Wednesday, May 04, 2016

1:00 p.m. – Regular Meeting

Council Chambers – 4th Floor – City Hall

Members:

City Councillor J. Bowman – 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 M. Medeiros – Wards 3 and 4
Regional Councillor G. Miles – Wards 7 and 8
Regional Councillor J. Sprovieri – Wards 9 and 10
City Councillor D. Whillans – Wards 2 and 6
(Vice-Chair, Economic Development and Enterprise Services)
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.

(7.1, 8.1)

4. **Announcements**

5. **Delegations**

5.1. Delegation from Diana Abel, Secretary, and Pat Harding, President, Perpetual Bazaar, re: **Perpetual Bazaar Update**.

(See Item 6.1)

6. **Staff Presentations**

6.1. Presentation by B. Darling, Advisor, Office of the Chief Operating Officer, re: **Perpetual Bazaar Request for Assistance – RM 10/2016**.

(See Item 5.1)

7. **Economic Development and Enterprise Services**
7.1. Report from B. Grant, Advisor, Community Events, Office of the Chief Operating Officer, re: Community Grant Program Committee Recommendations for Funding 2016.

Recommendation


To be received


To be received

7.4. Report from D. Cutajar, Chief Operating Officer, re: 10 Year History of Commercial and Office Vacancies and Inventory Changes (including residential) in the Central Area – RM 7/2016.

Recommendation

8. Minutes

*8.1. Minutes – Downtown Brampton Business Improvement Area (BIA) Board Meetings:
  - February 16, 2016
  - March 8, 2016

To be received

9. Other/New Business

10. 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.
11. Deferred Matters

12. Notices of Motion

13. Correspondence

14. Councillors Question Period

15. Public Question Period
   15 Minute Limit (regarding any decision made at this meeting)

16. Closed Session

17. Adjournment
   Next Meeting: May 18, 2016
Request for Delegation

Attention: City Clerk's Office, City of Brampton, 2 Wellington Street West, Brampton ON L6Y 4R2
Email: cityclerksoffice@brampton.ca  Telephone: (905) 874-2100 Fax: (905) 874-2119

Meeting: ☑ Economic Dev. Committee
☐ City Council
☐ Corporate Srvcs. Commttee
☐ Planning & Infrastructure Services Committee
☐ Community & Public Services Committee
☐ Other: ____________________________

Meeting Date Requested: MAY 4, 2016  Agenda Item (if applicable): ____________________________

Name of Individual(s): DIANA ABEL  PAT HARDING

Position/Title: SECRETARY  PRESIDENT

Organization/Person being Represented: PERPETUAL BAZAAR

Full Address for Contact: 81 QUEEN ST W, BRAMPTON ON L6Y 1E9

Telephone No. 905-453-5525  Email/ Fax No. ____________________________

Subject Matter to be Discussed: Perpetual Bazaar update

Action Requested: __________________________________________

Note: a delegation is limited to not more than five minutes.  Attach additional page if required.

I am submitting a formal presentation to accompany my delegation: ☑ Yes  ☐ No

I will require the following audio-visual equipment/software for my presentation:

☐ Computer Notebook  ☐ DVD Player  ☐ PowerPoint

☐ Other - please specify ____________________________

Note: Delegates are requested to provide to the City Clerk's Office well in advance of the meeting date: (i) 25 copies of all background material and/or presentations for publication with the meeting agenda and/or distribution at the meeting, and (ii) for PowerPoint and other visual presentations, an electronic copy of the presentation (e.g., DVD, CD, .ppt file) to ensure compatibility with corporate equipment.

Once the above information is received by the City Clerk's Office, you will be contacted by a Legislative Coordinator to confirm your placement on the appropriate agenda.

Personal information on this form is collected under authority of the Municipal Act, SO 2001, c.25 and/or the Planning Act, R.S.O. 1990, c.P.13 and will be used in the preparation of the applicable council/committee agenda and will be attached to that agenda. Questions about the collection of personal information should be directed to the Deputy City Clerk, Council and Administrative Services, 2 Wellington Street West, Brampton, Ontario, L6Y 4R2, tel: 905-874-2115.
Date: 2016-04-12

Subject: Community Grant Program Committee Recommendations for Funding 2016

Contact: Bill Grant, Advisor Community Events, Festivals and Special Events Office (Tel: 905-874-2316; E: bill.grant@brampton.ca)

Recommendations:

1. That the report from Bill Grant, Advisor Community Events, Festivals and Special Events Office, dated April 12, 2016, to the Economic Development Committee Meeting of May 4, 2016, re: Community Grant Program Committee Recommendations for Funding 2016 (CB.x), be received; and

2. That the 47 grant recommendations listed in Appendix “A” be approved for funding under the 2016 City of Brampton Community Grant Program; and

3. That staff be authorized to manage and administer minor capital grants, and minor and major project grants for the following municipal priorities: Arts and Culture; Sports, Parks and Recreation; and Festivals and Special Events pursuant to Council Policy and related administrative procedures; and

4. That the base operating budget of $1,003,000 for the 2016 Community Grant Program be the source of funding for those groups receiving a cash grant; and

5. That the in-kind awards be approved and understood to be forgone revenue for those operating departments providing services to those groups receiving in-kind grants; and

6. That the City Clerk and Mayor be authorized to execute the necessary agreement(s) to effect the recommendations in this report, subject to the content of such agreements being satisfactory to the Chief Operating Officer (or designate) and the form of such agreements being satisfactory to the City Solicitor (or designate); and

7. That sincere thanks and appreciation be expressed to the volunteers that dedicated many hours of their time and their expertise to the Citizen Grant Review Panel.
Overview:

- This report presents a list of all applicants recommended for funding under the City of Brampton Community Grant Program for the 2016 calendar year.

- In its first full year, the Community Grant Program received over 100 applications.

- The Community Grant Program and Policy governs minor capital, minor and major project grants that are aligned with the following City of Brampton strategic priority service streams, namely: Arts and Culture; Sports, Parks and Recreation; Festivals and Celebration Events.

- Further, staff established a citizen-based Community Grant Review Committee having the mandate to evaluate grant applications and make recommendations to Council for final approval in the form of a staff report in 2016.

- Staff is recommending the launch of the 2017 Community Grant Program in early September 2016 with an application deadline of Nov 1st, 2016.

Background

Brampton City Council approved the 2016 Community Grant Program on December 10, 2015 and applications were received until the deadline of February 8, 2016.

The Community Grant Program supports Council’s commitment to increase transparency and accountability in all City operations. It is in line with the strategic goals of the City and recognizes that through grant making, the City is supporting not-for-profit community groups and volunteer-based organizations with events and projects that build civic pride and foster positive city image.

Applications were being accepted for the following streams: Arts and Culture, Sports, Parks and Recreation, Festivals and Celebration Events, and Minor General Community Donations.

Applicants for operating funds or general community grants were no longer eligible under the 2016 program, as these applications are better aligned with the objectives of Regional, Provincial and Federal funding programs. Organizations that previously received funds for these purposes were redirected to the appropriate funding stream during the consultation phase of the 2016 program.
Applicants were encouraged to access the grant program guidelines and applications available on the brampton.ca community grants webpage available to assist all groups applying for funding.

Staff orientation sessions were held in early January, followed by community information sessions held in the evenings on January 12, 20 and 28 at City Hall in the West Tower. More than 200 people attended these information sessions. In addition, the 2016 Community Grant Program was supported by a detailed communication plan including media releases, paid advertising, social media and other initiatives.

**Community Grant-Making Program (2016)**

**Program Objectives**

The following are the Community Grant Program objectives:

1. To provide municipal funds and/or in-kind assistance within budgetary limits to an eligible applicant(s) as defined in SOPs featuring four grant-making streams (Arts and Culture; Festivals and Celebration Events; Sports, Parks and Recreation; Minor General Community Donations) for approved community-based activities that align with the City’s strategic priorities.

2. To encourage newer groups to apply and participate in the Grant Program while evaluating and guiding existing groups towards self-sufficiency.

3. To execute grant-making utilizing a cooperative grant-making approach through a partnership or framework consisting of other community and grant-making stakeholders such as the BACCF and the Funders Consortium of Peel.

4. To encourage and support increased public input and transparency into the awarding of community-based grants through the adjudication of grant applications by volunteer community panels.

**Program Scoring Matrix**

The scoring matrix used to evaluate applications in 2016 was based on the program scope, program objectives and the following criteria:

1. Organizational Effectiveness
   - Evidence of a clear mandate
   - A clear history of past successes / achievements that directly support the mandate.
   - Description of governance structure and how financial stability and accountability and strategic planning are managed
   - Quantitative measure of success – i.e. number of program registrations etc.
   - Customer satisfaction – i.e. survey results, testimonials, social media
2. Program Quality

- Degree to which the organization’s artistic, cultural, or sports programming reflects and fulfills its mandate and objectives.
- Description of an organization’s research, acquisition or commissioning, creation, production, presentation or exhibition, and circulation activity.
- Expertise in identifying, designing and delivering programs and/or services, and evaluating their impact upon targeted and broader communities.
- Evidence of ongoing self-assessment that has helped invigorate and enhance the quality of program/event delivery.
- Identification of value added to the community

3. Community Impact

- Evaluation of program/project need within the City of Brampton
- Evidence of responding to changing needs of the community based on appropriate research, audience development, and marketing strategies and illustrating their impact upon project/program delivery
- Demonstrate diversity and inclusiveness in project/program
- Level of engagement with other arts, culture, and sports organizations, and community groups, including diverse communities.
- Defining the collaborative process and the level of effectiveness in meeting community interests.

4. Need for Funding

- Demonstrated need for financial support from the City of Brampton
- Ability to describe how grant funding will directly support the creation of programs/services to further organizational goals.
- Ability to create alternative strategies for accessing other funding resources.
- Demonstrated strategies to access alternative funding sources
- Evidence of a positive outcome from past year’s budget planning

Community Grant Review Committee

The Community Grant Review Committee is made up of existing citizen-based committee members who were interviewed and selected to support this new initiative. Members met as a panel and evaluated, scored, and reached a group consensus recommending funding specific to each request.

Review sessions involved a minimum of three or more committee members with expertise or experience in the non-profit sector. The Advisor, Community Events and/or staff designate served as a facilitator (non-voting) to each review session to provide guidance, advice, and context.
**Current Situation**

The 2016 Community Grant Program was successfully launched on December 10, 2015, and closed on February 8, 2016, which served as the cut-off date for all 2016 funding requests and applications (except for Minor Community Donations).

The 2016 Program featured four Grant Streams which included Arts and Culture, Sports Parks and Recreation, Festivals and Celebration Events and Minor Community Donations. In addition, the Program also featured three types of grants including Minor Capital Grants, Minor Project Grants, and Major Project Grants.

In total, staff received more than 100 applications. The cash and in-kind value of these requests combined was more than $1,500,000 for 2016.

The Grant Review Committee members participated in more than 20 grant review sessions from February 11 to March 30, 2016 to review, assess, and score each application.

The Grant Review Committee is recommending $475,692 in cash funding and $172,795 of in-kind value in support of applications received. These figures do not include the Minor Community Donations Grant which will remain open for groups to apply. As of April 1, 2016, there were 61 Minor Community Donations applications approved, representing a cash amount of $43,000.

**2017 Community Grant Program**

Staff is recommending the launch of the 2017 Community Grant Program on September 6, 2016 with an application deadline of November 1, 2016. This will provide the opportunity for community groups to plan projects well in advance and align the funding requests with the City’s annual budget cycle.

The intake and assessment process of applications will continue to be managed by the Advisor, Community Events, and the Grant Review Committee will make recommendations for funding detailed in a Report to Council in Q1 of 2017.

**Corporate Implications**

**Financial Implications**

The Grant Fund account has sufficient funds available to support the requests contained in this report.
Other Implications

In 2015, more than $690,000 of funding was provided through the Grant account. The approved budget for 2016 is equivalent to previous years of $1,003,000.00 intended to provide community grants to eligible community organizations under the Community Grant-Making Program, staff will continue to monitor and report to Council on the actual financial value of awarded applications as compared to this budget.

With the approval of this report, the total distribution in 2016 represented $612,774 (including exceptions and Minor Community Donations up to April 1, 2016) leaving a balance of $390,226 for the remainder of the year in the Community Grant Program. The Minor Community Donation Program shall remain open to the end of the year or until the budget is exhausted. In keeping with the corporate policy the balance of the budget will be deposited into a reserve account at the end of the year for future grant-making.

Operating departments issuing rental agreements for applicable fees and rates approved by Council, including incidental City labor costs related to the value of any awarded in-kind grant will support the grant amount adjustment to rental agreements. It is recognized that this type of in-kind grant assistance will be considered foregone revenue by the Corporation in support of the Community Grant-Making Program and Council’s Strategic Plan priorities. This type of in-kind value is tracked and reported annually by the FSEO as part of the Community Grant Program.

Emergency or unexpected in-kind assistance requests under $2,500.00 in value occurring throughout the year after the Grant Program deadline has passed may be approved through the authority granted by the Community Grant Policy to department staff. Management Advisory Services is developing a Manager’s Toolkit to assist with these minor requests for the use of City assets such as materials, facilities, equipment and open spaces, and operating departments will track and record the value of these emergent types of in-kind requests annually.

Strategic Plan

The Community Grant Program supports the following City of Brampton Strategic Plan Priorities and Goals;

Strong Communities

- Celebrate citizens and create partnerships through arts, culture and social interactions.
- Support diversity and enable wellness through health and recreation.

Smart Growth

- Build complete communities to accommodate growth for people and jobs
Conclusion
In conclusion, the City of Brampton Community Grant Program is intended to positively encourage existing and new groups to participate in building Brampton's capability and capacity in City-aligned segments of the not-for-profit sector.

Original approved by:

Bill Grant
Advisor, Community Events
Strategic and Enterprise Services
Office of the Chief Operating Officer

Thomas Plant MBA, MPA, PMP
Director
Strategic and Enterprise Services
Office of the Chief Operating Officer

Attachments:

Appendix “A”: Community Grant Recommendations 2016
Appendix “B”: Community Grant Tracker 2016
Appendix “C”: Community Grant Review Panel (Terms of Reference)
Appendix “D”: Community Grant Policy

Report authored by:
Bill Grant, Advisor, Community Events
1. Arts and Culture Initiative of South Asia (ACISA) hosting their “Vibrant South Asian Festival” in Garden Square is awarded $22,000 towards their event costs; this is a combination of a cash award of $19,500 and an in-kind value of $2,500 and represents 60% of their eligible request amount of $37,000.

2. African Waves / Ondes Africaines hosting a cultural festival in Garden Square is awarded $32,500 towards their event costs; this is a cash award and represents 50% of their eligible request amount of $65,000.

3. Bloomsbury Seniors Club hosting their annual community picnic in Brampton is awarded $1,775 towards their events costs; this is a cash award and represents 50% of their eligible amount of $3,550.

4. Bramalea Boxing Club hosting the annual Brampton Cup Tournament is awarded $8,000 towards their event costs; this is a cash award and represents 80% of their eligible request amount of $10,000.

5. Brampton Board of Trade Santa Claus Parade operating on Main St. in Downtown Brampton is awarded $45,990 towards their event costs; this is an in-kind award and represents 90% of their eligible request amount of $51,100.

6. Brampton Canadettes Hockey is hosting two hockey tournaments; the annual Canadettes Easter Tournament and 2Nations (College Prep series) Tournament is awarded $104,000 towards their event costs; this is a cash award and represents 80% of their eligible requests amount of $130,000.

7. Brampton Concert Band operating in Brampton is awarded $11,040 towards their 2016 concerts; this is a combination of a cash award of $1,550 and an in-kind value of $9,490 and represents 80% of their eligible request amount of $13,800.

8. Brampton Curling Club is hosting two tournaments; the Brampton Junior Cashspiel and the Halton Peel Tournament is awarded $1,732 towards their event costs; this is a cash award and represents 70% and 80% of their eligible request amounts of $1,200 and $760.

9. Brampton Excelsior Lacrosse Club hosting a number of tournaments throughout the year is awarded $31,500 towards their event costs; this is a combination of a cash award of $15,750 and an in-kind value of $15,750 and represents 70% of their eligible request amount of $45,000.
10. Brampton Festival Singers hosting two events at the Rose Theatre in May and December of 2016 is awarded $4,020 towards their event costs; this is a cash award and represents 60% of their eligible request amount of $6,700.

11. Brampton Hockey Inc. is hosting three hockey tournaments; the annual Bob Giroux Memorial Tournament, the Regional Silver Stick Tournament, and the Ontario Hockey Federation Tournament is awarded $18,850 towards their event costs; this is a combination of cash award of $3,850 and the in-kind value of $15,000 which represents 60%, 60%, and 70% of their eligible requests amount of $30,500.

12. Brampton Horticultural Society hosting their annual Brampton Blooms event is awarded $3,150 towards their events costs; this is a combination of a cash award of $1,495 and the in-kind value of $1,655 which represents 70% of their eligible request amount of $4,500.

13. Brampton Meals on Wheels hosting their "Miles for Smiles" walk-a-thon event is awarded $1,950 towards their event costs; this is a cash award and represents 60% of their eligible request amount of $3,250.

14. Brampton Racers Track Club hosting their track meet is awarded $2,380 towards their event costs; this is a cash award and represents 70% of their eligible amount of $3,400.

15. Brampton Rotary Club hosting their annual "Rib n Roll" event is awarded $65,000 towards their event costs; this is an in-kind award and represents 100% of their eligible request amount of $65,000.

16. Brampton Tamil Seniors Association hosting a “Build Better Community” event is awarded $1,470 towards their events costs; this is a cash award and represents 70% of their eligible request amount of $2,100.

17. Brampton Trinity Cricket Club is awarded $3,000 towards their tournament costs; this is a cash award and represents 60% of their eligible request amount of $5,000.

18. Canadian South Asians Supporting Independent Living (C-SASIL) hosting their Red and White Gala Fundraiser in Brampton is awarded $6,400 towards their event costs; this is a cash award and represents 80% of their eligible request amount of $8,000.

19. Canadian Tamil Economic Forum (CanTEFF) is hosting a performing and visual arts show at Gore Meadows Community Centre is awarded $1,860 towards their event costs; this is a cash award and represents 60% of their eligible request amount of $3,100.
20. Carabram Multicultural Festival hosting their festival in Brampton on July 8\(^{th}\) 9\(^{th}\) & 10\(^{th}\) this year is awarded $49,440 towards their event costs; this is a cash award and represents 80% of their eligible request amount of $61,800.

21. Community Environment Alliance hosting a “Bike Friendly Brampton” project and is awarded $26,640 towards their event costs; this is a cash award and represents 80% of their eligible request amount of $33,000.

22. Creditview Seniors Club of Brampton hosting a Multicultural Day is awarded a cash award of $3,220 towards their event costs; this is a cash award and represents 70% of their eligible request amount of $4,600.

23. Cruisers Sports for the physically disabled hosting their annual Cruisers Cup Sledge Hockey Tournament is awarded $10,000 towards their event costs; this is a cash award and represents 80% of their eligible request of $12,500.

24. Family Life Centre operating on Selby Road in Brampton is awarded $5,250 towards their “Arts Education Training” project costs; this is a cash award and represents 70% of their eligible request amount of $7,500.

25. Federation of Filipino Canadians of Brampton hosting “Filipino Fiesta” in Brampton is awarded $4,000 towards their event costs; this is a cash award and represents 80% of their eligible request amount of $5,000.

26. Heart Lake Happenings is a dedicated group of residents hosting a community BBQ is awarded $3,720 towards their event costs; this is a combination of a cash award of $1,520 and an in-kind value of $2,200 and represents 60% of their eligible request amount of $6,200.

27. Heritage Arts and Theatre Society of United Productions (HATSUP) presenting a play “Ishaq Remix” is awarded $2,800 towards their event costs; this is a cash award and represents 50% of their eligible request amount of $5,600.

28. Indian Ball Hockey Federation hosting their annual ball hockey tournaments in Brampton is awarded $5,750 towards their costs; this is a cash award and represents 50% of their eligible request amount of $11,500.

29. Inspirational Impressions hosting the Tuesday Night Inspirational Music in the Park event is awarded $7,600 towards their event costs; this is a combination of a cash award of $3,100 and an in-kind value of $4,500 and represents 80% of their eligible request amount of $9,500.
30. MonstrARTity Creative Community hosting the Bollywood Monster Superstars variety show and the Monster Arts for Youth program is awarded $46,240 towards their project costs; this is a cash award and represents 80% of their eligible request amount of $57,800.

31. Music At The Towers (MATT) hosting four semesters of music lessons and an “Activity Fair” is awarded $17,740 towards their project costs; this is a cash award and represents 80% and 60% of their eligible request amounts of $20,300 and $2,500.

32. Oneida Circle hosting their “AWENKI KI” celebration of Aboriginal Culture and Art is awarded $16,250 towards their event costs; this is a cash award and represents 50% of their eligible request amount of $32,500.

33. Ontario Khalsa Darbar Field Hockey and Culture Centre hosting the junior championships event is awarded $3,540 towards their event costs; this is a cash award and represents 60% of their eligible request amount of $5,900.

34. Peel Multicultural Council hosting three events in Brampton, a Film Forum Workshop, a South Asian Concert Celebration, and a South Asian Fest in the Park event is awarded $19,780 towards their event costs; this is a combination of a cash award of $14,780 and an in-kind value of $5,000 and represents 70%, 70%, and 60% of their eligible request amounts of $4,100, $12,500, and $13,600.

35. Rose Orchestra hosting a fundraising concert at the Rose Theatre is awarded $7,200 towards their event costs; this is a cash award and represents 60% of their eligible request amount of $12,000.

36. Shahph Puma Sports Club hosting their track meet at Chinguacousy Park is awarded $2,660 towards their event costs; this is a combination of a cash award of $2,160 and an in-kind value of $500 and represents 70% of their eligible request amount of $3,800.

37. Sikh Heritage Foundation hosting Sikh Heritage month celebrations in Brampton is awarded $8,750 towards their event costs; this is a cash award and represents 70% of their eligible request amount of $12,500.

38. Sikh Sports Club hosting the “Canada Cup” soccer tournament for boys and girls are awarded $5,390 towards their event costs; this is a cash award and represents 70% of their eligible request amount of $7,700.

39. Synergy Arts Society hosting their music event at the Lester B Pearson Theatre is awarded $2,280 towards their event costs; this is a cash award and represents 60% of their eligible request amount of $3,800.
40. The Bridge hosting their “Art From The Inside Out” project in Brampton is awarded $5,440 towards their events costs; this is a cash award and represents 80% of their eligible request amount of $6,800.

41. The Chartered Institute of Management Accountants (CIMA) hosting their Brampton Mayor’s School Cricket tournament is awarded $3,180 towards their event costs; this is a cash award and represents 60% of their eligible request amount of $5,300.

42. The Journey Neighbourhood Centre hosting two projects, the Lucas Holtom Carnival and Summer Camps for kids in Brampton is awarded $10,400 towards their project costs; this is a combination of a cash award of $5,190 and an in-kind value of $5,210 and represents 70% and 90% of their eligible request amounts of $9,200 and $4,400.

43. United Achievers Community Services hosting their “A Little Taste of the Caribbean” event in Brampton is awarded $1,500 towards their event costs; this is a cash award and represents 60% of their eligible request amount of $2,500.

44. UNITY Charity hosting their afterschool arts program is awarded $3,920 towards their project costs; this is a cash award towards their project costs and represents 80% of their eligible request amount of $4,900.

45. Visual Arts Brampton Creative Community Studios hosting their 30th Anniversary event in Brampton is awarded $1,610 towards their event costs and is awarded $4,270 in capital grants for their two studio upgrade purchases; this is a cash award and represents 70% and 80% of their eligible request amounts of $2,300 and $5,500.

46. White Elm Way community block party is awarded $1,500 towards their event costs; this is a cash award and represents 50% of their eligible request amount of $3,000.

47. Young Dragons Taekwondo purchasing a new electronic scoring system in support of developing their competition team is awarded $1,800 towards their capital purchase; this is a cash award and represents 60% of their eligible request amount of $3,000.

*Note; the Filipino Fiesta event venue was changed after the assessment and scoring of the application was complete – an adjustment to the grant amount may be necessary based on a staff review of their new budget.
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<th>APPLICANT</th>
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<th>CASH FUNDING</th>
<th>IN-KIND FUNDING</th>
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<th>COMMENTS</th>
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<td>AC</td>
<td>$1,800.00</td>
<td></td>
<td>$1,800.00</td>
<td>Concert series</td>
</tr>
<tr>
<td>APPLICANT</td>
<td>GRANT STREAM</td>
<td>CASH FUNDING</td>
<td>IN-KIND FUNDING</td>
<td>TOTAL FUNDING AWARDED</td>
<td>COMMENTS</td>
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</tr>
<tr>
<td>Brampton Festival Singers Inc - Home for the Holidays</td>
<td>AC</td>
<td>$ 2,220.00</td>
<td></td>
<td>$ 2,220.00</td>
<td>Concert series</td>
</tr>
<tr>
<td>Brampton Hockey - 25th Annual Bob Giroux Tournament</td>
<td>SPR</td>
<td>$ 1,500.00</td>
<td>$ 6,000.00</td>
<td>$ 7,500.00</td>
<td>Annual tournament</td>
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<tr>
<td>Brampton Hockey - 45th Annual Regional Silver Stick Tournament</td>
<td>SPR</td>
<td>$ 1,500.00</td>
<td>$ 6,000.00</td>
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<td>Annual tournament</td>
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<tr>
<td>Brampton Hockey - Ontario Hockey Federation Tournament</td>
<td>SPR</td>
<td>$ 850.00</td>
<td>$ 3,000.00</td>
<td>$ 3,850.00</td>
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<tr>
<td>Brampton Horticultural Society - Brampton Blooms - A Flower Show</td>
<td>FC</td>
<td>$ 1,495.00</td>
<td>$ 1,655.00</td>
<td>$ 3,150.00</td>
<td>Annual event</td>
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<tr>
<td>Brampton Meals on Wheels - Miles for Smiles Walk-a-Thon</td>
<td>FC</td>
<td>$ 1,950.00</td>
<td></td>
<td>$ 1,950.00</td>
<td>New to Brampton</td>
</tr>
<tr>
<td>Brampton Racers Track Club - Track and Field Meet</td>
<td>SPR</td>
<td>$ 2,380.00</td>
<td></td>
<td>$ 2,380.00</td>
<td>Annual Event</td>
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<tr>
<td>Brampton Rotary Club - 2016 Rib n Roll</td>
<td>FC</td>
<td></td>
<td>$ 65,000.00</td>
<td>$ 65,000.00</td>
<td>Annual Event</td>
</tr>
<tr>
<td>Brampton Tamil Seniors Association - Build Better Community</td>
<td>FC</td>
<td>$ 1,470.00</td>
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<td>$ 1,470.00</td>
<td>Annual Event</td>
</tr>
<tr>
<td>Brampton Trinity Cricket Club</td>
<td>SPR</td>
<td>$ 3,000.00</td>
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<td>$ 3,000.00</td>
<td>Sports series</td>
</tr>
<tr>
<td>Canadian South Asians Supporting Independent Living (C-SASIL) - Red and White Gala &quot;Celebrating International Day of Persons with&quot;</td>
<td>FC</td>
<td>$ 6,400.00</td>
<td></td>
<td>$ 6,400.00</td>
<td>Annual Event</td>
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<tr>
<td>Canadian Tamil Economic Forum (CanTEF) - Performing &amp; Visual Arts 2016</td>
<td>AC</td>
<td>$ 1,860.00</td>
<td></td>
<td>$ 1,860.00</td>
<td>New to Brampton</td>
</tr>
<tr>
<td>Carabram - Brampton's Multicultural Festival</td>
<td>FC</td>
<td>$ 49,440.00</td>
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<td>$ 49,440.00</td>
<td>Annual Event</td>
</tr>
<tr>
<td>APPLICANT</td>
<td>GRANT STREAM</td>
<td>CASH FUNDING</td>
<td>IN-KIND FUNDING</td>
<td>TOTAL FUNDING AWARDED</td>
<td>COMMENTS</td>
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<tr>
<td>Community Environment Alliance - Bike Friendly Brampton Projec</td>
<td>SPR</td>
<td>$ 26,640.00</td>
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<tr>
<td>Creditview Seniors Club - Multicultural Day</td>
<td>FC</td>
<td>$ 3,220.00</td>
<td></td>
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<td>Annual Picnic</td>
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<tr>
<td>Cruisers Sports for the Physically Disabled of Halton/Peel - Sledge</td>
<td>SPR</td>
<td>$ 10,000.00</td>
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<td>Annual tournament</td>
</tr>
<tr>
<td>Disabled of Halton/Peel - Sledge Hockey Tournament</td>
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<td></td>
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<tr>
<td>Family Life Centre - Arts Education Training</td>
<td>AC</td>
<td>$ 5,250.00</td>
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<tr>
<td>Federation of Filipino Canadians of Brampton - Filipino Fiesta</td>
<td>FC</td>
<td>$ 4,000.00</td>
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<td>$ 4,000.00</td>
<td>* subject to change based on a change in venue 04/11/16</td>
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<td>Heart Lake Happenings - Annual Community BBQ</td>
<td>FC</td>
<td>$ 1,520.00</td>
<td>$ 2,200.00</td>
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<td>Heritage Arts and Theater Society of United Productions - Ishaq Remix</td>
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<td>$ 2,800.00</td>
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<tr>
<td>Play</td>
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</tr>
<tr>
<td>Indian Ball Hockey Federation (IBHF)</td>
<td>SPR</td>
<td>$ 1,100.00</td>
<td></td>
<td>$ 1,100.00</td>
<td>Annual tournament</td>
</tr>
<tr>
<td>Indian Ball Hockey Federation (IBHF)</td>
<td></td>
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<tr>
<td>Inspirational Impressions - Tuesday Night Inspirational Music in the</td>
<td>FC</td>
<td>$ 3,100.00</td>
<td>$ 4,500.00</td>
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</tr>
<tr>
<td>Park</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>MonstrARTity Creative Community</td>
<td>AC</td>
<td>$ 36,160.00</td>
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<td>$ 36,160.00</td>
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</tr>
<tr>
<td>MonstrARTity Creative Community</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Music At The Towers - MATT - 2</td>
<td>AC</td>
<td>$ 10,080.00</td>
<td></td>
<td>$ 10,080.00</td>
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<tr>
<td>Music At The Towers - MATT - Activity Fair</td>
<td>AC</td>
<td>$ 4,560.00</td>
<td></td>
<td>$ 4,560.00</td>
<td>New to Brampton</td>
</tr>
<tr>
<td>Music At The Towers - MATT - Activity Fair</td>
<td>AC</td>
<td>$ 1,500.00</td>
<td></td>
<td>$ 1,500.00</td>
<td>New to Brampton</td>
</tr>
<tr>
<td>APPLICANT</td>
<td>GRANT STREAM</td>
<td>CASH FUNDING</td>
<td>IN-KIND FUNDING</td>
<td>TOTAL FUNDING AWARDED</td>
<td>COMMENTS</td>
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<tr>
<td>Music At The Towers - MATT - Semester 3</td>
<td>AC</td>
<td>$ 2,560.00</td>
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<tr>
<td>Music at the Towers - MATT - Semester 4</td>
<td>AC</td>
<td>$ 4,560.00</td>
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<td>Music At The Towers - MATT -1</td>
<td>AC</td>
<td>$ 4,560.00</td>
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<td>$ 4,560.00</td>
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<tr>
<td>Oneida Circle Youth Program - Akwen Ki</td>
<td>AC</td>
<td>$ 16,250.00</td>
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<tr>
<td>Ontario Khalsa Darbar Field Hockey and Culture Centre - OKD 5th Annual Junior Championships</td>
<td>SPR</td>
<td>$ 3,540.00</td>
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<td>$ 3,540.00</td>
<td>Annual tournament</td>
</tr>
<tr>
<td>Peel Multicultural Council - Film Forum and Workshop</td>
<td>AC</td>
<td>$ 2,870.00</td>
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<td>$ 2,870.00</td>
<td>New to Brampton</td>
</tr>
<tr>
<td>Peel Multicultural Council - South Asian Concert Celebration</td>
<td>FC</td>
<td>$ 3,750.00</td>
<td>$ 5,000.00</td>
<td>$ 8,750.00</td>
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<tr>
<td>Peel Multicultural Council - South Asian Fest in the Park</td>
<td>FC</td>
<td>$ 8,160.00</td>
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<td>$ 8,160.00</td>
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<tr>
<td>Rose Orchestra - Fundraising Concert</td>
<td>AC</td>
<td>$ 7,200.00</td>
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<td>$ 7,200.00</td>
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<tr>
<td>Shahph Puma Sports Club - Track Meet</td>
<td>SPR</td>
<td>$ 2,160.00</td>
<td>$ 500.00</td>
<td>$ 2,660.00</td>
<td>Sports series</td>
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<tr>
<td>Sikh Heritage Foundation - Sikh Heritage Month</td>
<td>FC</td>
<td>$ 8,750.00</td>
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<td>$ 8,750.00</td>
<td>Annual Event</td>
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<tr>
<td>Sikh Sports Club - Canada Cup</td>
<td>SPR</td>
<td>$ 5,390.00</td>
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<td>$ 5,390.00</td>
<td>Annual tournament</td>
</tr>
<tr>
<td>Synergy Arts Society - Dance and Theatre Event</td>
<td>AC</td>
<td>$ 2,280.00</td>
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<td>$ 2,280.00</td>
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</tr>
<tr>
<td>The Bridge - Art From The Inside Out</td>
<td>AC</td>
<td>$ 5,440.00</td>
<td></td>
<td>$ 5,440.00</td>
<td>New to Brampton</td>
</tr>
<tr>
<td>APPLICANT</td>
<td>GRANT STREAM</td>
<td>CASH FUNDING</td>
<td>IN-KIND FUNDING</td>
<td>TOTAL FUNDING AWARDED</td>
<td>COMMENTS</td>
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<tr>
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</tr>
<tr>
<td>The Chartered Institute of Management Accountants (CIMA) - Brampton Mayor's Cricket Tournament</td>
<td>SPR</td>
<td>$3,180.00</td>
<td></td>
<td>$3,180.00</td>
<td>Annual tournament</td>
</tr>
<tr>
<td>The Journey Neighbourhood Centre - Lucas Holtom Carnival</td>
<td>FC</td>
<td>$1,230.00</td>
<td>$5,210.00</td>
<td>$6,440.00</td>
<td>Annual Event</td>
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<tr>
<td>The Journey Neighbourhood Centre - Summer Camp For Kids</td>
<td>SPR</td>
<td>$3,960.00</td>
<td></td>
<td>$3,960.00</td>
<td>New to Brampton</td>
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<tr>
<td>United Achievers’ Community Services - A Little Taste of the Caribbean</td>
<td>FC</td>
<td>$1,500.00</td>
<td></td>
<td>$1,500.00</td>
<td>New to Brampton</td>
</tr>
<tr>
<td>UNITY Charity - After School Arts Program</td>
<td>AC</td>
<td>$3,920.00</td>
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<tr>
<td>Visual Arts Brampton Creative Studio - 30th Anniversary</td>
<td>AC</td>
<td>$1,610.00</td>
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<tr>
<td>Visual Arts Brampton Creative Studios - Classroom Equipment Upgrade</td>
<td>AC</td>
<td>$910.00</td>
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<td>$910.00</td>
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<tr>
<td>Visual Arts Brampton Creative Studios - Computer Purchase</td>
<td>AC</td>
<td>$3,360.00</td>
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<td>$3,360.00</td>
<td>New to Brampton</td>
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<tr>
<td>White Elm Way - Community Festival/Block Party</td>
<td>SPR</td>
<td>$1,500.00</td>
<td></td>
<td>$1,500.00</td>
<td>New to Brampton</td>
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<tr>
<td>Young Dragons Taekwondo</td>
<td>SPR</td>
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<td>$1,800.00</td>
<td>Sports series</td>
</tr>
<tr>
<td></td>
<td></td>
<td>$475,692.00</td>
<td>$172,795.00</td>
<td>$648,487.00</td>
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<tr>
<td>APPLICANT</td>
<td>GRANT STREAM</td>
<td>CASH FUNDING</td>
<td>IN-KIND FUNDING</td>
<td>TOTAL FUNDING AWARDED</td>
<td>COMMENTS</td>
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<tr>
<td></td>
<td></td>
<td>Cash</td>
<td>In-kind</td>
<td>Total</td>
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</tr>
<tr>
<td>SPR - Sports, Park &amp; Recreation</td>
<td></td>
<td>$ 202,632.00</td>
<td>$ 31,250.00</td>
<td>$ 233,882.00</td>
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<tr>
<td>AC - Arts &amp; Culture</td>
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<td>$ 142,800.00</td>
<td>$ 11,990.00</td>
<td>$ 154,790.00</td>
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<tr>
<td>FC - Festival &amp; Celebration</td>
<td></td>
<td>$ 130,260.00</td>
<td>$ 129,555.00</td>
<td>$ 259,815.00</td>
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<tr>
<td><strong>Total Value of Grants Awarded</strong></td>
<td></td>
<td>$ 475,692.00</td>
<td>$ 172,795.00</td>
<td>$ 648,487.00</td>
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</tr>
</tbody>
</table>
City of Brampton Community Grant Program  
Citizen Grant Review Panel (CGRP)  
Terms of Reference

1. Mandate

1.1 Citizen-based Community Grant Review Panel(s) (CGRP) shall review and evaluate grant applications received for the Community Grant-Making Program in accordance with criteria established by the City. The CGRP shall also be responsible for providing their recommendations to the Festivals and Special Events Office (FSEO) Advisor, Community Events who shall be responsible for preparing a staff report seeking approval of the recommendations to Council.

2. Statement of Purpose

2.1 Pursuant to the City of Brampton (City) Community Grant-Making Policy, members of the CGRP will evaluate applications received for a Community Grant in accordance with criteria and scoring matrixes established by the City.

3. Composition of Panel

3.1 The CGRP shall comprise of a voting membership of citizen and/or staff selected from the local community in accordance with established citizen appointment guidelines through the City Clerk’s Office. The FSEO Advisor, Community Events or designate will serve as a staff support to the committee with no voting rights. Members of Council are not eligible to serve as members on the CGRP.

3.2 Wherever possible, the Committee will be made up of representatives of the three (3) program streams: Arts & Culture, Parks & Sports Recreation, and Festivals and Events.

3.3 A Panel Chairperson shall be selected by all Panel members using a secret ballot on an annual basis providing all voting members of the Panel with an opportunity to serve as Chairperson during the term of evaluation for the Panel. The FSEO Advisor, Community Events is to serve as the Panel Secretariat. The current Chairperson must select an alternate Panel member to chair any meeting(s) that he/she is are not able to attend or in which he/she has a declared conflict of interest upon consultation with the FSEO Advisor, Community Events.

3.4 The FSEO Advisor, Community Events shall act only in an advisory and/or coordinating capacity to support the Panel’s adjudication of applications.

3.5 Council reserves the right to dissolve a CGRP for any matter that compromises the integrity, transparency or accountability of the City, Panel and/or its mandate.
4. Knowledge and Expertise

4.1 Members may be selected based on the area of experience and expertise in one or more of the grant streams, i.e. past president of a sports organization, former volunteer board member of an organization, or a past chairperson of a festival or event.

5. Term of Office

5.1 Each voting member may be appointed for a term of one (1) year and extended up to a term of three (3) additional years in alignment with the current term of Council.

5.2 Current voting members in good standing are eligible to re-apply for another consecutive term by submitting a new application at the end of their current term of office.

5.3 A call for applications to be a Panel member may be conducted following the election of a new Council every four (4) years or as mandated under the Municipal Act, 2001 through the City Clerk’s Office.

6. Vacancies

6.1 The Chairperson shall inform the City Clerk’s Office of any vacancies.

6.2 Should a vacancy occur during an appointed member’s term of office, the recruitment of a replacement member to join the CGRP shall be conducted by the FSEO Advisor, Community Events to complete the balance of the term.

7. Duties

7.1 Adjudicate applications received through the City’s Community Grant-Making Program and make recommendations for approval or denial on an annual basis;

7.2 Advise on all matters related to the allocation of Community Grants to eligible community groups as defined in the Community Grant-Making Policy;

7.3 Uphold the principles and requirements contained in the Community Grant-Making Policy and any related SOPs in making recommendations to Council about grant applications;

7.4 Note: the duties of the CGRP shall be reviewed annually by the FSEO and may be amended by Council without notice.
8. Conflict Of Interest

8.1 In the event that a CGRP member becomes aware of an actual or perceived conflict of interest (i.e. as an applicant for the grant or named as a project partner etc.), he/she must declare the conflict immediately to the Chairperson.

8.2 CGRP members must follow all applicable City Conflict of Interest and Panel Code of Conduct policies or guidelines related to the declared conflict of interest.

8.3 The CGRP member with the actual or perceived conflict shall not vote or use his/her influence to affect the outcome of a Panel's decision-making process regarding the applicant or application that is the subject of the conflict. The Chairperson reserves the right to order the Panel member with the actual or perceived conflict to leave the room during any deliberations regarding the subject of the conflict.

8.4 Failure by a CGRP member to disclose a perceived, actual or pecuniary conflict of interest shall be grounds for dismissal by Council on advice of the Chairperson or FSEO Advisor, Community Events.

9. Panel Member Expectations

9.1 Members must attend application adjudication meetings as scheduled by the Chairperson or as required by Council throughout the year. Members will generally meet a minimum of three (3) times a year to review applications, review and appear before Council to answer questions about recommendations if required.

9.2 Members may receive grant application packages (via email) a minimum of one (1) week before the Chairperson calls a meeting and are expected to review each application package thoroughly and with due diligence.

9.3 In the event that a member cannot attend an adjudication meeting, he/she shall be expected to provide their comments and recommendations in writing via email or hard copy to the Chairperson a minimum of forty eight (48) hours before a scheduled meeting.

9.4 Failure by a Panel member to attend two (2) consecutive meetings without a legitimate reason or proper documentation shall be grounds for dismissal by Council on advice of the Chairperson.
POLICY STATEMENT:

The City of Brampton is committed to the development of a robust, culturally-vibrant and self-sufficient non-profit sector through the provision of community-based grants that align with the City’s strategic priorities.

PURPOSE:

This policy establishes the scope, general requirements and criteria for the City’s Community Grant Program that is designed to invite, evaluate and distribute municipal grants to eligible community organizations.

SCOPE:

This policy applies to all City departments, City staff, the Mayor and Members of Council.

This policy governs community-based minor capital, minor general community donations (formerly Minor Charitable Donations Program) and minor and major project grants administered under the City’s Community Grant Program in the following Program streams:

- Arts and Culture
- Festivals and Celebration Events
- Minor General Community Donations
- Sports, Parks and Recreation

Out-of-Scope

Inbound Grants to City departments and affiliated municipal agencies, boards or organizations for the purposes of delivering a community service and/or the provision of City infrastructure as defined or legislated in the *Municipal Act, 2001* and/or other provincial and federal legislation.

Notwithstanding the general Out-of-Scope exemptions described above, the following specific exemptions to this Policy and the Community Grant Program are as follows:

- Fees or charges as per Schedules B-M and Schedule O of the City’s User Fee (Municipal Act) By-law as amended
<table>
<thead>
<tr>
<th>ITEM</th>
<th>DESCRIPTION</th>
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<tbody>
<tr>
<td>Brampton Public Library Annual Operating Grant</td>
<td></td>
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<tr>
<td>Local board or agency grants enacted through a City By-law, such as the Downtown Brampton BIA</td>
<td></td>
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<tr>
<td>Municipal Capital Facility Grants</td>
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<tr>
<td>Elderly Person Centres Maintenance and Operating Grant</td>
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<tr>
<td>Property Tax Assistance Program for Low-Income Seniors and Disabled Taxpayers</td>
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<tr>
<td>Snow Removal Assistance Program</td>
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<tr>
<td>Regional municipal partnership/cooperation programs and projects</td>
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<tr>
<td>Planning and financial planning incentive programs</td>
<td></td>
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<tr>
<td>Planning application fees.</td>
<td></td>
</tr>
<tr>
<td>City-led hosting or project bids, such as international or national or provincial sports tourism bids whereby the City wishes to be a host-community</td>
<td></td>
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<tr>
<td>Real estate leasing, disposal and subsidy programs</td>
<td></td>
</tr>
<tr>
<td>Emerging in-kind grant requests under $2,500.00 in value unless included as a component of the Community Grant Program Application requesting other types of in-kind assistance</td>
<td></td>
</tr>
</tbody>
</table>

Approval related to the above exclusions are subject to respective Corporate Policies. Council approval is required in circumstances where existing Corporate Policies or an SOP do not exist on a case-by-case basis, supported by a staff report and recommendations prepared by the Department responsible for the related program or service if applicable.

### DEFINITIONS & ACROYNMS:

**Activity** refers to a City approved action, demonstration, performance, event or other action as described in the Standard Operating Procedures of grant streams distributed by the City of Brampton.

**City** refers to The Corporation of the City of Brampton.

**Concerned Status Designation** refers to a classification that the City can apply to an organization applying for a City grant. This designation can be applied to an organization that has significant financial viability issues; fails to meet Grant Program Guidelines or minimum requirements; demonstrates management practices that do not conform with industry accepted standards; fails to demonstrate the ability to engage in strategic planning; demonstrates declining quality and/or audiences for its programming or projects; and any other performance related issues identified by the City.
“Council” refers to the Mayor and Council members of the City of Brampton.

“Eligible Applicant” refers to a charitable organization or foundation registered as a charity by the Canada Revenue Agency; an organization incorporated as a not-for-profit corporation or non-profit organization without share capital in a Canadian jurisdiction; schools, universities/colleges, hospitals and their agencies; sports groups or associations; unincorporated branch or chapter of a registered charity or incorporated non-for-profit organization (incorporated parent organization or registered charity must authorize the application and assume responsibility for approved grants and related agreements); volunteer groups, and/or an affiliate of the City of Brampton such as a community club providing services in the City of Brampton.

“Event” refers to a minor or major special event, a community or neighbourhood event or a city event of city-wide and/or regional significance.

“Financial grant” refers to a cash grant from the City distributed to an eligible applicant(s).

“Grant” refers to financial and/or in-kind assistance from the City of Brampton to an eligible applicant hosting an event and/or undertaking an approved project.

“In-kind grant” refers to a grant from the City to an eligible applicant for the use of municipally owned assets, including equipment, facilities, property, and additional or incremental city staff labour cost associated with the use of city-owned assets required to support an approved activity related to the type of grant that is being applied for. Examples of additional city staff costs include, but not limited to the following: event space to host a community-based project; city-staff operators to transport, set-up and tear-down a city owned stage, broadcast equipment, picnic tables, refuse containers, clean-up after an event; city staff operators to setup and remove barricades, manage traffic signals associated with road closures.

“Project” refers to a City-approved collaborative enterprise or event that is planned and designed to achieve a particular community-related goal or purpose.

“SOP” refers to a Standard Operating Procedure that outlines guidelines, steps and/or requirements for a City process, program or service.
**GRANT-MAKING OBJECTIVES:**

1. To provide municipal funds and/or other forms of assistance within budgetary limits to an eligible applicant(s) as defined in SOPs featuring distinct grant streams for approved community-based activities that align with the City’s strategic priorities.

2. To evaluate each grant application and/or request on its own merit and ensure that all applications and/or requests are evaluated fairly and equitably utilizing criteria-based assessments.

3. To ensure that all grant-related activities and projects are administered and operated in a fiscally responsible manner by well organized, competent, and properly structured organizations.

4. To ensure accountability and transparency on the part of community organizations requesting and receiving approval for grant assistance and from the City in its administration of community-based grants.

5. To build and advance the self-sustainability and effectiveness of the not-for-profit sector by providing an appropriate level of support that strengthens the capacity of community organizations to deliver programs and services to the local community.

**GRANT PROGRAM STRATEGIC PRIORITIES:**

1. Eligible Applicants may apply for a minor capital, minor or major project grant of regional, city-wide or neighbourhood significance that demonstrates alignment with City of Brampton Strategic Priorities through the following program streams:

   i. **Arts and Culture:** Assisting eligible organizations develop exemplary arts, culture and heritage-based capacity building projects including the advancement of knowledge, understanding and the appreciation of arts, culture and Brampton’s heritage.

   ii. **Sports, Parks and Recreation:** Assisting eligible organizations develop exemplary sports, park-related, environmental and recreation-based capacity
building projects including advancing knowledge, understanding and the appreciation of the environment, fitness, sports and recreation.

iii. **Festivals and Celebration Events**: Supporting festivals and special events of city-wide or regional significance owned and managed by not-for-profit organizations in Brampton.

iv. **Minor General Community Donations**: Assisting registered charitable and/or other community organizations that serve Brampton residents with their fund-raising or charitable events and activities through small cash and/or merchandise donations.

2. Amendments to the Strategic Priorities 1. (i to iv) above shall require Council approval.

3. Each priority grant stream shall have a detailed SOP and shall be communicated to the public, City employees and Members of Council as published Guidelines accessible through the City’s communication channels.

**GENERAL ELIGIBILITY:**

1. Not-for-profit corporations, non-profit organizations, a registered charity, volunteer groups, and/or an affiliate of the City of Brampton such as a community club are eligible to be considered for grant assistance. Specific eligibility requirements may vary by grant stream. Eligibility requirements are subject to change without notice at the discretion of Council.

2. Eligible Applicants must be in compliance with all conditions and requirements contained in the *Ontario Human Rights Code* and the *Charter of Rights and Freedoms*.

3. Eligible Applicants should be located in Brampton and/or must serve Brampton in its catchment area. Eligible Applicants that can demonstrate evidence of a specific Brampton-based project where the majority of participants are City of Brampton residents may also be considered for a grant. Exceptions to this requirement may apply as per grant stream SOPs.
4. Eligible Applicants must be able to demonstrate financial need and how denial of grant assistance would impact their ability to carry out the project for which they are seeking grant assistance from the City.

GENERAL INELIGIBILITY

1. Any project or organization as determined by the City that falls under the scope or jurisdiction of another municipality, the Region of Peel, the Federal Government, the Provincial Government and/or demonstrates a better alignment with another grant funding organization participating in the Consortium of Peel Funders.

2. Any project located or being held outside of the City of Brampton, unless otherwise approved by Council.

3. Organizations or their representatives registered on the City of Brampton’s Lobbyist Registry, either as a Lobbyist or for giving a gift to a City employee or Member of Council regarding the project for which they are seeking a City-issued Community Grant.

4. Funding or projects to raise money for core operating expenses, paying for accumulated deficits or debt, making direct financial donations or grants to a third-party and/or any other activity that does not align with the City’s strategic priorities or corporate values.

5. Travel and accommodation expenses for an organization’s members or for a third-party to participate in a Brampton-based project.

6. For-profit entities, individuals and commercial ventures or other individual-specific projects, such as single artist expeditions or individual athletic competitions.

7. Ineligibility restrictions and criteria as stated in Community Grant Program Streams.

GENERAL GUIDELINES:

1. Application guidelines for each Program Stream shall be published and available to the public, City employees and Members of Council. Applications and guidelines
may be updated to reflect minor administrative changes by staff, subject to the approval of the Department Head.

2. Community-based Grants issued by the City are designed to be supplemental to the overall requirements necessary to carry out a project for which an applicant is seeking grant assistance from the City. Community-based grants should not be considered a primary source of assistance for a Project.

3. Approved Grant funding can only be used for a project that is open and accessible to all community members and satisfies all requirements of the Ontario Human Rights Code and/or the Charter of Rights and Freedoms.

4. Grant funding is distributed based on established criteria and a scoring matrix as per specific Grant streams administered by the City and may vary according to the SOPs of those streams.

5. The percentage of funding or assistance awarded to a successful grant recipient is based on the recipient’s combined application score. The maximum percentage of funding that can be awarded is 25%, 50% or 65% of the recipient’s total project budget, depending on the total requested amount and/or type of grant that is being applied for.

6. Grant funding or assistance is not guaranteed. All Grant programs are subject to funding availability and are conditional on approval of the annual operating budget by Council. Council reserves the right to cancel or alter grant programs as needed.

7. The City reserves the right to place a limit or cap the total grant funding available or grant funding available per grant stream at a pre-determined amount or based on operational needs in a calendar year.

8. Minor General Community Donations are available to all not-for-profit groups, including registered charitable organizations that meet program criteria for community-based projects located in Brampton.

9. The City reserves the right to restrict the number of applications submitted by a single organization in a calendar year based on the amount of funding or type of Grants already awarded to the same community organization. Each Grant Stream
SOP may specify the maximum number of applications allowed per grant stream and/or type of Grant.

10. Applications will only be accepted from Eligible organizations and signed by an officer of a Board of Directors, Executive Committee, or an authorized member of an organization that has the authority to bind an organization.

11. Fundraising-based activities are only eligible for Grant assistance from the City on a limited case-by-case basis or in accordance with a specific Grant Program Stream SOP, namely the Minor General Community Donations stream.

12. Fundraising activities which do not align with the City’s strategic priorities may be sufficient grounds for denying a grant application. Any money raised from a City-funded project may also be subject to terms and conditions set out in a contractual agreement. For example, terms and conditions might stipulate that a portion of any money raised be re-invested into the local community.

13. Awarded Grant amounts will vary according to the type of Grant that is being applied for. Each Grant Stream SOP will establish minimum or maximum grant amounts if applicable. Final awarded grant funding may be subject to an adjustment of the amount originally requested at the City’s discretion.

14. Approved grants or other types of assistance in any one year, or over several years, is not to be regarded as a commitment for future assistance and/or ongoing financial support.

15. Recognized community organizations with an established history of operating projects that define Brampton’s image or identity may have the option of entering into a multi-year agreement at the discretion of the City and subject to Council approval. The cycle of a multi-year agreement cannot exceed the current term of Council. The City may consider an organization for a multi-year agreement in accordance with the following criteria:

- An organization has been receiving a City-issued community grant for a minimum of the three most recent consecutive years for the same purpose.
- Multi-year requests must be for the same purpose for each year of a funding cycle.
14.1.1 EFFECTIVE: December 9, 2015 REPLACES: 13.2.1 City-Wide Community Projects Funding; 14.1.0 Minor Charitable Donations

14.1.0 Minor Charitable Donations

16. All Grant applications must be supported by financial statements, as stipulated in Grant Stream SOPs. The only types of financial statements that will be accepted by the City are a Notice to Reader statement, a Review Engagement Report and/or an Audited Financial Statement. The type of acceptable financial statement to support a grant application will vary according to specific dollar value thresholds as specified in the applicable Grant Stream SOP.

17. Applicants may be required to demonstrate that they have fully explored alternate and/or other funding sources such as federal and provincial grant programs. Applicants who have or will have funding from alternate sources must disclose other grants or funding sources for the proposed project under grant consideration from the City in their grant application.

18. Successful grant recipients must obtain and provide proof of liability insurance providing coverage for their organizations and operations in addition to any other liability insurance requirements deemed necessary by the City before a grant can be distributed. Failure to obtain liability insurance that is deemed acceptable by the City shall result in the cancellation of an awarded grant.

19. Special projects of national, provincial or regional significance that the City wishes to host or partner with a host organization shall be brought directly to Council for consideration through a staff report from the appropriate City department or division.

20. The City reserves the right, at its sole discretion, to assign a community organization applying for a grant with a Concerned Status Designation requiring special reporting and audit requirements for any awarded grant.
21. The City reserves the right to cancel awarded grant assistance without notice if the applicant is in violation of any terms and conditions set forth in this Policy, SOPs or other legally binding agreements.

22. The City reserves the right to reject any grant request or application, including those that meet all conditions as stated in this Policy or an applicable SOP. For example, the City may reject grant requests where: the demand for grants is greater than the funding available for allocation; the City determines that the organization requesting the grant is in any way indebted to the City or involved in litigation with the City or its affiliated agencies; the City, in its sole discretion, is of the opinion that it is in its best interests that the grant be rejected.

23. Unsuccessful applicants are entitled to a review of their application with City staff as stated in Grant Stream SOPs.

**GOVERNANCE:**

A Community Grant Review Panel or Panels consisting of citizen appointed and/or City staff members shall be responsible for:

1. Executing their duties and responsibilities as stated in the Community Grant Review Panel Terms of Reference.

2. Reviewing opportunities, issues, successes, measures and recommendations related to this Policy and the Community Grant Program.

3. Convening meetings to review applications to the Community Grant Program, including making recommendations to Council for the awarding of community grants to eligible organizations.

Council shall be responsible for:

1. Reviewing Community Grant Review Panel recommendations.

2. Approving Community Grant Review Panel recommendations as the final approval body for all Community Grant Program applications.
Operating units or departments shall be responsible for:

1. Having the discretion to approve In-kind Grants, such as an eligible organization requesting a single or limited fee waiver(s) up to a maximum of $2,500 in value, subject to each request being approved by an appropriate Department Head.

2. Incorporating the general principles, criteria and guidelines contained in this Policy into any policies, SOPs and/or guidelines established for programs linked to the Community Grant Program, as appropriate.

Managers and/or Directors in charge of an operating unit linked to or impacted by the Community Grant Program shall on an annual basis:

1. Recommend a suitable funding amount in support of the Community Grant Program Budget, to be included in the City’s annual operating budget presented to Council each fiscal year.

2. Review opportunities, issues, successes, measures and recommendations related to this Policy and the Community Grant Program.

ACCOUNTABILITY:

All City departments, employees and Council members are required to adhere to the requirements of this policy.

Strategic and Enterprise Services staff are responsible for ensuring that all corporate and departmental policies and SOPs linked to any of the Grant Program streams are designed and administered in accordance with the requirements of this Policy.

ADMINISTRATION:

This is a Policy established by the Strategic and Enterprise Services Division at the Corporation of the City of Brampton. The designated contact responsible for updating this Policy is the Director, Strategic and Enterprise Services (or his/her assigned designate). This Policy shall be reviewed annually by staff and may be subject to peer review in consultation with community organizations such as the Funding Consortium of Peel (or successors), the
Brampton and Caledon Community Foundation (or successors) and other groups as appropriate.

Any unallocated funds from the Community Grant Program at the end of the calendar year shall be held in a reserve fund to address future demands for community grants (Resolution #BC056-2015).

**CONTACT:**

Director, Strategic and Enterprise Services.
2 Wellington Street West,
Brampton, Ontario
(905) 874-5929
Date: 2016-03-30

Subject: Greater Toronto Marketing Alliance Trade Mission to Brazil - March 6-16, 2016

Contact: Sohail Saeed, Director, Economic Development & Tourism
sohail.saeed@brampton.ca
905/874-3849

Recommendations:

1. That the report from Sohail Saeed, Director, Economic Development and Tourism, dated March 30, 2016, to the Economic Development Committee Meeting of May 04, 2016, re: Brazil FDI Post-Business Mission Information Report (File CE.x), be received.

Overview:

- In support of Council’s commitment to economic growth in Brampton, Council approved a 2015 International Business Missions report and 2016 work plan for the City.

- As per Council direction, a follow-up report on each international trade mission is to be provided.

- This report focuses on the City’s most recent efforts in attracting Foreign Direct Investment through its attendance while promoting City of Brampton in the joint business mission to Brazil during March 2016.

- The City of Brampton participated with its partner Greater Toronto Marketing Alliance (GTMA) in collaboration with the Consider Canada City Alliance (CCCA) a FedDev initiative, along with private partners.

- Highlights of the Business Mission included 33 pre-qualified meetings resulting in presentations in front of 126 business clients generating 70 leads with over 50 prospects for the region and at least 9 potential prospects for the City of Brampton.

- This report aligns with the City’s Strategic Plan priority of Smart Growth.
Background:

The Brazil FDI Business Mission, in partnership with GTMA, was proposed to Economic Development Committee January 20, 2016 in the Report entitled, “2015 International Business Missions Report and 2016 Work Plan”. It was approved by Economic Development Committee Resolution ED004-2016. The Council Resolution is C021-2016 and the Confirming By-law is 14-2016.

This information report is the “report back” on this mission.

Current Situation:

<table>
<thead>
<tr>
<th>Mission:</th>
<th>Brazil FDI Business Mission in Partnership with GTMA and CCCA initiative by Fed Dev</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDC Meeting Date:</td>
<td>May 04, 2016</td>
</tr>
<tr>
<td>Date of Mission:</td>
<td>March 06-16, 2016</td>
</tr>
<tr>
<td>Sector(s):</td>
<td>Information &amp; Communication Technology (ICT), Food &amp; Beverage, Film</td>
</tr>
<tr>
<td>Market:</td>
<td>South America</td>
</tr>
<tr>
<td>Location:</td>
<td>Brazil – Rio de Janeiro, Sao Paulo and Recife</td>
</tr>
<tr>
<td>Attendee(s):</td>
<td>Economic Development &amp; Tourism Staff</td>
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<tr>
<td>Partner(s):</td>
<td>Greater Toronto Marketing Alliance</td>
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<tr>
<td>Cost:</td>
<td>$ 6,125.30</td>
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Metrics:

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<tbody>
<tr>
<td>Contacts</td>
<td>126</td>
</tr>
<tr>
<td>Pre-Qualified Meetings Arranged</td>
<td>33</td>
</tr>
<tr>
<td>Leads</td>
<td>70</td>
</tr>
<tr>
<td>Prospects for GTA</td>
<td>70</td>
</tr>
<tr>
<td>Prospects for Brampton</td>
<td>9</td>
</tr>
</tbody>
</table>

Highlights:

- GTMA has been in the Brazil market since 2010, promoting the GTA
- Mauricio Godinho, Latin America Business Director, The Immersion Lab has been playing the key role of in-market lead generator
- The objective of the mission was to attract FDI from South American Business Organizations to the GTA
Besides the usual strong markets like Rio and Sao Paulo, a first exploratory mission to Recife in Northeast of Brazil was planned to understand the opportunities in the oldest city of the Americas.

- 10 Pre-Qualified Meetings (PQMs) in Rio de Janeiro
- 13 Pre-Qualified Meetings (PQMs) in Sao Paulo
- 10 Pre-Qualified Meetings (PQMs) in Recife

**Total of 33 Pre-Qualified Meetings**
- Presented to 126 business clients
- 70 Leads were generated
- At least 50 Prospects for investment in GTA
- Of that, at least 9 Prospects for the City of Brampton

Among the 33 pre-qualified meetings were some key business associations like ABRAGAMES, ABRADI, FIRJAN and SOFTEX that brought in anywhere from 3 – 30 businesses interested in doing business in Canada.

- Port Digital in Recife, an IT start-up incubator was a big highlight of the trip
- GTMA promoted Canada and Ontario’s strengths along with opportunities in the Greater Toronto Area in the sectors of IT and Food & Beverage through a Soft Landing Program. The private partners presented the business set up in Canada from the Corporate Law and Trademark Law perspective with additional information on immigration and business visas

- Brampton promoted its strong economic indicators, ideal location, sector strength and life-style including academic and health.

**Learnings / Other Notes:**
- Using an in-market lead generation consultant to organize meetings was key to the effectiveness and efficiency of the mission
- Lead generator consultant arranged high-quality leads – the majority have a solid business case for expansion in Canada plus the resources to invest
- The current exchange rate makes it very affordable for global investment in Canada, although it does slightly increase travel costs – minor in comparison to long-term economic benefits of landing a new business investment
- Uncertainty in the Brazilian market, fuelled by political instability and declining local currency $Reis, is the key driver behind investors’ interest in Canada at this time. Canada is seen as economically, socially and politically stable versus the United States.

**Next Steps:**

Next steps include GTMA now Toronto Global to complete the post-mission report from the lead generation meetings. Follow-up work will be conducted by Toronto Global on leads and prospects to encourage them to take advantage of the soft landing program. EDT has a protocol for client follow-up which includes touch points
at regular intervals over the next two years, to ensure Brampton and GTA become investors’ top site selection choices.

**Corporate Implications:**

**Financial Implications:**

<table>
<thead>
<tr>
<th>Item</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Cost (flight, hotel, meals, transportation)</td>
<td>$6,125</td>
</tr>
<tr>
<td>Lead Generation – paid by GTMA</td>
<td>$0</td>
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</table>

**Strategic Plan:**

This report aligns with the City’s Strategic Plan priority of Smart Growth:

- Cultivate economic growth and stability, innovation hubs and foreign investment

These activities align with the Intended Outcomes of the Economic Development Committee (EDC) Priorities for the Term of Council 2014 – 2018:

1. Economic Growth and Vitality
   - Business and employment growth
   - Increased domestic and foreign investment
   - Generate wealth and prosperity (strengthen quality of life)
   - Increase assessment/tax revenue

2. Positive Business Climate and Business Experiences

3. Positive Business Profile and City Image as an Investment Location

4. Monitor and Measure Economic Performance and Results

**Conclusion:**

This mission was highly productive for the GTA region but with the City of Brampton being the only municipality making individual presentations, the mission was even more productive.

Original approved by:

Sohail Saeed, Director,
Economic Development and Tourism

Report authored by: Sohail Saeed
Date: 2016-04-07


Contact: Cassandra Baccardax, Senior Advisor International Investment, Office of the Chief Operating Officer, Economic Development and Tourism, 905-874-3693, cassandra.baccardax@brampton.ca

Recommendations:

1. That the report from Sohail Saeed, Director, Economic Development and Tourism, dated April 7, 2016, to the Economic Development Committee Meeting of May 4, 2016, re: Post-Mission Information Report - Le Marche International de Professionnal de l'Immobilier (MIPIM) Mission (File CE.x), be received.

Overview:

- In support of Council’s commitment to economic growth in Brampton, Council approved a 2015 International Business Missions report and 2016 work plan for the City.

- As per Council direction, a follow-up report on each international trade mission is to be provided.

- This report focuses on the City’s most recent efforts in attracting international real estate development and investment through its attendance at Le Marche International de Professionnal de l'Immobilier (MIPIM) during March 2016.

- The City of Brampton attended MIPIM with its partners Economic Development Council of Ontario (EDCO) Investment Alliance, and the Ontario Ministry of Tourism, Culture and Sport (MTCS), along with multiple municipalities from southern Ontario.

- Highlights of the exhibit included 2450 exhibitors and 21,400 delegates from 89 countries (including 4800 investors), and resulted in 20 meetings and 11 leads for the City of Brampton.

- This report aligns with the City's Strategic Plan priority of Smart Growth.
Background:


This information report is the “report back” on this mission.

Current Situation:

<table>
<thead>
<tr>
<th>Mission:</th>
<th>Le Marche International de Professional de l'Immobilier (MIPIM)  [<a href="http://www.mipim.com">www.mipim.com</a>]</th>
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<tbody>
<tr>
<td>EDC Meeting:</td>
<td>May 4, 2016</td>
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<tr>
<td>Date of Mission:</td>
<td>March 15-18, 2016</td>
</tr>
<tr>
<td>Sector(s):</td>
<td>Real Estate and Development in Commercial, Industrial, Mixed-Use, Heath Care, Tourism and Hospitality investments</td>
</tr>
<tr>
<td>Market:</td>
<td>Europe / worldwide</td>
</tr>
<tr>
<td>Location:</td>
<td>Cannes, France</td>
</tr>
<tr>
<td>Attendee(s):</td>
<td>Snr. Advisor International Investment, Economic Development &amp; Tourism</td>
</tr>
<tr>
<td>Partner(s):</td>
<td>EDCO Investment Alliance and Ontario Ministry of Tourism</td>
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<tr>
<td>Cost:</td>
<td>$8132</td>
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**Metrics:**

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<tbody>
<tr>
<td>Contacts</td>
<td>37</td>
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<tr>
<td>Pre-Qualified Meetings Arranged</td>
<td>23</td>
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<tr>
<td>PQ in-person meetings held</td>
<td>20</td>
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<tr>
<td>Leads</td>
<td>11</td>
</tr>
<tr>
<td>Prospects</td>
<td>4</td>
</tr>
</tbody>
</table>

**Highlights:**

- MIPIM gathers all players from the property value chain for the purposes of professional development, exchange of best practices, networking, marketing and deal-making
• MIPIM has been attended annually for 12 years by Ontario MTCS
• 2450 Exhibitors; 21,400 Delegates (attendees) in 2016
• 20 Pre-Qualified Meetings (PQMs) with prospective real estate developers/investors from Europe and other parts to the world
• 20 meetings shared by the team; each municipality picked priority meetings
• 3 FDI leads to be conducted by conference call in April/spring
• Lead generation consultant Frenger identified and qualified the meetings prior to setting up scheduled appointments:
  • 20 Meetings
    o 11 Leads
    o 4 Prospects for investment from these 11 meetings
    o Results from the other 7 meetings will be shared via EDCO’s final report
• Brampton promoted downtown intensification, Queen Street Corridor mixed-use intensification, and (Peel Memorial Hospital) Health Hub
• The municipal team presented investment opportunities to an audience of 30
• Ivanhoe Cambridge, one of Canada’s major developers, hosted a workshop and reception with an audience of 70+
• Brampton EDT staff attended a scheduled meeting with the Economic Development Office of Val-de-Marne, France (Paris suburb with similarities to Brampton) to discuss trade opportunities; set up by Canada International.

Learnings / Other Notes:
• Using a lead generation consultant to organize meetings was key to the effectiveness and efficiency of the mission, as cold calling on the trade show floor would not have resulted in meetings with key contacts. Future missions will always include the investment in a lead generation consultant
• Lead generator consultant arranged high-quality leads – the majority have a solid business case for expansion in Canada plus the resources to invest
• The current exchange rate makes it very affordable for global investment in Canada, although it does slightly increase travel costs – minor in comparison to long-term economic benefits of landing a new business investment
• Uncertainty in the European market, fuelled by fears of terrorism, is the key driver behind investors’ interest in Canada at this time. Canada is seen as economically, socially and politically stable, versus Europe currently and even compared to United States.
• Budget:
  EDCO Investment Alliance $5000 (included show registration)
  Flight, hotel $2610
  Other travel costs $ 522
  Consultant: $ 0 (paid by EDCO, value $10,000)
Exhibition Space: $ 0 (paid by Ministry of Tourism)
- Total: $8132

Next Steps:

Next steps include receipt of the post-mission report from the lead generation consultant, expected mid-April. Follow-up work will be conducted on leads and prospects, as well as other influential contacts. EDT has a protocol for client follow-up which includes touch points at regular intervals over the next two years, to ensure Brampton and GTA become investors’ top site selection choices. Planning for the 2017 MIPIM event will begin in late 2016.

Strategic Plan:

This report aligns with the City’s Strategic Plan priority of Smart Growth
- Cultivate economic growth and stability, innovation hubs and foreign investment

These activities align with the Intended Outcomes of the Economic Development Committee (EDC) Priorities for the Term of Council 2014 – 2018:

1. Economic Growth and Vitality
   a. Business and employment growth
   b. Increased domestic and foreign investment
   c. Generate wealth and prosperity (strengthen quality of life)
   d. Increase assessment/tax revenue

2. Positive Business Climate and Business Experiences

3. Positive Business Profile and City Image as an Investment Location

4. Monitor and Measure Economic Performance and Results

Conclusion:

This mission was highly productive and client follow-up protocol will be executed so that Brampton is a top North American choice for international investors.

EDT will return to MIPIM with Ontario MTCS and EDCO partners, for additional lead generation in 2017. As the event takes place annually early in the calendar year, MIPIM 2017 has already been approved as part of the 2016 work plan (to avoid challenges caused by the break in EDC meetings in late December and early January each year.) The Economic Development Committee Resolution is ED004-2016. The Council Resolution is C021-2016; the Confirming By-law is 14-2016.
Report authored by: Cassandra Baccardax
Date: 2016-03-23

Subject: Ten Year History of Commercial and Office Vacancies and Inventory Changes (including residential) in the Central Area

Contact: Dennis Cutajar, Chief Operating Officer, Office of the COO, (905) 874-3926

Recommendations:

1. That the report from Dennis Cutajar, Chief Operating Officer, Office of the COO, dated March 23, 2016, to the Economic Development Committee Meeting of May 4, 2016, re: Ten Year History of Commercial and Office Vacancies and Inventory Changes (including residential) in the Central Area (CE.x), be received; and

2. That staff continues to monitor business, economic and market activity in the Queen Street corridor.

Overview:

- Pursuant to the Economic Development Committee meeting of February 3, 2016, the Office of the Central Area was asked to report back on the ten year history of commercial and office vacancies including residential changes.

- In total, 710 new businesses opened in the Central Area during 2006 to 2015.

- Over this same period, construction activity totaled approximately $1.04 billion of residential and non-residential development in the Central Area.

- From 2012 to 2015, office commercial vacancy has increased from 17.80% to 22.50% due to an increased supply of office space in the Central Area and generally weaker office market conditions in Brampton compared to the West GTA Office Market. Retail commercial vacancy has seen a steady decline from 5.4% in 2010 to 3.9% in 2015 due to the expansion of the Bramalea City Centre which added over 100 stores since 2010 and increased population from the residential market that stimulated retail activity within the downtown and Central Area.
Background:
The Origin of this report is Council Resolution # ED014-2016: “That staff report back on the 10 year history of commercial and office vacancies, as well as the change in inventory in the Central Area, including residential changes.”

Current Situation:
The Central Area is the most urbanized area in the City of Brampton that begins at McLaughlin Road and stretches 7km to Bramalea Road. Supporting a population of approximately 35,000 people and 1,500 businesses, this area is projected to reach a population of 69,000 people by 2041. An estimated 48,000 jobs will also result in a demand of 17 million square feet of non-residential real estate.

Central Area Construction Overview

Permits totaling approximately $\textbf{1.04 billion}$ of residential and non-residential construction were issued in the Central Area from 2006 to 2015.

Figure 1: Central Area 2006-2015 Construction Activity

![Pie chart showing construction activity by type: Commercial, Institutional, Industrial, Residential. Commercial and Institutional have the largest shares, each representing about 35% of the total construction activity.](source: City of Brampton Building Permit Activity Summary 2006-2015)

Residential Market

The largest investments made in the Central Area during this period were institutional and residential construction representing approximately $391 million and $372 million respectively. This represented 37% and 36% of the total construction activity in the Central Area, respectively, between 2006 and 2015. Figure 2 illustrates the level of
new residential developments that has contributed to the construction activity (See Appendix 1).

Office Market

During 2006-2015, new office supply in the Central Area increased by 406,818 square feet through the expansion of City Hall and mixed use projects. During this time, the office vacancy rate saw some decline but during 2012-2015 it has been increasing (See Appendix 2).

Retail Market

During the 2006-2015 timeframe, the Central Area retail market realized an additional 361,524 square feet of gross leasable area and the retail vacancy rate declined from 5.4% to 3.9% (See Appendix 3).

Institutional Market:

Seven major institutional projects were constructed in the Central Area during 2006-2015 (See Appendix 4).

Central Area Business Inventory

In total, 710 new businesses opened in the Central Area between 2006 and 2015 creating over 5,000 new jobs, representing 28.3% of all the new businesses and 21% of all new employment City wide from 2006-2015. Over the same time, 353 businesses closed their doors in the Central Area. Since 2013 over 60 retail trade businesses opened their doors representing 41.1% of the City total inventory. Due in part to an increased awareness of the Peel Memorial Centre investment, the Central Area experienced approximately 10 new health care service businesses open between 2014 and 2015 (See Appendix 5).

Analysis

- The data presented in this report profiles a 10 year history within the Central Area from 2006-2015 covering business typology, new developments (residential, office, retail and institutional) and vacancies.
- The residential high rise development market has contributed to a positive increase in population within the Central Area between 2006-2015. Part of this is due to the active DCIP (Development Charges Incentive Program), whereby it is the most attractive incentive for large scale development.
- Residential development has increased the population in the Central Area by 4,500 people, thereby contributing stimulus and purchasing power in support of the retail market. As more development occurs the demand for amenities and walkable lifestyle will continue to increase.
- The office vacancy rate in the Central Area has increased from 17.8% to 22.50%. Major contributing factors include the displacement of government
employees from existing market office supply to new public office supply (City Hall Expansion) and generally weaker office market conditions in Brampton compared to the rest of the West GTA.

- This latter factor is supported by the fact that the citywide office vacancy rate has also increased from 7.6% in 2013 to 11.7% in 2015.
- The Central Area office sub-market is competing with new office development occurring in the rest of the City and West GTA market, that offers more attractive accessibility and ease of traffic movement near major highways and regional transportation networks. Further, greenfield office development continues to be more attractive to the development community then in-fill, adaptive re-use, and other forms of redevelopment.
- Retail vacancy has seen a steady decline from 2010 to 2015. Many key factors play a role in the retail vibrancy of the Central Area including the increase in population from residential projects (2006-2015) of over 4,500 people.
- Daytime and night-time population, along with guest attendance at special events and attractions, has increased traffic levels in the Central Area. Significant increases can be attributed to festivals and special events, such as the Farmers Market that has attracted between 70,000 and 100,000 guests per year over the 2010-2015 period. The Rose Theatre, Garden Square, PAMA and Alderlea venues have attracted visits that benefits retailers, restaurateurs, personal and business services.
- As one of the most significant assets in the Central Area, the Bramalea City Centre (BCC) has increased its capacity by expanding the mall and outside green space for the growing population in Brampton and the GTA it serves. The BCC will see over 16 million visitors a year.
- Furthermore, City incentive programs, such as the DCIP, façade, and building improvement programs has enabled new and existing businesses to invest in their real estate assets.

Promotional Strategies Moving Forward

Marketing

The Office of the Central Area has commenced a number of marketing tactics building off of the information above to help support, sustain and grow the area as a designated persons growth centre. The marketing tactics are intended to increase awareness and stimulate development interests in the area:

- New & Updated marketing collateral: Central Brochure, Rack Cards, Portable Banners, Development Activities Map, Information cut sheets
- Exploration of an interactive kiosk
- Central Area Website
- Bi-Monthly Electronic Newsletter
• Business Networking Event
• Redesign of our Central Area Incentives Package
• Grand Openings for Central Area Businesses

Incentives
The City offers several incentive programs to stimulate development and support community-building goals. To further build on successful incentives, the city is working towards new incentives to further that goal.

Existing:

• Development Charges Incentive Program, supports intensification and mixed used development in specific areas within the Central Area by providing relief from City Development Charges
• Downtown Façade Improvement Program, supports the ongoing revitalization of the Downtown core, providing grants to offset costs related to façade improvement for landowners and businesses.
• Downtown Building Improvement Program is similar to the façade improvement program that provides grants to offset costs related to improvements to the building systems and tenant space. This is also a matching grant that provides property owners and tenant’s grants up to $20,000 per street address or storefront.

Possible New CIP Programs

• Expansion of the DCIP incentive to include major office and hotel uses, and a new Study Grant program focused on the Downtown Special Policy Area.
• DCIP incentive for employment uses can be expanded through a simple revision to the guidelines to eliminate the cap on the size of office and hotel uses eligible for the incentive.
• Longer term projects include:
  o Tax Increment Based Grant Program
  o Real Estate Incentive Program
  o Heritage Property Tax Relief Program

Partnerships/Collaborations

• Peel Memorial Economic and Market Impact Study in association with William Osler Health System.
• Regular Communication Update meeting once a month with over 15 different external stakeholders to discuss how to effectively give information.
• Bi-monthly newsletter in partnership with Economic Development
• Collaboration with the newly formed BIA to coordinate new business support, business attraction and retention activities.
- Staff involvement with various committees throughout the city (ie. Arts Walk of Fame, Rapid High Order Transit, Year Round Farmers Market)
- Downtown Parking Strategy

Existing & Upcoming Policies
- Queen Street Higher Order Feasibility Study
- Central Area Master Plan
- Cushman Wakefield Office Strategy
- Queen Street West Land Use Study

Corporate Implications:

Financial Implications
Other than staffing there are no financial implications related to the recommendations in this information report.

Strategic Plan:
This report supports the Smart Growth priority of the 2016-2018 Strategic Plan by helping to build complete communities to accommodate growth for people and jobs.

Conclusion:
Staff will continue to promote the attraction of businesses and development to the Central Area in alignment with the City’s Strategic Plan.

Original approved by:

Dennis Cutajar,
Chief Operating Officer
Office of the COO

Attachments:
Appendix 1 Central Area 2006-2015 Residential Projects
Appendix 2 Central Area 2006-2015 New Office Development and Office Vacancy
Appendix 3 Central Area 2006-2015 New Retail Development and Retail Vacancy
Appendix 4 Central Area 2006-2015 Institutional Projects
Appendix 5 Central Area Business Inventory by NAICS

Report authored by: Dennis Cutajar, COO and Sabrina Chirco, Central Area Research Analyst
## Central Area 2006-2015 Residential Projects Completed or Under Construction

<table>
<thead>
<tr>
<th>Projects Completed or Under Construction</th>
<th>Description</th>
<th>Date</th>
<th>Municipal Taxes</th>
<th>Population</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Landmarq on Main</td>
<td>257 Apt units; completed spring 2008</td>
<td>2008</td>
<td>$263,097</td>
<td>437</td>
</tr>
<tr>
<td>2. Greenway Retirement Village</td>
<td>222 Apt units; 22 towns; 5 storeys</td>
<td>2009</td>
<td>$196,010</td>
<td>377</td>
</tr>
<tr>
<td>3. Rythym Condos and Lofts by Mattamy</td>
<td>222 Apt units; 22 towns; 5 storeys; 6500 sf;</td>
<td>2010</td>
<td>$255,025</td>
<td>405</td>
</tr>
<tr>
<td>4. Chapleview Apartments</td>
<td>200 Apt units; 16 storeys;</td>
<td>2010</td>
<td>$155,859</td>
<td>340</td>
</tr>
<tr>
<td>5. Park Place Condos by the Inzola Group</td>
<td>223 Condos; 27 storeys; 3,500sf retail;</td>
<td>2010</td>
<td>$290,541</td>
<td>379</td>
</tr>
<tr>
<td>6. Renaissance by Alterra</td>
<td>301 Condos; 25 storeys;</td>
<td>2010</td>
<td>$378,159</td>
<td>515</td>
</tr>
<tr>
<td>7. Norton Lake Residences</td>
<td>200 units; 25 storeys;</td>
<td>2015</td>
<td>N/A</td>
<td>534</td>
</tr>
<tr>
<td>8. 45 Railroad Street Condominiums by Preston Group</td>
<td>348 Condos &amp; Lofts; 2 towers 25 &amp; 19 storeys;</td>
<td>In process</td>
<td>N/A</td>
<td>595</td>
</tr>
<tr>
<td>9. Indigo bay Condos by Preston Group</td>
<td>224 Condos; 25 storeys; Under construction</td>
<td>N/A</td>
<td>598</td>
<td></td>
</tr>
<tr>
<td>10. Martinway Developments Ltd/SHIPP</td>
<td>205 Apt units; 15 storeys; 30,000 sf retail/office;</td>
<td>Under construction</td>
<td>N/A</td>
<td>547</td>
</tr>
</tbody>
</table>

Source: City of Brampton Building Permit Activity Summary 2006-2015
Central Area 2006-2015 New Office Development

<table>
<thead>
<tr>
<th>New Office Supply 2006-2015</th>
<th>Absorption (sf)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. The Dominion Building 2006</td>
<td>2,500 sf office space</td>
</tr>
<tr>
<td>2. Bramalea City Centre 2009</td>
<td>19,036 sf office space</td>
</tr>
<tr>
<td>3. Region of Peel</td>
<td>200,000 sf office space</td>
</tr>
<tr>
<td>4. 490 Bramalea Road 2009</td>
<td>27,339 sf office space</td>
</tr>
<tr>
<td>5. Martinway Developments Ltd/SHIPP 2015</td>
<td>21,000 sf office space</td>
</tr>
<tr>
<td>6. South west Quadrant Renewal Program 2014</td>
<td>126,398 sf office space + 10,545 sf multi-purpose meeting rooms</td>
</tr>
</tbody>
</table>

Total 406,818 sf new office supply

Source: City of Brampton Building Permit Activity Summary 2006-2015

Central Area 2006-2015 Office Vacancy Rate

![Central Area 2006-2015 Office Vacancy Rate](chart.png)
Central Area 2006-2015 New Retail Development

<table>
<thead>
<tr>
<th>New Retail Supply 2006-2015</th>
<th>Absorption (sf)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. The Dominion Building 2006</td>
<td>1,500 sf office space</td>
</tr>
<tr>
<td>2. Bramalea City Centre 2009</td>
<td>325,000 sf office space</td>
</tr>
<tr>
<td>3. 490 Bramalea Road 2009</td>
<td>6824 sf retail space</td>
</tr>
<tr>
<td>4. Martinway Developments Ltd/SHIPP 2015</td>
<td>12,000 sf retail space</td>
</tr>
<tr>
<td>5. South west Quadrant Renewal Program 2014</td>
<td>16,200 sf retail space</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>361,524 sf new retail supply</strong></td>
</tr>
</tbody>
</table>

Source: City of Brampton Building Permit Activity Summary 2006-2015

Central Area 2006-2015 Retail Vacancy Rate

![Central Area 2006-2015 Retail Vacancy Rate](chart.png)

Source: City of Brampton Central Area Tracking System

*Retail commercial tracking commenced 2010 due to resource availability prior
## Central Area 2006-2015 Institutional Projects

<table>
<thead>
<tr>
<th>Institutional Construction 2006-2015</th>
<th>District</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Rose Theatre</td>
<td>BIA</td>
</tr>
<tr>
<td>2. Peel Memorial Centre for Integrated Health &amp; Wellness</td>
<td>Queen Corridor</td>
</tr>
<tr>
<td>3. Region of Peel Headquarters</td>
<td>Queen Corridor</td>
</tr>
<tr>
<td>4. City Hall Expansion</td>
<td>BIA</td>
</tr>
<tr>
<td>5. Chinguacousy Park Redevelopment</td>
<td>Queen Corridor</td>
</tr>
<tr>
<td>6. BRT – Zum (Queen, Main Street, Bovaird, Steeles)</td>
<td>Queen Corridor</td>
</tr>
<tr>
<td>7. Alderlea</td>
<td>Downtown</td>
</tr>
<tr>
<td>8. P.A.M.A (Peel Art Gallery + Museum + Archives)</td>
<td>Downtown</td>
</tr>
</tbody>
</table>

Source: City of Brampton Building Permit Summary 2006-2015
Central Area Business Inventory by NAICS (North American Industry Classification)

<table>
<thead>
<tr>
<th>Industry</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wholesale Trade</td>
<td>4.1%</td>
</tr>
<tr>
<td>Arts, Entertainment and Recreation</td>
<td>5.1%</td>
</tr>
<tr>
<td>Manufacturing</td>
<td>10.1%</td>
</tr>
<tr>
<td>Real Estate and Rental and Leasing</td>
<td>14.2%</td>
</tr>
<tr>
<td>Administrative and Support, Waste Management and Remediation</td>
<td>18.3%</td>
</tr>
<tr>
<td>Educational Services</td>
<td>22.3%</td>
</tr>
<tr>
<td>Finance and Insurance</td>
<td>37.5%</td>
</tr>
<tr>
<td>Professional, Scientific and Technical Services</td>
<td>40.6%</td>
</tr>
<tr>
<td>Health Care and Social Services</td>
<td>51.7%</td>
</tr>
<tr>
<td>Personal Services</td>
<td>64.9%</td>
</tr>
<tr>
<td>Accommodation and Food Services</td>
<td>164.23%</td>
</tr>
<tr>
<td>Retail Trade</td>
<td>273.38%</td>
</tr>
<tr>
<td>Unspecified</td>
<td>2.0%</td>
</tr>
<tr>
<td>Information and Cultural Industries</td>
<td>2.0%</td>
</tr>
<tr>
<td>Transportation and Warehousing</td>
<td>2.0%</td>
</tr>
<tr>
<td>Public Administration</td>
<td>1.0%</td>
</tr>
<tr>
<td>Construction</td>
<td>1.0%</td>
</tr>
</tbody>
</table>

Figure 2: New Business Inventory 2006-2015

Source: City of Brampton Central Area Tracking System
Board of Directors Meeting Minutes
February 16, 2016

Attendance

<table>
<thead>
<tr>
<th>MEMBERS NAME</th>
<th>PRESENT</th>
<th>ABSENT</th>
<th>REGRETS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Andrew Mackenzie</td>
<td>✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td>David Harmsworth</td>
<td>✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fernando Russo</td>
<td>✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Grettel Comos</td>
<td>✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Harpreet Zingh</td>
<td>✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Herman Custodio</td>
<td>✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Jonathan Pereira</td>
<td>✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Kristina Romasco</td>
<td>✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Kyle Pulis</td>
<td></td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Peeyush Gupta</td>
<td>✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Rick Evans</td>
<td>✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Councillor Bowman</td>
<td>✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Councillor Gibson</td>
<td>✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Councillor Medeiros</td>
<td>✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Councillor Moore</td>
<td>✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td>STAFF MEMBERS NAME</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Alyestal Hamilton</td>
<td>✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lisa Wright</td>
<td>✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Shirley Gannon</td>
<td>✓</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Agenda Summary

1. Transitional board business
   - Special Members Meeting update
   - Update on ED and employment offer - approval parameters based on hiring committee recommendations

2. New Board business
   - New members determine roles of Chair, Vice-Chair and Secretary
   - Board meeting times and dates
   - Committee chairs
     - Events & Promotions
   - Determine next meeting for all existing committees
   - Discuss agenda for next meeting
   - Media Responsibilities
     - Rebranding
This meeting was called to order at 4:05 PM and adjourned at 5:52 pm.

**Approval of Agenda**

Motion to approve agenda

**Moved by:** Peeyush Gupta & **Seconded by:** Kristina Romasco - Motion carried

**Approval of Minutes**

Motion to approve minutes

**Moved by:** Herman Custodio & **Seconded by:** Kristina Romasco - Motion Carried

**Conflict of Interest**

Nil

**Previous action items**

<table>
<thead>
<tr>
<th>Date Added</th>
<th>Action Item</th>
<th>Person Responsible</th>
<th>Comments</th>
<th>Completed</th>
<th>Pending</th>
</tr>
</thead>
<tbody>
<tr>
<td>12/08/15</td>
<td>Marketing &amp; Communications: Lisa to provide update regarding 2016 marketing buys</td>
<td>Lisa Wright</td>
<td>To be shared with the Marketing and Communications committee at their next meeting</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>12/08/15</td>
<td>BIA to send letter to Peel Regional Police to build a relationship and action safety initiative as championed by Herman</td>
<td>Lisa Wright</td>
<td>Matter pending and to be addressed at a later time in the year</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>12/08/15</td>
<td>BIA to get December 7 Planning and Community Improvement meeting minutes to share with membership</td>
<td>Lisa Wright</td>
<td></td>
<td>Yes</td>
<td></td>
</tr>
</tbody>
</table>
Special Members Meeting Update

- Attendance: estimate total in attendance
  - Business Owners – 23 - board Members - 4
  - Property Owners – 12 - board Members – 3
  - Councillors - 4
  - Guests - 5
  - Total – 46 voting members present
    - Quorum 20 excluding current board: we had 35, plus 11 board members
  - Overall, all feedback has been positive - venue/food/set up – well received
- Process development:
  - Tie process will be added to the policies and procedure manual
  - Advance voting– unable to facilitate voting prior to the meeting or prior to the election being called at the meeting shall be addressed in the polices and procedure manual

Advanced voting

- Request that business members who attended the meeting, but unable to be stay for voting should be able to vote before leaving.
- Cannot be facilitated fairly as floor nominations would have been excluded.
- Monitoring of this process and there is no way to monitor advanced voting in that regard.
- Request - can voting be programmed at an earlier stage in the agenda to allow for voting to happen before members have to leave?
- Resolution that meeting with elections will have set times so all members can come to the meeting at that time if they are unable to stay for the entire meeting.
- Concern expressed onf loss of audience and ability to engage with membership if they only come to vote hindering networking; however, having a set time may be beneficial to allow people to come to the voting if that is all they could come for.

Update on Executive Director Hire and employment offer

- To be done in camera, moved to latter part of agenda as newly elected board members have not been appointed and are not yet privy to this information; as per guidance of Cllr. Gibson.
**New Board business**

- Suggested that the BIA invite the Clerk’s Office come in to educate the board of directors on the processes of conducting a meeting, along with education on conflict of interest rules so board can have a full understanding of what that looks like for them as business people.

**Selection of new Executive Committee**

- The newly elected board members have yet to be appointed; therefore, we cannot appoint the new roles at this meeting. This portion will be postponed to the next meeting.

**Executive Committee Roles and Descriptions**

- Members to review the job descriptions provided in the Constitution and will decide who has time, inclination, and drive to do these positions or to decide who they would like to support should there be more than one person interested.
- Definitions of the roles are based on and found in the Constitution, Municipal Act and confirmed through OBIAA and best practices of other BIAs.
- Being on the executive committee does not negate the person from sitting on or heading other committees.
- Secretary position - what is currently being done by staff is outlined in the Constitution as the role of the Secretary. How does this impact the role of Secretary?
  - The Secretary will act as the one go to for board members regarding matters of the meetings. This person collects that information to bring it to staff to facilitate those details. The secretary will also manage the process and ensure things are being done in a timely manner.
- The executive committee is made up of three members (Chair, Vice Chair, Secretary and Treasurer) and one Councillor to handle time sensitive decision making.
- The Chair and Vice Chair responsibilities can often be interchangeable as the vice will fall into place for the chair as necessary

**Councillors Sitting on the Board**

- Cllr Gibson asked for a review of the last three meetings regarding this matter
- The current composition has the potential for Councillors can sway vote
- The value Councillors add is pitted against driving engagement of the BIA business community – perception is the issue currently - while the board is new it would be beneficial to have them, we need engagement
• Cllr Moore stated the current composition of four on the transition board is to aid in the success of the newly revived organization.
  o In the short term the new ED would have strong partners in building the relationship with City Hall.
  o Council and the City want the BIA to be successful, and to contribute to that success in the short term, and they are passionate about the success of the organization/downtown.
  o Once the board is established, one, two, or three of the Councillors may take a step back because the board is strong enough to stand alone.
• Suggestion - with a new board and ED, for the short term, keep all four on the Board. For right now we should keep them as they are proven assets.
• Clarification - the motion from our last meeting set quorum at 50 percent of board and elected directors must outnumber Councillors.
• When the motion was taken to the Clerk and provincial government, it was deemed invalid as it contradicts the municipal act; quorum is 50 percent plus one and must have one councillor.
• Suggestion - keep all Councillors for a year and then revisit the discussion then, potentially going down to two Councillors
• Concern - private sector members must preside over council
• Concern - if only three members of an eight member board are coming to meetings there is a greater issue of commitment from the membership.
• More Councillors traditionally equal a larger board.
• At this time, based on the City By-law, the BIA cannot request specific Councillors. The municipality must decide how many and who.
• Standards for BIAs show an 8 to 12 person board have one or two Councillors or City representatives.
• Concern - engagement has been and is challenging if there are four Councillors stilling on the Board. Yet membership is more engaged currently than in the brief past (the SMM is an example) and it is now up to the board to decide how to handle the positives and perceived negatives.
• Concern - overlapping resources by having two representatives from the same Wards?
• Suggestion - one from each Ward – two sitting Councillors.
• Concern – perception of the business members that when you have four Councillors present, it appears that things are political.
• Concern - having all four Councillors on the board is like a gong to disengage the membership in a time that engagement is key to the go forward success of the organization
• Cllr Gibson: The Guardian quote had wrong information regarding the BDDC situation and he requested the appropriate changes be made.
• Negative coverage also appeared in the blog the Bramptonist as a result of the initial Guardian article
• There have been two members of the board (or more) who have been in contact with the Guardian. The BIA was also contacted for comment.
• Decisions that are made in this room should be what goes forward if someone disagrees as a board member you have an obligation to present a unified front on the decisions made.
• As Directors, the BIA needs to leave negativity outside of this organization.
• It was discussed as an advantage of four Councillors is they dedicated to downtown. Four Councillors means there are four people at council to champion programs and initiatives to the rest of Council.

*Cllr. Bowman leaves at 5:00*

Determining what happens at the appointment of the new board at the Economic Development Committee meeting?

• Question posed if the current Councillors are already appointed for the four year term? Report states the interim board term is only until Dec 31, 2015 or until the new board is elected and appointed.
• Councillor offered to step back immediately if that is what the board wants currently.
• Suggested a compromise have four Councillors council sit on the board until June 30, at which point it will return to two members of council and this can move forward as a recommendation to council.
• Suggested the above be extended to September 30 to allow a full six months.
• Focus - be positive and council should stay on board for new board to work with them. Give the new board a chance and that’s why the 6 months work.
• Council is not trying to sway votes or to control membership. All the Councillors want to do is to support. And if and when the BIA requests council step away from having all four, that like a good divorce - the BIA and council will still be on good terms.

**Motion: Four members of council to sit on the board until September 30, 2016. Prior to September 30, 2016 the BIA Board will make a decision on a recommendation to Council of the Council composition on the Board of Management for the BIA.**

**Moved by:** Cllr. Moore  **Seconded by:** David Harmsworth  - Motion carried
• Clarification- with all four Councillors sitting on the board does this mean the BIA will have an unwavering support if we need approval from the Councillors should the board present something to council? Cllr Gibson stated that has always been the history.

• Go forward - Focus on the decisions that are going to be in the best interest of the downtown core and take emotions out of the equation. Create a vision, mission for downtown core as a new Board- suggested as a next meeting agenda item.

• Question - Is the new Board supposed to live with whatever decision the old board is making now? To reopen a decision, 2/3 of the Board but support reopening it.

• Question - do the Councillors get paid to be on our board – no.

**Board meeting times and date**  
Lisa Wright  
The long term date will be selected at a later time. In the interim, the next meeting will be set for Tuesday, March 8 from 4 to 6 pm.

**Committee Chairs**  
Lisa Wright  
This will be decided at the next meeting after the new board has been appointed

**Events and Promotions Chair**

• Question - do we want to keep engaged the committee members from the directors who are not returning? It has been proposed David Harmsworth (the current chair of the committee) remain part of the committee leadership team in transitioning to a new chair, while remaining as the subcommittee chair for the Thursday Night Concert Series and Classic Cars subcommittees.
  o Board agrees to move forward with this suggestion.

**Media Responsibilities**  
Lisa Wright  
• The media contact for the BIA is the Executive Director – any inquires the board gets – as a Director – should be answered with “you should contact our BIA ED or can I have your contact information to forward to our staff”.
  o The spokesperson for the BIA is the Chair and in their absence the Vice-Chair. For the most part the responses are scripted by the BIA staff/ED.

• You can speak as a member of the membership but not on behalf of the board. If you do, I ask that when you speak to the media – happy or not so happy – you inform BIA staff so we can watch for ‘articles’ or be aware of issues or enhance good publicity via our social media channels or by supplying additional information that increases our presence in the media.

• The guidelines for media contact will be included in the policies and procedure manual.
Agenda items concluded: new board members excused at 5:34

**Update on Executive Director Hire and employment offer**  

*Lisa Wright*

**Motion to go in camera**

*Moved by: Peeyush Gupta - Seconded by: David Harmsworth*

**Motion to come out of in camera**

*Moved by: Peeyush Gupta - Seconded by: Kristina Romasco*

**Motion to adjourn the meeting**

*Moved by: David Harmsworth - Seconded by: Kristina Romasco*
Downtown Brampton BIA

MINUTES
BOARD OF DIRECTORS MEETING

Tuesday, March 8
4 to 6 pm – Regular Meeting
76 Main Street North

MEMBERS:
Grettel Comas
Herman Custodio
Rick Evans
Peeyush Gupta
Kristina Romasco
Fernando Russo
Councillor Bowman

Councillor Gibson
Councillor Moore

STAFF:
Shirley Gannon
Suzy Godefroy
Alyestal Hamilton
Lisa Wright

1. Approval of Agenda

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

3. Approval of Minutes

Agenda
• Introduction of New Executive Director
• Quorum/voting update
• Review of roles and determine who will sit as Chair, Vice-Chair and Secretary
  o Public contact information for all board members
• Mission and Vision statement development
• Letter to City for ‘in kind’ event support request – Lisa – Motion needed
• Board meeting times and dates
• Committee chairs
  o Events + Promotions - needs a chair
  o Committee updates
    ▪ Food + Drink – Kristina
    ▪ CCLS - TBD
  o Motorcycle Mondays (addition)
• OBIAA Conference – April 10 – 13, 2016 – London Ontario
• Closed Session
• 5:30 pm - Presentation by Earl Evans, Brampton Deputy City Clerk
• Adjournment
Meeting called to order time 4:03 PM

**Amendment to agenda**
Request Motorcycle Mondays be added to agenda granted

**Moved by:** Lisa Wright  
**Seconded by:** Cllr. Gibson  
Motion carried

**Approval of the agenda as amended**

**Moved by:** Herman Custodio  
**Seconded by:** Grettel Comas  
Motion carried

**Approval of Minutes**
Motion to approve minutes

**Moved by:** Kristina Romasco  
**Seconded by:** Grettel Comas  
Motion carried

**Conflict of Interest**
Negative
## Previous Action Items

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<tr>
<th>Date Added</th>
<th>Action Item</th>
<th>Person Responsible</th>
<th>Comments</th>
<th>Completed</th>
<th>Pending</th>
</tr>
</thead>
<tbody>
<tr>
<td>12/08/15</td>
<td>Marketing &amp; Communications: Lisa to provide update regarding 2016 marketing buys</td>
<td>Lisa Wright</td>
<td>To be shared with the Marketing and Communications committee at their next meeting</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>12/08/15</td>
<td>BIA to send letter to Peel Regional Police to build a relationship and action safety initiative as championed by Herman</td>
<td>Lisa Wright</td>
<td>Matter pending and to be addressed at a later time in the year</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>12/08/15</td>
<td>BIA to get December 7 Planning and Community Improvement meeting minutes to share with membership</td>
<td>Lisa Wright</td>
<td></td>
<td>Yes</td>
<td></td>
</tr>
</tbody>
</table>
Introduction of New Executive Director

- Suzy Godefroy will be with our BIA part time in March with a full time start of April 4 as Lisa transitions out of her position with March 23 being her last day

Quorum and Voting Update

- Quorum (Constitution section 5.3): has been corrected to align with the municipal act as our previous motion to change quorum contradicted the act. The accurate quorum is “a majority of the whole number of Directors required to constitute the Board, at least one of whom must be a member of Council.”

Executive Committee

- Would we like a specific councillor designated for this committee or would we like to have any one of them on a need to know basis?
  - Specific councillor determined: Cllr. Moore
- Apprehension expressed that as a new board, board member strengths are not known to be able to vote. Possible solution is have an interim committee that is readdressed in September with the point of discussion scheduled for September
  - Constitution stipulates these roles can be revised every two years at the discretion of the board

Motion to approve an interim executive committee that would be reviewed at the September 2016 board meeting

Moved by: Fernando Russo
Seconded by: Herman Custodio

Motion carried

- Executive committee will be selected via secret ballot
  - Counter: Lisa
  - Scrutineer: Shirley

Membership positions
- Chair
- Vice Chair
- Secretary
Chair
   o Nominees
     - Peeyush Gupta
     - Kristina Romasco
   o Secret ballot result: a tie

Motion to have nominees amicably agree how to proceed and determine best method to break the tie for the position of Chair and Vice Chair

Moved by: Fernando Russo
Seconded by: Herman Custodio

Motion carried

• Result of tie breaker
  o Chair: Peeyush Gupta
  o Vice Chair: Kristina Romasco

• Acclaimed Secretary: Rick Evans

Motion to close nominations

Moved by: Cllr. Gibson
Seconded by: Fernando Russo

Motion carried

• Public contact information for all board members that will be shared on the website is the generic BIA email. Emails sent to specific board members will then be forwarded to their personal email by BIA staff

Mission and Vision Statement

Suzy Godefroy
Development

• The mandate of the organization will not change from what was approved in council, but will be developed from what was shared to give our board a clear direction of what we are setting out to accomplish
• Suzy would like to meet all board members on a one to one basis
Request letter to City for in kind support

Lisa Wright

- The request letter would be an open letter that will be a onetime ask of the City of in kind support. The combined amount will be over $120,000.
  - If the BIA opts to support more events throughout the year, an request exceeding this amount can be made.
- The request addresses the support the City is already providing us with. This approach streamlines the process and eliminates the BIA having to go the council for approval of our in kind request on a single event basis. The City’s in kind support is acknowledged in ways they may ask for.

Cllr. Bowman leaves at 5:10

- Is there an opportune time to make an in kind request for 2017 events?
  - September of 2016

Motion to move forward with Lisa’s recommendation of a request letter to the City for in kind support

Moved by: Rick Evans

Seconded by: Herman Custodio

Board Meeting Times and Dates

Lisa Wright

Motion to move board meetings to remain as second Tuesday of the month with a meeting time of 8:00 to 10:00 AM

Moved by: Kristina Romasco

Seconded by: Grettel Comas

Committee hairs

Lisa Wright

All positions acclaimed

- Events & Promotions: Grettel Comas
- Food & Drink: Kristina Romasco
- Marketing & Communications: Fernando Russo
Motorcycle Mondays

- Motorcycle Mondays is looking to partner with the BIA so the BIA can make requests on their behalf to the City for in kind, particularly street closures

Details:

- When: every Monday from June to September
- Where: Garden Square is no longer an optimum location as their crowd has outgrown the space. Motorcycle Mondays is requesting a street closure of Main Street North from Queen Street to Nelson Street
  - Suggested alternative- George Street; however allowable road space that can be closed would be too small for Motorcycle Monday needs
- Request: a three year commitment would be needed so Motorcycle Mondays can acquire a large corporate sponsor for the event and a three year commitment is part of the stipulation from sponsors they are speaking to

- Topic of Motorcycle Mondays to be made a task list item for the Events & Promotions committee to discuss and review at large
  - They will further investigate if there is an environment amongst the business owners and speak with the City to determine if street closures are feasible
  - Contact Mike of Motorcycle Mondays directly

Presentation

- Procedure By-law summary sheet distributed. Document is used for council committees and Citizen Advisory Committees on details of how to run a meeting.
  - Procedure By-law 160-2004 can be found on the City website

Herman leaves 5:39

OBIAA Conference

- Staff will be attending and the opportunity to attend is open to board members
- Interested attendee for full conference: Kristina Romasco
- Interested one day attendance: Peeyush Gupta
In Camera Session

Motion to move into in camera session

Moved by: Kristina Romasco
Seconded by: Rick Evans

Other business

- 55+ games: BIA already engaged with them to see how we can partner
- Perpetual Bazaar: what role would/should the BIA play in what is happening with them? The feel is the BIA should have a role in trying to keep our businesses in the downtown

Motion to adjourn Meeting

Moved by: Kristina Romasco
Seconded by: Gretel Comas

Meeting adjourned time 6:09

Action Items

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<tbody>
<tr>
<td>Follow up with Board members with email confirming details of decision for Executive Committee and Committee Chairs</td>
<td>Alyestal Hamilton</td>
<td>March 11</td>
</tr>
</tbody>
</table>
Hi Bob - can you please add the following to the EDC meeting today

I am sorry, but I am not going to be able to attend the Economic Development Meeting tomorrow. I have been confined to quarters for the week with bronchitis. Here is what I was planning on saying:

After my previous meeting with this Council about the Perpetual Bazaar, things have turned around dramatically for us. The people of Brampton have come to our aid with funding in the amount of a $35,000 anonymous donation and many offers to help raise funds in our name so that we can continue our work with seniors. The Open House, with the help of Bob Darling, held on April 13 raised over $4,000 with offers from the Fall Fair Committee, the Knights of Columbus, and the Royal Canadian Legion. Sharon Bonello, a city employee and member of our board, who is acting as a private citizen, is doing a 50K walk around Brampton on June 4. This will also include a BBQ and silent auction. She has garnered pledges and help from Brampton residents and businesses. We are feeling very blessed to have her on our team.

The Council has been very supportive as well. Both physically and financially. Individual members have come forward with offers of help which we shall call on in the not too distant future. Bob Darling was given the task of co-ordinating between ourselves and Council and has been giving us ideas on how to proceed in the future. We have a committee struck to come up with a 5 year plan and with the help of an Accountant, we shall be in a much better position for our future endeavours. He also co-ordinated a visit with a local lawyer in dealing with a lease concern. We have taken on a lease with a downtown storefront on Main St. The address being 1 Nelson St., Unit 3, but facing Main. We are moving in for opening on June 1. Mr. Fortini has kindly offered to help us with shelving, which we appreciate, and as soon as my voice comes back, he will be hearing from me.

I have been away out West so did not see the article in the Brampton Guardian until my return. A few things in the article are a little harsh, but the interview was conducted on 3 different occasions; when things were just starting to happen, and then as they progressed. It seems a little disjointed, but basically, at the time I WAS hearing a lot of talk with very little substance and having had experiences in the past, I was not fully happy with the way things were going. Pat Harding and I have worked hard to keep this store open with the help of our board. We look forward to continuing to be a part of the downtown core with participation in the BIA as well as relying on Bob Darling to guide us if we go astray.

On behalf of the Perpetual Bazaar Board, I would like to thank everyone for their support, suggestions and kind words during a scary time for us.

Diana Abel, Secretary