Wednesday, September 07, 2016

**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
*(Vice-Chair, Corporate and Financial Affairs)*
Regional Councillor J. Sprovieri – Wards 9 and 10
*(Vice-Chair, By-law Enforcement)*
City Councillor D. Whillans – Wards 2 and 6
City Councillor J. Bowman – Wards 3 and 4
City Councillor P. Fortini – Wards 7 and 8
City Councillor G. Dhillon – Wards 9 and 10

**Staff Present:**
**Office of the Chief Administrative Officer:**
H. Schlange, Chief Administrative Officer
S. Connor, Brampton Transit
W. Hunter, Manager, Administrative Services and Elections

**Corporate Services Department:**
D. Squires, City Solicitor
D. Sutton, Director, Finance and Interim Treasurer
J. Bisson, Manager, Licensing Enforcement

**Community Services Department:**
K. Duncan, Manager, Animal Services

**City Clerk’s Office:**
P. Fay, City Clerk
E. Evans, Deputy City Clerk
S. Pacheco, Legislative Coordinator
Minutes
Corporate Services Committee

The meeting was called to order at 3:00 p.m., recessed at 4:30 p.m., moved into Closed Session at 4:40 p.m., moved back into Open Session at 5:37 p.m. and adjourned at 5:39 p.m.

1. **Approval of Agenda**

The following motion was considered.

CS107-2016 That the agenda for the Corporate Services Committee Meeting of September 7, 2016 be approved as amended to add the following report:

10.1. Report from P. Fay, City Clerk, Corporate Services, dated September 6, 2016, re: Amendment to Municipal Officials By-law 84-2008 (File G02).

Carried

The following items were received by the City Clerk's Office after the agenda was printed and relate to items on the published agenda. In accordance with Procedure By-law 160-2004, as amended, Committee approval was not required to add these items to the agenda:

1. **Re. Item 8.5 (Report – Brampton Safe City Association Accounts – Supplementary Report (RM 18/2016 and RM 19/2016)**

14.3. 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:


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

1. Regional Councillor Moore declared a conflict of interest with respect to Item 8.3 (Purchasing Activity Quarterly Report – 2nd Quarter 2016) as an RFP award to a company her husband works for is included in this report.
2. Regional Councillor Miles declared a conflict of interest with respect to Item 8.5 (Brampton Safe City Association Accounts – Supplementary Report (RM 18/2016 and RM 19/2016) as her husband worked for the Brampton Safe City Association until June 2015.

3. **Consent**

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

     (8.4, 8.7, 8.8, 9.2, 9.3)

     (Item 8.3 was removed from consent)

4. **Announcements** – nil

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.*

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

   Report Item 7.1 was brought forward and dealt with at this time.

   K. Duncan, Manager, Animal Services, Community Services, provided an overview of the subject report, which responded to concerns regarding the health of dogs and cats for sale at pet stores.

   Committee discussion took place with respect to the following:

   - Recommendations outlined in the staff report
     - Confirmation that these recommendations prohibit pet stores from purchasing dogs and cats from breeders
   - Benchmarking of other municipalities
   - Drawbacks of implementing too many limitations on where animals could be obtained
   - Possibility of establishing a regional list of acceptable animal agencies, where dogs and cats could be obtained for sale by pet stores
   - Indication from staff that animal rescue groups/organizations are not required to be registered and that there is currently no registration process in place
   - Enforcement (self-regulatory) of the proposed by-law amendment
• Confirmation that pet stores will be required to maintain proper documentation relating to the source of the dogs and cats being offered for sale

The following motion was considered.

CS108-2016 1. That the report from W. Hunter, Manager, Administrative Services and Elections, Corporate Services, dated August 9, 2016, to the Corporate Services Committee Meeting of September 7, 2016, re: Proposed Amendment to Business Licensing By-law 332-2013, as amended – Sale of Dogs and Cats from 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.

Carried


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

Report Item 8.1 was brought forward and dealt with at this time.

Committee discussion took place with respect to the following:

• Public notice/communication of changes to the public notice requirements
• Annual savings of advertising expenditures
• Possibility of determining the public’s interest in reading public notices
• Clarification that the proposed change does not preclude the ability to advertise via newspapers in the future
• Mailing lists for public notices – P. Fay, City Clerk, Office of the Chief Administrative Officer, explained that the City has access to mailing lists sourced under the Assessment Act, which may only be used for municipal purposes
The following motion was considered.

CS109-2016 1. That the report from E. 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

   Carried

6. **Staff Presentations** – nil

7. **By-law Enforcement**

7.1. Report from W. Hunter, Manager, Administrative Services and Elections, Corporate Services, dated August 9, 2016, re: **Proposed Amendment to Business Licensing By-law 332-2013, as amended – Sale of Dogs and Cats from Pet Stores.**

   **Dealt with under Item 5.1 – Recommendation CS108-2016**

8. **Corporate and Financial Affairs**

8.1. Report from E. Evans, Deputy Clerk, Corporate Services, dated August 1, 2016, re: **Proposed Amendment to Procedure By-law 160-2004, as amended - Changing Public Notice Requirements.**

   **Dealt with under Item 5.2 – Recommendation CS109-2016**
Report from E. Evans, Deputy Clerk, Corporate Services, dated August 10, 2016, re: 2017 Council and Committee Meeting Calendar.

Committee discussion took place with respect to the following:

- Questions as to whether the 2017 schedule will reflect the recent organizational changes
- Questions regarding the possibility of re-establishing a Committee of the Whole structure
  - P. Fay, City Clerk, Office of the Chief Administrative Officer, advised that upon receiving Committee direction, staff can review possible alternatives to the current Committee structure, including a new Committee of the Whole model with a different chairing structure. Mr. Fay added that changes to the committee structure will require a report to Committee to amend the Procedure By-law.
- Suggestion that this matter be referred to the Members Services Committee for further discussion. Mr. Fay advised that this matter falls under the purview of the Corporate Services Committee.
- Concerns with the existing standing committee structure
- Possible format/sections of the Committee of the Whole agenda
  - Role of sectional Chairs
  - Possibility of rotating the business sections of the agenda in consideration of staff time/schedules

The following motion was considered.

CS110-2016 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 referred back to staff for a report back on a Committee of the Whole structure.

Carried


Note: Regional Councillor Moore declared a conflict of interest with respect to Item 8.3 (Purchasing Activity Quarterly Report – 2nd Quarter 2016) as an RFP award to a company her husband works for is included in this report. Councillor Moore left the room during consideration of this matter.
S. Connor, Brampton Transit, Office of the Chief Administrative Officer, responded to questions from Committee and provided clarification regarding three separate purchase orders (outlined on lines #29, #64 and #86 of Appendix 3 in the report) relating to the provision of fuel.

The following motion was considered.

CS111-2016  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;

Therefore be it resolved that the report from J. Fera, Manager, Purchasing and Purchasing Agent, Corporate Services, dated August 12, 2016, to the Corporate Services Committee Meeting of September 7, 2016, re: Purchasing Activity Quarterly Report – 2nd Quarter 2016, be received.

Carried

* 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.

CS112-2016  1. That the report from D. Fisher, Manager, Business Systems Services, 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.

Carried


Note: Regional Councillor Miles declared a conflict of interest with respect to Item 8.5 (Brampton Safe City Association Accounts – Supplementary Report (RM 18/2016 and RM 19/2016) as her husband worked for the Brampton Safe City Association until June 2015. Councillor Miles left the room during consideration of this matter.
Correspondence Item 14.3 was brought forward and dealt with at this time.

In response to questions from Committee, Kevin Travers, KPMG Chartered Accountants, clarified the scope of their engagement on this matter, and advised that a financial statement audit, and specific procedures over transactions that occurred within the bank account, were performed.

Committee discussion took place with respect to the following:

- Indication from staff that the BSCA has not filed for receivership
- Questions regarding:
  - two HST credit cheques received by the BSCA
  - a possible unaccounted shortfall of $30,000
  - severance entitlements and notice of closure provided to BSCA staff
  - status of the $60,000 full-year grant received by the BSCA from the Region of Peel, and the status of any remaining funds, given the BSCA operated for only six months
- Request for bank statements and journals from the BSCA for the last two years and from the last three weeks of BSCA operations
- Process for closing a non-profit organization and concerns regarding the process followed by the BSCA
- Process for filing bankruptcy and an indication from staff that they are not aware if the BSCA has initiated the process to file for bankruptcy
- Request that a member of the BSCA board attend a future meeting to respond to questions
- Concerns regarding BSCA spending activities in 2015
- Options for recovering the amounts owing to the City by the BSCA

The following motion was introduced

That the report from P. Honeyborne, Executive Director, Finance and Treasurer, Corporate Services, dated August 16, 2016, and correspondence from Winston Mapp, President, Brampton Safe City Association, dated August 24, 2016, to the Corporate Services Committee Meeting of September 7, 2016, re: Brampton Safe City Association (BSCA) Accounts – Supplementary Report (RM 18/2016 and RM 19/2016) be referred to the September 14, 2016 Council Meeting and staff be requested to:

a. report on any notice provisions provided to BSCA staff resulting from business/organization closure/cease of operations;

b. report on severances provided to BSCA employees;

c. report on the approximately $60,000 full-year grant funding received by the BSCA from the Region of Peel and the status of any remaining funds given the BSCA operated for only six months;

d. invite BSCA board members to attend the Council meeting;
e. determine if the BSCA have fulfilled their legal obligations under the Non-Profit Corporations Act of Ontario for voluntary winding down of their business.

D. Squires, City Solicitor, Corporate Services, suggested that Committee move into Closed Session to receive legal advice on this matter.

Note: There was Committee consensus to move into Closed Session after the completion of all regular business on the meeting agenda.

The following motion was considered.

CS113-2016 That Committee proceed into Closed Session to discuss a matter pertaining to the following:

Advice that is subject to solicitor-client privilege, including communications necessary for that purpose.

Carried

After Closed Session discussions on this matter, the following motion was considered.

CS114-2016 That the report from P. Honeyborne, Executive Director, Finance and Treasurer, Corporate Services, dated August 16, 2016, and correspondence from Winston Mapp, President, Brampton Safe City Association, dated August 24, 2016, to the Corporate Services Committee Meeting of September 7, 2016, re: Brampton Safe City Association (BSCA) Accounts – Supplementary Report (RM 18/2016 and RM 19/2016) be referred to the September 14, 2016 Council Meeting and staff be requested to:

a. report on any notice provisions provided to BSCA staff resulting from business/organization closure/cease of operations; and,

b. determine if the BSCA have fulfilled their legal obligations under the Non-Profit Corporations Act of Ontario for voluntary winding down of their business.

Carried


The following motion was considered.
CS115-2016 1. That the report from V. Mountain, Advisor, Corporate Development and Strategy, Office 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; and,

2. That the projects listed in Appendix A be approved as the basis for the City of Brampton’s application to the Ontario 150 Program; and,

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.

Carried


CS116-2016 1. That the report from D. 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 to add Drug Price Files and move to a Voluntary Generic Drug Plan for Non-Union, Contract, Direct Benefits and Elected Officials be approved.

Carried

* 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).

CS117-2016 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 D. 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 (Heads and Beds) 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.

Carried

9. Minutes


City Councillor Dhillon advised Committee with respect to the following recommendation/position of the Taxicab Advisory Committee (TAC):

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.

Councillor Dhillon explained that the costs for operating an accessible taxicab are higher than a regular taxicab, and as such, the TAC is requesting that the vehicle model year for accessible taxicabs be extended by one year.

In response to questions from Committee, J. Bisson, Manager, Licensing Enforcement, Corporate Services, provided information on the provisions of the Mobile Licensing By-law relating to vehicle model years for taxicabs. Mr. Bisson advised that other municipalities have increased the vehicle age permitted for accessible taxicabs, in recognition of higher costs, and added that staff supports the position of the TAC.

The following motions were considered.

CS118-2016 That a by-law be passed to amend Mobile Licensing By-law 67-2014, as amended, to provide 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
CS119-2016 That the Minutes of the Taxicab Advisory Committee Meeting of June 14, 2016, to the Corporate Services Committee Meeting of September 7, 2016, Recommendations TC013-2016 to TC017-2016, be approved as printed and circulated.

Carried

The recommendations were approved as follows.

TC013-2016 That the agenda for the Taxicab Advisory Committee Meeting of June 14, 2016 be approved as printed and circulated.

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.

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.

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.

TC017-2016 That the Taxicab Advisory Committee do now adjourn to meet again at the call of the Chair.

CS120-2016 That the Minutes of the Accessibility Advisory Committee Meeting of June 14, 2016, to the Corporate Services Committee Meeting of September 7, 2016, Recommendations AAC015-2016 to AAC018-2016, be approved as printed and circulated.

Carried

The recommendations were approved as follows.

AAC015-2016 That the agenda for the Accessibility Advisory Committee Meeting of June 14, 2016, be approved as printed and circulated.

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.

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.

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.

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

CS121-2016 That the Minutes of the Accessibility Advisory Committee Meeting of August 9, 2016, to the Corporate Services Committee Meeting of September 7, 2016, Recommendations AAC019-2016 to AAC023-2016, be approved as printed and circulated.

Carried
The recommendations were approved as follows.

AAC019-2016 That the agenda for the Accessibility Advisory Committee Meeting of August 9, 2016, be approved as printed and circulated.

AAC020-2016 That the **Accessible Parking Enforcement Update – Q2 2016**, to the Accessibility Advisory Committee Meeting of August 9, 2016, be received.

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.

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.

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.

10. **Other/New Business**

10.1. Report from P. Fay, City Clerk, Corporate Services, dated September 6, 2016, re: **Amendment to Municipal Officials By-law 84-2008** (File G02).

P. Fay, City Clerk, Office of the Chief Administrative Officer, advised that this report has been provided in response to the recent changes to the organization structure. Mr. Fay requested that the following clause be added to the staff recommendation, for Committee's consideration:

3. That staff be requested to present to Council on September 14, 2016, or at future meetings, necessary by-law amendments to update the Delegation of Authority By-law 191-2011, Signing Authority By-law 116-2016, and any other by-law, to reflect current position authorities within the Corporation, implemented through the new organization structure.

The following motion was considered.
CS122-2016

1. That the report from P. 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; and,

3. That staff be requested to present to Council on September 14, 2016, or at future meetings, necessary by-law amendments to update the Delegation of Authority By-law 191-2011, Signing Authority By-law 116-2016, and any other by-law, to reflect current position authorities within the Corporation, implemented through the new organization structure.

Carried

11. Referred Matters – nil

12. Deferred Matters – nil

13. Notices of Motion – nil

14. Correspondence

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

The following motion was considered.

CS123-2016 That the correspondence from Barbara Karrandjas, Coordinator, Council Committee, Town of Caledon, dated May 26, 2016, to the Corporate Services Committee Meeting of September 7, 2016, re: Lobbyist Registry be received.

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

The following motion was considered.

CS124-2016 That the correspondence from Kathryn Lockyer, Regional Clerk, Region of Peel, dated June 30, 2016, to the Corporate Services Committee Meeting of September 7, 2016, re: Recommendations Arising from the Governance Review Task Force be received.

Carried

14.3. Correspondence from Winston Mapp, President, Brampton Safe City Association, dated August 24, 2016, re: Brampton Safe City Association Accounts.

Dealt with under Item 8.5 – Recommendation CS114-2016

15. Regional Council Business


In response to a question from Committee, V. Mountain, Advisor, Strategic Development, Office of the Chief Administrative Officer, advised Committee that due to various circumstances, a briefing report outlining the highlights from the September 8, 2016 Regional Council Agenda was provided. Ms. Mountain confirmed that in future, the standard briefing report format will be provided.

16. Councillors Question Period – nil

17. Public Question Period – nil

18. Closed Session

See Item 8.3 – Recommendation CS113-2016
19. **Adjournment**

The following motion was considered.

CS125-2016  That the Corporate Services Committee do now adjourn to meet again on Wednesday, September 21, 2016 at 3:00 p.m. or at the call of the Chair.

Carried

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Regional Councillor M. Medeiros, Chair