

CHAIR:

F. DALE

MEMBERS:

G. CARLSON

B. CROMBIE

J. DOWNEY

C. FONSECA

G. GIBSON

A. GROVES

N. IANNICCA

J. INNIS

L. JEFFREY

J. KOVAC

M. MAHONEY

S. MCFADDEN

M. MEDEIROS

G. MILES

E. MOORE

M. PALLESCHI

C. PARRISH

K. RAS

P. SAITO

B. SHAUGHNESSY

J. SPROVIERI

R. STARR

A. THOMPSON

J. TOVEY



The Council of the
Regional Municipality of Peel

Date: Thursday, January 11, 2018

Time: 9:30 AM

Place: Council Chamber, 5th Floor
Regional Administrative Headquarters
10 Peel Centre Drive, Suite A
Brampton, Ontario

For inquiries about this agenda or to make arrangements for accessibility accommodations including alternate formats, please contact:

Christine Thomson at (905) 791-7800, ext. 4582 or at
christine.thomson@peelregion.ca.

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1. ROLL CALL

2. DECLARATIONS OF CONFLICTS OF INTEREST

3. APPROVAL OF MINUTES

3.1. December 14, 2017 Regional Council meeting

4. APPROVAL OF AGENDA

5. DELEGATIONS

6. CONSENT AGENDA

All items listed with an asterisk (*) are considered to be routine and non-controversial by Council and will be approved by one resolution. There will be no separate discussion of these items unless a Council Member requests it in which case the item will be removed from the consent resolution and considered in its normal sequence on the agenda.

(7.1, 8.1, 9.1, 9.2, 11.1)

7. ITEMS RELATED TO HUMAN SERVICES

Chaired by Councillor M. Medeiros or Vice-Chair Councillor J. Downey

*7.1. Survivors of Domestic Violence and Human Trafficking Update (For information) (See also Item 8.1)

8. COMMUNICATIONS

*8.1. **Peter Milczyn, Minister of Housing**, Letter Received December 14, 2017, Regarding Key Housing Initiatives to Improve Housing Access and Options for Survivors of Domestic Violence and Survivors of Human Trafficking (Receipt recommended) (See also Item 7.1)

9. ITEMS RELATED TO ENTERPRISE PROGRAMS AND SERVICES

Chaired by Councillor C. Fonseca or Vice-Chair Councillor G. Miles

*9.1. 2017/2018 Dedicated Provincial Gas Tax Funds (See also By-law 1-2018)

*9.2. Delegation of Tax Ratio Setting Authority (See also By-law 2-2018)

9.3. Amendments to the Region of Peel Procedure By-law 100-2012 (See also Item 10.3)

9.4. Appointment for the Provision of Integrity Commissioner and Lobbyist Registrar Services (See also By-law 5-2018)

9.5. Report of the Council Expense Policy Review Committee (CEPRC-3/2017), meeting held on December 7, 2017 **(At the request of the CEPRC Members, a copy of the Business Expense Accounts – Members of Council Policy Report is attached)**

10. COMMUNICATIONS

10.1. **Sacha Smith, Manager, Legislative Services and Deputy Clerk, City of Mississauga**, Email dated December 21, 2017, Providing a Copy of the City of Mississauga Resolution and Report Requesting Development Charges Relief for 174 Affordable Housing Units Located at 360 City Centre Drive, Mississauga, Ward 4 (Referral to Finance recommended)

10.2. **Peter Fay, City Clerk, City of Brampton**, Letter dated December 21, 2017, Regarding Scheduled 2018 Renovations to Brampton Council Chambers and Request for Possible Use of Region of Peel Council Chambers (Direction required)

10.3. **Peter Fay, City Clerk, City of Brampton**, Letter dated January 3, 2018, Providing a Copy of the City of Brampton Resolution and Report Appointing an Alternate City of Brampton Member to Regional Council (Receipt recommended) (See also Item 9.3)

11. ITEMS RELATED TO PUBLIC WORKS

Chaired by Councillor R. Starr or Vice-Chair Councillor A. Groves

*11.1. Region of Peel Salt Management Plan Review (For information)

11.2. Curbside Waste Collection Contractors' Performance (For information)

12. COMMUNICATIONS

13. ITEMS RELATED TO HEALTH

Chaired by Councillor E. Moore or Vice-Chair Councillor G. Gibson

13.1. Peel Public Health Year in Review (For information)
Presentation by Dr. Jessica Hopkins, Medical Officer of Health

14. COMMUNICATIONS

15. OTHER BUSINESS

15.1. **Request from Peter Gillespie, Resident, to Delegate at the January 25, 2018 Regional Council meeting** to Advocate for an Addict Outreach Program in Peel (Direction required)

16. NOTICES OF MOTION

17. BY-LAWS

Three Readings

By-law 1-2018: A by-law to authorize the Regional Chair and the Chief Financial Officer to execute a Letter of Agreement between the Province of Ontario and the Regional Municipality of Peel related to funding provided by the Province of Ontario to the Regional Municipality of Peel under the Dedicated Gas Tax Funds for Public Transportation Program for 2017/2018. (See also Items Related to Enterprise Programs and Services – Item 9.1)

By-law 2-2018: A by-law to delegate the tax ratio setting authority to each lower-tier municipality and to provide a method to determine the portion of Regional levies that will be raised in each lower-tier municipality. (See also Items Related to Enterprise Programs and Services – Item 9.2)

By-law 5-2018: A by-law to appoint an Integrity Commissioner and Lobbyist Registrar and to repeal By-law 13-2017. (See also Items Related to Enterprise Programs and Services – Item 9.4)

18. IN CAMERA MATTERS

18.1. December 14, 2017 Regional Council Closed Session Report

19. BY-LAW TO CONFIRM THE PROCEEDINGS OF COUNCIL

20. ADJOURNMENT



**THE COUNCIL OF
THE REGIONAL MUNICIPALITY OF PEEL
December 14, 2017**

Regional Chair Dale called the meeting of Regional Council to order at 9:33 a.m. in the Council Chamber, Regional Administrative Headquarters, 10 Peel Centre Drive, Suite A, Brampton.

1. ROLL CALL

Members Present:	G. Carlson	S. McFadden
	B. Crombie*	E. Moore
	F. Dale	M. Palleschi
	J. Downey	C. Parrish*
	C. Fonseca	K. Ras
	G. Gibson	P. Saito
	A. Groves	B. Shaughnessy
	N. Iannicca♦	J. Sprovieri
	J. Innis	R. Starr
	J. Kovac	A. Thompson
	M. Mahoney	J. Tovey
Members Absent:	L. Jeffrey	Due to personal matters
	G. Miles	Due to personal matters
	M. Medeiros	Due to other municipal business

Also Present: D. Szwarc, Chief Administrative Officer; L. Graham-Watson, Commissioner of Corporate Services; S. VanOfwegen, Commissioner of Finance and Chief Financial Officer and Acting Commissioner of Service Innovation, Information and Technology; P. O'Connor, Regional Solicitor; J. Smith, Commissioner of Public Works; J. Sheehy, Commissioner of Human Services; N. Polsinelli, Commissioner of Health Services; Dr. J. Hopkins, Medical Officer of Health; K. Lockyer, Regional Clerk and Director of Clerk's; C. Thomson, Legislative Specialist; S. Valleau, Legislative Technical Coordinator; H. Gill, Legislative Technical Coordinator

2. DECLARATIONS OF CONFLICTS OF INTEREST

Councillor Iannicca declared a conflict of interest with respect to In Camera Matters – Item 18.3 as the matter relates to him and a family member.

* See text for arrivals
♦ See text for departures

3. APPROVAL OF MINUTES

3.1. November 23, 2017 Regional Council meeting

Moved by Councillor Thompson,
Seconded by Councillor Kovac;

That the minutes of the November 23, 2017 Regional Council meeting be approved.

Carried 2017-936

4. APPROVAL OF AGENDA

Moved by Councillor Palleschi,
Seconded by Councillor Moore;

That Enterprise Programs and Services - Item 8.4 listed on the December 14, 2017 Regional Council agenda, be withdrawn;

And further, that the agenda for the December 14, 2017 Regional Council meeting be approved, as amended.

Carried 2017-937

Councillor Crombie arrived at 9:38 a.m.

Councillor Parrish arrived at 9:43 a.m.

5. DELEGATIONS

5.1. Daniel Ger, Vice-President, Land, Habitat for Humanity Greater Toronto Area, Regarding the Successes Accomplished During the 2012-2017 Habitat for Humanity Funding Agreement and the Potential for Additional Funding through the 2018 Habitat for Humanity Funding Agreement

Received 2017-938

See also Resolutions 2017-939 and 2017-940

Daniel Ger, Vice-President, Land, Habitat for Humanity Greater Toronto Area (Habitat GTA), advised that, since 2012, Habitat GTA has received \$4.23 million in funding from the Region of Peel which has supported 44 affordable ownership units in four Habitat GTA developments and three affordable home ownership units developed in partnership with Daniels FirstHome. Daniel Ger stated that Habitat GTA is working to increase its impact by developing more dense forms of housing, such as townhomes. On behalf of Habitat GTA and Habitat for Humanity Halton-Mississauga, Daniel Ger thanked Regional Council and staff for their support.

Councillor Thompson suggested that the Region of Peel investigate the feasibility of entering into a Memorandum of Understanding with Habitat for Humanity for affordable housing to make it easier for the Region of Peel and the local municipalities to collaborate with them and other private sector partners to produce affordable housing.

David Szwarc, Chief Administrative Officer, stated that upon Regional Council's approval of the report listed as item 13.2 on the December 14, 2017 Regional Council agenda, Region of Peel staff would work with staff at the local municipalities to streamline the collaboration process.

Members of Regional Council recognized Habitat for Humanity staff for their work in the community.

- 5.2. **John Gerrard, Chief Executive Officer, Habitat for Humanity Halton-Mississauga**, Regarding the Successes Accomplished During the 2012-2017 Habitat for Humanity Funding Agreement and the Potential for Additional Funding through the 2018 Habitat for Humanity Funding Agreement

Withdrawn 2017-939

See also Resolutions 2017-938 and 2017-940

Item 13.2 was dealt with.

- 13.2. **2018 Habitat for Humanity Funding Agreement**

Moved by Councillor Thompson,
Seconded by Councillor Iannicca;

That The Regional Municipality of Peel enter into a funding agreement with Habitat for Humanity Greater Toronto Area and Habitat for Humanity Halton/Mississauga (the "HFH Affiliates");

And further, that the duly authorized signing officers of the Regional Corporation execute the subject agreement, together with such further ancillary documents that may be required in a form satisfactory to the Commissioner of Human Services and the Regional Solicitor;

And further, that funding in the combined amount of up to \$990,000 be approved for the "HFH Affiliates" at \$90,000 per unit, funded from the Housing Support operating budget.

In Favour	G. Carlson; B. Crombie; J. Downey; C. Fonseca; G. Gibson; A. Groves; N. Iannicca; J. Innis; J. Kovac; M. Mahoney; S. McFadden; E. Moore; M. Palleschi; C. Parrish; K. Ras; P. Saito; B. Shaughnessy; J. Sprovieri; R. Starr; A. Thompson; J. Tovey	Total 21
Opposed		
Abstain <i>(counted as a no vote)</i>		
Absent <i>(from meeting and/or vote)</i>	L. Jeffrey; M. Medeiros; G. Miles	3

Carried 2017-940

See also Resolutions 2017-938 and 2017-939

6. CONSENT AGENDA

Moved by Councillor Downey,
Seconded by Councillor Tovey;

That the following items listed on the December 14, 2017 Regional Council Agenda be approved under the Consent Agenda:

- 7.1. 2018 Interim Regional Requisition By-law
- 7.2. Infrastructure Funding Update 2017
- 7.3. Encroachment Agreement - 17063 Highway 50 (Regional Road 50), Town of Caledon, Ward 4, Owner: Barile Group Inc.
- 7.4. Encroachment Agreement - 2322 Embleton Road (Regional Road 6), City of Brampton, Ward 6, Owner: Peel District School Board
- 7.5. Region of Peel 2018-2025 Multi-Year Accessibility Plan
- 7.6. Supply of Infrastructure and Technology Services and Resources, Document 2017-403P
- 7.7. Report of the Region of Peel Accessibility Advisory Committee (AAC-5/2017) meeting held on November 30, 2017
- 8.1. Bill Mauro, Minister of Municipal Affairs and Kevin Flynn, Minister of Labour, Letter dated November 14, 2017, Regarding Reforms through the *Fair Workplaces, Better Jobs Act* (Bill 148)

- 8.2. Nosa Ero-Brown, Director, Open Government Office, Planning and Performance Division, Treasury Board Secretariat, Letter dated November 15, 2017, Responding to a Letter from Regional Chair Dale and David Szwarc, Chief Administrative Officer, Regarding Summit for Fair Funding Update (Resolution 2017-692)
- 8.3. Bob Chiarelli, Minister of Infrastructure, Email dated November 28, 2017, Advising of the Release of the Building Better Lives: Ontario's Long-Term Infrastructure Plan 2017
- 9.3. Engineering Services for Sanitary Sewer and Watermain Replacement in Southeast Mississauga, Projects 16-2300 Assignment C; 16-1310 Assignment J2; and, 15-1303, City of Mississauga, Ward 1
- 9.4. Engineering Services for Sanitary Sewer Installation on Albion-Vaughan Road and Side Streets, Decommissioning of Harvestview Sewage Pumping Station, and Construction of a Forcemain on Old King Road, Projects 12-2210, 17-2190, 17-2191, 17-2192, 17-2193, and 17-2280, Town of Caledon, Ward 5
- 9.5. Impact of China's National Sword Campaign on Peel's Blue Box Program
- 9.6. Report of the Waste Management Strategic Advisory Committee (WMSAC-4/2017) meeting held on November 30, 2017
- 10.1. Kathryn McGarry, Minister of Natural Resources and Forestry, Letter dated November 15, 2017, Responding to a Letter from Regional Chair Dale, Regarding Bill 39, *An Act to Amend the Aggregate Resources Act and Mining Act* (Resolution 2017-694)
- 10.2. Kathryn McGarry, Minister of Natural Resources and Forestry, Letter dated November 15, 2017, Responding to a Letter from Regional Chair Dale, Regarding the *Building Better Communities and Conserving Watersheds Act, 2017* (Resolution 2017-571)
- 10.3. Carey deGorter, General Manager, Corporate Services/Town Clerk, Town of Caledon, Letter dated November 16, 2017, Providing a Copy of the Town of Caledon Resolution and Report titled "Caledon Transportation Master Plan"
- 10.4. Kathryn McGarry, Minister of Natural Resources and Forestry, Letter dated November 28, 2017, Responding to a Letter from Regional Chair Dale, Regarding Peel's Endorsement of the Great Lakes and St. Lawrence Cities Initiative Resolution to Designate the Great Lakes and St. Lawrence River Basin as a UNESCO Biosphere Reserve (Resolution 2017-711)

- 10.5. Shauna Danton, Legislative Coordinator, City of Brampton, Letter dated December 1, 2017, Providing a Copy of the City of Brampton Resolution and Report titled “Hurontario Light Rail Transit Project Update – Noise By-law Exemption and Operating Costs – City of Brampton, Wards 3 and 4”
- 11.1. Public Health - 2017 Program-Based Grants
- 12.1. Association of Municipalities of Ontario (AMO), Email dated October 12, 2017, Regarding AMO’s Position on the Report of the Minister of Health and Long Term Care’s Expert Panel on Public Health
- 12.2. Eric Hoskins, Minister of Health and Long-Term Care, Letter dated November 15, 2017, Announcing the One-Time Funding of up to \$432,600 for the Board of Health for Peel Public Health for the 2017-2018 Funding Year
- 12.3. Stevie Natolochny, Executive Assistant to the Regional Chair, Region of Waterloo, on behalf of the Members of the Mayors and Regional Chairs of Ontario of Single Tier Cities and Regions (MARCO) and Large Urban Mayors’ Caucus of Ontario (LUMCO), Email dated November 16, 2017, Providing a Copy of the MARCO and LUMCO Position on the Report of the Minister of Health and Long Term Care’s Expert Panel on Public Health
- 13.1. Capacity Building Funding for Peel’s Early Years and Child Care System
- 13.3. Home for Good Program - Funding Allocation
- 15.1. Resolution from Councillor Fonseca Regarding Ontario OneCall’s Utility Locate Service Levels and the Impacts on Peel Residents

In Favour	G. Carlson; B. Crombie; J. Downey; C. Fonseca; G. Gibson; A. Groves; N. Iannicca; J. Innis; J. Kovac; M. Mahoney; S. McFadden; E. Moore; M. Palleschi; C. Parrish; K. Ras; P. Saito; B. Shaughnessy; J. Sprovieri; R. Starr; A. Thompson; J. Tovey	Total 21
Opposed		
Abstain <i>(counted as a no vote)</i>		
Absent <i>(from meeting and/or vote)</i>	L. Jeffrey; M. Medeiros; G. Miles	3

Carried 2017-941

RESOLUTIONS AS A RESULT OF THE CONSENT AGENDA

7.1. 2018 Interim Regional Requisition By-law

Moved by Councillor Downey,
Seconded by Councillor Tovey;

That the 2018 interim Regional requisition be approved at a sum not to exceed 50 per cent of the 2017 general tax levy to the Cities of Mississauga and Brampton and the Town of Caledon;

And further, that the necessary by-law be presented for enactment.

Carried 2017-942

See also Resolution 2017-997

7.2. Infrastructure Funding Update 2017

Received 2017-943

7.3. Encroachment Agreement - 17063 Highway 50 (Regional Road 50), Town of Caledon, Ward 4, Owner: Barile Group Inc.

Moved by Councillor Downey,
Seconded by Councillor Tovey;

That the encroachment of seven (7) parking spots and curbing within the widened limits of Highway 50 (Regional Road 50) adjacent to the property municipally know as 17063 Highway 50 in the Town of Caledon, be approved in accordance with the terms and conditions contained in an Encroachment Agreement between The Regional Municipality of Peel and Barile Group Inc.;

And further, that the necessary by-law be presented for enactment.

Carried 2017-944

See also Resolution 2017-997

7.4. **Encroachment Agreement - 2322 Embleton Road (Regional Road 6), City of Brampton, Ward 6, Owner: Peel District School Board**

Moved by Councillor Downey,
Seconded by Councillor Tovey;

That the encroachment of mature shrubs, mature trees, concrete curbing, a manhole, parking spaces and parking stones, a heritage plaque and stone, a bench, internal traffic signage and a sign within the limits of Regional Road 6 (Embleton Road), adjacent to the property municipally known as 2322 Embleton Road in the City of Brampton, be approved in accordance with the terms and conditions contained in an Encroachment Agreement between The Regional Municipality of Peel and Peel District School Board;

And further, that the necessary by-law be presented for enactment.

Carried 2017-945

See also Resolution 2017-997

7.5. **Region of Peel 2018-2025 Multi-Year Accessibility Plan**

Moved by Councillor Downey,
Seconded by Councillor Tovey;

That The Region of Peel 2018-2025 Multi-Year Accessibility Plan attached as Appendix I to the report of the Commissioner of Corporate Services, titled "Region of Peel 2018-2025 Multi-Year Accessibility Plan" be approved.

Carried 2017-946

7.6. **Supply of Infrastructure and Technology Services and Resources, Document 2017-403P**

Moved by Councillor Downey,
Seconded by Councillor Tovey;

That the contract for the Supply of Infrastructure and Technology Services and Resources be awarded to the 19 vendors listed in section 2 of the report from the Acting Commissioner of Service Innovation, Information and Technology, titled "Supply of Infrastructure and Technology Services and Resources Document 2017-403p" in the estimated amount of \$3,000,000.00, (excluding applicable taxes), for an initial term of 12 months, in accordance with Purchasing By-Law 113-2013;

And further, that authority be given to the Commissioner of Service Innovation, Information and Technology to extend the contract for four optional 12 month periods, based on satisfactory performance, service and price;

And further, that approval be granted to the Director of Procurement to increase this contract, in accordance with the document, if actual requirements exceed the estimated quantities, up to the approved budget.

Carried 2017-947

7.7. **Report of the Region of Peel Accessibility Advisory Committee (AAC-5/2017) meeting held on November 30, 2017**

Moved by Councillor Downey,
Seconded by Councillor Tovey;

That the report of the Region of Peel Accessibility Advisory Committee (AAC-5/2017) meeting held on November 30, 2017 be adopted.

Carried 2017-948

2. DECLARATIONS OF CONFLICTS OF INTEREST - Nil

3. APPROVAL OF AGENDA

RECOMMENDATION AAC-10-2017:

That the agenda for the November 30, 2017, Region of Peel Accessibility Advisory Committee meeting include an additional item regarding a Site Plan and Construction Advisory Working Group to be dealt with under Other Business - Item 8.4;

And further, that the agenda for the November 30, Region of Peel Accessibility Advisory Committee meeting be approved, as amended.

Approved 2017-949

See also Resolution 2017-962

4. PREVIOUS MEETING MINUTES

4.1. *Minutes of the Region of Peel Accessibility Advisory Committee (AAC-4/2017) meeting held on September 21, 2017*

Received 2017-950

5. DELEGATIONS - Nil

6. REPORTS

6.1. Culture and Inclusion Program Overview (Oral)

Presentation by Juliet Jackson, Director and Melissa Magder, Advisor, Culture and Inclusion

Received 2017-951

6.2. Citizens First Accessibility: Building for the Future (Oral)

Presentation by Jay Adams, Digital Specialist, Digital Strategy

Received 2017-952

6.3. Seniors Health and Wellness Village at Peel Manor – Project Introduction

Presentation by Stella Danos-Papaconstantinou, Director, Seniors Services Development and Mark Schiller, Director, Real Property Asset Management

Received 2017-953

6.4. 2017 Accessibility Compliance Report - Accessibility Directorate of Ontario

Received 2017-954

6.5. Accessibility Planning Program Update - November 30, 2017

Received 2017-955

7. COMMUNICATIONS

7.1. Carey deGorter, General Manager, Corporate Services/Town Clerk, Town of Caledon, Letter dated October 16, 2017, Regarding the Design of the Mayfield West Seniors Apartment Building

Received 2017-956

7.2. Harjit Gill, Legislative Technical Coordinator, Memo dated October 16, 2017, Regarding the 2018 Meeting Schedule for the Region of Peel Accessibility Advisory Committee

Received 2017-957

- 7.3. **Tracy MacCharles, Minister of Government and Consumer Services and Minister Responsible for Accessibility**, Email dated October 23, 2017, Inviting Nominations for the 2018 David C. Onley Award for Leadership in Accessibility

Received 2017-958

8. OTHER BUSINESS

- 8.1. **Amanjit Brar, Region of Peel Accessibility Advisory Committee Member**, Email dated October 2, 2017, Advising of His Resignation from the Region of Peel Accessibility Advisory Committee

RECOMMENDATION AAC-11-2017:

That the resignation of Amanjit Brar from the Region of Peel Accessibility Advisory Committee (AAC), be received.

Approved 2017-959

- 8.2. **Tara Geraghty, Region of Peel Accessibility Advisory Committee Member**, Email dated November 21, 2017, Advising of Her Resignation from the Region of Peel Accessibility Advisory Committee

RECOMMENDATION AAC-12-2017:

That the resignation of Tara Geraghty from the Region of Peel Accessibility Advisory Committee (AAC), be received.

Approved 2017-960

- 8.3. **Raj Chopra, Committee Vice-Chair**, Regarding Health Standards Survey

Received 2017-961

- 8.4. **Site Plan and Construction Advisory Committee**

RECOMMENDATION AAC-13-2017:

Whereas section 8 in the Terms of Reference for the Region of Peel Accessibility Advisory Committee indicate that ad hoc working groups may be established to address specific accessibility action items;

And whereas, the Region of Peel has numerous site plan and construction projects ongoing in 2018;

And whereas, pursuant to the Accessibility for Ontarians with Disabilities Act legislation the Region of Peel must consult with the municipal accessibility advisory committee on such projects;

Therefore be it resolved, that a Site Plan and Construction Advisory Working Group be established to review site plans and appropriate construction projects;

And further, that the Site Plan and Construction Working Group will establish at their first meeting the Terms of Reference, including reporting outcomes;

And further, that consultation with the Site Plan and Construction Working Group satisfies the legislation requirement of consultation with the municipal accessibility advisory committee;

And further, that the Site Plan and Construction Working Group be comprised of a minimum of three members of the Region of Peel Accessibility Advisory Committee;

And further, that members of the Region of Peel Accessibility Advisory Committee be canvassed for interest to be appointed to serve on the Site Plan and Construction Advisory Working Group;

And further, that members of the Site Plan and Construction Advisory Working Group shall be appointed for a term ending at the end of the current term of Council.

Approved 2017-962

See also Resolution 2017-949

- 8.1. **Bill Mauro, Minister of Municipal Affairs and Kevin Flynn, Minister of Labour,** Letter dated November 14, 2017, Regarding Reforms through the *Fair Workplaces, Better Jobs Act* (Bill 148)

Received 2017-963

- 8.2. **Nosa Ero-Brown, Director, Open Government Office, Planning and Performance Division, Treasury Board Secretariat,** Letter dated November 15, 2017, Responding to a Letter from Regional Chair Dale and David Szwarc, Chief Administrative Officer, Regarding Summit for Fair Funding Update (Resolution 2017-692)

Received 2017-964

- 8.3. **Bob Chiarelli, Minister of Infrastructure**, Email dated November 28, 2017, Advising of the Release of the Building Better Lives: Ontario's Long-Term Infrastructure Plan 2017

Received 2017-965

- 9.3. **Engineering Services for Sanitary Sewer and Watermain Replacement in Southeast Mississauga, Projects 16-2300 Assignment C; 16-1310 Assignment J2; and, 15-1303, City of Mississauga, Ward 1**

Moved by Councillor Downey,
Seconded by Councillor Tovey;

That the contract (Document 2017-037P) for Engineering services for sanitary sewer and watermain replacement in Southeast Mississauga, Projects 16-2300 Assignment C; 16-1310 Assignment J2; and, 15-1303, be awarded to PARSONS Inc. in the amount of \$1,580,970 (excluding applicable taxes), under Capital Projects 16-2300, 16-1310 and 15-1303, in accordance with Purchasing By-law 113-2013.

Carried 2017-966

- 9.4. **Engineering Services for Sanitary Sewer Installation on Albion-Vaughan Road and Side Streets, Decommissioning of Harvestview Sewage Pumping Station, and Construction of a Forcemain on Old King Road, Projects 12-2210, 17-2190, 17-2191, 17-2192, 17-2193, and 17-2280, Town of Caledon, Ward 5**

Moved by Councillor Downey,
Seconded by Councillor Tovey;

That the contract (Document 2017-195P) for Engineering Services for Sanitary Sewer Installation on Albion-Vaughan Road and Side Streets, Decommissioning of Harvestview Sewage Pumping Station, and Construction of a Forcemain on Old King Road, Town of Caledon, be awarded to Chisholm Fleming and Associates in the amount of \$1,864,410 (excluding applicable taxes), under Capital Projects 12-2210, 17-2190, 17-2191, 17-2192, 17-2193 and 17-2280, in accordance with Purchasing By-law 113-2013.

Carried 2017-967

- 9.5. **Impact of China's National Sword Campaign on Peel's Blue Box Program**

Moved by Councillor Downey,
Seconded by Councillor Tovey;

That staff be authorized to negotiate and execute the following contract amendments with Canada Fibers Ltd.:

- i. processing of approximately 100 tonnes per day of Blue Box Recyclable Material directly delivered to Canada Fibers Ltd.'s Arrow Road Facility for a period of up to seven months, representing a total of approximately 10,400 tonnes, at an estimated cost of approximately \$130,000 (excluding applicable taxes);
- ii. reprocessing of approximately 30 percent of the recovered paper from Peel's Material Recovery Facility at Canada Fibers Ltd.'s Arrow Road Facility for a period of up to seven months, representing a total of approximately 4,250 tonnes at an estimated cost of approximately \$150,000 (excluding applicable taxes);
- iii. such temporary measures as are deemed reasonable by the Commissioner of Public Works to mitigate the impacts of China's National Sword campaign, which temporary measures may include adjustments to the formula by which Canada Fibers Ltd. purchases recovered paper fibre from the Region of Peel pursuant to the Region's contract with Canada Fibers Ltd. for the months of September, October and November 2017;

And further, that staff report back to Council by June 30, 2018 with the results of the above short-term operational changes and recommendations for any longer term operational changes that may be necessary to manage recovery and marketing of paper fibre material;

And further, that the required documents be executed by the duly authorized signing officers of the Regional Corporation.

Carried 2017-968

9.6. **Report of the Waste Management Strategic Advisory Committee (WMSAC-4/2017) meeting held on November 30, 2017**

Moved by Councillor Downey,
Seconded by Councillor Tovey;

That the Report of the Waste Management Strategic Advisory Committee (WMSAC-4/2017) meeting held on November 30, 2017, be adopted.

Carried 2017-969

See also Resolution 2017-994

1. DECLARATIONS OF CONFLICT OF INTEREST – Nil

2. APPROVAL OF AGENDA

RECOMMENDATION WMSAC-12-2017:

That the agenda for the November 30, 2017 Waste Management Strategic Advisory Committee meeting, be approved.

Approved 2017-970

3. DELEGATIONS – Nil

4. REPORTS

4.1. Roadmap to a Circular Economy in the Region of Peel

Presentation by Norman Lee, Director, Waste Management

Received 2017-971

See also Resolution 2017-972

RECOMMENDATION WMSAC-13-2017:

That the Region of Peel's Long Term Waste Management Strategy as described in the report of the Commissioner of Public Works titled, "Roadmap to a Circular Economy in the Region of Peel" be adopted.

Approved 2017-972

See also Resolution 2017-971

4.2. Update on the Transition of the Blue Box Program and Used Tires Program to Full Producer Responsibility

Received 2017-973

4.3. Update on the Province's Food and Organic Waste Framework

Received 2017-974

4.4. **Strategic Terms for the Anaerobic Digestion Facility Project**

RECOMMENDATION WMSAC-14-2017:

That the strategic terms for the Anaerobic Digestion Facility Project, as described in the report of the Commissioner of Public Works, titled "Strategic Terms for the Anaerobic Digestion Facility Project," be endorsed;

And further, that \$6 million be transferred from Capital Project 15-6320 to Capital Project 17-6305 for the construction of a transfer station at the Anaerobic Digestion Facility site;

And further, that the remaining funds in Capital Project 15-6320 be used for the construction of a yard waste transfer station at the Fewster Community Recycling Centre.

Approved 2017-975

- 10.1. **Kathryn McGarry, Minister of Natural Resources and Forestry**, Letter dated November 15, 2017, Responding to a Letter from Regional Chair Dale, Regarding Bill 39, *An Act to Amend the Aggregate Resources Act and Mining Act* (Resolution 2017-694)

Received 2017-976

- 10.2. **Kathryn McGarry, Minister of Natural Resources and Forestry**, Letter dated November 15, 2017, Responding to a Letter from Regional Chair Dale, Regarding the *Building Better Communities and Conserving Watersheds Act, 2017* (Resolution 2017-571)

Received 2017-977

- 10.3. **Carey deGorter, General Manager, Corporate Services/Town Clerk, Town of Caledon**, Letter dated November 16, 2017, Providing a Copy of the Town of Caledon Resolution and Report titled "Caledon Transportation Master Plan"

Received 2017-978

- 10.4. **Kathryn McGarry, Minister of Natural Resources and Forestry**, Letter dated November 28, 2017, Responding to a Letter from Regional Chair Dale, Regarding Peel's Endorsement of the Great Lakes and St. Lawrence Cities Initiative Resolution to Designate the Great Lakes and St. Lawrence River Basin as a UNESCO Biosphere Reserve (Resolution 2017-711)

Received 2017-979

- 10.5. **Shauna Danton, Legislative Coordinator, City of Brampton**, Letter dated December 1, 2017, Providing a Copy of the City of Brampton Resolution and Report titled "Huronario Light Rail Transit Project Update – Noise By-law Exemption and Operating Costs – City of Brampton, Wards 3 and 4"

Received 2017-980

11.1. **Public Health - 2017 Program-Based Grants**

Moved by Councillor Downey,
Seconded by Councillor Tovey;

That the Regional Chair write a letter to the Premier of Ontario, on behalf of Regional Council and the Peel Board of Health, requesting that the public health equity-adjusted funding model and growth funding be continued to ensure that Region of Peel - Public Health services are sustainable and meet the needs of its growing community.

Carried 2017-981

See also Resolution 2017-983

- 12.1. **Association of Municipalities of Ontario (AMO)**, Email dated October 12, 2017, Regarding AMO's Position on the Report of the Minister of Health and Long Term Care's Expert Panel on Public Health

Received 2017-982

- 12.2. **Eric Hoskins, Minister of Health and Long-Term Care**, Letter dated November 15, 2017, Announcing the One-Time Funding of up to \$432,600 for the Board of Health for Peel Public Health for the 2017-2018 Funding Year

Received 2017-983

See also Resolution 2017-981

- 12.3. **Stevie Natolochny, Executive Assistant to the Regional Chair, Region of Waterloo, on behalf of the Members of the Mayors and Regional Chairs of Ontario of Single Tier Cities and Regions (MARCO) and Large Urban Mayors' Caucus of Ontario (LUMCO)**, Email dated November 16, 2017, Providing a Copy of the MARCO and LUMCO Position on the Report of the Minister of Health and Long Term Care's Expert Panel on Public Health

Received 2017-984

See also Resolution 2017-982

13.1. **Capacity Building Funding for Peel's Early Years and Child Care System**

Moved by Councillor Downey,
Seconded by Councillor Tovey;

That the Commissioner of Human Services or Director responsible for the program be authorized to directly negotiate a funding agreement with Child Development Resource Connection Peel (CDRCP) to provide professional development, program quality, and capacity building supports to Peel's Early Years and Child Care System, in an amount up to \$1.77 million for 2018;

And further, that the Commissioner of Human Services or Director responsible for the program be authorized to extend the funding for one optional year in an amount up to \$1.85 million, subject to the receipt of the provincial funding allocation for capacity building and in accordance with the Region of Peel Purchasing By-law 113-2013;

And further, that any related amendments and extensions, together with such further agreements and ancillary documents that may be required for the subject funding agreement, be executed by the duly authorized signing officers of the Regional Corporation, provided that any related amendments and extensions are in the form satisfactory to the Regional Solicitor.

Carried 2017-985

13.3. **Home for Good Program - Funding Allocation**

Moved by Councillor Downey,
Seconded by Councillor Tovey;

That the participation by the Region of Peel in the Home for Good program, be approved;

And further, that the Home for Good Program Transfer Payment Agreement with the Ministry of Housing be executed by the duly authorized signing officers of the Regional Corporation, together with such further agreements and ancillary documents that may be required for the Region's participation in and compliance with the Home for Good Program, in a form satisfactory to the Regional Solicitor;

And further, that the Commissioner of Human Services be authorized to submit to the Ministry of Housing the required Take-Up Plan for the Program and any updates required to the Take-Up Plan for approval outlining the forecasted number of recipients in 2017-18, 2018-19 and 2019-20, the types of supports to be made available and the forecasted operating expenditures;

And further, that the duly authorized signing officers of the Regional Corporation enter into a Home for Good Services Agreement, together with such further agreements and ancillary documents that may be required with: Services and Housing in the Province (SHIP) (Peel Youth Village project) in the amount of \$911,655; the John Howard Society of Peel-Halton-Dufferin in the amount of \$527,032; Services and Housing in the Province (SHIP) in the amount of \$1,662,501; The Regional Municipality of Peel and the Canadian Mental Health Association Peel Dufferin Branch and Our Place Peel and The Governing Council of the Salvation Army in Canada in the amount of \$3,110,806, all to allocate and deliver Home for Good funding in accordance with the Program Guidelines, and all conditional upon the Region's Take-Up Plan being approved by the Province;

And further, that the 2018 Homelessness Support gross expenditures and revenues be increased by \$2,695,774 as a result of additional provincial funding.

Carried 2017-986

15.1. **Resolution from Councillor Fonseca** Regarding Ontario OneCall's Utility Locate Service Levels and the Impacts on Peel Residents

Moved by Councillor Downey,
Seconded by Councillor Tovey;

That the Regional Chair write a letter to the Minister of Government and Consumer Services on behalf of Regional Council, to:

- ensure legislated service levels are met for locate services for underground infrastructure in the Region of Peel; and
- implement measures to lower overall locate volumes and enhancements to the locate service provider industry including training and certification to improve the efficiency and accuracy of the locate providers;

And further, that Regional staff request Ontario One Call (ON1Call) to deem any incident where a residence or business is without water service an emergency locate under their policies;

And further, that a copy of this resolution be forwarded to the City of Brampton, City of Mississauga, the Town of Caledon, the ON1Call Board of Directors, and the Association of Municipalities of Ontario for information.

Carried 2017-987

AGENDA ITEMS SUBJECT TO DISCUSSION AND DEBATE

7. **ITEMS RELATED TO ENTERPRISE PROGRAMS AND SERVICES**

Chaired by Councillor C. Fonseca

These items were dealt with under Consent Agenda

8. COMMUNICATIONS

- 8.4. **Mississauga Watch, Email dated December 6, 2017**, Regarding Peel Police Street Check/Carding, Race Data and (Prp-17) Record Retention Schedule, Requesting that Peel Regional Council (The Municipal Council) Request an Investigation into Peel Regional Police and the Peel Regional Police Services Board Under the *Police Services Act*

This item was withdrawn under Resolution 2017-937

- 8.5. **Jack B. Siegel, Blaney McMurtry LLP**, Letter dated December 11, 2017, Regarding Legal Services for Mayor Linda Jeffrey

Moved by Councillor Sprovieri,
Seconded by Councillor Shaughnessy;

That the communication from Jack B. Siegel, Blaney McMurty LLP, dated December 11, 2017, listed as item 8.5 on the December 14, 2017 Regional Council agenda, be referred to the Regional Solicitor for report back to Regional Council with additional information related to the incurred expenses.

In Favour	J. Downey; G. Gibson; J. Innis; E. Moore; M. Palleschi; B. Shaughnessy; J. Sprovieri; R. Starr	Total 8
Opposed	G. Carlson; B. Crombie; C. Fonseca; A. Groves; N. Iannicca; J. Kovac; M. Mahoney; S. McFadden; C. Parrish; K. Ras; P. Saito; A. Thompson; J. Tovey	13
Abstain <i>(counted as a no vote)</i>		
Absent <i>(from meeting and/or vote)</i>	L. Jeffrey; M. Medeiros; G. Miles	3

Lost 2017-988

Moved by Councillor Crombie,
Seconded by Councillor Parrish;

That Councillor Linda Jeffrey be reimbursed for legal fees incurred in the amount of \$18,475.50.

In Favour	G. Carlson; B. Crombie; J. Downey; C. Fonseca; A. Groves; N. Iannicca; J. Innis; J. Kovac; M. Mahoney; S. McFadden; C. Parrish; R. Starr; A. Thompson; J. Tovey	Total 14
Opposed	G. Gibson; E. Moore; K. Ras; P. Saito; B. Shaughnessy; J. Sprovieri	6
Abstain <i>(counted as a no vote)</i>	M. Palleschi	1
Absent <i>(from meeting and/or vote)</i>	L. Jeffrey; M. Medeiros; G. Miles	3

Carried 2017-989

Councillor Crombie stated that Councillor Jeffrey took a reasonable position in seeking legal advice.

Some Councillors expressed concern regarding the amount of the legal fees and some Councillors expressed some concerns about the process of requesting reimbursement without more in depth information on the conflict.

In response to a question from Councillor Parrish, Patrick O'Connor, Regional Solicitor advised that he would have no concerns in approving the amount charged for legal expenses.

In response to a question from Councillor Sprovieri, the Regional Solicitor advised that the legal advice received by Councillor Jeffrey is subject to solicitor-client privilege.

9. ITEMS RELATED TO PUBLIC WORKS

Chaired by Councillor R. Starr

9.1. Region of Peel Transportation Safety Strategic and Operational Plan Update

Moved by Councillor Saito,
Seconded by Councillor Carlson;

That the Region of Peel adopt the "Vision Zero" framework where no loss of life is acceptable and to better coordinate efforts and resources among agencies and stakeholders to prevent fatal and injury motor vehicle collisions in Peel;

And further, that a copy of the joint report from the Commissioners of Public Works and Health Services, and the Medical Officer of Health, titled “Region of Peel Transportation Safety Strategic and Operational Plan Update”, be forwarded to the City of Brampton, City of Mississauga, Town of Caledon, Peel Regional Police and Ontario Provincial Police Caledon Detachment for information.

In Favour	G. Carlson; B. Crombie; J. Downey; C. Fonseca; G. Gibson; A. Groves; J. Innis; J. Kovac; M. Mahoney; S. McFadden; E. Moore; M. Palleschi; C. Parrish; K. Ras; P. Saito; B. Shaughnessy; J. Sprovieri; R. Starr; A. Thompson; J. Tovey	Total 20
Opposed		
Abstain <i>(counted as a no vote)</i>		
Absent <i>(from meeting and/or vote)</i>	N. Iannicca; L. Jeffrey; M. Medeiros; G. Miles	4

Carried 2017-990

See also Resolution 2017-991

Councillor Saito highlighted that under the “Vision Zero” framework, safety should be prioritized over speed, convenience and cost and the system should be forgiving of human error. Councillor Saito stated that upon Regional Council’s approval of the “Vision Zero” framework, requests for speed reductions, intersection improvements and left turn signals should not be denied by the Region of Peel and local municipal Transportation Operations staff on the basis of reduced service levels of the traffic travelling the main roadway.

9.2. **Automated Speed Enforcement System**

Received 2017-991

See also Resolution 2017-990

Councillor Ras highlighted the importance of ensuring that the public understand that the purpose of the speed enforcement tool is mainly on public education regarding community safety zones.

Councillor Thompson requested that the future report to Regional Council to request approval of by-laws and an implementation budget related to the Automated Speed Enforcement System, include information regarding the circumstances in which charges would be laid.

10. COMMUNICATIONS

- 10.6. **Janette Smith, Commissioner of Public Works, Region of Peel and Geoff Wright, Commissioner of Transportation and Works, City of Mississauga,** Letter Received December 11, 2017, Letter to Professor Baher Abdulhai, Director, i-City Centre for Automated and Transformative Transportation Systems, University of Toronto, Transportation Research Institute, In Support of the University of Toronto Project entitled "Centre for Automated and Transformative Systems"

Received 2017-992

In response to a question from Councillor Parrish, Janette Smith, Commissioner of Public Works, confirmed that Region of Peel staff would share information from its participation in the "Centre for Automated and Transformative Systems" project with local municipal staff.

11. ITEMS RELATED TO HEALTH

This item was dealt with under Consent Agenda

12. COMMUNICATIONS

This item was dealt with under Consent Agenda

13. ITEMS RELATED TO HUMAN SERVICES

- 13.2. **2018 Habitat for Humanity Funding Agreement**

This item was dealt with under Resolution 2017-940

14. COMMUNICATIONS

This item was dealt with under Consent Agenda

15. OTHER BUSINESS

15.2. **Request from Catherine Soplet, Founder, Building Up Our Neighbourhoods and Member, Peel Poverty Group; and, Richard Antonio, Chair, Peel Poverty Action Group**, to Delegate to the January 25, 2018 Regional Council meeting Regarding the 10-Year Anniversary of the Peel Youth Charter and Seeking Continued Endorsement of the Peel Youth Charter

Moved by Councillor Thompson,
Seconded by Councillor Ras;

That the request of Catherine Soplet, Founder, Building Up Our Neighbourhoods and Member, Peel Poverty Group; and Richard Antonio, Chair, Peel Poverty Group, to delegate at the January 25, 2018 Regional Council meeting regarding the 10-Year Anniversary of the Peel Youth Charter and Seeking Continued Endorsement of the Peel Youth Charter, be approved.

In Favour	G. Carlson; B. Crombie; J. Downey; C. Fonseca; G. Gibson; A. Groves; N. Iannicca; J. Innis; J. Kovac; M. Mahoney; S. McFadden; E. Moore; M. Palleschi; C. Parrish; K. Ras; P. Saito; B. Shaughnessy; J. Sprovieri; R. Starr; A. Thompson; J. Tovey	Total 21
Opposed		
Abstain <i>(counted as a no vote)</i>		
Absent <i>(from meeting and/or vote)</i>	L. Jeffrey; M. Medeiros; G. Miles	3

Carried 2017-993

15.3. **Resolution from Councillor Starr** Regarding Waste Management of Organics in Multi-Unit Residential Buildings with Respect to the Roadmap to a Circular Economy in the Region of Peel and the Proposed Food and Organic Waste Framework of the Province of Ontario

Moved by Councillor Starr,
Seconded by Councillor Palleschi;

Whereas the Waste Management Strategic Advisory Committee at its meeting held on November 30, 2017, approved the adoption of the new long term waste management strategy titled "Roadmap to a Circular Economy in the Region of Peel" (the Roadmap), under Recommendation WMSAC-13-2017;

And whereas, the Roadmap and the Province's Food and Organic Waste Framework require high diversion rates at multi-unit residential buildings;

And whereas, convenience is a key driver of diversion and a single garbage chute in multi-unit residential buildings makes Blue Box and Green Bin less convenient than garbage, and therefore limits diversion;

And whereas, the Province has the authority to mandate convenient chute options for Blue Box and Green Bin in multi-unit residential buildings;

Therefore be it resolved, that the Regional Chair write a letter to the Ontario Minister of Municipal Affairs and the Ontario Minister of the Environment and Climate Change, on behalf of Regional Council, requesting an amendment to the Ontario Building Code to require all new multi-unit residential buildings that use a chute system to manage waste to have three chutes for the management of organics, recycling, and garbage, or have another chute system that is equally convenient for residents and equally effective at separating organics, recycling and garbage;

And further, that the amendment be in line with Leadership in Energy and Environmental Design (LEED) Canada new building requirements.

In Favour	G. Carlson; B. Crombie; J. Downey; C. Fonseca; G. Gibson; A. Groves; N. Iannicca; J. Innis; J. Kovac; M. Mahoney; S. McFadden; E. Moore; M. Palleschi; C. Parrish; K. Ras; P. Saito; B. Shaughnessy; J. Sprovieri; R. Starr; A. Thompson; J. Tovey	Total 21
Opposed		
Abstain <i>(counted as a no vote)</i>		
Absent <i>(from meeting and/or vote)</i>	L. Jeffrey; M. Medeiros; G. Miles	3

Carried 2017-994

See also Resolution 2017-969

Additional Items 15.4 and 15.5

15.4. Peel Regional Police Special Event Funding (Oral)

Received 2017-995

Councillor Carlson advised that he asked the Chief of Peel Regional Police for information regarding support available to community groups as a result of the elimination of special event funding from the Peel Regional Police budget, and that a response has not yet been received. Regional Chair Dale undertook to follow up on the request on behalf of Councillor Carlson.

The Regional Chair further undertook to follow up with the Chief of Peel Regional Police regarding the Malton Community Police Station and the ongoing commitment of a police presence at the Westwood mall, on behalf of Councillor Parrish.

15.5. **Community Water Fluoridation (Oral)**

Received 2017-996

In response to a question from Councillor Parrish, David Szwarc, Chief Administrative Officer, confirmed that the source of fluoride used in Peel's water was changed and reduced in accordance with Council Resolution 2017-185.

The Commissioner of Public Works was requested by Councillor Gibson to provide members of Regional Council with information that could be shared with residents regarding the actions taken to comply with Council Resolution 2017-185.

16. **NOTICES OF MOTION**

17. **BY-LAWS**

Three Readings

By-law 65-2017: A by-law to requisition from the lower-tier municipalities a sum not exceeding 50 per cent of the amount that in By-law 21-2017 was to be raised in each lower-tier municipality, before the adoption of the final Regional estimates for the year 2018.

By-law 66-2017: A By-law to provide for the Regional Corporation's consent to permit encroachments onto parts of Regional Road 50 (Highway 50) in the Town of Caledon.

By-law 67-2017: A By-law to provide for the Regional Corporation's consent to permit encroachments onto parts of Regional Road 6 (Embleton Road) in the City of Brampton.

Moved by Councillor Innis,
Seconded by Councillor Palleschi;

That the by-laws listed on the Regional Council agenda, being By-laws 65-2017 to 67-2017 inclusive, be given the required number of readings, taken as read, signed by the Regional Chair and the Regional Clerk, and the Corporate Seal be affixed thereto.

Carried 2017-997

See also Resolutions 2017-942, 2017-944 and 2017-945

Councillor Iannicca departed at 11:18 a.m.

18. IN CAMERA MATTERS

At 11:19 a.m., in accordance with section 239(2) of the *Municipal Act, 2001*, as amended, the following motion was placed:

Moved by Councillor Crombie,
Seconded by Councillor Mahoney;

That Council proceed "In Camera" to consider the November 23, 2017 Regional Council Closed Session report and Council reports relating to the following:

- Payment of Compensation Pursuant to the *Expropriations Act* R.S.O. 1990, c. E. 26 - Regional Road 14 (Mayfield Road) Widening from Bramalea Road to Regional Road 7 (Airport Road) - Town of Caledon, Ward 2 and City of Brampton, Wards 9 and 10 (A proposed or pending acquisition or disposition of land by the municipality or local board)
- Solicitor-Client Privileged Legal Advice Regarding Potential Litigation (Advice that is subject to solicitor-client privilege, including communications necessary for that purpose)

Carried 2017-998

Moved by Councillor Mahoney,
Seconded by Councillor McFadden;

That Council proceed out of "In Camera".

Carried 2017-999

Council moved out of closed session at 11:35 a.m.

18.1. November 23, 2017 Regional Council Closed Session Report

Received 2017-1000

18.2. **Payment of Compensation Pursuant to the Expropriations Act R.S.O. 1990, c. E. 26 - Regional Road 14 (Mayfield Road) Widening from Bramalea Road to Regional Road 7 (Airport Road) - Town of Caledon, Ward 2 and City of Brampton, Wards 9 and 10 (A proposed or pending acquisition or disposition of land by the municipality or local board)**

Moved by Councillor Shaughnessy,
Seconded by Councillor Thompson;

That The Regional Municipality of Peel enter into a Final Compensation Agreement and Full and Final Release with IO Investments Limited, as owner, for the full and final settlement and release of all claims arising from the expropriation of the following interests in land:

- fee simple interest in the lands described as Part of Lots 17 and 18 and Part of the Original Road Allowance between Lots 17 and 18, Concession 6 East of Hurontario Street, Town of Caledon (formerly Township of Chinguacousy), Regional Municipality of Peel, designated as Parts 1, 2, 4 and 5 on Expropriation Plan PR2385790;
- temporary easement interest in lands described as Part of Lot 18 and Part of the Original Road Allowance between Lots 17 and 18, Concession 6 East of Hurontario Street, Town of Caledon (formerly Township of Chinguacousy), Regional Municipality of Peel, designated as Part 3 on Expropriation Plan PR2385790;

And further, that the funds be financed from Capital Project 06-4040.

In Favour	G. Carlson; B. Crombie; J. Downey; C. Fonseca; G. Gibson; A. Groves; J. Innis; J. Kovac; M. Mahoney; S. McFadden; E. Moore; M. Palleschi; C. Parrish; K. Ras; P. Saito; B. Shaughnessy; J. Sprovieri; R. Starr; A. Thompson; J. Tovey	Total 20
Opposed		
Abstain <i>(counted as a no vote)</i>		
Absent <i>(from meeting and/or vote)</i>	L. Jeffrey; M. Medeiros; G. Miles; N. Iannicca	4

Carried 2017-1001

18.3. **Solicitor-Client Privileged Legal Advice Regarding Potential Litigation (Advice that is subject to solicitor-client privilege, including communications necessary for that purpose)**

Moved by Councillor Shaughnessy,
Seconded by Councillor Thompson;

That Minutes of Settlement between The Regional Municipality of Peel and Nando and Ann Marie Iannicca in the terms described in the In Camera report of the Regional Solicitor titled "Solicitor-Client Privileged Legal Advice Regarding Potential Litigation (Advice that is subject to solicitor-client privilege, including communications necessary for that purpose)" be approved;

And further, that staff be authorized to effect settlement on the terms provided for in the Minutes of Settlement.

In Favour	G. Carlson; B. Crombie; J. Downey; C. Fonseca; G. Gibson; A. Groves; J. Innis; J. Kovac; M. Mahoney; S. McFadden; E. Moore; M. Palleschi; C. Parrish; K. Ras; P. Saito; B. Shaughnessy; J. Sprovieri; R. Starr; A. Thompson; J. Tovey	Total 20
Opposed		
Abstain <i>(counted as a no vote)</i>		
Absent <i>(from meeting and/or vote)</i>	L. Jeffrey; M. Medeiros; G. Miles; N. Iannicca	4

Carried 2017-1002

19. **BY-LAW TO CONFIRM THE PROCEEDINGS OF COUNCIL**

Moved by Councillor McFadden,
Seconded by Councillor Mahoney;

That By-law 68-2017 to confirm the proceedings of Regional Council at its meeting held on December 14, 2017, and to authorize the execution of documents in accordance with the Region of Peel by-laws relating thereto, be given the required number of readings, taken as read, signed by the Regional Chair and the Regional Clerk, and the corporate seal be affixed thereto.

Carried 2017-1003

20. ADJOURNMENT

The meeting adjourned at 11:36 a.m.

Regional Clerk

Regional Chair

**ITEMS RELATED TO
HUMAN SERVICES**

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For Information

DATE: January 3, 2018

REPORT TITLE: **SURVIVORS OF DOMESTIC VIOLENCE AND HUMAN TRAFFICKING UPDATE**

FROM: Janice Sheehy, Commissioner of Human Services

OBJECTIVE

To provide Regional Council with an update on the work that is underway to improve access to housing for survivors of domestic violence and human trafficking.

REPORT HIGHLIGHTS

- The Province has announced that priority access to rent-geared-to-income (RGI) social housing will be extended to survivors of human trafficking.
- It was further announced that the portable housing benefit pilot program launched in September 2016 for survivors of domestic violence (SDV-PHB) will be expanded to survivors of human trafficking across Ontario.
- The timeframe to comply with implementation of these initiatives is April 1, 2018.
- The Region of Peel, one of 22 Service Managers approved to participate in the SDV-PHB pilot, will be ready to implement the expanded programs by April 1, 2018.
- Staff is actively working with the community to improve access to safe and affordable housing for survivors of domestic violence and human trafficking in Peel.

DISCUSSION
1. Background

In September 2016, the Province launched a two-year pilot program with 22 Service Managers, including the Region of Peel, to provide survivors of domestic violence with a portable housing benefit. The pilot program supplemented the priority access to rent-geared-to-income (RGI) social housing given to survivors of domestic violence on the Centralized Wait List through the province's Special Priority Policy.

Based on the positive results of the pilot program, it was announced that the portable housing program would be expanded to all communities across Ontario. In November 2017, the province further announced that the Special Priority Policy and the portable housing benefit will be available to eligible survivors of human trafficking. The expanded program will begin across Ontario on April 1, 2018.

SURVIVORS OF DOMESTIC VIOLENCE AND HUMAN TRAFFICKING UPDATE

This report provides Council with a brief update on the activities that are underway to improve access to housing and supports to survivors of domestic violence and survivors of human trafficking in Peel.

2. Update

Survivors of Domestic Violence

As reported to Council on October 13, 2016, the Region of Peel is one of 22 Service Managers approved to participate in the Survivors of Domestic Violence Portable Housing Benefit (SDV-PHB) pilot. Under the pilot program, survivors on Peel's Centralized Wait List who reside in Peel, are given the option to receive a portable housing benefit, instead of waiting for a subsidized (RGI) housing unit. Participation in the program is voluntary and applicants who agree to participate in the pilot program retain their priority status on the Centralized Wait List and remain eligible to receive RGI offers.

To date, 84 survivors have joined the pilot program. Twenty-four have left the program, with most opting to move into an RGI unit instead. For some survivors, the RGI unit is preferred, as the subsidy is at a higher level than the housing allowance offered through the pilot program. Sixty survivors remain in receipt of the portable housing benefit.

Overall, the pilot has demonstrated that the portable housing benefit removes survivors from their abusive situation faster than the Special Priority Policy. This is because applicants are not waiting for a vacant unit to become available through the Centralized Wait List. This is also due to the fact that the program offers financial assistance for first and last month's rent as well as the monthly allowance.

In addition to the SDV-PHB pilot, staff has been working with Armagh on a project to expand their capacity. Armagh is the only non-profit provider of transitional housing dedicated to female victims of domestic violence and their children in Peel. Staff will be bringing a report to Council in the spring of 2018 seeking approval for this project.

3. Survivors of Human Trafficking

On May 11, 2017 Constable Brown delegated to Regional Council regarding the Peel Human Trafficking Service Providers Committee and an application for funding through the Ministry of Community and Social Services (MCSS) Anti-Human Trafficking Community Supports Fund. Through Resolution 2017-381, Regional Council endorsed the Committee's application for funding to implement a two-stage housing support model, while also endorsing an expedited development application process for this type of housing.

Following the May delegation, staff met to review 14 Regional surplus sites that may be suitable for affordable housing. Of these 14 sites, two sites in Mississauga may be appropriate for future transitional housing for victims of human trafficking. The other 12 sites were all deemed unsuitable due to their rural location or the extensive renovation work required.

Although the Peel Human Trafficking Service Providers Committee was advised that their application for funding for their housing model was unsuccessful, in September 2017, Family Services of Peel, a Committee partner, received MCSS Anti-Human Trafficking Community Supports funding (\$302,760) for the purpose of developing a screening tool that

SURVIVORS OF DOMESTIC VIOLENCE AND HUMAN TRAFFICKING UPDATE

can be used by service providers to identify those who are at risk of being trafficked, as well as a peer support model for service providers and stakeholders.

Staff is actively working with the Peel Human Trafficking Services Provider Committee and will return to Council in early 2018 with a recommendation to support victims of human trafficking in the community.

CONCLUSION

As part of Ontario's Long-Term Affordable Housing Strategy, the province has announced that effective April 1, 2018, priority access to RGI social housing will be extended to survivors of human trafficking and a portable housing benefit will be available to eligible survivors of domestic violence and human trafficking across Ontario.

The Region of Peel will be ready to implement these expanded programs in Peel by April 1, 2018 and is working with the community to improve access to safe and affordable housing for survivors of domestic violence and survivors of human trafficking in Peel.



Janice Sheehy, Commissioner of Human Services

Approved for Submission:



D. Szwarc, Chief Administrative Officer

For further information regarding this report, please contact Aileen Baird, Director of Housing, ext. 1898, aileen.baird@peelregion.ca.

Ministry of Housing

Ministère du Logement

Minister Responsible for the
Poverty Reduction Strategy

Ministre responsable de la Stratégie
de réduction de la pauvreté



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17-75456

Dear partners and stakeholders:

It is with great pleasure that I am writing to provide you with more information on key housing initiatives that were announced on November 28, 2017, to improve housing access and options for survivors of domestic violence and survivors of human trafficking.

As part of Ontario's updated Long-Term Affordable Housing Strategy (LTAHS Update) released in March 2016, the ministry committed to improve housing options for survivors of domestic violence by implementing a portable housing benefit program for survivors of domestic violence (referred to as the SDV-PHB Pilot) who qualify for the Special Priority Policy (SPP) and making policy enhancements to this policy.

In September 2016, the province launched the SDV-PHB Pilot program across 22 Service Manager areas. The Pilot has been exceptionally effective in providing over 770 survivors and their families more choice as to where to live, helping them find housing more quickly, and providing greater housing stability.

Following up on the strong results of the first year of the Pilot program, the 2017 provincial budget announced an investment of \$30 million over the next three years to eventually support up to 3,000 survivor households and, starting in 2020, funding will be increased to \$15 million per year, subject to annual provincial budget approvals.

Beginning in April 2018, the program will be expanded provincially to allow eligible survivor households province-wide to apply for the program through their local Service Manager.

In addition to expanding the SDV-PHB program, the government is making amendments to SPP – a policy regulated under Ontario Regulation 367/11 of the *Housing Services Act, 2011* which provides survivor households fleeing an abusive situation with priority access to rent-geared-to-income (RGI) social housing above all other chronological applicants.

REFERRAL TO _____
RECOMMENDED _____
DIRECTION REQUIRED _____
RECEIPT RECOMMENDED _____

RECEIVED

.../2

DEC 14 2017

Region of Peel
Clerks Dept.

Regulatory amendments to SPP are based on the recommendations brought forward by a cross-sector Working Group comprised of organizations from the Violence Against Women (VAW), housing and Indigenous sectors and reflect multi-sector consultations the ministry has undertaken with key stakeholders.

In general, these amendments expand the policy to include survivors of human trafficking, improve the application process for all survivor households and ensure the policy is culturally inclusive, relevant and reflective of the pattern of abuse experienced by some survivor households.

To align with the province-wide launch of the expanded SDV-PHB Program, all Service Managers would be required to comply with regulatory amendments on April 1, 2018. Service Managers that are in a position to implement regulatory changes sooner would be able to do so starting on January 1, 2018.

A copy of the amendments to SPP is available on e-laws:
www.ontario.ca/laws/regulation/110367?search=housing+services+act.

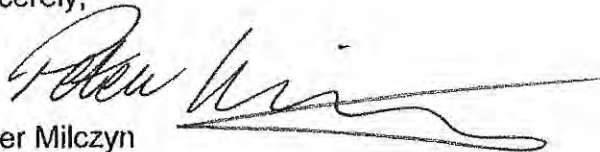
To support the implementation of regulatory amendments to SPP and the expanded SDV-PHB program, the ministry will develop program and policy guidelines for Service Managers in the coming months.

In the meantime, if you have any questions about regulatory amendments to the SPP, I encourage you to contact Rhona Duncan, Manager of the Housing and Homelessness Policy Unit. Rhona can be reached by telephone, 416-585-7228, and by email: rhona.duncan@ontario.ca.

Inquires about the expanded SDV-PHB program can be directed to Ravi Bhusia, Manager of the Program Development and Analysis Unit. Ravi can be reached by telephone, 416-585-6526, and by email: ravi.bhusia@ontario.ca.

Thank you for continued partnership as we work together to support better housing outcomes for survivors of domestic violence and survivors of human trafficking.

Sincerely,



Peter Milczyn
Minister

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**ITEMS RELATED TO
ENTERPRISE PROGRAMS
AND SERVICES**

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DATE: January 2, 2018

REPORT TITLE: **2017/2018 DEDICATED PROVINCIAL GAS TAX FUNDS**

FROM: Stephen VanOfwegen, Commissioner of Finance and Chief Financial Officer

RECOMMENDATION

That the Regional Chair and the Commissioner of Finance & Chief Financial Officer be authorized to execute the Letter of Agreement provided by the Ontario Ministry of Transportation to implement the Dedicated Gas Tax Funds for the Public Transportation Program in order to facilitate the Province of Ontario to release the 2017/2018 funding to the Region of Peel;

And further, that the necessary by-law be presented for enactment.

REPORT HIGHLIGHTS

- The 2013 Ontario Budget announced that the Dedicated Gas Tax funding which is equivalent to 2 cents per litre will be made permanent.
- For 2017/18, the Dedicated Gas Tax Funds for Public Transportation Program runs from April 1, 2017 to March 31, 2018.
- In December 2017, the Region of Peel was advised of its 2017/2018 municipal allocation of the dedicated gas tax funds of \$744,425.
- Regional Council is required to enact a by-law authorizing the execution of the letter of agreement with the Province of Ontario.
- The Region of Peel uses the funding towards the capital and operating expenditures to support the Region's TransHelp accessible bus service.

DISCUSSION

1. Background

The 2013 Ontario Budget announced that the Dedicated Gas Tax, which is equivalent to 2 cents per litre, will be made permanent via the passing and proclamation of the *Dedicated Funding for Public Transportation Act, 2013*. In order to implement this legislation, the Ministry of Transportation changed the dedicated gas tax program year, which has previously run from October to the following September, to now align with the Provincial fiscal year. Starting with 2014/15, the Dedicated Gas Tax Funds for the Public Transportation Program runs from April to March, with municipal allocations being available in late September at the earliest. For 2017/18, the Dedicated Gas Tax Funds for Public

2017/2018 DEDICATED PROVINCIAL GAS TAX FUNDS

Transportation Program runs on this schedule from April 1, 2017 to March 31, 2018. Since the inception of the program through 2017, the Region of Peel has received approximately \$7.7M in funding, which was used to fund both capital and operating expenditures to support the Region's TransHelp accessible bus service.

2. 2017/2018 Dedicated Provincial Gas Tax Allocation

In December 2017, the Ministry of Transportation advised the Region of Peel that it will be eligible to receive funding for 2017/2018 from the Provincial government under the Dedicated Gas Tax Funds for Public Transportation Program. As in the past, participation in the program requires each municipality to execute a letter of agreement with the Province of Ontario. Accompanying the letter of agreement is the Dedicated Gas Tax Funds for Public Transportation Program 2017/2018 Guidelines and Requirements document. The Region of Peel's allocation for the 2017/18 will be \$744,425. The first \$558,319 is payable on execution of the agreement with the remaining amount payable thereafter.

The Agreement's conditions are similar to those in the past. Participants in the program must meet several criteria for 2017/2018 as indicated in the Appendix I.

CONCLUSION

The Letter of Agreement for the provincial dedicated gas tax funds requires Regional Council to pass a by-law authorizing the Chair and Chief Financial Officer to execute the agreement. The dedicated gas tax funds will be used to fund both capital and operating expenditures that will support TransHelp ridership growth.



Stephen VanOfwegen, Commissioner of Finance and Chief Financial Officer

Approved for Submission:



D. Szwarc, Chief Administrative Officer

APPENDICES

Appendix I – Highlights – General Eligibility Requirements for the Dedicated Gas Tax Program

For further information regarding this report, please contact Stephanie Nagel at extension 7105 or via email at stephanie.nagel@peelregion.ca.

Authored By: Kavita McBain

Reviewed in workflow by: Legal Services

APPENDIX I
2017/2018 DEDICATED PROVINCIAL GAS TAX FUNDS

Highlights - General Eligibility Requirements for the Dedicated Gas Tax Program

Municipalities receiving dedicated gas tax funds must meet, among others, the following eligibility conditions for the 2017/2018:

- Only municipalities that have submitted their 2016 annual data survey to the Canadian Urban Transit Association (CUTA) will be eligible to receive dedicated gas tax funds;
- Dedicated gas tax funds, including all interest earned must be kept in a dedicated gas tax funds reserve account and remain the property of the Ministry of Transportation (MTO) pending payment of eligible expenditures;
- Dedicated gas tax funds and any related interest must be used exclusively towards the provision of public transportation service (the Region of Peel uses the funding towards the capital and operating expenditures to support the Region's TransHelp accessible bus service.);
- Transit vehicles purchased using the gas tax funds must be fully accessible;
- The acquisition of transit vehicles must comply with the Canadian content policy requirements;
- Municipalities are required to provide an annual report of their spending on public transportation services;
- Gas tax funds can only be used to support municipal public transportation expenditures above a municipality's baseline spending;
- For municipalities that provide only specialized transit, transit strategies that may not initially result in ridership growth, but will provide increased accessibility can be considered as eligible expenditures, if approved in writing by MTO prior to implementation;
- Any funds accrued from the sale, lease or disposal of assets purchased with dedicated gas tax funds must be returned to a dedicated gas tax funds reserve account, with the exception of funds accrued from the sale, lease or disposal of transit buses beyond their useful economic life; and
- For those GTA municipalities that are required to provide funding for the capital costs for the Metrolinx Transit Growth and Enhancement Plan, these municipalities are required to demonstrate that they have met their responsibility for the payment of the growth and expansion capital costs of Metrolinx pursuant to the *Amendment to Greater Toronto Services Board B-law No. 40*, O. Reg. 446/04, made under the *Metrolinx Act, 2006*, S.O. 2006, c. 16, as amended.

DATE: December 21, 2017

REPORT TITLE: **DELEGATION OF TAX RATIO SETTING AUTHORITY**

FROM: Stephen VanOfwegen, Commissioner of Finance and Chief Financial Officer

RECOMMENDATION

That the tax ratio setting authority for both lower-tier and upper-tier purposes for 2018, be delegated by the Region of Peel to its lower-tier municipalities, as authorized under section 310 of the *Municipal Act, 2001*, as amended;

And further, that the necessary by-law inclusive of the methodology to apportion the Regional levy, be presented for enactment.

REPORT HIGHLIGHTS

- Delegation of the tax ratio setting authority provides the councils of the local municipalities with the autonomy to establish tax ratios for both local municipal and Regional purposes.
- The Region of Peel has delegated its tax ratio setting authority to its local municipalities in each year from 1998 through 2017 inclusive.
- The delegation of authority must be consented to by all three local municipalities.
- A Regional by-law must be enacted, and each local municipality must pass a resolution consenting to the by-law before February 28, 2018.
- O. Reg. 103/09, as amended, designates the Region as a municipality authorized to delegate for the purposes of section 310 of the *Municipal Act, 2001*.
- Copies of the Regional by-law as well as the local resolutions must be sent to the Minister of Municipal Affairs by March 15, 2018.

DISCUSSION

1. Background

a) Tax Ratio Setting

Subsection 308(3) of the *Municipal Act, 2001* (hereafter referred to as the “Act”) defines tax ratios as the ratios that the tax rate for each property class must be to the tax rate for the residential property class. Subsection 308(5) provides that for tiered municipalities, the upper-tier municipality shall pass a by-law in each year to establish the tax ratios for that year for the upper-tier municipality and its lower-tier municipalities. Notwithstanding

DELEGATION OF TAX RATIO SETTING AUTHORITY

subsection 308(5), subsection 310(1) of the *Act* provides that an upper-tier municipality may delegate the tax ratio setting authority to its lower-tier municipalities.

The Region of Peel has delegated its authority to establish tax ratios to its local municipalities in each of the 1998 to 2017 fiscal years. Delegation allows the local municipalities flexibility in determining their own tax ratios. Regional and local municipal Finance staff recommend delegation for the 2018 fiscal year.

Tax ratios reflect how a tax rate for a particular property class compares to the residential tax rate. The different relative tax burdens among property classes are based on the tax ratios set by municipalities. Changing the tax ratios will result in a shift of the tax burden among different property classes. Tax ratios can be used to prevent large shifts of the tax burden caused by proportionally uneven changes in assessment among different property classes as well as to lower the tax rates on a particular class or classes.

b) Apportionment of Regional Levy

In accordance with the *Act*, the proposed delegation by-law contains a method to apportion the Region of Peel 2018 property tax levy among the City of Brampton ("Brampton"), the City of Mississauga ("Mississauga") and the Town of Caledon ("Caledon"). The proposed method remains the same as 2017 and is based on the following three components:

- Waste management costs are apportioned based on relative local municipal household counts according to the assessment roll data provided by the Municipal Property Assessment Corporation ("MPAC") used for the current taxation year.
- Peel Regional Police costs are apportioned between Brampton and Mississauga based on weighted current value assessment for the current taxation year. Caledon fully assumes the costs of the Ontario Provincial Police.
- Remaining Regional services are apportioned among the local municipalities according to relative shares of weighted current value assessment for the current taxation year.

The *Act* sets out a February 28, 2018 deadline for enactment of a by-law by Regional Council and resolutions consenting to the by-law by each of the local municipalities. Local municipal Treasurers will be bringing forward related reports to their respective councils by February 28, 2018.

The delegation by-law and the necessary local municipal resolutions confirming delegation will then be submitted to the Minister of Municipal Affairs no later than March 15, 2018 as required by subsection 310(3.1) of the *Act*. By meeting all these requirements, O. Reg. 103/09, as amended, will continue to designate the Region as an upper tier municipality having authority under section 310 of the *Act* to delegate the establishment of tax ratios for 2018 to its lower-tier municipalities. That authority is exercised by passing the delegation by-law recommended in this report which will be brought forward for Council's adoption.

DELEGATION OF TAX RATIO SETTING AUTHORITY

CONCLUSION

Delegation of the upper-tier tax ratio setting authority contains a method to apportion the Region of Peel 2018 property tax levy among Brampton, Caledon and Mississauga and provides the local municipalities with the autonomy to set tax ratios that respond most appropriately to the circumstances in each local municipality.



Stephen VanOfwegen, Commissioner of Finance and Chief Financial Officer

Approved for Submission:



D. Szwarc, Chief Administrative Officer

For further information regarding this report, please contact Raghu Kumar at extension 4281 or via email at Raghu.kumar@peelregion.ca

Authored By: Kavita McBain

Reviewed in workflow by: Legal Services

DATE: December 22, 2017

REPORT TITLE: **AMENDMENTS TO THE REGION OF PEEL PROCEDURE BY-LAW 100-2012**

FROM: Lorraine Graham-Watson, Commissioner of Corporate Services

RECOMMENDATION

That the proposed revisions to the Region of Peel Procedure By-law 100-2012, as amended, attached as Appendix I to the report of the Commissioner of Corporate Services, titled “Amendments to the Region of Peel Procedure By-law”, be approved;

And further, that the necessary by-law be presented for enactment.

REPORT HIGHLIGHTS

- The current Procedure By-law 100-2012 was enacted in 2012 and has been amended by By-laws 117-2013 and 12-2016.
- The Procedure By-law Review Committee (the Committee) was formed to conduct a comprehensive review of the By-law.
- Bill 68 received Royal Assent on May 30, 2017 and will be implemented in phases – January 1, 2018, March 1, 2019 and other provisions on a date to be proclaimed by the Lieutenant Governor.
- The Committee recommends amendments to the By-law now and recommends a further report prior to March 2019 when the next wave of changes pursuant to Bill 68 become effective.

DISCUSSION

1. Background

The Region of Peel Procedure By-law (the By-law) governs the calling, place and proceedings of the meetings of Council and its committees.

The Procedure By-law Review Committee (the Committee) was formed to conduct a comprehensive review of the By-law. The Committee took into consideration directions and actions that have been approved by Regional Council such as consideration of implementation of a trial period for the use of consent agendas; removal of enquiries from Regional Council agenda; a process for recording all votes during Council meetings; and administrative/housekeeping amendments. The recent changes to the *Municipal Act, 2001*

AMENDMENTS TO THE REGION OF PEEL PROCEDURE BY-LAW 100-2012

with respect to the election of Regional Chair (Bill 70) and the accountability, transparency and regional municipal governance (Bill 68) were discussed.

2. Procedure By-law Review Committee Recommendations

The Committee did its initial comprehensive review of the By-law at its meeting held on June 15, 2017 and recommended the following:

- Use of consent agendas for Regional Council meetings, on a trial basis,
 - Regional Council determine the items to be considered under the consent agenda for September 28, 2017 to December 21, 2017 trial period;
 - Regional staff create the consent agenda for ratification by Regional Council for the January 2018 to March 29, 2018 trial period;
 - The applicable sections of the By-law were waived accordingly, for the duration of the trial period; and,
 - The Regional Clerk will report back to a future meeting of Regional Council with the results of the trial period.
- As of September 2017, recorded votes for all motions have been implemented at Regional Council meetings using electronic voting, with the exception of approval of agenda; adoption of minutes; declaration of conflict of interest, presentations, delegations, correspondence, by-laws, moving in and out of closed session; calling a question and adjournment.
- The Enquiries from Regional Councillors section of the Regional Council agenda was removed. The Committee approved that items not related to a report, delegation or presentation be considered under Other Business, including new business or enquiries from Regional Councillors. Further, the Committee recommended that additional items to be considered under Other Business be permitted by majority vote in the event the item is added after the approval of the agenda. It was also recommended the definition of “Other Business” and criteria for items to be considered under this section be added to the By-law.

The June 15, 2017 Committee recommendations were approved by Regional Council on July 6, 2017 (Resolutions 2017-600 to 2017-602 inclusive).

At its meeting held on September 15, 2017, the Committee recommended further revisions to the By-law now, and recommends a subsequent report prior to March 2019 when the next wave of changes pursuant to Bill 68 are effective. Regional staff was directed to include a clause in the By-law stating that further changes to the By-law may be required subject to the requirements of Bill 68. Regional Council approved the following Committee recommendations on September 28, 2017 (Resolution 2017-746):

- Adding provisions under the Regional Chair Section that the Regional Chair would only vote in the event of a tie under the current By-law until the end of the current term of Council; and that effective December 1, 2018, the Regional Chair shall be eligible to vote as a member of Council;
- Adding provisions for Notices of Motion regarding compliance with the seven-day notice requirement to the Regional Clerk; oral motions presented at a meeting would be considered at the next Regional Council meeting;

AMENDMENTS TO THE REGION OF PEEL PROCEDURE BY-LAW 100-2012

- Revising Sections 6.1.2 and 6.1.6 under the Motions Section to allow exceptions in certain circumstances when a motion could be presented to Council or committee;
- Adding an “Announcements” section to the Regional Council Agenda and distinguishing between Announcements and Delegations;
- Removing the requirement for delegations to seek Regional Council approval prior to being listed as a delegation;
- Limiting the ability to present motions related to items of communication without a related staff report;
- Requiring workshops and education sessions to be open to the public unless directed otherwise by Regional Council;
- Clarifying that Council Section Chairs and Vice-Chairs vote on all motions and resolutions even when they are presiding over an agenda section for their respective Council sections;
- Adding a provision that describes the criteria for a petition to be placed on an agenda;
- Authorizing the Regional Clerk to approve and implement minor administrative changes to Regional by-laws and/or minutes of any Council or committee meeting not affecting their substantive operation or intent.

With the completion of the comprehensive review of the By-law, the Committee has been suspended until such time as the Committee Chair calls for a meeting.

3. Bill 68

The changes made through Bill 68, *Modernizing Ontario’s Municipal Legislative Act, 2016* will come into force in phases: upon Royal Assent on May 30, 2017; January 1, 2018 and March 1, 2019.

The provisions that will come into force January 1, 2018 are listed below:

- New provisions on open meetings
- New closed meeting exceptions
- Changes to council composition (including temporary replacement of a member of upper tier council)
- Electronic participation in council meetings

a) Open Meetings

Currently, the definition of meetings under Section 238 (1) of the *Municipal Act, 2001* as amended (the Act) reads “any regular, special or other meeting of a council, of a local board or of a committee of either of them”. This clause is considered to be vague and the interpretation varied or challenged. At the Region’s Council or committee meetings, clarifications are often sought regarding Councillors’ attendance requirement or if a matter to be dealt with would materially lead to a decision of Council or committee.

Bill 68 provides clarity to these matters and it amends the current definition of meetings to mean “any regular, special or other meeting of a council, of a local board or of a committee of either of them, where, (a) a quorum of members is present, and (b)

AMENDMENTS TO THE REGION OF PEEL PROCEDURE BY-LAW 100-2012

members discuss or otherwise deal with any matter in a way that materially advances the business or decision-making of the council, local board or committee”.

The Act now requires that if an investigator finds that a meeting or a part of a meeting has been closed to the public contrary to the rules governing the proper closure of a meeting to the public, there be a report to Council whereupon Council is required to pass a resolution stating how it intends to address the report.

These new provisions have been incorporated in the proposed By-law attached as Appendix I.

b) Closed Meeting Exceptions

The following are the four new exemptions that may be used to close all or part of a meeting to the public, as follows:

- information explicitly supplied in confidence to the municipality or local board by Canada, a province or territory or a Crown agency of any of them;
- a trade secret or scientific, technical, commercial, financial or labour relations information, supplied in confidence to the municipality or local board, which, if disclosed, could reasonably be expected to prejudice significantly the competitive position or interfere significantly with the contractual or other negotiations of a person, group of persons, or organization;
- a trade secret or scientific, technical, commercial or financial information that belongs to the municipality or local board and has monetary value or potential monetary value; or
- a position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board.

In addition to the current provisions of the By-law for closed session meetings, these four exemptions now form part of the proposed By-law.

c) Changes to Council Composition, including Temporary Replacement of a Member of Upper-Tier Council

Regional municipalities are able to change the composition of their councils. The amendments also require a regional municipality to review, for each of its lower-tier municipalities, the number of its members that represent the lower-tier municipality. Provisions are also included to permit the Minister to alter the composition of regional councils in certain circumstances.

Alternate Members to Regional Council

As of January 1, 2018 Section 268(1) of the Act allows that the council of a local municipality may appoint one of its members as an alternate member of the upper-tier council, to act in place of a person who is a member of the councils of the local municipality and its upper-tier municipality, when the person is unable to attend a meeting of the upper-tier council for any reason.

AMENDMENTS TO THE REGION OF PEEL PROCEDURE BY-LAW 100-2012

This subsection of the Act does not authorize the appointment of more than one alternate member during the term of council; the appointment of an alternate member to act in place of an alternate member appointed under subsection 267 (1) or (2) of the Act; or the appointment of an alternate head of council of the upper-tier municipality.

However, in the event the seat of the member who has been appointed as an alternate member becomes vacant, the council of a local municipality may appoint another of its members as an alternate member for the remainder of the council term.

In Peel, this new requirement at this time will be applicable to the Councils of the City of Brampton and the Town of Caledon which consists of both City and Regional Councillors.

The proposed By-law includes the general framework and an interpretation applied to the new legislation by staff with respect to alternate members of Regional Council, if appointed by lower-tier municipalities. The alternate member will have the same powers and duties as a regular member of Regional Council only during a Regional Council meeting. It is recommended that the alternate member attendance be limited to Regional Council meetings only.

d) Electronic Participation in Council Meetings

Section 238(3) of the Act has been amended to include provisions for electronic participation. It stipulates that the applicable procedure by-law may provide that a member of council, of a local board or of a committee of either of them, can participate electronically in a meeting which is open to the public to the extent and in the manner set out in the by-law provided that any such member shall not be counted in determining whether or not a quorum of members is present at any point in time. Further, the applicable procedure by-law shall not provide that a member of council, of a local board or of a committee of either of them, can participate electronically in a meeting which is closed to the public.

Regional Council may choose to apply electronic participation at Council or committee meetings. It has potential benefits such as reduced travel time, increased participation and it is environmentally friendly. However, the legislation is not clear on process or procedure how this will be implemented. The Regional Council Chamber currently does not have the ability to facilitate electronic participation at meetings. There may be potential challenges associated with electronic participation such as technology disruptions, start-up cost, meeting management or confidentiality/privacy. Regional staff recommends that electronic participation not be considered at this time until further clarification in the Act is achieved and practical municipal examples are demonstrated.

e) Other Bill 68 Requirements

The next phase of Bill 68 will come into force March 1, 2019 which includes, but not limited to, the new requirements of the *Municipal Conflict of Interest Act* regarding written statements of disclosure of interest by Members of Council; Codes of Conduct; and Integrity Commissioner Provisions. As a result, further amendments to the By-law will be required to comply with Bill 68.

AMENDMENTS TO THE REGION OF PEEL PROCEDURE BY-LAW 100-2012

4. Local and Other Regional Municipal Procedure By-laws

The Procedure By-laws of the City of Brampton, City of Mississauga, Town of Caledon, and the Regions of Halton, Waterloo and Durham were considered in preparing the proposed amendments to the By-law.

5. Next Steps

Subject to Regional Council approval of the amendments to the proposed Procedure By-law outlined in this report, notice requirements will have to be fulfilled prior to Council's consideration of a new By-law.



Lorraine Graham-Watson, Commissioner of Corporate Services

Approved for Submission:



D. Szwarc, Chief Administrative Officer

APPENDICES

Appendix I – Proposed Amendments to the Procedure By-law

For further information regarding this report, please contact Kathryn Lockyer, Regional Clerk and Director of Clerk's, ext. 4325, email at kathryn.lockyer@peelregion.ca.

Authored By: Stephanie Jurrius, Legislative Specialist

Reviewed in workflow by:
Legal Services

**APPENDIX I
AMENDMENTS TO THE REGION OF PEEL PROCEDURE BY-LAW 100-2012**

THE REGIONAL MUNICIPALITY OF PEEL

BY-LAW NUMBER XX-2018

A by-law to govern the calling, place, and proceedings of the meetings of Council and its committees and the conduct of their members and to repeal By-laws 100-2012, 117-2013 and 12-2016.

WHEREAS the Council of the Regional Corporation has by Resolution on ____ day of _____, 2018 authorized the passing of a by-law to govern the proceedings of Council and its committees pursuant to Section 238(2) of the *Municipal Act, S.O. 2001*, Chapter 25, as amended, and the *Regional Municipality of Peel Act, 2005*, S.O. 2005, Chapter 20;

NOW THEREFORE, the Council of the Regional Corporation enacts as follows:

1. GENERAL

1.1 RULES OF PROCEDURE

1.1.1 Subject to the provisions of any applicable statutes, the calling, place and proceedings of meetings of Council and its committees and the conduct of their members, shall be governed by the rules and procedures contained in this by-law and the provisions of this by-law may be referred to as the "Rules of Procedure".

1.1.2 Where any matter related to the conduct of meetings is not expressly or by necessary implication provided for in this by-law, the rules of procedure as contained in Robert's Rules of Order shall be followed for governing the proceedings of Council and its committees and the conduct of their members.

1.1.3 The Rules of Procedure, may be suspended with respect to the consideration of one or more matters or questions during the course of a single meeting by a two-thirds vote. Such a motion shall identify the basis of the request for the suspension of rules.

1.1.4 Informal meetings of Council or committee may be called so long as there is not a quorum of Councillors present and during any such informal meetings, no motion may be presented and no resolution or by-law may be passed. A notice of motion may be ~~tabled~~ added to the agenda for

**APPENDIX I
AMENDMENTS TO THE REGION OF PEEL PROCEDURE BY-LAW 100-2012**

consideration at a subsequent formal meeting of Council or committee as the case may be.

1.2. DEFINITIONS

1.2.1 “announcements” means any announcement related to Regional programs and services to an event of interest to the general public, and shall not include a delegation. These are intended for the purpose of sharing information about a community or staff events, activities, functions and shall be sponsored by a Council member.

~~1.2.1~~1.2.2 “by-law” means an enactment of Council in writing described on its face as a by-law of The Regional Municipality of Peel, the original of which has been authenticated by the signatures of the Regional Chair ~~or Acting Regional Chair~~ and the Regional Clerk ~~or Acting Regional Clerk~~ and ‘by-law’ may be used to refer to the written document presented to Council for enactment as a by-law where the context requires.

~~1.2.2~~1.2.3 “committee” means any advisory committee or other committee, subcommittee or similar entity, of which at least 50 per cent of the committee members are members of Regional ~~Council~~Council. ~~and the~~The members of the committee who are Regional Council members have the right to designate another member of Council, other than the Regional Chair, to attend and vote in that member’s absence.

~~1.2.3~~1.2.4 “Committee Chair” means the ~~chair~~member of a committee ~~that was elected to preside over the committee meetings by the members of the committee.~~

~~1.2.4~~1.2.5 “committee recommendation” means a recommendation passed by a committee that is presented for adoption as a resolution by Council.

~~1.2.5~~1.2.6 “committee report” means the minutes of a committee meeting containing **any** committee recommendations.

~~1.2.6~~1.2.7 “Council Section” means the portion of the agenda under which reports, correspondence and presentations are grouped, and shall include but not necessarily be limited to Health, Human Services, Enterprise Programs and Services, and Public Works, but shall not include those matters to be considered In Camera.

**APPENDIX I
AMENDMENTS TO THE REGION OF PEEL PROCEDURE BY-LAW 100-2012**

~~1.2.71.2.8~~ “Council Section Chair” means the ~~Chair of a~~ **person elected to preside over a** Council Section **during a Council meeting.**

~~1.2.81.2.9~~ “delivery” or “agenda delivery” means the manner of distributing the agendas to Members of Council, and the Regional Chair including hand-delivery, distribution via courier, use of electronic means and/or e-mail not less than 48 hours prior to a Council or committee meeting.

~~1.2.91.2.10~~ “eligible to vote” means having as a member the right to vote at a meeting. At a meeting of Council every member present **including the Section Chair** other than the Regional Chair has the right to vote, except in the case of an equality of votes in which case the Regional Chair shall have a vote, and at any committee meeting every member present including the Presiding Officer **and the Regional Chair** has the right to vote.

~~1.2.101.2.11~~ “ex-officio” means ~~the~~**by** virtue of the office or position. The Regional Chair is an ex-officio member of all committees who shall have the full voting privileges and be counted for quorum.

~~1.2.111.2.12~~ “Inaugural Meeting” means the first meeting of Regional Council following a regular election.

~~1.2.121.2.13~~ “In Camera” means that part of a meeting that is closed to the public, other than those persons specifically invited by **the Regional Chair**, Council or committee **members** to remain and may also be referred to as “Closed Session”.

~~1.2.131.2.14~~ “Investigator” means the person or agency retained by The Regional Municipality of Peel to conduct closed session investigations or appeals.

~~1.2.141.2.15~~ “majority vote” means more than half of the votes cast by the members who are present and eligible to vote.

~~1.2.151.2.16~~ “meeting” includes any regular, special or other meeting of Council or committee where a quorum of members is present and members discuss or otherwise deal with any matter in a way that materially advances the business or decision making of the council, local board or committee; ~~and, does not include “public meetings” as defined in any legislation.~~

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~~1.2.16~~1.2.17 “member” means a Regional Councillor and includes the Regional Chair, except that in respect of an advisory committee it shall also refer to committee members who are not members of Regional Council provided that any such committee member shall not have the right to designate another person or member of Council to attend and vote in that member’s absence, unless specifically permitted to do so by the Terms of Reference of said committee. A member also includes the Alternate Council Member or alternate member which means a member of a lower-tier council in The Regional Municipality of Peel, who has been appointed by the lower-tier council to act as a substitute member on Regional council when another member of that lower-tier Council is unable to attend a Regional Council meeting, in accordance with section 268(1) of the *Municipal Act, 2001, as amended* and Appendix 3 – Temporary Replacement – Alternate Members of Regional Council.

~~1.2.17~~1.2.18 “Notice of Motion” means ~~a written notice, including the name of the mover, advising Council that the motion described therein will be~~ a motion provided by a member who shall be the owner of the motion to be brought at a ~~subsequent~~ the next meeting and will be listed under the Notice of Motion section of a Council agenda.

~~1.2.18~~1.2.19 “motion” means a proposal by a member presented in a meeting in accordance with the Rules of Procedure, that Council resolve and effect a decision and includes a committee recommendation contained in a committee report.

1.2.20 “other business” means new business or a matter not related to an item on the draft agenda pertinent to the business of the Region that may be of urgent nature; require direction from Council or committee or report back to a future meeting of Council or committee.

~~1.2.19~~1.2.21 “Presiding Officer” means the Regional Chair or the Council Section Chair or the Committee Chair while they are presiding at a meeting, and such other person as may be authorized or appointed to preside at a meeting in their absence under the Rules of Procedure, ~~while so presiding~~ or as provided in the committee’s Terms of Reference.

~~1.2.20~~1.2.22 “public meeting” means a public meeting under the *Municipal Act, 2001, as amended*, or the *Planning Act*, or any

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other statute that requires or permits Council to hold a public meeting, **in accordance with Appendix 4 – Public Meetings.**

~~1.2.21~~ **1.2.23** “quorum” means a majority of members representing all lower-tier municipalities at Council meetings or a majority of the total number of committee members or as provided in a committee’s Terms of Reference. ~~Quorum is to be determined by reference to the number of members present and not by the number of those actually voting.~~

~~1.2.22~~ **1.2.24** “recorded vote” means a vote in which the votes of all members present **for the vote** are recorded showing the names, whether they voted in favour or opposed or abstained.

1.2.25 “Region” and “Regional Corporation” means **The Regional Municipality of Peel.**

~~1.2.23~~ **1.2.26** “Regional Chair” means the head of Council.

~~1.2.24~~ **1.2.27** “Regional Clerk” and “Clerk” means the Clerk of the Region appointed under the *Municipal Act, 2001, as amended*, and shall include an “Acting Regional Clerk” and any other employee of the Regional Corporation to whom the Regional Clerk has delegated any of the Clerk’s powers and duties under the *Municipal Act, 2001, as amended*, to the extent that they are authorized to perform any of the duties of the Clerk under this by-law.

~~1.2.25~~ **1.2.28** “resolution” means the decision on any motion passed or committee recommendation adopted in a meeting of Council.

1.2.29 “special meeting” means **a separate session of Council or committee held at a time different from that of any regular meeting; convened only to consider one or more items of business specified in the call of the meeting; and the reason for special meetings is to deal with matters that may arise between regular meeting; to dedicate an entire session to one or more particular matters; or to deal with a contentious item that could attract a significant number of delegation requests and discussions.**

1.2.30 “two-thirds vote” means at least two-thirds of the votes cast by members who are present and eligible to vote.

~~1.2.26~~ **1.2.31** “vacant” or “vacancy” means **vacant seat under The Municipal Act, 2001, as amended.**

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~~1.2.27~~1.2.32 “Vice-Chair” refers to the Vice-Chair of a Council Section or the Vice-Chair of a committee who upon election has the function of presiding over a meeting or portion of a meeting in the absence of the Council Section Chair or the Committee Chair.

1.2.33 “workshop” means a meeting of Council conducted in accordance with section 5.10 of this by-law, intended for all members of Council, for the purpose of:

- a. receiving a briefing on municipal business;
- b. discussing emerging priorities and issues, including strategic planning; and/or
- c. training purposes.

2. **REGIONAL CHAIR**

2.1. GENERAL

2.1.1 It shall be the role of the Regional Chair to carry out the responsibilities set forth in the *Municipal Act, 2001*, sections 225 and 226.1, **as amended from time to time, as well as the responsibilities outlined in this by-law.**

2.1.2 The Regional Chair shall be an ex-officio member of all committees **but** shall **not** be counted in determining the size of the committees and/or quorum, ~~and~~**but** shall be entitled to all the rights of membership in the committees, including making motions and voting.

2.1.3 The Regional Chair shall not be eligible to be a Council Section Chair or Vice-Chair but may preside in place of a Council Section Chair or Vice-Chair when both are absent from a meeting.

2.1.4 The Regional Chair ~~may~~**shall** not vote in a Council meeting except in the event of an equality of votes.

Note: On December 1, 2018, section 2.1.4 of the Procedure By-law will be repealed and the following substituted:

2.1.4 The Regional Chair shall be eligible to vote as a member of Council.

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2.2. DUTIES

2.2.1 The Regional Chair shall be the Presiding Officer at meetings of Council and it shall be the duty of the Regional Chair:

- a. to call the members to order, call the roll, announce the business before Council and conduct the meeting in accordance with the Rules of Procedure;
- b. to enforce the Rules of Procedure;
- c. to preserve order and decide points of order;
- d. to expel or exclude from any meeting any person who has been determined to be guilty of improper conduct at the meeting;
- e. where it is not possible to maintain order, the Regional Chair may, without any motion being put, adjourn the meeting to a time to be named by the Regional Chair;
- f. to authenticate by signature all by-laws, resolutions, and minutes of Council;
- g. to call upon the Council section Chair to preside over their respective Council section; and
- ~~h. may preside over Council sections in the absence of the Council Section Chair and Vice-Chair~~
- h. to receive and put to a vote all motions, resolutions and by-laws presented by the members of Council and to announce the result when this function is not performed by a Section Chair and Vice-Chair; **and**
- i. **to preside over all in camera matters.**

2.3. REGIONAL CHAIR ABSENT

2.3.1 During all absences of the Regional Chair, or if the Office of the Regional Chair becomes vacant, each member of Council in rotation is hereby appointed Acting Regional Chair from time to time in the place and stead of the Regional Chair during the calendar month for which that member is designated on the Acting Regional Chair list prepared by the Regional Clerk.

2.3.2 At the beginning of each term of Council the Regional Clerk shall prepare an Acting Regional Chair list designating each member, other than the Regional Chair, for each calendar month during the term by first listing the members who were members of Council during the immediately preceding term in alphabetical order, then followed by the newly elected members in alphabetical order, then followed by all members in

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alphabetical order as are needed to complete designations for each calendar month during the term.

- 2.3.3 Should any member be unable to carry out the duties of Acting Regional Chair during the month for which the member is designated, the next member on the list is hereby appointed as Acting Regional Chair during such inability. At such time as the originally designated member is able to carry out the duties of Acting Regional Chair in that same month, the appointment shall return to that member.
- 2.3.4 If the Regional Chair is known to be absent or if the Regional Chair does not attend a meeting of Council within 15 minutes after the time appointed, the Acting Regional Chair shall call the members to order, and if a quorum is present, shall preside during the meeting or until the arrival of the Regional Chair.
- 2.3.5 The Acting Regional Chair is authorized to exercise the powers and carry out the duties of the Regional Chair while so acting, save and except that the Acting Regional Chair shall have one vote on any question at a meeting of Regional Council and shall not be permitted to have a casting vote following an equality of votes.
- 2.3.6 The Regional Chair shall formally advise Council of any intention to be absent from the office for a period longer than three consecutive weeks.

3. PRESIDING OFFICERS OF A COUNCIL SECTION

- 3.1 The **initial** term of Council Section Chairs and Vice-Chairs shall be 24 months, unless superseded by a resolution of Council. **The second term of Council Section Chairs and Vice-Chairs shall be for the remainder of the term of Council, unless superseded by a resolution of Council.**
- 3.2 The Council Section Chairs and Vice-Chairs shall be elected by Council, in accordance with Appendix 1 - Election of Council Section Chairs and Vice-Chairs. The election of Council Section Chairs and Vice-Chairs shall be conducted at the first Council meeting after the Inaugural Meeting, and at the meeting closest to, but not after, 24 months after the beginning of the term of Council.
- 3.3 ~~A member shall not serve in an executive capacity (Chair or Vice Chair) of more than one Section at one time~~ **A member shall only**

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serve as a Chair or Vice-Chair of one section during a term of Council Section Chairs and Vice-Chairs.

~~3.4~~ When the position of Council Section Chair is vacant, or when the Council Section Chair is absent, the Council Section Vice-Chair has and may exercise all the rights, powers and authority of the Council Section Chair.

~~3.53.4~~ If the position of Council Section Chair or Vice-Chair becomes vacant, Council shall appoint a member to fill the vacancy.

3.5 A Council Section Chair or Vice-Chair shall preside over their respective Council sections to receive and put to a vote all motions and resolutions presented by the members of Council and to announce the result.

3.6 A Council Section Chair or Vice-Chair will vote on all motions and resolutions even when they are presiding over an agenda section for their respective Council sections.

4. MEETINGS

4.1. INAUGURAL MEETING - Council

4.1.1 The Inaugural Meeting shall be held after the councils of the area municipalities have held their first meetings, but in any event, not later than the 14th day following the day on which the term of office commences.

4.1.2 The Regional Clerk shall call the Inaugural Meeting at such time as may be appropriate ~~unless the time has been determined by the previous Council.~~

4.1.3 The place of the Inaugural Meeting shall be in the **Region of Peel** Council Chambers, unless otherwise determined by the Regional Clerk.

4.1.4 The Regional Clerk shall preside at the Inaugural Meeting until the Regional Chair has taken the required declaration of office.

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4.2. REGULAR MEETINGS - Council and Committees

4.2.1 The schedule of regular meetings of Council and such other committees as have been struck by Council shall be established by Regional Council on an annual basis in September for the next calendar year. The Regional Clerk shall prepare and present a draft schedule of regular meetings to Regional Council in the month of September each year. Changes to the schedule may be made by the Regional Clerk by the addition or cancellation of meetings **in accordance with this By-law or the Terms of Reference of a committee** or by changing the times of meetings.

4.2.2 The draft schedule of regular meetings prepared by the Regional Clerk shall provide for the following:

- a. all regular Council meetings will be held on a Thursday beginning at 9:30 a.m., or at the call of the Regional Chair;
- b. there shall be a two week rotation of meetings of Council to be followed by committee meetings as follows:
 - i) Week 1 and Week 3 – Committee meetings
 - ii) Week 2 and Week 4 – Council meetings
 - iii) Week 5 – Regional business days;
- c. despite the two week rotation there shall be no Council or committee meetings during the one week designated by the Peel School Boards for the March break or during the week before or after Christmas or the week after New Year's or during the month of October in the year of a regular election;
- d. during July, there shall be only one meeting which shall be held on the first or second Thursday of the month in order to accommodate the Canada Day Statutory Holiday, which shall be a meeting of Council;
- e. no Council or committee meeting will be held during August, unless called by the Regional Chair; and
- f. public notice of all regularly scheduled meetings of Council and committees shall be given by posting on the Region of Peel website, the schedule of regular meetings as same may be amended from time to time, for the ensuing year as approved by Regional Council pursuant to Section 4.2 of this by-law.

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- 4.2.3 Notwithstanding the foregoing, the schedule of regular meetings established by Council may vary from the requirements of clause 4.2.2 as Council may determine, or as the Regional Clerk may determine from time to time.
- a. public notice of all meetings not shown on the schedule of regular meetings shall be given by posting on the Region of Peel website a Notice of the meeting in a form sufficient to indicate the date, time and location of the meeting and the nature of the matters to be considered, at least 48 hours before the meeting is to be held.
- 4.2.4 Unless otherwise directed by Council, all Thursdays shall be considered as Regional business days to be held available by members for meetings of Council or committee, **workshops or other Regional business.**
- 4.2.5 The Regional Chair, in consultation with the Regional Clerk, may at any time cancel or reschedule any regular meeting of Council or any other committee.
- 4.2.6 A Committee Chair, in consultation with the Regional Clerk, may cancel or reschedule his or her committee meeting.
- 4.2.7 In addition to the schedule of regular meetings, the Regional Chair may call a meeting of Council upon 48 hours notice to all members.
- 4.2.8 Committees shall meet at such date, time and place as Council or the committees themselves decide or at the call of the Committee Chair with 48 hours notice, in accordance with 4.2.3.a.
- 4.2.9 No committee shall meet while Council is in session.
- 4.2.10 Seating at Council meetings shall be in alphabetical order of the members' surnames, with the first member seated closest to the left of the seat provided for the Regional Chair.
- 4.2.11 All meetings of Council and committees shall be held in the Council Chambers at 10 Peel Centre Drive, Suite A, Brampton or at such other place within the Region **of Peel** ~~at area~~ as is specified in the notice calling the meeting or as may be determined by Council or the committee as the case may be.

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- 4.2.13 A regular meeting of Council shall not carry on past 3:30 p.m. except that Council may pass a by-law confirming the proceedings of the meeting **to that point of the meeting** and may pass a resolution to carry on past that time. Subject to a resolution to the contrary, the meeting shall be adjourned at 3:30 p.m. and the business on the agenda for that meeting ~~and~~ which was not dealt with at that meeting shall be placed on the agenda for the next regular meeting of Council.
- 4.2.14 When a meeting of Council commences before noon and carries on or is likely to carry on after noon, ~~subject to a resolution to the contrary,~~ the Regional Chair shall call a recess approximately between noon and 12:30 p.m. for the purpose of a half hour lunch break.
- 4.2.15 Any meeting may by resolution **by majority vote** be recessed from time to time to resume at the location and at the time and date stated in the resolution.

4.3 SPECIAL MEETINGS – Council and Committees

- 4.3.1 Upon notice as set out in clause 4.3.3 the Regional Chair may at any time summon a special meeting of Council in which case the Regional Clerk shall provide notice in accordance with Section 4.3.3.
- 4.3.2 Upon notice as set out in clause 4.3.3 a Committee Chair may at any time summon a special committee meeting of the committee of which he or she is Committee Chair in which case the Regional Clerk shall provide notice in accordance with Section 4.3.3.
- 4.3.3 Special meetings summoned under clauses 4.3.1 and 4.3.2 shall not be held unless written notice of the special meeting detailing the date, time and place and the matters to be considered at the meeting is delivered not less than 48 hours before the time set for the meeting, to all members at the members' municipal offices or by electronic means.
- a. public notice of special meetings as set out in clause 4.3.1 shall be given by posting on the Region of Peel website a Notice of the meeting in a form sufficient to indicate the date, time and location of the meeting and

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the nature of the matters to be considered at least 48 hours before the meeting is to be held.

4.4. MEETINGS OF COUNCIL FOR EMERGENCIES

4.4.1 Despite any other provisions of this By-law, a meeting of Council for an emergency may be called by the Regional Chair, without written notice, to deal with an emergency, provided that an attempt has been made by the Regional Clerk to notify members about the meeting as soon as possible and in the most expedient manner available.

4.4.2 The only business to be dealt with at a meeting of Council to deal with an emergency shall be business dealing directly with the emergency.

4.4.3 The lack of receipt of a notice of, or an agenda for, a meeting of Council to deal with an emergency by any Member of Council shall not affect the validity of the meeting or any action taken at such meeting.

4.5. QUORUM - Council and Committees

4.5.1 Thirteen members of Council, including at least one member representing each area municipality, are necessary to form a quorum at a meeting of Council. The Regional Chair shall be counted in determining quorum.

4.5.2 A quorum for a committee is a majority of the total number of committee members or as provided in the Terms of Reference for that committee and does not require that all three area municipalities be represented, unless required under the committee's Terms of Reference as approved by Council. The Regional Chair shall **not** be counted in determining quorum.

4.5.3 No meeting shall commence or conduct business unless quorum is present.

4.5.4 If no quorum is present 30 minutes after the time appointed for a meeting of Council or committee, the Presiding Officer shall call the roll and the Regional Clerk or recording secretary shall record the names of the members present and the members shall then be discharged.

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- 4.5.5 If during the course of a meeting quorum is lost, then the meeting shall be deemed to have recessed for 30 minutes to reconvene when quorum is regained. If quorum is not regained within 30 minutes then the Presiding Officer shall call the roll and the Regional Clerk **or recording secretary** shall record in the minutes the names of those present, and the meeting shall stand adjourned.
- 4.5.6 If a meeting of Council or committee stands adjourned for lack of quorum, the business on the agenda for that meeting which was not dealt with at that meeting shall be placed on the agenda for the next regular meeting of that body.
- 4.5.7 Notwithstanding clauses 4.5.3, 4.5.4 and 4.5.6, where no quorum is present, members who are present at the time and place set for the meeting may receive submissions or information from the public or staff unless the submissions or information are in respect of a hearing required under statute. The Regional Clerk shall prepare a report to Council which shall record:
- a. the place, date and time of meeting;
 - b. the name of the Presiding Officer and the record of attendance of the members; the name of the recording secretary, senior staff and Clerk's staff present; and
 - c. the report of the Regional Clerk may contain such notes and annotations as may describe portions of the submissions or information received from the public or staff.

~~4.5.8 Quorum is not required for public meetings, unless required by legislation.~~

5. MEETING PROCEEDINGS

- 5.1. AGENDA - Council and Committees
- 5.1.1 The Regional Clerk shall prepare a draft agenda for all meetings of Council and committees. The Regional Clerk may amend the draft agenda by adding matters to or deleting matters from the draft agenda at any time before the commencement of the meeting.
- 5.1.2 Before considering any business at a meeting for which a draft agenda or revised draft agenda has been prepared,

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Council or committee as the case may be, shall by resolution approve or amend and approve the draft agenda or revised draft agenda as the agenda for the meeting. A motion to further amend the agenda following its approval shall require a two-thirds vote. Subject to any resolution to the contrary, the order of the agenda can be changed at the direction of Council or of the Regional Chair and no vote shall be necessary for the giving of such direction.

- 5.1.3 a. Despite section 5.1.2 above, or any provision of this by-law to the contrary, any member of Council or committee, at any time whether before or after the approval of the agenda, may move a motion without the need for the motion to be seconded, ~~if made in Council,~~ that the meeting be immediately closed to the public to receive advice that is subject to solicitor-client privilege as to whether any matter listed on the agenda to be considered in camera may properly be considered in closed session.
- b. Any motion as outlined in Section 5.1.23.a above is not debatable and shall be immediately put to a vote and may be passed by a ~~simple~~ majority vote.
- 5.1.4. Despite section 5.1.2 above, a motion may be passed by a ~~simple~~ majority vote to amend the agenda to move any matter listed in the closed session portion of the agenda to the appropriate section of the public agenda.
- 5.1.5 The draft Council agenda shall be prepared with staff reports, communications and presentations grouped under such Regional Council Section headings as in the opinion of the Regional Clerk may seem appropriate.
- 5.1.6 Should Council or committee be unable to consider all agenda items in the allotted time before adjournment, all outstanding matters shall be placed on the draft agenda for the next regularly scheduled meeting of that body.
- 5.1.7 The order of consideration of Regional Council Sections in the draft agenda shall be rotated from meeting to meeting or as deemed appropriate by the Regional Clerk.

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5.2. DELIVERY OF AGENDA TO MEMBERS - Council and Committees

5.2.1 The Regional Clerk shall cause to be delivered to each member, not less than 48 hours before the time appointed for the holding of a regular meeting of Council, the draft agenda and copies of related materials.

5.2.2 Any materials received in the Office of the Regional Clerk less than 48 hours prior to the time appointed for holding of a regular meeting of Council **which relate to an item already listed on the draft agenda** will be presented to Council at the time of the approval of agenda portion of the meeting. **Any materials received in the Office of the Regional Clerk less than 48 hours prior to a meeting which do not relate to an item already listed on the draft agenda shall be added to the agenda at the next appropriate meeting.**

5.2.3 The draft agenda and related materials shall be made available electronically to every member.

5.2.4 The draft agenda and related materials shall be made available to the public on the Region of Peel website 24 hours after the members are provided with the agenda **and** materials.

5.3. MINUTES - Council and Committees

5.3.1 The Regional Clerk shall prepare minutes of all meetings of Council and committees which shall record:

- a. the place, date and time of meeting;
- b. the name of the Presiding Officer and the record of the attendance of the members; the name of the recording secretary, senior staff and Regional Clerk's staff present; and
- c. all resolutions, decisions and directives and other proceedings;
- d. the minutes of Council meetings shall record the resolutions, decisions and other proceedings without comment, whereas the minutes of any committee meeting may contain such notes and annotations as may describe portions of the debate.

5.3.2 The minutes of each Council meeting shall be presented to Council at the next regular meeting of Council for approval.

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- 5.3.3 After the Council minutes have been approved by Council, they shall be signed by the Regional Chair and the Regional Clerk.
- 5.3.4 The committee report of each committee meeting shall be presented on the next appropriate regular meeting of Council for deliberation of committee recommendations contained in it.
- 5.3.5 The Members of Council shall inform the Office of the Regional Clerk in writing for which purpose, email shall be sufficient, of all planned absences, late arrivals and early departures from Council and committee meetings in order that the recording of such and the related reasons may be accurately reflected in the minutes.
- 5.3.6 The Closed Session Report of each committee meeting shall be presented at the next appropriate regular meeting of Council for deliberation of in camera committee recommendations contained within it.
- 5.3.7 The Regional Clerk shall have the authority to approve and implement any minor administrative changes to the minutes of any Council or committee meeting.
- ~~5.3.8 The report of each Public Meeting shall be presented to Council at the next appropriate meeting of Council, for receipt.~~
- 5.4. DELEGATIONS - Council and Committees
 - 5.4.1 Persons desiring to address members on any matter may by written notice to the Regional Clerk request to be listed as a delegation on a draft agenda.
 - 5.4.2 Written notice from a delegation shall include the person's complete name, address, telephone number, reasons for the delegation, including the specific nature of their presentation, and if applicable, the name, address and telephone number of any person, corporations or organizations which he or she represents.
 - 5.4.3 **Council/Committee Placement**
 - a. Upon receipt of written notice requesting listing as a delegation, the Regional Clerk shall list the delegation requested on the draft agenda for the next appropriate meeting if such request is received by the Regional Clerk **48 hours** before the time that the committee

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~~meeting or Council meeting agenda is finalized for printing and the matter is one that is related to a report, delegation, presentation or, recommendation, with the exception of minutes, Committee reports and communications that is to be placed on the draft agenda for the committee or Council meeting in respect of which the request is made.~~

- b. If the written notice requesting listing as a delegation is received by the Regional Clerk ~~after the time~~ **the within 48 hours of the** committee meeting or Council meeting agenda is finalized, the delegation will be added to the agenda only upon the approval of ~~the Regional Chair or the Committee Chair, in consultation with the Regional Clerk~~ **Council or the committee at the meeting.**
- c. ~~If the written notice requesting listing as a delegation is not related to a report, delegation, presentation, or other item, except minutes, Committee reports and communications made by the person requesting to delegate, that is to be placed on the draft agenda for the Council or committee meeting, the Regional Clerk shall list the delegation request on the next appropriate Council meeting draft agenda under "Other Business" for consideration by the committee or Council. If the committee or Council approve the request to delegate, the Regional Clerk shall add the delegation to an appropriate Council or committee meeting agenda.~~

~~5.4.4 The Regional Clerk shall notify the person who requested the delegation of the decision made under paragraph 5.4.3.c., and if appropriate, the date and time of the Council or committee meeting to which the delegation is directed.~~

~~5.4.5~~ **5.4.4** Delegations shall be received without comment or debate and the matter shall be referred to staff for a report, unless there is a resolution passed to simply "receive" the delegation.

~~5.4.6~~ **5.4.5** After a delegation has completed its presentation, members shall each have one opportunity to ask questions of the delegation for clarification purposes only, and without debate. If the delegate's answer to the clarifying question requires a further clarifying question, a member shall have one

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further opportunity to clarify. The clarifying question, answer and follow-up shall not exceed five (5) minutes. The Presiding Officer may cut off the clarifying questions and answers at or after five (5) minutes. When all members who have indicated a desire to ask clarifying questions have finished, the persons appearing as a delegation shall withdraw from the place designated.

~~5.4.7~~**5.4.6** No persons addressing Council or committee as a delegation shall:

- a. speak disrespectfully of any person;
- b. use offensive words or unparliamentary language;
- c. engage in improper conduct;
- d. speak on any subject other than the subject for which they have received approval to address Council or committee; or
- b. disobey the Rules of Procedure or a decision of the Presiding Officer or of Council or committee.

~~5.4.8~~**5.4.7** Each delegation to Council shall be limited to speaking not more than five minutes in total, except that a delegation consisting of more than five persons shall be limited to two speakers, each limited to speaking not more than five minutes.

~~5.4.9~~**5.4.8** Each delegation to committee shall be limited to speaking not more than ten minutes in total, except that a delegation consisting of more than five persons shall be limited to two speakers, each limited to speaking not more than ten minutes.

~~5.4.10~~**5.4.9** If persons appearing as a delegation have not completed their presentation within the time allotted, the Presiding Officer or any member may make a motion without a seconder, that the time be extended by a ~~simple~~ majority vote in which case the time shall be extended for such reasonable time as the Presiding Officer may determine. **The Regional Chair may move to extend a delegate's time to present prior to the commencing, without a seconder and the time shall be extended by a majority vote for such reasonable time as the Regional Chair determines.**

~~5.4.11~~**5.4.10** The Presiding Officer may curtail any delegation or any questions of a delegation for disorder or any other breach of the Rules of Procedure or if in the Presiding Officer's discretion, the questions are not of a clarifying nature, and, if the Presiding

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Officer rules that the delegation is concluded, the persons appearing shall withdraw from the place designated for delegations.

5.4.11 Delegations may only appear once on the same matter within a one-year period, unless a recommendation pertaining to the **same** matter is included on the agenda within the one-year period **and only to provide additional or new information.**

5.5 ANNOUNCEMENTS - Council

5.5.1 Announcements shall be permitted at a Council meeting only.

5.5.2 No motions or directions to staff will arise from announcements.

5.5.3 In the event that a member of the public wishes an announcement to be made at a Council meeting, the request and the details shall be received, in writing in a form established by the Regional Clerk and shall include a Member of Council sponsorship, by the Regional Clerk seven days prior to the meeting.

5.5.4 It shall be the decision of the Regional Clerk, in consultation with the Regional Chair, whether the announcement will be included on the agenda, and the Regional Clerk shall notify the sponsoring Member and the person who requested the announcement of the decision made.

5.5.6 A Member of Council shall be permitted to sponsor only one announcement per Council meeting.

5.5.7 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.

5.5.8 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.

5.5.9 The sponsoring Member of Council shall respond on behalf of Council and no other member shall speak. No questions, comments or debate from any member will be allowed.

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5.5.10 Announcements may only appear once on the same matter within a one-year period, unless a recommendation pertaining to the same matter is included on the agenda within the one-year period and only to provide additional or new information.

5.6. PRESENTATIONS - Council

5.6.1 Staff presentations to Council meetings shall not exceed 10 minutes, except during annual budget meetings; however, the Presiding Officer or any member may make a motion without a seconder, that the time be extended by a ~~simple~~ majority vote in which case the time shall be extended for such reasonable time as the Presiding Officer may determine.

5.7 EMERGENCY BRIEFING

5.7.1 When the Regional Emergency Operations Centre has been operating while Council is in session, senior staff is authorized to provide an immediate briefing to Council. This briefing takes precedence over all other agenda items and does not require suspension of the rules.

5.7.2 In the event of a public health emergency, enhanced response and/or communicable disease outbreak, particularly where Regional resources are required as part of the response, and with the consent of the Regional Chair, the Medical Officer of Health is authorized to brief Council or the relevant committee, without requiring suspension of the Rules of Procedure. Such briefings may take precedence over regular business on the agenda.

5.8. ~~COMMUNICATIONS~~ **CORRESPONDENCE AND PETITIONS** - Council and Committees

5.8.1 All ~~communications~~ **correspondence** within the jurisdiction of a committee shall be referred by the Regional Clerk directly to the appropriate committee, unless the communication relates to a subject that has been dealt with by Council or is to be placed on a draft agenda for a meeting of Council in which case it may be placed on the draft agenda for the Council meeting.

b. **No motions other than motions for receipt or a motion directing staff to report to either a Council or committee**

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on a matter contained within a correspondence shall arise from an item listed as correspondence.

5.8.2 All correspondence received from municipalities and local boards requesting endorsement or consideration of resolutions, or from other entities which are deemed by the Regional Clerk to be of interest to members of Regional Council, including notices of upcoming workshops, seminars and conferences, shall:

- a. be reported to each member of Council every two weeks or as warranted by the nature and volume of resolutions, as determined by the Regional Clerk without being placed on a draft agenda; and
- b. be placed on a Council or committee draft agenda only at the request of a member.

5.8.3 Every petition to be presented to Council shall be legibly written or printed and shall be signed by at least two people and submitted to the Regional Clerk.

5.8.4 Any petition within the jurisdiction of a committee shall be referred by the Regional Clerk directly to the appropriate committee, unless the matter relates to a subject or a report already scheduled to be dealt with by Council.

5.8.5 Petitions will be placed on the appropriate Council or committee agenda for receipt, unless otherwise specified by Council or committee.

5.9. MOTIONS AND BY-LAWS - Council and Committees

5.9.1. A motion to adopt a committee report in whole or in part may be made and if carried, the committee recommendations contained in the report or the part adopted, except only those explicitly excluded, shall be adopted and passed as resolutions at the meeting.

5.9.2. The proceedings of every meeting of Council shall be confirmed by by-law so that every resolution and decision of Council passed at that meeting shall have the same force and effect as if each and every one of them had been the subject of a separate by-law duly enacted.

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- 5.9.3. No by-law shall be presented to Council unless its enactment has been approved by resolution of Council except:
- a. a by-law to confirm the proceedings of Council;
 - b. a by-law to accept, assume and dedicate, pursuant to the *Municipal Act, 2001, as amended*, lands acquired by the Region for the purpose of widening the public highways forming part of the Regional Roads System or for the purpose of permitting an access to such highways at locations approved pursuant to the Controlled Access By-law, as amended.
- 5.9.4. Copies of each by-law to be considered need not be distributed in advance to the members of Council provided such by-laws are available for examination by members of Council at least 48 hours in advance of the day of the meeting at which the by-law will be considered. Failure to observe this requirement shall not invalidate a by-law enacted despite not having been available for examination by members of Council 48 hours in advance of the day of the meeting at which the by-law shall be considered.
- 5.9.5. The Regional Clerk, in consultation with the Regional Solicitor, is authorized to make minor deletions, additions or other changes in form, to any by-law before same is signed, sealed and numbered, to ensure correct and complete implementation of the intention of Council, including without limiting the generality of the foregoing, the following:
- a. Correction of spelling, punctuation or grammatical errors, or errors that are of a clerical, typographical or similar nature.
 - b. Alteration of the style or presentation of text or graphics to improve electronic or print presentation and accessibility.
 - c. Correction of errors in the numbering of non-operative provisions and any changes in cross-reference that are required as a result.
- 5.9.6. All amendments to any by-law approved by the Council shall be deemed to be incorporated into the by-law and if the amending by-law is enacted and passed by the Council as a by-law, the amendments shall be inserted.
- 5.9.7. By-laws listed on the agenda shall be taken as read, prior to being enacted.

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5.9.8 Every by-law once enacted shall be signed by the Regional Chair and Regional Clerk, the corporate seal affixed thereto, and retained at the Office of the Regional Clerk.

5.10. CLOSED MEETINGS ("IN CAMERA")

5.10.1 Except as provided in this section or in accordance with applicable legislation, all meetings shall be open to the public.

5.10.2 Any member is entitled to be present at a meeting which has been closed to the public, unless that member has an interest which the member is obligated to disclose, in accordance with the *Municipal Conflict of Interest Act*.

5.10.3 A meeting or a part of that meeting may be closed to the public if the subject matter being considered is:

- a. the security of the property of the municipality or local board;
- b. personal matters about an identifiable individual, including ~~Regional~~ **municipal or local board** employees;
- c. proposed or pending acquisition or disposition of land by the municipality or local board;
- d. labour relations or employee negotiations;
- e. litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board;
- f. advice that is subject to solicitor-client privilege, including communications necessary for that purpose;
- g. a matter in respect of which a council, **board**, committee or other body ~~has authorized a meeting to be~~ **may hold a** closed **meeting** under another ~~statute~~ **Act**;
- h. ~~a meeting held for the purpose of educating or training the members, provided that no member discusses or otherwise deals with any matter in a way that materially advances the business or decision-making of the Council or committee.~~
- i. **information explicitly supplied in confidence to the municipality or local board by Canada, a province or territory or a Crown agency of any of them;**
- j. **a trade secret or scientific, technical, commercial, financial or labour relations information, supplied in confidence to the municipality or local board, which, if disclosed, could reasonably be expected to prejudice**

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- significantly the competitive position or interfere significantly with the contractual or other negotiations of a person, group of persons, or organization;
- k. a trade secret or scientific, technical, commercial or financial information that belongs to the municipality or local board and has monetary value or potential monetary value; or
- l. a position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board.

~~Clause 6(1)(b) of the *Municipal Freedom of Information and Protection of Privacy Act* (MFIPPA) [A head may refuse to disclose a record that reveals the substance of deliberations of a meeting of a council, board, commission or other body or a committee of one of them if a statute authorizes holding that meeting in the absence of the public] does not apply to a record of a meeting closed, 5.8.3.h.~~

5.10.4 A meeting or part of a meeting shall be closed to the public if the subject matter being considered is,

- a. a request under the *Municipal Freedom of Information and Protection of Privacy Act*, if the council, ~~or committee,~~ board commissioner or other body is the head of an institution for the purposes of that Act; or
- b. an ongoing investigation respecting the municipality, a local board or a municipally-controlled corporation by the Ombudsman appointed under the *Ombudsman Act*, an Ombudsman referred to in subsection 223.13 (1) of the *Municipal Act, 2001, as amended*, or the investigator referred to in subsection 239.2 (1) of the *Municipal Act, 2001, as amended*.

5.10.5 A meeting held for the purpose of educating or training the members may be closed, provided that no member discusses or otherwise deals with any matter in a way that materially advances the business or decision-making of the Council, local board or committee.

5.10.6 Before holding a meeting or a part of a meeting that is to be closed to the public, ~~Council or committee~~ a municipality or local board or committee of either of them as the case may be shall state by resolution:

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- a. the fact of the holding of the closed meeting or portion of the meeting; and
- b. the general nature of the matter to be considered at the closed meeting.

5.10.7 Subject to clause 5.10.8, a meeting shall not be closed to the public during the taking of a vote.

5.10.8 Despite clause 5.10.7, a meeting may be closed to the public during the taking of a vote if:

- a. subsection 5.10.3 or subsection 5.10.5 permits or requires a meeting or a portion of a meeting to be closed to the public; and
- b. the vote is for a procedural matter or for giving directions or instructions to officers, legal counsel, employees or agents of the Regional Corporation or persons retained by or under contract with the Regional Corporation.

5.10.9 Any request from a person for an investigation, under the *Municipal Act, 2001, as amended*, of whether a Council or committee meeting or part of a meeting, that was closed to the public, has complied with the relevant provisions of the *Municipal Act, 2001, as amended*, or this Procedure By-law, shall be referred by the Regional Clerk to the Investigator appointed by Council for that purpose.

5.10.10 If a report is received from a person referred to in clause 239.1 (a) or (b) of the *Municipal Act, 2001, as amended*, reporting his or her opinion, and the reasons for it, that a meeting or part of a meeting that was the subject-matter of an investigation by that person appears to have been closed to the public contrary to section 239 or to a procedure by-law under subsection 238 (2), Regional Council shall pass a resolution stating how it intends to address the report.

5.11. WORKSHOPS

5.11.1 All workshops or education sessions will be open to the public, unless otherwise directed by Regional Council, shall be coordinated through the Office of the Regional Clerk. Closed session workshops are permitted in accordance with applicable legislation and Section 5.10.5 of this by-law.

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- 5.11.2 Upon confirmation that the workshop is to proceed, the Regional Clerk shall give notice to all members of Council in accordance with this by-law regarding the subject, date, time and location of the workshop.
- 5.11.3 Preparation of an “agenda” will be dependent on the subject of the workshop. Program staff hosting the workshop shall consult with the Regional Clerk and shall keep a copy for the public record and public inspection.
- 5.11.4 Notice of the workshop subject, date, time and location will be made available to the public in accordance with sections 4.2 or 4.3, and comply with any additional requirements set out in Council policy or in a by-law.
- 5.11.5 Quorum of Council is not required for the workshop to proceed.
- 5.11.6 Any member of the public who does attend, will be permitted to observe the workshop during public session.
- 5.11.7 ~~Pursuant to Section 5.9.3h of this by law, no member shall discuss or otherwise deal with any matter that will materially advance the business or decision making of the Council or committee and no Council or committee decisions or recommendations shall be made at a workshop.~~ Staff shall report the outcome of the workshop at a Council meeting. No decision shall be made at a workshop. Any matter requiring a decision shall be reported to Council or committee for consideration **debate** and approval **at a subsequent meeting of Council or committee.**
- 5.12. CONFLICT OF INTEREST
- 5.12.1 Members shall declare conflicts of interest in accordance with the *Municipal Conflict of Interest Act*.
- 5.13. RECORDING OF MEETINGS
- 5.13.1 Meetings of Council and committees shall be recorded by the Regional Clerk where possible and practical to do so.
- 5.13.2 Recordings of meetings made by the Regional Clerk shall be retained in accordance with the Region of Peel Records Retention By-law.

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5.13.3 Audio and video recording equipment may be used by staff, the public and the media to record all or any portions of a meeting that is open to the public provided that it is not disruptive to the conduct of the meeting. The location and use of such recording equipment will be at the discretion of the Regional Clerk.

5.14. ACCESS TO COUNCIL FLOOR

5.14.1 Unless delegating, no members of the public or anyone other than members of Regional Council and Regional staff, delegates or invitees of the Presiding Officer shall be permitted on the Council floor during Council or committee meetings, except at the discretion of the Regional Chair or Regional Clerk.

5.15 OTHER BUSINESS

5.15.1 A member may, with the consent of ~~two-thirds~~ majority vote of the members present, introduce a motion under Other Business which due to its urgent nature cannot properly be presented at a future meeting of Council or committee.

5.15.2 Items to be considered under Section 5.15 that may be pertinent to the business of the Region and are not related to a report, delegation, presentation, requests for information, request for staff to report back on Regional issues or items that ~~is~~ are to be placed on the draft agenda for Council or committee shall be listed under Other Business upon approval of the Regional Chair and Regional Clerk, including new business or enquiries from Regional Councillors.

6. MOTIONS

6.1. GENERAL

6.1.1 The following ranking for matters and motions is in descending order, such that each matter or motion takes precedence (if moved, must be decided before others ranking below it) over those that are below it in this list. For example, a motion to adjourn takes precedence over a motion to recess, which takes precedence over all matters and motions listed from question of privilege to the main motion.

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- a. fix the time at which to adjourn;
 - b. adjourn;
 - c. recess;
 - d. question of privilege;
 - e. point of order;
 - f. call the question;
 - g. limit or extend limits of debate;
 - h. postpone (defer) to a certain time;
 - i. refer;
 - j. amend;
 - k. postpone (defer) indefinitely; and
 - l. the main motion.
- 6.1.2 In Council, the following matters and motions may be introduced orally without notice or specific permission, except as otherwise provided by the Rules of Procedure:
- a. postpone (defer);
 - b. refer;
 - c. call the question;
 - d. adopt or deny committee recommendations or reports;
 - e. direct staff;
 - ~~e.f.~~ **presentation of a petition;**
 - ~~f.g.~~ suspend the Rules of Procedure;
 - ~~g.h.~~ any other procedural motion; and
 - ~~h.i.~~ adjourn.
- 6.1.3 Except as provided in subsection 6.1.2 or as permitted by the Regional Chair, all motions in Council shall be in writing.
- 6.1.4 In committee, motions do not require a seconder, and need not be in writing.
- 6.1.5 No member shall speak to any motion until it is first received by the Presiding Officer, and the mover is entitled to speak first.
- 6.1.6 Any motion may be put forth and considered during Council or committee, providing it relates to the subject of a motion, recommendation, ~~or report~~ **or communication** under debate by Council or committee and is presented at the time of such debate, otherwise previous notice of motion is required.
- 6.1.7 After a motion has been received by the Presiding Officer, it shall be deemed to be in possession of Council or committee

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and may be withdrawn by the mover and seconder, if applicable, before decision or amendment only with the permission of Council or committee.

6.1.8 A motion which requires the exercise of a power or powers by Council or committee which are not within the jurisdiction of Regional Council (ultra vires), shall not be in order.

6.1.9 No matters can be added at a meeting except for Notices of Motion to be heard at the next or subsequent meetings or directions to staff to provide a report at a subsequent or future meetings of Council except that a motion arising from local municipal council of an urgent nature may be presented to Regional Council or committee and may be received without notice.

6.1.10 Directions to staff shall be in the form of a motion.

6.2. MOTION TO ADJOURN

6.2.1 A motion to adjourn:

- a. is neither debatable nor amendable, and cannot be reconsidered;
- b. without qualification, if carried, brings a meeting or session to an end; and
- c. if made with reference to a specific time or if made with a provision to reconvene upon the happening of a specific event, suspends the meeting to continue at the time specified.

6.3. MOTION TO AMEND A PENDING MOTION

6.3.1 A motion to amend a pending motion:

- a. is debatable only if the main motion being amended is debatable;
- b. if more than one, shall be voted on in reverse order to which they were put;
- c. shall not be amended more than once; and
- d. shall be relevant and not contrary to the motion under consideration.

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6.4. MOTION TO CALL THE QUESTION (Call the Vote)

6.4.1 A motion that the question be called enables immediate closure of debate; and:

- a. is not allowable in committees;
- b. is not debatable, although reasons for moving the motion may be given;
- c. cannot be amended;
- d. cannot be moved on a main motion when there is an amendment to that motion under consideration;
- e. shall preclude all further amendments of the main motion;
- f. when resolved in the affirmative, the main motion is to be put forward without further debate or amendment;
- g. cannot be moved by the last member to debate the motion;
- h. requires a two-thirds vote.

6.5. MOTION TO POSTPONE (Defer) A PENDING MOTION

6.5.1 A motion to postpone is a motion by which action of a pending motion can be put off, within limits, to a definite day, meeting, or hour, or until after a certain event; and:

- a. shall only be to the pending motion;
- b. is not debatable although reasons for moving the postponement may be given;
- c. is amendable, as to the time to which the pending motion is to be postponed; and
- d. shall not include clauses for the purpose of amending the pending motion or making any statement on the merit of the pending motion.

6.6. MOTION TO RECONSIDER A DECISION MADE IN THE SAME MEETING

6.6.1. A motion to reconsider enables Council or committee to bring back for consideration the decision on a motion previously voted on during the same meeting, whether or not the previous motion was carried, and:

- a. can only be made by a member who voted with the prevailing side;

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- b. can only be made during the same meeting in which the previous motion to be reconsidered was voted on;
- c. is debatable in all cases in which the previous motion was debatable, and when debatable, opens to debate the merits of the previous motion which is proposed to be reconsidered;
- d. is not amendable;
- e. requires a two-thirds vote regardless of the vote necessary to adopt the previous motion to be reconsidered; and
- f. prior to a vote being taken, temporarily suspends any action resulting from the decision on the previous motion that is proposed to be reconsidered.

6.6.2. A motion to reconsider is not in order when applied to the following:

- a. a vote on a motion to reconsider;
- b. when a motion to reconsider is practically the same as a motion to reconsider already decided; and
- c. when practically the same result can be obtained by some other parliamentary motion.

6.6.3. Should the motion to reconsider carry by a two-thirds vote, the previous motion to be reconsidered is called up, resulting in Council or committee voting again on the motion, and any such previous motion:

- a. does not require a seconder;
- b. shall be called up and voted on at the same meeting as the motion to reconsider was passed; and
- c. when requested by a member, the Presiding Officer shall state the previous motion as pending.

6.7. MOTION TO ~~AMEND OR~~ RECONSIDER A DECISION AT A SUBSEQUENT MEETING ~~A PREVIOUSLY DECIDED MOTION~~ WITHIN THE SAME TERM OF COUNCIL

6.7.1. A motion to ~~amend or~~ reconsider a decision ~~a previously decided motion~~ from a previous meeting ~~within the same term of Council~~:

- a. is amendable; and
- b. is debatable; ~~and~~

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~~e. can be reconsidered only if the motion was decided in the negative.~~

6.7.2. A motion to ~~amend or~~ reconsider the decision on a previous motion adopted within the same term of Council requires a two-thirds vote to carry.

6.7.3 No matter, after being decided by Council, shall be reconsidered within the same term of Council without first passing a motion to reconsider.

a. No discussion of the main question shall be allowed until the motion for reconsideration is carried.

b. A motion to reconsider may not be introduced, without notice, unless the Council, without debate, dispenses with notice which requires a two-thirds vote to carry.

c. Once the matter is opened for reconsideration, it is reopened in its entirety unless the motion to reconsider specifies otherwise.

d. If the motion is reopened, all previous decisions of the Council remain in force unless the Council decides otherwise.

e. No motion to reconsider may, itself, be the subject of a motion to reconsider.

f. An amendment cannot be the subject of reconsideration independently of the motion, by-law or other matter amended.

g. If a motion to reconsider is decided in the affirmative, such reconsideration shall become the next order of business, and debate on the question to be reconsidered shall proceed as though it had never previously been considered.

6.7.4 A motion to ~~amend or~~ reconsider the decision on a previous motion ~~within the same term of Council~~ is not in order when applied to the following:

a. when the previous motion was passed earlier in the same meeting in which case only a motion to reconsider in the same meeting may be allowed;

b. when it has previously been moved to reconsider the vote on the previous motion, and the question can be reached by calling up the motion to reconsider in the same meeting;

c. when something has been done pursuant to the decision on the previous motion that is impossible to

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undo (the unexecuted part of an order, however, can be rescinded or amended);

- d. when the previous motion authorized entering into a contract when that contract has been entered into;
- e. when a resignation has been acted upon, or a person has been elected to or expelled from membership or office, and the person was present or has been officially notified of the action.

6.8 MOTION TO RECONSIDER A PREVIOUSLY DECIDED MOTION NOT IN THE SAME TERM OF COUNCIL

6.8.1 A motion to reconsider a previously decided motion not in the same term of Council requires a majority vote to carry.

6.8.2 The provisions of Sections 6.7.1, 6.7.3 and 6.7.4 shall be applied to this section of the by-law.

6.9. MOTION TO REFER

6.9.1 A motion to refer is a motion by which a matter, action or a pending motion can be sent or directed to a Council or committee, other body or official named in the motion specified, to report back to Council or committee; and:

- a. shall only be made in respect of a main motion or a report or matter listed on an agenda;
- b. shall include the name of the Council or committee, other body or official to whom the matter is to be referred;
- c. shall not include clauses for the purpose of amending the main motion;
- d. is debatable, subject to debate being confined to its merits of the referral only, and cannot go into the main motion; and
- e. is amendable.

6.10. MOTION TO AMEND

6.10.1 A motion to amend changes the wording of a motion before it is voted on.

6.10.2 A motion to Amend must relate to the pending motion. No new business may be introduced by moving an amendment to a motion.

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6.10.3 An amendment which, in effect, is nothing more than a rejection of the main Motion (ie. a contrary motion) is not in order.

6.10.4 On an amendment, members may only debate the merits of the amendment, not the merits of the motion the amendment proposes to amend.

6.10.5. An amendment may only be amended once, and the amendments must relate to each other.

6.10.6. Voting on a motion to amend shall be in the following order:
a. First vote – the amendment to an amendment;
b. Next vote – the original amendment;
c. Final vote – the main Motion (if an amendment is adopted, the final vote will be on the main Motion, as amended).

6.11 MOTION TO RESCIND

6.11.1 A motion to rescind a previous resolution of Council requires a two-thirds majority vote and can only be considered if notice has been given pursuant to section 6.12.

6.12. NOTICE OF MOTION

6.12.1. Notice of Motion is a written notice given by a member that the motion described in the Notice of Motion will be made or presented for adoption at a subsequent meeting specified in the Notice.

6.12.2. Notice of Motion may be given in the following ways:

- a. contained in a committee report;
- b. presented by a member at a meeting, for consideration at a subsequent meeting specified in the notice; ~~or~~
- c. delivered to the Regional Clerk not later than seven days preceding the specified meeting for placement on the agenda. This action shall constitute the notice required by Section 6.12.1;
- ~~e.~~d. oral motions presented at a meeting will be considered at the next Regional Council meeting.

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- 6.12.3. A Motion shall be added to an appropriate agenda for the meeting specified in the Notice of Motion.
- 6.12.4. If the Motion is not dealt with at the appropriate meeting, then it shall be added to the agenda for each of the two succeeding meetings until the motion is considered or otherwise disposed of; and if in the two succeeding meetings it has not been disposed of, it shall be removed from the agenda by the Regional Clerk unless Council by resolution directs otherwise.
- 6.12.5 Prior to Council's consideration of a motion for which notice has been given previously, a revised motion on the same subject, approved by both the mover and seconder, may be substituted for the original one contained in the Notice of Motion.

7. VOTING

7.1. GENERAL - Council and Committees

- 7.1.1 Except as otherwise required under the *Municipal Act, 2001, as amended*, any other statute or this by-law, all motions, resolutions and by-laws shall be carried, passed and enacted as the case may be by a majority vote.
- 7.1.2 Immediately preceding the taking of a vote, the Presiding Officer may restate the motion in the precise form in which it shall be recorded in the minutes, and shall do so if requested by a member. Unless otherwise provided in this by-law or requested by the Presiding Officer a member may indicate the vote or by the use of electronic voting.
- 7.1.3 Every member present and in his/her seat when a vote is called, shall vote on the motion unless prohibited by statute, in which case that fact shall be recorded.
- 7.1.4 A member not in his/her seat at the call of the vote shall not be entitled to vote.
- 7.1.5 A member who is present and in his/her seat and does not vote shall be considered as voting in the negative.
- 7.1.6 All members eligible to vote shall vote yes, no or abstain. A member who refuses to vote (abstain) will be recorded as voting in the negative.

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~~7.1.6~~7.1.7 Each member shall occupy his or her seat until the result of the vote has been declared.

~~7.1.7~~7.1.8 No vote may be taken by any method of secret voting.

7.1.9 After a vote is called by the Presiding Officer, no member shall speak to the motion nor shall any motion be made until after the result is declared, and the decision of the Presiding Officer as to whether the vote has been called shall be final.

~~7.1.8~~7.1.10 Every member eligible to vote shall vote on every motion unless a member indicates a conflict of interest, in which case the member shall recuse him/herself.

7.2. RECORDED VOTE - Council

7.2.1 Recorded votes may only be taken during a Regional Council meeting.

7.2.2 ~~A member may request a recorded vote immediately prior or immediately subsequent to the taking of the vote.~~ Recorded votes will be conducted for all motions at Regional Council meetings, with the exception of:

- a. Approval of the Agenda
- b. Adoption of Minutes
- c. Declaration of Conflict of Interest
- d. Presentations
- e. Delegations
- f. Correspondence
- g. By-laws
- h. Moving in and out of closed session
- i. Calling a question
- j. Adjournment

7.2.3 Once a recorded vote is called, the Clerk shall conduct the vote by:

- a. electronic means; or
- b. asking the members in favour to indicate their vote and then those opposed to indicate their vote in the event the electronic system is not available.; and
- ~~c. a member who is present and in his/her seat and does not vote shall be considered to have voted in the negative.~~

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7.2.4 The Regional Clerk shall **display or** announce the results and record the votes in the minutes.

7.3. DIVISION OF MOTION - Council and Committees

7.3.1 A motion containing distinct recommendations or propositions shall be divided at the request of any member, and a **majority** vote on each proposal shall be taken separately. The decision of the vote on whether the motion can be divided shall be final.

7.4. EQUALITY OF VOTES - Council and Committees

7.4.1 When a vote is taken and results in an equality of votes both for and against the motion, the motion shall be lost, unless during a Regional Council meeting where the Presiding Officer, who otherwise does not have a vote, may cast a vote to decide the question.

7.5. DISPUTED VOTE - Council and Committees

7.5.1 The result of a vote is not a ruling and therefore cannot be appealed.

7.5.2 If a member doubts the result of a vote as announced by the Presiding Officer or Regional Clerk, the member may call for the vote to be taken again and members shall stand or indicate the vote during the retaking of the vote and the vote shall not be a recorded vote except in a meeting of Council where the vote shall be a recorded vote.

7.5.3 A member who was not in his or her seat at the time that a vote was taken may not vote in any retaking of the vote.

8. CONDUCT AND DEBATE - Council and Committees

8.1. GENERAL

8.1.1 No member shall:

- a. speak disrespectfully of any person;
- b. use offensive words or unparliamentary language;
- c. engage in improper conduct;

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AMENDMENTS TO THE REGION OF PEEL PROCEDURE BY-LAW 100-2012**

- d. speak on any subject other than the subject in debate;
or
- e. disobey the Rules of Procedure or a decision of the Presiding Officer on questions of order or practice or upon the interpretation of the Rules of Procedure.

8.1.2 Procedures that may be used by the Presiding Officer in the event of a breach of order are as follows, in increasing order of severity provided that the Presiding Officer may use any such procedure regardless of order of severity where circumstances warrant:

- a. advise and correct the member;
- b. request an apology or withdrawal of a remark by the member;
- c. warn the member;
- d. call the member to order, by which the member shall be seated and not speak further until recognized by the Presiding Officer;
- e. name the member, by which the member shall be called to order and further, that the member's name and offence shall be entered into the minutes; and
- f. expel or exclude the member.

8.2. RAISING A POINT OF PERSONAL PRIVILEGE

8.2.1 To raise a point of personal privilege is a device that permits a request or main motion relating to the rights and privileges of Council or committee (for example: to comfort of members with respect to heating, ventilation, lighting, noise; to conduct of its officers, employees or visitors; or to accuracy of published reports of its proceedings) or an individual member (for example: to an incorrect record of a member's participation in a meeting contained in minutes approved in a member's absence, or to charges circulated against a member's character).

8.2.2 When a member desires to address a point of personal privilege, the member shall ask permission of the Presiding Officer to raise a point of personal privilege; after permission is granted, the member shall state the point of personal privilege to the Presiding Officer and the point of personal privilege shall be immediately decided by the Presiding Officer.

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8.2.3 Thereafter, a member shall only address the Presiding Officer for the purpose of appealing the Presiding Officer's decision to Council or committee.

8.2.4 If no member appeals, the decision of the Presiding Officer shall be final.

8.3. POINT OF ORDER

8.3.1 A point of order is a device by which a member advises the Presiding Officer and Council or committee that the rules of procedure are being violated (for example: a member recognizing committee is continuing its business without quorum being present).

8.3.2 When a member desires to address a point of order, the member shall ask permission of the Presiding Officer to raise a point of order; after permission is granted, the member shall state the point of order to the Presiding Officer and the point of order shall be immediately decided by the Presiding Officer.

8.3.3 Thereafter, a member shall only address the Presiding Officer for the purpose of appealing the Presiding Officer decision to Council or committee.

8.3.4 If no member appeals, the decision of the Presiding Officer shall be final.

8.4. DEBATE

8.4.1 A member desiring to speak shall indicate by using the request to speak system. In instances where the request to speak system is unavailable a member desiring to speak shall indicate same. Upon being recognized by the Presiding Officer, the member shall address the Presiding Officer.

8.4.2 When two or more members indicate a desire to speak, the Presiding Officer shall recognize the member who, in the opinion of the Presiding Officer, so signified first and next recognize in order the other members.

8.4.3 Members may remain seated while speaking.

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- 8.4.4 When a member is speaking, no other member shall interrupt the member except to raise a point of order or personal privilege.
- 8.4.5 In Council, no member shall speak more than twice to the same motion (including questions to or through the Presiding Officer) without the permission of the Presiding Officer, except that a member who has presented a substantive motion rather than an amendment may reply to questions.
- 8.4.6 In committee, there is no limit to the number of times a member may speak to the same motion.
- 8.4.7 In Council, no member shall speak to the same motion for longer than five minutes on each occasion that the member is recognized by the Presiding Officer without permission of the Presiding Officer.
- 8.4.8 A member may request the motion under discussion to be read at any time during the debate, but not so as to interrupt a member while speaking.
- 8.4.9 A member may ask a question of the Presiding Officer for the purpose of clarifying the motion, and in seeking the clarification, the member is not to debate the matter to which the question refers.
- 8.5. APPEAL RULING OF THE PRESIDING OFFICER
- 8.5.1 When a member appeals a ruling of the Presiding Officer, the member shall give notice to the Presiding Officer that his or her ruling is being appealed; after notice has been given to the Presiding Officer, the member shall state the nature of the appeal and the appeal shall be immediately decided by Council or committee by a majority vote.
- 8.5.2 If appealed, the Regional Clerk shall call a vote without debate on the following question; "Shall the decision of the Presiding Officer be sustained?", and the decision on that vote shall be final.
- 8.5.3 An appeal takes precedence over any question pending at the time.

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9. COMMITTEES

9.1. GENERAL

- 9.1.1 Committees and Council Sections may be established by Council at any time as is deemed necessary for the consideration of matters within its jurisdiction.
- 9.1.2 By notifying the Regional Clerk (either orally or in writing) before the commencement of a meeting, a Council member of a committee may designate another Council member to attend such a committee meeting in his or her absence and the member so designated shall be deemed to be a member of such committee for the designated meeting and may vote at the meeting provided that the member making the designation remains absent from the meeting.
- 9.1.3 Only members appointed to a committee and members designated by absent Council or committee members, ~~except citizen members,~~ are entitled to vote on motions under consideration by that committee, **unless otherwise provided for in the committee's Terms of Reference.**
- 9.1.4 Should any member appointed to a committee fail to attend three successive committee meetings of the same committee without authorization from the Committee Chair, that member's appointment to the committee is terminated and Council may appoint another member to take his or her place.
- 9.1.5 A non-Council member may only designate another non-Council member to attend in his or her absence if such designation is provided for in the committee's Terms of Reference.
- 9.1.6 Upon resignation of a member **from a committee,** Council may appoint another member to take his or her place **on the committee.**
- 9.1.7 The Regional Clerk, or an employee designated by the Regional Clerk, shall act as **recording** ~~S~~ecretary to every committee.

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9.2. COMMITTEES, TASK FORCES, AD HOC COMMITTEES AND ADVISORY COMMITTEES

9.2.1 All appointments to a committee shall be made by Council and unless otherwise specifically provided for in the appointment, all appointments shall be for the term of Council, or, unless membership in the committee is ex-officio by reason of a member's position as Council Section Chair, in which case the appointments shall be for the duration of the member's tenure as the Council Section Chair', but not beyond the term of Council.

9.2.2 Ad hoc committee, task force or advisory committee means a special purpose committee of limited duration, created by Council to inquire into and report to either Council on a particular matter or concern and which dissolves automatically upon submitting its final report unless otherwise directed by Council or specified in the Ad hoc committee, task force or advisory committee Terms of Reference.

9.3 COMMITTEE CHAIRS AND VICE-CHAIRS

9.3.1 It shall be the duty of the Committee Chairs and Vice-Chairs:

- a. to receive and put to a vote all motions presented by the members of a committee, and to announce the result;
- b. to enforce the Rules of Procedure;
- c. to preserve order and decide points of order;
- d. to expel or exclude from any meeting any person who has been guilty of improper conduct at the meeting; and
- e. where it is not possible to maintain order, the ~~Presiding Officer~~committee Chair or Vice-Chair may, without any motion being put, adjourn the meeting to a time to be named by the Presiding Officer.

9.3.2 The term of a Committee Chair and Vice-Chair will be 24 months from the date of his or her election or appointment and shall terminate at the end of the 24 months, the end of term of Council or the end of the committee's mandate, whichever occurs first.

9.3.3 If the Committee Chair is known to be absent or is absent for a period of 15 minutes after the time appointed for the holding of

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a committee meeting, and a quorum is present, the Committee Vice-Chair shall preside during the meeting or until the arrival of the Committee Chair. If both the Committee Chair and Vice-Chair are absent for a period of 15 minutes after the time appointed for the holding of a committee meeting, the committee may appoint an Acting Presiding Officer who shall preside during the meeting or until the arrival of the Committee Chair or Vice-Chair.

- 9.3.4 The Chair and Vice-Chair of any committee shall be elected by the members of the committee from among the members of the committee, using the procedures for election of the Council Section Chairs and Vice-Chairs as contained in Appendix 1 – Election of Council Section Chairs and Vice-Chairs, with necessary modifications.

9.4. COMMITTEE EXCEPTIONS TO COUNCIL PROCEDURES

- 9.4.1 Committees shall conform to the rules governing procedure in Council, with the following exceptions:

- a. there is no limitation on the number of times a member may speak to a motion;
- b. there is no limitation on how long each member may take while speaking;
- c. recorded votes are not allowed;
- d. a motion to call the question is not allowed;
- e. a motion made in committee need not be seconded;
- f. a motion may be made orally;
- g. notices of motion are not required; and
- h. quorum does not require representation from all municipalities, unless required under the committee's Terms of Reference as approved by Council.

9.5. SPECIAL PURPOSE BODIES

- 9.5.1 Council shall appoint persons to any special purpose body as may be appropriate or in accordance with applicable legislation and the provisions of Appendix 2 – Appointments to Special Purpose Bodies shall apply to such appointments.

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10. REPEAL

10.1. GENERAL

10.1.1 This by-law supersedes and repeals all conflicting by-laws and resolutions with respect to Rules of Procedure for Council and its committees, including By-laws 100-2012, 117-2013 and 12-2016.

READ THREE TIMES AND PASSED IN OPEN COUNCIL this ____day
of _____, 2018.

Regional Clerk

Regional Chair

**APPENDIX I
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**APPENDIX 1
BY-LAW XX-2018**

**ELECTION OF COUNCIL SECTION CHAIRS AND VICE CHAIRS
VOTING PROCEDURES**

1. DEFINITIONS

- 1.1 "Lot" is the method of determining the nominee to either fill the vacancy or go on to the next ballot, as determined by the particular circumstance. The names of the tied nominees shall be placed on equal sized pieces of paper, placed in a container and one name shall be drawn by a person chosen by the Regional Clerk.
- 1.2 "Majority Vote" means more than half the votes cast by persons legally entitled to vote in a regular or properly called meeting at which quorum is present.

2. PROCEDURE FOR NOMINATIONS

- 2.1 Nominations shall be placed in the following manner:
- a. The Regional Clerk or Regional Chair shall call for nominations.
 - b. Each nomination shall be moved and seconded by a member.
 - c. After nominations have been closed by a vote of Council, each nominee shall, prior to the vote being taken, be permitted to speak to the nomination for not more than two minutes.
 - d. The nominees shall be called upon in alphabetical order of surnames.
- 2.2 A nominee may withdraw his or her name at any time.

3. VOTING PROCESS

- 3.1 Nominees shall be voted on in alphabetical order of surnames.
- 3.2 If there is more than one nominee, votes shall be recorded and all members shall stand when voting to indicate their vote.
- 3.3 There shall be one nominee vote per member per round of voting for each office. A member's first vote is deemed to be the member's vote. If a member votes a second time in the same round of voting, the Regional Clerk shall advise the member and the member's vote shall not count.
- 3.4 Once the process commences, the only motion permitted will be a motion to recess.

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AMENDMENTS TO THE REGION OF PEEL PROCEDURE BY-LAW 100-2012**

3.5 One Nominee:

- a. The nominee requires a majority of votes to be elected. Voting may be by show of hands.

3.6 Two Nominees Only:

- a. The nominee who receives a majority of votes is elected.
- b. If there is a tie vote the Regional Clerk shall declare a ten minute recess to allow members time to consider the matter, after which the vote shall be retaken. If the vote is again tied, the Regional Clerk shall declare a second ten minute recess, after which the vote shall be retaken. If the vote is again tied then the vacancy shall be filled by the nominee selected by lot. The name drawn shall be the winner of the election.

3.7 Three or More Nominees:

- a. First and Successive Ballots:
 - i) A nominee who receives a majority of votes is elected.
 - ii) If no nominee receives a majority of votes, the nominee with the least number of votes shall be excluded from subsequent voting and Council shall proceed with the next ballot.
 - iii) If there is a tie vote with respect to the nominees receiving the least number of votes then a lot shall be conducted until there is one name not drawn, and the name (or names) drawn shall go forward to the next ballot, and the name not drawn shall be excluded from subsequent ballots.
 - iv) When there are only two nominees remaining, the procedure for two nominees [Procedure 3.6] shall apply.

**APPENDIX I
AMENDMENTS TO THE REGION OF PEEL PROCEDURE BY-LAW 100-2012**

**APPENDIX 2
BY-LAW XX-2018**

**APPOINTMENTS TO SPECIAL PURPOSE BODIES
VOTING PROCEDURES**

1. DEFINITIONS

- 1.1 "Lot" is the method of determining the nominee to fill the vacancy or go onto the next ballot, as determined by the particular circumstance. The names of the tied nominees shall be placed on equal sized pieces of paper, placed in a container and one name shall be drawn by a person chosen by the Regional Clerk.

2. PROCEDURE FOR NOMINATIONS

- 2.1 Names for appointments shall be included in the staff report on Special Purpose Body appointments based on "Indication of Interest" forms returned to the Office of the Regional Clerk. Additional nominations received at the time of voting on appointments shall also be considered by Council for appointment to the Special Purpose Bodies. Voting shall be conducted for **ALL** vacancies on the special purpose body in question, and not just for vacancies for which nominations had not been received at the time of the staff report.
- 2.2 Nominations shall be placed in the following manner:
- a. The Regional Clerk or Presiding Officer shall state which appointments require an election.
 - b. The Regional Clerk or Presiding Officer shall call for nominations.
 - c. Each nomination shall be moved and seconded by a member.
 - d. After nominations have been closed by a vote, each nominee may, prior to the vote being taken, be permitted to speak to the nomination for not more than two minutes.
 - e. The nominees shall be called upon in alphabetical order of surname.

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2.3 Nominees may withdraw their name at any point in the voting process.

3. VOTING PROCESS

3.1 Once the process commences, the only motion permitted will be a motion to recess.

3.2 For One Vacancy:

- a. If there is just one nominee, the nominee requires a majority of votes to be appointed. Voting may be by show of hands.
- b. If there is more than one nominee, the Regional Clerk or Presiding Officer shall request each member, alphabetically, to stand and state the name of the nominee for whom they are voting. The nominee with the highest number of votes shall be appointed.

3.3 For Two or More Vacancies:

- a. The Regional Clerk or Presiding Officer shall request each member, alphabetically, to stand and state the names of the nominees for whom he or she is voting. For example, if there are three vacancies, each Council member shall be given only one opportunity to state the names of the nominees, up to and including three, for whom he or she is voting. The nominees with the highest number of votes shall be appointed.

3.4 In the case of an equality of votes, then the position shall be filled by the nominee selected by lot, conducted by the Regional Clerk.

**APPENDIX I
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**APPENDIX 3
BY-LAW XX-2018**

**TEMPORARY REPLACEMENT –
ALTERNATE MEMBERS OF REGIONAL COUNCIL**

1. PURPOSE

- 1.1 To outline the policies and procedures with respect to Alternate Members of Regional Council, if appointed by the lower-tier municipalities.

2. DEFINITIONS

- 2.1 “Regional Council Member” a member duly elected to a lower-tier council and to Regional council in The Regional Municipality of Peel.
- 2.2 “Lower-Tier Council Member” or “local councillor” a member duly elected to the council of a lower-tier municipality within The Regional Municipality of Peel.
- 2.3 “Alternate Council Member” or “alternate member” a member of a lower-tier council in The Regional Municipality of Peel, who has been appointed by the lower-tier council to act as a substitute member on Regional council when another member of that lower-tier Council is unable to attend a Regional council meeting.

3.0 BACKGROUND

- 3.1 Subsection 268 (1) of the *Municipal Act, 2001, as amended*, allows that the council of a local municipality may appoint one of its members as an alternate member of the upper-tier council, to act in place of a person who is a member of the councils of the local municipality and its upper-tier municipality, when the person is unable to attend a meeting of the upper-tier council for any reason. This subsection does not authorize the appointment of more than one alternate member during the term of council, or the appointment by the local municipality of an alternate head of council of the upper-tier municipality.

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4.0 POLICY

- 4.1 Each of the local municipalities of The Regional Municipality of Peel, may choose to appoint one (1) of their local councillors to act as an alternate should one of their Regional Councillors be unable to attend a Regional Council meeting. Alternate member attendance is limited to Regional Council meetings only.
- 4.2 In accordance with the Act, only one alternate member is to be appointed by each local municipality. The alternate would be appointed for the entire term of Council. Should the seat of the alternate become vacant, then the municipality may appoint another member to act as the alternate to Regional Council. The local municipal Clerk will notify the Regional Clerk if an alternate member has been appointed.
- 4.3 Alternate members may only substitute when a regular member of Regional Council from their local municipality is unable to attend a meeting. Substitutions for part of a meeting will not be permitted.

5. PROCEDURE REGARDING NOTIFICATION

- 5.1 When a member of Regional Council knows that they will not be able to attend a Regional Council meeting and that their municipality's alternate member will be attending in their place, they should attempt to notify the Regional Clerk, in writing, as soon as possible prior to the meeting.

6. POWERS/DUTIES OF THE ALTERNATE MEMBER

- 6.1 While in attendance at a Regional Council meeting, the alternate member will have all of the same powers and duties as a regular member of Regional Council e.g. may move motions and vote. The alternate must adhere to all applicable policies and procedures that apply to members of Regional Council while in attendance at a meeting e.g. the Region's Procedural By-law and Council Code of Conduct.

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6.2 The alternate will only have the same powers and duties of a regular member of Regional Council during the meeting they are attending. Prior to, or after the meeting, the alternate cannot submit agenda items such as notices of motion.

7. ADMINISTRATIVE MATTERS

7.1 The Office of the Regional Clerk will maintain a record of the names of the alternates appointed by each lower-tier municipality, as provided by the lower-tier municipal clerk.

7.2 The minutes of Regional Council meetings will reflect when a member of Council is absent and that a named alternate member attended in their place.

7.3 Alternate members may receive mileage compensation at the approved corporate rate from the Region for attendance at a meeting. As attendance as an alternate is seen as fulfilling part of the duties as an local municipal councillor, no further compensation from the Region will be provided.

8. DISCREPANCIES

8.1 If a discrepancy should arise where a Regional Councillor and an alternate member are both in attendance at the start of a meeting, the Regional Councillor shall assume their role at the meeting. Regardless of whether the alternate is under the belief that they are attending on the Regional Councillor's behalf, they will not be permitted to act in the capacity as alternate when the Regional Councillor is in attendance, but may attend the meeting as a public spectator only.

8.2 Once the determination has been made that an alternate is attending on a Regional Councillor's behalf, the alternate shall remain as the Regional Councillor for the duration of the meeting, regardless of whether the regular Council Member shows up. The alternate will be noted as the member in attendance for the entire meeting and the regular Council Member may attend the meeting as a public spectator only.

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9. LEGAL EXPENSE INDEMNIFICATION

9.1 An alternate member will only be considered a member of Regional Council during attendance at a Regional Council meeting. At all other times they will be considered as a private citizen for the purposes of the Region's Indemnification By-law. The alternate would not be entitled to Indemnification from the Region for any statutory prosecution or disciplinary proceeding brought against them, unless such action is the result of an incident that occurred during the alternate acting in good faith, in the course of their duties, at a Regional Council meeting, if during such time they were acting as an alternate member of Regional Council.

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**APPENDIX 4
BY-LAW XX-2018**

PUBLIC MEETINGS

1. PURPOSE

1.1 Public Meetings shall enquire into a matter over which Council has authority under the *Municipal Act, 2001, as amended*, the *Planning Act*, or any other statute that requires or permits Council to hold a public meeting.

2. DELEGATED HEARING OR MEETING

2.1 Where any statute confers a right for the public to be heard by Council before the passing of a by-law, or where Council by statute is required to hold a public meeting before the passing of a by-law, such a meeting or hearing may be held immediately prior to a Regional Council meeting

3. RULES OF PROCEDURE

3.1 Public Meetings shall be governed by all applicable rules and procedure of this by-law, save and except for Section 4.5 – Quorum at Council or committees and Section 5.9 – Motions and By-laws.

4. NOTICE OF MEETINGS

4.1 Notice of Public Meetings will be made available on the Region of Peel website.

4.2 Appropriate notice/advertising of a Public Meeting to advise interested persons shall be undertaken as required by any applicable legislation, by-law or Regional policy.

5. MEETING PROCEEDINGS

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- 5.1 The date and time of when to hold a Public Meeting will be coordinated by the Regional Clerk or determined by Council, as required.
- 5.2 The place of the Public Meeting shall be in the Region of Peel Council Chambers, unless otherwise determined by the Regional Council.
- 5.3 Quorum is not required for Public Meetings, unless required by legislation.
- 5.4 At the commencement of each Public Meeting, the Regional Chair shall explain that the intent of the meeting is to hear the views of the public, and the members shall not enter into discussion or debate on the subject.
- 5.5 The Regional Clerk shall prepare an agenda in the following order for the use of members at Public Meetings:
 - a. Declarations of Conflicts of Interest
 - b. Opening of Public Meeting
 - c. Confirmation of Notification
 - d. Further Notice Request
 - e. Staff Presentations
 - f. Public Participation (Oral Submissions)
 - g. Public Participation (Written Submissions)
 - h. Conclusion and Closing of Public Meeting
- 5.6 Delegations may submit a request to the Regional Clerk in order to speak at a Public Meeting.
- 5.7 The Regional Clerk shall not accept any form of submission that contains any obscene or improper language or content, as determined by the Regional Clerk in consultation with the Regional Chair.
- 5.8 No persons addressing Council as a delegation shall:
 - a. speak disrespectfully of any person;
 - b. use offensive words or unparliamentary language;
 - c. engage in improper conduct;
 - d. speak on any subject other than the subject for which they have received approval to address Council; or

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- c. disobey the Rules of Procedure or a decision of the Presiding Officer or of Council.
- 5.9 The Presiding Officer may curtail any delegation or any questions of a delegation for disorder or any other breach of the Rules of Procedure or if in the Presiding Officer's discretion, the questions are not of a clarifying nature, and, if the Presiding Officer rules that the delegation is concluded, the persons appearing shall withdraw from the place designated for delegations.
- 5.10 After a delegation has completed its presentation, members shall each have one opportunity to ask questions of the delegation for clarification purposes only, and without debate. If the delegate's answer to the clarifying question requires a further clarifying question, a member shall have one further opportunity to clarify. When all members who have indicated a desire to ask clarifying questions have finished, the persons appearing as a delegation shall withdraw from the place designated.
- 5.11 The report of the Regional Clerk for each Public Meeting shall be presented to Council at the next appropriate meeting of Council, for receipt.
- 5.12 No decision shall be made at a Public Meeting. Any matter requiring a decision shall be reported to Council for consideration debate and approval at a subsequent meeting of Council.

DATE: December 18, 2017

REPORT TITLE: **APPOINTMENT FOR THE PROVISION OF INTEGRITY COMMISSIONER AND LOBBYIST REGISTRAR SERVICES**

FROM: Lorraine Graham-Watson, Commissioner of Corporate Services

RECOMMENDATION

That a By-law to repeal By-law 13-2017, being the appointment of Robert J. Swayze as the Integrity Commissioner and Lobbyist Registrar be enacted, with an effective date of January 31, 2018;

And further, that the aforementioned By-law appoint the partnership of Principles Integrity, through its principals, Jeffrey A. Abrams and Janice Atwood-Petkovski for the provision of Integrity Commissioner services with an effective date of February 1, 2018;

And further, that the aforementioned By-law appoint the partnership of Principles Integrity, through its principals, Jeffrey A. Abrams and Janice Atwood-Petkovski for the provision of Lobbyist Registrar services with an effective date of February 1, 2018;

REPORT HIGHLIGHTS

- Purchasing staff issued a publicly advertised Request for Proposal (RFP) for the provision of Integrity Commissioner and Lobbyist Registrar Services for a three year period with two optional 12 month contract renewals.
- All three Vendor submissions received were compliant.
- An evaluation committee consisting of Regional staff reviewed the vendor submissions in accordance with set criteria that included experience and qualifications, references, advisory and educational approach as well as the estimated cost for the service.
- Integrity Principles' proposal received the highest overall score and was subsequently awarded the contract.

DISCUSSION

1. Background

Robert J. Swayze was appointed as the Integrity Commissioner and Lobbyist Registrar for the Region of Peel on a short term contract as an interim measure pending review of the award of the City of Brampton's RFP with the potential for provision of services to both the City of Brampton and the Region of Peel. At the October 12, 2017 Regional Council meeting, staff provided an update on the retention of an Integrity Commissioner and

9.4 - 2

APPOINTMENT FOR THE PROVISION OF INTEGRITY COMMISSIONER AND LOBBYIST REGISTRAR SERVICES

Lobbyist Registrar and advised that the Region of Peel would need to proceed with a procurement process and an RFP process was completed.

Robert J. Swayze's contract as the Region of Peel's Integrity Commissioner and Lobbyist Registrar was extended to January 31, 2018 to continue to provide services pending the issuance of an RFP and an award for a long term contract for provision of Integrity Commissioner and Lobbyist Registrar services.

Three compliant Vendor submissions were received. An evaluation committee consisting of Regional staff reviewed the vendor submissions in two phases: Phase I being the technical component and Phase II being the financial component. The evaluation criteria included the vendor's profile, experience, and qualifications, references, as well as advisory and educational approach. Upon completion of the Phase I, all submissions were deemed compliant and progressed to Phase II, where pricing envelopes were opened and evaluated. Jeffrey A. Abrams and Janice Atwood-Petkovski of Integrity Principles scored the highest in both the technical and financial analysis of the evaluation. Below is the result of the technical and financial analysis.

ANALYSIS				
Vendor	Technical (80 per cent)	Financial (20 per cent)	Price Submitted	Overall Ranking
Principles Integrity	1	1	\$172,500	1
Robert J. Swayze Barrister & Solicitor	2	2	\$210,000	2
ADR Chambers Inc.	3	3	\$243,750	3

2. Proposed Direction

An expression of thanks and appreciation will be made to Mr. Robert Swayze, on behalf of Members of Council, for his service to the Region of Peel.

Staff will schedule an introduction of the new Integrity Commissioner and Lobbyist Registrar to Council during a February 2018 Regional Council meeting. Other outreach opportunities, individual meetings and education sessions may be scheduled, as required.

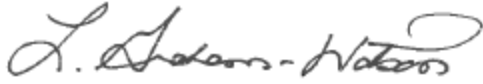
RISK CONSIDERATIONS

Appointment of an Integrity Commissioner for municipalities is a legislative requirement (effective March 1, 2019) following the coming into force of Bill 68, *Modernizing Ontario's Municipal Legislation Act, 2017* and this appointment will continue to enhance transparency and accountability at the Region of Peel.

APPOINTMENT FOR THE PROVISION OF INTEGRITY COMMISSIONER AND LOBBYIST REGISTRAR SERVICES

FINANCIAL IMPLICATIONS

Regional staff have awarded the contract with Integrity Principles pursuant to Purchasing By-law 113-2013 subject to Regional Council's completion of the appointment process recommended in this report. Funding was included in the 2018 budget.



Lorraine Graham-Watson, Commissioner of Corporate Services

Approved for Submission:



D. Szwarc, Chief Administrative Officer

For further information regarding this report, please contact Kathryn Lockyer, Regional Clerk and Director of Clerks, ext. 4325 or kathryn.lockyer@peelregion.ca.

Authored By: Helena West

Reviewed in workflow by:

Purchasing

Legal Services



**THE REGIONAL MUNICIPALITY OF PEEL
COUNCIL EXPENSE POLICY REVIEW COMMITTEE
MINUTES**

CEPRC - 3/2017

The Region of Peel Council Expense Policy Review Committee met on December 7, 2017 at 11:00 a.m., in the 5th Floor Boardroom, Regional Administrative Headquarters, 10 Peel Centre Drive, Suite A, Brampton, ON.

Members Present: A. Groves; M. Palleschi; C. Parrish; K. Ras; P. Saito; B. Shaughnessy

Members Absent: F. Dale, due to a personal matter

Also Present: D. Szwarc, Chief Administrative Officer; S. VanOfwegen, Commissioner of Finance and Chief Financial Officer; S. Nagel, Treasurer and Director of Finance; K. Lockyer, Regional Clerk and Director of Clerk's; M. Hynes, Manager, Accounting Services; H. West, Committee Clerk

Chaired by Councillor C. Parrish.

1. DECLARATIONS OF CONFLICTS OF INTEREST - Nil

2. APPROVAL OF AGENDA

RECOMMENDATION CEPRC-7-2017:

That the agenda for the December 7, 2017 Council Expense Policy Review Committee meeting be approved.

3. DELEGATIONS - Nil

4. REPORTS

4.1. Update to the Business Expense Accounts - Members of Council Policy

* See text for arrivals

◆ See text for departures

RECOMMENDATION CEPRC-8-2017:

That the changes to the Region of Peel's Business Expense Accounts - Members of Council Policy, attached as Appendix I to the report of the Chief Financial Officer titled "Update to the Business Expense Accounts - Members of Council" be approved, as amended, effective December 6, 2018, with the new term of Council;

And further, that the recommended changes to the Policy related to ineligible election related expenses resulting from the requirements under the *Municipal Elections Act, 1996*, be approved, effective immediately.

RECOMMENDATION CEPRC-8-2017:

That the Region of Peel Council Expense Policy Review Committee be disbanded following Regional Council's approval of the new policy titled "Business Expense Accounts – Members of Council.

The Members requested that the following revisions be made to the policy:

- That an information report to attend conferences not be required, but that verbal notice be provided to Regional Council.
- That a caveat be inserted that should a Member of Council wish to attend more than the maximum of three events or that more than the maximum of three members want to attend an event, permission be sought from Regional Council.
- That a staff report be provided to Regional Council regarding the estimated costs of a Committee trip/event before attending the trip/event; and that a staff report be provided to Regional Council regarding the final costs of the Committee trip/event and the outcomes of the trip/event.
- That the Per Diem Rate be increased to \$75 (for meals and incidentals), indexed with inflation moving forward, as opposed to the recommended rate of \$85.
- There be a policy for the use of Regional signs which may include charge backs related to the use of signs.
- Consumable cannabis should be included in the section that stipulates that Alcoholic beverages will not be reimbursed.

In response to comments made by Committee Members, Kathryn Lockyer, Regional Clerk and Director of Clerk's, clarified that the date for the deadline for newsletters is proposed for April 30th as the Nomination Day for municipal elections is May 1st. She noted that the new deadline for newsletter expenses will provide a clearer delineation for the public between a Councillor newsletter and a candidate election newsletter.

Kathryn Lockyer stated that the report, as presented at the December 7, 2017 CEPRC meeting and the minutes resulting from the meeting, will be forwarded to the January 11, 2018 Regional Council meeting for review and approval.

5. COMMUNICATIONS - Nil

6. IN CAMERA MATTERS - Nil

7. OTHER BUSINESS - Nil

8. NEXT MEETING

9. ADJOURNMENT

The meeting adjourned at 11:40 a.m.

DATE: November 29, 2017

REPORT TITLE: **UPDATE TO THE BUSINESS EXPENSE ACCOUNTS - MEMBERS OF COUNCIL POLICY**

FROM: Stephen VanOfwegen, Commissioner of Finance and Chief Financial Officer

RECOMMENDATION

That the changes to the Region of Peel’s Business Expense Accounts - Members of Council Policy, attached as Appendix I to the report of the Chief Financial Officer titled “Update to the Business Expense Accounts - Members of Council” be approved, effective December 6, 2018, with the new term of Council;

And further, that the recommended changes to the Policy related to ineligible election related expenses resulting from the requirements under the *Municipal Elections Act, 1996*, be approved, effective immediately.

REPORT HIGHLIGHTS

- The Business Expense Accounts - Members of Council Policy governs the types of reimbursement for business travel and incidental business expenses.
- The Council Expense Policy Review Committee, on September 7, 2017, directed staff to evaluate their recommended changes to the Council Expense Policy.
- The proposed amendments to the Policy include: changing the final approval authority to the Chief Financial Officer, adding the requirement of reporting to Regional Council prior to and after attending a conference, introducing a limitation to the number of Members of Council allowed to attend events or conferences, and clarifying the eligibility requirements for hotel and airfare expenses.
- The Committee directed staff to examine certain sections of the current Policy to assess whether changes are needed. These sections included: the per diem rate, kilometre threshold, introducing purchasing cards for Members of Council, reward programs, Regional newsletters, and internal charges for the use of Regional services.
- A new section has been added to the Policy to reflect ineligible election related expenses.
- There are a number of minor administrative changes to the Policy that are recommended by staff.

UPDATE TO THE BUSINESS EXPENSE ACCOUNTS - MEMBERS OF COUNCIL POLICY**DISCUSSION**

The Council Expense Policy Review Committee (“the Committee”) met on September 7, 2017 and the Committee directed staff to evaluate their recommended changes to the Business Expense Accounts - Members of Council Policy (“the Policy”). The Committee also discussed certain sections of the Policy that required further investigation by staff to inform potential changes to the Policy.

1. Proposed Direction

The following changes were recommended during the meeting and have been reflected in the updated Policy:

- The Commissioner of Finance and Chief Financial Officer should be the final approval authority, not the Regional Chair.
- Attendance at conferences should be communicated to Regional Council through an information report prior to booking. A further report to Council would be completed after attending the conference.
- Members of Council are permitted to attend a maximum of three events or conferences per year. The Association of Municipalities of Ontario (“AMO”) and Federation of Canadian Municipalities (“FCM”) conferences are exceptions to this rule.
- A maximum of three Members of Council are permitted to attend each event or conference on behalf of the Region of Peel, with the exception of the AMO and FCM conferences. This is self-monitored by the Members of Council.
- If an opportunity arises to attend an event through the work of a Regional Committee, only Committee members are permitted to attend, with any exceptions to be justified in the preliminary report to Council. A Committee member, without Regional Council approval, cannot appoint a designate to attend the event.
- Hotel expenses should be limited to the standard room rate available at any event. Otherwise, any rates above and beyond a standard room rate, the Member of Council would not be reimbursed.
- Flight costs for Members of Council should be limited to economy class rates if the length of one flight is under five hours. If the length of the flight is longer than five hours, Members of Council would be able to access business class rates.
- Alcohol is not eligible for reimbursement.
- The authorized expenses “Over and above allowance” as reported in the quarterly Members of Council Term Allowance statements will be re-named “Other Board or Committee Expenses.”

2. Sections Requiring Further Investigation

The Committee discussed a few areas of the Policy which require further examination to determine what the appropriate change to the Policy should be, if required.

a. Per Diem Rate

The Committee directed staff to review the current per diem rate for Members of Council.

UPDATE TO THE BUSINESS EXPENSE ACCOUNTS - MEMBERS OF COUNCIL POLICY

As reported to the Committee in the Council Expense Policy Comparisons Report (dated August 29, 2017), the per diem rates provided by other municipalities range between \$60 and \$100. Further details are described in Table 1 below:

Table 1: Per Diem Rate Details by Municipality

Municipality	Per Diem Rate	Eligibility Details	Last Date it Was Updated
Region of Peel	\$60 per day	Meals and incidental expenses	Increase of \$10 was approved in 1999
City of Brampton	\$60 per day	Meals only	Removal of \$25 per diem for incidental expenses was approved in 2015
City of Mississauga	\$75 per day	Meals and miscellaneous expenses	Increase of \$15 was approved in 2015
Town of Caledon	\$60 per day	Meals only	Changes in per diem are aligned with the Region's per diem rate change
City of Hamilton	\$75 per day (within Canada) \$100 USD per day (outside of Canada)	Meals and incidental expenses	Increase was approved in 2016

As referenced in Table 1, the Region's per diem rate has not changed since 1999; however food costs have risen significantly over the years. If the Region had indexed the per diem rate in line with inflation, the Region's per diem rate would have been an estimated \$85.85 as of 2018.

Therefore, staff recommend that the per diem rate be increased from \$60 to \$85 per day, as referenced in Appendix A of the draft revised Policy, to align with inflationary increases.

b. Kilometre Threshold

The Committee instructed staff to examine the rationale of 60 km being covered and whether this should be amended in the Policy.

As reported to the Committee in the Council Expense Policy Comparisons Report (dated August 29, 2017), three municipalities reported a threshold for local travel. The details for the Region's and other municipalities' kilometre thresholds are discussed in Table 2 below:

UPDATE TO THE BUSINESS EXPENSE ACCOUNTS - MEMBERS OF COUNCIL POLICY

Table 2: Kilometre Threshold Details by Municipality

Municipality	Kilometre Threshold	Eligibility Details
Region of Peel	60 km	<ul style="list-style-type: none"> - Mileage for business travel within the Region of Peel is eligible for reimbursement. - For business travel up to 60 km, car mileage, registration costs, meal costs and hotel accommodation are eligible for reimbursement. - For business travel exceeding 60 km, travel costs, trip cancellation insurance, vicinity travel costs, registration cost, hotel accommodation and meals are eligible for reimbursement.
City of Brampton	160 km	<ul style="list-style-type: none"> - Any mileage less than 160 km is covered through Councillor's car allowance. - Any mileage over and above 160 km can be claimed.
City of Mississauga	100 km	<ul style="list-style-type: none"> - Any mileage less than 100 km is covered through Councillor's car allowance. - Any mileage over and above the threshold can be claimed.
Durham Region	160 km	<ul style="list-style-type: none"> - Eligible to claim hotel costs for any events greater than 160 km away from Durham Region Headquarters.
Town of Caledon	Not listed	<ul style="list-style-type: none"> - Business mileage is covered by the Councillor's salary. - Mileage for travel to out-of-town functions is reimbursed up to the mileage cost that does not exceed the cost of economy airfare for the same purpose through the Councillor's Term Allowance.

As depicted in Table 2, the current Regional kilometre threshold has no impact on the claiming of mileage or hotel accommodations for Members of Council. Therefore, staff recommend to increase the Region's threshold to 100 km to be in line with the other municipalities.

c. Purchasing Cards ("P-Card")

The Committee asked staff to study the implications for introducing a Regional credit card for Members of Council.

Staff met to discuss the possibility of issuing a Regional P-Card for Members of Council within the context of the current Regional P-Card process and noted the following concerns:

- The current timelines for the P-Card reconciliation process are short, in which reconciliations need to be completed within 10 calendar days of the following month. Staff would have challenges meeting the timelines due to the Members of Council not having an office at a Region of Peel building.

UPDATE TO THE BUSINESS EXPENSE ACCOUNTS - MEMBERS OF COUNCIL POLICY

- The P-Card reconciliation process requires access to the Region's financial system and therefore reconciling between the Region and local municipalities' P-Cards could be difficult without system access.
- There is a risk of error as a result of the use of the wrong P-Card for Regional business expenses, which could result in higher administrative workload to correct the errors.

As a result of the above noted concerns, staff recommend that the current process be continued where Members of Council expenses are processed through Business Expense Claim forms without the issuance of a Regional P-Card.

d. Reward Programs

The Committee discussed the issue of acquiring or accumulating loyalty points for purchases, in which the points should accumulate to the Region of Peel and not to the individual Members of Council.

The current Regional Policy refers to reward programs under section 9.1c, in which paid costs (e.g. fees, taxes) can be reimbursed in the event that reward programs are used to cover the airfare or other items. The current Policy does not speak to the accumulation of reward program points.

As referenced in the Committee report Council Expense Policy Comparisons Report (dated August 29, 2017), the issue of reward programs are addressed in the Mayor and Councillor Expense Policy at the City of Brampton and the P-Card Policy at the City of Mississauga. Both policies indicate either employees or Members of Council may not benefit from the use of reward programs when making business purchases.

Under the Region's current Business Expense Claim process, it is difficult to accumulate loyalty points to the Region of Peel and not the individual Members of Council. Therefore, staff recommend to not include any wording in the Policy related to the accumulation of loyalty points.

e. Regional Newsletters

The Committee directed staff to evaluate the implications of separating the Regional newsletters section of expenses into its own account, with an amount allocated based on a standard-sized newsletter and on the number of households found in the ward.

Table 3 below provides details on the funding sources for Councillor newsletter costs both at the Regional level and the local municipal level.

UPDATE TO THE BUSINESS EXPENSE ACCOUNTS - MEMBERS OF COUNCIL POLICY

Table 3: Councillor Newsletter Details by Municipality

Municipality	Funding Source
Region of Peel	- Annual budget of \$35,000 in the Council Administration operating cost centre issuing one Regional newsletter per Member of Council. - Second newsletter per Member of Council is charged against the Member of Council Term Allowance.
City of Brampton	- Covered under the Councillors Term Allowance
City of Mississauga	- Covered under the Councillors Term Allowance
Town of Caledon	- Covered under the Councillors Term Allowance

The Regional budget for newsletters, as referenced in Table 3 above, has not been adjusted since 2008. The original budget was not based on the number of households at that time. In addition, this budget has not kept pace with the rate of inflation or the increase in the number of households in the Region over the years.

The increase in newsletter costs as a result of inflation and a growing community are evidenced in Council's past spending. For example, in 2015, Council spent \$143,500 in Regional newsletter costs with 611,593 newsletters issued, and in 2016, Council spent \$180,000 with 730,546 newsletters issued. This results in an average cost per issue of \$0.24.

To determine the total estimated 2019 newsletter costs, staff used an average cost per issue of \$0.25 based on 2016 spending and indexed with projected inflation, and an average 1.4 per cent annual household increase, applied to the number of households taken from the 2011 Statistics Canada census data. 2016 household census data information was not available at the time of this report. This resulted in an estimated budget of \$305,603, with an estimated 1,222,410 newsletters issued.

This budget covers the cost of one newsletter issued by each Mayor of each local municipality to its constituents, one newsletter issued by the Regional Chair to all Peel constituents, as well as each Councillor sending a newsletter to constituents in their ward.

Staff recommend that an increase to the Council Administration operating cost centre budget by \$270,603 for 2019, to align the budget with the actual spending on Regional newsletters. This budget will be further broken down by ward for each Member of Council. Any amount spent in excess of the Member of Council's newsletter budget will be charged to their Term Allowance.

In addition, staff propose creating a new section 6.5.2, within the proposed revised Policy, that provides clarification on where the cost of the Regional newsletters can be claimed.

UPDATE TO THE BUSINESS EXPENSE ACCOUNTS - MEMBERS OF COUNCIL POLICY

This new section also includes a new requirement under the *Municipal Elections Act, 1996*, which will move the deadline for newsletters in an election year from June 30th to May 1st.

f. Internal Charges for the Use of Regional Services

At the September 28, 2017 Regional Council meeting (Resolution 2017-759), Council directed the Committee to provide recommendations to Regional Council related to requiring Members of Council to allocate costs for the use of Regional resources and/or property to their expense accounts.

Currently, Members of Council are not charged for the use of Regional resources. All three local municipalities in the Region of Peel allocate internal charges to the Councillors expense accounts for such things as internal printing costs, facility rentals and the use of mobile signs.

To be consistent with the Councillor expense policies at the local level, staff are proposing to add in section 6.5.1 which further describes the internal charge-backs for the use of Regional services.

Currently, the Region's User Fee By-law contains fees for facility room rentals at PAMA, which the rates range from \$312.16 to \$367.25 for 2.5 hours. This could be referenced when staff is developing a price list for the use of Regional services.

3. Ineligible Election Related Expenses

Under the *Municipal Elections Act, 1996*, the Region of Peel cannot provide a subsidy to any candidate in a municipal election. Therefore special conditions for expenses apply to the Members of Council during an election year.

A new section, Section 7, has been added to the updated Policy to comply with this requirement. The section lists the detailed ineligible expenses, which includes constituent related expenses and the use of Regional facilities, property and mobile signs.

4. Other Minor Administrative Changes

The Committee's review of the Policy also provides an opportunity for staff to make recommendations on additional minor administrative changes to the Policy. The proposed minor changes are described below:

- Section 5.9 has been added to the updated Policy in order to provide a definition of the Members of Council. Members of Council include all Regional Councillors and the Regional Chair.
- Section 6.2 has been reorganized to include subsections related to travel arrangements, attendance at conferences, other board or committee expenses and hotel accommodation. The reorganization of this section provides more clarity on the Member of Council requirements in relation to events or conferences expenses.
- Under Section 6.3 Meals, the names of all attendees must be listed on the receipt. Staff propose to add the requirement of listing the purpose of the meeting to be consistent with the requirements of the local municipal Councillor expense policies.

UPDATE TO THE BUSINESS EXPENSE ACCOUNTS - MEMBERS OF COUNCIL POLICY

- Section 9.1 provides details on the responsibilities of Members of Council in relation to their business expense claims. Section 9.1b currently reads “The expense has not otherwise been charged to the Region (including to a Region of Peel P-Card).” Staff are proposing to add “or to the local municipalities, Boards and Commissions” at the end of the sentence, to ensure any expenses charged to the Region were not also charged to any of the local municipalities or Boards or Commissions.

FINANCIAL IMPLICATIONS

There will be a financial impact on the Region’s 2019 operating budget as a result of the increase to the Regional newsletter budget, which will be included during the 2019 budget process. The remaining draft revisions to the Policy are not expected to have a financial impact. The increase in the per diem rates and the increase related to internal charge-backs for the use of Regional services can be accommodated within the current Term Allowance. Members of Council will continue to determine the expenditures they wish to make which are eligible for reimbursement by the Region within the provisions of this Policy and which fall within the budget allocated for this purpose.

CONCLUSION

The Business Expense Accounts, Members of Council Policy has been redrafted based on the input received from the Council Expense Policy Review Committee on September 7, 2017. The draft policy is being tabled for review and discussion by members of the Committee and for direction to staff regarding these revisions.



Stephen VanOfwegen, Commissioner of Finance and Chief Financial Officer

Approved for Submission:



D. Swarc, Chief Administrative Officer

APPENDICES

Appendix I – Business Expense Accounts, Members of Council Policy F30-02

For further information regarding this report, please contact Monique Hynes, extension 4212, via email at monique.hynes@peelregion.ca.

Authored By: Sandy Calandra

Reviewed in workflow by:

Financial Support Unit

CATEGORY:	FINANCIAL MANAGEMENT
SUBCATEGORY:	EXPENDITURES
SUBJECT:	BUSINESS EXPENSE ACCOUNTS – MEMBERS OF COUNCIL

1. PURPOSE

This Policy provides Members of Council with guidelines for reimbursement of expenses for business travel and incidental business expenses.

2. SCOPE

This Policy applies to Members of Council.

3. POLICY STATEMENT

Members of Council are accountable to the public and are responsible for ensuring that their expenses clearly and directly relate to the business of the Region of Peel. Members of Council may attend Regional business related event(s), travel on Regional business at the Region's expense and be reimbursed for Regional constituent related expenses. Members of Council may travel to promote the economic development of the Region of Peel. The Region of Peel provides a term allowance to reimburse ~~Councillors~~ **Members of Council** for reasonable business expenses incurred while travelling on Regional business and incidental business expenses. Appendix A shows the current term allowance for each ~~Councillor~~ **Member of Council**. If the ~~Councillor~~ **Member of Council** is elected or appointed after the term has officially commenced, the term allowance will be pro-rated.

4. AUTHORIZATION

~~Regional Councillors'~~ **Members of Council** Business Expense Claims are reviewed for compliance with this Policy and approved by the ~~Regional Chair and the Regional Chair's claims are reviewed by the~~ **Commissioner of Finance and Chief Financial Officer ("CFO") (or designate)**.

5. DEFINITIONS

5.1. Insurance: Adequate coverage on personal vehicles that the Member of Council is responsible for maintaining.

5.2. Municipal Organizations: Recognized organizations established to represent the collective general interests of municipal corporations.

5.3. Normal Workplace: 10 Peel Centre Drive.

5.4. Per Diem: A daily allowance intended to cover the cost of meals, gratuities, personal telephone charges, and all other expenses of events other than registration, hotel or overnight accommodation, business telephone charges, and transportation. Appendix A lists the per diem guideline.

CATEGORY:	FINANCIAL MANAGEMENT
SUBCATEGORY:	EXPENDITURES
SUBJECT:	BUSINESS EXPENSE ACCOUNTS – MEMBERS OF COUNCIL

5.5. Prepayments: Reimbursable expenses charged to the Member of Council prior to the event which can be expensed directly to the applicable account. Should the event subsequently not be attended, all reasonable efforts shall be made to recover these prepayments and credit them to the same account.

5.6. Receipt: An original document showing the payee, date, amount, Harmonized Sales Tax (“HST”) and description of goods or services paid by the Member of Council. A debit or credit card slip is not an acceptable receipt as it does not show details of the transaction. All claims for reimbursement, with the exception of the per diem, car mileage and public transit costs shall be supported by an original receipt. If the Member of Council does not have an original receipt, an explanation as to why the original receipt has not been submitted shall be provided.

5.7. Regional Business: Attendance at an event as a representative of the Region, to derive a benefit for the Region or to advance the interests of the Region.

5.8. Reward Program: Any program such as Air Miles Collector Program, Aeroplan, Frequent Flyer or other loyalty programs where free airfare, hotel or other items are earned.

5.9. Members of Council: includes all Regional Councillors and the Regional Chair.

6. REIMBURSABLE EXPENSES (What can be claimed)

6.1. Car Mileage Rate

In order to retain its Income Tax free status, the transportation cost reimbursement rates are those set by Canada Revenue Agency shown in Appendix A.

Travel from home to a Member of Council’s normal workplace and back is considered by the Canada Revenue Agency as personal use of the vehicle and is not subject to reimbursement. Subsequent travel to other locations for business purposes is reimbursable but associated side trips for personal purposes such as lunch, personal deliveries, etc., are not.

6.2. Business Travel Events

All Members of Council may choose to attend events or conferences related to their duties as a Member of Council.

CATEGORY:	FINANCIAL MANAGEMENT
SUBCATEGORY:	EXPENDITURES
SUBJECT:	BUSINESS EXPENSE ACCOUNTS – MEMBERS OF COUNCIL

6.2.1 Travel Arrangements

Members of Council will make reasonable efforts to travel using the most economical cost alternative while being consistent with good business practices; and giving consideration to the impact on Peel's reputation.

Travel arrangements for ~~Councillors~~ **Members of Council** can be made through the Regional Chair's Office, any Commissioner's Office, an outside agent or an area municipality, as desired. However, in making such arrangements, the ~~Councillor~~ **Member of Council** must ensure that sufficient expense allowance is available to cover the cost of the travel or event. The Manager, Accounting Services, Corporate Finance Division, should be contacted to determine the remaining term allowance. Any amount spent exceeding the term allowance will be paid personally by the ~~Councillor~~ **Member of Council**. Reimbursements exceeding the term allowance will be refunded by the ~~Councillor~~ **Member of Council**.

6.2.2 Attendance at Conferences

Members of Council are required to report to Council for informational purposes prior to conference registration. After attending the conference, a report must be submitted to Council for knowledge sharing purposes within 90 days of attendance at conference.

Members of Council may attend up to three conferences per year. Each conference must be limited to three Members of Council attending on behalf of the Region of Peel. The conferences of the Federation of Canadian Municipalities ("FCM") and the Association of Municipalities of Ontario ("AMO") would be exceptions. Any further exceptions must be sought from Regional Council at that time. This is self-governed by the Members of Council.

6.2.3 Other Board or Committee Expenses

~~Councillors~~ **Members of Council** who are appointed and endorsed by Regional Council as **direct Regional committee members, or as** committee members or officers of municipal organizations, shall be reimbursed for expenses incurred in performing the duties related to their appointment, in addition to the ~~Councillor's~~ **Member of Council's** term allowance for business related events, presuming that the applicable organization has made no provisions.

Should an opportunity to attend an event arise through the work of a Regional Committee, then only members of that Committee are permitted to attend, with any exceptions being justified in the preliminary report to Regional Council. A Committee member, without Regional Council approval, could not appoint a designate to attend the event.

CATEGORY:	FINANCIAL MANAGEMENT
SUBCATEGORY:	EXPENDITURES
SUBJECT:	BUSINESS EXPENSE ACCOUNTS – MEMBERS OF COUNCIL

Where the Regional Chair has approved a ~~supplementary allowance for a Councillor Member of Council~~ to attend an event or act on the Chair's behalf, expenses incurred in carrying out Council's direction ~~shall be in addition to the term allowance provided for business-related events.~~ **shall be charged to the Regional Chair's Term Allowance.**

Members of Council appointed as Members of the Police Services Board shall charge police related event costs to the Police Services Board cost centre.

6.2.4 Hotel Accommodations

Hotel accommodation is normally at the ~~single standard~~ room ~~occupancy~~ rate **available at any event**, excluding meals. Reasonable efforts to arrange moderate rates for accommodation are to be made. **If the conference hotel is fully booked, then a comparative priced hotel standard room must be booked. Otherwise, above and beyond such a standard room rate, the Member of Council would not be reimbursed.**

6.3. Meals

The **purpose of the meeting and the** names of all attendees must be listed on the receipt. All expenses for meals are to be kept to a reasonable amount.

Per diems may be claimed. Appendix A lists the current guideline for meals and incidental expenses (gratuities, personal calls, dry cleaning and other). The per diem can be claimed without receipts.

Alcoholic beverages will not be reimbursed.

6.4. Registration Costs

Registration costs submitted for reimbursement should exclude the extra costs of personal entertainment, golfing, tours or meals associated with ancillary events such as sightseeing excursions or evening outings.

6.5. Other Expenses

~~Councillors~~ **Members of Council** may claim for reimbursement as part of the Regional Council term allowance the following: constituent related expenses, business cards showing the Region of Peel, and home office equipment. ~~and the constituent communication for the Region of Peel share of the newsletter. This constituent communication regarding Regional issues is considered an essential function and related expenses cover postage, letterhead, envelopes, printing, photocopying, photos and slides. The Regional cost is based upon the proportion of space devoted to~~

Red font denotes additions
Blue strikethrough denotes deletions

CATEGORY:	FINANCIAL MANAGEMENT
SUBCATEGORY:	EXPENDITURES
SUBJECT:	BUSINESS EXPENSE ACCOUNTS – MEMBERS OF COUNCIL

~~Regional issues. In the year of an election, the constituent communication expenses shall not be reimbursed after June 30th.~~

Charitable donations shall be made in the Region of Peel's name, as per Canada Revenue Agency best practices.

6.5.1. Internal Charge-back for the Use of Regional Services

Expenses related to the use of Regional resources and/or property will be charged to the Member of Council's expense account based on the Region's price list.

6.5.2. Newsletters

The constituent newsletter communication regarding Regional issues is considered an essential function and related expenses cover postage, letterhead, envelopes, printing, photocopying, photos and slides. The Regional cost is based upon the proportion of space devoted to Regional issues. The Regional cost of one newsletter per Member of Council is covered within a separate account within the Region's Council Administration operating cost centre budget. The budget is allocated by ward for each Member of Council. Any costs spent on newsletters exceeding a Member of Council's budget are charged against the Member of Council's expense account. In an election year, the costs incurred by Members of Council for newsletters shall not be reimbursed after April 30th.

7. INELIGIBLE ELECTION RELATED EXPENSES

Under the *Municipal Elections Act, 1996*, the Region of Peel cannot provide a subsidy to any candidate in a municipal election. Therefore special conditions for expenses apply to the Members of Council during an election year.

An election year begins at the start of the nomination period (May 1 of an election year) and ends with the end of the Council term.

The Members of Council will not be allowed to use their Business Expense Accounts for constituent related expenses after April 30th in an election year.

Constituent related expenses include:

- Brochures
- Newsletters
- Posters
- TV and radio commercials

CATEGORY:	FINANCIAL MANAGEMENT
SUBCATEGORY:	EXPENDITURES
SUBJECT:	BUSINESS EXPENSE ACCOUNTS – MEMBERS OF COUNCIL

- Newspaper ads
- Mail outs
- Postage
- Letterhead
- Envelopes
- Printing
- Photocopying
- Photos
- Slides

Use of Regional facilities, property, vehicles or public spaces (including Regional mobile signs) are prohibited from use and cannot be expensed from Members of Council Business Expenses Accounts.

8. CLAIMING EXPENSES (When it can be claimed)

8.1. Local Travel (Within the Region of Peel)

Car mileage reimbursed.

8.2. Event: A conference, convention, annual meeting, workshop, seminar, training session, investigational or promotional travel, course, study tour, correspondence course, community ratepayer meeting, community relation event, charity fundraising function, retirement dinner and other business meeting.

8.2.1. Local Event or Single Day Meeting: An event within 60 kilometres of the Member of Council's normal workplace.

The following expenses may be reimbursed as required:

- a) Car mileage;
- b) Registration cost;
- c) Cost of a meal; and
- d) Hotel accommodation.

8.2.2. Distant Event: An event held in excess of 60 kilometres from the Member of Council's normal workplace.

The following expenses may be reimbursed as required:

- a) **Travel costs** to and from the event to a maximum of economy airfare, including if a personal vehicle is utilized, the car mileage at the standard

CATEGORY:	FINANCIAL MANAGEMENT
SUBCATEGORY:	EXPENDITURES
SUBJECT:	BUSINESS EXPENSE ACCOUNTS – MEMBERS OF COUNCIL

rate up to the cost of an economy airfare. **If the length of a flight is longer than five hours, the Member of Council may choose business class travel.** Reasonable efforts must be made to travel by the most economical route possible;

- b) Trip cancellation insurance** where advance bookings or other discount fares are utilized;
- c) Vicinity travel costs** such as a car rental or taxi, if required by the nature of the event;
- d) Registration cost;**
- e) Hotel accommodation** for the duration of the event, plus one additional travel day, if required; and
- f) Cost of a meal.**

If advance bookings or other discount fares require an extended stay to qualify for a reduced fare, additional costs may be claimed to the extent that the additional amount plus the actual fare and related trip cancellation insurance is less than or equal to the economy fare, at the time, to the same location.

8.2.2.1. Out of Canada

Claims must be converted at the foreign exchange rate prevailing at the time the costs were incurred, using either:

- a)** the rate issued by the Treasury Section of the Corporate Finance Division for the month when the travel occurred; or
- b)** the actual rate charged to the credit card as evidenced by a credit card statement.

9. RESPONSIBILITIES

9.1. Member of Council will ensure that:

- a)** A business expense claim is submitted within 60 days of completion of the travel or incurrence of the expense;
- b)** The expense has not otherwise been charged to the Region (including to a Region of Peel P-Card) **or to the local municipalities, Boards and Commissions;**

Red font denotes additions
Blue strikethrough denotes deletions

CATEGORY:	FINANCIAL MANAGEMENT
SUBCATEGORY:	EXPENDITURES
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- c) The business expense has been incurred by the Member of Council. In the event that rewards programs are used, only paid costs (e.g. fees, taxes) are submitted, not the full value of the airfare or other items **paid for by redeemed points**; and
- d) The Member of Council's office completes the Business Expense Claim and the Member of Council signs it prior to submitting the claim. ~~to the Regional Chair, or Chief Financial Officer in the case of the Chair, for review and advice.~~

9.2. **Reviewer CFO (or designate) will ensure that:**

- a) All items claimed have been verified as conforming to this Policy and all receipts are attached, as required.

9.3. **Corporate Finance Division will ensure that:**

- a) The Business Expense Claim has been reviewed before reimbursement;
- b) The Business Expense Claim conforms to Policy;
- c) Claims are processed in a timely manner; and
- d) Funds are deposited to the Member of Council's bank account.

10. REPORTING

The ~~Chief Financial Officer~~ **CFO** must report, on an annual basis, the Regional Council remuneration and expenses in respect of services as Members of Council, local boards or other bodies for the preceding year, by March 31st.

Members of Council will receive their individual quarterly statements of expenditures showing term expenses incurred to-date and the ~~Councillor's~~ **Member of Council's** remaining term allowance. Members of Council expenses will be posted on the Region of Peel website by Legislative Services on a quarterly basis. The quarterly statements will include payment information, if available, for Regional Appointees on other bodies such as Conservation Authorities.

This Policy will be reviewed every four years prior to the municipal election.

CATEGORY: FINANCIAL MANAGEMENT

SUBCATEGORY: EXPENDITURES

SUBJECT: BUSINESS EXPENSE ACCOUNTS – MEMBERS OF COUNCIL

11. SUBMISSION DEADLINE

All claims should be submitted to Accounts Payable by March 31st of the following year.

APPROVAL SOURCE:	Resolutions 97-438; 99-822; CAO Directive C05-06; Resolution 07-300; ACP10-01; CAO Directive C12-05; ACP13-06; Resolution 2014-640; 2015-185; 2017-244; ACP14-13
ORIGINAL DATE:	April 1997
LAST REVIEW DATE:	March 30, 2017
LAST UPDATE:	March 30, 2017
EFFECTIVE DATE:	March 30, 2017
RESPONSIBILITY:	Finance Department / Corporate Finance Division / Accounting Services Section

CATEGORY:	FINANCIAL MANAGEMENT
SUBCATEGORY:	EXPENDITURES
SUBJECT:	BUSINESS EXPENSE ACCOUNTS – MEMBERS OF COUNCIL

APPENDIX A

1. Expense Guideline:

The per diem expense guideline ~~of is \$60~~ **\$85** per day for travel on Regional business. ~~can be broken down as follows:~~

- ~~• \$50 for breakfast, lunch and dinner; and~~
- ~~• \$10 for all other incidentals (e.g. dry cleaning, gratuities, personal telephone calls etc.).~~

2. Mileage:

The maximum Canada Revenue Agency car mileage rates for using personal vehicles for Regional business currently set as follows:

- \$0.54 per kilometre up to 425 kilometres per month; and
- \$0.48 per kilometre for any remaining kilometres per month.

3. **Councillor Member of Council** Term Allowance:

For each **Councillor Member of Council**, the term allowance is **\$22,380** to attend Region of Peel business related events, to be reimbursed for Regional constituent related expenses and to cover the cost of constituent communications during the term of office.

The annual increase of the term allowance will be based on the previous year's Consumer Price Index (Canada, All-items) as announced in the federal budget.

From: Sacha Smith [<mailto:Sacha.Smith@mississauga.ca>]

Sent: December 21, 2017 5:18 PM

To: Lockyer, Kathryn

Subject: Regional Request for Development Charge Relief for 174 Affordable Housing Units to be Located at 360 City Centre Drive

Ms. Lockyer,

Attached is a copy of the report regarding the Regional request for Development Charge Relief for 174 Affordable Housing Units located at 360 City Centre Drive. Also attached is the recommendation that was approved by Mississauga's Council pertaining to this matter.



Sacha Smith

Manager of Legislative Services and Deputy Clerk

T 905-615-3200 ext 4516 | F 905-615-4181

sacha.smith@mississauga.ca

[City of Mississauga](#) | Corporate Services Department,
Legislative Services Division



REFERRAL TO **Finance**
RECOMMENDED _____
DIRECTION REQUIRED _____
RECEIPT RECOMMENDED _____

Please consider the environment before printing.



RECOMMENDATION GC-0701-2017
Approved by General Committee on November 15, 2017
and adopted by the Council of
The Corporation of the City of Mississauga
at its meeting on November 22, 2017

GC-0701-2017

1. That the Report entitled "Regional Request for Development Charge Relief for 174 affordable housing units to be located at 360 City Centre Drive" from the Commissioner of Corporate Services and Chief Financial Officer, be received.
2. That a Special Holding Reserve Fund (account 35589) be established and 2017 surplus funds of \$2.9 million be transferred into the Special Holding Reserve Fund as part of the City's 2017 year-end accounting activities.
3. That the Commissioner of Corporate Services and Chief Financial Officer and the City Clerk, enter into an agreement, and any associated or ancillary documents, with Daniels CCW Corporation and the Region of Peel to the satisfaction of the City Solicitor, to defer the payment of DCs for the 174 affordable housing units by Daniels CCW Corporation until ownership of those units are transferred to the Region of Peel at which time a grant in lieu of DCs will occur.
4. That an amount equivalent to the development charges payable at the time a building permit is issued to Daniels CCW Corporation for the construction of the Region's affordable housing units be transferred from the Special Holding Reserve Fund to DC revenue when the Region of Peel provides confirmation of ownership for the units, in accordance with terms of the agreement entered into under (3).
5. That a copy of the report dated October 31, 2017 from the Commissioner of Corporate Services and Chief Financial Officer be sent to the Region of Peel.
6. That all necessary by-laws be enacted.

City of Mississauga
Corporate Report



Date: 2017/10/31

To: Chair and Members of General Committee

From: Gary Kent, Commissioner of Corporate Services and
 Chief Financial Officer

Originator's files:

Meeting date:
 2017/11/15

Subject

Regional Request for Development Charge Relief for 174 Affordable Housing Units to be Located at 360 City Centre Drive

Recommendation

1. That the Report entitled "Regional Request for Development Charge Relief for 174 affordable housing units to be located at 360 City Centre Drive" from the Commissioner of Corporate Services and Chief Financial Officer, be received.
2. That a Special Holding Reserve Fund (account 35589) be established and 2017 surplus funds of \$2.9 million be transferred into the Special Holding Reserve Fund as part of the City's 2017 year-end accounting activities.
3. That the Commissioner of Corporate Services and Chief Financial Officer and the City Clerk, enter into an agreement, and any associated or ancillary documents, with Daniels CCW Corporation and the Region of Peel to the satisfaction of the City Solicitor, to defer the payment of DCs for the 174 affordable housing units by Daniels CCW Corporation until ownership of those units are transferred to the Region of Peel at which time a grant in lieu of DCs will occur.
4. That an amount equivalent to the development charges payable at the time a building permit is issued to Daniels CCW Corporation for the construction of the Region's affordable housing units be transferred from the Special Holding Reserve Fund to DC revenue when the Region of Peel provides confirmation of ownership for the units, in accordance with terms of the agreement entered into under (3).
5. That a copy of the report dated October 31, 2017 from the Commissioner of Corporate Services and Chief Financial Officer be sent to the Region of Peel.
6. That all necessary by-laws be enacted.

Report Highlights

- The Region has contracted with Daniels CCW Corporation (Daniels) to construct 174 affordable housing units contained within a 19-storey structure located at 360 City Centre Drive in Mississauga. Development charges (DCs) are payable by Daniels at the time of building permit issuance.
- The Region has established a project budget of \$65.7 million for construction of its 174 units. The Region has requested that the City waive the City's portion of DCs for these units. The amount of DCs under consideration at the time of this report is \$2.8M. The Region's budget includes payment of City DCs, cash in lieu of parkland fees and a five percent contingency to allow for indexing of fees.
- Council approved the Motion on July 5, 2017 (Appendix 1) that delegated authority to Senior City Staff to use mechanisms available to grant relief of DCs for the Regional project located at 360 City Centre Drive.
- The motion also requested that staff formulate and bring back to Council a consistent mechanism to grant relief from City DCs for future projects that qualify as affordable housing within the City of Mississauga that will be presented to Council at a later date.

Background

The Region of Peel entered into an agreement with Daniels CCW Corporation (Daniels) to develop 174 affordable housing units as part of the Daniels project located at 360 City Centre Drive in Mississauga. Regional Council endorsed a report on June 22, 2017 requesting that the Regional Development Charges (DCs) payable be waived for these 174 units. In addition, Regional staff requested that correspondence be sent to the City of Mississauga requesting consideration for granting relief for the City's DCs payable for the Region's affordable housing portion of the project.

Council approved a Motion on July 5, 2017 (Appendix 1) to Council requesting that:

“authority be delegated to the City Manager, the Commissioner of Planning and Building and the Commissioner of Corporate Services to utilize such mechanisms available to the City to grant relief from the payment of approximately \$2.7 million for the City's portion of the affordable housing proposed at 360 City Centre Drive; and further.

That staff be requested to formulate and bring back to Council a consistent mechanism to grant relief from City development charges for future projects that qualify as affordable housing within the City of Mississauga.”

The delegated authority contained in the motion is specifically limited to the granting of relief for the affordable housing units at 360 City Centre Drive.

Comments

This report addresses the specific Council direction to provide a mechanism for granting relief from DCs for the affordable housing units to be located at 360 City Centre Drive as delegated to the City Manager, Commissioner of Planning and Building and the Commissioner of Corporate Services.

Part two of the motion directed staff to develop a mechanism/policy for granting relief for DCs for future affordable housing projects. This work will be developed as part of the 2019 DC Study update which will commence in 2018. An analysis will also be undertaken in conjunction with Region of Peel staff to evaluate the level of financial commitment required to continue to grant relief from DCs for future Regional projects. A separate report will be brought before Council once this work has been completed.

360 City Centre Drive Project Details

The Region has established a project budget of \$65.7 million for the construction of 174 affordable housing units within the 19-storey building to be located at 360 City Centre in Mississauga. The Region has budgeted for the expenses for City DCs, cash in lieu of parkland fees and a five-percent contingency for indexing of the rates. Thus, any granting of City DCs would result in a savings of \$2.9 million to the Region's project.

Construction at 360 City Centre is expected to commence in Q2 of 2018. Ownership of the 174 affordable housing units will transfer to the Region's control when construction begins on the 4/5 level of the project (estimated to occur in 2019-2020). The *DC Act* requires that DCs become payable upon issuance of the first building permit. This means that the DCs would normally be payable to the City by Daniels, prior to the transfer of ownership to the Region.

Substantial completion of the structure is expected in Q4 of 2020 with resident occupancy in April of 2021.

Grant in Lieu of Development Charges Details

There is no clause in the City's DC By-law to provide for an exemption or waiver of DCs for affordable housing projects. As a result, the City's DC By-law requires that Daniels pay DCs for the affordable housing units (to be owned by the Region at a future date) at the time of building permit issuance. Section 27 of the *DC Act*, however, allows a municipality to enter into an agreement to accelerate or defer the payment of DCs. In this situation it would be appropriate for the City to enter into an agreement with Daniels and the Region to defer the payment of DCs for the 174 affordable housing units the Region obtains ownership. Daniels would continue to be required to pay DCs for those units that are not included as part of the Region's affordable housing project. To that end, this report is requesting that the Commissioner of Corporate Services and Chief Financial Officer and the City Clerk be provided authority to enter into an agreement with Daniels and the Region of Peel, to the satisfaction of the City Solicitor, to defer the payment of DCs by Daniels Corporation until ownership of the affordable housing units are transferred to the Region of Peel, at which time a grant in lieu of DCs will occur.

Upon transfer of ownership for the units to the Region, the City will provide a grant in an amount equivalent to the DCs payable on the day the building permit would have been issued to Daniels. To fund the grant for this project, a Special Holding Reserve Fund is recommended to be established as part of this report. Monies in the amount of the DCs payable will be transferred at year end from the City's 2017 surplus to the Special Holding Reserve Fund. These funds will be held in an interest-bearing Reserve Fund until ownership of the 174 units is transferred to the Region, which will trigger the transfer of monies from the Special Holding Reserve Fund to the DC revenue account.

Financial Impact

The financial impact of Council's motion to grant relief from DCs for the Region's affordable housing project is approximately \$2.8 million at this time. It is expected that the value of this DC grant will increase (due to the DC rate indexing set to occur on February 1, 2018) before the issuance of the building permit to Daniels in Q2 of 2018. Applying known indexing rates, it is estimated that \$2.9M of 2017 surplus should be transferred to the Special Holding Reserve Fund at year end.

Conclusion

Council provided members of senior staff with the delegated authority to utilize mechanisms to grant relief from the payment of DCs for the Regions 174-unit affordable housing project to be located at 360 City Centre Drive. This report has outlined the tools to be utilized as part of the delegated authority provided in the first part of the July 5, 2017 motion. A future report to Council will address policies and mechanisms necessary to address future affordable housing projects that Council may wish to support. Timelines for future mechanisms will be carried out in conjunction with the 2019 DC Study update, set to commence in 2018.

Attachments

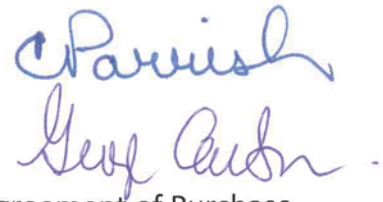
Appendix 1: Affordable Housing Motion July 5, 2017



Gary Kent, Commissioner of Corporate Services and Chief Financial Officer

Prepared by: Susan Cunningham, Manager, Development Financing and Reserve Management

Notice of Motion
July 5, 2017



Whereas Regional staff was authorized to execute a Conditional Agreement of Purchase and Sale with the Daniels CCW Corporation to develop an affordable housing project at 360 City Centre Drive, Mississauga;

Whereas Regional funding in the amount of \$65,966,522 was approved by Regional Council on June 22, 2017;

Whereas authority was delegated to the Regional Commissioner of Finance and Chief Financial Officer to utilize such mechanisms available to the Region to grant relief from the payment of Regional Development Charges for the Region's portion of the overall development (\$4.5m);

Whereas Regional Council requested Correspondence be forwarded to the City of Mississauga requesting the City consider granting relief from City Development Charges (\$2.7m) by waiving or providing a grant to offset such DCs, or through any other mechanisms available to the City, in order to better enable the development of affordable housing at 360 City Centre Drive;

Whereas 40% (70 units) will be Rent Geared to Income units used to take households off the Centralized Waiting list and 60% (104 units) will be purpose built rental owned by the Region, for middle income households;

Whereas a second tower on the same podium will be market value units, creating a mixed income node in the City Centre, an ideal situation on a human scale;

Whereas Mississauga has spent considerable time and energy developing strategies to promote "Making Room for the Middle";

Therefore Be It Resolved:

Authority be delegated to the City Manager, the Commissioner of Planning and Building and the Commissioner of Corporate Services to utilize such mechanisms available to the City to grant relief from the payment of City DCs of approximately \$2.7 million for the City's portion of the affordable housing proposed at 360 City Centre Drive; and further

That Staff be requested to formulate and bring back to Council a consistent mechanism to grant relief from City Development Charges for future projects that qualify as affordable housing within the City of Mississauga.

December 21, 2017

Kathryn Lockyer
Regional Clerk and Director of Clerk's
Regional Municipality of Peel
10 Peel Centre Drive
Brampton ON L6T 4B9

SENT BY EMAIL

RECEIVED
December 28, 2017

Dear Kathryn:

REGION OF PEEL
CLERK'S

Subject: **Scheduled 2018 Renovations to Brampton Council Chambers and Request for Possible Use of Region of Peel Council Chambers**

The City of Brampton will be renovating its Council Chambers at City Hall commencing in or about May 2018 until the end of 2018 to improve its accessibility, functionality and technology. The Council Chambers will be unavailable for meetings during this period.

The City is requesting the opportunity to use the Region of Peel Council Chambers for possible meetings of City Council or its committees, as may be necessary and can be accommodated within the Region's own meeting schedule. I do understand that the Regional Council Chambers will also be undergoing some renovations during the summer of 2018.

During the City's renovation project, alternative meeting space within City Hall has been identified for City Council, its standing committees, advisory committees and adjudicative bodies. This will accommodate almost all meetings currently using the Council Chambers. However, there may be a limited number of meetings where the meeting purpose or scheduled subject matter may draw larger than normal public interest and attendance at a meeting. The Region of Peel Council Chambers affords a "ready-to-use" space within Brampton to accommodate larger public crowds and facilitate effective meetings.

I would like to meet with you and appropriate Regional staff to discuss the pre-conditions, logistics and protocol for the City of Brampton to use the Regional Council Chambers during this renovation period, if required.

Thank you for your consideration and I look forward to discussing this further with you.

Sincerely,



Peter Fay
City Clerk
City of Brampton

REFERRAL TO _____
RECOMMENDED _____
DIRECTION REQUIRED _____
RECEIPT RECOMMENDED _____

Copy to: Mayor Jeffrey and City Council
CAO and Corporate Leadership Team



January 3, 2018

Kathryn Lockyer
Regional Clerk and Director of Clerk's
Regional Municipality of Peel
10 Peel Centre Drive
Brampton ON L6T 4B9

SENT BY EMAIL

RECEIVED

January 3, 2018

REGION OF PEEL
CLERK'S

**Re: Implementation of Bill 68 (Modernizing Ontario's Municipal Act, 2016) -
Consideration of Amendments to Procedure By-law 160-2004, as amended**

The Council of The Corporation of the City of Brampton passed the following resolutions at its meeting of December 13, 2017:

Resolution C384-2017

1. That the report from P. Fay, City Clerk, dated November 29, 2017, to the Council Meeting of December 13, 2017, re: **Implementation of Bill 68 (Modernizing Ontario's Municipal Act, 2017) – Consideration of Amendments to Procedure By-law 160-2004, as amended**, be received;
2. The Procedure By-law 160-2004, as amended, be further amended, substantially in a form as set out in Appendix 1 to this report, to address new provisions of the *Municipal Act, 2001*, coming into effect as of January 1, 2018, specifically regarding:
 - New Definition of a "Meeting";
 - Clarity on Authority of Member acting in the Absence of the Head of Council;
 - Implementation of Closed Meeting Investigation Reports; and
 - Alternate Council Member for Absence of Member at Regional Council;
3. That the City Clerk report early in the next term of Council on the provisions of Bill 68 coming into effect as of March 1, 2019, and any necessary recommendations for implementation; and
4. That the appointment process for this current term of Council take place at this meeting from amongst all those members present and qualified.

Resolution C385-2017

That City Councillor Jeff Bowman be appointed as the Alternate Member to Regional Council, in the event of an absence of a Brampton Regional Councillor at a meeting of Regional Council, for this current term of Council.

Please find enclosed a copy of the staff report referenced in this matter.

Yours truly,

Peter Fay
City Clerk
Tel: 905-874-2172, peter.fay@brampton.ca
(CL-8.1)
encl.

REFERRAL TO _____
 RECOMMENDED _____
 DIRECTION REQUIRED _____
 RECEIPT RECOMMENDED _____

cc: Mayor Jeffrey and Brampton City and Regional Councillors
H. Schlange, Chief Administrative Officer

Date: 2017-11-29

Subject: **Implementation of Bill 68 (*Modernizing Ontario's Municipal Act, 2016*) - Consideration of Amendments to Procedure By-law 160-2004, as amended**

Contact: P. Fay
City Clerk, City Clerk's Office
905-874-2172

Recommendations:

1. That the report from Peter Fay, City Clerk, City Clerk's Office, dated November 29, 2017, to the City Council meeting of December 13, 2017, re: **Implementation of Bill 68 (*Modernizing Ontario's Municipal Act, 2016*) – Consideration of Amendments to Procedure By-law 160-2004, as amended**, be received; and
2. The Procedure By-law 160-2004, as amended, be further amended, substantially in a form as set out in Appendix 1 to this report, to address new provisions of the *Municipal Act, 2001*, coming into effect as of January 1, 2018, specifically regarding:
 - New Definition of a "Meeting";
 - Clarity on Authority of Member acting in the Absence of the Head of Council;
 - Implementation of Closed Meeting Investigation Reports; and
 - Alternate Council Member for Absence of Member at Regional Council; and
3. That the City Clerk report early in the next term of Council on the provisions of Bill 68 coming into effect as of March 1, 2019, and any necessary recommendations for implementation.

Overview:

- In late 2016, the following two Bills were introduced:
 - **Bill 68 - *Modernizing Ontario's Municipal Legislation Act, 2016* (An Act to amend various Acts in relation to municipalities)**

- **Bill 70 – *Building Ontario Up for Everyone Act (Budget Measures), 2016* (An Act to implement Budget measures and to enact and amend various statutes)**
 - **Some aspects of the Bills were proclaimed into law in May 2017, with certain provisions coming into effect immediately or over the course of the next year.**
 - **In September 2017, the Province proclaimed the remaining sections of Bill 68, establishing effective dates of January 1, 2018 and March 1, 2019 for the remaining provisions.**
 - **This report provides an overview of the effective dates of the amendments and recommends changes to the Procedure By-law to give effect to certain provisions coming into effect as of January 1, 2018.**
 - **This report achieves the Strategic Plan priority of Good Government by providing information about proposed municipal responsibility and accountability changes to ensure the City is well-informed and positioned to address legislative changes affecting municipalities.**
 - **Public notice regarding possible changes to the Procedure By-law was given on December 7, 2017, in accordance with the Procedure By-law.**

Background:

Bill 68 enacts various amendments to the *Municipal Act, 2001*, *Municipal Conflict of Interest Act* and the *Municipal Elections Act, 1996*. Many of the changes affect governance matters.

While many provisions came into effect at the time of Royal Assent in May 2017, various matters will be proclaimed into law effective January 1, 2018 and March 1, 2019.

This report outlines the changes, coming into effect in January and recommends amendments to the Procedure By-law to give effect to some of these changes.

Current Situation:

Amendments Coming into Effect as of January 1, 2018:

The following provisions will come into effect as of the start of 2018:

1. New Definition of a “Meeting”
2. Additional Discretionary Reasons for Closed Session Meetings
3. Provision for Electronic Meeting Participation

10.3 - 4

4. Clarity on Authority of Member acting in the Absence of the Head of Council
5. Term of Office for 2018-2022 Council Term
6. Implementation of Closed Meeting Investigation Reports
7. Alternate Council Member for Absence of Member at Regional Council

New Definition of a “Meeting”:

Section 238 (1) of the *Municipal Act, 2001* currently defines a meeting as:

“any regular, special or other meeting of a council, of a local board or of a committee of either of them.”

Council’s Procedure By-law defines a meeting as:

“a gathering of the members of the council or a committee where quorum is achieved and either public business or public policy over which the council or committee has jurisdiction or control is discussed or deliberated and/or during which formal action is taken.”

Effective January 1, 2018, Section 238 (1) is amended by defining a “meeting” as:

“any regular, special or other meeting of a council, of a local board or of a committee of them, where,

- a) A quorum of members is present; and
- b) Members discuss or otherwise deal with any matter in a way that materially advances the business or decision-making of the council, local board or committee.”

The new definition is consistent with how Brampton Council and committee practices have been observed and guided. It is recommended that the Procedure By-law be amended to include the same definition as will be effective in the *Municipal Act* as of January 2018.

Additional Discretionary Reasons for Closed Session Meetings:

All meetings shall be held in public session (open to the public), except in certain circumstances as set out in Section 239 (2) of the *Municipal Act, 2001* and the additional amendments effective January 1, 2018, provide for a meeting or part of a meeting to be closed to the public if the subject matter includes:

Mandatory or Discretionary	Reason	Status
Discretionary	the security of the property of the municipality or local board	Existing
Discretionary	personal matters about an identifiable individual, including municipal or local board employees	Existing

10.3 - 5

Mandatory or Discretionary	Reason	Status
Discretionary	a proposed or pending acquisition or disposition of land by the municipality or local board	Existing
Discretionary	labour relations or employee negotiations	Existing
Discretionary	litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board	Existing
Discretionary	advice that is subject to solicitor-client privilege, including communications necessary for that purpose	Existing
Discretionary	a matter in respect of which a council, board, committee or other body may hold a closed meeting under another <i>Act</i>	Existing
Discretionary	information explicitly supplied in confidence to the municipality or local board by Canada, a province or territory or a Crown agency of any of them	New Provision as of January 1, 2018
Discretionary	a trade secret or scientific, technical, commercial, financial or labour relations information, supplied in confidence to the municipality or local board, which, if disclosed, could reasonably be expected to prejudice significantly the competitive position or interfere significantly with the contractual or other negotiations of a person, group of persons, or organization	New Provision as of January 1, 2018
Discretionary	a trade secret or scientific, technical, commercial or financial information that belongs to the municipality or local board and has monetary value or potential monetary value	New Provision as of January 1, 2018
Discretionary	a position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board	New Provision as of January 1, 2018
Mandatory	a request under the Municipal Freedom of Information and Protection of Privacy Act, if the council, board, commission or other body is the head of an institution for the purposes of that Act	Existing
Mandatory	an ongoing investigation respecting the municipality, a local board or a municipally-controlled corporation by the Ombudsman appointed under the Ombudsman Act, an Ombudsman referred to in subsection 223.13 (1) of this Act, or the investigator referred to in subsection 239.2 (1)	Existing
Discretionary	The meeting is held for the purpose of educating or training the members and at the meeting, no member discusses or otherwise deals with any matter in a way that materially advances the business or decision-making of the council, local board or committee	Existing

10.3 - 6

The four (4) new provisions are consistent with existing reasons set out in the *Municipal Freedom of Information and Protection of Privacy Act* (MFIPPA). It is anticipated that application of these new provisions will be consistent with the interpretation applied under MFIPPA for the similar exemptions applied to formal access to information requests.

These provisions are not expected to increase the duration or number of matters to be considered in closed session.

The Procedure By-law does not itemize the specific reasons for closed session meetings, as set out in the *Municipal Act, 2001* and outlined in the table above. Therefore, further amendments to the by-law in this area are not required at this time.

Provision for Electronic Meeting Participation:

A new discretionary provision of the Act (Section 238 (3.1 – 3.2)) will permit, through definition in the procedure by-law, a Member of either Council or a Committee to participate electronically in a meeting which is open to the public and has a quorum of members physically present. Any Member participating electronically is not counted in determining whether or not a quorum is present. This discretionary provision does not permit electronic participation in a closed session of a meeting.

This provision mirrors provisions already existing in the *City of Toronto Act, 2006*, but which have not yet been implemented by Toronto. These new provisions, available to all municipalities as of January, would also apply to local boards.

Other Ontario jurisdictions, such as school boards and Northern Service Boards, allow for electronic meeting participation. Outside Ontario, the Province of Saskatchewan allows municipalities to provide for electronic meeting participation. The City of Vancouver has implemented limited electronic meeting participation.

This enabling provision introduces a number of questions that require further consideration, including voting responsibilities since a call for a recorded vote and an inability to register a vote from a Member participating electronically due to technical limitations introduces further complexities for decision-making. Other considerations such as start-up costs for infrastructure, technology disruptions, effective meeting management and attention span deficit and loss of “non-verbal cues” during meetings raise concerns for the utility of electronic meeting participation.

It may be prudent to consider limited electronic participation for certain limited advisory committees where access to a meeting may be a significant consideration (e.g., Accessibility Advisory Committee).

Staff will continue reviewing this provision, including investigating practices in place in other jurisdictions, and are not recommending amendments to the Procedure By-law to facilitate electronic remote participation at this time. Possible recommendations may be proposed in the future after further review of the implications.

Clarity on Authority of Member acting in the Absence of the Head of Council

Bill 68 provides further clarity on the role of the Acting Head of Council in the absence of the Head of Council. Specifically, Section 242 of the *Municipal Act, 2001* has been amended to clarify the role of the Acting Head of Council as it relates to presiding at meetings, as follows:

“A municipality may, by by-law or resolution, appoint a member of the council to act in the place of the head of council or other member of council designated to preside at meetings in the municipality’s procedure by-law when the head of council or designated member is absent or refuses to act or the office is vacant, and while so acting such member has all the powers and duties of the head of council or designated member, as the case may be, with respect to the role of presiding at meetings”. [emphasis added]

Brampton Council establishes an Acting Mayor assignment roster through the Procedure By-law and defines the role and responsibilities of the Acting Mayor, in the event of an absence by the Mayor:

“3. MAYOR NOT PRESENT

- 3.1 When the Office of the Mayor is vacant, or when the Mayor is unable to carry on her duties through illness or otherwise, or when the Mayor is absent from the office in the course of her duties, or on vacation or an approved leave, there shall be an Acting Mayor who shall have all the powers and duties of the Mayor.
- 3.2 At the beginning of each term of the council, the Clerk shall prepare and circulate a list setting out the month(s) during which each member of the council may be called upon to hold the position of Acting Mayor.
- 3.3 The aforementioned Acting Mayor list shall be prepared by listing the City Councillors in alphabetical order, followed by the Regional Councillors in alphabetical order.
- 3.4 Should any designated member be unable to carry out the duties of Acting Mayor, the designation of Acting Mayor will automatically pass to the next member on the alphabetical listing.”

Council has established a Council Event Protocol, which identifies the role of the Mayor, Acting Mayor and other Members at various events and official functions. The Clerk’s Office has also posted an Acting Mayor assignment and responsibilities document to fulfil the requirements of the Procedure By-law.

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Given the clarification now set out in the *Municipal Act, 2001* in regard to the powers and duties of the Acting Mayor being limited to the role of presiding at meetings, it is recommended that the Procedure By-law be amended to update the provisions of Section 3.1 as follows:

- “3.1 When the Office of the Mayor is vacant, or when the Mayor is unable to carry on their duties through illness or otherwise, or when the Mayor is absent from the office in the course duties, or on vacation or an approved leave, there shall be an Acting Mayor who shall have all the powers and duties of the Mayor, with respect to the role of presiding at meetings.”

Term of Office for 2018-2022 Council Term:

The *Municipal Act, 2001* and *Municipal Elections Act* have been amended to establish the start date for the term of office to November 15 in the year of a regular election, effective for the term of office beginning in 2022. This means the next term of Council will start on December 1, 2018 and end on November 14, 2022 (instead of November 30, 2022).

This change will create logistical challenges for Council transition and orientation matters in 2022, which staff will address for the 2022-2026 term of Council. As well, any employment contracts established to support elected officials during the next term of Council will need to reflect the new term of office dates.

No further action is required in this term of Council on this matter.

Implementation of Closed Meeting Investigation Reports:

Every municipality is required to appoint a Closed Meetings Investigator to respond to requests for investigations into whether a closed session meeting occurred contrary to the open meeting provisions of the Act or the City's procedure by-law. Brampton's closed meetings investigator is Local Authority Services (LAS), a subsidiary of AMO. To-date, Council has not received a request for a closed meeting investigation. Currently, the Act does not compel the municipality to respond to an Investigator's report once filed publicly with the Council.

Changes to the *Municipal Act, 2001*, will, as of January 1, 2018, require that Council, if considering a report from its Closed Meeting Investigator, shall pass a resolution stating how it intends to address a Meetings Investigator's report, where the Investigator's opinion and finding is that a meeting or part of a meeting appeared to have been closed to the public contrary to the open meeting rules set out under Section 239 of the *Municipal Act, 2001* or the procedure by-law.

This provision applies to local boards as well.

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Council's Procedure By-law currently includes the following provisions in regard to closed meeting investigations (Section 2.9 (16)):

"Any request from a person for an investigation, under the Municipal Act, of whether a Council or Committee meeting or part of a meeting, that was closed to the public, has complied with the relevant provisions of the Municipal Act or this procedure by-law, shall be referred by the Clerk to the Investigator appointed by Council for that purpose."

It is recommended that this section of the Procedure By-law be amended to state the following:

- "(a) Any request from a person for an investigation into whether a Council or Committee meeting or part of a meeting, was closed to the public contrary to the Municipal Act, 2001, shall be referred by the Clerk to the Investigator appointed by Council for that purpose;
- (b) Should the Investigator report a meeting, or part thereof, has been, in their opinion, closed to the public contrary to the *Municipal Act, 2001*, the Council shall pass a resolution stating how the report shall be addressed."

Alternate Council Member for Absence of Member at Regional Council:

Bill 68 introduces a new provision to permit City Council the appointment of one (1) Member of Council to serve as an alternate member on Regional Council should a Brampton Regional Councillor be unable to attend. Specifically, the new provision states:

"Temporary replacement, member of upper-tier council

"268 (1) Subject to subsection (2), the council of a local municipality may appoint one of its members as an alternate member of the upper-tier council, to act in place of a person who is a member of the councils of the local municipality and its upper-tier municipality, when the person is unable to attend a meeting of the upper-tier council for any reason.

Limitation

- (2) Subsection (1) does not authorize,
 - (a) the appointment of more than one alternate member during the term of council;
 - (b) the appointment of an alternate member to act in place of an alternate member appointed under subsection 267 (1) or (2); or
 - (c) the appointment of an alternate head of council of the upper-tier municipality.

Other temporary replacement

(3) Despite clause (2) (a), if the seat of the member who has been appointed as an alternate member under subsection (1) becomes vacant, the council of a local municipality may appoint another of its members as an alternate member for the remainder of the council term.”

This means Brampton City Council could appoint one of the four remaining City Councillors to be the designated alternate member for an absent Brampton Regional Councillor.

The Procedure By-law already includes provisions for:

- Members who are on a Committee to appoint a non-Committee Member to serve in their place if unable to attend a meeting; and,
- an appointment process for a City Councillor to be appointed as the sixth Regional Councillor

which could be used as the basis for an appointment process for an alternate member to Regional Council should City Council wish to act on this new temporary replacement provision.

Council has clearly articulated its priority to ensure effective and fair representation at the Council of the Region of Peel. Appointing an alternate member to participate at Regional Council in the absence of a regular Brampton member is an additional means to make progress on this Council priority. It is, therefore, recommended that Council amend its current Procedure By-law to include an appointment process for an alternate member as follows:

Process to Appoint and Regulate an Alternate Council Member for a Regional Councillor:

- Council may, during its term, appoint one (1) City Councillor to serve as an Alternate Council Member (“alternate member”) for the absence of a Regional Councillor at a meeting of the Regional Council for any reason, in accordance with Section 268 of the *Municipal Act, 2001*.
- The provisions of Section 19 of the Procedure By-law apply, with necessary modifications identified by the Clerk, to appoint an alternate member for a Regional Councillor. Only one (1) alternate member may be appointed at any one time for the term of Council. Should the seat of the alternate member become vacant, then Council may appoint another City Councillor to act as the alternate member.
- The alternate member shall only be used for an absence of a Regional Councillor from a Region of Peel Council meeting.

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- If more than one Regional Councillor is absent, the alternate member may only substitute for one of the absent Regional Councillors.
- The alternate member only applies to short-term substitutions when a Regional Councillor is absent from a Region of Peel Council meeting for any reason (planned or unforeseen). Section 267 of the *Municipal Act, 2001*, may also apply and may be considered for longer-term absences.
- A Regional Councillor shall simultaneously notify (in writing) the City Clerk, Regional Clerk, alternate member and Regional Chair of the absence as soon as possible before the scheduled commencement of a Region of Peel Council meeting.
- Only one designation of an alternate member replacement can occur for each Regional Council meeting.
- The City Clerk shall notify (in writing) all Brampton Regional Councillors of the designation of the alternate member for the Regional Council meeting.
- If the Regional Councillor, who was to be absent, and after notification has been provided in writing,
 - attends the Regional Council meeting before the start of the meeting, the alternate member shall immediately withdraw from the meeting and the Regional Councillor shall assume his or her seat at the Regional Council meeting, or
 - attends the Regional Council meeting after the start of the meeting, will be subject to the rules of the Region of Peel Council in regard to the formal representation status of the Regional Councillor and alternate member at that meeting.
- The alternate member, while serving on Regional Council, will not receive additional remuneration from the City of Brampton, and will be subject to all the applicable Region of Peel policies and procedures at the discretion of the Regional Clerk.

Consultations have occurred with the Regional Clerk to ensure Brampton City Council deliberations on this matter align with preparatory work underway at the Region of Peel.

Amendments Coming into Effect as of March 1, 2019:

The Province has also proclaimed March 1, 2019, as the effective date for a number of accountability and transparency provision amendments to the *Municipal Act, 2001* and *Municipal Conflict of Interest Act*, generally summarized as follows:

Mandatory Code of Conduct for Council and Local Boards:

A Council code of conduct will now be a mandatory requirement for every municipality, as well as its local boards. Council has in place a Council Code of Conduct applicable to Members of Council only. A draft Regulation issued by the Province in November 2017, will prescribe the following subject matters that a municipality would be required to include in the codes of conduct for members of the council of the municipality and of its certain local boards, including:

- Gifts, benefits and hospitality.
- Respectful conduct, including conduct toward officers and employees of the municipality or the local board, as the case may be.
- Confidential information.
- Use of property of the municipality or of the local board, as the case may be.

These subject matters are already included in Brampton Council's Code of Conduct.

No code of conduct is currently in place for Council's committees with citizen membership, and certain local boards including the Downtown Brampton BIA. Staff will be developing a code of conduct for Council's consideration and application to its citizen-based advisory committees and the Downtown Brampton BIA.

New Conflict of Interest Framework and New Authority for the Integrity Commissioner in regard to Code of Conduct and Municipal Conflict of Interest Act:

Amendments to the *Municipal Act, 2001*, and *Municipal Conflict of Interest Act* establish a new framework for addressing conflict of interest matters and will provide additional authorities and responsibilities to the Integrity Commissioner. These include:

- Authority to investigate complaints regarding conduct of non-Council members of Council-established committees and its certain local boards (i.e., Downtown Brampton BIA).
- Authority to investigate complaints regarding possible conflict of interest applications
- Responsibility to provide pecuniary (financial) conflict of interest advice and education to Members of Council and local boards in regard to the *Municipal Conflict of Interest Act* and applicable code of conduct

Additional duties and responsibilities assigned to the Integrity Commissioner role will have financial implications for the City. Staff will be reviewing these impacts and reporting to Council as part of the 2019 budget process with appropriate recommendations.

Declarations of Conflict of Interest to be in Writing and Available through a Public Registry:

Members declaring a conflict of interest will now also need to do so in writing and the Clerk will be responsible for maintaining a registry of declared conflicts for public review.

Clerk's staff are developing this new system for implementation at the start of the next term of Council.

Council Adoption of Policies:

Section 270 (1) of the *Municipal Act, 2001* requires municipalities to adopt and maintain policies with respect to various matters. Effective March 1, 2019, the following additional policies will be required:

- The relationship between member of council and the officers and employees of the municipality.
- Pregnancy leaves and parental leaves of Member of Council.
- The manner in which the municipality will protect and enhance the tree canopy and natural vegetation in the municipality.

A policy on the relationship between Members of Council and staff has been started through the Council Office Protocol, approved by Council in December 2016, to guide relationships and interactions between Members and staff.

Staff will develop these required policies for future consideration by Council prior to the March 1, 2019 effective date.

Corporate Implications:

Financial Implications:

There are no additional direct financial impacts from the recommendations contained in this report. Should Council decide to implement new or amended provisions of the *Municipal Act, 2001* not recommended by staff (e.g., electronic participation in meetings), there will be financial implications and staff will need to report back to Council on such matters.

There will be financial implications resulting from the accountability and transparency amendments to be effective as of March 1, 2019. Staff will report to the new term of Council before March 2019 on the implementation impacts and related costs.

Other Implications:

The Downtown Brampton Business Improvement Area (BIA) would fall under the definition of a local board and is subject to many of the provisions of the *Municipal Act, 2001*, and recent amendments outlined in this report. Clerk's Office staff will reach out to the BIA executive to discuss the changes and possible implications for its meeting procedures.

Strategic Plan:

This report achieves the Strategic Plan priority of Good Government by providing information about proposed municipal responsibility and accountability changes to ensure the City is well-informed and positioned to address legislative changes affecting municipalities.

Conclusion:

This report outlines changes coming in effect as of January 1, 2018, through the *Municipal Act, 2001*, affecting municipal governance. Recommendations are presented for Council's consideration and possible amendments to Council's Procedure By-law. The report also summarizes the key accountability and transparency framework changes to the *Municipal Act, 2001*, and *Municipal Conflict of Interest Act*, to be effective March 1, 2019. Staff will be reporting further early in the next term of Council on these changes and implications.

Approved by:



Peter Fay
City Clerk

Approved by:

Harry Schlange
Chief Administrative Officer

Attachments:

Appendix 1 - Recommended Amendments to Procedure By-law 160-2004 to Implement Recent Amendments to the *Municipal Act, 2001*, effective January 1, 2018

Report authored by: Peter Fay

Appendix 1

Recommended Amendments to Procedure By-law 160-2004 to Implement Recent Amendments to the *Municipal Act, 2001*, effective January 1, 2018

1. Section 1.1 (18) is deleted and replaced with the following:
 - (18) “meeting” means “any regular, special or other meeting of a council, of a local board or of a committee of them, where,
 - a) A quorum of members is present; and
 - b) Members discuss or otherwise deal with any matter in a way that materially advances the business or decision-making of the council, local board or committee.
2. Section 3.1 is deleted and replaced with the following:
 - 3.1 When the Office of the Mayor is vacant, or when the Mayor is unable to carry on their duties through illness or otherwise, or when the Mayor is absent from the office in the course duties, or on vacation or an approved leave, there shall be an Acting Mayor who shall have all the powers and duties of the Mayor, with respect to the role of presiding at meetings.
3. Section 2.9 (16) be deleted and replaced with the following:
 - (16) (a) Any request from a person for an investigation into whether a Council or Committee meeting or part of a meeting, was closed to the public contrary to the *Municipal Act, 2001*, shall be referred by the Clerk to the Investigator appointed by Council for that purpose;
 - (b) Should the Investigator report a meeting, or part thereof, has been, in their opinion, closed to the public contrary to the *Municipal Act, 2001*, the Council shall pass a resolution stating how the report shall be addressed.
4. A new Section 2.16 be added with the following:
 - 2.16 Process to Appoint and Regulate an Alternate Council Member for a Regional Councillor
 - (1) Council may, during its term, appoint one (1) City Councillor to serve as an Alternate Council Member (“alternate member”) for the absence of a Brampton Regional Councillor at a meeting of the

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Regional Council for any reason, in accordance with Section 268 of the *Municipal Act, 2001*.

- (2) The provisions of Section 19 of the procedure by-law apply, with necessary modifications identified by the Clerk, to appoint an alternate member for a Regional Councillor. Only one (1) alternate member may be appointed at any one time for the term of Council. Should the seat of the alternate member become vacant, then Council may appoint another City Councillor to act as the alternate member.
- (3) The alternate member shall only be used for an absence of a Regional Councillor from a Region of Peel Council meeting.
- (4) If more than one Regional Councillor is absent, the alternate member may only substitute for one of the absent Regional Councillors.
- (5) The alternate member only applies to short-term substitutions when a Regional Councillor is absent from a Region of Peel Council meeting for any reason (planned or unforeseen). Section 267 of the *Municipal Act, 2001*, may also apply and may be considered for longer-term absences.
- (6) A Regional Councillor shall simultaneously notify (in writing) the City Clerk, Regional Clerk, alternate member and Regional Chair of the absence as soon as possible before the scheduled commencement of a Region of Peel Council meeting.
- (7) Only one designation of an alternate member replacement can occur for each Regional Council meeting.
- (8) The City Clerk shall notify (in writing) all Brampton Regional Councillors of the designation of the alternate member for the Regional Council meeting.
- (9) If the Regional Councillor, who was to be absent, and after notification has been provided in writing:
 - (a) attends the Regional Council meeting before the start of the meeting, the alternate member shall immediately withdraw from the meeting and the Regional Councillor shall assume his or her seat at the Regional Council meeting, or
 - (b) attends the Regional Council meeting after the start of the meeting, will be subject to the rules of the Region of Peel

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Council in regard to the formal representation status of the Regional Councillor and alternate member at that meeting.

- (10) The alternate member, while serving on Regional Council, will not receive additional remuneration from the City of Brampton, and will be subject to all the applicable Region of Peel policies and procedures at the discretion of the Regional Clerk.

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**ITEMS RELATED TO
PUBLIC WORKS**

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For Information

DATE: January 2, 2018

REPORT TITLE: **REGION OF PEEL SALT MANAGEMENT PLAN REVIEW**

FROM: Janette Smith, Commissioner of Public Works

OBJECTIVE

To report on the Salt Management Plan to reduce the impact of salt on the environment.

REPORT HIGHLIGHTS

- The Salt Management Plan recommends practices for winter maintenance operations pertaining to salt usage and handling, and reducing the effects on the environment.
- The Plan outlines initiatives that can be adopted by the Region and each one plays a role in best practices for salt control.
- Efficiently using and handling salt “the right amount of material, at the right time, in the right place”.
- Overall achievement of the recommendations in the Salt Management Plan is at 74 percent completion.
- Staff continue to explore alternate deicing chemicals and keep up with innovative solutions and technologies to reduce road salt for winter maintenance, while sustaining a safe roadway.

DISCUSSION**Background**

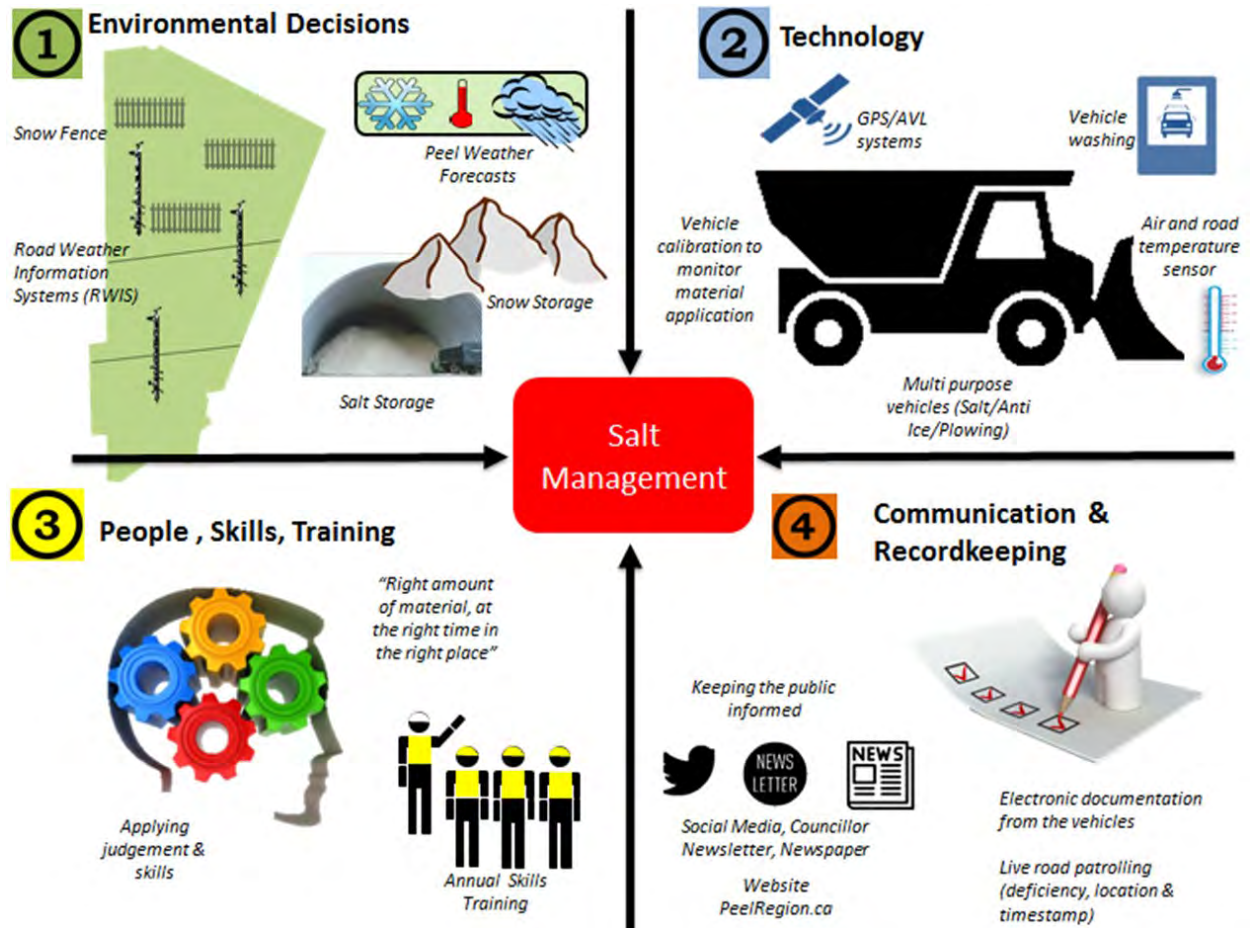
In 1999, the then Ministry of Environment Canada released a “*Code of Practice*” under the *Environmental Protection Act* aimed at road authorities that use more than 500 tonnes of road salts in a winter season and have vulnerable areas in their jurisdiction. Its goal was to protect the health of Canadians and their environment in relation to the use of salt. In 2003, Transportation Association of Canada created the “*Syntheses of Best Practices Road Salt Management*” to be used as salt management guidelines and identify the best approach to optimize road salt use. The two guideline documents were to be used in conjunction to assist municipalities in reducing salt usage and creating a Salt Management Plan based on their own operations.

Subsequently, the Region of Peel developed its Salt Management Plan that established a framework for winter maintenance operations for salt storage, application of salts on roads, and disposal of snow containing road salts which may release salt to the environment.

REGION OF PEEL SALT MANAGEMENT PLAN REVIEW

1. Impact of Plan Implementation

Staff have been executing the Plan's recommendations in Peel's road maintenance and operations to manage salt usage, storage and environmental stewardship. The infographic below displays the implemented initiatives.



This demonstrates the efficiencies staff have achieved with road salt application over time on Regional roads.

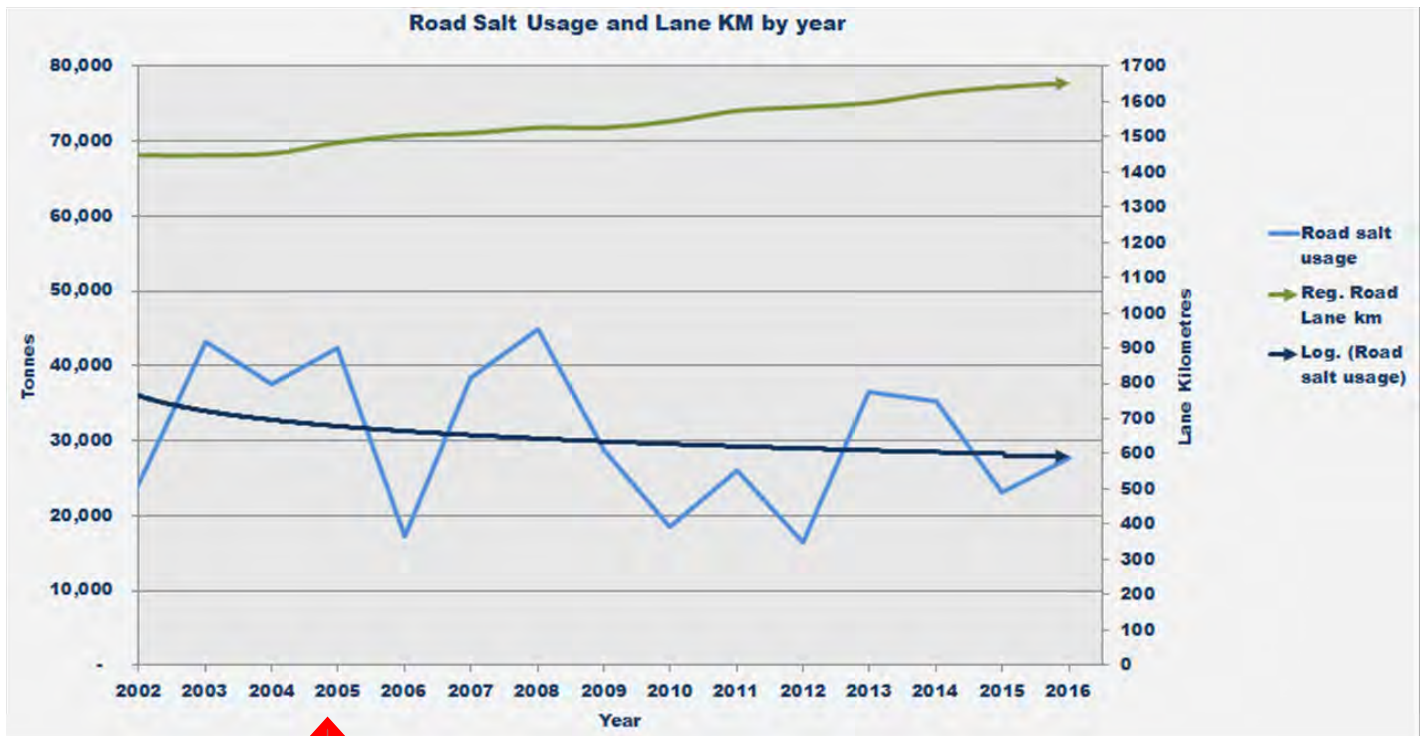
All implemented best practices combined have helped staff make more informed decisions for salt usage while being mindful of the environment. Salt management is not only about salt reduction it also benefit the community and traveling public. Some of the benefits include:

- Proactive anti icing to prevent black ice formation, providing safe roadways;
- Quick decisions and response to incoming weather keeps traffic moving;
- Management of salt through reduced application and proper storage lessens transference of salt into the environment;
- Use of living and natural snow fence by partnering with local farmers is less invasive than wooden snow fence.

REGION OF PEEL SALT MANAGEMENT PLAN REVIEW

The graph below illustrates salt usage and roadway lane kilometres over the past 15 years. There is a decrease in direct salt usage while there was an increase in roadway kilometres. By comparing salt usage three years prior to the salt management plan, to the last three years of the plan, there is 28 percent less salt per lane kilometer.

Weather does impact salt usage. It is not just used for snow events, staff also respond with salt applications to freezing rain and rain during freezing temperature conditions, which has been increasing over the past three years.



Salt Management Plan

Overall completion of recommended initiatives in the Salt Management Plan is 74 percent. The remaining 26 percent recommended initiatives in the Plan are being researched to become projects or are in early stages of implementation:

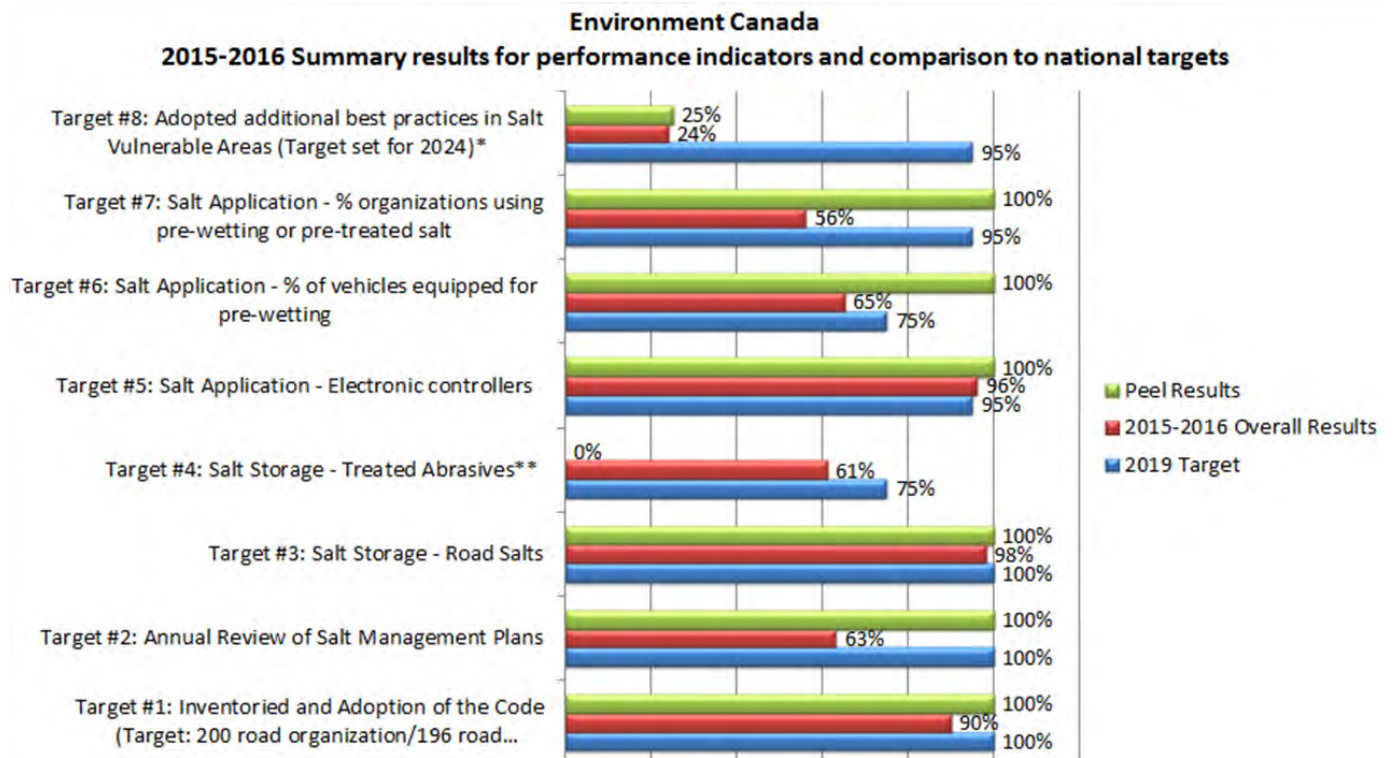
- Salt Vulnerable Area Tool, being developed by Ministry of the Environment and Climate Change with the help of a working group of Ontario municipalities.
- Road Weather Information System equipment on high risk bridges and mobile friction sensors on winter vehicles.
- Maintenance Decision Support System, a computer based tool providing treatment recommendations based on established levels of service and forecasted weather conditions
- Thermal mapping of roadways to analyze road temperatures, identifying priority areas to maintain first.
- Public awareness and education of the effects of salt usage including parking lots, and private lands (*Smart about Salt / Landscape Ontario / Region facility tender requirements*).

REGION OF PEEL SALT MANAGEMENT PLAN REVIEW

2. National Target

The Region reports on an annual basis to the Ministry of the Environment and Climate Change to report salt usage and handling. The results are used to measure national progress in the implementation of best management practices by road authorities with respect to road salt management. The quantities of road salts used and the concentration of road salts in the environment are recorded and reported on.

The following figure shows the Ministry of Environment and Climate Change Performance Indicators and National Targets based on the annually reported information from 196 Canadian road organizations. The green lines in the table below show where the Region of Peel compares against National Targets. The Region is meeting or exceeding in seven of the eight targets, and the eighth target is set to be met in 2024.



Code of Practice for the Environmental Management of Road Salts
 Overview Road Salts Report 2015-2016 Reported Data in the Context of National Targets - Ministry of Environment and Climate Change Canada

* The Ministry of the Environment and Climate Change is developing a tool to aid municipalities with the identification and management of Salt Vulnerable Areas to help meet this target by 2024. Regional staff are members of the Ministry’s working group to develop the tool.

**Target four is sand usage and Peel doesn’t use sand in our operations therefore we do not report on it.

REGION OF PEEL SALT MANAGEMENT PLAN REVIEW

3. Next Version of the Salt Management Plan

Staff will continue to proactively explore innovative solutions and technologies in the management of road salt for winter maintenance. The Salt Management Plan document will be updated in the next Term of Council to layout future initiatives.

Staff will continue to report annually to Ministry of the Environment and Climate Change and work closely as a stakeholder with the Ministry and the Ontario Good Roads Association.

RISK CONSIDERATIONS

Although the initiatives are in place and practices are being followed to appropriately apply salt, store salt and store snow, there are risks to consider if the Region does not continue to apply best practices. These risks include:

- Environmental risk associated with over use of salt which could negatively impact the environment;
- Reputational risk if public feels the Region is not using enough salt to ensure safe roadways.

CONCLUSION

Staff have been successful in keeping the roads safe while meeting the Ministry of the Environment and Climate Change *Code of Practice* recommendations. Since the implementation of Peel's Salt Management Plan and the initiation of responsible salt usage through new practices, staff have been able to provide safe passage on the Regional Road system while striving to protect Peel's environment.

The next Salt Management Plan will update and build upon the practices already in place and recommend strategies that meet the Ministry's plans and standards.



Janette Smith, Commissioner of Public Works

Approved for Submission:



D. Szwarc, Chief Administrative Officer

For further information regarding this report, please contact Mark Crawford, Manager of Road Operations and Maintenance, extension 3415, mark.crawford@peelregion.ca.

REGION OF PEEL SALT MANAGEMENT PLAN REVIEW

*Authored By: Eleanor Gillon, Specialist, Road Operations & Maintenance, extension 3329,
eleanor.gillon@peelregion.ca*

Reviewed in workflow by:

Purchasing
Financial Support Unit

For information

DATE: January 4, 2018

REPORT TITLE: **CURBSIDE WASTE COLLECTION CONTRACTORS' PERFORMANCE**

FROM: Janette Smith, Commissioner of Public Works

OBJECTIVE

To provide Regional Council with information on liquidated damages imposed on Emterra Environmental due to the heavy Tuesday collections in one ward and the feasibility of waiving some or all of the liquidated damages.

REPORT HIGHLIGHTS

- Emterra Environmental (Emterra) collects waste from approximately two thirds of the Region's curbside customers and Waste Connections of Canada Inc. (Waste Connections, formerly known as Progressive Waste) collects from approximately one third.
- The curbside collection contracts are eight years and nine months in length beginning January 4, 2016. The annual contract value (based on 2018 approved budget) is Emterra \$26.1 million and Waste Connections \$15.4 million.
- In April 2017, at Emterra's request, approximately 7,000 households within the Emterra collection zone were switched from Tuesday collection to Monday collection to better balance daily collections and presumably to lower the number of late and missed collections.
- Following the collection day change, some improvement was seen on Tuesdays, but the improvements were not sustained, and late and missed collections increased on Mondays, Wednesdays and Thursdays. Overall, the expected improvements in service were not realized. The total number of late and missed collection and resulting liquidated damages has increased since the day change in April 2017.
- Though Emterra collects from roughly twice the number of households as Waste Connections, Emterra had roughly 10 times the number of late and missed collections in 2016, and over 60 times in 2017 (year-to-date) compared to Waste Connections.
- Staff have determined that between October 2016 and December 2017, Emterra was responsible for 4,170 occurrences of cart damage and that Waste Connections was responsible for 347 occurrences. Accordingly, Emterra experienced approximately 12 times the number of occurrences compared to Waste Connections.
- Waste Connections has steadily maintained consistent improvements in their operations each month in 2017 compared to the same months in 2016, which is expected in the second year of a collection contract. Emterra has not demonstrated similar improvements.

CURBSIDE WASTE COLLECTION CONTRACTORS' PERFORMANCE

- Due to ongoing performance issues with Emterra, and the absence of any sustained improvement following the Tuesday day change staff recommends that liquidated damages continue to be assessed in accordance with the contract and that liquidated damages for the Tuesday collection day not be returned back to Emterra.
- Staff will continue to work with and monitor Emterra's performance, and will take measures as provided for in the contract to improve performance.

DISCUSSION

1. Background

On January 4, 2016, Emterra Environmental (Emterra) and Waste Connections of Canada Inc. (Waste Connections, formerly known as Progressive Waste) began curbside waste collection services within the Region of Peel under the new bi-weekly cart-based waste collection program. Emterra is responsible for curbside collection services in the North and Southwest collection zones, servicing approximately 65 per cent of homes. Waste Connections is responsible for collection services in the Southeast collection zone, servicing approximately 35 per cent of homes. A collection zone map is included as Appendix I.

The curbside collection contracts are eight years and nine months in length beginning January 4, 2016. The annual contract value (based on 2018 approved budget) is Emterra \$26.1 million and Waste Connections \$15.4 million.

The waste collection contracts are performance-based contracts, which specify the performance requirements and include liquidated damages for failure to meet the contract requirements, so as to create a level playing field for bidders and encourage the contractors to provide a standard level of service to all Peel residents.

The contracts also specify specific instances where liquidated damages could be waived provided the contractor demonstrates it has made best efforts to collect all waste, including:

- The first 90 days following the collection contract commencement date;
- Late collection of garbage during garbage exemption periods when residents can set out unlimited amounts of garbage for collection;
- Late collection of yard waste during the two heaviest yard waste tonnage collection weeks in the spring and in the fall; and
- In the event of severe and extraordinary weather conditions.

Staff have applied and, where appropriate, waived liquidated damages in accordance with the contract. The amount of liquidated damages waived from the beginning of the contracts to December 2017 is Emterra \$750,650 and Waste Connections \$170,400.

At the June 29, 2017 Waste Management Strategic Advisory Committee meeting, staff was asked to report back with information on liquidated damages imposed on Emterra due to the heavy Tuesday collections in one ward and the feasibility of waiving some or all of the liquidated damages resulting from the heavy Tuesday collections.

At the November 30, 2017 Waste Management Strategic Advisory Committee meeting, staff was asked to respond to six additional questions in the staff report regarding contractors' performance. A copy of the six questions and staff responses are included in Appendix II.

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CURBSIDE WASTE COLLECTION CONTRACTORS' PERFORMANCE

The balance of this report provides information on the curbside collection contractors' performance and the implications of waiving the liquidated damages incurred by Emterra for the heavy Tuesday collection day.

2. Contractor Performance and Customer Service Levels Provided to Peel's Residents

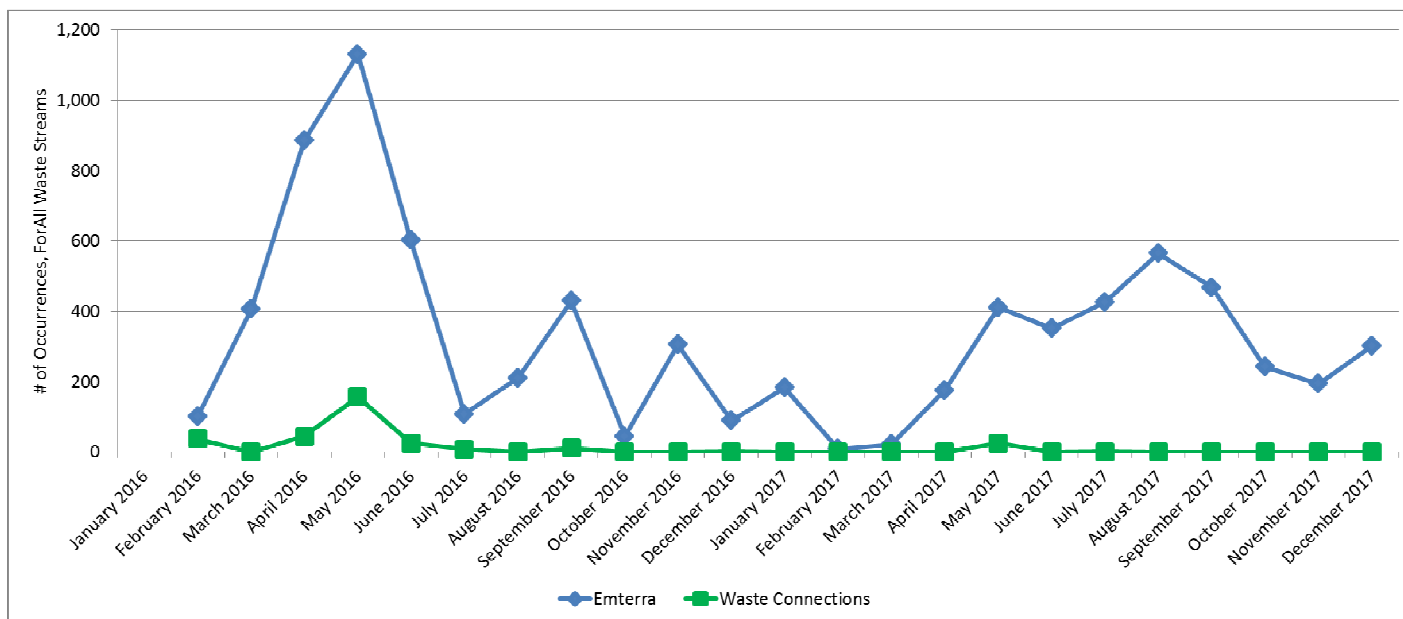
The collection contracts with Emterra and Waste Connections specify a standard level of service with the intention that all of Peel's residents will be provided with the same good level of service with respect to waste collection.

Emterra collects the waste from approximately two thirds of the Region's curbside residents and Waste Connections collects from the other third. As discussed in this report, the two-thirds of the Region's curbside residents whose waste is collected by Emterra are not receiving the same level of service as those whose waste is collected by Waste Connections. Key differences include the number of late and missed collections and the number of carts that are damaged by the collection contractor.

The contract requires that all waste be collected by 6:00 pm. If waste is collected after 6:00 pm it is considered a late collection. If it is not collected on the required collection day it is considered a missed collection.

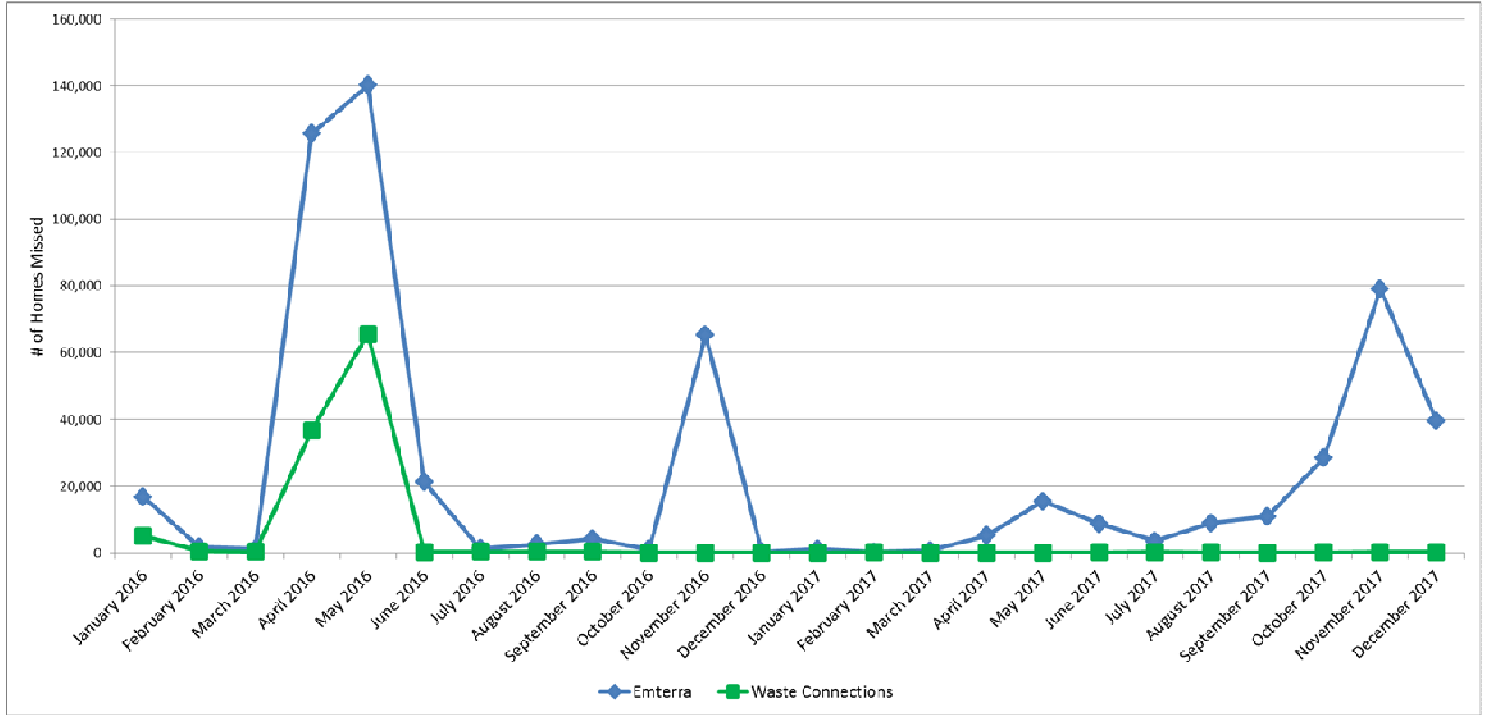
Graphs 1 and 2 below show the number of late and missed collections per month since January 2016 by contractor.

Graph 1: Late Collections - January 2016 to December 2017



CURBSIDE WASTE COLLECTION CONTRACTORS' PERFORMANCE

Graph 2: Missed Collections - January 2016 to December 2017



The above graphs show that throughout the fourth quarter of 2016 and first quarter of 2017, Emterra made gradual, if inconsistent, improvements in their operations. However, since the Tuesday collection day change in the last week of April 2017 there has been a steady deterioration in Emterra’s performance. From July through to December 2017, there was a steady month over month increase in the number of missed collections (with a spike in November). The number of missed collections during this period exceeded those for the same period in 2016. This shows that despite the collection day change, improvements in service have not been realized by Emterra.

Waste Connections, on the other hand, has steadily maintained consistent improvements in their operations each month in 2017, which is expected in the second year of a collection contract. And even though Waste Connections’ service is already better than Emterra’s, Waste Connections continued to focus on improving its service.

When a collection contractor fails to complete collection on the scheduled day of collection, members of Regional Council and Peel’s residents are notified of the service disruption (e.g. through updates on the Region’s website, Tweets, news releases). Since January 2017, members of Council in Emterra’s collection zones were notified on 31 occasions, and members of Council in Waste Connection’s collection zone were notified on one occasion.

Liquidated Damages

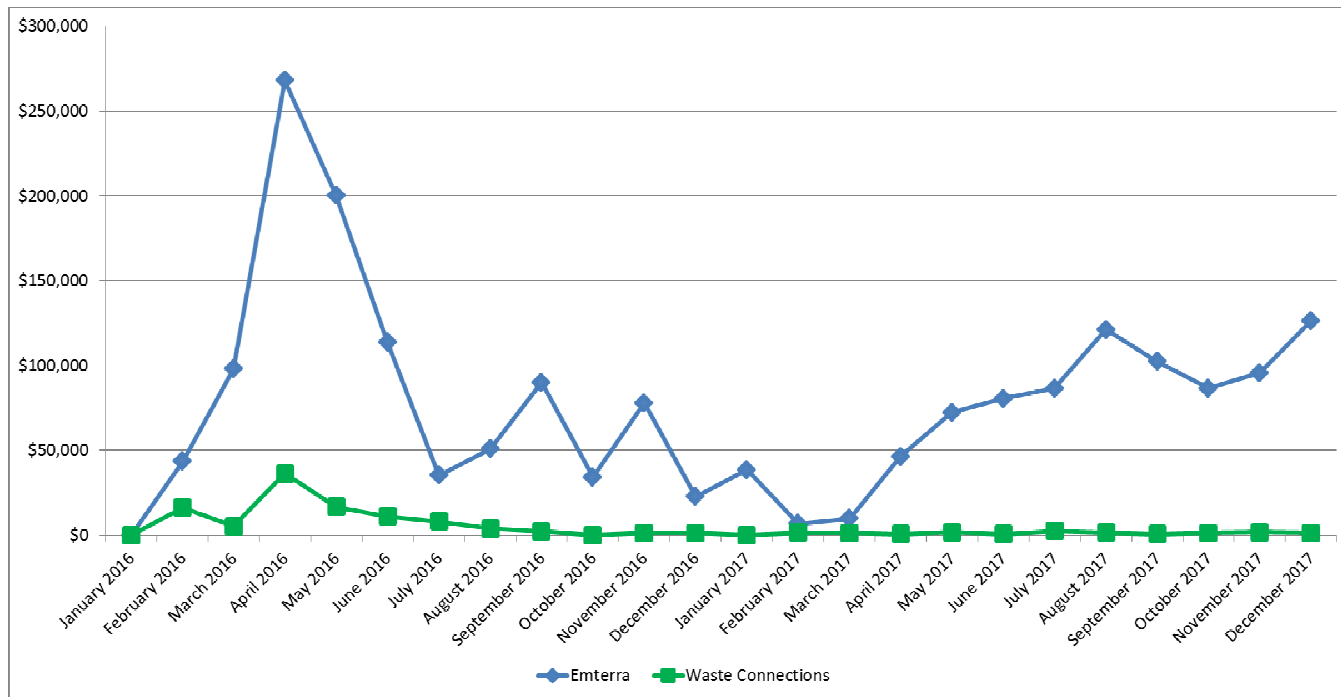
Liquidated damages are applied when the collection contractor collects after 6:00 pm. (“late collection”) or fails to complete 100 percent of a day’s collection (“missed collection”). A

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CURBSIDE WASTE COLLECTION CONTRACTORS' PERFORMANCE

monthly comparison of liquidated damages incurred by Emterra and Waste Connections is shown below in Graph 3.

Graph 3: Liquidated Damages for Late and Missed Collections – January 2016 to December 2017



This graph follows a similar pattern as the late and missed collection graphs earlier in this report which makes sense since the liquidated damages are a direct result of the late and missed collections mentioned above.

From the commencement of the contract in January 2016 to December 2017, Emterra has incurred a total of \$1,906,050 in liquidated damages for late and missed collections and Waste Connections has incurred a total of \$115,950.

On the specific question about waiving liquidated damages assessed for the heavy Tuesday collections, Table 1 below shows that following the collection day change in April 2017, liquidated damages assessed for late and missed collections on Tuesdays went down only slightly while liquidated damages incurred for late and missed collections on Mondays, Wednesdays and Thursdays went up significantly.

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CURBSIDE WASTE COLLECTION CONTRACTORS' PERFORMANCE

Table 1 - Emterra Liquidated Damages (LD) prior to and after the Tuesday collection day change

Summary of LDs for Emterra <u>North & Southwest</u>					
<u>Prior to Day Change</u> <u>(Jan 2016 - Apr 2017)</u>	<u>Monday</u>	<u>Tuesday</u>	<u>Wednesday</u>	<u>Thursday</u>	<u>Weekly</u>
Average Monthly Missed	\$4,060.00	\$7,213.33	\$7,566.67	\$7,086.67	\$25,926.67
Average Monthly Late	\$6,733.33	\$16,366.67	\$17,816.67	\$8,833.33	\$49,750.00
Total Monthly Average	\$10,793.33	\$23,580.00	\$25,383.33	\$15,920.00	\$75,676.67
<u>After Day Change</u> <u>(May – Dec 2017)</u>	<u>Monday</u>	<u>Tuesday</u>	<u>Wednesday</u>	<u>Thursday</u>	<u>Weekly</u>
Average Missed	\$5,787.50	\$6,287.50	\$8,275.00	\$9,637.50	\$29,987.50
Average Late	\$12,325.00	\$16,756.25	\$26,000.00	\$11,293.75	\$66,375.00
Total Monthly Average	\$18,112.50	\$23,043.75	\$34,275.00	\$20,931.25	\$96,362.50
How average LDs shifted in North & SW after day change:					
Variation	Monday	Tuesday	Wednesday	Thursday	
Total Monthly Average	68%	-2%	35%	31%	27%
<i>Note: these LD amounts are after the waiver of applicable LDs</i>					

This is an indication that service did not improve after the Tuesday collection day change. Additional details on the Tuesday day change are included in Appendix III.

Returning liquidated damages related to the Tuesday collection change would reinforce and reward poor performance.

For the above reasons staff recommends that liquidated damages continue to be assessed in accordance with the waste collection contract and that liquidated damages for the Tuesday collection day not be returned to Emterra.

Cart Damage

Where cart damage occurs as a result of the collection contractor's handling, the contract requires that the cost of replacing or repairing the cart is charged to the contractor. The contract requires a joint investigation between the contractor's staff and Region staff of the events relating to the damage claim to determine the cause. If it is determined that the

CURBSIDE WASTE COLLECTION CONTRACTORS' PERFORMANCE

damage has occurred as a result of the contractor's handling, the contractor is liable for the cost of replacing or repairing the cart.

Since the commencement of in-field investigations in October 2016, the Region has tracked the occurrences of damaged carts, broken down by collection contractor.

From October 2016 to December 2017, of all the investigated garbage and recycling cart damages reported to the Region, staff have determined that Emterra was responsible for 4,170 cart damage calls and Waste Connections was responsible for 347 calls.

Though Emterra has roughly twice the number of households within their collection zones as Waste Connections, Emterra damaged approximately 12 times the number of carts compared to Waste Connections, according to staff calculations.

Waste Delivery Schedule

The Region of Peel is contractually obligated to deliver specified quantities of waste to particular third party waste transfer sites on a daily basis. While the Region has no obligation to send waste to other transfer stations, tonnage that is scheduled over and above the Region's tonnage commitments is scheduled to third party transfer stations that are closest to collection areas to help with collection vehicle turnaround times.

Direction is provided to the collection contractors in accordance with the contract as to which waste management site they will be required to transport and deliver waste to. Each week, the contractors are provided with a schedule that outlines the waste management sites the contractor is scheduled to deliver waste to, including the tonnages to deliver, for the upcoming collection week.

Frequently, Emterra does not follow the delivery schedule, and over-delivers tonnage, under-delivers tonnage, or delivers waste to sites that are not specified on the schedule to receive any waste. The Region has reiterated to Emterra the importance of using the sites as scheduled, and if not possible for any reason, to communicate with the Region as soon as possible with an appropriate reason(s), in case an adjustment can be made.

Failure of Emterra operating on behalf of the Region to deliver the scheduled tonnages could result in additional transfer, haulage and disposal costs to the Region or loss of the option of using some of these third party sites moving forward.

Utilization of Vehicles and Staff

Part of the issue is Emterra's need to regularly switch vehicles from one location to another or from one waste stream to another during the day, combined with Emterra's lack of an organized approach to tracking these switches.

Of the 208 collection days in 2017, Emterra has requested vehicle switches and/or additions on 197 days (95 per cent of total collection days), whereas Waste Connections had to request vehicle switches and/or additions on only 12 days (6 per cent of the total collection days).

CURBSIDE WASTE COLLECTION CONTRACTORS' PERFORMANCE

This suggests that Emterra is not properly resourced with the appropriate number or type of collection vehicles and/or an adequate number of properly trained operators on a daily basis to operate their collection vehicles.

Report Discrepancies

The contractors are required to submit regular reports containing accurate data and information to the Region, including information on:

- daily collection vehicle usage including the number of trucks, which waste stream each truck is collecting, and which collection zone, and collection route each truck is assigned to
- vehicle changes if changed from what was originally reported
- vehicle times-off-the-road to identify the time of the last collection point
- tonnage collected per vehicle for the reconciliation of tonnage collected by the contractor for payment purposes

Emterra was advised on numerous occasions about ongoing reporting issues with inaccurate or incomplete report data. The failure of Emterra to provide accurate information and reconcile their tonnages has resulted in extra work for staff and delayed payments until the tonnages could be successfully reconciled.

The Region has been working with Emterra to resolve these reporting issues. In October 2017, Emterra provided the Region a formalized, written action plan outlining new processes aimed at correcting their reporting system. Staff will continue to check for accuracy once Emterra's new process has been implemented.

Performance Meetings and Action Plans

Performance issues are discussed at monthly operations meetings between the Region and the contractor. Emterra's performance issues have also been discussed at performance meetings. Peel senior management also met with senior management from Emterra in November 2016 and again in November and December 2017 to convey the message that Emterra's performance must improve.

On July 14, 2016, Regional staff met with Emterra to review Emterra's performance up to that date, which was not meeting requirements of the contract. The aim was to discuss areas of concern and request a formal action plan that would create sustained improved performance. Emterra provided the Region with a formalized, written action plan to address the service concerns. The Region is of the opinion that sustained improvement has not been made and that ongoing concerns, as raised by the Region on several occasions, continue to go unresolved.

At the Region's request, Emterra submitted a formalized, written action plan on October 13, 2017 to address, resolve and eliminate reporting issues. The measures implemented to date from the action plan resulted in some improvements to the completeness and accuracy of Emterra's reports, but, it did not eliminate the issue. Regional staff must therefore continue to dedicate resources in attempt to correct data submitted by Emterra.

CURBSIDE WASTE COLLECTION CONTRACTORS' PERFORMANCE

Emterra will be asked to provide another action plan to the Region of Peel in January 2018 outlining measurable actions that Emterra will commit to in order to improve their operations on items identified by the Region. Items for inclusion in the action plan shall include, but not be limited to:

- a) A review of vehicle quantity, type and usage in order to fully address:
 - i. Reducing missed collections; and,
 - ii. Reducing late collections past 6:00 pm.

- b) A staffing plan to address hours of service, and, to ensure the appropriate number of staff who are qualified, experienced and competent for their position, are working on the Peel contract, including:
 - i. Route Managers;
 - ii. Waste collection vehicle operators: including having the necessary number of qualified operators needed to staff the various types of collection vehicles that are required to provide the collection services on a daily basis; and,
 - iii. Office/administrative staff

- c) Reducing the occurrences of cart damages;

- d) Eliminating report discrepancies/issues;

- e) Regular progress reports on corrective actions taken and any incentivizing programs implemented by Emterra to address employee performance.

3. Proposed Direction

Due to ongoing performance issues with Emterra, staff recommend that liquidated damages continue to be assessed in accordance with the waste collection contract and that liquidated damages for the Tuesday collection day not be returned back to Emterra.

Staff will monitor Emterra's performance and if significant and sustained improvements are not made over the first two quarters of 2018, staff will begin utilizing other powers given to the Commissioner in the contract to improve performance.

CONCLUSION

Waste Connections has demonstrated improved performance month over month, and year over year, since the start-up of the collection contracts and is providing one third of Peel's residents with good service. Emterra has not shown similar improvements and is providing the residents in its collection zone with a lower level of service than Waste Connections. It is imperative for Emterra to significantly and consistently improve their operations in order to provide the standard level of service to all of Peel's residents.

Staff continues to closely monitor the performance of both collection contractors and participates in frequent meetings and discussions with the contractors' management teams to improve daily operations to work towards an acceptable level of service.

CURBSIDE WASTE COLLECTION CONTRACTORS' PERFORMANCE



Janette Smith, Commissioner of Public Works

Approved for Submission:



D. Szwarc, Chief Administrative Officer

APPENDICES

Appendix I - Curbside Waste Collection Zones

Appendix II - Six Additional Questions

Appendix III - Tuesday Collection Day Change

For further information regarding this report, please contact Norman Lee, Director, Waste Management, extension 4703, norman.lee@peelregion.ca.

Reviewed in the workflow by:

Purchasing
Financial Support Unit
Legal

CURBSIDE WASTE COLLECTION CONTRACTORS' PERFORMANCE**Six Additional Questions****Waste Management Strategic Advisory Committee - November 30, 2017**

1. I assume the contractors must be accumulating fines of a significant nature as alluded to in our last meeting. I also assume they would have some suggestions to make to the Region for cost-saving measures.
 - a. Are organics and yard waste dumped in the same location for sorting?

During the procurement process, bidders were advised that they may be required to deliver Garbage, Bulky Items, Recyclables, Organics and Yard Waste separately to different Waste Management Sites.

That said, organics and yard waste are both dumped and sorted at the Region's Peel Integrated Waste Management Facility located at 7795 Torbram Road, Brampton.

- b. If not, what accommodation could be made to save time, reduce late collections and improve customer service?

The Region has made available two additional waste management sites at New Toronto and Fewster Community Recycling Centre to accept the delivery of yard waste, which allows for quicker turn-around times for collection vehicles working in south Mississauga, and quicker turn-around times for vehicles collecting in the north, that dump at the Peel Integrated Waste Management Facility where traffic has been reduced through the additional capacity of the aforementioned sites within the south.

- 2 I've noted on my own street, a huge overflow of extra recyclables set out beside the carts. The driver is required to exit the truck and hand transfer the bags and climb back in the truck, several times on my street alone. It is especially onerous for the driver after holiday weekends.

Have we considered weekly recycling and the cancellation of the random recycling bags policy?

Bidders were advised in the procurement document that the successful contractor would be required to manually collect extra, overflow garbage, recycling and organics that has been placed outside of the carts. The procurement document also advised that the results of the Region's 2012 to 2013 Waste Set Out studies in the Bi-weekly Cart-based Collection pilot project area showed that approximately one to three percent of households set out extra, overflow garbage and approximately five to ten percent set out extra, overflow recycling.

Subsequent studies since the start of the bi-weekly, cart-based collection program has shown that recycling cart overflow is in line with the estimate quoted above when taken over a 12-month calendar period.

In efforts to reduce excess recycling, the Region of Peel has a program in place for residents to either increase their recycling cart size or get a second recycling cart if they already have a large recycling cart, for free. It does require that staff confirms that residents are not putting items into the recycling cart that are contaminating the recycling stream (i.e. garbage), that they are doing everything they can to reduce the volume of the material going into the cart (i.e.

CURBSIDE WASTE COLLECTION CONTRACTORS' PERFORMANCE

flattening their cardboard boxes). Staff has worked with the collection contractors to identify areas and streets where overflow recycling has been identified as a frequent issue, then, staff typically monitors the address for a few collection cycles to provide feedback to the resident on how they can better use their cart, or, to advise that they will be getting a free cart upsize or an additional cart.

The Region will bring forward a separate report to Council regarding weekly recycling.

3. Are there rules governing yard waste collections in the north part of Peel? If so, what are they? Please report back on the tonnage of materials collected, the rules governing that collection and any modifications that could be implemented to reduce costs, reduce the carbon footprint and reduce congestion on roads.

Bidders were advised in the procurement document that yard waste collection services differ in the North Collection Zone between the City of Brampton (south of Mayfield Road) and the Town of Caledon (north of Mayfield Road), with respect to the collection schedule and collection method.

Additionally, the document stated that there would be:

- In the City Brampton:
 - Weekly collection of yard waste from the second week of March to the end of June and from the start of October to the end of the second week of December; and,
 - Bi-weekly collection of yard waste during the months of July, August and September.
- In the Town of Caledon:
 - Bi-weekly yard waste collection from the second week of March to the end of the second week of December in urban settlement areas and rural subdivisions.
 - Rural Areas in Caledon receive yard waste collection four times in the spring and four times in the fall, on dates (Fridays) determined by the Region.

In the North Collection Zone only, the contractor also collects cart-based yard waste ("compostainers"), which can be co-mingled and collected with organics on the scheduled yard waste collection day, which offers the contractor collection efficiencies.

As described in the report of the Commissioner of Public Works, dated August 7, 2013, titled "Leaf and Yard Waste Collection" (Resolution 2013-777), in anticipation of the new collection contracts in 2016, staff considered three yard waste collection options for residents in the Cities of Brampton and Mississauga:

- i. change to bi-weekly collection for the full duration of the collection period;
- ii. change to weekly collection for the full duration of the collection period; or,
- iii. continue with a hybrid collection system: weekly collection in spring and fall months and bi-weekly collection during summer months.

Analysis of the above options determined that:

- i. bi-weekly collection throughout the entire season would lower collection costs but may not be adequate with increasing leaf and yard waste tonnages and would still cause some

CURBSIDE WASTE COLLECTION CONTRACTORS' PERFORMANCE

- resident confusion;
- ii. weekly collection throughout the entire leaf and yard waste season would address most resident issues, but would increase collection costs; and,
 - iii. maintaining the existing hybrid schedule best matches the generation of leaf and yard waste and the vast majority of residents are able to understand and comply with the summer schedule change is less costly than the weekly collection option.

Staff therefore recommended, and Council approved (Resolution 2013-777) retaining the hybrid weekly spring and fall collection and bi-weekly summer collection schedule for residents in Brampton and Mississauga.

Regarding yard waste collection in the Town of Caledon, historically, leaf and yard waste tonnages collected in the urban settlement and rural subdivisions of the Town of Caledon are not large enough to support a move to weekly collection, however, due to an earlier spring and later fall period there is a demand for a longer collection period parallel to the Brampton and Mississauga collection season.

Staff further recommended extending the leaf and yard waste collection period by two weeks in the spring and two weeks in the fall for Brampton, Mississauga and the urban settlements and rural subdivisions in Caledon and adding two additional leaf and yard waste collection days per year (one in the spring and one in the fall) for residents in the rural areas of Caledon.

Please note that the Region has made available two additional waste management sites at New Toronto and Fewster Community Recycling Centre to accept the delivery of yard waste, which allows for quicker turn-around times for collection vehicles working in south Mississauga, and quicker turn-around times for vehicles collecting in the north, that dump at the Peel Integrated Waste Management Facility where traffic has been reduced through the additional capacity of the aforementioned sites within the south.

4. Please describe the "Take All" collections being prepared for 2018 - what can be collected and proposed pick-up days. What is different about this program and the "Bulky Collection" which is already offered every other week under a "no limits" mandate? Is there a means to streamline these programs?

Bidders were advised in the procurement document that they would be required to collect waste during garbage exemption periods which were expected to be the two weeks immediately following Victoria Day, Labour Day and Christmas. The exemption periods in 2018 will follow this same schedule.

During exemption periods, residents may set out unlimited amounts of acceptable garbage on their scheduled garbage exemption day for collection.

Residents may set out bulky items on their regular garbage collection days throughout the year as well as on their designated exemption period days. Residents are not required to hold onto bulky items until an exemption period.

The Region or Peel changed the exemption period program with the start of bi-weekly, cart-based collection in 2016. Prior to 2016, each household was given six exemption days per year. When bi-weekly, cart-based collection was introduced in 2016, the frequency of collection per household was changed from six days to three days per year.

CURBSIDE WASTE COLLECTION CONTRACTORS' PERFORMANCE

Going forward, the Region could look at reducing or eliminating exemption periods and bulky waste collection as the Region implements the Roadmap to a Circular Economy.

5. I would like a detailed print out of penalties incurred by both companies, broken down into the total amounts by day of the week and overtime costs in the following increments: 6:20, 6:30, 6:45, 7:00 and beyond 7:00 pm. Please also note how many fines are imposed for missed collections not completed on the day a complaint is received.

The two tables below provide the time increments of liquidated damages incurred by the two curbside waste collection contractors since January 2016.

Emterra's Liquidated Damages for Late Collections, in Time Increments: Jan 2016 to Dec 2017

	Monday	Tuesday	Wednesday	Thursday	Weekly Total
6:01 PM - 6:20 PM	\$49,900.00	\$60,950.00	\$76,550.00	\$40,200.00	\$227,600.00
6:21 PM - 6:30 PM	\$27,950.00	\$49,900.00	\$53,000.00	\$27,700.00	\$158,550.00
6:31 PM - 6:45 PM	\$31,900.00	\$56,550.00	\$62,100.00	\$24,600.00	\$175,150.00
6:46 PM - 7:00 PM	\$35,300.00	\$68,500.00	\$77,350.00	\$41,850.00	\$223,000.00
7:01 PM onwards	\$54,550.00	\$143,400.00	\$205,750.00	\$88,250.00	\$491,950.00

Waste Connections Liquidated Damages for Late Collections, in Time Increments: Jan 2016 to Dec 2017

	Monday	Tuesday	Wednesday	Thursday	Weekly Total
6:01 PM - 6:20 PM	\$ 2,250.00	\$ 3,750.00	\$ 500.00	\$2,500.00	\$ 9,000.00
6:21 PM - 6:30 PM	\$ 1,000.00	\$ 2,750.00	\$ 500.00	\$2,750.00	\$ 7,000.00
6:31 PM - 6:45 PM	\$ 2,000.00	\$ 750.00	\$ 750.00	\$3,000.00	\$ 6,500.00
6:46 PM - 7:00 PM	\$ 2,750.00	\$ 3,750.00	\$ 250.00	\$1,000.00	\$ 7,750.00
7:01 PM onwards	\$ 5,000.00	\$ 3,750.00	\$ 0.00	\$ 750.00	\$ 9,500.00

6. How many fines were accumulated during the altered collection regime when the routes were altered to do one ward - originally spread over two days - into one day only?

Please refer to the table in Appendix III. Under the section titled, "Prior to Day Change (Jan 2016 – Apr 2017), see the "Total Missed" and "Total Late" rows for the liquidated damages incurred by Emterra each collection day prior to the collection day change.

**APPENDIX III
CURBSIDE WASTE COLLECTION CONTRACTORS' PERFORMANCE**

Tuesday Collection Day Change

After one full year of providing collection services and familiarizing themselves with the curbside collection trends and daily operational needs, Emterra asked that the Region of Peel change the waste collection day for approximately 7,000 households from Tuesday to Monday.

Emterra indicated that this would help them to better balance the number of households serviced and tonnages collected per collection day and improve service to residents in the Tuesday collection area. Emterra indicated that they would be able to maintain a standard level of service to the Monday area residents. Emterra advised that they had enough collection vehicles available and would continue to be able to complete collection within the time frame specified by the contract (6:00 p.m.) in the Monday area and without any considerable issues.

At the end of April 2017, the requested collection day change took place.

Analysis

An analysis was conducted to determine if the intended service level improvement occurred following the collection day change. Table 1 below provides the average liquidated damages incurred for missed and late collections, per collection day, prior to the collection day change (January 2016 to April 2017) and after the collection day change (May to December 2017).

**APPENDIX III
CURBSIDE WASTE COLLECTION CONTRACTORS' PERFORMANCE**

Summary of LDs for Emterra <u>North & Southwest</u>					
Prior to Day Change (Jan 2016 - Apr 2017)	<u>Monday</u>	<u>Tuesday</u>	<u>Wednesday</u>	<u>Thursday</u>	<u>Total Prior to Day Change</u>
Average Monthly Missed	\$4,060.00	\$7,213.33	\$7,566.67	\$7,086.67	
Average Monthly Late	\$6,733.33	\$16,366.67	\$17,816.67	\$8,833.33	
Total Monthly Average	\$10,793.33	\$23,580.00	\$25,383.33	\$15,920.00	\$75,676.67
Total Missed	\$60,900.00	\$108,200.00	\$113,500.00	\$106,300.00	-
Total Late	\$101,000.00	\$245,500.00	\$267,250.00	\$132,500.00	-
	\$161,900.00	\$353,700.00	\$380,750.00	\$238,800.00	\$1,135,150.00
After Day Change (May – Dec 2017)	<u>Monday</u>	<u>Tuesday</u>	<u>Wednesday</u>	<u>Thursday</u>	<u>Total After Day Change</u>
Average Missed	\$5,787.50	\$6,287.50	\$8,275.00	\$9,637.50	
Average Late	\$12,325.00	\$16,756.25	\$26,000.00	\$11,293.75	
Total Monthly Average	\$18,112.50	\$23,043.75	\$34,275.00	\$20,931.25	\$96,362.50
Total Missed	\$46,300.00	\$50,300.00	\$66,200.00	\$77,100.00	-
Total Late	\$98,600.00	\$134,050.00	\$208,000.00	\$90,350.00	-
	\$144,900.00	\$184,350.00	\$274,200.00	\$167,450.00	\$770,900.00
How average LDs shifted in North & SW after day change:					
Variation	Monday	Tuesday	Wednesday	Thursday	
Average Missed	43%	-13%	9%	36%	
Average Late	83%	2%	46%	28%	
Total Monthly Average	68%	-2%	35%	31%	27%
<i>Note: these LD amounts are after the waiver of applicable LDs</i>					

Although the collection day change reduced the missed collections in the Tuesday collection area, there was an increase in the number of late and missed collections in the Monday, Wednesday and Thursday collection areas. Ultimately, it appears that the collection issues previously experienced on Tuesday were simply moved to Monday, Wednesday and Thursday, suggesting that they were unable to make better use of their available resources in the affected area.

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**ITEMS RELATED TO
HEALTH**

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For Information

DATE: December 28, 2017

REPORT TITLE: **PEEL PUBLIC HEALTH YEAR IN REVIEW**

FROM: Nancy Polsinelli, Commissioner of Health Services
Jessica Hopkins, MD MHScc CCFP FRCPC, Medical Officer of Health

OBJECTIVE

To make an annual report to the Board of Health (Regional Council) as required by the Ministry of Health and Long-Term Care on mandated public health activities in 2017 to protect and promote the overall health of Peel residents.

REPORT HIGHLIGHTS

- The Board of Health is required to deliver local public health programs and services in Peel Region under the *Health Protection and Promotion Act*.
- Public Health uses a population health approach and focuses on upstream efforts to promote health and prevent diseases to improve the health of Peel residents.
- Key public health actions by Peel Public Health in 2017 included:
 - Developing strategies for substance misuse (opioids, cannabis);
 - Overcoming barriers to healthy behaviours in our community;
 - Decreasing the risk of communicable diseases in our community; and
 - Addressing health challenges faced by priority populations and vulnerable families.

DISCUSSION

1. Background

The Board of Health, made up of Regional Council, is legally responsible for delivering local public health programs and services in Peel Region under the *Health Protection and Promotion Act*. Public Health is required to make an annual report to the Board of Health on mandatory programs and services delivered under the Ontario Public Health Standards.

Public health work is grounded in a population health approach, which focuses on upstream efforts to promote health and prevent diseases to improve the health of populations and the differences in health among groups. Within this mandate, Public Health's work focuses on population health interventions that address the underlying socioeconomic factors that lead to health disparities; creating healthy, supportive environments to make individuals' default decision healthy; and in some instances providing clinical interventions or services to individuals.

PEEL PUBLIC HEALTH YEAR IN REVIEW

The Public Health mandate also contributes in the Region of Peel Strategic Plan as highlighted in this report:

Thriving:	<ul style="list-style-type: none"> • Chronic disease prevention • Supporting healthy starts for life • Infectious disease prevention
Living:	<ul style="list-style-type: none"> • Supporting the most vulnerable reach their full health potential
Leading:	<ul style="list-style-type: none"> • Preparing for modernization of the public health sector in Ontario

Central to public health is the work in partnership with many other entities including governmental, non-governmental, and community organizations. Public Health is in a strategic position as part of the upper-tier government which enables effective collaboration within the Region of Peel, as well as work with many agencies and organizations in Peel. This is also aligned with the Region of Peel Strategic Plan Mission: working with you to create a healthy, safe and connected community.

2. 2017 Region of Peel - Public Health Highlights

a) Thriving: Chronic Disease Prevention

Chronic disease prevention entails the promotion of healthy lifestyles, policies and environments that support healthy eating, physical activity, prevention of substance misuse, tobacco-free living and oral health. These strategies are central to prevent some of the leading causes of death in Peel Region, including diabetes, smoking-related lung diseases, heart disease and stroke.

The Reality in Peel: The number of new and existing cases of selected chronic diseases, including cardiovascular illness, has declined in Peel over the past 20 years. However, the emergence of new annual cases of diabetes and cancer has remained stable for the last 10 years. From 1996 to 2015, Peel’s rate of newly diagnosed diabetes cases was higher than Ontario’s. While the prevalence of factors protective of chronic diseases tends to be lower in Peel than in the rest of Ontario, key areas that remain a priority include:

- Opioid-related overdose (doubling of opioid-related overdose rates since 2013).
- Cannabis use in youth (one in 13 Peel residents 12 years and older with higher rates among 19 to 29 year-olds).
- Tobacco use (more than one in 10 of Peel’s population are current smokers and many residents are still exposed to second-hand smoke).
- Inactivity (one in two Peel residents aged 12 and older report being inactive in their leisure time. This is higher than Ontario.).
- Low fruit and vegetable consumption (38 per cent of Peel residents aged 12 years and older do not eat five or more servings per day).

PEEL PUBLIC HEALTH YEAR IN REVIEW

Public Health Action:

- i. **Substance misuse:** The October 12, 2017 Update on an Opioid Strategy for Peel Report to Regional Council described the four pillars strategy (prevention, harm reduction, treatment, and enforcement). Local response efforts have focused on better understanding opioid misuse and overdose in Peel, developing a local surveillance system for opioid overdoses, urgent response planning for a sudden or dramatic increase in opioid overdose, strengthening key partnerships, and expanding access to naloxone (opioid antidote). In 2017, the program was projected to distribute 400,000 sterile needles, together with education and referrals; 400 naloxone kits; and more than 9,000 safer inhalation kits.

Over the past year, Public Health has also engaged in key policy and planning work in preparation for cannabis legalization. At the program level, Public Health is developing a cannabis strategy that will include initiatives such as monitoring local cannabis-related data, education and awareness, and advocacy for public health-oriented policies.

- ii. **Tobacco Use Prevention:** The provincial Smoke-Free Ontario Modernization Report (2017) proposed staged targets to reduce the smoking prevalence in Ontario to less than five per cent by 2035. With smoking rates in Peel lower than the provincial average, Public Health will continue work to achieve this target. In 2017, key initiatives included:

- Implemented the Smoking in the Workplace - Region of Peel Corporate Policy for smoke-free environments.
- Continued work with municipalities to expand their municipal smoke-free by-law.
- Developed and implemented several tobacco enforcement initiatives, including proactive workplace inspections and a refresh of the test shopper protocol.
- Identified tobacco content in 22 out of 31 samples of shisha from waterpipe premises. Warning letters were issued to all first time offenders and charges were laid for repeated non-compliance.

- iii. **Supporting Healthy Environments:** Public Health works with partners to support the creation of environments that enable Healthy Living, a Peel Public Health strategic priority. Public Health also co-leads the Term of Council Priority to promote healthy and age-friendly built environments. Examples of accomplishments in 2017 included:

- Launched the Healthy Living Supports Program, a pilot initiative that provides small scale funding and consultation to implement active living infrastructure (report "Update on Creating Supportive Environments for Healthy Living in Peel").
- Supported the Regional Official Plan Amendment 27, which requires developers to complete a health assessment on applicable development applications.

PEEL PUBLIC HEALTH YEAR IN REVIEW

- Conducted air quality modelling to provide a health lens to key growth decisions, and Term of Council priorities (e.g., climate change, goods movement).
- Applied health criteria to inform 25 transportation-related planning projects.
- Completed eight walking audits to support regional and municipal initiatives.

b) Thriving: Healthy Starts for Life

Healthy starts for life combine support for early growth and development and the school years. Optimizing early child development is driven by strong evidence that shows it can have life-long contributions to health and wellbeing. Nurturing the Next Generation is a public health priority. Public Health also works with the Peel District and Dufferin-Peel Catholic District Schools Boards to support teachers and students in focusing on strategic priorities that improve health outcomes.

The Reality in Peel:

- Overweight and obesity in the childbearing years and between pregnancies (three to four Peel women out of 10).
- Breastfeeding (in 2016, fourteen per cent of babies in Peel were exclusively fed breast milk for the first 6 months of life, a significant gain on seven per cent in 2015).
- Physical activity (only one in five students in grades seven to twelve had the recommended minimum of minutes of physical activity in last 7 days).
- Fruit and vegetable consumption (only one in five Peel students eat at the recommended frequency).

Public Health Action: Focused on evidence-informed foundations of health to improve outcomes for children, Peel Public Health actions in 2017 can be summarized as follows:

Pregnancy and early childhood:

- Trained 400 child care providers on-line or in-person on physical literacy.
- Increased by 13 per cent breastfeeding home visits.
- Engaged 26 per cent more families to accept the Healthy Babies Healthy Children program.
- Streamlined the Family Health Multi-channel Contact Centre for easy access to consistent feeding and health information.

School years:

- Promoted physical activity through programs such as Painted Playgrounds and Playground Activity Leaders in Schools.
- Supported Healthy eating skill-building for students and school staff.
- Supported the Student Nutrition Program implementation.
- Worked with partners to advance the Healthy Communities Initiative to promote healthier eating, active lifestyle changes and promote better health.

PEEL PUBLIC HEALTH YEAR IN REVIEW

Public Health was also the successful recipient of a two year, \$155,000 Canadian Institutes of Health Research Grant in partnership with University of Ottawa. This grant will fund a post-doctoral fellow to work with us to explore factors related to healthy lifestyles for pregnant women and their primary support person.

c) Thriving: Infectious Disease Prevention

Infectious Disease Prevention protects the public from immediate risk from infectious diseases and outbreaks through inspections, immunization, education and other Public Health control measures.

The Reality in Peel: Acquiring a communicable disease is still a risk in our community. For example:

- Although vaccine coverage rates among Peel students remain high, there has been an increase in mumps in Peel, mirroring a province-wide trend.
- Non-vaccine preventable diseases require the management of laboratory confirmed cases and contact tracing of clients to promote treatment and decrease the risk of spread and outbreaks.
- The reduction of sexually transmitted and blood-borne infections requires access to sexual health and harm reduction services among priority populations.

Public Health Action:

- Delivered accessible immunization programs to mitigate the risk of disease with 777,000 doses of vaccine distributed; 77,000 immunizations administered; and 100 per cent inspection rate of fridges storing publicly-funded vaccine.
- Completed 10,861 food inspections to prevent foodborne illness.
- Investigated 91 outbreaks to minimize spread.
- Provided service during a projected 19,000 visits to healthy sexuality clinics.
- Conducted surveillance and control to prevent diseases transmitted by insects.

d) Living : Supporting Priority Populations Reach their Full Health Potential

Public health units in Ontario are mandated to identify and address the health needs of priority populations. Priority populations are those that are experiencing and/or at increased risk of poor health outcomes due to the burden of disease and/or factors for disease. Contributing factors are commonly referred to as the social determinants of health and include income, education, employment and working conditions, food security, housing, social inclusion, social safety network, health services, race, ethnicity, gender, and early child development. This mandate aligns with the Region of Peel's area of focus, Living, by ensuring that those in need can find the help and support they need in Peel.

The Reality in Peel: Increasing demands such as relatively high unemployment rates, increases in precarious employment, rising cost of housing, and an aging population can impact the health outcomes of priority populations.

PEEL PUBLIC HEALTH YEAR IN REVIEW

- Twenty eight per cent of Peel families have risk factors that could influence the development of their young children. Risk factors can include poverty, recent immigration, limited education, health issues, insecure housing and/or isolation, substance misuse, etc.
- Oral health services are not covered under the national healthcare framework leaving vulnerable populations with oral health needs without access to care. In Peel, those in the lower-middle income level and recent immigrants are less likely to have dental insurance.

Public Health Action:

- Enhanced screening for the Healthy Babies Health Children program to optimize early child healthy growth, development and reduce inequities for families receiving services.
- In partnership with Human Services, incorporated active design elements into four affordable housing sites (total of 474 units).
- Over three hundred Peel families received Public Health Nurse support through the Families First program.
- Supported priority populations through dental care services by providing 68,211 free dental screenings and 9,543 urgent dental care visits to children.

e) Leading: Proactively Preparing for Modernization of the Public Health Sector in Ontario

Public Health is taking proactive steps to ensure that government is future-oriented and accountable.

The Reality in Peel:

- In January 2018, a new version of the Ontario Public Health Standards and Protocols that govern public health action will require public health units to engage in new and/or modified activities to answer to Ontario's public health needs.
- The Ministry of Health and Long-Term Care announced a zero per cent increase in mandatory program funding for 2017 and funded below requested increases in one-time funding for 2017 (report "Public Health - 2017 Program-Based Grants").

Public Health Action:

- Advanced in the collection of data, analysis and synthesis of a Comprehensive Health Status Report, to be released in 2018.
- Strengthened relationship with Local Health Integration Networks in preparation for the mandatory requirement beginning in January 2018.

3. Looking Ahead to 2018

The new Ontario Public Health Standards and Protocols are effective as of January 1, 2018. Public Health is planning proactively to maximize the potential of the new mandate to benefit the health of Peel residents. Examples of opportunities are an increased emphasis on health equity, priority populations and evidence-based public health practice, an area in which Peel Public

PEEL PUBLIC HEALTH YEAR IN REVIEW

Health is already a leader in Ontario. Public Health will report to Council with an analysis of the implications of the new mandate.

Another opportunity is the renewed mandate to work in partnerships, in alignment with the Region of Peel Strategic Plan mission, “working with you”, to create a healthy, safe and connected community. In 2018, Public Health will continue to strengthen collaboration with partners such as the Local Health Integration Networks, schools, child care centres, other Region of Peel departments, and local municipalities.

CONCLUSION

The Peel Public Health mandate aligns with the Region of Peel Strategic Plan focus areas. The focus on upstream efforts to promote health and prevent diseases to improve the health of Peel residents is of particular importance. In 2017, this translated into efforts to address key health issues such as new trends in substance misuse, barriers to healthy behaviours in our communities, risk of communicable diseases, and supporting priority populations and vulnerable families. Public Health will continue to use a population health approach which is evidence-informed and focused on the needs of the community in order to continue to support the Region of Peel mission and vision and in accordance with the Health Protection and Promotion Act and Ontario Public Health Standards.



Nancy Polsinelli, Commissioner of Health Services



Jessica Hopkins, MD MHSc CCFP FRCPC
Medical Officer of Health

Approved for Submission:


D. Szwarc, Chief Administrative Officer

For further information regarding this report, please contact Dr. Jessica Hopkins, Medical Officer of Health, ext. 2856.

Authored By: Fabio Cabarcas, ext. 8363

Public Health Year in Review

Dr. Jessica Hopkins
Medical Officer of Health

January 11, 2018



Public Health Mandate

A **population health approach** focuses on upstream efforts to promote health and prevent diseases



Promote health



Protect health



Prevent disease and injury



Reduce health inequities

Increasing Population Impact



The Health Impact Pyramid
adapted from Frieden, 2010

2017 Public Health Action

Thriving:	<ul style="list-style-type: none">● Chronic disease prevention● Supporting healthy starts for life● Infectious disease prevention
Living:	<ul style="list-style-type: none">● Supporting the most vulnerable reach their full health potential
Leading:	<ul style="list-style-type: none">● Preparing for modernization of public health sector in Ontario

Health Profile in Peel

Fewer new and existing cases of selected chronic diseases such as ischemic heart disease and stroke than 20 years ago



Key challenges remain:

11,045

new cases of **diabetes** diagnosed in Peel in 2015

Health Profile in Peel

Risk Factor highlights:



Nearly double

rates of opioid-related deaths since 2013 (remaining lower than Ontario's rate)

1 in 2

Peel residents are inactive in their leisure time



38 %

of Peel residents do not eat the recommended serving of fruits and vegetables

Expanding

high risk areas of Lyme Disease - transmitting ticks now border Peel

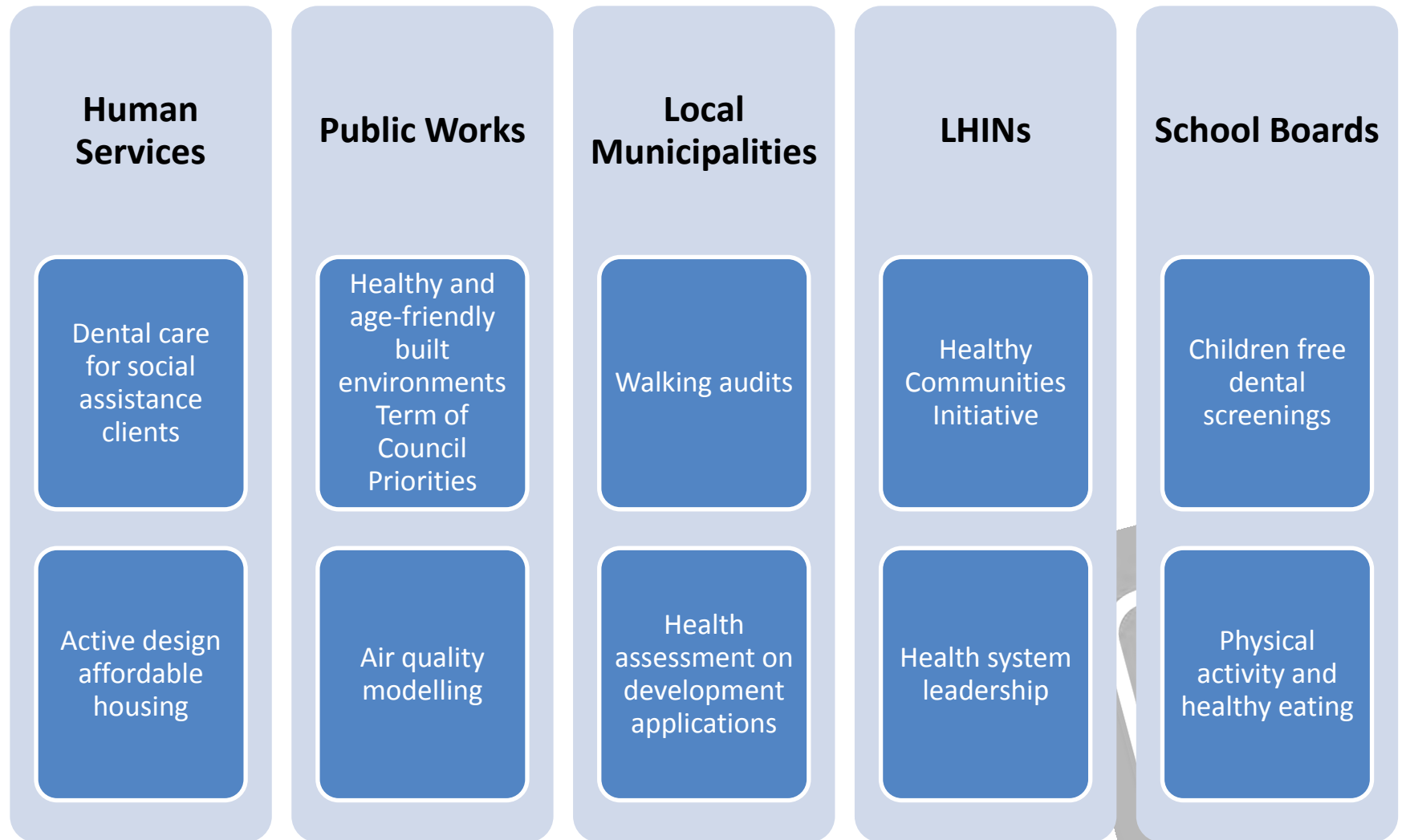


2017 Public Health Action

Examples:

- Peel Works Needle Exchange Program
- Tobacco policy and enforcement
- Health criteria to transportation-related planning
- Enhancements to Healthy Babies Healthy Children home visiting program
- Immunization program

Working with you



Looking Ahead to 2018

- Planning for new Ontario Public Health Standards and Protocols
- Enhancing partnerships with:
 - Local Health Integration Networks
 - Schools and school boards
 - Child care centres
 - Other Region of Peel Departments
 - Local municipalities

FOR OFFICE USE ONLY

MEETING DATE YYYY/MM/DD 2018/01/25	MEETING NAME REGIONAL COUNCIL
---------------------------------------	----------------------------------

Attention: Regional Clerk
Regional Municipality of Peel
10 Peel Centre Drive, Suite A
Brampton, ON L6T 4B9

Phone: 905-791-7800 ext. 4582 Fax: 905-791-1693
E-mail: council@peelregion.ca

REQUEST DATE YYYY/MM/DD
Jan. 25 / 2018

NAME OF INDIVIDUAL(S)
Peter Gillespie

POSITION/TITLE

NAME OF ORGANIZATION

REFERRAL TO _____
RECOMMENDED _____
DIRECTION REQUIRED _____
RECEIPT RECOMMENDED _____



NAME OF INDIVIDUAL(S)

POSITION/TITLE

NAME OF ORGANIZATION

E-MAIL	TELEPHONE NUMBER	EXTENSION	FAX NUMBER

REASON(S) FOR DELEGATION REQUEST (SUBJECT MATTER TO BE DISCUSSED)

Introduce a way in which Addicts can connect with existing programs through an integration home Run through a government OutReach program that will be created. There is no active outreach in peel

I AM SUBMITTING A FORMAL PRESENTATION TO ACCOMPANY MY DELEGATION YES NO

IF YES, PLEASE ADVISE OF THE FORMAT OF YOUR PRESENTATION (ie POWERPOINT) verbal

Note:

Delegates are requested to provide an electronic copy of all background material / presentations to the Clerk's Division at **least seven (7) business days prior** to the meeting date so that it can be included with the agenda package. **In accordance with Procedure By-law 100-2012, as amended, delegates appearing before Regional Council or Committee are requested to limit their remarks to 5 minutes and 10 minutes respectively (approximately 5/10 slides).**

Delegates should make every effort to ensure their presentation material is prepared in an accessible format.

Once the above information is received in the Clerk's Division, you will be contacted by Legislative Services staff to confirm your placement on the appropriate agenda. Thank you.

Notice with Respect to the Collection of Personal Information
(Municipal Freedom of Information and Protection of Privacy Act)

Personal information contained on this form is authorized under Section IV-4 of the Region of Peel Procedure By-law 100-2012 as amended, for the purpose of contacting individuals and/or organizations requesting an opportunity to appear as a delegation before Regional Council or a Committee of Council. The Delegation Request Form will be published in its entirety with the public agenda. The Procedure By-law is a requirement of Section 238(2) of the *Municipal Act 2001*, as amended. Please note that all meetings are open to the public except where permitted to be closed to the public under legislated authority. All Regional Council meetings are audio broadcast via the internet and will be video broadcast on the local cable television network where video files will be posted and available for viewing subsequent to those meetings. Questions about collection may be directed to the Manager of Legislative Services, 10 Peel Centre Drive, Suite A, 5th floor, Brampton, ON L6T 4B9, (905) 791-7800 ext. 4462.

PROPOSAL

This is an introduction into a misunderstood world seen through the eyes of a philosopher. An addiction can be any behavior that is repetitive, this we all understand. Do we realize how you and I affect others? Could be from the results of our upbringing and/or education. Society appears to have an incorrect and misunderstood perspective of addiction. We need to update and correct our methods of how we address addiction in order to help each individual to move forward. Addicts cannot meet your expectations with the current antiquated methods practiced.

We have learned from the people who have the greatest knowledge and experience of abuse, as in how to help and in doing so we will learn new techniques through the science of people. Changing in a new positive direction and grow as one, integrating correctly. The psychology of people's belief and hope turns to faith. Faith is the ultimate concept that humans can raise their beliefs. We have Faith in this project, faith has no doubt.

When an addict asks for help, they are asking for an understanding of their damaged emotions and help them toward a positive life change. We need for you to understand that it took years of abuse to destroy their self-confidence which adds anger, depression and self-pity. Addiction is only a coping devise. Help them cope with their pain and in doing so we can gain a better understanding of each individual's situation. Imagine with an example, a person is raped, why is that person forced to feel the shame and anguish as a victim? Why is it necessary for the perpetrator to transfer their emotions of what they have done onto the victim with no remorse? Then without any acknowledgement by society the victim then becomes portrayed as the criminal. Society does not respond correctly to either party because of a lack of understanding. We need to apply science with observation and research without bias. We need to decriminalize the behavior of the victim and recover the perpetrator. This is an emotional health problem that science must address. Society is reacting to a behavior rather than reacting scientifically to a psychological problem that society does not recognize.

With this proposal we feel with the help of existing programs adjusting we could help families with addiction, unite with their children correctly, which will unite society correctly. Taking this step forward will give everyone hope, understanding and most of all purpose. The future could be great, make it happen. Let us all work together.

Addicts are evolving differently, they survive within a much harsher environment and we sit as a society in judgement of their bad behaviors. Not understanding that society, by not reacting correctly causes most addictions. Their upbringing and abuse they have faced caused a self-medicating process that only an addict recognizes. Society only sees the addiction and the bad behaviors. We see a life time of no hope, anger, frustration, total despair with the thought that nobody cares. A person with these emotional problems usually cannot make appointments let alone get to them without help. To go to your existing programs, not knowing anyone? Impossible. With no confidence, they all need someone they trust to accompany them to reassure them they will not be looked down on and further abused. Society has this attitude that if you are an addict that they can treat you badly and use you as a scapegoat. This attitude needs changing.

MYSTERIOUS CONNECTIONS

Open 24/7

PURPOSE: Connect existing programs to the addicts on the streets of Brampton.

HOW: Create a home like setting, where addicts can feel safe and enjoy hanging around. Address immediate needs. Transportation to and from court, probation, Doctor and Hospital if needed. Help fill their day with activities. Self-create programs. Observe and adjust to their needs and they will tell you how to help. (Science)

WHO: Staff will consist of addicts, recovering addicts, co-op students, counsellors, 2 female psychologists, outreach from existing programs can also assist with everyday life, as well as make friends to learn what is needed.

RESULTS: Programs will meet new people and will adjust to their needs as they arise. Now you will attract numbers of people beyond expectation, which means more money for the program. The program will now at this point show adaptability, which is progressive and shows more positive interaction between the streets, society, courts and Police.

SCIENCE: Closing insane asylums and not having a policy and procedure in place for how to integrate the insane correctly, society was left to deal with a problem they had no idea of how to integrate. Now we deny insanity and marginalize them much like the gay community has been. **THIS IS AN INSANE PROBLEM WITH NO DEFINITION OF INSANITY.** Create a new school of thought based on abuse and the long term results causing the psychological problems and how to address them. Based on observation at the present time the only real treatment for an abused insane person, in societies eyes, is jail. With everyone working together towards a better outcome, the emotional trauma can turn to a positive drive. The enthusiastic positive force will then effect the whole of society to continue to become involved. We will create new statistics such as who, what addiction, how much daily used, what triggers each person, how feelings effect usage. Track people by phone or by them arriving and signing in with a quick questionnaire each day. Questions like, are the adjusted programs working or do they need more in site to be able to adjust in a more productive way. A psychologist can help create new programs within the home and work with the existing outreach as to the persons improvements and keep stats on their recovery programs.

RESULTS OF SCIENCE: Ask a question and find a method. This is Science. A new way of addressing abuse. New courses of action created. Understanding why addiction and how it began and when. How to improve ourselves to deal with a psychological problem. Understand our role that caused their addiction and why. Learn about transference and how to recognize it. Learn about narcissism which is very prevalent among abused people whether on the street or within society. Seeing and understanding why the behaviors, in action and recording them first hand, will give behavioral science a big boost in how to treat the person psychologically. Learn scientifically, how narcissistic behavior is closely related to abuse and addiction. We have the beginnings of a solution as in how to open family homes to help them deal with abuse in their home.

15.1 - 4

PREVIOUS EXPERIENCE: 20 Joseph St worked. People came day and night asking for help. We were not prepared. Even the Police brought people to try to help them. They said; "at least you are doing something." Went to the hospital when needed, court, probation or just to relax with a normal family who welcomed them in with a hug of love and acceptance. Many started to care for each other, us as well. We gave them hope. I have worked through many peoples traumas and helped them deal with their emotions. As a result many have no need of the addiction and moved on with their lives drug free and either working or happy in their environment. The need to move on is still prevalent on the street, but their attitudes have changed, more polite and they show kindness to everyone. We have witnessed people running across the street to give someone a hug. Ultimately they felt stability and understanding that a family would care and accept them for who they are; People with a problem. Above all else, abused people who turned to addiction to cope, believed in Joseph St, changed their behaviors and to this day, talk about their experiences with us.

NOW: With everyone's help, we are now prepared. Interaction between the streets, programs, public and private sectors, can create an environment that can prosper greatly, creating finances that can help support existing programs and to develop into a more evolved integrating system in which everyone wins addicts and society included.

OVERALL VIEW: To truly learn a scientific method for addressing abuse and addiction, we must learn from those who society discriminates against. Addicts are now the teachers and society the students. **DO NOT UNDERESTIMATE THEM.** There is much wisdom with experience, listen, watch and participate with the insane, these caring people show true integrity far beyond society.

AWARENESS: How to become interactive to integrate with addiction? Take into account the different races and diversified cultures and their beliefs. We will be able to learn how to help everyone as well as learn more from people interacting correctly. How can we help?

We are going door to door with this proposal as well a questionnaire, asking home owners for help and to get involved. The questionnaire will consist of pertinent questions about home life as well as about any addiction found in the home. Where to donate, phone numbers. There are many addicts behind closed doors. Let us find them all. This is where programs can excel with interaction from all concerned, to help each family. Adapting to each families private needs, the response should be speedy with the right person for the right job. With the help from addiction, people will form a safety net around Brampton, interacting with programs and staying involved with a positive attitude that they do count. This can only bring hope naturally, with everyone involved. Addicts are just people, treat them as people with a problem. No different than you or I with a problem. Some may seem younger and emotionally they are because of the psychological problems as children. Their emotions are trapped

and festering all their life. A good psychologist or psychiatrist should recognize this and work them through their dilemma correctly to be able to integrate at the best of their abilities.

Recognizing that society is on the threshold of a new and updated science towards addiction and abuse, we will help everyone recognize the dilemma on a new path for recovery for everyone to heal.

This paper has been written, over the last ten years, from the streets of Brampton thanks to: Mauro, Shelly, Rose, Aj, T-bone, Rebecca, Joe, Greg, Tami, Kim, Tim, Laura, Blair, Hunter, Pops, Shauna, Baby Blue, Debbie, Sierra, Kim, Misty, Sole', Zian, and Yanky as well as many others. A very special thanks to Melissa, who asked me to be a sponge and learn about and understand the street. I am very proud of all my friends that I have the honor of meeting. The original philosophy has been totally thought out by my brother;

David M. Gillespie. He is one of a kind and I Honor him and his brilliant work.



Written By: Peter W. Gillespie



06-07-2017

PS: Our streets are dangerous. Let's all make a difference and make them safer for our children.

THE REGIONAL MUNICIPALITY OF PEEL

BY-LAW NUMBER 1-2018

A by-law to authorize the Regional Chair and the Chief Financial Officer to execute a Letter of Agreement between the Province of Ontario and the Regional Municipality of Peel related to funding provided by the Province of Ontario to the Regional Municipality of Peel under the Dedicated Gas Tax Funds for Public Transportation Program for 2017/2018.

WHEREAS, in October 2004 the Province of Ontario announced dedicating provincial gas tax funds under the Dedicated Gas Tax Funds for Public Transportation Program in order to increase public transportation ridership;

AND WHEREAS, the Province of Ontario has made the Provincial Gas Tax Funds for Public Transportation permanent as per the passing and proclamation of the *Dedicated Funding for Public Transportation Act, 2013*;

AND WHEREAS, the Province is expected to provide 2.0 cents per litre from April 2017 to March 2018 to the Dedicated Gas Tax Funds for Public Transportation Program;

AND WHEREAS, the Province will be allocating the gas tax revenues based on 70 per cent transit ridership and 30 per cent municipal population;

AND WHEREAS, the Regional Municipality of Peel is estimated to receive \$744,425 from April 2017 to March 2018 under the program for the TransHelp service;

AND WHEREAS, the Province of Ontario will release a payment of \$558,319 to the Regional Municipality of Peel upon receipt of the signed Letter of Agreement and related authorizing by-law, and will provide the remaining payment(s) thereafter;

AND WHEREAS, the Regional Municipality of Peel is required to execute a Letter of Agreement with Her Majesty the Queen in right of the Province of Ontario, as represented by the Minister of Transportation for the Province of Ontario;

AND WHEREAS, the Letter of Agreement provides that gas tax funds, including all interest earned, be kept in a dedicated gas tax funds reserve account and remain the property of the Ministry of Transportation pending payment of costs for eligible public transportation expenditures;

AND WHEREAS, the Regional Municipality of Peel is required to adhere to the reporting and accountability measures set out in the Letter of Agreement and the 2017/2018 Guidelines and Requirements, including demonstrating that these payments are current prior to the release of the Dedicated Gas Tax Funds;

NOW THEREFORE, the Council of the Regional Corporation enacts as follows:

1. That the Regional Chair and the Chief Financial Officer are authorized to execute the Dedicated Gas Tax Funds for Public Transportation Program Letter of Agreement as substantially in the form set out in Schedule A attached hereto.

READ THREE TIMES AND PASSED IN OPEN COUNCIL this 11th day of January, 2018.

Regional Clerk

Regional Chair

Ministry of
Transportation

Office of the Minister

Ferguson Block, 3rd Floor
77 Wellesley St. West
Toronto, Ontario
M7A 1Z8
416-327-9200
www.ontario.ca/transportation

Ministère des
Transports

Bureau du ministre

Édifice Ferguson, 3^e étage
77, rue Wellesley ouest
Toronto (Ontario)
M7A 1Z8
416-327-9200
www.ontario.ca/transports



December 19, 2017

Mr. Frank Dale
Regional Chair
Regional Municipality of Peel
10 Peel Centre Drive
Brampton, ON L6T 4B9

Regional Municipality of Peel
Office of the Regional Chair

JAN 02 2018

RECEIVED

Dear Regional Chair Dale:

RE: Letter of Agreement between Her Majesty the Queen in right of the Province of Ontario, represented by the Minister of Transportation for the Province of Ontario (the "Ministry") and the Regional Municipality of Peel (the "Municipality") Related to Funding Provided by the Province of Ontario (the "Province") to the Municipality under the Dedicated Gas Tax Funds for Public Transportation Program (this "Letter of Agreement")

This Letter of Agreement sets out the terms and conditions for the use of dedicated gas tax funds by municipalities for public transportation.

As the Province desires to increase public transportation ridership to support the development of strong communities, the Ministry maintains a Dedicated Gas Tax Funds for Public Transportation Program (the "Program"), under which two cents of the existing provincial gas tax is provided to municipalities for public transportation expenditures.

Following the passage of the *Dedicated Funding for Public Transportation Act, 2013* (the "DFPTA"), a portion of the tax that is paid to Ontario under the *Gasoline Tax Act* in each fiscal year is dedicated to the provision of grants, including those pursuant to the Program, to municipalities for public transportation.

Any funding to the Municipality by the Ministry will be provided in accordance with the terms and conditions set out in this Letter of Agreement and the enclosed Dedicated Gas Tax Funds for Public Transportation Program 2017/18 Guidelines and Requirements (the "guidelines and requirements").

In consideration of the mutual covenants and agreements contained in this Letter of Agreement and the guidelines and requirements, which the Municipality has reviewed and understands and are hereby incorporated by reference, and other good and valuable consideration, the receipt and sufficiency of which are expressly acknowledged, the Ministry and the Municipality agree as follows:

1. To support increased public transportation ridership in the Municipality, and in recognition of the Municipality's need for predictable and sustainable funding to support investments in the renewal and expansion of public transportation systems, the Ministry agrees to provide funding to the Municipality under the Program to a maximum amount up to **\$744,425** in accordance with, and subject to, the terms set out in this Letter of Agreement and, for greater clarity, the guidelines and requirements, with **\$558,319** payable on receipt of this signed Letter of Agreement and related authorizing municipal by-law(s) and, if applicable, resolution(s), and any remaining payment(s) payable thereafter.
2. Despite Section 1, the Municipality understands and agrees that any amount payable under this Letter of Agreement may be subject, at the Ministry's sole discretion, to adjustment to reflect final gas tax receipts and any other adjustments as set out in the guidelines and requirements.
3. If the Municipality receives dedicated gas tax funds on behalf of any other municipality, and the other municipality has agreed to the Municipality collecting the dedicated gas tax funds on its behalf, the Municipality shall provide, upon request and in compliance with the requirements set out in the guidelines and requirements, any applicable municipal by-law(s) and legal agreement(s) between the Municipality and the other municipality providing for such arrangement to the Ministry prior to the payment of any dedicated gas tax funds by the Ministry under this Letter of Agreement.
4. The Municipality shall deposit the funds received under this Letter of Agreement in a dedicated gas tax funds reserve account, and use such funds and any related interest only in accordance with the guidelines and requirements.
5. The Municipality shall adhere to the reporting and accountability measures set out in the guidelines and requirements, and shall provide all requested documents to the Ministry.
6. The Municipality understands and agrees that the funding provided under this Letter of Agreement represents the full extent of the Ministry's and Province's financial contribution under the Program, and that no additional funds will be provided by either the Ministry or the Province for such purposes to the Municipality for the 2017/18 Program year.

7. The Ministry may terminate this Letter of Agreement at any time, without liability, penalty or costs upon giving at least thirty (30) days written notice to the Municipality. If the Ministry terminates this Letter of Agreement upon notice, the Ministry may take one or more of the following actions: (a) cancel all further payments of dedicated gas tax funds; (b) demand from the Municipality the payment of any dedicated gas tax funds remaining in the possession or under the control of the Municipality; and (c) determine the reasonable costs for the Municipality to terminate any binding agreement(s) for the acquisition of eligible public transportation services acquired, or to be acquired, with dedicated gas tax funds provided under this Letter of Agreement, and do either or both of the following: (i) permit the Municipality to offset such costs against the amount the Municipality owes pursuant to paragraph 7(b); and (ii) subject to section 1, provide the Municipality with funding to cover, in whole or in part, such costs.

The funding may be provided only if there is an appropriation for this purpose, and in no event will the funding result in the maximum funding under this Letter of Agreement exceeding the amount specified under Section 1.

8. Any provisions which by their nature are intended to survive the termination or expiration of this Letter of Agreement including, without limitation, those related to disposition, accountability, records, audit, inspection, reporting, communication, liability, indemnity, and rights and remedies will survive its termination or expiration.
9. This Letter of Agreement may only be amended by a written agreement duly executed by the Ministry and the Municipality.
10. The Municipality agrees that it will not assign any of its rights or obligations under this Letter of Agreement.
11. The invalidity or unenforceability of any provision of the Letter of Agreement will not affect the validity or enforceability of any other provision of the Letter of Agreement. Any invalid or unenforceable provision will be deemed to be severed.
12. The term of this Letter of Agreement will commence on the date of the last signature of this Letter of Agreement.
13. The Municipality hereby consents to the execution by the Ministry of this Letter of Agreement by means of an electronic signature.

If the Municipality is satisfied with and accepts the terms and conditions of this Letter of Agreement, please secure the required signatures for the four enclosed copies of this Letter of Agreement and return two fully signed copies to:

Ministry of Transportation
Division Services and Program Management Office
27th Floor, Suite #2702
777 Bay Street,
Toronto, Ontario
M7A 2J8

Once the Ministry has received the copies of this Letter of Agreement signed by the Municipality and authorizing municipal by-law(s) and, if applicable resolution(s), the Ministry will make arrangements for the payment of the dedicated gas tax funds to the Municipality.

Yours sincerely,



Steven Del Duca
Minister of Transportation

I have read and understand the terms of this Letter of Agreement, as set out above, and, by signing below, I am signifying the Municipality's consent to be bound by these terms.

Regional Municipality of Peel

Per: _____
Regional Chair

Date: _____

Per: _____
Chief Financial Officer/Treasurer

Date: _____

THE REGIONAL MUNICIPALITY OF PEEL

BY-LAW NUMBER 2-2018

A by-law to delegate the tax ratio setting authority to each lower-tier municipality and to provide a method to determine the portion of Regional levies that will be raised in each lower-tier municipality.

WHEREAS the Regional Municipality of Peel has the authority pursuant to section 310 of the *Municipal Act, 2001*, S.O. 2001, c. 25 as amended (hereinafter referred to as the "Act") to delegate to its lower-tier municipalities the authority to establish tax ratios within the lower-tier municipality for both lower-tier and upper-tier purposes;

AND WHEREAS, the Act requires that such a by-law must set out the portion of the general upper-tier levy and any special upper-tier levy that will be raised in each lower-tier municipality or a method by which the portion can be determined;

AND WHEREAS, the Regional Municipality of Peel has by resolution adopted on January 11, 2018 directed that a by-law be enacted to delegate the authority to establish tax ratios to its lower-tier municipalities and to set out a method by which to determine the portion of upper-tier levies that will be raised in each lower-tier municipality;

NOW THEREFORE, the Council of the Regional Corporation enacts as follows:

1. That the authority to pass a by-law establishing the tax ratios for both lower tier and upper tier purposes for the year 2018 within each of the City of Mississauga, the City of Brampton and the Town of Caledon is hereby delegated to the City of Mississauga, the City of Brampton and the Town of Caledon, respectively;
2. That the portion of the general upper-tier levy and of the special upper-tier levies of The Regional Municipality of Peel that will be raised in each of the City of Mississauga, the City of Brampton and the Town of Caledon shall be determined in accordance with the method set out in Schedule "A" hereto;
3. That Schedule "A" attached hereto is hereby enacted and forms an integral part of this by-law.

READ THREE TIMES AND PASSED IN OPEN COUNCIL 11th day of
January, 2018.

Regional Clerk

Regional Chair

Schedule "A" to By-law Number 2-2018

In order to apportion the Region of Peel's 2018 upper-tier levies among the lower-tier municipalities of Mississauga, Brampton and Caledon, the following plan shall apply:

1. The amount of the general upper-tier levy sufficient for the payment of the estimated expenditures adopted for waste management purposes shall be apportioned according to each lower-tier municipality's share of 2018 household counts.
 - 1.1 "household counts" means the household counts for the City of Mississauga, City of Brampton and Town of Caledon for the budget year according to Assessment Roll Data provided by the Municipal Property Assessment Corporation.
2. The amount of the special upper-tier levy sufficient for the payment of the estimated expenditures adopted for Peel Regional Police shall be apportioned in its entirety between Mississauga and Brampton according to the ratio of their total 2018 assessments for 2018 taxation of the land in each municipality that is rateable for municipal purposes, with the assessment of each class of property being weighted using the prescribed transition ratio for that class.
 - 2.1 The amount of the special upper-tier levy sufficient for the payment of the estimated expenditures adopted for Ontario Provincial Police shall be apportioned in its entirety to Caledon.
3. The amount of the general upper-tier levy sufficient for the payment of all other estimated expenditures adopted shall be apportioned among the three lower-tier municipalities according to the ratio of the total assessments for 2018 of the land in each municipality that is rateable for municipal purposes, with the assessment of each class of property being weighted using the prescribed transition ratio for that class.

THE REGIONAL MUNICIPALITY OF PEEL

BY-LAW NUMBER 5-2018

A by-law to Appoint an Integrity Commissioner and Lobbyist Registrar and to Repeal By-law 13-2017.

WHEREAS, the *Municipal Act, 2001*, as amended (the "*Municipal Act*") provides that the powers of a municipal corporation are to be exercised by its Council through the adoption of by-laws;

AND WHEREAS, the *Municipal Act* authorizes the Region of Peel to establish codes of conduct for members of Council and to appoint an Integrity Commissioner who reports to Council;

AND WHEREAS, Regional Council has adopted a Code of Conduct by enacting By-law 1-2017;

AND WHEREAS, an Integrity Commissioner is responsible for performing in an independent manner the functions assigned by the municipality;

AND WHEREAS, by March 1, 2019, the *Municipal Act*, pursuant to Part V.1, Accountability and Transparency, will oblige all municipalities in Ontario to appoint an Integrity Commissioner to perform in an independent manner the functions assigned by the municipality with respect to:

1. The application of the code of conduct for members of council and the code of conduct for members of local boards.
2. The application of any procedures, rules and policies of the municipality and local boards governing the ethical behaviour of members of council and of local boards.
3. The application of sections 5, 5.1 and 5.2 of the *Municipal Conflict of Interest Act* to members of council and of local boards.
4. Requests from members of council and of local boards for advice respecting their obligations under the code of conduct applicable to the member.
5. Requests from members of council and of local boards for advice respecting their obligations under a procedure, rule or policy of the municipality or of the local board, as the case may be, governing the ethical behaviour

of members.

6. Requests from members of council and of local boards for advice respecting their obligations under the *Municipal Conflict of Interest Act*.
7. The provision of educational information to members of council, members of local boards, the municipality and the public about the municipality's codes of conduct for members of council and members of local boards and about the *Municipal Conflict of Interest Act*;

AND WHEREAS, by the adoption of a resolution on January 11, 2018 Council deems it expedient to appoint Principles Integrity, through its principals Jeffrey A. Abrams and Janice Atwood-Petkovski, as the Region of Peel Integrity Commissioner to perform advisory, inquiry and reporting functions respecting the matters recited above and as may be set out in the *Municipal Act* from time to time;

AND WHEREAS, the *Municipal Act* authorizes the Region of Peel to establish a Lobbyist Registry and appoint a Lobbyist Registrar who reports to Council;

AND WHEREAS, By-law 47-2016 being a by-law to establish a Lobby Registry and Registration system and establish the position and duties of the Lobbyist Registrar was enacted at the October 13, 2016 Regional Council Meeting;

AND WHEREAS, by the adoption of a resolution on January 11, 2018 Council deems it expedient to appoint Principles Integrity, through its principals Jeffrey A. Abrams and Janice Atwood-Petkovski, as the Region of Peel Lobbyist Registrar to perform the functions, powers and duties recited in By-law 47-2016;

NOW THEREFORE, BE IT RESOLVED THAT the Council of the Regional Municipality of Peel hereby enacts as follows:

1. That Principles Integrity through its principals Jeffrey A. Abrams and Janice Atwood-Petkovski is hereby appointed as the Region of Peel's Integrity Commissioner pursuant to Part V.1, Accountability and Transparency, of the *Municipal Act*.
2. That upon appointment Principles Integrity will have all the functions, powers and duties of an Integrity Commissioner as set out in Part V.1, Accountability and Transparency, of the *Municipal Act*, and in addition such functions, powers and duties as may be assigned by Council from time to time.

3. That Principles Integrity is hereby assigned advisory, inquiry and reporting functions respecting the matters recited above utilizing the corresponding powers and discharging the corresponding duties conferred upon an Integrity Commissioner under Part V.1 of the *Municipal Act* or otherwise by law.

4. That the Region of Peel hereby indemnifies and save harmless the Integrity Commissioner or any person acting under the instructions of the Integrity Commissioner for costs reasonably incurred in connection with the defence of a proceeding if the proceeding relates to an act done in good faith in the performance or intended performance of a function, duty or authority under Part V.1 of the *Municipal Act*, or a by-law passed thereunder, or an alleged neglect or default in the performance in good faith of the function, duty or authority.

5. That all actions taken and required to be taken by the Region and Clerk on behalf of the Regional Municipality of Peel to complete this matter including the execution of an agreement with the Integrity Commissioner and Lobbyist Registrar for the provision of the its services and any other associated documentation are hereby authorized, confirmed and ratified.

6. That Principles Integrity through its principals Jeffrey A. Abrams and Janice Atwood-Petkovski is hereby appointed as the Region of Peel's Lobbyist Registrar pursuant to Region of Peel By-law 47 -2016.

6. That this By-law shall come into force and take effect February 1, 2018;

7. And further that By-law 13-2017 (being a by-law to appoint an Integrity Commissioner and Lobbyist Registrar) be repealed as of January 31, 2018.

READ THREE TIMES AND PASSED IN OPEN COUNCIL this 11th day of January, 2018.

Regional Clerk

Regional Chair

**ADDITIONAL MATERIALS
DISTRIBUTED AT MEETING**



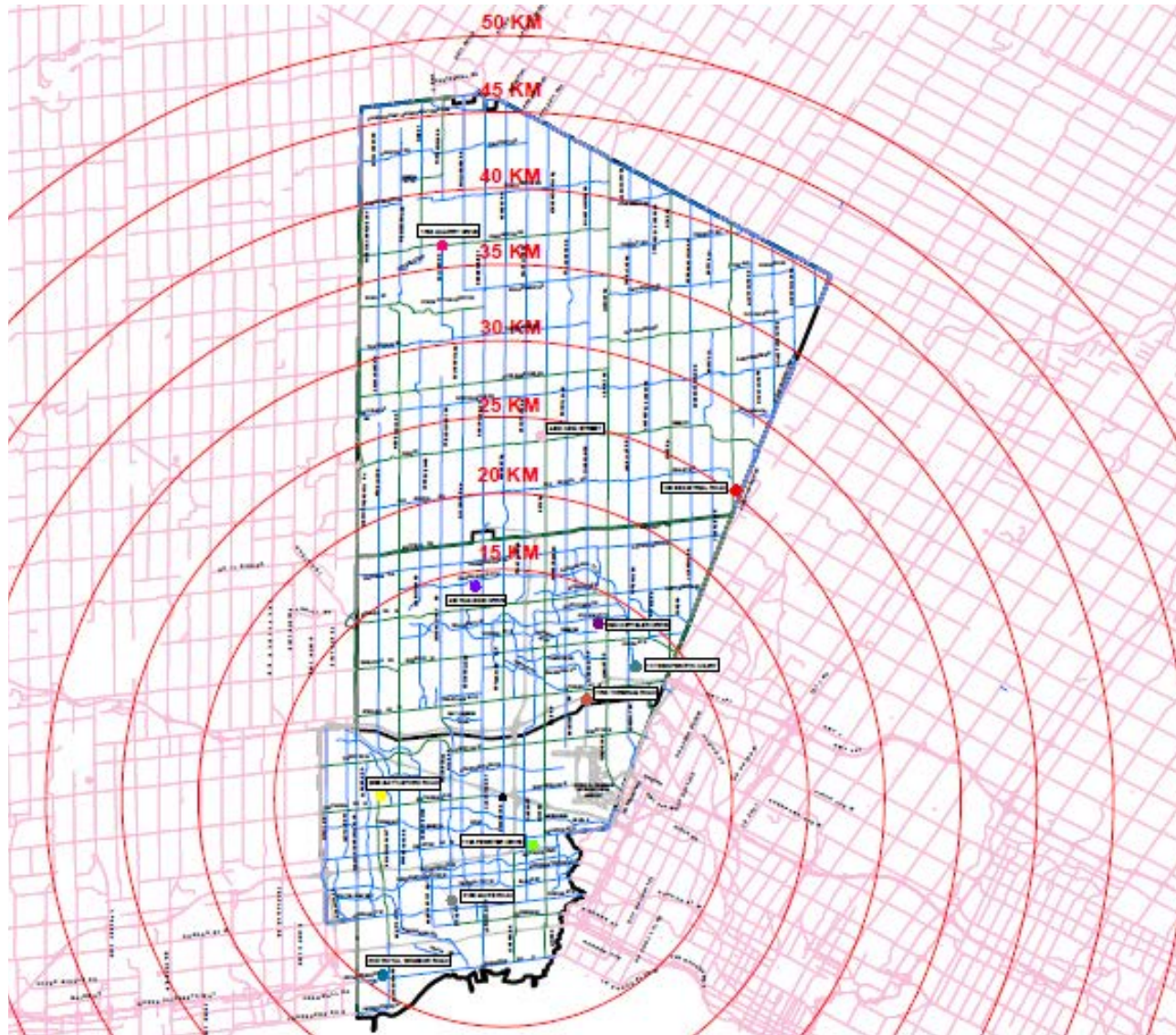
Curbside Waste Collection Contractors' Performance

**Regional Council
January 11, 2018**

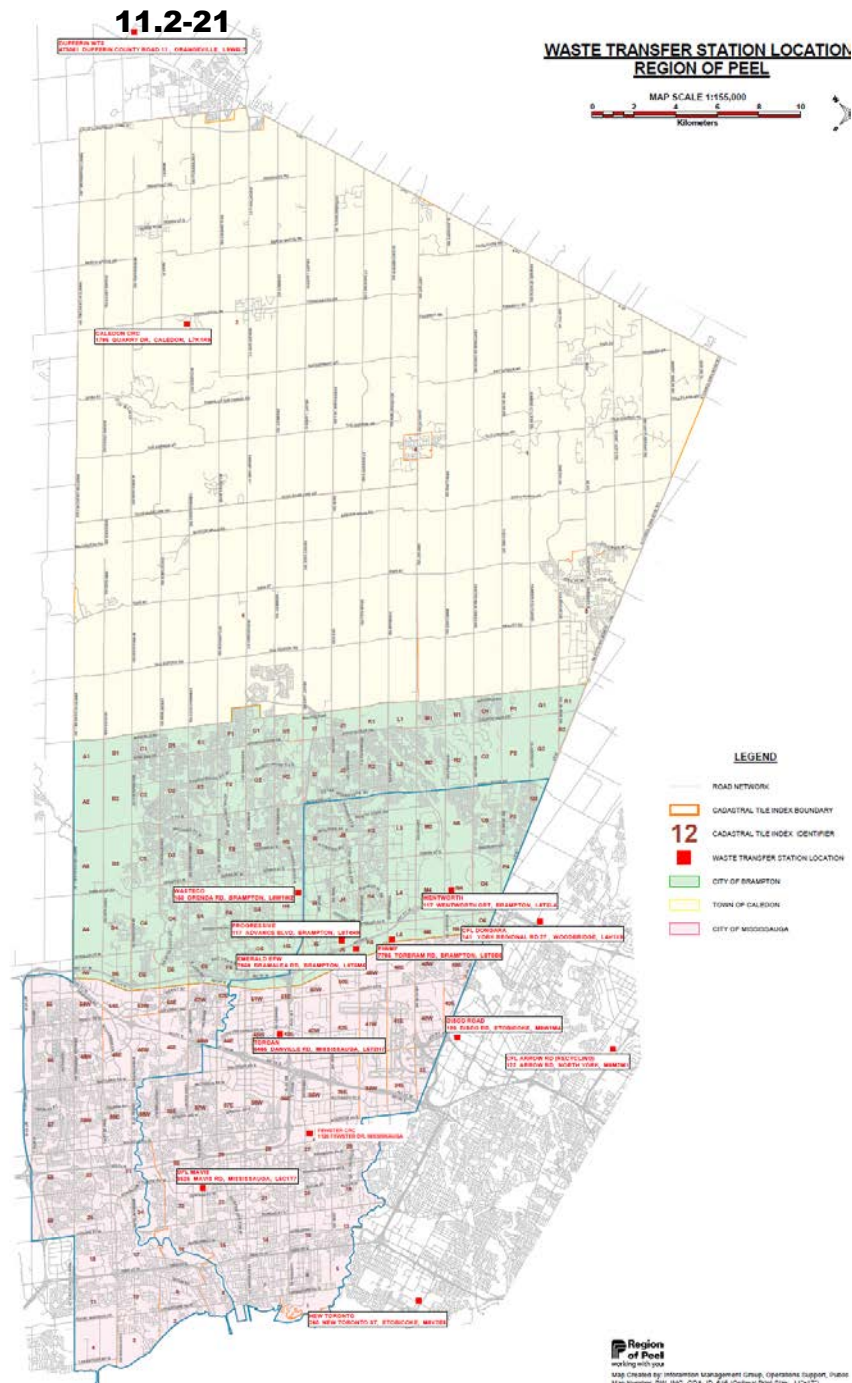
Norman Lee,
Director, Waste Management
Region of Peel



Centroid Maps Southwest and Southeast Collection Zone

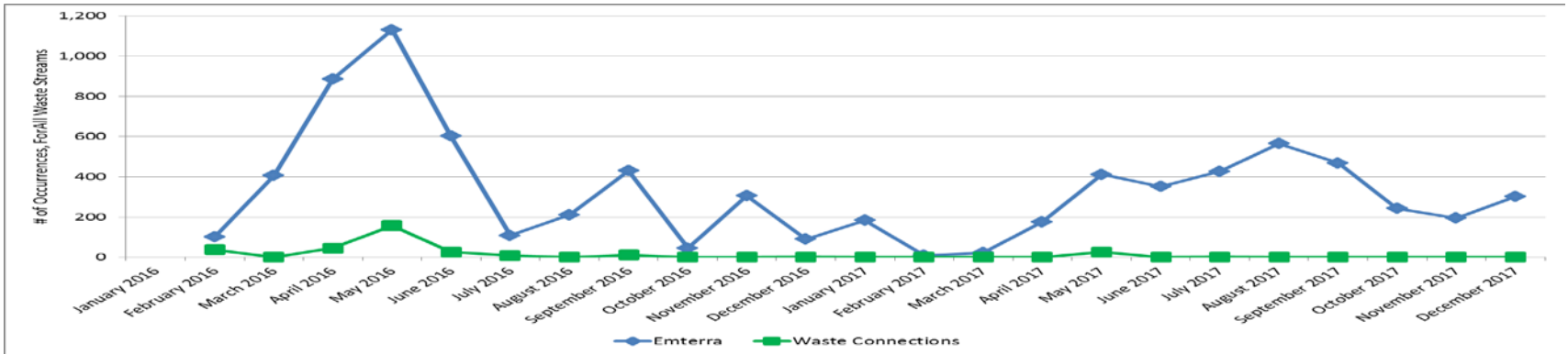


Waste Transfer Station Locations

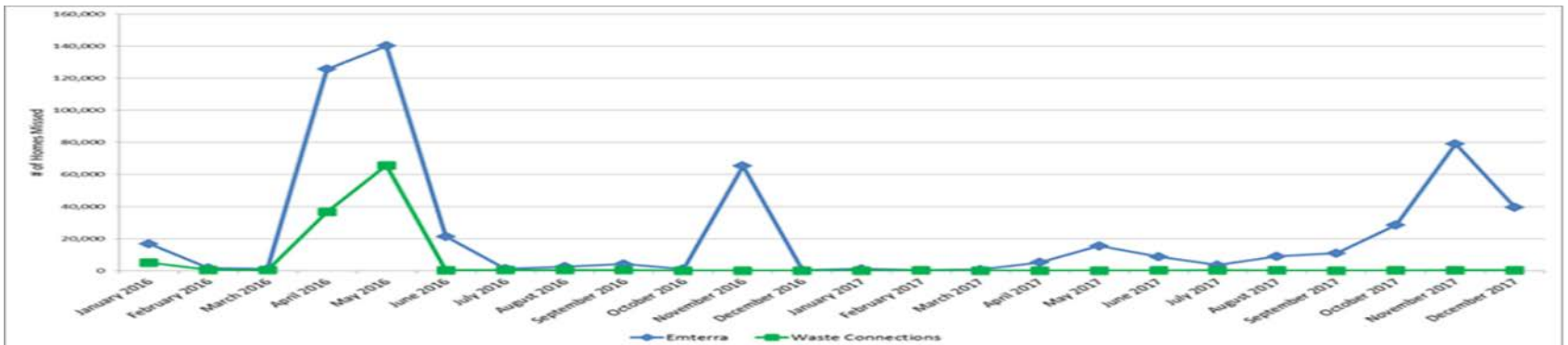


Late and Missed Collections

- If waste is collected after 6:00 pm it is considered a late collection.

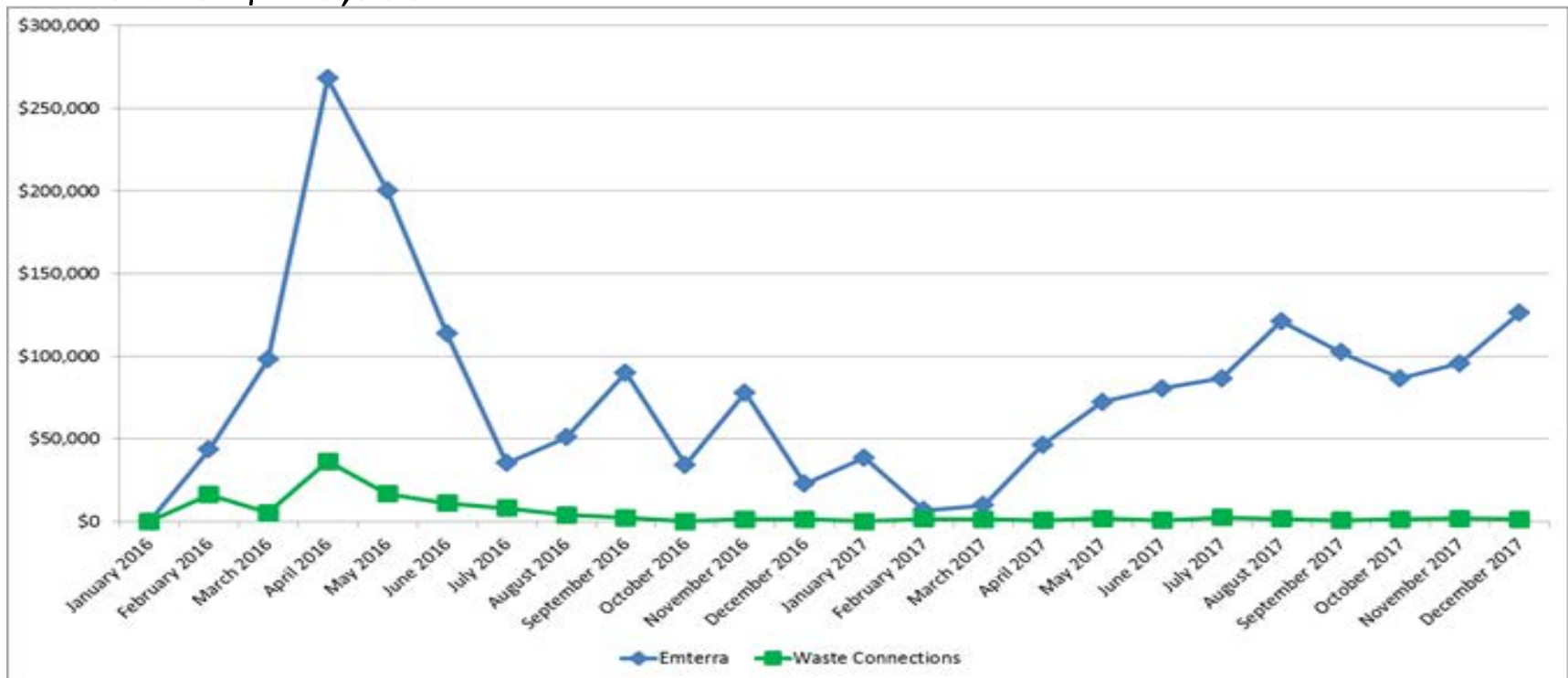


- If it is not collected on the required collection day it is considered a missed collection.



Liquidated Damages for Late and Missed Collections

- From the commencement of the contract in January 2016 to December 2017, Emterra has incurred a total of \$1,906,050 in liquidated damages for late and missed collections and Waste Connections has incurred a total of \$115,950.



Issues Raised by Emterra

- Recyclables set out in bags beside carts
- Dropping off material at 2 locations

The Overriding Issue – too few trucks

	Emterra	Waste Connections
Household Count	208,000	113,000
Annual Tonnes (2017)	228,705	121,607
Truck Count	106	63
Houses per truck	1,962	1,794
Tonnes per Truck	2,158	1,930

Emterra would need to add approximately 10 trucks to achieve the same ratios as Waste Connections

Recommended Next Steps

- Staff will continue to work with Emterra on material outside carts
- Staff will continue to work with Emterra on drop-off locations
- Staff to monitor as Emterra implements changes in latest Action Plan



Thank you

Contact info:

Region of Peel

Norman Lee

Director, Waste Management

10 Peel Centre Drive

Brampton, Ontario L6T 4B9

905-791-7800 ext. 4703

norman.lee@peelregion.ca

