



Introduction & Municipal Government 101

Please note that the information contained in this handbook relates to regular operating procedures.



2022-2026 Council Handbook

Message from the Acting City Clerk (April 2024)

I am pleased to present Members of Council with the Spring 2024 version of the Council Handbook. This handbook provides a comprehensive outline of the key information that will assist Members of Council in performing their duties more effectively.

The handbook is divided into four sections with direct links to cited forms, policies and other resources:

1) **Introduction:**

This section provides a message from the City Clerk, and **Brampton's Municipal Government 101**: a brief background to local government, its relationship to other levels of government, and an introduction to key municipal responsibilities.

2) **Volume 1 - Daily Operations:**

This section provides information on the day-to-day operations of your office.

3) **Volume 2 - Governance:**

This section details the process used by Members of Council for decision-making.

4) **Volume 3 - Accountability and Transparency:**

This section outlines the policy, rules, and regulatory frameworks that govern the City.

I encourage you to utilize the links included in each section for detailed information, as they will be updated and kept current throughout your term on Council.

Whether you are a new Member of Council looking to navigate through municipal government, or a returning Member of Council seeking a reference guide, this handbook will be a resource for you throughout your term of Council. It summarizes important Council policies, practices, and other resources to help you be successful in your role. The handbook will live and grow digitally throughout the 2022-2026 term of Council to meet your needs.

The City Clerk's Office functions to support Council decision-making, as well as provide other important public and internal support services. Our primary services for Members of Council include administering the municipal election, managing the decision-making process by supporting Council and committee meetings, making information accessible to the public while protecting privacy, and facilitating municipal accountability and transparency provisions as set out in the *Municipal Act, 2001*. We are here to support you and the important work you will carry out throughout your term.

Welcome to Brampton City Hall!

Shawnica Hans



ABOUT THE CITY OF BRAMPTON

With a population of over 701,000 Brampton is the 3rd largest municipality in the Greater Toronto Area (GTA). Brampton is also the 2nd fastest growing and 9th largest city in Canada. For more details about Brampton’s demographics and key industry sectors, visit the City [website](#).

The City has embarked upon a bold new vision, [Brampton 2040 Vision: Living the Mosaic](#). Brampton 2040 Vision is an aspirational document to guide what Brampton will become over the next quarter century.

CORPORATE LOGO AND CREST

Logo

The City of Brampton’s corporate logo consists of the words “Brampton” and “Flower City” beside the “Flower City” logo - a yellow rose centred in a blue rectangle with a white-lined petal on each edge.

Updated in 2006, the logo is intended to reflect Brampton’s floral heritage and reputation as The Flower City.

The yellow rose reflects the City’s past as a major grower and exporter of roses. The blue rectangle represents Brampton’s geographic shape and four municipal boundaries. The white lines reflect the City’s two major river systems: the Credit River and the West Humber River. The cradle reflects a dove for peace, harmony and a caring place.



City Crest

The City of Brampton’s Crest was created in 1974 as the official symbol of the newly-incorporated City of Brampton. Its symbols convey the historical roots and strengths of the various towns and townships, which were combined to form the City of Brampton.



The Crest reflects the City's historic roots:

- crowned in gold reminiscent of British origins and relationship to Brampton, Cumbria, England;
- the beaver for Canadian heritage and ethic of hard work;
- the sheaf of grain and ploughshare for farming and manufacturing;
- the sheaf for the Township of Toronto Gore;
- the pine tree for the Township of Chinguacousy (Land of the Tall Pines); and
- the steam engine for the role of the Grand Trunk Railway in establishing the City as an agricultural, manufacturing and political centre



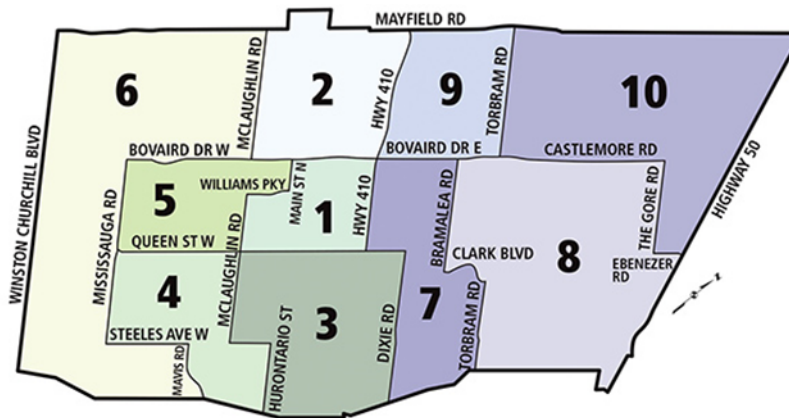
BRAMPTON'S MUNICIPAL 101: LOCAL AND REGIONAL GOVERNMENT

The authority of municipal government in Ontario is established by the [Municipal Act, 2001](#) (the "*Municipal Act*"). The *Municipal Act* permits the provincial government to create municipal corporations that are bound by federal and provincial rules. The City of Brampton is one of 444 municipalities in Ontario and is located within the Region of Peel. The City of Brampton is one of three lower-tier municipalities within the upper-tier Region of Peel:

- 1) Town of Caledon
- 2) City of Brampton
- 3) City of Mississauga



The City consists of 10 Wards.



In accordance with jurisdiction granted by the *Municipal Act*, regional and local governments provide different services to residents. Generally, regional municipalities provide services that are best delivered across wide areas to realize economies of scale, or those requiring large-scale coordination. The table below illustrates the types of services provided by the City of Brampton and the Region of Peel.

CITY OF BRAMPTON

- Arts, Culture, and Heritage
- Building
- By-law Enforcement
- Development Planning
- Economic Development
- Emergency Planning
- Fire
- Municipal Roads
- Parks & Recreation
- Provincial Offences Act Courts
- Transit
- Snow Removal
- Storm Water
- Tax Collection

REGION OF PEEL

- Housing
- Long-term Care
- Paramedics
- Police
- Public Health
- Regional Roads
- Social Assistance
- Waste Collection & Recycling
- Water Treatment & Supply
- Waste Water Collection & Treatment



COUNCIL GOVERNANCE

LOCAL GOVERNMENT IN BRAMPTON

Municipal government in Brampton is comprised of three groups:

- 1) The Community
- 2) City Council
- 3) City Administration

Each distinct element works with the others to create a system of local government that enables Brampton to be the City that makes a difference; globally aware and locally active to improve the lives of residents and the broader community.

ROLE OF CITY COUNCIL

Members of Council are elected by residents to serve a four-year term. The term of this Council runs from November 15, 2022 to November 14, 2026.

The duties of Council are to:

- Represent the public and consider the well-being and interests of the municipality;
- Develop and evaluate policies and programs;
- Determine the services to be provided;
- Ensure that administrative and controllership policies, practices and procedures are in place to implement the decisions of Council;
- Ensure accountability and transparency of the municipality;
- Maintain the financial integrity of the municipality;
- Represent the interests of residents in municipal decision making;
- Be accountable to the community; and
- Deliver results that contribute to exceptional city-building.



The decisions made by Council affect the services that people rely on every day and some of those decisions will have long-term implications that extend beyond their term of Council. A Council Member has three fundamental roles:

- A representative role;
- A policy-making roles; and
- A stewardship role.

The Ontario Ministry of Municipal Affairs and Housing (MMAH) has published "[The Ontario Municipal Councillor's Guide](#)" which is a good resource describing the role and responsibilities of a Council Member.

An effective Council Member must be objective, open-minded and willing to listen. Council Members must base decisions on what is best for the collective whole and be careful not to place individual or parochial local interests above the interest of the municipality.

Only Council as a whole has the authority to direct members of staff. Individual Members of Council should respect the fact that staff work for the City as a corporate body without undue influence from any individual Member of Council or group of Councillors.

CITY COUNCIL COMPOSITION

Although 11 individuals are elected to Brampton City Council, six of those individuals (i.e., Mayor and five Regional Councillors) are also elected to represent the City at the Regional Municipality of Peel. As the City of Brampton now holds nine seats at the Region of Peel Council, three Members are appointed by City Council from among the remaining five City Councillors to fill the additional three seats for the four-year term. Brampton Council's decision as to which City Councillors are to be appointed as the three additional Regional Councillors happens very early after the start of the Council term to enable the Region of Peel Council to hold its inaugural Council meeting.



REGIONAL COUNCIL COMPOSITION

The Region of Peel Council is comprised of 25 members (1 Chair appointed by the Province, 12 Members from the City of Mississauga, 9 Members from Brampton, and 3 Members from the Town of Caledon).

THE ROLE OF REGIONAL COUNCILLORS

In addition to responsibilities as a Member of City Council, Regional Councillors also have expectations, duties and responsibilities to fulfill at the Region of Peel, on behalf of the City of Brampton, which will be defined by the Region.

Regional Councillors will be informed and supported by Regional staff on matters that are within the Region's jurisdiction.

In the event a Brampton Regional Councillor is unable to attend a scheduled Regional Council meeting, an alternate Regional Councillor is appointed by City Council (from among the 2 remaining Brampton City Councillors) to attend a Regional Council meeting on behalf of the absent Regional Councillor. The enabling legislation for the alternate Regional Councillor role is the [Municipal Act, 2001](#).

CITY ADMINISTRATION

THE ROLE OF THE CHIEF ADMINISTRATIVE OFFICE (CAO)

The CAO is Council's primary employee.

The duties of the CAO are to:

- Act as the administrative lead providing a link between the political and administrative elements of municipal government;
- Be accountable to ensure the decisions of Council and the service delivery provided by municipal staff are aligned; and
- Exercise general control and management for the purpose of ensuring the efficient and effective operation of the municipality.



THE ROLE OF THE CORPORATE LEADERSHIP TEAM (CLT)

Members of CLT include the CAO and respective Department and Services Heads.

The duties of CLT are to:

- Administer the City’s day-to-day operations;
- Assist Council in maintaining accountability in accordance with legislative requirements;
- Provide evidence-based advice and recommendations to Council;
- Ensure that the policies and decisions of Council are implemented timely and efficiently;
- Establish administrative practices and procedures; and
- Manage staff.

When developing advice for Council, CLT and administrative staff maintain impartiality by developing recommendations and providing advice based on rational, professional values, and on their professional knowledge and experience. The [current organizational structure is available on the OurBrampton portal](#).