Wednesday, September 07, 2016

3:00 p.m. – Regular Meeting

Council Chambers – 4th Floor – City Hall

Members:
Regional Councillor M. Medeiros – Wards 3 and 4 (Chair)
Regional Councillor G. Gibson – Wards 1 and 5
Regional Councillor E. Moore – Wards 1 and 5
Regional Councillor M. Palleschi – Wards 2 and 6
Regional Councillor G. Miles – Wards 7 and 8
(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

For inquiries about this Agenda, or to make arrangements for accessibility accommodations for persons attending (some advance notice may be required), please contact:
Sonya Pacheco, Legislative Coordinator
Phone (905) 874-2178, TTY (905) 874-2130, cityclerksoffice@brampton.ca

Note: Some meeting information may also be available in alternate formats, upon request.
Note: Please ensure all cell phones, mobile and other electronic devices are turned off or placed on non-audible mode during the meeting. Council Members are prohibited from sending text messages, e-mails and other electronic messaging during the meeting.

1. **Approval of Agenda**

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

3. **Consent**

   * The following items listed with an asterisk (*) are considered to be routine and non-controversial by the Committee and will be approved at this time. There will be no separate discussion of any of these items unless a Committee Member requests it, in which case the item will not be consented to and will be considered in the normal sequence of the agenda.

   (8.3, 8.4, 8.7, 8.8, 9.2, 9.3)

4. **Announcements**

5. **Delegations**

   5.1. Possible Delegations, re: **Notice of Intention to Amend Business Licensing By-law 332-2013, as amended – Sale of Dogs and Cats from Pet Stores.**

   (See Item 7.1)

   Note: Public Notice regarding this matter was published in the Brampton Guardian on September 1, 2016.

   5.2. Possible Delegations, re: **Notice of the Intention to Amend Procedure By-law 160-2004 as amended – Changing Public Notice Requirements.**

   (See Item 8.1)

   Note: Public Notice regarding this matter was published in the Brampton Guardian on September 1, 2016.
6. **Staff Presentations**

7. **By-law Enforcement**


   (See Item 5.1)

   *Recommendation*

8. **Corporate and Financial Affairs**


   (See Item 5.2)

   *Recommendation*

8.2. Report from E. Evans, Deputy Clerk, Corporate Services, dated August 10, 2016, re: 2017 Council and Committee Meeting Calendar.

   *Recommendation*


   *To be received*

* 8.4. Report from D. Fisher, Manager, Business Systems Services, Corporate Services, dated August 12, 2016, re: Non-compliant Procurement – Purchasing By-law Section 3.4.3 – Computer Sciences Canada Inc.

   *Recommendation*

To be received


Recommendation


Recommendation

* 8.8. Report from D. Sutton, Director, Financial Planning and Budgets, Corporate Services, dated July 29, 2016, re: 2016 Levy By-law per Section 323 of the Municipal Act, 2001 (Heads and Beds).

Recommendation

9. Minutes


To be approved


To be approved

* 9.3. Minutes – Accessibility Advisory Committee – August 9, 2016

To be approved

10. Other/New Business
11. **Referred Matters**

Note: In accordance with the Procedure By-law, the Referred Matters List will be published quarterly on a meeting agenda for Committee’s reference and consideration. A copy of the current [Referred Matters List] for this Committee is publicly available on the City’s website.

12. **Deferred Matters**

13. **Notices of Motion**

14. **Correspondence**

14.1. Correspondence from Barbara Karrandjas, Coordinator, Council Committee, Town of Caledon, dated May 26, 2016, re: [Lobbyist Registry].

*To be received*

14.2. Correspondence from Kathryn Lockyer, Regional Clerk, Region of Peel, dated June 30, 2016, re: [Recommendations Arising from the Governance Review Task Force].

*To be received*

15. **Regional Council Business**

16. **Councillors Question Period**

17. **Public Question Period**

15 Minute Limit (regarding any decision made at this meeting)

18. **Closed Session**

19. **Adjournment**

Next Meeting: September 21, 2016
Date: 2016-08-09

Subject: Business Licensing By-law - Sale of Dogs and Cats from Pet Stores

Contact: W. Hunter, Manager, Administrative Services and Elections, Corporate Services, (905-874-2139) wendi.hunter@brampton.ca

Recommendations:

1. That the report from Wendi Hunter, Manager of Administrative Services and Elections, Council and Administrative Services, dated August 9, 2016, to the Corporate Services Committee Meeting of September 7, 2016, re: Sale of Dogs and Cats in Pet Stores, be received; and

2. That Schedule 20 of Business Licensing By-law 332-2013, be amended, effective January 1, 2017, to include:

   a. the requirement that sale of dogs and cats from licensed pet stores be limited to those animals obtained only through such organizations as municipal animal shelters, humane societies and other animal shelters or rescue groups; and

   b. the requirement that licensed pet stores publicly post on-premises and through electronic means where available, the source(s) of the dogs and cats being offered for sale by their establishments.

Overview:

- At its meeting of January 20, 2016, Corporate Services Committee received correspondence regarding the sale of dogs and cats by licensed pet stores, and directed staff to report back regarding potential changes to Business Licensing By-law 332-2013.

- Staff has considered options for responding to these concerns, and has researched actions taken by other municipalities to respond to the issue.

- This report recommends changes to Business Licensing By-law 332-2013 to regulate the source of dogs and cats offered for sale by pet stores, and requiring public posting of information regarding the source of such dogs and cats.
Notice of intention to amend Business Licensing By-law 332-2013 has been published in accordance with the Procedure By-law.

This report achieves the Strategic Plan priority of Good Government by responding to community concerns through reasonable and achievable legislative change.

Background:

On January 20, 2016, Corporate Services Committee received correspondence from All Paws Rescue Group and a concerned resident regarding the sale of dogs and cats in pet stores. The correspondence resulted from concerns about the health of a cat for sale at a local pet store.

City Council subsequently adopted a motion receiving the correspondence, and requesting staff to report back to Corporate Services Committee regarding possible amendments to the Business Licensing By-law to effectively limit the sale of dogs and cats from licensed pet stores to animals obtained only through such organizations as:

- municipal animal shelters
- registered humane societies
- other registered shelters or rescue groups.

In the past few years, concern over the source of dogs and cats for sale in pet stores, and health of those animals has grown. Many pet stores have voluntarily switched from the sale of commercially obtained dogs and cats to partnerships with pet adoption and rescue agencies to facilitate adoption of rescued or sheltered animals.

Current Situation:

Schedule 20 of Business Licensing By-law 332-2013, as amended, provides for licensing of pet shops and establishes requirements to be met by licensees. The Schedule sets standards of care for all animals, including housing, feeding, and treatment for animals that show signs of sickness or disease. The City currently licenses two pet stores. The third, licensed over the last several years, has recently announced pending closure.

Schedule 20 also requires that the pet store keep a detailed register of information regarding when the animal came into the possession of the pet store, a full description of the animal, and information about the person from whom the animal was obtained. The register is open to inspection by the License Issuer, Inspectors and Peel Police Services at any time during business hours of the pet store. Pet stores are also required to issue appropriate receipts upon the sale or disposition of the animal.
In respect of the proposal from residents to restrict or ban the purchase of dogs or cats from certain sources, benchmarking of GTA municipalities which have made similar amendments recently was undertaken by Animal Services staff. The benchmarking was done in order to provide a better understanding of the premise behind wording implemented, the potential difference between adopted wording and what has been widely reported in the media and is currently understood by members of the public as well as the real life challenges and concerns related to the enforcement of amendments.

The findings of the benchmarking are as follows:

1) All three municipalities have included wording which requires that dogs and cats to be sold in pet stores be obtained through places including, but not limited to, “Registered” Humane Societies and “Registered “ shelters or rescue groups;

2) Two of the three municipalities have placed additional restrictions on when these criteria come into play – in one instance it applies only when stores sell more than 10 cats or dogs per year, and in the other instance it applies only when the store sells more than 10 dogs per year;

3) The term and requirement for “registered” is not defined in any of the by-laws and is utilized differently across each municipality.

The staff responsible for enforcing the amendments indicates in one of the municipalities that “registered” is being identified as a Not-for-Profit or Charitable organization through the Canada Revenue Agency. In other cases the initial intent was to ensure that all organizations were registered with the municipality and that there was an associated oversight of these organizations. This proved too onerous a task to maintain. In some cases the organizations are located outside of the subject municipality, thereby limiting the ability of the municipality to do more than have the name of the organization and contact information on file.

The main concern brought forward by the rescue group and the resident at the January 20, 2016 Corporate Services Committee meeting centred around the condition of a particular cat and subsequently led to questions around where the pet store obtained the cat. The concerns about the condition of the cat once in the care of the Pet Store would not be impacted by amending the wording of the current by-law to address where these animals are sourced, but is currently addressed through the wording in the Business Licensing by-law as well as by current legislation enforced by the Ontario Society for the Prevention of Cruelty to Animals.

Adding wording to the current provisions of the by-law requiring that animals be sourced through “Registered” organizations creates a false sense that there is a level of oversight of these other organizations by the municipalities which is currently unattainable. In order to implement the oversight which is portrayed in the media and felt to be in existence to members of the public, significant staffing resources would...
need to be added in order to develop a criteria for application to become registered, an ability to provide inspections to ensure that the criteria are being adhered to (regardless of the physical location of the organization). As a result this is not being recommended.

It is recommended that Schedule 20 of Business Licensing By-law 332-2013 be amended to require that the sale of dogs and cats from licensed pet stores be limited to those animals obtained only through such organizations as municipal animal shelters, humane societies and other animal shelters or rescue groups.

It is also recommended that the amendment to Schedule 20 include a requirement for pet stores to post, in the store and through any available electronic means (e.g. website), the source(s) of their dogs and cats. Such a requirement would ensure a level of public oversight and accountability which would far outstrip any resources which could be added by the Corporation.

It is recommended that the new provisions come into effect as of January 1, 2017.

Corporate Implications:

Financial Implications:
There are no financial implications with adoption of the recommendations in this report.

Other Implications:
This report has been prepared in consultation and with input from Animal Services staff. The City will communicate these Business Licensing By-law changes to existing licensed pet shops.

Strategic Plan:
This report achieves the Strategic Plan priority of Good Government by responding to community concerns through reasonable and achievable legislative change.

Conclusion:
In response to concerns regarding the health and well-being of dogs and cats sold by licensed pet stores in Brampton, staff have researched actions taken by other municipalities to deal with such concerns, and recommend changes to Business Licensing By-law 332-2013 to regulate the sources of dogs and cats offered for sale by pet stores, and require that pet stores publicly post information regarding such sources.
Approved by: Wendi Hunter, Manager of Administrative Services & Elections

Attachments:

Report authored by: Wendi Hunter

Approved by: Peter Fay, City Clerk
Date: 2016-08-01

Subject: Proposed Amendment to Procedure By-law 160-2004, as amended – Public Notice Requirements (File BC.x)

Contact: Earl Evans, Deputy Clerk, Corporate Services (905) 874-2115

Recommendations:

1. That the report from Earl Evans, Deputy Clerk, Corporate Services, dated August 1, 2016, to the Corporate Services Committee Meeting of September 7, 2016, re: Proposed Amendment to Procedure By-law 160-2004, as amended – Public Notice Requirements (File: BC.x), be received; and

2. That Procedure By-law 160-2004, as amended, be further amended to remove mandatory public notice via newspapers and to use web notice instead, for the following public notice items:
   a) Permanently closing, altering or naming a public or private road
   b) Amendments to the Sign By-law
   c) Provision of a municipal capital facility for the City
   d) Bylaws related to business licenses
   e) Amendments to the Procedure By-law
   f) New or revised user fees
   g) All surplus declarations and property disposals

Overview:

- The Procedure By-law 160-2004, as amended, outlines the requirements for giving public notice on various items.

- This report recommends that mandatory public notice in the form of newspaper advertising be removed for a number of public notice items, and that notice on the City website be used instead.

- Public notice regarding the proposed change to Council’s Procedure By-law was published in the Brampton Guardian on June 9, 2016.

- This report achieves the Strategic Plan goals within Good Government, specifically by educating and engaging citizens in open, accountable ways that show value, and practising proactive, efficient and responsible management of finances, policies and services.
Background:

According to Procedure By-law 160-2004, as amended, public notice is currently required under the following circumstances:

- Permanently closing, altering or naming a public or private road
- Amendments to the Sign By-law (incl. advertising devices)
- Provision of a municipal capital facility for the City
- Bylaws related to business licenses
- Municipal restructuring (eg. changing Council composition, ward boundaries)
- Amendments to the Procedure By-law
- Adopting a current or capital budget
- Publication of audited financial statements
- New or revised user fees
- Commencement of the expropriation process for all acquisitions
- Various surplus declarations and property disposals

Public notice is currently permitted by web notice for the following:

- Surplus declaration and property disposal (various criteria)
- Heritage designations

Section 21 of Procedure By-law 160-2004, as amended, outlines the requirements for giving public notice on various items. This includes the form of public notice (by newspaper, website and agenda), time of notice (five to 21 calendar days), and information to be included (eg. date and time of any meeting to consider the subject).

Many of these public notice requirements were derived from previously mandatory legislative requirements, established under the *Municipal Act, 2001*, which are no longer all mandatory under current legislation. These requirements were incorporated into Council’s Procedure By-law starting in 2007 to recognize the importance of public notice.

Additional Background:

- At the time of significant Municipal Act amendments enacted in 2007, the mandatory requirement for public notices for many municipal actions was removed from the legislation and replaced with the requirement for a policy (Section 270)
- Section 270 requires this policy to indicate the circumstances in which the City will provide notice to the public, as well as the form, manner and times that notice will be given
- Amendments to Council’s Procedure By-law started in 2007 to incorporate the City’s public notice policy into the PBL
- The City continued to require mandatory public notice in its Procedure By-law for numerous matters previously mandated legislatively, but now discretionary
- The City required the primary method of public notice though newspaper notice, achieve continuity and at that time, thoroughness of coverage
- This was before the pervasive use and access to technology for public notice and awareness
The purpose of this report is to update Council’s general municipal public notice provisions to reflect current environment in a responsible and cost-effective manner and to respond to evolving trends in how the public receive notice on municipal matters.

**Current Situation:**

In an attempt to reduce advertising expenditures and to make use of the City’s web technology, it is recommended that mandatory public notice in the form of newspaper advertising be removed for a number of public notice items, and that notice on the City website be used instead.

The recommended change to web notice pertains to the following items:

- Permanently closing, altering or naming a public or private road
- Amendments to the Sign By-law
- Provision of a municipal capital facility for the City
- Bylaws related to business licenses
- Amendments to the Procedure By-law
- New or revised user fees
- All surplus declarations and property disposals

Newspaper notice will continue to be required for the following items:

- Municipal restructuring
- Adopting a current or capital budget
- Publication of audited financial statements
- Commencement of expropriation process for all acquisitions

The Clerk’s Office will also publish annually a public notice in local newspapers referring residents to the City’s website for ongoing public notices.

The Procedure By-law continues to allow the Clerk to use more comprehensive methods (i.e., newspaper notice) of notice or provide for a longer notice period when required by various circumstances.

These proposed changes apply only to general municipal notices matters currently established in the Procedure By-law as the City’s policy on public notice. Existing and continuing practices for public notice required by the Planning Act for development applications and approvals are not impacted by this report and remain subject to prevailing legislation.

**Corporate Implications:**

**Financial Implications:**
Cost estimates:

The Clerk’s Office has required one to two notices re the Procedure Bylaw on an annual basis (2013: five) and an average of one notice re user fees per year. With an estimated cost of $900 per notice, the savings in the Clerk’s Office will be approximately $3000 per year. Appendix C shows sample public notice newspaper ads and their costs.

Although many of the site specific sign by-law amendment notice costs are paid by the property owners, some of the costs have been for City initiatives, e.g. mobile signs, and third party marketing initiatives. Recently, public notice has been required for sign requirements at new fire halls. The Licensing Office has required two to four notices on an annual basis specifically for taxicab licensing matters. Various offices may initiate public notice ads for user fee changes specific to that office, e.g. purchasing fees, economic development fees. With an estimated cost of $900 per notice, the savings across the other City divisions will be $3000-$4000 per year.

Subject to Council’s approval of the proposed public notice changes in this report, newspaper public notice costs will decrease and the Clerk’s Office will reflect this anticipated expenditure reduction in the 2017 operating budget submission.

Other Implications:

Public notice of this matter was provided in the Brampton Guardian on September 1, 2016.

Strategic Plan:

This report achieves the Strategic Plan goals within Good Government, specifically:

- Educate and engage citizens in open, accountable ways that show value…and
- Practise proactive, efficient and responsible management of finances, policies and services.

Conclusion:

An amendment is proposed to Council’s Procedure By-law to allow public notice for various items by web notice only, changing the requirement that notice be provided by newspaper advertisement.

Original approved by:

Earl Evans, Deputy Clerk
Corporate Services

Peter Fay, City Clerk
Corporate Services
Attachments:

Appendix B – Amending By-law
Appendix C – Sample Public Notice Newspaper Ads and Costs

Report authored by: Earl Evans, Deputy Clerk, Corporate Services
Schedule A – Public Notice Provisions and Methods

Schedule A to By-law 160-2004

Public Notice Provisions and Methods

1. Notice to the public shall be provided by website posting under the following circumstances:

Public and Private Roads
- Intention to pass a by-law related to permanently closing a public road
- Intention to pass a by-law related to altering a public road
- Intention to pass a by-law related to naming or changing a name of a public or private road

Advertising Devices and Signs
- Intention to pass a by-law related to advertising devices or signs

Municipal Capital Facilities
- Passage of a by-law relating to the provision of a municipal capital facility for the City

Licensing and Registrations
- Intention to pass a by-law related to business licenses

Policies and Procedures
- Intention to pass a by-law related to the Procedure By-law

User Fees and Charges under the Municipal Act, 2001
- Intention to pass a by-law related to a new or revised user fee or charge imposed by the municipality

Real Estate Activities, (Definitions of terms in accordance with Schedule B, Delegation of Authority By-law 191-2011, as amended) (By-law 74-2013)

- Surplus Declaration and Disposal of all Property, except when at least one of the following criteria is met:

  (i) the property is a permanent easement that is being abandoned;
  (ii) the property is a street parcel that is being conveyed to a public authority to effect a change of jurisdiction;
  (iii) the property has a current market value of $50,000 or less and the conveyance is to a government organization, is routine and within the scope of usual operations of the City,

for which exceptions, no notice to the public is required.
In the following circumstances, notice to the public shall be provided by web posting only:

(i) Surplus Declaration and Disposal of Property at current market value of $50,000 or less and the conveyance is either to (a) one or more owners of adjacent property and is initiated by the City, or (b) to a utility or service provider for the installation/maintenance of services

(ii) Surplus Declaration and Disposal of Property at, or less than, current market value and the conveyance is either (a) to the Region of Peel in compliance with the Standard Operating Procedure for Inter-municipal Transactions, or (b) to a government organization not governed by the Standard Operating Proceed for Inter-municipal Transactions and the property has a current market value of $50,000 or less.

Heritage Designations (By-law 219-2009)
- Heritage designations under Parts IV and V of the *Ontario Heritage Act*

2. Notice to the public shall be provided by *newspaper publication* under the following circumstances:

**Financial Administration**
- Publication of the audited financial statements of the municipality for the previous year
- Before voting to adopt an annual or multi-year current or capital budget

Note: Normal operating costs incurred prior to the adoption of the annual current budget shall not require public notice, and approval of such expenditures shall be deemed ratified upon the adoption of the annual current budget.

**Municipal Restructuring**
- Before Council votes on whether to support or oppose a restructuring proposal
- Intention to pass a by-law related to changing the name of the municipality
- Intention to pass a by-law related to changing the Council composition
- Intention to pass a by-law related to establishing, dissolving or changing wards or ward boundaries

**Real Estate Activities**
- Commencement of expropriation process for all acquisitions by expropriation regardless of the current market value of property being acquired.
3. Unless noted otherwise, public notice under these circumstances shall be given by the following methods:

   a. **Notice Given by Newspaper Publication** – Notice published at least once in a newspaper before the occurrence of the subject matter of which notice is being given.

   b. **Notice Given by Website Posting** – Notice published on the City’s website, or other conspicuous place, preceding the occurrence of the subject matter of which notice is being given. In the event the City’s website is not accessible during a portion of the time period notice is to be given, the notice given shall continue to be deemed sufficient and reasonable notice.

   c. **Notice Given by Meeting Agenda Publication** – Notice published in a City Council or Committee meeting agenda by listing and identifying the subject matter on the agenda of the meeting at which it is to be considered.
THE CORPORATION OF THE CITY OF BRAMPTON

BY-LAW

Number _________ - 2016

To amend Procedure By-law 160-2004, as amended, re Public Notice requirements – to provide notice for various items by website posting instead of by newspaper publication

WHEREAS Procedure By-law 160-2004, as amended, outlines the requirements for giving public notice on various items;

AND WHEREAS, pursuant to Corporate Services Committee Recommendation __________, approved by City Council on September 14, 2016, it is deemed appropriate to amend Procedure By-law 160-2004;

NOW THEREFORE the Council of The Corporation of the City of Brampton ENACTS as follows:

1. That By-law 160-2004, as amended, be further amended by replacing Schedule A – Public Notice Provisions and Methods, with the Schedule set out in Schedule A to this by-law

ENACTED THIS 14th day of September, 2016.

______________________________
Linda Jeffrey, Mayor

______________________________
Peter Fay, City Clerk
NOTICE OF INTENTION TO AMEND USER FEE BY-LAW

RE: ELIMINATION OF FEE FOR THE BRAMPTON BUSINESS DIRECTORY

On April 6, 2016 at 1:00 p.m., in the Council Chambers, the Economic Development & Tourism Office will consider an amendment to the User Fee By-law 380-2003, as amended.

The purpose of this amendment is to eliminate the $75.00 fee for the Brampton Business Directory provided by the Economic Development & Tourism Office. Committee will receive information and recommendations regarding other distribution means (e.g., USB credit card drive).

Anyone interested in speaking to this matter or making written submissions should contact the City Clerk's Office no later than 4:30 p.m. on April 5, 2016.

Information is available for review at the City Clerk's Office, at the address below, during regular business hours. In the event that Committee chooses to defer consideration of this matter, no further public notice will be given.

Dated March 31, 2016

P. Fay, City Clerk
2 Wellington Street West, Brampton, ON L6Y 4R2
905.874.2116 (voice), 905.874.2119 (fax), 905.874.2130 (TTY)
cityclerksoffice@brampton.ca

NOTICE OF INTENTION TO AMEND SIGN BY-LAW 399-2002

COUNCIL-APPROVED COOPERATIVE MARKETING INITIATIVES

Pursuant to Procedure By-Law 160-2004, as amended, take notice that the Corporation of the City of Brampton intends to consider an amendment to the Sign By-law 399-2002, as amended.

On Monday, May 30, 2016 at 1:00 pm in the Council Chambers, City Hall, the Planning & Infrastructure Services Committee will consider Sign By-law provisions to permit third party messaging on street flags and oversized posters on buildings.

A one-time marketing cooperative initiative with William Osler Health System Foundation, designed to promote the services available at the new Peel Memorial Centre for Integrated Health and Wellness, proposes street flags on light poles along Queen Street as well as large posters displayed on Brampton Civic Hospital and other Osler properties.

The proposed Sign By-law amendment permits the William Osler initiative and allows for future signage in conjunction with Council-approved marketing initiatives between the City and other organizations.

To speak to this matter at the Committee meeting or to make a written submission, please contact the City Clerk's Office, no later than 4:30 pm, May 27, 2016.

Information is available for review at the City Clerk's Office, at the address below, during regular business hours. In the event that Committee chooses to refer or defer consideration of the matter, no further public notice will be given.

May 19, 2016

P. Fay, City Clerk
2 Wellington St. W., Brampton, ON L6Y 4R2
905.874.2116 TTY: 905.874.2130 Fax: 905.874.2119
cityclerksoffice@brampton.ca
Public Notice

PROPOSED AMENDMENT TO PROCEDURE BY-LAW:

Pursuant to Procedure By-law 160-2004, as amended, take notice that at its meeting on Monday, March 30, 2016 at 9:30 a.m. at the address below, City Council will consider an amendment to the Procedure By-law to allow Members of Council, who are absent from a meeting, to state a more detailed reason for a meeting absence.

Council authority was approved on February 24, 2016 by adoption of Corporate Services Committee Recommendation CS022-2016. This by-law amendment will allow Members to account for an absence from a meeting for "other municipal business" or "personal" reasons, by also advising of the general nature of the absence.

Anyone interested in speaking to this item at the Council meeting or making a written submission, should contact the City Clerk's Office, no later than 4:30 pm, March 29, 2016.

Information is available for review at the City Clerk's Office, at the address below, during regular business hours. If Council decides to refer or defer consideration of this item to a subsequent meeting, no further public notice will be given.

Dated: March 24, 2016
P. Fay, City Clerk
2 Wellington St. W., Brampton, ON L6Y 4R2
905.874.2178 (voice), 905.874.2119 (fax) 905.874.2130 (TTY)
cityclerksoffice@brampton.ca

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Public Notice

Draft Council Code of Conduct Available for Public Comment

Brampton residents are invited to submit comments on a new Draft Code of Conduct for Council, as presented by the City's Integrity Commissioner.

Council intends to consider the draft Code of Conduct at its meeting on January 27, 2016 at 9:30 am, with an effective date of February 1, 2016.

The draft code is available on the City's website (www.brampton.ca). Click on City Hall, then Accountability & Transparency.

Please submit your comments by email or in writing by January 22, 2016 to the City Clerk. (See below for contact information.)

Proposed Amendments to City Procedure By-law Re: Start Times for Council Meetings and Reconsideration Motions

At the Corporate Services Committee meeting on Wednesday, January 20, 2016 at 3:00 p.m. at the address below, the following amendments will be considered:

- Start Times for Council Meetings
- Motions for Reconsideration Conditional on Mover Voting on Prevailing Side

The Procedure By-law will be amended to start Regular Council meetings at 9:30 am.

Also, a motion to reconsider a previous decision will be conditional on the Member moving the motion to be on the prevailing side of the original motion.

Anyone interested in speaking to these items at the Committee meeting or making a written submission, should contact the City Clerk's Office, no later than 4:30 pm, January 19, 2016.

Information is available for review at the City Clerk's Office, at the address below, during regular business hours. If Council decides to refer or defer consideration of this item to a subsequent meeting, no further public notice will be given.

Dated: January 14, 2016
P. Fay, City Clerk
2 Wellington St. W., Brampton, ON L6Y 4R2
905.874.2172 (voice), 905.874.2119 (fax) 905.874.2130 (TTY)
cityclerksoffice@brampton.ca
Date: 2016-08-10

Subject: 2017 Council and Committee Meeting Calendar

Contact: Earl Evans, Deputy City Clerk, Corporate Services

Recommendations:

1. That the report from E. Evans, Deputy City Clerk, Corporate Services, dated August 10, 2016, to the Corporate Services Committee Meeting of September 7, 2016, re: 2017 Council and Committee Meeting Calendar (File: BC.x), be received; and

2. That the 2017 Council/Committee Meeting Calendar, as outlined in Appendix 1 of the report, be approved.

Overview:

- Procedure By-law 160-2004, as amended, outlines requirements for the annual meeting schedule for Council and its committees, subject to Council approval by the end of September of the previous year.
- This report recommends a 2017 legislative meeting calendar for City Council, its Standing Committees, and the various advisory committees.
- The meeting calendar takes into consideration statutory holidays and events such as the AMO and FCM annual conferences and FCM board meetings.
- The calendar includes dates for various Council Workshops as well as the dates of the annual emergency exercises planned for 2017.
- The annual schedule is part of the City’s corporate information management plan, outlined in the good Government priority of the Strategic Plan.

Background:

Procedure By-law 160-2004, as amended, states that the Council/Committee meeting calendar is to be established on an annual basis, and approved in September of the previous year. This report recommends a legislative meeting calendar for 2017.
Current Situation:

This report proposes a schedule for Council and Committee meetings from January through December 2017, based on the requirements of the Procedure By-law, past practices and the general principles listed in the tables below.

Staff has tried to maintain consistency within this schedule but some meeting dates have been adjusted due to statutory holidays, City-sponsored events and other events. Staff also considered major religious and cultural days in the development of the 2017 meeting calendar. It should be noted that proposed Council meeting dates do not coincide with Diwali, the Sikh and Hindu festival, on Thursday, October 19, 2017, and Vaisakhi, the Sikh New Year, on Thursday, April 13, 2017.

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<tr>
<th>Council/Committee</th>
<th>Regular Meeting Date</th>
<th>Meeting Time</th>
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<tbody>
<tr>
<td>City Council</td>
<td>Second and fourth Wednesdays</td>
<td>9:30 am</td>
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<tr>
<td>Standing Committees</td>
<td></td>
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<tr>
<td>Community &amp; Public Srvcs</td>
<td>First and third Wednesdays</td>
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<tr>
<td>Economic Development</td>
<td>(meeting sequence may be changed subject to respective Chair approvals)</td>
<td>9:30 am, 1:00 pm, 3:00 pm</td>
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<tr>
<td>Corporate Services</td>
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<tr>
<td>Planning &amp; Infrastructure Services (P&amp;IS)</td>
<td>First Monday (Statutory Public Meeting)</td>
<td>7:00 pm, 1:00 pm</td>
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<tr>
<td>Accessibility Advisory Committee (AAC)</td>
<td>Monthly Second Tuesday</td>
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<tr>
<td>Audit Committee (AUDIT)</td>
<td>Quarterly Tuesdays</td>
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<tr>
<td>Brampton Heritage Board (HB)</td>
<td>Monthly Third Tuesday</td>
<td>7:00 pm</td>
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<tr>
<td>Brampton School Traffic Safety Council (SC)</td>
<td>Monthly First Thursday</td>
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<td>Committee of Adjustment (C of A)</td>
<td>Every three weeks Tuesdays</td>
<td>9:00 am</td>
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<tr>
<td>Cycling Advisory Committee (CYCL)</td>
<td>Monthly Third Thursday</td>
<td>7:00 pm</td>
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<tr>
<td>Environment Advisory Committee (ENV)</td>
<td>Six meetings per year Second Tuesday</td>
<td>6:00 pm</td>
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<tr>
<td>Inclusion and Equity Committee (I&amp;E)</td>
<td>Quarterly Fourth Thursday</td>
<td>7:00 pm</td>
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<tr>
<td>Member Services Committee (MSC)</td>
<td>Quarterly Second Monday</td>
<td>9:30 am</td>
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<tr>
<td>Sports Hall of Fame Committee (SHF)</td>
<td>Monthly First Thursday</td>
<td>7:00 pm</td>
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<tr>
<td>Taxicab Advisory Committee (TAC)</td>
<td>Quarterly Fourth Thursday</td>
<td>1:00 pm</td>
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</table>
The following significant events dates are addressed and scheduled, as noted below.

<table>
<thead>
<tr>
<th>Significant Events and Dates</th>
<th>Comments</th>
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<tbody>
<tr>
<td>City Awards Nights</td>
<td>Citizen Awards - Sports: to be determined</td>
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<tr>
<td></td>
<td>Citizen Service Awards: to be determined</td>
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<tr>
<td></td>
<td>Sports Hall of Fame Banquet and Induction Ceremony: Tuesday, May 9, 2017</td>
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<tr>
<td>Council Workshops</td>
<td>Two Council Workshops are scheduled tentatively:</td>
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<tr>
<td></td>
<td>• Tuesday, April 25, 2017</td>
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<td></td>
<td>• Wednesday, November 29, 2017</td>
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<tr>
<td>2018 Budget</td>
<td>The 2018 Budget meeting schedule will be established after the 2017</td>
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<tr>
<td></td>
<td>Budget meetings in the Fall of 2016</td>
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<tr>
<td>AMO and FCM conferences and meetings</td>
<td>The AMO Annual Conference is August 14 to 17, 2017.</td>
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<tr>
<td></td>
<td>The FCM Annual Conference is June 3 to 5, 2017.</td>
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<tr>
<td></td>
<td>2017 FCM Board of Directors meetings are also shown on the meeting</td>
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<td></td>
<td>schedule.</td>
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<tr>
<td>Region of Peel Meetings</td>
<td>The 2017 schedule of Regional Council meetings will be</td>
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<td>confirmed, when available.</td>
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The following noteworthy dates are addressed in the proposed 2017 meeting schedule:

<table>
<thead>
<tr>
<th>Noteworthy Dates by Month</th>
<th>Comments</th>
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<tbody>
<tr>
<td>January</td>
<td>City Hall is closed to observe New Year’s Day on Monday, January 2, 2017</td>
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<tr>
<td>February</td>
<td>Family Day: Monday, February 20, 2017</td>
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<td>March</td>
<td>March Break: March 13 to 17, 2017</td>
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<td>No Council or standing committee meetings are scheduled</td>
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<td>during March Break.</td>
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<td>April</td>
<td>Good Friday: Friday, April 14, 2017</td>
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<td>Easter Monday: Monday, April 17, 2017</td>
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<td>Council Workshop: Tuesday, April 25, 2017</td>
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<tr>
<td>May</td>
<td>Victoria Day: Monday, May 22, 2017</td>
</tr>
<tr>
<td>Noteworthy Dates by Month</td>
<td>Comments</td>
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</table>
| July / August            | Canada Day will be observed on Friday, July 2, 2017.  
|                          | Civic Holiday: Monday, August 7, 2017  
|                          | One Council meeting in July, one Council meeting in August, and one P&IS meeting in July are scheduled as tentative. |
| September                | Labour Day: Monday, September 4, 2017  
|                          | An emergency exercise has been scheduled for September 19. |
| October                  | Thanksgiving: Monday, October 9, 2017  
|                          | Emergency exercises have been scheduled for October 3 and October 17. |
| November                 | Remembrance Day will be observed on Monday, November 13, 2017.  
|                          | Council Workshop: Wednesday, November 29, 2017 |
| December                 | One regular meeting of Planning & Infrastructure Services, Community & Public Services, Economic Development, and Corporate Services Committees, and Council are scheduled.  
|                          | Year-end holidays are scheduled as December 22 (half-day), December 25, December 26, and December 29 (half-day). |

**Corporate Implications:**

Executive Leadership Team has reviewed the proposed meeting calendar to assess impact on business operations, and no issues were identified.

**Strategic Plan:**

The annual meeting calendar is part of the City’s corporate information management plan, outlined in the Good Government priority of the 2016-2018 Strategic Plan:

- Educate and engage citizens in open, accountable ways that show value and enhance the City’s image; and
- Practice proactive, efficient and responsible management of finances, policies and services.
Conclusion:

The proposed meeting schedule reflects the requirements of the Procedure By-law, addresses specific considerations and follows established meeting practices. When approved, the final schedule will be circulated to Members of Council and staff, appropriate Outlook invitations sent, and the meetings posted on the City website. This schedule will be updated during the year as needed.

Approved by:       Approved by:

Earl Evans, Deputy Clerk
Corporate Services

Peter Fay, City Clerk
Corporate Services

Attachments:

Appendix 1- Proposed 2017 Brampton City Council and Committee Meeting Schedule

Report authored by: Earl Evans
# 2017 Brampton City Council and Committee Meeting Schedule

**January**

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**February**

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**May**

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**July**

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**August**

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<td>18</td>
<td></td>
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<td>21</td>
<td>22</td>
<td>23</td>
<td>24</td>
<td>25</td>
<td></td>
</tr>
<tr>
<td><strong>Council</strong></td>
<td>26</td>
<td>27</td>
<td>28</td>
<td>29</td>
<td>30</td>
</tr>
</tbody>
</table>

**Legend**

- **Council** City Council
- **C of A** Planning & Infrastructure Services Committee
- **AAC** Community & Public Services Committee
- **CorpSrv** Corporate Services Committee
- **P&IS-1** Economic Development Committee
- **C of A** Committee of Adjustment
- **RC** Regional Council
- **SHF** Brampton School Traffic Safety Council
- **I&E** Inclusion & Equity Committee
- **TAC** Taxicab Advisory Committee

**Dates**

- **November 15, 2016**: Holiday
- **December 19, 2016**: Holiday

---

8.2-6 Approved by Council: September xx, 2016

Date: August 11, 2016
Date: 2016-08-12

Subject: Purchasing Activity Quarterly Report - 2nd Quarter 2016

Contact: Jane Fera, Manager of Purchasing and Purchasing Agent
905-874-2262 jane.fera@brampton.ca

Recommendations:

Whereas the Purchasing By-law Section 14.0 requires that the Treasurer of the Municipality:

- Provide to Council, quarterly a summary of Purchasing activities for the previous quarter and cumulative year to date activities.

Now Therefore be it Resolved that:

1. The report from Jane Fera, Manager of Purchasing and Purchasing Agent, Corporate Services Department, dated August 12, 2016 to the Corporate Services Committee meeting of September 7, 2016 re: Purchasing Activity Quarterly Report – 2nd Quarter 2016, be received.

Overview:

- The City’s Purchasing By-law 310-2015, prescribes reporting requirements with respect to the City’s Purchasing activities.

- This report provides a summary of the City of Brampton’s Purchasing activities in the total value of $54,405,410 during the 2nd quarter of 2016. Specific procurement details are provided in the attached appendices.

- Included in the procurements are 7 Emergency Contracts (Purchase Orders) as permitted by the Purchasing By-law provision for emergencies (see Appendix 1 for definition) in the total amount of $119,745.
Background:

Section 14.0 of the Purchasing By-law 310-2015 describes the following quarterly reporting requirements with respect to the City’s Purchasing activities.

Individual Contract details for Contracts with a value of $100,000 and greater and summary totals of Contracts with a value of less than $100,000 for:

- Contracts; and
- Consulting Contracts (separately from Contract awards); and
- Contract Extensions; and
- Single Sourced Contracts; and
- Sole Sourced Contracts; and
- Non-Standard results; and

Individual Contract details for all Contract values for:

- Emergency Contracts (Purchase Orders); and
- Purchasing By-law Special Consideration (non-compliance); and

Summary information for:

- Disposal of surplus goods and equipment

Current Situation:

This report provides a summary of the City’s purchasing activities for the 2nd quarter of 2016. Procurement of legal services is not included in this report, as they will be reported by the Department separately.

Corporate Implications:

Financial Implications:

Funds required for procurement are verified through the City’s Corporate Financial System to confirm budget availability.

Purchase orders are issued after confirmation of budgeted funds in order to commit (allocate) the funds to the specific procurements.
Strategic Plan:

This report achieves the Strategic Plan goals in Good Government by achieving effective management of the City's finances through the City's procurement goals of encouraging competition, openness and transparency, fairness, objectivity, accountability, efficiency and effectiveness.

Conclusion:

This report provides a summary of the City of Brampton's purchasing activities as required by the Purchasing By-law for the 2\textsuperscript{nd} quarter, April 1 to June 30, 2016 in accordance with the reporting requirements set out in the Purchasing By-law 310-2015.

Report Approved by:

Shirley Gannon, Director of Treasury
Services & Deputy Treasurer

Peter Honeyborne, Executive Director,
Finance & Treasurer

Attachments:
Appendix 1: Describes the type of procurement activities and terms referenced in this report.
Appendix 2: Synopsis of the purchasing activities.
Appendix 3: Describes specific procurement details, as described in 14.0 of the Purchasing By-law for the first quarter ending June 30, 2016.

Report Authored by: Jane Fera, Manager of Purchasing and Purchasing Agent
Appendix 1

The Purchasing By-law sets out a number of different procurement methods that are available for staff to use when purchasing the goods, services and construction the City requires to deliver its municipal services. These procurement methods are:

<table>
<thead>
<tr>
<th>Procurement Method</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Direct Purchases up to $5,000.00</td>
<td>For acquisitions having a value of up to $5,000.00, excluding taxes.</td>
</tr>
<tr>
<td>Informal Invitational Procurements - $5,000.01 to $49,999.99</td>
<td>Informal competitive procurement process. Vendors are invited to submit bids.</td>
</tr>
<tr>
<td>Formal Invitational Procurements including Requests for Proposals – Goods, Services and Construction - $50,000.00 To $99,999.99</td>
<td>Competitive procurement process conducted by Purchasing using a sealed Request for Quotes/Proposals process. Vendors are invited to submit bids.</td>
</tr>
<tr>
<td>Formal Open Procurements (including Requests for Proposals) for Goods, Services and Construction - $100,000.00 and Greater (in accordance with the requirements of the Agreement on Internal Trade and the Trade and Cooperation Agreement Between Ontario and Quebec):</td>
<td>Formal, Open, Competitive procurement process conducted by Purchasing using a sealed Tender or Request for Proposals (RFP) process and advertised nationally.</td>
</tr>
<tr>
<td>Emergency Contracts (Purchase Orders) Procurements (an unforeseeable, serious emergency situation where the immediate purchase of goods, services or construction is essential in order to maintain a required service or to prevent danger to life, health or property within the City of Brampton)</td>
<td>Procurement method for any dollar value where an unforeseeable, serious emergency situation exists and the goods, services or construction cannot be obtained in time by means of an open competitive procurement method.</td>
</tr>
<tr>
<td>Direct Negotiation Procurements – Purchasing By-law Schedule “B”</td>
<td>Exceptions – Circumstances for Exclusions – Single Source (as defined by the Agreement on Internal Trade)</td>
</tr>
<tr>
<td>Direct Negotiation Procurements – Purchasing By-law Schedule “C”</td>
<td>Exceptions - Circumstances for Sole Supplier Procurement – Sole Source (as defined by the Agreement on Internal Trade)</td>
</tr>
<tr>
<td>Special Consideration Procurement</td>
<td>A Special Consideration procurement is a procurement approved to proceed notwithstanding it does not comply fully with requirements of the Purchasing By-law.</td>
</tr>
</tbody>
</table>
Purchasing activities/terms referenced in this report are:

**Approved Contract Amount** is the original contract value and any previously approved contract extensions.

**Bid Call** means an invitation from the Owner to Vendors to submit a bid.

**Contract Extension** means an amendment or renewal to a Contract which has the effect of increasing the value of the Contract in funds, increasing the scope of work and/or extending the term of the Contract.

**Contracts** are formal legal agreement between two or more parties, usually written, or a purchase order with binding legal and moral implications whereby goods and/or services are exchanged for money or other consideration.

**Emergency Contracts (Purchase Order)** are awarded to vendors for unforeseeable, serious situations where the immediate purchase of goods, services or construction is essential in order to maintain a required service or to prevent danger to life, health or property in the City of Brampton.

**Non-Standard Result** in a procurement process is when any one of the following circumstances occurs:
- No Eligible Bids are received;
- Less than 3 Eligible Bids are received;
- Another Procurement Process available under Section 11 in the Purchasing By-law would have resulted in successful completion of the procurement in the determination of the Purchasing Agent based on the bid results
- Award of a Contract to other than lowest Eligible Bid Received.

The Purchasing By-law requires that at least 3 vendors be invited to bid for contracts less than $100,000. Standard procurements with a value of $100,000 and greater are publicly advertised. Typically, most non-standard results occur when less than 3 eligible bids are received. The Purchasing By-law prescribes additional approval requirements when this occurs.

**Single Source Contracts** are awarded through direct negotiations to a vendor to provide goods, services or construction where there is more than one vendor capable of supplying the goods, services or construction in the open market but for reasons of function or service only one vendor is recommended. The eligible circumstances are described in Schedule “B” of the Purchasing By-law and are consistent with the provisions of the Agreement on Internal Trade.

**Sole Source Contracts** are awarded through direct negotiations to a vendor to provide goods, services or construction where there is only one vendor capable of meeting the requirements of the procurement. The eligible circumstances forsole source contracts are described in Schedule “C” of the Purchasing By-law and are consistent with the provisions of the Agreement on Internal Trade.


Appendix 2

The following table provides a synopsis of the purchasing activities during the three months ending June 30, 2016.

<table>
<thead>
<tr>
<th>Contract Type</th>
<th>2nd Quarter - 2016</th>
<th>Year to Date for Q2 - 2016</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Total Value ($)</td>
<td>% of Total Value</td>
</tr>
<tr>
<td>Excluding Consultants</td>
<td></td>
<td></td>
</tr>
<tr>
<td>$100,000 and greater</td>
<td>$39,611,826</td>
<td>78.7%</td>
</tr>
<tr>
<td>Single Source</td>
<td>$580,285</td>
<td>1.2%</td>
</tr>
<tr>
<td>Sole Source</td>
<td>$7,784,525</td>
<td>15.5%</td>
</tr>
<tr>
<td>Exclusions</td>
<td>$-</td>
<td>0.0%</td>
</tr>
<tr>
<td>Consultants</td>
<td></td>
<td></td>
</tr>
<tr>
<td>$100,000 and greater</td>
<td>$1,755,043</td>
<td>3.5%</td>
</tr>
<tr>
<td>Single Source</td>
<td>$-</td>
<td>0.0%</td>
</tr>
<tr>
<td>Sole Source</td>
<td>$450,356</td>
<td>0.9%</td>
</tr>
<tr>
<td>Exclusions</td>
<td>$-</td>
<td>0.0%</td>
</tr>
<tr>
<td>Special Consideration</td>
<td>$-</td>
<td>0.0%</td>
</tr>
<tr>
<td>Emergency Contracts</td>
<td>$119,745</td>
<td>0.2%</td>
</tr>
<tr>
<td>Total New Contracts</td>
<td>$50,301,780</td>
<td>100.0%</td>
</tr>
<tr>
<td>Contract Extensions</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Contract Extensions to Contracts that Exceed $1 Million</td>
<td>$482,787</td>
<td>$2,999,284</td>
</tr>
<tr>
<td>Contract Extensions Exceeding $100,000 in Cumulative Total</td>
<td>$3,620,843</td>
<td>$7,182,113</td>
</tr>
<tr>
<td>Total including Contract Extensions</td>
<td>$54,405,410</td>
<td>$99,532,123</td>
</tr>
<tr>
<td>Less than $100,000</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Excluding Consultants</td>
<td>$2,391,610</td>
<td>$3,663,945</td>
</tr>
<tr>
<td>Consultants</td>
<td>$477,345</td>
<td>$728,980</td>
</tr>
<tr>
<td>Total Procurement Activity</td>
<td>$57,274,365</td>
<td>$103,925,048</td>
</tr>
<tr>
<td>Non-Standard Results</td>
<td>$7,210,316</td>
<td>$11,790,151</td>
</tr>
<tr>
<td>Proceeds from the disposal of surplus goods and equipment</td>
<td>$47,560</td>
<td>$58,042</td>
</tr>
<tr>
<td>#</td>
<td>PO #</td>
<td>Lead Department</td>
</tr>
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<tr>
<td>1</td>
<td>0000814050</td>
<td>Corporate Services</td>
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<td>2</td>
<td>0000813988</td>
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<td>3</td>
<td>0000812935</td>
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<tr>
<td>4</td>
<td>0000811409</td>
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<td>5</td>
<td>0000809625</td>
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<td>11</td>
<td>0000813952</td>
<td>Planning &amp; Infrastructure Services</td>
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<td>12</td>
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<td>Planning &amp; Infrastructure Services</td>
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<td>PO #</td>
<td>Lead Department</td>
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<td>13</td>
<td>0000814040</td>
<td>Planning &amp; Infrastructure Services</td>
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<td>0000814043</td>
<td>Planning &amp; Infrastructure Services</td>
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<tr>
<td>15</td>
<td>0000814082</td>
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<td>16</td>
<td>0000814090</td>
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<tr>
<td>17</td>
<td>0000813960</td>
<td>Planning &amp; Infrastructure Services</td>
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<td>18</td>
<td>0000813991</td>
<td>Planning &amp; Infrastructure Services</td>
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<tr>
<td>19</td>
<td>0000814067</td>
<td>Planning &amp; Infrastructure Services</td>
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<tr>
<td>20</td>
<td>0000813978</td>
<td>Planning &amp; Infrastructure Services</td>
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<td>21</td>
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<tr>
<td>24</td>
<td>0000814095</td>
<td>Planning &amp; Infrastructure Services</td>
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</tbody>
</table>

* Explanations provided only for Emergency Contracts and Special Consideration Procurements
<table>
<thead>
<tr>
<th>#</th>
<th>PO #</th>
<th>Lead Department</th>
<th>Ward #</th>
<th>Bid Call No. and Description</th>
<th>Procurement Type</th>
<th>Vendor</th>
<th>Approved Contract Amount</th>
<th>Current Quarter Contract Extensions</th>
<th>Total Revised Contract Value</th>
<th>Explanation*</th>
</tr>
</thead>
<tbody>
<tr>
<td>25</td>
<td>0000814069</td>
<td>Planning &amp; Infrastructure</td>
<td>All</td>
<td>BID CALL NO. T2016-38 SUPPLY AND DELIVERY OF READY MIX CONCRETE ON AN &quot;AS AND WHEN REQUIRED BASIS&quot; FOR THE CITY OF BRAMPTON FOR A THREE (3) YEAR PERIOD WITHIN THE CITY OF BRAMPTON</td>
<td>Competitive</td>
<td>TORONTO REDI-MIX LIMITED</td>
<td>$295,980</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>26</td>
<td>0000813993</td>
<td>Planning &amp; Infrastructure</td>
<td>9, 10</td>
<td>REQUEST FOR PROPOSAL CALL NO. RFP2016-001 CONTRACT ADMINISTRATION / INSPECTION SERVICES FOR TORBRAM ROAD WIDENING FROM COUNTRYSIDE DRIVE TO MAYFIELD ROAD WITHIN THE CITY OF BRAMPTON, ONTARIO.</td>
<td>Competitive</td>
<td>IBI GROUP PROFESSIONAL SERVICES (CANADA)</td>
<td>$442,688</td>
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<tr>
<td>27</td>
<td>0000814037</td>
<td>Planning &amp; Infrastructure</td>
<td>4</td>
<td>REQUEST FOR PROPOSAL CALL NO. RFP2016-038 CONTRACT ADMINISTRATION / INSPECTION SERVICES FOR RECONSTRUCTION AND WIDENING OF FINANCIAL DRIVE FROM STEELES AVENUE TO CASABLANCA CIRCLE WITHIN THE CITY OF BRAMPTON, ONTARIO</td>
<td>Competitive</td>
<td>HIGHWAY CONSTRUCTION INSPECTION ONTARIO INC.</td>
<td>$632,000</td>
<td></td>
<td></td>
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<tr>
<td>28</td>
<td>0000814112</td>
<td>Planning &amp; Infrastructure</td>
<td>4</td>
<td>REQUEST FOR PROPOSAL CALL NO. RFP2016-047 CONTRACT ADMINISTRATION / INSPECTION SERVICES FOR REHABILITATION OF RAY LAWSON BOULEVARD BRIDGE OVER FLETCHERS CREEK</td>
<td>Competitive</td>
<td>PLANMAC ENGINEERING INC</td>
<td>$146,160</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>29</td>
<td>0000814093</td>
<td>Planning &amp; Infrastructure</td>
<td>All</td>
<td>REQUEST FOR PROPOSAL NO. RFP2016-013 TO PROVIDE GASOLINE AND DIESEL FUEL FROM RETAIL AND/OR COMMERCIAL LOCATIONS FOR CITY OF BRAMPTON VEHICLES FOR A THREE (3) YEAR PERIOD</td>
<td>Competitive</td>
<td>IMPERIAL OIL, A PARTNERSHIP OF IMPERIAL</td>
<td>$2,946,030</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>30</td>
<td>0000814049</td>
<td>Planning &amp; Infrastructure</td>
<td>All</td>
<td>REQUEST FOR PROPOSAL CALL NO. RFP2015-061 HIRING OF A CONSULTANT TO CONDUCT THE PHASE 2: INTEGRATED RIVERINE AND URBAN FLOOD RISK ANALYSIS AND URBAN DESIGN STUDY FOR THE CITY OF BRAMPTON</td>
<td>Competitive - Consultant</td>
<td>MATRIX SOLUTIONS INC.</td>
<td>$394,364</td>
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<tr>
<td>31</td>
<td>0000813981</td>
<td>Planning &amp; Infrastructure</td>
<td>All</td>
<td>BID CALL NO. N2016-004 STORM SEWER SYSTEM MAINTENANCE AND CATCH BASIN MATERIAL RECYCLING SERVICES WITHIN THE CITY OF BRAMPTON - YEAR 1 (1205)</td>
<td>Sole Source</td>
<td>FLOW-KLEEN TECHNOLOGY LTD</td>
<td>$1,672,800</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>32</td>
<td>0000814073</td>
<td>Planning &amp; Infrastructure</td>
<td>All</td>
<td>BID CALL NO. N2016-020 SUPPLY AND PICK UP OF SUMMER HOT MIX</td>
<td>Sole Source</td>
<td>GRAHAM BROS CONSTRUCTION LTD</td>
<td>$200,260</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>33</td>
<td>0000813946</td>
<td>Planning &amp; Infrastructure</td>
<td>8</td>
<td>TEMPORARY RELOCATION OF EXISTING POLE LINE FOR THE GOREWAY DRIVE GRADE SEPARATION OVER CN RAIL AT SOUTH CITY LIMIT.</td>
<td>Sole Source</td>
<td>HYDRO ONE BRAMPTON NETWORKS INC</td>
<td>$623,000</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>34</td>
<td>0000814053</td>
<td>Planning &amp; Infrastructure</td>
<td>All</td>
<td>BID CALL NO. N2016-009 CITY-WIDE WATERCOURSE EROSION STUDY</td>
<td>Sole Source - Consultant</td>
<td>TORONTO AND REGION</td>
<td>$176,460</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

* Explanations provided only for Emergency Contracts and Special Consideration Procurements
<table>
<thead>
<tr>
<th>#</th>
<th>PO #</th>
<th>Lead Department</th>
<th>Ward #</th>
<th>Bid Call No. and Description</th>
<th>Procurement Type</th>
<th>Vendor</th>
<th>Approved Contract Amount</th>
<th>Current Quarter Contract Extensions</th>
<th>Total Revised Contract Value</th>
<th>Explanation*</th>
</tr>
</thead>
<tbody>
<tr>
<td>35</td>
<td>0000812945</td>
<td>Planning &amp; Infrastructure Services</td>
<td>All</td>
<td>BID CALL NO. T2014-092 HOT POURER RUBBERIZED ASPHALT CRACK SEALING WITHIN CITY OF BRAMPTON FOR A TWO (2) YEAR PERIOD</td>
<td>Contract Extension</td>
<td>METRO ASPHALT SEALER AND REPAIRS LTD</td>
<td>$159,197</td>
<td>$84,000</td>
<td>$243,197</td>
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<tr>
<td>36</td>
<td>0000813440</td>
<td>Planning &amp; Infrastructure Services</td>
<td>All</td>
<td>BID CALL NO. T2015-006 TREE STUMP REMOVAL SERVICES AT VARIOUS LOCATIONS WITHIN THE CITY OF BRAMPTON FOR A THREE (3) YEAR PERIOD</td>
<td>Contract Extension</td>
<td>LIONSGATE TREE CARE INC. / 1730236</td>
<td>$950,000</td>
<td>$400,000</td>
<td>$1,350,000</td>
<td></td>
</tr>
<tr>
<td>37</td>
<td>0000813854</td>
<td>Planning &amp; Infrastructure Services</td>
<td>All</td>
<td>BID CALL NO. T2015-083 SIXTEEN (16) LIGHT DUTY VEHICLES FOR THE CITY OF BRAMPTON</td>
<td>Contract Extension</td>
<td>BARRIE CHRYSLER DODGE JEEP RAM LTD.</td>
<td>$423,828</td>
<td>$418,951</td>
<td>$842,779</td>
<td></td>
</tr>
<tr>
<td>38</td>
<td>0000813777</td>
<td>Planning &amp; Infrastructure Services</td>
<td>All</td>
<td>BID CALL NO. T2015-093 SUPPLY AND DELIVERY OF FOUR (4) 19500 GVWR REGULAR CAB 4x4 DIESEL HOOK-LIFT WITH DUMP BODY, SPREADER BODY AND V-PLOW FOR THE CITY OF BRAMPTON</td>
<td>Contract Extension</td>
<td>BARRIE CHRYSLER DODGE JEEP RAM LTD.</td>
<td>$417,124</td>
<td>$417,124</td>
<td>$834,248</td>
<td></td>
</tr>
<tr>
<td>39</td>
<td>0000812152</td>
<td>Planning &amp; Infrastructure Services</td>
<td>All</td>
<td>CONTRACT NO. 2013-028 SUPPLY &amp; DELIVERY OF OILS, GREASES &amp; LUBRICANTS FOR A THREE YEAR PERIOD PART &quot;A&quot; + FLEET SERVICES AND FIRE AND EMERGENCY SERVICES</td>
<td>Contract Extension</td>
<td>CRESCENT OIL COMPANY OF CANADA LIMITED</td>
<td>$154,402</td>
<td>$40,000</td>
<td>$194,402</td>
<td></td>
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<tr>
<td>40</td>
<td>0000812204</td>
<td>Planning &amp; Infrastructure Services</td>
<td>7, 2</td>
<td>CONTRACT NO. 2013-031 SUPPLY &amp; DELIVERY OF VARIOUS AUTOMOTIVE PARTS AND SUPPLIES FOR A THREE YEAR PERIOD</td>
<td>Contract Extension</td>
<td>GENERAL AUTO PARTS</td>
<td>$389,381</td>
<td>$137,000</td>
<td>$526,381</td>
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<td>41</td>
<td>0000812134</td>
<td>Planning &amp; Infrastructure Services</td>
<td>All</td>
<td>CONTRACT NO. 2013-044 SUPPLY AND INSTALLATION OF WOOD FIBRE PLAYGROUND SURFACING ON AN AS AND WHEN REQUIRED BASIS WITHIN THE CITY OF BRAMPTON FOR A THREE YEAR PERIOD</td>
<td>Contract Extension</td>
<td>GROWER'S CHOICE LANDSCAPE PRODUCTS INC</td>
<td>$358,322</td>
<td>$130,000</td>
<td>$488,322</td>
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<td>42</td>
<td>0000811155</td>
<td>Planning &amp; Infrastructure Services</td>
<td>All</td>
<td>QUOTATION NO. Q2012-20 SUPPLY AND DELIVERY OF VARIOUS TYPES OF FERTILIZER</td>
<td>Contract Extension</td>
<td>ALLIANCE AGRI-TURF INC.</td>
<td>$170,285</td>
<td>$20,000</td>
<td>$190,285</td>
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<td>43</td>
<td>0000813688</td>
<td>Planning &amp; Infrastructure Services</td>
<td>All</td>
<td>REQUEST FOR PROPOSAL NO. RFP2015-004 THE SUPPLY AND INSTALLATION OF IMPACT ATTENUATING PLAYGROUND SURFACING WITHIN THE CITY OF BRAMPTON FOR A THREE (3) YEAR PERIOD - PART A</td>
<td>Contract Extension</td>
<td>SOF SURFACES INC.</td>
<td>$118,692</td>
<td>$268,784</td>
<td>$387,476</td>
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<td>44</td>
<td>0000811526</td>
<td>Planning &amp; Infrastructure Services</td>
<td>All</td>
<td>RFP2012-024 TO PROVIDE ELECTRICAL AND OVERHEAD LIGHTING DEMAND MAINTENANCE SERVICES AT VARIOUS CITY OF BRAMPTON PARKS FOR A THREE (3) YEAR PERIOD</td>
<td>Contract Extension</td>
<td>HOLLEY ELECTRIC LTD</td>
<td>$840,570</td>
<td>$115,000</td>
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<td>45</td>
<td>0002804466</td>
<td>Planning &amp; Infrastructure Services</td>
<td>6</td>
<td>RFP2008-045 - PART B DETAILED DESIGN FOR FINANCIAL DRIVE - STEELES AVENUE WEST TO CASABLANCA CIRCLE</td>
<td>Contract Extension - Consultant</td>
<td>URS CANADA INC</td>
<td>$554,614</td>
<td>$26,000</td>
<td>$580,614</td>
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* Explanations provided only for Emergency Contracts and Special Consideration Procurements
| #  | PO #       | Lead Department          | Ward # | Bid Call No. and Description                                                                 | Procurement Type     | Vendor | Approved Contract Amount | Current Quarter Contract Extensions | Total Revised Contract Value | Explanation*
|----|------------|---------------------------|--------|----------------------------------------------------------------------------------------------|----------------------|--------|--------------------------|-----------------------------------|------------------------------|-----------------------------
| 46 | 0000812900 | Planning & Infrastructure | All    | RFP2014-014  
Hiring of a Consultant for the Structural Evaluation, Condition Survey and Detailed Design for Various Bridge and Culvert Reconstruction and Rehabilitation Projects Within the City of Brampton | Contract Extension - Consultant | PLANMAC ENGINEERING INC | $201,800 | $118,215 | $320,015 |  
| 47 | 0002806069 | Planning & Infrastructure | 10     | TO PROVIDE DETAILED ENGINEERING DESIGN FOR THE WIDENING OF COUNTRYSIDE DRIVE | Contract Extension - Consultant | RV ANDERSON ASSOCIATES LIMITED | $1,476,703 | $82,787 | $1,559,490 |  
| 48 | 0000814108 | Public Services           | 3, 7   | BID CALL NO. T2016-007  
ICE MAKING SERVICES AND SUPPLIES AT BRAMPTON CURLING CLUB AND CHINGUACOUSY CLUB FOR ONE YEAR PERIOD, WITHIN THE CITY OF BRAMPTON | Competitive          | DAVES ICEMAKING SERVICES / JAMES DAVID | $168,994 |  
| 49 | 0000814039 | Public Services           | All    | BID CALL NO. T2016-012  
TO PROVIDE TOWING SERVICES FOR VARIOUS LIGHT, MEDIUM AND HEAVY DUTY VEHICLES FOR A THREE YEAR PERIOD | Competitive          | ABRAMS TOWING O/A 1512081 ONTARIO | $423,780 |  
| 50 | 0000813967 | Public Services           | 7      | BID CALL NO. T2016-014  
SECURITY COMMAND CENTRE RELOCATION AT 150 CENTRAL PARK DRIVE WITHIN THE CITY OF BRAMPTON | Competitive          | R-CHAD GENERAL CONTRACTING INC | $323,400 |  
| 51 | 0000813972 | Public Services           | All    | BID CALL NO. T2016-019  
SUPPLY AND DELIVERY OF PAINTS AND PAINTS SUPPLIES FOR A THREE (3) YEAR PERIOD WITHIN THE CITY OF BRAMPTON | Competitive          | PPG ARCHITECTURAL COATINGS CANADA, INC. | $221,466 |  
| 52 | 0000814078 | Public Services           | 1, 2, 4, 7 | BID CALL NO. T2016-027  
REPLACEMENT OF THE GARAGE DOORS AND SYSTEMS AT FIRE STATION 202, 205, 206 AND 207 WITHIN THE CITY OF BRAMPTON | Competitive          | IMPERIAL CONTRACTING | $133,744 |  
| 53 | 0000814084 | Public Services           | 6      | BID CALL NO. T2016-031  
METAL ROOF REPLACEMENT AT FIRE STATION 210, 10530 CREDITVIEW ROAD, BRAMPTON, ONTARIO | Competitive          | R-CHAD GENERAL CONTRACTING INC | $206,000 |  
| 54 | 0000814106 | Public Services           | All    | BID CALL NO. T2016-050  
SUPPLY AND DELIVERY OF ONE (1) CUSTOM TOP-MOUNT CLASS "A" PUMPER | Competitive          | DEPENDABLE TRUCK AND TANK LIMITED | $1,267,923 |  
| 55 | 0000814121 | Public Services           | All    | BID CALL NO. T2016-051  
SUPPLY AND DELIVERY OF SCOTT AIR PACK CYLINDER REPAIR PARTS FOR A ONE (1) YEAR PERIOD WITHIN THE CITY OF BRAMPTON | Competitive          | 365112 CANADA INC. O/A M&L SUPPLY, FIRE & SAFETY | $257,130 |  
| 56 | 0000814101 | Public Services           | All    | BID CALL NO. T2016-058  
RENTAL OF BUSES WITH OPERATORS FOR SUMMER CAMPS FOR A ONE (1) YEAR PERIOD | Competitive          | ATTRIDGE TRANSPORTATION INCORPORATED | $182,455 |  
| 57 | 0000814019 | Public Services           | All    | REQUEST FOR PROPOSAL CALL NO. RFP2014-024  
SUPPLY AND DELIVERY OF SOFT DRINKS AND RELATED EQUIPMENT AND TO PROVIDE SOFT DRINK VENDING SERVICE / POURING RIGHTS WITHIN THE CITY OF BRAMPTON | Competitive          | COCA-COLA REFRESHMENTS CANADA COMPANY | $705,765 |  

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<table>
<thead>
<tr>
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<th>PO #</th>
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<th>Ward</th>
<th>Bid Call No. and Description</th>
<th>Procurement Type</th>
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<th>Current Quarter Contract Extensions</th>
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<td>REQUEST FOR PROPOSAL CALL NO. RFP2016-014 SUPPLY AND INSTALLATION OF SPEAKER AND RADIO EQUIPMENT FOR FIRE HALLS WITHIN THE CITY OF BRAMPTON FOR A FIVE (5) YEAR PERIOD</td>
<td>Competitive</td>
<td>UNDERWRITERS SECURITY CONTROLS</td>
<td>$ 239,689</td>
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<td>REQUEST FOR PROPOSAL CALL NO. RFP2016-020 FOR THE SUPPLY AND DELIVERY OF FIREFIGHTING NOZZLES FOR THE CITY OF BRAMPTON</td>
<td>Competitive</td>
<td>3635112 CANADA INC. O/A M&amp;L SUPPLY, FIRE &amp; SAFETY</td>
<td>$ 119,186</td>
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<td>9</td>
<td>REQUEST FOR PROPOSAL CALL NO. RFP2015-096 ARCHITECTURAL CONSULTING SERVICES FOR THE DESIGN AND CONTRACT ADMINISTRATION OF THE MAINTENANCE GARAGE EXPANSION, 130 SANDALWOOD PARKWAY, BRAMPTON, ONTARIO</td>
<td>Competitive - Consultant</td>
<td>MOFFET &amp; DUNCAN ARCHITECTS INC</td>
<td>$ 708,000</td>
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<td>61</td>
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<td>All</td>
<td>REQUEST FOR PROPOSAL CALL NO. RFP2016-028 MECHANICAL AND ELECTRICAL ENGINEERING SERVICES ON AN AS AND WHEN REQUIRED BASIS FOR VARIOUS PROJECTS WITHIN THE CITY OF BRAMPTON FOR A THREE (3) YEAR TERM</td>
<td>Competitive - Consultant</td>
<td>MOON-MATZ LTD</td>
<td>$ 200,000</td>
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<td>All</td>
<td>REQUEST FOR PROPOSAL NO. RFP2015-032 CREATIVE &amp; STRATEGIC ADVERTISING SERVICES FOR BRAMPTON TRANSIT</td>
<td>Competitive - Consultant</td>
<td>BARRET AND WELSH INC</td>
<td>$ 176,000</td>
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<td>63</td>
<td>0000814033</td>
<td>Public Services</td>
<td>All</td>
<td>REQUEST FOR PROPOSAL NO. RFP2016-003 ARCHITECTURAL SERVICES FOR THE DESIGN, CONTRACT DOCUMENTS AND CONTRACT ADMINISTRATION FOR ADDITIONS AND RENOVATIONS AT THE FLOWER CITY SENIOR'S CENTRE, 8870 MCLAUGHLIN ROAD SOUTH BRAMPTON, ONTARIO</td>
<td>Competitive - Consultant</td>
<td>ATA ARCHITECTS INC</td>
<td>$ 155,760</td>
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<td>0000814064</td>
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<td>All</td>
<td>BID CALL NO. N2016-016 TO PROVIDE GASOLINE AND DIESEL FUEL FROM RETAIL AND/OR COMMERCIAL LOCATIONS FOR CITY OF BRAMPTON VEHICLES FOR A THREE (3) YEAR PERIOD</td>
<td>Single Source</td>
<td>SUNCOR ENERGY PRODUCTS PARTNERSHIP</td>
<td>$ 590,285</td>
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<td>65</td>
<td>0000814002</td>
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<td>All</td>
<td>BID CALL NO. N2015-008 - TO PROVIDE SOFTWARE AND HARDWARE FOR THE ENHANCEMENT OF THE SMARTBUS SYSTEM FOR ZUM PHASE 2, CITY OF BRAMPTON</td>
<td>Sole Source</td>
<td>XEROX TRANSPORT SOLUTIONS, INC.</td>
<td>$ 4,422,169</td>
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<td>66</td>
<td>0000813974</td>
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<td>All</td>
<td>BID CALL NO. N2016-002 SUPPLY AND DELIVERY OF LIFE FITNESS EQUIPMENT FOR A THREE (3) YEAR PERIOD FOR THE CITY OF BRAMPTON</td>
<td>Sole Source</td>
<td>ADVANTAGE FITNESS SALES INC</td>
<td>$ 277,496</td>
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<td>67</td>
<td>0000814007</td>
<td>Public Services</td>
<td>All</td>
<td>SUPPLY AND DELIVERY OF PRESTO SUPPLIES</td>
<td>Sole Source</td>
<td>MEDIA CASH REGISTER INC</td>
<td>$ 120,000</td>
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<td>68</td>
<td>0000814070</td>
<td>Public Services</td>
<td>All</td>
<td>TO SUPPLY AND DELIVER SLUSH PUPPIES TO VARIOUS CITY OF BRAMPTON LOCATIONS FOR A THREE (3) YEAR PERIOD</td>
<td>Sole Source</td>
<td>SLUSH PUPPIE CANADA INC.</td>
<td>$ 120,000</td>
<td></td>
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* Explanations provided only for Emergency Contracts and Special Consideration Procurements
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<tr>
<th>#</th>
<th>PO #</th>
<th>Lead Department</th>
<th>Ward #</th>
<th>Bid Call No. and Description</th>
<th>Procurement Type</th>
<th>Vendor</th>
<th>Approved Contract Amount</th>
<th>Current Quarter Contract Extensions</th>
<th>Total Revised Contract Value</th>
<th>Explanation*</th>
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<tr>
<td>69</td>
<td>0000813948</td>
<td>Public Services</td>
<td>3</td>
<td>PO 813948 EMERGENCY REPAIRS TO WALL AT FIRE STATION 201</td>
<td>Emergency Contract</td>
<td>BOND PAVING &amp; CONSTRUCTION INC</td>
<td>$ 15,335</td>
<td></td>
<td></td>
<td>Repairs had to be done immediately for bay doors of fire station to operate.</td>
</tr>
<tr>
<td>70</td>
<td>0000813957</td>
<td>Public Services</td>
<td>7</td>
<td>PO 813957 EMERGENCY STRUCTURAL REPAIRS TO CHINGUACOUSY PARK TENNIS DOME</td>
<td>Emergency Contract</td>
<td>FARLEY MANUFACTURING INC.</td>
<td>$ 39,570</td>
<td></td>
<td></td>
<td>Immediate repair was necessary in order to maintain the indoor tennis season and avoid cancellations resulting in revenue loss and negative impact on customer service.</td>
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<td>71</td>
<td>0000814032</td>
<td>Public Services</td>
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<td>PO 814032 EMERGENCY REPLACEMENT OF CEILING ACOUSTIC TREATMENT OF LOAFERS LAKE RECREATION CENTRE</td>
<td>Emergency Contract</td>
<td>IMPERIAL CONTRACTING</td>
<td>$ 15,600</td>
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<td></td>
<td>Immediate repair was necessary.</td>
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<td>PO 814063 EMERGENCY ROOF COATING AND REPAIRS AT TERRY MILLER RECREATION CENTRE</td>
<td>Emergency Contract</td>
<td>PARZEE &amp; ASSOCIATES INC.</td>
<td>$ 17,540</td>
<td></td>
<td></td>
<td>The metal decking of arena roof is leaking and causing safety concerns for users and impacting arena programming.</td>
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<td>73</td>
<td>0000814076</td>
<td>Public Services</td>
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<td>PO 814076 EMERGENCY SPRINKLER REPLACEMENT AT MEMORIAL ARENA</td>
<td>Emergency Contract</td>
<td>COM-PLEX SYSTEMS LTD</td>
<td>$ 14,110</td>
<td></td>
<td></td>
<td>Repairs needed to prevent risk of failure of sprinkler system in an emergency situation.</td>
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<td>PO 814087 EMERGENCY REPLACEMENT OF MAIN POOL PUMP AT CENTURY GARDENS RECREATION CENTRE</td>
<td>Emergency Contract</td>
<td>PPL AQUATIC, FITNESS &amp; SPA GROUP INC</td>
<td>$ 6,800</td>
<td></td>
<td></td>
<td>Replacement required immediately to facilitate re-opening of pool and service the public.</td>
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<td>Public Services</td>
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<td>PO 814100 EMERGENCY REPAIR TO WATER SERVICE LINE AT BRAMPTON FOUR CORNERS LIBRARY</td>
<td>Emergency Contract</td>
<td>PRICE PLUMBING &amp; HEATING LTD</td>
<td>$ 10,791</td>
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<td>Repairs had to be completed immediately in order to re-open the library to the public.</td>
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<td>BID CALL NO. T2015-057 ROOF REPLACEMENT AT MEMORIAL ARENA, ELLIOT STREET, BRAMPTON, ONTARIO</td>
<td>Contract Extension</td>
<td>TRIUMPH ALUMINUM &amp; SHEET METAL INC</td>
<td>$ 375,126</td>
<td>$ 12,201</td>
<td>$ 387,327</td>
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<td>77</td>
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<td>All</td>
<td>CONTRACT NO. 2010-094 TOWING SERVICES FOR CITY OF BRAMPTON VEHICLES TRANSIT DIVISION, PART B</td>
<td>Contract Extension</td>
<td>J A TOWING (BRAMPTON) LIMITED</td>
<td>$ 203,107</td>
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<td>CONTRACT NO. 2012-010 TO SUPPLY AND DELIVER OFFICE TASK CHAIRS, BOARDROOM AND GUEST CHAIRS ON AN AS AND WHEN REQUIRED BASIS FOR A THREE YEAR PERIOD</td>
<td>Contract Extension</td>
<td>ERGOCENTRIC SEATING SYSTEMS</td>
<td>$ 408,330</td>
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<td>CONTRACT NO. 2012-053 SUPPLY AND DELIVERY OF TIRES AND RELATED SERVICES FOR FIRE AND EMERGENCY SERVICES</td>
<td>Contract Extension</td>
<td>S66345 ONTARIO LTD./APPLEWOOD TIRE SALES</td>
<td>$ 215,843</td>
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<td>CONTRACT NO. 2013-028 SUPPLY AND DELIVERY OF VARIOUS OILS, GREASES AND LUBRICANTS FOR A THREE (3) YEAR PERIOD - PART B - TRANSIT</td>
<td>Contract Extension</td>
<td>SAFETY-KLEEN CANADA INC</td>
<td>$ 333,040</td>
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<td>CONTRACT NO. 2013-086 SUPPLY AND DELIVERY OF HEAVY DUTY DIESEL PREMIXED 50/50 BLEND ENGINE ANTIFREEZE AND WINDSHIELD WASHER FLUID FOR A THREE (3) YEAR PERIOD, CITY OF BRAMPTON</td>
<td>Contract Extension</td>
<td>ULTRA CLEAR ENGINE FLUIDS INC</td>
<td>$ 304,389</td>
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<td>CONTRACT NO. 2014-017 SUPPLY AND DELIVERY OF VARIOUS CONCESSION FOODS AND CAFETERIA SUPPLIES FOR A THREE (3) YEAR PERIOD</td>
<td>Contract Extension</td>
<td>KWIK SNACKS LIMITED</td>
<td>$ 498,168</td>
<td>$ 250,000</td>
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<td>CREDIT CARD SERVICE FOR DIESEL FUEL PURCHASED BY BRAMPTON FIRE AND EMERGENCY SERVICES ON AN &quot;AS AND WHEN REQUIRED BASIS&quot;</td>
<td>Contract Extension</td>
<td>IMPERIAL OIL LIMITED</td>
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<td>FIRE RELATED NFPA PROMOTIONAL PRODUCTS</td>
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<td>REQUEST FOR PROPOSAL CALL NO. RFP2015-009 FOR THE SUPPLY AND DELIVERY OF URBAN TRANSIT BUS AFTERMARKET REPLACEMENT PARTS FOR A THREE (3) YEAR PERIOD</td>
<td>Contract Extension</td>
<td>NATSCO - NORTH AMERICAN TRANSIT SUPPLY</td>
<td>$ 112,500</td>
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<td>RFP 2011-015 TO PROVIDE GASOLINE &amp; DIESEL FUEL FROM RETAIL AND/OR COMMERCIAL LOCATIONS</td>
<td>Contract Extension</td>
<td>PETRO-CANADA</td>
<td>$ 838,000</td>
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<td>RFP NO. 2012-018 TO PROVIDE FITNESS EQUIPMENT PREVENTATIVE AND DEMAND MAINTENANCE SERVICE AT VARIOUS CITY OF BRAMPTON FACILITIES FOR A THREE YEAR PERIOD</td>
<td>Contract Extension</td>
<td>ADVANTAGE FITNESS SALES INC</td>
<td>$ 333,223</td>
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<td>RFP2012-024 TO PROVIDE ELECTRICAL AND OVERHEAD LIGHTING DEMAND MAINTENANCE SERVICE AT VARIOUS CITY OF BRAMPTON FACILITIES FOR A THREE (3) YEAR PERIOD</td>
<td>Contract Extension</td>
<td>HOLLEY ELECTRIC LTD</td>
<td>$ 672,658</td>
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<td>RFP2013-055 SUPPLY AND DELIVERY OF CLOTHING FOR PARKS AND RECREATION STAFF VIA BUSINESS ELECTRONIC ORDERING FOR A TWO YEAR PERIOD</td>
<td>Contract Extension</td>
<td>TALBOT MARKETING INC.</td>
<td>$ 242,954</td>
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Date: 2016-08-12

Subject: Non-compliant Procurement -Purchasing By-law Section 3.4.3 – Computer Sciences Canada Inc.

Contact: Dean Fisher, Manager, Business Systems Services, Business Services Office, Corporate Services, 905-874-2273
Dean.Fisher@brampton.ca

Ward: City-wide

Recommendations:

1. THAT the report from Dean Fisher, Manager, Business Systems Services, Business Services Office, Corporate Services dated August 12, 2016 to the Corporate Services Committee Meeting of September 7, 2016, re:
   Non-compliant Procurement -Purchasing By-law Section 3.4.3 – Computer Sciences Canada Inc. be received; and,
2. THAT the Treasurer be authorized to process payment to Computer Sciences Canada Inc. in the amount of $51,901.02, excluding taxes from the 2015 year-end accrual.

Overview:

- In 2007, The City acquired the Riskmaster software from Computer Sciences Canada Inc. ("CSC") for use within the Finance Division for the management of insurance claims with The City of Brampton.
- "MESA Support" (Maintenance, Enhancements and Services Available) of the Riskmaster software is provided exclusively from "CSC" and is not re-sold through any other third parties.
- Since the original acquisition and implementation of Riskmaster, The City has continued to pay "CSC" for annual Maintenance, Enhancements and Services Available ("MESA Support").
- The contract expired on March 31, 2014 and final payments covering the period ending March 31, 2014 have been issued to the vendor under the approved contract in place at the time. The City has however continued to use the “MESA Support” services without a contract in place and now needs to issue payments to the vendor for the period of April 1, 2014 through to March 31, 2016.
- The City continues to use the Riskmaster software and wishes to continue using Riskmaster for the foreseeable future.
- Non-compliant Procurement - Purchasing By-law Section 3.4.3 to allow payment to be processed to “CSC” for “MESA Support” in the amount of $51,901.02 (plus tax.)

- Concurrent to this report and in accordance City of Brampton Purchasing By-law#310-2015 (11.12 Direct Negotiation Procurement), the City plans to obtain the required approvals to ensure a 5-year contract with optional extensions is in place between CSC Canada and City of Brampton for future years of “MESA Support” for the Riskmaster software.

**Background:**

In 2007, The City acquired the Riskmaster software from Computer Sciences Canada Inc. (“CSC”) use within the Finance Division for the management of insurance claims with The City of Brampton.

Since the original acquisition and implementation of Riskmaster, The City has continued to contract “CSC” for annual Maintenance, Enhancements and Services Available (“MESA Support”). This “MESA Support” entitles The City to product support, application patches and upgrades.

The contract for “MESA Support” expired on March 31, 2014 and the last payment to the vendor cover that same period ending March 31, 2014. Although the contract has expired, The City has continued to use the “MESA Support” services without a contract in place. Invoices for this period were requested by the City’s contract administrator at the time from the vendor, but those invoices were not issued from the vendor. These invoices have since been received and need to be processed.

These “MESA Support” services of the Riskmaster software are provided exclusively from “CSC” and are not re-sold through any other third parties.

**Current Situation:**

“CSC” has not received compensation, for the City’s continued use of the Riskmaster “MESA Support” and is requesting for “Special consideration for Non-compliance of the Purchasing By-law #310-2015 (Section 9.1.3) to issue payments to the vendor. The payments are for the following invoices:

- Invoice#6205001334 dated April 1, 2014 for the period covering 2014/2015 (April 1, 2014 to March 31, 2015) in the amount of $25,498.05 (plus tax)

- Invoice#6205001491 dated April 6, 2015 for the period covering 2015/2016 (April 1, 2015 to March 31, 2016) in the amount of $26,402.97 (plus tax)

Concurrent to this report and in accordance City of Brampton Purchasing By-law#310-2015 (11.12 Direct Negotiation Procurement), the City plans to obtain the required approvals to ensure a 5-year contract with optional extensions is in place between CSC Canada and City of Brampton for future years of “MESA Support” for the Riskmaster software.
Corporate Implications:

Purchasing comments:
In accordance with the Purchasing By-law it states:

Section 9.1.3
9.0 RESPONSIBILITIES OF THE DEPARTMENT HEAD
9.1 The Department Head is responsible for:

9.1.3 Obtaining Council approval to proceed with any non-compliant Procurement in accordance with section 3.4.3 and 3.4.4.

Section 3.4.3
3.4 EXCEPTIONS

3.4.3 Procurements that have commenced and which subsequently are found not fully to comply with the requirements of the Purchasing By-law must be approved by City Council in order to complete the Procurement Process and enable a Purchase Order and/or a payment to be issued.

Section 3.5.1.1.1
3.5 NON-APPLICATION

3.5.1 The By-law does not apply to the exclusions described in Schedule D of the By-law.

A recommendation made under 3.5.1 must be approved in accordance with the Financial Spending Authority SOP.

Financial Implications:
Funds for invoice#6205001334 and invoice#6205001491 were accrued for as part of year-end 2015 in the amount of $51,901.02 plus non-refundable HST of $913.46 for a total accrual of $52,814.48. These accrued funds will used to issue the payment to “CSC”.

Strategic Plan:

This report achieves the Strategic Plan priorities by supporting Corporate information management as well as infrastructure (software) delivery and maintenance by ensuring Corporate systems are supported and maintained.

Conclusion:

The City continues to use the Riskmaster software and the “MESA Support” services present day and wishes to continue using Riskmaster for the foreseeable future. This brings The City current with “MESA Support” fees.
Date: 2016-08-16

Subject: Brampton Safe City Association Accounts – Supplementary Report (RM 18/2016)

Contact: Peter Honeyborne, Executive Director, Finance and Treasurer, Corporate Services, (905-874-2221) peter.honeyborne@brampton.ca

Recommendations:

1. That the report from Peter Honeyborne, Executive Director, Finance & Treasurer dated August 16, 2016, to the Corporate Services Committee Meeting of September 7, 2016 re: Brampton Safe City Association – Supplementary Report; be received.

Overview:

- At the March 9, 2016 City Council meeting, Council considered a report titled Brampton Safe City Association – Unpaid Invoices Supplementary Report dated February 12, 2016

- The following Resolutions were passed by the Corporate Services Committee at its meeting on April 20, 2016, which were subsequently approved by City Council.

  CS055-2016 That staff be directed to report back to Committee on whether, based on previously presented staff reports, there is a $30,000 unaccounted shortfall or not in regard to the Brampton Safe City Association accounts, and if an unaccounted shortfall exists, what are the options available to Council in regard to this matter.

  CS056-2016 That staff be directed to report back to Committee on the implications of a not-for-profit corporation declaring bankruptcy, particularly in regard to implications for
Background:

At the March 9, 2016 City Council meeting, Council considered a report titled Brampton Safe City Association – Unpaid Invoices Supplementary Report dated February 12, 2016 (see Appendix A). The report contained the following recommendations:

1. That the report from Shirley Gannon, Director, Treasury Services and Deputy Treasurer, dated February 16, 2016, to the City Council Meeting of March 9, 2016 re: Brampton Safe City Association – Unpaid Invoices; be received, and

2. That the Treasurer is authorized to write-off the invoiced amounts owing to the City of Brampton from the Brampton Safe City Association totalling $97,196.53.

At the conclusion of Council’s consideration of the report, Council passed a Resolution approving Recommendation #1, and received the report. Council therefore did not approve Recommendation #2.

At the Corporate Services Committee (CSC) meeting held April 20, 2016, the CSC approved the addition of the agenda item “Discussion at the request of Regional Councillor Sprovieri, re: Outstanding Payments – Brampton Safe City Association.” At the conclusion of consideration of the matter, the CSC passed the following Resolutions, which were subsequently approved by City Council on April 27, 2016.

CS055-2016 That staff be directed to report back to Committee on whether, based on previously presented staff reports, there is a $30,000 unaccounted shortfall or not in regard to the Brampton Safe City Association accounts, and if an unaccounted shortfall exists, what are the options available to Council in regard to this matter.

CS056-2016 That staff be directed to report back to Committee on the implications of a not-for-profit corporation declaring bankruptcy, particularly in regard to implications for principals and board members of the non-for-profit corporation.
This report responds to Resolutions CS055-2016 and CS056-2016 and provides additional information for consideration.

Current Situation:

Recommendation CS055-2016

In order to respond to the CSC Resolution, staff requested that the Brampton Safe City Association (BSCA) provide specific information to the City as noted below:

- Provide Audited Financial Statements for the Fiscal years ending December 31, 2015

This information was provided to the City in August 2016 after the Financial Statements were approved by the BSCA Board of Directors at its meeting held on July 25, 2016. In addition, the City engaged KPMG to conduct a review of the Cash Flow Reconciliation Statement prepared by the Brampton Safe City. This statement shows all the cash inflow and outflow activities during the period of January 1, 2015 to May 31, 2016.

The audited Financial Statements and the Cash Flow Reconciliation are included in the Appendices attached to this report.

Based on the information provided, Finance staff has concluded that all funds have been accounted for.

Recommendation CS056-2016

The Brampton Safe City Association is a Not-For-Profit Charitable organization. The Ontario Ministry of Government and Consumer Services “Guide to the Not-for-Profit Corporations Act, 2010” provides detailed information and interpretations of the Not-for-Profit Corporations Act (ONCA). The information provided in the Guide and the ONCA as it relates to Directors’ liability can be summarized as follows:

In the case of not-for-profit corporations, directors may be liable if the corporation suffers a loss that can be directly attributed to their actions or omissions. Directors may be personally liable when they make decisions or take actions that are contrary to the best interests of the corporation. Directors have duties of skill and diligence, as well a duty of loyalty, including a duty to act honestly and in good faith, a duty to not improperly delegate their responsibilities, and to avoid conflicts of interest.
It should be noted that this is a staff interpretation of the information provide in the Guide to the ONCA. It does not represent either an expert opinion or a legal opinion. Should Council wish to pursue a formal legal opinion from an independent law firm staff would require direction to that effect. The City’s Legal Services Division was consulted in the preparation of this report.

Generally speaking, when a corporation is placed into bankruptcy, a trustee is appointed to settle the financial affairs of the corporation. The City’s would rank as an unsecured creditor. As such the City would be entitled to any residual distribution of financial resources remaining only after claims from secured creditors have been settled.

**Outstanding Invoices Update**

Earlier this year, the City Finance Division received 2 cheques from the Government of Canada that were payable to the BSCA as detailed below:

<table>
<thead>
<tr>
<th>Cheque Date</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>April 7, 2016</td>
<td>$1,061.93</td>
</tr>
<tr>
<td>May 18, 2016</td>
<td>405.46</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$1,467.39</strong></td>
</tr>
</tbody>
</table>

Finance staff requested the BSCA to endorse these cheques over to the City so that the City could apply them against the BSCA’s outstanding invoices. The BSCA complied resulting in the outstanding invoices total being reduced from $97,196.53 down to $95,729.14, which remains as an outstanding Accounts Receivable in the City’s books.

**Corporate Implications:**

**Financial Implications:**

The financial implications are as set out in this report.
Strategic Plan:

This report achieves the Strategic Plan Priority of Good Government in support of the Strategic Plan Goal to practise proactive effective and responsible management of the City’s finances.

Conclusion:

The Corporate Services Committee passed Resolutions CS055-2016 and CS056-2016 at its meeting on April 20, 2016. This report provides the information requested in response to these Resolutions. Based on the information obtained from the Brampton Safe City Association, and independently reviewed by KPMG LLP, staff has concluded that all funds have been accounted for.

Report Approved by:

Peter Honeyborne, Director of Finance & Treasurer
Peter Simmons
Chief Corporate Services Officer

Attachments:

Appendix A: Brampton Safe City Association – Unpaid Invoices Supplementary Report dated February 12, 2016

Appendix B: Brampton Safe City Association – Audited Financial Statements (2015)

Appendix C: Brampton Safe City Association – Cash Flow Reconciliation
Date: 2016-02-12
Subject: Brampton Safe City Association - Unpaid Invoices
Supplementary Report
Contact: Shirley Gannon, Director, Treasury Services and Deputy Treasurer

Recommendations:

1. That the report from Shirley Gannon, Director, Treasury Services and Deputy Treasurer, dated February 12, 2016, to the City Council Meeting of March 9, 2016, re: Brampton Safe City Association – Unpaid Invoices (DB.x), be received; and

2. That the Treasurer is authorized to write-off the invoiced amounts owing to the City of Brampton from the Brampton Safe City Association totaling $97,196.53.

Overview:

- In September 2015, the Brampton Safe City Association (BSCA) sent a letter to the Chief Administrative Officer stating that they are unable to pay their outstanding invoices owing to the City of Brampton totalling $97,196.53.
- In the September 8, 2015 letter, the BSCA requested that the City of Brampton “cover our unpaid invoices”.
- The request from the BSCA was reported to City Council at its meeting held on October 14, 2015.
- Council Resolution C308-2015 passed at the October 14, 2015 City Council meeting deferred the decision to write-off the BSCA invoices “pending additional information from staff.”
- This report provides the additional information requested by City Council and recommends write-off of the BSCA’s unpaid invoices issued by the City of Brampton.
Background:

On April 8, 2015, City Council approved a 2015 payment consisting of 50% of the 2014 grant amount for the Brampton Safe City Association (BSCA) with the grant amount to be reduced by outstanding invoices owing to the City of Brampton.

Fifty percent (50%) of the 2015 Annual Grant for the BSCA was $116,002.50. After deducting unpaid invoices totalling $85,760.25 that were owing to the City of Brampton at the end of March 2015, the BSCA was provided with a net payment of their grant of $30,242.25 in April 2015.

On September 21, 2015, The Acting Chief Administrative Officer received a letter dated September 8, 2015 from the BSCA confirming their current financial status and explaining their inability to pay their April, May and June 2015 invoices owing to the City of Brampton totalling $97,196.53. In their letter the BSCA requested the City of Brampton “cover our unpaid invoices”.

Up to the date the BSCA ceased operations, The City of Brampton provided payroll and telephone services to the BSCA and to the Brampton Arts Council and invoiced those organizations for the monthly costs they incurred.

The following table provides a summary of the invoiced amounts owing to the City of Brampton that the Brampton Safe City Association has stated that they are unable to pay.

<table>
<thead>
<tr>
<th>Invoice Date</th>
<th>May 14, 2015</th>
<th>June 4, 2016</th>
<th>July 3, 2015</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Period Covered</td>
<td>April 2015</td>
<td>May 2015</td>
<td>June 2015</td>
<td>Total</td>
</tr>
<tr>
<td>Labour</td>
<td>$ 20,829.12</td>
<td>$ 20,829.12</td>
<td>$ 47,082.02</td>
<td>$ 88,740.26</td>
</tr>
<tr>
<td>CPP</td>
<td>954.04</td>
<td>954.06</td>
<td>1,375.01</td>
<td>3,283.11</td>
</tr>
<tr>
<td>EI</td>
<td>548.23</td>
<td>548.22</td>
<td>708.49</td>
<td>1,804.94</td>
</tr>
<tr>
<td>EHT</td>
<td>406.18</td>
<td>406.18</td>
<td>918.11</td>
<td>1,730.47</td>
</tr>
<tr>
<td>WSIB</td>
<td>133.30</td>
<td>133.30</td>
<td>301.32</td>
<td>567.92</td>
</tr>
<tr>
<td>Bell Canada</td>
<td>375.78</td>
<td>376.79</td>
<td>317.26</td>
<td>1,069.83</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$ 23,246.65</strong></td>
<td><strong>$ 23,247.67</strong></td>
<td><strong>$ 50,702.21</strong></td>
<td><strong>$ 97,196.53</strong></td>
</tr>
</tbody>
</table>

A report was provided to City Council at its meeting on October 14, 2015, to advise Council of this situation and recommended write-off of the outstanding, unpaid invoices.

City Council’s consideration of this matter included:

- Brampton Safe City Association’s request to the City to write-off its unpaid invoices
- Concern about the amount outstanding as it relates to the date of closure and the City's 2015 grant to the Association
- Need for audited financial statements from the Association before Council’s consideration of the request
- Request that staff review the sale of the Association’s assets
Suggestion that this matter be deferred pending additional information from staff in response to questions from Council and that staff provided details on the following:
- Notice to the City about the Association's closure
- Timeline and amount of the City's 2015 grant to the Association
- Association's lease for office space on George Street
- Use of Community Grant Fund instead of the Rate Stabilization Fund (should Council approve the request)

City Council passed the following resolution on October 14, 2015:
C308-2015: That the report from P. Honeyborne, Executive Director, Finance and Treasurer, Corporate Services, dated September 25th, 2015, to the Council Meeting of October 14th, 2015, re: Brampton Safe City Association – Unpaid Invoices (File DB.x), be deferred pending additional information from staff.

Current Situation:
Staff has been in contact with BSCA representatives multiple times since the October 14, 2015 Council meeting with the most recent correspondence taking place in mid-February 2016 to obtain the information requested by City Council.

The following table provides response to Council's request for information:

1. Need for audited financial statements from the Association before Council's consideration of the request:

- On November 2, 2015, Finance sent a letter to Mr. Winston Mapp, President of BSCA requesting their 2014 and January to July 2015 financial statements. The draft financial statements were received in Finance on November 10, 2015.

- Copies of the BSCA draft financial statements for 2014 and 2015 (January 1 to July 31) are attached to this report (Appendix 1 and 2). Readers are cautioned that the 2015 financial statements are unaudited.

- The BSCA advised they estimate that it will cost about $4,000 for the final audit before closing their bank accounts and that the auditor will be KPMG. The BSCA also advised that they cannot proceed with the final audit until City Council makes a decision about the outstanding debt. If it is not forgiven, the BSCA will declare bankruptcy and wrap things up that way. If debt is forgiven, the BSCA will conduct a closing audit and dissolve the corporation as soon as possible.
A review of the BSCA 2015 financial statements as at July 31, 2015 showed the following financial position according to its Balance Sheet (Appendix 2):

**Total Assets: $17,699**
- Cash balances of $10,731 including petty cash and bank balance
- Other current assets of $6,968: $5,957 of which is HST rebate receivable from the CRA that would turn into cash when rebate cheque is received

**Total Liabilities and Equity: $17,699**
- Liabilities to the City of $97,197
- Other liabilities of $3,620: BSCA staff indicated this includes possible refund of sponsorship and $1,194 HST rebate claimed on behalf of the Journey, Ardglen Neighbourhood Center
- Retained Earnings at the end of the period: losses of $83,118 consist of prior year losses of $53,926 and the current year loss of $29,192 during January to July, 2015)

Subsequent to the June 30, 2015 "closing date" of the BSCA, the BSCA received a HST rebate of $4,762.71 which was deposited in the BSCA bank account on November 18, 2015. Staff has received copies of BSCA bank statements from August 2015 to January 2016 and requested that the BSCA financial statements be updated to reflect this transaction and any financial transaction that took place after July 31, 2015.

2. **Request that staff review the sale of the Association’s assets:**

Finance staff requested and received a listing of the disposition of the BSCA assets. A copy of the schedule detailing the Sale of Brampton Safe City Association Assets is attached to this report (Appendix 3). Staff has reviewed the schedule, however are not able to provide an opinion on appropriateness of the asking or selling prices since no information was available regarding the condition of the assets.

3. **Notice to the City about the Association’s closure**

On May 19, 2015, Mr. Larry Zacher, BSCA Executive Director advised Finance that "the decision whether Brampton Safe City will be closing down will not be made until AGM on May 28th, 2015 and will let us know shortly after that". The Annual General Meeting (AGM) was held on June 4, 2015.

The City was not formally advised of the closure until the September 8, 2015 letter from the BSCA was received.
4. **Timeline and amount of the City’s 2015 grant to the Association**

On April 8, 2015, City Council approved a 2015 payment consisting of 50% of the 2014 grant amount for the Brampton Safe City Association (BSCA) with the grant amount to be reduced by outstanding invoices owing to the City of Brampton.

Fifty percent (50%) of the 2015 Annual Grant for the BSCA was $116,002.50. After deducting unpaid invoices totaling $85,760.25 that were owing to the City of Brampton at the end of March 2015, the BSCA was provided with a net payment of their grant of $30,242.25 in April 2015.

5. **Association’s lease for office space on George Street**

The former Chair of the BCSA Board of Directors, Mr. Winston Mapp, advised that the BSCA broke their lease with Kapil Holdings Ltd. at the end of June when they vacated the premises at 16 George Street North. The landlord indicated verbally that Kapil Holdings Ltd. was not going to pursue legal action against the BSCA, although Kapil Holdings Ltd. is in a position to do so if they so choose. The lease was for the 5-year period August, 2013 – July, 2018 at $56,844 plus HST annually. The BSCA paid rent to the end of June, 2015, with a further security deposit equivalent to the last month’s rent (July, 2018).

6. **Use of Community Grant Fund instead of the Rate Stabilization Fund (should Council approve the request)**

The invoices issued to the BSCA in 2015 that remain unpaid total $97,196.53. The invoices relate directly to the 2015 fiscal year and must be expensed against the 2015 fiscal year in accordance with Generally Accepted Accounting Principles (GAAP) for municipalities as prescribed by the Public Sector Accounting Board.

The decision to approve the write-off of the amounts owing by the BSCA to the City has not been made by City Council. GAAP requires that an allowance for doubtful accounts be provided to recognize a receivable that is likely uncollectible, and the allowance should be expensed in the fiscal year that it becomes known that a receivable is potentially uncollectible.

An allowance for the full amount of the BSCA receivable has been recorded in the City’s books with an expense charged to bad debt expense in the 2015 fiscal year.

The process of closing the City’s books for a fiscal year involves netting the revenues and expenses with the resulting surplus or deficit being closed out to zero with a contribution to or draw from the General Rate Stabilization Reserve.
The allowance for the potentially uncollectible BSCA receivable impacts the final surplus/deficit calculation. Should the receivable be collected in a future year, it would be recorded as revenue in that fiscal year.

Should City Council approve the write-off of the BSCA receivable the receivable will be netted against the allowance, which has been funded by the Community Grant Fund, and the unpaid invoices will be cancelled. If City Council does not approve the write-off, the unpaid invoices (receivable) will remain on the books as will the related allowance for doubtful accounts receivable.

Conclusion:

On September 8, 2015, the Brampton Safe City Association (BSCA) sent a letter to the Chief Administrative Officer stating that they are unable to pay their outstanding invoices owing to the City of Brampton totalling $97,196.53. In their letter, the BSCA requested that the City of Brampton "cover our unpaid invoices".

The request from the BSCA was reported to City Council at its meeting held on October 14, 2015. Council Resolution C308-2015 passed at the October 14, 2015 City Council meeting deferred the decision to write-off the BSCA invoices "pending additional information from staff."

This report provides the additional information requested by City Council and recommends write-off of the BSCA's unpaid invoices issued by the City of Brampton.

Shirley Gannon
Director, Treasury Services and Deputy Treasurer

Peter Honeyborne
Executive Director, Finance and Treasurer

Appendix 1: Brampton Safe City Draft 2014 Financial Statements
Appendix 2: Brampton Safe City Draft 2015 Financial Statements (unaudited)
Appendix 3: Sale of Brampton Safe City Assets July 31, 2015

Report authored by: Shirley Gannon, Director, Treasury Services and Deputy Treasurer
Financial Statements of

BRAMPTON SAFE CITY ASSOCIATION

Years ended December 31, 2015 and 2014
INDEPENDENT AUDITORS' REPORT

To the Board of Directors of Brampton Safe City Association

Report on the Financial Statements

We have audited the accompanying financial statements of Brampton Safe City Association, which comprise the statements of financial position as at December 31, 2015 and 2014, the statements of operations, changes in net assets and cash flows for the years then ended, and notes, comprising a summary of significant accounting policies and other explanatory information.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian accounting standards for not-for-profit organizations, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditors' Responsibility

Our responsibility is to express an opinion on these financial statements based on our audits. We conducted our audits in accordance with Canadian generally accepted auditing standards. Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on our judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, we consider internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained in our audits is sufficient and appropriate to provide a basis for our qualified audit opinion.
Basis for Qualified Opinion

In common with many not-for-profit organizations, Brampton Safe City Association derives revenue from fundraising activities, the completeness of which is not susceptible to satisfactory audit verification. Accordingly, verification of this revenue was limited to the amounts recorded in the records of Brampton Safe City Association. Therefore, we were not able to determine whether, as at and for the years ended December 31, 2015 and 2014, any adjustments might be necessary to fundraising revenue and deficiency of revenue over expenditures reported in the statements of operations, deficiency of revenue over expenditures reported in the statements of cash flows and current assets and unrestricted net assets reported in the statements of financial position. This caused us to qualify our audit opinion on the financial statements as at and for the years ended December 31, 2015 and 2014.

Qualified Opinion

In our opinion, except for the possible effects of the matter described in the Basis for Qualified Opinion paragraph, the financial statements present fairly, in all material respects, the financial position of Brampton Safe City Association as at December 31, 2015 and 2014, and its results of operations and its cash flows for the years ended December 31, 2015 and 2014 in accordance with Canadian accounting standards for not-for-profit organizations.

Emphasis of Matter

Without modifying our opinion, we draw attention to note 1 of the financial statements, which indicates that Brampton Safe City Association has ceased operations in 2015 and has a negative working capital and accumulated deficit of $91,882 and $53,926 as at December 31, 2015 and 2014, respectively. These conditions, along with other matters as set forth in note 1, indicate the existence of a material uncertainty that may cast significant doubt about Brampton Safe City Association’s ability to continue as a going concern.

Report on Other Legal and Regulatory Requirements

As required by the Canada Corporations Act, we report that, in our opinion, the accounting policies applied in preparing and presenting the financial statements in accordance with Canadian accounting standards for not-for-profit organizations have been applied on a basis consistent with that of the preceding year.

Chartered Professional Accountants, Licensed Public Accountants

July 25, 2016
Toronto, Canada
# Brampton Safe City Association

## Statements of Financial Position

December 31, 2015 and 2014

<table>
<thead>
<tr>
<th></th>
<th>2015</th>
<th>2014</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Assets</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Current assets:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cash</td>
<td>$10,180</td>
<td>$—</td>
</tr>
<tr>
<td>Short-term investments</td>
<td>$—</td>
<td>$11,123</td>
</tr>
<tr>
<td>Accounts receivable</td>
<td>$405</td>
<td>$8,294</td>
</tr>
<tr>
<td>Prepaid expenses</td>
<td>$447</td>
<td>$6,699</td>
</tr>
<tr>
<td><strong>Total Assets</strong></td>
<td>$11,032</td>
<td>$26,116</td>
</tr>
<tr>
<td><strong>Liabilities and Net Assets</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Current liabilities:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Outstanding cheques in excess of cash on deposit</td>
<td>$—</td>
<td>$4,596</td>
</tr>
<tr>
<td>Accounts payable and accrued liabilities</td>
<td>$102,694</td>
<td>$49,808</td>
</tr>
<tr>
<td>Deferred revenue</td>
<td>$—</td>
<td>$25,638</td>
</tr>
<tr>
<td><strong>Total Liabilities</strong></td>
<td>$107,694</td>
<td>$86,534</td>
</tr>
<tr>
<td><strong>Net assets:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Unrestricted</td>
<td>$(91,682)</td>
<td>$(53,926)</td>
</tr>
<tr>
<td><strong>Total Net Assets</strong></td>
<td>$11,032</td>
<td>$26,116</td>
</tr>
</tbody>
</table>

See accompanying notes to financial statements.

On behalf of the Board:

_____________________________  President

_____________________________  Treasurer
## BRAMPTON SAFE CITY ASSOCIATION

**Statements of Operations**

Years ended December 31, 2015 and 2014

<table>
<thead>
<tr>
<th></th>
<th>2015</th>
<th>2014 Budget</th>
<th>2014</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Revenue:</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>City of Brampton grant (note 3)</td>
<td>$116,003</td>
<td>$232,005</td>
<td>$232,005</td>
</tr>
<tr>
<td>Region of Peel grants (note 3)</td>
<td>60,876</td>
<td>59,800</td>
<td>59,800</td>
</tr>
<tr>
<td>Donations, memberships and fundraising</td>
<td>3,555</td>
<td>98,000</td>
<td>72,685</td>
</tr>
<tr>
<td>Province of Ontario grant (note 3)</td>
<td>-</td>
<td>32,000</td>
<td>33,000</td>
</tr>
<tr>
<td>Sponsorships</td>
<td>5,000</td>
<td>50,868</td>
<td>13,606</td>
</tr>
<tr>
<td>Government of Canada grant (note 3)</td>
<td>-</td>
<td>12,951</td>
<td>12,638</td>
</tr>
<tr>
<td>Investment and other</td>
<td>2,065</td>
<td>1,200</td>
<td>77</td>
</tr>
<tr>
<td>United Way grant - The Journey Project (note 3)</td>
<td>26,708</td>
<td>16,110</td>
<td>26,622</td>
</tr>
<tr>
<td>Other donation - The Journey Project</td>
<td>7,306</td>
<td>-</td>
<td>19,341</td>
</tr>
<tr>
<td></td>
<td>221,454</td>
<td>502,932</td>
<td>471,554</td>
</tr>
<tr>
<td><strong>Expenditures:</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wages and employee benefits</td>
<td>185,938</td>
<td>304,500</td>
<td>333,212</td>
</tr>
<tr>
<td>Rent and maintenance</td>
<td>36,982</td>
<td>94,485</td>
<td>63,689</td>
</tr>
<tr>
<td>Special events</td>
<td>1,500</td>
<td>45,000</td>
<td>32,786</td>
</tr>
<tr>
<td>Administration</td>
<td>17,388</td>
<td>23,950</td>
<td>25,072</td>
</tr>
<tr>
<td>Public awareness</td>
<td>4,258</td>
<td>15,112</td>
<td>25,213</td>
</tr>
<tr>
<td>Safety education and program</td>
<td>12,082</td>
<td>30,800</td>
<td>29,106</td>
</tr>
<tr>
<td>Transportation</td>
<td>1,084</td>
<td>8,880</td>
<td>3,490</td>
</tr>
<tr>
<td>Contingency Fund</td>
<td>-</td>
<td>10,225</td>
<td>-</td>
</tr>
<tr>
<td></td>
<td>250,190</td>
<td>502,932</td>
<td>512,556</td>
</tr>
<tr>
<td><strong>Deficiency of revenue over expenditures</strong></td>
<td>$ (37,736)</td>
<td>$ -</td>
<td>$ (41,014)</td>
</tr>
</tbody>
</table>

See accompanying notes to financial statements.
BRAMPTON SAFE CITY ASSOCIATION

Statements of Changes in Net Assets

Years ended December 31, 2015 and 2014

<table>
<thead>
<tr>
<th></th>
<th>2015</th>
<th>2014</th>
</tr>
</thead>
<tbody>
<tr>
<td>Net assets, beginning of year</td>
<td>$ (53,926)</td>
<td>$ (12,912)</td>
</tr>
<tr>
<td>Deficiency of revenue over expenditures</td>
<td>(37,736)</td>
<td>(41,014)</td>
</tr>
<tr>
<td>Net assets, end of year</td>
<td>$ (91,662)</td>
<td>$ (53,926)</td>
</tr>
</tbody>
</table>

See accompanying notes to financial statements.
## Statements of Cash Flows

### Years ended December 31, 2015 and 2014

<table>
<thead>
<tr>
<th></th>
<th>2015</th>
<th>2014</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Cash provided by (used in):</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Operating activities:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Deficiency of revenue over expenditures</td>
<td>$(37,736)</td>
<td>$(41,014)</td>
</tr>
<tr>
<td>Change in non-cash operating working capital:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Accounts receivable</td>
<td>7,889</td>
<td>799</td>
</tr>
<tr>
<td>Prepaid expenses</td>
<td>6,252</td>
<td>566</td>
</tr>
<tr>
<td>Accounts payable and accrued liabilities</td>
<td>52,886</td>
<td>806</td>
</tr>
<tr>
<td>Deferred revenue</td>
<td>(25,638)</td>
<td>24,038</td>
</tr>
<tr>
<td></td>
<td>3,653</td>
<td>(14,805)</td>
</tr>
<tr>
<td>Investing activities:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Redemption (net acquisition) of short-term investments</td>
<td>11,123</td>
<td>(11,123)</td>
</tr>
<tr>
<td>Increase (decrease) in cash</td>
<td>14,776</td>
<td>(25,928)</td>
</tr>
<tr>
<td>Cash (outstanding cheques in excess of cash on deposit), beginning of year</td>
<td>(4,596)</td>
<td>21,332</td>
</tr>
<tr>
<td>Cash (outstanding cheques in excess of cash on deposit), end of year</td>
<td>$10,180</td>
<td>$(4,596)</td>
</tr>
</tbody>
</table>

See accompanying notes to financial statements.
The Brampton Safe City Association (the "Association") is a non-profit organization incorporated as a corporation without share capital under the Canada Corporations Act. The Association provides safety education and programming to make Brampton one of the world's designated safe cities.

The Association is a registered charity under the Income Tax Act (Canada) and is, therefore, exempt from income taxes, provided certain requirements of the Income Tax Act (Canada) are met.

1. Going concern:

These financial statements have been prepared on the going concern basis in accordance with Canadian not-for-profit accounting standards, which assumes that the Association will be able to realize its assets and discharge its liabilities in the normal course of business. On June 4, 2015, the Association ceased operations. For the fiscal year ended December 31, 2015, the Association incurred a loss of $37,736 (2014 - $41,014). As of December 31, 2015, the Association also has a negative working capital and accumulated deficit of $91,662 (2014 - $53,926). These circumstances have resulted in a material uncertainty about whether the Association will be able to meet its obligations as they become due. This material uncertainty may cast significant doubt about the Association's ability to continue as a going concern.

Included in the accounts payable and accrued liabilities is an amount owed to the City of Brampton who was also a funder of the Association. The Association is working with the City of Brampton to either secure additional funding or a forgiveness of amounts owed. No agreements with the City of Brampton have been reached yet and there can be no assurance that such agreements will be reached.

These financial statements do not reflect adjustments that would be necessary if the going concern assumption was not appropriate. If the going concern basis was not appropriate for these financial statements, then adjustments would be necessary to the carrying value of assets, the reported revenue and expenses.

2. Significant accounting policies:

(a) Revenue recognition:

The Association follows the deferral method of accounting for contributions, which include donations and sponsorships and grants.
2. Significant accounting policies (continued):

Donations, memberships and fundraising and sponsorships are recorded when received or receivable if the amount to be received can be reasonably estimated and collection is reasonably assured. No accruals are made for monies pledged but not yet received.

Grants and other amounts received in advance of directly related expenditures are deferred and recognized as revenue when the expenditures are incurred.

Interest income is recorded on the accrual basis.

(b) Financial instruments:

Financial instruments are recorded at fair value on initial recognition. Equity instruments quoted in an active market are subsequently recorded at fair value. All other financial instruments are recorded at cost or amortized cost unless management elected to carry the instruments at fair value. Management has elected to record all investments at fair value.

(c) Contributed services:

A substantial number of volunteers contribute a significant amount of their time each year. Due to the difficulty of determining the fair value, contributed services are not recognized in the financial statements.

(d) Use of estimates:

The preparation of financial statements requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenue and expenditures during the years. Actual results could differ from those estimates.
3. Government grants:

During the years, the Association earned grant monies as follows:

<table>
<thead>
<tr>
<th></th>
<th>2015</th>
<th>2014</th>
</tr>
</thead>
<tbody>
<tr>
<td>City of Brampton</td>
<td>$116,003</td>
<td>$232,005</td>
</tr>
<tr>
<td>Region of Peel - Sustainability</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Core Operational Funding</td>
<td>30,876</td>
<td>59,800</td>
</tr>
<tr>
<td>United Way of Peel Region - The</td>
<td>26,708</td>
<td>28,522</td>
</tr>
<tr>
<td>Journey Project</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Government of Canada grant</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Service Canada</td>
<td></td>
<td></td>
</tr>
<tr>
<td>for summer students</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Province of Ontario - Trillium</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Grant. The Province has</td>
<td></td>
<td></td>
</tr>
<tr>
<td>committed a four-year grant</td>
<td></td>
<td></td>
</tr>
<tr>
<td>which commenced August 6, 2010</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>$233,687</td>
<td>$365,965</td>
<td></td>
</tr>
</tbody>
</table>

4. Budgeted figures:

The 2014 budgeted figures included in these financial statements are those adopted by the Association’s Board of Directors and approved on December 19, 2013. These budgeted figures are unaudited. No budget was created in 2015 due to the approved decision to cease the Association’s operations.

5. Financial instruments:

(a) Fair values:

The fair values of cash, short-term investments, accounts receivable, outstanding cheques and accounts payable and accrued liabilities approximate their carrying values due to the short-term maturity of these financial instruments. The fair value of the loan payable - City of Brampton cannot be determined due to the specialized nature of this facility.

(b) Investment risk management:

Risk management relates to the understanding and active management of risks associated with all areas of investments and the associated operating environment. Investments are primarily exposed to interest rate and market risk and possible early redemption by the issuer. The Association reviews its investment asset mix and cash requirements annually.
5. Financial instruments (continued):

(c) Interest rate risk:

Interest rate risk arises from the possibility that changes in interest rates will affect the value of fixed income investments held by the Association. The Association does not use any hedging strategies to mitigate this interest rate exposure.

(d) Market risk:

Market risk arises as a result of trading in certain securities. Fluctuations in the market expose the Association to a risk of loss. The Association mitigates this risk through cash management processes and controls to monitor and limit concentration levels.
REPORT ON SPECIFIED AUDITING PROCEDURES

To management of the Corporation of the City of Brampton

As specifically agreed, we have performed the specified auditing procedures enumerated below in connection with verifying the cash reconciliation of Brampton Safe City Association for the period from January 1, 2015 to May 31, 2016. The specified auditing procedures are summarized, along with the findings, as follows:

<table>
<thead>
<tr>
<th>Specified Auditing Procedures Performed</th>
<th>Findings</th>
</tr>
</thead>
<tbody>
<tr>
<td>Review the cash reconciliation as prepared by Brampton Safe City Association. Recalculate the mathematical accuracy of the schedule.</td>
<td>We completed this procedure. No exceptions to report.</td>
</tr>
<tr>
<td>Select 15 cash inflows and 15 cash outflows in the schedule and vouch to source documentation and/or bank deposit/cleared cheques.</td>
<td>We completed this procedure and noted that there were only 14 cash inflows during January 1, 2015 to May 31, 2016. No exceptions to report.</td>
</tr>
<tr>
<td>Obtain independent confirmation of the bank balance held by Brampton Safe City Association as at December 31, 2014 (January 1, 2015), December 31, 2015 and May 31, 2016 and agree these amounts to the opening and closing values within the schedule.</td>
<td>We completed this procedure. No exceptions to report.</td>
</tr>
</tbody>
</table>

Our engagement was performed in accordance with Canadian generally accepted standards for specified auditing procedures engagements.
We make no representation regarding the appropriateness and sufficiency of the specified auditing procedures. These specified auditing procedures do not constitute an audit or review of the cash balance owned by Brampton Safe City Association as at May 31, 2016, and therefore we are unable to and do not provide any assurance on the cash balance owned by Brampton Safe City Association as at May 31, 2016. Had we performed additional procedures, an audit or a review, other matters might have come to light that would have been reported. The above listed findings relate only to the elements, accounts, items or financial information specified above and does not extend to any of Brampton Safe City Association’s financial statements taken as a whole.

Our report is intended solely for the management of The Corporation of the City of Brampton and should not be distributed or used by parties other than management of The Corporation of the City of Brampton.

August 8, 2016
Toronto, Canada
# Brampton Safe City Association
## Cash Reconciliation
### As at December 31, 2015

### Opening Cash Balance (Shortfall) at January 1, 2016

<table>
<thead>
<tr>
<th>Description</th>
<th>Jan-Jun</th>
<th>Jul-Dec</th>
<th>Totals</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grant Approved by City Council</td>
<td>116,005</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Deduction for Invoices owing to the City of Brampton</td>
<td>(65,760)</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Net Grant Payment to BSCA</strong></td>
<td>30,242</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Other Cash BSCA Received</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Region of Peel</td>
<td>60,878.40</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Journey</td>
<td>6,430.49</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Corporate Sponsorships</td>
<td>6,602.00</td>
<td>500.00</td>
<td></td>
</tr>
<tr>
<td>Special Events</td>
<td>58.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Interest Revenue</td>
<td>848.00</td>
<td>1,065.30</td>
<td></td>
</tr>
<tr>
<td>Sale of Office Supplies</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total Cash Received</strong></td>
<td>130,785.78</td>
<td>7,253.26</td>
<td>138,339.04</td>
</tr>
</tbody>
</table>

### Payments Made By BSCA

<table>
<thead>
<tr>
<th>Description</th>
<th>Jan-Jun</th>
<th>Jul-Dec</th>
<th>Totals</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounting &amp; Legal</td>
<td>3,926.75</td>
<td>4,520.00</td>
<td></td>
</tr>
<tr>
<td>Printing and Promotion</td>
<td>3,942.65</td>
<td></td>
<td>5,65</td>
</tr>
<tr>
<td>Marketing &amp; Communications</td>
<td>4,072.05</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Legal Services Costs</td>
<td>474.60</td>
<td>168.60</td>
<td></td>
</tr>
<tr>
<td>Bank Service Charges</td>
<td>649.05</td>
<td>601.30</td>
<td></td>
</tr>
<tr>
<td>Office &amp; Program Supplies</td>
<td>5,906.13</td>
<td>770.28</td>
<td></td>
</tr>
<tr>
<td>Postage &amp; Courier</td>
<td>342.40</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Transportation</td>
<td>676.40</td>
<td>563.16</td>
<td></td>
</tr>
<tr>
<td>Workshops</td>
<td>2,704.76</td>
<td>247.58</td>
<td></td>
</tr>
<tr>
<td>Computer Lease &amp; Software</td>
<td>668.77</td>
<td>1,065.10</td>
<td></td>
</tr>
<tr>
<td>AGM / Volunteer Recognition</td>
<td>1,500.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Salaries &amp; Wages</td>
<td>41,504.18</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bonuses</td>
<td>7,431.37</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Rent</td>
<td>32,757.18</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Insurance</td>
<td>1,459.02</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Office Maintenance</td>
<td>1,546.92</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Telephone</td>
<td>1,128.65</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Utilities</td>
<td>957.88</td>
<td>171.76</td>
<td></td>
</tr>
<tr>
<td>Funding Reimbursements</td>
<td></td>
<td>4,445.01</td>
<td></td>
</tr>
<tr>
<td><strong>Total Cash Payments</strong></td>
<td>110,926.28</td>
<td>12,958.62</td>
<td>123,884.90</td>
</tr>
<tr>
<td>Cash On Hand - all accounts</td>
<td>10,180.28</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Brampton Safe City Association
Cash Reconciliation
As at May 31, 2016

<table>
<thead>
<tr>
<th>Jan-May</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Cash In</strong></td>
</tr>
<tr>
<td><strong>Opening Cash Balance (Shortfall) at January 1, 2016</strong></td>
</tr>
<tr>
<td><strong>Other Cash BSCA Received</strong></td>
</tr>
<tr>
<td>Public Service Bodies Rebate - HST</td>
</tr>
<tr>
<td><strong>Total Cash Received</strong></td>
</tr>
<tr>
<td><strong>Payments Made By BSCA</strong></td>
</tr>
<tr>
<td>Accounting &amp; Legal</td>
</tr>
<tr>
<td>Website Costs</td>
</tr>
<tr>
<td>Bank Service Charges</td>
</tr>
<tr>
<td>Postage &amp; Courier</td>
</tr>
<tr>
<td>Salaries &amp; Wages</td>
</tr>
<tr>
<td>Benefits</td>
</tr>
<tr>
<td>Telephone</td>
</tr>
<tr>
<td><strong>Total Cash Payments</strong></td>
</tr>
<tr>
<td><strong>Cash On Hand - all accounts</strong></td>
</tr>
</tbody>
</table>
Date: 2016-08-08

Subject: Brampton's Application to the Ontario 150 Program

Contact: Victoria Mountain, Advisor, Corporate Development and Strategy (905-874-5979) victoria.mountain@brampton.ca

Recommendations:

1. THAT the report from Victoria Mountain, Advisor, Corporate Development and Strategy, Officer of the Chief Administrative Officer, dated August 8, 2016, to the Corporate Services Committee meeting of September 7, 2016, re: “Brampton’s Application to the Ontario 150 Program” be received;

2. THAT Council approve the projects, listed in Appendix A, as the basis for the City of Brampton’s application to the Ontario 150 Program;

3. THAT staff prepare a report to Council with the necessary funding implications for the municipal contribution should any of these projects be selected for funding; and

4. THAT subject to Council deliberation and decision of the budget impacts for the municipal contribution, a by-law be passed as required to provide confirmation of Council support, should the submitted projects be selected for implementation.

Overview:

- On July 6, 2016, Eleanor McMahon, Minister of Culture, Tourism and Sport, announced the launch of the new Ontario 150 program, which is intended to celebrate and commemorate the 150th anniversaries of Canada and Ontario in 2017. The program will support events and programs across the province that showcase diverse communities and encourage Ontarians to get involved.

- Municipalities, community groups and not-for-profit organizations can apply for funding that will create social and cultural legacies through initiatives that support celebration, engagement and innovation in Ontario.
Ontario 150 is comprised of three funding programs:
  - Community Celebration Program
  - Partnership Program
  - Community Capital Program

An analysis of suitable projects for submission to the program has been completed and staff recommends the following projects as eligible and achievable for submission to the programs:
  - Brampton Youth Day 2017 (Community Celebration Program)
  - Youth Cricket Tournament and Cultural Festival (Community Celebration Program)
  - Healthy Communities Initiative (Partnership Program)
  - Lester B. Pearson Theatre Renovations (Community Capital Program)

Background:

On July 6, 2016, Eleanor McMahon, Minister of Culture, Tourism and Sport, announced the launch of the new Ontario 150 program, which is intended to celebrate and commemorate the 150th anniversaries of Canada and Ontario in 2017. The program will support events and programs across the province that showcase diverse communities and encourage Ontarians to get involved.

Municipalities, community groups and not-for-profit organizations can apply for funding that will create social and cultural legacies through initiatives that support celebration, engagement and innovation in Ontario. Ontario 150 is comprised of three funding programs:

<table>
<thead>
<tr>
<th>Community Celebration Program</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Objective</strong></td>
</tr>
<tr>
<td>• To support initiatives that celebrate and commemorate Canada and Ontario’s 150th anniversary</td>
</tr>
<tr>
<td><strong>Priority Areas</strong></td>
</tr>
<tr>
<td>• Supporting celebration</td>
</tr>
<tr>
<td>• Commemorating success and highlighting talent</td>
</tr>
<tr>
<td>• Supporting equal opportunity</td>
</tr>
<tr>
<td>• Empowering people and communities</td>
</tr>
<tr>
<td><strong>Potential Funding Available to Brampton</strong></td>
</tr>
<tr>
<td>• Up to 75% of eligible project costs to a maximum of $70,000</td>
</tr>
<tr>
<td>• Projects must take place in 2017</td>
</tr>
<tr>
<td><strong>Application Deadline</strong></td>
</tr>
<tr>
<td>• September 2, 2016 at 5pm</td>
</tr>
<tr>
<td>• Maximum of two applications per organization</td>
</tr>
</tbody>
</table>
## Partnership Program

### Objective
- To offer young people ways to participate in opportunities within the six key Priority Areas

### Priority Areas

- Supporting young artists  
- Promoting diversity and inclusion  
- Environmental Stewardship  
- Supporting youth entrepreneurship  
- Promoting healthy and active living  
- Youth civic engagement

### Potential Funding
- Up to 75% of eligible project costs to a maximum of $100,000  
- Projects must take place in 2017

### Application Deadline
- September 30, 2016  
- Maximum of one application per organization

## Community Capital Program

### Objective
- To support the repair, renovation or retrofitting of existing infrastructure to support community needs and foster economic development

### Priority Areas (aligned with Ontario Trillium Fund priorities)

- Fostering more active lifestyles  
- Building inclusive and engaged communities together  
- Encouraging people to support a healthy and sustainable environment  
- Enriching people’s lives through arts, culture and heritage  
- Supporting the positive development of children and youth  
- Enhancing people’s economic wellbeing

### Potential Funding
- Up to 50% of total project costs to a maximum of $500,000  
- Projects must take place between January 1, 2017 and March 31, 2018

### Application Deadline
- September 14, 2016  
- Maximum of one application per organization

Full information on program eligibility and the application process are included in Appendices B, C, and D of this report.

### Current Situation:

An analysis of suitable projects for submission to the programs has been completed and was based on the following:

- Project meets eligibility criteria  
- Project has an identified need  
- Business case analysis is already complete  
- Staff resources are available to undertake the project  
- Ability to complete the project by the program deadline
Based on this analysis, the following projects are recommended for approval for submission to the program:

<table>
<thead>
<tr>
<th>Project</th>
<th>Estimated Total Cost</th>
<th>Possible Grant Funding</th>
<th>Municipal Contribution</th>
</tr>
</thead>
<tbody>
<tr>
<td>Community Celebration Program</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Brampton Youth Day 2017</td>
<td>$150,000</td>
<td>$70,000</td>
<td>$80,000</td>
</tr>
<tr>
<td>Youth Cricket Tournament and Cultural Festival</td>
<td>$95,000</td>
<td>$70,000</td>
<td>$25,000</td>
</tr>
<tr>
<td>Partnership Program</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Healthy Communities Initiative</td>
<td>$70,000</td>
<td>$52,500</td>
<td>$17,500</td>
</tr>
<tr>
<td>Community Capital Program</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lester B. Pearson Theatre Renovations</td>
<td>$2,600,000</td>
<td>$500,000</td>
<td>$2,100,000</td>
</tr>
<tr>
<td>Total Submission</td>
<td>$2,915,000</td>
<td>$692,500</td>
<td>$2,222,500</td>
</tr>
</tbody>
</table>

Appendix A contains more detailed information on each of the recommended projects.

**Corporate Implications:**

**Financial Implications:**

Funding is not currently approved and was not previously identified in either the multi-year operating or capital outlook. The municipal contribution of $2,222,500 would need to come from a tax based funding source. Should these projects be selected for funding by the Provincial Government, staff will report back to Council with specific funding implications, and specifically whether other projects and/or initiatives need to be deferred in order to deliver on the Ontario 150 Program.

**Other Implications:**

Staff resources will be required to implement the projects should they be approved.

**Strategic Plan:**

This report supports the Strategic Plan priority area of Strong Communities: distinct, lively spaces and activities unite people and business to instill civic pride.

**Conclusion:**

The projects recommended for submission to the Ontario 150 Program have been reviewed by staff and are considered to meet eligibility criteria and be achievable within the allotted time frame. Staff will provide further information to Council is project applications are successful with a proposal to fund the municipal contribution.
Attachments:

Appendix A: Proposed Projects for Submission to Ontario 150 Programs
Appendix B: Ontario 150 – Community Celebration Program Guidelines
Appendix C: Ontario 150 – Partnership Program Guidelines
Appendix D: Ontario 150 – Community Capital Program Guidelines

Appendix A: Proposed Projects for Submission to Ontario 150 Programs

Community Celebration Program

<table>
<thead>
<tr>
<th>Brampton Youth Day 2017</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Description:</strong></td>
</tr>
<tr>
<td>• Brampton Youth Day will be a legacy event targeted towards residents aged 15-29 with a goal to attract over 10,000 youth from Brampton and the Greater Toronto Area. The event will be held in Downtown Brampton on International Youth Day (Saturday, August 12, 2017). The event will celebrate Ontario 150 by supporting, recognizing and creating opportunities for our youth to thrive in this growing community, inspiring them to be innovative leaders of the future through inclusivity, creativity, participation and celebration.</td>
</tr>
<tr>
<td>• There is opportunity for collaboration in this event with key local cultural, youth, sport and community partners.</td>
</tr>
<tr>
<td><strong>Estimated Budget:</strong></td>
</tr>
<tr>
<td>• $150,000</td>
</tr>
<tr>
<td><strong>Why this Project:</strong></td>
</tr>
<tr>
<td>• Would address key outcomes of 2016 Youth Survey (e.g. celebrating Brampton’s diversity, need for increased entertainment and civic engagement opportunities).</td>
</tr>
<tr>
<td><strong>Alignment with Program Priorities:</strong></td>
</tr>
<tr>
<td>✓ <strong>Supporting Celebration</strong> – Build awareness, excitement and broad public participation in the 150th anniversary</td>
</tr>
<tr>
<td>✓ <strong>Commemorating Success and Highlighting Talent</strong> – Celebrate and explore Ontario’s proud history and the people, places and events that shaped it</td>
</tr>
<tr>
<td>✓ <strong>Supporting Equal Opportunity</strong> – Celebrate the spirit of diversity, accessibility and inclusion</td>
</tr>
<tr>
<td>✓ <strong>Empowering People and Communities</strong> – Build civic engagement, community pride and confidence in the future</td>
</tr>
</tbody>
</table>

Youth Cricket Tournament and Cultural Festival

| Description: |
| • A Youth Cricket Tournament and Cultural Festival held in Brampton will celebrate Ontario 150 by engaging youth through sports and culture, while showcasing Canada and Ontario’s diversity that defines who we as Canadians and Ontarians today. The goal of the tournament is to demonstrate the stronger future that lies ahead with the incredible richness and advantage that our youth will gain from diversity. |
| • The event will host youth cricket teams from across Ontario from June 5 to 9, 2017. The teams will play several matches, hold cricket clinics |
for the general public and participate in diverse Canadian music and cultural celebrations.

- The Chartered Institute of Management Accountants (Canada) will be a key partner in organizing and hosting this event.

<table>
<thead>
<tr>
<th>Estimated Budget:</th>
</tr>
</thead>
<tbody>
<tr>
<td>$95,000</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Why this Project:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Opportunity to engage youth and the broader community in sport and culture, while supporting sport tourism and celebrating diversity.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Alignment with Program Priorities:</th>
</tr>
</thead>
<tbody>
<tr>
<td>✓ Supporting Equal Opportunity – Celebrate the spirit of diversity, accessibility and inclusion</td>
</tr>
<tr>
<td>✓ Empowering People and Communities – Build civic engagement, community pride and confidence in the future</td>
</tr>
</tbody>
</table>

### Partnership Program

#### Healthy Communities Initiative

<table>
<thead>
<tr>
<th>Description:</th>
</tr>
</thead>
<tbody>
<tr>
<td>The City would work with local school boards and other key health partners to develop a local action plan to identify specific areas that will create opportunities for children and youth to be more active, more often in the Brampton community.</td>
</tr>
<tr>
<td>The 2017 action plan would focus mainly on schools in wards 9 and 10, which include communities at high risk for diabetes. This plan would serve as a pilot project for future expansion of the program throughout Brampton.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Estimated Budget:</th>
</tr>
</thead>
<tbody>
<tr>
<td>$70,000</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Why this Project:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Opportunity to pilot a multi-partner project that supports diversity and enables youth wellness through health and recreation.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Alignment with Program Priorities:</th>
</tr>
</thead>
<tbody>
<tr>
<td>✓ Promoting Healthy and Active Living – Encourages organizations to collaborate on projects that support youth in making healthy lifestyle choices</td>
</tr>
</tbody>
</table>

### Community Capital Program

#### Lester B. Pearson Theatre Renovations

<table>
<thead>
<tr>
<th>Description:</th>
</tr>
</thead>
<tbody>
<tr>
<td>There is a need to renovate the Lester B. Pearson Theatre to increase safety, meet Ontario Disability Association (ODA) requirements, and to better meet user needs. The theatre is currently closed, pending these</td>
</tr>
</tbody>
</table>
renovations.

**Estimated Budget:**
- $2.6 million

**Why this Project:**
- There is demand amongst the arts community for affordable, accessible space. Renovating and reopening the theatre would have a positive city-wide impact for the community.

**Alignment with Program Priorities:**
- Enriching People's Lives Through Arts, Culture and Heritage
APPLICATION GUIDE 2016-2017

This guide provides an outline of the Ontario150 Community Celebration Program, a one-time, application-based program to support communities and community organizations across the province in commemorating and celebrating Ontario’s 150th anniversary in 2017.

Instructions on the program application process are detailed in this guide.

Deadline for Submission: September 2, 2016 – 5:00 p.m. (EST)
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DEFINITIONS

For the purposes of this Ontario150 Community Celebration Program, the Ministry of Tourism, Culture and Sport defines:

- **Community Celebration Program initiative** as a public engagement initiative that:
  - Is organized as a single activity or series of activities in calendar year 2017 (January 1, 2017 to December 31, 2017) that is in addition to the regular activities of an organization. Note: New year's Eve 2017 (December 31, 2016) activities may be included.
  - Demonstrates a capacity and intention to connect to Ontario and Canada's 150th anniversary themes and historical significance, such as the culture and heritage successes of Ontario and Canada (e.g., food, music, film and television, sport, science, diversity/immigration, arts, etc.).
  - Demonstrates a capacity and intention to engage the community and visitors alike.
  - Is inclusive and diverse through the involvement of youth, Indigenous, LGBTQ, older adults and seniors, persons with disabilities, Francophone and multicultural communities.

- **Attendees** as both spectators observing an initiative and participants actively engaged in the initiative.

- **Participatory initiative** as an initiative that seeks to engage target audiences in the execution of the initiative.

- **Partnership** as an association with one or more organizations that have a passive or active stake in the planning and/or development and/or execution of the initiative.

- **Sites activated** as the number of locations where activities that are part of the initiative will take place (i.e., a multi-sport complex would be considered as one site despite having various spaces therein that may have been activated).

INTRODUCING THE ONTARIO150 COMMUNITY CELEBRATION PROGRAM

Background

2017 marks the 150th anniversary of Canada and Ontario. It is a once-in-a-generation chance to celebrate who we are, and share our dreams for the next 150 years. This celebratory year will be a time of excitement and inspiration and it will be a chance for the province, as a founding member and leader in Confederation, to engage all Ontarians and play a leading role in commemorating and celebrating the 150th anniversary.

On April 23, 2015, the Government of Ontario announced its commitment to engage Ontarians and work collaboratively to make Canada’s 150th anniversary an occasion for pride and celebration across the province. In light of this commitment, the Ontario 150th Secretariat was formed under the Ministry of Citizenship and Immigration and has developed a program aimed at creating strong economic, social and cultural legacies for Ontarians.

The Ministry of Citizenship and Immigration partnered with a number of ministries and agencies, including the Ministry of Tourism, Culture and Sport to develop and deliver a cross-government, multi-faceted program framework to meet the Provincial commitment. As part of this framework, the Community Celebration Program was created to serve Ontarians in connecting to their communities to create and participate in initiatives marking the 150th anniversary.
Objective

The Community Celebration Program is a one-time, application-based program to support communities and community organizations across the province in commemorating and celebrating Ontario’s 150th anniversary in 2017.

The Community Celebration Program’s objective is to facilitate the creation and delivery of impactful, participatory and inclusive initiatives that celebrate and commemorate Canada and Ontario’s 150th anniversary. This will be achieved by providing funding to communities and organizations across Ontario.

Guiding Themes

The guiding themes are:

- Celebrate — bringing Ontarians together, reflecting on 150 years of achievements and important lessons learned, and celebrating everything that makes this province the best place in the world to live.
- Participate — empowering Ontarians to express themselves artistically and creatively in the spirit of youth and to participate actively in their communities and in public life — creating vibrant, healthy and inclusive communities.
- Innovate — challenging Ontarians to be entrepreneurial, inspiring tomorrow’s leaders and equipping them with the skills and the infrastructure necessary to succeed in the global economy of the future. Investing in the leaders of tomorrow means investing in renewed infrastructure today.

The success of an application will depend on how clearly the proposed initiative aligns with the guiding themes.

OVERVIEW

Program Priorities

The Community Celebration Program endeavours to facilitate the creation and delivery of impactful, participatory and inclusive initiatives that celebrate and commemorate Canada and Ontario’s 150th anniversary.

Successful initiatives must align with one or more of the following Ontario150 priorities:

1. **Supporting Celebration** – Build awareness, excitement and broad public participation in the 150th anniversary. Examples of eligible initiatives include:
   - Ontario150 themed multicultural events and community celebrations.
   - Ontario150 events and ceremonies at colleges and universities.
   - 2017 New Year’s Eve (December 31, 2016) events to kick off the 150th anniversary year.

2. **Commemorating Success and Highlighting Talent** – Celebrate and explore Ontario’s proud history and the people; places and events that shaped it. Examples of eligible initiatives include:
   - Initiatives celebrating Ontario’s Indigenous communities (e.g., community performances, pow wows, art installations, food, etc.).
   - Commemorative installation ceremonies (e.g., cenotaph unveilings, WW I centenary commemorations).
   - Community museum programs that allow families to experience daily life in 1867.
   - Food festivals celebrating local chefs, locally grown products, and local food movement.
   - Art exhibitions/art in public spaces showcasing local or iconic artists.
3. **Supporting Equal Opportunity** – Celebrate the spirit of diversity, accessibility and inclusion. Examples of eligible initiatives include:
   - Sporting events, including parasports, that have been adapted from Canadian sports (e.g., lacrosse, ice hockey, curling, basketball).

4. **Empowering People and Communities** – Build civic engagement, community pride and confidence in the future. Examples of eligible initiatives include:
   - Engaging 150 themed public workshops, forums, conferences or symposia (e.g., TEDx Talks).
   - Outdoor learning experiences such as mural painting, canoe expeditions, soccer skills competitions for disadvantaged youth, and tree planting, or community gardens
   - Youth innovation or entrepreneur competitions.

**Focus Areas: Diversity, Accessibility and Inclusion**

A key element of the Community Celebration Program is the promotion of diversity, accessibility and inclusion. Based on the mandate and priorities defined by the Ministry of Citizenship and Immigration, the Ministry of Tourism, Culture and Sport encourages Community Celebration Program initiatives that promote the active participation of:

- Indigenous communities (Inuit, Métis, First Nations).
- Youth.
- Francophone Communities.
- Multicultural Communities.
- Older Adults and Seniors.
- Persons with disabilities.
- LGBTQ.

Applicants may also self-identify other population(s) that their initiative may serve.

**SUBMISSION GUIDELINES**

**One Application per Initiative**

The Ministry of Tourism, Culture and Sport will consider only one application per initiative.

**Maximum of Two Applications per Organization**

The Ministry of Tourism, Culture and Sport will consider a maximum of two applications per organization.

**Application Deadlines**

Community Celebration Program applications must be completed and submitted no later than 5:00 p.m. (Eastern Standard Time) on September 2, 2016.

Although it is not encouraged, some applicants may need to submit their application in hard copy form. If you need to apply by paper copy, please contact the Community Celebration Program office by email at celebration150@ontario.ca to discuss your circumstance and to receive instructions on the submission process.

Mailed or couriered applications with attachments must be postmarked no later than September 2, 2016 as well.
Submission Format and Process

Applicants must use the Community Celebration Program application available on the Grants Ontario System to submit their applications.

When submitting your application through the Grants Ontario System, you will immediately receive a confirmation notice. If you do not receive confirmation of your submission within 24 hours, please contact the Grants Ontario office by email at GrantsOntarioCS@Ontario.ca or by telephone at (416) 325-6691 or Toll Free at 1-855-216-3090.

Community Celebration Program applications received in any format other than the form available on the Grants Ontario System will not be accepted.

Submission Checklist

Make sure your application is complete. For guidance, use the following application checklist to ensure you have satisfied all the submission requirements:

- Review the Community Celebration Program Application Guide.
- Review the Community Celebration Program Frequently Asked Questions (FAQs).
- Consult with your Regional Advisor.
- Include all required attachments.

REQUIREMENTS

Eligibility Requirements

To be eligible for funding, the Community Celebration Program initiative must meet all of the following eligibility requirements:

- Have an applicant organization in existence for one year or longer in Ontario as of January 1, 2017.
- Create new public programming or amplify existing events or activities that align with Ontario themes and priorities.
- Be open to the public.

Applications that fail to meet any of the above Eligibility Requirements will be deemed ineligible.

Eligible applicants will need to demonstrate proven organizational ability, technical capacity and fiscal prudence to successfully host a Community Celebration Program initiative.

Funding will be provided only to legal entities. Examples include those that are established by or under legislation; are federally or provincially incorporated; are band councils established under the Indian Act, Canada; or are other Indigenous organizations that are incorporated.

Eligible applicants include:

- Not-for-profit organizations.
- Municipalities.
- Indigenous communities.

For-profit organizations, academic institutions and chambers of commerce are not eligible to apply for funding; however, these organizations may partner with not-for-profit lead applicants.
Ineligible initiatives include:

- Events that seek to attract only a special interest audience or recruit new members (e.g., religious or political gatherings and workshops).
- Events of a primarily commercial nature (e.g., trade fairs, consumer shows, etc.).

**Mandatory Requirements**

Each applicant must comply with the following:

- Organization applying has legal status (i.e., established by or under legislation; federally or provincially incorporated; Indigenous organizations in the Province of Ontario).
- Applicant is not in default of the terms and conditions of any grant or loan agreement with any ministry or agency of the Government of Ontario.
- None of the proposed expenses will be used for recurring costs to run the applicant organization.
- Information provided in the application and related Grants Ontario System attachments is true, correct and complete (as verified by an authorized official).

Applications that fail to meet any of the above Mandatory Requirements will be deemed ineligible.

**Acknowledgement, Oversight and Reporting Requirements**

Applicants should be aware that the Province is bound by the Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c.F. 31, as amended from time to time, and that any information provided to the Province in connection with their application may be subject to disclosure in accordance with the requirements of that Act.

Successful applicants will be required to:

- Sign an Ontario Funding Agreement with the Ministry of Tourism, Culture and Sport outlining the terms and conditions for receiving funds.
- Carry at least $2 million commercial general liability insurance coverage, and to add “Her Majesty the Queen in right of Ontario, her ministers, agents, appointees and employees” as a co-insured on this coverage before the Ontario Funding Agreement can be executed.
- Report back to the ministry within 60 business days following the initiative on the use of funds, service deliverables and outcomes achieved. Applicants must use the ministry’s Community Celebration Program Final Report form available on the Grants Ontario System to provide this information.
- Permit the Province to verify/audit information submitted (at the discretion of the Province) to ensure that it is complete and accurate, and that funds were used for the purpose(s) intended.
- Agree that if the funds were not used, or will not be used, for the intended purpose(s), specified services were not delivered, or intended outcomes were not achieved, the Province has the right at a future date to recover the funds transferred.
- Obtain the Ministry of Tourism, Culture and Sport’s approval for any change to the proposed project (once funding is approved).
- Comply with all federal, provincial and municipal laws and regulations (e.g., environmental approvals, zoning by-laws, human rights, animal welfare, accessibility, etc.).
- In publicly acknowledging the financial support received from the Government of Ontario, successful applicants must:
  - Refer to the Government of Ontario as “Ontario150” in all communication and marketing materials related to the Project.
  - Integrate Ontario150 branding into its communications, marketing and promotional materials and activities for the Project, including events and venues. A digital toolkit with logos, other visual identifiers and detailed branding guidelines, will be available later this year. Successful
applicants will be advised of the toolkit’s availability.

- Provide the Ontario150 Secretariat of the Ministry of Citizenship and Immigration with Notice at least two weeks prior to any public announcement related to the Project.
- Unless otherwise indicated by the Province, provide an opportunity for Government of Ontario representatives to speak at events relating to the Project.
- Along with the Final Report, provide a description of all Government of Ontario acknowledgements, including all materials that identify and describe the initiative.

Submission Requirements

Along with completing the program application form, all applicants must:

- Provide a copy of your organization’s most recent audited or Board-endorsed or Treasurer-certified financial statement as an attachment with their application. Municipalities are exempt from this requirement.
- Provide a complete copy of one of the following documents:
  - Certificates of Status.
  - Articles of incorporation.
  - Letters patent.
  - Special acts of incorporation.

These documents must show that the organization has been in existence for at least one year or longer as of January 1, 2017. Municipalities and Indigenous communities are exempt from this requirement.

Failure to include this with your application by the deadline date may prevent your submission from being considered.

Applicants are strongly encouraged to consult with their Regional Advisor prior to applying to the program. This should be done at least three weeks before the application deadline. This consultation will help determine whether the applicant and proposed initiative meet the eligibility requirements of the Community Celebration Program and will provide guidance in the development of your application.

Applicants may contact their Regional Advisor directly or contact one of the following Regional Offices (see Appendix A for a map of these regions):

- Central Region: 1-877-395-4105
- East Region: 1-800-267-9340
- North Region: 1-800-465-6861
- West Region: 1-800-265-2189

FUNDING SUPPORT

Categories

The maximum level of funding per application is as follows:

- For organizations with annual cash operating expenses of less than $250,000, the funding threshold is $10,000.
- For organizations with annual cash operating expenses of $250,000 or more, but less than $1 million, the funding threshold is $25,000.
- For organizations with annual cash operating expenses in excess of $1 million, the funding threshold is $70,000.

Funding will be provided up to a maximum of 75% of the initiative’s total eligible cash operating expenses.

Stacking of funds from government sources (municipal, provincial or federal), although permissible under the Community Celebration Program, cannot exceed 90% of the total cash operating budget for the
proposed initiative. Municipalities and Indigenous communities are exempt from this requirement.

Please note that the value of in-kind expenses is not included in the determination of Community Celebration Program initiative cash operating expenses.

In addition, the operating expenses described must be for the initiative itself and not the operating expenses of the applicant organization.

The Ministry of Tourism, Culture and Sport cannot guarantee funding to all applicants, nor can the ministry ensure that the total amount requested by successful applicants will be granted. The decision to fund all or part of an applicant’s request will depend on its fit with Community Celebration Program priorities and evaluation criteria, as well as the overall demand for funds in the program.

Criteria

Funding requested should be earmarked to cover expenses specifically related to the successful development and delivery of the proposed Community Celebration Program initiative for which the applicant is seeking funding and must not include costs that would have otherwise been incurred by the applicant (e.g., regular operational costs).

In general, eligible costs include programming costs associated with activities, programs or service that aid in the delivery of the initiative. Applicants must clearly show how incurring the proposed expenses will lead to achieving the stated outcomes anticipated from their initiative.

Eligible Expenses

Examples of eligible expenses include, but are not limited to the following:

- Fees paid to artists, musicians, performers, celebrities, special guests and speakers, including travel and accommodation and entertainment agencies.
- Fees paid for new programming.
- Equipment rental, materials and supplies.
- Fees for audio visual support and technical and stage crews.
- Improved accessibility services.
- Marketing costs including advertising, promotion and communications.
- Translation costs.
- Site services related to the initiative such as security, sanitation, and shuttle buses.
- Other costs deemed reasonable.

Ineligible Expenses

The following expenses are ineligible for funding:

- Website maintenance.
- Core administrative and overhead costs, such as rent, telephone and communication lines/services, computers, utilities, maintenance costs and any operational expenses related to an organization’s ongoing activities.
- Permanent staff salaries.
- Legal, audit or interest fees.
- Management/Staff travel costs.
- Any costs incurred for initiatives held outside Ontario.
- Budget deficits.
- Capital costs related to permanent structures (e.g., materials, labour, vehicles, land acquisition, purchase of equipment for project construction, computers, etc.).
- Refundable Harmonized Sales Tax or other refundable expenses (e.g., security deposits, etc.).
• Motorized vehicles.
• Consulting or other services to support the development of a strategic or operational plan.
• Alcohol.

EVALUATION

Process

The evaluation process begins after the program application intake is closed. Submissions will be checked in the Grants Ontario System for completion. Incomplete applications will be deemed inadmissible and will not move forward for consideration.

In the event where submission information is not clear, applicants may also be required to provide the ministry with clarifications, information and additional documents if deemed necessary.

The application evaluation process will include a fair and consistent evaluation of the merit of submissions against the stated Eligibility Requirements; Mandatory Requirements; Acknowledgement, Oversight and Reporting Requirements; and Technical Requirements to ensure that applications meet the program priorities.

Applications that fail to meet any of the Eligibility Requirements; Mandatory Requirements; and Acknowledgement, Oversight and Reporting Requirements will not be considered. Those that do meet these requirements will be scored based on pre-determined Technical Requirements, and in accordance with the scoring system set out below.

<table>
<thead>
<tr>
<th>Technical Requirements - Evaluation Criteria</th>
<th>% of Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>Description of the Initiative and Plan</td>
<td>15%</td>
</tr>
<tr>
<td>Ontario 150th Anniversary Relevance</td>
<td>20%</td>
</tr>
<tr>
<td>Community and Target Audience Relevance</td>
<td>20%</td>
</tr>
<tr>
<td>Impact of the Initiative (Expected Results and Performance Measures)</td>
<td>25%</td>
</tr>
<tr>
<td>Current Financial Position and Budget</td>
<td>10%</td>
</tr>
<tr>
<td>Risk Management and Evaluation Plan</td>
<td>10%</td>
</tr>
<tr>
<td>TOTAL</td>
<td>100%</td>
</tr>
</tbody>
</table>

For guidance in preparing a submission, applicants should be mindful of the following:

• All initiatives must align with at least one of the Ontario150 priorities.
• Applications will be evaluated on the basis of how well their initiative is anticipated to achieve expected outcomes. Applicants must define measurable and relevant performance metrics.

Mandatory ministry-provided performance metrics must be tracked and reported:

• # of attendees (participants and spectators).
• # of volunteers recruited.
• # of diverse groups reached/engaged (youth, Indigenous, Francophone, LGBTQ, older adults and seniors, multicultural communities and persons with disabilities).
• # of partnerships developed.
• % of Ontario talent/content involved.
APPLYING TO COMMUNITY CELEBRATION PROGRAM THROUGH THE GRANTS ONTARIO SYSTEM

Grants Ontario System Instructions

Community Celebration Program applications must be completed through the Government of Ontario’s online grant management system, Grants Ontario, which provides one-window access to information about government grants, how to apply for grants and how to check the status of your application.

Community Celebration Program applications received in any format other than the form available via Grants Ontario will not be accepted.

Please read the information below and be sure to give yourself plenty of time to work through the application. This is the best way to maximize your potential for success.

Getting Started

Before applying to the Community Celebration Program, you must register for a ONe-key and Grants Ontario log-in and password. You will not be able to access the Grants Ontario System without a ONe-key login and password. If you do not have ONe-key access, please refer to the Grants Ontario System Registration Guide for Applicants for instructions. The next step is to complete a Community Celebration Program application through Grants Ontario.

Once a formal Community Celebration Program application is started online in Grants Ontario, it may be saved at any point and returned to later, or you may work on your application offline and upload it when you are ready to submit (please refer to the Grants Ontario System Reference Guide for Applicants for instructions regarding how to save and submit).

Completing the Application

The instructions in this Application Guide indicate which questions to answer and how to complete them. Please note that not all questions need to be answered.

Any questions in this Application Guide that are identified as “Not Applicable” are not to be answered, and you are requested to put “N/A” in the space provided. In addition, the online Community Celebration Program application has general instructions next to each heading, and, by positioning the mouse cursor over a key word, additional information will appear.

All answer fields have a limited character count. For the purpose of planning your answers, this Application Guide details the character counts for answers to each of the questions. Character counts include spaces and punctuation.

There is a team specifically dedicated to assist organizations with any technical difficulties associated with Grants Ontario. If at any time you experience difficulty with the Grants Ontario technology, please send an email to GrantsOntarioCS@Ontario.ca or create an Assistance Request within the Grants Ontario System.

Because organizations must register with Grants Ontario to access the online application, most of the information requested in the first few sections of the application form (e.g., address, contact information, etc.) will be automatically filled in using data from the registration process.

What to Attach

Along with completing the program application form, all applicants must:

- Provide a copy of your organization’s most recent audited or Board-endorsed or Treasurer-certified financial statement as an attachment with their application. Municipalities and Indigenous communities are exempt from this requirement.
- Provide a complete copy of one of the following documents:
o Certificates of Status.
o Articles of incorporation.
o Letters patent.
o Special acts of incorporation.

These documents must show that the organization has been operating for at least one year or longer as of January 1, 2017. Municipalities and Indigenous communities are exempt from this requirement.

Failure to include this with your application by the deadline date may prevent your submission from being considered.

Community Celebration Program Application Sections

The Community Celebration Program application is comprised of the following sections:

- Section A — Organization Information.
- Section B — Organization Address Information.
- Section C — Organization Contact Information.
- Section D — Organization Capacity.
- Section E — Grant Payment Information.
- Section F — Application Contact Information.
- Section G1 — Project Information.
- Section H1 — Financial Information.
- Section I — Performance Measures.
- Section Z — Declaration / Signing.

Instructions for completing these sections are provided in the sections below.

Sections A to C — Organization Information, Address, Contact Information

Instructions for these sections are provided directly in the online application form. Since organizations must register with Grants Ontario to access the online Community Celebration Program application, most of the information requested in these sections will be pre-populated (i.e., automatically filled in) using data from the registration process.

If there is incorrect information in Sections A or B, you will need to send an Assistance Request by email to GrantsOntarioCS@Ontario.ca or create an Assistance Request in the Grants Ontario System, and to explain what needs to be changed or added. You cannot change this information yourself.

Section C may contain contact information about your organization that was entered during a previous application submission. You may edit this information if you wish.

Section D — Organization Capacity

In this section, we ask you to describe your organization.

Questions 1 to 3. Self-explanatory.

Question 4. Please note your accumulated deficit in the space provided. If your organization has a zero balance or surplus please put “0” in the space provided.

Question 5. Please note your accumulated surplus in the space provided. If your organization has a zero balance or deficit please put “0” in the space provided.

Please note that the surplus or deficit figures provided as answers to Questions 4 and 5 must match those indicated in your organization’s financial statement, which is to be included as an attachment to your application.
Question 6 — Describe your organization’s core business or field of activity.  
(Limit of 2,000 characters)

Describe your organization’s core business, mission, goals and key programming activities or primary field of activity.

Question 7 — How does your strategic plan guide your organization’s activities?  
Not Applicable. Indicate “N/A” in the space provided.

Question 8 — Outline your organization’s risk management plan for prevention of abuse to clients, members and staff. (Limit of 2,000 characters)  
Not Applicable. Indicate “N/A” in the space provided.

Question 9 — How is your Board elected? (Limit of 2,000 characters)  
Not Applicable. Indicate “N/A” in the space provided.

Question 10 — How does the composition of your Board represent the community it serves?  
Not Applicable. Indicate “N/A” in the space provided.

Question 11 — What practices / procedures exist to ensure the Board conducts its activities with accountability and transparency?  
(Limit of 2,000 characters)  
Not Applicable. Indicate “N/A” in the space provided.

Question 12 — Describe your organization’s history of managing similar projects and include past achievements. (Limit of 2,000 characters)  
Not Applicable. Indicate “N/A” in the space provided.

Question 13 — Describe your organization’s ability and capacity to successfully undertake this project. (Limit of 2,000 characters)  

What are your organization’s core competencies and skills and what strategy will you use to leverage them for the successful implementation of your Community Celebration Program initiative?

What systems, processes and infrastructure are in place to support managing the Community Celebration Program initiative while maintaining existing activities and/or programming?

Question 14 — Provide details on your staff and relevant staff experience for those involved in the project. (Limit of 2,000 characters)  

Provide details of your human resources plans for carrying out your Community Celebration Program initiative in a way that minimizes risk to your day-to-day operations.

Provide details on staff leads for the initiative and describe their relevant experience for managing or running your initiative.

Question 15 — Describe successful strategies your organization has used to ensure achievement of program outcomes.  
(Limit of 2,000 characters)  
Not Applicable. Indicate “N/A” in the space provided.
Question 16 — Describe your organization’s experience developing, tracking and reporting on outcomes and performance measures successfully. (Limit of 2,000 characters)

Describe existing tools and tactics that your organization uses to develop, track, measure and report on outcomes.

How will you monitor, track, and report on the outcomes stated in G1 – Q 16 of your Community Celebration Program application?

Section E — Grant Payment Information

Please pick “Other” for your organization’s name from the drop-down menu in Box 1 and manually fill out Boxes 2-7. (DO NOT choose your organization’s name from the drop-down menu in Box 1.)

Section F — Application Contact Information

Please insert the name of the person that will be managing the Community Celebration Program file. The applicant contact noted in this section must be the contact for the initiative and not the sponsoring organization.

Section G1 — Project Information

Question 1 — Project Name  (Limit of 250 characters)

Please indicate the name of your initiative.

Question 2 — Project Start Date

This is the anticipated start date of the project. Eligible initiatives must begin on or after January 1, 2017 and be completed by December 31, 2017.

Should your application be successful, costs incurred prior to the date of the contract are not eligible for reimbursement.

Question 3 — Project End Date

This is the anticipated end date of the project. All eligible initiatives must begin on or after January 1, 2017 and be completed by December 31, 2017.

Should your application be successful, a final report will be required no later than 90 days after the end date of your initiative.

Question 4 — Event Start Date

This is the anticipated start date of the Community Celebration Program initiative.

Question 5 — Event End Date

This is the anticipated end date of the Community Celebration Program initiative.

Question 6 — Target Sector

Select from the drop-down menu the appropriate target sector that most accurately describes your initiative. If necessary, you may choose more than one target sector.

Question 7 — Project Scope

Select from the drop-down menu the appropriate option that most accurately describes your initiative. If necessary, you may choose more than one option.
Question 8 — Host Municipality / First Nation Community

Please indicate the geographic location in which your initiative will take place.

Question 9 — Project Priority

- Children and Youth.
- Community Engagement.
- Engage Diverse Cultures.
- Network and Partnership.

Please select from the above. You may select more than one priority if applicable.

Question 10 — Project Summary (Limit of 2,000 characters)

Provide a short, high-level, summary of your project that could be used in public announcements or communications about your initiative. Your summary should be written in the third person and should only highlight the main purpose, components and objective of the initiative.

Question 11 — Project Description (Limit of 4,900 characters)

Provide a detailed description of your proposed initiative, broken down into each of its components, including programming specifics, number of sites activated, target audiences, Ontario talent presented, volunteers and staff, partnerships developed, and marketing tactics.

Question 12 — Project Objectives (Limit of 2,000 characters)

Provide clear objectives for your Community Celebration Program initiative and explain how these objectives will be achieved.

Describe how your initiative aligns with the priorities and guiding themes of the Community Celebration Program.

The priorities are:

- Build awareness, excitement and broad public participation in the 150th anniversary.
- Celebrate and explore Ontario’s proud history and the people; places and events that shaped it.
- Celebrate the spirit of diversity, accessibility and inclusion.
- Build civic engagement, community pride and confidence in the future.

The guiding themes are:

- Celebrate — bringing Ontarians together, reflecting on 150 years of achievements and important lessons learned, and celebrating everything that makes this province the best place in the world to live.
- Participate — empowering Ontarians to express themselves artistically and creatively in the spirit of youth and to participate actively in their communities and in public life- creating vibrant, healthy and inclusive communities.
- Innovate — challenging Ontarians to be entrepreneurial, inspiring tomorrow’s leaders and equipping them with the skills and the infrastructure necessary to succeed in the global economy of the future. Investing in the leaders of tomorrow means investing in renewed infrastructure today.

Question 13 — Rationale / Need (Limit of 1,000 characters)

Not Applicable. Indicate “N/A” in the space provided.
Question 14 — Project Beneficiaries (Limit of 2,000 characters)

Describe your target audiences or communities and how you will actively engage/involve them in your initiative. What value is gained by your target audience through the offering of your initiative? Describe how you are promoting inclusivity, diversity and accessibility through your proposed initiative.

Question 15 — Risk Assessment and Management (Limit of 2,000 characters)

Provide a description of the challenges, obstacles or threats to the successful delivery of your proposed initiative and the risk management plan you will put in place to ensure the safe and successful outcome of the initiative.

How will your proposed initiative be designed, managed and delivered to ensure success? What contingencies and backup plans are in place?

Explain how your risk strategy aligns with your organization’s capabilities and how your strategy will be implemented for the successful outcome of the initiative.

Question 16 — Project Outcomes (Limit of 1,000 characters)

In “Section I — Performance Measures”, you are asked to provide performance measure targets for your initiative. Please provide a rationale for your projections. Applicants that provide credible explanations will score higher in their evaluations than those applicants that do not.

Question 17 — Evaluation Plan / Criteria (Limit of 2,000 characters)

Describe an effective plan for evaluating the success of your initiative. Include in your answer a reliable process for evaluating the measures articulated in “Section I - Performance Measures” and indicate the tools that you will use (e.g., audience surveys, police crowd estimates, ticketing and turnstile counts, etc.).

Section H — Project Financial Information

Community Celebration Program applicants are required to complete Section “H1 — Financial Information” of their Grants Ontario application form, which includes a detailed budget to be completed for your proposed initiative.

The Community Celebration Program budget must be for planning, design and delivery of the initiative and not for operational costs for the organization applying.

All budgets should detail revenues by source and expenses by category, and should indicate levels of funding (both cash and in-kind) from private and public sector partners, including cash and in-kind contributions. The value of in-kind contributions must be balanced by equivalent expenses. Cash or in-kind contributions must be noted as either confirmed or anticipated.

In preparing your Community Celebration Program budget, please note that:

- Cash and in-kind contributions from your organization and/or other sources can be identified as revenues.
- Total cash revenues for your proposed initiative do not need to be confirmed at the time of application.
- Funding for your initiative is available over two fiscal years (the last three months of fiscal year 2016-17 (January 1, 2017 to March 31, 2017) and the first nine months of fiscal year 2017-18 (April 1, 2017 to December 31, 2017)).
- In completing your Community Celebration Program budget, indicate in YEAR 1 the expenses that you anticipate paying out in the period from January 1, 2017 to March 31, 2017, and indicate in YEAR 2 the expenses that you anticipate paying out in the period from April 1, 2017 to
Revenues and expenses in Section H must be entered for YEAR 1 and YEAR 2 only. Do not fill out Years 3-5. You may click on the Collapse/Expand button to minimize Years 3-5 on the application form. Please refer to the sample budget outlined on page 19 of this document.

Rows can be added by clicking the '+' symbol on the far right hand side of the table.

All expenses must be reasonable, well supported and justified. For all expenses, applicants must provide a detailed item description in the designated space in the row.

Revenue Sources

List each budget item under the appropriate header (i.e., Requested Amount, Cash Revenues from Other Government Sources, Cash Revenues from the Applicant and Other Sources, In-Kind Revenues) and add rows where necessary. In-Kind Revenues must be balanced by a corresponding line item in the In-Kind Expenses section of the budget. Please note that each cell has a limit of 255 characters (including spaces).

Provide a breakdown of the revenue source for each budget item, if applicable.

Select whether the funding being contributed by the revenue source is "Confirmed" or "Anticipated" by using the corresponding check box.

Expenses

List each expense item under the appropriate header (i.e., Staffing Expenses, Benefits Expenses, Program Expenses, Administration / Other Expenses, In-Kind Expenses) and add rows where necessary. All In-Kind Expense items must be balanced by a corresponding line item in the In-Kind Revenues section of the budget. Please note that there is a limit of 255 characters (including spaces) in each cell.

Provide a breakdown of the expense source for each expense item, if applicable.

If an item is an Eligible Expense (refer to the Eligible Expenses section of this Application Guide), ensure that the "Eligible Expense" box is checked, then indicate the total cost of the item in the Item Expense column. Indicate how much of the item expense you are requesting for your project from the Community Celebration Program in the Requested Funding column (e.g., you might list programming and production costs as an expense item under the Program Expenses header). For example, if the cost of this expense item is $10,000, you would list $10,000 in the Item Expense column. If you are requesting only $5,000 of this Item Expense from the Community Celebration Program, you would list $5,000 in the Requested Funding column.

If an item is an Ineligible Expense (refer to the Ineligible Expenses section of this Application Guide), do not check the "Eligible Expense box", but do indicate the total cost of the item in the Item Expense column.

All sub-totals and totals will be automatically calculated in the YEAR 1 and YEAR 2 tables.

The Requested Funding column on the far right does not auto-total, so you will need to manually calculate the total Requested Funding figure to ensure that it matches the Requested Amount figure at the top of the Revenue Sources section.
Sample Budget

A sample budget featuring Revenue Sources and Expenses is provided below. **YEAR 1** includes the period from January 1, 2017 to March 31, 2017. **YEAR 2** includes the period from April 1, 2017 to December 31, 2017.

<table>
<thead>
<tr>
<th>YEAR 1</th>
<th></th>
<th>Confirmed or Anticipated</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
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<td></td>
</tr>
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<td>Requested Amount</td>
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<td>X Community Celebration Program Funding</td>
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<td>Total Requested Amount</td>
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<td>16,500.00</td>
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<td>Cash Revenues from Other Government Sources</td>
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<tr>
<td>X Ontario Trillium Foundation funding</td>
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<td>Confirmed</td>
<td>500.00</td>
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<tr>
<td>Total Cash Revenues from Other Government Sources</td>
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<td></td>
<td>500.00</td>
</tr>
<tr>
<td>Cash Revenues from the Applicant and Other Sources</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>X Cash on hand</td>
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<td></td>
<td>12,000.00</td>
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<tr>
<td>Total Cash Revenues from the Applicant and Other Sources</td>
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<td></td>
<td>12,000.00</td>
</tr>
<tr>
<td>In-Kind Revenues</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>X Promotion</td>
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<tr>
<td>Total Revenue</td>
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<td></td>
<td>31,500.00</td>
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<tr>
<td>Expenses</td>
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<td>Eligible Expense?</td>
<td>Item Expense</td>
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<tr>
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<td>Total Benefits Expenses</td>
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<td>Program Expenses</td>
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<td>Accessible seating</td>
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<td>Eligible Expense</td>
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<td>Total Program Expenses</td>
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<td>Administration/Other Expenses</td>
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<td>Total Administration/Other Expenses</td>
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<tr>
<td>In-Kind Expenses</td>
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<tr>
<td>Total In-Kind Expenses</td>
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<td>Total Eligible</td>
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<tr>
<td>Revenue Sources</td>
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<td>Amount</td>
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</tr>
<tr>
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<td>Community Celebration Program Funding</td>
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<tr>
<td>Cash Revenues from Other Government Sources</td>
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<tr>
<td>Total Cash Revenues from Other Government Sources</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cash Revenues from the Applicant and Other Sources</td>
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<td></td>
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<tr>
<td>Cash on Hand</td>
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<td>20,000.00</td>
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<tr>
<td>Participation fees $25/person x 300 people</td>
<td>✓  Confirmed ✓  Anticipated</td>
<td>7,500.00</td>
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<td>In-Kind Revenues</td>
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<tr>
<td>Total In-kind Revenues</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Expenses</td>
<td>Eligible Expense? Item Expense Requested Funding</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Staffing Expenses</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Staffing Expenses</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Benefits Expenses</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Benefits Expenses</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Program Expenses</td>
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</tr>
<tr>
<td>Shuttle buses</td>
<td>✓  Eligible Expense</td>
<td>4,000.00</td>
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</tr>
<tr>
<td>Total Program Expenses</td>
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<td>3,000.00</td>
<td></td>
</tr>
<tr>
<td>Administration/Other Expenses</td>
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<td></td>
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</tr>
<tr>
<td>Admin</td>
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<td>5,000.00</td>
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<tr>
<td>Total Administration/Other Expenses</td>
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<td>$5,000.00</td>
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<td>In-kind Expenses</td>
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<tr>
<td>Total In-kind Expenses</td>
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<td>Total Eligible</td>
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<td>Total Ineligible</td>
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<td>$5,060.00</td>
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<tr>
<td>Total Expense</td>
<td></td>
<td>$9,060.00</td>
<td></td>
</tr>
</tbody>
</table>
Additional Comments Relevant to Project Financial Information (Limit of 4,900 characters)

Add any information required to explain the budget for your proposed Community Celebration Program initiative.

Total Project Financials (All Years) Table

The total Revenues and Expenses for your proposed Community Celebration Program initiative will auto-calculate and be displayed in a summary Total Project Financials (All Years) table at the end of the budget section.

Since the Total Eligible Expense box and the Total Project Budget box at the bottom of the Total Project Financials (All Years) table does not auto-calculate, please do the following:

- For Total Eligible Expense, list the Total Eligible figure at the bottom left of the Expense section in the budget.
- For Total Project Budget, list the Total Expenses figure at the bottom right of the Expense section in the budget.

Section I — Performance Measures

Applicants must record the Goal for each of the Performance Measures Metrics listed. Performance Measures Metrics comprised of two types — (1) Performance Metrics provided by the ministry (and to be completed by applicants) and (2) Performance Metrics provided by the applicant.

Ministry Provided Performance Metrics

Ministry-provided performance metrics that must be tracked and reported include the following:

- # of attendees (participants and spectators).
- # of volunteers recruited.
- # of diverse groups reached/engaged (youth, Indigenous, Francophone, LGBTQ, older adults and seniors, multicultural communities and persons with disabilities).
- # of partnerships developed.
- % of Ontario talent/content involved.
Client Provided Performance Metrics

Please include a minimum of two additional performance measures that your organization will use to gauge the success of your proposed Community Celebration program initiative.

Section Z — Declaration/Signing

Self-explanatory.

Help and Assistance

For technical assistance, please contact Grants Ontario Customer Service at (416) 325-6691 or 1-855-216-3090 or GrantsOntarioCS@Ontario.ca, Monday to Friday from 8:30 a.m. to 5:00 p.m. EST.
Appendix B: Example of Certificate of Insurance

All successful applicants are required to carry at least $2 million commercial general liability insurance coverage before the legal grant agreement can be executed. It is mandatory that “Her Majesty the Queen in right of Ontario, her ministers, agents, appointees and employees” is added as an additional insured.

(Note: The items below have been numbered to correspond with the sample insurance certificate on the following page.)

Generally, a certificate of insurance should:

1. State that the insured party is the recipient organization with whom the ministry has contracted. This is important since a policy will only respond to cover the Named Insured on the policy.
2. Identify the date of coverage (e.g., the dates should cover the enhancement project or marketing campaign duration).
3. Identify the Ministry of Tourism, Culture and Sport as an additional insured, represented in the following language, “Her Majesty the Queen in right of Ontario, her ministers, agents, appointees and employees”. This phrase should appear on the certificate face under a memo heading or special note box.
4. Identify the type (a) and amount (b) of coverage (Commercial General Liability insurance is listed and is on an occurrence basis for $2 million).
5. Include a statement that the certificate holder (the ministry) will be notified of any cancellation or material change within 30 days.
6. Include the signature of an authorized insurance representative.
### Name and address to whom issued

Ontario Ministry of Tourism, Culture and Sport

### Name and address of Insured

1.

<table>
<thead>
<tr>
<th>Type of Insurance</th>
<th>Insurer</th>
<th>Policy Number</th>
<th>Expiration Date</th>
<th>Coverage</th>
<th>Limits of Liability</th>
</tr>
</thead>
<tbody>
<tr>
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<td>Insurance Company of Canada</td>
<td></td>
<td>October 1, 2017</td>
<td>InclusiveLimits Bodily Injury and Property Damage Liability</td>
<td>Each occurrence or Accident: $2,000,000, General Aggregate: $2,000,000</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>AUTOMOBILE</td>
<td>Company of Canada</td>
<td></td>
<td>October 1, 2017</td>
<td>Inclusive Limits Bodily Injury and Property Damage Liability</td>
<td>Each accident: $2,000,000, Accident Benefits, Self Insured for Physical Damage</td>
</tr>
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<tr>
<td>ERRORS &amp; OMISSIONS</td>
<td>Company of Canada</td>
<td></td>
<td>December 2, 2017</td>
<td>Wrongful Acts committed in the performance of or failure to perform</td>
<td>$2,000,000 per claim and Aggregate Claims Made</td>
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</table>

3. **Additional Insured:** Her Majesty the Queen in right of Ontario, her ministers, agents, appointees and employees.

SUBJECT TO THE TERMS, CONDITIONS AND EXCLUSIONS OF THE ABOVE NOTED POLICIES

5. **EVIDENCE OF INSURANCE ONLY** CANCELLATION: Should any of the policies described herein be cancelled before the expiration date thereof, the insurer(s) affording coverage will endeavour to mail 30-days written notice to the Certificate Holder named herein, but failure to mail such notice shall impose no obligation or liability of any kind upon either the Insurer(s) affording coverage, its agents or representatives.

6. **Signature:**

Issued at: Toronto, Ontario

Date: February 10, 2017
ONTARIO150
PARTNERSHIP PROGRAM

APPLICATION GUIDELINES 2016-2017

This guide provides an outline of the Ontario150 Partnership Program, a one-time funding program launched as part of the Province of Ontario’s initiative to commemorate the sesquicentennial anniversary of Canada and Ontario.

Instructions on the program application process are detailed in this guide.

Deadline for Submission: September 30, 2016 – 5:00 p.m. EST
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INTRODUCING THE ONTARIO150 PARTNERSHIP PROGRAM

Background

Ontario will celebrate the 150th anniversary of its place as a province within Canada in 2017. This anniversary provides an opportunity to celebrate its achievements as a society and to position Ontario as a place of economic growth and prosperity for future generations.

A cross-government, multi-faceted Ontario150 Program will recognize and celebrate the past, while building a strong and secure foundation for the future.

As reported in the 2016 Ontario Budget, this celebratory year will create a strong economic, social and cultural legacy for Ontarians, with a particular focus on youth. The Ontario150 Partnership Program was developed in response to this Provincial commitment.

Mission and Goal

Recognizing that youth are tomorrow’s leaders, their engagement and empowerment is critical to support the economic and social future of Ontario’s communities. With a focus on forging new partnerships and exploring new models to build stronger communities, the Ontario150 Partnership Program will leave a lasting legacy of engaged youth who will set the pace for generations to come.

The core goal of this program is to provide funding to communities and organizations across Ontario to collaborate and offer young people new ways to participate in opportunities within six key Priority Areas (see pages 5-6 for a description of the Priority Areas).

Program Objectives

The Ontario150 Partnership Program aims to:

- Encourage new partnerships among community and corporate organizations;
- Facilitate new methods to engage youth in Priority Areas; and
- Strengthen organizations’ capacity to deliver on their mandates in innovative ways.
OVERVIEW OF PROGRAM GUIDELINES

Important Deadlines

All Ontario150 Partnership Program applications must be completed and submitted no later than 5:00 p.m. (Eastern Standard Time) on September 30, 2016.

Submission Limits

Only one application per initiative will be considered for the Ontario150 Partnership Program.

Only one application per organization will be considered for the Ontario150 Partnership Program.

Submission Format and Process

Applicants must use the Ontario150 Partnership Program application available on the Grants Ontario System to submit their applications.

When submitting your application through the Grants Ontario System, you will immediately receive a confirmation notice. If you do not receive confirmation of your submission within 24 hours, please contact the Grants Ontario Customer Service Desk at 1-855-216-3090 or send an email to GrantsOntarioCS@ontario.ca.

Ontario150 Partnership Program applications received in any format other than the form available on the Grants Ontario System will not be accepted.

FUNDING PRIORITIES

The Ontario150 Partnership Program will provide funding to applicants whose projects are collaborative, engage youth and demonstrate alignment with one of the Priority Areas as outlined below:

Priority Areas:

Successful proposals will have clearly demonstrated impact in one of the following Priority Areas:

1. Supporting Young Artists – Encourages partnerships with and among arts-based organizations to give youth more opportunities for learning and development in the arts and creative sector

2. Promoting Diversity and Inclusion – Encourages collaborations with and among organizations serving diverse populations in order to better engage youth from all backgrounds, including rural, ethno-cultural, persons with disabilities, Francophone, Indigenous, and LGBTQ groups in their programming
3. *Environmental Stewardship* – Encourages partnerships with and among environmental-based organizations to support projects centering around environmental preservation

4. *Supporting Youth Entrepreneurship* – Encourages organizations to partner with businesses to support youth entrepreneurship opportunities

5. *Promoting Active and Healthy Living* – Encourages organizations to collaborate on projects that support youth in making healthy lifestyle choices

6. *Youth Civic Engagement* – Encourage organizations to collaborate and offer young people the skills and networks to take active roles in the community-building process, including through inter-generational mentoring

**Partnerships:**

Preference will be given to applicants whose projects demonstrate a high level of collaboration with a new partnering organization. These partnerships within and across sectors should aim to promote knowledge sharing within one Priority Area and encourage innovative ways to engage youth. Cash contributions in themselves would not be an indication of a significant partnership.

Businesses are encouraged to forge partnerships with other eligible applicants including not-for-profits, municipalities or Indigenous communities.

**Youth:**

Projects must be for youth, by youth or offer youth benefits. Projects should seek to engage youth as learners and leaders within one Priority Area. Recognizing that ‘youth’ can be a loose demographic description, applicants will be asked to specify the age range their project is targeting.

Preference will be given to projects that:

- Demonstrate a high level of engagement and collaboration with partner(s)
- Exhibit the ability to engage a broad base of youth groups
- Demonstrate expertise in an identified *Ontario150 Partnership Program* Priority Area
- Support learning and innovation within and across sectors
- Have a means to show tangible benefits and results
Examples of Eligible Projects

Listed below are examples of eligible projects that the Ontario150 Partnership Program could support.

| Supporting Young Artists | • Workshops in which community centres work with a theatre company to give youth opportunities to learn how to create and produce an original play  
| | • Independent artists come together for business skills training sessions, facilitated by another organization  
| | • Tutorials and mentorships in which young writers learn from publishers and collectively release a work of short-stories or a poetry anthology |
| Promoting Diversity and Inclusion | • Organizations with provincial scope establish and consult rural youth advisory groups to identify gaps and offer a local lens on programming  
| | • Newcomer settlement agency hosts not-for-profit organizations, teaching them how to better recruit young volunteers of diverse backgrounds |
| Environmental Stewardship | • Coordinate a campaign of volunteer clean-ups in community parks and beaches  
| | • Interactive sessions or science fairs encouraging youth projects on clean and renewable technology  
| | • Student environmental teams are engaged in a tree-planting initiative to reduce the effects of greenhouse gases |
| Youth Entrepreneurship | • Successful entrepreneurs are matched with young innovators through the creation of a supportive network, offering mentorship and guidance  
| | • A multi-day conference where students speak with leaders from different sectors highlighting how gaps were innovatively resolved in their respective industries |
| Promoting Active and Healthy Living | • A sports-based organization partners with a rural community centre to provide youth opportunities to learn new sports  
| | • A municipality partners with youth-based organizations to host an all-day event that seeks to raise awareness and remove the stigma surrounding mental health |
| Youth Civic Engagement | • A senior's centre collaborates with youth advisory groups to explore and participate in municipal offices or neighbourhood action committees  
| | • A youth-based organization conducts a mock municipal election and winners are matched with and mentored by their respective city councillors |
ELIGIBILITY

Eligible Applicants

Funding will be provided only to legal entities. Examples include those that are established by or under legislation; are federally or provincial incorporated; are band councils established under the Indian Act, Canada; or are other Indigenous organizations that are incorporated. Applicant organizations need to have been in existence for least one fiscal year (or less for some Indigenous communities) in Ontario as of January 1, 2017.

Eligible applicants include:

- Not-for-profit organizations
- Municipalities
- Indigenous communities
- Businesses* and business associations

*Businesses are eligible for projects of a non-commercial nature. Preference will be given to businesses who partner with other eligible applicants.

Eligible Projects

To be eligible for Ontario150 Partnership Program funding, the applicant organization must propose an initiative that meets all of the following eligibility requirements

- Take place in the Province of Ontario
- Occur between January 1, 2017 and December 31, 2017
- Have an applicant or leading organization that meets all stated eligibility criteria
BUDGET DETAILS

The Ontario150 Partnership Program is able to support up to 75% of eligible project costs up to a maximum funding amount of $100,000. Applicants are encouraged to combine funding sources in support of their project. Funds from government sources however cannot exceed 90% of total project costs. Municipalities and Indigenous communities are exempt from this requirement.

Cash and in-kind contributions of at least 25% of the total eligible project costs must be confirmed before funding is released.

An in-kind contribution is a donation in lieu of cash to obtain required goods and services. Examples of in-kind contributions could include:

- A consultant donates time to your program; they normally charge for these services
- A school bus company donates the use of its vehicles at no cost
- A local company donates postage and labour for a mail-out brochure about your program
- Advertising space (online, on a billboard, newspaper etc.) that is donated to you

Volunteer hours are calculated at the General Minimum Wage for Ontario unless acting in their professional capacity which is calculated at a fair market value. Applicants can use the Ministry of Labour’s minimum wage rates, found here, to calculate this contribution.

The Ministry retains the right to determine, at its sole discretion, which in-kind contributions are eligible and ineligible.

Eligible Expenses

In general, eligible costs are directly associated with activities, programs or services that aid in the delivery of the proposed project. Examples of eligible expenses include, but are not limited to the following:

- Expenses directly associated with Priority Area activities
- Extending staff hours specifically for the delivery of the project
- Hiring additional staff specifically for the delivery of the project, such as a Project Manager
- Travel, accommodation, and/or meal expenses (these cannot exceed the current provincial rates of the Broader Public Service Accountability Act (BPSAA) directives).
- Other costs deemed reasonable
Ineligible Expenses

The following expenses are ineligible for funding:

- Contributions to funding drives or campaigns,
- Activities completed or costs incurred prior to application approval.
- Core administrative and overhead costs, such as rent, telephone and communication lines/services, computers, utilities, maintenance costs and any operational expenses related to an organization’s ongoing activities.
- Budget deficits.
- Permanent staff salaries.
- Capital costs related to permanent structures (e.g., materials, labour, vehicles, land acquisition, purchase of equipment for project construction, computers, etc.)
- Refundable Harmonized Sales Tax or other refundable expenses (e.g., security deposits, etc.).

UNDERSTANDING THE EVALUATION PROCESS

Applications that meet all the program requirements will be scored based on a combination of pre-determined evaluation criteria. Prior to the evaluation process, submissions will be verified for completeness. Incomplete applications will be deemed ineligible and will not move forward for consideration.

Technical Evaluation Criteria

<table>
<thead>
<tr>
<th>Technical Evaluation Criteria</th>
<th>Scoring Weight</th>
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<tbody>
<tr>
<td>Organizational Capacity</td>
<td>20%</td>
</tr>
<tr>
<td>Project Description</td>
<td>10%</td>
</tr>
<tr>
<td>Relevance to <em>Ontario150 Partnership Program</em></td>
<td>30%</td>
</tr>
<tr>
<td>Project Beneficiaries and Impact</td>
<td>20%</td>
</tr>
<tr>
<td>Risk Management and Evaluation Plan</td>
<td>10%</td>
</tr>
<tr>
<td>Current Fiscal Position and Budget</td>
<td>10%</td>
</tr>
<tr>
<td>Total</td>
<td>100%</td>
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</tbody>
</table>

Funding cannot be guaranteed to all applicants, nor can the ministry ensure that the total amount requested by successful applicants will be granted. The recommendation to fund all or part of an applicant's request will depend on its alignment with *Ontario150 Partnership Program* funding priorities, evaluation criteria and the overall demand for funds in the program.
Submission Checklist

Make sure your checklist is complete! For guidance, use this application checklist to ensure you have satisfied all the submission requirements.

I have...

Reviewed the Ontario150 Partnership Program Application Guide

Reviewed the Ontario150 Partnership Program Frequently Asked Questions (FAQS)

Completed the entire Application Form

Included all required attachments to my application package

RECIPIENT OBLIGATIONS

Acknowledgement

Applicants should be aware that the province is bound by the Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c.F. 31, as amended from time to time, and that any information provided to the province in connection with their application may be subject to disclosure in accordance with the requirements of that Act.

Successful applicants are required to:

• Carry at least $2 million commercial general liability insurance coverage and add “Her Majesty the Queen in Right of Ontario as represented by the Minister of Tourism, Culture and Sport” as an additional insured on this coverage before the Ontario Funding Agreement can be executed (see Appendix B for example).

• Report back to the ministry within 90 days following the initiative on the use of funds, service deliverables and outcomes achieved. Applicants must use the ministry’s Ontario150 Partnership Program Final Report form available on the Grants Ontario System to provide this information. Monitoring of the project by the ministry may include: progress reports and evaluation reports, site visits and meetings)

• Permit the Province to verify/audit information submitted (at the discretion of the Province) to ensure that it is complete and accurate and that funds were used for the purpose(s) intended.

• Agree that if the funds were not used, or will not be used, for the intended
purpose(s), if specified services were not delivered or intended outcomes were not achieved, the Province has the right to recover the funds transferred, at a future date.

- Acknowledge Ontario’s support with the use of an Ontario logo in electronic and print media as part of a visibility campaign.

- The Recipient must publicly acknowledge the financial support received from the Government of Ontario in all communication and marketing materials related to the Project. These acknowledgements must refer to the Government of Ontario as “Ontario150”.

- The Recipient must integrate Ontario150 branding into its communications, marketing and promotional materials and activities for the Project, including events and venues. A digital toolkit with logos, other visual identifiers and detailed branding guidelines, will be available later this year. Recipients will be advised of the toolkit’s availability.

- The Recipient must provide the Ontario150 Secretariat with Notice at least two weeks prior to any public announcement related to the Project.

- Unless otherwise indicated by the Province, the Recipient shall provide an opportunity for Ontario government representatives to speak at events relating to the Project.

- Along with the Final Report, Recipient is required to provide a description of all Government of Ontario acknowledgements, including all materials that identify and describe the initiative.

It is expected that the proposed initiative to comply with all federal, provincial and municipal laws and regulations (e.g., environmental approvals, zoning bylaws, human rights, animal welfare, etc.).

**Reporting Requirements and Accounting**

In addition to completing the *Ontario150 Partnership Program* Final Report form, successful applicants will be expected to provide the following additional material as part of the mandatory post-project reporting process:

a. A Board-endorsed or Treasurer-certified financial statement that accounts for project revenue and expenditures; and,

b. Any other details that may be requested by the province, including qualitative and quantitative measures.
Ongoing Communications

Frequently Asked Questions (FAQs) regarding the Ontario150 Partnership Program are available on the Grants Ontario portal.

Consultation with your Regional Advisor before submitting a Ontario150 Partnership Program Application Form is recommended. This should be done at least 3 weeks before the application deadline. This consultation will provide guidance in the development of your application.

Please contact your Regional Advisor directly or contact one of the following Regional Offices (see Appendix A for a map of these regions):

Central Region: 1-877-395-4105   East Region: 1-800-267-9340
North Region: 1-800-465-6861    West Region: 1-800-265-2189
APPLYING TO THE ONTARIO150 PARTNERSHIP PROGRAM THROUGH THE GRANTS ONTARIO SYSTEM

Grants Ontario System Instructions

The Grants Ontario System is the Government of Ontario’s online grant management system, which provides one-window access to information about government grants, how to apply for grants and how to check the status of your application.

Please read the information below and be sure to give yourself plenty of time to work through the application. This is the best way to maximize your potential for success. Your Ontario150 Partnership Program application on the Grants Ontario System must be completed and submitted no later than September 30, 2016 at 5:00 p.m. (Eastern Standard Time).

Getting Started

Before applying to the Ontario150 Partnership Program, you must create a ONe-key ID and password as well as register for Grants Ontario Access. You will not be able to access the Grants Ontario System without a ONe-key login and password. If you do not already have ONe-key access, please refer to the Grants Ontario System Registration Guide for Applicants for instructions. The next step is to complete the Ontario150 Partnership Program application through Grants Ontario.

Once a formal Ontario150 Partnership Program application is started online in Grants Ontario, it may be saved at any point and returned to later or you may also create an application online and then download the form to work on it offline. When you have completed the application offline, simply log in to the Grants Ontario System and submit your application along with all mandatory attachments (please refer to the Grants Ontario System Reference Guide for Applicants for instructions on how to save and submit).

It is highly advisable that applicants print a copy of this document or use a split computer screen to ensure all specific application instructions are followed and to best understand what is being asked in each question in the Ontario150 Partnership Program application in Grants Ontario.

The instructions in this document will provide guidance to applicants on which questions to complete and how to complete them. Please note that not all questions need to be answered. Questions in the online Ontario150 Partnership Program application that need to be answered are indicated in the following pages. Any questions identified in this guide as “not applicable” are not to be answered and you are requested to write “not applicable” in the space provided.

Because organizations must register with Grants Ontario (you should have already completed this during Step 1) to access the online application, most of the information requested in the first few sections of the application form (e.g., address, contact information, etc.) will be automatically filled in using data from the registration process.
If at any time you experience difficulty with technology, please contact the Grants Ontario Customer Service Desk at 1-855-216-3090 or GrantsOntarioCS@ontario.ca. You can also create an Assistance Request within the Grants Ontario System. There is a team specifically dedicated to assist organizations with technical difficulties. The Ontario150 Partnership Program Regional Advisors do not have the same access to the system to provide technical assistance.

As soon as a complete Ontario150 Partnership Program application is uploaded and submitted electronically through Grants Ontario, an email will be sent to the main application contact confirming receipt of the application.

PLEASE NOTE: If you have not received confirmation of your submission within 24 hours, please contact the Grants Ontario Customer Service Desk.

What to Attach in your Application

1. Proof of Eligibility

All applicants must attach a complete copy of one of the following documents: Certificates of Status, articles of incorporation, letters patent, or special acts of incorporation. These documents must show that the organization has been operating for at least one fiscal year (or less for some Indigenous communities) in Ontario. Municipalities are exempt.

2. Financial Statements

All applicants must attach a copy of your organization’s most recently audited or Board-endorsed or Treasurer-certified financial statement. Municipalities and Indigenous communities are exempt.

3. Participating Organization Commitment Letters (if applicable)

Applicants submitting projects that involve a partnership with another organization(s) are asked to attach a Letter of Commitment from the partner to indicate their involvement in the proposed project. Information provided should coincide with your response in SECTION G1 – Q 11 Project Description.

4. Copy of Valid Certificate of Liability Insurance

Before funding is released, applicants are required to submit a valid 1-page certificate of liability insurance (and any renewal or replacement as may be necessary) with their application that covers the time period of the project.

Ontario150 Partnership Program Application Sections

A. Organization Information
B. Organization Address Information
C. Organization Contact Information
D. Organization Capacity
E. Grant Payment Information
F. Application Contact Information
G1. Project Information
Section A To C – Organization Information, Address, Contact Information

These sections are explained directly in the Application Form. Sections A and B are pre-populated, to make a change to this information please submit an Assistance Request through the Grants Ontario System.

Section D – Organization Capacity

This section is for you to tell us about your organization

SECTION D – Q 1-3. Full-Time Staff, Part-Time Staff and Volunteers
Provide information about staffing and volunteers

SECTION D – Q 4. Accumulated Deficit
Please note your accumulated deficit in the space provided. If your organization has a zero balance surplus, please put “0” in the space provided.

SECTION D – Q 5. Accumulated Surplus
Please note your accumulated surplus in the space provided. If your organization has a zero balance or deficit, please put “0” in the space provided.

SECTION D – Q 6. Describe your organization’s core business or field of activity. (Maximum 2,000 characters)
Briefly describe your organization’s current programming and services. Describe how the Ontario150 Partnership Program fits into your organization’s core business.

SECTION D – Q 7. How does your strategic plan guide your organization’s activities? (Maximum 2,000 characters)
Please type “not applicable” in the space provided.

SECTION D – Q 8. Outline your organization’s risk management plan for prevention of abuse to clients, members and staff. (Maximum 2,000 characters)
Please type “not applicable” in the space provided.

SECTION D – Q 9. How is your Board elected? (Maximum 2,000 characters)
Please type “not applicable” in the space provided.

SECTION D – Q 10. How does the composition of your Board represent the community it serves? (Maximum 2,000 characters)
Please type “not applicable” in the space provided.
SECTION D – Q 11. What practices/procedures exist to ensure the Board conducts its activities with accountability and transparency? (Maximum 2,000 characters)
Please type “not applicable” in the space provided.

SECTION D – Q 12. Describe your organization’s history of managing similar projects and include past achievements: (maximum 2,000 characters)
Please provide a description of your organization’s history of managing similar projects, include past achievements.

SECTION D – Q 13. Describe your organization’s ability and capacity to successfully undertake this project. (Maximum 2,000 characters)
Describe successful strategies your organization has used to ensure that project outcomes are achieved. How will your proposed initiative be designed, managed and delivered to ensure success? What contingencies and backup plans are in place?

SECTION D – Q 14. Provide details on your staff and relevant staff experience for those involved in the project. (Maximum 2,000 characters)
Describe staff experience and competencies that would support the successful delivery of the proposed project.

SECTION D – Q 15. Describe successful strategies your organization has used to ensure achievement of program outcomes. (Maximum 2,000 characters)
Please type “not applicable” in the space provided.

SECTION D – Q 16. Describe your organization’s experience developing, tracking and reporting on outcomes and performance measures successfully. (Maximum 2,000 characters)
Describe your organization’s experience in monitoring and tracking the outcomes identified in SECTION G1 – Q 16 of the Ontario150 Partnership Program application.

SECTION E – GRANT PAYMENT INFORMATION
This section is explained directly in the online Application Form. Complete all fields in the section before moving to the next.

SECTION F – APPLICATION CONTACT INFORMATION
Please insert the name of the person that will be managing the Ontario150 Partnership Program file. The applicant contact noted in this section must be the contact for the proposed project and not the sponsoring organization.

SECTION G1 – PROJECT INFORMATION
SECTION G1 – Q 1. Project Name. (Maximum 250 characters)
Please indicate the name of your initiative.
SECTION G1 – Q 2. Project Start Date.
This is the anticipated start date of the project. Eligible initiatives must begin on or after January 1st 2017 and be completed by December 31st 2017. Should your application be successful, all costs incurred prior to the date of the contract will not be eligible for reimbursement.

SECTION G1 – Q 3. Project End Date.
This is the anticipated end date of the project. Eligible initiatives must be completed by December 31st 2017. Should your application be successful, a final report will be required no later than 90 days after the end date of your initiative.

SECTION G1 – Q 4. Event Start Date.
Please type “not applicable” in the space provided.

SECTION G1 – Q 5. Event End Date.
Please type “not applicable” in the space provided.

SECTION G1 – Q 6. Target Sector
In addition to engaging a broad base of youth, select the appropriate target groups that your project will also have an impact on, from the drop-down menu provided. You may select more than one. If it is not listed, select “Other” and provide a description within the Project Beneficiaries (SECTION G1 – Q 14).

Indicate which selection is the primary target population by checking the box under the Primary column.

SECTION G1 – Q 7. Project Scope
Project Scope refers to the geographic reach of the project, meaning local (e.g., an Indigenous community or municipality), regional (e.g., a regional municipality, a county, multiple counties, a Tribal Council, etc.) or provincial (i.e. all for regions of the province).

SECTION G1 – Q 8. Host Municipality / First Nation Community
Please indicate the geographic location in which your initiative will take place.

Please select one Priority Area that your project will focus on from the following drop-down menu:

- Arts
- Diversity and Inclusion
- Environmentalism
- Entrepreneurship
- Active and Healthy Living
- Civic Engagement

SECTION G1 – Q 10. Project Summary. (Maximum 2,000 characters)
Provide a brief description of your proposed project, including examples.
SECTION G1 – Q 11. Project Description. (Maximum 4,900 characters)

Address each of the following elements:

- Identify the new partner(s) collaborating with your organization for the purposes of your project. Describe their level of engagement and the contributions they will make.
- Identify the Priority Area selected for your project. Demonstrate how your organization or partnering organization(s) has the expertise to lead a successful project in this Priority Area.
- Demonstrate how your organization or partnering organization(s) has the capacity to engage youth and encourage broad-based participation.

SECTION G1 – Q 12. Project Objectives. (Maximum 2,000 characters)

Please type “not applicable” in the space provided.

SECTION G1 – Q 13. Rationale/Need (Maximum 1,000 characters)

Describe why your project is needed, including steps or measures to ensure your project does not overlap with, or duplicate, any existing projects with similar outcomes in your targeted communities. Demonstrate your project’s uniqueness and creativity.

SECTION G1 – Q 14. Project Beneficiaries (Maximum 2,000 characters)

Describe the community (or communities) your proposed project is expected to appeal to as well as how you will promote the project to this community (or communities)?

- Cultural community (e.g., Francophone, Indigenous, ethno-cultural); and/or
- Demographic – Specify the age range targeted for this youth project (e.g., Youth aged 13 – 18, Youth aged 18 – 24)

SECTION G1 – Q 15. Risk Assessment and Management (Maximum 2,000 characters)

Provide a description of the challenges, obstacles or threats to the successful delivery of your proposed project and the risk management plan you will put in place to ensure the safe and successful outcome of the initiative.

SECTION G1 – Q 16. Project Outcomes (Maximum 1,000 characters)

Explain the outcomes that your proposed project intends to achieve. In SECTION I – Performance Measures, you will list the numbers related to project goals. You may want to consider these project goals when developing your outcomes. Specific, measurable outcomes allow evaluators to understand the exact purpose, or reason the project is being implemented, while also recognizing the potential return on investment associated with the project.

SECTION G1 – Q 17. Evaluation Plan/Criteria (Maximum 2,000 characters)

Describe your plan to evaluate the success of your proposed project with respect to the project outcomes reported in SECTION G1 – Q 16. If your project has predetermined baselines, include these numbers as part of your evaluation plan. These baselines may relate to SECTION I – PERFORMANCE MEASURES in the application form. If your
project does not have established baselines, please include a plan on how you will establish baselines for your project.

SECTION H – Project Financial Information

Before completing this section, please read the information under Eligible Expenses and Ineligible Expenses of the Ontario150 Partnership Program Application Guide. You are required to complete a budget for your proposed initiative as part of the Ontario150 Partnership Program application.

In preparing the budget, please note that:

• Cash and in-kind contributions of at least 25% of the total eligible project costs must be confirmed before funding is released.

• Revenues and expenses must be entered for Year 1 only. Do not fill out Years 2-5. You can click on the Collapse/Expand button to minimize Years 2-5 on the Ontario150 Partnership Program Application Form.

All expenses must be reasonable, well supported and justified. For all revenue and expenses, applicants must provide a detailed Item Description that provides the following information in the order set out below.

Revenue Sources

List each budget item under the appropriate header (i.e. Requested Amount, Cash Revenues from Other Government Sources, Cash Revenues from the Applicant and Other Sources, In-Kind Revenues). Please note that there is a limit of 255 characters (including spaces) in each cell.

Select whether the funding being contributed by the revenue source is Confirmed or Anticipated by using the corresponding check box.

Expenses

Provide a breakdown of the expense source for each expense item, if applicable. For example:

• For purchased items, include the cost per unit and number of items needed (e.g., Venue Rental /10 workshops x $150 daily rental fee = $1,500);

• For staffing positions, include a description of responsibility, number of hours per week, and wage and benefits as they relate to the initiative;

If an item is an Eligible Expense (refer to Eligible Expenses of the Ontario150 Partnership Program Application Guide), ensure that the Eligible Expense box is checked. Then indicate the total cost of the item in the Item Expense column. Determine how much of the item expense will be included in the requested funding amount for your initiative and indicate this in the Requested Funding column (e.g., under the Program Expenses header, you might list Sports Equipment as an expense item). If the cost of this expense item is $10,000, you would list $10,000 in the Item Expense column. If you are requesting that only $5,000 of this Item Expense be
included for your initiative, you would list $5,000 in the Requested Funding column.

If an item is an Ineligible Expense (refer to Ineligible Expenses of the Ontario150 Partnership Program Application Guide), do not check the Eligible Expense box. Then indicate the total cost of the item in the Item Expense column.

Rows can be added by clicking the '+' symbol on the far right hand side of the budget.

All sub-totals and totals will be automatically calculated in the Year 1 table. The Requested Funding column on the far right does not auto-total, so you will need to manually calculate the total Requested Funding figure to ensure that it matches the Requested Amount figure at the top of the Revenue Sources section.

Additional Comments Relevant to Project Financial Information (4,900 characters maximum)

Add any information required to explain the budget for your proposed initiative (e.g., a cost breakdown of expenses)

The total Revenues and Expenses for your proposed initiative will auto-calculate and be displayed in a summary Total Project Financials (All Years) table at the end of the budget section.

Since the Total Eligible Expense box and the Total Project Budget box at the bottom of the Total Project Financials (All Years) table does not auto-calculate, please do the following:

- For Total Eligible Expense, list the Total Eligible figure at the bottom left of the Expense section in the budget.
- For Total Project Budget, list the Total Expenses figure at the bottom right of the Expense section in the budget.
SECTION I – Performance Measures

Each field within the Ministry Provided Performance Measure Metrics chart requires a value. If a particular performance metric is not applicable to your project, you must enter "0" as the goal for that particular metric. Applicants will not be able to proceed with the application process until values are added for each metric.

<table>
<thead>
<tr>
<th>Metric</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 New youth participants</td>
<td># of new youth participants</td>
</tr>
<tr>
<td>2 Diverse youth engaged</td>
<td># of diverse youth engaged, including indigenous, francophone, ethno cultural, LGBTQ, low-income, and rural communities, and persons with disabilities</td>
</tr>
<tr>
<td>3 Participation opportunities</td>
<td># of individual participation opportunities (each time activity is undertaken, (e.g., 12 persons in a 10 week program once per week counts as 120 participation opportunities)</td>
</tr>
<tr>
<td>4 New partnerships within sectors</td>
<td># of new partnerships developed within sectors and directly involved in the project</td>
</tr>
<tr>
<td>5 New cross-sectoral partnerships</td>
<td># of new cross-sectoral partnerships developed and directly involved in the project</td>
</tr>
<tr>
<td>6 New strategies, plans and resources</td>
<td># of new strategies, plans and resources developed and implemented which will increase youth benefits</td>
</tr>
</tbody>
</table>

SECTION J – Partnership / Stakeholder Information

Please complete the Partner / Stakeholder Information table for your Ontario150 Partnership Program project. Information provided should coincide with your response in SECTION G1 – Q 11 Project Description.

SECTION Z – Declaration/Signing

These sections are explained directly in the Application Form. By signing the Application Form and submitting it to the Ministry, the organization applying is formally verifying that it agrees to abide by the Terms and Conditions governing the grant, if awarded.
APPENDIX A: MAP OF ONTARIO REGIONS
APPENDIX B: CERTIFICATE OF INSURANCE

All successful applicants are required to carry at least $2 million commercial general liability insurance coverage before the legal grant agreement can be executed. It is mandatory that "Her Majesty the Queen in Right of Ontario, as Represented by the Minister of Tourism, Culture and Sport" is added as an additional insured.

Generally, a certificate of insurance should:

(Note: The items below have been numbered to correspond with the insurance certificate example on the following page.)

1. State that the insured party is the recipient organization with whom the ministry has contracted. This is important since a policy will only respond to cover the Named Insured on the policy.
2. Identify the date of coverage (e.g., the dates should cover the project duration).
3. Identify the Ministry of Tourism, Culture and Sport as an additional insured, represented in the following language, "Her Majesty the Queen in Right of Ontario, as Represented by the Minister of Tourism, Culture and Sport". This phrase should appear on the certificate face under a memo heading or special note box.
4. Identify the type (a) and amount (b) of coverage (Commercial General Liability insurance is listed and is on an occurrence basis for $2 million).
5. Include a statement that the certificate holder (the ministry) will be notified of any cancellation or material change within 30 days.
6. Include the signature of an authorized insurance representative.
APPENDIX C: EXAMPLE OF CERTIFICATE OF INSURANCE

This is to certify that the policies of insurance described herein have been issued to the insured named herein for the policy period indicated. Notwithstanding any requirements, term or condition of any contract or other document with respect to which the Certificate may be issued or may pertain, the insurance afforded by the policies described herein is subject to all the terms, conditions and exclusions of such policies. Limits shown may have been reduced by paid claims.

This certificate is issued as a matter of information only and confers no right upon the Certificate Holder other than those provided by this policy. This Certificate does not amend, extend or alter the coverage by the policies described herein.

<table>
<thead>
<tr>
<th>Name and address to whom issued</th>
<th>Name and address of Insured</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ontario Ministry of Tourism, Culture and Sport</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Type of Insurance</th>
<th>INSURER</th>
<th>POLICY NUMBER</th>
<th>EXPIRATION DATE</th>
<th>COVERAGE</th>
<th>Limits of Liability</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMMERCIAL GENERAL LIABILITY</td>
<td>Insurance Company of Canada</td>
<td>October 1, 2014</td>
<td>Inclusive Limits Bodily Injury and Property Damage Liability</td>
<td>Each occurrence or Accident: $2,000,000</td>
<td>General Aggregate: $2,000,000</td>
</tr>
<tr>
<td>AUTOMOBILE</td>
<td>Company of Canada</td>
<td>October 1, 2014</td>
<td>Inclusive Limits Bodily Injury and Property Damage Liability</td>
<td>Each accident: $2,000,000 - Accident Benefits - Self Insured for Physical Damage</td>
<td></td>
</tr>
<tr>
<td>ERRORS &amp; OMISSIONS</td>
<td>Company of Canada</td>
<td>December 2, 2014</td>
<td>Wrongful Acts committed in the performance of or failure to perform</td>
<td>$2,000,000 per claim and Aggregate Claims Made</td>
<td></td>
</tr>
</tbody>
</table>

Additional Insured: Her Majesty the Queen in right of Ontario as Represented by the Minister of Tourism, Culture and Sport

SUBJECT TO THE TERMS, CONDITIONS AND EXCLUSIONS OF THE ABOVE NOTED POLICIES

**EVIDENCE OF INSURANCE ONLY**

CANCELLATION: Should any the policies described herein be cancelled before the expiration date thereof, the Insurer(s) affording coverage will endeavour to mail 30-days written notice to the Certificate Holder named herein, but failure to mail such notice shall impose no obligation or liability of any kind upon either the Insurer(s) affording coverage, its agents or representatives.

Issued at: Toronto, Ontario

Date: February 10, 2014
ONTARIO150
COMMUNITY CAPITAL PROGRAM

APPLICATION GUIDELINES 2016-2017

This guide provides an outline of the Ontario150 Community Capital Program, a one-time funding program launched as part of the Province of Ontario’s initiative to commemorate the sesquicentennial anniversary of Canada and Ontario.

Instructions on the program application process are detailed in this guide.

Deadline for Submission: September 14, 2016 – 5:00 p.m. ET
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Introducing the *Ontario150 Community Capital Program*

**Background**

Ontario will celebrate the 150th anniversary of its establishment as a province within Canada in 2017. This anniversary provides an opportunity to celebrate our achievements as a society and to position Ontario as a place of economic growth and prosperity for generations to come.

A cross-government, multi-faceted Ontario150 Program will recognize and celebrate the past, while building a solid and secure foundation for the future.

As reported in the 2016 Ontario Budget, this celebratory year will create a strong economic, social and cultural legacy for Ontarians. The *Ontario150 Community Capital Program* was developed in response to this Provincial commitment.

**Purpose**

The *Ontario150 Community Capital Program* is a grant program that will strengthen communities by supporting the repair, renovation or retrofitting of existing infrastructure to better address the diverse needs of Ontario communities while fostering economic growth. Supported projects will occur within one year of grant approval and be completed by March 31, 2018.

The *Ontario150 Community Capital Program* is administered by the Ontario Trillium Foundation (OTF).
Overview of Program Guidelines

Important Deadlines
All Ontario150 Community Capital Program applications must be completed and submitted no later than 5:00 p.m. (Eastern TIME) on September 14, 2016.

Before you can submit your application, you must first register your organization with the Ontario Trillium Foundation. To guarantee that registration can be verified in time, it is recommended that you register your organization as soon as possible.

Submission Limits
Only one application per project will be considered for the Ontario150 Community Capital Program.

Only one application per organization will be considered for the Ontario150 Community Capital Program.

Submission Format and Process
Applications for the Ontario150 Community Capital Program must be submitted through the Ontario Trillium Foundation online application system.

Upon submitting your application, you will receive a confirmation that it has been received. If you do not receive a confirmation upon submission, please contact the OTF Support Centre at otf@otf.ca or 1.800.263.2887 for information and assistance.
Amount and Term

Amount range: $5,000 - $500,000

Duration: All projects must be ‘shovel-ready’ and can begin no earlier than January 1, 2017. Supported projects should occur within 1 year of grant approval and be completed with all supported costs incurred by March 31, 2018.

- Applicant organizations with a total operating budget of less than $1 million are eligible for funding amounts up to 75% of the total project costs to a maximum of $250,000
- Applicant organizations with a total operating budget equal to or greater than $1 million are eligible for funding amounts up to 50% of the total project costs to a maximum of $500,000
- Applicants are encouraged to combine funding sources in support of their project
- Combining funds from government sources (municipal, provincial, federal) is permissible, however cannot exceed 90% of total project cost. (Municipalities, their cultural and recreation agencies, Local Service Boards and First Nations are exempt from this requirement)
- 10% of the funding for successful projects will be held back, to be paid upon satisfactory review of the final report

Eligibility

Eligible Applicants

Eligible applicants include:

- Registered charities and not-for-profit organizations including those with mandates that serve and support newcomers, seniors, women, sport, recreation, arts and culture, persons with disabilities as well as multicultural, francophone and LGBTTQIA communities
- Municipalities, their cultural and recreation agencies and Local Service Boards operating community facilities
- First Nations, Indigenous communities, including Métis and Inuit, and organizations serving urban Indigenous people

Ineligible applicants, such as for-profit organizations, non-legal entities and provincial agencies, boards and commissions, may collaborate with eligible applicants in connection with a proposed project. Collaborative initiatives require formal agreements in place between the organizations involved.
The applicant organization must have been in existence and have legal status in Ontario for at least one fiscal year, as well as financial statements for at least one year prior to the application deadline (e.g. applicant organizations must be established by or under legislation, federally or provincially incorporated, band councils established under the Indian Act, Canada or other Indigenous organizations that are incorporated).

Applicants must not be in default of the terms and conditions of any grant or loan agreement with any ministry or agency of the Government of Ontario.

**Eligible Projects**

All supported projects must achieve a measured impact in their community. The *Ontario150 Community Capital Program* will provide funding for capital projects that:

- Extend the life and maximizing use of existing community facilities
- Increase access to community facilities and programs
- Improve health and safety, accessibility and environmental standards
- Improve the capacity of community organizations to support the economic, physical and social well-being of Ontarians throughout the province

Eligible projects include repair, renovation or retrofitting of public meeting places and spaces, such as multicultural or immigrant welcome centres, playgrounds, sport facilities, arts centres, theatres and museums, heritage sites, cenotaphs, elderly person centres, youth centres and libraries.

Proof of ownership or a five-year lease agreement is required for all renovations or improvements. If an existing lease expires prior to the end of the five-year term required, a letter from the lessor documenting the commitment to renew the existing lease is required.

Eligible projects must:

- Occur in the province of Ontario
- Be open for use to the public
- Have an applicant organization that meets eligibility requirements

Please note that the purchase or construction of new buildings and purchases of land are **not** eligible projects under this program.
Eligible Project Costs

The *Ontario150 Community Capital Program* will provide funding for renovations, repairs or retrofits to existing facilities for community use. Funding will be provided for direct, specific expenditures deemed reasonable and incurred solely for the successful development and delivery of the proposed project.

Eligible expenses include:
- Development costs associated with construction such as the development of plans, legal fees or permits that are a part of a capital project; these costs are limited to 20% of the total grant
- Project-related costs for general contractors, consultants and technical personnel
- Project materials
- Fixed equipment and technology costs, such as furnaces and boilers

Ineligible Project Costs

Expenses not eligible for funding include:
- Contributions to funding drives or campaigns
- Activities completed or costs incurred prior to application approval
- Temporary installations and moveable equipment, such as motorized vehicles, furniture and computers
- Capital renovations, repairs or retrofits for facilities used for the specific purpose of religious observance
- Recipient’s administrative or overhead costs, including services or work that is normally provided by recipient, their staff or a related party
- Salaries and other employment benefits of any employees of the recipient
- Taxes, such as GST and HST, for which the recipient is eligible for a tax rebate, and all other costs eligible for rebates
Application and Assessment

Application
Applicants will be required to:
• Identify one OTF Priority Outcome and Grant Result that aligns with their project
• Explain the purpose of their project and the community need that will be addressed
• Quantify the impact of their project (e.g. square feet)
• Demonstrate or outline how the project team members have the skills, knowledge or competencies needed to execute the project successfully
• Provide pictures / diagrams to support the request
• Describe activities required to complete the project
• Provide a project budget to help substantiate and assess the funding request
• Disclose all sources of additional funding

The Ontario150 Community Capital Program will use the same Priority Outcomes and Grant Results as the Ontario Trillium Foundation’s Investment Streams.

Read more about the OTF Priority Outcomes and Grant Results.

Assessment
Assessment will be based on Strategy, Process, People, Infrastructure and Metrics:
• The project must align with one OTF Grant Result
• The idea, challenge or opportunity is clearly understood
• The activities and approach being used are appropriate for achieving the desired goals in a reasonable timeline
• Need for the initiative is understood
• Competencies of the people involved aligns with project objectives
• The project is appropriate, with reasonable costs
Accountability

Project funding, if approved, will be provided to grant recipients under a funding agreement between the grant recipient and OTF. The first payment will be released after the signed Grant Contract has been submitted.

Grant recipients will be responsible for managing and executing their projects under the Grant Contract. The Grant Contract will set out the terms and conditions governing the payment of the grant and may include:

- Project budget
- Project management
- Communication strategies for monitoring and reporting requirements, including annual progress reporting, audits and financial reports
- Milestone and performance measures
- Mode and schedule of payment
- Contract termination and corrective action

Successful grant recipients will:

- Be accountable to OTF for all monies and project components and will be considered to be the final-decision making authority among partners for the project under the Grant Contract
- Manage their project plan to meet financial and accountability reporting requirements and deliverables, as identified in the Grant Contract
- Be responsible for the receiving, administering and allocating of funds to any participating organizations in accordance with the requirements of their Grant Contract
- Be responsible for measuring results and reporting on their performance as required by their Grant Contract

Recipient reporting and monitoring will be reviewed by OTF to ensure compliance with the Grant Contract and its terms and conditions.

Grants may be rescinded or grant funds may be recovered when the grantee is in violation of the Grant Contract, or where the grantee indicated they no longer need the grant or cannot complete the activities of the grant.
Recognition

All recipients are required to recognize the Ontario150 Program and OTF by:

- Recognizing and acknowledging their funding publicly through recognition events, press conferences, photo opportunities, social media and news releases
- Giving OTF a minimum of three weeks’ notice ahead of a recognition event
- Using the Ontario150 and OTF logos and names according to guidelines and branding tool-kit provided to grantees
- Displaying any promotional material received from Ontario150 and OTF in a public area
- Reporting on all recognition activities and media coverage in their Progress and Final Reports

Successful grant recipients are required to observe a Communications Planning Period. This period starts after grants are approved and ends when the names of grantees are posted on the Ontario150 web page on the Government of Ontario’s website and the Ontario150 Community Capital Program page on the OTF website and media releases are issued across the province. **During this period, grant recipients must not make any public/media announcements without OTF consent.** Grant recipients must sign their Grant Contract before any recognition events or activities begin.

Post-approval Grantee Engagement

A final report will provide an assessment of the project, including:

- Achievement against the Grant Result and associated metric (as applicable)
- Costs incurred in accordance with approved budget
- What was learned from the results of the project and what will be done with the learning
- Photographs of the work
- Final grant holdback (10% of funds) will be released, all or partially, upon successful completion of the project and OTF’s review of the final report and analysis of grant-funds expensed
How to Apply to the Ontario150 Community Capital Program

Registration and online applications will be available beginning July 18, 2016

To allow time for your organization registration to be verified, we recommend you register your organization as early as possible. We will confirm within 10 business days whether your registration has been accepted and you are eligible to apply. We cannot guarantee registrations will be verified in less than 10 business days. Organization registration is required before the grant application is accessible.

Organization Registration Deadline: August 29, 2016, 5 p.m. ET

Application Deadline: September 14, 2016, 5 p.m. ET

(1) Register your organization

Before you begin a grant application for the Ontario150 Community Capital Program, you must first register your organization.

Before registering, read the OTF Registration Checklist.

Registration happens in two parts. First, enter the basic information about your organization. This part must be done in one sitting. Once submitted, OTF will send you an email with your user ID and temporary password. The first time you login to the applicant portal, you will be asked to change this password. In the second part of your registration, you will enter more detailed information about your organization including board details and financials. This may be done over multiple sessions.

Once your registration is verified, OTF will email you confirmation that you can begin a grant application for the Ontario150 Community Capital Program and other OTF grants.

Already registered with OTF?

If your organization is already registered with OTF and verified as eligible to apply for OTF grants, your organization is automatically eligible to apply for the Ontario150 Community Capital Program.

Beginning July 18, 2016, the Ontario150 Community Capital Program application will be available to your organization in your OTF application portal.
(2) Review the Application questions and Assessment Criteria
Before you prepare your application, know what is required. Review the application questions and assessment criteria that will be used to assess your application. Identify one OTF Priority Outcome and Grant Result that aligns with your project.

(3) Submit an Application – Deadline: September 14, 2016 5 p.m. ET
Beginning July 18, 2016, using your user ID and password, log in and access the Ontario150 Community Capital Program online application. Upon submitting your application, you will receive OTF receipt confirmation. Your application will be reviewed for eligibility, completeness and how well your project fits with program criteria.

For additional information or application support please contact the OTF Support Centre at otf@otf.ca or 1.800.263.2887.
Definitions

Capital: a capital expenditure is an asset such as a building, machinery, equipment, etc., that has a useful life of more than one year and is subject to depreciation over its useful life.

Community spaces: Includes physical spaces set up for communities to connect, gather and use, such as community centres, offices, recreation facilities, trails, fields or parks.

Project: A project that has a defined beginning and ending and a specific objective. For OTF purposes, initiatives that have a common objective, drive towards the same outcome and are close in time are considered to be part of one project.

Renovations: A repair or improvement to an existing structure or building.

Media release: A written communication directed at members of the news media for the purpose of announcing something newsworthy.

Press conference: A meeting in which someone gives information to news reporters and answers questions.

Social media: Social media is the collective of online communications channels dedicated to community-based input, interaction, content-sharing and collaboration. Websites and applications dedicated to forums, microblogging and social networking are among the different types of social media.
Date: 2016-07-25

Subject: Benefit Changes - Price Files/Voluntary Generic Drug Plan

Contact: Dave Wilson, Executive Director, Human Resources, Corporate Services (905-874-2155) dave.wilson@brampton.ca

Recommendations:

1. That the report from Dave Wilson, Executive Director, Human Resources, Corporate Services, dated July 25, 2016, to the Corporate Services Committee Meeting of September 7, 2016, re: Benefit Changes – Price Files/Voluntary Generic Drug Plan, be received; and

2. That, direction be approved to add Drug Price Files and move to a Voluntary Generic Drug Plan for Non-Union, Contract, Direct Benefits and Elected Officials.

Overview:

- Drug Price Files are set by the insurance industry to limit the drug’s ingredient cost to a reasonable mark-up.
- Drug Price Files are standard in the market for most insured groups.
- Adding Drug Price Files will have little or no impact to staff and will reduce the City’s drug costs for Non-Union, Contract, Direct Benefits and Elected Officials.
- Drug Price Files must be in place to implement a Voluntary Generic Drug Plan.
- The City has a Brand Plan where all drugs are reimbursed including brand name drugs that have a generic equivalent.
- Currently only ATU has Price Files and a Voluntary Generic Drug Plan in place under the City’s Group Benefits Program effective November 1, 2016.
- By implementing a Voluntary Generic plan, brand name drugs that have a generic equivalent will only be reimbursed if the doctor indicates “no substitution” on the prescription. See Appendix A – Drug Coverage Types.
- The total overall projected savings based on one year utilization is $98,000.
- This initiative would fall under the Strategic Plan category of Good Government: Practicing proactive, effective and responsible management of municipal assets and services. Being responsible to taxpayers in reducing corporate costs will demonstrate fiscal accountability and good governance.
Background:

Price Files
Each prescription filled at a pharmacy incurs two costs:
   1. dispensing/professional fee; and
   2. markup charged for each drug over the manufacturer’s list price or ingredient cost.

Typically, a pharmacy will charge different markups depending on their classification as specialty, brand or generic. The Drug Price File limits the markup charged by the pharmacy to a reasonable level. Manulife (and all other benefit providers in Canada) assign a price limit to cap the maximum allowable cost that a pharmacy can charge for ingredient markup. If the pharmacy exceeds this amount, the charge will be reduced at the time the claim is adjudicated (in real time at the point of sale with the pharmacist) to conform to the allowable cap.
This cap is a cost control that does not currently apply to the City of Brampton drug plan with the exception of ATU.

Voluntary Generic
The City has a Brand Plan where all drugs are reimbursed including brand name drugs that have a generic equivalent. Under a Voluntary Generic Plan brand name drugs that have a generic equivalent will only be reimbursed if the doctor indicates “no substitution” on the prescription.

Current Situation:

The City of Brampton currently does not have a Drug Price File cap in place. When City employees fill a prescription, Manulife currently accepts the ingredient cost charged by the pharmacy without imposing a cap based on reasonable markups (as it would for the pharmacies filling for all other groups managed by Manulife). Drug Price Files are standard and best practice in the market for groups with a drug card. The City has a Brand Plan where all drugs are reimbursed including brand name drugs that have a generic equivalent with the exception of ATU.

Benchmarking

Among our six comparator groups only one did not have Price Files in place. All others have Price Files. Three out of six have a Brand Plan like the City. Two out of six have a Voluntary Generic Plan. Only one comparator has a Mandatory Generic Plan. See Appendix B – Comparator Benchmarking.

Corporate Implications:

Communication to all staff regarding drug plan type change must be completed before implementation.
Financial Implications:
It is estimated that efficiencies in the region of $100K will be achieved by moving to a Voluntary Generic Drug Plan.

Strategic Plan:
This initiative would fall under the Strategic Plan category of Good Government: Practicing proactive, effective and responsible management of municipal assets and services. Being responsible to taxpayers in reducing corporate costs will demonstrate fiscal accountability and good governance.

Conclusion:
In today’s environment, it is imperative to actively manage drug plan costs to ensure a sustainable program is being offered by the City. Adding Price Files and changing to a Voluntary Generic Plan will provide efficiencies to the City with little or no potential impact to employees.

Approved by:       Approved by:

Dave Wilson, Executive Director,            Peter Simmons, Chief,
Human Resources                          Corporate Services

Attachments:

Appendix A: Drug Coverage Types
Appendix B: Benchmarking Summary

Report authored by: Susan Coles
Appendix A: Drug Coverage Types

**Brand Plan:** all drugs are reimbursed including brand name drugs that have a generic equivalent.

**Voluntary Generic Plan:** brand name drugs that have a generic equivalent will only be reimbursed if the doctor indicates "no substitution" on the prescription.

**Mandatory Generic Plan:** brand name drugs that have a generic equivalent will only be reimbursed if the member cannot tolerate the generic drug and the brand name is approved by Manulife as a medical exception (this requires a form to be completed).
## Appendix B: Benchmarking Summary

<table>
<thead>
<tr>
<th>Comparator</th>
<th>Price Files</th>
<th>Brand/VoluntaryGeneric/MandatoryGeneric</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mississauga</td>
<td>Yes</td>
<td>Brand</td>
</tr>
<tr>
<td>Peel Region</td>
<td>Yes</td>
<td>Voluntary Generic</td>
</tr>
<tr>
<td>Caledon</td>
<td>Yes</td>
<td>Brand</td>
</tr>
<tr>
<td>Hamilton</td>
<td>Yes</td>
<td>Mandatory Generic</td>
</tr>
<tr>
<td>Vaughan</td>
<td>No</td>
<td>Brand</td>
</tr>
<tr>
<td>Toronto</td>
<td>Yes</td>
<td>Voluntary Generic</td>
</tr>
<tr>
<td>Brampton</td>
<td>No</td>
<td>Brand</td>
</tr>
</tbody>
</table>
Date: 2016-07-29

Subject: 2016 Levy By-law per Section 323 (Heads and Beds)

Contact: David Sutton, Director, Financial Planning and Budgets, Corporate Services (905) 874-2257
david.sutton@brampton.ca

Recommendations:

Whereas Section 323 of the Municipal Act, 2001 provides that municipalities may levy a prescribed annual amount payable on or after July 1 upon universities and colleges for each full-time student, and for each resident in a correctional institution and each bed in a public hospital.

1. Therefore it be resolved that the report from David Sutton, Director, Financial Planning and Budgets, Corporate Services, dated July 29, 2016 to the Corporate Services Committee meeting of September 7, 2016 re: 2016 Levy By-law per Section 323 of the Municipal Act, 2001 (Annual Levy on Universities/Colleges, Correctional Institutions, and Public Hospitals) be received; and;

2. That a By-law be passed for the annual levy on Universities/Colleges, Correctional Institutions, Public Hospitals for the year 2016 as per Section 323 of the Municipal Act, 2001.

Overview:

- An annual By-law is required to levy an amount on Universities or Colleges, Correctional Institutions and Public Hospitals pursuant to Section 323 of the Municipal Act, 2001. The levy remains at $75.00 per occupant or bed, the same rate that has been in effect since 1987.

Background:

The purpose of the accompanying By-law is to levy an amount based on the number of occupants/beds (“heads and beds”) on each of Sheridan College, Ontario Correctional Institute (Clinic), Roy McMurtry Youth Centre, and William Osler (Brampton - Civic Site). The number of occupants/beds is supplied to the City by the
Ministry of Municipal Affairs and the Ministry of Housing per “Capacity of Institutions Information” letter (Schedule A).

The City is required to share the levy with the Region of Peel. The sharing percentage is calculated using the commercial class municipal tax base. For 2016, the sharing ratio is 55.12516% to the City and 44.87484% to the Region of Peel. The total levy is $681,300 and the City will retain $375,567.72. The Region will receive $305,732.28.

Current Situation:

The table below sets out the number of occupants/beds and resulting levies as supplied by the Ministry of Municipal Affairs and the Ministry of Housing.

<table>
<thead>
<tr>
<th>Name</th>
<th># of Occupants</th>
<th>$75 per Occupant / Bed</th>
<th>Levy</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ontario Correction Inst. (Clinic)</td>
<td>190</td>
<td>$75</td>
<td>$14,250</td>
</tr>
<tr>
<td>Sheridan College</td>
<td>8,025</td>
<td>$75</td>
<td>$601,875</td>
</tr>
<tr>
<td>Roy McMurtry Youth Centre</td>
<td>192</td>
<td>$75</td>
<td>$14,400</td>
</tr>
<tr>
<td>William Osler (Brampton - Civic Site)</td>
<td>677</td>
<td>$75</td>
<td>$50,775</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td></td>
<td></td>
<td><strong>$681,300</strong></td>
</tr>
</tbody>
</table>

Corporate Implications:

Financial Implications:

As required by the *Municipal Act, 2001*, a By-law is necessary to accompany this report. As such, the City’s Legal Services Department will be solicited to review and approve the accompanying By-law. The approval of this report and By-law is necessary to support the budget requirements of the City and the Region of Peel.

Other Implications:

N/A
Strategic Plan:

This report achieves the Strategic Plan priority of Good Government by contributing to continued financial stability and promoting transparency in the reporting of the City’s financial affairs.

Conclusion:

Subject to approval of the attached By-law, invoices will be prepared and sent to each of the aforementioned institutions. The Standard Operating Procedure for the collection of General Accounts Receivable establishes the payment terms per organization type. Other levels of government are given 90 days before interest will be charged as per user fee By-law 380-2003. Therefore the due date for payment will be December 15th, 2016.

Respectfully Submitted,

David Sutton,  
Director, Financial Planning
and Budgets

Peter Honeyborne,  
Executive Director, Finance
and Treasurer

Attachments:

Schedule A: Ministry of Municipal Affairs and Ministry of Housing “Capacity of Institutions Information” letter

Report authored by: Martin Finnegan, Manager, Taxation and Assessment
June 21, 2016

Peter Honeyborne
Executive Director/Treasurer, Finance
City of Brampton
2 Wellington Street W.
Brampton, ON  L6Y 4R2

Dear Peter Honeyborne:

Re: Capacity of Institutions Information for the year 2015

I am pleased to provide you with updated capacity of institution(s) information in your municipality provided to us by the particular ministry designated for each institution.

In accordance with the current regulations, your municipality may levy an amount up to $75 per rated capacity designated for each institution listed below. The levy amount is provided in the right-hand column.

<table>
<thead>
<tr>
<th>Institutions</th>
<th>Capacity</th>
<th>Levy Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ontario Correctional Inst. (Clinic)</td>
<td>190</td>
<td>$14,250</td>
</tr>
<tr>
<td>Roy McMurtry Youth Centre</td>
<td>192</td>
<td>$14,400</td>
</tr>
<tr>
<td>Sheridan College - Davis Campus</td>
<td>8025</td>
<td>$601,875</td>
</tr>
<tr>
<td>William Osler (Brampton - Civic Site)</td>
<td>677</td>
<td>$50,775</td>
</tr>
</tbody>
</table>

The appropriate tax bill should be sent directly to each institution for payment. Please note that in accordance with Section 323 of the Municipal Act, institutions do not have to remit payment until July 1, 2016.

Should you have any question regarding the information provided, please do not hesitate to contact Subanki Lingendran at 416-585-6159.

Yours sincerely,

Karen Partanen
Manager, Information and Analysis Unit
Municipal Programs and Education Branch
Ministry of Municipal Affairs
Ministry of Housing
THE CORPORATION OF THE CITY OF BRAMPTON

BY-LAW

Number _______________________

To Levy an amount on Sheridan College – Davis Campus, on the Ontario Correctional Institute (Clinic), on Roy McMurtry Youth Centre, and on the William Osler Health Centre (Brampton – Civic Site) for the Year 2016

________________________________

The Council of the Corporation of the City of Brampton ENACTS as follows:

1. That pursuant to Section 323, Subsection 1 of the Municipal Act, 2001, there is hereby levied upon Sheridan College, in the City of Brampton, the sum of Six Hundred and One Thousand, Eight Hundred and Seventy-Five Dollars ($601,875.00).

2. That pursuant to Section 323, Subsection 2 of the Municipal Act, 2001, there is hereby levied upon Ontario Correctional Institute (Clinic) the sum of Fourteen Thousand, Two Hundred and Fifty Dollars ($14,250.00).

3. That pursuant to Section 323, Subsection 2 of the Municipal Act, 2001, there is hereby levied upon Roy McMurtry Youth Centre the sum of Fourteen Thousand and Four Hundred Dollars ($14,400.00).

4. That pursuant to Section 323, Subsection 3 of the Municipal Act, 2001, there is hereby levied upon William Osler (Brampton – Civic Site) the sum of Fifty Thousand, Seven Hundred and Seventy-Five Dollars ($50,775.00).

5. That the said amounts shall be due by December 15th, 2016.

READ A FIRST, SECOND AND THIRD TIME AND PASSED IN OPEN COUNCIL THIS 14th day of September, 2016.

________________________________
Linda Jeffrey, Mayor

________________________________
Peter Fay, City Clerk

Treasurer

Approved as to form.
08/05/2016
JZ

Approved as to content
07/29/2016
PH

8.8-5
Tuesday, June 14, 2016

**Members Present:**
City Councillor G. Dhillon – Wards 9 and 10, Chair  
City Councillor P. Fortini – Wards 7 and 8, Vice Chair

**Broker Representatives:**
Milton Bhangoo  
Makhan Dhoether  
Joe Farrugia

**Plate Owner Representatives:**
Louis Gotzamanis  
Amarjit Grewal  
Zafar Tariq  
Jaswant Uppal

**Driver Representatives:**
Daljit Gill  
Lynn Slade

**Citizen Representatives:**
Ravinder Chahal

**Accessibility Advisory Committee Representative:**
Raymond Shaver

**Members Absent:**
Avtar Grewal, Broker Representative – regrets  
Rajinder Rai, Driver Representative  
Sushil Ninawat, Citizen Representative – regrets

**Staff Present:**
**Corporate Services:**
John Avbar, Director, Enforcement and By-law Services  
James Bisson, Manager, Licensing Enforcement  
Earl Evans, Deputy City Clerk  
Sonya Pacheco, Legislative Coordinator
The meeting was called to order at 1:07 p.m. and adjourned at 3:35 p.m.

1. **Approval of Agenda**

   The following motion was considered.

   TC013-2016    That the agenda for the Taxicab Advisory Committee Meeting of June 14, 2016 be approved as printed and circulated.

   Carried

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

3. **Previous Minutes**

3.1. **Minutes – Taxicab Advisory Committee – April 19, 2016**

   The minutes were considered by the Corporate Services Committee on May 4, 2016 and the recommendations were approved by Council on May 11, 2016. The minutes were provided for Committee's information.

4. **Delegations/Presentations – nil**

5. **Reports – nil**

6. **Other/New Business**

6.1. Discussion at the request of Milton Bhangoo, Committee Member, re: **Reduction of the Taxi Plate Transfer Fee**.

   Committee discussion took place regarding the fee to transfer a Taxicab Owner licence, as follows:
   - Opinions/concerns that Brampton's fee to transfer a Taxicab Owner licence is too high and should be reduced
   - Request for information regarding similar fees in surrounding municipalities
   - Indication from staff that licensing fees were reviewed in 2014
   - Questions regarding the establishment of a reduced fee for transferring a licence to a spouse, sibling, child or corporation
Concerns regarding automatic increases to licensing fees by the percentage increase of the Consumer Price Index
• Justification of licensing fees (e.g. cost recovery)
• Request that transfer fees be reviewed

The following motion was considered.

TC014-2016 1. That staff be requested to review fees for Taxicab Owner Licence transfers, including actual costs for the administration of such transfers, for possible adjustments and a recommendation to a future Taxicab Advisory Committee meeting; and,

2. That staff review the possible elimination of the CPI increase on taxi licensing fees, and on any other mobile industry in which set rates are regulated by the City.

Carried

6.2. Discussion at the request of Joe Farrugia, Committee Member, re: Licensing Extensions for Accessible Taxicabs.

Joe Farrugia, Committee member, provided information on the costs associated with operating, maintaining and insuring accessible taxicabs. Mr. Farrugia advised that these costs are higher than those for regular taxicabs and requested a one-year extension to the eligible vehicle model year for accessible taxicabs.

Committee discussion took place with respect to the following:
• Cost of operating an accessible taxicab
• Provisions of the Mobile Licensing By-law relating to eligible vehicle model years
• Concern that the condition of commercial vehicles declines faster than personal vehicles
• Vehicle inspection requirements for accessible taxicabs under the Highway Traffic Act
• Suggestions to permit one additional model year for accessible taxicabs
• Possible model year extension for regular taxicabs and a suggestion that this matter not be considered at this time
• Staff considerations of the request for a model year extension for accessible taxicabs (e.g. review of practices in other jurisdictions, condition/maintenance of vehicles)
• Indication that currently only three accessible taxicabs have a 2007 model year and no longer meet the requirements of the by-law
The following motion was considered.

TC015-2016 That it is the position of the Taxicab Advisory Committee that the eligible vehicle model year for accessible taxicabs be extended by one year, in recognition of costs, including insurance costs, to operate these vehicles.

Carried

6.3. Discussion, re: Municipal Decisions Regarding Transportation Network Companies (TNC).

City Councillor Dhillon, Chair, outlined the purpose of providing Committee members with information on various municipal decisions relating to Transportation Network Companies (TNCs), and highlighted the importance for members to provide their input and make suggestions on how Brampton should proceed.

Committee discussion took place with respect to the following:

- The need to simplify the process and reduce costs to become a licenced taxicab driver
  - Indication that driver training courses are expensive and not required by the City of Toronto
  - Indication that it is easier and less expensive to become an Uber driver
- Modifying the taxicab industry to compete with Uber
- Suggestion to eliminate the requirement for taxi drivers to:
  - complete the driver training program
  - complete a by-law “knowledge” exam
  - have working knowledge of the English language
- Questions regarding Uber-related enforcement activity
- Request that Committee members review the decisions of other municipalities regarding TNCs, and bring forward options for consideration at a future Committee meeting
- Lack of taxicab stands at Bramalea City Centre and the need to address this issue
- The need to establish long and short term goals
- Taxicab driver licence requirements in the City of Toronto
- Suggestions for possible changes to the taxi tariff and an indication that further discussion on this matter would take place at a future meeting:
  - eliminate a minimum; establish a maximum
  - establish a range that may fluctuate during the day
In response to questions from Committee, staff advised that:

- Uber has not requested, and would not be eligible to receive, a taxi brokerage licence
- Information regarding Uber-related enforcement activities cannot be provided at this time

The following motion was considered.

TC016-2016 That the following suggestions of the Taxicab Advisory Committee, relating to taxicab driver licensing requirements, be referred to staff for review and consultation with Legal Services staff, and to report back to a future Taxicab Advisory Committee meeting:

- That the requirement to complete a driver training program be eliminated; and,
- That only a driver’s abstract and criminal record search be required.

Carried

6.4. Discussion, re: **Next Meeting Date / 2016 Meeting Schedule**.

There was Committee consensus that the next meeting would be scheduled at the call of the Chair.

7. Correspondence – nil

8. Information Items – nil

9. Question Period

1. In response to a question from Zafar Tariq, Committee Member, as to when staff will be reporting back on their review of Uber, James Bisson, Manager, Licensing Enforcement, Corporate Services, provided information on the review process/activities (e.g. industry feedback, public survey) and indicated that a report is expected to be completed in October 2016.
2. In response to a question from Milton Bhangoo, Committee Member, regarding the number of charges laid against Uber drivers, John Avbar, Director, Enforcement and By-law Services, Corporate Services, indicated he had no information to provide on this issue.

In response to a further question from Mr. Bhangoo regarding the number of charges laid against taxicab drivers, Mr. Bisson advised that he would review this request and provide a response.

10. **Public Question Period** – nil

11. **Adjournment**

   The following motion was considered.

   TC017-2016 That the Taxicab Advisory Committee do now adjourn to meet again at the call of the Chair.

   Carried

__________________________________________
City Councillor G. Dhillon, Chair
Tuesday, June 14, 2016

Members Present:  Glenda Coupland (Chair)  
Frank Raymond (Vice-Chair)  
Harvinder Bajwa  
Harpreet Bhons  
Vicki Faulkner  
Sherri Hopkins  
Karyn Pelkie  
Mary Pettingill  
Raymond Shaver  
Therese Anne Sidler  
Franco Spadafora  
City Councillor Pat Fortini - Wards 7 and 8

Members Absent:  Harvinder Bajwa

Staff Present:  Corporate Services Department:  
Wendi Hunter, Manager, Administrative Services and Elections  
Wendy Goss, Accessibility Coordinator  
Sylvia Ingham, Access, Inclusion and Diversity Clerk  
Chandra Urquhart, Legislative Coordinator
The meeting was called to order at 6:33 p.m. and adjourned at 7:49 p.m.

1. **Approval of Agenda**

   AAC015-2016 That the agenda for the Accessibility Advisory Committee Meeting of June 14, 2016, be approved as printed and circulated.

   Carried

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

3. **Minutes**

   3.1. Minutes - **Accessibility Advisory Committee - May 17, 2016**

   The minutes of the Accessibility Advisory Committee Meeting of May 17, 2016, were approved by Council on June 8, 2016. The minutes were provided for Committee’s information.

4. **Presentations/Delegations**

5. **Municipal Accessibility Plan Priorities**

6. **Other/New Business**

   6.1. Wendy Goss, Accessibility Coordinator, re: **Update on Development of a Communication Plan for a Public Awareness Campaign on the Proper Use of Accessible Parking**.

   Wendy Goss, Accessibility Coordinator, advised that further to discussions with Sudha Hemmad, Senior Advisor, Strategic Communications, regarding the public awareness campaign,
draft flyers featuring graphics pertaining to people with disabilities were designed. Ms. Goss circulated the flyers to Committee for comments and feedback.

Committee discussion took place as follows:
- Appropriate symbols and language
- Color of background and text
- Highlight the purpose of accessible parking spaces and the cross hatch areas
- Some accessible parking permit holders may not consider themselves disabled
- Location of signage and type of material to be used for flyers
- Place emphasis on respect for people with disabilities
- Maintain the universal disability wheelchair logo
- Design should appeal to people’s emotions
- Use of social media to gain attention to campaign

Ms. Goss explained that more than one design may be selected from the options presented. Consensus was achieved on three designs with the color red as the background, varied messages and the universal disability symbol. Ms. Goss advised that the designs will be finalized by Ms. Hemmad and presented for Committee’s approval.

The following motion was considered:

AAC016-2016 1. That the update by Wendy Goss, Accessibility Coordinator, to the Accessibility Advisory Committee meeting of June 14, 2016, re: Development of a Communication Plan for Public Awareness Campaign on the Proper Use of Accessible Parking be received; and

2. That the designs presented to Committee on the proper use of accessible parking be received; and
3. That staff present the final design options selected by Committee at a future meeting.

Carried

6.2. Craig Kummer, Manager of Traffic Engineering Services, re: Curb Cut and Repair.

Craig Kummer, Manager, Traffic Services, referenced a previous presentation to Committee on curb cuts and curb depressions and a report to Planning and Infrastructure Services on November 16, 2015, highlighting new provincial guidelines for pedestrian crossovers on low volume roads. Staff was directed to revise the City policies regarding curb depressions at uncontrolled crossings to allow barrier-free access to school crosswalks, pathways and sidewalks that lead to parkland or connect two roads. The intent of the policy changes is to ensure safety. Once the revised standards are approved, staff will review requests from residents for curb depressions, along with approximately 70 school crosswalks that are positioned at uncontrolled locations.

In response to questions, Mr. Kummer advised that residential curb depression requests and school crosswalks locations will be reviewed and considered on an individual basis. The material to be used will be determined by the standards committee.

The following motion was considered:

AAC017-2016 That the verbal update from Craig Kummer, Manager, Traffic Services, to the Accessibility Advisory Committee meeting of June 14, 2016, re: Curb Cut and Repair, be received.

Carried
6.3. Discussion at the request of Franco Spadafora, Member, re: **West Tower Steps in Terms of Colour for People with Visual Impairments.**

Franco Spadafora, Member, expressed concern about the colour of the steps in the West Tower which are black and grey with no tactile markings. He suggested that a contrast in the colour of the steps would make the stairs more visible. He indicated that it is difficult for people with visual impairment to see the steps.

Staff advised that Mr. Spadafora’s concern will be brought to the attention of the appropriate City department to explore what other options may be available.

7. **Correspondence**

8. **William Osler Health Centre Accessibility Advisory Committee**

9. **Information Items**

10. **Future Agenda Items**

11. **Construction Projects**

12. **Question Period**

   1. In response to a question from City Councillor Fortini, regarding fines for parking in an accessible spot, staff advised that the fines range from a minimum of $300 to a maximum of $5,000. Tickets are issued to offenders for $300 or $350. A summons would be issued to incur a higher fee. Staff explained that a
report on the Administrative Monetary Penalty System (AMPS) will be presented to Corporate Services Committee on June 15, 2016. A staff member will attend this Committee to explain the system and the fines.

13. **Public Question Period**

14. **Adjournment**

AAC018-2016 That the Accessibility Advisory Committee do now adjourn to meet on Tuesday, July 12, 2016 at 6:30 p.m. or at the call of the Chair.

Carried

______________________________
Glenda Coupland (Chair)
Tuesday, August 9, 2016

Members Present:  Glenda Coupland (Chair)
                 Karyn Pelkie
                 Mary Pettingill
                 Raymond Shaver
                 Therese Anne Sidler
                 Franco Spadafora
                 City Councillor Pat Fortini - Wards 7 and 8

Members Present:  Frank Raymond (Vice-Chair) (regrets)
                 Harvinder Bajwa (regrets)
                 Harpreet Bhons (regrets)
                 Vicki Faulkner (regrets)
                 Sherri Hopkins (regrets)

Staff Present:  Corporate Services Department:
                 Peter Fay, City Clerk
                 Wendi Hunter, Manager, Administrative Services
                 and Elections
                 Wendy Goss, Accessibility Coordinator
                 Nikolai Belyntsev, Supervisor, Enforcement and
                 By-law Services
                 Roberta Van Belkom, Enforcement Officer
                 Chandra Urquhart, Legislative Coordinator
The meeting was called to order at 6:37 p.m. and adjourned at 7:29 p.m.

1. **Approval of Agenda**

AAC019-2016 That the agenda for the Accessibility Advisory Committee Meeting of August 9, 2016, be approved as printed and circulated.

   Carried

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

3. **Minutes**

   3.1. **Minutes - Accessibility Advisory Committee - June 14, 2016**

   The minutes of the Accessibility Advisory Committee Meeting of June 14, 2016, will be approved by Council on September 14, 2016. The minutes are provided for Committee’s information.

4. **Presentations/Delegations**

5. **Municipal Accessibility Plan Priorities**

6. **Other/New Business**

7. **Correspondence**

8. **William Osler Health Centre Accessibility Advisory Committee**

9. **Information Items**

Page 2 of 6
9.1. Report from Jane Iacobucci, Manager, Council and Administrative Services, re: Administrative Monetary Penalty System (AMPS) – Program Enhancements Resulting from Ontario Regulation 149/15 (File: Bi.x)

Peter Fay, City Clerk, provided an overview of the subject report. He highlighted the changes to the AMPS program and accessible parking infractions guidelines:

- In accordance with Ontario Regulation 149/15, accessible parking infractions are now subject to the AMPS program
- Previous regulation included a monetary cap of $100 on parking violations under AMPS and did not include accessible parking infractions
- Amendments to the City’s Traffic By-law and Administrative Penalty By-law are required to effect the changes
- Administrative penalty reduction/cancellation guidelines
- Parking penalty infractions and exemptions
- Non-exemptions for parking penalty notices with a valid accessible parking permit

Staff responded to questions and provided clarification regarding the following:

- Comment that snowploughs are impacted by overnight parking on the street in the winter
- Fines for illegal use of accessible parking permits may be as much as $5000
- Enforcing the by-law on accessible permit holders for parking on private property
- Penalty for parking large motor vehicles on the street
- Residents of apartment buildings with an accessible parking permit may be penalised for parking in an accessible visitor parking space

Roberta Van Belkom, Enforcement Officer, introduced Nikolai Belyntsev, Supervisor, Enforcement and By-law Services.

Roberta Van Belkom, Enforcement Officer, provided an overview on the number of accessible parking spaces investigated and orders to comply issued. She provided details on open investigations, the number of tickets issued for parking without a permit and obstruction of the access aisles.

The following motion was considered:

AAC020-2016 That the Accessible Parking Enforcement Update – Q2 2016, to the Accessibility Advisory Committee Meeting of August 9, 2016, be received.

Carried


Wendy Goss, Accessibility Coordinator, provided an overview of the changes to the Accessible Customer Service Standard effective July 1, 2016. The main changes include:

- All employees must receive accessible customer service training
- More health professionals are authorized to recommend the need for a service animal
- Clarification whether a support person is needed to accompany a person with a disability for purposes of health/safety and waving of fee/fee if so determined
- All accessibility standards are now included of the Integrated Accessibility Standards Regulation

Ms. Goss noted that the City has updated its policies to reflect the changes. A quick reference guide was included with the agenda that details the changes.
The following was considered:

AAC021-2016 That the information from Wendy Goss, Accessibility Coordinator, to the Accessibility Advisory Committee Meeting dated August 9, 2016, re: Changes to the Accessible Customer Service Standard – Quick Reference Guide be received.

Carried

9.4. Information re: Changes to Provincial Ministries

Wendy Goss, Accessibility Coordinator, advised that there have been some changes to Ontario Ministries. A Minister responsible for Accessibility has been appointed. The Minister’s role is to ensure that people with disabilities have access to new employment opportunities and realize their full potential and oversee the implementation of the Accessibility for Ontarians with Disability Act.

The following motion was considered:

AAC022-2016 That the information from Wendy Goss, Accessibility Coordinator, to the Accessibility Advisory Committee Meeting dated August 9, 2016, re: Changes to Provincial Ministries, be received.

Carried

10. Future Agenda Items

Staff responded to questions with respect to building improvements from an accessibility perspective in the vicinity of Queen Street and Main Street.

No future agenda items were added.
11. **Construction Projects**

12. **Question Period**

   1. Staff responded to questions on the following:
      a. Size of doorways in stores
      b. Aisle width in stores
      c. Lack of wheelchair accommodation in stores
      d. Counters that in accessible

      Staff advised that doorways would have to be constructed in accordance to the Ontario Building Code. The City has no authority with respect to the interior design of buildings; however, there is a potential for change given the Provincial changes to the Accessible Customer Service Standard.

13. **Public Question Period**

14. **Adjournment**

   AAC023-2016 That the Accessibility Advisory Committee do now adjourn to meet on Tuesday, September 13, 2016 at 6:30 p.m. or at the call of the Chair.

   Carried
Good morning,

At a Council Meeting on May 24, 2016, Council adopted the following recommendations with respect to Lobbyist Registry:

**LOBBYIST REGISTRY**

Whereas section 223.9 of the Municipal Act, 2001 provides municipalities with jurisdiction to establish a lobbyist registry and to appoint a lobbyist registrar to provide transparency about persons who lobby municipal public office holders; and

Whereas a lobbyist registry records or regulates communications between public office holders and those who engage in lobbying activities by tracking communications between them and making this information available for public inspection; and

Whereas Lobbying is a legitimate and legal activity that is part of an individual's, group's or company's right to communicate with their elected government officials and municipal staff; and

Whereas the purpose of the Lobbyist Registry is to enhance the transparency and integrity of business conducted at the Town of Caledon; and

Whereas the Region of Peel is investigating the implementation of a lobbyist registry;

Now therefore be it resolved that staff investigate and report back regarding establishing a lobbyist registry at the Town of Caledon in accordance with section 223.9 of the Municipal Act, 2001; and

Further that a copy of this resolution be provided to the Region of Peel, the City of Mississauga and the City of Brampton for information.

Enclosed please find the corresponding resolution for further details and for your records.

Have a great day!

Barbara Karrandjas  
Coordinator, Council Committee  
Legislative Services  
Corporate Services  

Town of Caledon  
6311 Old Church Road  
Caledon, ON L7C 1J6  

905.584.2272 x. 4164  
www.caledon.ca  
www.visitcaledon.ca
June 30, 2016

Resolution Numbers 2016-542 & 2016-543

The Honourable Bill Mauro
Minister of Municipal Affairs
777 Bay Street, 17th Floor
Toronto ON M5G 2E5

Dear Minister Mauro:

Subject: Recommendations Arising from the Governance Review Task Force

I am writing to advise that Regional Council approved the following resolutions at its meeting held on Thursday, June 23, 2016:

Resolution 2016-542:

Whereas Option 2 as described in the report of the Regional Chair titled "Recommendations Arising from the Governance Review Task Force" recognizes the need for greater representation for Brampton;

And Whereas, Option 2 provides for Mississauga to maintain 50 percent of the seats on Regional Council;

And whereas, Option 2 preserves effective representation for Caledon;

And whereas, Option 2 is a reasonable compromise that meets many of our collective interests;

Therefore be it resolved, that Option 2 as described in the subject report be approved.

Resolution 2016-543:

That the Minister of Municipal Affairs and Housing (Minister) be requested to enact a regulation authorizing The Regional Municipality of Peel to exercise its powers under Section 218 of the Municipal Act, 2001, as amended, in order to change the composition of the Council of the Regional Municipality of Peel, to be effective for 2018;

And further, that subject to the Minister enacting the regulation, the Regional Solicitor draft a by-law pursuant to the provisions of the regulation and the rules set out in subsection 218(1) of the Municipal Act, 2001, as amended;

And further, that subject to the Minister enacting the regulation, the
Regional Clerk shall report to Regional Council with a recommendation related to the date that the statutory public meeting of Regional Council will be held to consider the matter;

And further, that a copy of the subject report and this resolution be forwarded to the Cities of Brampton and Mississauga and the Town of Caledon, for their information.

We have enclosed a copy the report for your reference. If you required further information, please feel free to contact the Office of the Regional Clerk at 905-791-7800 ext. 4325 or via email at regionalclerk@peelregion.ca.

Yours Truly,

Kathryn Lockyer
Regional Clerk

KL:do

Also sent to:
Peter Fay, City Clerk, City of Brampton
Crystal Greer, City Clerk, City of Mississauga
Carey deGorter, City Clerk, Town of Caledon
DATE: June 16, 2016

REPORT TITLE: RECOMMENDATIONS ARISING FROM THE GOVERNANCE REVIEW TASK FORCE

FROM: Frank Dale, Regional Chair

RECOMMENDATION

That the Governance Review Task Force present Regional Council with a list of four options to be considered for implementation by the 2018 election;

And further, that the Minister of Municipal Affairs and Housing (Minister) be requested to enact a regulation authorizing The Regional Municipality of Peel to exercise its powers under Section 218 of the Municipal Act, 2001, as amended, in order to change the composition of the Council of the Regional Municipality of Peel, to be effective for 2018;

And further, that subject to the Minister enacting the regulation, the Regional Solicitor draft a by-law pursuant to the provisions of the regulation and the rules set out in subsection 218(1) of the Municipal Act, 2001, as amended;

And further, that subject to the Minister enacting the regulation, the Regional Clerk shall report to Regional Council with a recommendation related to the date that the statutory public meeting of Regional Council will be held to consider the matter;

And further, that the method of appointing the Chair of the Regional Municipality of Peel be confirmed as appointment by the Members of Regional Council;

And further, that a report come to a future meeting of Regional Council with a review of the process for the appointment of the Regional Chair;

And further, that a copy of the subject report and this resolution be forwarded to the Cities of Brampton and Mississauga and the Town of Caledon, for their information.
RECOMMENDATIONS ARISING FROM THE GOVERNANCE REVIEW TASK FORCE

REPORT HIGHLIGHTS
- The Governance Review Task Force was established on January 22, 2015.
- A Governance Review Facilitator was appointed and there were several meetings of the Task Force together with one on one discussions with individual Councillors and presentations to local Council meetings.
- Based upon information, research, and Councillor input and discussions, the Governance Review Task Force has developed several options for the consideration of Regional Council.

DISCUSSION

1. Background
   a) Regional Governance

   The Regional Municipality of Peel was incorporated in 1974 to provide a wide range of cost-effective programs and services over a larger geographical area that enhance our community’s health and safety, social and cultural development, environment, infrastructure and transportation systems.

   Until 2005, Peel Region was governed by the Regional Chair and 21 Members of Regional Council representing its member municipalities: the City of Mississauga was represented by ten members, the City of Brampton was represented by six members and the Town of Caledon was represented by five members.

   In 2005, The Regional Municipality of Peel Act, 2005, was enacted and increased the composition of Regional Council to 25 members, including the Regional Chair. Brampton’s representation increased from six to seven members. The City of Mississauga’s representation increased from ten members to twelve members. The Town of Caledon remained constant at five members.

   Peel Region is growing rapidly; over the next 20 years, the population gap between its two largest municipalities will continue to narrow, while growth in Caledon will begin to accelerate.

   Currently, neither the Municipal Act, 2001, as amended, nor the Regional Municipality of Peel Act, 2005, sets out a formula for reviewing the size or composition of Regional Council. The Region may determine a solution for “effective representation” of the member municipalities.

   Members of the Task Force recognized that Peel Region is a “hybrid” region with two highly urbanized peer municipalities and one rural municipality. Consequently, different factors, including representation-by-population, area, and history each have a place when determining their respective representation at Regional Council.

   b) Governance Review Task Force

   During the last term of Regional Council, issues related to the method of electing a Regional Chair and Brampton’s representation on Regional Council were raised. A task force
consisting of the Mayors of Caledon, Brampton and Mississauga, the Regional Chair, the Chief Administrative Officers (or their designate) of the Region of Peel, Cities of Brampton and Mississauga, the Town of Caledon and the Regional Clerk was established.

Regional Council considered the "Report of the 2013 Task Force on the Election of Regional Council and Brampton Representation" and passed a resolution directing staff to report to Regional Council in early 2015 to initiate a review of the governance of the Regional Municipality of Peel, including a review of the options for election of the Regional Chair and a review of the composition of Regional Council.

At its meeting held January 22, 2015, Regional Council established the Governance Review Task Force, consisting of the Mayors of Caledon, Brampton and Mississauga, the Regional Chair, the Chief Administrative Officers (or their designate) of the Region of Peel, Cities of Brampton and Mississauga and the Town of Caledon and the Regional Clerk, to develop and report back to Regional Council on terms of reference and approach for a review of the governance of the Region of Peel, options for selection of the Regional Chair; and, the composition of Regional Council (Resolution 2015-36).

At the September 24, 2015 Regional Council meeting, Regional Chair Dale advised that the Governance Review Task Force held a number of discussions and agreed to appoint a facilitator through a Request for Proposal. Regional Council passed a resolution directing that the Terms of Reference for the Governance Review Facilitator include the opportunity for all members of Regional Council to participate in the process either as a whole or through one on one consultation (Resolution 2015-719).

On March 31, 2016, Regional Council was advised by the Regional Clerk that a Facilitator had been retained by the Governance Review Task Force and that meetings with individual Councillors had been scheduled with the Facilitator. The Regional Clerk stated that the Task Force would be reporting to Regional Council with recommendations following those consultations. Regional Council passed resolution 2016-262 directing the Governance Review Task Force to keep Members of Council informed by providing Agendas, Minutes and Reports to meetings of Regional Council and confirming that all Members of Regional Council may attend Task Force meetings.

At the May 12, 2016 Regional Council meeting, Regional Council received the report of the Governance Review Task Force meeting held on April 28, 2016 which indicated that the Mayors and Chief Administrative Officers from each local municipality would provide the Facilitator's presentation to their respective Councillors for feedback and direction and provide the outcomes from said meetings to the Facilitator on or before May 20, 2016. The presentation and outcomes from the local municipalities' meetings would form the basis for an extended facilitation session on May 27, 2016 with the Task Force.

2. Process

A change in Regional Council's composition or the method of selecting the Chair can be in place for the 2018 municipal elections only if changes are implemented before December 31, 2017.

Council may request the Minister of Municipal Affairs and Housing (Minister) to enact a regulation authorizing the Region of Peel to exercise its powers under section 218 of the
RECOMMENDATIONS ARISING FROM THE GOVERNANCE REVIEW TASK FORCE

*Municipal Act, 2001,* as amended, in order to change the method of selecting the Regional Chair and/or to change the composition of Regional Council, to be effective for 2018.

If the Minister enacts the requested regulation, a regional by-law would be drafted in accordance with the provisions of the regulation and the rules set out in the *Municipal Act, 2001.*

A statutory public meeting of Regional Council would be held and by-laws drafted to exercise the power to change the composition of Council or method of selecting the Regional Chair. Public Notice of Council’s intention to adopt a by-law under section 218 of the *Municipal Act* would be given and the by-law would need to pass a triple majority to consent to the by-law. A triple majority requires that the majority of the three local municipalities’ Councils pass resolutions consenting to the by-law and the total number of electors in the local municipalities that have passed resolutions consenting to the by-law must form a majority of all electors in the Region of Peel.

If a triple majority is achieved, the by-law would come into force on the day the new Council is organized following the first regular election after the passing of the by-law.

Prior to the start of the term of office, additional administrative work would be required such as amendments to the Procedure By-law and renovations to the Council Chamber to accommodate the increase in the number of Councillors.

3. Proposed Direction

a) Selection of the Regional Chair

The Task Force came to consensus that the principal role of the Regional Chair is to facilitate effective discussion and debate among members of Regional Council, rather than to exercise an independent political mandate.

A minority of Councillors also expressed concern that the most recent election was confusing for new members who might have benefited from a clearer orientation process, as well as, an opportunity prior to the election to meet each candidate in a structured and transparent way.

The Members of the Task Force recommend that the position of Regional Chair should continue to be selected by Members of Regional Council. They also suggested that a report be brought to a future meeting of Regional Council to review of the process of appointing the Regional Chair.

b) Size and Composition of Regional Council

Members of the Task Force acknowledged that Brampton is under-represented at Regional Council and that any change to the size and composition of Regional Council should address this imbalance.

Members of the Task Force also acknowledged that Mississauga residents continue to make-up more than 50 per cent of the Region’s population.
Members of the Task Force also acknowledged that over the next 20 years, the population gap between the two largest municipalities will continue to narrow, while growth in Caledon will begin to accelerate. Different rates of growth among its three municipalities mean that Regional Council may adjust its size and allocation of seats for its members to ensure effective representation.

The Task Force reviewed extensive data concerning peer jurisdictions, projected population growth, as well as a series of eleven options for rebalancing the size and composition of Regional Council.

The Task Force considered 13 main options presented by the facilitator paying particular attention to four.

The Task Force also agreed that should Council approve an increase in the size of Regional Council, the Region would share the costs with local municipalities, of reasonable expenses for renovating local and regional chambers and office space to accommodate additional members.

The four options discussed by the Task Force were:

1. Increase the size of Regional Council at the time of the 2018 election to 28 seats. Brampton’s representation would increase by four seats to 11 seats. Mississauga’s representation would remain constant at 12 seats. Caledon’s representation would remain constant at five seats.

2. Increase the size of Regional Council at the time of the 2018 election to 32 seats. Brampton’s representation would increase by four seats to 11 seats. Mississauga’s representation would increase by four seats to 16 seats. Caledon’s representation would remain constant at five seats.

3. The size of Regional Council at the time of the 2018 election would remain at 24 seats. Brampton’s representation would increase by two seats to nine seats. Mississauga’s representation would remain constant at twelve seats. Caledon’s representation would decrease by two seats to three seats.

4. Increase the size of Regional Council at the time of the 2018 election to 28 seats. Brampton’s representation would increase by two seats to nine. Mississauga’s representation would increase by two seats to 14. Caledon’s representation would remain constant at five seats.

<table>
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<th>Municipality</th>
<th>Current</th>
<th>Option 1</th>
<th>Option 2</th>
<th>Option 3</th>
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<tr>
<td>Caledon</td>
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<td>5</td>
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<td>16</td>
<td>12</td>
<td>14</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>24</strong></td>
<td><strong>28</strong></td>
<td><strong>32</strong></td>
<td><strong>24</strong></td>
<td><strong>28</strong></td>
</tr>
</tbody>
</table>

Some of the options may be considered as “Phase I” with the Task Force suggesting that the option chosen can be further reviewed (Phase 2) by Regional Council prior to the 2022 and 2026 elections to consider any imbalance and growth and change in population. During
RECOMMENDATIONS ARISING FROM THE GOVERNANCE REVIEW TASK FORCE

In the second phase, Regional Council could expand at the time of either the 2022 or 2026 election. At that time, Brampton could receive two additional seats, increasing its representation to eleven members. Caledon would continue to be represented by five Regional Councillors, while the size of Mississauga's representation would either increase or remain constant (subject to the decisions of future Councils).

FINANCIAL IMPLICATIONS

There may be financial implications as a result of Council's decision. Upon achieving a triple majority and the implementation of a new composition of Council, and if that implementation includes additional Councillors, the financial implications will include costs of offices, substantial chamber renovations and ward boundary review and re-alignment (one-time costs). The Region of Peel agrees to cost share 50 per cent of one-time costs to municipalities that are incurred as a result of composition changes due to representation.

CONCLUSION

The Governance Review Task Force has considered many factors and taken into consideration the input from all Councillors and each local municipality and population and the hybrid nature of the Region of Peel in making the recommendations contained herein.

The Governance Review Task force has completed its mandate and presents its four options and recommendations for the consideration of Regional Council.

Frank Dale, Regional Chair

For further information regarding this report, please contact Kathryn Lockyer, Regional Clerk and Director of Clerks at Kathryn.lockyer@peelregion.ca or 905.791.7800 ext. 4325.

Authored By: Kathryn Lockyer, Regional Clerk and Director of Clerk's
1. The following correspondence relates to **Item 8.5 (Report – Brampton Safe City Association Accounts – Supplementary Report (RM 18/2016 and RM 19/2016))** and was received by the City Clerk’s Office after the agenda was printed. Committee approval is not required for addition of this correspondence in accordance with Procedure By-law 160-2004, as amended:

   Correspondence from Winston Mapp, President, Brampton Safe City Association, dated August 24, 2016

2. **Regional Council Business** (Item 15) – The attached briefing report was provided to the City Clerk’s Office after the agenda was printed:

   15.1. Briefing report from the CAO’s Office re: **Regional Council Agenda Highlights – September 8, 2016**.
August 24, 2016

Mayor and Members of Brampton City Council
City Of Brampton
2 Wellington Street N.
Brampton, ON

Dear Mayor Jeffrey and Members of Council:

We have submitted to you our 2015 and 2014 financial audits as recently conducted by KPMG and approved by our Board of Directors on July 25, 2016. We have also cooperated in full with KPMG to conduct a further financial review in a cash reconciliation report covering the period, January 1, 2015 to May 31, 2016.

These reports clearly show there has been no misappropriation or disappearance of funds within the Brampton Safe City Association’s financial administration.

For more than three decades, our Board of Directors has been represented by senior officials from Peel Regional Police, Brampton City Council, Peel Health, Peel District School Board, Dufferin Peel Catholic District School Board, City of Brampton Community Services, working together with citizen volunteers.

We have had a strong financial controls policy, and never failed to cover our expenditures in its previous 32 years of operation.

At our recent meeting, Members of the Board expressed dismay with the Members of City Council who have made damaging remarks and false accusations in televised council meetings, and to the media without having evidence to support their allegations.

Some Council Members have expressed confusion as to why Brampton Safe City finished in a deficit position when we closed down in June, 2015.
The answer is, after 32 years of providing core funding to Brampton Safe City Association, the City of Brampton gave us only 10 weeks notice that it was terminating its long-standing partnership agreement.

On April 8, 2015, Council moved to reduce Brampton Safe City’s 2015 grant to 50% (funds to June 30, 2015), and terminate all existing agreements. After clawing back the money already spent prior to April, 2015, the City issued Brampton Safe City a cheque for $30K.

Although Safe City has been successful in raising millions of dollars over the years from outside sources to support safety projects, core funding is extremely difficult to replace. With the short time frame left in 2015, it was deemed impossible.

Faced with minimal funds remaining, and no possibility of future core support from the City of Brampton, the Safe City Board of Directors determined it had no option but to close down.

At a special Board meeting on April 30, 2015, the Board of Directors moved to give termination notice to staff, and close down the association by the end of June, 2015. These decisions were ratified by the Association membership at its annual general meeting on June 4, 2015. The Association’s assets were sold and the office vacated on June 30, 2015.

Other contributing factors leading to the Association not being able to repay the city a debt of $97K:
• Severance costs for long-term employees had not been included in the 2015 grant;
• Unspent monies from ongoing grants had to be returned (e.g. United Way);
• Additional closedown costs to terminate existing service contracts; and
• Inability to raise new funding through outside grants due to the uncertain future.

It is regrettable that Brampton Safe City Association ended in this manner due to decisions made by Council. Your action to terminate our long-standing funding agreement with only 10 weeks’ notice, and four months into the fiscal year left the Association with minimal resources and no time to replace the lost core funding. We had no option but to close down while in a deficit position.

Sincerely,

Winston Mapp
President

21 Alexander Street
Brampton, Ontario L6V 1H7
Phone: (416) 200-6509 Email: info@bramptonsafecity.ca
The following items on the Regional Council meeting agenda of September 8, 2016 may be of interest to Brampton Regional and City Council members for review:

- **Item 5.1**: Delegation from Fluoride Free Peel regarding information on water fluoridation and a request for a waiver and refund of fees on a Freedom of Information Request.

- **Item 8.1**: Report regarding the announcement of Federal and Provincial funds for affordable housing (Social Infrastructure Fund), which includes details on the Region’s funding allocation and next steps. Note: affordable housing is also significant for the City of Brampton, under the “Smart Growth” priority of the 2016-2018 Strategic Plan.

- **Item 10.4**: Report providing information and options regarding the provision of health and dental benefits to Regional Councillors. The report is seeking Regional Council direction based on the information provided.

- **Item 10.5**: Report requesting authorization to increase the capital budget for the Youth Shelter at 1B Knightsbridge Road in Brampton by $500,000, to a total commitment of $1,200,000.

- **Items 11.3 and 11.9**: Letters from the Ministry of Natural Resources regarding the proposed review of the Northwest Brampton Shale Resources Protection Policies. In Item 11.9 the Minister commits to continuing to work with the Region of Peel and City of Brampton on this issue and provides contact information for the Ministry lead on this review.

- **Item 11.5**: Letter from the Ministry of Transportation regarding the Greater Toronto Area (GTA) West Corridor. The letter advises that work on the environmental assessment has been suspended, in order to review the work undertaken to date and ensure the project still aligns with recent changes in government policy and emerging technologies. An advisory panel has commenced review and updates will be given when available.

- **Item 11.8**: Letter from the Town of Caledon providing a copy of the Council resolution and related staff report entitled “Coordinated Provincial Plan Review: Preliminary Comments”.

- **Item 12.2**: Report recommending contract award for engineering services pertaining to Regional Roads 1 and 6, impacting City of Brampton wards 4 and 5.
Date: 2016-09-06

Subject: Amendment to Municipal Officials By-law 84-2008 (File G02)

Contact: Peter Fay
City Clerk, Corporate Services
905-874-2172, peter.fay@brampton.ca

Recommendations:

1. That the report from Peter Fay, City Clerk, Corporate Services, dated September 6, 2016, to the Corporate Services Committee meeting of September 7, 2016 re: Amendment to Municipal Officials By-law 84-2008 (File G02), be received; and,

2. That a by-law to amend Municipal Officials By-law 84-2008, based on the form and content as substantially set out in Appendix 1 to this report, be passed.

Overview:

- City By-law 84-2008, as amended, appoints municipal officials and provides a consolidated list of key municipal official appointments.

- This report presents an amendment to the by-law to update key municipal official appointments including those resulting from the organizational restructuring implemented on September 6, 2016.

- This report achieves the Strategic Plan priority of Good Government by maintaining transparent and accountable position authorities by ensuring an accurate and updated Municipal Officials By-law is in place.

Background:

The Municipal Act, 2001, requires that a municipality appoint certain statutory officials (e.g., treasurer, clerk) and provides authority to appoint various other municipal officials. In the City of Brampton, By-law 84-2008 provides a consolidated list of key municipal official appointments.
Current Situation:

A by-law amendment is recommended to update key municipal official appointments resulting from the organizational restructuring implemented on September 6, 2016.

A few housekeeping amendments are also proposed for the by-law.

Corporate Implications:

Financial Implications:
There are no direct financial implications resulting from this housekeeping update to the Municipal Officials By-law.

Other Implications:
There are no other implications from this report.

Strategic Plan:

This report achieves the Strategic Plan priority of Good Government by maintaining transparent and accountable position authorities by ensuring an accurate and updated Municipal Officials By-law is in place.

Conclusion:

Staff recommends that Municipal Officials By-law 84-2008 be further amended by Council to reflect the organizational restructuring implemented on September 6, 2016.

Approved by:

Peter Fay
City Clerk

Attachments:
Appendix 1 - A By-law to Amend Municipal Officials By-law 84-2008, as amended

Report authored by: Peter Fay, City Clerk, Corporate Services
THE CORPORATION OF THE CITY OF BRAMPTON

BY-LAW

Number _________-2016

To A By-law to Amend Municipal Officials
By-law 84-2008, as amended

WHEREAS By-law 84-2008 provides for the appointment of officials of The Corporation of the City of Brampton;

NOW THEREFORE the Council of The Corporation of the City of Brampton ENACTS as follows:

1. Sections 3, 4, 5 and 6 of By-law 84-2008, as amended, be deleted and replaced as follows:

   3. That Joe Pitushka be appointed as Commissioner, Public Works and Engineering Department.

   4. That Al Meneses be appointed as Commissioner, Community Services Department.

   5. That Heather MacDonald be appointed as Interim Commissioner, Planning and Development Services Department.

   6. That Patrick Moyle be appointed as Interim Commissioner, Corporate Services Department.

2. Sections 8 (a), (b) and (c) of By-law 84-2008, as amended, be deleted and replaced as follows:

   8. (a) That David Sutton be appointed as Interim Treasurer and is hereby delegated all of the powers and duties of the Treasurer with respect to the collection of taxes.

3. Section 12 (b) of By-law 84-2008, as amended, is deleted and replaced as follows:

   12. (b) That John Zingaro be and is appointed as Deputy City Solicitor.

4. Sections 1, 2 and 3 of this by-law shall come into force and effect as of the 14th day of September, 2016.

ENACTED and PASSED this 14th day of September, 2016.
By-law Number _______ - 2016

Approved as to form.
September 6, 2016

Approved as to content.
September 6, 2016
Peter Fay

__________________________  Linda Jeffrey, Mayor

__________________________  Peter Fay, City Clerk