



COMMITTEE OF THE WHOLE COMMUNITY DEVELOPMENT MINUTES

March 9, 2021

6:00 p.m.

Brantford City Hall, 100 Wellington Square

Councillor Martin in the Chair

1. INVOCATION

The Invocation was read by Councillor Martin.

2. ROLL CALL

Present:	Mayor Davis
	Councillor Vanderstelt
	Councillor Utley
	Councillor Sless
	Councillor McCreary
	Councillor Martin
	Councillor Carpenter
	Councillor Antoski
	Councillor Van Tilborg
	Councillor Wall
Regrets:	Councillor Weaver

3. DECLARATIONS OF CONFLICTS OF INTEREST

Councillor McCreary declared a conflict of pecuniary interest on Item 5.2 – Application for Zoning By-law Amendment PZ-11-20 and Draft Plan of Condominium 29CD-20503 - 180 Grand River Avenue and Item 5.3 Applications for Zoning By-law Amendment PZ-10-20 and Draft Plan of Condominium 29CD-20504 – 10 Jubilee Avenue as he lives in close proximity to the application locations.

4. SEPARATION OF ITEMS FOR CONSIDERATION AND CONSENT ITEMS FOR DISCUSSION PURPOSES

Item 7.1.1 was separated for discussion purposes.

Moved by Councillor Wall

Seconded by Councillor Van Tilborg

THAT all Items for Consideration/ Consent (Items 7.1.2 and 7.2) not separated for discussion purposes BE APPROVED.

Recorded vote on all Items for Consideration/ Consent (Items 7.1.2 and 7.2) not separated for discussion purposes:

YES (8): Mayor Davis, Councillor Vanderstelt, Councillor Utley, Councillor Sless, Councillor McCreary, Councillor Martin, Councillor Van Tilborg, and Councillor Wall

NO (1): Councillor Carpenter

CARRIED (8 to 1)

Councillor Antoski was not present at the time of the vote.

All of the following Items for Consideration and Consent Items (Items 7.1.2 and 7.2) not separated for discussion purposes carried on a recorded vote of 8 to 1:

7. ITEMS FOR CONSIDERATION/ CONSENT

7.1.2 Single Source Procurement of the 2021/2022 Corporate Insurance Policy [Financial Impact - \$2,899,962 - \$3,023,892], 2021-207

- A. That Report 2021-207 titled "Single Source Procurement of the 2021/2022 Corporate Insurance Policy" BE RECEIVED; and
- B. That Staff BE DIRECTED to negotiate the non-competitive procurement of the City's corporate insurance policies for the period July 1, 2021 to June 30, 2022 with the Frank Cowan Company; and
- C. THAT the necessary contract(s), in a form satisfactory to the City Solicitor or delegate, between The Corporation of the City of Brantford and Frank Cowan Company BE PLACED on a Signing By-law for execution by the Mayor and City Clerk.

7.2 CONSENT ITEMS

7.2.1 Honoraria and Expenses Report for 2020 [Financial Impact – None], 2021-173

THAT Report 2021-173 entitled Honoraria and Expenses Report for 2020 BE RECEIVED.

7.2.2 MINUTES

THAT the following minutes BE ADOPTED:

7.2.2.1 Committee of the Whole - Community Development - February 9, 2021

5. STATUTORY PUBLIC HEARINGS/PUBLIC MEETINGS

Referral Motion

Moved by Councillor Sless

Seconded by Councillor Utley

THAT the following Items (5.2 and 5.3) BE REFERRED back to the applicant to provide for further consultation with the area residents:

5.2 Applications for Zoning By-law Amendment PZ-11-20 and Draft Plan of Condominium 29CD-20503 - 180 Grand River Avenue [Financial Impact – None], 2021-133

- A. THAT Zoning By-law Amendment Application PZ-11-20, submitted by Urban Solutions Planning and Development Consultants Inc. on behalf of King and Benton Redevelopment Corporation, affecting lands at 180 Grand River Avenue, to amend the “Mixed Commercial Residential – Exception 20 Zone (F-C3-20)” to permit a 30-unit apartment building, with site specific provisions, BE APPROVED, in accordance with the applicable provisions as noted in Section 9.3 of Report 2021-133; and
- B. THAT Draft Plan of Condominium Application 29CD-20503, submitted by Urban Solutions Planning and Development Consultants Inc. on behalf of King and Benton Redevelopment Corporation, affecting lands at 180 Grand River Avenue, BE APPROVED subject to the conditions included in Section 9.5 “Conditions of Draft Plan of Condominium Approval” of Report 2021-133; and
- C. THAT the By-law to remove the “Holding (H)” provision from the subject lands be presented to Council for approval once the following conditions have been satisfied:
 - i. That the applicant has provided confirmation that a Record of Site Condition (RSC) has been filed;
 - ii. That the applicant has provided a signed Site Plan Agreement to the City, along with all necessary securities; and,

- iii. That all servicing issues, financial and otherwise, have been addressed to the satisfaction of the City of Brantford; and
- D. THAT Pursuant to Sections 34(18) and 51(38) of the Planning Act, R.S.O. 1990, c.P.13., the following statement SHALL BE INCLUDED in the Notice of Decision:

“Regard has been had for all written and oral submissions received from the public before the decision was made in relation to this planning matter, *as discussed in Section 8.2 and 9.4.1 of Report 2021-133*”.

5.3 Applications for Zoning By-law Amendment PZ-10-20 and Draft Plan of Condominium 29CD-20504 – 10 Jubilee Avenue [Financial Impact – None], 2021-107

- A. THAT Zoning By-law Amendment Application PZ-10-20, submitted by Urban Solutions Planning and Development Consultants Inc. on behalf of King and Benton Redevelopment Corporation, affecting lands at 10 Jubilee Avenue, to change the zoning to “Mixed Commercial Residential – Exception 19 Zone (F-C3-19)” to permit a 45-unit apartment building with site specific provisions, BE APPROVED, in accordance with the applicable provisions as noted in Section 9.3 of Report 2021-107; and
- B. THAT Draft Plan of Condominium Application 29CD-20504, submitted by Urban Solutions Planning and Development Consultants Inc. on behalf of King and Benton Redevelopment Corporation, affecting lands at 10 Jubilee Avenue, BE APPROVED subject to the conditions included in Section 9.5 “Conditions of Draft Plan of Condominium Approval” of Report 2021-107; and
- C. THAT the By-law to remove the “Holding (H)” provision from the subject lands be presented to Council for approval once the following conditions have been satisfied:
 - i. That the applicant has provided confirmation that a Record of Site Condition (RSC) has been filed;
 - ii. That the applicant has provided a signed Site Plan Agreement to the City, along with all necessary securities;
 - iii. That all servicing issues, financial and otherwise, have been addressed to the satisfaction of the City of Brantford; and,

D. THAT Pursuant to Sections 34(18) and 51(38) of the Planning Act, R.S.O. 1990, c.P.13., the following statement SHALL BE INCLUDED in the Notice of Decision:

“Regard has been had for all written and oral submissions received from the public before the decision was made in relation to this planning matter, *as discussed in Section 8.2 and 9.4.1 of Report 2021-107*”.

Recorded vote on the Referral of Items 5.2 and 5.3:

YES (8): Mayor Davis, Councillor Vanderstelt, Councillor Utley, Councillor Sless, Councillor Martin, Councillor Carpenter, Councillor Van Tilborg, and Councillor Wall

CARRIED (8 to 0)

The referral of Items 5.2 and 5.3 carried unanimously on a recorded vote. Councillor McCreary declared a conflict of pecuniary interest and refrained from all discussion and the vote. Councillor Antoski was not present at the time of the vote.

Mayor Davis assumed the role of Chair for the remaining Public Hearing and read the following statement regarding the applications before the Committee of the Whole – Community Development:

There is one Public Hearings/Public Meeting remaining on tonight’s agenda. The Public Meeting is held in accordance with the provisions of the Planning Act. The purpose of the meeting is to discuss the planning application and to hear from the public either in support or against the applications. At the end of the public meetings, the Committee will pass a recommendation which is generally considered for a final decision at the next meeting of Council.

The name of anyone who speaks in regard to any item tonight will appear within the meeting minutes. Anyone wishing notice of any further proceedings regarding the application should also leave their name and address with the Clerk.

The Applicant will speak first, followed by Municipal Staff and then the Public.

The Applicant will then have an opportunity to provide clarification to any questions or issues raised during the meeting.

5.1 Applications for Zoning By-law Amendment PZ-16-20, Draft Plan of Subdivision 29T-20501 & Draft Plan of Condominium 29CD-20505 – 573-585 Colborne Street [Financial Impact – None], 2021-108

Marcus Gagliardi, Cachet Developments appeared before the Committee regarding 573-585 Colborne Street. The applications are for a Zoning By-law amendment and Draft Plan of Subdivision and Condominium. A PowerPoint presentation was made and a copy placed in the original meeting file. The application is being used to create three legal development blocks, outline the boundaries of the condominium and a minor rezoning to change from the original plan to make it better, healthier and safer for the Community. The applicant is seeking approval of the applications before them. The applicant responded to a number of questions from members of the Committee.

Jeff Medeiros, Intermediate Planner addressed the Committee and provided an overview of the Staff Report. A PowerPoint presentation was made and was placed in the original meeting file. The application is for Draft Plan of Subdivision, Condominium and a minor rezoning. Staff are recommending approval of the application as it is consistent with the Provincial Policy Statement, conforms with the Growth Plan and is compatible with the surrounding neighbourhood. Staff responded to questions from members of the Committee.

No members of the public appeared before the Committee to speak to the application.

Moved by Councillor Wall

Seconded by Councillor Van Tilborg

- A. THAT Zoning By-law Amendment Application PZ-16-20, submitted by Cachet Developments (Brantford) Inc., affecting the lands located at 573-585 Colborne Street to amend the "Holding – Mixed Commercial Residential - Exception 18 Zone (H-C3-18)" to further modify the location of the proposed central amenity area, reduce the exterior side yard, westerly interior side yard, and the loading space requirements, and to establish site specific provisions for the Parcels of Tied Land (POTL), BE APPROVED, in accordance with the applicable provisions as noted in Section 9.2 of Report 2021-108; and
- B. THAT Draft Plan of Subdivision Application 29T-20501, Cachet Developments (Brantford) Inc., affecting the lands located at 573-585 Colborne Street, BE APPROVED subject to the conditions included in Section 9.4 "Conditions of Draft Plan Approval" of Report 2021-108; and
- C. THAT Draft Plan of Condominium Application 29CD-20505, submitted by Cachet Developments (Brantford) Inc., affecting lands located at 573-585 Colborne Street, BE APPROVED subject to the conditions included in Section 9.5 "Conditions of Draft Plan Approval" of Report 2021-108; and
- D. THAT Pursuant to Section 34(18) and 51(38) of the *Planning Act*, R.S.O. 1990, c.P.13. the following statement SHALL BE INCLUDED in the Notice of Decision:

“Regard has been had for all written and oral submissions received from the public before the decision was made in relation to this planning matter, as discussed in Section 8.2 of Report 2021-108.”

YES: (10): Mayor Davis, Councillor Vanderstelt, Councillor Utley, Councillor Sless, Councillor McCreary, Councillor Martin, Councillor Carpenter, Councillor Antoski, Councillor Van Tilborg, and Councillor Wall

Recorded vote on Item 5.1:

CARRIED (10 to 0)

Item 5.1 carried unanimously on a recorded vote.

6. DELEGATIONS

Prior to hearing from the delegations, a motion to Waive the Rules to consider a resolution on payday loan establishments was required.

Motion to Waive the Rules

Moved by Councillor Martin

Seconded by Councillor McCreary

THAT Section 15.11.5 of Chapter 15 of the City of Brantford Municipal Code BE WAIVED in order to introduce the following Resolution without prior Notice of Motion:

WHEREAS Council at its meeting held February 23rd 2021 reduced the Payday Loan Establishment licensing availability to 9 annual licences and removed 190-192 King George Road as an available address; and

WHEREAS the current owners of the property 190-192 King George Road were not notified in advance of the change to the status of their property; and

WHEREAS the current owners have a new tenant prepared to lease the space for a payday loan operation;

NOW THEREFORE BE IT RESOLVED:

- A. THAT staff BE DIRECTED to present to Council for consideration an amending by-law to Municipal Code Chapter 326- Schedule A-14 to:
 - i. Provide for a licensing cap of 10 payday loan establishments; and
 - ii. List 190-192 King George Road as an available location for a licence to be issued to.

Recorded vote on the motion to Waive the Rules:

YES (9): Mayor Davis, Councillor Vanderstelt, Councillor Utley, Councillor Sless, Councillor McCreary, Councillor Martin, Councillor Carpenter, Councillor Antoski, and Councillor Wall

NO (1): Councillor Van Tilborg

CARRIED (9 to 1)

The motion to waive the rules carried on a recorded vote of 9 to 1.

Motion to Waive the Rules

Moved by Councillor Martin

Seconded by Councillor McCreary

THAT Section 15.6.2.(d)(i)(1) of Chapter 15 of the City of Brantford Municipal Code BE WAIVED in order to allow the following delegations to speak having registered after the 9 a.m. deadline.

Recorded vote on the motion to waive the rules:

YES (10): Mayor Davis, Councillor Vanderstelt, Councillor Utley, Councillor Sless, Councillor McCreary, Councillor Martin, Councillor Carpenter, Councillor Antoski, Councillor Van Tilborg, and Councillor Wall

CARRIED (10 to 0)

The motion to waive the rules carried unanimously on a recorded vote.

6.1 Constantine and Lisa Karmiris

Re: Item 8.2 – Payday Loan Establishment Licensing – 190-192 King George Road

Lisa Karmiris appeared before the Committee regarding Item 8.2 – Payday Loan Establishment Licensing – 190-192 King George Road. Ms. Karmiris is requesting that the resolution be approved as she has a tenant lined up to lease the unit for this type of business.

6.2 James Messecar

Re: Item 8.1 – Odour By-law

James Messecar appeared before the Committee regarding Item 8.1 – Odour By-law and is requesting approval of the resolution. Mr. Messecar stated that a neighbouring facility near Conklin Park is emitting the smell of cannabis and is unacceptable. An Odour By-law would allow the City to deal with these issues

appropriately. Mr. Messecar is asking that the report come back as soon as possible to deal with the issue.

Following the delegations, the Resolutions were advanced to be considered next due to the presence of the delegates.

8. RESOLUTIONS

8.2 Payday Loan Establishment Licensing - 190-192 King George Road

Moved by Councillor Martin

Seconded by Councillor McCreary

WHEREAS Council at its meeting held February 23rd 2021 reduced the Payday Loan Establishment licensing availability to 9 annual licences and removed 190-192 King George Road as an available address; and

WHEREAS the current owners of the property 190-192 King George Road were not notified in advance of the change to the status of their property; and

WHEREAS the current owners have a new tenant prepared to lease the space for a payday loan operation;

NOW THEREFORE BE IT RESOLVED:

- A. THAT staff BE DIRECTED to present to Council for consideration an amending by-law to Municipal Code Chapter 326- Schedule A-14 to:
 - i. Provide for a licensing cap of 10 payday loan establishments; and
 - ii. List 190-192 King George Road as an available location for a licence to be issued to.

Amendment

Moved by Councillor Wall

Seconded by Councillor Vanderstelt

THAT Staff BE DIRECTED to conduct a public survey on Let's Talk Brantford in respect to the resolution, prior to the Council meeting at which this matter will be considered, and include the results of said survey in a report or memorandum back to Council on this topic.

Recorded vote on the Amendment to Item 8.2:

YES (10): Mayor Davis, Councillor Vanderstelt, Councillor Utley, Councillor Sless, Councillor McCreary, Councillor Martin, Councillor Carpenter, Councillor Antoski, Councillor Van Tilborg, and Councillor Wall

CARRIED (10 to 0)

The amendment carried unanimously on a recorded vote.

Recorded vote on Item 8.2, as amended:

YES (8): Mayor Davis, Councillor Vanderstelt, Councillor Utley, Councillor Sless, Councillor McCreary, Councillor Martin, Councillor Carpenter, and Councillor Wall

NO (2): Councillor Antoski, and Councillor Van Tilborg

CARRIED (8 to 2)

Item 8.2, as amended carried on a recorded vote of 8 to 2.

Mayor Davis handed the Chair to Councillor Martin for the remainder of the agenda.

8.1 Odour By-law

Moved by Councillor Carpenter

Seconded by Councillor Antoski

WHEREAS noxious odours have shown to have a detrimental impact on the health of those living within close proximity to those odours; and

WHEREAS the City of Brantford takes very seriously its primary goal to help protect the health of its citizens and to promote a good healthy living lifestyle; and

WHEREAS the Municipal Act allows municipalities to pass by-laws to regulate with respect to noise, vibration, odour, dust and outdoor illumination, including indoor lighting that can be seen outdoors; and (b) prohibit the matters described in clause (a) unless a permit is obtained from the municipality for those matters and may impose conditions for obtaining, continuing to hold and renewing the permit, including requiring the submission of plans; and

WHEREAS currently the By-law Division of the Building Department lacks the regulatory controls to effectively investigate and regulate odour concerns;

NOW THEREFORE BE IT RESOLVED:

A. THAT staff BE DIRECTED to investigate a regulatory scheme to define, investigate and regulate noxious odours within the corporate limits of the City of Brantford including the following:

- i. consultation with other municipalities in Ontario on such a scheme and their successes and failures; and

- ii. consultation with ministries of the Provincial Government, most notably the Ministry of Environment and Culture Change and the Ministry of Labour; and
 - iii. costing of the necessary equipment and training involved to define and regulate odours and noxious odours accordingly; and
- B. THAT staff BE DIRECTED to provide a report to Committee for consideration prior to the end of the 3rd Quarter of 2021; and
- C. THAT a copy of this resolution BE FORWARDED to the MPP, MP, Police Chief and Deputy Police Chief of Brantford Police Service.

Councillor Vanderstelt introduced the following amendment which was accepted as friendly:

THAT item 8.2 BE AMENDED to include the following Clause:

- iv. THAT staff prepare the necessary by-laws to develop a system of measurement and develop placement of measurement instrumentation including surrounding affected locations as volunteered by local area residents and business; and

THAT Clause C BE AMENDED to include the County of Brant in the circulation.

Councillor McCreary introduced the following amendment which was accepted as friendly:

THAT staff PROVIDE Council with the following information:

- i. Corporate search of the building owner and the manufacturer including information about shareholders and directors; and
- ii. Copies of applicable licenses and if known those contractually connected to the building owner and manufacturer; and
- iii. The Government ministries responsible.

A friendly amendment was made to change the reporting timeframe from 3rd quarter to 2nd quarter.

Recorded vote on Item 8.1, with the friendly amendments:

YES (10): Mayor Davis, Councillor Vanderstelt, Councillor Utley, Councillor Sless, Councillor McCreary, Councillor Martin, Councillor Carpenter, Councillor Antoski, Councillor Van Tilborg and Councillor Wall

CARRIED (10 to 0)

Item 8.1, with the friendly amendments carried unanimously on a recorded vote.

7. ITEMS FOR CONSIDERATION/ CONSENT

7.1 ITEMS FOR CONSIDERATION

Moved by Councillor McCreary

Seconded by Councillor Vanderstelt

THAT all Items for Consideration/ Consent (Item 7.1.1) separated for discussion purposes BE APPROVED.

7.1.1 Applications for Zoning By-law Amendment (Removal of a Holding “H” Provision) PZ-01-21 & Extension of Draft Plan of Condominium Approval – 242 Mount Pleasant Street – [Financial Impact – None], 2021-112

- A. THAT Zoning By-law Amendment application PZ-01-21, submitted by IBI Group on behalf of Sightline Holdings Inc., affecting 242 Mount Pleasant Street, to remove the Holding “H” provision BE APPROVED, for the reasons set out in Report 2021-112; and
- B. THAT the By-law to remove the Holding “H” provision BE PRESENTED to Council for approval once the Site Plan Agreement has been signed by the applicant and the securities have been posted; and
- C. THAT the request to amend a condition of Draft Plan of Condominium Approval, specifically to extend the expiry date for one year for Draft Plan Approval (File No. 29CD-17503), affecting the lands municipally addressed as 242 Mount Pleasant Street, BE APPROVED; and
- D. THAT Pursuant to Section 51(47) of the *Planning Act*, R.S.O. 1990, c.P.13., written notice under Subsection 51(45) shall not be required as the change to the conditions is considered minor.

Recorded vote on Item 7.1.1:

YES (10): Mayor Davis, Councillor Vanderstelt, Councillor Utley, Councillor Sless, Councillor McCreary, Councillor Martin, Councillor Carpenter, Councillor Antoski, Councillor Van Tilborg and Councillor Wall

CARRIED (10 to 0)

Item 7.1.1 carried unanimously on a recorded vote.

9. NOTICES OF MOTION

9.1 John Noble Home Funding Model and Oversight

Councillor Vanderstelt read the title of the following Notice of Motion:

WHEREAS the John Noble Home Committee of Management has historically been comprised of duly appointed Members of Council representing, respectively, the City of Brantford and the County of Brant; and

WHEREAS the John Noble Home Committee of Management has traditionally been composed of an equal representation of elected Councillors and Mayors from the City of Brantford and the County of Brant; and

WHEREAS no data is currently available to indicate the percentage of residents originating from the City of Brantford, the County of Brant, or beyond; and

WHEREAS the City of Brantford's share of the Operating Budget for the John Noble Home has remained at 70% regardless of fluctuations in resident place of origin; and

WHEREAS the City of Brantford is currently in negotiations with the County of Brant regarding a resolution to the shared funding inequities as demonstrated in the weighted assessment and/or population data; and

WHEREAS the agreement pertaining to the management of the John Noble Home has not been included in the ongoing negotiations between the City of Brantford and the County of Brant; and

WHEREAS all members of the Committee of Management should receive training, refresher courses, and instruction on the Long-Term Care Homes Act, 2007 and its implications to and requirements for sound governance, and such training should be included in a record of training available to the respective Councils for the participating municipalities; and

NOW THEREFORE the Council of The Corporation of the City of Brantford HEREBY RESOLVES as follows:

- A. THAT staff BE DIRECTED to include the agreement between The Corporation of the City of Brantford and The Corporation of the County of Brant with respect to the governance and management of the John Noble Home in the current negotiations with the County in order to achieve a more equitable cost sharing arrangement between the two municipalities and to specifically amend the representation of each council on the Committee of Management to reflect the percentage of annual budget contributions made by each municipality; and

- B. THAT the City Council representatives on the John Noble Home Committee of Management BE DIRECTED to bring forward the following motion at the next available meeting of the Committee of Management:
- i. THAT staff of the John Noble Home BE DIRECTED to develop an orientation manual and process familiarizing the Committee of Management members with their duties and responsibilities as outlined in the Long-Term Care Homes Act, 2007; and
 - ii. THAT staff of the John Noble Home BE DIRECTED to provide the existing Committee of Management with the training and instruction on the Long-Term Care Homes Act, 2007 referenced above and, more generally, on governance of long-term care homes and committee member responsibilities; and
 - iii. THAT staff of the John Noble Home BE DIRECTED to provide a record of training of Committee Members to each of the Council for The Corporation of the City of Brantford and the Council for The Corporation of the County of Brant; and THAT staff of the John Noble Home BE DIRECTED to provide a report to the Committee of Management containing current data on the resident place of original for the home for distribution to each of the Council for The Corporation of the City of Brantford and the Council for The Corporation of the County of Brant.

9.2 User Fee and Non-Resident Review Task Force

Councillor McCreary read the title of the following Notice of Motion:

WHEREAS a comprehensive review of the City of Brantford's User Fees and Non-resident user fees are needed; and

WHEREAS City Council at its June 23, 2020 meeting provided direction to staff to develop a Non-Resident User Fee Policy; and

WHEREAS City Council at its October 27, 2020 meeting referred a comprehensive User Fee Review to the 2021 Estimates process; and

WHEREAS the comprehensive User Fee Review would include an extensive review by an outside consultant of the existing user fees in place, along with a comparison to other municipalities' of their fees charged and policies adopted, including the preparation of a city-wide policy and set of guidelines with respect to user fees; and

WHEREAS City Council at its January 26, 2021 meeting ratified the Capital Budget with the removal of the comprehensive User Fee Review 2021 from the capital budget; and

WHEREAS there is a desire from Council to create a Task Force to undertake the oversight of the User Fee/Non-resident User Fee Review in determining the best course of action regarding the use of an outside consultant;

NOW THEREFORE BE IT RESOLVED:

- A. THAT a User Fee/Non-resident User Fee Review Task Force BE ESTABLISHED;
 - i. THAT the Task FORCE BE COMPRISED of the following members:
 - Councillor McCreary;
 - Councillor Sless;
 - Councillor Vanderstelt;
 - Councillor _____;
 - ii. THAT the Task Force BE SUPPORTED by:
 - City of Brantford staff liaisons, selected by the Chief Administrative Officer, who will provide technical and operational advice, and staff assistance;
 - Office of the Clerk Staff, to assist with agenda preparation, minute taking, and meeting preparations;
 - Other staff as needed to support the mandate of the Task Force; and
 - iii. THAT the mandate of the User Fee/Non-resident User Fee Review Task Force BE ESTABLISHED to serve as a governance entity that focuses on, and makes recommendations with respect to, actions that should be taken by the City of Brantford in the development and implementation of the Review of the City of Brantford's User Fees and Non-resident user fees; and
 - iv. THAT the term of the Task Force BE ESTABLISHED until such a time as the Task Force, in consultation with support staff, recommends their disbandment having achieved their mandate; and
 - v. THAT the Task Force BE DIRECTED to report to Committee of the Whole – Operations and Administration.

10. ADJOURNMENT

The meeting adjourned at 9:23 p.m.

Councillor Martin, Chair

Julia Sippel, Supervisor of
Legislative Services