

CHAIR:

F. DALE

MEMBERS:

G. CARLSON

B. CROMBIE

J. DOWNEY

C. FONSECA

G. GIBSON

A. GROVES

N. IANNICCA

J. INNIS

L. JEFFREY

J. KOVAC

M. MAHONEY

S. MCFADDEN

M. MEDEIROS

G. MILES

E. MOORE

M. PALLESCHI

C. PARRISH

K. RAS

P. SAITO

B. SHAUGHNESSY

J. SPROVIERI

R. STARR

A. THOMPSON

J. TOVEY



The Council of the
Regional Municipality of Peel
REVISED AGENDA

Date: Thursday, January 25, 2018

Time: 9:30 AM

Place: Council Chamber, 5th Floor
Regional Administrative Headquarters
10 Peel Centre Drive, Suite A
Brampton, Ontario

For inquiries about this agenda or to make arrangements for accessibility accommodations including alternate formats, please contact:

Christine Thomson at (905) 791-7800, ext. 4582 or at
christine.thomson@peelregion.ca.

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Moment of Silence in Reverence of the Late City of Mississauga Councillor, Jim Tovey

1. ROLL CALL

2. DECLARATIONS OF CONFLICTS OF INTEREST

3. APPROVAL OF MINUTES

3.1. January 11, 2018 Regional Council meeting

4. APPROVAL OF AGENDA

5. DELEGATIONS

5.1. **Catherine Sople, Founder, Building Up Our Neighbourhoods and Member, Peel Poverty Action Group; and Richard Antonio, Chair, Peel Poverty Action Group**, Regarding the 10-Year Anniversary of the Peel Youth Charter and Seeking Continued Endorsement

5.2. **Lynn Ward, Executive Director, Armagh**, Providing an Overview of Armagh's Services, Programs and Outcomes (See also Items Related to Human Services - Item 9.1)

6. CONSENT AGENDA

All items listed with an asterisk (*) are considered to be routine and non-controversial and will be approved by one resolution. There will be no separate discussion of these items unless a Council Member requests it in which case the item will be removed from the consent resolution and considered in its normal sequence on the agenda.

(7.1, 7.2, 8.1, 11.1, 11.3)

7. ITEMS RELATED TO HEALTH

Chaired by Councillor E. Moore or Vice-Chair Councillor G. Gibson

*7.1. Supply and Delivery of Uniforms for Peel Regional Paramedic Services

*7.2. Supporting Safe Sharps Disposal in Peel (For information)

7.3. Provision of Physiotherapy Services for the Region of Peel's Long Term Care Division

- 7.4. Supply of Resident Ceiling Lift Equipment, Including Accessories, Supplies, Maintenance and Repairs for the Region of Peel's Long Term Care Division

8. COMMUNICATIONS

- *8.1. **Charles Sousa, Minister of Finance**, Letter received January 2, 2018, Providing an Update on the Federal Legalization of Cannabis and Provincial Work Underway to Establish Retail and Distribution Channels for Legal Cannabis (Receipt recommended)

9. ITEMS RELATED TO HUMAN SERVICES

Chaired by Councillor M. Medeiros or Vice-Chair Councillor J. Downey

- 9.1. Armagh Transitional Housing Project, City of Mississauga, Ward 2 - Document 2016-727N (See also Delegations – Item 5.2)

10. COMMUNICATIONS

11. ITEMS RELATED TO ENTERPRISE PROGRAMS AND SERVICES

Chaired by Councillor C. Fonseca or Vice-Chair Councillor G. Miles

- *11.1. 2018 Temporary Borrowing By-law to Meet Operating Expenses of the Municipality (See also By-law 7-2018)
- 11.2. Bill 175, *Safer Ontario Act* - Major Reforms to Policing (For information)
- *11.3. “Lame Duck” Provisions – Restricted Acts After Nomination Day – *Municipal Act, 2001, as amended* (For information)
- 11.4. 2018 Regional Municipal Election – Procedures Manual (For information) **(A copy of the Region of Peel 2018 Elections Manual is available from the Office of the Regional Clerk for viewing)**
- 11.5. Potential Implications of Airport Privatization for the Region of Peel (For information)
- 11.6. Psychological Health and Safety Program Update (For information)
Presentation by Mary Killeavy, Director, Human Resources and Peter Dundas, Chief and Director, Peel Regional Paramedic Services; and Dave Wakely, President, OPSEU Local 227
- 11.7. Amendments to the Region of Peel Procedure By-law 100-2012 **(Deferred from the January 11, 2018 Regional Council meeting)**

12. COMMUNICATIONS

13. ITEMS RELATED TO PUBLIC WORKS

Chaired by Councillor R. Starr or Vice-Chair Councillor A. Groves

14. COMMUNICATIONS

15. OTHER BUSINESS

16. NOTICES OF MOTION

17. BY-LAWS

Three Readings

By-law 7-2018: A by-law to authorize the temporary borrowing of monies to meet operating expenses of the municipality pending receipt of revenues. (See also Items Related to Enterprise Programs and Services – Item 11.1)

18. IN CAMERA MATTERS

18.1. Appointment of Associate Medical Officer of Health (Personal matters about an identifiable individual, including Regional employees)

18.2. Labour Relations (Labour relations or employee negotiations)

19. BY-LAW TO CONFIRM THE PROCEEDINGS OF COUNCIL

20. ADJOURNMENT



**THE COUNCIL OF
THE REGIONAL MUNICIPALITY OF PEEL
January 11, 2018**

Regional Chair Dale called the meeting of Regional Council to order at 9:31 a.m. in the Council Chamber, Regional Administrative Headquarters, 10 Peel Centre Drive, Suite A, Brampton.

1. ROLL CALL

Members Present:	G. Carlson	S. McFadden
	B. Crombie*♦	M. Medeiros
	F. Dale	E. Moore
	J. Downey	M. Palleschi
	C. Fonseca	C. Parrish
	G. Gibson	K. Ras
	A. Groves	B. Shaughnessy
	N. Iannicca*	J. Sprovieri
	J. Innis	R. Starr
	L. Jeffrey♦	A. Thompson
	J. Kovac	J. Tovey*
	M. Mahoney	

Members Absent:	G. Miles	Due to vacation
	P. Saito	Due to personal matters

Also Present: D. Szwarc, Chief Administrative Officer; L. Graham-Watson, Commissioner of Corporate Services; S. Nagel, Acting Commissioner of Finance and Chief Financial Officer and Acting Commissioner of Service Innovation, Information and Technology; G. Walsh, Acting Regional Solicitor; J. Smith, Commissioner of Public Works; J. Sheehy, Commissioner of Human Services; N. Polsinelli, Commissioner of Health Services; Dr. J. Hopkins, Medical Officer of Health; K. Lockyer, Regional Clerk and Director of Clerk's; C. Thomson, Legislative Specialist; S. Valleau, Legislative Technical Coordinator; H. Gill, Legislative Technical Coordinator

2. DECLARATIONS OF CONFLICTS OF INTEREST - Nil

* See text for arrivals
♦ See text for departures

3. APPROVAL OF MINUTES

3.1. December 14, 2017 Regional Council meeting

Moved by Councillor Parrish,
Seconded by Councillor Starr;

That the minutes of the December 14, 2017 Regional Council meeting be approved.

Carried 2018-1

The Regional Solicitor was requested by Councillor Parrish to report to a future meeting of Regional Council with clarification regarding the criteria used by staff to determine the differences in dealing with matters under litigation and those which are personal matters as they relate to in camera versus public agendas.

4. APPROVAL OF AGENDA

Moved by Councillor Thompson,
Seconded by Councillor Shaughnessy;

That the agenda for the January 11, 2018 Regional Council meeting include a presentation by Norman Lee, Director of Waste Management, providing an update on the Curbside Waste Collection Contractors' Performance, to be dealt with under Items Related to Public Works – Item 11.2;

And further, that the agenda for the January 11, 2018 Regional Council meeting include an oral item regarding the Ninth Line Regional Official Plan Amendment to be dealt with under Other Business – Item 15.2;

And further, that the agenda for the January 11, 2018 Regional Council meeting include an oral item regarding Funding for Policing for Special Events, to be dealt with under Other Business – Item 15.3;

And further, that the agenda for the January 11, 2018 Regional Council meeting be approved, as amended.

Carried 2018-2

See also Resolutions 2018-26, 2018-29 and 2018-30

5. DELEGATIONS - Nil

Councillor Tovey arrived at 9:36 a.m.
Councillor Iannicca arrived at 9:37 a.m.
Councillor Crombie arrived at 9:39 a.m.

6. CONSENT AGENDA

Moved by Councillor Tovey,
Seconded by Councillor Ras;

That the following matters listed on the January 11, 2018 Regional Council Agenda be approved under the Consent Agenda:

- 7.1. Survivors of Domestic Violence and Human Trafficking Update
- 8.1. Peter Milczyn, Minister of Housing, Letter Received December 14, 2017, Regarding Key Housing Initiatives to Improve Housing Access and Options for Survivors of Domestic Violence and Survivors of Human Trafficking
- 9.1. 2017/2018 Dedicated Provincial Gas Tax Funds
- 9.2. Delegation of Tax Ratio Setting Authority

In Favour	G. Carlson; B. Crombie; J. Downey; C. Fonseca; G. Gibson; A. Groves; N. Iannicca; J. Innis; L. Jeffrey; J. Kovac; M. Mahoney; S. McFadden; M. Medeiros; E. Moore; M. Palleschi; C. Parrish; K. Ras; B. Shaughnessy; J. Sprovieri; R. Starr; A. Thompson; J. Tovey	Total 22
Opposed		
Abstain <i>(counted as a no vote)</i>		
Absent <i>(from meeting and/or vote)</i>	G. Miles; P. Saito	2

Carried 2018-3

RESOLUTIONS AS A RESULT OF THE CONSENT AGENDA

- 7.1. **Survivors of Domestic Violence and Human Trafficking Update**

Received 2018-4

See also Resolution 2018-5

- 8.1. **Peter Milczyn, Minister of Housing**, Letter Received December 14, 2017, Regarding Key Housing Initiatives to Improve Housing Access and Options for Survivors of Domestic Violence and Survivors of Human Trafficking

Received 2018-5

See also Resolution 2018-4

9.1. **2017/2018 Dedicated Provincial Gas Tax Funds**

Moved by Councillor Tovey,
Seconded by Councillor Ras;

That the Regional Chair and the Commissioner of Finance & Chief Financial Officer be authorized to execute the Letter of Agreement provided by the Ontario Ministry of Transportation to implement the Dedicated Gas Tax Funds for the Public Transportation Program in order to facilitate the Province of Ontario to release the 2017/2018 funding to the Region of Peel;

And further, that the necessary by-law be presented for enactment.

Carried 2018-6

See also Resolution 2018-31

9.2. **Delegation of Tax Ratio Setting Authority**

Moved by Councillor Tovey,
Seconded by Councillor Ras;

That the tax ratio setting authority for both lower-tier and upper-tier purposes for 2018, be delegated by the Region of Peel to its lower-tier municipalities, as authorized under section 310 of the *Municipal Act, 2001*, as amended;

And further, that the necessary by-law inclusive of the methodology to apportion the Regional levy, be presented for enactment.

Carried 2018-7

See also Resolution 2018-31

AGENDA ITEMS SUBJECT TO DISCUSSION AND DEBATE

7. **ITEMS RELATED TO HUMAN SERVICES**

Chaired by Councillor M. Medeiros

This item was dealt with under Consent Agenda

8. **COMMUNICATIONS**

This item was dealt with under Consent Agenda

9. ITEMS RELATED TO ENTERPRISE PROGRAMS AND SERVICES

Chaired by Councillor C. Fonseca

9.3. Amendments to the Region of Peel Procedure By-law 100-2012

Moved by Councillor Parrish,
Seconded by Councillor Crombie;

That the report of the Commissioner of Corporate Services titled “Amendments to the Region of Peel Procedure By-law”, be deferred to the January 25, 2018 Regional Council meeting.

In Favour	G. Carlson; B. Crombie; J. Downey; C. Fonseca; A. Groves; N. Iannicca; J. Innis; L. Jeffrey; J. Kovac; M. Mahoney; S. McFadden; M. Medeiros; C. Parrish; K. Ras; J. Sprovieri; R. Starr; J. Tovey	Total 17
Opposed	G. Gibson; E. Moore; M. Palleschi; B. Shaughnessy; A. Thompson	5
Abstain <i>(counted as a no vote)</i>		
Absent <i>(from meeting and/or vote)</i>	G. Miles; P. Saito	2

Carried 2018-8

See also Resolution 2018-24

In response to a question from Councillor Parrish, Kathryn Lockyer, Regional Clerk advised that Bill 68 – *Modernizing Ontario’s Municipal Legislation Act, 2016*, includes a provision that the council of a local municipality may appoint one of its members as an alternate member of the upper-tier council, to act in place of a Councillor who is a member of the councils of the local municipality and its upper-tier municipality, when that Councillor is unable to attend a meeting of the upper-tier council for any reason. The Regional Clerk clarified that the proposed amendments to the Region of Peel Procedure By-law includes the procedure to accommodate an alternate member, should the City of Brampton or the Town of Caledon choose to appoint an alternate.

Councillor Parrish noted that all City of Mississauga Councillors serve as both Local and Regional Councillors and would not have the advantage of choosing an alternate member, therefore it is not a fair process. Councillor Parrish requested deferral of the matter to the next meeting of Regional Council.

9.4. **Appointment for the Provision of Integrity Commissioner and Lobbyist Registrar Services**

Moved by Councillor Sprovieri,
Seconded by Councillor Ras;

That a By-law to repeal By-law 13-2017, being the appointment of Robert J. Swayze as the Integrity Commissioner and Lobbyist Registrar be enacted, with an effective date of January 31, 2018;

And further, that the aforementioned By-law appoint the partnership of Principles Integrity, through its principals, Jeffrey A. Abrams and Janice Atwood-Petkovski for the provision of Integrity Commissioner services with an effective date of February 1, 2018;

And further, that the aforementioned By-law appoint the partnership of Principles Integrity, through its principals, Jeffrey A. Abrams and Janice Atwood-Petkovski for the provision of Lobbyist Registrar services with an effective date of February 1, 2018.

In Favour	G. Carlson; B. Crombie; J. Downey; C. Fonseca; G. Gibson; A. Groves; N. Iannicca; J. Innis; L. Jeffrey; J. Kovac; M. Mahoney; S. McFadden; M. Medeiros; E. Moore; M. Palleschi; C. Parrish; K. Ras; B. Shaughnessy; J. Sprovieri; R. Starr; A. Thompson; J. Tovey	Total 22
Opposed		
Abstain <i>(counted as a no vote)</i>		
Absent <i>(from meeting and/or vote)</i>	G. Miles; P. Saito	2

Carried 2018-9

See also Resolution 2018-31

In response to a question from Councillor Sprovieri, Kathryn Lockyer, Regional Clerk confirmed that the current contract for the Integrity Commissioner and Lobbyist Registrar expires on January 31, 2018 and that any investigations in progress would be completed under the current contract.

Councillor Jeffrey departed at 10:21 a.m. due to a personal matter.

9.5. **Report of the Council Expense Policy Review Committee (CEPRC-3/2017), meeting held on December 7, 2017**

Councillor Parrish requested that item 4.1 be split and voted upon separately.

4.1. **Update to the Business Expense Accounts - Members of Council Policy**

Per Diem Rate

Moved by Councillor Parrish,
Seconded by Councillor Thompson;

That the changes to the Region of Peel’s Business Expense Accounts – Members of Council Policy, related to the Per Diem Rate, as described in the report of the Commissioner of Finance and Chief Financial Officer titled “Update to the Business Expense Accounts – Members of Council Policy”, be approved.

In Favour	G. Carlson; B. Crombie; J. Downey; C. Fonseca; G. Gibson; A. Groves; N. Iannicca; J. Innis; J. Kovac; M. Mahoney; S. McFadden; M. Medeiros; E. Moore; C. Parrish; K. Ras; B. Shaughnessy; J. Sprovieri; R. Starr; A. Thompson; J. Tovey	Total 20
Opposed		
Abstain <i>(counted as a no vote)</i>		
Absent <i>(from meeting and/or vote)</i>	L. Jeffrey; G. Miles; M. Palleschi; P. Saito	4

Carried 2018-10

See also Resolutions 2018-17 and 2018-18

Kilometre Threshold

Moved by Councillor Parrish,
Seconded by Councillor Downey;

That the changes to the Region of Peel’s Business Expense Accounts – Members of Council Policy, related to the Kilometre Threshold, as described in the report of the Commissioner of Finance and Chief Financial Officer titled “Update to the Business Expense Accounts – Members of Council Policy”, be approved.

In Favour	G. Carlson; B. Crombie; J. Downey; C. Fonseca; G. Gibson; A. Groves; N. Iannicca; J. Innis; J. Kovac; M. Mahoney; S. McFadden; M. Medeiros; E. Moore; M. Palleschi; C. Parrish; K. Ras; B. Shaughnessy; J. Sprovieri; R. Starr; A. Thompson; J. Tovey	Total 21
Opposed		
Abstain <i>(counted as a no vote)</i>		
Absent <i>(from meeting and/or vote)</i>	L. Jeffrey; G. Miles; P. Saito	3

Carried 2018-11

See also Resolutions 2018-17 and 2018-18

Purchasing Cards (“P-Card”)

Moved by Councillor Parrish,
Seconded by Councillor McFadden;

That the changes to the Region of Peel’s Business Expense Accounts – Members of Council Policy, related to Purchasing Cards, as described in the report of the Commissioner of Finance and Chief Financial Officer titled “Update to the Business Expense Accounts – Members of Council Policy”, be approved.

In Favour	G. Carlson; B. Crombie; J. Downey; C. Fonseca; G. Gibson; A. Groves; N. Iannicca; J. Innis; J. Kovac; M. Mahoney; S. McFadden; M. Medeiros; E. Moore; M. Palleschi; C. Parrish; K. Ras; B. Shaughnessy; J. Sprovieri; R. Starr; A. Thompson; J. Tovey	Total 21
Opposed		
Abstain <i>(counted as a no vote)</i>		
Absent <i>(from meeting and/or vote)</i>	L. Jeffrey; G. Miles; P. Saito	3

Carried 2018-12

See also Resolutions 2018-17 and 2018-18

Reward Programs

Moved by Councillor Parrish,
Seconded by Councillor Palleschi;

That the changes to the Region of Peel’s Business Expense Accounts – Members of Council Policy, related to Reward Programs, as described in the report of the Commissioner of Finance and Chief Financial Officer titled “Update to the Business Expense Accounts – Members of Council Policy”, be approved.

In Favour	G. Carlson; B. Crombie; J. Downey; C. Fonseca; G. Gibson; A. Groves; N. Iannicca; J. Innis; J. Kovac; M. Mahoney; S. McFadden; M. Medeiros; E. Moore; M. Palleschi; C. Parrish; K. Ras; B. Shaughnessy; J. Sprovieri; R. Starr; A. Thompson; J. Tovey	Total 21
Opposed		
Abstain <i>(counted as a no vote)</i>		
Absent <i>(from meeting and/or vote)</i>	L. Jeffrey; G. Miles; P. Saito	3

Carried 2018-13

See also Resolutions 2018-17 and 2018-18

Regional Newsletters

Moved by Councillor Parrish,
Seconded by Councillor Crombie;

That the changes to the Region of Peel’s Business Expense Accounts – Members of Council Policy, related to Regional Newsletters, as described in the report of the Commissioner of Finance and Chief Financial Officer titled “Update to the Business Expense Accounts – Members of Council Policy”, be approved.

In Favour	G. Carlson; B. Crombie; J. Downey; C. Fonseca; G. Gibson; A. Groves; N. Iannicca; J. Innis; J. Kovac; M. Mahoney; S. McFadden; M. Medeiros; E. Moore; M. Palleschi; C. Parrish; K. Ras; B. Shaughnessy; J. Sprovieri; R. Starr; A. Thompson; J. Tovey	Total 21
Opposed		
Abstain <i>(counted as a no vote)</i>		
Absent <i>(from meeting and/or vote)</i>	L. Jeffrey; G. Miles; P. Saito	3

Carried 2018-14

See also Resolutions 2018-17 and 2018-18

Regional Newsletters - Date

Moved by Councillor Starr,
Seconded by Councillor McFadden;

That the changes to the Region of Peel’s Business Expense Accounts – Members of Council Policy, related to Regional Newsletters, as described in the report of the Commissioner of Finance and Chief Financial Officer titled “Update to the Business Expense Accounts – Members of Council Policy”, be effective commencing with the 2018 – 2022 Term of Regional Council.

In Favour	G. Carlson; B. Crombie; J. Downey; J. Kovac; M. Mahoney; S. McFadden; M. Medeiros; R. Starr; A. Thompson; J. Tovey	Total 10
Opposed	C. Fonseca; G. Gibson; A. Groves; N. Iannicca; J. Innis; E. Moore; M. Palleschi; C. Parrish; K. Ras; B. Shaughnessy; J. Sprovieri	11
Abstain <i>(counted as a no vote)</i>		
Absent <i>(from meeting and/or vote)</i>	L. Jeffrey; G. Miles; P. Saito	3

Lost 2018-15

See also Resolutions 2018-17 and 2018-18

Internal Charges for the Use of Regional Services

Moved by Councillor Parrish,
Seconded by Councillor Moore;

That the changes to the Region of Peel’s Business Expense Accounts – Members of Council Policy, related to Internal Charges for the Use of Regional Services, as described in the report of the Commissioner of Finance and Chief Financial Officer titled “Update to the Business Expense Accounts – Members of Council Policy”, be approved.

In Favour	G. Carlson; B. Crombie; J. Downey; C. Fonseca; G. Gibson; A. Groves; N. Iannicca; J. Innis; J. Kovac; M. Mahoney; S. McFadden; M. Medeiros; E. Moore; M. Palleschi; C. Parrish; K. Ras; B. Shaughnessy; J. Sprovieri; R. Starr; A. Thompson; J. Tovey	Total 21
Opposed		
Abstain <i>(counted as a no vote)</i>		
Absent <i>(from meeting and/or vote)</i>	L. Jeffrey; G. Miles; P. Saito	3

Carried 2018-16

See also Resolutions 2018-17 and 2018-18

Moved by Councillor Parrish,
Seconded by Councillor Ras;

That the report of the Council Expense Policy Review Committee (CEPRC-3-2017), meeting held on December 7, 2017 be adopted.

In Favour	G. Carlson; B. Crombie; J. Downey; C. Fonseca; G. Gibson; A. Groves; N. Iannicca; J. Innis; J. Kovac; M. Mahoney; S. McFadden; M. Medeiros; E. Moore; M. Palleschi; C. Parrish; K. Ras; B. Shaughnessy; J. Sprovieri; R. Starr; A. Thompson; J. Tovey	Total 21
Opposed		
Abstain <i>(counted as a no vote)</i>		
Absent <i>(from meeting and/or vote)</i>	L. Jeffrey; G. Miles; P. Saito	3

Carried 2018-17

See also Resolutions 2018-10 to 2018-16 inclusive and 2018-18

4.1. **Update to the Business Expense Accounts - Members of Council Policy**

Moved by Councillor Moore,
Seconded by Councillor Parrish;

That the changes to the Region of Peel's Business Expense Accounts – Members of Council Policy attached as Appendix I to the report of the Commissioner of Finance and Chief Financial Officer titled "Update to the Business Expense Accounts - Members of Council" be effective January 1, 2018;

And further, that the changes to the Region of Peel's Business Expense Accounts - Members of Council Policy, attached as Appendix I to the subject report, be approved, as amended.

In Favour	G. Carlson; B. Crombie; J. Downey; C. Fonseca; G. Gibson; A. Groves; N. Iannicca; J. Innis; J. Kovac; M. Mahoney; S. McFadden; M. Medeiros; E. Moore; M. Palleschi; C. Parrish; K. Ras; B. Shaughnessy; J. Sprovieri; R. Starr; A. Thompson; J. Tovey	Total 21
Opposed		
Abstain <i>(counted as a no vote)</i>		
Absent <i>(from meeting and/or vote)</i>	L. Jeffrey; G. Miles; P. Saito	3

Carried 2018-18

See also Resolutions 2018-10 to 2018-16 inclusive and 2018-17

1. DECLARATIONS OF CONFLICTS OF INTEREST - Nil

2. APPROVAL OF AGENDA

RECOMMENDATION CEPRC-7-2017:

That the agenda for the December 7, 2017 Council Expense Policy Review Committee meeting be approved.

Approved 2018-19

3. DELEGATIONS - Nil

4. REPORTS

4.1. Update to the Business Expense Accounts - Members of Council Policy

This item was dealt with under Resolution 2018-18

RECOMMENDATION CEPRC-8-2017:

That the Region of Peel Council Expense Policy Review Committee be disbanded following Regional Council's approval of the new policy titled "Business Expense Accounts – Members of Council.

Approved 2018-20

Councillor Crombie departed at 10:45 a.m. due to other municipal business.

10. COMMUNICATIONS

- 10.1. **Sacha Smith, Manager, Legislative Services and Deputy Clerk, City of Mississauga**, Email dated December 21, 2018, Providing a Copy of the City of Mississauga Resolution and Report Requesting for Development Charge Relief for 174 Affordable Housing Units Located at 360 City Centre Drive, Mississauga, Ward 4

Referred to Finance 2018-21

- 10.2. **Peter Fay, City Clerk, City of Brampton**, Letter dated December 21, 2017, Regarding Schedule 2018 Renovations to Brampton Council Chambers and Request for Possible Use of Region of Peel Council Chambers

Received 2018-22

See also Resolution 2018-23

Moved by Councillor Ras,
Seconded by Councillor Innis;

Whereas the City of Brampton will be renovating its Council Chambers at City Hall commencing in or about May 2018 until the end of 2018;

And whereas, the City of Brampton, through the City Clerk, has requested the opportunity to use the Region of Peel Council Chambers for City Council or Committee meetings when it may be necessary to accommodate larger public crowds;

Therefore be it resolved, that the request for the City of Brampton to use the Region of Peel Council Chambers while the City of Brampton's Council Chambers are being renovated be approved;

And further, that the Regional Clerk work with the City Clerk to coordinate dates, security and other requirements for the City of Brampton use of the Regional Council Chambers;

And further, that any additional costs related to the City of Brampton’s use of the Regional Council Chambers be paid for by the City of Brampton.

In Favour	G. Carlson; J. Downey; C. Fonseca; A. Groves; N. Iannicca; J. Innis; J. Kovac; M. Mahoney; S. McFadden; M. Medeiros; E. Moore; M. Palleschi; C. Parrish; K. Ras; B. Shaughnessy; J. Sprovieri; R. Starr; A. Thompson; J. Tovey	Total 19
Opposed		
Abstain <i>(counted as a no vote)</i>		
Absent <i>(from meeting and/or vote)</i>	B. Crombie; G. Gibson; L. Jeffrey; G. Miles; P. Saito	5

Carried 2018-23

See also Resolution 2018-22

- 10.3. **Peter Fay, City Clerk, City of Brampton**, Letter dated January 3, 2018, Providing a Copy of the City of Brampton Resolution and Report Appointing an Alternate Member to Regional Council

Received 2018-24

See also Resolution 2018-8

11. ITEMS RELATED TO PUBLIC WORKS
Chaired by Councillor R. Starr

11.1. Region of Peel Salt Management Plan Review

Received 2018-25

Councillors Groves and Ras highlighted the importance of balancing environmental protection and public safety and exploring innovative solutions to reduce road salt for winter maintenance while sustaining a safe roadway.

The Regional Solicitor was requested by Councillor Ras to provide members of Regional Council with the costs the Region of Peel has incurred as a result of claims against it for trips and falls.

11.2. **Curbside Waste Collection Contractors' Performance**

Presentation by Norman Lee, Director of Waste Management, providing an update on the Curbside Waste Collection Contractors' Performance

Received 2018-26

See also Resolution 2018-2

Norman Lee, Director, Waste Management, provided an overview of the waste collection zones for Emterra and Waste Connections, noting that Emterra services approximately 65 per cent of homes and Waste Connections is responsible for approximately 35 per cent of homes, and he highlighted the locations of waste transfer stations. He explained that Emterra's performance is not meeting the contract requirements and that Emterra would need to add approximately ten trucks to achieve the same truck to house ratios as Waste Connections. Norman Lee further explained that Emterra submitted an Action Plan in early January describing changes it will make to improve performance, including adding nine trucks to its fleet by mid-February. He stated that Waste Management staff will continue to work with Emterra to deal with material placed outside of carts and drop-off locations within the constraints of existing agreements, environmental permits and budgets and will monitor changes implemented by Emterra through its latest Action Plan.

Norman Lee responded to questions from Members regarding the differences in collection methods employed by Emterra and Waste Connections, procedures that are in place when transfer stations are closed and the rationale for the 6:00 p.m. collection cut-off.

The Director of Waste Management was requested by Councillor Parrish to report to a future meeting of the Waste Management Strategic Advisory Committee with a comparison of the collection cut-off times in other jurisdictions.

The Director of Waste Management was requested by Councillor Innis to report back to Regional Council if the changes in Emterra's latest Action Plan are not implemented or if they do not result in the intended performance improvements.

12. **COMMUNICATIONS - Nil**

13. **ITEMS RELATED TO HEALTH**

Chaired by Councillor E. Moore

13.1. **Peel Public Health Year in Review**

Presentation by Dr. Jessica Hopkins, Medical Officer of Health

Received 2018-27

Dr. Jessica Hopkins, Medical Officer of Health, provided an overview of mandated public health activities in 2017 to protect and promote the overall health of Peel residents. Dr. Hopkins noted that, in 2017, there were fewer new and existing cases of selected chronic diseases such as, ischemic heart disease and stroke than 20 years ago, however, 11,045 new cases of diabetes were diagnosed in Peel in 2015 which presents a key challenge. Dr. Hopkins also highlighted

that the rates of opioid-related deaths since 2013 has doubled; one in two Peel residents are inactive in their leisure time; 38 per cent of Peel residents do not eat the recommended serving of fruits and vegetables; and, high risk areas of Lyme Disease are expanding. In 2018, Peel Public Health will be planning for the new Ontario Public Health Standards and Protocols and enhancing partnerships with the local municipalities, Local Health Integration Networks, schools and school boards, child care centres and other Regional departments.

Councillor Sprovieri advised that he had recently read a study that connected diabetes to thyroid issues and he questioned whether there are linkages between fluoridation of drinking water and thyroid disorders.

The Medical Officer of Health was requested to include a response to any connection between thyroid issues and diabetes in a future report to Regional Council on matters related to diabetes.

The Medical Officer of Health was requested to include crime-related statistics due to opioid use when reporting on an Opioid Strategy to Regional Council.

14. COMMUNICATIONS - Nil

15. OTHER BUSINESS

15.1. Request from Peter Gillespie, Resident, to Delegate to the January 25, 2018 Regional Council meeting to Advocate for an Addict Outreach Program in Peel

Moved by Councillor Groves,
Seconded by Councillor Iannicca;

That the request of Peter Gillespie, Resident, to delegate at the January 25, 2018 Regional Council meeting to advocate for an Addict Outreach Program in Peel, be referred to Human Services staff.

In Favour	G. Carlson; B. Crombie; J. Downey; C. Fonseca; G. Gibson; A. Groves; N. Iannicca; J. Innis; J. Kovac; M. Mahoney; S. McFadden; M. Medeiros; E. Moore; M. Palleschi; C. Parrish; K. Ras; B. Shaughnessy; R. Starr; A. Thompson; J. Tovey	Total 19
Opposed		
Abstain <i>(counted as a no vote)</i>		
Absent <i>(from meeting and/or vote)</i>	B. Crombie; L. Jeffrey; G. Miles; P. Saito; J. Sprovieri	5

Additional Items 15.2 and 15.3:

15.2. Ninth Line Regional Official Plan Amendment (Oral)

Received 2018-29

See also Resolution 2018-2

In response to a question from Councillor McFadden, Arvin Prasad, Director, Integrated Planning, advised that staff from the Region of Peel and City of Mississauga continue to meet with provincial staff regarding options to advance the Ninth Line Regional Official Plan Amendment (ROPA), as a result of the province’s position that the Ninth Line ROPA is premature in light of the new Growth Plan rules that will be released by the Ministry of Municipal Affairs.

The Regional Chair was requested by Councillor Parrish to send a letter, co-signed by the three Mayors and the local Councillor to the Minister of Municipal Affairs to advocate that the Province proceed with approving the ROPA.

15.3. Funding for Policing for Special Events (Oral)

Moved by Councillor Carlson,
Seconded by Councillor Tovey;

That Region of Peel staff work with staff from Peel Regional Police and the local municipalities to clarify the new criteria for Peel Regional Police’s participation in public events.

In Favour	G. Carlson; J. Downey; C. Fonseca; G. Gibson; A. Groves; N. Iannicca; J. Innis; J. Kovac; M. Mahoney; S. McFadden; M. Medeiros; E. Moore; M. Palleschi; C. Parrish; K. Ras; B. Shaughnessy; J. Sprovieri; R. Starr; A. Thompson; J. Tovey	Total 20
Opposed		
Abstain <i>(counted as a no vote)</i>		
Absent <i>(from meeting and/or vote)</i>	B. Crombie; L. Jeffrey; G. Miles; P. Saito	4

Carried 2018-30

See also Resolution 2018-2

Councillor Carlson expressed concern that the criteria of the Peel Regional Police (PRP) plan regarding attendance at community events is not easy to understand and that community groups will have difficulty in comprehending the new rules/guidelines for event funding. He

noted that it is critical for community groups to understand the criteria so that the appropriate budgeting and fundraising can be achieved.

16. NOTICES OF MOTION - Nil

17. BY-LAWS

Three Readings

By-law 1-2018: A by-law to authorize the Regional Chair and the Chief Financial Officer to execute a Letter of Agreement between the Province of Ontario and the Regional Municipality of Peel related to funding provided by the Province of Ontario to the Regional Municipality of Peel under the Dedicated Gas Tax Funds for Public Transportation Program for 2017/2018.

By-law 2-2018: A by-law to delegate the tax ratio setting authority to each lower-tier municipality and to provide a method to determine the portion of Regional levies that will be raised in each lower-tier municipality.

By-law 5-2018: A by-law to Appoint an Integrity Commissioner and Lobbyist Registrar and to Repeal By-law 13-2017.

Moved by Councillor Carlson,
Seconded by Councillor Downey;

That the by-laws listed on the Regional Council agenda, being By-laws 1-2018, 2-2018 and 5-2018, be given the required number of readings, taken as read, signed by the Regional Chair and the Regional Clerk, and the Corporate Seal be affixed thereto.

Carried 2018-31

See also Resolutions 2018-6, 2018-7 and 2018-9

18. IN CAMERA MATTERS

Council opted not to move into closed session to consider the following item:

- December 14, 2017 Regional Council Closed Session Report

18.1. December 14, 2017 Regional Council Closed Session Report

Received 2018-32

19. BY-LAW TO CONFIRM THE PROCEEDINGS OF COUNCIL

Moved by Councillor Kovac,
Seconded by Councillor Medeiros;

That By-law 6-2018 to confirm the proceedings of Regional Council at its meeting held on January 11, 2018, and to authorize the execution of documents in accordance with the Region of Peel by-laws relating thereto, be given the required number of readings, taken as read, signed by the Regional Chair and the Regional Clerk, and the corporate seal be affixed thereto.

Carried 2018-33

20. ADJOURNMENT

The meeting adjourned at 12:29 p.m.

Regional Clerk

Regional Chair



**THE COUNCIL OF
THE REGIONAL MUNICIPALITY OF PEEL
January 11, 2018**

Regional Chair Dale called the meeting of Regional Council to order at 9:31 a.m. in the Council Chamber, Regional Administrative Headquarters, 10 Peel Centre Drive, Suite A, Brampton.

1. ROLL CALL

Members Present:	G. Carlson	S. McFadden
	B. Crombie*♦	M. Medeiros
	F. Dale	E. Moore
	J. Downey	M. Palleschi
	C. Fonseca	C. Parrish
	G. Gibson	K. Ras
	A. Groves	B. Shaughnessy
	N. Iannicca*	J. Sprovieri
	J. Innis	R. Starr
	L. Jeffrey♦	A. Thompson
	J. Kovac	J. Tovey*
	M. Mahoney	

Members Absent:	G. Miles	Due to vacation
	P. Saito	Due to personal matters

Also Present: D. Szwarc, Chief Administrative Officer; L. Graham-Watson, Commissioner of Corporate Services; S. Nagel, Acting Commissioner of Finance and Chief Financial Officer and Acting Commissioner of Service Innovation, Information and Technology; G. Walsh, Acting Regional Solicitor; J. Smith, Commissioner of Public Works; J. Sheehy, Commissioner of Human Services; N. Polsinelli, Commissioner of Health Services; Dr. J. Hopkins, Medical Officer of Health; K. Lockyer, Regional Clerk and Director of Clerk's; C. Thomson, Legislative Specialist; S. Valleau, Legislative Technical Coordinator; H. Gill, Legislative Technical Coordinator

2. DECLARATIONS OF CONFLICTS OF INTEREST - Nil

* See text for arrivals
♦ See text for departures

3. APPROVAL OF MINUTES

3.1. December 14, 2017 Regional Council meeting

Moved by Councillor Parrish,
Seconded by Councillor Starr;

That the minutes of the December 14, 2017 Regional Council meeting be approved.

Carried 2018-1

The Regional Solicitor was requested by Councillor Parrish to report to a future meeting of Regional Council with clarification regarding the criteria used by staff to determine the differences in dealing with matters under litigation and those which are personal matters as they relate to in camera versus public agendas.

4. APPROVAL OF AGENDA

Moved by Councillor Thompson,
Seconded by Councillor Shaughnessy;

That the agenda for the January 11, 2018 Regional Council meeting include a presentation by Norman Lee, Director of Waste Management, providing an update on the Curbside Waste Collection Contractors' Performance, to be dealt with under Items Related to Public Works – Item 11.2;

And further, that the agenda for the January 11, 2018 Regional Council meeting include an oral item regarding the Ninth Line Regional Official Plan Amendment to be dealt with under Other Business – Item 15.2;

And further, that the agenda for the January 11, 2018 Regional Council meeting include an oral item regarding Funding for Policing for Special Events, to be dealt with under Other Business – Item 15.3;

And further, that the agenda for the January 11, 2018 Regional Council meeting be approved, as amended.

Carried 2018-2

See also Resolutions 2018-26, 2018-29 and 2018-30

5. DELEGATIONS - Nil

Councillor Tovey arrived at 9:36 a.m.
Councillor Iannicca arrived at 9:37 a.m.
Councillor Crombie arrived at 9:39 a.m.

6. CONSENT AGENDA

Moved by Councillor Tovey,
Seconded by Councillor Ras;

That the following matters listed on the January 11, 2018 Regional Council Agenda be approved under the Consent Agenda:

- 7.1. Survivors of Domestic Violence and Human Trafficking Update
- 8.1. Peter Milczyn, Minister of Housing, Letter Received December 14, 2017, Regarding Key Housing Initiatives to Improve Housing Access and Options for Survivors of Domestic Violence and Survivors of Human Trafficking
- 9.1. 2017/2018 Dedicated Provincial Gas Tax Funds
- 9.2. Delegation of Tax Ratio Setting Authority

In Favour	G. Carlson; B. Crombie; J. Downey; C. Fonseca; G. Gibson; A. Groves; N. Iannicca; J. Innis; L. Jeffrey; J. Kovac; M. Mahoney; S. McFadden; M. Medeiros; E. Moore; M. Palleschi; C. Parrish; K. Ras; B. Shaughnessy; J. Sprovieri; R. Starr; A. Thompson; J. Tovey	Total 22
Opposed		
Abstain <i>(counted as a no vote)</i>		
Absent <i>(from meeting and/or vote)</i>	G. Miles; P. Saito	2

Carried 2018-3

RESOLUTIONS AS A RESULT OF THE CONSENT AGENDA

- 7.1. **Survivors of Domestic Violence and Human Trafficking Update**

Received 2018-4

See also Resolution 2018-5

- 8.1. **Peter Milczyn, Minister of Housing**, Letter Received December 14, 2017, Regarding Key Housing Initiatives to Improve Housing Access and Options for Survivors of Domestic Violence and Survivors of Human Trafficking

Received 2018-5

See also Resolution 2018-4

9.1. **2017/2018 Dedicated Provincial Gas Tax Funds**

Moved by Councillor Tovey,
Seconded by Councillor Ras;

That the Regional Chair and the Commissioner of Finance & Chief Financial Officer be authorized to execute the Letter of Agreement provided by the Ontario Ministry of Transportation to implement the Dedicated Gas Tax Funds for the Public Transportation Program in order to facilitate the Province of Ontario to release the 2017/2018 funding to the Region of Peel;

And further, that the necessary by-law be presented for enactment.

Carried 2018-6

See also Resolution 2018-31

9.2. **Delegation of Tax Ratio Setting Authority**

Moved by Councillor Tovey,
Seconded by Councillor Ras;

That the tax ratio setting authority for both lower-tier and upper-tier purposes for 2018, be delegated by the Region of Peel to its lower-tier municipalities, as authorized under section 310 of the *Municipal Act, 2001*, as amended;

And further, that the necessary by-law inclusive of the methodology to apportion the Regional levy, be presented for enactment.

Carried 2018-7

See also Resolution 2018-31

AGENDA ITEMS SUBJECT TO DISCUSSION AND DEBATE

7. **ITEMS RELATED TO HUMAN SERVICES**

Chaired by Councillor M. Medeiros

This item was dealt with under Consent Agenda

8. **COMMUNICATIONS**

This item was dealt with under Consent Agenda

9. ITEMS RELATED TO ENTERPRISE PROGRAMS AND SERVICES

Chaired by Councillor C. Fonseca

9.3. Amendments to the Region of Peel Procedure By-law 100-2012

Moved by Councillor Parrish,
Seconded by Councillor Crombie;

That the report of the Commissioner of Corporate Services titled “Amendments to the Region of Peel Procedure By-law”, be deferred to the January 25, 2018 Regional Council meeting.

In Favour	G. Carlson; B. Crombie; J. Downey; C. Fonseca; A. Groves; N. Iannicca; J. Innis; L. Jeffrey; J. Kovac; M. Mahoney; S. McFadden; M. Medeiros; C. Parrish; K. Ras; J. Sprovieri; R. Starr; J. Tovey	Total 17
Opposed	G. Gibson; E. Moore; M. Palleschi; B. Shaughnessy; A. Thompson	5
Abstain <i>(counted as a no vote)</i>		
Absent <i>(from meeting and/or vote)</i>	G. Miles; P. Saito	2

Carried 2018-8

See also Resolution 2018-24

In response to a question from Councillor Parrish, Kathryn Lockyer, Regional Clerk advised that Bill 68 – *Modernizing Ontario’s Municipal Legislation Act, 2016*, includes a provision that the council of a local municipality may appoint one of its members as an alternate member of the upper-tier council, to act in place of a Councillor who is a member of the councils of the local municipality and its upper-tier municipality, when that Councillor is unable to attend a meeting of the upper-tier council for any reason. The Regional Clerk clarified that the proposed amendments to the Region of Peel Procedure By-law includes the procedure to accommodate an alternate member, should the City of Brampton or the Town of Caledon choose to appoint an alternate.

Councillor Parrish noted that all City of Mississauga Councillors serve as both Local and Regional Councillors and would not have the advantage of choosing an alternate member, therefore it is not a fair process. Councillor Parrish requested deferral of the matter to the next meeting of Regional Council.

9.4. **Appointment for the Provision of Integrity Commissioner and Lobbyist Registrar Services**

Moved by Councillor Sprovieri,
Seconded by Councillor Ras;

That a By-law to repeal By-law 13-2017, being the appointment of Robert J. Swayze as the Integrity Commissioner and Lobbyist Registrar be enacted, with an effective date of January 31, 2018;

And further, that the aforementioned By-law appoint the partnership of Principles Integrity, through its principals, Jeffrey A. Abrams and Janice Atwood-Petkovski for the provision of Integrity Commissioner services with an effective date of February 1, 2018;

And further, that the aforementioned By-law appoint the partnership of Principles Integrity, through its principals, Jeffrey A. Abrams and Janice Atwood-Petkovski for the provision of Lobbyist Registrar services with an effective date of February 1, 2018.

In Favour	G. Carlson; B. Crombie; J. Downey; C. Fonseca; G. Gibson; A. Groves; N. Iannicca; J. Innis; L. Jeffrey; J. Kovac; M. Mahoney; S. McFadden; M. Medeiros; E. Moore; M. Palleschi; C. Parrish; K. Ras; B. Shaughnessy; J. Sprovieri; R. Starr; A. Thompson; J. Tovey	Total 22
Opposed		
Abstain <i>(counted as a no vote)</i>		
Absent <i>(from meeting and/or vote)</i>	G. Miles; P. Saito	2

Carried 2018-9

See also Resolution 2018-31

In response to a question from Councillor Sprovieri, Kathryn Lockyer, Regional Clerk confirmed that the current contract for the Integrity Commissioner and Lobbyist Registrar expires on January 31, 2018 and that any investigations in progress would be completed under the current contract.

Councillor Jeffrey departed at 10:21 a.m. due to a personal matter.

9.5. **Report of the Council Expense Policy Review Committee (CEPRC-3/2017), meeting held on December 7, 2017**

Councillor Parrish requested that item 4.1 be split and voted upon separately.

4.1. **Update to the Business Expense Accounts - Members of Council Policy**

Per Diem Rate

Moved by Councillor Parrish,
Seconded by Councillor Thompson;

That the changes to the Region of Peel’s Business Expense Accounts – Members of Council Policy, related to the Per Diem Rate, as described in the report of the Commissioner of Finance and Chief Financial Officer titled “Update to the Business Expense Accounts – Members of Council Policy”, be approved.

In Favour	G. Carlson; B. Crombie; J. Downey; C. Fonseca; G. Gibson; A. Groves; N. Iannicca; J. Innis; J. Kovac; M. Mahoney; S. McFadden; M. Medeiros; E. Moore; C. Parrish; K. Ras; B. Shaughnessy; J. Sprovieri; R. Starr; A. Thompson; J. Tovey	Total 20
Opposed		
Abstain <i>(counted as a no vote)</i>		
Absent <i>(from meeting and/or vote)</i>	L. Jeffrey; G. Miles; M. Palleschi; P. Saito	4

Carried 2018-10

See also Resolutions 2018-17 and 2018-18

Kilometre Threshold

Moved by Councillor Parrish,
Seconded by Councillor Downey;

That the changes to the Region of Peel’s Business Expense Accounts – Members of Council Policy, related to the Kilometre Threshold, as described in the report of the Commissioner of Finance and Chief Financial Officer titled “Update to the Business Expense Accounts – Members of Council Policy”, be approved.

In Favour	G. Carlson; B. Crombie; J. Downey; C. Fonseca; G. Gibson; A. Groves; N. Iannicca; J. Innis; J. Kovac; M. Mahoney; S. McFadden; M. Medeiros; E. Moore; M. Palleschi; C. Parrish; K. Ras; B. Shaughnessy; J. Sprovieri; R. Starr; A. Thompson; J. Tovey	Total 21
Opposed		
Abstain <i>(counted as a no vote)</i>		
Absent <i>(from meeting and/or vote)</i>	L. Jeffrey; G. Miles; P. Saito	3

Carried 2018-11

See also Resolutions 2018-17 and 2018-18

Purchasing Cards (“P-Card”)

Moved by Councillor Parrish,
Seconded by Councillor McFadden;

That the changes to the Region of Peel’s Business Expense Accounts – Members of Council Policy, related to Purchasing Cards, as described in the report of the Commissioner of Finance and Chief Financial Officer titled “Update to the Business Expense Accounts – Members of Council Policy”, be approved.

In Favour	G. Carlson; B. Crombie; J. Downey; C. Fonseca; G. Gibson; A. Groves; N. Iannicca; J. Innis; J. Kovac; M. Mahoney; S. McFadden; M. Medeiros; E. Moore; M. Palleschi; C. Parrish; K. Ras; B. Shaughnessy; J. Sprovieri; R. Starr; A. Thompson; J. Tovey	Total 21
Opposed		
Abstain <i>(counted as a no vote)</i>		
Absent <i>(from meeting and/or vote)</i>	L. Jeffrey; G. Miles; P. Saito	3

Carried 2018-12

See also Resolutions 2018-17 and 2018-18

Reward Programs

Moved by Councillor Parrish,
Seconded by Councillor Palleschi;

That the changes to the Region of Peel’s Business Expense Accounts – Members of Council Policy, related to Reward Programs, as described in the report of the Commissioner of Finance and Chief Financial Officer titled “Update to the Business Expense Accounts – Members of Council Policy”, be approved.

In Favour	G. Carlson; B. Crombie; J. Downey; C. Fonseca; G. Gibson; A. Groves; N. Iannicca; J. Innis; J. Kovac; M. Mahoney; S. McFadden; M. Medeiros; E. Moore; M. Palleschi; C. Parrish; K. Ras; B. Shaughnessy; J. Sprovieri; R. Starr; A. Thompson; J. Tovey	Total 21
Opposed		
Abstain <i>(counted as a no vote)</i>		
Absent <i>(from meeting and/or vote)</i>	L. Jeffrey; G. Miles; P. Saito	3

Carried 2018-13

See also Resolutions 2018-17 and 2018-18

Regional Newsletters

Moved by Councillor Parrish,
Seconded by Councillor Crombie;

That the changes to the Region of Peel’s Business Expense Accounts – Members of Council Policy, related to Regional Newsletters, as described in the report of the Commissioner of Finance and Chief Financial Officer titled “Update to the Business Expense Accounts – Members of Council Policy”, be approved.

In Favour	G. Carlson; B. Crombie; J. Downey; C. Fonseca; G. Gibson; A. Groves; N. Iannicca; J. Innis; J. Kovac; M. Mahoney; S. McFadden; M. Medeiros; E. Moore; M. Palleschi; C. Parrish; K. Ras; B. Shaughnessy; J. Sprovieri; R. Starr; A. Thompson; J. Tovey	Total 21
Opposed		
Abstain <i>(counted as a no vote)</i>		
Absent <i>(from meeting and/or vote)</i>	L. Jeffrey; G. Miles; P. Saito	3

Carried 2018-14

See also Resolutions 2018-17 and 2018-18

Regional Newsletters - Date

Moved by Councillor Starr,
Seconded by Councillor McFadden;

That the changes to the Region of Peel’s Business Expense Accounts – Members of Council Policy, related to Regional Newsletters, as described in the report of the Commissioner of Finance and Chief Financial Officer titled “Update to the Business Expense Accounts – Members of Council Policy”, be effective commencing with the 2018 – 2022 Term of Regional Council.

In Favour	G. Carlson; B. Crombie; J. Downey; J. Kovac; M. Mahoney; S. McFadden; M. Medeiros; R. Starr; A. Thompson; J. Tovey	Total 10
Opposed	C. Fonseca; G. Gibson; A. Groves; N. Iannicca; J. Innis; E. Moore; M. Palleschi; C. Parrish; K. Ras; B. Shaughnessy; J. Sprovieri	11
Abstain <i>(counted as a no vote)</i>		
Absent <i>(from meeting and/or vote)</i>	L. Jeffrey; G. Miles; P. Saito	3

Lost 2018-15

See also Resolutions 2018-17 and 2018-18

Internal Charges for the Use of Regional Services

Moved by Councillor Parrish,
Seconded by Councillor Moore;

That the changes to the Region of Peel’s Business Expense Accounts – Members of Council Policy, related to Internal Charges for the Use of Regional Services, as described in the report of the Commissioner of Finance and Chief Financial Officer titled “Update to the Business Expense Accounts – Members of Council Policy”, be approved.

In Favour	G. Carlson; B. Crombie; J. Downey; C. Fonseca; G. Gibson; A. Groves; N. Iannicca; J. Innis; J. Kovac; M. Mahoney; S. McFadden; M. Medeiros; E. Moore; M. Palleschi; C. Parrish; K. Ras; B. Shaughnessy; J. Sprovieri; R. Starr; A. Thompson; J. Tovey	Total 21
Opposed		
Abstain <i>(counted as a no vote)</i>		
Absent <i>(from meeting and/or vote)</i>	L. Jeffrey; G. Miles; P. Saito	3

Carried 2018-16

See also Resolutions 2018-17 and 2018-18

Moved by Councillor Parrish,
Seconded by Councillor Ras;

That the report of the Council Expense Policy Review Committee (CEPRC-3-2017), meeting held on December 7, 2017 be adopted.

In Favour	G. Carlson; B. Crombie; J. Downey; C. Fonseca; G. Gibson; A. Groves; N. Iannicca; J. Innis; J. Kovac; M. Mahoney; S. McFadden; M. Medeiros; E. Moore; M. Palleschi; C. Parrish; K. Ras; B. Shaughnessy; J. Sprovieri; R. Starr; A. Thompson; J. Tovey	Total 21
Opposed		
Abstain <i>(counted as a no vote)</i>		
Absent <i>(from meeting and/or vote)</i>	L. Jeffrey; G. Miles; P. Saito	3

Carried 2018-17

See also Resolutions 2018-10 to 2018-16 inclusive and 2018-18

4.1. **Update to the Business Expense Accounts - Members of Council Policy**

Moved by Councillor Moore,
Seconded by Councillor Parrish;

That the changes to the Region of Peel's Business Expense Accounts – Members of Council Policy attached as Appendix I to the report of the Commissioner of Finance and Chief Financial Officer titled "Update to the Business Expense Accounts - Members of Council" be effective January 1, 2018;

And further, that the changes to the Region of Peel's Business Expense Accounts - Members of Council Policy, attached as Appendix I to the subject report, be approved, as amended.

In Favour	G. Carlson; B. Crombie; J. Downey; C. Fonseca; G. Gibson; A. Groves; N. Iannicca; J. Innis; J. Kovac; M. Mahoney; S. McFadden; M. Medeiros; E. Moore; M. Palleschi; C. Parrish; K. Ras; B. Shaughnessy; J. Sprovieri; R. Starr; A. Thompson; J. Tovey	Total 21
Opposed		
Abstain <i>(counted as a no vote)</i>		
Absent <i>(from meeting and/or vote)</i>	L. Jeffrey; G. Miles; P. Saito	3

Carried 2018-18

See also Resolutions 2018-10 to 2018-16 inclusive and 2018-17

1. DECLARATIONS OF CONFLICTS OF INTEREST - Nil

2. APPROVAL OF AGENDA

RECOMMENDATION CEPRC-7-2017:

That the agenda for the December 7, 2017 Council Expense Policy Review Committee meeting be approved.

Approved 2018-19

3. DELEGATIONS - Nil

4. REPORTS

4.1. Update to the Business Expense Accounts - Members of Council Policy

This item was dealt with under Resolution 2018-18

RECOMMENDATION CEPRC-8-2017:

That the Region of Peel Council Expense Policy Review Committee be disbanded following Regional Council's approval of the new policy titled "Business Expense Accounts – Members of Council.

Approved 2018-20

Councillor Crombie departed at 10:45 a.m. due to other municipal business.

10. COMMUNICATIONS

- 10.1. **Sacha Smith, Manager, Legislative Services and Deputy Clerk, City of Mississauga**, Email dated December 21, 2018, Providing a Copy of the City of Mississauga Resolution and Report Requesting for Development Charge Relief for 174 Affordable Housing Units Located at 360 City Centre Drive, Mississauga, Ward 4

Referred to Finance 2018-21

- 10.2. **Peter Fay, City Clerk, City of Brampton**, Letter dated December 21, 2017, Regarding Schedule 2018 Renovations to Brampton Council Chambers and Request for Possible Use of Region of Peel Council Chambers

Received 2018-22

See also Resolution 2018-23

Moved by Councillor Ras,
Seconded by Councillor Innis;

Whereas the City of Brampton will be renovating its Council Chambers at City Hall commencing in or about May 2018 until the end of 2018;

And whereas, the City of Brampton, through the City Clerk, has requested the opportunity to use the Region of Peel Council Chambers for City Council or Committee meetings when it may be necessary to accommodate larger public crowds;

Therefore be it resolved, that the request for the City of Brampton to use the Region of Peel Council Chambers while the City of Brampton's Council Chambers are being renovated be approved;

And further, that the Regional Clerk work with the City Clerk to coordinate dates, security and other requirements for the City of Brampton use of the Regional Council Chambers;

And further, that any additional costs related to the City of Brampton’s use of the Regional Council Chambers be paid for by the City of Brampton.

In Favour	G. Carlson; J. Downey; C. Fonseca; A. Groves; N. Iannicca; J. Innis; J. Kovac; M. Mahoney; S. McFadden; M. Medeiros; E. Moore; M. Palleschi; C. Parrish; K. Ras; B. Shaughnessy; J. Sprovieri; R. Starr; A. Thompson; J. Tovey	Total 19
Opposed		
Abstain <i>(counted as a no vote)</i>		
Absent <i>(from meeting and/or vote)</i>	B. Crombie; G. Gibson; L. Jeffrey; G. Miles; P. Saito	5

Carried 2018-23

See also Resolution 2018-22

- 10.3. **Peter Fay, City Clerk, City of Brampton**, Letter dated January 3, 2018, Providing a Copy of the City of Brampton Resolution and Report Appointing an Alternate Member to Regional Council

Received 2018-24

See also Resolution 2018-8

11. ITEMS RELATED TO PUBLIC WORKS
Chaired by Councillor R. Starr

11.1. Region of Peel Salt Management Plan Review

Received 2018-25

Councillors Groves and Ras highlighted the importance of balancing environmental protection and public safety and exploring innovative solutions to reduce road salt for winter maintenance while sustaining a safe roadway.

The Regional Solicitor was requested by Councillor Ras to provide members of Regional Council with the costs the Region of Peel has incurred as a result of claims against it for trips and falls.

11.2. **Curbside Waste Collection Contractors' Performance**

Presentation by Norman Lee, Director of Waste Management, providing an update on the Curbside Waste Collection Contractors' Performance

Received 2018-26

See also Resolution 2018-2

Norman Lee, Director, Waste Management, provided an overview of the waste collection zones for Emterra and Waste Connections, noting that Emterra services approximately 65 per cent of homes and Waste Connections is responsible for approximately 35 per cent of homes, and he highlighted the locations of waste transfer stations. He explained that Emterra's performance is not meeting the contract requirements and that Emterra would need to add approximately ten trucks to achieve the same truck to house ratios as Waste Connections. Norman Lee further explained that Emterra submitted an Action Plan in early January describing changes it will make to improve performance, including adding nine trucks to its fleet by mid-February. He stated that Waste Management staff will continue to work with Emterra to deal with material placed outside of carts and drop-off locations within the constraints of existing agreements, environmental permits and budgets and will monitor changes implemented by Emterra through its latest Action Plan.

Norman Lee responded to questions from Members regarding the differences in collection methods employed by Emterra and Waste Connections, procedures that are in place when transfer stations are closed and the rationale for the 6:00 p.m. collection cut-off.

The Director of Waste Management was requested by Councillor Parrish to report to a future meeting of the Waste Management Strategic Advisory Committee with a comparison of the collection cut-off times in other jurisdictions.

The Director of Waste Management was requested by Councillor Innis to report back to Regional Council if the changes in Emterra's latest Action Plan are not implemented or if they do not result in the intended performance improvements.

12. **COMMUNICATIONS - Nil**

13. **ITEMS RELATED TO HEALTH**

Chaired by Councillor E. Moore

13.1. **Peel Public Health Year in Review**

Presentation by Dr. Jessica Hopkins, Medical Officer of Health

Received 2018-27

Dr. Jessica Hopkins, Medical Officer of Health, provided an overview of mandated public health activities in 2017 to protect and promote the overall health of Peel residents. Dr. Hopkins noted that, in 2017, there were fewer new and existing cases of selected chronic diseases such as, ischemic heart disease and stroke than 20 years ago, however, 11,045 new cases of diabetes were diagnosed in Peel in 2015 which presents a key challenge. Dr. Hopkins also highlighted

that the rates of opioid-related deaths since 2013 has doubled; one in two Peel residents are inactive in their leisure time; 38 per cent of Peel residents do not eat the recommended serving of fruits and vegetables; and, high risk areas of Lyme Disease are expanding. In 2018, Peel Public Health will be planning for the new Ontario Public Health Standards and Protocols and enhancing partnerships with the local municipalities, Local Health Integration Networks, schools and school boards, child care centres and other Regional departments.

Councillor Sprovieri advised that he had recently read a study that connected diabetes to thyroid issues and he questioned whether there are linkages between fluoridation of drinking water and thyroid disorders.

The Medical Officer of Health was requested to include a response to any connection between thyroid issues and diabetes in a future report to Regional Council on matters related to diabetes.

The Medical Officer of Health was requested to include crime-related statistics due to opioid use when reporting on an Opioid Strategy to Regional Council.

14. COMMUNICATIONS - Nil

15. OTHER BUSINESS

15.1. Request from Peter Gillespie, Resident, to Delegate to the January 25, 2018 Regional Council meeting to Advocate for an Addict Outreach Program in Peel

Moved by Councillor Groves,
Seconded by Councillor Iannicca;

That the request of Peter Gillespie, Resident, to delegate at the January 25, 2018 Regional Council meeting to advocate for an Addict Outreach Program in Peel, be referred to Human Services staff.

In Favour	G. Carlson; B. Crombie; J. Downey; C. Fonseca; G. Gibson; A. Groves; N. Iannicca; J. Innis; J. Kovac; M. Mahoney; S. McFadden; M. Medeiros; E. Moore; M. Palleschi; C. Parrish; K. Ras; B. Shaughnessy; R. Starr; A. Thompson; J. Tovey	Total 19
Opposed		
Abstain <i>(counted as a no vote)</i>		
Absent <i>(from meeting and/or vote)</i>	B. Crombie; L. Jeffrey; G. Miles; P. Saito; J. Sprovieri	5

Additional Items 15.2 and 15.3:

15.2. Ninth Line Regional Official Plan Amendment (Oral)

Received 2018-29

See also Resolution 2018-2

In response to a question from Councillor McFadden, Arvin Prasad, Director, Integrated Planning, advised that staff from the Region of Peel and City of Mississauga continue to meet with provincial staff regarding options to advance the Ninth Line Regional Official Plan Amendment (ROPA), as a result of the province’s position that the Ninth Line ROPA is premature in light of the new Growth Plan rules that will be released by the Ministry of Municipal Affairs.

The Regional Chair was requested by Councillor Parrish to send a letter, co-signed by the three Mayors and the local Councillor to the Minister of Municipal Affairs to advocate that the Province proceed with approving the ROPA.

15.3. Funding for Policing for Special Events (Oral)

Moved by Councillor Carlson,
Seconded by Councillor Tovey;

That Region of Peel staff work with staff from Peel Regional Police and the local municipalities to clarify the new criteria for Peel Regional Police’s participation in public events.

In Favour	G. Carlson; J. Downey; C. Fonseca; G. Gibson; A. Groves; N. Iannicca; J. Innis; J. Kovac; M. Mahoney; S. McFadden; M. Medeiros; E. Moore; M. Palleschi; C. Parrish; K. Ras; B. Shaughnessy; J. Sprovieri; R. Starr; A. Thompson; J. Tovey	Total 20
Opposed		
Abstain <i>(counted as a no vote)</i>		
Absent <i>(from meeting and/or vote)</i>	B. Crombie; L. Jeffrey; G. Miles; P. Saito	4

Carried 2018-30

See also Resolution 2018-2

Councillor Carlson expressed concern that the criteria of the Peel Regional Police (PRP) plan regarding attendance at community events is not easy to understand and that community groups will have difficulty in comprehending the new rules/guidelines for event funding. He

noted that it is critical for community groups to understand the criteria so that the appropriate budgeting and fundraising can be achieved.

16. NOTICES OF MOTION - Nil

17. BY-LAWS

Three Readings

By-law 1-2018: A by-law to authorize the Regional Chair and the Chief Financial Officer to execute a Letter of Agreement between the Province of Ontario and the Regional Municipality of Peel related to funding provided by the Province of Ontario to the Regional Municipality of Peel under the Dedicated Gas Tax Funds for Public Transportation Program for 2017/2018.

By-law 2-2018: A by-law to delegate the tax ratio setting authority to each lower-tier municipality and to provide a method to determine the portion of Regional levies that will be raised in each lower-tier municipality.

By-law 5-2018: A by-law to Appoint an Integrity Commissioner and Lobbyist Registrar and to Repeal By-law 13-2017.

Moved by Councillor Carlson,
Seconded by Councillor Downey;

That the by-laws listed on the Regional Council agenda, being By-laws 1-2018, 2-2018 and 5-2018, be given the required number of readings, taken as read, signed by the Regional Chair and the Regional Clerk, and the Corporate Seal be affixed thereto.

Carried 2018-31

See also Resolutions 2018-6, 2018-7 and 2018-9

18. IN CAMERA MATTERS

Council opted not to move into closed session to consider the following item:

- December 14, 2017 Regional Council Closed Session Report

18.1. December 14, 2017 Regional Council Closed Session Report

Received 2018-32

19. BY-LAW TO CONFIRM THE PROCEEDINGS OF COUNCIL

Moved by Councillor Kovac,
Seconded by Councillor Medeiros;

That By-law 6-2018 to confirm the proceedings of Regional Council at its meeting held on January 11, 2018, and to authorize the execution of documents in accordance with the Region of Peel by-laws relating thereto, be given the required number of readings, taken as read, signed by the Regional Chair and the Regional Clerk, and the corporate seal be affixed thereto.

Carried 2018-33

20. ADJOURNMENT

The meeting adjourned at 12:29 p.m.

Regional Clerk

Regional Chair

FOR OFFICE USE ONLY

MEETING DATE YYYY/MM/DD 2018/01/25	MEETING NAME REGIONAL COUNCIL
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Attention: Regional Clerk
Regional Municipality of Peel
10 Peel Centre Drive, Suite A
Brampton, ON L6T 4B9
Phone: 905-791-7800 ext. 4582 Fax: 905-791-1693
E-mail: council@peelregion.ca

REQUEST DATE YYYY/MM/DD 2017/11/10

NAME OF INDIVIDUAL(S) Catherine Soplet
--

POSITION/TITLE Founder // Member
--

NAME OF ORGANIZATION Building Up Our Neighbourhoods // Peel Poverty Action Group
--

E-MAIL	TELEPHONE NUMBER	EXTENSION	FAX NUMBER
--------	------------------	-----------	------------

NAME OF INDIVIDUAL(S) Richard Antonio

POSITION/TITLE Chair

NAME OF ORGANIZATION Peel Poverty Action Group
--

E-MAIL chair.ppag@gmail.com	TELEPHONE NUMBER	EXTENSION	FAX NUMBER
---------------------------------------	------------------	-----------	------------

REASON(S) FOR DELEGATION REQUEST (SUBJECT MATTER TO BE DISCUSSED) Subject: Recognize 10-year Anniversary of 2007 Peel Youth Charter, which was unanimously endorsed on October 25, 2007 by 11 civic partners which included Regional Council of Peel Action Requested:
--

I AM SUBMITTING A FORMAL PRESENTATION TO ACCOMPANY MY DELEGATION YES NO

IF YES, PLEASE ADVISE OF THE FORMAT OF YOUR PRESENTATION (ie POWERPOINT) **Powerpoint**

Note:
Delegates are requested to provide an electronic copy of all background material / presentations to the Clerk's Division at **least seven (7) business days prior** to the meeting date so that it can be included with the agenda package. **In accordance with Procedure By-law 100-2012, as amended, delegates appearing before Regional Council or Committee are requested to limit their remarks to 5 minutes and 10 minutes respectively (approximately 5/10 slides).**
Delegates should make every effort to ensure their presentation material is prepared in an [accessible format](#).
Once the above information is received in the Clerk's Division, you will be contacted by Legislative Services staff to confirm your placement on the appropriate agenda. Thank you.

Notice with Respect to the Collection of Personal Information
(Municipal Freedom of Information and Protection of Privacy Act)

Personal information contained on this form is authorized under Section IV-4 of the Region of Peel Procedure By-law 100-2012 as amended, for the purpose of contacting individuals and/or organizations requesting an opportunity to appear as a delegation before Regional Council or a Committee of Council. The Delegation Request Form will be published in its entirety with the public agenda. The Procedure By-law is a requirement of Section 238(2) of the *Municipal Act, 2001*, as amended. Please note that all meetings are open to the public except where permitted to be closed to the public under legislated authority. All Regional Council meetings are audio broadcast via the internet and will be video broadcast on the local cable television network where video files will be posted and available for viewing subsequent to those meetings. Questions about collection may be directed to the Manager of Legislative Services, 10 Peel Centre Drive, Suite A, 5th floor, Brampton, ON L6T 4B9, (905) 791-7800 ext. 4462.

M E M O R A N D U M
Catherine Soplet
Founder, Building Up Our Neighbourhoods
Member, Peel Poverty Action Group

TO: Stephanie Jurrius, Legislative Specialist
 Clerk's Division, Region of Peel

FROM: Catherine Soplet, Founder - Building Up Our Neighbourhoods
 Member, Peel Poverty Action Group

DATE: November 28, 2017

SUBJECT: Status Update:
 Schedule of Presentations to 2007 Endorsers to Recognize 10-year Anniversary of Peel Youth Charter

This memorandum provides additional information for Regional Council of Peel consideration to schedule a presentation to recognize the 10-year Anniversary of Peel Youth Charter.

At October 25, 2007 meeting of Peel Regional Council, the Peel Youth Charter was unanimously endorsed by eleven civic partners including all four municipal governments in Peel region, two public school boards, and two police services.

- In signing the Charter, without prejudice or discrimination, endorsers committed "to use best efforts to ensure the safety, health, education and future employment of Peel's youth."

Status Update:

Schedule of Presentations to 2007 Endorsers to Recognize 10-year Anniversary of Peel Youth Charter

On November 22, continued endorsement of the Peel Youth Charter was moved by Mississauga City Council.

- On November 22, Mississauga City Council adopted the report from November 15 General Committee. In the report, Motion GC-0687-2017 continues Mississauga City Council endorsement of the Peel Youth Charter and authorizes the Mayor to sign the Peel Youth Charter

Presentations which received verbal intent to consider continuing endorsement of the Peel Youth Charter were made:

- November 14, 2017 to Peel District School Board
- November 23, 2017 to City of Brampton – Inclusion and Equity Committee
- November 24, 2017 to Peel Police Services Board
 - Peel Regional Police respond to Peel Police Services Board.
 - Caledon Detachment - Ontario Provincial Police respond to Peel Police Services Board.

Successor agency collaborators to 2007 endorsers of record are considering 2017 endorsement:

- November 17, 2017 presentation made to Peel Poverty Reduction Strategy Committee
"Report from attending Ontario Human Rights Commission - Community Advisory Group Inaugural Summit - November 8-9, 2017"
 Presentation slides are posted on google docs: <http://ow.ly/zoYM30gFWrB>

Presentations are scheduled:

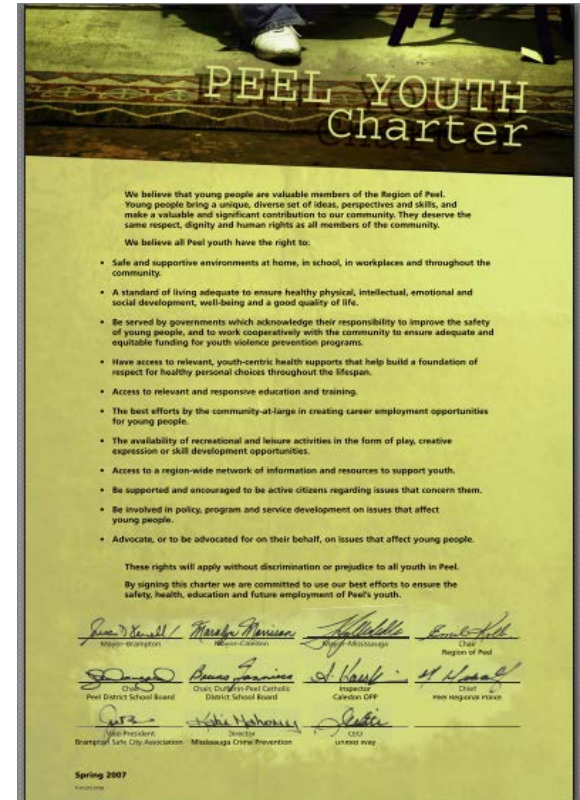
- December 6, 2017 to City Council of Brampton
- December 12, 2017 to Dufferin-Peel Catholic District School Board

Presentations are pending scheduling:

- Town Council of Caledon
- Regional Council of Peel

Peel Youth Charter

2007 – 2017:
Celebrate 10 years, and
“Continue Best Efforts”



Presented January 25, 2018 to
Regional Council of Peel
by Catherine Sople, Building Up Our Neighbourhoods,
Richard Antonio, Peel Poverty Action Group

About this Presentation:

- **ASKs of Regional Council of Peel**
- **What is Peel Youth Charter?**
- **Highlight of some Key Impacts in Peel Region since 2007**
- **Reasons in 2018, to “Continue Best Efforts”**



1/2 ASKS of Regional Council of Peel

- **In 2018, to continue its 2007 endorsement of the Peel Youth Charter**
- **To authorize the Chair of Peel Regional Council to sign the Peel Youth Charter in 2018 with other civic partners.**
- **To refer its endorsement throughout Region of Peel legislative and services delivery system**



2/2 ASKS of Regional Council of Peel

- To display the 2007 Peel Youth Charter in all Region of Peel municipal offices and Peel Region services delivery locations by the end of term of Council in 2018**
- To authorize the Region of Peel Co-Chair of Peel Poverty Reduction Strategy Committee to sign the Peel Youth Charter in 2018 with other civic partners**



What is the Peel Youth Charter?

A GTA Context: 2005 Summer of the Gun

**Community Partners Act
on Peel's Gang and Youth Violence**



March 29, 2007

Members of the committee include representatives from:

Regional Council, Peel Regional Police, Caledon O.P.P., Peel Public Health, Dufferin-Peel Catholic District School Board, Peel District School Board, Brampton Safe City Association, Mississauga Crime Prevention Association and the United Way of Peel.

Charter came from recommendations contained in the Peel Youth Violence Prevention Committee 2006 report "Toward a Bright Future for Peel Youth".

What is the Peel Youth Charter?

October 25, 2007, the Peel Youth Charter was unanimously endorsed by 11 Civic Partners:

- Peel's Regional and Municipal governments**
- Peel Public and Catholic District School Boards**
- Peel Regional and Ontario police services**
- Charitable agencies**

***“These rights will apply without discrimination or prejudice to all youth in Peel.*”**

By signing this Charter, we are committed to use best efforts to ensure the safety, health, education and future employment of Peel's youth.”



Why request 2018 representatives to sign

Changes in leadership since 2007.

One signature is current in 2018.

2018 election platforms can address Peel youth needs.

PEEL YOUTH Charter

We believe that young people are valuable members of the Region of Peel. Young people bring a unique, diverse set of ideas, perspectives and skills, and make a valuable and significant contribution to our community. They deserve the same respect, dignity and human rights as all members of the community.

We believe all Peel youth have the right to:

- Safe and supportive environments at home, in school, in workplaces and throughout the community.
- A standard of living adequate to ensure healthy physical, intellectual, emotional and social development, well-being and a good quality of life.
- Be served by governments which acknowledge their responsibility to improve the safety of young people, and to work cooperatively with the community to ensure adequate and equitable funding for youth violence prevention programs.
- Have access to relevant, youth-centric health supports that help build a foundation of respect for healthy personal choices throughout the lifespan.
- Access to relevant and responsive education and training.
- The best efforts by the community-at-large in creating career employment opportunities for young people.
- The availability of recreational and leisure activities in the form of play, creative expression or skill development opportunities.
- Access to a region-wide network of information and resources to support youth.
- Be supported and encouraged to be active citizens regarding issues that concern them.
- Be involved in policy, program and service development on issues that affect young people.
- Advocate, or to be advocated for on their behalf, on issues that affect young people.

These rights will apply without discrimination or prejudice to all youth in Peel. By signing this charter we are committed to use our best efforts to ensure the safety, health, education and future employment of Peel's youth.

Mayor - Brampton Mayor - Caledon Mayor - Mississauga Chair - Region of Peel

Chair - Peel Youth Council Inspector - Peel Catholic District School Board Inspector - Peel OPP Chief - Peel Regional Police

Vice President - Brampton Safe City Association Director - Mississauga Crime Prevention CEO - United Way

Spring 2007
P-27-272 (07.05)

Highlight of some Key Impacts since 2007

2006 - Mississauga Mayor's Youth Advisory Council Summit

2008 - Mississauga Youth Games

**2009 - Student Trustees mandated for Public School Boards
Parent Councils included Student Reps at the table**

2009 - *Mississauga Works* Mayor's Jobs Summit

**2011 - Mississauga Summit called for “Advantage Mississauga”
partnership to explore growing youth internships and
jobs: Mississauga Board of Trade, Sheridan College and
University of Toronto – Mississauga.**

2016 – Members of Parliament establish Youth Councils



Fair Share Task Force

**2013 Funding for Youth Mental Health
and Youth Outreach Workers**



Highlight of some Key Impacts since 2007



**Neighbours Night Out, May 2017 in Malton
Safe City Mississauga staff and PRP Chief J. Evans**



**Aspire Tutors
Free Program to
help students
Age 6-Grade 6,
now in 10 locations**

2008-2017



Highlight of some Key Impacts since 2007



- **Canada Learning Bond
Enrol by Six: Peel PSE Strategy**
- **Recreation and
After School Strategy**

2012-2017



MiWay Student Ambassador Program



**MiWay Summer Freedom Pass
Free Bus Rides + Swim or Skate
for Youth up to Age 14**



Highlight of some Key Impacts since 2007

Peel Regional Police - Anti-Bullying Poster Competition

2016-2017 Poster Winner
Jennifer Yohana, student
St. Paul Secondary School
Dufferin-Peel Catholic
District School Board



#ChooseAction
National anti-Bullying Week
November 20-24, 2017

... among many other good reasons...

A 2017 reason to “Continue Best Efforts”



Catherine Soplet @Soplet · 19 Nov 2017

ICYMI Slide deck presented. @Peel_Poverty on #OHRCommunity Advisory Summit ow.ly/zoYM30gFWrB reported on ACTION and set NEXT STEPS for #equity and #inclusion <https://twitter.com/Soplet/status/932286485532901376>

#OHRCommunity Summit Theme

STRATEGIC PLAN

PUTTING PEOPLE AND THEIR RIGHTS AT THE CENTRE

Building Human Rights Accountability

2017 - 2022



Ontario Human Rights Commission | www.ohrc.on.ca

Indigenous Reconciliation - Criminal Justice - Poverty - Educa

<http://www.ohrc.on.ca/en/ontario-human-rights-commission-strategic-plan-2017-%E2%80%93>

Who was there: #OHRCommur



Who was there: #OHRCommur



Who was there: #OHRCommur



#OCanada2017

A 2017 reason to “Continue Best Efforts”

<http://www.ohrc.on.ca/en/ontario-human-rights-commission-strategic-plan-2017-%E2%80%93-2022>



CCO Renu
Mandhane
with Peel residents:
Raihanna Hirji-
Khalfan
Rabia Khedr
Catherine Sople
Dr. Salha Jeizan



... among many other good reasons...



Crime Prevention/ Criminal Justice Peel Youth Charter introduced to Community Advisory Group Summit

Kwame McKenzie
@kwame_mckenzie

Following

Time to recommit?

4:19 PM - 8 Nov 2017

6 Retweets 7 Likes

https://twitter.com/kwame_mckenzie/status/928371426922582106

The OHRC
@OntHumanRights

Following

Meet Catherine Soplet (@Soplet), #OHRCommunity advisor and public education advocate.

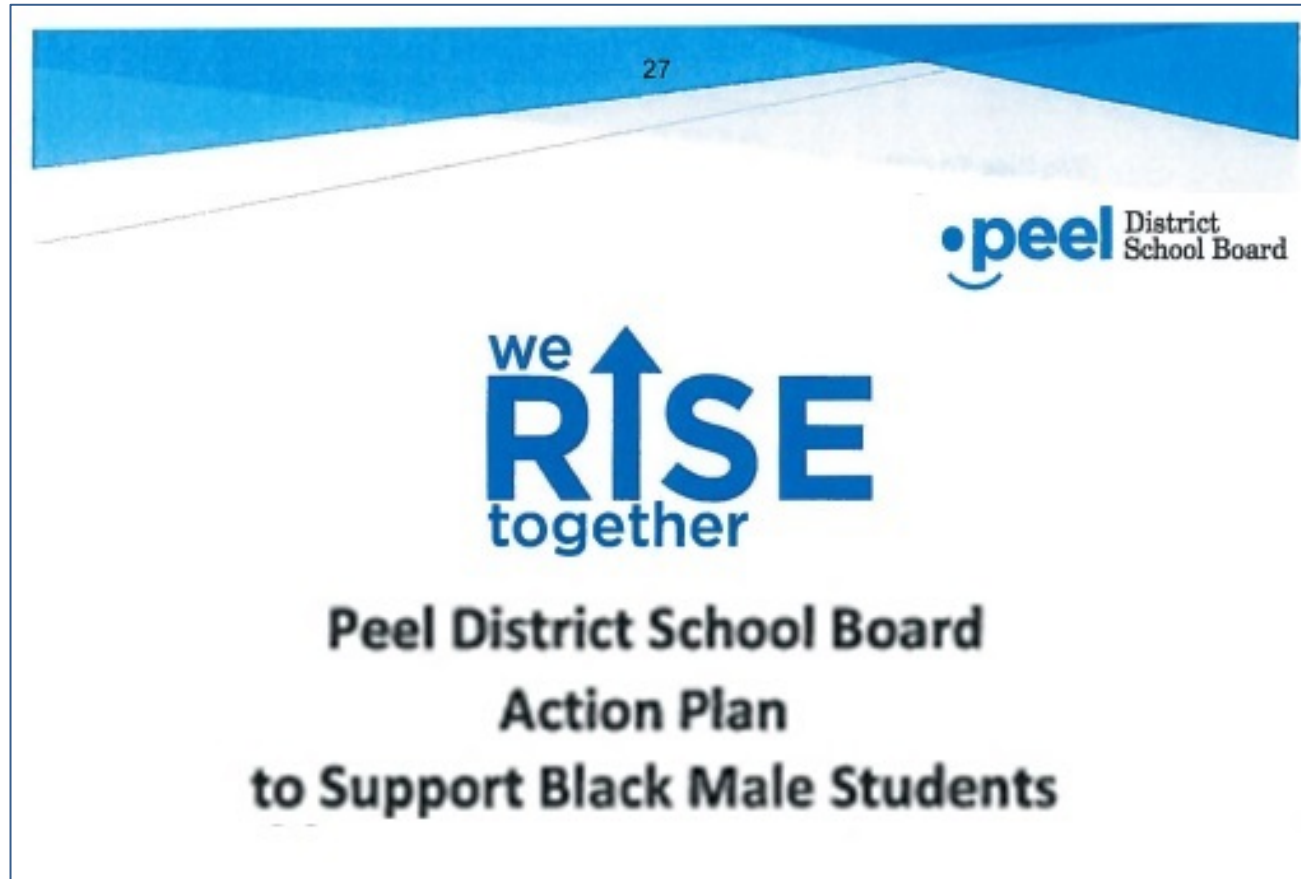
2:35 PM - 8 Nov 2017

2 Retweets 5 Likes

<https://twitter.com/OntHumanRights/status/928345206046343138>



A 2016 reason to “Continue Best Efforts”



<http://www.peelschools.org/aboutus/equity/WeRiseTogether>

... among many other good reasons...



A 2018 reason to “Continue Best Efforts”

STANDING COMMITTEE ON FINANCE AND ECONOMIC AFFAIRS

Monday, January 15, 2018

Valhalla Inn, Ballroom 1

1 Valhalla Inn Road

Thunder Bay, Ontario

AGENDA

Pre-Budget Consultations 2018

- 9:00 a.m. Building Up Our Neighbourhoods and Peel Poverty Action Group**
Catherine Sople, Founder, Building Up Our Neighbourhoods and Member, Peel Poverty Action Group
via teleconference
- 9:15 a.m. Poverty Free Thunder Bay**
Sara Williamson, Steering Committee
Ann McGuire, Steering Committee

<http://www.ontla.on.ca/committee-proceedings/committee-agendas/>

ASK: Use an equity lens in delivery of Ministry of Education - Parents Reaching Out grant program.

- **A key impact is to develop social connection and soft skills for NEET people - Not in Education, Employment or Training. The activities can especially benefit women, youth and newcomers as their lives are in transition.**



2018 reasons to “Continue Best Efforts”

RESULT

2

STRATEGIC PRIORITY #2:
Effective employment for all newcomers in Peel

ECONOMIC INCLUSION WORKING GROUP

ORGANIZATION - SOFT SKILLS STUDY ADVISORY COMMITTEE MEMBERS

- ACES Employment
- Brampton Multicultural Community Centre
- COSI
- Peel Halton Workforce Development Group
- Polycultural Immigrant and Community Services
- Region of Peel
- Ryerson University
- United Way of Peel Region

PNIG CIP 2014 / 2016 8

PNIG'S JOB RETENTION SURVEY

In December 2014, the Peel Newcomer Strategy Group (PNISG) undertook a survey focused on the factors that impact job retention. This survey was sent to employers and newcomer employees to gather different perspectives on issues newcomers face leading to low job retention. The table below indicates one of the results of the survey and emphasizes the need to address the question of soft skills in the context of job retention.

TABLE 1: Percentage of employers that chose the following options as the number one and two most common reasons for not retaining a newcomer employee.

REASON	PERCENTAGE (AS #1 REASON)	PERCENTAGE (AS #2 REASON)
Did not have the soft skills	72%	72%
Did not have the technical skills	18%	15%
Challenges with communication	20%	23%
Was not reliable	10%	9%
Negative attitude	14%	7%
Employee resignation	10%	5%



2015 / 2016 COLLECTIVE IMPACT REPORT

PEEL NEWCOMER STRATEGY GROUP

CREATING A WELCOMING COMMUNITY, TOGETHER.

• Job retention

Peel Poverty Reduction Strategy

Refresh Advisory Group Meeting

Meeting Information	Date	Time
Location 7121 Hurontario Street, 1 st Floor, Training Room #2 - Mississauga	Wednesday, December 6 th , 2017	2:30 p.m. - 4:30 p.m.

Attendees: Derek Casaret (Boarder), Kartanya Math (Community Employment Alliance), Catherine Sogut, Anjali Doshi (Social Determinants of Health), Anshu Kulkarni (City of Mississauga), Soraia Pires (ICOP), Adriana Paterson (ICOP), Anshu Kulkarni (ICOP), Anshu Kulkarni (ICOP)

Peel Poverty Reduction Strategy 2018-2028

Makes the region of Peel a more successful for all individuals and families.

Mission To create a Peel community where everyone works together to build a poverty free future.

Income Security


Handwritten notes: "Need to have inclusion capacity", "Partner with stakeholders to pilot financial literacy training..."

Economic Opportunities

Handwritten notes: "Need to have inclusion capacity", "Partner with stakeholders to pilot financial literacy training..."

Core Needs

Handwritten notes: "Need to have inclusion capacity", "Partner with stakeholders to pilot financial literacy training..."



BUILDING SKILLED TALENT TOGETHER MISSISSAUGA

ECONOMIC DEVELOPMENT OFFICE SESSION GUIDE NOVEMBER 21, 2017

• Job creation



1/2 ASKS of Regional Council of Peel

- In 2018, to continue its 2007 endorsement of the Peel Youth Charter
- To authorize the Chair of Peel Regional Council to sign the Peel Youth Charter in 2018 with other civic partners.
- To refer its endorsement throughout Region of Peel legislative and services delivery system



2/2 ASKS of Regional Council of Peel

- To display the 2007 Peel Youth Charter in all Region of Peel municipal offices and Peel Region services delivery locations by the end of term of Council in 2018**
- To authorize the Region of Peel Co-Chair of Peel Poverty Reduction Strategy Committee to sign the Peel Youth Charter in 2018 with other civic partners**



P.S. A 2018 reason to “Continue Best Efforts”



Catherine Soplet
Building Up Our Neighbourhoods
 Mississauga, Ontario soplet@sympatico.ca @Soplet

January 1, 2016

**Open Letter to Representatives serving
 Residents in the Region of Peel:**

Members of Parliament	Peel District School Board
Members of Provincial Parliament	Dufferin Peel Catholic District School Board
Region of Peel Council	Conseil scolaire Viamonde
Council for the City of Mississauga	Conseil scolaire de district catholique Centre-Sud
Council for the City of Brampton	
Council for the Town of Caledon	

Happy New Year for 2016 !!

Thank you for your service to Residents of Pe

Because of your work, benchmarks were ach
 to develop a 2017 pilot of a Citizen Apprentic

In recent literature, United Way of Peel asks
 What can you do to alleviate poverty i

You are already being seen to take your role i

2016-2020: Five-Year, Fiv

CALLS TO ACTION

2016, Common Schools for 200 years i
 2017, Canada's 150th birthday
 2018, Ontario's general provincial elec
 2019, Canada's general federal electio
 2020, Citizen Apprenticeship Youth Tu

TASKS FOR ACTION

1. PILOT a CITIZEN APPRENTICESHIP
2. LOCATE BETA SITES for 2018
3. GIVE PROFILE and VISIBILITY in D
4. PETITION the HOUSE of COMMONS
 to reopen the 2010 Federal Povert
 - **Signed** - Peel Region - Pover
 - **Deputed** - Toronto Poverty Re
 - **Delivered** - Mississauga-Lakesh
 Mississauga East-C
 - **Endorsed** - Peel District School
5. KEEP POVERTY -- and ITS

**Year 3 of a 5-year, 5-point Plan
 OPEN LETTER - January 1, 2016**

2016-2020: Five-Year, Five-Point Strategy

CALLS TO ACTION

2016, Common Schools for 200 years in Upper Canada
 2017, Canada's 150th birthday
 2018, Ontario's general provincial election
 2019, Canada's general federal election
 2020, Citizen Apprenticeship Youth Tutor Program

TASKS FOR ACTION

1. PILOT a CITIZEN APPRENTICESHIP MODEL for 2017
2. LOCATE BETA SITES for 2018
3. GIVE PROFILE and VISIBILITY in DIVERSE EVENTS
4. PETITION the HOUSE of COMMONS
 to reopen the 2010 Federal Poverty Reduction Plan
 - **Signed** - Peel Region - Poverty Reduction Strategy
 - **Deputed** - Toronto Poverty Reduction Strategy
 - **Delivered** - Mississauga-Lakeshore,
 Mississauga East-Cooksville, Mississauga-Centre
 - **Endorsed** - Peel District School Board
5. KEEP POVERTY -- and ITS REMEDY-- TOP of MIND.



Request for Delegation

FOR OFFICE USE ONLY

MEETING DATE YYYY/MM/DD 2018/01/25	MEETING NAME REGIONAL COUNCIL
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Attention: Regional Clerk
Regional Municipality of Peel
10 Peel Centre Drive, Suite A
Brampton, ON L6T 4B9

Phone: 905-791-7800 ext. 4582 Fax: 905-791-1693
E-mail: council@peelregion.ca

REQUEST DATE YYYY/MM/DD 2018/01/25

NAME OF INDIVIDUAL(S) Lynn Ward

POSITION/TITLE Executive Director

NAME OF ORGANIZATION Armagh

E-MAIL lynn.armagh@rogers.com	TELEPHONE NUMBER (905) 855-0299	EXTENSION 23	FAX NUMBER (905) 855-3189
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NAME OF INDIVIDUAL(S)

POSITION/TITLE

NAME OF ORGANIZATION

E-MAIL	TELEPHONE NUMBER	EXTENSION	FAX NUMBER
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REASON(S) FOR DELEGATION REQUEST (SUBJECT MATTER TO BE DISCUSSED) To highlight for Council Armagh's services, programs and outcomes. I would like to explain how the capital funding for the expansion of 10 additional residential units and expanded services will help an under-served and vulnerable population in Peel. This delegation will accompany the Armagh Transitional Housing Project, City of Mississauga, Ward 2 – Document #2016-727N Council Report.

I AM SUBMITTING A FORMAL PRESENTATION TO ACCOMPANY MY DELEGATION YES NO

IF YES, PLEASE ADVISE OF THE FORMAT OF YOUR PRESENTATION (ie POWERPOINT) Powerpoint

Note:

Delegates are requested to provide an electronic copy of all background material / presentations to the Clerk's Division at **least seven (7) business days prior** to the meeting date so that it can be included with the agenda package. **In accordance with Procedure By-law 100-2012, as amended, delegates appearing before Regional Council or Committee are requested to limit their remarks to 5 minutes and 10 minutes respectively (approximately 5/10 slides).**

Delegates should make every effort to ensure their presentation material is prepared in an accessible format.

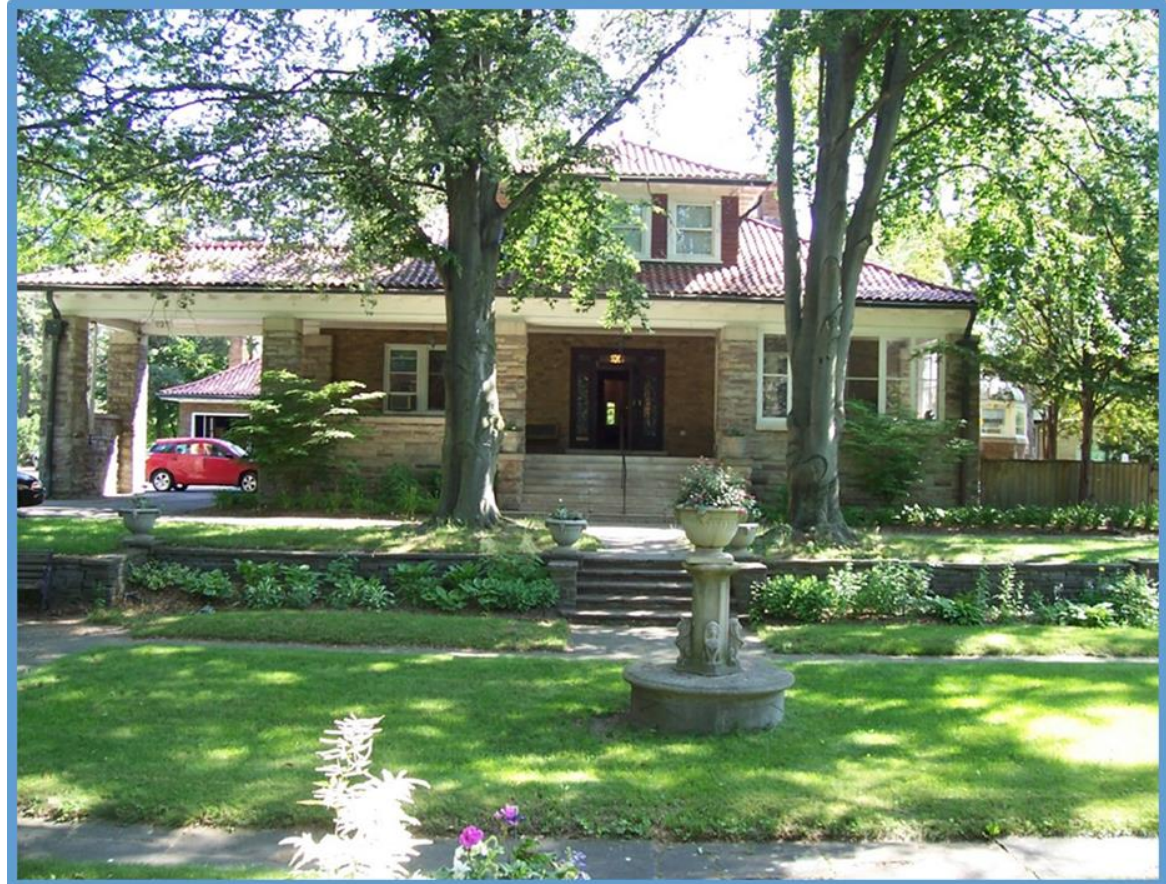
Once the above information is received in the Clerk's Division, you will be contacted by Legislative Services staff to confirm your placement on the appropriate agenda. Thank you.

Notice with Respect to the Collection of Personal Information
(Municipal Freedom of Information and Protection of Privacy Act)

Personal information contained on this form is authorized under Section IV-4 of the Region of Peel Procedure By-law 100-2012 as amended, for the purpose of contacting individuals and/or organizations requesting an opportunity to appear as a delegation before Regional Council or a Committee of Council. The Delegation Request Form will be published in its entirety with the public agenda. The Procedure By-law is a requirement of Section 238(2) of the *Municipal Act, 2001*, as amended. Please note that all meetings are open to the public except where permitted to be closed to the public under legislated authority. All Regional Council meetings are audio broadcast via the internet and will be video broadcast on the local cable television network where video files will be posted and available for viewing subsequent to those meetings. Questions about collection may be directed to the Manager of Legislative Services, 10 Peel Centre Drive, Suite A, 5th floor, Brampton, ON L6T 4B9, (905) 791-7800 ext. 4462.

Here is our Home

The only
Transitional
supportive
housing **in Peel
Region** for
women and
children who
have fled an
abusive
environment



Capacity and need

- **Fiscal Year 2016**
82 referrals
- **22** families supported

- **Fiscal Year 2015**
79 referrals
- **20** families supported

- **Fiscal Year 2014**
73 referrals
- **19** families supported



The services we provide

- Supportive Counselling
- Legal Supports and accompaniment to court
- On site family violence counsellor
- Transportation support for safety and security
- Development of short and long-term goals
- Life skills for independent living
- Financial Literacy
- Healthy Relationships
- Art Therapy



Art Therapy



Expansion:

- Increase capacity to help more



“I Feel...”

"I am an open conduit for all things: Negative or Positive.

I am learning to keep the positive and dispel the negative.

Mostly I feel my children: their fear, their sadness, their unsteady beginnings.

I also feel their growth and their strength & happiness beginning to bloom.

I am glad “I Feel”

- Former Resident





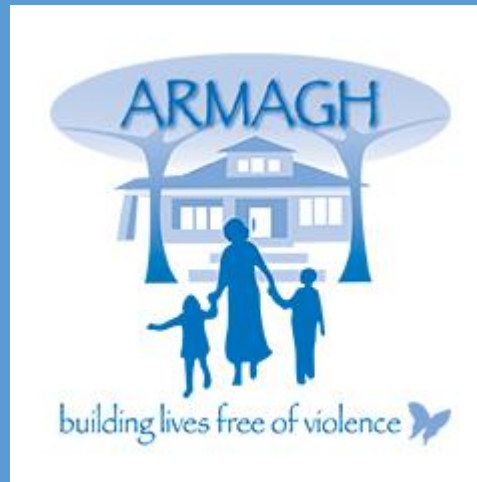
Women's Counselling Centre



Mississauga Academy of Medicine
UNIVERSITY OF TORONTO



Families



Team

Funding

Home



**ITEMS RELATED TO
HEALTH**

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DATE: January 15, 2018

REPORT TITLE: **SUPPLY AND DELIVERY OF UNIFORMS FOR PEEL REGIONAL PARAMEDIC SERVICES**

FROM: Nancy Polsinelli, Commissioner of Health Services

RECOMMENDATION

That the contracts (Document 2017-057P) for the Supply and Delivery of Uniforms for Peel Regional Paramedic Services be awarded to Carleton Uniforms Inc. in the estimated amount of \$1,326,008 and to Outdoor Outfits Limited \$148,624 (excluding applicable taxes) for a 24 month initial term, in accordance with Purchasing By-law 113-2013;

And further, that approval be granted to renew the contracts for three optional 12 month periods, subject to satisfactory performance, price and approved budget;

And further, that approval be granted to the Director of Procurement to increase this contract, in accordance with Document 2017-057P, if actual requirements exceed the estimated quantities, up to the approved budget.

REPORT HIGHLIGHTS

- Prior to contract expiry Peel Regional Paramedic Services Equipment, Vehicle and Uniform Committee conducted a survey among their members to determine uniform preference and importance, establishing criteria for new Request for Proposal Document.
- Requirements were broken down by category where vendors could bid on one, all, or multiple categories.
- Request for Proposal Document 2017-057P was competitively issued and Carleton Uniforms Inc. and Outdoor Outfits Limited are recommended for award, providing the best overall value to the Region of Peel.

DISCUSSION

1. Background

Uniform allotment is a requirement of the current Collective Agreement between Peel Regional Paramedic Services (PRPS) of The Regional Municipality of Peel and Ontario Public Services Employees Union Local 277 and reflects the identification and professionalism of the services provided by PRPS. PRPS members participated in a survey to determine and establish criteria for Request for Proposal process.

7.1-2

SUPPLY AND DELIVERY OF UNIFORMS FOR PEEL REGIONAL PARAMEDIC SERVICES

2. Procurement Process

In accordance with the Region's Purchasing By-law 113-2013, the process to award this contract was compliant and requires Regional Council approval. Contract estimates provided in the document were for evaluation purposes only; actual usage will be based on program requirements.

Six submissions were received from 3495019 Canada Inc. o/a C2C Uniforms, Carleton Uniforms Inc., Outdoor Outfits Ltd., The Uniforms Experts North America Inc., The Uniform Group Inc. and Universal Safety Inc.

The submissions were reviewed and evaluated by a staff evaluation committee consisting of PRPS logistics and paramedics. Requirements were divided into four categories (see tables below) where vendors could bid on one, all, or multiple categories. The request for information evaluation included vendor profile and experience, references and tailoring services. The sample evaluation included online ordering system, overall quality and features, functionality and / or wear / fit test and wash test.

The Uniform Group Inc. advised they could not comply with mandatory online ordering system and sample requirements and were given no further consideration.

Upon completion of the product evaluation, the samples provided by 3495019 Canada Inc. o/a C2C Uniforms, The Uniforms Experts North America Inc., and Universal Safety Inc. did not meet the document requirements and were given no further consideration.

The quantities included within the document were estimates used for evaluation purposes only. Actual usage will be based on operational requirements and available budget.

Results for Categories 1 and 3:

Carleton Uniforms Inc. provided the only compliant submission for Categories 1 and 3. The products proposed by the vendor in these categories were thoroughly reviewed by the evaluation committee and were deemed to provide good value to the Region.

Category 1 - Shirts, Trousers, Sweaters	
Vendor Name	Price Submitted
Carleton Uniforms Inc.	\$818,126

Category 3 - Dress Uniform	
Vendor Name	Price Submitted
Carleton Uniforms Inc.	\$74,784

7.1-3

SUPPLY AND DELIVERY OF UNIFORMS FOR PEEL REGIONAL PARAMEDIC SERVICES

Results for Category 2:

Category 2 contained only three items; a Rain Jacket, an All Weather EMS Pant and a 2-in-1 Jacket. Carleton Uniforms Inc. provided the only compliant submission for the Rain Jacket and Outdoor Outfits Ltd. provided the only compliant submission for the All Weather EMS Pant. The products proposed by the vendors in this category were thoroughly reviewed by the evaluation committee and were deemed to provide good value to the Region.

Category 2 – Rain Jacket	
Vendor Name	Price Submitted
Carleton Uniforms Inc.	\$67,200

Category 2 – All Weather EMS Pant	
Vendor Name	Price Submitted
Outdoor Outfits Ltd.	\$148,624

Both vendors provided compliant submissions for the 2-in-1 Jacket. After a thorough review of this product, the staff evaluation committee has concluded that the proposal from Carleton Uniforms Inc. provides the best overall value to the Region. Below is a summary of the evaluation:

Category 2 – 2-in-1 Jacket				
Vendor Name	Technical (80 per cent)	Financial (20 per cent)	Price Submitted	Overall Ranking
Carleton Uniforms Inc. 2-in-1 jacket	1	1	\$224,000	1
Outdoor Outfits Ltd. 2-in-1 jacket	2	2	\$318,528	2

SUPPLY AND DELIVERY OF UNIFORMS FOR PEEL REGIONAL PARAMEDIC SERVICES**Results for Category 4:**

In Category 4, Miscellaneous (e.g. – lanyards, epaulettes, toques, gloves, etc.) both Carlton Uniforms and Outdoor Outfits Ltd. provided compliant submissions. After a thorough review of category items in this category, the staff evaluation committee concluded that the proposal from Carleton Uniforms Inc. provides the best overall value to the Region. Below is a summary of the evaluation:

Category 4 - Miscellaneous				
Vendor Name	Technical (80 per cent)	Financial (20 per cent)	Price Submitted	Overall Ranking
Carleton Uniforms Inc.	1	2	\$141,898.00	1
Outdoor Outfits Ltd.	2	1	\$133,271.60	2

RISK CONSIDERATIONS

Other than standard contractual risks other risk considerations are not foreseen.

FINANCIAL IMPLICATIONS

There are sufficient funds available in the approved budget GW20620/22541 to carry out the report's direction. Future funding will be available through the annual budget process.



Nancy Polsinelli, Commissioner of Health Services

Approved for Submission:


D. Szwarc, Chief Administrative Officer

For further information regarding this report, please contact Peter Dundas, Chief and Director, Paramedic Services, extension 3921, Peter.Dundas@peelregion.ca.

Authored By: Shirley Morrison

Reviewed in workflow by:
Financial Support Unit
Purchasing

For Information

DATE: January 15, 2018

REPORT TITLE: **SUPPORTING SAFE SHARPS DISPOSAL IN PEEL**

FROM: Nancy Polsinelli, Commissioner of Health Services
 Janette Smith, Commissioner of Public Works
 Lorraine Graham-Watson, Commissioner of Corporate Services
 Jessica Hopkins, MD MHScc CCFP FRCPC, Medical Officer of Health

OBJECTIVE

To report back to Regional Council on public access to safe sharps disposal in the Region of Peel.

REPORT HIGHLIGHTS

- Sharps (e.g., needles, lancets, injection pens) are used for various purposes, including medical management of a number of diseases, and to inject illicit drugs.
- Safe storage, handling, and disposal of sharps is necessary in order to prevent injury to the individual who is using them, as well as to prevent injury or potential disease transmission to others who may come in contact with sharps after use. Improperly disposed sharps have been found within Peel Region, both in public locations and household waste.
- In 2016, Regional Council requested staff to report back on supporting safe sharps disposal throughout Peel Region.
- Safe sharps disposal in Peel Region is being supported by increased public awareness and community partnerships related to sharps disposal, strategic placement of sharps disposal units, and improved data collection related to sharps disposal.
- Any financial costs associated with enhancing promotion and public access to safe sharp disposal will be managed within existing base budget.

DISCUSSION
1. Background

At the May 12, 2016 meeting of Regional Council, staff was directed to consult with stakeholders and report back regarding safe sharps disposal in public restrooms. This report outlines the analysis that was completed by staff and the ongoing and planned actions to support safe sharps disposal in Peel Region.

Sharps are medical devices that can puncture or cut skin, including auto-injectors, injection pens, injectors, lancets, needles, prefilled pens, and syringes. Outside of healthcare settings, Peel residents typically use sharps to administer injectable medications that may be used to treat a number of diseases and conditions, (such as diabetes, rheumatologic

SUPPORTING SAFE SHARPS DISPOSAL IN PEEL

diseases, chronic pain, hepatitis B and C, multiple sclerosis, and infertility). Sharps may also be used to inject illicit drugs, or perform home tattooing and piercing.

Safe storage, handling, and disposal of sharps reduces the risk of injury to the individual who is using them and also reduces the risk of injury or potential disease transmission to others who may come in contact with them after use. Ideally, used sharps should be disposed of immediately in an approved sharps disposal container. Such containers are designed to reduce the described risks by storing used sharps in a secure fashion, and can range in size from small portable boxes to large bins. Once full or ready for disposal, sharps containers can be returned to a variety of locations (e.g., local pharmacies, Community Recycling Centres, or the Peel Works Needle Exchange Program) for proper disposal in the waste stream. Previous studies have found that safe sharp disposal programs can decrease the number of improperly disposed of sharps, including sharps disposed of by people injecting illicit drugs.

In addition to sharps, household medical waste includes other materials such as home dialysis tubing, catheters, feeding tubes, and colostomy bags. These can be double-bagged and safely disposed of in the garbage. Following the introduction of cart-based curbside garbage and recycling collection in January 2016, staff noted an increase in the amount of home health care waste, including sharps, in the recycling stream.

The improper disposal of sharps can pose infectious risks to the public and to staff who handle waste, and can lead to delays in waste processing. When sharps are found in community settings, the current practice is to notify police who collect the sharps and file a report. Sharps that are found by Public Works road crews during road maintenance are safely removed, stored in biohazard containers and brought to one of the Region's Community Recycling Centres for appropriate disposal. Environmental Control Inspectors are occasionally called to spill settings that involve sharps and medical waste. In these situations Environmental Control will call in a spill cleanup company that specializes in medical waste to facilitate the spill cleanup and properly dispose of the sharps and medical waste.

Sharps that are incorrectly placed in recycling collection receptacles by residents are sorted from the recycling stream at the Region's Material Recovery Facility. The processing equipment in the facility must be shut down in order for staff to safely remove sharps from the recyclable material, which causes significant amounts of downtime. These sharps are then stored in appropriate containers and sent to the Region's Community Recycling Centres where they are properly disposed of as household hazardous waste.

2. Findings

The analysis of safe sharps disposal in Peel included:

- A current state assessment of publicly accessible, safe sharps disposal in Peel, and identification of considerations for enhancement.
- Consultations with stakeholders at the Region of Peel, Peel Regional Police, Ontario Provincial Police (Caledon), Town of Caledon, City of Brampton, City of Mississauga, Ontario Ministry of Transportation, Health Products Stewardship Association, and participating pharmacies of the Ontario Sharps Collection Program.

SUPPORTING SAFE SHARPS DISPOSAL IN PEEL

- A jurisdictional scan of 14 jurisdictions within Canada and four jurisdictions outside Canada regarding their sharps disposal programs.
- A literature review of best practices for public access to safe sharps disposal.

a) Key Considerations to Support Safe Sharps Disposal

The literature review and jurisdictional scan identified that the major barriers to safe sharps disposal are a lack of public awareness, accessibility, coverage, and public acceptance.

Disposal options offered to reduce these barriers include, but are not limited to:

- Education / community awareness campaigns
- Engaging with community partners on safe sharps disposal
- Strategically placed sharps drop boxes accessible at all times (24/7/365)
- Increased data collection in areas where improperly disposed sharps have been found

b) Sharps Disposal in Peel

Appendix I presents a summary of current publicly accessible sharps disposal options in Peel. The options include wall-mounted disposal units in regional, municipal and community locations, Community Recycling Centres, needle exchange services, and pharmacies.

i. Hours of Operation

There is a range of operating hours across sharps disposal options in Peel based on the location (e.g., pharmacy, community agency). There are currently three 24-hour sharps drop boxes located at public health clinics (Meadowvale, Fairview, and 150 Peel Centre Drive).

ii. Staff Training and Capacity

Training on safe sharps handling, personal protective equipment, policies, and procedures are provided to Regional staff who handle sharps. A number of existing sharps disposal units throughout Peel Region are currently maintained by Region of Peel-Public Health staff. Any expansion of sharps disposal units will require maintenance by a contracted medical waste management vendor to support appropriate use of limited Public Health and Public Works resources.

iii. Data on Sharps Disposal

Sharps disposal data is currently collected by different programs. It includes:

- Amount of sharps collected through Peel Community Recycling Centres by weight
- Number of sharps distributed and collected through the Peel Works Needle Exchange Program (see report “Peel Public Health Harm Reduction Services Expansion”, October 12, 2017 for details)
- Locations of improperly disposed sharps collected through Peel Regional Police

SUPPORTING SAFE SHARPS DISPOSAL IN PEEL

The frequency and volume of improperly disposed sharps is not routinely summarized by agencies or staff who respond to calls or encounter them in their work. Additionally, based on location information from Peel Regional Police data, the areas where improperly disposed sharps are found change over time.

iv. Pharmacy Participation in Ontario Sharps Collection Program

The Ontario Sharps Collection Program is a voluntary program where any sharps user can return sharps containers and receive new sharps containers free of charge at any participating pharmacy. This program is overseen and funded by the Health Products Stewardship Association, a not-for-profit organization governed by corporate producers of sharps.

Peel Region has approximately 360 pharmacies that participate in the program, representing 85 per cent of community pharmacies operating in Peel Region. Stakeholders have noted, however, that not all participating pharmacies comply with the program elements. For example, some pharmacies only collect sharps from their customers. Others charge a fee to distribute or collect sharps disposal containers.

c) Education and Awareness

Various methods are presently used to raise awareness about safe sharps disposal, including promotion at Needle Exchange Programs, Regional websites, printed flyers, news releases, road signs, and at pharmacy locations.

In response to increased home health care waste and sharps found in the recycling stream following the introduction of the new curbside waste collection carts, the Waste Management Division implemented a communications campaign in 2016. The objective was to increase residents' awareness about safe disposal of sharps and home health care waste. This campaign included mobile signs, newspaper ads, a website update, an online video, flyers, magazine ads and discussions with stakeholders such as Community Care Access Centres, medical supply companies and the nursing schools in Peel. Peel staff also participated in Health Fairs.

In February 2017, in addition to repeating its 2016 campaign, letters and flyers were sent to over 400 pharmacies in Peel, requesting pharmacies to assist in informing their customers about safe disposal of sharps and home health care waste. Similar letters and requests were sent to the veterinary clinics in Peel and to private home care nursing agencies that service Peel residents.

3. Opportunities to Promote and Increase Public Access to Safe Sharps Disposal

Based on the current state assessment and best practices, there are opportunities in four specific areas to support safe sharps disposal in Peel Region.

i. Building Public Awareness of Safe Sharps Disposal

- Through the Waste Management Division's Communications Strategy:
 - Educate staff, partners, and the public about safe sharps disposal options.
 - Promote sharps disposal options across Regional sharps collection sites.

SUPPORTING SAFE SHARPS DISPOSAL IN PEEL

- Coordinate efforts between Public Health and Public Works on sharps disposal marketing.

Waste Management's Communications Strategy is being developed as part of Peel's long term waste management strategy entitled, "Roadmap to a Circular Economy in the Region of Peel".

ii. Expanding Public Access to Sharps Disposal Units in Regional buildings

- Expanding public access to sharps disposal units will start with the two main Regional buildings with the installation of additional wall-mounted sharps disposal units in washrooms on all floors at 7120 Hurontario Street and 10 Peel Centre Drive (Suite A and B), to be maintained by an external vendor.
- As part of the expansion, consolidation of current sharps disposal contracts is currently underway to allow for potential volume discounts and use of specialized waste management services (i.e., consolidation of contracts for Peel Regional Police, Paramedic Services, Public Health and Waste Management).
- Public access to sharps disposal units will be rolled out at other Regional sites in the future.

iii. Increasing Safe Sharps Disposal Options throughout the Region of Peel

- The Waste Management Division will continue to work with the Town of Caledon, City of Mississauga, and City of Brampton to increase public access to sharps disposal options in municipal facilities, such as community centres, libraries, parks, and municipal buildings.
- The Waste Management Division will also look at opportunities to work with the Health Products Stewardship Association to support local pharmacy compliant participation in the Ontario Sharps Collection Program, in particular near areas with frequent improper sharps disposal.
- Public Health will continue to partner with community agencies to increase public access to sharps disposal in areas of current improper sharps disposal.

iv. Improving Data Collection

- Public Health is looking to establish a more routine and consistent process to collect and analyze sharps disposal data currently collected from various sources (i.e., Peel Community Recycling Centres, Peel Works Needle Exchange Program, Peel Regional Police).

FINANCIAL IMPLICATIONS

The acquisition and installation of additional sharps disposal units in washrooms on all floors at 7120 Hurontario Street and 10 Peel Centre Drive (Suite A and B), maintained by an external vendor, has an estimated cost of \$12,000 in the first year and \$6,500 annually in subsequent years. These costs can be managed within the existing base budget of the Corporate Services Department.

Costs associated with building public education and awareness of safe sharps disposal options are part of the Waste Management operating budget.

Resources to support the improvement of data collection are part of Public Health's operating budget.

SUPPORTING SAFE SHARPS DISPOSAL IN PEEL

NEXT STEPS


Region of Peel staff continue to move forward with the actions noted above related to increased public awareness and partnerships with community partners, strategic placement of sharps disposal units and improved data collection in order to better support the safe storage, handling, and disposal of sharps. Updates will be provided to Regional Council throughout 2018 as part of related initiatives including the Waste Management Strategy and the Opioid Strategy.



Nancy Polsinelli, Commissioner of Health Services



Janette Smith, Commissioner of Public Works



Lorraine Graham-Watson, Commissioner of Corporate Services



Jessica Hopkins, MD MHSc CCFP FRCPC, Medical Officer of Health

Approved for Submission:



D. Szwarc, Chief Administrative Officer

APPENDICES

Appendix I – Publicly Available Sharps Disposal Options in the Region of Peel

For further information regarding this report, please contact Dr. Kate Bingham, kate.bingham@peelregion.ca

Reviewed in workflow by:

Financial Support Unit

**APPENDIX I
SUPPORTING SAFE SHARPS DISPOSAL IN PEEL**

Publicly Available Sharps Disposal Options in the Region of Peel

Disposal Option	Number of Units / Locations	Details
Wall-mounted disposal units	14	Regional facilities <ul style="list-style-type: none"> • 7120 Hurontario Street (2) • 10 Peel Centre Drive (6) • Peel Public Health Clinics (6)
	38	Community locations with Regional (Public Health) support <ul style="list-style-type: none"> • Community Centres (4) • John Howard Society (of Peel, Halton and Dufferin) (2) • Peel HIV/AIDS Network (1) • Outreach centres and shelters (31)
	11	Municipal facilities <ul style="list-style-type: none"> • Recreational facilities and Town Hall in Town of Caledon (10) • Hershey Centre in City of Mississauga (1)
24-hour drop boxes	3	Regional facilities <ul style="list-style-type: none"> • Meadowvale and Fairview Public Health Clinics in Mississauga • 150 Central Park Drive Public Health Clinics in Brampton
Community Recycling Centres	6	Regional facilities <ul style="list-style-type: none"> • Accept and distribute sharps containers
Pharmacies participating in Ontario Sharps Collection Program	360 (approx.)	Community locations with private support <ul style="list-style-type: none"> • Accept and distribute sharps containers
Needle exchange services	-	Regional facilities <ul style="list-style-type: none"> • Peel Works Needle Exchange mobile van (Monday to Friday 2pm to 10pm) • Peel Public Health Clinics
	-	Community locations with Regional (Public Health) support <ul style="list-style-type: none"> • Bramalea Community Health Centre • Four Corners Health Centre • John Howard Society (of Peel, Halton and Dufferin) • Peel HIV/AIDS Network

DATE: January 11, 2018

REPORT TITLE: **PROVISION OF PHYSIOTHERAPY SERVICES FOR THE REGION OF PEEL'S LONG TERM CARE DIVISION**

FROM: Nancy Polsinelli, Commissioner of Health Services

RECOMMENDATION

That the contract (Document 2017-581P) for the Provision of Physiotherapy Services for the Region of Peel's Long Term Care Division be awarded to Active Health Services (o/a Lifemark Seniors Wellness) in the estimated annual amount of \$670,836 (excluding applicable taxes), in accordance with Purchasing By-law 113-2013;

And further, that approval be granted to award the contract for four additional 12-month periods, subject to available budget, satisfactory service, and performance;

And further, that authority be granted to the Director of Procurement to increase the subject contract, if additional funding is provided by the Ministry of Health and Long-Term Care.

REPORT HIGHLIGHTS

- Active Health Services received the highest overall evaluation score and represents good value to the Region of Peel's Long Term Care and Adult Day Services residents for the provision of physiotherapy, exercise therapy and occupational therapy (if required) services in the Region's five long term care homes.
- The Ministry of Health and Long Term Care provides funding to purchase physiotherapy services and exercise therapy in Long Term Care.
- Additionally, the Vendor will provide Physiotherapy and Occupational Therapy Services on a "fee for service" and "as required" basis to the Region's Adult Day Services programs and future Programs of All-Inclusive Care for the Elderly (PACE) program.

PROVISION OF PHYSIOTHERAPY SERVICES FOR THE REGION OF PEEL'S LONG TERM CARE DIVISION

DISCUSSION

1. Background

In August 2013, the Ministry of Health and Long Term Care (the Ministry) introduced a new funding model for physiotherapy services to long term care residents. Services prior to that date had been supplied under an OHIP fee-for-service basis payment model. The new funding model provides for a per bed funding formula and allows the long term care home to select their own service provider to deliver services using this funding. In addition, the Ministry provides funding for exercise therapy.

The current physiotherapy funding is \$812 per resident per year and \$0.27 per resident day for exercise therapy services.

Physiotherapy services are provided in accordance with a resident's plan of care and assessed need for an episode of care following applicable College of Physiotherapists of Ontario standards of professional practice.

The Adult Day Services at each of the five long term care sites also provide a small amount of weekly physiotherapy services to clients attending the program from the community and occasional occupational therapy. This service is provided through a combination of per diem user fees and funding from the Local Health Integration Network (LHIN), allowing a determination of service level from a basket of services designed to meet the needs of community clients.

Present and predecessor services were procured through a competitive process in order to ensure that our long term care residents and Adult Day Services clients receive quality and accountable rehabilitation services. A common provider allows for common service expectations and standards so that consistent and quality service is provided across all programs and sites.

2. Procurement Process

The Region of Peel issued a Request for Proposal (Document 2017-581P) for the Provision of Physiotherapy Services for the Region's Long Term Care Division on Monday, October 23, 2017.

This Document was advertised in the Brampton Guardian, Mississauga News, and the Region's website. Submissions for the Request for Proposal were received from three vendors on the closing date of November 10, 2017. All submissions were reviewed and evaluated in two phases by a staff evaluation committee from Long Term Care, Adult Day Services, and Seniors Services Development based on a number of criteria including vendor profile, staff experience, understanding of the scope and service requirements, transition plan, references, and value added services.

Upon completion of the technical evaluation, Active Health Services and Achieva Health advanced to the second phase of the evaluation, Vendor Presentation of Services/Interview. The interviews were conducted to clarify information obtained in the vendor's proposal and to assess the vendor's understanding of the scope of work and professional skills.

7.3-3

PROVISION OF PHYSIOTHERAPY SERVICES FOR THE REGION OF PEEL'S LONG TERM CARE DIVISION

As the funding for these services are pre-determined by the Ministry on a per-bed basis; the RFP evaluation focused solely on the vendor's ability and experience to deliver the best possible services to the residents. In addition, vendors were requested to provide hourly rates for Physiotherapist, Physiotherapy Support Personnel and Occupational Therapy for Long Term Care, Adult Day Service, the future Programs of All-Inclusive Care for the Elderly (PACE) model and a flat rate for Assistive Devices Program Assessments.

The evaluation summary is as follows:

Vendor Name	Technical (95 per cent)	Presentation/ Interview (5 per cent)	Overall Ranking
Active Health Services (o/a Lifemark Seniors Wellness)	1	1	1
Achieva Health	2	2	2

Active Health Services received the highest overall score and deemed to be acceptable and represents good value to the Region of Peel's Long Term Care and Adult Day Services residents.

FINANCIAL IMPLICATIONS

The total estimated annual cost of the contract is \$670,836 (excluding applicable taxes), and was approved through the 2018 Seniors Services budget. The budget also reflects \$569,422 in funding from the Ministry for service provision to long term care residents, with the remaining \$101,414 funded by the Adult Day Services user fees and LHIN funding.

Awarding the contract will have no net financial impact on the Region, and any additional services required will be funded by the Ministry or the LHIN or recovered through user fees.

In the event additional funding is provided by the Ministry or the LHIN, or there is increased demand in the Adult Day Services program, staff recommend that the Director of Procurement be given the authority to increase the value of the contract, subject to the amount of external funding and/or approved net budget.

The contract has four optional renewal periods, which will be subject to a number of criteria, including budget approval by Council and pricing.

CONCLUSION

Physiotherapy and exercise therapy services help to promote and/or maintain function and mobility when it has been lost for the resident/client who is at risk of decline as a result of de-conditioning, disease, pain, injury or surgical procedure.

The Request for Proposal evaluation results and selection of a top scoring provider confirms the process to be fair, transparent and offer the residents/clients with an optimal service model to meet and exceed their service needs.

7.3-4

PROVISION OF PHYSIOTHERAPY SERVICES FOR THE REGION OF PEEL'S LONG TERM CARE DIVISION

The recommendation is to award the contract to Active Health Services. Active Health Services is a responsible vendor and has provided reliable physiotherapy services in the past to the Long Term Care Division. This contract represents good value to the Region of Peel.



Nancy Polsinelli, Commissioner of Health Services

Approved for Submission:



D. Szwarc, Chief Administrative Officer

For further information regarding this report, please contact Connie Rodrigues, Purchasing Analyst, ext. 4780.

*Authored By: Darlene Pidzamecky, Program Support Specialist, ext. 2446/
Connie Rodrigues, Purchasing Analyst, ext. 4780*

*Reviewed in the workflow by:
Financial Support Unit
Purchasing*

DATE: January 15, 2018

REPORT TITLE: **SUPPLY OF RESIDENT CEILING LIFT EQUIPMENT, INCLUDING ACCESSORIES, SUPPLIES, MAINTENANCE AND REPAIRS FOR THE REGION OF PEEL'S LONG TERM CARE DIVISION**

FROM: Nancy Polsinelli, Commissioner of Health Services

RECOMMENDATION

That the contract (Document 2018-008N) for the Supply of Ceiling Lift Equipment Including Accessories, Supplies, Maintenance and Repairs for the Region of Peel's Long Term Care Division be awarded to Arjo Canada Inc. in the estimated annual amount of \$554,482.75 (excluding applicable taxes), in accordance with Purchasing By-law 113-2013;

And further, that approval be granted to award the contract for four additional 12 month periods, subject to available budget, satisfactory service, performance and pricing;

And further, that authority be granted to the Director of Procurement to increase this contract, if additional funding is provided by the Ministry of Health and Long-Term Care and/or approved capital budget.

REPORT HIGHLIGHTS

- The Long Term Care Division has been using Arjo ceiling lift equipment since 2004.
- In 2015, an investigative process was completed as directed by Regional Council (Resolution 2014-892) which concluded that switching to another product line of ceiling lifts would result in costly transitional implications related to product compatibility (motors and ceiling tracks) and introduce potential risk to residents and staff.
- Long Term Care staff have been fully trained in both the proper use of these products when transferring residents and administering the required lift inspections.
- Arjo Canada Inc. is the original equipment manufacturer, the sole proprietary distributor and preventative maintenance service provider of the existing equipment.
- The recommendation to award the contract to Arjo Canada Inc. will maintain current safety conditions, reduce injuries in both residents and staff and optimize product longevity.

SUPPLY OF RESIDENT CEILING LIFT EQUIPMENT, INCLUDING ACCESSORIES, SUPPLIES, MAINTENANCE AND REPAIRS FOR THE REGION OF PEEL'S LONG TERM CARE DIVISION

DISCUSSION

1. Background

Since 2004, Long Term Care Division has almost exclusively purchased Arjo® lifts , slings, and bathing systems. In 2009, a Request for Proposal was awarded to Arjo Canada Inc. through a competitive purchasing process ceiling lifts, floor lifts and bathing systems. Arjo Canada Inc. is the original equipment manufacturer and the sole proprietary distributor of Arjo equipment. They are also the only authorized service provider in Canada for preventative maintenance and repairs to Arjo® equipment.

In 2014, Regional staff entered into a direct negotiation with Arjo Canada Inc. (Document 2014-368N). The direct negotiation provided the Region of Peel's rationale for purchasing ceiling lifts, other types of lifts and bathing systems only from Arjo Canada Inc. It included the need to standardize products and services, minimize both known and presumed risks, and ensure product compatibility and training.

The direct negotiation was approved by Regional Council (Resolution 2014-892). However, the resolution directed staff to conduct an investigative process to review lift products in the marketplace, to verify and evaluate the factors that contribute to both risk and risk mitigation, and determine a strategy for future lift replacement to ensure competitive pricing.

2. FINDINGS

In compliance with Resolution 2014-892, in September 2015, a Request for Information was issued to solicit information from the market for current lift products; explore other options to assist in the determination of future purchasing opportunities or requirements. The purpose was to identify potential suppliers that were compatible with the current manufacturer's products.

The investigative process in 2015 concluded that the feasibility of switching to another ceiling lift product line would result in costly transitional implications related to product compatibility. Introducing another manufacturer's ceiling lift motors onto the existing track system poses a risk to resident and staff safety. Awarding the contract to Arjo maintains consistency and efficiency while minimizing disruption of service to residents and staff at the Long Term Care homes. The existing Arjo ceiling lifts have become an integral part of the Long Term Care operating procedures. Long Term Care staff have been fully trained in both the proper use of these products when transferring residents and administering the required lift inspections. Arjo Canada Inc. is the only vendor that is fully certified to repair and maintain this equipment.

Additionally, staff continues to review the preventative maintenance contract annually and have negotiated with Arjo Canada Inc. for additional cost savings. Most notably, these cost savings are: equipment purchased from 2016 onward now includes a one year warranty and four years of preventative maintenance at no charge; with an approximate reduction of three per cent annually for maintenance on current equipment.

7.4-3

SUPPLY OF RESIDENT CEILING LIFT EQUIPMENT, INCLUDING ACCESSORIES, SUPPLIES, MAINTENANCE AND REPAIRS FOR THE REGION OF PEEL'S LONG TERM CARE DIVISION

Arjo's products and services include an annual comprehensive preventative maintenance program, sling inspections, load tests, staff training, equipment assessment reports (ProACT©) and equipment list for each home (indicating age, available warranty and home location). A comprehensive preventative maintenance program by the authorized dealer minimizes the risk to residents and staff and contributes to extending the equipment lifecycle which is generally six to eight years.

With the redevelopment of Peel Manor, it will provide an opportunity for staff to go back to market for a competitive process for all categories of resident lifts, including accessories, supplies, maintenance and repairs to equip the new home and review options for the four other Regional homes.

RISK CONSIDERATIONS

Arjo Canada Inc. is the authorized service representative for their lifts and completes training with staff in accordance with the manufacturer's instructions. Therefore, preventative maintenance, load testing and repairs to existing Arjo equipment can only be conducted by Arjo Canada Inc. technicians.

Introducing another manufacturer's ceiling lift motors onto the existing ceiling tracks would result in an increased risk of injury to residents or staff. Minimizing the number of different pieces of equipment in use helps to mitigate risk and time and resources needed for education.

FINANCIAL IMPLICATIONS

Funding is available in the Capital Budget 16-5401. Additional funding may be provided by the Ministry of Health and Long Term Care for health and safety initiatives; and may be used to purchase additional equipment and/or services from Arjo Canada Inc. over the term of this contract.

CONCLUSION

The recommendation to award the contract to Arjo Canada Inc. will maintain current safety conditions, reduce injuries in both residents and staff and optimize product longevity. Arjo Canada Inc. is a responsible vendor and has provided reliable products and services to Long Term Care. This contract represents good value to the Region of Peel.



Nancy Polsinelli, Commissioner of Health Services

Approved for Submission:



D. Szwarc, Chief Administrative Officer

7.4-4

SUPPLY OF RESIDENT CEILING LIFT EQUIPMENT, INCLUDING ACCESSORIES, SUPPLIES, MAINTENANCE AND REPAIRS FOR THE REGION OF PEEL'S LONG TERM CARE DIVISION

For further information regarding this report, please contact Connie Rodrigues, Purchasing Analyst, ext. 4780.

*Authored By: Darlene Pidzamecky, Program Support Specialist, ext. 2446/
Connie Rodrigues, Purchasing Analyst, ext. 4780*

Reviewed in the workflow by:

Financial Support Unit
Purchasing

RECEIVED

Ministry of Finance
Office of the Minister

Ministère des Finances
Bureau du ministre

January 2, 2018

REGION OF PEEL
CLERKS DEPT.



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Dear Heads of Municipal Councils:

Ontario continues to prepare for federal legalization of cannabis by moving ahead with its safe and sensible framework to govern the lawful use and retail distribution of cannabis as a carefully controlled substance within the province. On December 12, 2017, Ontario passed legislation that will regulate the lawful use, sale and distribution of recreational cannabis by the federal government's July 2018 deadline.

I am writing to provide you with an update on the provincial work underway to establish a retail and distribution channel for legal cannabis. I would also like to confirm the Province's commitment to engaging with municipalities on funding to help address the incremental costs associated with the implementation of cannabis legalization in Ontario.

Our objectives in the establishment of the retail and distribution system for legal cannabis are to protect youth and eliminate the illegal market. Municipalities are essential partners in the efforts to achieve these goals.

As noted in my October 27 letter, the various engagements the province has had with municipalities have been beneficial. Over the course of November and December, staff from the Ministry of Finance and the Liquor Control Board of Ontario (LCBO) met with staff of the municipalities identified for the initial cannabis retail stores for July 2018. These meetings provided valuable insights on provincial guidelines and areas of local interests that will inform store siting. I would like to thank the staff of these municipalities for their thoughtful feedback.

With the conclusion of the federal government's consultation with provinces and territories on the tax framework, we now have a better understanding of the revenue share to address the costs of legalization. During those discussions, we negotiated for a greater share of revenue on the basis that both the province and municipalities bear incremental costs. We now look forward to engagement with municipalities on a reasonable distribution of the province's share of the federal excise tax revenue. Given the federal government's forecasts of modest revenue and the Federation of Canadian Municipalities' estimated cost projections, our engagement will need to acknowledge that it appears unlikely there will be enough revenue to fully cover the incremental municipal and provincial costs associated with legalization.

REFERRAL TO _____

RECOMMENDED

DIRECTION REQUIRED _____

.../cont'd

RECEIPT RECOMMENDED _____

In January 2018, the Ministry of Finance will work with the Association of Municipalities of Ontario and the City of Toronto to launch an engagement process with municipalities on cannabis-related funding. This process will consider what is known about incremental municipal and provincial costs and set out a proposed approach to funding for municipalities that supports our shared policy objectives.

To help guide this engagement, I would like to propose the following principles:

- Address Implementation Costs – An approach to funding should acknowledge that the province and municipalities will incur upfront incremental costs as a result of the federal government’s decision to legalize cannabis and that a funding approach should focus on helping to address these costs.
- Respect the Role of Municipalities – An approach to funding should recognize the efforts of municipalities in their areas of jurisdiction associated with the legalization of cannabis.
- Align with the Term of the Federal Tax Framework – An approach to funding should align with the two-year term agreed to between the federal, provincial and territorial governments on the federal excise tax.

As we conclude the holiday season and reflect on the past year, I would like to thank you again for your meaningful engagement with the province as we all prepare for the legalization of cannabis in July 2018. Please accept my best wishes for the New Year.

Sincerely,



Charles Sousa
Minister

- c: The Honourable Yasir Naqvi, Attorney General of Ontario
The Honourable Bill Mauro, Minister of Municipal Affairs
Ali Ghiassi, Chief of Staff, Minister’s Office, Ministry of Finance
Scott Thompson, Deputy Minister, Ministry of Finance
Nicole Stewart, Executive Lead, Cannabis Retail Implementation Project,
Ministry of Finance
Lynn Dollin, President, Association of Municipalities of Ontario
Pat Vanini, Executive Director, Association of Municipalities of Ontario
Municipal CAOs and City Managers

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**ITEMS RELATED TO
HUMAN SERVICES**

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DATE: January 15, 2018

REPORT TITLE: **ARMAGH TRANSITIONAL HOUSING PROJECT, CITY OF
MISSISSAUGA, WARD 2 - DOCUMENT 2016-727N**

FROM: Janice Sheehy, Commissioner of Human Services

RECOMMENDATION

That the contract (Document 2016-727N) for Regeneration Opportunities for New Affordable Transitional Housing be awarded to Armagh in the amount of \$5,255,862 (excluding applicable taxes), in accordance with Purchasing By-law 113-2013;

And further, that the duly authorized signing officers of the Regional Corporation execute the Regional forgivable loan agreement in the amount of \$5,255,862 with Armagh, together with any such further agreements and documents necessary or advisable to fund the development of the transitional project, all in a form satisfactory to the Commissioner of Human Services and the Regional Solicitor;

And further, that the capital budget in the amount of \$4.5 million for the development of the Armagh Transitional Housing Project (Capital Project 17-5031) be increased to \$5,255,862 with the additional \$755,862 being funded from the Housing New Development Reserve, R1160, as part of the Housing System Investment Framework;

And further, that the duly authorized signing officers of the Regional Corporation allocate Provincial Community Homelessness Prevention Initiative (CHPI) funds for a service agreement in the amount of up to \$200,000 annually (starting in 2019) with Armagh, together with any such further agreements and documents necessary or advisable to fund operational costs for the transitional project, all in a form satisfactory to the Commissioner of Human Services and the Regional Solicitor.

**ARMAGH TRANSITIONAL HOUSING PROJECT, CITY OF MISSISSAUGA, WARD 2 -
DOCUMENT 2016-727N****REPORT HIGHLIGHTS**

- Armagh is the only provider of transitional housing in the Region of Peel dedicated to female victims of domestic violence and their children.
- Armagh currently has nine units in Peel Region.
- Clients are referred to Armagh directly from the emergency shelter system and also through the domestic violence team at Peel Children's Aid Society.
- Regional Council approved a capital budget (17-5031) of \$4.5 million as part of the 2017 budget process.
- Staff is recommending an increase of \$755,862 to the current capital budget to be funded from the Housing New Development Reserve, R1160.

DISCUSSION**1. Background**

Armagh is a non-profit organization that has been operating for 25 years, providing supportive transitional housing and programming to women and their children who are victims of domestic violence. Armagh currently operates nine units in Peel Region, and is the only dedicated provider of transitional housing for female victims of domestic violence and their children. This means there are currently only nine such units available in Peel to serve this vulnerable population.

Clients are referred to Armagh directly from the emergency shelter system and through the domestic violence team at Peel Children's Aid Society. Families are provided with stable housing for up to one year, less a day, and a variety of programs and support services that increase their self-sufficiency. Support services include a range of programs for children who have experienced trauma as a result of a previous abusive situation. Trauma counselling, financial and life skills training, and other supports are tailored to the family's individual needs which increases the success rate for these families, leads to future positive and stable tenancies and lowers the potential of reunification with the abuser. Since 2011, Armagh received 372 referrals and was able to house and support 109 families. Out of the 109 families supported, Armagh is aware of only one that chose to return to their previous relationship.

As victims of domestic violence and their children are susceptible to a continued cycle of violence in the absence of proper supports, families continue to receive after-care support services from Armagh for as long as the family requires when they leave.

2. Procurement Process and Project Information

In July 2015, the Region issued a Request for Proposal (2015-287P); one submission was received from Armagh and therefore, since that time staff has been directly negotiating with Armagh (Document 2016-727N) regarding their project design, planning approvals process and project budget.

9.1-3

ARMAGH TRANSITIONAL HOUSING PROJECT, CITY OF MISSISSAUGA, WARD 2 - DOCUMENT 2016-727N

Upon Council approval, this project will more than double the capacity of the existing program at Armagh, increasing the housing and support services available. The project will create an additional 10 new two-bedroom units and programming space at Armagh's current location in the City of Mississauga. The site can accommodate the new addition which removes the land costs that would otherwise be associated with a development project.

The new addition is approximately 16,146 square feet on three levels. The ground floor and second level houses the residential units. The basement area will include non-residential programming space and common areas for the families as well as the mechanical room for the building.

3. Cost Comparatives

The cost to construct transitional housing with programming space is typically higher than the cost to build traditional affordable rental housing. This is because transitional housing developments are usually smaller in scale and include larger programming space for the support services associated with this type of housing. The addition of non-residential programming space, while increasing the overall project cost, is critical in order to increase the self-sufficiency of the women and children who reside in the units.

The construction costs for the 10 residential units are estimated at \$3,011,028, which equates to \$301,103 for each new two-bedroom unit. The non-residential costs for the project have been estimated at \$975,427 which includes the basement level, laundry room, common areas, support service programming areas, outdoor playground area and an elevator for the project to meet accessibility requirements.

4. Project Funding and Budget

The total cost of the project is \$5,869,465. Armagh will be providing an equity contribution to the project, as well as using all HST (PST and GST) rebates received during construction as a source of construction financing. Armagh has also received grant funding from the Canada Mortgage and Housing Corporation (CMHC) and the Region of Peel which together support the costs of hiring the external project consultant who has been leading the development work. Further details regarding sources of project funding and the total project budget are in the following table.

9.1-4

ARMAGH TRANSITIONAL HOUSING PROJECT, CITY OF MISSISSAUGA, WARD 2 - DOCUMENT 2016-727N

Project Contributions - Source	Amount
Armagh Equity	\$163,895
CMHC Seed Funding	\$10,000
Peel Capacity Grant Funding	\$20,000
HST Rebate (PST Portion)	\$303,895
GST Rebate (GST Portion)	\$115,813
Region of Peel Forgivable Loan	\$5,255,862
Total Contributions	\$5,869,465
Project Budget – Item	
	Budgeted Amount
Professional Fees (Architect(s), Engineers, Consultants)	\$448,920
Site Assessments/ Studies (Environmental, Geotechnical)	\$61,592
Legal and Organizational Costs During Construction	\$21,000
Development Charges, Permits, and Fees (Application Fees, Parkland Dedication, Transit Fees, Storm Water Management Fee)	\$634,693
Soft Cost Contingency	\$114,575
Construction Costs (including escalation and contingency)	\$3,986,455
HST	\$602,230
Total Project Cost	\$5,869,465

5. Operating Funding

In order for Armagh to increase the support services (including staffing, programming and operational costs) required for the women and children housed, additional operational funding is required. Armagh's housing and support services are aligned with the mandate of the Community Homelessness Prevention Initiative (CHPI). The Region of Peel is a transfer payment agency with the authority to allocate Provincial CHPI funds in our community. Staff recommends that up to \$200,000 per year of funding be provided to Armagh upon completion of the new development project, to support the additional operational costs of the new development project. There will be no net impact to the Region of Peel's operating budget as of result of these additional operating costs, however, should the provincial CHPI allocation be reduced in the future, the Region is at risk of being requested to cover these costs with Regional funds.

6. Next Steps

Armagh has submitted their site plan application to the City of Mississauga for review and approval. As expected, Armagh is required to apply for a minor variance to be able to add the additional units to their current building. At the time of writing this report, Armagh has submitted their application and is awaiting the hearing date in January 2018. Armagh is also concurrently working to address comments received in response to their first site plan application.

Staff is estimating the construction timeline of this project to be approximately 12 months, which would result in the new units being ready for occupancy in fall of 2019.

**ARMAGH TRANSITIONAL HOUSING PROJECT, CITY OF MISSISSAUGA, WARD 2 -
DOCUMENT 2016-727N****FINANCIAL IMPLICATIONS**

Regional Council approved a \$4.5 million capital budget for the Armagh Transitional Housing Project (17-5031) as part of the 2017 budget process, funded from the Housing New Development Reserve (R1160). Staff is seeking Council approval to allocate an additional \$755,862 from the Housing New Development Reserve to the Armagh Transitional Housing Project, bringing the total reserve funding for this project to \$5,255,862.

Staff is also recommending up to \$200,000 per year of CHPI funding to support the operations of this project. It is estimated that this project will be completed in fall 2019 and the operating request will be brought forward as part of the 2019 budget process. CHPI is a provincially funded program, therefore the operational funding will have no net impact to the Region of Peel operating budget.

CONCLUSION

Supportive transitional housing that is being provided by Armagh is critical to helping female victims of domestic violence and their children break the cycle of abuse in their lives. This project will provide 10 additional residential units and expanded services to this underserved and vulnerable population in Peel, and it is in alignment with Council's commitment to increase affordable housing and create a *Community for Life* in Peel.



Janice Sheehy, Commissioner of Human Services

Approved for Submission:

D. Szwarc, Chief Administrative Officer

For further information regarding this report, please contact Aileen Baird, Director, Housing Services, Ext. 1898, aileen.baird@peelregion.ca.

Authored By: Laura Tribble, Design & Development, Housing Services

Reviewed in workflow by:

Purchasing
Financial Support Unit
Legal Services

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**ITEMS RELATED TO
ENTERPRISE PROGRAMS
AND SERVICES**

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DATE: January 16, 2018

REPORT TITLE: **2018 TEMPORARY BORROWING BY-LAW TO MEET OPERATING EXPENSES OF THE MUNICIPALITY**

FROM: Stephen VanOfwegen, Commissioner of Finance and Chief Financial Officer

RECOMMENDATION

That the necessary by-law, authorizing the temporary borrowing of monies to meet 2018 operating expenses of the municipality pending receipt of revenues in accordance with section 407 of the *Municipal Act, 2001*, as amended, be presented for enactment.

REPORT HIGHLIGHTS

- Authorization of temporary borrowing to meet operating expenses pending receipt of revenues is a prudent and traditional cash flow management measure and such authorization requires the passage of an annual by-law to comply with legislation.
- Operating budget estimates, excluding contributions from reserves and any prior year surplus, are utilized to derive the maximum amount of temporary borrowing permitted under the *Municipal Act*.

DISCUSSION

1. Background

To allow the Region to periodically borrow funds to meet the operating expenses of the municipality until such time that taxes and other revenues are received, Section 407 of *The Municipal Act, 2001*, as amended, requires that an annual by-law be passed. This annual by-law provides the Chair and the Treasurer the authority that allows the Treasury Services Division in the Finance Department to continue to operate an efficient and effective cash management program, primarily through the utilization of line of credit bank funding should the Region of Peel encounter an overnight cash shortfall.

2. Findings

The allowable percentages to borrow as set out in Section 407 of *The Municipal Act, 2001* limits temporary borrowing for operating expenses of the municipality to an amount not to exceed 50 per cent of the total amount of the estimated revenue for the year from January 1, 2018 to September 30, 2018 and 25 per cent of the total amount of the estimated revenue for the year from October 1, 2018 to December 31, 2018, without the approval of the Ontario Municipal Board.

2018 TEMPORARY BORROWING BY-LAW TO MEET OPERATING EXPENSES OF THE MUNICIPALITY

3. Proposed Direction

As budget revenues have been finalized for 2018, they may be used to derive the maximum amount of temporary borrowing permitted by the Act. The estimated 2018 revenues excluding contributions from reserves and any prior year surplus, are \$2,170,641,528; therefore the maximum amount that may be borrowed at any one time on a temporary basis for operating expenses from January 1, 2018 to September 30, 2018 would be \$1,085,320,764 and \$542,660,382 from October 1, 2018 to December 31, 2018. It is forecasted that the above mentioned limits will represent an amount sufficient to meet the temporary borrowing requirements for the 2018 operating expenses.

CONCLUSION

In order to comply with provincial legislation, it is proposed to pass the appropriate temporary borrowing by-law. The recommended by-law will facilitate any unanticipated cash flow shortfalls that we may experience and any inter fund borrowing requirements.



Stephen VanOfwegen, Commissioner of Finance and Chief Financial Officer

Approved for Submission:



D. Szwarc, Chief Administrative Officer

For further information regarding this report, please contact Julie Pittini at extension 7120 or via email at julie.pittini@peelregion.ca.

Authored By: Debbie Williams

For Information

DATE: January 18, 2018

REPORT TITLE: **BILL 175, SAFER ONTARIO ACT - MAJOR REFORMS TO POLICING**

FROM: Lorraine Graham-Watson, Commissioner of Corporate Services

OBJECTIVE

To inform Regional Council of Bill 175, *the Safer Ontario Act*, a key piece of legislation to reform policing, and its potential implications for the Region of Peel.

REPORT HIGHLIGHTS

- In early November, the province introduced Bill 175, the *Safer Ontario Act* (Bill) with the intention of reforming policing in Ontario. The Bill would enact a new *Police Services Act, 2017* (Act), mandating community safety planning, outlines police responsibilities and those permitted for alternative service delivery, and improves police oversight and accountability.
- Under the Bill, Regional Council would be required to prepare and adopt a community safety and well-being plan and will have 2 years from the date that the Bill receives Royal Assent to create such a plan.
- The Bill would require the appointment of and consultation with an advisory committee having a stipulated membership.
- The Bill allows the preparation of a community safety and well-being plan to be undertaken in active collaboration and consultation with local municipalities and it is the intention of staff to employ such an approach.
- The Bill would permit alternative service (for-profit) delivery but only for a limited number of police functions (e.g. explosives disposal, crime prevention).
- The Bill proposes more oversight of police services boards and board training, and allows police chiefs to suspend without pay police officers accused of serious criminal wrongdoing.
- Bill 175 was referred to the Standing Committee on Justice on December 5, 2017. The Committee is holding two days of public hearings (February 22 and March 1) with final approval expected by April.
- Staff will report back to Council with further details on the implications and implementation of the Bill, as it moves through the legislative process.

BILL 175, SAFER ONTARIO ACT - MAJOR REFORMS TO POLICING**DISCUSSION****1. Background**

On November 2, 2017, the Ontario government introduced Bill 175, the *Safer Ontario Act*, the first major reform to policing in the province since 1990. The introduction of Bill 175 follows consultations the Ministry of Community Safety and Correctional Services held in late 2015 and early 2016 on the development of a Community Safety Strategy, which focuses on a community-based policing model aimed at improving community safety outcomes through the use of evidence and collaborative partnerships. This approach to community safety sees it as not just the responsibility of police, but also of government, community health and social service groups, the public as well as the private sector. It's an approach focused on local needs, where vulnerable individuals can receive the right help, at the right time and in the right location by the most appropriate service providers.

2. Overview of Bill 175

Bill 175, the *Safer Ontario Act* (Bill) proposes to enact a new *Police Services Act, 2017* and the provisions in the Bill with the most significant implications for municipalities are community safety and well-being planning, as well as policing responsibilities and community safety service delivery. Given Regional Council representation on the Peel Regional Police Services Board and the fact that the Board is a local board of the Region, the bill's provisions regarding public accountability of police services boards would also be of interest.

a) Community Safety and Well-being Planning

If passed into law, Bill 175 would have municipalities assume a greater role in community safety and well-being planning. The proposed *Police Services Act, 2017* (Act) mandates that all 'municipal councils' create community safety and well-being plans, which must identify risk factors to the community and develop strategies to address the prioritized risk factors.

In this instance and in the Bill generally (with particular exceptions), reference to a municipality and to a municipal council is, in the Peel context, a reference to the Region and to the Regional Council. This follows from sub-section 2(3) of the new Act proposed by the Bill, which provides the following interpretation of the meaning of "municipality":

(3) For the purpose of every provision of this Act and the regulations, other than sections 25 and 55, "municipality" means,

- (a) a single-tier municipality;
- (b) a lower-tier municipality in a county or in the County of Oxford;
- (c) a regional municipality, other than the County of Oxford; or
- (d) any other municipality that has constituted a municipal board under subsection 25 (2).

A municipal council must appoint an advisory committee that will be consulted in the development of the plans. Membership on the advisory committee must include representation from the Local Health Integration Networks, health care, education, social

BILL 175, SAFER ONTARIO ACT - MAJOR REFORMS TO POLICING

services, children services sectors, a municipal official (staff or elected) and a police service board member.

Regional Council must prepare and adopt a plan within 2 years of the date that the Bill receives Royal Assent. If a municipal council does not meet the applicable timing requirement for preparation and adoption of a plan, the Minister may appoint a community planner who will develop the plan with the cost of the planner to be paid by the municipality.

The Bill allows for the preparation of a community safety and well-being plan to be undertaken in active collaboration and consultation with local municipalities and it is the intention of staff to carry out such an approach.

b) Police Responsibilities and Community Safety Service Delivery

The Act proposes several changes to police responsibilities and service delivery by setting parameters around the use of non-police personnel. For instance, police services would not be allowed to enter into service provision agreements with a for-profit policing provider except for the following police functions:

- Crime prevention
- Investigative support (e.g. crime scene analysis, forensic identification)
- Explosives disposal in emergency situations
- Assistance to Victims of Crime

c) Policing Accountability Measures

To enhance public accountability, the province is proposing greater oversight of police services and police services boards. If passed, the legislation would create an Inspector General (IG) of Policing, who would have the authority to monitor and conduct inspections of police services boards, police chiefs and police services regarding their compliance with the Act. The IG would also conduct inspections of members of police services boards to ensure compliance with their code of conduct. The IG would not however be able to conduct inspections related to the professional misconduct of police officers and special constables. The IG would also have the power to receive complaints about police board members from anyone who believes they are not complying with their code of conduct and also receive complaints from the public about the:

- adequacy and effectiveness of policing provided by a police service;
- failure of a police services board to comply with the Act;
- policies of a police services board; or
- procedures established by a police chief.

Bill 175 also addresses the civilian governance of police services boards by requiring board members to complete training, including diversity training. Related to this, municipal councils (in Peel, Regional Council) would be required to develop a diversity plan to ensure that board members represent the diversity of their municipality's population. The Bill also updates the police disciplinary process, including new rules for suspension without pay for police officers accused of serious criminal wrongdoing.

BILL 175, SAFER ONTARIO ACT - MAJOR REFORMS TO POLICING**3. Potential Implications and Stakeholder Reaction****a) Community Safety and Well-being Planning**

The Region of Peel delivers a range of programs and services that contribute to community safety and well-being (e.g. Social Housing and Families First) and has worked collaboratively with Peel Regional Police on various community safety initiatives. One such collaborative is the Situation Table pilot led by Peel Regional Police in partnership with the Region, the cities of Mississauga and Brampton and many other community agencies. The Situation Table members met from February 2014 to mid-2016, and identified and referred individuals deemed to be at elevated risk to appropriate agencies and resources in the community. Through the pilot it was identified that the majority of cases brought forward were mental health related and that there were a number of existing tables and services in Peel doing similar work. Learnings from this pilot and an evidence-informed perspective will help to inform future community safety and well-being planning in Peel.

The requirement in the proposed legislation for community safety and well-being planning is positive in that it reinforces the need for collaboration across multiple sectors to ensure safe communities. The proposed provisions will have implications for the Region, including possible resource requirement implications.

The Association of Municipalities of Ontario (AMO) has highlighted issues with the mandating of community safety plans. AMO is concerned that the province has not announced any funding to support municipalities with this work. AMO has also expressed concerns that the province does not fully understand the impact of this measure on municipal capacity, delivery, costs, implementation and the risk of non-compliance. For more information on AMO's response, please see attached news release in Appendix I.

Regional staff in collaboration with the local municipalities, police and other stakeholders will examine the community planning requirements as the Bill progresses and report back to Regional Council on the implications and implementation considerations.

b) Police Responsibilities and Service Delivery

The proposed Bill includes provisions around alternative service delivery of police responsibilities but these are limited in scope. The Bill does not give police services boards the flexibility to employ civilians or private contractors for some non-core police officer functions such as minor property offences like break-ins or vehicle theft, traffic management at construction sites, accident reporting, data management and crime scene security as well as court security and prisoner transport. Allowing non-core police functions to be carried out by private contractors or civilians is one way of potentially managing police labour costs (salaries and benefits) which comprise over 90 per cent of the 2018 Police budgets (Peel Regional Police and Ontario Provincial Police – Caledon).

This shortcoming has also been noted by AMO and the Ontario Association of Police Service Boards. Both groups believe that this provision is too restrictive as it excludes many services that could be provided by a private contractor.

BILL 175, SAFER ONTARIO ACT - MAJOR REFORMS TO POLICING**c) Policing Accountability Measures**

An Inspector General (IG) would ensure consistency across the province for police services boards in terms of compliance with the Act and codes of conduct. The IG's authority to receive complaints gives the public a way to bring forward complaints outside of the current police service complaints processes.

There are some drawbacks and concerns with the IG. The inspection and complaint powers of the IG may confuse the public, given that the province in Bill 175 proposes a totally separate complaints process (through the Ontario Policing Complaints Agency) for the conduct of police officers and special constables. AMO in its analysis of the Bill has said that in support of the IG's mandate it would like to see resources dedicated to police services boards to support them in carrying out their roles and enhancing their capacity.

The requirement for police services board training is a positive development. It will ensure that there is more consistency across the province in terms of board member knowledge and the understanding of their role. While AMO supports the idea of mandatory training, who will deliver and pay for the training still needs to be determined.

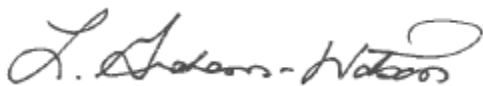
4. Status of the Bill and Next Steps

The Legislature referred Bill 175 to the Standing Committee on Justice on December 5, 2017 after second reading approval. The Committee is holding public hearings on the Bill in Toronto on February 22 and March 1, 2018, and will report back to the Legislature with final approval of the Bill expected by April. Regional staff will continue to monitor the Bill's developments and inform Council of any significant amendments at Committee.

CONCLUSION

Bill 175, the *Safer Ontario Act*, represents the first major reform to the *Police Services Act* in a generation. The Bill mandates municipal councils to develop community safety and wellbeing plans. In Peel, the development of this plan would be the legal responsibility of Regional Council, undertaken in consultation with and with input from an advisory committee. Staff also intend to consult with the public and collaborate with the local municipalities in the development of the plan. The Bill also allows for certain police functions to be delivered by other organizations, in limited circumstances. In addition, it proposes improvements to public accountability and oversight of policing.

Staff will report back to Council with an analysis of Bill 175's implications and next steps as the Bill progresses through the legislative process.



Lorraine Graham-Watson, Commissioner of Corporate Services

BILL 175, SAFER ONTARIO ACT - MAJOR REFORMS TO POLICING

Approved for Submission:



D. Szwarc, Chief Administrative Officer

APPENDICES

Appendix I - AMO News Release on Bill 175

For further information regarding this report, please contact Kathryn Lockyer, Regional Clerk and Director of Clerk's, ext. 4325, kathryn.lockyer@peelregion.ca.

Authored By: Giancarlo Cristiano

APPENDIX I
BILL 175, SAFER ONTARIO ACT - MAJOR REFORMS TO POLICING

PROPOSED BILL FAILS TO DELIVER MORE EFFECTIVE, AFFORDABLE MODERN POLICE SERVICES

Toronto, Ontario, November 2, 2017 – The Association of Municipalities of Ontario (AMO) is warning that the Government of Ontario’s new policing bill would increase costs, while reducing local say and oversight in many communities.

AMO made dozens of recommendations during the five-year review process, but struggled to get the Province to recognize municipal fiscal issues. Ontarians pay the highest policing costs in Canada.

“This bill makes reforms without providing municipal governments with the resources and local flexibility to make meaningful changes in public safety,” AMO President Lynn Dollin said. “Municipal governments must be able to afford policing, plus all the other equally important local services that create safe and healthy communities.”

Key concerns:

- The bill fails to improve interest arbitration, which usually duplicates police and fire wage deals from other communities. Arbitrators should consider a community’s capacity to pay, and agreements negotiated with other local municipal employee unions, when deciding raises for emergency service workers.
- The bill fails to provide police services boards with the flexibility to use civilians for some duties that don’t require a sworn officer. Such locally based decisions can help deliver more effective and affordable services.
- The bill includes new training and requirements for police services boards, without clear new resources to fund the work.
- The bill would eliminate more than 100 police services boards in communities that contract with the Ontario Provincial Police to provide local policing. Aligning boards with OPP detachments reduces municipal voice and oversight.
- The bill would require municipal governments to create Community Safety and Well Being Plans that bring together policing, health services, and various other social services. Unfortunately, Councils don’t have authority over all of these services to implement these plans. Such plans should be voluntary to meet specific community circumstances.


“Municipal costs are going up about \$1 billion per year, just to deliver current services. This bill introduces new unfunded mandates on top of those costs,” Dollin said. “Municipal governments are forced to either cut services or hike property taxes to worrisome levels.”

AMO is a non-profit organization representing almost all of Ontario’s 444 municipal governments. AMO supports and enhances strong and effective municipal government in Ontario and promotes the value of municipal government as a vital and essential component of Ontario and Canada’s political system.

CONTACT

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AMO Media Contact

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For Information

DATE: January 16, 2018

REPORT TITLE: **“LAME DUCK” PROVISIONS – RESTRICTED ACTS AFTER NOMINATION DAY – MUNICIPAL ACT, 2001, AS AMENDED**

FROM: Lorraine Graham-Watson, Commissioner of Corporate Services

OBJECTIVE

To inform Council members of possible restrictions on Council’s authority that may apply during the 2018 Municipal Election period.

REPORT HIGHLIGHTS

- Under the *Municipal Act, 2001 (Act), as amended*, s.275, restrictions upon the authority of Council may arise as early as Nomination Day, July 27, 2018 or as late as Election Day, October 22, 2018 when election results are finalized.
- The restrictions, if arising, would be upon Council’s authority regarding:
 - Appointment or removal from office of any officer of the municipality,
 - The hiring or dismissal of any employee of the municipality,
 - The disposition of any real or personal property of the municipality which has a value exceeding \$50,000 at the time of disposal; and
 - Making any expenditures or incurring any other liability which exceeds \$50,000.
- The existence of the restrictions will be determined based upon whether in light of:
 - i) the identity of the candidates nominated or acclaimed prior to the election; and
 - ii) the identity of the candidates elected and acclaimed following the election,
 it can be determined with certainty that the new Council will include less than 75 per cent of the membership of the outgoing Council.
- Under Section 275(6) of the *Act*, Council, prior to Nomination Day, may delegate any authority to any person or body. Delegated authority is not affected by the possible restrictions.
- Nothing in Section 275 of the *Act* prevents a municipality taking any action in the event of an emergency.

**“LAME DUCK” PROVISIONS – RESTRICTED ACTS AFTER NOMINATION DAY –
MUNICIPAL ACT, 2001, AS AMENDED**

DISCUSSION

1. Background

The actions of the current Council can be restricted by operation of law after Nomination Day July 27, 2018, through to the end of Council’s term, upon the organization of the newly elected Council at the 2018 Inaugural Meeting.

The theory behind the provisions is that if the new Council will be substantially the same as the outgoing Council, there is no reason to limit the outgoing Council’s permitted activities prior to the installation of the new Council. Conversely, where a new council will have a significantly different composition than the outgoing Council, there should be limits on decisions that are inherited by the new Council.

2. Findings

Section 275 of the Act, takes effect when it can be determined that the new Council will include less than 75 per cent of the members of the outgoing Council. For this Council, the restrictions would apply if it becomes certain that 18 or fewer of the 25 members will return to the new Council. This section is designed to apply only when a clear determination can be made taking into consideration the number of acclamations; those Council members not running for re-election; nominations certified; and vacant seat(s).

The first opportunity for this determination to be made is after 2 p.m. on Nomination Day July 27, 2018. A final determination may be made once the election results are declared after the October 22, 2018 election.

If it is determined that the current Council is subject to restrictions under s.275, Council shall not take any of the following actions:

- a) the appointment or removal from office of any officer of the municipality;
- b) the hiring or dismissal of any employee of the municipality;
- c) the disposition of any real or personal property of the municipality which had a value exceeding \$50,000 when it was acquired by the municipality*; and
- d) the making of any expenditures or the incurring of any other liability which exceeds \$50,000*.

*Restriction not applicable if the disposition or liability was included in the most recent budget adopted by the Council before Nomination Day.

As well, Section 275 (6) of the *Act*, provides for Council, prior to Nomination Day, to delegate any authority to a person or body and that such delegated authority can be exercised without restriction under s.275.

**“LAME DUCK” PROVISIONS – RESTRICTED ACTS AFTER NOMINATION DAY –
MUNICIPAL ACT, 2001, AS AMENDED**

CONCLUSION

At the time of writing this report no clear determination can be made under s.275 as to whether fewer than 75 per cent (18 or fewer) of current Council members will be serving on the newly elected Council. The Regional Clerk will assess the situation after Nomination Day, July 27, 2018. If a clear determination cannot be made at that time that fewer than 75 per cent of the current Council members will be returning in the new term, s.275 will not apply to limit Council's authority. A final assessment regarding the application of s.275 will be made when the election results are finalized after the October 22, 2018 election.

Adequate delegated authorities exist for The Regional Municipality of Peel to ensure the ongoing operations of the Region while awaiting the formation of the new Council.



Lorraine Graham-Watson, Commissioner of Corporate Services

Approved for Submission:



D. Szwarc, Chief Administrative Officer

For further information regarding this report, please contact Tim Ivanyshyn, Legislative Specialist, x 4326, tim.ivanyshyn@peelregion.ca.

Authored By: Tim Ivanyshyn, Legislative Specialist, Elections

For Information

DATE: January 16, 2018

REPORT TITLE: **2018 REGIONAL MUNICIPAL ELECTION – PROCEDURES MANUAL**

FROM: Lorraine Graham-Watson, Commissioner of Corporate Services

OBJECTIVE

To inform Regional Council of the procedures that will be used by the Regional Clerk for the 2018 Municipal Election of a Regional Chair. A “2018 Regional Municipal Election Procedures Manual” (Appendix 1) has been developed and copies of the procedures will be made available for candidates during the 2018 election period.

REPORT HIGHLIGHTS
<ul style="list-style-type: none"> • To provide Council information on the 2018 Municipal Election Procedures for the Election of a Regional Chair. • These procedures are prepared based on the guiding principles outlined in this report. • Recent changes to the <i>Municipal Elections Act, 1996, as amended</i> have increased authorities of the Clerk. • The 2018 Municipal Election Timeline is attached as Appendix II for reference.

DISCUSSION
1. Background

Municipalities are required to publish procedures for the 2018 Municipal Elections. It is a function of municipal Clerks to determine the dates, times and processes in which they will conduct the election. Recent changes to the *Municipal Elections Act, 1996, as amended, (Act)* have also increased the implied and direct discretionary authority of the Clerk.

2. Findings

Procedures for the 2018 Municipal Election are required and provided for Council's information. This report is to provide Council with an update on the Clerk's progress in collecting information for the 2018 Municipal Election Procedures. The procedures set out as Appendix I are not final, and are subject to changes, at the discretion of the Clerk as per the authority given to the Clerk pursuant to the *Act*. Forms included with the procedures may also have to be updated as regulations on forms become available.

2018 REGIONAL MUNICIPAL ELECTION – PROCEDURES MANUAL

Attached as Appendix II is the 2018 Municipal Election Timeline, provided for information only and ease of reference, but candidates should refer to the Act and associated regulation(s) to ensure compliance.

The 2018 Regional Municipal Election Procedures Manual was developed based on the following guiding principles:

Ranked Ballot System

Under section 41 of the *Act*, Councils have the option of using a ranked ballot system, which means electors vote by ranking candidates for an office in order of the elector's preference. All local councils had first to pass a by-law before May 1, 2017 before the Region of Peel could consider using the ranked ballot system for the 2018 Election. As none of the local councils passed by-laws authorizing the use of ranked ballots, The Region of Peel will not be using the ranked ballot system for the election of the Chair.

We have been advised that all three local municipalities will be using a traditional composite paper based ballot. A composite ballot lists all offices up for election listed on one paper ballot.

The office for Regional Chair will be listed on all three local municipal composite ballots.

Vote-Counting Equipment

Under section 42 of the *Act*, councils may pass by-laws to authorize the use of vote-counting equipment such as voting machines, voting recorders or optical scanning vote tabulators.

The local municipal Councils will be considering their respective reports in the coming months regarding the use of vote-counting equipment for the 2018 election.

Languages of Notices and Forms

Under section 9 of the *Act*, notices, forms and other information shall be made available in English only, unless Council passes a by-law for additional languages to be used. The Clerk proposes that English will be the only language used.

Signs By-laws

All three local municipalities have references to all Regional roads in their municipal sign By-laws, which include election signs. The Region of Peel will be relying on the local municipal By-laws for regulating and enforcing the use of candidate election signs on Regional roadways.

Recount Process

If necessary, the Clerk will be conducting a recount using the authority and process under section 56 of the *Act*, which states that "The Clerk shall hold a recount of the votes for two or more candidates who receive the same number of votes and cannot both or all be declared elected to office".

2018 REGIONAL MUNICIPAL ELECTION – PROCEDURES MANUALCompliance Audit Committee

Under section 88.37 of the *Act*, councils shall establish a Compliance Audit Committee before October 1, 2018. Nothing in this *Act* precludes councils from establishing a Joint Compliance Audit Committee with the local municipalities, adopting the same terms of reference for the committee to conduct its business and adopting the same compensation and expense policy for Members appointed to the Committee.

A joint Compliance Audit Committee is being recommended for Peel with the local municipalities. A further report on the Compliance Audit Committee will come forward in Spring, 2018.

Candidate Information Session

The Regional Clerk will hold a Candidate Information Session one evening in Spring, 2018 before the May 1 opening of the Nomination Period.

Notices in the local media and the Regional website will be placed to advertise the candidate information sessions for candidates considering running for Office of the Regional Chair.

Accessibility Plan

Under section 12.1 of the *Act*, Clerks shall have regard to the needs of electors and candidates with disabilities. Staff have prepared a draft accessibility plan with regards to the 2018 municipal election, taking into account the multi-year accessibility plan adopted by Regional Council, as well as, the Accessibility Standards under the *Accessibility for Ontarians with Disabilities Act, 2005*.

A report outlining the 2018 municipal election accessibility plan will be before the Region of Peel Accessibility Advisory Committee on February 15, 2018.

Internal Staff Policies

Information presentations on the 2018 Municipal Election were made to senior management teams of all departments. The presentations focused on changes to internal policies affecting staff and the corporation as a result of the upcoming election.

CONCLUSION

These procedures have been drafted by the Clerk's Office, under the authority provided to the Clerk under the *Municipal Elections Act, 1996*, as amended.

The Clerk may at any time, up to and including Voting Day, amend the procedures in Appendix I. A copy of the procedures and any amendments or updates will be forwarded to each candidate.

2018 REGIONAL MUNICIPAL ELECTION – PROCEDURES MANUAL



Lorraine Graham-Watson, Commissioner of Corporate Services

Approved for Submission:



D. Szwarc, Chief Administrative Officer

APPENDICES

Appendix I - Region of Peel 2018 Elections Manual

Appendix II - 2018 Municipal Election Timeline

For further information regarding this report, please contact Kathryn Lockyer at extension 4325 or via email at kathryn.lockyer@peelregion.ca.

Authored By: Tim Ivanyshyn – Legislative Specialist – Elections

THE REGIONAL MUNICIPALITY OF PEEL

2018 REGIONAL MUNICIPAL ELECTION

PROCEDURES MANUAL

(Version 1)

To receive this document in an accessible alternative format,
please contact Legislative Services at 905-791-7800, ext. 4326 or at
tim.ivanyshyn@peelregion.ca

REVISED December 18, 2017

As Regional Clerk of The Regional Municipality of Peel for the municipal elections, I do hereby certify the following procedures for conducting the 2018 municipal elections and also certify the forms attached (or similar version, either paper or electronic) as being those permitted to be used during this election process.

Date Approved

Regional Clerk

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Note: The forms and notices in this document will be provided in English only as required by Legislation unless the Council of a municipality has passed a by-law under Section 9(2) of the Municipal Elections Act.

Legend

PR FORM = Prescribed Form
FORM RP = The Regional Municipality of Peel
Clerk's Form
FORM EL = AMCTO Election Form

DEFINITIONS

DEFINITIONS

- a) **Advanced Vote** - means the location, dates and hours for casting a ballot prior to Voting Day.
- b) **Act** - means the *Municipal Elections Act, 1996, as amended*, S.O. 1996, C. 32, as amended.
- c) **Ballot** - means a composite ballot when there is an election for more than one office.
- d) **Candidate** - means a person who has been nominated under Section 33 of the Act.
- e) **Certified Candidate** - means a candidate whose nomination has been certified by the Regional Clerk under Section 35 of the Act.
- f) **Regional Clerk** - means the Clerk of the regional municipality who is responsible for conducting municipal elections under the authority of the Act. All references to the Regional Clerk for the purposes of this manual shall mean the Returning Officer (R.O.) for the 2018 Municipal Election. All references to Regional Clerk's designate shall mean the delegated duties of the R.O.
- g) **Local Clerk** - means the Clerk of the local municipality who is responsible for conducting municipal elections under the authority of the Act.
- h) **Corporation** – means a firm that meets certain legal requirements to be recognized as having a legal existence, as an entity separate and distinct from its owners. Corporations are owned by their stockholders (shareholders) who share in profits and losses generated through the firm's operations. A legal entity has legal capacity to enter into agreements or contracts, assume obligations, incur and pay debts, sue and be sued in its own right, and to be held responsible for its actions.

A Corporation may include a numbered company, a co-op, an incorporated company, an association, a partnership, a proprietorship (excludes sole-proprietorship as it's not a legal entity), trust, etc. A legal entity cannot vote, only an individual (a person) can vote.

What is a Sole Proprietorship?

Income and losses are taxed on the individual's personal income tax return. The **sole proprietorship** is the simplest business form under which one can operate a business. The **sole proprietorship** is not a legal entity. It simply refers to a person who owns the business and is personally responsible for its debts.

What is a Co-op?

A business or organization that is owned and operated by the people who work there or the people who use its services.

- i) **Deputy Returning Officer** - means a person appointed by the Regional Clerk for each Voting Place who will be delegated specific duties and powers by the Regional Clerk.

2018 REGIONAL MUNICIPAL ELECTION - PROCEDURES MANUAL

- j) **Election Campaign Advertisement** – means an advertisement in any broadcast, print, electronic or other medium that has the purpose of promoting, supporting or opposing the election of a Candidate.
- k) **Election Official** - means the Regional Clerk or other person(s) appointed in writing by the Regional Clerk to carry out election duties under the Act. An Election Official can only carry out the tasks and duties as assigned in writing by the Regional Clerk, and must take the prescribed oath. [s.15(4)]
- l) **Friend** - means a person who has been requested by an elector to assist him or her in the voting process.
- m) **Lame Duck** - means there are restrictions on Council's powers (*Municipal Act*, Section 275). A Council is considered to be a Lame Duck Council when: before election day it is determined the new Council will include less than $\frac{3}{4}$ of the members of the outgoing Council before election day; it is determined on nomination day and if necessary election day after the results are known that the new Council is composed of less than $\frac{3}{4}$ of the members of the outgoing Council.
- n) **MEA** – means the *Municipal Elections Act, 1996, as amended*, S.O. 1996, C. 32, as amended.
- o) **Municipal Office** - means the Peel Regional Headquarters Administration Building located at 10 Peel Centre Drive, Suite A, 5th Floor, Clerk's Reception, Brampton, ON L6T 4B9.
- p) **Municipal Clerk** – means Clerk of any upper tier or lower tier municipality in Ontario.
- q) **Normally Resident in Ontario** – a person's residence is the permanent lodging place to which, whenever absent, he or she intends to return.
- r) **Notice of Registration for Third Party Advertisers** – means a notice of registration by an individual, corporation or trade union, filed in person or by an agent, with the local Clerk of the municipality responsible for conducting an election. Notice must be filed in prescribed form and must include a declaration of qualification signed by the individual, or by a representative of the corporation or trade union.
- s) **Owner or Tenant** – in relation to an election, means a person who is the owner or tenant shown on the assessment roll of land assessed under the *Assessment Act* and a non-residential tenant of land assessed under the *Assessment Act*, whether or not the tenant is shown on the assessment roll, but does not include an owner or tenant of land who is entitled to use the land under a time share contract unless the person is entitled to use the land,
 (a) on voting day, or
 (b) for a period of six weeks or more during the calendar year in which voting day of the election is held

Tenant - includes an occupant and a person in possession other than the owner or the spouse of such owner.

- t) **Peel** – means The Regional Municipality of Peel.
- u) **Preliminary List of Electors** - means a list of electors for the municipality compiled by the Municipal Property Assessment Corporation (MPAC) and provided to the municipality by July 31st of an election year.
- v) **Proof of Identification** - means proof of identity and residence as prescribed in O. Reg. 304/13 of the Act.
- w) **Regular Office Hours** - means Monday to Friday, 8:30 a.m. to 4:30 p.m. (excluding Statutory Holidays).
- x) **Registered Third Party (Third Party Advertiser)** - means an individual who is normally resident in Ontario, a corporation that carries on business in Ontario or a trade union that holds bargaining rights for employees in Ontario, and who's Notice of Registration for Third Party Advertiser has been certified by the local Clerk.
- y) **Restricted Period for Third Party Advertisements** - begins on the earliest day that an individual, corporation or trade union is permitted to file a notice of registration as a registered third party and ends at the close of voting on Voting Day.
- z) **Scrutineer** - means an individual, appointed in writing by a certified candidate, to represent him or her during the voting process, or an individual appointed by Council, a local board or the Minister in relation to a by-law or question, or by an elector in the case of a recount.
- aa) **Third Party Advertisement** – means an advertisement in any broadcast, print, electronic or other medium that has the purpose of promoting, supporting or opposing a candidate, or a “yes” or “no” answer to a question on the ballot, but does not include an advertisement by or under the direction of a candidate, or an advertisement that incurs no expenses in relation to the advertisement (such as social media Tweets or Facebook), or an advertisement that is transmitted to employees, shareholders, or directors of the registered third party.
- bb) **Trade Union** – means a trade union as defined in the *Labour Relations Act, 1995* or the *Canada Labour Code* (Canada) and includes a central, regional or district labour council in Ontario.
- cc) **Time/Clock** - means the time as indicated on the clock located at 10 Peel Centre Drive, Suite A, 5th Floor, Clerk's Division Reception Front Counter Wall Clock.
- dd) **Voting Day** - means the final day on which the final vote is to be taken in an election and shall be Monday, October 22, 2018 with the close of voting to be at 8:00 pm.
- ee) **Voting Period** – means the dates when advance voting opens up to and including Voting Day.

2018 REGIONAL MUNICIPAL ELECTION - PROCEDURES MANUAL

- ff) **Voters' List** - means the Preliminary List of Electors, as corrected by the Local Clerk, under the provisions of Section 22 of the Act.
- gg) **Voting Place** - means the only location, both convenient and accessible to the electors, for the purpose of casting a printed ballot as established by the Local Clerk.

AUTHORITY

AUTHORITY***Municipal Elections Act, 1996, as amended*****Duties of Clerk**

- 11. (1)** The clerk of a local municipality is responsible for conducting elections within that municipality, subject to the following exceptions:
1. The clerks specified in the regulations made under the *Education Act* are responsible for certain aspects of the elections of members of school boards, as set out in those regulations.
 2. The clerks specified in section 11.1 are responsible for certain aspects of the election of members of the council of an upper-tier municipality, as provided for in that section.
 3. Repealed: 2002, c. 17, Sched. F, Table.
 4. The clerks specified in subsection (5) are responsible for certain aspects of the election with respect to a question an upper-tier municipality submits to its electors under clause 8 (1) (b) or (c).
- (2)** Responsibility for conducting an election includes responsibility for,
- (a) preparing for the election;
 - (b) preparing for and conducting a recount in the election;
 - (c) maintaining peace and order in connection with the election; and
 - (d) in a regular election, preparing and submitting the report described in subsection 12.1 (2).

Powers of Clerk

- 12. (1)** A clerk who is responsible for conducting an election may provide for any matter or procedure that,
- (a) is not otherwise provided for in an Act or regulation; and
 - (b) in the clerk's opinion, is necessary or desirable for conducting the election.

Forms

- (2) The power conferred by subsection (1) includes power to establish forms, including forms of oaths and statutory declarations, and power to require their use.

Discretionary Powers of the Clerk

THE MUNICIPAL ELECTIONS ACT, 1996, AS AMENDED Implied And Direct Discretionary Authority of the Clerk	
SECTION	SHORT DESCRIPTION
	<i>Summary of Broad Discretionary Authority</i>
7; 8(7); 45	The Clerk has authority and control over the costs incurred for an election.
7(3)1	The Clerk shall bill a local board or upper tier municipality for the costs for a recount in a regular election for a local board or municipality, a by-law or question submitted by an upper tier or local board or the Minister.

7(3)4	The Clerk shall bill for costs when the Clerk counts the votes or conducts a recount of a ranked ballot election for an upper-tier municipality, if the member of council of the upper-tier municipality is not also elected to the council of the lower-tier municipality within the upper-tier municipality.
7(12)	The Clerk of a municipality can incur expenses in respect to a question which are required or authorized by this Act to be incurred.
8(6)	The Clerk is responsible for giving notice to the public for any question on the ballot, regardless of whether it was initiated by a municipality, an upper tier or a Minister.
11(1)	The Clerk is responsible for conducting municipal elections. Unless otherwise provided, the Clerk has broad discretionary authority to determine the form and method of communication for notices, forms and other information provided under the Act.
12(1)	The Clerk may provide for any matter or procedure that is not specifically provided for in the Act or Regulations.
12(2)	The Clerk may establish forms such as oaths, statutory declarations and has the power to require their use.
12(3)	The Clerk may require a person to furnish proof of identity, qualification or any other matter.
12(4)	The power given to the Clerk does not include the power to require a person for the purposes s 52(1) (Voting Procedure) to furnish proof of identity in addition to what is prescribed.
12.1	The Clerk shall have regard to the needs of electors and candidates with disabilities
12.1(2)	The Clerk shall prepare a plan regarding the identification, removal and prevention of barriers that affect electors and candidates with disabilities and shall make the plan available to the public before Voting Day in a regular election.
12.1(3)	Within 90 days after Voting Day in a regular election, the Clerk shall prepare a report about the identification, removal and prevention of barriers that affect electors and candidates with disabilities.
13(1)	The Clerk shall determine the form, manner and timing of any notice or other information required by the Act.
22(2)	For the purposes of subsection (1) – correction of errors in the preliminary list, the Clerk may use any information that is in the local municipality's custody or control
53(1)	The Clerk has discretion in determining what constitutes an emergency or circumstances that will undermine the integrity of the election.
53(2)	The Clerk has discretion in a declared emergency to make any arrangements deemed necessary for the conduct of the election.
53(4)	The Clerk determines when the emergency has passed.
55(4.1)	The Clerk shall, as soon as possible after Voting Day, make information available on the number of votes for each Candidate, the number of declined and rejected ballots and the number of votes (yes or no) on a by-law or question and determine website or electronic format.

	<i>Cost of Elections</i>
7(2), (4); 8(7)	The Clerk has authority and control over the finances of an election.
	<i>Notice of By-laws and Questions</i>
8(6)	The Clerk shall determine the form and method of notice to the electors of by-laws and questions to be placed on the ballot.
	<i>Certification of Vote Results</i>
8(9)	The Clerk shall determine the form of certification when giving the result of the vote on a question or by-law.
	<i>Information to Electors</i>
45(8)	The Clerk may issue instructions to Deputy Returning Officers (DRO) regarding attending on an elector in an institution or retirement home.
13(2)	The Clerk may determine what information is necessary to inform electors how to exercise their rights under the Act.
12.1(1)	The Clerk shall identify strategies to provide for the needs of electors and candidates with disabilities.
12.1(2)	The Clerk shall prepare a plan regarding the identification, removal and prevention of barriers that affect electors and candidates with disabilities before Voting Day in a regular election.
12.1(30)	Within 90 days after Voting Day in a regular election, the Clerk shall submit a report about the identification, removal and prevention of barriers that affect electors and candidates with disabilities.
	<i>Appointment of Election Officials</i>
15(1)	The Clerk shall appoint a Deputy Returning Officer (DRO) for each Voting Place.
15(1)	The Clerk may appoint other election officials in addition to DROs. The Clerk determines what instruction and training is provided to election officials.
	<i>Delegation of Authority</i>
15(2), (3), (4)	The Clerk may delegate to election officials in writing, any of the Clerk's powers and duties, however the Clerk may continue to exercise the delegated powers and duties, despite delegation.
	<i>Creation of Voting Subdivisions</i>
18(1)	The Clerk may divide the municipality into voting subdivisions.
18(2)	If the Clerk creates voting subdivisions, he or she shall inform MPAC.

	<i>Correction of Preliminary List Of Electors</i>
19(1)(1.1)	The Clerk and the Municipal Property Assessment Corporation, may agree on a date for the delivery of the Preliminary List of Electors (which must be a date earlier than September 1).
22(1)	The Clerk may correct any obvious errors on the Preliminary List of Electors, and shall notify MPAC of the corrections.
22(2)	For the purposes of subsection (1), the Clerk may use any information that is in the local municipality's custody or control.
25(4)	The Clerk shall determine the format and manner of the written application to remove a deceased person's name.
	<i>Reproduction of Voters' List</i>
23(2)(a)(b)	The Clerk shall have the Voters' List reproduced on or before September 1 st and determine where and at what time applications for revisions to the Voters' List may be made.
	<i>Revision of Voters' List</i>
24(1)(2)	From September 1 st to the close of Voting on Voting Date, a person may make an application to be added or removed from the Voters' List or have the information on the Voters' List relating to that person amended.
24(3)	The Clerk may approve or deny applications for revision to the Voters' List.
27(1)(a)(b)	During the period beginning September 15 and ending September 25, the Clerk shall prepare an interim list of changes to the Voters' List approved on or before September 15, and give a copy to each certified candidate and to each person who received a copy of the Voters' List under s. 23.
27(2)(a)(b)	The Clerk shall within 30 days after Voting Day prepare a final list of the changes to the Voters' List and give a copy to MPAC.
	<i>Certification of Voters' Lists, As Revised</i>
28(1)	The Clerk shall prepare and certify the Voters' List for use in each Voting Place.
	<i>Nominations</i>
32	The Clerk shall give notice of the offices for which persons may be nominated and the nomination procedures under the Act.
33(1.3)	The Clerk is entitled to reply upon the information filed by the candidates (endorsements).
35(2), (3)	The Clerk shall certify the nomination of qualified persons, and reject the nomination if not satisfied the person is qualified.
35(4)	The Clerk can determine the form and method of giving notice when a nomination is rejected and shall give notice to the person who sought to be nominated and to all candidates for the office, as soon as possible.
35(5)	The Clerk's decision to certify or reject a nomination is final.

	<i>Acclamations</i>
37(1), (2)	The Clerk can determine the method of declaring acclamations.
	<i>Notice of Election</i>
40(a), (b), (c), (d)	The Clerk shall give notice to the electors and determine the form and method of giving such notice about the location of voting places, dates and times open, and the manner in which electors may use voting proxies if applicable and if alternative voting methods, the manner in which electors may use the alternative voting methods.
	<i>Ballot Form</i>
41(1)	The Clerk shall provide ballots in the prescribed form.
41(2)3	The Clerk can agree to permit another name that a candidate uses to appear on the ballot.
41(2)5	If the surnames of two or more Candidates for an office are identical or in the Clerk opinion so similar as to cause possible confusion, the Clerk shall differentiate the Candidates on the ballots as the Clerk considers appropriate.
41(3)	The Clerk shall change some or all of the ballots to facilitate voting by the visually impaired without assistance.
41(4)	The Clerk can decide to use separate or composite ballots.
	<i>Voting or Vote Counting Equipment or Alternate Voting Method</i>
42(3)(a) (i), (ii)	Where there is a by-law providing for voting or vote counting equipment or an alternative voting method, the Clerk has discretion in establishing forms and procedures for carrying out the intent of the by-law.
42(3)(b)	The Clerk can determine the method for providing a copy of the procedures and forms to Candidates and shall provide a copy of the procedures and forms to each Candidate when his or her nomination is filed.
	<i>Advance Vote</i>
42(2)	The Clerk shall establish the date or dates, number, location and hours of Advance Voting.
43(5)(b) (ii)	The Clerk determines how to keep safe any Advance Vote ballot boxes and all other material and documents relating to the Advance Vote.
43(7)	The Clerk determines the method of updating Voters' Lists to reflect Advance Voting and ensures that the Voters' Lists for all Voting Places are updated to reflect voting that took place at an advance vote.
	<i>Proxies</i>
44(7)	The Clerk may determine what is required to verify that persons are qualified to appoint and be appointed as a voting proxy and if satisfied that

	the person who appointed the voting proxy is entitled to do so, and that the person appointed is entitled to act as the voting proxy, shall apply a certificate in the prescribed form to the appointing document.
	<i>Voting Places and Procedures</i>
45(1), (3), (5)	The Clerk has discretion in identifying the number and location of voting places and designating the area.
45(2)	In establishing the locations of Voting Places, the Clerk shall identify strategies that ensure that each voting place is accessible to electors with disabilities.
45(7)1, 2, 3	A voting place shall be located in an institution for the reception, treatment or vocational training of members or former members of the Canadian Forces; an institution on September 1 st where 20 beds or more are occupied by persons who are disabled, chronically ill or infirm; and in a retirement home in which 50 beds or more are occupied on September 1 st .
45(8)	The Clerk may issue instructions to DROs regarding attending on an elector in an institution or retirement home.
45(9)	The Clerk shall issue instructions to DROs regarding attending on electors with a disability, including mobility impaired, anywhere within the defined voting place.
46(2)	The Clerk may establish specific Voting places to open on Voting Day before 10:00 a.m.
46(3)	The Clerk may establish reduced voting hours for a Voting Place that is only for the use of residents of the institution or retirement home.
47(1)(a)	The Clerk has discretion to go to or remain in voting places during voting or when votes are being counted.
	<i>Emergency</i>
53(1)	The Clerk has discretion in determining what constitutes an emergency or circumstances that will undermine the integrity of the election.
53(2)	The Clerk has discretion in a declared emergency to make any arrangements deemed necessary for the conduct of the election.
53(4)	The Clerk determines when the emergency has passed.
	<i>Opening Ballot Box</i>
55(3)	The Clerk shall determine the results of the election by compiling the statements of results received from the DRO.
55(4)	The Clerk shall, as soon as possible after voting day, declare the elected candidate(s) and the result of the vote on any by-law or question.
55(4.1)	As soon as possible after Voting Day, the Clerk shall make information available on number of votes for each Candidate, number of declined and rejected ballots, number of votes (yes or no) on a by-law or question.
55(5)	The Clerk, in the presence of the DRO, can decide to open a ballot box to assist with interpreting the statement of results.

	<i>Recounts</i>
56(1), (1.1), (2)	The Clerk shall hold a recount in accordance with policy within 15 days after the declaration of results.
59	The Clerk may decide to include other candidates for an office in a recount.
61(1)1	The Clerk may be present at a recount in the case of a tie vote, or any policy passed, when the Council, Board or Minister requires a recount and when the Ontario Superior Court of Justice orders a recount. Sections 56, 57, or 58 or 63.
61(2)1	The Clerk may be present at a recount for a by-law or question.
61(6)	The Clerk determines disputes concerning the validity of a ballot or the counting of votes in a ballot.
61(7)	The Clerk may permit others to be present at a recount.
62(3); 63(10)	If the recount leaves two candidates tied, the Clerk shall choose the successful candidate by lot.
	<i>By-Elections</i>
65(4)1	The Clerk sets the date of Nomination Day, in the case of a by-election.
65(5)1	The Clerk sets the date of voting if the by-election relates to a question or by-law.
	<i>Financial Reporting</i>
33.0.1(1)	The Clerk determines the form of the preliminary certificate of maximum campaign expenses (upon the filing of a person's nomination) and shall give the person, or their agent filing the nomination for the person, a certificate of the applicable maximum amount as of the filing date.
33.1	The Clerk shall, before Voting Day, give notice of the penalties under s.88.23(2) and s.92(1) related to election campaign finances to each person nominated for an office.
88.20(13)(a)(b)	The Clerk determines the form and method of delivery of the certificate of maximum campaign expenses. The Clerk shall calculate the maximum amounts permitted by subsections 6 (Candidate Expenses) and subsection 9 (Registered Third Party Expenses) for each office for which nominations have been filed and shall give a certificate of the applicable amounts to each candidate on or before September 25 in a regular election, and within 10 days after the Clerk makes the required corrections in the case of a by-election.
88.22(3)	The Clerk determines the form and process of the notice of default.
88.23(9)	The Clerk determines the form and method of delivery of notice to Candidates of the campaign expense filing requirements and shall give notice at least 30 days before the filing date.

	<i>Election Records</i>
88(2)(a)(b)	When the 120-day period has elapsed, the Clerk shall destroy the ballots and may destroy other documents and materials related to the election.
88(4)	Financial statements must be retained until the next election.
88(9.1)	The Clerk shall make the documents filed under sections 88.25, 88.29 and 88.32 available at no charge for viewing by the public on a website or in another electronic format as soon as possible after the documents are filed

Procedures and Forms

Section 42(4) states that the procedures and forms established by the Clerk, if they are consistent with the principles of this Act, prevail over anything in this Act and the regulations made under it.

Any unforeseen cases not dealt with in these procedures will be recorded, action taken, and reflected in an addendum signed by the Clerk, to these procedures and circulated to all Candidates and third party advertisers, as applicable.

The Clerk may at any time, up to and including Voting Day, amend the procedures contained herein. A copy of any amendments will be forwarded to each Candidate.

KEY DATES

KEY DATES FOR 2018 ELECTION

Item	MEA Reference	Date or Time Period
More changes to the MEA coming into effect		April 1 st , 2018
Notice of Nomination for Office	(s. 32)	Prior to May 1 st .
Nomination Period Commences	(s.33(4))	May 1 st , 2018
Nomination Day	(s.31)	July 27, 2018 (9:00 a.m. – 2:00 p.m.)
Certification of Nominations	(s.35(1)(2)) (s.35(5))	Before 4:00 p.m. on July 30, 2018
Voter's List Produced	(s.23(2)(a))	September 4, 2018
Revision Period for Voters List	(s.24 (1))	September 4, 2018 - October 22, 2018. 8 p.m.
Voting Day	(s. 5)	October 22, 2018
Official Declaration of Votes	(s.55(4))	October 29, 2018
Term of Office Commences	(s. 6(1.1))	December 1, 2018
Inaugural Council Meeting (date when the new Council is sworn in and signs the Declaration of Office)	(s. 6(3))	December 6, 2018
Campaign Period ends	(s. 88.24(1-2))	December 31, 2018
Final date to file Financial Statements and Auditor's report	(s. 88.30(1))	March 29, 2019 – 2 p.m.

LANGUAGE

The Regional Municipality of Peel is using English only as its language for notices, forms and other information provided under the MEA.

Local Municipalities of Peel including Town of Caledon, City of Brampton and City of Mississauga are using English only as its language for notices, forms and other information provided under the MEA.

LANGUAGE (SECTION 9)

English

With respect to an election held for offices of a municipal council and an English public or separate school board, notices, forms and other information provided under this Act shall be made available in English only, unless the council of the municipality passes a by-law to authorize the use of:

- a) French, in addition to English, in the prescribed forms; and
- b) French, other languages other than English, or both, in notices, forms (other than prescribed forms) and other information provided under this Act.

English and French

Section 9.1 of the Act requires notices, forms and other information provided under the Act to be made available in **both** English and French for the election of:

- a) Members of a French-language district school board; or
- b) Members of a school authority that,
 - i. has established, operated or maintained a French-language instructional unit within the year before Voting Day, or
 - ii. is subject to an agreement, resolution or order under Part XII of the *Education Act* that requires the school authority to establish, operate or maintain a French-language instructional unit.

PRINCIPLES OF THE MEA

PRINCIPLES OF THE MEA

Some of the principles that were considered during the development of the legislation were that:

- the secrecy and confidentiality of the individual votes is paramount;
- the election should be fair and non-biased;
- the election should be accessible to the voters and candidates;
- the integrity of the process should be maintained throughout the election;
- there be certainty that the results of the election reflect the votes cast; and
- voters and candidates should be treated fairly and consistently within a municipality.

NOMINATIONS

2018 NOMINATION PROCEDURE

NOMINATION PAPERS (SECTION 33)

The giving of notice (Section 32) for nominations shall be on the “Notice of Nomination for Office” **Form RP01** and shall be placed, as a minimum, in a local newspaper(s) prior to May 1, 2018 and in the lobby of the main front entrance at Peel Headquarters, and on the municipal website.

“Nomination Paper” **PR FORM 1** for the office of Regional Chair will be available at the Regional Clerk’s Office from Tuesday May 1st, 2018 to Thursday, July 26, 2018 during regular office hours (excluding statutory holidays), and between 9:00 a.m. and 2:00 p.m. on Friday, July 27, 2018 (Nomination Day) and on the municipal website.

Nomination papers for the local municipal councils must be filed and obtained at the appropriate Municipal Office for the following Councils:

The Regional Municipality of Peel
City of Brampton
Town of Caledon
City of Mississauga

MUNICIPAL OFFICES FOR WHICH PERSONS MAY BE NOMINATED:

THE REGIONAL MUNICIPALITY OF PEEL		
REGIONAL CHAIR (1) Returning Officer-Kathryn Lockyer, Regional Clerk The Regional Municipality of Peel 10 Peel Centre Drive Suite A, 5 th Floor Brampton, Ontario L6T 4B9 (905-791-7800 ext. 4325) www.peelregion.ca		
CITY OF BRAMPTON	TOWN OF CALEDON	CITY OF MISSISSAUGA
MAYOR (1) LOCAL COUNCILLOR (5) REGIONAL COUNCILLOR (5) + (1) LOCAL COUNCILLOR APPOINTED TO REGIONAL COUNCIL Returning Officer-Peter Fay, Clerk City of Brampton 2 Wellington Street West Brampton, Ontario L6Y 4R2 (905-874-2172) www.brampton.ca	MAYOR (1) LOCAL COUNCILLOR (4) REGIONAL COUNCILLOR (4) Returning Officer-Carey deGorter, Clerk Town of Caledon 6311 Old Church Road Caledon, Ontario L7C 1J6 (905-584-2272 ext. 4218) www.caledon.ca	MAYOR (1) LOCAL AND REGIONAL COUNCILLOR COMBINED (11) Returning Officer – Diana Rusnov, Clerk City of Mississauga 300 City Centre Drive Mississauga, Ontario L5B 3C1 (905-615-3200 ext. 5421) www.mississauga.ca

Nomination papers for school boards must be obtained and filed at the appropriate Local Municipal Office. Peel does not accept or process school board nomination papers.

2018 REGIONAL MUNICIPAL ELECTION - PROCEDURES MANUAL

Nominations must be on the prescribed form and are to be filed with the Clerk at the appropriate Municipal Office in the following manner:

- in person or through an agent
- during regular office hours (excluding statutory holidays) at the Regional or Local Clerk's Office from Tuesday May 1st, 2018 to Thursday, July 26, 2018 and between 9:00 a.m. and 2:00 p.m. on Friday, July 27, 2018 (Nomination Day)
- with the prescribed declaration by at least 25 persons endorsing the nomination who are eligible to vote in an election for an office within the municipality, if a regular election was held on the day that the person endorses the nomination – "Nomination Paper"
PR FORM 1
- with the prescribed statement of qualifications, signed by the person being nominated
- with the prescribed nomination filing fee of \$200.00 for Regional Chair - the filing fee shall be paid by cash, debit card, credit card (Visa or MasterCard only), certified cheque or money order payable to The Regional Municipality of Peel.
- with proof of identity and residence as prescribed in *O. Reg. 304/13*, as amended
- no faxed or other electronically transmitted nomination paper will be accepted
- **original signatures will only be accepted on nomination papers.**

If a person is present in line to file the nomination papers at the Regional Clerk's Office, 10 Peel Centre Drive, Suite A, 5th Floor, Clerks Reception Desk, Brampton on Nomination Day at 2:00 p.m. and has not yet filed a nomination, he or she may file the nomination as soon as possible after 2:00 p.m.

The Regional Clerk shall administer the Declaration of Qualifications on the Nomination Paper **PR FORM 1** and the "Declaration of Qualifications – Municipal Candidates" **Form EL18(A)**, oath to the Candidate. The date and time of filing are to be filled in by the Clerk and initialled by the candidate or his/her agent. The Clerk will then sign the Nomination Paper and Declaration of Qualifications.

The certified cheque, cash, debit card, credit card (Visa or MasterCard only), money order will be deposited with the Municipal Treasury Department.

ESTIMATED MAXIMUM CAMPAIGN EXPENSES [SECTION 88.20(6)]

The Clerk shall calculate the estimated maximum campaign expenses for each office on the "Estimated Maximum Campaign Expenses" **Form RP23** and provide a copy to the candidate or his/her agent the day that the Nomination Paper is filed in accordance with Section 33.0.1 (1). The Clerk's calculation is final.

NOTICE OF PENALTIES (SECTION 33.1)

The Clerk shall, before Voting Day, provide a notice of penalties on the "Notice of Penalties" **Form RP31** to the candidate or their agent.

MUNICIPAL FREEDOM OF INFORMATION & PROTECTION OF PRIVACY ACT

The candidate may sign the consent to release personal information **Form RP02** authorizing the Clerk to release personal information to the public and media.

UNOFFICIAL LIST OF CANDIDATES

The Clerk shall provide notice of the unofficial list of candidates by preparing and, at a minimum, posting in the Municipal Office and on Peel's website an "Unofficial List of Candidates" **Form RP03** which is to be updated as each Nomination Paper is filed. The list should be clearly marked "UNOFFICIAL".

NOMINATION DAY – July 27, 2018 (SECTION 31)

Nomination Papers will be received at the Municipal Office between 9:00 a.m. and 2:00 p.m. on Nomination Day.

Procedure for the handling of Nomination Papers on Nomination Day will be the same as above.

CERTIFICATION OF NOMINATION PAPERS (SECTION 35)

On or before Monday, July 30, 2018, at 4:00 p.m., the Clerk will do a review of each nomination received to determine qualification and if the nomination complies with the *Municipal Elections Act, 1996, as amended*. Once satisfied the candidate is qualified, complete the "Certification by Clerk" section on "Nomination Paper" **PR Form 1**.

REJECTION OF NOMINATION PAPER [SECTION 35(3), (4)]

If the Candidate is not qualified to be nominated, or the nomination does not comply with the *Municipal Elections Act, 1996, as amended*, the Clerk will reject the Nomination. A telephone call or email shall be made to the candidate informing him/her of the rejection, and a "Notice of Rejection of Nominations" **Form RP04** shall be sent, by Registered Mail, as soon as possible, to:

- the person who sought to be nominated, and
- by regular mail to all candidates for the office.

WITHDRAWAL OF NOMINATION PAPERS (SECTION 36)

Candidates may withdraw their Nomination by filing in person a withdrawal in writing on "Withdrawal of Nomination" **Form EL19** with the Clerk before 2:00 p.m. on Nomination Day, Friday, July 27, 2018, if the person was nominated on or before Nomination Day; and before 2:00 p.m. on the Wednesday following Nomination Day, (August 1, 2018), if the person was nominated under Section 33(5) - Additional Nominations.

The withdrawal shall be noted on the "Unofficial List of Candidates" **Form RP03**

OFFICIAL LIST OF CANDIDATES

The final list of certified candidates will be posted at the Municipal Office and, as a minimum, on the website on or before, Friday, August 3, 2018 using the “Official List of Certified Candidates” Form RP05.

DECLARATION OF ELECTION (SECTION 40)

If after 4:00 p.m. on Monday, July 30, 2018 the number of certified nominations filed for an office is more than the number of persons to be elected to the office, the Clerk shall declare an election to be conducted.

The Local Clerk’s shall give the electors notice of:

- a) The location of the voting places;
- b) The dates and times on which the voting places will be open for voting;
- c) If section 44 of the Act (voting proxies) applies, the manner in which electors may use voting proxies.

The Clerk shall post a “Notice of Election Information” Form RP16 as a minimum, in two conspicuous places within the municipality, on the municipal website and, where there is a publication having general circulation in the municipality, publish a notice once in the publication, advising of the voting process and other relevant information.

ACCLAMATIONS [SECTION 37(1)]

If after 4:00 p.m. on Monday, July 30, 2018, the number of certified candidates for an office is the same as or less than the number to be elected, the Clerk shall immediately declare the candidate(s) elected by acclamation. The Clerk shall post a “Declaration of Acclamation to Office” on Form EL20. In this situation there shall be no election conducted for this position(s).

FEWER NUMBER OF NOMINATION PAPERS THAN OFFICES [SECTION 33(5)]

If at 4:00 p.m. on Monday, July 30, 2018, the number of certified nominations filed for an office is less than the number of persons to be elected to the office, additional nominations may be filed between 9:00 a.m. and 2:00 p.m. on Wednesday, August 1, 2018. The Regional Clerk shall post a “Notice of Additional Nominations” Form RP06 advising that additional Nomination Papers may be filed for that office during the specified time. If at 2:00 p.m. on Wednesday, August 1, 2018, additional Nomination Papers have been filed, the procedure to certify or reject Nomination Papers shall be followed.

**ADDITIONAL NOMINATIONS
MORE THAN NUMBER OF OFFICES REMAINING [SECTION 33(5)]**

If between 9:00 a.m. and 2:00 p.m. on Wednesday, August 1, 2018, there are more than a sufficient number of certified Nominations to fill the office(s), an election shall be conducted with the names of the persons who have filed certified Nomination Papers.

WITHDRAWAL OF ADDITIONAL NOMINATIONS (SECTION 36)

Withdrawal of additional nominations must take place prior to 2:00 p.m. on Wednesday, August 1, 2018. Follow the procedure in the Withdrawal of Nomination Paper section above.

**ADDITIONAL NOMINATIONS
EQUIVALENT TO NUMBER OF OFFICES [SECTION 35(2) and 37(2)]**

If at 4:00 p.m. on Thursday, August 2, 2018 there is a sufficient number of certified Nomination Papers filed to fill the office(s), the Clerk shall cause to be posted a "Declaration of Acclamation To Office - Additional Nominations" on Form RP07.

FILLING VACANCIES [SECTION 37(4)]

If an office remains vacant after the declaration of candidates by acclamation under section 37 and the declaration of the election of candidates following the conduct of the election for offices on the Municipal Council, the following rules apply:

- **Insufficient Number to Form a Quorum – Municipal Council**
If the number of candidates declared elected is insufficient to form a quorum of the Municipal Council, a by-election shall be held.
- **Sufficient Number to Form a Quorum – Municipal Council**
If the number of candidates declared elected is less than the number of positions for an office of the Municipal Council, but does form a quorum, Section 263 (1) (a) of the *Municipal Act, 2001* shall apply.

DEATH OR INELIGIBILITY OF A CANDIDATE (SECTION 39)

If a certified candidate dies or becomes ineligible before the close of voting and

- if the result would be one less candidate only and no acclamation, the candidate's name shall be omitted from the ballot. If the ballots are already printed, the Clerk shall at a minimum, post the notice of the death or ineligibility in a conspicuous place in every Voting Place, Ballot Return Station or Help Centre and the election shall proceed as if the deceased or ineligible candidate has not been nominated.
- if the result would be an acclamation for an office, the election to such office is void and a by-election for such office shall be held (Section 65(4)(1).(v.)) provided that the sixty day (60) period starts as of the date of death or ineligibility).

No votes are to be counted for the candidate who has died or become ineligible.

FINAL CALCULATION OF CAMPAIGN EXPENSES [SECTION 88.20 (13), (14) and (15)]

The Clerk shall, after determining from the number of eligible electors from the Voters' List for each office, calculate the maximum amount of campaign expenses that each candidate may incur for that office and prepare a "Certificate of Maximum Campaign Expenses" Form EL37. The certificate shall be given to each candidate in the case of a regular election, on or before September 25, 2018; and in the case of a by-election, within 10 days after the Clerk makes the corrections under subparagraph 4 iii of subsection 65 (4).

The number of electors to be used in this final calculation is to be the greater of the following:

- the number determined from the Voters' List from the previous regular election, as it existed on September 15 in the year of the previous election, adjusted for changes under Section 24 and 25 that were approved as of that day;
- the number determined from the Voters' List for the current election as it exists on September 15 in the year of the current election, adjusted for changes under Section 24 and 25 that were approved as of that day. [Section 88.20 (11)]

The Clerk's calculation is final and shall be made in accordance with the prescribed formula in *Ontario Regulation 101/97*, as follows:

Regional Chair: \$7,500 plus 85 cents for each elector entitled to vote for the office.

Form RP01

NOTICE OF NOMINATION FOR OFFICE

Municipal Elections Act, 1996, as amended (s. 32)

ARE YOU INTERESTED IN RUNNING FOR MUNICIPAL OFFICE?

2018 MUNICIPAL ELECTIONS NOTICE TO MUNICIPAL ELECTORS OF THE REGIONAL MUNICIPALITY OF PEEL

NOMINATIONS

Nominations for the positions listed below must be made on the prescribed form available at the municipal Clerk's Office. Nomination forms must be filed, with the prescribed declaration by at least 25 persons, either in person or by your agent, with the Returning Officer of the appropriate municipality during that office's normal office hours between Tuesday May 1st, 2018 to Thursday, July 26, 2018, and between 9:00 a.m. and 2:00 p.m. on Friday, July 27, 2018 (Nomination Day).

The required filing fee for the Regional Chair is \$200.00 cash, debit, credit card (Visa or MasterCard only), certified cheque or money order made payable to The Regional Municipality of Peel must accompany the signed form.

The required filing fee for all other offices is \$100.00. Check with the local municipality for types of payments accepted.

Full details on the procedures to be followed may be obtained from the appropriate Municipal Clerk.

MUNICIPAL OFFICES FOR WHICH PERSONS MAY BE NOMINATED:

THE REGIONAL MUNICIPALITY OF PEEL		
REGIONAL CHAIR (1) Returning Officer-Kathryn Lockyer, Regional Clerk The Regional Municipality of Peel 10 Peel Centre Drive Suite A, 5 th Floor Brampton, Ontario L6T 4B9 (905-791-7800 ext. 4325) www.peelregion.ca		
CITY OF BRAMPTON	TOWN OF CALEDON	CITY OF MISSISSAUGA
MAYOR (1) LOCAL COUNCILLOR (5) REGIONAL COUNCILLOR (5) + (1) LOCAL COUNCILLOR APPOINTED TO REGIONAL COUNCIL Returning Officer-Peter Fay, Clerk City of Brampton 2 Wellington Street West Brampton, Ontario L6Y 4R2 (905-874-2172) www.brampton.ca	MAYOR (1) LOCAL COUNCILLOR (4) REGIONAL COUNCILLOR (4) Returning Officer-Carey deGorter, Clerk Town of Caledon 6311 Old Church Road Caledon, Ontario L7C 1J6 (905-584-2272 ext. 4218) www.caledon.ca	MAYOR (1) LOCAL AND REGIONAL COUNCILLOR COMBINED (11) Returning Officer – Diana Rusnov, Clerk City of Mississauga 300 City Centre Drive Mississauga, Ontario L5B 3C1 (905-615-3200 ext. 5421) www.mississauga.ca

In the event there is an insufficient number of certified candidates to fill the positions available in each municipality, nominations will be reopened by the appropriate Returning Officer, for the vacant positions only. Additional nomination papers would then be accepted between 9:00 a.m. and 2:00 p.m. on Wednesday, August 1, 2018.

For further information contact the appropriate Returning Officer.

Dated this day of , 2018

This is a joint notice published by the Clerks of the municipalities in The Regional Municipality of Peel. Nomination forms must be filed with the appropriate Returning Officer noted above.

Form EL18(A)

**REGIONAL MUNICIPALITY OF PEEL
DECLARATION OF QUALIFICATIONS
MUNICIPAL CANDIDATES**

Municipal Elections Act, 1996, as amended

I, _____, a nominated candidate for the office of:

Regional Chair

Do Solemnly Declare That:

1. I am qualified pursuant to the *Municipal Elections Act, 1996, as amended* and the *Municipal Act, 2001* to be elected to and to hold the office of:

Regional Chair

2. Without limiting the generality of paragraph 1, I am at least eighteen (18) years of age, a Canadian citizen, a resident of The Regional Municipality of Peel or the owner or tenant of land in The Regional Municipality of Peel or the spouse of such owner or tenant.
3. I am not ineligible, disqualified or prohibited under the *Municipal Elections Act, 1996, as amended*, the *Municipal Act, 2001*, the *Municipal Conflict of Interest Act* or any other *Act* to be elected to or hold the above-mentioned office.
4. Without limiting the generality of paragraph 3,
- I am not an employee of The Regional Municipality of Peel, Town of Caledon, City of Brampton, or City of Mississauga, or if I am an employee of The Regional Municipality of Peel, Town of Caledon, City of Brampton, or City of Mississauga, I am on an unpaid leave of absence as provided for by section 30 of the *Municipal Elections Act, 1996, as amended*.
 - I am not a person who is not an employee of The Regional Municipality of Peel, Town of Caledon, City of Brampton, or City of Mississauga but who is the Clerk, Treasurer, Integrity Commissioner, Auditor General, Ombudsman or registrar referred to in section 223.11 of the *Municipal Act, 2001* or an investigator referred to in subsection 239.2 (1) of The Regional Municipality of Peel, Town of Caledon, City of Brampton, or City of Mississauga, or a person who is not an employee of The Regional Municipality of Peel, Town of Caledon, City of Brampton, or City of Mississauga but who holds an administrative position of The Regional Municipality of Peel, Town of Caledon, City of Brampton, or City of Mississauga.
 - I am not a judge of any court.

2018 REGIONAL MUNICIPAL ELECTION - PROCEDURES MANUAL

- I am not a member of the Assembly as provided in the *Legislative Assembly Act* or of the Senate or House of Commons of Canada or, if I am such a person, I will provide proof of my resignation in a form satisfactory to the Regional Clerk of The Regional Municipality of Peel prior to 2:00 p.m. on Nomination Day, July 27, 2018. I understand that the Regional Clerk of The Regional Municipality of Peel, will reject my nomination for the above-mentioned office if I fail to provide proof of resignation by this deadline.
 - I am not a public servant within the meaning of the *Public Service of Ontario Act, 2006*, or if I am a public servant, I have followed and will continue to follow all the relevant provisions of Part V of such *Act*.
 - I am not a Federal employee within the meaning of the *Public Service Employment Act*, or if I am a Federal employee, I have followed and will continue to follow all the relevant provisions of Part 5 of such *Act*.
5. I am prohibited from voting at the municipal election under section 17 (3) of the *Municipal Elections Act, 1996, as amended.*, if I am:
- a person who is serving a sentence of imprisonment in a penal or correctional institution.
 - a corporation.
 - a person acting as executor or trustee or in any other representative capacity, except as a voting proxy in accordance with section 44.
 - a person who was convicted of a corrupt practice described in subsection 90 (3), if voting day in the current election is less than five years after voting day in the election in respect of which I was convicted
6. I am not a person who was convicted of a corrupt practice under the *Municipal Elections Act, 1996, as amended* or of an offence under the *Criminal Code (Canada)* in connection with an act or omission that relates to an election to which this Act applies and I am not a person who is ineligible to be nominated for, any office until the next two regular elections have taken place after the election to which the offence relates (Section 91 (1)).
7. I am not ineligible from being elected to or holding office by reason of any violations of the election campaign financial requirements, violations for not filing the financial statement or any other violations pursuant to the *Municipal Elections Act, 1996, as amended.* (Section 88.23)

AND I make this solemn Declaration conscientiously believing it to be true, and knowing that it is of the same force and effect as if made under oath and by virtue of the *Canada Evidence Act*.

Declared before me at the (THE REGIONAL MUNICIPALITY OF PEEL)

This _____ day of _____, 2018

(Signature of Candidate)

(Signature of Regional Clerk or designate)

Personal information on this form is collected under the authority of the *Municipal Elections Act, 1996, as amended* and will be used for the nomination process for office in the municipal election and will be available for public inspection in the office of the Clerk, (THE REGIONAL MUNICIPALITY OF PEEL) until the next municipal election. Questions about this collection of personal information should be directed to (...).

Form RP23

THE REGIONAL MUNICIPALITY OF PEEL

ESTIMATED MAXIMUM CAMPAIGN EXPENSES*Municipal Elections Act, 1996, as amended [s. 33.0.1(1)]*

TO:

_____ / _____	
(Name of Candidate)	(Regional Chair)

(Address)	(Postal Code)

I hereby certify that the estimated maximum campaign expenses that a candidate is permitted to incur for the office of Regional Chair in the Municipal Election to be held October 22, 2018, is _____*.

Date

Regional Clerk or designate

The Clerk shall give candidates a Preliminary Calculation of the estimated maximum campaign expenses at the time of filing the nomination paper, based upon the number of electors on the Voters' List as of Nomination Day for the 2014 election. (Section 33.0.1 (1))

On or before September 25, 2018; and in the case of a by-election, within 10 days after the clerk makes the corrections under subparagraph 4 iii of subsection 65 (4), the Clerk shall give a Final Calculation of the applicable maximum campaign expenses to each candidate. The number of electors to be used in this final calculation is to be the greater of the following:

- the number determined from the Voters' List from the previous regular election, as it existed on September 15 in the year of the previous election, adjusted for changes made under Sections 24 and 25 that were approved as of that day;
- the number determined from the Voters' List for the current election, as it exists on September 15 in the year of the current election, adjusted for changes made under Sections 24 and 25 that were approved as of that day (Section 88.20 (11))

* *Formula for calculation provided in Ontario Regulation 101/97.*

Form RP31

**THE REGIONAL MUNICIPALITY OF PEEL
NOTICE OF PENALTIES**

Municipal Elections Act, 1996, as amended (s. 33.1)

TO:

(Name of Candidate)	/	(Regional Chair)
(Address)		(Postal Code)

EFFECT OF DEFAULT BY CANDIDATE [88.23 (1)]

TAKE NOTICE THAT A CANDIDATE SHALL be subject to the penalties listed below, in addition to any other penalty that may be imposed under the *Municipal Elections Act, 1996, as amended*:

- a) if he or she fails to file documents with the Municipal Clerk as required under section 88.25 or 88.32 by the relevant date;
- b) if a document filed under section 88.25 shows on its face a surplus, as described in section 88.31, and the candidate fails to pay the amount required by subsection 88.31 (4) to the Municipal Clerk by the relevant date;
- c) if a document filed under section 88.25 shows on its face that the candidate has incurred expenses exceeding what is permitted under section 88.20; or
- d) if a document filed under section 88.32 shows on its face a surplus and the candidate fails to pay the amount required by subsection 88.32 by the relevant date.

OFFENCES [92 (1)]

TAKE NOTICE THAT A CANDIDATE SHALL be guilty of an offence and, on conviction, is subject to the penalties listed below, in addition to any other penalty that may be imposed under the *Municipal Elections Act, 1996, as amended*:

- a) incurs expenses that exceed what is permitted under section 88.20; or
- b) files a document under section 88.25 or 88.32 that is incorrect or otherwise does not comply with that section.

PENALTIES [88.23 (2)]

In the case of a default described above:

- (a) the candidate forfeits any office to which he or she was elected and the office is deemed to be vacant; and
- (b) until the next regular election has taken place, the candidate is ineligible to be elected or appointed to any office to which the *Municipal Elections Act* applies.

REFUND (34)

A candidate is entitled to receive a refund of the nomination filing fee if the documents (financial statement and auditor's report) required under subsection 88.25 (1) are filed on or before 2:00 p.m. on the filing date (March 29, 2019) in accordance with that subsection.

Date

Regional Clerk or designate

The Regional Clerk shall, before voting day, give to each person nominated for an office notice of the penalties under subsections 88.23 (2) and 92 (1) related to election campaign finances and the refund of the nomination filing fee that the candidate is entitled to receive in the circumstances described in section 34.

Form RP02

THE REGIONAL MUNICIPALITY OF PEEL

CONSENT TO RELEASE PERSONAL INFORMATION*(Municipal Freedom of Information and Protection of Privacy Act)*

Personal information on the Nomination Paper is collected under the authority of the *Municipal Elections Act* and will be used to assist the Regional Clerk in the administration of the 2018 Municipal Election. Questions regarding this collection should be forwarded to the Clerk, 10 Peel Centre Drive, Suite A, 5th Floor, Brampton, ON L6T 4B9 (905) 791-7800 ext. 4325.

Name of Candidate: _____

Candidate for the office of:

 Regional Chair

I acknowledge that the Nomination Form filed by me contains personal information and I am aware that the Regional Clerk will disclose all or part of it to the general public.

Candidate Signature: _____

Regional Clerk Or Designate: _____

Dated at _____, this _____ day of _____, 2018.

THE REGIONAL MUNICIPALITY OF PEEL
UNOFFICIAL LIST OF CANDIDATES
REGIONAL CHAIR

NAME OF CANDIDATE

As of _____, 2018

Regional Clerk

Form RP04

THE REGIONAL MUNICIPALITY OF PEEL

NOTICE OF REJECTION OF NOMINATION*Municipal Elections Act, 1996, as amended [s. 35 (3), (4), (5)]*

TO:

_____ / _____
(Name of Candidate) (Regional Chair)

(Address) (Postal Code)

TAKE NOTICE that the nomination you filed has been examined and has been rejected for the following reasons:

- I am not “*satisfied*” that you are a “*person qualified to be nominated*” as required by the *Municipal Elections Act, 1996, as amended* or by the relevant legislation which sets out qualification for the office for which you filed your nomination.

OR

- I am not “*satisfied*” that your “*nomination complies with*” the requirements of the *Municipal Elections Act, 1996, as amended*.

(Date)_____
(Signature of Regional Clerk or designate)

NOTE: The Regional Clerk’s decision to reject a nomination is final and where rejected, the Regional Clerk shall give notice of such rejection to the person who sought to be nominated and to all candidates for that same office [Section. 35 (4),(5)]. The Regional Clerk may choose to expand on the above options to include specific reasons for the rejection of the nomination.

Form EL19

THE REGIONAL MUNICIPALITY OF PEEL

WITHDRAWAL OF NOMINATION*Municipal Elections Act, 1996, as amended (s. 36)*

I, _____, hereby withdraw my name as a candidate
(Name of Candidate)

for the office of Regional Chair.

Date

Signature of Candidate

This withdrawal delivered to me at _____ this _____ day of _____, 2018.
(time)

Regional Clerk or designate

A person who has been nominated may withdraw his or her nomination by filing a written withdrawal in the Regional Clerk's office by 2:00 p.m. on Nomination Day (July 27, 2018) if the nomination was filed under section 33 (4) and by 2:00 p.m. on August 1, 2018, if the nomination was filed under section 33(5).

THE REGIONAL MUNICIPALITY OF PEEL

OFFICIAL LIST OF CERTIFIED CANDIDATES
REGIONAL CHAIR

Municipal Elections Act, 1996, as amended [Section 33 (5) to 37]

NOTICE is hereby given to the Municipal Electors that during the period commencing May 1st, 2018 and completed on Nomination Day, July 27th, 2018, the following persons filed all necessary papers, endorsement of nominations, declarations and fees and as Regional Clerk, I am satisfied that such persons are qualified and that their Nomination satisfies the requirements of the *Municipal Elections Act, 1996, as amended*. I have, therefore, certified such candidates for the office of Regional Chair:

NAME OF CANDIDATE

Dated this _____ day of July, 2018. *(after 4 p.m. on July 30 to August 3)*

Regional Clerk

THE REGIONAL MUNICIPALITY OF PEEL
DECLARATION OF ACCLAMATION TO OFFICE
REGIONAL CHAIR

Municipal Elections Act, 1996, as amended [s. 37(1)]

I hereby declare the certified candidates listed below to be acclaimed to the office that follows their respective names pursuant to Section 37 of the *Municipal Elections Act, 1996, as amended*:

NAME OF CERTIFIED CANDIDATE

Dated this 30th day of July, 2018

Regional Clerk or designate

Form RP06

THE REGIONAL MUNICIPALITY OF PEEL

**NOTICE OF ADDITIONAL NOMINATIONS
REGIONAL CHAIR***Municipal Elections Act, 1996, as amended [s. 33(5)]*

TAKE NOTICE that the number of candidates for the office of Regional Chair was not sufficient to fill the number of vacancies to which candidates may be elected.

AND FURTHER TAKE NOTICE that the Regional Clerk may receive and certify additional nominations for the remaining vacancies in the office of Regional Chair between the hours of 9:00 a.m. and 2:00 p.m. on August 1, 2018 subject to the provisions of subsection 33(5) of the *Municipal Elections Act, 1996, as amended*.

OFFICES FOR WHICH PERSONS MAY BE NOMINATED

Regional Chair, one to be elected

AND FURTHER TAKE NOTICE that the manner in which nominations shall be filed is set forth in Section 33 of the *Municipal Elections Act, 1996, as amended*. Nomination forms and full particulars of procedures to be followed may be obtained from the undersigned.

Dated this _____ day of July, 2018.

Regional Clerk

Form RP07

THE REGIONAL MUNICIPALITY OF PEEL

**DECLARATION OF ACCLAMATION TO OFFICE
ADDITIONAL NOMINATIONS
REGIONAL CHAIR**

Municipal Elections Act, 1996 [s. 37 (2)]

I hereby declare the certified candidates listed below to be acclaimed to the office of Regional Chair pursuant to Section 37 of the *Municipal Elections Act, 1996, as amended*:

NAME OF CERTIFIED CANDIDATE

DATED THIS 2nd DAY OF August, 2018.

Regional Clerk

Form EL37

THE REGIONAL MUNICIPALITY OF PEEL

CERTIFICATE OF MAXIMUM CAMPAIGN EXPENSES*Municipal Elections Act, 1996, as amended [88.20 (13)]*

TO:

_____ / _____	_____
(Name of Candidate)	(Regional Chair)
_____	_____
(Address)	(Postal Code)

I hereby certify that the maximum campaign expenses that a candidate is permitted to incur

for the office of Regional Chair in the Municipal Election to be held October 22, 2018, is

_____.

Date

Regional Clerk or designate

On or before September 25, 2018, the Regional Clerk shall give a final certificate of the applicable maximum campaign expenses to each candidate. In the case of a by-election, within 10 days after the Regional Clerk makes the corrections under subparagraph 4 iii of subsection 65 (4).

The number of electors to be used in this final calculation is to be the greater of the following:

- The number determined from the Voters' List from the previous regular election, as it existed on September 15 in the year of the previous election, adjusted for changes under Section 24 and 25 that were approved as of that day;
- The number determined from the Voters' List from the current election, as it exists on September 15 in the year of the current election, adjusted for changes under Section 24 and 25 that were approved as of that day [Section 88.20 (11)].

VOTERS' LIST

The Regional Municipality of Peel will not be maintaining the voter's list nor providing copies to Candidates. Voter's list will be maintained by each local municipality within Peel (Town of Caledon, City of Brampton and City of Mississauga)

To obtain a copy of the voter's list contact the respective municipality:

CITY OF BRAMPTON	TOWN OF CALEDON	CITY OF MISSISSAUGA
Returning Officer-Peter Fay, Clerk City of Brampton 2 Wellington Street West Brampton, Ontario L6Y 4R2 (905-874-2172) www.brampton.ca	Returning Officer-Carey deGorter, Clerk Town of Caledon 6311 Old Church Road Caledon, Ontario L7C 1J6 (905-584-2272 ext. 4218) www.caledon.ca	Returning Officer – Diana Rusnov, Clerk City of Mississauga 300 City Centre Drive Mississauga, Ontario L5B 3C1 (905-615-3200 ext. 5421) www.mississauga.ca

VOTER QUALIFICATIONS [SECTION 17 (2)]

A person is entitled to be an elector at an election held in a local municipality if, on Voting Day (October 22, 2018) he/she:

- (i) resides in the local municipality or is the owner or tenant of land in the local municipality, or the spouse of such owner or tenant;
- (ii) is a Canadian citizen,
- (ii) is at least 18 years old; and
- (iv) is not prohibited from voting under subsection 17(3) of the *Municipal Elections Act, 1996, as amended* or otherwise, by law.

PERSONS PROHIBITED FROM VOTING [SECTION 17 (3)]

The following are prohibited from voting:

- (i) a person who is serving a sentence of imprisonment in a penal or correctional institution.
- (ii) a corporation.
- (iii) a person acting as executor or trustee or in any other representative capacity, except as a voting proxy in accordance with section 44.
- (iv) a person who was convicted of the corrupt practice described in subsection 90 (3), if voting day in the current election is less than five years after voting day in the election in respect of which he or she was convicted.

KEY INFORMATION TO MUNICIPAL ELECTORS IN THE REGIONAL MUNICIPALITY OF PEEL REGARDING THE 2018 MUNICIPAL ELECTIONS



Who Can Vote?

A person is entitled to vote in a municipal election if he or she on voting day,

- resides in the local municipality, or is the owner or tenant of land in the municipality, or the spouse of such owner or tenant; and
- is a Canadian citizen, and
- is at least 18 years old, and
- is not prohibited from voting under the Municipal Elections Act, 1996 or otherwise prohibited by law

Who Cannot Vote?

The following cannot vote:

- a person who is serving a sentence of imprisonment in penal or correctional institution;
- a corporation;
- a person acting as executor or trustee or in any other representative capacity, except as a voting proxy in a traditional election;
- a person who was convicted of the corrupt practice described in subsection 90 (3), if voting in the current election is less than five years after voting day in the election in respect of which her or she was convicted.

Are You on the Voters' List?

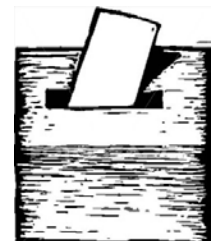
The List of eligible voters for the upcoming municipal election has been prepared by the Returning Officer/Clerk of your local municipality.

As of September 3, 2018 all Voters should ensure that their names and relevant information are correct on the Voters' List. To be added, deleted or to make any other corrections to your information, contact or visit the local municipal office where you are entitled to vote, with proper identification and proof of residence during normal office hours beginning September 4 up to and including the close of voting on October 22 at 8 p.m.

TRADITIONAL PAPER COMPOSITE BALLOT

Electors in The Regional Municipality of Peel will be voting by traditional composite ballot. Electors will be notified by their local municipality of their voting station and advanced voting dates in early October.

In order to vote, the elector must attend the voting station on October 22, 2018 and cast their ballot. To be added to the Voter's List the voter must have acceptable identification and proof of residence.



THE REGIONAL MUNICIPALITY OF PEEL

2018 MUNICIPAL ELECTION

Voters' List – Are You on the List?

Contact your local municipality to see if you are on the Voter's List

CITY OF BRAMPTON	TOWN OF CALEDON	CITY OF MISSISSAUGA
Returning Officer-Peter Fay, Clerk City of Brampton 2 Wellington Street West Brampton, Ontario L6Y 4R2 (905-874-2172) www.brampton.ca	Returning Officer-Carey deGorter, Clerk Town of Caledon 6311 Old Church Road Caledon, Ontario L7C 1J6 (905-584-2272 ext. 4218) www.caledon.ca	Returning Officer – Diana Rusnov, Clerk City of Mississauga 300 City Centre Drive Mississauga, Ontario L5B 3C1 (905-615-3200 ext. 5421) www.mississauga.ca

Staff Procedure of Local Municipality:

- The list is NOT available for public viewing at any time.
- Eligible electors can start asking if they are on the list as of September 4th (legislative)
- An elector can only ask about themselves, they cannot enquire about anyone else on the list, not even their spouse, DO NOT ever provide it
- Only the Clerk (Returning Officer), and Corporate Assistant (Deputy Returning Officer) have access to the Voters' List
- When verifying information, always ask the potential eligible elector to give you their birth date, mailing address, etc., DO NOT ever provide it to them

In Person

If a potential eligible elector comes in to the Municipal Office:

- ask them for proof of identity and residence (see ID Requirements page)
- hold on to that piece of identity as you look up the potential eligible elector
- do not show them the screen at any time
- if you cannot find them in the system by searching their name, next search their qualifying address
- if they show up in the election database system, verify the following information in VoterView:
 - birth date
 - citizenship
 - mailing address
 - school support (only a permanent resident can vote)
- refer them to the Clerk or Corporate Assistant:
 - if they do not show up in the system at all
 - if they show up in the system more than once
 - if they show up in the system and information is missing or incorrect (ex. birth date, etc.)

Over the Phone

If a potential eligible elector calls in to the Local Municipal Office:

- ask them who they are
- look them up in the election database system
- if you cannot find them in the system by searching their name, next search their qualifying address
- ask them to provide their qualifying address, mailing address and birth date (if any of this information is missing or incorrect, ask them to come into the Municipal Office with ID)
- if they have provided this information correctly, verify their citizenship and school support
- ask them to come in to the Municipal Office with ID:
 - if they do not show up in the system at all
 - if they show up in the system more than once
 - if they show up in the system and information is missing or incorrect (ex. birth date, etc.)

Email and Fax

Elector cannot enquire via email or fax. Ask them to come in or to phone.

*Municipal Elections Act, 1996, as amended*S.O. 1996, CHAPTER 32
SCHEDULE

17 (1) Repealed: 2002, c. 17, Sched. D, s. 5 (1).

Qualifications

- (2) A person is entitled to be an elector at an election held in a local municipality if, on voting day, he or she,
- (a) resides in the local municipality or is the owner or tenant of land there, or the spouse of such owner or tenant;
 - (b) is a Canadian citizen;
 - (c) is at least 18 years old; and
 - (d) is not prohibited from voting under subsection (3) or otherwise by law.

Persons prohibited from voting

- (3) The following are prohibited from voting:
- 1. A person who is serving a sentence of imprisonment in a penal or correctional institution.
 - 2. A corporation.
 - 3. A person acting as executor or trustee or in any other representative capacity, except as a voting proxy in accordance with section 44.
 - 4. A person who was convicted of the corrupt practice described in subsection 90 (3), if voting day in the current election is less than five years after voting day in the election in respect of which he or she was convicted.

Status as tenant

- (4) Despite the definitions of “owner or tenant” and “tenant” in subsection 1 (1), a regulation may specify circumstances in which a person is, and is not, considered to be a tenant for the purposes of clause (2) (a).

Form RP40

**THE REGIONAL MUNICIPALITY OF PEEL
2018 MUNICIPAL ELECTION
VOTER - ID REQUIREMENTS**

*In accordance with the Municipal Elections Act, 1996, as amended
and Ontario Regulation 304/13*

Proof of identity and residence is required in the following instances:

- When adding or deleting one's name from the Voter's List
- When issuing an oath

One of the following is required:

1. An Ontario driver's licence.
2. An Ontario Health Card (photo card).
3. An Ontario Photo Card.
4. An Ontario motor vehicle permit (vehicle portion).
5. A cancelled personalized cheque.
6. A mortgage statement, lease or rental agreement relating to property in Ontario.
7. An insurance policy or insurance statement.
8. A loan agreement or other financial agreement with a financial institution.
9. A document issued or certified by a court in Ontario.
10. Any other document from the government of Canada, Ontario or a municipality in Ontario or from an agency of such a government.
11. Any document from a Band Council in Ontario established under the *Indian Act* (Canada).
12. An income tax assessment notice.
13. A Child Tax Benefit Statement.
14. A Statement of Employment Insurance Benefits Paid T4E.
15. A Statement of Old Age Security T4A (OAS).
16. A Statement of Canada Pension Plan Benefits T4A (P).
17. A Canada Pension Plan Statement of Contributions.
18. A Statement of Direct Deposit for Ontario Works.
19. A Statement of Direct Deposit for Ontario Disability Support Program.
20. A Workplace Safety and Insurance Board Statement of Benefits T5007.

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21. A property tax assessment.
22. A credit card statement, bank account statement, or RRSP, RRIF, RHOSP or T5 statement.
23. A CNIB Card or a card from another registered charitable organization that provides services to persons with disabilities.
24. A hospital card or record.
25. A document showing campus residence, issued by the office or officials responsible for student residence at a post-secondary institution.
26. A document showing residence at a long-term care home under the *Long-Term Care Homes Act, 2007*, issued by the Administrator for the home.
27. A utility bill for hydro, water, gas, telephone or cable TV or a bill from a public utilities commission.
28. A cheque stub, T4 statement or pay receipt issued by an employer.
29. A recent transcript or report card from a post-secondary school

CANDIDATE CAMPAIGNING AND CAMPAIGN ADVERTISING

**CANDIDATE
CAMPAIGNING AND CAMPAIGN ADVERTISING (SECTION 88.3)**

Campaigning, including campaign advertising, are permitted no earlier than the filing of Nomination Papers by the Candidate. Check with local municipalities on regulations around campaign advertising.

Candidate campaign advertising means an advertisement in any broadcast, print, electronic or other medium that has the purpose of promoting, supporting or opposing the election of a Candidate. Examples include: lawn signs, brochures, posters, print, radio and electronic ads, etc.)

All candidate campaign advertising shall identify the Candidate by name, as it appears on the Nomination Form.

All Candidates shall provide the following information to a broadcaster or publisher in writing:

- the name of the Candidate.
- the name, business address and telephone number of the individual who deals with the broadcaster or publisher under the direction of the Candidate.

Information contained in/on all campaign material is the responsibility of the Candidate and any questions or concerns should be directed to the Candidate.

MUNICIPAL EMPLOYEE COMMUNICATION WITH CANDIDATES

**CAMPAIGNING AND CAMPAIGN ADVERTISING
MUNICIPALLY OWNED/LEASED FACILITIES**

Election campaigning or the distribution/posting of election campaign advertising at Regionally-owned or leased facilities is not permitted. Check with local municipalities on any restrictions.

The use of corporate resources is not permitted by Candidates for election purposes (i.e. staff, electronic devices, supplies, candidate photos taken in/on municipal property, etc.).

Candidates are prohibited from offering electronic equipment to electors to vote (ex. cell phone, laptop).

Candidates are prohibited from verifying whether an elector appears on the Voters' List or not, to the elector or any other person. Questions should be directed to the Local Clerk.

LOCATION OF ELECTION SIGNS

Contact the local municipality to get a copy of their election signs by-laws

Contact the Ministry of Transportation to get a copy of their Corridor Signing Policy with respect to the posting of campaign advertising on provincial road allowances.

2018 REGIONAL MUNICIPAL ELECTION - PROCEDURES MANUAL

Posters or similar campaign advertising that will be installed or affixed to poles belonging to Hydro One Network, Bell Canada or other public utilities will require the permission of these respective approving authorities.

The investigation or prosecution for any acts of vandalism to campaign advertising of the candidates should be referred to the local police force by the complainant. The local municipality or any of its municipal servants, employees or agents will not be responsible.

MUNICIPAL AUTHORITY TO REMOVE ADVERTISEMENTS (SECTION 88.7)

If a local municipality is satisfied that there has been a contravention of section 88.3 (candidates' election campaign advertisements), 88.4 (third party advertisements) or 88.5 (mandatory information in third party advertisements), the local municipality may require a person who the municipality reasonably believes contravened the section or caused or permitted the contravention, or the owner or occupier of the land on which the contravention occurred, to remove the advertisement or discontinue the advertising.

THE REGIONAL MUNICIPALITY OF PEEL

**BROADCASTER/PUBLISHER INFORMATION SHEET
CANDIDATE**

Municipal Elections Act, 1996, as amended (Sections 88.3)

88.3 (1) In this section,

“**election campaign advertisement**” means an advertisement in any broadcast, print, electronic or other medium that has the purpose of promoting or supporting the election of a candidate. 2016, c. 15, s. 47.

Mandatory information in advertisement

(2) An election campaign advertisement purchased by or under the direction of a candidate shall identify the candidate. 2016, c. 15, s. 47.

Mandatory information for broadcaster, etc.

(3) A candidate shall not cause an election campaign advertisement to appear unless he or she provides the following information to the broadcaster or publisher in writing:

1. The name of the candidate.
2. The name, business address and telephone number of the individual who deals with the broadcaster or publisher under the direction of the candidate. 2016, c. 15, s. 47.

Prohibition, broadcaster or publisher

(4) No broadcaster or publisher shall cause an election campaign advertisement to appear if the information set out in paragraphs 1 and 2 of subsection (3) has not been provided. 2016, c. 15, s. 47.

Records

(5) The broadcaster or publisher of an election campaign advertisement shall maintain records containing the following information for a period of four years after the date the advertisement appears and shall permit the public to inspect the records during normal business hours:

1. The information provided under subsection (3).
2. A copy of the advertisement, or the means of reproducing it for inspection.
3. A statement of the charge made for its appearance. 2016, c. 15, s. 47.

CANDIDATE CAMPAIGN CONTRIBUTIONS AND EXPENSES

CONTRIBUTIONS**CONTRIBUTIONS TO REGISTERED CANDIDATES [SECTION 88.8 (1) – (5)]**

A contribution shall not be made to or accepted by a person or an individual acting under the person's direction unless the person is a candidate.

A contribution made to or accepted by a candidate, or to an individual acting under the candidate's direction, shall only be made during the candidate's election campaign period.

Contributions shall only be made by the following:

- An individual who is normally resident in Ontario;
- The candidate and his or her spouse, subject to if the spouse of a candidate is not normally resident in Ontario, a candidate and his or her spouse may make contributions only to the candidate's election campaign.

The following shall not make a contribution:

- A federal political party registered under the *Canada Elections Act* or any federal constituency association or registered candidate at a federal election endorsed by that party.
- A provincial political party, constituency association, registered candidate or leadership contestant registered under the *Election Finances Act*.
- A corporation that carries on business in Ontario;
- A trade union that holds bargaining rights for employees in Ontario;
- The Crown in right of Canada or Ontario, a municipality or local board.

ACCEPTANCE OF CONTRIBUTIONS [SECTION 88.8 (6) – (10)]

A contribution may be accepted only by a candidate or an individual acting under the direction of the candidate.

A contribution may be accepted only from a person or entity that is entitled to make a contribution.

A contribution of money that exceeds \$25 shall not be contributed in the form of cash and shall be contributed in a manner that associates the contributor's name and account with the payment or by money order signed by the contributor.

The listing of the phone number and email address and/or hyperlink to the candidate's website by the municipality or local board does not constitute a contribution to a candidate.

MAXIMUM CONTRIBUTIONS TO CANDIDATES (SECTION 88.9)

A contributor shall not make contributions exceeding a total of:

- \$1,200 to any one candidate in an election;
- Except if a person is a candidate for more than one office a contributor's total contributions to that candidate in respect of all the offices shall not exceed \$1,200;
- \$5,000 to two or more candidates for office on the same council or local board;
- Except if the candidate is contributing to the candidates own election campaign, then the maximum contributions do not apply;
- Except if the contributor is the spouse of the candidate, then the maximum contributions do not apply.

The Clerk shall provide the "Contributions to Registered Candidates FORM RP55 at the time of filing.

MAXIMUM CONTRIBUTIONS TO CANDIDATES OWN CAMPAIGN (SECTION 88.9.1)

A candidate for an office on a council and his or her spouse shall not make contributions that combined exceed an amount equal to the lesser of:

Head of Council (Regional Chair):

- \$7,500 plus 20 cents for each elector entitled to vote for the office in an election;
- \$25,000

Office other than Head of Council (Regional or Local Councillor):

- \$5,000 plus 20 cents for each elector entitled to vote for the office in an election;
- \$25,000

The Clerk shall provide the "Maximum Contributions to Registered Candidates Own Campaign FORM EL38 at the time of filing.

FUNDRAISING FOR CANDIDATES (SECTION 88.10)

A fund-raising function shall not be held for a person who is not a candidate.

Fund-raising functions may only be held during the campaign period.

WHAT CONSTITUTES A CONTRIBUTION (SECTION 88.15)

For the purposes of this Act, money, goods and services given to and accepted by a person for his or her election campaign, or given to and accepted by another person who is acting under the person's direction, are contributions.

Contributions:

In addition to the statement above [88.15 (1)]:

- An amount charged for admission to a fund-raising function.
- If goods and services are sold for more than their market value at a fund-raising function, the difference between the amount paid and the market value. However, if the amount received for the goods or services is \$25 or less, the amount is not a contribution.
- If goods and services used in the person's election campaign or in relation to third party advertisements are purchased for less than their market value, the difference between the market value and the amount paid.
- Any unpaid but guaranteed balance in respect of a loan under section 88.17 (Campaign Account Loans).

Not Contributions:

In addition to the statement above [88.15 (1)]:

- The value of services provided by voluntary unpaid labour.
- The value of services provided voluntarily, under the direction of the person or the individual, corporation or trade union, by an employee whose compensation from all sources for providing the services does not exceed the compensation the employee would normally receive for the period the services are provided.
- An amount of \$25 or less that is donated at a fund-raising function.
- The amount received for goods and services sold at a fund-raising function, if the amount is \$25 or less.
- The amount of a loan under section 88.17 (Campaign Account Loans).
- For a person referred to in 88.15 (1), the value of political advertising provided without charge on a broadcasting undertaking as defined in section 2 of the *Broadcasting Act* (Canada), if,
 - it is provided in accordance with that Act and the regulations and guidelines made under it, and
 - it is provided equally to all candidates for office on the particular council or local board.

Value of Goods and Services

The value of goods and services provided as a contribution is,

- (a) if the contributor is in the business of supplying these goods and services, the lowest amount the contributor charges the general public in the same market area for similar goods and services provided at or about the same time;
- (b) if the contributor is not in the business of supplying these goods and services, the lowest amount a business providing similar goods or services charges the general public for them in the same market area at or about the same time.

RESTRICTION: USE OF OWN MONEY (SECTION 88.16)

A contributor shall not make a contribution of money that does not belong to the contributor.

However, this does not apply to the personal representative of a deceased person whose will directs that a contribution be made to a named candidate or a registered third party, as the case may be, out of the funds of the estate.

CAMPAIGN ACCOUNT LOANS (SECTION 88.17)

A candidate and his or her spouse may obtain a loan only from a bank or other recognized lending institution in Ontario, to be paid directly into the candidate's campaign account. Only the candidate and his or her spouse may guarantee a loan.

EXPENSES**WHAT CONSTITUTES AN EXPENSE (SECTION 88.19)**

Costs incurred for goods or services by or under the direction of a person wholly or partly for use in his or her election campaign are expenses.

Without restricting the generality of 88.19 (1), the following amounts are expenses:

- The replacement value of goods retained by the person from any previous election in the municipality and used in the current election.
- The value of contributions of goods and services.
- Audit and accounting fees.
- Interest on loans under section 88.17 (Campaign Account Loans).
- The cost of holding fund-raising functions.
- The cost of holding parties and making other expressions of appreciation after the close of voting.
- For a candidate, expenses relating to a recount or a proceeding under section 83 (Controverted Elections).
- Expenses relating to a compliance audit.
- Expenses that are incurred by a candidate with a disability, are directly related to the disability, and would not have been incurred but for the election to which the expenses relate.
- The cost of election campaign advertisements (within the meaning of section 88.3).

For greater certainty, the cost of holding fund-raising functions does not include costs related to,

- events or activities that are organized for such purposes as promoting public awareness of a candidate and at which the soliciting of contributions is incidental; or
- promotional materials in which the soliciting of contributions is incidental.

In the following circumstances, a candidate's expenses for the 2018 regular election that are described in 88.19 (3) paragraphs 7 and 8 may include his or her expenses as a candidate in the 2014 regular election for an office on the same council or local board:

1. The circumstances described in paragraph 4 of subsection 88.24 (1) (deficit).
2. The circumstances described in paragraph 5 of subsection 88.24 (1) (expenses relating to a recount, etc.).

CANDIDATES' EXPENSES (88.20)

An expense shall not be incurred by or under the direction of a person unless he or she is a candidate.

Only during campaign period

An expense shall not be incurred by or under the direction of a candidate outside his or her election campaign period.

Exception, auditor's report

Despite 88.20 (2) (Only During Campaign Period), a candidate whose election campaign period ends as described in paragraph 2, 3 or 4 of subsection 88.24 (1) (Election Campaign Period for Candidates) may incur expenses related to the preparation of an auditor's report under section 88.25 (Candidates' Financial Statements, etc.) after the campaign period has ended.

For greater certainty, expenses, including audit and accounting fees, related to the preparation of an auditor's report after the campaign period has ended constitute campaign expenses.

Who may incur expense

An expense may only be incurred by a candidate or an individual acting under the candidate's direction.

Maximum amount

During the period that begins on the day a Candidate is nominated and ends on Voting Day, his or her expenses shall not exceed an amount calculated in accordance with the prescribed formula.

A Candidate shall be provided with the maximum campaign expenses amount upon filing of his or her Nomination Papers (see Nominations section of this manual).

Maximum amount for parties, etc., after voting day

The expenses of a candidate that are for the holding of parties and making other expressions of appreciation after the close of voting shall not exceed an amount calculated in accordance with the prescribed formula below.

As per Ontario Reg 101/97 as amended by Ontario Reg 325/16

- Head of Council - Calculated as 10% of maximum amount of expenses
- Other Office – Calculated as 10% of maximum amount of expenses

The formula that is prescribed, must be written so that the amount calculated under it varies based on the maximum amount determined under 88.20 (6) (Maximum Amount) for the office for which the candidate is nominated.

DUTIES OF CANDIDATES (SECTION 88.22)

The Clerk shall provide the "Duties of Candidates" RP FORM 60 at the time of filing.

THE REGIONAL MUNICIPALITY OF PEEL CONTRIBUTIONS TO REGISTERED CANDIDATES

Municipal Elections Act, 1996, as amended (Section 88.8 and 88.9)

CONTRIBUTIONS TO REGISTERED CANDIDATES [SECTION 88.8 (1) – (5)]

A contribution shall not be made to or accepted by a person or an individual acting under the person's direction unless the person is a candidate.

A contribution made to or accepted by a candidate, or to an individual acting under the candidate's direction, shall only be made during the candidate's election campaign period.

Contributions shall only be made by the following:

- An individual who is normally resident in Ontario;
- The candidate and his or her spouse, subject to if the spouse of a candidate is not normally resident in Ontario, a candidate and his or her spouse may make contributions only to the candidate's election campaign.

The following shall not make a contribution:

- A federal political party registered under the *Canada Elections Act* or any federal constituency association or registered candidate at a federal election endorsed by that party.
- A provincial political party, constituency association, registered candidate or leadership contestant registered under the *Election Finances Act*.
- A corporation that carries on business in Ontario;
- A trade union that holds bargaining rights for employees in Ontario;
- The Crown in right of Canada or Ontario, a municipality or local board.

ACCEPTANCE OF CONTRIBUTIONS [SECTION 88.8 (6) – (10)]

A contribution may be accepted only by a candidate or an individual acting under the direction of the candidate.

A contribution may be accepted only from a person or entity that is entitled to make a contribution.

A contribution of money that exceeds \$25 shall not be contributed in the form of cash and shall be contributed in a manner that associates the contributor's name and account with the payment or by money order signed by the contributor.

The listing of the phone number and email address and/or hyperlink to the candidate's website by the municipality or local board does not constitute a contribution to a candidate.

MAXIMUM CONTRIBUTIONS TO CANDIDATES (SECTION 88.9)

A contributor shall not make contributions exceeding a total of:

- \$1,200 to any one candidate in an election;
- Except if a person is a candidate for more than one office a contributor's total contributions to that candidate in respect of all the offices shall not exceed \$1,200;
- \$5,000 to two or more candidates for office on the same council or local board;
- Except if the candidate is contributing to the candidates own election campaign, then the maximum contributions do not apply;
- Except if the contributor is the spouse of the candidate, then the maximum contributions do not apply.

The Clerk shall provide the "Contributions to Registered Candidates **FORM RP55**" at the time of filing.

FUNDRAISING FOR CANDIDATES (SECTION 88.10)

A fund-raising function shall not be held for a person who is not a candidate.

Fund-raising functions may only be held during the campaign period.

WHAT CONSTITUTES A CONTRIBUTION (SECTION 88.15)

For the purposes of this Act, money, goods and services given to and accepted by a person for his or her election campaign, or given to and accepted by another person who is acting under the person's direction, are contributions.

Contributions:

In addition to the statement above [88.15 (1)]:

- An amount charged for admission to a fund-raising function.
- If goods and services are sold for more than their market value at a fund-raising function, the difference between the amount paid and the market value. However, if the amount received for the goods or services is \$25 or less, the amount is not a contribution.
- If goods and services used in the person's election campaign or in relation to third party advertisements are purchased for less than their market value, the difference between the market value and the amount paid.
- Any unpaid but guaranteed balance in respect of a loan under section 88.17 (Campaign Account Loans).

Not Contributions:

In addition to the statement above [88.15 (1)]:

- The value of services provided by voluntary unpaid labour.
- The value of services provided voluntarily, under the direction of the person or the individual, corporation or trade union, by an employee whose compensation from all sources for providing the services does not exceed the compensation the employee would normally receive for the period the services are provided.
- An amount of \$25 or less that is donated at a fund-raising function.
- The amount received for goods and services sold at a fund-raising function, if the amount is \$25 or less.
- The amount of a loan under section 88.17 (Campaign Account Loans).
- For a person referred to in 88.15 (1), the value of political advertising provided without charge on a broadcasting undertaking as defined in section 2 of the *Broadcasting Act* (Canada), if,
 - it is provided in accordance with that Act and the regulations and guidelines made under it, and
 - it is provided equally to all candidates for office on the particular council or local board.

Value of Goods and Services

The value of goods and services provided as a contribution is,

- (a) if the contributor is in the business of supplying these goods and services, the lowest amount the contributor charges the general public in the same market area for similar goods and services provided at or about the same time;
- (b) if the contributor is not in the business of supplying these goods and services, the lowest amount a business providing similar goods or services charges the general public for them in the same market area at or about the same time.

RESTRICTION: USE OF OWN MONEY (SECTION 88.16)

A contributor shall not make a contribution of money that does not belong to the contributor.

However, this does not apply to the personal representative of a deceased person whose will directs that a contribution be made to a named candidate or a registered third party, as the case may be, out of the funds of the estate.

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A candidate and his or her spouse may obtain a loan only from a bank or other recognized lending institution in Ontario, to be paid directly into the candidate's campaign account. Only the candidate and his or her spouse may guarantee a loan.

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Without restricting the generality of 88.19 (1), the following amounts are expenses:

- The replacement value of goods retained by the person from any previous election in the municipality and used in the current election.
- The value of contributions of goods and services.
- Audit and accounting fees.
- Interest on loans under section 88.17 (Campaign Account Loans).
- The cost of holding fund-raising functions.
- The cost of holding parties and making other expressions of appreciation after the close of voting.
- For a candidate, expenses relating to a recount or a proceeding under section 83 (Controverted Elections).
- Expenses relating to a compliance audit.
- Expenses that are incurred by a candidate with a disability, are directly related to the disability, and would not have been incurred but for the election to which the expenses relate.
- The cost of election campaign advertisements (within the meaning of section 88.3).

For greater certainty, the cost of holding fund-raising functions does not include costs related to,

- events or activities that are organized for such purposes as promoting public awareness of a candidate and at which the soliciting of contributions is incidental; or
- promotional materials in which the soliciting of contributions is incidental.

In the following circumstances, a candidate's expenses for the 2018 regular election that are described in 88.19 (3) paragraphs 7 and 8 may include his or her expenses as a candidate in the 2014 regular election for an office on the same council or local board:

1. The circumstances described in paragraph 4 of subsection 88.24 (1) (deficit).
2. The circumstances described in paragraph 5 of subsection 88.24 (1) (expenses relating to a recount, etc.).

CANDIDATES' EXPENSES (88.20)

An expense shall not be incurred by or under the direction of a person unless he or she is a candidate.

Only during campaign period

An expense shall not be incurred by or under the direction of a candidate outside his or her election campaign period.

Exception, auditor's report

Despite 88.20 (2) (Only During Campaign Period), a candidate whose election campaign period ends as described in paragraph 2, 3 or 4 of subsection 88.24 (1) (Election Campaign Period for Candidates) may incur expenses related to the preparation of an auditor's report under section 88.25 (Candidates' Financial Statements, etc.) after the campaign period has ended.

For greater certainty, expenses, including audit and accounting fees, related to the preparation of an auditor's report after the campaign period has ended constitute campaign expenses.

Who may incur expense

An expense may only be incurred by a candidate or an individual acting under the candidate's direction.

Maximum amount

During the period that begins on the day a Candidate is nominated and ends on Voting Day, his or her expenses shall not exceed an amount calculated in accordance with the prescribed formula.

A Candidate shall be provided with the maximum campaign expenses amount upon filing of his or her Nomination Papers (see Nominations section of this manual).

Maximum amount for parties, etc., after voting day

The expenses of a candidate that are for the holding of parties and making other expressions of appreciation after the close of voting shall not exceed an amount calculated in accordance with the prescribed formula.

The formula that is prescribed, must be written so that the amount calculated under it varies based on the maximum amount determined under 88.20 (6) (Maximum Amount) for the office for which the candidate is nominated.

DUTIES OF CANDIDATES (SECTION 88.22)

The Clerk shall provide the "Duties of Candidates" RP FORM 60 at the time of filing.

Form EL38

THE REGIONAL MUNICIPALITY OF PEEL

**CERTIFICATE OF MAXIMUM AMOUNT OF
CONTRIBUTIONS OWN CAMPAIGN***Municipal Elections Act, 1996, as amended [88.9.1(4)]*

TO:

	/	
(Name of Candidate)		(Regional Chair)
(Address)		(Postal Code)

I hereby certify that the maximum amount that a candidate, or his or her spouse, is permitted to contribute to their own campaign

for the office of Regional Chair in the Municipal Election to be held October 22, 2018, is

_____.

Date

Regional Clerk or designate

On or before September 25, 2018, the Regional Clerk shall give a certificate of the applicable maximum amount of contributions to own campaign to each candidate. In the case of a by-election, within 10 days after the Regional Clerk makes the corrections under subparagraph 4 iii of subsection 65 (4).

The number of electors to be used in this final calculation is to be the greater of the following:

- The number determined from the Voters' List from the previous regular election, as it existed on September 15 in the year of the previous election, adjusted for changes under Section 24 and 25 that were approved as of that day;
- The number determined from the Voters' List from the current election, as it exists on September 15 in the year of the current election, adjusted for changes under Section 24 and 25 that were approved as of that day [Section 88.20 (11)].

Form RP60

THE REGIONAL MUNICIPALITY OF PEEL DUTIES OF CANDIDATES

Municipal Elections Act, 1996, as amended (Section 88.22)

A candidate shall ensure that,

- (a) no contributions of money are accepted or expenses are incurred unless one or more campaign accounts are first opened at a financial institution exclusively for the purposes of the election campaign;
- (b) all contributions of money are deposited into the campaign accounts;
- (c) all funds in the campaign accounts are used exclusively for the purposes of the election campaign;
- (d) all payments for expenses are made from the campaign accounts;
- (e) contributions of goods or services are valued;
- (f) receipts are issued for every contribution and obtained for every expense;
- (g) records are kept of,
 - (i) the receipts issued for every contribution,
 - (ii) the value of every contribution,
 - (iii) whether a contribution is in the form of money, goods or services, and
 - (v) the contributor's name and address;
- (h) records are kept of every expense including the receipts obtained for each expense;
- (i) records are kept of any claim for payment of an expense that the candidate disputes or refuses to pay;
- (j) records are kept of the gross income from a fund-raising function and the gross amount of money received at a fund-raising function by donations of \$25 or less or by the sale of goods or services for \$25 or less;
- (k) records are kept of any loan and its terms under section 88.17 (Campaign Account Loans);
- (l) the records described in clauses (g), (h), (i), (j) and (k) are retained by the candidate for the term of office of the members of the council or local board and until their successors are elected and the newly elected council or local board is organized;
- (m) financial filings are made in accordance with sections 88.25 (Candidates' Financial Statements, etc.) and 88.32 (Return of Surplus for Subsequent Expenses);

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- (n) proper direction is given to the persons who are authorized to incur expenses and accept or solicit contributions under the direction of the candidate;
- (o) a contribution of money made or received in contravention of this Act or a by-law passed under this Act is returned to the contributor as soon as possible after the candidate becomes aware of the contravention;
- (p) a contribution not returned to the contributor under clause (o) is paid to the clerk with whom the candidate's nomination was filed;
- (q) an anonymous contribution is paid to the clerk with whom the candidate's nomination was filed; and
- (r) each contributor is informed that a contributor shall not make contributions exceeding,
 - (i) subject to subsection (2), a total of \$1,200 to any one candidate in an election, and
 - (ii) a total of \$5,000 to two or more candidates for offices on the same council or local board.

Exclusion of certain expenses

Expenses described in paragraph 2 of subsection 88.19 (3) (Audit and Accounting Fees) are not expenses for the purpose of clause (a) above.

Contributions paid to clerk

Contributions paid to the clerk under clause (p) or (q) above become the property of the local municipality.

THIRD PARTY ADVERTISING

ALL THIRD PARTY ADVERTISERS MUST REGISTER FIRST WITH CLERK OF THE LOCAL MUNICIPALITY BEFORE ANY ADVERTISING CAN BE DONE.

THE REGIONAL MUNICIPALITY OF PEEL IS NOT RESPONSIBLE FOR THE REGISTRATION OF THIRD PARTY ADVERTISERS

Contact your local municipality to register for Third Party Advertising

CITY OF BRAMPTON	TOWN OF CALEDON	CITY OF MISSISSAUGA
Returning Officer-Peter Fay, Clerk City of Brampton 2 Wellington Street West Brampton, Ontario L6Y 4R2 (905-874-2172) www.brampton.ca	Returning Officer-Carey deGorter, Clerk Town of Caledon 6311 Old Church Road Caledon, Ontario L7C 1J6 (905-584-2272 ext. 4218) www.caledon.ca	Returning Officer – Diana Rusnov, Clerk City of Mississauga 300 City Centre Drive Mississauga, Ontario L5B 3C1 (905-615-3200 ext. 5421) www.mississauga.ca

THIRD PARTY ADVERTISER

A Third Party Advertiser means an individual who is normally resident in Ontario, a corporation that carries on business in Ontario or a trade union that holds bargaining rights for employees in Ontario, and who’s Notice of Registration for Third Party Advertiser has been certified by the Clerk.

ELIGIBILITY FOR REGISTRATION [SECTION 88.6 (4), (5) AND (6)]

Registration shall be restricted to the following persons and entities:

- An individual who is normally resident in Ontario.
- A corporation that carries on business in Ontario.
- A trade union that holds bargaining rights for employees in Ontario.

The following persons and entities are deemed ineligible to register:

- A candidate whose nomination has been filed.
- A federal political party registered under the *Canada Elections Act* or any federal constituency association or registered candidate at a federal election endorsed by that party.
- A provincial political party, constituency association, registered candidate or leadership contestant registered under the *Election Finances Act*.
- The Crown in right of Canada or Ontario, a municipality or local board.

A Candidate whose nomination has been filed shall not direct any third party advertisements.

FILING THE NOTICE OF REGISTRATION [SECTION 88.6 (2), (7) AND (13)]

“Notice for Registration” **PR FORM** shall be filed with the local Clerk from Tuesday May 1st, 2018 to Friday, October 19, 2018 (the Friday before voting day) during regular office hours in the following manner:

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- in person or by an agent
- no faxed or other electronically transmitted registration notices will be accepted – original signatures required
- with proof of identity as prescribed in *O. Reg. 304/13*, as amended
- with the declaration of qualification, signed by the individual or by a representative of the corporation or trade union
- a resolution from the corporation or trade union that authorizes the person or agent to register on their behalf, if applicable

The local Clerk shall administer the Declaration of Qualifications on the “Notice for Registration” **PR FORM** and the “Declaration of Qualifications – Third Party Advertiser” **Form RP 52** oaths to the individual or to the representative of the corporation or trade union. The date and time of filing are to be filled in by the local Clerk and initialled by the individual or by a representative of the corporation or trade union. The local Clerk will then sign the Notice for Registration and Declaration of Qualifications.

For registrations for a By-Election, refer to Section 88.6 (8) to (12).

ESTIMATED MAXIMUM THIRD PARTY EXPENSES [SECTION 88.21 (15)]

The local Clerk shall calculate the estimated maximum third party expenses for registered third parties on the “Estimated Maximum Third Party Expenses” **Form RP58** and provide a copy to the individual filing the registration. The local Clerk’s calculation is final.

NOTICE OF PENALTIES [SECTION 88.29 (7)]

The local Clerk shall, at least 30 days before the filing date, provide a notice of the penalties on the “Notice of Penalties – Registered Third Parties” **Form RP64** to every Registered Third Party that registered in the municipality.

FINAL CALCULATION OF THIRD PARTY EXPENSES [SECTION 88.21 (11) to (17)]

The local Clerk shall, after determining from the number of eligible electors from the Voters’ List, calculate the maximum amount of third party expenses that each registered third party may incur and prepare a “Certificate of Maximum Third Party Expenses” **Form RP59**. The certificate shall be given to each individual that filed a Notice of Registration for Third Party Advertising in the case of a regular election, on or before September 25, 2018; and in the case of a by-election, within 10 days after the local Clerk makes the corrections under subparagraph 4 iii of subsection 65 (4) or subparagraph 3 ii of subsection 65 (5).

The number of electors to be used in this final calculation is to be the greater of the following:

- the number determined from the Voters’ List from the previous regular election, as it existed on Nomination Day for the 2014 election, adjusted for changes under Section 24 and 25 that were approved as of that day;
- the number determined from the Voters’ List for the current election as it exists on September 15 in the year of the current election, adjusted for changes under Section 24 and 25 that were approved as of that day. [Section 88.21 (11)]

2018 REGIONAL MUNICIPAL ELECTION - PROCEDURES MANUAL

The local Clerk's calculation is final and shall be made in accordance with the prescribed formula in *Ontario Regulation 101/97*.

CERTIFICATION OF NOTICE OF REGISTRATION [SECTION 88.6 (13) and (14)]

The local Clerk will do a review of each notice received to determine qualification and if the notice complies with the *Municipal Elections Act, 1996, as amended*. Once satisfied the third party is qualified, the local Clerk will complete the "Certification by Clerk" section on the "Notice for Registration"

PR FORM If not satisfied the local Clerk shall reject the notice. The local Clerk's decision is final.

ADVERTISEMENTS (SECTION 88.4, 88.5)**Restricted Period and Expenses**

The Restricted Period for Third Party Advertisements begins on the earliest day that an individual, corporation or trade union is permitted to file a notice of registration as a registered third party (first business day in May) and ends at the close of voting on Voting Day.

Third Parties must do the following during the Restricted Period:

- file notice of registration and have it certified by the local Clerk;
- once registered, advertise; and
- once registered, incur expenses related to the advertisement.

The expenses for these advertisements cannot exceed the amount calculated under Section 88.21 (registered third parties' expenses).

Mandatory Information in Advertisements

All Third Party Advertisements shall contain the following information:

- the name of the registered third party
- the municipality where the registered third party is registered;
- a telephone number, mailing address or email address at which the registered third party may be contacted regarding the advertisement.

Mandatory Information for Broadcaster, etc.

All Registered Third Parties shall provide the following information to a broadcaster or publisher in writing:

- the name of the registered third party;
- the name, business address and telephone number of the individual who deals with the broadcaster or publisher under the direction of the registered third party;
- the municipality where the registered third party is registered.

MUNICIPAL AUTHORITY TO REMOVE ADVERTISEMENTS (SECTION 88.7)

If a municipality is satisfied that there has been a contravention of section 88.3 (candidates' election campaign advertisements), 88.4 (third party advertisements) or 88.5 (mandatory

information in third party advertisements), the municipality may require a person who the municipality reasonably believes contravened the section or caused or permitted the contravention, or the owner or occupier of the land on which the contravention occurred, to remove the advertisement or discontinue the advertising.

LIST OF REGISTERED THIRD PARTIES [SECTION 88.12 (9) and (10)]

A list of registered third parties shall be posted using the “Official List of Registered Third Parties” [FORM RP54](#), as a minimum, on the local municipality’s website and may also include the phone number and email address provided by the registered third party in the notice of registration filed and, if applicable, a hyperlink to the local municipality’s website of the registered third party.

DUTIES OF REGISTERED THIRD PARTIES (SECTION 88.26)

The Clerk shall provide the “Duties of Registered Third Parties” [FORM RP61](#) at the time of filing.

THE REGIONAL MUNICIPALITY OF PEEL

**BROADCASTER/PUBLISHER INFORMATION SHEET
THIRD PARTY ADVERTISER**

Municipal Elections Act, 1996, as amended (Sections 88.5)

Mandatory information in third party advertisements

88.5 (1) No registered third party shall cause a third party advertisement to appear during the restricted period unless the advertisement contains the following information:

1. The name of the registered third party.
2. The municipality where the registered third party is registered.
3. A telephone number, mailing address or email address at which the registered third party may be contacted regarding the advertisement. 2016, c. 15, s. 48.

Mandatory information for broadcaster, etc.

(2) A registered third party shall not cause a third party advertisement to appear during the restricted period unless he, she or it provides the following information to the broadcaster or publisher in writing:

1. The name of the registered third party.
2. The name, business address and telephone number of the individual who deals with the broadcaster or publisher under the direction of the registered third party.
3. The municipality where the registered third party is registered. 2016, c. 15, s. 48.

Prohibition, broadcaster or publisher

(3) No broadcaster or publisher shall cause a third party advertisement to appear during the restricted period if the information set out in paragraphs 1 to 3 of subsection (2) has not been provided. 2016, c. 15, s. 48.

Records

(4) The broadcaster or publisher of a third party advertisement shall maintain records containing the following information for a period of four years after the date the advertisement appears and shall permit the public to inspect the records during normal business hours:

1. The information provided under subsection (2).
2. A copy of the advertisement, or the means of reproducing it for inspection.
3. A statement of the charge made for its appearance. 2016, c. 15, s. 48.

Form RP52

**THE REGIONAL MUNICIPALITY OF PEEL
DECLARATION OF QUALIFICATIONS
THIRD PARTY ADVERTISER**

Municipal Elections Act, 1996, as amended (Section 88.6)

I, _____, am:
(individual or corporation or trade union name)

- An individual who is normally resident in Ontario
- A corporation that carries on business in Ontario
- A trade union that holds bargaining rights for employees in Ontario

I, _____, am:
(person or agents name)

- A person
- An agent

Do Solemnly Declare That:

1. I am qualified pursuant to the *Municipal Elections Act, 1996, as amended* to file a notice of registration to be a registered third party advertiser for the election.
2. I am not:
 - A Candidate whose nomination has been filed.
 - A federal political party registered under the *Canada Elections Act* or any federal constituency association or registered candidate at a federal election endorsed by that party.
 - A provincial political party, constituency association, registered candidate or leadership contestant registered under the *Election Finances Act*.
3. I am not under the direction of a Candidate whose nomination has been filed.

AND I make this solemn Declaration conscientiously believing it to be true, and knowing that it is of the same force and effect as if made under oath and by virtue of the *Canada Evidence Act*.

2018 REGIONAL MUNICIPAL ELECTION - PROCEDURES MANUAL

Declared before me at the (local municipality)

This _____ day of _____, 2018

(Signature of individual or representative of the corporation or trade union)

(Signature of Local Clerk or designate)

Note: *Each individual or representative of the corporation or trade union may be asked for ID and each person or agent filing on behalf of a corporation or trade union may be requested to provide a resolution from the corporation or trade union that authorizes the person or agent to register on their behalf.*

Personal information on this form is collected under the authority of the *Municipal Elections Act, 1996, as amended* and will be used for the registration of third party advertisers for the municipal election and will be available for public inspection in the office of the Clerk, (local municipality) until the next municipal election. Questions about this collection of personal information should be directed to (...).

Form RP58

LOCAL MUNICIPALITY

ESTIMATED MAXIMUM THIRD PARTY EXPENSES

Municipal Elections Act, 1996, as amended [s. 88.21]

TO:

_____ / _____	
(Name of Third Party)	(Name of Representative)

(Address)	(Postal Code)

I hereby certify that the estimated maximum third party expenses that a registered third party is permitted to incur in the Municipal Election to be held October 22, 2018, is

_____ *

_____ Date

_____ Local Clerk or designate

The Clerk shall give the individual filing a Notice of Registration for Third Party Advertising a Preliminary Calculation of the estimated maximum third party expenses at the time of filing, based upon the number of electors on the Voters' List as of Nomination Day for the 2014 election. [Section 88.21 (13)(a)]

On or before September 25, 2018; and in the case of a by-election, within 10 days after the clerk makes the corrections under subparagraph 4 iii of subsection 65 (4) or subparagraph 3 ii of subsection 65 (5), the Clerk shall give a Final Calculation of the applicable maximum third party expenses to each individual that filed a Notice of Registration for Third Party Advertising. The number of electors to be used in this final calculation is to be the greater of the following:

- the number determined from the Voters' List from the previous regular election, as it existed on Nomination Day for the 2014 election, adjusted for changes made under Sections 24 and 25 that were approved as of that day;
- the number determined from the Voters' List for the current election, as it exists on September 15 in the year of the current election, adjusted for changes made under Sections 24 and 25 that were approved as of that day [Section 88.21(11)]

* Formula for calculation provided in Ontario Regulation 101/97.

Form RP64

LOCAL MUNICIPALITY NOTICE OF PENALTIES

Municipal Elections Act, 1996, as amended [Section 88.29 (7)]

TO:

_____ / _____ (Name of Individual, Corporation or Trade Union) (Name of Individual Who Registered)	
_____ (Address)	_____ (Postal Code)

EFFECT OF DEFAULT BY REGISTERED THIRD PARTY [88.27 (1)]

TAKE NOTICE THAT A REGISTERED THIRD PARTY SHALL, subject to subsection 88.27 (6) and in addition to any other penalty that may be imposed under this Act, an individual, corporation or trade union that is registered as a registered third party in relation to an election in a municipality is not entitled to register in relation to a subsequent election in the municipality until after the next regular election has taken place,

- (a) if the registered third party fails to file a document as required under section 88.29 or 88.32 by the relevant date;
- (b) if a document filed under section 88.29 shows on its face a surplus, as described in section 88.31, and the registered third party fails to pay the amount required by subsection 88.31 (4) to the clerk by the relevant date;
- (c) if a document filed under section 88.29 shows on its face that the registered third party has incurred expenses exceeding what is permitted under section 88.21; or
- (d) if a document filed under section 88.32 shows on its face a surplus and the registered third party fails to pay the amount required by that section by the relevant date

OFFENCES [92 (4)]

TAKE NOTICE THAT A REGISTERED THIRD PARTY SHALL be guilty of an offence and, on conviction, in addition to any other penalty that may be imposed under this Act, is subject to the penalty described in subsection 88.27 (1),

- (a) if the registered third party incurs expenses that exceed the amount determined under section 88.21; or
- (b) if the registered third party files a document under section 88.29 or 88.32 that is incorrect or otherwise does not comply with that section.

Date

Local Clerk or designate

The Clerk shall, at least 30 days before the filing date, give to each third party that registered in the municipality notice of the penalties under subsections 88.27 (1) and 92 (4) related to third party advertisements.

Form RP59

LOCAL MUNICIPALITY

MAXIMUM THIRD PARTY EXPENSES*Municipal Elections Act, 1996, as amended [s. 88.21]*

TO:

_____ / _____ (Name of Third Party) (Name of Representative)	
_____ (Address)	_____ (Postal Code)

I hereby certify that the estimated maximum third party expenses that a registered third party is permitted to incur in the Municipal Election to be held October 22, 2018, is

_____ *

 Date

 Regional Clerk or designate

On or before September 25, 2018; and in the case of a by-election, within 10 days after the Clerk makes the corrections under subparagraph 4 iii of subsection 65 (4) or subparagraph 3 ii of subsection 65 (5), the Clerk shall give a Final Calculation of the applicable maximum third party expenses to each individual that filed a Notice of Registration for Third Party Advertising. The number of electors to be used in this final calculation is to be the greater of the following:

- the number determined from the Voters' List from the previous regular election, as it existed on Nomination Day for the 2014 election, adjusted for changes made under Sections 24 and 25 that were approved as of that day;
- the number determined from the Voters' List for the current election, as it exists on September 15 in the year of the current election, adjusted for changes made under Sections 24 and 25 that were approved as of that day [Section 88.21(11)]

* *Formula for calculation provided in Ontario Regulation 101/97.*

LOCAL MUNICIPALITY DUTIES OF REGISTERED THIRD PARTIES

Municipal Elections Act, 1996, as amended (Section 88.26)

A registered third party shall ensure that,

- (a) no contributions of money are accepted or expenses are incurred in relation to third party advertisements that appear during an election in a municipality unless one or more campaign accounts are first opened at a financial institution exclusively for the purposes of the election campaign;
- (b) all contributions of money are deposited into the campaign accounts;
- (c) all funds in the campaign accounts are used exclusively for the purposes of the election campaign;
- (d) all payments for expenses are made from the campaign accounts;
- (e) contributions of goods or services are valued;
- (f) receipts are issued for every contribution and obtained for every expense;
- (g) records are kept of,
 - (i) the receipts issued for every contribution,
 - (ii) the value of every contribution,
 - (iii) whether a contribution is in the form of money, goods or services, and
 - (iv) the contributor's name and address;
- (h) records are kept of every expense including the receipts obtained for each expense;
- (i) records are kept of any claim for payment of an expense that the registered third party disputes or refuses to pay;
- (j) records are kept of the gross income from a fund-raising function and the gross amount of money received at a fund-raising function by donations of \$25 or less or by the sale of goods or services for \$25 or less;
- (k) records are kept of any loan and its terms under section 88.17 (Account Loans);
- (l) the records described in clauses (g), (h), (i), (j) and (k) are retained by the registered third party for the term of office of the members of the council or local board and until their successors are elected and the newly elected council or local board is organized;
- (m) financial filings are made in accordance with sections 88.29 (Financial Statements, etc.) and 88.32 (Return of Surplus for Subsequent Expenses);

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- (n) proper direction is given to the persons who are authorized to incur expenses and accept or solicit contributions under the direction of the registered third party;
- (o) a contribution of money made or received in contravention of this Act or a by-law passed under this Act is returned to the contributor as soon as possible after the registered third party becomes aware of the contravention;
- (p) a contribution not returned to the contributor under clause (o) is paid to the clerk of the municipality in which the registered third party is registered;
- (q) an anonymous contribution is paid to the clerk of the municipality in which the registered third party is registered; and
- (r) each contributor is informed that a contributor shall not make contributions exceeding,
 - (i) a total of \$1,200 to any one registered third party in relation to third party advertisements, and
 - (ii) a total of \$5,000 to two or more registered third parties registered in the same municipality in relation to third party advertisements.

Exclusion of certain expenses

Expenses described in paragraph 2 of subsection 88.19 (3) (Audit and Accounting Fees) are not expenses for the purpose of clause (a) above.

Contributions paid to clerk

Contributions paid to the clerk under clause (p) or (q) above become the property of the local municipality.

CONTRIBUTIONS TO AND EXPENSES OF REGISTERED THIRD PARTY

CONTRIBUTIONS**CONTRIBUTIONS TO REGISTERED THIRD PARTIES [SECTION 88.12 (1) to (5)]**

A contribution shall not be made in relation to third party advertisements that appear during an election in a municipality unless they are a registered third party.

A contribution to a registered third party, or to an individual acting under his, her or its direction, shall only be made during the restriction period.

Contributions shall only be made by the following:

- An individual who is normally resident in Ontario.
- A corporation that carries on business in Ontario.
- A trade union that holds bargaining rights for employees in Ontario.
- The registered third party and, in the case of an individual, his or her spouse, subject to if the spouse of a registered third party is not normally registered in Ontario, the spouse may make contributions only to the registered third party.

The following shall not make a contribution:

- A federal political party registered under the *Canada Elections Act* or any federal constituency association or registered candidate at a federal election endorsed by that party.
- A provincial political party, constituency association, registered candidate or leadership contestant registered under the *Election Finances Act*.
- The Crown in right of Canada or Ontario, a municipality or local board.

ACCEPTANCE OF CONTRIBUTIONS [SECTION 88.12 (7) to (8)]

A contribution may be accepted only by a registered third party or an individual acting under the direction of the registered third party.

A contribution may be accepted only from a person or entity that is entitled to make a contribution.

A contribution of money that exceeds \$25 shall not be contributed in the form of cash and shall be contributed in a manner that associates the contributor's name and account with the payment or by money order signed by the contributor.

MAXIMUM CONTRIBUTIONS TO REGISTERED THIRD PARTIES (SECTION 88.13)

A contributor shall not make contributions in relation to third party advertisements exceeding a total of:

- \$750 to a registered third party that appears during an election in a municipality;
- \$5,000 to two or more third parties registered in the same municipality;
- Except if the third party is contributing to itself, then the maximum contributions do not apply;
- Except if the contributor is the spouse of an individual that is a registered third party, then the maximum contributions do not apply.

The local Clerk shall provide the “Contributions to Registered Third Parties RP FORM 53” at the time of filing.

FUND-RAISING FOR REGISTERED THIRD PARTIES (SECTION 88.14)

Only registered third parties in the municipality may hold a fund-raising function relating to third party advertisements.

Fund-raising functions may only be held during the campaign period.

WHAT CONSTITUTES A CONTRIBUTION (SECTION 88.15)

Money, goods and services given to and accepted by an individual, corporation or trade union in relation to third party advertisements, or given to and accepted by another person who is acting under the direction of the individual, corporation or trade union, are contributions.

Contributions:

In addition to the statement above [88.15 (2)]:

- An amount charged for admission to a fund-raising function.
- If goods and services are sold for more than their market value at a fund-raising function, the difference between the amount paid and the market value. However, if the amount received for the goods or services is \$25 or less, the amount is not a contribution.
- If goods and services used in the person’s election campaign or in relation to third party advertisements are purchased for less than their market value, the difference between the market value and the amount paid.
- Any unpaid but guaranteed balance in respect of a loan under section 88.17 (Campaign Account Loans).

Not Contributions:

In addition to the statement above [88.15 (2)]:

- The value of services provided by voluntary unpaid labour.
- The value of services provided voluntarily, under the direction of the person or the individual, corporation or trade union, by an employee whose compensation from all sources for providing the services does not exceed the compensation the employee would normally receive for the period the services are provided.
- An amount of \$25 or less that is donated at a fund-raising function.
- The amount received for goods and services sold at a fund-raising function, if the amount is \$25 or less.
- The amount of a loan under section 88.17 (Campaign Account Loans).
- For a person referred to in 88.15 (1), the value of political advertising provided without charge on a broadcasting undertaking as defined in section 2 of the *Broadcasting Act* (Canada), if,
 - it is provided in accordance with that Act and the regulations and guidelines made under it, and
 - it is provided equally to all candidates for office on the particular council or local board.

Value of Goods and Services

The value of goods and services provided as a contribution is,

- (a) if the contributor is in the business of supplying these goods and services, the lowest amount the contributor charges the general public in the same market area for similar goods and services provided at or about the same time;
- (b) if the contributor is not in the business of supplying these goods and services, the lowest amount a business providing similar goods or services charges the general public for them in the same market area at or about the same time.

RESTRICTION: USE OF OWN MONEY (SECTION 88.16)

A contributor shall not make a contribution of money that does not belong to the contributor.

However, this does not apply to the personal representative of a deceased person whose last will and testament directs that a contribution be made to a named candidate or a registered third party, as the case may be, out of the funds of the estate.

CAMPAIGN ACCOUNT LOANS (SECTION 88.17)

A registered third party and, in the case of an individual, his or her spouse, may obtain a loan in relation to third party advertisements only from a bank or other recognized lending institution in Ontario, to be paid directly into the campaign account. Only the registered third party and, in the case of an individual, his or her spouse may guarantee a loan.

EXPENSES**WHAT CONSTITUTES AN EXPENSE (SECTION 88.19)**

Costs incurred by or under the direction of an individual, corporation or trade union for goods or services for use wholly or partly in relation to third party advertisements that appear during an election in a municipality are expenses.

Without restricting the generality of 88.19 (2), the following amounts are expenses:

- The replacement value of goods retained by the individual, corporation or trade union from any previous election in the municipality and used in the current election.
- The value of contributions of goods and services.
- Audit and accounting fees.
- Interest on loans under section 88.17 (Campaign Account Loans).
- The cost of holding fund-raising functions.
- The cost of holding parties and making other expressions of appreciation after the close of voting.
- Expenses relating to a compliance audit.
- Expenses that are incurred by a registered third party who is an individual with a disability, are directly related to the disability, and would not have been incurred but for the election to which the expenses relate.
- The cost of third party advertisements (within the meaning of section 88.3).

For greater certainty, the cost of holding fund-raising functions does not include costs related to,

- events or activities that are organized for such purposes as promoting public awareness of a candidate and at which the soliciting of contributions is incidental; or
- promotional materials in which the soliciting of contributions is incidental.

REGISTERED THIRD PARTIES' EXPENSES (88.21)

An expense shall not be incurred by or under the direction of an individual, corporation or trade union in relation to third party advertisements that appear during an election in a municipality unless he, she or it is a registered third party in the municipality.

Only during campaign period

An expense shall not be incurred by or under the direction of a registered third party in relation to third party advertisements outside the campaign period for the registered third party in relation to the election in the municipality.

Exception, auditor's report

Despite subsection 88.21 (2) (Only During Campaign Period), a registered third party whose campaign period in relation to an election in a municipality ends as described in paragraph 2 or 3 of section 88.28 (Campaign Period for Registered Third Parties) may incur expenses related to the preparation of an auditor's report under section 88.29 (Financial Statements, etc., of Registered Third Parties) after the campaign period has ended.

2018 REGIONAL MUNICIPAL ELECTION - PROCEDURES MANUAL

For greater certainty, expenses, including audit and accounting fees, described above constitute third party expenses.

Who may incur expense

An expense may only be incurred by a registered third party or an individual acting under the direction of the registered third party.

Maximum amount

During the campaign period for third party advertisements, the expenses of a registered third party in relation to third party advertisements that appear during an election in a municipality shall not exceed an amount calculated in accordance with the prescribed formula.

A Third Party shall be provided with the maximum third party expenses amount upon registering as a Third Party Advertiser (see Third Party Advertising section of this manual)

Maximum amount for parties, etc., after voting day

The expenses of a registered third party are for the holding of parties and making other expressions of appreciation after the close of voting shall not exceed an amount calculated in accordance with the prescribed formula.

The formula that is prescribed must be written so that the amount calculated under it varies based on the maximum amount determined under 88.21 (6) (Maximum Amount).

LOCAL MUNICIPALITY

CONTRIBUTIONS TO REGISTERED THIRD PARTIES

Municipal Elections Act, 1996, as amended (Sections 88.12, 88.13, 88.14)

CONTRIBUTIONS TO REGISTERED THIRD PARTIES [SECTION 88.12 (1) to (5)]

A contribution shall not be made in relation to third party advertisements that appear during an election in a municipality unless they are a registered third party.

A contribution to a registered third party, or to an individual acting under his, her or its direction, shall only be made during the campaign period.

Contributions shall only be made by the following:

- An individual who is normally resident in Ontario.
- A corporation that carries on business in Ontario.
- A trade union that holds bargaining rights for employees in Ontario.
- The registered third party and, in the case of an individual, his or her spouse, subject to if the spouse of a registered third party is not normally registered in Ontario, the spouse may make contributions only to the registered third party.

The following shall not make a contribution:

- A federal political party registered under the *Canada Elections Act* or any federal constituency association or registered candidate at a federal election endorsed by that party.
- A provincial political party, constituency association, registered candidate or leadership contestant registered under the *Election Finances Act*.
- The Crown in right of Canada or Ontario, a municipality or local board.

ACCEPTANCE OF CONTRIBUTIONS [SECTION 88.12 (7) to (8)]

A contribution may be accepted only by a registered third party or an individual acting under the direction of the registered third party.

A contribution may be accepted only from a person or entity that is entitled to make a contribution.

A contribution of money that exceeds \$25 shall not be contributed in the form of cash and shall be contributed in a manner that associates the contributor's name and account with the payment or by money order signed by the contributor.

MAXIMUM CONTRIBUTIONS TO REGISTERED THIRD PARTIES (SECTION 88.13)

A contributor shall not make contributions in relation to third party advertisements exceeding a total of:

- \$750 to a registered third party that appear during an election in a municipality;
- \$5,000 to two or more third parties registered in the same municipality;
- Except if the third party is contributing to itself, then the maximum contributions do not apply;
- Except if the contributor is the spouse of an individual that is a registered third party, then the maximum contributions do not apply.

FUND-RAISING FOR REGISTERED THIRD PARTIES (SECTION 88.14 AND 88.28)

Only registered third parties in the municipality may hold a fund-raising function relating to third party advertisements.

Fund-raising functions may only be held during the campaign period.

*NOTE: Please note the third party advertiser is solely responsible for complying with the legislation in the *Municipal Elections Act, 1996, as amended* relating to third party advertising.

Form RP54

LOCAL MUNICIPALITY

OFFICIAL LIST OF REGISTERED THIRD PARTIES*Municipal Elections Act, 1996, as amended [Section 88.12 (9) and (10)]*

NOTICE is hereby given that during the period commencing May 1st, 2018 and ending on October 19th, 2018, the following third parties have filed all the necessary papers and declarations and as Clerk, I am satisfied that such third parties are qualified and that their Notice complies with the requirements of the *Municipal Elections Act, 1996, as amended*. I have, therefore, certified the following third parties:

NAME OF THIRD PARTY	CONTACT PERSON	EMAIL ADDRESS	PHONE NUMBER	HYPERLINK

Dated this _____ day of _____, 2018. (*May 1 to October 19, 2018*)

Local Clerk

SCRUTINEERS

The Regional Municipality of Peel will not be issuing, processing or accepting:
 “Appointment of Scrutineer forms by Candidate”
 “Appointment of Scrutineer forms by Elector”
 “Oral Oath of Secrecy for Scrutineer”

To obtain these forms, contact the local municipality listed below:

CITY OF BRAMPTON	TOWN OF CALEDON	CITY OF MISSISSAUGA
Returning Officer-Peter Fay, Clerk City of Brampton 2 Wellington Street West Brampton, Ontario L6Y 4R2 (905-874-2172) www.brampton.ca	Returning Officer-Carey deGorter, Clerk Town of Caledon 6311 Old Church Road Caledon, Ontario L7C 1J6 (905-584-2272 ext. 4218) www.caledon.ca	Returning Officer – Diana Rusnov, Clerk City of Mississauga 300 City Centre Drive Mississauga, Ontario L5B 3C1 (905-615-3200 ext. 5421) www.mississauga.ca

SCRUTINEERS (SECTION 16 & 47)

Appointment - by candidate – qualification

A candidate may appoint scrutineers to represent him/her during the voting and at the counting of the votes, including during a recount.

The appointment shall be made using the “Appointment of Scrutineer By Candidate” form. The forms to appoint scrutineers must be signed by the candidate in person at the Municipal Office. The candidate shall be asked for proof of identity. The candidate shall provide the signed form to their scrutineer.

Number - per candidate - in voting place or counting location - one only

Only one certified candidate or his/her appointed scrutineer may be in attendance at a Voting Place or counting location for each ballot box in use at the Voting Place.

The scrutineer/candidate must take an “Oral Oath of Secrecy” at each Voting Place or counting location.

Appointment - by Council - by-law - question

Council may appoint scrutineers by resolution using “Appointment of Scrutineers Re By-laws or Questions” form in relation to voting on a by-law or question submitted to the electors, to attend at a Voting Place and at the counting of votes, including a recount.

Equal number of scrutineers shall be appointed to represent supporters and opponents of the by-law and one scrutineer representing supporters and one representing opponents may be present for each ballot box in use at the Voting Place.

Equal numbers of scrutineers shall be appointed for each possible answer to the question and one scrutineer for each of the possible answers may be present for each ballot box in use at the Voting Place.

Appointment - by local board or Minister - question

Scrutineers appointed by a local board or the Minister in relation to a question may also remain in the Voting Place.

Appointment - by elector - recount [Section 61 (1)]

In the case of a recount ordered under Section 58, the elector may appoint one scrutineer for each recount station established by the Clerk.

The "Appointment of Scrutineer by Elector" form must be signed by the Applicant. Forms are available at the area local municipal office. The scrutineer/candidate must take an "Oral Oath of Secrecy" at each Voting Place or counting location.

Appointment - Proof of

A person appointed as a scrutineer, before being admitted to a Voting Place or counting location shall show proof of his/her applicable appointment to the Election Official for the Voting Place or of a place where votes are being counted and shall provide proof of identity and residence as prescribed in *O. Reg. 304/13*.

Scrutineers Rights and Prohibitions

Each scrutineer shall be responsible for his/her conduct, rights and prohibitions as set out on the applicable appointment form.

PERSONNEL

CLERK [SECTION 12 (1)]

A Clerk who is responsible for conducting an election may provide for any matter or procedure that,

- a) is not otherwise provided for in an Act or regulation; and
- b) in the Clerk's opinion, is necessary or desirable for conducting the election.

DEPUTY RETURNING OFFICER'S AND OTHER ELECTION OFFICIALS (SECTION 15)

When it is necessary to conduct an election, the Local Municipal Clerk shall appoint a Deputy Returning Officer for each Voting Place and may appoint any other election officials for the election and for any recount that the Local Municipal Clerk considers are required.

The Clerk may delegate to a Deputy Returning Officer or other election official any of the Clerk's power or duties in relation to the election as he or she considers necessary. The Clerk may continue to exercise the delegated powers and duties despite the delegation. The delegation shall be in writing, "Delegation of Powers and Duties of Clerk" [Form RP19](#).

There shall be a substitute qualified person appointed to attend to the election details in the event the Clerk is unable to be present to conduct procedures on Voting Day.

The Returning Officer is required to complete and sign the "Oath of Returning Officer" [Form RP17](#) prior to January 1 of an election year.

All other election staff are required to complete and sign the "Appointment and Preliminary Oath or Affirmation for Election Officials" [Form RP18](#).

Form RP19

**THE REGIONAL MUNICIPALITY OF PEEL
DELEGATION OF
POWERS AND DUTIES OF CLERK**

Municipal Elections Act [Section 15 (2), (3) and (4)]

I, Kathryn Lockyer, Regional Clerk, of the above-noted municipality, in the exercise of the authority under the *Municipal Elections Act, 1996, as amended*, hereby delegate the powers and duties as set out below to the following persons below:

DELEGATED POWER OR DUTY	STATUTORY AUTHORITY FOR POWER OR DUTY	NAME OF PERSON DELEGATED AUTHORITY
Require a person, to provide proof that is satisfactory to the election official, of the person's identity or qualifications or of any other matter	Section 12 (3)	
Use forms and oaths as supplied by the Clerk	Section 12 (2)	
Authority to approve changes to the Voters' List	Section 24, 25	
Authority to issue and approve voting proxy certificates	Section 44	
Conduct of election in accordance with DRO handbook and election policies and procedures	<i>Municipal Elections Act</i>	
To maintain peace and order, may remove any person from the Voting Place/Revision Centre/Help Centre/Ballot Return Station that is causing a disturbance	Section 11 (2) (c)	

Where deemed appropriate in the conduct of this election, I may, in accordance with subsection 15 (3) of the *Act*, continue to exercise the delegated power and duties despite the delegation of responsibility hereby made.

Month ____, 2018

Signature of Regional Clerk

PROXY VOTING

The Regional Municipality of Peel Clerk’s Office will not be issuing, processing or accepting “Appointment of Voting Proxy” Forms.

To obtain the proper form, please contact your local municipality

CITY OF BRAMPTON	TOWN OF CALEDON	CITY OF MISSISSAUGA
Returning Officer-Peter Fay, Clerk City of Brampton 2 Wellington Street West Brampton, Ontario L6Y 4R2 (905-874-2172) www.brampton.ca	Returning Officer-Carey deGorter, Clerk Town of Caledon 6311 Old Church Road Caledon, Ontario L7C 1J6 (905-584-2272 ext. 4218) www.caledon.ca	Returning Officer – Diana Rusnov, Clerk City of Mississauga 300 City Centre Drive Mississauga, Ontario L5B 3C1 (905-615-3200 ext. 5421) www.mississauga.ca

PROXY VOTING (SECTION 44)

Any person whose name is on the Voters’ List or who has been added by revision may vote by proxy. There are no limitations on who may vote by proxy provided they are entitled to be an elector. A person wishing to appoint a proxy voter must do so on the prescribed form “Appointment of Voting Proxy”.

The appointment may only be made after the time of withdrawal of nominations has expired for all offices for which the election is being conducted (Friday, July 27, 2018, after 2:00 pm) or if additional nominations were required, Wednesday, August 1, after 2:00 pm. The person appointed must be entitled to be an elector.

The person shall not,

- a) appoint more than one voting proxy;
- b) act as a voting proxy for more than one other person.

This restriction does not apply if the proxy and the other person are spouses, siblings of each other, parent and child, or grandparent and grandchild.

A person appointed as a proxy may only: (Only a. or b. shall apply)

- a) act for one non-related person, or
- b) act for any number of relatives, (including spouses, parents, siblings, children, grandparents and grandchildren).

The person appointed a voting proxy shall complete an application in the prescribed form including a statutory declaration that the person is the person appointed as a voting proxy and shall bring the form in person to the Clerk at the Clerk’s office during normal office hours and any other place designated and between 12 noon and 5:00 pm on the day of an advance vote.

The Clerk shall, if satisfied that the person who appointed the voting proxy is qualified to appoint a proxy and the person so appointed is qualified to act as a proxy voter, give a

certificate in the prescribed form.

On Election Day, no application shall be approved by the Clerk after "normal office hours". This would be whatever time your office normally closes and may vary from municipality to municipality.

Clerk shall require proof of identity and residence as prescribed in *O. Reg. 304/13* of the elector appointed before certifying a proxy. This form is a public record and the copy on file with the Clerk may be inspected by any person.

VOTING AS A PROXY [SECTION 44 (8)]

A person may vote as a voting proxy only if he or she:

- produces to the Deputy Returning Officer the appointing document with the Clerks' certificate; and
- takes the prescribed oath.

VOTING PROCEDURE

The Regional Municipality of Peel will not be processing or counting the votes on Voting Day and will be relying on the voting procedures of each local municipality to process the votes at each Voting Place, including Advance Voting Places.

NUMBER AND LOCATION OF VOTING PLACES [SECTION 45 (1) – (6)]

The Clerk shall establish the number and location of Voting Places as he/she considers most convenient for electors, as long as the space is not being used as a dwelling. This space shall be provided free of charge. The Voting Place may be located outside the limits of the voting subdivision and outside of the municipality. These locations should be established early.

Where there are two or more Voting Places in a voting subdivision, each Voting Place shall be designated by the numbers of the lots and concessions or the numbers and names of the streets at which the electors reside or that designate the properties in respect of which the electors are qualified to vote, or by the initial letters of the surnames of the electors who are qualified to vote, that is to say, A to M and N to Z, or as the case may be, and an elector is entitled to vote at the appropriate Voting Place designated accordingly.

The Clerk may request, not less than fourteen (14) days before Voting Day, that the following premises be made available as a Voting Place:

- a landlord of a building containing 100 or more dwelling units
- a condominium corporations managing buildings containing 100 or more dwelling units
- a municipality
- a school board
- a provincially-funded institution.

The Clerk may unite two or more adjoining voting subdivisions and provide for one Voting Place for the united subdivisions.

Where there are voting places, the entire property may be designated as the voting place. This will make it easier to require removal of prohibited election material - Section 48 (3).

The Clerk shall ensure that each Voting Place is accessible and each location is confirmed in writing using the “Certificate as to Location of Voting Place” [Form RP15](#).

VOTING PLACES IN INSTITUTIONS, RETIREMENT HOMES [SECTION 45 (7)]

On Voting Day, a Voting Place shall be provided on the premises of the following:

- an institution for the reception, treatment or vocational training of members or former members of the Canadian Forces;
- an institution which on September 1, has twenty (20) or more beds occupied by persons who are disabled, chronically ill or infirm (ie. an institution, including a hospital, a psychiatric facility, a home for the aged and a nursing home, which has twenty (20) or more beds occupied by persons who are chronically ill or infirm);
- a retirement home which, on September 1, has fifty (50) or more beds occupied.

HOURS AND LOCATION OF VOTING (SECTIONS 43 AND 46)

At a minimum, the local Clerk shall post a “Notice of Election Information” in two conspicuous places within the municipality and, where there is a publication having general circulation in the municipality, publish a notice once in the publication, advising the date and time of voting, including Advanced Voting, and the location of the Voting Places.

Advanced Vote (Section 43)

Before Voting Day, each local municipality shall hold an Advanced Vote on one or more dates.

The Advanced Vote shall not be held more than 30 days before Voting Day.

The Clerk shall establish the following for Advanced Voting:

- the date(s) on which the Advanced Vote is held
- the number and location of Voting Places
- the hours during which the Voting Places shall be open, which may be different for different Voting Places

Voting Day (Section 46)

The Voting Place is to be open from **10:00 a.m. to 8:00 p.m.**

Voting Day will be **Monday, October 22, 2018.**

In the case of institutions or retirement homes referred to in Section 45 (7), the Clerk may establish reduced opening hours [Section 46 (3)].

USE OF TABULATOR

The Regional Municipality of Peel will not be processing or counting the votes on Voting Day and will be relying on the electronic vote tabulating equipment of each local area municipality to process and tabulate the votes at each Voting Place, including Advance Voting Places.

Refer to each local area municipality’s Vote Tabulator procedures for use on Voting Day and Advance Voting day(s)

CITY OF BRAMPTON	TOWN OF CALEDON	CITY OF MISSISSAUGA
Returning Officer-Peter Fay, Clerk City of Brampton 2 Wellington Street West Brampton, Ontario L6Y 4R2 (905-874-2172) www.brampton.ca	Returning Officer-Carey deGorter, Clerk Town of Caledon 6311 Old Church Road Caledon, Ontario L7C 1J6 (905-584-2272 ext. 4218) www.caledon.ca	Returning Officer – Diana Rusnov, Clerk City of Mississauga 300 City Centre Drive Mississauga, Ontario L5B 3C1 (905-615-3200 ext. 5421) www.mississauga.ca

NOTICE OF RESULTS

NOTICE OF RESULTS [SECTION 55 (3)]

The unofficial results of each candidate by category of wards and polling subdivisions, as applicable, shall be made available by the Regional Clerk as soon as practical after 8:00 p.m. on Monday, October 22, 2018, Voting Day, at the Municipal Office located at 10 Peel Centre Drive, Suite A, 5th Floor, Brampton, ON L6T 4B9, and the Clerk shall post the **Unofficial Results** on the municipality's website.

DECLARATION [SECTION 55 (4)]

As soon as possible after Voting Day, the Clerk shall declare the **Official Results** using the "Declaration of Election Results" Form RP26 and post the results at the Municipal Office and on the municipal website.

INFORMATION TO BE MADE AVAILABLE [SECTION 55 (4.1)]

As soon as possible after Voting Day, the clerk shall make the following information available at no charge for viewing by the public on a website or in another electronic format:

1. The number of votes for each candidate.
2. The number of declined and rejected ballots.
3. The number of votes for the affirmative or negative on a by-law or question.

THE REGIONAL MUNICIPALITY OF PEEL

DECLARATION OF ELECTION RESULTS

Municipal Elections Act, 1996, as amended (s. 55(4(a))

I, Kathryn Lockyer, Regional Clerk of the Corporation of The Regional Municipality of Peel declare the following candidate elected as a result of the Municipal Election held October 22th, 2018.

<u>REGIONAL CHAIR</u>	<u>ELECTED CANDIDATE</u>
1. _____	_____

Date

Regional Clerk's Signature

REGIONAL CLERK OF THE CORPORATION OF **THE
REGIONAL MUNICIPALITY OF PEEL**

RECOUNT

RECOUNT (SECTIONS 56-58)**Manner in Which a Recount is Conducted**

A recount shall be conducted in the same manner as the original count, whether manually or by vote counting equipment [Section 60 (1)], unless ordered otherwise by a judge as per Section 60 (3).

A recount is required when:

- there is a tie vote where both or all candidates cannot be declared elected (Automatic)
- the votes for the affirmative and negative on a by-law are equal (Automatic)
- the votes for two or more answers to a question are equal (Automatic)

Within 30 days after the declaration of the results:

- by resolution of Council (for Council offices or questions, or by-laws submitted by Council)
- by resolution of local board (for offices on a local board or questions or by-laws submitted by a local board)
- by order of the Minister (for questions submitted by the Minister)
- by order of the Superior Court of Justice

Time for Recount

The recount shall be held within 15 days after the Clerk's declaration of the results of the election or resolution or order to hold a recount is passed or made.

WHO CONDUCTS RECOUNT (SECTION 56, 63)

The local Clerk shall conduct all recounts for elections for which he or she is responsible except recounts conducted by the Superior Court of Justice upon appeal.

VOTES FOR CANDIDATES TO BE INCLUDED IN A RECOUNT (SECTION 56, 57, 58)

The votes to be included in the recount are as follows:

- in a recount for a tied vote, the votes cast for candidates who are tied.
- in a recount being conducted under the authority of a council or local board resolution, the votes cast for candidates named in the resolution (all or specified candidates, for all or specified answers to a question, or for and against a by-law).
- in a recount being conducted under the authority of a court order, the votes cast for candidates named in the order (all or specified candidates, or for all or specified answers to a question).

The Clerk may include the votes for any other candidate(s) for the office for which the recount is being conducted. The practical application of this provision would be for the Clerk to include any candidate whose vote total was, in the Clerk's opinion, close enough to possibly be affected by the recount.

PERSONS ENTITLED TO BE PRESENT AT RECOUNT (SECTION 61)

- the Regional Clerk and Local Clerk and any other election official appointed to assist with the recount;
- every certified candidate for the office involved;
- the applicant, if any, who applied for the recount;
- legal counsel for any of the above;
- one scrutineer for each recount station established by the local Clerk for every certified candidate for the office involved and the applicant, who applied for the recount;
- where the recount applies to a by-law or question, the scrutineers as appointed by Council, a local/school board or the Minister;
- where scrutineers are appointed under Sections 61 (3) or (4), an equal number must be appointed to represent supporters and opponents of the by-law and for each possible answer to the question;
- any other person may be present with the local Clerk's permission.

**NOTIFICATION OF RECOUNT DATE, TIME, PLACE
(SECTIONS 56, 57, 58 and O. Reg. 101/97)**

The Regional Clerk and Local Clerk shall give notice of the recount date, time and place on "Notice of Recount" Form RP27 to the following:

- all certified candidates for the office which is the subject of the recount;
- where a resolution is involved, the Council or local/school board which passed the resolution;
- the Minister when an order has been made;
- the applicant in the case of a court order;

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- in the case of a recount concerning an office, by-law or question in respect of which electors of another municipality are entitled to vote, the Clerk who was responsible for the conduct of the vote in the other municipality;
- notice of recount will be given by registered mail or personal service.

PROCESS AT RECOUNT (SECTIONS 61, 62 and O. Reg. 101/97)

At the time set for the recount to commence, the Clerk should outline the procedures as follows:

- the ballot boxes will be distributed to the counting stations as they are required throughout the count;
- the rules prescribed by the Minister or established by the Clerk are to be followed and should be explained to everyone present for the recount;
- disputed ballots will be shown to the Clerk who, after any representation by a candidate, their legal counsel or scrutineer, will determine if the ballot and the votes are to be counted.

Once the recount process has commenced, it must continue to completion.

The Clerk is to conduct the recount in accordance with the recount procedure as follows:

The Clerk shall open the ballot boxes and count,

- in the case of a recount in an election for an office, the number of votes for each candidate who is subject to the recount under section 56, 57, 58 or 59 of the *Act*
- in the case of a recount in an election to obtain the assent of the electors to a by-law, the number of votes in favour of the by-law and the number opposed, and
- in the case of a recount in an election to obtain the opinion of the electors on a question, the number of votes for each possible answer to the question.

The Clerk shall reject from the count all ballots and votes in a ballot that do not comply with the rules set out in subsection 3 (2) of *O. Reg. 101/97*.

The Clerk may conduct the recount by adding the votes from the statements of results prepared by the Deputy Returning Officers under subsection 55 (1) of the *Act*, rather than by following rules 2 and 3 in *O. Reg. 101/97*, if a recount under those rules is waived by,

- each certified candidate subject to the recount under section 56, 57, 58 or 59 of the *Act* who is present, in the case of a recount in an election for office;
- the Council that submitted the by-law, in the case of a recount in an election to obtain the assent of the electors to a by-law;
- the Minister, Council or local board that submitted the question, in the case of a recount in an election to obtain the opinion of the electors on a question, and
- the applicant, if he or she is present, in the case of a recount ordered under section 58 of the *Act*

Upon completion of the recount, the Clerk shall announce the results of the recount and if there are any disputed ballots:

- announce the number of them;
- announce the results if the disputed ballots were excluded;
- mark the number of the Voting Place (subdivision number) on the back of each disputed ballot and initial it; and
- place the disputed ballots in a separate envelope clearly marked as to its contents and seal the envelope.

Persons authorized to be in attendance at the recount may also be at the announcement of the results of the recount.

CONTINUING TIE VOTE – AFTER RECOUNT PROCEDURES [SECTION 62 (3) AND 63 (10)]

Pursuant to Section 62 (3) in a case of a tied vote following the recount the Clerk shall determine the result by conducting a lot as follows:

The Clerk shall write the name of each candidate on equal-sized pieces of paper. They are then put in a “hat”. The Clerk shall announce, prior to the draw, that “the candidate to be elected shall be the candidate whose name is written on the first piece of paper I draw out of the hat.” The paper is pulled from the hat and the candidate elected is announced.

DECLARATION BY CLERK [SECTION 62 (4)]

Unless an application has been made for a judicial recount, the Clerk, on the 16th day after the recount is completed, shall declare the successful candidate or candidates elected or will declare the result of the vote with respect to a by-law or a question.

The results of the recount shall be posted, at a minimum, in the Municipal Office and on the municipal website by noon, the day following the recount being completed using the “Declaration of Recount Results” Form RP28. The Clerk will notify everyone notified of the recount, of the results of the recount in writing.

Such Declaration shall be **sent** to everyone previously given notice of the recount.

COSTS OF RECOUNT [SECTION 7 (3), (4)]

The costs incurred by the local Clerk to conduct a recount are to be paid by the municipality, local board, upper-tier municipality or the Minister as soon as possible after the Clerk has signed a certificate verifying the amount. The local municipality is to be reimbursed for its reasonable costs in the following situations:

- a regular election when the recount is for:
 - an office on a local board or an upper tier municipality
 - a by-law or question submitted by an upper-tier municipality; or
 - a question submitted by a local board or by the Minister
- a by-election for a local board or for an upper tier municipality; or for the Minister, or a recount in such a by-election

Any expenses incurred by a candidate will be the responsibility of the candidate (ie: legal counsel in attendance on behalf of the candidate).

LOCAL MUNICIPALITY

NOTICE OF RECOUNT

Municipal Elections Act, 1996, as amended (Sections 56-58) and O. Reg. 101/97

I, _____, Clerk of the Corporation of
(name of Clerk)

_____ in the ???? hereby declare that a
recount of the votes cast in the Municipal Election held October 22nd, 2018 for

(state office or by-law/question)

shall be held commencing at _____ on _____
(time) (date)

at _____
(location)

THE RECOUNT IS BEING CONDUCTED PURSUANT TO SECTION _____ OF
THE *MUNICIPAL ELECTIONS ACT, 1996, AS AMENDED*.

Date

Clerk's Signature

LOCAL MUNICIPALITY

DECLARATION OF RECOUNT RESULTS

Municipal Elections Act, 1996, as amended [Section 62 (4)]

I, _____, Clerk (or designated official) of the Corporation of _____ in the Regional Municipality of Peel declare that:

(1) On the _____ day of _____, 2018, I conducted a recount of the ballots cast in the Municipal Election held October 22nd, 2018 for:

the office(s) of: _____

the following question or by-law: _____

(2) No application has been made for a judicial recount under Section 63.

(3) The successful candidate(s) elected is/are: _____

(4) The result of the vote upon the question or by-law is: _____

(Name of Clerk)

CLERK OF THE CORPORATION OF

IN THE REGIONAL MUNICIPALITY OF PEEL

CANDIDATES FINANCIAL STATEMENTS

CANDIDATES FINANCIAL STATEMENTS [SECTION 88.25 (1) and (9)]

All Candidates for Regional Chair shall file with the Regional Clerk, the “Financial Statement – Auditor’s Report” **PR FORM 4** on or before 2:00 p.m. on March 29, 2019, reflecting the Candidate’s election campaign finances as of December 31 in the year of the election. The earliest the “Financial Statement – Auditor’s Report” **PR FORM 4** can be filed is the first day the Municipal Office is open in January 2019.

At least 30 days before the filing date, but no later than November 30, 2018, the Clerk shall give every candidate whose nomination was filed, **by registered mail**, notice of:

- all the filing requirements of this section; and
- the candidate’s entitlement to receive a refund of the nomination filing fee if her or she meets the requirements of section 34 (Refund);
- the penalties set out in subsections 88.23 (2) and 92 (1).

The notice shall be given on “Notice to Candidate of Filing Requirements” **Form EL42**.

The Regional Municipality of Peel does not accept e-filing of the “Financial Statement – Auditors Report”

NOTICE OF DEFAULT [SECTION 88.23 (1) - (3), 88.25]

A “Notice of Default” **Form EL43** shall be given to the candidate by registered mail, and if the candidate was elected, to the relevant council or local board, in the event that a candidate has not submitted the “Financial Statement – Auditor’s Report” **PR FORM 4** on or before 2:00 pm on March 29, 2019.

The Clerk shall make available to the public the name of the candidate and a description of the nature of the default.

As soon as possible after April 30th in the year following a regular election, and 90 days after Voting Day in a by-election, the Clerk shall make available to the public on a website or in another electronic format a report setting out all candidates in an election and indicating whether each candidate complied with section 88.25 (Candidates’ Financial Statements, etc.).

For questions regarding campaign finances, the Clerk should direct the candidate to Sections 88.22 – 88.25, 88.30 – 88.32.

EXTENSION OF CAMPAIGN PERIOD [SECTION 88.23 (6) to (8)]

A Candidate can make an application to the Court to extend the time for filing their financial documents.

Application to court

(6) The candidate may, before the last day for filing a document under section 88.25 or 88.32, apply to the Superior Court of Justice to extend the time for filing the document under that section and, if the court is satisfied there are mitigating circumstances justifying a later

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date for filing the document, the court may grant an extension for the minimum period of time necessary to enable the candidate to file the document but the court shall not grant an extension of more than 90 days. 2016, c. 15, s. 60.

Notice to clerk

(7) If a candidate makes an application under subsection (6), the candidate shall notify the clerk in writing before 2 p.m. on the last day for filing a document under section 88.25 or 88.32 that the application has been made. 2016, c. 15, s. 60.

Effect of extension

(8) If the court grants an extension under subsection (6), the penalties set out in subsection (2) apply only if the candidate has not filed the document before the end of the extension. 2016, c. 15, s. 60.

REFUND OF NOMINATION FILING FEE (SECTION 34)

A candidate is entitled to receive a refund of the nomination filing fee if he or she,

- files the Financial Statement and Auditor's Report, each in the prescribed form, on or before 2:00 p.m. as of March 29, 2019.

Form EL42

THE REGIONAL MUNICIPALITY OF PEEL NOTICE TO CANDIDATE OF FILING REQUIREMENTS

Municipal Elections Act, 1996, as amended (Section 88.25)

TO:

	/	
(Name of Candidate)		(Regional Chair)
(Address)		(Postal Code)

FROM:

The Regional Clerk or designated election official of

(THE REGIONAL MUNICIPALITY OF PEEL)

TAKE NOTICE EVERY CANDIDATE SHALL FILE the "Financial Statement – Auditor's Report" **PR FORM 4** on or before 2:00 pm on **March 29, 2019**, with the Clerk with whom their nomination was filed a financial statement and auditor's report in accordance with section 88.25 of the *Municipal Elections Act, 1996, as amended* reflecting the Candidate's election campaign finances as of December 31 in the year of the election.

- (1) *On or before 2 p.m. on the filing date, a candidate shall file with the clerk with whom the nomination was filed a financial statement and auditor's report, each in the prescribed form, reflecting the candidate's election campaign finances,*
- (a) *in the case of a regular election, as of December 31 in the year of the election; and*
- (b) *in the case of a by-election, as of the 45th day after voting day.*

*Note: The earliest the "Financial Statement – Auditor's Report" **PR FORM 4** can be filed is the first day the Municipal Office is open in January 2019.*

- (2) *If a candidate's election campaign period ends as described in paragraph 3 of subsection 88.24 (1), the financial statement and auditor's report must reflect the candidate's election campaign finances as of the day the election campaign period ended.*
- (1) *If an error is identified in a filed financial statement, the candidate may withdraw the statement and, at the same time, file a corrected financial statement and auditor's report on or before the applicable filing date under section 88.30.*
- (4) *If the candidate's election campaign period continues during all or part of the supplementary reporting period, the candidate shall, before 2 p.m. on the supplementary filing date, file a supplementary financial statement and auditor's report for the supplementary reporting period.*
- (5) *If a candidate's election campaign period ends as described in paragraph 3 of subsection 88.24 (1) and the election campaign period continued during all or part of the supplementary reporting period, the candidate shall, before 2 p.m. on the supplementary filing date, file a supplementary financial statement and auditor's report for the period commencing on the day the candidate's election campaign period ends and including the six-month period following the year of the election.*
- (6) *A supplementary financial statement or auditor's report shall include all the information contained in the initial statement or report filed under subsection (1), updated to reflect the changes to the candidate's campaign finances during the supplementary reporting period.*
- (7) *An auditor's report shall be prepared by an auditor licensed under the Public Accounting Act, 2004.*

- (8) *No auditor's report is required if the total contributions received and total expenses incurred in the election campaign up to the end of the relevant period are each equal to or less than \$10,000. 2016, c. 15, s. 60.*
- (9) *If the documents required to be filed under this section are not filed by 2 p.m. on the day that is 30 days after the applicable day for filing the documents, the clerk shall accept the documents only for the purpose of making the documents available under subsection 88 (9.1).*
- (10) *The Regional Clerk of the Regional Municipality of Peel does not accept e-filing of financial documents.*

Date

Regional Clerk or designate

Note: At least 30 days before the filing date, the Clerk shall give every candidate whose nomination was filed with him or her, notice of the filing requirements of section 88.25.

Form EL43

THE REGIONAL MUNICIPALITY OF PEEL NOTICE OF DEFAULT

Municipal Elections Act, 1996, as amended [Section 88.23, 88.25, 88.31, 92 (1)]

TO:

_____ / _____	
(Name of Candidate)	(Regional Chair)
_____	_____
(Address)	(Postal Code)

FROM:

The Clerk, or designated election official of _____ (THE REGIONAL MUNICIPALITY OF PEEL)

TAKE NOTICE that you are in default of the requirements of the *Municipal Elections Act, 1996, as amended*, because:

- | |
|---|
| A. You failed to file a document (a financial statement and if applicable, an auditor's report) with the Municipal Clerk as required by Section 88.25 (Candidates' Financial Statements, etc.) or 88.32 (Return of Surplus for Subsequent Expenses) of the <i>Municipal Elections Act 1996</i> on or before the relevant date, or |
| B. You failed to pay the amount of the surplus shown in a document (a financial statement and if applicable, an auditor's report) which were filed with the Municipal Clerk by the relevant date as required by Section 88.31 (Treatment of Surplus and Deficit) of the <i>Municipal Elections Act, 1996, as amended</i> , or |
| C. A document (a financial statement and if applicable, an auditor's report) filed under Section 88.25 of the <i>Municipal Elections Act 1996</i> shows on its face that you have incurred expenses exceeding the amount permitted under Section 88.20 (Candidates' Expenses) of that Act. |
| D. You failed to pay the amount of the surplus shown in a document (a financial statement and if applicable, an auditor's report) filed with the Municipal Clerk by the relevant date as required by Section 88.32 (Return of Surplus for Subsequent Expenses) of the <i>Municipal Elections Act 1996</i> . |

PLEASE SELECT THE APPROPRIATE SECTIONS ONLY

If this notice indicates that you have failed to file a document required by Section 88.25 or 88.32 of the *Municipal Elections Act, 1996, as amended* the following provisions and penalties apply:

TO A SUCCESSFUL CANDIDATE

- (i) you forfeit any office to which you were elected and the office shall be deemed to be vacant, and

- (ii) until the next regular election has taken place, you are ineligible to be elected or appointed to any office to which the *Municipal Elections Act, 1996, as amended* applies.

OR

TO AN UNSUCCESSFUL CANDIDATE

- (i) until the next regular election has taken place, you are ineligible to be elected or appointed to any office to which the *Municipal Elections Act, 1996, as amended* applies.

NOTICE OF PENALTIES

Corrupt practice and ineligibility for office

91. (1) *If a person is convicted of a corrupt practice under this Act, or of an offence under the Criminal Code (Canada) in connection with an act or omission that relates to an election to which this Act applies, then, in addition to any other penalty provided for in this Act,*

- (a) *any office to which the person was elected is forfeited and becomes vacant; and*
 (b) *the person is ineligible to be nominated for, or elected or appointed to, any office until the next two regular elections have taken place after the election to which the offence relates.*

Exception

- (2) *However, if the presiding judge finds that the person committed the corrupt practice or offence under the Criminal Code (Canada) without any intent of causing or contributing to a false outcome of the election, clause (1) (b) does not apply.*

Offences re campaign finances

Offences by candidate

92. (1) *A candidate is guilty of an offence and, on conviction, in addition to any other penalty that may be imposed under this Act, is subject to the penalties described in subsection 88.23 (2),*

- (a) *if the candidate incurs expenses that exceed the amount determined for the office under section 88.20; or*
 (b) *if the candidate files a document under section 88.25 or 88.32 that is incorrect or otherwise does not comply with that section.*

Exception, action in good faith

- (2) *However, if the presiding judge finds that the candidate, acting in good faith, committed the offence inadvertently or because of an error in judgment, the penalties described in subsection 88.23 (2) do not apply.*

Additional penalty, candidates

- (3) *If the expenses incurred by or under the direction of a candidate exceed the amount determined for the office under section 88.20, the candidate is liable to a fine equal to the excess, in addition to any other penalty provided for in the Act.*

Date

Regional Clerk or designate

THIRD PARTY FINANCIAL STATEMENTS

ALL THIRD PARTY ADVERTISERS MUST FILE FINANCIAL STATEMENTS WITH THE CLERK OF THE LOCAL MUNICIPALITY WITH WHOM THEY REGISTERED WITH.

THE REGIONAL MUNICIPALITY OF PEEL IS NOT RESPONSIBLE ACCEPTING FINANCIAL STATEMENTS OF THIRD PARTY ADVERTISERS

Contact your local municipality to file financial statements for Third Party Advertising

CITY OF BRAMPTON	TOWN OF CALEDON	CITY OF MISSISSAUGA
Returning Officer-Peter Fay, Clerk City of Brampton 2 Wellington Street West Brampton, Ontario L6Y 4R2 (905-874-2172) www.brampton.ca	Returning Officer-Carey deGorter, Clerk Town of Caledon 6311 Old Church Road Caledon, Ontario L7C 1J6 (905-584-2272 ext. 4218) www.caledon.ca	Returning Officer – Diana Rusnov, Clerk City of Mississauga 300 City Centre Drive Mississauga, Ontario L5B 3C1 (905-615-3200 ext. 5421) www.mississauga.ca

THIRD PARTY FINANCIAL STATEMENTS [SECTION 88.29 (1) and (7)]

All Registered Third Parties shall file with the local Clerk, the “Financial Statement – Auditor’s Report” **PR FORM 4** on or before 2:00 p.m. on March 29, 2019, reflecting the Registered Third Party’s campaign finances in relation to third party advertisements as of December 31 in the year of the election. The earliest the “Financial Statement – Auditor’s Report” **PR FORM 4** can be filed is the first day the Municipal Office is open in January 2019.

The Regional Municipality of Peel does not accept filing the “Financial Statements – Auditors Report”

At least 30 days before the filing date of March 29, 2019, but no earlier than November 30, 2018, the Clerk shall give every registered third party that registered in the municipality, **by registered mail**, notice of:

- all the filing requirements of this section; and
- the penalties set out in subsections 88.27 (1) and 92 (4).

The notice shall be given on “Notice to Registered Third Party of Filing Requirements” **Form RP62**

NOTICE OF DEFAULT [SECTION 88.27 (1) and (2), 88.29]

A “Notice of Default – Registered Third Party” **Form RP63** shall be given to the registered third party by registered mail, has not submitted the “Financial Statement – Auditor’s Report” **PR FORM 4** on or before 2:00 pm on March 29, 2019.

The Clerk shall make available to the public the name of the registered third party and a description of the nature of the default.

As soon as possible after April 30th, 2019, or 75 days after Voting Day in a by-election, the Local Clerk shall make available to the public on a website or in another electronic format, a list of all registered third parties for the election, along with an indication of whether each has filed a financial statement and auditor's report under section 88.29 (1) (Financial Statements, etc. of Registered Third Parties).

For questions regarding third party finances, the Local Clerk should direct the registered third party to Sections 88.26 – 88.29, 88.30 – 88.32.

EXTENSION OF CAMPAIGN PERIOD [SECTION 88.27 (3) to (5)]

For an extension to file documents, and application must be made to the Court

Application to court

(3) The registered third party may, before the last day for filing a document under section 88.29 or 88.32, apply to the Superior Court of Justice to extend the time for filing the document under that section and, if the court is satisfied there are mitigating circumstances justifying a later date for filing the document, the court may grant an extension for the minimum period of time necessary to enable the registered third party to file the document but the court shall not grant an extension of more than 90 days. 2016, c. 15, s. 61.

Notice to clerk

(4) If a registered third party makes an application under subsection (3), the registered third party shall notify the clerk in writing before 2 p.m. on the last day for filing a document under section 88.29 or 88.32 that the application has been made. 2016, c. 15, s. 61.

Effect of extension

(5) If the court grants an extension under subsection (3), the penalty set out in subsection (1) applies only if the registered third party has not filed the document before the end of the extension. 2016, c. 15, s. 61.

Form RP62

LOCAL MUNICIPALITY NOTICE TO REGISTERED THIRD PARTY OF FILING REQUIREMENTS

Municipal Elections Act, 1996, as amended (Section 88.29)

TO:

_____ / _____	
(Name of Individual, Corporation or Trade Union)	(Name of Individual Who Filed Registration)
_____	_____
(Address)	(Postal Code)

FROM:

<p>The Clerk or designated election official of</p> <p style="text-align: center;">_____</p> <p style="text-align: center;">(THE REGIONAL MUNICIPALITY OF PEEL)</p>

TAKE NOTICE EVERY REGISTERED THIRD PARTY SHALL FILE the "Financial Statement – Auditor's Report" **PR FORM 4** on or before 2:00 pm on **March 29, 2019**, with the Clerk, a financial statement and auditor's report in accordance with section 88.29 of the *Municipal Elections Act, 1996, as amended* reflecting the Registered Third Party's campaign finances in relation to third party advertisements as of December 31 in the year of the election.

- (1) On or before 2 p.m. on the filing date, a registered third party shall file with the clerk of the municipality in which he, she or it registered a financial statement and auditor's report, each in the prescribed form, reflecting the registered third party's campaign finances in relation to third party advertisements,
- (a) in the case of a regular election, as of December 31 in the year of the election; and
- (b) in the case of a by-election, as of the 45th day after voting day.

Note: The earliest the "Financial Statement – Auditor's Report" **PR FORM 4** can be filed is the first day the Municipal Office is open in January 2019.

- (2) If an error is identified in a filed financial statement, the registered third party may withdraw the statement and, at the same time, file a corrected financial statement and auditor's report on or before the applicable filing date under section 88.30.
- (3) If the campaign period for the registered third party in relation to an election in the municipality continues during all or part of the supplementary reporting period, the registered third party shall, before 2 p.m. on the supplementary filing date, file a supplementary financial statement and auditor's report for the supplementary reporting period.
- (4) A supplementary financial statement or auditor's report shall include all the information contained in the initial statement or report filed under subsection (1), updated to reflect the changes to the registered third party's campaign finances during the supplementary reporting period.
- (5) An auditor's report shall be prepared by an auditor licensed under the Public Accounting Act, 2004.
- (6) No auditor's report is required if the total contributions received and total expenses incurred in the registered third party's campaign in relation to third party advertisements during an election in the municipality up to the end of the relevant period are each equal to or less than \$10,000.

2018 REGIONAL MUNICIPAL ELECTION - PROCEDURES MANUAL

- (7) *If the documents required to be filed under this section are not filed by 2 p.m. on the day that is 30 days after the applicable day for filing the documents, the clerk shall accept the documents only for the purpose of making the documents available under subsection 88 (9.1).*
- (8) *The Clerk of The Regional Municipality of Peel does not accept e-filing of "Financial Statements – Auditors Report".*

Date

Local Clerk or designate

Note: At least 30 days before the filing date, the Clerk shall give every registered third party that registered in the municipality, notice of the filing requirements of section 88.29.

Form RP63

LOCAL MUNICIPALITY NOTICE OF DEFAULT – REGISTERED THIRD PARTY

Municipal Elections Act, 1996, as amended [Section 88.27 (1) & (2), 88.29, 92 (4)]

TO:

_____ / _____ (Name of Individual, Corporation or Trade Union) (Name of Individual Who Registered)
_____ (Address) _____ (Postal Code)

FROM:

The Clerk, or designated election official of _____ (THE REGIONAL MUNICIPALITY OF PEEL)

TAKE NOTICE that you are in default of the requirements of the *Municipal Elections Act, 1996, as amended*, because:

- | |
|---|
| A. You failed to file a document (a financial statement and if applicable, an auditor's report) with the Municipal Clerk as required by Section 88.29 (Financial Statements, etc. of Registered Third Parties) or 88.32 (Return of Surplus for Subsequent Expenses) of the <i>Municipal Elections Act 1996</i> on or before the relevant date, or |
| B. You failed to pay the amount of the surplus shown in a document (a financial statement and if applicable, an auditor's report) which were filed with the Municipal Clerk by the relevant date as required by Section 88.31 (4) (Treatment of Surplus and Deficit) of the <i>Municipal Elections Act, 1996, as amended</i> , or |
| C. A document (a financial statement and if applicable, an auditor's report) filed under Section 88.29 of the <i>Municipal Elections Act 1996</i> shows on its face that you have incurred expenses exceeding the amount permitted under Section 88.21 (Registered Third Parties' Expenses) of that Act. |
| D. You failed to pay the amount of the surplus shown in a document (a financial statement and if applicable, an auditor's report) filed with the Municipal Clerk by the relevant date as required by Section 88.32 (Return of Surplus for Subsequent Expenses) of the <i>Municipal Elections Act 1996</i> . |

(Insert Appropriate Wording or Use the Following Suggestions)

PLEASE SELECT THE APPROPRIATE SECTIONS ONLY

If this notice indicates that you have failed to file a document required by Section 88.29 or 88.32 of the *Municipal Elections Act, 1996, as amended* the following provisions and penalties apply:

- (i) until the next regular election has taken place, you are ineligible to be a registered third party in the municipality to which the *Municipal Elections Act, 1996, as amended* applies.

NOTICE OF PENALTIES

Offences by registered third party

- (4) *A registered third party is guilty of an offence and, on conviction, in addition to any other penalty that may be imposed under this Act, is subject to the penalty described in subsection 88.27 (1),*
- (a) *if the registered third party incurs expenses that exceed the amount determined under section 88.21; or*
- (b) *if the registered third party files a document under section 88.29 or 88.32 that is incorrect or otherwise does not comply with that section.*

Exception, action in good faith

- (5) *However, if the presiding judge finds that the registered third party, acting in good faith, committed the offence inadvertently or because of an error in judgment, the penalty described in subsection 88.27 (1) does not apply.*

Additional penalty, registered third parties

- (6) *If the expenses incurred by or under the direction of a registered third party exceed the amount determined under section 88.21, the registered third party is liable to a fine equal to the excess, in addition to any other penalty provided for in the Act.*

Date

Local Clerk or designate

COMPLIANCE AUDIT COMMITTEE

COMPLIANCE AUDIT COMMITTEE (SECTION 88.37)**Establish Compliance Audit Committee**

A council shall before October 1 of an election year establish a committee for the purposes of the *Municipal Elections Act, 1996, as amended*.

In The Regional Municipality of Peel a joint compliance audit committee will be established with its local municipalities.

The Regional Municipality of Peel will develop a “Terms of Reference” **Form RP65** to be adopted by by-law by all participating municipalities. Once adopted, initiate recruitment process using the “Joint The Regional Municipality of Peel Compliance Audit Committee Ad” **Form RP49** and using the “Joint The Regional Municipality of Peel Compliance Audit Committee Application” **Form RP50**

Post the ad, application, and Terms of Reference, at a minimum, on the municipal website.

All four Councils shall approve the appointment of members by resolution or by-law.

REVIEW OF CONTRIBUTIONS TO CANDIDATES [SECTION 88.34 (1) to (4)]

The Clerk shall review the contributions reported on the financial statements submitted by a candidate to determine whether any contributor appears to have exceeded any of the contribution limits under section 88.9 (Maximum Contributions to Candidates).

Report, Contributions to Candidates for Council

As soon as possible after April 29th, 2019, the Clerk shall prepare a report identifying each contributor to a candidate for office on a council who appears to have contravened any of the contribution limits under section 88.9 and,

- (a) if the contributor’s total contributions to a candidate for office on a council appear to exceed the limit under section 88.9, the report shall set out the contributions made by that contributor to the candidate; and
- (b) if the contributor’s total contributions to two or more candidates for office on the same council appear to exceed the limit under section 88.9, the report shall set out the contributions made by that contributor to all candidates for office on the same council.

The Clerk shall prepare a separate report in respect of each contributor who appears to have contravened any of the contribution limits under section 88.9.

The Clerk shall forward each report prepared to the Compliance Audit Committee.

See Section 88.30 (2) for supplementary filing date provisions.

**DECISION OF COMPLIANCE AUDIT COMMITTEE REGARDING CANDIDATES
[SECTION 88.34 (8)]**

Within 30 days after receiving a report regarding Contributions to Candidates, the Compliance Audit Committee shall consider it and decide whether to commence a legal proceeding against a contributor for an apparent contravention.

**REVIEW OF CONTRIBUTIONS TO REGISTERED THIRD PARTIES
[SECTION 88.36 (1) to (4)]**

The Clerk shall review the contributions reported on the financial statements submitted by a Registered Third Party to determine whether any contributor appears to have exceeded any of the contribution limits under section 88.13 (Maximum Contributions to Registered Third Parties).

Report, Contributions to Registered Third Parties

As soon as possible after April 29th, 2019, the Clerk shall prepare a report identifying each contributor to a Registered Third Party who appears to have contravened any of the contribution limits under section 88.13 and,

- (a) if the contributor's total contributions to a Registered Third Party that is registered in the municipality appear to exceed the limit under section 88.13, the report shall set out the contributions made by that contributor to the Registered Third Party in relation to third party advertisements; and
- (b) if the contributor's total contributions to two or more Registered Third Parties that are registered in the municipality appear to exceed the limit under section 88.13, the report shall set out the contributions made by that contributor to all Registered Third Parties in the municipality in relation to third party advertisements.

The Clerk shall prepare a separate report in respect of each contributor who appears to have contravened any of the contribution limits under section 88.13.

The Clerk shall forward each report prepared to the Compliance Audit Committee.

See Section 88.30 (2) for supplementary filing date provisions.

**DECISION OF COMPLIANCE AUDIT COMMITTEE REGARDING REGISTERED THIRD
PARTIES
[SECTION 88.36 (5)]**

Within 30 days after receiving a report regarding Contributions to Registered Third Parties in the municipality, the Compliance Audit Committee shall consider it and decide whether to commence a legal proceeding against a contributor for an apparent contravention.

COMPLIANCE AUDIT APPLICATION [88.33 (1) AND 88.35 (1)]

An elector who is entitled to vote in an election and believes on reasonable grounds that a candidate or a Registered Third Party who is registered in relation to the election in the municipality has contravened a provision of the Act relating to election campaign finances may apply for a compliance audit of the Candidate's or Registered Third Party's election campaign finances, even if the Candidate or Registered Third Party has not filed a financial statement using "Compliance Audit Application" Form RP65.

COMPLIANCE AUDIT COMMITTEE [88.33 (4), (14)]

Within 10 days after receiving the Compliance Audit Application, the Clerk shall forward the application to the Compliance Audit Committee.

Within 10 days after receiving the Auditor's Report, if applicable, the Clerk shall forward the Auditor's Report to the Compliance Audit Committee.

THE REGIONAL MUNICIPALITY OF PEEL

**Joint Regional Municipality of Peel 2018 Election
 Compliance Audit Committee**

Terms of Reference	
1	<p><u>Name</u></p> <p>The name of the Committee is the “Joint Regional Municipality of Peel 2018 Election Compliance Audit Committee” consisting of the following municipalities:</p> <p style="padding-left: 40px;">Town of Caledon City of Brampton City of Mississauga Region of Peel</p>
	<p><u>Duration</u></p> <p>The term of office is from December 1, 2018 to November 14, 2022 to deal with applications from the 2018 election and any by-elections during Council’s term.</p>
3	<p><u>Mandate</u></p> <p>The powers and functions of the Committee are set out in Sections 88.33 and 88.34 of the <i>Municipal Elections Act, 1996, as amended</i> (Appendix “B”). The Committee will perform the functions relating to the compliance audit application process as outlined in the Act. These functions include:</p> <p style="padding-left: 40px;"><u>Candidate Contravention</u></p> <ol style="list-style-type: none"> a. within 30 days receipt of a compliance audit application by an elector, consider the application and decide whether it should be granted or rejected; b. give to the Candidate, the Clerk and the Applicant the decision of the Committee to grant or reject the application, and brief written reasons for the decision; c. if the application is granted, appoint a licensed auditor to conduct a compliance audit of the Candidate’s election campaign finances; d. receive the auditor’s report from the Clerk; e. within 30 days receipt of the auditor’s report, consider the report; f. if the report concludes that the candidate appears to have contravened a provision of the Act relating to election campaign finances, decide whether to commence legal proceedings against the candidate for the apparent contravention; g. after reviewing the report, give to the Candidate, the Clerk and the Applicant the decision of the Committee, and brief written reasons for the decision.

Candidate Contributor Contravention

- a. within 30 days receipt of a report identifying each contributor to a candidate for office on a council who appears to have contravened any of the contribution limits, consider the report and decide whether to commence a legal proceeding against the contributor for an apparent contravention.
- b. after reviewing the report, give to the Contributor and the Clerk the decision of the Committee, and brief written reasons for the decision.

Registered Third Party Contravention

- a. within 30 days receipt of a compliance audit application by an elector, consider the application and decide whether it should be granted or rejected;
- b. give to the Candidate, the Clerk and the Applicant the decision of the Committee to grant or reject the application, and brief written reasons for the decision;
- c. if the application is granted, appoint a licensed auditor to conduct a compliance audit of the Registered Third Party's campaign finances;
- d. receive the auditor's report from the Clerk;
- e. within 30 days receipt of the auditor's report, consider the report;
- f. if the report concludes that the Registered Third Party appears to have contravened a provision of the Act relating to campaign finances, decide whether to commence legal proceedings against the Registered Third Party for the apparent contravention;
- g. after reviewing the report, give to the Registered Third Party, the Clerk and the Applicant the decision of the Committee, and brief written reasons for the decision.

Registered Third Party Contributor Contravention

- a. within 30 days receipt of the report, consider the report;
- b. if the report concludes that the Contributor appears to have contravened a provision of the Act relating to campaign finances, decide whether to commence legal proceedings against the Contributor for the apparent contravention;
- c. after reviewing the report, give to the Contributor and the Clerk the decision of the Committee, and brief written reasons for the decision.

Auditor Selection

If the committee decides to grant the application, it shall appoint an auditor licensed under the *Public Accounting Act, 2004* to conduct a compliance audit of the Candidate's election campaign finances.

The selection process will be coordinated through the Clerk of the respective municipality.

4	<p><u>Membership</u></p> <p>The Committee shall be composed of seven (7) voting members.</p> <p>Membership will be drawn from the following groups:</p> <ol style="list-style-type: none"> a. accounting and audit - accountants or auditors with experience in preparing or auditing the financial statements of municipal candidates and registered third parties; b. legal; c. professionals who in the course of their duties are required to adhere to codes or standards of their profession which may be enforced by disciplinary tribunals; and/or d. other individuals with knowledge of the campaign financing rules of the <i>Municipal Elections Act, 1996, as amended</i>. <p>Municipal employees or officers of the municipality, members of Council or local board; any Candidates or any persons who are Registered Third Parties in the 2018 municipal election or in any by-election during the term of Council for any member municipality are ineligible to be appointed as a member of the Committee pursuant to subsection 88.37 (2) of the of the <i>Municipal Elections Act, 1996, as amended</i>.</p> <p>Members will be required to participate in an orientation session as a condition of appointment.</p>
5	<p><u>Membership Selection</u></p> <p>The terms of reference and application form will be posted, as a minimum, on the municipal websites of the member municipalities. Staff will also contact and solicit those individuals as set out under section 4 of the Terms of Reference. In addition, advertisements will be placed in a local paper.</p> <p>All applicants will be required to complete an application form outlining their qualifications and experience. Staff may interview applicants who meet the selection criteria and prepare a short list of seven voting members. Recommended candidates will be submitted to the Council of each member municipality for consideration.</p> <p>Members will be selected on the basis of the following:</p> <ol style="list-style-type: none"> a. demonstrated knowledge and understanding of municipal election financing rules; b. proven analytical and decision-making skills; c. experience working on a committee, task force or similar setting; d. availability and willingness to attend meetings; and e. excellent oral and written communication skills.

	<p>Any members appointed must also agree in writing they will not be a candidate or an individual who is a Registered Third Party in the current municipal election or in any by-election during the term of Council for any member municipality. Failure to adhere to this requirement will result in the individual being removed from the Committee.</p>
6	<p><u>Conflict of Interest</u></p> <p>The principles of the <i>Municipal Conflict of Interest Act</i>, apply to this Committee. Failure to adhere to this requirement will result in the individual being removed from the Committee.</p> <p>To avoid a conflict, any person appointed to the Committee must agree in writing not to prepare or audit the election financial statements of any candidate or registered third party for any of the member municipalities in the current municipal election. Failure to adhere to this requirement will result in the individual being removed from the Committee.</p>
7	<p><u>Chair</u></p> <p>The Committee will select a Chair from amongst its members at its first meeting when a compliance audit application is received.</p> <p>The Chair is the liaison between the members and the Secretary of the Committee on matters of policy and process.</p> <p>The Chair shall enforce the observance of order and decorum among the Committee members and the public at all meetings.</p> <p>When the Chair is absent, the Committee may appoint another member as Acting Chair. While presiding, the Acting Chair shall have all the powers of the Chair.</p>
8	<p><u>Staffing and Funding</u></p> <p>The Clerk from the applicable member municipality shall act as Secretary to the Committee.</p> <p>The member municipality requiring the services of the Committee shall be responsible for all associated expenses, including the auditor's costs.</p> <p>Committee Member Remuneration - \$150 per diem per meeting, plus mileage at a rate of \$0.50 cents per kilometre.</p>
9	<p><u>Meetings</u></p> <p>Meetings of the Committee shall be open to the public, but the Committee may deliberate in private.</p> <p><i>Timing of Meetings</i> Meetings shall be called by the Clerk of the member municipality when required. The date and time of the meeting will be determined by the Clerk and communicated</p>

directly to the Committee members. Subsequent meetings will be held at the call of the Chair in consultation with the Clerk.

Committee activity shall be determined primarily by the number and complexity of applications for compliance audits that may be received. The frequency and duration of meetings will be determined by the Committee in consultation with the Clerk.

Meeting Location

The Committee shall meet at the location determined by the member municipality.

Meeting Notices, Agendas & Minutes

The agenda shall constitute notice. The Clerk of the member municipality requiring the services of the Committee shall cause notice of the meetings to be provided:

- to members of the Committee, Candidate, and the Public for a meeting regarding an application by an elector;
- to members of the Committee, Contributor, Candidate and the Public for a meeting regarding a Candidate Contributor Contravention report;
- to members of the Committee, Contributor, Registered Third Party and the public for a meeting regarding a Registered Third Party Contributor Contravention.

A minimum of two (2) business days prior to the date of each meeting, not including weekends or holidays. The agendas and minutes of meetings shall be posted on the member municipality's website.

Minutes of each meeting shall outline the general deliberations and specific actions and recommendations that result.

Agenda Format

1. Call to Order
2. Disclosure of Pecuniary Interest and General Nature Thereof
3. Consideration of Compliance Audit Application, Clerk's Report *or* Auditor's Report
4. Adjournment

Quorum

Quorum for meetings shall consist of a majority of the members of the Committee.

If no quorum is present thirty (30) minutes after the time appointed for a meeting, the Clerk shall record the names of the members present and the meeting shall stand adjourned until the date of the next meeting.

Meeting Attendance

Any member of the Committee, who misses three (3) consecutive meetings, without being excused by the Committee, may be removed from the Committee. The Committee must make recommendations, by a report to each of the four Councils for the removal of any member.

	<p><i>Motions & Voting</i></p> <p>A motion shall only need to be formally moved before the Chair can put the question or a motion can be recorded in the minutes.</p> <p>A motion shall be reduced to writing and shall be signed by the Chair and Secretary.</p> <p>Every Member present shall be deemed to vote against the motion if they decline or abstain from voting, unless disqualified from voting by reason of a declared pecuniary interest.</p> <p>In the case of a tie vote, the motion shall be considered to have been lost.</p> <p>The manner of determining the vote on a motion shall be by show of hands.</p> <p>The Chair shall announce the result of every vote.</p>
10	<p><u>Administrative Practices and Procedures</u></p> <p>The Terms of Reference constitute the Administrative Practices and Procedures of the Committee. Any responsibilities not clearly identified within these Terms of Reference shall be in accordance with Section 88.33 to 88.37 of the <i>Municipal Elections Act, 1996, as amended</i>.</p> <p>The Clerk at any time has the right to develop additional administrative practices and procedures.</p>

APPENDIX "B"

Municipal Elections Act, 1996, as amended

S.O. 1996, c. 32

(for reference only)

Compliance Audits and Reviews of Contributions

Compliance audit of candidates' campaign finances

Application by elector

88.33 (1) An elector who is entitled to vote in an election and believes on reasonable grounds that a candidate has contravened a provision of this Act relating to election campaign finances may apply for a compliance audit of the candidate's election campaign finances, even if the candidate has not filed a financial statement under section 88.25. 2016, c. 15, s. 63.

Requirements

(2) An application for a compliance audit shall be made to the clerk of the municipality or the secretary of the local board for which the candidate was nominated for office, and it shall be in writing and shall set out the reasons for the elector's belief. 2016, c. 15, s. 63.

Deadline for applications

(3) The application must be made within 90 days after the latest of the following dates:

1. The filing date under section 88.30.
2. The date the candidate filed a financial statement, if the statement was filed within 30 days after the applicable filing date under section 88.30.
3. The candidate's supplementary filing date, if any, under section 88.30.
4. The date on which the candidate's extension, if any, under subsection 88.23 (6) expires. 2016, c. 15, s. 63.

Compliance audit committee

(4) Within 10 days after receiving the application, the clerk of the municipality or the secretary of the local board, as the case may be, shall forward the application to the compliance audit committee. 2016, c. 15, s. 63.

Procedural matters

(5) The meetings of the committee under this section shall be open to the public, but the committee may deliberate in private, and reasonable notice shall be given to the candidate, the applicant and the public. 2016, c. 15, s. 63.

Same

(6) Subsection (5) applies despite sections 207 and 208.1 of the *Education Act*. 2016, c. 15, s. 63.

Decision of committee

(7) Within 30 days after the committee has received the application, the committee shall consider the application and decide whether it should be granted or rejected. 2016, c. 15, s. 63.

Same

(8) The decision of the committee to grant or reject the application, and brief written reasons for the decision, shall be given to the candidate, the clerk with whom the candidate filed his or her nomination, the secretary of the local board, if applicable, and the applicant. 2016, c. 15, s. 63.

Appeal

(9) The decision of the committee under subsection (7) may be appealed to the Superior Court of Justice within 15 days after the decision is made, and the court may make any decision the committee could have made. 2016, c. 15, s. 63.

Appointment of auditor

(10) If the committee decides under subsection (7) to grant the application, it shall appoint an auditor to conduct a compliance audit of the candidate's election campaign finances. 2016, c. 15, s. 63.

Same

(11) Only auditors licensed under the *Public Accounting Act, 2004* or prescribed persons are eligible to be appointed under subsection (10). 2016, c. 15, s. 63.

Duty of auditor

(12) The auditor shall promptly conduct an audit of the candidate's election campaign finances to determine whether he or she has complied with the provisions of this Act relating to election campaign finances and shall prepare a report outlining any apparent contravention by the candidate. 2016, c. 15, s. 63.

Who receives report

(13) The auditor shall submit the report to the candidate, the clerk with whom the candidate filed his or her nomination, the secretary of the local board, if applicable, and the applicant. 2016, c. 15, s. 63.

Report to be forwarded to committee

(14) Within 10 days after receiving the report, the clerk of the municipality or the secretary of the local board shall forward the report to the compliance audit committee. 2016, c. 15, s. 63.

Powers of auditor

(15) For the purpose of the audit, the auditor,

(a) is entitled to have access, at all reasonable hours, to all relevant books, papers, documents or things of the candidate and of the municipality or local board; and

(b) has the powers set out in section 33 of the *Public Inquiries Act, 2009* and section 33 applies to the audit. 2016, c. 15, s. 63.

Costs

(16) The municipality or local board shall pay the auditor's costs of performing the audit. 2016, c. 15, s. 63.

Decision

(17) The committee shall consider the report within 30 days after receiving it and, if the report concludes that the candidate appears to have contravened a provision of the Act relating to election campaign finances, the committee shall decide whether to commence a legal proceeding against the candidate for the apparent contravention. 2016, c. 15, s. 63.

Notice of decision, reasons

(18) The decision of the committee under subsection (17), and brief written reasons for the decision, shall be given to the candidate, the clerk with whom the candidate filed his or her nomination, the secretary of the local board, if applicable, and the applicant. 2016, c. 15, s. 63.

Immunity

(19) No action or other proceeding for damages shall be instituted against an auditor appointed under subsection (10) for any act done in good faith in the execution or intended execution of the audit or for any alleged neglect or default in its execution in good faith. 2016, c. 15, s. 63.

Saving provision

(20) This section does not prevent a person from laying a charge or taking any other legal action, at any time, with respect to an alleged contravention of a provision of this Act relating to election campaign finances. 2016, c. 15, s. 63.

88.34 (1) The clerk shall review the contributions reported on the financial statements submitted by a candidate under section 88.25 to determine whether any contributor appears to have exceeded any of the contribution limits under section 88.9. 2016, c. 15, s. 64.

Report, contributions to candidates for council

(2) As soon as possible following the day that is 30 days after the filing date or supplementary filing date, as the case may be, under section 88.30, the clerk shall prepare a report identifying each contributor to a candidate for office on a council who appears to have contravened any of the contribution limits under section 88.9 and,

(a) if the contributor's total contributions to a candidate for office on a council appear to exceed the limit under section 88.9, the report shall set out the contributions made by that contributor to the candidate; and

(b) if the contributor's total contributions to two or more candidates for office on the same council appear to exceed the limit under section 88.9, the report shall set out the contributions made by that contributor to all candidates for office on the same council. 2016, c. 15, s. 64.

Same

(3) The clerk shall prepare a separate report under subsection (2) in respect of each contributor who appears to have contravened any of the contribution limits under section 88.9. 2016, c. 15, s. 64.

Same

(4) The clerk shall forward each report prepared under subsection (2) to the compliance audit committee. 2016, c. 15, s. 64.

Report, contributions to candidates for a local board

(5) As soon as possible following the day that is 30 days after the filing date or supplementary filing date, as the case may be, under section 88.30, the clerk shall prepare a report identifying each contributor to a candidate for office on a local board who appears to have contravened any of the contribution limits under section 88.9 and,

(a) if the contributor's total contributions to a candidate for office on a local board appear to exceed the limit under section 88.9, the report shall set out the contributions made by that contributor to the candidate; and

2018 REGIONAL MUNICIPAL ELECTION - PROCEDURES MANUAL

(b) if the contributor's total contributions to two or more candidates for office on the same local board appear to exceed the limit under section 88.9, the report shall set out the contributions made by that contributor to all candidates for office on the same local board. 2016, c. 15, s. 64.

Same

(6) The clerk shall prepare a separate report under subsection (5) in respect of each contributor who appears to have contravened any of the contribution limits under section 88.9. 2016, c. 15, s. 64.

Same

(7) The clerk shall forward each report prepared under subsection (5) to the secretary of the local board for which the candidate was nominated for office and, within 10 days after receiving the report, the secretary of the local board shall forward it to the compliance audit committee. 2016, c. 15, s. 64.

Decision of compliance audit committee

(8) Within 30 days after receiving a report under subsection (4) or (7), the compliance audit committee shall consider it and decide whether to commence a legal proceeding against a contributor for an apparent contravention. 2016, c. 15, s. 64.

Procedural matters

(9) The meetings of the committee under subsection (8) shall be open to the public, but the committee may deliberate in private, and reasonable notice shall be given to the contributor, the applicable candidate and the public. 2017, c. 20, Sched. 10, s. 1.

Same

(10) Subsection (9) applies despite sections 207 and 208.1 of the *Education Act*. 2016, c. 15, s. 64.

Notice of decision, reasons

(11) The decision of the committee under subsection (8), and brief written reasons for the decision, shall be given to the contributor and to the clerk of the municipality or the secretary of the local board, as the case may be. 2016, c. 15, s. 64.

Saving provision

(12) This section does not prevent a person from laying a charge or taking any other legal action, at any time, with respect to an alleged contravention of a provision of this Act relating to contribution limits. 2016, c. 15, s. 64.

Compliance audit of registered third parties

Application by elector

88.35 (1) An elector who is entitled to vote in an election in a municipality and believes on reasonable grounds that a registered third party who is registered in relation to the election in the municipality has contravened a provision of this Act relating to campaign finances may apply for a compliance audit of the campaign finances of the registered third party in relation to third party advertisements, even if the registered third party has not filed a financial statement under section 88.29. 2016, c. 15, s. 65.

Requirements

(2) An application for a compliance audit shall be made to the clerk of the municipality in which the registered third party was registered, and it shall be made in writing and shall set out the reasons for the elector's belief. 2016, c. 15, s. 65.

Deadline

(3) The application must be made within 90 days after the latest of the following dates:

1. The filing date under section 88.30.
2. The date the registered third party filed a financial statement, if the statement was filed within 30 days after the applicable filing date under section 88.30.
3. The supplementary filing date, if any, for the registered third party under section 88.30.
4. The date on which the registered third party's extension, if any, under subsection 88.27 (3) expires. 2016, c. 15, s. 65.

Application of s. 88.33 (4) to (20)

(4) Subsections 88.33 (4) to (20) apply to a compliance audit under this section, with the following modifications:

1. A reference to a candidate shall be read as a reference to the registered third party.
2. A reference to the clerk with whom the candidate filed his or her nomination shall be read as a reference to the clerk of the municipality in which the registered third party is registered.
3. A reference to election campaign finances shall be read as a reference to the campaign finances of the registered third party in relation to third party advertisements that appear during an election in the municipality. 2016, c. 15, s. 65.

Review of contributions to registered third parties

88.36 (1) The clerk shall review the contributions reported on the financial statements submitted by a registered third party under section 88.29 to determine whether any contributor appears to have exceeded any of the contribution limits under section 88.13. 2016, c. 15, s. 65.

Report by the clerk

(2) As soon as possible following the day that is 30 days after the filing date or supplementary filing date, as the case may be, under section 88.30 for a registered third party, the clerk shall prepare a report identifying each contributor to the registered third party who appears to have contravened any of the contribution limits under section 88.13 and,

- (a) if the contributor's total contributions to a registered third party that is registered in the municipality appear to exceed the limit under section 88.13, the report shall set out the contributions made by that contributor to the registered third party in relation to third party advertisements; and
- (b) if the contributor's total contributions to two or more registered third parties that are registered in the municipality appear to exceed the limit under section 88.13, the report shall set out the contributions made by that contributor to all registered third parties in the municipality in relation to third party advertisements. 2016, c. 15, s. 65.

Same

(3) The clerk shall prepare a separate report under subsection (2) in respect of each contributor who appears to have contravened any of the contribution limits under section 88.13. 2016, c. 15, s. 65.

Same

(4) The clerk shall forward each report prepared under subsection (2) to the compliance audit committee. 2016, c. 15, s. 65.

Decision of compliance audit committee

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(5) Within 30 days after receiving a report under subsection (4), the compliance audit committee shall consider it and decide whether to commence a legal proceeding against a contributor for an apparent contravention. 2016, c. 15, s. 65.

Procedural matters

(6) The meetings of the committee under subsection (5) shall be open to the public, but the committee may deliberate in private, and reasonable notice shall be given to the contributor, the registered third party and the public. 2016, c. 15, s. 65.

Notice of decision, reasons

(7) The decision of the committee under subsection (5), and brief written reasons for the decision, shall be given to the contributor and to the clerk of the municipality. 2016, c. 15, s. 65.

Saving provision

(8) This section does not prevent a person from laying a charge or taking any other legal action, at any time, with respect to an alleged contravention of a provision of this Act relating to contribution limits. 2016, c. 15, s. 65.

Compliance audit committee

88.37 (1) A council or local board shall establish a compliance audit committee before October 1 of an election year for the purposes of this Act. 2016, c. 15, s. 66.

Composition

(2) The committee shall be composed of not fewer than three and not more than seven members and shall not include,

- (a) employees or officers of the municipality or local board;
- (b) members of the council or local board;
- (c) any persons who are candidates in the election for which the committee is established; or
- (d) any persons who are registered third parties in the municipality in the election for which the committee is established. 2016, c. 15, s. 66.

Eligibility for appointment

(3) A person who has such qualifications and satisfies such eligibility requirements as may be prescribed is eligible for appointment to the committee. 2016, c. 15, s. 66.

Same

(4) In appointing persons to the committee, the council or local board shall have regard to the prescribed eligibility criteria. 2016, c. 15, s. 66.

Term of office

(5) The term of office of the committee is the same as the term of office of the council or local board that takes office following the next regular election, and the term of office of the members of the committee is the same as the term of the committee to which they have been appointed. 2016, c. 15, s. 66.

Role of clerk or secretary

(6) The clerk of the municipality or the secretary of the local board, as the case may be, shall establish administrative practices and procedures for the committee and shall carry out any other duties required under this Act to implement the committee's decisions. 2016, c. 15, s. 66.

Costs

(7) The council or local board, as the case may be, shall pay all costs in relation to the committee's operation and activities. 2016, c. 15, s. 66.

Form RP49

THE REGIONAL MUNICIPALITY OF PEEL

JOINT REGIONAL MUNICIPALITY OF PEEL COMPLIANCE AUDIT COMMITTEE AD

Municipal Elections Act, 1996, as amended [Section 88.34 – 88.37]

APPOINTMENTS

TO THE JOINT REGIONAL MUNICIPALITY OF PEEL 2018 ELECTION COMPLIANCE AUDIT COMMITTEE

The municipalities of Peel, Caledon, Brampton and Mississauga are currently seeking interested applicants with accounting, auditing and legal experience, from professionals who are required to adhere to codes or standards of their profession and from individuals with in-depth knowledge of the campaign financing rules for candidates and registered third parties of the *Municipal Elections Act, 1996, as amended*, for appointment to the **Joint Regional Municipality of Peel 2018 Election Compliance Audit Committee**.

The purpose of the Compliance Audit Committee is to:

- consider compliance audit applications made by electors and decide whether they should be granted or rejected;
 - appoint an auditor if the compliance audit application is granted;
 - receive and consider the auditor's report;
 - decide whether to commence legal proceedings, if there is a contravention; and
- consider compliance audit reports prepared by the Clerk and decide whether to commence a legal proceeding against the contributor.

DEADLINE is Monday, February 26th, 2018 at 12:00 p.m.

For further information or if you wish to be considered for an appointment, a copy of the Terms of Reference and Application Form are available from any of the following:

THE REGIONAL MUNICIPALITY OF PEEL	
REGIONAL CHAIR (1) Returning Officer-Kathryn Lockyer, Regional Clerk The Regional Municipality of Peel 10 Peel Centre Drive Suite A, 5 th Floor Brampton, Ontario L6T 4B9 (905-791-7800 ext. 4325) www.peelregion.ca	

2018 REGIONAL MUNICIPAL ELECTION - PROCEDURES MANUAL

CITY OF BRAMPTON	TOWN OF CALEDON	CITY OF MISSISSAUGA
MAYOR (1)	MAYOR (1)	MAYOR (1)
LOCAL COUNCILLOR (5)	LOCAL COUNCILLOR (4)	LOCAL AND REGIONAL COUNCILLOR COMBINED (11)
REGIONAL COUNCILLOR (5) + (1) LOCAL COUNCILLOR APPOINTED TO REGIONAL COUNCIL	REGIONAL COUNCILLOR (4)	
Returning Officer-Peter Fay, Clerk City of Brampton 2 Wellington Street West Brampton, Ontario L6Y 4R2 (905-874-2172) www.brampton.ca	Returning Officer-Carey deGorter, Clerk Town of Caledon 6311 Old Church Road Caledon, Ontario L7C 1J6 (905-584-2272 ext. 4218) www.caledon.ca	Returning Officer – Diana Rusnov, Clerk City of Mississauga 300 City Centre Drive Mississauga, Ontario L5B 3C1 (905-615-3200 ext. 5421) www.mississauga.ca

THE REGIONAL MUNICIPALITY OF PEEL

JOINT REGIONAL MUNICIPALITY OF PEEL COMPLIANCE AUDIT COMMITTEE APPLICATION

Municipal Elections Act, 1996, as amended (Section 88.37)

INSTRUCTIONS:

Completed applications can be hand delivered or sent by regular mail, and must be received by **12:00 p.m. on Monday, February 26th, 2018** by one of the following member municipalities:

THE REGIONAL MUNICIPALITY OF PEEL		
REGIONAL CHAIR (1)		
Returning Officer-Kathryn Lockyer, Regional Clerk The Regional Municipality of Peel 10 Peel Centre Drive Suite A, 5 th Floor Brampton, Ontario L6T 4B9 (905-791-7800 ext. 4325) www.peelregion.ca		
CITY OF BRAMPTON	TOWN OF CALEDON	CITY OF MISSISSAUGA
MAYOR (1) LOCAL COUNCILLOR (5) REGIONAL COUNCILLOR (5) + (1) LOCAL COUNCILLOR APPOINTED TO REGIONAL COUNCIL Returning Officer-Peter Fay, Clerk City of Brampton 2 Wellington Street West Brampton, Ontario L6Y 4R2 (905-874-2172) www.brampton.ca	MAYOR (1) LOCAL COUNCILLOR (4) REGIONAL COUNCILLOR (4) Returning Officer-Carey deGorter, Clerk Town of Caledon 6311 Old Church Road Caledon, Ontario L7C 1J6 (905-584-2272 ext. 4218) www.caledon.ca	MAYOR (1) LOCAL AND REGIONAL COUNCILLOR COMBINED (11) Returning Officer – Diana Rusnov, Clerk City of Mississauga 300 City Centre Drive Mississauga, Ontario L5B 3C1 (905-615-3200 ext. 5421) www.mississauga.ca

Any personal information provided on this form will be subject to public inspection as per the terms of section 88(5) of the *Municipal Elections Act, 1996, as amended*.

Applicant

Last Name		First Name	
Mailing Address		Unit No.	City/Town Postal Code
E-mail Address (update when available)		Business Phone No.	Home Phone No.

Questionnaire & Certification**Instructions for completing this Questionnaire and preparing your curriculum vitae (CV) :**

- Please answer 'yes' or 'no' to each question; please do not select both yes and no, or leave both blank
- Your curriculum vitae (CV) should be based on your skills, experience and qualifications compared to those listed in the terms of reference for the Committee
- You should include detailed information in your curriculum vitae (CV) for the questions where you answered 'yes'
- Include your current and past employer's names, and under each employer include the job titles, dates you were in each position and a summary of your experience for each position
- Submit a copy of your curriculum vitae (CV) , along with this application form
- Please do not include copies of transcripts, licenses, certificates, etc.

1

The Committee shall be composed of seven members, and shall not include:

- employees or officers of the member municipalities;
- members of Council or local board of the member municipalities; or
- any candidates or persons who are Registered Third Parties in the 2018 municipal election and any by-elections during Council's term for any of the member municipalities.

Are you any of the aforementioned?

No
 Yes

*If yes, you are not eligible to be a member of this Committee.

2 Do you possess the following experience (please include number of years experience in your curriculum vitae (CV)):

Knowledge of the *Municipal Elections Act, 1996, as amended*?

No Yes

Knowledge and understanding of the campaign financing rules in the *Municipal Elections Act, 1996*?

Yes No

Proven analytical and decision-making skills?

Yes No

Experience working on a committee, task force or similar setting?

Yes No

Excellent oral and written communication skills?

Yes No

Availability and willingness to attend meetings?

Yes No

Are you 18 years of age?

Yes No

3 Curriculum vitae (CV) attached?

Yes

No

4 Would you have any conflicts of interest or potential conflicts of interest if you were appointed?

Yes

No

If yes, please describe the general nature of the conflict of interest (e.g. providing financial assistance or legal counsel to any candidate running for Council in the 2018 municipal election).

If appointed to the Joint Regional Municipality of Peel 2018 Election Compliance Audit Committee, I agree that I will not provide advice to, prepare or audit the election financial statements of any candidate for office on Council or registered third party, or become a candidate or register as a third party advertiser in/for the 2018 municipal election and any by-elections during Council's term for any of the member municipalities.

I hereby certify that the information contained in this application form is accurate.

Signature

Date

The term of office for the Joint Regional Municipality of Peel 2018 Election Compliance Audit Committee is from December 1, 2018 to November 14, 2022 to deal with applications from the 2018 election and any by-elections during Council's term.

I consent to share my contact information with other municipalities or school boards for possible appointment to their Compliance Audit Committee.

Yes

No

The personal information on this form is collected under the authority of the *Municipal Elections Act, 1996, as amended*, 88.37 and the *Municipal Freedom of Information and Protection of Privacy Act*. The information is used to assess an applicant's eligibility to serve on the Joint Regional Municipality of Peel 2018 Election Compliance Audit Committee. Pursuant to s. 88 of the *Municipal Elections Act, 1996, as amended*, this document is a public record, despite anything in the *Municipal Freedom of Information and Protection of Privacy Act*, and, until its destruction, may be inspected by any person at the Clerk's Office of any member municipality at a time when the office is open. Questions about this collection can be directed to the Clerk of any of the member municipalities.

Form RP66

THE REGIONAL MUNICIPALITY OF PEEL APPLICATION FOR COMPLIANCE AUDIT

Municipal Elections Act, 1996, as amended (Section 88.33 and 88.34)

An elector who is entitled to vote in an election and believes on reasonable grounds that a Candidate or Registered Third Party has contravened a provision of the Municipal Elections Act relating to campaign finances may apply for a Compliance Audit of the Candidate's or Registered Third Party's campaign finances, even if the Candidate or Registered Third Party has not filed a financial statement.

An application for a compliance audit must be received by the Regional Clerk for Candidate campaign finances, and the Local Clerk of the municipality for Third Party campaign finances, within 90 days after the latest of the following dates:

- the filing date, which is the last Friday in March following the election;
- the date the Candidate or Registered Third Party filed a financial statement, if the statement was filed within 30 days after the filing date, which is the last Friday in March following the election;
- the Candidate's or Registered Third Party's supplementary filing date, if any, which is the last Friday in September in the year following the election;
- the date on which the Candidate's or Registered Third Party's extension approved by the court, if any, expires.

APPLICANT INFORMATION	
Last Name of Applicant:	First Name:
Applicant's Full Qualifying Address within Municipality:	
Mailing Address, if different than qualifying address:	
Telephone:	Email:
CANDIDATE OR REGISTERED THIRD PARTY	
Candidate or Registered Third Party Name:	
Name of Office for which the Candidate Sought Election (if applicable):	
Filing Date of Candidate's or Registered Third Party's Financial Statements:	

REASONS FOR COMPLIANCE AUDIT

In the area below, provide the reason(s) that you believe the Candidate or Registered Third Party named above has contravened the *Municipal Elections Act, 1996, as amended* relating to campaign finances. (Attach additional sheets if necessary)

APPLICANT CONFIRMATION

I confirm that the information provided in this application is complete and accurate to the best of my knowledge and that I am presently, legally entitled to vote in a municipal election in the municipality.

Applicant's Signature:

Date:

Received By:

Date:

The personal information on this form is collected under the authority of the *Municipal Elections Act, 1996, as amended*, and the *Municipal Freedom of Information and Protection of Privacy Act*. The information will be used by the Joint Regional Municipality of Peel 2018 Election Compliance Audit Committee to process a Compliance Audit review. Pursuant to s. 88 of the *Municipal Elections Act, 1996, as amended*, this document is a public record, despite anything in the *Municipal Freedom of Information and Protection of Privacy Act*, and, until its destruction, may be inspected by any person at the Clerk's Office of any member municipality at a time when the office is open. Questions about this collection can be directed to the Clerk of any of the member municipalities.

ELECTION RECORDS

PUBLIC RECORDS [SECTION 88 (5), (10), (11)]

Despite anything in the *Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)*, documents and materials filed with or prepared by the Clerk or any other election official under the *Municipal Elections Act, 1996, as amended* are public records, and until their destruction, may be inspected by any person at the Clerk's Office at a time when the office is open.

Restrictions

No person shall use information obtained from public records described above, except for election purposes.

Access to the Voters' List

The Voters' List shall not be posted in a public place and can be used only for election purposes.

Under MFIPPA, details about another person, other than the person an Election Official is speaking with, should not be provided, including whether or not the individual is on the Voters' List.

***Clerk's Tip:** It is the Clerk's interpretation that the Voters' List and Forms EL15 and EL16 are not available to the public at any time.*

CANDIDATE'S ELECTION RECORDS

Use of online, electronic and paper versions of the Voters' List, Interim List of Changes to the Voters' List, Voter Participation Status reports and all other information containing personal voter information shall be protected by the Candidate and shall not be used for any purpose other than the 2018 Municipal Election. All Voter information obtained by the Candidate during the 2018 Municipal Election shall be destroyed by the Candidate after the election, either by returning same to the Local Clerk for destruction with other election material or by deleting it completely from the candidate's computer hardware. If records are shared by the candidates with others (campaign workers) an oath administered by the Candidate, similar to the one taken by the Candidate shall be administered and all shared records shall also be protected and destroyed.

MUNICIPAL ELECTION RECORDS (SECTION 88)**Destruction of Records**

After 120 days from declaring the results of the election under Section 55, the Local Clerk shall destroy the ballots in the presence of **two witnesses**. The Clerk may also destroy any other documents and materials related to the election except those listed below under the Retention of Records section of the manual.

The witnesses shall complete the "Witness Statements as to Destruction of Ballots" Form
RP30.

Retention of Records

The ballots and any other documents or materials shall not be destroyed if:

- a court orders that they be retained; or
- a recount has been commenced and not finally disposed of.

In addition, documents filed under Sections 88.25 (candidates' financial statements, etc.), 88.29 (financial statements, etc. of registered third parties) and 88.32 (return of surplus for subsequent expenses) until the members of the council or local board elected at the next regular election have taken office.

Form RP30

THE REGIONAL MUNICIPALITY OF PEEL

WITNESS STATEMENTS AS TO DESTRUCTION OF BALLOTS

Municipal Elections Act, 1996, as amended [Section 88 (2)]

FIRST WITNESS

I _____ state that I was present upon _____ and did witness
 (Name of Witness) (date)
 _____ of the above stated municipality destroy all ballots used in the
 (Name of Clerk)
 municipal election held on October 22nd, 2018 for the election of persons to the offices listed below.

_____ (Signature of Witness)

SECOND WITNESS

I _____ state that I was present upon _____ and did witness
 (Name of Witness) (date)
 _____ of the above stated municipality destroy all ballots used in the
 (Name of Clerk)
 municipal election held on October 22nd, 2018 for the election of persons to the offices listed below.

_____ (Signature of Witness)

LIST OF OFFICES FOR WHICH BALLOTS DESTROYED:

_____	_____
_____	_____
_____	_____
_____	_____

CATEGORY OF DOCUMENTS AND OTHER MATERIALS DESTROYED:

Destruction of Records

After 120 days from declaring the results of the election under Section 55, the Local Clerk shall destroy the ballots in the presence of **two witnesses**. The Clerk may also destroy any other documents and materials related to the election except those listed below under the Retention of Records section of the manual.

Retention of Records

The ballots and any other documents or materials shall not be destroyed if:

- a court orders that they be retained; or
- a recount has been commenced and not finally disposed of.

In addition, documents filed under Sections 88.25 (candidates' financial statements, etc.), 88.29 (financial statements, etc. of registered third parties) and 88.32 (return of surplus for subsequent expenses) until the members of the council or local board elected at the next regular election have taken office.

ACCESSIBILITY

ACCESSIBILITY**Electors and Candidates with Disabilities [Section 12.1 (1)]**

The Clerk shall have regard to the needs of electors and candidates with disabilities.

Plan re Barriers [Section 12.1 (2)]

The Clerk shall prepare a plan regarding the identification, removal and prevention of barriers that affect electors and candidates with disabilities and shall make the plan available to the public before Voting Day in a regular election.

Location – Accessibility [Section 45 (2)]

In establishing the locations of Voting Places or Help Centres or Ballot Return Stations, the Local Clerk shall ensure that each Voting Place or Help Centre or Ballot Return Station is accessible to electors with disabilities.

Attendance on Electors with Disabilities [Section 45 (9)]

To allow an elector with a disability to vote, an Election Official shall attend on the elector anywhere within the area designated for voting.

Electors Needing Assistance [Section 52 (1) 4]

The Election Official may permit an elector who needs assistance in voting to have such assistance as the Election Official considers necessary.

Report [Section 12.1 (3)]

Within 90 days after Voting Day in a regular election but no later than Friday, January 18, 2019, the Clerk shall submit a report to council about the identification, removal and prevention of barriers that effect electors and candidates with disabilities and shall make the report available to the public.

Other Resources

AMCTO Municipal Election Manual 2018, page 141

Ontario Candidate's Guide to Accessible Elections

Accessibility for Ontarians with Disabilities Act, 2005

Municipally approved Accessibility Policies and Procedures

EMERGENCIES

EMERGENCIES (SECTION 53)

The Clerk may declare an emergency if he/she is of the opinion that circumstances have arisen that are likely to prevent the election being conducted in accordance with this Act.

On declaring an emergency, the Clerk shall make such arrangements as he/she considers advisable for the conduct of the election.

The arrangements made by the Clerk, if they are consistent with the principles of this Act, prevail over anything in this Act and the regulations made under it.

The emergency continues until the Clerk declares that it has ended.

If made in good faith, the Clerk's declaration of emergency and arrangements shall not be reviewed or set aside on account of unreasonableness or supposed unreasonableness.

It shall be the policy that in the event of an emergency, as determined by the Clerk, that the Clerk shall to the best of their ability provide notice of such emergency. All information pertaining to the emergency shall be communicated via ??? FM and posted to the website if possible.

Clerk's Tip: *The method of communication in the event of an emergency should be communicated prior to the election on the Voter Information Letter and in election advertising.*

If required, the Clerk may consider alternate options for the following:

- reporting results
- notification of electors
- Election Officials
- voting period [ex. delay of Voting Day, extension of voting hours or day(s)]
- alternate Help Centre or Alternate Revision Centre or alternate facility

If any part of the voting for an office is not completed, do not release the results until the voting for that office is complete.

CORRUPT PRACTICES

CORRUPT PRACTICES

No person shall, directly or indirectly:

- offer, give, lend, or promise or agree to give or lend any valuable consideration, in connection with the exercise or the non-exercise of an electors vote;
- advance, pay or caused to be paid money intending that it be used to commit an offence referred to in the bullet above, or knowing that it will be used to repay money used in that way;
- give, procure or promise or agree to procure an office or employment in connection with the exercise or non-exercise of an elector's vote;
- apply for, accept or agree to accept any valuable consideration or office or employment in connection with the exercise or non-exercise of elector's vote;
- give, procure or promise or agree to procure an office or employment to induce a person to become a candidate, refrain from becoming a candidate or withdraw his or her candidacy;
- offer, give, lend, or promise or agree to give or lend any valuable consideration in order to induce a person to become a candidate, refrain from becoming a candidate or withdraw his or her candidacy.

REPORTING CORRUPT PRACTICES

All valid complaints or knowledge of an offence shall be reported immediately to the Police for investigation of corrupt practices.

In addition, although many provisions of the *Municipal Elections Act* also deal with voting places, ballots and ballot boxes, etc. the same must be used interchangeably with the alternative forms of voting since the principles of the *Act* must be maintained and is therefore enforceable and subject to penalties.

As such, the Clerk has agreed to the following:

- that all complaints about actions which may contravene the provisions of the *Municipal Elections Act*, either verbally or written, will be reviewed by the Clerk and, if viewed by the Clerk to be valid and not frivolous, will be reported to the Police.
- the most senior officer of the Police will be advised that all such valid complaints will be turned over to his/her office for further investigation.

OFFENCES (SECTION 89, 90)

A person is guilty of an offence if he or she:

- votes without being entitled to do so;
- votes more times than this *Act* allows;
- votes in a Voting Place in which he or she is not entitled to vote;
- induces or procures a person to vote when that person is not entitled to do so;
- having appointed a voting proxy that remains in force, votes otherwise than by the proxy;
- having been appointed a voting proxy, votes under the authority of the proxy when the elector has cancelled the proxy, is no longer entitled to vote and has died;
- before or during an election, publishes a false statement of a candidate's withdrawal;
- furnishes false or misleading information to a person whom this *Act* authorizes to obtain information;
- without authority, supplies a PIN/ballot to anyone;
- delivers to the DRO to be placed in a ballot box a paper other than the ballot the DRO gave him/her;
- takes a ballot away from the voting place;
- at an election, takes, opens or otherwise deals with a ballot, ballot box, or a book or package of ballots without having authority to do so;
- deals with a PIN, without having authority to do so;
- no person(s) shall solicit a Voter Information Letter / Voter Kit / Ballot, containing a PIN, from an eligible elector;
- a person who contravenes any provision of the *Act* or a regulation under the *Act* or a by-law passed by a municipality under the *Act*;
- attempts to do something described above.

The following are guilty of an offence that constitutes a corrupt practice:

- A Deputy Returning Officer or other Election Official who knowingly miscounts the votes or knowingly prepares a false statement of the votes;
- A Deputy Returning Officer who knowingly places in a ballot box a paper that purports to be, is not, a ballot capable of being used as such at an election;
- A Clerk or other Election Official who willfully fails to perform a duty imposed by the *Act*.

PENALTIES**Elector [Section 90 (2)]**

An offence described above under Corrupt Practices [Section 90 (3)] constitutes a corrupt practice and a person who commits it is, on conviction, disqualified from voting at an election until the next regular election has taken place after the election to which the offence relates, in addition to being liable to any other penalty provided for in the *Act*.

Candidate [Section 91 (1)]

If a person is convicted of a corrupt practice under the *Act*, or of an offence under the *Criminal Code* (Canada) in connection with an act or omission that relates to an election to which the Act applies, then, in addition to any other penalty provided for in the Act:

- a) any office to which the person was elected is forfeited and becomes vacant; and
- b) the person is ineligible to be nominated for or elected or appointed to, any office until the next two regular elections have taken place after the election to which the offence relates.

However, if the presiding judge finds that the person committed the corrupt practice or offence under the *Criminal Code* (Canada) without any intent of causing or contributing to a false outcome of the election, clause b) does not apply.

Individual [Section 94 (1)]

An individual who is convicted of an offence is liable to the following penalties in addition to any other penalty provided for:

- for any offence, a fine not more than \$25,000;
- for any offence other than a corrupt practice, the penalties described in Subsection 88.23 (2) – Effect of Default by Candidate and 88.27 (1) – Effect of Default by Registered Third Party.
- for an offence under Section 90 (Corrupt Practices: Certain Offences Committed Knowingly), imprisonment for a term of not more than 6 (six) months;
- for any offence that the presiding judge finds that the individual committed knowingly, imprisonment for a term of not more than 6 (six) months.

Trade Unions [Section 94 (2)]

A corporation or trade union that is convicted of an offence is liable to a fine of not more than \$50,000 in addition to any other penalty provided for.

MAIL TAMPERING - CRIMINAL OFFENCE AND PROSECUTION

Notification of the voting process and how electors can vote will be provided in the Voter Information Letter, Voter Notification Card to electors by first class mail.

The *Criminal Code of Canada* states that tampering with the mail of an individual is a criminal offence and a person(s) found guilty is liable to a term of imprisonment not exceeding ten (10) years.

As such and in order to ensure the integrity and confidence of the voting process for all electors and the candidates, the Clerk has agreed that all complaints about actions which may contravene the provisions of the *Criminal Code of Canada* with respect to mail tampering, either verbally or written will be reported to the Police.

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2017	
Friday March 17	Ranked ballots – Last day to issue Notice of Open House, O.Reg 310/16.
Friday March 31	Ranked ballots – Notice of Public Meeting, O.Reg 310/16. E.g., If the public meeting is held at the end of March, then the open house (which must happen at least 15 days earlier) could be held in early to mid-March. Notice of the open house and the public meeting can be given simultaneously (as long as it's given at least 30 days before the open house).
Saturday April 15	Ranked ballots – Last day to host open house, O.Reg 310/16.
Monday May 1	Ranked ballots – Last day to pass a bylaw to authorize ranked balloting. Note: A public meeting must be held, and at least 30 days before the passing of the bylaw, electors must have been given notice of the public meeting. O.Reg 310/16 ss.8(1)(a) and 11(1). Vote-counting equipment or alternative voting – last day to pass bylaw authorizing use, MEA 42(1) and 42(2).
Tuesday July 4	Ranked ballots – Last day for upper tier to pass a bylaw to authorize ranked balloting. Note: A public meeting must be held, and at least 30 days before the passing of the bylaw, electors must have been given notice of the public meeting. O.Reg. 310/16 ss.8(1)(a) and 11(1).
Fall of 2017	Revisit the merits of the following bylaws and report to council for decision if necessary: <ul style="list-style-type: none"> • Language of notices and forms, s.9; • Policy regarding circumstances in which a municipality requires a recount; • Contribution rebates, s.88.11. Clerk to decide: <ul style="list-style-type: none"> ○ E-filing of financial statements, ss.88.25(11) and 88.29(9); ○ Hours of voting at institutions; ○ Any voting places opening before 10 a.m. Commence preparations for the conduct of an efficient (traditional paper ballot) election, e.g., secure accessible voting places, estimate sufficient number of single or composite ballots, order and/or prepare all counting and reporting documents, plan for training election day staff, establish procedures, etc.
Friday December 29	Deadline for the establishment of procedures and forms for use of vote-counting equipment or alternative voting method, s.42(3) and (4). Deadline for the establishment of new wards – with all appeals having to be cleared by this date, s.222(8).

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2018	
Beginning of January	<ul style="list-style-type: none"> • Prepare package of information for candidates and list of information to be obtained from candidates at time of filing. • Calculate preliminary maximum campaign expense limit (based on the number of electors on the list as of nomination day in 2014 election – but Sept. 15 of the previous election year going forward), s.88.20(11). • Publish Notice of Nomination Period, s.32.
Tuesday February 20	<p>Last day for notice of intent to pass a bylaw to submit question to electors, s.8.1(3).</p> <p>Note: At least one public meeting to be held prior to passage.</p>
Thursday March 1	<p>Last day to pass a bylaw to submit a question to the electors, s.8.1(1)(a).</p>
Friday March 16	<p>Last day to give notice of passing a bylaw to submit a question to electors, s.8.1(3). Within 20 days after the passing shall be the last day to file an appeal of the passing of the bylaw, s.8.1(6).</p> <p>Within 15 days after receiving an appeal, the Clerk shall send the information pertaining to the appeal to the Chief Electoral Officer of Ontario. Within 60 days the Chief Electoral Officer of Ontario shall hold a hearing regarding the appeal of the bylaw.</p> <p>In April Municipal enumeration notices to be mailed by MPAC (mid- April to mid-May estimated time frame). Consider complementary messaging reminding electors that the accuracy of the voters' list and therefore their ease in obtaining a ballot may be affected by accuracy of enumeration process.</p>
Tuesday April 3	<p>Deadline for ward/poll data (defining voting subdivisions) to be submitted to MPAC, s.18(1).</p> <p>Note: Earlier submission may allow new data to be captured in electoral group report due to school boards on February 15, 2018, deadline to fill a vacancy in an election year, s.65(2).</p> <p>Deadline for school boards to provide school board election clerks with a copy of the report on determination and distribution of trustees; see Education Act, Reg. 412/00 s.9(3).</p>
Monday April 30	<p>Last day for municipality and local boards to establish rules and procedures regarding use of municipal resources.</p>

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<p>Tuesday May 1</p>	<ul style="list-style-type: none"> • Nomination period commences, s.33. • On day candidate files, give candidate preliminary maximum campaign expense limit, s.33.01: • Provide candidate notice of penalties related to campaign finances, s.33.1. • Provide candidates with a copy of procedures and forms established for vote-counting equipment or alternative voting method, s.42(3). • Last day to pass or amend a bylaw to submit question to electors, s.8.1(1) and for a fluoridation question, s.4(1) and <p>(2) Fluoridation Act.</p> <ul style="list-style-type: none"> • First day Notice of Registration as Third-Party Advertiser can be filed, s.88.6(7). • Last day to pass a bylaw to adopt a policy with respect to circumstances in which a municipality requires the Clerk to conduct a recount (only if council passes bylaw).
<p>Monday June 4</p>	<ul style="list-style-type: none"> • Municipal enumeration forms to be returned to MPAC to ensure inclusion of electors on preliminary list of electors (PLE).
<p>Monday July 16</p>	<ul style="list-style-type: none"> • Can provide notice of revoking a bylaw to submit a question to electors, s.8.1(3). • Ad – Notice of Nomination Period (optional second ad).
<p>Friday July 27</p>	<ul style="list-style-type: none"> • Nomination Day (9 a.m. to 2 p.m.) ss.31 and 33(4) • Withdrawal of nominations before 2 p.m., s.36(a). • Last day to revoke a bylaw to submit a question to the electors, s.8.1(1)(c). • Accept filings for registration for third-party advertising, s.88.6(7): - Accepted up until the Friday before voting day.
<p>Monday July 30</p>	<ul style="list-style-type: none"> • Nominations filed with upper tier must be forwarded to lower-tier Clerk (2 p.m.), s.11.1(4). • Certification of nomination papers before 4 p.m., s.35(1). • Acclamations after 4 p.m., s.37(1). • Commence issue of proxy vote certificates after 4 p.m. (unless additional nominations are required). Proxy applications may be filed during normal hours of Clerk's office or other designated location, between July 30 and Oct. 22. On advance vote days, offices/designated locations shall be open between noon and 5 p.m. for proxy purposes, s.44(6).
<p>July 31 – September 1</p>	<p>Receipt of PLE form MPAC on a date between July 31 and Sept. 1 of an election year as agreed upon by the Clerk and MPAC. (Note: Past practice suggests mid-July to mid-August 2018 dates TBD), s.19(1.1).</p>

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Over August/ September	<ul style="list-style-type: none"> • Mail voter identification notice (optional). • Ad – Watch for voter identification notice (optional). • Ad – Is your name on the voters' list? (optional). • Ad – Notice of Nomination Period (for additional nominations).
Wednesday August 1	<ul style="list-style-type: none"> • If necessary, additional nominations will be received 9 a.m. to 2 p.m., s.33(5). • Withdrawal of additional nominations before 2 p.m., s.36(b).
Thursday August 2	<ul style="list-style-type: none"> • Certification of nomination papers before 4 p.m., s.35(1)2. • Acclamation(s) after 4 p.m., s.37(2).
Friday August 31	Complete corrections to PLE and reproduce it as the voters' list, s.23(2).
Tuesday September 4	<ul style="list-style-type: none"> • Date to determine head count for voting locations to be held at an institution with ≥ 20 beds occupied and ≥ 50 beds occupied at a retirement home, s.45(7). • Determine time and place for receipt of applications for revisions, s.23(2). • Period for addition/correction of own name on voters' list (Sept. 4 – Oct. 22), s.24. • Period of removal of deceased persons from the voters' list (Sept. 4 – Oct. 22), s.25. • Deliver copies of voters' list to persons entitled, s.23(3-5). Sept. 15-25 Prepare and distribute interim list of changes to voters' list, s.27(1). MPAC to provide exceptions list – update to PLE/VNF. (Note: Date TBD – traditionally three dates in mid-September).
Friday September 21	<ul style="list-style-type: none"> • Last day to give notice of revoking a question to electors where there is no election to an office (i.e., all are acclaimed), s.8.1(3). • Deadline to consider establishing hours of voting at institutions and if any voting places are opening before 10 a.m. on voting day, s.46(2)(3). • Issue Notice of Election, how/where to vote and proxy instructions, if all offices not filled by acclamation, s.40. (Note: No specific date in Act).
Saturday September 22	Earliest date for mandatory advance voting day, s.43(3).

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<p>Tuesday September 25</p>	<ul style="list-style-type: none"> • Issue Certificate of Maximum Campaign Spending Limits to candidates and third-party advertising registrants. <p>Note: This “final” campaign spending limit is based on the higher of: - The number of electors as of nomination date in the 2014 elections or Sept. 15 of the previous election for all future elections going forward; or - The number of electors as of Sept. 15 in the 2018 elections (the number used to calculate the preliminary amount given to candidates at the time they filed their nomination papers).</p>
<p>Friday September 28</p>	<ul style="list-style-type: none"> • Deadline for bylaw to establish a compliance audit committee (CAC) to process applications for audit of financial statements, s.88.37(1). CAC shall be composed of three to seven members and its term shall match that of council. • The Clerk shall establish administrative practices and procedures for the compliance audit committee, s.88.37(6). <p>Note: Clerk should alert the secretary(ies) of school board(s) of similar requirements to establish a CAC and administrative procedures.</p>
<p>Tuesday October 9</p>	<p>Deadline to request use of specific facilities for voting places without a charge, s.45(4).</p>
<p>Friday October 19</p>	<p>Last day to prepare a plan (i.e., identifications, removal and prevention of barriers), s.12.1(2). Suggestion is to have this prepared ahead of advance voting for the public. Note: While this is the legislated last day, it must be completed before Dec. 31, 2017. Last day for third-party advertisers to register is the Friday before voting day at a time when the Clerk’s office is open, s.88.6(7). Before Voting Day Give each candidate notice regarding penalties related to campaign finances and refunding of the nomination fee to each candidate, s.33.1.</p>
<p>Monday October 22</p>	<p>Voting Day, s.5</p> <ul style="list-style-type: none"> • Voting locations open at 10 a.m. and close at 8 p.m., s.46(1). (Note: Unless earlier opening established by the Clerk). • Deadline for applications to vote by proxy and for applications to (be added to the list) amend the voters’ list. • Unofficial election results traditionally released as soon as practicable, after 8 p.m. close of vote and all statements of counts have been returned and compiled by the Clerk.

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<p>Tuesday October 23</p>	<ul style="list-style-type: none"> • Clerk to declare official election results as soon as possible after voting day (post on website, s.55(4.1)): <ul style="list-style-type: none"> ○ Results posted on website to include number of declined and rejected ballots, s.55(4.1)2. • From date of declaration of official election results: <ul style="list-style-type: none"> ○ Clerk has 15 days to conduct a recount in the event of a tie or in accordance with any recount policy passed by municipality or school board, s.56(2); ○ Council or school board has 30 days to pass motion requesting recount. The Clerk shall conduct the recount within 15 days of receipt of council's or school board's motion, s.57; ○ Minister has 30 days to order recount regarding question; ○ Once all opportunity for a recount has expired, Clerk to certify results and advise upper tier, local board (and Minister in the case of a question on the ballot).
<p>Tuesday November 6</p>	<p>First date on which council may consider a bylaw to which the electors have given assent (14 days after declaration of results).</p>
<p>Thursday November 22</p>	<p>Provide MPAC with the final list of changes to the voters' list, s.27(2). Dec. 3 Monday Term of office commences, s.6. New council deemed organized when quorum of members have taken declaration of office, MA s.232.</p>
<p>Monday December 31</p>	<p>Campaign Period Ends, s.88.24(1-2)</p> <ul style="list-style-type: none"> - Deadline for candidate to provide Clerk with written notification of deficit and continuation of campaign period, s.88.2.4(1-4) – this also applies to third-party advertisers. - Deadline for newly formed council to host its inaugural meeting, MA s. 230. (Note: Special provisions apply to upper-tier municipalities).

For Information

DATE: January 11, 2018

REPORT TITLE: **POTENTIAL IMPLICATIONS OF AIRPORT PRIVATIZATION FOR THE REGION OF PEEL**

FROM: Lorraine Graham-Watson, Commissioner of Corporate Services

OBJECTIVE

To provide an update on the potential impacts to the Region of Peel of privatizing the Toronto Pearson International Airport.

REPORT HIGHLIGHTS

- The federal government may be considering the privatization of Canadian airports.
- It is estimated the federal government could raise between \$7.2 and \$16.6 billion by selling equity in Canada's eight largest airports.
- Airport privatization could mean a transition from the current governance model where non-profit corporations operate an airport and lease airport land from the federal government, to one where for-profit entities operate an airport and purchase airport land from the federal government.
- If the Toronto Pearson International Airport were to be privatized, it would likely result in a significant increase in property tax revenue for the Region of Peel, the City of Mississauga and the Province.
- Privatization may also have an impact on traveller fees and on local representation on the airport governing boards.
- Data from other jurisdictions suggest that privatized airports are more profitable and raise more revenue per passenger than airports with other forms of ownership; however, they do not necessarily charge higher aeronautical fees.
- The reaction of stakeholders has been somewhat mixed with some strongly opposed and others more neutral.
- Further evaluation would be required to properly assess impacts to the Region of Peel should the federal government proceed with privatization.
- The City of Mississauga and the Region of Peel have passed resolutions very similar to one passed by the Federation of Canadian Municipalities, calling for the federal government to consult with municipalities before any changes are made to the ownership model of airports.

POTENTIAL IMPLICATIONS OF AIRPORT PRIVATIZATION FOR THE REGION OF PEEL**DISCUSSION****1. Background**

Since the early 1990's, Canada's eight largest airports have been run by private non-profit corporations, such as the Greater Toronto Airports Authority, which lease airport land from the federal government. In September 2016, the federal government hired the investment bank, Credit Suisse, to study the economic benefit of privatizing Canadian Airports¹ and to report back before the end of that year.²

Credit Suisse was tasked with exploring the possibilities of privatization at Canada's eight largest airports and 18 smaller airports.¹ The eight airports are in: Toronto, Vancouver, Montreal, Calgary, Edmonton, Ottawa, Winnipeg and Halifax. More specifically, Credit Suisse was asked to analyze five options that range from maintaining the status quo to the creation of for-profit corporations that purchase the land from the federal government. These options may also include a partial sale.

While the federal government has not released the Credit Suisse report, and did not make mention of airport privatization in the 2017 Budget, recent events suggest the matter may still be under consideration. In the summer of 2017, it was revealed the federal government had hired the consulting firm PricewaterhouseCoopers (PwC) to "act as a commercial adviser assisting with additional analytical work with respect to advancing a new governance framework for one or more Canadian airports."¹

According to a report by the C.D. Howe Institute, the federal government could raise between \$7.2 billion and \$16.6 billion by selling equity in Canada's eight largest airports. The Toronto Pearson International Airport alone could sell for as much as \$6 billion.³ Funds from the sale of the airports could help finance large infrastructure investments the federal government plans to make over the next decade.

2. What is Airport Privatization?

Privatization in the context of airports in Canada could mean that major airports would be run by corporate boards, whereas they are currently run by non-profit airport authorities that include local community representatives. In addition, privatization can trigger a radical change in an airport's overall business model. The non-profit corporations operating airports in Canada must reinvest surpluses into the airports. For-profit corporations are not under this same obligation and they are accountable to their shareholders and investors. This accountability includes providing a return on investment.

¹ CBC News. *Ottawa hires consultants to advise on airport sell-offs*. July 19, 2017.

² Toronto Star. *Privatizing airports a flight risk: McQuaig*. October 27, 2016.

³ C.D. Howe Institute. *A Better Flight Path: How Ottawa can Cash In on Airports and Benefit Travellers*. February 7, 2017.

POTENTIAL IMPLICATIONS OF AIRPORT PRIVATIZATION FOR THE REGION OF PEEL

Under a privatized airport model, federally-owned assets are generally transferred to private ownership to reduce government involvement in industry, improve efficiency through commercially-focused management and to provide greater access to private investment.⁴

3. Potential Impacts to the Region of Peel

If Pearson Airport were to be privatized there would be several implications for the Region of Peel and the local municipalities – in particular the City of Mississauga. The information below provides an overview of potential impacts based on the limited information available. Should the federal government proceed with privatization, an analysis would have to be conducted at that point to more thoroughly assess the effects.

a) Property Taxes and Payments in Lieu of Taxes

Currently, the Pearson Airport property, which is owned by the federal government and leased to the Greater Toronto Airports Authority, is assessed based on a variety of uses. For certain portions of the property, payments are made in lieu of taxes. These payments would likely be impacted through privatization.

i) Portion of Property Used for Commercial Purposes

There are commercial areas which require the payment of property taxes based on commercial tax rates. This portion of the property represents 8.3 per cent of the total 2017 assessed value of the Pearson Airport property.

ii) Portion of Property Owned by Public Works Canada and Transport Canada

This portion of property is taxed at a reduced rate and payment is made in lieu of taxes. The assessed value of this portion of property accounts for 1.3 per cent of the total 2017 assessed value of the Pearson Airport property.

iii) Portion of Property Used for Terminals and Runways

This portion of property is also exempt from the full tax rate and payment is made in lieu of taxes. For 2017, the estimated payments in lieu of taxes for this portion of property are \$9.5 million to the Region of Peel and \$25.2 million to the City of Mississauga. This amount changes annually and is based on passenger volume times the passenger rate of \$0.94029 as per Ontario Regulation 398/17, subsection 45.1.

This portion of land accounts for 90.4% of the total 2017 assessed value of the Pearson Airport property. Table 1 below provides further information.

⁴ Bowyer, Dorothea, and Ross L. Chapman. 2014. Does privatisation drive innovation? Business model innovation through stakeholder viewpoints: The case of Sydney Airport 10 years post-privatisation. *Journal of Management & Organization* 20 (3): 365-86.

POTENTIAL IMPLICATIONS OF AIRPORT PRIVATIZATION FOR THE REGION OF PEEL

Table 1: Breakdown of Assessed Property Value of Toronto Pearson International Airport

Portions of Property	Assessed Value	% of Total Assessed Value
Commercial Purposes	\$0.4 B	8.3%
Owned by Public Works Canada / Transport Canada	\$0.1 B	1.3%
Terminals and Runways	\$4.6 B	90.4%
Total	\$5.1 B	100%

Source: Municipal Property Assessment Corporation, 2017 Assessment Roll Return

iv) Potential Increase in Payments

If Pearson Airport were to be privatized, there would likely be a property tax impact as the portions of property that are currently exempt from the full tax rate may become subject to a higher rate of property tax. The result could be a substantial increase in tax revenues for the Region of Peel, the City of Mississauga and the Province. The amount of a potential increase is difficult to quantify as it would depend on several variables.

b) Traveller Fees

A concern often raised by those opposed to airport privatization is that it will increase fees for travellers as for-profit entities seek to maximize their return on investments. For example, a report published by the Australian Competition & Consumer Commission (ACCC) discusses findings in connection with Australia's four largest airports, all of which were privatized more than 15 years ago.⁵ It reveals that revenue per passenger, which can serve as an indication of average airport prices, have increased dramatically over the past decade – by as much as 66 per cent in one instance. The ACCC Chairman has said that “airlines are concerned that they keep getting higher charges from the airports and, of course, they've got to pass that on to consumers.”⁶

Others refute the idea that airport privatization raises fees. A recent publication of the C.D. Howe Institute indicates that Canadian and Australian airports raise approximately the same amount of revenue per passenger on average (about \$28 Canadian in 2015); however, this revenue comes from different sources. The author explains that “Canadian airports focus on airline charges, which passengers experience as mandatory ticket fees. Australian airports have been successful in raising revenue elsewhere, including from innovative retail services.”⁷ Another study looked at 116 airports across the world and found that outside North America, airports with private majority ownership have

⁵ Australian Competition & Consumer Commission. *Airport Monitoring Report 2015-2016*. March 2017.

⁶ Ottawa International Airport Authority. *ACCC suggests airport regulation, says flyers pay up to \$1.6B in extra fees due to privatisations*. March 5, 2017.

⁷ C.D. Howe Institute. *Up in the Air: Canadian Airport Fees in Context*. 2017.

POTENTIAL IMPLICATIONS OF AIRPORT PRIVATIZATION FOR THE REGION OF PEEL

significantly lower average aeronautical fees than other airports⁸ (aeronautical fees are fees charged to airlines for the use of airport facilities and services).

Craig Alexander, Senior Vice-President and Chief Economist at the Conference Board of Canada has tried to allay concerns about increasing fees under a privatized model. In his view, the existing charges and revenue are “more than enough” to provide a healthy return on investment. He also indicated market constraints may place pressure on airports to keep prices low.⁹

c) Local Representation

The Pearson Airport is currently operated by the Greater Toronto Airports Authority, which is a non-profit corporation. The Authority is governed by a 15-member board of directors, five of which are municipal members identified from the following municipalities:

- York;
- Halton;
- Peel;
- Durham; and
- City of Toronto.

Each municipality is entitled to provide the names of up to three candidates on a rotating basis. The board then selects one of the three candidates for the available director position.

Under a private ownership model there would not necessarily be an obligation for local representation on the governing board. As such, there is the possibility that there would be less local control on airport services in a private ownership scenario.

4. Findings from Privatization of Airports in Other Jurisdictions

Many airports around the world have been privatized over the past few decades including in Britain, Argentina, Australia, Austria, Germany, Hungary, Italy, Mexico, the Netherlands, the Philippines, and South Africa. Outcomes from a few examples are discussed below.

a) Britain and Continental Europe

Britain began privatizing its airports in 1986. Data suggests that privatized British airports improved their profitability during the period 1986 to 2005. However, it is difficult to determine if the extent of this increased profitability was due to traffic growth or due to changes in ownership and management style.¹⁰ Airports with private majority ownership in Europe achieved significantly higher profit margins (56 per cent) than airports under other ownership forms despite the fact that they charged lower aeronautical fees than

⁸ Oum, Tae H., Nicole Adler, Chunyan Yu. 2006. Privatization, corporatization, ownership forms and their effects on the performance of the world's major airports. *Journal of Air Transport Management* 12(3): 109-121.

⁹ Toronto Star. *Liberals' drive to privatize Canadian airports lifts off*. March 6, 2017.

¹⁰ Augustyniak, Wojciech. 2009. Impact of Privatization on Airport Performance: Analysis of Polish and British airports. *Journal of International Studies* 2(1): 59-65.

POTENTIAL IMPLICATIONS OF AIRPORT PRIVATIZATION FOR THE REGION OF PEEL

other airports.¹¹ Many of the European privatized airports have enhanced their profitability by diversifying their business into commercial and other non-aeronautical activities.

b) Australia

Australia has had a more varied experience since privatizing starting in the 1990's.

i) Investment

Since privatization, most of Australia's capital city airports have invested in terminal expansions, including the installation of new aerobridges, to accommodate increases in passenger traffic. Airports have also upgraded baggage handling and security screening systems to accommodate the increased security expectations from the travelling public and security requirements from governments.¹²

ii) Profit

In the last decade, major Australian airports have collected \$1.57 billion more in revenue from airlines and passengers than they would have if average prices charged for access to airports had held constant to inflation. Brisbane airport collected the most additional revenues over the period at \$676 million, followed by Sydney (\$475 million), Melbourne (\$276 million) and Perth (\$142 million).¹³

iii) Productivity and Efficiency

Between the periods of 2002-2007, 13 Australian airports exhibited increasing productivity over the post-privatization period. Efficiency levels have been constant or increased and where technological change has occurred, it has been positive.¹³

iv) Service Quality

In terms of overall service quality on a rating scale ranging from very poor to excellent, the overall ratings of the airports were largely "satisfactory" with Brisbane airport the only Australian privately-owned airport to achieve an overall rating of "good."¹⁴

Australian airports, relative to airports in other countries, exhibit:

- from below average to above average airport charges;
- relatively low aeronautical revenue per passenger;
- relatively low costs per passenger;
- relatively high profits; and
- average to above average capital expenditure per passenger and return on capital employed.¹⁵

¹¹ Oum, Tae H., Nicole Adler, Chunyan Yu. 2006. Privatization, corporatization, ownership forms and their effects on the performance of the world's major airports. *Journal of Air Transport Management* 12(3): 109-121.

¹² Australian Government. 2011. Economic Regulation of Airport Services. *Productivity Commission Inquiry Report* 57.

¹³ Australian Competition and Consumer Commission. *Airport Monitoring Report 2015-16*. March 2017.

¹⁴ Aulich, Chris. 2015. Airport Privatization in Australia: A Tale of Three Cities. *Applied Finance and Accounting* 1(1).

¹⁵ Australian Government. 2011. Economic Regulation of Airport Services. *Productivity Commission Inquiry Report* 57.

POTENTIAL IMPLICATIONS OF AIRPORT PRIVATIZATION FOR THE REGION OF PEEL

5. Stakeholder Reaction

The response to the idea of Canadian airports being privatized has been somewhat mixed.

a) **Municipal Government**

In September 2017, the Federation of Canadian Municipalities (FCM) passed a resolution calling on the government to “consult with Canadian local governments and other stakeholders before making any ownership changes to Canada’s airports and to develop an air transport policy that reflects the true needs and aspirations of Canadians and Canadian communities” (see Appendix I).

The City of Vancouver has formally opposed privatization citing concerns related to reduced local representation under a private ownership model.¹⁶ The Mayor of Calgary Naheed Nenshi has publicly stated he is not supportive of privatizing the airport “unless there can be real benefits proven to citizens.” He also expressed concern about higher costs for passengers and lower levels of service.¹⁷

More locally, the City of Mississauga and the Region of Peel have passed resolutions very similar to the one passed by FCM (Resolutions 0207-2017 and 2017-906, respectively). The City of Toronto will be considering a staff report on airport privatization in early 2018.

b) **Airport Authorities and Other Organizations**

The Vancouver, Calgary and Ottawa airport authorities are strongly opposed to privatization. They have even partnered on an advocacy campaign and have created a website (noairportselloff.ca). The National Airlines Council of Canada¹⁸ as well as the President and CEO of Air Canada¹⁹ have also declared their opposition to a private model of ownership for Canadian airports. Their concerns also include reduced local control over airport services, higher fees and reduced levels of service.

Howard Eng, Chief Executive Officer, Greater Toronto Airports Authority, has taken a more neutral stance. He has said “Changing the ownership structure is a complex matter that requires careful consideration by all affected stakeholders.”²⁰

¹⁶ Vancouver Sun. *City of Vancouver joins chorus of opposition to YVR sale*. October 18, 2016.

¹⁷ CBC News. *Nenshi against airport privatization unless ‘real benefits’ can be seen for citizens*. July 19, 2017.

¹⁸ Massimo Bergamini, President and Chief Executive Officer, National Airlines Council of Canada. Letter to Peel Regional Council. Region of Peel Council Agenda from September 28, 2017, Item 14.3.

¹⁹ Globe and Mail. *The trouble with Canadian airport privatization*. December 19, 2016.

²⁰ Toronto Star. *Ottawa eyes airport sell-off to raise infrastructure cash*. July 3, 2016.

POTENTIAL IMPLICATIONS OF AIRPORT PRIVATIZATION FOR THE REGION OF PEEL**CONCLUSION**

At this point it is challenging to accurately determine the implications for the Region of Peel and the local municipalities should the Pearson Airport be privatized. However, should the federal government proceed in this direction it could mean higher property tax revenues for the Region of Peel, the City of Mississauga and the Province. Further analysis would be needed to properly assess the effects in the event of privatization. Staff will continue to monitor developments and report back to Council as necessary.



Lorraine Graham-Watson, Commissioner of Corporate Services

Approved for Submission:

D. Szwarc, Chief Administrative Officer

APPENDICES

Appendix I – Resolution Adopted by the Federation of Canadian Municipalities Regarding Airport Privatization

For further information regarding this report, please contact Kathryn Lockyer, Regional Clerk, 905-791-7800 x 4325, kathryn.lockyer@peelregion.ca.

Authored By: Jeffrey Barillas, Advisor, External Relations; Melissa Bauman, Analyst, Financial Research and Policy; Marsha Wallace, Specialist, Public Policy

**APPENDIX I
POTENTIAL IMPLICATIONS OF AIRPORT PRIVATIZATION FOR THE REGION OF PEEL**

Resolution Adopted by the Federation of Canadian Municipalities Regarding Airport Privatization

Adopted at a FCM Board of Directors meeting in September 2017.

Resolution Title: Municipal Consultation on Ownership Changes to Canada's Airports

WHEREAS, The recent media reports indicate that the Government of Canada is actively considering the privatization of Canada's airports in order to achieve a one-time financial windfall and this plan may be formalized in the upcoming federal budget; and

WHEREAS, The airports are part of the core economies, including the tourism economy in Victoria, and social infrastructure of every community and region and consultation with local governments need to be advanced on this issue; therefore be it

RESOLVED, That the Capital Regional District Board urge the Federation of Canadian Municipalities (FCM) to immediately call on the Government of Canada to consult with Canadian local governments and other stakeholders before making any ownership changes to Canada's airports and to develop an air transport policy that reflects the true needs and aspirations of Canadians and Canadian communities.

For Information

DATE: January 16, 2018

REPORT TITLE: **PSYCHOLOGICAL HEALTH AND SAFETY PROGRAM UPDATE**

FROM: Lorraine Graham-Watson, Commissioner of Corporate Services

OBJECTIVE

To provide an update regarding the Region of Peel's psychological health and safety program, with a focus on programming within Peel Regional Paramedic Services (Paramedic Services).

REPORT HIGHLIGHTS

- The Region of Peel (Region) places a priority on the psychological health and safety of all employees. As such, it is continually assessing best practices and new opportunities to support the health and well-being of employees.
- Mental health claims are one of the top two drivers for non-occupational disability claims at the Region.
- The Region has adopted a multi-year strategy to advance psychological health and safety.
- There is a full spectrum of psychological health support services available to assist in boosting staff resiliency, providing support to at-risk employees, and assisting with recovery and work accommodation.
- The Region continues to prioritize psychological health and safety in the workplace for Paramedics Services staff, due to their increased risk of mental stress injuries, which includes Post-Traumatic Stress Disorder (PTSD).
- As expected, Workplace Safety & Insurance Board (WSIB) claims have increased dramatically over the past 18 months since the introduction of Bill 163. This is due, in part, to increased awareness of PTSD, available treatment options, and benefit entitlements offered through WSIB, and support in making the appropriate WSIB claims.

DISCUSSION

1. Background

Over the past 18 months, Regional staff has brought forward several reports and presentations to Regional Council and the Health System Integration Committee (HSIC) related to psychological health, safety and wellness. This is a follow up from the reports of the Commissioner of Corporate Services, titled "Psychological Health & Safety" and "Chronic Mental Stress Amendments under the *Workplace Safety and Insurance Act*".

PSYCHOLOGICAL HEALTH AND SAFETY PROGRAM UPDATE

As a point of clarification, the report on “Chronic Mental Stress Amendments under the *Workplace Safety and Insurance Act*” referenced a 2018 Operating Budget increase for Workplace Safety & Insurance Board (WSIB) expenses of \$677,000. While there is a potential increased liability of \$677,000 for WSIB expenditures based on an actuarial valuation conducted recently, a more conservative increase of \$600,000 was approved in the 2018 Budget, with the understanding that a draw could be made from the Rate Stabilization Reserve Fund to address any budget overruns. The 2018 budgeted increase included additional WSIB claim costs as a result of a) chronic mental stress claims Region-wide and b) PTSD claims in Paramedic Services. As a Schedule 2 Employer with WSIB, the Region is responsible for paying for the actual costs for claims, along with an administration fee. Regional staff will be better able to anticipate future WSIB increases once they have had an opportunity to assess the impact of these new WSIB entitlements and injury mitigation strategies.

As identified in the March 30, 2017 report “Psychological Health & Safety Program”, the Region is utilizing a holistic systems approach to advance its psychological health and safety program to:

- promote mental health (i.e. state of well-being in which every individual realizes their own potential, can cope with the normal stresses of life, can work productively and fruitfully, and is able to make a contribution to the community);
- intervene and provide support for at risk employees; and,
- support employees during recovery and return to work.

2. Update on Psychological Health and Safety in Paramedics Services

First responders, including paramedics, are exposed to potentially traumatic events in the course of their work. Such exposures contribute to the risk of developing PTSD and clinically-significant symptoms of mental disorders at rates that are greater than the general population. The Region continues to prioritize mental wellness and psychological safety in the workplace for all Paramedic Services staff. Specifically, the Region uses a tailored, preventive approach to meet the workforce’s unique needs. In partnership with representatives from OPSEU Local 277, the Region has focused on:

- strengthening psychological supports and protocols, including peer support, Road to Mental Readiness training and enhanced Employee and Family Assistance Program (EFAP) (Regional Council: *Psychological Health & Safety*, March 2, 2017);
- conducting a workplace psychological risk assessment through Mental Health Innovations (MHI), a specialized, external consulting firm under the guidance of founder Stéphane Grenier (Health Services Integration Committee presentation, June 2, 2016); and,
- preparing an action plan to implement the voluntary national Canadian Standards Association (CSA) standard for Psychological Health and Safety in the Workplace.

The Region has also developed and submitted its PTSD Prevention Plan to the Ministry of Labour.

PSYCHOLOGICAL HEALTH AND SAFETY PROGRAM UPDATE

I. Progress in 2017

a) Increased Benefit Coverage for Psychological Treatment

On November 1, 2016, extended health coverage for psychological services was increased to \$1,000 for paramedics (\$500 per dependent). Since then, the utilization of psychological services through the Region's benefit plan has increased 2.4 times over the previous year.

b) Enhanced Psychological Support Through Employee and Family Assistance Program (EFAP)

EFAP supports, which are not a part of the Region's standard benefit plan, are offered to all Regional staff for a variety of preventive health and wellness benefits. Access to and use of the wellness measures offered by EFAP helps employees address issues early, before they become significant enough to become a traditional claim. Over time, this may also reduce disability and benefit coverage costs for the Region.

In addition to the suite of services available for all Regional employees, staff in Paramedic Services also receives prioritized intake and enhanced EFAP supports.

When Paramedic Services staff calls in for EFAP services, they are immediately connected to a counsellor, by-passing the regular intake EFAP process. This service is available 24/7. They then receive expedited access (within 3-5 days) to expert medical consultation to identify psychological issues and provide recommendations for treatment and safe return-to-work. Work to reduce barriers and increase utilization is underway, as EFAP utilization for Peel Paramedics remains low (6.4 percent annualized for 2017) relative to industry standards for government (20 per cent).

Between January 1 and September 30, 2017, 11 paramedics received enhanced EFAP supports, including Trauma Care, Depression Care, and Work Assist. Trauma Assist is specifically designed to support first responders experiencing PTSD. Depression Care is a specialized clinical program for those with moderate to severe symptoms of depression. Work Assist is another specialized clinical program and it is designed to help resolve psychological barriers that are preventing an employee from remaining at work.

c) Enhanced WSIB Support for Paramedic PTSD claims

The Region has seen a significant increase in the number of claims for PTSD in the paramedic workforce since the passing of Bill 163, *Supporting Ontario's First Responders Act (Posttraumatic Stress Disorder) 2016* in April 2016. This shift may be influenced due to a number of factors including:

- i) an increased awareness of PTSD, treatment options and WSIB benefits,
- ii) disability claims for PTSD being submitted to WSIB, instead of through Sun Life, the Region's third party disability carrier; and
- iii) more supportive workplace culture, which encourages employees to seek help and file WSIB claims. More investigation is needed to understand the nature of the relationship between these factors.

PSYCHOLOGICAL HEALTH AND SAFETY PROGRAM UPDATE

In the 16 months after the new legislation was introduced, 44 PTSD claims (10 health care and 34 lost time) were approved for paramedic employees. The total cost of these claims (to July 2017) was \$734,000. In the previous 12 years, only 32 approved claims (all lost time) for traumatic mental stress claims were processed. The cost to the Region for these 32 claims was \$783,216.

The additional WSIB claim costs in Paramedics Services related to PTSD were offset by reduced claim costs related to musculoskeletal injuries. As such, the Division's WSIB costs were paid for via the 2017 Operating Budget. The plan is to cover WSIB costs for 2018 via the Operating Budget, with the understanding that a draw to the Stabilization Reserve would be made for any budget shortfall.

As expected, the number of workplace accommodations related to PTSD claims has also increased following the introduction of Bill 163.

d) PTSD Prevention Plan

The Region's *Psychological Health and Safety Program/PTSD Prevention Plan* was submitted to the Ministry of Labour in April 2017. A copy of the plan is available through the Office of the Regional Clerk. This plan is a requirement of Bill 163 and was developed in consultation with the Paramedic Services Multi-Site Joint Health and Safety Committee. The plan takes a holistic approach from prevention and intervention to recovery and return to work. It is posted on the Ministry of Labour's web site, along with those from all other Ontario municipalities and first-responder agencies.

e) Strengthening Critical Incident Response Protocol

The stress of difficult calls can put paramedic staff at immediate psychological risk. As such, Paramedic Services is enhancing its critical incident response protocols to provide incident-specific supports, as follows:

- **On-scene supports** – Superintendents attend difficult calls, where possible, and provide assistance to crews and individuals. They will rotate crews or remove crews from duty to ensure their well-being, as needed. Changes to the collective agreement in 2016 allow superintendents to remove staff from service without loss of pay.
- **Staff support post-event** – Superintendents can provide immediate support to individuals following a critical incident. An assessment is also made to determine if additional support, including referral to a professional counsellor, is appropriate.
- **Access to a trauma counsellor** – Superintendents will work with EFAP to bring in a trauma counsellor to focus on mitigating or defusing the impacts of the trauma on the affected staff. These sessions are typically less than an hour in length and are conducted prior to the crew returning to duty or leaving the workplace.

Use of these protocols continues to vary between platoons and normalization across the entire workforce is a priority in 2018.

PSYCHOLOGICAL HEALTH AND SAFETY PROGRAM UPDATE

f) Peer Support Program

The peer support program was successfully launched in October 2016. Within the first year of the program, 23 peers were supported through 71 interactions. The Region continues to refine the program, focusing on reducing barriers and increasing utilization of the service.

g) Road to Mental Readiness (R2MR)

R2MR training has become standard for all Paramedic Services staff. All full-time staff received R2MR training late in 2016. In 2017, all new hires were provided R2MR training during their orientation period and each successive group of new employees will participate in this training. R2MR focuses on resiliency and mental health coaching and education.

h) Workplace Psychological Risk Assessment for Paramedic Services and Voluntary CSA Standard for Psychological Health and Safety

As recommended by the CSA standard steering committee, additional third-party analysis of the data from the 2016 survey is underway to enhance understanding of staff needs. The steering committee is comprised of the Paramedic Chief, Director of Human Resources and President of OPSEU 277. The executive sponsor is the Commissioner of Health Services.

II. Priorities for 2018

More needs to be done to support and protect the psychological health and wellness of Peel Paramedic staff. During 2018, Paramedic Services leadership staff and union representatives, together with Human Resources staff, will focus on the following priorities:

- **Develop an action plan to implement the CSA standard**
A governance structure that includes an interdisciplinary advisory group, including paramedics, has been established to develop an action plan for implementing the CSA Standard on Psychological Health and Safety in the Workplace. The action plan for Peel Paramedics will initially focus on organizational culture, psychological support and psychological job demands, which were identified by staff as priorities in the risk assessment survey.
- **Normalize critical incident response protocol across all platoons**
Consistency across all platoons will ensure improved supports for those exposed to trauma. Paramedic Services leadership team will standardize the existing protocol across all platoons and work collaboratively with the Paramedic Services Multi-Site Joint Health and Safety Committee and OPSEU 277 executive staff to review its effectiveness and strengthen it, as required.
- **Continuous quality reviews of the effectiveness of psychological supports**
The effectiveness of current psychological supports will be formally monitored and adjusted/improved where required. New, alternative options will be investigated, as needed.

PSYCHOLOGICAL HEALTH AND SAFETY PROGRAM UPDATE

- **Implement safe return-to-work guidelines**

Guidelines to support return-to-work success following a mental health leave will be developed, implemented and evaluated.

3. Update on Corporate Psychological Health & Safety Program and Strategy

Mental health remains one of the top two drivers for the both the number and duration of non-occupational disability claims throughout the Region.

In 2016, Region of Peel mental health claim approvals were as follows:

- 19 per cent for salary continuance claims. This is unfavourable, in comparison with national municipal benchmark of 14 percent and 2015 Region of Peel rate of 18 percent;
- 11 per cent for short-term disability claims. While this rate is lower than the national municipal benchmark of 14 percent, it is almost double the 2015 Region of Peel rate of 6 percent; and
- 21 per cent for long-term disability claims. This is favourable, in comparison with the national municipal benchmark of 25 percent and 2015 Region of Peel rate of 32 percent.

For the period 2013 – 2016, the Region experienced the highest overall claim duration for mental health claims across all three benefit types. Four-year averages are as follows: 10 weeks for salary continuance, 6.8 weeks for short-term disability and 14 months for long-term disability claims.

The Region has developed a multi-year corporate psychological health and safety program and strategy to continue the Region's implementation of best practices in accordance with the CSA Standard on Psychological Health & Safety Workplace that was launched in 2013.

I. Key Elements of Corporate Program:

Some key elements of the Region's corporate program and strategy include psychological support, leadership development, health and safety program integration and workplace violence prevention.

a) Psychological Support

The Region provides a broad suite of supports for mental health promotion, mental illness prevention and response for all staff that is integrated into the Region's day to day operations (e.g. mental health awareness and support, mandatory mental health training for all employees and short term counselling support for all employees through EFAP).

There are also groups of employees across the Region that, due to the nature of their jobs, have additional programs in place to support their mental health and well-being (e.g. debrief sessions for staff working with vulnerable populations in Health and Human Services and targeted workplace violence prevention protocols for staff working in long-term care centres). General EFAP utilization is 20.5 per cent (versus an industry average of 20 per cent), demonstrating that it remains a relevant service for staff. Fifteen employees were provided enhanced EFAP workplace support

PSYCHOLOGICAL HEALTH AND SAFETY PROGRAM UPDATE

programs (e.g. Work Assist and Workplace Referral) from January 1 to September 30, 2017.

In order to improve utilization and address any misconceptions, measures are being implemented to continue to promote available psychological supports (e.g. EFAP orientation for all new hires, highlight services on Region's intranet site, messages in newsletters and electronic boards, and encourage timely reporting of quality service issues to help facilitate effective resolution).

b) Health & Safety Program Integration

The Region continues to incorporate psychological health and safety into its existing health and safety program. Disability management tools, templates, and processes have been updated to ensure the physical and psychological needs of employees are considered when coordinating return to work and with any accommodation efforts. Summer students were provided with a brief orientation to workplace psychological health and safety including available resources. As well, psychological health and safety has been included as a module in the Health & Safety for Leaders training program. As of November 2017, 19 percent of leaders have completed this training.

c) Workplace Violence Prevention and Response

The Region continues to work collaboratively with leadership, union partners and joint health and safety committees to identify, evaluate and control risks for workplace violence that can negatively impact employee's psychological health and well-being. For instance, as part of the Region's strategy, violence risk assessments are reviewed and updated annually within each long-term care centre to help mitigate the increased risk of violence toward health care employees. In addition, individual safety care plans are developed for staff at risk for domestic violence. Mitigation strategies are also being developed and implemented to prevent and/or protect staff from verbal and cyber bullying or harassment by members of the public.

d) Leadership Development

The Region's leadership and management competencies are used for recruiting, developing and assessing leaders at all levels of the organization. As leaders directly influence the health and well-being of their employees, the CSA Standard for Psychological Health and Safety in the Workplace was a critical input into the design of the leadership competencies. The established leadership competencies and associated behaviours reinforce employee engagement, inclusiveness, innovation, and purposeful achievement of the Region's mission and vision – which are essential elements for creating and maintaining a psychologically healthy and safe work environment. The 2016 employee survey noted employees' ratings on confidence in leadership at 60 per cent (57 per cent public sector norm) and the provision of clear and promising direction at 72 (72 per cent public sector norm).

e) Performance Management

As indicated in the Report to Council entitled, "Attract and Retain Top Talent" dated September 28, 2017, the Region is currently modernizing its performance management approach for non-union employees to ensure that the organization is positioned to deliver on the priorities of Regional Council. The CSA Standard on

PSYCHOLOGICAL HEALTH AND SAFETY PROGRAM UPDATE

Psychological Health & Safety in the Workplace was used to inform this program. “Clear leadership and expectations” is one of the (14) psychological factors identified in the standard that contributes to creating a psychologically healthy and safe workplace. Providing clarity on job expectations and feedback is one of the purposeful things that leaders can do to support mental wellbeing. “Psychological and social support” is also one of the psychological factors. If a supportive approach to performance management is taken, even when there are no signs of illness, it is more likely that changes to one’s health will be detected and treated earlier. A safer environment will have been created for sensitive conversations and stress can be minimized.

II. Priorities for 2018:


The Region will continue to advance its corporate psychological health and safety program in 2018. Priorities will include the following:

- **Peer Support Expansion**
Expanding the peer support program to departments/divisions where staff is at an increased risk for mental health conditions due to the nature of their job duties (e.g. compassion fatigue, grief and burnout). The expansion, which will be informed by the program developed in Paramedic Services, will be done in partnership with local leadership teams, unions and human resources staff.
- **Violence Risk Mitigation**
Continuing to assess risk for workplace violence and harassment and implement appropriate mitigation strategies to protect employee personal safety and well-being.
- **Mental Health Training Refresh**
Evaluating options for an updated corporate mental health training program that will supplement the existing e-learning training program that is offered to all new hires and complement the specialized training that was recently completed in Paramedic Services to reduce stigma and build a more resilient and supportive workforce.
- **Mental Health First Aid**
Continuing to provide mental health training for first aid attendants so that they will be able to assist employees more effectively.
- **Enhanced Incident Tracking**
Implementing an enhanced health and safety incident tracking and case management tracking system, to support better trend analysis and decision-making, as well as assessing the need for new supports or interventions to assist employees.
- **Performance Measurements**
Continuing work to identify relevant performance targets and outcomes to guide the Region in assessing and reporting on its progress in advancing the psychological health & safety program.
- **Continuous Improvement**
Continually looking for opportunities to integrate psychological health and safety best practices into Regional business practices.

PSYCHOLOGICAL HEALTH AND SAFETY PROGRAM UPDATE

CONCLUSION

The Region is committed to providing employees with a healthy, safe and supportive workplace, which will enable all staff to contribute to achieving the Region's business outcomes and help to build a community for life. As part of this commitment, the Region continues to take steps to enhance the psychological supports and protocols within Paramedic Services and implement an over-arching multi-year corporate psychological health and safety program, focused on prevention, intervention and support for employees during recovery and return to work.



Lorraine Graham-Watson, Commissioner of Corporate Services

Approved for Submission:



D. Szwarc, Chief Administrative Officer

For further information regarding this report, please contact:

Mary Killeavy, Director, Human Resources at 905-791-7800, extension 4049 or Peter Dundas, Chief & Director, Peel Regional Paramedic Services at (905) 791 7800, ext. 3921.

Authored By:

*Debra Wight, Manager, Workplace Health, Safety & Wellness
Janet Eagleson, Communication Strategist - Health Services*

Psychological Health & Safety Program Update

January 25, 2018

Peter Dundas
Chief and Director Peel
Regional Paramedic Services

Mary Killeavy
Director of Human Resources



Goals of our Psychological Health & Safety

Promote Mental Health

Intervene and provide support for at risk employees

Support employees during recovery and return to work



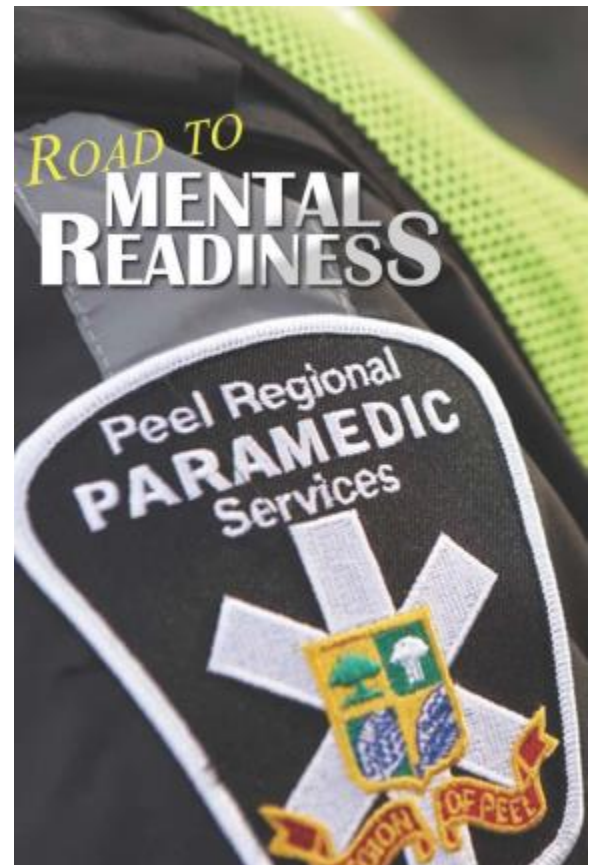
Update Psychological Health & Safety in Paramedic Services



Update on Psychological Health and Safety in Paramedics Services

A

Road to Mental
Readiness (R2MR)



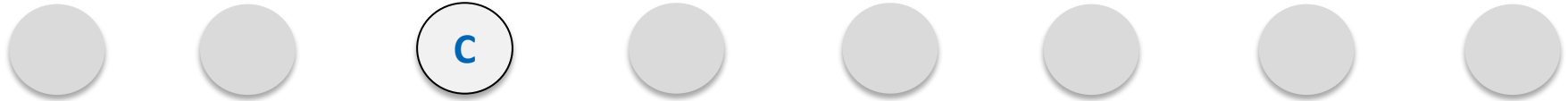
Update on Psychological Health and Safety in Paramedics Services

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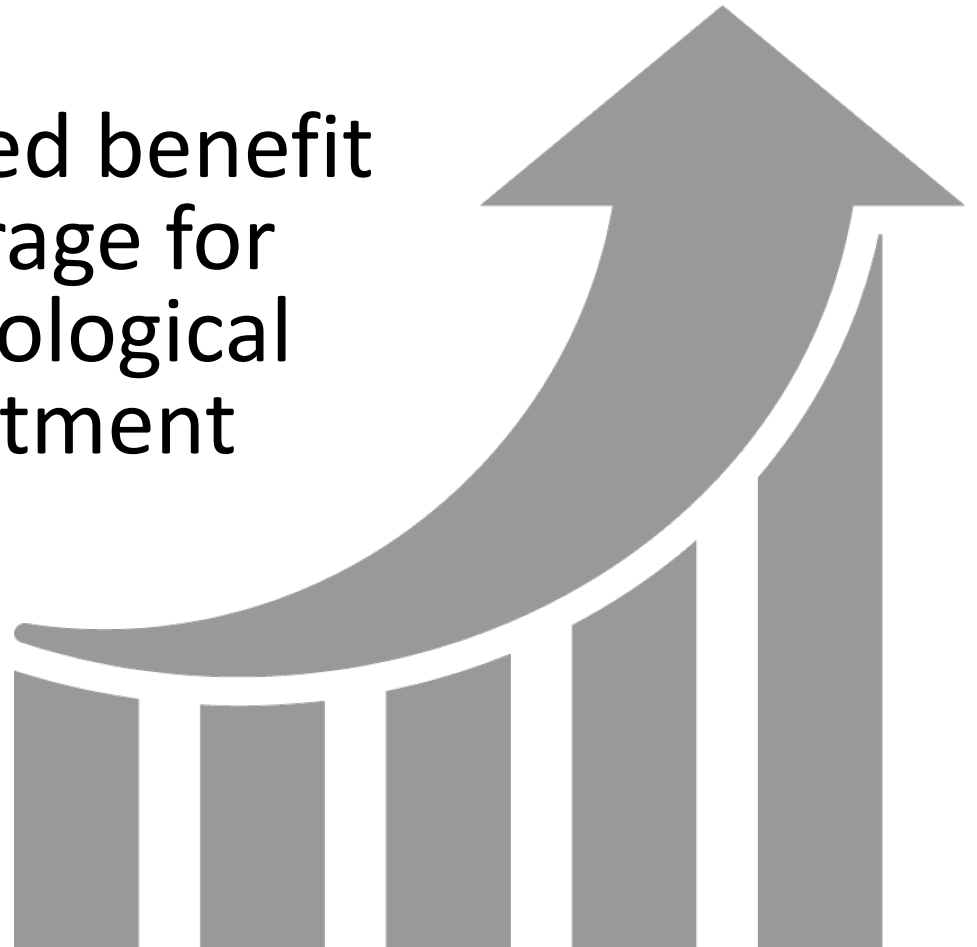


Peer Support
Program

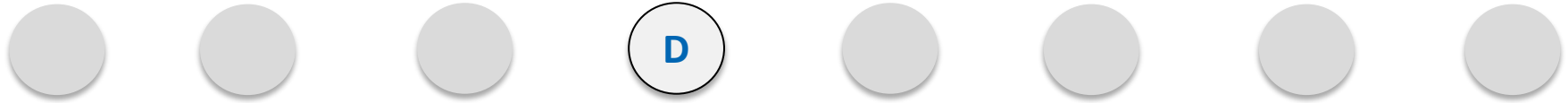
Update on Psychological Health and Safety in Paramedics Services



Increased benefit coverage for Psychological Treatment



Update on Psychological Health and Safety in Paramedics Services



Enhanced Psychological Support



The ultimate destination for EFAP support, tools and resources.



Let us help

Update on Psychological Health and Safety in Paramedics Services



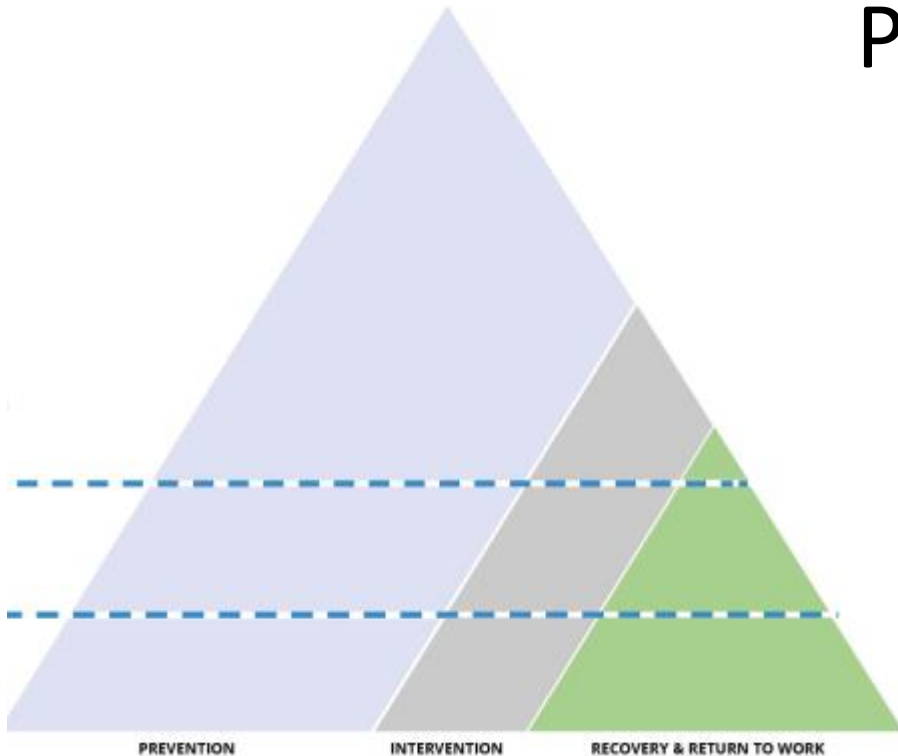
Enhanced WSIB
Support for
Paramedic PTSD
Claims



Update on Psychological Health and Safety in Paramedics Services



PTSD Prevention Plan



#FIRSTRESPONDERSFIRST

Update on Psychological Health and Safety in Paramedics Services



Workplace Psychological Risk
Assessment for Paramedic
Services and Voluntary CSA
Standard for Psychological
Healthy and Safety



**CSA
Group**

Update on Psychological Health and Safety in Paramedics Services



Strengthening Critical Incident Response Protocol



Priorities for 2018

Implement the CSA standard

Normalize critical incident response protocols



Priorities for 2018

Continuous quality reviews of the effectiveness of psychological supports

Implement safe and supportive return-to-work guidelines



CorporateUpdate



Key Elements of Corporate Program



Psychological
Support



The ultimate destination for EFAP support, tools and resources.



Let us help

Key Elements of Corporate Program



Health & Safety Program Integration



Key Elements of Corporate Program



Workplace
Violence
Prevention and
Response



Key Elements of Corporate Program



Leadership
Development



Key Elements of Corporate Program



Performance
Management



Priorities for 2018

Peer Support Expansion

Violence Risk Mitigation

Mental Health Training refresh

Mental Health First Aid



Priorities for 2018

Enhanced Incident Tracking

Performance Measurements

Continuous Improvement



Contact Info

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Region of Peel

**APPROVED AT REGIONAL COUNCIL
January 11, 2018**

9.3 **Amendments to the Region of Peel Procedure By-law 100-2012**

That the proposed revisions to the Region of Peel Procedure By-law 100-2012, as amended, attached as Appendix I to the report of the Commissioner of Corporate Services, titled "Amendments to the Region of Peel Procedure By-law", be approved;

And further, that the necessary by-law be presented for enactment.

Deferred to the January 25, 2018 Regional Council meeting 2018-8

DATE: December 22, 2017

REPORT TITLE: **AMENDMENTS TO THE REGION OF PEEL PROCEDURE BY-LAW 100-2012**

FROM: Lorraine Graham-Watson, Commissioner of Corporate Services

RECOMMENDATION

That the proposed revisions to the Region of Peel Procedure By-law 100-2012, as amended, attached as Appendix I to the report of the Commissioner of Corporate Services, titled “Amendments to the Region of Peel Procedure By-law 100-2012”, be approved;

And further, that the necessary by-law be presented for enactment.

REPORT HIGHLIGHTS

- The current Procedure By-law 100-2012 was enacted in 2012 and has been amended by By-laws 117-2013 and 12-2016.
- The Procedure By-law Review Committee (the Committee) was formed to conduct a comprehensive review of the By-law.
- Bill 68 received Royal Assent on May 30, 2017 and will be implemented in phases – January 1, 2018, March 1, 2019 and other provisions on a date to be proclaimed by the Lieutenant Governor.
- The Committee recommends amendments to the By-law now and recommends a further report prior to March 2019 when the next wave of changes pursuant to Bill 68 become effective.

DISCUSSION

1. Background

The Region of Peel Procedure By-law (the By-law) governs the calling, place and proceedings of the meetings of Council and its committees.

The Procedure By-law Review Committee (the Committee) was formed to conduct a comprehensive review of the By-law. The Committee took into consideration directions and actions that have been approved by Regional Council such as consideration of implementation of a trial period for the use of consent agendas; removal of enquiries from Regional Council agenda; a process for recording all votes during Council meetings; and administrative/housekeeping amendments. The recent changes to the *Municipal Act, 2001*

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with respect to the election of Regional Chair (Bill 70) and the accountability, transparency and regional municipal governance (Bill 68) were discussed.

2. Procedure By-law Review Committee Recommendations

The Committee did its initial comprehensive review of the By-law at its meeting held on June 15, 2017 and recommended the following:

- Use of consent agendas for Regional Council meetings, on a trial basis,
 - Regional Council determine the items to be considered under the consent agenda for September 28, 2017 to December 21, 2017 trial period;
 - Regional staff create the consent agenda for ratification by Regional Council for the January 2018 to March 29, 2018 trial period;
 - The applicable sections of the By-law were waived accordingly, for the duration of the trial period; and,
 - The Regional Clerk will report back to a future meeting of Regional Council with the results of the trial period.
- As of September 2017, recorded votes for all motions have been implemented at Regional Council meetings using electronic voting, with the exception of approval of agenda; adoption of minutes; declaration of conflict of interest, presentations, delegations, correspondence, by-laws, moving in and out of closed session; calling a question and adjournment.
- The Enquiries from Regional Councillors section of the Regional Council agenda was removed. The Committee approved that items not related to a report, delegation or presentation be considered under Other Business, including new business or enquiries from Regional Councillors. Further, the Committee recommended that additional items to be considered under Other Business be permitted by majority vote in the event the item is added after the approval of the agenda. It was also recommended the definition of “Other Business” and criteria for items to be considered under this section be added to the By-law.

The June 15, 2017 Committee recommendations were approved by Regional Council on July 6, 2017 (Resolutions 2017-600 to 2017-602 inclusive).

At its meeting held on September 15, 2017, the Committee recommended further revisions to the By-law now, and recommends a subsequent report prior to March 2019 when the next wave of changes pursuant to Bill 68 are effective. Regional staff was directed to include a clause in the By-law stating that further changes to the By-law may be required subject to the requirements of Bill 68. Regional Council approved the following Committee recommendations on September 28, 2017 (Resolution 2017-746):

- Adding provisions under the Regional Chair Section that the Regional Chair would only vote in the event of a tie under the current By-law until the end of the current term of Council; and that effective December 1, 2018, the Regional Chair shall be eligible to vote as a member of Council;
- Adding provisions for Notices of Motion regarding compliance with the seven-day notice requirement to the Regional Clerk; oral motions presented at a meeting would be considered at the next Regional Council meeting;

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- Revising Sections 6.1.2 and 6.1.6 under the Motions Section to allow exceptions in certain circumstances when a motion could be presented to Council or committee;
- Adding an “Announcements” section to the Regional Council Agenda and distinguishing between Announcements and Delegations;
- Removing the requirement for delegations to seek Regional Council approval prior to being listed as a delegation;
- Limiting the ability to present motions related to items of communication without a related staff report;
- Requiring workshops and education sessions to be open to the public unless directed otherwise by Regional Council;
- Clarifying that Council Section Chairs and Vice-Chairs vote on all motions and resolutions even when they are presiding over an agenda section for their respective Council sections;
- Adding a provision that describes the criteria for a petition to be placed on an agenda;
- Authorizing the Regional Clerk to approve and implement minor administrative changes to Regional by-laws and/or minutes of any Council or committee meeting not affecting their substantive operation or intent.

With the completion of the comprehensive review of the By-law, the Committee has been suspended until such time as the Committee Chair calls for a meeting.

3. Bill 68

The changes made through Bill 68, *Modernizing Ontario’s Municipal Legislative Act, 2016* will come into force in phases: upon Royal Assent on May 30, 2017; January 1, 2018 and March 1, 2019.

The provisions that will come into force January 1, 2018 are listed below:

- New provisions on open meetings
- New closed meeting exceptions
- Changes to council composition (including temporary replacement of a member of upper tier council)
- Electronic participation in council meetings

a) Open Meetings

Currently, the definition of meetings under Section 238 (1) of the *Municipal Act, 2001* as amended (the Act) reads “any regular, special or other meeting of a council, of a local board or of a committee of either of them”. This clause is considered to be vague and the interpretation varied or challenged. At the Region’s Council or committee meetings, clarifications are often sought regarding Councillors’ attendance requirement or if a matter to be dealt with would materially lead to a decision of Council or committee.

Bill 68 provides clarity to these matters and it amends the current definition of meetings to mean “any regular, special or other meeting of a council, of a local board or of a committee of either of them, where, (a) a quorum of members is present, and (b)

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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”.

The Act now requires that if an investigator finds that a meeting or a part of a meeting has been closed to the public contrary to the rules governing the proper closure of a meeting to the public, there be a report to Council whereupon Council is required to pass a resolution stating how it intends to address the report.

These new provisions have been incorporated in the proposed By-law attached as Appendix I.

b) Closed Meeting Exceptions

The following are the four new exemptions that may be used to close all or part of a meeting to the public, as follows:

- 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.

In addition to the current provisions of the By-law for closed session meetings, these four exemptions now form part of the proposed By-law.

c) Changes to Council Composition, including Temporary Replacement of a Member of Upper-Tier Council

Regional municipalities are able to change the composition of their councils. The amendments also require a regional municipality to review, for each of its lower-tier municipalities, the number of its members that represent the lower-tier municipality. Provisions are also included to permit the Minister to alter the composition of regional councils in certain circumstances.

Alternate Members to Regional Council

As of January 1, 2018 Section 268(1) of the Act allows that the council of a local municipality may appoint one of its members as an alternate member of the upper-tier council, to act in place of a person who is a member of the councils of the local municipality and its upper-tier municipality, when the person is unable to attend a meeting of the upper-tier council for any reason.

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This subsection of the Act does not authorize the appointment of more than one alternate member during the term of council; the appointment of an alternate member to act in place of an alternate member appointed under subsection 267 (1) or (2) of the Act; or the appointment of an alternate head of council of the upper-tier municipality.

However, in the event the seat of the member who has been appointed as an alternate member becomes vacant, the council of a local municipality may appoint another of its members as an alternate member for the remainder of the council term.

In Peel, this new requirement at this time will be applicable to the Councils of the City of Brampton and the Town of Caledon which consists of both City and Regional Councillors.

The proposed By-law includes the general framework and an interpretation applied to the new legislation by staff with respect to alternate members of Regional Council, if appointed by lower-tier municipalities. The alternate member will have the same powers and duties as a regular member of Regional Council only during a Regional Council meeting. It is recommended that the alternate member attendance be limited to Regional Council meetings only.

d) Electronic Participation in Council Meetings

Section 238(3) of the Act has been amended to include provisions for electronic participation. It stipulates that the applicable procedure by-law may provide that a member of council, of a local board or of a committee of either of them, can participate electronically in a meeting which is open to the public to the extent and in the manner set out in the by-law provided that any such member shall not be counted in determining whether or not a quorum of members is present at any point in time. Further, the applicable procedure by-law shall not provide that a member of council, of a local board or of a committee of either of them, can participate electronically in a meeting which is closed to the public.

Regional Council may choose to apply electronic participation at Council or committee meetings. It has potential benefits such as reduced travel time, increased participation and it is environmentally friendly. However, the legislation is not clear on process or procedure how this will be implemented. The Regional Council Chamber currently does not have the ability to facilitate electronic participation at meetings. There may be potential challenges associated with electronic participation such as technology disruptions, start-up cost, meeting management or confidentiality/privacy. Regional staff recommends that electronic participation not be considered at this time until further clarification in the Act is achieved and practical municipal examples are demonstrated.

e) Other Bill 68 Requirements

The next phase of Bill 68 will come into force March 1, 2019 which includes, but not limited to, the new requirements of the *Municipal Conflict of Interest Act* regarding written statements of disclosure of interest by Members of Council; Codes of Conduct; and Integrity Commissioner Provisions. As a result, further amendments to the By-law will be required to comply with Bill 68.

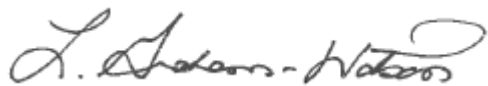
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4. Local and Other Regional Municipal Procedure By-laws

The Procedure By-laws of the City of Brampton, City of Mississauga, Town of Caledon, and the Regions of Halton, Waterloo and Durham were considered in preparing the proposed amendments to the By-law.

5. Next Steps

Subject to Regional Council approval of the amendments to the proposed Procedure By-law outlined in this report, notice requirements will have to be fulfilled prior to Council's consideration of a new By-law.



Lorraine Graham-Watson, Commissioner of Corporate Services

Approved for Submission:



D. Szwarc, Chief Administrative Officer

APPENDICES

Appendix I – Proposed Amendments to the Procedure By-law

For further information regarding this report, please contact Kathryn Lockyer, Regional Clerk and Director of Clerk's, ext. 4325, email at kathryn.lockyer@peelregion.ca.

Authored By: Stephanie Jurrius, Legislative Specialist

Reviewed in workflow by:
Legal Services

**APPENDIX I
AMENDMENTS TO THE REGION OF PEEL PROCEDURE BY-LAW 100-2012**

THE REGIONAL MUNICIPALITY OF PEEL

BY-LAW NUMBER XX-2018

A by-law to govern the calling, place, and proceedings of the meetings of Council and its committees and the conduct of their members and to repeal By-laws 100-2012, 117-2013 and 12-2016.

WHEREAS the Council of the Regional Corporation has by Resolution on ____ day of _____, 2018 authorized the passing of a by-law to govern the proceedings of Council and its committees pursuant to Section 238(2) of the *Municipal Act, S.O. 2001*, Chapter 25, as amended, and the *Regional Municipality of Peel Act, 2005*, S.O. 2005, Chapter 20;

NOW THEREFORE, the Council of the Regional Corporation enacts as follows:

1. GENERAL

1.1 RULES OF PROCEDURE

- 1.1.1 Subject to the provisions of any applicable statutes, the calling, place and proceedings of meetings of Council and its committees and the conduct of their members, shall be governed by the rules and procedures contained in this by-law and the provisions of this by-law may be referred to as the "Rules of Procedure".
- 1.1.2 Where any matter related to the conduct of meetings is not expressly or by necessary implication provided for in this by-law, the rules of procedure as contained in Robert's Rules of Order shall be followed for governing the proceedings of Council and its committees and the conduct of their members.
- 1.1.3 The Rules of Procedure, may be suspended with respect to the consideration of one or more matters or questions during the course of a single meeting by a two-thirds vote. Such a motion shall identify the basis of the request for the suspension of rules.
- 1.1.4 Informal meetings of Council or committee may be called so long as there is not a quorum of Councillors present and during any such informal meetings, no motion may be presented and no resolution or by-law may be passed. A notice of motion may be ~~tabled~~ added to the agenda for

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AMENDMENTS TO THE REGION OF PEEL PROCEDURE BY-LAW 100-2012**

consideration at a subsequent formal meeting of Council or committee as the case may be.

1.2. DEFINITIONS

1.2.1 “announcements” means any announcement related to Regional programs and services to an event of interest to the general public, and shall not include a delegation. These are intended for the purpose of sharing information about a community or staff events, activities, functions and shall be sponsored by a Council member.

~~1.2.1~~1.2.2 “by-law” means an enactment of Council in writing described on its face as a by-law of The Regional Municipality of Peel, the original of which has been authenticated by the signatures of the Regional Chair ~~or Acting Regional Chair~~ and the Regional Clerk ~~or Acting Regional Clerk~~ and ‘by-law’ may be used to refer to the written document presented to Council for enactment as a by-law where the context requires.

~~1.2.2~~1.2.3 “committee” means any advisory committee or other committee, subcommittee or similar entity, of which at least 50 per cent of the committee members are members of Regional ~~Council~~Council. ~~and the~~The members of the committee who are Regional Council members have the right to designate another member of Council, other than the Regional Chair, to attend and vote in that member’s absence.

~~1.2.3~~1.2.4 “Committee Chair” means the ~~chair~~member of a committee ~~that was elected to preside over the committee meetings by the members of the committee.~~

~~1.2.4~~1.2.5 “committee recommendation” means a recommendation passed by a committee that is presented for adoption as a resolution by Council.

~~1.2.5~~1.2.6 “committee report” means the minutes of a committee meeting containing **any** committee recommendations.

~~1.2.6~~1.2.7 “Council Section” means the portion of the agenda under which reports, correspondence and presentations are grouped, and shall include but not necessarily be limited to Health, Human Services, Enterprise Programs and Services, and Public Works, but shall not include those matters to be considered In Camera.

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~~4.2.71.2.8~~ “Council Section Chair” means the ~~Chair of a~~ **person elected to preside over a** Council Section **during a Council meeting.**

~~4.2.81.2.9~~ “delivery” or “agenda delivery” means the manner of distributing the agendas to Members of Council, and the Regional Chair including hand-delivery, distribution via courier, use of electronic means and/or e-mail not less than 48 hours prior to a Council or committee meeting.

~~4.2.91.2.10~~ “eligible to vote” means having as a member the right to vote at a meeting. At a meeting of Council every member present **including the Section Chair** other than the Regional Chair has the right to vote, except in the case of an equality of votes in which case the Regional Chair shall have a vote, and at any committee meeting every member present including the Presiding Officer **and the Regional Chair** has the right to vote.

~~4.2.101.2.11~~ “ex-officio” means ~~the~~**by** virtue of the office or position. The Regional Chair is an ex-officio member of all committees who shall have the full voting privileges and be counted for quorum.

~~4.2.111.2.12~~ “Inaugural Meeting” means the first meeting of Regional Council following a regular election.

~~4.2.121.2.13~~ “In Camera” means that part of a meeting that is closed to the public, other than those persons specifically invited by **the Regional Chair**, Council or committee **members** to remain and may also be referred to as “Closed Session”.

~~4.2.131.2.14~~ “Investigator” means the person or agency retained by The Regional Municipality of Peel to conduct closed session investigations or appeals.

~~4.2.141.2.15~~ “majority vote” means more than half of the votes cast by the members who are present and eligible to vote.

~~4.2.151.2.16~~ “meeting” includes any regular, special or other meeting of Council or committee where a quorum of members 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; ~~and, does not include “public meetings” as defined in any legislation.~~

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- ~~1.2.16~~1.2.17 “member” means a Regional Councillor and includes the Regional Chair, except that in respect of an advisory committee it shall also refer to committee members who are not members of Regional Council provided that any such committee member shall not have the right to designate another person or member of Council to attend and vote in that member’s absence, unless specifically permitted to do so by the Terms of Reference of said committee. **A member also includes the Alternate Council Member or alternate member which means a member of a lower-tier council in The Regional Municipality of Peel, who has been appointed by the lower-tier council to act as a substitute member on Regional council when another member of that lower-tier Council is unable to attend a Regional Council meeting, in accordance with section 268(1) of the *Municipal Act, 2001, as amended* and Appendix 3 – Temporary Replacement – Alternate Members of Regional Council.**
- ~~1.2.17~~1.2.18 “Notice of Motion” means ~~a written notice, including the name of the mover, advising Council that the motion described therein will be~~ **a motion provided by a member who shall be the owner of the motion to be brought at a subsequent** ~~the next~~ meeting and will be listed under the Notice of Motion section of a Council agenda.
- ~~1.2.18~~1.2.19 “motion” means a proposal by a member presented in a meeting in accordance with the Rules of Procedure, that Council resolve and effect a decision and includes a committee recommendation contained in a committee report.
- 1.2.20 “other business” means **new business or a matter not related to an item on the draft agenda pertinent to the business of the Region that may be of urgent nature; require direction from Council or committee or report back to a future meeting of Council or committee.**
- ~~1.2.19~~1.2.21 “Presiding Officer” means the Regional Chair or the Council Section Chair or the Committee Chair while they are presiding at a meeting, and such other person as may be authorized or appointed to preside at a meeting in their absence under the Rules of Procedure, ~~while so presiding or~~ **as provided in the committee’s Terms of Reference.**
- ~~1.2.20~~1.2.22 “public meeting” means a public meeting under the *Municipal Act, 2001, as amended*, or the *Planning Act*, or any

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other statute that requires or permits Council to hold a public meeting, **in accordance with Appendix 4 – Public Meetings.**

~~1.2.21~~ **1.2.23** “quorum” means a majority of members representing all lower-tier municipalities at Council meetings or a majority of the total number of committee members or as provided in a committee’s Terms of Reference. ~~Quorum is to be determined by reference to the number of members present and not by the number of those actually voting.~~

~~1.2.22~~ **1.2.24** “recorded vote” means a vote in which the votes of all members present **for the vote** are recorded showing the names, whether they voted in favour or opposed or abstained.

1.2.25 “Region” and “Regional Corporation” means **The Regional Municipality of Peel.**

~~1.2.23~~ **1.2.26** “Regional Chair” means the head of Council.

~~1.2.24~~ **1.2.27** “Regional Clerk” and “Clerk” means the Clerk of the Region appointed under the *Municipal Act, 2001, as amended*, and shall include an “Acting Regional Clerk” and any other employee of the Regional Corporation to whom the Regional Clerk has delegated any of the Clerk’s powers and duties under the *Municipal Act, 2001, as amended*, to the extent that they are authorized to perform any of the duties of the Clerk under this by-law.

~~1.2.25~~ **1.2.28** “resolution” means the decision on any motion passed or committee recommendation adopted in a meeting of Council.

1.2.29 “special meeting” means **a separate session of Council or committee held at a time different from that of any regular meeting; convened only to consider one or more items of business specified in the call of the meeting; and the reason for special meetings is to deal with matters that may arise between regular meeting; to dedicate an entire session to one or more particular matters; or to deal with a contentious item that could attract a significant number of delegation requests and discussions.**

1.2.30 “two-thirds vote” means at least two-thirds of the votes cast by members who are present and eligible to vote.

~~1.2.26~~ **1.2.31** “vacant” or “vacancy” means **vacant seat under The Municipal Act, 2001, as amended.**

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~~1.2.27~~1.2.32 “Vice-Chair” refers to the Vice-Chair of a Council Section or the Vice-Chair of a committee who upon election has the function of presiding over a meeting or portion of a meeting in the absence of the Council Section Chair or the Committee Chair.

1.2.33 “workshop” means a meeting of Council conducted in accordance with section 5.10 of this by-law, intended for all members of Council, for the purpose of:

- a. receiving a briefing on municipal business;
- b. discussing emerging priorities and issues, including strategic planning; and/or
- c. training purposes.

2. **REGIONAL CHAIR**

2.1. GENERAL

2.1.1 It shall be the role of the Regional Chair to carry out the responsibilities set forth in the *Municipal Act, 2001*, sections 225 and 226.1, **as amended from time to time, as well as the responsibilities outlined in this by-law.**

2.1.2 The Regional Chair shall be an ex-officio member of all committees **but** shall **not** be counted in determining the size of the committees and/or quorum, ~~and~~**but** shall be entitled to all the rights of membership in the committees, including making motions and voting.

2.1.3 The Regional Chair shall not be eligible to be a Council Section Chair or Vice-Chair but may preside in place of a Council Section Chair or Vice-Chair when both are absent from a meeting.

2.1.4 The Regional Chair ~~may~~**shall** not vote in a Council meeting except in the event of an equality of votes.

Note: On December 1, 2018, section 2.1.4 of the Procedure By-law will be repealed and the following substituted:

2.1.4 The Regional Chair shall be eligible to vote as a member of Council.

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2.2. DUTIES

2.2.1 The Regional Chair shall be the Presiding Officer at meetings of Council and it shall be the duty of the Regional Chair:

- a. to call the members to order, call the roll, announce the business before Council and conduct the meeting in accordance with the Rules of Procedure;
- b. to enforce the Rules of Procedure;
- c. to preserve order and decide points of order;
- d. to expel or exclude from any meeting any person who has been determined to be guilty of improper conduct at the meeting;
- e. where it is not possible to maintain order, the Regional Chair may, without any motion being put, adjourn the meeting to a time to be named by the Regional Chair;
- f. to authenticate by signature all by-laws, resolutions, and minutes of Council;
- g. to call upon the Council section Chair to preside over their respective Council section; and
- ~~h. may preside over Council sections in the absence of the Council Section Chair and Vice-Chair~~
- h. to receive and put to a vote all motions, resolutions and by-laws presented by the members of Council and to announce the result when this function is not performed by a Section Chair and Vice-Chair; **and**
- i. **to preside over all in camera matters.**

2.3. REGIONAL CHAIR ABSENT

2.3.1 During all absences of the Regional Chair, or if the Office of the Regional Chair becomes vacant, each member of Council in rotation is hereby appointed Acting Regional Chair from time to time in the place and stead of the Regional Chair during the calendar month for which that member is designated on the Acting Regional Chair list prepared by the Regional Clerk.

2.3.2 At the beginning of each term of Council the Regional Clerk shall prepare an Acting Regional Chair list designating each member, other than the Regional Chair, for each calendar month during the term by first listing the members who were members of Council during the immediately preceding term in alphabetical order, then followed by the newly elected members in alphabetical order, then followed by all members in

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alphabetical order as are needed to complete designations for each calendar month during the term.

- 2.3.3 Should any member be unable to carry out the duties of Acting Regional Chair during the month for which the member is designated, the next member on the list is hereby appointed as Acting Regional Chair during such inability. At such time as the originally designated member is able to carry out the duties of Acting Regional Chair in that same month, the appointment shall return to that member.
- 2.3.4 If the Regional Chair is known to be absent or if the Regional Chair does not attend a meeting of Council within 15 minutes after the time appointed, the Acting Regional Chair shall call the members to order, and if a quorum is present, shall preside during the meeting or until the arrival of the Regional Chair.
- 2.3.5 The Acting Regional Chair is authorized to exercise the powers and carry out the duties of the Regional Chair while so acting, save and except that the Acting Regional Chair shall have one vote on any question at a meeting of Regional Council and shall not be permitted to have a casting vote following an equality of votes.
- 2.3.6 The Regional Chair shall formally advise Council of any intention to be absent from the office for a period longer than three consecutive weeks.

3. PRESIDING OFFICERS OF A COUNCIL SECTION

- 3.1 The **initial** term of Council Section Chairs and Vice-Chairs shall be 24 months, unless superseded by a resolution of Council. **The second term of Council Section Chairs and Vice-Chairs shall be for the remainder of the term of Council, unless superseded by a resolution of Council.**
- 3.2 The Council Section Chairs and Vice-Chairs shall be elected by Council, in accordance with Appendix 1 - Election of Council Section Chairs and Vice-Chairs. The election of Council Section Chairs and Vice-Chairs shall be conducted at the first Council meeting after the Inaugural Meeting, and at the meeting closest to, but not after, 24 months after the beginning of the term of Council.
- 3.3 ~~A member shall not serve in an executive capacity (Chair or Vice Chair) of more than one Section at one time~~ **A member shall only**

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serve as a Chair or Vice-Chair of one section during a term of Council Section Chairs and Vice-Chairs.

~~3.4~~ When the position of Council Section Chair is vacant, or when the Council Section Chair is absent, the Council Section Vice-Chair has and may exercise all the rights, powers and authority of the Council Section Chair.

~~3.53.4~~ If the position of Council Section Chair or Vice-Chair becomes vacant, Council shall appoint a member to fill the vacancy.

3.5 A Council Section Chair or Vice-Chair shall preside over their respective Council sections to receive and put to a vote all motions and resolutions presented by the members of Council and to announce the result.

3.6 A Council Section Chair or Vice-Chair will vote on all motions and resolutions even when they are presiding over an agenda section for their respective Council sections.

4. MEETINGS

4.1. INAUGURAL MEETING - Council

4.1.1 The Inaugural Meeting shall be held after the councils of the area municipalities have held their first meetings, but in any event, not later than the 14th day following the day on which the term of office commences.

4.1.2 The Regional Clerk shall call the Inaugural Meeting at such time as may be appropriate ~~unless the time has been determined by the previous Council.~~

4.1.3 The place of the Inaugural Meeting shall be in the **Region of Peel** Council Chambers, unless otherwise determined by the Regional Clerk.

4.1.4 The Regional Clerk shall preside at the Inaugural Meeting until the Regional Chair has taken the required declaration of office.

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4.2. REGULAR MEETINGS - Council and Committees

4.2.1 The schedule of regular meetings of Council and such other committees as have been struck by Council shall be established by Regional Council on an annual basis in September for the next calendar year. The Regional Clerk shall prepare and present a draft schedule of regular meetings to Regional Council in the month of September each year. Changes to the schedule may be made by the Regional Clerk by the addition or cancellation of meetings **in accordance with this By-law or the Terms of Reference of a committee** or by changing the times of meetings.

4.2.2 The draft schedule of regular meetings prepared by the Regional Clerk shall provide for the following:

- a. all regular Council meetings will be held on a Thursday beginning at 9:30 a.m., or at the call of the Regional Chair;
- b. there shall be a two week rotation of meetings of Council to be followed by committee meetings as follows:
 - i) Week 1 and Week 3 – Committee meetings
 - ii) Week 2 and Week 4 – Council meetings
 - iii) Week 5 – Regional business days;
- c. despite the two week rotation there shall be no Council or committee meetings during the one week designated by the Peel School Boards for the March break or during the week before or after Christmas or the week after New Year's or during the month of October in the year of a regular election;
- d. during July, there shall be only one meeting which shall be held on the first or second Thursday of the month in order to accommodate the Canada Day Statutory Holiday, which shall be a meeting of Council;
- e. no Council or committee meeting will be held during August, unless called by the Regional Chair; and
- f. public notice of all regularly scheduled meetings of Council and committees shall be given by posting on the Region of Peel website, the schedule of regular meetings as same may be amended from time to time, for the ensuing year as approved by Regional Council pursuant to Section 4.2 of this by-law.

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- 4.2.3 Notwithstanding the foregoing, the schedule of regular meetings established by Council may vary from the requirements of clause 4.2.2 as Council may determine, or as the Regional Clerk may determine from time to time.
- a. public notice of all meetings not shown on the schedule of regular meetings shall be given by posting on the Region of Peel website a Notice of the meeting in a form sufficient to indicate the date, time and location of the meeting and the nature of the matters to be considered, at least 48 hours before the meeting is to be held.
- 4.2.4 Unless otherwise directed by Council, all Thursdays shall be considered as Regional business days to be held available by members for meetings of Council or committee, **workshops or other Regional business.**
- 4.2.5 The Regional Chair, in consultation with the Regional Clerk, may at any time cancel or reschedule any regular meeting of Council or any other committee.
- 4.2.6 A Committee Chair, in consultation with the Regional Clerk, may cancel or reschedule his or her committee meeting.
- 4.2.7 In addition to the schedule of regular meetings, the Regional Chair may call a meeting of Council upon 48 hours notice to all members.
- 4.2.8 Committees shall meet at such date, time and place as Council or the committees themselves decide or at the call of the Committee Chair with 48 hours notice, in accordance with 4.2.3.a.
- 4.2.9 No committee shall meet while Council is in session.
- 4.2.10 Seating at Council meetings shall be in alphabetical order of the members' surnames, with the first member seated closest to the left of the seat provided for the Regional Chair.
- 4.2.11 All meetings of Council and committees shall be held in the Council Chambers at 10 Peel Centre Drive, Suite A, Brampton or at such other place within the Region **of Peel** ~~at area~~ as is specified in the notice calling the meeting or as may be determined by Council or the committee as the case may be.

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- 4.2.13 A regular meeting of Council shall not carry on past 3:30 p.m. except that Council may pass a by-law confirming the proceedings of the meeting **to that point of the meeting** and may pass a resolution to carry on past that time. Subject to a resolution to the contrary, the meeting shall be adjourned at 3:30 p.m. and the business on the agenda for that meeting ~~and~~ which was not dealt with at that meeting shall be placed on the agenda for the next regular meeting of Council.
- 4.2.14 When a meeting of Council commences before noon and carries on or is likely to carry on after noon, ~~subject to a resolution to the contrary,~~ the Regional Chair shall call a recess approximately between noon and 12:30 p.m. for the purpose of a half hour lunch break.
- 4.2.15 Any meeting may by resolution **by majority vote** be recessed from time to time to resume at the location and at the time and date stated in the resolution.
- 4.3 SPECIAL MEETINGS – Council and Committees
- 4.3.1 Upon notice as set out in clause 4.3.3 the Regional Chair may at any time summon a special meeting of Council in which case the Regional Clerk shall provide notice in accordance with Section 4.3.3.
- 4.3.2 Upon notice as set out in clause 4.3.3 a Committee Chair may at any time summon a special committee meeting of the committee of which he or she is Committee Chair in which case the Regional Clerk shall provide notice in accordance with Section 4.3.3.
- 4.3.3 Special meetings summoned under clauses 4.3.1 and 4.3.2 shall not be held unless written notice of the special meeting detailing the date, time and place and the matters to be considered at the meeting is delivered not less than 48 hours before the time set for the meeting, to all members at the members' municipal offices or by electronic means.
- a. public notice of special meetings as set out in clause 4.3.1 shall be given by posting on the Region of Peel website a Notice of the meeting in a form sufficient to indicate the date, time and location of the meeting and

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the nature of the matters to be considered at least 48 hours before the meeting is to be held.

4.4. MEETINGS OF COUNCIL FOR EMERGENCIES

- 4.4.1 Despite any other provisions of this By-law, a meeting of Council for an emergency may be called by the Regional Chair, without written notice, to deal with an emergency, provided that an attempt has been made by the Regional Clerk to notify members about the meeting as soon as possible and in the most expedient manner available.
- 4.4.2 The only business to be dealt with at a meeting of Council to deal with an emergency shall be business dealing directly with the emergency.
- 4.4.3 The lack of receipt of a notice of, or an agenda for, a meeting of Council to deal with an emergency by any Member of Council shall not affect the validity of the meeting or any action taken at such meeting.

4.5. QUORUM - Council and Committees

- 4.5.1 Thirteen members of Council, including at least one member representing each area municipality, are necessary to form a quorum at a meeting of Council. The Regional Chair shall be counted in determining quorum.
- 4.5.2 A quorum for a committee is a majority of the total number of committee members or as provided in the Terms of Reference for that committee and does not require that all three area municipalities be represented, unless required under the committee's Terms of Reference as approved by Council. The Regional Chair shall **not** be counted in determining quorum.
- 4.5.3 No meeting shall commence or conduct business unless quorum is present.
- 4.5.4 If no quorum is present 30 minutes after the time appointed for a meeting of Council or committee, the Presiding Officer shall call the roll and the Regional Clerk or recording secretary shall record the names of the members present and the members shall then be discharged.

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- 4.5.5 If during the course of a meeting quorum is lost, then the meeting shall be deemed to have recessed for 30 minutes to reconvene when quorum is regained. If quorum is not regained within 30 minutes then the Presiding Officer shall call the roll and the Regional Clerk **or recording secretary** shall record in the minutes the names of those present, and the meeting shall stand adjourned.
- 4.5.6 If a meeting of Council or committee stands adjourned for lack of quorum, the business on the agenda for that meeting which was not dealt with at that meeting shall be placed on the agenda for the next regular meeting of that body.
- 4.5.7 Notwithstanding clauses 4.5.3, 4.5.4 and 4.5.6, where no quorum is present, members who are present at the time and place set for the meeting may receive submissions or information from the public or staff unless the submissions or information are in respect of a hearing required under statute. The Regional Clerk shall prepare a report to Council which shall record:
- a. the place, date and time of meeting;
 - b. the name of the Presiding Officer and the record of attendance of the members; the name of the recording secretary, senior staff and Clerk's staff present; and
 - c. the report of the Regional Clerk may contain such notes and annotations as may describe portions of the submissions or information received from the public or staff.

~~4.5.8 Quorum is not required for public meetings, unless required by legislation.~~

5. MEETING PROCEEDINGS

5.1. AGENDA - Council and Committees

- 5.1.1 The Regional Clerk shall prepare a draft agenda for all meetings of Council and committees. The Regional Clerk may amend the draft agenda by adding matters to or deleting matters from the draft agenda at any time before the commencement of the meeting.
- 5.1.2 Before considering any business at a meeting for which a draft agenda or revised draft agenda has been prepared,

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Council or committee as the case may be, shall by resolution approve or amend and approve the draft agenda or revised draft agenda as the agenda for the meeting. A motion to further amend the agenda following its approval shall require a two-thirds vote. Subject to any resolution to the contrary, the order of the agenda can be changed at the direction of Council or of the Regional Chair and no vote shall be necessary for the giving of such direction.

- 5.1.3 a. Despite section 5.1.2 above, or any provision of this by-law to the contrary, any member of Council or committee, at any time whether before or after the approval of the agenda, may move a motion without the need for the motion to be seconded, ~~if made in Council,~~ that the meeting be immediately closed to the public to receive advice that is subject to solicitor-client privilege as to whether any matter listed on the agenda to be considered in camera may properly be considered in closed session.
- b. Any motion as outlined in Section 5.1.23.a above is not debatable and shall be immediately put to a vote and may be passed by a ~~simple~~ majority vote.
- 5.1.4. Despite section 5.1.2 above, a motion may be passed by a ~~simple~~ majority vote to amend the agenda to move any matter listed in the closed session portion of the agenda to the appropriate section of the public agenda.
- 5.1.5 The draft Council agenda shall be prepared with staff reports, communications and presentations grouped under such Regional Council Section headings as in the opinion of the Regional Clerk may seem appropriate.
- 5.1.6 Should Council or committee be unable to consider all agenda items in the allotted time before adjournment, all outstanding matters shall be placed on the draft agenda for the next regularly scheduled meeting of that body.
- 5.1.7 The order of consideration of Regional Council Sections in the draft agenda shall be rotated from meeting to meeting or as deemed appropriate by the Regional Clerk.

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5.2. DELIVERY OF AGENDA TO MEMBERS - Council and Committees

5.2.1 The Regional Clerk shall cause to be delivered to each member, not less than 48 hours before the time appointed for the holding of a regular meeting of Council, the draft agenda and copies of related materials.

5.2.2 Any materials received in the Office of the Regional Clerk less than 48 hours prior to the time appointed for holding of a regular meeting of Council **which relate to an item already listed on the draft agenda** will be presented to Council at the time of the approval of agenda portion of the meeting. **Any materials received in the Office of the Regional Clerk less than 48 hours prior to a meeting which do not relate to an item already listed on the draft agenda shall be added to the agenda at the next appropriate meeting.**

5.2.3 The draft agenda and related materials shall be made available electronically to every member.

5.2.4 The draft agenda and related materials shall be made available to the public on the Region of Peel website 24 hours after the members are provided with the agenda **and** materials.

5.3. MINUTES - Council and Committees

5.3.1 The Regional Clerk shall prepare minutes of all meetings of Council and committees which shall record:

- a. the place, date and time of meeting;
- b. the name of the Presiding Officer and the record of the attendance of the members; the name of the recording secretary, senior staff and Regional Clerk's staff present; and
- c. all resolutions, decisions and directives and other proceedings;
- d. the minutes of Council meetings shall record the resolutions, decisions and other proceedings without comment, whereas the minutes of any committee meeting may contain such notes and annotations as may describe portions of the debate.

5.3.2 The minutes of each Council meeting shall be presented to Council at the next regular meeting of Council for approval.

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- 5.3.3 After the Council minutes have been approved by Council, they shall be signed by the Regional Chair and the Regional Clerk.
- 5.3.4 The committee report of each committee meeting shall be presented on the next appropriate regular meeting of Council for deliberation of committee recommendations contained in it.
- 5.3.5 The Members of Council shall inform the Office of the Regional Clerk in writing for which purpose, email shall be sufficient, of all planned absences, late arrivals and early departures from Council and committee meetings in order that the recording of such and the related reasons may be accurately reflected in the minutes.
- 5.3.6 The Closed Session Report of each committee meeting shall be presented at the next appropriate regular meeting of Council for deliberation of in camera committee recommendations contained within it.
- 5.3.7 The Regional Clerk shall have the authority to approve and implement any minor administrative changes to the minutes of any Council or committee meeting.
- ~~5.3.8 The report of each Public Meeting shall be presented to Council at the next appropriate meeting of Council, for receipt.~~
- 5.4. DELEGATIONS - Council and Committees
- 5.4.1 Persons desiring to address members on any matter may by written notice to the Regional Clerk request to be listed as a delegation on a draft agenda.
- 5.4.2 Written notice from a delegation shall include the person's complete name, address, telephone number, reasons for the delegation, including the specific nature of their presentation, and if applicable, the name, address and telephone number of any person, corporations or organizations which he or she represents.
- 5.4.3 **Council/Committee Placement**
- a. Upon receipt of written notice requesting listing as a delegation, the Regional Clerk shall list the delegation requested on the draft agenda for the next appropriate meeting if such request is received by the Regional Clerk **48 hours** before the time that the committee

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~~meeting or Council meeting agenda is finalized for printing and the matter is one that is related to a report, delegation, presentation or, recommendation, with the exception of minutes, Committee reports and communications that is to be placed on the draft agenda for the committee or Council meeting in respect of which the request is made.~~

- b. If the written notice requesting listing as a delegation is received by the Regional Clerk ~~after the time~~ **the** ~~within 48 hours of the~~ committee meeting or Council meeting agenda is finalized, the delegation will be added to the agenda only upon the approval of ~~the Regional Chair or the Committee Chair, in consultation with the Regional Clerk~~ **Council or the committee at the meeting.**
- c. ~~If the written notice requesting listing as a delegation is not related to a report, delegation, presentation, or other item, except minutes, Committee reports and communications made by the person requesting to delegate, that is to be placed on the draft agenda for the Council or committee meeting, the Regional Clerk shall list the delegation request on the next appropriate Council meeting draft agenda under "Other Business" for consideration by the committee or Council. If the committee or Council approve the request to delegate, the Regional Clerk shall add the delegation to an appropriate Council or committee meeting agenda.~~

~~5.4.4 The Regional Clerk shall notify the person who requested the delegation of the decision made under paragraph 5.4.3.c., and if appropriate, the date and time of the Council or committee meeting to which the delegation is directed.~~

~~5.4.5~~ **5.4.4** Delegations shall be received without comment or debate and the matter shall be referred to staff for a report, unless there is a resolution passed to simply "receive" the delegation.

~~5.4.6~~ **5.4.5** After a delegation has completed its presentation, members shall each have one opportunity to ask questions of the delegation for clarification purposes only, and without debate. If the delegate's answer to the clarifying question requires a further clarifying question, a member shall have one

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further opportunity to clarify. The clarifying question, answer and follow-up shall not exceed five (5) minutes. The Presiding Officer may cut off the clarifying questions and answers at or after five (5) minutes. When all members who have indicated a desire to ask clarifying questions have finished, the persons appearing as a delegation shall withdraw from the place designated.

~~5.4.7~~**5.4.6** No persons addressing Council or committee as a delegation shall:

- a. speak disrespectfully of any person;
- b. use offensive words or unparliamentary language;
- c. engage in improper conduct;
- d. speak on any subject other than the subject for which they have received approval to address Council or committee; or
- b. disobey the Rules of Procedure or a decision of the Presiding Officer or of Council or committee.

~~5.4.8~~**5.4.7** Each delegation to Council shall be limited to speaking not more than five minutes in total, except that a delegation consisting of more than five persons shall be limited to two speakers, each limited to speaking not more than five minutes.

~~5.4.9~~**5.4.8** Each delegation to committee shall be limited to speaking not more than ten minutes in total, except that a delegation consisting of more than five persons shall be limited to two speakers, each limited to speaking not more than ten minutes.

~~5.4.10~~**5.4.9** If persons appearing as a delegation have not completed their presentation within the time allotted, the Presiding Officer or any member may make a motion without a seconder, that the time be extended by a ~~simple~~ majority vote in which case the time shall be extended for such reasonable time as the Presiding Officer may determine. **The Regional Chair may move to extend a delegate's time to present prior to the commencing, without a seconder and the time shall be extended by a majority vote for such reasonable time as the Regional Chair determines.**

~~5.4.11~~**5.4.10** The Presiding Officer may curtail any delegation or any questions of a delegation for disorder or any other breach of the Rules of Procedure or if in the Presiding Officer's discretion, the questions are not of a clarifying nature, and, if the Presiding

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Officer rules that the delegation is concluded, the persons appearing shall withdraw from the place designated for delegations.

5.4.11 Delegations may only appear once on the same matter within a one-year period, unless a recommendation pertaining to the **same** matter is included on the agenda within the one-year period **and only to provide additional or new information.**

5.5 ANNOUNCEMENTS - Council

5.5.1 Announcements shall be permitted at a Council meeting only.

5.5.2 No motions or directions to staff will arise from announcements.

5.5.3 In the event that a member of the public wishes an announcement to be made at a Council meeting, the request and the details shall be received, in writing in a form established by the Regional Clerk and shall include a Member of Council sponsorship, by the Regional Clerk seven days prior to the meeting.

5.5.4 It shall be the decision of the Regional Clerk, in consultation with the Regional Chair, whether the announcement will be included on the agenda, and the Regional Clerk shall notify the sponsoring Member and the person who requested the announcement of the decision made.

5.5.6 A Member of Council shall be permitted to sponsor only one announcement per Council meeting.

5.5.7 The agenda shall list the name of the member of the public to make the announcement, the name of the sponsoring Member and the general nature thereof.

5.5.8 The Member of Council shall be permitted not more than one minute to introduce the announcement and the member of the public making the announcement shall be limited to speaking not more than two minutes.

5.5.9 The sponsoring Member of Council shall respond on behalf of Council and no other member shall speak. No questions, comments or debate from any member will be allowed.

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5.5.10 Announcements may only appear once on the same matter within a one-year period, unless a recommendation pertaining to the same matter is included on the agenda within the one-year period and only to provide additional or new information.

5.6. PRESENTATIONS - Council

5.6.1 Staff presentations to Council meetings shall not exceed 10 minutes, except during annual budget meetings; however, the Presiding Officer or any member may make a motion without a seconder, that the time be extended by a ~~simple~~ majority vote in which case the time shall be extended for such reasonable time as the Presiding Officer may determine.

5.7 EMERGENCY BRIEFING

5.7.1 When the Regional Emergency Operations Centre has been operating while Council is in session, senior staff is authorized to provide an immediate briefing to Council. This briefing takes precedence over all other agenda items and does not require suspension of the rules.

5.7.2 In the event of a public health emergency, enhanced response and/or communicable disease outbreak, particularly where Regional resources are required as part of the response, and with the consent of the Regional Chair, the Medical Officer of Health is authorized to brief Council or the relevant committee, without requiring suspension of the Rules of Procedure. Such briefings may take precedence over regular business on the agenda.

5.8. ~~COMMUNICATIONS~~—CORRESPONDENCE AND PETITIONS - Council and Committees

5.8.1 All ~~communications~~—correspondence within the jurisdiction of a committee shall be referred by the Regional Clerk directly to the appropriate committee, unless the communication relates to a subject that has been dealt with by Council or is to be placed on a draft agenda for a meeting of Council in which case it may be placed on the draft agenda for the Council meeting.

b. No motions other than motions for receipt or a motion directing staff to report to either a Council or committee

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on a matter contained within a correspondence shall arise from an item listed as correspondence.

5.8.2 All correspondence received from municipalities and local boards requesting endorsement or consideration of resolutions, or from other entities which are deemed by the Regional Clerk to be of interest to members of Regional Council, including notices of upcoming workshops, seminars and conferences, shall:

- a. be reported to each member of Council every two weeks or as warranted by the nature and volume of resolutions, as determined by the Regional Clerk without being placed on a draft agenda; and
- b. be placed on a Council or committee draft agenda only at the request of a member.

5.8.3 Every petition to be presented to Council shall be legibly written or printed and shall be signed by at least two people and submitted to the Regional Clerk.

5.8.4 Any petition within the jurisdiction of a committee shall be referred by the Regional Clerk directly to the appropriate committee, unless the matter relates to a subject or a report already scheduled to be dealt with by Council.

5.8.5 Petitions will be placed on the appropriate Council or committee agenda for receipt, unless otherwise specified by Council or committee.

5.9. MOTIONS AND BY-LAWS - Council and Committees

5.9.1. A motion to adopt a committee report in whole or in part may be made and if carried, the committee recommendations contained in the report or the part adopted, except only those explicitly excluded, shall be adopted and passed as resolutions at the meeting.

5.9.2. The proceedings of every meeting of Council shall be confirmed by by-law so that every resolution and decision of Council passed at that meeting shall have the same force and effect as if each and every one of them had been the subject of a separate by-law duly enacted.

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- 5.9.3. No by-law shall be presented to Council unless its enactment has been approved by resolution of Council except:
- a. a by-law to confirm the proceedings of Council;
 - b. a by-law to accept, assume and dedicate, pursuant to the *Municipal Act, 2001, as amended*, lands acquired by the Region for the purpose of widening the public highways forming part of the Regional Roads System or for the purpose of permitting an access to such highways at locations approved pursuant to the Controlled Access By-law, as amended.
- 5.9.4. Copies of each by-law to be considered need not be distributed in advance to the members of Council provided such by-laws are available for examination by members of Council at least 48 hours in advance of the day of the meeting at which the by-law will be considered. Failure to observe this requirement shall not invalidate a by-law enacted despite not having been available for examination by members of Council 48 hours in advance of the day of the meeting at which the by-law shall be considered.
- 5.9.5. The Regional Clerk, in consultation with the Regional Solicitor, is authorized to make minor deletions, additions or other changes in form, to any by-law before same is signed, sealed and numbered, to ensure correct and complete implementation of the intention of Council, including without limiting the generality of the foregoing, the following:
- a. Correction of spelling, punctuation or grammatical errors, or errors that are of a clerical, typographical or similar nature.
 - b. Alteration of the style or presentation of text or graphics to improve electronic or print presentation and accessibility.
 - c. Correction of errors in the numbering of non-operative provisions and any changes in cross-reference that are required as a result.
- 5.9.6. All amendments to any by-law approved by the Council shall be deemed to be incorporated into the by-law and if the amending by-law is enacted and passed by the Council as a by-law, the amendments shall be inserted.
- 5.9.7. By-laws listed on the agenda shall be taken as read, prior to being enacted.

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5.9.8 Every by-law once enacted shall be signed by the Regional Chair and Regional Clerk, the corporate seal affixed thereto, and retained at the Office of the Regional Clerk.

5.10. CLOSED MEETINGS ("IN CAMERA")

5.10.1 Except as provided in this section or in accordance with applicable legislation, all meetings shall be open to the public.

5.10.2 Any member is entitled to be present at a meeting which has been closed to the public, unless that member has an interest which the member is obligated to disclose, in accordance with the *Municipal Conflict of Interest Act*.

5.10.3 A meeting or a part of that meeting may be closed to the public if the subject matter being considered is:

- a. the security of the property of the municipality or local board;
- b. personal matters about an identifiable individual, including ~~Regional~~ **municipal or local board** employees;
- c. proposed or pending acquisition or disposition of land by the municipality or local board;
- d. labour relations or employee negotiations;
- e. litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board;
- f. advice that is subject to solicitor-client privilege, including communications necessary for that purpose;
- g. a matter in respect of which a council, **board**, committee or other body ~~has authorized a meeting to be~~ **may hold a** closed **meeting** under another ~~statute~~ **Act**;
- h. ~~a meeting held for the purpose of educating or training the members, provided that no member discusses or otherwise deals with any matter in a way that materially advances the business or decision-making of the Council or committee.~~
- i. **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;**
- j. **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**

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- significantly the competitive position or interfere significantly with the contractual or other negotiations of a person, group of persons, or organization;
- k. 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
- l. 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.

~~Clause 6(1)(b) of the *Municipal Freedom of Information and Protection of Privacy Act* (MFIPPA) [A head may refuse to disclose a record that reveals the substance of deliberations of a meeting of a council, board, commission or other body or a committee of one of them if a statute authorizes holding that meeting in the absence of the public] does not apply to a record of a meeting closed, 5.8.3.h.~~

5.10.4 A meeting or part of a meeting shall be closed to the public if the subject matter being considered is,

- a. a request under the *Municipal Freedom of Information and Protection of Privacy Act*, if the council, ~~or committee,~~ board commissioner or other body is the head of an institution for the purposes of that Act; or
- b. an ongoing investigation respecting the municipality, a local board or a municipally-controlled corporation by the Ombudsman appointed under the *Ombudsman Act*, an Ombudsman referred to in subsection 223.13 (1) of the *Municipal Act, 2001, as amended*, or the investigator referred to in subsection 239.2 (1) of the *Municipal Act, 2001, as amended*.

5.10.5 A meeting held for the purpose of educating or training the members may be closed, provided that no member discusses or otherwise deals with any matter in a way that materially advances the business or decision-making of the Council, local board or committee.

5.10.6 Before holding a meeting or a part of a meeting that is to be closed to the public, ~~Council or committee~~ a municipality or local board or committee of either of them as the case may be shall state by resolution:

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- a. the fact of the holding of the closed meeting or portion of the meeting; and
- b. the general nature of the matter to be considered at the closed meeting.

5.10.7 Subject to clause 5.10.8, a meeting shall not be closed to the public during the taking of a vote.

5.10.8 Despite clause 5.10.7, a meeting may be closed to the public during the taking of a vote if:

- a. subsection 5.10.3 or subsection 5.10.5 permits or requires a meeting or a portion of a meeting to be closed to the public; and
- b. the vote is for a procedural matter or for giving directions or instructions to officers, legal counsel, employees or agents of the Regional Corporation or persons retained by or under contract with the Regional Corporation.

5.10.9 Any request from a person for an investigation, under the *Municipal Act, 2001, as amended*, of whether a Council or committee meeting or part of a meeting, that was closed to the public, has complied with the relevant provisions of the *Municipal Act, 2001, as amended*, or this Procedure By-law, shall be referred by the Regional Clerk to the Investigator appointed by Council for that purpose.

5.10.10 If a report is received from a person referred to in clause 239.1 (a) or (b) of the *Municipal Act, 2001, as amended*, reporting his or her opinion, and the reasons for it, that a meeting or part of a meeting that was the subject-matter of an investigation by that person appears to have been closed to the public contrary to section 239 or to a procedure by-law under subsection 238 (2), Regional Council shall pass a resolution stating how it intends to address the report.

5.11. WORKSHOPS

5.11.1 All workshops or education sessions will be open to the public, unless otherwise directed by Regional Council, shall be coordinated through the Office of the Regional Clerk. Closed session workshops are permitted in accordance with applicable legislation and Section 5.10.5 of this by-law.

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- 5.11.2 Upon confirmation that the workshop is to proceed, the Regional Clerk shall give notice to all members of Council in accordance with this by-law regarding the subject, date, time and location of the workshop.
- 5.11.3 Preparation of an “agenda” will be dependent on the subject of the workshop. Program staff hosting the workshop shall consult with the Regional Clerk and shall keep a copy for the public record and public inspection.
- 5.11.4 Notice of the workshop subject, date, time and location will be made available to the public in accordance with sections 4.2 or 4.3, and comply with any additional requirements set out in Council policy or in a by-law.
- 5.11.5 Quorum of Council is not required for the workshop to proceed.
- 5.11.6 Any member of the public who does attend, will be permitted to observe the workshop during public session.
- 5.11.7 ~~Pursuant to Section 5.9.3h of this by law, no member shall discuss or otherwise deal with any matter that will materially advance the business or decision making of the Council or committee and no Council or committee decisions or recommendations shall be made at a workshop.~~ Staff shall report the outcome of the workshop at a Council meeting. No decision shall be made at a workshop. Any matter requiring a decision shall be reported to Council or committee for consideration debate and approval at a subsequent meeting of Council or committee.
- 5.12. CONFLICT OF INTEREST
- 5.12.1 Members shall declare conflicts of interest in accordance with the *Municipal Conflict of Interest Act*.
- 5.13. RECORDING OF MEETINGS
- 5.13.1 Meetings of Council and committees shall be recorded by the Regional Clerk where possible and practical to do so.
- 5.13.2 Recordings of meetings made by the Regional Clerk shall be retained in accordance with the Region of Peel Records Retention By-law.

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5.13.3 Audio and video recording equipment may be used by staff, the public and the media to record all or any portions of a meeting that is open to the public provided that it is not disruptive to the conduct of the meeting. The location and use of such recording equipment will be at the discretion of the Regional Clerk.

5.14. ACCESS TO COUNCIL FLOOR

5.14.1 Unless delegating, no members of the public or anyone other than members of Regional Council and Regional staff, delegates or invitees of the Presiding Officer shall be permitted on the Council floor during Council or committee meetings, except at the discretion of the Regional Chair or Regional Clerk.

5.15 OTHER BUSINESS

5.15.1 A member may, with the consent of ~~two-thirds~~ majority vote of the members present, introduce a motion under Other Business which due to its urgent nature cannot properly be presented at a future meeting of Council or committee.

5.15.2 Items to be considered under Section 5.15 that may be pertinent to the business of the Region and are not related to a report, delegation, presentation, requests for information, request for staff to report back on Regional issues or items that ~~is~~ are to be placed on the draft agenda for Council or committee shall be listed under Other Business upon approval of the Regional Chair and Regional Clerk, including new business or enquiries from Regional Councillors.

6. MOTIONS

6.1. GENERAL

6.1.1 The following ranking for matters and motions is in descending order, such that each matter or motion takes precedence (if moved, must be decided before others ranking below it) over those that are below it in this list. For example, a motion to adjourn takes precedence over a motion to recess, which takes precedence over all matters and motions listed from question of privilege to the main motion.

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- a. fix the time at which to adjourn;
 - b. adjourn;
 - c. recess;
 - d. question of privilege;
 - e. point of order;
 - f. call the question;
 - g. limit or extend limits of debate;
 - h. postpone (defer) to a certain time;
 - i. refer;
 - j. amend;
 - k. postpone (defer) indefinitely; and
 - l. the main motion.
- 6.1.2 In Council, the following matters and motions may be introduced orally without notice or specific permission, except as otherwise provided by the Rules of Procedure:
- a. postpone (defer);
 - b. refer;
 - c. call the question;
 - d. adopt or deny committee recommendations or reports;
 - e. direct staff;
 - ~~e.f.~~ **presentation of a petition;**
 - ~~f.g.~~ suspend the Rules of Procedure;
 - ~~g.h.~~ any other procedural motion; and
 - ~~h.i.~~ adjourn.
- 6.1.3 Except as provided in subsection 6.1.2 or as permitted by the Regional Chair, all motions in Council shall be in writing.
- 6.1.4 In committee, motions do not require a seconder, and need not be in writing.
- 6.1.5 No member shall speak to any motion until it is first received by the Presiding Officer, and the mover is entitled to speak first.
- 6.1.6 Any motion may be put forth and considered during Council or committee, providing it relates to the subject of a motion, recommendation, ~~or report~~ **or communication** under debate by Council or committee and is presented at the time of such debate, otherwise previous notice of motion is required.
- 6.1.7 After a motion has been received by the Presiding Officer, it shall be deemed to be in possession of Council or committee

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and may be withdrawn by the mover and seconder, if applicable, before decision or amendment only with the permission of Council or committee.

6.1.8 A motion which requires the exercise of a power or powers by Council or committee which are not within the jurisdiction of Regional Council (ultra vires), shall not be in order.

6.1.9 No matters can be added at a meeting except for Notices of Motion to be heard at the next or subsequent meetings or directions to staff to provide a report at a subsequent or future meetings of Council except that a motion arising from local municipal council of an urgent nature may be presented to Regional Council or committee and may be received without notice.

6.1.10 Directions to staff shall be in the form of a motion.

6.2. MOTION TO ADJOURN

6.2.1 A motion to adjourn:

- a. is neither debatable nor amendable, and cannot be reconsidered;
- b. without qualification, if carried, brings a meeting or session to an end; and
- c. if made with reference to a specific time or if made with a provision to reconvene upon the happening of a specific event, suspends the meeting to continue at the time specified.

6.3. MOTION TO AMEND A PENDING MOTION

6.3.1 A motion to amend a pending motion:

- a. is debatable only if the main motion being amended is debatable;
- b. if more than one, shall be voted on in reverse order to which they were put;
- c. shall not be amended more than once; and
- d. shall be relevant and not contrary to the motion under consideration.

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6.4. MOTION TO CALL THE QUESTION (Call the Vote)

6.4.1 A motion that the question be called enables immediate closure of debate; and:

- a. is not allowable in committees;
- b. is not debatable, although reasons for moving the motion may be given;
- c. cannot be amended;
- d. cannot be moved on a main motion when there is an amendment to that motion under consideration;
- e. shall preclude all further amendments of the main motion;
- f. when resolved in the affirmative, the main motion is to be put forward without further debate or amendment;
- g. cannot be moved by the last member to debate the motion;
- h. requires a two-thirds vote.

6.5. MOTION TO POSTPONE (Defer) A PENDING MOTION

6.5.1 A motion to postpone is a motion by which action of a pending motion can be put off, within limits, to a definite day, meeting, or hour, or until after a certain event; and:

- a. shall only be to the pending motion;
- b. is not debatable although reasons for moving the postponement may be given;
- c. is amendable, as to the time to which the pending motion is to be postponed; and
- d. shall not include clauses for the purpose of amending the pending motion or making any statement on the merit of the pending motion.

6.6. MOTION TO RECONSIDER A DECISION MADE IN THE SAME MEETING

6.6.1. A motion to reconsider enables Council or committee to bring back for consideration the decision on a motion previously voted on during the same meeting, whether or not the previous motion was carried, and:

- a. can only be made by a member who voted with the prevailing side;

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- b. can only be made during the same meeting in which the previous motion to be reconsidered was voted on;
- c. is debatable in all cases in which the previous motion was debatable, and when debatable, opens to debate the merits of the previous motion which is proposed to be reconsidered;
- d. is not amendable;
- e. requires a two-thirds vote regardless of the vote necessary to adopt the previous motion to be reconsidered; and
- f. prior to a vote being taken, temporarily suspends any action resulting from the decision on the previous motion that is proposed to be reconsidered.

6.6.2. A motion to reconsider is not in order when applied to the following:

- a. a vote on a motion to reconsider;
- b. when a motion to reconsider is practically the same as a motion to reconsider already decided; and
- c. when practically the same result can be obtained by some other parliamentary motion.

6.6.3. Should the motion to reconsider carry by a two-thirds vote, the previous motion to be reconsidered is called up, resulting in Council or committee voting again on the motion, and any such previous motion:

- a. does not require a seconder;
- b. shall be called up and voted on at the same meeting as the motion to reconsider was passed; and
- c. when requested by a member, the Presiding Officer shall state the previous motion as pending.

6.7. MOTION TO ~~AMEND OR~~ RECONSIDER A DECISION AT A SUBSEQUENT MEETING ~~A PREVIOUSLY DECIDED MOTION~~ WITHIN THE SAME TERM OF COUNCIL

6.7.1. A motion to ~~amend or~~ reconsider a decision ~~a previously decided motion~~ from a previous meeting ~~within the same term of Council~~:

- a. is amendable; and
- b. is debatable; ~~and~~

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~~e. can be reconsidered only if the motion was decided in the negative.~~

6.7.2. A motion to ~~amend or~~ reconsider the decision on a previous motion adopted within the same term of Council requires a two-thirds vote to carry.

6.7.3. No matter, after being decided by Council, shall be reconsidered within the same term of Council without first passing a motion to reconsider.

- a. No discussion of the main question shall be allowed until the motion for reconsideration is carried.
- b. A motion to reconsider may not be introduced, without notice, unless the Council, without debate, dispenses with notice which requires a two-thirds vote to carry.
- c. Once the matter is opened for reconsideration, it is reopened in its entirety unless the motion to reconsider specifies otherwise.
- d. If the motion is reopened, all previous decisions of the Council remain in force unless the Council decides otherwise.
- e. No motion to reconsider may, itself, be the subject of a motion to reconsider.
- f. An amendment cannot be the subject of reconsideration independently of the motion, by-law or other matter amended.
- g. If a motion to reconsider is decided in the affirmative, such reconsideration shall become the next order of business, and debate on the question to be reconsidered shall proceed as though it had never previously been considered.

6.7.4. A motion to ~~amend or~~ reconsider the decision on a previous motion **within the same term of Council** is not in order when applied to the following:

- a. when the previous motion was passed earlier in the same meeting in which case only a motion to reconsider in the same meeting may be allowed;
- b. when it has previously been moved to reconsider the vote on the previous motion, and the question can be reached by calling up the motion to reconsider in the same meeting;
- c. when something has been done pursuant to the decision on the previous motion that is impossible to

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undo (the unexecuted part of an order, however, can be rescinded or amended);

- d. when the previous motion authorized entering into a contract when that contract has been entered into;
- e. when a resignation has been acted upon, or a person has been elected to or expelled from membership or office, and the person was present or has been officially notified of the action.

6.8 MOTION TO RECONSIDER A PREVIOUSLY DECIDED MOTION NOT IN THE SAME TERM OF COUNCIL

6.8.1 A motion to reconsider a previously decided motion not in the same term of Council requires a majority vote to carry.

6.8.2 The provisions of Sections 6.7.1, 6.7.3 and 6.7.4 shall be applied to this section of the by-law.

6.9. MOTION TO REFER

6.9.1 A motion to refer is a motion by which a matter, action or a pending motion can be sent or directed to a Council or committee, other body or official named in the motion specified, to report back to Council or committee; and:

- a. shall only be made in respect of a main motion or a report or matter listed on an agenda;
- b. shall include the name of the Council or committee, other body or official to whom the matter is to be referred;
- c. shall not include clauses for the purpose of amending the main motion;
- d. is debatable, subject to debate being confined to its merits of the referral only, and cannot go into the main motion; and
- e. is amendable.

6.10. MOTION TO AMEND

6.10.1 A motion to amend changes the wording of a motion before it is voted on.

6.10.2 A motion to Amend must relate to the pending motion. No new business may be introduced by moving an amendment to a motion.

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6.10.3 An amendment which, in effect, is nothing more than a rejection of the main Motion (ie. a contrary motion) is not in order.

6.10.4 On an amendment, members may only debate the merits of the amendment, not the merits of the motion the amendment proposes to amend.

6.10.5. An amendment may only be amended once, and the amendments must relate to each other.

6.10.6. Voting on a motion to amend shall be in the following order:

- a. First vote – the amendment to an amendment;
- b. Next vote – the original amendment;
- c. Final vote – the main Motion (if an amendment is adopted, the final vote will be on the main Motion, as amended).

6.11 MOTION TO RESCIND

6.11.1 A motion to rescind a previous resolution of Council requires a two-thirds majority vote and can only be considered if notice has been given pursuant to section 6.12.

6.12. NOTICE OF MOTION

6.12.1. Notice of Motion is a written notice given by a member that the motion described in the Notice of Motion will be made or presented for adoption at a subsequent meeting specified in the Notice.

6.12.2. Notice of Motion may be given in the following ways:

- a. contained in a committee report;
- b. presented by a member at a meeting, for consideration at a subsequent meeting specified in the notice; ~~or~~
- c. delivered to the Regional Clerk not later than seven days preceding the specified meeting for placement on the agenda. This action shall constitute the notice required by Section 6.12.1;
- ~~e.~~d. oral motions presented at a meeting will be considered at the next Regional Council meeting.

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- 6.12.3. A Motion shall be added to an appropriate agenda for the meeting specified in the Notice of Motion.
- 6.12.4. If the Motion is not dealt with at the appropriate meeting, then it shall be added to the agenda for each of the two succeeding meetings until the motion is considered or otherwise disposed of; and if in the two succeeding meetings it has not been disposed of, it shall be removed from the agenda by the Regional Clerk unless Council by resolution directs otherwise.
- 6.12.5 Prior to Council's consideration of a motion for which notice has been given previously, a revised motion on the same subject, approved by both the mover and seconder, may be substituted for the original one contained in the Notice of Motion.

7. VOTING

7.1. GENERAL - Council and Committees

- 7.1.1 Except as otherwise required under the *Municipal Act, 2001, as amended*, any other statute or this by-law, all motions, resolutions and by-laws shall be carried, passed and enacted as the case may be by a majority vote.
- 7.1.2 Immediately preceding the taking of a vote, the Presiding Officer may restate the motion in the precise form in which it shall be recorded in the minutes, and shall do so if requested by a member. Unless otherwise provided in this by-law or requested by the Presiding Officer a member may indicate the vote or by the use of electronic voting.
- 7.1.3 Every member present and in his/her seat when a vote is called, shall vote on the motion unless prohibited by statute, in which case that fact shall be recorded.
- 7.1.4 A member not in his/her seat at the call of the vote shall not be entitled to vote.
- 7.1.5 A member who is present and in his/her seat and does not vote shall be considered as voting in the negative.
- 7.1.6 All members eligible to vote shall vote yes, no or abstain. A member who refuses to vote (abstain) will be recorded as voting in the negative.

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~~7.1.6~~7.1.7 Each member shall occupy his or her seat until the result of the vote has been declared.

~~7.1.7~~7.1.8 No vote may be taken by any method of secret voting.

7.1.9 After a vote is called by the Presiding Officer, no member shall speak to the motion nor shall any motion be made until after the result is declared, and the decision of the Presiding Officer as to whether the vote has been called shall be final.

~~7.1.8~~7.1.10 Every member eligible to vote shall vote on every motion unless a member indicates a conflict of interest, in which case the member shall recuse him/herself.

7.2. RECORDED VOTE - Council

7.2.1 Recorded votes may only be taken during a Regional Council meeting.

7.2.2 ~~A member may request a recorded vote immediately prior or immediately subsequent to the taking of the vote.~~ Recorded votes will be conducted for all motions at Regional Council meetings, with the exception of:

- a. Approval of the Agenda
- b. Adoption of Minutes
- c. Declaration of Conflict of Interest
- d. Presentations
- e. Delegations
- f. Correspondence
- g. By-laws
- h. Moving in and out of closed session
- i. Calling a question
- j. Adjournment

7.2.3 Once a recorded vote is called, the Clerk shall conduct the vote by:

- a. electronic means; or
- b. asking the members in favour to indicate their vote and then those opposed to indicate their vote **in the event the electronic system is not available.;** and
- ~~c. a member who is present and in his/her seat and does not vote shall be considered to have voted in the negative.~~

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7.2.4 The Regional Clerk shall **display or** announce the results and record the votes in the minutes.

7.3. DIVISION OF MOTION - Council and Committees

7.3.1 A motion containing distinct recommendations or propositions shall be divided at the request of any member, and a **majority** vote on each proposal shall be taken separately. The decision of the vote on whether the motion can be divided shall be final.

7.4. EQUALITY OF VOTES - Council and Committees

7.4.1 When a vote is taken and results in an equality of votes both for and against the motion, the motion shall be lost, unless during a Regional Council meeting where the Presiding Officer, who otherwise does not have a vote, may cast a vote to decide the question.

7.5. DISPUTED VOTE - Council and Committees

7.5.1 The result of a vote is not a ruling and therefore cannot be appealed.

7.5.2 If a member doubts the result of a vote as announced by the Presiding Officer or Regional Clerk, the member may call for the vote to be taken again and members shall stand or indicate the vote during the retaking of the vote and the vote shall not be a recorded vote except in a meeting of Council where the vote shall be a recorded vote.

7.5.3 A member who was not in his or her seat at the time that a vote was taken may not vote in any retaking of the vote.

8. CONDUCT AND DEBATE - Council and Committees

8.1. GENERAL

8.1.1 No member shall:

- a. speak disrespectfully of any person;
- b. use offensive words or unparliamentary language;
- c. engage in improper conduct;

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- d. speak on any subject other than the subject in debate;
or
- e. disobey the Rules of Procedure or a decision of the Presiding Officer on questions of order or practice or upon the interpretation of the Rules of Procedure.

8.1.2 Procedures that may be used by the Presiding Officer in the event of a breach of order are as follows, in increasing order of severity provided that the Presiding Officer may use any such procedure regardless of order of severity where circumstances warrant:

- a. advise and correct the member;
- b. request an apology or withdrawal of a remark by the member;
- c. warn the member;
- d. call the member to order, by which the member shall be seated and not speak further until recognized by the Presiding Officer;
- e. name the member, by which the member shall be called to order and further, that the member's name and offence shall be entered into the minutes; and
- f. expel or exclude the member.

8.2. RAISING A POINT OF PERSONAL PRIVILEGE

8.2.1 To raise a point of personal privilege is a device that permits a request or main motion relating to the rights and privileges of Council or committee (for example: to comfort of members with respect to heating, ventilation, lighting, noise; to conduct of its officers, employees or visitors; or to accuracy of published reports of its proceedings) or an individual member (for example: to an incorrect record of a member's participation in a meeting contained in minutes approved in a member's absence, or to charges circulated against a member's character).

8.2.2 When a member desires to address a point of personal privilege, the member shall ask permission of the Presiding Officer to raise a point of personal privilege; after permission is granted, the member shall state the point of personal privilege to the Presiding Officer and the point of personal privilege shall be immediately decided by the Presiding Officer.

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8.2.3 Thereafter, a member shall only address the Presiding Officer for the purpose of appealing the Presiding Officer's decision to Council or committee.

8.2.4 If no member appeals, the decision of the Presiding Officer shall be final.

8.3. POINT OF ORDER

8.3.1 A point of order is a device by which a member advises the Presiding Officer and Council or committee that the rules of procedure are being violated (for example: a member recognizing committee is continuing its business without quorum being present).

8.3.2 When a member desires to address a point of order, the member shall ask permission of the Presiding Officer to raise a point of order; after permission is granted, the member shall state the point of order to the Presiding Officer and the point of order shall be immediately decided by the Presiding Officer.

8.3.3 Thereafter, a member shall only address the Presiding Officer for the purpose of appealing the Presiding Officer decision to Council or committee.

8.3.4 If no member appeals, the decision of the Presiding Officer shall be final.

8.4. DEBATE

8.4.1 A member desiring to speak shall indicate by using the request to speak system. In instances where the request to speak system is unavailable a member desiring to speak shall indicate same. Upon being recognized by the Presiding Officer, the member shall address the Presiding Officer.

8.4.2 When two or more members indicate a desire to speak, the Presiding Officer shall recognize the member who, in the opinion of the Presiding Officer, so signified first and next recognize in order the other members.

8.4.3 Members may remain seated while speaking.

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- 8.4.4 When a member is speaking, no other member shall interrupt the member except to raise a point of order or personal privilege.
- 8.4.5 In Council, no member shall speak more than twice to the same motion (including questions to or through the Presiding Officer) without the permission of the Presiding Officer, except that a member who has presented a substantive motion rather than an amendment may reply to questions.
- 8.4.6 In committee, there is no limit to the number of times a member may speak to the same motion.
- 8.4.7 In Council, no member shall speak to the same motion for longer than five minutes on each occasion that the member is recognized by the Presiding Officer without permission of the Presiding Officer.
- 8.4.8 A member may request the motion under discussion to be read at any time during the debate, but not so as to interrupt a member while speaking.
- 8.4.9 A member may ask a question of the Presiding Officer for the purpose of clarifying the motion, and in seeking the clarification, the member is not to debate the matter to which the question refers.
- 8.5. APPEAL RULING OF THE PRESIDING OFFICER
- 8.5.1 When a member appeals a ruling of the Presiding Officer, the member shall give notice to the Presiding Officer that his or her ruling is being appealed; after notice has been given to the Presiding Officer, the member shall state the nature of the appeal and the appeal shall be immediately decided by Council or committee by a majority vote.
- 8.5.2 If appealed, the Regional Clerk shall call a vote without debate on the following question; "Shall the decision of the Presiding Officer be sustained?", and the decision on that vote shall be final.
- 8.5.3 An appeal takes precedence over any question pending at the time.

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9. COMMITTEES

9.1. GENERAL

- 9.1.1 Committees and Council Sections may be established by Council at any time as is deemed necessary for the consideration of matters within its jurisdiction.
- 9.1.2 By notifying the Regional Clerk (either orally or in writing) before the commencement of a meeting, a Council member of a committee may designate another Council member to attend such a committee meeting in his or her absence and the member so designated shall be deemed to be a member of such committee for the designated meeting and may vote at the meeting provided that the member making the designation remains absent from the meeting.
- 9.1.3 Only members appointed to a committee and members designated by absent Council or committee members, ~~except citizen members,~~ are entitled to vote on motions under consideration by that committee, **unless otherwise provided for in the committee's Terms of Reference.**
- 9.1.4 Should any member appointed to a committee fail to attend three successive committee meetings of the same committee without authorization from the Committee Chair, that member's appointment to the committee is terminated and Council may appoint another member to take his or her place.
- 9.1.5 A non-Council member may only designate another non-Council member to attend in his or her absence if such designation is provided for in the committee's Terms of Reference.
- 9.1.6 Upon resignation of a member **from a committee,** Council may appoint another member to take his or her place **on the committee.**
- 9.1.7 The Regional Clerk, or an employee designated by the Regional Clerk, shall act as **recording** ~~S~~ecretary to every committee.

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9.2. COMMITTEES, TASK FORCES, AD HOC COMMITTEES AND ADVISORY COMMITTEES

9.2.1 All appointments to a committee shall be made by Council and unless otherwise specifically provided for in the appointment, all appointments shall be for the term of Council, or, unless membership in the committee is ex-officio by reason of a member's position as Council Section Chair, in which case the appointments shall be for the duration of the member's tenure as the Council Section Chair', but not beyond the term of Council.

9.2.2 Ad hoc committee, task force or advisory committee means a special purpose committee of limited duration, created by Council to inquire into and report to either Council on a particular matter or concern and which dissolves automatically upon submitting its final report unless otherwise directed by Council or specified in the Ad hoc committee, task force or advisory committee Terms of Reference.

9.3 COMMITTEE CHAIRS AND VICE-CHAIRS

9.3.1 It shall be the duty of the Committee Chairs and Vice-Chairs:

- a. to receive and put to a vote all motions presented by the members of a committee, and to announce the result;
- b. to enforce the Rules of Procedure;
- c. to preserve order and decide points of order;
- d. to expel or exclude from any meeting any person who has been guilty of improper conduct at the meeting; and
- e. where it is not possible to maintain order, the ~~Presiding Officer~~**committee Chair or Vice-Chair** may, without any motion being put, adjourn the meeting to a time to be named by the Presiding Officer.

9.3.2 The term of a Committee Chair and Vice-Chair will be 24 months from the date of his or her election or appointment and shall terminate at the end of the 24 months, the end of term of Council or the end of the committee's mandate, whichever occurs first.

9.3.3 If the Committee Chair is known to be absent or is absent for a period of 15 minutes after the time appointed for the holding of

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a committee meeting, and a quorum is present, the Committee Vice-Chair shall preside during the meeting or until the arrival of the Committee Chair. If both the Committee Chair and Vice-Chair are absent for a period of 15 minutes after the time appointed for the holding of a committee meeting, the committee may appoint an Acting Presiding Officer who shall preside during the meeting or until the arrival of the Committee Chair or Vice-Chair.

- 9.3.4 The Chair and Vice-Chair of any committee shall be elected by the members of the committee from among the members of the committee, using the procedures for election of the Council Section Chairs and Vice-Chairs as contained in Appendix 1 – Election of Council Section Chairs and Vice-Chairs, with necessary modifications.

9.4. COMMITTEE EXCEPTIONS TO COUNCIL PROCEDURES

- 9.4.1 Committees shall conform to the rules governing procedure in Council, with the following exceptions:

- a. there is no limitation on the number of times a member may speak to a motion;
- b. there is no limitation on how long each member may take while speaking;
- c. recorded votes are not allowed;
- d. a motion to call the question is not allowed;
- e. a motion made in committee need not be seconded;
- f. a motion may be made orally;
- g. notices of motion are not required; and
- h. quorum does not require representation from all municipalities, unless required under the committee's Terms of Reference as approved by Council.

9.5. SPECIAL PURPOSE BODIES

- 9.5.1 Council shall appoint persons to any special purpose body as may be appropriate or in accordance with applicable legislation and the provisions of Appendix 2 – Appointments to Special Purpose Bodies shall apply to such appointments.

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10. REPEAL

10.1. GENERAL

10.1.1 This by-law supersedes and repeals all conflicting by-laws and resolutions with respect to Rules of Procedure for Council and its committees, including By-laws 100-2012, 117-2013 and 12-2016.

READ THREE TIMES AND PASSED IN OPEN COUNCIL this ____day
of _____, 2018.

Regional Clerk

Regional Chair

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**APPENDIX 1
BY-LAW XX-2018**

**ELECTION OF COUNCIL SECTION CHAIRS AND VICE CHAIRS
VOTING PROCEDURES**

1. DEFINITIONS

- 1.1 "Lot" is the method of determining the nominee to either fill the vacancy or go on to the next ballot, as determined by the particular circumstance. The names of the tied nominees shall be placed on equal sized pieces of paper, placed in a container and one name shall be drawn by a person chosen by the Regional Clerk.
- 1.2 "Majority Vote" means more than half the votes cast by persons legally entitled to vote in a regular or properly called meeting at which quorum is present.

2. PROCEDURE FOR NOMINATIONS

- 2.1 Nominations shall be placed in the following manner:
- a. The Regional Clerk or Regional Chair shall call for nominations.
 - b. Each nomination shall be moved and seconded by a member.
 - c. After nominations have been closed by a vote of Council, each nominee shall, prior to the vote being taken, be permitted to speak to the nomination for not more than two minutes.
 - d. The nominees shall be called upon in alphabetical order of surnames.
- 2.2 A nominee may withdraw his or her name at any time.

3. VOTING PROCESS

- 3.1 Nominees shall be voted on in alphabetical order of surnames.
- 3.2 If there is more than one nominee, votes shall be recorded and all members shall stand when voting to indicate their vote.
- 3.3 There shall be one nominee vote per member per round of voting for each office. A member's first vote is deemed to be the member's vote. If a member votes a second time in the same round of voting, the Regional Clerk shall advise the member and the member's vote shall not count.
- 3.4 Once the process commences, the only motion permitted will be a motion to recess.

**APPENDIX I
AMENDMENTS TO THE REGION OF PEEL PROCEDURE BY-LAW 100-2012**

3.5 One Nominee:

- a. The nominee requires a majority of votes to be elected. Voting may be by show of hands.

3.6 Two Nominees Only:

- a. The nominee who receives a majority of votes is elected.
- b. If there is a tie vote the Regional Clerk shall declare a ten minute recess to allow members time to consider the matter, after which the vote shall be retaken. If the vote is again tied, the Regional Clerk shall declare a second ten minute recess, after which the vote shall be retaken. If the vote is again tied then the vacancy shall be filled by the nominee selected by lot. The name drawn shall be the winner of the election.

3.7 Three or More Nominees:

- a. First and Successive Ballots:
 - i) A nominee who receives a majority of votes is elected.
 - ii) If no nominee receives a majority of votes, the nominee with the least number of votes shall be excluded from subsequent voting and Council shall proceed with the next ballot.
 - iii) If there is a tie vote with respect to the nominees receiving the least number of votes then a lot shall be conducted until there is one name not drawn, and the name (or names) drawn shall go forward to the next ballot, and the name not drawn shall be excluded from subsequent ballots.
 - iv) When there are only two nominees remaining, the procedure for two nominees [Procedure 3.6] shall apply.

**APPENDIX I
AMENDMENTS TO THE REGION OF PEEL PROCEDURE BY-LAW 100-2012**

**APPENDIX 2
BY-LAW XX-2018**

**APPOINTMENTS TO SPECIAL PURPOSE BODIES
VOTING PROCEDURES**

1. DEFINITIONS

- 1.1 "Lot" is the method of determining the nominee to fill the vacancy or go onto the next ballot, as determined by the particular circumstance. The names of the tied nominees shall be placed on equal sized pieces of paper, placed in a container and one name shall be drawn by a person chosen by the Regional Clerk.

2. PROCEDURE FOR NOMINATIONS

- 2.1 Names for appointments shall be included in the staff report on Special Purpose Body appointments based on "Indication of Interest" forms returned to the Office of the Regional Clerk. Additional nominations received at the time of voting on appointments shall also be considered by Council for appointment to the Special Purpose Bodies. Voting shall be conducted for **ALL** vacancies on the special purpose body in question, and not just for vacancies for which nominations had not been received at the time of the staff report.
- 2.2 Nominations shall be placed in the following manner:
- a. The Regional Clerk or Presiding Officer shall state which appointments require an election.
 - b. The Regional Clerk or Presiding Officer shall call for nominations.
 - c. Each nomination shall be moved and seconded by a member.
 - d. After nominations have been closed by a vote, each nominee may, prior to the vote being taken, be permitted to speak to the nomination for not more than two minutes.
 - e. The nominees shall be called upon in alphabetical order of surname.

**APPENDIX I
AMENDMENTS TO THE REGION OF PEEL PROCEDURE BY-LAW 100-2012**

2.3 Nominees may withdraw their name at any point in the voting process.

3. VOTING PROCESS

3.1 Once the process commences, the only motion permitted will be a motion to recess.

3.2 For One Vacancy:

- a. If there is just one nominee, the nominee requires a majority of votes to be appointed. Voting may be by show of hands.
- b. If there is more than one nominee, the Regional Clerk or Presiding Officer shall request each member, alphabetically, to stand and state the name of the nominee for whom they are voting. The nominee with the highest number of votes shall be appointed.

3.3 For Two or More Vacancies:

- a. The Regional Clerk or Presiding Officer shall request each member, alphabetically, to stand and state the names of the nominees for whom he or she is voting. For example, if there are three vacancies, each Council member shall be given only one opportunity to state the names of the nominees, up to and including three, for whom he or she is voting. The nominees with the highest number of votes shall be appointed.

3.4 In the case of an equality of votes, then the position shall be filled by the nominee selected by lot, conducted by the Regional Clerk.

**APPENDIX I
AMENDMENTS TO THE REGION OF PEEL PROCEDURE BY-LAW 100-2012**

**APPENDIX 3
BY-LAW XX-2018**

**TEMPORARY REPLACEMENT –
ALTERNATE MEMBERS OF REGIONAL COUNCIL**

1. PURPOSE

- 1.1 To outline the policies and procedures with respect to Alternate Members of Regional Council, if appointed by the lower-tier municipalities.

2. DEFINITIONS

- 2.1 “Regional Council Member” a member duly elected to a lower-tier council and to Regional council in The Regional Municipality of Peel.
- 2.2 “Lower-Tier Council Member” or “local councillor” a member duly elected to the council of a lower-tier municipality within The Regional Municipality of Peel.
- 2.3 “Alternate Council Member” or “alternate member” a member of a lower-tier council in The Regional Municipality of Peel, who has been appointed by the lower-tier council to act as a substitute member on Regional council when another member of that lower-tier Council is unable to attend a Regional council meeting.

3.0 BACKGROUND

- 3.1 Subsection 268 (1) of the *Municipal Act, 2001, as amended*, allows that the council of a local municipality may appoint one of its members as an alternate member of the upper-tier council, to act in place of a person who is a member of the councils of the local municipality and its upper-tier municipality, when the person is unable to attend a meeting of the upper-tier council for any reason. This subsection does not authorize the appointment of more than one alternate member during the term of council, or the appointment by the local municipality of an alternate head of council of the upper-tier municipality.

**APPENDIX I
AMENDMENTS TO THE REGION OF PEEL PROCEDURE BY-LAW 100-2012**

4.0 POLICY

- 4.1 Each of the local municipalities of The Regional Municipality of Peel, may choose to appoint one (1) of their local councillors to act as an alternate should one of their Regional Councillors be unable to attend a Regional Council meeting. Alternate member attendance is limited to Regional Council meetings only.
- 4.2 In accordance with the Act, only one alternate member is to be appointed by each local municipality. The alternate would be appointed for the entire term of Council. Should the seat of the alternate become vacant, then the municipality may appoint another member to act as the alternate to Regional Council. The local municipal Clerk will notify the Regional Clerk if an alternate member has been appointed.
- 4.3 Alternate members may only substitute when a regular member of Regional Council from their local municipality is unable to attend a meeting. Substitutions for part of a meeting will not be permitted.

5. PROCEDURE REGARDING NOTIFICATION

- 5.1 When a member of Regional Council knows that they will not be able to attend a Regional Council meeting and that their municipality's alternate member will be attending in their place, they should attempt to notify the Regional Clerk, in writing, as soon as possible prior to the meeting.

6. POWERS/DUTIES OF THE ALTERNATE MEMBER

- 6.1 While in attendance at a Regional Council meeting, the alternate member will have all of the same powers and duties as a regular member of Regional Council e.g. may move motions and vote. The alternate must adhere to all applicable policies and procedures that apply to members of Regional Council while in attendance at a meeting e.g. the Region's Procedural By-law and Council Code of Conduct.

**APPENDIX I
AMENDMENTS TO THE REGION OF PEEL PROCEDURE BY-LAW 100-2012**

6.2 The alternate will only have the same powers and duties of a regular member of Regional Council during the meeting they are attending. Prior to, or after the meeting, the alternate cannot submit agenda items such as notices of motion.

7. ADMINISTRATIVE MATTERS

7.1 The Office of the Regional Clerk will maintain a record of the names of the alternates appointed by each lower-tier municipality, as provided by the lower-tier municipal clerk.

7.2 The minutes of Regional Council meetings will reflect when a member of Council is absent and that a named alternate member attended in their place.

7.3 Alternate members may receive mileage compensation at the approved corporate rate from the Region for attendance at a meeting. As attendance as an alternate is seen as fulfilling part of the duties as an local municipal councillor, no further compensation from the Region will be provided.

8. DISCREPANCIES

8.1 If a discrepancy should arise where a Regional Councillor and an alternate member are both in attendance at the start of a meeting, the Regional Councillor shall assume their role at the meeting. Regardless of whether the alternate is under the belief that they are attending on the Regional Councillor's behalf, they will not be permitted to act in the capacity as alternate when the Regional Councillor is in attendance, but may attend the meeting as a public spectator only.

8.2 Once the determination has been made that an alternate is attending on a Regional Councillor's behalf, the alternate shall remain as the Regional Councillor for the duration of the meeting, regardless of whether the regular Council Member shows up. The alternate will be noted as the member in attendance for the entire meeting and the regular Council Member may attend the meeting as a public spectator only.

**APPENDIX I
AMENDMENTS TO THE REGION OF PEEL PROCEDURE BY-LAW 100-2012**

9. LEGAL EXPENSE INDEMNIFICATION

9.1 An alternate member will only be considered a member of Regional Council during attendance at a Regional Council meeting. At all other times they will be considered as a private citizen for the purposes of the Region's Indemnification By-law. The alternate would not be entitled to Indemnification from the Region for any statutory prosecution or disciplinary proceeding brought against them, unless such action is the result of an incident that occurred during the alternate acting in good faith, in the course of their duties, at a Regional Council meeting, if during such time they were acting as an alternate member of Regional Council.

**APPENDIX I
AMENDMENTS TO THE REGION OF PEEL PROCEDURE BY-LAW 100-2012**

**APPENDIX 4
BY-LAW XX-2018**

PUBLIC MEETINGS

1. PURPOSE

1.1 Public Meetings shall enquire into a matter over which Council has authority under the *Municipal Act, 2001, as amended*, the *Planning Act*, or any other statute that requires or permits Council to hold a public meeting.

2. DELEGATED HEARING OR MEETING

2.1 Where any statute confers a right for the public to be heard by Council before the passing of a by-law, or where Council by statute is required to hold a public meeting before the passing of a by-law, such a meeting or hearing may be held immediately prior to a Regional Council meeting

3. RULES OF PROCEDURE

3.1 Public Meetings shall be governed by all applicable rules and procedure of this by-law, save and except for Section 4.5 – Quorum at Council or committees and Section 5.9 – Motions and By-laws.

4. NOTICE OF MEETINGS

4.1 Notice of Public Meetings will be made available on the Region of Peel website.

4.2 Appropriate notice/advertising of a Public Meeting to advise interested persons shall be undertaken as required by any applicable legislation, by-law or Regional policy.

5. MEETING PROCEEDINGS

**APPENDIX I
AMENDMENTS TO THE REGION OF PEEL PROCEDURE BY-LAW 100-2012**

- 5.1 The date and time of when to hold a Public Meeting will be coordinated by the Regional Clerk or determined by Council, as required.
- 5.2 The place of the Public Meeting shall be in the Region of Peel Council Chambers, unless otherwise determined by the Regional Council.
- 5.3 Quorum is not required for Public Meetings, unless required by legislation.
- 5.4 At the commencement of each Public Meeting, the Regional Chair shall explain that the intent of the meeting is to hear the views of the public, and the members shall not enter into discussion or debate on the subject.
- 5.5 The Regional Clerk shall prepare an agenda in the following order for the use of members at Public Meetings:
 - a. Declarations of Conflicts of Interest
 - b. Opening of Public Meeting
 - c. Confirmation of Notification
 - d. Further Notice Request
 - e. Staff Presentations
 - f. Public Participation (Oral Submissions)
 - g. Public Participation (Written Submissions)
 - h. Conclusion and Closing of Public Meeting
- 5.6 Delegations may submit a request to the Regional Clerk in order to speak at a Public Meeting.
- 5.7 The Regional Clerk shall not accept any form of submission that contains any obscene or improper language or content, as determined by the Regional Clerk in consultation with the Regional Chair.
- 5.8 No persons addressing Council as a delegation shall:
 - a. speak disrespectfully of any person;
 - b. use offensive words or unparliamentary language;
 - c. engage in improper conduct;
 - d. speak on any subject other than the subject for which they have received approval to address Council; or

**APPENDIX I
AMENDMENTS TO THE REGION OF PEEL PROCEDURE BY-LAW 100-2012**

- c. disobey the Rules of Procedure or a decision of the Presiding Officer or of Council.
- 5.9 The Presiding Officer may curtail any delegation or any questions of a delegation for disorder or any other breach of the Rules of Procedure or if in the Presiding Officer's discretion, the questions are not of a clarifying nature, and, if the Presiding Officer rules that the delegation is concluded, the persons appearing shall withdraw from the place designated for delegations.
- 5.10 After a delegation has completed its presentation, members shall each have one opportunity to ask questions of the delegation for clarification purposes only, and without debate. If the delegate's answer to the clarifying question requires a further clarifying question, a member shall have one further opportunity to clarify. When all members who have indicated a desire to ask clarifying questions have finished, the persons appearing as a delegation shall withdraw from the place designated.
- 5.11 The report of the Regional Clerk for each Public Meeting shall be presented to Council at the next appropriate meeting of Council, for receipt.
- 5.12 No decision shall be made at a Public Meeting. Any matter requiring a decision shall be reported to Council for consideration debate and approval at a subsequent meeting of Council.

THE REGIONAL MUNICIPALITY OF PEEL

BY-LAW NUMBER 7-2018

A by-law to authorize the temporary borrowing of monies to meet operating expenses of the municipality pending receipt of revenues.

WHEREAS, Section 407 of the *Municipal Act, 2001* S.O. 2001, c.25 as amended, (hereinafter referred to as "the Act") provides that subject to limitations contained therein, at any time during a fiscal year, a municipality may authorize temporary borrowing, until the taxes are collected and other revenues are received, of the amount that the municipality considers necessary to meet the expenses of the municipality for the year;

AND WHEREAS, the total estimated revenues of the Regional Corporation as set out in the budget adopted for the year 2018, are \$2,170,641,528;

AND WHEREAS, Council of the Regional Corporation has by resolution adopted on this 25th day of January, 2018, authorized the enactment of a by-law to authorize the temporary borrowing of monies to meet the operating expenses of the municipality for the year 2018;

NOW THEREFORE, the Council of the Regional Corporation enacts as follows:

1. That the Regional Chair, and the Treasurer of the Regional Corporation are hereby authorized to borrow funds on behalf of the Regional Corporation, in a total amount at any one time plus any outstanding amounts of principal borrowed and accrued interest, not to exceed \$1,085,320,764 between 1st January, 2018 and 30th September, 2018 and \$542,660,382 between 1st October, 2018 and 31st December, 2018 to meet the 2018 operating expenses of the Regional Corporation in accordance with the limitations and for the purposes set forth in Section 407 of the Act;
2. That all sums borrowed pursuant to the authority of this by-law for 2018 operating expenses of the Regional Corporation shall, with interest thereon, be a charge upon the whole or any part or parts of the revenues of the Regional Corporation for 2018 and for any subsequent years as and when such revenues are received;
3. That any promissory note, bankers' acceptance or loan agreement entered into under the authority of this by-law shall be affixed with the seal of the Regional Corporation and signed by the Regional Chair or such other signing officer as may be designated by by-law, and the Treasurer.

READ THREE TIMES AND PASSED IN OPEN COUNCIL this 25th day of January, 2018.

Regional Clerk

Regional Chair

**ADDITIONAL MATERIALS
DISTRIBUTED AT MEETING**



RESOLUTION NO.: 0018-2018 Page 1 of 1

Date: January 24, 2018

Moved by: Karen Ras

Seconded by: [Signature]

RECEIVED
January 24, 2017
 REGION OF PEEL
 CLERKS DEPT.

1. That the office of Ward 1 Councillor formerly held by Jim Tovey be declared vacant in accordance with Section 262(1) of the *Municipal Act*, 2001.

2. That the ~~process~~ ^{appointment} to fill the vacancy follow the ~~process~~ ^{process} outlined in the report dated Jan. 24, 2018 entitled Declaration of Vacancy - Ward 1 Councillor. ~~#####~~
~~#####~~

Recorded Vote	YES	NO	ABSENT	ABSTAIN
Mayor B. Crombie	✓			
Councillor J. Tovey				
Councillor K. Ras	✓			
Councillor C. Fonseca	✓			
Councillor J. Kovac	✓			
Councillor C. Parrish	✓			
Councillor R. Starr	✓			
Councillor N. Iannicca	✓			
Councillor M. Mahoney	✓			
Councillor P. Saito	✓			
Councillor S. McFadden	✓			
Councillor G. Carlson	✓			

Carried (11,0,Unanimous)

REFERRAL TO _____
 RECOMMENDED _____
 DIRECTION REQUIRED ✓
 RECEIPT RECOMMENDED _____

Carried
BC
 Mayor

City of Mississauga
Corporate Report



<p>Date: 2018/01/23</p> <p>To: Chair and Members of Council</p>	<p>Originator's files:</p>
<p>From: Diana Rusnov, Director, Legislative Services and City Clerk</p>	<p>Meeting date: January 24, 2018</p>

Subject

Declaration of Vacancy – Ward 1 Councillor

Recommendation

1. That the office of Ward 1 Councillor formerly held by Jim Tovey be declared vacant in accordance with Section 262(1) of the *Municipal Act, 2001*.
2. That Council provide direction on the preferred option for filling the vacancy for Ward 1 Councillor.

Background

Vacancies on a municipal council are addressed in Sections 259-263 of the *Municipal Act, 2001* (The Act). The Act, states that if the office of a member of municipal Council becomes vacant as a result of a death, the municipality must pass a motion to declare the seat to be vacant at one of its next two meetings. Within 60 days of declaring the seat vacant, the Act provides two options to fill the vacancy: appoint a person to fill the seat or conduct a by-election.

Comments

Under the *Municipal Act, 2001* and the *Municipal Elections Act, 1996* (MEA) a vacant seat on Council can be filled by:

- a. appointing a person to fill the vacancy; or
- b. a by-election.

Given the two options, the following outlines the processes and timelines for filling the vacancy created by the passing of Councillor Jim Tovey:

Action	Timeline
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12.1-3

Council	2018/01/24	2
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Declare the seat vacant. (the Act, s.259(1)(h))	<p>The vacancy is to be declared at either of the next two Council meetings (the Municipal Act s. 262(1)).</p> <p>The potential two Council meeting dates are: - January 24, 2018 - February 7, 2018.</p>
<p>To fill the vacancy the municipality shall within 60 days (the Act s. 263(5)(1)):</p> <ol style="list-style-type: none"> 1. appoint a person 2. pass a by-law to hold a by-election 	<p>If the declaration of vacancy is made on:</p> <ul style="list-style-type: none"> - January 24th +60 days = closest available Council meeting - March 7th - February 7, 2018 + 60 days = closest available Council meeting - March 28th
Appointment Option	
If the municipality shall decides to appoint an individual to fill the vacancy	This must be done within 60 days after the declaration of vacancy is made (see dates above)
By-election Option	
In the event that a by-election is required, a by-law must be passed establishing the nomination period.	The nomination period begins the day the by-law requiring a by-election is passed and ends at 2pm on nomination day (MEA 65(4)2)
Voting Day	Voting Day shall be set for 45 days after nomination day (MEA s. 65(4)3)

Appointment option

Proposed Appointment procedure and timeline (based on the concept included in the email from Mayor Crombie with additional details included on the specifics of the procedures):

1. Council declares the seat vacant.
2. The City Clerk will advertise the vacancy online and on social media inviting interested and qualified applicants to seek the appointment to Council.
3. Interested persons will be required to submit a Nomination Form and supporting documentation such as a resume or expression of interest. All documents submitted as part of the application will become part of the public record and will be included on the February 21, 2018 Council agenda. Applications must be submitted in person at the Clerk's Office, Monday to Friday, 8:30 am to 4:30 pm, beginning January 29 and ending February 9, 2018 at 4:30 pm. Nomination Forms must be sworn before a Commissioner of Oaths, with the applicant providing proof of identification and of meeting the eligibility requirements.
4. The City Clerk will prepare a report with the list of applicants who meet the eligibility criteria for the February 21, 2017 Council agenda for Council's consideration and recommendation;
5. Each applicant will be invited to the Council meeting on February 21, 2017 to address Council for up to 5 minutes. The order of speaking will be in alphabetical order of the candidate's last name.
6. Following each candidate's five minute deputation to Council, Members of Council shall be entitled to ask questions of each candidate.
7. Council shall convene in Closed Session to deliberate on the appointment.
8. Council shall vote on the appointment in open session.
9. The candidate receiving the majority vote shall be appointed as Ward 1 Councillor.
10. After the vote, Council shall enact a by-law confirming the appointment of the successful candidate to the office for the remainder of the term of the present Council.

Eligibility and Criteria for Appointment

Eligibility to apply:

- 18 years of age or older;
- A Canadian Citizen;
- A resident of the City of Mississauga, or an owner or tenant of land in the City of Mississauga or the spouse of an owner/tenant of land in the City of Mississauga;
- Not disqualified under any Act from holding municipal office.

Additional potential criteria:

- Commitment that the candidate will not run in the 2018 City of Mississauga Municipal Election in any ward or for the office of Mayor of the City of Mississauga;
- Have an understanding of Ward 1 issues and Councillor Tovey's position on those issues.

12.1-5

Council	2018/01/24	4
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Action	TimeLine
Declare vacancy	January 24, 2018
Appointment application process - Applications available at the Clerk's Office and on-line	January 29 – February 9, 2018
Deadline to submit application and supporting documentation	February 9, 2018 at 4:30 pm, Office of the City Clerk, 2 nd Floor, 300 City Centre Drive, Mississauga
Council Agenda available on-line with a report listing all candidates and their supporting documentation	February 16, 2018
Council meeting to: -consider the applications -give candidates an opportunity to address Council in support of their application -make a decision regarding the appointment of Ward 1 Councillor -pass the by-law appointing a candidate to fill the vacancy.	February 21, 2018

By-election option

The following outlines the timeline for the earliest possible by-election voting day:

Action	Timeline
Seat is declared vacant	January 24, 2018

By-law requiring a by-election is passed	January 24, 2018
Nomination period	January 24, 2018 to February 22, 2018
Potential Advance Poll Days	March 31, 2018 and April 1, 2018
Voting Day	April 9, 2018

With the above timeline in mind, it is important to note that nominations for the 2018 General Municipal Election will be open as of May 1, 2018.

Financial Impact

The appointment option will have no financial impact. The by-election option would have a financial impact. The Ward 4 By-election cost approximately \$330,000.

Conclusion

With the passing of Councillor Jim Tovey, Council is required to declare the seat vacant and decide how the seat should be filled. The two options provided by the Municipal Act are to fill the vacancy by the appointment of an individual or the holding of a by-election.



Diana Rusnov, Director, Legislative Services and City Clerk