

Introduction to Municipal Government

November 8, 2022

Brampton City Council Orientation 2022



AGENDA

- 10:00 am - Councillor-Corporate Leadership Team (CLT) introductions
- 11:00 am - Municipal Government overview
- 12:00 pm - Lunch in Council Lounge
- 1:00 pm - “ME” Day services and sign-ups (Bdrm WT-2C/D/E)



Municipal Government

- Municipal Government 101
- Municipal Act Primer
- Council Decision-making
- Council Handbook
- Orientation Next Steps



Municipal Government

Authority of Local Government

Municipal Act, 2001 (section 2)

“Municipalities are created by the Province of Ontario to be responsible and accountable governments with respect to matters within their own jurisdiction”



Municipal Government

The City of Brampton is

- a **government** AND a **corporation**

The Corporation of the City of Brampton:

- must comply with the laws under which a government acts
- must comply with laws of a corporation and an employer
- statutory positions: Treasurer and Clerk
- signing authority: Mayor, Treasurer, Clerk (unless delegated)



Municipal Government

Why Local Government Matters

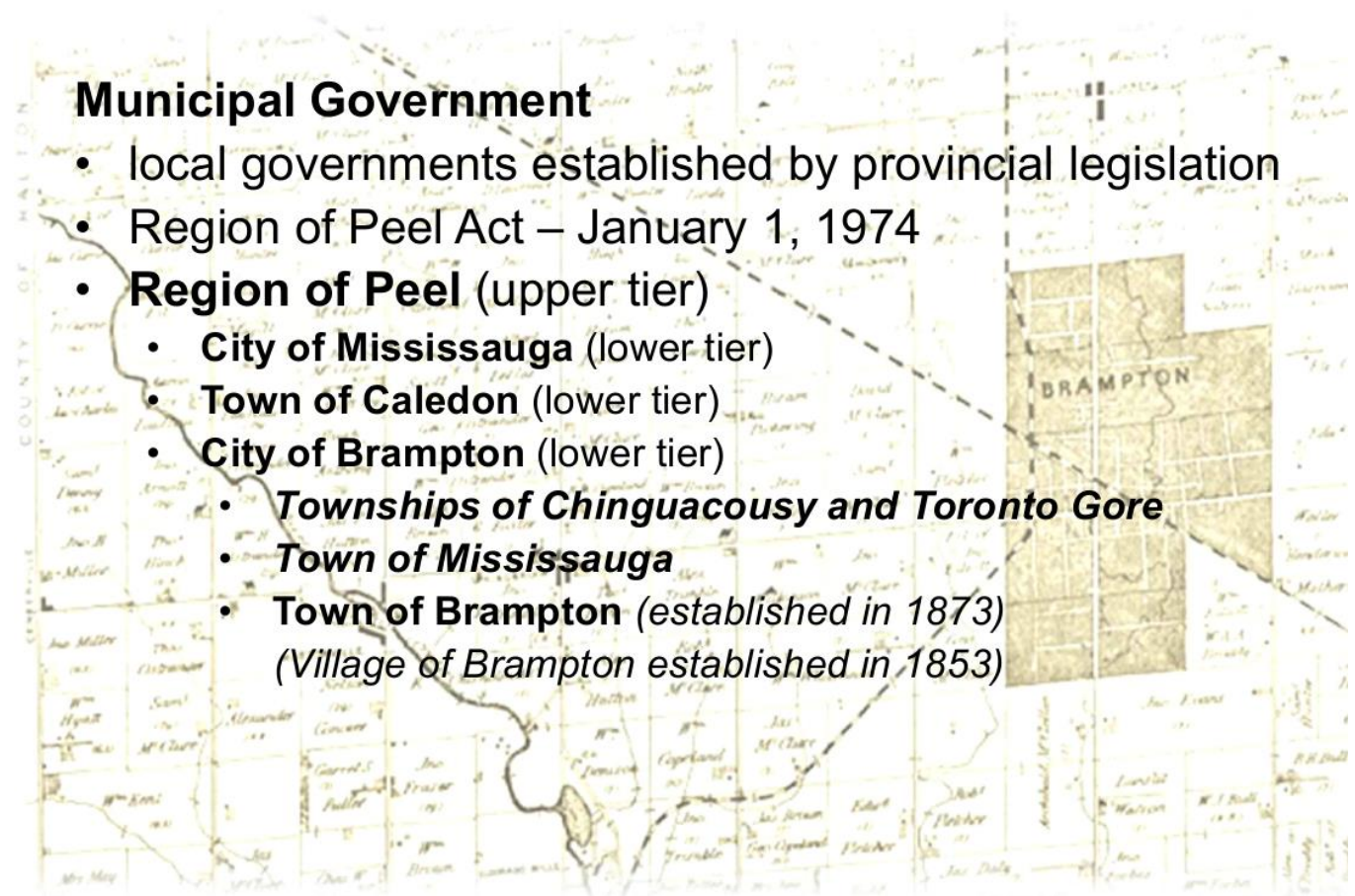
- principles of community of interest, access, accountability
- closest to the people – proximity and value
- direct “access” to elected representatives
- issues that affect “day-to-day”
 - snow removal, recreation, land use development, waste collection, parking enforcement, property standards, traffic, etc.



Municipal Government

Municipal Government

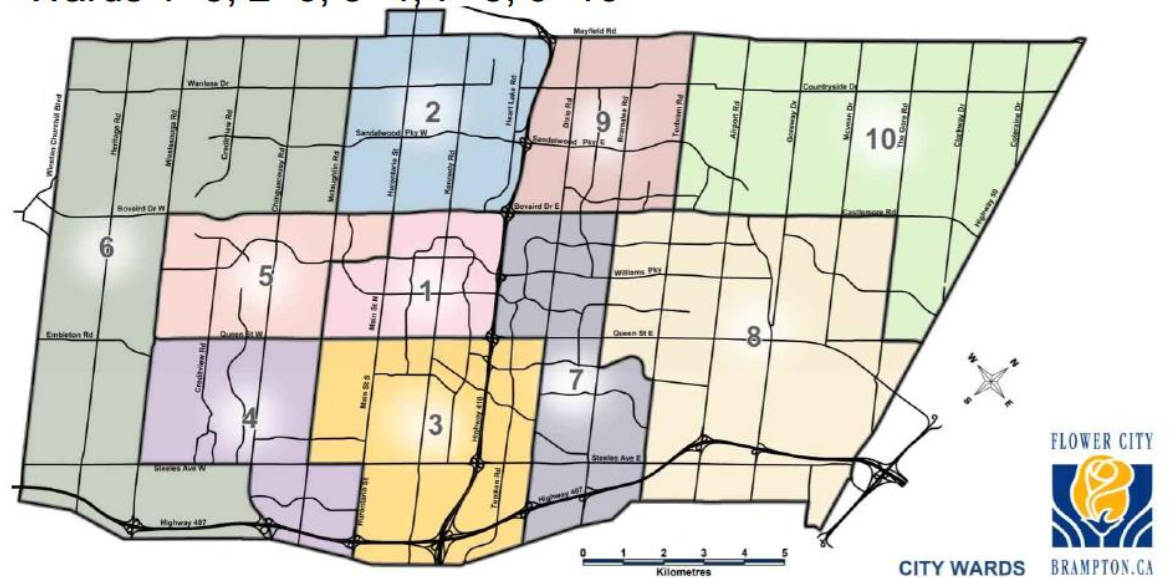
- local governments established by provincial legislation
- Region of Peel Act – January 1, 1974
- **Region of Peel** (upper tier)
 - **City of Mississauga** (lower tier)
 - **Town of Caledon** (lower tier)
 - **City of Brampton** (lower tier)
- **Townships of Chinguacousy and Toronto Gore**
- **Town of Mississauga**
- **Town of Brampton** (established in 1873)
(Village of Brampton established in 1853)



Council Composition

City of Brampton Governance – City Council

- 10 wards
- 11 Members of Council
 - one Mayor
 - one City and one Regional Councillor for each of five electoral areas:
Wards 1+5, 2+6, 3+4, 7+8, 9+10



2022-2026

Brampton City Council-elect

Mayor



Patrick Brown

Regional Councillors



Paul Vicente
Wards 1 & 5



Michael Palleschi
Wards 2 & 6



Martin Medeiros
Wards 3 & 4



Pat Fortini
Wards 7 & 8

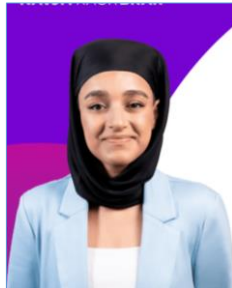


Gurpartap Singh Toor
Wards 9 & 10

City Councillors



Rowena Santos
Wards 1 & 5



Navjit Kaur Brar
Wards 2 & 6



Dennis Keenan
Wards 3 & 4



Rod Power
Wards 7 & 8



Harkirat Singh
Wards 9 & 10



Council Office Support

- Budget envelope for each Council Office
 - Member staffing and expenses
- Member manages own staff
 - Executive Assistant
 - Council Office Assistant
- [Mayor and Councillor's Expense Policy](#)
- [Council Office Management Framework](#)



Municipal Government

Regional Municipality of Peel Act

- Composition and representation at Region of Peel Council

Region of Peel Council

25 Members including the Regional Chair

- Town of Caledon, 3 Councillors
- City of Brampton, 9 Councillors
- City of Mississauga, 12 Councillors



Municipal Government

City Representation at Region of Peel Council

- 1 Mayor
- 5 Regional Councillors
- 3 additional Regional Councillors appointed by Council from among 5 City Councillors
- 1 alternate City Councillor to act if temporary absence of Regional Councillor
 - alternate acts only for Regional Council meetings



Municipal Act, 2001

Table of Contents

- General Municipal Powers
- Specific Municipal Powers
- Licences
- Municipal Reorganization
- Accountability and Transparency
- Practices and Procedures
- Financial Administration
- Municipal Taxation, Limitations, Collection
- Fees and Charges
- Debt and Investment
- Enforcement
- Miscellaneous



Other Relevant Legislation

- *Planning Act*
- *Building Code Act*
- *Fire Protection and Prevention Act*
- *Assessment Act*
- *Development Charges Act*
- *Ontario Heritage Act*
- *Public Libraries Act*
- *Municipal Elections Act*
- *Provincial Offences Act*
- *Statutory Powers Procedure Act*
- *Municipal Conflict of Interest Act*
- *Accessibility for Ontarians with Disabilities Act*
- *Municipal Freedom of Information and Protection of Privacy Act*
- etc. ...



Municipal Conflict of Interest Act

- Declarations of Pecuniary Interest
(as per *Municipal Conflict of Interest Act*)
 - Direct or indirect pecuniary (financial) interest affecting Member, spouse, parent, child
 - Member to state (orally at meeting and in writing for public registry) the business item, pecuniary interest relationship (self, spouse, parent, child) and nature of interest
 - Restrictions after declaration:
 - Member cannot participate, influence or vote on item
 - Member leaves meeting during item consideration
 - Member must declare each and every time matter arises
 - Standing agenda item on every meeting agenda
 - Member can seek advice from Integrity Commissioner



Municipal Act, 2001

Head of Council

- to **advise** Council on **administrative and controllership** policies and procedures and the **accountability** and **transparency** of municipal operations
- to **promote municipal purpose** and **public involvement**
- to **act as a representative** locally, nationally and internationally
- to foster activities that **enhance economic, social and environmental well-being** of municipality and residents



Head of Council (section 225)
To advise Council on:

• uphold and promote purposes of municipality, locally, nationally and internationally

• promote public involvement, transparency of municipal operations and activities of senior management

• act as representative locally, nationally and internationally

• foster activities that enhance economic, social and environmental well-being of municipality and residents



Municipal Act, 2001

Council

- to **represent** the public and consider the well being and interests of the municipality
- to **determine the services** to be provided
- to **develop** and **evaluate policies** and **programs**
- to ensure that **administrative** and **controllership** policies, practices and procedures are in place to implement the decisions of Council
- to ensure **accountability** and **transparency** of municipality
- to maintain **financial integrity** of the municipality



Municipal Act, 2001

CAO / Administration

Chief Administrative Officer

- to exercise general **control and management**... for the purpose of ensuring the efficient and effective operation of the municipality

Administration

- to undertake **research** and provide **advice** to Council on the policies and programs of the municipality
- **implement** Council's decisions and establish administrative practices and procedures to carry out Council's decisions



Municipal Act, 2001

Treasurer

- **collect** monies
- pay the **bills**
- maintain **financial records**
- manage **investments**

- Role of Treasurer (section 286)
- collecting money payable to the municipality
 - depositing all money received on behalf of the municipality in a financial institution
 - paying all debts of the municipality and other expenditures authorized by the municipality
 - maintaining accurate records and accounts of the financial affairs of the municipality
 - providing the council with such information with respect to the financial affairs of the municipality as it requires or requests
 - ensuring investments of the municipality are made in compliance with the regulations



Municipal Act, 2001

Clerk

- **record** votes, decisions and proceedings of council
- keep **by-laws** and **minutes**
- manage **corporate records**

Role of Clerk (sections 228, 253-255)

- to record the name and vote of every member voting on any matter or question
- to keep the originals or copies of all by-laws and of all minutes of the proceedings of the council
- to manage corporate records



Municipal Administration

CITY OF BRAMPTON

CORPORATE ORGANIZATIONAL CHART

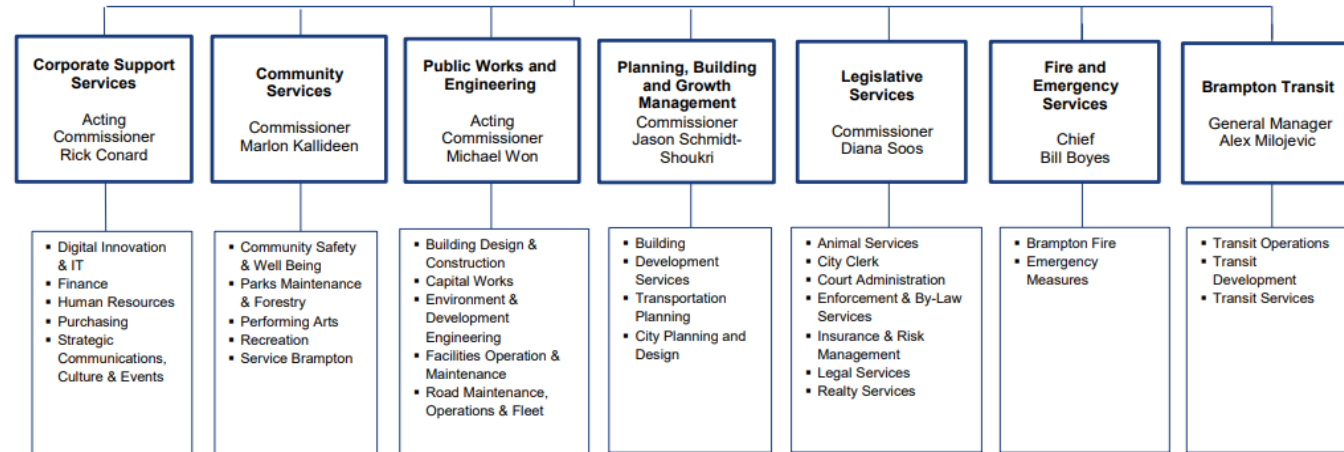


MAYOR AND COUNCIL
Mayor Patrick Brown

INTERIM CHIEF ADMINISTRATIVE OFFICER
Paul Morrison

Office of the CAO

- Corporate Projects, Policy and Liaison
- Internal Audit
- Organizational Performance and Strategy
- Economic Development



Accountability and Transparency

Municipal Act, 2001:

- Council Code of Conduct
- Integrity Commissioner
- Municipal Ombudsman
- Auditor General
- Lobbyist Registry and Registrar
- Closed Meeting Investigator
- Mandatory Municipal Policy



Code of Conduct

- Statement of ethical behaviour standards for Members of Council to uphold the public trust, the integrity of governance and City's reputation
- Applies only to Members of Council
- Approved and amended by Council
- Administered by a Council-appointed Integrity Commissioner
 - **Principles *Integrity***



Code of Conduct

Content

- Introduction and Preamble
- Framework and Interpretation
- Definitions and Key Principles

Rules

- General
- Gifts and Benefits
- Confidential Information
- Use of City Property, Services and Other Resources
- Election Campaign Work
- Business Relations
- Improper Use of Influence
- Conduct at Council
- Transparency and Openness in Decision-making and Member's Duties
- Media Communications
- Representing the City
- Conduct respecting Current and Prospective Employment
- Encouragement of Respect for the City and its By-laws
- Harassment
- Discreditable Conduct
- Conduct Respecting Staff
- Employment of Council Relatives/Family Members
- Failure to Adhere to Council Policies and Procedures
- Reprisals and Obstruction
- Implementation



Integrity Commissioner

Responsibilities

- Application of the Code of Conduct
- Application of any procedures, rules and policies governing the ethical behaviour of Members/local boards
- Application of *Municipal Conflict of Interest Act*
- Requests for advice re. Code of Conduct
- Requests for advice re. procedure, rule or policy
- Requests for advice re. *Municipal Conflict of Interest Act*
- Provision of educational information to Members/local boards, the municipality and the public about the Code of Conduct and the *Municipal Conflict of Interest Act*



Ombudsman

- **mandatory** - municipality must appoint an Ombudsman
 - *If not appointed, Ontario Ombudsman becomes municipal Ombudsman*
- **function** - report to Council on an investigation of any decision or recommendation made or act done or omitted in the course of the administration of the municipality
 - Investigations triggered by individual or Ombudsman
- **oversight** – even with municipal Ombudsman, Ontario Ombudsman has jurisdiction to investigate after municipal Ombudsman/Accountability Officer completed and reported on a matter
 - independent municipal Ombudsman investigation is not final
 - Ontario Ombudsman has power to conduct systemic investigation across municipalities



Lobbyist Registrar / Registry

- An online tool (available for public viewing) where lobbyists register their lobbying activity
- All lobbyists must register. Registration may be completed before lobbying takes place. Registration must be completed within 5 business days of lobbying commencing
- The Lobbyist Registrar is responsible for managing and enforcing the Lobbyist Registry
 - **Principles *Integrity***



Lobbyist Registrar / Registry

What is Lobbying?

Lobbying is any communication with a **public office holder** by a person who represents a business or financial interest. The goal of lobbying is to try and influence any legislative action, including but not limited to the:

- Development, introduction, passage, defeat, amendment or repeal of a by-law, motion or resolution;
- Development, approval, amendment, application or termination of a City policy, program, directive, guideline; or
- Outcome of a decision on any matter before Council, a Committee of Council or a Councillor or staff member acting under delegated authority.



Lobbyist Registrar / Registry

What is a Lobbyist?

- **Consultant Lobbyist:** a person who lobbies for payment on behalf of a client (another person, company, partnership or organization). If the consultant arranges for a meeting between a Member or City employee and a third party, this is considered lobbying
- **In-house Lobbyist:** a person who is an employee, partner, sole proprietor and who lobbies on behalf of their own employer, business or organization
- **Voluntary Unpaid Lobbyist:** a person who lobbies without payment on behalf of a person, business, or other organization for the benefit of the interests of the person, business or other organization



Auditor General

- Discretionary under *Municipal Act, 2001*
 - appointed by Council and reports to Council with powers in inquiry
 - Independent and responsible for **assisting Council in holding itself and administrators accountable for the quality of stewardship over public funds and for the achievement of value for money in municipal operations**
- City has established Internal Audit function within Corporate structure (CAO's Office)



Closed Meeting Investigator

Mandatory provision of *Municipal Act, 2001*

- If no Investigator appointed by Council, Ontario Ombudsman becomes Investigator
- Any person may request an investigation of whether municipality/local board has complied with the *Act* or Procedure By-law provisions for closed meetings
- Request filed with Investigator for review
 - Independent and confidential investigation
 - Report to Council on investigation and any recommendations
 - Council resolution re. how recommendations to be addressed
 - Investigator report is public
- Oversight – appeal process of Closed Meeting Investigator to Ontario Ombudsman
- Council-appointed Closed Meeting Investigator
Local Authority Services Ltd. (LAS)



Open Meetings / Exceptions

All meetings open to the public. Limited exceptions for “closed meetings”

- security of municipal property
- personal matters about an identifiable individual
- proposed or pending acquisition or disposition of land
- labour relations or employee negotiations
- litigation or potential litigation
- advice that is subject to solicitor-client privilege
- training or education purposes (without advancing business or council decision-making)
- matter permitted under another Act to be considered in a closed meeting
- consideration of a Freedom of Information request
- an ongoing investigation respecting the municipality, a local board or a municipally-controlled corporation by the Ombudsman



Open Meetings / Exceptions

- information explicitly supplied in confidence to the municipality or local board by Canada, a province or territory or a Crown agency of any of them;
- a trade secret or scientific, technical, commercial, financial or labour relations information, supplied in confidence to the municipality or local board, which, if disclosed, could reasonably be expected to prejudice significantly the competitive position or interfere significantly with the contractual or other negotiations of a person, group of persons, or organization;
- a trade secret or scientific, technical, commercial or financial information that belongs to the municipality or local board and has monetary value or potential monetary value; or
- a position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board.

While in Closed Session, Council/Committee can only vote:

- **on a procedural matter (e.g., refer or defer an item)**
- **to give direction or instructions to staff or another person working on behalf of City**



Mandatory Municipal Policy

A municipality **shall adopt/maintain Policies** (s. 270):

- sale and disposition of land ([Real Estate Policy](#))
- hiring of employees ([various policies](#))
- the relationship between Members and the staff of the municipality ([Council-Staff Relations Policy](#))
- procurement of goods / services ([Purchasing By-law / Policy](#))
- matters for which public notice is required, and how that notice is given ([Procedure By-law](#))
- how the municipality will try to ensure that it is accountable to the public for its actions, and that its actions are transparent to the public ([Accountability and Transparency Policy](#))
- delegation of its powers and duties ([Administrative Authority Policy / Administrative Authority By-law](#))
- protection and enhancement of tree canopy and natural vegetation
- pregnancy leaves and parental leaves for Members ([Pregnancy and Parental Leave for Members of Council](#))

[Online City Policy Library](#)



Mandatory Municipal Policy

Council-Staff Relations Policy

- Principles
 - All Members of Council are Equal
 - Mutual Respect
 - Open and Clear Communication
 - Respectful Workplace
- Policy Statements
 - Expectations for Members
 - Expectations for Staff



Council Decision-making



- Governance
- Procedure By-law
- Meetings & Decision-Making



Council Decision-making

Committee

- considers proposals/issues/reports and votes to make “**Recommendations**”
- Committee Minutes, including recommendations, presented to Council

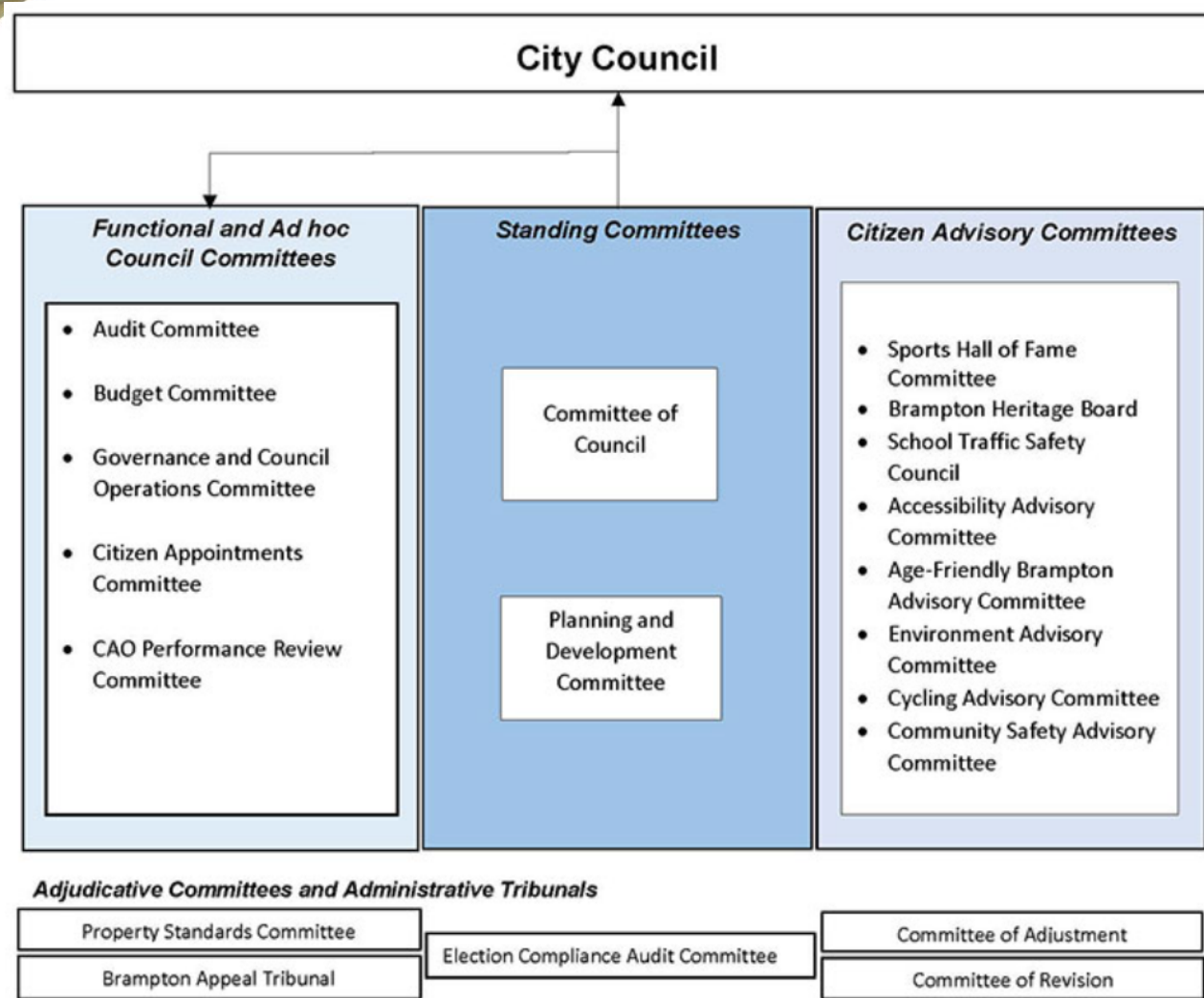


City Council

- final approval authority
- considers Committee Minutes, proposals and votes to adopt “**Resolutions**”
- Council acts by passing “**By-laws**”



Council Decision-making



Council Decision-making

Committees

- Standing Committees defined in Procedure By-law (purpose, composition and Chair)
 - Committee of Council
 - Planning and Development Committee
- All other committees must be approved by Council with terms of reference
- Council makes appointments to functional, ad hoc and citizen-based committees
- Less formal meeting rules for committees
 - Motion not required to be in writing or requires seconder
 - More speaking opportunities



Council Decision-making

Standing Committees and Mandates	Leadership
Committee of Council	
<p><i>Economic Development Section</i></p> <ul style="list-style-type: none"> matters including economic development, Brampton Entrepreneur Centre, competitive policy and business research, and advancing the City's economic development priorities 	Chair and Vice-Chair
<p><i>Corporate Services Section</i></p> <ul style="list-style-type: none"> matters related to services to the Corporation within the jurisdiction of the Chief Administrative Officer and Corporate Support Services Departments, including finance, administration, information technology, human resources, corporate operations, public relations and strategic communications, tourism, film, culture and events 	Chair and Vice-Chair
<p><i>Public Works and Engineering Section</i></p> <ul style="list-style-type: none"> matters within the jurisdiction of the City's Public Works and Engineering Department, including public works and infrastructure, environment and development engineering, construction and maintenance, corporate buildings and property services and Brampton Transit 	Chair and Vice-Chair
<p><i>Community Services Section</i></p> <ul style="list-style-type: none"> matters within the jurisdiction of the City's Community Services Department and Fire and Emergency Services, including parks maintenance and forestry, recreation services, fire services, emergency measures, the performing arts, as well as Service Brampton and real estate 	Chair and Vice-Chair
<p><i>Legislative Services Section</i></p> <ul style="list-style-type: none"> matters within jurisdiction of the Legislative Services Department including legal services, animal services, court administration, risk management, city clerk's office, and also matters related to the enforcement of by-laws and municipal licensing matters 	Chair and Vice-Chair



Council Decision-making

Standing Committees and Mandates

Leadership

Planning and Development Committee

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

Chair and
Vice-Chair



Council Decision-making

Adjudicative Committee and Administrative Tribunals

- Members are appointed by City Council
- Independent, make their own decisions – Council approval is not required
 - Downtown Brampton Business Improvement Area (BIA) (*Municipal Act*)
 - Brampton Public Library Board (*Public Libraries Act*)
 - Committee of Adjustment (*Planning Act*)
 - Property Standards Committee (*Building Code Act*)
 - Brampton Appeal Tribunal (Licensing By-law and Dog By-law)
 - Compliance Audit Committee (*Municipal Elections Act*)



Council Decision-making

Citizen-Based Advisory Committees

Guideline:

- Criteria for establishing a citizen-based advisory committee:
 - aligns with the City's Strategic Plan
 - requires a citizen voice
 - involves a broad subject matter
 - addresses emerging issues important to City
 - helps streamline discussion
 - handles work that staff do not regularly perform
 - defined by a clear mandate/work plan
- Terms of Reference approved by Council
- Reports regularly to Council through a defined Standing Committee
- Establishes annual work plan and reports results to Council
- Members of Council appointed to committee not counted for quorum
- Committee recommendations are advice and opinion provided to Council without commitment of City funds, resources or assets, unless Council approved or prescribed in legislation



Council Decision-making

Citizen-Based Advisory Committees

Appointment Procedure:

- Clerk's Office conducts recruitment
- Qualifications:
 - Brampton resident or non-resident Brampton-based organizational or business representative
 - Council may establish other criteria for appointment, including general or specific qualifications
- Applicants interviewed by a Council committee, unless Council decides otherwise
- Committee recommendations presented to Council for approval



Council Decision-making

Procedure By-law 160-2004

- Mandatory by *Municipal Act, 2001*
 - approved and amended by Council
- Set of rules for meetings, making decisions and conduct
- Applies to Council and “committee”
 - “committee” which at least 50% of the Members are Members of Council
- “meeting” is any gathering of Council or Committee
 - where quorum is present, and
 - Members discuss or otherwise deal with any matter in a way that materially advances the business or decision-making of the council, local board or committee
- Clerk explains and administers rules
 - advises meeting Chair



Council Decision-making

Procedure By-law 160-2004

Upholding fundamental Member rights for a meeting:

- The majority have the right to decide on a matter
- The minority have the right to be heard on a matter
- All Members have the right to information to help make decisions, unless prevented by law
- All Members have the right to an efficient meeting
- All Members have the right to be treated with respect and courtesy
- All Members have equal rights, privileges and obligations



Council Decision-making

Procedure By-law 160-2004 - Definitions

Quorum - Minimum number of members needed to conduct business at a meeting

Chair - Person presiding at a meeting of Council or committee

Delegation - Oral submission made by a member of the public

Motion - Formal proposal moved by a Member

Recommendation - Action proposed by staff or a Committee to address an issue

Vote - Formal indication in support of or opposition to a motion

Recorded Vote - Written record of the name and vote of every member voting on a motion

Resolution - Decision made by Council to direct a course of action

By-law - Legal instrument used by a municipal council to exercise its powers



Council Decision-making

■ Regular Meetings

- Committee of Council – generally twice per month on Wednesday at 9:30 am
- Planning, Design and Development Committee – generally twice per month on Monday at 7:00 pm
- City Council – generally twice per month on Wednesday at 9:30 am
- Rules for cancelling or changing regular start times
- Meeting breaks and end times
 - 10 minute break after 2.5 hours of meeting (unless unanimous vote)
 - cannot carry past 11:55 pm (unless 2/3 majority vote)

■ Special Meetings

- Committee – at call of Chair or petition by majority of members with 24 hrs. notice and definition of meeting purpose
- Council - at call of Mayor or petition by majority of members with 24 hrs. notice and definition of meeting purpose

Approved by Council, September 28, 2022
2022 Brampton City Council and Committee Meeting Schedule

Month	Meeting Date	Time	Meeting Type
Jan	Jan 12	9:30 am	City Council
Jan	Jan 19	9:30 am	City Council
Jan	Jan 26	9:30 am	City Council
Jan	Jan 12	7:00 pm	Planning, Design and Development Committee
Jan	Jan 19	7:00 pm	Planning, Design and Development Committee
Jan	Jan 26	7:00 pm	Planning, Design and Development Committee
Jan	Jan 12	9:30 am	Committee of Council
Jan	Jan 19	9:30 am	Committee of Council
Jan	Jan 26	9:30 am	Committee of Council
Feb	Feb 9	9:30 am	City Council
Feb	Feb 16	9:30 am	City Council
Feb	Feb 23	9:30 am	City Council
Feb	Feb 9	7:00 pm	Planning, Design and Development Committee
Feb	Feb 16	7:00 pm	Planning, Design and Development Committee
Feb	Feb 23	7:00 pm	Planning, Design and Development Committee
Feb	Feb 9	9:30 am	Committee of Council
Feb	Feb 16	9:30 am	Committee of Council
Feb	Feb 23	9:30 am	Committee of Council
Mar	Mar 8	9:30 am	City Council
Mar	Mar 15	9:30 am	City Council
Mar	Mar 22	9:30 am	City Council
Mar	Mar 8	7:00 pm	Planning, Design and Development Committee
Mar	Mar 15	7:00 pm	Planning, Design and Development Committee
Mar	Mar 22	7:00 pm	Planning, Design and Development Committee
Mar	Mar 8	9:30 am	Committee of Council
Mar	Mar 15	9:30 am	Committee of Council
Mar	Mar 22	9:30 am	Committee of Council
Apr	Apr 6	9:30 am	City Council
Apr	Apr 13	9:30 am	City Council
Apr	Apr 20	9:30 am	City Council
Apr	Apr 6	7:00 pm	Planning, Design and Development Committee
Apr	Apr 13	7:00 pm	Planning, Design and Development Committee
Apr	Apr 20	7:00 pm	Planning, Design and Development Committee
Apr	Apr 6	9:30 am	Committee of Council
Apr	Apr 13	9:30 am	Committee of Council
Apr	Apr 20	9:30 am	Committee of Council
May	May 3	9:30 am	City Council
May	May 10	9:30 am	City Council
May	May 17	9:30 am	City Council
May	May 3	7:00 pm	Planning, Design and Development Committee
May	May 10	7:00 pm	Planning, Design and Development Committee
May	May 17	7:00 pm	Planning, Design and Development Committee
May	May 3	9:30 am	Committee of Council
May	May 10	9:30 am	Committee of Council
May	May 17	9:30 am	Committee of Council
Jun	Jun 7	9:30 am	City Council
Jun	Jun 14	9:30 am	City Council
Jun	Jun 21	9:30 am	City Council
Jun	Jun 7	7:00 pm	Planning, Design and Development Committee
Jun	Jun 14	7:00 pm	Planning, Design and Development Committee
Jun	Jun 21	7:00 pm	Planning, Design and Development Committee
Jun	Jun 7	9:30 am	Committee of Council
Jun	Jun 14	9:30 am	Committee of Council
Jun	Jun 21	9:30 am	Committee of Council
Jul	Jul 6	9:30 am	City Council
Jul	Jul 13	9:30 am	City Council
Jul	Jul 20	9:30 am	City Council
Jul	Jul 6	7:00 pm	Planning, Design and Development Committee
Jul	Jul 13	7:00 pm	Planning, Design and Development Committee
Jul	Jul 20	7:00 pm	Planning, Design and Development Committee
Jul	Jul 6	9:30 am	Committee of Council
Jul	Jul 13	9:30 am	Committee of Council
Jul	Jul 20	9:30 am	Committee of Council
Aug	Aug 3	9:30 am	City Council
Aug	Aug 10	9:30 am	City Council
Aug	Aug 17	9:30 am	City Council
Aug	Aug 3	7:00 pm	Planning, Design and Development Committee
Aug	Aug 10	7:00 pm	Planning, Design and Development Committee
Aug	Aug 17	7:00 pm	Planning, Design and Development Committee
Aug	Aug 3	9:30 am	Committee of Council
Aug	Aug 10	9:30 am	Committee of Council
Aug	Aug 17	9:30 am	Committee of Council
Sep	Sep 7	9:30 am	City Council
Sep	Sep 14	9:30 am	City Council
Sep	Sep 21	9:30 am	City Council
Sep	Sep 7	7:00 pm	Planning, Design and Development Committee
Sep	Sep 14	7:00 pm	Planning, Design and Development Committee
Sep	Sep 21	7:00 pm	Planning, Design and Development Committee
Sep	Sep 7	9:30 am	Committee of Council
Sep	Sep 14	9:30 am	Committee of Council
Sep	Sep 21	9:30 am	Committee of Council
Oct	Oct 4	9:30 am	City Council
Oct	Oct 11	9:30 am	City Council
Oct	Oct 18	9:30 am	City Council
Oct	Oct 4	7:00 pm	Planning, Design and Development Committee
Oct	Oct 11	7:00 pm	Planning, Design and Development Committee
Oct	Oct 18	7:00 pm	Planning, Design and Development Committee
Oct	Oct 4	9:30 am	Committee of Council
Oct	Oct 11	9:30 am	Committee of Council
Oct	Oct 18	9:30 am	Committee of Council
Nov	Nov 2	9:30 am	City Council
Nov	Nov 9	9:30 am	City Council
Nov	Nov 16	9:30 am	City Council
Nov	Nov 2	7:00 pm	Planning, Design and Development Committee
Nov	Nov 9	7:00 pm	Planning, Design and Development Committee
Nov	Nov 16	7:00 pm	Planning, Design and Development Committee
Nov	Nov 2	9:30 am	Committee of Council
Nov	Nov 9	9:30 am	Committee of Council
Nov	Nov 16	9:30 am	Committee of Council
Dec	Dec 6	9:30 am	City Council
Dec	Dec 13	9:30 am	City Council
Dec	Dec 20	9:30 am	City Council
Dec	Dec 6	7:00 pm	Planning, Design and Development Committee
Dec	Dec 13	7:00 pm	Planning, Design and Development Committee
Dec	Dec 20	7:00 pm	Planning, Design and Development Committee
Dec	Dec 6	9:30 am	Committee of Council
Dec	Dec 13	9:30 am	Committee of Council
Dec	Dec 20	9:30 am	Committee of Council



Council Decision-making

In Mayor's absence:

- Council-appointed **Deputy Mayor(s)** presides at Council meeting (*discretionary*)
- In absence of Deputy Mayor(s), **Acting Mayor** presides at Council meeting
- Acting Mayor roster
 - alphabetical
 - order determined by last name starting with City Councillor

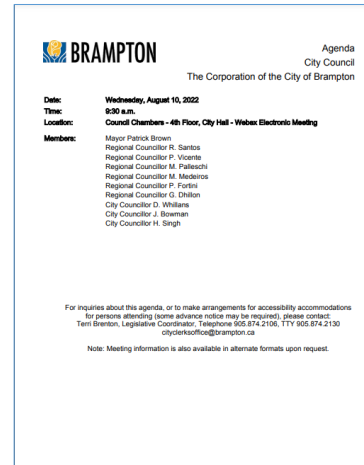
Acting Mayor *	Date
Navjit Kaur Brar	November 2022
Dennis Keenan	December 2022
Rod Power	January 2023
Rowena Santos	February
Harkirat Singh	March
Pat Fortini	April
Martin Medeiros	May
Michael Palleschi	June
Gurpartap Singh Toor	July
Paul Vicente	August

* - to be revised after additional Regional Councillors appointed



Council Decision-making

- Meeting Agenda
 - Published the week before meeting date (Friday)
 - PDC agenda prepared and distributed full week before meeting
 - Agenda Process
 - Complete and final CLT/CAO-approved reports received in Clerk's Office (Monday of week preceding meeting)
 - Agenda finalized and published by Friday
 - Electronic-only meeting agenda distribution
 - Published to meetings and agendas site
 - Revised Agenda published day before meeting
- <https://www.brampton.ca/EN/City-Hall/meetings-agendas/Pages/Welcome.aspx>



Council Decision-making

Hybrid Electronic Meetings

- Authorized by *Municipal Act, 2001* during pandemic
 - Originally, authorized during declared emergency; now extended for use at Council's discretion
 - Procedure By-law amended to permit hybrid meetings for one year after declared emergency
 - Currently permitted until March 2023, unless Council decides otherwise
 - City uses “webex” for open meetings and “Teams” for closed session
- Applies to City Council and all Committees



Council Decision-making

Council Agenda Order of Business

Call to Order

- indigenous land acknowledgement, national anthem, moment of silence/personal reflection
- roll call (used with hybrid meetings)

Business Items

- Approval of the Agenda
 - Confirming the agenda for the meeting
 - New business additions to the agenda with 2/3 majority vote
 - Change to order of agenda business by majority vote
- Declarations of Pecuniary Interest (as per *Municipal Conflict of Interest Act*)
 - Direct or indirect pecuniary (financial) interest affecting Member, spouse, parent, child
- Approval of Council Minutes
 - presented to next regular meeting for approval
 - Signed by Mayor and Clerk after approved



Council Decision-making

Council Agenda Order of Business

Business Items

▪ Consent Motion

- Items deemed by staff to be routine and non-controversial which can be approved by single motion
- All agenda items subject to consent motion, except:
 - Item held by Member for questions/debate
 - Announcements, Delegations, Presentations, Added New Business, Member Discussion Items, Notice of Motion, Public Question Period

▪ Announcements / Proclamations

- Announcements
 - 2 minutes statement about event of public interest
 - sponsored by a Member (1 per meeting)
- Proclamations
 - issued by Mayor; listed on agenda only
 - Mayor's discretion to read and present at meeting



Council Decision-making

Council Agenda Order of Business

Business Items

- Delegations (requests to speak at Council/Committee)
 - Must relate to matter within City's jurisdiction
 - Delegation Request Form submitted to City by 4:30 pm Tuesday the week prior to meeting
 - Clerk, in consultation with Mayor, decides delegation routing
 - Council
 - Must relate to business on agenda
 - Request made before or after agenda published
 - Delegations for funding assistance not permitted; follow City's funding request process
 - Committee
 - Opportunity for persons to bring forward new business
 - Delegations on subject with no staff report can only be received (no action taken) or referred to staff for a report
 - Limited to 5 minutes, unless longer time is approved by Council/Committee
 - Members can ask questions after delegation for clarification purposes only, without debate
 - Delegations must be respectful, speak to subject matter under consideration and follow rules and decision of Chair
 - Delegations received by a motion of Council/Committees



Council Decision-making

Council Agenda Order of Business

Business Items

- Correspondence (letters from public, businesses, organizations, other governments) and Petitions (public requests for a defined action)
 - Clerk refers any correspondence to appropriate Committee unless subject is listed on Council agenda
 - Petitions and Correspondence usually received or referred to staff for a report/investigation/follow-up
- Government Relations Matters
 - Update on inter-governmental affairs matters (Region of Peel Council, Provincial Government, Federal Government)
- Reports
 - From **Head of Council**
 - Reports and updates from the Mayor
 - From **Corporate Officials**
 - Staff reports from the CAO, Commissioners and Departments
 - From **Accountability Officers**
 - Reports from Integrity Commissioner, etc.
 - From **Committee (minutes)**
 - Minutes from Standing Committee and other Council Committees



Council Decision-making

The Staff Report

- Heading
 - date, subject, contact
- Recommendations
- Overview
- Background
- Current Situation
- Corporate Implications
 - Financial Implications
 - Other Implications
- Term of Council Priorities
- Conclusion
- Approval signatures
- Appendices



Report
Staff Report
The Corporation of the City of Brampton
2022-07-06

Date: 2022-06-29

Subject: Surplus Declaration of 0 Williams Parkway, Brampton, Ward 8

Contact: Cheryl Waters, Senior Real Estate Coordinator
cheryl.waters@brampton.ca, 416.464.2709

Report Number: Legislative Services-2022-600

Recommendations:

1. THAT the report titled "Surplus declaration of 0 Williams Parkway, Brampton, Ward 9" to the Council meeting of July 6, 2022 be received;
2. THAT a by-law be enacted to declare surplus to the City's requirements City owned lands, legally described as PCL PLAN-2, SEC 43M561; BLKS 4 & 8, PL 43M561, PIN 14209-0130 (LT), municipally known as 0 Williams Parkway, Brampton, having an area of approximately 1.45 acres for the purpose of disposing such lands to the adjacent landowner.

Overview:

- The adjacent landowner at 9400 Goreway Drive has made a request to the City of Brampton to consider the disposition of the remnant piece of land that is the subject of this report, known municipally as 0 Williams Parkway
- Priority Notification Recipients were contacted and a Public notice of the City's intention to declare the parcel surplus has been made in accordance with the City's Procedure by-law 160-2004.
- Region of Peel has advised that they have no interest in acquiring the subject lands however, they will require the reservation of a standard water main easement within the southern limits of the lands. The dimensions of the easement should be the full width of the PIN at the south by 8.0 m from the southern property limits northwards. A site



Council Decision-making

Council Agenda Order of Business

Business Items

▪ Unfinished Business

- Business items not yet resolved or referred from another decision-body

▪ Correspondence, Other/New Business

- Correspondence filed with Council
- Resolutions from other municipalities
- New business added to the meeting agenda

▪ Notices of Motion

- Specific proposal for action by a Member
- Must be:
 - submitted to Clerk by 4:30 pm on the Tuesday the week prior to the meeting date
 - in writing with signature of mover (proponent) and seconder (supporter)
 - complete and correct
- Properly filed Notice of Motion listed on next regular agenda for consideration



Council Decision-making

Council Agenda Order of Business

Business Items

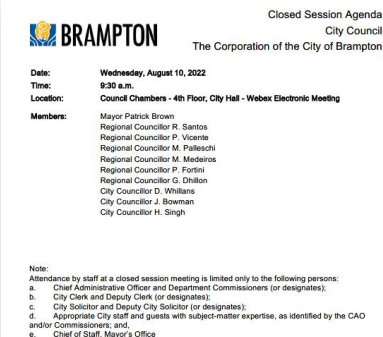
- Public Question Period
 - 15 minute period at end of meeting for public questions on *decisions* made at the meeting
- By-laws
 - Council acts by passing a by-law
 - Authority for passing a by-law is a Council Resolution
 - By-laws establish municipal law and can be amended/repealed
 - 4 levels of approval /endorsement
 - Approval as to content of by-law – responsible department
 - Approval as to form of by-law – Legal Services
 - Executed by Mayor
 - Executed by Clerk
- Closed Session



Council Decision-making

Closed Session

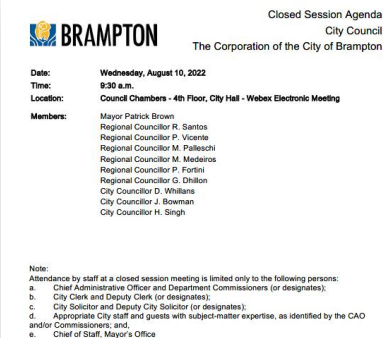
- Portion of the meeting held in private (no public permitted)
- For very specific and limited circumstances
- Closed Session Agenda
 - All business approved by City Solicitor
 - Clerk “shares” time-limited digital agenda to Members and other authorized staff
- Public motion required to proceed into closed session stating *Municipal Act* provision authorizing closed session
 - Once in closed session, new business cannot be added to agenda
- Closed session is audio recorded
- After closed session, reports out in public session
- Closed Session Minutes
 - Identify Members and senior staff present
 - Record of proceedings, discussion and any direction provided to staff



Council Decision-making

Closed Session

- Member obligations (unless expressly authorized by Council):
 - Cannot distribute any closed session report or item
 - Cannot disclose content of discussions
- Council/Committee can give direction to staff in public on a closed session report, without moving into closed session, and Clerk documents action
- For closed session matters involving an identifiable employee, CAO will determine which staff will be present and may be the designate for the Clerk for that closed session
- Clerk can require copies of closed session agenda, reports, documents returned
- Clerk maintains agendas and minutes
- Request for a closed meeting investigation, under *Municipal Act*, received by Clerk and referred to Closed Meeting Investigator



Council Decision-making

Council Agenda Order of Business

Business Items

- Confirming By-law
 - “Catch-all” by-law confirming the proceedings and decisions of Council at the meeting to satisfy the *Municipal Act* requirements for Council decisions to be enacted through a by-law
- Adjournment
 - Motion to adjourn (end) the meeting



Council Decision-making

Roles and Responsibilities

■ Members

- Prepare, listen, question, debate, propose, vote

■ Chair

- Prepare, lead, facilitate, order, vote

■ Clerk

- Prepare, advise, record

■ CAO/Staff

- Prepare, present, answer, advise, recommend, act

■ Public

- Prepare, attend, observe, delegate, question, participate



Council Decision-making

Duties of the Chair

- Open the meeting
- Ensure quorum maintained throughout meeting
- Chair (lead) the meeting fairly and impartially
- Announce business in order to be considered
- Direct discussion / debate through the Chair (leader)
- Receive and submit motions, in proper order, presented by Members
- Put to vote all motions properly placed, and announce results of vote
- Decline to put to vote motions contrary to rules of procedure
- Restrain Members to debating rules and procedure during meeting
- Enforce meeting rules, observe order, decorum and Member conduct
- Ensure meeting proceeds in orderly and efficient manner
- Sign applicable resolutions, by-laws and minutes duly passed
- Recess meeting after 2.5 hours, unless unanimous consent to continue
- Adjourn meeting when business is concluded or at designated time
- Adjourn or suspend the meeting to a future time if grave disorder



Council Decision-making

Member Conduct

No Member shall:

- speak disrespectfully of another person
- use offensive or unparliamentarily language
- speak on subject other than subject of debate
- disobey meeting rules or decision of the Chair on questions of order or interpretation of rules



Council Decision-making

Member Conduct

If a Member:

- breaches or disregards meeting rules or interpretation thereof, or
- disregards decision of Chair on Point of Order / Point of Privilege

then Chair shall:

- advise and correct Member
- request apology or withdrawal of remark from Member
- warn Member
- call Member to order (Member shall be seated and not speak until recognized by Chair)
- name the Member (Member called to order and name with offence recorded in minutes)
- expel or exclude the Member
- if persistent inappropriate conduct, after being called to order or named by Chair:
 - Chair immediately takes vote (no debate) to decide whether to order Member to leave remainder of meeting
 - Member leaves, if ordered by vote, but if apologizes, Chair takes vote for Member to resume seat and participate in meeting



Council Decision-making

Points of Order and Privilege

When Member speaking (has the floor) no Member shall interrupt speaking except for Point of Order or Point of Personal Privilege

Point of Order

- Call to Chair's attention a matter regarding:
 - Any breach of the meeting rules
 - Irregularity in proceedings of meeting
 - Relevance of discussion to business item under consideration
 - Use of improper, offensive or abusive language

Point of Personal Privilege

- Call to Chair's attention a matter regarding:
 - A statement challenging integrity of Member, committee or Council
 - Right and privileges of Council or committee (accuracy of reports and information, conduct of staff, visitors, public, comfort of Members)



Council Decision-making

Points of Order and Privilege

Process:

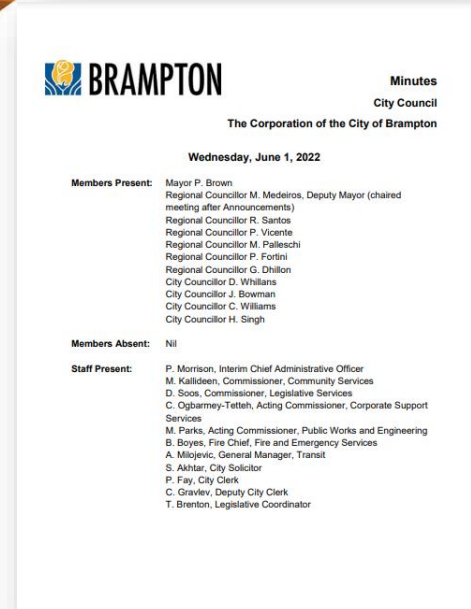
- Ask permission of Chair to raise Point of Order or Privilege
- Chair grants permission to Member to rise to state Point
- Member rises and states Point to Chair and sits down until Chair has decided Point
- Chair immediately decides Point (ruling)
- A Member only addresses Chair to appeal ruling
 - Appeal put to vote immediately to uphold ruling (majority vote) and decision is final
- If no appeal of Chair's decision, it is final



Council Decision-making

Meeting Minutes

- Clerk prepares meeting minutes, including:
 - Place, date and time of meeting
 - Name of Chair and attendance of Members
 - Name of minute taker and senior staff present
 - Meeting Proceedings, without note or comment
 - Summary of business considered in order of listing
 - All motions placed (mover/seconded)
 - All motions voted on that carried or lost
 - Approved minutes signed by Chair and Clerk
 - Committee Minutes
 - Standing Committee Minutes presented to Council meeting for approval of recommendations and receipt of minutes
 - Other Committee minutes presented to Standing Committee for approval
 - Minutes introduced at Council by Standing Committee Chair



Council Handbook

Volume 1: Daily Operations

- providing information on the day-to-day operations of your office

City Council Handbook: Volume 1 Daily Operations

Please note that the information contained in this handbook relates to regular operating procedures. Certain procedures may be updated or altered due to the COVID-19 pandemic.

Daily Operations (Vol. 1)

Page 10 of 176

1. Members' Salaries & Benefits
2. Members' Budget
3. Mayor and Councillor Employees
4. Members' Space
5. Members' Office Operations
6. Members' Information & Technology Resources
7. Legal and Insurance
8. Serving Your Constituents
9. Fulfilling Accountable Leadership

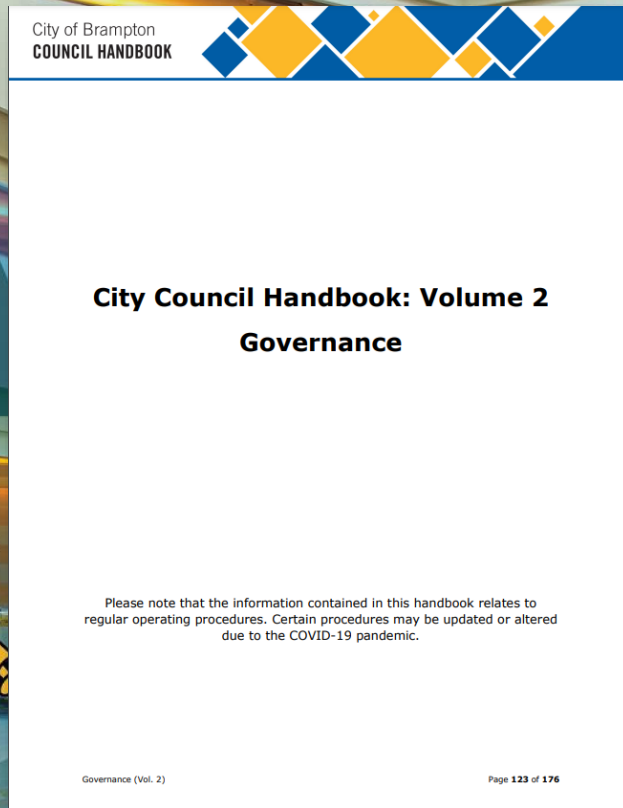


Council Handbook

Volume 2: Governance

- sets out the role of Members, details the process for decision-making, discusses the City's legislative process, and distinguishes between City/other levels of government

1. Role of Council
2. Role of Staff
3. Your Role in the Legislative Process
4. The City Clerk and Division
5. Council Decision-Making Process
6. Agendas
7. Meetings
8. Appointments



Council Handbook

Volume 3: Accountability and Transparency

- outlines the rules, regulations and policies that provide the framework governing the City

1. Values
2. The Code of Conduct for Members of Council
3. Council-Staff Relations
4. Members' Space
5. Municipal Conflict of Interest Act (MCIA)
6. The Integrity Commissioner
7. Ombudsman
8. Lobbyist Registrar
9. Gift Registry
10. Municipal Elections

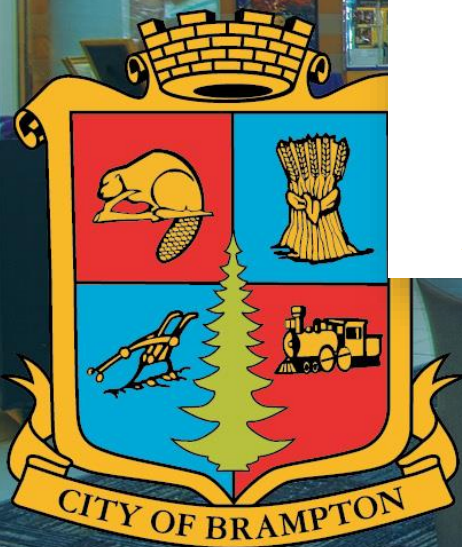
City of Brampton
COUNCIL HANDBOOK

Council Handbook: Volume 3 Accountability & Transparency

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Accountability and Transparency (Vol. 3)

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Orientation Next Steps

Tuesday, November 8 – 10 am – 3 pm, City Hall

Member-elect “ME” Day

1-3 pm – “ME” Day

Thursday, November 10, 9 am – 12 pm, Brampton Fire
HQ, 425 Chrysler Dr

City Departmental Overview

Tuesday, November 15, 5 pm – 10 pm, The Rose, 1
Theatre Ln

Council Inauguration



Orientation Next Steps

Wednesday, November 16, 1 pm, Council Chambers
Special City Council Meeting (governance and other matters)

Thursday, November 17, 9:30 am, Regional Headquarters
Regional Municipality of Peel Council Inaugural Meeting and Orientation Workshop

Monday, November 21, 9:30 am, City Hall
City Council Workshop (morning - Integrity Commissioner and Lobbyist Registrar; afternoon - Planning and Development Process)

Wednesday, November 23, 9:30 am, Council Chambers
Committee of Council Meeting

Thursday, November 24, 9:30 am, Regional Headquarters
Region of Peel Council Orientation Workshop



Orientation Next Steps

Monday, December 5, 9:30 am, City Hall

City Council Workshop (morning – Governance;
afternoon – Employment Law)

Wednesday, December 7, 9:30 am, City Hall

Committee of Council Meeting

Thursday, December 8, 9:30 am, Regional Headquarters

Region of Peel Council Meeting

Monday, December 12, 7:00 pm, Council Chambers

Planning and Development Committee Meeting

Wednesday, December 14, 9:30 am, Council Chambers

City Council Meeting



Thank You

