Wednesday, June 15, 2016

**Members Present:**
- Regional Councillor M. Medeiros – Wards 3 and 4 (Chair)
- Regional Councillor E. Moore – Wards 1 and 5
- Regional Councillor M. Palleschi – Wards 2 and 6
- Regional Councillor G. Miles – Wards 7 and 8  
  *(Vice-Chair, Corporate and Financial Affairs)*
- Regional Councillor J. Sprovieri – Wards 9 and 10  
  *(Vice-Chair, By-law Enforcement)*
- City Councillor D. Whillans – Wards 2 and 6
- City Councillor J. Bowman – Wards 3 and 4
- City Councillor P. Fortini – Wards 7 and 8
- City Councillor G. Dhillon – Wards 9 and 10

**Members Absent:**
- Regional Councillor G. Gibson – Wards 1 and 5  
  *(other municipal business)*

**Staff Present:**
- **Office of the Chief Administrative Officer:**
  - H. Schlange, Chief Administrative Officer
- **Corporate Services Department:**
  - P. Simmons, Chief Corporate Services Officer
  - P. Honeyborne, Executive Director, Finance and Treasurer
  - R. Zuech, Acting City Solicitor, Corporate Services
  - P. Fay, City Clerk, Corporate Services
  - E. Evans, Deputy City Clerk, Corporate Services
  - S. Pacheco, Legislative Coordinator, Corporate Services
The meeting was called to order at 1:20 p.m. and adjourned at 2:12 p.m.

1. **Approval of Agenda**

   The following motion was considered.

   CS091-2016 That the agenda for the Corporate Services Committee Meeting of June 15, 2016 be approved as printed and circulated.

   Carried

   The following items were listed on the published agenda and distributed prior to the meeting:

   8.12. Report from H. Schlage, Chief Administrative Officer, re: **Proposed Delegation Topics to Ministers at Association of Municipalities of Ontario (AMO) Conference**.

   8.13. Report from R. Kumar, Manager, Capital and Development Finance, Corporate Services, dated May 11, 2016, re: **Changes to the Development Charges Act, 1997 (DCA) brought about through the adoption of Bill 73 – Smart Growth for our Communities Act, 2015**.

   The following item was distributed at the meeting:

   15.1. Briefing report from the CAO's Office re: **Region of Peel Committee Agendas – June 16, 2016**.

2. **Declarations of Interest under the Municipal Conflict of Interest Act** – nil

3. **Consent**

   The following items listed with an asterisk (*) were considered to be routine and non-controversial by the Committee and were approved at one time.

   \[(8.1, 8.2, 8.3, 8.5, 8.6, 8.7, 8.11)\]

   (Item 8.1 was added to consent)

   (Item 8.4 was removed from consent)
Minutes  
Corporate Services Committee

4. **Announcements** – nil

5. **Delegations**

5.1. Possible Delegations, re: **Notice of the Intention to Amend User Fee By-law 380-2003, as amended – Schedules I and L – Finance Division Fees / Charges.**

In response to the Chair’s inquiry, it was indicated that no one was present to address the subject matter.

Report Item 8.1 was added to consent.

See Recommendation CS092-2016

6. **Staff Presentations**

7. **By-law Enforcement**

8. **Corporate and Financial Affairs**

* 8.1. Report from D. Sutton, Director, Financial Planning and Budgets, Corporate Services, dated May 11, 2016, re: **Amendment to User Fee By-law 380-2003 - Amendment of Schedules I and L.**

**CS092-2016**

Whereas the Finance Division conducts a User Fee review periodically to ensure adequate cost recovery for services provided;

Therefore Be It Resolved:

1. That the report from D. Sutton, Director, Financial Planning and Budgets, Corporate Services, dated May 11, 2016, to the Corporate Services Committee Meeting of June 15, 2016, re: **Amendment to User Fee By-law 380-2003 – Amendment of Schedules I and L** be received; and,

2. That a by-law be passed to amend Schedules I and L of User Fee By-Law 380-2003, as amended, to reflect the new rates after factoring in the impact of HST and other additions/deletions.

Carried

Public notice of this matter was given on June 9, 2016 and in the Brampton Guardian on June 10, 2016. In response to the Chair’s inquiry, it was indicated that no one was present to address the subject matter.

Whereas Section 385, Part XI of the Municipal Act, 2001 provides that a municipality, instead of charging its actual costs in determining any cancellation price, may fix a scale of costs to be charged as the reasonable costs of proceedings under Part XI of the Act, which scale shall be designed to meet only the anticipated costs of the municipality;

Therefore Be It Resolved:

1. That the report from D. Sutton, Director, Financial Planning and Budgets, Corporate Services, dated May 31, 2016, to the Corporate Services Committee Meeting of June 15, 2016, re: Scale of Costs for proceedings under Part XI of the Municipal Act, 2001 Sale of Land for Tax Arrears, Section 385, be received; and,

2. That a Scale of Costs by-law be passed in accordance with Attachment “A” to the subject report.

Carried


Whereas in accordance with the requirements of Regulation 438/97 of the Municipal Act, 2001 and the Council approved Investment Policy, the report presents the results of the investment activities, interest earnings and investment yield for the year ended December 31, 2015;

Therefore Be It Resolved:

1. That the report from D. Sutton, Director, Financial Planning and Budgets, Corporate Services, dated May 19, 2016, to the Corporate Services Committee Meeting of June 15, 2016, re: 2015 Cash Management and Investment Report – for the year ended December 31, 2015 be received; and,
2. That the City's Investment Policy be amended to reflect the change related to The One Investment Program as described in the subject report, and attached as Appendix A – Investment Policy (FP 13.6.0).

Carried


Committee discussion took place with respect to the following:
- Term of office for the Chair and Vice Chair of Budget Committee and the process for appointing Council Members to these positions
- Concerns regarding the length of the 2016 Budget process and the proposed 2017-2019 Budget process
- Concerns regarding the length of departmental presentations
- Suggestion that the budget workshop in August 2016 be removed from the schedule
- Council Members’ feedback regarding the 2016 Budget process and specifically, the preliminary budget deliberation meetings in October
- Suggestion that the four proposed preliminary budget deliberation meetings in October 2016 be removed and four budget deliberation meetings be scheduled in December 2016
- Suggestion that Council Members submit comments regarding the budget process to the Budget Committee Chair to consult with staff

A motion to approve the recommendations outlined in the staff report, as amended to add the following clause, was voted on and carried:

6. That, for the purpose of the 2017-2018 budget approval cycle, the Budget Committee Chair be Regional Councillor Gibson and the Vice-Chair be Regional Councillor Medeiros.

The following motion to amend staff recommendation #2 was voted on and carried:

2. That Council approve one budget workshop in September 2016 to discuss opportunities for enhancements to the budget process based on the feedback received from Council members (Appendix A);

The following motion to amend staff recommendation #3 was voted on and **lost**:
3. That Council approve four days of deliberations of Budget Committee in December 2016, followed by Council Budget Approval on December 14, 2016;

Lost

The motion, as amended, was considered as follows.

CS095-2016 That the following recommendations be endorsed, in principle, and referred to the recommended Budget Committee Chair (Regional Councillor Gibson) to consult with staff, invite each Member of Council to submit comments to the Chair, and make further amendments for Council’s consideration:

Whereas the Treasurer is required to provide Council with information related to the financial affairs of the municipality;

Therefore Be It Resolved:

1. That the report from D. Sutton, Director, Financial Planning and Budgets, Corporate Services, dated May 16, 2016, to the Corporate Services Committee Meeting of June 15, 2016, re: 2017-2019 Budget Process, be received; and,

2. That Council approve one budget workshop in September 2016 to discuss opportunities for enhancements to the budget process based on the feedback received from Council members (Appendix A); and

3. That Council approve four days of Preliminary Budget Deliberations of Budget Committee in October 2016 and two days of Final Budget Deliberations in December 2016, followed by Council Budget Approval on December 14, 2016; and

4. That the 2019 capital spending envelope be set at $180 million in order to align capital budget requests with the capacity to deliver the approved capital program; and

5. That a Special Council Meeting be scheduled for Wednesday December 14, 2016 commencing at 7:00 p.m. for the purpose of:
   a. Approving the 2017 Operating and Capital Budgets, and
   b. Approving the 2018 and 2019 Operating and Capital Budgets, subject to additional approvals in subsequent years as required by the Municipal Act, 2001, section 291.
6. That, for the purpose of the 2017-2018 budget approval cycle, the Budget Committee Chair be Regional Councillor Gibson and the Vice-Chair be Regional Councillor Medeiros.

Carried


CS096-2016 Whereas the Treasurer is required to provide Council with information related to the financial affairs of the municipality;

Therefore Be It Resolved that the report from D. Sutton, Director, Financial Planning and Budgets, Corporate Services, dated April 19, 2016, to the Corporate Services Committee Meeting of June 15, 2016, re: 2015 Operating Budget and Reserve Fund Year End Status Report (as at December 31, 2015) be received.

Carried


CS097-2016 Whereas the Treasurer is required to provide Council with information related to the financial affairs of the municipality;

Therefore Be It Resolved that the report from D. Sutton, Director, Financial Planning and Budgets, Corporate Services, dated May 5, 2016, to the Corporate Services Committee Meeting of June 15, 2016, re: 2016 Current Budget and Reserve Fund Status Report (as at March 31, 2016) be received.

Carried

*8.7. Report from D. Sutton, Director, Financial Planning and Budgets, Corporate Services, dated May 5, 2016, re: Status for Tax Collections Accounts.

CS098-2016 Whereas the Tax Billing and Collection Policy (13.10.0) includes a requirement to report annually to Council outlining the status of the City’s overdue tax accounts;
Therefore Be It Resolved that the report from D. Sutton, Director, Financial Planning and Budgets, Corporate Services, dated May 5, 2016, to the Corporate Services Committee Meeting of June 15, 2016, re: Status of Tax Collection Accounts be received.

Carried


The following motion was considered.

CS099-2016 Whereas the Treasurer is required to provide Council with information related to the financial affairs of the municipality;

Therefore Be It Resolved:

1. That the report from R. Kumar, Manager, Capital and Development Finance, Corporate Services, dated May 11, 2016, to the Corporate Services Committee Meeting of June 15, 2016, re: Budget Amendment – Transit Development Charges 10% Tax Based Funding, be received; and,

2. That the funding for all Transit Development Charges funded capital projects identified in Appendix A be amended to return the 10% funded from tax based reserves to its source (Reserve Fund #78) and replace it with DC Reserve Funds – Transit; and,

3. That this additional Transit Development Charge capital funding be included in the next Development Charges Background Study and By-Law to be collected from future development.

Carried


In response to a question from Committee, staff advised that future reports on the financial status of capital projects will be provided to Committee Members earlier, to allow more time for review.

The following motion was considered.
Whereas the Treasurer is to report to Council semi-annually on the City’s Capital Program;

Therefore Be It Resolved:

1. That the report from S. Gannon, Director, Treasury Services and Deputy Treasurer, Corporate Services, dated May 13, 2016, to the Corporate Services Committee Meeting of June 15, 2016, re: Capital Project Financial Status Report – Year End 2015, be received, and,

2. That the budget be amended for the following capital projects:

   a. That Capital Project #094500.006 – Environmental Assessment (Sandalwood Pkwy – McLaughlin-Heart Lake) be amended to offset an increased contribution of $80,769.61 from the Region of Peel.

   b. That Capital Project #133411.001 – Creditview Road Reconstruction (Fairhill Avenue – Sandalwood Pkwy) be amended to offset an increased contribution of $421,885.75 from the Region of Peel.

   c. That Capital Project #133880.001 – Bramalea Road Widening (Countryside Drive – Mayfield Road) be amended to offset an increased contribution from Developers by $767,427.64.

   d. That Capital Project #133940.001 – Countryside Drive Widening (Torbram Road – Airport Road) be amended to offset an increased contribution from Developers by $166,337.94.

   e. That Capital Project #093430.001 – Queen Street East Widening (Centre Street – Highway 410) be amended to offset a decreased contribution from Cost Recovery-Regional by $1,484,372.10 and an increased contribution from DC Reserve #137 by $449,368.81 and Reserve #4 by $23,650.99.

Carried

8.10. Report from J. Iacobucci, Manager, Court Administration, Corporate Services, dated May 10, 2016, re: Administrative Monetary Penalty System (AMPS) – Program Enhancements Resulting from Ontario Regulation 149/15 (File: Bl.x).
The following motion was considered.

CS101-2016 1. That the report from J. Iacobucci, Manager, Court Administration, Corporate Services, dated May 10, 2016, to the Corporate Services Committee Meeting of June 15, 2016, re: Administrative Monetary Penalty System (AMPS) – Program Enhancements Resulting from Ontario Regulation 149/15 (File Bl.x), be received; and,

2. That a by-law be passed to amend Traffic By-law 93-93, as amended, and Administrative Penalty By-law 333-2013, as amended, substantially in accordance with the wording set out in Appendix 1, to establish the following parking infractions subject to administrative penalties, effective July 1, 2016, as enabled through Ontario Regulation 333/07, as amended by Ontario Regulation 149/15:
   a. Section 43(1)(k) – No person shall park any vehicle on any highway at any designated accessible parking space unless a valid accessible parking permit has been placed on said vehicle ($350 administrative penalty);
   b. Section 48(5)(a) – No person shall park a motor vehicle in a designated accessible parking space in a public parking area, unless a valid accessible parking permit is properly displayed upon the motor vehicle. ($350 administrative penalty);
   c. Section 48(3) – No person, including persons driving a vehicle displaying a valid accessible parking permit, shall park on or behind an access aisle ($300 administrative penalty); and,

3. That a by-law be passed to amend Traffic By-law 93-93, as amended, and Administrative Penalty By-law 333-2013, as amended, substantially in accordance with the wording set out in Appendix 1, to establish the following parking infractions subject to administrative penalties, effective July 1, 2016, as enabled through Ontario Regulation 333/07, as amended by Ontario Regulation 149/15:
   a. Section 45 – No person shall park a large vehicle or detached trailer on any street in any residential zone unless it is at the time being used to make a delivery or to provide a service (administrative penalty increase from $100 to $125); and,
   b. Section 47 (5) – No person shall park or leave a vehicle at any time on or along any part of a private roadway designated as a fire route (administrative penalty change increase from $100 to $150).

Carried
* 8.11. Report from P. Gunasekera – Budget Amendment and Request To Begin Procurement – Purchasing By-law Section 4.0 Oracle PeopleSoft Upgrade and Support.

CS102-2016 1. That the report from P. Gunasekera, Senior Manager, Business Services, Corporate Services, dated May 19, 2016, to the Corporate Services Committee Meeting of June 15, 2016, re: Budget Amendment and Request To Begin Procurement - Purchasing By-law Section 4.0 Oracle PeopleSoft Upgrade and Support be received; and,

2. That capital project #151043 – Finance Systems Maintenance and Enhancement be closed, with funding of $119,000 returned to Reserve #4 – Asset Repair and Replacement; and,

3. That a budget amendment be approved and a new capital project be established for the PeopleSoft Upgrade, with funding of $1,775,242 transferred from Reserve #4 – Asset Repair and Replacement; and,

4. That the Purchasing Agent be authorized to engage in Direct Negotiations with Oracle Corporation for upgrade and support services for the City’s Oracle PeopleSoft business systems; and,

5. That a competitive Request for Proposal be issued if direct negotiations with Oracle Corporation are unsuccessful.

Carried


H. Schlange, Chief Administrative Officer, advised Committee that a number of Council Members have confirmed their attendance at the Association of Municipalities of Ontario (AMO) Conference in August. Mr. Schlange highlighted the importance of attending this conference to enhance government relations and encourage relationship building.

The following motion was considered.
CS103-2016 That the report from H. Schlange, Chief Administrative Officer, to the Corporate Services Committee Meeting of June 15, 2016, re: Proposed Delegation Topics to Ministers at Association of Municipalities of Ontario (AMO) Conference be received.

Carried


In response to questions of clarification from Committee, P. Honeyborne, Executive Director, Finance and Treasurer, Corporate Services, provided a brief overview and outlined the differences between the subject report and report Item 8.8 (Budget Amendment – Transit Development Charges 10% Tax Based Funding).

Committee discussion took place with respect to the following:
- Removal of the mandatory 10% deduction on transit services in the Development Charges Act
- Collection of development changes for transit projects
- Clarification from staff that the growth portion of transit projects will be 100% funded from development charges
- Timeframe to review and amend the Development Charges By-law and an indication from staff that a report on this matter will be presented in Fall 2016
- Debt financing for projects

The following motion was considered.

CS104-2016 Whereas the Treasurer is required to provide Council with information related to the financial affairs of the municipality;

Therefore Be It Resolved that the report from R. Kumar, Manager, Capital and Development Finance, Corporate Services, dated May 11, 2016, to the Corporate Services Committee Meeting of June 15, 2016, re: Changes to the Development Charges Act, 1997 (DCA) brought about through the adoption of Bill 73 – Smart Growth for our Communities Act, 2015, be received.

Carried
9. **Minutes** – nil

10. **Other/New Business** – nil

11. **Referred Matters** – nil

12. **Deferred Matters** – nil

13. **Notices of Motion** – nil

14. **Correspondence** – nil

15. **Regional Council Business**

15.1. Briefing report from the CAO’s Office re: **Region of Peel Committee Agendas – June 16, 2016**.

   The following motion was considered.

   CS105-2016 That the briefing report from the CAO’s Office to the Corporate Services Committee Meeting of June 15, 2016, re: **Region of Peel Committee Agendas – June 16, 2016** be received.

   Carried

16. **Councillors Question Period** – nil

17. **Public Question Period** – nil

18. **Closed Session** – nil
19. **Adjournment**

The following motion was considered.

**CS106-2016** That the Corporate Services Committee do now adjourn to meet again on Wednesday, September 7, 2016 at 3:00 p.m. or at the call of the Chair.

Carried

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Regional Councillor M. Medeiros, Chair