



Post-Meeting Agenda  
Committee of Council

The Corporation of the City of Brampton

**Date:** Wednesday, September 20, 2023

**Time:** 9:30 a.m.

**Location:** Hybrid Meeting - Virtual Option & In-Person in Council Chambers – 4th Floor – City Hall

**Members:**

Mayor Patrick Brown (ex officio)

Regional Councillor R. Santos Wards 1 and 5

Regional Councillor P. Vicente Wards 1 and 5

Regional Councillor N. Brar Wards 2 and 6

Regional Councillor M. Palleschi Wards 2 and 6

Regional Councillor D. Keenan Wards 3 and 4

Regional Councillor M. Medeiros Wards 3 and 4

Regional Councillor P. Fortini Wards 7 and 8

City Councillor R. Power Wards 7 and 8

Regional Councillor G. Toor Wards 9 and 10

Deputy Mayor H. Singh Wards 9 and 10

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](mailto: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

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 Proclamations:

a) Orange Shirt Day - Every Child Matters - September 30, 2023

b) National Day for Truth and Reconciliation - September 30, 2023

Council Sponsor: Regional Councillor Santos

\*5.2 Announcement - Index Cricket Cup - August 4-7, 2023 - Dixie/407 Sportfield

Council Sponsor: Deputy Mayor Singh

\*5.3 Announcement - United Way Duck Race

Council Sponsor: Mayor Brown

Presenter: Junaid-Saleem Khan, United Way 2023 Campaign Chair

\*5.4 Announcement - Prostate Cancer Awareness Month

Council Sponsor: Regional Councillor Kaur Brar

Presenters: Anthony Henry, President, and Ken Noel, Executive Director, The Walnut Foundation



**6. Public Delegations**

6.1 Delegation from Michael Gyovai, Executive Director, BGC Peel (formerly Boys and Girls Club of Peel), re: Request for Rent Relief – 247 McMurchy Avenue South

\*6.2 Delegations re: Item 10.2.1/10.2.2 – Budget Amendment and Request to Begin Procurement – Supply and Delivery of Two (2) Fully Electric Powered Fire Trucks

1. Dependable Truck and Tank Limited / Dependable Emergency Vehicles:

- Michael Natale, Director of Regulatory Affairs, Dependable Truck and Tank Limited
- John Conte, Dependable Emergency Vehicles
- Roger Lackore, REV Group
- Jake Virnig, KME Fire

2. City View Specialty Vehicles:

- Joseph D'Urso, Vice President of Sales
- Jamie Larner, Emergency Vehicles Sales Manager
- James Watt, Emergency Vehicles Sales Rep

3. Rosenbauer America:

- Todd McBride, Manager, RTX Sales and Marketing
- Edmund Penz, Director, RTX and EV Technology

(See Items 10.2.1 and 10.2.2)

*Note: This matter was **referred** to this meeting pursuant to Council Resolution C210-2023, passed on September 13, 2023*

*Note: The list of delegations was updated, and additional material was provided, and published on the City's website on September 19, 2023*

\*6.3 Delegations re: Item 11.2.4 - Residential Rental Licensing Pilot Program

1. Jeannette Loretta, Brampton resident

2. Tanya Burkart, Brampton resident

3. Stacy Ann Stephenson, Brampton resident

4. Sunand Sharma, Associate Dean, Community Citizenship, Student Leadership and Engagement, Sheridan College

5. Nicole Brown, Brampton resident

6. Margaret Badley, Brampton resident

(See Items 11.1.1, 11.2.4 and 11.4.1)

*Delegations were added and published on the City's website on September 19, 2023 and September 20, 2023*

\*6.4 Delegation from Sylvia Roberts, Brampton resident, re: Item 8.2.1 - Purchasing Activity Quarterly Report – 2nd Quarter 2023

(See Item 8.2.1)

*Added and published on the City's website on September 20, 2023*

\*6.5 Delegation from Sylvia Roberts, Brampton resident, re: Item 8.2.7 - 2023 Second Quarter Operating Budget Forecast

(See Item 8.2.7)

*Added and published on the City's website on September 20, 2023*

**7. Government Relations Matters**

\*7.1 Staff Update re: Government Relations Matters

*Published on the City's website on September 19, 2023*

**8. Corporate Services Section**

*(Deputy Mayor Singh, Chair; Councillor Kaur Brar, Vice Chair)*

8.1 Staff Presentations

8.2 Reports

8.2.1 Staff Report re: Purchasing Activity Quarterly Report – 2nd Quarter 2023

*To be received*

\*(See Item 6.4)

8.2.2 Staff Report re: Active Consulting Service Contracts – Q2 2023

*To be received*

8.2.3 ^ Staff Report re: Request to Begin Procurement – Oracle Software Licenses and Maintenance

*Recommendation*

8.2.4 ^ Staff Report re: Audit Appointment Contract Extension

*Recommendation*

8.2.5 ^ Staff Report re: Capital Project Financial Status Report – Q2 2023

*Recommendation*

8.2.6 ^ Staff Report re: Tax Adjustments, Cancellations and Reductions Pursuant to the Municipal Act, 2001

*Recommendation*

8.2.7 Staff Report re: 2023 Second Quarter Operating Budget Forecast

*To be received*

\*(See Item 6.5)

8.2.8 ^ Staff Report re: 2023 Second Quarter Reserve Report

*To be received*

8.3 Other/New Business

8.3.1 ^ Minutes - Accessibility Advisory Committee - September 5, 2023

*To be approved*

8.3.2 Discussion Item at the request of Regional Councillor Toor, re: Unsolicited Proposals Received by the City to Acquire or Lease City Property

\*8.3.3 Discussion Item at the request of Regional Councillor Palleschi re: Letter from the

Honourable Paul Calandra, Minister of Municipal Affairs and Housing, dated September 15, 2023, re: Housing Affordability Task Force Recommendations

- \*8.3.4 Discussion Item at the request of City Councillor Power re: Snow Removal Rebate for Seniors
- \*8.3.5 Discussion Item at the request of Regional Councillor Toor, re: Recent Statements in Parliament by Prime Minister Trudeau
- \*8.3.6 Discussion Item at the request of Mayor Brown re: Tree Lighting Event
- 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](mailto:cityclerksoffice@brampton.ca), to be introduced during the Public Question Period section of the meeting.

## 9. Public Works and Engineering Section

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

- 9.1 Staff Presentations
- 9.2 Reports
- 9.3 Other/New Business
  - 9.3.1 ^ Minutes - Active Transportation Advisory Committee - August 15, 2023  
*To be approved*
  - 9.3.2 ^ Minutes - Brampton School Traffic Safety Council - September 7, 2023  
*To be approved*

9.3.3 Discussion Item at the request of Regional Councillor Medeiros, re: Street Sweeping

\*(See Item 9.4.1)

\*9.3.4 Discussion Item at the request of Regional Councillor Palleschi re: Development at Countryside Drive and Heart Lake Road

\*9.3.5 Discussion Item at the request of Regional Councillor Toor, re: Special Event Road Closures - Saintsbury Crescent and Country Ridge Court

Moved by Regional Councillor Toor

Seconded by Deputy Mayor Singh

Whereas, the City’s Special Event Road Closure Policy requires Council approval for events that occur when the proposed road closure exceeds 24 hours in duration or over multiple days.

Whereas, staff have received an application to approve a special event road closure related to Ganesh Mahotsav on Saintsbury Crescent for three (3) days from September 20 to 23, 2023.

Whereas, staff have received an application to approve a special event road closure related to Garba on Country Ridge Court for ten (10) from October 14 to 24, 2023.

Whereas, the organizers of these events have confirmed their events are for the immediate community, which alleviates concerns related to events being too big for a local street, on-streets parking and access for Brampton Fire and Emergency Services.

Whereas, community events are a good way to get to know your neighbours, reduce crime and aggressive driving on local roadways.

Therefore be it resolved that, staff be directed to approve the special event road closure applications and issue road occupancy permits for the following locations:

<b>Street Name</b>	<b>Ward #</b>	<b>Limits of Road Closure</b>	<b>Date of Road Closure</b>	<b>Time of Event</b>
Saintsbury Crescent	9	52 Saintsbury Crescent to 64 Saintsbury Crescent	September 20, 2023 to September 22, 2023 September 23, 2023	5:00 p.m. to 11:55 p.m. 3:00 p.m. to 11:55 p.m.
Country Ridge Court	10	42 Country Ridge Court to 64 Country Ridge Court	October 14, 2023 to October 24, 2023	7:30 p.m. to 11:30 p.m.

9.4 Correspondence

\*9.4.1 Correspondence from Anthony Melo, Brampton resident, dated September 17, 2023, re: Item 9.3.3 - Street Sweeping

(See Item 9.3.3)

*Added and published on the City's website on September 19, 2023*

9.5 Councillors Question Period

9.6 Public Question Period

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10. Community Services Section

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

10.1 Staff Presentations

10.2 Reports

\*10.2.1 Staff Report re: Supplementary Report - Budget Amendment and Request to Begin Procurement – Supply and Delivery of Two (2) Fully Electric Powered Fire Trucks

(See Items 6.2 and 10.2.2)

*Published on the City's website on September 19, 2023*

10.2.2 Staff Report re: Budget Amendment and Request to Begin Procurement – Supply and Delivery of Two (2) Fully Electric Powered Fire Trucks

*Recommendation*

(See Items 6.2 and 10.2.1)

*Note: This report was **referred** to this meeting pursuant to Council Resolution C210-2023, passed on September 13, 2023*

10.2.3 Staff Report re: Brampton Arts Organization (BAO) Transition Update

*Recommendation*

10.3 Other/New Business

10.4 Correspondence

10.5 Councillors Question Period

10.6 Public Question Period

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## 11. Legislative Services Section

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

11.1 Staff Presentations

\*11.1.1 Staff Presentation re: Residential Rental Licensing (RRL) Pilot Program

*To be received*

\*(See Items 6.3, 11.2.4, 11.4.1)

*Note: A revised presentation was provided and published on the City's website on September 19, 2023*

11.2 Reports

11.2.1 Staff Report re: Risk Management and Insurance Claims – 2022 Annual Report

*To be received*

11.2.2 ^ Staff Report re: Records Retention By-law 272-2014 Housekeeping Amendments

*Recommendation*

- 11.2.3 Staff Report re: Short-Term Rental (STR) Accommodations Program and Business Licensing By-Law Update

*Recommendation*

- 11.2.4 Staff Report re: Residential Rental Licensing Pilot Program

*Recommendation*

\*(See Items 6.3, 11.1.1 and 11.4.1)

- 11.2.5 ^ Staff Report re: Supplementary Report - Administrative Penalty (AP) System Processing Centre Update

*Recommendation*

- 11.3 Other/New Business

- 11.4 Correspondence

- \*11.4.1 Correspondence from Peel ACORN, dated September 19, 2023, re: Item 11.2.4 - Residential Rental Licensing Pilot Program

(See Items 6.3, 11.1.1 and 11.2.4)

*Added and published on the City's website on September 19, 2023*

- 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. Economic Development Section**

*(Regional Councillor G. Toor, Chair; Regional Councillor R. Santos, Vice Chair)*



- 12.1 Staff Presentations
- 12.2 Reports
- 12.2.1 ^ Staff Report re: Multi-Year Sponsorship Agreement

*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](mailto: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.

Current number of referred matters as of the last Council meeting (September 13, 2023) = 46

- 13.1 Referred Matters List - 2023 Third Quarter Update

*To be received*

**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) (e) and (k) of the Municipal Act, 2001:**

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

**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 - property acquisition matter

**\*15.3 Open Meeting exception under Section 239 (2) (c) and (k) of the Municipal Act, 2001:**

A proposed or pending acquisition or disposition of land by the municipality or local board; and a position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board – property matter

**\*15.4 Open Meeting exception under Section 239 (2) (e) of the Municipal Act, 2001:**

Litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board - potential litigation matter

**16. Adjournment**

**Next Regular Meeting: Wednesday, October 11, 2023**



### 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](mailto: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: 20 September/2023

Name of Individual(s): HARPDEEP SIVIA, JAGDEEP KULLAR, HARPREET KHEHRA, JASVIR AULAKH, HARWINDER SANGHA

Position/Title: INDEX CRICKET CUP

Organization/Person being represented:

Full Address for Contact: [Redacted]

Telephone: [Redacted]

Email: [Redacted]

Event or Subject Name/Title/ Date/Time/Location: INDEX CRICKET CUP  
4th August- 7th August 2023  
DIXIE/407 SPORTSFIELD

Additional Information:

Name of Member of Council Sponsoring this Announcement: HARKIRAT SINGH

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**

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For Office Use Only:  
Meeting Name:  
Meeting Date:

## Announcement Request

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Attention: City Clerk's Office, City of Brampton, 2 Wellington Street West, Brampton ON L6Y 4R2  
Email: [cityclerksoffice@brampton.ca](mailto: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: Sept 20, 2023

Name of Individual(s): Anthony Henry  
Ken Noel

Position/Title: President  
Executive Director

Organization/Person being represented: The Walnut Foundation

Full Address for Contact:



Telephone:



Email:



<b>Event or Subject Name/Title/ Date/Time/Location:</b>	The Importance of Prostate Cancer Awareness month to the community
<b>Additional Information:</b>	September is Prostate Cancer Awareness month and the Walnut Foundation has put together activities to bring awareness about prostate cancer to the black community.
<b>Name of Member of Council Sponsoring this Announcement:</b>	Councillor Navjit Kaur Brar

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

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# Walnut Foundation Presentation to Brampton City Council September 20<sup>th</sup>, 2023

## Black Men and Prostate cancer Raising Awareness

Ken Noel and Anthony Henry



### THE WALNUT FOUNDATION

Empowering men to take responsibility for their health.

info@thewalnutfoundation.com | thewalnutfoundation.com | Tel: 905.799.2759 Fax: 905.799.8345





# The Walnut Foundation

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- We are a 100% Volunteered-based Registered non-profit Charity, with a mission to bring awareness to the community through education (monthly meetings/ conferences/ churches, community health centres, etc)
- Provide a safe/ confidential environment for dialogue and support to black men with Prostate Cancer.
- Partnered in research projects targeted to the black community (Princess Margaret Hospital (2) Canadian Cancer Society (1) Movember (1))
- Fund scholarships for black students entering the medical programs at Temerty Faculty of Medicine at the University of Toronto and upcoming TMU Medical school in Brampton
- Our only Funding comes from an Annual Walkathon and from sponsors to our Conferences and Symposiums



## Prostate cancer deaths

This table shows global prostate cancer mortality in 2020. Zimbabwe had the highest rate of prostate cancer mortality in 2020, followed by Barbados.

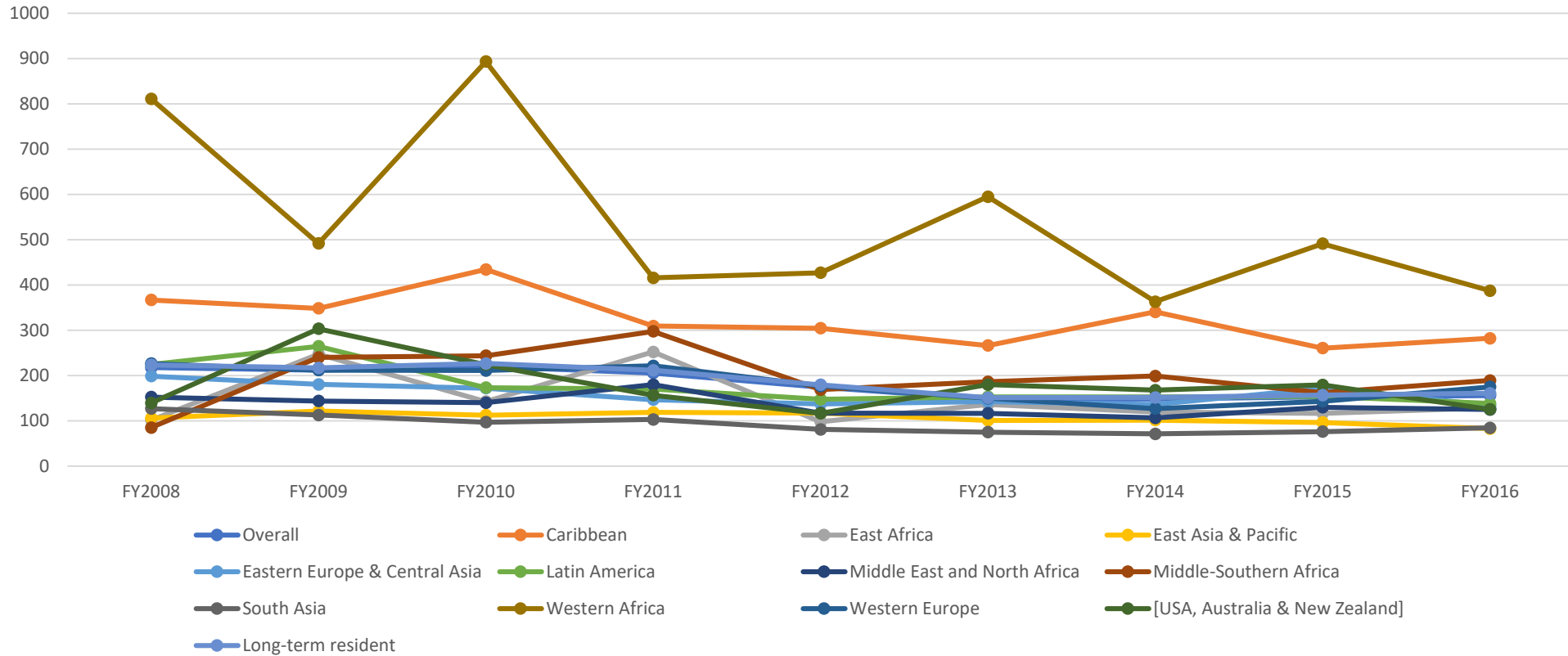
Rank	Country	Number	ASR/100,000
	<i>World</i>	375,304	7.7
1	Zimbabwe	868	41.7
2	Barbados	137	40.3
3	Haiti	1,533	40.2
4	Zambia	823	40.1
5	Jamaica	844	39.4
6	Trinidad and Tobago	403	38.9
7	Bahamas	72	36.3
8	Dominican Republic	2,228	35.0
9	Saint Lucia	54	32.6
10	Côte d'Ivoire	1,600	29.5





# What does Ontario data tell us

Figure 1. Age-standardized incidence rates per 100,000 for prostate cancer in Ontario for fiscal years (FY) 2008-2016, stratified by region of origin



Research by Dr. Aisha Lofters, Research Scientist, University of Toronto and based on Prostate Cancer among Immigrant men in Ontario. The Walnut Foundation Co-authored this study origin.





# Potential Reasons

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- Potential reasons for differences in prostate cancer incidence and mortality for Black men
  - ***social and economic disparities,***
  - ***genetics associated with being of West African ancestry,***
  - ***environmental factors,***
  - ***dietary factors,***
  - ***access to quality health care***



# Our Work

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- The Walnut Foundation is the only organization, that we know of, providing awareness education about prostate cancer in black men.
- We are a 100% volunteer-based with growing demands for our services and partnerships in various Prostate cancer initiatives.
- This model of operations is not sustainable in the future. We need help to transform our operating model to continue to serve the black community.



<b>For Office Use Only:</b> Meeting Name: Meeting Date:
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## Delegation Request

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 Email: [cityclerksoffice@brampton.ca](mailto: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:  Agenda Item (if applicable):

Name of Individual(s):

Position/Title:

Organization/Person being represented:

Full Address for Contact:  Telephone:   
 Email:

<b>Subject Matter to be Discussed:</b>	Rent Relief for our office site at 247 McMurchy Ave South, Brampton, ON L6Y 1Z4 (request letter to be provided to City Clerk Staff).
<b>Action Requested:</b>	Rent Relief from August 2023 through March 2024 (BGC Peel fiscal year runs April-March).

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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**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.

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 the agenda and publicly available at the meeting and on the City's website. Questions about the collection of personal information should be directed to the Deputy City Clerk, Council and Administrative Services, 2 Wellington Street West, Brampton, Ontario, L6Y 4R2, tel. 905-874-2115.



Attention City of Brampton Rental Department & Members of Council,  
Re: Official Request for Rent Relief of BGC Peel space  
– 247 McMurchy Ave South, Brampton, ON L6Y 1Z4

Thursday, August 17, 2023

The purpose of this letter is to formally request rent and property tax relief at our Brampton Headquarters, located at 247 McMurchy Ave South, Brampton, ON L6Y 1Z4.

BGC Peel (formerly Boys & Girls Club of Peel – legal name) has become like our members, vulnerable as we emerge from the pandemic, which has caused the organization to see a decrease in secured funding (estimated 20% decrease in grants/foundation funds and close to 50% in Corporate & individual donor contributions) because of the changing economic landscape across Ontario, mostly in the Region of Peel.

BGC Peel is a unique long-standing partner with the City of Brampton as BGC Peel, changing lives of children, youth, & families across Brampton & the Region of Peel has been doing so since 1983. As a not-for-profit, charitable organization, our purpose & impact over the past 40 years, has been and continues to be a positive service provider & partner for the 40,000 members, (24K children 6-13yrs old, 16K youth 14-24yrs old, & 10K+ families) we have served during this time. Our valued & loyal members across Brampton come from all walks of life, many from our vulnerable & marginalized communities across the Region, with some families seen as at-risk.

BGC Peel continues to be an affirming community where EVERYONE can benefit from the services and programs we offer. **We provide a unique opportunity for youth employment in the communities we serve as on average 80% of our youth leaders began as members with us as young as 6 years old and this results in what we feel is a lifetime of developed skill sets for youth to achieve and thrive while in program, school, and throughout life.**

BGC Peel provides a safe place for these individuals to participate in impactful, fun activities that support the development of confidence, learning and positive relationships. BGC Peel - Opportunity Changes Everything and where No More Barriers begins.

**BGC Peel's partnership with the City of Brampton began with our original space located at 145 Main Street South in Brampton. The house was used by multiple agencies including AYSP and Peel Children's Aid. The site was also the main office of BGC Peel rent free. The agreement was in place until the space was forced to close.**

We would like to request rent and property tax relief from August 1st, 2023, through the end of our Fiscal year, ending March 31st, 2024. This saving would amount to approximately \$24,189 and allow the organization to redirect those funds to staff & direct programming in Brampton.



Please don not hesitate to contact me directly by email [mgyovai@bgcpeel.org](mailto:mgyovai@bgcpeel.org) or by phone at 416.274.6277.

Best regards.

*Michael J. Gyovai*

Michael J. Gyovai (He/Him)  
Executive Director  
Ontario Paralegal

HQ: 247 McMurphy Ave S, Brampton ON L6Y 1Z4  
O: 905-712-1789 x101 | C: 416-274-6277  
[mgyovai@bgcpeel.org](mailto:mgyovai@bgcpeel.org) | [bgcpeel.org](http://bgcpeel.org)  
Registered Charitable Organization No. 11881 4573 RR0001  
Ontario Corporation No. 535501



<b>For Office Use Only:</b>
Meeting Name:
Meeting Date:

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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](mailto: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:  Agenda Item (if applicable):

Name of Individual(s):

Position/Title:

Organization/Person being represented:

Full Address for Contact:  Telephone:   
Email:

<b>Subject Matter to be Discussed:</b>	City staff is asking council for funding to sole source the purchase of two electric fire trucks (\$5.4M) on the basis that "the Rosenbauer RT is the only fully electric fire truck on the market that is able to meet current firefighting standards" ( <a href="http://www.insauga.com">www.insauga.com</a> ). However, there are other options and suppliers of fully electric fire trucks on the market which can and should be considered via tender.
--	---

<b>Action Requested:</b>	City Council should reject the approval of this sole source request and require city Staff to either: (a) follow a tendering process for this purchase or (b) provide further analysis to justify why a tendering process cannot be followed and provide City Council the opportunity to review this analysis. This is necessary to ensure an efficient, cost-effective procurement process that is fair, open & transparent.
--------------------------	---

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:**

- (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.

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 the agenda and publicly available at the meeting and on the City's website. Questions about the collection of personal information should be directed to the Deputy City Clerk, Council and Administrative Services, 2 Wellington Street West, Brampton, Ontario, L6Y 4R2, tel. 905-874-2115.



# Vector Sales History

- Dec 2020 First Customer Sales Presentation – Vancouver BC.
- Nov 2021 First Vector Sale Announced – Mesa Arizona.
- Jan 2022 Joint Presentation with Rosenbauer at FDSOA Symposium.
- Apr 2022 Vector chassis shown at FDIC.
- Aug 2022 Sale of two Vector trucks to Toronto announced.
- Sep 2022 Vector shown at NJ Firemans Convention, Wildwood, NJ.
- Jan 2023 Joint Presentation with Rosenbauer at FDSOA Symposium.
- Jan 2023 Vector shown at Fire Rescue East, Daytona FL
- Jan 2023 Vector protects Rolex 24 race at Daytona Speedway.
- Apr 2023 Vector shown at FDIC.
- May 2023 Vector shown at Toronto Fire Chiefs.
- May 2023 Ride and Drive Demos at Dependable.



November 1, 2021 | PRESS RELEASE

**E-ONE® RECEIVES ORDER FROM THE MESA FIRE AND MEDICAL DEPARTMENT FOR A VECTOR™, THE FIRST NORTH AMERICAN STYLE FULLY ELECTRIC FIRE TRUCK**



**TORONTO FIRE SERVICES ORDERS TWO FULLY ELECTRIC VECTOR™ PUMPERS**

BY CARA MORETTI | AUG 25, 2022



#### Recent Posts

- REV Group Appoints Vice President of Supply Chain
- REV GROUP ANNOUNCES MAUREEN O'CONNOR LL.M. AS NEW INDEPENDENT BOARD MEMBER
- PHIL GORNAK, JOHN E. ONE AS DIRECTOR OF SALES
- HOLIDAY HIGHLIGHT: CELEBRATES 40 YEAR PARTNERSHIP WITH VOLVO TRUCKS OF MICHIGAN
- CORTEVA AGREEMENT TAKES DELIVERY OF FERRARA MATEO INDUSTRIAL PUMPS

**REV FIRE GROUP TO EXHIBIT 19 FIRE APPARATUS INCLUDING THE ALL-ELECTRIC VECTOR AT FDIC 2023**



# Early Vector Customer Sales Presentations

Vector electric fire truck sales presentations began in 2020. Each presentation lasted about 90 minutes and covered the technical description of the product, the configurations it could be purchased in, approximate sales price, and approximate delivery schedule. The technical description was presented by Roger Lackore, Director of Product Development for REV Fire. Pricing and delivery details were covered by a REV Fire sales representative in conjunction with the local dealer. Presentations were given to anyone who expressed interest and were typically scheduled two to four weeks in advance.

- Nov 16, 2020 Vancouver, BC
- Jun 30, 2021 Saanich, BC
- Jul 2, 2021 Mesa, AZ
- Jul 8, 2021 Vaughan, BC
- Jul 8, 2021 Lincoln, NE
- Jul 8, 2021 Burlington, ON
- Jul 8, 2021 Markham, ON
- Sep 13, 2021 Detroit, MI
- Sep 15, 2021 Charlotte, NC
- Sep 22, 2021 Tempe, AZ
- Sep 28, 2021 Edmonton, AB



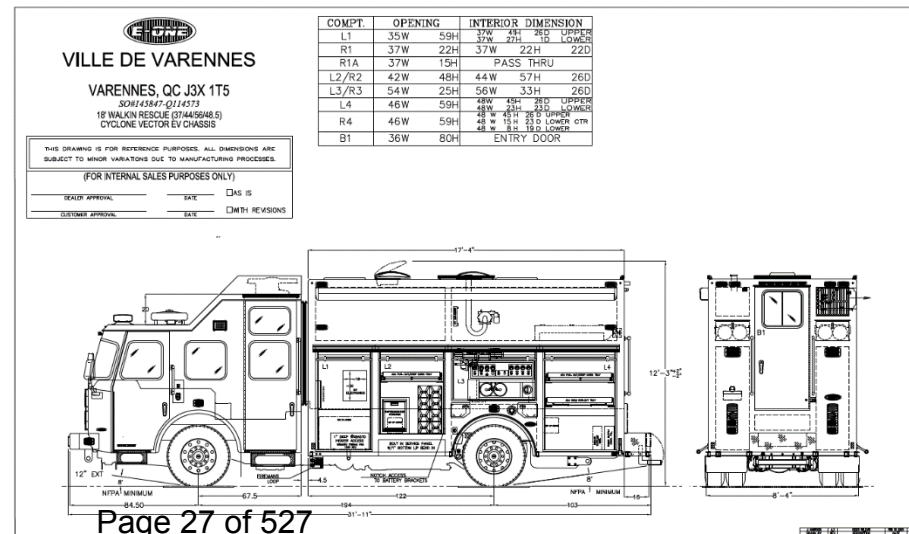
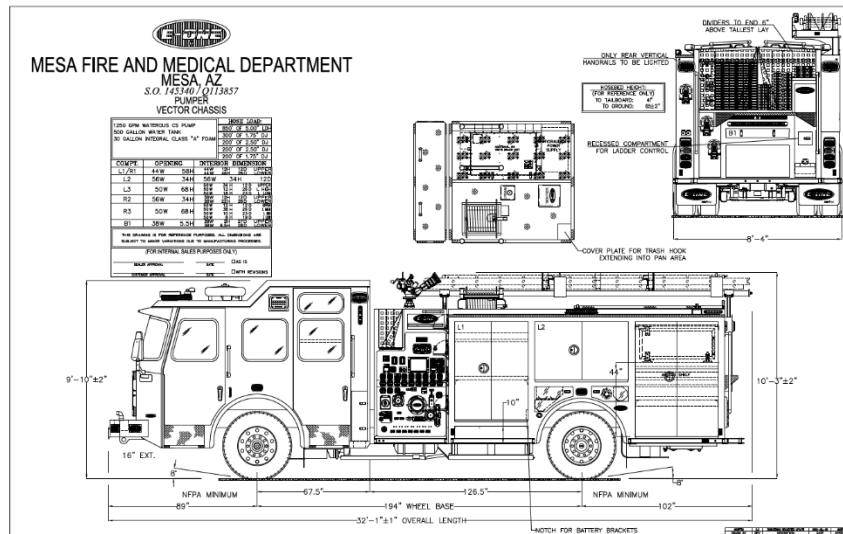
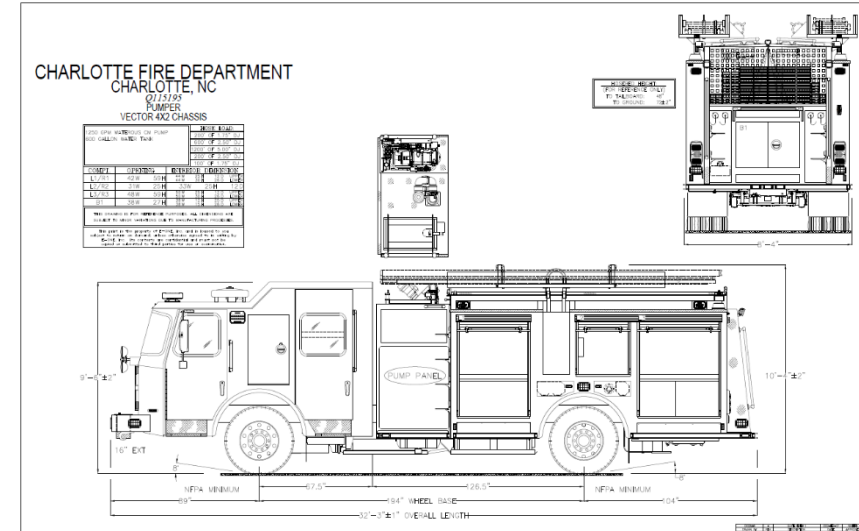
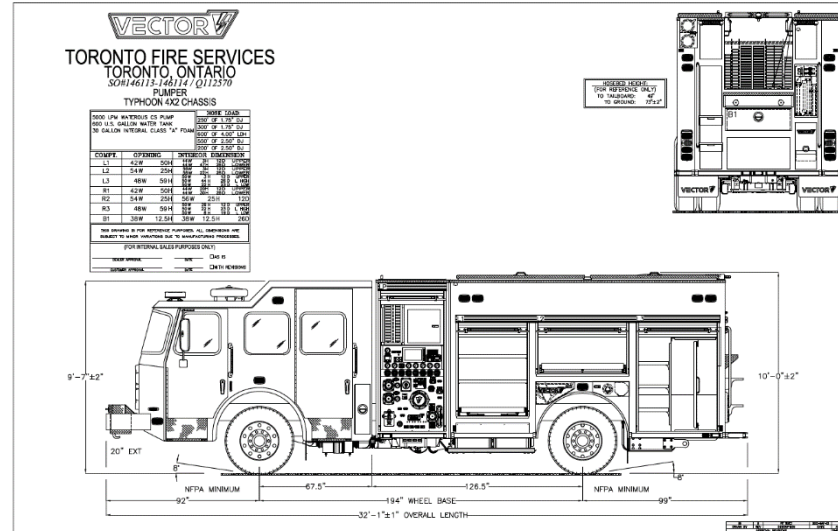
REV Fire has presented to approximately 45 more departments since Edmonton, AB.



# Vector Sales



- Mesa, AZ
- Toronto, ON (2)
- Charlotte, NC
- Ville de Varenes, QC (Rescue)



# Vector in Brampton

- The Vector was shown at the Ontario Fire Chief's Convention in May of this year. It performed driving and pumping demonstrations for any interested local departments including Brampton and Toronto.



# Madison Fire Acquires First-Ever Electric Municipal Fire Engine

**Archived News:** This news release is more than one year old and may include outdated information.

posted June 8, 2021 - 3:41 pm

## New Volterra™ Electric Pumper Now in Service on City's East Side

The Madison Fire Department, City of Madison, Pierce Manufacturing and Oshkosh Airport Products introduce the revolutionary Volterra™ platform of electric vehicles for the fire and emergency market. The first ever all-electric municipal fire truck is now in service at Madison Fire Station 8 on Lien Road.

In recent years, municipalities and airports worldwide have made green initiatives an integral priority, compelling fire departments to seek environmentally-conscious fire apparatus that reduce emissions, minimize fuel consumption, and produce less noise.

“Category leading innovations, grounded with direct input from our customers, is a hallmark of each of the brands in the Oshkosh Fire & Emergency Segment. It’s all about serving the needs of first responders,” said Jim Johnson, Oshkosh Corporation executive vice president and president of Fire & Emergency. “Our electric vehicles designed around Oshkosh proprietary and patented technology will provide the environmental benefits fire departments request, without having to compromise on the leading-edge operational performance, functionality, safety attributes, customization, and the traditional configurations and styling customers expect from our fire apparatus.”

### Pierce Manufacturing – Volterra Platform of Electric Vehicles

The first Pierce Volterra zero-emissions pumper has been placed in service with the City of Madison Fire Department, making this the first electric fire truck in service in North America. The Volterra pumper is serving front line duty at Station 8, the City of Madison’s busiest fire station. The department is led by Fire Chief Steven Davis and is made up of 14 fire stations serving an area of nearly 100 square miles and a population of over 250,000.

“The City of Madison is committed to many sustainability initiatives allowing us to meet our needs without compromising those of future generations,” said Chief Davis. “Pierce’s Volterra electric pumper allows us to keep an environmentally-conscious focus on reducing emissions while maintaining our traditional pumper configuration without impacting our operational procedures. We are eager to lead change by responsibly supporting our environment together with achieving our critical daily missions.”

### Volterra Electric Vehicle Operation:

- An Oshkosh patented parallel-electric drivetrain featuring an electro-mechanical infinitely variable transmission allows zero-emissions operation when powered by the integrated onboard batteries, and can be coupled to the internal combustion engine to provide continuous and uninterrupted power to the pumping system or drive system
- Exceptional operational range tailored to the fire department’s needs and duty cycle for full-shift operation
- Fire station-based, all-encompassing vehicle charging infrastructure provided by an established nationwide energy supplier offers a thorough, simple, and fast charging solution

In partnership with the City of Madison Fire Department, Pierce will continue the final development, evaluation, and on-highway certification process for the Pierce Volterra electric vehicle.

### Oshkosh Airport Products – Volterra Platform of Electric Vehicles

The Striker® Volterra performance hybrid Aircraft Rescue and Fire Fighting (ARFF) vehicle is also making its debut at airports across the country. Based on Oshkosh proprietary technology, the new Striker Volterra is a hybrid electric vehicle (HEV) that has been developed to meet the growing emergency response and environmentally-conscious needs among airports of all sizes.

Available on the 4x4 and 6x6 chassis platforms, the Striker Volterra performance hybrid delivers unmatched chassis performance, advanced safety systems, innovative fire suppression technology, and unsurpassed reliability and durability.

### Striker Volterra Hybrid Electric Vehicle Operation:

- An Oshkosh patented hybrid-electric drivetrain featuring an electro-mechanical infinitely variable transmission allows zero-emissions operation when powered by the integrated onboard batteries, and can be coupled to the internal combustion engine to provide continuous and uninterrupted power to the pumping system or drive system
- Faster acceleration: setting a new standard for performance, the Striker Volterra is capable of achieving 28% improved acceleration when fully loaded, resulting in a quickened response time
- Idle reduction for up to one hour of zero-emissions standby using onboard energy storage



- Zero-emission driving during entry and exit of the fire station using onboard energy storage
- Available Plug-In Hybrid Electric Vehicle (PHEV) options for further electric vehicle driving capabilities

Custom-engineered and extensively tested to deliver rapid response while simultaneously reducing its carbon footprint, the new Striker Volterra performance hybrid is fully compliant to NFPA 414 and ICAO standards while being certified to off-highway EPA and EU regulations.

During the next several months, the Striker Volterra performance hybrid will be showcased at airports across the United States, giving firefighters the opportunity to experience first-hand the revolutionary Volterra technology.

“Oshkosh has been developing electric drives and vehicles for over 25 years, which will continue to be a critical part of our Fire & Emergency Segment’s vision for a more sustainable future,” said Johnson. “Our Volterra platform of electric vehicles reduces emissions, supports lowering total cost of ownership, and increases performance for first responders. We look forward to introducing the vehicles to fire departments around the world and will closely monitor operator feedback and opportunities for further vehicle enhancements.”

To learn more about Pierce Manufacturing or Oshkosh Airport Products, and the revolutionary Pierce Volterra platform of electric vehicles, visit [www.piercemfg.com](https://www.piercemfg.com) [\[↗ \(https://www.piercemfg.com/electric-fire-trucks/pierce-volterra\)\]](https://www.piercemfg.com/electric-fire-trucks/pierce-volterra) or [www.oshkoshairport.com](https://www.oshkoshairport.com) [\[↗ \(https://www.oshkoshairport.com/striker-volterra\)\]](https://www.oshkoshairport.com/striker-volterra). To access Pierce Volterra resources for download, [view the press kit here \[↗ \(https://www.piercemfg.com/pressroom21\)\]](https://www.piercemfg.com/pressroom21).

**Photo caption:** Pierce Manufacturing’s first Volterra electric vehicle is in service with the City of Madison, Wisconsin Fire Department’s Station 8.

#### About Pierce Manufacturing

Pierce Manufacturing Inc., an Oshkosh Corporation [NYSE: OSK] company, is the leading North American manufacturer of custom fire apparatus. Products include custom and commercial pumpers, aerials, rescue trucks, wildland trucks, mini pumpers, elliptical tankers, and homeland security apparatus. In addition, Pierce designs its own foam systems and was the first company to introduce frontal airbags and the Side Roll Protection system to fire apparatus. To learn more about Pierce, visit [www.piercemfg.com](http://www.piercemfg.com) [\[↗ \(http://www.piercemfg.com\)\]](http://www.piercemfg.com).

#### About Oshkosh Corporation

At Oshkosh (NYSE: OSK), we make innovative, mission-critical equipment to help everyday heroes advance communities around the world. Headquartered in Wisconsin, Oshkosh Corporation employs nearly 15,000 team members worldwide, all united behind a common cause: to make a difference in people’s lives. Oshkosh products can be found in more than 150 countries under the brands of JLG®, Pierce®, Oshkosh® Defense, McNeilus®, IMT®, Jerr-Dan®, Frontline™, Oshkosh® Airport Products, London™ and Pratt Miller. For more information, visit [oshkoshcorp.com](http://www.oshkoshcorp.com/) [\[↗ \(http://www.oshkoshcorp.com/\)\]](http://www.oshkoshcorp.com/).

®, ™ All brand names referred to in this news release are trademarks of Oshkosh Corporation or its subsidiary companies.

#### Forward Looking Statements

This news release contains statements that the Company believes to be “forward-looking statements” within the meaning of the Private Securities Litigation Reform Act of 1995. All statements other than statements of historical fact, including, without limitation, statements regarding the Company’s future financial position, business strategy, targets, projected sales, costs, earnings, capital expenditures, debt levels and cash flows, and plans and objectives of management for future operations, are forward-looking statements. When used in this news release, words such as “may,” “will,” “expect,” “intend,” “estimate,” “anticipate,” “believe,” “should,” “project” or “plan” or the negative thereof or variations thereon or similar terminology are generally intended to identify forward-looking statements. These forward-looking statements are not guarantees of future performance and are subject to risks, uncertainties, assumptions and other factors, some of which are beyond the Company’s control, which could cause actual results to differ materially from those expressed or implied by such forward-looking statements. These factors include the overall impact of the COVID-19 pandemic on the Company’s business, results of operations and financial condition; the duration and severity of the COVID-19 pandemic; actions that may be taken by governmental authorities and others to address or otherwise mitigate the impact of the COVID-19 pandemic; the negative impacts of the COVID-19 pandemic on global economies and the Company’s customers, suppliers and employees; and the cyclical nature of the Company’s Access Equipment, Commercial and Fire & Emergency markets, which are particularly impacted by the strength of U.S. and European economies and construction seasons.

## Contacts

Cynthia Schuster (Public Information Officer), 608-261-5539, [cschuster@cityofmadison.com](mailto:cschuster@cityofmadison.com) (<mailto:cschuster@cityofmadison.com>)

Agency: [Fire \(/fire\)](#)

Area: [East \(/area/east\)](#)

Category: [Health & Safety \(/health-safety\)](#)

## Images



[https://www.cityofmadison.com/sites/default/files/news/images/210526\\_pierce\\_volterra\\_madison\\_fire\\_6163.jpg](https://www.cityofmadison.com/sites/default/files/news/images/210526_pierce_volterra_madison_fire_6163.jpg)

# Vector™ EFT Overview

## Roger Lackore

May 2, 2023



# Case for Electric





Zero **Emissions**

Zero **Greenhouse Gas**

**Noise** Pollution Reduction

No **Emissions Exposure** On-Scene

**Quieter** Environment On-Scene





# Greenhouse Gas Reduction

Diesel engines produce 22 lb of CO<sub>2</sub> per gallon.

## Driving

Cummins X-12 averages 6.5 mpg

6500 miles/year

= 22,000 lbs CO<sub>2</sub>/year from driving

Engine	Idle Speed	Fuel Consumption at 35HP (gal/hr)	
		GHG Model	VMS Data
L9	700	1.76	1.68
	800	1.81	1.79
X12	600	1.61	1.73
	800	1.87	1.75
X15	600	1.76	1.95
	800	2.01	2.13

## Idling

Hours Idling per year 747 urban pumper

Fuel consumed 1.7 gal/hr

= 28,000 lbs CO<sub>2</sub>/year from idling

**50,000 lbs CO<sub>2</sub> Saved per Year**  
**425 Tons Saved over 17 Year Life**



**NFPA 1500 - Safety Health and Wellness**

**NFPA 1901 - Automotive Fire Apparatus**

**Prop 65 - California Health Warning**

## CALIFORNIA

### PROPOSITION 65 WARNING

Diesel engine exhaust and some of its constituents are known to the State of California to cause cancer, birth defects, and other reproductive harm



**10.1.5\*** The fire department shall prevent exposure to fire fighters and contamination of living and sleeping areas to exhaust emissions.



**12.2.6.2** Exhaust pipe discharge shall be directed away from any operator's position.

## On-Scene

Noise affects health

Electric minimizes noise on scene

## En-Route

Quiet Cab

Headsets Optional



**Driving Fuel Savings**

**Idling Fuel Savings**

**Engine Oil Changes**

**Transmission Oil Flushing**

**DPF Regeneration Diesel Fuel**

**DPF Ash Cleaning and Service**

**Engine Repair**

**No Exhaust Extraction Needed**



VS



# Fuel from Idling

EPA: Heavy Trucks - 0.39 and 1.65 gal/hr

Fire Apparatus Higher.

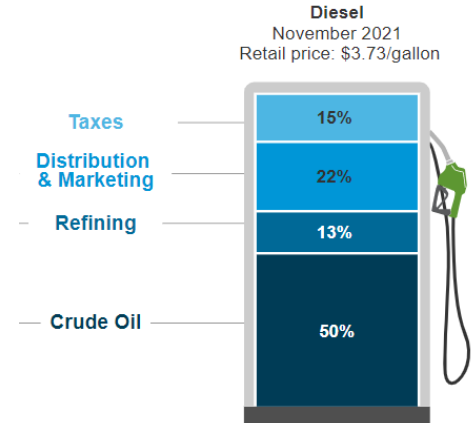
Pumper Idles 747 hr/year.

\$5.25 per gallon of diesel

**\$6471 Diesel Fuel per Year**

Table 7: High, Low, and Average Emissions and Fuel Consumption Rates for 2002 Test Data

	NOx (g/hr)	CO <sub>2</sub> (g/hr)	gal/hr
ARITHMETIC MEAN FOR ALL TESTS			
High Value	329	16,578	1.65
Low Value	55	3,915	0.39
Average Value	144	8,224	0.82
Standard Deviation	72	3571	0.40
Coefficient of Variation	0.5	0.43	0.43
Low RPM avg. (600 - 800 rpm)	114	5805	0.58
High RPM avg. (1000 - 1200 rpm)	190	11815	1.18
WEIGHTED AVERAGE VALUES (60% High RPM, 40% Low RPM):			
Weighted Average Value:	160	9411	0.94
WEIGHTED AVERAGE VALUES (70% High RPM, 30% Low RPM):			
Weighted Average Value:	167	10012	1.00



**Urban Pumper Hours per Year**

Acceleration	80
Deceleration	77
Steady Speed	151
Stopped with Engine Running (Pump Off)	747
Pumping	64
<b>Total</b>	<b>1123</b>

# Fuel from Driving

Heavy Truck 6 mpg

Pumper Drives 6428 miles/yr

1071 gallons of diesel per year.

\$5.25 per gallon.



**\$5623 Diesel Fuel per Year**



# Engine Oil Change Interval

Oil change twice per year

Oil service costs \$450



**\$900 Oil Service per Year**



# Transmission Oil Change

Transmission oil change every 3 years

Transynd fluid \$45 per gallon

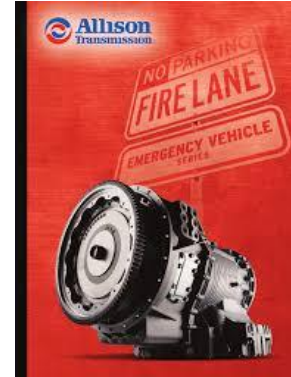
4000 EVS transmission holds 12 gallons of fluid.

Labor \$240

Fluid \$600

**\$280 per Year**

**\$840 x 17/4 = \$3,360 Transmission Maintenance Savings**



Recommended Fluid/Filter Change For 4000/4500/4700/4800 EVS Transmissions

NOTE: Severe and General Vocations—Local conditions, severity of operation, or duty cycle may require more or less frequent fluid change intervals that differ from the published recommended fluid change intervals of Allison Transmission. Transmission protection and fluid change intervals can be optimized by using fluid analysis. Filters **must be changed** at or before recommended intervals. Change fluid/filter after recommended mileage, months, or hours have elapsed, whichever comes first.

SEVERE VOCATION*				GENERAL VOCATION**			
Fluid	Filters			Fluid	Filters		
	Main	Internal	Lube/Auxiliary		Main	Internal	Lube/Auxiliary
Schedule 1—Non-TranSynd™/Non-TEs 295 Fluid							
12,000 Miles (20 000 km)	12,000 Miles (20 000 km)	Overhaul	12,000 Miles (20 000 km)	25,000 Miles (40 000 km)	25,000 Miles (40 000 km)	Overhaul	25,000 Miles (40 000 km)
6 Months	6 Months		6 Months	12 Months	12 Months		12 Months
500 Hours	500 Hours		500 Hours	1000 Hours	1000 Hours		1000 Hours
Schedule 2***—TranSynd™/TES 295 Fluid 4 Inch Control Module (3.5 Inch Approximately)—Requires Filter Kit P/N 2954094							
75,000 Miles (120 000 km)	75,000 Miles (120 000 km)	Overhaul	75,000 Miles (120 000 km)	150,000 Miles (240 000 km)	75,000 Miles (120 000 km)	Overhaul	75,000 Miles (120 000 km)
36 Months	36 Months		36 Months	48 Months	36 Months		36 Months
3000 Hours	3000 Hours		3000 Hours	4000 Hours	3000 Hours		3000 Hours

\* Emergency Vehicle Series with retarders or on/off highway.

\*\* Emergency Vehicle Series Transmissions without retarders and on highway only.

\*\*\* Recommendations in Schedules 2 and 3 are based on the transmission containing 100 percent TranSynd™ fluid and Allison Transmission Gold Series filters.



# DPF Regeneration

Idling is the bane of the DPF

This leads to more soot in the exhaust

Raw fuel injected during regeneration.

Two ash cleanings over life of apparatus



DPF Ash Cleaning \$850

2 Cleanings Saved

$$\text{\$850} \times 2 = \text{\$1,700}$$

Regen fuel savings

**\$1,200**



# Diesel Engine Apparatus Expense

Idling Fuel	\$110,000
Driving Fuel	\$95,600
Engine Oil Changes	\$15,000
Transmission Oil Service	\$ 4,800
DPF Regeneration Diesel Fuel	\$ 1,200
DPF Ash Cleaning and Service	\$ 1,700
Engine Repair Estimate	\$ 5,000

## Assumptions:

Typical Urban Pumper

17 years in service

**\$ 233,300 Diesel Expense**

# Diesel vs Electric

\$0.1156 per KWh- US Ave Commercial

Idling  $747 \times 10.8 \text{ kw} \times \$0.1156 = \$932$

Driving  $6428 \times 250\text{kwh}/142\text{miles} \times \$0.1156 = \$1308$

Idling Electric	\$16,000
Driving Electric	\$22,000

**\$ 233,300 Diesel Expense**  
**\$ 38,000 Electric Expense**  
**\$ 195,300 – Conservative Estimate**



**Greater Savings with  
Greater Call Volume**

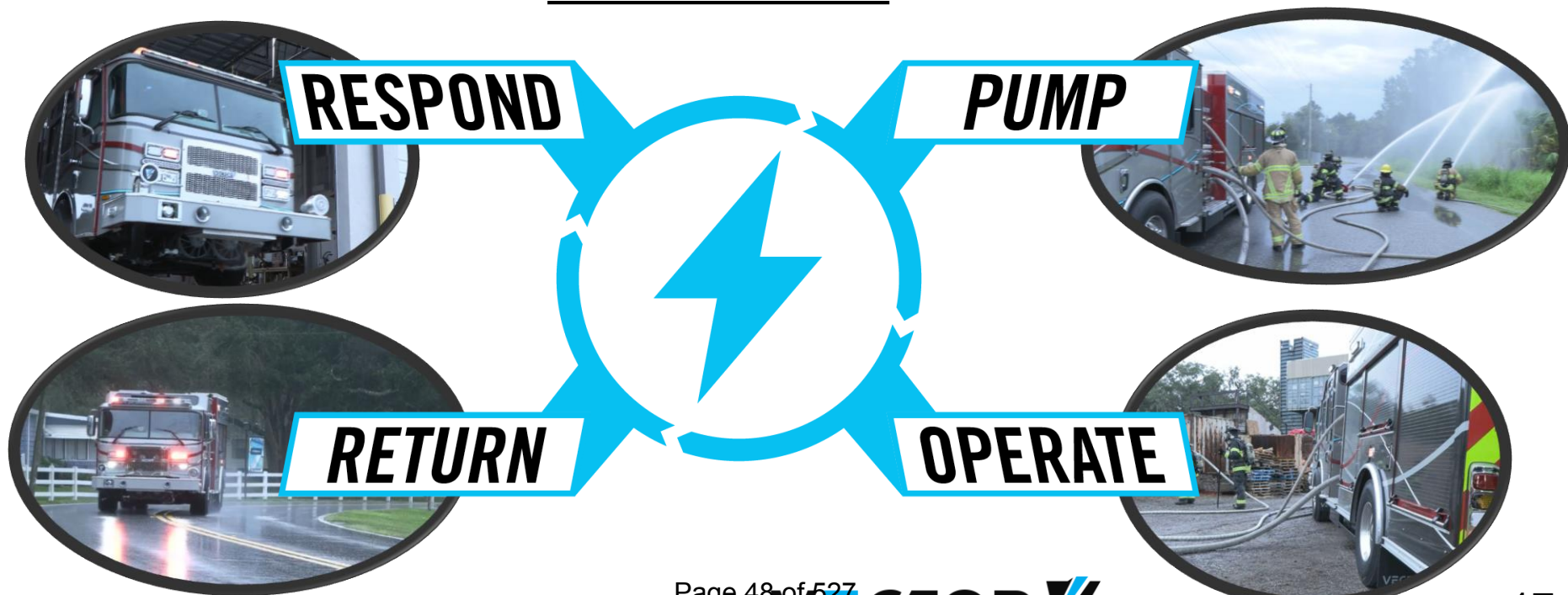
## Expense Not Required



# REV EV Vision



To call a fire truck electric...  
it should do all these on ELECTRIC ONLY.





## All-Electric Fire Truck

### North American Design Configuration

### Optimized Equipment Storage Capability

### Battery placement for Low center of gravity

### Optional Diesel back-up for extended emergency use:

- Pumping beyond 3-4 hours
- Extended operation off the grid (black-outs, earthquakes, hurricanes, etc.)



**VECTOR** 

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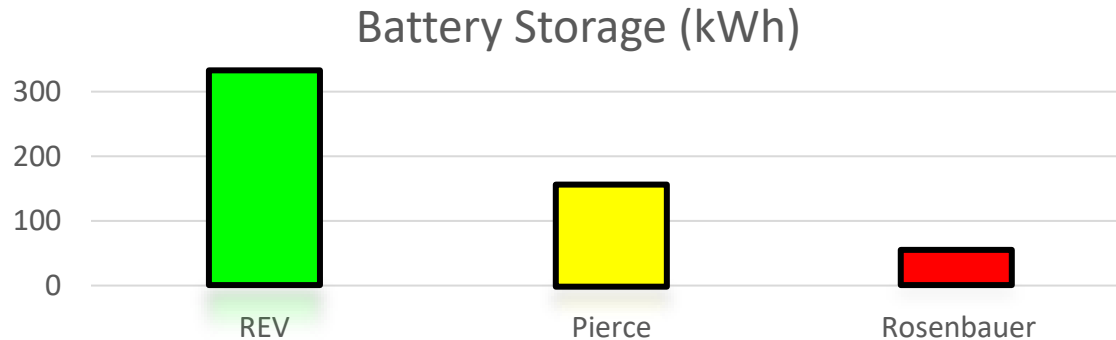


# North American Drive-Train and Fire Suppression



# Product Differentiation

	Vector™	Pierce	Rosenbauer
Approach	All Electric	Hybrid Electric	All Electric
Battery Storage	327 kWh	155 kWh	50 kWh
Battery Location	Low CG	High CG	Low CG
Configuration	North American	North American	European
NFPA/ULC Pump	Electric	Hybrid	Not on Electric



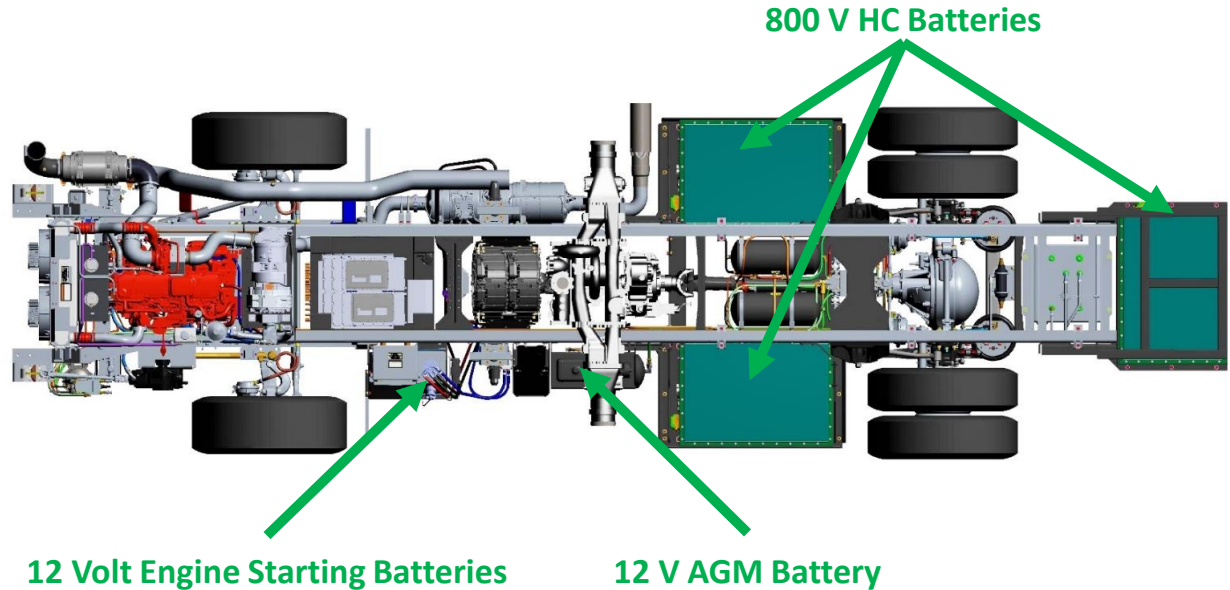
# Technical Features

## High Capacity Batteries:

- 700-800 Volt DC
- Total Capacity 327 KWh
- Usable Capacity 262 KWh

## 12 Volt Batteries

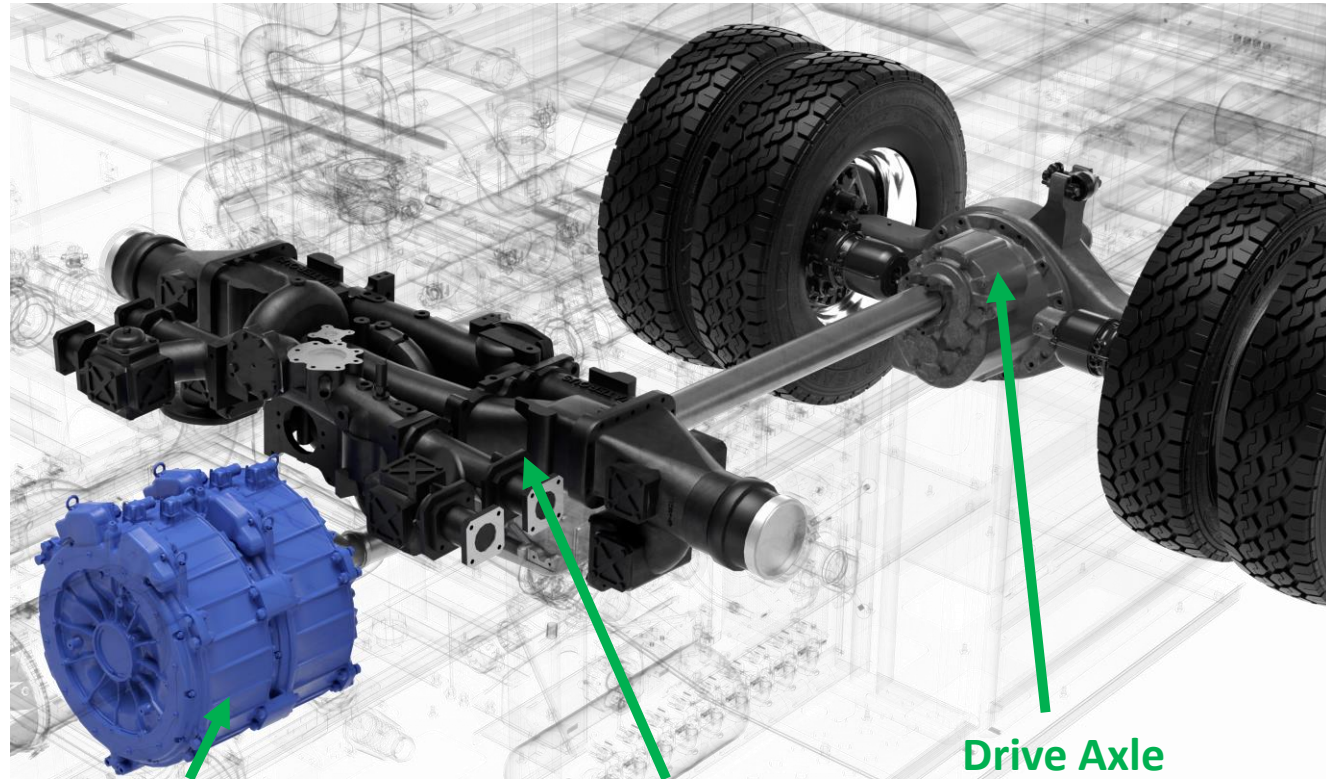
- Lead-Acid for Starting
- AGM for Electronics



# Low CG

- Better Cornering
- Safer in Crash

**Electric  
Traction  
Motors  
Provide ALL  
Vehicle Power**



**Electric Drive Motor**

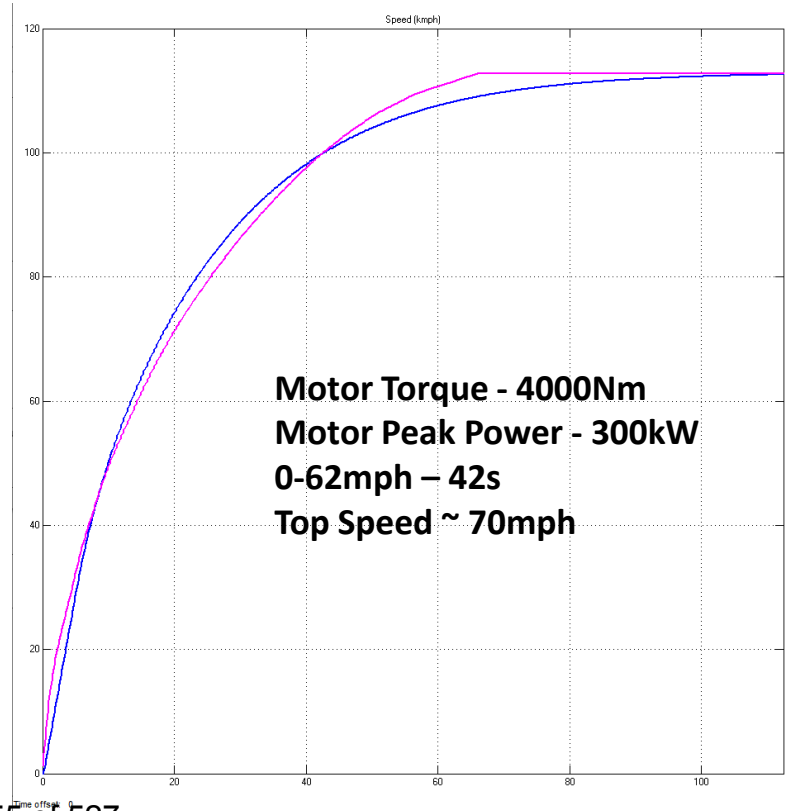
**Fire Pump**

**Drive Axle**

# Full Throttle Acceleration

## Standard performance

- **Matches 500 HP Cummins X12 Diesel**



## Optional Range Extender Engine

Compact Emissions Packaging

Sufficient HP for Charging

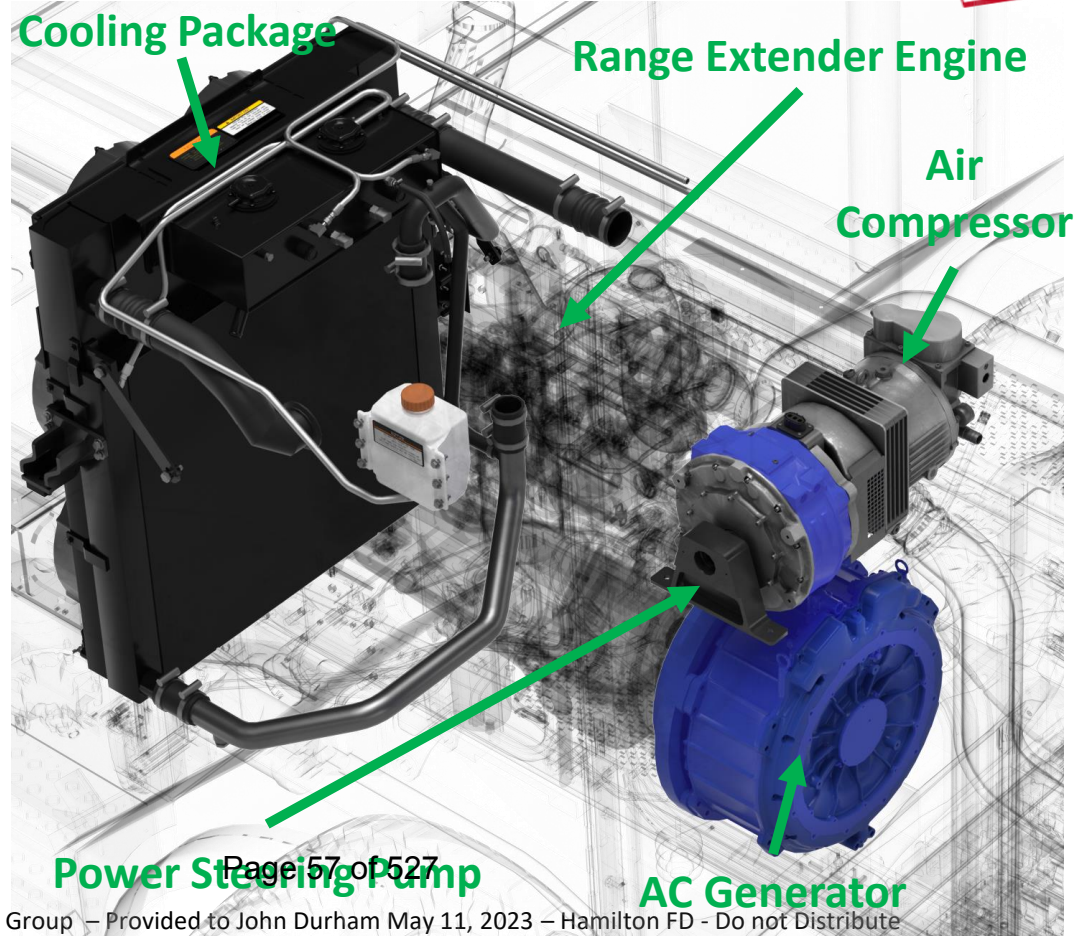
- 120 KW Generator Output

2022 EPA Compliant Industrial Engine

**Range  
Extender Not  
Used for  
Pumping**

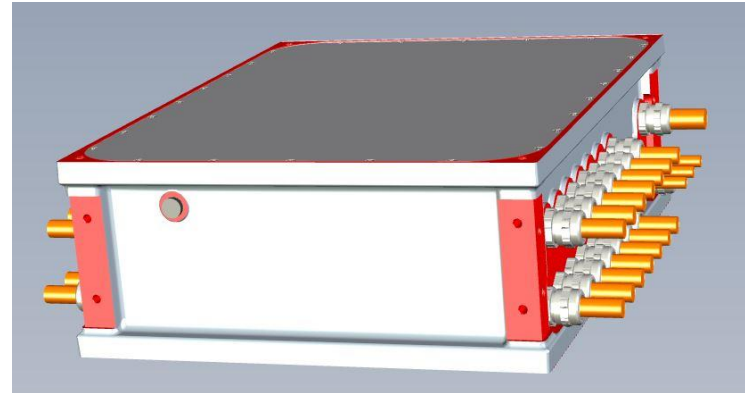




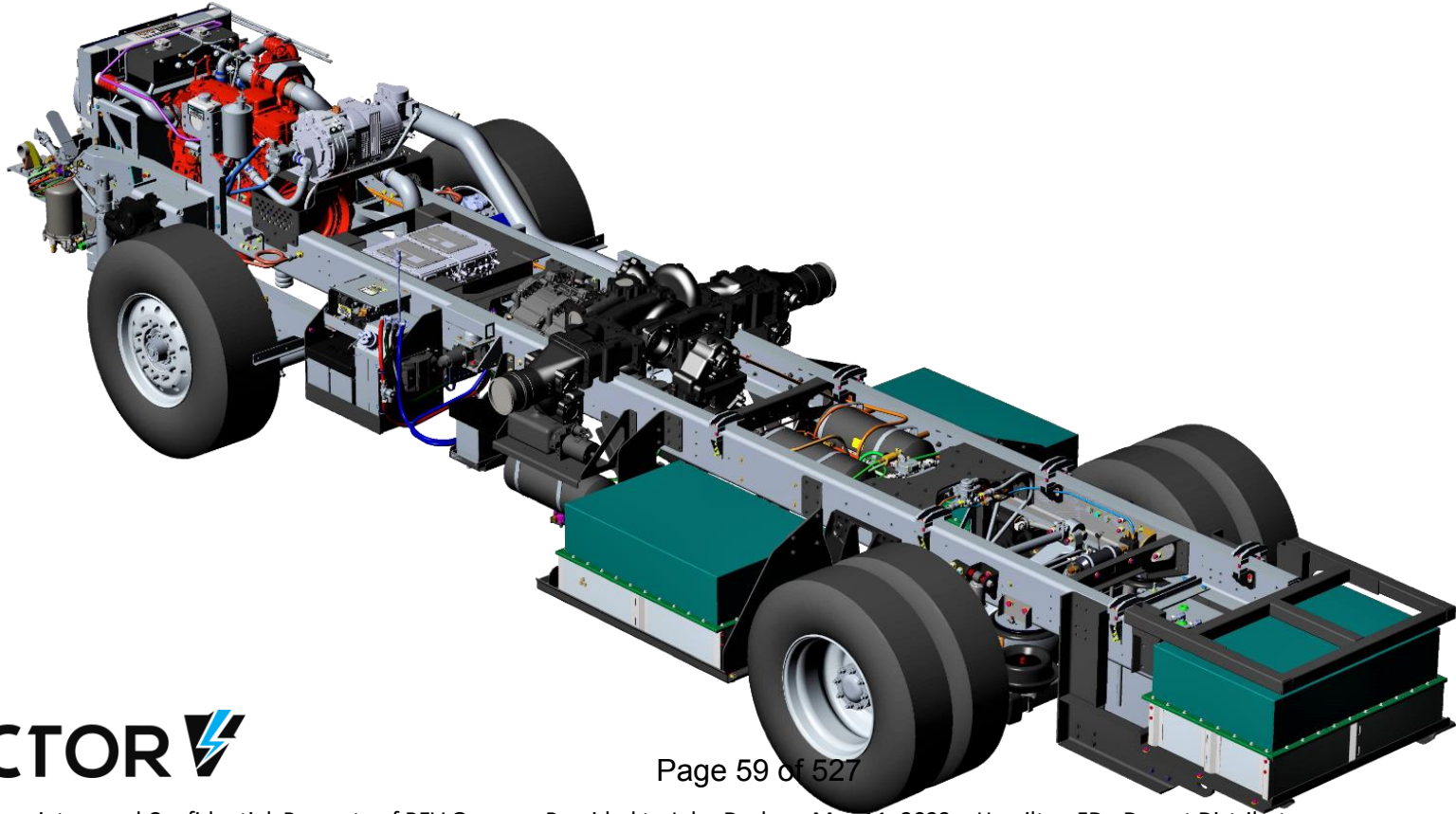


Connections and switching for the following devices:

- Generator
- HC Battery Modules
- Charge Controller Power
- Charge Controller Data
- CCS1 Charge Socket DC Power
- DC Convertors
- Motor Invertors



# EV "Skateboard"



**Body can be configured to department requirements.**

- **1250 GPM (4730 LPM) Pump – (NFPA/ULC Certified ALL ELECTRIC)**
- **1500 GPM (5680 LPM) Pump – (NFPA/ULC Certified with Range Extender Operation)**

**Water/Foam Tank Options:**

- **530 Gallons (2000 Liters)**
- **780 Gallons (2950 Liters)**

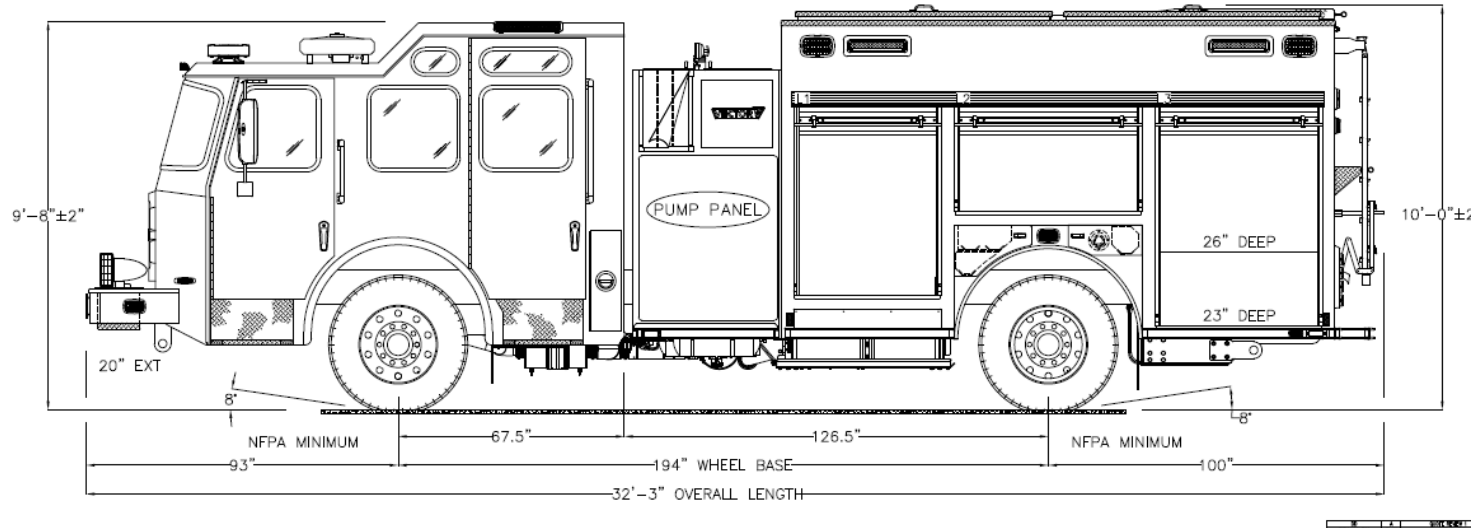


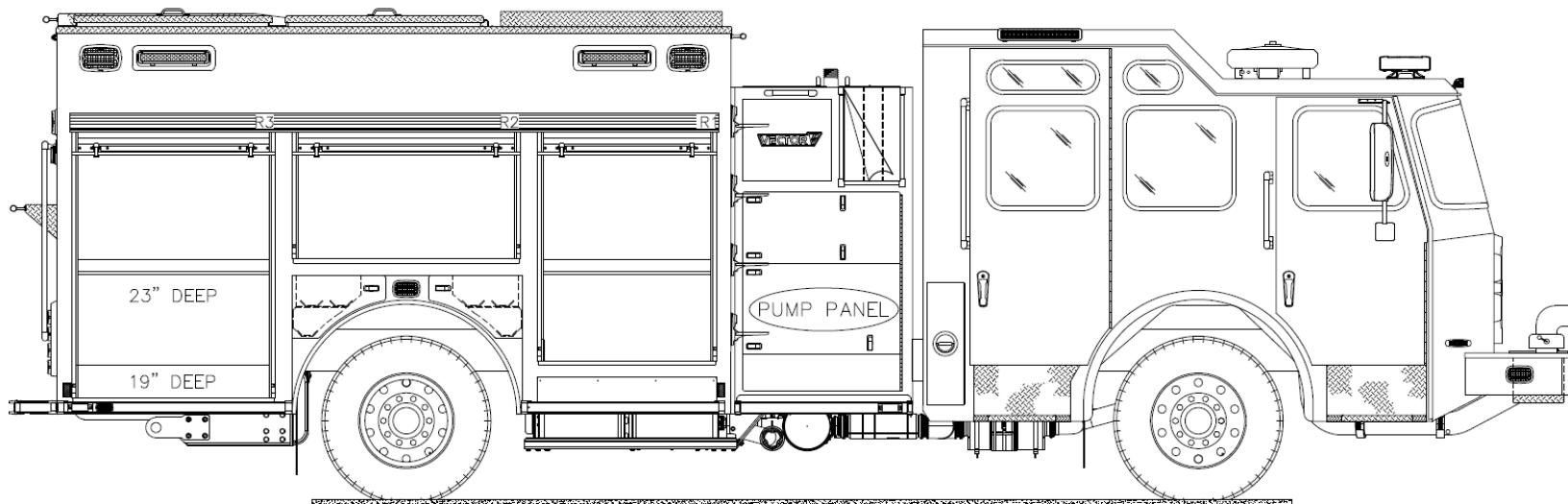
# Pilot Apparatus Basic Dimensions

## Customization

- Body
- Pumphouse
- Cab

<b>Wheelbase:</b>	<b>194 in.</b>	<b>(4.9 m)</b>
<b>Length:</b>	<b>33 ft. 2 in.</b>	<b>(9.8 m)</b>
<b>Body Width</b>	<b>98 in.</b>	<b>(2.5 m)</b>
<b>Ground Clearance</b>	<b>10 in.</b>	<b>(0.24 m)</b>

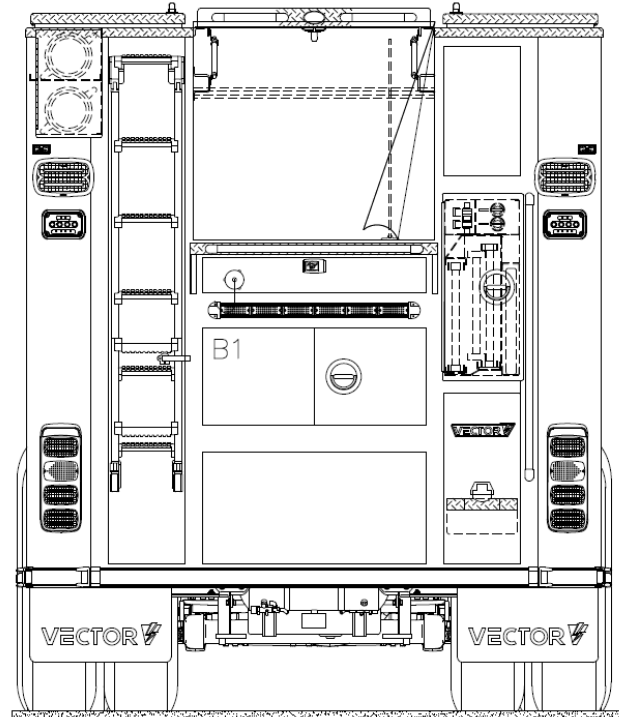




Condition	Front Axle (lb)	Rear Axle (lb)	Total (lb)
Gross Vehicle Weight Rating (GVWR)	21000	31000	52000
Empty - Prototype with Body, driver, full fuel.	17480	18820	36320
In-Service – Prototype Loaded, 780 g water, sand-bags, fuel	18200	28040	46360

# 265 Cubic Feet of Compartmentation Possible

	Width	Height	Depth	Cubic Inch	Cubic Feet
L1	44	47.8	26.0	54626	31.6
	44	38.8	11.8	20034	11.6
L2	56	22.8	26.0	33124	19.2
	56	12.0	11.8	7896	4.6
L3	50	22.0	23.0	25300	14.6
	50	34.8	26.0	45175	26.1
	50	12.0	11.8	7050	4.1
R1	44	21.0	26.0	24024	13.9
	44	38.8	11.8	20034	11.6
R2	56	34.8	11.8	22866	13.2
R3	50	8.0	19.0	7600	4.4
	50	22.0	23.0	25300	14.6
	50	38.8	11.8	22766	13.2
B1	38	19.5	26.0	19266	11.1
Driver Roof	162	18.3	25.3	74652	43.2
Officer Roof	106	18.3	25.3	48846	28.3
					265





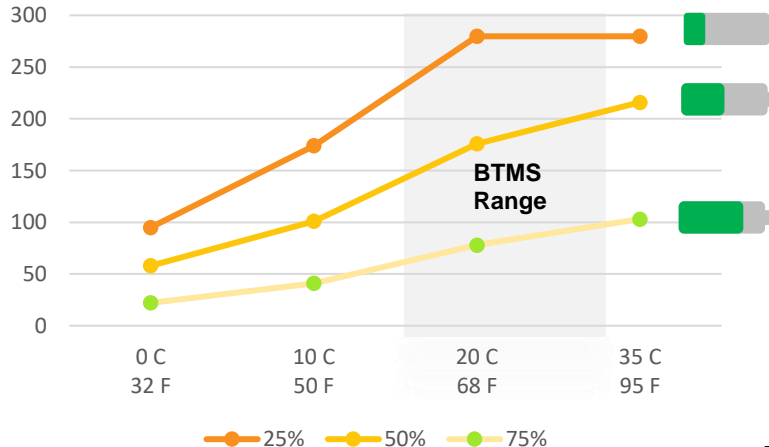
# Regenerative Braking

Similar function to auxiliary braking system  
ON with release of Accelerator Pedal



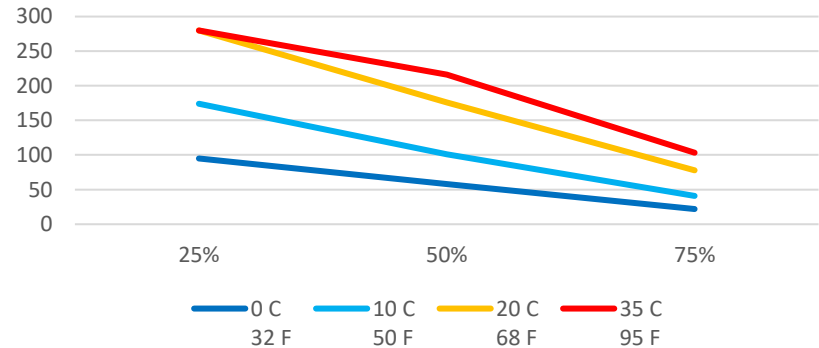
Lower States Of Charge Allow Higher Rates Of Charge.

Brake Regeneration (KW)



Warmer Batteries Allow Higher Rates of Charge.

Brake Regeneration (KW)



Charge plug locked when Charging.

Truck can't move if plugged in.

EV Batteries shut off in a crash.

System constantly monitors for high voltage leaks

Battery modules pass all ISO 6469 safety criteria

Meets new NFPA 1900 Standards



# HC Battery System

- Pouch Style battery cells.
- 700 – 800 Volts DC



**Submersion**



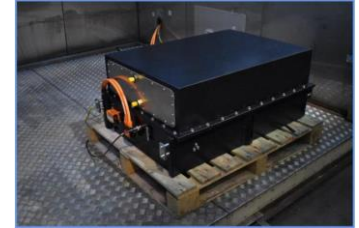
**Jet Wash**



**External Short Circuit Protection**



**Over Temperature Protection**



**Overcharge Protection**



**Fire Resistance**



**Vibration**



**Mechanical Shock**

# Battery System Mounting

Battery module tray mounting allows removal from out the bottom of the apparatus.

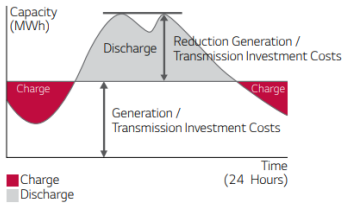
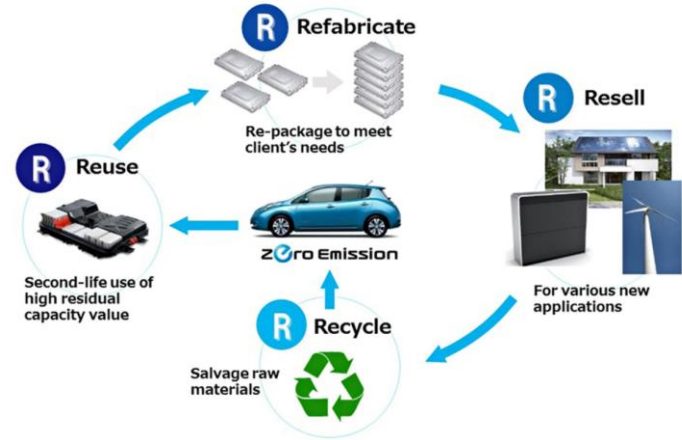
Galvanized structures to resist corrosion



## Used lithium batteries can be re-used in stationary applications

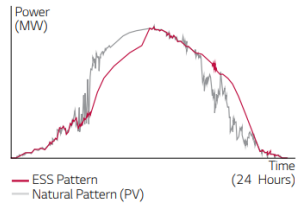


### Scope of 4R Business



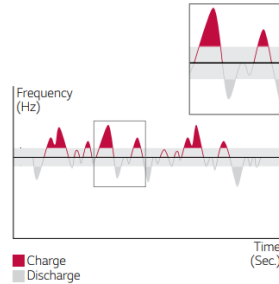
#### Peak Shifting

- Charge during off-peak times
- Discharge during peak times



#### Renewable Integration

- Stabilize the intermittent renewable power by alternately charging and discharging



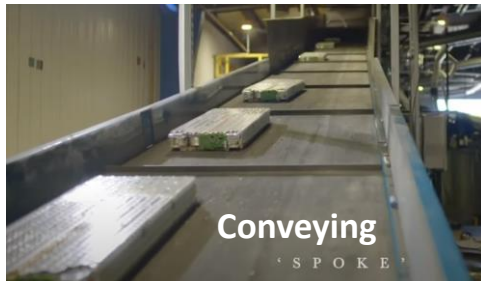
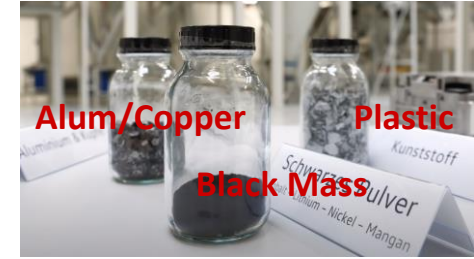
#### Frequency Regulation

- Charge when grid frequency increases
- Discharge when grid frequency decreases





# Battery Recycling – End-of-Life



## Emergency One Group LTD, UK

- World's First Electric Fire Truck
- Five years of development (beginning in 2017)
- First prototype build in 2019
- Extensive testing and optimization
- Battery Management Technology
- Motor Management
- Pump Governor IP
- Proven Performance



**Partner Experienced with  
Pumping on All-Electric**



# EV System Warranty



## Batteries and EV Motors – 5 years or 2000 Cycles EV Electronics – 2 Years or 36,000 Miles (58,000 KM)

**REV Fire Group**  
REV Fire Group Limited Warranty

**Fire Apparatus**  
Two (2) Years or 3000 Miles  
EV Electrical Systems  
Limited Warranty

EV Motor, Electronics, Inverters, and Controllers are both in this warranty. REV Fire Group ("REV") provides the following Limited Warranty to the Purchaser of the apparatus while manufactured by REV (the "Apparatus"). An individual "Purchase" means that portion of an entity which purchases and maintains the commercial use of the Apparatus by that entity only.

<p><b>This Limited Warranty Covers:</b> The Apparatus EV Electrical System ("EVES") shall be free from defects in material and workmanship, under normal use. This warranty period shall be defined by the following: the greater of (a) twelve (12) months or (b) 20,000 miles (32,000 kilometers). For more details regarding the parts and components covered by this Limited Warranty.</p>	<p><b>This Limited Warranty Does Not Cover:</b> This Limited Warranty only covers defects in high-voltage electric system components including the battery management system, converters, inverter, and digital signal processor boards. All other parts, components and accessories relating to the Apparatus are excluded from this Limited Warranty including, but not limited to, all other wiring and all other EV electrical system components.</p>
<p><b>This Limited Warranty Coverage Begins:</b> The date the Product is placed in service by the Purchaser or other (S) after the date of the Product Invoice to the Purchaser, whichever comes first.</p>	
<p><b>This Limited Warranty Coverage Ends After the Most Government:</b> Two (2) Years or 36,000 Miles</p>	
<p><b>Mile is Covered by this Limited Warranty:</b> This Limited Warranty only applies to Purchaser and, unless stated by separate law, does not extend to a transferee of any other person or entity which is not the Purchaser, unless stated otherwise.</p>	
<p><b>How to Obtain Warranty Service:</b> See the Operation Manual for instructions on how to register the Product, to obtain warranty repair authorization and service, and to make arrangements for the Product to be transported to an OEM authorized service facility for warranty service. All warranty service and training must be authorized by an OEM customer service representative before any warranty or training will be performed. OEM and REV are responsible for, or reimbursed for, the cost of any repair or expense relating to unavailability of warranty service or training. Purchaser must notify OEM of any authorized customer representative as soon as possible after the discovery of an defect with the Product and in no event more than 30 (30) days after discovery.</p>	
<p><b>Excludes Warranty:</b> OEM will, at its option, repair or replace the Product if it is defective in material or workmanship during the warranty period unless caused by this Limited Warranty. Such repair or replacement will be performed at an OEM facility or by an OEM authorized service facility. Any repair or replacement must be authorized by the responsible party for the warranty and will be performed at the original Product. This WARRANTY CONTRACTOR'S SOLE OBLIGATION AND REMEDY SHALL BE LIMITED TO THE PROVISION OF THIS LIMITED WARRANTY.</p>	
<p><b>Third Party Representatives:</b> No person or entity is authorized to act as either a warranty, obligation or liability in connection with the Product, and OEM is not responsible for any manufacturer, provider or remedial means to any person, dealer, component manufacturer, vehicle manufacturer, or other entity located within the United States.</p>	
<p><b>Revocation of Other Warranties:</b> REV'S LIMITED WARRANTY IS THE SOLE EXCLUSIVE WARRANTY WITH RESPECT TO THE PRODUCT. EXCEPT FOR THE LIMITED WARRANTY ESTABLISHED IN THIS CONTRACT, ALL OTHER WARRANTIES OR CONDITIONS OF SALE, MERCHANTABILITY, OR WARRANTIES ARE HEREBY DISCLAIMED. ALL WARRANTIES ARE HEREBY DISCLAIMED, WITHOUT LIMITATION, ALL WARRANTIES ARISING FROM COURSE OF DEALING OR USAGE OF TRADE, OR FROM HIDDEN OR EXPRESS WARRANTIES. ALL SUCH WARRANTIES ARE HEREBY DISCLAIMED TO THE EXTENT THAT ANY SUCH WARRANTIES MAY BE DISCLAIMED UNDER APPLICABLE LAW. SUCH WARRANTIES ARE EXPRESSLY LIMITED TO THE DURATION OF THE WARRANTY PERIOD IN THIS CONTRACT.</p>	
<p><b>Limitation of Liability:</b> NO ONE SHALL BE HELD LIABLE TO PURCHASER OR ANY THIRD PARTY FOR ANY DIRECT, INCIDENTAL, SPECIAL, EXEMPLARY, PUNITIVE OR CONSEQUENTIAL DAMAGES RELATIVE TO ARISING OUT OF THE PRODUCT OR CONTRACT THEREON, WITHOUT LIMITATION, LOSS REPUTAL, LOSS OF OPERATIONAL TIME OR USE, DOWN TIME, DOWNTIME OR VALUE LOSS OF ALTERNATE TRANSPORTATION, INCIDENTAL LOSS OF EARNING, SPECIAL REPAIR, LABOR CHARGES, EQUIPMENT DAMAGE OR OTHER CONSEQUENTIAL DAMAGES, WHETHER IN AN ACTION CONTRACT OR TORT INCLUDING NEGLIGENCE. REV AND ITS CONTRACTORS, AGENTS, EMPLOYEES, CONTRACTORS AND SUBSIDIARIES, FURTHER, OBTAIN LIABILITY FOR ANY AND ALL WARRANTY CLAIMS HEREUNDER SUBJECT TO THE PROVISIONS HEREIN FOR THIS PRODUCT.</p>	

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**REV Fire Group**  
REV Fire Group Limited Warranty

**Fire Apparatus**  
Five (5) Years or 2000 Charge Cycles  
EV Motors and Electronics  
Limited Warranty

EV Motor, Electronics, Inverters, and Controllers are both in this warranty. REV Fire Group ("REV") provides the following Limited Warranty to the Purchaser of a Fire apparatus while manufactured by REV (the "Apparatus"). An individual "Purchase" means that portion of an entity which purchases and maintains the commercial use of the Apparatus by that entity only.

<p><b>This Limited Warranty Covers:</b> The Apparatus EV Electrical System and High Voltage Electric System ("EVES") shall be free from defects in material and workmanship, under normal use and maintenance. For the warranty outlined described below in this Certificate, also see the Section headed entitled "Excludes, Exclusions and Conditions" for more details regarding the parts and components covered by this Limited Warranty.</p>	<p><b>This Limited Warranty Does Not Cover:</b> This Limited Warranty only covers defects in high-voltage electric system, electric powertrain, and high-voltage (HV) battery modules. All other parts, components and accessories related to the Apparatus are excluded from this Limited Warranty including, but not limited to, all other wiring and all other EV electrical or EV system components.</p>
<p><b>This Limited Warranty Coverage Begins:</b> The date the Product is placed in service by the Purchaser or other (S) after the date of the Product Invoice to the Purchaser, whichever comes first.</p>	
<p><b>This Limited Warranty Coverage Ends After the Most Government:</b> Five (5) Years or 2000 Charge Cycles</p>	
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<p><b>Third Party Representatives:</b> No person or entity is authorized to act as either a warranty, obligation or liability in connection with the Product, and OEM is not responsible for any manufacturer, provider or remedial means to any person, dealer, component manufacturer, vehicle manufacturer, or other entity located within the United States.</p>	
<p><b>Revocation of Other Warranties:</b> REV'S LIMITED WARRANTY IS THE SOLE EXCLUSIVE WARRANTY WITH RESPECT TO THE PRODUCT. EXCEPT FOR THE LIMITED WARRANTY ESTABLISHED IN THIS CONTRACT, ALL OTHER WARRANTIES OR CONDITIONS OF SALE, MERCHANTABILITY, OR WARRANTIES ARE HEREBY DISCLAIMED. ALL WARRANTIES ARE HEREBY DISCLAIMED, WITHOUT LIMITATION, ALL WARRANTIES ARISING FROM COURSE OF DEALING OR USAGE OF TRADE, OR FROM HIDDEN OR EXPRESS WARRANTIES. ALL SUCH WARRANTIES ARE HEREBY DISCLAIMED TO THE EXTENT THAT ANY SUCH WARRANTIES MAY BE DISCLAIMED UNDER APPLICABLE LAW. SUCH WARRANTIES ARE EXPRESSLY LIMITED TO THE DURATION OF THE WARRANTY PERIOD IN THIS CONTRACT.</p>	
<p><b>Limitation of Liability:</b> NO ONE SHALL BE HELD LIABLE TO PURCHASER OR ANY THIRD PARTY FOR ANY DIRECT, INCIDENTAL, SPECIAL, EXEMPLARY, PUNITIVE OR CONSEQUENTIAL DAMAGES RELATIVE TO ARISING OUT OF THE PRODUCT OR CONTRACT THEREON, WITHOUT LIMITATION, LOSS REPUTAL, LOSS OF OPERATIONAL TIME OR USE, DOWN TIME, DOWNTIME OR VALUE LOSS OF ALTERNATE TRANSPORTATION, INCIDENTAL LOSS OF EARNING, SPECIAL REPAIR, LABOR CHARGES, EQUIPMENT DAMAGE OR OTHER CONSEQUENTIAL DAMAGES, WHETHER IN AN ACTION CONTRACT OR TORT INCLUDING NEGLIGENCE. REV AND ITS CONTRACTORS, AGENTS, EMPLOYEES, CONTRACTORS AND SUBSIDIARIES, FURTHER, OBTAIN LIABILITY FOR ANY AND ALL WARRANTY CLAIMS HEREUNDER SUBJECT TO THE PROVISIONS HEREIN FOR THIS PRODUCT.</p>	

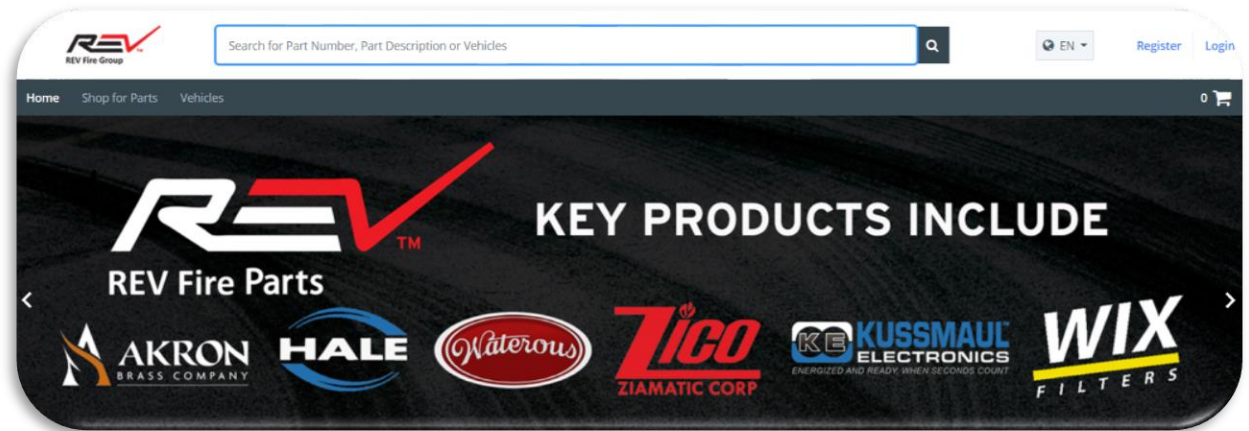
504



Critical EV parts will be stocked by REV Parts including:

- Motors
- Generator
- Control Modules

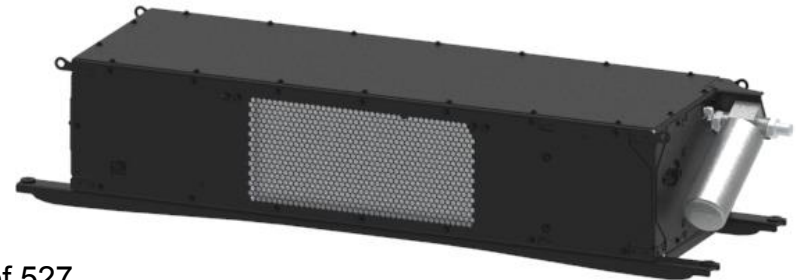
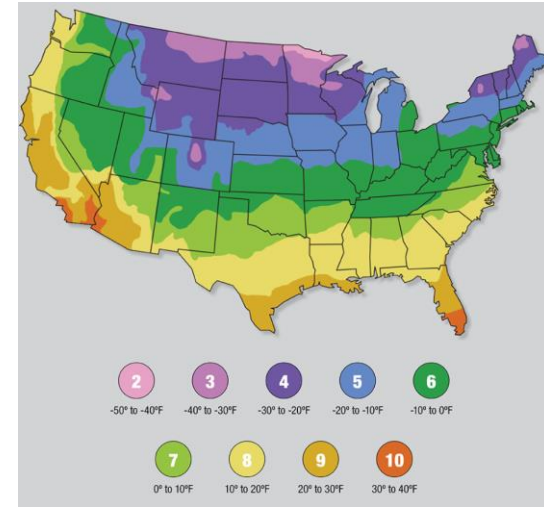
Batteries will be stocked in North America.



## Battery Thermal Management (BTMS)

- Winter mode pre-conditions batteries for cold climate
- Summer mode pre-conditions batteries for hot climate

Batteries maintained within their optimal performance temperature range

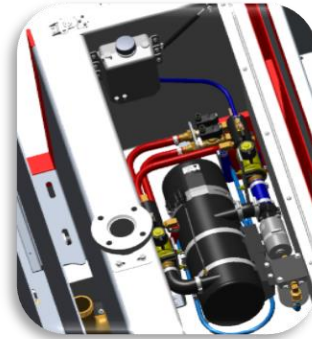


## Driver View



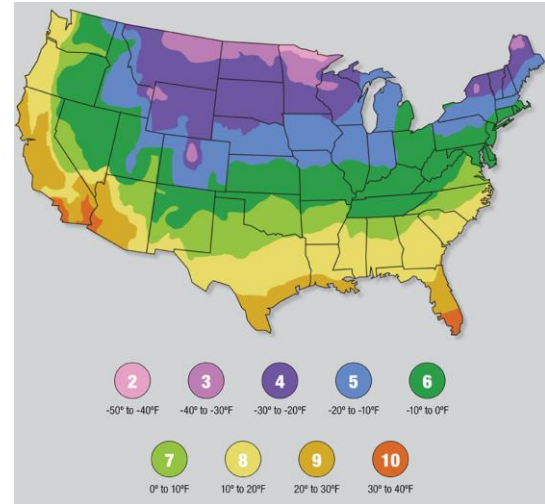
## Cold Climate

- US growing zones 2 through 6 and all of Canada.
- Fuel-fired heater that provides cab heat and defrost.
- Fuel for the heater comes from the range extender diesel tank.



## Hot Climate

- US growing zones 7 through 10.
- Electric heater to provide cab heat and defrost.





# Cab Air Conditioning

Standard E-ONE System

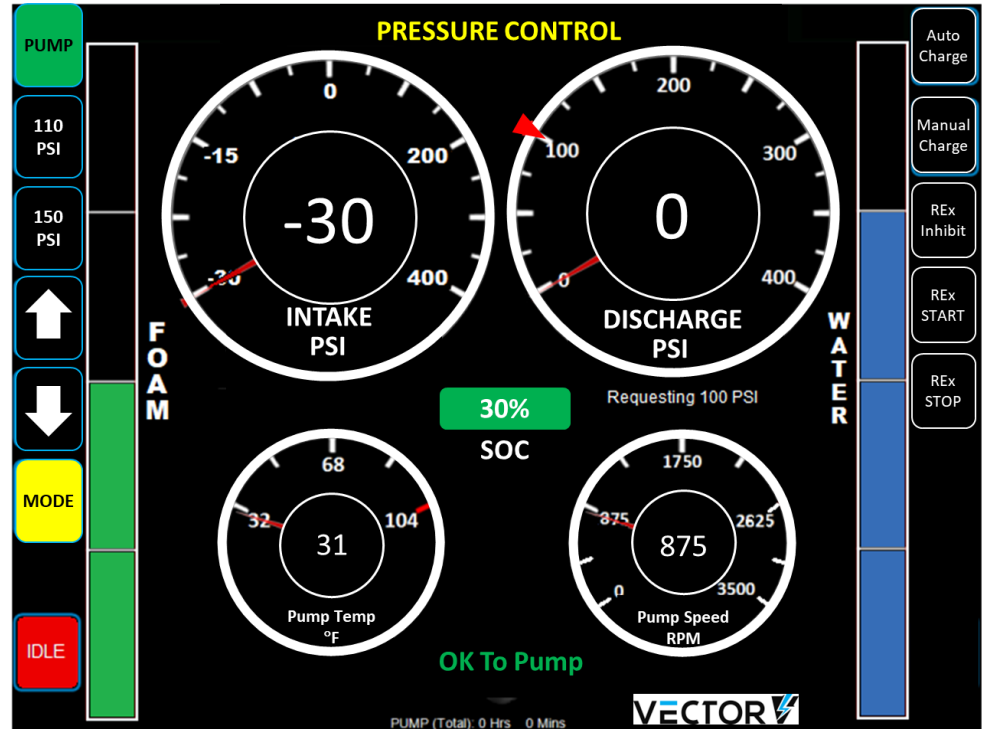
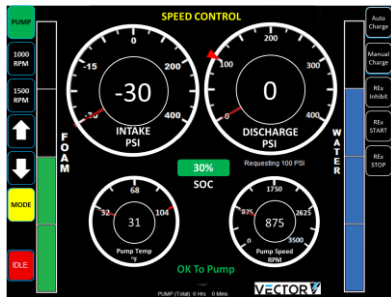
Same BTU Output

800 V DC Driven Compressor



## Custom Pressure Governor

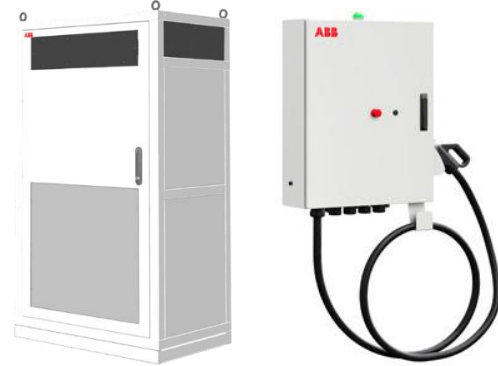
- 12 in. Display
- IP67
- Sunlight Readable
- Pressure and Speed Modes





CCS1 – DC Fast Charging 120 KW

ZERO to FULL in 2 hrs. 30 min.

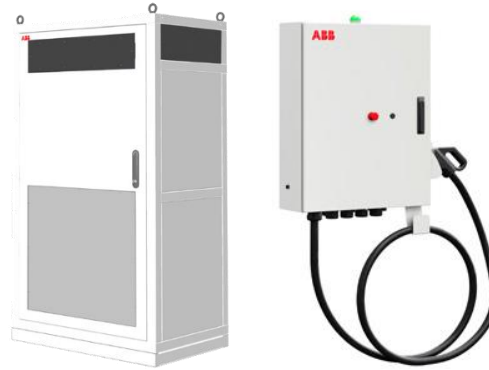


## Locked when Charging



## REV Fire Turnkey Consultant

- Site Evaluation
- Utility Upgrades if Needed
- Charger Installation
- Charger Maintenance Plan



### Is your facility ready to meet demand for EV charging?

EV charging stations can provide a new revenue stream for your facility, improve sustainability metrics, and deliver a key differentiator for tenants and customers. To navigate the intersection of evolving technology, power infrastructure, and operations that impact a successful EV charger installation, turn to ABM. Our teams self-perform installation, supporting power distribution upgrades, and cost-effective preventive maintenance. With our extensive experience in parking management and energy-saving solutions, ABM is also uniquely positioned to help clients design and implement custom, innovative EV charging projects. Our teams fit EV charger installations to your operations and can include solar power and high-capacity power storage options for even more energy independence and sustainability.

To learn more call our EV Charging specialist at  
866-448-4979



### Preferred System

- 124 KW DC Fast Charger
- 480 V – 3-Phase

# Performance

**142 miles (228 km) - CITY**

**100 miles (161 km) - HWY**



**VECTOR** 

# Rated Pump Duration on Full Charge

## Rated GPM Pumping from Draft

**Durations Assume Full Electric Operation**

Battery Capacity (KWh)	252
------------------------	-----

Flow (gpm)	Hydrant Pressure (psi)	Pump Pressure (psi)	Discharge Pressure (psi)	Waterous Pump Model	Power (KW)	House Load (KW)	Power Consumed (KW)	Duration (hrs)
500	0	150	150	CG	51	12	63	4.0
750	0	150	150	CS	71	12	83	3.0
1000	0	150	150	CS	86	12	98	2.6
1250	0	150	150	CS	107	12	119	2.1
1500	0	150	150	CSU	132	12	144	1.8

# Rated Pump Duration on Full Charge

## Rated GPM Pumping from Hydrant

Durations Assume Full Electric Operation

Battery Capacity (KWh)	252
------------------------	-----

Flow (gpm)	Hydrant Pressure (psi)	Pump Pressure (psi)	Discharge Pressure (psi)	Waterous Pump Model	Power (KW)	House Load (KW)	Power Consumed (KW)	Duration (hrs)
500	50	100	150	CS	45	12	57	4.4
750	50	100	150	CS	52	12	64	3.9
1000	50	100	150	CS	60	12	72	3.5
1250	50	100	150	CS	82	12	94	2.7
1500	50	100	150	CS	104	12	116	2.2



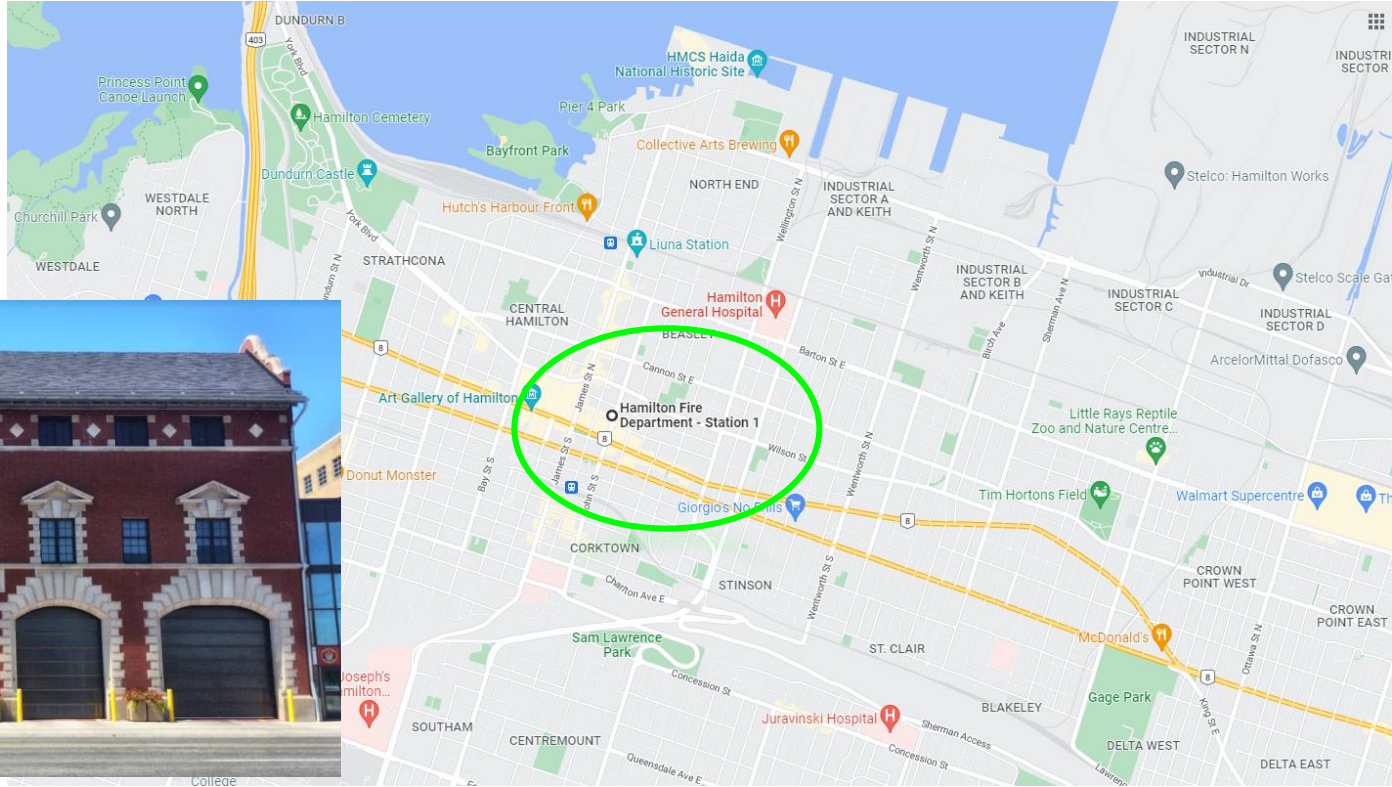
# Pumping Range on Electric

Flow (gpm)	Condition	Time (hours)
1500	DRAFT	1.8
1250	DRAFT	2.1
1250	HYDRANT	2.7
750	HYDRANT	3.9
500	HYDRANT	4.4



# Vector Located in Hamilton Station #1

## Starting Location



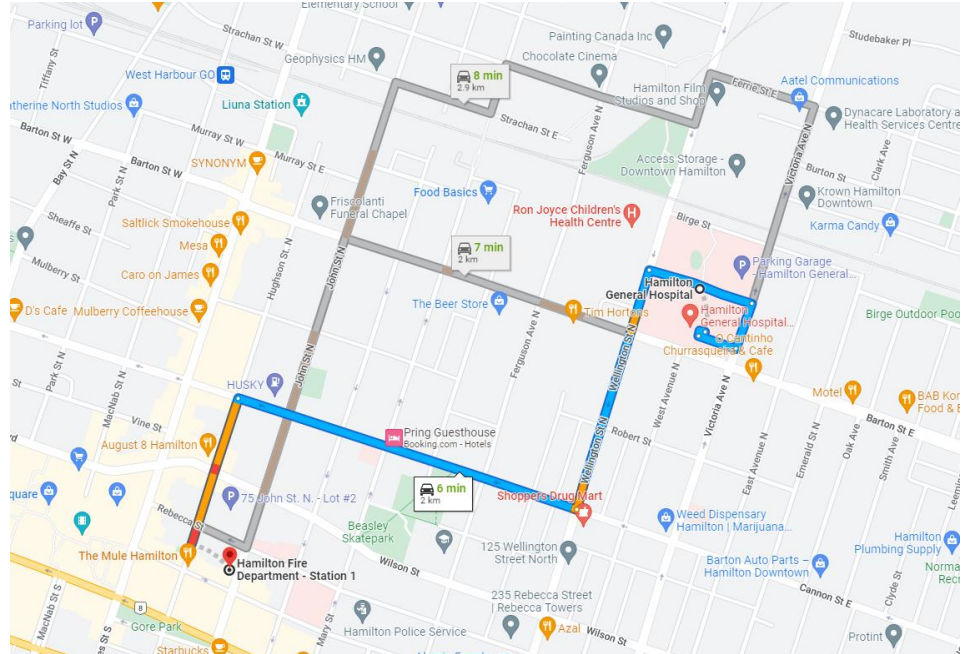


# Hamilton General Hospital

2.0 KM (1.3 miles)

6 Minutes

48 Minutes on-Scene

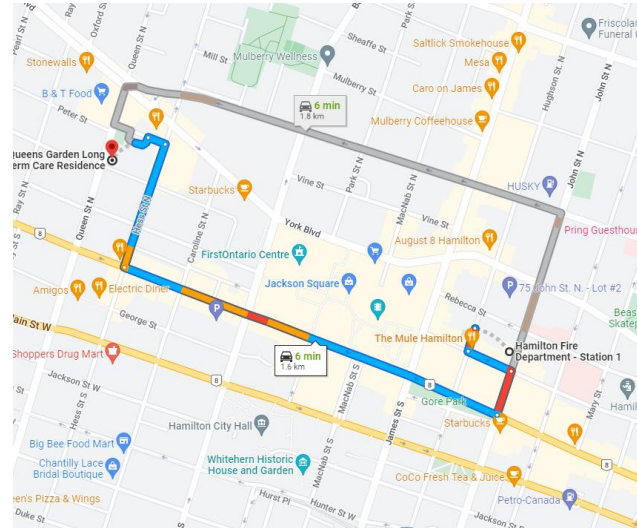


# Queen's Garden Long Term Care

1.6 KM (1.0 Miles)

6 Minutes

48 Minutes on-Scene

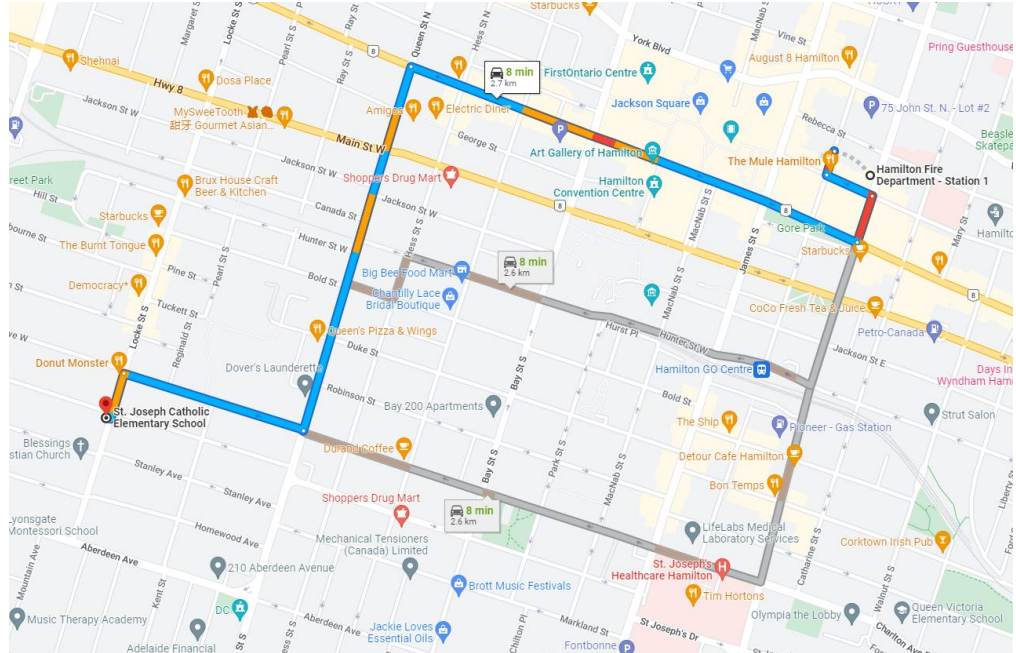


# St. Joseph Catholic Elementary School

2.7 KM (1.7 Miles)

8 Minutes

44 Minutes on-Scene



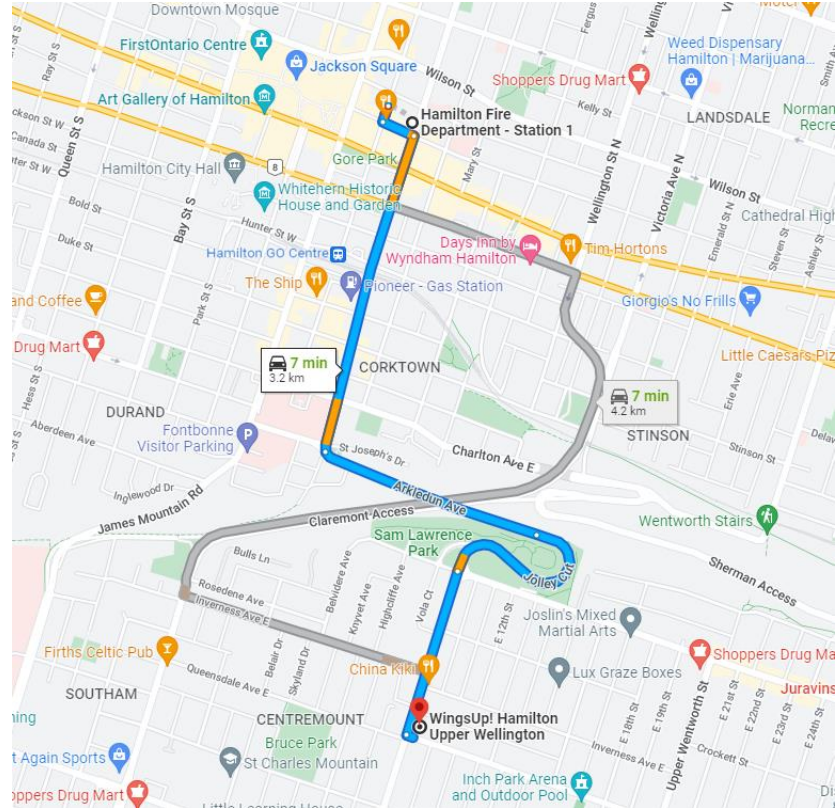


# Wings Up! Hamilton Upper Wellington

3.2 KM (2.0 Miles)

7 Minutes

46 Minutes on-Scene



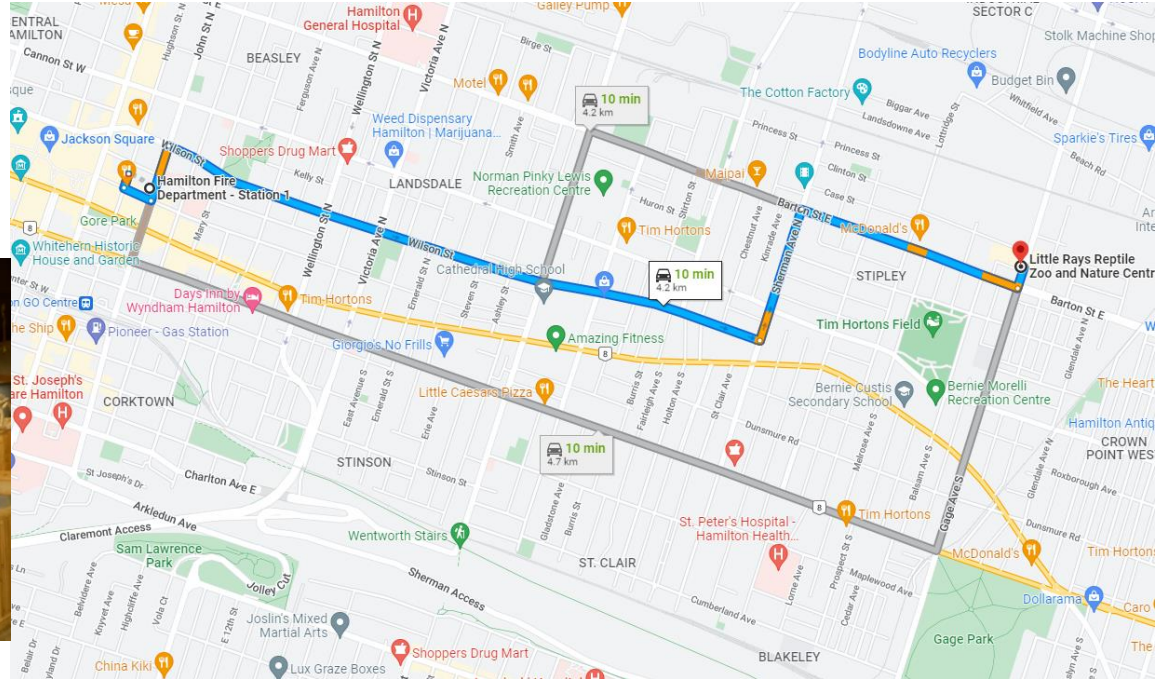


# Little Ray's Reptile Zoo

4.2 KM (2.6 Miles)

10 Minutes

40 Minutes on-Scene



# Example Simulation Results

- 12 1-hour EMS runs without charging
- 20 minutes between runs maintains 100% SOC
- 3 hours pumping at 750 GPM (2800 LPM) on hydrant, and 2 EMS calls with no charging
- 2 hours pumping at 1250 GPM (4700 LPM) on hydrant, with no charging



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# Pumping

**Captain Josh Westbrooks**

**Charlotte NC FD**



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All-Electric Fire Truck  
North American Design  
Highest EV Battery Capacity  
Respond on Electric  
Pump on Electric  
Operate on Electric  
Return on Electric



**Real North American Fire Truck**

**Fully Electric Vehicle with Large Battery Storage Capacity**

**DC Fast Charge Allows Around the Clock - Fully Electric Operation**

**Proven Technology**

**Operational Benefits**

**Environmental Benefits**





**OEM Technical Information:**

**REV Fire Group**

**Roger Lackore**

**[roger.lackore@revgroup.com](mailto:roger.lackore@revgroup.com)**

**920 840 4996**



**For Office Use Only:**  
Meeting Name:  
Meeting Date:

### Delegation Request

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](mailto: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:  Agenda Item (if applicable):

Name of Individual(s):

Position/Title:

Organization/Person being represented:

Full Address for Contact:  Telephone:   
Email:

<b>Subject Matter to be Discussed:</b>	Council Resolution C210-2023, passed on September 13, 2023 Discussion of electric fire trucks.
<b>Action Requested:</b>	None

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:**

- (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.

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 the agenda and publicly available at the meeting and on the City's website. Questions about the collection of personal information should be directed to the Deputy City Clerk, Council and Administrative Services, 2 Wellington Street West, Brampton, Ontario, L6Y 4R2, tel. 905-874-2115.



**For Office Use Only:**  
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# Brampton Fire & Emergency Services

Sept 20, 2023



# Electricification Journey

## 11 Years Of Technological Development



2012

2016

2020

2022

A Vision arises  
Firefighting Trendmap

Presentation of CFT  
“Fire Engine of the Future”  
150-year celebration

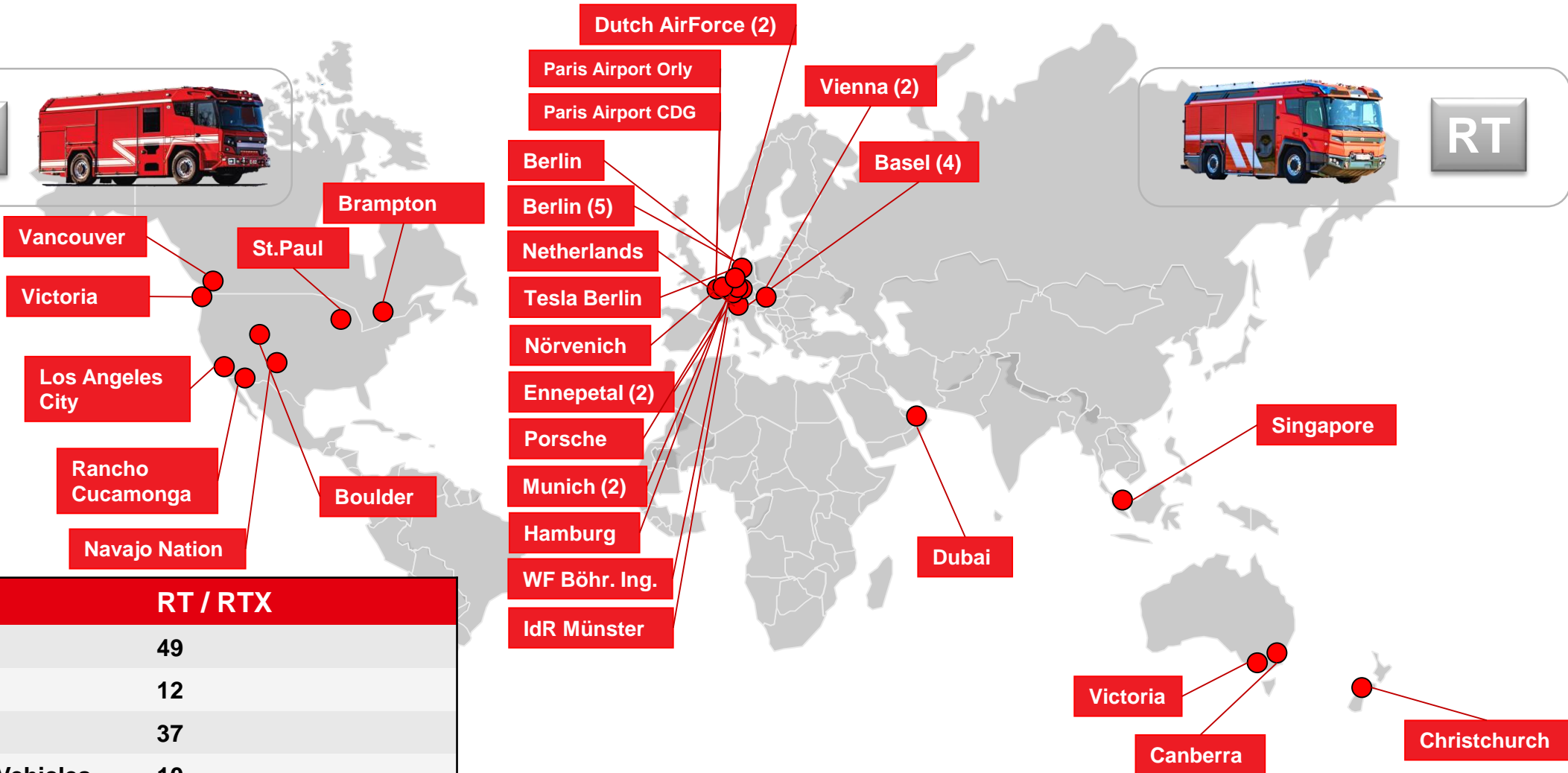
Presentation RT Berlin  
Start and test operation

Presentation RTX LAFD  
Presentation Panther Electric  
Presentation Electric Aerial Ladder



# RT/RTX Around the Globe

200,000 km and counting



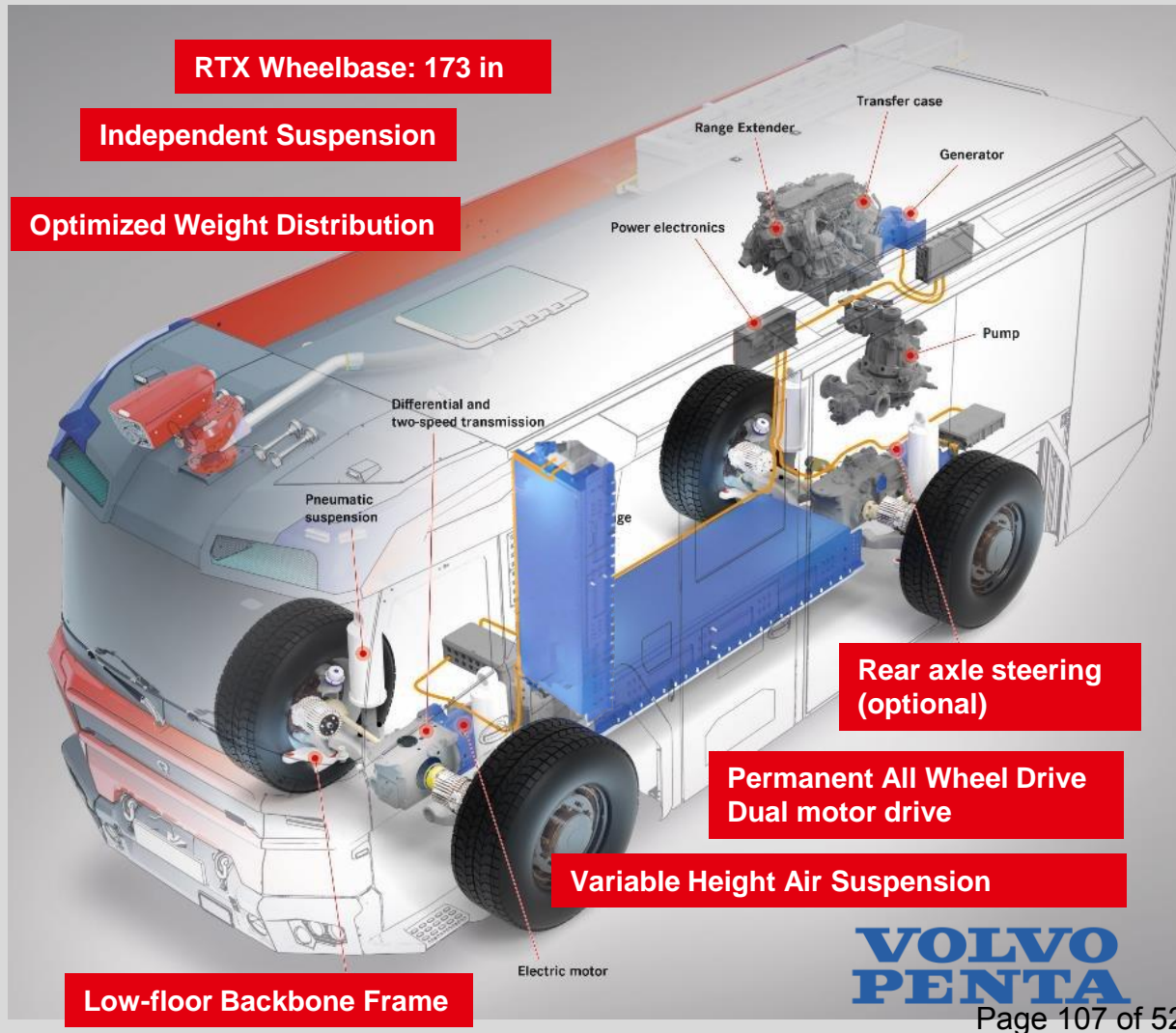
	RT / RTX
Orders	49
Deliveries	12
Pipeline	37
Demos / Test Vehicles	10
<b>Total</b>	<b>59</b>



# RTX in North America



# Purpose Built Chassis Platform



## ■ RTX chassis was purposefully engineered with fire fighting in mind!

- Standard All-Wheel-Drive
- All-Wheel-Steering
- Adjustable Suspension
- Best-in-class Ergonomics For Improved Fire Fighter Health And Safety
- Unmatched Driving Performance
  - Unibody Construction
  - Low Center of Gravity
  - Optimized Weight Distribution
- Command Cab Architecture
  - Improved Communication
  - Low/No Noise
- Pump & Roll



# RT/RTX Extreme Durability Testing



Cold Temperature /  
Friction Test



Hot Ambient Temperature  
Test



Stability /  
Tilt Table Test



Gradeability



Electromagnetic  
Interference Test



Driving And Handling Test



Suspension Testing



Fording / Wading Testing





# Service & Warranty: Your Peace of Mind, Our Commitment.



- **2 Year Standard Warranty Included**
  - 3 Year Extended Protection Plan Included for Brampton / Initial Customers
  - Includes 5 Year All-In Service Package
  - Integration of Brampton Fleet Technicians
- **Connected Fleet Remote Diagnostics**
- **RTX Parts Inventory Network**
  - Rosenbauer Minnesota
  - RTX Certified Dealer Network / City View
  - Trusted Technology Partners
    - Volvo-Penta, Hendrickson Suspension, Whelen, Elkhart Brass, Bostrom





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

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 Committee of Council  Other Committee:

Meeting Date Requested:  Agenda Item (if applicable):

Name of Individual(s):

Position/Title:

Organization/Person being represented:

Full Address for Contact:  Telephone:   
 Email:

<b>Subject Matter to be Discussed:</b>	<input type="text" value="Residential Rental Licensing Pilot program"/>
<b>Action Requested:</b>	<input type="text"/>

A formal presentation will accompany my delegation:  Yes  No

Presentation format:  PowerPoint File (.ppt)  Adobe File or equivalent (.pdf)  
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<b>Action Requested:</b>	

A formal presentation will accompany my delegation:  Yes  No  
 Presentation format:  PowerPoint File (.ppt)  Adobe File or equivalent (.pdf)  Video File (.avi, .mpg)  Other:

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# **Rental Landlord Licensing in Brampton - The need to include apartment buildings with >5 or more units**



# My experience – Boardwalk REIT

My journey doesn't begin with Boardwalk it actually began in May 2018 with Wynne Family Properties. I rented a 3 bedroom townhouse at 55 Ardglen for \$1600. It was an old building with lots of space and a yard. After moving in I discovered that the roof leaked, the wiring was original to 1965, but was wired into a newer breaker panel. The faucets and windows leaked and the bathroom had poor ventilation and mould problems.

Starlight purchased the property in September 2018. The Ontario Fire Marshall ordered 51, 53 and 57 Ardglen closed for significant fire issues related to a peaked roof being built over a flat roof. 58 families were displaced for approximately 12-15 months. Units were not inspected or properly renovated.

Boardwalk purchased Ardglen property in April 2022. There is still no safe accessibility, hallway ceilings leak. There is mould in the bathroom, around windows, and in corners. Boardwalk ignores outstanding work orders and spends as little as possible to complete repairs. Safety is not a priority. I don't drink the water because it smells and tastes bad. Appliances are not efficient and old. The rent for a similar 3 bedroom is now \$2,459-\$2,559. There is a wait-list for occupancy.





## Working Without Electrical Inspection

PROPERTY OWNER  
ROBSON RESTORATION  
U132 55 ARDGLLEN DR  
BRAMPTON ON L6W 1V1

NOTICE DATE: March 15, 2022  
NOTIFICATION #: 70225247  
INSPECTOR: Russon, Michael  
TELEPHONE: (416)565-9867  
PRINT DATE: March 15, 2022

Re:

PROPERTY OWNER  
ROBSON RESTORATION  
U132-55 ARDGLLEN DR  
BRAMPTON ON L6W 1V1

The defects listed below need correction by March 29, 2022 in order to fulfill the requirements of the Ontario Electrical Safety Code. Please **READ** the Instructions for Correcting Defects.

### INSTRUCTIONS FOR CORRECTING DEFICIENCIES

- Phone ESA, submit a notification, and pay the associated fees.
- Please inform ESA that your call is in response to this notice.
- If you have questions or concerns regarding the Defects listed below, please contact the Inspector directly. For all other inquiries, please contact our Customer Service Centre at 1-877-372-7233.
- In the event a defect is identified as 'Warning', it is still necessary to correct or have the defect corrected.

It has come to our attention that you and/or your employee(s) have done electrical wiring at the above location without filing a notification with the Electrical Safety Authority. This is contrary to Rule 2-004.1) of the Ontario Electrical Safety Code 27th edition, and Ontario Regulation 164/99 made pursuant to Section 113 of the Electricity Act, 1998 which reads as follows:

Rule 2-004.1) and 2) Notification of Work

- A contractor shall file a notification with the Electrical Safety Authority of any work on an electrical installation:
  - Prior to the commencement of the work whether or not electrical power or energy has been previously supplied to the land, building, or premises on which the work was performed; or
  - Within 48 hours after commencement of the work where compliance with Subrule 1) a) is not practicable
- A contractor shall pay the fees prescribed by the Electrical Safety Authority, and be in compliance with Ontario Regulation 570/05 made under Part VIII of the Electricity Act, 1998.

Violation of Rule 2-004 and Regulation 438/07 constitutes a provincial offence under the Provincial Offences Act, which upon conviction may result in the following.

- Liable for a fine up to \$50,000;
- Liable for a fine up to \$5,000 for each day an offence is committed; and
- Imprisonment for a term up to one year

#### **NOTE:**

Ontario Electrical Safety Code defines "Contractor" as "...any person who, as principal, servant, or agent, by himself or his associates, employees, servants or agents, performs or engages to perform, either for own use and benefit or for that of another, and for or without remuneration or gain, any work with respect to any electrical installation or any other work to which this Code applies..."

Failing to correct the Defects within the timeframe specified, may result in ESA taking an appropriate action, including deferment, issuance of an ESA order to comply, prosecution and disconnection of electrical power. Fees of up to \$200 for processing an account for deferment or for each step in the ESA order or disconnection process may apply.

1

March 15, 2022

Defect Inspector: Russon, Michael Cell no:(416)565-9867

OESC 2018 Rule 02-004 - Any person responsible for any installed, alteration, repair, or extension of any electrical equipment, shall obtain a notification of work from the Electrical Safety Authority.

THE ELECTRICAL SAFETY AUTHORITY HAS RECEIVED NOTICE FROM YOUR ELECTRICAL CONTRACTOR THAT THEY WILL NOT BE COMPLETING THE WORK AT YOUR PROPERTY. PLEASE HAVE THE PERSON COMPLETING THE WORK CONTACT

THE ELECTRICAL SAFETY AUTHORITY TO OBTAIN AN APPLICATION FOR INSPECTION FOR THE REMAINING WORK. PLEASE BE ADVISED THAT ONLY THE PROPERTY OWNER OR A LICENSED ELECTRICAL CONTRACTOR IS PERMITTED TO COMPLETE THIS WORK. IF YOU DO NOT RESPOND TO THIS NOTICE WITHIN 60 DAYS, THE WORK WILL BE CONSIDERED AS UNINSPECTED AND NO CERTIFICATE OF COMPLETION

WILL BE ISSUED FOR IT. UNINSPECTED ELECTRICAL WORK PRESENTS A POTENTIAL SAFETY HAZARD TO YOU AND YOUR PROPERTY AND IT MAY AFFECT YOUR INSURANCE IN THE EVENT OF ANY INCIDENT.  
For Completion of 17319855.

Pour obtenir une version française du rapport, veuillez appeler 1-877-372-7233.




**PEEL ACORN**  
 ARDGLLEN FIRE SAFETY VICTORY!

PEEL ACORN ACTIONS WIN INSPECTION  
 BLDG #53-57 HAS UNTIL AUG. 2ND TO FIX  
 FIRE HAZARDS OR FACE MAJOR FINE  
 MEETING JULY 27TH WITH CITY &  
 BRAMPTON FIRE TO PROTECT THE  
 ARDGLLEN COMMUNITY

Peel ACORN is attending the meeting on  
 July 27th at 4:00pm with city and Brampton Fire  
 officials, who are involved in the Tenant Union and  
 working for healthy & affordable homes and a  
 just society.

peelcanada.org  
 905.872.3322  
 PeelACORN



# ARDGLLEN COMMUNITY MEETING

## TUESDAY JULY 27 @ 4:00pm

### REAR PARKING LOT BLDG #53-57



### FIRE & BUILDING SAFETY MEETING

- Martin Medeiros
- Jeff Bonman
- Brampton Fire Service
- Bylaw Enforcement

HAVE YOUR QUESTIONS & CONCERNS ANSWERED  
 WE ALL NEED SAFE, HEALTHY HOMES

\* PRACTICE SOCIAL DISTANCING \*

\* FOLLOW ALL PUBLIC HEALTH GUIDELINES \*



**FIRE SAFETY VICTORY AT ARDGLLEN!**

WHAT DOES THAT MEAN?  
 THAT MEANS YOUR  
 LANDLORDS STRAIGHT-UP  
 ARE ASKING 2ND TO FIX  
 FIRE HAZARDS AT THE  
 BUILDING OR THEY WILL BE  
 ISSUED A MAJOR FINE.

AFTER MONTHS OF  
 PRESSURE ON THE  
 CITY & BRAMPTON  
 FIRE, WE WE WON  
 AN INSPECTION  
 ORDER ON THE  
 LANDLORD!

THIS IS A HUGE VICTORY  
 AND DEVELOPMENT. THERE  
 HAVE BEEN AT LEAST 4  
 MAJOR FIRES AT THE  
 ARDGLLEN BUILDINGS IN 10  
 MONTHS AND SEVERAL  
 OVER THE YEARS.

YET, THERE HAD BEEN NO  
 ACTION UNTIL YOUR  
 NEIGHBORS STARTED  
 ORGANIZING AND FIGHTING  
 FOR EACH OTHER.

THE FIGHT ISN'T OVER.  
 TENANTS ARE JUST  
 STARTING TO GET  
 ORGANIZED AND THERE IS  
 MORE TO WIN.

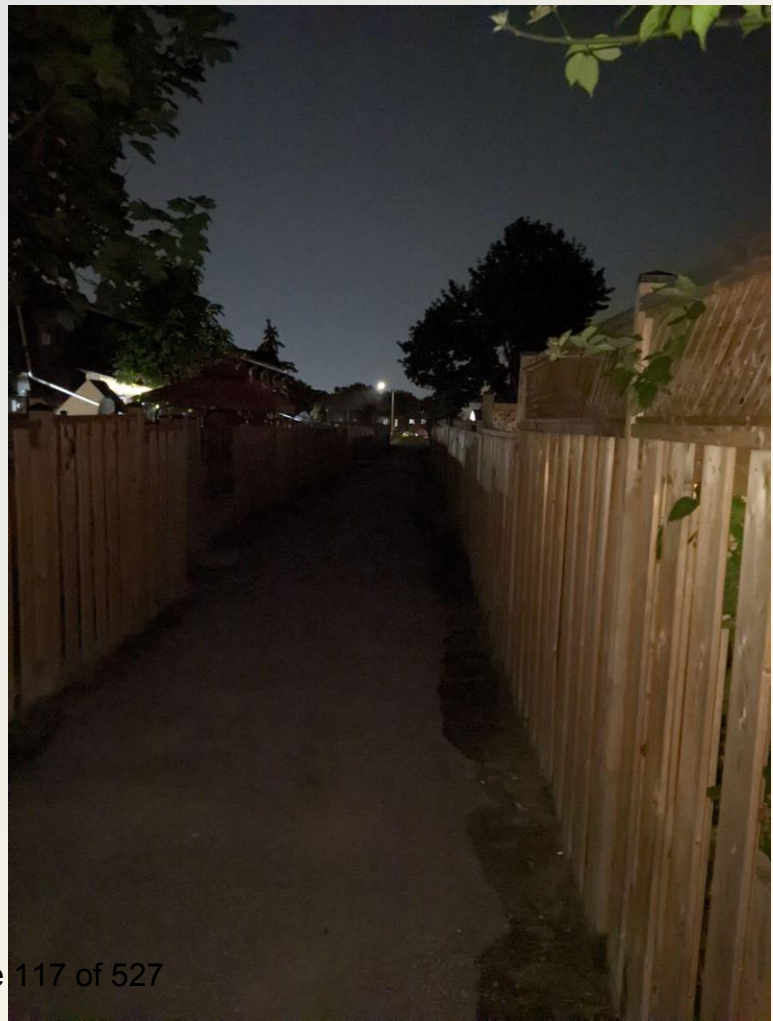
Peel your  
 corners at this  
 time to join  
 ACORN @ right  
 for your  
 community!

PeelACORN













# What should be done?

- Housing as a HUMAN RIGHT NOT a product of investment.
- Tenants are struggling to access affordable and habitable housing.
- The city of Brampton is seeing skyrocketing rent increases – Brampton, which Statistics Canada puts at among the fastest-growing cities nationwide, the report found rent **for a one-bedroom apartment was up by 29 per cent in August from a year prior, and up by 25.7 per cent for a two-bedroom apartment.** That's compared to a national average increase of 8.8 per cent.
- Tenants are living in precarious housing, where will tenants go if they leave? There is no choice.
- This is a great opportunity for the city to include properties with 5 or more units and ensure greater landlord accountability.

**Thank you!**



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 Committee of Council  Other Committee:

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Name of Individual(s):

Position/Title:

Organization/Person being represented:

Full Address for Contact:  Telephone:   
Email:

Subject Matter to be Discussed:

Action Requested:

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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Position/Title:

Organization/Person being represented:

Full Address for Contact:   
  
 Telephone:   
Email:

<b>Subject Matter to be Discussed:</b>	<input type="text" value="Affordable Housing Pilot"/>
<b>Action Requested:</b>	<input type="text" value="Asking the city for support for our Affordable Housing Co-Living Pilot."/>

A formal presentation will accompany my delegation:  Yes  No

Presentation format:  PowerPoint File (.ppt)  Adobe File or equivalent (.pdf)  
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Position/Title:

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Full Address for Contact:  Telephone:   
Email:

<b>Subject Matter to be Discussed:</b>	<input type="text" value="Residential Rental Licensing Pilot program"/>
<b>Action Requested:</b>	<input type="text"/>

A formal presentation will accompany my delegation:  Yes  No

Presentation format:  PowerPoint File (.ppt)  Adobe File or equivalent (.pdf)  
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<b>Subject Matter to be Discussed:</b>	LT2022-151 DESIGN AND CONTRACT ADMINISTRATION FOR THE NEW BRAMPTON TRANSIT FACILITY - Phase 1
<b>Action Requested:</b>	Staff to provide clarification whether "It is anticipated to be completed by December 31, 2028" refers to the contract, or to the new BT MSF which was previously suggested to be completed in 2026

A formal presentation will accompany my delegation:  Yes  No  
 Presentation format:  PowerPoint File (.ppt)  Adobe File or equivalent (.pdf)  
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<b>Subject Matter to be Discussed:</b>	2023 Second Quarter Operating Budget Forecast: Brampton Transit surplus
<b>Action Requested:</b>	Ensure the BT surplus returns to BT for capex purposes, to expand transit service, as BT's surplus is from extremely rapid ridership growth.

A formal presentation will accompany my delegation:  Yes  No  
 Presentation format:  PowerPoint File (.ppt)  Adobe File or equivalent (.pdf)  
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# Government Relations Matters

Committee of Council  
September 20, 2023





### **Audit and Risk Committee**

Thursday, 21 September 2023 @ 11:00 AM | Meeting agenda is available [here](#).

September 13, 2023

### **\$25 million in funding to create the Peel Black Health & Social Services Hub**

*Making it easier to connect to care and social services in one location.*



- The Ontario government announced \$25 million to create the Peel Black Health & Social Services Hub, a full-service location for Black individuals and families to access health care and social services in one place.
- Expected to open as early as Summer 2024, the hub will connect people to a team of primary care, mental health, and social service professionals.
- The hub was co-designed by residents from Peel, where 20 percent of Ontario's Black communities live.

September 18, 2023

### **Long-term Housing for Asylum Claimants**

*Increased support aims to help municipalities and asylum claimants across the province.*



- The Ontario government is investing another \$42 million through the Canada Ontario Housing Benefit (COHB) program to support the City of Toronto and other impacted municipalities across the province in providing urgent assistance to a rapidly growing number of asylum claimants and other at-risk populations.
- The funding aims to assist approximately 4,000 new households, moving more people into housing and freeing up existing shelter spaces in impacted communities.
- Of the \$42 million, \$26.4 million will be allocated to the City of Toronto as the government reports that it is reflective of its share of asylum claimants and impact on their local services.

September 18, 2023

### **A New Deal for Toronto**

*Premier Doug Ford and Mayor Olivia Chow Agree to New-Deal Working Group to Achieve Long-Term Stability and Sustainability for Toronto's Finances*



- Premier Doug Ford and Mayor Olivia Chow agreed to a new-deal working group with a mandate to achieve long-term stability and sustainability of Toronto's finances.
- The province and city are looking to work jointly to invest in and support smart and effective growth for Toronto.
- The government has stated that given the city's national importance, solving local challenges is necessary for the long-term economic success of Canada.
- The province and city are urging the federal government to join the new-deal working group as well.
- The new-deal working group will be made up of public service officials from relevant provincial and city ministries and departments who will start their work immediately to deliver an agreement before the end of November.



### Goreway Gas Plant Update

*New Equipment Upgrade Proposal at Goreway Power Station (8600 Goreway Drive)*



- The Government Relations team was directed to report back on equipment upgrades being proposed at the Goreway Power Station site at the June 14, 2023, City Council meeting.
- Government Relations has since spoken to the IESO, Capital Power, Environmental Defense and received internal staff comments on this matter.
- In October of 2022, the Ministry of Energy issued a directive to the Independent Electricity System Operator (“IESO”), to assist the government in ensuring that Ontario continues to have a reliable and affordable electricity system.
- Under this directive, the *Same Technology Upgrade Solicitation* process was announced, under which municipal support confirmation is **not** a requirement.
- Capital Power has advised that the Goreway Power Station Upgrade project will not involve the installation or construction of any new generation equipment, the project simply consists of swapping out existing parts with more efficient ones.
- The upgrade project involves the implementation of new technology upgrade and based on Capital Power’s estimation, is expected to have no adverse impacts on the Goreway facility’s current noise levels or expected GHG emissions intensity.

September 14, 2023

### Removal of GST on New Rental Builds



- The federal government announced that legislation will be introduced to enhance the Goods and Services Tax (GST) Rental Rebate on new purpose-built rental housing.
- This enhancement increases the GST Rental Rebate from 36% to 100% and removes the existing GST Rental Rebate phase-out thresholds for purpose-built rental housing projects.
- The enhanced GST Rental Rebate will apply to projects that begin construction on or after September 14, 2023, and on or before December 31, 2030, and complete construction by December 31, 2035.
- RBC has flagged that while the removal of GST on rental construction projects will improve their financial viability – and potentially spur more development – it isn't likely to lower rents.

September 15, 2023

## FCM Passes Resolutions

- Moving on to FCM updates, the FCM Board of Directors met from September 12 – 14 to discuss national challenges that municipalities have been facing.
- As such, the Board passed a number of resolutions, with the following relevant to the City's priorities:
  - **Federal Mechanisms to Address Inflationary Costs through Disaster Mitigation and Adaptation Fund (DMAF)**
  - **Insurability of Buildings in a Climate Crisis Context**
  - **Resilient National Corridors**
  - **Federal Support for Literacy Programs**



Update

September 28, 2023

## Municipal Growth Summit

- FCM will be hosting their first consultation on Municipal Growth in Ottawa on September 28, 2023.
- The summit will allow attendees to hear from Canadian mayors and other experts in the fields of municipal finance and governance; contribute their perspective through moderated roundtable discussions; and influence a conversation on new models for municipal revenue tools and strategies that grow as Canada grows.





THANK YOU!





**Date:** 2023-08-28

**Subject:** **Purchasing Activity Quarterly Report – 2nd Quarter 2023**

**Contact:** **Marlon Kallideen, Acting Director, Purchasing,  
Strategic Services & Initiative, Office of the CAO**

**Report Number:** CAO's Office-2023-747

**Recommendations:**

That the report from Claudia Santeramo, Manager, Procurement Performance, Purchasing to the Committee Meeting of September 20, 2023 re: Purchasing Activity Quarterly Report – 2<sup>nd</sup> Quarter 2023, 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 \$136,804,385 during the 2nd quarter of 2023. Specific procurement details are provided in Appendix 2.**
- **Appendix 3 of this report provides a summary of upcoming Contract Renewals from April 1, 2024 to June 30, 2024. Although Contract Renewal options are available, these options will be reviewed by the Lead Department and Purchasing to determine whether it is in the City's best interest to exercise the renewal of a Contract.**

**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 September 22, 2021, Council considered the motion (CW431-2021) that the Purchasing Activity Quarterly Report includes a summary of contracts with a value of \$100,000 and greater with upcoming renewal options, prior to contract renewal execution.

**Current Situation:**

The following table provides a synopsis of the purchasing activities during the 2nd quarter ending June 30, 2023

<b>Purchasing Activity</b>	<b>2nd Quarter 2023</b>
Competitive Procurements	\$ 82,166,383
Limited Tendering	\$ 11,524,020
Emergency Purchases	\$ 324,371
Exceptions	\$ -
Consulting Services (Competitive and Limited Tendering)	\$ 1,105,623
<b>Sub-Total</b>	\$ 95,120,397
Contract Extensions	\$ 29,773,396
Contract Renewals	\$ 11,910,593
<b>Total Purchasing Activity</b>	\$ <b>136,804,385</b>
Proceeds from the disposal of assets	\$ <b>88,110</b>

A detailed listing for each category is provided in Appendix 2.

In addition, this report includes Contract Renewal options for the period April 1, 2024 to June 30, 2024 (refer to Appendix 3). Although Contract Renewals are available, these options will be reviewed by the responsible Lead Department, in consultation with Purchasing, to determine whether it's in the City's best interest to renew the contract or conduct a procurement process.

### **Corporate Implications:**

#### Financial 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.

#### Other Implications:

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.

### **Strategic Focus Area:**

#### Government & Leadership:

This report aligns, supports and/or furthers the strategic focus area "Government & Leadership", 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 2<sup>nd</sup> quarter, April 1, 2023 to June 30, 2023 in accordance with the reporting requirements set out in the Purchasing By-law 19-2018. In addition to the reporting requirements, this report provides a summary of upcoming contract renewal options from April 1, 2024 to June 30, 2024 for review and consideration by the City.

Authored by:

Claudia Santeramo

Reviewed by:

Marlon Kallideen

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Manager, Procurement Performance  
Purchasing

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Acting Director, Purchasing

Approved by:

Marlon Kallideen

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Chief Administrative Officer

**Attachments:**

- Appendix 1: Definition of terms referenced in this report
- Appendix 2: Specific procurement details
- Appendix 3: Upcoming Contract Renewals



## **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	Division	Procurement Type	Ward	Bid Call No. and Description	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	Cultural Services	Competitive	1	T2023-031 LIGHTING RETROFIT AT ROSE THEATRE	EELINE CORPORATION	\$ 599,000.00			Upgrade lobby lighting at The Rose Theatre in downtown Brampton. It is anticipated to be completed by September 1, 2023.
2	Community Services	Parks Maintenance and Forestry	Competitive	6	RFP2023-118 DETAILED DESIGN AND CONTRACT ADMINISTRATION FOR THE DEVELOPMENT OF A FIELD HOCKEY AND MULTISPORT TRAINING DOME AND COMFORT STATION AT CASSIE CAMPBELL COMMUNITY CENTRE	LANDSCAPE PLANNING LIMITED	\$ 535,942.00			Detail design services, preparing specifications, construction contract administration and commissioning for the development of a Field Hockey and Multisport Training Dome and Comfort Station at Cassie Campbell Community Centre. This supports the City's initiative to provide facilities that promote and enhance sporting and recreational activities. Detail design is anticipated to be completed by Q1 2024.
3	Community Services	Parks Maintenance and Forestry	Competitive	ALL	T2023-004 ARTIFICIAL TURF FIELD MAINTENANCE	DOL TURF RESTORATION LTD.	\$ 103,503.68			To provide maintenance to artificial turf fields for a six month period, with 4 8-month optional renewal periods.
4	Community Services	Parks Maintenance and Forestry	Competitive	ALL	T2023-064 IRRIGATION SYSTEMS REPAIRS & MAINTENANCE FOR A THREE YEAR PERIOD	ENVIROTURF LANDSCAPE IRRIGATION INC.	\$ 563,800.75			To provide irrigation system repairs and maintenance for a three year period, with 2 1-year optional renewal periods. Irrigation systems maintenance service include repairs, spring startup, winterizing and system upgrades to sports field, garden bed, community garden and cemetery irrigation systems.
5	Community Services	Parks Maintenance and Forestry	Contract Extension	10	RFP2020-189 DETAIL DESIGN AND CONTRACT ADMINISTRATION FOR THE COMMISSIONING OF SANDALWOOD HEIGHTS ADVENTURE PARK	NAK DESIGN STRATEGIES INC	\$ 397,500.00		\$ 111,825.00	Consulting service for concept development, detailed design, contract administration and commissioning of Sandalwood Heights Adventure Park. A contract extension was required as a result of a change in scope to the project.
6	Community Services	Parks Maintenance and Forestry	Contract Extension	ALL	T2019-051 TREE MAINTENANCE SERVICES	DAVEY TREE EXPERT CO OF CANADA	\$ 1,715,063.28		\$ 100,000.00	Tree Maintenance Services across the City of Brampton for a three year period, with 2 1-year optional renewal periods. A contract extension was required due to a price increase that was established at the time of renewal. A competitive procurement process will be conducted to establish a new contract at the end of the renewal term.
7	Community Services	Parks Maintenance and Forestry	Contract Extension	ALL	T2021-187 CONSTRUCTION WORKS AT VARIOUS PARKS FOR THE 2021/2022 PARKS ENHANCEMENT AND COMMUNITY LIVING PROJECTS	BOND PAVING & CONSTRUCTION INC	\$ 2,532,750.00		\$ 1,102,000.00	Miscellaneous construction works at various parks for the 2021/222 Parks enhancement and Community Living Projects. A contract extension was required as a result of additional funding needed to complete various park projects requested by Council. Funding is needed to repair and maintain the park's infrastructure, improve the quality of park facilities, and provide additional amenities for park-goers. Without this funding, these necessary projects cannot be completed, and the park will not be able to reach its full potential.

#	Lead Department	Division	Procurement Type	Ward	Bid Call No. and Description	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
8	Community Services	Parks Maintenance and Forestry	Contract Extension	ALL	T2021-233 HEAVY DUTY TWO-SIDED PICNIC TABLES	HENDERSON RECREATION EQUIPMENT LTD	\$ 114,000.00		\$ 117,924.52	Supply and delivery of heavy duty two sided picnic tables as required for a two year period, with 2 1-year optional renewal periods. Continued access to the supply and delivery of heavy duty picnic tables is required to maintain parks, etc. A contract extension was required as a result of a high number of community requests for picnic tables, we required additional funds to place another order to meet the demands. Therefore we used the 2023 approved capital funding for picnic tables to top up the Purchase Order.
9	Community Services	Parks Maintenance and Forestry	Contract Renewal	ALL	T2018-030 GARBAGE CANS	SUSTAINABLE SITE SOLUTIONS INC.	\$ 317,488.42	\$ 70,000.00		Supply and delivery of Garbage Cans (Rangers) throughout the City of Brampton for a three year period, with 2 1-year optional renewal periods. As these garbage cans (Rangers) require replacement at regular intervals 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.
10	Community Services	Parks Maintenance and Forestry	Contract Renewal	1,2,3,4,5,6,9,10	T2020-053 GRASS CUTTING AND LANDSCAPE MAINTENANCE SERVICES - AREA 1, AREA 2, AREA 3, AREA 5	TRUSERVE GROUNDS CARE INC / CLINTAR LANDSCAPE MANAGEMENT	\$ 5,728,969.02	\$ 46,125.75		Landscape Maintenance/Grass Cutting for Areas 1,2,3 & 5 within the City of Brampton for a five year period. Preapproved funds were added to the contract for its final year as performance has been in accordance with the contract. A competitive procurement process will be conducted to establish a new contract.
11	Community Services	Parks Maintenance and Forestry	Contract Renewal	ALL	T2020-175 WATERING SERVICES FOR HANGING BASKETS, PLANTERS AND PLANTING BEDS - PART B PLANTING BEDS	1943349 ONTARIO LTD. O/A KIRBYCO GENERAL	\$ 489,827.25	\$ 250,000.00		The contract is for watering services for Planters and Hanging Baskets across the City of Brampton; for a three year period, with 2 1-year optional renewal periods. The contract was renewed for its first year renewal term as pricing remained unchanged and performance has been in accordance with the contract.
12	Community Services	Recreation	Competitive	7	T2023-173 SUPPLY AND INSTALLATION OF PERMANENT FENCE FOR CHINGUACOUSY PARK WADING POOL	ANTHONY FURLANO CONSTRUCTION INC.	\$ 162,000.00			To supply and install permanent fencing for Chinguacousy Park Wading Pool. Substantial Completion is expected by August 15, 2023.
13	Community Services	Recreation	Limited Tendering	7	LT2023-161 CHINGUACOUSY PARK TENNIS BUBBLE HVAC	FARLEY MANUFACTURING INC.	\$ 206,606.00			The Farley Group is the City of Brampton's current contractor for demand and preventative maintenance for all City air supported structures. The Chinguacousy Park Tennis bubble and supporting mechanical is an original Farley installation. Farley is the only North American provider for the custom manufactured supporting Mechanical and HVAC replacement for the existing Tennis Bubble. It is anticipated to be completed by December 31, 2023.

#	Lead Department	Division	Procurement Type	Ward	Bid Call No. and Description	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
14	Corporate Support Services	Digital Innovation & IT	Competitive	ALL	C2023-084 END USER TECHNOLOGY PRODUCTS AND SERVICES FOR A THREE YEAR PERIOD - PERSONAL COMPUTING DEVICES AND SERVICES	COMPUCOM CANADA CO	\$ 4,500,000.00			To provide end user technology products and services for City staff for a three year period, with 2 1-year optional renewal period.
15	Corporate Support Services	Digital Innovation & IT	Competitive	ALL	RFP2022-016 AUDIO VISUAL SYSTEMS FOR A THREE YEAR PERIOD	AAEL COMMUNICATIONS INC	\$ 1,050,000.00			To supply, maintain, support and install services for audio visual equipment for a three year period, with 2 1-year renewal period.
16	Corporate Support Services	Digital Innovation & IT	Competitive	ALL	T2023-098 IBM HARDWARE, SOFTWARE, ANNUAL MAINTENANCE & SUPPORT AND PROFESSIONAL SERVICES FOR A THREE YEAR PERIOD	2324523 ONTARIO INC. O/A FAHM TECHNOLOGY PARTNERS	\$ 532,042.03			To supply IBM hardware, software, annual maintenance & support and professional services for a three year period, with 1 1-year optional renewal period.
17	Corporate Support Services	Digital Innovation & IT	Competitive (Consulting Services)	ALL	RFP2022-175 CONSULTING SERVICES FOR BENTLEY OPEN ROADS DESIGNER CONFIGURATION AND MIGRATION	THE ENVISION GROUP, INC	\$ 624,820.00			Consulting Services for configuration of an OpenRoads Designer and OpenSite solution for Capital Works specific to their design and construction processes. It is anticipated to be completed by December 31, 2024.
18	Corporate Support Services	Digital Innovation & IT	Limited Tendering	ALL	LT2023-089 FRONT DESK ENTERPRISE LICENSING FOR A THREE YEAR PERIOD	FRONTDESK QUEUE MANAGEMENT SYSTEMS INC.	\$ 333,315.60			Queuing Management online reservation service for a three year period, with 2 1-year optional renewal periods. The enterprise license allows us to deploy this queuing/reservation booking solution to additional operating departments at no additional cost. This new licensing model is more cost effective. This solution is part of Brampton's Skip the Line offering allowing citizen's to book appointments with the Clerks, Building and Animal Services as well as provide a queuing service for walk-ins.

#	Lead Department	Division	Procurement Type	Ward	Bid Call No. and Description	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	Corporate Support Services	Digital Innovation & IT	Limited Tendering	ALL	LT2023-212 LICENSE MIGRATION FOR THE FULL PEOPLESOFT RECRUITING SOLUTIONS SUITE	ORACLE CANADA ULC	\$ 250,076.24			<p>License migration for the full Peoplesoft Recruiting Solutions Suite for a one year period. Additional software licensing to leverage the City's existing technology footprint, Oracle PeopleSoft Enterprise HCM (Human Capital Management) Recruiting Solutions functionality to deliver the requirements identified by Human Resources. Additionally, this solution provides significant cost savings and opportunities for efficiencies including but not limited to:</p> <ul style="list-style-type: none"> <li>- The City is already partially licensed for PeopleSoft Enterprise Recruiting Solutions functionality and Savings opportunities by leveraging existing technical infrastructure already in place</li> <li>- The PeopleSoft platform comes delivered with additional tools for reporting, dashboards, workflows, security and integrations that can be leveraged to meet business needs</li> <li>- Support team resources have experience supporting and maintaining the PeopleSoft platform, which minimizes training needs to the specific recruiting setup, configuration and functionality</li> </ul>
20	Corporate Support Services	Digital Innovation & IT	Contract Extension	ALL	BLUEBEAM SOFTWARE LICENSES, CONFIGURATION AND MAINTENANCE	GRAITEC INC.	\$ 184,450.55		\$ 55,200.00	Bluebeam software licenses, configuration and maintenance for a five year period. A contract extension was required for annual subscription costs. Used primarily by Planning and Building applications and building permits. Additional maintenance was needed for the additional licensing purchased for use due to growth of the use of the product for Building and additional users from Planning and Works.
21	Corporate Support Services	Digital Innovation & IT	Contract Extension	ALL	CYBERSECURITY SERVICES	DIFENDA INC.	\$ 584,000.00		\$ 216,000.00	Security operations centre monitoring 24x7, managed detection and response services. A contract extension was required for completion of a new procurement process.
22	Corporate Support Services	Digital Innovation & IT	Contract Extension	ALL	N2014-010 MOBILE HARDWARE AND SERVICE PLANS	ROGERS COMMUNICATION PARTNERSHIP	\$ 9,782,275.91		\$ 362,043.00	Rogers is one of 2 suppliers of Mobility communication services and hardware. Services include mobile voice and data services. Provide telecommunications to Fire, Parks, Animal Services, Works, Transportation, Transit and Corporate staff including Council and Mayors office. A contract extension was required as a result of additional services and growth.
23	Corporate Support Services	Digital Innovation & IT	Contract Extension	ALL	NRFP2020-028 IMPLEMENTATION AND PROFESSIONAL SERVICES FOR ITSM / ITIL SERVICE MANAGEMENT SOLUTION	KIFINTI SOLUTIONS INC	\$ 1,294,920.61		\$ 150,000.00	Implementation and professional services for ITSM/ITIL service management solution for a three year period. A contract extension was required as a result of Spend Intelligence Module of Ivanti Neurons for enhanced visibility and asset management for IT. Enterprise Incident and Service Request Management System includes IT Asset Management, Change Management, Release Management, Knowledge Management and Client Self Services. System is used by IT, HR, Security, Facilities, Events, Strategic Communications, Payroll, Internal Design Services and other business units to manage automated workflows.



#	Lead Department	Division	Procurement Type	Ward	Bid Call No. and Description	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
24	Corporate Support Services	Digital Innovation & IT	Contract Extension	ALL	NRFP2020-165 FACILITIES MANAGEMENT SOLUTION	VFA CANADA CORPORATION, AN ACCRUENT COMPANY	\$ 1,331,296.54		\$ 53,977.31	Supply, implementation, maintenance and support services for Facilities Management Solution(s) for a five year period, with 2 1-year optional renewal periods. A contract extension was required as a result of additional professional services for the implementation of the new Facility Management solution.
25	Corporate Support Services	Digital Innovation & IT	Contract Extension	ALL	NT2020-084 RENEWAL AND PURCHASE OF TRICENTIS QTEST (CLOUD) LICENSES	TRICENTIS USA CORP.	\$ 240,558.57		\$ 79,441.00	Tricentis qTest Licencing Suite Software as a Service for a six month period, with 4-1 year optional renewal periods. A contract extension was required as a result of an automated testing toolset as approved through the 2023 Approved Capital budget.
26	Corporate Support Services	Digital Innovation & IT	Contract Extension	ALL	RFP2015-049 CORPORATE RADIO SOLUTION	RADIOCO LTD. O/A KELCOM	\$ 3,816,742.66		\$ 116,751.00	Corporate radio solution for a five year period, with 10-1 year optional renewal periods. A contract extension was required to facilitate the moves of Service Brampton and the Security Command Centre from 150 Central Park Drive (Civic Centre) to accommodate the building takeover by TMU.
27	Corporate Support Services	Digital Innovation & IT	Contract Extension	ALL	RFP2018-047 ENFORCEMENT MOBILE TECHNOLOGY	ACCEO SOLUTIONS INC.	\$ 1,246,451.32		\$ 44,709.00	Supply, delivery and implementation of an enforcement mobile technology for a five year period. A contract extension was required to pay for additional capital project work to Online Screening & Hearing.
28	Corporate Support Services	Digital Innovation & IT	Contract Extension	ALL	RFP2019-008 COMPUTER AIDED DISPATCHING SYSTEM FOR THE JOINT FIRE COMMUNICATION CENTRE	MOTOROLA SOLUTIONS CANADA INC	\$ 5,512,782.89		\$ 1,136,787.55	Replacement of Computer Aided Dispatching (CAD) system for the Joint Fire Communication Centre for a five year period, with 3-5 year optional renewal periods. A contract extension was required to purchase additional NG911 products and services utilizing funds from the provincial grant. The extension covered the following: Vesta MDR, Vesta Equipment and SI, P1 CAD Direct GPS, P1 CAD Tablet Command Interface and P1 CAD Handheld Licenses.
29	Corporate Support Services	Digital Innovation & IT	Contract Extension	ALL	RFP2022-122 TIBCO PLATFORMS DEVELOPMENT	PEACOM INC	\$ 152,250.00		\$ 160,000.00	Professional services for TIBCO Platforms Development for a fourteen month period, with 1 1-year optional renewal period. A contract extension was required to provide professional services to assist with the Development Services, Fire and Building Dashboards, also to enhance CRM Service Brampton integration solutions, and to migrate Property MDM to Omnigen.

#	Lead Department	Division	Procurement Type	Ward	Bid Call No. and Description	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
30	Corporate Support Services	Digital Innovation & IT	Contract Renewal	ALL	LT2021-008 ASSETWORKS M5 LICENCES, MAINTENANCE AND SUPPORT SERVICES	ASSET WORKS	\$ 778,484.51	\$ 3,175.68		AssetWorks M5 Licences and Maintenance and Support services for a 5 year period, with 2 3-year optional renewal periods. Preapproved funds were added for additional equipment for the Fuel Management Pilot that is currently underway.
31	Corporate Support Services	Digital Innovation & IT	Contract Renewal	ALL	NT2022-091 MICROSOFT ENTERPRISE PRODUCTS AND SERVICES	CDW CANADA CORPORATION	\$ 10,375,076.74	\$ 600,000.00		Microsoft Enterprise products and services for a three year period, with 2 3-year optional renewal periods. Preapproved funds were added for the additional licensing requirements.
32	Corporate Support Services	Digital Innovation & IT	Contract Renewal	ALL	RFP2019-085 ACCOUNTS PAYABLE AUTOMATION SOLUTION	AST CANADA INC	\$ 893,272.41	\$ 247,872.00		Implementation of an Accounts Payable Automation Solution for a three year period, with 2 1-year optional renewal periods. The contract was renewed for its first year renewal term as pricing remained unchanged and performance has been in accordance with the contract. For the purpose of leveraging managed services with AST Canada to provide support and enhancement services as related to support of the Accounts Payable Automation Solution.
33	Corporate Support Services	Finance	Limited Tendering (Consulting Services)	ALL	LT2023-087 CONSULTING SERVICES FOR 2024 DEVELOPMENT CHARGES BACKGROUND STUDY AND NEW DC BY-LAWS	HEMSON CONSULTING LTD	\$ 150,000.00			The DC Background Study is a requirement mandated under the DC Act for municipalities to establish development charge rates that will applied to all developments that will occur within its boundaries. The revenue generated will be used to fund the infrastructure required to service growth in population and employment.
34	Corporate Support Services	Finance	Contract Renewal	ALL	LT2019-016 BLOOMBERG TERMINAL - ACCESS TO MULTIPLE USERS.	BLOOMBERG FINANCE L.P.	\$ 125,080.00	\$ 27,660.00		Bloomberg terminal access for the banking and investment unit of Finance Division for a one year period, with 4-1 year optional renewal periods. 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.
35	Corporate Support Services	Organizational Performance & EDI	Limited Tendering	ALL	LT2023-222 SAAS SOLUTION TO ENABLE ORGANIZATION PERFORMANCE DATA VISUALIZATION FOR A THREE YEAR PERIOD	ASCENDANT STRATEGY MANAGEMENT GROUP, LLC DBA CLEAR POINT STRATEGY	\$ 170,000.00			Saas solution to enable organization performance data visualization for a three year period, with 2-1 year optional renewal periods. ClearPoint is an organizational performance and strategy software application used to manage KPI data, create data visualization and dashboards, and manage reporting workflows. ClearPoint will integrate organizational performance products (dashboards, service plans, data inventories, etc.) into a single platform resulting in process efficiencies and an enhanced user experience. These benefits will improve our ability to drive data-driven decision-making.

#	Lead Department	Division	Procurement Type	Ward	Bid Call No. and Description	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
36	Corporate Support Services	Strategic Communications, Tourism & Events	Limited Tendering	ALL	LT2023-039 PLATFORM FOR MANAGING SOCIAL MEDIA FOR CORPORATE ACCOUNTS FOR A THREE YEAR PERIOD	HOOTSUITE INC.	\$ 135,729.00			Enables enterprise-wide social media scheduling, posting, monitoring, and reporting for all corporate social media administrators. Provides delivery of regular training and industry reports to corporate social media account users.
37	Corporate Support Services	Strategic Communications, Tourism & Events	Contract Extension	ALL	C2021-039 MARKETING AND PROMOTIONAL PRODUCTS	SCORE PROMOTIONAL MARKETING INC.	\$ 250,000.00		\$ 150,000.00	Supply and delivery of branded promotional products. A contract extension was required as a result of higher than expected usage.
38	Fire & Emergency Services	Fire & Emergency Services	Competitive	ALL	RFP2022-303 ONE AIR LIGHT REHABILITATION UNIT	DEPENDABLE TRUCK AND TANK LIMITED	\$ 699,800.00			To provide one Air Light unit, which is a specialized piece of firefighting apparatus required to provide supplemental lighting, and self-contained breathing apparatus (SCBA) air bottles at the scene of an emergency. The air light refill SCBA bottles while on the scene of an emergency. The unit is anticipated to be delivered by November 30, 2024.
39	Fire & Emergency Services	Fire & Emergency Services	Limited Tendering	ALL	LT2023-006 FIRE HOSES FOR A ONE YEAR PERIOD	2430174 ONTARIO INC. O/A MUNICIPAL EQUIPMENT	\$ 250,000.00			Supply and delivery of fire hoses for a one year period, with 5-1 year optional renewal periods.
40	Fire & Emergency Services	Fire & Emergency Services	Limited Tendering	ALL	LT2023-166 F-500 ENCAPSULATING FOAM FOR A THREE YEAR PERIOD	DARCH FIRE INC	\$ 300,000.00			Supply and delivery of F-500 encapsulating foam for a three year period, with 2-1 year optional renewal periods.
41	Fire & Emergency Services	Fire & Emergency Services	Limited Tendering	ALL	LT2023-174 REPAIR SERVICES AND PARTS FOR E-ONE FIRE VEHICLES AND EQUIPMENT FOR A THREE YEAR PERIOD	DARCH FIRE INC	\$ 180,000.00			Repair services and parts for E-One Fire vehicles and equipment for a three year period, with 4-1 year optional renewal periods.
42	Fire & Emergency Services	Fire & Emergency Services	Limited Tendering	ALL	LT2023-184 GLOBE SUPREME STRUCTURAL LEATHER FIREFIGHTING BOOTS FOR A ONE YEAR PERIOD	SAFEDESIGN APPAREL LTD	\$ 250,000.00			Supply and delivery of Globe Supreme structural leather firefighting boots for a one year period, with 4-1 year optional renewal periods.

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43	Fire & Emergency Services	Fire & Emergency Services	Contract Extension	ALL	"SCOTT" OPEN CIRCUIT SELF-CONTAINED BREATHING APPARATUS AND AIR PAK CYLINDERS REPAIRS AND WARRANTY PARTS	3635112 CANADA INC. O/A M&L SUPPLY, FIRE & SAFETY	\$ 55,940.93		\$ 74,000.00	Supply and delivery of "Scott" Open Circuit self-contained breathing apparatus and air pak for a one year period, with 1 1-year optional renewal period. A contract extension was required to pay outstanding invoices prior to March 31, 2023.
44	Fire & Emergency Services	Fire & Emergency Services	Contract Extension	ALL	RFP2022-303 ONE AIR LIGHT REHABILITATION UNIT	DEPENDABLE TRUCK AND TANK LIMITED	\$ 699,800.00		\$ 116,486.00	One (1) air light rehabilitation unit. A contract extension was required as a result of a price increase as the engine specified is no longer supplied and change in chassis to accommodate. The generator and light tower installation planned for after the air light/rehab truck was completed would be a major project as reinforcements and/or compartment modifications may be required taking the truck out of service until completed. With the vehicle not built, it would be beneficial and cost-effective to have these components added now.
45	Fire & Emergency Services	Fire & Emergency Services	Contract Renewal	ALL	"SCOTT" OPEN CIRCUIT SELF-CONTAINED BREATHING APPARATUS AND AIR PAK CYLINDERS REPAIRS AND WARRANTY PARTS	3635112 CANADA INC. O/A M&L SUPPLY, FIRE & SAFETY	\$ 129,940.93	\$ 120,000.00		Supply and delivery of "Scott" Open Circuit self-contained breathing apparatus and air pak for a one year period, with 1 1-year optional renewal period. 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.
46	Fire & Emergency Services	Fire & Emergency Services	Contract Renewal	ALL	RFP2018-009 STRUCTURAL FIREFIGHTING BUNKER GEAR AND FIREFIGHTER STATION AND WORKWEAR UNIFORMS	STARFIELD-LION COMPANY	\$ 2,244,710.75	\$ 140,000.00		The contract is for supply and delivery of structural firefighting bunker gear and firefighting station/workwear for a one year period with 5 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.
47	Fire & Emergency Services	Fire & Emergency Services	Contract Renewal	ALL	T2021-248 VARIOUS CLOTHING ITEMS AND CARRYING BAGS - ITEM 1 DRESS SHOES, ITEM 3 SAFETY BOOTS, ITEM 15 T-SHIRT SHORT SLEEVE & ITEM 16 T-SHIRT LONG SLEEVE	URBAN TACTICAL BRANTFORD LTD	\$ 113,410.00	\$ 100,000.00		Supply and delivery of various clothing items and carrying bags for a one year period, with 2 1-year optional renewal periods. The contract was renewed for its first year renewal term as pricing remained unchanged and performance has been in accordance with the contract.
48	Fire & Emergency Services, Public Works & Engineering	Fire & Emergency Services, Road Maintenance, Operations & Fleet	Contract Renewal	ALL	T2021-180 TIRES AND ASSOCIATED SERVICES	566345 ONTARIO LTD./APPLEWOOD TIRE SALES & SERVICE	\$ 845,365.68	\$ 179,995.00		Supply and delivery of tires and associated services for City of Brampton Vehicles for a two year period, with 3 1-year optional renewal periods. The contract was renewed for its first year renewal term as pricing remained unchanged and performance has been in accordance with the contract.
49	Legislative Services	Enforcement & By-Law Services, Animal Services	Contract Renewal	ALL	RFP2019-022 VARIOUS CLOTHING ITEMS FOR BRAMPTON ENFORCEMENT & BY-LAW AND ANIMAL SERVICES	FRONTLINE OUTFITTERS LTD	\$ 378,190.50	\$ 127,000.00		Supply and delivery of various clothing items for Brampton Enforcement & By-law and Animal Services for a three year period, with 2 1-year optional renewal periods. 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.

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50	Planning, Building and Growth Management	Development Services & Design	Limited Tendering (Consulting Services)	ALL	LT2023-158 CONSULTING SERVICES FOR THE DEVELOPMENT APPLICATION REVIEW PROCESS	DILLON CONSULTING LIMITED	\$ 215,000.00			Consulting service to complete continuous improvement and other process/document redesign activities related to development application review process. It is anticipated to be completed by November 30, 2023.
51	Planning, Building and Growth Management	Development Services & Design	Contract Extension	ALL	LT2023-158 CONSULTING SERVICES FOR THE DEVELOPMENT APPLICATION REVIEW PROCESS	DILLON CONSULTING LIMITED	\$ 215,000.00		\$ 147,998.00	Council has recently passed a motion directing staff to complete a Value for Money audit on the Accela software system used by the Development Services and Design team for development application review. The vendor is currently on contract with the City to complete continuous improvement implementation activities related to the Development Application review process. The implementation work, and the value for money audit, both need to be completed by November 2023. The continuous improvement work is being funded through Provincial funding (Streamline Development Approval Funds). The Value for Money audit will also be paid for using this fund. Given Dillon's involvement in development application review improvements, the funding source, and the time requirements, it would be cost effective to advance this body of work within the scope of the existing contract with the vendor.
52	Planning, Building and Growth Management	Environment & Development Engineering	Competitive	8,10	T2023-181 STORMWATER MONITORING FOR BURREL HOLLOW POND AND UPPER RIDGE POND	MATRIX SOLUTIONS INC.	\$ 148,998.93			Pre and post construction monitoring requirements for the Burrells Hollow Pond and the Upper Ridge Pond. The Burrells Hollow Pond is located at the northwest intersection of Castlemore Rd and Goreway Dr. The Upper Ridge Pond is located at 58 Valleycreek Drive and southeast of Castlemore Rd and Goreway Drive. The main components of the monitoring include 1 Year of pre-construction monitoring (2023), 4 Years of post construction monitoring (2024, 2025, 2026, 2027), continuous flow monitoring and water sampling, manual grab water quality sampling and annual reporting. It is anticipated to be completed by March 31, 2029.
53	Planning, Building and Growth Management	Environment & Development Engineering	Contract Renewal	1,3	RFP2022-012 DETAILED DESIGN OF DOWNTOWN BRAMPTON FLOOD PROTECTION WORKS	AECOM CANADA LTD.	\$ 4,757,423.00	\$ 290,480.75		In-scope work to assess design alternatives for CN crossing at Etobicoke Creek in order to mitigate impacts to St. Mary's Cemetery (closure of cemetery, removal and relocation of interred). Pre-approved funds were added as impacts to Cemetery could result in delays, hence City is negotiating with CN Rail on alternative designs for the crossing and is required assess each with respect to both impacts on adjacent property and impacts to CN rail operations on their critical corridor.
54	Planning, Building and Growth Management	Integrated City Planning	Contract Extension	ALL	RFP2020-232 MUNICIPAL PARKING STRATEGY	IBI GROUP PROFESSIONAL SERVICES (CANADA)	\$ 382,680.00		\$ 10,000.00	To develop a Municipal Parking Strategy for the City of Brampton. The original scope of the Downtown Parking Implementation component of the Municipal Parking Strategy included seven meetings that have been held to engage the external and internal stakeholders. However, based on the findings of the study to date, additional meetings with the stakeholders were required to further develop the recommendations of the study. As a result a contract extension was needed from June 30, 2023 to September 30, 2023.



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55	Public Works & Engineering	Building Design & Construction	Competitive	3	Q2023-088 REPLACEMENT OF MECHANICAL EQUIPMENT AT 2 CHAPEL STREET	JOE PACE & SONS CONTRACTING INC	\$ 176,390.00			To replace the mechanical equipment at 2 Chapel Street. It is anticipated to be completed by September 15, 2023.
56	Public Works & Engineering	Building Design & Construction	Competitive	3	T2022-328 DESIGN AND CONTRACT ADMINISTRATION SERVICES FOR THE METAL ROOF AND EXTERIOR WALL REPLACEMENT AT KEN GILES RECREATION CENTRE	2MK ARCHITECTS INC.	\$ 144,000.00			To provide architectural and engineered design and contract administration of the roof and wall assembly replacement at the Ken Giles Recreation Centre, 370 Bartley Bull Parkway, Brampton, ON. Due to the change of use from a hockey arena to a permanent indoor gymnastics center, the energy consumption at this facility is significantly higher than designed for. In addition, the metal roof is near the end of its serviceability life and the wall assembly is in poor condition and should be replaced with new insulated paneling systems. The project is anticipated to be completed by Q4 2025.
57	Public Works & Engineering	Building Design & Construction	Competitive	3	T2023-022 CITY HALL FIFTH FLOOR RENOVATION	JOE PACE & SONS CONTRACTING INC	\$ 389,822.00			Renovations to the vacant area of 5th floor City Hall. The area will be converted into a support space for staff with the following: a first aid room, storage room for Facility Operation Management, enclave, boardroom and kitchenette for the new Equity Office. It is anticipated to be completed by September 5, 2023.
58	Public Works & Engineering	Building Design & Construction	Competitive	7	T2023-047 BUILDING ENVELOPE REPAIRS AT ELLEN MITCHELL RECREATION CENTRE	MARTINWAY CONTRACTING LIMITED	\$ 796,511.00			This contract is for an air sealing and dehumidification unit and building envelope repairs at Ellen Mitchell Recreation Centre, 922 North Park Drive, Brampton. Basic scope of work is to perform various renovations in pool area including, air sealing at top of pool walls, building envelop repairs, pool dehumidifier and restoration of wood framing. It is anticipated to be completed by September 1, 2023.
59	Public Works & Engineering	Building Design & Construction	Competitive	1	T2023-055 CONSTRUCTION OF A CHANGE ROOM AND PUBLIC ACCESSIBILITY TO EXISTING WASHROOMS AT ROSE THEATRE	FRONTIER GROUP OF COMPANIES INC.	\$ 189,800.00			To create public accessibility to existing washrooms and creating an accessible change room and washroom in close proximity to the stage for physically challenged artists. It is anticipated to be completed by September 1, 2023.
60	Public Works & Engineering	Building Design & Construction	Competitive	3	T2023-141 FIRE ALARM LIFE SAFETY SYSTEMS UPGRADE AT POA COURTHOUSE	EEL LINE CORPORATION	\$ 214,500.00			Upgrade Fire Alarm Life Safety Systems at POA Courthouse. The existing fire alarm system and emergency lights have exceeded their average life expectancy of 15 years, it is recommended that they be replaced to avoid an unexpected equipment failure. It is anticipated to be completed by November 30, 2023.
61	Public Works & Engineering	Building Design & Construction	Competitive	8	T2023-150 ASPHALT SHINGLE ROOF REPLACEMENT AT RIVERSTONE COMMUNITY CENTRE	SUNRISE ROOFING CONTRACTORS INC	\$ 271,302.00			To provide asphalt shingle roof replacement at Riverstone Community Centre, 195 Don Minaker Drive, Brampton. It is anticipated to be completed by September 30, 2023.

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62	Public Works & Engineering	Building Design & Construction	Limited Tendering	10	LT2022-151 DESIGN AND CONTRACT ADMINISTRATION FOR THE NEW BRAMPTON TRANSIT FACILITY - Phase 1	WSP CANADA INC	\$ 7,095,818.00			Design and Contract Administration for the new Brampton Transit Facility. It is anticipated to be completed by December 31, 2028.
63	Public Works & Engineering	Building Design & Construction	Limited Tendering	7	LT2023-127 DESIGN, CONTRACT ADMINISTRATION AND COMMISSIONING OF CIVIC CENTRE SECURITY OPERATION RELOCATION	BARRY BRYAN ASSOCIATES	\$ 198,900.00			Design, Contract Administration and Commissioning of Civic Centre Security Operation Relocation due to TMU to manage the tight relocation schedule. It is anticipated to be completed by July 28, 2023.
64	Public Works & Engineering	Building Design & Construction	Limited Tendering	7	LT2023-148 CIVIC CENTRE SECURITY OPERATIONS AND COMMAND CENTRE RELOCATION	STRACOR INC.	\$ 1,715,000.00			Civic Centre Security Operations and Command Centre Relocation due to TMU. It is anticipated to be completed by November 30, 2023.
65	Public Works & Engineering	Building Design & Construction	Emergency Purchase	1	EMERGENCY PURCHASE 2023-214 REPLACEMENT OF EVAPORATOR CONDENSER AT CENTURY GARDEN	CIMCO REFRIGERATION, DIVISION OF TOROMONT INDUSTRIES LTD.	\$ 122,500.00			Replacement of evaporator condenser at Century Gardens. It is anticipated to be completed by August 15, 2023. Not having the equipment would prevent the facility from running their winter programs, Recreation was pressured to meet strict timelines.
66	Public Works & Engineering	Building Design & Construction	Emergency Purchase	2	EMERGENCY PURCHASE 2023-234 SUPPLY AND INSTALL TWO EMERGENCY GENERATORS FUEL TANKS AT SANDALWOOD TRANSIT FACILITY	TOTAL POWER LTD	\$ 70,715.00			The two emergency generators at Sandalwood Transit Facility were installed in 2007 and recertified in 2012. Fuel tanks are to be inspected and recertified every ten (10) years according to Ontario Regulation 213/01, Fuel Oil. The most recent inspection of the tanks found that the existing fuel tanks for the emergency generators are out of compliance with Section 23 of Ontario Regulation 213/01, due to improper venting. The tanks currently have no more than two days' worth of fuel and cannot be refilled in their current state. Should this fuel run out, there may be no fuel available for the generators in the event of any potential power outage(s) at the facility. It is anticipated to be completed by September 30, 2023, provided the installation passes inspection and certification

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67	Public Works & Engineering	Building Design & Construction	Contract Extension	3	DESIGN AND CONTRACT ADMINISTRATION SERVICES FOR THE REPLACEMENT OF THE EXISTING REFRIGERATION PLANT, ICE RINK PAD AND EMBEDDED REFRIGERANT PIPING AT GAGE PARK	NGA ARCHITECTS	\$ 167,340.00		\$ 84,275.00	A contract extension was required as a result of a number of improvements that need to take place at Gage Park. These improvements are disruptive and will require large sections of the park to be closed off during implementation. Improvements include: a) resurfacing of three (3) existing walkways due to significant deterioration. b) electrical upgrades required to meet the power requirements of current and future events, i.e. the farmers market, jazz festival, ribbon roll, concerts, etc. c) replacement of the existing landscape irrigation system. To capitalize on the planned park closure in 2024 and to avoid additional closures, it was decided to complete the above noted improvements in 2024 and as part of the Ice Rink Pad replacement works. The Architect's contract was extended to provide the necessary design and contract administration services for the implementation of the above noted improvements.
68	Public Works & Engineering	Building Design & Construction	Contract Extension	7	LT2023-127 DESIGN, CONTRACT ADMINISTRATION AND COMMISSIONING OF CIVIC CENTRE SECURITY OPERATION RELOCATION	BARRY BRYAN ASSOCIATES	\$ 198,900.00		\$ 89,000.00	Design, Contract Administration and Commissioning of Civic Centre Security Operation Relocation to manage the tight relocation schedule. It is anticipated to be completed by July 28, 2023. A contract extension was required as a result of relocation of the Civic Library to the Chinguacousy Chalet and consolidate the Chinguacousy Ski Rentals.
69	Public Works & Engineering	Building Design & Construction	Contract Extension	7	LT2023-148 CIVIC CENTRE SECURITY OPERATIONS AND COMMAND CENTRE RELOCATION	STRACOR INC.	\$ 1,715,000.00		\$ 1,559,250.00	Civic Centre Security Operations and Command Centre Relocation. It is anticipated to be completed by November 30, 2023. A contract extension was required as a result of construction manager services were expanded to address the relocation of the Civic Library and consolidation of the Ski Rentals operations at Chinguacousy Chalet.
70	Public Works & Engineering	Building Design & Construction	Contract Renewal	10	LT2022-151 DESIGN AND CONTRACT ADMINISTRATION FOR THE NEW BRAMPTON TRANSIT FACILITY - Phase 1	WSP CANADA INC	\$ 7,095,818.00	\$ 350,000.00		Design and Contract Administration for the New Brampton Transit Facility. Preapproved funds were added for Geothermal and Electrification Modelling.
71	Public Works & Engineering	Building Design & Construction	Contract Renewal	ALL	RFP2019-039 ARCHITECTURAL AND INTERIOR DESIGN SERVICES	BARRY BRYAN ASSOCIATES	\$ 800,000.00	\$ 100,000.00		The contract is for Architectural and Interior Design Services for a three year period. Preapproved funds were added for additional work.
72	Public Works & Engineering	Capital Works	Competitive	7,8	RFP2022-216 CONTRACT ADMINISTRATION AND INSPECTION SERVICES FOR GOREWAY DRIVE GRADE SEPARATION AND IMPROVEMENTS FROM SOUTH OF STEELES AVENUE EAST TO BRANDON GATE DRIVE	DOUG DIXON & ASSOCIATES INC.	\$ 1,083,615.00			To provide contract administration and inspection services for the Goreway Drive Improvement Project from South of Steeles Avenue East to Brandon Gate Drive. The work of this Contract involves administrating, coordinating and inspection services which includes watermain, sanitary sewer and CNR grade separation installation. It is anticipated to be completed by July 31, 2024.

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73	Public Works & Engineering	Capital Works	Competitive	8,10	RFP2023-035 DETAILED DESIGN OF THE RECONSTRUCTION, WIDENING AND URBANIZATION OF MCVEAN DRIVE FROM COUNTRYSIDE DRIVE TO MAYFIELD ROAD	MORRISON HERSHFIELD LTD	\$ 736,325.00			Engineering service for detail design for the reconstruction, widening and urbanization of McVean Drive from Castlemore Road to Countryside Drive including civil design (road and storm sewer), environmental, landscaping, geotechnical investigation, subsurface utility engineering, archaeological, electrical, pavement marking and signage services. The design shall be completed by November 2024 and the construction is expected to be completed by August 2026.
74	Public Works & Engineering	Capital Works	Competitive	8	RFP2023-036 DETAILED DESIGN FOR THE WIDENING AND RECONSTRUCTION OF GOREWAY DRIVE FROM COTTRELLE BOULEVARD TO HUMBERWEST PARKWAY	DILLON CONSULTING LIMITED	\$ 706,336.03			Engineering services for the detailed design of Goreway Drive road improvements between Cottrelle Boulevard and Humberwest Parkway, including road, storm sewer, storm water management, pavement evaluation, structural rehabilitation, permitting from regulatory agencies, landscaping and traffic signal, pavement markings and street light design services. It is anticipated to be completed by March 2027.
75	Public Works & Engineering	Capital Works	Competitive	8	T2022-181 GOREWAY DRIVE GRADE SEPARATION AND ROAD IMPROVEMENT FROM SOUTH OF STEELES AVENUE EAST TO BRANDON GATE DRIVE	ALLIANCE VERDI CIVIL INC.	\$ 24,538,507.40			Goreway Drive Grade Separation between Kenview Boulevard and Brandon Gate Drive. Reconstruction of Goreway Drive between Kenview Boulevard and Steeles Avenue. It is anticipated to be completed by December 2025.
76	Public Works & Engineering	Capital Works	Competitive	7	T2023-066 BRAMALEA CITY CENTRE TRANSIT TERMINAL PAVEMENT RECONSTRUCTION	LOC PAVE CONSTRUCTION LIMITED	\$ 4,559,239.00			Reconstruction of the Bramalea City Centre Transit Terminal Pavement, located at 160 Central Park Drive, consists of full depth reconstruction at the terminal for deteriorated bus roadway concrete pavements, concrete passenger standing surface areas, storm sewers, catch basins, and reinforced concrete retaining walls. It is anticipated to be completed by October 31, 2023.
77	Public Works & Engineering	Capital Works	Competitive	9	T2023-071 NOISE WALL CONSTRUCTION ALONG SANDALWOOD PARKWAY AT ROSEDALE VILLAGE	887183 ONTARIO INC O/A RAFAT GENERAL CONTRACTOR INC.	\$ 909,260.00			Installation of Noise Barrier Wall at The Villages of Rosedale on the north side of Sandalwood Parkway from Dixie Road to Iva Rosedale and west Side of Dixie Road from Sandalwood Parkway to approximately 77 meters northerly thereof along Dixie Road. It is anticipated to be completed by June 30, 2024.
78	Public Works & Engineering	Capital Works	Competitive	1,2,3,4,5,6,7	T2023-108 ROAD RESURFACING	VIOLA MANAGEMENT INC.	\$ 10,967,157.40			The 2023 road resurfacing program will include road resurfacing in all City wards and East West Cycling corridor streets. The 2023 road resurfacing program will include eighteen (18) street locations and seven (7) provisional streets and will include work in Wards 1 through 7. It is anticipated to be completed by Fall 2023.
79	Public Works & Engineering	Capital Works	Contract Extension	8,10	ENGINEERING REVIEW AND ASSOCIATED WORKS IN CONNECTION WITH THE DETAILED DESIGN OF THE GOREWAY DRIVE GRADE SEPARATION PROJECT	CANADIAN NATIONAL RAILWAY COMPANY	\$ 130,000.00		\$ 6,352,000.00	To provide engineering review and associated works in connection with the detailed design of the Goreway Drive Separation project. A contract extension was required for the CN to review Engineering Design of CN grade separation, track replacement and signal system relocation.

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80	Public Works & Engineering	Capital Works	Contract Extension	8	T2019-001 HUMBERWEST PARKWAY RECONSTRUCTION AND WIDENING BETWEEN EXCHANGE DRIVE AND WILLIAMS PARKWAY	614128 ONTARIO LTD. O/A TRISAN CONSTRUCTION	\$ 8,373,473.11		\$ 782,692.41	A contract extension was required as a result of the COVID pandemic Humberwest Parkway Reconstruction and Widening Between Exchange Drive and Williams Parkway was delayed. Coordination issues between utilities (Alectra) caused significant delays for the Contractor at Williams Parkway and the HS4 intersections. The effects of COVID have further impacted this project by severely reducing the material and labour supply chain.
81	Public Works & Engineering	Capital Works	Contract Extension	2,6	T2021-010 RECONSTRUCTION AND WIDENING OF CHINGUACOUSY ROAD FROM WANLESS DRIVE TO MAYFIELD ROAD	887183 ONTARIO INC O/A RAFAT GENERAL CONTRACTOR INC.	\$ 8,144,802.02		\$ 400,000.00	Reconstruction and widening of Chinguacousy Road. A contract extension was required as a result of contaminated soil encountered during construction.
82	Public Works & Engineering	Capital Works	Contract Extension	8,10	T2022-179 RECONSTRUCTION AND FOUR LANE WIDENING OF GOREWAY DRIVE FROM COTTRELLE BOULEVARD TO COUNTRYSIDE DRIVE	887183 ONTARIO INC O/A RAFAT GENERAL CONTRACTOR INC.	\$ 56,797,522.05		\$ 2,900,000.00	The contract is for reconstruction and four lane widening of Goreway from Cottrelle to Countryside Drive. A contract extension was required because at the time of preparing the Purchase Approval Report there was not sufficient funding available for awarding the contingencies included in the tender bid submission. The additional funds are required to fulfill the contract requirement of \$5,000,000.00 as total contingencies in the tender document.
83	Public Works & Engineering	Capital Works	Contract Extension	8	T2022-208 COTTRELLE BOULEVARD EXTENSION BETWEEN HUMBERWEST PARKWAY AND GOREWAY DRIVE	887183 ONTARIO INC O/A RAFAT GENERAL CONTRACTOR INC.	\$ 30,554,419.45		\$ 2,354,741.95	The contract is for Cottells extension between Humberwest and Goreway Drive. At the time of preparing the Purchase Approval Report there was no sufficient funding available for including the contingencies included in the PO. In the estimated budget for this project contingency amount of 10% was included for the budget purpose to address any unforeseen expenditure. The additional funds requested is to make the Contingency amount 10%.
84	Public Works & Engineering	Facilities Operation & Maintenance	Competitive	ALL	Q2022-363 PHASE 3 RE-KEY OF CITY FACILITIES	ROYAL SECURITY SOLUTIONS INC.	\$ 109,805.87			To provide for phase 3 Re-Keying at City facilities. The facilities include Century Gardens Recreation Centre, Save Max Sports Centre, Cassie Campbell Recreation Centre and Gore Meadows Recreation Centre. It is anticipated to be completed by April 30, 2024.
85	Public Works & Engineering	Facilities Operation & Maintenance	Competitive	ALL	T2022-320 CLEANING WIPES FOR FITNESS EQUIPMENT FOR A THREE YEAR PERIOD	STAPLES PROFESSIONAL	\$ 296,742.00			Supply and delivery of cleaning wipes for fitness equipment for various facilities for a three year period, with 2-1 year optional renewal period.
86	Public Works & Engineering	Facilities Operation & Maintenance	Competitive	ALL	T2023-002 HVAC BELTS & BEARINGS FOR A THREE YEAR PERIOD	CANADIAN BEARINGS LTD.	\$ 162,000.78			Supply and delivery of HVAC belts & bearings on an as and when required basis for a three year period, with 2-1 year optional renewal period.



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87	Public Works & Engineering	Facilities Operation & Maintenance	Competitive (Consulting Services)	6,9	RFP2023-020 DEEP ENERGY RETROFIT STUDIES FOR CASSIE CAMPBELL COMMUNITY CENTRE AND SAVE MAX SPORTS CENTRE	WALTERFEDY INC.	\$ 115,803.00			Deep energy retrofit studies on improving energy performance at the following two (2) facilities: Cassie Campbell Community Centre and Save Max Sports Centre. It is anticipated to be completed by December 30th 2023.
88	Public Works & Engineering	Facilities Operation & Maintenance	Limited Tendering	7	LT2023-199 CCTV SECURITY VIDEO WALL AND SECURITY SYSTEMS EQUIPMENT AT BRAMALEA CIVIC CENTRE SECURITY OPERATIONS CENTRE	V.S.I. INC O/A VISTA SECURITY & INVESTIGATION	\$ 438,574.79			Supply and installation of a CCTV Security Video Wall and Security Systems Equipment in the new security operations centre at Civic Centre due to TMU. It is anticipated to be completed by August 30th, 2023.
89	Public Works & Engineering	Facilities Operation & Maintenance	Emergency Purchase	2	EMERGENCY PURCHASE 2023-162 EMERGENCY WORK TO REPAIR POWER FAILURE AT 120 SANDALWOOD PARKWAY	WORLD WIDE ELECTRIC INC.	\$ 102,805.57			Replacement of one 1000 Amp breaker and one Main 1200 Amp breaker that were determined after testing that the breakers were defective and failed the test. This work included a feasibility and coordination study and replacing both breakers completely with new RKA frames, including relays and CTs. This work was completed under a EMPO because of the numerous Intermittent power failures were reported at 120 Sandalwood Parkway Operations Yard over a three week period. This work was required in order to keep 120 Sandalwood Public Works Yard operational and to eliminate further intermittent long term power disruptions.
90	Public Works & Engineering	Facilities Operation & Maintenance	Contract Extension	ALL	RFP2017-077 PLUMBING SERVICE AT VARIOUS LOCATIONS - RECREATION FACILITIES	VIC'S PLUMBING & HEATING CO., DIVISION OF VIC'S GROUP INC.	\$ 1,387,955.48		\$ 140,000.00	Plumbing service at various facilities for a three year period, with 2 1-year optional renewal periods. A contract extension was required for two additional months to allow staff to complete a new procurement process.
91	Public Works & Engineering	Facilities Operation & Maintenance	Contract Extension	ALL	RFP2017-077 PLUMBING SERVICES AT VARIOUS LOCATIONS - WORKS, TRANSIT, FIRE, PARKS AND CORPORATE FACILITIES	PRICE PLUMBING & HEATING LTD	\$ 1,757,434.72		\$ 60,000.00	Plumbing service at various facilities for a three year period, with 2 1-year optional renewal periods. A contract extension was required for two additional months to allow staff to complete a new procurement process.
92	Public Works & Engineering	Facilities Operation & Maintenance	Contract Extension	4	RFP2021-135 ZERO CARBON RETROFIT OF SUSAN FENNELLS SPORTSPLEX - FEASIBILITY AND DETAILED DESIGN DEVELOPMENT	JOHNSON CONTROLS CANADA L.P.	\$ 1,456,201.00		\$ 249,984.00	Zero Carbon Retrofit of Susan Fennell Sportsplex. A contract extension was required for the proposed solar PV design scope of work including solar PV design documentation development and a structural investigation of the roof structure above the rinks # 4 where the solar PV is proposed to be installed. This extension also covers the inclusion of solar PV into the M&V reporting and additional project management and coordination efforts for the solar PV design work.

#	Lead Department	Division	Procurement Type	Ward	Bid Call No. and Description	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
93	Public Works & Engineering	Facilities Operation & Maintenance	Contract Extension	ALL	T2017-069 CLEANING WIPES FOR FITNESS EQUIPMENT	STAPLES PROFESSIONAL	\$ 414,143.60		\$ 35,000.00	Cleaning wipes for fitness equipment for a three year period, with 2 1-year optional renewal periods. The contract is expired and staff are working to close out the contract. A contract extension was required as a result of having outstanding invoices.
94	Public Works & Engineering	Facilities Operation & Maintenance	Contract Renewal	ALL	RFP2020-001 AMMONIA REFRIGERATION EQUIPMENT PREVENTATIVE AND DEMAND MAINTENANCE SERVICES	CIMCO REFRIGERATION, DIVISION OF TOROMONT INDUSTRIES LTD.	\$ 858,321.00	\$ 205,000.00		Ammonia Refrigeration Equipment Preventative and Demand Maintenance Service at various facilities for a three year period, with 2 1-year optional renewal periods. The contract was renewed for its first year renewal term as pricing remained unchanged and performance has been in accordance with the contract.
95	Public Works & Engineering	Facilities Operation & Maintenance	Contract Renewal	ALL	RFP2021-002 JANITORIAL CLEANING SERVICES AT VARIOUS LOCATIONS - CORPORATE, WORKS, PARKS, TRANSIT AND FIRE FACILITIES	SQM JANITORIAL SERVICES INC.	\$ 1,902,536.10	\$ 630,114.05		Janitorial Cleaning Services at various facilities for a two year period, with 2 1-year optional renewal periods. The contract was renewed for its first year renewal term as pricing remained unchanged and performance has been in accordance with the contract. The Vendor SQM Janitorial Services Inc. manages Group 2 (Corporate, Works, Park, Transit and Fire)
96	Public Works & Engineering	Facilities Operation & Maintenance	Contract Renewal	ALL	RFP2021-002 JANITORIAL CLEANING SERVICES AT VARIOUS LOCATIONS - CORPORATE FACILITIES	CONNECT BUILDING SERVICES INC	\$ 2,090,586.68	\$ 1,155,629.91		Janitorial Cleaning Services at various facilities for a two year period, with 2 1-year optional renewal periods. The contract was renewed for its first year renewal term as pricing remained unchanged and performance has been in accordance with the contract. The Vendor Connect Building Services Inc. manages Group 1 (Corporate)
97	Public Works & Engineering	Facilities Operation & Maintenance	Contract Renewal	2,3,4,7,8,9,10	T2022-256 SNOW CLEARING SERVICES	1943349 ONTARIO LTD. O/A KIRBYCO GENERAL	\$ 137,250.00	\$ 214,000.00		Snow clearing services for a one five-month period, with 4 5-month optional renewal periods. The contract was renewed for its first year renewal term as pricing remained unchanged and performance has been in accordance with the contract. An additional location (SaveMax Soccer Dome) was added to the existing scope of work.
98	Public Works & Engineering	Road Maintenance, Operations & Fleet	Competitive	ALL	RFP2023-074 UNDERGROUND LOCATES FOR STREET LIGHTING, TRAFFIC SIGNALS, TRANSIT AND STORM SEWER FOR A TWO YEAR PERIOD	TRANSCANADA UTILITIES INC.	\$ 2,066,186.60			To provide underground locate services for street lighting, traffic control signals, transit and storm sewer infrastructures throughout the City for a two year period, with 3-1 year optional renewal period.
99	Public Works & Engineering	Road Maintenance, Operations & Fleet	Competitive	ALL	T2019-085 NON-CONTRACTURAL SNOW REMOVAL EQUIPMENT	KHALSA TRANSPORT	\$ 126,144.00			Supply and operation of various non-contractual Snow Removal Equipment for a two year period, with operated tri-axle dump trucks on an as and when required basis for snow removal throughout the City.

#	Lead Department	Division	Procurement Type	Ward	Bid Call No. and Description	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
100	Public Works & Engineering	Road Maintenance, Operations & Fleet	Competitive	ALL	T2023-051 PAVEMENT MARKING SERVICES FOR A THREE YEAR PERIOD	WOODBINE PAVEMENT MARKINGS LTD	\$ 2,079,750.00			Preventive and demand maintenance services pertaining to pavement markings on roadways within the City's jurisdiction for a three year period, with 2-1 year optional renewal period. The City of Brampton retains a third party contractor to retrace and apply pavement markings along all roadways under its jurisdiction. The scope of the contract includes the application of longitudinal pavement markings (directional dividing lines and lane lines), transverse pavement markings (crosswalks, stop bars, short tail lines, etc.) and symbols.
101	Public Works & Engineering	Road Maintenance, Operations & Fleet	Competitive	ALL	T2023-054 PUBLIC WORKS REPAIR CONTRACT – EAST SIDE FOR A TWO YEAR PERIOD	INFRASTRUCTURE COATINGS CORPORATION	\$ 2,912,071.00			To provide preventative & demand maintenance of assets within the City's right-of way east of HWY 410 for a two year period, with 3 1-year optional renewal periods. This may include but not limited to the minor repairs & replacement of: asphalt/concrete road segments, sidewalk, walkways, trails, transit pads, storm sewer, active transportation, parking lots etc.
102	Public Works & Engineering	Road Maintenance, Operations & Fleet	Competitive	6,9	T2023-167 PARKING LOT REPAIRS AT SAVE MAX SPORTS CENTRE AND CASSIE CAMPBELL COMMUNITY CENTRE	MELROSE PAVING COMPANY LIMITED	\$ 1,768,409.63			Repair of various parking lots which consists of removing the existing asphalt, repairing base failures as required, paving two layers of asphalt and ensuring positive drainage throughout the lots, including all traffic control, line painting, concrete work and miscellaneous repairs. It is anticipated to be completed by September 29, 2023.
103	Public Works & Engineering	Road Maintenance, Operations & Fleet	Competitive	1,5,7	T2023-168 RECREATION TRAIL REPAIR AT VARIOUS LOCATIONS - FRED KEE CHANNEL, NORTH FLETCHERS CREEK PARK, LUNDY PARKETTE	RIMA CON LTD.	\$ 255,169.39			Repairs to Park Recreation trails consisting of three (3) locations (Fred Kee Channel, North Fletchers Creek Park & Lundy Parkette) Work under this program includes, but is not limited to, removing existing asphalt walkways/recreation trails and reconstructing new 3m wide recreation trail; constructing concrete bench and trash receptacle pads; removing and replacing sidewalk bays; improving drainage; placing and/or replacing culverts; restoring sod and any other tasks deemed necessary to restore the trail to new condition. It is anticipated to be completed by September 8, 2023.
104	Public Works & Engineering	Road Maintenance, Operations & Fleet	Contract Extension	ALL	RFP2022-167 DECORATIVE LED STREETLIGHT LUMINAIRES	THE LUMINAIRES GROUP INC. O/A CYCLONE	\$ 4,660,872.00		\$ 243,859.44	Supply and delivery of decorative LED street luminaires. A contract extension was required to purchase 439 Decorative LED fixtures.
105	Public Works & Engineering	Road Maintenance, Operations & Fleet	Contract Extension	7,8,9,10	T2017-015 SNOW REMOVAL SERVICES	A & G THE ROAD CLEANERS LTD.	\$ 18,741,934.40		\$ 3,025,000.00	The contract is for the supply of operated snow clearing equipment to provide sanding/salting and plowing services in Brampton East for a seven year period, with 1 2-year period and 1 1-year optional renewal periods. A contract extension was required to facilitate invoice payments in Year 6 and to facilitate future payments in Year 7 due increased costs throughout Years 1 to 6.

#	Lead Department	Division	Procurement Type	Ward	Bid Call No. and Description	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
106	Public Works & Engineering	Road Maintenance, Operations & Fleet	Contract Extension	7,8	T2017-015 SNOW REMOVAL SERVICES	BONUM CONTRACTING INC	\$ 2,828,917.00		\$ 629,000.00	The contract is for the supply of operated snow clearing equipment to provide sanding/salting and plowing services in Brampton East for a seven year period, with 1 2-year period and 1 1-year optional renewal periods. A contract extension was required to facilitate invoice payments in Year 6 and to facilitate future payments in Year 7 due increased costs throughout Years 1 to 6.
107	Public Works & Engineering	Road Maintenance, Operations & Fleet	Contract Extension	ALL	T2018-040 STREET AND PARKING LOT SWEEPING SERVICES	A & G THE ROAD CLEANERS LTD.	\$ 4,470,564.63		\$ 832,904.03	Supply all labour, material and equipment necessary to perform the spring roadway and parking lot sweeping services throughout the City. A contract extension was required as a result of facilitating the spring sweeping program as the new Procurement would not be awarded in time to complete the spring sweeping operations. A new Contract has been awarded for a three year period and commenced on August 2, 2023.
108	Public Works & Engineering	Road Maintenance, Operations & Fleet	Contract Extension	ALL	T2018-090 AUTOMOTIVE PARTS AND SUPPLIES	BOLTON AUTO PARTS INC	\$ 898,124.04		\$ 110,000.00	Supply and delivery of various automotive parts and supplies for a two year period, with 3 1-year optional renewal periods. A contract extension was required as a result of a re-evaluation of usage trends. Equipment age coupled with a hard winter has resulted in more vehicle and equipment repairs being performed. current PO value would have been exceeded and additional funds were required to pay existing and anticipated invoices.
109	Public Works & Engineering	Road Maintenance, Operations & Fleet	Contract Extension	ALL	T2020-077 ORIGINAL EQUIPMENT MANUFACTURER (OEM) PARTS AND SERVICE - PART C CHRYSLER	PINNACLE MOTORS TORONTO INC. O/A BRAMPTON CHRYSLER DODGE JEEP	\$ 290,650.00		\$ 95,000.00	Supply and delivery of original equipment manufacturer (OEM) parts and service for various City of Brampton vehicles for a three year period with, 3 1-year optional renewal periods. A contract extension was required as a result of unanticipated engine failure which consumed most of the expected value of the original PO amount. Contract is based on a cost less percentage, which does not protect from inflation. High inflation resulted in higher cost usage than anticipated.
110	Public Works & Engineering	Road Maintenance, Operations & Fleet	Contract Extension	ALL	T2021-075 FLOATING POND FOUNTAINS INSTALLATION, MAINTENANCE AND REPAIRS SERVICES	FOUNTAIN PLACE CO LTD	\$ 125,860.00		\$ 110,676.64	This Contract provides for all necessary equipment, labour and materials to install, remove, maintain and repair floating pond fountains and diffusers throughout the City for a three year period, with 2 1-year optional renewal periods. A contract extension was required as a result of unforeseen replacement of the Lakeland fountain and increased maintenance/repairs to ensure assets are compliant and operational.
111	Public Works & Engineering	Road Maintenance, Operations & Fleet	Contract Renewal	ALL	LT2019-014 OEM PARTS AND SERVICE FOR VARIOUS LAWN MAINTENANCE EQUIPMENT	G.C. DUKE EQUIPMENT LTD	\$ 492,000.00	\$ 80,000.00		Supply and delivery of OEM Parts and service for various lawn maintenance equipment for a three year period, with 2 1-year optional renewal periods. 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.
112	Public Works & Engineering	Road Maintenance, Operations & Fleet	Contract Renewal	ALL	LT2019-020 PARTS & SERVICE FOR VARIOUS VIKING-CIVES EQUIPMENT	VIKING-CIVES, LTD.	\$ 290,000.00	\$ 50,000.00		Supply and delivery of parts and service for Viking Cives Plows and equipment for a three year period, with 2 1-year optional renewal periods. 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.

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113	Public Works & Engineering	Road Maintenance, Operations & Fleet	Contract Renewal	ALL	LT2020-079 PARTS AND SERVICE FOR TRACKLESS VEHICLES AND BRINE EQUIPMENT	FST CANADA INC.	\$ 348,000.00	\$ 123,000.00		Supply and delivery of OEM Parts and service for Epoke Maintenance Equipment, Trackless Vehicles and Brine Equipment for a three year period, with 2 1-year optional renewal periods. The contract was renewed for its first year renewal term as pricing remained unchanged and performance has been in accordance with the contract.
114	Public Works & Engineering	Road Maintenance, Operations & Fleet	Contract Renewal	ALL	T2021-032 STORM SEWER SYSTEM MAINTENANCE AND CATCH BASIN MATERIAL RECYCLING SERVICES	FLOW-KLEEN TECHNOLOGY LTD	\$ 2,306,613.50	\$ 1,484,000.00		The contract is to provide annual storm sewer system maintenance and material recycling service throughout the city. The contract was renewed for its first of three renewal terms as pricing remained competitive in the market and performance has been in accordance with the contract.
115	Public Works & Engineering	Road Maintenance, Operations & Fleet	Contract Renewal	ALL	T2021-096 GUIDE RAIL REPAIR SERVICES	PENINSULA CONSTRUCTION INC.	\$ 334,000.64	\$ 118,183.70		The contract provides all labour, material and equipment necessary for miscellaneous guide rail repair services throughout the city. The contract was renewed for its first of two renewal terms as pricing remained competitive in the market and performance has been in accordance with the contract.
116	Public Works & Engineering	Road Maintenance, Operations & Fleet	Contract Renewal	ALL	T2021-138 RETRO-REFLECTIVITY INSPECTION AND INVENTORY DATA COLLECTION OF TRAFFIC SIGNS	ADVANTAGE DATA COLLECTION LTD.	\$ 386,780.00	\$ 100,000.00		Retro-Reflectivity Inspection and Inventory Data Collection of Traffic for a one year period, with 3 1-year optional renewal periods. The contract was renewed for its second year renewal term as pricing remained unchanged and performance has been in accordance with the contract.
117	Public Works & Engineering	Road Maintenance, Operations & Fleet	Contract Renewal	ALL	TWENTY-FIVE EMTRAC PRIORITY DETECTOR INTERSECTION KITS	EMTRAC CANADA	\$ 538,125.00	\$ 358,750.00		Supply and delivery of twenty-five (25) EMTRAC Priority Detector Intersection Kits for a three year period, with 1 1-year optional renewal period. Emtrac equipment is vital to the operation of the City's EVP Emergency Vehicle Pre-emption and TSP Transit Signal Priority Systems. The contract was renewed for its final year renewal term as pricing remained unchanged and performance has been in accordance with the contract. In 2025 the City will have to look at renegotiating a Limited Tender agreement or decide on a technology upgrade/change.
118	Transit	Transit Operations	Emergency Purchase	3	EMERGENCY PURCHASE 2023-216 SUPPLY AND INSTALLATION OF NEW GENERATOR TANK AT CLARK TRANSIT FACILITY	MACNAMARA FUELS	\$ 28,350.00			A comprehensive inspection, following the latest TSSA (Technical Standards and Safety Authority), determined that Transit's Clark emergency generator needed a new fuel tank.  To ensure continued operational efficiency, an Emergency PO process, guided by the BDC, was followed to execute, as fast as possible, a fuel tank replacement for Transit's Clark emergency generator.  This PO is for a one-time purchase and does not have any additional term/options.



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119	Transit	Transit Services	Competitive	ALL	NRFP2022-066 BRAMPTON TRANSIT COMPUTER AIDED DISPATCH AND AUTOMATIC VEHICLE LOCATION SOLUTION	INEO SYSTRANS INC.	\$ 14,320,112.37			To provide a Transit computer aided dispatch and automatic vehicle location solution for a six year period, with 2-2 year optional renewal period.
120	Transit	Transit Services	Competitive	ALL	RFP2023-049 UNIFORM PROGRAM FOR BRAMPTON TRANSIT	MARTIN & LEVESQUE INC	\$ 2,693,729.70			Uniform Program for Brampton Transit union and non-union staff and Transit's FTE complement for a three year period, with 2-1 year optional renewal period.
121	Transit	Transit Services	Competitive	ALL	T2023-038 PICK UP TRUCKS WITH PLOW, AND COMPACT HYBRID PROPULSION SPORTS UTILITY VEHICLES.	EAST-COURT METRO FORD LINCOLN SALES LTD.	\$ 798,409.84			Supply and delivery of thirteen (13) hybrid SUV's and two (2) pickup trucks. Pickup trucks are used in Transit Facilities maintenance. Nine of the SUVs are used for Transit's service delivery supervision and support. One SUV is for Business Development on-street activities, like shelter inspections, Transit's road infrastructure design & construction, and route assessments. One SUV, for Transit revenue activities. It is anticipated to be completed by May 31, 2024.
122	Transit	Transit Services	Contract Extension	ALL	RFP2020-002 TRANSIT BUS BODY AND STRUCTURE REPAIRS	MTB TRANSIT SOLUTIONS INC	\$ 779,658.18		\$ 736,000.00	Transit bus body and structure repairs on an as and when required basis for a three years period with, 2-1-year optional renewal periods. A contract extension was required for inspection and reconditioning of pre-owned transit buses. Pricing for these additional repairs is the same as per the contract.
123	Transit	Transit Services	Contract Extension	ALL	T2017-038 URBAN BUS RAPID TRANSIT VEHICLES	NEW FLYER INDUSTRIES CANADA ULC	\$ 75,865,440.50		\$ 4,678,870.00	Transit bus body and structure repairs on an as and when required basis for A three year period with 3-1-year optional renewal periods. A contract extension was required as a result of delivery of 40 buses to support transit service delivery.
124	Transit	Transit Services	Contract Renewal	ALL	LT2020-104 LUMINATOR DESTINATION SIGN PARTS AND REPAIRS	LUMINATOR TECHNOLOGY GROUP, INC.	\$ 150,000.00	\$ 115,000.00		This contract is for luminator destination sign parts and repairs for a three year period, with 3-1-year optional renewal periods. The contract was renewed for its first year renewal term as pricing remained unchanged and performance has been in accordance with the contract. Luminator is the only authorized supplier of their signs, parts, and repair services. Benchmarking confirmed that Brampton pricing is equal or better than comparable peer agencies.
125	Transit	Transit Services	Contract Renewal	ALL	LT2022-276 HASTUS SOFTWARE MAINTENANCE AND SUPPORT	GIRO INC	\$ 175,834.00	\$ 184,606.00		Hastus is Transit's ERP (enterprise resource planning) software used to optimize assets, plan service, manage the operator bidding process, assign buses to operators, and track operators time for payroll for a one year period with 3-1-year optional renewal periods. The contract was renewed for its first year renewal term as pricing remained unchanged and performance has been in accordance with the contract.

#	Lead Department	Division	Procurement Type	Ward	Bid Call No. and Description	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
126	Transit	Transit Services	Contract Renewal	ALL	RFP2020-003 TRANSIT BUS SAFETY INSPECTION, PREVENTATIVE AND DEMAND MAINTENANCE	MISSISSAUGA BUS, COACH & TRUCK REPAIRS INC	\$ 2,800,000.00	\$ 1,150,000.00		Contract to perform preventative maintenance inspections and repairs for a three year period, with 2 1-year optional renewal periods. The contract was renewed for its first year renewal term as pricing remained unchanged and performance has been in accordance with the contract.
127	Transit	Transit Services	Contract Renewal	ALL	RFP2020-003 TRANSIT BUS SAFETY INSPECTION, PREVENTATIVE AND DEMAND MAINTENANCE	MTB TRANSIT SOLUTIONS INC	\$ 2,000,000.00	\$ 2,012,000.00		Contract to perform preventative maintenance inspections and repairs for a three year period, with 2 1-year optional renewal periods. The contract was renewed for its first year renewal term as pricing remained unchanged and performance has been in accordance with the contract.
128	Transit	Transit Services	Contract Renewal	ALL	RFP2020-066 URBAN TRANSIT BUS AFTERMARKET REPLACEMENT PARTS	BAKER TRANSIT PARTS INC.	\$ 770,000.00	\$ 304,000.00		Supply and delivery of Urban Transit Bus Aftermarket Replacement parts for a one year with, 4 1-year optional renewal periods. The contract is for weekly procurement of small consumable parts used by Transit Maintenance. These parts are low value commodities, and their prices fluctuate frequently. 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.
129	Transit	Transit Services	Contract Renewal	ALL	RFP2020-066 URBAN TRANSIT BUS AFTERMARKET REPLACEMENT PARTS	MISSISSAUGA BUS, COACH & TRUCK REPAIRS INC	\$ 172,000.00	\$ 19,000.00		Supply and delivery of Urban Transit Bus Aftermarket Replacement parts for a one year with, 4 1-year optional renewal periods. The contract is for weekly procurement of small consumable parts used by Transit Maintenance. These parts are low value commodities, and their prices fluctuate frequently. 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.
130	Transit	Transit Services	Contract Renewal	ALL	RFP2020-066 URBAN TRANSIT BUS AFTERMARKET REPLACEMENT PARTS	MOHAWK MFG. & SUPPLY CO.	\$ 395,000.00	\$ 105,000.00		Supply and delivery of Urban Transit Bus Aftermarket Replacement parts for a one year with, 4 1-year optional renewal periods. The contract is for weekly procurement of small consumable parts used by Transit Maintenance. These parts are low value commodities, and their prices fluctuate frequently. 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.
131	Transit	Transit Services	Contract Renewal	ALL	RFP2020-066 URBAN TRANSIT BUS AFTERMARKET REPLACEMENT PARTS	NATSCO - NORTH AMERICAN TRANSIT SUPPLY CORPORATION	\$ 565,000.00	\$ 220,000.00		Supply and delivery of Urban Transit Bus Aftermarket Replacement parts for a one year with, 4 1-year optional renewal periods. The contract is for weekly procurement of small consumable parts used by Transit Maintenance. These parts are low value commodities, and their prices fluctuate frequently. 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.

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132	Transit, Public Works & Engineering	Transit Services, Road Maintenance, Operations & Fleet	Contract Renewal	ALL	RFP2019-021 VEHICLE REPAIR AND MAINTENANCE SERVICES	O'DRISCOLL INVESTMENT LTD. / SUPREME AUTO SERVICE	\$ 1,177,537.50	\$ 630,000.00		Maintenance and repair services of Transit's non-revenue and Fleet's vehicles for a two year period with, 3 1-year optional renewal periods. The contract was renewed for its final year renewal term as pricing remained unchanged and performance has been in accordance with the contract.

#	Lead Department	Division	Procurement Type	Ward	Bid Call No. and Description	Vendor	Contract Amount as of June 30, 2023	Contract Expiry Date	# of Optional Renewals	# of Available Renewals
1	Community Services	Parks Maintenance & Forestry	Competitive	ALL	Q2022-180 SUPPLY, ASSEMBLY, AND DELIVERY OUTDOOR SOCCER GOALS	AVANTI SPORTS GROUP INC	\$ 116,496.00	2024/05/31	1, 1 - year(s)	1
2	Community Services	Parks Maintenance & Forestry	Competitive	ALL	RFP2021-052 IMPACT ATTENUATING PLAYGROUND SURFACING - PART A RUBBER TILES	SOF SURFACES INC.	\$ 1,525,362.26	2024/05/31	2, 1 - year(s)	2
3	Community Services	Parks Maintenance & Forestry	Competitive	ALL	RFP2021-052 IMPACT ATTENUATING PLAYGROUND SURFACING - PART C ENGINEERED WOOD FIBRE	LANDSOURCE ORGANIX LTD	\$ 589,800.00	2024/05/31	2, 1 - year(s)	2
4	Community Services	Parks Maintenance & Forestry	Competitive	ALL	RFP2021-052 IMPACT ATTENUATING PLAYGROUND SURFACING - PART E RECYCLED RUBBER MULCH	SOFTLINE SOLUTIONS AB INC	\$ 1,287,073.83	2024/05/31	2, 1 - year(s)	2
5	Community Services	Parks Maintenance & Forestry	Competitive	7,8,9,10	T2017-015 SNOW REMOVAL SERVICES	1943349 ONTARIO LTD. O/A KIRBYCO GENERAL	\$ 827,659.00	2024/04/10	3, 1 - year(s)	3
6	Community Services	Parks Maintenance & Forestry	Competitive	1,2,3,4,5,6	T2017-015 SNOW REMOVAL SERVICES	PACIFIC PAVING LIMITED	\$ 907,480.00	2024/04/10	3, 1 - year(s)	3
7	Community Services	Parks Maintenance & Forestry	Competitive	ALL	T2021-034 SOIL MIXES	FSI LANDSCAPE SUPPLY / DIVISION OF FURROW SYSTEMS INTERNATIONAL LTD.	\$ 126,748.93	2024/04/30	3, 1 - year(s)	2
8	Community Services	Parks Maintenance & Forestry	Competitive	ALL	T2021-110 HYDROVAC EXCAVATION SERVICES	HOOD EXCAVAC SERVICES INC.	\$ 239,400.00	2024/04/30	2, 1 - year(s)	2
9	Community Services	Parks Maintenance & Forestry	Competitive	ALL	T2022-059 SUPPLY AND DELIVERY OF FERTILIZER	NUTRITE, A DIVISION OF NUTRITE-DIVISON OF FERTI TECHNOLOGY INC.	\$ 127,614.96	2024/05/31	4, 1 - year(s)	3
10	Community Services	Parks Maintenance & Forestry	Limited Tendering	ALL	LT2021-124 TOP DRESSING CLAY FOR NATURAL CRICKET PITCHES	HUTCHESON SAND & GRAVEL LTD.	\$ 135,500.00	2024/04/05	3, 1 - year(s)	1
11	Corporate Support Services	Digital Innovation & IT	Competitive	ALL	NRF2020-205 LICENSES, INSTALLATION, MAINTENANCE AND SUPPORT OF AN ENTERPRISE ARCHITECTURE TOOL	SEATTLE BUSINESS SOFTWARE INC	\$ 266,045.00	2024/04/30	2, 1 - year(s)	2
12	Corporate Support Services	Digital Innovation & IT	Competitive	ALL	NT2020-074 LICENSING MAINTENANCE AND SUPPORT SERVICES FOR CHAMELEON/CMS	HLP, INC	\$ 117,880.00	2024/05/19	4, 1 - year(s)	1
13	Corporate Support Services	Digital Innovation & IT	Competitive	ALL	RFP2016-018 TALENT AND LEARNING MANAGEMENT SYSTEM	HR PATH CANADA	\$ 1,049,506.99	2024/06/29	3, 2 - year(s)	2

#	Lead Department	Division	Procurement Type	Ward	Bid Call No. and Description	Vendor	Contract Amount as of June 30, 2023	Contract Expiry Date	# of Optional Renewals	# of Available Renewals
14	Corporate Support Services	Digital Innovation & IT	Competitive	ALL	RFP2016-026 ASSET/WORK ORDER MANAGEMENT SOLUTION FOR PARKS AND ROAD MAINTENANCE, OPERATIONS & FLEET	ESRI CANADA	\$ 2,844,313.00	2024/06/20	3, 2 - year(s)	2
15	Corporate Support Services	Digital Innovation & IT	Competitive	ALL	T2015-079 PUBLIC SECTOR NETWORK (PSN) DESIGN AND CONSTRUCTION, INSPECTION, REPAIR, MAINTENANCE, AND EMERGENCY SERVICES	COMMUNICATIONS AND CABLING CONTRACTORS INC.	\$ 3,395,878.70	2024/04/30	7, 1 - year(s)	2
16	Corporate Support Services	Digital Innovation & IT	Competitive	ALL	T2018-006 LANDLINE TELECOMMUNICATION PRODUCTS AND SERVICES	BELL CANADA	\$ 2,400,000.00	2024/05/15	2, 1 - year(s)	1
17	Corporate Support Services	Digital Innovation & IT	Limited Tendering	ALL	N2017-002 PROJECTWISE CONNECT EDITION	BENTLEY SYSTEMS, INC	\$ 605,320.82	2024/05/31	2, 3 - year(s)	1
18	Fire & Emergency Services	Fire & Emergency Services	Competitive	ALL	T2021-248 VARIOUS CLOTHING ITEMS AND CARRYING BAGS	URBAN TACTICAL BRANTFORD LTD	\$ 213,410.00	2024/04/30	2, 1 - year(s)	1
19	Fire & Emergency Services	Fire & Emergency Services	Competitive	ALL	T2021-248 VARIOUS CLOTHING ITEMS AND CARRYING BAGS	FUNDY TACTICAL & UNIFORMS LTD	\$ 240,900.00	2024/04/30	2, 1 - year(s)	1
20	Fire & Emergency Services	Fire & Emergency Services	Limited Tendering	ALL	LT2023-006 FIRE HOSES	2430174 ONTARIO INC. O/A MUNICIPAL EQUIPMENT	\$ 250,000.00	2024/05/10	5, 1 - year(s)	5
21	Fire & Emergency Services	Fire & Emergency Services	Limited Tendering	ALL	LT2023-184 GLOBE SUPREME STRUCTURAL LEATHER FIREFIGHTING BOOTS	SAFEDESIGN APPAREL LTD	\$ 250,000.00	2024/04/30	5, 1 - year(s)	5
22	Legislative Services	City Clerk	Competitive	ALL	T2016-080 CITY WIDE RECORDS STORAGE SERVICES	RECORDXPRESS A DIVISION OF STORAGEVAULT CANADA INC.	\$ 345,660.00	2024/04/30	3, 1 - year(s)	1
23	Public Works & Engineering	Facilities Operation & Maintenance	Competitive	ALL	RFP2019-004 UTILITY DATA MANAGEMENT SYSTEM	AMERESCO CANADA INC	\$ 202,345.00	2024/04/30	3, 1 - year(s)	1
24	Public Works & Engineering	Facilities Operation & Maintenance	Competitive	ALL	RFP2020-001 AMMONIA REFRIGERATION EQUIPMENT PREVENTATIVE AND DEMAND MAINTENANCE SERVICES	CIMCO REFRIGERATION, DIVISION OF TOROMONT INDUSTRIES LTD.	\$ 1,063,321.00	2024/05/31	2, 1 - year(s)	1
25	Public Works & Engineering	Facilities Operation & Maintenance	Competitive	ALL	RFP2021-002 JANITORIAL CLEANING SERVICES - CORPORATE FACILITIES	CONNECT BUILDING SERVICES INC	\$ 3,246,216.59	2024/05/31	2, 1 - year(s)	1
26	Public Works & Engineering	Facilities Operation & Maintenance	Competitive	ALL	RFP2021-002 JANITORIAL CLEANING SERVICES - CORPORATE, WORKS, PARKS, TRANSIT AND FIRE FACILITIES	SQM JANITORIAL SERVICES INC.	\$ 2,532,650.15	2024/05/31	2, 1 - year(s)	1



#	Lead Department	Division	Procurement Type	Ward	Bid Call No. and Description	Vendor	Contract Amount as of June 30, 2023	Contract Expiry Date	# of Optional Renewals	# of Available Renewals
27	Public Works & Engineering	Facilities Operation & Maintenance	Competitive	ALL	T2020-038 PREVENTATIVE AND DEMAND MAINTENANCE SERVICES FOR JANITORIAL EQUIPMENT	COMFORT VACUUM SERVICE CO LTD	\$ 287,313.41	2024/05/31	2, 1 - year(s)	1
28	Public Works & Engineering	Facilities Operation & Maintenance	Competitive	ALL	T2021-022 ELEVATOR MAINTENANCE SERVICES	TK ELEVATOR (CANADA) LIMITED	\$ 406,860.00	2024/06/30	2, 1 - year(s)	2
29	Public Works & Engineering	Facilities Operation & Maintenance	Competitive	ALL	T2021-078 PAINT & PAINT SUPPLIES	PPG ARCHITECTURAL COATINGS CANADA, INC.	\$ 202,571.43	2024/04/30	2, 1 - year(s)	2
30	Public Works & Engineering	Facilities Operation & Maintenance	Competitive	2,3,4,7,8,9,10	T2022-256 SNOW CLEARING SERVICES	1943349 ONTARIO LTD. O/A KIRBYCO GENERAL	\$ 351,250.00	2024/04/15	4, 5 - month(s)	3
31	Public Works & Engineering	Facilities Operation & Maintenance	Limited Tendering	ALL	LT2020-141 ARENA ICE PAINTING AND SUPPLY SERVICES	JET ICE LTD	\$ 155,430.00	2024/06/30	2, 1 - year(s)	1
32	Public Works & Engineering	Road Maintenance, Operations & Fleet	Competitive	ALL	RFP2021-001 UNDERGROUND LOCATES FOR STREET LIGHTING, TRAFFIC CONTROL SIGNALS, TRANSIT AND STORM SEWERS	CANADIAN LOCATORS INC	\$ 1,142,129.00	2024/04/30	3, 1 - year(s)	3
33	Public Works & Engineering	Road Maintenance, Operations & Fleet	Competitive	7,8,9,10	T2017-015 SNOW REMOVAL SERVICES	A & G THE ROAD CLEANERS LTD.	\$ 21,766,934.40	2024/04/10	3, 1 - year(s)	3
34	Public Works & Engineering	Road Maintenance, Operations & Fleet	Competitive	1,2,3,4,5,6	T2017-015 SNOW REMOVAL SERVICES	ASHLAND CONSTRUCTION GROUP LTD	\$ 21,663,579.00	2024/04/10	3, 1 - year(s)	3
35	Public Works & Engineering	Road Maintenance, Operations & Fleet	Competitive	7,8	T2017-015 SNOW REMOVAL SERVICES	BONUM CONTRACTING INC	\$ 3,457,917.00	2024/04/05	3, 1 - year(s)	3
36	Public Works & Engineering	Road Maintenance, Operations & Fleet	Competitive	7,8,9,10	T2017-015 SNOW REMOVAL SERVICES	HUMBERVIEW MAINTENANCE GROUP LTD.	\$ 11,262,874.00	2024/04/05	3, 1 - year(s)	3
37	Public Works & Engineering	Road Maintenance, Operations & Fleet	Competitive	3,4,6	T2017-015 SNOW REMOVAL SERVICES	HUMBERVIEW MAINTENANCE GROUP LTD.	\$ 3,481,303.00	2024/04/10	3, 1 - year(s)	3
38	Public Works & Engineering	Road Maintenance, Operations & Fleet	Competitive	1,2,5,6	T2017-015 SNOW REMOVAL SERVICES	LIMA'S GARDENS & CONSTRUCTION INC.	\$ 3,695,916.00	2024/04/05	3, 1 - year(s)	3
39	Public Works & Engineering	Road Maintenance, Operations & Fleet	Competitive	1,2,5,6	T2017-015 SNOW REMOVAL SERVICES	ORIN CONTRACTORS CORP.	\$ 3,079,692.14	2024/04/05	3, 1 - year(s)	3

#	Lead Department	Division	Procurement Type	Ward	Bid Call No. and Description	Vendor	Contract Amount as of June 30, 2023	Contract Expiry Date	# of Optional Renewals	# of Available Renewals
40	Public Works & Engineering	Road Maintenance, Operations & Fleet	Competitive	3,4,6	T2017-015 SNOW REMOVAL SERVICES	T BOLTON SOD CO LTD	\$ 5,913,096.00	2024/04/10	3, 1 - year(s)	3
41	Public Works & Engineering	Road Maintenance, Operations & Fleet	Limited Tendering	ALL	LT2019-013 PARTS AND SERVICES FOR OLYMPIA ICE RESURFACERS	RESURFICE CORP	\$ 218,000.00	2024/06/30	2, 1 - year(s)	1
42	Public Works & Engineering	Road Maintenance, Operations & Fleet	Limited Tendering	ALL	LT2019-015 PARTS AND SERVICES FOR SMALL ENGINE AND OFF ROAD EQUIPMENT	CLARK MOORE MOTORS	\$ 450,000.00	2024/04/30	2, 1 - year(s)	1
43	Public Works & Engineering	Road Maintenance, Operations & Fleet	Limited Tendering	ALL	LT2020-079 PARTS AND SERVICE FOR TRACKLESS VEHICLES AND BRINE EQUIPMENT	FST CANADA INC.	\$ 471,000.00	2024/04/30	2, 1 - year(s)	1
44	Public Works & Engineering	Road Maintenance, Operations & Fleet	Limited Tendering	ALL	LT2023-156 HIGH PRESSURE SODIUM (HPS) TO LIGHT EMITTING DIODE (LED) STREET LIGHT	REALTERM ENERGY CORP.	\$ 750,000.00	2024/06/30	4, 1 - year(s)	4
45	Transit	Transit Services	Competitive	ALL	RFP2020-066 URBAN TRANSIT BUS AFTERMARKET REPLACEMENT PARTS	BAKER TRANSIT PARTS INC.	\$ 1,074,000.00	2024/06/30	4, 1 - year(s)	1
46	Transit	Transit Services	Competitive	ALL	RFP2020-066 URBAN TRANSIT BUS AFTERMARKET REPLACEMENT PARTS	CBM N.A. INC.	\$ 1,015,000.00	2024/06/30	4, 1 - year(s)	1
47	Transit	Transit Services	Competitive	ALL	RFP2020-066 URBAN TRANSIT BUS AFTERMARKET REPLACEMENT PARTS	MISSISSAUGA BUS, COACH & TRUCK REPAIRS INC	\$ 191,000.00	2024/06/30	4, 1 - year(s)	1
48	Transit	Transit Services	Competitive	ALL	RFP2020-066 URBAN TRANSIT BUS AFTERMARKET REPLACEMENT PARTS	MOHAWK MFG. & SUPPLY CO.	\$ 500,000.00	2024/06/30	4, 1 - year(s)	1
49	Transit	Transit Services	Competitive	ALL	RFP2020-066 URBAN TRANSIT BUS AFTERMARKET REPLACEMENT PARTS	NATSCO - NORTH AMERICAN TRANSIT SUPPLY CORPORATION	\$ 785,000.00	2024/06/30	4, 1 - year(s)	1
50	Transit	Transit Services	Competitive	ALL	T2020-006 TRANSIT BUS AIR CONDITIONING PREVENTATIVE MAINTENANCE REPAIR SERVICES AND SUPPLY OF SPARE PARTS - PART A MATERIAL SUPPLIES FOR DEMAND MAINTENANCE REPAIRS	PRO REEFER AND MOBILE TRUCK SERVICES INC	\$ 2,038,000.00	2024/04/30	2, 1 - year(s)	1
51	Transit	Transit Services	Competitive	ALL	T2020-006 TRANSIT BUS AIR CONDITIONING PREVENTATIVE MAINTENANCE REPAIR SERVICES AND SUPPLY OF SPARE PARTS - PART B MOBILE AIR CONDITIONING EQUIPMENT REPLACEMENT SPARE PARTS	THERMO KING EASTERN CANADA / JONJO TRANSPORT REFRIGERATION LIMITED	\$ 1,004,133.67	2024/04/30	2, 1 - year(s)	1

#	Lead Department	Division	Procurement Type	Ward	Bid Call No. and Description	Vendor	Contract Amount as of June 30, 2023	Contract Expiry Date	# of Optional Renewals	# of Available Renewals
52	Transit	Transit Services	Competitive	ALL	T2021-013 ELECTRICAL COMPONENTS FOR TRANSIT	WURTH CANADA LIMITED	\$ 221,840.19	2024/04/30	2, 1 - year(s)	2
53	Transit	Transit Services	Limited Tendering	ALL	LT2020-100 OIL CARTRIDGES FOR BRAMPTON TRANSIT	OIL FILTRATION SPECIALISTS INC	\$ 182,500.00	2024/05/31	3, 1 - year(s)	2
54	Transit	Transit Services	Limited Tendering	ALL	LT2020-104 LUMINATOR DESTINATION SIGN PARTS AND REPAIRS	LUMINATOR TECHNOLOGY GROUP, INC.	\$ 265,000.00	2024/05/31	3, 1 - year(s)	2
55	Transit	Transit Services	Limited Tendering	ALL	LT2022-276 HASTUS SOFTWARE MAINTENANCE AND SUPPORT	GIRO INC	\$ 360,440.00	2024/05/15	3, 1 - year(s)	2
56	Transit, Public Works & Engineering	Transit Services, Road Maintenance, Operations & Fleet	Competitive	ALL	RFP2021-061 REPAIR AND REPLACEMENT OF GLASS ON VEHICLES AND VARIOUS EQUIPMENT	505217 ONTARIO LIMITED O/A SURE AUTO GLASS/ BRAMPTON RUST CHECK	\$ 252,668.00	2024/05/15	2, 1 - year(s)	1

**Date:** 2023-08-29

**Subject:** **Active Consulting Service Contracts – Q2 2023**

**Contact:** Marlon Kallideen, Acting Director, Purchasing,  
Strategic Services & Initiative, Office of the CAO

**Report Number:** CAO's Office-2023-753

**Recommendations:**

That the report from Claudia Santeramo, Manager, Procurement Performance, Purchasing to the Committee Meeting of September 20, 2023 re: Active Consulting Services Contracts, be received;

**Overview:**

- **This report provides a summary of active consulting service contracts as of June 30, 2023. Specific contract details are provided in Appendix 1 & 2.**

**Background:**

On June 16, 2021, Council directed Staff to report on a quarterly basis all active consulting services engaged by the City.

The Purchasing Activity Quarterly Report defines consulting services as a Procurement Process for the acquisition of expertise or strategic advice not including architects and engineers.

**Current Situation:**

This report includes active consulting services with a City Purchase Order with a value greater than \$25,000 (refer to Appendix 1) and, those directly purchased by the business unit with a value up to \$25,000 for which a Purchase Order is not required, but instead a Purchasing card or other payment method is used (refer to Appendix 2).

The report provides the following information:

- Ward
- Procurement Process;
- Description of Service;
- Name of Consulting Firm;
- Responsible Department/Division;
- Contract Value;
- Spend to Date;
- Consulting Service Status; and
- Completion Timeline.

**Corporate Implications:**

Financial Implications:

There are no financial implications from reporting basic information about consulting services on a quarterly basis.

**Strategic Focus Area:**

Government & Leadership:

This report aligns, supports and/or furthers the strategic focus area “Government & Leadership”, 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 active consulting service contracts up to June 30, 2023.

Authored by:

Claudia Santeramo

Reviewed by:

Marlon Kallideen

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Manager, Procurement Performance  
Purchasing

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Acting Director, Purchasing

Approved by:

Marlon Kallideen

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Chief Administrative Officer

**Attachments:**

Appendix 1: Greater than \$25,000

Appendix 2: Less than \$25,000

#	Lead Department	Division	Procurement Process	Ward #	Bid Call No. and Description	Vendor	Total Contract Value	Contract Expiry Date	Payments Made To Date as of July 14, 2023	Supplementary Information	Consulting Service Status	Timeline for Consulting Services Completion
1	Community Services	Cultural Services	Competitive	ALL	P2022-297 CONSULTING SERVICES FOR THE DEVELOPMENT OF A MUNICIPAL PUBLIC ART STRATEGY	AGENCE MASSIV/ART INC.	\$ 116,375.00	2023/12/31	\$ 89,500.00	The City's first Municipal Public Art Strategy will establish an intentional and cohesive approach to developing and administering the City of Brampton's public art programs. The objectives of the Municipal Public Art Strategy are to a) Establish an administrative infrastructure for City-led public art programs, b) Establish a five (5) year priority work plan for City-led public art programs, and c) Establish an administrative infrastructure for the City to engage with the private sector on public art opportunities.	Active PHASE 1: Context and Background Document Research. Detailed Community Engagement Plan validation. - COMPLETE PHASE 2: Community and collaborator engagement to be complete by April 2023. - COMPLETE PHASE 3: Drafting Municipal Public Art Strategy (May - September) - Current Status PHASE 4: Finalizing Municipal Public Art Strategy (October - December)	2023/12/31
2	Community Services	Recreation	Competitive	ALL	RFP2022-139 CONSULTING SERVICES TO REVIEW AND RECOMMEND REVISIONS TO THE CITY'S SPORT ALLOCATION POLICIES	BEAM GROUP INC.	\$ 82,500.00	2023/12/31	\$ 54,000.00	Consulting Services to conduct a review and recommend revisions to the City's Sport Allocation Policies.	Active Consultants have completed staff and stakeholder engagements (Nov 2022) and environmental scan. Draft Policy has been provided (Q2 2023) and Council Report is planned for Q3/Q4 2023.	2023/12/31
3	Community Services	Recreation	Competitive	ALL	RFP2022-240 MULTI-DISCIPLINARY CONSULTING SERVICES TO REVIEW AND UPDATE THE PARKS AND RECREATION MASTER PLAN	MONTEITH BROWN PLANNING CONSULTANTS LTD.	\$ 199,771.88	2023/12/31	\$ 31,083.49	Five-year review of and update to the 2017 Parks and Recreation Master Plan.	Active Consultants have been engaged and are currently working on their background report. Staff, stakeholder and public engagement plan first phase completed. Draft Plan to be presented in Fall 2023 followed by further public engagement opportunities.	2023/12/31
4	Corporate Support Services	Digital Innovation and IT	Competitive	ALL	NRFP2020-179 PROFESSIONAL SERVICES TO UPGRADE ORACLE ENTERPRISE PEOPLESOFT HCM FROM RELEASE 9.1 TO 9.2	ALTA ONE SOLUTIONS INC.	\$ 908,061.18	2023/12/31	\$ 310,411.21	This is not a net new purchase, but instead a new/replacement purchase order issued to Alta one Solutions Inc. This purchase order was originally issued to The Business Technology Resource Group in January 2021 through competitive RFP process (RFP2020-179). This replacement purchase order is as related to the acquisition of The Business Technology Resource Group by Alta one Solutions Inc.	Active PeopleSoft HCM upgrade completed on schedule and on budget. Remaining balance to be consumed on a time and materials basis as needed for support related services. Contract expiry date is in the process of being extended to include 2023.	2023/12/31
5	Corporate Support Services	Digital Innovation and IT	Competitive	ALL	P2022-284 DEVELOPMENT OF QUALITY ASSURANCE AND TESTING FRAMEWORK	PROFESSIONAL QUALITY ASSURANCE LTD.	\$ 130,200.00	2023/09/30	\$ 65,200.00	Software quality assurance framework crucial to insure the quality, reliability and performance of software applications and systems. Right QA Framework, identifies defects, validate application functionality and ensures that the final product meets specified requirements.	<b>New for the Quarter</b> Active Framework development in progress	2023/12/31
6	Corporate Support Services	Digital Innovation and IT	Competitive	ALL	RFP2021-198 CONSULTING SERVICES FOR THE DEVELOPMENT OF A DISASTER RECOVER PLAN FOR I.T. INFRASTRUCTURE AND APPLICATIONS	TEKSYSTEMS CANADA CORP./SOCIETE TEKSYSTEMS CANADA	\$ 214,200.00	2023/12/31	\$ 168,707.00	Analysis and design work for disaster recovery planning is ongoing, engagement may need to be extended in time only	<b>New for the Quarter</b> Active	2023/12/31
7	Corporate Support Services	Digital Innovation and IT	Competitive	ALL	RFP2022-145 PROFESSIONAL SERVICES FOR THE IMPLEMENTATION OF ORACLE PEOPLESOFT HCM ENTERPRISE RECRUITING SOLUTION	ALTA ONE SOLUTIONS INC.	\$ 669,900.00	2023/12/31	\$ 358,000.00	Implementation services for Oracle PeopleSoft Enterprise HCM Recruiting Solution Suite to deliver an end - to -end fully integrated Applicant Tracking System (ATS) solution.	Active Project implementation is in execution of project implementation phase.	2023/12/31
8	Corporate Support Services	Digital Innovation and IT	Competitive	ALL	RFP2022-175 CONSULTING SERVICES FOR BENTLEY OPEN ROADS DESIGNER CONFIGURATION AND MIGRATION	THE ENVISION GROUP, INC O/A ENVISIONCAD	\$ 624,820.00	2024/12/31	\$ -	Migration of capital works processes from unsupported technology "InRoads" to the new version "OpenRoads".	<b>New for the Quarter</b> Active Migration in progress to new version	2024/09/30

#	Lead Department	Division	Procurement Process	Ward #	Bid Call No. and Description	Vendor	Total Contract Value	Contract Expiry Date	Payments Made To Date as of July 14, 2023	Supplementary Information	Consulting Service Status	Timeline for Consulting Services Completion
9	Corporate Support Services	Digital Innovation and IT	Competitive	ALL	RFP2022-176 IT PROJECT RESOURCES TO SUPPORT VARIOUS IT PROJECTS FOR A TWO YEAR PERIOD	TES CONTRACT SERVICES INC O/A THE EMPLOYMENT SOLUTIONS	\$ 500,000.00	2025/01/09	\$ 39,030.00	To supply skilled and experienced IT project resources to assist in the implementation of the City's Finance, Purchasing, and Human Resources solutions for various IT projects	Active	2025/01/09
10	Corporate Support Services	Digital Innovation and IT	Competitive	ALL	T2022-054 AUDIO/VISUAL CONSULTING SERVICES FOR A THREE YEAR PERIOD	R. NATHAN AND ASSOCIATES	\$ 225,000.00	2025/03/31	\$ 32,340.00	Consulting services to assess, analyze and design audio visual systems, ensuring product and service recommendations are consistent with industry standards.	Active Several designs have been provided. Services will be continued to be used as required.	2025/03/31
11	Corporate Support Services	Finance	Competitive	ALL	RFP2021-009 CONSULTING SERVICES TO PROVIDE AN UPDATE TO THE CITY'S FINANCIAL MASTER PLAN	HEMSON CONSULTING LTD	\$ 201,200.00	2023/12/31	\$ 57,720.00	Consultant retained to update the long term financial masterplan plan for the City; last completed in 2017.	Active	2023/12/31
12	Corporate Support Services	Finance	Competitive	ALL	RFP2022-339 DEVELOPMENT OF AN ASSET MANAGEMENT PLAN TO MEET O.REG 588/17	HEMSON CONSULTING LTD	\$ 299,905.00	2024/07/01	\$ 33,741.00	Consultant provides support in Development of a Service Area Asset Management Plan for ten City's service areas - Facilities, Transit, Recreation, Cultural Services, Animal services, IT services, Parks, City support fleet, Library and Fire services.	Active Consulting services are on track	2024/06/30
13	Corporate Support Services	Finance	Competitive	ALL	RFP2022-346 CONSULTING SERVICES TO PREPARE ANNUAL STATE OF LOCAL INFRASTRUCTURE REPORT FOR A THREE YEAR PERIOD	HEMSON CONSULTING LTD	\$ 163,550.00	2026/01/31	\$ 15,990.00	Consultant is providing support in developing annual State of Local Infrastructure Report throughout 3 years span.	Active Consulting services are on track	2026/03/31
14	Corporate Support Services	Finance	Limited Tendering	ALL	LT2023-087 CONSULTING SERVICES FOR 2024 DEVELOPMENT CHARGES BACKGROUND STUDY AND NEW DC BY-LAWS	HEMSON CONSULTING LTD	\$ 150,000.00	2024/08/31	\$ -	The DC Study is being done to fulfill the requirements to establish development charges rates for future developments within the municipal boundaries of the City of Brampton, as mandated by the DC Act, 1997, as amended.	<b>New For This Quarter</b> Active	2024/08/01
15	Corporate Support Services	Human Resources	Competitive	ALL	RFP2020-160 CONSULTING SERVICES FOR EMPLOYEE BENEFITS FOR A THREE YEAR PERIOD	PEOPLE CORPORATION O/A BUFFETT TAYLOR + ASSOCIATES	\$ 172,250.00	2023/11/30	\$ 141,535.12	To provide benefits (health, wellness and disability management) consulting services including regular reporting policy/legislative interpretation, municipal benchmarking, and negotiation and analysis of renewal offers from service providers and/or carriers.	Active Examples of work to date: ongoing consulting services, ad hoc benchmarking, successfully negotiated lower renewal rates with Manulife, consulted on three initiatives: PTM HCSA, NU contract plan, NU Harmonization, grievance assistance, and provides monthly reporting. Update: Consultant continues to provide ongoing benchmarking for benefits enhancements, mental wellness, and review of vendor charges on bi-annual basis as well as reporting on a quarterly basis.	2023/11/30
16	Corporate Support Services	Human Resources	Limited Tendering	ALL	LT2023-068 CONSULTING SERVICES TO AMEND THE CITY'S EXISTING FIREFIGHTER RECRUITMENT PROCESS	POTENTIA TALENT MANAGEMENT INC.	\$ 44,000.00	2023/10/31	\$ 22,000.00	To support with identifying qualifications for job analysis for firefighter roles, developing assessment tools, designing, reviewing and administering test results to support fairness in the hiring process and representativeness for equity-deserving groups.	Active Consultant is assisting with the recruitment of firefighters and the required assessment tools to ensure a diverse pool of hires.	2023/09/30

#	Lead Department	Division	Procurement Process	Ward #	Bid Call No. and Description	Vendor	Total Contract Value	Contract Expiry Date	Payments Made To Date as of July 14, 2023	Supplementary Information	Consulting Service Status	Timeline for Consulting Services Completion
17	Corporate Support Services	Organizational Performance & EDI	Competitive	ALL	NRFP2023-308 CUSTOMER EXPERIENCE STRATEGY AND ACTION PLAN	BLACKLINE CONSULTING	\$ 227,587.00	2023/09/30	\$ 60,000.00	2018-2022 Term of Council Priorities	Active Consulting services are in progress	2023/09/30
18	Office of the CAO	Internal Audit	Competitive	ALL	P2023-101 HISTORIC BOVAIRD HOUSE AUDIT 2023	RPMG LLP	\$ 81,320.00	2023/09/30	\$ 40,392.50	Historical Bovaird House Audit as directed by City Council.	<b>New For This Quarter</b> Active The project is on track.	2023/12/31
19	Office of the CAO	Strategic Service & Initiative	Limited Tendering	ALL	L172022-285 DEVELOPMENT OF A FAIR WAGE AND COMMUNITY BENEFITS POLICY	PRISM ECONOMICS AND ANALYSIS	\$ 62,600.00	2023/09/30	\$ 25,700.00	Through a competitive procurement process, Prism Economics & Analysis Inc. was retained to conduct a feasibility assessment for a Fair Wage policy and Community Benefits policy in Brampton. On August 10, 2022 Council directed staff to develop a Fair Wage and Community Benefits policy. Prism Economics & Analysis Inc. was retained as they have a deep understanding of the work and has established relationships with various stakeholders. The service is to develop a Fair Wage and Community Benefits policy.	Active A working committee has been established, the consultant conducted an introductory meeting with the working committee to outline expectations and timelines. A draft Fair Wage policy has been developed, sent to the working committee and reviewed with comments. A draft Community Benefits policy has been developed, sent to the working committee and reviewed with comments. The draft Fair Wage policy has been sent to industry stakeholders for feedback and Community Benefits policy will be sent to industry stakeholders Q3 2023. Policies will be brought to Council for approval in Q4 2023.	2023/12/31
20	Planning, Building & Growth Management	Building	Competitive	ALL	RFP2022-062 PROFESSIONAL SERVICES TO REVIEW PLANS FOR COMPLIANCE WITH THE ONTARIO BUILDING CODE FOR CHANGE OF USE - SINGLE DWELLING INTO A TWO-UNIT DWELLING	RSM BUILDING CONSULTANTS INC.	\$ 1,050,000.00	2024/07/15	\$ 30,960.00	To provide as needed assistance with Plans Review of Change of Use permits which add a second dwelling unit to a home, in order to meet legislative timeframes for issuance of permits. The contract term ends July 15, 2024.	Active The contract has been awarded to RSM Building Consultants and is currently active.	2024/07/15
21	Planning, Building & Growth Management	Development Services & Design	Competitive	ALL	RFP2022-229 ESTABLISH VENDORS OF RECORD FOR HIRING OF PLANNING CONSULTANTS TO REVIEW PLANNING APPEALS FOR A THREE YEAR PERIOD	ALLAN RAMSAY PLANNING ASSOCIATES INC.	\$ 50,000.00	2025/10/31	\$ -	Consultant held 'on retainer' to provide planning support on planning applications that are appealed.	Active	2025/10/31
22	Planning, Building & Growth Management	Development Services & Design	Competitive	ALL	RFP2022-229 ESTABLISH VENDORS OF RECORD FOR HIRING OF PLANNING CONSULTANTS TO REVIEW PLANNING APPEALS FOR A THREE YEAR PERIOD	GSP GROUP INC.	\$ 50,000.00	2025/10/31	\$ -	Consultant held 'on retainer' to provide planning support on planning applications that are appealed.	Active	2025/10/31
23	Planning, Building & Growth Management	Development Services & Design	Competitive	ALL	RFP2022-229 ESTABLISH VENDORS OF RECORD FOR HIRING OF PLANNING CONSULTANTS TO REVIEW PLANNING APPEALS FOR A THREE YEAR PERIOD	WSP CANADA INC	\$ 50,000.00	2025/10/31	\$ 539.00	Consultant held 'on retainer' to provide planning support on planning applications that are appealed.	Active	2025/10/31
24	Planning, Building & Growth Management	Development Services & Design	Limited Tendering	3	CONSULTING ARBORIST RELATED TO AN ONTARIO MUNICIPAL BOARD HEARING FOR A PLANNING APPLICATION TO DEVELOP 35 TOWNHOUSES AT 17-29 CLARENCE STREET	COHEN & MASTER CLASSIC INC.	\$ 16,310.00	2023/12/31	\$ -	Conduct inspections to ensure that tree preservation measures are done in accordance with LPAT decision	Active The service started in August 2016. The work completed to date is that the consultant completed work and provided testimony at the October 2016 Local Planning Appeal Tribunal hearing and did one of the required site inspections. The work to be done includes a series of site inspections throughout the construction of the development. The LPAT settlement related to the development requires that the City retain the consultant for these inspections and for consultation if there are any issues. It sets a timeline for 5 years from the date we issue site plan approval, which will occur in the next couple of weeks.	2026/12/31

#	Lead Department	Division	Procurement Process	Ward #	Bid Call No. and Description	Vendor	Total Contract Value	Contract Expiry Date	Payments Made To Date as of July 14, 2023	Supplementary Information	Consulting Service Status	Timeline for Consulting Services Completion
25	Planning, Building & Growth Management	Development Services & Design	Limited Tendering	ALL	LT2023-158 CONSULTING SERVICES TO COMPLETE CONTINUOUS IMPROVEMENT AND DOCUMENT REDESIGN ACTIVITIES RELATED TO THE DEVELOPMENT APPLICATION REVIEW	DILLON CONSULTING LIMITED	\$ 362,998.00	2023/11/30	\$ -	Hired to implement Committee of Adjustment Improvements, Urban Design Improvements and design and implement Development Application review process improvements	New For This Quarter Active	2023/12/31
26	Planning, Building & Growth Management	Environment & Development Engineering	Competitive	1,3	P2022-203 RESILIENCE, SUSTAINABILITY, HEALTHY DEVELOPMENT STRATEGY FOR THE RIVERWALK AREA	SUSTAINABILITY SOLUTIONS GROUP WORKERS COOPERATIVE O/A SUSTAINABILITY SOLUTIONS GROUP	\$ 98,750.00	2023/12/31	\$ 49,116.00	Resilience, Sustainability and Healthy Development Strategy for the Riverwalk Area further developing and expanding the Urban Design Master Plan Framework into a set of objectives, success measurement, metrics, targets and guidelines to complement the Sustainable New Communities Program, advance advocacy and guide implementation projects for the future in these key areas. Project initiated in August 2022 and going through its first phase.	Active Project initiated in Aug. 2022 with monthly meetings and progress with completion of Phase 1 (Background) and 2 (Case studies) to approximately 40%. Phase 3 and completion expected to end of Q3/2023	2023/09/30
27	Planning, Building & Growth Management	Environment & Development Engineering	Competitive	1,3	Q2023-073 DOWNTOWN BRAMPTON FLOOD PROTECTION CLIMATE LENS AND GREENHOUSE GAS EMISSIONS ASSESSMENT	SUSTAINABILITY SOLUTIONS GROUP WORKERS COOPERATIVE O/A SUSTAINABILITY SOLUTIONS GROUP	\$ 54,780.00	2023/12/31	\$ 24,400.00	To perform a Climate Lens and Greenhouse Gas Emissions Assessment for the Downtown Brampton Flood Protection project as required for the Disaster Mitigation and Adaptation Fund.	Active Project initiated, Climate risk workshop held, bi-monthly progress meetings, completion expected by the end of Q3/2023	2023/09/30
28	Planning, Building & Growth Management	Environment & Development Engineering	Competitive	10	Q2023-171 SCOPED ENVIRONMENTAL IMPACT STUDY FOR WATERCOURSE DRAINAGE FEATURES	DILLON CONSULTING LIMITED	\$ 27,734.00	2024/09/30	\$ -	Consulting service to assess the environmental features that will be protected or impacted during a future watercourse dredging project	New for the Quarter Active	2023/12/31
29	Planning, Building & Growth Management	Environment & Development Engineering	Competitive	ALL	RFP2022-032 CONSULTING SERVICES TO UPDATE INTENSITY DURATION FREQUENCY CURVES	GHD LIMITED	\$ 100,680.00	2023/12/31	\$ 28,275.62	Procurement of consulting services to update the City's Intensity-Duration-Frequency (IDF) Curves to assist with the engineering and design of stormwater management systems. Services are expected to be completed by December 31, 2023.	Active Consultant is working on background data collection. This task should be completed by December 2023.	2023/12/31
30	Planning, Building & Growth Management	Environment & Development Engineering	Competitive	ALL	RFP2022-034 CONSULTING SERVICES TO DEVELOP A CLIMATE CHANGE ADAPTATION PLAN	SUSTAINABILITY SOLUTIONS GROUP WORKERS COOPERATIVE O/A SUSTAINABILITY SOLUTIONS GROUP	\$ 205,720.00	2023/12/31	\$ -	To provide consulting services to develop its first Climate Change Adaptation Plan. The Brampton Climate Change Adaptation Plan (CCAP) is intended to be a municipal-wide plan that integrates and builds upon the existing legislation, regulations, plans policies, programs, and actions that strive to establish a sustainable and resilient city and to protect the City's assets. It will provide a clear vision for how the City should develop, enhance, manage, and promote climate change adaptation action so that opportunities are maximized and vulnerabilities are reduced. The CCAP will examine current initiatives, identify strengths, weaknesses/risks, opportunities, and constraints, and recommend actions to improve climate change resilience in Brampton based on science and best management practices. It is anticipated to be completed in 15-18 months period.	Active Consultants are currently completing Component 3 of 7 (i.e., Vulnerability and Risk Assessment), which includes modeling and mapping the risk and vulnerabilities. To date, they have also completed the Background Review and have also hosted workshops with our technical advisory team, steering committee and stakeholder working group. Draft final adaptation plan is being targeted for end of year/early 2024.	2023/12/31
31	Planning, Building & Growth Management	Environment & Development Engineering	Competitive	ALL	RFP2022-194 DEVELOPMENT ENGINEERING SUBDIVISION REVIEW PROCESS MODERNIZATION	KPMG LLP	\$ 149,500.00	2023/09/01	\$ 74,750.00	To review the City of Brampton's Development Engineering & Landscaping Design submission review and Fees and Securities Administration processes to identify opportunities to create greater efficiency and effectiveness in service delivery.	Active Project nearing completion. Progress at 95%. Workshops and meetings with stakeholders are complete. Analysis and draft recommendations are complete. Draft Final Report in review, comments and final approval in progress.	2023/09/30
32	Planning, Building & Growth Management	Environment & Development Engineering	Competitive	ALL	RFP2022-213 CONSULTING SERVICES FOR ENVIRONMENTAL SITE ASSESMENT FOR A THREE YEAR PERIOD	ENGLUBE CORP.	\$ 200,000.00	2025/12/14	\$ 29,866.00	Consultant to provide full range of Environmental and Geotechnical Consulting Services at various properties within the City of Brampton, on an as and when required basis for a three (3) year period.	Active	2025/12/14



#	Lead Department	Division	Procurement Process	Ward #	Bid Call No. and Description	Vendor	Total Contract Value	Contract Expiry Date	Payments Made To Date as of July 14, 2023	Supplementary Information	Consulting Service Status	Timeline for Consulting Services Completion
33	Planning, Building & Growth Management	Environment & Development Engineering	Competitive	ALL	RFP2022-213 CONSULTING SERVICES FOR ENVIRONMENTAL SITE ASSESSMENT FOR A THREE YEAR PERIOD	EXP SERVICES INC	\$ 200,000.00	2025/12/14	\$ 35,561.60	Consultant to provide full range of Environmental and Geotechnical Consulting Services at various properties within the City of Brampton, on an as and when required basis for a three (3) year period.	Active	2025/12/14
34	Planning, Building & Growth Management	Environment & Development Engineering	Competitive	ALL	RFP2022-213 CONSULTING SERVICES FOR ENVIRONMENTAL SITE ASSESSMENT FOR A THREE YEAR PERIOD	WSP E & I CANADA LIMITED, A DIV OF WOOD CANADA LIMITED	\$ 200,000.00	2025/12/14	\$ 38,651.25	Consultant to provide full range of Environmental and Geotechnical Consulting Services at various properties within the City of Brampton, on an as and when required basis for a three (3) year period.	Active	2025/12/14
35	Planning, Building & Growth Management	Environment & Development Engineering	Competitive	1,3	RFP2022-238 PROJECT MANAGEMENT SERVICES FOR THE DETAILED DESIGN OF DOWNTOWN BRAMPTON FLOOD PROTECTION	P21 STRATEGIES LTD.	\$ 264,300.00	2025/07/31	\$ 27,341.37	To provide project management services for the City on limited design of Downtown Brampton Flood Protection. Services include maintaining schedule, coordinating multiple technical teams and objectives, and providing look-ahead reporting on challenges and mitigation given the multiple moving parts and complexities of designing major drainage infrastructure in a constrained urban environment.	Active Consultant is providing services as per the contract.	2025/12/31
36	Planning, Building & Growth Management	Environment & Development Engineering	Limited Tendering	1,3	LT2023-093 DOWNTOWN BRAMPTON FLOOD PROTECTION DETAILED DESIGN EA ADVISORY AND TECHNICAL SUPPORT SERVICES	ANNELESE GRIEVE STRATEGIC ENVIRONMENTAL	\$ 50,000.00	2025/07/31	\$ 3,600.00	To provide technical support and advisory services related to commitments made in the Downtown Brampton Flood Protection Environmental Assessment (EA). Said commitments will be addressed during ongoing detailed design of engineering works for flood protection as per the EA. In addition, the vendor will provide support for issues related to land acquisitions for implementation of the DBFP as expropriation will be required and the City must prepare for potential hearings of necessity for the lands being expropriated.	Active Consultant is advising on archaeological, property and environmental commitments.	2025/12/31
37	Planning, Building & Growth Management	Environment & Development Engineering	Cooperative	ALL	C2021-235 CONSULTING SERVICES TO DESIGN RESIDENTIAL HOME RETROFIT PROGRAM FOR THE CITY OF BRAMPTON, THE CITY OF MISSISSAUGA AND THE TOWN OF CALEDON	6893449 CANADA INC. (DUNSKY ENERGY CONSULTING)	\$ 216,474.14	2023/12/31	\$ 43,946.00	Consulting services to complete a Program Design Study that will provide the technical information, consultation, and strategic advice necessary to support the implementation of the PREP, which will improve the efficiency of residential energy use, reduce GHG emissions from the residential sector, increase resident energy savings and minimize up-front financial barriers to homeowners. This study aligns with existing International, Federal, Regional and Municipal plans/policies. The study location is city-wide.	Active Project started June 2022. Focus Area 1 Background Research is complete as of Q4 2022. Focus Area 2 Business Case Development is complete. Focus Area 3 Engagement is ongoing. Focus Area 4 Draft Program Design to be completed by end Q2 2023. Focus Area 5 Final Program Design to be completed Q4 2023.	2023/12/31
38	Planning, Building & Growth Management	Integrated City Planning	Competitive	6	COMMUNITY ENERGY PLAN TO INFORM THE HERITAGE HEIGHTS SECONDARY PLAN	GARFORTH INTERNATIONAL CANADA INC.	\$ 89,893.00	2023/12/31	\$ 89,418.00	The service/deliverable is to prepare a community energy plan to support the approval of the Heritage Heights Secondary Plan.	On Hold Pending the outcomes of the Ontario Land Tribunal	TBD
39	Planning, Building & Growth Management	Integrated City Planning	Competitive	ALL	P2022-367 DEVELOPMENT OF A CITY-WIDE INCENTIVE PROGRAM FOR HOUSING	SHS INC.	\$ 59,978.00	2025/06/30	\$ -	To develop a City-wide Incentive Program for Housing. The primary objective of the housing incentive program is to incentivize and attract purpose-built rental and affordable housing throughout the city, in alignment with new incentives introduced through Bill 23. The work includes background research and financial analysis of potential incentives, development of the incentive program, development of an implementation and governance plan, as well as a monitoring program and marketing strategy.	<b>New for the Quarter</b> Active	2024/07/30
40	Planning, Building & Growth Management	Integrated City Planning	Competitive	6	PROFESSIONAL TRANSPORTATION PLANNING SERVICES FOR HERITAGE HEIGHTS	TOOLE DESIGN GROUP CANADA INC.	\$ 257,785.00	2023/12/31	\$ 251,797.50	The service/deliverable is to prepare transportation reports to support the approval of the Heritage Heights Secondary Plan.	On Hold pending the outcomes of the Ontario Land Tribunal	TBD

#	Lead Department	Division	Procurement Process	Ward #	Bid Call No. and Description	Vendor	Total Contract Value	Contract Expiry Date	Payments Made To Date as of July 14, 2023	Supplementary Information	Consulting Service Status	Timeline for Consulting Services Completion
41	Planning, Building & Growth Management	Integrated City Planning	Competitive	ALL	RFP2016-015 CONSULTING SERVICES FOR COMPREHENSIVE ZONING BY-LAW REVIEW	WSP CANADA INC	\$ 984,649.70	2023/12/31	\$ 243,279.85	The service/deliverable is to prepare a new Comprehensive Zoning By-law for the City. The project started in 2016. The deliverable is a new Comprehensive Zoning By-law for the City. Background technical studies, a Zoning Strategy Report and two versions of the draft Comprehensive Zoning By-law have been delivered to date, with updates now re-starting to update to conform to new direction. The scope of work has changed since beginning of project in 2016. The new Comprehensive Zoning By-law is now to conform with the new Brampton Plan (Official Plan), which is currently out in draft for consultation. Pending deliverables include an updated Zoning Strategy Report, Review of the existing Zoning By-law's Special Sections and a revised draft of the Comprehensive Zoning By-law that conforms to the new direction outlined in Brampton Plan and integrates best practices that support the planning objectives of the City. Work has now recommenced this quarter to evaluate the necessary updates of previous draft work to meet the timeline of producing a draft Comprehensive Zoning By-law by November 2023. This project will aim to be completed in November 2024.	Active Q4 2023: Draft Comprehensive Zoning By-law completed and presented to the public utilizing the Streamline Development Approvals Fund monies allocated for the project. Q1- Q3 2023: Engagement on the draft Q4 2023: Finalization & Adoption	2024/12/30
42	Planning, Building & Growth Management	Integrated City Planning	Competitive	ALL	RFP2019-076 CONSULTING SERVICES FOR BRAMPTON VISION 2040 – OFFICIAL PLAN REVIEW	WSP CANADA INC	\$ 844,348.75	2023/12/31	\$ 393,837.27	The service/deliverable is to prepare the new official Plan - Brampton Plan	Active Brampton Plan to Council for approval was planned for September 2022. The Province of Ontario introduced new legislation (Bill 23) which Brampton will need to conform to, the new end date is December 31, 2023. The City is working to finalize adoption for November 2023.	2023/12/31
43	Planning, Building & Growth Management	Integrated City Planning	Competitive	ALL	RFP2020-232 DEVELOP A MUNICIPAL PARKING STRATEGY	IBI GROUP PROFESSIONAL SERVICES (CANADA) INC.	\$ 392,680.00	2023/09/30	\$ 350,644.62	Based on the findings of the Study to date, additional meetings with stakeholders were required to further develop the recommendations of the Study. As a result, a contract extension was needed including \$10,000 for additional meetings and documentation and time extension from June 30, 2023 to September 30, 2023.	Active On track for completion and presentation to Council in September 2023.	2023/09/30
44	Planning, Building & Growth Management	Integrated City Planning	Competitive	ALL	RFP2021-252 CONSULTING SERVICES FOR REVIEW AND UPDATE OF THE TRANSPORTATION MASTER PLAN	HDR CORPORATION	\$ 482,865.00	2023/11/30	\$ 170,277.44	5 year review and update of the City of Brampton's Transportation Master Plan (TMP). The goal is to update the TMP policies, decision-making approaches and implementation plan to implement a changing policy landscape, including but not limited to, the spirit and strategic directions of Brampton's 2040 Vision, Term of Council Priorities, and Official Plan project objectives, work plan and emerging directions and policies.	Active Phase 1 is nearing completion (comments have been provided back to HDR for deliverables). Phase 2 tasks are underway. Round 1 of the public engagement concluded on July 31st. Equity workshop is being planned for Sept 2023.	2024/02/29
45	Planning, Building & Growth Management	Integrated City Planning	Competitive	4,6	RFP2022-029 CONSULTING SERVICES FOR A SECONDARY PLAN UPDATE OF THE AREA 40 BRAM WEST	TOOLE DESIGN GROUP CANADA INC.	\$ 299,500.00	2023/12/31	\$ 217,358.31	The purpose of the BramWest Secondary Plan Review is to develop a draft land use concept plan and population and employment forecasts, to inform future policy and necessary component studies that will provide the basis a Secondary Plan Update of the Area 40 – Bram West. It is anticipated to be completed in 12-15 months period. This is the first stage of setting the vision for the BramWest Secondary Plan Area in preparation for the completion of detailed studies.	Active Finalization of the concept plan will be completed this year. Additional work may filter into next year pending outcomes from the Heritage Heights OLT hearings.	2024/12/30
46	Planning, Building & Growth Management	Integrated City Planning	Competitive	ALL	RFP2022-038 CONSULTING SERVICES TO DEVELOP AN ARCHAEOLOGICAL MANAGEMENT PLAN	ARCHAEOLOGICAL RESEARCH ASSOCIATES LTD.	\$ 142,900.00	2024/03/31	\$ 80,756.25	The project is still in its preliminary stage. Invoices have been raised and are currently processed through Accounts.	Active On track for targeted completion in 1 Year.	2024/03/31
47	Planning, Building & Growth Management	Integrated City Planning	Competitive	ALL	UPDATE TO MUNICIPAL REGISTER OF CULTURAL HERITAGE RESOURCES	ARCHAEOLOGICAL RESEARCH ASSOCIATES LTD.	\$ 97,150.00	2023/08/30	\$ 11,150.00	Consultant was procured to prepare a major review and update to the City's Register of Heritage Properties. Project commenced in 2022 but was put on hold briefly to review implications of Bill 23. It is now re-activated and proceeding	Active	2023/12/31

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48	Planning, Building & Growth Management	Integrated City Planning	Limited Tendering	ALL	HERITAGE HEIGHTS - INFRASTRUCTURE SERVICING STUDY	URBANTECH CONSULTING LEIGHTON-ZEN LTD	\$ 88,491.15	2023/12/31	\$ 81,825.00	Professional Engineering services to study how development will be serviced (Water, wastewater and Storm water) within the Heritage Heights Secondary Plan. This contract will result in an Infrastructure servicing study to inform the development of Heritage Heights.	Active This project started in the early 2010 to support the development of Heritage Heights, and was originally funded by the Landowners group. The project was subsequently put on hold given the uncertainties around the G1A West Corridor (Highway 413). With affirmed Council direction around the Highway, work has resumed and is expected to be completed by the end of 2022, however may need to be revised pending the outcomes of the OLT hearing for Heritage Heights.	TBD pending outcomes of the Ontario Land Tribunals (OLT)
49	Planning, Building & Growth Management	Integrated City Planning	Limited Tendering	1,3,6,7	LT2022-218 MAJOR TRANSIT STATION AREA POLICY FRAMEWORK	ARUP CANADA INC	\$ 650,000.00	2023/12/31	\$ 439,650.00	Consulting Services to prepare a Strategic Transportation and Master Servicing study to support Brampton's major transit station area policy framework.	Active Tasks completed in accordance with project schedule	2023/12/31
50	Planning, Building & Growth Management	Integrated City Planning	Limited Tendering	1,3	LT2022-226 INTEGRATED DOWNTOWN PLAN - DOWNTOWN STREETScape MANUAL	DTAH	\$ 350,000.00	2023/07/31	\$ 42,223.70	Contract is for a Streetscape Manual for Downtown. Work is progressing as per the terms of reference and project schedule.	Active	2023/10/01
51	Planning, Building & Growth Management	Integrated City Planning	Limited Tendering	3	LT2023-080 CONSULTING SERVICES TO DEVELOP EXPRESSION OF INTEREST FOR THE DEVELOPMENT OF CAA LANDS	N. BARRY LYON CONSULTING	\$ 50,000.00	2023/12/31	\$ 43,045.00	Consultant is providing assistance in the drafting of an REIO for City Lands project.	Active	2023/09/30
52	Planning, Building & Growth Management	Planning, Building & Growth Management	Competitive	ALL	RFPQ2023-110 MANAGEMENT CONSULTING SERVICES - 2023 CURRENT STATE ANALYSIS	KPMG LLP	\$ 50,000.00	2023/12/31	\$ -	At the direction of Council, the City is undertaking a service review to determine if there are more efficient, effective or economical means to delivering its municipal services.  The RFP was to prequalify a list of up to three (3) consulting firms per department/service category for a three (3) year period. The intent of this prequalification is to form a roster of vendors for Management Consulting Services as the needs for services related to this arise.  KPMG is the first firm that has been retained under this RFP to conduct an update to their 2019 Service Deliver Review study.	<b>New for the Quarter</b> Active	2026/06/25
53	Public Works & Engineering	Building Design & Construction	Competitive	1	FAIRNESS MONITOR SERVICES FOR THE CONSTRUCTION MANAGEMENT OF THE CENTER FOR INNOVATION	ROBINSON GLOBAL MANAGEMENT INC	\$ 51,200.00	2023/07/31	\$ 10,976.00	The Fairness Monitor assists throughout and provide oversight of the construction management procurement process to ensure and verify that the process has been conducted in a fair and objective manner. The Fairness Monitor's role is to oversee within an advisory capacity, as defined or amended by the City and shall not hinder or negatively affect the City's authority and responsibility to manage the procurement process in the best interest of the overall goals and objectives of the City. The Construction Manager RFP is still being developed and the Fairness Monitor reviewed the first draft. An EOI process for the project was started by the Office of the CAO; therefore, RFP to hire a Construction Manager is currently on hold pending the outcome of the EOI - tentatively Q4 2023. As a result and due to the uncertainty of the future of the project, including the CM delivery method, BDC notified the vendor that the contract will not be extended further beyond July 31, 2023. The vendor confirmed that there are no outstanding payments and no further invoices to be received.	Work is complete.	2023/07/31
54	Public Works & Engineering	Building Design & Construction	Competitive	6	Q2022-246 FAIRNESS MONITOR SERVICES FOR THE CONSTRUCTION MANAGER PROCUREMENT AT EMBLETON COMMUNITY CENTRE	ROBINSON GLOBAL MANAGEMENT INC	\$ 46,000.00	2023/09/30	\$ 11,500.00	Fairness Monitor services for the Construction Manager procurement for the new Embleton Community Centre. The Fairness Monitor will assist throughout and provide oversight of the construction management procurement process to ensure and verify that the process has been conducted in a fair and objective manner. The Fairness Monitor's role shall be to oversee within an advisory capacity, as defined or amended by the City and shall not hinder or negatively affect the City's authority and responsibility to manage the procurement process in the best interest of the overall goals and objectives of the City. The RFP is still being developed and the consulting services are still ongoing until a construction manager is selected. The CCDCSB Agreement Supplemental conditions are currently being finalized with Legal, Purchasing and BDC. Upon completion the fairness review will commence.	Active	2023/11/30

#	Lead Department	Division	Procurement Process	Ward #	Bid Call No. and Description	Vendor	Total Contract Value	Contract Expiry Date	Payments Made To Date as of July 14, 2023	Supplementary Information	Consulting Service Status	Timeline for Consulting Services Completion
55	Public Works & Engineering	Building Design & Construction	Competitive	6	02023-072 FINANCIAL ADVISORY AND EVALUATION SERVICES FOR THE CONSTRUCTION MANAGER PROCUREMENT FOR EMBLETON COMMUNITY CENTRE	ERNST & YOUNG LLP	\$ 85,000.00	2024/01/23	\$ -	Financial Advisory and Evaluation Services for the Construction Manager Procurement for the new Embleton Community Centre. The Financial Advisory consultant will support the City in developing financial submission requirements for the CM RFP and perform the evaluation of submissions as part of the overall evaluation process.	Active	2023/11/30
56	Public Works & Engineering	Building Design & Construction	Limited Tendering	10	172023-104 FINANCIAL ADVISORY SERVICES TO RETAIN A CONSTRUCTION MANAGER FOR THE NEW BRAMPTON TRANSIT FACILITY	ERNST & YOUNG LLP	\$ 80,000.00	2023/10/01	\$ -	Financial advisory consulting services performing financial due diligence related to procurement of a Construction Manager (CM) for the Johnston Transit Facility through single stage RFP process. Develop financial submission requirement, evaluation framework, commercial terms, participate in financial submission evaluation, and reporting. CM delivery method using CCDC 5B. Option Includes General Procurement advisory services such as proponent RFI's, meetings on Financial or Commercial terms, negotiations to support CM procurement.	Active	2023/10/01
57	Public Works & Engineering	Facilities Operation & Maintenance	Competitive	ALL	RFP2019-059 CONSULTANT TO PROVIDE INSPECTION, TESTING FOR THE ASSESSMENT OF DESIGNATED SUBSTANCES AND ASBESTOS - PART A 150 FACILITIES	OH ENVIRONMENTAL INC.	\$ 337,890.00	2023/12/31	\$ 295,248.00	To provide inspection, testing and consulting services for the Designated Substances (DCMs) and various Designated Substances for the City of Brampton building portfolio for a two (2) year period with optional renewals of two (2) additional one (1) year periods. 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. PO is expected to be completed and closed by December 31, 2023.	Active	2023/12/31
58	Public Works & Engineering	Facilities Operation & Maintenance	Competitive	ALL	RFP2019-059 CONSULTANT TO PROVIDE INSPECTION, TESTING FOR THE ASSESSMENT OF DESIGNATED SUBSTANCES AND ASBESTOS - PART B AS AND WHEN REQUIRED BASIS	ECOH MANAGEMENT INC	\$ 315,100.00	2024/02/28	\$ 232,410.00	To provide inspection, testing and consulting services for Asbestos Containing Materials (ACMs), various Designated Substances and Mould on as needed basis for the City of Brampton building portfolio for a two (2) year period with optional renewals of two (2) additional one (1) year periods. 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. PO is expected to be completed and closed by February 28, 2024.	Active	2024/02/28
59	Public Works & Engineering	Facilities Operation & Maintenance	Competitive	ALL	RFP2019-059 CONSULTANT TO PROVIDE INSPECTION, TESTING FOR THE ASSESSMENT OF DESIGNATED SUBSTANCES AND ASBESTOS - PART B AS AND WHEN REQUIRED BASIS	SAFETECH ENVIRONMENTAL LIMITED	\$ 124,300.00	2024/02/28	\$ 49,710.00	To provide inspection, testing and consulting services for Asbestos Containing Materials (ACMs), various Designated Substances and Mould on as needed basis for the City of Brampton building portfolio for a two (2) year period with optional renewals of two (2) additional one (1) year periods. 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. PO is expected to be completed and closed by February 28, 2024.	Active	2024/02/28
60	Public Works & Engineering	Facilities Operation & Maintenance	Competitive	6,9	RFP2023-020 DEEP ENERGY RETROFIT STUDIES FOR CASSIE CAMPBELL COMMUNITY CENTRE AND SAVE MAX SPORTS CENTRE	WALTERFEDY INC.	\$ 115,803.00	2023/12/30	\$ -	This Project is aimed at conducting ASHRAE Level 3 investment-grade Deep Energy Retrofit feasibility studies on improving energy performance and meeting Zero Carbon targets for the following two (2) facilities: 1. Cassie Campbell Recreation Centre (1050 Sandalwood Pkwy West). 2. Save Max Sports Centre (1495 Sandalwood Pkwy East) Each investment grade study will include a total of eight (8) energy modelling scenarios. This includes the energy modelling of one (1) baseline model for the existing scenario, one (1) business-as-usual like-for-like replacement scenario, and six (6) post-retrofit scenarios for 80% and 100% emission reductions. The ultimate goal of these studies is to provide post-retrofit scenario options that would obtain Canada Green Building Council's (CaGBC) Zero Carbon Building (ZCB) certifications for design (the latest version being V-3) for these two facilities.	New For This Quarter Active	2023/12/05
61	Transit	Transit Development	Competitive	ALL	RFP2023-064 CONSULTING SERVICES FOR THE DOWNTOWN BRAMPTON TRANSIT HUB, TRANSIT PROJECT ASSESSMENT PROCESS AND SUPPORTING STUDIES	HDR CORPORATION	\$ 947,845.24	2025/11/15	\$ -	To provide consulting services for the Downtown Transit Hub (bus terminal) Transit Project Assessment Process (TPAP), and supporting studies. The project will output the Environmental Project Report (EPR) that will include preliminary design for the Transit Hub core transit infrastructure.	Active	Mid-2025
62	Transit	Transit Services	Competitive	ALL	CLIMATE LENS STUDIES FOR BRAMPTON TRANSIT ICIP APPLICATIONS	STANTEC CONSULTING LTD	\$ 41,700.00	2023/12/31	\$ 30,231.00	As part of the City's ICP applications, a Federal requirement through Infrastructure Canada requires the completion of a CLA (Climate Lens Assessments) for Transit's funding applications.	Active	TBD

Appendix 1  
Q2 2023  
Active Consulting Service Contracts

#	Lead Department	Division	Procurement Process	Ward #	Bid Call No. and Description	Vendor	Total Contract Value	Contract Expiry Date	Payments Made To Date as of July 14, 2023	Supplementary Information	Consulting Service Status	Timeline for Consulting Services Completion
63	Transit	Transit Services	Competitive	ALL	RFP2021-084 BRANDING, MARKETING AND LAUNCH EVENTS FOR HURONTARIO LIGHT RAIL TRANSIT	BARRETT AND WELSH INC.	\$ 232,500.00	2023/12/31	\$ 161,250.00	In partnership with the City of Mississauga, this includes the branding, marketing and launch events for the Hurontario Light Rail Transit (HuLRT) project. Phase 1 and 2 includes research, brand name and visual identity development with an estimated completion date of December 2021. Phase 3 includes a marketing campaign promoting the service launch of the HuLRT through outreach, advertisements, digital and social media promotions.	Active	2024/12/31
64	Transit	Transit Services	Competitive	ALL	RFP2022-231 CONSULTING SERVICES FOR A FIVE YEAR BUSINESS PLAN FOR BRAMPTON TRANSIT	LEFT TURN RIGHT TURN LTD.	\$ 233,000.00	2023/07/31	\$ 228,300.00	This project is for the development of the 2023-2027 Transit Business Plan. The plan: a)Informs the core transit transportation business by, in alignment with the City's Transportation Master Plan, determining the resources needed to satisfy demand, i.e., service hours, recommend service model, buses, operators, maintenance and administration services. b)Evaluates the impact of electrification and the actions necessary to prepare Brampton Transit to take full advantage of new technologies and service models like mobility as a service. c)Updates Transit's Fare Strategy	Active	2023/10/30

Appendix 2  
Q2 2023  
Active Consulting Service Contracts

#	Lead Department	Division	Procurement Process	Description of Service	Vendor	Payments Made To Date as of June 30, 2023	Consulting Service Status	Timeline for Consulting Services Completion
1	Community Services	Cultural Services	Direct Purchase	Audience and participant post-event and annual survey research support	MEREDITH CATHERINE DAVIS O/S GOOD ROOTS	\$ 3,180.01	New for this Quarter Work is Complete, Event/Annual Survey Report received.	Complete
2	Community Services	Cultural Services	Direct Purchase	Consulting on Organizational Transitional to Independent Nonprofit Entity for Brampton Arts Organization	LESAGE ARTS MANAGEMENT INC	\$ 6,716.17	New for this Quarter Active	2023/12/31
3	Community Services	Cultural Services	Direct Purchase	Consulting Services for Brampton Arts Organization Transition Plans.	2469313 ONTARIO INC O/A YOUNG ASSOCIATES	\$ 712.32	New for this Quarter Active	2023/12/31
4	Community Services	Cultural Services	Direct Purchase	Fundraising and resource development strategy development and tactics for Brampton Arts Organization	3 GUINEAS BUSINESS SOLUTIONS INC.	\$ 2,136.96	Active Phase 1: Strategy Development Underway	2023/12/31
5	Community Services	Cultural Services	Direct Purchase	Partnership Strategy development, Service Level Agreement support and implementation planning for strategic goals.	PRU ROBEY CONSULTING	\$ 6,675.47	New for this Quarter Active	2023/12/31
6	Community Services	Cultural Services	Direct Purchase	Public Relations Services for 2023 Season Launch, Brampton On Stage rebrand and Hamlet	AVDB PR & COMMUNICATIONS, INC.	\$ 13,737.63	Active	2023/09/30



Appendix 2  
Q2 2023  
Active Consulting Service Contracts

#	Lead Department	Division	Procurement Process	Description of Service	Vendor	Payments Made To Date as of June 30, 2023	Consulting Service Status	Timeline for Consulting Services Completion
7	Community Services	Cultural Services	Direct Purchase	Update of The Rose Brand Guidelines to Brampton On Stage (focus on AODA compliance)	BT/A ADVERTISING	\$ 23,913.64	Close-out Final invoice dated March 31, 2023 has been sent to Accounts Payable.	2023/06/30
8	Corporate Support Services	Digital Innovation & IT	Direct Purchase	Block of hours to assist staff with supporting the changes to the 311 App and Dynamics 365 in support of Service Brampton and Transit Call Centre.	KALSOFT INC.	\$ 12,689.49	Active	2023/12/31
9	Corporate Support Services	Digital Innovation & IT	Direct Purchase	To provide Professional and Technical Services to support technologies installed at Council Chambers, Committee Room and Sound Masking equipment on the 4th floor City Hall. The contract includes preventative maintenance, telephone support and repairs.	AATEL COMMUNICATIONS INC	\$ 22,387.24	Active Maintenance program	2023/12/31
10	Corporate Support Services	Finance	Direct Purchase	To estimate City's WSIB, Retirement Benefit and Sick Leave actuarial valuations for 2023, 2024 and 2025. Actuarial valuation liabilities are included in City's Annual Financial Report as prescribed by Public Sector Accounting Board standards.	NEXUS ACTUARIAL CONSULTANTS LTD	\$ 763.20	<b>New for this Quarter</b> Active	2023/12/31
11	Corporate Support Services	Human Resources	Direct Purchase	Ad hoc job evaluation requests for senior management and human resources non-union positions.	STRATFORD GROUP LTD.	\$ 3,866.88	Active	2023/12/31
12	Corporate Support Services	Strategic Communications, Tourism & Events	Direct Purchase	Assessment of the City of Brampton's Sport Tourism Program.	SPORT TOURISM CANADA	\$ 5,088.01	Active To be completed in Q3.	2023/08/31

Appendix 2  
 Q2 2023  
 Active Consulting Service Contracts

#	Lead Department	Division	Procurement Process	Description of Service	Vendor	Payments Made To Date as of June 30, 2023	Consulting Service Status	Timeline for Consulting Services Completion
13	Corporate Support Services	Strategic Communications, Tourism & Events	Direct Purchase	Development of social media guidelines, strategy and templates for City of Brampton social media accounts and Training workshops for City of Brampton social media administrators	CANDYBOX MARKETING INC.	\$ 12,567.38	Active	2023/10/01
14	Corporate Support Services	Strategic Communications, Tourism & Events	Direct Purchase	Provincial Advocacy and PR work for Bill 23 and Bill 39	DAISY CONSULTING GROUP INC	\$ 20,352.04	New for this Quarter Work is complete	6/30/23
15	Fire & Emergency Services	Fire & Emergency Services	Direct Purchase	Pilot agreement which introduces interested individuals from equity deserving groups to BFES looking to begin a career in firefighting.	ACHEV	\$ 7,981.00	Active This program has yielded successful candidates into the fire recruitment process. Work continues to ensure all mandatory and educational training requirements are met.	2023/09/01
16	Mayor	Mayor	Direct Purchase	Create issue based campaigns for the City to achieve and realize council priorities in the post Covid 19 or Covid recovery period.	ROB DAVIS & ASSOCIATES INC.	\$ 6,105.61	New for this Quarter Work Complete	Complete
17	Office of the CAO	Strategic Service & Initiative	Direct Purchase	Invoice for: Narrative Appraisal Reports 2774 Bovaird Drive West, Brampton, ON, Canada 2870 Bovaird Drive West, Brampton, ON, Canada	CBRE LIMITED	\$ 9,455.59	New for this Quarter Work complete	2023/04/06
18	Planning, Building & Growth Management	Building	Direct Purchase	Data Analytics and KPIs to building permits statistics, construction value and staff work plans.	1940368 ONTARIO INC.	\$ 6,283.70	Work complete	Complete

Appendix 2  
Q2 2023  
Active Consulting Service Contracts

#	Lead Department	Division	Procurement Process	Description of Service	Vendor	Payments Made To Date as of June 30, 2023	Consulting Service Status	Timeline for Consulting Services Completion
19	Public Works & Engineering	Facilities Operation & Maintenance	Direct Purchase	Consulting services for Backflow Preventer installation at various downtown properties	MOON-MATZ LTD	\$ 3,485.29	Active The contractor is installing the backflow preventers. We are expecting that the installations will be completed by the end of September 2023 by the contractor after which Moon-Matz will do an inspection and submit their final report.	2023/09/30
20	Public Works & Engineering	Road Maintenance, Operations & Fleet	Direct Purchase	The City of Brampton retained CIMA Canada Inc. (CIMA+) to conduct an In-Service Road Safety Review (ISRSR) on Creditview Road between Bovaird Drive and Mayfield Road and prepare a report. The study corridor is located within the City of Brampton in the Region of Peel. The primary objective of this ISRSR study is to conduct a review of the historical safety performance of the study area, identify potential safety issues, and provide recommendations. The assignment is motivated by public concerns about speeding, red-light running, aggressive driving, and recent fatal collisions along the study corridor. The City has also indicated that the intersection of Creditview Road and Wanless Drive is a location of primary concern due to one recent fatal collision that occurred in 2022. This ISRSR included a review of background data provided by the City, a thorough field investigation of the study area, an assessment of findings, and the development of treatments.	CIMA CANADA INC	\$ 24,941.43	Active	2023/12/31

**Date:** 2023-08-16

**Subject:** **Request to Begin Procurement – Oracle Software Licenses and Maintenance**

**Contact:** Eric Pulnicki, Senior Manager, Information Technology

**Report Number:** Corporate Support Services-2023-715

**Recommendations:**

1. That the report from Eric Pulnicki, Senior Manager, Information Technology to the Committee of Council meeting of September 20, 2023, re: **Request to Begin Procurement – Oracle Software Licenses and Maintenance** be received; and
2. That the Purchasing Agent be authorized to begin procurement for the supply of Oracle Software Licenses and Maintenance for a Two (2) Year Period by leveraging the existing Ontario’s Vendor of Record MGCS-Oracle-CA-OMA-2923876.

**Overview:**

- The purpose of this report is to describe how the Oracle solutions provide technology platforms for various Departments at the City to deliver their services.
- Request authorization to begin procurement of Oracle Software Licenses and Maintenance leveraging the Province of Ontario’s Vendor of Record MGCS-Oracle-CA-OMA-2923876 – MGCS – Oracle Volume Software License (VLA) and Services Agreement for a Two (2) Year Period, with an option to renew for an additional Two (2) Year Period.
- The City’s current contract with Oracle will expire on December 31, 2023.
- The benefits of using the Province’s Vendor of Record arrangements include the reduction of procurement time and costs, access to pre-qualified vendors and cost savings through leveraging the Province volume-based buying power.
- The Oracle VLA facilitates the procurement of Oracle Commercial-Off-The-Shelf (COTS) software and related support services providing software

licenses and related terms and conditions that are more favorable than Oracle's standard software license agreements and provides maximum discounts of Oracle's list price.

## **Background:**

Oracle solutions are used by the City to provide licenses and services across 4 components covering enterprise applications, operating systems, database technologies and vendor support.

### Oracle PeopleSoft

The City leverages PeopleSoft as the Enterprise Resource Planning (ERP) platform. City processes, practices and business rules have been defined and implemented to streamline service delivery and enable the City to meet both legislative and regulatory requirements. The City plans to continue to invest in this solution and consolidate other business processes and solutions to maximize the return on this investment.

### Oracle Weblogic

The Oracle Weblogic platform is the foundational technology currently used by the Tax Revenue System (TXM). The City is required to license this solution as it is the platform for the solution that supports the collection of Brampton property tax, and is an essential component to the smooth delivery of this function.

### Oracle Database

The City has standardized on, and leverages both Oracle Database and Microsoft SQL Database technologies. These are enterprise grade solutions that provide performance, scalability, manageability as well as real-time failover capabilities for continuity of service. The Oracle database platform is required to underpin PeopleSoft and is also leveraged to support many other Enterprise Solutions for the City including Archibus (Facilities), Hastus (Transit) and Amanda (Building, Enforcement & Fire).

### Oracle Linux

The City has standardized on two primary operating systems to deliver the application landscape; Windows and Linux. Enterprises such as the City seek to purchase support for Linux through a vendor to assist in troubleshooting and resolving issues. Oracle Linux was chosen over alternatives such as RedHat Enterprise Linux (RHEL) as it streamlines the vendor support for the operating systems, databases and applications in the event there are performance or application issues. Additionally, Oracle support costs are typically less expensive and more flexible than RedHat.

## **Current Situation:**

The existing Oracle contract expires on December 31<sup>st</sup>, 2023. The Information Technology Division within Corporate Support Services Department recommends a new contract be established with Oracle to provide continuity of services.

This report seeks authority to establish a contract with Oracle Canada ULC using the Province of Ontario's Vendor of Record MGCS-Oracle-CA-OMA-2923876 – MGCS-Oracle Volume Software License (VLA) and Services Agreement.

The Contract is to be established for a period of two (2) years with an option to renew for an additional period of two (2) years aligned with the Province's agreement.

The benefits of using the Province's Vendor of Record arrangements includes the reduction of procurement time and costs, access to pre-qualified vendors and cost savings, as the Province's volume-based buying power is significantly better than the City alone.

## **Corporate Implications:**

### Scope of the Project/Initiative:

The outcome of this procurement will provide the City with a Vendor of Record for Oracle Software and Maintenance. This will ensure the City has access to the required technology and services at the best price.

The scope of work for a new contract includes but is not limited to the Supply of Oracle software licenses, maintenance and support encompassing the following technologies:

- Oracle PeopleSoft Module Licenses, Maintenance and Support for the following implemented modules:
  - PeopleSoft – Human Resources
  - PeopleSoft – Payroll in North America
  - PeopleSoft – Candidate Gateway
  - PeopleSoft – eCompensation
  - PeopleSoft – eProfile
  - PeopleSoft – eBenefits
  - PeopleSoft – ePay
  - PeopleSoft – General Ledger
  - PeopleSoft – Accounts Receivable
  - PeopleSoft – Accounts Payable
  - PeopleSoft – Receivables
  - PeopleSoft – Payables
  - PeopleSoft – Asset Management
  - PeopleSoft – Project Costing
  - PeopleSoft – Purchasing
  - PeopleSoft – Micro Focus Server



- Oracle WebCenter Licenses, Maintenance and Support
  - WebLogic Server Management Pack Enterprise Edition
  - WebLogic Suite
- Oracle WebLogic Licenses, Maintenance and Support
- Oracle Databases Licenses, Maintenance and Support
  - Database Security – Advanced Security
  - Database Security – Data Masking Pack
  - Database Lifecycle Management Pack
  - Database Diagnostic Pack
  - Database Performance – Multitenant
  - Database Performance – Real Application Clusters
  - Database Performance – Tuning Pack
  - Oracle Database Enterprise Edition
- Oracle Linux Operating Systems Maintenance and Support

The City is seeking an estimated cost of \$1,554,252 per year for an initial two (2) year term plus estimated \$1,617,043 per year for additional optional two (2) year term. The actual amounts will vary based upon software lifecycle replacements, the timing of new modules coming online, and the work plan as budgeted each year. The total will not exceed the combined estimates.

Purchasing Comments:

*The Province of Ontario entered into a non-competitive volume software licenses and service agreement (MGCS-ORACLE-CA-OMA-2923876) (VLA) with Oracle Canada ULC (Oracle VLA) to facilitate the procurement of Oracle Commercial-Off-The-Shelf (COTS) software and related support services in certain circumstances. Municipalities, as Non-Ontario Public Sector Entities have been granted access to utilize this VOR arrangement.*

Purchase approval to establish a Contract shall be obtained in accordance with the Purchasing By-law.

Financial Implications:

Funding for current Oracle Software Licenses and Maintenance is available in the 2023 Operating Budget. Staff will ensure that sufficient funding is requested in future year budget submissions for the duration of the contract, subject to Council approval.

**Strategic Focus Area:**

This report aligns with 2022-2023 Term of Council Priority of Government and Leadership.

This technology specifically supports the following objectives:

- Demonstrates value for money and practicing effective and responsible management of municipal assets and services.
- Continuous improvement for operational workflow automation eliminating manual work.

**Conclusion:**

This report summarizes the scope of the project, identifies, funding, and provides a tentative schedule with procurement methodology to acquire Oracle Software Licenses and Maintenance. It is recommended that Council authorize the Purchasing Agent to commence procurement as described in this report.

Authored by:

Reviewed by:

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Eric Pulnicki, Sr. Manager,  
Information Technology

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Douglas Elsmore, Acting Chief Information  
Officer, Information Technology

Approved by:

Submitted by:

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Alex Milojevic, Commissioner,  
Corporate Support Services

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Marlon Kallideen,  
Chief Administrative Officer

**Date:** 2023-08-23

**Subject:** **Audit Appointment Contract Extension**

**Contact:** Maja Kuzmanov, Senior Manager Accounting Services and Deputy Treasurer, Finance

**Report Number:** Corporate Support Services-2023-759

**Recommendations:**

1. That the report from Maja Kuzmanov, Senior Manager of Accounting Services and Deputy Treasurer to the Committee of Council meeting of September 20, 2023 re: **Audit Appointment Contract Extension**, be received; and,
2. That the appointment of KPMG<sub>LLP</sub> Chartered Accounts (KPMG<sub>LLP</sub>) be extended for two year commencing November 20, 2022, subject to the Treasurer finalizing an agreement with KPMG<sub>LLP</sub> for the provision of external audit services; and,
3. That a By-law be passed to confirm the extension of the appointment of KPMG<sub>LLP</sub> for two years commencing November 20, 2022.

**Overview:**

- **Section 296 of the *Municipal Act* states that a municipality shall appoint an auditor licensed under the *Public Accounting Act, 2004*, and an auditor of a municipality shall not be appointed for a term not exceeding five years.**
- **As a result of a competitive procurement, KPMG<sub>LLP</sub> were appointed as the City's Auditor for a three-year term commencing November 20, 2020 and ending on November 19, 2022.**
- **The current contract states that it may be renewed, at the sole discretion of the City, for two (2) additional one (1) year period(s).**

- **This report recommends:**
  - **Extending the appointment of KPMG<sub>LLP</sub> for two additional years commencing November 20, 2022 with a 7% fee increase which is well below inflation;**
  - **Passing a By-law to confirm the extension of appointment of KPMG<sub>LLP</sub> for a term of two year commencing November 20, 2022.**
  
- **Authorizing the Treasurer to finalize an agreement with KPMG<sub>LLP</sub> for the provision of external audit services.**

**Background:**

Section 296 of *the Municipal Act, 2001* states

- (1) **Auditor** - A municipality shall appoint an auditor who is licensed under the *Public Accounting Act, 2004* who is responsible for annually auditing the accounts and transaction of the municipality and its local boards and expressing an opinion on the financial statements of these bodies based on the audit; and
  
- (2) **Term** - An auditor of a municipality shall not be appointed for a term exceeding five years.

In August of 2020, the City issued an RFP for External Audit Services for the City of Brampton for a Three (3) Year Period.

Under section 2.4 of City's Purchasing By-law (Schedule D), professional services conducted by accountants are exempt from a competitive procurement process. Notwithstanding the By-law exemption and that the City has been satisfied with the audit services provided by KPMG LLP, competitive procurement process to "test the market" was conducted to ensure the City of Brampton was obtaining the best value for the taxpayers' dollar.

The RFP process was conducted in accordance with the requirements of the RFP Document and the City's Purchasing By-law. Staff have completed the evaluation process and recommends the procurement be awarded to KPMG LLP in the total amount of \$366,000 (excluding taxes) for the three year period.

Furthermore, the signed contract states that it may be renewed, at the sole discretion of the City, for two (2) additional one (1) year period(s). The Contract extension renewal is subject to the satisfactory performance by KMPG, pricing, successful negotiations of both parties and budget approval for each and every subsequent year.

As part of KPMG's proposal submission, audit fee information for other comparable Municipal clients of KPMG was also included and it continued to demonstrate that they have provided competitive pricing for the City of Brampton audit.

### **Current Situation:**

The City of Brampton must appoint External Auditors in order to comply with the requirements of section 296 of the *Municipal Act, 2001*. The 3-year term of the appointment of KPMG<sub>LLP</sub> ended on November 20, 2022.

The goal of extending the external audit appointment for two years is to ensure continuity during Regional dissolution process.

### Cost of Service

KPMG<sub>LLP</sub> have provided competitive pricing for the City of Brampton audit. In June 2023, Finance conducted benchmarking analysis to assess audit cost of the services provided to the City by KPMG<sub>LLP</sub> in comparison to the basic audit costs paid by several other GTA lower tier municipalities.

The average 2022 basic audit fee as a percentage of 2021 consolidated expenditures for the surveyed municipalities was 0.026%, while the City of Brampton's fees were 0.017%. The City's percentage includes the proposed 7% increase to the current fees. The benchmarking showed that KPMG's audit fees are competitive and lower than the average as compared to some of the other GTA municipalities.

### Credentials and Experience

KPMG<sub>LLP</sub> have significant credentials associated with providing municipal audit services.

KPMG has assigned a new partner to City of Brampton's file effective for the 2021 year-end audit. KPMG has implemented a policy to strengthen their internal governance processes that require a partner that has been on a file for 10 years or greater be rotated. As such, long-time Engagement Partner Kevin Travers was replaced by Maria Khoushnood.

Maria is a Partner in KPMG Enterprise practice, based in Toronto. She provides audit and advisory services related to public sector entities specializing in municipalities. She has over 15 years of experience providing audit and advisory services.

### Representative Municipal Clients:

- City of Markham
- City of Mississauga

- City of Toronto
- City of Vaughan
- Region of York

### **Corporate Implications:**

There are no corporate implications resulting from this report.

### **Financial Implications:**

Funding for audit fees is included in the base operating budget. The recommendations in this report will result in incremental fees of \$18,276 over a two-year period with the increase to be absorbed in the 2024 and 2025 budget submissions, pending Council approval. Staff will ensure that sufficient funding is available for the duration of the contract with KPMG.

### **Strategic Focus Area:**

This report fulfils *Government & Leadership* Strategic Focus Area through strict adherence to effective financial management policies and ensuring transparent and accountable financial operations.

### **Conclusion:**

City staff are recommending the appointment of KPMG<sub>LLP</sub> be extended for two years commencing November 20, 2022 for the provision of external audit services. The goal of extending the external audit appointment is to ensure continuity during Regional dissolution process.

KPMG<sub>LLP</sub> have demonstrated that they have:

- Experienced and dedicated staff to conduct the audit of the City of Brampton.
- Access to highly qualified resources within KPMG<sub>LLP</sub> to provide specialized accounting and financial reporting standards support.
- Experience with other Ontario municipalities with similar audit requirements.
- Competitively priced services

City staff has been pleased with the level and quality of audit services provided by KPMG<sub>LLP</sub> and their proactive and cooperative approach to ensuring the City maintains a high standard of adherence to the accounting and financial reporting requirements for Ontario municipalities. This was particularly evidenced through their professional assistance and guidance in helping the City of Brampton to meet the financial reporting requirements necessary to receive the Canadian Award for Financial Reporting Achievement from the Government Finance Officers Association (GFOA) of the United States and Canada for the last 21 years.



Authored by:

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Maja Kuzmanov,  
Senior Manager, Accounting  
Services/Deputy Treasurer, Finance

Approved by:

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Alex Milojevic,  
Commissioner, Corporate Support  
Services

Reviewed by:

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Nash Damer,  
Treasurer, Finance

Approved by:

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Marlon Kallideen,  
Chief Administrative Officer

**Date:** 2023-08-23

**Subject:** **Capital Project Financial Status Report – Q2 2023**

**Contact:** Maja Kuzmanov, Senior Manager Accounting Services/Deputy Treasurer, Finance

**Report Number:** Corporate Support Services-2023-760

**Recommendations:**

1. That the report from Maja Kuzmanov, Senior Manager Accounting Services/Deputy Treasurer to the Committee of Council Meeting of September 20, 2023 re: **Capital Project Financial Status Report – Q2 2023** be received;
2. That the Treasurer be authorized to amend budgets for Capital Projects listed in Schedule D of this report.

**Overview:**

- **The purpose of this report is to provide City Council with an update on the financial status of the City’s Capital Program as at June 30, 2023.**
- **The City’s Capital Program at June 30, 2023 included 630 (2022: 554) active capital projects with a total approved budget of \$2.8 billion.**
- **\$1.2 billion of the approved budget has been spent as of June 30, 2023.**
- **The remaining capital budget stands at \$1.6 billion as at June 30, 2023 (2022: \$1.1 billion). Of this amount, \$310.4 million has been committed through purchase orders (contracted work underway) for specific projects, leaving \$1.3 billion not yet committed or spent.**
- **As in previous years, staff continues to review all active capital projects and return funds no longer required to their original funding sources as a measure to aid with the unspent capital. As of June 30, 2023, \$10.7 million in unspent capital was returned to source or the budget commitment reduced.**

## **Background:**

The Capital Project Financial Status Report provides a financial update of the City's Capital Program that includes analysis compiled from submissions made by departments managing their various capital programs. This report keeps Council informed on the use of financial resources and supports senior leaders by providing information to assist with project oversight and delivery.

Although there are a number of methods used to measure progress in Capital Program delivery, level of spending on projects compared to the approved budget is one of the key performance indicator that is common to all projects. This information reported helps generate discussion at the senior levels of departments with responsibility for project delivery and to draw attention to project areas that might require course correction. It is not meant to replace comprehensive corporate project management and reporting.

## **Current Situation:**

As of June 30, 2023, the City had 630 active projects each comprised of one or more activities with a total approved budget of \$2.8 billion. The City has spent \$1.2 billion towards completion of these projects, with \$1.6 billion (2022: \$1.1 billion) budget available to be spent in the coming years. Of this amount, \$310.4 million has been committed through purchase orders (contracted work underway) for various capital projects. This leaves \$1.3 billion remaining in open capital projects not yet committed or spent.

Key projects comprising \$586.2 million (36.7%) of the unspent/uncommitted balance include:

- Transit Maintenance & Storage Facility - \$184.5 million
- Facility Electrification (Third Transit Facility) - \$150.0 million
- Centre for Education, Innovation and Collaboration - \$96.4 million
- Goreway Drive Widening - \$95.3 million
- Facility Electrification (Sandalwood Transit Facility) - \$60.0 million

Schedule A provides a summary, by department, of capital spending and the budget remaining, which includes all committed and remaining budgets. Schedule B provides a list of the top 30 projects which has significant budget remaining. Schedule C provides a detailed list of all open capital projects.

This report includes analysis of the following topics:

- Capital Budget Remaining
- Capital Projects with Significant Budget Remaining
- Annual Capital Spend
- Return of Financing and Budget Commitment Reduction

### **Capital Budget Remaining (Schedule A)**

The total capital project budget remaining before commitments, through purchase orders, often referred to as unspent budget or money yet to be spent, as of June 30, 2023, is \$1,598.8 million. This amount is \$460.0 million higher than the amount reported as at December 31, 2022 (\$1,138.8 million).

As demonstrated by the below table, 50% (\$793.7 million) of the total budget remaining before commitments is related to projects that were approved in 2022 and 2023. These figures show approved funding in each year approved capital budget in addition to in year budget amendments net of spent capital.

Project Approval Year					
2019 and prior	2020	2021	2022	2023	Total
296.2	103.5	405.4	225.5	568.2	<b>1,598.8</b>

Fundamental to understanding the causes of the unspent capital funds balance is the multi-year nature of large capital projects. To ensure that sufficient funds will be available to pay invoices throughout the life of a project, total funding has to be committed before a contract is awarded even though that funding may only be expended over several years.

The following schedule shows the year to date 2023 financial activities of the Capital Program.

	\$ Million
Remaining Budget before Commitments as at December 31, 2022	1,138.8
Less: 2023 Capital Spending	88.3
Less: 2023 Net Return of Financing and adjustments	16.3
<b>Sub Total</b>	<b>1,034.2</b>
Add: Council approved 2023 Capital Budget	498.9
Add: 2023 Budget Amendments	65.7
<b>Remaining Budget before Commitments as at June 30, 2023</b>	<b>1,598.8</b>
Less: Purchase Orders (contracted works underway)	310.4
<b>Remaining Budget, Uncommitted as at June 30, 2023</b>	<b>1,288.4</b>

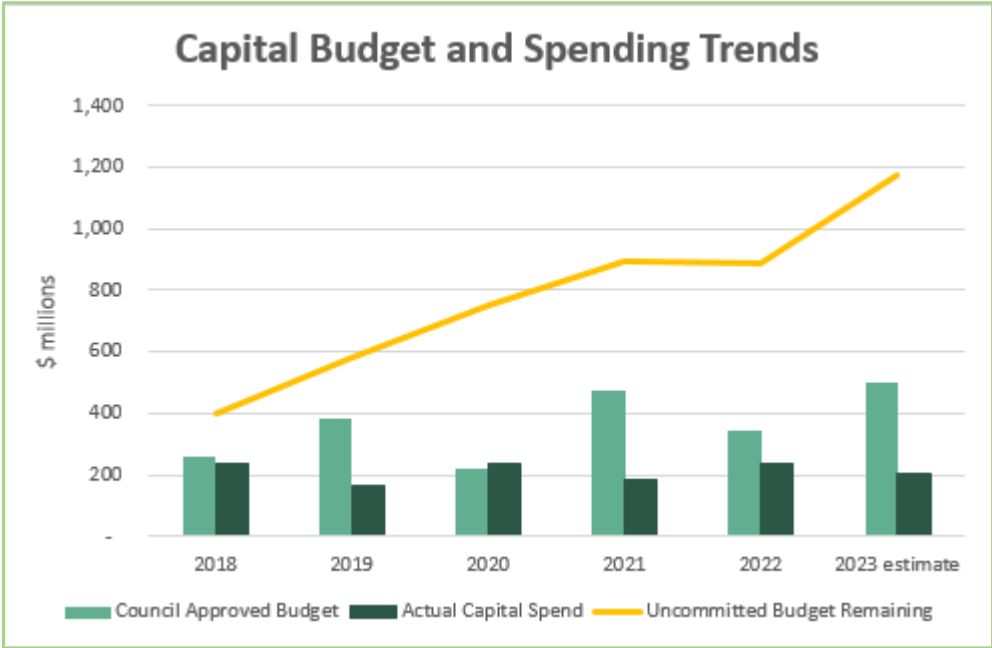
As demonstrated by the above table, a major driver of the increase in uncommitted budget remaining is the approval of the 2023 capital budget (\$498.9 million) of which \$210.0 million is related to electrification of Transit facilities.

In addition, contributing factors were budget amendments in the amount of \$65.7 million. Most significant being Property Acquisitions (\$14.5 million) and Civic Centre Occupant Relocation (\$7.3 million).

As part of the Capital Program review, staff classified open projects into following categories:

Standard Recurring	Strategic & Council Priorities	Funding Advocacy Projects	Total
217.0	559.5	511.9	<b>1,288.4</b>

The following chart illustrates comparative trends between annual capital budget approvals, actual capacity to spend and the unspent/uncommitted balance:



**Capital Projects with Significant Budget Remaining (Schedule B)**

For the purpose of this analysis, staff has identified 30 major Council approved capital projects, representing 72.3% (\$932.2 million) of the uncommitted budget of the Capital Program. All of these projects are progressing in various stages of the project lifecycle.

The status of the 30 major projects is as follows:

- 16 projects have an uncommitted budget of 90% or more.
- 1 projects was approved prior to 2017.
- Delivery status of the 30 projects
  - 6 of the projects are in construction stage
  - 9 are in various stages of planning and design
  - 3 projects are in the procurement stage
  - 8 projects are comprised of multiple activities in various stages of completion
  - 4 project is on hold pending third party funding

### **Annual Capital Spend:**

The City forecasted through the 2023 budget process that it would achieve \$204.0 million in capital spending (cash flow) during the 2023 fiscal year. This includes 2023 spending on projects approved in the 2023 budget and open projects approved in prior years. Actual spending as at June 30, 2023 on all capital projects was \$88.3 million comprised of \$24.4 million related to the 2023 Capital Budget and \$63.9 million related to projects approved prior to 2023.

Following are major contributors to capital spending in 2023:

- Transit bus purchases and refurbishment
- Property acquisition
- Facility construction, repair and replacement (Fire Station 201, Balmoral Recreation Centre)
- Roads infrastructure (Cottrelle-Humberwest-Goreway, Remembrance Road, Street lighting LED Retrofit, Noise Walls, Torbram-CNR Grade Separation)

### **Return of Financing and Budget Commitment Reduction:**

Staff meets quarterly to identify adjustments needed to existing projects, which may result in reallocation or return of funds.

As of June 30, 2023, \$10.7 million of funding has been returned to source or the budget commitment reduced and made available for future allocation to other priorities. Forty one (32) projects were determined complete and therefore closed and \$0.8 million of the budget remaining associated with these projects was returned to source. An additional \$9.9 million was returned to source for projects that remain active.

The following is summary of return of financing by source of funding (\$million)



Reserve #4	Development Charges	CCBF	GRS	Other	Total
5.7	0.9	2.4	1.5	0.2	10.7

The following is summary of return of financing by department (\$ million):

Corporate Support Services	Community Services	Other	Public Works	Planning, Building and EDO	Total
1.3	0.4	0.1	7.0	1.9	10.7

**Corporate Implications:**

Financial Implications:

\$10.7 million of capital funding has been returned to source through return of financing and budget amendments and is available for allocation to other priorities, subject to Council approval.

Other Implications:

The quarterly Capital Status report will serve to maintain focus on project delivery and as a tool to identify available financial resources to be reallocated to other City priorities.

**Strategic Focus Area:**

This report fulfils *Government & Leadership* Strategic Focus Area through strict adherence to effective financial management policies and ensuring transparent and accountable financial operations.

**Conclusion:**

This report provides Council with a financial status of the City’s Capital Program and contributes to improved management oversight of the City’s Capital Program. As of June 30, 2023, the City had spent \$1.2 billion on the 630 open projects with a further \$1.3 billion remaining yet to be committed or spent to deliver the projects.

Authored by:

Reviewed by:

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Maja Kuzmanov, Senior Manager,  
Accounting Services/Deputy  
Treasurer, Finance

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Nash Damer, Treasurer, Finance

Approved by:

Approved by:

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Alex Milojevic, Commissioner,  
Corporate Support Services

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Marlon Kallideen,  
Chief Administrative Officer

**Attachments:**

- Attachment 1 – 2023 Q2 Schedule A**
- Attachment 2 – 2023 Q2 Schedule B**
- Attachment 3 – 2023 Q2 Schedule C**
- Attachment 4 – 2023 Q2 Schedule D**

**CAPITAL PROJECTS UNSPENT SUMMARY  
AS AT JUNE 30, 2023**

	No. of Projects	Original Budget	Approved Changes	Revised Budget	Total Expenditures	Total Budget Remaining before Commitments	Purchase Orders	Total Budget Remaining after Commitments	Uncommitted Balance as a % of Revised Budget
<b>Summary of All Projects</b>									
Corporate-Council	13	3,750,000	370,426	4,120,426	1,194,212	2,926,214	719,652	2,206,562	53.55%
Digital Innovation & IT	20	70,859,000	2,594,110	68,264,890	40,987,127	27,277,763	2,937,413	24,340,350	35.66%
Office of the CAO	25	111,295,000	4,625,828	115,920,828	80,558,258	35,362,570	45,274	35,317,296	30.47%
Legislative Services	8	740,000	-	740,000	364,977	375,023	7,123	367,900	49.72%
Community Services	114	172,563,265	36,588,463	209,151,728	86,486,387	122,665,341	11,275,213	111,390,128	53.26%
Fire & Emergency Services	20	30,141,000	5,592,402	35,733,402	17,763,150	17,970,252	6,554,130	11,416,122	31.95%
Transit	51	583,586,000	130,279,890	713,865,890	259,779,986	454,085,904	14,753,543	439,332,361	61.54%
Public Works & Engineering	261	768,087,000	725,619,530	1,493,706,530	666,036,365	827,670,165	251,171,424	576,498,741	38.60%
Planning, Bldg & Growth Mgmt.	118	150,134,104	30,644,983	180,779,087	70,268,401	110,510,686	22,967,824	87,542,862	48.43%
<b>Total City</b>	<b>630</b>	<b>1,891,155,369</b>	<b>931,127,412</b>	<b>2,822,282,781</b>	<b>1,223,438,863</b>	<b>1,598,843,918</b>	<b>310,431,596</b>	<b>1,288,412,322</b>	
<b>Summary of 2023 Projects</b>									
Corporate-Council	3	443,000	370,426	813,426	45,225	768,201			
Corporate Supp. Services - ITC	3	3,098,000	0	3,098,000	548,951	2,549,049			
Office of the CAO	8	39,760,000	0	39,760,000	12,612,630	27,147,370			
Legislative Services	2	240,000	0	240,000	0	240,000			
Community Services	35	33,486,000	14,452,281	47,938,281	5,527,829	42,410,452			
Fire & Emergency Services	5	8,094,000	0	8,094,000	60,012	8,033,988			
Transit	11	262,886,000	15,400,000	278,286,000	2,370,735	275,915,265			
Public Works & Engineering	46	101,838,000	69,918,540	171,756,540	8,737,070	163,019,470			
Planning, Bldg & Growth Mgmt.	16	17,975,000	30,250,000	48,225,000	111,022	48,113,978			
<b>Total City</b>	<b>129</b>	<b>467,820,000</b>	<b>130,391,247</b>	<b>598,211,247</b>	<b>30,013,474</b>	<b>568,197,773</b>			
<b>Summary of 2022 Projects</b>									
Corporate-Council	3	755,000	0	755,000	258,217	496,783			
Corporate Supp. Services - ITC	3	8,316,000	500,000	8,816,000	2,678,018	6,137,982			
Office of the CAO	7	6,850,000	5,869,000	12,719,000	10,133,229	2,585,771			
Legislative Services	1	40,000	0	40,000	0	40,000			
Community Services	22	33,686,115	398,554	34,084,669	6,320,708	27,763,961			
Fire & Emergency Services	4	5,607,000	200,000	5,807,000	2,449,124	3,357,876			
Transit	12	41,269,000	1,750,000	43,019,000	4,964,630	38,054,370			
Public Works & Engineering	46	126,669,000	20,045,888	146,714,888	30,193,127	116,521,761			
Planning, Bldg & Growth Mgmt.	21	42,223,000	(6,491,000)	35,732,000	5,156,660	30,575,340			
<b>Total City</b>	<b>119</b>	<b>265,415,115</b>	<b>22,272,442</b>	<b>287,687,557</b>	<b>62,153,713</b>	<b>225,533,844</b>			
<b>Summary of 2021 Projects</b>									
Corporate-Council	1	500,000	0	500,000	110,505	389,495			
Corporate Supp. Services - ITC	2	11,717,000	(217,000)	11,500,000	5,231,070	6,268,930			
Office of the CAO	3	30,200,000	72,049	30,272,049	25,584,658	4,687,391			
Legislative Services	2	75,000	0	75,000	26,069	48,931			
Community Services	27	48,721,150	6,646,239	55,367,389	21,238,969	34,128,420			
Fire & Emergency Services	5	4,986,000	455,000	5,441,000	3,121,511	2,319,489			
Transit	7	99,076,000	1,500,000	100,576,000	22,249,242	78,326,758			
Public Works & Engineering	40	118,401,000	265,059,420	383,460,420	115,677,666	267,782,754			
Planning, Bldg & Growth Mgmt.	19	14,210,000	205,000	14,415,000	2,931,829	11,483,171			
<b>Total City</b>	<b>106</b>	<b>327,886,150</b>	<b>273,720,708</b>	<b>601,606,858</b>	<b>196,171,519</b>	<b>405,435,339</b>			
<b>Summary of 2020 Projects</b>									
Corporate-Council	3	1,025,000	0	1,025,000	75,007	949,993			
Corporate Supp. Services - ITC	3	14,099,000	62,800	14,161,800	6,256,436	7,905,364			
Office of the CAO	3	1,360,000	1,724,000	3,084,000	2,403,132	680,868			
Legislative Services	2	100,000	0	100,000	61,382	38,618			
Community Services	13	23,376,000	754,000	24,130,000	12,699,126	11,430,874			
Fire & Emergency Services	3	4,039,000	5,307,402	9,346,402	6,053,198	3,293,204			
Transit	11	94,915,000	47,000	94,962,000	39,879,738	55,082,262			
Public Works & Engineering	36	54,449,000	7,747,200	62,196,200	41,670,496	20,525,704			
Planning, Bldg & Growth Mgmt.	15	10,875,000	222,652	11,097,652	7,486,729	3,610,923			
<b>Total City</b>	<b>89</b>	<b>204,238,000</b>	<b>15,865,054</b>	<b>220,103,054</b>	<b>116,585,244</b>	<b>103,517,810</b>			
<b>Summary of 2019 and Prior Projects</b>									
Corporate-Council	3	1,027,000	0	1,027,000	705,258	321,742			
Corporate Supp. Services - ITC	9	33,629,000	(2,939,910)	30,689,090	26,272,652	4,416,438			
Office of the CAO	4	33,125,000	(3,039,221)	30,085,779	29,824,609	261,170			
Legislative Services	1	285,000	0	285,000	277,526	7,474			
Community Services	17	33,294,000	14,337,389	47,631,389	40,699,755	6,931,634			
Fire & Emergency Services	3	7,415,000	(370,000)	7,045,000	6,079,305	965,695			
Transit	10	85,440,000	111,582,890	197,022,890	190,315,641	6,707,249			
Public Works & Engineering	93	366,730,000	362,848,482	729,578,482	469,758,006	259,820,476			
Planning, Bldg & Growth Mgmt.	47	64,851,104	6,458,331	71,309,435	54,582,161	16,727,274			
<b>Total City</b>	<b>187</b>	<b>625,796,104</b>	<b>488,877,961</b>	<b>1,114,674,065</b>	<b>818,514,913</b>	<b>296,159,152</b>			

With respect to Schedule A, we have reclassified projects to different budget years with the following criteria at this point in time:  
 If the budget amendment for a given year is higher than 25% of the original approved budget, the year with the highest amendment is picked up as the project year if there are multiple budget amendments. Where there are two years with the same total amendment, the most current year becomes the budget amendment year.

CAPITAL PROJECT STATUS REPORT  
AS AT JUNE 30, 2023

Project #	Budget Year	Budget Amend. Year	Project Description	Current Project Budget	Project to Date Spending	Budget Remaining Before Commitments	Purchase Orders	Budget Remaining After Commitments	Uncommitted Budget Percentage	Department	Ward	Stage	Project Start Date	Project End Date	Delivery Status
194880	2019	2021	Transit Maintenance & Storage Facility	189,780,000	5,322,128	184,457,872	7,704,676	176,753,196	93%	Public Works & Engineering	10	The project is in the Schematic Design Phase with 30% design delivery anticipated to be completed in early August. The RFP for the Construction Manager has been released to the market, closes in August with anticipated award in October 2023. Planned early works construction is anticipated to commence in Q2 2024.	May 2019	April 2027	Design, Procurement
234881	2023	2023	Facility Electrification	150,000,000	-	150,000,000	-	150,000,000	100%	Transit	10	Staff have submitted a Phase 2 ZETF capital application for the Third Facility Electrification project and have received positive feedback for the federal portion. Advocacy for the provincial component continues.	March 2023	TBD (contingent on external funding)	Pending Third Party Funding
185160	2018	2019	Centre for Education, Innovation & Collaboration	99,400,000	2,970,652	96,429,348	5,269,252	91,160,096	92%	Public Works & Engineering	1	Design Development phase has been completed and approved. The project is on hold until the outcome of the Expression of Interest process is completed at the end of September 2023.	March 2018	July 2027	Planning/Design
234882	2023	2023	Facility Electrification Retrofit	60,000,000	-	60,000,000	-	60,000,000	100%	Transit	2	In order to proceed with the Sandalwood Facility electrification Phase 2 ZETF capital application, a pre-requisite planning study is required which is underway with CUTRIC to be completed in Q3 2023. Phase 2 ZETF capital application submission anticipated in 2023. Staff will continue to advocate for the provincial funding component of this project. Staff will be bringing a report to Council in fall 2023.	March 2023	TBD (contingent on external funding)	Pending Third Party Funding
225700	2022	2023	Mississauga-Embleton Community Centre	44,200,000	836,425	43,363,575	4,581,575	38,782,000	88%	Public Works & Engineering	6	Schematic Design phase is underway. The RFP for Construction Management Services closed in July 2023. The evaluation is currently underway with PO issuance targeted for October 2023.	June 2021	September 2026	Planning/Design
185670	2018	2019	Chris Gibson Recreation Centre	38,000,000	2,258,630	35,741,370	1,037,667	34,703,703	91%	Public Works & Engineering	1	The project has been re-tendered as a negotiable RFP and is currently in negotiations.	March 2018	September 2026	Procurement
204690	2020	2020	Bus Purchases	37,331,000	5,135,122	32,195,878	-	32,195,878	86%	Transit	City Wide	Anticipate next delivery of buses in Q2 2024. Transit staff evaluating procurement options for remaining buses, for in-service 2025.	January 2020	December 2026	Multiple activities/various stages
234690	2023	2023	Bus Purchases	30,248,000	-	30,248,000	-	30,248,000	100%	Transit	City Wide	Staff have submitted an ICIP funding application for part of this project. Transit is considering deferring the replacement of these buses by 1 year while staff evaluate the Zero Emission Bus Implementation Plan to determine if the required infrastructure will be in place in time to procure battery electric replacement buses.	January 2023	December 2026	Pending Third Party Funding
217735	2021	2023	Riverwalk	35,130,000	102,975	35,027,025	5,212,665	29,814,360	85%	Planning, Bldg & Growth Mgmt	1,3	Detail design.	2018	2028	On track
214690	2021	2021	Bus Purchases	44,520,000	15,503,073	29,016,927	-	29,016,927	65%	Transit	City Wide	Anticipate next delivery of buses in Q2 2024. Transit staff evaluating procurement options for remaining buses, for in-service 2025.	January 2021	December 2026	Multiple activities/various stages
214883	2021	2021	Transit Hub	30,000,000	125,284	29,874,716	964,529	28,910,187	96%	Transit	01	TPAP pre-activities are on-going. Consultant work is progressing and on schedule. Architectural design, followed by construction, to be initiated after TPAP is completed in 2024.	July 2020	December 2027	Planning/Design

CAPITAL PROJECT STATUS REPORT  
AS AT JUNE 30, 2023

Project #	Budget Year	Budget Amend. Year	Project Description	Current Project Budget	Project to Date Spending	Budget Remaining Before Commitments	Purchase Orders	Budget Remaining After Commitments	Uncommitted Budget Percentage	Department	Ward	Stage	Project Start Date	Project End Date	Delivery Status
215511	2021	2023	Zero Carbon Retrofit	27,516,170	1,420,000	26,096,170	254,384	25,841,786	94%	Public Works & Engineering	3 & 4	Phase 1 detailed design is complete. A Council report will be presented to Committee of Council meeting on Sept. 6th for further approval to move the project to phase 2 & 3 construction, measurement and verification and budget amendment	Oct 2023	Oct 2025	Council approval for phase 2/3 - Construction, Measurement & Verification
195740	2019	2021	Victoria Park New Facility	25,850,000	1,322,343	24,527,657	1,098,396	23,429,261	91%	Public Works & Engineering	7	The Victoria Park Arena redevelopment project is tender ready. A budget amendment will be required.	March 2019	March 2026	Planning/Design
231596	2023	2023	Acquisition of 0 Beechmont Dr.	23,060,000	-	23,060,000	-	23,060,000	100%	Chief Administrative Officer	4	Due diligence period was for 45 days from date of acceptance (June 29th, 2023), COB extended for an additional 30 days till September 12th, 2023.	June 29th, 2023 (date of acceptance)	Tentatively September 12th, 2023.	In progress, closing date TBD; awaiting new survey as part of the due diligence process.
224690	2022	2022	Bus Purchases	19,000,000	-	19,000,000	-	19,000,000	100%	Transit	City Wide	Anticipate next delivery of buses in Q4 2024/Q1 2025. Transit staff evaluating procurement options for remaining buses, for in-service 2025.	January 2022	December 2025 (project will remain open for many years due to)	Pending Third Party Funding
224802	2022	2023	Zum Service Expansion - Chinguacousy Rd. Corridor	18,700,000	301,054	18,398,946	502,073	17,896,873	96%	Transit	3, 4, 5, 6, 7	Project currently in preliminary design phase.	January 2022	September 2024	Planning/Design
225732	2022	2023	Gore Meadows - Outdoor Construction	17,500,000	16,561	17,483,439	-	17,483,439	100%	Community Services	10	Potentially going to tender in Sept 2023	Sept 2023	June 2025	Procurement
234680	2023	2023	Bus Refurbishments	16,313,000	1,315,054	14,997,946	-	14,997,946	92%	Transit	City Wide	Active contracts in place. Work has started and is progressing.	March 2023	December 2024	Multiple activities/various stages
194690	2019	2020	Bus Purchases	26,890,000	12,186,400	14,703,600	-	14,703,600	55%	Transit	City Wide	These growth buses were put on hold during the pandemic. During this time the engine used in 60th Hybrid buses were discontinued. Staff have since re-scoped to different bus type, funds to be utilized by Q2 2024.	January 2020	June 2025	Multiple activities/various stages
215865	2021	2021	New Capital Development	19,150,000	4,226,322	14,923,678	421,176	14,502,502	76%	Community Services	City Wide	Tender/Construction.	March 2021	June 2026	Multiple activities/various stages
205651	2020	2022	Century Gardens - Youth Centre	14,000,000	790,974	13,209,026	369,497	12,839,529	92%	Public Works & Engineering	1	The RFP for the Construction Manager has closed and is currently under review. The construction phase is anticipated to start in Q4 2023.	October 2019	December 2024	Planning/Design
225335	2022	2022	Field Hockey - Construction	12,000,000	14,698	11,985,302	-	11,985,302	100%	Community Services	6	RFP for Consultant (initiation).	June 2024	December 2025	Procurement
221650	2022	2023	Facilities Repair-Replacement	13,878,995	2,428,400	11,450,595	1,496,175	9,954,420	72%	Public Works & Engineering	City Wide	Various projects at various stages.	March 2022	December 2027	Multiple activities/various stages
201650	2020	2021	Facilities Repair & Replacement	29,301,836	15,731,839	13,569,997	6,156,051	7,413,946	25%	Public Works & Engineering	City Wide	Various projects at various stages.	March 2020	December 2025	Multiple activities/various stages
183866	2018	2022	Downtown Improvements	24,009,000	4,183,089	19,825,911	13,816,007	6,009,904	25%	Planning, Bldg & Growth Mgmt	1 & 3	Varies.	2022	2026	Multi-year project which includes streetscape works and
233820	2023	2023	Road Resurfacing Program	15,000,000	256,850	14,743,150	9,942,132	4,801,018	32%	Public Works & Engineering	City Wide	Under construction.	June 2023	December 2023	On-going
193980	2019	2019	Cottrelle Blvd - Humberwest Pkwy - Goreway Dr.	37,500,000	2,278,876	35,221,124	31,687,380	3,533,744	9%	Public Works & Engineering	8	Under construction.	November 2022	December 2024	On-going
185680	2018	2021	Balmoral Recreation Centre	24,880,000	8,700,088	16,179,912	14,240,983	1,938,929	8%	Public Works & Engineering	7	Construction started in Q2 2022 and is progressing according to schedule. Substantial performance is anticipated in March 2024.	January 2018	March 2024	Construction
223580	2022	2022	Goreway Drive Widening	62,000,000	214,158	61,785,842	60,707,614	1,078,228	2%	Public Works & Engineering	8	Under construction.	February 2023	December 2026	On-going
143580	2014	2018	Goreway Drive Widening	33,920,388	409,134	33,511,254	33,411,717	99,537	0%	Public Works & Engineering	8	Under construction.	June 2023	July 2024	On-going
				1,219,078,389	88,050,129	1,131,028,260	198,873,949	932,154,311							

**CAPITAL PROJECT STATUS REPORT  
AS AT JUNE 30, 2023**

Project #	Budget Year	Budget Amend. Year	Project Description	Budget	Project To Date Spending	Budget Remaining Before Commitments	Purchase Orders	Budget Remaining After Commitments	Category
			<b>CORPORATE SUPPORT SERVICES &amp; COUNCIL</b>						
171398	2017	2017	Minor Capital - Human Resources	14,000	-	14,000	-	14,000	Standard Recurring
181075	2018	2018	Corporate Asset Management	1,000,000	692,677	307,323	270,849	36,474	Standard Recurring
191397	2019	2019	Minor Capital - Strategic Communications	13,000	12,581	419	-	419	Standard Recurring
201061	2020	2020	Long-Term Financial MP	250,000	58,736	191,264	146,006	45,258	Standard Recurring
201075	2020	2020	Corporate Asset Management	750,000	16,271	733,729	150,157	583,572	Standard Recurring
201360	2020	2020	Communications Master Plan	25,000	-	25,000	-	25,000	Strategic and Council Priorities
211075	2021	2021	Corporate Asset Management	500,000	110,505	389,495	-	389,495	Standard Recurring
221098	2022	2022	Minor Capital - Corporate Wide	235,000	90,869	144,131	-	144,131	Standard Recurring
221257	2022	2022	Sign for Tourism Promotion	345,000	167,348	177,652	-	177,652	Strategic and Council Priorities
221345	2022	2022	Non-Union Job Evaluation	175,000	-	175,000	-	175,000	Strategic and Council Priorities
221430	2022	2023	Mayor & Council - Technology Acquisition-Refresh	75,000	43,359	31,641	-	31,641	Standard Recurring
231000	2023	2023	Development Charges Study	725,426	-	725,426	152,640	572,786	Standard Recurring
231299	2023	2023	Minor Capital - Council Members	13,000	1,866	11,134	-	11,134	Standard Recurring
<b>TOTAL CORPORATE SUPPORT SERVICES &amp; COUNCIL</b>				<b>4,120,426</b>	<b>1,194,212</b>	<b>2,926,214</b>	<b>719,652</b>	<b>2,206,562</b>	
			<b>CORPORATE SUPPORT SERVICES - ITC</b>						
171041	2017	2017	Enterprise Payment Solution	226,000	200,349	25,651	-	25,651	Strategic and Council Priorities
171478	2017	2017	Citizen Service Program	800,000	736,330	63,670	63,670	-	Strategic and Council Priorities
171480	2017	2017	Corporate Technology Program	3,412,500	2,993,937	418,563	236	418,327	Strategic and Council Priorities
181427	2018	2018	Core Technologies Program	3,999,800	3,909,347	90,453	-	90,453	Standard Recurring
181478	2018	2018	Citizen Service Program	200,000	-	200,000	-	200,000	Strategic and Council Priorities
181480	2018	2018	Corporate Technology Program	5,517,590	4,607,044	910,546	218	910,764	Strategic and Council Priorities
191427	2019	2019	Core Technologies Program	5,219,900	4,983,164	236,736	1,893	234,843	Standard Recurring
191478	2019	2019	Citizen Service Program	1,249,000	875,683	373,317	9,945	363,372	Strategic and Council Priorities



**CAPITAL PROJECT STATUS REPORT  
AS AT JUNE 30, 2023**

Project #	Budget Year	Budget Amend. Year	Project Description	Budget	Project To Date Spending	Budget Remaining Before Commitments	Purchase Orders	Budget Remaining After Commitments	Category
191480	2019	2019	Corporate Technology Program	10,064,300	7,966,798	2,097,502	276,985	1,820,517	Strategic and Council Priorities
201427	2020	2020	Core Technologies Program	5,970,000	4,354,735	1,615,265	1,909	1,613,356	Standard Recurring
201478	2020	2020	Citizen Service Program	447,000	175,776	271,224	52,237	218,987	Strategic and Council Priorities
201480	2020	2020	Corporate Technology Program	7,744,800	1,725,925	6,018,875	739,516	5,279,359	Strategic and Council Priorities
211427	2021	2021	Core Technologies Program	4,469,000	1,969,244	2,499,756	46,294	2,453,462	Standard Recurring
211480	2021	2021	Corporate Technology Program	7,031,000	3,261,826	3,769,174	956,333	2,812,841	Strategic and Council Priorities
221427	2022	2022	Core Technologies Program	2,800,000	1,208,356	1,591,644	73,166	1,518,478	Standard Recurring
221480	2022	2022	Corporate Technology Program	5,512,000	993,930	4,518,070	695,447	3,822,623	Strategic and Council Priorities
221998	2022	2022	Corporate Services-Preventative Maintenance	504,000	475,732	28,268	-	28,268	Standard Recurring
231427	2023	2023	Core Technologies Program	2,425,000	165,741	2,259,259	-	2,259,259	Standard Recurring
231480	2023	2023	Corporate Technology Program	179,000	7,850	171,150	20,000	151,150	Strategic and Council Priorities
231998	2023	2023	Corporate Services-Preventative Maintenance	494,000	375,360	118,640	-	118,640	Standard Recurring
			<b>TOTAL CORPORATE SUPPORT SERVICES - ITC</b>	<b>68,264,890</b>	<b>40,987,127</b>	<b>27,277,763</b>	<b>2,937,413</b>	<b>24,340,350</b>	
			<b>CHIEF ADMINISTRATIVE OFFICER</b>						
181256	2018	2018	Branding-Marketing-FDI Strategy	1,875,000	1,713,830	161,170	14,409	146,761	Strategic and Council Priorities
191206	2019	2022	Cybersecure Catalyst	5,000,000	4,606,568	393,432	-	393,432	Strategic and Council Priorities
191542	2019	2019	Land Acquisition & Preliminary Due Diligence	13,616,777	13,616,777	-	-	-	Strategic and Council Priorities
191588	2019	2019	Acquisition-Main St. Properties	8,766,001	8,691,001	75,000	-	75,000	Strategic and Council Priorities
191589	2019	2019	Acquisition-Nelson-George St.	5,828,001	5,803,001	25,000	-	25,000	Strategic and Council Priorities
201070	2020	2020	Fair Wage Policy & Community Benefits	174,000	136,135	37,865	30,865	7,000	Strategic and Council Priorities
201256	2020	2020	FDI Strategy	300,000	-	300,000	-	300,000	Strategic and Council Priorities
201588	2020	2020	Purchase-54 Main St. North	2,610,000	2,266,997	343,003	-	343,003	Strategic and Council Priorities
211542	2021	2021	Land Acquisition-Due Diligence	4,280,000	-	4,280,000	-	4,280,000	Strategic and Council Priorities

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211550	2021	2021	Golden Age Village-GAVE	500,000	206,571	293,429	-	293,429	Strategic and Council Priorities
211590	2021	2021	Acquisition of Properties	25,492,049	25,378,087	113,962	-	113,962	Strategic and Council Priorities
217985	2021	2022	B-Hive	3,969,000	3,052,800	916,200	-	916,200	Strategic and Council Priorities
221542	2022	2022	Land Acquisition-Due Diligence	250,000	-	250,000	-	250,000	Strategic and Council Priorities
221551	2022	2022	Due Diligence Costs - Hospice	200,000	19,989	180,011	-	180,011	Strategic and Council Priorities
221552	2022	2022	LTC-Offer to Lease Costs	250,000	-	250,000	-	250,000	Strategic and Council Priorities
221591	2022	2022	Acquisition of Property	1,700,000	1,311,739	388,261	-	388,261	Strategic and Council Priorities
221593	2022	2022	Aquisition of 46 Main St. North	1,350,000	1,142,133	207,867	-	207,867	Strategic and Council Priorities
231256	2023	2023	Investment Attraction	150,000	-	150,000	-	150,000	Strategic and Council Priorities
231260	2023	2023	CyberTech Conference	50,000	-	50,000	-	50,000	Strategic and Council Priorities
231542	2023	2023	Land Acquisition-Due Diligence	100,000	-	100,000	-	100,000	Standard Recurring
231592	2023	2023	Realty Serv. Modernization & Land Acquisition Strategy	200,000	-	200,000	-	200,000	Strategic and Council Priorities
231594	2023	2023	Railroad St. Properties	14,500,000	12,477,343	2,022,657	-	2,022,657	Strategic and Council Priorities
231595	2023	2023	Acquisition of 42 Main St. North	1,550,000	135,287	1,414,713	-	1,414,713	Strategic and Council Priorities
231596	2023	2023	Acquisition of 0 Beechmont Dr.	23,060,000	-	23,060,000	-	23,060,000	Strategic and Council Priorities
237610	2023	2023	Innovation District Signage	150,000	-	150,000	-	150,000	Strategic and Council Priorities
			<b>TOTAL CHIEF ADMINISTRATIVE OFFICER</b>	<b>115,920,828</b>	<b>80,558,258</b>	<b>35,362,570</b>	<b>45,274</b>	<b>35,317,296</b>	
			<b>LEGISLATIVE SERVICES</b>						
181485	2018	2018	Records-Info Management System-BRIMS	285,000	277,526	7,474	7,123	351	Strategic and Council Priorities
201193	2020	2020	Minor Capital - Enforcement	40,000	39,372	628	-	628	Standard Recurring
205181	2020	2020	Animal Services - Misc Initiatives	60,000	22,010	37,990	-	37,990	Standard Recurring
211193	2021	2021	Minor Capital - Enforcement	40,000	26,069	13,931	-	13,931	Standard Recurring
215181	2021	2021	Animal Services - Misc Initiatives	35,000	-	35,000	-	35,000	Standard Recurring

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Project #	Budget Year	Budget Amend. Year	Project Description	Budget	Project To Date Spending	Budget Remaining Before Commitments	Purchase Orders	Budget Remaining After Commitments	Category
221193	2022	2022	Minor Capital – Enforcement	40,000	-	40,000	-	40,000	Standard Recurring
231165	2023	2023	Enterprise Risk Management Strategy & Implementation	200,000	-	200,000	-	200,000	Strategic and Council Priorities
231193	2023	2023	Minor Capital – Enforcement	40,000	-	40,000	-	40,000	Standard Recurring
			<b>TOTAL LEGISLATIVE SERVICES</b>	<b>740,000</b>	<b>364,977</b>	<b>375,023</b>	<b>7,123</b>	<b>367,900</b>	
			<b>COMMUNITY SERVICES</b>						
144954	2014	2014	Outdoor Asset Replacement - PIS	3,751,299	3,691,510	59,789	59,780	9	Standard Recurring
174954	2017	2017	Outdoor Asset Replacement	3,002,375	2,496,069	506,306	80,600	425,706	Standard Recurring
175201	2017	2018	BSC-Artificial Turf Fields & Seasonal Dome Structure	11,300,000	11,294,056	5,944	5,506	438	Strategic and Council Priorities
175865	2017	2017	Parks - Outdoor Assets	2,892,000	2,697,980	194,020	-	194,020	Standard Recurring
176700	2017	2017	Tableland Acquisition - Land Acquisition	2,211,715	2,190,125	21,590	-	21,590	Strategic and Council Priorities
184955	2018	2018	Park Enhancements	1,250,000	879,726	370,274	254,401	115,873	Strategic and Council Priorities
185865	2018	2018	Parks-New Capital Development	3,741,000	3,594,432	146,568	10,045	136,523	Standard Recurring
186000	2018	2018	Valleyland Development	625,000	535,046	89,954	89,883	71	Standard Recurring
194954	2019	2019	Outdoor Asset Replacement-Planning & Infrastructure	620,000	429,990	190,010	-	190,010	Standard Recurring
195210	2019	2019	Collaborative Learning Technology Centre	3,200,000	29,379	3,170,621	-	3,170,621	Strategic and Council Priorities
195420	2019	2019	Playground Repair & Replacement	1,555,000	1,426,626	128,374	128,374	-	Standard Recurring
195560	2019	2019	Recreation - Misc Initiatives	1,420,000	1,242,889	177,111	12,053	165,058	Standard Recurring
195865	2019	2019	New Capital Development	8,205,000	7,102,567	1,102,433	529,260	573,173	Standard Recurring
195893	2019	2019	Sportsfield Repair & Replacement	430,000	364,839	65,161	34,632	30,529	Standard Recurring
196000	2019	2019	Valleyland Development	675,000	351,263	323,737	223,461	100,276	Standard Recurring
196600	2019	2019	Emerald Ash Borer	2,703,000	2,329,156	373,844	362,084	11,760	Strategic and Council Priorities
196820	2019	2019	Venue Management Software	50,000	44,102	5,898	-	5,898	Strategic and Council Priorities
196860	2019	2022	Public Art Investment	650,000	132,075	517,925	-	517,925	Strategic and Council Priorities

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Project #	Budget Year	Budget Amend. Year	Project Description	Budget	Project To Date Spending	Budget Remaining Before Commitments	Purchase Orders	Budget Remaining After Commitments	Category
204150	2020	2020	Engineering & Parkland Studies	1,000,000	403,348	596,652	6,405	590,247	Standard Recurring
204954	2020	2020	Outdoor Asset Replacement-Planning & Infrastructure	745,000	529,892	215,108	32,228	182,880	Standard Recurring
204955	2020	2020	Park Enhancements	1,250,000	513,349	736,651	138,139	598,512	Strategic and Council Priorities
205420	2020	2020	Playground Repair & Replacement	2,140,000	1,870,989	269,011	106,454	162,557	Standard Recurring
205460	2020	2020	Outdoor Winter Rec. Amenities	1,400,000	1,161,391	238,609	-	238,609	Strategic and Council Priorities
205560	2020	2020	Recreation - Misc Initiatives	1,270,000	1,142,863	127,137	45,600	81,537	Standard Recurring
205730	2020	2021	Gore Meadows Fieldhouse & Ancillary Buildings	7,000,000	1,609	6,998,391	-	6,998,391	Strategic and Council Priorities
205780	2020	2020	CAA Centre	663,000	599,702	63,298	-	63,298	Strategic and Council Priorities
205865	2020	2020	New Capital Development	10,864,000	4,709,900	6,154,100	1,296,889	4,857,211	Strategic and Council Priorities
205893	2020	2020	Sportsfield Repair & Replacement	200,000	170,403	29,597	4,648	24,949	Standard Recurring
205936	2020	2020	Central Peel - Artificial Turf Field	1,500,000	-	1,500,000	-	1,500,000	Strategic and Council Priorities
206000	2020	2020	Valleyland Development	1,925,000	1,035,547	889,453	628,873	260,580	Standard Recurring
206600	2020	2020	Emerald Ash Borer	1,153,000	561,742	591,258	-	591,258	Strategic and Council Priorities
206835	2020	2021	Signage-Rebranding – Rose Theatre	98,962	-	98,962	-	98,962	Strategic and Council Priorities
206855	2020	2020	Arts Walk of Fame	20,000	-	20,000	-	20,000	Strategic and Council Priorities
211055	2021	2021	Monument to William Davis	100,000	-	100,000	-	100,000	Strategic and Council Priorities
214150	2021	2021	Engineering - Parkland Studies	350,000	205,440	144,560	131,659	12,901	Standard Recurring
215420	2021	2021	Playground Repair-Replacement	1,840,000	1,702,712	137,288	99,507	37,781	Standard Recurring
215430	2021	2021	Wayfinding & Signage-Outdoors	100,000	20,719	79,281	-	79,281	Standard Recurring
215499	2021	2021	Minor Capital - Parks - Outdoor Assets	50,000	35,552	14,448	-	14,448	Standard Recurring
215560	2021	2021	Recreation - Misc Initiatives	1,465,000	1,300,827	164,173	29,002	135,171	Standard Recurring
215780	2021	2021	CAA Centre	2,090,000	356,560	1,733,440	-	1,733,440	Strategic and Council Priorities
215865	2021	2021	New Capital Development	19,150,000	4,226,322	14,923,678	421,176	14,502,502	Strategic and Council Priorities

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Project #	Budget Year	Budget Amend. Year	Project Description	Budget	Project To Date Spending	Budget Remaining Before Commitments	Purchase Orders	Budget Remaining After Commitments	Category
215893	2021	2021	Sportsfield Repair-Replacement	850,000	419,531	430,469	241,234	189,235	Standard Recurring
215941	2021	2021	Recreation Trail Repair-Replacement	1,300,000	1,152,727	147,273	-	147,273	Standard Recurring
216000	2021	2021	Valleyland Development	2,001,277	1,461,316	539,961	110,131	429,830	Standard Recurring
216501	2021	2021	Community Living - Ward 01	1,000,000	485,825	514,175	81,408	432,767	Strategic and Council Priorities
216502	2021	2021	Community Living - Ward 02	1,000,000	832,942	167,058	120,700	46,358	Strategic and Council Priorities
216503	2021	2021	Community Living - Ward 03	1,000,000	594,451	405,549	241,583	163,966	Strategic and Council Priorities
216504	2021	2021	Community Living - Ward 04	1,000,000	820,564	179,436	63,068	116,368	Strategic and Council Priorities
216505	2021	2021	Community Living - Ward 05	1,000,000	929,457	70,543	69,942	601	Strategic and Council Priorities
216506	2021	2021	Community Living - Ward 06	1,000,000	794,400	205,600	191,970	13,630	Strategic and Council Priorities
216507	2021	2021	Community Living - Ward 07	1,000,000	835,643	164,357	58,111	106,246	Strategic and Council Priorities
216508	2021	2021	Community Living - Ward 08	1,000,000	753,565	246,435	204,780	41,655	Strategic and Council Priorities
216509	2021	2021	Community Living - Ward 09	1,000,000	653,780	346,220	202,202	144,018	Strategic and Council Priorities
216510	2021	2021	Community Living - Ward 10	1,000,000	506,592	493,408	387,863	105,545	Strategic and Council Priorities
216600	2021	2021	Emerald Ash Borer	968,000	12,669	955,331	-	955,331	Strategic and Council Priorities
216610	2021	2021	Residential Tree Planting Program	50,000	48,948	1,052	-	1,052	Strategic and Council Priorities
216611	2021	2021	Urban Forest Canopy Program	2,341,000	2,252,261	88,739	88,739	-	Strategic and Council Priorities
216831	2021	2021	Rose Theatre-Accessibly & Efficiency Upgrades	5,613,150	834,557	4,778,593	884,579	3,894,014	Strategic and Council Priorities
222112	2022	2022	Community Safety Program	130,000	123,533	6,467	-	6,467	Strategic and Council Priorities
224150	2022	2022	Engineering & Parkland Studies	350,000	-	350,000	-	350,000	Standard Recurring
224954	2022	2022	Parks Asset Repair-Replacement	350,000	193,996	156,004	125,364	30,640	Standard Recurring
225211	2022	2022	St. Edmund Campion Secondary School Partnership	1,500,000	-	1,500,000	-	1,500,000	Strategic and Council Priorities
225335	2022	2022	Field Hockey - Construction	12,000,000	14,698	11,985,302	-	11,985,302	Strategic and Council Priorities
225420	2022	2022	Playground Repair-Replacement	660,000	143,072	516,928	427,244	89,684	Standard Recurring

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225499	2022	2022	Minor Capital - Parks	50,000	7,243	42,757	-	42,757	Standard Recurring
225560	2022	2022	Recreation - Misc Initiatives	2,058,000	908,508	1,149,492	279,849	869,643	Standard Recurring
225732	2022	2023	Gore Meadows - Outdoor Construction	17,500,000	16,561	17,483,439	-	17,483,439	Strategic and Council Priorities
225751	2022	2022	Torbram-Sandalwood Park - Construction	4,500,000	-	4,500,000	-	4,500,000	Strategic and Council Priorities
225860	2022	2023	New Neighbourhood Parks	5,502,281	5,160,394	341,887	-	341,887	Strategic and Council Priorities
225865	2022	2022	Capital Redevelopment	1,200,000	266,926	933,074	180,077	752,997	Strategic and Council Priorities
225893	2022	2022	Sportsfield Repair-Replacement	1,175,000	414,663	760,337	287,570	472,767	Standard Recurring
225896	2022	2022	Outdoor Soccer Court	500,000	87,894	412,106	341,924	70,182	Strategic and Council Priorities
225926	2022	2022	James and Margaret McGie Park	140,000	135,913	4,087	4,085	2	Strategic and Council Priorities
225938	2022	2022	Joint Use Cricket Pitch-Turner Fenton SS	1,100,000	-	1,100,000	-	1,100,000	Strategic and Council Priorities
225940	2022	2022	Pathways Implementation Program	1,500,000	536	1,499,464	-	1,499,464	Standard Recurring
225941	2022	2022	Recreational Trail Repair-Replacement	665,000	566,034	98,966	-	98,966	Standard Recurring
225996	2022	2022	Recreation-Preventative Maintenance	1,029,000	1,020,497	8,503	-	8,503	Standard Recurring
225997	2022	2022	Performing Arts-Preventative Maintenance	138,000	62,534	75,466	-	75,466	Standard Recurring
225998	2022	2023	Parks-Preventative Maintenance	50,000	43,010	6,990	-	6,990	Standard Recurring
226611	2022	2022	Urban Forest Canopy Program	2,728,000	768,131	1,959,869	788,262	1,171,607	Strategic and Council Priorities
226760	2022	2022	Parkland Over-Dedication	1,361,669	1,361,666	3	-	3	Strategic and Council Priorities
226810	2022	2022	Performing Arts Initiatives	300,000	112,789	187,211	32,843	154,368	Standard Recurring
232112	2023	2023	Community Safety Program	401,000	21,516	379,484	-	379,484	Strategic and Council Priorities
234954	2023	2023	Parks Asset Repair-Replacement	420,000	7,292	412,708	218,046	194,662	Standard Recurring
235410	2023	2023	Recreation Outdoor Assets	1,780,000	34,526	1,745,474	164,852	1,580,622	Standard Recurring
235420	2023	2023	Playground Repair-Replacement	615,000	-	615,000	71,232	543,768	Standard Recurring
235460	2023	2023	Outdoor Rinks	1,000,000	-	1,000,000	-	1,000,000	Strategic and Council Priorities



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235465	2023	2023	Winter Optimization-Amenities	100,000	-	100,000	-	100,000	Strategic and Council Priorities
235550	2023	2023	Recreation - Indoor Asset	645,000	2,644	642,356	-	642,356	Standard Recurring
235551	2023	2023	Recreation - Equipment Replacement	945,000	104,440	840,560	176,945	663,615	Standard Recurring
235560	2023	2023	Recreation - Misc Initiatives	415,000	6,792	408,208	-	408,208	Standard Recurring
235860	2023	2023	Neighbourhood Parks	100,000	8,991	91,009	-	91,009	Standard Recurring
235865	2023	2023	Parks Community Asset Redevelopment	1,375,000	-	1,375,000	-	1,375,000	Standard Recurring
235893	2023	2023	Sportsfield Repair-Replacement	500,000	-	500,000	-	500,000	Standard Recurring
235927	2023	2023	New Amenities in Ward 4 Park	2,750,000	-	2,750,000	-	2,750,000	Strategic and Council Priorities
235937	2023	2023	Construction-Joint Use Track	300,000	-	300,000	-	300,000	Strategic and Council Priorities
235941	2023	2023	Recreation Trail Repair & Replacement	460,000	-	460,000	259,661	200,339	Standard Recurring
235996	2023	2023	Recreation-Preventative Maintenance	1,049,000	61,448	987,552	-	987,552	Standard Recurring
235997	2023	2023	Performing Arts-Preventative Maintenance	138,000	11,021	126,979	-	126,979	Standard Recurring
235998	2023	2023	Parks-Preventative Maintenance	75,000	18,975	56,025	-	56,025	Standard Recurring
236501	2023	2023	Community Living - Ward 01	1,000,000	-	1,000,000	-	1,000,000	Strategic and Council Priorities
236502	2023	2023	Community Living - Ward 02	1,000,000	-	1,000,000	-	1,000,000	Strategic and Council Priorities
236503	2023	2023	Community Living - Ward 03	1,000,000	-	1,000,000	36,741	963,259	Strategic and Council Priorities
236504	2023	2023	Community Living - Ward 04	1,000,000	-	1,000,000	-	1,000,000	Strategic and Council Priorities
236505	2023	2023	Community Living - Ward 05	1,000,000	-	1,000,000	-	1,000,000	Strategic and Council Priorities
236506	2023	2023	Community Living - Ward 06	1,000,000	-	1,000,000	-	1,000,000	Strategic and Council Priorities
236507	2023	2023	Community Living - Ward 07	1,000,000	-	1,000,000	-	1,000,000	Strategic and Council Priorities
236508	2023	2023	Community Living - Ward 08	1,000,000	-	1,000,000	-	1,000,000	Strategic and Council Priorities
236509	2023	2023	Community Living - Ward 09	1,000,000	-	1,000,000	-	1,000,000	Strategic and Council Priorities
236510	2023	2023	Community Living - Ward 10	1,000,000	-	1,000,000	-	1,000,000	Strategic and Council Priorities

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236611	2023	2023	Urban Forest Canopy Program	1,200,000	-	1,200,000	101,760	1,098,240	Strategic and Council Priorities
236810	2023	2023	Performing Arts Initiatives	450,000	13,937	436,063	101,789	334,274	Standard Recurring
236855	2023	2023	Arts Walk of Fame	50,000	-	50,000	-	50,000	Strategic and Council Priorities
236860	2023	2023	Public Art Investment	118,000	16,282	101,718	-	101,718	Strategic and Council Priorities
			<b>TOTAL COMMUNITY SERVICES</b>	<b>209,151,728</b>	<b>86,486,387</b>	<b>122,665,341</b>	<b>11,275,213</b>	<b>111,390,128</b>	
			<b>FIRE &amp; EMERGENCY SERVICES</b>						
182300	2018	2018	Growth Vehicles	900,000	900,000	-	-	-	Standard Recurring
182430	2018	2020	Dispatch Equipment	8,041,402	4,773,043	3,268,359	1,841,540	1,426,819	Standard Recurring
192310	2019	2019	Vehicle Replacement	5,745,000	4,844,766	900,234	877,224	23,010	Standard Recurring
192430	2019	2019	Dispatch Equipment	400,000	334,539	65,461	65,461	-	Standard Recurring
202310	2020	2021	Fire Vehicle Replacement	2,000,000	860,705	1,139,295	799,541	339,754	Standard Recurring
202430	2020	2020	Dispatch Upgrade & Equipment	335,000	315,230	19,770	14,028	5,742	Standard Recurring
202460	2020	2020	Fire Fighting Equipment	970,000	964,925	5,075	1,476	3,599	Standard Recurring
212110	2021	2021	Fire Miscellaneous Initiatives	395,000	339,401	55,599	5,521	50,078	Standard Recurring
212310	2021	2021	Fire Vehicle Replacement	1,290,000	237,808	1,052,192	928,687	123,505	Standard Recurring
212460	2021	2021	Fire Fighting Equipment	325,000	300,554	24,446	21,064	3,382	Standard Recurring
212561	2021	2021	Four-Fold Doors at 9 Fire Stations	1,431,000	1,383,043	47,957	-	47,957	Standard Recurring
222110	2022	2022	Fire Miscellaneous Initiatives	295,000	261,490	33,510	-	33,510	Standard Recurring
222310	2022	2022	Fire Vehicle Replacement	4,950,000	1,710,644	3,239,356	1,999,588	1,239,768	Standard Recurring
222430	2022	2022	Dispatch Upgrade & Equipment	400,000	398,888	1,112	-	1,112	Standard Recurring
222460	2022	2022	Firefighting Equipment	162,000	78,102	83,898	-	83,898	Standard Recurring
232110	2023	2023	Fire Miscellaneous Initiatives	430,000	37,835	392,165	-	392,165	Standard Recurring
232300	2023	2023	Growth Vehicles	2,308,000	-	2,308,000	-	2,308,000	Standard Recurring

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Project #	Budget Year	Budget Amend. Year	Project Description	Budget	Project To Date Spending	Budget Remaining Before Commitments	Purchase Orders	Budget Remaining After Commitments	Category
232310	2023	2023	Vehicle Replacement	3,586,000	-	3,586,000	-	3,586,000	Standard Recurring
232430	2023	2023	Dispatch Upgrade - Equipment	633,000	22,177	610,823	-	610,823	Standard Recurring
232460	2023	2023	Fire Fighting Equipment	1,137,000	-	1,137,000	-	1,137,000	Standard Recurring
			<b>TOTAL FIRE &amp; EMERGENCY SERVICES</b>	<b>35,733,402</b>	<b>17,763,150</b>	<b>17,970,252</b>	<b>6,554,130</b>	<b>11,416,122</b>	
			<b>TRANSIT</b>						
097730	2009	2009	Mt. Pleasant Mobility	29,898,561	29,516,712	381,849	5	381,844	Strategic & Council Priorities
124800	2012	2014	Zum / BRT	115,553,329	114,593,860	959,469	-	959,469	Strategic & Council Priorities
144703	2014	2014	Queen Street LRT	1,200,000	860,815	339,185	-	339,185	Strategic & Council Priorities
154714	2015	2015	Transit IT Initiatives	550,000	485,530	64,470	-	64,470	Standard Recurring
164110	2016	2018	Hurontario Light Rail Transit	6,862,000	5,553,305	1,308,695	-	1,308,695	Strategic & Council Priorities
164840	2016	2016	Terminal Improvements	1,000,000	6,971	993,029	-	993,029	Strategic & Council Priorities
174115	2017	2017	Light Rail Transit Extension - Alternative Routes - EA	6,410,000	5,853,902	556,098	482,443	73,655	Strategic & Council Priorities
174116	2017	2022	Hurontario LRT - Infrastructure & Capital Costs	4,700,000	8,372	4,691,628	-	4,691,628	Strategic & Council Priorities
174782	2017	2018	Electric Overhead Chargers	5,844,000	5,143,403	700,597	619,239	81,358	Strategic & Council Priorities
184690	2018	2018	Bus Purchases	28,205,000	27,175,620	1,029,380	-	1,029,380	Standard Recurring
184714	2018	2018	Transit IT Initiatives	1,500,000	1,125,523	374,477	338,901	35,576	Standard Recurring
194610	2019	2020	Smart Bus	5,000,000	4,858,497	141,503	51,835	89,668	Strategic & Council Priorities
194670	2019	2020	Fare Collection Equipment	10,000,000	7,165,334	2,834,666	-	2,834,666	Strategic & Council Priorities
194680	2019	2020	Bus Refurbishments	4,870,000	2,441,566	2,428,434	-	2,428,434	Standard Recurring
194690	2019	2020	Bus Purchases	26,890,000	12,186,400	14,703,600	-	14,703,600	Funding Advocacy
194712	2019	2020	Emerging Technologies Study	100,000	-	100,000	42,739	57,261	Strategic & Council Priorities
204117	2020	2020	Brand Development Strategy	500,000	173,531	326,469	72,504	253,965	Strategic & Council Priorities
204120	2020	2020	Queen Rapid Transit Design-TPAP	2,000,000	5,877	1,994,123	-	1,994,123	Strategic & Council Priorities

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Project #	Budget Year	Budget Amend. Year	Project Description	Budget	Project To Date Spending	Budget Remaining Before Commitments	Purchase Orders	Budget Remaining After Commitments	Category
204641	2020	2020	Fleet Support Vehicles	35,000	-	35,000	-	35,000	Standard Recurring
204680	2020	2020	Bus Refurbishments	7,939,000	7,616,411	322,589	12,825	309,764	Standard Recurring
204690	2020	2020	Bus Purchases	37,331,000	5,135,122	32,195,878	-	32,195,878	Funding Advocacy
204705	2020	2020	Transit Network Electrification	297,000	297,000	-	-	-	Strategic & Council Priorities
204706	2020	2022	ZEB Implementation Strategy and Rollout Plan	350,000	73,912	276,088	-	276,088	Strategic & Council Priorities
214610	2021	2021	Smart Bus	11,500,000	414,437	11,085,563	10,929,415	156,148	Strategic & Council Priorities
214641	2021	2021	Fleet Support Vehicles	770,000	380,589	389,411	-	389,411	Standard Recurring
214680	2021	2021	Bus Refurbishments	13,076,000	5,300,916	7,775,084	204,764	7,570,320	Standard Recurring
214690	2021	2021	Bus Purchases	44,520,000	15,503,073	29,016,927	-	29,016,927	Funding Advocacy
214715	2021	2021	Business Plan Review	290,000	232,319	57,681	4,783	52,898	Strategic & Council Priorities
214770	2021	2021	Bus Shelters-Pads-Stops	420,000	292,624	127,376	-	127,376	Standard Recurring
214883	2021	2021	Transit Hub	30,000,000	125,284	29,874,716	964,529	28,910,187	Strategic & Council Priorities
224641	2022	2022	Fleet Support Vehicles	525,000	8,599	516,401	-	516,401	Standard Recurring
224680	2022	2022	Bus Refurbishments	13,889,000	4,316,077	9,572,923	353,535	9,219,388	Standard Recurring
224685	2022	2022	Bus Conversions	2,000,000	-	2,000,000	-	2,000,000	Strategic & Council Priorities
224690	2022	2022	Bus Purchases	19,000,000	-	19,000,000	-	19,000,000	Funding Advocacy
224714	2022	2022	Transit IT Initiatives	500,000	1,560	498,440	-	498,440	Standard Recurring
224770	2022	2022	Bus Shelters-Pads-Stops	450,000	391,746	58,254	58,254	-	Standard Recurring
224772	2022	2022	Shelter Refurbishments	155,000	17,884	137,116	641	136,475	Standard Recurring
224782	2022	2022	Electric Bus Chargers	300,000	-	300,000	-	300,000	Strategic & Council Priorities
224799	2022	2022	Minor Capital – Transit	150,000	146,480	3,520	-	3,520	Standard Recurring
224802	2022	2023	Zum Service Expansion - Chinguacousy Rd. Corridor	18,700,000	301,054	18,398,946	502,073	17,896,873	Strategic & Council Priorities
224812	2022	2022	Higher Order Transit on Steeles Corridor	1,000,000	-	1,000,000	-	1,000,000	Strategic & Council Priorities

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234641	2023	2023	Fleet support vehicles	260,000	-	260,000	-	260,000	Standard Recurring
234670	2023	2023	Fare Collection Equipment	150,000	-	150,000	-	150,000	Strategic & Council Priorities
234680	2023	2023	Bus Refurbishments	16,313,000	1,315,054	14,997,946	-	14,997,946	Standard Recurring
234690	2023	2023	Bus Purchases	30,248,000	-	30,248,000	-	30,248,000	Funding Advocacy
234770	2023	2023	Bus Shelters-Pads-Stops	500,000	-	500,000	115,058	384,942	Standard Recurring
234772	2023	2023	Shelter Refurbishments	425,000	-	425,000	-	425,000	Standard Recurring
234799	2023	2023	Minor Capital – Transit	400,000	611	399,389	-	399,389	Standard Recurring
234881	2023	2023	Facility Electrification	150,000,000	-	150,000,000	-	150,000,000	Funding Advocacy
234882	2023	2023	Facility Electrification Retrofit	60,000,000	-	60,000,000	-	60,000,000	Funding Advocacy
234998	2023	2023	Transit-Preventative Maintenance	1,290,000	754,016	535,984	-	535,984	Standard Recurring
			<b>TOTAL TRANSIT</b>	<b>713,865,890</b>	<b>259,779,986</b>	<b>454,085,904</b>	<b>14,753,543</b>	<b>439,332,361</b>	
			<b>PUBLIC WORKS &amp; ENGINEERING</b>						
044580	2004	2010	Torbram Rd. / CNR Grade Separation Design	22,573,000	22,092,403	480,597	479,800	797	Strategic and Council Priorities
073610	2007	2007	Project Design	3,079,753	2,754,475	325,278	-	325,278	Standard Recurring
083610	2008	2021	Project Design	14,352,710	10,594,927	3,757,783	1,772,723	1,985,060	Standard Recurring
085850	2008	2012	Bram East Community Parkland Campus	98,308,242	92,611,821	5,696,421	-	5,696,421	Strategic and Council Priorities
093610	2009	2009	Project Design	4,376,881	4,101,776	275,105	10,011	265,094	Standard Recurring
093625	2009	2019	Utility Relocation	3,024,700	1,663,175	1,361,525	533,626	827,899	Standard Recurring
094500	2009	2021	Environmental Assessments	2,991,869	2,243,036	748,833	6,352	742,481	Strategic and Council Priorities
103625	2010	2018	Utility Relocation	1,737,400	1,225,084	512,316	486,156	26,160	Standard Recurring
113610	2011	2011	Project Design	7,267,600	5,955,740	1,311,860	773,297	538,563	Standard Recurring
113625	2011	2011	Utility Relocation	3,141,476	1,988,054	1,153,422	1,040,672	112,750	Standard Recurring
123412	2012	2013	Creditview Rd. Reconstruction: Creditview - CN	35,340,000	32,946,253	2,393,747	530,935	1,862,812	Strategic and Council Priorities

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124270	2012	2012	Bridge Condition Surveys	11,630	40	11,590	-	11,590	Standard Recurring
124500	2012	2013	Environmental Assessments	3,236,664	3,079,099	157,565	69,753	87,812	Strategic and Council Priorities
131432	2013	2015	Asset Management System - Hansen	4,003,000	2,972,900	1,030,100	186,359	843,741	Strategic and Council Priorities
132506	2013	2013	Station 204 Relocation & Expansion	4,600,000	4,599,445	555	-	555	Strategic and Council Priorities
133880	2013	2013	Bramalea Road Widening: Countryside to Mayfield	10,293,948	9,782,965	510,983	-	510,983	Strategic and Council Priorities
143380	2014	2017	Humberwest Parkway: Exchange Dr-Williams Pkwy	10,525,000	9,341,130	1,183,870	1,098,018	85,852	Strategic and Council Priorities
143580	2014	2018	Goreway Drive Widening	33,920,388	409,134	33,511,254	33,411,717	99,537	Strategic and Council Priorities
143610	2014	2014	Project Design	2,958,900	2,456,896	502,004	-	502,004	Standard Recurring
143625	2014	2020	Utility Relocation	205,000	93,629	111,371	27,760	83,611	Standard Recurring
144230	2014	2017	Bridge Repairs	7,723,000	7,119,461	603,539	-	603,539	Standard Recurring
144300	2014	2017	Noise Walls	484,500	476,990	7,510	-	7,510	Standard Recurring
144500	2014	2014	Environmental Assessments	1,606,400	1,413,175	193,225	112,251	80,974	Standard Recurring
153610	2015	2018	Project Design	3,321,400	2,907,504	413,896	38,051	375,845	Standard Recurring
153625	2015	2015	Utility Relocation	1,201,000	1,065,600	135,400	-	135,400	Standard Recurring
153760	2015	2015	Torbram Rd: Countryside Dr. - Mayfield Rd.	7,016,000	6,814,091	201,909	151,142	50,767	Strategic and Council Priorities
153811	2015	2015	Financial Dr: Steeles Ave. - South City Limit	13,331,000	13,151,037	179,963	168,038	11,925	Strategic and Council Priorities
161760	2016	2016	Facility Inspections & Audits	1,264,000	1,259,445	4,555	-	4,555	Standard Recurring
162570	2016	2018	Fire Campus Design	59,560,000	50,561,586	8,998,414	8,911,245	87,169	Strategic and Council Priorities
162770	2016	2016	Traffic Signal Modernization Program	600,000	579,611	20,389	-	20,389	Standard Recurring
163010	2016	2016	Traffic Calming Measures	250,000	118,482	131,518	-	131,518	Strategic and Council Priorities
163610	2016	2016	Project Design	589,200	585,254	3,946	3,920	26	Standard Recurring
163625	2016	2019	Utility Relocation	4,257,614	2,271,307	1,986,307	932,931	1,053,376	Standard Recurring
164230	2016	2016	Bridge Repairs	3,263,000	3,173,466	89,534	42,266	47,268	Standard Recurring



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Project #	Budget Year	Budget Amend. Year	Project Description	Budget	Project To Date Spending	Budget Remaining Before Commitments	Purchase Orders	Budget Remaining After Commitments	Category
164486	2016	2016	Parking Garage System Upgrade	350,000	300,068	49,932	-	49,932	Standard Recurring
167720	2016	2017	Downtown Revitalization	3,900,000	3,626,210	273,790	129,659	144,131	Strategic and Council Priorities
171255	2017	2023	Certified Commercial Kitchen	727,375	12,530	714,845	-	714,845	Strategic and Council Priorities
171599	2017	2017	Minor Capital - Facility Operations & Maintenance	400,000	396,405	3,595	3,530	65	Standard Recurring
171650	2017	2017	Facilities Repair & Replacement	24,524,321	22,673,808	1,850,513	40,975	1,809,538	Standard Recurring
171760	2017	2017	Facility Inspections & Audits	1,685,000	1,534,788	150,212	148,497	1,715	Standard Recurring
171900	2017	2017	Interior Design Services	3,508,000	3,327,185	180,815	-	180,815	Standard Recurring
172910	2017	2017	New Equipment	451,000	450,956	44	-	44	Standard Recurring
173610	2017	2019	Project Design	5,074,500	3,518,935	1,555,565	537,253	1,018,312	Standard Recurring
173625	2017	2018	Utility Relocation	1,700,000	1,048,391	651,609	274,908	376,701	Standard Recurring
173830	2017	2017	Road Infrastructure Misc.	250,000	196,132	53,868	53,278	590	Standard Recurring
173941	2017	2017	Countryside Dr. Widening	19,335,000	18,680,501	654,499	96,509	557,990	Strategic and Council Priorities
174230	2017	2017	Bridge Repairs	547,000	427,300	119,700	32,230	87,470	Standard Recurring
174280	2017	2017	Bridge Management System Upgrades	150,000	149,618	382	-	382	Standard Recurring
174530	2017	2017	Streetlighting	1,509,700	1,270,865	238,835	-	238,835	Standard Recurring
181650	2018	2018	Facilities Repair & Replacement	12,553,989	12,307,635	246,354	-	246,354	Standard Recurring
181760	2018	2018	Facility Inspections & Audits	325,000	241,983	83,017	83,016	1	Standard Recurring
181771	2018	2018	East-end Community Centre	12,600,000	11,824,458	775,542	-	775,542	Strategic and Council Priorities
181940	2018	2018	8 Nelson Purchase / Remediation / Renovation	500,000	237,630	262,370	11,194	251,176	Strategic and Council Priorities
182530	2018	2019	Fire Station 214	12,015,000	11,130,208	884,792	148,280	736,512	Strategic and Council Priorities
182770	2018	2018	Traffic Signal Modernization Program	600,000	466,176	133,824	14,526	119,298	Standard Recurring
182910	2018	2018	New Equipment	1,109,000	1,076,231	32,769	-	32,769	Standard Recurring
182950	2018	2018	Replacement Equipment	2,260,000	2,257,128	2,872	2,871	1	Standard Recurring

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183040	2018	2018	AVL - GPS Solution	450,000	196,372	253,628	239,578	14,050	Strategic and Council Priorities
183200	2018	2018	Intersection Improvements	500,000	489,241	10,759	10,662	97	Strategic and Council Priorities
183610	2018	2020	Project Design	2,602,000	1,033,645	1,568,355	1,440,957	127,398	Standard Recurring
183625	2018	2018	Utility Relocation	30,000	2,527	27,473	1,687	25,786	Standard Recurring
183770	2018	2019	Castlemore Road Widening	10,600,000	10,585,891	14,109	12,995	1,114	Strategic and Council Priorities
183830	2018	2018	Road Infrastructure Misc.	220,160	218,653	1,507	1,497	10	Standard Recurring
183840	2018	2018	Williams Parkway	11,100,000	10,842,699	257,301	-	257,301	Strategic and Council Priorities
184230	2018	2018	Bridge Repairs	5,370,000	4,935,621	434,379	182,462	251,917	Standard Recurring
184410	2018	2018	Sidewalks	367,000	342,251	24,749	-	24,749	Standard Recurring
184500	2018	2018	Environmental Assessments	1,550,000	1,263,458	286,542	54,257	232,285	Strategic and Council Priorities
184530	2018	2018	Streetlighting	1,171,180	749,363	421,817	198,436	223,381	Standard Recurring
185160	2018	2019	Centre for Education, Innovation & Collaboration	99,400,000	2,970,652	96,429,348	5,269,252	91,160,096	Strategic and Council Priorities
185600	2018	2019	Howden Recreation Centre	6,000,000	2,575,884	3,424,116	1,248,457	2,175,659	Strategic and Council Priorities
185670	2018	2019	Chris Gibson Recreation Centre	38,000,000	2,258,630	35,741,370	1,037,667	34,703,703	Strategic and Council Priorities
185680	2018	2021	Balmoral Recreation Centre	24,880,000	8,700,088	16,179,912	14,240,983	1,938,929	Strategic and Council Priorities
187356	2018	2023	Active Transportation Plan - Cycling	2,375,000	772,236	1,602,764	1,101,894	500,870	Strategic and Council Priorities
191520	2019	2019	Energy Programs	350,000	330,324	19,676	10,629	9,047	Standard Recurring
191584	2019	2019	Demolition of 14 & 21 Nelson St.	2,000,000	574,298	1,425,702	-	1,425,702	Strategic and Council Priorities
191650	2019	2021	Facilities Repair & Replacement	28,039,750	22,562,946	5,476,804	2,905,772	2,571,032	Standard Recurring
191760	2019	2019	Facility Inspections & Audits	1,080,000	1,036,767	43,233	-	43,233	Standard Recurring
191899	2019	2019	Minor Capital - Corporate Security	245,000	244,846	154	-	154	Standard Recurring
191900	2019	2019	Interior Design Services	3,180,000	2,568,614	611,386	21,783	589,603	Standard Recurring
192555	2019	2021	Redevelopment of Fire Station 201	11,450,000	8,787,274	2,662,726	1,508,835	1,153,891	Strategic and Council Priorities

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192710	2019	2019	Traffic Signalization	600,000	598,178	1,822	-	1,822	Standard Recurring
192746	2019	2019	Connected Vehicle Infrastructure	100,000	-	100,000	-	100,000	Strategic and Council Priorities
192761	2019	2019	Controlled Pedestrian Crosswalks	50,000	49,863	137	-	137	Standard Recurring
192770	2019	2019	Traffic Signal Modernization Program	700,000	564,233	135,767	-	135,767	Standard Recurring
192830	2019	2019	Bramalea Transit Terminal Repairs	638,000	439,312	198,688	2,241	196,447	Standard Recurring
192840	2019	2020	Williams Pkwy Works Yard Phase 3	8,300,000	943,014	7,356,986	2,842,212	4,514,774	Strategic and Council Priorities
192910	2019	2019	New Equipment	1,393,000	679,342	713,658	-	713,658	Standard Recurring
192950	2019	2019	Replacement Equipment	3,000,000	708,613	2,291,387	2,291,385	2	Standard Recurring
192971	2019	2019	Green Fleet Strategy	150,000	86,046	63,954	-	63,954	Strategic and Council Priorities
192999	2019	2019	Minor Capital - Engineering	106,700	86,750	19,950	-	19,950	Standard Recurring
193040	2019	2019	AVL / GPS Solution	155,000	-	155,000	73,419	81,581	Strategic and Council Priorities
193050	2019	2019	Vehicle Barriers	125,000	-	125,000	-	125,000	Strategic and Council Priorities
193130	2019	2019	Active Transportation Infrastructure	2,000,000	1,489,751	510,249	147,987	362,262	Strategic and Council Priorities
193610	2019	2020	Project Design	3,022,200	395,575	2,626,625	337,030	2,289,595	Standard Recurring
193625	2019	2019	Utility Relocation	2,050,000	83,674	1,966,326	40,704	1,925,622	Standard Recurring
193820	2019	2019	Road Resurfacing	15,000,000	14,386,248	613,752	132,288	481,464	Standard Recurring
193830	2019	2019	Road Infrastructure Misc.	550,000	448,673	101,327	-	101,327	Standard Recurring
193920	2019	2019	McLaughlin Road Widening	9,300,000	7,980,918	1,319,082	-	1,319,082	Strategic and Council Priorities
193980	2019	2019	Cottrelle Blvd: Humberwest Pkwy - Goreway Dr.	37,500,000	2,278,876	35,221,124	31,687,380	3,533,744	Strategic and Council Priorities
194020	2019	2019	Land Acquisitions	10,264,236	7,003,232	3,261,004	139,411	3,121,593	Strategic and Council Priorities
194230	2019	2019	Bridge Repairs	2,410,000	1,717,205	692,795	121,317	571,478	Standard Recurring
194410	2019	2023	Sidewalks	2,150,000	723,007	1,426,993	249,519	1,177,474	Standard Recurring
194500	2019	2019	Environmental Assessments	1,350,000	608,156	741,844	257,235	484,609	Strategic and Council Priorities

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194530	2019	2019	Streetlighting	810,000	509,170	300,830	155,863	144,967	Standard Recurring
194880	2019	2021	Transit Maintenance & Storage Facility	189,780,000	5,322,128	184,457,872	7,704,676	176,753,196	Funding advocacy/waiting for third par
195622	2019	2019	Chinguacousy Wellness Interior Renovation	1,500,000	1,233,665	266,335	-	266,335	Strategic and Council Priorities
195740	2019	2021	Victoria Park New Facility	25,850,000	1,322,343	24,527,657	1,098,396	23,429,261	Strategic and Council Priorities
201518	2020	2021	New Facilities Development	2,316,755	2,167,858	148,897	30,625	118,272	Standard Recurring
201520	2020	2020	Energy Programs	600,000	578,016	21,984	2,008	19,976	Standard Recurring
201599	2020	2020	Misc Initiatives–Facilities Operations & Maintenance	375,000	289,160	85,840	10,176	75,664	Standard Recurring
201650	2020	2021	Facilities Repair & Replacement	29,301,836	15,731,839	13,569,997	6,156,051	7,413,946	Standard Recurring
201760	2020	2020	Facility Inspections & Audits	1,705,000	1,626,956	78,044	33,885	44,159	Standard Recurring
201850	2020	2020	Corporate Security Systems	800,000	140,646	659,354	68,888	590,466	Standard Recurring
201899	2020	2020	Minor Capital - Corporate Security	325,000	322,937	2,063	-	2,063	Standard Recurring
201900	2020	2020	Interior Design Services	2,409,000	1,551,075	857,925	170,957	686,968	Standard Recurring
202710	2020	2020	Traffic Signalization	600,000	571,175	28,825	12,544	16,281	Standard Recurring
202745	2020	2020	Traffic System Detectors	100,000	87,808	12,192	-	12,192	Standard Recurring
202761	2020	2020	Controlled Pedestrian Crosswalks	50,000	49,863	137	-	137	Standard Recurring
202770	2020	2020	Traffic Signal Modernization Program	1,410,000	979,354	430,646	-	430,646	Standard Recurring
202790	2020	2020	Traffic Signal Communication	90,000	66,433	23,567	-	23,567	Standard Recurring
202831	2020	2020	Parking Lots	600,000	599,674	326	-	326	Standard Recurring
202832	2020	2020	Gateway Transit Terminal Repairs	380,000	322,940	57,060	-	57,060	Standard Recurring
202910	2020	2020	New Equipment - Vehicles	790,000	738,263	51,737	-	51,737	Standard Recurring
202950	2020	2020	Replacement Equipment - Vehicles	1,000,000	773,007	226,993	3,121	223,872	Standard Recurring
202985	2020	2020	Road Weather Information System	100,000	-	100,000	-	100,000	Strategic and Council Priorities
202999	2020	2020	Minor Capital - Engineering	100,000	73,328	26,672	-	26,672	Standard Recurring

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203010	2020	2020	Traffic Calming Measures	150,000	513	149,487	-	149,487	Strategic and Council Priorities
203120	2020	2020	Asset Management – Roads	100,000	57,936	42,064	32,680	9,384	Standard Recurring
203200	2020	2020	Intersection Improvements	300,000	284,672	15,328	9,726	5,602	Strategic and Council Priorities
203610	2020	2020	Project Design	750,000	370,473	379,527	-	379,527	Standard Recurring
203625	2020	2020	Utility Relocation	1,550,000	1,484,125	65,875	30,546	35,329	Standard Recurring
203750	2020	2020	Chinguacousy Road Widening	9,700,000	9,634,087	65,913	32,374	33,539	Strategic and Council Priorities
203820	2020	2020	Road Resurfacing Program	15,000,000	14,945,638	54,362	54,362	-	Standard Recurring
203835	2020	2020	Concrete Road Construction	1,025,000	854,326	170,674	-	170,674	Standard Recurring
204160	2020	2020	Road Network Survey	400,000	291,362	108,638	37,384	71,254	Standard Recurring
204200	2020	2020	Horizontal-Vertical Control Network	175,000	151,033	23,967	-	23,967	Standard Recurring
204230	2020	2020	Bridge Repairs	4,608,000	769,288	3,838,712	3,653,264	185,448	Standard Recurring
204300	2020	2020	Noise Walls	750,000	514,370	235,630	10,314	225,316	Standard Recurring
204410	2020	2020	Sidewalks	600,000	111,607	488,393	363,561	124,832	Standard Recurring
204486	2020	2020	Parking Garage System	455,000	-	455,000	-	455,000	Standard Recurring
204530	2020	2020	Streetlighting	1,070,000	964,568	105,432	105,305	127	Standard Recurring
205120	2020	2023	FCCC 1 & 2 Court Yard Infill	7,500,000	272,472	7,227,528	469,792	6,757,736	Strategic and Council Priorities
205500	2020	2022	Sports Hall of Fame	2,800,000	-	2,800,000	-	2,800,000	Strategic and Council Priorities
205631	2020	2023	Memorial Arena - Junior A-B Expansion	680,000	101,003	578,997	-	578,997	Strategic and Council Priorities
205651	2020	2022	Century Gardens - Youth Centre	14,000,000	790,974	13,209,026	369,497	12,839,529	Strategic and Council Priorities
205691	2020	2021	South Fletchers - Youth Centre	1,412,500	1,301,949	110,551	70,896	39,655	Strategic and Council Priorities
205951	2020	2021	Chinguacousy Park-Bramalea Tennis Club Expansion	2,290,000	534,657	1,755,343	1,525,513	229,830	Strategic and Council Priorities
211520	2021	2021	Energy Programs	560,000	245,446	314,554	158,728	155,826	Standard Recurring
211650	2021	2021	Facilities Repair-Replacement	1,795,000	1,454,460	340,540	84,524	256,016	Standard Recurring

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211760	2021	2021	Facility Inspections-Audits	1,775,000	1,200,295	574,705	86,521	488,184	Standard Recurring
211850	2021	2021	Corporate Security Systems	300,000	295,809	4,191	4,191	-	Standard Recurring
211899	2021	2021	Minor Capital - Corporate Security	375,000	294,283	80,717	80,685	32	Standard Recurring
212710	2021	2021	Traffic Signalization	1,000,000	411,608	588,392	-	588,392	Standard Recurring
212745	2021	2021	Traffic System Detectors	100,000	-	100,000	-	100,000	Standard Recurring
212761	2021	2021	Controlled Pedestrian Crosswalks	100,000	99,725	275	-	275	Standard Recurring
212770	2021	2021	Traffic Signal Modernization Program	1,000,000	1,587	998,413	-	998,413	Standard Recurring
212799	2021	2021	Minor Capital - Traffic	40,000	32,987	7,013	-	7,013	Standard Recurring
212910	2021	2021	New Equipment - Vehicles	600,000	504,296	95,704	-	95,704	Standard Recurring
212930	2021	2021	Special Tools	45,000	44,974	26	-	26	Standard Recurring
212950	2021	2021	Replacement Equipment - Vehicles	3,900,000	2,378,452	1,521,548	1,477,455	44,093	Standard Recurring
212999	2021	2021	Minor Capital - Engineering	120,000	28,087	91,913	-	91,913	Standard Recurring
213010	2021	2021	Traffic Calming Measures	100,000	-	100,000	-	100,000	Strategic and Council Priorities
213131	2021	2021	Active Transportation	1,000,000	636,865	363,135	349,359	13,776	Strategic and Council Priorities
213610	2021	2021	Project Design	1,900,000	33,001	1,866,999	749,286	1,117,713	Standard Recurring
213625	2021	2021	Utility Relocation	300,000	3,001	296,999	-	296,999	Standard Recurring
213820	2021	2021	Road Resurfacing Program	18,300,000	17,636,739	663,261	478,430	184,831	Standard Recurring
213830	2021	2021	Road Infrastructure Misc.	450,000	354,369	95,631	51,610	44,021	Standard Recurring
213831	2021	2022	Road Reconstruction	420,000	-	420,000	-	420,000	Standard Recurring
213996	2021	2021	Fleet-Preventative Maintenance	12,000	3,892	8,108	-	8,108	Standard Recurring
213997	2021	2021	Traffic-Preventative Maintenance	1,918,000	1,808,633	109,367	-	109,367	Standard Recurring
213998	2021	2021	Road Operations-Preventative Maintenance	3,260,000	3,155,435	104,565	403	104,162	Standard Recurring
214230	2021	2021	Bridge Repairs	7,265,000	4,431,896	2,833,104	762,413	2,070,691	Standard Recurring



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Project #	Budget Year	Budget Amend. Year	Project Description	Budget	Project To Date Spending	Budget Remaining Before Commitments	Purchase Orders	Budget Remaining After Commitments	Category
214410	2021	2021	Sidewalks	600,000	463,629	136,371	-	136,371	Standard Recurring
214486	2021	2021	Parking Garage System	1,000,000	-	1,000,000	-	1,000,000	Standard Recurring
214500	2021	2021	Environmental Assessments	750,000	25,641	724,359	-	724,359	Strategic and Council Priorities
214530	2021	2021	Streetlighting	1,980,000	637,360	1,342,640	1,282,042	60,598	Standard Recurring
215501	2021	2021	Lorne Scots Military Museum	250,000	226,151	23,849	23,849	-	Standard Recurring
215511	2021	2023	Zero Carbon Retrofit	27,516,170	1,420,000	26,096,170	254,384	25,841,786	Strategic and Council Priorities
215851	2021	2022	Gore Meadows-PRP Satellite Office	501,000	393,810	107,190	96,333	10,857	Strategic and Council Priorities
221511	2022	2022	Electric Vehicle Charging	3,750,000	231,928	3,518,072	-	3,518,072	Strategic and Council Priorities
221518	2022	2022	New Facilities Development	1,040,000	789,813	250,187	-	250,187	Standard Recurring
221520	2022	2022	Energy Programs	500,000	5,211	494,789	-	494,789	Standard Recurring
221599	2022	2022	Misc Initiatives-Facilities Operations & Maintenance	990,000	915,091	74,909	20,700	54,209	Standard Recurring
221650	2022	2023	Facilities Repair-Replacement	13,878,995	2,428,400	11,450,595	1,496,175	9,954,420	Standard Recurring
221760	2022	2022	Facility Inspections & Audits	1,855,000	508,001	1,346,999	491,181	855,818	Standard Recurring
221850	2022	2022	Corporate Security Systems	100,000	98,365	1,635	-	1,635	Standard Recurring
221899	2022	2022	Minor Capital Corp Security	337,000	260,893	76,107	31,053	45,054	Standard Recurring
221900	2022	2022	Interior Design Services	2,110,000	817,837	1,292,163	225,727	1,066,436	Standard Recurring
222520	2022	2022	Fire Station 215	1,000,000	76,631	923,369	734,454	188,915	Strategic and Council Priorities
222702	2022	2022	Traffic Management Centre Enhancements	200,000	-	200,000	-	200,000	Strategic and Council Priorities
222710	2022	2022	Traffic Signalization	850,000	66,316	783,684	698,075	85,609	Standard Recurring
222745	2022	2022	Traffic System Detectors	100,000	-	100,000	-	100,000	Standard Recurring
222770	2022	2022	Traffic Signal Modernization Program	350,000	39,147	310,853	-	310,853	Standard Recurring
222799	2022	2022	Minor Capital - Traffic	40,000	14,661	25,339	-	25,339	Standard Recurring
222810	2022	2022	New Works Yards	2,596,888	23,991	2,572,897	35,107	2,537,790	Standard Recurring

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Project #	Budget Year	Budget Amend. Year	Project Description	Budget	Project To Date Spending	Budget Remaining Before Commitments	Purchase Orders	Budget Remaining After Commitments	Category
222811	2022	2022	Sandalwood Works Yard Vehicle Mtce Expansion	1,100,000	390,147	709,853	312,103	397,750	Strategic and Council Priorities
222830	2022	2023	Bramalea Transit Terminal Rehabilitation	7,400,000	8,507	7,391,493	4,639,491	2,752,002	Standard Recurring
222831	2022	2022	Parking Lots	900,000	563,561	336,439	309,057	27,382	Standard Recurring
222910	2022	2022	New Equipment - Vehicles	567,000	2,279	564,721	-	564,721	Standard Recurring
222930	2022	2022	Special Tools	45,000	43,652	1,348	-	1,348	Standard Recurring
222950	2022	2022	Replacement Equipment - Vehicles	2,878,000	84,528	2,793,472	377,087	2,416,385	Standard Recurring
222999	2022	2022	Minor Capital - Engineering	120,000	39,495	80,505	-	80,505	Standard Recurring
223010	2022	2023	Traffic Calming Measures	1,700,000	-	1,700,000	50,000	1,650,000	Strategic and Council Priorities
223099	2022	2022	Minor Capital – Operations	30,000	6,328	23,672	-	23,672	Standard Recurring
223120	2022	2022	Asset Management – Roads	100,000	-	100,000	-	100,000	Standard Recurring
223131	2022	2022	Active Transportation	1,000,000	3,471	996,529	71,232	925,297	Strategic and Council Priorities
223135	2022	2022	Wall & Fence Replacements and/or Major Repairs	250,000	104,061	145,939	5,088	140,851	Standard Recurring
223580	2022	2022	Goreway Drive Widening	62,000,000	214,158	61,785,842	60,707,614	1,078,228	Strategic and Council Priorities
223610	2022	2022	Project Design	1,000,000	641	999,359	-	999,359	Standard Recurring
223620	2022	2022	Pre-Engineering	750,000	544,426	205,574	-	205,574	Standard Recurring
223625	2022	2022	Utility Relocation	1,500,000	-	1,500,000	55,968	1,444,032	Standard Recurring
223820	2022	2022	Road Resurfacing Program	21,000,000	12,769,253	8,230,747	6,500,881	1,729,866	Standard Recurring
223830	2022	2022	Road Infrastructure Misc.	450,000	82,581	367,419	876	366,543	Standard Recurring
223996	2022	2022	Fleet-Preventative Maintenance	16,000	-	16,000	-	16,000	Standard Recurring
223997	2022	2022	Traffic-Preventative Maintenance	1,891,000	894,470	996,530	194,387	802,143	Standard Recurring
223998	2022	2022	Road Operations-Preventative Maintenance	3,384,000	2,847,640	536,360	345,567	190,793	Standard Recurring
224160	2022	2022	Road Network Survey	1,000,000	326,451	673,549	292,439	381,110	Standard Recurring
224200	2022	2022	Horizontal & Vertical Control Network	200,000	135,403	64,597	-	64,597	Standard Recurring

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Project #	Budget Year	Budget Amend. Year	Project Description	Budget	Project To Date Spending	Budget Remaining Before Commitments	Purchase Orders	Budget Remaining After Commitments	Category
224230	2022	2022	Bridge Repairs	2,110,000	680,467	1,429,533	243,756	1,185,777	Standard Recurring
224300	2022	2022	Noise Walls	4,274,000	1,852,061	2,421,939	1,087,593	1,334,346	Standard Recurring
224486	2022	2022	Parking Garage System	450,000	-	450,000	-	450,000	Standard Recurring
224500	2022	2022	Environmental Assessments	750,000	4,323	745,677	-	745,677	Strategic and Council Priorities
224530	2022	2022	Streetlighting	1,910,000	382,226	1,527,774	888,527	639,247	Standard Recurring
224531	2022	2022	Streetlighting LED Retrofit	3,500,000	3,188,836	311,164	273,560	37,604	Standard Recurring
225700	2022	2023	Mississauga-Embleton Community Centre	44,200,000	836,425	43,363,575	4,581,575	38,782,000	Strategic and Council Priorities
231518	2023	2023	New Facilities Development	1,100,000	211,365	888,635	-	888,635	Standard Recurring
231520	2023	2023	Energy Programs	700,000	-	700,000	44,556	655,444	Standard Recurring
231599	2023	2023	Minor Capital - Facility Operations & Maintenance	175,000	-	175,000	-	175,000	Standard Recurring
231650	2023	2023	Facilities Repair-Replacement	4,012,000	353,551	3,658,449	472,693	3,185,756	Standard Recurring
231760	2023	2023	Facility Inspections-Audits	1,260,000	-	1,260,000	-	1,260,000	Standard Recurring
231850	2023	2023	Corporate Security Systems	300,000	114,523	185,477	-	185,477	Standard Recurring
231860	2023	2023	Traffic Intersection Cameras	1,376,000	-	1,376,000	-	1,376,000	Strategic and Council Priorities
231899	2023	2023	Minor Capital - Corporate Security	175,000	89,725	85,275	-	85,275	Standard Recurring
231900	2023	2023	Interior Design Services	1,726,000	310,513	1,415,487	-	1,415,487	Standard Recurring
232701	2023	2023	Traffic Signal Design Standard	75,000	-	75,000	-	75,000	Strategic and Council Priorities
232710	2023	2023	Traffic Signalization	900,000	-	900,000	-	900,000	Standard Recurring
232745	2023	2023	Traffic System Detectors	250,000	-	250,000	-	250,000	Standard Recurring
232761	2023	2023	Controlled Pedestrian Crosswalks	100,000	-	100,000	-	100,000	Standard Recurring
232770	2023	2023	Traffic Signal Modernization Program	500,000	-	500,000	-	500,000	Standard Recurring
232799	2023	2023	Minor Capital - Traffic	20,000	-	20,000	-	20,000	Standard Recurring
232831	2023	2023	Parking Lots	2,100,000	-	2,100,000	1,494,257	605,743	Standard Recurring

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232910	2023	2023	New Equipment - Vehicles	1,300,000	-	1,300,000	-	1,300,000	Standard Recurring
232950	2023	2023	Replacement Equipment-Vehicles	3,563,000	-	3,563,000	-	3,563,000	Standard Recurring
233040	2023	2023	AVL - GPS Solution	50,000	-	50,000	-	50,000	Strategic and Council Priorities
233099	2023	2023	Minor Capital Operations	20,000	-	20,000	-	20,000	Standard Recurring
233131	2023	2023	Active Transportation	800,000	-	800,000	-	800,000	Strategic and Council Priorities
233540	2023	2023	Denison Street Extension	750,000	-	750,000	-	750,000	Strategic and Council Priorities
233610	2023	2023	Project Design	2,250,000	-	2,250,000	-	2,250,000	Strategic and Council Priorities
233625	2023	2023	Utility Relocation	1,000,000	-	1,000,000	-	1,000,000	Strategic and Council Priorities
233820	2023	2023	Road Resurfacing Program	15,000,000	256,850	14,743,150	9,942,132	4,801,018	Standard Recurring
233995	2023	2023	Asset Mgt-Capital Planning-Preventative Maintenance	861,000	98,188	762,812	-	762,812	Standard Recurring
233996	2023	2023	Fleet-Preventative Mtce	8,000	-	8,000	-	8,000	Standard Recurring
233997	2023	2023	Traffic-Preventative Mtce	1,971,000	-	1,971,000	733,655	1,237,345	Standard Recurring
233998	2023	2023	Road Operations-Preventative Maintenance	3,312,000	8,660	3,303,340	1,389,855	1,913,485	Standard Recurring
234410	2023	2023	Sidewalks	400,000	-	400,000	-	400,000	Standard Recurring
234530	2023	2023	Streetlighting	800,000	-	800,000	-	800,000	Standard Recurring
234531	2023	2023	Streetlighting LED Retrofit	3,000,000	-	3,000,000	248,152	2,751,848	Standard Recurring
234900	2023	2023	Stormwater Treatment Units-Mtce & Replacement	400,000	14,501	385,499	138,139	247,360	Standard Recurring
235155	2023	2023	Civic Centre-Occupant Relocation	7,275,000	697,430	6,577,570	3,712,415	2,865,155	Strategic and Council Priorities
235180	2023	2023	Environmental Education Ctre & Animal Shelter & PTGA	3,500,000	7,184	3,492,816	-	3,492,816	Strategic and Council Priorities
236812	2023	2023	Brampton Arts & Culture Hub	2,600,000	-	2,600,000	-	2,600,000	Strategic and Council Priorities
			<b>TOTAL PUBLIC WORKS &amp; ENGINEERING</b>	<b>1,493,706,530</b>	<b>666,036,365</b>	<b>827,670,165</b>	<b>251,171,424</b>	<b>576,498,741</b>	
			<b>PLANNING, BUILDING &amp; GROWTH MANAGEMENT</b>						
083870	2008	2010	James Potter Rd: Queen - 30 Metres South	10,245,713	10,173,404	72,309	-	72,309	Standard Recurring

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097720	2009	2009	Downtown Revitalization	3,947,000	3,906,069	40,931	23,192	17,739	Strategic and Council Priorities
113413	2011	2011	Creditview Rd: Spine Rd. - Fairhill Ave.	3,920,000	1,401,969	2,518,031	-	2,518,031	Standard Recurring
117852	2011	2015	Queen St West DPS Implementation	82,619	47,619	35,000	-	35,000	Standard Recurring
123870	2012	2012	James Potter Road	3,902,000	3,406,553	495,447	-	495,447	Standard Recurring
133500	2013	2013	North-South Spine Rd: Creditview Rd to Sandalwood	2,870,000	2,854,558	15,442	-	15,442	Standard Recurring
134940	2013	2013	Storm Water Management - Restoration	2,407,907	1,907,905	500,002	-	500,002	Standard Recurring
137420	2013	2014	Official Plan Review Studies	701,000	686,008	14,992	-	14,992	Strategic and Council Priorities
137740	2013	2014	Building Permit On-Line	1,105,000	526,351	578,649	113,463	465,186	Strategic and Council Priorities
144940	2014	2014	Storm Water Management - Restoration	979,000	814,935	164,065	-	164,065	Standard Recurring
143450	2014	2014	New Road A: Steeles Ave - Financial Dr	3,176,000	2,787,803	388,197	-	388,197	Standard Recurring
143451	2014	2014	New Road A: Financial Dr - Embleton Rd	2,673,000	1,405,952	1,267,048	-	1,267,048	Standard Recurring
143780	2014	2014	Sandalwood Parkway: Creditview - Mississauga Rd	2,971,000	2,470,891	500,109	-	500,109	Standard Recurring
143811	2014	2015	Financial Dr: Mississauga Dr - Heritage Rd	3,127,000	2,914,962	212,038	-	212,038	Strategic and Council Priorities
143870	2014	2014	James Potter Rd: Ashby Field Rd - Bovaird Dr	1,530,000	1,089,852	440,148	-	440,148	Standard Recurring
154950	2015	2015	Storm Water Management Study	300,000	280,526	19,474	16,510	2,964	Standard Recurring
157201	2015	2015	Official Plan Review Studies - Zoning By-Law Review	250,000	207,342	42,658	42,657	1	Standard Recurring
157420	2015	2017	Official Plan Review Studies - Official Plan Review	1,000,000	931,085	68,915	39,089	29,826	Strategic and Council Priorities
163500	2016	2016	North - South Spine Road	2,580,000	2,407,017	172,983	-	172,983	Standard Recurring
163501	2016	2016	East - West Spine Road	2,335,000	2,312,843	22,157	-	22,157	Standard Recurring
163640	2016	2016	Countryvillage Collector	2,520,000	2,485,118	34,882	-	34,882	Standard Recurring
163870	2016	2016	James Potter Road	1,337,000	-	1,337,000	-	1,337,000	Standard Recurring
164950	2016	2016	Storm Water Management Study	450,000	411,953	38,047	1,830	36,217	Standard Recurring
167823	2016	2017	Downtown Mobility Hub Master Plan	200,000	142,308	57,692	-	57,692	Standard Recurring

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Project #	Budget Year	Budget Amend. Year	Project Description	Budget	Project To Date Spending	Budget Remaining Before Commitments	Purchase Orders	Budget Remaining After Commitments	Category
167867	2016	2016	Cultural Heritage Plan	250,000	136,111	113,889	63,238	50,651	Standard Recurring
174940	2017	2017	Storm Water Management-Restoration	2,000,000	1,716,226	283,774	-	283,774	Standard Recurring
174950	2017	2017	Storm Water Management Study	200,000	33,261	166,739	1,195	165,544	Standard Recurring
177050	2017	2017	Comprehensive Fees Review	200,000	-	200,000	-	200,000	Standard Recurring
183501	2018	2018	East-West Spine Rd	4,689,000	3,712,963	976,037	-	976,037	Standard Recurring
183866	2018	2022	Downtown Improvements	24,009,000	4,183,089	19,825,911	13,816,007	6,009,904	Strategic and Council Priorities
184945	2018	2018	Storm Water Pond Retrofits	200,000	157,240	42,760	-	42,760	Standard Recurring
186100	2018	2018	Natural Heritage Restoration	14,500	2,904	11,596	-	11,596	Strategic and Council Priorities
187002	2018	2018	Strategic Planning Studies	2,000,000	932,998	1,067,002	87,026	979,976	Standard Recurring
187202	2018	2018	Queen Corridor-Policy-Zoning	120,000	-	120,000	-	120,000	Standard Recurring
187360	2018	2018	Transportation Master Plan-TMP	500,000	429,252	70,748	69,740	1,008	Strategic and Council Priorities
187375	2018	2018	Commuter Cycling Program	1,780,604	-	1,780,604	-	1,780,604	Standard Recurring
187951	2018	2018	Bramalea Mobility Hub MP	150,000	-	150,000	-	150,000	Standard Recurring
187992	2018	2018	Bram East Employment Land Review	75,000	19,334	55,666	-	55,666	Standard Recurring
193640	2019	2019	Countryside Village Collector	900,000	-	900,000	-	900,000	Strategic and Council Priorities
193690	2019	2019	Rivermont Road	400,000	207,151	192,849	-	192,849	Standard Recurring
194945	2019	2019	Storm Water Pond Retrofits	1,060,000	160,582	899,418	3,097	896,321	Standard Recurring
194950	2019	2019	Storm Water Management Study	200,000	106,200	93,800	73,679	20,121	Standard Recurring
197003	2019	2020	Policy Planning Studies	460,000	245,409	214,591	-	214,591	Standard Recurring
197051	2019	2019	Costing Model Review for Administration of the Bldg Code	75,000	50,013	24,987	-	24,987	Standard Recurring
197360	2019	2019	Transportation Master Plan - TMP	200,000	-	200,000	200,000	-	Strategic and Council Priorities
197400	2019	2019	Official Plan Review	500,000	499,771	229	229	-	Strategic and Council Priorities
197485	2019	2019	Environmental Master Plan Implementation	340,000	287,487	52,513	-	52,513	Strategic and Council Priorities



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Project #	Budget Year	Budget Amend. Year	Project Description	Budget	Project To Date Spending	Budget Remaining Before Commitments	Purchase Orders	Budget Remaining After Commitments	Category
197735	2019	2019	Riverwalk	546,092	505,279	40,813	40,800	13	Strategic and Council Priorities
197827	2019	2019	Community Improvement Plan Program	300,000	52,366	247,634	-	247,634	Standard Recurring
203710	2020	2020	Remembrance Road	2,430,652	1,694,935	735,717	-	735,717	Standard Recurring
204920	2020	2020	Stormwater & Environmental Monitoring	450,000	147,144	302,856	43,695	259,161	Standard Recurring
204940	2020	2020	Storm Water Management - Restoration	4,300,000	4,126,907	173,093	172,646	447	Standard Recurring
204941	2020	2020	Stormwater Asset Management	750,000	-	750,000	-	750,000	Standard Recurring
204945	2020	2020	Storm Water Pond Retrofits	200,000	-	200,000	-	200,000	Standard Recurring
204950	2020	2020	Storm Water Management Study	400,000	13,532	386,468	-	386,468	Standard Recurring
207003	2020	2020	Policy Planning Studies	100,000	-	100,000	-	100,000	Standard Recurring
207360	2020	2020	Transportation Master Plan - TMP	150,000	30,683	119,317	48,350	70,967	Strategic and Council Priorities
207400	2020	2020	Official Plan Review	300,000	231,398	68,602	33,597	35,005	Strategic and Council Priorities
207485	2020	2021	Environmental Master Plan Implementation	405,000	124,672	280,328	175,565	104,763	Strategic and Council Priorities
207840	2020	2020	Urban Design Standards Manual	250,000	40,699	209,301	-	209,301	Strategic and Council Priorities
207841	2020	2020	Urban Design Integrated Community Master Plan	150,000	142,686	7,314	-	7,314	Strategic and Council Priorities
207858	2020	2020	Queen St. Development Permit Implementation	357,000	53,083	303,917	-	303,917	Standard Recurring
207860	2020	2020	Heritage Heights Studies	500,000	464,558	35,442	31,531	3,911	Standard Recurring
207921	2020	2020	Comprehensive Municipal Parking Strategy	300,000	295,695	4,305	4,305	-	Standard Recurring
213640	2021	2021	Countryside Village Collector Road	1,300,000	-	1,300,000	-	1,300,000	Standard Recurring
213690	2021	2021	Rivermont Road	250,000	132,271	117,729	-	117,729	Standard Recurring
214920	2021	2021	Stormwater - Environmental Monitoring	525,000	59,702	465,298	151,622	313,676	Standard Recurring
214940	2021	2021	Storm Water Management - Restoration	1,400,000	1,095,994	304,006	21,074	282,932	Standard Recurring
214941	2021	2021	Stormwater Asset Management	750,000	25,407	724,593	-	724,593	Standard Recurring
214945	2021	2021	Storm Water Pond Retrofits	1,700,000	37,209	1,662,791	-	1,662,791	Standard Recurring

**CAPITAL PROJECT STATUS REPORT  
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Project #	Budget Year	Budget Amend. Year	Project Description	Budget	Project To Date Spending	Budget Remaining Before Commitments	Purchase Orders	Budget Remaining After Commitments	Category
214950	2021	2021	Storm Water Management Study	100,000	18,778	81,222	-	81,222	Standard Recurring
217003	2021	2021	Policy Planning Studies	600,000	446,445	153,555	87,514	66,041	Standard Recurring
217004	2021	2021	Departmental Renewal	250,000	201,787	48,213	-	48,213	Strategic and Council Priorities
217203	2021	2021	Expropriation Protocol Agreement	750,000	252,918	497,082	-	497,082	Standard Recurring
217357	2021	2021	Transportation Modelling & Data Analytics	25,000	23,517	1,483	-	1,483	Standard Recurring
217391	2021	2021	Bram West North Area Study	150,000	-	150,000	150,000	-	Standard Recurring
217400	2021	2021	Official Plan Review	350,000	-	350,000	-	350,000	Strategic and Council Priorities
217485	2021	2021	Environmental Master Plan Implementation	500,000	47,373	452,627	209,341	243,286	Strategic and Council Priorities
217735	2021	2023	Riverwalk	35,130,000	102,975	35,027,025	5,212,665	29,814,360	Strategic and Council Priorities
217820	2021	2021	Downtown Plan	200,000	94,223	105,777	102,476	3,301	Strategic and Council Priorities
217860	2021	2021	Heritage Heights Studies	960,000	371,533	588,467	457,704	130,763	Standard Recurring
217932	2021	2021	Housing Catalyst Project	4,000,000	-	4,000,000	-	4,000,000	Strategic and Council Priorities
217941	2021	2021	Public Realm Implementation Plan	200,000	-	200,000	-	200,000	Standard Recurring
224450	2022	2022	Garden Square	400,000	-	400,000	-	400,000	Strategic and Council Priorities
224451	2022	2022	Ken Whillans Square	1,500,000	-	1,500,000	-	1,500,000	Strategic and Council Priorities
224920	2022	2022	Stormwater & Environmental Monitoring	650,000	952	649,048	-	649,048	Standard Recurring
224940	2022	2022	Stormwater Management - Restoration	2,550,000	197,229	2,352,771	683,149	1,669,622	Standard Recurring
224941	2022	2022	Stormwater Asset Management	2,250,000	80	2,249,920	-	2,249,920	Standard Recurring
224950	2022	2022	Stormwater Management Study	400,000	-	400,000	-	400,000	Standard Recurring
227003	2022	2022	Policy Planning Studies	475,000	135,948	339,052	214,053	124,999	Standard Recurring
227356	2022	2022	Active Transportation Plans & Studies	125,000	33,331	91,669	57,837	33,832	Strategic and Council Priorities
227358	2022	2022	Cycling Infrastructure Planning & Design	150,000	-	150,000	-	150,000	Strategic and Council Priorities
227360	2022	2022	Transportation Master Plan - TMP	100,000	-	100,000	-	100,000	Strategic and Council Priorities

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Project #	Budget Year	Budget Amend. Year	Project Description	Budget	Project To Date Spending	Budget Remaining Before Commitments	Purchase Orders	Budget Remaining After Commitments	Category
227391	2022	2022	Bram West North Area Study	250,000	137,917	112,083	16,855	95,228	Standard Recurring
227400	2022	2022	Official Plan Review	698,000	-	698,000	-	698,000	Strategic and Council Priorities
227485	2022	2022	Environmental Master Plan Implementation	600,000	280,000	320,000	-	320,000	Strategic and Council Priorities
227820	2022	2022	Downtown Plan	315,000	37,027	277,973	216,589	61,384	Strategic and Council Priorities
227826	2022	2022	Heritage Property Incentive Grant	100,000	3,277	96,723	-	96,723	Standard Recurring
227860	2022	2022	Heritage Heights Studies	535,000	118,814	416,186	78,643	337,543	Standard Recurring
227881	2022	2022	Community Benefits Charge Assessment	30,000	28,996	1,004	-	1,004	Standard Recurring
227933	2022	2022	Housing Brampton - ROP Incentive Pilot Project	400,000	-	400,000	-	400,000	Standard Recurring
227934	2022	2022	City Wide Community Improvement Plan for Housing	60,000	-	60,000	-	60,000	Standard Recurring
227935	2022	2022	Housing Brampton	135,000	-	135,000	-	135,000	Strategic and Council Priorities
234940	2023	2023	Stormwater Management - Restoration	2,555,000	8,047	2,546,953	-	2,546,953	Standard Recurring
234941	2023	2023	Stormwater Asset Management	650,000	-	650,000	38,957	611,043	Standard Recurring
234945	2023	2023	Storm Water Pond Retrofits	2,300,000	-	2,300,000	-	2,300,000	Standard Recurring
237003	2023	2023	Policy Planning Studies	500,000	-	500,000	-	500,000	Standard Recurring
237005	2023	2023	Bill 23 Task Force	570,000	-	570,000	167,904	402,096	Strategic and Council Priorities
237006	2023	2023	Carbon Offset-Credit Strategy	200,000	-	200,000	-	200,000	Strategic and Council Priorities
237052	2023	2023	Growth Tracking Model	100,000	-	100,000	-	100,000	Strategic and Council Priorities
237302	2023	2023	Downtown Secondary Plan	500,000	-	500,000	-	500,000	Strategic and Council Priorities
237356	2023	2023	Active Transportation Plans and Studies	1,910,000	-	1,910,000	-	1,910,000	Strategic and Council Priorities
237360	2023	2023	Transportation Master Plan-TMP	210,000	-	210,000	-	210,000	Strategic and Council Priorities
237390	2023	2023	BramWest Secondary Plan Review	1,615,000	-	1,615,000	-	1,615,000	Standard Recurring
237400	2023	2023	Official Plan Review	260,000	-	260,000	-	260,000	Strategic and Council Priorities
237485	2023	2023	Environmental Master Plan Implementation	600,000	-	600,000	-	600,000	Standard Recurring

**CAPITAL PROJECT STATUS REPORT  
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Project #	Budget Year	Budget Amend. Year	Project Description	Budget	Project To Date Spending	Budget Remaining Before Commitments	Purchase Orders	Budget Remaining After Commitments	Category
237859	2023	2023	Developmnt Application Process	150,000	-	150,000	-	150,000	Strategic and Council Priorities
237860	2023	2023	Heritage Heights Studies	975,000	-	975,000	-	975,000	Standard Recurring
			<b>TOTAL PLANNING, BUILDING &amp; GROWTH MANAGEMENT</b>	<b>180,779,087</b>	<b>70,268,401</b>	<b>110,510,686</b>	<b>22,967,824</b>	<b>87,542,862</b>	
				<b>2,822,282,781</b>	<b>1,223,438,863</b>	<b>1,598,843,918</b>	<b>310,431,596</b>	<b>1,288,412,322</b>	

## BUDGET AMENDMENTS AND REALLOCATIONS

Project #	Project Description	Budget Amendment	Source of Funding	Reason	Draw on Reserves (YES/NO)
235560-007	Recreation-Riverstone	35,000	Grant - Seniors Active Living Centre	Equipment purchase.	NO
223580-001	Goreway Drive Widening	-18,000,000	Cost Recovery - Other	Re-classify funding to reflect actuals.	NO
		18,000,000	Cost Recovery - Regional		
235560-044	Dispatch Upgrade & Equipment	-225,000	Reserve Fund #134 (Development Charges - Recreation)	Transferring project and associated funds to reside within Division delivering/administering the initiative. From Recreation	NO
236860-004	Carbon Offset & Credit Strategy	225,000	Reserve Fund #134 (Development Charges - Recreation)		
235550-003	Recreation - Indoor Assets (New multi-purpose event floor)	-37,000	Reserve Fund #134 (Development Charges - Recreation)	To utilize cost savings from Activity 003 - New additional multi-purpose/event floor for a Walk-Draw Safety Curtain in the same	NO
235550-004	Recreation - Indoor Assets (Walk-draw safety curtain)	37,000	Reserve Fund #134 (Development Charges - Recreation)		
231480-128	Corporate Technology Program - Internal Audit Software	100,000	Reserve Fund #4 (Asset Replacement)	Contract cost escalation.	YES (fully offset by return of financing)
204230-008	Bridge Repairs - Creditview Rd. Credit River	100,000	Reserve Fund #4 (Asset Repair & Replacement)	Additional funds are required to cover the cost of unforeseen ground conditions and unsuitable soil disposal.	YES (fully offset by return of financing)
204230-007	Bridge Repairs - Marycroft Ct. South Pedestrian Bridge	300,000	Reserve Fund #4 (Asset Repair & Replacement)	Additional funds are required to cover the cost of design changes due to unforeseen ground conditions to install sheet piles.	YES (fully offset by return of financing)
214230-004	Bridge Repairs - Bartley Bull over Etobicoke Creek	430,000	Reserve Fund #91 (Canada Community Building Fund)	This is to cover the cost of design changes and delay cost due to traffic signals design as well as existing bridge structure.	YES (fully offset by return of financing)
193980-001	Cottrelle-Humberwest	3,000,000	Reserve Fund #137 (Development Charges: Roads)	Construction method is proposed to be changed to reduce the construction time by approximately 2 years. The top-up request is to cover the additional cost to reduce the construction time and contract administration cost.	YES (fully offset by return of financing)
223580-001	Goreway Drive Widening	1,500,000	Reserve Fund # 91 CCBF (\$75,000); Reserve Fund #137 (Development Charges: Roads) (\$1,425,000)	This is to cover the cost of consulting assignment for Contract Administration of the project	YES (fully offset by return of financing)
233610-003	Project Design - Drainage resurfacing	200,000	Reserve Fund #4 (Asset Replacement) (\$10,000); Reserve Fund #137 (DC: Roads) (\$190,000)	The project is led by the Region of Peel. The original budget is not sufficient for the City's share of the design cost.	YES (fully offset by return of financing)
203750-001	Chinguacousy Road Widening - Wanless Dr. to Mayfield Rd.	500,000	Reserve Fund #4 (Asset Replacement) (\$25,000); Reserve Fund #137 (DC: Roads) (\$475,000)	This is to cover the cost for disposal of contaminated soil and additional quantities on the tender items.	YES (fully offset by return of financing)
223135-001	Wall-Fence Replacement	-140,850	Reserve Fund #4 (Asset Repair & Replacement)	To repurpose surplus funds to new project "Miscellaneous Infrastructure" to address the infrastructure projects which are directly visible and impacting the commuting public.	NO
232831-001	Parking Lots	-150,000	Reserve Fund #4 (Asset Repair & Replacement)		
193050-001	Modular Vehicle Barriers	-125,000	Reserve Fund #4 (Asset Repair & Replacement)		
213998-001	Road Operations-Preventative Maintenance	-102,765	Reserve Fund #4 (Asset Repair & Replacement)		
223998-002	Road Operations-Preventative Maintenance	-121,715	Reserve Fund #4 (Asset Repair & Replacement)		
xxxxx-001	Miscellaneous Infrastructure	640,330	Reserve Fund #4 (Asset Repair & Replacement)		
	<b>Total</b>	<b>6,165,000</b>			

**Date:** 2023-08-24

**Subject:** **Tax Adjustments, Cancellations and Reductions Pursuant to the Municipal Act, 2001**

**Contact:** Nash Damer, Treasurer, Finance

**Report Number:** Corporate Support Services-2023-740

**Recommendations:**

1. That the report from Nash Damer, Treasurer, Finance to the Committee of Council Meeting September 20, 2023 re: **Tax Adjustments, Cancellations and Reductions Pursuant to the *Municipal Act, 2001***, be received; and,
2. That the tax account adjustments as listed on Appendix A of this report be approved.

**Overview:**

- **The purpose of this report is to obtain approval by Committee to adjust and/or write-off the balance of various tax accounts as set out in the attached Appendix A. Total adjustments are approximately \$239,828.75 including \$84,540.16 in City of Brampton taxes.**

**Background:**

Sections 334, 354, 357 and 358 of the *Municipal Act, 2001* provide the authorities and reasons for the write-off, cancellation, reduction or refund of taxes.

**Current Situation:**

**Appendix A** outlines adjustments to be made to property tax accounts. Many of these adjustments are due to properties becoming exempt from taxation. For example, certain properties acquired by the City of Brampton, Region of Peel, School Boards, and religious



organizations are not required to pay property taxes. Other adjustments are due to changes or errors in assessment values or tax classification. City staff has researched these accounts and is satisfied with the Municipal Property Assessment Corporation's (MPAC) recommendations regarding the changes in assessment. Lastly, adjustments may be made to correct an error in tax capping calculations which are also verified by City staff.

The total tax amount to be cancelled is \$239,828.75. The total amount will be allocated approximately as follows:

City of Brampton:	\$ 84,540.16
Region of Peel:	\$ 75,553.14
School Boards:	<u>\$ 79,735.45</u>
	<b><u>\$ 239,828.75</u></b>

Any penalties and interest associated with these reductions will be cancelled from the applicable accounts. The City's 2023 Budget for current year adjustments and the allowance for prior years' adjustments are sufficient for this and other anticipated tax write-offs.

**Appendix B** outlines appeals that were filed with the City of Brampton but have been returned from MPAC with No Recommendation, that is, there is no tax adjustment forthcoming.

**Corporate Implications:**

Financial Implications:

The City portion of taxes refunded due to these appeals is approximately \$55,484.38.

**Strategic Focus Area:**

Government & Leadership: Focusing on service excellence with equity, innovation, efficiency, effectiveness, accountability, and transparency.

**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. While taxation is based on that assessment roll, it is very common for changes to occur after the return of the roll that may affect the taxation of a particular property. The *Municipal Act, 2001* provides the municipality the authority

to cancel, reduce, or refund taxes for applications made in accordance with the legislation. Examples of change events that may result in refunds include property class changes, newly exempt properties, demolished structures, and gross or manifest errors made in the assessment. The owners of properties within this report have made application for refund under the *Municipal Act, 2001*. All applications have been investigated and, where applicable, the appropriate refunds of taxes have been calculated and are presented for Council approval.

Authored by:

Reviewed by:

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Yvonne Kwiecien, Manager,  
Taxation and Assessment

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Nash Damer, Treasurer

Approved by:

Submitted by:

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Alex Milojevic, Commissioner, Corporate  
Support Services

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Marlon Kallideen, Chief Administrative Officer

**Attachments:**

**Appendix A: Tax Adjustments**  
**Appendix B: Rejected Appeals**

**COMMITTEE OF COUNCIL - SEPTEMBER 20, 2023 - TAX ADJUSTMENTS APPENDIX A**

<b>APPEAL NO.</b>	<b>TAX ROLL NO.</b>	<b>TAX YEAR</b>	<b>PROPERTY ADDRESS</b>	<b>REASON FOR APPEAL</b>	<b>TOTAL ADJ (\$)</b>
7028	2110-040-033-49901-0000	2021	148 MARTINDALE CRES	Damaged by Fire - Jan 1, 2021	-1,068.56
7029	2110-040-033-49901-0000	2022	148 MARTINDALE CRES	Damaged by Fire - Jan 1, 2021	-265.48
7016	2110-010-002-13100-0000	2023	46 MAIN ST N	Became Exempt - City Owned property	-4,443.25
7006	2110-020-009-02500-0000	2022	11 HILLCREST AVE	Damaged by Fire - April 6, 2022	-1,085.58
7019	2110-040-036-03500-0000	2023	94 RAILROAD ST	Became Exempt - City Owned property	-9,227.12
7018	2110-040-036-03600-0000	2023	96 RAILROAD ST	Became Exempt - City Owned property	-5,917.81
7021	2110-040-036-03700-0000	2023	98 RAILROAD ST	Became Exempt - City Owned property	-2,897.91
7020	2110-040-036-03800-0000	2023	100 RAILROAD ST	Became Exempt - City Owned property	-8,448.46
7024	2110-060-003-22495-0000	2021	7 PEARMAN CRES	MPAC Error Structure Area Corrected	-134.83
7025	2110-060-003-22495-0000	2022	7 PEARMAN CRES	MPAC Error Structure Area Corrected	-176.54
7022	2110-070-008-24188-0000	2023	34 TOTTEN DR	Damaged by Fire - Jan 25, 2023	-640.84
7012	2110-070-023-01241-0000	2023	18 BOBCAT ST	Damaged by Fire - April 16, 2023	-1,125.30
6986	2110-080-011-12760-0000	2020	VACANT LAND	Unbuildable Land - Nominal Value	-2,821.78
6987	2110-080-011-12760-0000	2021	VACANT LAND	Unbuildable Land - Nominal Value	-2,849.50
6988	2110-080-011-12760-0000	2022	VACANT LAND	Unbuildable Land - Nominal Value	-2,903.11
6997	2110-080-011-12760-0000	2023	VACANT LAND	Unbuildable Land - Nominal Value	-3,076.36
7014	2110-080-012-01575-0000	2023	LIONHEAD GOLF CLUB RD	Became Exempt - School Board Owned property	-66,576.96

7002	2110-100-025-26004-0000	2022	8925 TORBRAM RD	Structures Demolished - Aug 18, 2022	-113,487.55
6992	2110-120-001-42421-0000	2022	43 ZIA DODDA CRES	Damaged by Fire - Jan 1, 2022	-1,637.90
6993	2110-120-001-42421-0000	2023	43 ZIA DODDA CRES	Damaged by Fire - Jan 1, 2022	-123.64
7010	2110-140-119-25376-0000	2023	12 HEFFERON CRT	Damaged by Fire - March 2, 2023	-1,945.36
7030	2110-090-024-03010-0000	2023	150 CENTRAL PARK DR	Became Exempt - City Owned property - Commercial Tenant Vacated	-8,974.91
					<b>-239,828.75</b>

COMMITTEE OF COUNCIL - SEPTEMBER 20, 2023 - REJECTED APPEALS APPENDIX B

APPEAL NO.	TAX ROLL NO.	TAX YEAR	PROPERTY ADDRESS	REASON FOR APPEAL	TOTAL ADJ (\$)
7008	2110-020-005-00200-0000	2022	295 QUEEN ST E	No recommendation by MPAC - Value is correct	0.00
7000	2110-030-022-04800-0000	2022	499 MAIN ST S	No recommendation by MPAC - Value is correct	0.00
6999	2110-060-001-08410-0000	2022	10900 HURONTARIO ST	No recommendation by MPAC - Value is correct	0.00
6998	2110-070-008-06480-0000	2022	80 GREAT LAKES DR	No recommendation by MPAC - Value is correct	0.00

**Date:** 2023-08-31

**Subject:** **2023 Second Quarter Operating Budget Forecast**

**Contact:** Nash Damer, Treasurer, Finance

**Report Number:** Corporate Support Services-2023-765

**Recommendations:**

1. That the report from Nash Damer, Treasurer, Finance to the Committee of Council Meeting of September 20<sup>th</sup>, re: **2023 Second Quarter Operating Budget Report**, be received;

**Overview:**

- **Based on operating results as at June 30, the Corporation is forecasting a year-end operating surplus of \$4.5 million. This variance represents 0.5% of total budgeted expenditures of \$845.0 million.**
- **The \$4.5 million surplus is attributed to \$2.1 million in additional revenue, combined with \$16.0 million of labour savings, offset by \$13.6 million of operational deficits.**
- **Specific Operational variances that are deemed materially significant to highlight are a surplus of \$17.1 million in Transit, offset by deficits of \$6.1 million in Human Resources, \$4.3 million in Court Administration, \$1.1 million in Recreation and \$0.8 million in Building**

**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 2023 second quarter operating budget.



## Current Situation:

### 2023 Operating Budget

Based on operating results as at June 30, 2023 the Corporation is forecasting a year-end operating surplus of \$4.5 million. This variance represents 0.5% of total budgeted expenditures of \$845.0 million.

The \$4.5 million surplus is attributed to \$2.1 million in revenue, \$16.0 million in labour, offset by \$13.6 million in other expenditure deficits.

<b>CORPORATE-WIDE VARIANCE</b>	<b>2023 Q2 YE FORECAST</b>
Revenue Surplus	(2,070)
Labour Savings	(16,016)
Other Expenditures Deficit	13,593
<b>FORECASTED YEAR-END SURPLUS</b>	<b>(4,494)</b>

The following tables summarize the 2023 Operating Budget forecasted year-end results, which include a departmental breakdown of the deficits and savings, along with highlighting specific operational variances that are deemed materially significant to the Corporation.

TABLE 1: 2023 DEPARTMENTAL VARIANCE SUMMARY

<b>Q2 2023 YEAR-END ACTUALS</b>				
<b>DEPARTMENTAL VARIANCE</b>	<b>Annual Net Budget</b>	<b>Q2 YE Projection</b>	<b>(Favourable) / Unfavourable Variance</b>	
<b>Departments</b>	<b>(\$000s)</b>			<b>%</b>
Brampton Public Library	20,575	20,575	-	0%
Community Services	84,661	84,360	(302)	0%
Corporate Support Services	68,029	71,797	3,769	6%
Fire & Emergency Services	90,126	86,826	(3,300)	-4%
Legislative Services	11,711	13,234	1,523	13%
Mayor & Members Of Council	5,545	5,334	(212)	-4%
Office of the CAO	17,116	14,940	(2,175)	-13%
Planning, Building & Growth Management	1,851	1,427	(3,278)	-177%
Public Works & Engineering	85,905	85,598	(307)	0%
Transit	91,657	74,600	(17,057)	-19%
Gapping	(18,640)	-	18,640	-100%
<b>DEPARTMENTAL VARIANCE : SURPLUS</b>			<b>(2,700)</b>	
<b>GENERAL GOVERNMENT VARIANCE: SURPLUS</b>			<b>(1,793)</b>	
<b>FORECASTED YEAR-END SURPLUS</b>			<b>(4,494)</b>	
<b>FEDERAL-RPOVINCIAL SAFE RESTART - RESERVE CONTRIBUTIONS</b>				
<b>FORECASTED YEAR-END SURPLUS</b>			<b>(4,494)</b>	

TABLE 2: OPERATIONAL VARIANCE HIGHLIGHTS

OPERATIONAL VARIANCE HIGHLIGHTS	YEAR-END PROJECTION
Transit Surplus	(17,057)
Building Deficit	832
Recreation Deficit	1,117
Court Administration Deficit	4,278
Human Resources Deficit	6,146
Other	192
<b>FORECASTED YEAR-END SURPLUS</b>	<b>(4,494)</b>

The Transit department is projecting a net surplus of \$17.1 million driven by \$10.0 million in additional revenues and \$13.0 million in labour savings, offset by \$6.0 million in other expenditure pressures. The projected Transit revenue surplus is based on current ridership trends, which is 30% higher compared to pre-pandemic levels. Labour savings are a result of gapping, which is higher than average due to the March budget approval of annualized new staff. With respect to other expenditures, diesel fuel is forecasted to be higher than budget by \$3 million, assuming the average fuel rate of \$1.32 per litre continues for the remainder of the year vs the budgeted rate of \$1.06 per litre and repair parts and maintenance services are forecasted to be overbudget by \$2 million.

The Building division is forecasting lower than anticipated permit and zoning revenue in the amount of \$4.4 million, offset by labour savings in the amount of \$3.4 million and other expenditures in the amount of \$0.1 million, leading to an overall projected deficit of \$0.8 million.

The Recreation division is seeing incremental improvements in the ability to hire staff across the majority of operational and program areas. While Recreation is currently operating and offering programs at pre-pandemic levels across the majority of program areas, the division is still experiencing a shortage in qualified aquatics staff, thus being unable to provide a full range of aquatic program offerings which is forecasted to result in \$1.1 million in deficit.

The Court Administration division has seen a large decrease in Parking Violations and MTO Plate Denial Revenue resulting in a projected deficit of \$4.3 million. This is primarily due to the elimination of the license plate sticker program, which has resulted

in individuals not being aware of the need to renew plates. As a result, fewer fines are being collected through plate denial. Additionally, there is a lack of judicial resources leading to the closure of courts.

The Human Resources division is projecting a deficit of \$6.1 million, due to significant increases in WSIB claims over the past 3 years. These increases have resulted in the WSIB reserve declining to a negative position of \$3.2 million as of year-end 2022, with a further \$2.9 million deficit forecasted for 2023. Further analysis is currently underway to determine the 2024 budget impact as well as the WSIB reserve fund target balance to address any future potential liabilities.

The balance of the Safe Restart Funding remains unchanged in 2023. There is currently a fulsome review being completed on utilization of the remaining funds. Staff will share the results of the review with Council in a future report.

**Corporate Implications:**

N/A

**Strategic Focus Area:**

- **Government & Leadership:** Focusing on service excellence with equity, innovation, efficiency, effectiveness, accountability, and transparency.

**Conclusion:**

As of June 30, the Corporation is forecasting a year-end operating surplus of \$4.5 million. This variance represents 0.5% of total budgeted expenditures of \$845.0 million.

Staff will continue to monitor, analyze and report on the financial performance of the operating budget, with the third quarter and year-end reports remaining for 2023.

Authored by:

Reviewed by:

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Mark Medeiros, Senior Manager,  
Financial Planning and Analytics,  
Finance

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Nash Damer, Treasurer, Finance

Approved by:

Approved by:

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Alex Milojevic, Commissioner,  
Corporate Support Services

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Marlon Kallideen, Chief Administrative  
Officer

**Attachments:**

- Attachment 1 – Departmental Year-End Forecast Variances

## Attachment 1 - Departmental Year-End Forecast Variances as at June 30, 2023

<b>Transit</b>	<b>BUDGET</b>	<b>FORECAST YEAR-END 2023</b>	<b>VARIANCE</b>	<b>%</b>
Labour Expenditures	\$155,641,423	\$142,600,000	(\$13,041,423)	-8.4%
Other Expenditures	\$51,677,756	\$57,700,000	\$6,022,244	11.7%
<b>Total Expenditures</b>	<b>\$207,319,179</b>	<b>\$200,300,000</b>	<b>(\$7,019,179)</b>	<b>-3.4%</b>
Revenues	(\$115,661,698)	(\$125,700,000)	(\$10,038,302)	8.7%
<b>Net Expenditures</b>	<b>\$91,657,481</b>	<b>\$74,600,000</b>	<b>(\$17,057,481)</b>	<b>-18.6%</b>

<b>Fire &amp; Emergency Services</b>	<b>BUDGET</b>	<b>FORECAST YEAR-END 2023</b>	<b>VARIANCE</b>	<b>%</b>
Labour Expenditures	\$86,038,784	\$82,142,011	(\$3,896,773)	-4.5%
Other Expenditures	\$5,886,400	\$5,885,004	(\$1,396)	0.0%
<b>Total Expenditures</b>	<b>\$91,925,184</b>	<b>\$88,027,015</b>	<b>(\$3,898,169)</b>	<b>-4.2%</b>
Revenues	(\$1,799,000)	(\$1,201,252)	\$597,748	-33.2%
<b>Net Expenditures</b>	<b>\$90,126,184</b>	<b>\$86,825,763</b>	<b>(\$3,300,421)</b>	<b>-3.7%</b>

<b>Planning, Building &amp; Growth Management</b>	<b>BUDGET</b>	<b>FORECAST YEAR-END 2023</b>	<b>VARIANCE</b>	<b>%</b>
Labour Expenditures	\$34,873,776	\$29,531,796	(\$5,341,980)	-15.3%
Other Expenditures	\$6,187,795	\$6,363,635	\$175,840	2.8%
<b>Total Expenditures</b>	<b>\$41,061,571</b>	<b>\$35,895,431</b>	<b>(\$5,166,140)</b>	<b>-12.6%</b>
Revenues	(\$39,210,638)	(\$37,322,675)	\$1,887,963	-4.8%
<b>Net Expenditures</b>	<b>\$1,850,933</b>	<b>(\$1,427,244)</b>	<b>(\$3,278,177)</b>	<b>-177.1%</b>

<b>Office of the CAO</b>	<b>BUDGET</b>	<b>FORECAST YEAR-END 2023</b>	<b>VARIANCE</b>	<b>%</b>
Labour Expenditures	\$13,737,429	\$13,022,608	(\$714,821)	-5.2%
Other Expenditures	\$5,506,622	\$4,880,994	(\$625,628)	-11.4%
<b>Total Expenditures</b>	<b>\$19,244,051</b>	<b>\$17,903,602</b>	<b>(\$1,340,449)</b>	<b>-7.0%</b>
Revenues	(\$2,128,477)	(\$2,963,322)	(\$834,845)	39.2%
<b>Net Expenditures</b>	<b>\$17,115,574</b>	<b>\$14,940,280</b>	<b>(\$2,175,294)</b>	<b>-12.7%</b>

<b>Public Works &amp; Engineering</b>	<b>BUDGET</b>	<b>FORECAST YEAR-END 2023</b>	<b>VARIANCE</b>	<b>%</b>
Labour Expenditures	\$43,617,654	\$41,127,109	(\$2,490,545)	-5.7%
Other Expenditures	\$50,957,774	\$52,083,939	\$1,126,165	2.2%
<b>Total Expenditures</b>	<b>\$94,575,428</b>	<b>\$93,211,048</b>	<b>(\$1,364,380)</b>	<b>-1.4%</b>
Revenues	(\$8,670,424)	(\$7,612,717)	\$1,057,707	-12.2%
<b>Net Expenditures</b>	<b>\$85,905,004</b>	<b>\$85,598,331</b>	<b>(\$306,673)</b>	<b>-0.4%</b>



## Attachment 1 - Departmental Year-End Forecast Variances as at June 30, 2023

<b>Community Services</b>	<b>BUDGET</b>	<b>FORECAST YEAR-END 2023</b>	<b>VARIANCE</b>	<b>%</b>
Labour Expenditures	\$89,873,084	\$85,661,203	(\$4,211,881)	-4.7%
Other Expenditures	\$32,785,031	\$34,351,827	\$1,566,796	4.8%
<b>Total Expenditures</b>	<b>\$122,658,115</b>	<b>\$120,013,030</b>	<b>(\$2,645,085)</b>	<b>-2.2%</b>
Revenues	(\$37,996,722)	(\$35,653,377)	\$2,343,345	-6.2%
<b>Net Expenditures</b>	<b>\$84,661,393</b>	<b>\$84,359,653</b>	<b>(\$301,740)</b>	<b>-0.4%</b>

<b>Mayor &amp; Members Of Council</b>	<b>BUDGET</b>	<b>FORECAST YEAR-END 2023</b>	<b>VARIANCE</b>	<b>%</b>
Labour Expenditures	\$4,596,431	\$4,765,476	\$169,045	3.7%
Other Expenditures	\$948,950	\$568,108	(\$380,842)	-40.1%
<b>Total Expenditures</b>	<b>\$5,545,381</b>	<b>\$5,333,584</b>	<b>(\$211,797)</b>	<b>-3.8%</b>
Revenues	\$0	\$0	\$0	-
<b>Net Expenditures</b>	<b>\$5,545,381</b>	<b>\$5,333,584</b>	<b>(\$211,797)</b>	<b>-3.8%</b>

<b>Brampton Public Library</b>	<b>BUDGET</b>	<b>FORECAST YEAR-END 2023</b>	<b>VARIANCE</b>	<b>%</b>
Labour Expenditures	\$0	\$0	\$0	-
Other Expenditures	\$20,574,930	\$20,574,930	\$0	0.0%
<b>Total Expenditures</b>	<b>\$20,574,930</b>	<b>\$20,574,930</b>	<b>\$0</b>	<b>0.0%</b>
Revenues	\$0	\$0	\$0	-
<b>Net Expenditures</b>	<b>\$20,574,930</b>	<b>\$20,574,930</b>	<b>\$0</b>	<b>0.0%</b>

<b>Legislative Services</b>	<b>BUDGET</b>	<b>FORECAST YEAR-END 2023</b>	<b>VARIANCE</b>	<b>%</b>
Labour Expenditures	\$29,421,429	\$26,964,829	(\$2,456,600)	-8.3%
Other Expenditures	\$7,748,577	\$7,960,901	\$212,324	2.7%
<b>Total Expenditures</b>	<b>\$37,170,006</b>	<b>\$34,925,730</b>	<b>(\$2,244,276)</b>	<b>-6.0%</b>
Revenues	(\$25,458,996)	(\$21,691,861)	\$3,767,135	-14.8%
<b>Net Expenditures</b>	<b>\$11,711,010</b>	<b>\$13,233,869</b>	<b>\$1,522,859</b>	<b>13.0%</b>

<b>Corporate Support Services</b>	<b>BUDGET</b>	<b>FORECAST YEAR-END 2023</b>	<b>VARIANCE</b>	<b>%</b>
Labour Expenditures	\$47,904,201	\$48,526,747	\$622,546	1.3%
Other Expenditures	\$25,854,605	\$30,383,429	\$4,528,824	17.5%
<b>Total Expenditures</b>	<b>\$73,758,806</b>	<b>\$78,910,176</b>	<b>\$5,151,370</b>	<b>7.0%</b>
Revenues	(\$5,730,141)	(\$7,112,871)	(\$1,382,730)	24.1%
<b>Net Expenditures</b>	<b>\$68,028,665</b>	<b>\$71,797,305</b>	<b>\$3,768,640</b>	<b>5.5%</b>

**Date:** 2023-09-06

**Subject:** 2023 Second Quarter Reserve Report

**Contact:** Nash Damer, Treasurer, Finance

**Report Number:** Corporate Support Services-2023-777

**Recommendations:**

1. That the report from Nash Damer, Treasurer, Finance to the Committee of Council Meeting of September 20<sup>th</sup>, re: **2023 Second Quarter Reserve Report**, be received;

**Overview:**

- **As at June 30<sup>th</sup> 2023, the Corporation is projecting a fund balance of \$1.5 billion, offset by commitments of \$908 million, leading to a net balance available of \$549 million.**
- **Forecasted transactions for the second half of the year amount to an increase of \$96 million, resulting in a projected year-end net reserve balance available of \$644 million.**
- **Of the projected year-end net reserve balance available of \$644 million, \$346 million is considered discretionary in nature, while \$298 million is obligatory. The usage of discretionary reserves is solely determined by the direction of Council, while obligatory reserves are required to abide by legislative and/or contractual requirements.**
- **Attachment 1 – Reserve and Reserve Fund Balances, provides an itemized list of the Corporation Reserves, including individual reserve fund balances, commitments, year-end projections, and historical comparisons.**
- **Attachment 2 - Status of Strategic Reserves provides a detailed continuity schedule of the strategic reserves, including the original beginning balance, amounts and initiatives that have utilized these reserves to date, and any known future commitments.**

**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 Reserves.

**Current Situation:**

As at June 30<sup>th</sup> 2023, the Corporation is forecasting a fund balance of \$1.5 billion, offset by net projected commitments of \$908 million, leading to a net balance available of \$549 million.

Forecasted transactions for the second half of the year amount to an increase of \$96 million, resulting in a projected year-end net reserve balance available of \$644 million.

Of the projected year-end net reserve balance available of \$644 million, \$346 million is considered discretionary in nature, while \$298 million is obligatory. The change in Obligatory Reserve Funds compared to the budget is driven primarily by a reduction in balance for the Cash in Lieu Reserve Fund due to several in-year acquisitions of strategic parkland to meet the future needs of residents. The usage of discretionary reserves is solely determined by the direction of Council, while obligatory reserves are required to abide by legislative and/or contractual requirements.

	Net Balance Available				
	Year-End	Year-End	Year-End	Q2 Net Balance Available	YE Projection Net Balance Available
	2020	2021	2022	Q2 2023	2023
Discretionary Reserve Funds	262,790	322,506	339,986	320,658	346,080
Obligatory Reserves Funds	328,413	367,406	337,097	228,010	298,266
<b>Total Reserve Funds</b>	<b>591,203</b>	<b>689,911</b>	<b>677,083</b>	<b>548,668</b>	<b>644,347</b>

Attachment 1 – Reserve and Reserve Fund Balances, provides an itemized list of the Corporations Reserves, including individual reserve fund balances, commitments, year-end net balance available and historical comparisons.

Attachment 2 - Status of Strategic Reserves provides a detailed continuity schedule of the strategic reserves, including the original beginning balance, amounts and initiatives that have utilized these reserves to date, and any known future commitments.

## **RESERVE HIGHLIGHTS**

The Reserve Highlights section provides details and context around several of the Corporations materially significant reserves.

### Stormwater Reserve Fund

In the 2020 Operating Budget, the Stormwater Fund was established to manage the 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 Stormwater Fund is projected to receive approximately \$24.4 million per year from the Stormwater Charge, growing at the rate of inflation. The balance as at June 30, 2023 is currently at \$10.8 million, net of commitments, including the approved 2023 capital budget, with a year-end net balance available projection of \$25.1 million.

### Debt Repayment Reserve

The Debt Repayment Reserve established in 2018, has a balance of \$13.0 million, as at June 30, 2023.

The 2023 Operating Budget included approval of \$2.8 million in annual debt repayments;

- \$1.8 million related to a 25-year debenture of \$26 million, for the Fire and Emergency Services Campus
- \$1.1 million as part of a phased 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 as part of a total \$60.1 million planned borrowing for this project.

To date, the Region of Peel has issued debentures on the City's behalf in the amount of \$46 million to meet cash flow requirements for the construction of the Fire and Emergency Services Campus and Transit Maintenance & Storage Facility.

### Development Charges 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 legislated by the *Development Charges Act, 1997*. DC funding of capital projects is evaluated on an annual basis through the City's Budget process, 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 \$44.9 million, net of commitments, as at June 30, 2023.

#### Building Rate Stabilization Reserve Fund

As at June 30, 2023, the balance in the Building Rate Stabilization Reserve Fund was \$33.9 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 June 30, 2023, there was a balance in the Cash in Lieu of Parkland of \$83.9 million. 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 June 30, 2023, there was a negative balance in the Land Proceeds Reserve of \$34.0 million. This reserve serves as a cash flow-through fund to support strategic opportunities under the Real Estate Modernization Strategy. As projects are developed to utilize the properties purchased through this strategy, permanent funding sources will be recommended to Council 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 2023 Operating Budget has been approved at \$845.0 million, resulting in a Council approved GRS reserve target of \$84.5 million.

The General Rate Stabilization reserve (GRS) balance as at June 30, 2023 is \$92.4 million net of commitments, which includes \$22.8 million of Federal-Provincial Safe Restart Funding.

The balance of the Safe Restart Funding remains unchanged in 2023. There is currently a fulsome review being completed on the utilization of the remaining funds. Staff will share the results of the review with Council in a future report.

#### Interest Rate Stabilization Reserve Fund

As at June 30, 2023, the Interest Rate Stabilization Reserve Fund (IRS) has a balance of \$9.8 million.

At the December 8th, 2021 Special Council meeting, Council approved the report “Interest Rate Stabilization Reserve Status Update”, which recommended \$13.3 million be transferred to the Interest Rate Stabilization Reserve, as part of the 2022 Budget and that annual budget adjustments are made over an 8-year period to permanently eliminate this deficit.

Staff will continue to closely monitor the interest rate stabilization reserve each quarter and ensure that the 8-year plan approved by Council achieves the intended goal.

### Strategic Reserves

The City’s strategic reserves are comprised of Reserve #100 – Legacy Fund and Reserve #110- Community Investment Fund.

As at June 30, 2023, the combined uncommitted balance available in the strategic reserves is \$128.8 million. After accounting for future commitments that have been endorsed by Council, the amount available in strategic reserves is \$93.5 million.

Attachment 2 - Status of Strategic Reserves provides a detailed continuity schedule of the strategic reserves, including the original beginning balance, amounts and initiatives that have utilized these reserves to date, and any known future commitments.

To date, the strategic reserves have generated \$223.7 million in external and internal interest revenue since the inception of the fund. Of this, \$186.3 million has been transferred to the operating fund to offset tax levy requirements and the balance was transferred to the Interest Rate Stabilization Reserve Fund.

### **Corporate Implications:**

N/A

### **Strategic Focus Area:**

This report fulfills the Government & Leadership strategic focus area through strict adherence to effective financial management policies by ensuring sustainable financial operations.

### **Conclusion:**

To improve transparency and provide forward-looking guidance related to reserves and reserve funds, staff will continue to monitor the reserve and reserve funds as part of the quarterly financial reports.



Authored by:

Reviewed by:

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Financial Planning and Analytics,  
Finance

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Nash Damer, Treasurer, Finance

Approved by:

Approved by:

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Alex Milojevic, Commissioner,  
Corporate Support Services

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Marlon Kallideen, Chief Administrative  
Officer

**Attachments:**

- Attachment 1 – Reserve and Reserve Fund Balances
- Attachment 2 – Status of Strategic Reserves

ATTACHMENT 1: RESERVE AND RESERVE FUND BALANCES (\$000s)  
AS AT JUNE 30th, 2023

Discretionary Reserve and Reserve Funds	YE	YE	YE	2023 Q2 ACTUALS			2023 YEAR END FORECAST	
	2020	2021	2022	Fund Balance	Commitments	Q2 Net Balance Available	Forecasted Transactions	YE Projection Net Balance Available
<b>Financial Strategy Reserve Funds</b>								
Res # 100 - Legacy Fund	\$95,200	\$91,500	\$87,700	\$89,686	(\$8,730)	\$80,956		\$80,956
Res # 110 - Community Investment Fund	\$51,390	\$47,590	\$48,440	\$57,165	(\$9,365)	\$47,800	\$929	\$48,728
Res # 200 - Debt Repayment	\$10,940	\$12,264	\$12,733	\$13,002		\$13,002	\$211	\$13,213
Res # 211 - Interest Rate Stabilization	\$3,009	\$0	\$9,713	\$9,795		\$9,795	(\$3,558)	\$6,237
<b>Total Financial Strategy Reserve Funds</b>	<b>\$160,540</b>	<b>\$151,354</b>	<b>\$158,586</b>	<b>\$169,647</b>	<b>(\$18,095)</b>	<b>\$151,552</b>	<b>(\$2,418)</b>	<b>\$149,135</b>
<b>Other-Development Related Reserve Funds</b>								
Res # 26 - Cash-In-Lieu of Downtown Parking	\$43	\$44	\$46	\$46		\$46	\$1	\$47
Res # 33 - Community Benefit Charges				\$801		\$801		\$801
Res # 37 - Official Plan Review Reserve Fund								
<b>Total Other-Development Related Reserve Funds</b>	<b>\$43</b>	<b>\$44</b>	<b>\$46</b>	<b>\$847</b>	<b>\$0</b>	<b>\$847</b>	<b>\$1</b>	<b>\$848</b>
<b>Tax Base Capital Reserve Funds</b>								
Res # 119 - Transit Levy	\$370	(\$1,129)	(\$2,255)	\$29,749	(\$29,609)	\$139	\$483	\$623
Res # 36 - Joint Use Facility Agreements	\$604	\$629	\$642	\$682		\$682	\$20	\$702
Res # 4 - Asset Replacement	(\$8,954)	(\$11,047)	\$8,709	\$254,858	(\$253,266)	\$1,591	\$10,648	\$12,240
Res # 46 - Stormwater Charge	\$594	\$14,503	\$20,224	\$53,101	(\$42,275)	\$10,827	\$14,250	\$25,076
Res # 58 - Theatre Capital Improvements								
Res # 78 - 10% Non-DC								
<b>Total Tax Base Capital Reserve Funds</b>	<b>(\$7,386)</b>	<b>\$2,956</b>	<b>\$27,320</b>	<b>\$338,390</b>	<b>(\$325,151)</b>	<b>\$13,239</b>	<b>\$25,402</b>	<b>\$38,641</b>
<b>Special Purpose Reserve Funds</b>								
Res # 10 - Civic Centre/Corporate Facilities								
Res # 12 - Land Proceeds	(\$29,981)	(\$30,277)	(\$32,282)	(\$28,362)	(\$5,643)	(\$34,004)	(\$461)	(\$34,465)
Res # 125 - Heritage Initiatives	\$58	\$60	\$61	\$61		\$61	\$1	\$62
Res # 126 - Pledge to Peel Memorial Hospital	\$21,393	\$62,550	\$68,594	\$73,927		\$73,927	\$1,201	\$75,128
Res # 129 - Brampton University Reserve Fund	\$26	\$27	\$27	\$28		\$28	\$0	\$28
Res # 15 - Conversion of Employee Sick Leave	\$8,144	\$8,378	\$7,563	\$6,609		\$6,609	\$107	\$6,716
Res # 16 - Community Grant Surplus Reserve	\$897	\$961	\$477	\$483		\$483	\$8	\$491
Res # 19 - Employee Ben. Prem. Rate Stabilization	\$11,343	\$14,292	\$11,530	\$11,235		\$11,235	\$183	\$11,418
Res # 23 - Brampton Columbarium	\$33	\$42	\$45	\$46		\$46	\$1	\$47
Res # 25 - Municipal Elections	\$2,458	\$3,077	\$949	\$2,236	(\$663)	\$1,573	(\$89)	\$1,484
Res # 3 - Workers' Compensation Fund	\$8,107	\$8,794	(\$3,230)	(\$3,181)		(\$3,181)	\$3,205	\$24
Res # 30 - Energy Efficiencies	\$2,048	\$1,328	\$4,583	\$4,630		\$4,630	(\$1,840)	\$2,790
Res # 42 - C.A.R.E. Program								
Res # 53 - Brampton Senior Fund	\$51	\$52	\$51	\$51		\$51	\$1	\$52
Res # 54 - LACAC	\$49	\$50	\$51	\$52		\$52	\$1	\$53
Res # 59 - Fire / Life Safety Centre	\$199	\$205	\$210	\$211		\$211	\$3	\$215
Res # 8 - 3rd Party Liab. Self Insurance								
Res # 88 - Community Improvement Plan Fund	(\$257)	(\$140)	\$80	\$382	(\$300)	\$82	\$6	\$88
Res # 96 - Transportation Initiatives Reserve	\$44	\$316	\$672	\$861	(\$187)	\$674	\$14	\$688
Res # 97 - Multi -Year Non-Capital Projects	\$141	\$145	\$149	\$150		\$150	\$2	\$152
<b>Total Special Purpose Reserve Funds</b>	<b>\$24,753</b>	<b>\$69,861</b>	<b>\$59,530</b>	<b>\$69,420</b>	<b>(\$6,792)</b>	<b>\$62,628</b>	<b>\$2,344</b>	<b>\$64,972</b>
<b>Reserves</b>								
General Rate Stabilization Reserve	\$84,840	\$98,291	\$94,503	\$100,862	\$8,472	\$92,390	\$94	\$92,485
<b>Total Reserves</b>	<b>\$84,840</b>	<b>\$98,291</b>	<b>\$94,503</b>	<b>\$100,862</b>	<b>\$8,472</b>	<b>\$92,390</b>	<b>\$94</b>	<b>\$92,485</b>
<b>Total Discretionary Reserve and Reserve Funds</b>	<b>\$262,790</b>	<b>\$322,506</b>	<b>\$339,986</b>	<b>\$679,167</b>	<b>(\$341,566)</b>	<b>\$320,658</b>	<b>\$25,423</b>	<b>\$346,080</b>

Obligatory Reserve Funds	YE	YE	YE	2023 Q2 ACTUALS			2023 YEAR END FORECAST	
	2020	2021	2022	Fund Balance	Commitments	Q2 Net Balance Available	Forecasted Transactions	YE Projection Net Balance Available
<b>Development Charges Reserve Funds</b>								
Res # 130 - DC:Growth Studies	\$3,392	\$2,940	\$1,696	\$5,845	(\$7,146)	(\$1,301)	\$406	(\$895)
Res # 132 - DC:Library	(\$4,410)	(\$2,870)	(\$1,942)	(\$1,461)		(\$1,461)	\$720	(\$741)
Res # 133 - DC:Fire Protection	(\$13,043)	(\$10,958)	(\$9,762)	(\$6,497)	(\$4,405)	(\$10,902)	\$919	(\$9,983)
Res # 134 - DC:Recreation	\$90,196	\$65,991	\$31,700	\$191,444	(\$191,119)	\$324	\$587	\$911
Res # 135 - DC:Transit	(\$33,948)	(\$27,192)	(\$15,614)	\$10,511	(\$25,100)	(\$14,590)	\$8,693	(\$5,897)
Res # 136 - DC:Public Works & Fleet	(\$30,486)	(\$28,096)	(\$26,460)	(\$24,245)	(\$806)	(\$25,051)	\$668	(\$24,384)
Res # 137 - DC:Roads & Engineering	\$18,595	\$57,742	\$52,934	\$222,869	(\$163,226)	\$59,644	\$26,932	\$86,576
Res # 138 - DC:Parking Facilities	\$6,250	\$5,850	\$5,539	\$5,605	(\$454)	\$5,151	\$185	\$5,336
Res # 142 - DC:Bramwest Transportation Corridor	\$26,358	\$28,784	\$31,464	\$33,247	(\$195)	\$33,052	\$2,413	\$35,465
<b>Total Development Charges Reserve Funds</b>	<b>\$62,905</b>	<b>\$92,191</b>	<b>\$69,555</b>	<b>\$437,318</b>	<b>(\$392,451)</b>	<b>\$44,867</b>	<b>\$41,522</b>	<b>\$86,389</b>
<b>Other-Development Related Reserve Funds</b>								
Res # 18 - Dev. Cont. for Future Construction	\$33,799	\$35,078	\$36,731	\$37,912	(\$1,736)	\$36,176	(\$6,453)	\$29,724
Res # 2 - Cash in lieu of Parkland	\$119,245	\$101,890	\$124,362	\$136,056	(\$52,116)	\$83,941	\$2,272	\$86,213
Res # 38 - Subdivision Maintenance	\$16,617	\$17,217	\$17,850	\$17,959		\$17,959	\$292	\$18,251
<b>Total Other-Development Related Reserve Funds</b>	<b>\$169,661</b>	<b>\$154,185</b>	<b>\$178,943</b>	<b>\$191,927</b>	<b>(\$53,851)</b>	<b>\$138,076</b>	<b>(\$3,889)</b>	<b>\$134,188</b>
<b>Special Purpose Reserve Funds</b>								
Res # 121 - Municipal Transit Capital	\$1,994	\$18,675	\$1,357	\$1,734	(\$367)	\$1,367	\$28	\$1,395
Res # 122 - Municipal Road & Bridge Infrastructure	\$45	\$46	\$47	\$47		\$47	\$1	\$48
Res # 123 - Miscellaneous Fed / Prov Transit Capital Grant	\$530	\$562	(\$8,553)	\$986	(\$9,533)	(\$8,547)	\$16	(\$8,531)
Res # 124 - Municipal Transit Demand Management	\$1	\$1	\$1	\$1		\$1	\$0	\$1
Res # 127 - Major Maintenance Reserve Fund	\$4,146	\$4,709	\$5,257	\$5,923		\$5,923	(\$105)	\$5,817
Res # 128 - Brampton Starter Company	\$94	\$90	\$190	\$323		\$323	\$1	\$325
Res # 22 - Sport /Entertainment Centre	\$8,250	\$8,257	\$8,264	\$8,266		\$8,266	\$134	\$8,400
Res # 89 - Dedicated Gas Tax Reserve	\$5,270	\$5,347	\$5,943	(\$2,057)	(\$57)	(\$2,114)	\$8,123	\$6,009
Res # 91 - Canada Community-Building Fund	\$33,042	\$37,164	\$30,702	\$101,890	(\$98,893)	\$2,998	\$26,044	\$29,042
Res # 93 - Building Rate Stabilization	\$39,910	\$43,405	\$42,511	\$44,136	(\$10,232)	\$33,904	(\$1,677)	\$32,227
Res # 95 - Accele Ride Reserve	\$2,566	\$2,773	\$2,881	\$3,467	(\$567)	\$2,899	\$56	\$2,956
<b>Total Special Purpose Reserve Funds</b>	<b>\$95,847</b>	<b>\$121,030</b>	<b>\$88,599</b>	<b>\$164,715</b>	<b>(\$119,648)</b>	<b>\$45,067</b>	<b>\$32,622</b>	<b>\$77,690</b>
<b>Total Obligatory Reserve Funds</b>	<b>\$328,413</b>	<b>\$367,406</b>	<b>\$337,097</b>	<b>\$793,961</b>	<b>(\$565,950)</b>	<b>\$228,010</b>	<b>\$70,256</b>	<b>\$298,266</b>
<b>Total Discretionary and Obligatory Reserve and Reserve Funds</b>	<b>\$591,203</b>	<b>\$689,911</b>	<b>\$677,083</b>	<b>\$1,473,127</b>	<b>(\$907,516)</b>	<b>\$548,668</b>	<b>\$95,679</b>	<b>\$644,347</b>

**ATTACHMENT 2: STATUS OF STRATEGIC RESERVES  
AS AT JUNE 30, 2023**

	Legacy - Res #100	CIF - Res #110	Total Strategic Reserves
<b>Starting Balance at Sale of Hydro</b>	<b>100,000,000</b>	<b>100,000,000</b>	<b>200,000,000</b>
<b>Less: Budgeted Drawdowns as of 2021 Budget:</b>			
Algoma University Expansion	- 4,900,000	-	- 4,900,000
Cybersecure Catalyst	- 3,600,000	-	- 3,600,000
Foregone Internal Loans		- 35,639,535	- 35,639,535
Internal Loans to DC's		- 9,477,018	- 9,477,018
<b>2021 Approved Budget</b>	<b>91,500,000</b>	<b>54,883,446</b>	<b>146,383,446</b>
<b>Less: 2021 Budget Amendments and Additional Transactions:</b>			
GAVE initiative		- 500,000	- 500,000
Housing Catalyst		- 4,000,000	- 4,000,000
LRT Extension Study		- 650,000	- 650,000
Monument to William Davis		- 100,000	- 100,000
Return of Financing		956,232	956,232
<b>2021 Year-End Balance</b>	<b>91,500,000</b>	<b>50,589,678</b>	<b>142,089,678</b>
<b>Less: 2022 Actuals and Capital Commitments:</b>			
Algoma University Expansion - 2022 Budget	- 2,400,000	-	- 2,400,000
Cybersecure Catalyst - 2022 Budget	- 1,400,000	-	- 1,400,000
2022 Capital Budget - City-Wide Community Improvement Plan for Housing		- 30,000	- 30,000
2022 Capital Budget - Heritage Property Incentive Grant		- 100,000	- 100,000
2022 Capital Budget - Housing Brampton		- 135,000	- 135,000
2022 Capital Budget - Housing Brampton-Region of Peel Incentive Pilot Project		- 400,000	- 400,000
2022 Capital Budget - B-Hive		- 1,000,000	- 1,000,000
2022 Capital Budget - Hurontario LRT - Infrastructure		- 1,350,000	- 1,350,000
2022 Capital Budget - Light Rail Transit Extension Environmental Assessment		- 170,000	- 170,000
Kay Blair Hospice		- 200,000	- 200,000
Long Term Care - INDUS		- 250,000	- 250,000
Reduction in Internal Loans to DC		1,484,930	1,484,930
<b>Fund Balance as at December 31, 2022</b>	<b>87,700,000</b>	<b>48,439,609</b>	<b>136,139,609</b>
<b>Less: 2023 Actuals and Capital Commitments:</b>			
TMU Medical School	- 7,275,000	-	- 7,275,000
2023 Capital Budget - Light Rail Transit Extension		- 190,000	- 190,000
2023 Capital Budget - Hurontario LRT - Infrastructure		- 200,000	- 200,000
2023 Capital Budget - B-Hive		- 369,000	- 369,000
2023 Capital Budget - Investment Attraction		- 150,000	- 150,000
2023 Capital Budget - CyberTech Conference		- 50,000	- 50,000
2023 Capital Budget - Community Safety Program		- 401,000	- 401,000
Interest Earned	531,096	719,931	1,251,027
<b>Fund Balance as at June 30, 2023</b>	<b>80,956,096</b>	<b>47,799,540</b>	<b>128,755,636</b>
<b>Less: Commitments YTD:</b>			
TMU Medical School	- 20,000,000	-	- 20,000,000
Sheridan and the Centre of Healthy Communities	- 2,500,000	-	- 2,500,000
2024 - 2025 Capital Budget		- 14,312,000	- 14,312,000
RBC Loan *		- 6,431,942	- 6,431,942
<b>Add: Internal Loans Payable from DC's</b>		7,992,088	7,992,088
<b>YTD Uncommitted Balance</b>	<b>58,456,096</b>	<b>35,047,687</b>	<b>93,503,782</b>



## Minutes

### Accessibility Advisory Committee

### The Corporation of the City of Brampton

**Tuesday, September 5, 2023**

Members Present: Franco Spadafora, Co-Chair  
Gurleen Garcha, Co-Chair  
Paula Anderson  
Sherri Hopkins  
Nuno Alberto Peixoto  
Vanessa Tantalo

Members Absent: Michelle Buckland  
Kathia Johnson  
Sukhbir Taank  
City Councillor Rod Power - Wards 7 and 8

Staff Present: Janice Adshead, Deputy City Clerk  
Sylvia Ingham, Accessibility Coordinator  
Sabrina Cook, Accessibility Coordinator  
Chandra Urquhart, Legislative Coordinator

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**1. Call to Order**

The meeting was called to order at 6:30 p.m. and adjourned at 7:48 p.m.

**2. Approval of Agenda**

**AAC016-2023**

That the agenda for the Accessibility Advisory Committee meeting of September 5, 2023 be approved as published and circulated.

Carried

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

Nil

**4. Minutes**

4.1 Minutes - Accessibility Advisory Committee June 6, 2023

The minutes were considered by Committee of Council on June 21, 2023, and approved by Council on June 28, 2023. The minutes were provided for Committee's information.

**5. Presentations\Delegations**

5.1 Presentation by Sebastian Lubczynski, Senior Architect, DPAI Architecture Inc. re: Accessibility Design within Brampton Fire Station 215

Sebastian Lubczynski, Senior Architect, DPAI Architecture Inc. provided a presentation, entitled, 'Accessibility Design within Brampton Fire Station 215'.

Committee discussion and questions on this matter included the following:

- Clearance width according to Building Code requirements for access into the bay area of the building
- Availability of an adult change table
- Automatic door opener for the main office building
- Need for sufficient number of barrier free washrooms to meet occupancy of building



A motion was put forward to request that a review of the access corridor leading to the bay area of the building be undertaken to ensure that all needs of employees are met from an accessibility point of view.

Further discussion took place. The delegation and the project manager advised that all fire fighters and staff working at the station would be deemed fit for service and would have no disability issues. Fire fighters who may have an accident will be required to stay at home on disability. Staff added that the design of the station is considered to be 'standard design practice', with 'standard operations' for all City of Brampton fire stations.

Based on the response, there was consensus to withdraw the motion as put forward for consideration.

The following motion was considered:

**AAC017-2023**

That the presentation by Sebastian Lubczynski, Senior Architect, DPAI Architecture Inc., to the Accessibility Advisory Committee meeting of September 5, 2023, re: **Accessibility Design within Brampton Fire Station 215** be received.

Carried

5.2 Presentation by Sabrina Cook, Accessibility Coordinator, re: The Government of Canada's Enabling Accessibility Fund

Sabrina Cook, Accessibility Coordinator, provided a presentation entitled, 'The Government of Canada's Enabling Youth Fund'.

In response to questions from Committee, staff advised

- Frequency of the Enabling Accessibility Fund event will be confirmed
- Information sessions were available both in English and French

The following motion was considered:

**AAC018-2023**

That the presentation from Sabrina Cook, Accessibility Coordinator, to the Accessibility Advisory Committee meeting of September 5, 2023, re: **The Government of Canada's Enabling Youth Fund** be received.

Carried

5.3 Presentation by Chantel Macdonald, Recreation and Integration Services, re: Recreation Inclusion and Integration

Committee was advised that Kimberley Souce, Coordinator, Integrated Services, will assist with the presentation.

Chantel Macdonald, Supervisor and Kimberley Souce, Coordinator, Integration Services, Community Services, provided a presentation entitled, "Recreation and Integration".

Committee discussion on this matter included the following:

- Registration process for programs and costs to participants
- Fees were not required for the support offered for programs
- Annual fees and individual session fees vary depending on the nature of the programs
- Programs are offered at City facilities that meet accessibility requirements
- Confirmation that staff would work with various community partners, such as Brampton Caledon Community Living, Erin Oak and Kerry's Place for any type of support or training beyond the staff level of expertise, or outsource for specific areas of expertise
- Staff remain engaged with the staff of the Region of Peel given its anticipated dissolution of the organization

- Reference to The Ability Centre, a facility in the Town of Whitby, and whether Brampton was considering such a facility for the City - staff will look into this further

The following motion was considered:

**AAC019-2023**

That the presentation by Chantel Macdonald, Recreation and Integration Services, to the Accessibility Advisory Committee meeting of September 5, 2023, e: **Recreation Inclusion and Integration** be received.

Carried

**6. Municipal Accessibility Plan Priorities**

Nil

**7. Other/New Business**

**7.1 Update by By-law and Enforcement Services re: Accessible Parking Enforcement Update – Q2**

Roberta Van Belkom, Enforcement Officer, Legislative Coordinator, provided an overview of the accessible parking spaces investigated at various locations in the City.

The following motion was considered:

**AAC020-2023**

That the update by Roberta Van Belkom, Enforcement Officer, to the Accessibility Advisory Committee meeting of September 5, 2023, re: Accessible Parking Enforcement Update – Q2 be received.

Carried

**8. Correspondence**

Nil

9. **Information Items**

Nil

10. **Question Period**

Nil

11. **Public Question Period**

Nil

12. **Adjournment**

The following motion was considered:

**AAC021-2023**

That the Accessibility Advisory Committee meeting of September 5, 2023 do now adjourn to meet again on November 28, 2023 at 6:30 p.m.

Carried

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Franco Spadafora, Co-Chair

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Gurleen Garcha, Co-Chair



## Minutes

### Active Transportation Advisory Committee

### The Corporation of the City of Brampton

**Tuesday, August 15, 2023**

Members Present: Steven Laidlaw (Co-Chair)  
Lisa Stokes (Co-Chair)  
Enzo Bek  
Cindy Evans  
Alina Grzejszczak  
Dayle Laing  
Barry Lavallee  
Steven Lee  
Regional Councillor Rowena Santos

Members Absent: Akinade Oduntan

Staff Present: Tyron Nimalakumar, Transportation Planner, Planning, Building  
and Growth Management  
Fernanda Duarte Peixoto Soares, Project Manager, Active  
Transportation, Integrated City Planning, Planning Building  
and Growth Management  
Peter Fay, City Clerk  
Clara Vani, Legislative Coordinator  
Terri Brenton, Legislative Coordinator

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1. **Call to Order**

The meeting was called to order at 7:02 p.m. and adjourned at 9:08 p.m.

2. **Approval of Agenda**

The following motion was considered.

**ATC006-2023**

That the agenda for the Active Transportation Advisory Committee Meeting of August 15, 2023 be approved as amended, as follows:

**To add:**

7.7 Discussion Item at the Request of Dayle Laing, re Green Paint on Bicycle Lanes

Carried

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

Nil

4. **Previous Minutes**

4.1 Minutes - Active Transportation Advisory Committee - June 15, 2023

The minutes were considered by Committee of Council on June 21 , 2023, and were approved by Council on June 28, 2023. The minutes were provided for Committee's information.

5. **Presentations / Delegations**

5.1 Presentation by Lisa Stokes, Co-Chair re: Active Transportation Advisory Committee Work Plan

Lisa Stokes, Co-Chair, provided an overview of the Active Transportation Advisory Committee Work Plan, and responded to questions of clarification from Committee.

Committee discussion included the following:

- Question regarding the proper steps for the Committee to take should the Committee wish to send correspondence to external stakeholders.
- Clarification was provided by staff regarding the proper steps for the Committee to take should the Committee wish to send correspondence to external stakeholders. If the Committee wishes to put forward actions of communication, recommendations would go through the appropriate standing committee, Committee of Council, and ratification by Council of the recommendations, prior to any distribution of correspondence.
- Advised that if Committee wishes to invite staff to present at a future meeting the request would be placed by way of a motion outlining the request and reason for the presentation.
- Outlined that the workplan is compressive and relates to the Term of Council priorities, 2040 Vision and Vision Zero. In addition, the Committee's objective is not only to encourage the City of Brampton to maintain Bronze status through Share The Road Cycling Coalition but to also push for silver status. Ms. Laing indicated that the workplan items help move Brampton in the direction of achieving silver status.
- Request for Committee volunteers to take on specific items within the workplan.
- Dayle Laing expressed interest in representing the Active Transportation Advisory Committee on the Bike the Creek Planning Committee.
- Suggestion to continue with Sub-Committee meetings where further conversations can continue with respect to the workplan.

The following motion was considered.

**ATC007-2023**

1. That the presentation from Lisa Stokes, Co-Chair re: **Active Transportation Advisory Committee Work Plan**, to the Active Transportation Advisory Committee Meeting of August 15, 2023, be received;
2. That the Committee Work Plan be accepted as presented; and,
3. That the Co-Chairs delegate to a future Committee of Council Meeting to provide an update on the Committee Work Plan.



Carried

5.2 Presentation by Stephen Laidlaw, Co-Chair re: Ontario Walk Friendly Communities

Stephen Laidlaw, Co-Chair, provided an overview of the Ontario Walk Friendly Communities, and responded to questions of clarification from Committee.

The following motion was considered.

**ATC008-2023**

1. That the presentation by Stephan Laidlaw, Co-Chair, to the Active Transportation Advisory Committee Meeting of August 15, 2023, re: **Ontario Walk Friendly Communities**, be received.

Carried

**6. Reports / Updates**

6.1 Verbal Update re: 2023 Proposed Curbs Cuts and Pedestrian Crossovers

Tyron Nimalakumar, Transportation Planner, Planning Building and Growth Management, provided an update on the 2023 Proposed Curbs Cuts and Pedestrian Crossovers, and responded to questions of clarification from Committee.

Committee requested Traffic Operations staff be requested to attend the next Committee meeting to provide additional information on curb cuts and best practices for bike lane design.

The following motion was considered.

**ATC009-2023**

1. That the Verbal Update from Tyron Nimalakumar, Transportation Planner, Planning, Building and Growth Management, to the Active Transportation Advisory Committee Meeting of August 15, 2023, re: **2023 Proposed Curb Cuts and Pedestrian Crossovers**, be received;
2. That Traffic Operations staff be requested to attend the next Committee meeting to provide additional information on curb cuts and best practices for bike lane design.

Carried

**7. Other / New Business / Information Items**

7.1 Active Transportation Advisory Committee - Sub-Committee Minutes - July, 2023

The following motion was considered.

**ATC010-2023**

1. That the **Active Transportation Advisory Committee Sub-Committee Minutes** of July 2023, to the Active Transportation Advisory Committee Meeting of August 15, 2023, be received.

Carried

7.2 Discussion by Lisa Stokes, Co-Chair re: Crossrides

Lisa Stokes, Co-Chair, provided an overview of the subject matter and advised the Committee is asking that cross-rides in Brampton be programed to rest on a green light when at a motor vehicle traffic light intersections. This practice is done in neighboring municipalities, on Regional roads and at Highway 410. Ms. Stokes advised that is particular item is listed on the workplan and needs further attention to make progress and increase safety for cyclists.

7.3 Discussion by Lisa Stokes, Co-Chair re: Enforce No Parking in Bike Lanes By-law

Lisa Stokes, Chair, provided an update on the Enforce No Parking in Bike Lanes By-law and advise that the Cycling Advisory Committee previously requested the by-law be enforced and ensure that the bike lanes were added to the by-law in a timely manner. Ms. Stokes advised that bike lanes have been added to the by-law and there has since been progress with the enforcement of the No Parking in Bike Lanes. The item is listed in the workplan and will still need to be worked on for further improvements. Ms. Stokes suggested that By-law be invited to a future meeting for further discussion on the matter.

Cindy Evans, Citizen Member, encouraged members to call 311 when encountering vehicles parked in the bike lanes.

7.4 Discussion by Lisa Stokes, Co-Chair re: Creditview Park Flooded Pathways

Lisa Stokes, Chair, provided an update on the Creditview Park Flooded Pathways, and responded to questions of clarification from Committee.

7.5 Discussion by Lisa Stokes, Co-Chair re: Franceschini Bridge Curb Cuts

Lisa Stokes, Chair, provided an update on the Franceschini Bridge Curb Cuts to familiarize the newly appointed members.

7.6 Discussion by Lisa Stokes, Co-Chair re: Intersection Safety

Lisa Stokes, Chair, provided an update on Intersection Safety and advised that previous concerns have not been address and recommended the Committee continue to advocate for increased safety at intersections.

Committee discussion included the following:

- Questions regarding the bike lane paint marking stopping at intersections and not continuing through the intersections. Continued pant through the intersection would make it very clear to motorists that they can expect to see cyclists within the bike lanes.
- Suggestion to discuss in more detail at a future meeting to help improve the safety at intersections.
- Suggested the possibility of a pilot project at one intersection to record statistics.

**8. Correspondence**

8.1 Correspondence - Sylvia Menezes Roberts re: Proposed Active Transportation link between Orenda Road and Steeles Avenue East

Lisa Stokes, Chair, provided a brief overview of the correspondence and advised the item fits into the Committees workplan and is worth advocating for moving forward.

Terri Brenton, Legislative Coordinator, advised that once the minutes are ratified by Council the Clerk's Office issues correspondence letting the resident know the city has received their correspondence. Ms. Brenton suggested reviewing the item at a sub-committee meeting or that the item be added to the Committee's workplan.

Staff advised that background context can be provided to Sylvia Menezes Roberts as the City has been looking into this desired active transportation line.

The following motion was considered.

**ATC011-2023**

1. That the correspondence from Sylvia Menezes Roberts, re: **Proposed Active Transportation link between Orenda Road and Steeles Avenue East**, to the Active Transportation Advisory Committee Meeting of August 15, 2023, be **referred** to staff for consideration and a response to the correspondent.

Carried

**9. Question Period**

Nil

**10. Public Question Period**

Nil

**11. Adjournment**

The following motion was considered.

**ATC012-2023**

That the Active Transportation Advisory Committee do now adjourn to meet again on Tuesday, October 10, 2023 at 7:00 p.m. or at the call of the Chair

Carried

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Steven Laidlaw (Co-Chair)

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Lisa Stokes (Co-Chair)



## Minutes

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

**Thursday, September 7, 2023**

- Members Present: Dominique Darmanin-Sturgeon (Co-Chair)  
Charles Gonsalves (Co-Chair)  
Satvir Dhaliwal  
Janice Gordon-Daniels - arrived at 10:15 a.m.  
Donald Haberer  
Trustee Will Davies, PDSB  
Trustee Shawn Xaviour, DPCDSB  
Regional Councillor Navjit Brar - Wards 2 & 6
- Members Absent: Nayan Brahmbhatt  
Carla Green  
Rohail Massy
- Staff and Agencies: Violet Skirten, Supervisor, Crossing Guard, Public Works and Engineering  
Dave Marcotte, Peel District School Board  
Chandra Urquhart, Legislative Coordinator
- 

1. **Call to Order**

The meeting was called to order at 9:38 a.m. and at 10:26 a.m.

2. **Approval of Agenda**

**SC0017 -2023**

That the agenda for the Brampton School Traffic Safety Council meeting of September 7, 2023 be approved as published and circulated.

Carried

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

Nil

4. **Previous Minutes**

4.1 Minutes - Brampton School Traffic Safety Council - June 1, 2023

The minutes were considered by Committee of Council on June 21, 2023, and approved by Council on June 28, 2023. The minutes were provided for Committee's information.

5. **Presentations\Delegations**

Nil

6. **Committees, Education and Promotions**

Violet Skirten, Crossing Guard Supervisor, Traffic Services, provided updates on the following topics;

- promotions for back to school reopening noting that crossing guards were at their respective locations with their signs on Friday prior to opening as a reminder to the community
- spotlight feature on social media with the focus on pedestrian safety and rules around crossing guards
- installation of speed bumps around schools

7. **Correspondence**

7.1 Site Inspection Request from Jennifer Harding, Resident, re: Request for Crossing Guard at intersection of Kimbark Drive and Gretna Drive, Northwood Public School, 70 Gretna Drive - Ward 5

Violet Skirten, Crossing Guard Supervisor, Traffic Services, provided an overview of the subject request. In response to questions she advised that a previous inspection may have been conducted about two years ago for this location.

The following motion was considered:

**SC018-2023**

1. That the site inspection request by Jennifer Harding, resident, to the Brampton School Traffic Safety Council meeting of September 7 2023, re: **Request for Crossing Guard at intersection of Kimbark Drive and Gretna Drive, Northwood Public School, 70 Gretna Drive - Ward 5** be received; and

2. That a site inspection be undertaken.

Carried

8. **New School Openings**

Nil

9. **Changes/Updates to School Boards/Student Population**

Nil

10. **Other/New Business**

Nil

11. **Site Inspection Report(s)**

11.1 Eldorado Public School, 40 Olivia Marie Road - Ward 4

Committee reviewed the site inspection report and considered the following motion:

**SC019-2023**

1. That the Site Inspection for report **Eldorado Public School** be received;
2. That, in an effort to encourage Active Transportation to and from school, the Principal contact their designated Peel Health Nurse to participate in the School Travel Plan Program in Peel; and
3. That a crossing guard is not warranted at the intersection of Financial Drive and Olivia Marie Road.

Carried

11.2 Carberry Public School, 526 Fernforest Drive - Ward 9

Committee reviewed the site inspection report and considered the following motion:

**SC020-2023**

1. That this Site Inspection for **Carberry Public School** be received;
2. That, in an effort to encourage Active Transportation to and from school, the Principal contact their designated Peel Health Nurse to participate in the School Travel Plan Program in Peel;



3. That the Principal be requested to arrange for the distribution of educational information to the school community regarding bike safety, safety around schools and how to cross safely at an All Way Stop intersection;
4. That the Manager of Traffic Operations and Parking be requested to arrange for enhanced crosswalk pavement markings on all legs of the intersection of Fernforest Dr. and Abitibi Lake Dr.; and,
5. That a Crossing Guard is not warranted at the intersection of Fernforest Dr. and Abitibi Lake Dr.

Carried

11.3 Springbrook Public School, 145 Jordensen Drive - Ward 5

Committee reviewed the site inspection report and considered the following motion:

**SC021-2023**

1. That the Site Inspection report for **Springbrook Public School** be received;
2. That a crossing guard is not warranted at the intersection of Jordensen Drive and Lisson/Hanbury Crescent; and,
3. That the Manager of Traffic Operations and Parking be requested to arrange for enhanced crosswalk markings at the intersection of Jordensen Drive and Lisson/Hanbury Crescent.

Carried

11.4 Loughheed Middle School, 475 Father Tobin Road - Ward 9

Committee reviewed the site inspection report and considered the following motion:

**SC022 -2023**

1. That the Site Inspection report for **Loughheed Middle School** be received;
2. That, in an effort to encourage Active Transportation to and from school, the Principal contact their designated Peel Health Nurse to participate in the School Travel Plan Program in Peel;

3. That the Manager of Transportation Right of Way and Safety be requested to arrange for a pedestrian signal timing review at the intersection of Fernforest Dr., and Sandalwood Pkwy;
4. That the Manager of Road Operations be requested to arrange for repairs to the asphalt and tripping hazards on all 4 legs of the intersection of Fernforest Dr. and Sandalwood Pkwy;
5. That the Manager of Traffic Operations and Parking be requested to arrange for the refreshing of the enhanced pavement markings on all legs of the intersection of Sandalwood Pkwy. and Fernforest Dr.;
6. That the Principal be requested to educate and encourage all students using major intersections to get to and from school, to exercise caution and pay attention while crossing by making eye contact with drivers, follow the steps indicated on the face plates on how to cross and not be on a cell phone while crossing the road.

Carried

11.5 Pte. Buckam Singh Public School, 100 Martin Byrne Drive - Ward 10

Committee reviewed the site inspection report and considered the following motion:

**SC023 -2023**

1. That the Site Inspection report for **Pte. Buckam Singh Public School** be received; and
2. That in an effort to encourage active transportation to and from school, the Principal contact their designated Peel Health Nurse to participate in the School Travel Plan Program in Peel;
3. That the Principal be requested to:
  - Ask the Child and Family Centre to restrict the entrance to their Kiss and Ride Area on Squire Ellis Dr. by using cones;
  - Educate and encourage student population to use the crossing guard at the intersection of Martin Byrne Dr. and Squire Ellis Dr., and to utilize the Kiss and Ride area on Martin Byrne Dr.
  - Close the fence at both pedestrian entrances to the Child and Family Centre and school property on Squire Ellis Dr.

4. That Student Transportation of Peel Region (STOPR) be requested to confirm whether the Bus Loading area on Squire Ellis Dr. is necessary, and advise the Manager of Traffic Operations and Parking;
5. That the Manager of Traffic Operations and Parking arrange for:
  - the removal of the Bus Loading zone if there are no buses on Squire Ellis Dr.;
  - an All Way Stop warrant study on Squire Ellis Dr. from Martin Byrne Dr. to John Carroll Dr.;
6. That the Manager of Enforcement and By-law Services be requested to arrange for the enforcement of parking restrictions on Martin Byrne Dr. and Squire Ellis Dr. during school arrival and dismissal times;
7. That Peel Regional Police be requested to enforce the “No U-Turn” signage on Squire Ellis Dr. in the vicinity of the school;
8. That a Crossing Guard is not warranted on Squire Ellis Dr. at this time.

Carried

11.6 Whaley’s Corners Public School, 140 Howard Stewart Road - Ward 6

Committee reviewed the site inspection report and considered the following motion:

**SC024 -2023**

1. That the Site Inspection report for **Whaley’s Corners Public School** be received;
2. That the Traffic Manager of Traffic Operations and Parking arrange for the installation of “No Stopping Anytime” on the south side of Edinburgh Drive in front of the walkway between house # 25 and #35;
3. That a crossing guard is not warranted on the intersection of Edinburgh Road and Mugford Crescent at the walkway into Whaley's Corner Public School.

Carried

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

- St Joseph Catholic School, 8 Parkway Avenue - Ward 5 - Request to Review of Walking Route to School and Safety Concerns

- Northwood Public School, 70 Gretna Drive - Ward 5 - Request for Crossing Guard at intersection of Kimbark Drive and Gretna Drive

**13. Site Inspection Schedule**

Site Inspections were scheduled as follows:

St. Ursula Catholic School, 11 Dwellers Road - Ward 5  
Request to Review Kiss and Ride Operation  
Tuesday, September 12, 2023 - 8:30 a.m. and 3:20 p.m.

St. Jacinto Marto Catholic School, 40 Fallowfield Road - Ward 5  
Request to Review intersection of Queen Street and Creditview Road due to increase of walking students  
Wednesday, September 13, 2023 - 8:30 a.m. and 3:30 p.m.

Fernforest Public School, 275 Fernforest Drive - Ward 9  
Request to Review Parking Congestion, Parking Issues and Kiss and Ride Operation  
Tuesday, September 26, 2023 - 8:10 a.m. and 2:50 p.m.

St. Edmund Campion Catholic Secondary School, 275 Brisdale Drive - Ward 5  
Request to Review Park and Ride and Traffic Congestion at the intersection of Brisdale Drive and Sandalwood Parkway  
Thursday, September 28, 2023 - 7:45 a.m. and 2:05 p.m.

St Joseph Catholic School, 8 Parkway Avenue - Ward 5  
Request to Review Traffic Congestion  
Friday, September 29, 2023 - 8:15 a.m. and 3:15 p.m.

**14. Information Items**

Nil

**15. Question Period**

Nil

**16. Public Question Period**

Nil

**17. Adjournment**

**SC025-2023**

That Brampton School Traffic Safety Council do now adjourn to meet again on Thursday, October 5, 2023 at 9:30 a.m.

Carried

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Max Kazman, Vice-Chair

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Patrick Doran, Chair

**From:** anthony melo [REDACTED]  
**Sent:** Sunday, September 17, 2023 5:26:17 PM  
**To:** Fay, Peter <[Peter.Fay@brampton.ca](mailto:Peter.Fay@brampton.ca)>  
**Cc:** Keenan, Dennis (Councillor) <[Dennis.Keenan@brampton.ca](mailto:Dennis.Keenan@brampton.ca)>; Power, Rod (Councillor) <[Rod.Power@brampton.ca](mailto:Rod.Power@brampton.ca)>; Vicente, Paul - Councillor <[Paul.Vicente@brampton.ca](mailto:Paul.Vicente@brampton.ca)>; Toor, Gurpartap (Councillor) <[Gurpartap.Toor@brampton.ca](mailto:Gurpartap.Toor@brampton.ca)>; [peopleagainstlittering@gmail.com](mailto:peopleagainstlittering@gmail.com) <[peopleagainstlittering@gmail.com](mailto:peopleagainstlittering@gmail.com)>  
**Subject:** [EXTERNAL]Improving Street-sweeping Program.

Hello Mr. Fay,

I understand there is a discussion in the agenda for next week regarding street-sweeping at the request of Mr. Mederios. Wondering if we can add this email and attached photos as an addition to that discussion. You have my permission.

I have noticed that Streets in Brampton have become very dirty as of late.

Litter, debris, and unsightly material are everywhere.

In an effort to improve cleaning in this city, I would like for council to consider funding in the 2024 budget for Streetsweeping 3 times per year.

The first in early spring. The second in mid summer, and the third at the end of summer or early fall before Thanksgiving weekend.

It would be nice to see a streetsweeping done on all streets before this Thanksgiving.

We really need it.

Attached is a photo compilation of what our streets are looking like.

To all CC'D Tonight when you go home take a look at what your own street looks like and I'm sure it's not that great.

We have to do better here.

Anthony



















**Date:** 2023-09-20

**Subject:** **Supplementary Report Budget Amendment and Begin Procurement**

**Secondary Title:** Supply and Delivery of Two (2) Fully Electric Powered Fire Trucks

**Contact:** **Dwayne Chaisson, Division Chief, Apparatus and Maintenance, Brampton Fire and Emergency Services**  
[Dwayne.chaisson@brampton.ca](mailto:Dwayne.chaisson@brampton.ca)

**Report Number:** Brampton Fire and Emergency Services-2023-797

**Recommendations:**

That the report titled: **“Supplementary Report Budget Amendment and Begin Procurement – Supply and Delivery of Two (2) Fully Electric Powered Fire Trucks”** to the Committee of Council Meeting of September 13, 2023, be received.be received.

**Overview:**

- At the September 13, 2023 Council meeting, Council directed Staff to invite The Rosenbauer Group to provide a delegation in response to the delegation from Dependable Truck and Tank Ltd. relating to Report Number 2023-763 - Supply and Delivery of Two (2) Fully Electric Powered Fire Truck – Budget Amendment and Request to Begin Procurement Report.
- Furthermore, Council directed Staff to provide examples of Sole Source/Limited Tender of fire apparatus from other municipalities across Canada for review.
- At the time of this report, Staff have been able to confirm that 13 municipalities have recently engaged in Sole Source/Limited Tender procurements.
- BFES has previously engaged in Sole Source/Limited Tender processes in order to ensure compatibility with existing specialty fire apparatus.
- The intent is to proceed with the procurement of one (1) demo/stock electric pumper that is immediately available, as well as the procurement of one (1) custom order to be delivered in Q4 2025, achieving electric heavy vehicle fleet standardization.

## Environmental Scan:

### Climate Concerns and Health and Wellness

As requested by Council, Staff communicated with various members of Toronto Fire Services (TFS) to determine their rationale for Sole Sourcing/Limited Tendering the Vector fire apparatus. A video interview conducted by Firefighting in Canada regarding TFS research and selection process best explains Division Chief of Fleet, Rob Anselmi and their Apparatus Committee's decision. In the video, Division Chief Anselmi describes the RTX as "a fabulous truck, very innovative" and "impressive technology" DVC Anselmi explained the innovative design and integrative features were all about enhancing health and safety for the firefighter. These special features presented a training challenge for a department of 3400 staff. They decided on the Vector because it was the closest to their current design and it minimized training across all divisions of their department. Their expected delivery date is late spring 2024. It is noteworthy to mention that a comprehensive training package is being provided by Rosenbauer for BFES Suppression Firefighters and Emergency Vehicle Technicians. No specific climate concerns were cited.

### Fire Services

As directed by Council, Staff have reached out to other municipalities regarding the utilization of Sole Source/Limited Tender processes for fire apparatus purchases. The following municipalities have confirmed their utilization or plan for utilization in the near future:

Municipality	Sole Sourced Apparatus	Exploring Sole Source in Future
Toronto	X	
Brampton	X	
London	X	
Barrie	X	
Mississauga	X	
Ajax	X	
Kitchener	X	
Niagara Falls	X	
Vancouver	X	
Burlington	X	
Surrey	X	
Winnipeg	X	
District of North Vancouver	X	
Hamilton		X
Ottawa		X

### Data-Supported Decision-Making

In response to Council questions regarding capacity for competition in the current market and whether the REV Group's Vector electric fire truck was currently being utilized in-service at the time of the delegation, Staff reviewed available industry information. At the time of this report, REV Group reports purchase agreements in North America; however, no delivery confirmations are available. Consequently, no data is currently available as it relates to field use of the REV Group's electric fire truck.

Conversely, The Rosenbauer Group had in-service data from three (3) metro cities at the time of procuring BFES first fully electric fire apparatus. They recently provided a 6-month usage report from Los Angeles City Fire Department covering 1482 incident responses, 6,112 kilometres travelled, and 1185 hours of operating time. Furthermore, The Rosenbauer Group provided information on an additional 14 in-service electric fire apparatus that collectively have travelled over 200,000 kilometres.

### Heavy Fleet Electrification Plan

For additional clarity, the chart below has been added illustrating the intent to electrify our heavy fleet as apparatuses are due for replacement. When competition is commercialized in the market a competitive bid process would be completed.

Heavy Fleet Electrification Plan			
Budget Year	Replacement Units Budgeted	Procurement Date	Estimated In-Service Date
2021	One (1) Squad/Pumper	2021	December 2023*
2023	Two (2) Squad/Pumpers	October 2023	One (1) in December 2023** One in December 2025
2024	Three (3) Squad/Pumpers	March 2024	March 2026
2025	One (1) Squad/Pumper	March 2025	March 2027
2026	Two (2) Squad/Pumpers	March 2026	March 2028
2027	One (1) Aerial	May 2027	July 2029
2028	One (1) Squad/Pumper	March 2028	March 2030

\* Delivery delayed due to the outbreak of the war in Ukraine and Covid supply chain issues.

\*\* Apparatus built to BFES specifications as a demo unit is available immediately.

### Sole Source/Limited Tender

Sole Source/Limited Tender processes have previously been utilized for various specialty BFES fire apparatus. These purchases include the provision of aerial apparatus due to fleet standardization and stock pumper apparatus required due to immediate needs. Both Dependable Truck and Tank Ltd. and REV Fire Group have previously benefited from these Sole Source/Limited Tender processes as a result.

## **Sole Source Rationale:**

The recommendation to Sole Source this purchase is in accordance with *Purchasing By-law 19-2018 - Schedule C – Limited Tendering*.

*2. If goods or services can be supplied only by a particular Vendor and no reasonable alternative or substitute goods or services exist for the following reasons:*

- a) The protection of patents, copyrights, or other exclusive rights; or*
- b) Due to an absence of competition for technical reasons.*

- Staff's position is that there is an absence of competition currently in respect to electric fire apparatus with The Rosenbauer Group currently being the only manufacturer with a fully electric fire pumper actively in service in the North American market.

*7. The goods or services are purchased under circumstances which are exceptionally advantageous to the City, such as in the case of a bankruptcy or receivership;*

Staff's position is that the opportunity to secure the demo unit from The Rosenbauer Group is exceptionally advantageous to the City due to the elimination of the 2-year build time associated with a custom order, allowing for the replacement of the current fire apparatus by year-end.

*11. To ensure compatibility with existing goods, or to maintain specialized goods that must be maintained by the manufacturer of those goods or its representative;*

- Staff's position is that the compatibility of the proposed purchases with the existing Rosenbauer electric pumper to be delivered in 2023 presents exceptional value to the City through standardization of requisite apparatus operator training and fleet maintenance and repair.

## **Conclusion:**

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, Staff is proposing the procurement of the apparatus outlined in Report 2023-763. Moving forward with this timely purchase would represent a significant contribution to the Community Energy and Emissions Reduction Plan, allowing BFES to strengthen our commitment to a sustainable fleet. Approval of 2023-763 adds to our original procurement approved by Council in 2021, establishing the City of Brampton as the first city in North America with multiple electric fire trucks in service. By Early 2024 Two (2) Electric Fire Trucks will be in service with one (1) on order.



As the proposed procurement is in accordance with Purchasing By-law 19-2018, it is recommended that Council approve Report Number 2023-763 - Supply and Delivery of Two (2) Fully Electric Powered Fire Truck – Budget Amendment and Request to Begin Procurement Report.

Authored by:

Reviewed by:

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Dwayne Chaisson  
Division Chief, Apparatus and  
Maintenance  
Brampton Fire and Emergency  
Services

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Nick Ruller  
Platoon Chief  
Brampton Fire and Emergency Services

Approved by:

Submitted by:

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Rob Martin  
Acting Fire Chief  
Brampton Fire and Emergency  
Services

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Marlon Kallideen  
Chief Administrative Officer

**Attachments:**

**Date:** 2023-08-31

**Subject:** **Supply and Delivery of Two (2) Fully Electric Powered Fire Truck – Budget Amendment and Request to Begin Procurement Report**

**Contact:** Dwayne Chaisson, Division Chief, Apparatus and Maintenance, Brampton Fire and Emergency Services.  
[dwayne.chaisson@brampton.ca](mailto:dwayne.chaisson@brampton.ca)

**Report Number:** Brampton Fire and Emergency Services-2023-763

**Recommendations:**

1. That the report titled: "**Supply and Delivery of Two (2) Fully Electric Powered Fire Trucks – Budget Amendment and Request to Begin Procurement Report**", to the Committee of Council Meeting of September 13, 2023, be received;
2. That a budget amendment be approved for Capital Project #232310-001 (Fire Vehicle Replacement — Pumper 201) in the amount of \$600,000, with funding to be transferred from Reserve #4 – Asset Repair & Replacement and Capital Project #232300-003 (Growth Vehicle — Pumper 215) in the amount of \$700,000, with funding to be transferred from Reserve #133 - DC: Fire Protection to cover incremental costs of purchasing two (2) fully electric powered fire truck; and
3. That the Purchasing Agent be authorized to commence the procurement and enter into direct negotiations with City View Specialty Vehicles. for the Supply and Delivery of Two (2) Fully Electric Powered Fire Trucks.

**Overview:**

- **Council approved Fire and Emergency Services request to replace one (1) Squad Class "A" Pumpers for Station 201 and purchase one (1) net**

**new pumper for Station 215, both fully electric, as part of the 2023 Capital Budget. 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.**

- **Rosenbauer currently has one (1) unit built using City of Brampton specifications being shipped to Minnesota, USA as a demo unit for other potential customers in Ontario that is available now for purchase reducing our build wait time of two (2) years**
- **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 three electric powered front-line emergency response vehicles**
- **City View Specialty Vehicles is the only authorized dealer of Rosenbauer product in Ontario.**
- **The purpose of this report is to amend the Capital Budget for two (2) fully electric fire trucks of \$1,300,000, as each fully electric fire truck are anticipated to cost more than \$2,600,000.**
- **This request seeks approval to begin procurement and enter into direct negotiations through a limited tender process with City View Specialty Vehicles.**
- 

### **Background:**

The 2023 Capital Budget Submission included an approved budget for the replacement of one Squad Class "A" Pumper apparatus for Station 201 and purchase a net new Squad Class "A" Pumper for Station 215, both fully electric. 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 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:**

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 2012 Squad Pumper 201 that is due for replacement and net new Pumper 215 that is required, along with the added pressure of rising fuel costs, make an ideal candidate for the fully electric powered fire truck in the province of Ontario.

The identified vehicles are the world's first fully electric fire truck (apparatus). The new technology allows fire crews to respond to emergencies with low noise and exhaust 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. The reduction in noise levels when on scene helps reduce stress levels for both emergency responders and residents close to the scene.

As is the case with all electric vehicles (EV), range and battery useful life is a key area of concern. However, the proposed electric 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 no engine.

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 of firefighter injury.

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 units are planned to be deployed at new, state of the art, Brampton Fire Stations 201 and Station 215. The required electrical infrastructure that charges electric apparatus has been incorporated into the construction of the new Fire Stations 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 can meet current firefighting standards. City View Specialty Vehicles is the only authorized dealer of Rosenbauer product in Ontario.

**Corporate Implications:**

Financial Implications:

Council approved \$4,176,000 as part of the 2023 Capital Budget for the purchase of two (2) new fully electric powered Squad Class "A" Pumper apparatus at Station 201 and Station 215. A budget amendment will be required for Capital Project #232310-001 (Fire Vehicle Replacement — Pumper 201) in the amount of \$600,000, with funding to be transferred from Reserve #4 – Asset Repair & Replacement and Capital Project #232300-003 (Growth Vehicle — Pumper 215) in the amount of \$700,000, with funding to be transferred from Reserve #133 - DC: Fire Protection to cover the incremental increase costs in foreign exchange rates and price increase of purchasing two (2) fully electric powered fire truck with similar capabilities. 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.

Upon Council approval of the budget amendment, sufficient funding will be available in the following projects:

<b>Project</b>	<b>Project #</b>	<b>Original Approved Budget</b>	<b>Budget Amendment Requested</b>	<b>Revised Budget*</b>
Fire Vehicle Replacement — Pumper 201	232310-001	\$2,088,000	\$600,000	\$2,688,000
Growth Vehicle — Pumper 215	232300-003	\$2,088,000	\$700,000	\$2,788,000

\*Pending Council approval of budget amendment

The 2023 Budget included approval of a 3-year capital program and funding plan, which maximized the allocation of anticipated funding availability across planned

projects. The approval of this amendment will require reprioritization of capital projects forecasted to be funded against Reserve #133 - DC: Fire Protection and Reserve #4 – Asset Repair & Replacement.

Other Implications:

Purchasing Implications

The City will enter into direct negotiations with City View Specialty Vehicles. Upon successful conclusion, purchase approval will be obtained in accordance with the Purchasing Bylaw

**Strategic Focus Area:**

This report has been prepared in full consideration of our strategic focus by showing leadership in environmental innovation, by upgrading the City's assets according to energy and environmental efficiency standards.

- **Environmental Resilience & Sustainability:** Focusing on nurturing and protecting our environment for a sustainable future.
- **Government & Leadership:** Focusing on service excellence with equity, innovation, efficiency, effectiveness, accountability, and transparency.

**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:

**Dwayne Chaisson**  
Division Chief, Apparatus and  
Maintenance  
Brampton Fire and Emergency  
Services

Reviewed by:

**Kim Kane,**  
Deputy Fire Chief  
Brampton Fire and Emergency Services

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Approved by:

**Rob Martin**  
Acting Fire Chief,  
Brampton Fire and Emergency  
Services

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Approved by:

**Marlon Kallideen**  
Chief Administrative Officer

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[Commissioner/Department Head]

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[Chief Administrative Officer]

**Date:** 2023-09-08

**Subject:** **Brampton Arts Organization (BAO) Transition Update**

**Contact:** Kelly Stahl, Director, Cultural Services

**Report Number:** Community Services-2023-641

**Recommendations:**

1. That the report titled **Brampton Arts Organization (BAO) Transition Update** to the Committee of Council meeting of September 20, 2023, be received;
2. that Council endorse transition of BAO from start-up and incubation to independent non-profit corporation as outlined in this report;
3. that the City provide up to \$100,000 in the form of a grant from the existing 2023 Cultural Services budget to BAO as an independent not-for-profit corporation to reimburse its incorporation costs and transition its operations, subject to the execution of grant agreement(s);
4. that the Commissioner, Community Services be delegated authority to approve and execute agreements governing grant(s) to such corporation on terms and conditions satisfactory to the Commissioner, Community Services or designate and in a form acceptable to City Solicitor or designate;
5. that the Commissioner, Community Services be authorized to negotiate the Service Level Agreement ("SLA") and be delegated the authority to execute the SLA with BAO once incorporated on such terms and conditions as the Commissioner, Community Services or designate approves and in a form satisfactory to the City Solicitor or designate; and,
6. that staff be directed to include in the operating budget submissions for Community Services for each of the years 2024 to 2028 inclusive the costs estimated to be payable by the City under the Service Level Agreement to be negotiated with the BAO and as set out in this report.



**Overview:**

- **On January 15, 2020, Council endorsed the recommended organizational model and approach to developing a new Arts Sector Development Agency and approved the Terms of Reference for a time-limited volunteer Advisory Panel to oversee incubation within the City of Brampton and transition to become an independent non-profit organization by 2024 (CW007-2020).**
- **Despite a delayed program launch due to the pandemic, a phased transition from start-up to independent non-profit was developed that maintained council-approved timelines to transition by 2024.**
- **In Phase 1, the Agency launched in Spring 2021 with the mission to incubate, advance, connect and advocate for Brampton's arts and culture sector, providing a range of much-needed programs and services developed in collaboration with stakeholders in the areas of funding, finance and investment; leadership, advocacy and innovation; and sector development and growth.**
- **The 2021 Year-End Report (Appendix A) indicates that BAO (known then as ACCIDA) progressed significantly in delivering community support.**
- **The 2022 Year-End Report (Appendix B) demonstrates that BAO continued successfully delivering on its mission to incubate, advance, connect and advocate for Brampton's arts, culture and creative industries.**
- **In Phase 2 (current), the BAO Advisory Panel seeks Council endorsement of the BAO governance structure and confirmation of a 5-year funding commitment from the City of Brampton.**
- **The Panel will establish a skills-based governance board with a minimum of five (5) and a maximum of nine (9) members and a complement of five (5) staff. The volunteer board will be responsible for strategic oversight of the not-for-profit, and the staff will be responsible for BAO's day-to-day management and operations.**
- **To successfully transition to an independent non-profit corporation (Phase 3), successfully negotiating a service level and funding agreement with the City is required.**
- **This report recommends that the Commissioner of Community Services be authorized to negotiate the SLA with the transitional Board and be delegated the authority to execute the SLA with BAO once it is incorporated.**

- **In Phase 3, BAO will operate as an independent non-profit corporation (anticipated in Q1 2024) operating under a planned five-year service level agreement with the City to support this work.**
- **The five-year investment totals \$4,909,000, including the costs to operate the administrative and programming space at 8 Nelson St. W.**
- **BAO and the Cultural Service division will continue to work in partnership to deliver on the goals and actions of the Culture Master Plan guided by an annual work plan and budget prepared for by BAO's Executive Director and received, reviewed and approved by the Director, Cultural Services.**

### **Background:**

Living the Mosaic - Vision 2040 is a bold vision for the future of Brampton that the Culture Master Plan, Tourism Strategy and Performing Arts Strategic Plan support. Together, these documents strategically pursue the vision that Brampton will be a dynamic, vibrant city of almost 1 million people by 2040, with a thriving arts scene that is part of a strong entrepreneurial ecosystem. This ecosystem attracts and retains investment, talent and creative industries, building a unique and authentic identity for Brampton on the local and global stage.

These documents recognize the vital role of an arm's length organization working in tandem with the City to advance the arts, culture and creative industry in Brampton, an essential element in achieving the vision for Brampton.

- Vision 2040 Action 7-1: Position Brampton as an arts and culture city by founding a non-profit agency as the vanguard.
- Culture Master Plan Action 1-2: Undertake a feasibility study to determine the proper organizational model for an arm's length organization that could assist the City in implementing arts and cultural programs and services and serve as an animator and multi-arts umbrella for local arts advancement.

On April 17, 2019, Council received report RM25/2019 from City staff, which outlined the approach to addressing these actions. City staff would retain a third-party consultant with expertise in supporting governments with strategic and enterprise planning and extensive knowledge of arts administration at the municipal and non-profit levels. The consultant would work alongside the City and the community to determine the recommended model for an arm's length arts and culture organization (CW175-2019).

At the January 15, 2020, Committee of Council meeting, Council received a staff report titled '*An Arm's Length Organization for Arts, Culture and Creative Industry Development in Brampton (R417/2019)*'. The report outlined that based on stakeholder

engagement, the organization was envisaged as an Arts, Culture and Creative Industry Development Agency that would operate at arm's length to the City and be a key partner in delivering the Culture Master Plan. Council endorsed the recommended organizational model and approach to developing the Agency and approved the Terms of Reference for a time-limited volunteer Advisory Panel with subject matter expertise in the local creative sector to oversee the incubation and transition of the Agency to become an independent non-profit organization by 2024 (CW007-2020).

In Q1 2021, the inaugural Panel Chair and Council representative were appointed (CW118-2021), and the staff lead was hired to initiate the work of the Agency. Despite a delayed program launch due to the pandemic, a phased transition from start-up to independent non-profit was developed that maintained council-approved timelines to transition by 2024.

- Phase 1: Start-up and Incubation Period (2021-2022)
- Phase 2: Transition to an independent non-profit corporation (2023)
- Phase 3: Operate as an independent non-profit corporation (2024)

Phase 1: Start-up and Incubation Period (2021-2022)

The Agency launched in Spring 2021 with the mission to incubate, advance, connect and advocate for Brampton's arts and culture sector, providing a range of much-needed programs and services developed in collaboration with stakeholders in the areas of funding, finance and investment; leadership, advocacy and innovation; and sector development and growth.

<b>Vision</b>	A thriving, confident, and valued creative scene and cultural ecology is the heart of our prosperous mosaic city.
<b>Mission</b>	To incubate, advance, connect and advocate for Brampton's arts, culture and creative industries.
<b>Values</b>	<ul style="list-style-type: none"> <li>• Passion and Ambition</li> <li>• Diversity and Inclusiveness</li> <li>• Service</li> <li>• Community and Collaboration</li> <li>• Excellence and Innovation</li> <li>• Optimism.</li> </ul>
<b>Areas of Focus</b>	<ul style="list-style-type: none"> <li>• Funding, finance and investment</li> <li>• Leadership, advocacy and innovation</li> <li>• Sector development and growth</li> </ul>

Program Delivery and Results

The 2021 Year-End Report (Appendix A) indicates that BAO (known then as ACCIDA) progressed significantly in delivering community support. The Agency became a valued service provider, developing thoughtfully with City support to achieve the following incubation-specific milestones:

- Combined 2020 and 2021 incubation goals and developed incubation work plan and project charter with cultural services.
- Delivered 78 workshops, events and artist meetings to nearly 500 artists across the City.
- Developed new partnerships and strategic alliances with local organizations and institutions.
- Launched the Big Brampton Artist Space Survey and analyzed results to assist in developing a 2022 Creative Space Strategy.
- Created interim ACCIDA Branding (visuals, collateral, website, socials) and secured an external vendor to develop the name and identity of the organization.

The 2022 Year-End Report (Appendix B) demonstrates that BAO continued successfully delivering on its mission to incubate, advance, connect and advocate for Brampton's arts, culture and creative industries. Key activities/accomplishments included:

- Launched the new Brampton Arts Organization (BAO) brand, generating 22 media stories with a reach of 17 million people.
- 605% increase in BAO event and program attendance.
- Hosted 3,240 local artists at one of BAO's 87 events, programs and workshops.
- Showcased 132 Brampton artists through 10 calls for submission.
- Enhanced public art across Brampton with digital exhibitions in Garden Square, including 'Black Artists Live Here' and 'Summer of Love'.
- Launched the Creative Space Catalogue: a public space inventory of more than 200 Brampton sites where arts and culture activities can occur.
- Launched the BAO Ambassador Program with Brampton representatives, including Director X, Rupri Kaur, Haviah Mighty, Sasha Leigh Henry and others across creative disciplines.
- Established office space for BAO at 8 Nelson St. W in downtown Brampton.

### **Current Situation:**

#### Phase 2: Transition to an independent non-profit corporation (2023)

With Phase 1 complete, the BAO Advisory Panel is now seeking Council endorsement to proceed with incorporation, funding for the costs of incorporating and setting up the organization and confirming a 5-year funding commitment under a Service Level Agreement with the City of Brampton for operating costs.

The Panel will proceed to incorporate the BAO as a not-for-profit corporation with an initial skills-based board of directors with a minimum of five (5) and a maximum of nine (9) volunteer members. At least three (3) panel members will form the founding Board for the corporation, with full legal and fiduciary responsibility for BAO. The five (5) staff, currently on contract with the City of Brampton, will transition to form the inaugural BAO staff team, pending contract negotiations with the Board. The volunteer board will be responsible for strategic oversight of the not-for-profit, and the staff will be responsible for BAO's day-to-day management and operations.

To successfully operate as an independent non-profit corporation (Phase 3), successfully negotiating a service level and funding agreement with the City is required. This report recommends that the Commissioner of Community Services be authorized to negotiate the SLA with the initial Board of Directors and be delegated the authority to execute the SLA with BAO once it is incorporated.

In Phase 3, BAO will operate as an independent non-profit corporation (anticipated in Q1 2024) operating under a planned five-year service level agreement with the City to support this work. BAO and the Cultural Service division will continue to work in partnership to deliver on the goals and actions of the Culture Master Plan guided by an annual work plan and budget prepared for by BAO's Executive Director and received, reviewed and approved by the Director, Cultural Services.

### BAO Administration and Community Programming Space

In Q1 2023, BAO established its administrative space in a municipally owned office building at 8 Nelson St. W in Downtown Brampton. Staff began hosting meetings and public workshops in Q2 and, with the recent hire of their education and outreach coordinator, will begin to deliver enhanced services and programs from this space to Brampton's creative community, such as networking events, workshops and open studio times. These ongoing programs will draw local artists and creators to the downtown, aligning with the vision of the Innovation District to attract new creative entrepreneurs and industries to the area. As an organization in the downtown, BAO supports revitalization efforts through neighbourhood beautification initiatives such as public art and placemaking, planning special events, programming at festivals and curating content for the garden square screen.

In addition, BAO is an active stakeholder in developing the vision and mandate of the new Arts and Culture Centre planned for the Flower City Community Campus. BAO is envisioned as a resident tenant in this cultural facility, allowing the organization to expand its programming and reach in a new, purpose-built space.

### 5-year Funding Commitment

In alignment with the Council-endorsed framework for BAO's start-up, incubation and transition (CW007-2020), staff will include an operating budget increase of \$31,000 in 2024 and \$50,000 in 2025. A 2% annual increase has been factored in for 2026-2028.

During BAO's start-up and incubation phase, Unit 301 at 8 Nelson Street West was provided in kind; however, as part of the transition to independence, BAO will enter into a lease agreement with the City of Brampton, aligned with the SLA. To accurately capture the total value of the contribution to BAO, rather than continue to offer this space in-kind, it is recommended that an additional annual operating budget of \$115,000 (market rent + TMI) be provided to BAO and recovered by the City of Brampton facilities department.

## Corporate Implications:

### Financial Implications:

Sufficient funding is available within the 2023 Cultural Services operating budget to be applied to the costs of establishing the BAO as an independent not-for-profit corporation and operating costs to transition its operations pending the execution of a Service Level Agreement in the form of a grant.

As part of the 2024 operating budget submission, staff will include \$806,000 in funding for the first year of operations in 2024, representing a 4% increase over the 2023 operating budget. The annual lease rate for 8 Nelson Street West, Unit 301, is based on a 2023 market value of \$15/sq ft + \$7 TMI/sq ft as determined by Realty and Facility Services.

<b>YEAR</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>2027</b>	<b>2028</b>
<b>OPERATING BUDGET</b>	775,000	806,000	856,000	873,000	891,000	908,000
<b>LEASE</b>	-	115,000	115,000	115,000	115,000	115,000
<b>TOTAL</b>	-	<b>921,000</b>	<b>971,000</b>	<b>988,000</b>	<b>1,006,000</b>	<b>1,023,000</b>

This represents a total 5-year investment of \$4,909,000. Staff will ensure to include the year-over-year incremental impact in the 2024-2028 Budget submissions, pending Council approval.

### Other Implications:

#### Legal Services:

Legal Services will review and approve as to form the service level agreement, grant agreements, data sharing agreements, and other agreements required between the City of Brampton and the Brampton Arts Organization.

#### Realty Services:

Realty Services will support with the preparation of the Lease Agreement and approve as to content for the City-owned 8 Nelson St W space.

It has been explained to the Cultural Services staff that the City of Brampton can enter into a short-term agreement (with the City reserving termination rights) with the Brampton Arts Organization for Unit 301, 8 Nelson St. W, Brampton, to support the immediate requirements. If alternate City-owned spaces aren't available in the future, then BAO must allocate sufficient funds to identify and relocate to another appropriate location.

Facilities Operations & Maintenance:

Originally constructed in 1990, 8 Nelson requires significant repairs and replacements per the most recent Building condition audit. Facilities Operations & Maintenance recommends that the City enter into a short-term lease agreement, reserving termination rights to conduct immediate repairs (if required).

**Strategic Focus Area:**

This report aligns with the Strategic Focus Area of *Culture and Diversity*, focusing on cultural diversity, cross-cultural understanding and supporting artistic expression and production by supporting artists and raising investments in Arts and Culture. This report also aligns with the Focus Areas of *Health and Well-being* and *Growing Urban Centres and Neighbourhoods* by improving the sense of belonging and well-being through community programs and encouraging innovation and new employment opportunities for the local creative sector.

**Conclusion:**

Pending approval of the recommendations in this report, staff will negotiate the SLA with the transition board and execute agreements governing grants to BAO.

Authored by:

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Kelly Stahl, Director, Cultural Services

Approved by:

Submitted by:

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Bill Boyes, Commissioner, Community Services

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Marlon Kallideen, Chief Administrative Officer

**Attachments:**

- Appendix A: BAO Annual Report 2021
- Appendix B: BAO Annual Report 2022



# ACC

**ACCIDA 2021  
END OF YEAR  
REPORT**

# IDA



Hasheel





**MICHAEL VICKERS**  
Senior Program Lead



**KATY BELSHAW**  
Programming Coordinator



**GARDENIA FLORES**  
Audience Development and  
Marketing Coordinator

# CONTENT

- 2 About ACCIDA
- 3 2021 Replay
- 5 Strategic Priorities and Incubation
- 6 Full 2022 Event List
- 8 Events & Programs Review
- 11 Big Brampton Artist Space Survey
- 12 Testimonials
- 14 2022 Next Steps





Christopher Elizabeth

## ABOUT ACCIDA

**The Arts, Culture & Creative Industry Development Agency (ACCIDA) is a unique organization incubating under the City of Brampton focused on growing, celebrating, advocating for and connecting the sector through a range of programs, services and resources. We are a key partner in delivering the City of Brampton’s ambitious vision for arts, culture and creative industries as articulated in the strategic vision and Culture Master Plan.**

<b>Vision:</b>	A thriving, confident, and valued creative scene and cultural ecology is the heart of our prosperous mosaic city.
<b>Mission:</b>	To incubate, advance, connect and advocate for Brampton’s arts, culture and creative industries.
<b>Values:</b>	Passion and Ambition, Diversity and Inclusiveness, Service, Community and Collaboration, Excellence and Innovation, Optimism.

### ACCIDA Inaugural Advisory Panel:

- Nuvi Sidhu (Chair)
- Councillor Rowena Santos (Council Representative)
- Jael Richardson (Vice Chair)
- Michael Halls (Treasurer)
- Harman Grewal
- Sumit Judge
- Vijai Kumar
- Jaspreet Sandhu

## 2021 REPLAY

- Nearly 500 artists participated in online events, programs, information sessions and workshops in 2021 with 96% of attendees gaining new insight and perspective from the events
- \$100k was awarded to 75 local artists, musicians and performers through the COVID-19 Recovery Fund for Artists
- Actively participated in the Brampton Farmers’ Market including 38 artist and artisan booths and three major chalk-art installations
- Instagram reach increased by 85.6%, Instagram profile visits up by 100.2%, Facebook page reach increased by 55.4%.
- Engaged with nearly 200 artists and arts organizations through the Big Artist Space Survey to assess and begin to address the status of creative space across the city
- Enhanced public art in the community through a range of mediums including digital exhibits in Garden Square and a 3D virtual art gallery
- 13 Artists participated in 2 different versions of the 2SLGBTQ+ Digital Artist Residency
- Collaborated with STEPS to offer Public Art 101 sessions for local artists and businesses
- In partnership with Work in Culture, launched the Growing Creative Careers in Brampton professional development training program
- Have ensured events and resources are free and accessible for all to attend and provide employment opportunities for local artists and arts workers



# ACCIDA

A woman in a colorful sari is seated on a stage, playing two tabla drums. She is smiling and looking towards the left. The background is dark with some stage lights. The large white text 'ACCIDA' is overlaid on the image.

## STRATEGIC PRIORITIES AND INCUBATION

### STRATEGIC PRIORITIES

ACCIDA's first year of development has been directly aligned with the implementation of the Culture Master Plan in addition to the term of council priorities.

#### 2040 Vision:

- ✓ Arts & Culture
- ✓ Jobs & Living Centres

#### Culture Master Plan:

- ✓ Space
- ✓ Talent Development
- ✓ Production & Presentation

#### Term of Council Priorities

- ✓ Brampton is a Mosaic
- ✓ Brampton is a City of Opportunities
- ✓ Brampton is a Well-Run City

### INCUBATION ACHIEVEMENTS

- ✓ Hired the ACCIDA team including the Senior Program Lead, Programming Coordinator and Audience Development and Marketing Coordinator
- ✓ Established reporting structure and feedback mechanisms for Project Advisor
- ✓ Established financial processes
- ✓ Combined 2020 and 2021 incubation goals, developed incubation work plan and project charter
- ✓ New programs, partnerships and strategic alliances developed and piloted
- ✓ Involved in the development of a new creative arts hub at the Brampton Civic Centre
- ✓ Inaugural Chair and Advisory Panel appointed and work has begun to develop a strategic plan and vision for the future
- ✓ An increased annual budget of \$576k

### PUBLIC PROGRAMMING & EVENTS

#### 2021 Calls for Artist Participation and Submission:

- Your Artist Story
- Farmers' Market Artist Booths
- PIXEL Digital Art Exhibition
- BIACL Grant Writing Workshop Series
- 2SLGBTQ+ Digital Artist Residency
- 2SLGBTQ+ Digital Residency for Musicians and Performers.

# ACC

## FULL 2022 EVENT LIST

78 workshops, events or artist meetings in 35 weeks  
Over 2 events per week on average since launching programming.

Attendance: 459 participants

Culture Master Plan Themes:

- Supporting Success
- Resources
- Developing a Community of Practice
- Funding, Space, Talent Development
- Building Brampton's Identity
- Production & Presentation, Promotion



- Mar 29 ■ Agency Welcome & Q + A IG Live
- Mar 31 ■ Agency Welcome & Q+A / Info Session
- Apr 7 ■ Agency Welcome & Q+A IG Live #2
- Apr 28 ■ Artist as Entrepreneur Connector Event with the Brampton Entrepreneur Centre
- Apr 29 ■ Artist Community Roundtable
- May 5 ■ Farmers' Market Call for Vendors (38 artist booths total)
- May 26 ■ Artist Community Roundtable: Mental Health & Wellbeing with Broadening Horizons
- Jun 1 ■ Your Artist Story Postcard Project Artist Call Launched (20 artist selected)
- Jun 24 ■ Newcomer Success Stories Panel Discussion with the Brampton Library
- Jun 30 ■ Artist Community Roundtable: Share Your Work
- Jul 1 ■ ■ ■ 2SLGBTQ+ Digital Artist Residency Call Launched with MOYO (five artists selected)
- Jul 6 ■ ■ South Asian Artist Connect Panel Talk with Young Creative Indian Space
- Jul 15 ■ ■ FACTOR Music Grants Info Session
- Jul 22 ■ 'Speak Up Now for the Arts' Brampton Plan Info Session
- July 29 ■ ■ Artist Community Roundtable: Land Acknowledgements with Elder Catherine Tammaro
- Aug 5 ■ ■ Discover Improv & Acting with Laal Button & The Hive Performing Arts
- Aug 10 ■ ■ Brampton Independent Artist Community of Learning Grant Writing Series launched
- Aug 12 ■ ■ Art as a Sustainable Practice- Creating Sustainable Artist Livelihoods
- Aug 26 ■ ■ Artist Community Roundtable: Space for Artists
- Aug 31 ■ ■ ACCIDA Open Studio & Drop in Office Hours
- Sep 7 ■ ■ ACCIDA Open Studio & Drop in Office Hours
- Sep 14 ■ ■ ACCIDA Open Studio & Drop in Office Hours
- Sep 21 ■ ■ ACCIDA Open Studio & Drop in Office Hours
- Sep 29 ■ ■ Artist Community Roundtable: Arts Advocacy and Activism with Culture Days

- Oct 7 ■ ■ ■ 2SLGBTQ+ Digital Artist Residency Public Showcase with Peel Art Gallery, Museum & Archives
- Oct 14 ■ ■ Work In Culture: Marketing Matters: Defining Your Value Proposition
- Oct 20 ■ ■ Artist Community Roundtable: PLAY!
- Oct 21 ■ ■ ■ Work in Culture: Marketing Matters: Defining your Brand & Online Presence
- Oct 22 ■ ■ COVID 19- Recovery Fund for Artists Info Session
- Oct 28 ■ ■ Work in Culture: Money Matters: Setting up a Financial Plan
- Nov 4 ■ ■ Work in Culture: Money Matters: Setting up Fees/ Pricing Strategies
- Nov 9 ■ Meet the ACCIDA Advisory Panel Q & A
- Nov 14 ■ Indigenous Nature Walk/Workshop at Loafers' Lake
- Nov 11 ■ Work in Culture: Networking Matters: Building Relationships & Partnerships
- Nov 12 ■ ■ ■ Public Art 101 Workshop for Artists with STEPS
- Nov 14 ■ ■ ■ Public Art 101 Workshop for Businesses with STEPS & Downtown Brampton BIA
- Nov 15 ■ ■ ■ Public Art for Businesses with STEPS & Downtown Brampton BIA
- Nov 18 ■ ■ Work in Culture: Marketing Matters: How to Build and Monetize your Audience
- Nov 21 ■ Artist Talk with Meegan Lim & STEPS
- Nov 24 ■ ■ Artist Community Roundtable: Feeling Well- Rest & Reducing Stress
- Nov 25 ■ ■ Work in Culture: Money Matters: Practical Tips on Preparing Grant Applications
- Dec 2 ■ ■ Work in Culture: Administrative Matters: Copyright & Contracts
- Dec 9 ■ ■ Work in Culture: Administrative Matters: Finding Space
- Dec 16 ■ ■ Work in Culture: Takeaways + Your Pitch to Partners

■ ■ ■ 20 FARMERS' MARKET EVENTS

■ ■ + FIVE GRANT WRITING WORKSHOP MEETINGS

■ ■ ■ + EIGHT 2SLGBTQ+ DIGITAL ARTIST RESIDENCY MEETINGS



# EVENTS & PROGRAMS REVIEW

In 2021, ACCIDA sent out six evaluation surveys to over 200 event participants for feedback. Twenty-two responses were returned.

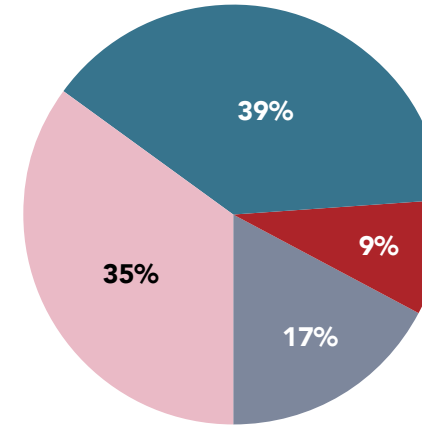
While this is a small data set that cannot represent all attendees, it is still useful in obtaining a snapshot of participant sentiment. In 2022, ACCIDA will focus on developing standardized frameworks for evaluation to ensure that sufficient information is collected, and that it is cross tabulated across all events and programs.



Abiola Idowu

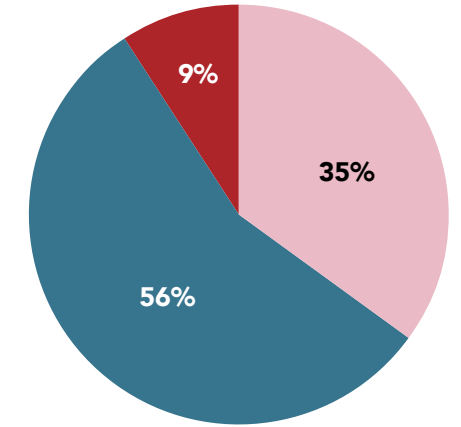
## PARTICIPANT SATISFACTION RATES

**This Session Met my Expectations**



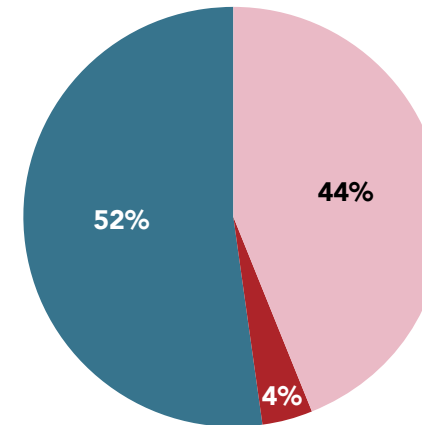
74% of respondents either agreed or strongly agreed that the ACCIDA session they attended met their expectations.

**The Length of the Session was Satisfactory**



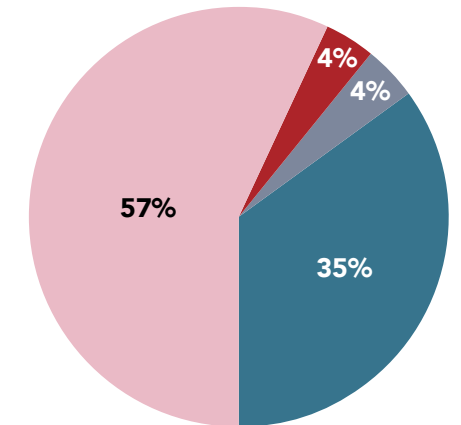
For 91% of respondents, the length of the sessions they attended were satisfactory.

**I Gained New Insights or Perspectives from the Session**



96% of respondents gained new insights or perspectives from attending one or more of ACCIDA's events.

**I was Satisfied with the Registration Process**



92% of respondents were satisfied with the registration process.







## BIG BRAMPTON ARTIST SPACE SURVEY

In September 2021, ACCIDA launched the Big Brampton Artist Space Survey to assess the space needs of the local arts community. In total, 30 local artist organizations and 160 individual artists and creatives provided their feedback. The quantitative and qualitative feedback received will go on to help shape a Creative Space Strategy and Action Plan in collaboration with Cultural Services in 2022. The survey highlights the explicit need for more creative spaces in Brampton for the creative sector.

### Key Findings:

- BIPOC artists in Brampton are most in need of support regarding the creative space crisis
- None of the organizations that responded were satisfied with the current availability and suitability of artist space in Brampton
- The majority of organizations (62%) and individuals (50%) are either very dissatisfied or somewhat dissatisfied with current space availability
- Performance, art creation and exhibition are the highest listed activities that require physical space
- Performance spaces, artistic studios, and community spaces are desirable for both Organizations and Individuals
- Very few BIPOC and equity-seeking individuals belong to an arts organization, despite 90% of organizations prioritizing equity-seeking groups



# TESTIMONIALS

"ACCIDA and its staff have shown a deep desire to celebrate diverse culture and art, bolstering community engagement in Brampton and across Canada. We're excited to continue collaborating on important socio-cultural resources fostering South Asian and broader BIPOC cultural inclusivity."

- The Young Creative Indian Space

"ACCIDA is making huge strides in re-integrating and re-connecting the arts community in Brampton. It's good to have a collective arts voice back in Brampton again!"

- Brampton Folk Club

"Before this agency there was a huge gap in supporting artists in Brampton. ACCIDA is listening and responding to the needs of artists to create change that will build a vibrant arts and culture community in Brampton."

- Ashley Beerdat, Artist

"As a Brampton artist I was very thrilled to see what ACCIDA will bring to Brampton and the experience so far has been wonderful. From chatting with Michael in person to joining the monthly artist roundtable events I am very impressed to see all the programs that ACCIDA is already starting to undertake in such a short time. Creation of ACCIDA is a much-needed step in the right direction for growing a diverse arts scene in Brampton and I am very pleased to see that the leadership understands the needs of the artists in the city and is very quick in taking necessary action. I am full of hope for the next few years and excited to be involved as more work of ACCIDA unfolds."

- Sunny Chahal

"Brampton has proven in many areas of the arts that we're a city bursting with talent and to finally see a dedicated group acknowledge and support these talents is a dream come true. ACCIDA has their finger on the pulse of the arts community of Brampton and I'm so excited to see them make my hometown the number one city in the country for arts and entertainment".

- Tremayne Stayoutlate

Amber Kierstead





## 2022 NEXT STEPS

- To create a fulsome Communications Strategy for 2022 including specific updates to the newsletter and ACCIDA website
- Incorporate targeted brand campaigns and messaging to educate people on what ACCIDA is to continue to build awareness in the arts community
- Work collaboratively with artists and program partners to increase reach and online engagement
- Create custom social media audiences to target those interested in the arts and the agency
- Continue to work in collaboration with the City of Brampton's Strategic Communications team to further promote ACCIDA resources and programming
- Continue to review and update the public artist call process to ensure it is as equitable, transparent and accessible as possible
- Development of dedicated working groups and committees for the Advisory Panel

Gaurav Saini

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### CONNECT WITH US

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**A C C**  
ARTS CULTURE & CREATIVE INDUSTRY  
DEVELOPMENT AGENCY  
**L A I**

 **BRAMPTON**



**2022 ANNUAL REPORT**



# Brampton Arts Organization



Brampton arts and culture community gathers to celebrate the launch of the BAO rebrand.

## CONTENTS

- 1 About the Brampton Arts Organization
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# ABOUT THE BRAMPTON ARTS ORGANIZATION

The Brampton Arts Organization (BAO), previously the Arts, Culture & Creative Industry Development Agency (ACCIDA), is a unique organization incubating within the City of Brampton focused on growing, celebrating, advocating for and connecting the sector through the provision of a range of programs, services and resources. We are a key partner in delivering the City's ambitious vision for arts, culture and creative industries as articulated in the City's Brampton 2040 Vision and Culture Master Plan.

<b>Vision:</b>	A thriving, confident, and valued creative scene and cultural ecology is the heart of our prosperous mosaic city.
<b>Mission:</b>	To incubate, advance, connect and advocate for Brampton's arts, culture and creative industries.
<b>Values:</b>	Passion and Ambition, Diversity and Inclusiveness, Service, Community and Collaboration, Excellence and Innovation, Optimism.

We are focused on providing programs and services in collaboration with inter- and cross-sectoral partners in the areas of:

1. Funding, finance and investment.
2. Leadership, advocacy and innovation.
3. Sector development and growth.

### BAO STAFF (2023):

- Michael Vickers, Senior Program Lead
- Katy Belshaw, Programming Coordinator
- Gardenia Flores, Audience Development and Marketing Coordinator
- Sumedha Mongia, Finance & Administration Assistant
- Talveen Saini, Research & Events Assistant

### BAO ADVISORY PANEL (2023):

- Jael Richardson (Chair)
- Nuvi Sidhu (Past Chair)
- Gurpartap Singh Toor (Brampton City Council Representative)
- Michael Halls (Treasurer)
- Harman Grewal
- Sumit Judge
- Vijai Kumar
- Jaspreet Sandhu



# BAO AMBASSADOR PROGRAM

## AMBASSADORS

The BAO ambassadors are a dynamic and diverse group of successful artists who are committed to helping Brampton's arts and culture scene flourish while connecting with other engaged and inspired creative thinkers and doers. Ambassadors support BAO's advocacy efforts, advise and comment on our artist resources and programming, and raise awareness of our organization and the artists we serve across the city. With expert knowledge, industry connections and lived experience here at home, they both inspire and mentor up-and-coming talent.



### RUPI KAUR

"I grew up in Brampton and it's where my love for poetry and performance began. Our local artists are incredibly talented and I'm thrilled to be an ambassador for the Brampton Arts Organization. We can all be doing more to uplift our local arts and culture so I hope you'll join me in attending events, exploring the programs, and supporting our local artists. BAO is doing amazing work for our community and you can be involved today."



### THEODORE WALKER ROBINSON

"It's a privilege to represent the Brampton Arts Organization as an ambassador. My life's practice of creative arts has been influenced by local artists who have created spaces for social change and social connection. When creativity is celebrated and explored by a community we can attune ourselves to what is possible for us as individuals and as a community."



### KIRAN RAI (KAY RAY)

"As a young artist growing up in this flourishing city, it always felt like something was missing. There was a complete disconnect between creatives around me and access to the city's resources. Finally, in my 10+ years of being an artist, there's an organization that truly wants to create more spaces that will elevate Brampton's arts and culture and a partnership and alliance that will allow artists to feel supported and celebrated. I am excited to be an ambassador of this wonderful organization and can't wait to shift the narrative!"



### RUSSNA KAUR

"I am extremely excited to join the Brampton Arts Organization (BAO) as an Ambassador! Growing up in the City of Brampton has had a significant influence on my painting practice and has played a vital role in shaping some of the ways in which I approach my materials and surfaces. The city is rich with a diverse range of visual information - our homes, shopping malls, restaurants, sports centres, flea markets, movie theatres, bowling alleys, libraries, parks and trails have served as a source of inspiration for my work. Peeling back the layers of our community has helped me to better understand the subtleties and complexities of identity - what we choose to reveal and conceal about ourselves. The City of Brampton is filled with hard working, talented individuals and I am looking forward to playing a part in advocating for the arts in Brampton and providing members of our community with the tools needed to realize their full creative potential!"



### SASHA LEIGH HENRY

"Having grown up in the city of Brampton and as an alumni of our accredited regional arts programming I'm honoured to be an ambassador for the Brampton Arts Organization. Brampton is home to many of the country's biggest musicians, actors, and performers and I'm proud to share a history with them by way of hometown. From artist commissions to workshops and showcases, the BAO is a great hub and resource for artists of all practices to meet each other, grow, and ultimately thrive as artists. I'm excited to be a part of this arts community and look forward to connecting with other Brampton artists in the city."



### DAVID J. PHILLIPS

"Growing up in the richly diverse Brampton culture helped me find my passion for entertainment: from Speech Contests at the local Legion to performing in high school/ community plays at the Heritage & Lester B. Pearson Theatres. The support from a few mentors led me to pursue arts and be cast at the Stratford Festival, host a show on YTV, and act in movies before turning to producing - where I've been fortunate to have made feature films with some of Hollywood's biggest and brightest stars. I continue to be proud of my Brampton roots and there's a bunch of us in California. Brampton has always been a city filled with potential and I hope with new programs young artists can get even more support than I did. I'm grateful to be an ambassador for BAO and help the exciting work they're doing to continue to grow the artistic community, shape lives, and inspire the entertainment leaders of tomorrow."



### JULIEN CHRISTIAN LUTZ (DIRECTOR X)

"I am happy to see Brampton focus on art and culture with BAO. The arts are an important part of all our lives but the artists themselves are often neglected. Supporting, connecting and empowering the artistic community is incredibly meaningful to the artists- the people that experience the work and make better art. I know the team is committed to bringing about transformative, meaningful change".



### SPITTY

"I'm excited to work with the Brampton Arts Organization who have been doing great things in the city from networking events and shows to perform at, or panels with industry leaders to help share their knowledge. It's a blessing, and other cities are noticing. I grew up in Brampton and I love that we are growing as a hip hop community and there's more to come".



### HAVIAH MIGHTY

"As a Brampton artist, I'm excited to be a Brampton Arts Organization ambassador!"



# 2022 HIGHLIGHTS

- More than 3,240 local artists participated in one of BAO's 87 events, programs, information sessions and workshops.
- 605% increase in attendance to BAO events and programs compared to the previous year.
- Provided 132 local Brampton artists with a platform to exhibit and showcase their work with 10 different open calls for submissions and paid artist opportunities.
- Sponsored 36 artist and artisan booths during Brampton Farmers' Market and multiple live art activations.
- Our hugely successful BAO rebrand and launch resulted in 22 media stories about the organization and the artists we serve, reaching a total audience of 17 million (17,406,800) people!
- Took over the NXNE Music Festival with a special NEXT UP Brampton Showcase at The Rivoli.
- Launched the Creative Space Catalogue: a public space inventory of more than 200 Brampton sites where arts and culture activities can take place.
- Enhanced public art across Brampton with digital exhibitions in Garden Square including 'Black Artists Live Here' and 'Summer of Love'.
- Supported and showcased local 2SLGBTQ+ artists through multiple artist residencies.
- Ensured events and resources are free and accessible for all to attend and provided employment opportunities for local artists and arts workers.
- Launched the BAO Ambassador Program with Brampton representatives including: Director X, Rupi Kaur, Haviah Mighty, Sasha Leigh Henry and others across creative disciplines.
- Established office space for BAO at 8 Nelson with public access in 2023, as part of a pilot program activating unused space.





# KEY PANEL ACHIEVEMENTS

- ✓ Created new employment opportunities with an expanded staff team and intern/co-op placements.
- ✓ Developed and confirmed Mission, Vision and Values statements.
- ✓ Guided the renaming and full rebranding from ACCIDA to BAO, with a community celebration in October.
- ✓ Drafted multi-year strategic goals (2023-2025) in collaboration with staff, the local arts community and working groups.
- ✓ Progressed through incubation goals and met or exceeded targets
- ✓ New programs, partnerships and strategic alliances developed while expanding the resources and offerings of 2021.
- ✓ Updated Council on organizational progress and the needs of the creative sector.
- ✓ Launched the BAO Ambassador Program.
- ✓ Began developing the frameworks and plans for an organizational transition to an independent not-for-profit.
- ✓ BAO became a founding member of the newly formed Association of Arts Councils of Ontario.



## PUBLIC PROGRAMMING AND EVENTS

In 2022, BAO held 87 events, workshops and calls for participation, averaging 1.5 activities each week and resulting in a 605% increase in participation compared to 2021. With a mix of online and virtual offerings, 39 events were in person and 37 were virtual.

In addition to our events and workshops, we doubled the number of paid opportunities for Brampton artists (10) compared to the previous year, supporting and highlighting more than 130 artists. We are thrilled to see a 48% increase in applications and 39% more artists selected than the previous year.

The Creative Space Catalogue, an inventory of public spaces with information on more than 200 Brampton sites for arts and cultural activities, was launched. The sites range from recording studios and dance centres to public parks and libraries.

Lastly, we continued to offer free opportunities to local artists and art workers to promote and showcase their work – providing 36 free vendor opportunities at the Brampton Farmers' Market for local artists and arts organizations and highlighting the work of 2SLGBTQ+ artists with multiple community residencies.



# CULTURE MASTER PLAN THEMES AND GOALS

- Supporting Success ■ **Resources**
- Developing a Community of Practice ■ **Funding, Space, Talent Development**
- Building Brampton's Identity ■ **Production & Presentation, Promotion**

## WORKSHOPS

<span style="color: #e91e63;">■</span> <span style="color: #4db6ac;">■</span> Jan 27	How to Develop a Career in Public Art with Steph Boutari
<span style="color: #e91e63;">■</span> <span style="color: #4db6ac;">■</span> Mar 08	Power Hour: Artist Taxes
<span style="color: #4db6ac;">■</span> Mar 15	Brampton Filmmaker Focus Group
<span style="color: #e91e63;">■</span> <span style="color: #4db6ac;">■</span> Mar 22	Power Hour: Artist Statements and Bios
<span style="color: #4db6ac;">■</span> Mar 29	Brampton Filmmaker Focus Group
<span style="color: #e91e63;">■</span> Apr 05	Ontario Arts Council Grant Information Session
<span style="color: #e91e63;">■</span> <span style="color: #4db6ac;">■</span> Apr 14	Power Hour: How to Document Your Art
<span style="color: #e91e63;">■</span> <span style="color: #4db6ac;">■</span> Apr 26	Power Hour: Presenting Your Artwork
<span style="color: #e91e63;">■</span> <span style="color: #4db6ac;">■</span> May 10	Power Hour: Taxes for Artists Part 2
<span style="color: #e91e63;">■</span> <span style="color: #4db6ac;">■</span> May 11	Artist Community Roundtable with Living Hyphen: Discovering Delight in the Diaspora
<span style="color: #e91e63;">■</span> <span style="color: #4db6ac;">■</span> May 12	Ontario Creates Information Session
<span style="color: #e91e63;">■</span> <span style="color: #4db6ac;">■</span> May 17	Power Hour: Navigating The Spicy Waters Around NFTs
<span style="color: #e91e63;">■</span> <span style="color: #4db6ac;">■</span> May 31	Power Hour: Hosting Accessible Events
<span style="color: #4db6ac;">■</span> Jun 21	Power Hour: Financial Planning for Artists and Creatives
<span style="color: #4db6ac;">■</span> Jun 25	Paint Your Produce at Brampton Farmers' Market with Meegan Lim
<span style="color: #e91e63;">■</span> Jul 01	Mentor in Residence for Newcomer Artists with Neighbourhood Arts Network
<span style="color: #e91e63;">■</span> <span style="color: #4db6ac;">■</span> Jul 12	Power Hour: Setting up a Creative Space
<span style="color: #e91e63;">■</span> <span style="color: #4db6ac;">■</span> Sep 13	Supporting South Asians Pursuing the Arts w/ Soch
<span style="color: #e91e63;">■</span> <span style="color: #4db6ac;">■</span> Sep 14	Professional Practices for Artists
<span style="color: #4db6ac;">■</span> Sep 15	Disability Arts Think Tank
<span style="color: #e91e63;">■</span> <span style="color: #4db6ac;">■</span> Sep 20	Curating Live Music with Canadian Music Incubator
<span style="color: #e91e63;">■</span> <span style="color: #4db6ac;">■</span> Oct 04	Applying for Artist Markets
<span style="color: #4db6ac;">■</span> Oct 06	Lantern Making Workshop: South West Branch
<span style="color: #e91e63;">■</span> Oct 09	Spotify for Artists: Virtual Masterclass
<span style="color: #4db6ac;">■</span> Oct 12	Lantern Making Workshop: Springdale
<span style="color: #e91e63;">■</span> Oct 13	Advance Brampton Fund for Arts Orgs
<span style="color: #4db6ac;">■</span> Oct 16	Lantern Making Workshop: PAMA
<span style="color: #e91e63;">■</span> <span style="color: #4db6ac;">■</span> Oct 25	Power Hour: Developing a Career in the Arts w/ Russna Kaur
<span style="color: #e91e63;">■</span> <span style="color: #4db6ac;">■</span> Nov 08	Power Hour: Artist Statements & Bios with Alica Puig
<span style="color: #e91e63;">■</span> <span style="color: #4db6ac;">■</span> Nov 09	Reclaiming the Arts in the Age of "Log Kya Kahenge" w/ Soch Session 1
<span style="color: #e91e63;">■</span> <span style="color: #4db6ac;">■</span> Nov 14	Grant Writing Clinic Session 1
<span style="color: #e91e63;">■</span> <span style="color: #4db6ac;">■</span> Nov 21	Grant Writing Clinic Session 2
<span style="color: #e91e63;">■</span> <span style="color: #4db6ac;">■</span> Nov 23	Reclaiming the Arts in the Age of "Log Kya Kahenge" w/ Soch Session 2
<span style="color: #e91e63;">■</span> <span style="color: #4db6ac;">■</span> Nov 24	Power Hour: Arts Value Chain with Noora Rizvi
<span style="color: #e91e63;">■</span> <span style="color: #4db6ac;">■</span> Nov 28	Grant Writing Clinic Session 3
<span style="color: #e91e63;">■</span> <span style="color: #4db6ac;">■</span> Dec 05	Grant Writing Clinic Session 4
<span style="color: #e91e63;">■</span> <span style="color: #4db6ac;">■</span> Dec 07	Reclaiming the Arts in the Age of "Log Kya Kahenge" w/ Soch Session 3

## EVENTS

<span style="color: #4db6ac;">■</span> Feb 15	Brampton Filmmaker Focus Group
<span style="color: #e91e63;">■</span> <span style="color: #ffc107;">■</span> Feb 16	PIXEL: Black Artists Live Here Exhibition
<span style="color: #e91e63;">■</span> <span style="color: #4db6ac;">■</span> Feb 23	Artist Community Roundtable: Speed Networking
<span style="color: #ffc107;">■</span> Feb 24	QT Artist Cabaret: 2SLGBTQ+ Digital Residency Showcase
<span style="color: #4db6ac;">■</span> Apr 12	Artist Community Roundtable: Speed Networking
<span style="color: #4db6ac;">■</span> Apr 20	Brampton Film Screening and Networking Night
<span style="color: #4db6ac;">■</span> Apr 28	Community Town Hall
<span style="color: #ffc107;">■</span> May 01	FOLD Festival Virtual Booth
<span style="color: #ffc107;">■</span> Jun 10	Luminato Festival: Art in Transit, Brampton GO
<span style="color: #e91e63;">■</span> <span style="color: #4db6ac;">■</span> Jun 11	BAO Artist Booths at the Brampton Farmers' Market (Every Saturday through Oct 8)
<span style="color: #4db6ac;">■</span> Jun 11	Chalk Art Activation at Brampton Farmers' Market with Abiola Idowu
<span style="color: #ffc107;">■</span> Jun 11	Luminato Festival: All in Good Time, Loafer's Lake Recreation Centre and Park
<span style="color: #ffc107;">■</span> <span style="color: #4db6ac;">■</span> Jun 17	NXNE Next Up Brampton Showcase Concert at The Rivoli
<span style="color: #4db6ac;">■</span> Jun 22	Big Drum, Born in the North Artist Talk - Art Activation for National Indigenous Peoples' Day
<span style="color: #4db6ac;">■</span> Jun 30	Artist Community Roundtable: Speed Networking #3
<span style="color: #ffc107;">■</span> Jul 01	PIXEL Summer of Love Exhibition
<span style="color: #4db6ac;">■</span> Jul 07	Brampton Film and Video Networking Event
<span style="color: #4db6ac;">■</span> Jul 14	Community Town Hall
<span style="color: #e91e63;">■</span> <span style="color: #ffc107;">■</span> <span style="color: #4db6ac;">■</span> Jul 16	Summer Artist Market
<span style="color: #4db6ac;">■</span> Jul 19	Weaving Collectively Workshop
<span style="color: #4db6ac;">■</span> Jul 20	Weaving Collectively Workshop
<span style="color: #e91e63;">■</span> <span style="color: #4db6ac;">■</span> Jul 21	Loud & Proud: 2SLGBTQ+ Showcase & Open Mic Night
<span style="color: #4db6ac;">■</span> Aug 18	PIXEL: Summer of Love Exhibition Launch Party
<span style="color: #e91e63;">■</span> Aug 25	Brampton Newcomer Day
<span style="color: #e91e63;">■</span> Sep 17	Artist Talk with Russna Kaur @ PAMA
<span style="color: #4db6ac;">■</span> Oct 01	Nature Walk
<span style="color: #4db6ac;">■</span> Oct 08	Beyond the Plate Exhibition Walking Tour
<span style="color: #4db6ac;">■</span> Oct 15	Indigenous Curatorial Collective: Speed Beed Networking
<span style="color: #ffc107;">■</span> <span style="color: #4db6ac;">■</span> Oct 21	BAO Launch Event
<span style="color: #ffc107;">■</span> Oct 27	Art Toronto Booth (Oct 27-30)
<span style="color: #4db6ac;">■</span> Oct 28	Art Toronto Tour
<span style="color: #ffc107;">■</span> <span style="color: #4db6ac;">■</span> Oct 28	BAO x MOCA Performance with Kween Mallika
<span style="color: #4db6ac;">■</span> Nov 10	BAO Field Trip: AGO
<span style="color: #4db6ac;">■</span> Nov 17	BAO Field Trip: SIRT
<span style="color: #ffc107;">■</span> <span style="color: #4db6ac;">■</span> Nov 18	BAO x MOCA Performance with Kwasi Obeng
<span style="color: #e91e63;">■</span> <span style="color: #ffc107;">■</span> <span style="color: #4db6ac;">■</span> Nov 19	BAO Winter Artist Market
<span style="color: #4db6ac;">■</span> Nov 30	Town Hall & Holiday Social
<span style="color: #4db6ac;">■</span> Dec 01	BAO Field Trip: Rose Theatre
<span style="color: #ffc107;">■</span> <span style="color: #4db6ac;">■</span> Dec 16	BAO x MOCA Installation with Sabbie Narwhal

## CALLS

<span style="color: #ffc107;">■</span> Feb 16	PIXEL: Black Artists Live Here Exhibition
<span style="color: #ffc107;">■</span> Mar 01	Call for Assessors
<span style="color: #e91e63;">■</span> <span style="color: #4db6ac;">■</span> Jun 11	BAO Artist Booths at the Brampton Farmers' Market (Every Saturday through Oct 8)
<span style="color: #ffc107;">■</span> <span style="color: #4db6ac;">■</span> Jun 17	NXNE Next Up Brampton Showcase Concert at The Rivoli
<span style="color: #ffc107;">■</span> Jul 01	PIXEL Summer of Love Exhibition
<span style="color: #e91e63;">■</span> <span style="color: #4db6ac;">■</span> Jul 21	Loud & Proud: 2SLGBTQ+ Showcase & Open Mic Night



# 2022 PROGRAMMING PARTNERS

Several program partners at the local, provincial and national levels supported BAO's work in 2022. These partners helped BAO strengthen its existing work, broaden its audience, and deepen its impact. Some of these partners include:



## 2022 BAO CALLS FOR SUBMISSION: PAID OPPORTUNITIES FOR BRAMPTON ARTIST

DATE	CALL	DISCIPLINE	CMP ALIGNMENT
March	Call for Artists: PIXEL: Black Artists Live here	Visual Arts	■ ■ ■
March Ongoing	Call for Assessors	Multi	■ ■ ■
March	Call for Vendors: BAO Artist Booths at Brampton Farmers' Market	Multi	■ ■ ■
March	Call for Vendors: Artist Market at the Rose Theatre	Multi	■ ■ ■
April	Call for Concert Curator: NXNE Brampton Showcase	Musicians	■ ■ ■
July- Sept	Call for Artists: PIXEL: Summer of Love	Visual Arts	■ ■ ■
June	Call for Performers: Loud & Proud: 2SLGBTQ+ Showcase	Musicians & Performers	■ ■ ■
August	Call for Vendors: Winter Market at Alderlea	Multi	■ ■ ■
October	Call for Artists: 2SLGBTQ+ Digital Residency for Writers	Literary Artists	■ ■ ■
November	Call for Artists: PIXEL Brampton Reverb	Musicians	■ ■ ■
<b>TOTAL</b>	<b>3240 participants</b>		■ ■ ■

**Supporting Success** ■ Resources

**Developing a Community of Practice** ■ Funding, Space, Talent Development

**Building Brampton's Identity** ■ Production & Presentation, Promotion

## BAO NET PROMOTER SCORE: NEAR EXCELLENT

A net promoter score (NPS) measures participant experience and can help predict organizational growth while measuring customer loyalty and satisfaction.

In 2022, BAO received an NPS of 46, ranking it near-excellent: an improvement on our 2021 score of 27, marking significant improvements in brand growth and customer experience as momentum grows.





# MARKETING, COMMUNICATIONS AND AUDIENCE DEVELOPMENT

2022 marked an exciting leap forward as BAO worked to highlight local talent and arts organizations locally and beyond and increase awareness of our programs, resources and services for the local community.

## ALL EYES ON BRAMPTON FOR THE BAO LAUNCH

BAO's successful rebrand and launch in October resulted in 22 media stories about the organization and the artists we serve, reaching an audience of more than 17 million (17,406,800)! Features included segments on CBC Our Toronto, Global News Hour, BT Canada Breakfast Television, CTV Your Morning and CBC News Toronto and stories in the Toronto Star and Toronto Life.



## KEY MARKETING IMPACTS/HIGHLIGHTS

### BAO Newsletter

The newsletter saw an open rate increase of more than 400%, with an above-industry standard open rate of 36-50% and triple the increase in click rate from 2021.

### Event Registration

20,458 total Eventbrite page views in 2022 compared to 3,537 in 2021 (a year-over-year increase of 478%), resulting in 3,376 total tickets/registrations compared to 443 in 2021 (a year-over-year increase of 662%).

### Instagram

- 55.6% increase in follower growth rate – jumping from 2701 to 4205 followers by the end of 2022.
- Profile visits increased by 95.2%, reaching 479,537 individuals in 2022.
- More of you are commenting and engaging! Comments were up 83.5% in 2022.

### Facebook

- 64.9% increase in followers in 2022, with page and profile impressions reaching 1,752,765 – an increase of 738%.
- Total page reach of 1,334,502 in 2022, compared to 196,728 in 2021 – an increase of 578%.
- Post impressions of 59,522 in 2022 compared to 15,552 in 2021 – an increase of 283%.

### Twitter

- 43.6% increase in followers in 2022.
- Post impressions of 126,836 in 2022, compared to 31,625 in 2021 – an increase of 301%.

# 2022 ANNUAL SURVEY RESULTS

In December 2022, Good Roots Consulting supported BAO in conducting an annual community survey for arts organizations, artists and creatives across Brampton – learning more about their artistic practice, current needs, experience with BAO programming and welcomed suggestions for improvement.

Below is a summary of the key findings from the community survey and post-event feedback forms:

- **More than 90%** said BAO facilitators were knowledgeable and helpful; that they gained new insights or perspectives from the session.
- **More than 80%** said that while participating in BAO events, they saw themselves represented, felt included and excited, learned new things and felt motivated to deepen or strengthen their practice.
- **70% agreed or strongly agreed** that BAO has a positive impact on the arts, culture and creative industries in Brampton.
- **96% agreed or strongly agreed** that a strong arts and culture sector is important to quality of life.
- **93% agreed or strongly agreed** that the local arts and culture sector should be well funded and supported financially.

**The top five common responses**, when asked what was most valuable about participating in BAO events, were:

- building community and connection among artists
- exposure for artists and arts organizations
- learning new information and skills
- networking opportunities, seeing and celebrating diverse artists
- prioritizing inclusion and accessibility



# TESTIMONIALS

"It's so exciting to see Brampton come to life with opportunities for creatives, and to do such a great job! Such a great diversity of topics and themes explored in workshops and it's apparent their team cares about the artist community they serve."

"I am so grateful for BAO and all that you are doing for the artist community in Brampton. I have never felt more proud of being a Brampton artist than how I feel now! Seriously, please keep going!"

"I feel reassured that there is an Arts Organization in Brampton whose mandate is to support and advocate for the arts community."

"Honestly, just finally having opportunities in my own city that didn't cost money to apply to has been the greatest part for me so far. It can be pricey, and you've given artists the same opportunities regardless of financial status."

"Instead of finding events and sources outside the city, I can look forward to participating in events and arts in Brampton."

"I felt much more motivated and inspired to continue my dream of pursuing art."

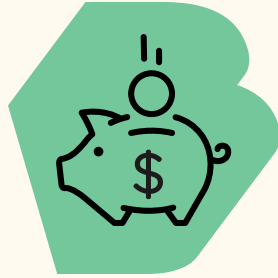
"Honestly just seeing how the value of the arts in Brampton is being spotlighted. In Toronto, you would think there would be a similar progressive and connectedness in the arts scene but this is not so. I feel like Brampton is light-years ahead in terms of vision and growth. I feel proud."



# LOOKING AHEAD: 2023 AND BEYOND

Building on a year of significant growth and deepened impacts, and through extensive and ongoing community engagement (Quarterly Town Halls, Artist Focus Groups and Surveying), 2023 will be a milestone year for the organization as BAO transitions to independence.

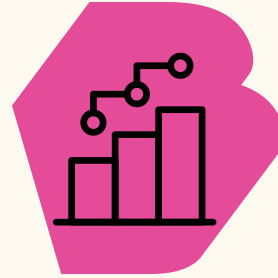
Following community consultations and interviews with City staff across departments, BAO has established key strategic goals for 2023, 2024 and 2025, while continuing to provide programs and services in collaboration with inter and cross-sectoral partners in the areas of:



**FUNDING, FINANCE,  
AND INVESTMENT**



**LEADERSHIP, ADVOCACY,  
AND INNOVATION**



**SECTOR DEVELOPMENT  
AND GROWTH**

## BAO'S 2023-2025 KEY STRATEGIC GOALS



**1** Increase, leverage and diversify public investment.



**4** Set standards for a progressive, inclusive working environment in Brampton.



**2** Present programs and resources that empower, celebrate and connect the creative community.



**5** Be an accountable, transparent, and financially sustainable organization.



**3** Be the trusted voice and impactful advocate for arts, culture and creative industries.

BAO is excited to build on the significant growth and expanded impacts of 2022. We are proud of the positive community feedback received and are certain that 2023 will be another milestone year. BAO's development continues to align with the implementation of the City of Brampton 10-year Culture Master Plan and 2040 Vision and we are pleased that the 2023 City Budget represents a municipal per

capita spend of \$25.08 for arts and culture – a 33% increase from 2018 when the Culture Master Plan was approved. BAO's 2021 Big Brampton Artist Space Survey and 2022 Creative Space Catalogue have helped advocate for the local community's creative space needs and will help shape the planning of a new arts and culture centre in 2023.



### CONNECT WITH US

@baobrampton

@baobrampton

@baobrampton

[bao@brampton.ca](mailto:bao@brampton.ca)

[www.bramptonartsorg.ca](http://www.bramptonartsorg.ca)



**Date:** 2023-09-08

**Subject:** Residential Rental Licensing (RRL) Pilot Program

**Contact:** Mirella Palermo, Policy Planner III, Integrated City Planning,  
Planning, Building and Growth Management

**Report Number:** Planning, Bld & Growth Mgt-2023-788

**Recommendations:**

1. That the presentation to Committee of Council on September 20, 2023, titled 'Residential Rental Licensing (RRL) Pilot Program' be received.

**Attachments:**

- Sept 20, 2023 CofC Presentation





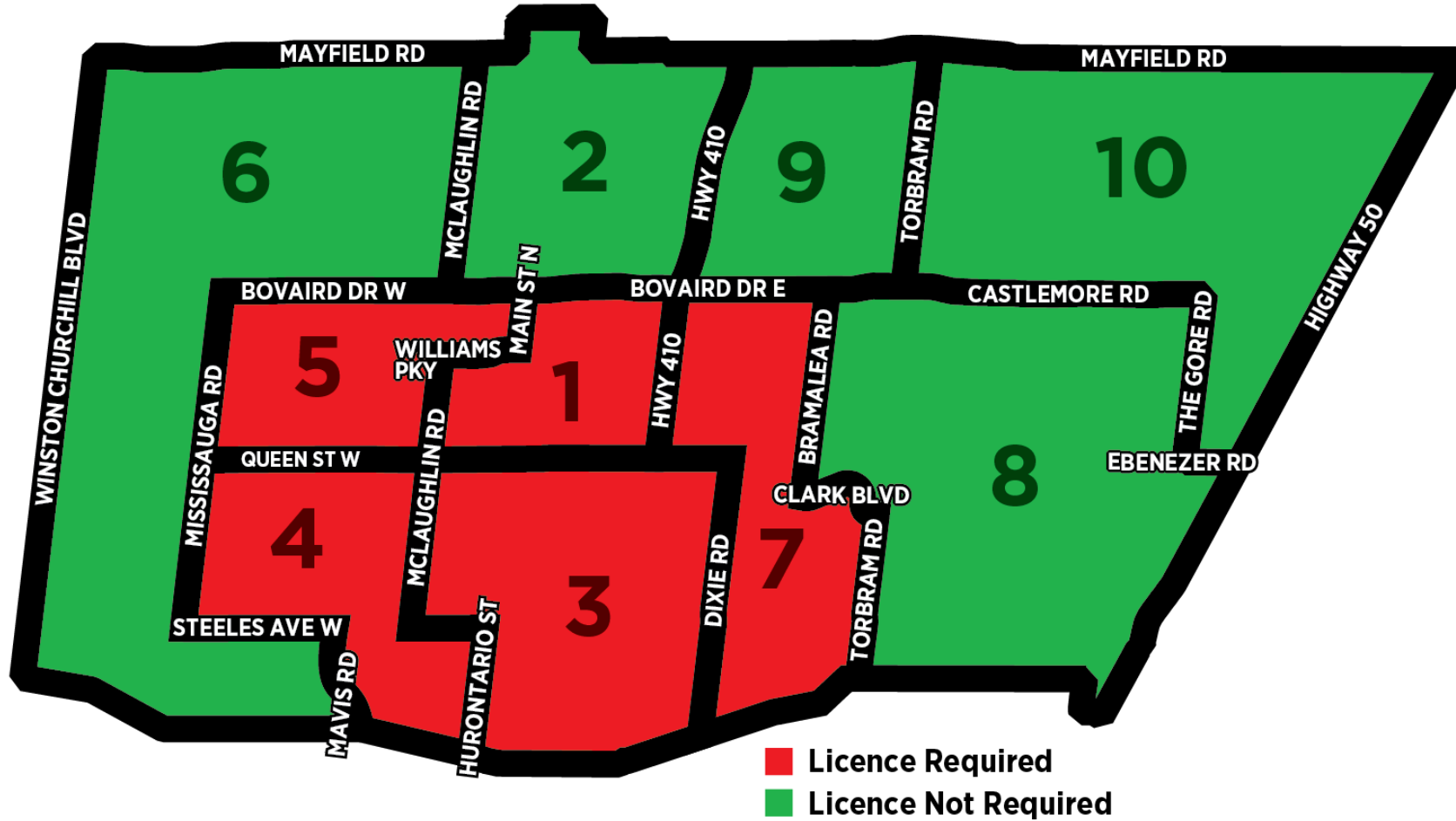
# Residential Rental Licensing (RRL) Pilot Program

# Purpose

To create a two-year Residential Rental Licensing Pilot Program in Wards 1, 3, 4, 5 and 7.



# Residential Rental Licensing (RRL) Pilot Program



# Background

Council directed staff to report back in Q3 2023, on an implementation plan for a two-year pilot (beginning Q1 2024), of a Brampton Rental Landlord Registration/Licensing Program based on the City of Waterloo and other benchmarked municipalities with the following objective:

*“To protect the health and safety, and human rights of persons to protect the residential amenity, character and stability of residential areas. To proactively mitigate potential risks that may exist within a particular business sector and provide enforcement mechanism to respond to complaints relating to that sector.”*

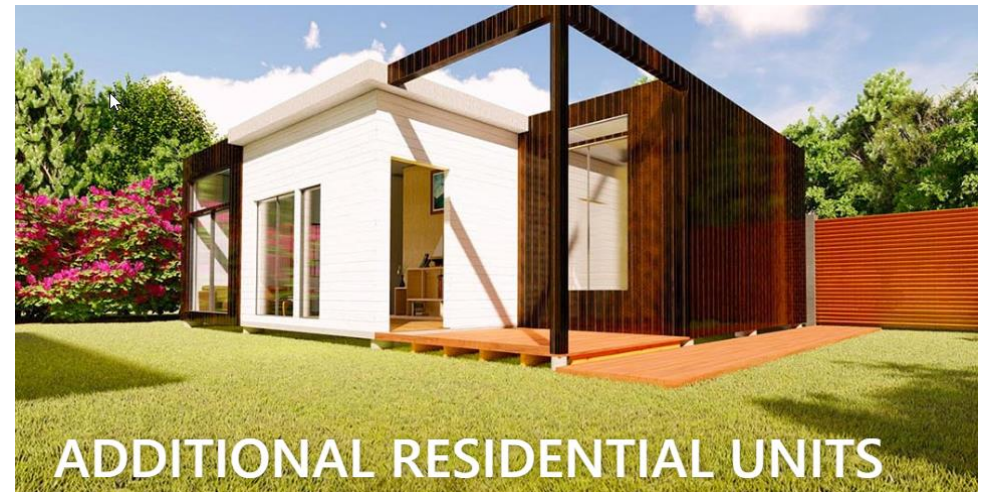


Existing Registered Additional Residential Units  
(ARUs) within Residential Rental Licensing  
(RRL) Pilot Program Area

# Current Status

Ward	Total Registered ARUs	Registered ARUs in 2022/2023	Registered ARUs before 2022
1	1293	311	982
3	641	158	483
4	2258	721	1537
5	2254	946	1308
7	1096	335	761
<b>Total</b>	<b>7542</b>	<b>2471</b>	<b>5071</b>

*(data from July 2023)*



# RRL Pilot Framework



## Who is required to obtain an RRL?

- Rental properties that are operating in Wards 1, 3, 4, 5, and 7 during the two-year pilot program
- Properties that are renting five (5) or less units
- Owners of rental housing units
- Operators of rental housing units
- Dwelling units used or intended to be used for a Rental Housing Unit



## Exemptions from the RRL Pilot Program?

- Properties containing 5 or more units
- Hotels/Motels
- Lodging House (subject to Business Licensing By-law 332-2013)
- Supportive Residential Housing Types 1 and 2 (subject to Supportive Housing Residences Registration By-law 254-2021)



# RRL Pilot Framework



## Exemptions from the RRL Pilot Program (cont'd)?

- Home for Special Care
- Long-Term Care Homes
- Residential Care Homes
- Senior Care Residence
- Short-Term Rentals (subject to Short-Term Rental Licensing By-Law 165-2021)



## Special exemptions from the RRL Pilot Program?

- Properties that obtained their ARU registration in the past two years (2022/2023)
  - Residential unit(s) not for rent by the property owner
  - Sale of property and new property owner does not continue with the residential rental unit
- \* *Supporting documentation and/or inspection will be required for a special exemption*



# RRL Pilot Framework



## Violations

- Non-Parking Administrative Monetary Penalty System (AMPS) By-Law 218-2019
- Fire Protection and Prevention Act (1997)



## Random Inspections

Staff are suggesting between 2 to 3 percent of the total number of ARU be inspected, equating to 150 to 225 units.

- Targeting ARU/Second units registered in 2021 or earlier
- ARUs that have been modified
- Received multiple complaints over the past two years



## Business License Process (Pilot Program)

- One time issuance for the two-year pilot program

# Resources Required



## Additional Staff

Request from **Enforcement and By-Law Services** (2024 – immediate)

- Property Standards Officers (2 full-time contract positions)
- Business Analyst (1 full-time contract position)

Request from the **City Clerk's Office** (2024 – phased)

- Business Licensing Clerks (2 full-time contract positions)

Request from the **Building Division** (2025 - assessed if needed)

- Plans Examiner (1 full-time contract position)

**Fire Prevention Division** will utilize existing staff resources and will assess after the two-year pilot whether additional staff is needed.



## Capital Budget Request

- \$625,000 (2024) for contract staff positions and strategic communications
- \$750,000 (2025) for contract staff positions carry-over and one additional contract staff hire



# Resources Required

Item	Cost	Revenue
Staff Full-Time Contract Positions in 2024, plus Communications Strategy	\$625,000	
Staff Full-Time Contract Positions in 2025, continuation of 2024 hires plus one additional hire	\$750,000	
Total budget for staff hire 2024/2025 and Communications Strategy	\$1,375,000	
Projected RRL revenue over the two-year pilot program (based on 1,500 applications at \$300 per application fee)		\$450,000
Total budget short-fall projected over the two-year RRL pilot program	\$925,000	



# Thank you!

Integrated City Planning





**Date:** 2023-09-06

**Subject:** Risk Management and Insurance Claims – 2022 Annual Report

**Contact:** Jonathan Brewer, Acting Manager, Risk and Insurance

**Report Number:** Legislative Services-2023-454

**Recommendations:**

1. That the report from Jonathan Brewer, Acting Manager, Risk and Insurance to the Committee of Council Meeting of September 6, 2023, re: “Risk Management and Insurance Claims 2022 Annual Report,” be received.

**Overview:**

- This 2022 Annual Report provides information on insurance claims experienced during 2022 as well as an overview of activities completed by the Risk Management and Insurance Section.
- The graphs in section A outline the claims (by type of coverage) received, settled, denied and/or closed during 2022. Also showing are the outstanding open claims remaining at the end of 2022.
- Section B shows the 2022 claim expenditures split by type of payment made. It should be noted that the majority of the payments made during 2022 relate to transit claims.
- Section C reflects files handled by Risk Management and Insurance for various operating departments to recover damage costs to city property caused by third parties (known as subrogation).
- The final section D outlines some of the risk management initiatives that we continue to lead to ensure that the claims experience and the associated costs are kept to a reasonable level on a go forward basis.



## **Background:**

The city of Brampton is continuously exposed to the risk of an event occurring that could affect the city's ability to achieve its objectives in almost every activity it undertakes. This includes events that could negatively affect the municipal services the city provides, the potential delay in the delivery of a project, an event that could negatively affect any of our stakeholders, or a falsely assumed transfer of liability to the city, all with the potential to have an adverse effect on the city's finances.

The city mitigates these risks with a comprehensive risk management program and through purchasing sufficient insurance coverage to cover the following categories of risk:

**Reputational risk:** Is the threat to meeting expectations that in turn precipitates a challenge or a crisis. It is created when expectations are poorly managed and exceed capabilities, or when an organization simply fails to execute.

**Cyber risk:** Means any risk of financial loss or disruption or damage from a failure of information technology systems.

**Legal liability:** Every public service exposes the city to the potential of legal action arising from an incident causing losses or injuries to members of the public or damage to their property. The scope of liability continues to expand as courts increasingly hold government entities responsible for negligence and wrongful actions, personal injuries, and property damage.

**Physical loss or damage to property:** This includes real property (buildings and grounds), contents, equipment, and stock.

**Loss of revenue:** Revenue is received through taxes, user fees, licenses, permits and the use of city property. A disruption in revenue reduces operating funds and can result in higher operating expenses.

**Disclosure of confidential information** to unauthorized parties.

The City's Risk Management Program mitigates these risks by:

- Promoting stronger employee engagement.
- Improving decision making and contingency planning.
- Proactively anticipating and responding to issues before they impact the city.
- Optimizing risk mitigation approaches.
- Raising risk awareness throughout the city and key stakeholders.
- Reducing costs by preventing losses and disruptions.
- Identifying new exposures that may be insured or more appropriately managed.
- Improving the effectiveness of risk identification, teamwork and communication between key stakeholders.

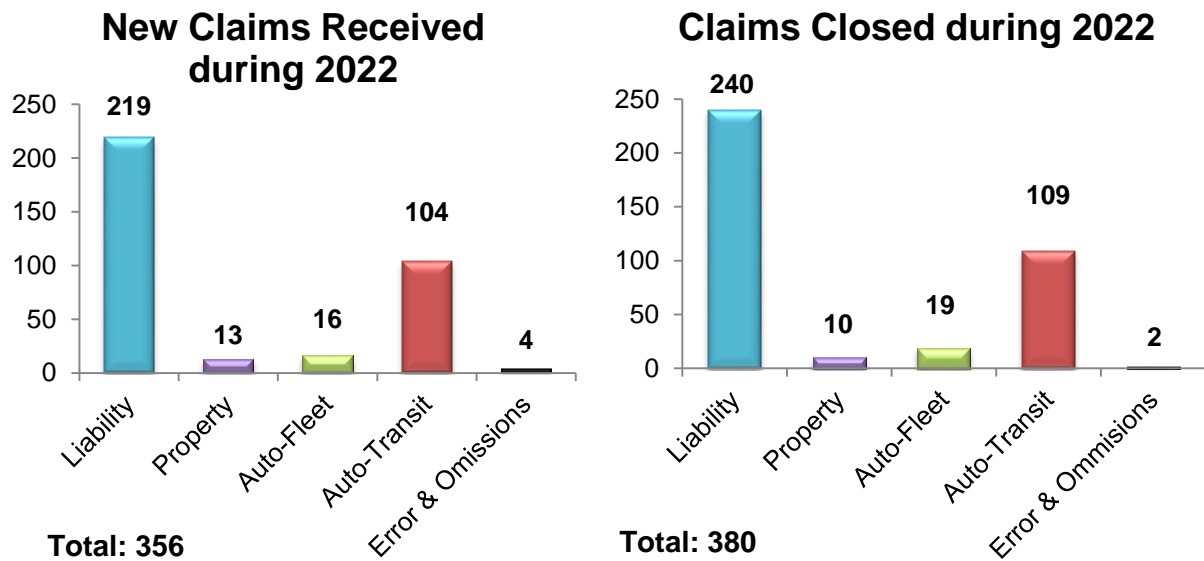
The annual Risk Management and Insurance Claims report provides Council, staff and the public with a synopsis of the status of the City's insurance claims and the completed and planned activities of the Risk Management and Insurance team.

**Current Situation:**

Insurance & Risk Management's previous manager retired in April 2021. An internal audit of the division that occurred in 2022 determined that the last annual report to Council was for the year 2018. Attached as appendices to this report are the claims and subrogation figures and statistics for 2019 (appendix A); 2020 (appendix B) and 2021 (appendix C)."

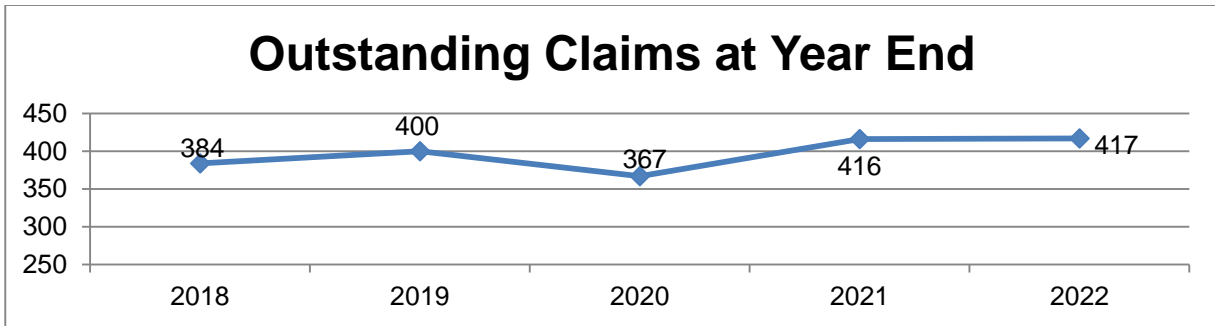
2022 Insurance Claims Activity and Payments:

**A) Summary of Claims Activity:**

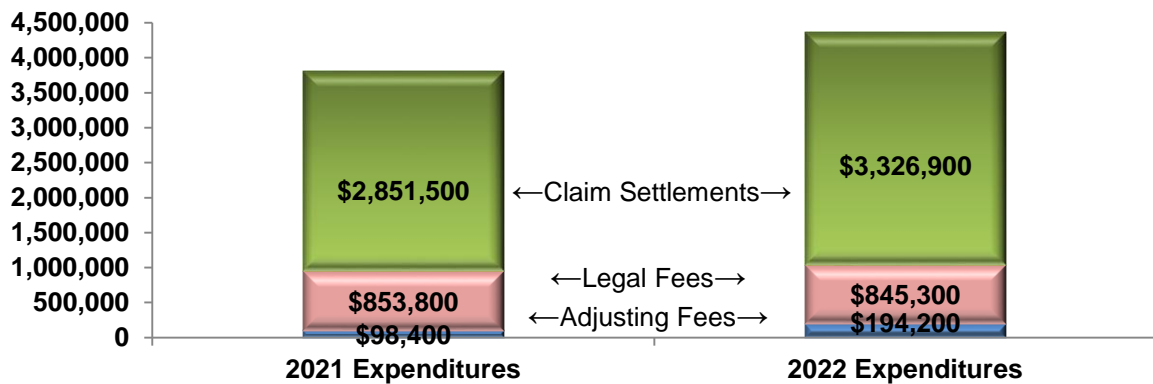


A total of 416 claims were outstanding as at December 31, 2021. During 2022, 356 new claims were received. There are 25 claims previously closed prior to December 31, 2021 but were reopened in 2022. At the end of December 2022, a total of 380 claims had been closed leaving 417 open claims as at December 31, 2022. Of the 417 outstanding claims, 150 of them are transit related.

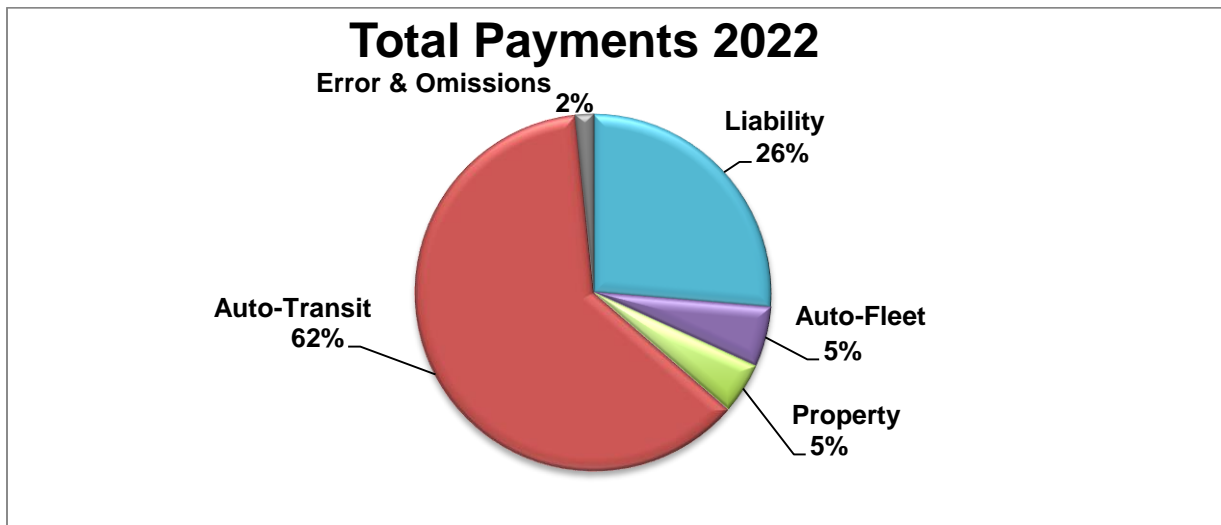
It is important to note that most claims are not able to be closed quickly due to the complexity of the injury and/or the litigation process. Bodily injury claims and claims that proceed through the litigation process can remain open for a number of years.



**B) Summary of 2022 Claims Expenditures:**



A total of \$4,366,400 was paid out for all 2022 claim handling expenditures, including claim settlements, legal fees and adjusting fees. We continue to maintain a \$1,000,000 deductible on all of the corporate insurance policies up to December 31, 2022. As such, the majority of our claims are below this threshold and are handled by the Risk Management and Insurance staff. A breakdown by line of coverage is provided below:



### **C) Subrogation**

The Risk Management and Insurance Section provides assistance to operating departments in the recovery of costs for damage caused to City property by third parties. These damages are generally not covered by the City's insurance program and this process is known as Subrogation. Since June 2016, our section has also been assisting Brampton Fire in recovering service fees for motor vehicle accidents involving non-residents. Below is a summary of the recoveries made.

Files outstanding at the end of 2021	1,442
New files received in 2022	827
Files outstanding at the end of 2022	1,748
Amount recovered for Brampton in 2022	\$384,735

### **D) Risk Management**

It is proven that a strong risk management program reduces the number of claims received by the corporation and ensures that a suitable defense can be provided should litigation arise. It also assists in keeping the city's insurance premiums at a competitive level. Our program is proactive and strategically targets problem areas to ensure corrective measures are implemented in a timely manner. Some of the 2022 activities are as follows: reviewed for compliance and approved over 1700 certificates of insurance received from contractors, consultants, service providers, developers, vendors, and renters entering into contractual agreements with departments throughout the corporation. Provided insurance recommendations on over 350 procurements and over 90 contracts and agreements. Continued to work closely with legal services to review all contracts and agreements that the city enters into to ensure that appropriate insurance requirements and acceptable indemnification provisions are included to protect the city's interests and limit its potential exposure to risk. Ensured, through networking and liaising with external organizations that the city of Brampton is up to date on emerging industry trends and legislative changes that could impact municipal operations. Conducted risk management presentations and workshops for city departments to raise awareness throughout the corporation and instill a proactive approach towards identifying and managing risk exposures.

Risk management continues to be a high priority for this section. We continue to work closely with all departments providing training and advice on risk management initiatives and assisting with the implementation of various risk mitigation techniques. We continue the implementation of an enterprise risk management program which will be integrated across the corporation. This includes conducting numerous risk assessments and training sessions for our various departments.

### **Corporate Implications:**

We continue to experience an increase in the number of claims received on an annual basis. This is a reflection of the population growth that Brampton continues to experience.

The risk management and insurance team is diligent in ensuring that these claims are handled in a fair, timely and transparent manner. Due to the organization's extensive risk management programs, we have been able to keep our annual insurance program renewal to a minimal premium increase.

### Financial Implications:

Financial implications have been described throughout the body of this report.

### Other Implications:

N/A

### **Strategic Focus Area:**

In alignment with the City's strategic focus area; "Health and Well-being" the City's risk management program examines services provided by the City and advises on strategies and techniques to reduce injuries to the public.

The City's risk management and insurance claims programs also support the Strategic focus area; "Government & Leadership." These programs provide timely service to individuals who advance claims against the City, and timely professional advice to divisions and departments throughout the City. These programs have allowed the City to maintain favourable insurance rates in a difficult municipal insurance market.

### **Conclusion:**

The city remains proactive in its risk management initiatives and continues to review and analyze the ongoing claims experience. This helps to identify trends and future potential areas of exposure. Implementing appropriate risk control techniques helps to reduce and or eliminate those potential exposures.



Authored by:

Jonathan Brewer, Manager, Risk and  
Insurance

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[Author/Principal Writer]

Reviewed by:

Paul Morrison, Commissioner, Legislative  
Services

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[Manager/Director]

Approved by:

Paul Morrison, Commissioner,  
Legislative Services

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[Commissioner/Department Head]

Approved by:

Marlon Kallideen, Chief Administrative  
Officer, Office of the CAO

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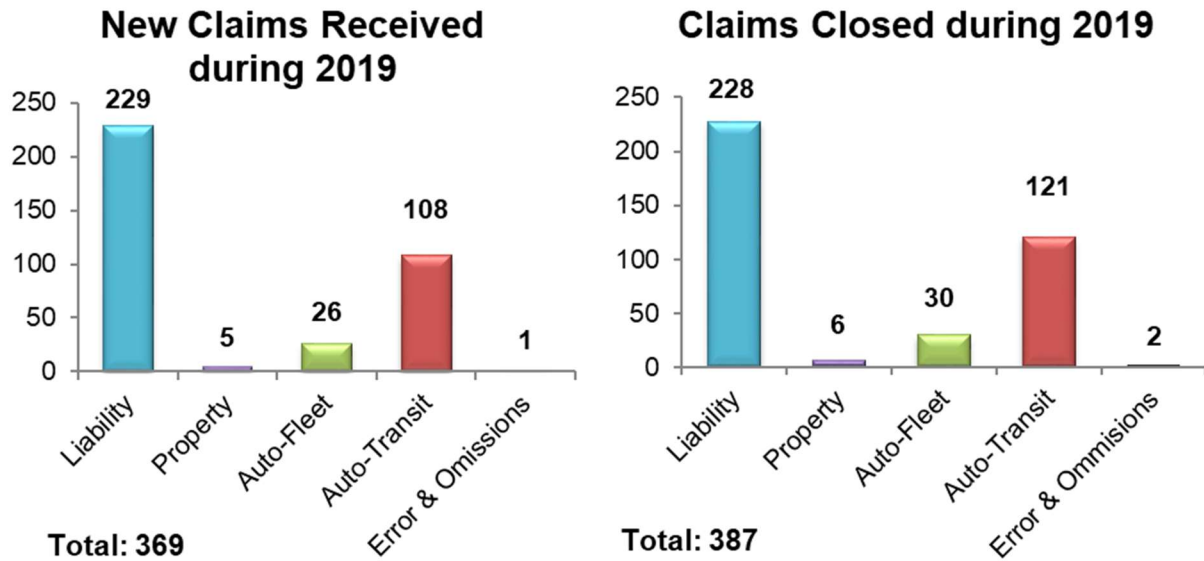
[Chief Administrative Officer]

**Attachments:**

- Attachment 1 – Appendix A: 2019 Insurance Claims Activity and Payments
- Attachment 2 – Appendix B: 2020 Insurance Claims Activity and Payments
- Attachment 3 – Appendix C: 2021 Insurance Claims Activity and Payments

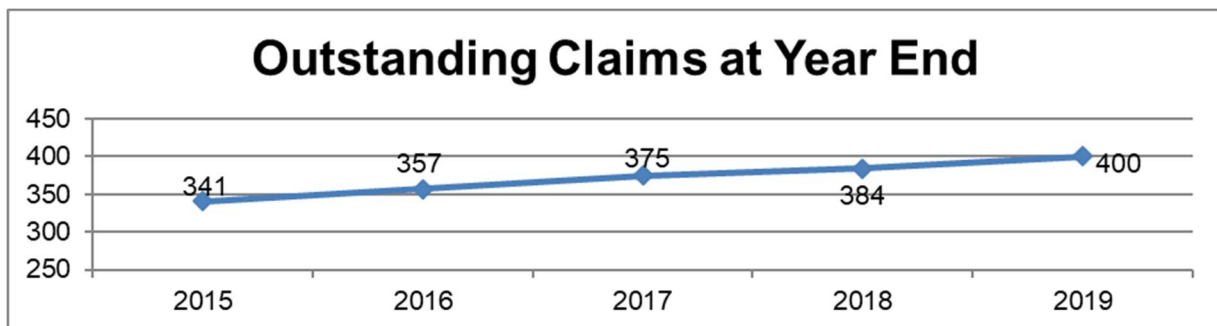
**Appendix A: 2019 Insurance Claims Activity and Payments:**

**A) Summary of Claims Activity:**

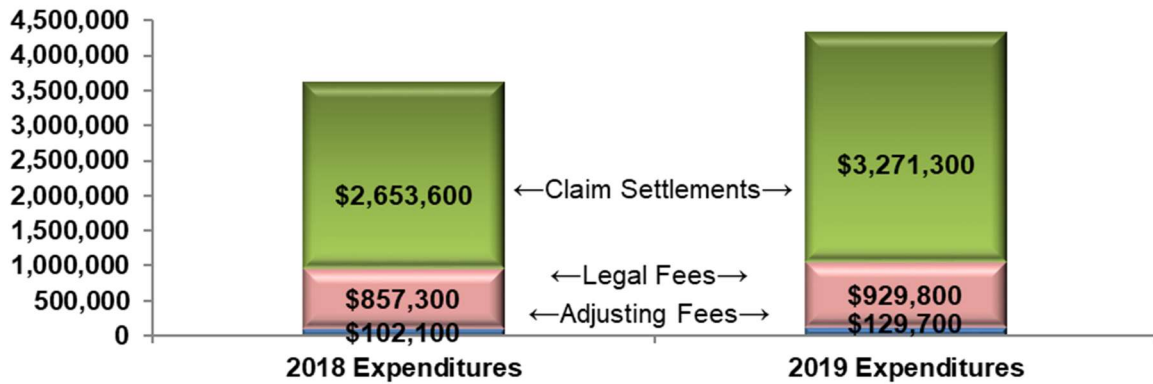


A total of 384 claims were outstanding as at December 31, 2018. During 2019, 369 new claims were received. There are 34 claims previously closed prior to December 31, 2018 but were reopened in 2019. At the end of December 2019, a total of 387 claims had been closed leaving 400 open claims as at December 31, 2019. Of the 400 outstanding claims, 157 of them are transit related.

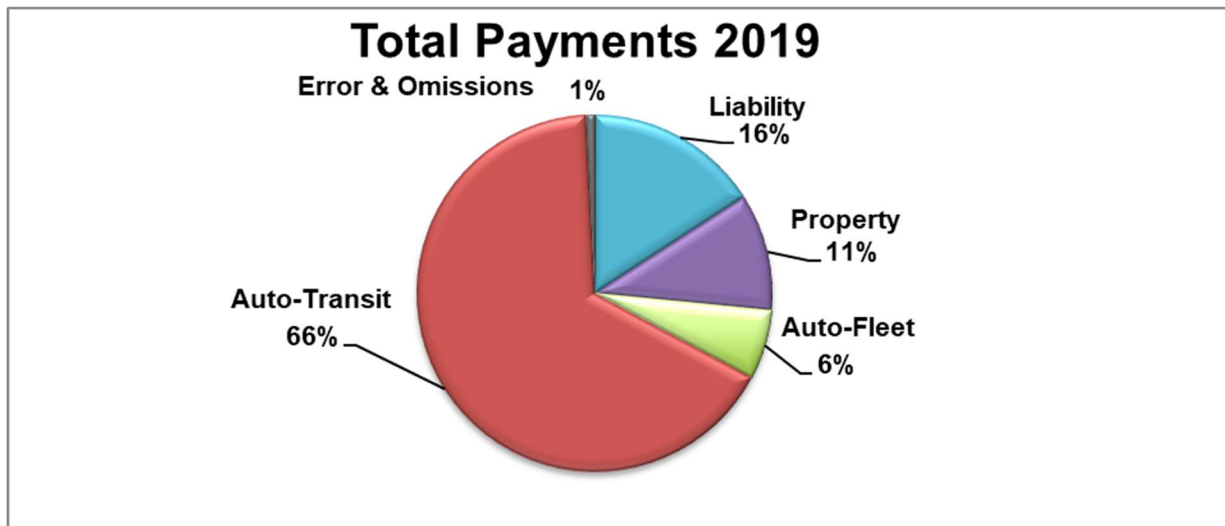
It is important to note that most claims are not able to be closed quickly due to the complexity of the injury and/or the litigation process. Bodily injury claims and claims that proceed through the litigation process can remain open for a number of years.



**B) Summary of 2019 Claims Expenditures:**



A total of \$4,330,800 was paid out for all 2019 claim handling expenditures, including claim settlements, legal fees and adjusting fees. We continue to maintain a \$1,000,000 deductible on all of the corporate insurance policies up to December 31, 2019. As such, the majority of our claims are below this threshold and are handled by the Risk Management and Insurance staff. A breakdown by line of coverage is provided below:

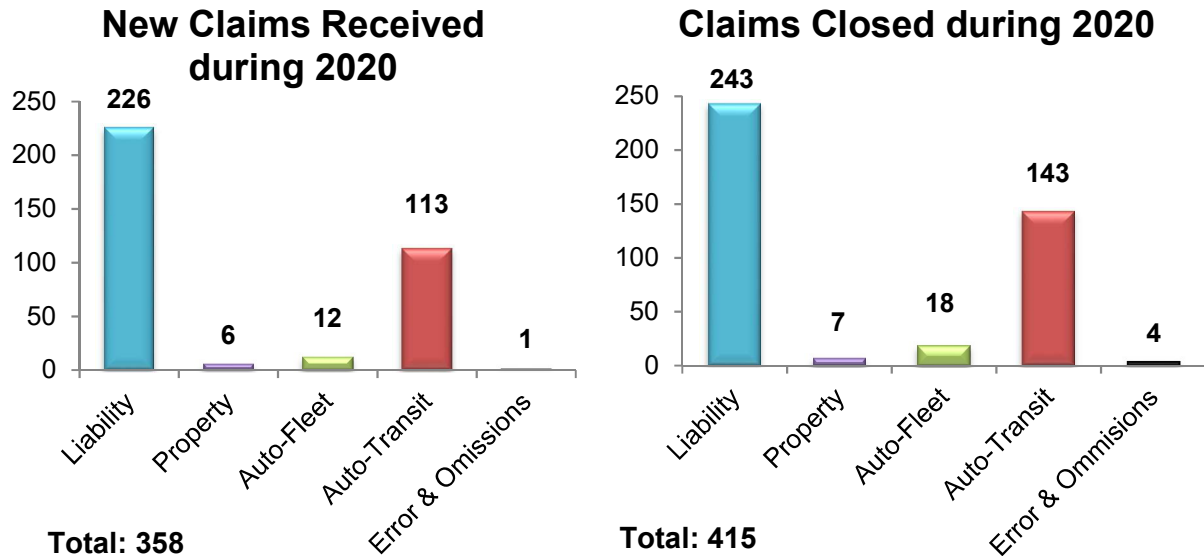


### **C) Subrogation**

The Risk Management and Insurance Section provides assistance to operating departments in the recovery of costs for damage caused to City property by third parties. These damages are not covered by the City's insurance program and this process is known as Subrogation. Since June 2016, our section has been assisting Brampton Fire in recovering service fees for motor vehicle accidents involving non-residents. Below is a summary of the recoveries made.

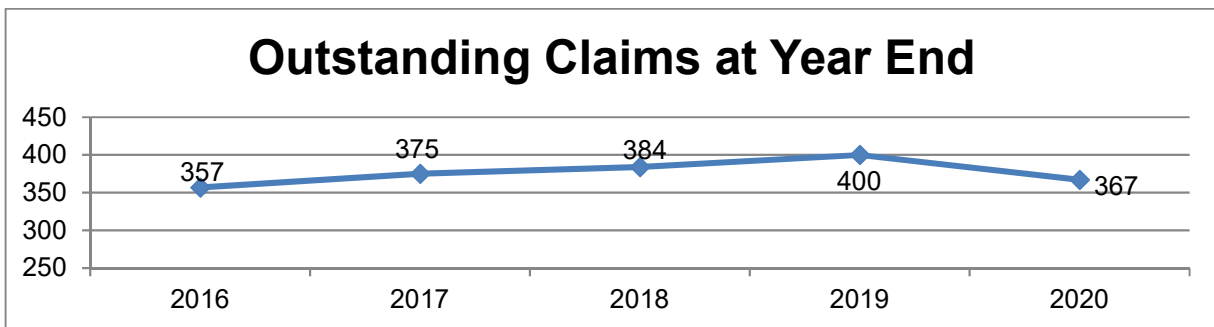
Files outstanding at the end of 2018	1205
New files received in 2019	1352
Files outstanding at the end of 2019	1225
Amount recovered for Brampton in 2019	\$799,583.36

**Appendix B: 2020 Insurance Claims Activity and Payments:**



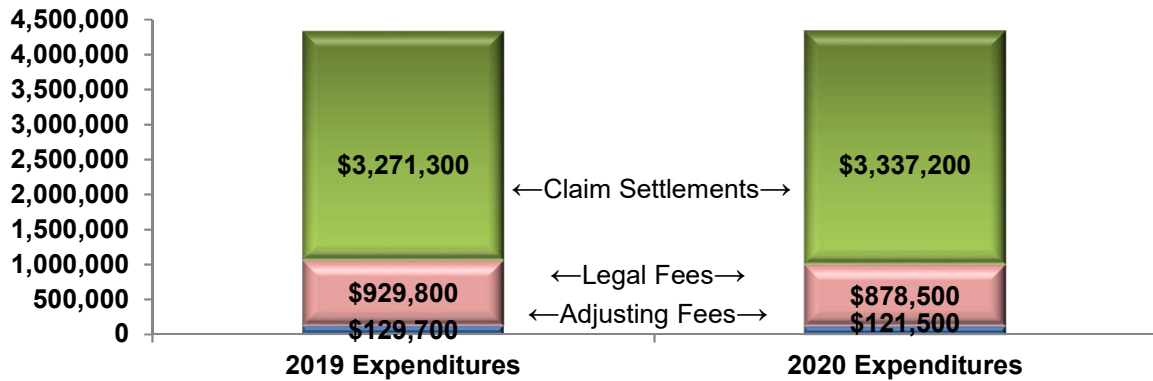
A total of 400 claims were outstanding as at December 31, 2019. During 2020, 358 new claims were received. There are 24 claims previously closed prior to December 31, 2019 but were reopened in 2020. At the end of December 2020, a total of 415 claims had been closed leaving 367 open claims as at December 31, 2020. Of the 367 outstanding claims, 140 of them are transit related.

It is important to note that most claims are not able to be closed quickly due to the complexity of the injury and/or the litigation process. Bodily injury claims and claims that proceed through the litigation process can remain open for a number of years.

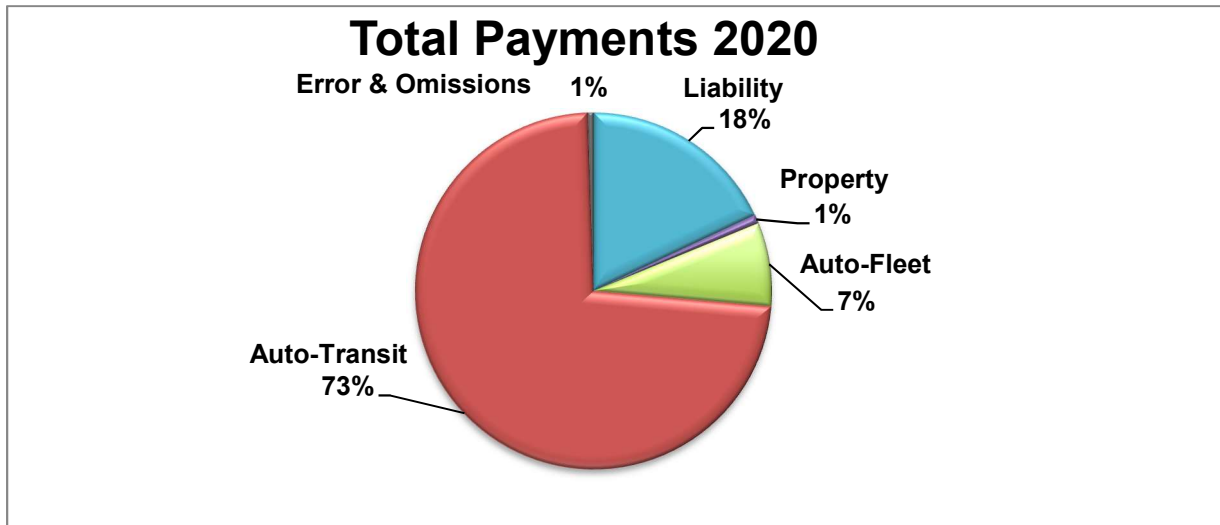




**A) Summary of 2020 Claims Expenditures:**



A total of \$4,337,200 was paid out for all 2020 claim handling expenditures, including claim settlements, legal fees and adjusting fees. We continue to maintain a \$1,000,000 deductible on all of the corporate insurance policies up to December 31, 2020. As such, the majority of our claims are below this threshold and are handled by the Risk Management and Insurance staff. A breakdown by line of coverage is provided below:



## **B) Subrogation**

The Risk Management and Insurance Section provides assistance to operating departments in the recovery of costs for damage caused to City property by third parties. These damages are not covered by the City's insurance program and this process is known as Subrogation. Since June 2016, our section has been assisting Brampton Fire in recovering service fees for motor vehicle accidents involving non-residents. Below is a summary of the recoveries made.

Files outstanding at the end of 2019	1,225
New files received in 2020	488
Files outstanding at the end of 2020	1,324
Amount recovered for Brampton in 2020	\$496,410

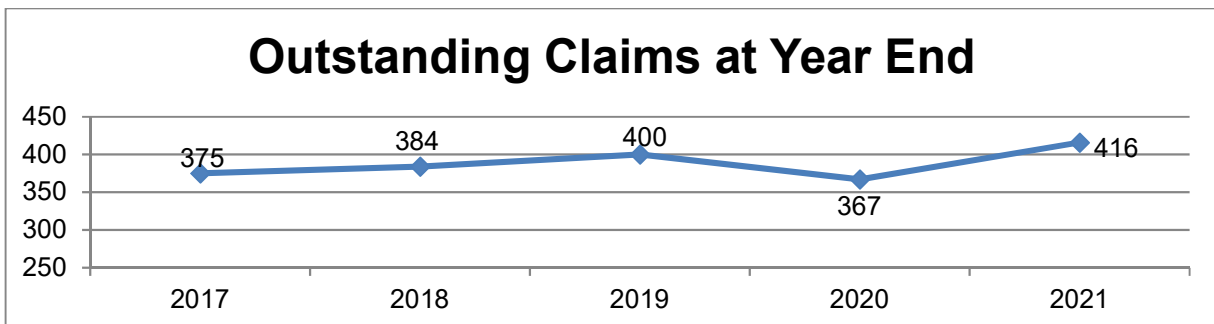
**Appendix C: 2021 Insurance Claims Activity and Payments:**

**A) Summary of Claims Activity:**

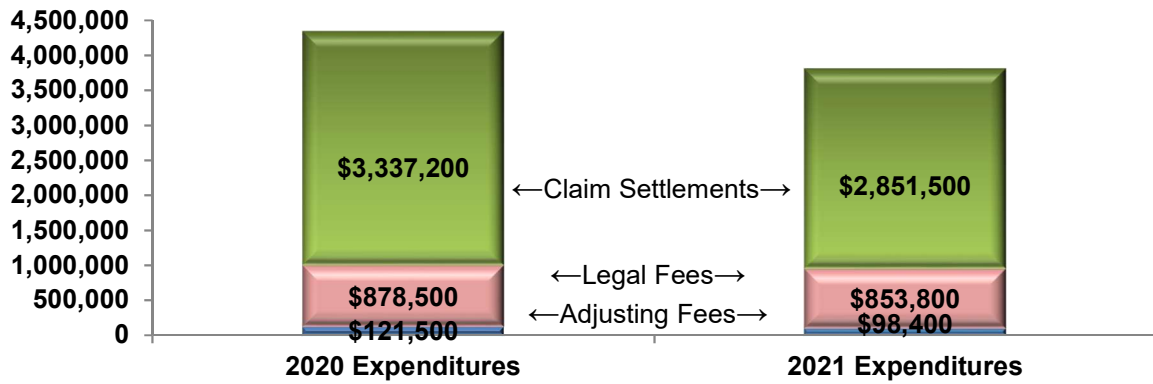


A total of 367 claims were outstanding as at December 31, 2020. During 2021, 259 new claims were received. There are 31 claims previously closed prior to December 31, 2020 but were reopened in 2021. At the end of December 2021, a total of 241 claims had been closed leaving 416 open claims as at December 31, 2021. Of the 416 outstanding claims, 143 of them are transit related.

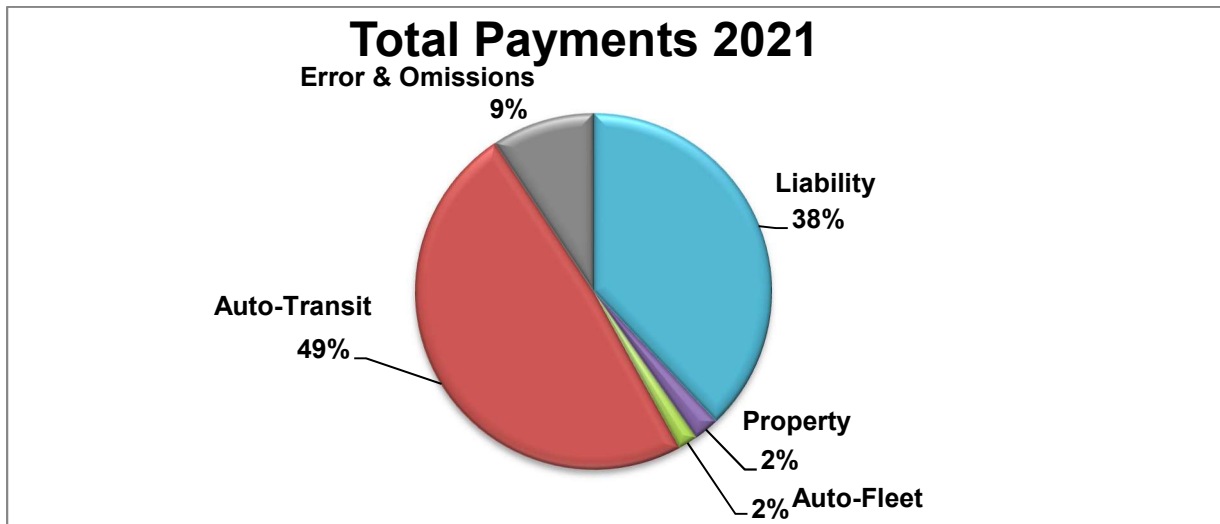
It is important to note that most claims are not able to be closed quickly due to the complexity of the injury and/or the litigation process. Bodily injury claims and claims that proceed through the litigation process can remain open for a number of years.



**B) Summary of 2021 Claims Expenditures:**



A total of \$3,803,700 was paid out for all 2021 claim handling expenditures, including claim settlements, legal fees and adjusting fees. We continue to maintain a \$1,000,000 deductible on all of the corporate insurance policies up to December 31, 2021. As such, the majority of our claims are below this threshold and are handled by the Risk Management and Insurance staff. A breakdown by line of coverage is provided below:



### **C) Subrogation**

The Risk Management and Insurance Section provides assistance to operating departments in the recovery of costs for damage caused to City property by third parties. These damages are not covered by the City's insurance program and this process is known as Subrogation. Since June 2016, our section has been assisting Brampton Fire in recovering service fees for motor vehicle accidents involving non-residents. Below is a summary of the recoveries made.

Files outstanding at the end of 2020	1,324
New files received in 2021	513
Files outstanding at the end of 2021	1,442
Amount recovered for Brampton in 2021	\$615,202



**Date:** 2023-08-22

**Subject:** **Records Retention By-law 272-2014 Housekeeping Amendments**

**Contact:** Angelique Chulan, Manager, Information Governance, City Clerk's Office

**Report Number:** Legislative Services-2023-739

**Recommendations:**

1. That the report titled **Records Retention By-Law 272-2014 Housekeeping Amendments**, dated August 22, 2023, to the Committee of Council meeting of September 20, 2023, be received; and,
2. That the Records Retention By-Law 272-2014, as amended, be further amended generally in accordance with the changes set out in Appendix A to this report.

**Overview:**

- **The City's Records Retention By-Law 272-2014, was developed to reflect current legal and regulatory requirements, best practices, and business requirements, to manage the City's records and information, and is a requirement of the *Municipal Act, 2001*.**
- **Some changes are required to enable staff to properly classify information, namely:**
  - **Description of records;**
  - **Trigger events (i.e. when a record reaches an inactive state);**
  - **Retention timeframes (increasing or decreasing timeframes resulting from business and legislative requirements);**
  - **Accountability (column added to identify division responsible for maintaining records);**
  - **Citations (legal requirements identifying retention requirements);**
  - **Addition of new series to account for new record types.**

## **Background:**

The Records and Information Management program is evolving and needs to stay relevant and up-to-date with how information is being managed as changes in technology and new processes are being put in place. Information is a valuable corporate asset and demonstrates the City's activities, policies, procedures, operations and decisions. The [Information Management Administrative Directive](#) was approved in January 2023 by the Corporate Leadership Team and provides the foundational rules on staff responsibilities as it pertains to managing information. The Records Retention By-Law identifies the business rules that governs how information is managed and how long information is to be kept. This will be a foundational document for the Information and Data Governance Program.

The current Records Retention By-Law was passed in 2021 and forms the basis for the Information Management Program, such as:

- Providing a streamlined yet comprehensive schedule which reflects the current legislative obligations, as well as the business requirements of the City of Brampton;
- Allowing for an automated retention and disposition process for electronic corporate records and information;
- Identifying and allowing for better protection of personal information;
- Facilitating eDiscovery and responses under the *Municipal Freedom of Information and Protection of Privacy Act*; and,
- Identifying and allowing for information of historical value to be captured and transferred to Peel Archives.

## **Current Situation:**

As the City currently is dispositioning physical and electronic information, modifications are required to reflect changes in legislation and those identified by various departments. The modifications capture new information that the city is responsible for maintaining. The addition of a column for Accountability ensures that the divisions are aware of which records they need to maintain and manage from creation to final disposition.

The Information Management Program continues to see the majority of managed records maintained in electronic format. The updated Records Retention By-law will allow for the ability to incorporate retention rules to various systems of information which ensures that the City is compliant with business requirements and applicable legislation.

## **Corporate Implications:**

Financial Implications: nil

Other Implications: nil

**Strategic Focus Area:**

This report directly aligns with the “Government and Leadership” strategic priority. Its focus is on corporate governance through a transparent, accountable, accessible and efficient Records and Information Management program, which supports municipal government operations and administration.

**Conclusion:**

The Records and Information Management program continues to ensure complete governance of corporate information. These proposed amendments are part of a continuous improvement plan to ensure the Records Retention By-law meets legislative requirements and the business needs of the City.

Authored by:

Angelique Chulan  
Manager, Information Governance

Reviewed by:

Janice Adshead  
Deputy Clerk, Admin Services, Information and Data Governance

Approved by:

Paul Morrison, Acting Commissioner,  
Legislative Services

Submitted by:

Marlon Kallideen,  
Chief Administrative Officer

**Attachments:**

Appendix A: Records Retention By-Law 272-2014

City of Brampton Retention and Disposition Schedule													
Primary	Title Secondary	Tertiary	Description	Class Code	Trigger Event	Retention Timeframe	Disposition	Archival Notes	Vital Records Indicator	Personal Information Bank	Accountability	Citation	Old Classification Code
Assets and Real Property Management	City Assets		Records relating to the management and inventory control for parts, materials, supplies and stock items required for the maintenance or repair of City owned assets. Includes records relating to City exterior and interior apparatuses such as flagpoles, statues, sculptures and	AA.x	Disposal of asset, or inventory record is superseded		6 Selective Archival	Archive if related to planning and construction of statues, sculptures and memorials			Common	2028	B67, F37, F38
Assets and Real Property Management	City Owned Building Files/ Reports		Includes material relating to the planning, design, construction, major repairs, alterations and demolition of City owned buildings. Also includes maps, and plans. Excludes building permits.	AB.x	Building is disposed of	Permanent	Do not Destroy/ Archive	Archive maps and plans	Yes		Building Design and Construction Integrated City Planning	2004 2055 6001 6029	B60
Assets and Real Property Management	Building Maintenance & Repairs		Includes records relating to property maintenance and repair of buildings and lands owned by the City, including noise barrier fencing and retaining walls. (includes records related to work orders, inspections, elevators, janitorial services, and roof maintenance).	AC.x	Fiscal year end		6 Confidentially Destroy				Facilities Operation and Maintenance Building Design and Construction	2113 2034 2073	B44
Assets and Real Property Management	Facilities Management		Includes records relating to the proposed use of City land and facilities; correspondence, descriptions, reports, drawings and other records dealing with the coordinating of physical space within City owned and leased buildings; and records regarding the selection, design and maintenance of owned and leased office equipment and furniture. Includes records relating to property maintenance and repair of buildings and lands owned by the City, including contracts related to various City of Brampton <del>PM and DM</del> preventative maintenance and demand maintenance service contracts for citywide facilities.	AD.x	Fiscal year end or end of contract		6 Confidentially Destroy				Facilities Operation and Maintenance Building Design and Construction	2107 2020 2050 2055 2082 3012 2063 2022 6000 6002	A40, B51, B64, B66
Assets and Real Property Management	Fleet Management		Includes records relating to the maintenance of all vehicles currently owned, operated and maintained by the City, for example Transit, Enforcement and Fire; ownership and licensing information; inspections and driver vehicle inspection reports (DVR); mobile accessory equipment used in conjunction with vehicles; maintenance and history files; work orders on equipment such as generators, pumps, snow blowers, plows, sanders, etc. and protective equipment. Includes maintenance records for all City of Brampton vehicles, including fuel and	AE.x	Disposal of asset	6 (DVR - 6 months)	Confidentially Destroy				Common	2026 2027	D12, V01, V02, V04, V15
Assets and Real Property Management	Real Property Agreement Administration	Acquisitions & Disposals	Includes records relating to the acquisition and expropriation of lands for City purposes. Also includes records related to purchase and sale of City-owned assets (lands and buildings) and property by the City.	AF.a	Disposal of asset		10 Confidentially Destroy		Yes		Realty Services	2093 2040 2063 2107 2054 6000 6002 6003	L14, L15
Assets and Real Property Management	Real Property Agreement Administration	Property Agreements	Includes material relating to information from landowners about surplus and available land; the management of properties owned by the city that are leased out; contracts and rental agreements / leases for buildings and lands within the City; life cycle management of City.	AF.b	Expiry of agreement or renewal period, or superseded/obsolete		6 Confidentially Destroy		Yes		Realty Services City Clerk	6000 6010	L09, L16, B50, X03
Assets and Real Property Management	Real Property Agreement Administration	Easements, Deeds and Encroachments	Includes records relating to easements, quick claim deeds, and use of City property without permission.	AF.c	Expiry of agreement		6 Confidentially Destroy		Yes	Yes	Realty Services	6000 6002	B30, L12, L19
Assets and Real Property Management	Uniforms and Clothing		Includes records related to uniforms and special clothing used by municipal staff members, such as firefighters' clothing and safety clothing used by utilities operators.	AG.x	Superseded		6 Confidentially Destroy				Common		n/a
Business & Administrative Services	Government Relations		Includes material on Federal, Provincial, Regional and Municipal Government matters of interest to the City of Brampton.	BA.x	Fiscal year end or superseded		6 Selective Archival	Archive materials documenting relationships with other levels of government (i.e. correspondence,			Office of the CAO		G60, G65, G70, G75
Business & Administrative Services	Boards & Working Committees		Includes records relating to the activities of staff committees, task forces, and staff meetings; notices of meetings, agendas, minutes, etc.; copies of staff activity reports; information relating to cross-functional teams, Boards and	BB.x	Fiscal year end or superseded		6 Selective Archival	Archive agendas and minutes, excluding staff meetings	Yes	Yes	City Clerk Common		A20, A22, G10, G15, G20, G21, G22, G25
Business & Administrative Services	Vital Statistics		Includes registers of births, deaths and marriages; land use surveys.	BC.x	Last Administrative Use	Permanent	Do not Destroy / Archive	Archive all information	Yes	Yes	City Clerk Integrated City Planning		G95
Business & Administrative Services	Information Management	Transitory Records	Records of temporary usefulness that are only required for the completion of routine actions. Includes material in electronic format (email, instant messages), voice messages, and paper form which may include items such as 3rd party publications (i.e.) periodicals, brochures, printed literature, vendor profiles, conferences, conventions, seminars, workshops and special functions; information kits, presentation handouts; professional associations, clubs, societies; broadly distributed materials (such as e-mails, manuals, directives, bulletins and guidelines)	BD.a	N/A		2 Confidentially Destroy				Common		6006 A04
Business & Administrative Services	Information Management	Reference Materials	Includes records relating to material gathered and used for reference purposes only. Does not qualify as an official record.	BD.b	N/A	Only as long as required to meet business needs	Confidentially Destroy				Common		P05
Business & Administrative Services	Information Management	Certificate of Destruction	Includes material relating to the certificates of destructions under the Corporate Records Management Program.	BD.c	Fiscal year end		10 Confidentially Destroy				City Clerk		2062 A36
Business & Administrative Services	Information Management	Web Publishing	Includes snapshots of website content and copies of web pages created by the municipality for general public use. Includes information on social media sites such as Facebook and Twitter.	BD.d	Superseded		1 Confidentially Destroy				Common		n/a

City of Brampton Retention and Disposition Schedule													
Primary	Title Secondary	Tertiary	Description	Class Code	Trigger Event	Retention Timeframe	Disposition	Archival Notes	Vital Records Indicator	Personal Information Bank	Accountability	Citation	Old Classification Code
Business & Administrative Services	Information Management	Records Management	Includes material relating to the creation, implementation and ongoing maintenance of the Corporate Records Management Program; records associated with the design, production, review and request of forms; and records regarding services provided by courier, mail and postage firms, inter office mail, internal printing etc.	BD.e	Fiscal year-end or superseded		Confidentially Destroy					6604	A33, A35, A41
Business & Administrative Services	Community Records & Statistics		Includes records relating to statistical information, demographic and otherwise, which is used for planning purposes. May include census information, land use surveys, inventories, employment/unemployment trends, composition of the workforce, social statistics, etc.; and	BE.x	Last Administrative Use	Permanent-6	Selective Archival De-Ne Destroy, Archive	Archive statistical information Archive all information	Yes	Yes	Common		695, P30
Business & Administrative Services	Program & Project Management		Program Management includes the day to day management of corporate and department programs. Project Management includes project planning, administration, audits, project charters, terms	BF.x	Last administrative use or project end date		Confidentially Destroy			Yes	Common	6014 6015	A02, A50
Business & Administrative Services	Elections Management	Election Administration	Includes material relating to the assignment of wards and boundaries within the City of Brampton, including petitions to change wards and all related information. Includes working files and papers for all municipal elections and by-elections; documents and materials related to an election or by-election, including such as nomination papers and D.R.O. Statements; campaign finance, voter lists; and documents and materials related to contracted certificates, final statements, and related documents.	BG.a	Date of declaration of official election results		Selective Archival	Archive files documenting new ward boundaries, nomination papers and voter lists	Yes	Yes	City Clerk	2119	G51, G54, G53
Business & Administrative Services	Elections Management	Ballots and Voting Location Documents	Includes all election ballots, voters' lists, applications to amend the voters' list, voted proxy certificates, final statements, and related documents.	BG.b	Date of declaration of official election results	120 days	Confidentially Destroy				City Clerk	2119	G52, G50
Business & Administrative Services	Elections Management	Results/ Declaration of Office	Includes the election results and the declaration of office.	BG.c	Date of declaration of official election results	Permanent	Do not Destroy		Yes		City Clerk	2119	G50, 659
Business & Administrative Services	Elections Management	Election Campaign Finance	Includes financial statements and audit reports.	BG.d	Election Year	4	Confidentially Destroy				City Clerk	2119	G51
Business & Administrative Services	Council & Standing Committees	Council & Standing Committees (General)	Includes records relating to the functioning and administrative aspects of Council.	BH.a	Fiscal Year End	15 (agendas, minutes and decisions); 8 (Council and Committee video recordings)	Selective Archival	Archive agendas, minutes and decisions			City Clerk	2101 3010 3007 3002 2063 2046 2102 2011 2062	G20
Business & Administrative Services	Council & Standing Committees	Consent Applications and Committee of Adjustment	Includes records relating to the processing of Consent Applications and severances. Records may include agendas, minutes and decisions for the Land Division Committee and the Committee of Adjustment. May include records relating to charges imposed with respect to the C of A Application process.	BH.b	Date of Decision Made	15 (General and comment files); Permanent (Decisions and Minutes)	Do not Destroy / Archive	Archive all information	Yes		City Clerk Development Services and Design		F87, F88, G31, G32
Business & Administrative Services	Council & Standing Committees	Council & Standing Committees (Meeting Documentation)	Includes records included in the agendas, resolutions, and minutes for Council Meetings, and ad hoc & sub-committees of Council Meetings. Records may include Brampton Heritage Board materials, and closed session files.	BH.c	Fiscal Year End	Permanent (General); 4 (Administrative Records Files)	Do not Destroy; Confidentially Destroy		Yes	Yes	City Clerk		G20, G21, G22, G23, G24, G25, G26, G33
Business & Administrative Services	Council & Standing Committees	Mayoral Decisions and Directives	Includes records documenting decisions, approvals, associated deliberations and directives to City staff issued by the Mayor.	BH.d	Fiscal Year End	Permanent	Do not Destroy	Yes			City Clerk	2120 2121	
Business & Administrative Services	Parking Administration		Includes Certificate Requesting Plate Denial (CRPD) signed and filed with Defaulted Fines Control Centre (DFCC); supporting documents and requests for the lifting of parking fines from the Ministry of Transportation computer; documentation substantiating the cancellation of	BI.x	Last Administrative Use		Confidentially Destroy			Yes	Enforcement Court Administration		L33, L34, L85, L91, L92
Business & Administrative Services	Licensing & Permits		Includes information relating to the licensing of lodging houses; stationary businesses; Lottery Schemes; Trades/Contractors/ Driving School Owners/Instructors; Tow Truck Plate Owners and Drivers; Taxi Plate Owners and Drivers; Permits; Licence Appeals; Refreshment Vehicles; Social & Special Event Permits; Body Rub Parlour; Marriage Licence Applications; death registration and fill permits, and records related to the right-of-way, such as Road Occupancy & Access Permits (ROA) etc. Also includes complaints received. Includes building permit applications and	BJ.x	Last Administrative Use	6 (General); 15 (Animal); Permanent (Building Permits)	Selective Archival	Archive building permits and plans	Yes	Yes	Common	2055 2004	B11, B12, B13, B15, B17 F90, G96, S40, W10, W20, W25, W89, W90, W91, W92, W93, W94, W95, W96, W97,
Business & Administrative Services	Multi-Lingual Services		Includes records relating to the Multilingual Services Program provided by the City	BL.x	Fiscal Year End		Confidentially Destroy						A05



City of Brampton Retention and Disposition Schedule													
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Business & Administrative Services	IT Infrastructure Management	Information and Data Backups	Includes on-premise and cloud based applications.	BL.a	Superseded or obsolete		Confidentially Destroy		Yes	Yes	Information Technology		
Business & Administrative Services	IT Infrastructure Management	IT Infrastructure	Includes records regarding the acquisition, installation, maintenance, operation and use of computers and peripheral hardware as well as records relating to network hardware and communication lines; also includes records related to the support of software either purchased or developed by the City. Includes network software, internet and intranet, and software	BL.x	Superseded or obsolete Fiscal Year End	<del>to (System Backups - email, SharePoint, etc.); 7 years from end of fiscal year.</del>	Confidentially Destroy		Yes		Information Technology		A46, A47
Business & Administrative Services	Telecommunications Administration		Includes records regarding the installation, maintenance, operation and use of telecommunication systems, e.g., voice messaging, fax, telephone, pagers, cell phones and other electronic communication devices.	BM.x	Superseded		Confidentially Destroy				Information Technology		A42
Business & Administrative Services	Systems Development		Includes records regarding the development of information systems projects, system development methodologies and system architecture.	BN.x	Architecture: Superseded or obsolete; Working Files: Fiscal Year End		Confidentially Destroy		Yes		Information Technology		A48
Business & Administrative Services	Customer Service Requests		Includes records regarding responses to complaints or service requests. Excludes Road Maintenance and Operations requests, see Traffic and Roadway Administration (General). IA, b	BO.x	Last Administrative Use		Confidentially Destroy			Yes	Common		n/a
Business & Administrative Services	Training Materials Development		Includes records related to the development of physical and electronic training and awareness programs.	BP.x	Superseded or obsolete		Confidentially Destroy			Yes	Common		H70
Communications & Public Affairs	Artwork, Visual Identity and Insignia		Includes records regarding the standards, which apply to graphic designs in the interest of establishing a Visual Identity Program. Includes logo and letterhead design, signage, vehicle identification, etc.; includes records regarding corporation insignia and seals of office; and material relating to artwork, research and distribution of print media in relation to programs, projects	CA.x	Superseded or obsolete		Selective Archival	Archive logos, Letterhead design, corporation insignia and seals of office			Strategic Communications, Tourism and Events Brampton Transit	1014 1033 2028	M06, M60
Communications & Public Affairs	Corporate Events		Includes material relating to the information, organization and hosting of special events held by the City of Brampton. (I.e.: Brampton Day). Records may include presentations; awards;	CB.x	Fiscal Year End		Confidentially Destroy			Yes	Common	2013 6015	M03, M42
Communications & Public Affairs	Internal Communications	Instant Messaging (Chat)	Any instant messaging as part of a collaboration software used for routine communication. This includes MS Teams Chat such as one-on-one chats, group chats and meeting chats.  (Excludes chats within MS Channels)	CC.a	Date Created	30 days	Confidentially Destroy				Common		
Communications & Public Affairs	Internal Communications	Internal Communications	Includes media monitoring and clippings from newspapers, information from journals and other printed media; background notes, draft and final versions of news releases issued; <del>records relating to Public Relations Office service requests; and typed manuscripts, printed copies and-</del>	CC.x	Fiscal Year End		Selective Archival	Archive final released communications			Common	6025	M50, M51, M54
Communications & Public Affairs	Community Relations		Includes records regarding general complaints and commendations and inquiries about Council proceedings and congratulatory letters; material relating to projects initiated by the Brampton Fire Department to promote public awareness of fire safety and prevention; and general records relating to requests by production/movie companies to film movies, commercials,	CD.x	Fiscal Year End		Confidentially Destroy			Yes	Common	6000	D20, D45, M04, M30, M40, M44, M48, M52, M53
Communications & Public Affairs	Economic Development		Includes material relating to Business Improvement Areas; Community Improvements; Business Profiles; Partnerships and Alliances; Economic Research; and the Small Business and Enterprise	CE.x	Fiscal Year End		Confidentially Destroy				Economic Development		M11, M12, M14, M15, M38, M39,
Communications & Public Affairs	Tourism Development		Includes records relating to the promotion of tourism in the City of Brampton. May include material related to cultural fairs, festival, parades	CF.x	Fiscal Year End		Confidentially Destroy				Strategic Communications, Tourism and Events		M41, M49
Communications & Public Affairs	Sales & Promotion Management		Includes material relating to marketing and promoting the City of Brampton as an ideal location for businesses, services, residential development, etc. Also includes material relating to the marketing of City services such as Brampton Transit and Recreational Facilities. May also	CG.x	Last Administrative Use		Confidentially Destroy				Common		M09, M10
Community and Social Services	Animal Services		Includes material relating to strays, medical and euthanasia records; day-to-day shelter operations; adoption records (including microchip); investigations, non-domestic animals ; and	DA.x	Fiscal Year End		Confidentially Destroy			Yes	Animal Services		S05, S09, S10, S15, S35, S45
Community and Social Services	Parks, Recreation and Culture		Includes records relating to the various facilities and programs offered by the City of Brampton, including theaters; libraries; information centers; museums; art galleries; cultural centers; community sports organizations; community organizations; facility bookings; arenas; fitness centers; recreational programs; golf courses; campgrounds; and waterparks.  May also include records relating to the management, operation and maintenance of recreational facilities. Also include Active Assist program records.	DB.x	Fiscal Year End		Selective Archival	Archive recreation guides		Yes	Recreation Cultural Services	2107 2050 2055 3012 2063 2022 6000 6002	C15, C16, C30, C31, C32, R05, R21, R40, R41, R42, R43, R44, R45, R46, R47, R48, R49, R50, R51

City of Brampton Retention and Disposition Schedule

Primary	Title Secondary	Tertiary	Description	Class Code	Trigger Event	Retention Timeframe	Disposition	Archival Notes	Vital Records Indicator	Personal Information Bank	Accountability	Citation	Old Classification Code
Community and Social Services	Social Services		Includes records relating to housing issues including housing costs, housing categories, government housing programs and the problems surrounding the homeless; records relating to health care centres, nursing homes, and other health care issues including non-smoking and/or smoke free areas, etc. in the municipality; and records relating to social service agencies for children, youth, adult and seniors, i.e. day care, home care, services to the handicapped, Children's Aid Society.	DC.x	Fiscal Year End		5 Selective Archival	Archive information related to government housing programs, nursing homes, health care centers, and social service agencies			Office of the CAO Integrated City Planning	2040 2057 2089 2090 2090 2050 2086 2088 2097 2017 2107 2050 2055 2012 2063 2022 2111 2014 2109 2014 2008 2046 2048 2006 2007 2006 2021 2045 2024 ----	C20, C21, C50, C51,
Community and Social Services	Educational Institutions		Includes material relating to information and correspondence with the Peel Board of Education the Dufferin Peel Roman Catholic Separate School Board as well as colleges and universities.	DD.x	Last Administrative Use		6 Confidentially Destroy				Common	----	C25

City of Brampton Retention and Disposition Schedule													
Primary	Title Secondary	Tertiary	Description	Class Code	Trigger Event	Retention Timeframe	Disposition	Archival Notes	Vital Records Indicator	Personal Information Bank	Accountability	Citation	Old Classification Code
Financial Management	Tax Management	General Tax Administration	<del>Includes records relating to tax sales; tax records;</del> Includes records relating to tax levies paid to the Region of Peel and to school boards; tax records; taxes paid; tax arrears; assessment appeals; tax rates, etc.	EA.a	Fiscal Year End		Confidentially Destroy		Yes	Yes	Finance	6010 6012 2042 2043 1022 1030 2028 1035 2003	F92, F99, F94, F96, F97, F98, F99
Financial Management	Tax Management	Property Tax	Includes records related to assessment rolls and tax collector's roll. Includes Supplementary Assessment Paper Rolls. <del>Also includes records relating to tax sales.</del>	EA.b	Fiscal Year End	Permanent	Do not Destroy		Yes	Yes	Finance		F70, F71, F93
Financial Management	Insurance Administration	Case Files	Includes records related to accidents, incidents, case files, insurance claims, etc.	EB.a	Case Closed	6 (General), 25 (Minors), 30 ( <del>Monthly-Challenged</del> ) (Cognitive Disabilities)	Confidentially Destroy		Yes	Yes	Insurance and Risk Management	2052 2055 6013 5018	A24, A25, A28, A29, T40, V05
Financial Management	Insurance Administration	Insurance Policies/Certificates	Includes records relating to the City's Insurance Coverage affecting liability. Records may include policies and amendments.	EB.b	Expiration of the Policy		50 Confidentially Destroy				Insurance and Risk Management		A27
Financial Management	Accounts Payable Administration		Includes material relating to bills received as a demand for payment for goods and services purchased as well as supporting documentation such as invoices, purchase orders, directives,	EC.x	Last Administrative Use		7 Confidentially Destroy		Yes	Yes	Finance	6010 2060	F10, F11, F23, F24, F40, F41, F80
Financial Management	Accounts Receivable Administration		Includes all fees and revenue used to record financial transactions between the institution and customers. Records may include Cash In Lieu, cash receipts, revenue reports, invoices issued, invoices written off and supporting documentation.	ED.x	Fiscal Year End		6 Confidentially Destroy		Yes	Yes	Finance	6012 6013 1030	F15, F16, F22, F55, F56, L13
<del>Financial Management</del>	<del>City Owned Parking Garage - Spitter-Ticket</del>		<del>Includes City Owned Parking Garage - Spitter-Ticket</del>	<del>EE.x</del>	<del>Date Produced</del>	<del>6 months</del>	<del>Confidentially Destroy</del>						<del>F47</del>
Financial Management	Ledger Management	General Transaction Administration	Includes forms prepared by the Bank and sent to the depositor to show a record of all transactions taken place in the bank account (Current, Capital, Operating, Payroll and Tax, etc.). Includes bank statements, debit and credit card statements, debit and credit memos and	EF.a	Fiscal Year End		6 Confidentially Destroy	Yes	Yes	Yes	Finance	2063 2055 1030	F20, F21, F45, F56
Financial Management	Ledger Management	Ledger Administration	Records of all accounts maintained annually. Includes records of all transactions (including payroll records) that are recorded in a Journal before being posted to the General Ledger and any General Ledger account analysis.	EF.b	Fiscal Year End	Permanent	Do not Destroy		Yes		Finance	1001 2047 2050 2061 2014 2021 2066 1031 1030 6010 1030	F55, F58, F59
Financial Management	Procurement Management		Includes material relating to purchasing through the securing of tenders, and proposals. Includes Requests for Proposals (RFP), contracts, and correspondence with vendors, suppliers of	EG.x	Fiscal Year End, or expiry of contract plus warranty period		6 Confidentially Destroy				Purchasing	3011 1030	A43, F81, F82
Financial Management	Forecasting and Budgeting		Includes records related to grants, budgets, reserves, trust funds, Canada Savings Bonds, investments and capital projects. Also includes the Snow Removal Subsidy Program records.	EH.x	Fiscal Year End or last administrative use		6 Confidentially Destroy		Yes	Yes	Finance	3003 2104 1030 6010 6011 2019 2048 1002 2055 2096 2060 2063	F12, F13, F28, F48, F25, F57, F60, F64, F65, F66
Financial Management	Payroll Processing		Includes transactional payroll records, payroll reconciliations, payroll remittances, payroll retro-payments, payroll banking remittances and statements, payroll cheque requisitions, off-cycle payment, year-end processing, T4 slips, T4A slips, T4ANR Slips. To be used by the Payroll	EJ.x	Fiscal Year End		6 Confidentially Destroy			Yes	Finance		F54
Financial Management	Provincial Offences Write-offs		RICO 2218 Monthly Write-off Audit Report RICO 3041 Final Write-off Report Part 1 Certificates of Offence and Part III informations <del>Non-parking Administrative Monetary Penalty System (AMPS) write-offs</del>	EJ.x	Fiscal Year End		37 Confidentially Destroy				Finance Court Administration	2118	
Human Resource Management	Individual Employee Administration	Employee Records	Includes records related to salary administration, benefits, service recognition, ergonomic assessments, proof of training completed, and job evaluations, etc.	FA.a	Termination of Employment	30 (general); 2 (Disciplinary Letter); 75 (Firefighters)	Confidentially Destroy		Yes	Yes	Human Resources	1030 1021 2029 2055 6025 2050 2083 2063	H20, H23, H26, H28, H29, H31, H61, H62, V30

City of Brampton Retention and Disposition Schedule													
Primary	Title Secondary	Tertiary	Description	Class Code	Trigger Event	Retention Timeframe	Disposition	Archival Notes	Vital Records Indicator	Personal Information Bank	Accountability	Citation	Old Classification Code
Human Resource Management	Individual Employee Administration	Timesheets	Includes timesheets and time entries.	FA.b	Fiscal Year End		Confidentially Destroy		Yes	Yes	Finance	2029 1021 1011 1035 1030 2116 2105 2117 1035 6023	F50
Human Resource Management	Individual Employee Administration	Pension Records	Includes records relating to OMERS, including remittance, statutory forms and employee pension data and government annuities. Includes payroll register and summary.	FA.c	Termination of Employment		Confidentially Destroy			Yes	Finance	1011	F47, H21
Human Resource Management	Labour Relations	Employee Relations/ Grievances	Includes records on the administration of contracts, agreements and interpretations, grievances forms, memos, and correspondence, supporting documentation, arbitrations and includes actual copy of agreement between municipal officials and unions. Also includes correspondence and collective bargaining issues between labour and management. May also include collective bargaining, correspondence, negotiations, amendment records and	FB.a	Last Administrative Use		Confidentially Destroy			Yes	Human Resources		H40, H41
Human Resource Management	Labour Relations	Collective Bargaining		FB.b	Superseded or obsolete		Selective Archival	Archive Final Agreements	Yes		Human Resources	2054 6021 6022	H42, X05
Human Resource Management	Health, Safety and Wellness		Includes records related to healthy workplace program, occupational health and safety training etc.	FC.x	Resolution of issue/ assessment/ or investigation; Program is discontinued	10 (General; 40 (Hazardous Materials)	Confidentially Destroy			Yes	Human Resources	2073 2071 2079 2084 2068 2008 2080 2070 2072 2076	H49, H50, H51
Human Resource Management	Disability Management		Includes records related to Workplace Safety Insurance Board (including claims), disability management, and employee medical files.	FD.x	Employment is terminated	45 (general employees);	Confidentially Destroy			Yes	Human Resources	5017 6019	H22, H27, H30, H32
Human Resource Management	Staffing and Recruitment		Includes records relating to recruitment and job posting, job descriptions, volunteer administration, organizational structure, rates of pay by group, and position names, etc.	FE.x	Superseded or obsolete	2 (recruitment files); 20 (organizational chart)	Selective Archival	Archive Organizational Structure diagrams		Yes	Common		6017 H55, H60, H65, H67
Legal, Compliance & Security Management	By-Law Administration and Enforcement	By-Law Administration and Enforcement (General)	Includes records relating to infractions of by-laws, their prosecution, appeals and the follow-up of these cases. Includes records related to traffic, property standards, zoning, fire protection and prevention, licensing, parking, Police Laird Matters, animal control, by-law enforcement, complaints, occurrence logs, noise, signage, building codes, zoning and fill by-laws. Records may also include provincial offences.	GA.a	Payment made, or case closed	6 (general); 8 (provincial offence with charges); 3 (provincial offence without charges)	Confidentially Destroy			Yes	Common	2055 2046 2014 3002 3010 2102 2101	E06, E07, E12, L20, L21, L22, L23, L24, L25, L26, L27, L28, L29, L30, L31, L32, P42, S25
Legal, Compliance & Security Management	By-Law Administration and Enforcement	Complaints - Orders to Satisfy Comply	Includes records relating to building complaints and orders to comply.	GA.b	Resolution of the Order		Confidentially Destroy			Yes	Building Enforcement and By-Law Services		B14
Legal, Compliance & Security Management	Legal Affairs	Dispute Resolution, Litigation & Safekeeping	Records resulting from the provision of litigation services and support before, during, and after a trial or hearing, including threatened litigations and the Brampton Appeals Tribunal (BAT).  Records may include legal briefs, statements of claim, statements of defense, legal memoranda, court submissions and hearing packages, related general agreements and correspondence.	GB.a	Issue is Resolved and Further Appeal is Barred	Permanent	Do not Destroy/ Archive	Archive precedent setting case files	Yes	Yes	Legal Services City Clerk	6016 2054	L61, X00
Legal, Compliance & Security Management	Legal Affairs	Legal Advisory	Includes material of a general or administrative nature on legal matters between the City of Brampton and individuals, institutions, or groups of companies. Includes records related to criminal prosecution notification (marijuana grow operation); and provincial offences; the provision of expertise regarding legal matters, i.e. legal advice and opinions. Records may include research documentation, communications, analyses, reports, briefs, or related supporting documentation.	GB.b	Fiscal Year End	15 3 (Court Dockets); 6 (Reporter's records)	Confidentially Destroy; Reporter's records: Archival			Yes	Legal Services Court Administration	2054; 2118	E05, L05, L17, L60, L11
Legal, Compliance & Security Management	Legal Affairs	Ontario Municipal Board Case Files	Includes legal correspondence and background material for O.M.B. case files and other tribunals. May include applications, notices of appeal, OMB orders and notices, pleadings, case law, reports, correspondence and decision. <del>This record series can only be used by Legal.</del>	GB.c	Last Administrative Use	10 (Case Files); 25 (Non by-law Orders and Decisions); Permanent (By-law Orders and Decisions)	Confidentially Destroy; Do not Destroy	Archive precedent setting case files	Yes		Legal Services		L08
Legal, Compliance & Security Management	Legal Affairs	Inquests	Includes records relating to coroners' inquests. <del>This record series can only be used by Legal.</del>	GB.d	Last Administrative Use		Confidentially Destroy			Yes	Legal Services		L18
Legal, Compliance & Security Management	Legal Affairs	Development Law	Includes records relating to the approval process for plans of subdivisions and rezoning. Records may include draft plan approval comments of proposed residential subdivisions, commercial, institutional, industrial use and applications to amend the official plan and zoning by-laws as it pertains to transportation and roads; proposed plans for subdivision and the circulation of by-laws affecting the development; development application and reports; and	GB.e	Last Administrative Use		Selective Archival	Archive proposed plans for subdivision development applications and reports	Yes		Legal Services		P09, P12, P13, P15, P90

City of Brampton Retention and Disposition Schedule													
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Legal, Compliance & Security Management	Legal Affairs	Easements, Deeds and Encroachments	Includes records relating to easements, quick claim deeds, and use of City property without permission. <i>This record series can only be used by Legal.</i>	GB.f	Completion of Registration	10	Confidentially Destroy		Yes	Yes	Legal Services	3005 2102 2101 3001	L12, L16, L19
Legal, Compliance & Security Management	Legal Affairs	Real Estate Acquisitions and Dispositions	Includes records relating to the acquisition, expropriation, purchase sale of City owned land, buildings and property by the City. <i>This record series can only be used by Legal.</i>	GB.g	Disposal of asset	20	Confidentially Destroy		Yes		Legal Services		L14, L15, X01, X02
Legal, Compliance & Security Management	Legal Affairs	Provincial Offences Search Warrants	Records used to obtain and execute search warrants.	GB.h	End of Fiscal Year	40	Archival				Court Administration	2118	
Legal, Compliance & Security Management	Legislative Compliance Administration		Records resulting from the tracking and reporting of compliance requirements (e.g. human rights, employment equity, pay equity, accessibility, workplace harassment, Integrity Commissioner, Ombudsman, Lobbyist and Gift Registry, etc.). Includes records relating to requests for access to information under the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA). Case files include records of mediation, written representation to the Information and Privacy Commission (IPC) on appeal and Orders received. Records may include case management tracking documents, submissions to oversight authorities, and investigation reports with supporting documentation. The records for delivery of services through compliance programs should be classified according to the purpose of the program.	GC.x	Last Administrative Use	5	Selective Archival	Archive significant reports		Yes	Common	2101 6020 6024 6018 2055 2063 6004 5016 6005 2064	A16, A17, A21, H35, H63, L01, L03
Legal, Compliance & Security Management	Bylaws, Policy and Procedures Administration		Records resulting from development, acceptance and issuance of policies that govern the processes of the organization and how it conducts its business internally. Policies govern the conduct of internal business according to defined principles and standards. Records may include approved policies, consultation documentation and related correspondence. Also	GD.x	Superseded or Obsolete	Permanent (Bylaws, Policies and procedures) 3 years (working files)	Do not Destroy; Confidentially Destroy		Yes		Common	6004	A01, H10
Legal, Compliance & Security Management	Audit Administration	Internal Audit	Includes records relating to the internal audits, consulting engagements and risk assessments. Includes Fraud and Waste reports and investigations.  <i>Note: Internal Audit may maintain records until the audit is repeated, which may on occasion exceed the 7 year retention timeframe</i>	GE.a	Issuance of audit report or final communication to client	7	Confidentially Destroy			Yes	Internal Audit	2063 2066 2046 2050 6014 6015	A05
Legal, Compliance & Security Management	Audit Administration	External Audit	Includes records relating to the administration of final audits.	GE.b	Completion of Audit	8	Confidentially Destroy				Common	2063 2066 2046 2050 6030	F18
Legal, Compliance & Security Management	Business Continuity Planning		Includes records relating to Disaster Recovery and Emergency Planning including plans made for potential loss of City services during unforeseeable events such as fires, terrorism and theft etc.; protection of services and vital records along with computer backup and recovery tapes and staff contacts; and emergency and disaster planning for the City of Brampton.	GF.x	Superseded or obsolete	5	Selective Archival	Archive emergency and disaster planning material	Yes	Yes	Fire and Emergency Services Information Technology Facilities Operations and Maintenance		A30, D50
Legal, Compliance & Security Management	Incident/ Accident Reports		Includes incident reports and reports of accidents that occur at municipal properties. Including vandalism reports.	GG.x	Fiscal Year End	23	Selective Archival	Business Continuity Incidents.		Yes	Common		A24
Legal, Compliance & Security Management	Security Administration	Security Administration (General)	Includes investigation, requests, logs, Request for access, and other records regarding the security and safety of offices / facilities, buildings, properties public / citizens and employees such as security passes and control of keys. Records include Management Tracking Document, Statistical Data, Operational Logs, Operational Briefs, Tour of Duty's, Runsheets, Requests and Operational Resource Assignments. Records include electronic Incident Report files and associated attachments (i.e. links, pictures). Records also include all digitally created Security	GH.a	Superseded or obsolete; Incident investigation is complete; Date of Record Retrieval from Original Source	8	Confidentially Destroy			Yes	Facilities Operation and Maintenance	6008 2052 2089 2098 2085 2055	A06, B55
Legal, Compliance & Security Management	Security Administration	Security Systems Management (General)	Records include software and system active database and archival database files. Access Control logs are limited by software at 365 days (1 Year), with active and archival files being held for a period up to 2 years. Applicable software and systems include CCTV Administration (not CCTV)	GH.b	Superseded or Obsolete	1-2 Years (See Description)	Confidentially Destroy		Yes	Yes	Facilities Operation and Maintenance		n/a
Legal, Compliance & Security Management	Security Administration	Security CCTV Recording - Public Conveyance	Records include digitally created Security Closed Circuit Television Video (CCTV) video files or audio from public conveyance/ vehicle assets. Records may also contain supporting physical material and/or evidence related to the incident. <i>Records may include videos, photographs and complaints from the public without images present.</i>	GH.c	Date of recording	72 Hours: No incident reported; 1 year: If incident is reported; 2 years: After investigation is complete	Confidentially Destroy			Yes	Facilities Operation and Maintenance		A08
Legal, Compliance & Security Management	Security Administration	Security CCTV Recording - Property / Asset	Records include digitally created Closed Circuit Television Video (CCTV) Security video files or audio from physical structure assets.	GH.d	Date of recording	31 days No incident reported; 1 year: If incident is reported; 2 years: After investigation is complete	Confidentially Destroy			Yes	Facilities Operation and Maintenance	2055 2052	A07
Natural Resources, Environment & Conservation	Environmental Monitoring and Control	Environmental Planning	Includes correspondence, descriptions, environmental assessments (EA), reports and other records dealing with the Environmental Master Plan. Records may include hazardous materials.	HA.a	Last Administrative Use	20	Selective Archival	Archive reports regarding the Environmental Master Plan	Yes		Environment and Development Engineering	2000 2032 6000 6003 1034	N01, N02, N09



City of Brampton Retention and Disposition Schedule													
Primary	Title Secondary	Tertiary	Description	Class Code	Trigger Event	Retention Timeframe	Disposition	Archival Notes	Vital Records Indicator	Personal Information Bank	Accountability	Citation	Old Classification Code
Natural Resources, Environment & Conservation	Environmental Monitoring and Control	Natural Resource Planning	Includes general records relating to environment and natural resources. Includes records related to water quality and waste management.	HA.b	Fiscal year end	10	Confidentially Destroy		Yes		Environment and Development Engineering	2036 2058 2033 2034 2035	N08, N20, P14
Natural Resources, Environment & Conservation	Environmental Monitoring and Control	Environmental Monitoring and Control (General)	Includes material relating to weather monitoring, natural resources, noise control, pollution and any other environmental concerns.	HA.c	Fiscal year end	6	Confidentially Destroy				Environment and Development Engineering		N05, N07
Natural Resources, Environment & Conservation	Environmental Monitoring and Control	Air Control	Includes material relating air pollution and control	HA.d	Fiscal year end	8	Confidentially Destroy				Environment and Development Engineering		N06
Natural Resources, Environment & Conservation	Waterworks Administration		Includes records relating to storm sewers, sanitary sewers, water courses, grading, drainage, waterways, surface and subsurface contamination and testing.	HB.x	Fiscal year end	15 (General); Permanent (specifications)	Confidentially Destroy; Do not Destroy				Environment and Development Engineering	3016 3019 2000 2032 2094 2038 3017 2093 2041	N10, N11, N12, N13, N30, T07
Natural Resources, Environment & Conservation	Conservation Administration		Includes records relating to the Toronto Region Conservation Authority, Credit Valley Conservation; and Energy Conservation within Brampton.	HD.x	Completion of project or report	7	Confidentially Destroy				Environment and Development Engineering	2000 2032	N18, N40, N41, N42
Natural Resources, Environment & Conservation	Heritage Designations		Includes records regarding heritage and historical development including designation of buildings and districts and cemeteries.	HE.x	Approval of heritage status.	Permanent	Do not Destroy/ Archive	Archive inventory and designation files	Yes		Integrated City Planning		P60
Natural Resources, Environment & Conservation	Environmental Maintenance		Includes records dealing with the ground management and maintenance of municipal parks, trees and forestry areas. May include working copies of maps, plans, spraying, pruning, planting etc. Also includes Playground Inspections.	HF.x	Fiscal year end	5; Playground Inspections (Life of Asset)	Selective Archival	Archive maps and plans			Parks Maintenance and Forestry	2000 2032	R20, R22
Operations Management	Traffic and Roadway Administration	Major Road Construction and Design	<del>Major Road Construction under Capital Construction Section. Includes material relating to the planning, design, construction and reconstruction of roads within the City of Brampton.</del> Major Road Construction under Capital Construction Section. Includes material relating to the planning, design, construction and reconstruction of roads within the City of Brampton. Also, includes construction of noise attenuation walls, replacement of feature walls and construction	IA.a	Completion of project or end of warranty period	DD 25 (General); Permanent (Specifications, Agreements, Design Drawings)	Confidentially Destroy; Do not Destroy; Selective Archival	Archive materials pertaining to planning, design and construction of roads	Yes		Capital Works	3000 2047 2101 2010	T21
Operations Management	Traffic and Roadway Administration	Grade Separations & Structures	Includes material relating to the planning, design, construction and reconstruction of bridges within the City of Brampton; routine & structural maintenance of bridges; Includes maintenance and reconstruction relating to grade separations (bridges), railway lines and highways over the	IA.b	Completion of Project	Life of Bridge	DD (General); Life of Bridge (Case Files); Permanent	Archive materials pertaining to planning, design and construction of bridges	Yes		Capital Works		T24, T14, T25
Operations Management	Traffic and Roadway Administration	Safety, Signage and Maintenance	Includes material relating to the immediate and long term planning of the City's road infrastructure; material relating to the repairs, construction and reconstruction of the City's roads (contracted & non-contracted); including road patrol shift reports and routine patrol records; curbs and medians; winter, spring and summer road maintenance program (contracted & non-contracted); Regional Roads; studies regarding traffic signals, traffic signs, traffic counts and speed limits; design, installation, maintenance, requests for signals, signal timing plans and changes; planning, administration, installation and maintenance of the street lighting network within the City; newspaper boxes, obstructions on the road allowances,	IA.c	Completion of project, or Fiscal year end	10 (General) 12 (Signs)	Confidentially Destroy		Yes		Roads Maintenance, Operations and Fleet	2047	T03, T04, T11, T12, T15, T20, T35, T37, T05, T06, T16, T17, T19
Operations Management	Public Transportation Management	Transportation Development	Includes records relating to the development of transportation systems, including surface vehicles, subways, trains, roads, etc.	IB.a	Completion of project		Confidentially Destroy		Yes		Integrated City Planning		P08, P40
Operations Management	Public Transportation Management	Lost & Found	Includes records relating to articles lost or found on Brampton Transit vehicles or property.	IB.b	Fiscal year end		Confidentially Destroy				Transit		T67
Operations Management	Public Transportation Management	Transit Services	Includes records relating to fares, ticket control, and any passes issued to special groups using Municipal transit. Records may also include charters and special services; transit shelters; transit stops; bus routes; transit vehicle technology; terminals and loops; scheduling and	IB.c	Fiscal year end	6 (General); 15 (2000-2007) Accelerated Transit Project Files	Selective Archival	Archive bus routes		Yes	Transit		T50, T53, T55, T59, T60, T61, T62, T63, T64, T65, T66, V15
Operations Management	Parking Garages, Lots & Meters		Includes material relating to the planning, operations and maintenance of all City owned parking facilities and on-street meter parking.	IC.x	Fiscal year end	10	Confidentially Destroy		Yes	Yes	Roads Maintenance, Operations and Fleet		T38
Operations Management	Utility Administration		Includes general records relating to public utilities in the municipality including Bell Canada, Consumers Gas, Cable TV, Hydro One Brampton, and pipelines such as Trans Canada Pipelines.	ID.x	Fiscal year end	5	Confidentially Destroy				Roads Maintenance, Operations and Fleet		C35, T10
Operations Management	Fire and Emergency Services Administration	Prevention, incidents and investigations	Includes material relating to emergency management responses; fire incidents; occurrence reports; investigations and Fire Marshall's Reports; fire prevention; inspection reports; police presence at community events, security matters; fire access routes; and honour guard.	IE.a	Superseded or obsolete	6	Selective Archival	Archive Fire Marshall reports (significant cases) and incident reports	Yes	Yes	Fire and Emergency Services	2002 2026	D10, D11, D13, D55, D70
Operations Management	Fire and Emergency Services Administration	Fire Station Operational Records- Fire Services Records	Includes material relating to the daily operations of Fire Stations. Records may include station log books, daily transactions, training records and program documentation.	IE.b	Fiscal year end	2-10	Confidentially Destroy				Fire and Emergency Services	2016 2042 2050 2026	D60
Operations Management	Fire and Emergency Services Administration	Master Recordings	Includes material relating to the communication Centre's CD Master Tapes.	IE.c	Completion of Investigation	4-10	Confidentially Destroy			Yes	Fire and Emergency Services		D25
Operations Management	Cemetery Records		Includes material relating to burial permits, contracts, cremation certificates, maps, plot ownership records (deeds), interment registers, and indexes for municipal cemeteries and	IF.x	Fiscal year end	Permanent	Do not Destroy/ Archive	Archive all information	Yes	Yes	Parks Maintenance and Forestry		C40

City of Brampton Retention and Disposition Schedule													
Primary	Title Secondary	Tertiary	Description	Class Code	Trigger Event	Retention Timeframe	Disposition	Archival Notes	Vital Records Indicator	Personal Information Bank	Accountability	Citation	Old Classification Code
Operations Management	Cemetery Maintenance		Includes records regarding the maintenance of cemetery grounds in the City.	IG.x	Fiscal year end	6	Confidentially Destroy				Parks Maintenance and Forestry		R23
Planning	Residential Development		Includes records relating to the development of the "Spine Services" in a Block Plan. May include comments, reports, drawings, agreements and reductions for Letters of Credit; records relating to the design principle and guidelines of block plan submissions; originals of sealed stamped drawings and storm design sheets for both City and developer constructed roads; and condominium plans.	JA.x	Completion of project, or notice of decision; <b>until superseded</b>	50 (General); <b>JIGUB</b> ; Permanent (Road "As Constructed" Data Storm Design, Specifications, Agreements, Design Drawings)	Selective Archival	Archive reports, drawings, agreements and condo plans	Yes		Integrated City Planning Environment and Development Engineering	2022 2025 2102 2101 3001 1202 3005	P20, P21, P36, T26
Planning	Planning and Development	Official Plans	Includes records relating to the Official Plan of the municipality. Encompasses draft and final versions, working notes, background information, correspondence, notices, Ministerial approval, up to and including O.M.B. appeal and decisions. Includes records relating to the periodic review of the Official Plan as required by the Planning Act; amendment of the Official Plan or secondary plan(s) e.g. background reports, staff reports, notices, resolutions, Ministerial approval, etc.; secondary plans, community improvements (planning, design, development and rehabilitation); and records related to the restriction of land use. Also includes related, strategic planning documents referenced in the Official Plan such as long range plans pertaining to parks and recreation, transportation, the environment, active transportation, etc.	JB.a	Notice of decision	Permanent	Do not Destroy/ Archive	Archive all information	Yes		Integrated City Planning Parks Maintenance and Forestry	3001 2101 2009	P25, P26, P27, P44, P75, R15, X07
Planning	Planning and Development	Reference and Registered Plans	Includes Registered Plans of subdivision filed by plan number; and Reference Plans, which are plans that show a section or block of the registered plan of subdivision filed by plan number. Records may also include photographs of the City of Brampton filed by assigned numerical number according to geographical location. Plans are saved on EDD Drawings & Plans Index as well as in hard-copy.	JB.b	Fiscal year end	Permanent	Do not Destroy/ Archive	Archive all information			Integrated City Planning Environment and Development Engineering	2022 2025 2102 2101 3001 1202 3005	P28, P29, P47, P48
Planning	Planning and Development	Plan Development	<b>Includes</b> Records relating to the processing of development applications, including draft plan approval comments of proposed residential plans of subdivisions, commercial, institutional, industrial use and applications to amend the Official Plan and Zoning By-laws, site plan applications, minor variances, consents, etc. as it pertains to transportation and roads; and records relating to proposed plans for subdivision and the circulation of by-laws affecting the development, approval process for building layout and provision of services to the land. May include correspondence, development application and reports. <b>Includes originals of sealed stamped drawings and storm design sheets, and condominium plans.</b> Includes group homes, <b>Development Charges and charges imposed with respect to the Site Plan process.</b> Also includes records relating to the planning, design, development and redevelopment of parks and open	JB.c	Notice of decision or Assumption (Subdivisions); security released date or Certificate (Parks Construction); <b>until superseded</b>	50 (General); Life of Asset (Parks Capital Project Files and group homes); Permanent (Road "As Constructed" Data Storm Design, Specifications, Agreements, Design Drawings)	Selective Archival	Archive development applications and reports	Yes		Integrated City Planning Environment and Development Engineering Development Services and Design	2000 2032, 2102	F85, F86, N14, N15, N16, N17, P07, P09, P12, P13, P46, P15, P42, R15, R17, X04, X08
Planning	Planning and Development	Strategic Planning	Includes records relating to the planning of strategies, initiatives, goals and objectives. May include general records relating to the mapping of the City of Brampton and surrounding areas.	JB.d	Approval of strategic plan	10	Confidentially Destroy				Common	2062	A23, P50
Planning	Planning and Development	Part-Lot Control	Includes records relating to the exercise of land division control over part-lots in accordance with the Planning Act. Includes applications, exemptions, correspondence, and decisions.	JB.e	Date by-law was passed	10	Confidentially Destroy			Yes	Integrated City Planning Development Services and Design Environment and Development Engineering		P83
Planning	Planning and Development	Horizontal/ Vertical Control Network (Surveying) - ACRIS	Includes all original data for the Horizontal/ Vertical Control Network such as horizontal/ vertical control surveys, Horizontal Control Monument Records, geodetic leveling notes, precise leveling notes, V.C. Net Adjustments and HZC reference sketches.	JB.f	Completion of Survey	Permanent (Documentation); 6 (Subject Files)	Do not Destroy; Confidentially Destroy				Capital Works	2062	T23
Planning	Planning and Development	Development Applications	Includes records relating to the development of airport facilities and runways, i.e. terminals, etc.; and institutions i.e. schools, churches, colleges and hospitals.	JB.g	Decision made on the application	10	Confidentially Destroy				Integrated City Planning Development Services and Design		P08, P22
Planning	Planning and Development	Temporary Buildings	Includes records relating to the temporary use (3 years or less) of land, buildings or structures for purposes otherwise prohibited by the current zoning by-law. Includes Sales Trailers and records of all the financial records relating to the erection and/or demolition of Sales Trailers used to sell homes in subdivisions.	JB.h	End of Temporary Use	6	Confidentially Destroy				Integrated City Planning Environment and Development Engineering Building		F89, P43
Planning	Address Management		Includes records relating to the naming and renaming of street and City owned assets, including roads, parks and open spaces, pathways, and buildings. Also includes records relating to street address numbers including unit numbers. Records may include designations, the Street Index, and working files.	JC.x	Superseded	50	Selective Archival	Reason behind naming of street or park			Integrated City Planning Parks Maintenance and Forestry Building	2101 2102	B20

## 2023 Updates

Date	Analyst	Code	Change	Contact	Complete
20-Feb-20	Nicola	DB.x	Add to description: Also include Active Assist program records.	Sean Friedman, Jessica Shadd	Yes
20-Feb-20	Nicola	BJ.x	Licensing and Permits - citation change (2004) - Building Code Act changed from .....  Update: will update citation with new O. Reg	Roxanne Van Damme, Deanna Bremner, Rick Conard	Yes
02-Jun-20	Nicola	EJ.X	Add Collections Administration - 35 years??  Discussed with Martin Finnegan. No changes required for retention. Need to update EJ.x to include "Non-parking Administrative Monetary Penalty System (AMPS) write-offs". Also the code EJ.x in GRM as I think this is incorrectly assigned. The content type report from Sabir will help us with this task too.	Annemilia Scola/Martin Finnegan	Yes
24-Feb-21	Nicola	EA.a	Remove 'tax sales' from description under EA.a and cross-reference the GB.g code. Can we remove used by Legal only on GB.g? Add <i>Registered Tax Sales to the description for GB.g</i> . Check Corporate Collections site to see where the GB.g code is being used or if it is currently being used.  Decision was made by Yvonne to move tax sales under EA.b to make it permanent.	Andrea Steenburgh  Nicola to review email from Andrea Steenburgh and the legislation citation to assign to the change.  Booked meeting with Shannon Darling re: removing can only be used by legal line. (received confirmation that we can delete 'This record series can only be used by Legal' but will need to email them to assure them that no one else can request or dispose of their records.	Yes
08-Feb-21	Angelique	BJ.x	Add to description: Body Rub Parlour	Teresa Olsen	Yes
20-Apr-22	Angelique	GH.c	Add to description: includes video, photographs and complaints from the public without images present.		Yes

17-Oct-22	Angelique	EB.a	Update the term 'mentally challenged' to say 'cognitive disabilities'	Janice Adshead	Yes
18-Apr-23	Nicola	IA.a	<p>Questions around 50 year retention for road construction projects. Benchmarking against other municipalities.</p> <p>Met with Sunil, Bishnu and IM Team and agreed to to 25 years for general records and Permanent for specifications, drawings and agreement)</p>	Sunil Sharma, Marja Mol	Yes
18-Apr-23	Nicola	IA.a	<p>A change may be suggested by Capital Works staff to the record series description.</p> <p>Sunil agreed with description updates: "Major Road Construction under Capital Construction Section. Includes material relating to the planning, design, construction and reconstruction of roads within the City of Brampton. Also, includes construction of noise attenuation walls, replacement of feature walls and construction of new sidewalks, multi-use trails/paths along existing roadways (excludes maintenance)."</p>	Sunil Sharma, Marja Mol	Yes
20-Apr-23	Nicola	BD.e	Records Management record series can be removed from the schedule as per Janice Adshead.	Janice Adshead	Yes
20-Apr-23	Nicola	BE.a	New record series added called Vital Statistics with a Permanent retention for registers of births, deaths and marriages; and land use surveys. Splitting up the Community Records & Statistics class code.	Janice Adshead	Yes

20-Apr-23	Nicola	BG.a	Add a citation here for the <i>Municipal Elections Act</i> updated in 2023. Do DRO Statements need to be removed from this description, and added to the Election ballots description? Does the 6 year retention period still apply? Need to update citation table  Updates: Citation 2119 added. Update: BG.c to vital records	Shawnica Hans, Shauna Danton	Yes
20-Apr-23	Nicola	BK.x	Remove Multilingual Services record series  Update: received response from Strat Comm Meghan Stogdill to remove series	Strat Comm. ?	Yes
20-Apr-23	Nicola	BJ.x	Add citation 2004		Yes
20-Apr-23	Nicola	CC.x	Update Description by removing text: 'records relating to Public Relations Office service requests; and typed manuscripts, printed copies and related records regarding the publication of trade shows, current events etc.'		Yes
20-Apr-23	Nicola	DC.x	Remove Social Services if not being used in Versatile. Confirming that there are only 9 files in VE. Some old. Transfer to Peel Archives as Selective Archival?		Will not remove
21-Apr-23	Nicola	EE.x	Spitter tickets no longer applicable. Remove from schedule.		Yes
21-Apr-23	Nicola	GA.b	Rename series to Orders to Comply. Confirm with Enforcement.  Sue confirmed that the title series should be Complaints – Orders to Comply.		Yes
21-Apr-23	Nicola	GB.a	Include in description: Brampton Appeals Tribunal (BAT).		Yes



21-Apr-23	Nicola	IA.c	Review description No changes required		Yes
21-Apr-23	Nicola	IB.c	Update to say "Transit project files"		Yes
04-May-23	Angelique	new/or	Need to capture Fire Services Record in schedule as this is a content type in SharePoint that is being used. Could be captured with IE.b but will need to speak with Fire Services first		Yes
04-May-23	Angelique	new (CO	Need to capture Instant Messaging (Chat)...MS Teams as a line item in the schedule with a 30 day retention timeframe. Description: "Any instant messaging as part of a collaboration software used for routine communication. This includes MS Teams Chat such as one-on-one chats, group chats and meeting chats. Excludes chats within MS Channels".		Yes
04-May-23	Angelique	BL.x	Need to change retention to 5 years and update description to: "5; System Backups (i.e. includes on-premise and cloud based applications); 7 years from end of fiscal year."  Further updates were made after discussions with Pat Carmichael. Created a separate series for Backups, ____	Peter Fay/Pat Carmichael	Yes
11-May-23	Angelique	GF.x	Need to update retention to 5 years to be in alignment with the 5 year retention on System backups.		Yes
26-May-23	Angelique	IE.c	COB shares dispatch services with Mississauga and Caledon and therefore retention period needs to be the same as those other municipalities.  Mississauga stores their recordings for 10 years.	Need to research (align with Mississauga) discuss with Fire (Oliver and JamieLee	Yes

26-May-23	Angelique	AD.x	Need to spell out PM and DM.  Jennifer's response: It stands for preventative maintenance and demand maintenance.		Yes
23-Jun-23	Angelique	NEW (B	Need to include a line item for strong mayor powers and add two new citations  Updated as per Peter: If possible, can the tertiary entry be changed from "Mayoral Orders to City Staff" to "Mayoral Decisions and Directives" as Part VI.1 of the act speaks to both decisions the Mayor can make independently and Directives to Staff to do things. The rest of the explanations, as you have them are fine, as per the legislation.	Peter	Yes
29-Jun-23	ANGelique	IA.b	update to trigger and retention timeframe  Update: Bishnu is good with it this being permanent.	Bishnu	Yes
29-Jun-23	Angelique	JA.x	Suggestion to update retention period to permanent.  After discussions with Michael and team, updated description, trigger and retention for JA.x and JB.c	Michael Herallal	Yes
24-Jul-23	Angelique	new - B	Separate campaign financials from BG.a (cross out from BG.a)	Shawnica Hans, Shauna Danton	Yes
03-Aug-23	Angelique	BE.x	update retention for community records  created new series for vital stats records __.	Janice Adshead	Yes
04-Aug-23	Angelique	Legal Af	received approval to remove 'this series can only be used by Legal'	Sameer Aktar	Yes

	Angelique	BD.a	update description.		Yes
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**Citation Table: Regulatory and Legislative Obligations**

**Introduction:**

The citation table is a compilation of legislative citations. relevant laws listed on official government websites were consulted. The last amendment date of the law has been included. Within the table the following definitions apply:

**Citation #-** This column assigns numbers to each citation for comparison to the records retention schedule.

**Statute/Regulation –** This column refers to the name of the statute or regulation and the section numbers of each individual citation.

**Requirement/Best Practice –** This column distinguishes each citation as being either a legal requirement or a best practice, the latter referring to a situation where it is recommended for the organization to retain the document for a certain period of time to respond to an action or an inquiry relating to the document in question. In some cases, considerations may be statutes that do not wholly apply to the organization in question, but may be used as a guideline upon which to base a retention requirement.

**Retention Description –** This column provides the specific citation referred to in the Statute/Regulation column. It also includes definitions and applications for the citation. Unless otherwise stated, the retention time frame is identified by number of years.

Citation #	Statute/ Regulation	Retention Description	Requirement/ Best Practice	Retention Timeframe
1000	Canada Labour Code (Canada Occupational Health and Safety Regulation), SOR/86-304, s. 12.14	12.14 (1) A record of all protection equipment provided by the employer shall be kept by him in the work place in which the equipment is located for a period of two years after it ceases to be used.  (2) The record referred to in subsection (1) shall contain (a) a description of the equipment and the date of its acquisition by the employer; (b) the date and result of each inspection and test of the equipment; (c) the date and nature of any maintenance work performed on the equipment since its acquisition by the employer; and (d) the name of the person who performed the inspection, test or maintenance of the equipment.	Requirement	Ceases to be used + 2 years

1001	Income Tax Act (Income Tax Regulations), C.R.C. 1978, c. 945, s. 5800(1)(a); as am. SOR/82-879, s. 2	5800. (1) For the purposes of paragraph 230(4)(a) of the Act, the required retention periods for records and books of account of a person are prescribed as follows: (a) in respect of (i) any record of the minutes of meetings of the directors of a corporation, (ii) any record of the minutes of meetings of the shareholders of a corporation, (iii) any record of a corporation containing details with respect to the ownership of the shares of the capital stock of the corporation and any transfers thereof, (iv) the general ledger or other book of final entry containing the summaries of the year-to-year transactions of a corporation, and (v) any special contracts or agreements necessary to an understanding of the entries in the general ledger or other book of final entry referred to in subparagraph (iv)	Requirement	Until corporation dissolved + 2 years
1002	Auditor General Act, R.S.O. 1990, c.A.35, s.9.2	9.2 (1) The Auditor General may examine accounting records relating to a reviewable grant received directly or indirectly by a municipality. 2004, c. 17, s. 12. (2) The Auditor General may require a municipality to prepare and submit a financial statement setting out the details of its disposition of the reviewable grant. 2004, c. 17, s. 12.	Requirement	Not Specified
1003	Canada Labour Code (Canada Occupational Health and Safety Regulation), SOR/86-304, ss. 14.20.(1), (3) (b), (4), (5)(b); as am. SOR/96-400, s. 1	Before motorized or manual materials handling equipment is used for the first time in a work place, the employer shall set out in writing instructions on the inspection, testing and maintenance of that materials handling equipment. The inspection, testing and maintenance shall be performed by a qualified person who makes and signs a report of each inspection, test or maintenance work performed by the qualified person. The employer shall keep at the work place at which the motorized or manual materials handling equipment is located a copy of the report for a period of one year after the report is signed.	Requirement	1 year
1004	Canada Labour Code (Canada Occupational Health and Safety Regulation), SOR/86-304, ss. 14.23.(1), (2), (4); as am. SOR/96-400, s. 1	Every employer shall ensure that every operator of motorized materials handling equipment has been instructed and trained in the procedures to be followed unless under the direct supervision of a qualified person. Every employer shall keep a written record, in respect of an operator, of any instruction or training or as long as the operator remains in the employer's employment.	Requirement	Kept until employee terminated
1005	Canada Labour Code (Canada Occupational Health and Safety Regulation), SOR/86-304, ss. 15.9, 15.10, 15.11.(a); as am. SOR/89-479, s. 1			Event + 10



1006	Canada Labour Code (Safety and Health Committees and Representatives Regulations), SOR/86-305, ss. 9.(1),(2),(4); as am. SOR/89-480, s. 5	The minutes of each safety and health committee meeting shall be signed by two chairmen. The chairman selected by the representatives of the employer shall provide, as soon as possible after each safety and health committee meeting, a copy of the minutes to the employer and to each member of the safety and health committee. A copy of the minutes shall be kept by the employer at the work place to which it applies or at the head office of the employer for a period of two years from the day on which the safety and health committee meeting is held in such a manner that it is readily available for examination by a safety officer.	Requirement	2 years
1007	Canada Labour Code, R. S. C. 1985	257. (1) A complaint or information under this Part may relate to one or more offences by one employer in respect of one or more of his employees. (2) Proceedings in respect of an offence under this Part may be instituted at any time within but not later than three years after the time when the subject-matter of the proceedings arose.	Requirement	Event + 3
1008	Canada Labour Code, R. S. C. 1985, c. L-2, ss. 252.(2), 264	Employee Records. Every employer shall make and keep for a period of at least thirty-six months after work is performed the records required to be kept by regulations made pursuant to paragraph 264(a) and those records shall be available at all reasonable times for examination by an inspector.	Requirement	Termination + 3 years
1009	Canada Labour Standards Regulations, under the Canada Labour Code, C. R. C. 1978, c. 986, ss. 24.(4), (5); as am. SOR/91-461, s. 21; SOR/94-668, s. 7	(4) Every employer shall keep for a period of at least three years after the expiration of the employer's obligation under subsection 239.1(3) of the Act, the following information: (a) detailed reasons for an employee's absence due to work-related illness or injury; (b) a copy of any certificate of a qualified medical practitioner indicating that the employee is fit to return to work; and (c) the date the employee returned to work, or a copy of any notification from the employer to the employee and any trade union representing the employee that return to work was not reasonably practicable and the reasons why it was not. (5) An employer shall preserve the confidentiality of any certificate of a qualified medical practitioner provided to the employer concerning an employee.	Requirement	Event + 3
1010	Canada Pension Plan Regulations, C.R.C. 1978, c. 385, s. 8; ss. 10-11			

1011	Canada Pension Plan, R.S.C. 1985, c. C-8, s. 24	Every employer paying remuneration to an employee employed by him in pensionable employment shall keep records and books of account at his place of business or residence in Canada. These records are required to be kept until the expiration of six years from the end of the year.	Requirement	6 years
1012	Competition Act, R.S.C. 1985, c. C-34, s. 36(4), as am., R.S.C. 1985 (4th Supp.), c. 1, s. 11	An Act to provide for the general regulation of trade and commerce in respect of conspiracies, trade practices and mergers affecting competition. Any offences committed under the Act are subject to the following limitations.  No action may be brought under subsection (1), in the case of an action based on conduct that is contrary to any provision of Part VI, after two years from a day on which the conduct was engaged in, or the day on which any criminal proceedings relating thereto were finally disposed of, whichever is the later; and in the case of an action based on the failure of any person to comply with an order of the Tribunal or another court, after two years from a day on which the order of the Tribunal or court was contravened, or the day on which any criminal proceedings relating thereto were finally disposed of, whichever is the later.		2 years after case closed
1013	Competition Act, R.S.C. 1985, c. C-34, s. 79(6), as am., R.S.C. 1985 (2nd Supp.), c. 19, s. 45	(6) No application may be made under this section in respect of a practice of anti-competitive acts more than three years after the practice has ceased.	Requirement	3 years
1014	Copyright Act (Canada), R.S.C. 1985, c. C-42, s. 56			
1015	Copyright Act, R.S.C. 1985, c. C-42, s. 41; as am. R.S.C. 1985 (4th Supp.), c. 10, s. 9; S.C. 1997, c. 24, s. 22	Copyright - Limitation. 41. (1) Subject to subsection (2), a court may not award a remedy in relation to an infringement unless (a) in the case where the plaintiff knew, or could reasonably have been expected to know, of the infringement at the time it occurred, the proceedings for infringement are commenced within three years after the infringement occurred; or (b) in the case where the plaintiff did not know, and could not reasonably have been expected to know, of the infringement at the time it occurred, the proceedings for infringement are commenced within three years after the time when the plaintiff first knew, or could reasonably have been expected to know, of the infringement.	Requirement	3 years

1016	Destruction of Paid Instruments Regulations, 1996, under the Financial Administration Act, SOR/97-238, s. 2	<p>2. The Receiver General shall have the care and custody of any paid instrument that is provided to the Receiver General in accordance with subsection 36(1) of the Act and shall retain the instrument until it is destroyed in accordance with section 5. 5. (1) Subject to sections 3 and 6, at any time during the seventh year after an instrument has been paid, the Receiver General or the minister who issued the payment or settled the claim, as the case may be, shall destroy the paid instrument in accordance with subsection (2).</p> <p>(2) A paid instrument shall be destroyed by shredding, pulping, burning, crushing, erasing or any other means that will ensure that the paid instrument cannot be reused.</p>	Requirement	7 years
1017	Employment Equity Act, (Employment Equity Regulations) SOR/96-470, s. 11(a - j)	<p>An employer shall establish and maintain the following Employment Equity Records:</p> <ul style="list-style-type: none"> <li>(a) a record of each employee's designated group membership, if any;</li> <li>(b) a record of each employee's occupational group classification;</li> <li>(c) a record of each employee's salary and salary increases;</li> <li>(d) a record of each employee's promotions;</li> <li>(e) a copy of the workforce survey questionnaire that was provided to the employees and any other information used by the employer in conducting its workforce analysis;</li> <li>(f) the summary of the results of the workforce analysis required by section 7;</li> <li>(g) a description of the activities undertaken by the employer in conducting its employment systems review;</li> <li>(h) the employer's employment equity plan;</li> <li>(i) a record of the employer's monitoring of the implementation of its employment equity plan, undertaken in accordance with paragraph 12(b) of the Act; and</li> <li>(j) a record of activities undertaken by the employer and information provided to employees in accordance with section 14 of the Act.</li> </ul>	Requirement	2 years after termination of employee or 2 years after period covered by plan

1018	Employment Equity Act, (Employment Equity Regulations) SOR/96-470, s. 12(3)	Records referred to in paragraphs 11(a) to (d) in respect of terminated employees shall be kept for two years after the date of their termination. Records referred to in paragraphs 11(e) to (j) shall be kept for two years after the period covered by the employment equity plan to which the records relate. Where a private sector employer has generated its annual employment equity report required by subsection 18(1) of the Act using specially designed computer software such as Employment Equity Computerized Reporting System (EECRS), the employer shall maintain a copy of the database or other computer record used to generate the report for two years after the year in respect of which the report is filed.	Requirement	2 years after termination of employee or 2 years after period covered by plan
1019	Employment Equity Act, S.C. 1995, c. 44, s. 17			Not Specified
1020	Employment Insurance Act, S. C. 1996			3
1021	Employment Insurance Act, S.C. 1996, c.23, s.87			6
1022	Excise Tax Act (Canada), R.S.C. 1985, c. E-15, s. 262, s. 286	An Act respecting excise taxes. Every person required under this section to keep records shall retain them until the expiration of six years after the end of the year to which they relate or for such other period as may be prescribed. An application for a rebate under this Division shall be made in prescribed form containing prescribed information and shall be filed with the Minister in prescribed manner. Only one application may be made under this Division for a rebate with respect to any matter.	Requirement	6 years
1023	Federal Court Act, R.S.C. 1985, c. F-7, s. 39	An Act respecting the Federal Court of Appeal and the Federal Court. A proceeding in the Federal Court of Appeal or the Federal Court in respect of a cause of action arising otherwise than in a province shall be taken within six years after the cause of action arose.		6 years
1024	Financial Administration Act, R.S.C. 1985, c. F-11, s. 17(3)	(3) Every person who collects or receives public money shall keep a record of receipts and deposits thereof in such form and manner as the Treasury Board may prescribe by regulation	Requirement	Not Specified

1025	Financial Administration Act, R.S.C., 1985, c. F-11, s. 131(1), (2)	131. (1) Each parent Crown corporation shall cause (a) books of account and records in relation thereto to be kept, and (b) financial and management control and information systems and management practices to be maintained, in respect of itself and each of its wholly-owned subsidiaries, if any. (2) The books, records, systems and practices referred to in subsection (1) shall be kept and maintained in such manner as will provide reasonable assurance that (a) the assets of the corporation and each subsidiary are safeguarded and controlled; (b) the transactions of the corporation and each subsidiary are in accordance with this Part, the regulations, the charter and by-laws of the corporation or subsidiary and any directive given to the corporation; and (c) the financial, human and physical resources of the corporation and each subsidiary are managed economically and efficiently and the operations of the corporation and each subsidiary are carried out effectively.	Requirement	Not Specified
1026	Financial Administration Act, R.S.C., 1985, c. F-11, s. 144(1), (2), (3)	An Act to provide for the financial administration of the Government of Canada, the establishment and maintenance of the accounts of Canada and the control of Crown corporations. On the demand of the auditor or examiner the corporation shall furnish such information and explanations, and access to records, documents, books, accounts and vouchers of the corporation or any of its subsidiaries as the auditor or examiner considers necessary to enable him to prepare any report as required by this Division and that the directors, officers, employees or agents are reasonably able to furnish.		Not Specified
1027	Garnishment, Attachment and Pension Diversion Act (Pension Diversion Regulations), SOR/84-48, s. 18; as am. SOR/97-177, s. 13	The Act allows for the garnishment of salaries and other remuneration paid to government employees and for the diversion of pension benefits to satisfy financial support orders. The Pension Diversion Regulations state that a plan member can submit an application to have their pension benefit diverted. If an application is received and the person named as a plan member in the application has not yet exercised an option under section 12 or 13 of the Public Service Superannuation Act, the application shall be retained by the Minister of Justice for a period of 12 months. <b>Information pertaining to inactive garnishments must be kept for six years according to the Treasury Board of Canada website <a href="http://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=12138&amp;section=text">http://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=12138&amp;section=text</a></b>	Requirement	6 years after garnishment fees paid



1028	Government Employees Compensation Act, R.S., 1985, c. G-5, s. 4(2)	An employee or dependants are entitled to receive compensation at the same rate and under the same conditions as are provided under the law of the province where the employee is usually employed respecting compensation for workmen and the dependants of deceased workmen, employed by persons other than Her Majesty, who are caused personal injuries in that province by accidents arising out of and in the course of their employment; or are disabled in that province by reason of industrial diseases due to the nature of their employment.		Not Specified
1029	Income Tax Act, R.S.C. 1985 (5th Supp.), c. 1, s. 230(1), (2.1), (5)	Every person carrying on business and every person who is required, by or pursuant to this Act, to pay or collect taxes or other amounts shall keep records and books of account (including an annual inventory kept in prescribed manner) at the person's place of business or residence in Canada or at such other place as may be designated by the Minister, in such form and containing such information as will enable the taxes payable under this Act or the taxes or other amounts that should have been deducted, withheld or collected to be determined. For greater certainty, the records and books of account required by subsection 230(1) to be kept by a person carrying on business as a lawyer (within the meaning assigned by subsection 232(1)) whether by means of a partnership or otherwise, include all accounting records of the lawyer, including supporting vouchers and cheques. Exception where no return filed that person shall retain every record and book of account that is required by this section to be kept and that relates to that taxation year, together with every account and voucher necessary to verify the information contained therein, until the expiration of six years from the day the return for that taxation year is filed.	Requirement	6 Years
1030	Income Tax Act, R.S.C. 1985, c. 1 (5th Supp.), s. 230	An Act respecting income taxes. Records and books of account should be kept until the expiration of six years from the end of the last taxation year to which the records and books of account relate.	Requirement	6 years
1031	Income Tax Regulations (Canada), C.R.C. 1978,	These regulations are part of the Income Tax Act. Every person who makes a payment in a taxation year shall remit to the Receiver General, such amount as is determined in accordance with rules set out in these regulations. All returns required shall be filed with the Minister on or before the last day of February in each year and shall be in respect of the preceding calendar year.		Not Specified

1032	Privacy Act (Privacy Regulations), SOR/83-508	4. (1) Personal information concerning an individual that has been used by a government institution for an administrative purpose shall be retained by the institution (a) for at least two years following the last time the personal information was used for an administrative purpose unless the individual consents to its disposal; and (b) where a request for access to the information has been received, until such time as the individual has had the opportunity to exercise all his rights under the Act.	Requirement	2 years
1033	Trademarks Act (Canada), R.S.C. 1985, c. T-13, s. 30	An Act relating to trade-marks and unfair competition. An application for the registration of a trade-mark should be filed with the Registrar of Trade-marks.		Not Specified
1034	Transportation of Dangerous Goods Regulations (Canada) SOR/2001-286, s.3 .5, s.3 .11, s.6.6	Relates to information that must be contained on a shipping document for the transportation of dangerous goods. A person who handles or transports dangerous goods must be adequately trained and hold a training certificate. An employer must keep a record of training or a statement of experience, as well as a copy of a training certificate, in electronic or paper form, beginning on the date the training certificate is issued and continuing until two years after the date it expires.	Requirement	2 years after expiration
1035	Unemployment Insurance Regulations (Canada), C.R.C. 1978, c. 1576, s. 35			6
1036	Unemployment Insurance Regulations, C.R.C. 1978, c. 1575, s. 4, ss. 19-20	Regulations Respecting the Collection of Unemployment Insurance Premiums. Every employer shall remit the employees' premiums and the employer's premiums payable under the Act and these Regulations to the Receiver General on or before the 15th day of the month following the month in which the employer paid to the insured person remuneration or other insurable earnings in respect of which premiums were required to be deducted or paid thereunder. Every remittance by an employer of employees' premiums and employer's premiums to the Receiver General shall be accompanied by an information return in a form authorized by the Minister.		Not Specified

1037	Canada Labour Code (Canada Occupational Health and Safety Regulation), SOR/86-304, ss. 15.9, 15.10, 15.11.(a); as am. SOR/89-479, s. 1, SOP 2010	Where an accident occurs the employer shall, within 14 days after the receipt of the police report of the accident, submit a copy of that report to a health and safety officer at the regional office or district office. Every employer shall, not later than March 1 in each year, submit to the Minister a written report setting out the number of accidents, occupational diseases and other hazardous occurrences of which the employer is aware affecting any employee in the course of employment during the 12 month period ending on December 31 of the preceding year. Every employer shall keep a copy of each report submitted or a period of 10 years following the submission of the report to the health and safety officer or the Minister; and the record or report for a period of 10 years following the hazardous occurrence.	Requirement	10 years
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**Provincial (Ontario) Regulatory and Legislative Obligations**

Citation #	Statute/ Regulation	Retention Description	Requirement/ Best Practice	Retention Timeframe
2000	Aggregate Resources Act, R.S.O. 1990, c. A.8, s. 12.2; s. 15.1; s. 18 ; s. 28; s. 32; s. 40.1.	The purposes of this Act are to provide for the management of the aggregate resources of Ontario; to control and regulate aggregate operations on Crown and private lands; to require the rehabilitation of land from which aggregate has been excavated; and to minimize adverse impact on the environment in respect of aggregate operations. If a licence is issued, the licensee shall serve a copy of the licence and a copy of the final site plan on the clerk of each municipality in which the site is located. Every licensee shall submit an annual report to the Minister for the purpose of assessing the licensee’s compliance with this Act, the regulations, the site plan and the conditions of the licence. On application, the Minister may transfer a licence. If a wayside permit is issued, the permittee shall serve a copy of the permit and a copy of the final site plan on the clerk of each municipality in which the site is located. The Minister may, at any time, suspend or revoke a wayside permit for any contravention of this Act, the regulations, the site plan or the conditions of the permit, effective as soon as the notice mentioned in subsection (2) is served upon the permittee. Notice of suspension or revocation of a permit, including reasons therefor, shall be served upon the permittee and, where applicable, upon the clerk of each municipality in which the site is located for their information. The Minister may accept the surrender of an aggregate permit on being satisfied that the permittee’s annual aggregate permit fees and rehabilitation security payments, and special payments if applicable, have been paid and that the rehabilitation has been performed in accordance with this Act, the regulations, the site plan, if any, and the conditions of the permit. Every licensee and permittee shall keep, for a period of seven years, detailed records of the operation for which the licence or permit has been issued, including copies of all documents relating to quantities of material removed from the site, inventories of material on the site, sales and shipments.	Requirement	7 years
2001	Ambulance Act Regulations (General) O. Reg 257/00, s.19	If an upper-tier municipality or delivery agent becomes responsible for ensuring the provision of land ambulance services during the year 2000 in accordance with the Act, the operator of an applicable enterprise that provides land ambulance services in the municipality or designated area shall, within 60 days of receiving a request from the Director, deliver to the Director closing financial statements for the ambulance service on forms provided by the Ministry, together with a copy of audited financial statements referred to in clause 17 (1) (c).		

2002	Ambulance Act Regulations (General), O. Reg. 501197, s. 25.			
2003	Assessment Act, R.S.O. 1990, c. A.31, s. 14; s. 53.	The assessment corporation shall prepare an assessment roll for each municipality, for each locality and for non-municipal territory and the assessment roll shall contain the information set out in this Act. Every person employed by the assessment corporation, a municipality or a school board who in the course of the person's duties acquires or has access to actual income and expense information on individual properties, and who wilfully discloses or permits to be disclosed any such information to any other person not likewise entitled in the course of the person's duties to acquire or have access to the information, is guilty of an offence and on conviction is liable to a fine of not more than \$2,000, or to imprisonment for a term of not more than six months, or to both.		



2004	<p>Building Code Act, 1992 Regulations,  O. Reg 350/06 (Division C) s.1.2.2.; 1.3  -2 O. Reg. 332/12 Division C s.  1.2.2.1; 1.2.2.3; 1.3.2.2</p>	<p><del>Division C contains the administrative provisions of this Code. A person who intends to construct or have constructed a building required to be designed by an architect, professional engineer or both, shall ensure that they are retained to undertake the general review of the construction of the building in accordance with the performance standards of the Ontario Association of Architects or the Association of Professional Engineers of Ontario to determine whether the construction is in general conformity with the plans, sketches, drawings, graphic representations, specifications and other documents that are prepared and that form the basis for the issuance of a permit or any changes to it authorized by the chief building official. Copies of written reports arising out of the general review shall be forwarded to the chief building official or registered code agency by the architect, professional engineer or both. The applicant for a permit respecting the demolition of a building shall retain a professional engineer to undertake the general review of the project during demolition. Where a permit has been issued the person to whom it is issued shall have the permit or a copy of it posted at all times during construction or demolition in a conspicuous place on the property in respect of which the permit was issued. The person in charge of the construction of the building shall keep and maintain on the site of the construction the following documentation; at least one copy of drawings and specifications certified by the chief building official or a person designated by the chief building official to be a copy of those submitted with the application for the permit to construct the building, together with changes that are authorized by the chief building official or a person designated by the chief building official, and authorization or facsimiles of it received from the Building Materials Evaluation Commission, including specified terms and conditions.</del></p> <p>Division C contains the administrative provisions of this Code. A person who intends to construct or have constructed a building or part of it required by Sentences (1) and (4) to (9) to be reviewed by an architect or a professional engineer or a combination of both, shall ensure that an architect, professional engineer or both are retained to undertake the general review of the construction of the building in accordance with the performance standards of the Ontario Association of Architects or the Association of Professional Engineers of Ontario, as applicable, to determine whether the construction is in general conformity with the plans, sketches, drawings, graphic</p>		
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2005	Charitable Institutions Act, R.S.O. 1990, c. C.9, s. 9.7	A placement co-ordinator who authorizes a person's admission to an approved charitable home for the aged shall give to the approved corporation maintaining and operating the home the information mentioned in a paragraph of subsection (2) if, the placement co-ordinator has the information mentioned in the paragraph; and consent to the disclosure of the information to the approved corporation is given by, the person whose admission is authorized, or the person, if any, who was lawfully authorized to consent to admission. The information referred to in subsection (1) is the following: Information about assessments of the person whose admission is authorized. Information about the person's medical history. Information about the person's social and other care requirements. The name and address of the person, if any, who was lawfully authorized to consent to admission.		
2006	Child and Family Services Act, R.S.O. 1990, c.C.11, s.7, S.85, s.193.	The Minister may provide services and establish, operate and maintain facilities for the provision of services; and make agreements with persons, municipalities and agencies for the provision of services and may make payments for those services and facilities out of legislative appropriations. This Act concerns grants and contributions, offences, the issuance and renewal of licences.		
2007	College of Nurses of Ontario advises adherence to the following standard as proposed in the Nursing Act, 1991. (The standard has not yet been passed).			
2008	College of Nurses of Ontario standard (as proposed in the Nursing Act 1991 Regulation).	All Registered Nurses, Registered Practical Nurses and Nurse Practitioners practising within Ontario are members of the College of Nurses of Ontario. Only members of the College are allowed to refer to themselves as nurses in Ontario. A valid certificate of registration from the College is required of all nurses who wish to practise nursing in Ontario and perform the procedures in the Controlled Acts as set out in the Nursing Act 1991 Regulation.		
2009	Condominium Act, R.S.O. 1990, c. C.26, s. 50	An Act concerning the registration of condominium lands under the Land Titles Act or the Registry Act. Section 50 refers to the application of the Planning Act, subdivision control and exemptions.		

2010	Construction Lien Act, R.S.O. 1990, c. C.30, s. 34	A lien or security interest may be preserved during the supplying of services or materials or at any time before it expires, where the lien attaches to the premises, by the registration in the proper land registry office of a claim for lien on the title of the premises and where the lien does not attach to the premises, by giving to the owner a copy of the claim for lien.		
2011	Corporations Act, R.S.O. 1990, c. C.38, s. 299	Minute Books - A corporation shall cause minutes of all proceedings at meetings of the shareholders or members and of the directors and of any executive committee to be entered in books kept for that purpose. Any such minutes are admissible in evidence as proof, in the absence of evidence to the contrary, of the proceedings. Where minutes have been made of the proceedings of a meeting the meeting shall be deemed to have been duly called, constituted and held and all proceedings had thereat to have been duly had and all appointments of directors, officers or liquidators made thereat shall be deemed to have been duly made.		
2012	Corporations Act, R.S.O. 1990, c. C.38, s. 300	Documents and registers - A corporation shall cause the following documents and registers to be kept: A copy of the letters patent and of any supplementary letters patent issued to the corporation and of the memorandum of agreement if incorporated by special Act, a copy of the Act. All by-laws and special resolutions of the corporation. A register of shareholders or members in which are set out the names alphabetically arranged of all persons who are shareholders or members or have been within ten years shareholders or members of the corporation and the address of every such person while a shareholder or member and, in the case of a company, in which are set out also the number and class of shares held by each shareholder and the amounts paid up and remaining unpaid on their respective shares. A register of directors in which are set out the names and addresses of all persons who are or have been directors of the corporation with the several dates on which each became or ceased to be a director.		
2013	Corporations Act, R.S.O. 1990, c. C.38, s. 300	The documents and registers mentioned in sections 41 and 300 are admissible in evidence as proof, in the absence of evidence to the contrary, before and after dissolution of the corporation, of all facts purporting to be stated therein.		

2014	Corporations Act, R.S.O. 1990, c. C.38, s. 302	Books of account - A corporation shall cause to be kept proper books of account and accounting records with respect to all financial and other transactions of the corporation and, without derogating from the generality of the foregoing, records of all sums of money received and disbursed by the corporation and the matters with respect to which receipt and disbursement took place; all sales and purchases of the corporation; the assets and liabilities of the corporation; and all other transactions affecting the financial position of the corporation.		
2015	Day Nurseries Act Regulations (General), R.R.O. 1990, Reg. 262, s. 27	Every operator of a day nursery shall ensure that in respect of each day nursery operated by the operator, a written procedure approved by the local fire chief is established with respect to the duties of each member of the staff of each day nursery in the event of a fire; each staff member of each day nursery is instructed as to his or her responsibilities in the event of a fire before commencing work for the first time; the written procedure referred to in clause (a) is posted in a conspicuous place in each room in each day nursery that is used for the care of children; a fire drill is conducted at least once a month; a written record is kept of all fire drills, all tests of the fire alarm system and all tests of fire protection equipment and that each record is retained for at least two years from the date of the drill and test; and there is a designated place of shelter in the event the day nursery must be evacuated due to an emergency.	Requirement	2 years after drill or test

2016	Day Nurseries Act Regulations (General), R.R.O. 1990, Reg. 262, s. 4, s. 13, s. 25	<p>13. (1) Every operator of a private-home day care agency shall ensure that before a premises is used as a location where private-home day care is to be provided by the operator, the premises, including the outdoor play space, is inspected by a private-home day care visitor employed by the operator to ensure compliance with the Act and this Regulation and, where the premises is so used, that further inspections are carried out every three months from the time of the initial inspection and at such other times as the operator or a Director considers necessary. R.R.O. 1990, Reg. 262, s. 13 (1).</p> <p>(2) The operator shall ensure that a record is kept of each inspection made under subsection (1) and that the record is maintained for at least two years from the date of the inspection. R.R.O. 1990, Reg. 262, s. 13 (2).</p> <p>25. (1) Every operator shall ensure that, where a report is made by the local medical officer of health or any person designated by the local medical officer of health or the local fire department with respect to a day nursery operated by the operator or a location where private-home day care is provided by the operator, one copy of the report is kept on the premises of the day nursery or at the head office of the private-home day care agency for at least two years from the date of its making and another copy is sent forthwith to a program advisor. R.R.O. 1990, Reg. 262, s. 25 (1).</p>	Required	2 years after date of inspection
2017	Day Nurseries Act Regulations (General), R.R.O. 1990, Reg. 262, s. 48	<p>48. (1) Every operator shall ensure that up-to-date records that are available for inspection by a program adviser at all times are kept on the premises of a day nursery or private-home day care agency operated by the operator that include in respect of each child enrolled,</p> <p>(2) Every operator shall ensure that a record is kept of the daily attendance of each child enrolled in each day nursery operated by the operator and in each location where private-home day care is provided by the operator. R.R.O. 1990, Reg. 262, s. 48 (2).</p> <p>(5) Every operator shall ensure that the records required to be maintained under this section with respect to a child are retained for at least two years after the discharge of the child. R.R.O. 1990, Reg. 262, s. 48 (5).</p>		2 years after discharge of child



2018	Day Nurseries Act Regulations (General), R.R.O. 1990, Reg. 262, s. 67, s. 69, s. 70 .	<p>67. (1) Every band or approved corporation claiming payment under the Act shall annually before a date fixed by a Director in each year prepare and submit to a Director, on a form approved by the Minister, an estimate of the costs and revenue and of the amount the Minister is to pay for the next fiscal year. O. Reg. 482/97, s. 4 (1); O. Reg. 501/00, s. 3 (1).</p> <p>69. (1) An application for payment under section 9 of the Act for a building project shall be made to the Minister on a form provided by the Minister. R.R.O. 1990, Reg. 262, s. 69 (1).</p> <p>(2) An applicant who applies under subsection (1) shall file with the Minister two copies of a site plan showing the location of the building or buildings, if any, on the site and, in the case of a building project with one or more of the elements referred to in paragraph 1, 2, 5 or 7 of the definition of “building project” in section 1,</p> <p>70. (1) No payment under section 9 of the Act shall be made for a building project except where,</p> <p>(a) the building project has been approved by the Minister;</p> <p>(b) the approved cost has been determined; and</p> <p>(c) the approvals of the Minister under section 6 of the Act, subsections 69 (2) and (3) and section 71 of this Regulation have been obtained. R.R.O. 1990, Reg. 262, s. 70 (1).</p> <p>(2) An approval of a building project by the Minister referred to in subsection (1) expires on the first anniversary of the date upon which the approval is given unless the building project has been commenced before such anniversary date. R.R.O. 1990, Reg. 262, s. 70 (2).</p>	Required	Not specified
2019	Day Nurseries Act Regulations (General), R.R.O. 1990, Reg. 262, s. 73	73. Every municipality, band or approved corporation that receives a payment under this Regulation shall keep and maintain a current inventory of all furnishings and equipment acquired by it and the inventory shall set forth each addition to or removal from inventory and the reasons therefor and shall be prepared in such manner as a Director may require. R.R.O. 1990, Reg. 262, s. 73.	Required	Not specified

2020	Day Nurseries Act Regulations (General, R.R.O. 1990, Reg. 262, s. 64	<p>64. (1) Every operator, except an approved corporation, shall keep financial records for each day nursery or private-home day care agency operated by the operator and shall retain such financial records for at least six years from the time of their making. R.R.O. 1990, Reg. 262, s. 64 (1).</p> <p>(2) The financial records referred to in subsection (1) shall show at least the,</p> <p>(a) assets;</p> <p>(b) liabilities;</p> <p>(c) income;</p> <p>(d) expenses; and</p> <p>(e) accumulated surplus and deficit,</p> <p>of the day nursery or private-home day care agency, as the case may be. R.R.O. 1990, Reg. 262, s. 64 (2).</p>	Required	6 years
2021	Dentistry Act, 1991, S.O. 1991, c. 24	<p>Records relating to dental claims submitted for financial reimbursement.</p> <p>Regulations: 12. Subject to the approval of the Lieutenant Governor in Council and with prior review by the Minister, the Council may make regulations,</p> <p>(a) regulating and governing the prescribing, dispensing, compounding and selling of drugs by members in the course of engaging in the practice of dentistry and ancillary matters, including establishing requirements and setting prohibitions;</p> <p>(b) requiring members to keep records respecting the prescribing, dispensing, compounding and selling of drugs and providing for the contents of those records;</p> <p>(c) requiring members to provide the College or the Minister with reports respecting the prescribing, dispensing, compounding and selling of drugs and providing for the contents of those reports. 2009, c. 26, s. 6 (2).</p>	Required	Not specified

2022	Development Charges Act, 1997 Regulations (General), O. Reg. 82/98, s. 8, s. 9, s. 10, s. 12, s. 14, s. 15, s. 17	<p>8. A development charge background study under section 10 of the Act shall set out the following for each service to which the development charge relates:</p> <ol style="list-style-type: none"> <li>1. The total of the estimated capital costs relating to the service.</li> <li>2. The allocation of the costs referred to in paragraph 1 between costs that would benefit new development and costs that would benefit existing development.</li> <li>3. The total of the estimated capital costs relating to the service that will be incurred during the term of the proposed development charge by-law.</li> <li>4. The allocation of the costs referred to in paragraph 3 between costs that would benefit new development and costs that would benefit existing development.</li> <li>5. The estimated and actual value of credits that are being carried forward relating to the service.</li> <li>9. (1) Notice of the public meeting of the council is required</li> <li>10. (1) This section applies to the notices relating to the passage of a development charge by-law that the clerk of a municipality is required to give under section 13 of the Act.</li> <li>12. (1) The information described in subsection (2) is prescribed as information to be included in the statement of the treasurer of a municipality under section 43 of the Act. The information is in addition to the opening and closing balance for the previous year and the transactions relating to the year.</li> <li>14. (1) A municipality shall prepare a pamphlet for each development charge by-law in force</li> <li>15. (1) A notice required under paragraph 1 of subsection 64 (1) of the Act shall be given by the clerk of the municipality.</li> </ol> <p>Transition Rules for Credits under Section 14 of the Old Act: 17. There are rules to apply with respect to credits given or required to be given</p>	Required	Not specified
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2023	Development Charges Act, 1997, c. 27, s. 10, s. 15, s. 20, s. 23, s. 42, s. 43, s. 46, s. 47, s. 48, s. 56	<p>10. (1) Before passing a development charge by-law, the council shall complete a development charge background study.</p> <p>15. (1) If the clerk of the municipality receives a notice of appeal on or before the last day for appealing a development charge by-law, the clerk shall compile a record that includes,</p> <ul style="list-style-type: none"> <li>(a) a copy of the by-law certified by the clerk;</li> <li>(b) a copy of the development charge background study;</li> <li>(c) an affidavit or declaration certifying that notice of the passing of the by-law and of the last day for appealing it was given in accordance with this Act; and</li> <li>(d) the original or a true copy of all written submissions and material received in respect of the by-law before it was passed.</li> </ul> <p>20. (1) A person required to pay a development charge, or the person's agent, may complain to the council of the municipality imposing the development charge not later than 90 days after the day the development charge, or any part of it, is payable.</p> <p>23. (1) If a notice of appeal under subsection 22 (1) is filed with the clerk of the municipality on or before the last day for appealing a decision, the clerk shall compile a record that includes,</p> <ul style="list-style-type: none"> <li>(a) a copy of the development charge by-law certified by the clerk;</li> <li>(b) the original or a true copy of the complaint and all written submissions and material received in support of the complaint;</li> <li>(c) a copy of the council's decision certified by the clerk; and</li> <li>(d) an affidavit or declaration certifying that notice of the council's decision and of the last day for appealing it was given in accordance with this Act</li> </ul> <p>42. A municipality that has passed a development charge by-law may register the by-law or a certified copy of it against the land to which it applies</p> <p>43. (1) The treasurer of a municipality shall each year on or before such date as the council of the municipality may direct, give the council a financial statement relating to development charge by-laws and reserve funds established under section 33.</p> <p>46. (1) The clerk of a municipality that has entered into a front-ending agreement shall give written notice of an agreement and of the last day for filing an objection to the agreement, which shall be the day that is 40 days after the day the agreement is</p>	Required	
2024	Developmental Services Act, R.S.O. 1990, c.D.11, s.2.	2. (1) The Minister may establish, operate and maintain one or more facilities and may furnish such services and assistance as he or she considers necessary upon such terms and conditions as the Minister sees fit.	Required	

2025	Education Act Regulations, O. Reg. 20/98, s. 12 , s. 14, s. 15 .	<p>12. (1) This section applies to the notices relating to the passage of an education development charge by-law that the secretary of a board is required to give under section 257.64 of the Act. - personal service, fax or mail to every owner of land in the area to which the by-law applies or publication in a newspaper.</p> <p>14. (1) This section applies to the notices relating to a proposed by-law amending an education development charge by-law that a board is required to give under section 257.72 of the Act.</p> <p>15. (1) This section applies to the notices relating to the passage of a by-law amending an education development charge by-law that the secretary of a board is required to give under section 257.73 of the Act.</p>	Required	
2026	Emergency Management and Civil Protection Act, R.S.O. 1990, c.E.9, s.10	<p>3. (1) Every municipality shall formulate an emergency plan governing the provision of necessary services during an emergency and the procedures under and the manner in which employees of the municipality and other persons will respond to the emergency and the council of the municipality shall by by-law adopt the emergency plan. 2002, c. 14, s. 5 (1).</p> <p>10. Except for plans respecting continuity of operations or services, an emergency plan formulated under section 3, 6 or 8 shall be made available to the public for inspection and copying during ordinary business hours at an office of the municipality, ministry or branch of government, as the case may be. R.S.O. 1990, c. E.9, s. 10; 2009, c. 33, Sched. 9, s. 4.</p>	Required	
2027	Employer Health Tax Act, R.S.O. 1990, c. E.11, s. 5.	<p>5. (1) Every taxpayer who is liable to pay tax under this Act for a year shall deliver to the Minister, on or before the prescribed date applicable to that taxpayer, a return in a form approved by the Minister setting out the amount of tax payable for the year under this Act, the amount or amounts on which the tax was calculated and such other information as may be required by the Minister for the purposes of this Act.</p> <p><b>Records and books of account:</b></p> <p>12. (1) Every person who is or was an employer with a permanent establishment in Ontario shall keep records and books of account in Ontario or at such other place as may be approved by the Minister. 1994, c. 8, s. 13 (1); 2004, c. 16, Sched. D, Table; 2009, c. 18, Sched. 11, s. 3.</p> <p>(4) Every person required by this section to keep records and books of account shall, until permission for their disposal is given by the Minister, retain each such record and book of account and every primary source document required to support and verify the entries and information in the records and books of account.</p>	Required	Not specified

2028	Employment Standards Act, 2000 Regulations, O.Reg 287/01, s.3	<p>Information about employees:</p> <p>3. (1) The following is the information about each employee that the owner or manager of premises shall give for the purposes of subsection 77 (1) of the Act:</p> <ol style="list-style-type: none"> <li>1. The employee's job classification or job description.</li> <li>2. The wage rate actually paid to the employee.</li> <li>3. A description of any benefits provided to the employee, including the cost of each benefit and the benefit period to which the cost relates.</li> <li>4. The number of hours that the employee works in a regular work day and in a regular work week.</li> <li>5. The date on which the provider hired the employee.</li> <li>6. Any period of employment attributed to the provider under section 10 of the Act.</li> <li>7. The number of weeks that the employee worked at the premises during the 26 weeks before the request date.</li> <li>8. A statement indicating whether either of the following subparagraphs applies to the employee: <ol style="list-style-type: none"> <li>i. The employee's work, before the request date, included providing building services at the premises, but the employee did not perform his or her job duties primarily at those premises during the 13 weeks before the request date.</li> <li>ii. The employee's work included providing building services at the premises, but the employee was not actively at work immediately before the request date, and did not perform his or her job duties primarily at the premises during the most recent 13 weeks of active employment</li> </ol> </li> </ol>	Required	Not specified
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2029	Employment Standards Act, 2000, S.O. 2000, c.41, s.15	Retention of employee records: (5) The employer shall retain or arrange for some other person to retain the records of the information required under this section for the following periods: 1. For information referred to in paragraph 1 or 3 of subsection (1), three years after the employee ceased to be employed by the employer. 2. For information referred to in paragraph 2 of subsection (1), the earlier of, i. three years after the employee's 18th birthday, or ii. three years after the employee ceased to be employed by the employer. 3. For information referred to in paragraph 4 of subsection (1) or in subsection (3), three years after the day or week to which the information relates. 4. For information referred to in paragraph 5 of subsection (1), three years after the information was given to the employee.	Required	Termination of employee + 3 years
2030	Employment Standards Act, 2000, S.O. 2000, c.41, s.15	see 2029 above.	Required	Termination of employee + 3 years
2031	Environmental Assessment Act, 1992, c.37	An Act to establish a federal environmental assessment process. Includes Regulations respecting studies or projects conducted by Canada Port Authority, Crown Corporations involved in the Provision of Commercial Loans, Federal Authorities, Infrastructure Projects, Projects Outside Canada. The projects and classes of projects that are set out in the schedule are prescribed projects and classes of projects for which a comprehensive study is required. The Regulations establish Timelines for Comprehensive Studies. Environmental impact statement guidelines remain valid for a period of three years beginning on the day on which the Agency provides them to the proponent.		3 years for Environmental impact statement guidelines
2032	Environmental Assessment Act, R.S.O. 1990, c. E.18, s. 5	The purpose of this Act is the betterment of the people of the whole or any part of Ontario by providing for the protection, conservation and wise management in Ontario of the environment. Every proponent who wishes to proceed with an undertaking shall apply to the Minister for approval to do so. A document may be destroyed by or under the authority of the Minister when it has been completely recorded or copied and the recording or copy is retained for the purpose of inspection under this section. c.36 (6).		

2033	Environmental Protection Act Regulations O. Reg 189/94 as amended, s. 7, s.17	Every person who conducts a test to determine if there is a leak in refrigeration equipment that uses a refrigerant shall place a notice on the equipment at the end of the test. In the case of a test conducted on refrigeration equipment in a motor vehicle, the required notice may be affixed to the frame or edge of the door nearest to the driver's seat. A copy of each notice shall be kept for a period of two years from the date of its issuance.	Requirement	2 years
2034	Environmental Protection Act Regulations , O. Reg. 102/94, s. 5	A person who is required under this Regulation to prepare a report of a waste audit or a waste reduction work plan shall retain a copy of the report or plan for at least five years after it was prepared. A person who is required under this Regulation to prepare a report of a waste audit or a waste reduction work plan shall submit to the Director, on request, the required report or plan, within seven days of the Director requesting them.	Requirement	At least 5 years after date prepared
2035	Environmental Protection Act Regulations , O. Reg. 232/98, s. 5, s. 6 , s. 8, s. 9 , s. 10	The holder of an environmental compliance approval or the applicant for an environmental compliance approval to which a landfilling site is or will be subject shall notify the Director in writing within 30 days after any change in his, her or its identity or status or any change in ownership of the site or ownership of property rights in the contaminant attenuation zone. A person shall not establish a new landfilling site or increase the total waste disposal volume of an existing landfilling site unless a written report has been prepared in accordance with this section. This includes geologic and hydrogeologic conditions reports, surface water conditions of the site and surface water protection for the site and the design for the ground water protection features. The owner and the operator of a landfilling site shall ensure that daily records of site operations are made during the operation of the site and that the records are retained for at least two years after they are made. <b>(s. 20)</b> . The owner and the operator of a landfilling site shall ensure that, within three months after each anniversary of the date on which waste was first accepted at the site, an annual report is prepared respecting the operation of the landfilling site, including a summary of results from monitoring programs; and all of the reports are retained until at least two years after the site is closed. <b>(s. 21)</b>	Requirement	2 years
2036	Environmental Protection Act Regulations, O.Reg. 101/94, s. 10, s. 15, s. 23	A municipality that is required to establish a blue box waste management system or a leaf and yard waste system shall submit an annual report on the operation of the system to the Director on or before June 1 in every year. An operating plan, an Emergency response plan and a Contingency plan shall be kept at the site.	Requirement	At least 2 years after the event to which the information relates. (s.27)

2037	Environmental Protection Act, R.S.O. 1990, c. E.19, s. 3 8	The purpose of this Act is to provide for the protection and conservation of the natural environment. When the Director, upon reasonable and probable grounds, is of the opinion that a source of contaminant is discharging into the natural environment any contaminant that constitutes, or the amount, concentration or level of which constitutes, an immediate danger to human life, the health of any persons, or to property, the Director may issue a stop order.		
2038	Environmental Protection Act, R.S.O. 1990, c. E.19, s. 18, s. 92	The Director by a written order may require a person who owns or owned or who has or had management or control of an undertaking or property to have available at all times equipment, material and personnel specified in the order. To obtain, construct and install or modify the devices, equipment and facilities specified in the order at the locations and in the manner specified in the order and to implement procedures. Every person having control of a pollutant that is spilled and every person who spills or causes or permits a spill of a pollutant shall notify any municipality within the boundaries of which the spill occurred. Every person required by this Act or the regulations to retain a record shall make it available to a provincial officer for inspection upon his or her request.		
2039	Expropriations Act, R.S.O. 1990, c. E.26, s. 9 , s. 10	Where a proposed expropriation has been approved under this Act or under the Ontario Energy Board Act, 1998, the expropriating authority shall register, within three months after the granting of the approval, in the proper land registry office a plan of the land signed by the expropriating authority and by an Ontario land surveyor, and thereupon the land vests in the expropriating authority. Where a plan has been registered and no agreement as to compensation has been made with the owner, the expropriating authority may serve the owner, and registered owner, within thirty days after the date of registration of the plan, with a notice of expropriation of the owner's land but failure to serve the notice does not invalidate the expropriation. Where a plan has been registered, the registered owner may elect, by notice in writing served upon the expropriating authority, within thirty days after the owner was served with the notice to have the compensation to which the owner is entitled assessed. Where lands are found to be no longer required by the expropriating authority the owners should be given first chance to repurchase the lands. (s.42)		
2040	Family Benefits Act Regulations (General), R.R. O. 1990, Reg. 3 66, s. 17, s. 18, s. 38	Refers to the application process for receiving Family Benefits and the accompanying documentation required and the determination of family income.		

2041	Fire Protection and Prevention Act, 1997 Regulations O. Reg. 388/97	<p>Fire Code - written records shall be kept of tests and corrective measures for two years after they are made, and the records shall be available upon request to the Chief Fire Official.</p> <p>If the time interval between tests exceeds 2 years, the written records shall be kept for the period of the test interval plus one year.</p> <p>In addition facilities regulated by or under the Developmental Services Act, written records shall be kept of inspections for two years after they are made, and the records shall be available upon request to the Chief Fire Official.</p>	Requirement	2 years
2042	Fuel Tax Act Regulations, R.R.O. 1990, Reg. 464, s. 9, s. 13	<p>A record of the quantities of fuel imported, purchased or otherwise received from suppliers including inventories that have been used in the operation of auxiliary equipment of a motor vehicle and with respect to which a refund has been or may be claimed; and the tax collectable and payable,</p> <p>shall be retained. A person required to maintain records, invoices, books of account or other documents may dispose of those records if the person first obtains the Minister's authorization to do so. A period of seven years has expired since the end of the calendar year to which the records relate.</p>	Requirement	7 years
2043	Fuel Tax Act, R.S.O. 1990, c. F.35, s. 6.1	<p>Every manufacturer, collector, distributor, importer, exporter, registered consumer, interjurisdictional carrier, interjurisdictional transporter, wholesale dealer or retail dealer shall keep at that person's principal place of business records and books of account in such form and containing such information as will permit the accurate determination of the taxes collectable or payable under this Act. Every person shall retain the records and books of account, as well as any other documents necessary to verify the information in the records and books of account, for a period of seven years following the end of the fiscal period to which the records and books of account relate, unless written permission for their disposal is received from the Minister.</p>	Requirement	7 years
2044	Health Insurance Act, R.S.O. 1990, c. H.6, s. 17	<p>Physicians, practitioners and health facilities shall prepare accounts for their insured services in such form as the General Manager may require. The accounts must meet the prescribed requirements. The physician, practitioner, health facility or, in the case of a patient who is billed directly, the patient must submit an account for an insured service to the General Manager within such time after the service is performed as may be prescribed. When submitted, the account must be in the required form and meet the prescribed requirements.</p>		

2045	Health Protection Act, R.S.O. 1990, c. H. 7, s. 16	Every person who operates a food premise shall keep such records in respect of the manufacturing, processing, preparation, storage, handling, display, transportation and sale, or offering for sale of food on or in the food premise and the distribution of food from the food premise as are prescribed by the regulations, and shall keep the records in such form, with such detail and for such length of time as are prescribed by the regulations.		
2046	Health Protection and Promotion Act Regulations, R.R.O. 1990, Reg. 569	Regulations respecting the reporting of diseases. A report with respect to the person to whom the finding was made, be made within twenty-four hours of the making of the finding . Any report made under the Act that is referred to in this Regulation shall be forwarded to the Ministry using the integrated Public Health Information System (iPHIS), or any other method specified by the Ministry.		
2047	Highway Traffic Act Regulations, R.R.O. 1990	Regulations for Safety Inspections and Standards for vehicles including certificates/stickers. An annual inspection sticker is valid until the end of the twelfth month after the month of inspection indicated on the sticker.	Requirement	1 year
2048	Homemakers and Nurses Services Act Regulations, R.R.O. 1990	Homemakers or Nurses are required to be trained and should receive a course of instruction. A grant for the training can be applied for from the Minister of Health and Long-Term Care. A municipality or council who pays fees for the services of homemakers or nurses shall complete an application for reimbursement and submit it to the Director not later than the 20th day of the month following the month for which the application is made and complete a statement of the amount paid for each recipient and retain the statement in his or her files. The Director may inspect and audit the books, accounts and vouchers of the municipality or council and those of the Designated Service Coordinators who provide homemaking services.		

2049	Homes for the Aged and Rest Homes Act Regulations, R.R.O. 1990	The municipality, municipalities or board maintaining and operating a home shall ensure that there are sufficient qualified administrative staff to manage and administer the home. The Administrator is responsible for keeping the records, completing the forms and making the returns required by the Act and this Regulation, and maintaining the confidentiality of all records and protecting the privacy and rights of the residents. The written records shall be retained along with the other records of the resident for at least twenty years after the last entry in the records with respect to the resident or, where the resident dies, for at least five years after the death of the resident. The books of account and ledgers of the home are audited annually. Each book of account and ledger shall be retained by the home for at least six years from the date of the last entry in the book or ledger. The administrator shall keep a separate book of account for a Trust Account that shall be retained for at least six years from the date the trust account is closed or becomes inactive. Fire inspection records shall be retained for at least two years.		20 years for resident records; 6 years after closed for financial records; 2 years after for fire inspection reports.
2050	Human Rights Code Regulations , O. Reg. 290/98, s. 1	A landlord may request credit references and rental history information, or either of them, from a prospective tenant and may request from a prospective tenant authorization to conduct credit checks on the prospective tenant.		
2051	Insurance Act, R.S.O. 1990	CHAPTER I.8 23 (1), 26 (1) The Superintendent shall keep the following books and records: A register of all licences issued under this Act. A record of all securities deposited by each insurer with the Superintendent. The books and records required by this section to be kept, shall be open to inspection at such times and upon payment of such fees as may be established by the Minister. Official documents as evidence - "official document" means a certificate, licence, order, decision, direction, inquiry or notice under this Act. A true copy certified by the Superintendent is admissible in evidence to the same extent as and has the same evidentiary value as the document or thing of which it is a copy. Records are subject to audit if considered necessary.		



2052	Labour Act (Fair Wages and Hours of Labour Regulations), C.R.C. 1978, c. 1015, s. 14; as am; SOR/99-362, s. 6	Regulate the wages and hours of labour for construction workers engaged in projects funded by the Government of Canada. Every contract shall include a provision that the contractor shall post and keep posted in a conspicuous place on the premises where work is being carried out or on premises occupied or used by workers engaged in or carrying out the work a copy of the schedule of wage rates applicable under the contract, a copy of the contractual provisions requiring the payment of fair wages, and a copy of any change in wages to be paid under the contract; keep books and records showing the names, addresses, classifications of employment and work of all workers employed under a contract and the rate of wages to be paid, wages paid and daily hours worked by the workers; and permit, at all reasonable times, an inspector to inspect their books, records and premises and provide an inspector with access to the contractor's premises for that purpose.		
2053	Labour Relations Act, 1995, S.O. 1995, c.I, Sched. A, s.90	Each party to a collective agreement shall file one copy with the Minister of Labour.		
2054	Limitations Act, 2002 S.O. 2002, chapter 24 Schedule B	This Act applies to claims pursued in court proceedings. A proceeding shall not be commenced in respect of a claim after the second anniversary of the day on which the claim was discovered. The limitation period of 2 years does not apply to Minors or Incapable persons. However, the ultimate limitation period for claims is 15 years after the act or omission on which the claim is based took place. There is no limitation period for a few exceptions stated in this Act under s. 16 (1). A limitation period may be suspended or extended by an agreement made on or after October 19, 2006.	Requirement	2 years for most claims; 15 years for minors or incapable persons.
2055	Ministry of Community and Social Services Act, R.S.O. 1990, c.M.20, s.11, s.12.	From time to time the Lieutenant Governor in Council or the Minister may direct payment of grants and contributions for consultation, research and evaluation services with respect to programs of social services, community services and social planning and for the provision, encouragement and development of credit counselling services and other social or community services. Agreements may be made with organizations, municipalities or other persons or corporations respecting the provision of social services and community services including items, facilities and personnel.		
2056	Ministry of Community and Social Services Act, R.S.O. 1990, c. M.20, s. 9	An inspection of any book, record or account respecting the grant may be made by the Ministry of Community and Social Services and may require a recipient of a grant to prepare and submit a financial statement.		

2057	Ministry of Community and Social Services, Provincial/Municipal Integration of Able Bodied Sole Support Parents on Family Benefits Agreement	<p>A plan to reform Ontario's social assistance programs is currently in place. A report by Ontario's social assistance review commission published in October 2012 called for the merger of Ontario Works (OW) and the Ontario Disability Support Program (ODSP) into a single program to be delivered locally by municipalities.</p> <p>The sole-support parent's supplement, would be available through social assistance.</p> <p><a href="http://www.thestar.com/news/canada/2012/10/24/ontario_commission_calls_for_integrated_welfare_program_to_include_the_disabled_and_remove_barriers_to_work.html">http://www.thestar.com/news/canada/2012/10/24/ontario_commission_calls_for_integrated_welfare_program_to_include_the_disabled_and_remove_barriers_to_work.html</a> The Ontario Works Act sets out policies and procedures for benefit applicants who are sole support parents.</p> <p><a href="http://www1.toronto.ca/wps/portal/contentonly?vgnextoid=ec4564445c780410VgnVCM10000071d60f89RCRD&amp;vgnextchannel=c7c5dac365280410VgnVCM10000071d60f89RCRD">http://www1.toronto.ca/wps/portal/contentonly?vgnextoid=ec4564445c780410VgnVCM10000071d60f89RCRD&amp;vgnextchannel=c7c5dac365280410VgnVCM10000071d60f89RCRD</a> Families First is a program for sole support parents who receive Ontario Works Assistance. A collaboration of Ontario Works in Peel, Peel Children's Services, and Peel Health.</p> <p><a href="http://www.peelregion.ca/ow/ourservices/community-program/families-first.htm#3">http://www.peelregion.ca/ow/ourservices/community-program/families-first.htm#3</a></p>		
2058	Ministry of Environment, Waste Management Improvement Program Agreement	<p>The Ontario Ministry of the Environment's newly-proposed Bill 91 would see Waste Diversion Ontario (WDO) replaced by a new overseer body that has the power to enforce a new individual producer responsibility (IPR) regime. The legislative changes, if passed, would be part of the new Waste Reduction Act, 2013. The changes would give the new body, called the Waste Reduction Authority, the ability to issue fines for non-compliance.</p> <p>Bill 91 was introduced at the Ontario Legislature on June 6, 2013. The role of municipalities will be set out in the Act including the need for an agreement between producers and municipalities.</p>		
2059	Ministry of Health, Respite Care Operators Agreement, s. 7			
2060	Ministry Ontario Works Directive 49.0	<p>Concerns Information Sharing Agreements (Ontario Works Policy Directive 11.5) - The Minister may enter into an agreement with a band or person. An agreement under this section shall provide for the ownership, collection, use, disclosure and safeguarding of privacy of personal information and for a person's access to his or her own personal information, subject to the prescribed conditions.</p>		

2061	Municipal Act, 2001 Regulations, O. Reg. 438/97, s. 8	<p>8. (1) If a municipality has an investment in a security prescribed under this Regulation, the council of the municipality shall require the treasurer of the municipality to prepare and provide to the council, each year or more frequently as specified by the council, an investment report.</p> <p>(2) The investment report referred to in subsection (1) shall contain,</p> <p>(a) a statement about the performance of the portfolio of investments of the municipality during the period covered by the report;</p> <p>(b) a description of the estimated proportion of the total investments of a municipality that are invested in its own long-term and short-term securities to the total investment of the municipality and a description of the change, if any, in that estimated proportion since the previous year's report;</p> <p>(c) a statement by the treasurer as to whether or not, in his or her opinion, all investments were made in accordance with the investment policies and goals adopted by the municipality;</p> <p>(d) a record of the date of each transaction in or disposal of its own securities, including a statement of the purchase and sale price of each security; and</p> <p>(e) such other information that the council may require or that, in the opinion of the treasurer, should be included.</p> <p>(3) Upon disposition of any investment made under paragraph 9 of section 2, the council of the municipality shall require the treasurer of the municipality to prepare and provide to the council a report detailing the proposed use of funds realized in the disposition.</p>	Requirement	Not specified
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2062	Municipal Act, 2001 S.O. 2001, Chapter 25	<p><b>Retention of records - 254.</b> (1) A municipality shall retain and preserve the records of the municipality and its local boards in a secure and accessible manner and, if a local board is a local board of more than one municipality, the affected municipalities are jointly responsible for complying with this subsection. (3) If a municipality or a local board has a duty to retain and preserve records under this section, the municipality or local board may enter into an agreement for archival services with respect to the records. (4) Records transferred to a person pursuant to an agreement under subsection (3) remain, for the purposes of the Municipal Freedom of Information and Protection of Privacy Act, under the ownership and control of the municipality.</p> <p><b>255.</b> (1) Except as otherwise provided, a record of a municipality or local board may only be destroyed in accordance with this section. (2) Despite section 254, a record of a municipality or a local board may be destroyed if a retention period for the record has been established under this section and, (a) the retention period has expired; or (b) the record is a copy of the original record. (3) A municipality may, subject to the approval of the municipal auditor, establish retention periods during which the records of the municipality and local boards of the municipality must be retained and preserved in accordance with section 254.</p> <p><b>228.</b> (1) A municipality shall appoint a clerk whose duty it is (a) to record, without note or comment, all resolutions, decisions and other proceedings of the council; (b) if required by any member present at a vote, to record the name and vote of every member voting on any matter or question; (c) to keep the originals or copies of all by-laws and of all minutes of the proceedings of the council</p> <p><b>286.</b> (1) A municipality shall appoint a treasurer who is responsible for handling all of the financial affairs of the municipality on behalf of and in the manner directed by the council of the municipality, including, (d) maintaining accurate records and accounts of the financial affairs of the municipality</p>		
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2063	Municipal Conflict of Interest Act, R.S.O. 1990, c. M.50, s. 6	<p>5. (1) Where a member, either on his or her own behalf or while acting for, by, with or through another, has any pecuniary interest, direct or indirect, in any matter and is present at a meeting of the council or local board at which the matter is the subject of consideration, the member,</p> <p>(a) shall, prior to any consideration of the matter at the meeting, disclose the interest and the general nature thereof;</p> <p>(b) shall not take part in the discussion of, or vote on any question in respect of the matter; and</p> <p>(c) shall not attempt in any way whether before, during or after the meeting to influence the voting on any such question.</p> <p>(2) Where the meeting referred to in subsection (1) is not open to the public, in addition to complying with the requirements of that subsection, the member shall forthwith leave the meeting or the part of the meeting during which the matter is under consideration.</p> <p>(3) Where the interest of a member has not been disclosed as required by subsection (1) by reason of the member's absence from the meeting referred to therein, the member shall disclose the interest and otherwise comply with subsection (1) at the first meeting of the council or local board, as the case may be, attended by the member after the meeting referred to in subsection (1).</p> <p>6. (1) Every declaration of interest and the general nature thereof made under section 5 shall, where the meeting is open to the public, be recorded in the minutes of the meeting by the clerk of the municipality or secretary of the committee or local board, as the case may be.</p> <p>(2) Every declaration of interest made under section 5, but not the general nature of that interest, shall, where the meeting is not open to the public, be recorded in the minutes of the next meeting that is open to the public.</p>	Requirement	Not specified
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2064	Municipal Freedom of information and Protection of Privacy Act, R.S.O. 1990	<p>Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c. M.56, s. 4, 5, 6, 7, 8, 9, 10, 12, 13, 14, 15 - <b>Compliance with Right of Access</b> - obligation to disclose, draft by-laws, etc., advice or recommendations, law enforcement, relations with governments, third party information, solicitor-client privilege, danger to safety or health, personal privacy, information soon to be published.</p> <p>Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c. M.56, ss.17, 18, 19, 20, 21, 22, 43, 45 - <b>Access to Information Request</b> - Request, involvement of other institutions, notice of forwarding or transfer, notice of decision, notice of extension, notice to affected person, notice of refusal, notice of order, estimate of costs.</p> <p>Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c. M.56, s.30 - <b>Retention and Disposal of Personal Information: Staffing &amp; Recruitment</b></p> <p>30. (1) Personal information that has been used by an institution shall be retained after use by the institution for the period prescribed by regulation in order to ensure that the individual to whom it relates has a reasonable opportunity to obtain access to the personal information.</p> <p>(4) A head shall dispose of personal information under the control of the institution in accordance with the regulations.</p>	Requirement	Not specified
2065	Nursing Homes Act, R.S.O. 1990	<p>The Nursing Homes Act R.S.O. 1990, c. N.7 was repealed on July 1, 2010 when the Long-Term Care Homes Act, 2007 was enacted.</p> <p><b>Records</b> - (3) Where the licensee's licence is revoked and the revocation becomes final or where the nursing home is otherwise being operated without a licence, the licensee and the administrator shall hand over to the Minister, or a person designated by the Minister, all the records that are in their possession or control and that pertain to the residents of the nursing home. R.S.O. 1990, c. N.7, s. 19.</p>	Requirement	Not specified



2066	Occupational Health and Safety Act Regulation , O.Reg 278/05, s.10 , s.21	<p><b>ASBESTOS ON CONSTRUCTION PROJECTS AND IN BUILDINGS AND REPAIR OPERATIONS</b> 10. (1) An owner shall comply with subsections (2), (3), (4), (5) and (6) before,</p> <p>(a) requesting tenders for the demolition, alteration or repair of all or part of machinery, equipment, or a building, aircraft, locomotive, railway car, vehicle or ship;</p> <p>(b) arranging or contracting for any work described in clause (a), if no tenders are requested.</p> <p>The owner shall have an examination carried out in accordance with section 3 to establish whether any material that is likely to be handled, dealt with, disturbed or removed, whether friable or non-friable, is asbestos-containing material. Whether an examination is required under subsection (2) or not, the owner shall have a report prepared, stating whether the material is or is not asbestos-containing material.</p> <p><b>Asbestos work report</b></p> <p>21. (1) The employer of a worker working in a Type 2 operation or a Type 3 operation shall complete an asbestos work report in a form obtained from the Ministry for each such worker,</p> <p>(a) at least once in each 12-month period; and</p> <p>(b) immediately on the termination of the employment of the worker. O. Reg. 278/05, s. 21 (1).</p> <p>(2) As soon as the asbestos work report is completed, the employer shall,</p> <p>(a) forward it to the Provincial Physician, Ministry of Labour, and</p> <p>(b) give a copy to the worker. O. Reg. 278/05, s. 21 (2).</p>	Requirement	Not specified
2067	Occupational Health and Safety Act Regulationa, R.R.O. 1990, Reg. 859, s. 5, s. 6	<p><b>WINDOW CLEANING</b> 5. (1) When a person engaged in window cleaning is killed or critically injured, the written report required by section 51 must be completed. 6.</p> <p>When an accident involves the collapse or failure of a temporary or permanent support or structure that was designed by a professional engineer, the employer shall add to the report required by section 51 of the Act or to the notice required by section 52 of the Act a written opinion given by a professional engineer stating the cause of the collapse or failure, to be filed within fourteen days after the report or notice is filed</p>		Not specified

2068	Occupational Health and Safety Act Regulations , O. Reg 67/93 as amended, s.19	<p><b>HEALTH CARE AND RESIDENTIAL FACILITIES - Ventilation</b></p> <p>19. (1) General indoor ventilation adequate to protect the health and safety of a worker shall be provided by natural or mechanical means.</p> <p>(2) A mechanical ventilation system shall be inspected every six months to ensure it is in good condition.</p> <p>(3) The inspection referred to in subsection (2) shall be carried out by a person who is qualified by training and experience to make such an inspection.</p> <p>(4) The person carrying out the inspection shall file a report on the inspection with the employer and with the joint health and safety committee or health and safety representative, if any.</p> <p>(5) A mechanical ventilation system,</p> <p>(a) shall be serviced and have maintenance work performed on it as frequently as recommended by the manufacturer; and</p> <p>(b) shall be serviced, have maintenance work performed on it or be repaired when a report referred to in subsection (4) indicates it is necessary to ensure the system is maintained in good condition</p>		Not specified
2069	Occupational Health and Safety Act Regulations , O. Reg. 213/91, s. 12	<p><b>CONSTRUCTION PROJECTS - 12.</b> (1) This section applies with respect to an occurrence for which a report under subsection 51 (1) of the Act or a notice under section 52 or 53 of the Act is given, if the occurrence involves a failure of all or part of,</p> <p>(a) temporary or permanent works;</p> <p>(b) a structure;</p> <p>(c) an excavation wall or similar earthwork for which a professional engineer has given a written opinion that the stability of the wall is such that no worker will be endangered by it; or</p> <p>(d) a crane or similar hoisting device.</p> <p>(2) A constructor or employer who submits a report under subsection 51 (1) of the Act (notice of death or injury) or gives a notice under section 52 or 53 of the Act (notice of accident, etc.) shall also provide, within 14 days after the occurrence, a professional engineer's written opinion stating the cause of the occurrence.</p>	Requirement	Not specified

2070	Occupational Health and Safety Act Regulations , O. Reg. 213/91, s. 145 , s. 152	<p><b>CONSTRUCTION PROJECTS - 145.</b> (1) The owner of an elevating work platform shall maintain it such that the safety factors of the original design are maintained.</p> <p>(2) The owner of an elevating work platform shall keep a permanent record of all inspections, tests, repairs, modifications and maintenance performed on it. ).</p> <p>(3) The permanent record required by subsection (2),</p> <p>(a) shall be kept up-to-date;</p> <p>(b) shall include complete records from the more recent of,</p> <p>(i) the date of purchase, or</p> <p>(ii) the date this Regulation is filed; and</p> <p>(c) shall include the signature and name of the person who performed the inspection, test, repair, modification or maintenance.</p> <p>152. (1) The owner of a crane or similar hoisting device shall keep a permanent record of all inspections of, tests of, repairs to, modifications to and maintenance of the crane or similar hoisting device.</p> <p>(2) The owner of a crane or similar hoisting device shall prepare a log book for it for use at a project that shall include the record referred to in subsection (1) covering the period that is the greater of,</p> <p>(a) the immediately preceding twelve months; and</p> <p>(b) the period the crane or similar hoisting device is on the project.</p> <p>(3) The log book shall be kept with the crane or similar hoisting device.</p> <p>(4) The owner of a crane or similar hoisting device shall retain and make available to the constructor on request copies of all log books and records for the crane or similar hoisting device.</p>	Inspection Reports - Life of Equipment	Not specified
2071	Occupational Health and Safety Act Regulations , O. Reg. 213/91, s. 60	<b>CONSTRUCTION PROJECTS - 60.-63. Revoked: O. Reg. 628/05, s. 2.</b>		

2072	Occupational Health and Safety Act Regulations , O. Reg. 67 /93, s. 60, s. 79	<p><b>HEALTH CARE AND RESIDENTIAL FACILITIES - Equipment - 60.</b> (1) An autoclave or sterilization machine shall,</p> <p>(a) if the sterilant used in it is ethylene oxide or another hazardous chemical, be vented to the outdoors;</p> <p>(b) be operated by a worker qualified by training and experience to do so;</p> <p>(c) have its operating and emergency instructions posted adjacent to it;</p> <p>(d) be maintained on a regular basis and be inspected at least once every three months;</p> <p>(e) be tested when first put into service and annually thereafter by a person qualified by training and experience to do so and a record of the test shall be kept; and</p> <p>(f) have a pressure relief valve set at a pressure not exceeding that for which it was designed and intended.</p> <p>(2) After its operation or use, an autoclave or sterilization machine shall not be opened until its pressure has returned to atmospheric pressure</p> <p>79. (1) Lifting equipment shall be thoroughly examined by a competent person to determine its capability of handling the maximum load as rated,</p> <p>(a) before being used for the first time; and</p> <p>(b) thereafter as often as necessary but not less frequently than recommended by the manufacturer and, in any case, at least once a year.</p> <p>(2) A permanent record shall be kept of each examination conducted under subsection (1) for as long as the equipment remains on the premises and for one year after the equipment is removed and the record shall be signed by the person who conducted it.</p>		Equipment Removal + 1 year
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2073	Occupational Health and Safety Act Regulations , R.R.O. 1990, Reg. 851, ss. 6 & 51	<p><b>INDUSTRIAL ESTABLISHMENTS - Notice of Accident</b> - 6. Where a report or permanent record is prescribed to be kept, it shall be kept for,</p> <p>(a) a period of at least one year; or</p> <p>(b) such longer period as is necessary to ensure that at least the two most recent reports or records are kept.</p> <p>51. (1) A lifting device shall,</p> <p>(a) be so constructed, of such strength and be equipped with suitable ropes, chains, slings and other fittings so as to adequately ensure the safety of all workers;</p> <p>(b) be thoroughly examined by a competent person to determine its capability of handling the maximum load as rated,</p> <p>(i) prior to being used for the first time, and</p> <p>(ii) thereafter as often as necessary but not less frequently than recommended by the manufacturer and in any case, at least once a year,</p> <p>and a permanent record shall be kept, signed by the competent person doing the examination</p>		Permanent
2074	Occupational Health and Safety Act Regulations, O. Reg. 67 /93, ss. 4-6	<p>4. The employer shall keep on file all records or reports that are required to be kept under this Regulation for a period of at least one year or such longer period as is necessary to ensure that the two most recent reports or records are on file. 5. If a worker is killed or critically injured at a facility If an accident, explosion or fire causes injury to a worker If an accident, explosion or fire at a facility causes injury requiring medical attention but does not disable a worker from performing his or her usual work, the employer shall keep a record of that occurrence. The record kept by the employer under subsection (3) for inspection by an inspector shall be notice to a Director. 6. If an occurrence involves the collapse or failure of a temporary or permanent structure that was designed by a professional engineer or architect, the employer shall, within fourteen days after the occurrence, supplement the notice or report required by section 51 or 52 of the Act with the written opinion of a professional engineer as to the cause of the collapse or failure.</p>		Not specified
2075	Occupational Health and Safety Act Regulations, O. Reg. 67/93, s. 43	<b>43.-43.19 Revoked: O. Reg. 97/11, s. 1.</b>		

2076	Occupational Health and Safety Act Regulations, R.R.O. 1990, Reg. 860, s. 17	<p><b>WORKPLACE HAZARDOUS MATERIALS INFORMATION SYSTEM (WHMIS) - 17.</b> (1) An employer who receives a controlled product from a supplier for use at a workplace shall obtain a supplier material safety data sheet for the controlled product.</p> <p>(2) A supplier material safety data sheet for a controlled product shall contain the same information as the material safety data sheet, if any, that the supplier is required in the circumstances to transmit to a purchaser of the controlled product under paragraph 13 (a) of the Hazardous Products Act (Canada).</p> <p>(3) When a supplier material safety data sheet obtained under subsection (1) is three years old, the employer shall, if possible, obtain from the supplier an unexpired supplier material safety data sheet if any of the controlled product remains in the workplace.</p> <p>(4) An employer who is unable to obtain a material safety data sheet as referred to in subsection (3) shall add all new hazard information for the controlled product to the existing supplier material safety data sheet on the basis of the ingredients disclosed in it.</p> <p>(5) An employer may provide a material safety data sheet in a different format from that of the supplier material safety data sheet for the controlled product or containing additional hazard information,</p> <p>a) if the material safety data sheet provided by the employer, subject to subsection 40 (6) of the Act, contains no less content than the supplier material safety data sheet; and</p> <p>(b) if the supplier material safety data sheet is available at the workplace and the employer-provided material safety data sheet indicates that fact.</p> <p>(6) If a supplier is exempted by subsection 9 (1) or section 10 of the Controlled Products Regulations (Canada) from providing a material safety data sheet for a controlled product, an employer is exempted from obtaining one from the supplier.</p>	Requirement	Not specified
2077	Occupational Health and Safety Act Regulations, R.R.O. 1990, Reg. 851, ss. 6 & 68	<p><b>INDUSTRIAL ESTABLISHMENTS - 6.</b> Where, under section 5 or 51, a report or permanent record is prescribed to be kept, it shall be kept for,</p> <p>(a) a period of at least one year; or</p> <p>(b) such longer period as is necessary to ensure that at least the two most recent reports or records are kept.</p> <p><b>67.-71. Revoked: O. Reg. 629/05, s. 4.</b></p>		Last inspection + 2 years



2078	Occupational Health and Safety Act Regulations, R.R.O. 1990, Reg. 859, ss. 39 & 40 , s. 41	<p><b>WINDOW CLEANING - 39.</b> (1) Every owner of a building where a suspended scaffold, boatswain's chair or similar single-point suspension equipment is to be used for window cleaning shall prepare a sketch or sketches showing all anchor points and related structures on the building that are suitable and adequate for the attachment of the suspended scaffold, boatswain's chair or similar single-point suspension equipment and the lifeline. 40. (1) Every owner of a building where sill work is done shall prepare a sketch or sketches showing all anchor points and related structures on the building that are suitable and adequate for the attachment of a lifeline for a worker who performs the sill work. 41. (5) A building owner shall keep a record of the inspections of any anchor points and any permanently-installed suspended scaffold at a building in a log book to be maintained and retained as long as the anchor points and suspended scaffold are used, showing,</p> <ul style="list-style-type: none"> <li>(a) the date on which each inspection is made;</li> <li>(b) the name and signature of the person making the inspection; and</li> <li>(c) any modifications or repairs made to an anchor point or a suspended scaffold, including the date they are made and the name and signature of the person making the modifications or repairs.</li> </ul>	Requirement	Not specified
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2079	Occupational Health and Safety Act, R.S. 0. 1990, c. 0.1, s. 12, s. 51, s. 52	<p>12. (1) For workplaces to which the insurance plan established under the Workplace Safety and Insurance Act, 1997 applies, the Workplace Safety and Insurance Board, upon the request of an employer, a worker, committee, health and safety representative or trade union, shall send to the employer, and to the worker, committee, health and safety representative or trade union requesting the information an annual summary of data relating to the employer in respect of the number of work accident fatalities, the number of lost work day cases, the number of lost work days, the number of non-fatal cases that required medical aid without lost work days, the incidence of occupational illnesses, the number of occupational injuries, and such other data as the Board may consider necessary or advisable. 51. (1) Where a person is killed or critically injured from any cause at a workplace, the constructor, if any, and the employer shall notify an inspector, and the committee, health and safety representative and trade union, if any, immediately of the occurrence by telephone or other direct means and the employer shall, within forty-eight hours after the occurrence, send to a Director a written report of the circumstances of the occurrence containing such information and particulars as the regulations prescribe. 52. (1) If a person is disabled from performing his or her usual work or requires medical attention because of an accident, explosion, fire or incident of workplace violence at a workplace, but no person dies or is critically injured because of that occurrence, the employer shall, within four days of the occurrence, give written notice of the occurrence containing the prescribed information and particulars to the following:</p> <ol style="list-style-type: none"> <li>1. The committee, the health and safety representative and the trade union, if any.</li> <li>2. The Director, if an inspector requires notification of the Director</li> </ol>	Requirement	Not specified
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2080	Occupational Health and Safety Act, R.S.O. 1990, c. 0.1, s. 26, s. 30	<p>26. (1)An employer shall,</p> <p>(c) keep and maintain accurate records of the handling, storage, use and disposal of biological, chemical or physical agents as prescribed;</p> <p>(d) accurately keep and maintain and make available to the worker affected such records of the exposure of a worker to biological, chemical or physical agents as may be prescribed;</p> <p>(f) monitor at such time or times or at such interval or intervals the levels of biological, chemical or physical agents in a workplace and keep and post accurate records thereof as prescribed;</p> <p>(h) establish a medical surveillance program for the benefit of workers as prescribed;</p> <p>(i) provide for safety-related medical examinations and tests for workers as prescribed;</p> <p>(k) where so prescribed, provide a worker with written instructions as to the measures and procedures to be taken for the protection of a worker; and</p> <p>(l) carry out such training programs for workers, supervisors and committee members as may be prescribed.</p> <p>30. (1) Before beginning a project, the owner shall determine whether any designated substances are present at the project site and shall prepare a list of all designated substances that are present at the site.(2) If any work on a project is tendered, the person issuing the tenders shall include, as part of the tendering information, a copy of the list referred to in subsection (1).</p>	Requirement	Not specified
2081	Occupational Health and Safety Act, R.S.O. 1990, c. 0.1, s. 29	<p>Plans of workplaces</p> <p>(3) Where so prescribed, an owner or employer shall,</p> <p>(a) not begin any construction, development, reconstruction, alteration, addition or installation to or in a workplace until the drawings, layout and specifications thereof and any alterations thereto have been filed with the Ministry for review by an engineer of the Ministry for compliance with this Act and the regulations; and</p> <p>(b) keep a copy of the drawings as reviewed in a convenient location at or near the workplace and such drawings shall be produced by the owner or employer upon the request of an inspector for his or her examination and inspection.</p>	Requirement	Not specified

2082	Occupational Health and Safety Act, R.S.O. 1990, c. 0.1, s. 54	<p><b>Powers of inspector 54.</b> (1) An inspector may</p> <p>(c) require the production of any drawings, specifications, licence, document, record or report, and inspect, examine and copy the same;</p> <p>(d) upon giving a receipt therefor, remove any drawings, specifications, licence, document, record or report inspected or examined for the purpose of making copies thereof or extracts therefrom, and upon making copies thereof or extracts therefrom, shall promptly return the same to the person who produced or furnished them;</p> <p>(e) conduct or take tests of any equipment, machine, device, article, thing, material or biological, chemical or physical agent in or about a workplace and for such purposes, take and carry away such samples as may be necessary;</p> <p>(f) require in writing an employer to cause any tests described in clause (e) to be conducted or taken, at the expense of the employer, by a person possessing such special expert or professional knowledge or qualifications as are specified by the inspector and to provide, at the expense of the employer, a report or assessment by that person</p>	Requirement	Not specified
2083	Occupational Health and Safety Act, R.S.O. 1990, c. 0.1, s. 9	9. (2) A joint health and safety committee is required, at a workplace at which twenty or more workers are regularly employed. A committee shall maintain and keep minutes of its proceedings, conduct inspections, certifications, recommendations, responses, prepare inspection reports, testing strategies.	Requirement	Not specified

2084	Occupational Health and Safety Act, R.S.O. 1990, Confined Space Regulation 632/05	<p>7. (1) Before any worker enters a confined space, the employer shall ensure that an adequate written plan, including procedures for the control of hazards identified in the assessment, has been developed and implemented by a competent person for the confined space. (1) Every worker who enters a confined space or who performs related work shall be given adequate training for safe work practices for working in confined spaces and for performing related work, including training in the recognition of hazards associated with confined spaces. (5) The employer shall maintain up-to-date written records showing who provided and who received training under this section, the nature of the training and the date when it was provided.</p> <p>21. (1) In the case of a workplace that is not a project, the employer shall retain every assessment, plan, co-ordination document under section 4, record of training under subsection 8 (5) or 9 (2), entry permit under section 10, record of an inspection under subsection 12 (2) and record of a test under section 18, including records of each sample, for the longer of the following periods:</p> <ol style="list-style-type: none"> <li>1. One year after the document is created.</li> <li>2. The period that is necessary to ensure that at least the two most recent records of each kind that relate to a particular confined space are retained. O. Reg. 95/11, s. 10.</li> </ol>	Requirement	Current year + 2 years
2085	Ontario Disability Support Program (ODSP) Bulletin 005-2001 Ontario Works Bulletin 2001-08	The Freedom of Information and Protection of Privacy Act and the Municipal Freedom of Information and Protection of Privacy Act, requires that personal information used by an institution shall be retained for at least one year after it is used. For unfounded allegations, this means one year after the completion of an assessment or investigation (including police, crown and trial activities, where applicable).	Requirement	Case closed + 1 year

2086	Ontario Disability Support Program Act, 1997 Regulations, O. Reg. 222/98, s. 12, s. 14, s. 15	<b>APPLICATIONS FOR INCOME SUPPORT - 12.</b> (1) A person is not eligible for income support if the person fails to provide the information the Director requires to determine initial or ongoing eligibility for income support. 14. (1) An application for income support shall be made to the Director in the form and manner approved by the Director. (2) The Director may require an applicant to provide information necessary to determine and verify the applicant's eligibility for income support. 16. (3) The application is not complete until the application and all accompanying forms, agreements and consents have been completed and signed and have been provided, together with any required verification of information, to the Director. (5) An application referred to in subsection 14 (1) that has not been completed within 90 days after a request under paragraph 1 of section 47 has been made shall be deemed to be withdrawn unless the Director approves a greater period of time for its completion	Requirement	Not specified
2087	Ontario Disability Support Program Act, 1997 Regulations, O. Reg. 222/98, s. 54	54. For the purpose of carrying out an investigation (5) If an eligibility review officer makes a demand, the person having custody of the things shall produce them to the officer. On issuing a written receipt, the officer may remove the things that are produced and may, (a) review or copy any of them; or (b) bring them before a justice of the peace, in which case section 159 of the Provincial Offences Act applies, or deal with them in accordance with the applicable provisions of the Criminal Code (Canada). (7) Except where clause (6) (b) applies, the officer shall review or copy things with reasonable dispatch and shall forthwith after doing so return the things to the person who produced them. (8) A copy certified by an officer as a copy made under clause (6) (a) is admissible in evidence to the same extent, and has the same evidentiary value, as the thing copied	Requirement	Not specified
2088	Ontario Disability Support Program Act, 1997 Regulations, O. Reg. 223/98, s. 1	<b>EMPLOYMENT SUPPORTS - 1.</b> (1) An application for employment supports must be made on a form approved by the Director.	Requirement	Not specified



2089	Ontario Disability Support Program Act, 1997, c. 25, Sch. B, s. 10, s. 16, s. 19 (notice of decision), s. 24, s. 34, 39	<p><b>Application for income support - 10.</b> (1) An application for income support shall be made in the prescribed manner and shall contain the prescribed information. (2) Despite any decision of the Director, the Tribunal or a court, a further application for income support may be made by an applicant or recipient upon new or other evidence or if material circumstances have changed. 16. (1) The Director may give a recipient notice in writing of a decision determining that an overpayment exists and, if the Director does, the notice shall set out the amount of the overpayment and the prescribed information concerning the decision. 19. The Director shall give notice to the applicant or recipient of a decision that may be appealed and the notice shall advise the applicant or recipient that he or she may request an internal review of it. 24. If there is a delivery agent under section 39, the delivery agent shall notify the Director of the prescribed appeals to the Tribunal and the Tribunal shall add the Director as a party, on his or her request. 34. An application for employment supports shall be made to the service co-ordinator for the geographic area in which the person applying resides. Agreement for delivery of income support. 39. (1) The Minister may enter into an agreement with a municipality, a band as defined under the Indian Act (Canada), a district social services administration board or a person providing that the municipality, band, board or person shall exercise those powers and duties of the Director relating to income support or financial assistance under section 49 that are specified in the agreement. (7) An agreement under this section shall provide for the ownership, collection, use, disclosure and safeguarding of privacy of personal information and for a person's access to his or her personal information subject to the prescribed conditions.</p>	Requirement	Not specified
2090	Ontario Disability Support Program Act, 1997, c. 25, Sch. B, s. 10, s. 16, s. 19, s. 24, s. 34	see above.		Not specified

2091	Ontario Municipal Board Act Regulations, R.R.O. 1990, Reg. 889, s. 8.02, s. 11.03 , 31.01	<p>Rules of Procedure. An application by a municipality for an order authorizing the issue of debentures or the raising of money beyond the current term of council shall be accompanied by a completed submission form. Where an application is made to the Ontario Municipal Board under the Planning Act, a submission form related to the particular application shall be completed and filed with the Board. A notice of motion shall identify the moving party; set out the time and place for the hearing of the motion; state the precise relief sought; specify the grounds to be argued, including a reference to any statutory provision or rule, if any, to be relied on; be accompanied by an affidavit of a person having knowledge, or information and belief; list the documents to be used at the hearing of the motion;</p> <p>state whether the moving party will seek leave of the Board to adduce oral evidence at the hearing of the motion and identify the nature of the evidence; identify the names and addresses of all parties, other than the moving party, and of any other person to whom the Board has directed notice be given; and identify by name, address and telephone number the moving party's solicitor or the moving party.</p> <p>A party who requires the attendance of a person as a witness at a hearing may serve the person with a summons to witness requiring him or her to attend the hearing at the time and place stated in the summons, and the summons may also require the person to produce at the hearing the documents or other things in his or her possession, control or power relating to the matters in question in the application or motion that are specified in the summons.</p>		
2092	Ontario Registry Act, R.S.O. 1990, c.R.20, s.112(1)	<p>Title search period. A person dealing with land shall not be required to show that the person is lawfully entitled to the land as owner thereof through a good and sufficient chain of title during a period greater than the forty years immediately preceding the day of such dealing, except in respect of a claim referred to in subsection 113 (5). A claim of the Crown reserved by letters patent, of the Crown in unpatented land or in land for which letters patent have been issued, but which has reverted to the Crown by forfeiture or cancellation of letters patent, or in land that has otherwise reverted to the Crown, of the Crown or a municipality in a public highway or lane, of a person to an unregistered right of way, easement or other right that the person is openly enjoying and using; a claim arising under any Act; or a claim of a corporation authorized to construct or operate a railway, including a street railway or incline railway, in respect of lands acquired by the corporation after the 1st day of July, 1930, and owned or used for the purposes of a right of way for railway lines, or abutting such right of way.</p>		

2093	Ontario Water Resources Act Regulations, O. Reg. 435/93, s. 4, s. 9, s. 16, s. 17, s. 18, s. 19 , s. 20	<p>Regulations regarding Water Works and Sewage Works.</p> <p>The owner of a facility shall file an application with the Director for classification of the facility. The owner shall ensure that the certificate is conspicuously displayed at the facility or at premises from which the operations of the facility are managed. The owner of a facility shall ensure that a copy of the licence of every licensed operator who is employed in the facility is conspicuously displayed at the operator's workplace or at premises from which the operations of the facility are managed. The owner of a facility shall ensure that operators and maintenance personnel in the facility have ready access to comprehensive operations and maintenance manuals that contain plans, drawings and process descriptions sufficient for the safe and efficient operation of the facility. The owner shall ensure that the manuals are reviewed and updated at least once every two years. The owner of a facility shall ensure that every operator employed in the facility is given at least forty hours of training every year. The training may include, for example, training in new or revised operating procedures, reviews of existing operating procedures, safety training and studies of information and technical skills related to environmental subjects. The owner shall ensure that records are maintained of the training given. The owner shall submit copies or summaries of the records to the Director when requested. The owner shall ensure that logs and other record-keeping mechanisms are accessible in the facility for at least two years after the last entry.</p>		Manuals - 2 years until superseded; Logs and other records - at least 2 years
2094	Ontario Water Resources Act, R.S.O. 1990, c. 0.40, s. 32	<p>Measures to alleviate effects of impairment of quality of water. Where it is in the public interest to do so, the Director, may require a person who owns, manages or has control of a sewage works, water works or other facility which may discharge material into a water or watercourse that may impair the quality of the water, to do any one or more of the following: To have available at all times, the equipment, material and personnel at the locations specified in the order to prevent, reduce or alleviate any impairment of the quality of the water or the effects of any impairment of the quality of the water.</p> <p>To obtain, construct and install or modify the devices, equipment and facilities specified in the order at the locations and in the manner specified. To implement the procedures specified in the order. To take all steps necessary to ensure that the procedures specified in the order will be implemented in the event that a water or watercourse becomes impaired or may become impaired. To monitor and record the quality and quantity of any water and to report to the Director. To study and to report to the Director measures to control the discharge into a water or watercourse of a material the effects of the discharge into a water or watercourse of a material, the water or watercourse into which a material may be discharged.</p>		

2095	Ontario Water Resources Act, R.S.O. 1990, c. O.40, ss. 52, 53 & 60	<p>No person shall use, operate, establish, alter, extend or replace new or existing sewage works except under and in accordance with an environmental compliance approval.</p> <p>Appeals to Tribunal following refusal of approval - If an agreement under section 81 of the Environmental Protection Act was in force immediately before the repeal of Part VIII of that Act, the party administering the agreement shall keep all records in their possession or under their control for a period of 6 years from the date of the repeal or as otherwise prescribed under subsection (11); on the written request of the Director, deliver a record or certified copy of a record; a certificate as to the service of any document relating to Part VIII; a certificate as to the custody of any document relating to Part VIII; a certificate as to whether or not any document relating to Part VIII as specified in the request was received or issued. A record, certified copy of a record or a certificate that is or relates to an approval, certificate, consent, licence, notice, permit, order or return under Part VIII of the Environmental Protection Act shall be deemed to be an official document signed by an employee in the Ministry.</p> <p>The owner of sewage works shall make returns on the matters and within the time specified by the Director.</p>	Requirement	6 years following the date of repeal
2096	Ontario Works Act, 1997 Regulations (General), O. Reg. 134/98, s. 14 s. 17, s. 18, s. 19	These regulations set out the procedures for determining a person's eligibility for income assistance including information required from an employer. Includes the eligibility of a member of a benefit unit. Information needed may include a benefit unit's budgetary requirements, attendance and progress in an education or training program, employment and proposed employment assistance activities and their status in Canada.		

2097	Ontario Works Act, 1997 Regulations (General), O. Reg. 134/98, s. 59	<p>A delivery agent may pay or provide one or more of the benefits to or on behalf of a person in the amount determined by the administrator. The benefits are the following:</p> <p>dental services, one or more prosthetic appliances, including eye-glasses, vocational training and retraining, travel and transportation, cost of moving, funeral and burial and costs of transporting a deceased person. Any other special service, item or payment authorized by the Director.</p> <p>An application for discretionary benefits shall be in the form and manner approved by the Director and shall be made to the administrator for the geographic area where the applicant resides. Beneficiaries under the Family Benefits Act and children on whose behalf financial assistance is provided under section 49 of the Ontario Disability Support Program Act, 1997 are prescribed classes for the purpose of clause 8 (c) of the Ontario Works Act, 1997. Children on behalf of whom temporary care assistance is provided. Ontario or a delivery agent is entitled to recover amounts paid from the persons or organizations liable for the payment of those costs.</p>		
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2098	Ontario Works Act, 1997 Regulations (General), O. Reg. 134/98, s. 65	<p>An eligibility review officer may enter any place that the officer believes contains evidence relevant to determining a person's eligibility for payments. They may inquire into all financial transactions, records and other matters that are relevant to the investigation; and demand the production for inspection of anything described in clause (b). An officer shall not, without the consent of the occupier, exercise a power to enter a place that is being used as a dwelling except under the authority of a search warrant. An officer shall exercise the powers only during business hours. A demand shall be in writing and shall include a statement of the nature of the things required. If an officer makes a demand, the person having custody of the things shall produce them to the officer. On issuing a written receipt, the officer may remove the things that are produced and may, review or copy any of them; or bring them before a justice of the peace, in which case section 159 of the Provincial Offences Act applies, or deal with them in accordance with the applicable provisions of the Criminal Code (Canada). A copy certified by an officer as a copy is admissible in evidence to the same extent, and has the same evidentiary value as the thing copied. For the purpose of carrying out an investigation, an officer may use a data storage, processing or retrieval device or system in order to produce a record in readable form. An officer may require information or material from a person who is the subject of an investigation or from any person who the officer has reason to believe can provide information or material relevant to the investigation. For the purposes of the Act and the regulations, a family support worker may enter into an agreement on behalf of the delivery agent with a person who has a legal obligation to provide support to a member of the benefit unit under an agreement or a court order or judgment regarding the recovery of income assistance paid for the benefit of that member from that person; assist a member of the benefit unit or the delivery agent with legal proceedings or in completing an agreement providing for support of a member of a benefit unit, including a domestic contract or a paternity agreement, and register any such agreement with the Family Responsibility Office; complete supporting documentation including directions regarding payment of funds; and collect, use and disclose personal information necessary to carry out his or her duties under this section, in accordance with any agreements entered into under section 71, 72 or 73 of the Act.</p>		
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2099	Ontario Works Act, 1997 Regulations, O. Reg. 135/98, s. 2, s. 3	An administrator shall complete a monthly application for payment of a subsidy by Ontario with respect to assistance paid in a month and shall forward it to the Director before the 20th day of the month next following. An administrator shall complete an annual application for payment of a subsidy by Ontario with respect to the cost of administration. An administrator shall complete a quarterly report with respect to the costs. An administrator shall complete a separate statement of account for each recipient to whom or on whose behalf assistance has been paid during each month and retain the statement in the administrator's files. The Director may require an administrator to provide them with whatever information as to the contents of the information that is considered necessary; require an inspection and audit of the books and accounts of the delivery agent. An administrator shall provide the Director with such information and evidence as may be required with respect to an applicant or recipient to determine whether or not they are eligible for assistance.		
2100	Pay Equity Act, R.S.O. 1990, c. P.7, s. 13	Documents, to be known as pay equity plans, shall be prepared in accordance with this Part to provide for pay equity for the female job classes in each establishment of every employer. Every employer who prepares and implements a pay equity plan shall be deemed not to be in contravention of subsection 7 (1) with respect to those employees covered by the plan or plans that apply to the employees but only with respect to those compensation practices that existed immediately before the effective date.		
2101	Planning Act Regulations	This regulation concerns Minor Variance Applications and The Committee of Adjustment. Includes information and material to be provided by an applicant, notice given to the municipality and applicant before a hearing and the posting and publication of an application prior to approval.		
2102	Planning Act, R.S.O. 1990, c. P.13, s. 51	This Act concerns decisions made by the Municipal Board regarding planning matters. If all appeals are withdrawn and the time for appealing a decision has expired or if all appeals are withdrawn, the secretary of the Municipal Board shall notify the approval authority and the decision of the approval authority shall be deemed to have been made on the day after the day all appeals have been withdrawn.		

2103	Police Services Act, R.S.O. 1990, c. P.15, s. 39	The municipal police services board shall submit operating and capital estimates to the municipal council that will show the amounts that will be required to maintain the police force and provide it with equipment and facilities; and to pay the expenses of the board's operation other than the remuneration of board members. The format of the estimates, the period that they cover and the timetable for their submission shall be as determined by the council. If the board is not satisfied that the budget established for it by the council is sufficient to maintain an adequate number of police officers or other employees of the police force or to provide the police force with adequate equipment or facilities, the board may request an appeal through the Ontario Civilian Police Commission.		
2104	Public Sector Salary Disclosure Act, 1996, c. 1, Sch. A, s. 3	The purpose of this Act is to assure the public disclosure of the salary and benefits paid in respect of employment in the public sector to employees who are paid a salary of \$100,000 or more in a year. The Management Board of Cabinet may require evidence that the funding received from the Government of Ontario in a year is less than 10 per cent of the body's gross revenues for the year. Not later than March 31 of each year every employer shall make available for inspection by the public without charge a written record of the amount of salary and benefits paid in the previous year by the employer to an employee paid at least \$100,000 as salary. An employer shall allow the public to inspect it at a suitable location on the employer's premises at any time during the employer's normal working hours throughout the period beginning on March 31 and ending on December 31 of the same year.		
2105	Public Vehicles Act Regulations (General), R.R.O. 1990, Reg. 982, ss. 11 & 24	Every licensee shall ensure that a chartered trip report is completed for each trip that the licensee operates and that a copy is given to the driver of each public vehicle involved in the chartered trip to be carried on the trip. A report must be signed by or on behalf of the licensee. A licensee shall keep a record of the hours of labour of all drivers and the vehicles driven during those hours; the operation of each public vehicle, showing each trip on which it is operated; and every chartered or special trip operated by the licensee, including a copy of every chartered trip report and shall make the records available at any reasonable time within one year for inspection by an officer of the Ministry.		

2106	Real Property Limitations Act, R.S.O. 1990, c.L.15, s.3(1) , s.4	No entry, distress, or action shall be made or brought on behalf of Her Majesty against any person for the recovery of or respecting any land or rent, or of land or for or concerning any revenues, rents, issues or profits, but within sixty years next after the right to make such entry or distress or to bring such action has first accrued to Her Majesty. No person shall make an entry or distress, or bring an action to recover any land or rent, but within ten years next after the time at which the right to make such entry or distress, or to bring such action, first accrued to some person through whom the person making or bringing it claims, or if the right did not accrue to any person through whom that person claims, then within ten years next after the time at which the right to make such entry or distress, or to bring such action, first accrued to the person making or bringing it.		
2107	Residential Tenancies Act, 2006, S.O. 2006, c.17, s.10,s.12, s.29), s.78	This Act applies with respect to rental units in residential complexes. Includes the landlords right to collect income information about a prospective tenant. The information that should be included in a tenancy agreement, the payment of rent, any breaches in a landlord's obligations towards the tenant including harassment, illegally entering the rental unit, etc. the criteria for evicting a tenant. No application for settlement may be made more than one year after the day the alleged conduct giving rise to the application occurred.		
2108	Retail Business Holidays Act Regulations, O.Reg. 711/91, s. 6	Tourism Criteria. This Regulation sets out the tourism criteria that must be met before a municipality may pass an exempting by-law. An application for an exemption shall contain the following: a description of the area or the retail business establishment for which the exemption is sought. The justification, in relation to the seasonal nature of the tourist attraction, for the time period sought in the exemption. Information establishing that the tourism criteria set out in this Regulation are met. An application in respect of a retail business establishment shall be made only by that retail business establishment.		
2109	Smoke-Free Ontario Act S.O. 1994, c. 10	Concerns the sale and promotion of tobacco in Ontario including health warnings and sales via vending machines. Also prohibition, restrictions, convictions, inspections and inspection of records including drawings, specifications or floor plans for an enclosed workplace.		
2110	Social Housing Reform Act, 2000, Chapter 27, s 23 (l) authority to incorporate, s(2) status.	The Minister of Municipal Affairs and Housing may incorporate corporations with share capital under the Business Corporations Act as local housing corporations, to perform the duties and exercise the powers of local housing corporations under this Act. This Act also includes information on Transfer of Documents and Disclosure of Records including archival documents to the Archives of Ontario. s 55.		

2111	Social Housing Reform Act, 2000, Ontario Regulation 368/01.	<p>This section prescribes records a service manager must keep and the lengths of time they must be kept. The service manager must keep a record received by the service manager from the Minister for at least seven years after the record is received. If the record is an agreement it must be kept for at least seven years after the agreement is terminated or expires. If the service manager has or had a duty to pay a subsidy for a housing project records must be kept for at least five years after the date on which the duty to pay the subsidy is terminated. This includes an operating agreement, construction contract, ground lease, contract with a development consultant or architect or any title document relating to the development or construction of the housing project (a drawing, plan or technical specification).</p> <p>If the service manager enters into an agreement under section 16 of the Act, the service manager must keep a copy of the agreement, together with all records related to the implementation or administration of the agreement, for at least five years after the agreement is terminated or expires.</p> <p>The service manager must keep the following for at least seven years after the notice is given: a copy of the notice. any record relied upon by the service manager to determine the existence of the situation, any record used in the preparation of the notice, any record related to the rectification of the situation.</p> <p>The service manager must keep a copy of each annual report and every document used in the preparation of the report for at least seven years after it is given to the Minister.</p> <p>If responsibility for a housing project is transferred to the service manager they must keep a record that relates to the housing project for at least seven years after the record is created or received by the service manager. If more than one subsection in this section applies with respect to a record, the record shall be kept long enough to satisfy all the subsections that apply.</p>	Requirement	7 years
2112	Technical Standards and Safety Act Regulations O.Reg 220/01, s.5	No person shall operate or use or permit a boiler, pressure vessel, fitting or piping to be operated or used unless a valid certificate of inspection has been issued in respect of the boiler, pressure vessel, fitting or piping.		

2113	Technical Standards and Safety Act Regulations, O. Reg 209/01 as amended, s.20 , s.33, s.34, s.3 7	<p>If this Regulation, including the code adoption document, requires a laboratory or organization to carry out an engineering test on or a certification of an elevating device component, the person who carries out the test or certification shall file the test or certification document with the director. Where maintenance is carried out on equipment such as an elevator, it should be done in accordance with requirements for periodic inspection set out in the code adoption document. The inspection and tests required shall be carried out at intervals as long as the interval between the inspections or tests is not longer than 12 months. No inspection or test is required for an elevating device if the operational reliability of the device is proven through type testing and certification.</p> <p>Where the ownership of an elevating device changes, the records shall be transferred to the new owner. A record of inspections and tests shall be kept in the log book. Every owner of an elevating device and every contractor shall maintain a log book for each elevating device that they own or maintain, and the log book shall contain up-to-date data on all maintenance functions required to be recorded in the log book by the applicable code or standard referred to in the code adoption document; and such other data as are required to be kept by this Regulation. The log book shall be kept for a period of at least five years from the date of the last entry in the log book. The log book data shall be readily available at the location of the elevating device to an inspector, maintenance mechanic and other persons designated by the owner. A list of persons to be called in case of an equipment or power failure, an accident or any other emergency involving the elevating device is readily available at the location of the installation.</p> <p>A copy of the registered design submissions and general instructions for maintenance of the elevating device is readily available to an inspector and contractor; and on the transfer of ownership of an elevating device, a copy of the registered design submission and the instructions from maintenance are delivered to the new owner.</p>	Requirement	Logbooks - at least 5 years
2114	Workplace Safety and Insurance Act, 1997 Regulations, R.R.O. 1990, Reg. 1101, s. 5	First Aid Requirements. Every employer shall keep a record of all circumstances respecting an accident as described by the injured worker, the date and time of its occurrence, the names of witnesses, the nature and exact location of the injuries to the worker and the date, time and nature of each first aid treatment given.		

2115	Workplace Safety and Insurance Act, 1997, c. 16, Sch. A, s. 75, s. 80	Every Schedule 1 and Schedule 2 employer shall register with the Board within 10 days after becoming such an employer. When registering, a Schedule 1 employer shall give the Board a statement setting out the total estimated wages that workers are expected to earn during the current year. When registering and at such other times as the Board may require, a Schedule 1 employer shall give the Board such information as it may require to assign the employer to a class, subclass or group and such other information as the Board may request. When registering and at such other times as the Board may require, a Schedule 2 employer shall give the Board such information as it may require to determine the amount of any payment to the Board that may be required under the insurance plan and such other information as the Board may request. A Schedule 1 employer shall keep accurate records of all wages paid to the employer's workers and shall keep the records in Ontario. The employer shall produce the records referred to in subsection (1) when the Board or any of its officers requires the employer to do so.		
2116	Workplace Safety and Insurance Act, 1997, c. 16, Sch. A, s. 78	Every year a Schedule 1 employer shall give the Board a statement setting out the total wages earned during the preceding year by all workers and such other information as the Board may request. The statement must also set out the total estimated wages that workers are expected to earn during the current year. If the statement is made by a employer of a municipal volunteer fire brigade, of a volunteer ambulance brigade or of auxiliary members of a police force, it shall set out, the number of members of the brigade or auxiliary members of the police force; and the amount of earnings to be attributed to each member for the purposes of the insurance plan. If an employer does not submit a statement to the Board, the Board may determine the amount of premiums that should have been paid by the employer, and if it is later ascertained that the amount of the premium is less than the actual amount of the premium that should have been paid, the employer is liable to pay to the Board the difference. The Board may require an employer who fails to submit a statement to pay interest at a rate determined by the Board. A payment is in addition to any penalty imposed by a court for an offence under section 152.		



2117	Workplace Safety and Insurance Act, 1997, Sch. A, c. 16, s. 21, s. 22, s. 37, s. 47, s. 58	This Act concerns the procedures that must be followed by an employer and an employee after an employee has an accident in the workplace. An agreement between a worker and his or her employer to waive or to forego any benefit to which the worker or his or her survivors are or may become entitled under the insurance plan is void. An employer shall notify the Board within three days after learning of an accident to a worker if the accident necessitates health care or results in the worker not being able to earn full wages. A worker shall file a claim as soon as possible after the accident but in no case shall he or she file a claim more than six months after the accident or, in the case of an occupational disease, after the worker learns that he or she suffers from the disease. A claim must be on a form approved by the Board and must be accompanied by such information and documents as the Board may require. Includes information on the disclosure of information, medical assessments, determination, redetermination and the payment of claims. The worker is not entitled to request a redetermination until 12 months have elapsed since the most recent determination by the Board concerning the degree of his or her impairment.		
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2118	<p>Ministry of Attorney General, Provincial Offences Act, R.S.O. 1990, c. P.33</p>	<p>At the time of the POA transfer, the Province executed 52 Transfer Agreements with municipalities which included a Memorandum of Understanding (MOU) and a Local Side Agreement. The MOU outlines the obligations of the Municipal Partner and the Ministry of the Attorney General. Schedule 2 of the MOU states the retention of the charging document.</p> <p>The Provincial Offences Act is the procedural legislation for administering and prosecuting provincial offences. These offences include charges under the Highway Traffic Act, the Compulsory Automobile Insurance Act, the Trespass to Property Act, the Liquor Licence Act, and other provincial legislation, municipal by-laws and minor federal offences. The P.O.A. governs all aspects of the legal prosecution process, from serving an Offence Notice to an accused person to conducting trials including sentencing and appeals. In June of 1999, the City of Brampton entered into a Memorandum of Understanding with the Ministry of the Attorney General, which transferred the responsibility for the administration and prosecution for provincial offence charges to the City.</p> <p>This transfer included the functions of Clerk of the Court for proceedings commenced under the Provincial Offences Act Part I (e.g traffic tickets), Part II (e.g. parking tickets) and Part III (e.g. summons') to the City.</p> <p>The responsibility for prosecution of Part I, Part II and some Part III offences was also transferred to the City.</p>	<p>Once a matter has been completed all proceedings commenced under Parts I and III of the Act, the calendar year of the date of judgment plus 2 additional years, except where there has been an accident or a charge of careless driving, the calendar year of the judgment plus 7 additional years.</p> <p>For all proceedings commenced under Part II of the Act, the calendar year of the date of judgment plus 2 additional years. Any other record retention requirements prescribed by law.</p>
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2119	Municipal Elections Act, 1996, S.O. 1996, c. 32, Sched.	<p><b>120-day retention period</b> 88 (1) The clerk shall retain the ballots and all other documents and materials related to an election for 120 days after declaring the results of the election under section 55. 1996, c. 32, Sched., s. 88 (1); 2009, c. 33, Sched. 21, s. 8 (49).</p> <p><b>Destruction of records</b> (2) When the 120-day period has elapsed, the clerk,</p> <p>(a) <b>shall</b> destroy the ballots, in the presence of two witnesses; and</p> <p>(b) <b>may</b> destroy any other documents and materials related to the election. 1996, c. 32, Sched., s. 88 (2); 2009, c. 33, Sched. 21, s. 8 (50).</p> <p><b>Exception, recount</b> (3) However, the clerk <b>shall</b> not destroy the ballots, documents or materials if,</p> <p>(a) a court orders that they be retained; or</p> <p>(b) a recount has been commenced and not finally disposed of. 1996, c. 32, Sched., s. 88 (3).</p> <p><b>Exception, election campaign finance documents</b> (4) Subsection (2) does not apply to documents filed under sections 88.25, 88.29 and 88.32, which the clerk shall retain until the members of the council or local board elected at the next regular election have taken office. 1996, c. 32, Sched., s. 88 (4); 2009, c. 33, Sched. 21, s. 8 (51); 2016, c. 15, s. 45 (1).</p>	Requirement	<p>120 days retention for election records except campaign finance documents.</p> <p>Election campaign finance documents shall be retained until the member of the council or local board elected at the next regular election have taken office (4 years).</p>
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2120	<p>O. Reg. 580/22: PROVINCIAL PRIORITIES under Municipal Act, 2001, S.O. 2001, c. 25</p> <p>Municipal Act, 2001, S.O. 2001, c. 25 PART VI.1. Special Powers and Duties of the Head of Council. 284.3; 284.4</p>	<p>Directions to municipal employees.</p> <p>For the purposes of exercising powers or performing duties under this Part, the head of council may, in writing, exercise the powers of the municipality to direct municipal employees to, (a) undertake research and provide advice to the head of council and the municipality on policies and programs of the municipality or of the head of council as they relate to the powers and duties under this Part; and (b) carry out duties related to the exercise of the power or performance of the duty, including implementing any decisions made by the head of council under this Part.</p> <p>2022, c. 18, Sched. 2, s. 1.</p> <p>In writing</p> <p>If the head of council exercises a power or performs a duty under this Part, the head of council shall do so in writing and in accordance with the regulations, if any. 2022, c. 18, Sched. 2, s. 1. The head of council shall, in accordance with the regulations, make any prescribed information and documents available to the public and to any other prescribed persons or classes of persons.</p> <p>2022, c. 18, Sched. 2, s. 1.</p>	Requirement	
2121	<p>O. Reg. 530/22: PART VI.1 OF THE ACT under Municipal Act, 2001, S.O. 2001, c. 25</p>	<p>When directing municipal employees under section 284.3 of the Act, the head of council shall, by the next business day, provide a written record of the direction to the clerk and chief administrative officer, if one is appointed.</p> <p>Except as otherwise provided in the Act and this Regulation, when exercising a power or performing a duty under Part VI.1 of the Act the head of council shall, (a) by the next business day, provide the written record produced in accordance with subsection 284.4 (1) of the Act to each member of council and to the clerk; and (b) subject to the Municipal Freedom of Information and Protection of Privacy Act, make the written record available to the public.</p>	Requirement	

Regional (Peel) Regulatory and Legislative Obligations				
Citation #	Statute/ Regulation	Retention Description	Requirement/ Best Practice	Retention Timeframe
3000	Controlled Access Roads By-Jaw 59-77, s. 3	To designate Regional roads as controlled access highways and to prohibit or regulate the construction and use of any access onto highways under the jurisdiction of The Region; ( <b>By-law 59-77 repealed by BY-LAW NUMBER 62-2013</b> - a by-law to consolidate and amend the by-laws that designate Regional roads as controlled access roads and to prohibit or regulate the construction and use of any access onto a Regional road, and to repeal By-law Numbers 59-77, 45-83,120-83, 56-93 and 75-2012.) 7. An Applicant Regional Road access shall submit security in such an amount and form as, in the opinion of the Commissioner, is sufficient to cover the cost of repairing any damage to the Regional Road resulting from road and Access works, which security shall be reduced to 10% upon satisfactory completion of the road and Access works and correction of any deficiencies, and held for the duration of a three (3) year maintenance period	Required	
3001	Delegation of Authority By-law (PEEL)	<p><b>BY-LAW NUMBER 16-2013</b> - A by-law to delegate to each lower-tier municipality the authority to pass a by-law establishing tax ratios and setting out a method by which the portion of Regional levies that will be raised in each lower-tier municipality can be determined.</p> <p><b>BY-LAW 65-1997</b> - A by-law to withdraw from the land division committee, the authority of Council to give consent under the Planning Act, R.S.O. 1990 Chapter P.13, as amended; to delegate such authority to the City of Mississauga and the City of Brampton; to set conditions for such delegation</p> <p><b>BY-LAW NUMBER 66-1997</b> - A by-law to delegate the authority of Council to give consent under the Planning Act, R.S.O. 1990 Chapter P.13, as amended, to constitute and appoint a Land Division Committee, set conditions for such delegation, prescribe a tariff for fees for applications, to provide for remuneration to Committee members, and to prescribe procedures for governing the calling place and proceedings of Committee meetings.</p> <p><b>BY-LAW NUMBER 70-1990</b> - A by-law to designate a head of the Regional Corporation for the purpose of the Municipal Freedom of Information and Protection of Privacy Act.</p> <p>A by-law to delegate to each lower-tier municipality the authority to pass a by-law establishing tax ratios and setting out a method by which the portion of Regional levies that will be raised in each lower-tier municipality can be determined.</p>	Required	

3002	Duties of Clerk By-law 8-97	A by-law to set out the duties of the Regional Clerk and to allow for the appointment of an Acting Regional Clerk. Includes functions assigned to the Regional Clerk in the Procedural By-law and other by-laws, keeping records of the proceedings of Council and its Committees, being in charge of the corporate seal, be the source of public record, and carry out any other function as the law may require. (Uses: Document Regional Council and Peel Living Board decisions and Committee recommendations, maintain a master record of all by-laws enacted by the Region, Peel Living and subsisting by-laws enacted by predecessor municipalities such as Peel County and townships, planning & administration for Council & committee meetings.)	Required	
3003	Financial Control By-law 45-2004, s. 4, s. 8	A by-law establishing financial controls related to the Current Budget, the Capital Budget and reserve management of the Regional Municipality of Peel. ) Not less frequently than semi-annually, the Treasurer shall provide Council with a Financial Report including a written status report on the Reserves and Reserve Funds.	Required	
3004	Gasoline Pumps By-law 218-77, s. 4	To regulate the erection of gasoline pumps adjacent to Regional Roads and monitor service station installations and upgrades. (Uses: all records relating to service stations and gasoline pumps, such as drawings, diagrams, applications for site and grading plan approval, correspondence and locations of underground tanks in relation to Regional roads.)	Required	T+5 (T= station closure)
3005	Land Division By-law 66-97, Sch. B, Part C, s. 6	A by-law to delegate the authority of Council to give consent under the Planning Act, R.S.O. 1990 Chapter P.13, as amended, to constitute and appoint a Land Division Committee, set conditions for such delegation, prescribe a tariff for fees for applications, to provide for remuneration to Committee members, and to prescribe procedures for governing the calling place and proceedings of Committee meetings	Required	T+50 (T=notice of decision)
3006	Peel Heart Health Network/Healthy at Heart Grant Agreement, s. 4.3	All records relating to health promotion. (Uses: Develop awareness in the community regarding the advantages of healthy life styles.)	Required	C+5
3007	Peel Living General By-law 1-95, s. 5.05	5.05 Secretary - The Secretary or designate shall attend and be the secretary of all meetings of the Board and meetings of Members, and shall enter or cause to be entered records kept for that purpose minutes of all proceedings thereat; the Secretary shall give or cause to be given, as and when instructed, all notices to the directors, members, auditors and members of the committees of the board; the Secretary shall be custodian of the corporate seal of the Corporation and of all books, papers, records, documents and other instruments belonging to the Corporation except when some other officer or agent has been appointed for that purpose; and the Secretary shall have such other duties as the Board may prescribe. (Uses: Document Regional Council and Peel Living Board decisions and Committee recommendations.)	Required	Archival



3008	Peel Living General By-law 1-95, s. 5.06	5.06 Treasurer - The Treasurer shall keep proper accounting records in compliance with the Act, and, under the direction of the Board, shall control the deposit of money, the safe-keeping of securities and the disbursement of the funds of the Corporation; the Treasurer shall render to the Board whenever required an account of the financial position of the Corporation and all transactions made by the Treasurer of the Corporation; and the Treasurer shall have such other duties as the Board may prescribe. (Uses: All records relating to financial management)	Required	C+6
3009	Preservation and Destruction of Documents and Records. By-Law Number 68-98	The Manager of Corporate Records shall administer the retention schedule and shall ensure that the schedule complies with all relevant legal requirements for records retention and records destruction. When official records have been destroyed pursuant to this by-law, the Manager of Corporate Records shall obtain written confirmation of the destruction and shall ensure that all disposition notices and certificates of destruction are preserved.	Required	Not specified (preserved = permanent)
3010	Procedural By-law 54-1999	A by-law to govern the calling, place, and proceedings of the meetings of Council and its committees and the conduct of their members	Required	
3011	Purchasing By-law 62-2001	A report shall be submitted annually to Regional Council or a Committee thereof summarizing the particulars of the disposition of all surplus goods pursuant to this by-law. Where the purchase of goods and services has been authorized in accordance with this by-law all documents forming part of the purchase contract including any purchase order, form of agreement or contract or other terms and conditions shall be executed by the signing officers duly authorized.	Required	
3012	Real Property By-law 23-95, s. 12	12. A public register, which shall be available for inspection during regular office hours, shall be maintained and kept current, listing and describing the real property, owned and leased by The Regional Municipality of Peel, save and except those classes of property which may be exempt.	Required	Not specified
3013	Region of Peel Notice By-law 63-2003	A by-law to prescribe the form, manner, and the times for the provision of notice. Where a notice is required under the Act but is not provided for specifically in this by-law, a notice which would substantially inform a reasonable person of the subject matter to which the notice relates, shall be deemed to be adequate, and in compliance with this by-law.	Required	Not specified

3014	Region of Peel's Smoke-free By-law 14-2003	A municipal law enforcement officer, or public health inspector acting under the direction of the Medical Officer of Health, may enter and inspect all buildings, structures or parts thereof that are subject to this By-law Any person who contravenes any provisions of this By-law is guilty of an offence and upon conviction is liable to a fine. Every proprietor of a public place that purports to have a designated smoking room shall, within 60 days of the written request of a municipal law enforcement officer, produce to the Medical Officer of Health a compliance report.	Required	Not specified
3015	Retail Business Holidays By-law 18-1999	A by-law under subsection 4(9) of the Retail Business Holidays Act (the "Act"), to establish a procedure to be followed by applicants for a by-law under subsection 4(1) of the Act permitting retail business establishments to open on holidays for the purpose of maintaining or developing tourism and for combining two or more applications, holding one public meeting with respect to two or more applications, establishing fees for the processing of applications and limiting the number of applications that will be considered in any year, and to repeal By-law Number 58-92. s. 2 Exemption application s. 4 supporting documents to Planning Commissioner. s. 9 Report to Planning Committee s. 11 Notice of public meeting	Required	Not specified
3016	Sewage Works By-law 19-77	s. 8 - notice of non-payment, settlement of disputed account. (records relating to water customer accounts, such as collection notices, water billing inquiry computer reports, customer service issues, and correspondence) s. 9 - submission for exemption from payment, appeal, correspondence on activities of Appeals Committee, engineer's report, notice of Council decision. (records relating to appeals of sanitary sewer charges such as applications and engineering reports pertaining to sewer operations.)	Required	
3017	Sewer Discharge By-law 90-90	A by-law to regulate the discharge of matter into the sanitary and storm sewage systems of the Regional Municipality and making provision for the establishment of sewer rates and charges, pursuant to section 81 of The Regional Municipality of Peel Act, R.S.O. 1980, chapter 440 and to repeal certain parts of By-law Number 9-75. s. 2 address of premises where water used, location of water source, copy of AECB licence, approval to discharge, certificate of approval or order, s. 4 waste survey report, s. 6 compliance program submission, progress reports, s. 8 approval of alternative device, s. 9 spill notification.	Required	
3018	Tourism Exemptions By-law 58-92, Sch. A, s. 2, s. 6 , s. 9	Tourism Exemptions By-law 58-92, Sch. A, s. 2 (application), s. 6 (supporting documents), s. 9 (report to Planning Committee). Repealed by By-law 18-1999. See above - Retail Business Holidays By-law 18-1999.	Required	

3019	Waterworks By-law 9-73, s. 3.1, s. 7.3	By-Law 9-73 respecting the supply of water, the management and maintenance of the Waterworks System of the Regional Corporation and the establishment of water rates and charges. s. 3.1 (application for water service), s. 7.3 (water meter register).	Required	
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**Municipal (Brampton) Regulatory and Legislative Obligations**

Citation #	Statute/ Regulation	Retention Description	Requirement/ Best Practice	Retention Timeframe
4000	CCTV - Property and Public Conveyance, SOP (2011)	Electronic Security Video Surveillance, more commonly referred to as Closed Circuit Television (CCTV) Surveillance System, has been in use for many years by many institutions to serve as a deterrent to criminal activity. CCTV consists of dedicated high-resolution cameras providing continuous recording and when required, real time surveillance.	Requirement	Video Surveillance: 72 hours CCTV Record: 1 Year
4001	Confined Space Entry Procedures , Various SOPs	These procedures were created to comply with Confined Space Regulation 632/05 of the Occupational Health and Safety Act, in conjunction with City of Brampton Policy #12.4.1, City of Brampton Policy 12.4.3 for Lock-out Procedures, and the City Of Brampton Confined Space Entry Standard Operation Procedure, and in recognition that Property Management staff, in the course of their duties, must enter confined spaces.	Requirement	1 (Maintain minimum of 2 most recent records related to the space)
4002	Security Control Telecommunications Recording, SOP (2012)	All telephone calls made to and from Security Control, to be recorded at all times. Telecommunications equipment consists of hardwired (not wireless) desktop handsets capable of transmitting and receiving continual voice conversations.	Requirement	1 Year
4003	Security Radio Transmission Recording, SOP (2012)	Radio Transmission equipment consists of portable and base station style professional grade radios that are capable of transmitting audio messages and receiving audio messages. The audible transmissions created by the Radio Transmission equipment on the frequencies licensed for use by Corporate Security Systems, will be recorded using digital recording equipment.	Requirement	1 Year

**Professional Guidelines**

Citation #	Source	Retention Description	Requirement/ Best Practice	Retention Timeframe
5000	Closed Files - Retention and Disposition, Law Society of British Columbia, August 2006	Trust and non-trust books, records, and accounts	Best Practice	Rule 3-68 of the Law Society Rules states that trust and non-trust books, records, and accounts listed in Rules 3-60 to 3-62 must be retained for at least 10 years, the first three years of which must be at the lawyer's chief place of practice.
5001	Closed Files - Retention and Disposition, Law Society of British Columbia, August 2006	There is no universal agreement on how long files should be retained. The Law Society has not set any policy requirements or guidelines.	Best Practice	There is no universal agreement on how long files should be retained. The Law Society has not set any policy requirements or guidelines.

5002	Closed Files - Retention and Disposition, Law Society of British Columbia, August 2006	Negligence actions	Best Practice	Negligence actions can be brought long after the alleged negligence has occurred. Section 3(5) of the Limitation Act, R.S.B.C. 1996, c. 266 governs professional negligence actions, which must be brought within six years of the date when the right to bring the action arose. However, under that Act several provisions operate to extend the six-year limitation period. Those which most concern lawyers are s. 6, which provides that the running of time is postponed where the plaintiff is not aware of the
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5003	Closed Files - Retention and Disposition, Law Society of British Columbia, August 2006	<p>LAWYER'S PERSONAL RECORDS:</p> <ul style="list-style-type: none"> <li>- Diaries and time records</li> <li>- Trust accounting and disbursements</li> </ul>	Best Practice	Diaries and time records - Kept at least as long as the files to which they refer are kept. Trust accounting and disbursements 10 years (Law Society Rules 3-60, 3-61, 3-62, 3-68, 3-80)
5004	Closed Files - Retention and Disposition, Law Society of British Columbia, August 2006	<p>CORPORATE &amp; COMMERCIAL:</p> <ul style="list-style-type: none"> <li>- Securities</li> <li>- Sale of assets and shares</li> <li>- Private shares issued</li> <li>- Share restructuring</li> <li>- Amalgamations</li> <li>- Bankruptcy</li> <li>- Ordinary commercial agreements</li> <li>- Receivership</li> <li>- Indemnity agreements</li> <li>- Partnerships</li> <li>- Joint ventures</li> </ul>	Best Practice	6 years.
5005	Closed Files - Retention and Disposition, Law Society of British Columbia, August 2006	<p>CRIMINAL:</p> <ul style="list-style-type: none"> <li>- Prosecution</li> <li>- Defence</li> </ul>	Best Practice	Prosecution & defence - retention of six years after completion of sentencing (and appeals if applicable)

5006	Closed Files - Retention and Disposition, Law Society of British Columbia, August 2006	<p>LABOUR:</p> <ul style="list-style-type: none"> <li>- Collective bargaining</li> <li>- Hearings (labour relations board and arbitration)</li> </ul>	Best Practice	Collective bargaining - 6 years after agreement is made; Hearings (labour relations board and arbitration) - 6 years after final decision.
5007	Closed Files - Retention and Disposition, Law Society of British Columbia, August 2006	<p>LITIGATION:</p> <ul style="list-style-type: none"> <li>- Contract Action</li> <li>- Tort Claim (plaintiff)</li> </ul>	Best Practice	Contract Action - 6 years after dismissal, or payment of judgement; Tort Claim (plaintiff) - 6 years after final judgement, dismissal or settlement. For cases involving minors; the trigger event is when the minor reaches the age of majority.

5008	Closed Files - Retention and Disposition, Law Society of British Columbia, August 2006	<p>REAL PROPERTY:</p> <ul style="list-style-type: none"> <li>- Residential conveyance</li> <li>- Commercial conveyance</li> <li>- Lease/ sub-lease/ lisencc</li> <li>- Foreclosure</li> <li>- Receivership</li> <li>- Option to purchase/ right of first refusal</li> <li>- Easement/ Right of Way</li> <li>- Review of title</li> <li>- Mortgage/ Debenture</li> <li>- Subdivision/ single plan strata development</li> <li>- Phased strata development</li> <li>- Building contract</li> <li>- Encroachment settlement</li> </ul>	Best Practice	<p>Residential conveyance - 10 years after state of title certificate received; commercial conveyance - 10 years after closing; lease/ sub-lease/ lisencc to occupy - 6 years after lease has expired; foreclosure - 6 years after order absolute or property sold; receivership - 6 years after discharge or payment recieved; Option to purchase/ right of first refusal - 6 years after options expire; Easement/ Right of Way- 10 years after registration; review of title - 6 years from date of opinion; Mortgage/ Debenture - 6 years</p>
5009	Combined rules of professional conduct and related guidelines, Institute of Chartered Accountants of Alberta, June 2006	Financial statements, agreements, contracts and leases; investment/share capital information; written opinions; tax files and assessment notices; detailed continuity schedules for such items as capital assets and future income.	Best Practice	10 years

5010	File Retention, Law Society of Upper Canada, November 2005	<ul style="list-style-type: none"> <li>- Actions against lawyers for negligence</li> <li>- Actions for the recovery of financial loss caused by professional negligence</li> </ul>	Best Practice	<p>The Limitations Act, 2002, S.O. 2002, c. 24, Schedule B, however, significantly altered other aspects of the law of limitations in Ontario. Under section 4 of the new Act, a basic limitation period of two years is established. This new limitation period applies to actions against lawyers for negligence – actions upon the case – and to actions for the recovery of purely financial loss caused by professional negligence. The commencement of this new limitation period is governed by certain</p>
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5011	File Retention, Law Society of Upper Canada, November 2005	Limitations Act, 2002 transitional rules	Best Practice	The new Limitations Act, 2002 contains transitional rules whereby it can be determined whether or not the old limitation period applies. Essentially, if the act or omission giving rise to the possible claim took place before January 1, 2004, and if no proceeding in relation thereto was commenced before January 1, 2004, it must be determined whether the former limitation period expired before January 1, 2004. If it did, the action will be barred. If it did not, it must be determined whether, if the claim were to be based on
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5012	File Retention, Law Society of Upper Canada, November 2005	Real Estate	Best Practice	In real estate matters, the facts to support a cause of action may only be "discoverable" on sale, in some instances 20 or more years after the file is closed. Title search notes should be kept indefinitely.
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5013	File Retention, Law Society of Upper Canada, November 2005	Representation of minors	Best Practice	<p>Under the new Limitations Act, 2002, no limitation period runs during any time where the claimant is either an unrepresented minor (section 6) or is “incapable of commencing a proceeding in respect of the claim because of his or her physical, mental or psychological condition” and is “not represented by a litigation guardian in relation to the claim” (section 7). The client’s age, therefore, was and will remain important in determining how long to keep documents relating to minor clients.</p>
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5014	File Retention, Law Society of Upper Canada, November 2005	Assault or sexual assault	Best Practice	Special discoverability provisions apply in the Limitations Act, 2002 Act where the claim arises from an assault or sexual assault (see section 10).
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5015	Practice Advisory, Chartered Accountants of Ontario, Summer 2003	Injury, loss or damage	Best Practice	Effective January 1, 2004, the Limitations Act, 2002 comes into force which replaces most existing limitations periods with two clear limits: a basic limitation period of two years which would start from the day the person finds out, or should have found out, about the injury, loss or damage he or she suffered and who caused it; and an ultimate limitation period of 15 years after which a claim may be barred, regardless of the plaintiff's state of knowledge. Accordingly, members will be well served to
5016	Privacy Regulations Section 7(a) and (b)			

5017	Canada Labour Standards Regulations, Section 24 (4) and (10)	Section 24(4)(b) Every employer shall keep for a period of at least three years after the expiration of the employer's obligation under subsection 239.1(3) of the Act, the following information: (b) a copy of any certificate of a qualified medical practitioner indicating that the employee is fit to return to work		3 Years
5018	Occupational Health & Safety Regulations, Section 15.11(a)			

Library Archives of Canada

Citation #	Source	Retention Description	Requirement/ Best Practice	Retention Timeframe
6000	MIDA 2001/002 - General Guidelines	Operating and Using Real Property Assets •using real property in a manner consistent with the principle of sustainable dev contributing to protecting and preserving the environment.	Best Practice	2 Years
6001	MIDA 2001/002 - Section 2	Acquiring real property assets and related services mentions contracting for maintenance services of real property like snow removal and fire protection).	Best Practice	Not Specified
6002	MIDA 2001/002 - Section 3	Operating and Using Real Property Assets • Protection (From fall-out, nuclear blast, warning devices (sirens etc) includes preventative measures)	Best Practice	3 years
6003	MIDA 2001/002 - Section 5	Replacing, Transferring and Disposing of Real Property Assets Legal Documents A) Lease, rental, rights of way, easements and concessions - 3yrs after expiry of lease, concession, rights of way etc. B) Purchase, transfer, sale, etc. - original documents are transferred to new owner. CPC to retain copies until all operational and legal requirements have expired.  Lettings and Concessions, Rights of Way, Easements, Leases, etc., for Crown-owned Lands by Private COrporations or Persons or Privately-owned Lands by the Crown (excluding legal documents) - 3 yrs after expiry of lease, concession, right of wat etc. involved  Sale, Transfer, Expiry of Lease etc., (excluding legal documents) - 3 yrs after sale, transfer, expiry of lease etc.	Best Practice	3 years
6004	MIDA 98/001 - General Guidelines	Common Administrative Records related to the General Administration Function. Generally encompasses records created by government institutions within the context of the life-cycle of information; that is from its creation, organization retrieval, use, access, storage and protection, to its disposal. This sub-function contains 10 core programs or activities which are common to all government institutions.	Best Practice	5 years

6005	MIDA 98/001 - Section 1	<p>Master Numerical Index Cards or Master Control Records</p> <ul style="list-style-type: none"> <li>•Records Disposition Authority Files</li>   <li>•Records Inventory Files (including lists, indices and registers of files or records destroyed)</li> </ul>	Best Practice	<ul style="list-style-type: none"> <li>• 2 yrs after superseded</li> <li>• 2 yrs after RDA files are superseded or amended by LAC</li> <li>•10 yrs after files or records are destroyed</li>   <li>• 2 yrs</li> </ul>
6006	MIDA 98/001 - Section 1.2	<p>1.2 Records Management</p> <ul style="list-style-type: none"> <li>•Master Numerical Index Cards or Master Control Records</li> <li>•Records Inventory Files (including lists, indices and registers of files or records destroyed)</li> </ul>	Best Practice	<ul style="list-style-type: none"> <li>• 2 yrs after superseded</li> <li>•10 yrs after files or records are destroyed</li> </ul>
6007	MIDA 98/001 - Section 1.5	<p>Other Information Management Activities and Services</p> <p>Forms Management</p> <p>A) Individual function files</p>	Best Practice	<p>1 yr after superseded or obsolete</p>



6008	MIDA 98/001 - Section 2.1	<p>Security</p> <ul style="list-style-type: none"> <li>•Breaches</li> <li>•Electronic Network Monitoring Logs</li> <li>•Identification and Building-Pass cards</li> </ul> <p>Physical Security-buildings, contingency planning, equipment, grounds, guards, etc.</p> <ul style="list-style-type: none"> <li>•Routine correspondance</li> <li>•Regulations and orders</li> <li>•Reliability Checks and Security Clearnaces - Individual Case Files</li> </ul> <ul style="list-style-type: none"> <li>•Reliability Checks and Security Clearances - Visits and visitors</li> <li>•Reports and returns - Inspections, surveys etc.</li> </ul>	Best Practice	<ul style="list-style-type: none"> <li>•6 months</li> <li>•2 yrs after last admin use.</li> <li>•2 yrs after expiry.</li> </ul> <ul style="list-style-type: none"> <li>•2 yrs or 1 yr after requirement ceases.</li> <li>•5 yrs after superseded or revoked.</li> <li>•2 yrs after ee leaves the institution for which the clearance was undertaken.</li> <li>•1 yr</li> <li>•5 yrs</li> </ul>
6009	MIDA 98/001 - Section 3	<p>Contracts, Contract Demands, Purchase Orders, Tenders, Progress Reports, etc., related to...</p> <ul style="list-style-type: none"> <li>• Routine correspondance</li> </ul> <p>Contracts, Acceptance of Tender etc.</p> <ul style="list-style-type: none"> <li>• Case files re purchases, rentals, services etc.</li> </ul> <ul style="list-style-type: none"> <li>• Ledgers and registers</li> </ul>	Best Practice	3 Years
6010	MIDA 99/004 - Section 2	<p>2.6 Accounting and Control of Revenues</p> <ul style="list-style-type: none"> <li>• Transfer Payments, grants and contributions</li> </ul> <p>Includes records documenting purely financial transactions related to transfer payments, accounting and control of expenditures and/or revenues, payments verification, budgeting and budgetary control of programs, transfer payments, grants and contributions.</p>	Best Practice	6 fiscal yrs

6011	MIDA 99/004 - Section 2.3	<p>Accounts and accounting (Appropriations, Disbursements, etc.)</p> <p>A) Records relating to Conducting Suspense Accounts (including ledgers and registers)</p> <p>Allotments</p> <p>B) Includes ledgers and registers, and Vouchers (Transfer between Primaries)</p> <p>Budgeting</p> <p>C) Individual Budgets - Institutional</p> <p>D) Individual Budgets - Branch or Division</p> <p>Cash Accounting</p> <p>E) Cash blotters, cash books, cash summaries, receipts, ledgers and registers and Wharfage Books</p> <p>F) Cash Control</p> <p>G) Adjust, individual encumbrances, ledgers and registers (other than for Eskimo Loan or Establishment), transfers (sub-allotment etc.)</p> <p>H) Eskimo Loan, Establishment (Ledgers and registers)</p>	Best Practice	<p>A) 1 fiscal yr after transfer to appropriate count</p> <p>B) 6 fiscal yrs</p> <p>C) 6 fiscal yrs</p> <p>D) 2 fiscal yrs</p> <p>E) 6 fiscal yrs</p> <p>F) 1 fiscal yr</p> <p>G) 1 fiscal yr</p> <p>H) 6 fiscal yrs</p>
6012	MIDA 99/004 - Section 2.5	<p>Accounting and Control Expenditures</p> <ul style="list-style-type: none"> <li>• Allowances</li> </ul> <p>Advances, requisitions, warrants, etc. concerning mileage, relocation, travel etc. (ind expense claims)</p>	Best Practice	6 fiscal yrs following the fiscal yr in which the claim was settled
6013	MIDA 99/004 - Section 2.6	<p>Accounting and Control of Revenues</p> <p>Accounts Receivable (revenues)</p> <p>A) Includes records relating to credit notes and refunds (for return of goods and containers etc.); ledgers and registers (including refund and drawback ledgers for security deposits); vouchers (bills, credits, official receipts, receipt forms, sales slips) from all sources including Accounts Recoverable from concessions, claims, fees, rentals, etc. journal vouchers (loans and investments).</p> <p>B) Legal payments made record (journal vouchers)</p> <p>C) Loans and advances to employees (journal vouchers)</p>	Best Practice	<p>A) 6 fiscal yrs</p> <p>B) 1 fiscal yr</p> <p>C) 3 fiscal yrs</p>

6014	MIDA 99/004 - Section 3.1	<p>Expenditure Management System (budgeting, program planning, and resource allocation) Includes decision-making, reporting and consultation processes involving three separate levels of the executive offices: departments, central agencies, and the Cabinet with its committees, together with Parliament and its Standing Committees.</p> <p>Estimates  <ul style="list-style-type: none"> <li>•A) Individual Estimates - Institutional</li> <li>•B) Individual Estimates - Directorate, Branch or Division</li> </ul> </p> <p>Annual Reference Level Updates (ARLUs) - Includes plans for monitoring and controlling allocation of resources within planning framework.  <ul style="list-style-type: none"> <li>•C) Individual ARLUs - Institutional</li> <li>•D) Individual ARLUs - Directorate, Branch or Division</li> </ul> </p> <p>Regulations and Orders  <ul style="list-style-type: none"> <li>•Individual Payments</li> </ul> </p>	Best Practice	<ul style="list-style-type: none"> <li>• 6 fiscal yrs</li> <li>• 2 fiscal yrs</li> </ul> <ul style="list-style-type: none"> <li>• 6 fiscal yrs after superseded</li> <li>• 2 fiscal yrs</li> </ul> <ul style="list-style-type: none"> <li>• 6 fiscal yrs</li> </ul>
6015	MIDA 99/004 - Section 3.2	<p>Internal audit, program evaluation records, working files and other audit file documenting methodology, procedure, interdependent liaison, and interaction with central agencies.</p> <p>External audits and/or program evaluations conducted by a central agency, common service agency or by the Auditor General.</p> <p>Capital Plans and Projects Includes records related to contracts and contracting activities associated with Capital Plans and Projects. Note: This does not include records documenting the policy development, planning, and evaluation of major capital plans and projects</p>	Best Practice	<p>3 years</p> <p>6 Years</p> <p>2 Years (routine)</p>
6016	MIDA 2005/2006	<p>The records that document any final decision made by the highest judicial or quasi-judicial level possible for a specific case, including: records of decisions appealed to a superior court by a judicial or quasi-jud body. Also records that document decisions made by a federal board, review board, appeal board, admin tribunal, court, or other independent entity, responsible for rendering judicial or quasi-judicial decisions and which are records of decisions considered to be precedent setting or that have attained a high media profile (Human Rights Tribunal, National Parole Board, Occ H&amp;S Board etc.)</p>	Best Practice	<p>100 yrs after the final court decision</p>

6017	MIDA 98/005 - General Guidelines	Employee Assistance Program (EAP) Includes records relating to all aspects of the EAP, including policies and directives, Code of Ethics, assessments of the programme, contracts for outside services, advice, medical diagnosis, referrals, training, monitoring (including statistics and summaries and audits)	Best Practice	2 Years
6018	MIDA 98/005 - Section 1	Recourse A) Personal harassment - matters dealing with complaints of personal harassment B) individual cases	Best Practice	2 yrs after the most recent administrative activity in relation to an ind. case.
6019	MIDA 98/005 - Section 4	Occupational H&S	Best Practice	2 Years (routine)
6020	MIDA 98/005 - Section 5	Disciplinary and Non-Disciplinary Demotion or Termination of Employment	Best Practice	Time limit specified in applicable collective agreements or a minimum of 2 yrs following the date of disciplinary actions, provided no further disciplinary action has been recorded in the meantime.
6021	MIDA 98/005 - Section 5.1	Collective Bargaining Includes records on all aspects of negotiating collective agreements, their interpretation and administration, including certification, managerial or confidential positions or exclusions and collective bargaining.	Best Practice	1 year after expiry of agreement
6022	MIDA 98/005 - Section 5.2	Designation Process Includes records relating to all aspects of the designation process, including departmental reviews of positions, negotiations between departments and unions, referrals of positions in dispute to the Designation Review Panel, and PSLRB decisions; and all supporting documentation, such as notifications of positions to be designated and reviews and updates of designation records.	Best Practice	2 years

6023	MIDA 98/005 - Section 6.7	<p>Pay Administration</p> <ul style="list-style-type: none"> <li>•Hours of work and overtime - regular, compressed and flexible hours of work, overtime authorization, reports of overtime performed, time off etc.</li>   <li>•Income Tax - Statements of personal exemptions and deductions</li>   <li>•Salaries and wages - Documentation concerning a specific employee</li>   <li>•Superannuation - individual cases</li> </ul>	Best Practice	<ul style="list-style-type: none"> <li>•2 yrs (gen guideline)</li>   <li>•2 yrs after superseded</li>   <li>•2 yrs after expiry of fiscal yr</li>   <li>•Place on the employee Personnel File</li> </ul>
6024	MIDA 98/005 - Section 10	<p>Employment Equity</p> <ul style="list-style-type: none"> <li>•Workforce surveys, questionnaires, analyses and reviews of employment systems, employment equity plans, employment equity activities and info provided to ee's.</li> </ul>	Best Practice	2 yrs after the period covered by the EE Plan to which the records relate.

6025	MIDA 98/005 - Section 11	<p>11.1 Work Force Adjustment (Early Retirement Incentive, Early Departure Incentive) Includes records relating to work force adjustment, such as documentation on Early Retirement Incentive, Early Departure Incentive and alternative placement;</p> <ul style="list-style-type: none"> <li>• Individual Cases</li> </ul> <p>11.2 Termination of Employment Due to Alternative Delivery Situations Includes documentation for the treatment, identification, termination of employment of departmental employees affected by the transfer of any work, business or undertaking.</p> <ul style="list-style-type: none"> <li>• Individual Cases</li> </ul> <p>11.3 Awards: Including Incentive Award Plan, Award Plan for Inventors and Innovators and Scholarships</p> <ul style="list-style-type: none"> <li>• Individual Awards funded by the institution</li> <li>• Individual decorations, medals, investiture and outstanding achievement awards</li> <li>• Rejected suggestions and nominations</li> <li>• Responses from institutions not directly responsible for funding</li> </ul>	Best Practice	<ul style="list-style-type: none"> <li>• Employee File</li> <li>• Employee File</li> <li>• Award files, 2 yrs after last admin use, Financial files, 6 yrs and Precedent setting files, 15 yrs</li> <li>• 3 yrs</li> <li>• 2 yrs</li> <li>• 2 yrs</li> </ul>
6026	MIDA 99/003 - General Guidelines	General Guidelines for routine records	Best Practice	2 years
6027	MIDA 99/003 - Section 4	<p>Operating Vehicles - Individual Vehicles</p> <p>A) Log books B) Operating instructions C) Registering and licensing D) Routine Correspondance</p>	Best Practice	<ul style="list-style-type: none"> <li>• 2 yrs</li> <li>A• 1 yr after disposal</li> <li>B• until disposal or transfer to new owner</li> <li>C• until superseded or obsolete</li> <li>D• 3 yrs</li> </ul>



6028	MIDA 99/003 - Section 5	<ul style="list-style-type: none"> <li>•Inventorying and accounting for material assets (Stocktaking, creating and maintaining inventories, etc.)</li> <li>•Labelling material Assets (Cataloguing, identification, etc.,)</li> <li>•Loans (lending of material assets)</li> <li>•Issue - General and scales of issue regarding the release of material pursuant to a properly authorized requisition or instruction.</li> </ul>	Best Practice	<ul style="list-style-type: none"> <li>• 1 yr after superseded or obsolete</li> <li>•Until superseded or obsolete</li> <li>• 1 yr after return or disposal of equipment</li> </ul>
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6029	MIDA 2001/002 - Section 3	<p>Alterations and Repairs</p> <p>Damages - Reports of Investigations into the Damage</p> <p>Development</p> <p>A) Ditching and drainage B) Excavation C) Landscaping and Gardening</p> <p>Fencing</p> <p>Fires - Reports D) Major E) Minor note: the institution determines the difference between major and minor (generally, however, the value of the asset determines whether it is major or minor)</p> <p>Flood Control (Preventive measures and control of minor floods)</p> <p>Maintenance (cleaning and janitorial services, re-decorating, garbage removal, recycling etc...)</p> <p>Parking Areas; Recreation Areas; Roads, Streets, and Sidewalks (including snow removal)</p>	Best Practice	<p>3 yrs after completion or cancellation</p> <p>3 yrs after inv. completed</p> <p>A) 2 yrs B) 2 yrs C) 2 yrs</p> <p>2 yrs</p> <p>D) 5 yrs E) 2 yrs following completing report to Dominion Fire Commissioner</p> <p>3 yrs</p> <p>1 year</p> <p>2 yrs</p>
6030	MIDA 99/004 - Section 1	External audits and/or program evaluations conducted by a central agency, common service agency or by the Auditor General.	Best Practice	6 Years

**Date:** 2023-07-25

**Subject:** **Short-Term Rental (STR) Accommodations Program and Business Licensing By-Law Update**

**Contact:** Mirella Palermo, Policy Planner, Integrated City Planning  
Jeffrey Humble, Manager, Integrated City Planning

**Report Number:** Planning, Bld & Growth Mgt-2023-617

**Recommendations:**

1. That the report from Mirella Palermo, Policy Planner, Integrated City Planning to the Planning and Development Committee Meeting of August 28, 2023, re: **Short-Term Rental (STR) Accommodations Program and Business Licensing By-Law Update**, be received; and,
2. That the recommended amendments to the Short-Term Rental (STR) Business Licensing By-Law be approved.

**Overview:**

- **The City's Short-Term Rental (STR) Business Licensing By-Law was adopted in July 2021 and came into effect on September 30, 2021.**
- **STR is defined as a rental accommodation where stays are less than 28 consecutive days with a maximum stay of 180 days per calendar year.**
- **The City's STRs are only permitted in a principal residence with a maximum of three (3) individual bedrooms being rented.**
- **Clerks have issued sixty-two (62) STR business licences as of July 2023.**
- **STR operators are required to renew their licence annually. The fee for the application and renewal is one-hundred and fifty dollars (\$150).**

- **By-Law Enforcement has seen an increase in the number of complaints related to STRs, but find it difficult to enforce because of the lack of evidence proving they are being rented for this purpose.**
- **Staff are recommending minor amendments to the “definitions” and “licensing required” sections of the STR Licensing By-law to improve enforcement and ability to apply the Non-Parking Administrative Monetary Penalty System (AMPS) when necessary.**

## **Background:**

### Implementation of the Short-Term Rental By-Law

In June 2019 staff were directed to review the impacts Short-Term Rentals (STR) were having on the City. The increase in the number of STRs in the City resulted in an increased number of resident complaints ranging from noise, property maintenance, parking, and depletion of long-term rental stock, all of which are affecting the quality and character of neighbourhoods.

A recommendation report was brought forward in May 2021 following stakeholder consultation with various groups such as, Airbnb, Expedia, Greater Toronto Apartment Association, Fairbnb and the Ontario Restaurant Hotel and Motel Association. The report outlined the regulatory framework for the STR By-Law based on benchmarking of other municipalities, stakeholder consultation, and ‘*The Home Sharing Guide for Ontario Municipalities*’ published by the Ministry of Finance in 2018.

Staff prepared the City’s first STR Business Licensing By-Law to include the following requirements:

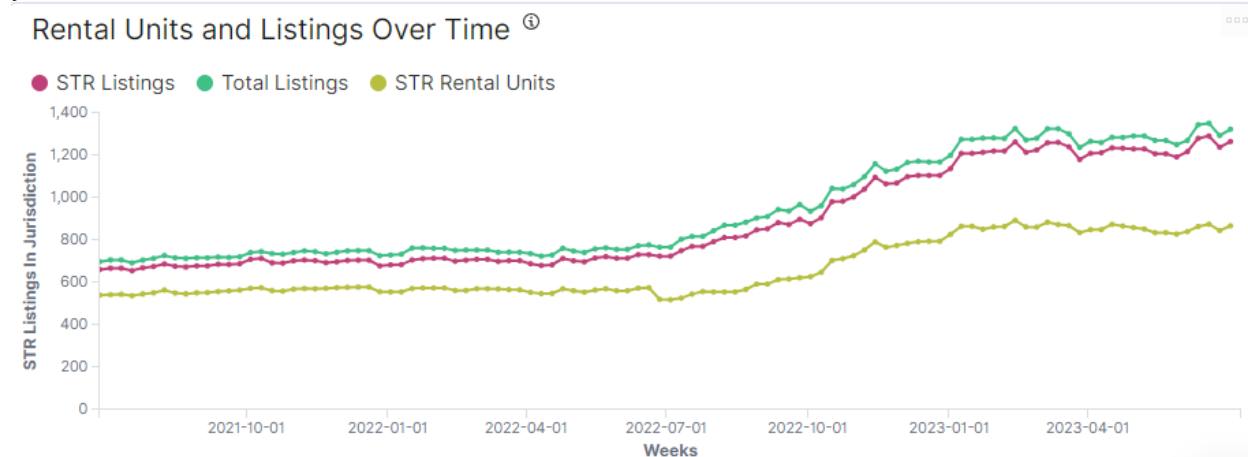
- STR permitted only in the principal residence;
- Defining STR as a stay of less than 28 consecutive days;
- Maximum stay of 180 nights per calendar year;
- A three (3) bedroom cap on the number of individual rooms that could be rented;
- Permitted in multi-unit dwellings (required to be a principal residence); and,
- Annual renewal with proof of liability insurance.

The [STR By-Law](#) was adopted in July 2021 and went into effect on September 30, 2021, requiring operators to register for a business licence and renew on an annual basis. A webpage was created for the program and staff participated in several radio interviews to promote and educate the public regarding the launch of the program. The STR program is administered by Clerks, and Enforcement continues to monitor complaints.

## **Current Situation:**

Since the launch of the STR licensing program there have been sixty-two (62) STR business licences issued (as of July 10, 2023), which are set to expire on September 30, 2023, requiring renewal. According to data retrieved, the City has over three-hundred and sixty (360) unique STR properties currently operating across the City. This equates to approximately seventeen percent (17%) compliance with the City’s STR business licencing. However, we currently do not have the data indicating how many of these properties are operating STRs in the principal residence.

The number of STRs operating in the City has steadily increased over the past two years, as shown below.



Clerks

Since the STR program launched in 2021, Clerks has administered the business licences. As of early July 2023, sixty-two (62) business licences have been issued with a few currently under review. Clerks has also completed a couple of mailings based on reports generated by Granicus (third-party cloud based technology provider), most recently, mailing out 360 STR licensing packages to improve compliance.

However, there have been a few challenges with the data, including access to MPAC information to improve accuracy of mailings (excluding motels and hotels) and investigations, along with operators continually changing status from active to non-active.

Enforcement

Since the implementation of the STR Business Licensing By-Law, Enforcement staff has seen a steady increase in the number of complaints related to operating without a licence.

2021	2022	2023
13	38	29

The challenge for Enforcement is being able to prove that the dwelling/unit is operating as an STR without a licence given how the by-law is currently written. By updating

various sections of the by-law, Enforcement will be able to prove the STR is operating without a licence and apply the Non-Parking Administrative Monetary Penalty System [By-Law](#).

On June 23<sup>rd</sup>, 2023, the Licensing Section of the Enforcement and By-Law Services Division commenced a new STR initiative by connecting with unlicensed STR homeowners. Enforcement officers are educating homeowners on the City's STR requirements and associated licensing application requirements, commencing any needed proactive investigations, and then monitoring the file for updates and compliance.

### Recommended amendments to STR Business License By-Law

To improve STR compliance through enforcement, staff are recommending the following housekeeping amendments to the existing STR Business Licensing By-Law:

- Part II – DEFINITIONS:
  - Revising 'Short-Term Rental (STR)' to the following, "means all or part of a residence **offered or advertised to be** used to provide sleeping accommodations for any rental period that is less than twenty eight (28) consecutive days in exchange for payment, but does not include bed and breakfast, hotels, motels, or hospital, or other short-term rentals where there is no payment;"
  - Replacing 'Short-Term Rental Host' definition with the following, "**means any Person who is licensed under this By-Law**".
- Part III – LICENSING REQUIRED
  - Replacing number 3 with the following wording, '**No Person shall operate, advertise, broker, carry on the business of or permit the operation, advertising, brokering or carrying on the business of a Short-Term Rental Accommodation in the City unless the Person is licensed under this By-law**'

### **Corporate Implications:**

### Financial Implications:

There are no direct financial implications associated with this report.

### **Term of Council Priorities:**

This report directly aligns with the Strategic Direction – Brampton is a City of Opportunities by proposing policies and zoning provisions that create complete



communities. Brampton’s Housing Strategy examines opportunities to improve the availability of housing stock for all income levels, including the availability and affordability of rental housing stock.

**Conclusion:**

As the number of STRs operating in the City and resident complaints continues to increase, the need to enforce becomes a priority. Since the STR Business Licensing By-Law came into effect in September 2021, staff identified various challenges with compliance and enforcement by providing proof that the STR is operating without a licence. Therefore, staff are recommending minor amendments to the “definitions” and “licensing required” sections of the By-Law to improve enforcement measures and compliance.

Authored by:

Reviewed by:

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Mirella Palermo  
Policy Planner III, Integrated City  
Planning

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Henrik Zbogar, Director, Integrated City  
Planning

Submitted by:

Approved by:

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Steve Ganesh, Commissioner,  
Planning, Building and Growth  
Management

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Marlon Kallideen, Chief Administrative  
Officer

**Date:** 2023-08-25

**Subject:** **Residential Rental Licensing Pilot Program for Wards 1, 3, 4, 5 and 7 (RM 23/2023 and 25/2023)**

**Contact:** Mirella Palermo, Policy Planner, Integrated City Planning  
Jeffrey Humble, Manager, Integrated City Planning

**Report Number:** Planning, Bld & Growth Mgt-2023-629

**Recommendations:**

1. That the report from Mirella Palermo, Policy Planner, Integrated City Planning, to the Committee of Council Meeting of September 20, 2023, re: **Residential Rental Licensing Pilot Programs for Wards 1,3,4,5 and 7 (RM 23/2023 and 25/2023)**, be received;
2. That the proposed Residential Rental Licensing (RRL) Pilot Program Framework, as outlined in this report, be approved in principle for the two-year pilot program, with target implementation as of January 1, 2024;
3. That City staff proceed with a stakeholder and public engagement plan as outlined in the report to obtain feedback and comment on the RRL Pilot Program for inclusion in the final recommendation;
4. That staff be requested to report back to Council with the final recommended Residential Rental Licensing (RRL) Pilot Program, including appropriate by-laws, application forms, process and implementation steps in Q4 2023;
5. That staff move forward to create a Residential Rental Licensing Task Force once the program commences in Q1 2024; and,
6. That staff include the cost of the pilot program in the 2024-2026 Capital Budget Submission.

**Overview:**

- **This report addresses Referred Matters (RM) 23/2023 and 25/2023 to report back to Committee of Council on a two-year Residential Rental Licensing (RRL) pilot program.**
- **The objective of the RRL Pilot Program is to protect the health, safety, and human rights of persons, and preserve the character and stability of residential areas.**
- **The pilot program will be launched in Wards 1,3,4,5 and 7, and assessed to determine if the safety of rental housing has improved and if the number of housing related complaints has decreased.**
- **The RRL pilot program is scheduled to commence in Q1 2024.**
- **Staff will conduct stakeholder and public engagement with various groups to educate them about the upcoming RRL two-year pilot program.**
- **Staff recommend that a Residential Rental Licensing Task Force be created to administer and monitor the pilot program.**
- **That Council support the request to hire additional contract staff (two Property Standard Officers, one Business Analyst, two Business Licensing Clerks, one Plans Examiner) to administer the RRL pilot program, in a phased approach depending on the uptake of the program. The request for funding will be included in the 2024 – 2026 capital budget.**
- **The Non-Parking Administrative Monetary Penalties System (AMPS) By-Law 218-2019 shall apply to properties that do not obtain a business license within the prescribed period of time and/or fail to comply with the City's existing by-laws.**
- **The Fire Protection and Prevention Act (1997) penalties shall apply for properties that have Fire Code violations such as, smoke and carbon monoxide alarms.**

**Background:**

In late March 2023, [staff prepared a report to Committee of Council highlighting the City's current registration/licensing programs, Landlord Code of Conduct, and overview of rental licensing programs adopted by other municipalities](#). Following that report, staff were directed to prepare a two-year residential rental pilot program in Wards 1,3,4,5, and 7, starting in Q1 of 2024, to include an implementation strategy and the resources required (refer to Attachment 1 – Staff's response to Council Resolution C077-2023 / CW113-2023).

Staff reviewed eleven municipalities in the Greater Toronto Area and found the majority have implemented a rental licensing program in the past few years to deal with rental housing complaints. In June/July 2023, staff interviewed the cities of Waterloo, Windsor and Hamilton to understand strengths and challenges of their rental housing licensing programs. Each municipality emphasized the importance of having dedicated staff, meeting on a regular basis to deal with issues, reporting back to Council on a periodic basis, and creating a flexible pilot program to address unforeseen challenges. Refer to Attachment 2 for the details of each interview.

## **Current Situation:**

### Proposed Residential Rental Licensing (RRL) Pilot Program Framework

Staff are recommending the following framework for the City's Residential Rental Licensing Pilot Program over the two-year period, commencing in Q1 2024. As directed by Council, the objective of the RRL pilot program is "to protect the health and safety, human rights of persons to protect the residential amenity, character and stability of residential areas. To proactively mitigate potential risks that may exist within a particular business sector and provide enforcement mechanism to respond to complaints relating to that sector."

For the purpose of this pilot program, a residential rental unit is to be defined as a Dwelling Unit which is occupied or offered for occupancy in exchange for Rent or services in lieu of paying Rent, with "Dwelling Unit" meaning one or more habitable rooms designed or capable of being used together as a single and separate housekeeping unit by one person or jointly by two (2) or more persons, containing its own kitchen and sanitary facilities, with a private entrance from outside of the unit itself.

### ***Who is required to obtain a RRL?***

1. Rental properties that are operating in Wards 1,3,4,5 and 7 (during the pilot program)
2. Properties that are renting five (5) or less units
3. Owners of a Rental Housing Unit
4. Operators of a Rental Housing Unit
5. Dwelling units used or intended to be used for a Rental Housing Unit

### ***Exemptions from the RRL Pilot Program?***

1. Properties containing 5 or more units
2. Hotels/Motels
3. Lodging House (subject to Business Licensing By-law 332-2013)

4. Supportive Residential Housing Types 1 and 2 (subject to Supportive Housing Residences Registration By-law 254-2021)
5. Home for Special Care
6. Long-Term Care Homes
7. Residential Care Homes
8. Senior Care Residence
9. Short-Term Rentals (subject to Short-term Rental By-law 165-2021)

***What are the application requirements?***

1. Application Form, including:
  - a. property owner/applicant information
  - b. number of dwelling units, number of bedrooms for each unit, and status (rental unit or principal address)
  - c. ARU registration information
  - d. Declaration of compliance with applicable law, including Building Code, Fire Code, City by-laws
  - e. consent for dwelling unit inspection and/or random inspection during license period
2. Floor Plans
3. Property Standards and Safety Self-Certification Checklist
4. Proof of Property Ownership (including Corporate Ownership, if applicable)
5. Criminal Records Check
6. Parking and Storage Plan with property details such as, garbage disposal, snow removal, grass cutting, disposal of cigarettes, parking etc.
7. Owner Authorization (if applicant is not the property owner)
8. Insurance Coverage Declaration
9. Electrical System Inspection
10. Gas or Fueled Appliance Inspection
11. Emergency Information Package

***Special exemptions to the RRL pilot program***

1. A property that has registered for an Additional Residential Unit (ARU) or Second Unit with the City in the past two (2) years (i.e. Registered within 2022 or 2023). A RRL will be issued for the property however, a license fee will not be required.
2. Residential unit(s) not for rent by the property owner.
3. Sale of property (new property owner does not continue with the residential rental unit).

The following documentation will be needed to obtain a special exemption from the RRL program:

- a. Proof of property sale/ownership;
- b. Confirmation of the ARU registration date;
- c. Declaration signed by the new property owner stating the property/unit is no longer being rented;
- d. A follow-up inspection from Property Standards or Fire to confirm the unit is not occupied; and,
- e. If the property transfer occurs during the pilot program. The applicant who obtained the license may qualify for a partial refund provided all required documentation is provided to the satisfaction of the License Issuer (City Clerk's Office).

### ***Random Inspections***

Staff are recommending that random inspections be conducted for the pilot program targeting units that have registered for a second unit in 2021 or earlier, and units that may have been modified or received multiple complaints to the City over the past two (2) years.

Staff are suggesting between two and three percent (2-3%) of the total number of ARU be randomly inspected. This would equate between 150 to 225 annual inspections from Fire, Property Standards and potentially the Building Division. The City of Waterloo conducts between 100 to 120 inspections annually through their rental licensing program with one Fire Prevention Officer, spending less time reviewing applications.

It is recommended that City departments conduct joint inspections, as it would be more convenient for the property owners. Staff suggest applying an inspection cancellation or no show fee for inspections as needed, in accordance with existing by-law provisions available to Fire, Property Standards and Building Division.

### ***What are the penalties if a rental property is not licensed or comply with existing Property Standards By-Laws?***

Similar to other municipalities and business licensing programs implemented by the City many individuals may not see the value in obtaining a license to operate, especially properties that do not comply with Property Standards By-laws, Fire and Building Codes by modifying the additional residential unit.

The City's Enforcement and By-Law Services Division will apply the Non-Parking Administrative Monetary Penalty System (AMPS) By-Law [218-2019](#) to properties that fail to comply with the RRL program following the grace period (between 6 to 9 months) to obtain a license, or have other violations. The following table highlights the fines that



will be applied for various violations. Failure to pay the fines after fifteen (15) days will be deemed as unpaid taxes, as outlined in the Non-Parking AMPS By-Law.

**Table 1 – Non-Parking AMPS Violations**

<b>Violations</b>	<b>Fines (First Offence)</b>	<b>Second Offence</b>	<b>Subsequent Offence</b>
Operating without a RRL license (fine amounts to be confirmed in the Residential Rental Licensing By-Law)	\$600 (TBC)	\$900 (TBC)	\$1200 (TBC)
Additional Residential Units (ARU) Registration By-Law 157-2022 – Fail to register	\$750	\$1,000	\$1,250
ARU – Fail to comply with an order	\$250	N/A	N/A
ARU – Did obstruct or hinder inspection	\$750	\$1,000	\$1,250
Grass and Weed Cutting By-Law 166-2011	\$250		
Property Standards (PS) By-Law 165-2022 – Fail to comply with an order	\$500		
PS By-Law 165-2022 – Fail to provide adequate garbage containers for patrons	\$250		
PS By-Law 165-2022 – Cause or permit the conversion of a room into a bedroom without a building permit	\$250		
PS By-Law 165-2022 – Cause or permit a person to occupy a cellar, lobby, hallway, closet, bathroom, laundry, stairway, kitchen or any accessory building or shed for sleeping purposes	\$250		
Snow and Ice Removal By-Law 242-76 – failure to remove snow, ice or slush from sidewalk/building	\$250		
Fire Protection and Prevention Act 1997 (FPPA) Sec 30 – Failing to comply with an inspection order	\$20,000 per day		
Part 1 Ticket (FPPA) – Failing to install a smoke or carbon monoxide alarm	\$360		

***What is the proposed fee of the RRL pilot program and is an annual renewal required?***

Staff are proposing a fee of approximately \$300 (refer to Attachment 3 for proposed fee breakdown) per dwelling unit to obtain a RRL for the two-year pilot program. Given the program is only a pilot with a short duration period; an annual licensing requirement does not make sense at this time. If the residential rental license program continues on a permanent basis after the pilot program, annual and/or multi-year license renewals will be considered.

***Anticipated Uptake for RRL Business License***

Similar to past registration and business license programs implemented by the City, staff anticipate a slow uptake in the program. To implement a strong licensing program staff recommend that a dedicated team be assigned to the RRL program, including a dedicated Residential Rental Licensing Task Force, with representation from various departments across the City. Since the program is cross departmental it is recommended that a project manager /supervisor role be created in the future should the program expand City-wide permanently.

Our most recent Short-Term Rental Business Licensing Program saw a response rate of approximately twelve (12%) percent. Staff are anticipating a higher compliance rate for the STR program after Council endorses staff's house-keeping by-law amendments, which will strengthen Enforcement and By-Law Services ability to apply the Non-Parking AMPS By-Law.

The Second Unit Registration Program launched in 2015 experienced a slow uptake in the initial phases. This changed in 2019 onwards when strong enforcement measures were put in place and a dedicated Second Unit Task Force was created resulting in a dramatic increase in registrations.

Based on the Short-Term Rental program implemented staff anticipate that approximately, 15 to 20 percent (1,110 to 1,500 RRL applications) of the registered ARUs will apply for a RRL after receiving notification. Approximately, 2,400 of the recently registered (past two years) ARUs would be exempt from the licensing fee as part of the RRL pilot program special exemption, with the remaining 5,000 ARU registrations requiring a business licence. Therefore, the program would require over 4,550 (90%) of the ARU to apply for a licence (\$300) to recover the estimated expenses for the pilot program over the two years. Based on staff's expectation of receiving 1,500 licence applications, there would be a potential shortfall of approximately \$925,000 in the budget over the two years of the pilot program, as discussed in the Financial Implications section of this report.

**Table 2  
Existing Registered Additional Residential Units (ARUs) within Residential Rental  
Licensing (RRL) Pilot Program Area (as of July 2023)**

<b>Ward</b>	<b>Total Registered ARUs</b>	<b>Registered ARUs in 2022 and 2023 (proposed for exemption from RRL License Fee)</b>	<b>Registered ARUs before 2022 subject to RRL License Fee</b>
1	1293	311	982
3	641	158	483
4	2258	721	1537
5	2254	946	1308
7	1096	335	761
<b>Total</b>	<b>7542</b>	<b>2471</b>	<b>5071</b>

***What are the City resources needed to administer the RRL Pilot Program?***

To administer the RRL Pilot Program it is recommended that additional staff be hired, dedicated to the program. This approach was recommended by the other municipalities to increase the program’s compliance rates.

Over the two-year RRL pilot program, staff will be phased in depending on the current department needs. The City Clerk’s Office is requesting two (2) full-time contract staff to assist with processing the licensing applications. They plan to phase in the hiring of these two positions in 2024 based on the application intake.

The Enforcement and By-Law Services Division plans to bring on three (3) additional staff at the start of the RRL pilot program: two (2) full-time contract Property Standards Officers and one (1) Business Analyst full-time contact position. The Property Standards Officers will be involved in the compliance piece of the program. The Business Analyst will support their division, the RRL Task Force, monitor the program and recommend improvements for compliance. The division notes that without the additional staff, it will be very challenging to maintain the level of existing services as resources are currently being reallocated to deal with Proactive Property Standards Enforcement Pilot Programs, illegal Truck Yard investigations, and significant increase in requests for service. The reallocation of existing staff will impact existing services and will lead to a decrease in overall compliance to property standards violations.

The Building Division is requesting one (1) Plans Examiner be hired in the second year of the program if needed.

The Fire Prevention Division, Fire and Emergency Services, cannot hire contract staff and will utilize existing staff for the pilot program and assess the resource requirements should the RRL program continue permanently.

### Dedicated Task Force for the Residential Rental Licensing Program

In July 2018 the Second Unit Task Force pilot project was launched to assist with the investigation of illegal second units, multiple unit houses and lodging houses to ensure they comply with the Zoning By-law. The Task Force is a collaboration between the Enforcement and By-Law Services Division, the Building Division and Fire Prevention Division. The goal of this coordinated effort is to ensure safety standards are met and the well-being of the occupants who reside in these houses. Currently, the Second Unit Task Force operates under Enforcement, By-Law Services, and Property Standards sections to manage illegal units.

It is recommended that a separate Task Force be created for the RRL Pilot Program to monitor the uptake of residential rental licenses and by-law violations occurring in the applicable wards. Similar to the original task force created for the Second Units, this will be a collaboration between the Building Department, Enforcement and By-Law Services, Clerk's Office and Fire Prevention Division.

### ***Stakeholder Partnership***

To incentivize the RRL program for landlords, staff suggest exploring opportunities to work with existing post-secondary institutions to develop a rental house find program in the City. Google reviews from past tenants, education of tenant responsibilities, rental Code of Conduct, landlord responsibilities may be included as part of the program.

### **Corporate Implications:**

#### Fire Division

When the RRL pilot program commences, Fire Prevention Officers (FPO) will be involved in the random inspections of rental units to ensure Fire code compliance with safety standards for smoke and carbon monoxide in accordance with the Fire Code. With current inspections, Fire Prevention Officers (FPO) have noted the following challenges:

1. Access to units to gain entry – many times individuals residing in the home will not answer or FPO are not able to contact the property owner to schedule an inspection.
2. Multiple visits to a property due to no entry or non-compliance.

3. Property owners not complying with orders issued by the Fire Department that leads to legal action which can be a lengthy process through the court system.
4. Appeals with the Fire Marshal's Office. Under the Fire Protection and Prevention Act owners/occupants have the right to review the order with the Ontario Office of the Fire Marshal, which can account for extra time.
5. Any non-compliance issues reviewed by FPO will be addressed under our jurisdiction of the Fire Code.

These challenges will continue with the launch of the RRL pilot program.

### Enforcement and By-Law Services

When the RRL pilot program commences, Property Standards Officers (PSO) will be involved in the random inspections of rental units to ensure compliance with safety standards under the Property Standards By-Law and Zoning By-Law. With current inspections PSO have noted the following challenges:

1. Access to units to gain entry – many times individuals residing in the home will not answer or respond to PSO notices or orders issued by the PSO.
2. Non-compliance leads to legal action which can be a lengthy process through the court system.
3. Appeals to the Property Standards Appeals Committee, to be known as the New Administrative Tribunal under the Building Code, owners/occupants have the right to appeal the order with the Property Standards Appeals Committee which can account for extra time.
4. Any non-compliance issues identified by the PSO requiring building permits will be referred to the Building Department.
5. If additional resources are not provide for this program, other initiatives will be impacted depending on the scope of work and other inspections may be delayed such as;
  - a. Proactive Property Standards Enforcement Pilot Project;
  - b. Illegal Truck Yards and Unauthorized Land Use Initiative; and,
  - c. Proactive Heritage Pilot Project.

### Building Division

The Building Division will coordinate with Fire and Property Standards on an as need basis for inspections. If modifications to the dwelling unit have occurred the applicant will be directed to re-apply for the Additional Residential Unit registry, which may impact the number of applications being reviewed by a Plans Examiner.

### Financial Implications:

Staff estimate the cost of the two-year pilot program will be \$625,000 in 2024 and \$750,000 in 2025 and the total revenue is estimated to be \$225,000 in 2024 and \$225,000 in 2025, resulting in a total shortfall of \$925,000, as follows:

<b>Item</b>	<b>2024</b>	<b>2025</b>	<b>Total</b>
Property Standards Officer (2 F/T Contract)*	\$ 287,424	\$ 293,172	\$ 580,596
Business Analyst (1 F/T Contract)*	\$ 123,412	\$ 125,880	\$ 249,292
Business Licensing Clerk (2 F/T Contract)*	\$ 167,048	\$ 170,389	\$ 337,437
Plans Examiner (1 F/T Contract)*	\$ -	\$ 127,316	\$ 127,316
Communications/Other Costs	\$ 47,116	\$ 33,243	\$ 80,359
<b>Total Cost</b>	<b>\$ 625,000</b>	<b>\$ 750,000</b>	<b>\$ 1,375,000</b>
Estimated Revenue	\$ 225,000	\$ 225,000	\$ 450,000
<b>Net Cost</b>	<b>\$ 400,000</b>	<b>\$ 525,000</b>	<b>\$ 925,000</b>

\*Inclusive of salary, benefits, WSIB and other staff related costs

The Residential Rental Licensing Pilot Program will be included in the 2024-2026 capital budget submission, pending Council approval.

Staff will monitor the deployment of the program so that these funds are used most efficiently and opportunities for cost-savings may be realized. Staff will also look to potential funding opportunities from the Province with the dissolution of Peel Region, which may result in a revised budget request in 2025.

### Communications Strategy

After Council endorses the framework of the RRL pilot program, staff will move forward with the following communication to educate residents within the applicable wards of the upcoming pilot program. The communications strategy will focus on the health and safety aspects of the RRL pilot program, the overall benefits for renters and operators alike, as well as, helping to maintain continuity within city neighbourhoods.

Following this report, staff will engage with various stakeholder groups such as, ACORN of Peel, Real Estate Board, BILD (Building Industry and Land Development Association), landlord association, etc., about the upcoming RRL Pilot Program. The City Clerk's Office will conduct a mailing to all the registered ARUs within the applicable wards in December 2023/January 2024, advising of the program's requirements to obtain a licence within 9 to 12 weeks from receiving the letter.

During this time, staff will coordinate with Strategic Communications and develop a staged approach for outreach beginning in late Q4 2023/early Q1 2024 that will include



traditional media (print and digital), social media, a project page on the City’s website, digital tiles at various community spaces and property tax 'buckslips' to drive awareness. Other tactics carried out from Q2 2024 onwards will include mobile signage at strategic locations, advertisements through ethnic media and radio series interviews, direct mailings and transit shelters.

**Strategic Focus Area:**

This report aligns with the City’s Strategic Focus on Healthy and Well-being by supporting the City’s Community Safety and Action Plan by introducing a Residential Rental Licensing Pilot Program and Code of Conduct that protects the health and safety of individuals in the rental housing market and outlines the responsibilities of landlords.

**Conclusion:**

This report outlines the requirements for implementing a RRL two-year pilot program commencing in Q1 2024 within Wards 1,3,4,5 and 7, as directed by Council with the objective of protecting the health, safety and well-being of residents. The RRL pilot program will focus on registered ARUs to obtain a business license through education and outreach, and then on entire rental homes within the applicable wards. To achieve a 15 to 20 percent uptake in the RRL pilot program, it’s recommend that staff hire the full-time contract positions as noted in this report and create a dedicated RRL Task Force. Staff will report back with the final RRL pilot program before the end of Q4 2023, with implementation commencing in Q1 2024.

Authored by:

Reviewed by:

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Mirella Palermo, Policy Planner III  
Integrated City Planning

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Henrik Zbogor, Director  
Integrated City Planning

Approved by:

Approved by:

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

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Marlon Kallideen  
Chief Administrative Officer

**Attachments:**

- Attachment 1 – Council Resolution C077-2023 / CW113-2023
- Attachment 2 – Municipalities Interviewed on Residential Rental Licensing Programs as of June/July 2023
- Attachment 3 – Proposed Residential Rental License Pilot Program Breakdown Fee Breakdown

**Attachment 1 - Resolution C077-2023 / CW113-2023**

Resolution Clause	Implementation Action
<p>1. The report from Mirella Palermo titled, 'Information Report: Current City Licensing and Registration Programs of Rental Housing, Overview of Potential Landlord Licensing Programs and Landlord Code of Conduct (RM 40-2022 and 52/2022)' to the Committee of Council Meeting of March 29, 2023, be received;</p>	<p>N/A</p>
<p>2. Staff be directed to report back in Q3 2023, on an implementation plan for a two-year pilot (beginning Q1 2024), of a Brampton Rental Landlord Registration/Licensing Program based on the City of Waterloo and other benchmarked municipalities from Attachment 1 of the Report with the following objective:            Objectives of the Residential Rental Licensing Program – to protect the health and safety, and human rights of persons to protect the residential amenity, character and stability of residential areas. To proactively mitigate potential risks that may exist within a particular business sector and provide enforcement mechanism to respond to complaints relating to that sector.</p>	<p>To be included in Residential Rental Licensing By-law preamble</p>
<p>3. In the report regarding the implementation of a two-year pilot, staff include (but not be limited to) the following best practices from other municipal licensing programs:            a) Set a cap or process to regulate the number of rental units allowed in ARUs per housing type (single</p>	<p>1. Contrary to prevailing provincial legislation</p>

<p>detached, semi-detached, row townhouse)</p> <ul style="list-style-type: none"> <li>b) Set a cap on the number of residents permitted in a lodging home and update licensing requirements accordingly</li> <li>c) That licensing for short-term rentals be amended to include random inspections and that this be applied for new applications or renewals of such licenses moving forward</li> <li>d) Landlord Registration/Licensing program (applications and renewals) include annual and/or random inspections related to the Ontario Building, Electrical and Fire Codes</li> <li>e) Explore establishing a Landlord Code of Conduct</li> <li>f) Application and renewal fees to help offset the cost of the program</li> <li>g) Include fines and escalating fines for rental units (ARUs, garden suites, or lodging homes) without a license or for those who continue to operate but fail to renew</li> <li>h) Develop and implement a demerit point system for landlords (similar to Oshawa) to encourage compliance with the City's by-laws beyond fines</li> <li>i) Develop a checklist or protocol to help bylaw enforcement determine if a property may be operating as a business /Landlord (rental of ARUs, garden suites, and/or lodging home) without a license</li> <li>j) Develop a list of tenant and owner responsibilities regarding property standards and bylaw enforcement, snow cleaning, and it be provided to landlords in an accessible manner either as a handbook or as</li> </ul>	<ul style="list-style-type: none"> <li>2. To be addressed in review of lodging homes business licencing</li> <li>3. Addressed in staff report on September 20 Committee of Council agenda (amendments to STR Business Licensing By-Law)</li> <li>4. Inspections to be incorporated into RRL program, including random inspections</li> <li>5. To be presented to Council with draft by-law in final implementation report</li> <li>6. Licensing fees to be established to offset some pilot program costs</li> <li>7. Escalating financial penalties through Administrative Penalty System, and other legal enforcement, to be include din by-law</li> <li>8. Demerit point system not recommended for reasons set out in staff report</li> <li>9. City staff checklist for by-law enforcement in development</li> <li>10. Rental Housing landlord and Tenant responsibilities re. property standards in development</li> <li>11. Online directory of approved residential rental licenses to be implemented, part of the ARU online information tool</li> </ul>
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<p>an online resource and if possible include pertinent regional information such as waste collection. Licensed landlords would be required to provide this information to tenants</p> <p>k) Create a directory or interactive online map of all registered licensed properties similar to the current registered second units that is accessible on Geohub to all residents</p>	
<p>4. The implementation of the pilot be applied to rental properties (registered or not currently registered as an ARU or garden suite) identified in the top four hotspot areas (as per Attachment 3, figure 8 of the Information Report on Proactive Property Standards Exterior Enforcement (RM 42/2022 and RM 55/2022)), identified as Wards 1, 3, 4, 5 and 7 which represent the highest concentrations of property standard issues across the city;</p>	<p>Proposed by-law and residential rental licensing program to be applied to pilot program areas of Wards 1, 3, 4, 5 and 7</p>
<p>5. That as per Action Item 8.1.4.1 of the Housing Brampton Plan staff be directed to provide a report to Council on a work-plan to update Lodging Houses for city-wide application;</p>	<p>To be addressed in separate report as part of lodging homes policy review</p>
<p>6. That staff report back in Q3 of 2023 on the work plan for implementing the two-year Brampton Rental Landlord Registration Licensing Program, beginning in Q1 2024, including funding required from the 2024 and 2025 Budgets; and,</p>	<p>Accomplished through this staff report</p>

<p>7. That this motion and corresponding/mentioned reports with appendices, be forwarded to Sheridan College, Algoma University, Toronto Metropolitan University, and identified private colleges for consideration as part of the work being completed on the Brampton Charter for International Students.</p>	<p>Correspondence to be sent and coordinated with the City's Clerks Office</p>
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## **Attachment 2 – Municipalities Interviewed on Residential Rental Licensing Programs as of June/July 2023**

Below is an overview of the rental licensing approach from a few municipalities and key challenges:

1. Waterloo – established their rental licensing program in 2012, and has one (1) full-time enforcement officer dedicated to the program to search all rental properties and issue orders for non-complaint properties. The program currently has approximately four thousand (4,000) units registered. They have one Fire Prevention Officer (FPO) conducting one to two hundred (100-200) random inspections annually to review fire code compliance. A new application takes approximately six to nine (6-9) months to process. The success of Waterloo’s program can be attributed to having dedicated staff, aggressive enforcement and utilizing the Non-Parking AMPS (Administrative Monetary Penalty System).
2. Windsor – recently established (2023) their residential licensing pilot program in two (2) wards with higher concentrations of student rental housing. The City hired a Zoning Coordinator, Licensing Administrator and a By-Law Enforcement Officer to manage the program. Since the launch of the pilot program in early June the City has issued forty-six (46) licences. Inspections are required for new applications and renewals. The pilot program aligns with the Ontario Residential Tenancies Act and is currently focused on education versus enforcement. Staff noted the importance of having dedicated staff to run a successful program.
3. Hamilton - established a two-year rental housing licensing pilot program in April 2022 in Wards 1, 8 and part of 14 to improve the condition of rental housing. The pilot program was rolled out in zones allotting three-months for each area. Each zone has approximately 160-270 licensing applications. A team of one (1) licensing administrator and two (2) licensing compliance officers have been assigned to the program. The team dedicates most of their time to education versus enforcement and each application requires inspection from Fire and Property Standards. As of early July 2023, the City processed 348 licensing applications and issued 109 licences with five (5) of the seven (7) zones completed.
4. Oshawa – in January 2013, the City of Oshawa established a demerit point system (DPS) for their Residential Rental Housing Licensing program. The objectives of the demerit point system included:
  - a. To track and manage ‘repeat offenders’;
  - b. To manage licensees compliance with municipal by-laws and other health and safety standards; and,
  - c. To create an objective measure for the purpose of determining the suitability of issuing a licence to an applicant.

After two-years of implementing the program the City recommended discontinuing the demerit point system because there was insufficient evidence that the system was the best approach to manage repeat offenders.

Approximately 768 of staff hours was utilized to administer the demerit point system annually, equating to an estimated cost of \$28,300. The demerit point system required a significant amount of staff resources to administer the manual process and would require considerable resources if the rental area was expanded and included different dwelling types. The system was also vulnerable to error because of the manual input.

In 2015, staff recommended the DPS be discontinued and move forward with assessing the suitability of issuing a licence based on the applicant's history of by-law infractions. Staff could issue a conditional licence requiring the licensee to comply with additional standards or could deny a licence if there was a high number of infractions.

**Attachment 3 – Proposed Residential Rental Licence Pilot Fee Breakdown  
(subject to review)**

<b>Process</b>	<b>Time</b>	<b>Individual Fees</b>	<b>RRL Fee</b>
Clerks (time to process applications)	2 hours	\$90	\$90
PS Inspection		\$144	\$85
Fire Inspection		\$227	
Enforcement	2 hours	\$125	\$125
<b>Total</b>			<b>\$300</b>

**Date:** 2023-09-11

**Subject:** **Supplementary Report - Administrative Penalty (AP) System Processing Centre Update**

**Contact:** **Paul Morrison, Commissioner, Legislative Services**

**Report Number:** Legislative Services-2023-758

**Recommendations:**

1. That the report from Paul Morrison, Commissioner, Legislative Services, to the Committee of Council Meeting of September 20, 2023, re: **Supplementary Report - Administrative Penalty (AP) System Processing Centre Update**, be received;
2. That the original staff report, re: **Administrative Penalty (AP) System Processing Centre Update**, dated August 8, 2023, as presented to the City Council meeting of August 9, 2023, and attached as Appendix 1 to this report, be received;
3. That the following revised staff recommendations 2, 3, 4, 5, 9, 10 and 11 regarding Processing Centre development and delivery, from the original staff report, dated August 8, 2023, be approved:
  2. That Council direct staff to continue to explore the establishment of a Processing Centre for Automated Speed Enforcement infractions in Brampton;
  3. That staff report back once a suitable location has been identified including capital costs for fit-up requirements for the facility when more information on the location of the Processing Centre is available;
  4. That the transition from Provincial Offences Act Part I and Part III tickets to Administrative Penalties System for contraventions detected using speed enforcement camera systems be approved;
  5. That staff be directed to update all by-laws and policies, including revising the wording “Administrative Monetary Penalty” to “Administrative Penalty” to address legislative changes;
  9. That PWE staff be directed to develop a strategy to implement 135 additional cameras over the next four (4) years;
  10. That the CAO and Commissioner be authorized to execute all agreements necessary to establish and operate the Automated Speed Enforcement Processing Centre, as approved by the City Solicitor and the Director of Public Works and Engineering; and

11. That staff be directed to report back to Council once the Ontario Ministry of Transportation and the Ministry of the Attorney General approve the forms, policies and standard operating procedures in alignment with Ontario Regulation 355/22 (Administrative Penalties for Contraventions Detected Using Camera Systems).
4. That, subject to Council's receipt and consideration of the Letters of Observations as prepared by KPMG in response to Council Resolution C193-2023 for further investigation and confirmation the operational model will offset direct and indirect costs, the following revised staff recommendations 6, 7 and 8 regarding Processing Centre financials and budget, from the original staff report, dated August 8, 2023, be considered at a future meeting or during consideration of the 2024 budget:
  6. That sixteen (16) full-time, permanent complement consisting of nine (9) Provincial Offences Officers to lay infractions, three (3) Screening Officers to review appeals, one (1) Manager, one (1) Supervisor, one (1) Analyst and one (1) Clerk, and associated funding in the estimated amount of \$1,722,842, be included in the 2024 operating budget submission, pending Council approval;
  7. That the revenues will fully offset direct and indirect costs of this program including all new staff asks as confirmed by the KPMG review;
  8. That all expenditures and associated revenues of this program be included in the 2024 budget submission, subject to Council approval and consideration and acceptance of the KPMG review;
5. That By-law 218-2019, the Administrative Penalties (Non-Parking) By-law, be amended to update the processes by which reviews and hearings are conducted; and
6. That By-law 333-2013, the Administrative Penalties System, be amended to update the processes by which reviews and hearings are conducted.

**Overview:**

- **Administrative Penalty (AP) System Processing Centre Update report dated August 8, 2023, was presented to the City Council meeting of August 9, 2023.**
- **Council deferred approval of the report pending a third-party review of the financial aspects contained in the report.**
- **Direction was given to staff to arrange the third-party review, continue to search for a viable location for the processing centre and continue to work on the project to meet project milestones.**
- **Two By-laws associated with the Administrative Penalty System Program require amendments to update the processes by which reviews and hearings are conducted.**

## **Background:**

Staff prepared a Council Report, *Legislative Services-2023-638, Administrative Penalty (AP) System Processing Centre Update* which was received during the August 9, 2023 Council Meeting. During the Council Meeting, staff were directed to:

1. Arrange a third party review of the financial components included in the report;
2. Continue to seek a viable location for the processing centre; and
3. Continue working on project tasks and activities necessary for a target 2024 go live date.

By-laws 333-2013 and 218-2019 for parking and non-parking offences detail a Person's right to request an in-person screening and hearing reviews. The APS Project has developed processes, expected to go-live in October 2023, to allow for online screenings and virtual hearings.

## **Current Situation:**

Staff retained KPMG to review revenue and expense forecasts and provide a Letter of Observations to confirm the accuracy of the forecasts. KPMG provided a proposal, Appendix 2, which includes a breakdown of tasks and timelines for completion. Their scope of work includes:

1. Review of the financial models;
2. Group interviews with project stakeholders;
3. Reasonability check of assumptions;
4. Draft key risks; and
5. Benchmark against like-sized municipalities.

The duration of the engagement is expected to take approximately 5 weeks. KPMG will initiate the review on September 7 and conclude with a Letter of Observations the week of October 9. Their estimated cost of the engagement is \$22,000 plus a technology support charge of 7% and out-of-pocket expenditures.

*Legislative Services-2023-638, Administrative Penalty (AP) System Processing Centre Update* report included several recommendations, specifically six (6), seven (7) and eight (8), that will directly impact the 2024 Budget development process. Staff will provide documentation and provide support to enable KPMG to expeditiously complete the review. Recommended changes will be considered for inclusion in a subsequent report to Council.

Further, *Legislative Services-2023-638, Administrative Penalty (AP) System Processing Centre Update* report included eight recommendations (i.e. 1, 2, 3, 4, 5, 9, 10, 11) which need to be approved in order for the project to continue to meet a Q2 go live date for the Brampton Automated Enforcement Processing Centre.

Amendments, Appendix 3 and 4, to By-laws 333-2013 and 218-2019 reflect updates associated with the appeal process for parking and non-parking offences. These

updates include a change from in-person screening and hearing reviews to online screening and virtual hearing reviews. The right to appeal remains.

**Corporate Implications:**

Financial Implications:

There are no immediate financial implications resulting from the recommendations in this report. Pending completion of KPMG’s review, staff will prepare a separate report to Council which will include an update on the financial implications.

**Strategic Focus Area:**

**Health & Well-being:** the strategic focus of the camera-based automated enforcement program and processing centre focuses on community safety, improving mental health support, and encouraging active and healthy lifestyles. The Streets for People connected initiative incorporates the Vision Zero framework into transportation planning and design operations to prevent fatal and serious injury from motor vehicle collisions within the City right-of-way. The ASE Program is an integral component of the Vision Zero framework.

**Conclusion:**

Approval of *Legislative Services-2023-638, Administrative Penalty (AP) System Processing Centre Update* Recommendations one (1), two (2), three (3), four (4), five (5), nine (9), ten (10) and eleven (11) will allow staff to continue to deliver tasks and activities associated with building a camera-based processing centre in Brampton in 2024.

Staff will work closely with KPMG to confirm the accuracy of the financial components included in the *Legislative Services-2023-638, Administrative Penalty (AP) System Processing Centre Update* report. Further, staff, in conjunction with KPMG, will report back to Council with a Letter of Observations.

The amendment to By-laws 333-2013 and 218-2019 ensure a Person’s right to request a screening and hearing review for appealed offences. New online screening and virtual hearing processes are expected to begin in October 2023.

Authored by:

Reviewed by:

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Sean Skinkle  
Advisor, Special Projects

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Paul Morrison  
Commissioner



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Legislative Services

Legislative Services

Approved by:

Approved by:

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Paul Morrison  
Commissioner,  
Legislative Services

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Marlon Kallideen  
Chief Administrative Officer

**Attachments:**

- Appendix 1 – Administrative Penalty (AP) System Processing Centre Update report
- Appendix 2 – Brampton AP Processing Centre Review Sep2023 proposal
- Appendix 3 – Amendment to By-Law 333-2013, the “Administrative Penalties System By-law”
- Appendix 4 – Amendment to By-law 218-2019, the “Administrative Penalties (Non-Parking) By-law”

**Date:** 2023-08-08

**Subject:** **Administrative Penalty (AP) System Processing Centre Update.docx**

**Contact:** Paul Morrison, Commissioner, Legislative Services

**Report Number:** Legislative Services-2023-638

**Recommendations:**

1. That the report from Paul Morrison, Commissioner, Legislative Services to the Council Meeting of August 9, 2023, re: Administrative Penalty (AP) System Processing Centre Update.docx, be received;
2. That the establishment of a Processing Centre for Automated Speed Enforcement infractions in Brampton be approved, contingent on securing a suitable location;
3. That staff report back on capital costs for fit-up requirements for the facility when more information on the location of the Processing Centre is available;
4. That the transition from Provincial Offences Act Part I and Part III tickets to Administrative Penalties System for contraventions detected using speed enforcement camera systems be approved;
5. That staff be directed to update all by-laws and policies, including revising the wording “Administrative Monetary Penalty” to “Administrative Penalty” to address legislative changes;
6. That sixteen (16) full-time, permanent complement consisting of nine (9) Provincial Offences Officers to lay infractions, three (3) Screening Officers to review appeals, one (1) Manager, one (1) Supervisor, one (1) Analyst and one (1) Clerk, and associated funding in the estimated amount of \$1,722,842, be included in the 2024 operating budget submission, pending Council approval;
7. That revenues will fully offset direct and indirect costs of this program including all new staff asks;
8. That all expenditures and associated revenues of this program be included in the 2024 budget submission, subject to Council approval;
9. That staff be directed to develop a strategy to implement 135 additional cameras over the next four (4) years;
10. That the CAO and Commissioner be authorized to execute all agreements necessary to establish and operate the Automated Speed Enforcement Processing Centre, as approved by the City Solicitor and the Director of Public Works and Engineering; and
11. That staff be directed to report back to Council once the Ontario Ministry of Transportation and the Ministry of the Attorney General approve the forms,

policies and standard operating procedures in alignment with Ontario Regulation 355/22 (Administrative Penalties for Contraventions Detected Using Camera Systems).

**Overview:**

- **The Joint Processing Centre (JPC) in Toronto processes automated speed infractions on behalf of Brampton and many other municipalities in Ontario**
- **The JPC limits the number of images they process on behalf of Brampton**
- **Implementing a processing centre within the City of Brampton will permit the City to better utilize the capacity of the cameras and provide an increased revenue stream to help offset road safety initiatives geared to reducing fatal and major injury collisions on municipal roadways**
- **Implementing a processing centre supports the long-term effectiveness of the ASE Program at achieving greater speed compliance where cameras are installed, and over time, altering driver behavior to decrease speeding and increase road safety**
- **Transitioning from Provincial Offences Act tickets to Administrative Penalties (APs) shifts disputes from courtrooms to municipally administered screenings and hearings**

**Background:**

Automated Speed Enforcement (ASE)

Automated Speed Enforcement (ASE) is an automated system that uses a camera and a speed measurement device to detect and capture images of vehicles travelling in excess of the posted speed limit. It is designed to work in tandem with other methods and strategies, including engineering measures, education initiatives and traditional police enforcement. ASE is focused on altering driver behaviour to decrease speeding and increase safety.

At the December 12, 2019 Council meeting, Council endorsed a report that contained a number of recommendations required to allow staff to move forward with the implementation of Automated Speed Enforcement (ASE) on City streets (Resolution C449-2019). The ASE Program aims to increase road safety, reduce speeding and raise public awareness about the need to slow down and obey posted speed limits.

Starting in January 2020, staff met with Councillors in order to determine ASE locations within their wards. Initial locations were selected based on existing Community Safety Zones (CSZ) that were identified as problematic in the past. Additional sites that would

benefit from increased enforcement were identified through the Neighbourhood Traffic Management Guide considering:

- Operating speeds;
- Vehicle volume;
- Collisions;
- Presence of sidewalks;
- Adjacent schools;
- Presence of parks, playgrounds and recreation areas;
- Cut-through traffic;
- School crosswalks;
- Active transportation facilities; and
- School walking routes.

Brampton has designated 185 CSZ with the 50 speed enforcement cameras rotated through those zones on a regular basis.

#### ASE Joint Processing Centre

In 2019 Brampton participated in a joint procurement with other Ontario municipalities to retain a vendor to supply and operate the speed enforcement cameras, as well as the software, equipment and support services to maintain a Joint Processing Centre (JPC) in Toronto. Capital and operating costs associated with the JPC are allocated and invoiced to each municipality based on its number of images reviewed versus the total number of ASE images reviewed and processed.

In 2022, the JPC reviewed approximately 42,800 images for the City of Brampton, of which approximately 30,000 resulted in formal charges under the *Highway Traffic Act* (Certificates of Offence, or “tickets”). The current capacity limit of 42,800 images represents a small fraction of the number of images Brampton’s 50 ASE cameras are capable of capturing (a conservative estimate suggests 42,800 could be captured by just two (2) cameras). It is likely that a processing cap will remain in place on a go-forward basis as a result of limited court capacity to hear the charges and the staffing limits within the JPC itself. Limiting the processing of speed camera infractions compromises the City’s intent in reaching Vision Zero goals of preventing fatal and serious injury collisions.

The multi-party agreement signed with the vendor in 2019 allows for additional processing centres to be established in other municipalities with the same specifications as those used for the JPC in Toronto.

The intention of the report is to first, provide an overview of automated enforcement processing options including costs and projected revenues and secondly, provide staff’s recommended option and high-level next steps required to successfully deliver on the approach.

#### **Current Situation: Automated Camera Processing Centre**

Automated speed enforcement is a system that uses a speed camera to capture photographs of vehicles that are determined to be violating a posted speed limit. Photographic evidence indicating specific vehicle, licence plate, rate of speed, time and date of violation is securely provided to the ASE JPC in Toronto for review by a designated ASE Provincial Offences Officer. The officer reviews and validates whether a violation has occurred and whether the evidence meets appropriate enforcement criteria. Utilizing the photographic evidence and vehicle registration information received from the Ministry of Transportation (MTO), the ASE Provincial Offences Officer identifies the registered owner of the vehicle and issues the owner a Certificate of Offence (speeding ticket).

As a result of Brampton's capacity limits imposed by the JPC and the court's ability to process more charges, two options were assessed, with one option being status quo and the other option being the establishment and operation of a processing centre in Brampton. A summary of both options and corresponding estimated costs and revenues are discussed below.

### **Option 1 – Status Quo**

Under this option, the City of Brampton will continue to depend on the City of Toronto for ASE infraction processing. In this option, annual processing caps are likely to continue which will limit the number of infractions processed on an annual basis despite the underutilized capacity of Brampton's 50 cameras. As a result of the 30,000 infractions processing cap imposed by the JPC, Brampton will have to continue to throttle back the cameras and drastically reduce image capture, while still incurring the daily rental fee per camera.

There may be capacity for the City of Toronto's JPC operations to expand in future years, which may result in a higher cap or elimination of a cap, however this remains unknown. It is likely that processing caps will continue to be placed on all partnering municipalities as many are actively expanding ASE programs, including the City of Toronto.

### Option 1 - Conclusion

This option is not in the best interests of the City of Brampton as it limits the effectiveness of Brampton's ASE Program, does not support the intention and goals of Vision Zero and limits future funding for road safety initiatives.

### **Option 2 – Establish and Operate a City of Brampton ASE Processing Centre Administrative Penalties System**

Administrative Penalties System (APS) is an alternative to Provincial Offences Act Part I and Part III offence notices. Ontario Regulation 355/22 (Administrative Penalties for Contraventions Detected Using Camera Systems) enable the use of Administrative Penalties for vehicle-based contraventions captured by automated enforcement systems including automated speed enforcement and red light camera systems. APS

provides an alternative method to adjudicate speed-related or red light camera contraventions. The APS uses Screening and Hearing Officers who are able to modify, cancel or affirm penalties, rather than court resources.

Brampton is working with a municipal working group to develop forms and standardized operating procedures to enable the transfer of camera-based offences from POA Part I and Part III to APS. Once the APS framework is finalized and approved as to form, Brampton will need to report to the Ministry of Transportation to identify the implementation date and for which specific program (i.e. ASE) the APS framework was adopted. It is expected that the ASE APS will be available early in 2024.

This option will see the City of Brampton give notice to terminate (not renew as the current agreement which ends July 15, 2026) its ASE Processing Services and Cost Sharing Agreement with the City of Toronto and implement its own Processing Centre (PC) dedicated to processing speed enforcement camera infractions laid in Brampton.

Currently, Redflex is the vendor used by all parties to the JPC Agreement, supplying case management (i.e. processing) software and cameras including support for both. This agreement expires in February 28, 2025, with an option to renew for five (5) years. It is recommended that the City continue under the current agreement with Redflex for the remainder of the agreement term, as this would provide continuity throughout the changeover to the new processing centre.

Under this option, Traffic Services in Public Works and Engineering would continue to run the ASE Program, while Legislative Services would staff and operate the Brampton ASE PC. Court Administration would process the penalty notices in the same manner as it processes City by-law penalty notices.

Benefits of a Brampton based ASE PC include:

- Allows for better control over ASE infraction processing activities;
- Generates increased ASE Program revenue which will allow for greater investments to implement road safety measures geared toward reaching Vision Zero goals of preventing fatal and serious injury collisions on municipal roadways;
- Supports the long-term effectiveness of the ASE Program to achieve greater speed compliance where cameras are installed and help change driver behavior as it relates to speeding;
- Aligns with Council's decision to expand the ASE Program; and
- Creates more jobs within the City of Brampton.

Staff will aim to have the ASE PC in full operation in Q3 2024. At a future date, once the PC is operating efficiently, consideration will be given to expanding the ASE PC and converting it into an ASE Joint Processing Centre on a fee-for-service basis similar to the model used at Toronto's JPC. A joint processing centre in Brampton would have the ability to process ASE infractions on behalf of other Ontario municipalities participating

in the speed camera enforcement program. A Brampton-based ASE JPC would also further improve province-wide ASE processing capacity.

Expense and Revenue Estimates

There are various capital and operating expenses associated with ramping up and running an ASE PC. Currently, the quarterly invoices from Toronto’s JPC covers Brampton’s share of costs for staff compensation, office supplies, rental of required office equipment, rental of office space and postage charges. Each of these expenses were analyzed to determine the cost effectiveness of building a processing centre for Brampton.

The following table shows actual 2022 expenses and revenues based on 30,000 infractions compared with proposed costs and revenues based on 280,000 infractions. Considering camera rentals and operating expenses, 30,000 infractions result in a net revenue of \$388,900 compared to a net revenue of \$19,596,600 based on 280,000 infractions.

	<b>Actual 2022 full year data</b>	<b>Projected Yearly</b>
Total infractions	30,000	280,000
Total gross revenue (approximate)	\$ 2,600,000	\$ 24,300,000
Less		
Camera rental	\$ 1,950,900	\$ 1,950,900
Operating expenses	\$ 260,200	\$ 2,752,500
Total gross expense	\$ 2,211,100	\$ 4,703,400
Net Revenue	\$ 388,900	\$ 19,596,600

ASE is a self-funding program and will have no impact on the tax base.

Receipt of revenues based on affirmed offences has been impacted by the Province’s decision to eliminate licence plate renewal fees and validation stickers. Unpaid fines will result in plate denial and will require full payment of all amounts outstanding prior to reinstatement.

Staff Complement

It is recommended that Brampton’s ASE PC be operated by a new division under Legislative Services, entitled Automated Enforcement. Using Toronto’s existing ASE JPC organizational structure as a benchmark, the new division will initially require a total of 13 full-time equivalent positions consisting of:

- 1 Manager, to be filled on a contract basis in 2023;
- 1 Supervisor, (one supervisor for every 9 Provincial Offences Officers);
- 1 Analyst;
- 1 Clerk; and
- 9 Provincial Offences Officers (one for every 30,000 infractions processed), to be filled starting in January 2024.



In addition, three (3) Screening Officers positions, reporting to Prosecutions under the Deputy City Solicitor, will be required. They will be filled starting in April 2024 to allow time for training prior to go-live of the Brampton PC.

Existing Ministry of Transportation of Ontario (MTO) regulations stipulate that only city employees designated as Provincial Offence Officers are permitted to lay ASE infractions. As the ASE Program continues to expand and the volume of infractions grows, staffing requirements will also increase.

Provincial Offence Officers must be:

- Trained and have received designation from the Ministry of Transportation of Ontario (MTO) which authorizes them to issue Offence Notices (under POA) and Penalty Notices (under APS); and
- Registered as an officer with the Ministry of Transportation to grant them access to the secured licence plate database required to retrieve vehicle owner information.

The above financial summary is based on the City's existing fleet of 50 cameras. As the City phases in additional cameras, there will be a requirement for more staff and equipment within the Traffic Services division in order to run an effective program, comply with the Highway Traffic Act requirements and comply with reporting requirements of the Ministry of Transportation. Staff are required to install signs 90 days in advance indicating 'Speed Cameras are Coming Soon' which are then replaced by signs indicating 'Speed Cameras in Use' when the cameras are installed and operational. Additional staff and equipment costs will be requested in subsequent budgets.

### Screening and Hearing Officers

In contrast to the City's current appointment of Screening Officers, Ontario Regulation 355/22 (Administrative Penalties for Contraventions Detected Using Camera Systems) under the *Highway Traffic Act* requires that Screening Officers for administrative penalties relating to camera-based offences be employed by the municipality. Expenses included in the table above also include three (3) additional staff for Prosecutions that will be employed as Screening Officers. Analysis of current volumes of screening requests and the expected increase in ticket volume associated with a Brampton based ASE PC suggests more Screening Officers will be required to ensure timely screening of disputed penalties.

Hearing Officers for by-law related administrative penalties are currently appointed by Council. The Hearing Officers for the camera-based APS will continue to be appointed by Council and managed by Courts Administration. It is anticipated that more Hearing Officers will be needed as the volumes increase.

Protections are put in place (e.g. unbiased decision maker, right to be heard) to ensure that the process for imposing a penalty is fair and in accordance with the principles of natural justice. Currently, penalty notices can be disputed through an in-person Screening Review meeting and subsequent Hearing Review appeals to the Screening Review.

The administrative penalty dispute process, in conjunction with a new portal, will provide a more customer-focused and streamlined service. The first step will be a written submission which will be reviewed by a Screening Officer. Subsequent appeals to a Hearing Officer will be administered virtually using Microsoft Teams. This new process is expected to provide the public with greater flexibility as to where, when and how they interact with the City in resolving their penalty notice.

It is expected that ASE infractions will transition from POA offences to Administrative Penalties early in 2024.

### Facility Space

A minimum of 10,000 square feet of administrative space is required to accommodate an ASE PC in Brampton. This space must:

- Include security features to limit access to staff that are directly involved in processing ASE infractions;
- Be able to house existing and future ASE PC staff all of whom must work on-site, and their designated workspaces in addition to vendor personnel and equipment;
- Have a connection to the Public Sector Network (PSN) to enable secure, high speed data transfer;
- Be able to accommodate the storage of supplies and space required to undertake printing and mailing functions;
- Be accessible by Canada Post to pick-up penalty notices; and
- Meet corresponding *Integrated Accessibility Standards (IASR)* of the *Accessibility for Ontarians with Disabilities Act, 2005, (AODA)* in addition to the City's Accessibility Design Standards (ADS).

More space will be required as the number of officers (and supervisors) increase to process more images and if/when Brampton decides to establish a joint processing centre.

The City will need to find a suitable location to house the processing centre. The table above includes an annual allowance for rent or lease of \$380,000.

### Capital Costs

To achieve a Q2 2024 go-live for a Brampton ASE PC, there are one-time start-up costs. Capital costs for the PC include:

- Vendor costs including hardware (desktops, servers, printers), software licensing and support;
- Facility retrofit costs;

- System integration costs to develop a digital interface between Redflex (image processing system) and Gtechna (case management system);
- Provision of workstations for the manager, supervisor, analyst, clerk, Provincial Offence Officers (POO), Redflex Engineer and QC Clerk, and Screening Officers;
- Provision of laptops and monitors for the manager, supervisor, analyst, clerk, POO's (to access MTO ARISS) and Screening Officers;
- A server room, storage space as well as a mail room space to accommodate folding and mailing of offence notices; and
- Security features to ensure limited access to the physical space.

Staff report back on finalized capital costs for fit-up requirements for the facility when more information on the location of the Processing Centre is available

### Option 2 - Conclusion

Option two gives the City greater control over processing activities and will permit the City to better utilize the capacity and intent of the cameras for speed enforcement and provide a revenue stream that can be used to offset costs for road safety initiatives.

### **Red Light Cameras**

Currently the Region of Peel operates the Red Light Camera (RLC) Program with 34 active red light cameras on Regional Roads in Peel including 14 cameras in Brampton, 19 in Mississauga and 1 in Caledon. There is a separate RLC Joint Processing Centre in Toronto that processes those infractions.

With the dissolution of Peel Region, Brampton may need to take over management of the RLC Program on Brampton area roads. It is recommended that a feasibility study be conducted to consider operating a RLC processing centre in Brampton. With the exception of camera models and case management software, a RLC processing centre will operate much like an ASE processing centre and require the following:

- Facility space;
- Facility retrofits and fit-out;
- Security features to ensure limited access to the physical space;
- Connection with PSN;
- Furnishings, technology and equipment related to the PC;
- Mandatory training of staff required to obtain designation by Ontario's Ministry of Transportation as Provincial Offence Officers to allow the officers to issue Highway Traffic Act offence and penalty notices related to the RLC program.

### **Corporate Implications:**

#### Financial Implications:

This initiative requires 13 permanent, full-time positions to operate the Processing Centre for Automated Speed Enforcement and an additional 3 permanent, full-time Screening Officers. Funding for all positions will be included in the 2024 operating budget submission, subject to Council approval. The estimated cost of these positions is

\$1,722,842, to be fully offset by revenues in 2024. Once fully implemented, this initiative is expected to have a net zero increase to the tax base.

All estimated revenues and operating expenditures are summarized in the below table. Revenue estimates are based on 50 cameras capturing 8,000 images each per year, resulting in an estimated 280,000 infractions. Other expenditures include camera rental costs, facility space rental fees, postage fees, and other associated expenses.

	<b>\$ Amount</b>
Labour Expenditures	1,722,842
Other Expenditures	2,980,514
Revenues	(-24,300,000)
Net Operating	(-19,596,644)

#### Legal Implications:

Several agreements will need to be negotiated to permit the operation of the processing centre.

Brampton will need to sign a contract with the Ministry of Transportation (MTO) for each automated enforcement system program (i.e. ASE and red light camera) to access the plate registrant information delivered through Authorized Requestor Information Services (ARIS). The agreement will also stipulate what information Brampton will be required to remit to the Ministry by way of reporting requirements. ARIS for Automated Enforcement Programs (i.e. ASE and RLC which are part of the *Highway Traffic Act* enforcement) falls outside of MTO's Authorized Requestor Program (ARP) ARIS access associated with by-law parking enforcement.

Brampton will also need to sign a separate contract with the Ministry of the Attorney General (MAG). This contract will contain:

- Provisions outlining the Victim Component (VC) fee requirements;
- Requirements for sending plate licence denial requests to MTO via MAG's Defaulted Fine Control Centre (DFCC) interface for the purposes of enforcing unpaid administrative penalties; and
- Reporting requirements to MAG.

In addition to agreements with MTO and MAG, Brampton will also need to negotiate an amendment and extension to the agreement with the speed camera vendor Redflex. Current contract provisions allow establishment of a processing centre and for a five (5) year extension to the existing contract set to expire July 1, 2024.

Brampton will also need to provide notice of termination to the JPC, discontinuing processing of Brampton's ASE images.

**Term of Council Priorities:** This report aligns with the Healthy and Safe City Priority in the 2022-2026 Term of Council Priorities, specifically focusing on community safety, improving mental health support, and encouraging active and healthy lifestyles. The Streets for People connected initiative incorporates the Vision Zero framework into transportation planning and design operations to prevent fatal and serious injury from motor vehicle collisions within the City right-of-way. The ASE Program is an integral component of the Vision Zero framework.

**Conclusion:**

Staff recommend that an ASE Processing Centre (PC) be established and operated in Brampton. Legislative Services would operate the ASE PC while Traffic and Parking Operations, Road Maintenance in Public Works and Engineering would continue to deliver the City’s ASE Program.

Speed camera infractions are a key component of the City’s Vision Zero. Better utilization of the existing speed cameras and increase processing capacity in Brampton will support the City’s goals of preventing fatal and serious injury collisions.

Authored by:

Sean Skinkle  
\_\_\_\_\_  
[Author/Principal Writer]

Reviewed by:

Paul Morrison  
\_\_\_\_\_  
[Manager/Director]

Approved by:

Paul Morrison  
\_\_\_\_\_  
[Commissioner/Department Head]

Submitted by:

Marlon Kallideen  
\_\_\_\_\_  
[Chief Administrative Officer]

**Attachments:**

- Attachment 1 – Resolution C449-2019





# Review Services

**The City of Brampton**

Administrative Penalty (AP) System

Processing Centre Review

Re: Statement of Work to provide advisory services

Date 2023-08-23





KPMG LLP  
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Ottawa, ON K2P 2P8  
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[www.kpmg.ca](http://www.kpmg.ca)

**PRIVATE AND CONFIDENTIAL**

Mr. Mark Medeiros  
Senior Manager, Financial Planning & Analytics  
City of Brampton

August 17, 2023

**RE: Statement of Work (“SOW”) to provide Advisory Services by way of a review of the Administrative Penalty (AP) System Processing Proposed Plan.**

Dear Mr. Medeiros,

Further to our discussion on August 16<sup>th</sup>, we are pleased to submit KPMG’s Statement of Work (SOW) to deliver your Administrative Penalty (AP) System Processing Review. We look forward to this opportunity to work with the City of Brampton (City) and demonstrate why KPMG is the right partner. The City is a significant and valued relationship of our firm, and we thank you for the opportunity for KPMG to partner with you on this important initiative. This document is our response to our discussion for KPMG to provide the support as described within.

This SOW includes the details for the engagement on (i) the services to be provided by KPMG, (ii) the scope of the work to be performed (ii) detailed work steps and a timeline for the proposed engagement, (iii) the deliverables, and (iv) an estimated fee. The purpose of this SOW is to confirm KPMG’s understanding of the terms of this engagement and the nature of the services KPMG will perform for the City hereunder.



## 1. Scope of Services

We understand the City requests KPMG to complete a review of the proposed (AP) System Processing that has been designed by City staff. This will support Councils request for a third party review of the assumptions and plan created by City staff.

Our services, as outlined in this Engagement Letter, constitute an Advisory Engagement. Such services are not intended to be an audit, examination, attestation, special report or agreed-upon procedures engagement. Accordingly, these services will not result in the issuance of a written communication to third parties by KPMG directly reporting on financial data or internal control or expressing a conclusion or any other form of assurance.

## 2. Proposed Work Plan

Phase	Key Activities	Deliverables	Duration
<b>Preparation</b>	<ul style="list-style-type: none"> <li>- Introduction and kick-off meeting</li> <li>- Review materials on current design</li> <li>- Confirmation of scope to be covered</li> </ul>	<ul style="list-style-type: none"> <li>- Incorporate findings into scope and structure of services to be provided</li> </ul>	One week
<b>Review period</b>	<ul style="list-style-type: none"> <li>- Support the Process Review to:               <ul style="list-style-type: none"> <li>- Obtain and review relevant source documents</li> <li>- Review staff report on Administrative Penalty (AP) System Processing Centre</li> <li>- Review council meeting notes / minutes</li> <li>- Review spread sheet on costing</li> <li>- Group interview with plan developer</li> <li>- Present to key staff for feedback</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>- First pass observations</li> <li>- Do assumptions look reasonable</li> <li>- Draft key risks</li> <li>- Benchmark against available like sized cities (maximum 3) – based on timeframe from request</li> </ul>	Two weeks
<b>Debrief and final documentation</b>	<ul style="list-style-type: none"> <li>- Develop and provide a draft letter of observation for discussion</li> <li>- Conduct a debrief session with key stakeholders</li> <li>- Finalize documentation</li> <li>- Provide presentation to City Council if requested by client</li> </ul>	<ul style="list-style-type: none"> <li>- Letter of observations</li> </ul>	Two weeks

Please note:

- KPMG branded materials will be provided during the introduction and kick-off meeting. The information presented in the introduction and kick-off meeting are of a general nature only and are not intended to provide comprehensive advice in relation to the subject matter. It does not constitute the provision of legal, accounting, or professional advisory services, and is not a substitute for specific legal, accounting, or other professional advice.

- The use of deliverables provided are solely for the purpose set out in the Scope of Services section of the Engagement Letter and may not be used for any other purpose without our prior written consent.
- Where a deliverable is KPMG branded (i.e. with KPMG's letterhead and/or logo applied, or otherwise containing any reference to KPMG), the deliverable must not be altered or amended by you in any way, once it has been provided to you in final form. Unless otherwise expressly stated, deliverables cannot be provided to or relied upon by any third party.
- Non-KPMG branded deliverables are considered to be your internal working documents once they are provided to you in final for which you are responsible. You may alter, amend or provide these documents to third parties as you consider appropriate. Non-KPMG branded deliverables must not contain any reference to KPMG.

### **3. Roles and Responsibilities**

We are conscious of the importance of KPMG's role as your auditor and are committed to ensuring the independence considerations and responsibilities of our audit role are not comprised through KPMG provided services detailed in this Engagement Letter to you.

KPMG is bound by Canadian and international auditor independence regulations the City undertakes to notify KPMG as soon as practical of any change that could potentially impact the supply of Services under this Engagement Letter or any change in the governance, structure of The City. that may affect the above regulations.

If this engagement at any time causes KPMG to break the regulations, then this engagement will be immediately terminated, and no further services will be provided from that time.

#### ***KPMG***

The decisions about the City strategies will be made by the City and the ultimate responsibility for these decisions will remain with the City. We will not assume any responsibility of liability for any costs, damages, losses, liabilities or expenses incurred by anyone as a result of the decisions reached or actions taken in connection with the City strategies. In gathering information, we intend to rely solely on the information provided by the City, and its employees, and we will not independently verify the information, nor shall we express an opinion as to the accuracy or completeness of the information obtained.

We will rely on the completeness and accuracy of the information provided. Such work does not constitute an audit. Accordingly, we will express no opinion on financial results, internal control or other information.

Our analysis and advice will be intended solely for the City Senior Management's and Elected Officials internal use and may not be edited, distributed, published or relied on by any other person.

KPMG does not undertake to perform obligations of the City, whether regulatory or contractual. In carrying out our work hereunder:

1. KPMG will not act in the capacity equivalent to a member of management or as an employee of the City
2. KPMG will provide observations to the City Senior Management and Elected Officials during this engagement who are solely responsible for evaluating such observations and determining what changes/improvements (if any) the City should implement

3. KPMG will not take a leading role or be solely responsible for the documentation from the Review
4. KPMG will provide the City with a letter of observations which includes our notes from the Review.
5. KPMG will not form part of the City's internal control structure
6. KPMG will not assume overall responsibility for the project
7. KPMG will not supervise client or other third-party personnel
8. KPMG will not do a mechanical review of the analysis
9. KPMG will not be providing an opinion, only a letter of observations and key risks
10. No review of capital costs will be completed
11. KPMG will provide a presentation to City Council if requested by client

### ***The City***

Through normal processes, the City will continue to perform the following functions in connection with this engagement:

12. Determining the objectives, scope and extent of KPMG's services
13. Make all management decisions and perform all management functions (including the assessment of our observations, decisions to implement any findings and/or recommendations, and considering their impact)
14. Designate a competent employee, preferably within Senior Management, to oversee the services
15. Evaluate the adequacy and results of the services performed
16. Accept responsibility for the results of the services, and
17. Establish or maintain internal control, including monitoring ongoing activities.

Implementation will require the City to plan and test any changes to ensure that the City will realize satisfactory results.

### **4. KPMG Team**

The team will be led by Dale Schattenkirk and supported by Tim Swanson. Dale Schattenkirk is KPMG's Leader, Lean Services in Regions East and will be the lead Partner and Tim will be the key subject matter expert in the Review.

We understand this is an important initiative for you and the mentioned people are leaders in this field.

KPMG may utilize other KPMG staff and team members, as required, to assist in performing the services and preparing the deliverables.



## **5. Fees**

We estimate that our professional fee will be \$22,000 plus our routine technology and support charge of 7% and out-of-pocket expenditures. This includes the following minimum time commitment from our senior experienced resources:

We will not charge for professional time incurred because of travel or incidental advice.

Our professional fees are exclusive of applicable taxes . Accordingly, the appropriate amount of tax will be computed and shown separately on our invoices, together with our firm's HST registration number, so that you will have the information required to claim an appropriate input tax credit.

Our standard terms and conditions for similar engagements are attached to this letter

## **6. KPMG Proprietary Material**

The City will receive no right to an interest in any existing and future KPMG proprietary material, including all tools and methodologies, which are utilized in connection with the provision of the Services under this engagement.

The City will receive no right to an interest in any existing and future intellectual property rights in any KPMG proprietary material, including all copyright, rights in the nature of copyright, patents, registered or unregistered trademarks (including service marks), registered or unregistered designs, and all rights to register or procure the registration of any intellectual property or to protect any intellectual property.

## **7. Additional Services**

We will require that you sign an addendum to this letter in the event the duration of the engagement or the scope of services is modified. No significant work will proceed without management's concurrence. We are available to provide a wide range of services beyond those outlined above. Additional services are subject to separate terms and arrangements.

We are proud to provide you with the services outlined above and we appreciate your confidence in our work. We shall be pleased to discuss this letter with you at any time. If the arrangements and terms are acceptable, please sign this letter in the space provided and return it to us.

Yours very truly,

Dale Schattenkirk  
Partner

### **Timeline for Completion.**

Our timelines are predicted on the following assumptions:

- Decisions made cannot ordinarily be revisited without increases in costs and extensions of schedules, unless offsetting changes are made to the schedule and outstanding activities;
- The client will provide timely review and decisions regarding deliverables to allow KPMG to perform its obligations. Key client resources will provide deliverable signoff within five (5) business days of submission. If signoff is not provided, specific feedback will be given and addressed by the project team. If feedback is not provided within five (5) business days, the deliverable will be considered approved unless otherwise mutually agreed by the parties in advance;
- Both parties will provide resources with the skill sets necessary to complete assigned tasks within agreed upon timeframes;
- Deliverables will be provided once in draft form for client feedback before preparation of the final deliverable;
- The City will make relevant staff available for requirements gathering and review sessions, meeting, signoffs, etc.; and
- Our status updates will keep you apprised of our progress and will inform you of any expected delays.

### **8. Key Assumptions**

- All pricing is estimated based on information known at the time of this quotation. Information providing during the planning stage may result in an improved understanding of actual scope and subsequently revisions to the proposed cost associated with certain activities. The final fee will be provided at the end of the preparation phase.
- The appropriate amount of tax will be computed and shown separately on our invoices, together with our firm's HST registration number.
- Our invoices are due and payable within 30 days of receipt.
- Travel costs are estimates only and will be reimbursed as incurred in accordance with the City's policies.
- KPMG's services will be invoiced monthly based on actual services provided during a given month.
- This proposal is made by KPMG LLP, a Canadian limited liability partnership and a member firm of the KPMG network of independent firms affiliated with KPMG International Cooperative ("KPMG International"), a Swiss entity, and is in all respects subject to the satisfactory completion of KPMG's client acceptance procedures, as well as negotiation, agreement, and signing of a specific engagement letter or contract.

KPMG will provide our services in accordance with the terms and conditions of this letter. Such services are not intended to be an audit, examination, attestation, special report or agreed-upon

procedures engagement as those services are defined in Canadian generally accepted auditing standards applicable to such engagements conducted by independent auditors. Accordingly, these services will not result in the issuance of a written communication to third parties by KPMG directly reporting on financial data or internal control or expressing a conclusion or any other form of assurance.

## **9. KPMG Proprietary Materials**

The Entity will receive no right to an interest in any existing and future KPMG proprietary material, including all tools and methodologies, which are utilized in connection with the provision of the Services under this engagement.

The Entity will receive no right to an interest in any existing and future intellectual property rights in any KPMG proprietary material, including all copyright, rights in the nature of copyright, patents, registered or unregistered trademarks (including service marks), registered or unregistered designs, and all rights to register or procure the registration of any intellectual property or to protect any intellectual property.

## **10. Use of the Entity's Name in Marketing Material**

The Entity agrees that KPMG may disclose the Entity as a client, by name and/or logo, in its marketing materials. In addition, the Entity gives KPMG the right to the Entity logo on documents prepared for the Entity.

For the purposes of delivering services to you and other clients, KPMG staff shall be entitled to use, develop and share with each other knowledge, experience and skills of general application gained through performing the Services.

## **11. Additional Services**

We will require that you sign an addendum to this letter in the event the duration of the engagement or the scope of services is modified. No significant work will proceed without management's concurrence. We are available to provide a wide range of services beyond those outlined above. Additional services are subject to separate terms and arrangements.

We are proud to provide you with the services outlined above and we appreciate your confidence in our work. We shall be pleased to discuss this letter with you at any time. If the arrangements and terms are acceptable, please sign this letter in the space provided and return it to us.

Yours very truly,

*KPMG LLP*



Encl: Standard Terms and Conditions for Advisory and Tax Services

The arrangements and terms set out are as agreed:

  
\_\_\_\_\_  
Mr. Mark Medeiros  
Senior Manager, Financial Planning & Analytics

August 23, 2023  
Date

COVID-19 Rider

1. During the engagement, each party shall keep the other party reasonably informed of any events which:
  - i. relate to the notifying party and the COVID-19 situation;
  - ii. are not existing or reasonably foreseeable at the date of this agreement; and
  - iii. which will materially and adversely affect the notifying party's ability to perform its obligations under the engagement.
  
2. Each party will implement mitigation measures to enable the services to be performed so far as reasonably practicable in the circumstances, including:
  - i. reducing travel (particularly international travel) and in-person meetings to the minimum necessary level;
  - ii. at the party's premises, implementing such infection control procedures as are recommended or required by official bodies in the applicable location;
  - iii. implementing internal corporate policies which permit and encourage individual remote working, and technical systems to enable individual remote working; and
  - iv. implementing telepresence, audio conference, videoconference, and other systems for collaborative working.
  
3. If, as a result of the global COVID-19 virus situation, performance by a party of its obligations under the engagement are rendered impossible or impracticable, the time for performance of such obligations shall be extended by such period as is reasonable in the circumstances, PROVIDED THAT the party in question is complying, and continues to comply, with its obligations pursuant to paragraphs 1 and 2 above.





## TERMS AND CONDITIONS FOR ADVISORY AND TAX SERVICES

### 1. TERMS AND CONDITIONS.

a. These Terms and Conditions are an integral part of the accompanying Proposal or Engagement Letter from KPMG that identifies the engagement to which they relate.

b. In the event of conflict between the Proposal or Engagement Letter and these Terms and Conditions, these Terms and Conditions shall prevail unless specific reference to a provision of the Terms and Conditions being varied is made in the Proposal or Engagement Letter. Other capitalized words in these Terms and Conditions shall have the meanings given to them in the Proposal or Engagement Letter.

### 2. SERVICES.

KPMG will use reasonable efforts to complete the performance of the services within any agreed-upon time-frame. It is understood and agreed that KPMG's services may include advice and recommendations, but all decisions in connection with the implementation of such advice and recommendations shall be the responsibility of, and made by, Client. KPMG will not perform management functions or make management decisions for Client. Nothing in these Terms and Conditions or Engagement Letter (or Proposal) shall be construed as precluding or limiting in any way the right of KPMG to provide services of any kind or nature whatsoever to any person or entity as KPMG in its sole discretion deems appropriate.

### 3. CLIENT RESPONSIBILITIES.

a. Client agrees to cooperate with KPMG in the performance of the services under the Engagement Letter and shall provide or arrange to provide KPMG with timely access to and use of the personnel, facilities, equipment, data and information necessary for KPMG to perform the services under the Engagement Letter. To the extent that KPMG personnel are on Client premises, Client will take all reasonable precautions for the safety of KPMG partners and employees at Client premises. Client shall be responsible for the performance of its employees and agents and for the accuracy and completeness of all data and information provided to KPMG for purposes of the performance by KPMG of its services hereunder. The Proposal or Engagement Letter may set forth additional responsibilities of Client in connection with the engagement. Client acknowledges that Client's failure to perform these obligations could adversely impact KPMG's ability to perform its services.

b. Client agrees that Client, and not KPMG, shall perform the following functions: (i) make all management decisions and perform all management functions; (ii) designate an individual who possesses suitable skill, knowledge and experience, preferably within senior management, to oversee the performance of the services under the Engagement Letter, and to evaluate the adequacy and results of such services; (iii) accept responsibility for the results of such services; and (iv) establish and maintain internal controls over the processes with which such services are concerned, including, without limitation, monitoring ongoing activities.

c. Client acknowledges and agrees that KPMG will, in performing the services, base its conclusions on the facts and assumptions that Client furnishes and that KPMG may use data, material, and other information furnished by or at the request or direction of Client without any independent investigation or verification and that KPMG shall be entitled to rely upon the accuracy and completeness of such data, material and other information. Inaccuracy or incompleteness of such data, material and other information furnished to KPMG could have a material effect on KPMG's conclusions.

d. Client acknowledges that information made available by it, or by others on Client's behalf, or otherwise known to partners or staff of KPMG who are not engaged in the provision of the services hereunder shall not be deemed to have been made available to the individuals within KPMG who are engaged in the provision of the services hereunder. Client undertakes that, if anything occurs after information is provided by Client to KPMG to render such information untrue, unfair or misleading, Client shall promptly notify KPMG.

### 4. REPORTING.

a. All oral and written communications by KPMG to Client with respect to the engagement, including, without limitation, drafts and those communications occurring prior to the execution of the Engagement Letter will be subject to the terms and conditions of the Engagement Letter and these Terms and Conditions. During the performance of the services, KPMG may supply oral, draft or interim advice, reports or presentations but in such circumstances KPMG's written advice or final written report shall take precedence. No reliance should be placed by Client on any oral, draft or

interim advice, reports or presentations. Where Client wishes to rely on oral advice or oral presentation, Client shall inform KPMG and KPMG will provide documentary confirmation of the advice concerned.

b. Subsequent to the completion of the engagement, KPMG will not update its advice, recommendations or work product for changes or modification to the law and regulations, or to the judicial and administrative interpretations thereof, or for subsequent events or transactions, unless Client separately engages KPMG to do so in writing after such changes or modifications, interpretations, events or transactions occur.

### 5. WORKING PAPERS AND USE OF REPORTS; USE OF NAME AND LOGO

a. KPMG retains all rights in all methodologies, know-how, knowledge, applications and software developed by KPMG either prior to or during the engagement. KPMG also retains all rights (including, without limitation, copyright) in all reports, written advice and other working papers and materials developed by KPMG during the engagement. Unless contemplated by the Engagement Letter, all reports and written advice are confidential and intended solely for Client's internal use (or the use of Client's management, as applicable) to assist with this specific matter or transaction, and, where applicable, government taxation authorities, and are not for general use, circulation or publication. Such reports and written advice shall not be edited, referred to, circulated, reproduced, distributed, published, made available, used for any other purpose or relied upon by any other person without KPMG's express written permission and on such terms and conditions as KPMG may require in its sole discretion. If such permission is given, Client shall not publish any extract or excerpt of KPMG's written advice or report or refer to KPMG without providing the entire advice or report at the same time. Notwithstanding the foregoing, Client may disclose in whole any report or written advice given to Client by KPMG hereunder solely to Client's legal and professional advisors for the purposes of Client seeking advice in respect of the transaction or matter to which the engagement relates, provided that when doing so Client informs such advisors that: (i) disclosure by them (except as permitted herein) is not permitted without KPMG's prior written consent; and (ii) KPMG accepts no responsibility or liability to such advisors in connection with such reports or written advice. Subject to the restrictions of Section 6, KPMG is entitled to use or develop the knowledge, experience and skills of general application gained through performing the engagement.

b. Client shall not refer to KPMG or use KPMG's name or logo in any manner or medium without the prior written permission of KPMG in each instance, which permission may be unreasonably withheld by KPMG.

c. The contents of this Section 5 may be reproduced in any report or written advice of KPMG, in whole or in part, at KPMG's sole discretion. Any failure of KPMG to include any such language shall not derogate from the obligations set out in this Section 5.

### 6. CONFIDENTIALITY.

a. Except as described in Section 5 above, Client will treat in confidence any information provided by KPMG to Client, including but not limited to KPMG methodologies, know-how, knowledge, application or software, and will not use or disclose any such confidential information of KPMG to others.

b. Except as expressly set forth herein, KPMG will treat as confidential all proprietary information and personal information obtained from Client in the course of the engagement.

c. The restrictions in subsections 6 (a) and (b) above shall not apply to any information that: (i) is required by law or professional standards applicable to KPMG to be disclosed; (ii) that is in or hereafter enters the public domain; (iii) that is or hereafter becomes known to Client or KPMG, as the case may be, without breach of any confidentiality obligation; or (iv) that is independently developed by KPMG.

d. KPMG shall be entitled to include a description of the services rendered in the course of the engagement in marketing and research materials and disclose such information to third parties, provided that all such information will be rendered anonymous and not subject to association with Client.

e. KPMG shall be entitled to share all information with all other member firms of KPMG International Cooperative ("KPMG International"). KPMG may also use such information to offer services that may be of interest to Client. KPMG may retain and may disclose to other KPMG International member firms, subject to terms of this Section 6, such information required





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for compliance with applicable professional standards or internal policies or for quality reviews or to share best practices.

f. Professional standards require KPMG personnel performing any audit or assurance services for clients to discuss or have available to them all information and materials that may affect the audit or assurance engagement. Client authorizes, if Client is or becomes an assurance Client, KPMG personnel performing services under the engagement to make available to the KPMG assurance engagement team and other KPMG personnel, the findings, observations and recommendations from the engagement and agrees that KPMG may use all such findings, observations and recommendations in KPMG's assurance engagement.

g. Except as required by applicable law or regulation, Client shall keep confidential the existence and terms of the Proposal or the Engagement Letter (as applicable) and these Terms and Conditions. Such confidential information shall not be distributed, published or made available to any other person without KPMG's express written permission. Further, for purposes of the services described in the Engagement Letter only, the Client hereby grants to KPMG a limited, revocable, non-exclusive, non-transferable, paid up and royalty-free license, without right of sublicense, to use all logos, trademarks and service marks of Client solely for presentations or reports to the Client or for internal KPMG presentations and intranet sites.

### 7. PERSONAL INFORMATION CONSENTS AND NOTICES.

Any collection, use or disclosure of personal information is subject to KPMG's Privacy Policy available at [www.kpmg.ca](http://www.kpmg.ca). KPMG may be required to collect, use and disclose personal information about individuals during the course of the engagement. Client represents and warrants that: (i) it will obtain from individuals all consents required by law to permit KPMG to collect, use and disclose all personal information reasonably required in the course of the engagement, and (ii) it has provided notice of KPMG's potential processing of information outside of Canada (as described in Section 8 below) to all individuals whose personal information is disclosed to KPMG.

### 8. USE OF MEMBER FIRMS AND THIRD PARTY SERVICE PROVIDERS.

Personal and/or confidential information collected by KPMG during the course of the engagement may be used, processed and stored outside of Canada by KPMG, KPMG International member firms providing services hereunder, KPMG subsidiaries, affiliates and related parties or third party service providers to provide professional services and administrative, analytical and clerical support and to comply with applicable law, regulations and professional standards. Client also understands and agrees that KPMG aggregates Client's information with information from other sources for the purpose of improving quality and service, and for use in presentations to clients and non-clients, in a form where such information is sufficiently de-identified so as not to be attributable to Client. KPMG represents to Client that each KPMG International member firm; KPMG subsidiary, affiliate and related party and third party service provider providing services hereunder has agreed or shall agree to conditions of confidentiality with respect to Client's information to the same or similar extent as KPMG has agreed pursuant to Section 6. Further, KPMG is responsible to Client for causing such KPMG subsidiaries, affiliates, related parties and third party service providers to comply with such conditions of confidentiality, and KPMG shall be responsible to Client for their failure to comply and failure of each KPMG International member firm providing services hereunder to comply with its obligations of confidentiality owed to KPMG. Any services performed by KPMG subsidiaries, affiliates, related parties and third party service providers shall be performed in accordance with the terms of the Engagement Letter, including Section 6, but KPMG shall remain responsible to Client for the performance of such services and services performed by each KPMG International member firm providing services hereunder. Such personal and/or confidential information may be subject to disclosure in accordance with the laws applicable in the jurisdiction in which the information is processed or stored, which laws may not provide the same level of protection for such information as will Canadian laws. KPMG's Privacy Officer noted in KPMG's Privacy Policy is able to answer any individual's questions about the collection of personal information required for KPMG to deliver services hereunder.

### 9. TAXES/BILLING/EXPENSES/FEES.

a. All fees and other charges do not include any applicable federal, provincial, or other goods and services or sales taxes, or any other taxes or duties whether presently in force or imposed in the future. Any such taxes

or duties shall be assumed and paid by Client without deduction from the fees and charges hereunder.

b. Bills will be rendered on a regular basis as the engagement progresses. Our professional fees are also subject to a technology and support charge to cover information technology infrastructure costs and administrative support of our client service personnel which are not included in our client service personnel fee. The technology and support fee covers costs such as our client service personnel computer hardware and customized KPMG software, telecommunications equipment, client service professional administrative support, IT programming, professional services and other client support services. Other direct out-of-pocket costs, such as travel, will be charged separately based on our actual costs. For certainty, Client acknowledges that to the extent a subsidiary, affiliate or related party of KPMG is engaged by KPMG to assist KPMG in providing the services hereunder, Client may receive bills from such subsidiary, affiliate or related party of KPMG for such services. Accounts are due when rendered. Interest on overdue accounts is calculated at the rate noted on the invoice commencing 30 days following the date of the invoice.

c. Without limiting its rights or remedies, KPMG shall have the right to halt or terminate entirely its services until payment is received on past due invoices.

d. In the event that the engagement is terminated and Client proceeds to complete the transaction or financing within 18 months from the termination date, then the full amount of any Completion Fee shall be payable on closing of the transaction or the completion of financing, regardless of whether KPMG provided further service.

### 10. LIMITATION ON WARRANTIES.

**THIS IS A SERVICES ENGAGEMENT. KPMG WARRANTS THAT IT WILL PERFORM SERVICES HEREUNDER IN GOOD FAITH WITH QUALIFIED PERSONNEL IN A COMPETENT AND WORKMANLIKE MANNER IN ACCORDANCE WITH APPLICABLE INDUSTRY STANDARDS. KPMG DISCLAIMS ALL OTHER WARRANTIES, REPRESENTATIONS OR CONDITIONS, EITHER EXPRESS OR IMPLIED, INCLUDING, WITHOUT LIMITATION, WARRANTIES, REPRESENTATIONS OR CONDITIONS OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE.**

### 11. LIMITATION ON LIABILITY.

a. Client agrees that KPMG shall not be liable to Client for any actions, damages, claims, fines, penalties, complaints, demands, suits, proceedings, liabilities, costs, expenses, or losses (collectively, "Claims") in any way arising out of or relating to the services performed hereunder for an aggregate amount in excess of the fees paid by Client to KPMG under the engagement. On a multi-phase engagement, KPMG's liability shall be based on the amount actually paid to KPMG for the particular phase that gives rise to the liability.

b. In the event of a Claim by any third party against KPMG that arises out of or relates to the services performed hereunder, Client will indemnify and hold harmless KPMG from all such Claims, including, without limitation, reasonable legal fees, except to the extent finally determined to have resulted from the intentional, deliberate or fraudulent misconduct of KPMG.

c. In no event shall KPMG be liable for consequential, special, indirect, incidental, punitive or exemplary damages, liabilities, costs, expenses, or losses (including, without limitation, lost profits and opportunity costs). In any Claim arising out of the engagement, Client agrees that KPMG's liability will be several and not joint and several. Client may only claim payment from KPMG of KPMG's proportionate share of the total liability based on degree of fault.

d. For purposes of this Section 11, the term KPMG shall include its subsidiaries, its associated and affiliated entities and their respective current and former partners, directors, officers, employees, agents and representatives. The provisions of this Section 11 shall apply regardless of the form of Claim, whether in contract, statute, tort (including, without limitation, negligence) or otherwise.

### 12. LEGAL PROCEEDINGS.

a. Client agrees to notify KPMG promptly of any request received by Client from any court or applicable regulatory authority with respect to the services hereunder, KPMG's confidential information, KPMG's advice or report or any related document.





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b. If KPMG is required by law, pursuant to government regulation, subpoena or other legal process to produce documents or personnel as witnesses arising out of the engagement and KPMG is not a party to such proceedings, Client shall reimburse KPMG at standard billing rates for professional time and expenses, including, without limitation, reasonable legal fees, expenses and taxes incurred in responding to such compelled assistance.

c. If Client requests that KPMG produce documents or personnel as witnesses in any proceedings in any way related to the engagement or services provided by KPMG hereunder and KPMG is not a party to such proceedings, KPMG may agree to produce documents or personnel as witnesses on such terms and conditions as KPMG may, in its sole discretion, determine. Without limiting the generality of the foregoing, Client shall reimburse KPMG at standard billing rates for professional time and expenses, including, without limitation, reasonable legal fees, expenses and taxes, incurred in responding to such Client requests.

d. Client acknowledges that KPMG may from time to time receive requests or orders from professional, securities or other regulatory, judicial or governmental authorities (both in Canada and abroad) to provide them with information and copies of documents in KPMG's files including, without limitation, working papers and other work-product relating to Client, which information and documents may contain confidential information of Client. Except where prohibited by law, KPMG will advise Client of the request or order. Client hereby acknowledges that KPMG will provide these documents and information without further reference to, or authority from Client.

Client must mark any document over which it asserts privilege as "privileged". When such an authority requests access to KPMG's working papers and other work-product relating to Client's affairs, KPMG will, on a reasonable efforts basis, refuse access to any document over which Client has expressly informed KPMG at the time of delivery that the Client asserts privilege (by the Client marking such document as "privileged" as contemplated in the foregoing sentence). Notwithstanding the foregoing, where disclosure of documents is required by law, KPMG will disclose such privileged documents. If and only if the authority requires such access to such privileged documents pursuant to the laws of a jurisdiction in which express consent of the Client is required for such disclosure, then Client hereby provides its consent.

Where privileged Client documents are disclosed by KPMG as contemplated above, KPMG is directed to advise the authority that Client is permitting disclosure only to the extent required by law and for the limited purpose of the authority's exercise of statutory authority. KPMG is directed to advise the authority that Client does not intend to waive privilege for any other purpose and that Client expects its documents to be held by the authority as privileged and confidential material. For greater certainty, Client and KPMG hereby agree that this acknowledgement (and, if required, consent) does not negate or constitute a waiver of privilege for any purpose and Client expressly relies upon the privilege protections afforded under statute and otherwise under law.

### 13. LIMITATION PERIOD.

No proceeding arising under or relating to the engagement, may be brought by either party more than one year after the cause of action has accrued or in any event not more than five years after completion of the engagement in the case of an advisory services engagement and not more than eight years after completion of the engagement in the case of a tax services engagement, except that a proceeding for non-payment may be brought by KPMG at any time following the date of the last payment due to KPMG hereunder. For purposes of this Section 13, the term KPMG shall include its subsidiaries and associated and affiliated entities and their respective current and former partners, directors, officers, employees, agents and representatives.

### 14. TERMINATION.

Unless terminated sooner in accordance with its terms, the engagement shall terminate on the completion of KPMG's services hereunder, which completion shall be evidenced by the delivery by KPMG to Client of the final invoice in respect of the services performed hereunder. Should Client not fulfill its obligations set out herein or in the Engagement Letter and in the absence of rectification by Client within 10 days, KPMG may, upon written notice, terminate its performance and will not be responsible for any loss, cost or expense resulting therefrom. If at any time during the engagement

it is determined by KPMG, in its sole discretion, that there may be an actual or potential breach by KPMG of applicable professional standards, KPMG may terminate the engagement, without liability, immediately on notice to Client. The engagement may be terminated by either party at any time by giving written notice to the other party not less than 30 calendar days before the effective date of termination. Upon early termination of the engagement, Client shall be responsible for the payment to KPMG for KPMG's time and expenses incurred up to the termination date, as well as reasonable time and expenses to bring the engagement to a close in a prompt and orderly manner.

### 15. E-MAIL COMMUNICATION.

Client recognizes and accepts the risks associated with communicating by Internet e-mail, including (but without limitation) the lack of security, unreliability of delivery and possible loss of confidentiality and privilege. Unless Client requests in writing that KPMG does not communicate by Internet e-mail, Client assumes all responsibility or liability in respect of the risk associated with its use.

### 16. POTENTIAL CONFLICTS OF INTEREST.

a. For purposes of this Section 16, "KPMG" means KPMG LLP and KPMG subsidiaries, affiliates and related parties providing services hereunder, if applicable. KPMG is engaged by a wide variety of entities and individuals, some of whom may be creditors, investors, borrowers, shareholders, competitors, suppliers or customers of Client, or other parties with conflicting legal and business interests to Client, including, without limitation, in relation to the audit, tax or advisory services provided to Client by KPMG. KPMG's engagements with such companies and individuals may result in a conflict with Client's interests.

b. As a condition of KPMG's engagement by Client, Client agrees that: (i) without further notice or disclosure, KPMG may accept or continue engagements on unrelated matters to KPMG's engagement for Client in which KPMG may act contrary to Client's interests even if those unrelated matters are materially and directly adverse to Client; and (ii) without further notice or disclosure, KPMG may provide advice or services to any other person or entity making a competing bid or proposal to that of Client whether or not KPMG is providing advice or services to Client in respect of Client's competing bid or proposal.

c. In accordance with professional standards, and except as set out below, KPMG will not use any confidential information regarding Client in connection with its engagements with other clients, and will establish confidentiality and other safeguards to manage conflicts, which may include, in KPMG's sole discretion, the use of separate engagement teams and data access controls. In no event shall KPMG be liable to Client or shall Client be entitled to a return of fees and disbursements incurred on behalf of Client or any other compensation whatsoever as a result of KPMG accepting or continuing a conflicting engagement.

d. Client further agrees that KPMG may, in its sole discretion, disclose the fact or general nature of its engagement for Client to (i) KPMG International and other KPMG International member firms in order to check against potential conflicts of interest, and (ii) to the extent reasonably required in order to obtain the consent of another entity or individual in order to permit KPMG to act for such entity or individual, or for Client, in connection with the engagement or any future engagement.

e. Where another party has engaged KPMG to deliver services before Client has done so, and subsequently circumstances change such that there is a conflict, which in KPMG's sole opinion cannot be adequately managed through the use of confidentiality and other safeguards, KPMG shall be entitled to terminate the engagement for Client, without liability, immediately upon notice.

f. Other KPMG International member firms are engaged by many entities and individuals, including, without limitation, entities and individuals that may enter into transactions or may have disputes with Client or Client's related or affiliated entities. Client agrees that (i) it will not assert that other KPMG International member firms are precluded from being engaged by those other entities or individuals, and (ii) those engagements of other KPMG International member firms do not conflict with KPMG's engagement for Client.

g. Client will indemnify and hold harmless KPMG, its subsidiaries and associated and affiliated entities, and their respective current and former partners, directors, officers, employees, agents and representatives from any Claim by any third party (including, without limitation, reasonable legal fees) that alleges that KPMG was in a conflict of interest by providing





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services hereunder. The provisions of this subsection 16(g) shall apply regardless of the form of Claim, whether in contract, statute, tort (including, without limitation, negligence) or otherwise.

**h.** KPMG encourages Client to obtain legal advice with respect to Client's rights in connection with potential future conflicts prior to entering into the engagement.

### **17. FORCE MAJEURE.**

Neither Client nor KPMG shall be liable for any delays resulting from circumstances or causes beyond its reasonable control, including, without limitation, fire or other casualty, act of God, strike or labour dispute, war or other violence, or any law, order or requirement of any governmental agency or authority.

### **18. INDEPENDENT CONTRACTOR.**

It is understood and agreed that each of the parties hereto is an independent contractor and that neither party is, nor shall be considered to be, an agent, distributor or representative of the other. Neither party shall act or represent itself, directly or by implication, as an agent of the other or in any manner assume or create any obligation on behalf of, or in the name of, the other.

### **19. SURVIVAL.**

Sections 1, 4(b), 5-16, 18-30, 31(a) and (c)-(g), and 33-34 hereof shall survive the expiration or termination of the engagement.

### **20. SUCCESSORS AND ASSIGNS.**

These Terms and Conditions and the accompanying Proposal or Engagement Letter shall be binding upon the parties hereto and their respective subsidiaries and associated and affiliated entities and their respective partners, directors, officers and employees and successors and permitted assigns. Except as provided below, neither party may assign, transfer or delegate any of the rights or obligations hereunder without the prior written consent of the other party. KPMG may assign its rights and obligations hereunder to any affiliate or successor in interest to all or substantially all of the assets or business of the relevant KPMG practice, without the consent of Client. In addition, KPMG may arrange for or engage (as applicable) KPMG affiliates, subsidiaries, related parties, independent contractors and KPMG International member firms to assist KPMG in performing the services hereunder.

### **21. SEVERABILITY.**

The provisions of these Terms and Conditions and the accompanying Proposal or Engagement Letter shall only apply to the extent that they are not prohibited by a mandatory provision of applicable law, regulation or professional standards. If any of these provisions shall be held to be invalid, void or unenforceable, then the remainder of these Terms and Conditions and the attached Proposal or Engagement Letter, as the case may be, shall not be affected, impaired or invalidated, and each such provision shall be valid and enforceable to the fullest extent permitted by law.

### **22. ENTIRE AGREEMENT.**

These Terms and Conditions and the accompanying Proposal or Engagement Letter including, without limitation, Exhibits, constitute the entire agreement between KPMG and Client with respect to the engagement and supersede all other oral and written representation, understandings or agreements relating to the engagement.

### **23. GOVERNING LAW.**

These Terms and Conditions and the accompanying Proposal or Engagement Letter shall be subject to and governed by the laws of the province in which KPMG's principal Canadian office performing the engagement is located (without regard to such province's rules on conflicts of law).

### **24. PUBLICITY.**

Upon the closing of a transaction, KPMG will have the right (but shall not be obliged), at its expense, to publicize its association with the transaction by way of public announcement in "tombstone" or similar format, subject to prior review of the wording for any such announcement with Client.

### **25. KPMG INTERNATIONAL MEMBER FIRMS.**

In the case of multi-firm engagements, all KPMG International member firms performing services hereunder shall be entitled to the benefits of these Terms and Conditions. Client agrees that any Claims that may arise out of the engagement will be brought solely against KPMG, the contracting party,

and not against any other KPMG International member firms or such third party service providers referred to in Section 8 above.

### **26. SARBANES-OXLEY ACT.**

Except as set forth in the Engagement Letter, Client acknowledges that completion of the engagement or acceptance of KPMG's reports, advice, recommendations and other deliverables resulting from the engagement will not constitute a basis for Client's assessment of internal control over financial reporting or Client's evaluation of disclosure controls and procedures, or its compliance with its principal officer certification requirements under Section 302 of the *Sarbanes-Oxley Act of 2002* (the "Act"). The engagement shall not be construed to support Client's responsibilities under Section 404 of the Act requiring each annual report filed under Section 13(a) or 15(d) of the *Securities Exchange Act of 1934* to contain an internal control report from management.

### **27. NATIONAL INSTRUMENT 52-109.**

Except as set forth in the Engagement Letter, Client acknowledges that completion of the engagement or acceptance of KPMG's reports, advice, recommendations and other deliverables resulting from the engagement will not constitute a basis for Client's evaluation of disclosure controls and procedures and internal control over financial reporting, or its compliance with its CEO/CFO certification requirements under *National Instrument 52-109, Certification of Disclosure in Issuers' Annual and Interim Filings*, including those related to the design of disclosure controls and procedures and internal control over financial reporting.

### **28. SPECIFIC ACCOUNTING AND OTHER ADVICE.**

Except as set forth in the Engagement Letter, the engagement does not contemplate the provision of specific accounting advice or opinions or the issuance of a written report on the application of accounting standards to specific transactions and facts and circumstances of Client. Such services, if requested, would be provided pursuant to a separate engagement. Client should consult with and/or engage legal counsel for the purpose of advising on legal aspects of matters on which KPMG provides its advice and drafting any legal documents and/or agreements that may be required. To the extent legal counsel or other professional service providers are required, Client is exclusively responsible for engaging and paying such service providers.

### **29. TAX SERVICES.**

**a.** If tax work is specifically requested by Client, KPMG will perform the procedures in accordance with this Section 29. KPMG will base its findings exclusively on the facts and assumptions provided to KPMG by Client and Client's personnel and advisors. KPMG will consider the applicable provisions of the relevant taxing statutes, the regulations thereunder, applicable tax treaties and judicial and administrative interpretations thereof. In the case of Canadian tax services only, KPMG shall take into account all specific proposals to amend such statutes, regulations and treaties publicly announced prior to the date of KPMG's reports, based on the assumption that these amendments will be enacted substantially as proposed. For certainty, in the case of US tax services, KPMG shall not take into account any specific proposals to amend such statutes, regulations and treaties. The authorities referred to in this subsection 29(a) are subject to change, retroactively and/or prospectively, and any such changes could affect the validity of KPMG's findings and may result in incremental taxes, interest or penalties. KPMG's findings will not otherwise take into account or anticipate any changes in law or practice, by way of judicial, governmental or legislative action or interpretation. Unless Client specifically requests otherwise, KPMG will not update tax work to take any such changes into account.

**b.** KPMG will use professional judgment in providing advice, and will, unless Client instructs otherwise, take the position most favourable to Client whenever reasonable. All returns are subject to examination by tax authorities, and KPMG's advice may be audited and challenged by a tax authority. Client understands that KPMG's conclusions are not binding on tax authorities or the courts and should not be construed as a representation, warranty or guarantee that the tax authorities or courts will agree with KPMG's conclusion.

**c.** Client is also responsible for ensuring that KPMG's advice is implemented strictly in accordance with KPMG's recommendations. KPMG is not responsible for any penalties or interest assessed against Client as a result of a failure by Client to provide KPMG with accurate and complete information.





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d. Unless expressly provided for, KPMG's services do not include representing Client in the event of a challenge by the Canada Revenue Agency or other tax or revenue authorities.

### 30. TAX SERVICES FOR SEC REGISTERED AUDIT CLIENTS AND/OR US TAX SERVICES

a. In circumstances where the services provided by KPMG hereunder: (i) involve the delivery of any tax services, Client is or is an affiliate of (whether at the time of the engagement or at any point thereafter) an entity that is registered with the United States Securities and Exchange Commission ("SEC"), and Client or such affiliate is audited by KPMG; or (ii) involve the delivery of US tax services, then the prohibition regarding the distribution of KPMG's reports and written advice set out in Section 5 of these Terms and Conditions shall not apply and no provision of the Engagement Letter is or is intended to be construed as a condition of confidentiality in relation to the tax services to which (i) and/or (ii) above are applicable. Further, in respect of the services to which (i) and/or (ii) above are applicable, no provision in the Engagement Letter or these Terms and Conditions is or is intended to be construed as a condition of confidentiality within the meaning of Internal Revenue Code ("IRC") sections 6011, 6111, 6112 or the regulations thereunder, or under any similar or analogous provisions of the laws of a state or other jurisdiction. In particular, Client (and each employee, representative, or other agent of Client) may disclose to any and all persons, without limitation of any kind, the tax treatment and tax structure of any transaction within the scope of the engagement and all materials of any kind (including opinions and other tax analyses) that are provided to Client relating to such tax treatment and tax structure. Client also agrees to use commercially reasonable efforts to inform KPMG of any conditions of confidentiality imposed by third party advisors with respect to any transaction on which KPMG's advice is requested. Such notification must occur prior to KPMG providing any advice with respect to the transaction.

b. For certainty, Section 5 of these Terms and Conditions shall continue to apply in its entirety, and this Section 30 shall not apply, to any tax services to which subsection 30(a)(i) and/or (ii) above are not applicable. In this Section 30, the term "affiliate" is interpreted as that term is used by the SEC with reference to auditor independence rules.

c. In respect of any tax services to which subsection 30(a)(i) or (ii) above are applicable, any reports or advice ("Tax Deliverable") released to Client in any form or medium shall be supplied by KPMG on the basis that it is for Client's benefit and use only. If Client refers to or discloses in whole or in part any Tax Deliverable to any third party, Client shall notify such third party in writing as follows: that (i) the tax services performed by KPMG for Client were designed to meet Client's agreed requirements only, as determined by Client's needs at the time; (ii) any product of the tax services should not be regarded as suitable to be used or relied upon by any party wishing to acquire any rights against KPMG other than Client; (iii) KPMG does not assume any responsibility in respect of the tax services performed for Client, any product of the tax services, or any judgments, conclusions, opinions, findings or recommendations that KPMG may have formed or made, to any party except Client; (iv) to the fullest extent permitted by law, KPMG accepts no liability in respect of any such matters to any other person; and (v) should any person or entity except Client choose to rely on the tax services or any product thereof, that person or entity will do so at their own risk. Notwithstanding the foregoing, (A) in the event of a disclosure made by Client that is required by law, that is made to a regulatory authority having jurisdiction over Client, or that is made pursuant to subsection 30(a) above, no such notification shall be required and (B) no such notification shall be required with respect to disclosures expressly authorized by the Engagement Letter.

d. If Client refers or discloses in whole or in part any Tax Deliverable to any third party but does not notify such third party in writing as required in subsection 30(c) above, Client shall compensate KPMG and reimburse KPMG for and protect, indemnify and hold harmless KPMG against any Claim incurred by KPMG (including, without limitation, reasonable legal fees) as a result of, arising from or in connection with any such reference or disclosure, unless KPMG has agreed in writing with such third party to accept responsibility and liability to that third party in respect of the tax services and the Tax Deliverable. If any payment is made by Client under this subsection 30(d), Client shall not seek recovery of that payment from KPMG at any time. In this subsection 30(d), "KPMG" shall include KPMG and its subsidiaries, its associated and affiliated entities and their respective current and former partners, directors, officers, employees, agents and representatives, and "Client" shall include Client, Client's affiliates and any

other beneficiaries of KPMG's tax services. The foregoing indemnification obligations shall apply regardless of the form of Claim, whether in contract, statute, tort (including, without limitation, negligence) or otherwise.

e. Treasury regulations under IRC section 6011 require taxpayers to disclose to the IRS their participation in reportable transactions and IRC section 6707A imposes strict penalties for noncompliance. Client agrees to use commercially reasonable efforts to inform KPMG if Client is required to disclose any transaction covered by the Engagement Letter as a reportable transaction to the IRS or to any state or other jurisdiction adopting similar or analogous provisions. IRC section 6111 requires a material advisor with respect to a reportable transaction to disclose information on the transaction to the IRS by a prescribed date, and IRC section 6112 requires the material advisor to maintain, and make available to the IRS upon request, a list of persons and other information with respect to the transaction. KPMG will use commercially reasonable efforts to inform Client if KPMG provides Client's identifying information to the IRS under IRC section 6111 or 6112, or to any state or other jurisdiction adopting similar or analogous provisions.

f. For engagements where services will be provided by a KPMG International member firm with offices located in California, Client acknowledges that certain of KPMG's personnel who may be considered "owners" under the California Accountancy Act and implementing regulations (California Business and Professions Code section 5079(a); 16 Cal. Code Regs. sections 51 and 51.1) and who may provide services in connection with the engagement, may not be licensed as certified public accountants under the laws of any of the various states.

### 31. DUE DILIGENCE SERVICES (TAX AND TRANSACTION SERVICES)

a. The procedures KPMG will perform are limited to those referred to in the Engagement Letter and its appendices. The procedures KPMG will perform are limited in nature and extent to those determined by Client to meet its needs and, as such, will not necessarily disclose all significant matters about Target or reveal errors in the underlying information, instances of fraud, or illegal acts, if any. KPMG provides no assurance and makes no representation regarding the sufficiency of the procedures either for the purpose of the proposed transaction in the context of which KPMG has been engaged or for any other purpose. KPMG's findings will not constitute recommendations to Client as to whether or not Client should proceed with any proposed transactions. In performing the procedures and reporting its findings, KPMG will rely exclusively upon information provided to KPMG by Target, its personnel and advisors, Client's advisors, and Client, and any publicly available information KPMG obtains, and will not independently verify the accuracy or completeness of such information. KPMG's procedures with respect to Target's financial information will be substantially less in scope than any audit or other attestation standards, including without limitation those established by the Auditing and Assurance Standards Board and the Chartered Professional Accountants of Canada. Consequently, KPMG expresses no opinion and will provide no other form of assurance on Target's prospective financial information, financial statements or Target's internal control over financial reporting.

b. Client agrees to review reports promptly and to advise KPMG on a timely basis of any additional procedures Client would like KPMG to perform or areas to address.

c. In the event KPMG performs procedures related to future-oriented financial information, KPMG will not compile, examine, or apply other assurance procedures to such information and, accordingly, will express no opinion or any other form of assurance or representations concerning its accuracy, completeness or presentation format. Future-oriented financial information is based on assumptions regarding future events, actual results will vary from the information presented and the variations may be material.

d. Unless specifically requested by Client, KPMG is not obligated to provide a copy of the report to Target for the purpose of confirming Target's representations concerning the accuracy of the factual information presented in the report. If Client would like Target to review the report, KPMG will require Client and Target to indemnify KPMG for any Claims arising out of or relating to such review on such terms and conditions specified by KPMG in its sole discretion. In certain instances, Client may request that KPMG's report be distributed to a third party for informational purposes. KPMG will consider consenting to distribution based on such factors as the identity of the third party and the third party's intended use of the report. If KPMG agrees to the distribution of the report





to a third party, Client agrees to execute and agrees to require the third party to execute an agreement in the form provided by KPMG regarding the release of information.

e. Client expressly acknowledges and agrees that if Client and Target (as such terms are defined in the Engagement Letter) are the same entity, that all references herein to "Target" shall be deemed to be references to "Client".

f. The provisions of subsections 3(c)-(d) and Section 6 shall apply to information about Target provided to KPMG in the course of performing the services under the Engagement Letter. Client agrees to use all reasonable efforts to arrange for KPMG's access to Target's personnel and advisors, business offices and financial information as required for KPMG to perform the services contemplated by the Engagement Letter.

g. If KPMG serves as independent auditors of Target or another party disclosed to Client, or provides any other audit or attestation services to Target or such other party (such as the target of a contract compliance review or a party having a connection to an investigation or proceeding), Client hereby acknowledges and agrees that KPMG may be in possession of confidential information concerning Target or such other party that may be relevant to Client's due diligence procedures or other services KPMG is providing to Client under the Engagement Letter and that such information will not be disclosed to Client unless Target or such other party provides prior written consent to such disclosure or provides such information directly to Client or to the KPMG engagement team serving Client for purposes of the services under the Engagement Letter.

### 32. LOBBYING

Unless expressly stated in the Engagement Letter, KPMG will not undertake any lobbying activity, as that term is defined in all applicable federal, provincial and municipal lobbyist registration statutes and regulations, in connection with the engagement. In the event that KPMG and Client agree that KPMG will undertake lobbying activity in connection with the engagement, such agreement shall be set out in an amendment to the Engagement Letter.

### 33. LLP.

KPMG LLP is a registered limited liability partnership ("LLP") established under the laws of the Province of Ontario and, where applicable, has been registered extra-provincially under provincial LLP legislation. KPMG is a partnership, but its partners have a degree of limited liability. A partner is not personally liable for any debts, obligations or liabilities of the LLP that arise from a negligent act or omission by another partner or any person under that other partner's direct supervision or control. The legislation relating to limited liability partnerships does not, however, reduce or limit the liability of the firm. The firm's insurance exceeds the mandatory professional indemnity insurance requirements established by the relevant professional bodies. Subject to the other provisions hereof, all partners of the LLP remain personally liable for their own actions and/or actions of those they directly supervise or control.

### 34. ALTERNATIVE DISPUTE RESOLUTION.

The parties shall, and shall cause both their and their respective subsidiaries', affiliates' and associated entities' current and former officers, partners, directors, employees, agents and representatives, to first attempt to settle any dispute arising out of or relating to the Engagement Letter or the services provided hereunder (the "Dispute") through good faith negotiations in the spirit of mutual cooperation between representatives of each of the parties with authority to resolve the Dispute. In the event that the parties are unable to settle or resolve a Dispute through negotiation within 30 days of when one of the parties has notified the other party of the Dispute by delivering a notice of dispute, or such longer period as the parties may mutually agree upon, such Dispute shall, as promptly as is reasonably practicable, be subject to mediation pursuant to the National Mediation Rules of the ADR Institute of Canada, Inc. that are in force at the time the notice of dispute is delivered. Any Dispute remaining unresolved for more than 60 days following the parties first meeting with a mediator or such longer period as the parties may mutually agree upon shall, as promptly as is reasonably practicable, be resolved by arbitration pursuant to the Arbitration Rules of the ADR Institute of Canada, Inc. (the "Arbitration Rules") that are in force at the time the Dispute is subject to arbitration. For certainty, the parties hereby waive any right they may otherwise have to bring a court action in connection with a Dispute. The parties also waive any right they may otherwise have to bring or participate in a class, collective or representative proceeding in connection with a Dispute, whether in court or

before an arbitrator. The arbitrator's decision shall be final, conclusive and binding upon the parties, and the parties shall have no right to appeal or seek judicial review of the arbitrator's decision. For certainty, the parties hereby waive any right of appeal which may otherwise be available under applicable legislation or under the Arbitration Rules. The place of mediation and arbitration shall be the city in Canada in which the principal KPMG office that performed the engagement is located. The language of the mediation and arbitration shall be English.







THE CORPORATION OF THE CITY OF BRAMPTON

# BY-LAW

*Number* \_\_\_\_\_ - 2023

To Amend By-law 333-2013, Administrative Penalties System.docx

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WHEREAS By-law 333-2013, the “Administrative Penalties System By-law” was enacted to provide for a system of administrative penalties for parking infractions;

AND WHEREAS Council for The Corporation of the City of Brampton deems it appropriate to amend By-law 333-2013, “Administrative Penalties System By-law” to update the processes by which reviews and hearings are conducted

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

1. By-law 218-2019 shall be amended by:

(1) Deleting Section 13 in its entirety and replacing it with the following:

“13. A Person’s right to request a review or to request an extension of time to request a review are exercised by:

- (a) completing and submitting the online form on the website provided on the Penalty Notice, providing the information as required as set out in the Penalty Notice and scheduling the time and place for the review; or
- (b) attending in person at the location listed in the Penalty Notice to provide the information required in the Penalty Notice by completing a form and scheduling the time and place for the review; or
- (c) calling the telephone number listed on the Penalty Notice, providing the information required as set out in the Penalty Notice and scheduling the time and place for the review.”

(2) Deleting section 21 in its entirety and replacing it with:

“21. A Person’s right to request a hearing or to request an extension of time to request a hearing are exercised by:

- (a) completing and submitting the online form on the website provided on the Penalty Notice, providing the information as

required as set out in the Penalty Notice and scheduling the time and place for the review; or

- (b) attending in person at the location listed in the Penalty Notice to provide the information required in the Penalty Notice by completing a form and scheduling the time and place for the review.”

2. This by-law shall take effect on the date of its passing.

ENACTED and PASSED this 13th day of September, 2023.

Approved as to  
form.  
20\_\_/\_/month/day  
[insert name]

\_\_\_\_\_  
Patrick Brown, Mayor

Approved as to  
content.  
20\_\_/\_/month/day  
[insert name]

\_\_\_\_\_  
Peter Fay, City Clerk



THE CORPORATION OF THE CITY OF BRAMPTON

# BY-LAW

*Number* \_\_\_\_\_ - 2023

To Amend By-law 218-2019, Administrative Penalties (Non-Parking).docx

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WHEREAS By-law 218-2019, the “Administrative Penalties (Non-Parking) By-law” was enacted to provide for a system of administrative penalties for by-law infractions;

AND WHEREAS Council for The Corporation of the City of Brampton deems it appropriate to amend By-law 218-2019, “Administrative Penalties (Non-Parking) By-law” to update the processes by which reviews and hearings are conducted

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

1. By-law 218-2019 shall be amended by:

(1) Deleting Section 14 in its entirety and replacing it with the following:

“14. A Person’s right to request a review or to request an extension of time to request a review are exercised by:

- (a) completing and submitting the online form on the website provided on the Penalty Notice, providing the information as required as set out in the Penalty Notice and scheduling the time and place for the review; or
- (b) attending in person at the location listed in the Penalty Notice to provide the information required in the Penalty Notice by completing a form and scheduling the time and place for the review; or
- (c) calling the telephone number listed on the Penalty Notice, providing the information required as set out in the Penalty Notice and scheduling the time and place for the review.”

(2) Deleting section 21 in its entirety and replacing it with:

“21. A Person’s right to request a hearing or to request an extension of time to request a hearing are exercised by:

- (a) completing and submitting the online form on the website provided on the Penalty Notice, providing the information as required as set out in the Penalty Notice and scheduling the time and place for the review; or
  
- (b) attending in person at the location listed in the Penalty Notice to provide the information required in the Penalty Notice by completing a form and scheduling the time and place for the review.”

2. This by-law shall take effect on the date of its passing.

ENACTED and PASSED this 13th day of September, 2023.

Approved as to  
form.  
20\_\_ /month/day  
[insert name]

\_\_\_\_\_  
Patrick Brown, Mayor

Approved as to  
content.  
20\_\_ /month/day  
[insert name]

\_\_\_\_\_  
Peter Fay, City Clerk



# ACORN Canada

Uniting communities for justice | [acorncanada.org](http://acorncanada.org)

September 19, 2023

Honourable Councillors  
City of Brampton

Through this letter, Peel ACORN would like to express our concern about excluding properties with 5 or less units from the Residential Landlord Licensing Pilot program that is proposed to be implemented in select wards.

ACORN Canada is a national, membership-based organization of low- and moderate-income people. ACORN has more than 168,000 members in 24 neighbourhood chapters across the country, including in Peel region.

Members of Peel ACORN are low- and moderate-income tenants. Many Peel ACORN members who are living in multi-residential apartment buildings are struggling with lack of repair and maintenance. Despite making repeated requests and submitting work orders, the work doesn't get done and if it does, the quality of work done is of extremely low quality.

While Peel ACORN is encouraged by the city staff report recommending a Residential Rental Licensing Program, the program will only cover properties with 5 or less units. Thus, it will leave out thousands of tenants that are seeking accountability for lack of repair and maintenance. Most of these properties are owned by corporate landlords who will be completely let off the hook. The affordable housing crisis is only getting worse and many tenants are stuck in precarious housing.

ACORN has championed landlord licensing in several cities across the country. Landlord registration, which has been implemented in cities such as Toronto and Mississauga (Hamilton is going to implement it soon) and changes made to landlord licensing bylaws such as those in New Westminster have played an important role in protecting tenants' right to habitable and affordable homes. ACORN strongly believes that as the city of Brampton moves towards a pilot Landlord Licensing program, it would be critical to include apartment buildings with 5 or more units as well.

The landlord registration program as it exists in Toronto and Mississauga follows a cost recovery model for implementation. For 2023, the registration and renewal fee for the landlords is \$15.40 per residential unit. This fee includes the cost of City-initiated building evaluations.

This is a great opportunity for the city to ensure that tenants across Brampton are able to access healthy, safe and accessible housing.

Thank you for your diligence in giving this matter the due consideration it deserves.

Yours sincerely,

Peel ACORN

**Date:** 2023-09-01

**Subject:** **Multi-Year Sponsorship Agreement**

**Contact:** Tara Hunter, Manager Sponsorship and Corporate Development,  
Economic Development

**Report Number:** CAO's Office-2023-767

**Recommendations:**

1. That the report from Tara Hunter, Manager Sponsorship and Corporate Development, Economic Development to the Committee of Council Meeting of September 20, 2023, re: **Multi-Year Sponsorship Agreement**, be received;
2. That Council authorize the Director Economic Development to execute the Tim Hortons Sponsorship Agreement on behalf of the City for an aggregate sponsorship of \$196,350 over a three-year three-month term ending December 31, 2026 and on terms and conditions satisfactory to the Manager of Sponsorship & Corporate Development and in a form satisfactory to the City Solicitor, or designate.

**Overview:**

- **The Sponsorship Section has successfully negotiated a new multi-year Sponsorship Agreement with Tim Hortons in the amount of \$196,350 ending December 31, 2026.**
- **The total value of the Sponsorship Agreement exceeds the amount permitted under the Administrative Authority By-law 216-2017 that delegates authority for the execution of sponsorship agreements for sponsorships of \$100,000 or less and not including naming rights.**
- **This report seeks Council approval to enter into the multi-year Sponsorship Agreement.**

## **Background:**

The citywide sponsorship program generates non-tax revenue through sponsorship and naming rights opportunities that enable the private sector, corporate partners and local businesses to connect with the local community to achieve their marketing objectives.

The revenue generated helps the city deliver exceptional experiences to residents, offsetting operational costs and capital investments that the city needs to continue to grow and prosper.

The program is guided by the Sponsorship and Naming Rights Policy approved by Council Resolution C451-2019 (CW497-2019).

The sponsorship program is on track to achieve annual revenue of \$1M by 2025 and to sustain \$1M in subsequent years. Multi-year sponsorship agreements are fundamental to achieve and sustain a million-dollar sponsorship program.

## **Current Situation:**

Tim Hortons entered into a multi-year sponsorship agreement with the city in 2019 that ends December 31, 2023. Staff have successfully negotiated a new multi-year agreement with Tim Hortons ending December 31, 2026. The total value of the agreement is \$196,350, which exceeds the delegated authority limit. The total annual amount is made up of specified amounts payable in respect of each sponsored event.

The new agreement will provide brand exposure recognizing Tim Hortons as a sponsor at the following signature events hosted by the City: Canada Day, Diwali, Winter Lights Festival and New Years Eve; as well as Recreation events and programming: Family Day, Fright Nights and Free Swims.

In exchange for the brand recognition, the revenue received helps offset the cost of the sponsored event facilitating the city's exceptional delivery of events to residents and contributes to offsetting the cost of providing free Recreation programming.

## **Corporate Implications:**

### Financial Implications:

The total revenue generated from this agreement will result in \$196,350 over four years. Revenue will be deposited into the to Corporate Support Services and Community Services operating budgets and will offset expenditures associated with the events and programming that Tim Hortons is sponsoring over the term. There are no direct costs associated with this agreement.



Staff will ensure that the revenue is incorporated in the 2024–2026 operating budget submission, pending Council approval.

<b>Department</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>TOTAL</b>
Corporate Support Services – Strategic Communications, Tourism and Events	\$8,500	\$50,150	\$50,150	\$41,650	\$150,450
Community Services – Recreation	\$5,525	\$15,300	\$15,300	\$9,775	\$45,900
<b>TOTAL</b>	<b>\$14,025</b>	<b>\$65,450</b>	<b>\$65,450</b>	<b>\$51,425</b>	<b>\$196,350</b>

Legal Implications:

The Sponsorship Agreement outlines the marketing benefits the City will provide the Sponsor over the term. Legal approves all Sponsorship Agreements as to form.

**Strategic Focus Area:**

Government & Leadership: Multi-year sponsorship agreements are efficient and effective, delivering guaranteed non-tax revenue to the city.

Health & Well-being: The Recreation components of the Tim Hortons Sponsorship Agreement support citizens’ belonging, health and wellness.

Culture and Diversity: The Events components of the Tim Hortons Sponsorship Agreement supports cultural diversity, cross-cultural understanding, and supports artistic expression and production.

**Conclusion:**

Staff is seeking approval for a delegation of authority to the Director Economic Development to execute the Tim Hortons Sponsorship Agreement on behalf of the City on terms and conditions satisfactory to Manager of Sponsorship and in a form satisfactory to the City Solicitor or designate.

Authored by:

Reviewed by:

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Tara Hunter, Manager Sponsorship and Corporate Development

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Clare Barnett, Director Economic Development

Approved by:

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Marlon Kallideen, Chief Administrative  
Officer

## Referred Matters List - 2022-2026 Term of Council

RML ID	Origin Meeting			Report to	Report Name (working title only)	Original Deadline/Target	Revised Target Date	Revision Number	Contact
	Date	Resolution / Recommendation	Council / Committee						
<b>City Council</b>									
RM 48/2022	2022/11/28	<a href="#">C352-2022</a> <a href="#">(CW389-2022)</a>	CL	CL	Amendment to Sign By-law re. election signs, and recommendation on an increase to fines associated with illegal election signs in order to deter and recuperate costs associated with illegal signs. (see RM 63/2022)	2023/02/01	2023/10/18	10	C. Grant x2686
RM 50/2022	2022/12/07	<a href="#">CW409-2022</a>	CW	CL	Delegations from SAAAC and Sylvia Roberts re: Proposed Brampton Autism Centre	2023/03/08	2023/09/27	8	R. Gulati x42542
RM 61/2022	2022/12/14	<a href="#">C382-2022</a>	CL	CL	Tools and strategies for the development of an internal City based employee resource group focused on empowering women into leadership, providing mentorship and overall support in navigating the workplace to mitigate systemic barriers that may exist	2023/03/08	2023/09/27	8	E. Thurairajah x42162
RM 63/2022	2022/12/14	<a href="#">C392-2022</a>	CL	CL	Public consultation process regarding the making of changes to the Sign By-law in relation to election signs and report back with recommendations. (see RM 48/2022)	2023/04/19	2023/10/18	7	C. Grant x2686
RM 7/2023	2023/02/22	<a href="#">CW060-2023</a>	CW	CL	Implementation strategy, resourcing, and costing requirements for the formalization of a Brampton Youth Council	2023/05/24	2023/12/06	3	M. Qi
RM 8/2023	2023/03/01	<a href="#">C038-2023</a>	CL	CL	Request from delegation Vijay Jain, Brampton resident, to add Hinduphobia in Brampton City's Anti-Racism policy as a result of the recent vandalism attack on Shri Gauri Shankar Mandir and the increase in hate crime against the Hindu community	2023/05/10	2023/09/27	4	E. Thurairajah x42162
RM 13/2023	2023/03/09	<a href="#">C064-2023</a>	CL	CL	True costs for the enhancement to events in 2023	Next Budget Cycle	2023/12/06	1	J. Tamming x42889
RM 24/2023	2023/03/29	<a href="#">CW113-2023</a> <a href="#">(cl. 5)</a>	CW	CL	Work-plan to update Lodging Houses for city-wide application	2023/06/21	2023/12/06	1	J. Humble x45179
RM 26/2023	2023/03/29	<a href="#">CW119-2023</a>	CW	CL	Outcome of the Centre for Innovation Expression of Interest no later than September 2023.	2023/09/06	2023/10/30 CL Workshop	1	M. Qi
RM 31/2023	2023/04/26	<a href="#">CW160-2023</a>	CW	CL	Update re. Downtown Brampton 5G Pilot, to include communications undertaken and potential mitigation of 5G related costs to businesses in the downtown core	2023/06/21	2023/09/27	1	C. Barnett x43985 S. Ganesh x42089
RM 32/2023	2023/04/26	<a href="#">CW169-2023 cl.2</a>	CW	CL	Repeal of Designating By-Laws 198-2017 and 199-2017 for 164-166 Main Street North and the removal of the property from the City of Brampton's Municipal Register of Cultural Heritage Resources ("Designated" Heritage Properties)	2023/06/28	2023/12/06	1	H. Zbogar x43553
RM 34/2023	2023/05/03	<a href="#">C106-2023</a>	CL	CL	City-Initiated Official Plan Amendment to the Credit Valley Secondary Plan Area 45 - Wards 4 and 5 - final Springbrook Tertiary Plan for adoption which shall include findings of the functional servicing report and the results of the 45 degree angular plane analysis	2023/07/12	2023/12/06	1	H. Zbogar x43553
RM 38/2023	2023/05/17	<a href="#">C122-2023</a>	CL	BC	Calculation of related costs associated and incurred within the May 2022 letter from the Ombudsman, and any mechanisms possible to recoup such costs, which were brought about by false and defamatory remarks and actions against staff	Budget Committee meeting in 2023			N. Damer x42257
RM 39/2023	2023/05/17	<a href="#">C128-2023</a>	CL	CL	Work with the Ontario Human Rights Commission, to request that they assess and provide a framework for addressing caste oppression in a municipal governance and service context (with the resulting framework to be adopted as part of the Diversity and Equity Office's report on all anti-discrimination based policies in the City of Brampton)	2023/09/13	2023/09/27	2	E. Thurairajah x42162
RM 48/2023	2023/06/28	<a href="#">C174-2023</a>	CL	CL	That staff report back on the Findings of the Environmental Assessment for the Intermodal Drive road extension and submit a future budget request for the property requirements, subject to Council approval	2023/09/13	2023/09/27	1	S. Ganesh x42089
RM 53/2023	2023/08/09	<a href="#">C191-2023</a>	CL	1. BHB 2. CL	Potential removal of 223 Main Street North from the City of Brampton's Municipal Register of Cultural Heritage Resources ("Listed" Heritage Properties)	2023/09/19 to the Brampton Heritage Board 2023/09/27			S. Ganesh x42089 H. Zbogar x43553
RM 55/2023	2023/08/09	<a href="#">C200-2023</a>	CL	CL	Licensing, Legal, Risk, Enforcement and Recreation departments work together to bring forth a report to Council to initiate "Driving Instruction Zones" on City Property, with a determination of whether a pilot project could be implemented throughout the City in support of the industry	2023/11/01			P. Morrison x63201 B. Boyes x42722
RM 58/2023	2023/09/13	<a href="#">C221-2023</a>	CL	CL	Other opportunities for co-locating daycare spaces with City facilities, including recreation centres	2023/09/27			B. Boyes x42722

RML ID	Origin Meeting			Report to	Report Name (working title only)	Original Deadline/Target	Revised Target Date	Revision Number	Contact
	Date	Resolution / Recommendation	Council / Committee						
<b>Committee of Council</b>									
RM 45/2022	2022/11/23	<a href="#">CW388-2022</a>	CW	CW	Report to authorize the Mayor and Clerk to execute the necessary agreements to amend the Memorandum of Understanding and Local Side Agreements and any other documents for the final, complete transfer of Part III and Part IX Prosecutions to the City of Brampton	2023/02/01	June 2024	10	C. Grant x2686
RM 53/2022	2022/12/07	<a href="#">CW419-2022</a>	CW	CW	Report on the outcome of the EOI process for the CAA Master Plan and Multipurpose Cricket Facility Development	2023/09/06	2023/10/11	2	E. Safi x42051
RM 57/2022	2022/12/07	<a href="#">CW435-2022</a>	CW	CW	Report on the impact and costs related to beaver population in storm water management ponds	2023/03/08	2023/10/11	9	M. Heralall x43585
RM 1/2023	2023/02/01	<a href="#">CW024-2023</a>	CW	CW	Delegation from Jesse Jones, Jones & Jones Group, re: City of Brampton 50th Anniversary Celebration and Branding	2023/05/10	2023/10/11	6	J. Tamming x42889
RM 2/2023	2023/02/01	<a href="#">CW038-2023</a>	CW	CW	Effectiveness of the auto theft reduction pilot program (distribution of Faraday pouches/bags)	2023/05/10	2023/11/29	2	R. Said x42645
RM 9/2023	2023/03/01	<a href="#">C040-2023</a>	CL	CW	Delegation from Sergeant Tim Murphy, Peel Regional Police, re: Item 12.4 – Committee of Council Recommendation CW073-2023 – recording of traffic cameras at intersections	2023/05/10	2023/10/11	6	R. Gasper x46624
RM 15/2023	2023/03/09	<a href="#">C067-2023</a> <a href="#">(BC012-2023)</a>	CL	CW	Phasing in free recreation fees, through the upcoming User Fee study happening in 2023, as follows: i) 2024: Ages 70 and above; ii) 2025: Ages 65 and above (with exceptions for User-Pay programs (e.g. Curling, Tennis, Ice rentals and seniors-specific programming at Flower City Centre – Seniors Centre), for seniors residing in Brampton, possessing permanent residency or Canadian citizenship)	Q3 2023	2023/10/25	1	A. Patel x45150
RM 16/2023	2023/03/09	<a href="#">C067-2023</a> <a href="#">(BC019-2023)</a>	CL	CW	Potential budget amendment for additional funding of a new City-owned park in Ward 4, if programming for the new park is expanded	Q2 2023	2023/10/11	3	E. Fagan x42913
RM 22/2023	2023/03/08	<a href="#">CW105-2023</a>	CW	CW	Potential means of leveraging tow truck operators to remove vehicles obstructing snow removal activities	2023/06/07	2023/10/11	2	R. Gasper x46624 J. Maurice x63240
RM 27/2023	2023/04/12	<a href="#">CW143-2023 (cl. 3)</a>	CW	CW	Policy to establish the "City of Brampton Municipal Accommodation Tax" effective July 1, 2023	2023/06/21	2023/10/11	3	J. Tamming x42889
RM 35/2023	2023/05/10	<a href="#">CW180-2023</a>	CW	CW	Outcome of discussions with Metrolinx and Provincial officials to help inform the tunnel option for the LRT	2023/11/15			D. Rieger x62349
RM 40/2023	2023/05/17	<a href="#">C129-2023</a>	CL	CW	Options for possible implementation within all City-owned facilities to allow mothers to breastfeed or caregivers to bottle feed in a quiet and private space should they prefer to do so (being mindful of policy which protects mothers who are free to breastfeed in public spaces as they choose)	2023/08/09	2023/10/25	1	M. Montaser x42339
RM 41/2023	2023/05/24	<a href="#">CW211-2023</a>	CW	CW	Opportunities for support for parents of children with special needs, as they transition from high schools into employment, including external funding sources	2023/09/06	2023/10/11	2	C. Ogbarney-Tetteh E. Thurairajah x42162
RM 42/2023	2023/05/24	<a href="#">CW214-2023</a>	CW	CW	Implementation, including any associated costs, of having all intersections automatically display the walk signal between 6:00 am – 11:59 pm including the possibility of a phased in approach beginning in pedestrian heavy areas.	2023/09/06	2023/10/11	2	R. Gasper x46624
RM 43/2023	2023/06/07	<a href="#">CW222-2023</a>	CW	CW	Interest in city-owned vacant properties, and review of the terminology of 'market rent'	2023/09/06	2023/10/11	2	R. Gulati x42542
RM 44/2023	2023/06/07	<a href="#">CW222-2023</a>	CW	CW	Effects of construction impacts on businesses across the city	2023/09/06	2023/10/11	2	C. Barnett x43985
RM 45/2023	2023/06/07	<a href="#">CW223-2023</a>	CW	CW	Input from various community groups/stakeholders on how to make Brampton Canada's first litter-free city	Q4 2023			E. Fagan x42913
RM 46/2023	2023/06/14	<a href="#">C153-2023</a>	CL	CW	Update on the potential expansion of the Goreway Generation Station (8600 Goreway Drive, Brampton, ON), to specifically highlight how it effects our City approved GHG emission reduction targets and any potential environmental and health impacts as a result of this contract extension	2023/09/06	2023/10/11	2	S. Ganesh x42089
RM 49/2023	2023/06/21	<a href="#">CW256-2023</a>	CW	CW	Benchmarking with respect to employee maternity leave and parental benefits provided by the City of Brampton in relation to other municipalities and other orders of government	2023/09/06	2023/10/11	2	C. Ogbarney-Tetteh
RM 50/2023	2023/06/21	<a href="#">CW257-2023 (cl. 1 and 4)</a>	CW	CW	(cl.1) Process to rename assets such as streets/parks that are offensive, discriminatory, or insensitive to Indigenous peoples and the diverse communities of Brampton; and (cl.4) Existing names that are inconsistent with the City's Policy and mosaic, in relation to its history and inclusivity. The list is to be inclusive of any City assets with a possibly inappropriate name	2023/09/06	2023/10/11	2	S. Ganesh x42089
RM 51/2023	2023/06/21	<a href="#">CW257-2023 (cl. 5)</a>	CW	CW	Condition, and general state of repair of 'Whitewash Parkette' and 'Native Landing Parkette' park properties, with consideration for the inclusion of Indigenous artwork, in consultation with the community	2023/09/06	2023/10/11	2	E. Fagan x42913 K. Stahl x45941
RM 56/2023	2023/09/06	<a href="#">CW289-2023</a>	CW	CW	Petition for more Pickleball Courts in Brampton	Q1 2024			A. Patel x45150
RM 57/2023	2023/09/06	<a href="#">CW304-2023</a>	CW	CW	Issues with artificial grass in residential settings	2023/11/29			C. Hammond x42443

RML ID	Origin Meeting			Report to	Report Name (working title only)	Original Deadline/Target	Revised Target Date	Revision Number	Contact
	Date	Resolution / Recommendation	Council / Committee						
<b>Planning and Development Committee</b>									
RM 44/2022	2022/11/23	<a href="#">CW378-2022</a>	CW	PDC	Brampton Parking Plan - outcome of the public engagement and final recommendations	2023/02/01	2023/09/25	10	H. Zbogar x43553
RM 33/2023	2023/04/26	<a href="#">CW169-2023 cl.3</a>	CW	PDC	Staff be directed to report back to Council by the fourth quarter of 2023 on a process for property standards enforcement on designated heritage properties to proactively address issues of neglect or disrepair	Q4 2023	2023/11/09	1	J. Maurice x63240 H. Zbogar x43553
RM 36/2023	2023/05/15	<a href="#">PDC062-2023</a>	PDC	PDC	1. Toronto Gore Estate Residential Area Infill Intensification Study - feasibility of permitting and accommodating small scale residential infill and intensification (including servicing capacity) 2. Recommendations on the policy framework, regulations and tools - development of compatible lot sizes and housing forms 3. Comprehensive community engagement program with residents, public agencies and the development industry	2023/08/28	2023/09/25	1	S. Ganesh x42089
RM 37/2023	2023/05/17	<a href="#">C121-2023</a>	CL	PDC	Per Unit Fees component of the Comprehensive Development Application Fee Review (Report Item 10.4.2 - Solmar/Hampton request to reduce the Zoning By-law application fee for 241 Queen Street East)	Q4 2023			S. Ganesh x42089
RM 59/2023	2023/09/11	<a href="#">PDC117-2023</a>	PDC	CL	Request for Funding Support from Home Opportunities Non-Profit Corporation be referred back to staff for further investigation, including opportunities for a loan from Infrastructure Ontario to the City, and a future report in October to Council.	Q4 2023			S. Ganesh x42089
<b>Note:</b> Referred Matters for which a specific target date was not requested by Council/Committee have been issued an arbitrary target date approximately three (3) months from the date of the meeting at which the resolution/recommendation was passed.							<b>Number of Referred Matters: 46</b>		