



**Report**  
**Staff Report**  
The Corporation of the City of Brampton  
6/19/2024

**Date:** 2024-06-19

**Subject:** **Supplemental Report – Committee of Council – Proposed Pilot Project – Driving Instruction Zones on City Property**

**Contact:** Kevin Lindegaard, Licensing Manager, Enforcement & By-law Services, Legislative Services

**Report number:** Legislative Services-2024-508

**RECOMMENDATIONS:**

1. That the supplemental report from Kevin Lindegaard, Licensing Manager, Enforcement & By-law Services, Legislative Services to the Committee of Council Meeting of June 19, 2024, re: Supplemental Report – Committee of Council – Proposed Pilot Project – Driving Instruction Zones on City Property be received.
2. That Council approve Mobile Licensing By-law 67-2014, Part VI – Restricted Areas S. 10(1)(b) be amended to reflect driving instruction, lessons, and practice testing only in designated City locations and times specified by the licence issuer (relating to Restricted Areas to practice).
3. That Council approve User Fee By-Law 380-2003, Section 2 – Schedule A be amended to reflect a user fee of \$25.00 be applied in Appendix 1 – Driving Instruction Zones – for Registered users.

**OVERVIEW:**

- In December 2022, initial requests were made by a private driving school to seek approval to practise, operate and instruct on ‘parkland’ within the City of Brampton. As per the Mobile Licensing By-Law, recreational facilities are categorized as ‘parkland.’
- On August 9, 2023, Council directed staff from the Legal, Risk, Enforcement and By-Law Services and Recreation divisions to collaborate and bring forth a report to Council to explore the feasibility of initiating a pilot project to implement “Driving Instruction Zones” on City property.
- On January 6, 2024, City staff provided information to Council regarding the recommendation and the logistical implementation of a pilot project to permit

licensed driving instructors and schools to provide driving instruction, lessons and practice testing on designated City properties.

- City staff has since created the framework and are prepared for the commencement of the pilot project on June 27, 2024. The IT booking component, terms and conditions, communication and signage have been developed, along with all the necessary risk and legal reviews.
- Legal and Enforcement and By-law services have drafted the amendment to the existing Bylaw 67-2014 - Restricted areas, section 10(1)(b), ready for approval which will allow for instruction on parkland in designated areas by registered users.
- Legal and Enforcement and By-law services have drafted the amendment to the existing User Fee By-Law 380-2003, Section 2 - Schedule A ready for approval which will allow for a user fee of \$25 be charged to Registered users for the Designated Driving Instruction Zones
- Maximum potential revenues generated through the implementation of the amended bylaw are approximately \$20,625 if all licensed operators opt in.

## **BACKGROUND:**

In December 2022, a request was made by a private driving school to receive clarification on the 'Instruct on Parkland' By-law enforcement provisions. As a result, City staff engaged in preliminary discussions regarding the potential implementation of a pilot project to allow driving school instruction on parkland as defined in the Mobile Licensing By-law, recreational facilities are categorized as 'parkland.'

On August 9, 2023, Council directed staff from the Legal, Risk, Enforcement and By-Law Services and Recreation divisions to collaborate on bringing forth a report to Council to initiate "Driving Instructions Zones" on City property. They also directed staff to explore the possibility of implementing a pilot project throughout the City of Brampton in support of the industry.

In September 2023, the working group met to determine the feasibility of implementing a pilot project, examining City liability and the logistics that would be required to implement this initiative.

In January 2024, the information report was received by Council and was assigned to the working group with the recommendation for implementation and creation of the framework and commencement of the pilot project for start of Q3 in 2024.

## **CURRENT SITUATION:**

Under the current Mobile Licensing By-Law, the City does not permit the practice or instruction on "parkland" by driving school operators and instructors. Recreational facilities

fall within the definition of “parkland” under the current by-law, and there are no provisions that allow driving school operators and instructors to practise on any City-operated properties.

The working group identified areas of concern and assessed potential risks to the city. These potential risks and concerns have been mitigated through various strategies, including indemnity agreements, terms of use agreements, user fees and designated driving instruction practice areas.

Since January, the working group has created a framework, logistical requirements and a strategic plan for the implementation of this pilot project. This includes the online booking system (Xplor), the terms and conditions agreement, indemnity agreement, signage, communications for driving schools, instructors and the public, and draft amendment of the bylaw. The framework for this project is ready, and if approved, can commence on June 27, 2024.

### **Proposed Pilot Project:**

If this one-year pilot project is approved, it would allow driving instructors and school operators to provide driving instructions, lessons and practice testing on designated City properties.

1. When a driving instructor or school operator applies for a licence or at the time of renewal, City staff will send an electronic information link to the email provided by the applicant.
2. This information link will outline/include a list of the designated recreation centres where instruction will be permitted, information about how to create a user account, how to register and make payment for the pilot program, information about the online booking system as well as some anticipated responses to questions.
3. Licensed driving instructors and school operators will be required to create a profile and an account as a user and complete an online application to register for the pilot program. The applicant will have to agree to an indemnity agreement as well as Terms and Conditions associated to the pilot project. (see attachment #1)
4. Once payment has been received and registration is complete, the applicant will be provided a link to the online scheduling/booking platform (Xplor). This online booking system will allow the user access to designated locations, two time slots per day, with each time slot having a 30-minute time usage. If a registered user needs to cancel their booking, they can do so by calling Service Brampton 311. If needed, [recreation@brampton.ca](mailto:recreation@brampton.ca) can be accessed for Xplor support by registered users.
5. Individual driving instructors/operators will be required to pay a one-time initial user fee of \$25 to register to use the designated spaces. This one-time fee will be paid ‘in-person’ at the designated recreation centres.
6. The following City locations will be designated for use by driving instructors and school operators to provide driving instructions, lessons and practice testing: (see attachment #2)

- a) Century Gardens Recreation Centre (Ward 1)
  - b) Susan Fennell Sportsplex (Ward 4)
  - c) Cassie Campbell Community Centre (Ward 6)
  - d) Earnscliffe Recreation Centre (Ward 7)
  - e) Save Max Sports Centre (Ward 9)
  - f) Gore Meadows Community Centre (Ward 10)
7. The City has notice/signage prepared for installation at the entrances of designated facilities as well as near the designated practice areas to notify the public about the approved use of the facility for driving school instruction. (see attachment #3 a & b)
  8. The program will limit lot use to a maximum of ten instructors/vehicles at one time per location. Driving instruction will be permitted at the designated City locations between the hours of 9:00 am to 3:30 pm, Monday to Friday only.
  9. Only registered City of Brampton licensed driving instructors and school operators will have permission to operate at the designated locations and in the designated practice areas marked by signs.
  10. Legal has prepared the terms of use and the indemnification form to be signed and used for applicant registration.
  11. Enforcement and By-law Services and Corporate Security will conduct proactive checks in these designated areas and educate instructors about the new conditions for instruction and the specified locations.
  12. The amendment to Mobile Licensing By-law 67-2014, Part VI S. 10(1)(b) be updated to reflect driving instruction, lessons and practise testing only in designated City locations and times specified by the licence issuer (relating to Restricted Areas to practise) has been drafted (see attachment # 4).
  13. The amendment to user Fee By-Law 380-2003, Section 2 - Schedule A be updated to reflect a user fee of \$25 be charged to applicants for the registration fee for Registered Driving Instructors to Practice Instruction on parkland in designated Instruction Zones (see attachment # 5).
  14. If these amendments to the bylaws are passed at Council on June 26, 2024, the system/pilot is ready for the 'go-live' the following day, June 27, 2024.

## **CORPORATE IMPLICATIONS:**

### **Financial Implications:**

Maximum potential revenues generated through the implementation of the amended bylaw are approximately \$20,625 if all licensed operators opt in. Revenues collected will be deposited into the Recreation Division.

Sufficient funding for signage is available in the Public Works & Engineering Department operating budget. No additional costs to set up and maintain the IT software are expected.

### **Other Implications:**

#### **Communications Implications**

Staff are working with Strategic Communications to plan and release essential information regarding this pilot project to the driving schools and instructors, City staff and public, once endorsed by Council. Information will be shared on the website at [www.brampton.ca/drivingzones](http://www.brampton.ca/drivingzones)

### **STRATEGIC FOCUS AREA:**

This pilot project supports the City's strategic focus areas and priorities. Permitting licensed driving instructors and schools to provide driving instruction, lessons and practice testing on designated City properties supports government leadership, service excellence and health and well-being.

### **CONCLUSION:**

The City of Brampton's ability to allow a one-year pilot project for instruction by driving school operators/instructors on parkland at designated City locations, during designated times has been developed. The pilot can be implemented this year with a target timeline for commencement by June 27, 2024, with the conditions outlined in this report. A review and report will be prepared at the 9-month stage of the pilot to be used to determine the success of the program and/or if the program will continue after the initial first year.

Authored by:

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Legislative Services

**Attachments:**

- Attachment 1 – Terms and Conditions
- Attachment 2 – Mapping and diagram of designated practice areas
- Attachment 3(a) – Driving School Entrance Sign
- Attachment 3(b) – Driving School Signs
- Attachment 4 – Amended Mobile Licencing By-Law 67-2014
- Attachment 5 – Amended User Fee By-Law 380-2003