Wednesday, October 05, 2016

1:00 p.m. – Regular Meeting

(note change to start time)

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
  (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

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.

   (nil)

4. **Announcements**

5. **Delegations**

6. **Staff Presentations**

7. **By-law Enforcement**

8. **Corporate and Financial Affairs**

   8.1. Report from P. Fay, City Clerk, City Clerk’s Office, dated September 16, 2016, re: *Standing Committee Changes / 2017 Council and Committee Meeting Revised Calendar.*

   **Recommendation**

*Recommendation*

8.3. Report from J. Lavecchia, Coordinator, Elections and Special Projects, City Clerk’s Office, dated August 10, 2016, re: 2018 Municipal Election Model – Positive Improvements through Secure Delivery and Technology – Budget Amendment and Request to Begin Procurement – Purchasing By-law Section 4.0.  

*Recommendation*

9. **Minutes**

9.1. Minutes – Accessibility Advisory Committee – September 13, 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**

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: October 19, 2016
Date: 2016-09-16

Subject: Standing Committee Changes / 2017 Council and Committee Meeting Revised Calendar

Contact: Peter Fay, City Clerk, City Clerk’s Office, (905) 874-2172, peter.fay@brampton.ca

Recommendations:

1. That the report from Peter Fay, City Clerk, dated September 16, 2016, to the Corporate Services Committee Meeting of October 5, 2016, re: Standing Committee Changes / 2017 Council and Committee Meeting Revised Calendar (File: BC.x), be received; and

2. That a new Standing Committee structure be established, effective January 1, 2017, with the following two Standing Committees:

   i) Committee of Council
   ii) Planning and Development Committee;

3. That the newly-established Committee of Council be divided into four sections, each with a Member of Council appointed as Chair and Vice-Chair(s) for each section, to consider and make recommendations to Council for those matters identified:

   • Community Services Section – matters within the jurisdiction of the City's Community Services Department, including recreation and culture services, transit services, fire services, as well as Service Brampton and corporate buildings, property services and real estate;

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

   • Economic Development Section – matters within the jurisdiction of the City's Economic Development Department, including economic development, including tourism, film, Small Business Enterprise Centre, competitive policy and business research, and advancing the City’s strategic economic development priorities;
- **Public Works Section** – matters within the jurisdiction of the City’s Public Works and Engineering Department, including public works and infrastructure, engineering, construction and maintenance;

4. That Procedure By-law 160-2004, as amended, be further amended as outlined in Appendix 2, to create the new Standing Committee structure, effective January 1, 2017; and

5. That a revised 2017 Council and Committee Meeting Schedule, as outlined in Appendix 3, be approved.

### Overview:

- **This report recommends that one Committee of Council be formed from three current Standing Committees, effective January 1, 2017.**
- **This one general committee will have the following four sections, each with a Chair and Vice Chair(s) appointed from Council:**
  - Community Services Section
  - Corporate Services Section
  - Economic Development Section
  - Public Works Section
- **The Planning and Development Committee will be renamed to reflect its mandate and will serve as the second Standing Committee.**
- **A revised 2017 Council and Committee Calendar is presented for approval.**

### Background:

In December 2014, Council established four Standing Committees:

1) Community & Public Services Committee
2) Corporate Services Committee
3) Economic Development Committee
4) Planning & Infrastructure Services Committee

One of the benefits of this change was to provide more Members of Council with experience chairing committee meetings, as well as functional specialization and focus on Council priorities. As the Council term progressed, however, concerns were expressed that this structure resulted in unbalanced agendas, long breaks between meetings, and inconvenience for Committee Members, staff and the public.

On September 7, 2016, Corporate Services Committee referred the matter of the 2017 Council and Committee Meeting Calendar to staff for a report on a “Committee of the Whole” structure. Committee members spoke in favour of re-establishing one general committee with sections representing the three current Standing Committees.
A different chairing method was mentioned as well as the possibility of rotating the sections of the agenda in consideration of time schedules. At that meeting, it was noted that any change to the committee structure would require an amendment to the Procedure By-law.

Current Situation:

This report recommends that the three Standing Committees (Community and Public Services, Corporate Services, and Economic Development) be combined to form one Committee of Council. The Planning and Development Committee will be renamed to reflect its mandate and will serve as the second Standing Committee.

The new Committee of Council will be divided into four sections, representing the three former committees and the addition of a new Public Works and Engineering Section (matters formerly within the jurisdiction of the Planning & Infrastructure Services Committee):

- **Community Services Section** – shall consider and make recommendations to Council for matters:
  a) within the jurisdiction of the City's Community Services Department, including recreation and culture services, Service Brampton, corporate buildings, property services and real estate;
  b) transit services and fire services;

- **Corporate Services Section** – shall consider and make recommendations to Council for matters related to services to the Corporation, including finance, administration, information technology, human resources, legal services, public relations and communications;

- **Economic Development Section** – shall consider and make recommendations to Council for matters related to economic development, including tourism, film, Small Business Enterprise Centre, competitive policy and business research, and advancing the City's strategic economic development priorities;

- **Public Works Section** – shall consider and make recommendations to Council for matters within the jurisdiction of the City's Public Works and Engineering Department, including public works and infrastructure, engineering, construction and maintenance.

If a particular Committee agenda does not have any specific business for a particular section, then the Committee will consider only the sections with business on the meeting agenda. The order of business consideration for these four sections may vary, based on the Approval of the Agenda motion approved at the start of each meeting.

It is recommended that a by-law be passed to amend Procedure By-law 160-2004, as amended, to establish two Standing Committees, effective January 1, 2017.
Role of Chair and Vice-Chairs

The Chairs and Vice-Chairs will be appointed by Council in the process outlined in Section 2.5 (6) of the Procedure By-law, in which the City Clerk will canvass Members of Council for their appointment preferences, effective January 1, 2017, the mid-term point of the Council term.

Members will be canvassed later in October and the Clerk’s Office will report to Committee in November to facilitate the mid-term Committee membership, Chair and Vice-Chair appointments.

The following table shows the current and contemplated Chairs and Vice-Chairs for the current committee system and proposed committee system.

<table>
<thead>
<tr>
<th>Current Standing Committee Structure</th>
<th>Chairs and Vice-Chairs</th>
<th>Proposed Standing Committee Structure</th>
<th>Chairs and Vice-Chairs</th>
</tr>
</thead>
</table>
| Community and Public Services Committee | * Chair  
  o Vice-Chair, Service Brampton and Facilities  
  o Vice-Chair, Fire Services  
  o Vice-Chair, Transit Services  
  o Vice-Chair, Recreation and Culture | Committee of Council | * Chair, Community Services Section  
  o Vice-Chair, Service Brampton and Facilities  
  o Vice-Chair, Fire Services  
  o Vice-Chair, Transit Services  
  o Vice-Chair, Recreation and Culture  
  o Chair, Economic Development Section  
  o Vice-Chair, Economic Development  
  o Chair, Corporate Services Section  
  o Vice-Chair, Corporate and Financial Affairs  
  o Vice-Chair, By-law Enforcement | * Chair, Economic Development  
  o Chair, Corporate Services Section  
  o Vice-Chair, Corporate and Financial Affairs  
  o Vice-Chair, By-law Enforcement  
  o Chair, Public Works Section  
  o Vice-Chair, Engineering and Construction  
  o Vice-Chair, Public Works |
| Economic Development Committee | * Chair  
  o Vice-Chair, Economic Development and Enterprise Services | | |
| Corporate Services Committee | * Chair  
  o Vice-Chair, Corporate and Financial Affairs  
  o Vice-Chair, By-law Enforcement | Planning and Development Committee | * Chair  
  o Vice-Chair, Planning and Development |
| Planning and Infrastructure Services Committee | * Chair  
  o Vice-Chair, Engineering and Construction  
  o Vice-Chair, Public Works | | |
2017 Meeting Calendar

The 2017 Meeting Calendar shown in Appendix 3 has been updated to reflect the proposed Committee of Council standing committee model. The proposed calendar has also been updated to show the approved 2017 Regional Council meetings and Mayor’s 2017 levy. Staff will keep the meeting calendar current and add additional meetings of interest to Members (e.g., Downtown Brampton BIA and Large Urban Mayor’s Caucus of Ontario – LUMCO meetings).

It is recommended that a revised 2017 Council and Committee Meeting Schedule, as outlined in Appendix 3, be approved.

Corporate Implications:

Financial Implications:

Indirect cost savings will result from the change from three Standing Committees to one, and reduced meeting time for Committee Members as well as staff.

Other Implications:
Public notice for this matter has been provided on the City website, as required by Procedure By-law 160-2004.

Strategic Plan:

The approval of a new Standing Committee structure and 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:

This report recommends the establishment of one Committee of Council, effective January 1, 2017, with four sections representing the three current Standing Committees and the addition of a Public Works and Engineering Section. The second Standing Committee, Planning & Development Committee, is renamed to reflect its mandate. An amendment to the Procedure By-law and a revised 2017 meeting calendar, showing the new committee structure, require approval.

Approved by:
Earl Evans

Peter Fay, City Clerk

Earl Evans, Deputy City Clerk

Attachments:

Appendix 1:
Original report referred by Corporate Services Committee on September 7, 2016:
Report from E. Evans, Deputy Clerk, Corporate Services, dated August 10, 2016,
re: *2017 Council and Committee Meeting Calendar*

Appendix 2:
Draft By-law amending Procedure By-law 160-2004, as amended, to create the
new Standing Committee structure

Appendix 3:
2017 Council and Committee Calendar (Revised)

Report authored by: Earl Evans, Deputy City Clerk
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.

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

<table>
<thead>
<tr>
<th>Significant Events and Dates</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>City Awards Nights</td>
<td>Citizen Awards - Sports: to be determined</td>
</tr>
<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:</td>
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<tr>
<td></td>
<td>Tuesday, May 9, 2017</td>
</tr>
<tr>
<td>Council Workshops</td>
<td>Two Council Workshops are scheduled tentatively:</td>
</tr>
<tr>
<td></td>
<td>• Tuesday, April 25, 2017</td>
</tr>
<tr>
<td></td>
<td>• Wednesday, November 29, 2017</td>
</tr>
<tr>
<td>2018 Budget</td>
<td>The 2018 Budget meeting schedule will be established after</td>
</tr>
<tr>
<td></td>
<td>the 2017 Budget meetings in the Fall of 2016.</td>
</tr>
<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</td>
</tr>
<tr>
<td></td>
<td>meeting schedule.</td>
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<tr>
<td>Region of Peel Meetings</td>
<td>The 2017 schedule of Regional Council meetings will be</td>
</tr>
<tr>
<td></td>
<td>confirmed, when available.</td>
</tr>
</tbody>
</table>

The following noteworthy dates are addressed in the proposed 2017 meeting schedule:

<table>
<thead>
<tr>
<th>Noteworthy Dates by Month</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>January</td>
<td>City Hall is closed to observe New Year’s Day on Monday,</td>
</tr>
<tr>
<td></td>
<td>January 2, 2017</td>
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<tr>
<td>February</td>
<td>Family Day: Monday, February 20, 2017</td>
</tr>
<tr>
<td>March</td>
<td>March Break: March 13 to 17, 2017</td>
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<tr>
<td></td>
<td>No Council or standing committee meetings are scheduled during March</td>
</tr>
<tr>
<td></td>
<td>Break.</td>
</tr>
<tr>
<td>April</td>
<td>Good Friday: Friday, April 14, 2017</td>
</tr>
<tr>
<td></td>
<td>Easter Monday: Monday, April 17, 2017</td>
</tr>
<tr>
<td></td>
<td>Council Workshop: Tuesday, April 25, 2017</td>
</tr>
<tr>
<td>May</td>
<td>Victoria Day: Monday, May 22, 2017</td>
</tr>
<tr>
<td>Noteworthy Dates by Month</td>
<td>Comments</td>
</tr>
<tr>
<td>-------------------------</td>
<td>----------</td>
</tr>
</tbody>
</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:  

Earl Evans, Deputy Clerk  
Corporate Services

Approved by:  

Peter Fay, City Clerk  
Corporate Services

Attachments:

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

Report authored by: Earl Evans
THE CORPORATION OF THE CITY OF BRAMPTON

BY-LAW

Number _______ - 2016

To amend Procedure By-law 160-2004, as amended,

re: Standing Committee Changes

WHEREAS By-law 160-2004 was passed pursuant to the Municipal Act, 2001, s. 238 to provide rules governing the order and proceedings of the Council and the committees of the Council of the Corporation of the City of Brampton;

AND WHEREAS pursuant to Council Resolution C325-2014, as approved by City Council at its December 17, 2014 meeting, it is deemed appropriate to amend By-law 160-2004, as amended;

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

a) Section 2.5, Standing Committees is hereby deleted and replaced as follows:

The following standing committees are comprised of the members of the Council, except the Mayor

1) Committee of Council shall be divided into four sections, each with a Member of Council appointed as Chair and Vice-Chair, and each section to consider and make recommendations to Council for those matters identified:

- **Community Services Section** – matters within the jurisdiction of the City’s Community Services Department, including recreation and culture services, transit services, fire services, as well as Service Brampton and corporate buildings, property services and real estate;

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

- **Economic Development Section** – matters related to economic development, including tourism, film, Small Business Enterprise Centre, competitive policy and business research, and advancing the City’s strategic economic development priorities;
• Public Works and Engineering Section – matters within the jurisdiction of the City’s Public Works and Engineering Department, including public works, engineering and construction.

2) Planning and Development Services Committee shall consider and make recommendations to the Council to those matters identified:

a) matters including land use planning, growth management, urban design and operational matters within the jurisdiction of the Chief Building Official;
b) holding of public meetings required by the Planning Act, which shall be conducted in accordance with the rules under the Procedure By-law;

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

3) The Council shall appoint a Chair and a number of Vice-Chairs, as appropriate, of:

a) each of the standing committees as set out in subsection 2.5;
b) meetings of each standing committee shall be chaired by the Chair pursuant to Section 4 of this by-law and the appropriate Chair or Vice-Chair shall lead discussion of matters under that section.

4) That at the start and mid-term point of the Council term, the City Clerk shall canvass, for Council approval, members of Council for their appointment preferences for:

a) Chairs and Vice-Chairs of Standing Committees and sections, and
b) membership and Chairs of other functional and ad hoc committees, sub-committees, consultative committees and other bodies.

5. The rules governing the Council as set out in sections 7, 9 and 10, and the conduct of members as set out in section 11 shall be observed at meetings of the Standing Committees and other committees, insofar as they are applicable, except that:

a) the Chair shall preside at meetings, or in his absence, the Vice-Chair;
b) a motion shall not be required to be in writing;
c) a motion shall not be required to be seconded;
d) the number of times a member may speak on any item shall not be limited unless a member moves to call the question.

6. The Procedure By-law 160-2004 shall be further amended such that the Title "Planning & Infrastructure Services Committee" be replaced with the title "Planning & Development Services Committee".
ENACTED and PASSED this 12th day of October, 2016.

Approved as to form.
20. [month/day]
[insert name]

_____________________________________________________
Linda Jeffrey, Mayor

Approved as to content.
20. [month/day]
[insert name]

_____________________________________________________
Peter Fay, City Clerk
# 2017 Brampton City Council and Committee Meeting Schedule

<table>
<thead>
<tr>
<th>Month</th>
<th>Date</th>
<th>Council/Committee</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>January</td>
<td>1-2: SHF</td>
<td>C of A, Council</td>
<td>SHF</td>
</tr>
<tr>
<td></td>
<td>3-4: AAC</td>
<td>C of A, Council</td>
<td>AAC</td>
</tr>
<tr>
<td></td>
<td>5-6: C of A</td>
<td>C of A, Council</td>
<td>C of A</td>
</tr>
<tr>
<td></td>
<td>7-8: Council</td>
<td>C of A, Council</td>
<td>Council</td>
</tr>
<tr>
<td>February</td>
<td>1-2: SHF</td>
<td>C of A, Council</td>
<td>SHF</td>
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<tr>
<td></td>
<td>3-4: AAC</td>
<td>C of A, Council</td>
<td>AAC</td>
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<tr>
<td></td>
<td>5-6: C of A</td>
<td>C of A, Council</td>
<td>C of A</td>
</tr>
<tr>
<td></td>
<td>7-8: Council</td>
<td>C of A, Council</td>
<td>Council</td>
</tr>
<tr>
<td>March</td>
<td>1-2: SC</td>
<td>C of A, Council</td>
<td>SC</td>
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<tr>
<td></td>
<td>3: 8</td>
<td>C of A, Council</td>
<td>8</td>
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<tr>
<td></td>
<td>4: C of A</td>
<td>C of A, Council</td>
<td>C of A</td>
</tr>
<tr>
<td></td>
<td>5-6: Council</td>
<td>C of A, Council</td>
<td>Council</td>
</tr>
<tr>
<td>April</td>
<td>1-2: SHF</td>
<td>C of A, Council</td>
<td>SHF</td>
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<tr>
<td></td>
<td>3-4: AAC</td>
<td>C of A, Council</td>
<td>AAC</td>
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<td></td>
<td>5-6: C of A</td>
<td>C of A, Council</td>
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<tr>
<td></td>
<td>7-8: Council</td>
<td>C of A, Council</td>
<td>Council</td>
</tr>
<tr>
<td>May</td>
<td>1-2: SHF</td>
<td>C of A, Council</td>
<td>SHF</td>
</tr>
<tr>
<td></td>
<td>3: 8</td>
<td>C of A, Council</td>
<td>8</td>
</tr>
<tr>
<td></td>
<td>4: C of A</td>
<td>C of A, Council</td>
<td>C of A</td>
</tr>
<tr>
<td></td>
<td>5-6: Council</td>
<td>C of A, Council</td>
<td>Council</td>
</tr>
<tr>
<td>June</td>
<td>1-2: SHF</td>
<td>C of A, Council</td>
<td>SHF</td>
</tr>
<tr>
<td></td>
<td>3: 8</td>
<td>C of A, Council</td>
<td>8</td>
</tr>
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<td></td>
<td>4: C of A</td>
<td>C of A, Council</td>
<td>C of A</td>
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<tr>
<td></td>
<td>5-6: Council</td>
<td>C of A, Council</td>
<td>Council</td>
</tr>
<tr>
<td>July</td>
<td>1-2: SHF</td>
<td>C of A, Council</td>
<td>SHF</td>
</tr>
<tr>
<td></td>
<td>3: 8</td>
<td>C of A, Council</td>
<td>8</td>
</tr>
<tr>
<td></td>
<td>4: C of A</td>
<td>C of A, Council</td>
<td>C of A</td>
</tr>
<tr>
<td></td>
<td>5-6: Council</td>
<td>C of A, Council</td>
<td>Council</td>
</tr>
<tr>
<td>August</td>
<td>1-2: SHF</td>
<td>C of A, Council</td>
<td>SHF</td>
</tr>
<tr>
<td></td>
<td>3: 8</td>
<td>C of A, Council</td>
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<td>4: C of A</td>
<td>C of A, Council</td>
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<td>5-6: Council</td>
<td>C of A, Council</td>
<td>Council</td>
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<tr>
<td>September</td>
<td>1-2: SHF</td>
<td>C of A, Council</td>
<td>SHF</td>
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<tr>
<td></td>
<td>3: 8</td>
<td>C of A, Council</td>
<td>8</td>
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<td>4: C of A</td>
<td>C of A, Council</td>
<td>C of A</td>
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<tr>
<td></td>
<td>5-6: Council</td>
<td>C of A, Council</td>
<td>Council</td>
</tr>
<tr>
<td>October</td>
<td>1-2: SHF</td>
<td>C of A, Council</td>
<td>SHF</td>
</tr>
<tr>
<td></td>
<td>3: 8</td>
<td>C of A, Council</td>
<td>8</td>
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<tr>
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<td>4: C of A</td>
<td>C of A, Council</td>
<td>C of A</td>
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<td></td>
<td>5-6: Council</td>
<td>C of A, Council</td>
<td>Council</td>
</tr>
<tr>
<td>November</td>
<td>1-2: SHF</td>
<td>C of A, Council</td>
<td>SHF</td>
</tr>
<tr>
<td></td>
<td>3: 8</td>
<td>C of A, Council</td>
<td>8</td>
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<tr>
<td></td>
<td>4: C of A</td>
<td>C of A, Council</td>
<td>C of A</td>
</tr>
<tr>
<td></td>
<td>5-6: Council</td>
<td>C of A, Council</td>
<td>Council</td>
</tr>
<tr>
<td>December</td>
<td>1-2: SHF</td>
<td>C of A, Council</td>
<td>SHF</td>
</tr>
<tr>
<td></td>
<td>3: 8</td>
<td>C of A, Council</td>
<td>8</td>
</tr>
<tr>
<td></td>
<td>4: C of A</td>
<td>C of A, Council</td>
<td>C of A</td>
</tr>
<tr>
<td></td>
<td>5-6: Council</td>
<td>C of A, Council</td>
<td>Council</td>
</tr>
</tbody>
</table>

**Legend**
- **Council**
  - City Council
  - C of Council - Committee of Council
  - C of Council - Committee of Adjustment
  - C of Council - Planning & Development Services Committee
- **Committee**
  - C of A
  - AAC
  - AAC - Accessibility Advisory Committee
  - AAC - Audit Committee
  - AAC - Environment Advisory Committee
  - AAC - Environment Advisory Committee
- **Other**
  - SHF
  - SHF - Brampton Heritage Board
  - I&E
  - I&E - Inclusion & Equity Committee
  - I&E - Inclusion & Equity Committee
  - SHF - Sports Hall of Fame Committee
  - TAC
  - TAC - Taxicab Advisory Committee

**Dates**
- **M** = Monthly
- **Q** = Quarterly

**Approved by Council: September xx, 2016**

**Date: September 19, 2016**
Date: 2016-08-29

Subject: Bill 181 - Municipal Elections Act Amendments

Contact: Wendi Hunter, Manager of Administrative Services and Elections, ext 42139

Recommendations:

1. That the report from Wendi Hunter, Manager of Administrative Services and Elections, dated August 29, 2016, to the Corporate Services Committee Meeting of October 5, 2016, Bill 181, Municipal Elections Act Amendments, be received.

Overview:

- This report discusses how changes to the Municipal Elections Act, 1996, implemented by Bill 181, will impact future municipal elections, beginning with the 2018 election.
- This report achieves the Strategic Plan priority of Good Government by staying abreast of current legislation, and keeping Council and citizens informed about legislative change.

Background:


Bill 181 was passed following considerable consultation with the public, political stakeholders, and municipalities. After second reading of the bill, on May 5, and 12, 2016, the Province’s Standing Committee on Finance and Economic Affairs received presentations from numerous persons and organizations, including the Association of Municipalities of Ontario (AMO) and the Association of Municipal Clerks and treasurers of Ontario (AMCTO). The bill was amended as a result of deliberations at the Committee.
Current Situation:

Staff have reviewed the amended *Municipal Elections Act, 1996*, (hereafter referred to as the *Act*) to assess the impact or potential impact of the changes to the administration of future elections, beginning with the next regular election in 2018. Appendix A to this report is a detailed outline of the changes and their potential impact.

Some changes to the *Act* may significantly change election processes in the future, specifically:

- Ranked ballot voting
- Shortened campaign period, new nomination day
- Council nominations need endorsement by 25 eligible electors
- No more corporate/union donations
- Third party registration and advertising

These changes and their impacts are discussed below.

Ranked Ballot Voting

Traditionally, elections in Ontario have been run using the “first past the post” system, whereby the candidate receiving the highest number of votes is elected. For ranked ballot voting, instead of voting for a single candidate, you rank the list of candidates in order of your preference, first, second, third, etc. The first choice votes are totalled up and if someone receives 50% or more of the votes, then they are declared the winner and the election is over.

However, if nobody receives more than 50%, then the candidate with the least votes is eliminated from the race. The second choices of the voters whose first choice was the dropped candidate are added to the remaining totals and the votes are counted up again. Once again, if someone has a majority then they are declared the winner. If not, another candidate is eliminated and the process repeats until there is a majority winner.

The *Act* provides the Lieutenant Governor in Council may, by regulation, authorize elections for offices on a municipal council (not school board) to be conducted by ranked ballots. A regulation has been drafted and circulated for comment, and includes the following provisions:

- Council must make the decision to use ranked ballots by by-law.

1 Taken from information posted by the Ministry of Municipal Affairs and Housing in June, 2016
If a by-law is passed, ranked ballots must be used to elect all of the members of council.

The by-law may specify the maximum number of rankings that an elector may make. The maximum number of rankings may be different for each office being elected. If the by-law does not specify the maximum number of rankings, the default maximum is three.

If ranked ballots are authorized for a regular election, ranked ballots must also be used in any by-elections that are held to fill council vacancies during the council term.

Consultation and Timing: Lower and Single-Tier Municipalities
- Before passing a by-law, the municipality must hold an open house to provide the public with information about:
  - how elections would be conducted, including a description of vote counting
  - estimated costs of conducting the election
  - any voting and vote-counting equipment that is being considered for use in the election
  - any alternative voting method being considered for use in the election.

- The municipality must hold a public meeting to allow the public to speak to council about the proposed by-law. The public meeting must be held at least 15 days after the open house is held.

- The by-law must be passed no later than May 1 in the year before the year of the election (e.g. May 1, 2017 for the 2018 election).

It is important to note that, as yet, the regulation is in draft form, and the Province has not indicated when it will be finalized.

The possibility of adopting ranked ballot voting influences decisions regarding the methods of voting (e.g. scanned paper ballots, internet voting, other electronic methods of voting), and what systems will be required for counting votes. Methods of voting and acquisition of systems have been discussed under a separate report, and staff will include in any system acquisition the ability to run a ranked ballot election.

Until a regulation regarding ranked ballot voting has been finalized, it is premature for staff to make recommendations regarding its implementation. When the regulation is finalized, staff will report back to committee outlining opportunities and challenges.

The Act only provides the option for ranked ballot voting for municipal council. School board elections (conducted at the same time), must still follow the traditional “first past the post” election system. If Council resolves to use ranked choice ballot voting for the 2018 election, there will be multiple ballots and different voting instructions used for municipal and school board elections.
Shortened Campaign Period, New Nomination Day

Under the previous Act, nominations opened on the first business day of the election year, typically January 2, and closed at 2 pm on Nomination Day, which was the second Friday in September of the election year (in 2014, Nomination Day was September 12).

The Act now provides that nominations open on May 1 of the election year, and close at 2 pm on Nomination Day, now the fourth Friday of July (July 27, 2018).

It seems to have been generally agreed during public consultations that the previous nomination period was too long. The later filing date and earlier closing date provides a number of considerations:

- Shorter campaign time, potentially reducing costs for candidates and municipalities.
- More lead time for clerks to prepare and print ballots (possibly increasing opportunities for more advance voting).
- Possibility of reducing the number of “fringe,” last minute candidates.
- Potential hardship for candidates who must take a leave of absence upon filing their nomination (e.g. municipal employees) – the leave of absence period will be six weeks longer.

Adjustments of dates have been made throughout the Act to accommodate the new nomination period. The election calendar is being updated, and will be brought to Committee for members’ information when completed.

Council Nominations – Endorsement by 25 Eligible Electors

The Act requires that nominations for Council offices (not school board) must be endorsed by at least 25 persons. Requirements include:

- The person endorsing a nomination must be eligible to vote in an election if it were held on the day the person made the endorsement,
  - this could be interpreted to mean that the person endorsing need not continue to be qualified (e.g. have moved out of the municipality) – this interpretation is being further investigated and staff will report back further to Committee.
The person may endorse more than one nomination. Endorsements will be in the form of a prescribed declaration (not defined yet). The nominee may file for a different office on the same council (thereby withdrawing the previous nomination) without pursuing further endorsements.

Considerations for this requirement include:

- Additional steps to be taken by candidates to find endorsers.
- Possibility of reducing number of candidates.
- Additional administrative responsibilities for clerk – scrutiny of declarations by endorsers.

No More Corporate/Union Donations

The Act provides that contributions to campaigns may only be made by persons normally resident in Ontario, the candidate, and his or her spouse. Corporations and trade unions are no longer eligible to contribute to municipal election campaigns. This includes all council and school board elections. Corporations and trade unions can be third party advertisers and make contributions to third party advertisers (see next section).

Third Party Registration and Advertising

A third party advertisement is a message in any medium (billboard, newspaper, radio, etc.) that supports or opposes a candidate or a “yes” or “no” vote on a question on the ballot. Third party advertising does not include issues-based advertising so groups that do public outreach can continue their issued-based advocacy work throughout the municipal election period.

Advertising that does not cost money to post or broadcast, such as comments made on social media, will not be considered to be third party advertising.

Individuals, corporations and unions can register as third party advertisers and make contributions to third party advertisers. Third party advertisers will need to register with the municipality where they want to advertise. If they want to advertise in more than one municipality, they have to register in each municipality.

Registration allows a third party advertiser to promote or oppose any candidate that the electors in the municipality can vote for (local council, school board trustee positions and regional or county council offices).

\[\text{2} \text{ Taken from information posted by the Ministry of Municipal Affairs in July, 2016}\]
Third party advertising must be done independently of candidates, who are not able to direct a third party advertiser. Candidates are not able to register as third party advertisers.

Rules for registration of third party advertisers, handling of contributions, spending and contribution limits, and financial reporting are similar to those for candidates, with the exception that third party advertisers may accept contributions from corporations and trade unions.

**Corporate Implications:**

**Financial Implications:**

As this report is for information, there are no current financial implications. Staff are developing the preliminary 2018 election event budget based on the changes set out in the amended Act and previous election event expenditures and project programming.

**Other Implications:**

**Strategic Plan:**

This report achieves the Strategic Plan priority of Good Government by staying abreast of current legislation, and keeping Council and citizens informed about legislative change.

**Conclusion:**

Staff have reviewed changes to the *Municipal Elections Act, 1996*, implemented through enactment of *Bill 181, Municipal Elections Modernization Act, 2016*, and present them herein for Committee’s consideration. As the 2018 municipal election approaches, staff will report back to Committee regarding

- ranked ballot voting,
- required changes to processes, and
- updated election calendar.
Attachments:

Appendix A – Amendments to the Municipal Elections Act, 1996, in Detail

Report authored by: Wendi Hunter
### Appendix A – Amendments to the Municipal Elections Act, 1996, in Detail

<table>
<thead>
<tr>
<th>Section # and Title</th>
<th>Change</th>
<th>Considerations</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1 - Definitions</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1 (1) Definitions</td>
<td>Fund raising function Add third party advertisers</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Ranked ballot election Add definition</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Third party advertisers Adds a number of definitions related to third party advertising</td>
<td></td>
</tr>
<tr>
<td>1 (2) Exceptions - Third Party Advertisement</td>
<td>Addition – what is and is not deemed to be third party advertising</td>
<td>Little impact on candidates</td>
</tr>
<tr>
<td><strong>12 – Powers of Clerk</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12 (3) Proof of identification, qualification</td>
<td>Wording has been added to specifically prevent the municipality from requiring voter ID other than that which is prescribed by the province</td>
<td>This appears to be ID for voter on list. We may be able to still require proof of citizenship for additions to the list. (discussion with Legal required)</td>
</tr>
<tr>
<td>12.1 (2) Electors and candidates with disabilities</td>
<td>Clerk must create an accessibility plan specific to the election (timing not prescribed)</td>
<td>Expansion of previous requirements</td>
</tr>
<tr>
<td><strong>14 Original Documents</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>14 Original documents</td>
<td>Specifics added about what documents need original signatures – nominations, proxies and third party registrations</td>
<td>Creates possibilities of electronic submission/transmission of other documents</td>
</tr>
<tr>
<td><strong>17 Qualification of Electors</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>17 (4) Tenants</td>
<td>Enables regulations regarding definitions of tenants</td>
<td></td>
</tr>
<tr>
<td><strong>18 Voting Subdivisions</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>18 (1) Voting subdivisions</td>
<td>Specifies dates for creation of voting subdivisions and notification of MPAC</td>
<td>March 31 of election year</td>
</tr>
<tr>
<td><strong>19 Preliminary List (of electors)</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>19 (1) Preliminary list</td>
<td>Specifies dates for provision of list to Clerk by MPAC</td>
<td>September 1 – accommodates changes to nomination period</td>
</tr>
<tr>
<td>Section</td>
<td>Provision</td>
<td>Change</td>
</tr>
<tr>
<td>---------</td>
<td>-----------</td>
<td>--------</td>
</tr>
<tr>
<td>19 (7)</td>
<td>One entry only</td>
<td>specific wording that voter who owns/tenants multiple properties in a municipality must vote where s/he lives.</td>
</tr>
<tr>
<td>23 Voters’ List</td>
<td>23 (5) - Copies</td>
<td>Deleted – requirement for clerk to provide copies to MPs and MPPs</td>
</tr>
<tr>
<td>23 (5) - Copies</td>
<td>Added – clerk shall not provide copy of voters’ list to anyone until September 1</td>
<td>Specifies date to accommodate change in nomination period. May clarify that candidates (and others) are not permitted to receive copies of old voters’ lists (current practice)</td>
</tr>
<tr>
<td>24 Application for change re own name</td>
<td>24 (1) Application</td>
<td>Timing – period for revision of voters list begins September 1</td>
</tr>
<tr>
<td>24 (2) Form and manner of application</td>
<td>Application can be made in any manner that the clerk specifies</td>
<td>Gives clerk discretion about how requests for changes can be made</td>
</tr>
</tbody>
</table>
| 25 Removal of deceased person’s name | 25 (1) to (4) | Entire section replaced | Permits clerk to remove a person’s name from the voters list if:  
• satisfied that the person is deceased,  
• application for removal of a deceased person’s name has been received  
Other than for deceased person, only the listed voter can apply for removal of his/her own name. |
| 27 List of changes | 27 (1) Interim list | Preparation of list of interim changes between September 15 and September 25 | Accommodate change in nomination period |
| 27 (2) Final list | Final list of changes must be sent to MPAC within 30 days of voting day | This deadline will be impossible to meet without hiring additional staff to process changes post voting day |
| 29 Who may be nominated | 29 (4) and (5) Municipality divided into wards | Specific wording that a person is eligible to be nominated for an office in any ward in the municipality | Previously implied |
| 31 Nomination Day | | | |
| 31 | Nomination day is the fourth Friday in July in the year of the election (July 27, 2018) | Previously second Friday in September This will impact candidates who are required to take a leave of absence upon submitting their nomination (municipal employees, etc.) – the leave of absence period will be longer |
| 33 Filing of Nomination | Requires that a nomination for an office on a council must be endorsed by at least 25 persons | Person may endorse more than one nomination Endorsement not required for school board nominees |
| 33 (1.1) Endorsement of Nominations for Council | Persons endorsing must be eligible to vote if a regular election was held on the day the person endorses the nomination | |
| 33 (1.2) Endorsement | Nomination form must be accompanied by a prescribed declaration for each of persons endorsing | |
| 33 (2) (a.1) Formal requirements | Person who previously filed a properly endorsed nomination does not need further endorsements if filing for a new office on the same council | e.g. Candidate withdraws from City Council and refiles for Regional Council |
| 33 (2.1) Exceptions | Clerk shall provide certificate of maximum expenses upon filing of nomination | Similar to previous requirement, needs further investigation and consultation with Legal |
| 33 (4) Time for filing | Any day on or after May 1 in the year of regular election to 2 p.m. on nomination day | Previously January 1 |
| 34 Refund | Candidate is entitled to a refund of nomination filing fee if financial statement is filed on time. | Previously, candidate received refund if candidate: • withdrew, • was elected, or • received at least 2% of the vote |
| 39 Death or ineligibility of a candidate | Minor wording change regarding notice to public re death of candidate |
### 41 Ballots

<table>
<thead>
<tr>
<th>41 (1) Prescribed Form</th>
<th>Requirement for ballot to be in prescribed form delete</th>
<th>Greater flexibility for form and design of ballots</th>
</tr>
</thead>
<tbody>
<tr>
<td>41 (2) Rules for ballots</td>
<td>Gives clerk discretion about how to differentiate candidates with same name (was qualifying address)</td>
<td></td>
</tr>
</tbody>
</table>

#### 41.1 Ranked ballot elections

Enables Lieutenant Governor in Council to pass regulations authorizing elections by ranked ballot

- Will only apply to council offices
- By-law must be passed
- Regulation has not been finalized yet
- Reg may include
  - ballots
  - voting procedures
  - counting and recount procedures
  - powers of the clerk
  - information to be made available to the public

### 42 By-laws re voting and vote-counting equipment, alternative voting methods

<table>
<thead>
<tr>
<th>42 (2) Application</th>
<th>By-law to use vote-counting equipment or alternative voting methods must be passed by May 1 in the year before election year</th>
<th>Previously June 1 of election year – considerable impact on procurement timelines</th>
</tr>
</thead>
<tbody>
<tr>
<td>42 (3) Procedures and forms</td>
<td>When candidate files nomination, clerk shall provide a copy of procedures and forms established for the use of vote counting equipment and alternative voting method</td>
<td>Previously not time specific</td>
</tr>
<tr>
<td>42 (4) Procedures and forms</td>
<td>Clerk shall establish procedures and forms by December 31 in the year before election year</td>
<td>Previously June 1 of election year</td>
</tr>
<tr>
<td>42 (6) Timing, vote counting</td>
<td>When by-law has been passed, votes shall not be counted until after close of voting on voting day</td>
<td>Not previously specified</td>
</tr>
</tbody>
</table>

### 43 Advance Vote

<table>
<thead>
<tr>
<th>43 (2) Advance Vote</th>
<th>Dates, times, places for advance voting to be established by clerk</th>
<th>Previously, by-law required</th>
</tr>
</thead>
<tbody>
<tr>
<td>43 (3)</td>
<td>Advance vote shall not be</td>
<td></td>
</tr>
<tr>
<td>Section</td>
<td>Description</td>
<td></td>
</tr>
<tr>
<td>---------</td>
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<td></td>
</tr>
<tr>
<td><strong>44 Appointment of Voting Proxy</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>44 (4) Timing</td>
<td>Minor changes to timing of appointment of proxy to reflect new nomination period</td>
<td></td>
</tr>
<tr>
<td><strong>45 Number and location of voting places</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>45 (7) Voting places in institutions, retirement homes</td>
<td>Minor date changes to reflect new nomination day</td>
<td></td>
</tr>
<tr>
<td><strong>46 Hours of Voting</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>46 (2) Earlier opening</td>
<td>Clerk may establish that specified voting places shall be open before 10 a.m. on voting day</td>
<td></td>
</tr>
<tr>
<td>46 (3) Reduced hours, institutions</td>
<td>Clerk may establish reduced voting hours for nursing homes, institutions</td>
<td></td>
</tr>
<tr>
<td><strong>49 Secrecy</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>49 (3) Revealing a vote</td>
<td>Specific prohibition against taking a photograph or video recording of marked ballot</td>
<td></td>
</tr>
<tr>
<td><strong>52 Voting Procedure</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>52 (5) Declining to vote</td>
<td>More specific wording added for elector declining to vote.</td>
<td></td>
</tr>
<tr>
<td>52 (6) Record</td>
<td>Requirement that DRO shall keep a record of the number of electors who declined</td>
<td></td>
</tr>
<tr>
<td><strong>55 Delivery of statement and ballot box to clerk</strong> (DRO’s statement of votes counted)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
| 55 (4.1) Information to be made available | Requirement added for clerk to publish:  
• Number of votes for each candidate  
• Number of declined and rejected ballots  
• Number of votes affirmative or negative for question  
• Not specifically required previously, although publishing number of votes for each candidate has been normal practice  
• Requirement for number of declined and rejected ballots new, and not normally published in the past |
<p>| <strong>56 Recounts</strong> |  |
| 56 (1.1) Recount in accordance with policies (see next item) | Clerk shall hold a recount in accordance with any policy passed by the municipality or local board |
| 56 (3) | By-law may be passed to |
| | Not previously spoken to |</p>
<table>
<thead>
<tr>
<th>Municipality, policy</th>
<th>adopt a policy regarding circumstances in which the municipality requires clerk to hold a recount</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>56 (4) Local board, policy</td>
<td>Local board may pass resolution to adopt a policy regarding circumstances in which the local board requires clerk to hold a recount</td>
<td>Not previously spoken to</td>
</tr>
<tr>
<td>56 (5)</td>
<td>By-law or resolution must be passed on or before May 1 of election year</td>
<td></td>
</tr>
</tbody>
</table>

**88 Election Records**

| 88 (6) Public records exceptions | Changes to what documents are and are not public | Requires further investigation and discussion with Legal |

**88.1 Access to Residential Premises**

| 88.1 Access | Added requirement for apartment supers and condo’s to allow campaigning between 9 a.m. and 9 p.m | Previously required under *Condominium Act* and *Residential Tenancies Act* |

**88.2 Display of signs at residential premises**

| 88.2 | Added requirement that apartment and condo dwellers must be permitted to display election signs | Landlord, condo corp may set “reasonable” limits on size and type of sign, and may prohibit display in common areas. “Reasonable” is not defined |

**88.3 Candidates’ election campaign advertisement**

| 88.3 Campaign advertisement | Sets specific requirements regarding campaign advertisements including, broadcast, print, electronic or other medium |  |
| 88.3 (2) (3) Mandatory information | Requires that advertisement must identify candidate, and that the candidate must provide certain information to broadcaster or publisher |  |

**88.4 Third party advertisements**

<p>| 88.4 (1) Third party | Includes specific requirements for third party advertising defined as: o advertisement in any broadcast, print, |  |</p>
<table>
<thead>
<tr>
<th>Section</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>electronic or other medium that has the purpose of promoting, supporting or opposing a candidate or yes or no answer to a question, but not advertisement by or under direction of a candidate</td>
<td>Requires 3rd party advertisers (may be individual, corporation or trade union) to register</td>
</tr>
<tr>
<td>88.4 (2)</td>
<td>Restricted period</td>
</tr>
<tr>
<td>Third party may only advertise when registered</td>
<td></td>
</tr>
<tr>
<td>88.6 Registration of third party advertisers</td>
<td>Establishes requirements for registration, very similar to candidate nomination process</td>
</tr>
<tr>
<td>88.6 (1) to (14)</td>
<td></td>
</tr>
<tr>
<td>88.7 Municipal authority to remove advertisements</td>
<td>Municipality is given authority to require that advertising be removed or discontinued</td>
</tr>
<tr>
<td>88.7</td>
<td></td>
</tr>
<tr>
<td>88.8 to 88.18 Campaign contributions</td>
<td>Corporate and trade union contributions previously permitted</td>
</tr>
<tr>
<td>88.8 (3) (4) Contributions to candidates – who may and cannot contribute</td>
<td>Only an individual may contribute – corporate and trade union contributions have been prohibited</td>
</tr>
<tr>
<td>88.8 (8)</td>
<td>Contributions exceeding $25 shall not be made in cash</td>
</tr>
<tr>
<td>• Previously implied payment by cheque or money order</td>
<td></td>
</tr>
<tr>
<td>• Appears to open the door to electronic payments for contributions. Needs discussion with Legal</td>
<td></td>
</tr>
<tr>
<td>88.8 (9) Exception re making information public</td>
<td>Specifically permits municipalities to make information regarding candidates available to the public on a website or in other electronic format and to include hyperlinks</td>
</tr>
<tr>
<td>For clarification</td>
<td></td>
</tr>
<tr>
<td>88.9 Maximum contribution to</td>
<td>Retains limit on individual contributions at $750 to</td>
</tr>
</tbody>
</table>
| 88.11 Rebate of contributions | Permits municipalities and local boards to establish contribution rebate program (no change from previous) | • Must be established by by-law (municipalities) or resolution (school boards)  
• In the case of a school board, does not clearly specify who administers or who pays |
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>88.12 to 88.14 Contributions to registered third parties</td>
<td>Similar rules and limits established for third party advertisers, although they may accept contributions from unions and corporations</td>
<td></td>
</tr>
<tr>
<td>88.15 (4) Not contributions</td>
<td>Amount of $25 or less that is donated at a fund-raising function is not considered a donation</td>
<td>Previously $10 or less</td>
</tr>
<tr>
<td>88.15 (4)</td>
<td>Amount received for goods and services sold at a fund-raising function if the amount is $25 or less is not considered a contribution</td>
<td>Not previously spoken to</td>
</tr>
</tbody>
</table>
| 88.18 Use of municipal, board resources | Requires municipalities and local boards to establish (by May 1 of election year) rules and procedures with respect to the use of corporate resources during a campaign period | This has been Brampton’s practice for a number of years  
May need to educate school boards |

**88.19 to 88.21 Campaign expenses**

<p>| 88.19 (3) expenses | Cost of advertisements included in definition of “expense,” nomination filing fee removed | |
| 88.20 (6) Maximum expenses | Period that maximum expenses apply is day candidate is nominated to voting day | Previously ended Dec 31 |
| 88.20 (9) | Maximum cost of post-election and appreciation parties shall be based upon a prescribed formula which is not previously prescribed – no maximum | |</p>
<table>
<thead>
<tr>
<th>Section</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>88.20 (11) to (15)</td>
<td>Clerk shall be issuing 2 maximum expense certificates, one as of the day the candidate files (which will be based upon amended voters list as of nomination day from previous regular election) and another prior to September 25, (which will be based upon the voters list as amended in election year) • As previously done, with changes to dates to accommodate new nomination period • Greater amount is final maximum</td>
</tr>
</tbody>
</table>

### 88.22 to 88.32 Duties of candidates and registered third parties

<table>
<thead>
<tr>
<th>Section</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>88.22 (1) (a)</td>
<td>Duties of candidates Implies that campaign account need only be opened if contributions are received or expenses paid Previously not spoken to – some candidates simply file a nomination paper and neither spend nor receive money</td>
</tr>
<tr>
<td>88.22 (1) (r)</td>
<td>Duties of candidates Requires that candidates must advise contributors of individual and accumulated contribution limits ($750 and $5,000)</td>
</tr>
<tr>
<td>88.23 (4) (5)</td>
<td>Clerk’s report re filing requirements Clerk shall prepare and make public a report setting out all candidates in election and indicating compliance with financial rules by April 30 This report will be amended, possibly several times</td>
</tr>
<tr>
<td>88.23 (9)</td>
<td>Cessation of penalty If candidate fails to file on time, s/he may file within 30 days after that date, and pay $500 late filing fee – penalties will not take effect Penalties include forfeiture of office and ineligibility to run in next regular election (penalties not changed from previous)</td>
</tr>
<tr>
<td>88.23 (10)</td>
<td>Late filing fee The late filing fee is the property of the municipality</td>
</tr>
<tr>
<td>88.25 (3)</td>
<td>Error in financial statement If an error is identified on a financial statement, it may be withdrawn and corrected, as long as it happens prior to filing deadline Not previously spoken to – some municipalities permitted corrections</td>
</tr>
<tr>
<td>88.25 (11)</td>
<td>Electronic filing Clerk may provide for electronic filing of financial statements Previously by-law required</td>
</tr>
<tr>
<td>88.25 (12)</td>
<td>Clerk shall accept Investigation and discussion</td>
</tr>
<tr>
<td>Documents filed after filing date</td>
<td>documents filed late (after 30 days post-deadline) only to make them public</td>
</tr>
<tr>
<td>---------------------------------</td>
<td>--------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>88.31 (10) Transition, candidates total debits</td>
<td>For 2018, total debits of a candidate may include a deficit from a previous election campaign for same council or local board</td>
</tr>
</tbody>
</table>

**88.33 to 88.37 Compliance audits and reviews of contributions**

**88.34 Review of contributions to candidates**
- Clerk is required to review reported contributions to determine whether any contributor has exceeded contribution limits, and report contraventions to the compliance audit committee
- The compliance audit committee may decide to commence a proceeding against the contributor
- New process and procedure, will require significant system development for recording and tracking by clerk

**88.36 Review of contributions to third parties**
- Replicates 88.34 above

**88.37 (3) Eligibility for appointment (compliance audit committee)**
- Appears that Province may (by regulation) prescribe eligibility for appointment to compliance audit committee
- Not previously prescribed

**90 Corrupt practices: certain practices committed knowingly**

**90 (3) Corrupt practices**
- Included offence to “offer, give, lend, or promise or agree to give or lend any valuable consideration in order to induce a person to become a candidate, refrain from becoming a candidate or withdraw his or her candidacy”
- Not previously spoken to

**94 General offence**

**94 General offence**
- amending to include by-laws passed by a municipality
- Previously only spoke to provisions of Act

**Throughout**
- Ranked ballot elections
- Changes are made throughout document to accommodate ranked ballot elections
<table>
<thead>
<tr>
<th>Third party advertisers</th>
<th>Most requirements for candidates replicated for third party advertisers</th>
</tr>
</thead>
<tbody>
<tr>
<td>Updated references</td>
<td>e.g. changes in reference to Alcohol and Gaming Commission of Ontario (was Liquor Licence Board of Ontario)</td>
</tr>
<tr>
<td>Reference to appeals to Ontario Court of Justice</td>
<td>Changed throughout to Superior Court of Justice</td>
</tr>
<tr>
<td>Changes to section numbers, cross references</td>
<td></td>
</tr>
</tbody>
</table>
Date: 2016-08-10

File: BGA

Subject: 2018 Municipal Election Model – Positive Improvements through Secure Delivery and Technology – Budget Amendment and Request To Begin Procurement – Purchasing By-law Section 4.0

Contact: Jordyn Lavecchia, Coordinator of Elections and Special Projects, Corporate Services

Recommendations:

1. That the report from Jordyn Lavecchia, Coordinator of Elections and Special Projects, Corporate Services, dated August 10, 2016, to the Corporate Services Committee Meeting of October 5, 2016, 2018 Municipal Election Model – Positive Improvements through Secure Delivery and Technology – Budget Amendment and Request To Begin Procurement – Purchasing By-law Section 4.0, be received; and,

2. That Model 5 be implemented for the 2018 municipal election, including:
   a. lease of new vote tabulation equipment to be used on Election Day, and
   b. provision of internet voting services for the entire advance voting period, plus the establishment of one advance voting location at City Hall for those electors who desire to vote during the advance voting period, and still wish to vote using a paper ballot; and

3. That the Purchasing Agent be authorized to commence the procurement for vote tabulation and electronic voting system, based on Council’s approval of Model 5 as described in the report; and

4. That a budget amendment be approved and a new capital budget be established for contracted internet voting services for advance voting and capital lease services for new vote tabulation scanners, with funding of $1,617,984 (inclusive of 1.76% HST) transferred from the General Rate Stabilization Reserve.
Overview:

- The 2018 municipal election for the City of Brampton will be held on Monday, October 22, 2018.

- Section 42 of the Municipal Elections Act, 1996 (MEA) permits municipalities to pass a by-law to authorize the use of alternative voting methods and vote tabulation equipment. Vote tabulation equipment facilitates accurate, efficient and transparent vote tabulation and results reporting.

- The City of Brampton’s vote tabulation equipment was purchased in 2003, has been used in the last four municipal elections and has now reached the end of its life cycle.

- For the 2018 municipal election, the City will require a new vote tabulation technology solution to aid in the conduct of the election.

- A Request for Information (RFI) was issued in January 2016. Responses have been received and analyzed by staff. This report discusses next steps in relation to the 2018 Elections Technology Replacement Project.

- As a result of this analysis, including the RFI responses and investigation of voting methods used by other Ontario municipalities, staff present five models for administration of the 2018 municipal election for Council’s consideration, with the preferred model recommended, and obtain approval to commence the procurement process for a vote tabulation and electronic voting system.

- Recent amendments to the MEA are discussed in a companion report.

- This report furthers the Strategic Plan priority of Good Government by delivering trusted public services that make a positive difference for citizens.

Background:

The City of Brampton conducts municipal elections in accordance with the Municipal Elections Act, 1996 (MEA). The next regular municipal election will take place in October, 2018. Recent changes to the MEA will be discussed through a companion report to Corporate Services Committee.

The last municipal election was held on Monday, October 27, 2014. Prior to 2003, electronic vote tabulators were used for advance voting. Since the 2003 municipal election, vote tabulators have been used in Brampton municipal elections during the advance voting period as well as on Election Day. Touch screen voting units have
also been used for advance voting to accommodate accessibility needs for voters with disabilities.

Section 42 of the MEA permits municipalities to use alternative forms of voting for a municipal election. For more than a decade, The City of Brampton has used optical scan units (vote tabulators) and touch screen units for accurate and efficient vote tabulation and results reporting. The City’s current supplier of election equipment is Election Systems and Software (E.S. & S). The City also uses a third party vendor (DataFix) for voters’ list management.

Staff explored the market for vote tabulation systems and electronic voting systems and has been monitoring the adoption of technology by municipalities to enhance election administration. A Request for Information (RFI) was issued in January 2016. The intent of the RFI was to solicit information from vendors to assist the City in understanding available vote tabulation systems and electronic voting systems that make the voting experience and administration more efficient and user-friendly, while maintaining the integrity of the election process.

Alternative voting systems and equipment must be able to accommodate changes to the MEA; specifically, the possibility of offering ranked ballots. The equipment must also continue to meet the City’s obligations to candidates, electors and election workers with disabilities under the MEA, the Accessibility for Ontarians with Disabilities Act, 2005 (AODA) and its related regulations.

This report provides an assessment of possible election delivery models for the 2018 municipal election and makes recommendations for the 2018 election project.

Current Situation:

The existing vote tabulation equipment has reached the end of its life cycle. Optical scan units (vote tabulators) and touch screen voting units were purchased in 2003, and have been used in every municipal election since. The equipment has served the City of Brampton well for the last 13 years (4 regular elections). The equipment has also been used to conduct elections for both the Ontario Good Roads Association, and the Association of Municipalities of Ontario. As the units have aged significantly, continued maintenance and support for the technology has become challenging and equipment reliability is now a concern. For the 2018 municipal election, a new technology solution will be required.

Staff investigated current and future opportunities in this area through the issuance of an RFI. Six potential vendors provided an overview of their technology solutions and offerings. Vendors were requested to provide information on vote tabulation equipment as well as online voting as an alternative method.

Municipalities across Ontario are increasingly using internet voting in their elections, either exclusively, or in combination with another form of voting. For example, the towns of Ajax and Wasaga Beach used internet and telephone as the sole methods of voting for the 2014 municipal election. Other municipalities such as the City of
Peterborough and the City of Markham were also successful in providing internet voting during the 2014 municipal election through the advance voting period.

A Post-Election Survey was conducted by the Association of Municipal Clerks and Treasurers of Ontario (AMCTO), out of 119 respondent municipalities across the province, 29% offered internet voting as an alternative method during the advance voting period, and 26% offered internet voting on Election Day. Although paper ballots are still the number one voting method, alternative methods such as internet or voting by phone are becoming common. When asked about the satisfaction of internet voting in 2014, the percentage was 86% satisfied, and the majority will recommend the use of internet voting during the 2018 municipal election. If Brampton decides to use the internet as a method of voting for the 2018 municipal election, we will be the largest municipality in Ontario to do so.

Models for Consideration

As a result of thorough analysis, including the RFI responses, staff present five models for Council’s consideration, with the preferred model recommended.

Model 1: Manual Count
The first model considered is to revert to a manual count system using no tabulation technology. Model 1 was discarded due to capacity and management considerations such as, higher possibility of human error (lack of consistency), increase in operating costs for election staffing, significant delay in providing results, and limited accessibility options.

Model 2: Status Quo – Paper Ballots, Current Technology
The second model considers the use of existing technology (tabulators and touch screen units). This model would be the same model that has been used for the last four elections with the same tabulation equipment. As previously stated, the existing equipment has been used for the past four regular elections and has reached the end of its life cycle. The current technology has limited availability of equipment parts and maintenance services, which poses significant risk of technical performance issues and/or equipment failure.

Model 3: Paper Ballots, New Technology
The third model considers purchasing new equipment that can accommodate the use of paper ballots, optical scanners supplemented by touch screen units or other accessible voting units. This model does not include internet voting. Model 3 would be the same model that has been used for the last four elections, with new tabulation equipment. Considerations with model three are that staff will have little experience with the new equipment and processes. However, new technology will provide greater accessibility features than that of the current equipment.

Model 4: Internet
The fourth model considers purchasing technology that provides internet and telephone voting options as the sole methods of voting for the 2018 municipal election. Internet (online) voting provides improved convenience and accessibility for the electorate. Voters who have a computer, laptop, tablet, and cell phone or land
line can vote from anywhere, at a time most convenient for them. The voting period would be continuous from the beginning of the advance voting period to the “close of polls” on Election Day. Internet voting technologies enable the convenience for people with various disabilities, for example, voters with mobility impairments need not leave home to vote; voters with vision impairments can use screen reading technology. In addition to convenience and accessibility, internet voting provides a positive environmental impact – less paper, less fuel consumption (i.e., voters and workers aren’t driving to voting locations) – and considerably reduces the number of one-day election staff to be hired. Internet voting is not a proven solution to increase voter turnout. This model does not include the use of paper ballots and would be the method of voting during the advance voting period and on Election Day.

Model 5: Internet and Paper Ballots
The fifth model includes a combination of approaches from Models 3 and 4. Internet Voting would be provided as the primary method of voting during the advance voting period, keeping one location (City Hall) to host voters who want to mark paper ballots. Voting online during the advance voting period would be continuous (24/7) from the beginning to the end of the period. Being able to vote online easily and privately without the need to attend a voting location enables voters with disabilities to utilize assistive devices for the purpose of voting. For Election Day, the sole voting method would be the use of paper ballots with new vote tabulation technology (equipment).

Recommended Model – Model 5: Internet and Paper Ballots
Staff recommends model 5, including internet voting during the advance voting period, while still including one paper-based advance voting location (City Hall). Election Day will be paper-based as for the past four elections, using new vote tabulation equipment. Including internet voting with paper-based voting on Election Day is not being recommended because it would require continuous live online access to the voters list at all voting locations. Continuous live online access to the voter list on Election Day has not been tested and proven yet. Model 5 provides greater elector accessibility and convenience during the advance voting period. Challenges to be met for this model include electronic security, authentication of electors, and systems failure.

Accessibility/Benefits/Considerations
Accessibility is always a key priority for the City of Brampton elections, and we do our best to make each election more accessible than the last. Each model referenced for consideration proposes ways to enhance voter convenience and accessibility through our customer service initiatives, new and enhanced technology, as well as multiple methods of voting. The city will ensure a model for the 2018 municipal election that incorporates fast results, accessibility and convenience for the elector, and election integrity.

Appendix A – Model Comparison, attached to this report provides a comparison of each model, including technical costs, benefits and challenges.
Corporate Implications:

Buy vs. Lease Vote Tabulation Scanners:
In the AMCTO Post-Election Survey, the majority of municipalities whom responded identified that the vote tabulators used during the 2014 municipal election were rented, or leased, and only 14% were owned/purchased. Staff supports the option of leasing as it will diminish the risk to the City having obsolete equipment, if in future elections the City decides to proceed with internet voting only.

Financial Implications:
Overall project costs are projected to be $1,617,984 (inclusive of 1.76% HST). A budget amendment and new project is required for contracted internet voting services for advance voting and capital lease services for new vote tabulation scanners, with funding of $1,617,984 (inclusive of 1.76% HST) transferred from the General Rate Stabilization Reserve. There is sufficient funding in the General Rate Stabilization Reserve for this initiative.

Other Implications:

Purchasing Comments:

1. Request for Proposal
   A Request for Proposal shall be publicly advertised. Bid Submissions shall be evaluated in accordance with the published criteria and weighted points within the Bid Document.
   Purchase approval shall be obtained in accordance with the Purchasing By-law.

2. Contractor Evaluation
   The Contractor’s performance will be evaluated in accordance with the City’s Vendor Performance Evaluation Process as set out in the Vendor Performance Standard Operating Procedure. The performance evaluation will be used to provide feedback to the Contractor; to provide the contractor with the opportunity to implement performance improvements during the duration of the contract; and to justify an award or non-award of future contracts by the City in accordance with the terms of the Vendor Disqualification Purchasing Protocol.

3. Communication during Procurement
   All communications with Bidders involved in the procurement must occur formally, through the contact person identified in the Bid Document. This shall commence when the bid call is solicited and ends when the Purchase order is issued.
Strategic Plan:

This report achieves the Strategic Plan priorities as shown below.

| Good Government | - Credible leadership delivers trusted services to make a positive difference for citizens. |

Conclusion:

Voting in municipal elections is one of the most important ways for citizens to engage in municipal governance. Current municipal adopters of online voting such as Ajax, Wasaga Beach, Markham, and Peterborough, have highlighted the interest among the electorate and demonstrate that technology has matured to provide a secure online voting experience. Staff recommends Model 5 because the maturation of Internet Voting technology gives the City of Brampton opportunities to modernize election administration, enhance voter experience and improve efficiency. Internet voting has proven to be convenient for electors and secure for administrators. New vote tabulation equipment will enable the election process to be an efficient, eco-and-user-friendly experience for voters, providing greater accessibility, while maintaining the integrity of the election.

Submitted by:     Submitted by:

Jordyn Lavecchia  Peter Fay
Coordinator of Elections and City Clerk
Special Projects

Attachments:

Appendix A – Model Comparison

Report authored by:    Jordyn Lavecchia
                      Coordinator of Elections and Special Projects
# Appendix A – Model Comparison

<table>
<thead>
<tr>
<th>Model</th>
<th>2018 Technical Cost estimate</th>
<th>Advance Voting</th>
<th>Election Day</th>
<th>Benefits, considerations, comments</th>
</tr>
</thead>
</table>
- Significant delay providing results  
- Significant additional costs for election staffing  
- Limited accessibility options |
| Model 2: Status Quo – Paper Ballots, Current Vote Tabulation Technology, including touch screen units for Advance Voting | $330,000 Purchase additional equipment/parts and maintenance to current scanners. | Paper Ballots using existing electronic scanners, and existing touch screen units for increased accessibility. | Paper Ballots using existing electronic scanners. | - Significant experience with existing equipment and processes  
- Fast results  
- Limited availability of equipment parts and maintenance services  
- Significant risk of technical performance and/or equipment failure  
- Limited accessibility features of current equipment |
- Fast Results  
- Greater accessibility features than current equipment |
## Appendix A – Model Comparison

<table>
<thead>
<tr>
<th>Model</th>
<th>2018 Technical Cost estimate</th>
<th>Advance Voting</th>
<th>Election Day</th>
<th>Benefits, considerations, comments</th>
</tr>
</thead>
</table>
| Model 4: Internet Voting Only                                        | $898,425 (Contract internet voting service) | Internet Voting only | Internet Voting only | • No experience with new services and processes  
• Fast Results  
• Greater elector accessibility and convenience  
• Risks of election integrity re. electronic security, authentication of elector, fraud and equipment failure  
• Positive environmental impact  
• Not a proven solution to increase voter turnout |
| Model 5: Internet Advance Voting and Paper Ballots, New Vote Tabulation Technology | $3,435,864 (Contract internet voting service and purchase new scanners) $1,590,077 (Contract internet voting service and lease new scanners) | Internet Voting (with one paper ballot voting location at City Hall) | Paper Ballots using new electronic scanners. | • Limited experience with new equipment and no experience with new services and processes  
• Fast Results  
• Greater elector accessibility and convenience during Advance Vote  
• Risks of election integrity for Advance Vote only re. electronic security, authentication of elector, fraud and equipment failure |
Minutes

Accessibility Advisory Committee
Committee of the Council of
The Corporation of the City of Brampton

Tuesday, September 13, 2016

Members:
Glenda Coupland (Chair)
Frank Raymond (Vice-Chair)
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: City Clerk’s Office
Wendi Hunter, Manager, Administrative Services and Elections
Wendy Goss, Accessibility Coordinator
Sylvia Ingham, Accessibility and Inclusion Clerk
Chandra Urquhart, Legislative Coordinator
The meeting was called to order at 6:37 p.m., and adjourned at 8:05 p.m.

1. **Approval of Agenda**

AAC024-2016  That the agenda for the Accessibility Advisory Committee Meeting of September 13, 2016, be approved, as amended, to add the following item:

7.1. Correspondence from Councillor Pat Fortini, on behalf of Ken Bradley, Brampton resident, re: *Waiving Cost of Building Permit for Residential Wheelchair Ramp*

   Carried

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

3. **Minutes**

3.1. Minutes - *Accessibility Advisory Committee - August 9, 2016*

   The minutes of the Accessibility Advisory Committee Meeting of August 9, 2016, were approved by Council on September 14, 2016 and provided for Committee’s information.

4. **Presentations/Delegations**


   Keith McKibbon, Township of Amaranth, expressed concerns regarding accessible parking in Brampton. He stated that people illegally use accessible parking spaces which create difficulty for disabled persons. The process to report incidents of misuse to
Enforcement and By-law Services is frustrating as offenders leave the site before calls are answered. Mr. McKibbon felt that the rights of disabled persons need to be recognized. He requested consideration for the following:

- Use of accessible parking spaces and access aisles for the parking of non-vehicular transportation – wheelchairs, scooters, e-bikes etc.
- Wait times for answering calls to Enforcement and By-law Services (the offender has left the site before the call is answered or an officer is able to attend)
- The ability to have residents/parking space users record information on license plate vehicle make/model and colour for people misusing accessible parking spaces (no permit) and have that information provided to Enforcement Officers to issue a warning letter
- Accessibility training for Enforcement Officers

Mr. McKibbon indicated that he has delegated on this matter to the Towns of Orangeville and Shelburne.

Committee reviewed the issues and considered the following motion:

AAC025-2016

1. That the delegation by Keith McKibbon, Town of Amaranth, to the Accessibility Advisory Committee Meeting of September 13, 2016, re: By-law Changes for Handicap Persons, be received; and

2. That it is the position of the Accessibility Advisory Committee that the Manager of Enforcement and By-law Services
   - liaise with Traffic Operations with respect to parking of non-vehicular transportation – wheelchairs, scooters, e-bikes etc. in accessible parking spaces and access aisles;
   - review and comment on the following:
     a. wait times for Enforcement Officers to answer calls with respect regulating and
enforcing the improper use of accessible parking spaces (the offender has left the scene before the call is answered or an officer can attend)

b. the ability to have residents/parking space users record information such as, vehicle license plate, make/model and colour of vehicles that are misusing accessible parking spaces (no permit) and provide information to Enforcement Officers to issue a warning letter to the offender

c. accessibility training for Enforcement Officers

3. That a report be provided at a future meeting of the Accessibility Advisory Committee.

Carried

4.2. Presentation by David Margiotta, Project Manager, Region of Peel, TransHelp, re: Accessible Transportation Master Plan Update.

David Margiotta, Project Manager, Region of Peel, TransHelp, presented the ‘Home 2 Hub – Pilot Project’ which is intended to provide alternative transportation to people with disabilities. It is an opportunity for TransHelp to explore options that may be incorporated with Transit policies to offer better service to its customers. Details of the project included:

- Change of service delivery
  - Five participants were selected for pilot project
  - Participants were picked up at home by Transhelp and dropped off at conventional hubs to test the new travel option
- People participated for various reasons
  - Promoting an integrated approach to transit
o connecting with conventional transit offers more flexibility for trips and locations option

➢ Background information on two participants
  o participant 1 uses a motorized scooter to get around
  o participant 2 uses an electric chair to get around

➢ Early results
  o project started on July 25, 2016 with total of 81 trips completed August 2016
  o participants reported satisfaction with the flexibility of the Home 2 Hub

➢ Next steps
  o collect feedback on ways to engage and inform the community
  o provide update to Committee at a future meeting

Committee discussed the matter and suggested that TransHelp staff contact and provide information to the following:
  • agencies that provide services to persons with disabilities on a daily basis, e.g. Community Care Access Centres (CCACs)
  • foundations, such as Erinoak and Amyotrophic Lateral Sclerosis (ALS)
  • school boards
  • nursing and retirement homes
  • Provincial and Federal governments for publication on their websites
  • City Council meetings that are broadcast to the Community

In response to a question on the scope of the project, Mr. Margiotta indicated that the pilot was limited to major transit terminals.

The following motion was considered:

AAC026-2016 That the presentation by David Margiotta, Project Manager, Region of Peel, TransHelp, to the Accessibility Advisory Committee Meeting of September 13, 2016, re: Accessible Transportation Master Plan Update be received.  

Carried
4.3. Doug Miller, Senior Manager, and Kim Krawczyk, Project Coordinator, Toronto and Region Conservation Authority, re: Development of a Fitness Trail at Heart Lake Conservation Area.

Doug Miller, Senior Manager, and Kim Krawczyk, Project Manager, Toronto and Region Conservation Authority, advised that the development and construction of a fitness trail at Heart Lake Conservation Area is underway. The intent is to improve outdoor features on the property by offering additional accessible equipment in an effort to be more inclusive of people with disabilities. They provided an overview of the Conservation Area and highlighted sites within the fitness trail:

- Amenities
- Activities
- Outdoor fitness equipment
- Equipment locations
  - Site 31: accessible opportunities
    - details regarding parking, grades, equipment and paths
- Mobile and stationary equipment
- Instruction on use of equipment
  - instructional signage
  - mobile application
- Project schedule
  - Anticipated opening – Spring 2017

Committee discussion in this matter included:
- Options to integrate parking near Site 31
- Number of designated accessible parking spaces and location in proximity to facilities
- Accessible surfaces for assistive mobility devices and people who have mobility related disabilities – gravel and wood chips are unsuitable; whether an asphalt path may be considered
- Consideration for risk of injury
- Location of washrooms close to the accessible components
- Appropriate user friendly signage
- Whether there is an area closer to the splash pad that may be expanded to include the accessible fitness components
• Suggestion that TRCA contact agencies that provide services to persons with special needs for assistance and input

Staff advised that there is a rubber/tire based material that is a suitable for accessible surfaces and is used for impact attenuation under playground equipment. Staff suggested that a broader perspective should also be considered regarding the accessibility of the fitness equipment for people with non-mobility related disabilities.

The delegations acknowledged and thanked Committee and staff for the comments and feedback. They explained that given the nature of the terrain at Heart Lake Conservation and budget limitations, the issues and concerns expressed will be reviewed and considered. An update will be provided at a future meeting of the Committee.

The following motion was considered:

AAC027-2016 That the presentation by Doug Miller, Senior Manager, and Kim Krawczyk, Project Manager, Toronto and Region Conservation Authority, to the Accessibility Advisory Committee Meeting of September 13, 2016, re: Development of a Fitness Trail at Heart Lake Conservation Area, be received.

Carried

5. **Municipal Accessibility Plan Priorities**

6. **Other/New Business**

7. **Correspondence**

7.1. Correspondence from Councillor Pat Fortini, on behalf of Ken Bradley, Brampton resident, re: **Waiving Cost of Building Permit for Wheelchair Ramp**.
Councillor Pat Fortini provided an overview of the correspondence received from a resident of Brampton requesting that the City consider a by-law to waive building permit fees for wheelchair ramps for residences.

Committee was advised that a request with respect to fees requires an amendment to the fee by-law and would be brought to the attention of Council.

Councillor Fortini stated that he would discuss the request with Building staff and provide an update to Committee at a future meeting.

The following motion was considered:

AAC028-2016 That the correspondence from Councillor Pat Fortini on behalf of Ken Bradley, Brampton resident, to the Accessibility Advisory Committee Meeting of September 13, 2016, re: **Waiving Cost of Building Permit for Residential Wheelchair Ramp**, be received.

Carried

8. **William Osler Health Centre Accessibility Advisory Committee**

9. **Information Items**

9.1. News Release - Government of Canada - What does an accessible Canada mean to you?

Wendy Goss, Accessibility Coordinator, provided an overview of the subject matter. It was suggested that Committee provide comments and feedback directly to the Ministry if they wished.

The following motion was considered:
AAC029-2016 That the information to the Accessibility Advisory Committee Meeting of September 21, 2016, re: News Release - Government of Canada - What does an Accessible Canada mean to you, be received.

Carried

9.2. Toronto Star News Article - Blind MP to draft Canada's First National Accessibility Law.

AAC030-2016 That the information to the Accessible Advisory Committee meeting of April 12, 2016, re: Toronto Star News Article - Blind MP to draft Canada's First National Accessibility Law, be received.

Carried

10. Future Agenda Items

11. Construction Projects

12. Question Period

13. Public Question Period

14. Adjournment

AAC031-2016 That the Accessibility Advisory Committee do now adjourn to meet on Tuesday, October 11, 2016 at 6:30 p.m. or at the call of the Chair.

Carried

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Glenda Coupland (Chair)
1. **Regional Council Business** (Item 15) – The attached briefing reports were provided to the Clerk’s Office after the agenda was printed:

15.1. Briefing reports from the CAO’s Office re: Region of Peel Council/Committee Agendas for October 6, 2016.
- Peel Housing Corporation Board of Directors
- Audit and Risk Committee
Briefing Report

The Regional Municipality of Peel
Thursday October 6, 2016

Peel Housing Corporation (PHC)
Board of Directors Meeting

Agenda Items:

2. **Administrative Matters**
   
   There are three proposed resolutions for consideration (Items 2.1 to 2.3):

   2.1: Amendment of By-law 1-2003 (regarding the general business and affairs of the corporation) to address quorum requirements for Board of Directors meetings (see Item 9.1 for By-Law).

   2.2 Removal of Shadrack Mwalrigha as General Manager, PHC, effective September 19, 2016.

   2.3 Acceptance of the resignation of four PHC Directors (D. Austin, S. Elias, R. Mendis, J. Mirza).

3. **Minutes**

3.1 The minutes of the September 15, 2016 PHC Board meeting are presented for approval.

5. **Delegations**

5.1 **Delegation from Marlyn Addai, President, Board of Directors, Cedar Grove Residents’ Community Corporation (CGRCC)**
   
   - This delegation is regarding ongoing issues and concerns of the CGRCC regarding the Twin Pines project. CGRCC expresses a desire to continue to work with Peel Living toward resolution of these issues.

5.2 **Delegation from Dan Ferguson, Partner, Weir Foulds LLP**
   
   - This delegation is regarding the Twin Pines project. Weir Foulds has acted for the CGRCC since its incorporation in 1996.

5.3 **Mohamed Bhamani, Senior Manager, KPMG LLP**
   
   - This delegation is regarding the Twin Pines project.
6. Reports

6.1 Affordable Housing Program Update (Oral)
   - There will be a verbal update on the Affordable Housing Program from Janice Sheehy, Commissioner of Human Services

6.2 2015 Vera M. Davis Performance Management System Report (For information)
   - This report summarizes key performance results for the operation of Vera M. Davis Community Care Centre (Davis Centre), which is licensed to PHC.
   - Highlights of the report include:
     o Resident satisfaction for the Davis Centre continues to be the highest of Peel’s five long term care homes, achieving 8.6 out of 10 in overall satisfaction.
     o The Davis Centre kitchen renovation is underway, with the design phase near completion and construction planned for early 2017.

6.3 Semi-Annual Financial Report – June 30, 2016 (Unaudited) (For information)
   - This report presents the PHC’s unaudited finances for the six month period that ended on June 30, 2016.
   - Highlights of the report include:
     o The 2016 forecast indicates that PHC’s operations will be in a net favourable position resulting in an increase of $120 thousand available to be transferred to the discretionary reserves.
     o Capital needs requirements continue to outpace funding. These pressures will be mitigated through the Business Transformation Project and the development of a long-term sustainability plan in 2017. Until then, PHC is limiting capital expenditures to high priority items.
Briefing Report

The Regional Municipality of Peel
Thursday October 6, 2016

Audit and Risk Committee

Agenda Items:

3. Delegations

3.1 Trevor Ferguson, Partner, Deloitte
   - This delegation will present the 2016 External Audit Service Plan (see Item 4.1)

4. Reports

4.1 Deloitte 2016 Audit Service Plan (For information)
   - This report presents the 2016 Audit Service Plan, prepared by Deloitte (the Region’s external auditors) for audit of the fiscal year ending December 31, 2016.
     o The plan provides detailed information on key elements of the audit, scope, approach, and communication requirements to the Audit and Risk Committee.
     o The plan is similar to Deloitte’s 2015 audit approach.

4.2 Community Investment Program (Oral) (Requested at the May 5, 2016 Audit and Risk Committee meeting)
   - This presentation provides an overview of the Community Investment Program, which is focused on building the capacity of Peel’s non-profit sector. The presentation will cover the purpose of the program, funding streams, review and reporting process, and agency outcomes.

4.3 Employee Expense Claims and Tuition Assistance Program Audit (For information)
   - This report presents the results of the Employee Expense Claims Audit; a routine audit conducted every five years.
   - The audit observations are:
     o Accounts Payable has implemented effective controls to monitor employee expense claims for compliance with corporate policy.
     o An assessment of the Tuition Assistance Program is required to determine if it is meeting the objective of providing opportunities for employees to
develop skills that can prepare them for career opportunities at the Region in an effective and efficient manner.

- Management has developed action plans to address areas for improvement noted in the audit observations.

4.4 Request for Proposal Procurement Process Audit (For information)
- This report presents the results of the Request for Proposal (RFP) Procurement Process audit. Procurements for the year 2015 were reviewed.
- The audit observations are:
  - Approvals for the RFP 2015 procurement awards are compliant with the Purchasing By-Law 113-2013 for non-Council approved award limits.
  - Purchasing has a process in place to educate clients on use of the RFP process.
  - There are opportunities to increase effectiveness, transparency and objectiveness of the RFP process (details in the report).
- Management has developed action plans to address areas for improvement noted in the audit observations.

4.5 Establishing an Energy Procurement Risk Framework
- This report recommends approval of the proposed Energy Procurement Risk Framework.
- Highlights of the report include:
  - The Region has created an Energy Procurement Risk Framework that takes into account energy market conditions assessed by staff and the Region's financial and economic risk appetite set by Council.
  - Application of the Risk Framework indicates that the Region should set a 35 to 45 per cent natural gas hedge target and a 10 per cent electricity hedge target for 2017 and succeeding years.
  - The Framework will inform the development of an Energy Procurement Strategy and associated procurement decisions in the future.