

City of Brampton

By-law Enforcement Roundtable

Terms of Reference

August 2026

Roundtable status

Advisory and discussion forum only; not a decision-making body and not a forum for individual enforcement cases.

Owner

Enforcement and By-law Services, City of Brampton.

The By-law Enforcement Roundtable is established as a collaborative forum for discussion of by-law enforcement issues, trends, resident concerns, and improvement opportunities affecting the City of Brampton. The Roundtable is intended to support dialogue among elected officials, residents, Enforcement and By-law Services, Service Brampton (311), and other City staff, while maintaining clear boundaries around operational independence, privacy, and individual enforcement matters.

1. Role and Scope

1.1 Members and participants of the Roundtable shall:

- a. Provide a forum to discuss broad, recurring, and systemic by-law enforcement issues affecting Brampton residents.
- b. Share resident and ward-based perspectives on by-law enforcement trends, service experiences, and emerging concerns.
- c. Review high-level information on enforcement activity, aggregate performance measures and service outcomes, 311 service request trends, education initiatives, and operational improvement efforts, where appropriate.
- d. Identify opportunities to improve communication, public education, service coordination, and the resident experience, including potential service-improvement or pilot concepts for staff assessment.
- e. Identify and develop suggestions for City staff and management to consider as part of ongoing operational improvement.
- f. Support constructive, respectful, and evidence-informed discussion between councillors, residents, and City staff.

1.2 The Roundtable will address broad issues only and will not consider, investigate, adjudicate, reopen, or direct the outcome of individual complaints, tickets, orders, notices, investigations, prosecutions, appeals, or staff conduct matters.

1.3 The Roundtable does not direct Enforcement and By-law Services operations, assign work to officers, approve enforcement priorities, make binding decisions, or replace existing statutory, regulatory, complaint, appeal, or service request processes.

1.4 The Roundtable will not make formal recommendations or binding decisions. Participants may, however, develop consensus suggestions for City staff and management to consider when reviewing and improving operations. Where consensus is not reached, the range of views shall be recorded at a high level.

1.5 The Roundtable shall operate on the principles of respectful dialogue, evidence-informed discussion, appropriate transparency and accountability, continuous improvement, community safety, neighbourhood quality of life, and public trust.

2. Membership

2.1 Membership shall be structured to support ward-based representation, operational expertise, and resident input while keeping the Roundtable small enough for meaningful discussion.

2.2 The Roundtable shall be comprised of the following members and regular participants:

- a. Up to five (5) members of Council may attend each scheduled Roundtable meeting to participate or observe based on RSVP in advance of scheduled meeting.
 - b. Ten (10) citizen representatives, with one (1) representative from each ward, to be appointed by respective ward councillors.
 - c. The Director of Enforcement and By-law Services, or designate, serving as Chair.
 - d. At least two (2) representatives from Enforcement and By-law Services, as designated by the Director.
 - e. One (1) representative from Service Brampton (311), recommended as a standing participant because of the importance of service request intake, triage, trend reporting, and resident communications.
 - f. Additional City staff, subject matter experts, or external presenters may attend as required by the Chair, including Legal Services, Privacy, Communications, Transportation, Animal Services, Property Standards, Licensing, Zoning, or other operational areas as applicable.
 - g. Membership on the Roundtable is voluntary and does not lead to paid employment with the City.
- 2.3 Current employees of Enforcement and By-law Services, active by-law enforcement contractors, or individuals with roles that may create a conflict of interest should not serve as citizen representatives. Potential conflicts shall be disclosed to the Chair before appointment and as they arise.
- 2.4 Citizen representatives shall serve for a defined term set through the appointment process.
- 2.5 Membership on the Roundtable does not create employment with the City, confer authority to speak for the City, or authorize members to direct staff or communicate confidential City information.

3. Leadership

- 3.1 The Director of Enforcement and By-law Services, or designate, shall serve as Chair of the Roundtable and shall be responsible for agenda setting, meeting facilitation, confirming invited presenters, and ensuring discussions remain within scope.
- 3.2 The Chair may designate another senior staff member from Enforcement and By-law Services to chair a meeting or portion of a meeting when required.
- 3.3 Because the Roundtable is staff-chaired and advisory in nature, an elected Executive Committee is not recommended. The Chair shall, however, consult with Councillor members and citizen representatives when setting meeting themes, prioritizing agenda topics, and identifying community discussion themes.

4. Meetings

- 4.1 Regular meetings shall be held monthly, or at the call of the Chair. The Chair may cancel or reschedule a meeting where there are insufficient agenda items, insufficient expected attendance, or operational circumstances require a change.
- 4.2 The first meeting date shall be confirmed by Enforcement and By-law Services.
- 4.3 Members' orientation during the first meeting shall include receipt of the Terms of Reference, meeting protocols, confidentiality and privacy expectations, conflict-of-interest expectations, the role of Enforcement and By-law Services, the role of Service Brampton (311), and the distinction between systemic issues and individual enforcement matters.
- 4.4 Meetings shall be held at City Hall, City of Brampton, or at another location, virtual format, or hybrid format as determined by the Chair.
- 4.5 Meetings shall not exceed two (2) hours unless otherwise approved by the Chair in advance.
- 4.6 Meeting materials shall be circulated in advance where practicable. Members are expected to review materials before meetings and participate in a prepared, respectful, and constructive manner.
- 4.7 The Chair may invite public deputations or external presentations only where the topic supports the Roundtable's purpose and can be addressed without discussing individual enforcement files, personal information, confidential information, or matters outside the Roundtable's scope.

5. Attendance, Cancellation and Vacancies

- 5.1 To ensure meaningful discussion, the Chair may cancel or reschedule a meeting where it is determined there is not adequate council or resident representation.

5.2 Members are expected to attend all regular meetings. Members shall advise the Chair or staff liaison of an anticipated absence before a scheduled meeting wherever possible.

6. Roles and Responsibilities

6.1 Members shall:

- a. Attend meetings and participate respectfully.
- b. Represent community and ward-based perspectives rather than individual case interests.
- c. Review materials in advance and come prepared to discuss agenda topics.
- d. Identify trends, concerns, and improvement opportunities supported by examples or observations where possible.
- e. Respect the role of City staff and avoid directing specific enforcement actions.
- f. Maintain confidentiality and privacy where required.
- g. Declare actual, potential, or perceived conflicts of interest as soon as they arise.
- h. Support collaborative problem-solving and constructive dialogue.
- i. Contribute to identifying community discussion themes and potential service-improvement concepts, while recognizing that operational priorities and implementation decisions remain with the City.

6.2 City staff shall provide information, context, trend data, and operational updates where appropriate, while maintaining statutory, legal, privacy, labour relations, and operational confidentiality obligations.

7. Agenda Items and Topic Submissions

7.1 To ensure meaningful discussion and effective use of meeting time, members wishing to raise a by-law enforcement issue, concern, or discussion topic shall submit the proposed item to the Chair no later than five (5) business days before the scheduled meeting.

7.2 Submissions may include:

- a. A description of the issue, concern, trend, or improvement opportunity.
- b. The location, ward, ward pairing, or area affected, where applicable.
- c. Relevant background information and whether the matter appears to be recurring or systemic.
- d. Specific questions or information being requested from Enforcement and By-law Services, Service Brampton (311), or other City staff.
- e. Any supporting documentation that may assist discussion, provided it does not include personal, confidential, or case-specific enforcement information.

7.3 Topics received after the deadline may be deferred to a future meeting at the discretion of the Chair.

7.4 Where a submitted topic is deferred, redirected to another City process, or determined to be outside the Roundtable's mandate, the Chair or staff liaison shall advise the submitting member of its disposition, where practicable.

7.5 The advance submission requirement is intended to allow staff adequate time to review the matter, gather relevant information or aggregate data, coordinate with other City departments where necessary, and prepare responses to questions raised by members.

7.6 Individual enforcement cases, active investigations, identifiable complainant information, identifiable property owner or tenant information, prosecution matters, appeals, or confidential staff matters shall not be discussed except to the extent permitted by law, City policy, and operational requirements.

8. Typical Agenda Structure and Discussion Topics

8.1 The Chair shall maintain a consistent agenda structure while allowing flexibility for emerging issues. A typical agenda may include:

1. Welcome, introductions, and confirmation of agenda.
2. Review of action items or follow-up items from the previous meeting.
3. Enforcement and By-law Services activity update.
4. Service Brampton (311) trends and service request themes.
5. Emerging enforcement issues and seasonal matters.

6. Ward-based concerns and resident experience themes.
7. Focused discussion topic or operational improvement opportunity.
8. Public education, communications, or future initiatives.
9. Summary of suggestions, action items, information requests, and next steps.
10. Adjournment.

8.2 Recurring or focused discussion topics may include, as appropriate: parking violations, property standards, garbage overflow and waste-related concerns, signs and election signs, noise, business licensing, zoning-related enforcement, animal services, seasonal enforcement pressures, proactive inspections, education campaigns, and service request intake or closure trends.

8.3 The Chair shall invite members to identify recurring community concerns and potential discussion themes for the upcoming year. These themes will inform meeting planning but will not establish or direct operational or enforcement priorities.

9. Suggestions, Follow-up and Records

9.1 The Roundtable may identify consensus suggestions, differing perspectives, and questions for staff consideration. These shall be recorded as suggestions, perspectives, or follow-up items and shall not be framed as formal recommendations or decisions of the Roundtable.

9.2 Where there are differing views among participants, meeting notes shall reflect the range of views at a high level rather than presenting the matter as a unanimous position.

9.3 Staff shall maintain a simple action log to track information requests, follow-up items, responsible staff leads, and status updates. The action log shall also record, where appropriate, the disposition of suggestions and whether a matter is under review, completed, redirected, requires Council consideration, is not feasible, or is outside the Roundtable's mandate.

9.4 The Chair shall provide timely updates to senior management and council summarizing major themes, suggestions received, operational or communications improvements, and matters requiring consideration through established City processes.

9.5 Meeting notes shall be summary in nature and shall identify the principal issues discussed, the range of views expressed, suggestions received, information provided by staff, and agreed follow-up, while not include confidential information, detailed individual case facts, or statements that could compromise investigations, appeals, prosecutions, or privacy obligations.

9.6 Approved summary meeting notes and the action log shall be shared with members and may be made publicly available in accordance with City practices and applicable privacy, confidentiality, legal, and operational requirements.

10. Confidentiality, Privacy and Conduct

10.1 Members shall act respectfully, listen to differing perspectives, and contribute to a collaborative environment.

10.2 Members shall keep confidential any City information, documents, data, or other materials identified as confidential or not otherwise in the public domain.

10.3 Members shall not disclose personal information learned through Roundtable participation and shall not use Roundtable discussions to identify complainants, property owners, tenants, officers, or other individuals involved in enforcement matters.

10.4 Members shall declare actual, potential, or perceived conflicts of interest, including where a topic may affect the member's property, business, employment, family interests, active enforcement matter, or other personal interest.

10.5 Members shall comply with applicable City policies, procedures, codes of conduct, privacy requirements, and meeting protocols provided to them as part of their orientation or ongoing participation.

10.6 The Chair may rule a topic out of scope, pause discussion, defer a matter, request that confidential or personal information not be shared, or take other reasonable steps to maintain privacy, confidentiality, safety, respectful conduct, and the advisory purpose of the Roundtable.

11. City Staff Support

11.1 Enforcement and By-law Services shall provide administrative and operational support to the Roundtable, including agenda preparation, meeting facilitation, coordination of staff presenters, and maintenance of the action log.

11.2 Service Brampton (311) may provide or support trend information regarding service request volumes, themes, routing, response expectations, resident communication opportunities, and other customer service insights, where available and appropriate.

11.3 Other City departments may be asked to attend or provide information where an agenda topic requires cross-departmental input or coordination.

11.4 Staff support is provided to assist discussion and information sharing. It does not create an obligation to disclose confidential information, direct enforcement resources to specific matters, or undertake work outside approved departmental priorities or resources.

12. Governance Procedures

12.1 The Roundtable shall be governed by these Terms of Reference and any meeting protocols, confidentiality requirements, City policies, or operating procedures provided by the Chair.

12.2 In the event of inconsistency between these Terms of Reference and applicable legislation, Council direction, City policy, or statutory enforcement processes, the legislation, Council direction, City policy, or statutory process shall prevail.

12.3 Members shall not speak publicly on behalf of the Roundtable or the City unless expressly authorized by the Chair and in accordance with City communications protocols.

12.4 The effectiveness of the Roundtable and these Terms of Reference shall be reviewed at the conclusion of the six-month pilot. The review may consider participation, meeting effectiveness, follow-up on suggestions, adherence to scope, and opportunities for improvement.