grove Abitibi Lake Drive Torraville Street Appleaire Crescent Gower Crescent Addiscott Street

Current Situation:

The Environment & Development Engineering Division is satisfied that the services completed within this development may be initiated for assumption.

Corporate Implications:

Upon assumption of this development, approximately 2.5 lane kilometers of roadway and associated municipal infrastructure will be added to the City of Brampton's system. There will be future costs associated with the operation and long-term maintenance of the additional inventory of lands and public highways that include infrastructure such as roads, sewers, streetlighting, streetscaping, stormwater management pond, etc.

Strategic Plan:

This report accomplishes the Strategic Plan priorities by supporting the benefits of sustainable growth to build a pre-eminent city with vibrant and connected communities.

Living the Mosaic – 2040 Vision

This report directly aligns with the vision that Brampton will be a mosaic of complete neighbourhoods and sustainable urban places.

Conclusion:

It is now appropriate that the municipal services within Registered Plan 43M-1783 be initiated for their assumption in accordance with Council's procedures and policies. Other departments must provide clearance prior to a by-law being passed assuming the subdivision.

Respectfully submitted,

Authored by:

John Edwin, EIT, C.E.T.
Manager, Development Construction
Environment & Development Engineering
Public Works and Engineering

Reviewed and Recommended by:

Michael Won, P. Eng., Director
Environment & Development Engineering
Public Works and Engineering

Approved by:

Jayne Holmes, P.Eng
Acting Commissioner,
Public Works & Engineering

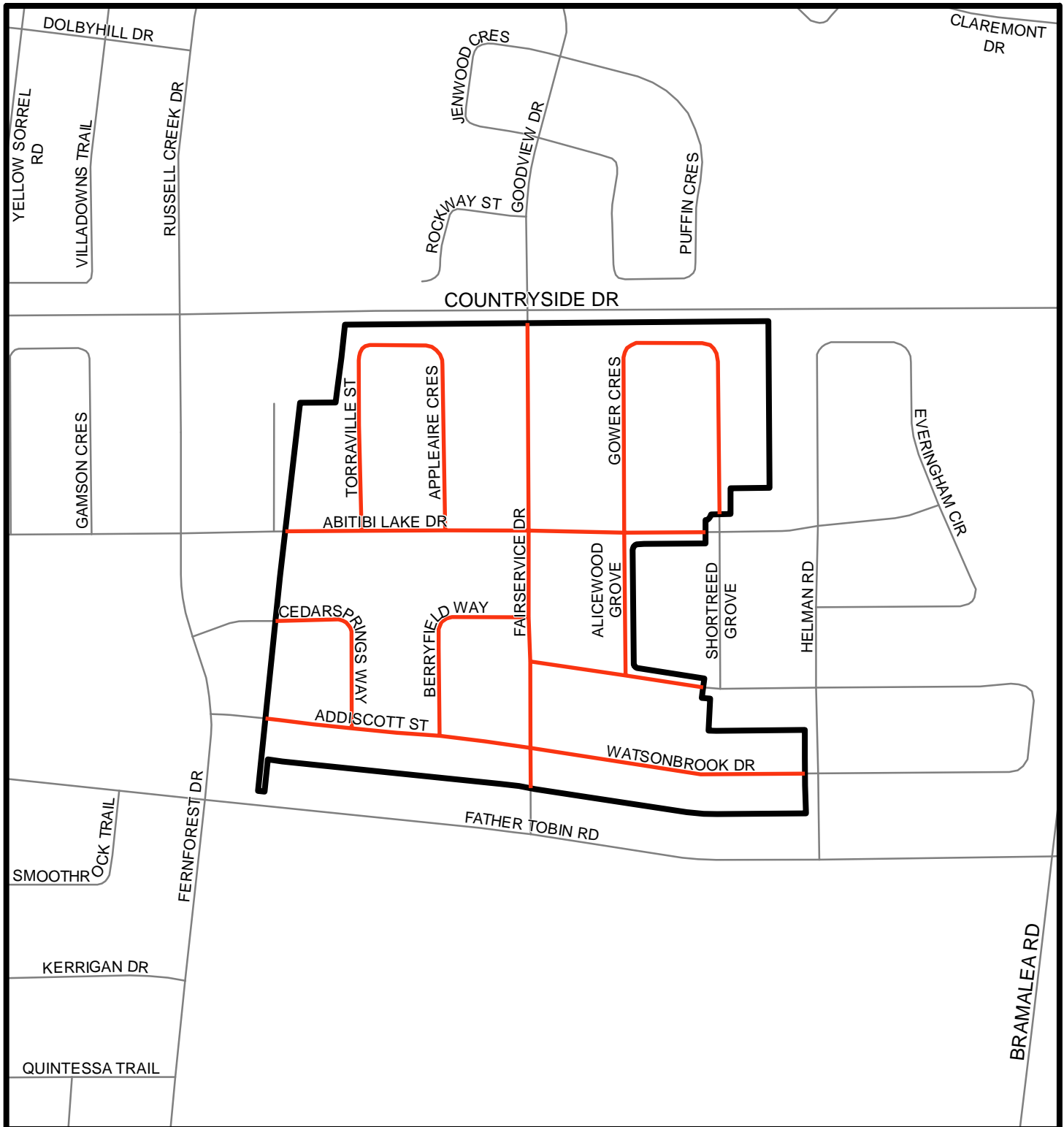
Submitted by:

David Barrick
Chief Administrative Officer

Appendices:

Attachment 1: Subdivision Map

Attachment 2: Registered Plan 43M-1783



SUBJECT LANDS TO BE ASSUMED

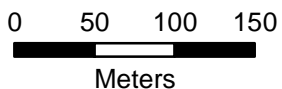


APPROXIMATE ROAD DISTANCE (2.53 KM)



BRAMPTON
Flower City

PLANNING, BUILDING AND ECONOMIC DEVELOPMENT



Author: ckovac
Date: 2021/04/28

ATTACHMENT 1 - SUBDIVISION ASSUMPTION MEDALLION DEVELOPMENTS (CASTLESTONE) LTD.

Date: 2021-04-29

Subject: Initiation of Subdivision Assumption

Secondary Title: Yellowpark Property Management Limited, Registered Plan 43M-1933 – (East of Clarkway Drive, South of Castlemore Road), Ward 10 - Planning References – C11E10.004 and 21T-05023B

Contact: John Edwin, Manager, Development Construction, Environment & Development Engineering Division – 905-874-2538

Report Number: Public Works & Engineering-2021-555

Recommendations:

1. That the report titled: **Initiation of Subdivision Assumption, Yellowpark Property Management Limited, Registered Plan 43M-1933 – (East of Clarkway Drive, South of Castlemore Road), Ward 10 - Planning References – C11E10.004 and 21T-05023B**, to the Committee of Council Meeting of June 9, 2021 be received;
2. That the City initiate the Subdivision Assumption of Yellowpark Property Management Limited, Registered Plan 43M-1933; and
3. That a report be forwarded to City Council recommending the Subdivision Assumption of Yellowpark Property Management Limited, Registered Plan 43M-1933 once all departments have provided their clearance for assumption.

Overview:

The maintenance period has expired and all works with respect to the subject subdivision have been completed to the satisfaction of the Environment & Development Engineering Division. It is now appropriate to initiate the subdivision assumption process in accordance with Council's procedures and policies. Other departments must provide clearance prior to a by-law being passed assuming the subdivision.

Background:

The following development has been completed and the terms of the Subdivision Agreement have been satisfied insofar as the Environment & Development Engineering Division of the Public Works and Engineering Department is concerned. Prior to final release for assumption, all City departments will be circulated to ensure all requirements and conditions have been fulfilled.

Subdivision Name	Legal Description	Street Name
Yellowpark Property Management Limited	43M-1933	Apple Valley Way Altura Way Aspermont Crescent Lesabre Crescent

Current Situation:

The Environment & Development Engineering Division is satisfied that the services completed within this development may be initiated for assumption.

Corporate Implications:

Upon assumption of this development, approximately 0.7 lane kilometers of roadway and associated municipal infrastructure will be added to the City of Brampton's system. There will be future costs associated with the operation and long-term maintenance of the additional inventory of lands and public highways that include infrastructure such as roads, sewers, streetlighting, streetscaping, stormwater management pond, etc.

Strategic Plan:

This report accomplishes the Strategic Plan priorities by supporting the benefits of sustainable growth to build a pre-eminent city with vibrant and connected communities.

Living the Mosaic – 2040 Vision

This report directly aligns with the vision that Brampton will be a mosaic of complete neighbourhoods and sustainable urban places.

Conclusion:

It is now appropriate that the municipal services within Registered Plan 43M-1933 be initiated for their assumption in accordance with Council's procedures and policies. Other departments must provide clearance prior to a by-law being passed assuming the subdivision.

Respectfully submitted,

Authored by:

John Edwin, EIT, C.E.T.
Manager, Development Construction
Environment & Development Engineering
Public Works and Engineering

Reviewed and Recommended by:

Michael Won, P. Eng., Director,
Environment & Development Engineering
Public Works and Engineering

Approved by:

Jayne Holmes,
Acting Commissioner,
Public Works & Engineering

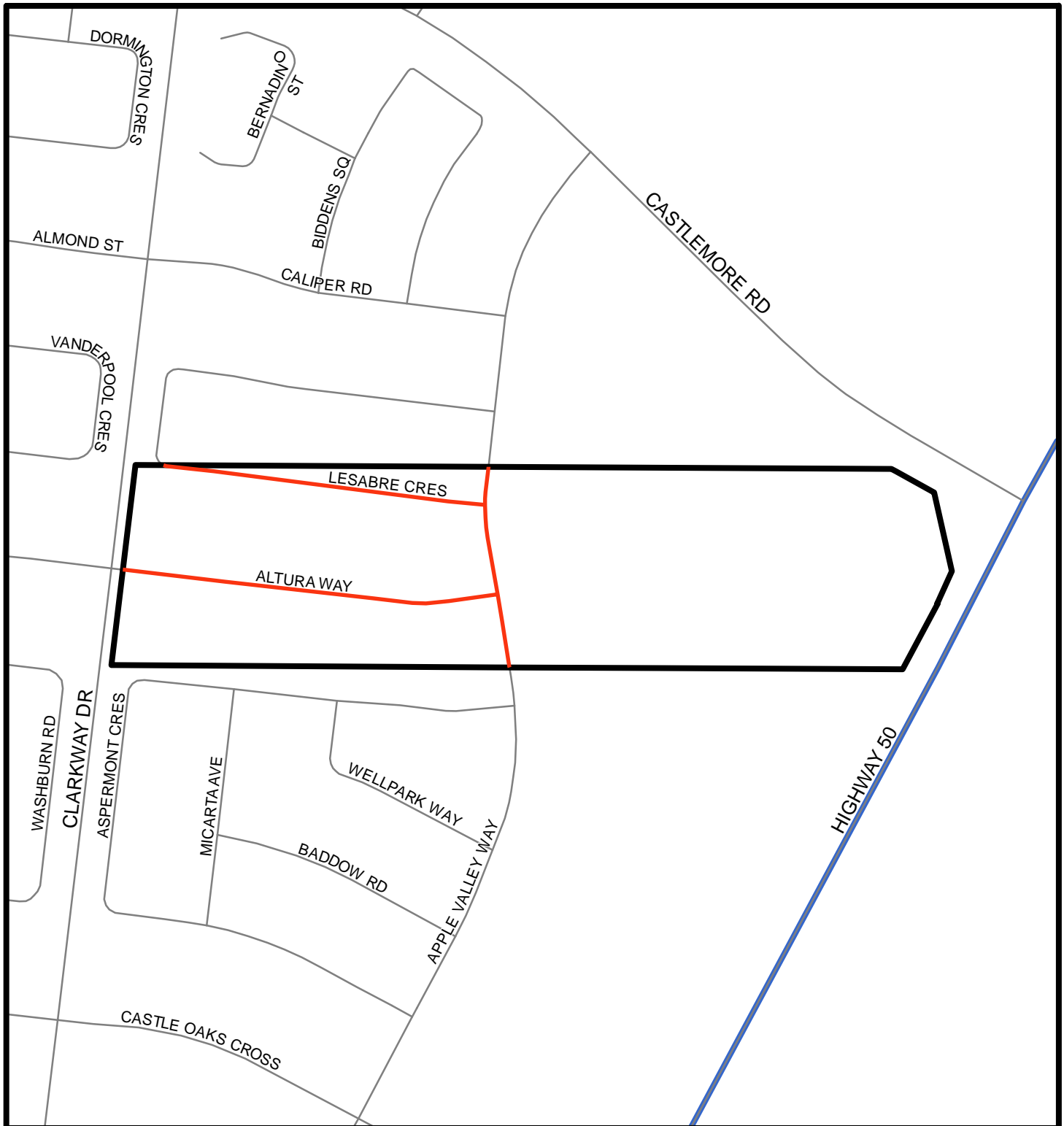
Submitted by:

David Barrick
Chief Administrative Officer

Appendices:

Attachment 1: Subdivision Map

Attachment 2: Registered Plan 43M-1933



SUBJECT LANDS TO BE ASSUMED

ROAD DISTANCE (0.70 KM)



Date: 2021-05-04

Subject: Initiation of Subdivision Assumption

Secondary Title: Destona Homes (2003) Inc., Registered Plan 43M-1872 – (East of Mississauga Road, North of Queen Street West), Ward 5 - Planning References – C04W07.010 and 21T-08001B

Contact: John Edwin, Manager, Development Construction, Environment & Development Engineering Division – 905-874-2538

Report Number: Public Works & Engineering-2021-575

Recommendations:

1. That the report titled: **Initiation of Subdivision Assumption, Destona Homes (2003) Inc., Registered Plan 43M-1872 – (East of Mississauga Road, North of Queen Street West), Ward 5 - Planning References – C04W07.010 and 21T-08001B**, to the Committee of Council Meeting of June 9, 2021 be received;
2. That the City initiate the Subdivision Assumption of Destona Homes (2003) Inc., Registered Plan 43M-1872; and
3. That a report be forwarded to City Council recommending the Subdivision Assumption of Destona Homes (2003) Inc., Registered Plan 43M-1872 once all departments have provided their clearance for assumption.

Overview:

The maintenance period has expired and all works with respect to the subject subdivision have been completed to the satisfaction of the Environment & Development Engineering Division. It is now appropriate to initiate the subdivision assumption process in accordance with Council's procedures and policies. Other departments must provide clearance prior to a by-law being passed assuming the subdivision.

Background:

The following development has been completed and the terms of the Subdivision Agreement have been satisfied insofar as the Environment & Development Engineering Division of the Public Works and Engineering Department is concerned. Prior to final release for assumption, all City departments will be circulated to ensure all requirements and conditions have been fulfilled.

Subdivision Name	Legal Description	Street Name
Destona Homes (2003) Inc.	43M-1872	Black Diamond Crescent

Current Situation:

The Environment & Development Engineering Division is satisfied that the services completed within this development may be initiated for assumption.

Corporate Implications:

Upon assumption of this development, approximately 0.13 lane kilometers of roadway and associated municipal infrastructure will be added to the City of Brampton's system. There will be future costs associated with the operation and long-term maintenance of the additional inventory of lands and public highways that include infrastructure such as roads, sewers, streetlighting, streetscaping, stormwater management pond, etc.

Strategic Plan:

This report accomplishes the Strategic Plan priorities by supporting the benefits of sustainable growth to build a pre-eminent city with vibrant and connected communities.

Living the Mosaic – 2040 Vision

This report directly aligns with the vision that Brampton will be a mosaic of complete neighbourhoods and sustainable urban places.

Conclusion:

It is now appropriate that the municipal services within Registered Plan 43M-1872 be initiated for their assumption in accordance with Council's procedures and policies. Other departments must provide clearance prior to a by-law being passed assuming the subdivision.

Respectfully submitted,

Authored by:

John Edwin, EIT, C.E.T.
Manager, Development Construction
Environment & Development Engineering
Public Works and Engineering

Reviewed and Recommended by:

Michael Won, P. Eng., Director
Environment & Development Engineering
Public Works and Engineering

Approved by:

Jayne Holmes, P.Eng.
Acting Commissioner,
Public Works & Engineering

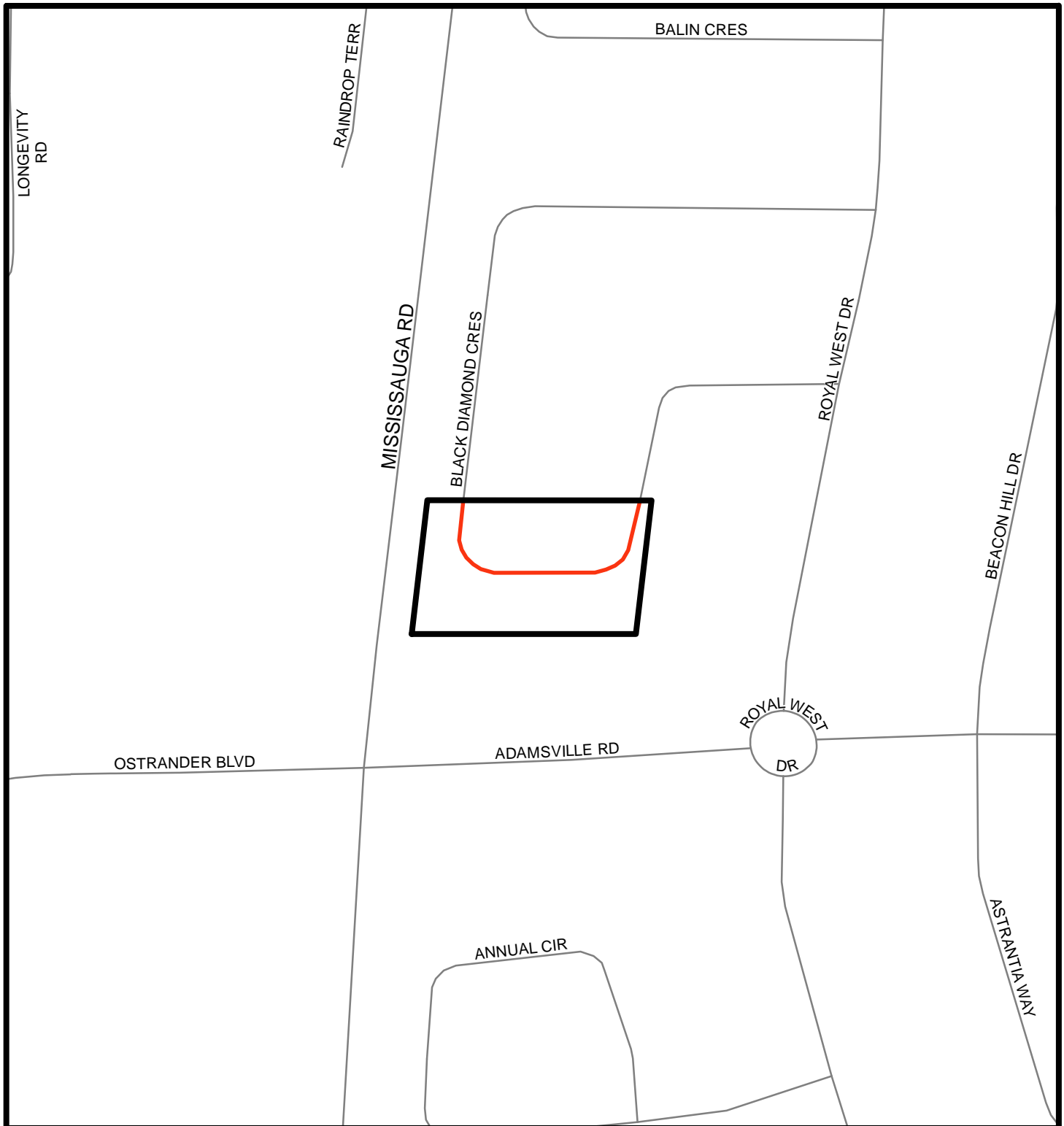
Submitted by:

David Barrick
Chief Administrative Officer

Appendices:

Attachment 1: Subdivision Map

Attachment 2: Registered Plan 43M-1872



— APPROXIMATE ROAD DISTANCE

▭ SUBJECT LANDS TO BE ASSUMED (0.13 KM)



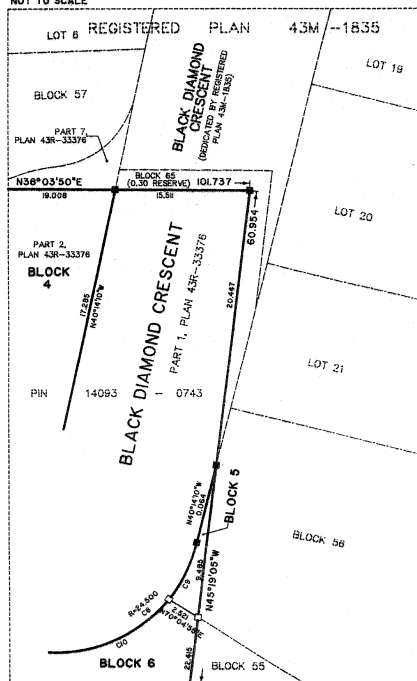
METRIC: DISTANCES SHOWN ON THIS PLAN ARE IN METRES AND CAN BE CONVERTED TO FEET BY DIVIDING BY 0.3048.

CURVE TABLE

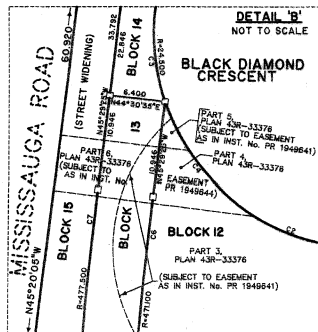
NUM	ARC	RADIUS	BEARING	CHORD
C1	12.633	7.500	N86°17'40"E	11.85
C2	41.254	24.500	N86°17'40"E	36.537
C3	10.935	24.500	N56°16'35"W	10.844
C4	24.686	24.500	N79°50'15"E	23.850
C5	5.445	24.500	N44°24'35"E	5.402
C6	21.974	47.100	N46°49'35"W	21.972
C7	22.272	477.500	N46°49'35"W	22.270
C8	38.488	24.500	N70°44'40"W	30.841
C9	8.660	24.500	N50°04'40"W	8.642
C10	12.392	24.500	N57°25'45"W	12.260
C11	12.409	24.500	N23°34'15"E	12.276
C12	10.252	7.500	N70°44'40"W	9.472

BLOCK	AREA (m²)
1	395.8
2	279.3
3	279.4
4	373.7
5	8.5
6	122.2
7	389.2
8	251.7
9	251.7
10	251.7
11	252.8
12	539.8
13	240.8
14	100.5
15	314.7

DETAIL 'A'
NOT TO SCALE



DETAIL 'B'
NOT TO SCALE



SCP 042900018

PLAN OF SUBDIVISION OF
PART OF LOT 7, CONCESSION 4,
WEST OF HURONTARIO STREET
(GEOGRAPHIC TOWNSHIP OF CHINGUACOUS, COUNTY OF PEEI)
CITY OF BRAMPTON
REGIONAL MUNICIPALITY OF PEEI
SCALE 1:1000

SCHAEFFER DZALDOV BENNETT LTD.

ATTACHMENT 2

PLAN 43M-1872

I CERTIFY THAT THIS PLAN IS REGISTERED IN THE LAND REGISTRY OFFICE FOR THE LAND TITLES DIVISION OF PEEI No. 43 AT 10:32 O'CLOCK ON THE 24 DAY OF February 2011 AND ENTERED IN THE PARCEL REGISTER FOR PROPERTY IDENTIFIER NO. 14093-0743 AND THE REQUIRED CONSENTS ARE REGISTERED AS PLAN DOCUMENT NO. 18155823

KARIN CANTWELL-BECCOLES
Representative For Land Registrar

THIS PLAN COMPRISES ALL OF PIN 14093-0743.

SUBJECT TO EASEMENT OVER PART 1, PLAN 43R-33376 AS SET OUT IN INST. No. 1949652 AND PR 2019385 (AFFECTS ALL OF BLACK DIAMOND CRESCENT).

SUBJECT TO EASEMENT OVER PARTS 2, 3, 4 AND 5, PLAN 43R-33376 AS SET OUT IN INST. No. PR 1949641 (AFFECTS PART OF BLOCKS 3, 4, 10, 11, 12 AND 13).

SUBJECT TO EASEMENT OVER PARTS 4 AND 6, PLAN 43R-33376 AS SET OUT IN INST. No. PR 1949644 (AFFECTS PART OF BLOCKS 12 AND 13, AND PART OF BLOCK 15 (STREET WIDENING)).

NOTES

- DENOTES IRON BAR PLANTED
- FOUND MONUMENT
- SIB STANDARD IRON BAR
- SSIB SHORT STANDARD IRON BAR
- IB IRON BAR
- SCHAEFFER DZALDOV BENNETT LTD.
- D.P. MUELAN, O.L.S.
- 922 PLAN 43R-32781
- 868 PLAN 43R-33000
- PI MEASURED
- W.M.S. WEST OF HURONTARIO STREET

ALL FOUND MONUMENTS ARE SIB'S UNLESS NOTED OTHERWISE.
ALL FOUND MONUMENTS ARE NUMBERED 922 UNLESS NOTED OTHERWISE.
0.30 RESERVES ARE EXAGGERATED FOR CLARITY.

BEARINGS ARE UTM GRID, DERIVED FROM SPECIFIED CONTROL POINTS 042900018 AND 042900023, UTM ZONE 17, NAD83 (ORIGINAL).

DISTANCES ARE GROUND AND CAN BE CONVERTED TO GRID BY MULTIPLYING BY A COMBINED SCALE FACTOR OF 0.999674

SPECIFIED CONTROL POINTS (SCP's): UTM ZONE 17, NAD83 (ORIGINAL) COORDINATES TO URBAN ACCURACY PER SEC. 14(2) OF OREG. 216/10		
POINT ID.	NORTHING	EASTING
SCP 042900018	4834719.368	555188.242
SCP 042900023	4834361.093	597300.713
COORDINATES CANNOT, IN THEMSELVES, BE USED TO RE-ESTABLISH CORNERS OR BOUNDARIES SHOWN ON THIS PLAN		

TOTAL AREA OF SUBDIVISION = 0.6157 ha.

SURVEYOR'S CERTIFICATE

- I CERTIFY THAT:
- THIS SURVEY AND PLAN ARE CORRECT AND IN ACCORDANCE WITH THE SURVEYS ACT, THE SURVEYORS ACT, THE LAND TITLES ACT AND THE REGULATIONS MADE UNDER THEM.
- THE SURVEY WAS COMPLETED ON THE 29th DAY OF SEPTEMBER, 2010.

DATE FEBRUARY 25, 2011 W.M. Fenton
W.M. FENTON
Ontario Land Surveyor

OWNER'S CERTIFICATE

- THIS IS TO CERTIFY THAT:
- BLOCKS 1 TO 14, BOTH INCLUSIVE, STREET, NAMELY BLACK DIAMOND CRESCENT, AND THE STREET WIDENING, BLOCK 15 HAVE BEEN LAID OUT IN ACCORDANCE WITH OUR INSTRUCTIONS.
 - THE STREET IS HEREBY DEDICATED TO THE CORPORATION OF THE CITY OF BRAMPTON AS A PUBLIC HIGHWAY.
 - THE STREET WIDENING, NAMELY BLOCK 15 IS HEREBY DEDICATED TO THE REGIONAL MUNICIPALITY OF PEEI AS A PUBLIC HIGHWAY.

DATED THE 29th DAY OF FEBRUARY, 2011
DESTONA HOMES (2003) INC.

DOUG SKEFFINGTON - A.S.O.
I HAVE THE AUTHORITY TO BIND THE CORPORATION

MUNICIPAL APPROVAL
217-080018
APPROVED UNDER SECTION 51 OF THE
PLANNING ACT, R.S.O. 1990 THIS 13 DAY
OF February 2011
COMMISSIONER PLANNING DESIGN AND
DEVELOPMENT DEPARTMENT OF THE
CITY OF BRAMPTON

SCHAEFFER DZALDOV BENNETT LTD.
ONTARIO LAND SURVEYORS
64 JARDIN DRIVE CONCORD, ONTARIO L4K 3P3 TEL:(416)987-0101
CALC. SL. DRAWN ACAD/LW CHECKED WMF SCALE 1:1000 JOB NO. 06-534-00

Date: 2021-04-30

Subject: Initiation of Subdivision Assumption

Secondary Title: **Mattamy (Credit River) Limited, Registered Plan 43M-1932 – (East of Mississauga Road, South of Sandalwood Parkway), Ward 6 - Planning References – C04W11.008 and 21T-12006B**

Contact: John Edwin, Manager, Development Construction, Environment & Development Engineering Division – 905-874-2538

Report Number: Public Works & Engineering-2021-561

Recommendations:

1. That the report titled: **Initiation of Subdivision Assumption, Mattamy (Credit River) Limited, Registered Plan 43M-1932 – (East of Mississauga Road, South of Sandalwood Parkway), Ward 6 - Planning References – C04W11.008 and 21T-12006B**, to the Committee of Council Meeting of June 9, 2021 be received;
2. That the City initiate the Subdivision Assumption of Mattamy (Credit River) Limited, Registered Plan 43M-1932; and
3. That a report be forwarded to City Council recommending the Subdivision Assumption of, Mattamy (Credit River) Limited, Registered Plan 43M-1932 once all departments have provided their clearance for assumption.

Overview:

The maintenance period has expired and all works with respect to the subject subdivision have been completed to the satisfaction of the Environment & Development Engineering Division. It is now appropriate to initiate the subdivision assumption process in accordance with Council's procedures and policies. Other departments must provide clearance prior to a by-law being passed assuming the subdivision.

Background:

The following development has been completed and the terms of the Subdivision Agreement have been satisfied insofar as the Environment & Development Engineering Division of the Public Works and Engineering Department is concerned. Prior to final release for assumption, all City departments will be circulated to ensure all requirements and conditions have been fulfilled.

Subdivision Name	Legal Description	Street Name
Mattamy (Credit River) Limited	43M-1932	Baycliffe Crescent Affleck Road Butterworth Road Ariel Road Crossbill Road Delavan Lane Pescara Lane

Current Situation:

The Environment & Development Engineering Division is satisfied that the services completed within this development may be initiated for assumption.

Corporate Implications:

Upon assumption of this development, approximately 1.5 lane kilometers of roadway and associated municipal infrastructure will be added to the City of Brampton's system. There will be future costs associated with the operation and long-term maintenance of the additional inventory of lands and public highways that include infrastructure such as roads, sewers, streetlighting, streetscaping, stormwater management pond, etc.

Strategic Plan:

This report accomplishes the Strategic Plan priorities by supporting the benefits of sustainable growth to build a pre-eminent city with vibrant and connected communities.

Living the Mosaic – 2040 Vision

This report directly aligns with the vision that Brampton will be a mosaic of complete neighbourhoods and sustainable urban places.

Conclusion:

It is now appropriate that the municipal services within Registered Plan 43M-1932 be initiated for their assumption in accordance with Council's procedures and policies. Other departments must provide clearance prior to a by-law being passed assuming the subdivision.

Respectfully submitted,

Authored by:

John Edwin, EIT, C.E.T.
Manager, Development Construction
Environment & Development Engineering
Public Works and Engineering

Reviewed and Recommended by:

Michael Won, P. Eng., Director
Environment & Development Engineering
Public Works and Engineering

Approved by:

Jayne Holmes
Acting Commissioner,
Public Works & Engineering

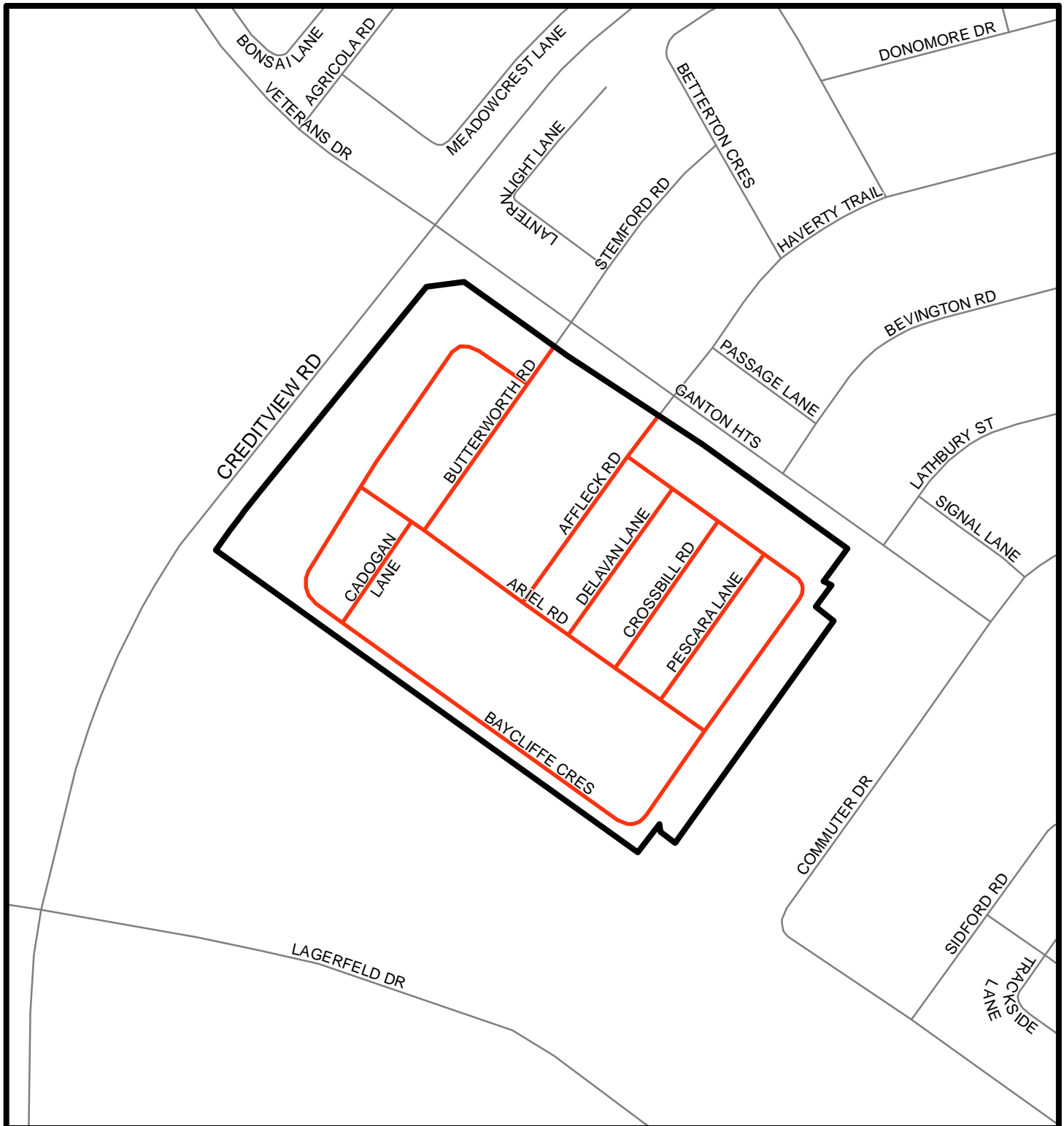
Submitted by:

David Barrick
Chief Administrative Officer

Appendices:

Attachment 1: Subdivision Map

Attachment 2: Registered Plan 43M-1932



SUBJECT LANDS TO BE ASSUMED

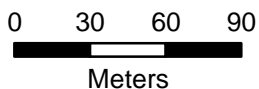


APPROXIMATE ROAD DISTANCE (1.54 KM)



BRAMPTON
Flower City

PLANNING, BUILDING AND ECONOMIC DEVELOPMENT



Author: ckovac
Date: 2021/04/29

ATTACHMENT 1 - SUBDIVISION ASSUMPTION MATTAMY (CREDIT RIVER) LIMITED

Page 352 of 365
REGISTERED PLAN: 43M-1932

PLAN OF SUBDIVISION OF
PART OF BLOCK 339
PLAN 43M-1812
CITY OF BRAMPTON
REGIONAL MUNICIPALITY OF PEEL

SCALE 1:500
RADY-PENTEK & EDWARD SURVEYING LTD., O.L.S.
METRIC
DISTANCES AND COORDINATES SHOWN ON THIS PLAN ARE IN METRES
AND CAN BE CONVERTED TO FEET BY DIVIDING BY 0.3048.

MUNICIPAL APPROVAL

APPROVED UNDER SECTION 51 OF
THE PLANNING ACT, R.S.O. 1990
THIS 15TH DAY OF AUGUST, 2013

BO phel on
ACTING CHIEF OFFICER, CITY OF BRAMPTON
PLANNING DESIGN AND DEVELOPMENT DEPARTMENT
CORPORATION OF THE CITY OF BRAMPTON

SURVEYOR'S CERTIFICATE

I CERTIFY THAT:
1. THIS SURVEY AND PLAN ARE CORRECT AND IN ACCORDANCE WITH THE
SURVEYORS ACT, THE SURVEYORS ACT AND THE LAND TITLES ACT AND THE
REGULATIONS MADE UNDER THEM.
2. THE SURVEY WAS COMPLETED ON THE 26TH DAY OF JULY, 2013.

DATE JULY 17TH, 2013

C. P. EDWARD
C. P. EDWARD
ONTARIO LAND SURVEYOR

OWNER'S CERTIFICATE

THIS IS TO CERTIFY THAT:
1. BLOCKS 1 TO 35, BOTH INCLUSIVE, STREETS NAMED BAYCLIFFE CRESCENT (BOTH PORTIONS),
AFFLECK ROAD, BUTTERNORTH ROAD, ARIEL ROAD, CROSSBELL ROAD,
DELANAY LANE AND PESCARA LANE HAVE BEEN Laid OUT IN
ACCORDANCE WITH OUR INSTRUCTIONS.
2. THE STREETS ARE HEREBY DEDICATED AS PUBLIC HIGHWAYS
TO THE CORPORATION OF THE CITY OF BRAMPTON.

DATED THE 26TH DAY OF JULY, 2013.
MATTAMY (CREDIT RIVER) LIMITED

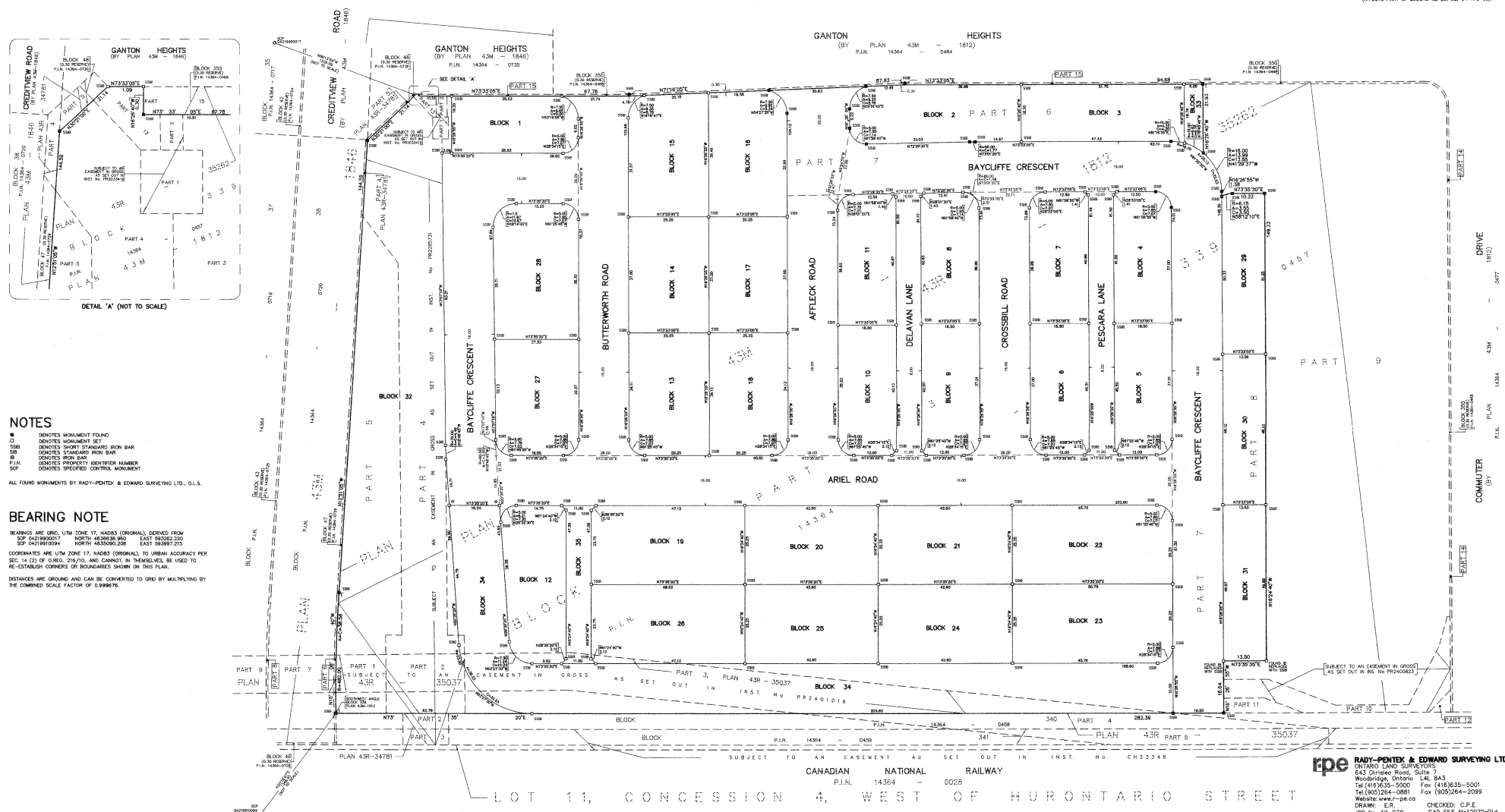
ATTACHMENT 2

PLAN 43M-1932

I CERTIFY THAT THIS PLAN IS REGISTERED
IN THE LAND REGISTRY OFFICE FOR THE
LAND TITLES DIVISION OF PEEL (No. 43)
AT 1:00 PM ON THE 18TH
DAY OF August 2013 AND ENTERED IN
PARCEL REGISTRY FOR PROPERTY
IDENTIFIER 1824-0571 AND THE
REQUIRED CONSENTS ARE REGISTERED AS
PLAN DOCUMENT NO. 2417540

Sandra Barbosa
Sandra Barbosa
REPRESENTATIVE FOR LAND REGISTRAR

THIS PLAN COMPRISES PART OF PLAN 14364-0457.
SUBJECT TO AN EASEMENT IN GROSS OVER PARTS 1 AND 2,
PLAN 43M-3502 AS SET OUT IN INST. No. PR23349
(AFFECTS PART OF BLOCK 32) SUBJECT TO AN EASEMENT
IN GROSS OVER PART 4, PLAN 43M-3502 AS SET OUT IN
INST. No. PR23349 (AFFECTS PART OF BLOCKS 32 AND 34)
SUBJECT TO AN EASEMENT IN GROSS OVER PARTS 1, 2
AND 3, PLAN 43M-3502 AS SET OUT IN INST. No. PR24016
(AFFECTS PART OF BLOCKS 12, 26, 35, 34 AND 35)



NOTES

■ DENOTES MONUMENT FOUND
■ DENOTES MONUMENT SET
■ DENOTES SHORT STANDARD IRON BAR
■ DENOTES STANDARD IRON BAR
■ DENOTES IRON EAGLE
■ DENOTES PROPERTY IDENTIFIER NUMBER
■ DENOTES SPECIFIED CONTROL MONUMENT

ALL FOUND MONUMENTS BY RADY-PENTEK & EDWARD SURVEYING LTD., O.L.S.

BEARING NOTE

BEARINGS ARE GRID, UTM ZONE 17, NAD83 (ORIGINAL), DERIVED FROM
SOP 04719900017 NORTH 436036.960 EAST 983262.220
SOP 00719900004 NORTH 435000.000 EAST 983977.255
COORDINATES ARE UTM ZONE 17, NAD83 (ORIGINAL), TO URBAN ACCURACY PER
SEC 14 (2) OF G.D. 216/10, AND CANNOT IN THEMSELVES BE USED TO
RE-ESTABLISH CORNERS OR BOUNDARIES SHOWN ON THIS PLAN.
DISTANCES ARE GROUND AND CAN BE CONVERTED TO GRID BY MULTIPLYING BY
THE COMBINED SCALE FACTOR OF 0.999976.

May 26, 2021

Sent via E-Mail: minister.mto@ontario.ca

The Honourable Caroline Mulroney
Minister of Transportation
5th Floor, 777 Bay Street
Toronto, ON M7A 1Z8

Dear Minister Mulroney,

RE: Caledon GO Rail Line Status Update

I am writing to advise that at the Town Council meeting held on May 25, 2021, Council adopted a resolution demonstrating the Town's commitment to the establishment of the Caledon GO Rail Line.

The resolution reads as follows:

That the establishment of the Caledon GO Rail Line as a Strategic Priority Project to provide sustainable transportation options for the existing and planned growth in the Town, be approved and endorsed;

That staff continue to work with the Ministry of Transportation, Metrolinx, Region of Peel, Region of York, neighbouring municipalities, and the area landowner groups to advance the in service date of Caledon GO Rail Line by 2031; and

That a copy of Staff Report 2021-0201 be provided to the Ministry of Transportation, Ministry of Municipal Affairs and Housing, Metrolinx, Peel Region, York Region and to the Cities of Brampton, Toronto and Vaughan.

A copy of Staff Report 2021-0201 has been enclosed for your reference.

For more information regarding this request, please contact the undersigned by email to mayor@caledon.ca or by phone at 905.584.2272 ext. 4155.

THE CORPORATION OF THE TOWN OF CALEDON

6311 Old Church Road, Caledon East, Caledon, ON, Canada L7C 1J6
T. 905.584.2272 | 1.888.225.3366 | F. 905.584.1444 | www.caledon.ca | allan.thompson@caledon.ca

Thank you for your attention to this matter.

Sincerely,



Allan Thompson
Mayor

Cc: Honourable Steve Clark, Minister of Municipal Affairs and Housing,
minister.mah@ontario.ca
Phil Verster, President and Chief Executive Officer, Metrolinx,
CEO@metrolinx.com
Kathryn Lockyer, Regional Clerk, Director of Clerk's, Region of Peel,
kathryn.lockyer@peelregion.ca
Chris Raynor, Regional Clerk, York Region, regionalclerk@york.ca
Peter Fay, City Clerk, City of Brampton, peter.fay@brampton.ca
John Elvidge, City Clerk, City of Toronto, john.elvidge@toronto.ca
Todd Coles, City Clerk, City of Vaughan, todd.coles@vaughan.ca
Andrew Pearce, Director, Engineering Services, Town of Caledon,
andrew.pearce@caledon.ca
Arash Olia, Manager, Transportation Engineering, Town of Caledon,
arash.olia@caledon.ca

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T. 905.584.2272 | 1.888.225.3366 | F. 905.584.1444 | www.caledon.ca | allan.thompson@caledon.ca

Staff Report 2021-0201

Meeting Date: May 18, 2021

Subject: Caledon GO Rail Line Status Update

Submitted By: Arash Olia, Manager, Transportation Engineering, Engineering Services

RECOMMENDATION

That the establishment of the Caledon GO Rail Line as a Strategic Priority Project to provide sustainable transportation options for the existing and planned growth in the Town, be approved and endorsed;

That staff continue to work with the Ministry of Transportation, Metrolinx, Region of Peel, Region of York, neighbouring municipalities, and the area landowner groups to advance the in service date of Caledon GO Rail Line by 2031; and

That a copy of Staff Report 2021-0201 be provided to the Ministry of Transportation, Ministry of Municipal Affairs and Housing, Metrolinx, Peel Region, York Region and to the Cities of Brampton, Toronto and Vaughan.

REPORT HIGHLIGHTS

- In November 2020, the LPAT approved ROPA 30, which provides for the expansion of the urban boundary around Bolton to accommodate an additional 11,100 persons and 3,600 jobs by 2031;
- In March 2021, the Province issued a Ministerial Zoning Order (MZO) that designated the lands at Humber Station Road and King Street for a future Caledon GO Rail Station site and adjacent lands for mixed uses transit orientated development - These lands are included in the LPAT decision on ROPA 30 as the Option 3 lands;
- Immediate action is required by various levels of government to initiate the Caledon GO Rail service prior to 2031 so sustainable transportation options are available for the planned and future growth in Caledon;
- In consideration for the recent approval of ROPA 30 and the MZO, Town staff have met with Metrolinx and MTO to provide them with the current growth projections and discuss the technical merits of advancing the Caledon GO Rail Line by 2031;
- MTO and Metrolinx will consider this new information in conjunction with the GGHTP study and respond to the Town in June or July 2021; and
- Region of Peel staff have also agreed to review the status of the Caledon GO Rail Station lands as a high priority Major Transit Station Area (MTSA) with consideration for ROPA 30, MZO and recent LOPA submission from the landowners.

DISCUSSION

Purpose

This report is intended to provide Council with an update on staff's recent discussions with the Ministry of Transportation, Metrolinx and the Region of Peel with respect to the Caledon Go Rail Line, and seeks Council's endorsement of the Caledon Go Rail Line as a strategic priority project for the Town.

Background

In 2008, Metrolinx released the first Regional Transportation Plan -The Big Move- for the Greater Golden Horseshoe which identified the Bolton Go Rail Line – referred to as the “Caledon Go Rail” in this report - as a short term priority project to be implemented by 2025.

The Caledon Go Rail Line extends from the existing Weston Go Station northerly along the existing CP Rail corridor through the Cities of Toronto and Vaughan and ends at a terminal station north-west of Bolton as shown on Attachment 1. The findings of a recent technical report suggest that this proposed Go Rail Line could include between three and five stations and service a population of approximately 670,000 people and 360,000 jobs within its potential catchment area by 2041. The Caledon Go Rail Line is also well situated to serve the existing Provincially Significant Employment Zone that is contiguous from Bolton through the Cities of Brampton and Vaughan.

The need and justification for commuter rail service between Caledon (Bolton) and Union Station has been identified and established through many studies, including the Metrolinx *Regional Transportation Plan* (RTP-2008), *MoveOntario 2020* and *GO 2020 Strategic Plan* as a desired service in the near-to-medium (15 years) timeline.

In 2010, Metrolinx investigated and completed the *Bolton Commuter Rail Service Feasibility Study*. This feasibility study examined the required infrastructure and service to provide a new commuter rail service to Bolton on an existing Canadian Pacific Railway (CPR) where no passenger service currently exists. The study reconfirmed the need for the Bolton commuter GO Rail service based on the growth in population and employment and high potential demand for rail ridership. Ridership forecasts at the time indicated that demand exists to support an inaugural service to provide a direct peak period service between Bolton and Union Station.

In 2018, Metrolinx updated the RTP and reviewed the long list of transportation projects, which resulted in the Caledon GO Commuter Rail Line being reprioritized to beyond 2041. As part of the review of RTP-2041, Town comments were sent to Metrolinx with a request to expedite rail service to the Bolton area.

Bolton Residential Expansion Area approved by LPAT in 2020

In November 2020, the Region of Peel Official Plan Amendment (ROPA) 30 was approved by the LPAT. ROPA 30 provides for the expansion of the urban boundary around Bolton to accommodate an additional 11,100 persons and 3,600 jobs by 2031. The proposed urban expansion will be located on 245 developable hectares of land spread out over five distinct geographical areas, including the lands containing the site of the future Caledon Go Rail Station located north of King Street and west of Humber Station Road (Option 3).

Province approved a MZO to protect the Caledon Go Station lands

In March 2021, the Minister of Municipal Affairs and Housing zoned the ROPA 30 - Option 3 (MacVille) lands for a Mobility Transit Hub (Caledon GO Rail station site) and mixed use residential with densities compatible with transit orientated development. This designation is important from transportation planning perspectives, as density and intensification are key for the provision of high-order transit services such as Caledon GO Rail. The landowners (MacVille) have also recently submitted a Local Official Plan Amendment (LOPA) application including lands that accommodate more than 18,000 jobs and people and Transit-oriented development around the Mobility Transit Hub. These land uses, especially the residential densities, support the high-order transit service provided by the Caledon GO Rail.

MTO is preparing a Greater Golden Horseshoe Transportation Plan (GGHTP)

The Ministry of Transportation is currently developing a long-term multimodal transportation plan for the Greater Golden Horseshoe (GGH) based on a 2051 planning horizon. This transportation work will provide input and direction to other transportation agencies and service providers for all modes, including highways, railways, regional transit, cycling, and walking. Along with the Growth Plan and other provincial plans, the GGH Transportation Plan aims to support broader government objectives such as economic growth and prosperity, health and equity, environmental sustainability, resiliency, and adaption to climate change.

The GGHTP will inform the next update of the Metrolinx RTP and transit project prioritization.

MTO and Metrolinx have been provided with current growth projections for the Town

In light of the recent planning approvals, (ROPA 30 and MZO), Town and Regional staff facilitated a meeting with MTO and Metrolinx to provide them with an update on the proposed development framework and the current population and employment forecast for Caledon to 2051 for consideration in the GGHTP study and future transit priority

planning exercises. MTO and Metrolinx staff accepted this information as stakeholder input and advised that the preliminary recommendations from the GGHTP study will be shared with the area municipalities for review in June or July 2021.

In addition, Regional staff have committed to continue to evaluation the designation of the Caledon GO Rail Station lands as a Major Transit Station Area (MTSA) in response to ROPA 30, MZO and Town Council's resolution of September 24, 2020.

Staff will continue to advocate for the implementation of the Caledon Go Rail Line by 2031

In order to advance the implementation of Caledon GO Commuter Rail Line, Town staff will continue to work with:

- MTO, Metrolinx, Region of Peel staff to discuss how the Caledon GO Rail Line fits into the Greater Golden Horseshoe Transportation Plan (GGHTP) and the transit priorities of the Metrolinx Regional Transportation Plan (RTP)
- Regional staff to evaluation the designation of the Caledon GO Rail Station lands as a Major Transit Station Area (MTSA) in response to ROPA 30, Option 3 MZO and Town Council's resolution of September 24, 2020
- Region of York and the City of Vaughan to advocate for the advancement of the Caledon Go Rail Line
- Bolton Area Developer Groups to integrate the Caledon GO Rail Station into the planning and organization of the MacVillie Community Plan (LOPA), with consideration for the:
 - Road network and traffic circulation
 - Local public transit service plans
 - Active transportation facilities
 - Adjacent land uses and densities

Caledon Go Rail Line is a key strategic priority for the Town

The Town of Caledon is one of the largest communities in the Greater Toronto Area without a commuter Go Rail service which results in a disconnection with the broader regional transit network, creating accessibility and mobility constraints. The Region and the Town are currently in the process of planning the significant population growth that is expected to occur in Caledon over the next 30 years. It is imperative that this residential growth is planned on a transportation system that is based on sustainable modes of travel rather than the car centric communities of the past.

Accordingly, the Caledon Go Rail Line is considered essential to support and provide Cosustainable transportation options for the existing and planned growth in the Town of

Caledon. For this reason, staff are recommending that Council identify the Caledon Go Rail Line as a strategic priority project for the Town. Staff will continue to update Council on this important initiative.

FINANCIAL IMPLICATIONS

There are no immediate financial implications associated with this report.

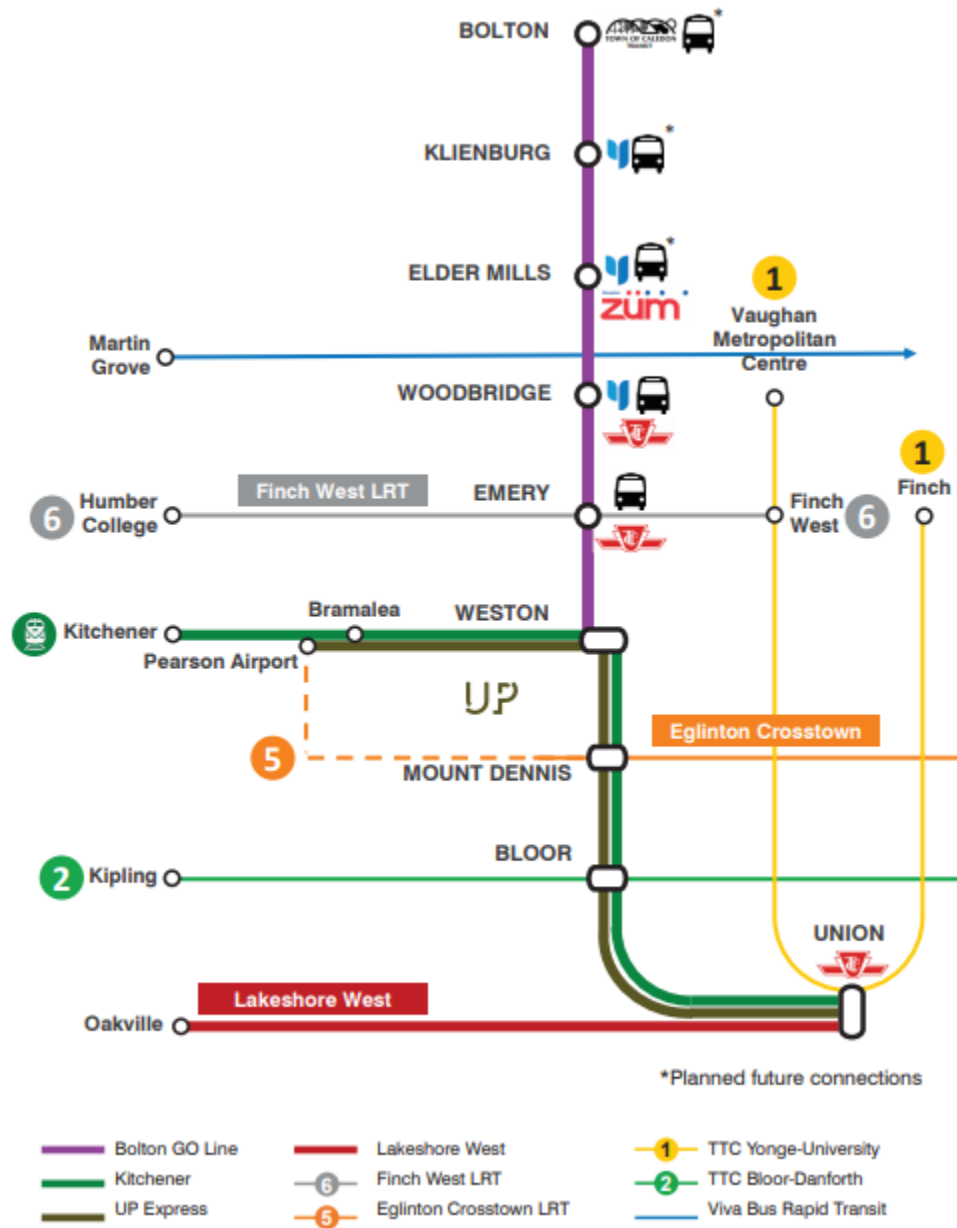
COUNCIL WORK PLAN

Sustainable Growth
Connected Community
Improved Service Delivery
Good Governance

ATTACHMENTS

Schedule 1: Conceptual Transit Network Connectivity - Caledon Go Rail Line

PROPOSED CALEDON GO RAIL LINE - CONCEPTUAL TRANSIT NETWORK CONNECTIVITY



Date: 2021-06-09

Subject: **Supply and Delivery of One (1) Fully Electric Powered Fire Truck – Budget Amendment and Request to Begin Procurement Report**

Contact: Scott Glew, Division Chief, Apparatus and Maintenance, Brampton Fire and Emergency Services
scott.glew@brampton.ca

Report Number: Brampton Fire and Emergency Services-2021-649

Recommendations:

1. That the report titled: **“Supply and Delivery of One (1) Fully Electric Powered Fire Truck – Budget Amendment and Request to Begin Procurement Report”**, to the Committee of Council Meeting of June 9, 2021, be received;
2. That a budget amendment be approved for Capital Project #202310-001 (Fire Vehicle Replacement – Squad 203) in the amount of \$730,000 to cover incremental costs of purchasing a fully electric powered fire truck, with funding of \$360,000 to be transferred from project #182310-001 and \$370,000 to be transferred from project #192310-006; and
3. That the Purchasing Agent be authorized to commence the procurement and enter into direct negotiations with ResQtech Systems Inc. for the Supply and Delivery of One (1) Fully Electric Powered Fire Truck.

Overview:

- **Council approved the department’s request to replace a Squad Class “A” Pumper as part of the 2019 Capital Budget. In an effort to achieve Council’s priority of being a Green City, Brampton Fire and Emergency Services has identified a viable alternative to the traditional internal combustion engine powered apparatus in the Rosenbauer RT, fully electric emergency response apparatus.**
- **The Rosenbauer RT is the only fully electric fire apparatus available on the market that is able to meet current firefighting standards and would make the City the first municipality in Ontario to deploy an electric**

powered front-line emergency response vehicle, joining other world class cities such as Berlin, Amsterdam, Dubai, Los Angeles and Vancouver.

- **ResQtech Systems Inc. is the only authorized dealer of Rosenbauer product in Ontario.**
- **The purpose of this report is to amend the Capital Budget by reallocating unspent capital funds to authorize the procurement of a fully electric fire truck through a direct negotiation.**

Background:

The 2020 Capital Budget Submission included an approved budget for the replacement of one Squad Class “A” Pumper apparatus. In support of a “Green City” as identified in the Term of Council Priorities by moving towards greener and more environmentally friendly technologies, coupled with the sustainability focus in the 2021-2025 Fire Master Plan, an alternative to the traditional internal combustion engine was sought for the replacement of the aforementioned apparatus. The Rosenbauer RT is a fully electric powered fire truck and has been identified as a viable alternative to the traditional vehicles purchased by Brampton Fire and Emergency Services (BFES) in the past.

Moving forward with this advanced technology vehicle would represent an innovative contribution to the Community Energy and Emissions Reduction Plan and allow BFES to strengthen our commitment to a sustainable fleet. The City would join other world class cities such as Berlin, Amsterdam, Dubai, Vancouver and Los Angeles in deploying such technology and showcase Brampton as an international leader.

Current Situation:

In an effort to continue the City’s drive towards a greener, more environmentally sustainable community, BFES has sought a viable alternative to the traditional emergency response vehicles. As such, the current in-service 2008 Squad Pumper that is due for replacement, is an ideal candidate to be replaced with the first fully electric powered fire truck in the province of Ontario.

The identified replacement vehicle is the world’s first fully electric fire truck (apparatus). The new technology allows fire crews to respond to emergencies while creating zero emissions, not only while travelling but also on site. The elimination of emissions on-site not only protects the environment but also the health and safety of the firefighters on scene by reducing the intake of carcinogens while operating near a diesel apparatus.

As is the case with all electric vehicles (EV), range and battery useful life is a key area of concern. However, the proposed replacement vehicle has increased range technology for the batteries while also deploying a redundancy system known as a range extender. This built-in range extender is essentially an onboard diesel generator

which is able to charge the batteries up to 80% in 15 minutes in the case of extensive fire and emergency service operations.

Additional unique features of the vehicle include the ability to raise and lower ride heights, similar to a passenger bus, to allow for ease of entry into the vehicle and reduce the reach height for firefighters to access equipment while on site. The ride height can be lowered to 6.8 inches and raised to a height of 18.5 inches. The raising of the ride height is significant, as it allows for flood response with no chance of water entering the engine, as there is not one.

Other noteworthy attributes to the driving capabilities, include all wheel steering to maneuver in tight locations and narrower roads in new subdivisions. In addition to its driving characteristics and safety features, the truck deploys the latest in ergonomic technologies, improving the health and safety of firefighters and reducing risks.

The fully electric vehicle will be adjusted to meet the needs of BFES in terms of usage and loading, without limiting the flexible vehicle architecture in the building process. The unit will be designed to meet all current industry standards for firefighting. Moreover, the reduction in fuel, maintenance and operating costs is expected to generate financial savings over the life cycle of the vehicle.

The new unit is planned to be deployed at the new, state of the art, Brampton Fire Campus, which is currently under construction. The required electrical infrastructure that charges electric apparatus has been incorporated into the construction of the new Fire Campus to ensure that current and future needs for electrical power supply have been addressed for the foreseeable future.

This new apparatus will enable BFES to lead the fire and emergency services industry in environmental sustainability and climate protection while protecting the safety of the citizens of Brampton.

The Rosenbauer RT is the only fully electric fire apparatus available on the market that is able to meet current firefighting standards. ResQtech Systems Inc. is the only authorized dealer of Rosenbauer product in Ontario.

Corporate Implications:

Purchasing Comments:

The City will enter into direct negotiations with ResQtech Systems Inc. Upon successful conclusion, purchase approval will be obtained in accordance with the Purchasing By-law.

Financial Implications:

Council approved \$950,000 as part of the 2020 Capital Budget for the purchase of a new Squad Class “A” Pumper apparatus at Station 203. A budget amendment will be required to Capital Project #202310-001 (Fire Vehicle Replacement – Squad 203) in the amount of \$730,000 to cover the incremental costs of purchasing a fully electric powered fire truck with similar capabilities, with funding of \$360,000 to be transferred from capital project #182310-001 and \$370,000 to be transferred from capital project #192310-006. This recommendation will result in a net zero budget impact. The operating cost savings realized over time from reduced fuel usage and maintenance will partially offset the incremental capital cost of purchasing an electric powered apparatus when compared to a traditional diesel powered apparatus.

Term of Council Priorities:

This report has been prepared in full consideration of the Term of Council Priority of “Brampton is a Green City” by showing leadership in environmental innovation, by upgrading the City’s assets according to energy and environmental efficiency standards.

Conclusion:

It is recommended that a budget amendment be approved and the Purchasing Agent be authorized to commence the procurement, subject to Council’s approval of the budget amendment as described in this report.

Authored by:

Scott Glew
Division Chief, Apparatus and
Maintenance
Brampton Fire and Emergency Services

Reviewed by:

Kim Kane, Deputy Fire Chief
Brampton Fire and Emergency Services

Approved by:

Bill Boyes
Fire Chief
Brampton Fire and Emergency Services

Submitted by:

David Barrick
Chief Administrative Officer