



**BRAMPTON**  
Flower City

## Agenda

### City Council

The Corporation of the City of Brampton

**December 17, 2014**

**1:00 p.m. – Special Meeting**

**Council Chambers – 4<sup>th</sup> Floor**

**Members:** Mayor L. Jeffrey  
Regional Councillor G. Gibson – Wards 1 and 5  
Regional Councillor E. Moore – Wards 1 and 5  
Regional Councillor M. Palleschi – Wards 2 and 6  
Regional Councillor M. Medeiros – Wards 3 and 4  
Regional Councillor G. Miles – Wards 7 and 8  
Regional Councillor J. Sprovieri – Wards 9 and 10  
City Councillor D. Whillans – Wards 2 and 6  
City Councillor J. Bowman – Wards 3 and 4 (Acting Mayor – December)  
City Councillor P. Fortini – Wards 7 and 8 (Acting Mayor – February)  
City Councillor G. Dhillon – Wards 9 and 10 (Acting Mayor – January)

**Staff:** Mr. J. Corbett, Chief Administrative Officer  
Ms. M. Ball, Chief Planning and Infrastructure Services Officer  
Mr. D. Cutajar, Chief Operating Officer  
Mr. J. Patteson, Chief Public Services Officer  
Mr. P. Simmons, Chief Corporate Services Officer  
Mr. D. Kraszewski, Senior Executive Director, Planning and Building,  
Planning and Infrastructure Services  
Mr. R. Zuech, Acting City Solicitor, Corporate Services  
Mr. P. Fay, City Clerk, Corporate Services  
Mr. E. Evans, Deputy City Clerk, Corporate Services

For inquiries about this agenda, or to make arrangements for accessibility accommodations for persons attending (some advance notice may be required), please contact:

Terri Brenton, Legislative Coordinator, Telephone (905) 874-2106, TTY (905) 874-2130

[cityclerksoffice@brampton.ca](mailto:cityclerksoffice@brampton.ca)

Note: Some meeting information may also be available in alternate formats upon request.

## Agenda City Council

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Please ensure all cell phones, personal digital assistants (PDAs) and other electronic devices are turned off or placed on non-audible mode during the meeting.

**A. Approval of the Agenda**

**B. Declarations of Interest under the Municipal Conflict of interest Act**

**C. Delegations**

- C 1. Possible delegations re: **Possible Amendments to Procedure By-law 160-2004, as amended, as discussed at the Council Workshop held on December 15 and 16, 2014.**

See Items D 1 and D 2

Note: Notice regarding this matter was published in the Brampton Guardian on December 12, 2014.

**D. Reports and Business Arising from the December 15 and 16, 2014 Council Workshop**

Note: As the purpose of this Special Meeting is to consider matters arising from the scheduled Council Workshop on December 15 and 16, 2014 Council may consider at this meeting reports and proposed resolutions related to matters discussed during the Council Workshop.

- D 1. Report from P. Fay, City Clerk, Corporate Services, dated December 8, 2014, re: **2014-2018 City Council Governance – Committee Structure and Meeting Procedure Recommendations** (File A01).

*Recommendation*

- D 2. Report from P. Fay, City Clerk, Corporate Services, dated December 16, 2014, re: **Matters Arising from the Council Workshop Held on December 15 and 16, 2014** (File GD.x).

Note: This report will be distributed to Members at the meeting, resulting from Council discussions arising from the scheduled December 15 and 16, 2014 Council Workshop.

**Agenda  
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**E. By-laws**

**F. Public Question Period**

**15 Minute Limit (regarding any item discussed as part of this agenda)**

**G. Confirming By-law**

To confirm the proceedings of the Special Council Meeting held on  
December 17, 2014

**H. Adjournment**

**Next Meetings:   Wednesday, January 28, 2015 – 1:00 p.m.  
                          Wednesday, February 11, 2015 – 1:00 p.m.**

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**BRAMPTON CITY COUNCIL**

**DATE:** December 17, 2014

December 12, 2014 - The Brampton Guardian - [www.bramptonguardian.com](http://www.bramptonguardian.com)



## Public Notice

### **PROPOSED AMENDMENTS TO PROCEDURE BY-LAW 160-2004**

#### **RE: 2014-2018 COMMITTEE STRUCTURE AND MEETING PROCEDURES**

Pursuant to Procedure By-law 160-2004, as amended, take notice that, at a special meeting on Wednesday, December 17, 2014 at 1:00 p.m. at the address below, Council will consider possible amendments to the Procedure By-law to reflect the new committee structure for 2014-2018.

These amendments would establish procedural changes for Council and other committee meetings. Information will be available on Friday afternoon, December 12, for review in the City Clerk's Office, at the address below, during regular business hours, and on the City website: [www.brampton.ca](http://www.brampton.ca)

If Council decides to refer or defer consideration of this item to a subsequent meeting, no further public notice will be given.

Dated: December 12, 2014

P. Fay, City Clerk  
2 Wellington St. W., Brampton, ON L6Y 4R2  
905 874-2178 (voice), 905 874-2119 (fax) 905 874-2130 (TTY)  
[cityclerksoffice@brampton.ca](mailto:cityclerksoffice@brampton.ca)



**Date:** December 8, 2014

Brampton City Council

Date: December 17, 2014

**File:** A01

**Subject:** **2014-2018 City Council Governance – Committee Structure and Meeting Procedure Recommendations**

**Contact:** Peter Fay, City Clerk, Council and Administrative Services  
Corporate Services (905) 874-2172

## OVERVIEW

- This report recommends a new Committee structure and improved meeting procedures for the new term of Council, to contribute to accountable Council decision-making, enhanced public access and participation, and improved meeting efficiency.
- Discussions resulting from a Council Workshop, to be held on December 15 and 16, 2014, regarding the Committee Structure and meeting procedures, may result in Council amendments to the proposed structure and procedure changes outlined in this report.
- Report recommendations, to take effect in January 2015, will necessitate a change to the legislative meeting calendar.
- Necessary amendments to Council's Procedure By-law 160-2004, as amended, are recommended to give effect to the report recommendations.
- Public notice regarding this matter has been given in accordance with the Procedure By-law.

## RECOMMENDATIONS

1. That the report from Peter Fay, City Clerk, Council and Administrative Services, Corporate Services, dated December 8, 2014, to the Special Council Meeting of December 17, 2014, re: **2014-2018 City Council Governance – Committee Structure and Meeting Procedure Recommendations** (File A01), be received; and
2. That the following new Committee Structure be established, subject to a review by Council in June 2015 as to the ability of the new structure to meet Council's priorities, and the corresponding terms of reference attached as Appendix1 be approved:

## D 1-2

- a. Standing Committees:
    - i. Community & Public Services Committee
    - ii. Planning & Infrastructure Services Committee
    - iii. Corporate Services Committee
    - iv. Economic Development Committee
  - b. Functional and Ad Hoc Committees:
    - i. Budget Committee
    - ii. Audit Committee
    - iii. Government Relations Committee
    - iv. Citizen Appointments Committee
    - v. Strategic Plan Implementation Committee
    - vi. Member Services Committee
    - vii. Rose Theatre Advisory Committee
  - c. Citizen-based Advisory Committees:
    - i. Sports Hall of Fame Committee
    - ii. Heritage Board
    - iii. Environment Advisory Committee
    - iv. Cycling Advisory Committee
    - v. School Traffic Safety Council
    - vi. Accessibility Advisory Committee
    - vii. Council Compensation Committee
    - viii. Inclusion and Equity Committee
    - ix. BDDC Transition Committee
  - d. Adjudicative Committees and Administrative Tribunals:
    - i. Property Standards Committee
    - ii. Brampton Appeal Tribunal
    - iii. Committee of Adjustment
    - iv. Committee of Revision
    - v. Election Compliance Audit Committee;
3. That a revised meeting calendar, as set out in Appendix 2, and based on Council's Committee structure decisions, be approved;
4. That the appointments, and such voting as is necessary, be conducted to fill the appointments for the term effective January 1, 2015 to December 30, 2016, as set out Appendix 5 (to be distributed by the City Clerk following the canvas of Members of Council as discussed during the Council Workshop held on December 15 and 16, 2015) for Chairs and Vice-Chairs to Council Standing Committees and Ad Hoc / Functional Committees, and for appointment of Council representatives to various committees as established by Council and other bodies;

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5. That Procedure By-law 160-2004, as amended, be further amended as set out in Appendix 3, to effect the new Committee structure and meeting rule improvements, effective with the first business meetings scheduled for January 2015; and
6. That the Citizen-based Advisory Committee Guideline and Appointment Procedure, attached as Appendix 4 to this report, be approved and the City Clerk's Office be requested to recruit for citizen applications to the various citizen-based advisory committees established by Council, unless already established in accordance with legislation (i.e., Compliance Audit Committee);
7. That a by-law be passed to amend By-law 271-91, as amended, to change the number of Member of Council appointments to the Brampton Library Board from "a minimum of two" to "two", and increase the citizen appointments by Council from five to eight.

### BACKGROUND

At the start of each new Council term, City Council must confirm and decide how it wishes to establish its governance system to facilitate decision-making. Establishing a governance structure of various types of committees assists Council by enabling committees to consider and investigate issues and prepare recommendations for Council's final approval.

This report recommends a new committee structure for Council governance, as well as some meeting rule changes to the Procedure By-law 160-2004, to facilitate more effective decision-making and efficient meetings. This report and recommendations form the basis for Council discussion about its committee structure to be held at a Council Workshop scheduled for December 15 and 16, 2014.

Many committees established by previous Councils are recommended for continuation with the 2014-2018 term of Council, due to their continued need to address City issues/priorities and/or legislative necessity and compliance. Many Council-established committees active at the end of the last term of Council are not recommended for the new term. They are listed in Table 1 below.

Table 1  
List of active Committees during the 2010-2014 term of Council  
not re-established for the 2014-2018 term

Previous Committee Name	Reason not Re-established
Heritage, Arts, Culture and Entertainment (HACE) Downtown Brampton Creative Economy Roundtable	Mandate assumed by recommended Economic Development Standing Committee

## D 1-4

Previous Committee Name	Reason not Re-established
Brampton Environmental Planning Advisory Committee (BEPAC)	Mandate assumed by recommended Environment Committee
Business Attraction and Retention Advisory Committee (BARAC)	Mandate assumed by recommended Economic Development Standing Committee
Flower City Committee	Mandate assumed by recommended Strategic Plan Implementation Committee
Council Office Committee	Mandate assumed by recommended Member Services Committee
Churchville Heritage Committee	Subject to review by Brampton Heritage Board
Brampton Clean City Committee	Mandate assumed by Clean City ambassadors, as approved by previous term of Council
Information Technology Advisory Committee	No longer necessary; mandate assumed by Corporate Services Standing Committee
Taxicab Advisory Committee	No longer necessary; mandate assumed by Corporate Services Standing Committee

### CURRENT SITUATION

A New Committee Structure:

A new committee structure is recommended based on the following types of Committees:

- Standing Committees
- Functional and Ad Hoc Committees
- Citizen-based Advisory Committees
- Adjudicative Committees and Administrative Tribunals

All new committees established by Council will require Council approval, approved terms of reference and clear purpose, to facilitate effective decision-making.

#### 1) Standing Committees

Standing Committees are defined in the Procedure By-law and are comprised of all Members of Council. They have a regular meeting schedule and make recommendations to Council for final approval. Standing Committees are the primary venue for Council priority-setting, policy development, operational oversight, issue and opportunity investigation, and public input and participation.



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It is recommended that the previous two Standing Committees – Committee of Council (e.g., Committee of the Whole) and Planning, Design and Development Committee, be replaced with four standing committees that reflect the four broad areas of City service delivery and priorities:

- Community & Public Services
- Planning & Infrastructure Services
- Corporate Services
- Economic Development

This new group of Standing Committees also aligns with the new corporate organizational structure established in 2013.

Each Standing Committee will include 10 Councillors, with the Mayor as an *ex officio* (i.e., by right of office) member. Council will appoint Standing Committee Chairs and Vice-Chairs, who will serve as functional leads for the committee and its functional responsibilities. There will be opportunities for Members to be appointed as a Chair and/or Vice-Chair of functional areas to reflect their interests, establish strong working relationships with respective operating departments and provide political leadership in these areas. Council will appoint the various Chair and Vice-Chair roles at the start of the term and at the mid-term point (i.e., December 2016), consistent with Council's current Procedure By-law.

A summary of the recommended Standing Committees is listed below and terms of reference for Council approval are set out in Appendix 1 and in the recommended Procedure By-law amendments set out in Appendix 3.

### Community & Public Services Committee

The mandate of the Community & Public Services Committee will include matters within the jurisdiction of the Public Services Department, including recreation and culture services, transit services fire services, as well as Service Brampton and corporate buildings, property services and real estate.

The Community & Public Services Committee will include the following Chair and Vice-Chair positions for Members:

- Chair - Community & Public Services
- Vice Chair – Recreation & Culture
- Vice-Chair – Transit Services
- Vice-Chair – Fire Services
- Vice-Chair – Service Brampton and Facilities

## Corporate Services Committee

The mandate of the Corporate Services Committee will be matters related to the Corporation, including finance, information technology, human resources, legal services, corporate operations, by-law enforcement and licensing, and corporate communications.

The Corporate Services Committee will include the following Chair and Vice-Chair positions for Members:

- Chair – Corporate Services
- Vice Chair – Corporate & Financial Affairs
- Vice-Chair – By-law Enforcement

## Economic Development Committee

The mandate of the Economic Development Committee will be matters related to economic development including tourism, small business, and strategic priorities. This new committee will include the mandates of two former committees: Heritage, Arts, Culture and Entertainment Downtown Brampton Creative Round Table (HACE) and Business Attraction Retention Advisory Committee.

The Economic Development Committee will include the following Chair and Vice-Chair positions for Members:

- Chair – Economic Development
- Vice Chair – Economic Development & Enterprise Services

## Planning & Infrastructure Services Committee

The mandate of the Planning & Infrastructure Services Committee will include land use planning, growth management, urban design matters and operational matters within the jurisdiction of the Chief Building Official. Public meetings required by the *Planning Act* will be conducted by this standing committee in accordance with the rules under the Procedure By-law. This committee will replace the Planning, Design and Development Committee.

The Planning & Infrastructure Services Committee will include the following Chair and Vice-Chair positions for Members:

- Chair – Planning & Infrastructure Services
- Vice Chair – Planning
- Vice-Chair – Engineering & Construction
- Vice-Chair – Maintenance & Operations

## 2) Functional and Ad Hoc Committees

Functional and Ad Hoc committees are committees established by Council for a specific purpose or priority, and may be established for the term of Council or a specified period. Membership is exclusively for Members of Council, and all committees report directly to City Council through their minutes. The following seven functional and ad hoc committees are recommended at this time:

### Audit Committee

The Audit Committee mandate is to enhance Council's understanding of financial and control reporting both internally (as provided by the City Internal Audit Division) and statutorily (as provided by City's appointed Auditors), as well as enable Members to further enhance oversight capabilities and stewardship responsibilities of the City's operations. The committee will meet quarterly and include a minimum of five Members.

### Budget Committee

The Budget Committee will consider, receive public input and recommend the annual current and capital budgets and consider long-term financial planning matters. This committee will meet quarterly and include all Members.

### Citizen Appointments Committee

The Citizen Appointments Committee will conduct interviews of citizens for appointment to various citizen-based advisory committees, in accordance with the City's citizen-based advisory committees and appointment procedure. The committee will meet as required and include a minimum of three Members.

### Government Relations Committee

The Government Relations Committee, as recommended by the previous term of Council, will provide opportunities to advocate on City priorities through advocacy and discussions with other levels of government, including Regional, Provincial and Federal representatives. The Committee will:

- approve a government relations annual work plan and advocacy strategies for City's priorities
- provide opportunities to advocate on City priorities including meetings with:
  - appropriate government officials and politicians
  - regular round table discussions with local MPPs and MPs
  - ongoing engagement in the community (town halls, policy roundtables)
- provide opportunities to advance city priorities with:
  - written submissions and position papers on legislation
  - delegations to standing committees and agency forums
  - funding and other revenue stream opportunities

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- press releases and earned media
- receive regular updates and briefings on emerging issues, policy analysis and advocacy effort progress

This committee will meet quarterly and include all ten Members.

### Member Services Committee

The Member Services Committee will consider initiatives that have a direct impact on Members of Council to increase awareness and compliance with Corporate policy and procedures, including the accountability and transparency provisions of the Municipal Act (e.g., Code of Conduct, Integrity Commissioner) and Member expense policy matters, as well as the Council Office administration, including staff development. The committee will meet quarterly and include a minimum of five Members.

### Strategic Plan Implementation Committee

The Strategic Plan Implementation Committee will facilitate Council's commitment to implement its Strategic Plan. The committee will coordinate, prioritize and recommend next steps and resources required to best achieve the goals of the Strategic Plan. It will assume the mandate of the former Flower City Committee. This committee will also monitor and evaluate the implementation of the Strategic Plan. The committee will meet quarterly and include all ten Members.

### Rose Theatre Advisory Committee

The Rose Theatre Advisory Committee was established during the previous term of Council to provide Council oversight to the proposal call process, engagement and contract administration for a professional theatre management group to establish a governance and operating structure for all City theatres and other related arts and culture facilities, as well as replacement of the rental booking and cancellation system. The mandate of the committee was not completed and it is being re-established to complete its work. The committee will meet quarterly and include a minimum of five Members.

## **3) Citizen-Based Advisory Committees**

Citizen-based advisory committees are committees established by Council for a specific strategic advisory or priority or legislative purpose. Membership includes citizens representing residents, organizations and businesses, as well as membership from Members of Council. These advisory committees report to Council through a specific Standing Committee. They are established in accordance with the citizen-based advisory committee and appointment procedure.

The following nine citizen-based advisory committees are recommended:

## Accessibility Advisory Committee

This legislatively-enabled committee will advise Council on the preparation of a yearly accessibility plan as well as general municipal accessibility matters and corporate accessibility matters regarding access to municipal services, resources and assets. It will meet quarterly and include Members and citizens.

## Brampton Downtown Development Corporation (BDDC) Transition Committee

The BDDC Transition Committee was established during the last term of Council to consider the future of the BDDC. Continuation of the committee is required to complete its mandate and make recommendations to Council. The committee will prepare an implementation plan, incorporating community and BDDC member consultation, with the goal of making the BDDC a development corporation for the Central Area and to separate the BIA function for the Downtown. This committee will meet as needed and include Members and citizens.

## Council Compensation Committee

This committee will review and advise Council on Mayor and Councillor remuneration and benefits including salary, benefits, vehicle allowance, pension, severance. It will meet at least annually and include citizens.

## Cycling Advisory Committee

This committee was recommended by the last term of Council. It will advise on matters pertaining to cycling in Brampton. It will provide input to City staff on the delivery of the Bicycle Facility Implementation Program and develop an annual work plan including communications and budget. This committee will meet quarterly and include Members and citizens.

## Inclusion and Equity Committee

This new committee will advise on various aspects of the City's services and programs to promote greater community awareness and access to the City services and programs. The committee will develop and monitor the City's diversity and inclusion plan. It will meet quarterly and include Members and citizens.

## Environment Committee

This committee will advise Council on strategic environmental planning policy and sustainability matters. It will also actively engage, assist and educate the community to advance the goals and actions of the City's Environmental Master Plan. This committee will meet six times per year and include Members and citizens.

## Brampton Heritage Board

This legislatively-enabled committee will advise Council on resources that are identified as being of cultural heritage value or interest. It will meet monthly and include Members and citizens.

## Brampton School Traffic Safety Council

This committee will consider student pedestrian / traffic safety matters around Brampton schools and educate the larger community on these matters. It will review existing, temporary or prospective school crossing guard locations. This committee will meet monthly and include Members and citizens.

## Sports Hall of Fame Committee

This committee will recognize and honour the names and deeds of those who have brought fame to Brampton through athletics or contributions to sport. It will collect and preserve objects and histories which are significant to the development of sport in Brampton. This committee will meet quarterly and include Members and citizens.

## **4) Adjudicative Committees and Administrative Tribunals**

Adjudicative committees and administrative tribunals are established by Council for delegated and statutory final decision making on specific matters. Membership includes citizens representing residents, organizations and businesses. These committees and tribunals do not report to Council, but make final binding decisions unless specified otherwise in legislation or by-law. They are established in accordance with the citizen-based advisory committee and appointment procedure.

The following five adjudicative committees and administrative tribunals are recommended:

## Brampton Appeal Tribunal

This tribunal hears appeals from the decisions of the License Issuer and the Pound Keeper that carry a right of appeal to the Tribunal, as set out in the Licensing By-law and the Dog By-law. This committee will meet monthly and include five citizens.

## Committee of Adjustment

This committee hears applications for granting a minor variance to any zoning by-law in respect to land, buildings or structures, or their use. The committee also hears applications for granting consents with respect to various transactions including severing new lots, rights of ways and easements. This committee will meet every three weeks and include five citizens.

## Committee of Revision

This committee hears objections against proposed local improvement work. This committee will meet as needed. The Committee of Adjustment membership serves as the Committee of Revision.

## Election Compliance Audit Committee

This committee reviews applications submitted by eligible electors for a compliance audit of a candidate's campaign finances and determines if an audit is warranted. This committee will meet as needed and include seven citizens. This committee is already established and citizen appointments were made in 2014, in accordance with the Municipal Elections Act

## Property Standards Committee

This committee hears appeals from the orders to demolish or repair issued by Property Standards Officers, and makes decisions to confirm, modify or rescind the order or to extend the time for complying with the order. This committee will meet monthly and include five citizens.

## Member Appointments to Committees:

Based on the staff recommendations contained in this report, and the discussions arising from the December 15 and 16 Council Workshop, the City Clerk's Office canvassed Members of Council for their appointment preferences to the committees Council intends to establish. The summary of Member appointment preferences is listed in Appendix 5 to this report.

For those positions and/or committees with no members or insufficient members indicating interest for appointment, it is anticipated that members may express an interest at the Special Meeting of Council.

For some committees with over-subscribed membership interest, the composition could be amended by Council to increase its membership.

Committee Chairs and Vice-chairs will be subject to re-appointment at the mid-term mark of Council (December 2016), in accordance with the Procedure By-law. Should Council choose to specify a different method of selecting these chairs and vice-chairs, an amendment to the Procedure By-law is required. For other committees, the Chair would be selected from among its membership, or may be pre-determined based on the committees' established terms of reference, unless Council decides otherwise.

Should a vote be required for an appointment where there is more than one candidate, Council may consider the voting method outline in Appendix 6. Any vote must be conducted in public; a secret ballot is not permitted under the Municipal Act.

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## Citizen Appointments to Committees

To facilitate the establishment and actions of these committees, an enhanced citizen-based advisory committee guideline and appointment procedure is recommended for Council approval, as set out in Appendix 4. This updated procedure will:

- clarify criteria-based rules for Council to establish citizen-based advisory committees,
- require an annual work plan and results reporting from each committee committees to ensure accountability and continued relevance, and
- update the appointment procedures to enable non-resident Brampton business participation on citizen-based committees.

It is recommended that Clerk's Office staff be requested to recruit for citizen applications to the various citizen-based advisory committees established by Council, unless already established in accordance with legislation (i.e., Compliance Audit Committee), for interview and appointment recommendation to Council through the Citizen Appointments Committee.

## Member Appointments to External Bodies:

Each term, Council also receives numerous invitations to appoint Members to external agencies, boards and committees. As invitations and requests are received, staff will report to Council seeking a resolution to appoint a Member (or Members) of Council to the external body.

At this time, the following external bodies and Corporate (staff) committees are requesting Member appointments:

### External Bodies:

Brampton Library Board  
Brampton Downtown Development Corporation  
Brampton Arts Council  
Brampton Safe City Association  
Brampton Senior Citizens Council  
Brampton Sports Alliance  
Friends of Bovaird House Committee  
St. Leonard's House

### Corporate (Staff) Committees:

Citizen Awards Committee  
North West Brampton – Heritage Heights Secondary Planning Project Management Committee  
Brampton Emergency Management Program Committee  
Employee Fundraising and United Way Campaign



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A summary statement about these external bodies and corporate (staff) committees is included in Appendix 6.

The Clerk's Office has included these requests in the appointment summary form used to canvas Member preferences for committee appointments.

The Brampton Library Board recently passed a resolution (September 23, 2014) to request Council to amend By-law 270-91 to change the composition of the Board to reduce Member of Council appointments from a minimum of two to only two, and increase the number of citizen members from five to eight. It is recommended that a By-law be passed to permit this composition change.

## Revised Meeting Schedule:

City Council approved a 2015 meeting schedule in September 2014, in keeping with the Procedure By-law. Given Council's decisions on a new committee structure, changes to the legislative meeting calendar are necessary. Based on the committee structure outlined in this report, a revised meeting calendar is set out in Appendix 2 for Council's consideration and approval within the context of its discussions held at the December 15 and 16 Council Workshop on a new committee structure.

City Council meetings will continue to occur on the second and fourth Wednesday of each month. The Standing Committees will meet the first and third weeks of each month. Council-established ad hoc, functional and citizen-based committee meeting schedules will be confirmed in consultation with staff and based on past practices and member availability for meetings.

## Improved Meeting Rules:

The Municipal Act, 2001, requires Council to pass a Procedure By-law to establish meeting rules to guide its decision-making. Procedure By-law 160-2004, as amended, has served Brampton Council well as a robust, yet flexible, rulebook for effective and efficient meetings.

Amendments to the Procedure By-law are recommended to give effect to the new committee structure previously introduced or as otherwise determined by Council. As well, some amendments are recommended to address the following meeting issues that have arisen:

- Meetings of Council and Standing Committee are business meetings first. Ceremonial aspects (Announcements and Proclamations) of the meeting can and should be addressed through other means.
- Members can assume a greater individual leadership role in Council and Standing Committee meetings by Chairs and Vice-Chairs introducing issues and staff reports at Standing Committees and Committee minutes at Council meetings.

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As the new Council conducts its meetings, it may identify additional changes appropriate to the Procedure By-law to guide its meetings and decision-making.

Procedure By-law amendments are also required to effect the following changes to Council agendas recommended by staff:

- Announcements moved to end of meeting as Member statements
- Proclamations listed on agendas for information only and on City website
- Public Question Period deleted since amended delegation rules permit delegations to be added on agenda business “as of right” at start of meeting
- Accountability and Transparency section to be added to Council agendas for reports from Accountability Officers including the Integrity Commissioner, Ombudsman, Auditor General, Closed Meeting Investigator and Lobbyist Registrar, as established or received by Council.
- Outstanding business and referred items listed on Council agenda

Appendix 3 sets out in summary form these proposed amendments to Procedure By-law 160-2004, as amended, as well as other housekeeping changes. Depending on the outcomes from the Council Workshop held on December 15 and 16, 2014, additional amendments to the Procedure By-law may be considered by Council.

## **CORPORATE IMPLICATIONS**

These proposals have been considered by Executive Level Team, Senior Management Team, representing input from all City departments.

Amendments to the Procedure By-law will be required to effect these changes. Public notice has been provided so that the public is aware of the proposed changes.

An automated Council Agenda and Meeting Management system is being implemented in Q1 and Q2 of 2015, to create further efficiencies in staff report preparation, agenda construction and minutes publication.

## **Strategic Plan:**

Establishing a new committee structure for the current term of Council helps to achieve all the strategic initiatives under the Strategic Plan, and in particular Corporate Excellence and Community Engagement.

## **CONCLUSION**

This report recommends a new Committee structure and improved meeting procedures for the new term of Council, to contribute to accountable Council decision-making, enhanced public access and participation and improved meeting efficiency.



Peter Fay  
City Clerk,  
Council and Administrative Services  
Corporate Services



Report authored by Peter Fay, City Clerk, Council & Administrative Services, Corporate Services

**Appendices:**

Appendix 1 – Proposed Committee Structure Terms of Reference

Appendix 2 – Proposed Legislative Meeting Schedule

Appendix 3 – Proposed Procedure By-law Amendments

Appendix 4 – Proposed Citizen-based Advisory Committee Guideline and Appointment Procedure

Appendix 5 – Summary of External Bodies and Corporate (Staff) Committees for Member Appointments

Appendix 6 – Summary of Committee Structure and Councillor Appointments – Summary of Member Preferences (based on discussions during the Council Workshop held on December 15 and 16, 2015)

Appendix 7 – Election of Standing Committee Chairs / Vice-chairs and Other Committee Appointments – Voting Procedures.

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## Appendix 1

### Proposed Committee StructureTerms of Reference 2014-2018 Term of Council

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## Standing Committees

### Community & Public Services Committee

- Composition:** Standing committees are comprised of the members of the council, except the Mayor who shall be an ex-officio member of such committees
- Term of Office:** Concurrent with the term of Council, ending November 30, 2018, or until successors are appointed
- Established by:** Procedure By-law 160-2004, as amended
- Meetings:** As approved by Council in the annual schedule of meetings, and in accordance with the Procedure By-law
- Reports to:** City Council
- Supported by:** City Clerk's Office

#### **Committee Structure/Responsibilities:**

The Standing Committee shall consider and make recommendations to Council for the following matters:

- matters within the jurisdiction of the City's Public Services Office, including recreation and culture services, transit services, fire services, as well as Service Brampton and corporate buildings, property services and real estate.

The Community & Public Services Committee will include the following Chair and Vice-Chair positions for Members:

- Chair - Community & Public Services
- Vice Chair – Recreation & Culture
- Vice-Chair – Transit Services
- Vice-Chair – Fire Services
- Vice-Chair – Service Brampton and Facilities

# D 1-18

## Planning & Infrastructure Services Committee

- Composition:** Standing committees are comprised of the members of the council, except the Mayor who shall be an ex-officio member of such committees
- Term of Office:** Concurrent with the term of Council, ending November 30, 2018, or until successors are appointed
- Established by:** Procedure By-law 160-2004, as amended
- Meetings:** As approved by Council in the annual schedule of meetings, and in accordance with the Procedure By-law
- Reports to:** City Council
- Supported by:** City Clerk's Office

### **Committee Structure/Responsibilities:**

The Standing Committee shall consider and make recommendations to Council for the following matters:

- matters including land use planning, growth management, urban design and operational matters within the jurisdiction of the Chief Building Official
- holding of public meetings required by the Planning Act, which shall be conducted in accordance with the rules under the Procedure By-law
- Infrastructure matters within the jurisdiction of the City's Planning & Infrastructure Services Office

At the commencement of each public meeting, the chair shall explain the intent of the meeting is to hear the views of the public, and that the members shall not enter into discussion or debate on the subject.

The Planning & Infrastructure Services Committee will include the following Chair and Vice-Chair positions for Members:

- Chair – Planning & Infrastructure Services
- Vice Chair – Planning
- Vice-Chair – Engineering & Construction
- Vice-Chair – Maintenance & Operations

## Corporate Services Committee

- Composition:** Standing committees are comprised of the members of the council, except the Mayor who shall be an ex-officio member of such committees
- Term of Office:** Concurrent with the term of Council, ending November 30, 2018, or until successors are appointed
- Established by:** Procedure By-law 160-2004, as amended
- Meetings:** As approved by Council in the annual schedule of meetings, and in accordance with the Procedure By-law
- Reports to:** City Council
- Supported by:** City Clerk's Office

### **Committee Structure/Responsibilities:**

The Standing Committee shall consider and make recommendations to Council for the following matters:

- matters related to services to the Corporation, including finance, administration, information technology, human resources, legal services, corporate operations, public relations and corporate communications;
- matters related to the enforcement of by-laws and municipal licensing matters

The Corporate Services Committee will include the following Chair and Vice-Chair positions for Members:

- Chair – Corporate Services
- Vice Chair – Corporate & Financial Affairs
- Vice-Chair – By-law Enforcement

# D 1-20

## Economic Development Committee

**Composition:** Standing committees are comprised of the members of the council, except the Mayor who shall be an ex-officio member of such committees

**Term of Office:** Concurrent with the term of Council, ending November 30, 2018, or until successors are appointed

**Established by:** Procedure By-law 160-2004, as amended

**Meetings:** As approved by Council in the annual schedule of meetings, and in accordance with the Procedure By-law

**Reports to:** City Council

**Supported by:** City Clerk's Office

### **Committee Structure/Responsibilities:**

The Standing Committee shall consider and make recommendations to Council for the following matters:

- matters related to economic development, including tourism, film, Small Business Enterprise Centre, competitive policy and business research, and advancing the City's strategic economic development priorities

The Economic Development Committee will include the following Chair and Vice-Chair positions for Members:

- Chair – Economic Development
- Vice Chair – Economic Development & Enterprise Services



# D 1-21

## Functional and Ad Hoc Committees

### Budget Committee

- Composition:** All members of the council, except the Mayor who shall be an ex-officio member of such committees
- Term of Office:** Concurrent with the term of Council, ending November 30, 2018, or until successors are appointed
- Established by:** Council Resolution
- Meetings:** Quarterly or as required during budget deliberations for the annual current and capital budget
- Reports to:** City Council
- Supported by:** City Clerk's Office

**Committee Structure/Responsibilities:**

The Budget Committee will consider, receive public input and recommend the annual current and capital budgets and consider long-term financial planning matters.

## Audit Committee

- Composition:** Minimum of five members of the council, except the Mayor who shall be an ex-officio member of such committees
- Term of Office:** Concurrent with the term of Council, ending November 30, 2018, or until successors are appointed
- Established by:** Council Resolution
- Meetings:** Quarterly or as required by the Chair
- Reports to:** City Council
- Supported by:** City Clerk's Office

### **Committee Structure/Responsibilities:**

The objective of the Audit Committee is to further enhance Council's understanding of financial and control reporting both internally (as provided by the City's Internal Audit Division) and statutorily (as provided by the City's Auditors). The Committee provides another method to enable members of Council to further enhance oversight capabilities and stewardship responsibilities. The Audit Committee also provides a focal point for improved communication between Council, the Internal and Statutory Auditors, and Management. It further strengthens the impartial, objective and independent review of management practices through the internal and statutory audit functions. In particular, the Committee objectives are to:

- Demonstrate a higher level of public accountability;
- Provide additional assurance to the public that City services are administered in an effective, efficient and economical manner;
- Further ensure compliance with legislation for public reporting;
- Further ensure compliance with Corporate policies and procedures;
- Further ensure the safeguarding of City assets;
- Further ensure impartial, objective and independent review of processes for City operations.

## **Responsibilities of the Audit Committee**

The Audit Committee is responsible for making recommendations to the City Council regarding the following:

### **Statutory Audit Function**

- Making recommendations regarding the selection and dismissal of the City's statutory Auditor(s) in accordance with the requirements of Section 296 of the Ontario Municipal Act;
- Reviewing the terms of engagement, fees and scope of the audit services provided;
- Reviewing and approving the annual Audited Financial Statements;
- Reviewing reports.

### **Internal Audit Function**

- Review and receive the annual internal audit work plan recommended by the Director, Internal Audit;
- Review and receive the Internal Audit Charter annually;
- Reviewing internal audit reports issued during the year;
- Reviewing adequacy of the management responses to audit concerns in relation to the risks and costs involved;
- Ensuring the internal audit recommendations are implemented by reviewing internal audit's follow up reports.

### **Financial and Other Reporting**

- Reviewing the annual Management Letter prepared by the City's statutorily appointed auditors and the related management responses;

### **General**

- Reviewing the Audit Committee mandate periodically;
- Communicate and meet independently with the Director, Internal Audit as appropriate;
- Any other matters that could come within the scope of the auditors.

# D 1-24

## Government Relations Committee

<b>Composition:</b>	All Members of the Council, except the Mayor who shall be an ex-officio member of such committees.
<b>Term of Office:</b>	Concurrent with the term of Council, ending November 30, 2018, or until successors are appointed.
<b>Established by:</b>	Committee of Council Recommendation CW201-2014, approved by Council Resolution C165-2014 on June 4, 2014.
<b>Meetings:</b>	Quarterly (as part of the Council approved meeting schedule) or at the call of the Chair
<b>Reports to:</b>	City Council
<b>Supported by:</b>	City Clerk's Office and Government Relations and Public Policy Staff

### Committee Structure/Responsibilities:

The mandate of the Government Relations Committee is to be a forum through which issues and the City's priorities involving relationships with other governments, agencies and external stakeholders can be addressed and strategies and actions recommended to Council.

The Government Relations Committee will consider and make recommendations to Council on the following:

- Government Relations & Public Policy annual work plan and the City's advocacy priorities.
- Government relations strategies to advance the City's position and priorities to other governments and stakeholders.
- Opportunities to build positive intergovernmental relationships and engage in advocacy activities for the City's priorities.
- Opportunities to make representation and provide communication to ensure the City's interests are properly addressed and protected.
- Staff briefings on emerging issues, legislation, policy analysis and the programs of other governments, boards, agencies and stakeholders that affect City business.
- Status reports on the progress of advocacy activities to promote the Council approved priorities.

## D 1-25

- Financial, staffing resources and consulting services to enlist expertise as required.
- Formulation of Ad Hoc committees to support the advancement of government relations strategies.

# D 1-26

## Citizen Appointments Committee

- Composition:** Minimum of three members of the council, except the Mayor who shall be an ex-officio member of such committees
- Term of Office:** Concurrent with the term of Council, ending November 30, 2018, or until successors are appointed
- Established by:** Council Resolution
- Meetings:** At the call of the Chair or City Clerk, as required
- Reports to:** City Council
- Supported by:** City Clerk's Office

### **Committee Structure/Responsibilities:**

The Citizen Appointments Committee will conduct interviews of citizens for appointment to various citizen-based advisory committees, in accordance with the City's citizen-based advisory committee guideline and appointment procedure, as approved by Council from time to time.

# D 1-27

## Strategic Plan Implementation Committee

- Composition:** All members of the council, except the Mayor who shall be an ex-officio member of such committees
- Term of Office:** Concurrent with the term of Council, ending November 30, 2018, or until successors are appointed
- Established by:** Council Resolution
- Meetings:** Quarterly or as determined by the Chair
- Reports to:** City Council
- Supported by:** City Clerk's Office

### **Committee Structure/Responsibilities:**

To facilitate Council's commitment to implement the Strategic Plan. To coordinate, prioritize and make recommendations to City Council on the next steps and resources required to best achieve the goals of the Strategic Plan. The committee will also monitor and evaluate the implementation of the Strategic Plan.

# D 1-28

## Member Services Committee

- Composition:** Minimum of five members of the council, except the Mayor who shall be an ex-officio member of such committees
- Term of Office:** Concurrent with the term of Council, ending November 30, 2018, or until successors are appointed
- Established by:** Council Resolution
- Meetings:** Quarterly or as required by the Chair
- Reports to:** City Council
- Supported by:** City Clerk's Office

### **Committee Structure/Responsibilities:**

To consider initiatives that have a direct impact on Members of Council to increase awareness and compliance with Corporate policy and procedures, including the accountability and transparency provisions of the Municipal Act (e.g., Code of Conduct, Integrity Commissioner) and Member expense policy matters, as well as the Council Office administration, including staff development.



## Rose Theatre Advisory Committee

<b>Composition:</b>	Minimum of five members of the council, except the Mayor who shall be an ex-officio member of such committees
<b>Term of Office:</b>	Concurrent with the term of Council, ending November 30, 2018, or until successors are appointed
<b>Established by:</b>	Council Resolution
<b>Meetings:</b>	Quarterly or as required by the Chair
<b>Reports to:</b>	City Council
<b>Supported by:</b>	City Clerk's Office

### **Committee Structure/Responsibilities:**

To provide Council provide oversight to the:

- proposal call process, engagement and contract administration for a professional theatre management group to establish a governance and operating structure for all City Theatres and other related arts and culture facilities, and
- replacement of the rental booking and cancellation system;

# D 1-30

## Citizen-based Advisory Committees

### Brampton Sports Hall of Fame Committee

- Composition:** As follows:
- Minimum of one Member of Council (CW307-2011)
  - One Curator of the Sports Hall of Fame
  - Up to 12 Members at Large
- Term of Office:** Concurrent with the term of Council, ending November 30, 2018, or until successors are appointed
- Established By:** Council Resolution, Council By-law and Governing Constitution
- Meetings:** At the call of the Chair, as required
- Reports to:** Community & Public Services Committee
- Supported By:** City Clerk's Office (meeting management) and Public Services Department (subject matter expertise)

#### **Committee Structure/Responsibilities:**

#### **Objectives:**

1. The City of Brampton Sports Hall of Fame was founded in 1979 to recognize and honour the names and deeds of those who have brought fame to the City of Brampton and to themselves through their athletic prowess or contributions to sport.
2. The Sports Hall of Fame exists in order to honour the history of sport in the City of Brampton and in particular those persons who have made outstanding contributions and achievements in the development of sport within the community.
3. The Sports Hall of Fame will collect, preserve, research, exhibit and promote all those objects, images and histories which are determined to be significant to the development of sport in the City of Brampton.
4. The Sports Hall of Fame operates as a non-profit organization.

# D 1-31

## Brampton Heritage Board

<b>Composition:</b>	Not fewer than five (5) and no more than seventeen (17) members. One member of City Council sits on the Board.
<b>Term of Office:</b>	Concurrent with the term of Council, ending November 30, 2018, or until successors are appointed
<b>Established by:</b>	By-law 12-2010
<b>Meetings:</b>	3 <sup>rd</sup> Tuesday of each month at 7:00 p.m. at City Hall
<b>Reports to:</b>	Planning & Infrastructure Services Committee
<b>Supported by:</b>	City Clerk's Office (meeting management) and Planning and Infrastructure Services Department (subject matter expertise)

### **Committee Structure/Responsibilities:**

#### **Mission:**

The mission of the Brampton Heritage Board is to advise City Council on the identification, conservation and promotion of resources that are identified as being of cultural heritage value or interest. These resources include buildings, sites, certain streetscapes and districts, cemeteries, cultural landscapes and any other real property that can be designated under Parts IV and V of the Ontario Heritage Act.

#### **Strategic Alignment:**

Brampton Heritage Board activities are guided by the goals, objectives and policies of Brampton's Strategic Plan (Six Pillars); cultural heritage policies as outlined in the Official Plan and the Ontario Heritage Act.

#### **General Responsibilities:**

The Brampton Heritage Board shall:

- advise City Council within its capacity as a municipal heritage committee under the provisions of the Ontario Heritage Act,

## D 1-32

- recommend to City Council properties for designation under Parts IV and V of the Ontario Heritage Act;
- recommend to City Council properties for listing within the Municipal Register of Cultural Heritage Resources;
- make recommendations to City Council on the potential heritage impacts pertaining to heritage permit applications under Parts IV and V of the Ontario Heritage Act;
- advise City Council on the potential heritage impacts pertaining to land use planning initiatives, proposed plans of subdivision, demolition permits, site plan approvals, environmental assessments, heritage impact assessments, public works, and the like, where any known or potentially significant cultural heritage resource may be present;
- advise City Council on the identification, evaluation and conservation of built heritage properties, landscapes, districts and areas;
- advise City Council on current heritage conservation legislation as well as available funding sources;
- assist City Council in the preparation of municipal by-laws and policies to conserve heritage properties and areas;
- advise City Council in the preparation of criteria and approval of applications submitted for financial incentives to assist with the care and conservation of resources designated under Parts IV and V of the Ontario Heritage Act;
- work with City staff to implement City Council approved programs and activities within the Heritage Program;
- work with the public to increase public awareness and knowledge of heritage conservation issues related to cultural heritage.

# D 1-33

## Environment Advisory Committee

<b>Composition:</b>	Twelve to fifteen (12-15) members, one (1) of which will be a Member of City Council and twelve to fourteen (12-14) citizens that are representatives of the Brampton community.
<b>Term of Office:</b>	Concurrent with the term of Council, ending November 30, 2018, or until successors are appointed
<b>Established by:</b>	Council Resolution
<b>Meetings:</b>	Quarterly or at the call of the Chair
<b>Reports to:</b>	Planning & Infrastructure Services Committee
<b>Supported by:</b>	City Clerk's Office (meeting management) and Planning and Infrastructure Services Department (subject matter expertise)

### **Committee Structure/Responsibilities:**

The committee will strive to maintain a high level of relevant technical expertise and competence in environmental issues within its membership including but not limited to; community engagement, sustainable development, natural heritage ecology and stewardship, energy management, water quality management, environmental economics, public health and safety.

Committee quorum does not require a Council member in attendance.

The Committee shall be led by Co-chairs selected annually, with the intention to provide members with organizational experience and leadership skills.

Members shall expect to be involved in committee activities for approximately ten (10) hours per month, and which may include evenings and weekends.

### **Purpose**

To provide advice to City Council on environmental planning policy and sustainability matters to promote the protection, enhancement and management of the City's natural

# D 1-34

and built environment. The committee will engage, assist and educate the community to advance the goals and actions of the City's Environmental Master Plan.

## **Mandate**

The Committee will assist and advise Council on:

- i. Environmental planning policy and sustainability initiatives of strategic importance to the City of Brampton undertaken by the City, Region, Conservation Authorities, Provincial and Federal Government;
- ii. Management practices of the City's infrastructure and lands;
- iii. Integration of environmental sustainability considerations in City processes and decisions; and
- iv. Research conducted into environmental and sustainability practices to improve the information base available to the City and City Council.

The Committee will assist the City to implement the Environmental Master Plan (EMP):

- i. Develop communication materials to educate residents, businesses, institutions, community groups and visitors of the goals and actions of the EMP;
- ii. Host conservation and stewardship events for the restoration and rehabilitation of natural areas;
- iii. Participate in the preparation of annual reports to Council; and
- iv. Provide input to the Environmental Master Plan priorities and objectives, as appropriate

The Committee will act as the City's liaison / forum for the residents, local community groups and non-government organizations on environmental issues.

The Committee will collaborate with other internal and external advisory committees, and environmental partners and agencies to achieve the City's environmental mandate and goals.

Environmental planning matters may be referred to the committee from the Planning, and Infrastructure Services Department, City Council or Planning & Infrastructure Services Committee, as appropriate.

## **Scope of Activities**

Provide assistance to identify and implement new or existing programs, approaches or policies relating the protection, sustainability and enhancement of natural resources and

## D 1-35

systems in the City of Brampton in cooperation with other organizations where appropriate, including the City's Environmental Master Plan.

Provide assistance to identify and implement community outreach activities which support the growth of environmental awareness and appreciation in the City of Brampton in cooperation with other organizations where appropriate.

Provide advice and research on the state of Brampton's environmental resources such as air and water resources and natural heritage features in cooperation with other organizations where appropriate.

At the request of Planning & Infrastructure Services Committee, City Council or the Planning and Infrastructure Services Department, provide advice on environmental planning or policy matters as they arise.

Attend and represent the City of Brampton at events, public meetings to promote environmental awareness and educate the Brampton community.

Participate in strategic planning policy studies that relate to environmental sustainability as a member of Steering Committees.

Attend and represent the City of Brampton at external municipal, academic and community environmental events.

All recommendations and minutes from the committee meetings will be forwarded to the Planning & Infrastructure Services Committee for consideration.

Note: The committee is not intended to participate in the technical review of or comment on individual development proposals or infrastructure projects. These functions are undertaken by the technical staff of the relevant approval and commenting authorities including City, Region, Conservation Authorities, and Provincial Ministries.

### **Meetings**

As a committee of Council, meetings will be held in accordance with the City's Procedural By-Law.

The Committee shall meet a minimum six (6) times per year, pending the development of sub-committees.

## D 1-36

The Committee shall establish subcommittees for specific purposes including but not limited to; responding to environmental planning or sustainability initiatives, organizing committee-sponsored community events, and supporting City organized events.

Meetings shall be scheduled based on majority vote by the committee members.

### **Subcommittees**

Committee subcommittees shall hold meetings in accordance with the City's Procedural By-law.

The committee shall prepare terms of reference for Subcommittees that will be approved by Council;

A Subcommittee for a committee-sponsored community event must include at least two committee members and may include volunteers who are not on the committee;

Members of the Subcommittee will elect a Subcommittee Chair or Co-chairs that will be responsible to:

- i. Chair Subcommittee meetings, with all the commonly accepted power of that position and those duties outlined in subsection 6 of the City's Procedural Bylaw;
- ii. Shall lead discussions and seek recommendations that fall within topics delegated to the Subcommittee; and
- iii. Shall report to the committee the discussions and recommendations of the Subcommittee.

The Subcommittee Chair or Co-chair may delegate his/her authority as chairperson, but remains accountable for its use.

The Subcommittee will be dissolved upon completion of its identified task.

### **Support Services to the Committee**

The Director of Policy Planning and Growth Management or designate shall serve as staff liaison to the committee. The liaison shall provide administrative and technical support to the committee. City Council will provide a budget to cover the operational expenses of the committee, and this budget will be administered by the Planning and Infrastructure Services Department.



The City Clerk's Office shall provide meeting management support while the Public Relations office shall provide communication and graphic support.

## **Annual Report and Work Plan**

At the beginning of each Term of Council, the committee members will prepare a Term of Council Implementation Plan to be approved by Council.

The committee members shall prepare an annual work plan within the context of the Term of Council Implementation Plan. The annual work plan will include an estimate of the resources necessary to undertake initiatives and actions that will help to achieve the priorities of the City of Brampton. Planning and Infrastructure Services staff shall the work plan to determine opportunities to coordinate with other environmental initiatives in the City and to avoid duplication of municipal and volunteer resources. The annual work plan shall be approved by Council.

The committee shall prepare an annual summary of activities completed in the previous year and submit to City staff for review.

City staff shall prepare a Term of Council review of the committee for Planning & Infrastructure Services Committee to examine the effectiveness of the committee and to ensure continued improvements.

# D 1-38

## Cycling Advisory Committee

**Composition:** The Brampton Cycling Advisory Committee (BCAC) will consist of no less than eight and no more than twelve citizen members and one (1) member of Brampton Council. When appointing citizen members, each quadrant of the City will be represented by at least two members residing in their respective quadrant. The four City quadrants are defined as:

- Northeast of Highway 410 and Queen Street East;
- Southeast of Highway 410 and Queen Street East;
- Southwest of Highway 410 and Queen Street East; and,
- Northwest of Highway 410 and Queen Street East.

The Council representative on the committee will be a voting member but not be required for quorum. Quorum will be achieved with a majority of members.

**Term of Office:** Concurrent with the term of Council, ending November 30, 2018, or until successors are appointed

**Established by:** Resolution C197-2014 (Recommendation CW260-2014)

**Meetings:** 3<sup>rd</sup> Thursday of each month at 7:00 p.m. at City Hall

**Reports to:** Planning & Infrastructure Services Committee

**Supported by:** City Clerk's Office (meeting management) and Planning and Infrastructure Services Department (Active Transportation Coordinator; subject matter expertise)

### Committee Structure/Responsibilities:

**Mandate:** The Committee will provide an advisory role to Council by fulfilling the following mandate:

- Provide advice on matters pertaining to cycling in Brampton by responding to requests from staff and Council related to both utilitarian and recreational cycling in the City.

## D 1-39

- Provide input to City staff on the delivery of the Bicycle Facility Implementation Program.
- Review legislation and policies relating to cycling and advocate to City Council and other legislative bodies for cycling-supportive legislation and policies.
- Assist staff with updates and implementation of the Pathways Master Plan.
- Liaise with the following groups to effectively utilize resources and share information relating to cycling in Brampton:
  - Brampton Safe City – Road Safety Committee
  - Cycling Committees and/or staff from surrounding municipalities
  - Peel Regional Police
  - Brampton Transit
  - Professional Organizations (OTC, Velo Ontario, etc.)
- Represent the cycling community and promote all forms of cycling activities within Brampton through campaigns, community rides and an annual promotional event;
- Work with the assigned City staff to meet the mandate of the committee by developing an achievable annual work plan including communications and budget requirements.

**Supported by:** The City's Active Transportation Coordinator will provide the needed staff resource to lead the Brampton Cycling Advisory Committee.

The Committee will be supported by the following City staff, agency and organization representatives:

- Corporate Services Department
  - City Clerk's Office
  - Enforcement and By-law Services
- Planning and Infrastructure Services Department
  - Maintenance and Operations Division (Traffic Engineering Services)
  - Engineering and Development Services Division (Open Space Design and Construction)
- Public Services Department
  - Recreation and Culture Division
  - Transit Division
  - Fire and Emergency Services
- Brampton Safe City Association
- Peel Regional Police
- Region of Peel Public Works

## D 1-40

- Peel District School Board
- Dufferin-Peel Catholic District School Board
- Smart Commute Brampton
- Sheridan College – Brampton Campus

# D 1-41

## **Brampton School Traffic Safety Council**

<b>Composition:</b>	<p>No fewer than seven and no more than ten citizen members</p> <p>One Member of Council</p> <p>One Trustee each from the Peel District School Board and the Dufferin-Peel Catholic District School Board</p> <p>The committee will be supported by the following staff, agency and organizational representatives:</p> <ul style="list-style-type: none"><li>• Works and Transportation Department (Traffic Engineering Services)</li><li>• Works and Transportation Department (Crossing Guard Supervisor)</li><li>• Community Services Department (Enforcement and By-law Services)</li><li>• Community Services Department (Fire and Emergency Services)</li><li>• Brampton Safe City Association</li><li>• Peel Regional Police</li><li>• Student Transportation of Peel Region (STOPR)</li></ul>
<b>Term of Office:</b>	Concurrent with the term of Council, ending November 30, 2018, or until successors are appointed
<b>Established by:</b>	By-law 98-2013 (approved April 10, 2013)
<b>Meetings:</b>	1 <sup>st</sup> Thursday of each month (excluding July and August, which will be “at the call of the Chair” if required) at 9:30 a.m. at City Hall
<b>Reports to:</b>	Planning & Infrastructure Services Committee
<b>Supported by:</b>	City Clerk’s Office (meeting management) and Planning and Infrastructure Services Department (subject matter expertise)

### **Committee Structure/Responsibilities:**

### **Terms of Reference of the Brampton School Traffic Safety Council**

# D 1-42

## **(Schedule A to By-law 98-2013)**

1. To consider student pedestrian/traffic safety matters at and around elementary and secondary schools and to educate the school community on these matters.
2. To consider and advise upon matters relating to pedestrian school routes.
3. To develop, implement, assist and advise with respect to educational programs promoting safety awareness.
4. To review existing, temporary or prospective new or relocated adult school crossing guard locations for Kindergarten to Grade 5, considering approved City criteria, and recommend additions or deletions to locations as required.
5. To report on and refer to appropriate City and Regional departments, School Boards, Police Divisions, etc. on any matters related to school safety requiring the application of engineering standards, warrants, specialized expertise or enforcement.
6. The Committee will be supported by the following staff, agency and organizational representatives:
  - City of Brampton Works and Transportation Department (Traffic Engineering Services)
  - City of Brampton Works and Transportation Department (Crossing Guard Supervisor)
  - City of Brampton Corporate Services Department (Enforcement and By-law Services)
  - City of Brampton Community Services Department (Fire and Emergency Services)
  - Brampton Safe City Association
  - Peel Regional Police
  - Student Transportation of Peel Region (STOPR)

Note: Citizen members shall be available to conduct approximately three (3) site inspections per month, in the vicinity of schools, at morning arrival and afternoon dismissal times to observe matters related to student safety.

# D 1-43

## Accessibility Advisory Committee

- Composition:** Minimum of 10 and up to 13 members as follows:
- at least 7 members who are persons with disabilities as defined by the Ontarians with Disabilities Act
  - 1 Member of Council
  - up to 5 other members of the community with preference being given to parents and/or caregivers of disabled persons
- Term of Office:** Concurrent with the term of Council, ending November 30, 2018, or until successors are appointed
- Established by:** Recommendation AF120-2003, approved by Council Resolution C349-2002 (October 16, 2002)
- Meetings:** Quarterly on 2<sup>nd</sup> Tuesday of each monthly quarter at 6:30 p.m.
- Reports to:** Corporate Services Committee
- Supported by:** City Clerk's Office (meeting management) and Corporate Services Department (subject matter expertise)

### Committee Structure/Responsibilities:

#### Purpose and Mandate:

Under the Ontarians with Disabilities Act, to advise on the preparation of a yearly accessibility plan, including accessibility planning for Brampton Transit; and, to advise Council on the following:

- (a) the accessibility to a building, structure or premises, or part of a building, structure or premises,
  1. that the City of Brampton purchases, constructs or significantly renovates
  2. for which the City of Brampton enters into a new lease
  3. that a person provides as municipal capital facilities under an agreement in accordance with the Municipal Act.
- (b) accessibility issues relating specifically to Brampton Transit
- (c) other Brampton priorities as established by the AAC
- (d) any other functions which may be specified by provincial legislation and/or regulation.

## Council Compensation Committee

<b>Composition:</b>	5 citizens
<b>Term of Office:</b>	Concurrent with the term of Council, ending November 30, 2018, or until successors are appointed
<b>Established by:</b>	Council Resolution
<b>Meetings:</b>	Scheduled as required
<b>Reports to:</b>	Corporate Services Committee
<b>Supported by:</b>	City Clerk's Office (meeting management) and Corporate Services Department (subject matter expertise)

### **Committee Structure/Responsibilities:**

#### **Mandate:**

In the year prior to a municipal election, a volunteer Council Compensation Committee is established to review compensation for Members of Council who will take office following the next municipal election. (C322-2005)

The Committee's mandate includes:

- Compensation adjustments requiring policy change
- Appropriateness of Members of Council being included on the non-union salary grid for the next term of Council
- Review of severance for Members of Council who leave or do not return to office
- review and advise Council on Mayor and Member remuneration and benefits, including:
  - salaries, including the one-third tax-free allowance
  - benefits
  - vehicle allowances and benefits
  - pensions
  - severances
  - Mayor and Council support staff



# D 1-45

## Equity and Inclusion Committee

<b>Composition:</b>	Not fewer than 5 and no more than 15 members.
<b>Term of Office:</b>	Concurrent with the term of Council, ending November 30, 2018, or until successors are appointed
<b>Established by:</b>	Council Resolution
<b>Meetings:</b>	Quarterly or at the call of the Chair
<b>Reports to:</b>	Corporate Services Committee
<b>Supported by:</b>	City Clerk's Office (meeting management) and Chief Administrative Officer and Corporate Services Department (subject matter expertise)

### Committee Structure/Responsibilities:

This committee will provide advice to Council on promoting equity and inclusion as key considerations in the way the City delivers programs and services. The committee will work to ensure City programs and services align with the needs of our diverse communities and will work to build greater awareness of City programs and services across these communities. The committee will develop and monitor the City's equity and inclusion plan. It will meet quarterly and include Members and citizens.

## BDDC Transition Committee

- Composition:** The Brampton Downtown Development Corporation (BDDC) Transition Committee is comprised of a maximum of 12 members with subject matter knowledge, expertise and representation:
- Chair, BDDC Board of Directors (Volunteer Member)
  - President of the BDDC (Volunteer Member)
  - Two additional members of the BDDC representing the owners category and tenant category
  - Three Council representatives on the BDDC Board of Directors
  - Interested area Councillors representing the Central Area (Max 6, less Council members on BDDC Board of Directors)
  - the CAO acts as the Chair of the BDDC Transition Committee

The Committee shall be supported by an external professional advisory firm and City of Brampton senior staff (non-members of this Committee).

**Term of Office:** Concurrent with the term of Council, ending November 30, 2018, or until successors are appointed

**Established by:** This ad hoc committee is established by Council Resolutions C331-2013 (Recommendation CW367-2013, see Appendix 1) and C110-2014, C111-2014 and C112-2014.

**Meetings:** Meetings will be at the call of the Chair, with preference for an early morning meeting time to accommodate BDDC volunteers.

**Reports to:** Economic Development Committee

**Supported by:** City Clerk's Office (meeting management) and CAO's Office and Chief Operating Officer's Department (subject matter expertise)

**Committee Structure/Responsibilities:**

**Mandate and Scope:**

# D 1-47

That the mandate of the Ad-Hoc Transition Committee shall be to prepare a Transition and Implementation Plan, incorporating a community and BDDC members consultation phase, focused on how to achieve the goals outlined in Option #4, as stated in Recommendation #4 of Council Resolution C331-2013, that is:

- ☐ Separate the BIA function for downtown;
- ☐ Coordination with Central Area Office;
- ☐ BDDC becomes a development corporation for the Central Area, and
- ☐ Mandated geography is expanded to encompass the Central Area (the two existing secondary plans in the Central Area known as SPA 7 and SPA 36).

## **Deliverables:**

The BDDC Transition Committee shall deliver the following:

- Agreement on Terms of Reference guiding the BDDC Transition Committee.
- Agreement on Scope of Work and Deliverables of the BDDC Transition Committee.
- Reaffirm understanding of Council Resolution CW367-2013 including approval- in-principle condition.

Support Malone Given Parsons (MGP) as an advisor/consultant to the Ad-Hoc Transition Committee responsible for preparing the Transition and Implementation Plan, including facilitating community engagement (in relation to the firm's Strategic Review).

Communicate the policy direction (Option #4) and transition process to the BDDC Board of Directors, and further communicate with the BDDC membership at their next annual general meeting.

Seek feedback and input from BDDC Membership and broader stakeholder community (e.g. Queen Street Owners and Businesses)

Review and approve a Transition and Implementation Plan for Committee of Council consideration that includes:

- Process to Legally Separate BIA Function from the BDDC

## D 1-48

- Process to Legally Transition the existing BDDC to the new Development Corporation
- Legislative and Regulatory Review of Development Corporations in Ontario as a wholly owned entity of a municipality
- Name and Mission of new Development Corporation
- Proposed Objects of new Development Corporation
- Governance Proposal, including Mandate, Structure and Composition of Board of Directors and Standing Committees of the Board
- Organizational Design
- Financial Statement and funding sources
- Municipal Budget Implications
- Process for Incorporating
- 180 Day Start-up Plan including implementation activities and milestones
- Other matters determined by the Ad-Hoc Transition Committee and related to the Mandate and Scope of the Committee.

Prepare recommendations on the proposed Transition and Implementation Plan and submit to Council for its consideration and approval prior to implementation.

## Adjudicative Committees and Administrative Tribunals

### Property Standards Committee

- Composition:** Traditionally, five citizens are appointed – legislation requires a minimum of three (The Building Code Act)
- Term of Office:** Concurrent with the term of Council, ending November 30, 2018, or until successors are appointed
- Established By:** By-law 104-96, as amended
- Meetings:** Last Thursday of every month, provided there are appeals to be heard. Hearings are conducted in a quasi-judicial set up at City Hall.
- Supported by:** City Clerk's Office
- Honorarium:** \$50.00 per meeting

#### **Committee Structure/Responsibilities:**

The Property Standards Committee operates under the authority of the Building Code Act and the Statutory Powers and Procedure Act. The Committee hears appeals from the Orders of the Property Standards Officers, and makes decisions to confirm, modify or rescind the order to demolish or repair, and to extend time for complying with the order if, in Committee's opinion, the general intent and purpose of the by-law are maintained.

# D 1-50

## Brampton Appeal Tribunal

- Composition:** Traditionally, 5 citizens are appointed – By-law 48-2008 requires a minimum of 3
- Term of Office:** Concurrent with the term of Council, ending November 30, 2018, or until successors are appointed
- Established By:** By-law 48-2008, as amended  
By-law 340-2012 and Resolution C308-2012 (licensing system for the keeping of more than two hens and rabbits on a property)
- Meetings:** 2<sup>nd</sup> Monday of every month, provided there are appeals to be heard. Hearings are conducted in a quasi-judicial set up at City Hall.
- Supported by:** City Clerk's Office
- Honorarium:** \$75.00 per meeting

### Committee Structure/Responsibilities:

The Brampton Appeal Tribunal operates under the authority of the Statutory Powers and Procedure Act. The Tribunal hears appeals from the decisions of the License Issuer and the Pound keeper that carry right of appeal to the Tribunal, as set out in the Licensing By-law (1-2002, as amended) and the Dog By-law (250-2005, as amended).

### Licensing By-Law Appeals:

After the hearing of an appeal from the decision of the License Issuer, the Tribunal may make any decision the License Issuer could have made, including any of the following, separately or in combination:

- (1) grant a license, with or without conditions;
- (2) refuse an application for a license;
- (3) refuse to reinstate a license;
- (4) revoke a license;
- (5) suspend a license; or
- (6) alter, cancel or impose a term or condition of a license.

### Dog By-Law Appeals:

## D 1-51

After the hearing of an appeal from the decision of the pound keeper, the Tribunal may make any decision the pound keeper could have made, or direct that the owner do anything under that By-law, as the Tribunal considers proper and for such purpose may substitute its opinion for that of the pound keeper.

### **Keeping of Hens and Rabbits:**

Appeals from the decision of the License Issuer pertaining to pigeons and hens and rabbits. The types of decisions that carry a right of appeal to the Tribunal are set out in the Animal Control By-law.

## Committee of Adjustment

- Composition:** Traditionally 5 citizens are appointed – legislation requires a minimum of 3
- Term of Office:** Concurrent with the term of Council, ending November 30, 2018, or until successors are appointed
- Established by:** By-law 51-89, as amended
- Meetings:** Once every three (3) weeks (Tuesdays) commencing 9:00 a.m. at City Hall (meeting duration approximately 3 – 5 hours)
- Supported by:** City Clerk's Office
- Honorarium:** \$175.00 per meeting (By-law 172-2002)

### Committee Structure/Responsibilities:

The Committee of Adjustment operates under the authority of the Planning Act to deal with:

**Minor Variances** – The Committee of Adjustment may grant a minor variance to any zoning by-law in respect to land, buildings or structures or use thereof.

**Consents** – The Committee of Adjustment may grant consent with respect to the following transactions:

- New lot
- Leases over 21 years
- Mortgage or partial discharge of a mortgage
- Foreclosure or exercise of power of sale
- Rights-of-way and easements over 21 years
- Lot line adjustments
- Corrections to deeds or property descriptions



## Committee of Revision

<b>Composition:</b>	3 or 5 Members of the Committee of Adjustment
<b>Term of Office:</b>	Concurrent with the term of Council, ending November 30, 2018, or until successors are appointed
<b>Established by:</b>	By-laws 272-2008 and 315-2008 under the authority of Ontario Regulation 586/05 (Local Improvement Charges – Priority Lien Status) of the Municipal Act, 2001
<b>Meetings:</b>	Scheduled as required
<b>Supported by:</b>	City Clerk's Office
<b>Honorarium:</b>	\$175.00 per meeting (By-law 172-2002)

### Committee Structure/Responsibilities:

Committee responsibilities are set out in O. Reg. 586/06, and generally include the following:

1. Convene a hearing regarding:
  - Objections against the proposed local improvement roll.
  - The municipality's proposed revisions to the proposed local improvement roll.
2. Review the proposed local improvement roll and correct it as to any or all of the following matters:
  - The cost of the work.
  - The names of the owners of the lots.
  - The frontage or other measurements of the lots.
  - The amount of the reduction or increase to be made under section 16 or 17 of O. Reg. 586/06 in respect of any lot.
  - The lots that would be exempt from being specially charged, but for subsection 12 (7) of O. Reg. 586/06.
  - The lifetime of the work.
  - The charge per metre of frontage to be imposed on any lot.
  - If all or part of the owners' share of the cost is to be specially charged on lots that do not abut on the work,
    - the non-abutting lots that are to be specially charged, and
    - the amount of the special charge to be imposed on them.

## D 1-54

3. Add a lot to be specially charged.
4. Reduce, at any time after the certification of the local improvement roll, any special charge for the current year and the remaining years for which the special charge is imposed if it determines that the special charge is incorrect by reason of any gross or manifest error.
5. The Committee does not have the authority to change the proportion of the municipality's and the owners' share of the cost, except to the extent that the proportion may be affected by a decision made in accordance with O. Reg. 586/06.

# D 1-55

## Compliance Audit Committee

- Composition:** Minimum of 3 and up to 7 citizens
- Term of Office:** Concurrent with the term of Council, ending November 30, 2018, or until successors are appointed
- Established by:** By-law 83-2014
- Meetings:** Meetings are to be scheduled by the City Clerk within 10 days of receiving an application for a compliance audit. The meeting must take place within 30 days of receiving the application.
- Supported by:** City Clerk's Office
- Honorarium:** \$175 per meeting

### Committee Structure/Responsibilities:

#### Mandate:

1. The Committee shall operate in accordance with the *Municipal Elections Act*, *Municipal Freedom of Information and Protection of Privacy Act* and the City of Brampton Procedure By-law.
2. The Committee shall review applications submitted by eligible electors for a compliance audit of a candidate's campaign finances and determine whether or not an audit is warranted.
3. If the Committee determines an audit is necessary it shall appoint an Auditor licensed under the *Public Accounting Act, 2004* to conduct the audit.
4. If the Auditor concludes a candidate appears to be in contravention of the *Act*, the Committee shall decide whether or not to initiate legal proceedings against the candidate.
5. If the Auditor concludes that the candidate does not appear to be in contravention of the *Act* relating to election campaign finances, the Committee shall make a decision whether there were reasonable grounds for the application.

6. If the Committee determines there are no reasonable grounds, City Council or School Board, as the case may be, is entitled to recover the Auditor's costs from the applicant.

[illegible]

## Appendix 3

### Proposed Procedure By-law Amendments

By-law Section	Current Wording	Proposed Wording	Comment
1. Definitions	(1) "announcement" means any announcement related to an event of interest to the general public	(1) "announcement" means any announcement related to an event of interest to the general public, and shall not include a delegation.	Housekeeping change to clarify purpose of announcements
	(9) "committee" means any standing committee, advisory committee, subcommittee or other committee or similar entity established for a specific purpose.	(9) "committee" means any standing committee, functional, ad hoc, advisory committee, subcommittee or other committee or similar entity established for a specific purpose.	Housekeeping change to clarify types of committees
	(25) "proclamation" means a public statement from the Office of the Mayor to proclaim a specific date, week or month in order to acknowledge a significant event.	(25) "proclamation" means a public statement from the Office of the Mayor to proclaim a specific date, week or month in order to acknowledge a significant event, in accordance with the City's program.	Change to reflect new approach to process Proclamations whereby they will be listed on the agenda for reference only and issued by the Mayor, on behalf of Council, outside the Council meeting
2.5 Standing Committees	<p>Standing committees are comprised of the members of the council, except the Mayor who shall be an ex-officio member of such committees, as follows:</p> <p>(By-law 271-2013)</p> <p>1) Committee of Council which is divided into the following sections, that shall consider and make recommendations to the council for those matters identified:</p> <ul style="list-style-type: none"> <li>By-laws and Licensing Section – matters related to the</li> </ul>	<p>The following standing committees are comprised of the members of the council, except the Mayor who shall be an ex-officio member of such committees, as follows:</p> <p>1) Community &amp; Public Services Committee shall consider and make recommendations to the council for those matters identified:</p> <p>a. matters within the jurisdiction of the City's Public Services Office, including recreation and culture</p>	

# D 1-59

By-law Section	Current Wording	Proposed Wording	Comment
	<p>enforcement of by-laws and municipal licensing matters;</p> <ul style="list-style-type: none"> <li>Public Services Section – matters within the jurisdiction of the City's Public Services Office;</li> <li>Corporate and Finance Section – matters related to services to the Corporation, including finance, administration, information technology, human resources, legal services, corporate buildings, property, real estate, public relations and corporate communications;</li> <li>Infrastructure Services Section – matters within the jurisdiction of the City's Planning &amp; Infrastructure Office;</li> <li>Economic Development Section – matters related to economic development, including tourism, film, Small Business Enterprise Centre, competitive policy and business research.</li> </ul> <p>(2) (Deleted – By-law 62-2007)</p> <p>(3) (a) Planning, Design and Development Committee Planning, Design and Development Committee shall consider and make recommendations on matters within the</p>	<p>services, transit services, fire services, as well as Service Brampton and corporate buildings, property services and real estate.</p> <p>2) Planning &amp; Infrastructure Services Committee shall consider and make recommendations to the council for those matters identified:</p> <p>a. matters including land use planning, growth management, urban design and operational matters within the jurisdiction of the Chief Building Official</p> <p>b. holding of public meetings required by the Planning Act, which shall be conducted in accordance with the rules under the Procedure By-law.</p> <p>c. Infrastructure matters within the jurisdiction of the City's Planning &amp; Infrastructure Services Office</p> <p>At the commencement of each public meeting, the chair shall explain the intent of the meeting is to hear the views of the public, and that the members shall not enter into discussion or debate on the subject.</p> <p>3) Corporate Services Committee shall consider and make recommendations to the council for those matters identified:</p>	

# D 1-60

By-law Section	Current Wording	Proposed Wording	Comment
	<p>jurisdiction of Planning and Infrastructure Services, including land use planning, growth management, urban design matters and operational matters within the jurisdiction of the Chief Building Official. (By-law 271-2013)</p> <p>(b) (i) The committee shall hold the public meetings required by the Planning Act, which shall be conducted in accordance with the rules under this Procedure By-law.</p> <p>(ii) At the commencement of each public meeting, the chair shall explain the intent of the meeting is to hear the views of the public, and that the members shall not enter into discussion or debate on the subject.</p> <p>(original section (b) deleted by By-law 132-2011 and renumbered as above)</p> <p>(4) The council shall appoint a chair and vice-chair of:</p> <p>(a) each section of the Committee of Council as set out in subsection 2.5(1);</p> <p>(b) meetings of Committee of Council shall be chaired by the Acting Mayor pursuant to Section 4 of this by-law and the Chair of each section of the Committee of Council shall lead discussion of matters under that section;</p>	<p>a. matters related to services to the Corporation, including finance, administration, information technology, human resources, legal services, corporate operations, public relations and corporate communications;</p> <p>b. matters related to the enforcement of by-laws and municipal licensing matters</p> <p>4) Economic Development Committee shall consider and make recommendations to the council for those matters identified:</p> <p>a. matters related to economic development, including tourism, film, Small Business Enterprise Centre, competitive policy and business research, and advancing the City's strategic economic development priorities</p> <p>(4) The council shall appoint a chair and a number of vice-chairs, as appropriate, of:</p> <p>(a) each of the standing committees as set out in subsection 2.5;</p> <p>(b) meetings of each standing committee shall be chaired by the chair pursuant to Section 4 of this by-law and the chair or appropriate vice-chair shall lead discussion of matters under that section;</p> <p>(5) That at the start</p>	



# D 1-61

By-law Section	Current Wording	Proposed Wording	Comment
	<p>(c) Deleted (By-law 62-2007);</p> <p>(d) the Planning, Design and Development Committee.</p> <p>(5) That at the start and mid-term point of the council term, the City Clerk shall canvass, for Council approval, Members of Council for their appointment preferences for (By-law 313-2008):</p> <p>(a) Chairs and Vice Chairs of Committee of Council Sections, Planning Design and Development Committee and Committee of Council (Budget), and (By-law 313-2008)</p> <p>(b) Other committees, sub-committees, consultative committees and other bodies. (By-law 313-2008)</p> <p>(6) The rules governing the council as set out in sections 7, 9 and 10, and the conduct of members as set out in section 11 shall be observed at meetings of the standing committees, insofar as they are applicable, except that:</p> <p>(a) the chair shall preside at meetings, or in his absence, the vice chair;</p> <p>(b) a motion shall not be required to be in writing;</p> <p>(c) a motion shall not be required to be</p>	<p>and mid-term point of the council term, the City Clerk shall canvass, for Council approval, Members of Council for their appointment preferences for:</p> <p>(a) chairs and vice-chairs of standing committees, and</p> <p>(b) membership and chairs of other functional and ad hoc committees, sub-committees, consultative committees and other bodies. (By-law 313-2008)</p> <p>(6) The rules governing the council as set out in sections 7, 9 and 10, and the conduct of members as set out in section 11 shall be observed at meetings of the standing committees and other committees, insofar as they are applicable, except that:</p> <p>(a) the chair shall preside at meetings, or in his absence, the vice-chair;</p> <p>(b) a motion shall not be required to be in writing;</p> <p>(c) a motion shall not be required to be seconded;</p> <p>(d) the number of times a member may speak on any item shall not be limited unless a member moves to call the question.</p>	

# D 1-62

By-law Section	Current Wording	Proposed Wording	Comment
	seconded; (d) the number of times a member may speak on any item shall not be limited unless a member moves to call the question.		
2.6 Other Committees	<p>(1) The council may at any time establish and appoint a committee from time to time for such purpose as deemed appropriate and approved by resolution.</p> <p>(1) The members required to serve on such a committee shall be appointed by resolution.</p> <p>(2) The Mayor is an ex-officio member of any committee established by this subsection.</p> <p>(3) Each committee shall appoint from among its members a chair and vice-chair, or co-chairs, for approval by resolution.</p> <p>(4) Committees established by this subsection shall report to a standing committee or the council, as set out by resolution.</p> <p>(6) The rules governing the council as set out in sections 7, 9 and 10 and the conduct of members as set out in section 11 shall be observed at meetings of committees, insofar as they are applicable, provided that: (a) a motion shall not be required to be in</p>	<p>(1) The council may at any time establish and appoint a committee from time to time for such purpose as deemed appropriate, based on terms of reference considered by council and approved by resolution or by-law.</p> <p>(2) The members required to serve on such a committee shall be appointed by resolution.</p> <p>(3) The Mayor is an ex-officio member of any committee established by this subsection.</p> <p>(4) Any committee established by this subsection that includes members, who are not exclusively members of council, shall also comply with the City's citizen-based advisory committee guideline and appointment procedure, as approved and amended by council</p> <p>(3)(5) Each committee shall appoint from among its members a chair and vice-chair, or co-chairs, for approval by resolution.</p> <p>(4)(6) Committees established by this subsection shall report to a standing committee</p>	

# D 1-63

By-law Section	Current Wording	Proposed Wording	Comment
	<p>writing,</p> <p>(b) a motion shall not be required to be seconded,</p> <p>(c) the number of times a member may speak on any item shall not be limited unless a member moves to call the question.</p>	<p>or the council, as set out by resolution.</p> <p>(6) The rules governing the council as set out in sections 7, 9 and 10 and the conduct of members as set out in section 11 shall be observed at meetings of committees, insofar as they are applicable, provided that:</p> <p>(a) a motion shall not be required to be in writing,</p> <p>(b) a motion shall not be required to be seconded,</p> <p>(c) the number of times a member may speak on any item shall not be limited unless a member moves to call the question.</p>	
2.7 Regular Meetings	<p>(3) (a) The council shall hold two regular meetings each month on the second and fourth Wednesday commencing at 12:00 p.m. with closed session business, as required, followed by public session commencing at 1:00 p.m. (By-law 37-2013)</p> <p>(b) (i) The Committee of Council shall meet on the first and third Wednesday of each month commencing at 9:30 a.m. and adjourning no later than 3:30 p.m., except as provided for in subsection 2.10(1) (By-law 195-2007).</p> <p>(ii) (Deleted – By-law 195-2007)</p> <p>(c) The Planning,</p>	<p>(3) (a) The council shall hold two regular meetings each month on the second and fourth Wednesday commencing at 12:00 p.m. with closed session business, as required, followed by public session commencing at 1:00 p.m. (By-law 37-2013)</p> <p>(b) (i) The standing committees shall meet during on the first and third weeks of each month commencing at 9:30 a.m. and adjourning no later than 3:30 p.m., except as provided for in subsection 2.10(1) and 2.7(3)(b)(iii).</p> <p>(ii) (Deleted – By-law 195-2007)</p> <p>(iii) The Planning</p>	

# D 1-64

By-law Section	Current Wording	Proposed Wording	Comment
	Design and Development Committee shall meet on the first and third Monday of each month at 7:00 p.m. and 1:00 p.m., respectively (By-law 195-2007).	and Infrastructure Services Committee shall meet on the first and third Monday of each month at 7:00 p.m. and 1:00 p.m., respectively.	
	<p>(b) (i) Notwithstanding subsection (3)(b) above, during the months of July and August, the Committee of Council shall not meet, and matters which would be heard by that committee shall be directed to a meeting of the council, or at such other date and time as may otherwise be provided for by resolution.</p> <p>(ii) Notwithstanding subsection (3)(b) above, during the month of December, one regular meeting of the Committee of Council shall be held on the 1st Wednesday of the month commencing at 9:30 a.m. and adjourning no later than 3:30 p.m., except as provided for in subsection 2.10(1), or at such other date and time as may otherwise be provided for by resolution.</p> <p>(c) Notwithstanding subsection (3)(d) above, during the months of July, August and December, one regular meeting of the Planning, Design and Development Committee shall be held on the second Monday</p>	<p>(b) (i) Notwithstanding subsection (3)(b) above, during the months of July and August, the standing committees shall not meet, and matters which would be heard by that committee shall be directed to a meeting of the council, or at such other date and time as may otherwise be provided for by resolution.</p> <p>(ii) Notwithstanding subsection (3)(b) above, during the month of December, one regular meeting of the standing committees shall be held on the during the first week 1st of the month commencing at 9:30 a.m. and adjourning no later than 3:30 p.m., except as provided for in subsection 2.10(1), or at such other date and time as may otherwise be provided for by resolution.</p> <p>(c) Notwithstanding subsection (3)(d) above, during the months of July, August and December, one regular meeting of the Planning &amp; Infrastructure Services Committee shall be held on the second Monday of the</p>	Housekeeping changes to reflect new committee structure

# D 1-65

By-law Section	Current Wording	Proposed Wording	Comment
	of the month commencing at 7:00 p.m., or at such other date and time as may otherwise be provided for by resolution.	month commencing at 7:00 p.m., or at such other date and time as may otherwise be provided for by resolution.	
2.9 Closed Session	(4) The Clerk shall circulate the closed session agenda to all members of the council and to such staff as directed by the City Manager.	(4) The Clerk shall circulate the closed session agenda to all members of the council and to such staff as directed by the Chief Administrative Officer.	Housekeeping Change
	(13) For discussion of items regarding confidential matters related to an individual employee during a closed session, the City Manager will designate which staff members may be present and the City Manager may, if appropriate, be the designate of the Clerk for that portion of the closed session.	(13) For discussion of items regarding confidential matters related to an individual employee during a closed session, the Chief Administrative Officer will designate which staff members may be present and the Chief Administrative Officer may, if appropriate, be the designate of the Clerk for that portion of the closed session.	Housekeeping Change
2.10 Length of Meetings	(1) Subject to a motion to extend, if any (By-law 195-2007): (a) a meeting shall not carry on past 11:55 p.m.; (b) a meeting of Committee of Council shall not carry on past 3:30 p.m.;	(1) Subject to a motion to extend, if any (By-law 195-2007): (a) a meeting shall not carry on past 11:55 p.m.; (b) <del>deleted</del>	Removal of requirement for Committee meeting to not carry on past 3:30, as some meetings may not start until the afternoon (this provision was intended for meetings starting at 9:30 am)
2.11 Minutes of Meetings	(5) (b) The chair of the standing committee shall report to the council without an item-by-item review. Notwithstanding, the council may debate and amend, if appropriate, any matter contained within the minutes.	(5) (b) The chair, or appropriate vice-chair, of the standing committee shall report to the council , during Committee Reports and for a period not to exceed five minutes unless approved by council, with an overview of the significant business and recommendations of the	Empowering Chairs and Vice-chairs to lead and report on committee activities and recommendation at Council meetings

# D 1-66

By-law Section	Current Wording	Proposed Wording	Comment
		Committee without an item-by-item review. Notwithstanding, the council may debate and amend, if appropriate, any matter contained within the minutes.	
		(8) The Clerk shall maintain a list of outstanding business referred or deferred by council or a standing committee and shall report quarterly to the council or standing committee with the list, status, resolution and/or expected reporting date of the outstanding business referred or deferred. (a) Any outstanding business referred or deferred at the end of the term of Council shall be deemed resolved, unless council decides otherwise.	New section to define status and tracking of outstanding business before a committee or council
4 Order of Business	(1) For each regular meeting of the council, the Clerk shall have prepared and printed, an agenda with a list of all items to be considered in the following headings:  A. Approval of Agenda B. Conflicts of Interest C. Adoption of the Minutes D. Consent Motion E. Announcements F. Proclamations G. Delegations H. Reports from the Head of Council I. Reports of Officials J. Committee Reports	(1) For each regular meeting of the council, the Clerk shall have prepared and printed, an agenda with a list of all items to be considered in the following headings:  A. Approval of Agenda B. Declarations of Interest C. Adoption of the Minutes D. Consent Motion E. Announcements F. Delegations G. Reports from the Head of Council H. Reports of Corporate Officials I. Reports of Accountability Officers J. Committee	Deletion of "Public Question Period" at Council only since public may delegate to business listed on the agenda.

# D 1-67

By-law Section	Current Wording	Proposed Wording	Comment
	K. Unfinished Business L. Correspondence M. Resolutions N. Notices of Motion O. Petitions P. Other Business/New Business Q. Tenders R. Public Question Period S. By-laws T. Closed Session U. Confirming By-Law V. Adjournment	Reports K. Unfinished Business L. Correspondence M. Resolutions N. Notices of Motion O. Petitions P. Other Business/New Business Q. Procurement Matters R. By-laws S. Closed Session T. Confirming By-Law U. Adjournment	
	(2) For each special meeting of the council, the Clerk shall have prepared and printed, an agenda with a list of all items to be considered in the appropriate headings, but in any case shall include the following in the appropriate order: <ul style="list-style-type: none"> <li>• Approval of Agenda</li> <li>• Conflicts of Interest</li> <li>• Public Question Period</li> <li>• Confirming By-Law</li> <li>• Adjournment</li> </ul>	(2) For each special meeting of the council, the Clerk shall have prepared and printed, an agenda with a list of all items to be considered in the appropriate headings, but in any case shall include the following in the appropriate order: <ul style="list-style-type: none"> <li>• Approval of Agenda</li> <li>• Declarations of Interest</li> <li>• Confirming By-Law</li> <li>• Adjournment</li> </ul>	Deletion of "Public Question Period" at Council only since public may delegate to business listed on the agenda.
	(3) (a) For each regular meeting of a committee, the Clerk shall have prepared and printed, an agenda with a list of all items to be considered under such headings as may be established by the Clerk to effectively manage the business to be considered, but in any case, the agenda shall include the following in	(3) (a) For each regular or special meeting of a committee, the Clerk shall have prepared and printed, an agenda with a list of all items to be considered under such headings as may be established by the Clerk to effectively manage the business to be considered, but in any case, the agenda shall	Announcements added to Committee meetings.

# D 1-68

By-law Section	Current Wording	Proposed Wording	Comment
	<p>the appropriate order:</p> <ul style="list-style-type: none"> <li>• Approval of Agenda</li> <li>• Conflicts of Interest</li> <li>• Consent Motion</li> <li>• Public Question</li> <li>• Period</li> <li>• Adjournment</li> </ul> <p>(b) In addition to subsection (a) above, the agenda for the Committee of Council shall be divided into the sections referenced in subsection 2.5(1), the order of which shall rotate from meeting to meeting.</p>	<p>include the following in the appropriate order:</p> <ul style="list-style-type: none"> <li>• Approval of Agenda</li> <li>• Declarations of Interest</li> <li>• Consent Motion</li> <li>• Announcements</li> <li>• Public Question</li> <li>• Period</li> <li>• Adjournment</li> </ul> <p>(b) <del>deleted.</del></p>	
4.3 Announcements	<p>(1) In the event that a member of the public wishes an announcement to be made at a meeting, the request and the details shall be received, in writing, by the Clerk no later than 4:30 p.m. on the Tuesday of the week preceding the meeting.</p> <p>(2) It shall be the decision of the Clerk, in consultation with the Mayor, whether the announcement will be included on the agenda, and the Clerk shall notify the person who requested the announcement of the decision made.</p> <p>(3) When an announcement is to be included on the agenda, the Clerk shall make the appropriate arrangements with the member of the public who made the request.</p>	<p>(1) In the event that a member of the public wishes an announcement to be made at a council or Standing Committee meeting, the request and the details shall be received, in writing in a form established by the City and shall include a Member of Council sponsorship, by the Clerk no later than 4:30 p.m. on the Tuesday of the week preceding the meeting.</p> <p>(2) It shall be the decision of the Clerk, in consultation with the Mayor, whether the announcement will be included on the agenda, and the Clerk shall notify the sponsoring Member and the person who requested the announcement of the decision made.</p> <p>(3) A Member of Council shall be</p>	



# D 1-69

By-law Section	Current Wording	Proposed Wording	Comment
	<p>(4) The agenda shall list the name of the member of the public to make the announcement and the general nature thereof.</p> <p>(5) The member of the public making the announcement shall be limited to speaking not more than two minutes.</p> <p>(6) The chair shall respond on behalf of the council and no other member shall speak.</p>	<p>permitted to sponsor only one announcement per Council meeting.</p> <p>(4) When an announcement is to be included on the agenda, the Clerk shall make the appropriate arrangements with the sponsoring Member of Council and the member of the public who made the request.</p> <p>(5) The agenda shall list the name of the member of the public to make the announcement, the name of the sponsoring Member and the general nature thereof.</p> <p>(6) The Member of Council shall be permitted not more than one minute to introduce the announcement and the member of the public making the announcement shall be limited to speaking not more than two minutes.</p> <p>(7) The chair or sponsoring Member of Council shall respond on behalf of the council and no other member shall speak.</p>	
4.4 Proclamations	<p>(1) Proclamations on an agenda shall be accompanied by a staff report providing background to the issue.</p> <p>(2) The agenda shall list the proclamation and the name of any person expected to be present to accept the</p>	<p>(1) Proclamations issued by the Mayor, on behalf of the City and Council, and in accordance with the City's approved program, shall be listed on a Council agenda identifying the nature of the proclamation and receiving organization or representative, for reference purposes</p>	<p>Removing "Proclamations" from the Council agenda as a business item. Proclamations issued by City will be listed for reference only.</p>

# D 1-70

By-law Section	Current Wording	Proposed Wording	Comment
	<p>proclamation.</p> <p>(3) The person present to accept the proclamation shall be limited to speaking not more than two minutes.</p> <p>(4) The member who reads the proclamation shall respond on behalf of the council and no other member shall speak.</p>	<p>only.</p>	
4.5 Delegations	<p>(1) Any person may, by written notice to the Clerk, request an opportunity to address the members of the council on any matter within the jurisdiction of the City.</p>	<p>(1) Any person may, by written notice to the Clerk, request an opportunity to address the members of the council on any matter within the jurisdiction of the City.</p> <p>(a) A Member of Council may request an opportunity to address a standing committee on any new business matter within the jurisdiction of the City, in accordance with this section, with such item listed on the appropriate standing committee agenda as a "discussion item".</p>	Housekeeping to formalize Member-initiated agenda business on a standing committee agenda as "discussion items"
	<p>(4) The Clerk shall direct any delegation approved under subsection (3) above to the appropriate committee.</p>	<p>(4) The Clerk shall direct any delegation approved under subsection (3) above to the appropriate committee. Any delegation request to council regarding new business, not already listed on a council meeting agenda, shall be directed to the appropriate committee, unless Council decides otherwise by resolution.</p>	
	<p>(8) (a) A delegation regarding a matter for which there is no staff report on the</p>	<p>(8) (a) A delegation to a committee regarding a matter for which there is</p>	

# D 1-71

By-law Section	Current Wording	Proposed Wording	Comment
	agenda for that meeting shall be received without comment by members on the subject and the matter shall be referred to staff for a report, unless there is a majority vote to simply "receive" the delegation (By-law 351-2005).	no staff report on the agenda for that meeting shall be received without comment by members on the subject and the matter shall be referred to staff for a report, unless there is a majority vote to simply "receive" the delegation.	
4.6 Correspondence and Petitions	<p>(3) (a) Any item of correspondence or petition within the jurisdiction of a committee shall be referred by the Clerk directly to the appropriate committee, unless the matter relates to a subject or a report already scheduled to be dealt with by the council.</p> <p>(b) Any correspondence received from municipalities and local boards outside of the Region of Peel and requesting endorsement or consideration of a resolution shall:</p> <p>(i) be circulated to each member of the council and as directed by the City Manager;</p> <p>(ii) be placed on the agenda for a meeting of the council or committee, only at the request of a member of the council or the City Manager; and,</p> <p>(iii) be responded to by the Clerk, advising that the matter is thereby referred to the Association of Municipalities of Ontario.</p>	<p>(b) Any correspondence received from municipalities and local boards outside of the Region of Peel and requesting endorsement or consideration of a resolution shall:</p> <p>(i) be circulated to each member of the council and as directed by the City Manager;</p> <p>(ii) be placed on the agenda for a meeting of the council or committee, only at the request of a member of the council or the City Manager; and,</p> <p>(iii) <del>deleted.</del></p>	Housekeeping change to delete necessity for response by Clerk to incoming correspondence from municipalities outside the Region of Peel (has not been happening for years)
4.8 Public Question Period	(1) The agenda for each meeting shall	(1) The agenda for each <del>committee</del>	Change to provide Public Question Period

# D 1-72

By-law Section	Current Wording	Proposed Wording	Comment
	<p>include a public question period during which any member of the public may ask a question related to any item on the agenda for that meeting, except a matter dealt with in a closed session.</p> <p>(2) The maximum time allocated for public questions shall be fifteen (15) minutes, unless, by unanimous consent of the members present, the council or committee agrees to extend that time limit.</p>	<p>meeting shall include a public question period during which any member of the public may ask a question related to any item on the agenda for that meeting, except a matter dealt with in a closed session. There shall be no public question period at a council meeting.</p> <p>(2) The maximum time allocated for public questions shall be fifteen (15) minutes, unless, by unanimous consent of the members present, the committee agrees to extend that time limit.</p> <p>(3) Any member of the public asking a question during public question period shall first state their name for the meeting record and succinctly state the question related to the item on the agenda for that meeting.</p>	<p>at Committee meetings, but not Council meetings (since public can request to delegate on items listed on the agenda)</p>
6 Duties of the Chair	<i>New section added</i>	<p>6.16 in the case of a standing committee meeting, introduce an agenda item or report to the committee for consideration before debate, and may request the vice-chair of the standing committee to do the same.</p>	Change to empower Chairs and Vice-chairs to lead discussions of agenda business at standing committee meetings
11 Conduct of Members at Meetings	<i>New section added</i>	<p><b>Conduct at Meetings</b></p> <p>11.3 No person in attendance during a meeting shall:</p> <p>(1) speak disrespectfully of any person;</p> <p>(2) use offensive words or</p>	Confirmation of conduct rules at a meeting applicable to public as well as Members. Includes reference to adherence to City guidelines for attending council or committee meetings.

# D 1-73

By-law Section	Current Wording	Proposed Wording	Comment
		unparliamentary language; (3)     disrupt the meeting or disregard City guidelines for attending council or committee meetings; (4)     disobey the rules or a decision of the chair or of the council or committee on questions of order or practice or upon the interpretation of the rules.	

**Appendix 4**  
**Proposed**  
**Citizen-based Advisory Committee Guideline**  
**and Appointment Procedure**  
(approved by Council Resolution \_\_\_\_\_)

This guideline and procedure shall be approved and amended by Council, as deemed necessary.

A citizen shall include any Brampton resident, organizational representative or non-resident business representative.

Citizen-based Advisory Committee Guideline:

- Council will establish all citizen-based advisory committees by resolution and in accordance with Council's Procedure By-law, based on the following criteria-based rules:
  - aligns with the City's Strategic Plan
  - requires a citizen voice
  - involves a broad subject matter
  - addresses emerging issues important to City
  - helps streamline discussion
  - handles work that staff do not regularly perform
  - defined by a clear mandate/work plan
- Every committee shall report to Council through a defined Standing Committee.
- Every committee shall annually establish a work plan reports its results annually and report Any committee established by Council that includes members, who are not exclusively members of council, shall comply with the City's citizen-based advisory committee and appointment procedure, as approved and amended by council.
- Members of Council appointed to these committees shall not be counted for quorum unless legislatively required or specified by Council in approved terms of reference.
- Every committee shall receive meeting management support from the City Clerk's Office, subject to Council approval, and receive subject-matter expertise support from the appropriate City department, as determined by the City Manager or designate.
- The City Clerk's Office shall be responsible for budgeting for an annual thank-you reception for each committee, subject to approval by Council.
- Every committee recommendation to Council, unless such authority is delegated by Council or provided for through legislative authority, shall be in the form of advice and opinion without the commitment of City funds, resources or assets, unless a Standing Committee recommends or Council approves otherwise.

## D 1-75

- Appointed citizen chairs shall not chair successive terms of appointment, and committees are encouraged to rotate chairs on a regular basis to facilitate active member participation. Committees may establish their own procedures for chairing meetings, or Council may so decide.
- Citizen members will be reimbursed for any eligible expenses incurred, subject to City approval. Any mileage expense is paid at the City of Brampton corporate rate when the members are required to travel for committee business.

### Appointment Procedure:

- In December following a municipal election, or such other appropriate time, the City Clerk's Office shall circulate a memorandum to the Mayor and Members of Council confirming the date of publication for a Public Notice seeking applications from the public for appointment of citizens to committees of Council or to other authorities as may be required.
- The Public Notice will be advertised in the Brampton Guardian, on the City's website, and through local ethnic media outlets early in December following a municipal election, quoting a specific date by which applications must be received in the City Clerk's Office. Applications received after that date shall not be considered.
- A citizen appointee must be a resident of the City of Brampton or a non-resident Brampton-based organizational or business representative. Council may establish such other criteria as are deemed necessary for committee appointments, including general or specific qualifications for citizen appointments.
- Applicants will be requested to complete the appropriate application form.
- Interviews will be conducted by a Citizen Appointments Committee which shall be comprised of a minimum of three Members of Council. Those members who participate shall be required to be present for all interviews for a specific committee.
- The City Clerk's Office shall prepare a report to the Citizen Appointments Committee including a list of the names of all persons who have submitted an application.
- Interviews and subsequent discussions regarding appointment will be conducted in a "closed session" under the provision that the matter under discussion is "Personal matters about an identifiable individual, including municipal or local board employees".

## D 1-76

- The City Clerk's Office shall prepare a standard list of questions to be asked of each applicant. The members of the Citizen Appointments Committee may add to that list of questions prior to the commencement of individual interviews.
- Appropriate City staff with subject-matter expertise, depending on the committee appointment subject to interview, may participate in the interview and selection process to advise the Citizen Appointments Committee
- The Citizen Appointments Committee shall appoint a chair for the interview process and ensure that all applicants are asked the same questions for the committee in which they have expressed interest.
- The final recommendations of the Citizen Appointments Committee shall be made in "open session" for consideration by City Council.
- Appointments will be for the term of Council, and incumbents will continue until their successors are appointed.
- Appointments are voluntary unless Council decides otherwise.
- Depending on the nature and purpose of the committee, as determined by the City Clerk, citizen appointments may be subject to a police background check and any issues as a result of a police background check will be reported to the Citizen Appointments Committee.
- When a citizen appointee is absent for three consecutive meetings of a committee, without authorization, that appointee shall be deemed to have resigned and a vacancy declared.
- When a vacancy occurs during the term, the City Clerk's Office shall pursue filling that vacancy through the procedure outlined above, except that the Chair (or his/her designate) of the committee on which the vacancy exists may also participate in the interview process.



## Appendix 5

**Summary of External Bodies and  
Corporate (Staff) Committees for Member Appointments**

Name	Number of Members Requested	Summary
<b>External Bodies</b>		
Brampton Library Board	2	<p><b>Mission Statement:</b></p> <p>Brampton Library enriches the lives of Brampton residents by promoting literacy and by providing access to recreational materials and information in a welcoming environment that fosters connections with others and with the community.</p> <p><b>Responsibilities of the Board:</b></p> <p>The Board of Trustees shall have all of the powers granted to it by law and shall, in open meeting and in accordance with the law:</p> <ul style="list-style-type: none"> <li>• Provide, in co-operation with other boards, a comprehensive and efficient public library service that reflects the community's unique needs;</li> <li>• Provide library services in the French language where appropriate;</li> <li>• Operate one or more libraries and ensure that they are conducted in accordance with the Public Libraries Act and its regulations;</li> <li>• Make an annual report to the Minister and make any other reports required by the Act and the regulations or requested by the Minister from time to time;</li> <li>• Appoint a Chief Executive Officer who shall have general supervision over and direction of the operations of the public library and its staff, shall attend all board meetings and shall have the other powers and duties that the Board assigns;</li> <li>• Make rules for the use of library services; for admission to the library; for the exclusion from the library of persons who behave in a disruptive manner or cause damage to library property; impose and forgive fines for breaches of the rules; suspend library privileges for breaches of the rules; and regulate all other matters connected with the management of the library and library property;</li> </ul>

# D 1-78

Name	Number of Members Requested	Summary
		<ul style="list-style-type: none"> <li>• Provide pensions for employees and their surviving spouses and children within the terms of the Municipal Act and may establish a system of sick leave credit gratuities for employees within the terms of the Municipal Act.</li> </ul>
Brampton Downtown Development Corporation	3	<p><b>Vision:</b></p> <p>To revitalize downtown Brampton as the heart of the city that is a prosperous centre for business, a creative place for artistic and cultural experiences and a vibrant urban environment for residents, workers and visitors.</p> <p><b>Mission Statement:</b></p> <p>The BBDC takes a leadership role in strengthening the prosperity, quality and vitality of downtown Brampton.</p> <p><b>Strategic Goals:</b></p> <ul style="list-style-type: none"> <li>• Raise the profile and create awareness of downtown Brampton with both local and external audiences</li> <li>• Market the downtown to attract new business and investment in residential, commercial and institutional development</li> <li>• Create a distinctive 'sense of place' for downtown that is unique within Brampton</li> <li>• Create a vibrant downtown through the promotion of special events and attractions that draw people to the downtown</li> <li>• Ensure a clean, safe, attractive and competitive downtown environment</li> <li>• Continue to build and strengthen the BBDC as an organization through solid relationships with its public and private sector members and community stakeholders</li> </ul>
Brampton Arts Council	1	<p><b>Vision/Mandate:</b></p> <p>The vision for the Brampton Arts Council is that all Bramptonians have the opportunity to participate in a vibrant arts and cultural community that is recognized for its excellence and diversity. To fulfill our mandate, the Brampton Arts Council carries out</p>

# D 1-79

Name	Number of Members Requested	Summary
		<p>activities in the following categories:</p> <ul style="list-style-type: none"> <li>• Education/Development</li> <li>• Networking Opportunities</li> <li>• Communications</li> <li>• Promotion &amp; Advocacy</li> </ul> <p><b>Mission Statement:</b></p> <p>The mission of the Brampton Arts Council is to support all arts groups and individuals in the City through:</p> <ul style="list-style-type: none"> <li>• Promoting;</li> <li>• Advocating;</li> <li>• Establishing effective partnerships and liaisons with the City of Brampton, the Brampton Library, other levels of government, public agencies and the private sector;</li> <li>• Encouraging partnerships among our members;</li> <li>• Facilitating funding;</li> <li>• Providing essential support services; and</li> <li>• Recognizing excellence in the arts</li> </ul>
Brampton Safe City Association	1	<p><b>Mission:</b></p> <p>The Brampton Safe City Association is a network of citizens, schools, businesses, police, community groups and government agencies working together to educate and engage people of all ages in safety. Our mission is to make Brampton a safer community by reducing the number of injuries and injury-related fatalities happening to our citizens and visitors; and to maintain our city's status as a Designated International Safe Community.</p> <p>The Brampton Safe City Partnership, a coalition of more than 30 community partners, focuses on eight key areas of safety: children's safety, youth violence prevention, road safety, crime reduction, workplace safety, seniors' safety, emergency preparedness and fire safety.</p>

# D 1-80

Name	Number of Members Requested	Summary
Brampton Senior Citizens Council	<p>4</p> <p>As per Committee Rec CW339-2012 and Council Res C346-2012</p>	<p><b>Mandate:</b></p> <ul style="list-style-type: none"> <li>To improve the quality of life of the senior population within the City of Brampton</li> <li>Promote a solid base of communication between the various senior organizations and various departments of City Council, as well as all other levels of Government</li> </ul>
Brampton Sports Alliance	<p>3</p> <p>(2 Members of Council plus 1 Vice-chair, Recreation &amp; Culture, Community &amp; Public Services Committee</p>	<p><b>Mandate:</b></p> <p><b>The Brampton Sport Alliance (B.S.A.)</b> provides a voice for youth sports groups and a forum for these groups to share solutions to common problems and challenges facing volunteer-based youth sport organizations. The B.S.A. represents 22 affiliated minor sport organizations.</p> <p>The primary goal of youth sports in the City of Brampton is to help youth find success in sport, which makes them feel valued and wanted. Every child can be successful in one sport or another.</p> <p><b>Goals and Objectives:</b></p> <p>The Brampton Sport Alliance identifier ("the Identifier"), created by the City of Brampton in consultation with the members of the Brampton Sport Alliance, represents the 23 affiliated youth sports groups' commitment to children participating in sport, and to each other in working together toward the betterment of youth sports in Brampton.</p>
Friends of Bovaird House Committee	<p>1</p>	<p>The Friends of Bovaird House Committee will be made up of community-minded people who have a great interest and or knowledge of the historical past of Brampton with an excellent "feel" for the needs and wants of the community with regards to Heritage buildings and programs and who wish to enhance Bovaird House's presence in the community.</p> <p><b>Goals:</b></p> <ul style="list-style-type: none"> <li>To foster public awareness of the Bovaird House and its place in local Brampton history.</li> <li>To raise funds in order to furnish, maintain</li> </ul>

# D 1-81

Name	Number of Members Requested	Summary
		<p>and offset the operating costs of the House.</p> <ul style="list-style-type: none"> <li>• To represent the time period of 1840 to 1900.</li> <li>• To open the Bovaird House as a historical museum by the year 2000.</li> <li>• To increase funds through membership, donations and other means.</li> <li>• To educate and make committee members aware of the historical aspects of the Bovaird House and the time frame of 1840 to 1900.</li> </ul> <p><b>Objectives:</b></p> <p>The objectives of the Friends of Bovaird House Committee are:</p> <ul style="list-style-type: none"> <li>• Volunteer Committee Members will host Open Houses and conduct tours of the Bovaird House.</li> <li>• To support the use of the Bovaird House for programs such as events of a historical, cultural and educational nature.</li> <li>• To develop the land to encompass the historical theme of the Bovaird House.</li> <li>• To secure appropriate furnishing for the Bovaird House.</li> <li>• To recruit new volunteers and to provide support and encouragement for existing Committee members on an ongoing basis.</li> <li>• To set up Subcommittees for various functions as required.</li> <li>• To host or participate in special events.</li> </ul>
St. Leonard's House	1 (Regional Councillor)	<p><b>Mission:</b></p> <p>St. Leonard's Place (Peel) is a long term residential facility will provides a place of safety, belonging, dignity, nourishment and education for homeless men with serious mental illness and those who have been in conflict with the law.</p> <p><b>Vision:</b></p> <p>With its two main client groups, the homeless and the ex-offender in transition, Sir Robert Williams House, Rotary Resolve House and the Father John Bartlett Home, will provide a community of peers and support who will respect and assist each other in re-integrating into the broader society. The</p>

# D 1-82

Name	Number of Members Requested	Summary
		<p>Community will be an integrated, collaborative community in which people help people to reach their full potential.</p> <p><b>Goals:</b></p> <p>Consistent with the determinants of health, Sir Robert Williams House, Rotary Resolve House and the Father John Bartlett Home believe that health and well-being are socially constructed. Through its partnerships with community agencies, we will ensure that people in transition are provided with the necessary tools to survive and to thrive. Sir Robert Williams House, Rotary Resolve House and the Father John Bartlett Home will provide an environment that:</p> <ul style="list-style-type: none"> <li>• Fosters a sense of belonging to a community</li> <li>• Enhances each person's sense of dignity and self-worth</li> <li>• Ensures the safety of each person and the community</li> <li>• Equips people, through education, to function effectively in the community</li> <li>• Contributes to the physical, emotional and spiritual nourishment of each person</li> <li>• Develops relationships based on trust, respect and honesty</li> <li>• Develops community awareness of the transitional community and St. Leonard's Place Peel</li> </ul>
<b>Corporate (Staff) Committees</b>		
Citizen Awards Committee	3 (2 Members plus Chair, Community and Public Services Committee)	<p><b>Mandate:</b></p> <p>To coordinate an annual program giving recognition to outstanding Brampton residents:</p> <ul style="list-style-type: none"> <li>• Sports Achievement Awards –whose achievements have been recognized at the provincial, national or international level</li> <li>• Arts Acclaim Award – whose achievements have been recognized at the provincial, national or international level</li> <li>• Long Term Service Awards –whose efforts have made a significant impact towards the development and advancement of recreational sports, the arts and community</li> </ul>

# D 1-83

Name	Number of Members Requested	Summary
		social service
North West Brampton – Heritage Heights Secondary Planning Project Management Committee	2 (Regional Councillor, Wards 2 and 6, and Chair of Planning and Infrastructure Services Committee)	<p><b>Mandate:</b></p> <p>To oversee and manage the overall planning program and individual background studies for the Heritage Heights Secondary Planning Area (SP 52 and SP 53) that includes participation with the Landowners' Group who fund the studies.</p>
Brampton Emergency Management Program Committee	1	<p><b>Mandate:</b></p> <ul style="list-style-type: none"> <li>To oversee the development of a comprehensive Emergency Management Program for the City of Brampton and to provide advice to City Council on program implementation</li> <li>The Brampton Emergency Management Program shall address continuity of operations and services and security within the Corporation of the City of Brampton together with a controlled and coordinated response to any emergency in order to protect the property, health, safety and welfare of the inhabitants, workers and visitors.</li> </ul> <p><b>Scope of Activities:</b></p> <p>BEMPC fulfills a team role for the development of the City of Brampton's Emergency Management Program</p> <ul style="list-style-type: none"> <li>Provide advice to Council on the development and implementation of the City of Brampton's Emergency Management Program.</li> <li>Conduct an annual review of the City of Brampton's Emergency Management Program and make recommendations to Council for revision as necessary.</li> <li>Coordinate City of Brampton emergency response plans with internal and external stakeholders emergency response plans</li> <li>Identify required response tasks not covered by existing emergency response plans</li> <li>Match tasks to the resources available from</li> </ul>

# D 1-84

Name	Number of Members Requested	Summary
		<p>the identified participants</p> <ul style="list-style-type: none"> <li>• Making necessary changes to improve existing emergency response plans and integrating them into the overall City of Brampton program and gain agreement.</li> </ul>
Employee Fundraising and United Way Campaign	1	<p><b>Mandate:</b></p> <p>Support the annual fund raising activities of the corporation's employee fundraising and United Way campaigns.</p>



## Appendix 6

### **Summary of Committee Structure and Councillor Appointments – Summary of Member Preferences (based on discussions during the Council Workshop held on December 15 and 16, 2015)**

*To be distributed at December 17 Special Council Meeting  
by the City Clerk's Office, after receipt of appointment preferences from Members.*

## Appendix 7

### **Election of Standing Committee Chairs / Vice-chairs and Other Committee Appointments – Voting Procedures**

#### **General Rules**

- All members present must vote or will be counted in the negative on a vote.
- Candidates do not need to be present to stand for appointment.
- Candidates may withdraw from standing for appointment after any vote.
- Once the process commences, the only motion permitted will be a motion to recess.

#### **Procedures**

The City Clerk shall call for declaration by interested Members to stand for appointment as in the respective position. This declaration may be made in advance of the meeting.

The City Clerk shall announce the names of the candidates standing for appointment. Candidates shall be given two (2) minutes each to speak prior to the first round of voting taking place. The order of speakers shall be in alphabetical order of surnames.

The City Clerk shall call each candidate alphabetically according to the candidates' surnames.

If there is more than one candidate, voting members shall rise to indicate their vote for each candidate.

There shall be one candidate vote per member per round of voting for each appointment. A member's first vote is deemed to be the member's vote. If member votes a second time in the same round of voting, the City Clerk shall advise the member and the member's vote will not count.

The City Clerk shall record the votes and announce the results verbally at the end of each round of voting.

#### **One Candidate:**

The candidate requires a majority of votes to be appointed.

#### **Two Candidates Only:**

The candidate who receives the majority of votes is appointed.

#### **Three or More Candidates:**

The candidate who receives the majority of votes is appointed. If no candidate receives a majority of votes, then the candidate with the least number of votes will be excluded from subsequent voting and Council will proceed with the next round of voting. If there is a tie for fewest number of votes cast, the City Clerk shall draw by lot the name of the candidate to be excluded from subsequent rounds of voting.