



*Please note that added items are bolded and italicized.*

**CALL TO ORDER**

**DISCLOSURE OF PECUNIARY INTEREST**

**CONSENT AGENDA**

**DELEGATIONS**

1. ***Tony Rosa, Resident, Town of Caledon re: Staff Report 2017-34 regarding Caledon Centre for the Arts***
2. ***Darryl Gray, Director, Education and Outreach, Toronto and Region Conservation Authority re: Staff Report 2017-34 regarding Caledon Centre for the Arts***
3. ***John Rutter, Resident, Town of Caledon re: Deferred Business, Councillor McClure, Notice of Motion concerning High Street Parking (Ward 2)***

**DEFERRED BUSINESS**

1. Councillor McClure re: High Street Parking (Ward 2)

Whereas Council approved an amendment to the Traffic By-law to include a “No Parking Anytime” Prohibition on the north side of High Street from Isabella Street to King Street on July 7, 2015; and

Whereas staff prepared a memo to Council on September 20, 2016 updating Council that staff have not received any concerns/complaints since implementing a one-way status and parking restrictions on High Street and do not recommend any further actions; and

Whereas the Terra Cotta Community Centre Board has recently expressed concerns regarding parking capacity on their site and lack of on-street parking on High Street; and

Now therefore be it resolved that staff be directed to review the on-street parking restriction and direction of the one-way on High Street and report back to Council on any recommended changes.

**PRESENTATIONS**

1. David Jolliffe, Managing Principal and Brandon Booker, Principal, Novita Techne re: [Caledon Centre for the Arts – Theatre Accommodation Study - Summary](#)
2. Angie Mitchell, Manager, Building Services/Chief Building Official re: [Proposed Sign By-law](#)

## **STAFF REPORTS**

<a href="#">Staff Report 2017-34</a>	Caledon Centre for the Arts
<a href="#">Staff Report 2017-56</a>	Proposed Sign By-law
<a href="#">Staff Report 2017-72</a>	2017 Fees By-law Update
<a href="#">Staff Report 2017-75</a>	Simpson Road (Simpson/Mayfield) - Status Update
<a href="#">Staff Report 2017-66</a>	Caledon Equestrian Park Update
<a href="#">Staff Report 2017-69</a>	Alton Cemetery Retaining Wall Replacement Recommendation
<a href="#">Staff Report 2017-70</a>	Contract Award of RFT 2017-058 Construction Manager for Southfields Community Centre
<a href="#">Staff Report 2017-63</a>	Bolton Fire Station Land Acquisition Update
<a href="#">Staff Report 2017-78</a>	Update on Proposed Partnership regarding the Potts Park Bocce expansion
<a href="#">Staff Report 2017-77</a>	Award of Contract 2017-52 Rehabilitation of Various Roads
<a href="#">Staff Report 2017-84</a>	Land Sale By-law No. 95-109 Proposed Amendment

## **RECOMMENDATIONS OF ADVISORY COMMITTEES**

1. Accessibility Advisory Committee Report dated [May 18, 2017](#)

## **NOTICES OF MOTION**

1. ***Councillor Beffort and Councillor Shaughnessy re: Alton Cemetery Grass Cutting for 2017 (Ward 1)***

***Whereas the Town has begun the process of having the Alton Cemetery declared abandoned resulting in the lands being transferred into the Town's ownership;***

***Whereas until this time the Alton Cemetery Board will continue to operate the cemetery;***

***Whereas the Alton Cemetery Board is requesting that the Town provide grass cutting service for the remainder of 2017;***

***Now therefore be it resolved that the Town of Caledon provide grass cutting services for the Alton Cemetery for the remainder of 2017 in the amount of \$6,000 to be funded from the Operating Contingency Reserve Fund.***

## **CORRESPONDENCE**

### **Memorandums**

1. Memorandum to Council from Erin Britnell, Senior Analyst, Corporate Projects, Strategic Initiatives dated June 6, 2017 re: [Region of Peel Summit 4 Fair Funding](#)
2. Memorandum to Council from Cristina Guido, Energy and Environment Specialist, Finance and Infrastructure Services dated June 6, 2017 re: [Annual Ontario Regulation 397/11 Reporting on Energy Use and Greenhouse Gas Emissions](#)
3. Memorandum to Council from Finance and Infrastructure Services dated June 6, 2017 re: [Construction Management Services for Southfields Community Centre](#)

### **General Correspondence**

4. Ministry of Transportation dated May 26, 2017 re: [Speed Limit Hwy 9 between Peel Regional Road and Mountainview Road](#)

### **Request to Present**

5. Request to Present from Inspector Ryan Carothers, Detachment Commander, Caledon OPP re: [Community Safety Presentation](#)
6. Request to Present from Caledon Community Services re: [Ministry of Transportation Community Transportation Pilot Program](#)

## **CONFIDENTIAL SESSION**

Confidential Staff Report 2017-13 re: Personal matters about identifiable individuals – Seniors' Task Force Appointments

Confidential Staff Report 2017-14 re: Personal matters about identifiable individuals – Accessibility Advisory Committee Appointment

Confidential Staff Report 2017-16 re: Advice subject to solicitor-client privilege, including communications necessary for that purpose – Simpson Road

## **ADJOURNMENT**



### **Accessibility Accommodations**

Assistive listening devices for use in the Council Chamber are available upon request from the Staff in the Town's Legislative Services Section. American Sign Language (ASL) Interpreters are also available upon request.

Please provide advance notice if you require an accessibility accommodation to attend or participate in Council Meetings or to access information in an alternate format please contact Legislative Services by phone at 905-584-2272 x. 2366 or via email to [accessibility@caledon.ca](mailto:accessibility@caledon.ca).



# CALEDON CENTRE FOR THE ARTS

THEATRE ACCOMMODATION STUDY - SUMMARY



# PURPOSE OF STUDY

To determine if any of the three existing Municipal owned venues could accommodate the proposed Caledon Centre for the Arts

# VENUES REVIEWED



1. TOWNSHIP HALL



3. ALBION BOLTON CC (ABCC)



FIRE HALL #302

# Study Objectives (highlights)

## DETERMINE IF...

- 200+ seats can be accommodated
- There are functional seating layouts (one or multiple)
- Lobby can be integrated into existing architecture
- Back of house spaces can be accommodated
- Major CODE issues prevent a venue from being considered
- Multiple performance types can be accommodated
- Venue can run without a technician in a “plug-and-play” format



# TOWNSHIP HALL

EXISTING

# Township Hall - Exterior



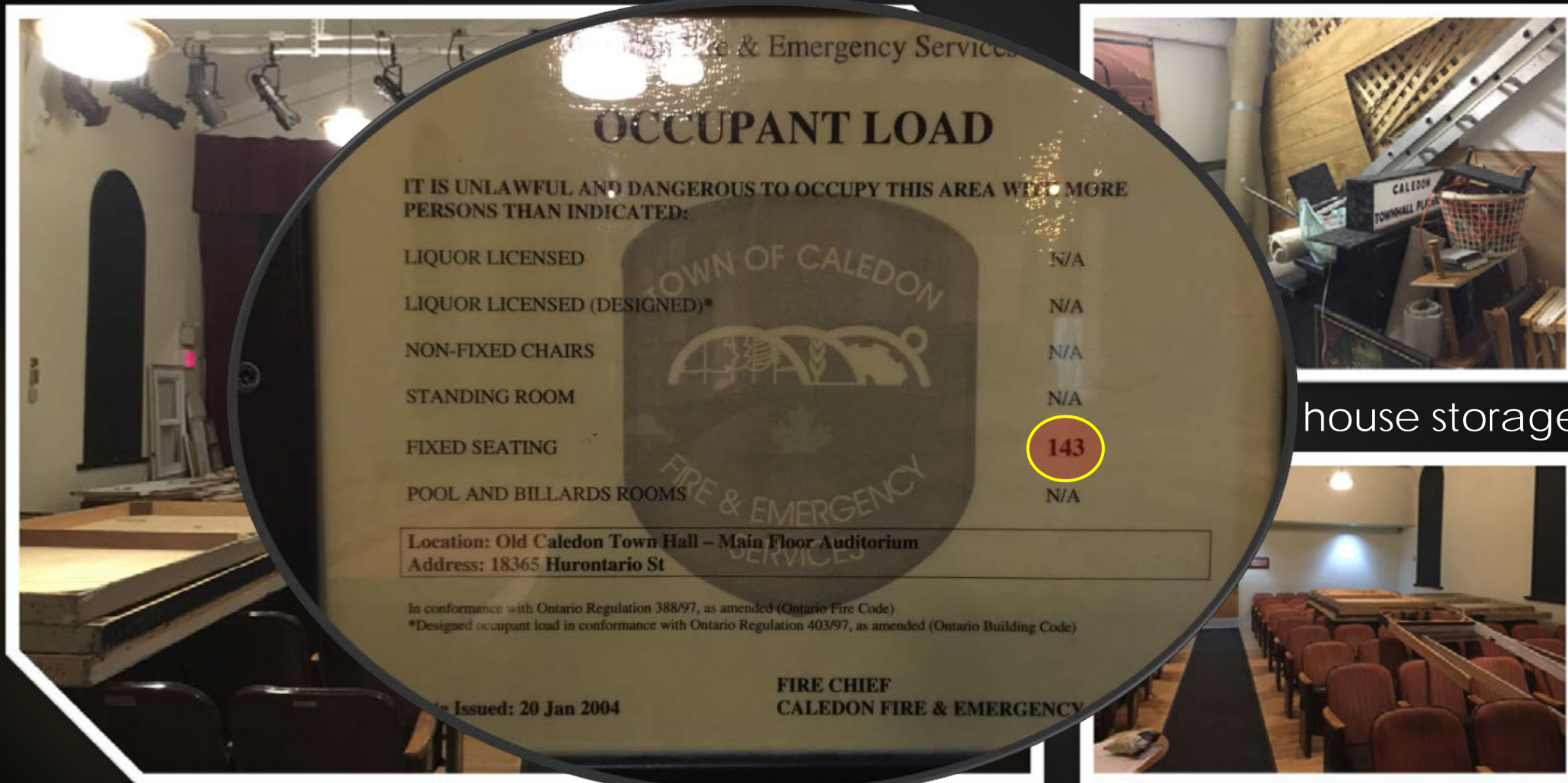
► Marquee



► Existing exterior

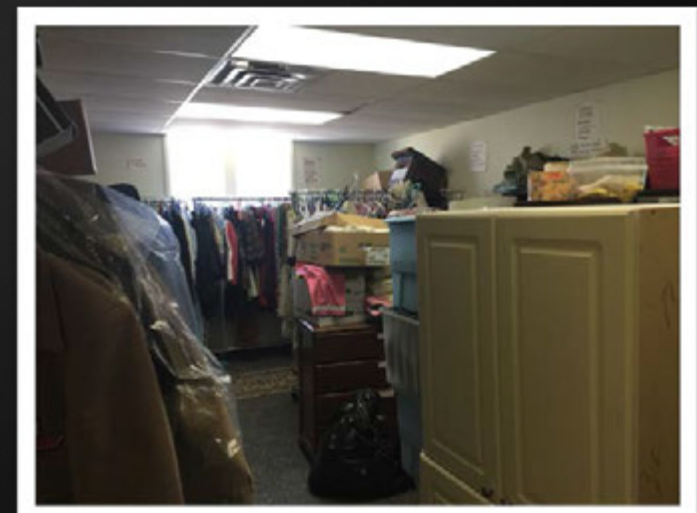


# Township Hall - Interior





# Township Hall – Interior Basement



# Township Hall

## PROS

- Existing Theatre
- Newer amenities in basement
- Ample parking

## CONS

- Cannot accommodate 200
- Stage loading difficult
- No Back-of-House
- Lobby undersized to accommodate audience
- Insufficient space to accommodate a second theatre troupe
- 4 lanes of traffic exiting

# FIRE HALL - #302

EXISTING

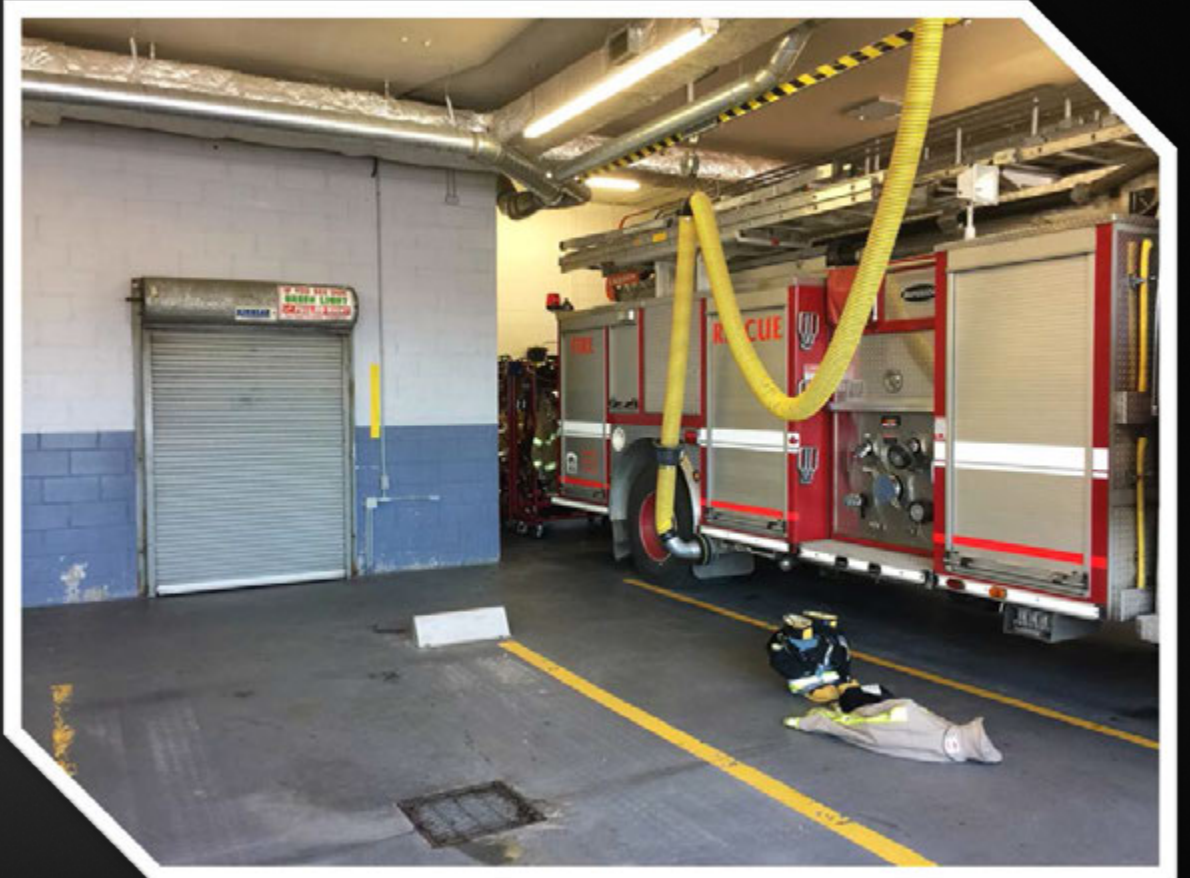


# Fire Hall Exterior





# Fire Hall Interiors – first floor





# Fire Hall Interiors – 2<sup>nd</sup> Floor



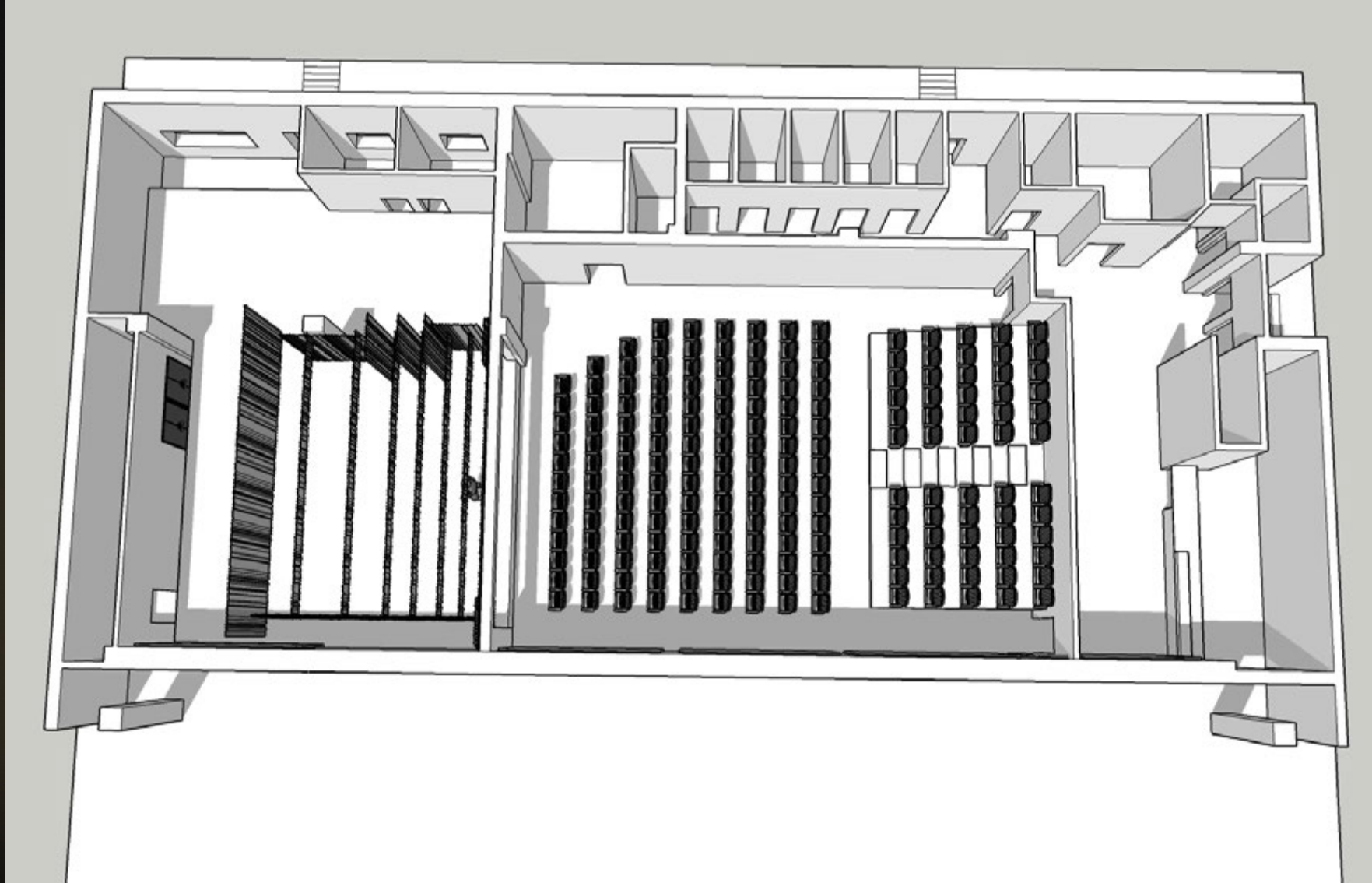


# FIRE HALL

PROPOSED THEATRE LAYOUTS

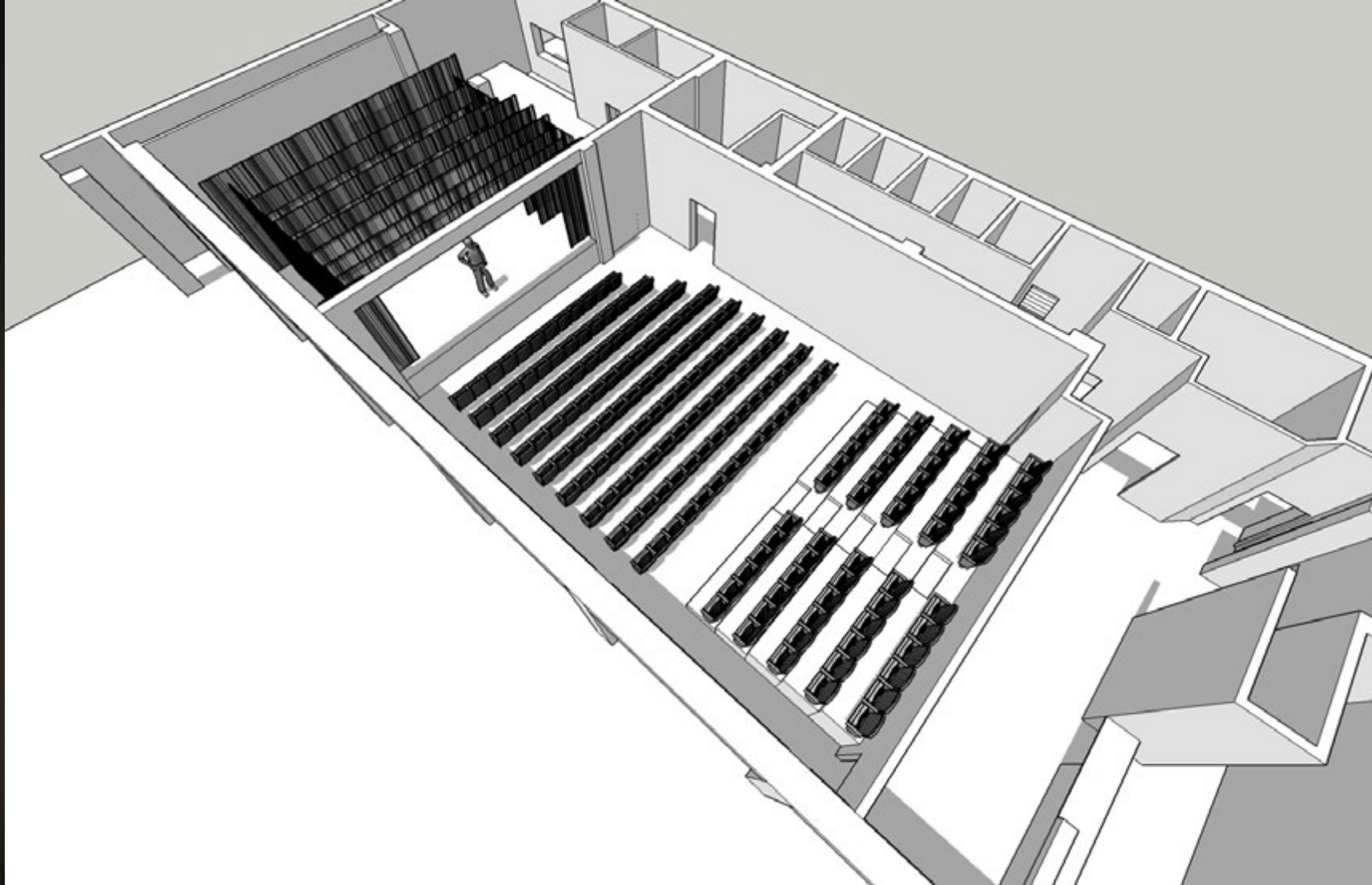
# Fire Hall Theatre

A



# Fire Hall Theatre

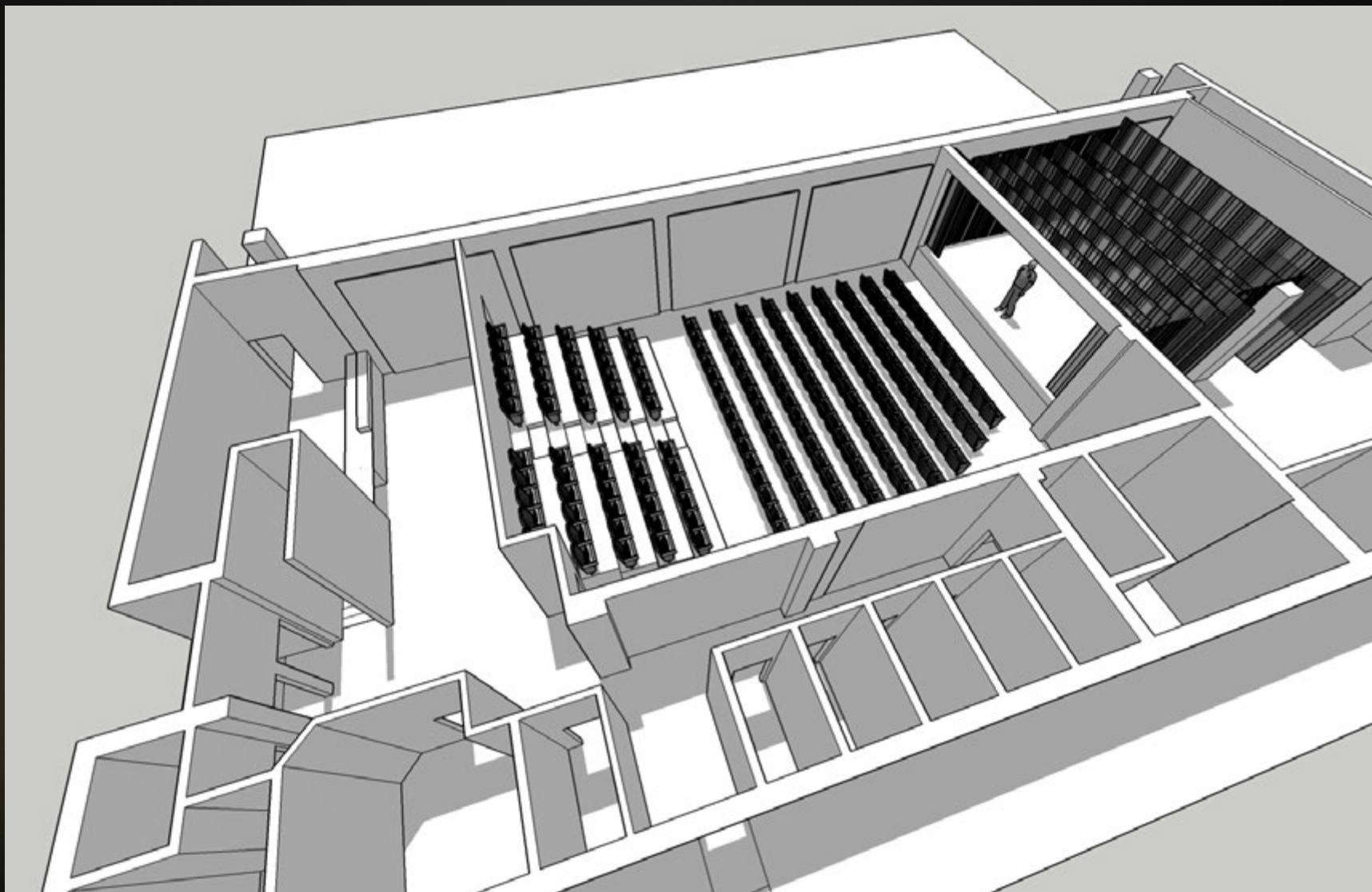
B





# Fire Hall Theatre

C



# Fire Hall Theatre

D



# Fire Hall

## PROS

- Can accommodate 200
- Close to amenities (e.g., restaurants, parking, transit, etc.)
- Convenient load-in possible
- Sufficient Back-of-House (BOH) space (upstairs)

## CONS

- Expensive renovation/conversion costs
- BOH on second floor
- Second floor deflection concerns
- Lobby undersized to accommodate audience
- No stage right wing space
- Column on stage left





# ABCC

EXISTING

# ABCC Exterior



# ABCC Interior





# ABCC Interior



► Proscenium opening



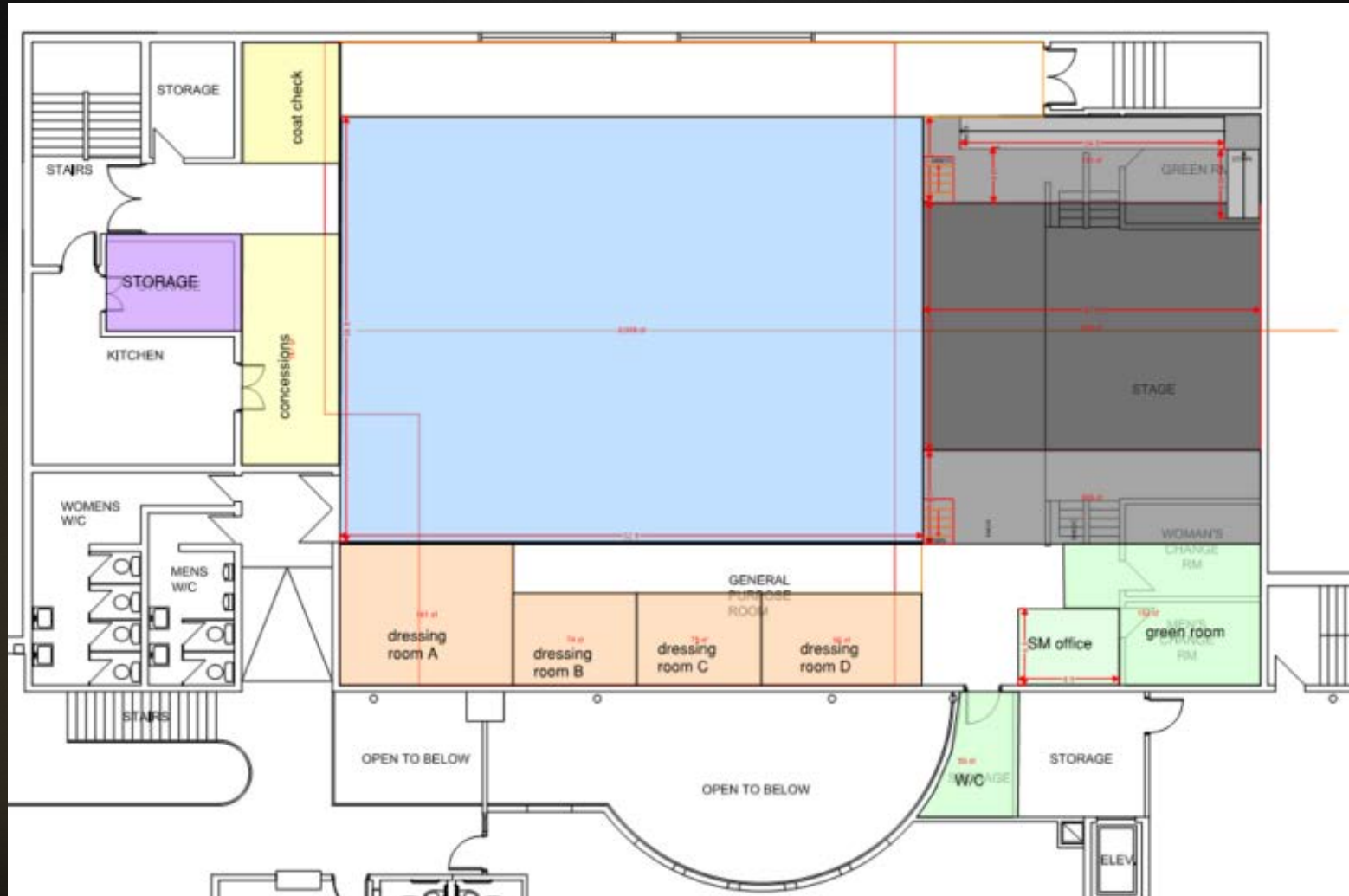
► On stage



# Albion Bolton Community Centre

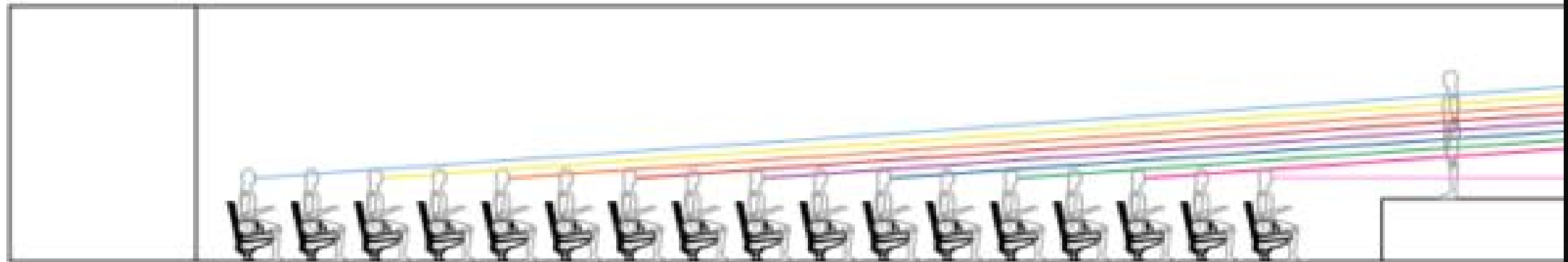
PROPOSED THEATRE LAYOUTS

# ABCC Theatre - Plan





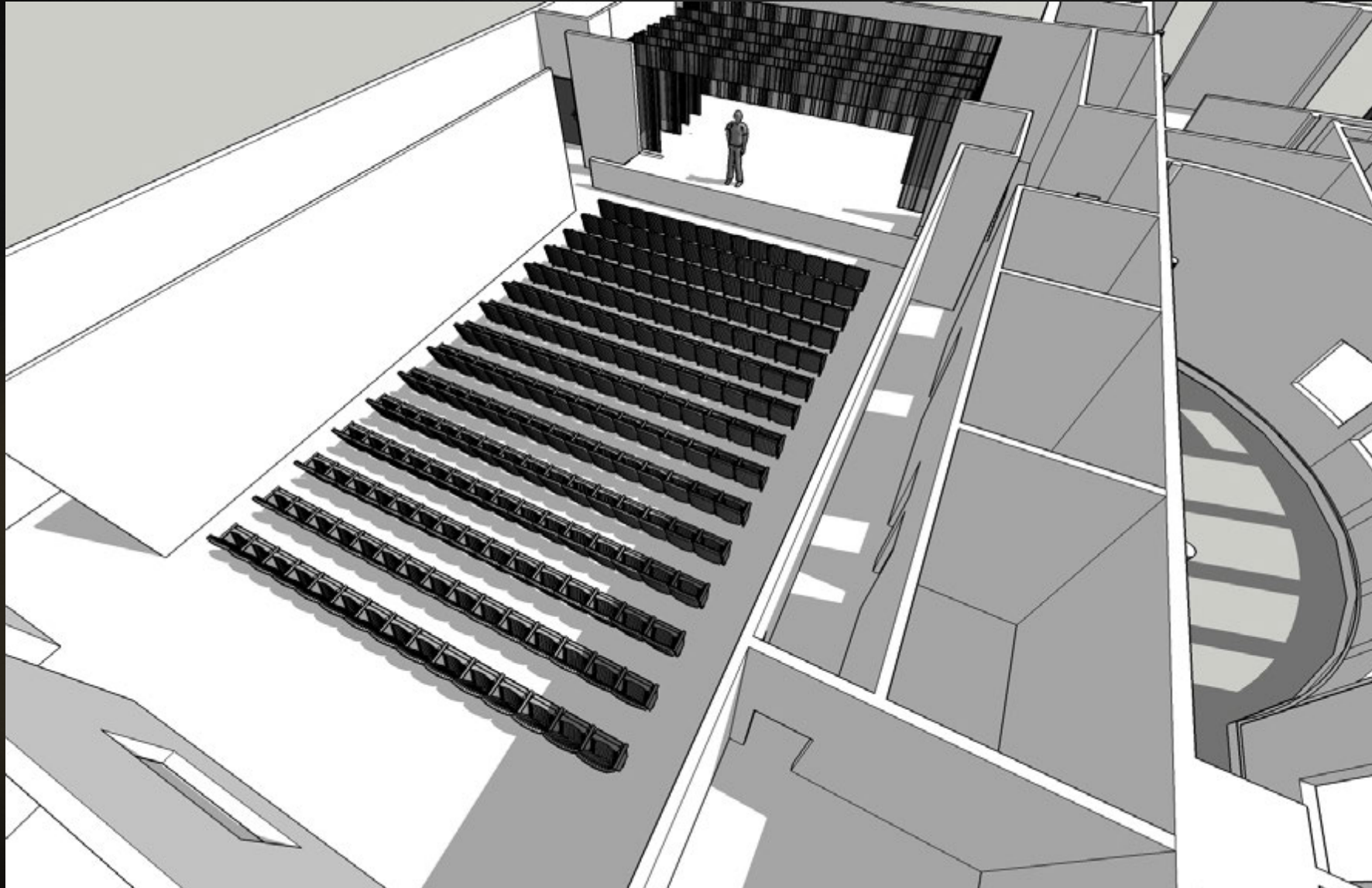
# ABCC Theatre – Flat Floor Section



2 SIGHTLINE STUDY  
0.00 10.00

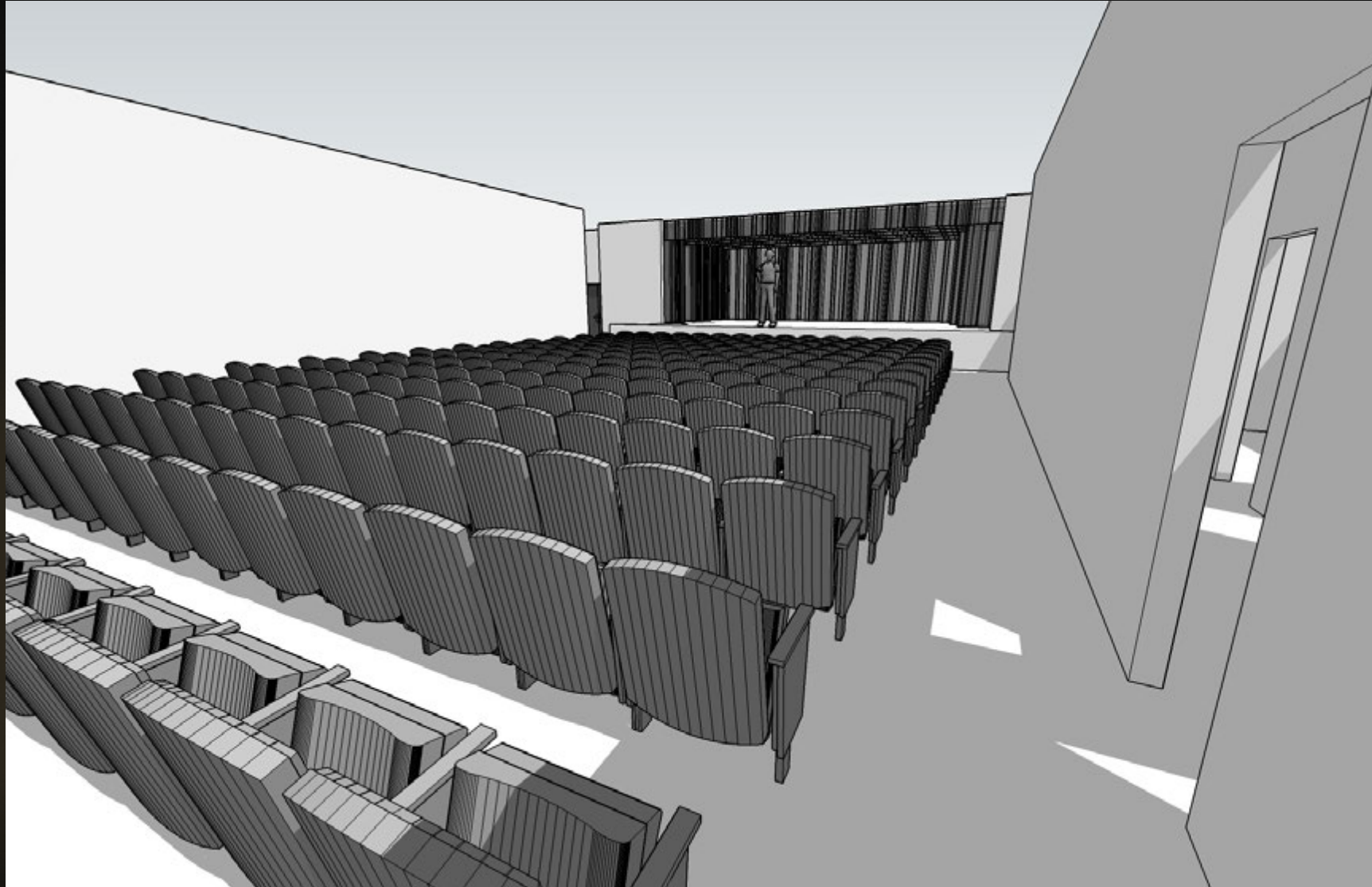
# ABCC Theatre – Flat Floor

1A



# ABCC Theatre – Flat Floor

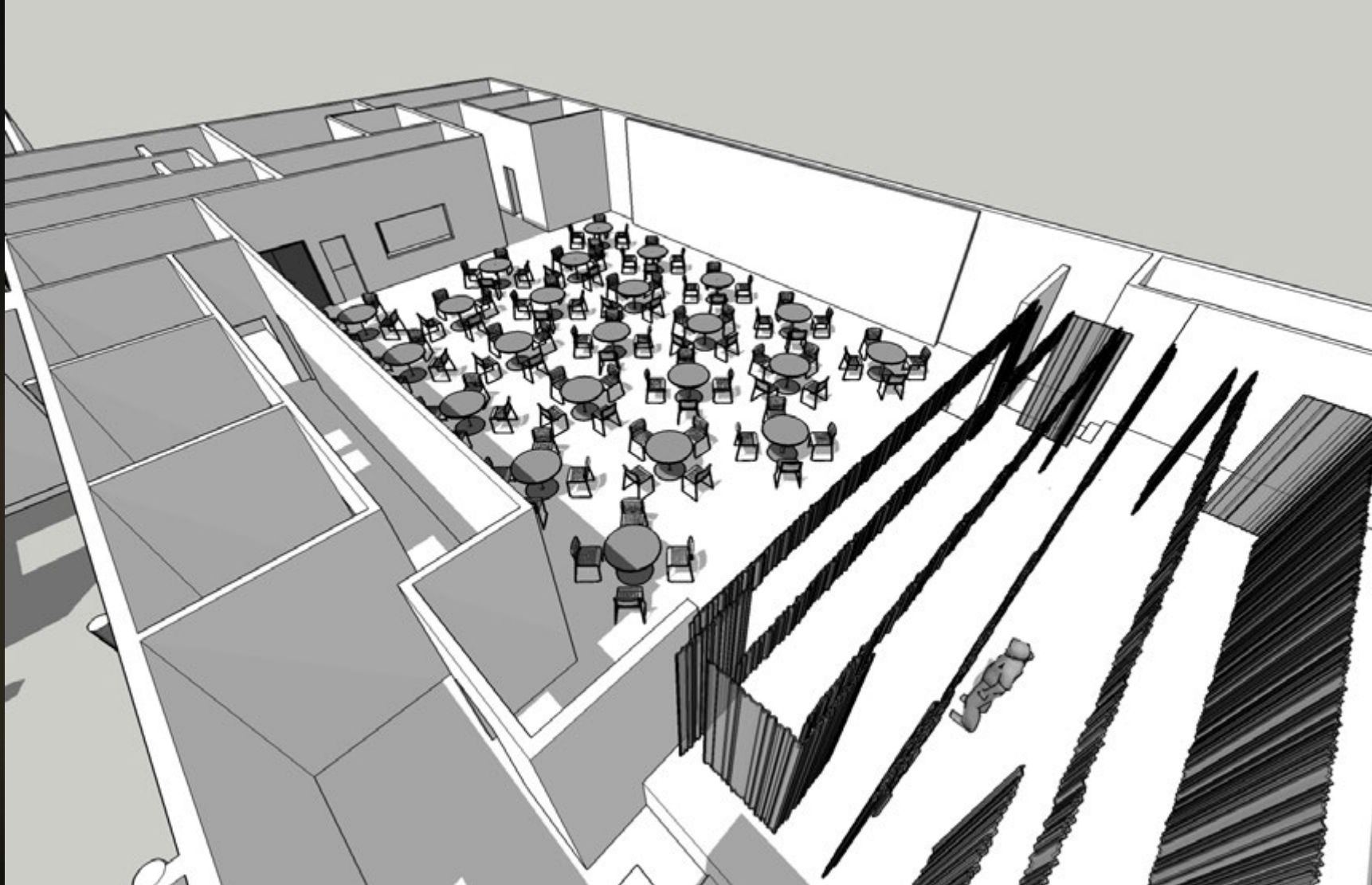
1B





# ABCC Theatre – Flat Floor

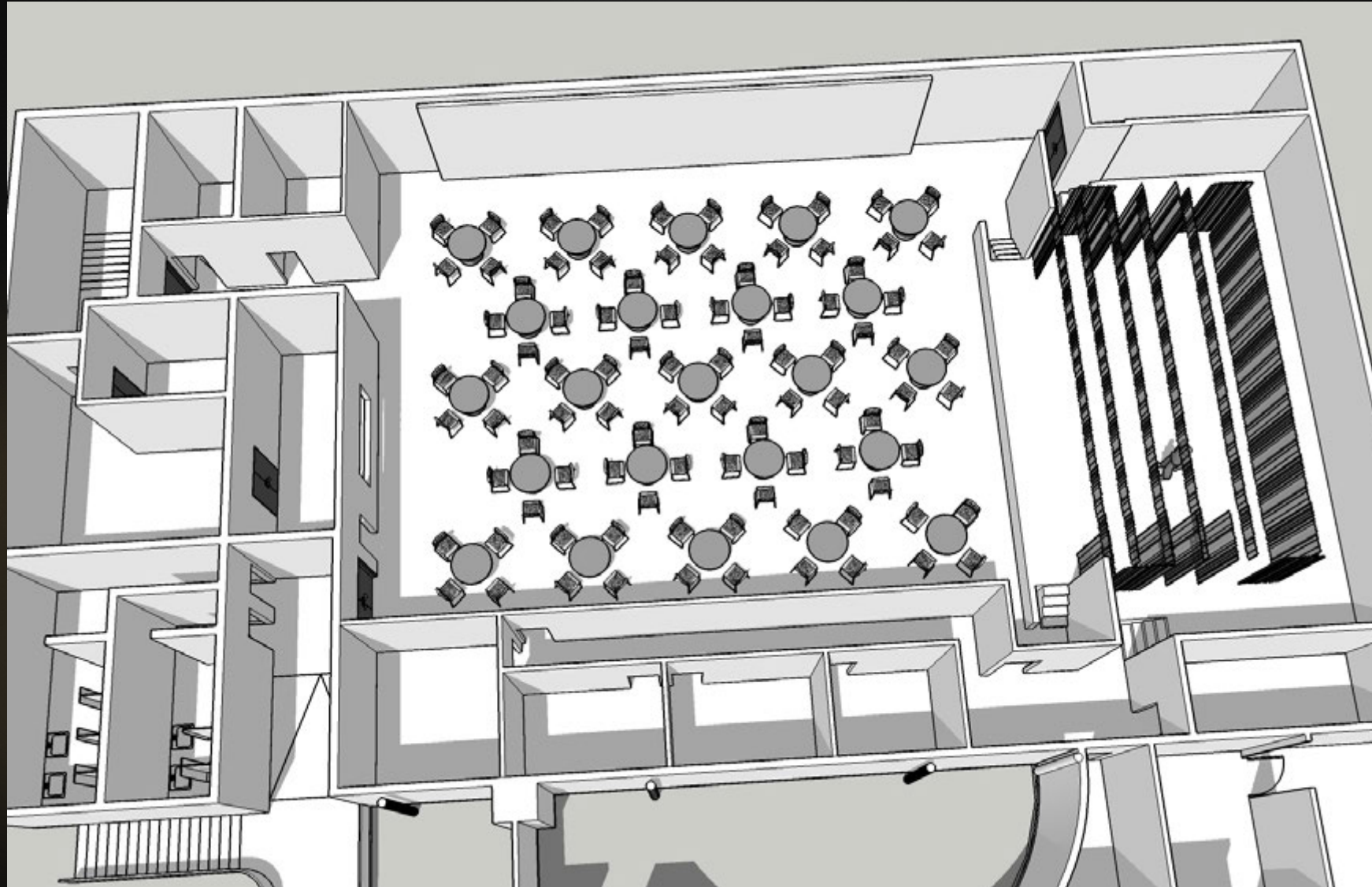
2A





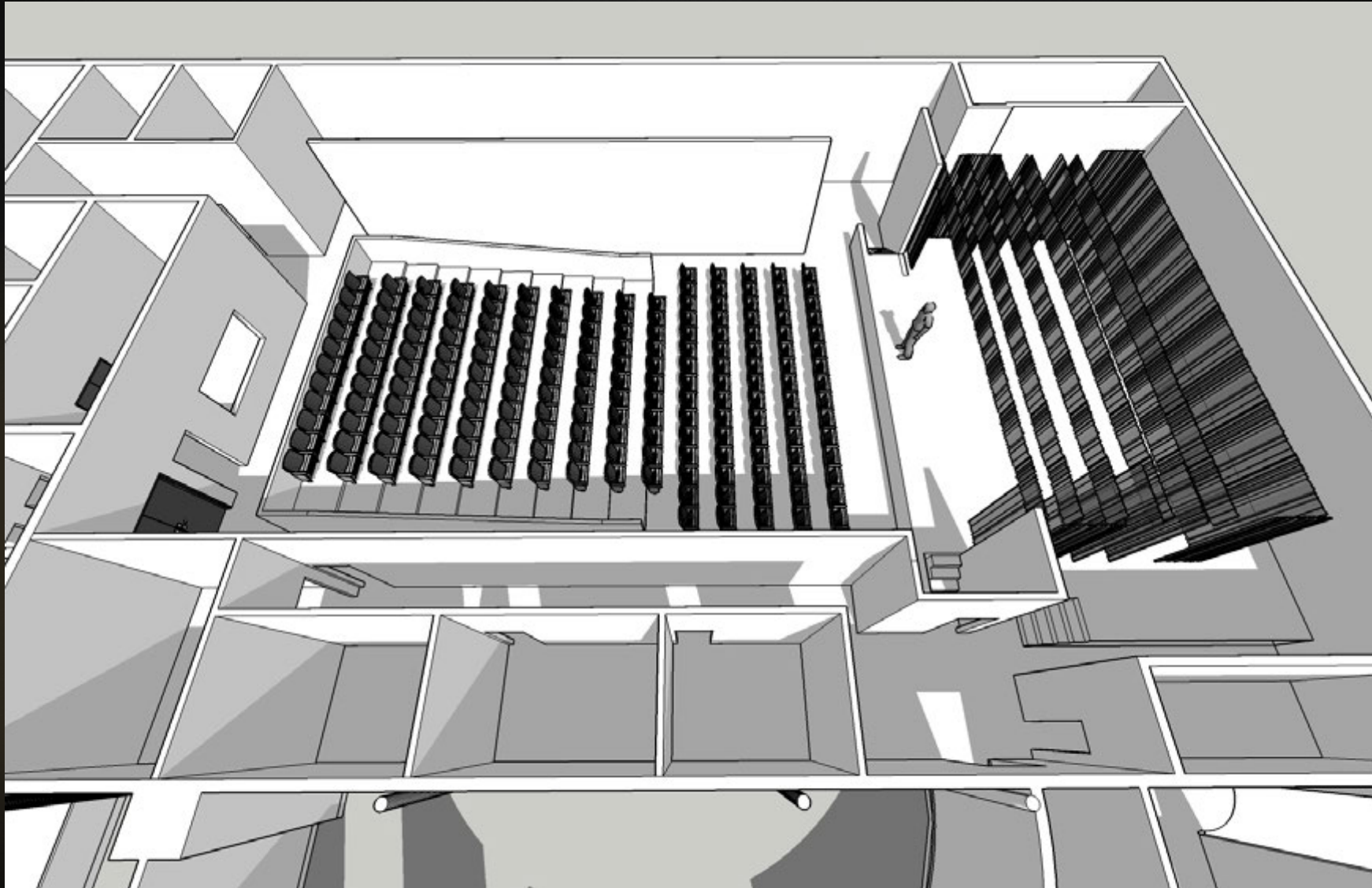
# ABCC Theatre – Flat Floor

2B



# ABCC Theatre – Tiered seating

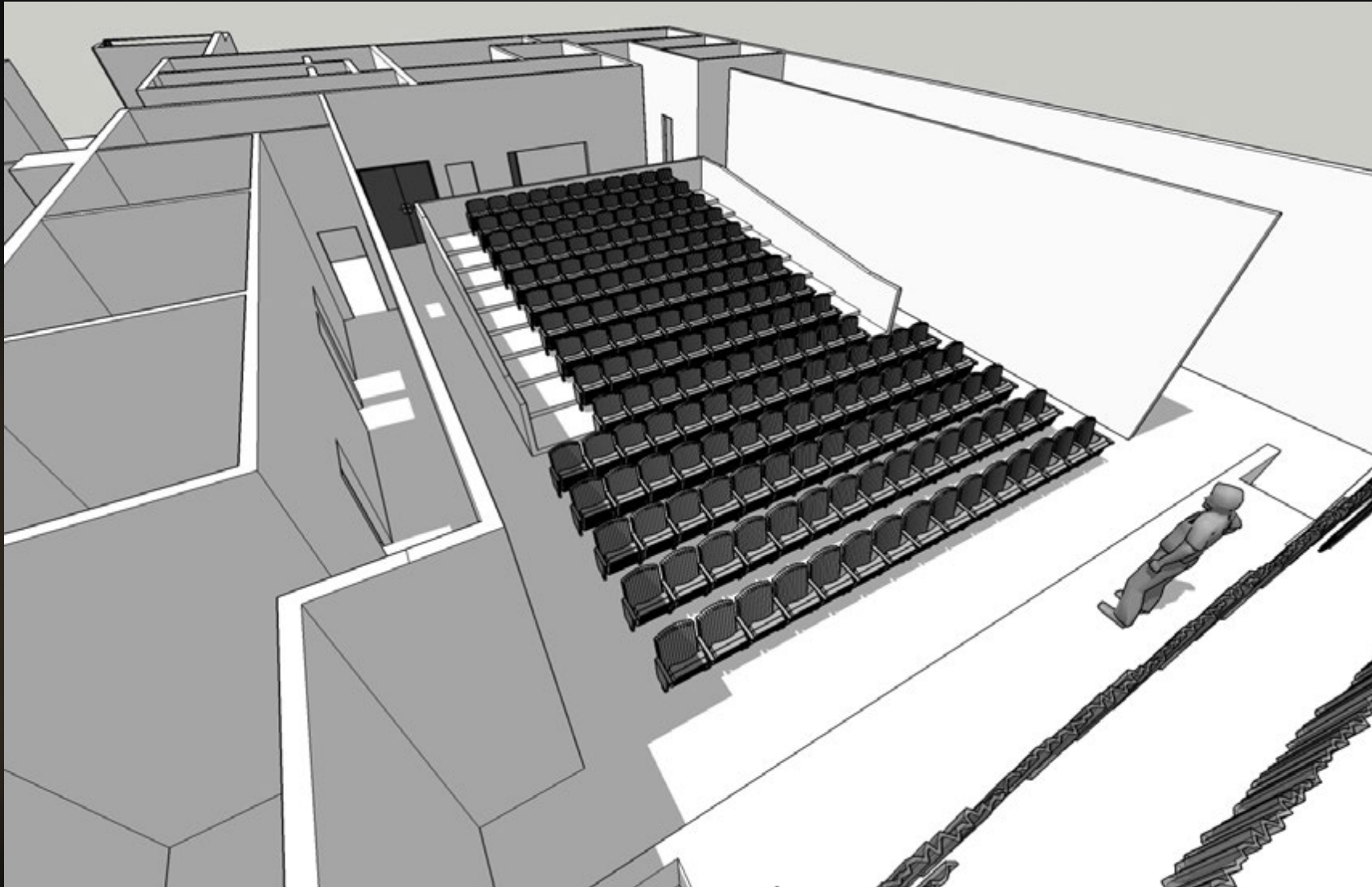
3A





# ABCC Theatre – Tiered seating

3B





# ABCC

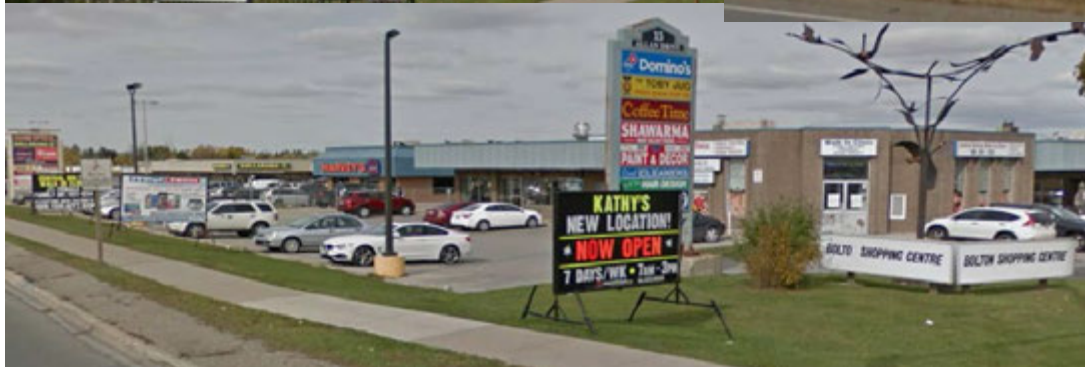
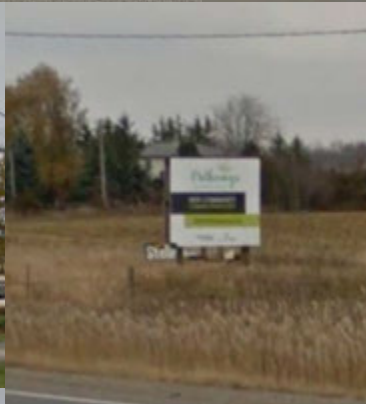
PROS	CONS
<ul style="list-style-type: none"><li>• Can accommodate 200</li><li>• Ample parking</li></ul>	<ul style="list-style-type: none"><li>• Heavy programmed for flat floor multi-use</li><li>• Expensive renovation/conversion costs</li><li>• Wood construction – loads cannot be verified</li><li>• Lobby undersized</li><li>• Possible noise interference with arena</li><li>• No Back-of-House</li><li>• Load-in to second floor problematic</li></ul>

# Proposed Sign By-law





**Sign! Sign! Sign! Everywhere a Sign!!!**





# Stakeholder Engagement

- **Internal**

- Zoning, Urban Design, Heritage, and Community Improvement Plans

- **Community Outreach**

- Open House
- Town-wide survey
- Mail-out regarding Billboards to property owners along Highway 10
- Mayor's Business Breakfast
- Bolton Business Improvement Area committee members
- Economic Development newsletter database
- Dialogue with mobile sign companies

# What We Heard from the Community

**Town Survey: 244 responses received (66% residents, 34% business owners)**

## **Key Results :**

### Signage in the Town

59% - less signage throughout the Town

### Billboards

40% - not permitted

44% - permitted with restrictions

### Electronic Signs

80% - permitted with restrictions

### Mobile Signs

55% - permitted with restrictions

20% - not permitted

### Real Estate (including Open House)

66% - permitted with restrictions

### Frequently Noted Comments

Time limitation – temporary signs ; active enforcement / fines for non-compliance ; concern with sign pollution ; visual distraction / safety, consideration for landscape and Town heritage ; more community signs ; banning of bag signs ; advertising is important for businesses

# Challenges - Current By-law

- Outdated signage provisions
  - does not address current trends i.e. electronic signs, banners
- Restrictive to Public Authorities
  - Town, School boards, conservation authorities, etc.
- Alignment with CIP's and Urban Design Guidelines
- Outdated Zoning and Official Plan Designations
- Silent to third party signage
- Administration and Enforcement



# Key Proposed Changes

- Clarification
  - Types of signs permitted
  - Public Authority (less restrictive)
  - Enforcement, set-fines, process
- Third Party Signage provisions
  - Defined requirements for billboards and other third party signs
- Removal of permit process for many signs types
- Internal Variance process – Delegated Authority
  - Established criteria to better service customers and reduce review delays

# Key Proposed Changes

## *continued...*

- New Permanent Signs Zoning Chart  
(Schedule A to Proposed By-law)

Schedule A – Permanent Signs Zoning Chart ★

	Residential Zones	Agricultural and Rural Zones	Commercial Zones	Industrial Zones	Institutional Zones	Notes★
Maximum Ground Sign Area	.5 m <sup>2</sup> (5.4 ft <sup>2</sup> ) (1)	1.5 m <sup>2</sup> (16 ft <sup>2</sup> ) (2)	1.5 m <sup>2</sup> (16 ft <sup>2</sup> ) (3)(4)	1.5 m <sup>2</sup> (16 ft <sup>2</sup> ) (3)(4)	3 m <sup>2</sup> (32 ft <sup>2</sup> )	(1) The maximum area within a multi-residential zone may be increased to 1.5 m <sup>2</sup> (16 ft <sup>2</sup> ) (2) The maximum area within Agricultural and Rural Zones may be increased to 3 m <sup>2</sup> (32 ft <sup>2</sup> ) if located outside of a settlement area (3) The maximum area within Commercial and Industrial Zones may be increased to 3 m <sup>2</sup> (32 ft <sup>2</sup> ) outside of a settlement area (4) The maximum area within Commercial and Industrial Zones may be increased to 15 m <sup>2</sup> (161 ft <sup>2</sup> ) within the area in the attached map (Schedule B)
Maximum Ground Sign Height	3.6 m (12 ft)	3.6 m (12 ft)	3.6 m (12 ft) (1)	3.6 m (12 ft) (1)	3.6 m (12 ft)	(1) The maximum height within Commercial and Industrial Zones may be increased to 7.3 m (24 ft.) within the area in the attached map (Schedule C)
Maximum Wall Sign Area	.5 m <sup>2</sup> (5.4 ft <sup>2</sup> ) (1)	1.5 m <sup>2</sup> (16 ft <sup>2</sup> ) (2)	30%	30%	30%	(1) The maximum area within a multi-residential zone may be increased to 1.5 m <sup>2</sup> (16 ft <sup>2</sup> ) in a settlement area and 3 m <sup>2</sup> (32 ft <sup>2</sup> ) if located outside of a settlement area (2) The maximum area within Agricultural and Rural Zones may be increased to 3 m <sup>2</sup> (32 ft <sup>2</sup> ) if located outside of a settlement area
External Illumination	X	X	Permitted	Permitted	Permitted	
Internal Illumination	X	(1)	(2)	(2)	(2)	(1) Permitted in the attached map areas only (Schedules D, E and F) (2) Permitted in the attached map areas only (Schedules D, E and F)
Electronic Signs	X	X	(1)	(1)	(1)	(1) Permitted in the attached map areas only (Schedules D, E and F)
Projecting Wall Signs	(1)	X	Permitted	Permitted	Permitted	(1) Permitted for the business portion of a live/work unit only
Billboard Signs	X	X	(1)	(1)	X	(1) Vacant lands zoned commercial or industrial only, abutting Highway 10 (subject to Ministry of Transportation approval)
Canopy or Awning Signs	X	X	Permitted	Permitted	Permitted	

★ The provisions contained herein are notwithstanding the provisions contained within Section 4.7 and Part 6 of this By-Law.

# Key Changes to Permanent Signs

## Billboards:

- Subject to approval from Ministry of Transportation (MTO)
- Approval along Highway 10 on industrial / commercial vacant lots only
- Restrictions include removal once a development application is received



## Other Third Party Signs:

- Approval through variance process for those signs that advertise, market or promote a business, product, service or activity conducted or produced, sold, stored or assembled elsewhere within the Town





# Key Changes to Permanent Signs *continued...*

## Electronic Signs:

- Expansion of types of electronic signage permitted throughout the Town



## Projecting Signs:

- Provisions added to restrict the size and location of these signs throughout the Town (industrial / commercial / institutional zones and live/work units only in residential zones)



## Drive-Through Pre-Menu Boards:

- Additional ground or wall sign will be permitted in a drive-through service facility, to be referred as a pre-menu board



# Key Changes to Temporary Signs

## Banner Signs:

- limited to certain zones
- placed up to 8 weeks per year
- size restrictions



## Elections Signs:

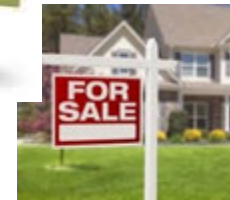
- Placed 35 days before Election Day
- Removal of signs within 72 hours
- Size not to exceed 0.6m<sup>2</sup>, except a lot having a frontage of 50m or greater can place a sign not exceeding 1.5m<sup>2</sup>
- Not permitted on Town property or within a certain distance from all voting locations
- Security deposit



# Key Changes to Temporary Signs

## Real Estate and Open House Signs:

- Size and placement provisions



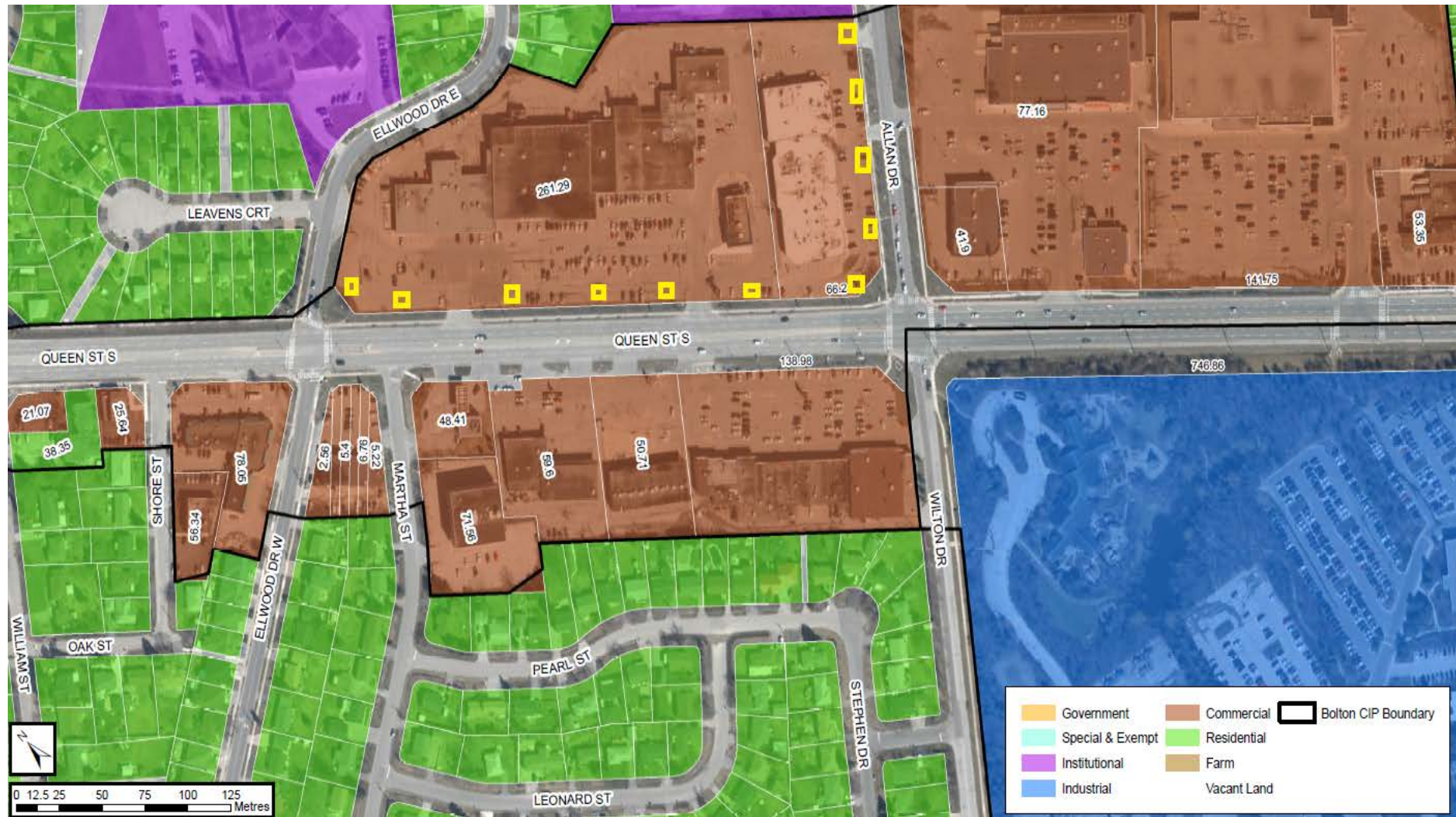
## Mobile Signs:

- Increase in the number of permits per business per year – currently 3 with an increase to 5 (permit duration to remain at 30 days)
- Reduction in the amount of mobile signs permitted per property
  - Previously measured by the distance between the signs
  - Proposing to limit one mobile per property, properties with a frontage greater than 100m will be permitted to have two as well as corner lots



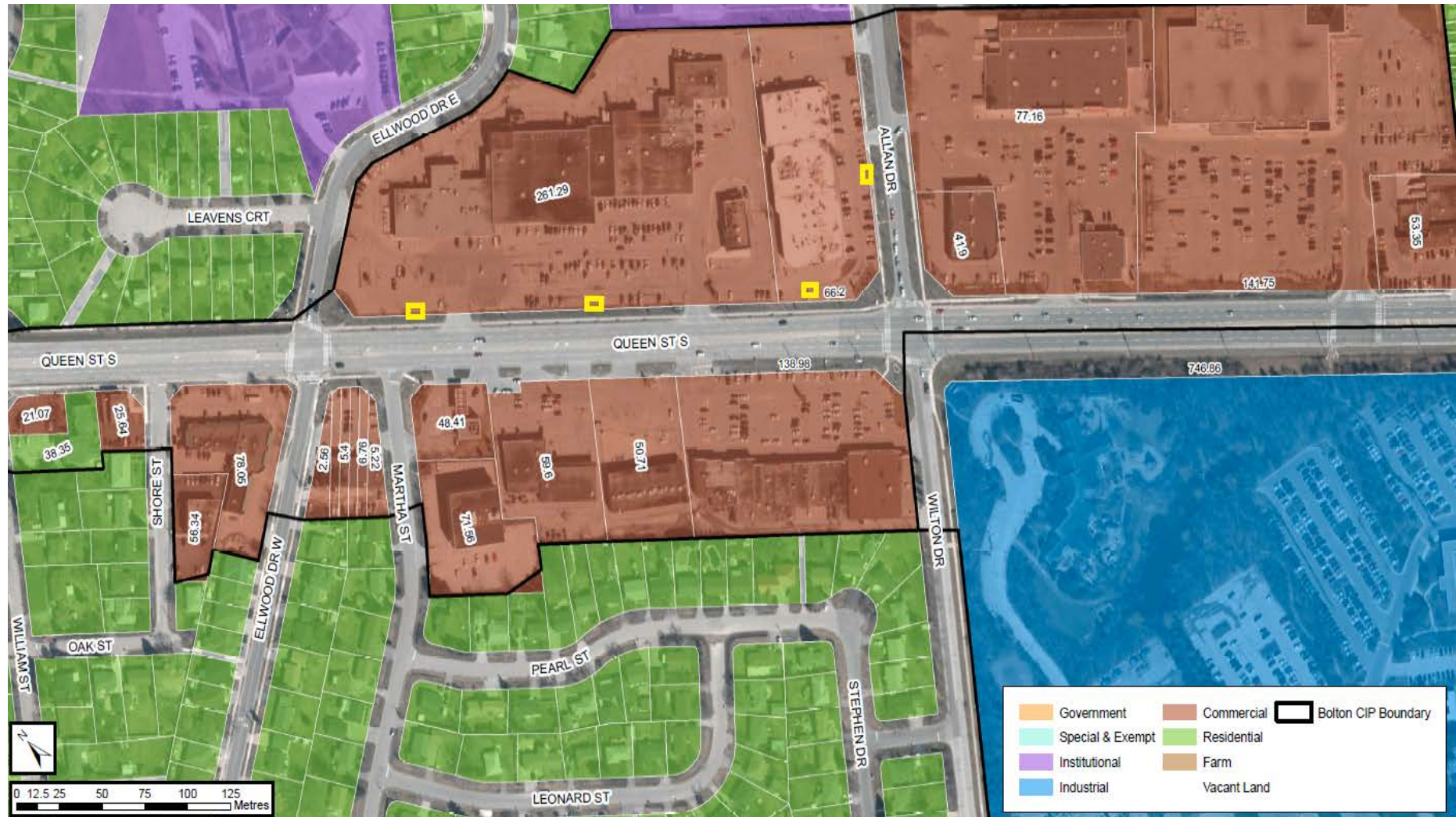


# Current Provisions – *Mobile Signs*





# Proposed Provisions – *Mobile Signs*



# Next Steps

- **Public Education Campaign**

- communicate changes
- provide for a transition period for residents and business owners to understand and adjust to new provisions

- **Customer Service Delivery**

- develop an internal procedure for additional review of proposed signs with respect to Heritage, Community Improvement Plans and Urban Design to ensure they meet plan guidelines
- streamline joint administration and enforcement processes between Building and Regulatory Services Divisions
- staff training

- **Active Enforcement**

- Sign Enforcement Officer (contract) to administer education campaign and active enforcement of the By-law



## **Staff Report 2017-34**

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Meeting Date: Tuesday, June 6, 2017

Subject: Caledon Centre for the Arts

Submitted By: Erin Britnell, Senior Analyst, Strategic Initiatives

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### **RECOMMENDATION**

That staff from the Legal Services and Recreation Divisions enter into negotiations with the Toronto and Region Conservation Authority (TRCA) to create a partnership to support an Arts and Culture Hub at Bolton Camp, in alignment with the needs of the community; and

That Town staff report back regarding the outcome of the negotiations, including potential future budget implications; and

That the cost of the Novita Techne's consulting fees in the amount of \$9,667 be funded from the Operating Contingency Reserve fund in 2017, if required; and

That the potential for purpose-built space for the Arts be included in the Town's 10 year capital forecasts once capital costs are known.

### **REPORT HIGHLIGHTS**

- In response to Council's direction to explore both short and long term options for a Centre for the Arts, business cases for a number of options have been completed.
- As part of the preparation of the business cases, staff engaged both Mr. Antonio Rosa (the original delegate on the topic) as well as over 150 members of the arts community across Caledon.
- Staff also retained Novita Techne, who completed the initial report regarding the original Caesar's Banquet Facility. Theatre experts, Novita conducted a similar analysis of three Town-owned facilities as part of the larger business case analysis.
- Based on the review of options, there is no short term option that meets all required criteria for an Arts and Culture facility. The option that would have the greatest benefit to the larger Caledon community would be supporting the Toronto and Region Conservation Authority's (TRCA) efforts at Bolton Camp regarding the Arts and Culture Hub.
- The TRCA has been developing the Bolton Camp property over the past several years and the vision continues to evolve. Part of that evolution includes involving more community partners to assist, influence and support a hub facility that better meets current needs.
- The only option at this time for the creation of an Arts facility that meets all the requirements would be a purpose-built facility. It is not likely Caledon will have

the ability to sustain such a facility for at least 10 years, or when our population reaches at least 100,000.

### **DISCUSSION**

#### **Background**

Council received a presentation on November 24, 2015 regarding a proposed Caledon Centre for the Performing Arts and instructed staff to further investigate. On January 24, 2017, staff brought forward an update report requesting a broader scope for the project. Council directed staff to review all potential options for a Centre for the Arts for Caledon, including short term and long term options, to engage the delegate, Mr. Antonio Rosa, as well as other members of the arts community in their analysis, and to report back prior to the 2018 budget discussions.

#### **Community Engagement**

An important element in developing the business cases was to hear from both Mr. Rosa as well as the broader arts community to build upon previous engagement efforts, and understand the specific needs of an Arts Centre.

Mr. Rosa has been engaged throughout the process, including five in-person meetings, four tours of facilities, and ongoing email and phone conversations. He provided a summary of his opinions on the facilities considered, input into what a sponsorship program might look like, and potential in-kind services that Stage Academy (the theatre organization he heads) would be willing to provide. All of this information was taken into consideration as part of the larger analysis conducted on each option, and a copy of his submission can be found in Schedule C.

To better understand the opinions and interests of the broader arts community, staff conducted an online survey. The survey was posted on the Town's website, and made available at all Library branch locations. It was advertised in the Town ads section of the papers, emailed directly to approximately 100 arts organizations that were part of the Looking for the Arts survey in 2014, and shared through the Town's social media channels. Staff received 156 responses to the survey. Twenty-seven of these responded as representatives of an organization, and the remaining 129 were individuals. Additionally, 20 individuals followed up directly with staff to discuss the project over the phone or in person.

Highlights of the feedback received were:

- Approximately 50% of respondents were supportive of Town investment in space for Arts and Culture in Caledon.
- The majority of arts organizations are operating out of Bolton, with their members also citing Bolton as their home community most often.
- However, of those individuals who responded as participants in the arts, 31% were from Bolton, 20% from Caledon East, and 15% from Alton.
- There is variety in the forms of arts that people participate in. The largest percentage was music, followed by painting and drawing.

- Nine organizations responded that they were looking for space. Four of these are music organizations, three are visual arts organizations, one is a literary arts organization, and one is a theatre organization. The majority were looking for performance space, followed by rehearsal space for a total of approximately 170 bookings per year.

Finally, through an opportunity with Statistics Canada to survey our residents, a series of questions was asked regarding their participation in the Arts in Caledon. This survey concluded that 70% of residents do not participate in the Arts; however, of those that do almost half participate outside of Caledon due to the availability of programs.

From these results, the following conclusions can be made:

- There is an interest in the Town providing additional arts and culture space in Caledon at this time, though the number of bookings would not be enough to sustain a large purpose-built facility.
- The majority of organizations looking for space are looking for space in the Bolton area.
- The type of facility that is created must be suitable for multiple forms of arts, as the interest in space is spread across music, visual arts, literary arts and theatre organizations.

A full summary of the survey results can be found in Schedule A and of Statistics Canada survey results can be found in Schedule B.

### **Summary of Options Analyzed**

As stated in the January, 2017 report, a number of facilities were initially considered, but it was determined that they were not feasible. These options included the former Alton School, a shared arrangement with Mayfield Secondary School, and a partnership with a private developer. There were five facilities, in addition to a purpose-built facility, that further analysis was conducted on in the form of business cases.

The criteria used to analyze each option were:

- **Mandatory Features:**
  - Can seat at least 200 people for a performance
  - Can accommodate multiple forms of arts and the space required for each (i.e. backstage area for theatre, acoustics for music, sightlines for dance, gallery space for visual arts)
  - Have little or no displacement or negative impact on current users
  - Be operational within 3 years
  - Have access to reasonable amount of parking
  - Is accessible and meets all Building Code standards
  - Has limited risk for the Town
- **Additional Features:**
  - Close to restaurants, accommodations, and population (as this increases traffic to the venue)
  - Has the ability to generate sponsorship funding
  - Has the ability to operate at a minimal operating deficit



## **Staff Report 2017-34**

- Have a lower capital contribution required by the Town
- Have a usable lifespan of at least 25 to 30 years (if not longer)

A complete business case for each of these, including financial and non-financial considerations can be found in Schedule E.

### *Option A: Leasing of a Private Facility*

This option would involve sub-leasing a portion of the original Caesar's Banquet Hall in Bolton to be renovated and used as performing arts facility, operated by the Town. Since the previous report, it is the Town's understanding that there is the potential to create a direct lease with the owners, however this lease would have to have matching conditions to that of the other tenant in the building.

This option meets the following criteria:

<b>Mandatory Features</b>		<b>Additional Features</b>	
<b>Seating for 200</b>	N	Proximity to complementary venues	N
<b>Accommodate multiple forms of art</b>	N	Sponsorship Funding	Y
<b>Little to no displacement</b>	Y	Minimal Operating Impact	N
<b>Operational in 3 years</b>	Y	Limited Capital Requirement	N
<b>Access to parking</b>	Y	25-30 year+ lifespan	N
<b>Accessible and OBC Compliant</b>	Y		
<b>Limited Risk to Town</b>	N		

The following concerns were raised regarding this option:

- This option does not have the required seating capacity and only would accommodate small to mid-sized theatre productions, and not music or dance productions due to sightlines and acoustics in the room. (A copy of the Novita Techne report on this facility, originally provided to Council in January, 2017, can be found in Schedule F).
- This option does not have space required by visual arts organizations.
- While there is potential to have a direct lease, there are still a number of legal concerns with the leasing arrangement. Additionally, the Town would not benefit from the considerable capital investment required to convert the space into a theatre.
- This option is dependent on the facility still being available, as another tenant may enter into a lease agreement prior to the Town.

### *Option B: Repurposing Existing Town Facility*

Three existing Town facilities were considered, based on their footprint and current usage. Novita Techne Consulting was retained to complete an analysis of the potential to renovate each of these Town facilities, and the associated costs of doing so. The benefits and concerns regarding each of these options are listed below. A copy of the Novita Techne report for these three options can be found in Schedule G.

#### *1) Albion-Bolton United Community Centre Auditorium*

<b>Mandatory Features</b>	<b>Additional Features</b>
---------------------------	----------------------------

<b>Seating for 200</b>	Y	Proximity to complementary venues	Y
<b>Accommodate multiple forms of art</b>	N	Sponsorship Funding	Y
<b>Little to no displacement</b>	N	Minimal Operating Impact	Y
<b>Operational in 3 years</b>	Y	Limited Capital Requirement	N
<b>Access to parking</b>	Y	25-30 year+ lifespan	N
<b>Accessible and OBC Compliant</b>	Y		
<b>Limited Risk to Town</b>	N		

The following are some of the concerns raised regarding this option:

- This option does have the required seating capacity but would only accommodate small to mid-sized theatre productions, and not music or dance productions due to sightlines and acoustics in the room.
- Any options to create the necessary lobby room and additional backstage capacity would require bumping into the Library space and subsequently displacing the Library, who already has concerns with their current footprint in the space, as identified in the Library Master Plan.
- Converting the space into the theatre would have a large displacement impact on current user groups. There are currently a number community groups who use the room on a weekly and monthly basis, and it is frequently booked on an annual basis for events. There is no other facility that could accommodate the vast majority of these bookings.
- Even utilizing temporary seating would impact the current users who would be temporarily displaced during construction, and would have a decreased in size of the venue to accommodate the back of house for the theatre.
- There would be little to no impact from an operating cost for the facility, as it is a facility in which we already operate. However, as a result of the displacement of a number of groups, there would be a loss of approximately \$150,000 in revenue. This revenue may potentially be replaced by those using the theatre venue, however as only theatre groups would be able to utilize the space; it largely limits the revenue potential.
- The capital costs to convert the facility would be between \$1,350,000-\$1,540,000 (plus HST and labour costs) depending on the level of systems.

2) *Bolton Fire Hall*

<b>Mandatory Features</b>		<b>Additional Features</b>	
<b>Seating for 200</b>	N	Proximity to complementary venues	Y
<b>Accommodate multiple forms of art</b>	N	Sponsorship Funding	Y
<b>Little to no displacement</b>	Y	Minimal Operating Impact	N
<b>Operational in 3 years</b>	Y	Limited Capital Requirement	N
<b>Access to parking</b>	Y	25-30 year+ lifespan	N
<b>Accessible and OBC Compliant</b>	Y		

**Limited Risk to Town**

Y

The following are some of the concerns raised regarding this option:

- The facility would not be able to accommodate the seating capacity required, and while it could accommodate music and dance performances, would not have the space for visual arts organizations.
- The total capital costs for the facility would be between \$2,170,000 and \$2,360,000 depending on the level of systems. The Town would also be forgoing revenue from the potential sale of the facility.
- This facility would be an additional facility for the Town to operate, and would have additional operating costs associated with it. These operating costs would total approximately \$150,000 per year. Even with in-kind support from volunteers, it is likely that it would run at an operating loss for the foreseeable future.

**3) Old Town Hall**

<b>Mandatory Features</b>		<b>Additional Features</b>	
<b>Seating for 200</b>	N	Proximity to complementary venues	N
<b>Accommodate multiple forms of art</b>	N	Sponsorship Funding	N
<b>Little to no displacement</b>	N	Minimal Operating Impact	Y
<b>Operational in 3 years</b>	N	Limited Capital Requirement	N
<b>Access to parking</b>	Y	25-30 year+ lifespan	N
<b>Accessible and OBC Compliant</b>	Y		
<b>Limited Risk to Town</b>	N		

The following are some of the concerns raised regarding this option:

- This facility is currently leased by the Town to the Town Hall Players and is set up and utilized as a performing arts theatre.
- The space cannot accommodate more than one small theatre company, so would have very limited uses for the broader arts community.
- The space is currently available for lease by the community through the Town Hall Players, who operate the facility as per the lease arrangement. If groups wanted to, they could already book the facility through the Town Hall players.
- Based on Novita Techne's assessment, this facility would not be a suitable option, and therefore no costing was done on the facility.

**Option C: New Purpose Built Facility**

A new purpose-built facility would be designed to suit the needs of all members of the arts community. The scale and cost for these types of facilities depends on the type of amenities put into the building, and there is the potential to combine this type of space with other community facilities such as recreation, library, community rooms etc.

<b>Mandatory Features</b>		<b>Additional Features</b>	
<b>Seating for 200</b>	Y	Proximity to complementary venues	TBD
<b>Accommodate multiple forms of</b>	Y	Sponsorship Funding	Y



<b>art</b>			
<b>Little to no displacement</b>	Y	Minimal Operating Impact	N
<b>Operational in 3 years</b>	N	Limited Capital Requirement	N
<b>Access to parking</b>	Y	25-30 year+ lifespan	Y
<b>Accessible and OBC Compliant</b>	Y		
<b>Limited Risk to Town</b>	TBD		

Some of the considerations for this option are:

- The capital costs would depend on the amenities selected for the facility, but based on what other communities have built, the costs could range between \$15 and \$40 million for the facility in addition to any property acquisition costs.
- The operating costs for the facility would also depend on the amenities. In other communities that were researched, the vast majority ran at an operating loss. These ranged between \$250,000 and \$1 million per year.
- Due to the cost to build and size of the project, this would take the longest out of all options considered to get to operational.
- Currently, based on the survey results, the Town does not have enough interest for bookings to sustain a purpose-built facility like this. For the Town of Milton, the population trigger for exploring this type of facility was 100,000.

*Option D: Partnership with Toronto and Region Conservation Authority at Bolton Camp*

The Toronto and Region Conservation Authority (TRCA) has initiated a plan to revitalize the space at Bolton Camp, including dedicated arts and culture space. This option would involve entering into a partnership agreement with TRCA. TRCA has submitted a letter to the Town regarding their interest in exploring partnership opportunities for this purpose (see Schedule D).

<b>Mandatory Features</b>		<b>Additional Features</b>	
<b>Seating for 200</b>	TBD	Proximity to complementary venues	Y
<b>Accommodate multiple forms of art</b>	Y	Sponsorship Funding	Y
<b>Little to no displacement</b>	Y	Minimal Operating Impact	TBD
<b>Operational in 3 years</b>	N	Limited Capital Requirement	TBD
<b>Access to parking</b>	Y	25-30 year+ lifespan	Y
<b>Accessible and OBC Compliant</b>	Y		
<b>Limited Risk to Town</b>	Y		

Some considerations for this option are:

- There is a dedicated theatre space which currently could hold up to 175 for performances on the site. This is still smaller than the space requirement from the arts and culture community, but has potential as part of the renovations to provide some additional seating (depending on architectural drawings).
- There are additional buildings that could be utilized for workshops, galleries, etc. that would accommodate a variety of types of arts and culture on the space.
- There is outdoor space that could be utilized during the summer season for additional arts and culture activities.

- The timeline for Phase 2 (which includes the arts and culture space) is 2020-2025 for construction.
- The partnership arrangement would share the risks and costs for this type of facility, and has potential to attract further sponsorship, versus competing with the TRCA for similar funding.
- The entire renovation cost for all five facilities on the site is currently estimated at \$2,114,975 as per TRCA. There may be additional capital costs associated with this as well to add elements to the facilities such as proper sound equipment to better meet the needs of the arts community.
- Operating costs would depend on the partnership arrangement discussed. It is unlikely they would be any higher from the Town's perspective than that of operating the Fire Hall as a theatre, which is estimated at \$150,000 per year.

### Recommended Options

The options were evaluated regarding their ability to meet the immediate interests and the long term interests in the community.

#### *Immediate Option:*

Based on the evaluation of all options, entering into discussions with TRCA regarding the Bolton Camp property would be the best option for the Town to invest in additional space for the Arts and Culture community. The reasons for this are:

- no displacement to any current users
- a shared risk and financial burden with the TRCA
- provide a variety of space that could be utilized by the greatest number of arts organizations
- the Town has also been working with the TRCA on a partnership arrangement with the Challenger ball diamond, pool and community building on Bolton Camp already, so there is a precedent for working together

#### *Long Term Option:*

Regarding the long term interests of the community, Novita Techne recommends based on their analysis that the Town explore options for a purpose-built facility. As the Town of Caledon continues to grow, it is likely the interest in Arts space will also grow, and therefore it is recommended that facilities to support arts and culture are captured in our future capital programs, in particular as the Town is predicted to hit 100,000 people in approximately 10 years.

### Next Steps

If the recommendations are approved by Council, the next steps for staff would be to enter into discussions with TRCA with the goal of developing a draft partnership agreement, including any potential financial requirements on behalf of the Town. Staff would then report back to Council, prior to the end of the year with the result of these discussions.

### **FINANCIAL IMPLICATIONS**

#### **Preparation of This Report**

In order to secure Novita Techne's services, \$9,667 was utilized from Strategic Initiatives operating budget. Budget for these consulting fees was not included in the 2017 operating budget. It is recommended that if this expenditure results in a deficit at year end a draw from the Operating Contingency reserve account # 08-00-900-35005-000-25000 will be required. The current, uncommitted balance in the Operating Contingency Reserve account is \$1,762,162.

#### **Implications in Approving the Report**

Cost estimates for the individual options have been provided within each business case. By approving the recommended option of a partnership with TRCA, there are no immediate financial implications, as the Town's contribution would be determined as part of the partnership discussions.

#### **Sponsorship Opportunities**

The following are estimates provided by Strategic Initiatives of what sponsorship potential may be based on what other communities have been able to raise for comparable projects. The actual amount will depend on what option is selected, and the community's interest in the project.

- A purpose-built facility has the potential to draw between \$1-2 million over a 10-20 year agreement in naming rights.
- A renaming of a facility or naming rights for a building or room on a site would likely draw closer to \$250,000 over the same 10-20 year agreement.
- Additionally, for any option, a one-time only community drive, such as selling seats in the theatre could raise between \$100,000-\$200,000.
- When it is operational, an additional \$10,000-\$20,000 per year could be raised through sponsorship or advertising.
- The Town could apply for grant opportunities to further help fund the capital costs for the project.

Tax funding would be required to construct future purpose-built space for the Arts and will be included in the Town's 10 year capital forecasts once capital costs are known.

### **COUNCIL WORK PLAN**

A Centre for the Arts was not included in Council's Work Plan, however it does align with other actions included under Tourism and Sports and Recreation.

### **ATTACHMENTS**

Schedule A – Summary of Survey Results

Schedule B – Summary of Statistics Canada Survey Results Pertaining to the Arts

Schedule C – Submission from A. Rosa

Schedule D – Submission from TRCA



## **Staff Report 2017-34**

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Schedule E – Individual Business Cases

Schedule F – Novita Techne Report: Former Caesar's Banquet Hall

Schedule G – Novita Techne Report: Town-owned Facilities

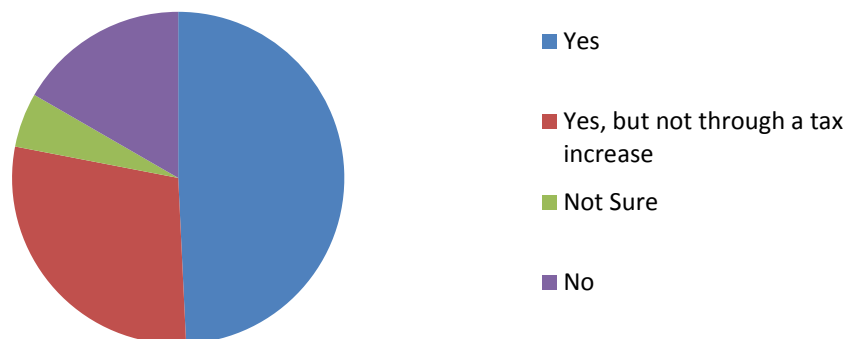
## Schedule A to Staff Report 2017-34

### Summary of Survey Results

The survey was online for 2 weeks and advertised through the Town's newspaper advertisements, social media, and direct email to approximately 100 arts organizations in Caledon. In total, 156 surveys were completed; 27 of which were from representatives of organizations, and the remaining by individuals.

Overall, over 75% of respondents were supportive of the Town investing in space for arts and culture, though only 49% of those were supportive of doing so through the tax base.

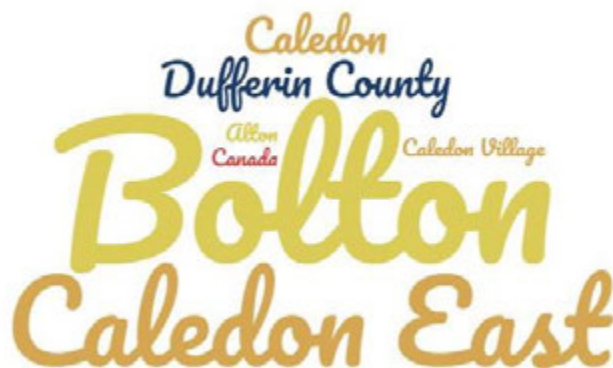
### Support for Town Investment in Space for Arts and Culture in Caledon



### Organizations Feedback

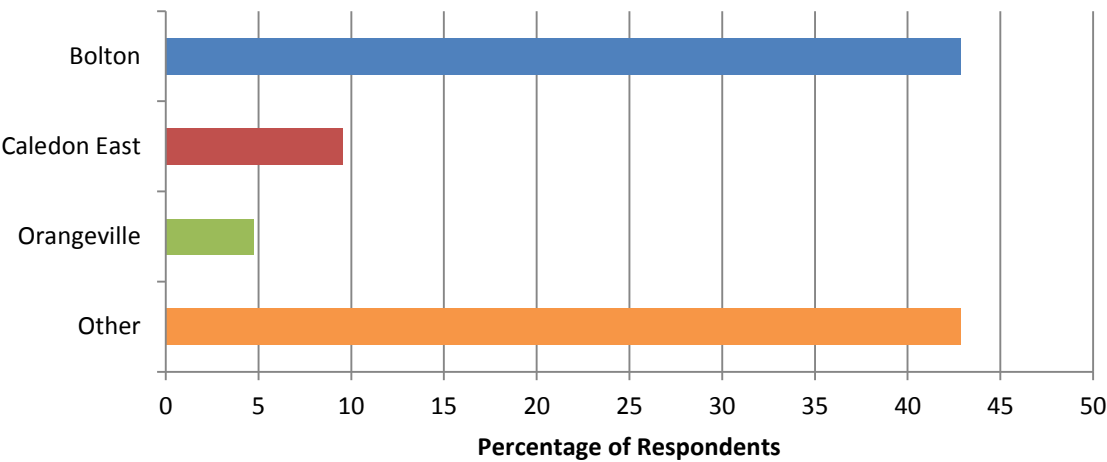
Of the completed surveys, 27 were from representatives of Arts organizations within Caledon. This is approximately 25% of the known arts organizations.

Of these, just less than half of the organizations were based out of Bolton, followed by Caledon East. *(The larger the name, the more respondents were from that location).*



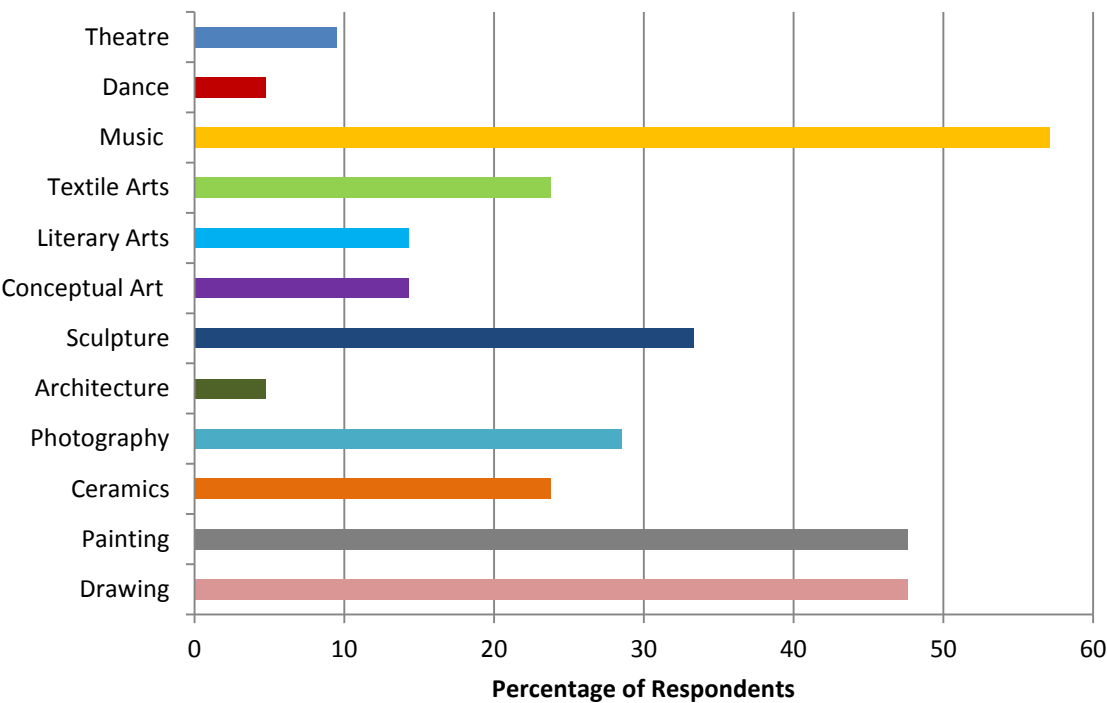
The organizations have between 1 and 30,000 members, although the large majority of organizations have between 20 and 30 members. Just less than half of the members from the organizations are from Bolton, however many cited locations from across Caledon and from the broader Peel Region and Dufferin County area as well.

### Primary Location of Members



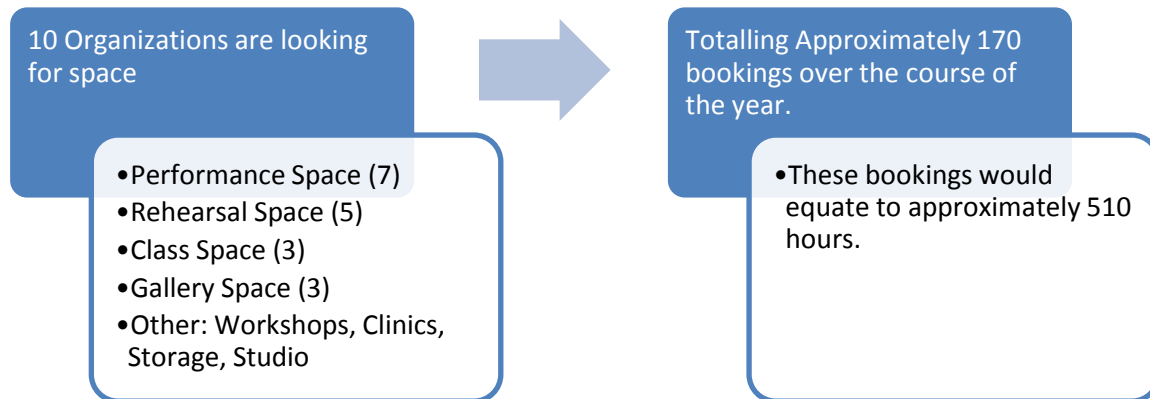
These organizations host a wide-range of arts and cultural activities, though music was the most popular, followed by painting and drawing.

### Type of Arts and Culture Activities



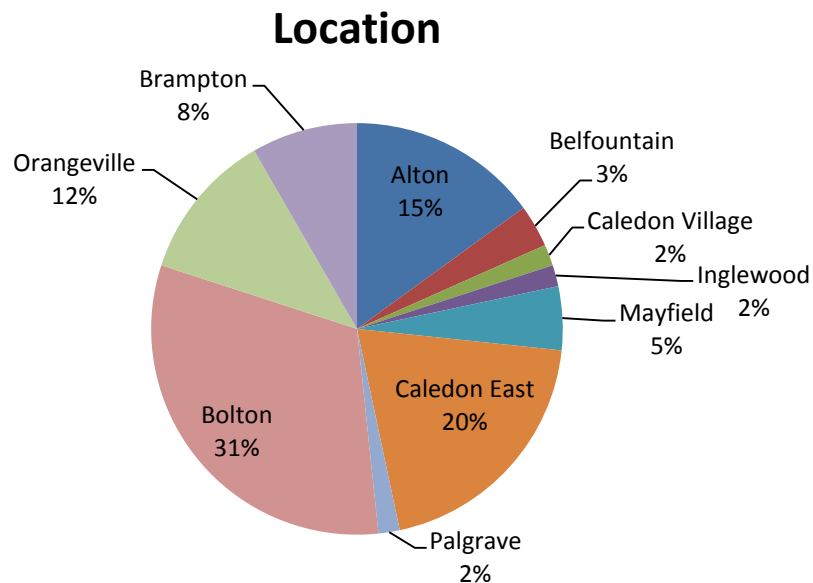


When asked about the organization's need for space, 10 of the 26 organizations stated they were looking for space, totaling 170 plus bookings each year.



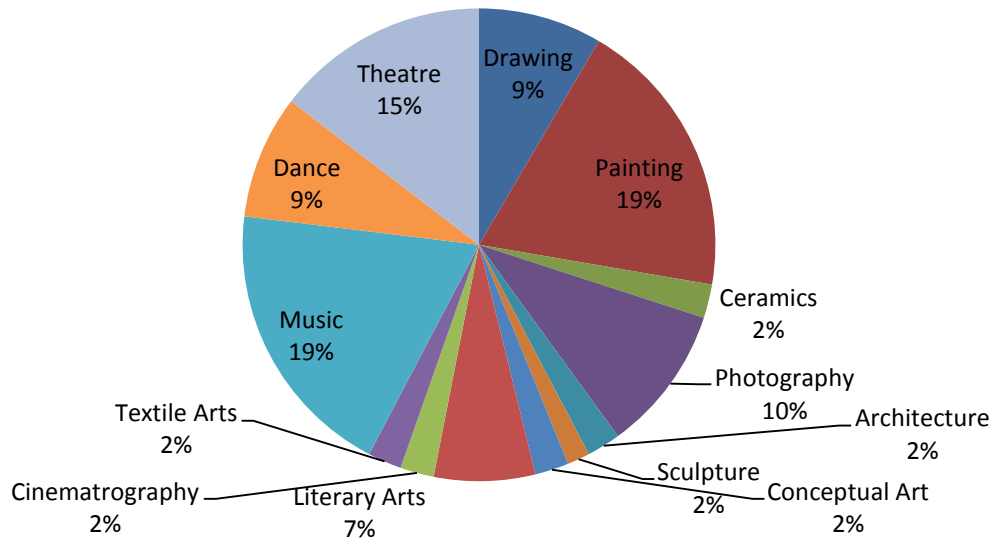
## Individuals

The vast majority of respondents to the survey were individuals. Of these 69 were active participants in the arts, while 58 were not. The following is a profile of the 69 respondents who stated that they participate in some form of arts and culture in Caledon. The majority of respondents were from Bolton, followed by Caledon East, Alton and then Orangeville.



Similar to the organizations, they participated in a wide-range of artistic activities. The leading response was painting, followed by music and theatre.

## Type of Art

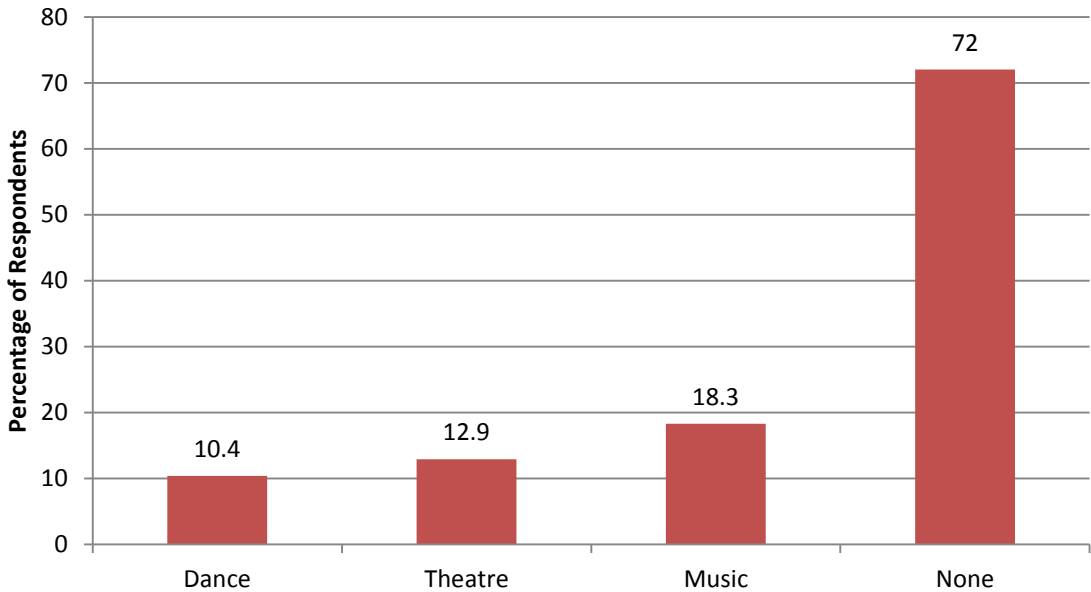


## Other Comments

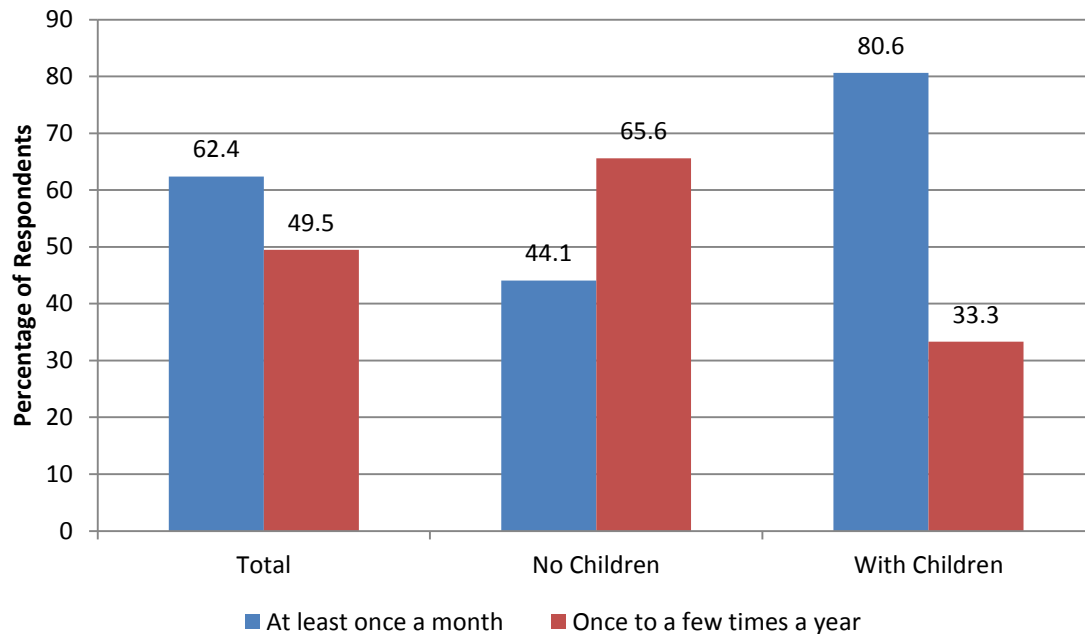
Some respondents also provided comments. Of these 24 were in favour of an Arts Centre, 12 were against and 8 were neutral.

**Schedule B: Summary of Arts Data from Statistics Canada Survey of Residents**

Over 70% of Caledon residents did not participate in any form of performing arts within the last 12 months. Of those that did, the most popular form was music.

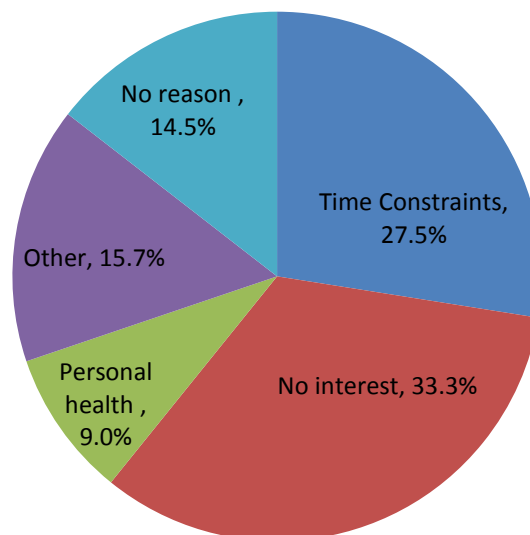


Of those that did participate, 62.4% of those did so at least once a month. It is more common for those with children to participate on a more regular basis, where those without children are likely to participate only a few times per year.



Of those that participated in performing arts, just over half did so within the Town of Caledon. In regards to museums, art exhibits or festivals just over half of respondents said their choice destination was Toronto for these activities, due to the lack of offerings within Caledon.

When asked why they did not participate in the arts, the most popular reason was no interest, followed by time constraints.





## **Caledon Centre for the Arts Proposal**

### **Proposed Locations:**

Albion Bolton Community Centre  
Caledon Town Hall  
Caledon Fire Station - Bolton

### **Summary Report:**

Summary of Findings & Usage Proposal  
Partnerships Overview

### **Facility at Fire Hall – Bolton**

The facility is currently operating as a Fire Hall and Emergency Service Department. It was purposely built for a Fire Hall usage. Major renovations and demolition will be required to create an open shell that can be converted into a Performing Arts Centre. Ceiling in lower level provides good height for a theatre space but the project will need major funding beyond the original proposed budget to meet the goals of the proposed Arts Centre. Accessibility and Parking are also a major concern.

### **Facility at Old Caledon Town Hall – Caledon Village**

The facility is currently leased to the Caledon Town Hall Player. Seating and available space is extremely limited. The facility can only accommodate small scale productions and concerts. Equipment, seating, staging are outdated. Vicinity to the Town of Orangeville and Orangeville Theatre is a concern. The facility does not meet the specifications required for the proposed Arts Centre.

### **Facility at Albion-Bolton Community Centre - Bolton**

Of the three spaces evaluated, the upper facility at Albion Bolton Community Centre is the most suitable space for the proposed Arts Centre. The facility is currently part of an existing Community Centre which will drive the usage. The upper level of the community centre has sufficient space to build a 280-300 seat theatre and full functioning Arts Centre. Sufficient parking is currently available and there are no issues with accessibility. The proposed timelines and budget requirement are attainable at this location.

## **Space Proposal for Arts Centre at Albion Bolton Community Centre**

Upper Auditorium: 280-300 Seat Theatre, Stage, Theatre Storage Rooms, Coat Room, Sound and Lighting Booth, Hospitality Kitchen, Upper Bar in Auditorium-Back Stage Washroom

North West corner of Upper Library-Change Rooms & Green Room,

Upper Library Community Room-Theatre Foyer/Art Gallery/Meeting Room (shared space with Library)

Upper Cloak Room-Theatre Box office, Two Upper Storage Rooms next to Janitor Room (Theatre & Production Offices)

Corridor Outside Library Community Room – Concession Stand

Upper Washrooms (Across from Auditorium) – Patron Washrooms

Additional Washrooms in upper Hallway

Upper Hallway – Art Gallery

Upper Meeting Rooms – Additional Rental Spaces

**(See attached floor plan)**

## **Advantages of using Town Owned and Operated Facility**

Investment and facility Improvements being made to Town owned property

Elimination of Lease Agreement and Monthly Payment (overhead removed)

Facility is currently operated by town staff

Permit and Rental Program in place (New rate schedule for Theatre space required)

Utilities currently paid for by Town of Caledon

Property Insurance paid by the Town of Caledon

Property Maintenance program already in place

No issues with zoning

Sufficient Parking Spaces

No issues with Accessibility

Community Centre Focus with balanced Facilities (recommendation from visioning exercise)

**Partnership with Stage Academy Theatre Association**  
**(Theatre Management/Operations)**

As an active partner in the proposed project, The Executive Board of Stage Academy Theatre Association offers to function as an Associate Operator assisting the Town of Caledon with the day to day operations and management of Arts Centre facility for a minimum of 5-7 years (Term Renewable). Stage Academy will offer staffing at no additional cost to ensure long term stability of the Arts Centre facility. All associate staff will be trained to abide by the Town of Caledon's operational procedures and standard practice.

**Associate Staff duties will include:** Site tours by user groups, opening and closing procedures on a permit to permit basis, booking of lighting and sound technicians for events, ticketing and box-office duties, technical production requirements and equipment rentals, front of house management, seasonal calendar creation, confirming events dates, marketing, promotions, and fund raising initiatives including the leading of grant applications using the organizations non-profit status.

Stage Academy is committed to a long term rental arrangement that will include two evenings a week from October to May and an additional three full week block per year for annual showcases, festivals and main stage productions.

Stage Academy is also planning to develop a professional summer theatre festival that will focus on tourism development for the Town of Caledon and an increased number of bookings for the Arts Centre during the months of July and August.

## **Trillium Foundation Grant Opportunities for Stage Academy Theatre Association**

**NEW CAPITAL STREAM DEADLINE IS OCTOBER 25, 2017, 5 P.M. ET.**

OTF Investment Stream: Capital – April 2015

### **Purpose**

OTF provides capital funding to improve the infrastructure required for communities to thrive. Funding is delivered through a process that allows OTF to respond flexibly and effectively to the broad and deep need for community-oriented capital funding across Ontario.

The Capital Investment Stream is for capital-specific projects that align with one of the OTF Priority Outcomes and its related Grant Result.

### **Types of projects**

All supported Capital specific projects must achieve measured impact in their community. Specifically, the purpose of OTF capital funding is to:

**Enhance access to community spaces, programs, activities and services, and facilitate community members' full participation in the life of the community**

- ☐ Promote energy efficiency and contribute to environmental outcomes by 'greening' community spaces
- ☐ **Promote energy efficiency and co**
- ☐ **Promote energy efficiency and co**

### **Amount and term**

**Amount:** \$150,000

**Duration:** Up to 1 year

**Note:** 10% of the funding will be held back, to be paid upon satisfactory review of the final report.

### **Types of costs funded**

OTF provides capital funding for:

- ☐ Promote energy efficiency and coaces
- ☐ **Promote energy efficiency and co**
- ☐ Promote energy efficiency and co
- ☐ Promote energy efficiency and co
- ☐ **Promote energy efficiency and co**

survey costs that are part of a capital grant; these costs are limited to 20% of the total grant

☐ Promote energy efficiency and co **related general contractor costs**

☐ Promote energy efficiency and co **costs (including technology)**

**OTF limits to \$150,000 capital funding available to any single eligible project in order to allow us to effectively respond to the broad need for capital funding in Ontario's voluntary sector.**



## **Corporate and Community Partnership Opportunities**

Bolton Rotary (Financial Support for Project)

Liuna Local 183 (Renovations, Site Improvements)

Rafat (Naming Sponsor & Financial Support for Project)

Stage Academy Theatre Association (Management Support and Grant Applications Lead)

Falto Developments Inc. (Naming Sponsor & Financial Support for Program)

## **Sponsorship Exemplar: Flato Markham Theatre**

### **City of Markham & Flato Developments Partnership Overview**

Falto Developments believes in the importance of the arts in the community and has partnered with and continues to support the Flato Markham Theatre & the Varley Art Gallery. Flato is a major corporate sponsor and the official custodian of the Flato Markham Theatre. Flato's naming agreement with the City of Markham's Theatre, is the first corporation to have formed such a partnership with the City in Markham's history. The owner **Shakir Rehmatullah** strongly believes that aiding services, the arts, and recreational activities keeps our communities active, healthy and thriving for future generations to enjoy.

(For more information, visit website below)

<http://www.markham.ca/wps/portal/Markham/RecreationCulture/MarkhamTheatre/OurCorporatePartners/>

## **Stage Academy Fund Raising Initiative - \$150,000 Goal**

Stage Academy will lead the following fund raising initiative for the proposed Arts Centre

300 Seats – Sponsor a Seat & Honourary Patron Program

Targeting Community and Corporate Partners

12 Centre First Row Seats @ \$1000 each = \$12,000

24 Centre Second & Third Row Seats @ \$750 each = \$18,000

Balance of 264 Seats @ \$500 = \$132,000

## **Arts Centre/Theatre – Additional Income Generators**

Hourly Theatre Rental

Daily/Weekly Equipment Rentals

Capital Improvement Fee (\$2.00 per ticket sold)

Box office Service Fee (\$1.00 per ticket sold)

Concessions Sales

Additional Room Rentals

Annual Theatre Sponsorship Drive

New Arts Focused Recreation Programs, Camps & Cultural Events



May 2, 2017

Laura Johnston  
Executive Director, Strategic Initiatives  
Town of Caledon  
6311 Old Church Road  
Caledon ON L7C 1J6

Dear Ms Johnston

**Re: Bolton Camp Arts and Culture Campus  
Opportunities for cooperation and partnership – Town of Caledon**

This letter is to confirm Toronto and Region Conservation Authority's (TRCA) interest in further exploring partnership opportunities with the Town of Caledon to retrofit a series of buildings at Bolton Camp for the purposes of meeting the arts and culture needs of the residents of the communities of Caledon.

Bolton Camp is a former 254 acre summer camp located at 13540 Caledon King Townline South that features 50 historic buildings of local and regional importance. TRCA purchased the Bolton Camp property in 2011 and is planning to invest over \$25 million over 10 years to transform the historically significant camp space into a cultural community hub that will meet the needs of a growing GTA, and more specifically, the Town of Caledon, for generations to come.

With a strong network of partners from across the education, government and social service sectors already working together to redevelop Bolton Camp, the foundation is in place for a unique cultural attraction that honours the heritage aspects of the site. To achieve our shared community goals for Bolton Camp, TRCA and our partners will require investment from all four levels of government, along with the private sector. It is with this in mind that we are committed to working closely with the Town of Caledon to further solidify a unified vision for Bolton Camp that meets the range of arts and culture needs of the community as well as strengthen the already strong partnership between our organizations in a way that maximizes the capital and operational investments required in this site and provides strong value for the residents of Caledon.

TRCA acknowledges that the Town of Caledon is already a project partner, and has worked with TRCA on the redevelopment of Bolton Camp in the following ways:

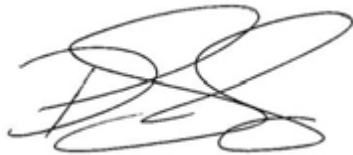
- Building an accessible baseball diamond to provide children with disabilities with a place to play;

- Selecting the retrofit of the former recreation hall building as the primary grant recipient for the Caledon Council Community Golf Grant;
- Supporting youth program initiatives, such as Girls Can Too, with in-kind and financial donations; and
- Participating in design visioning sessions for the redevelopment of specific facilities at Bolton Camp (e.g. sports field and outdoor pool).

TRCA recognizes opportunities for cooperation and partnership for the redevelopment of Bolton Camp, and would like to explore a framework for ongoing collaborative relations with the Town of Caledon. TRCA would be interested in seeking to identify areas of mutual interest and set the scope of potential activities which will underpin future collaborations with the Town of Caledon.

We look forward to exploring ongoing partnership opportunities with you for the redevelopment of the Bolton Camp.

With best regards,

A handwritten signature in dark ink, appearing to be 'Darryl Gray', with a stylized, cursive script.

Darryl Gray  
Director, Education, Training and Outreach  
Toronto and Region Conservation Authority  
[dgray@trca.on.ca](mailto:dgray@trca.on.ca)



# BOLTON CAMP REDEVELOPMENT

## OVERVIEW

Recognizing the important community, cultural and natural landscape connections of Bolton Camp, TRCA purchased the property in 2011 and is transforming the site from an overnight camp into a community cultural hub. Located in Bolton, Caledon, the site boasts 254 acres of public greenspace, a sports field, an extensive trail network, an outdoor pool and over 50 historic buildings. Phase 1 (Retrofit and Redevelopment) will take place during March 2017 until December 2018 and will focus on transforming the lower camp area into a multi-functional space with a specific focus on involving and servicing a variety of community needs. This will include site servicing (water, sewer, hydro), new entrance and roads, parking lots, bridge replacement, building an accessible baseball diamond, restoring the outdoor pool and retrofitting the former recreation hall building.



**Imagine a community hub where a dynamic mix of arts and culture programs, health and wellness activities, start-ups and businesses share the same space.**

# ARTS AND CULTURE CAMPUS

Phase 2 (Retrofit and Redevelopment) will take place during January 2020 – December 2025 and will focus on transforming the Upper Camp area into a Common gathering space in order to promote art, culture, social and economic activity. Equipped with a variety of indoor facilities such as the Drama and Lounge Buildings, and an outdoor space that will be retrofitted into an outdoor Commons Square, this area would provide cultural organizations, community groups, entrepreneurs, and others with a variety of different spaces to exhibit works, host performances and create pop up retail/event spaces.

The scope of this portion of the project includes retrofitting the Leadership Lounge, South Recreation Hall , Arts and Culture, and Drama buildings, as well as renovating several cabins and creating a common outdoor gathering space that can host programs and events such as outdoor movies, plays , art festivals or concerts.

When TRCA purchased the Bolton Camp site in 2011, the lands had been vacant for more than a decade. As a result, the buildings had been abandoned and so vandalized that the site was no longer safe for public access. These buildings were built over several years (between 1922-1938) and require significant upgrades in order to transform them into useable spaces. The integrity of the building's unique architectural features, such as rod and ring supports for the roof or stone fireplaces will be integrated into the redevelopment of the spaces.

Restoration works for the buildings include transforming the spaces into barrier-free, four-season spaces that can accommodate year-round activities. Such retrofits include: electrical, plumbing, mechanical, roof, windows, doors, fire safety, accessibility, washrooms, interior/exterior finishes, flooring, and foundation work. Through the retrofit design and construction, the buildings will showcase how to integrate sustainable, flexible, accessible, state-of-the art design and infrastructure upgrades that can adapt to the needs of future generations.



LEADERSHIP LOUNGE



SOUTH RECREATION HALL



DRAMA BUILDING EXTERIOR



DRAMA BUILDING INTERIOR



# ARTS AND CULTURE CAMPUS

The former Arts and Crafts building will be repurposed into a restaurant/café. A social purpose enterprise, the Blue Sky Café will be a teaching centre, provide food services for the general public, catering for meetings/events taking place on the property and beyond, as well as support local farmers and food producers. This café will act as a culinary destination and facilitate tourism and economic growth in the community. TRCA is in discussion with Caledon Community Services to execute the vision for this initiative.



The cabins will be renovated to support seasonal programming, art camps, pop-up retail markets, fairs, festivals, maker spaces and more.



## How will this benefit the community?

Located at the headwaters of the Humber River, the Bolton Camp property is an important natural asset for the Town of Caledon and has a rich ecological and cultural history. Conservation of the site's ecology will provide the community and future generations with access to rich, naturally diverse public space. The restoration of this landscape and redevelopment of historical buildings, such as the drama building and leadership lounge, will ensure that TRCA can continue to meet the needs of our rapidly growing community.

Bolton Camp is located in the Region of Peel, Canada's second fastest growing region. Peel Region's current population is over 1.3 million and is expected to reach almost 2 million by 2041. The Town of Caledon is geographically larger than the City of Brampton and the City of Mississauga combined. With a population of just over 59,000, Caledon is undergoing enormous growth and this number is expected to more than double by 2031. This growth is in line with the anticipated increase in the other municipalities in Peel Region and as a result the need for accessible and inclusive outdoor and indoor community spaces in the region will also increase.

Bolton Camp's natural assets and historical buildings, such as the drama or arts and culture building, can accommodate a variety of arts and culture opportunities and indoor activities and become an attractive tourist destination in the Town of Caledon and Region of Peel. These activities will include a wide variety of big and small events and programs that will feature plays, music performances, art classes, pop up gallery spaces, food activities and more. All these activities will utilize the unique natural and architectural features of the former Bolton Camp and act as an economic driver for employment and entrepreneurship.





# PARTNERSHIP OPPORTUNITIES



The Bolton Camp Redevelopment project will include partnerships from across the education, government and social service sectors by creating a framework for collaboration and establish key service areas for improved outcomes. These service areas allow TRCA and our partners to identify priority focus areas and invest resources strategically. The site will become a destination within the region for user groups that include:

- early learning years
- elementary and secondary schools
- post-secondary schools (colleges/universities)
- professionals
- families
- seniors
- persons with disabilities
- new Canadians



# WORK WITH US

During this re-launch period, TRCA is also developing partnerships with like-minded community groups and organizations such as the Bolton Braves, Caledon Community Services, YMCA, local schools, Rotary clubs and others to develop and implement compelling recreational, health and wellness activities, arts and culture programs and education-based initiatives that will serve a variety of interests and meet community needs.

The Town of Caledon is already a partner and has worked with TRCA on the Redevelopment of Bolton Camp in the following ways:

- Building an accessible baseball diamond to provide children with disabilities with a place to play
- Selecting the retrofit of the former recreation hall building as the primary grant recipient for the Caledon Council Community Golf Grant
- Supporting youth program initiatives, such as Girls Can Too, with in-kind and financial donations
- Participating in design visioning sessions for the redevelopment of specific facilities at Bolton Camp (e.g. sports field and outdoor pool)

The Town of Caledon's financial support on the redevelopment of the art buildings in the upper camp area will provide youth, community members and entrepreneurs the opportunity to use the space to create, develop and implement programs and services that meet the community's needs. For example, TRCA hosted an open house and outdoor movie night event during the summer in 2015. More than 800 people attended the event. Community members have expressed an interest in movie nights and similar events on a year-round basis, however, we currently do not have indoor space to accommodate such activities. In addition, local schools such as Mayfield, St. Michael's and Humberview Secondary have expressed an interest in access to additional classroom and performance spaces for their students. The Upper Camp area at Bolton Camp presents an opportunity to transform the space into a unique arts and culture campus.

The following is a brief summary of the square footage, occupancy loads and cost estimates associated with the retrofit and redevelopment of the buildings in the Upper Camp Area.

## **Drama building**

1778 square feet

Occupant Load - Classroom 89

Occupant Load - Recreational Use 174

Estimated renovation cost \$684,530

## **Leadership Lounge**

1062 square feet

Occupant Load - Classroom 53

Occupant Load - Recreational Use 104

Estimated renovation cost \$408,870

## **South Recreation Hall Building**

1095 square feet

Occupant Load - Classroom 55

Occupant Load - Recreational Use 107

Estimated renovation cost \$476,575

## **Cabin (Seasonal use)**

555 square feet

Occupant Load – Classroom 30

Occupant Load – Recreational Use 58

Estimated renovation cost \$45,000

## **Outdoor Gathering space**

Landscaping, grading, seating

Estimated renovation cost \$500,000

\*Cost estimates are not final and contingent on detailed design, construction tendering and TRCA's final approval. Elevations and plans are included as attachments.

# CONTACT

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To learn more about how you can support the Bolton Camp Redevelopment project, contact us at:

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	Leasing of a Private Facility	Renovation of ABUCC Auditorium	Renovation of Bolton Fire Hall
Capital Model	<ul style="list-style-type: none"><li>Town financed (with potential to apply for grant funding and sponsorship from the community to offset the costs)</li></ul>	<ul style="list-style-type: none"><li>Town financed (with potential to apply for grant funding and sponsorship from the community to offset the costs)</li></ul>	<ul style="list-style-type: none"><li>Town financed (with potential to apply for grant funding and sponsorship from the community to offset the costs)</li></ul>
Capital Cost Estimate	<ul style="list-style-type: none"><li>\$680,000-1,054,000 (depending on quality of systems invested in) plus HST and labour</li></ul>	<ul style="list-style-type: none"><li>\$1,350,000- \$1,540,000 (plus HST and labour costs)</li></ul>	<ul style="list-style-type: none"><li>\$2,170,000 and \$2,360,000 (+HST and Labour)</li></ul>
Operating Model	<ul style="list-style-type: none"><li>Town operated (similar to Recreation facilities) with the potential to offset some of the staffing requirements through volunteers</li></ul>	<ul style="list-style-type: none"><li>Continue to be Town operated with the potential to offset some of the additional staffing requirements through volunteers (i.e. ushers during performances)</li></ul>	<ul style="list-style-type: none"><li>Town operated (similar to Recreation facilities) with the potential to offset some of the staffing requirements through volunteers</li></ul>
Operating Cost Estimate	<ul style="list-style-type: none"><li>Approx. \$150,000</li></ul>	<ul style="list-style-type: none"><li>There would be limited impact on current operating budget.</li><li>With the displacement of regular bookings, there would be a loss of \$150,000 per year in revenue.</li></ul>	<ul style="list-style-type: none"><li>Approx. \$150,000</li></ul>
Capacity	<ul style="list-style-type: none"><li>Approx. 190 seats</li></ul>	<ul style="list-style-type: none"><li>Approx. 225 seats.</li></ul>	<ul style="list-style-type: none"><li>A renovated fire hall could house approximately 175 seats in a theatre.</li></ul>
Revenue Projections	<ul style="list-style-type: none"><li>Approx. \$37,500</li></ul>	<ul style="list-style-type: none"><li>Approx. \$37,500</li></ul>	<ul style="list-style-type: none"><li>Approx. \$61,125</li></ul>
Suitability	<ul style="list-style-type: none"><li>Suitable for most theatre productions</li><li>Sightlines and acoustic issues make it largely unusable for dance or music events</li><li>There is no dedicated/professional space for visual arts galleries or workshops.</li><li>Has necessary parking.</li></ul>	<ul style="list-style-type: none"><li>If renovations were completed to create a backstage area and increase the size of the stage, it would be suitable for performances.</li><li>The ceiling height limits the amount of height that can be created for sightlines and would make it difficult for dance and music to occur.</li><li>To create the needed lobby space, room would need to be borrowed from other tenants in the building (notable the Library)</li><li>The additional meeting rooms in the facility do provide for space for workshops or other visual arts activities, however, this usage has a displacement impact.</li></ul>	<ul style="list-style-type: none"><li>The fire hall would have the ceiling height to accommodate performances for dance and music as well as theatre.</li><li>The capacity would reduce the size of the productions that could occur in the facility.</li><li>There would not be the space required for visual arts groups to also utilize the space.</li><li>The location is ideal, with access to parking, and local restaurants, and with residential areas within walking distance.</li><li>There is limited parking on site, however is close to public parking lots.</li><li>With the construction of the new fire hall, the current tenants are already vacating the site; as such there would be no displacement of any current users.</li></ul>
Displacement Factor	<ul style="list-style-type: none"><li>As this would be a new facility for the Town, there would be no displacement of current groups.</li></ul>	<ul style="list-style-type: none"><li>If permanent seating was installed, there would five organizations that rely on the room on a weekly or monthly basis for their community meetings and events, as well as a number of other large community organizations that depend on the space annually for their events. Very few of these bookings could be moved to another venue and would be permanently displaced.</li><li>The vast majority of these groups could not be accommodated at other facilities. This would not only be a loss of revenue to the Town, but may leave some community organizations without space to operate in.</li></ul>	
Risks	<ul style="list-style-type: none"><li>Dependent on the availability of this space (may have already be sub-leased).</li><li>There are two possible leasing arrangements for the facility. The first is a sub-lease of the facility, which has a number of risks associated with it, including needing approvals from the leasee and building owners on any changes. The second is a direct lease with the owners. While this does mitigate some of the risks, the lease would still require matching conditions to the other tenant in the facility.</li><li>Investing in a private facility would see the Town lose any equity from the investments made, and risks that the owners could sell the building at any time.</li><li>May require zoning amendment or further policy changes to move to a usage that would allow for a theatre.</li><li>Approx. 1 year</li></ul>	<ul style="list-style-type: none"><li>This room is utilized by the Bolton Fall Fair for two weeks each fall. As part of the partnership with the Agricultural Society who owns the property the facility is on, and has access to this room for the two weeks of the Fall Fair. The change in usage may also impact this relationship.</li><li>Impact on other groups, such as the Library that are also tenants in the location in terms of access to parking, and congestion in the space.</li><li>Would require, at minimum, a zoning amendment to move to a form of usage which allows for “entertainment” usages.</li></ul>	<ul style="list-style-type: none"><li>There would be a loss of potential revenue from the selling of the location.</li><li>Construction costs are higher due to some of the structural walls in the building.</li><li>Would require a zoning amendment to allow for entertainment usage, as well as ensure it was compliant with the special policy area in Downtown Bolton.</li></ul>
Time to Operation		<ul style="list-style-type: none"><li>Approx. 8 months (if funding was available)</li></ul>	<ul style="list-style-type: none"><li>The Fire Hall is set to be vacated by the end of 2017.</li><li>Following the site being vacated, it would take approximately 2 years to complete the renovations.</li></ul>
Life Expectancy	<ul style="list-style-type: none"><li>Approx. 10 years</li><li>Could be shorter if the owners decide to sell, or lease was terminated.</li></ul>	<ul style="list-style-type: none"><li>5-7 years before it was outgrown</li></ul>	<ul style="list-style-type: none"><li>5-7 years</li></ul>



Old Town Hall	Purpose Built Facility	Bolton Camp
<ul style="list-style-type: none"><li>• Town financed (with potential to apply for grant funding and sponsorship from the community to offset the costs)</li></ul>	<ul style="list-style-type: none"><li>• Built by the Town, with the potential of support from grants and sponsorship funds.</li></ul>	<ul style="list-style-type: none"><li>• Owned by TRCA</li><li>• Capital model would have to be discussed through partnership discussions</li></ul>
<ul style="list-style-type: none"><li>• Not estimated as it discovered early in the process that this facility would not be suitable.</li></ul>	<ul style="list-style-type: none"><li>• Depends on the size and complexity of the structure.</li><li>• A dedicated 200 seat theatre in downtown Barrie cost approximately \$7.7 million to build at the time (2011).</li><li>• The Milton Centre for the Arts, which has a 500seat theatre, Library branch, rehearsal, gallery and event space cost \$39.3 million at the time (2009/2010)</li></ul>	<ul style="list-style-type: none"><li>• Drama building: \$684,530</li><li>• Leadership lounge: \$408,870</li><li>• South Recreation Hall: \$476,575</li><li>• Cabin (Seasonal only): \$45,000</li><li>• Outdoor Space: \$500,000</li><li>• Likely additional costs to build in the sound, lighting etc. required to bring the buildings to the operating level required.</li></ul>
<ul style="list-style-type: none"><li>• Under long term lease arrangement with Town Hall Players. The Players manage the day to day operations of the facility.</li></ul>	<ul style="list-style-type: none"><li>• Potential models include a board structure, in-house operations, or soliciting a private organization to operate it.</li><li>• The majority that operate in Ontario are either the board or in-house structure, if they were built by the municipality. Those that operate privately tend to be built by the private market.</li></ul>	<ul style="list-style-type: none"><li>• The Town would be a partner on the site, with the specific arrangement negotiated if this option is preferred.</li><li>• TRCA has expressed that they are open to other groups pursuing partnerships with them on the site as well, including arts organizations.</li></ul>
<ul style="list-style-type: none"><li>• Operating costs are currently managed by the Town Hall Players and would continue to be, therefore would be no change.</li></ul>	<ul style="list-style-type: none"><li>• Based on other communities' examples, it is highly likely this would run at a loss.</li><li>• The Town of Newmarket for example operates between \$250,000 and \$300,000 in losses each year (in-house model).</li><li>• Burlington, which operates as a board structure, provided funding of \$976,711 in grants in 2015 for their operations.</li></ul>	<ul style="list-style-type: none"><li>• This would depend on the model proposed, but is unlikely to be more than the \$150,000 estimated for other renovated options.</li></ul>
<ul style="list-style-type: none"><li>• The current capacity of approximately 120 seats could not be expanded on the site.</li></ul>	<ul style="list-style-type: none"><li>• This facility could have a variety of capacities, depending on what it was designed for. The higher the capacity of the facility's rooms the larger the footprint required and the higher the costs.</li></ul>	<ul style="list-style-type: none"><li>• The drama building is the largest which is currently estimated as space for 174, though the total would depend on the design worked with the architects on the site.</li></ul>
<ul style="list-style-type: none"><li>• All revenue from bookings is collected by Town Hall Players based on the lease agreement.</li></ul>	<ul style="list-style-type: none"><li>• This would depend on the type of facilities that are included. Would likely be at least \$61,125</li></ul>	<ul style="list-style-type: none"><li>• This would depend on how the revenue arrangement is negotiated, however the space has the most opportunity of all renovations to generate revenue due to its suitability for the most forms of arts and culture.</li><li>• With the variety of spaces on the Bolton Camp facility, there would be suitability for most arts productions.</li><li>• The only limitation is the size of production due to the limitations with the size of the facility.</li></ul>
<ul style="list-style-type: none"><li>• While the site currently functions as a small theatre, it would not be suitable for multiple theatre companies sharing the site; nor for any larger of a production.</li><li>• It does not have the capacity to expand into other forms of art, such as the visual arts.</li><li>• Does have available parking.</li></ul>	<ul style="list-style-type: none"><li>• It can be built to house the types of facilities required for all forms of arts, including theatre, dance, music and visual arts, as well as gallery and museum space.</li></ul>	<ul style="list-style-type: none"><li>• Multiple multi-use spaces provide larger opportunities for space to meet the needs of the arts and culture community. Location also provides potential for tourist draw and corporate retreats due to the multiple spaces and kitchen space in the designs for the space.</li></ul>
<ul style="list-style-type: none"><li>• Facility is already set up as a theatre. As the current tenants have responsibility for scheduling under their lease arrangement; no one would be displaced, but it's not likely very many groups would gain access either.</li></ul>	<ul style="list-style-type: none"><li>• There is no displacement factor as it would be a new facility.</li></ul>	<ul style="list-style-type: none"><li>• There is no displacement factor.</li></ul>
<ul style="list-style-type: none"><li>• Old Town Hall is currently under a long term lease arrangement with the Town Hall Players.</li></ul>	<ul style="list-style-type: none"><li>• High cost to taxpayers (as Arts and Culture facilities are not eligible for development charges), and would form a large portion of the Town's capital budget for that given year.</li></ul>	<ul style="list-style-type: none"><li>• Partnership enables the Town to share the risks across another organization.</li></ul>
<ul style="list-style-type: none"><li>• Any leasing of the space would be booked through the Town Hall Players and would depend on the availability of their staff to be on site as well as not be using the facility themselves.</li></ul>	<ul style="list-style-type: none"><li>• The ability to move forward would be largely dependent on the Town's ability to secure grants and sponsorship.</li></ul>	<ul style="list-style-type: none"><li>• Largest risk is that a partnership arrangement cannot be negotiated to meet both partners' interests.</li></ul>
<ul style="list-style-type: none"><li>• Changes to the leasing arrangement would have a number of legal concerns, and therefore would not be recommended.</li></ul>	<ul style="list-style-type: none"><li>• Do not have the demand currently from the Arts community to be able to support a stand-alone facility. (Milton's tipping point was 100,000 people to build theirs.)</li></ul>	
<ul style="list-style-type: none"><li>• Not applicable.</li></ul>	<ul style="list-style-type: none"><li>• 10+ years</li></ul>	<ul style="list-style-type: none"><li>• 5-6 years (currently scheduled for 2020-2025 for construction, depending on capital fundraising)</li></ul>
<ul style="list-style-type: none"><li>• Not applicable.</li></ul>	<ul style="list-style-type: none"><li>• 25+ years</li></ul>	<ul style="list-style-type: none"><li>• 20+ years</li></ul>

Caledon Centre for the Arts

Theatre Accommodation Study  
of  
Caesar's Hall

October 15, 2016  
(Revised November 16, 2016)



2171 Avenue Road, Suite 105  
Toronto, Ontario  
M5M 4B4

## TABLE OF CONTENTS

1.0	EXECUTIVE SUMMARY	1
2.0	INTRODUCTION	1
2.1	Objective and Approach	2
3.0	EXISTING VENUE	2
4.0	COMPONENTS OF THE PROPOSED PERFORMING ARTS CENTRE	3
4.1	Auditorium and Stage	3
4.2	Public Entrance and Front of House	4
4.3	Back Stage and Support	4
4.4	Building Environment Service and Theatre Technology	4
4.5	Space Function Program	6
5.0	ROOM LAYOUT OPTIONS	7
5.1	Seating	7
5.2	Staging	8
5.3	Layout Advantages/Disadvantages	8
5.4	Layout Recommendation	9
6.0	THEATRE SYSTEMS AND EQUIPMENT	9
6.1	Audio	9
6.2	Video	10
6.3	Presentation Lighting	10
6.4	Rigging	10
6.5	Drapery	10
7.0	BUDGET	11
	APPENDIX A – THEATRE BUDGET	12
	APPENDIX B – STAGE AND SEATING OPTIONS	14

## **1.0 EXECUTIVE SUMMARY**

The Caesar's Banquet Hall is being offered to the Town of Caledon on a lease basis to house the Caledon Centre for the Arts. The project is being spearheaded by the Stage Academy in hopes that this venue will become their new home.

The space program analysis of Caesar's Banquet Hall finds that while the major area requirements (e.g., audience chamber, lobby, etc) are met, it is approximately 1,000 square feet short in overall support area needs.

The lack of height in the venue's room will limit acoustical presentations and restrict the sightlines thereby possibly eliminating the room as a possible dance venue.

Possible change of use from A2 to A1 occupancy may result in major renovations of washrooms which may not be feasible.

To meet the minimum requirements to convert the banquet hall into a theatre a project budget of \$175 to \$225 per square foot has been identified within the report.

If the project proceeds into the next phase of work (i.e., design development), the Consultant recommends that the Design Team concentrate on layout Option 2 as it best accommodates the majority of the Users' requirements

## **2.0 INTRODUCTION**

The Town of Caledon has been considering the increased support of performance arts spaces within the area and the creation of a Caledon Centre for the Arts.

The Stage Academy, a local theatre production company, has been independently looking at the possibility of leasing the old Caesar's Banquet Hall as a potential new home for their operations.

The Town has commissioned this preliminary accommodation study to determine if Caesar's Hall can accommodate the needs of The Stage Academy's and other performing arts organizations.

Novita has considerable experience in pre-development work with a variety of facilities, and has been contracted to assist in analysis and budgeting.



## **2.1 Objective and Approach**

An overview accommodation study and conceptual design is required to examine the possibility and cost of turning the banquet hall into a performance space.

The objectives include:

- To investigate if the venue will accommodate 200+ people within the proposed audience chamber of the existing hall
- To provide seating options for the possible room orientations
- To identify suitability of front of house activities within the existing architecture
- To determine if sufficient back of house support space is available to accommodate performing arts functions
- To provide preliminary estimates to accommodate the conversion of the banquet hall into a performing arts venue

The approach to the work includes:

- Test alternate seating layouts, both in plan and section, to determine if the existing venue can accommodate 200+ audience members
- Develop a space function program identifying typical performance arts requirements and applying the program to the existing architecture to determine the most economical fit within the lease space
- Study the existing building to identify any factors that would impede or eliminate the space being used as a possible performing arts venue
- Identify possible work required by base building trades (e.g., structural, mechanical and electrical) to convert the space
- Document the types of performances suitable for this venue
- Provide performance systems and equipment programs required to support the intended performances
- Identify capital cost estimates to renovate and equip the space

## **3.0 EXISTING VENUE**

Caesar's Hall is located at 12495 Highway 50 Bolton and was originally designed and constructed as a banquet hall and restaurant facility. The facility opened in the late 1990's and offers an estimated total of 18,000 square feet of floor space.

Novita conducted two initial site reviews on March 7, 2016 and follow-up on October 6, 2016. Existing architectural drawings for building were obtained from the original Architect.

The building construction is slab on grade with steel structure, block infill and stucco exterior.

Two halls occupy the lower level and share catering preparation, the restaurant and the entrance. Administrative offices are located above the entrance/restaurant.

The clear interior dimension is 11'-10".

The south half of the building has been leased to a Church who hold services on Sundays and some evenings.

During the initial walk-through water stains were observed within the ceiling areas. An apparent roof leak was the cause of the stains and we were advised during the walk-through that suitable repairs to roof have been made. No other obvious lack of maintenance items were apparent.

Occupancy designation of the venue is assumed to be A2 (i.e., community hall, restaurant use, etc).

## **4.0 COMPONENTS OF THE PROPOSED PERFORMING ARTS CENTRE**

### **4.1 Auditorium and Stage**

To accommodate Stage Academy's needs, the following has been proposed

- An audience size of 200+
- A volunteer base of performers and tech crew is estimated around 25 persons per show
- Venue must be accessible and compliant with OBC and AODA requirements
- Stage must be large and versatile
- Masking drapery will be used to separate the performance and audience areas
- As a leased premise, minimal alterations to the base building are desired
- Venue must support a full range of performance activities including drama, music, video projection, meetings, lectures and other public assembly functions
- Theatre should be equipped to allow "plug-and-play" activities as full-time technicians are not anticipated

Unfortunately, the available area of the audience chamber in one of the room configurations allows seating for only 192 persons. The second orientation, while it can accommodate a larger audience, has a column in the middle of the seating area that obstructs sightlines.

Due to lack of height and therefore volume in the room, presentation of acoustical music will have to be limited to single instruments with no percussion.

## **4.2 Public Entrance and Front of House**

For the venue to be successful, it must be:

- Warm and welcoming
- Be accessible to both the able and non-able bodied persons
- Have access to suitable washrooms
- Be serviced by a ticket office
- Have a bar and lobby area

It would appear that with minor changes the above characteristics can be achieved within Caesar's Hall.

## **4.3 Back Stage and Support**

Caesar's Hall, with the addition of partition walls, will accommodate dressing rooms and a green room back stage. Support space, however, is non-existent.

## **4.4 Building Environment Service and Theatre Technology**

### **4.4.1 Architectural**

Anticipated architectural changes include:

- Removing the ceiling and painting it black will make the ceiling "disappear" thereby increasing the perceived height of the space.
- Acoustical treatment of the roof may be required to avoid the intrusion of environmental noise (e.g., traffic, airplane and/or inclement weather noises)
- Depending on the final design, the construction of either seating risers or a stage will be required to improve the sightlines for the audience
- Adding partition walls for the dressing rooms

- Minor cosmetic changes to the existing lobby, coat check/ticket office and bar areas
- Possible expansion of washrooms to comply with A1 occupancy and current OBC and AODA requirements

#### 4.4.2 Electrical

Electrical changes may include:

- Power for kitchen equipment will need to be diverted to the audience chamber to support the presentation lighting, audio and video systems
- With the use of LED theatrical fixtures, no power increase is anticipated
- House lights and emergency lighting systems may need to be upgraded

#### 4.4.3 Mechanical

Little mechanical work is anticipated in the audience chamber as the Hall was already designed and built to accommodate 250 people.

However, some changes might include:

- Reworking the existing HVAC ducts to accommodate the removal of the ceiling
- Rerouting of Back of House ducts may also be required to accommodate the reorganization of the Back of House.
- Reworking the HVAC may be required to reduce the ambient background noise of the system.

Use of performance LED fixtures will have minimal increases to the heat load within the hall.

#### 4.4.4 Structural

The structural work might include:

- A review of the existing structure to accommodate a schedule 40 pipe grid on 5-ft (1525mm) centres over the stage and first few rows of seating. The grid will support lighting fixtures and drapery.
- The grid with a dead load of 3,000 lbs (1,361 kgs) and an anticipated live load of 5,500 lbs (2,495kg) not exceeding point loads of 250-lbs (226kg) would hang from the existing open web joists.



#### 4.4.5 Theatre

Theatre work may include:

- The addition of a control position in the audience chamber to allow an operator to control the presentation lighting, audio and video
- Theatre systems must be tied to the base building fire alarm system to accommodate and mute the audio systems as well as to bring house lights to full upon activation of the alarm
- An assistive listening system in a room larger than 100 m<sup>2</sup>. or with an occupancy load of 75 people or more is required by the OBC

### 4.5 Space Function Program

Below is a typical 200-seat drama theatre space function program compared against the proposed Caesar's Hall available space.

Audience Chamber and Stage	Typical		Caesar's		Difference	
	sq ft.	m <sup>2</sup> .	sq ft.	m <sup>2</sup> .	sq ft.	m <sup>2</sup> .
Seating	2000	186	1990	185	-10	-1
Stage	750	70	690	64	-60	-6
<b>Public Front of House</b>						
Drop Off Point						
Weather Shelter						
Vestibule	110	10	810	75	700	65
Box Office	160	15	130	12	-30	-3
Lobby and Bar	2000	186	2080	193	80	7
Coat check	110	10	0	0	-110	-10
FOH Manager Office	90	8	0	0	-90	-8
Housekeeping	50	5	0	0	-50	-5
Public Washrooms	450	42	370	34	-80	-8

	Typical		Caesar's		Difference	
Back of House	225	m <sup>2</sup> .	sq ft.	m <sup>2</sup> .	sq ft.	m <sup>2</sup> .
Electrical Room/Dimmer Room	110	10	130	12	20	2
Control Room	160	15	0	0	-160	-15
Receiving and Holding Area	320	30	50	5	-270	-25
Scenery Maintenance Room	320	30	0	0	-320	-30
Costume Maintenance Room	160	15	0	0	-160	-15
Technical Director's Office	90	8	0	0	-90	-8
Housekeeping	50	5	0	0	-50	-5
Storage	220	20	140	13	-80	-7
Production Staff Washrooms	90	8	0	0	-90	-8
Dressing Rooms	540	50	440	41	-100	-9
Green Room	380	35	320	30	-60	-5
<b>Total Area</b>	<b>8160</b>	<b>758</b>	<b>7150</b>	<b>664</b>	<b>-1010</b>	<b>-94</b>

From the difference column above it would appear that only the audience and lobby program spaces can be accommodated within the Caesar's Hall. Back of house functions are not supported.

## 5.0 ROOM LAYOUT OPTIONS

### 5.1 Seating

Two seating orientations options have been developed within option one having two seating options (see Appendix B).

In both scenarios either the stage needs to be raised or the seating has to be tiered to allow for better sightlines.

A retractable seating system to allow for both tiered and flat floor configurations has been considered; however, the lack of ceiling height prevents its use within this venue.

## **5.2 Staging**

Tied to the seating options, two stage orientations have been shown (see Appendix B).

In neither case will dance, where the audience must be able see the performers' feet, be able to be successfully staged in this venue.

For the comfort and safety of the performers, it is strongly recommended that an anti-fatigue floor mat be installed for the stage.

## **5.3 Layout Advantages/Disadvantages**

Referring to sketches within the Appendix B, there are advantages and disadvantages to each room layout option. They include:

### **5.3.1 Option 1 – East Stage (36”) with Flat Floor Seating**

Advantages:

1. Allows for multiple stage/venue configurations (e.g., thrust stage, runway, theatre in-the-around, cabaret theatre, etc)
2. Allows for multi-use (e.g., banquets, yoga/stretching, exhibits, cocktail parties, etc)
3. Accessible seating for audience throughout
4. Sightlines to stage adequate for non-dance performances

Disadvantages:

1. Raised stage would require stairs from the back of house and load-in areas
2. Increase in stage height would decrease the performance area height making lighting harsh (i.e., lights being too close to performers)
3. Stage not accessible to wheelchairs without adding a lift

### **5.3.2 Option 2 – East Stage (8”) with Flat and Tiered Seating**

Advantages:

1. “Stage” would line-up with existing raised west area allowing easy of movement for actors between the two areas
2. Accessible seating for audience on flat areas
3. Adequate performance area height would allow for acceptable lighting of actors
4. Sightlines to stage adequate for non-dance performances

Disadvantages:

1. The build-up of the stage results in level changes accessing the stage from back of house and load-in
2. Stage not accessible to wheelchairs without adding a lift or ramp
3. Limited multi-uses of flat floor events
4. Columns at the rear of the room may need to be altered to accommodate easy flow of audience members

### **5.3.3 Option 3 – South Stage (8”) with Flat and Tiered Seating**

Advantages:

1. Accessible seating for half of the audience chamber
2. Adequate performance area height would allow for acceptable lighting of actors
3. Generous stage wings are possible

Disadvantages:

1. Sightlines to the stage is poor for most productions
2. Column located mid-house blocks sightlines to the stage
3. Audience loading is from the side
4. Most of the audience must walk to the front of the room to exit, possibly disrupting other patrons during a performance
5. Masking of stage would be difficult reducing the efficiency of the stage wings
6. Seating risers on West area would negate the use of that space for flat floor activities
7. The buildup of the stage results in level changes accessing the stage from back of house and load-in
8. Stage not accessible to wheelchairs without adding a lift or ramp

## **5.4 Layout Recommendation**

The Consultant recommends that layout Option 2 be further developed as it best matches the Users' needs.

## **6.0 THEATRE SYSTEMS AND EQUIPMENT**

### **6.1 Audio**

Given the size of the audience chamber, it is anticipated that seasoned actors could carry the room without amplification; regardless, a simple audio playback and voice lift system for untrained actors would be provided.



Simple point source program loudspeakers with a small subwoofer for very low frequency effects is recommended for both audio playback and electronic/acoustic music.

It is questionable if ceiling loudspeakers, which are usually distributed throughout the lobby to support paging and audience recall, should be installed in the finished ceiling of the Caesar's Hall entrances.

## **6.2 Video**

To allow for digital scenery and to support video playback of movies and lecture material (e.g., PowerPoint presentations) a short throw video projector on an upstage cyclorama is recommended.

## **6.3 Presentation Lighting**

Grid mounted LED theatrical fixtures are recommended for use in the space.

Control of the fixtures would be through a small format lighting console. The recommended lighting console will have the ability to wirelessly connect to third party devices (e.g. iPad) to allow for remote control for focusing and setup.

## **6.4 Rigging**

Rigging systems would be limited to the overhead pipe grid over the stage and the first few rows of the audience chamber. A structural review of the existing conditions, as previously mentioned, would need to be completed before the grid could be installed.

## **6.5 Drapery**

Stage masking drapery would be provided to allow for the creation of a proscenium theatre

Acoustic drapery would be provided to allow for acoustical control within the room.

In Option 1, the acoustical drapes will mask the side lobby area allowing it to be used for meeting, rehearsal or other purposes when the theatre is not in use. Simultaneous use of non-related programming is not possible between the two areas.

## **7.0 BUDGET**

Appendix A provides a preliminary bill of material for the theatre presentation systems.

Overall project cost is estimated in the \$175 to \$225/sq. ft. range depending the option selected, the level of finishes and the theatre equipment selected.

## APPENDIX A – THEATRE BUDGET

Summary	Infrastructure Only	Base Systems	Additional Systems
<b>Base Building Changes</b>			
Fixed installed flooring (sq.ft)	20,000	0	0
Removal of Ceiling and Repair	50,000	0	0
Electrical Rework	75,000	0	0
Mechanical Rework	50,000	0	0
Painting	25,000	0	0
Dressing Room Partitions	15,000	0	0
Dressing Room Plumbing and Water Closet Add	75,000	0	0
General Public Watercloset Renovations	0	0	150,000
Remodelling back loading door to dock door	0	0	50,000
Personnel Lift	0	0	0
<b>Base Building Subtotal</b>	<b>310,000</b>	<b>0</b>	<b>200,000</b>
<b>Live Performing Systems</b>			
Performance/House Lighting Systems	52,000	96,000	92,000
Audio Reinforcement & Effects	11,000	33,000	16,000
Production Intercom System	1,000	1,000	4,000
Program Monitor & Page System	2,000	7,000	0
Assistive Hearing (HI)	1,000	7,000	2,000
<b>Live Performance Systems Subtotal</b>	<b>67,000</b>	<b>144,000</b>	<b>114,000</b>
<b>Electronic Presentation Systems</b>			
Video Projection	3,000	21,000	1,000
Lecture/Control System	0	5,000	17,000
<b>Electronic Presentations Subtotal</b>	<b>3,000</b>	<b>26,000</b>	<b>18,000</b>
<b>Rigging and Drapery Systems</b>			
Rigging Systems	26,000	0	0
Drapery and Track Systems	3,000	23,000	3,000

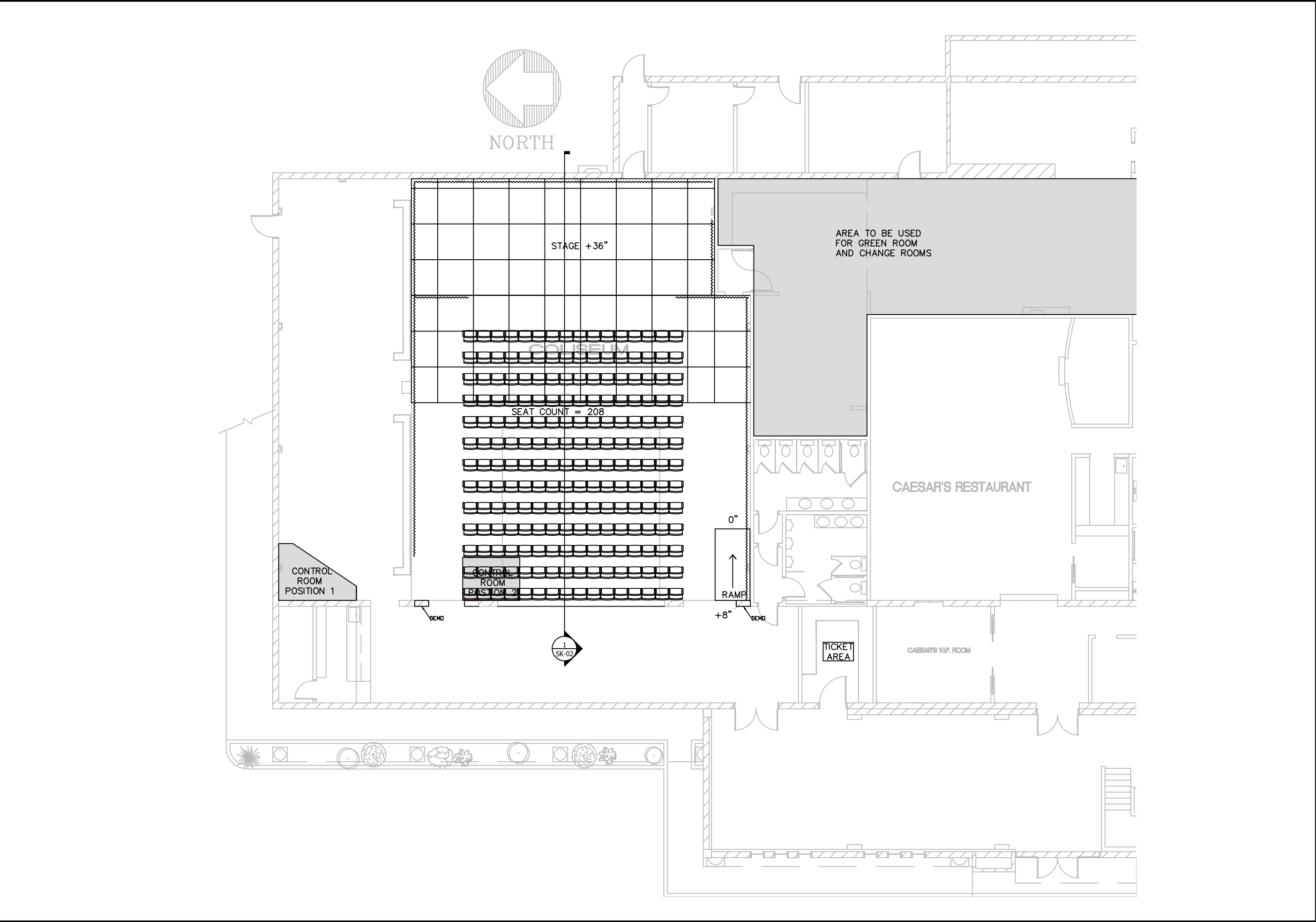
Acoustic Drapery Systems	18,000	0	0
<b>Rigging and Drapery Systems Subtotal</b>	<b>47,000</b>	<b>23,000</b>	<b>3,000</b>
<b>Staging/Audience Systems</b>			
Marley Floor (anti-fatigue mat per sq. ft.)	0	0	39,000
Demountable Risers	60,000	0	0
<b>Staging/Audience Systems Subtotal</b>	<b>60,000</b>	<b>0</b>	<b>39,000</b>
<b>PERFORMANCE ACCOMMODATION ESTIMATE</b>	<b>487,000</b>	<b>193,000</b>	<b>374,000</b>


Excludes:

Structural Infrastructure  
 General Contractor Mark-ups  
 Union Labour Premium  
 Design Fees  
 GST/HST



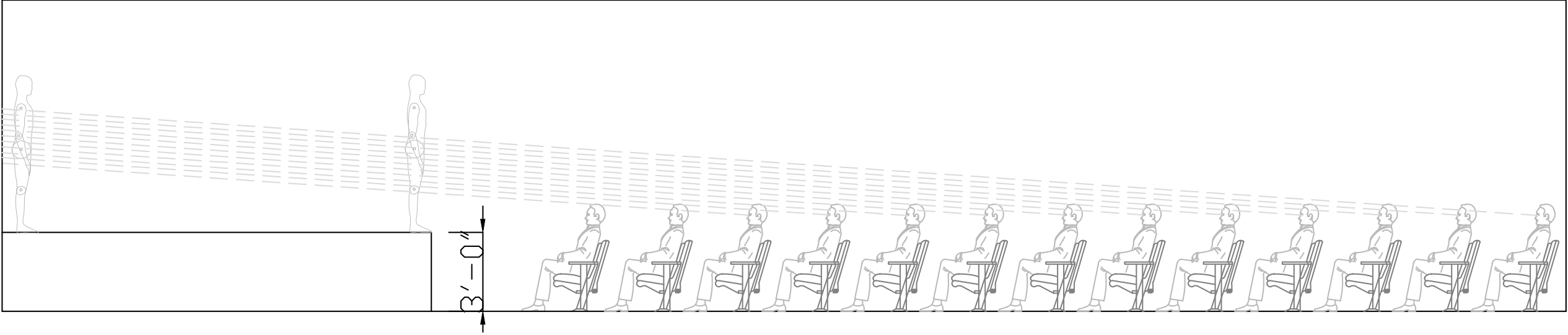
## **APPENDIX B – STAGE AND SEATING OPTIONS**




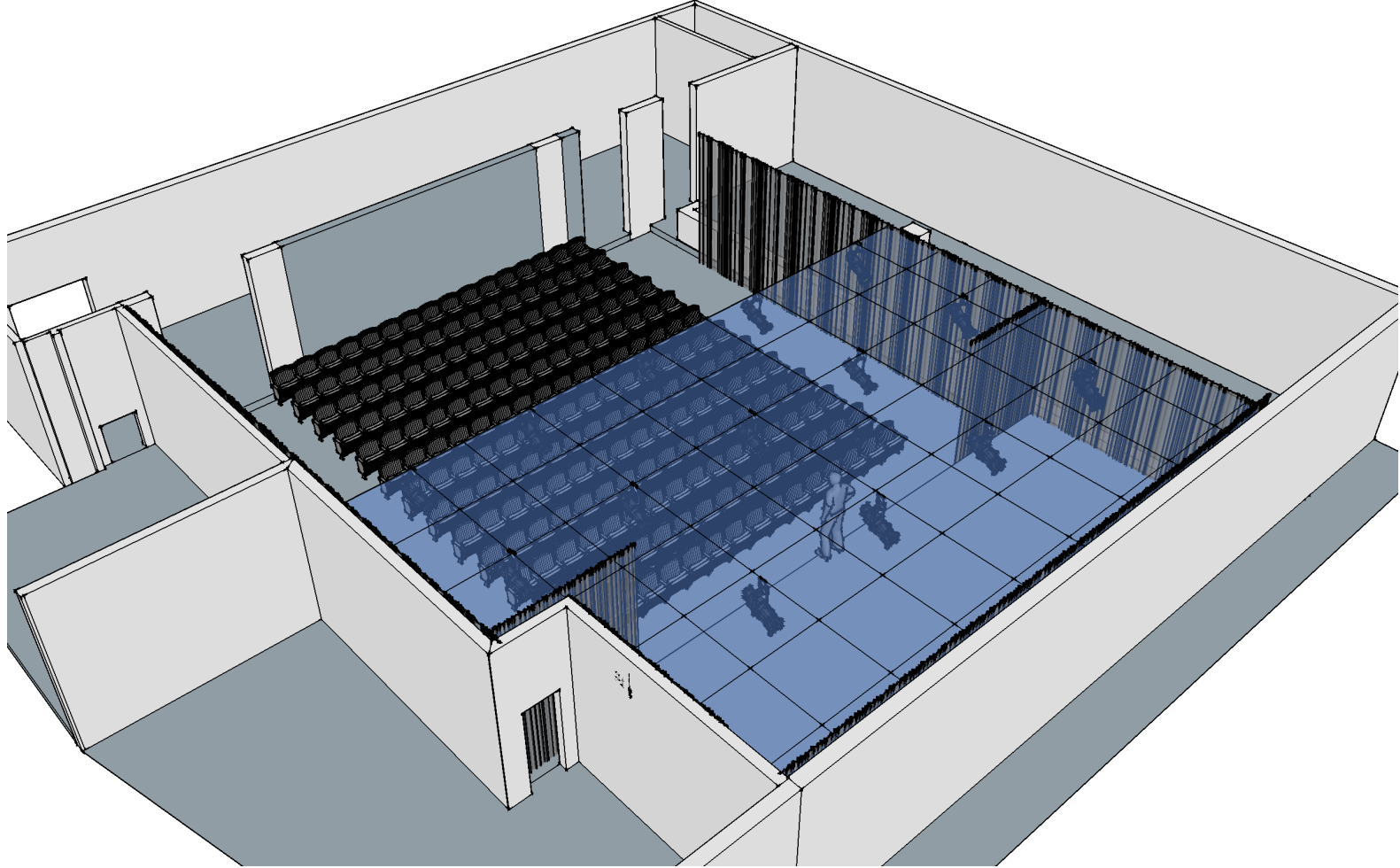
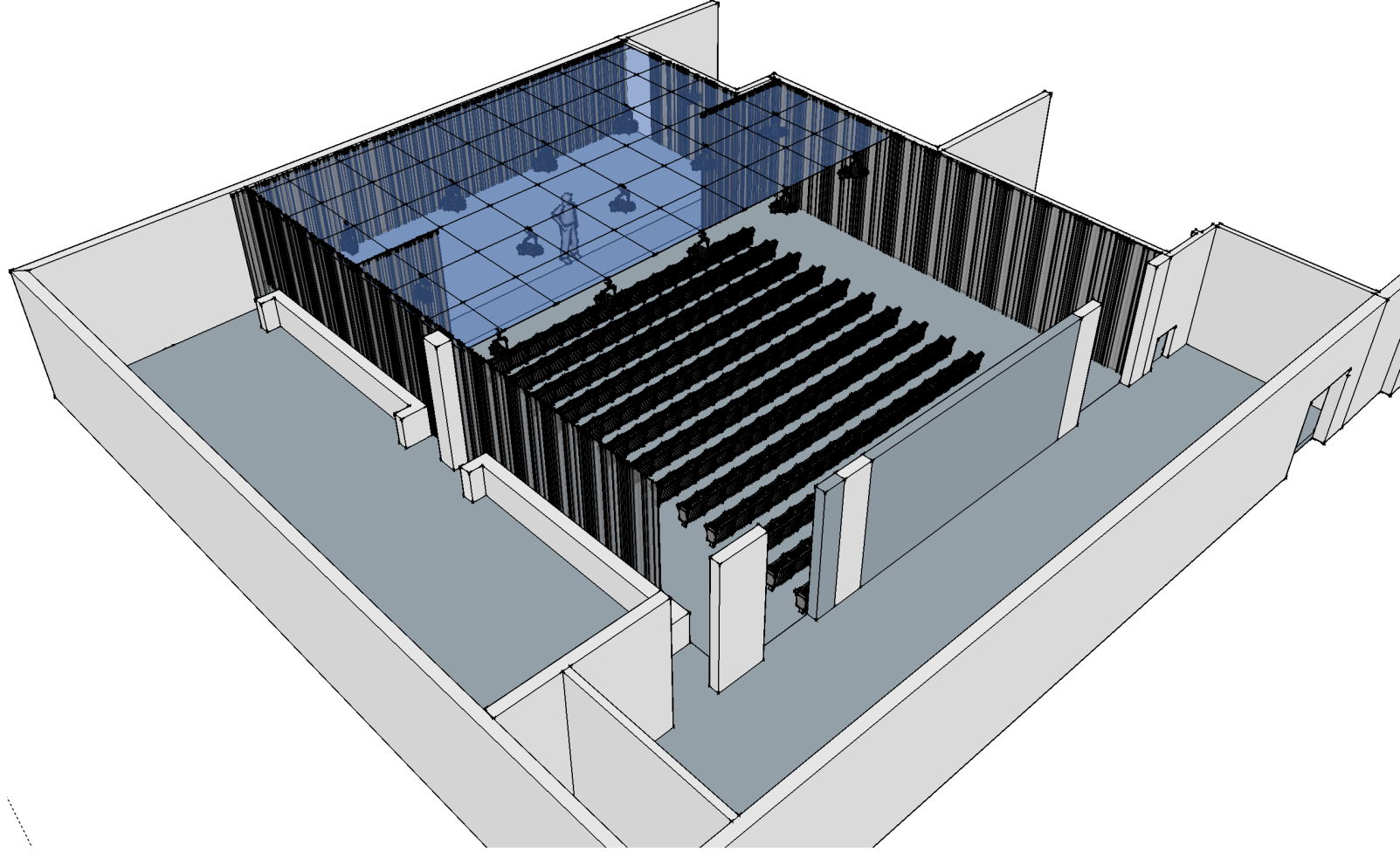
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DRAWING:  SK-01	DRAWING TITLE:  LAYOUT OPTION 1 - PLAN	SCALE:  N.T.S.	



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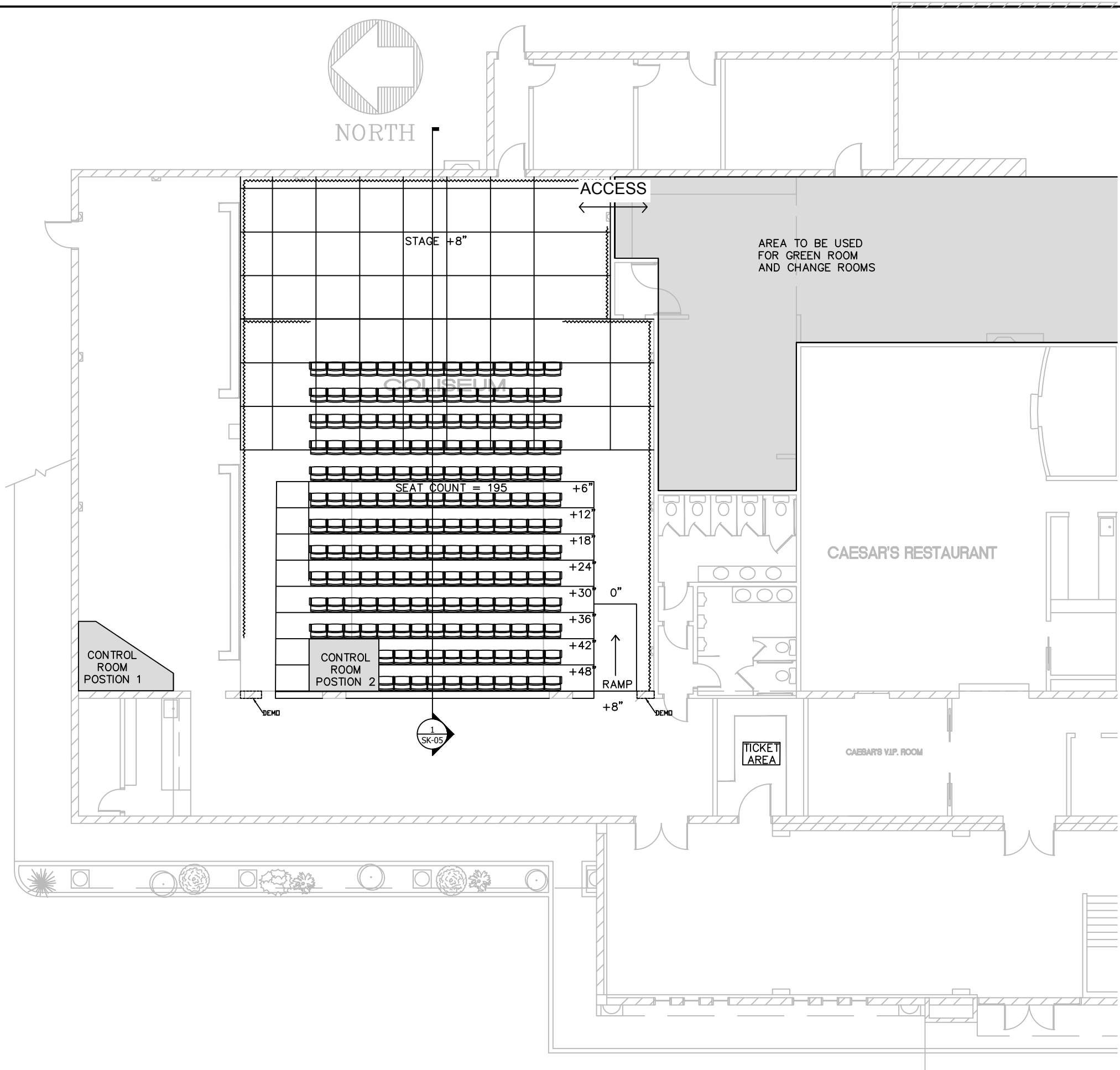
PROJECT: 1621	PROJECT TITLE: CALEDON PERFORMING ARTS CENTRE	DRAWN BY: NOV CHECKED BY: NOV PLOTTED: 14/10/2016	 2171 Avenue Rd. Suite 105, Toronto, Ontario, M5M 4B4 P: (416) 761-9622 F: (416) 761-9616
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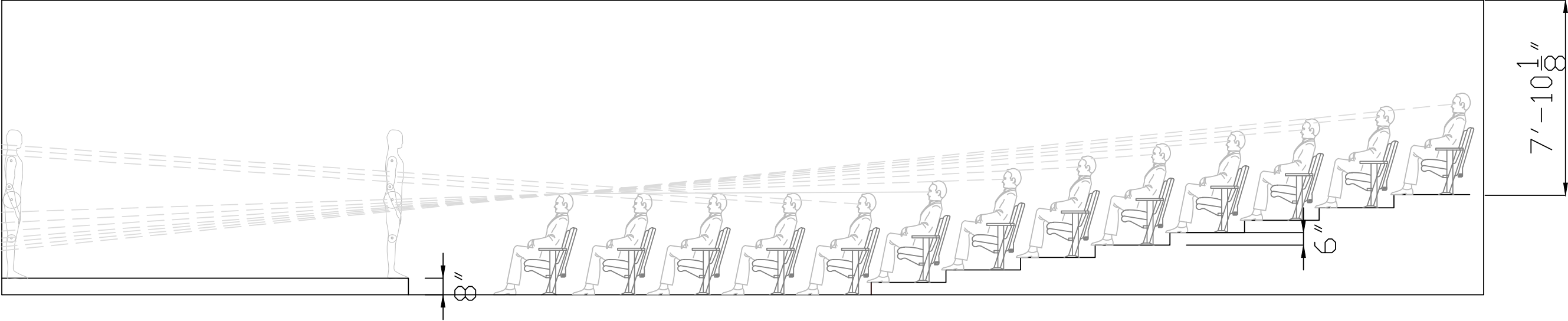
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PROJECT: 1621	PROJECT TITLE: CALEDON PERFORMING ARTS CENTRE	DRAWN BY: NOV
		CHECKED BY: NOV
DRAWING: SK-03	DRAWING TITLE: LAYOUT OPTION 1 - 3D VIEWS	PLOTTED: 14/10/2016
		SCALE: N.T.S.

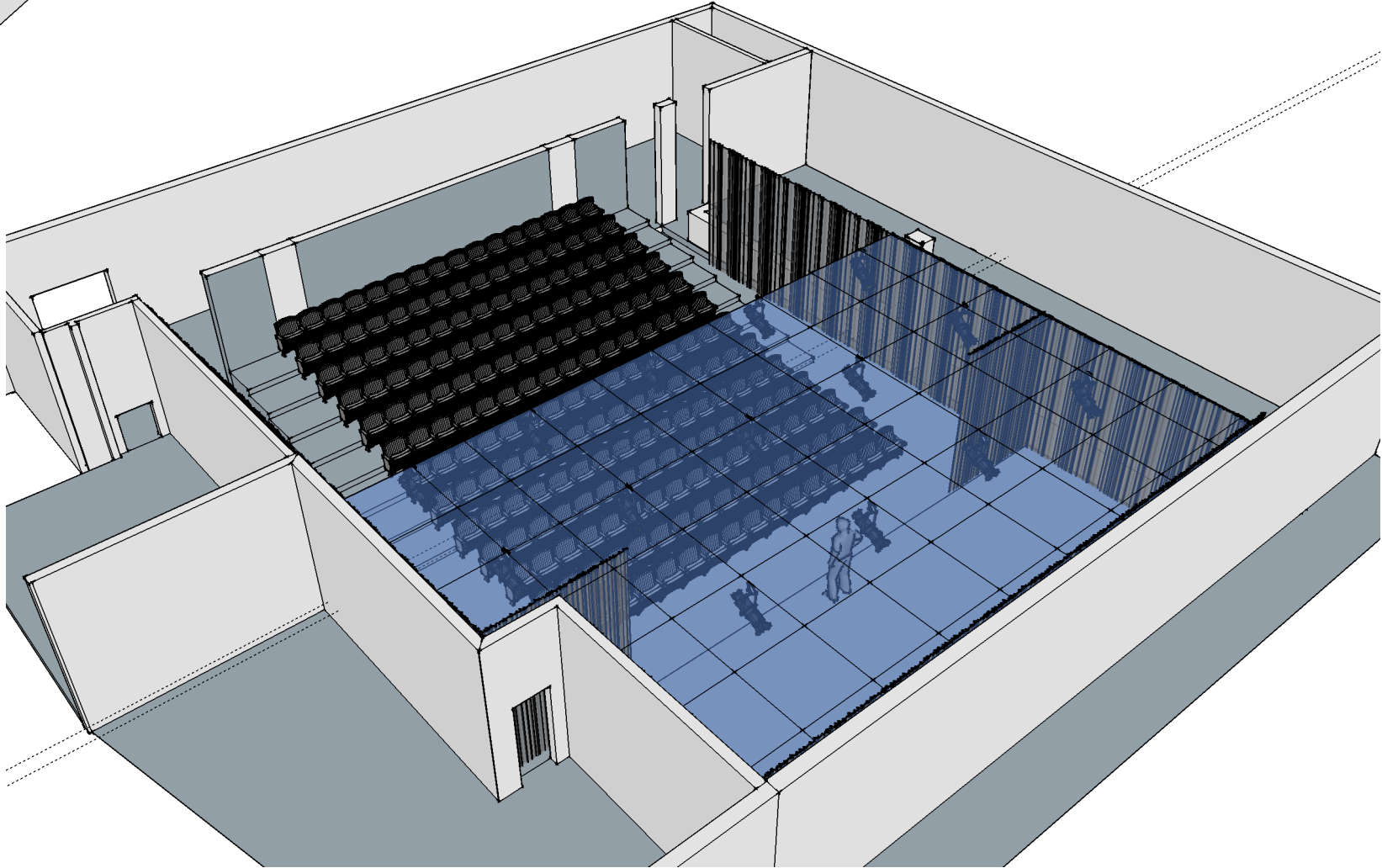
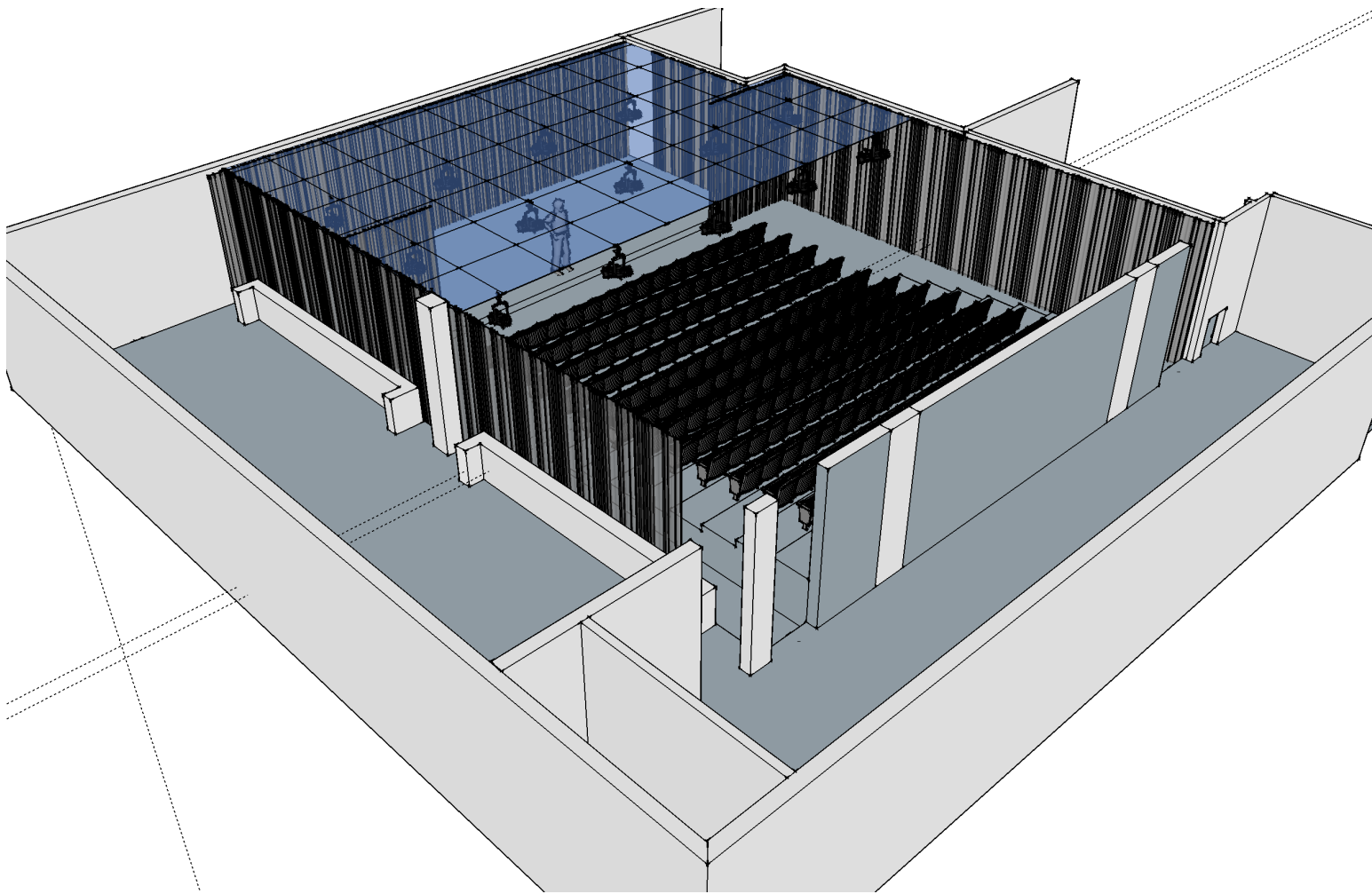





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DRAWING: SK-04	DRAWING TITLE: LAYOUT OPTION 2 - PLAN	 2171 Avenue Rd. Suite 105, Toronto, Ontario, M5M 4B4 P: (416) 761-9622 F: (416) 761-9616	



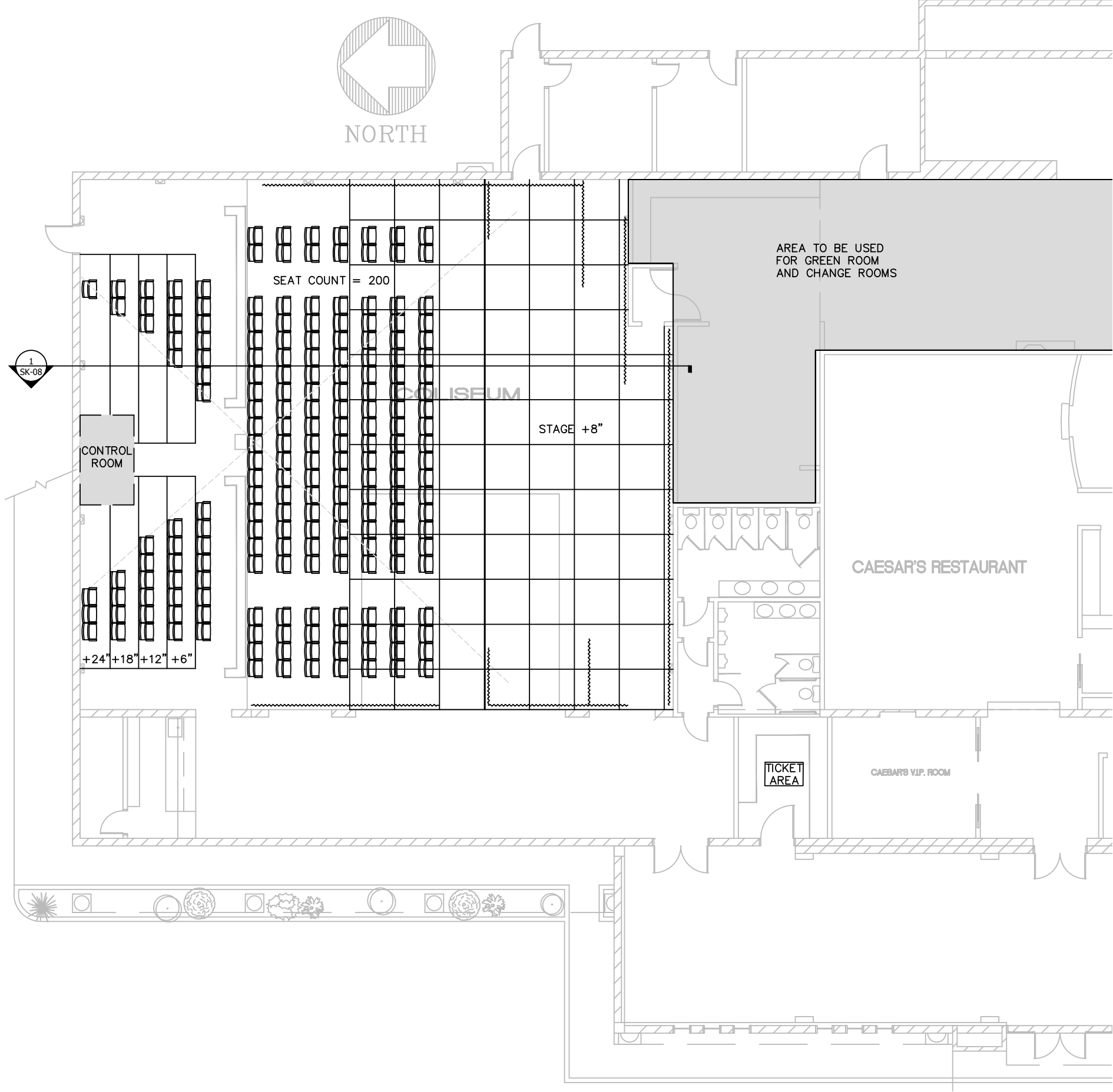
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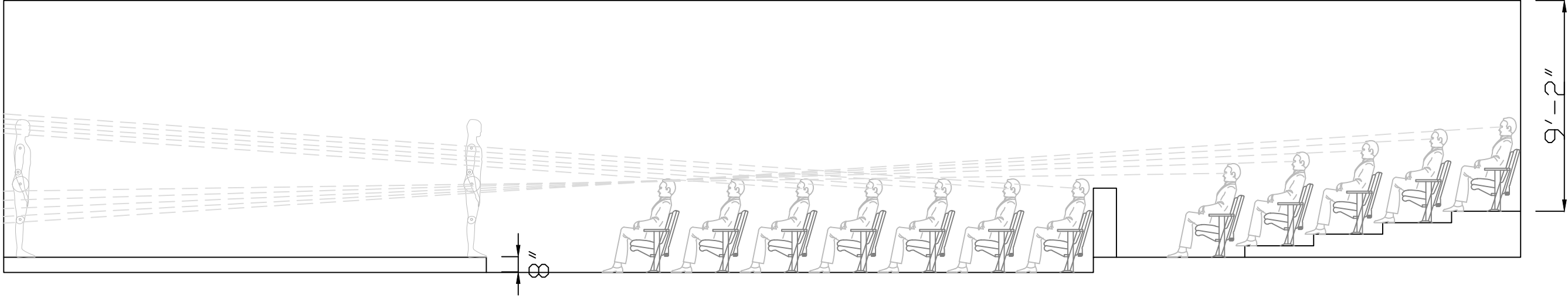


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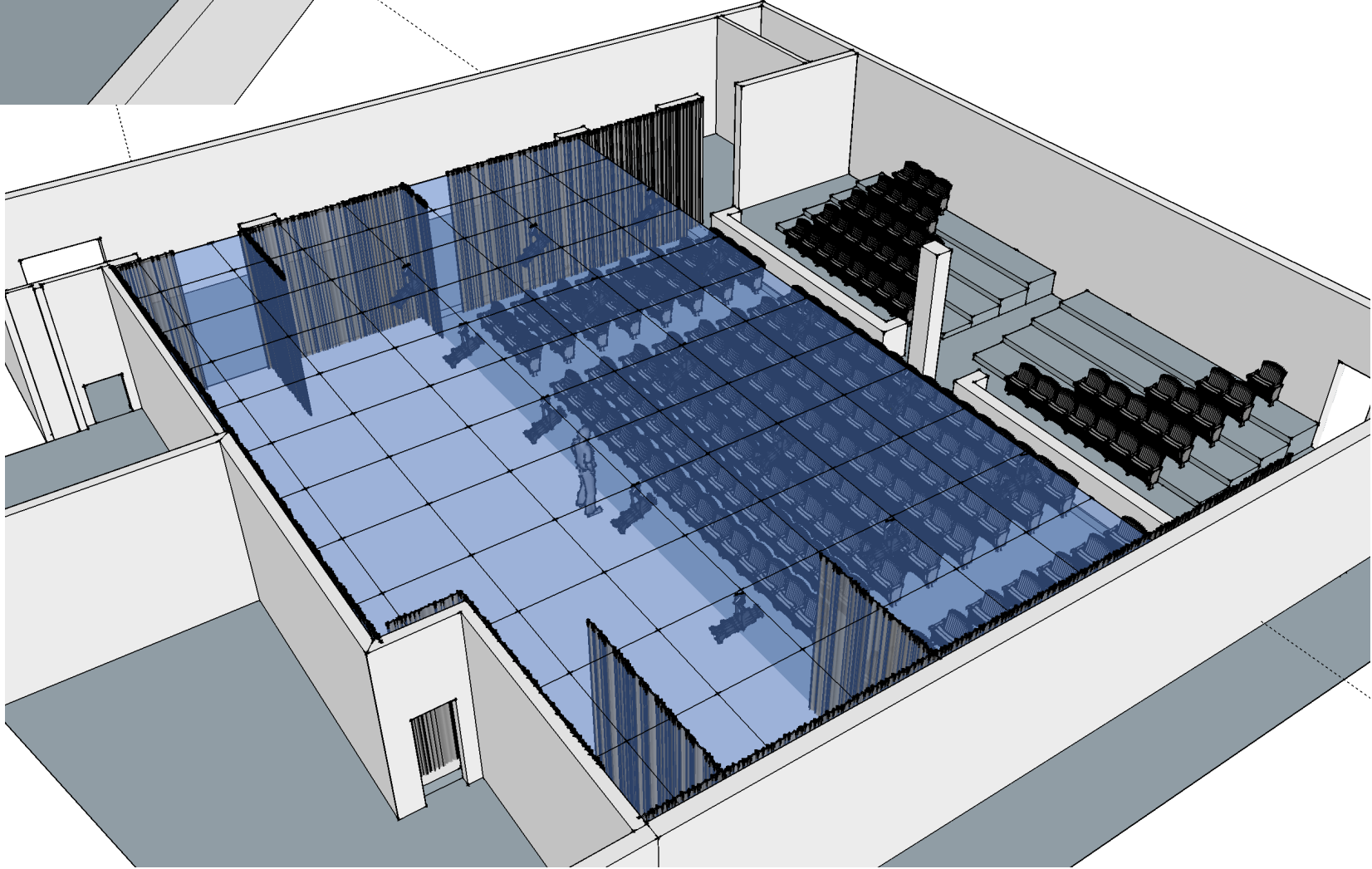
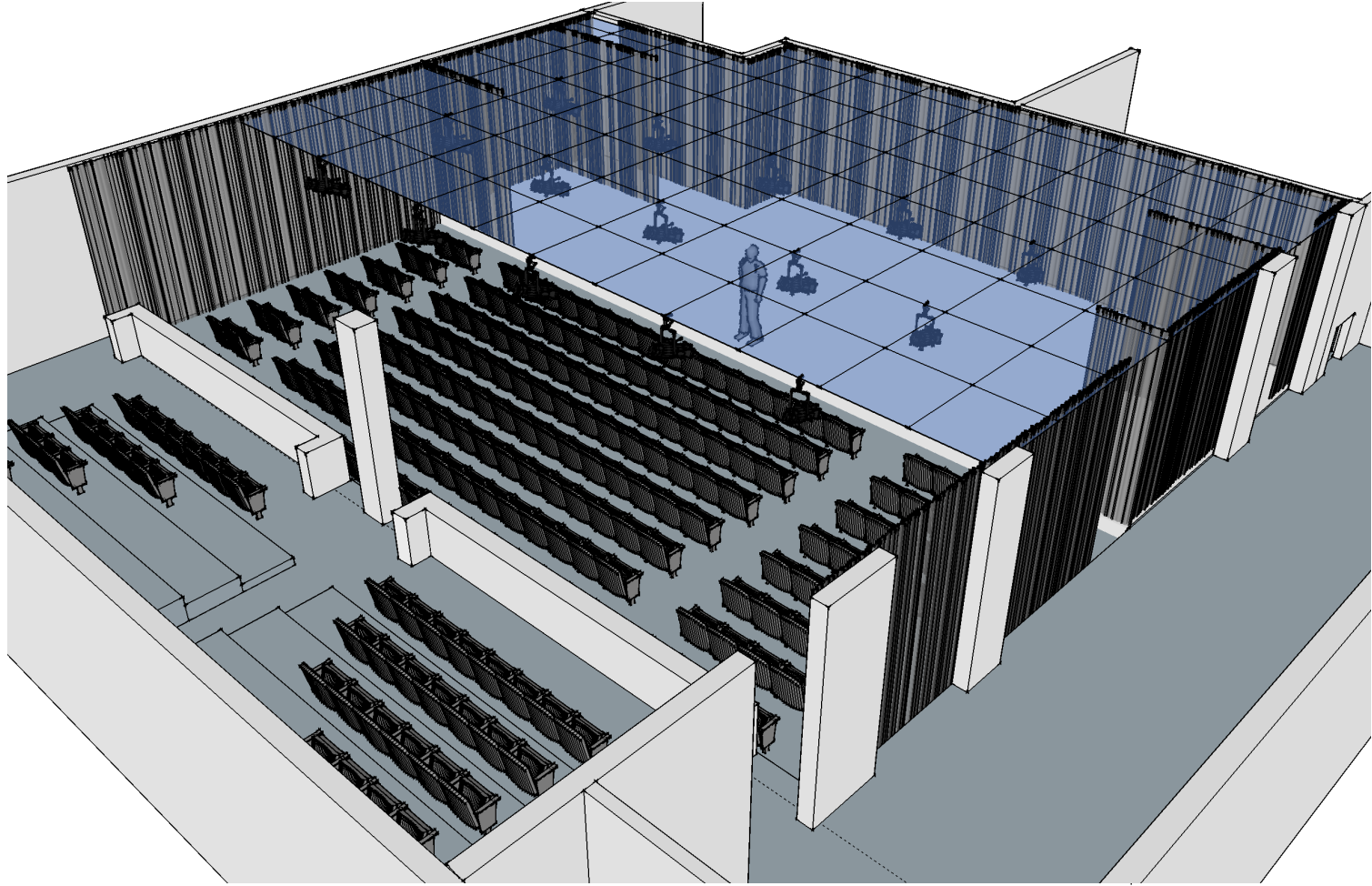


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		CHECKED BY: NOV
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		SCALE: N.T.S.





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	DRAWING TITLE: LAYOUT OPTION 3 - SECTION		
DRAWING: SK-08		SCALE: N.T.S.	



Caledon Centre for the Arts

Theatre Accommodation Study

May 29, 2017



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## TABLE OF CONTENTS

1.0	EXECUTIVE SUMMARY	1
2.0	INTRODUCTION	2
2.1	Objective and Approach	2
3.0	EXISTING VENUES	3
3.1	Overview	3
3.2	Construction and Conditions	3
4.0	VARIETY OF ACTIVITIES	4
5.0	AUDIENCE ACCOMODATIONS	5
5.1	Exterior Accommodations	5
5.2	Interior Amenities	5
6.0	ACCOMODATION OF PERFORMING ARTS	7
6.1	Stage	7
6.2	Backstage - Performer Spaces	8
6.3	Backstage - Crew Spaces	9
6.4	Backstage – Other	9
6.5	Format Flexibility	10
7.0	SUMMARY OF FINDINGS AND RECOMMENDATIONS	10
7.1	Summary	10
7.2	Recommendation	11
8.0	APPENDIX A – PRELIMINARY CLASS D THEATRE BUDGET	12
9.0	APPENDIX B – BOLTON FIRE HALL STAGE AND SEATING OPTIONS	16
9.1	Bolton Fire Hall – plans	16
9.2	Bolton Fire Hall – 3D sketches	17
10.0	APPENDIX C – ALBION-BOLTON COMMUNITY CENTRE STAGE AND SEATING OPTIONS	19
10.1	Albion-Bolton Community Centre & Library – plans	19
10.2	Albion-Bolton Community Centre & Library – 3D Sketches	20



## 1.0 EXECUTIVE SUMMARY

The Town of Caledon commissioned Novita Techne, Canada's premiere Theatre Consultants, to review three existing venues to potentially house the Caledon Centre for the Arts. The venues presented for analysis were The Bolton Fire Hall 302, the Albion-Bolton Community Centre & Library, and the Old Caledon Township Hall.

Primary success requirements for the venue must include:

- Accommodate 200+ people
- Provide a large and versatile stage for multiple performance types
- Have fixed soft seat theatrical seats or facilitate multiple seating options and room orientations
- Have good sightlines to the stage/performance area
- Accommodate front of house activities within the existing architecture
- Have sufficient back of house support space to accommodate performing arts functions
- Venue must be compliant with OBC and AODA requirements without a significant capital investment

It was determined that none of the venues could meet the requirements without major renovations. Sketches within the Appendix B and C show how two of the three venues could be altered to better accommodate performances. The third venue, the Old Caledon Township Hall, was discounted as it only seats 141 audience members and is too small to accommodate a second theatre group.

The Albion-Bolton Community Centre & Library, while a large venue, does not have the required front and back of house facilities to accommodate performing arts activities at a Municipal level. Questionable structural support, lack of ceiling heights and heavy other multi use activities scheduled within venue reduces the possibilities of converting this existing performance space into the Caledon Centre for the Arts.

Finally, the Bolton Fire Hall, while acceptable in square footage with higher ceiling height, has many internal structural walls which would be expensive to relocate. Due to these architectural issues the usable footprint becomes significantly smaller than required for a performance venue of the desired type.

The Consultants recommend that none of the venues be converted into a Municipal grade performance space and that instead the Town of Caledon consider constructing a new purposely built facility.

## 2.0 INTRODUCTION

The Town of Caledon is assessing the modification of a preexisting site to house the new Caledon Centre of the Arts. Buildings currently under consideration are the Bolton Fire Hall 302, the Albion-Bolton Community Centre & Library, and The Old Caledon Township Hall.

The Town has commissioned this preliminary accommodation study to determine if any of these three venues can accommodate the needs of live performance, visual arts and other related activities.

Novita has considerable experience in pre-development work with a variety of facilities, and has been contracted to assist in analysis and budgeting.

### 2.1 Objective and Approach

An overview accommodation study and conceptual design is required to examine the possibility and cost of turning these three venues into performance spaces.

The objectives include:

- To investigate if the venue will accommodate 200+ people within the proposed audience chamber of the existing hall
- To provide seating options for possible room orientations
- To identify suitability of front of house activities within the existing architecture
- To determine if sufficient back of house support space is available to accommodate performing arts functions
- To provide preliminary estimates to accommodate the conversion of the spaces into performing arts venues
- To ensure the venue is compliant with OBC and AODA requirements
- To provide a large and versatile stage for multiple performance types
- To allow “plug-and-play” activities as full-time technicians are not anticipated

The approach to the work includes:

- Test alternate seating layouts, both in plan and section, to determine if the existing venues can accommodate 200+ audience members
- Develop a space function program identifying typical performance arts requirements and applying the program to the existing architecture to determine the most economical fit within the spaces
- Study the existing building and identify any factors that would impede or eliminate the spaces being used as possible performing arts venues

- Identify possible work required by base building trades (e.g., structural, mechanical and electrical) to convert the spaces
- Document the types of performances suitable for these venues
- Provide performance systems and equipment programs required to support the intended performances
- Identify capital cost estimates to renovate and equip the spaces

### **3.0 EXISTING VENUES**

#### **3.1 Overview**

The Bolton Fire Hall 302 is located at 28 Ann Street, Bolton just off of Regional Road 9. Situated in the heart of downtown this building offers a two story footprint of approximately 10,000 sqft.

The Albion-Bolton Community Centre and Library is located at 150 Queen Street South, Bolton off of Highway 50 between Regional Road 9 and Ellwood Drive. Situated close to downtown, the space to be converted is located on the second floor of the building and provides approximately 6,300 sqft.

The Old Caledon Township Hall is located at 18365 Hurontario Street, Caledon near the intersection of Highway 10 and Regional Road 24 (Charleston Sideroad). Located in the North-East area of Caledon this building provides approximately 5,800 sqft over 2 stories.

#### **3.2 Construction and Conditions**

The Fire Hall building construction is slab on grade with steel structure, concrete, and brick exterior. The main floor is currently comprised of fire and ambulance bays and support rooms, while the second floor holds ancillary spaces including a kitchen and 3 washrooms. The building was noted to be in good condition as of the site visit on March 21<sup>st</sup> 2017, though it was noted that the second story floors may need some attention.

Occupancy designation of the venue is assumed to be Zone I - Institutional (i.e., Adult Day Centre, Cemetery, Community Centre, Crisis Care Facility, Day Nursery, Dwelling, Accessory, Dwelling Unit, Emergency Service Facility, Hospital, Library, Sports Arena, Wellness Centre, etc).

The Albion-Bolton Community Centre and Library building construction is slab on grade with steel structure, concrete, and steal siding. The main level houses the library, arena, activity room and reception. The proposed space for the new theatre venue is on the second floor in the General Purpose Room. Other spaces on the second floor are the library room, meeting rooms, and storage spaces.

Occupancy designation of the venue is assumed to be Zone I - Institutional (i.e., Adult Day Centre, Cemetery, Community Centre, Crisis Care Facility, Day Nursery, Dwelling, Accessory, Dwelling Unit, Emergency Service Facility, Hospital, Library, Sports Arena, Wellness Centre, etc).

The wood construction within this venue could potentially become problematic acoustically. Low ceiling heights in the second floor space and acoustic transparency between the venue and arena and lower dressing room spaces may create unsuitable conditions for quieter performances.

The Old Caledon Township Hall currently houses a theatre company that uses all square footage of the building. Due to the small footprint, this option cannot accommodate the desired 200+ house count, and the preexisting company located at this venue, it is not considered feasible to fit another user in this space. As such the Caledon Township Hall is not being pursued as an option for the Caledon Centre for the Arts.

Occupancy designation of the venue is assumed to be Zone I - Institutional (i.e., community centre, Adult Day Centre, Cemetery, Community Centre, Crisis Care Facility, Day Nursery, Dwelling, Accessory, Dwelling Unit, Emergency Service Facility, Hospital, Library, Sports Arena, Wellness Centre, etc).

#### **4.0 VARIETY OF ACTIVITIES**

The new Caledon Centre of the Arts is intended to be a home for multiple streams of the arts, such as performance and visual arts, as well as other recreational activities like tai chi or yoga, or community events like banquets and lectures.

Considering that the Bolton Fire Hall is an active Fire Hall it does not currently accommodate any visual/performing arts, recreational activities or community events apart from their own internal programming. It's expected that with considerable renovations it could accommodate all of the desired programming if the proposed 1900sqft community area is created on the second floor in addition to the ground level theatre.

The Albion-Bolton Community Centre & Library, by its very nature, is a multi-function venue.

A fully equipped arena space on the main level can fully accommodate sports and leisure programming. The library and associated spaces can run additional events such as spoken word or art exhibitions. Visual arts classes, like painting, drawing, sculpting

and ceramics can be supported in ancillary spaces. Overall this location already has all of the supporting infrastructure to accommodate these related activities.

## 5.0 AUDIENCE ACCOMODATIONS

### 5.1 Exterior Accommodations

An ideal performance venue is easy to access via multiple modes of transportation and has adequate parking for the house size. It is also beneficial to be close to other accommodations such as restaurants and hotels.

#### Fire Hall

The Fire Hall is located central to downtown and is surrounded by other attractions. Directly across from the venue is a public parking lot that can easily fit over 100 vehicles. Additionally there are 2 different bus lines under a three minute walk from the venue. Only 2 lanes of traffic have to be crossed by both vehicles and pedestrians to reach this venue. Multiple restaurant venues are within the immediate vicinity.

#### Community Centre

The Community Centre is approximately 3 minutes from multiple restaurant venues and a 3 minute walk from one bus line. The parking lot is adequately sized to accommodate theatre goers though may get crowded if a large activity is happening elsewhere in the building simultaneously. To access this venue 2 lanes of traffic have to be crossed if approaching from the north, and 4 lanes from the south.

### 5.2 Interior Amenities

#### 5.2.1 Lobby and Front of House Space

For the venue to be successful, the lobby must be:

- Warm and welcoming
- Be accessible to both the able and non-able bodied persons
- Have access to suitable washrooms
- Be serviced by a ticket office
- Have a bar and lobby area

Ideally, if large enough, the lobby area would also have space for a separate concessions counter and a coat check room.



## Fire Hall

Due to the location of load bearing walls and expense to relocate equipment rooms, the Fire Hall can only accommodate a lobby of approximately 700sqft, over 2000sqft less than recommended for a standard performance venue. Within this area a small counter can be accommodated to function as both box office and bar as well as a row of unisex compliant washrooms. No coat check, vestibule, concessions, manager's office or housekeeping rooms can be provided within this space, though there is the option to place some of these spaces on the second floor.

## Community Centre

The Albion-Bolton Community Centre has the ability to use the preexisting reception area as lobby space for the performance venue. This area is located on the main floor which poses potential ticketing issues but in combination with the second floor corridor provides the desired 2000sqft. There is additional space within the general purpose room that can be converted into a cloak room and bar spaces. Even though the community Centre provides the desired square footage for front of house spaces it also services the rest of the Centre and may become congested if multiple events are running simultaneously.

It would appear that with significant structural changes, the Bolton Fire Hall could accommodate the bare needs of a front of house space while the Albion-Bolton Community Centre has the preexisting infrastructure to support these needs though may have difficulty providing to current programming in addition to the newly proposed performance needs.

### *5.2.2 Auditorium Space*

The needs of a successful auditorium space are the following:

- Ability to seat 200+ patrons
- Be AODA and OBC compliant (sufficient wheelchair locations, proper seats per aisle, etc.)
- Proper sightlines for all styles of performance (must see feet for dance)
- Sufficient ceiling heights for good acoustics
- Overall room dimensions that create a pleasing ratio of audience to stage distance

## Fire Hall

The proposed seating layout for the Bolton Fire Hall will accommodate an audience capacity of 182 patrons, approximately 20 under the desired amount. The estimated

dimensions of the auditorium space are 16.15m (53ft) by 10.36m (34ft) with ceiling height at 4.11m (13'-6"). Given the size and shape of the room, the back row (most distant viewer) is farther from the stage than recommended for liturgical drama. However, the relation of the width of the space to the proscenium opening, or the stage opening, is better. Given the location of a structural column the stage opening cannot be centered in the auditorium space. This creates an abnormal seating configuration that is not centered to the stage. Site lines to the stage will be poor in extreme left and right seats but satisfactory from the closest and farthest viewer.

### Community Centre

The overall dimensions for the proposed audience chamber at the Community Centre are 15.85m (52ft) by 11.58m (38ft) with a seating capacity for 225 patrons in a theatre configuration and 92 in a cafeteria/cabaret style. The ceiling heights for the general space is currently 4.08m (13.4ft) and only 3m (10ft) at stage height. Both seating layouts are on flat floor creating very poor sightlines from the back of the auditorium. In the theatre configuration at the half way point of the house only half of the performer can be seen. This creates a venue entirely unsuitable for dance.

## **6.0 ACCOMODATION OF PERFORMING ARTS**

### **6.1 Stage**

The needs of a successful performing arts stage space are the following:

- Ability to accommodate dance, combat, liturgical drama, as well as awards ceremonies and community use.
- Be AODA and OBC compliant (sufficient wheelchair locations, proper seats per aisle, sufficient washroom including barrier free water closets, etc.)
- Proper sightlines for all styles of performance (must see feet for dance)
- Sufficient ceiling heights
- Ability to accommodate 15-20 performers at a time
- Stage centred to audience seating
- Easy access to loading for material/equipment delivery
- Crossover to allow for easy access to stage right and stage left areas without being viewed by audience

### Fire Hall

Given the current use of the facility as a fire hall, the space has no current provisions for a stage. The proposed layout within the appendices includes a proposed 7.62m (25ft) by 6.71m (22ft) classic proscenium stage area that would be soft masked in to a stage

opening of 20ft. A large crossover space will be achieved with a wall, or soft or hard masking. Due to the current structural limitations of the building the stage is offset within the venue creating minimal wing space stage right but ample space stage left. If budget is able to accommodate, it is recommended to extend into the area where the current hose tower is located which would allow for the stage to be centered as well as the ability to accommodate up to 200 patrons within the facility. This will need to be studied further with engineers to establish the overall magnitude required to extend the facility on the west end of building.

The existing fire hall has multiple points that can allow for easy access of loading and unloading equipment to the stage. The facility has the ability to accommodate an 8 ton box truck for equipment delivery.

### Community Centre

While the Community Centre currently has a raised stage in the General Purpose Room it's insufficient in depth, non-accessible, and provides no room for back of house support rooms. As such, it's proposed that the stage be relocated within the hall to be better centered and provide room for back of house spaces. The proposed dimensions are 6.1m (20ft) by 8.23m (27ft). Part of the depth of the stage area would be soft masked off for a crossover space upstage. The stage left and right wings are evenly split at 2.4m (8ft) and 2.1m (7ft) respectively though much of this space may be lost to ramps, lifts and stairs if the stage is kept raised in lieu of being brought to grade.

The ceiling height in this location is the most detrimental to the feasibility of the performance space in this venue. Due to the reduced height of the space it is only suited to theatrical performance and will not be able to accommodate dance or musical/operatic productions.

Loading and unloading of the equipment within the facility will be difficult due to the performance space being located on the 2nd level. All set pieces and props would need to be designed in order to fit through a common size single doorway.

## 6.2 Backstage - Performer Spaces

Ideal performer spaces within an arts venue would include but not be limited to: male and female dressing rooms, ensuite washrooms that include a shower, and a common green room.

### Fire Hall

All performer spaces can be located on the second floor of the current Bolton Fire Hall.

This area is accessible by a single stairwell located up stage right, for in performance use and a secondary stairwell in the front of house for pre-show use; and is roughly 1,600sqft. Features of this space are 4 large dressing rooms with washrooms, and a common green room. Dressing room B will feature both a standard and accessible washroom while all other dressing rooms will have a single occupancy washroom with shower. However, access to the 2nd floor will need to be studied in order to accommodate for those with accessibility needs.

### Community Centre

The current men's and women's change rooms located stage left will not be retained at the Community Centre and will instead be replaced with four new dressing rooms located down a hallway off of stage left. The old location of the change rooms will be partially repurposed as the new performer green room. Dressing room A will feature an accessible washroom while all other dressing rooms will have a single occupancy washroom with shower.

## 6.3 Backstage - Crew Spaces

Crew spaces within a performance venue can include but are not limited to: production offices (technical director, stage manager, production manager, etc.), staff washrooms, and a staff breakroom.

### Fire Hall

The second floor of the Bolton Fire Hall can accommodate 3 or more production offices, maintain the preexisting kitchen space as a technician green room and use the current fire department meeting room as a community activity room to house the types of activities mentioned in section 4.0. There are also three washrooms on the second level; two of which would be dedicated to the production team.

### Community Centre

Due to the location of points of egress in the Community Centre it was harder to find space to accommodate production offices, separate breakrooms and private washrooms as priority was given to performer space. Currently a small stage management office and common green room are being proposed with the option to convert a dressing room into a production office if desired.

## 6.4 Backstage – Other

Other backstage areas, not specific to cast or crew but integral to the production

process include: electrical room, control room, receiving and holding areas, scenery shop and storage, wardrobe shop and storage, housekeeping, and general storage.

Due to the limited footprint of both of the proposed venues priority was given to performer and crew spaces. The Bolton Fire hall may be able to accommodate some of these spaces on the second floor at the expense of community, cast and crew rooms.

Neither venue is properly sized or located (in terms of first vs second floor of the building) to offer any sort of wardrobe, scenery or large storage areas.

## 6.5 Format Flexibility

Both of these venues could present a range of programming options including theatre, lectures, banquets, visual arts and recitals. Neither venue lends itself well to dance due to audience sightlines being unable to reach performers feet. The Fire Hall could accommodate a range of musical performances while musical performances are less suited to the community hall due to acoustical issues associated with the low ceiling and wood construction of the space.

Currently both venues are shown with a proposed proscenium stage as it's the most common layout and provides the highest seating capacity. There are opportunities to outfit these venues with a thrust, alleyway or in the round performance layout but at the expense of the overall seating capacity.

## 7.0 SUMMARY OF FINDINGS AND RECOMMENDATIONS

### 7.1 Summary

The overall footprint of the Old Caledon Township Hall is too small to accommodate a new user as the entirety of the space is currently in use by another theatre group. There is little opportunity to modify this venue so little consideration was placed on this venue.

The Albion-Bolton Community Centre & Library, while a large venue that currently supports many of the desired additional programs does not meet standards for other areas. The current stage is unable to accommodate a cast size above 10 and therefore cannot be maintained. The ceiling height is too low to accommodate any sort of live performance other than theatre such as dance and music. The wood construction, and placement above the arena pose significant acoustical issues. If the intention is to create a well-rounded, multidisciplinary venue the Community Centre cannot support the requirements for the Caledon Centre for the Arts.

The Bolton Fire Hall, while larger in square footage, and higher in ceiling height, has



many internal structural walls and expensive to relocate equipment rooms. Due to these architectural issues the usable footprint becomes significantly smaller than required for a performance venue of the desired type.

## 7.2 Recommendation

The Consultants recommend that none of the venues be converted into a performance space and that instead the Town of Caledon consider commissioning a feasibility study to construct a purposely built facility.

## 8.0 APPENDIX A – PRELIMINARY CLASS D THEATRE BUDGET

### 8.1 Summary

Summary	Infrastructure Only	Base Systems	Additional Systems
<b>Live Performing Systems</b>			
Performance/House Lighting Systems	52,000	96,000	104,000
Audio Reinforcement & Effects	11,000	33,000	16,000
Production Intercom System	1,000	1,000	4,000
Program Monitor & Page System	2,000	7,000	0
Assistive Hearing (HI)	1,000	7,000	2,000
<b>Live Performance Systems Subtotal</b>	<b>67,000</b>	<b>144,000</b>	<b>126,000</b>
<b>Electronic Presentation Systems</b>			
Video Projection	3,000	21,000	1,000
Lecture/Control System	0	5,000	17,000
<b>Electronic Presentations Subtotal</b>	<b>3,000</b>	<b>26,000</b>	<b>18,000</b>
<b>Rigging and Drapery Systems</b>			
Rigging Systems	26,000	0	0
Drapery and Track Systems	3,000	23,000	3,000
Acoustic Drapery Systems	18,000	0	0
<b>Rigging and Drapery Systems Subtotal</b>	<b>47,000</b>	<b>23,000</b>	<b>3,000</b>
<b>Staging/Audience Systems</b>			
Marley Floor (anti-fatigue mat per sq. ft.)	0	0	39,000
Demountable Risers	90,000	0	0
Loose Seating	60,000	0	0
<b>Staging/Audience Systems Subtotal</b>	<b>150,000</b>	<b>0</b>	<b>39,000</b>
<b>Performance Systems Subtotal (rounded):</b>	<b>\$ 270,000</b>	<b>\$ 190,000</b>	<b>\$ 190,000</b>
	<b>Old Town Hall</b>	<b>Albion-Bolton CC</b>	<b>Fire Hall</b>
<b>Architectural/Infrastructure Systems</b>			
Fixed installed flooring (sq.ft)	NA	12,000	12,000
Removal of Ceiling and Repair	NA	50,000	50,000
Electrical Rework	NA	200,000	200,000
Mechanical Rework	NA	150,000	300,000
Structural/ Architectural Rework	NA	100,000	500,000
Painting	NA	50,000	100,000
Dressing Room Partitions	NA	75,000	75,000
Dressing Room Plumbing and Water Closet Add	NA	75,000	75,000
General Public Watercloset Renovations	NA	150,000	300,000
Remodelling back loading door to dock door	NA	0	75,000
Ladders/Small Hand Tools/etc	NA	10,000	10,000
Personnel Lift	NA	15,000	15,000
<b>Architectural Systems Subtotal (rounded)</b>	<b>NA</b>	<b>\$ 890,000</b>	<b>\$ 1,710,000</b>
	<b>Old Town Hall</b>	<b>Albion-Bolton CC</b>	<b>Fire Hall</b>
<b>PRESENTATION SYSTEMS TOTAL (Infrastructure Only)</b>	<b>\$ -</b>	<b>\$ 1,160,000</b>	<b>\$ 1,980,000</b>
<b>PRESENTATION SYSTEMS TOTAL (Infrastructure + Base Presentation Systems)</b>	<b>\$ -</b>	<b>\$ 1,350,000</b>	<b>\$ 2,170,000</b>
<b>PRESENTATION SYSTEMS TOTAL (Infrastructure + Base Presentation Systems + Additional Presentation Systems)</b>	<b>\$ -</b>	<b>\$ 1,540,000</b>	<b>\$ 2,360,000</b>
Excludes: Abatement Millwork General Contractor Mark-ups Union Labour Premium HST			

## 8.2 Breakdown - Preliminary Class D theatre renovation and equipment budget.

Description	Infrastructure Only Qty	Base Systems Qty	Additional Systems Qty	Option 1A Subtotal	Option 1B Subtotal	Option 2 Subtotal
<b>Live Performance Systems</b>						
<b>Performance/House Lighting Systems</b>						
Basic Control Console and Monitor	0	1	0			
House DMX Controlled Relay Panel	0	1	0			
House Lighting Control System	1	1	0			
House LED Pot Lights	50	0	0			
Emergency Remote Heads	12	0	0			
POE Switch	0	2	0			
POE Nodes	0	4	2			
DMX Splitter	0	1	0			
Control Wire	1	0	0			
LED Fixtures w/ hardware	0	25	40			
Cyc Light w/ hardware	0	4	4			
Followspot	0	0	1			
Loose Cable	0	1	1			
Plates	12	0	0			
Installation (Labour/Programming)	1	1	1			
<b>Performance Lighting Systems Total</b>				<b>52,000.00</b>	<b>96,000.00</b>	<b>104,000.00</b>
<b>Audio Reinforcement &amp; Effects</b>						
Equipment Rack w/ Fit-up	0	1	0			
Audio Console w/ Digital Snake	0	1	0			
CD/MP3 Player	0	1	0			
Digital Signal Processor + Programming	0	1	1			
Remote Volume Control	0	0	2			
Stereo Microphone	0	1	0			
Microphones	0	2	6			
Wireless Microphone	0	0	2			
Microphone Stands	0	2	6			
Microphone Cables	0	2	6			
Patch Panel	0	1	0			
Patch Cords	0	24	0			
Custom Patch Panels	0	1	0			
Main Powered Loudspeakers	0	0	0			
Stereo Powered Loudspeakers	0	2	0			
Subwoofer Loudspeaker	0	0	1			
Flying Hardware	0	2	0			
Foldback Amplifiers	0	0	0			
Foldback Loudspeakers	0	0	0			
Control Room Powered Monitors	0	1	0			
Control Wire	1	0	0			
Plates and Connectors	8	8	0			
Installation	1	1	1			
<b>Audio Reinforcement &amp; Effects Total</b>				<b>11,000.00</b>	<b>33,000.00</b>	<b>16,000.00</b>
<b>Production Intercom System</b>						
Walkie-Talkies	0	4	0			
Clear-Com Power Supply & Rack Mount	0	0	1			
Beltpack stations	0	0	4			
Headsets and Cables	0	0	4			
Custom Wall Plates	4	0	0			
Installation	1	0	0			
<b>Production Intercom System Total</b>				<b>1,000.00</b>	<b>1,000.00</b>	<b>4,000.00</b>
<b>Program Monitor &amp; Page System</b>						
Ceiling Loudspeakers	0	12	0			
Amplifier	0	1	0			
Infrastructure	1	0	0			
<b>Program Monitor &amp; Page System Total</b>				<b>2,000.00</b>	<b>7,000.00</b>	<b>0.00</b>

<b>Assistive Hearing (HI)</b>						
RF System	0	1	0			
Ear Buds Replacements	0	12	0			
Translation	0	0	1			
Installation	1	1	0			
<b>Assistive Hearing (HI) Total</b>				<b>1,000.00</b>	<b>7,000.00</b>	<b>2,000.00</b>
<b>ELECTRONIC PRESENTATIONS</b>						
<b>Video Projection</b>						
Short-throw Video Projector	0	1	0			
Video Projector hanging hardware	0	1	0			
UTP Patch Panel and Cords	0	1	0			
UTP Balun	0	2	0			
DVD	0	0	1			
Preview Monitor	0	1	0			
Plates and Connectors	0	2	0			
Motorized Projection Screen (16:9)	0	1	0			
Installation	1	1	0			
<b>Video Projection Total</b>				<b>3,000.00</b>	<b>21,000.00</b>	<b>1,000.00</b>
<b>Lecture/Control System</b>						
Softtouch Controller	0	0	1			
Programming	0	0	1			
Control Processor w/ Cards and Frames	0	0	1			
Custom Wall Plates	0	0	1			
Custom Lectern	0	1	0			
Installation	0	0	1			
<b>Lecture/Control System Total</b>				<b>0.00</b>	<b>5,000.00</b>	<b>17,000.00</b>
<b>Rigging Systems</b>						
Sch. 40 Pipe Grid 5' O.C.	1000	0	0			
Installation	1	0	0			
<b>Rigging Total</b>				<b>26,000.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Drapery and Track Systems</b>						
Grand Drape Valance	0	1	0			
Grand Drape	0	1	0			
Masking Legs	0	8	0			
Masking Borders	0	3	0			
Full Stage Traveller	0	1	0			
Cyclorama	0	1	1			
Stage Tracks	0	2	0			
Installation	1	1	0			
<b>Masking Drapery and Track Total</b>				<b>3,000.00</b>	<b>23,000.00</b>	<b>3,000.00</b>
<b>Acoustic Drapery Systems</b>						
Acoustical Tracks	6	0	0			
Acoustical Drapery	12	0	0			
Installation	1	0	0			
<b>Variable Acoustics Total</b>				<b>18,000.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Staging/Audience Systems</b>						
Marley Floor (anti-fatigue mat per sq. ft.)	0	0	1350			
Demountable Risers	60	0	20			
Loose Seating	200					
<b>Staging/Audience Systems Total</b>				<b>150,000.00</b>	<b>0.00</b>	<b>39,000.00</b>
<b>Theatre Systems and Equipment Total</b>				<b>270,000</b>	<b>190,000.00</b>	<b>190,000.00</b>

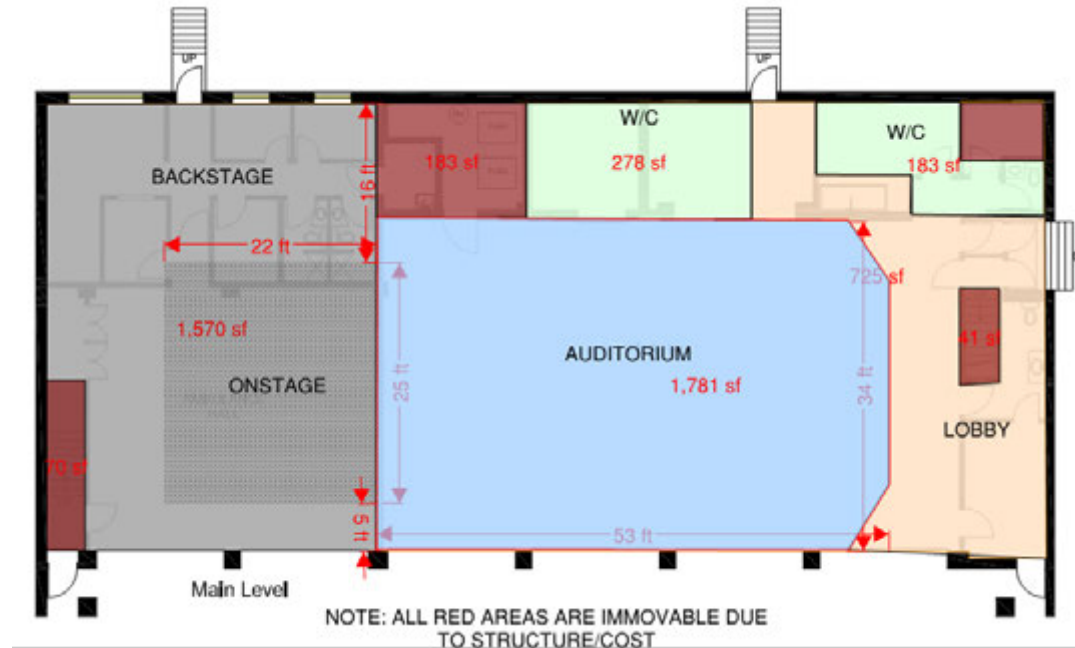
	Old Town Hall Qty	Albion- Bolton CC Qty	Fire Hall Qty	Old Town Hall Subtotal	Albion-Bolton CC Subtotal	Fire Hall Subtotal
<b><i>Architectural Systems and Equipment</i></b>						
Fixed installed flooring (sq.ft)	0	600	600			
Removal of Ceiling and Repair	0	1	1			
Electrical Rework	0	1	1			
Mechnaical Rework	0	1	2			
Structural/ Architectural Rework	0	1	5			
Painting	0	1	2			
Dressing Room Partitions	0	1	1			
Dressing Room Plumbing and Water Closet Add	0	1	1			
General Public Watercloset Renovations	0	1	2			
Remodiling back loading door to dock door	0	0	1			
Ladders/Small Hand Tools/etc	0	1	1			
Personnel Lift	0	1	1			
<b><i>Architectural Systems and Equipment Total</i></b>				<b>0.00</b>	<b>890,000.00</b>	<b>1,710,000.00</b>



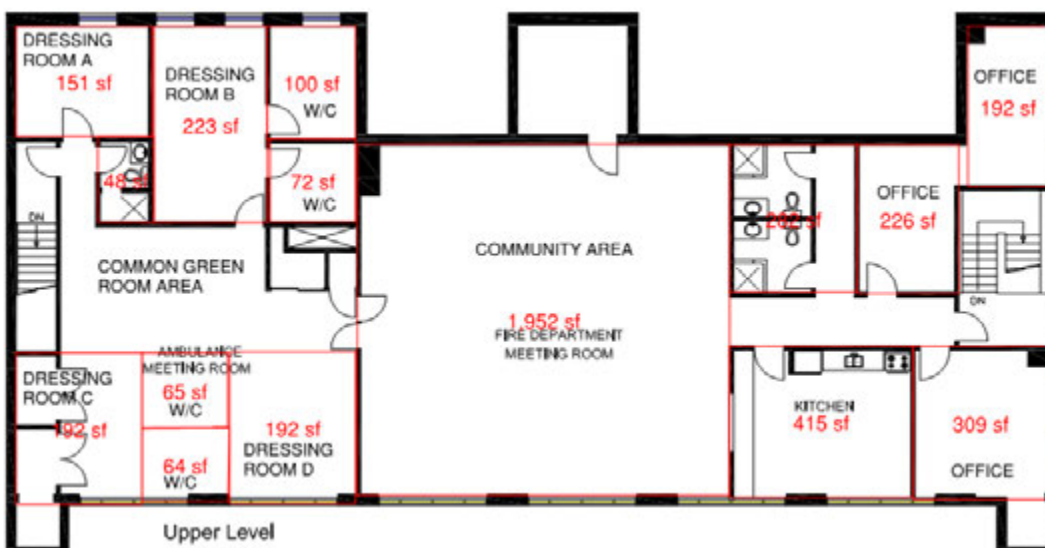
## 9.0 APPENDIX B – BOLTON FIRE HALL STAGE AND SEATING OPTIONS

### 9.1 Bolton Fire Hall – plans

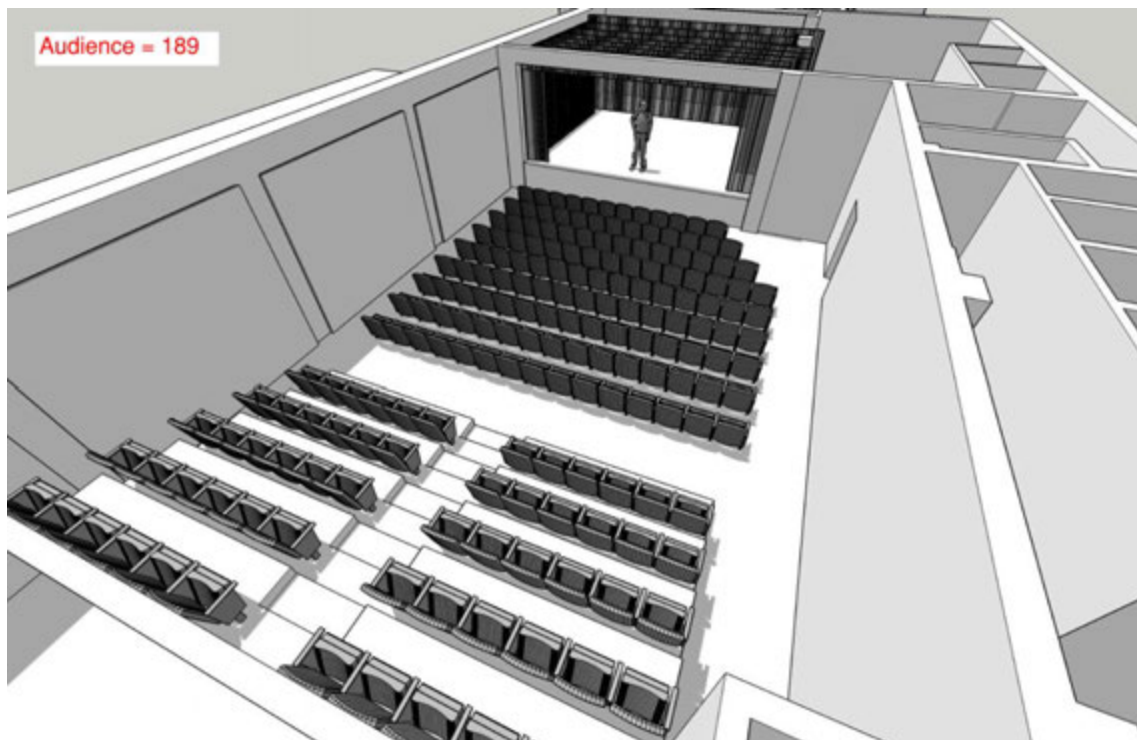
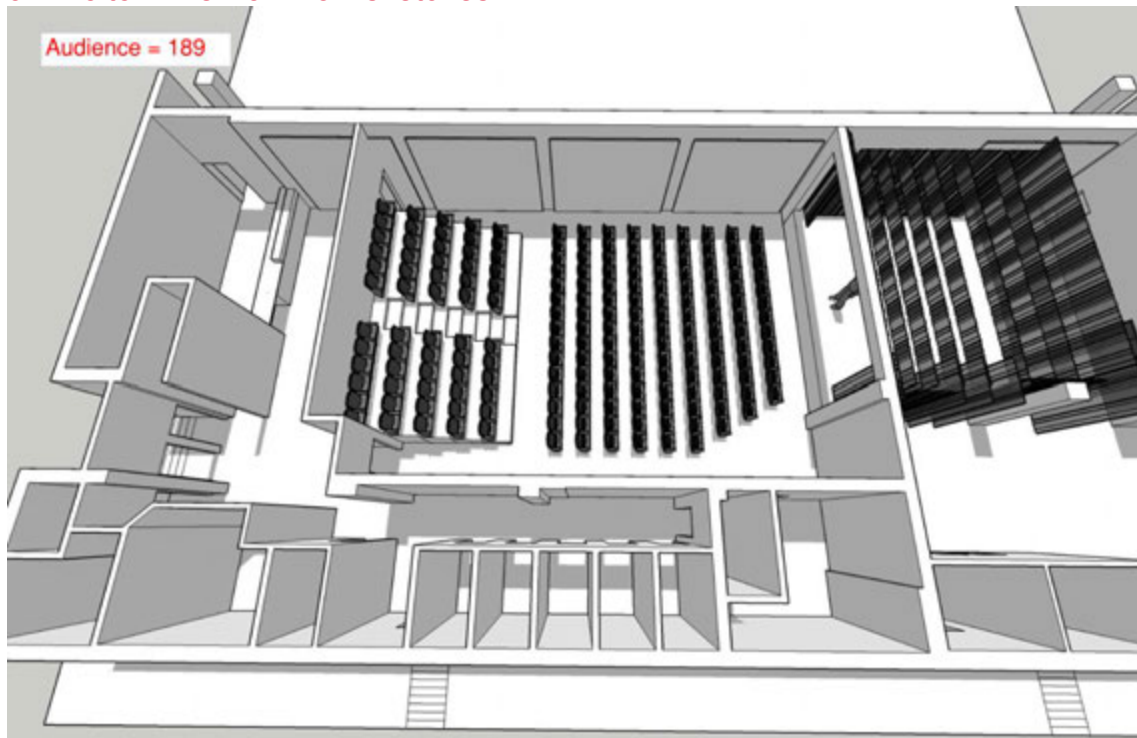
#### First Floor Plan:



#### Second Floor Plan:



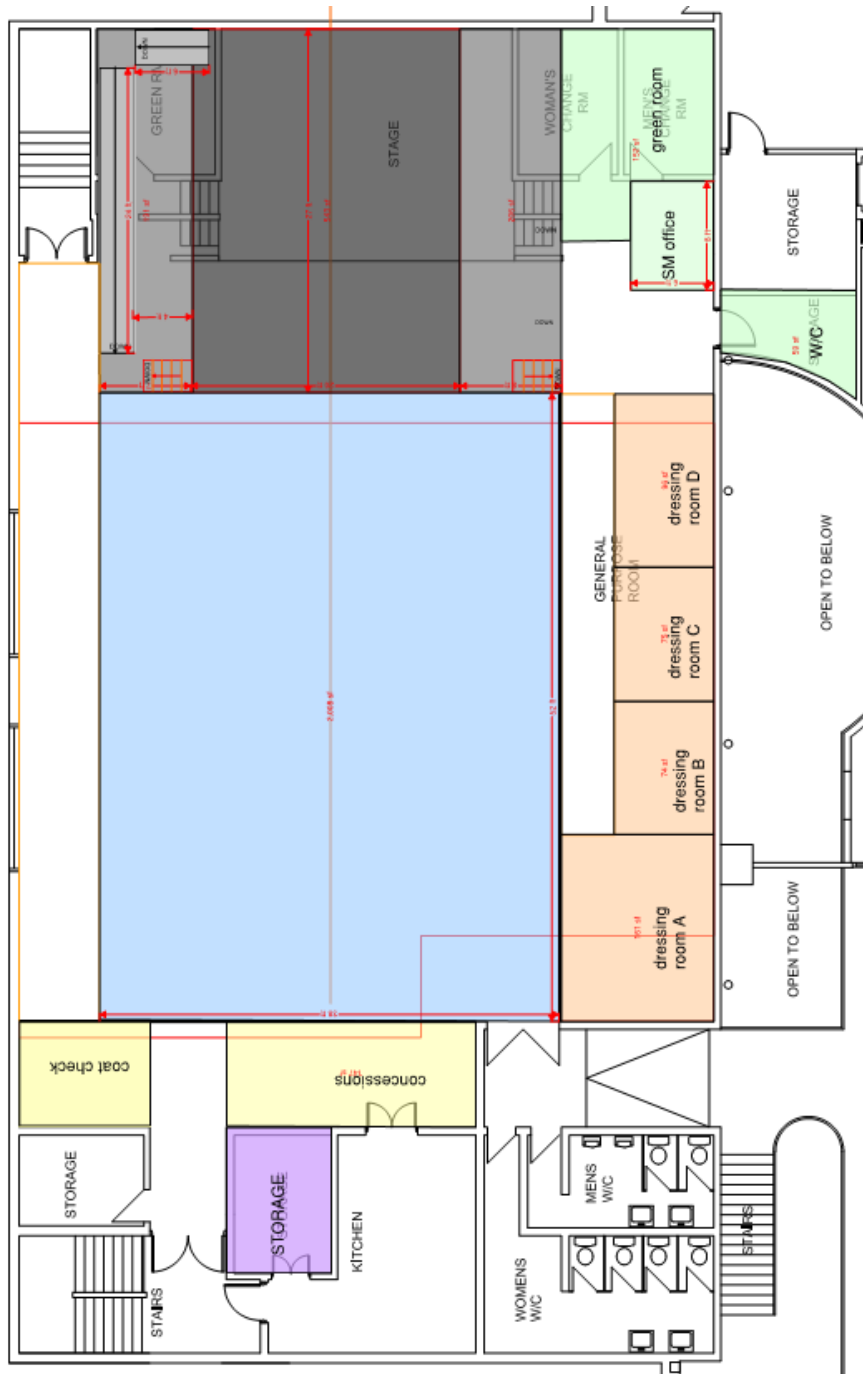
## 9.2 Bolton Fire Hall – 3D sketches





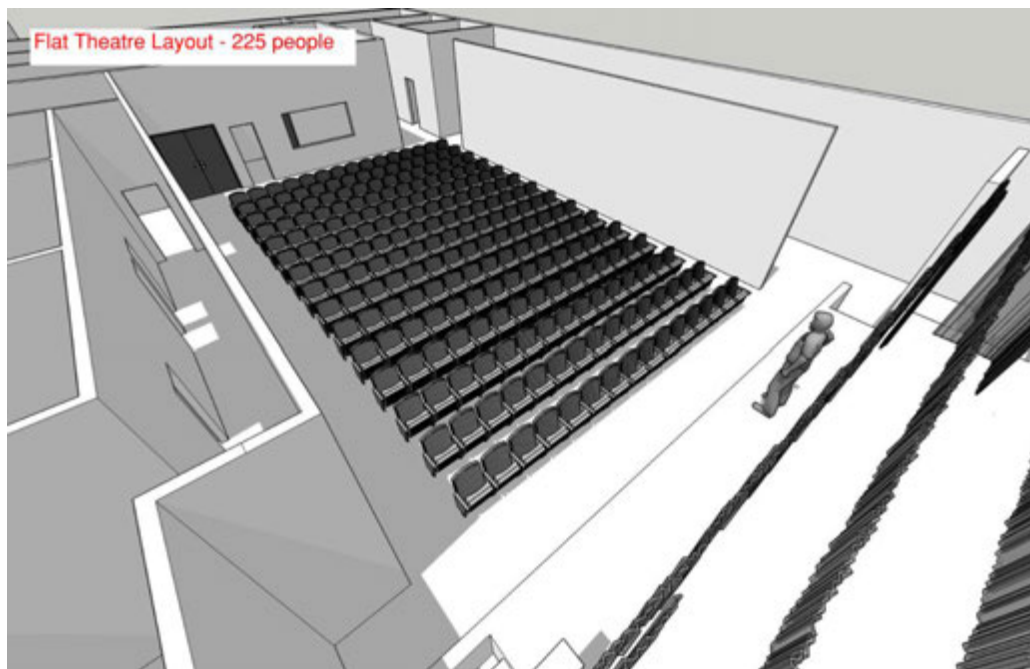
## 10.0 APPENDIX C – ALBION-BOLTON COMMUNITY CENTRE STAGE AND SEATING OPTIONS

### 10.1 Albion-Bolton Community Centre & Library – plans



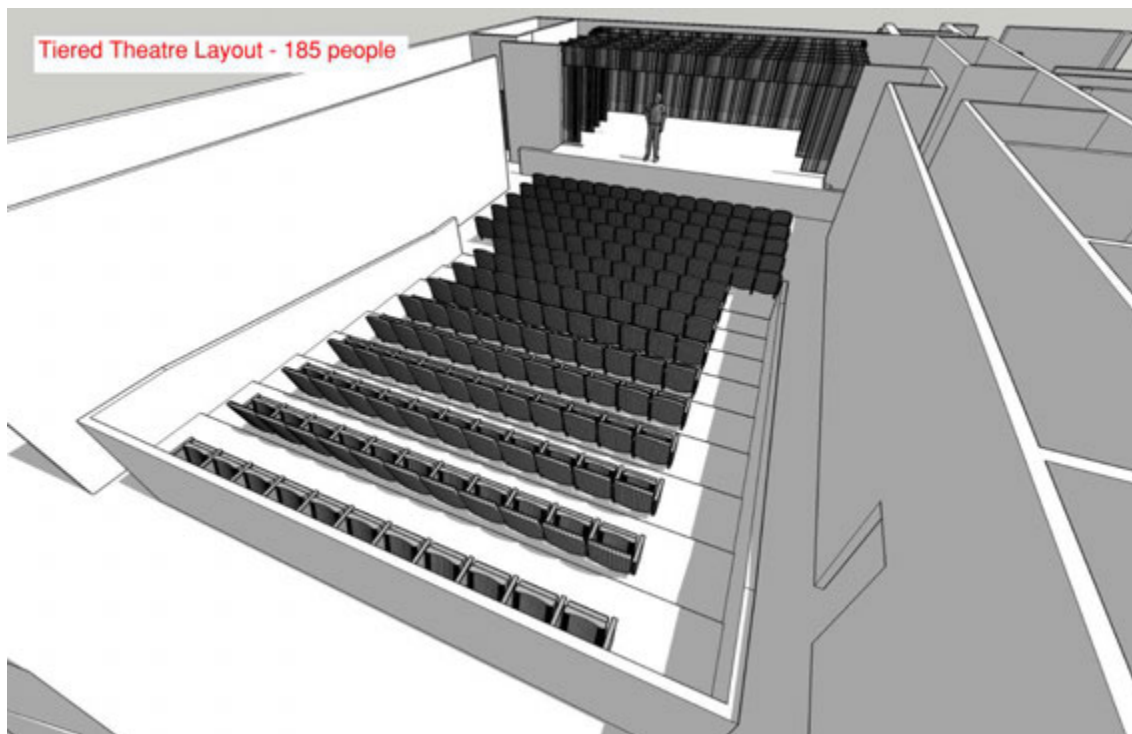
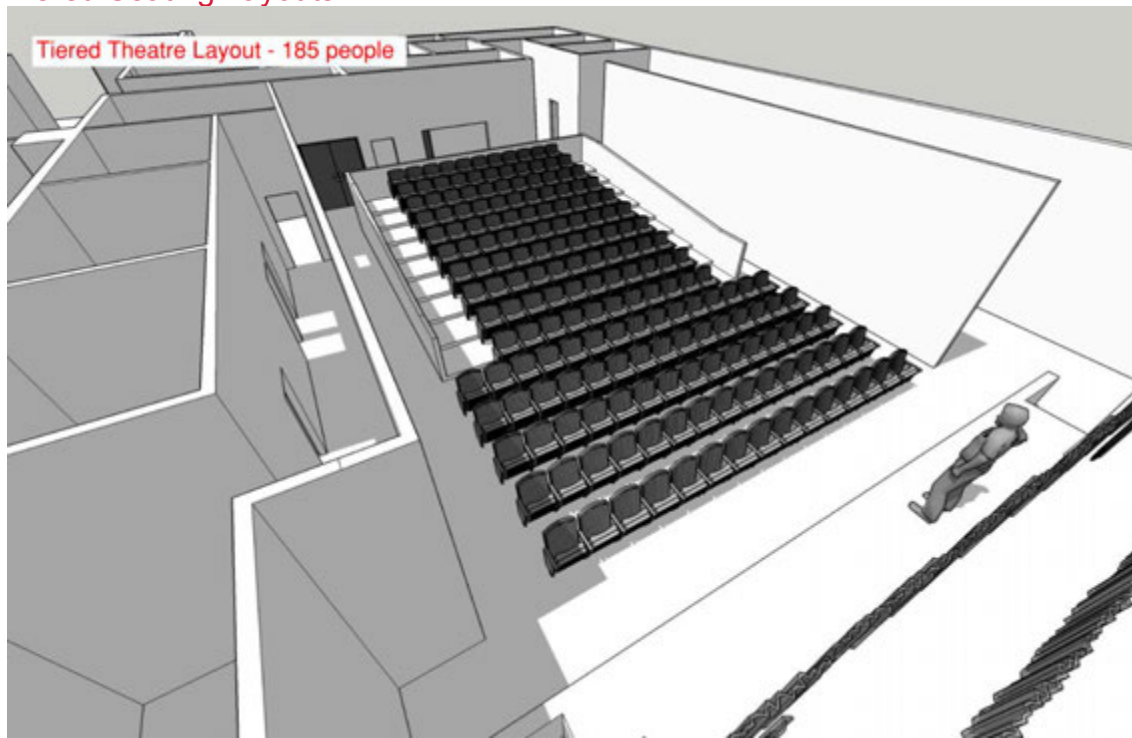
## 10.2 Albion-Bolton Community Centre & Library – 3D Sketches

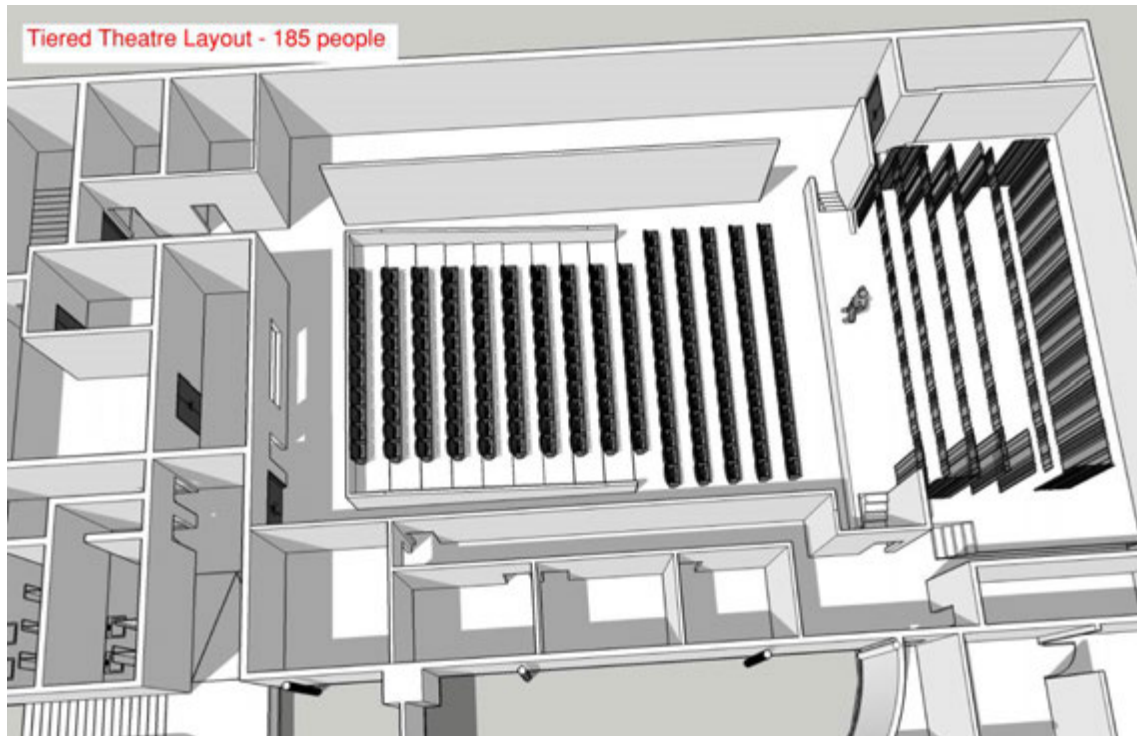
### Flat Floor Layout



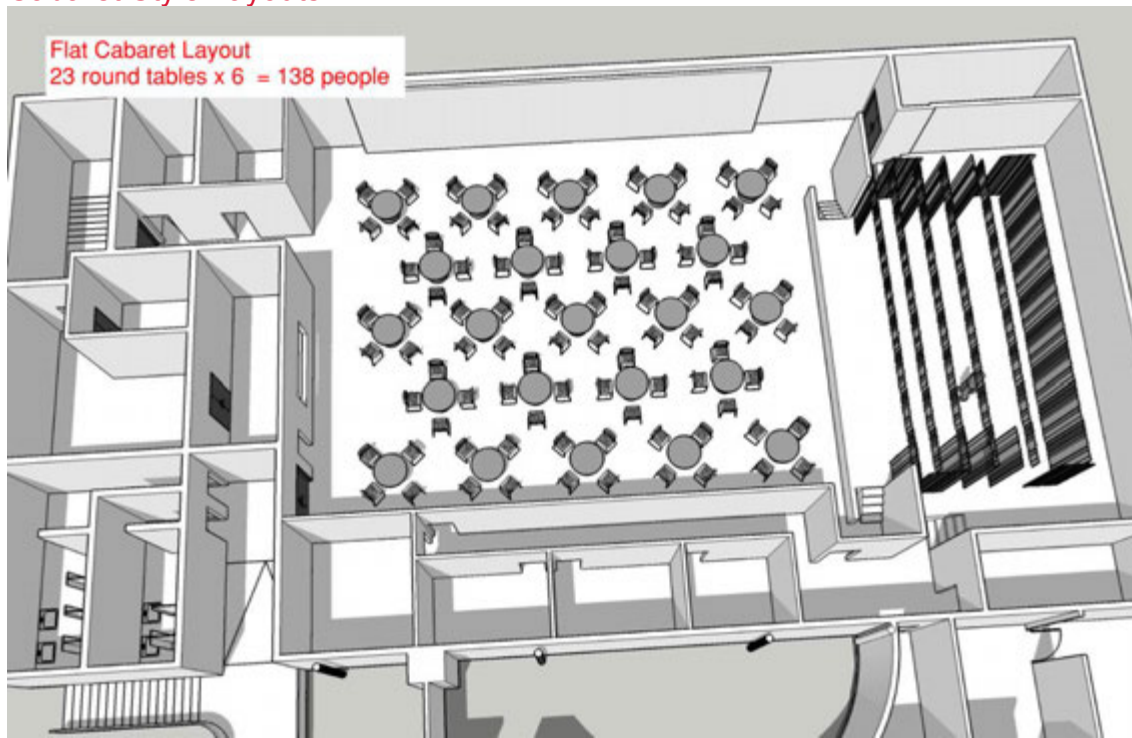


## Tiered Seating Layouts





## Cabaret Style Layouts



## **Staff Report 2017-56**

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Meeting Date: Tuesday, June 6, 2017

Subject: Proposed Sign By-law

Submitted By: Angie Mitchell, Manager, Building Services / CBO, Community Services

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### **RECOMMENDATION**

That Sign By-law 94-14, as amended and Election Sign By-law 2013-132 as amended be repealed and replaced with the proposed Sign By-law attached to Staff Report 2017-56; and

That the sign variance application fee be increased from \$358.00 to \$650.00, effective January 1, 2018; and

That a one-time unavoidable budget increase in the amount of \$86,000 be included in the 2018 budget for the proactive enforcement of the provisions of the proposed Sign By-law; and

That the Chief Building Official be authorized to finalize and make minor adjustments to the proposed by-law to give effect to the intent of Council.

### **REPORT HIGHLIGHTS**

- A cross-divisional management team was established to conduct a review of signage needs in the Town and to develop a consolidated Sign By-law
- Considerations in forming the proposed by-law included a review of sign variances processed since 2002, benchmarking with neighboring municipalities, and consultations with internal and external stakeholders
- The proposed sign by-law includes specific exemptions for public authorities, added enforcement provisions, the removal of a requirement for permit for some temporary signs, and a new internal variance process to increase efficiency and provide improved customer service
- The key changes proposed to permanent signs include the addition of projection signs, drive-thru pre-menu boards and third party signs, including billboard signs, and area expansion to where electronic signs will be permitted
- The key changes to temporary signs include the addition of banner signs, revisions to the provisions for real estate and election signs and an increase to the number of renewals per year for mobile signs, with a combined reduction in the number of mobile signs permitted per property

### **DISCUSSION**

#### **Project Background**

In August 2015, staff was directed to complete a comprehensive review of the Town's Sign By-law and report back. The purpose of this report is to provide an overview of the comprehensive review that was completed and to recommend a new Sign By-law for the Town that addresses pressures from changing perspectives towards signs, new industry standards and technology.

#### **Comprehensive Review – Key Highlights**

Building Services and Regulatory Services commenced a joint review of the Town's current Sign By-law and Election Sign By-law to address the needs expressed within the community, recent Council initiatives (such as Community Improvement Plans, heritage needs, etc.) and to meet current and expanding signage trends. Considerations for amendments were as a result of previous comments addressed by Council, notable patterns in previous variances approved by Council, public comment received through community outreach measures, benchmarking of surrounding municipalities, and internal staff consultations.

Considerations in forming the proposed by-law include the following:

#### **Review of Past Sign Variances**

Between 2002 and 2016, the Town received a total of fifty (50) sign variance applications, forty (40) of which were approved through Council. Of the applications that were approved, 74% of applicants were local businesses, 18% of applicants were school boards, and 8% of the applications approved were Town projects. The approvals were a combination of additional menu board signs, more than one ground sign per lot, site line reductions, an increase to sign area and height and the permissions for sign illumination and electronic messaging.

#### **Benchmarking with Neighbouring Municipalities**

One of the key aspects of the review was to complete a comparison of the following sign types to other neighbouring municipalities to measure best practices:

- billboard signs,
- electronic signs,
- mobile signs,
- real estate for sale and open house signs, and
- residential development signs.



Key findings indicate that signage provisions are often a balance of the needs of the community (both residents and business owners) and there isn't necessarily a one size fits all approach to signage. For example, some municipalities are silent to billboard signs, while others don't permit them at all, or permit them with restrictions. The same can be said about mobile signs; some municipalities heavily restrict the use of mobile signs, including the colours used on the signs and the materials for the display of the signs. Refer to Schedule A of this report for full details of benchmarking with other municipalities.

### **Stakeholder and Community Engagement**

A major component of the comprehensive review was collaborating with key stakeholders both internal and external to gather feedback to assist with the development of the new sign provisions.

The following measures were undertaken for this particular phase of the review:

1. Sign By-law Open House – *held on March 22*
2. Online Survey – *posted and advertised from March 22 to April 23*
3. Mail-out to all Property Owners (businesses and residents) along Highway 10 with respect to billboard signs (306 mail-outs in total)
4. Attendance at the Mayor's Business Breakfast and the Caledon Home and Lifestyle Show
5. Outreach to the Bolton Business Improvement Area committee members
6. Discussion with the Ministry of Transportation (billboards)
7. Discussion with public agencies, such as Toronto Region Conservation Authority and the Niagara Escarpment Commission
8. Consultation with signage companies that currently serve the Caledon area
9. Dialogue with mobile sign companies
10. Discussions with Town staff with respect to Roads, Planning, Zoning, Urban Design, Heritage, and Community Improvement Plans.

### **Survey Results**

The Town released a survey for the duration of thirty (30) days, which led to 244 responses (66% of which were residents, and the remaining 34% local businesses as well as signage companies having a market base within the Town).

Some of the comments and responses received through the survey include the following:

- 50% of respondents would like to see less signage throughout the Town
- 40% of respondents would like billboards prohibited, whereas another 44% of respondents would agree to permit billboards with heavy restrictions
- 80% of respondents agree that electronic signage should be permitted throughout the Town of Caledon
- 20% of respondents requested that mobile signs be prohibited, whereas 55% were more inclined to permit mobile signs with heavy restrictions

## **Staff Report 2017-56**

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- 66% of respondents agree that real estate signs, including open house signs, should be permitted with restrictions
- The majority of comments received from all respondents requested time limits for the placement of temporary signage, and noted concerns with sign pollution, driver distraction, consideration for heritage, addition of community based signs, the banning of bag signs and active enforcement to address non-compliant signs
- In addition, it was clearly noted that signage is important to the Town's local businesses and that the provisions should reflect the need for advertising to encourage a more sustainable business environment

Through internal staff consultations with respect to Heritage, Urban Design, and Community Improvement Plans, the requirement for additional review and approval relative to these plans has been addressed, noting the most restrictive of the requirements between the by-law and the additional reviews required under these plans, shall govern.

### **Proposed Key Changes - Permanent Signs**

*(see Schedule C for a visual description of sign types)*

#### **Billboards**

Subject to initial approval from the Ministry of Transportation, staff are recommending that billboard signs be permitted along Highway 10 (with the exception of areas within the Niagara Escarpment Commission Control Area) only on industrial and/or commercial vacant lots. Restrictions include the requirement to remove the sign upon submission of a development application.

#### **Electronic Signs**

The proposed by-law aims to expand the areas where electronic signage is permitted throughout the Town (Rural Service Centre area expansion from Bolton to Caledon East and Mayfield West with the exclusion of CIP and Heritage plan areas, unless approved through a site plan approval process).

#### **Projecting Signs**

Provisions added to restrict the size and location of these signs throughout the Town to industrial, commercial, institutional zones and live/work units in residential zones.

#### **Drive-Thru Pre-Menu Boards**

It is recommended that an additional ground or wall sign, referred to as a pre-menu board, be permitted in a drive-thru service facility.

#### **Permanent Sign Zoning Chart**

The current permanent sign chart utilizes both Official Plan designations and zoning, which has not been kept up to date and is difficult to interpret. Removal of Official Plan designations from the signage provisions has addressed these issues by providing clarity and ease of use. Refer to the attached Schedules A to F within Schedule B of this report, for the draft by-law and details of the proposed chart.



### **Proposed Key Changes - Temporary Signs**

*(see Schedule C for a visual description of sign types)*

#### **Elections Signs**

The main change to the provisions for election signs is to permit the placement of signs thirty-five (35) days prior to Election Day with requirements for removal of signs within seventy-two (72) hours. The size provisions have also been streamlined to not exceed 0.6m<sup>2</sup>, with the exception of any lot having a frontage greater than 50m can place a sign not exceeding 1.5m<sup>2</sup>. Election signs are not permitted on Town property or within a certain distance from all voting locations.

#### **Banner Signs**

Limited to certain zones, placed up to 8 weeks per year with size restrictions

#### **Mobile Signs**

Staff are recommending to increase the number of permits per business per year from three (3) to five (5), maintaining the existing duration of 30 days for each permit. Staff are recommending a reduction in the amount of mobile signs permitted per property. Previously measured by the distance between the signs, staff are proposing to limit one mobile per property, properties with a frontage greater than 100m will be permitted to have two as well as corner lots.

### **Other Key Changes**

#### **Internal Sign Variance Process**

To improve efficiencies in service delivery measures, Staff are proposing that all sign variance applications be processed by staff and approved or denied by the General Manager of Community Services. Staff have developed sign variance evaluation criteria, outlined in the proposed by-law, to provide methodology and consistency when evaluating and making recommendations on sign variances. It is important to note that variances beyond the scope limits would not be permitted. Delegating authority for sign variances within the scope limits will reduce the turnaround times in processing variance requests, in turn providing for improved customer service for applicants.

Proposals that will be permitted to proceed through the internal variance process include changes to a sign type's height, area, location, number, design, and proposal of any third party sign that advertises, markets, or promotes a business, product, service or activity conducted or produced, sold, stored or assembled elsewhere within the Town.

### **Enforcement**

One of the objectives of the proposed bylaw is to provide more flexibility to applicants with respect to permanent signs and to improve the balance between temporary signs, business needs and the visual quality and appearance of the community. Staff recommends that the proposed By-law take effect in January 2018 to allow time to develop internal procedures, including the internal sign variance process, and a streamlined customer service approach between both Community Services and Corporate Services, to better service applicants.

Currently staff does not have the resources to provide proactive enforcement of the proposed by-law. Staff is recommending that the by-law be enforced proactively rather than on a complaint basis. This is a different approach to the Town's enforcement of its by-laws. However, staff feels that this approach will ensure that non-complaint signs will be addressed immediately. As a result, staff is requesting that a by-law enforcement officer be hired on a contract basis to address non-compliant signage and to address the visual clutter of signs throughout the Town. In addition to enforcement it is intended that the contact position be utilized to work with staff and the business community to provide enhanced education about the by-law in order to achieve compliance.

Where signs are placed in areas regulated by external agencies such as the Niagara Escarpment Commission or a conservation authority, joint enforcement will be taken. .

The proposed by-law will apply to any sign or sign structure that is altered and/or placed after the coming into effect of this by-law and to any sign or sign structure that is not in compliance with the Building Code. Existing lawful signs will remain legal non-conforming where they no longer meet the provisions of this by-law once it comes into effect. Short form wording is being developed to support administration of new fines issued through the proposed active enforcement process. Once the short form wording has been approved by the Attorney General it will be incorporated in the final By-law.

### **Next Steps**

- Develop internal procedures for streamlined customer service approach, including the sign variance and additional review processes
- Train staff on changes and provisions of the By-law
- Implement educational campaign for community business owners
- Advertise changes on Town website and local media
- Retain a Sign Enforcement Officer to administer both the educational campaign and proactive enforcement of the proposed By-law

## **FINANCIAL IMPLICATIONS**

The current cost of a sign variance application is a \$358.00 non-refundable fee. Staff are recommending that this fee be increased to \$650.00 in 2018 based on the amount of time anticipated to process sign variance applications pursuant to the new process. Further, after a review of other municipalities, the average fee for to process a sign variance application is approximately \$780.00.

Further, staff are recommending that the Town retain the services of a contract Sign Enforcement Officer for one year to oversee the educational requirements recommended by staff, as well as administer proactive enforcement of the new by-law. The enforcement of the By-law would result in a one-time unavoidable budget increase in the 2018 budget in the amount of \$86,000 for a one year contract position. The \$86,000 encompasses one year of salary, benefits, uniform and training costs for a contract By-Law Enforcement Officer.

## **COUNCIL WORK PLAN**

Customer Service – To adopt an innovative approach that adapts to the changing needs and expectations of our community while supporting best practices

## **ATTACHMENTS**

Schedule A – Benchmarking Comparison Chart with Other Municipalities

Schedule B – Proposed Sign By-law (*including applicable schedules*)

Schedule C – Visual Description of Sign Types



**Sign By-law Comparison Chart – benchmarking with other municipalities**

The following chart was developed to outline the provision of other comparable municipalities in Ontario with respect to Billboard, Electronic, Mobile (temporary) and real estate sign types.

*Note: Electronic or Digital signs are defined differently by each municipality; therefore it was difficult to accurately compare the use. Some municipalities use the term to mean the way in which the sign was printed, while the term is used by others as an electronic means to display the message or image on the sign.*

Municipality	Billboard Signs	Electronic Signs	Mobile Signs	Real Estate open house	Real Estate for sale	Real Estate New Development
Caledon (current)	No  The By-law does not speak to billboard signs	Yes  Only permitted as a messaging center and part of a wall, ground or mobile sign, prohibited everywhere except for in industrial and commercial areas in Bolton	Yes  Cannot be placed on lands that are zoned agricultural, rural, flood plain or residential, must be a minimum distance of 30 metres between mobile signs, permit valid for 30 days and may be renewed twice in a calendar year	Yes  Three signs per open house are permitted, may be placed up to 2 hours prior to an open house and must be removed no later than 1 hour after, may not impede pedestrian or vehicle traffic or obstruct sightlines	No  The By-law does not speak to these signs as they are generally small and exempt from the requirements of a permit under Section 3 (2)	Yes  Vendor must be offering 5 or more new homes for sale in a plan of subdivision to place this kind of sign, limit of two signs may be located on a corner of an intersection on a highway, may not be placed on a highway when the sales office is closed, sign must be secured to the ground so that it cannot be readily moved
Caledon (proposed)	Yes  Consideration for approval along Highway 10 on vacant lands zoned industrial and commercial. Must be removed prior to development and must have a valid permit from Ministry of Transportation	Yes  Permitted expansion to electronic signs in areas zoned commercial, industrial and institutional (with exception of settlement areas which would require a variance) and as part of a wall, ground or mobile sign,	Yes  Only permitted in commercial, industrial or institutional zones, one mobile sign per property with the exception of properties with a minimum street line greater than 125 metres or for corner lots two signs are permitted, increasing the number of permits per year from 3 to 5 (30 day period)	Yes  May be placed up to 2 hours prior to an open house and must be removed no later than 2 hours after, may not impede pedestrian or vehicle traffic or obstruct sightlines	Yes  General provisions regarding size and safe placement but no permit required	Yes  No change, just increasing administrative practice (security deposit) and enforcement of expired signs
Brampton	Yes  Vacant commercial or industrial property that is at least 2.5 acres in size, must be removed prior to development, 328 feet away from residential zones	Yes  Included as part of a ground sign, wall sign or gas bar/drive through sign, separate provisions for each	Yes  Must be 150 feet apart, 21 day display period, 5 permits a year and one month period between issuance of permits	Yes  No permit required, set back 3.3 feet from the curb and 1 foot from a sidewalk, must be an "A" frame sign 2 feet in height	Yes  No permit required, different size requirements for signs on residential and non-residential property, one sign per lot, must be removed 30 days after property is no longer for sale	Yes  Not permitted on residential lands, must be removed either when site is developed, 48 hours after the property is no longer for sale or lease or two years from the date of approval of the building permit for the sign

Municipality	Billboard Signs	Electronic Signs	Mobile Signs	Real Estate open house	Real Estate for sale	Real Estate New Development
Halton Hills	<p>Yes</p> <p>Must be placed on vacant commercial or industrial property, must be 50 feet from any lot line and 300 feet from residential or institutional property</p>	<p>Yes</p> <p>All signs having intermittent, animation of any kind are prohibited except for electronic message centres that have stationary illumination of information that changes in not less than 4 hour intervals</p>	<p>Yes</p> <p>Must be located 25 feet from any other portable sign, permits are for a period of 60 days and four can be obtained in a year, 30 days are required between expiry and issuance of a subsequent permit</p>	<p>Yes</p> <p>May be placed on a public road allowance without a permit, must be removed within 48 hours after the open house concludes</p>	<p>Yes</p> <p>A for sale real estate sign does not require a permit, only one sign is permitted on a residential or institutional lot, on a commercial or industrial lot one sign is permitted for every 50 feet of frontage</p>	<p>Yes</p> <p>The By-law includes regulations for subdivision and model home directional signs, off-site subdivision development point of sale signs and on-site subdivision development point of sale signs</p>
New Tecumseth	<p>Yes</p> <p>One billboard per lot on vacant commercial or industrial land, must be 500 metres from any other billboard and 100 metres from a residential zone, only 4 billboards are permitted within the Town</p>	<p>Yes</p> <p>Permitted in all zones but residential zones, 1 per lot is permitted and the message duration shall not exceed 5 seconds</p>	<p>Yes</p> <p>Not permitted in residential zones, must be on the property of the business being advertised, 1 sign per lot, three 30 day permits can be obtained in a year</p>	<p>Yes</p> <p>Permitted in any zone without permit, may be displayed during the hours of the open house but must be removed before sunset, allowed on road allowance</p>	<p>Yes</p> <p>Permitted in any zone without permit, one sign per street frontage, if the frontage is 100 metres or more 2 signs are permitted</p>	<p>Yes</p> <p>Separate provisions apply to land development signs and residential development "A" frame signs, each must be removed 2 years after the issuance of the permit or when the development is complete or occupied</p>
Orangeville	<p>Yes</p> <p>Off-premises/Billboard signs are prohibited in Orangeville</p>	<p>Yes</p> <p>May be incorporated as part of a ground or wall sign, permitted in commercial industrial and institutional zones, not permitted in residential zones, the ground or wall sign regulations would apply</p>	<p>Yes</p> <p>May be placed in any zone except residential, must be located on same property as the advertised business, permit is issued for 1 year, 1 sign per 45 metres of highway frontage, maximum 4 signs for a lot</p>	<p>Yes</p> <p>May be placed on a highway in any zone without a permit, only two of these signs shall be placed in relation to each lot being advertised</p>	<p>Yes</p> <p>May be placed on a highway in any zone without a permit, only two of these signs shall be placed in relation to each lot being advertised</p>	<p>Yes</p> <p>May only be placed on the development site, one ground or wall sign per .4 hectares to a maximum of 4 signs, must be removed within 90 days of the completion of the project, permitted in any zone</p>

Municipality	Billboard Signs	Electronic Signs	Mobile Signs	Real Estate open house	Real Estate for sale	Real Estate New Development
King Township	<p>Yes</p> <p>Although billboards are not identified, they would likely be prohibited as a third party sign</p>	<p>Yes</p> <p>A static electronic display may be incorporated into a ground sign as long as it does not exceed 50% of the sign area</p>	<p>Yes</p> <p>May be placed on commercial, industrial or institutional property, permit is valid for 30 days, 30 days prior to subsequent permit being granted, must be set back 15 metres from any other temporary sign, one sign per lot</p>	<p>Yes</p> <p>May be placed in all zones but do not require a permit, sign may only be installed for the date of the event and must be removed 4 hours following the event</p>	<p>Yes</p> <p>Permitted in all zones without a permit, one sign per property, the sign must be removed 30 days after the sale of lease of the property</p>	<p>Yes</p> <p>One development sign per property except where a minimum distance of 300 metres exists, in this case up to 4 signs are permitted on a property, signs must be located on the property being advertised, the duration of the permit is for one year but may be renewed, development signs must be at least 50 metres from any residential zone, development flags and one wall sign are permitted</p>
Vaughan	<p>Yes</p> <p>Must be 600 metres from any other poster panel on the same side of the street, 100 metres from residential land, maximum 100 poster panels in Vaughan</p>	<p>Yes</p> <p>Included as part of a ground sign on commercial or industrial lots, maximum 25% of the sign area and requires a minimum of 15 seconds between messages changing</p>	<p>Yes</p> <p>A permit is granted for a period of 21 days, 4 permits per year may be obtained, must be a period of 21 days between permits, must be 72 feet between signs located on different properties, 2 signs permitted on one property</p>	<p>No</p> <p>These signs do not appear to be specifically addressed in this By-law</p>	<p>Yes</p> <p>Does not require a permit, only 1 permitted on a lot, must be removed 14 days after the date of acceptance of an offer or the lease or rental of the property</p>	<p>Yes</p> <p>Must be located on the property being advertised, two signs with a maximum sign face area of 20 sq.m. are permitted, does not speak to the time in which they must be removed</p>
Mono	<p>Yes</p> <p>Billboards are included as a third party sign, third party signs are prohibited</p>	<p>Yes</p> <p>Any scrolling digital sign is prohibited</p>	<p>Yes</p> <p>Permitted in commercial, industrial and institutional zones, may have two faces 4 square metres each</p>	<p>No</p>	<p>Yes</p> <p>A permit is not required and the sign may be placed for a period not exceeding six months</p>	<p>No</p>

**THE CORPORATION OF THE TOWN OF CALEDON  
BY-LAW NO. 2017-xxx**

A by-law to regulate the size, *use*, location and maintenance of *signs* and elections *signs* within the *Town* of Caledon and to repeal By-law 94-14, as amended and By-law 2013-132

WHEREAS Section 11(3), paragraph 7, of the *Municipal Act*, 001, S.O. 2001, c. 25 as amended (hereinafter referred to as the *Municipal Act*, 2001) authorizes a municipality to pass a By-law respecting structures, including *signs*;

AND WHEREAS Section 11(3) of the *Municipal Act*, 2001, authorizes a municipality to regulate or prohibit in respect to matters within their jurisdiction, including *signs*, and to regulate *Persons* to obtain *permits* and provide for a system of obtaining *permits* in relation to those matters;

AND WHEREAS Section 391.1 (a) of the *Municipal Act*, 2001 provides that a municipality may pass by-laws imposing fees or charges on *Persons* for services or activities provided or done by or on behalf of it including *permit* fees for a *sign Permit*;

AND WHEREAS the *Council* of The Corporation of the *Town* of Caledon deems it necessary to regulate *signs* within the *Town* of Caledon;

NOW THEREFORE the *Council* of The Corporation of the *Town* of Caledon ENACTS AS FOLLOWS.

**Short Title**

This By-law shall be known as the “*Sign By-law*”.

**Part 1 – Definitions**

In this by-law:

- 1.1 “*Alter, altered or alteration*” means any change to a *sign* or *sign* face with the exception of:
  - (a) a change in the message displayed by a *sign*;
  - (b) the re-arrangement of numerals, letters or copy graphic applied directly to the face of a *sign* specifically *designed* and intended to be periodically rearranged; or
  - (c) maintenance, including *replacement* by identical components, as required by this by-law;
- 1.2 “*Awning sign*” means a *sign* in the form of a roof-like cover that is comprised of either a rigid or a non-rigid material mounted on a frame that is either retractable or fixed, and is attached to a wall of a building, but does not include a *canopy sign*;

- 1.3 “*Banner sign*” means a *sign* in the form of a non-rigid material, attached to a building or to a structure, but does not include a flag or an *awning sign*;
- 1.4 “*Billboard sign*” means a *third party sign placed* and maintained on a property by a *person*, firm, or corporation engaged in the sale or rental of the space on the *sign* to a client, but does not include a *temporary sign*;
- 1.5 “*Canopy sign*” means a *sign* affixed to a permanent rigid structure with or without supporting columns attached to and projecting from the exterior face of a building but does not include an *awning sign* or freestanding *canopy sign*, and “marquee” has the corresponding meaning;
- 1.6 “*Chief Building Official*” means the *Chief Building Official* appointed by *Town of Caledon* pursuant to the Building Code Act, as amended;
- 1.7 “*Commercial Zone*” means any *Commercial Zone* as identified in the *Town of Caledon's Zoning By-law*;
- 1.8 “*Construction site sign*” means a *sign* on a *lot* or a *premises* that identifies the contractor, builder or construction company and/or combination thereof involved in the ongoing construction, demolition or maintenance on that *lot* or *premises*;
- 1.9 “*Corner lot*” means a *lot* situated at the intersection of two *street lines* which contain an angle of not more than 100 degrees;
- 1.10 “*Council*” means the *Council* of The Corporation of the *Town of Caledon*;
- 1.11 “*Development area*” means an area which is appropriately *zoned* for the advertised development or for which a valid application to *permit* such development is under consideration by the *Town*;
- 1.12 “*Designate*” means an employee of the *Town Designated* by *Chief Building Official* to assist with the administration of this by-law;
- 1.12 “*Digital sign*” (see “*electronic sign*”)
- 1.13 “*Drive-through service facility*” means a building or structure or part thereof where goods and/or services are offered to the public within a parked or stationary vehicle by way of a service window or kiosk, where goods, money or materials are exchanged. Kiosks within a parking garage or associated with a surface parking *lot* are not considered to be drive-through service *uses*
- 1.14 “*Election day*” means the day on which the final vote is to be taken in an election;
- 1.15 “*Election sign*” means a *sign* that is entirely intended to advertise or promote a candidate in a municipal, provincial or federal political election;
- 1.16 “*Electronic copy*” means any portion of a *sign* which is illuminated, computer controlled and which displays information by way of a prearranged or variable sequence of either moving or static electronically generated letters, words, light patterns;



- 1.17 “*Electronic sign*” means a *sign* that displays, in whole or in part, *electronic copy* and includes fluorescent, high intensity, incandescent, LED and neon displays, and “*digital sign*” has the corresponding meaning;
- 1.18 “*Ground sign*” means a *sign*, *placed* in a fixed location, visibly separated from a building or structure, and supported by one or more uprights, poles, braces, or on a structural base *placed* in or upon the ground, but does not include a *third party sign* nor a *billboard sign*;
- 1.19 “*Height*” means the vertical distance measured from the lowest grade immediately below the *sign* to the highest point of the *sign* or *sign structure*, whichever is greatest;
- 1.20 “*Identifiable group*” means any section of the public distinguished by colour, gender, race, ancestry, ethnic origin, sexual orientation or disability.
- 1.21 “*Illumination*” means lighting of the *sign*, in whole or in part, by artificial means and, when used in reference to:
- (a) *internal illumination*, means lighting the *sign* face with a light source located within the *sign*; and
  - (b) *external illumination*, means having a light source exterior to the *sign* and on, or directed at the *sign*;
- 1.22 “*Lot*” means a parcel or contiguous parcels of land in one ownership which is capable of being legally conveyed in accordance with the Planning Act, as amended, or is described in accordance with a registered plan of condominium.
- 1.23 “*Menu board*” means a *sign placed* as part of a drive-thru service facility and *used* to display and provide pricing for goods, food and/or services available at the *premises*;
- 1.24 “*Mobile sign*” means a *sign* which is specifically *Designated* or intended to be readily moved from one location to another and which does not rely on a building or fixed foundation for its structural support, but does not include a *sign* attached to a vehicle where the principal *use* of the vehicle is the transportation of people, goods and other material, nor a *banner sign*, a real-estate *sign*, an open-house real-estate *sign*, a *residential development sign* and a *relocatable sign*;
- 1.25 “*Municipal Act*” means the *Municipal Act, 2001*, S.O. 2001, c. 25 as amended;
- 1.26 “*Ontario Building Code*” means the *Ontario Building Code* established under the *Building Code Act, 1992*, S.O. 1992, c. 23, as amended;
- 1.27 “*Open house real estate sign*” means a *sign* intended to direct traffic to a residence for sale or lease but shall not include a *residential development sign*;
- 1.28 “*Owner*” means a *person* who owns or is in control of the *lot*, *premises*, building or other structure or part thereof, and includes a lessee or a mortgagee in possession thereof;

- 1.29 “*Permanent sign*” means a *sign* that is installed, applied, projected onto or affixed to any building or structure, and includes a *ground sign*, *wall sign*, *canopy sign*, *awning sign*, pre-menu and *menu board*, *billboard sign*, and *traffic circulation control sign*;
- 1.30 “*Permit*” means a *permit* issued under this by-law *permitting the placement of a sign*;
- 1.31 “*Person*” means an individual, association, firm, partnership, corporation, trust, incorporated company, corporation created under the *Condominium Act, 1998*, S.O. 1998, c 19, organization, trustee or agent, and the heirs, executors or other legal representatives of a *person* to whom the context can apply according to law;
- 1.32 “*Place*” shall mean the *placement*, installation or relocation of any *sign* or part thereof;
- 1.33 “*Pre-menu board*” means a *sign placed* at the entry to a *queuing lane* of a drive-thru facility and *used* to display goods, food and/or services available at the *premises*;
- 1.34 “*Premises*” means the area of a building and *lot* or part thereof occupied by a business or enterprise. In a multiple tenancy building occupied by more than one business, each business area shall be considered a separate *premises*;
- 1.35 “*Projecting sign*” means a *sign* other than a *wall sign* which is affixed to the wall of a building and which projects approximately perpendicular from the wall to which it is affixed but does not include a *canopy sign* or *awning sign*;
- 1.36 “*Public authority*” means any department, appointed agency or commission of the Government of Canada, Province of Ontario, *Regional Municipality of Peel* or *Town of Caledon* governmental body, commission, committee, school board, public transit authority, department or agency, conservation authority or a local hydro utility;
- 1.37 “*Queuing lane*” means an area of land that is *used* exclusively for motor vehicles whose occupants are waiting to be provided with goods, materials or services (queuing space)
- 1.38 “*Real estate sign*” shall mean a *sign* advertising the sale, rental or lease of a *lot* or *premises*, but shall not include a residential or non-residential *development sign*;
- 1.39 “*Region*” means The *Regional Municipality of Peel*;
- 1.40 “*Relocatable sign*” means any *sign* which is specifically *designed* or intended to be moved from one location to another, which does not rely on a building or a fixed foundation for its support, and includes *signs* commonly known as A-frame or sandwich board but does not include a *mobile sign*;
- 1.41 “*Residential development sign*” means a *sign placed* on any lands, buildings or structures which displays a message or information regarding a proposed or in progress residential development;
- 1.42 “*Setback*” means the horizontal distance from a property line or defined physical feature measured at right angles from such line or feature to the nearest part of any building or structure on the *lot*;

- 1.43 “*Settlement area*” means built up areas where development is concentrated and which have a mix of land *uses*; and lands which have been *Designated* in an official plan for development;
- 1.44 “*Sight triangle*” means the triangular space on a *lot* formed by two intersecting *street lines* and a line drawn from a point on one *street line* across such *lot* to a point in the other *street line*, each such point being the required distance from the point of intersection of the *street lines* (measured along the *street lines*). Where the two *street lines* do not intersect at a point, the point of intersection of the *street lines* shall be deemed to be the intersection of the projection of the *street lines* or the intersection of the tangent to the *street lines*. The distance from the point of intersection of the *street lines* and forming the *sight triangle* shall be 9m, except where one of the *street lines* is a *Regional Road*, where the distance shall be 15m;
- 1.45 “*Sign*” shall mean any advertising or notification device and any visual medium including its structure and other component parts, which is *used* or is capable of being *used* to attract attention to a specific subject matter, other than itself, for identification, information, or advertising purposes, but does not include vehicle image wrapping or film only, on any vehicle, including a motor vehicle, where such vehicle or motor vehicle acts as a *sign structure* for the wrapping or film;
- 1.46 “*Sign area*” shall mean:
- (a) the area of the display surface including the border and/or the frame; or
  - (b) the aggregate area of the display surfaces lying within the extremities of and wholly enclosing the individual components of the *sign*, if the *sign* does not have a border or frame, is comprised of individual characters or components or is located on a canopy or awning; or
  - (c) where a *sign* has two display surfaces, with the thickness of the *sign* not greater than what is required to accommodate the structure and not *used* as a display surface, the area of one display surface;
- 1.47 “*Sign sleeve*” means an area on a pole or other structure within which posters may be *placed* in accordance with the provisions of this by-law;
- 1.48 “*Sign structure*” means the support, uprights, bracing and framework of a *sign*;
- 1.49 “*Special event*” means an event organized for a charitable, social, cultural, promotional, fundraising or recreational purpose;
- 1.50 “*Street*” shall mean a public thoroughfare under the jurisdiction of either the *Town*, the *Region* or the Province of Ontario. This definition shall not include a private lane, a private right-of-way or a private road. *Street* allowance and “*Public Highway*” shall have the corresponding meaning;
- 1.51 “*Street line*” means the limit of a *street* allowance and is the dividing line between a *lot* and a *street*;
- 1.52 “*Temporary sign*” means a *sign* that is not permanently installed or affixed to any structure or building, and includes *mobile signs*, *banner signs*, *real estate signs* including open house *signs*, *election signs*, *poster signs*, *relocatable signs*, *construction site signs*, and residential development *signs*;

- 1.53 “*Third party sign*” means a *sign placed* and maintained to advertise, market or promote a business, product, service or activity not conducted or produced, sold, stored or assembled within the building or upon the *lot* or *premises* on which the *sign* is *placed* and does not include an off-site *residential development sign* or a *sign* advertising a *special event*;
- 1.54 “*Through lot*” means a *lot*, other than a *corner lot*, which has access on two or more *street lines*;
- 1.55 “*Town*” means The Corporation of the *Town* of Caledon;
- 1.56 “*Town Designate*” means a *person* who is an employee of the *Town*, and who has been appointed by *Council* to administer and/or enforce all or part of this By-law on behalf of the *Town*, and shall include any and all municipal law enforcement officers.
- 1.57 “*Traffic circulation control sign*” means a *sign* located on private property for the purpose of directing pedestrian and vehicular traffic on that property;
- 1.58 “*Unsafe sign*” means a *sign* or *sign structure* which is structurally unsafe, or which constitutes a risk to the health and safety of a *person*, including but not limited to fire, traffic, or pedestrian hazard, or which impedes a means of egress from any *lot* or building;
- 1.59 “*Use*” means the purpose for which any portion of a *lot*, building or structure is *designed*, arranged, intended, occupied or maintained.
- 1.60 “*Wall sign*” means a *sign* that is marked or inscribed on, *placed* or affixed to and structurally supported on the wall of a building which is parallel to and projects not more than 0.25m. from the face of the building and a structure;
- 1.61 “*Zone*” means a *Designated* area of land *use* in accordance with the *Zoning By-law*
- 1.62 “*Zoning By-law*” shall mean The *Zoning By-law* of the *Town*, as amended.

## **Part 2 – Scope and Application**

- 2.1 The provisions of this by-law shall apply to all lands within the limits of the *Town*.
- 2.2 The requirements of this by-law shall not apply with respect to signs placed by a public authority, or under the direction of such a body, such as but not limited to memorial *signs* and plaques, official *signs*, traffic *signs*, rail road crossing *signs*, safety *signs*, *signs* identifying public schools or public buildings, *signs placed* or maintained by or on behalf of a public transit authority, public information *signs*, and other *signs* of a similar nature, but does not include a third party sign.
- 2.3 Notwithstanding subsection 2.2, a *public authority* shall obtain a *permit* and/or approvals through the applicable authority having jurisdiction, with the exemption of *temporary signs*.
- 2.4 The intent of this by-law is to regulate *signs* in relation to business needs, community

appearance, safety and the impact on areas, properties or buildings identified for their historical *significance*.

### **Part 3 – General Prohibitions**

- 3.1 Neither the granting of a *permit*, nor the review of the plans and specifications, nor inspections made by the *Town*, shall in any way relieve the *owner*, or any other *person*, from complying with any requirements set out in this by-law, nor from carrying out any work required pursuant to this by-law or requirements herein.
- 3.2 No *person* shall make an application for a *sign permit* who is not the *owner* of the property, or the *owner's* authorized agent, to which the application applies.
- 3.3 No *person* shall knowingly submit false or misleading information or documents, or knowingly make omissions that may mislead in connection with any application for a *sign permit*.
- 3.4 The *owner* of the lands or *premises* upon which any *sign* is located shall maintain or cause such *sign* to be maintained in a proper state of repair so that such *sign* does not become an *unsafe sign*, or unsightly in the opinion of the *Town*.
- 3.5 *Signs* are not *permitted* on *public lands*, except for:
- (a) *open house real estate signs* in accordance with subsection 7.3 of this by-law,
  - (b) *third party signs* authorized by the *Chief Building Official* as determined in accordance with subsection 4.11 of this by-law
  - (b) *signs* advertising *special events* in accordance with subsection 7.5 of this by-law.
- 3.6 No *person* shall *place* or maintain a *sign* upon a *lot* or *premises* unless it advertises or provides information with respect to a *use* that is *permitted* under the *Zoning By-law* for the *lot* or *premises* on which the *sign* is situated, except for:
- (a) *open house real estate signs* in accordance with subsection 7.3 of this by-law;
  - (b) *election signs* in accordance with subsection 7.4 of this by-law;
  - (c) *third party signs* authorized by the *Chief Building Official* as determined in accordance with subsection 4.11 of this by-law;
  - (d) *signs* advertising *special events* in accordance with subsection 7.5 of this by-law.
- 3.7 No *person* shall *place*, display, repair or *alter*, or cause or *permit* to be *placed*, displayed, repaired or *altered*:
- (a) a *sign* in conflict with any *Council* approved plan or initiative, including but not limited to a Caledon Improvement Plan, Urban Design Guidelines and a Heritage Conservation District Plan, unless approval has been granted by the *Chief Building Official*;
  - (b) a *sign* that encroaches into a *Designated* fire route;
  - (c) a *sign* which depicts violence, nudity or other sexually explicit conduct, or any message that is deemed by the *Town* to be offensive or negative;
  - (d) a *sign that displays a message* promoting violence, hatred, or contempt



- against any *identifiable group*;
- (e) a *sign* that contravenes federal/provincial legislation;
- (f) a *sign* that advertise restricted products (i.e. tobacco, alcohol, etc.);
- (g) a *sign* located within a *sight triangle*;
- (h) a *sign* that will impede or hinder a view of a public highway or a railway crossing;
- (i) a *sign* that obstructs any exits, windows, doors, fire escapes, ventilation equipment, or access to a building by a firefighter;
- (j) a *sign* that will impede or hinder or prevent parking by vehicles on private or public lands, or on a public highway, and will eliminate a public parking space required by law;
- (k) a *sign* that obstructs the view of any pedestrian, cyclist or motor vehicle driver so as to create a hazardous condition;
- (l) a *sign* which imitates in any way an emergency *signal* or *sign*, or a provincially authorized or municipally authorized or *Regionally* authorized traffic control device; and
- (m) a *sign* not specifically authorized by the provisions of this by-law.

#### **Part 4 – Administration and Permit**

The *Chief Building Official* and their *Designate* is responsible for the administration of this by-law and is delegated the authority to receive applications and any fees established under this by-law. The *Chief Building Official* and their *Town Designate* is also authorized to issue, revoke, or refuse to issue *permits*, including imposing conditions thereto, in accordance with this by-law.

##### **4.1 SIGN PERMIT REQUIRED:**

- (a) Except as provided in subsection 4.2, no *person* shall *place* or *cause* to be *placed* or *alter* or *cause* to be *altered* a *sign* prior to obtaining a *permit* from the *Town*.
- (b) A *sign permit* shall not be issued to *place* or *alter* a *sign* unless an application for the *sign* has been submitted in accordance with subsection 4.3 and is in conformity with this by-law, the *Ontario Building Code* and all other applicable laws and by-laws regulating *signage*.

##### **4.2 SIGNS NOT REQUIRING A PERMIT:**

The following *signs* may be *placed* or *altered* without a *permit*.

- (a) a *sign*, except for an *awning*, *canopy*, *projecting* or *wall sign*, not exceeding 0.55m<sup>2</sup> in area, except where *permitted* otherwise in this by-law;
- (b) an *awning*, *canopy*, *projecting* or *wall sign* not exceeding 0.4m<sup>2</sup> in area, where the projection of the *sign* from the building wall to which it is affixed, does not exceed 0.2m;
- (c) a flag bearing the crest or *insignia* of any corporation, government, agency or religious, cultural, charitable or fraternal organization;

- (d) a small *sign* displayed for the direction of the public including a *sign* that identifies rest rooms, freight entrances and such other similar directional *signs*;
- (e) public transit shelter advertising or any advertising on *street* furniture and fixtures approved by the *Town* or *Region*;
- (f) *signs* customarily displayed on gasoline pumps which are an integral part of the pump or pump island design;
- (g) *signs* painted on glass in a window or door;
- (h) a *sign* affixed to a wall entry feature displaying the name of a residential or other type of community approved by the *Town*;
- (i) *real estate signs* and *open house real estate signs* in conformance with subsection 7.3;
- (j) a *sign* composed of shrubs, grasses, flowers, ornamental plants and landscape elements including rocks, or lumber rails laid horizontally on the ground;
- (k) an *election sign*;
- (l) a *banner sign*; and
- (m) a *relocatable sign*.

#### 4.3 **APPLICATION REQUIREMENTS FOR A SIGN PERMIT:**

Every application for a *sign permit* shall include:

- (a) A completed application form as prescribed by the *Town*;
- (b) two copies of a site plan, drawn to scale and fully dimensioned, showing the dimensions of the *lot* on which the *sign* is to be *placed* or *altered*, the centre line of all *streets* surrounding the *lot*, the location of all existing and proposed buildings, structures and *signs* on the *lot*, and the dimensions of the proposed *sign* in relation to the *lot* lines, *sight triangles*, traffic lights, buildings and other structures;
- (c) two copies of all plans, elevations and specifications drawn to scale and fully dimensioned, showing sufficient detail to determine compliance with this by-law, and the *Ontario Building Code* including location, size, *height* and graphics of all proposed and existing *signs*, construction materials and specifications respecting structural support and framework of the *sign*; the message to be displayed on the *sign*; whether the *sign* is or is to be illuminated and, if so, the means by which it is, or is to be illuminated; if the *sign* is an *electronic sign*, in whole or in part, the size of the *electronic copy* in relation to the remainder of the *sign*, the lux and timing of the messages; and

- (d) full payment of the required fee and security deposit in accordance with the *Town's Fees and Charges By-law*;
- (e) an application for a *mobile sign permit* shall, in lieu of the items required under clauses 4.3(b) and 4.3(c) include:
  - (i) proof of insurance for *mobile signs*;
  - (ii) written permission of the property management or the *person* in charge of the *lot*;
  - (iii) proposed dates for *placement* and removal of *sign(s)*; and
  - (iv) information with respect to number and locations of the proposed *sign(s)*.
- (f) Every application shall:
  - (i) be made by the *owner* of the *sign* or proposed *sign*, or by the *owner's* authorized agent; and
  - (ii) be accompanied by consent in writing from the *owner* of the lands upon which the *sign* is, or is to be located, indicating that the *owner* consents to the location of the *sign* on the lands.
- (g) A *permit* may be issued where the application is in conformity with the requirements of this by-law, any other applicable *Town* by-law, the Building Code Act and any other Applicable Law.
- (h) Where a *permit* has been issued pursuant to this by-law, no *person* shall *place*, display, repair or *alter*, or cause or *permit* to be erected, displayed, repaired or *altered*, any *sign* except in accordance with the plans and documents and other information on the basis of which the *permit* was issued.
- (i) A *permit* issued for a *temporary sign* or a *mobile sign* may be renewed up to five times in a calendar year.
- (j) The issuance of any *permit* shall not relieve the *permittee* from compliance with any other applicable law.

#### 4.4 REVISIONS TO APPLICATION OR *PERMIT*:

Revisions made after the issuance of a *sign permit*, requires the applicant to apply and obtain a revised *sign permit* and pay the applicable fees in accordance with the *Town's Fees and Charges By-law*.

#### 4.5 ABANDONED *PERMIT* APPLICATIONS:

Where an application for a *sign permit* remains inactive or incomplete for six months after it is submitted, the *Town* may deem the application to have been abandoned and cancel the application.

#### 4.6 **REVOCATION OF *PERMIT*:**

A *permit* may be revoked by the *Town* under the following circumstances:

- (a) if it was issued on mistaken, false or incorrect information;
- (b) if the construction of the *sign*, in the opinion of the *Chief Building Official* or their *Designate*, has not substantially commenced within six (6) months after issuance of the *permit* or it has been substantially suspended or discontinued for a period of more than six (6) months;
- (c) if it was issued in error; or
- (d) if the *owner* requests in writing that it be revoked.

#### 4.7 **ADDITIONAL REVIEW OF *PERMIT* APPLICATION:**

- (a) *Signs* requiring a *permit* which are proposed to be *placed* on a building or *lot* pursuant to the conditions listed below may be subject to review and approval by the Division responsible for planning and development within the *Town* for conformity with any applicable heritage, *signage* and *streetscape* policies, studies and guidelines, of the *Town* or otherwise, prior to the issuance of the *permit*.
  - (i) a *Designated* property pursuant to Part IV of the *Ontario Heritage Act*, R.S.O. 1990, c. O.18;
  - (ii) located within a heritage conservation district that has been so *Designated* by pursuant to Part V of the *Ontario Heritage Act*;
  - (iii) located within an approved Community Improvement Area; or
  - (iv) required to undergo a site plan approval.
- (b) In addition to the requirements in subsection 4.3 of this by-law, all *sign permit* applications that are subject to an additional review shall be accompanied by plans drawn to scale and fully dimensions clearly showing;
  - (i) the type, character, and *design* of the proposed *sign* including proposed colours, materials, lettering and fonts; and
  - (ii) any other information prescribed or required by the *Town*.
- (c) The provisions with respect to any other approval shall be deemed binding where there is a discrepancy between the provisions in this by-law and another approval, the most restrictive of any individual provision shall apply.
- (d) The provisions in subsection 4.7 of this by-law shall not apply to *mobile signs* and *banner signs*.

#### 4.8 **EFFECT OF SITE PLAN APPROVAL:**

Where a Site Plan Approval has been granted pursuant to section 41 of the *Planning Act*, as amended, all *signs* that were included in the approved Site Plan shall be deemed to comply with the provisions of this by-law with respect to the requirements pursuant to this by-law with the exception of obtaining a *permit* and any other applicable approvals.

#### 4.9 **SIGNS IN NIAGARA ESCARPMENT DEVELOPMENT CONTROL AREA**

All *signs* erected, displayed, repaired, or *altered* within the Niagara Escarpment Development Control Area shall conform to the requirements of the Niagara Escarpment Planning and Development Act.

#### 4.10 **EXISTING SIGNS:**

Any *sign* that was lawfully *placed* prior to the effective date of this by-law but does not conform with one or more provisions of this by-law, may remain and continue to be *used* and maintained but shall not be relocated or changed in size or dimensions, unless such relocation or change would bring the *sign* into compliance with the provisions of this by-law and, where it is required by this by-law, a *sign permit* for such relocation or change has been issued.

#### 4.11 **SIGN VARIANCES:**

Where the proposed *sign* does not comply with one or more provisions of this by-law, the applicant may choose to submit an application requesting a variance from provision(s) of this by-law in accordance with the following provisions:

- (a) An application for variance from the provision(s) of this by-law shall be made on the form prescribed by the *Chief Building Official* and shall be accompanied by the fees and documents, in accordance with the *Town's Fees and Charges By-law*.
- (b) The General Manager, Community Services is authorized to process *sign* variance requests that are within the scope limits outlined below:
  - (i) up to one additional *sign* on a premise over the limit prescribed elsewhere in this by-law, provided the additional *sign* meets all other provisions of this by-law and is a *permitted sign* type,

OR

- (ii) a combination of the following for a *sign permitted* in this by-law:
  - a) An increase in the maximum *permitted sign area* under this by-law;
  - b) An increase in the maximum *permitted sign height* under this by-law;
  - c) Location of the *sign on the lot*;



- d) Proposed *electronic sign* provisions out of scope of this by-law,
- d) Proposed *illumination* out of scope of this by-law,
- e) Projection of a *sign* above a roof line of a building or wall to which it is attached; and
- f) Projection of the *sign* beyond the wall of the building face,

OR

- (iii) a *third party sign* that advertises, markets or promotes a business, product, service or activity conducted or produced, sold, stored or assembled elsewhere within the *Town*.
- (c) The General Manager, Community Services is only authorized to *permit* variances to any *sign* within the scope of either sub clause (i) or (ii) or (iii) and cannot authorize a variance to any *sign* under more than one of the three categories.
- (d) The General Manager, Community Services is only authorized to *permit* a variance to *permit a third party sign* within the scope of sub clause (iii) in conjunction with one or more *Town Designates*.

**Evaluation Criteria:** In considering the application for a variance, the General Manager, Community Services shall have regard for:

1. **Physical difficulties:** Where due to special circumstances, pre-existing conditions of the building, layout or topography of the subject land, it is difficult to comply with the provisions of this by-law.
2. **Consistency with the architectural features of the building:** Where the proposed *sign* blends well with the architectural features of the building and granting the *sign* variance will result in a more aesthetically pleasing visual appearance of the building for the community.
3. **Consistency with the character of the neighbourhood:** Where the *sign* variance, if granted, will not *alter* the essential character of the neighbourhood and will have no adverse impact on the *Town's* urban *design*, community improvement plans, or cultural heritage.
4. **No adverse impact to the adjacent property or general public:** Such adverse impact may include but is not limited to: *illumination*, obstruction of other *signage*, obstruction of natural light, distance to the adjacent buildings and properties, etc.
5. **Adherence to Corporate Branding:** Where not granting a *sign* variance results in a conflict in corporate branding requirements such as updated/new logos or trademarks.
6. **Amount of deviation:** Consideration shall be given to minimize the amount of deviation from this by-law where possible.
7. **Impact on safety, traffic and accessibility:** The proposed *sign* variance, if granted, will not increase fire or traffic hazard or otherwise endanger public safety or negatively impact accessibility.
8. **Result in greater convenience to the public:** Granting of the variance will result in greater convenience to the public in identifying the business location for which a *sign* variance is sought.

**Decision is Final:** The decision made by the General Manager, Community Services shall be deemed final, without any further right of appeal.

## **Part 5 – General Provisions**

The following provisions shall apply in all *zones* and to all *land-use* categories.

### **5.1 RESTRICTIONS ON TYPES OF SIGNS:**

Except for any *signs* provided under subsection 4.2 only the following types of *signs* are *permitted* in the *Town* and subject to the applicable provisions contained in this by-law, including the requirement to obtain a *permit* in accordance with subsection 4.1:

- (a) wall, awning, canopy and projecting wall;
- (b) ground;
- (c) *menu board* and *pre-menu boards*;
- (d) traffic circulation control;
- (c) *third party signs* including *billboard signs*;
- (d) *mobile signs*;
- (e) *banner signs*;
- (f) *real estate signs* including *open house signs*;
- (g) *election signs*;
- (h) *poster signs*;
- (i) *relocatable signs*;
- (j) *construction site signs*; and
- (k) *residential development signs*.

### **5.2 ILLUMINATION:**

- (a) *Signs* shall not be illuminated in such a way that either the *sign* or the method of *illumination* creates a hazard or a nuisance.
- (b) Notwithstanding any provisions contained elsewhere in this by-law, *signs* facing and within 50m of properties within a residential *zone* shall not be illuminated.
- (c) Where a *sign* is *permitted* to be illuminated, the method(s) of *illumination* shall comply with the provisions contained within this Part 6 of this by-law.
- (d) *Illumination* shall be of a constant intensity, and shall not blink, flash or give the appearance of movement.

## 5.2 **ELECTRONIC SIGNS (DIGITAL SIGNS):**

- (a) *Electronic signs* are permitted to be incorporated as part of the *design* of a *ground sign*, *wall sign*, or *mobile sign* only, except as specified in clause 5.3.2.
- (b) *Altering an electronic copy* (messaging centre) is prohibited within the *design* of a *wall sign*.
- (c) *Signs* shall not display *electronic copy* in such a way that the *electronic sign* creates a hazard or a nuisance.
- (d) Notwithstanding any provisions contained elsewhere in this by-law, an *electronic sign* shall not be located within 50m of properties within a residential zone or within 50m of a traffic light.
- (e) A *sign* displaying *electronic copy* that is either moving or static shall be *designed* so as to cease operating in the case of a malfunction.
- (f) All *electronic copy* displayed must be provided with automatic dimming software or solar sensors to control brightness for nighttime viewing and varying daytime lighting conditions.
- (g) All *electronic copy* on the *sign* shall only direct attention to a business, product, service or entertainment conducted, sold or offered on the *premises* on which the *sign* is located. Community emergency alerts such as inclement weather, or amber alerts, are exempt.
- (h) All *electronic copy* displayed must be programmed so the *electronic copy* change occurs instantaneously, without *use* of scrolling, flashing, blinking, or other similar transitions. All *electronic signs* must contain static messages only, changed only through dissolve or fade transitions, but which may otherwise not have movement or the appearance or optical illusion of movement through varying light intensity.
- (i) *Illumination* shall be of a constant intensity, and shall not blink, flash or give the appearance of movement.
- (j) *Illumination* levels shall not create an unsafe condition or negatively impact the enjoyment of adjacent property owners.

## 5.4 **LANGUAGE ON SIGNS:**

Where a *sign* contains text in any language other than English or French, such a *sign* shall also include the translation of the text in either English or French which is comparable in size to the original text. The provision of this section shall not apply to:

- (a) trade-marks, trade-names or business names; and
- (b) logos and symbols.

## **Part 6 – Permanent signs**

### **6.1 WALL SIGNS, CANOPY SIGNS, AWNING SIGNS, AND PROJECTING WALL SIGNS:**

No *person* shall *place*, display, repair or *alter*, or cause or *permit* to be *placed* displayed, repaired or *altered*, any *wall sign*, *canopy sign*, *awning sign*, or projecting *wall sign*, except in accordance with the following provisions and as set out in Schedule A of this by-law:

- (a) Notwithstanding the provisions outlined in Schedule A, in a building occupied by one business in its entirety, the total *sign area* of all wall, canopy, awning, and/or projecting *wall sign* on the building wall to which the *sign* is affixed shall not exceed 30% of the area of the building wall to which the *sign* is affixed.
- (b) In a building occupied by more than one business, one *wall sign* is *permitted* to be *placed* for each premise on each building wall deemed a part of the premise to which the *sign* applies, and
  - (i) the cumulative total *sign area* of all wall, canopy, awning and/or projecting *wall signs* on the building wall to which the *signs* are affixed shall not exceed 30% of the area of the building wall of the relative premise, and
  - (ii) a maximum of two *wall signs* are *permitted* per *premises*, and such *wall signs* shall not be located on the same building wall.
- (c) All *wall signs*, *canopy signs*, *awning signs*, and/or projecting *wall signs*, or any parts thereof:
  - (i) shall not be located so as to overhang a sidewalk or other pedestrian walkway, unless a minimum vertical clearance of 2.4m, measured from the bottom of the overhanging portion of the *sign* to the surface of the walkway, is provided;
  - (ii) shall not be located within 600mm of the vehicular travelled portion of a private lane or roadway, or of a motor vehicle parking area, unless the minimum vertical distance between grade and the bottom of the overhanging side face is at least 4.25m; and
  - (iii) shall be fully contained within the limits of the building face relative to the establishment, and shall not be located within the building wall area limits of a residential *use* in a mixed *use* building.
- (d) *Wall signs*, or any part thereof:
  - (i) shall not project more than .25m from the wall upon which it is affixed;
  - (ii) shall not extend above the roof line of the building; and
  - (iii) shall not extend beyond the extremities of the wall to which it is attached.

- (e) Canopy or awnings *signs*, or any parts thereof:
  - (i) shall not have any portion *placed* or displayed less than .50m measured horizontally from a curb;
  - (ii) shall be *designed* as an integral part of the *sign structure*;
  - (iii) shall not extend beyond the limits of the awning or canopy surface/face; and
  - (iv) shall not project higher than the wall of the building to which the *sign structure* is attached.
- (f) *Projecting signs*, or any parts thereof:
  - (i) shall be limited to one projecting *wall sign* per premise;
  - (ii) shall have a maximum projection beyond the vertical plane of the wall to which the *sign* is affixed to no more than 0.6m beyond the wall to which it is affixed to;
  - (iii) shall not project within the minimum building *setback* as specified in the *Zoning By-law* for the building to which it is affixed within the *zone* provision that which applies to the premise and *use*;
  - (iv) shall not obscure or interfere with any traffic control *sign* or device;
  - (v) shall have a maximum *sign area* of 0.75m<sup>2</sup>; and
  - (vi) shall not have more than two *sign faces*.
- (g) For the purposes of calculating the total cumulative area of all *wall signs*, awning or *canopy signs*, and *projecting signs* on any one building face, the *sign area* of the face of the *projecting sign* will be applied to the total area of the *signage* on the building wall of the premise as though the projecting *wall sign* was horizontal to the building wall to which it is attached.

## 6.2 **GROUND SIGNS:**

No *Person* shall *place*, display, repair or *alter*, or *cause* or *permit* to be erected, displayed, repaired or *altered*, any *ground sign* except in accordance with the following provisions:

- (a) the provisions as set out in Schedule A of this by-law;
- (b) notwithstanding the provisions outlined in Schedule A, lands indicated within Schedule B are *permitted* up to a maximum *sign area* of 26m<sup>2</sup> and a *height* of 8m provided that:
  - (i) only one *ground sign* is *placed* on a *lot*;
  - (ii) the *lot* area is 2.20 hectares (5 acres) or more; and
  - (iii) the frontage of the *lot* is 137m or greater.
- (c) locate or *permit* the location of a *ground sign* on any *lot* within a 15m radius of a traffic light;



- (d) locate or *permit* the location of more than one *ground sign* on a *lot*, unless a variance approval has been obtained for the *placement* of more than one *ground sign* on the *lot*, or except in conformance with clause 6.2(e);
- (e) notwithstanding clause 6.2(d) lands indicated within Schedule C of this by-law are *permitted* a second *ground sign* on the *lot* provided that:
  - (i) the *sign* meets all other provisions within Schedule A of this by-law;
  - (ii) the *lot* has a minimum frontage of 76.2m; and
  - (iii) there shall be a minimum distance of 30.5m between each *sign* and a minimum distance of 15.25m between each *sign* and the nearest site triangle.
- (f) no part of a *ground sign* shall be erected or displayed less than 1.52m from a *lot* line, or the distance equal to the *height* of the *sign*, whichever is greater; and
- (g) *ground signs* shall not obstruct, nor encroach upon a required parking space under the *Town's Zoning By-law*.

### 6.3 **DRIVE-THROUGH MENU BOARDS AND PRE MENU BOARDS:**

No *person* shall *place* or otherwise display, a drive-through *menu board* except in accordance with the following provisions:

- (a) not more than one *menu board* and one *pre-menu board* shall be *permitted* to be installed or *placed* on a *lot* containing a *drive-through service facility*;
- (b) the *sign area* of the *menu board* or *pre-menu board* shall not exceed 3m<sup>2</sup>;
- (c) the *height* of the *menu board* or *pre-menu board* shall not exceed 2.4m;
- (d) the *menu board* and *pre-menu board* may both be internally illuminated;
- (e) a *menu board* or *pre-menu board* that is a *ground sign* shall conform to the general provisions of this by-law except for the provisions as outlined in Schedule A to this by-law; and
- (f) a *menu board* or *pre-menu board* that is a *wall sign* shall conform to the provisions of this by-law including the provisions as outlined in Schedule A to this by-law.

### 6.4 **TRAFFIC CIRCULATION CONTROL:**

No *person* shall affix, *place* or otherwise display, or cause or *permit* to be affixed, *placed* or otherwise displayed, a *traffic circulation control sign* on private property except in accordance with the following provisions:

- (a) there shall be a maximum of six *traffic circulation control signs* on a *lot* within a *commercial zone* for the purpose of controlling the movement of traffic;

- (b) the *traffic circulation control sign area* shall not exceed 0.5m<sup>2</sup>; and
- (c) the *height* of the *traffic circulation control sign* shall not exceed 1.2m.

## 6.5 **THIRD PARTY SIGNS (INCLUDING BILLBOARD SIGNS):**

- (a) All *third party signs*, with the exception of *billboard signs* shall conform to the provisions in subsection 6.5.2 and are subject to approval in accordance with sub-section 4.11.
- (b) *Billboard signs* are only *permitted* on vacant lands *zoned* commercial or industrial along the Ministry of Transportation's Corridor of Highway 10, subject to approval from the Ministry of Transportation.
- (c) In addition to the provisions outlined in subsection 6.5 (b), no *person* shall affix, *place* or otherwise display, or cause or *permit* to be affixed, *placed* or otherwise displayed, a *billboard sign*, except in accordance with the following provisions:
  - (i) the provisions as set out in Schedule A of this by-law;
  - (ii) shall be a *ground sign* only;
  - (iii) shall be monopole style, supporting a frame of steel construction;
  - (iv) shall not be illuminated, except for by external means;
  - (vi) shall not be an *electronic sign*, nor contain *electronic copy*;
  - (vii) does not exceed 7.6m in *height* above the ground;
  - (viii) does not exceed 15m<sup>2</sup> in area;
  - (ix) shall not be *placed* within 2000m of another *billboard sign* in any direction or opposite side of the highway;
  - (x) shall not be *placed* within 100m of the limit of a road, *street*, or railway that intersects a highway at grade, nor a *lot* within a residential *zone*;
  - (xx) shall not be *placed* adjacent to a curve where the radius is less than 1165m radius;
  - (xxi) shall not be located within a *development area*, or shall be removed once located within a *development area*;
  - (xxii) shall be removed if a permit from the Ministry of Transportation expires.

## **Part 7 – Temporary signs**

### 7.1 **MOBILE SIGNS:**

No *Person* shall:

- (a) *place* or *permit* the *placement* of a *mobile sign* on any *lot*, unless the *lot* on which the *mobile sign* is *placed* on commercial, industrial or institutional *zones*, or the *mobile sign* is located on *Town* owned lands, for which an approval from the *Town* is obtained;
- (b) *place* or *permit* the *placement* of a *mobile sign* in the flood plain where written approval has not been granted by the *public authority* having jurisdiction over the flood plain;

- (c) *place or permit the placement of more than one mobile sign on any lot at any one time;*
- (d) *for lots other than corner lots with a lot frontage greater than 100m or for corner lots with a lot frontage of more than 20m, place or permit the placement of more than two mobile signs on any lot at any one time;*
- (e) *for lots where two mobile signs are permitted, there shall be a minimum distance of 30m between each mobile sign;*
- (f) *place or permit the placement of a mobile sign for any premises for more than twelve (12) weeks in total in a calendar year;*
- (g) *place or permit the placement of a mobile sign that is illuminated or employs any flashing or sequential light, or a mechanical or electronic device to provide or simulate motion;*
- (h) *place or permit the placement of a mobile sign on a lot in a manner that interferes with pedestrian or vehicular traffic;*
- (i) *place or permit the placement of a mobile sign less than 0.5m from a street line or a lot line;*
- (j) *place or permit the placement of a mobile sign having a maximum height greater than 3.0m and the sign area shall not exceed 4.6m<sup>2</sup>; and*
- (k) *place or permit the placement of a mobile sign within the site triangle.*

## 7.2 **BANNER SIGNS:**

No Person shall:

- (a) *place or permit the placement of any banner signs, unless the lot on which the banner sign is located on commercial, industrial or institutional zones;*
- (b) *place or permit the placement of more than one banner signs per lot;*
- (c) *place or permit the placement of banner signs in excess of eight (8) weeks per calendar year in total per lot;*
- (d) *place or permit the placement of a banner sign on Town owned lands or a lot other than where the business is being conducted;*
- (e) *place or permit the placement of a banner sign anywhere except on the facade or wall of the lot where the business is being conducted;*
- (f) *place or permit the placement of a banner sign larger than 3.4m<sup>2</sup> in sign area;*
- (g) *place or permit the placement of a banner sign to be lower than 2.4m from the grade of the lot; and*

- (h) *place or permit the placement of banner sign so as to impede pedestrian access and travel.*

### 7.3 **REAL ESTATE SIGNS, INCLUDING OPEN HOUSE SIGNS:**

No Person shall:

- (a) *place or permit the placement of a real estate sign advertising the sale, rental or lease of the lot or premises exceeding 0.6m<sup>2</sup> in sign area in any zone;*
- (b) *for any lot having a lot frontage of 50m or greater, place or permit the placement of a real estate sign exceeding 1.5 m<sup>2</sup> advertising the sale, rental, or lease of the lot, on which the said sign is placed with the exception of settlement areas;*
- (c) *place or permit the placement of more than one real estate sign per lot;*
- (d) *place or permit the placement of a real estate sign to extend beyond the property lines or within the sight triangle;*
- (e) *place or permit the placement of a real estate sign within 1.0m of a common lot line with an adjacent lot;*
- (f) *place or permit the placement of a real estate sign on a lot for more than fourteen (14) days after the premises or lot has been advertised as sold, rented or leased;*
- (g) *place, or permit the placement of an open house real estate sign exceeding 0.5m<sup>2</sup> in sign area;*
- (h) *not be placed or permitted to be placed on the centre median of a road or highway; and*
- (i) *place or permit the placement of an open house real estate sign to be displayed except for the day(s) of the event.*

### 7.4 **ELECTION SIGNS:**

The following provisions shall apply to all *election signs*:

- (a) *election signs shall not be placed prior to 10:00 a.m. on the 35<sup>th</sup> day before Election day;*
- (b) *Candidates must remove all of their Election signs within seventy-two (72) hours following the closing of polls on Election day;*
- (c) *election signs may not exceed 0.6m<sup>2</sup> in sign area and a maximum height of 1.0m in any zone, with the exception of any lot having a lot frontage of 50m or greater place or permit the placement of an election sign exceeding 1.5m<sup>2</sup> and a maximum height of 2.4m;*

- (d) a maximum of one (1) *election sign* per candidate is *permitted* on any one private *lot*;
- (e) *election signs* are not *permitted* on *Town* owned or public lands or at a voting location or on a vehicle that is parked at any voting location or on a road allowance in front of any voting location or within 100m of a voting location;
- (f) *election signs* shall not obstruct pedestrian and vehicle sight lines;
- (g) no *person* shall *place* or maintain *election signs* that are in contravention of the Canada Elections Act, Election Act, the Municipal Elections Act or any other relevant legislation;
- (h) any *election sign* found to be in violation of this by-law is subject to seizure by the *Town* and any such seized *signs* shall be stored up to ten (10) days after the *Election day*; a candidate, or any *person* acting on the behalf of a candidate, may retrieve a *sign* stored by the *Town* but the *Town* may destroy or otherwise dispose of any *election sign* that has not been retrieved within the aforementioned period without notice or compensation to any *person*;
- (i) *Election signs* may only be placed with the consent of the owner or the tenant on the *lot*; and
- (j) The candidate to whom an *election sign* relates shall be responsible for the placement or display of the *election sign* and shall ensure that all the requirements of this by-law have been met; and
- (k) A deposit in accordance with the following is required before any candidate or a candidate's registered agent shall place, locate or display an *election sign*:
  - (i) For Municipal Election or By-election:
    - a) Mayor - 300.00
    - b) Councillor or Trustee - \$150.00
  - (ii) For Federal/Provincial Election or By-election - \$300.00
- (l) The sign removal fee shall be \$20.00 per sign;
- (m) Subject to any deductions made pursuant to subsection 7.4(l), a candidate is entitled to have their *election sign* deposit refunded no later than 90 days after *Election Day*;
- (n) If an *election sign* is removed in accordance with this by-law, the candidate to whom the sign relates will be charged in accordance with the amounts outlined in subsection 7.4(l) to be deducted from the refundable portion of the candidate's election sign deposit to cover the cost of removing the sign;
- (o) The removal fee as outlined in subsection 7.4(l) will be waived if the candidate provides an affidavit indicating that neither the candidate nor, to the best of the candidate's knowledge, any person acting on behalf of the candidate was responsible for the unlawful erection or display of the election sign; and



- (p) If the costs incurred by the Town in removing a candidate's sign(s) exceed the election sign deposit paid by the candidate, the Town shall notify the candidate, who shall have five (5) days after the date notice is received to pay the outstanding costs of removal per sign in accordance with subsection 7.4(l)

#### 7.5 **SIGNS ADVERTISING A SPECIAL EVENT:**

Notwithstanding the provisions contained elsewhere in this by-law, the *Designated Town Designate* may authorize *signs* that advertise a *special event* and are in accordance with the following provisions:

- (a) *signs* advertising a *special event* shall not include commercial advertising except to identify sponsors of the event; and
- (b) *signs* that advertise a *special event* shall not be *placed* prior to two (2) weeks before the event and shall be removed four days after the last day of the event unless approved otherwise by the *Designated Town Designate*.

#### 7.6 **RELOCATABLE SIGNS:**

The following provisions shall apply to all *relocatable signs*:

- (a) *relocatable signs* shall not exceed 0.6m<sup>2</sup> in *sign area*,
- (b) *relocatable signs* shall be *placed* within a radius of 3.0m of the business advertising and shall not be secured to the ground in a manner that prevents it from being readily moved;
- (c) *relocatable signs* shall be *placed* on a sidewalk located on a public highway provided that the *sign* does not obstruct, impede, hinder or prevent public use of the sidewalk;
- (d) each business shall not *place* more than one *relocatable sign*;
- (e) *relocatable signs* shall only be *placed* only during the open business hours of the business placing the *sign*; and
- (f) *relocatable signs* are only *permitted* to be *placed* in commercial, industrial or institutional zones.

#### 7.7 **CONSTRUCTION SITE SIGNS:**

No *person* shall *place*, display, repair or *alter*, or cause or *permit* to be *placed*, displayed, repaired or *altered*, any *signs* in respect of a construction site except in accordance with the following provisions:

- (a) any *construction site sign* shall be either a *ground sign* or a *wall sign*;
- (b) notwithstanding the applicable provisions regarding *ground signs* as set out in this by-law any *construction site sign* shall have a *sign area* no greater than 1.0m<sup>2</sup> and a maximum *height* of 2.1m;

- (c) any *construction site sign* shall be removed immediately after completion of the construction referred to in the message displayed; and
- (d) any *construction site sign* shall not be illuminated.

## 7.8 **RESIDENTIAL DEVELOPMENT SIGNS:**

The following regulations shall apply to all *residential development signs*:

- (a) shall face a public highway or road;
- (b) shall be removed two (2) years from the date the *permit* is issued;
- (c) upon receipt of written request from the applicant and prior to expiration of the *permit* for a *residential development sign*, the expiry date may be extended at the sole discretion of the *Chief Building Official*;
- (d) a security shall be collected in the amount of \$1,500.00, in the form of a letter of credit or certified cheque only, at the time of *permit* application and shall be returned to the applicant once the *sign* has been removed to the satisfaction of the *Chief Building Official*; and
- (e) where a *residential development sign* is not removed within fourteen (14) days of the expiry date of its *permit*, the security collected may be used towards all costs incurred by the *Town* for the administration and removal of the *sign*.
- (f) In addition to the above provisions, no *person* shall *place*, display, repair or *alter*, or cause or *permit* to be *placed*, displayed, repaired or *altered*, any *residential development sign* except in accordance with the following provisions:
  - (i) the vendor is offering for sale a minimum of five (5) new homes in a plan of subdivision;
  - (ii) the *sign* face area shall not exceed 15 m<sup>2</sup>;
  - (iii) the *height* of the *sign* shall not exceed 7.3m;
  - (iv) *signs* shall be set back a minimum distance of 3m behind the property line;
  - (v) the *sign* shall not be internally illuminated;
  - (vi) the *sign* shall not be an *electronic sign*; and
  - (vii) the *signs* must be removed when an application for a permanent location or on premise *sign* is received, regardless of the expiry date of the *permit* approval

## 7.9 **POSTERS:**

- (a) No person shall affix or place a poster on public property except in accordance with the following provisions:
  - (i) the poster is placed on a designated sign sleeve;

- (ii) not more than one poster on a sign sleeve; and
  - (iii) the message on the poster must not convey a message with respect to unlawful activity.
- (b) All posters placed in accordance with the above provisions shall indicate the following:
  - (i) indicate the name of the person or business responsible for affixing the poster;
  - (ii) be no greater in size than .22m by .28m;
  - (iii) conform to the shape of the designated sign sleeve,
  - (iv) not extend beyond the edges of the sign sleeve,
  - (v) only be attached to the sign sleeve by staples, push pins or tacks, and
  - (vi) be made of biodegradable material.
- (c) No person shall affix or place or cause to be affixed or placed, any poster for a period in excess of thirty (30) days.
- (d) The *Town* may remove and dispose of lawfully and unlawfully placed posters without notice regardless of the length of time the posters have been in place.
- (e) Where a poster has been removed pursuant to this by-law, the poster may forthwith be destroyed or otherwise disposed of by the *Town* without any notice or compensation to the owner thereof.
- (f) The locations of sign sleeves are identified by the *Town* and as approved by the *Chief Building Official* or *their Designate*.

## **Part 8 – Enforcement**

The *Chief Building Official* and *Town Designates* are hereby delegated the authority to enforce this by-law, including the authority to conduct inspections of *sign(s)* pursuant to this by-law, the *Municipal Act*, as amended, the *Ontario Building Code* and any other enacted applicable by-law or legislation.

### **8.1 POWER OF ENTRY AND INSPECTION:**

- (a) The *Town* may at any reasonable time enter upon any land for the purpose of carrying out an inspection to determine whether the following are being complied with:
  - (i) this by-law;
  - (ii) any direction or order under this by-law;
  - (iii) any condition on a *permit* issued under this by-law; or
  - (iv) an order issued under section 431 of the *Municipal Act*.

- (b) Submission of an application is deemed consent of the *owner* for the *Town* to enter onto the lands and *premises* that are subject to an application for a *permit* at any reasonable time for the purpose of carrying out an inspection under subsection 8.1 (a).
- (c) Where an inspection is conducted pursuant to this section, the *Town* may:
  - (i) require the production for inspection of documents or things relevant to the inspection;
  - (ii) inspect and remove documents or things relevant to the inspection for the purpose of making copies and extracts;
  - (iii) require information from any *person* concerning a matter related to the inspection; and
  - (iv) alone or in conjunction with a *person* possessing special or expert knowledge, make examinations or take tests, samples or photographs necessary for the purpose of the inspection.
- (d) No *person* shall hinder or obstruct or attempt to hinder or obstruct the *Town*, its employees, officers or agents from carrying out any powers or duties under this by-law.
- (e) No *person* shall decline or neglect to give, produce or deliver any access, information, document or other thing that is requested by the *Town* pursuant to this by-law.

## 8.2 SEIZURE:

When the *Town* finds a *banner sign*, *mobile sign*, *relocatable sign*, *real estate sign* or any other *sign* that is not permanently affixed and that is in violation of this by-law, the *Town* may seize any such *sign* that is violation of this by-law, with or without notice, and store, dispose or destroy any such seized *sign* at the discretion of the *Town Designate*.

## 8.3 ORDER:

Where any *Town Designate* is satisfied that a contravention of this by-law or a *permit* has occurred, such *Town Designate* may make an order requiring that the *person* who caused or *permitted* such contravention, or the *owner* or occupier of the land on which the contravention occurred, to discontinue the contravening activity and/or to do work to correct the contravention.

- (a) An order pursuant to subsection 8.1 (a) shall set out the following:
  - (i) the municipal address and/or the legal description of the land or *premises* on which the contravention occurred;
  - (ii) reasonable particulars of the contravention;
  - (iii) what is required of the *person* subject to the order (i.e., what activity is to be seized and/or actions or work to be done); and
  - (iv) the date by which there must be compliance with the order.

- (b) Any *person* to whom an order is issued shall comply with the order.
- (c) An order may be delivered *personally* or by sending it by pre-paid ordinary mail to the *owner* of the *sign* and/or the property *owner*.
- (d) Where the *person* to whom an order is issued fails to perform the work required by the order, the *Town* may remove the *sign* at the expense of the *owner* of the *sign* without notification.
- (e) Notwithstanding the provisions of sections 4 and 5, where a *sign* has been *placed* contrary to the provisions of this by-law on public lands, the *sign* may be removed without notice at the expense of the *owner* of such *sign*.
- (f) An order pursuant to this section shall be deemed to have been received upon:
  - (i) *personal* service of the order to the *person* being served;
  - (ii) the day after posting a copy of the order on the land on which the *sign* is located; or
  - (iii) the fifth day after the order is sent by registered mail to the last known address of the *owner* of the land on which the *sign* is located or the last known address of any other *person* in contravention of this by-law.

#### 8.4 REMEDIAL ACTION AND COST RECOVERY:

- (a) Wherever this by-law or an order issued under this by-law directs or requires any matter or thing to be done by any *person* within a specified time period, in default of it being done by the *person* directed or required to do it, the action may be taken under the direction of the *Chief Building Official* or *Town Designate* at that *person's* expense and the *Town* may recover the costs incurred through a legal action or by recovering the costs in the same manner as taxes.
- (b) For the purposes of taking remedial action under paragraph (a), the *Town*, its staff and/or its agents may enter, at any reasonable time, upon any lands on which a default to carry out a required thing or matter occurred.
- (c) Where a security deposit has been posted for a *sign permit*, in accordance with the *Town's Fees and Charges By-law*, said security may be drawn upon or forfeited upon contravention of the time frame for which a *permit* was issued.

#### 8.5 OFFENCE:

- (a) Any *person* who contravenes any provisions of this by-law or an Order issued pursuant to this by-law is guilty of an offence and on conviction is liable to a fine as provided for in the *Provincial Offences Act*, R.S.O. 1990, c P.33, as amended or successor legislation thereto.

- (b) Pursuant to subsection 429(2) of the *Municipal Act*, all contraventions of this by-law or orders issued under this by-law are *Designated* as multiple offences and continuing offences. A multiple offence is an offence in respect of two (2) or more acts or omissions each of which separately constitutes an offence and is a contravention of the same provision of this by-law.

#### 8.6 **CONTRAVENTIONS - FINES:**

On conviction of an offence under this by-law, a *person* is liable to a fine in accordance with section 429 of the *Municipal Act* and the following rules made pursuant to section 429 of the *Municipal Act*:

- (a) pay a fine not exceeding the sum of Two Thousand Dollars (\$2,000.00) for each offence committed pursuant to the *Municipal Act* and the *Provincial Offences Act*;
- (b) the minimum fine for any offence under this by-law is Three Hundred Fifty Dollars (\$350.00);
- (c) in the case of a continuing offence, for each day or part of a day that the offence continues, the minimum fine shall be Three Hundred Fifty Dollars (\$350.00), and the maximum fine shall be Ten Thousand Dollars (\$10,000.00). The total of all of the daily fines for the offence may exceed One Hundred Thousand Dollars (\$100,000.00); and
- (d) in the case of multiple offences, for each offence included in the multiple offences, the minimum fine shall be Three Hundred Fifty Dollars (\$350.00) and the maximum fine shall be Ten Thousand Dollars (\$10,000.00). The total of all fines for each included offence may exceed One Hundred Thousand Dollars (\$100,000.00).

#### 8.7 **SPECIAL FINES - NO MAXIMUM:**

In addition to fines under this section, a *person* convicted of an offence under this by-law may be liable to a special fine in the amount of the economic advantage or gain that such a *person* obtained from the contravention of this by-law.

#### 8.8 **CONVICTION OF AN OFFENCE - ADDITIONAL REMEDY:**

Where a *person* is convicted of an offence under this by-law, the court in which the conviction has been entered, and any court of competent jurisdiction thereafter, may make an order prohibiting the continuation or repetition of the offence by the *person* convicted.

#### 8.9 **PRESUMPTION - OWNER:**

- (a) Where a *sign* is *placed* or displayed in contravention of any provision of this by-law, any *person* named on the *sign* shall be presumed to have been the *person* who *placed* or displayed the *sign*, which presumption may be rebutted by evidence to the contrary.



- (b) Where a *sign* is *placed* or displayed in contravention of any provision of this by-law, and the *sign* has no *person's* name on it, but a telephone number appears on the *sign*, any *person* to whom the telephone number is listed in a telephone directory, including any internet directory, shall be presumed to have been the *person* who *placed* or displayed the *sign*, which presumption may be rebutted by evidence to the contrary.
- (c) Where a *sign* is *placed* or displayed by a corporation in contravention of any provision of this by-law, the directors and officers of the corporation shall be presumed to have knowingly concurred in the *placement* or display of the *sign* in contravention of this by-law, which presumption may be rebutted by evidence to the contrary.
- (d) Where an authorized officer has reasonable grounds to believe that an offence has been committed by any *person*, the authorized officer may require the name, address and proof of identity of that *person*, and the *person* shall supply the required information.

### **Part 9 – Indemnification**

Any *person* who posts or is responsible for a *sign*, regardless of whether the *sign* is compliant with the provision of this by-law, shall be deemed to undertake to, and shall, save harmless and indemnify the *Town*, its officers, employees, servants or agents from any claims associated with any injury, loss or damage to any *person* or property, as a result of any such *sign*.

### **Part 10 - Severability**

Should any section, subsection, clause, paragraph or provision of this by-law be declared by a court of competent jurisdiction to be invalid, the same shall not affect the validity of this by-law as a whole or any part thereof, other than the provision so declared to be invalid.

### **Part 11 – General**

Where there is a conflict of the provisions between this by-law and any other by-law of the *Town* with respect to *signs*, the provisions of this by-law shall prevail.

By-laws 94-14 and 2013-132 all amendments thereto are hereby repealed.

This By-law shall come into full force and effect on January 1, 2018.

## Schedule A – Permanent Signs Zoning Chart ★

	Residential Zones	Agricultural and Rural Zones	Commercial Zones	Industrial Zones	Institutional Zones	Notes ★
Maximum Ground Sign Area	.5 m <sup>2</sup> (5.4 ft <sup>2</sup> ) (1)	1.5 m <sup>2</sup> (16ft <sup>2</sup> ) (2)	1.5 m <sup>2</sup> (16ft <sup>2</sup> ) (3)(4)	1.5 m <sup>2</sup> (16ft <sup>2</sup> ) (3)(4)	3 m <sup>2</sup> (32 ft <sup>2</sup> )	(1) The maximum area within a multi-residential zone may be increased to 1.5 m <sup>2</sup> (16 ft <sup>2</sup> ) (2) The maximum area within Agricultural and Rural Zones may be increased to 3 m <sup>2</sup> (32 ft <sup>2</sup> ) if located outside of a settlement area (3) The maximum area within Commercial and Industrial Zones may be increased to 3 m <sup>2</sup> (32 ft <sup>2</sup> ) outside of a settlement area (4) The maximum area within Commercial and Industrial Zones may be increased to 15 m <sup>2</sup> (161 ft <sup>2</sup> ) within the area in the attached map (Schedule B)
Maximum Ground Sign Height	3.6 m (12 ft)	3.6 m (12 ft)	3.6 m (12 ft) (1)	3.6 m (12 ft) (1)	3.6 m (12 ft)	(1) The maximum height within Commercial and Industrial Zones may be increased to 7.3 m(24 ft.) within the area in the attached map (Schedule C)
Maximum Wall Sign Area	.5 m <sup>2</sup> (5.4 ft <sup>2</sup> ) (1)	1.5 m <sup>2</sup> (16ft <sup>2</sup> ) (2)	30%	30%	30%	(1) The maximum area within a multi-residential zone may be increased to 1.5m <sup>2</sup> (16 ft <sup>2</sup> ) in a settlement area and 3 m <sup>2</sup> (32 ft <sup>2</sup> ) if located outside of a settlement area (2) The maximum area within Agricultural and Rural Zones may be increased to 3 m <sup>2</sup> (32 ft <sup>2</sup> ) if located outside of a settlement area
External Illumination	X	X	Permitted	Permitted	Permitted	
Internal Illumination	X	(1)	(2)	(2)	(2)	(1) Permitted in the attached map areas only (Schedules D, E and F) (2) Permitted in the attached map areas only (Schedules D, E and F)
Electronic Signs	X	X	(1)	(1)	(1)	(1) Permitted in the attached map areas only (Schedules D, E and F)
Projecting Wall Signs	(1)	X	Permitted	Permitted	Permitted	(1) Permitted for the business portion of a live/work unit only
Billboard Signs	X	X	(1)	(1)	X	(1) Vacant lands zoned commercial or industrial only, abutting Highway 10 (subject to Ministry of Transportation approval)
Canopy or Awning Signs	X	X	Permitted	Permitted	Permitted	

★ The provisions contained herein are notwithstanding the provisions contained within Section 4.7 and Part 6 of this By-Law.

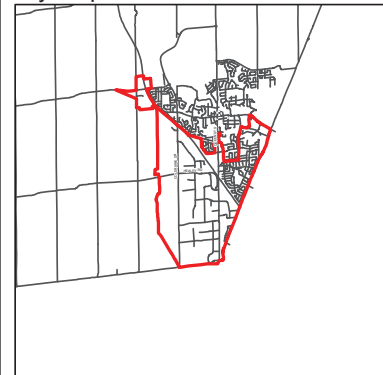


## Schedule B

Town of Caledon  
Regional Municipality of Peel

 In accordance with Schedule A

### Key Map



Date: May 9, 2017

File:

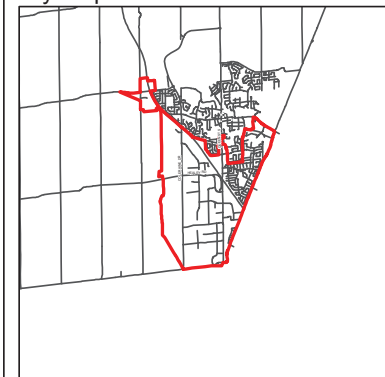


## Schedule C

Town of Caledon  
Regional Municipality of Peel

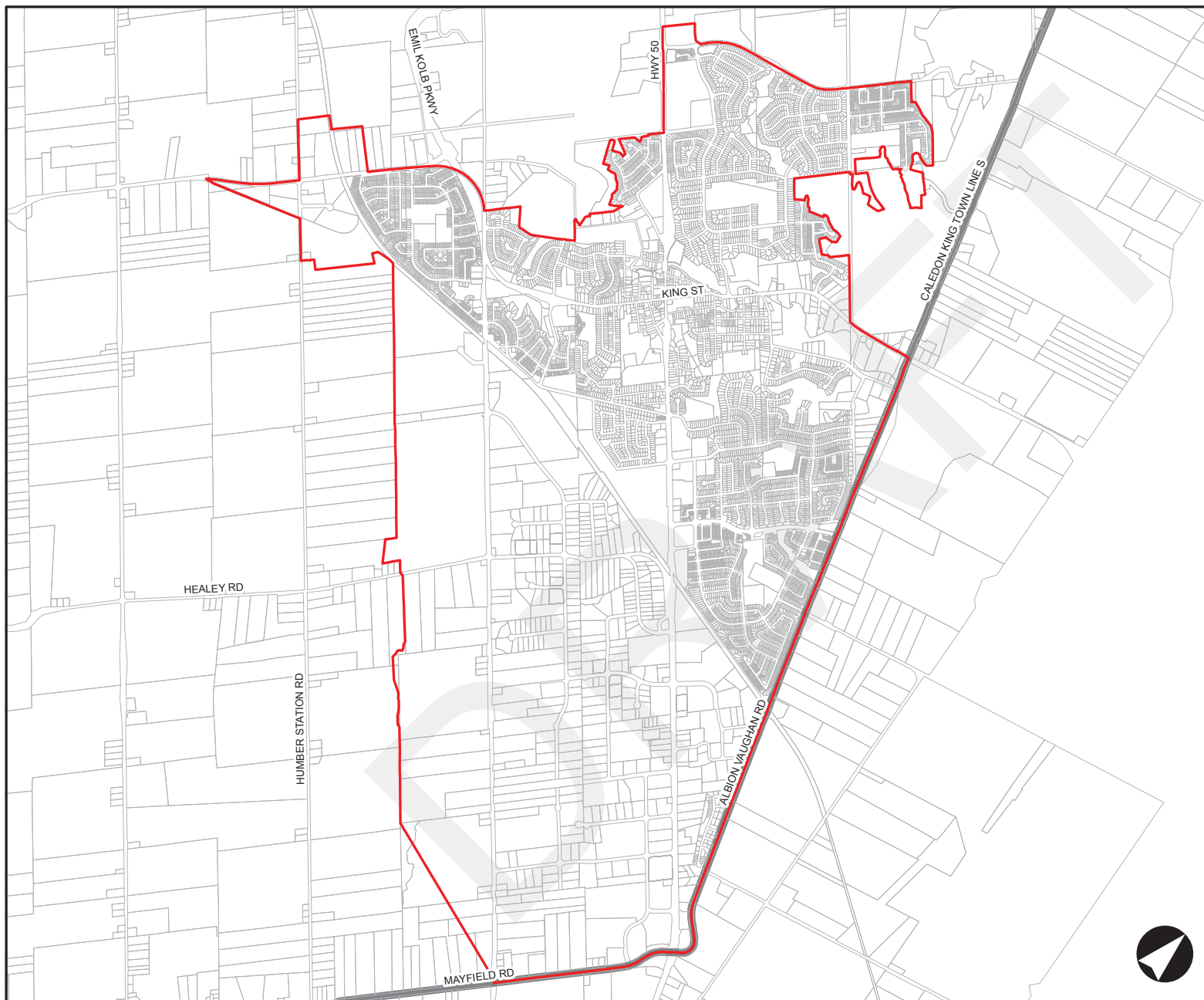
In accordance with Schedule A

### Key Map



Date: May 9, 2017

File:



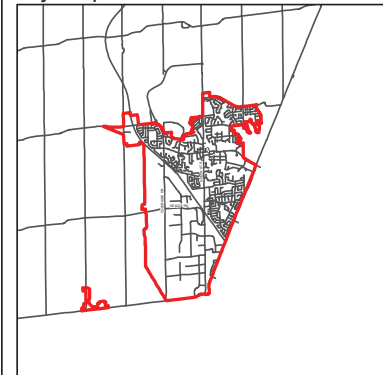
## Schedule D

Town of Caledon  
Regional Municipality of Peel

### Legend

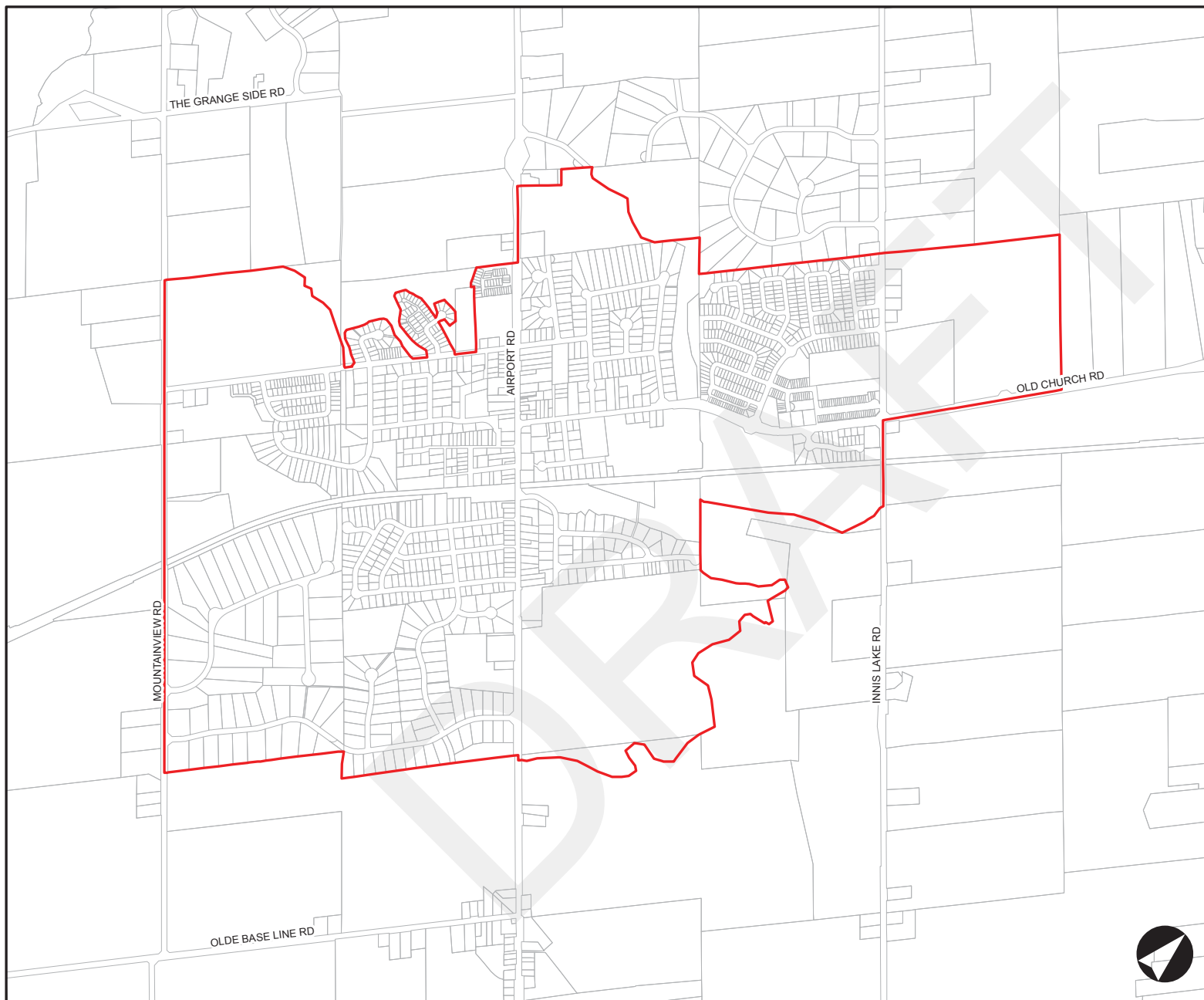
In accordance with Schedule A

### Key Map



Date: May 5, 2017


File:



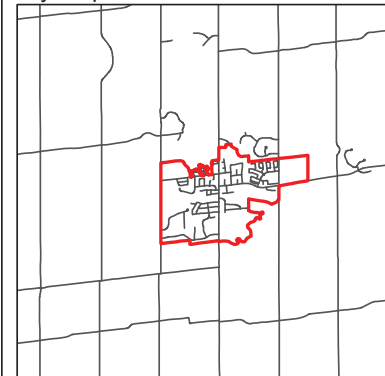
## Schedule E

Town of Caledon  
Regional Municipality of Peel

### Legend

 In accordance with Schedule A

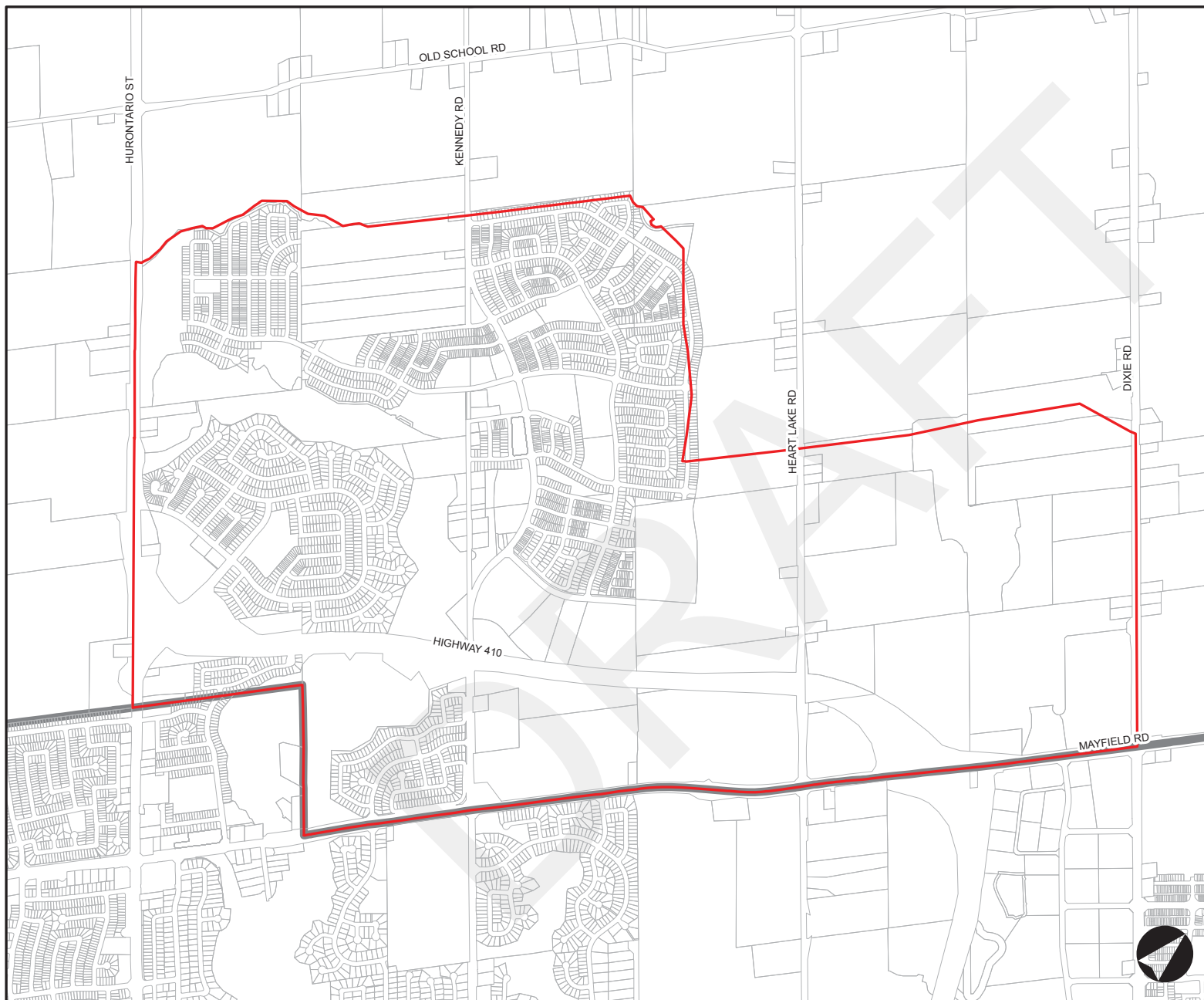
### Key Map



Date: May 5, 2017

File:






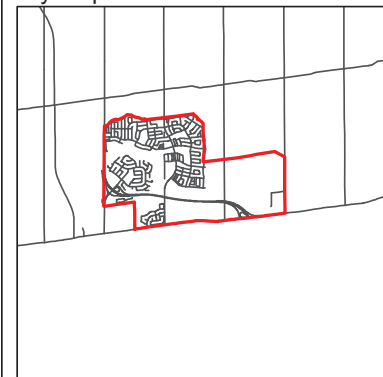
## Schedule F

Town of Caledon  
Regional Municipality of Peel

### Legend

 In accordance with Schedule A

### Key Map



Date: May 5, 2017

File:



## Visual Description of Sign Types

### Permanent Signs

#### Billboard Signs



#### Other Third Party Signs



## Electronic Signs



## Projecting Signs



## Drive-Thru Pre-Menu Boards





## Temporary Signs

### Election Signs



### Banner Signs



### Mobile Signs



## Real Estate Signs



## **Staff Report 2017-72**

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Meeting Date: Tuesday, June 6, 2017

Subject: 2017 Fees By-Law Update

Submitted By: Emily Richards, Senior Financial Analyst, Finance and Infrastructure Services

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### **RECOMMENDATION**

That By-law 2016-102 be repealed and replaced with a by-law establishing fees as set out in Schedule A to Staff Report 2017-72 in accordance with the *Municipal Act, 2001* to take effect June 21, 2017, and

That the Treasurer be delegated authority to provide 12 or 24 month payment plans for non-false alarm or non-motor vehicle fire invoices as outlined in Staff Report 2017-72.

### **REPORT HIGHLIGHTS**

- With new Managers and General Managers in place departments have been reviewing the current user fees and charges to determine if new fees or changes are required to better reflect cost recovery for the services provided. Further, recent Council delegations on fire invoices has prompted staff to propose payment plan assistance for fire invoices similar to property tax payment plans.
- Some new fees and fee changes have been proposed for Finance and Infrastructure Services, Community Services, and Corporate Services Departments.
- Strategic Initiatives has proposed removal of one fee to better align the user fees with neighbouring municipalities and encourage connection and innovation in the business community.

### **DISCUSSION**

#### **Purpose (background)**

In addition to property tax revenues, municipalities may charge for goods and services, such as recreational programs, via fees established under Provincial legislation, and set and approved via by-law at the municipal level.

With new Managers and General Managers in place, departments have been reviewing user fees and charges to determine if changes are required to better reflect cost recovery for the services provided. Further, recent Council delegations on fire invoices has prompted staff to propose payment plan assistance for fire invoices similar to property tax payment plans.



## **Staff Report 2017-72**

A full list of proposed fees is included in Schedule "A" to Staff Report 2017-072. Changes to the existing user fees have been highlighted in yellow. Shown below are some of the key fee changes being proposed.

### **Proposed New Fees**

The following are highlights of new fees proposed from several departments.

<b>Department/ Division</b>	<b>Description</b>	<b>Total Fee (Excl. Taxes)</b>
Finance and Infrastructure Services	Traffic Data Request – Turning Movement Counts (TMC)	\$300.00
	Traffic Data Request – Average Daily Traffic (AADT) (if data available)	\$126.00
	Traffic Data Request – Average Daily Traffic (AADT) (if data not available)	\$163.00
	Traffic Data Request – Collision Data (if data available)	\$190.00
	Traffic Data Request – Signal Timing	\$63.00
	Streetlight connection costs for new developments	Cost Recovery
	Damage to Town assets as a result of traffic incidents	Cost Recovery
	Road Occupancy Permit (soft scape)	\$110.25
Community Services - Recreation	Sponsored Drop-In Activities	\$179.10-\$372.69
	Caledon 55+ Games Registration > Caledon 55+ Games > Resident	\$13.27
	Registration > Caledon 55+ Games > Non-Resident	\$17.70
Community Services - Building	Group C: Residential Occupancies Finished Basements of detached, semis, townhouses, duplexes	\$4.40 per square meter
	Alterations/Renovations – Group F: Industrial Occupancies	\$4.20 per square meter
Corporate Services – Legal	Any Type of Agreement - Non-Standard	\$3,650 + costs
	Non-Standard Development charge credit agreement or front-ending financing agreement	\$7,400 + costs
	Subsequent copy of disclosure package for POA related offences	\$20.00
	Review and/or preparation of documents related to the registration of Subdivisions and Condominiums for applications prior to January 20, 2016	\$3,000.00

## **Staff Report 2017-72**

### **Proposed Fee Increases/Changes**

The following are highlights of fee increases proposed from several departments.

Department	Description	New Fee (Excl. Taxes)	Existing Fee (Excl. Taxes)
Community Services - Recreation	Memberships – Pre Authorized Payment Plan	\$15.30	\$13.54
	Memberships – Membership Card Replacement	\$5.10	\$4.51
Corporate Services – Legal	Additional charge per agreement or amendment for a non-standard subdivision, development, grading or preservicing agreement or amendment.	\$2,250.00	Plus \$50/hour for time of law clerk beyond 70 hours Plus \$100/hour for time of solicitor beyond 70 hours

\*- The proposed change is representative of costs charged in the past and will provide price certainty for the applicant.

### **Proposed Fees to Remove**

The following is an existing fee that is being proposed to be removed by the Strategic Initiatives department.

Department	Description	2017 Fee (Excl. Taxes)	Reason For Removing
Strategic Initiatives – Economic Development	Caledon Business Directory (on disk)	\$54.00	To encourage business connection and innovation in the business community and align with neighbouring municipalities that do not impose a fee.

### **Payment Plans for Fire Invoicing**

Staff are requesting Council delegate authority to the Treasurer to provide residents payment plans for fire invoicing related to matters such as open air burns or fire responses to property. This would not include invoicing for motor vehicle accident charges that are billed to non-residents or related to false alarms responses. Staff are proposing two types of payment plans:

- For outstanding balances under \$2,000.00; payment plans of up to 12 months.
- For outstanding balances over \$2,000.00; payment plans of up to 24 months.

Similar to existing property tax payment plans, Town staff will work with Caledon property owners and residents with outstanding fire invoices to create a payment plan (e.g. bi-weekly or monthly payments) that will result in the balance being fully repaid at the end of 12 or 24 months. As with the property tax payment plans, interest will continue to accrue on the outstanding balance. The plan will account for the interest and provide the resident/property owner with a roadmap for payments that will result in an outstanding balance of \$0 after 12 or 24 months. As long as the property owner/resident

## **Staff Report 2017-72**

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is on the payment plan, the Town will not send the account to an external collection agency. If a resident misses or has three payments returned by their financial institution within 12 months, the outstanding balance will be added to property taxes or sent to Collections.

### **FINANCIAL IMPLICATIONS**

Incremental revenue from the impact of new fees will be incorporated into the 2018 Budget. Staff will continue to review user fees as part of the 2018 budget process.

The fees included in Schedule “A” reflect the complete set of fees for the Town under the *Municipal Act, 2001 Planning Act, and Building Code Act, 1992*.

### **COUNCIL WORK PLAN**

The matter contained in this report is not relative to the Council Work Plan.

### **ATTACHMENTS**

Schedule A – Municipal Act, Planning Fees, and Building Classification and Permit Fees

# Town Caledon 2017 Municipal Act, Planning Fees, and Building Classification and Permit Fees

FEES BY-LAW (Effective Date: June 21, 2017)

2017 Fee (Excl. Taxes)	HST	Total Fee
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## SCHEDULE A

## TOWN WIDE ADMINISTRATION FEES

## GENERAL

NSF Cheque	Per cheque	\$46.00		\$46.00
Late payment charges for invoices past due	Per Month	1.50%		1.50%
Cost recovery of external collection costs incurred to be added onto overdue accounts if applicable	Costs	Cost Recovery + 15%		Cost Recovery + 15%

## PHOTOCOPYING

CD copy of meetings duplication of proceedings		\$15.00	\$1.95	\$16.95
Black & White - letter	fee per page	\$0.70	\$0.09	\$0.79
Black & White - legal	fee per page	\$0.70	\$0.09	\$0.79
Black & White - ledger	fee per page	\$1.20	\$0.16	\$1.36
Colour - letter	fee per page	\$1.20	\$0.16	\$1.36
Colour - legal	fee per page	\$1.20	\$0.16	\$1.36
Colour - ledger	fee per page	\$2.52	\$0.33	\$2.85
White print (survey)	fee per page	\$6.20	\$0.81	\$7.01

## RESEARCH FEE

First hour		\$50.00	\$6.50	\$56.50
Each additional one quarter hour		\$15.00	\$1.95	\$16.95

## MAPS

Air Photos (digital reproduction)	8 1/2" x 11"				
	8 1/2" x 14"				
	11" x 17"	\$29.00	\$3.77	\$32.77	
	24" x 36"	\$74.00	\$9.62	\$83.62	
	36" x 48"	\$118.00	\$15.34	\$133.34	
Development Map	24" x 36" Colour	\$29.00	\$3.77	\$32.77	
Provincial Plan area map	11" x 17"	\$12.00	\$1.56	\$13.56	
	24" x 36"	\$29.00	\$3.77	\$32.77	
Registered Plan Map	24" x 36" Colour	\$29.00	\$3.77	\$32.77	
Street guide/street name listing	Colour	\$29.00	\$3.77	\$32.77	
Town of Caledon Maps	Town of Caledon Map - 11" x 17" Colour	\$12.00	\$1.56	\$13.56	
Caledon Wall Map	Shows major settlement & roads network 33" x 46" Colour	\$29.00	\$3.77	\$32.77	
Ward Maps	11" x 17" Colour	\$12.00	\$1.56	\$13.56	
Zoning By-law Maps	8 1/2" x 11"- Black & White	\$12.00	\$1.56	\$13.56	
	24" x 36" - Black & White	\$29.00	\$3.77	\$32.77	

**Town of Caledon 2017 Municipal Act,  
Planning Fees, and Building Classification and Permit Fees**

FEES BY-LAW (Effective Date: June 21, 2017)

2017 Fee (Excl. Taxes)	HST	Total Fee
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## SCHEDULE A

## TOWN WIDE ADMINISTRATION FEES

Official Plan Schedules	Colour 11" x 17"		\$12.00	\$1.56	\$13.56
Municipal Numbering Book	Black & White		\$44.00	\$5.72	\$49.72
Special mapping or other Services	\$60.00/hour (one hour minimum charge and 30 minute increments thereafter) plus packaging, postage and printing costs		\$60.00/hour Cost Recovery	Yes Yes	Fee + HST Fee + HST

## PUBLIC WI-FI ADVERTISING

WiFi Monthly Advertising Graphic files to Town's standards provided by client		\$500.00	\$65.00	\$565.00
Town assistance in creating advertisement for Public Wi-Fi	one time flat fee	\$150.00	\$19.50	\$169.50

# Town of Caledon 2017 Municipal Act, Planning Fees, and Building Classification and Permit Fees

FEES BY-LAW (Effective Date: June 21, 2017)

2017 Fee (Excl. Taxes)	HST	Total Fee
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## SCHEDULE B

## COMMUNITY SERVICES DEPARTMENT

## BUILDING SERVICES

## SIGN BY-LAW

Sign Permit Application	To erect a sign other than a temporary, relocatable or mobile sign	per square meter	\$30.00		\$30.00
			\$125 minimum		\$125 minimum
	Sign variance (non-refundable)		\$358.00		\$358.00
	To alter or repair a sign		\$62.00		\$62.00
	Any sign erected without a prior permit issued		Applicable fee doubled		Applicable fee doubled

## COMPLIANCE LETTERS

Building Compliance Letter		\$120.00	\$ 15.60	\$135.60
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## BUILDING INQUIRY FORM

Building Inquiry Form		\$88.50	\$ 11.50	\$100.00
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## POOL AND ENCLOSING FENCES

Construction of a privately owned swimming pool	Above Ground	\$250.00		\$250.00
	Inground / Onground	\$350.00		\$350.00

## BUILDING PERMIT FEES

Permit fees shall be calculated based on the formula given below, unless otherwise specified in the schedule.

Permit Fee = Service Index (SI) x Total floor area (A), Where floor area (A) is measured to the outer face of exterior walls and to the centre of party walls or demising walls, except when calculating partition work.

The minimum permit fee shall be \$125.00, unless stated otherwise.

The minimum permit fee for Groups A, B, D, E and F shall be \$200.00, unless stated otherwise.

For permits divided into partial permits, a \$200.00 additional fee will be added for each partial permit, unless stated otherwise.

## (A) Construction

## Group A: Assembly Occupancies

(a)	Schools, libraries, churches, theatres, arenas, gymnasiums, pools, restaurants, recreation centre, bus terminals, banquet halls, etc.	per square meter	\$15.60		\$15.60
(b)	Occupancy Permit	per square meter	\$1.03		\$1.03

## Group B: Care, Care and Treatment or Detention Occupancies

(a)	Hospital, nursing homes, care homes, etc.	per square meter	\$18.70		\$18.70
(b)	Occupancy Permit	per square meter	\$1.03		\$1.03



# Town of Caledon 2017 Municipal Act, Planning Fees, and Building Classification and Permit Fees

FEES BY-LAW (Effective Date: June 21, 2017)

2017 Fee (Excl. Taxes)	HST	Total Fee
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## SCHEDULE B

### COMMUNITY SERVICES DEPARTMENT

#### Group C: Residential Occupancies

(a)	Detached, semis, townhouses, duplexes	per square meter	\$13.20		\$13.20
(b)	All other multiple unit residential buildings (apartments, etc.)	per square meter	\$12.10		\$12.10
(c)	Hotels, motels	per square meter	\$16.70		\$16.70
(d)	Addition (heated)	per square meter	\$11.30		\$11.30
(e)	Addition (unheated)	per square meter	\$10.70		\$10.70
(f)	Detached garage/shed/accessory building to detached, semis, townhouses, duplexes	per square meter	\$5.00		\$5.00
(g)	Finished Basements of detached, semis, townhouses, duplexes	per square meter	\$4.40		\$4.40
(h)	Issued repeats to detached, semis, townhouses, duplexes	per square meter	\$11.90		\$11.90
(i)	Occupancy Permit	Flat fee	\$131.30		\$131.30

#### Group D: Business and Personal Services Occupancies

(a)	Office buildings (shell)	per square meter	\$14.00		\$14.00
(b)	Office buildings (finished)	per square meter	\$16.80		\$16.80
(c)	Funeral homes, banks, medical clinic, fire halls, etc.	per square meter	\$16.80		\$16.80
(d)	Occupancy Permit	per square meter	\$1.10		\$1.10

#### Group E: Mercantile Occupancies

(a)	Retail stores (shell/strip) plazas	per square meter	\$12.80		\$12.80
(b)	Retail stores (finished), supermarkets, department stores	per square meter	\$16.00		\$16.00
(c)	Occupancy Permit	per square meter	\$1.03		\$1.03

#### Group F: Industrial Occupancies

(a)	Warehouses, factories (shell)( $<600$ sq.m)	per square meter	\$8.70		\$8.70
(b)	Warehouses, factories (single tenancy, finished)( $<600$ sq. m)	per square meter	\$10.00		\$10.00
(c)	Warehouses, factories (shell)( $>600$ sq.m)	per square meter	\$6.40		\$6.40
(d)	Warehouses, factories (single tenancy, finished)( $>600$ sq. m)	per square meter	\$7.10		\$7.10
(e)	Repair garages, car washes	per square meter	\$10.20		\$10.20
(f)	Canopies over gas pumps, outside storage, etc.	per square meter	\$4.70		\$4.70
(g)	Parking garages (underground & open air)	per square meter	\$6.40		\$6.40
(h)	Offices in warehouses or factories	per square meter	\$3.60		\$3.60
(i)	Farm Buildings( $<600$ sq.m)	per square meter	\$1.10		\$1.10
(j)	Farm Buildings( $>=600$ sq.m)	per square meter	\$1.50		\$1.50
(k)	Occupancy Permit	per square meter	\$1.03		\$1.03

#### Sewage Systems

(a)	New or replacement	per square meter	\$432.60		\$432.60
(b)	Repair	per square meter	\$216.30		\$216.30

#### Demolition

(a)	Any building including sewage systems	per square meter	\$1.10		\$1.10
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#### Miscellaneous

(a)	Permanent tents, air supported structures	per square meter	\$4.30		\$4.30
(b)	Pedestrian bridges, crane runways, etc.	per square meter	\$2.90		\$2.90
(c)	Repair or re clad (per surface area)	per square meter	\$0.70		\$0.70
(d)	Ceiling (new or replacement)	per square meter	\$0.70		\$0.70
(e)	Balcony repairs	per square meter	\$1.50		\$1.50
(f)	Parking garage repairs	per square meter	\$2.20		\$2.20
(g)	Sprinklers	per square meter	\$0.75		\$0.75
(h)	Trailers or buildings on construction sites for Office or Sales purpose	per square meter	\$9.80		\$9.80

**Town of Caledon 2017 Municipal Act,  
Planning Fees, and Building Classification and Permit Fees**

FEES BY-LAW (Effective Date: June 21, 2017)

2017 Fee (Excl. Taxes)	HST	Total Fee
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**SCHEDULE B****COMMUNITY SERVICES DEPARTMENT****(B) Alterations/Renovations****Interior alterations and partitioning and Change of Occupancy Classification**

(a)	Group A: Assembly Occupancies	per square meter	\$4.20		\$4.20
(b)	Group B: Care, Care and Treatment or Detention Occupancies	per square meter	\$4.20		\$4.20
(c)	Group C: Residential Occupancies	per square meter	\$4.40		\$4.40
(d)	Group D: Business and Personal Services Occupancies	per square meter	\$4.40		\$4.40
(e)	Group E: Mercantile Occupancies	per square meter	\$4.20		\$4.20
(f)	Group F: Industrial Occupancies	per square meter	\$4.20		\$4.20
(g)	Group F: Industrial Occupancies (fit-out for warehousing space, racking, shelving, equipment or machinery placement only)	per square meter	\$0.75/m2 \$500 minimum		\$0.75/m2 \$500 minimum
(h)	Demising walls only (upgrade or new)	Each	\$500.00		\$500.00
(i)	Roof Replacement (Structural)	per square meter	\$4.40		\$4.40

**(C) Other Miscellaneous Work**

(a)	New portable classrooms, new mobile homes, etc.	Each	\$882.00		\$882.00
(b)	Moving or relocating a building (portable classrooms, etc.)	Each	\$472.50		\$472.50
(c)	Temporary tents	Each	\$168.00		\$168.00
(d)	Communication and transmission towers	Each	\$283.50		\$283.50
(e)	Foundation for Tanks, Silos, Dust Collectors, etc.	Each	\$283.50		\$283.50
(f)	Solar Collectors for detached, semis, townhouses, duplexes	Each	\$125.00		\$125.00
(g)	Solar Collectors (other)	Each	\$200.00		\$200.00
(h)	Fire alarms	Each	\$220.50		\$220.50
(i)	Electromagnetic locks	Each	\$131.30		\$131.30
(j)	Decks, porches, basement walkout, etc. to detached, semis, townhouses, duplexes	Each	\$131.30		\$131.30
(k)	Fireplaces, wood stoves, etc.	Each	\$131.30		\$131.30
(l)	Window replacements (except for single dwelling)	Each	\$7.00		\$7.00
(m)	Underground and above ground storage tank	per tank	\$288.80		\$288.80
(n)	Balcony guard replacements	per lin. m.	\$1.80		\$1.80
(o)	Retaining walls	per lin. m.	\$9.50		\$9.50

**(D) Mechanical Components****Heating ventilation, air conditioning, etc. (work independent of building permit)**

(a)	Group A: Assembly Occupancies	per square meter	\$0.95		\$0.95
(b)	Group B: Care, Care and Treatment or Detention Occupancies	per square meter	\$0.95		\$0.95
(c)	Group C: Residential Occupancies	per square meter	\$0.95		\$0.95
(d)	Group D: Business and Personal Services Occupancies	per square meter	\$0.95		\$0.95
(e)	Group E: Mercantile Occupancies	per square meter	\$0.95		\$0.95
(f)	Group F: Industrial Occupancies	per square meter	\$0.95		\$0.95

**Town of Caledon 2017 Municipal Act,  
Planning Fees, and Building Classification and Permit Fees**

FEES BY-LAW (Effective Date: June 21, 2017)

2017 Fee (Excl. Taxes)	HST	Total Fee
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**SCHEDULE B****COMMUNITY SERVICES DEPARTMENT**

<b>Miscellaneous</b>					
(a)	Commercial kitchen exhaust (including related make-up air)	Flat Fee Per Unit	\$270.00		\$270.00
(b)	Spray booth, dust collector, etc.	Flat Fee Per Unit	\$270.00		\$270.00
(c)	Furnace replacement	Flat Fee Per Unit	\$131.30		\$131.30
(d)	Boiler replacement	Flat Fee Per Unit	\$283.50		\$283.50
(e)	Boiler replacement for detached, semis, townhouses, duplexes	Flat Fee Per Unit	\$131.30		\$131.30
(f)	Minor alterations to mechanical systems (duct work only, space heater, exhaust fan, unit heater, etc.)	Flat Fee Per Unit	\$131.30		\$131.30

**(E) PLUMBING AND DRAIN COMPONENTS**

(a)	Group A: Assembly Occupancies	Fee per Fixture	\$26.00		\$26.00
(b)	Group B: Care, Care and Treatment or Detention Occupancies	Fee per Fixture	\$26.00		\$26.00
(c)	Group C: Residential Occupancies	Fee per Fixture	\$27.30		\$27.30
(d)	Group D: Business and Personal Services Occupancies	Fee per Fixture	\$27.30		\$27.30
(e)	Group E: Mercantile Occupancies	Fee per Fixture	\$26.00		\$26.00
(f)	Group F: Industrial Occupancies	Fee per Fixture	\$26.00		\$26.00

<b>Miscellaneous</b>					
(a)	Inside sanitary and storm piping	per lin. m.	\$1.80		\$1.80
(b)	Outside water services, sanitary and storm piping** (when not included in complete building permit or permit for site services)	per lin. m.	\$4.90		\$4.90
(c)	Manholes, catch basins, interceptors, sumps, etc. (when not included in complete building permit or permit for site services)	Each	\$27.30		\$27.30
(d)	Site Services (for mechanical site services that serve more than one building)	Each building or block of units	\$210.00		\$210.00
(e)	**the maximum amount chargeable in fees in respect of any one permit application for any water service, fire main and outside sanitary and storm piping for Residences, barns and other structures located on Agriculturally zoned properties is \$350.00				
(f)	Early Review of House Model Drawings	per model	\$1,260.00		\$1,260.00
(g)	Duplicate Sets of Drawing (counter)	per hour	\$84.00		\$84.00
(h)	Material Change (revision)	per hour	\$61.80		\$61.80
(i)	Alternative Solution (Each submission)	minimum	\$97.30		\$97.30
		per hour	\$61.80		\$61.80
(j)	Change of Use (no construction proposed)	minimum	\$97.30		\$97.30
		per hour (review and inspection)	\$61.80		\$61.80
(k)		minimum	\$194.70		\$194.70
(l)	Conditional Building Permit (in addition to permit fee)	flat fee	\$540.80		\$540.80
(m)	Transfer Building Permit (to new owner)	flat fee	\$131.30		\$131.30
(n)	Repeat inspection (previous inspection not ready, discretionary up to two repeats)	flat fee	\$131.30		\$131.30
(o)	Miscellaneous Inspections- ICI (resulting from a compliance letter, outstanding permits older than two years, etc.)	flat fee	\$200.00		\$200.00
(p)	Miscellaneous Inspections- Residential (resulting from a compliance letter, outstanding permits older than two years, etc.)	flat fee	\$125.00		\$125.00

# Town of Caledon 2017 Municipal Act, Planning Fees, and Building Classification and Permit Fees

FEES BY-LAW (Effective Date: June 21, 2017)

2017 Fee (Excl. Taxes)	HST	Total Fee
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## SCHEDULE B

### COMMUNITY SERVICES DEPARTMENT

**Notes:**

1. Fees for classes of permits not described or included in this schedule shall be determined by the Chief Building Official
2. The occupancy classification shall be established in accordance with the occupancy definitions of the Ontario Building Code.
3. Except as provided in Item 5, the floor area is the sum of the areas of all floors including basement and shall be measured to
4. No deductions shall be made for openings within the floor area; i.e., stairs, elevators, ducts, etc.
5. A garage serving only the dwelling unit to which it is attached or built in and an unfinished basement located within the dwelling unit shall not be included in the area calculations.
6. Issued models (house types) are referred to as "issued repeats". An "issued repeat application" is a repeat of the identical house design that the applicant builder has previously submitted as a model for which a building permit has been issued.
7. The maximum amount of payment that may be charged to a credit card is \$5000.00 per building permit application.
8. Only applicants for building permits with a value of over \$5150.00 may elect to either:
  - Pay the full permit fee at the time of application; or
  - Pay 50% of the full permit fee at the time of application to a maximum amount of \$10,000.00 and the balance at the time of permit issuance.
9. With respect to work commenced prior to permit issuance or permit application, an administration charge is due to the municipality for the additional expenditure required because of such unlawful commencement, the permit fee shall be increased by the greater of:
  - (a) \$60.00, or
  - (b) with respect to work commenced before permit application 20%, or
  - (c) with respect to work commenced after permit application but before permit issuance, 10% of the required permit fee based on the entire work to be performed and exclusive of any part into which the application for permit may be sub-divided.
  - (d) In no case shall the maximum increase in permit fee exceed \$5000.00.

### Building Permit Fees Refunds

- 1.1. Pursuant to this by-law, the portion of the total calculated permit fee that may be refunded shall be a percentage of the total fees payable under this by-law, calculated as follows in regard to functions undertaken by the municipality:
  - 1.1.1. 85% if administrative functions only have been performed;
  - 1.1.2. 70% if administrative and zoning or building code permit application review functions only have been performed;
  - 1.1.3. 55% if administrative, zoning and building code permit application review functions have been performed;
  - 1.1.4. 45% if the permit has been issued and no field inspections have been performed subsequent to permit issuance and;
  - 1.1.5. 5% shall additionally be deducted for each field inspection that has been performed subsequent to permit issuance.
  - 1.1.6. 0% after a period of not less than one (1) year from the date of application being received, if the application has not been cancelled, or the permit has not been issued, or an issued permit has not been acted upon.
  - 1.1.7. If the calculated refund is less than \$100.00, no refund shall be made for the fees paid.
- 1.2. The refund shall be returned to the person named on the fee receipt, unless such person advises the Chief Building Official, in writing and prior to the release of the refund, of a change in name, in which case the refund shall be returned to the person then authorized to receive it.
- 1.3. The refund, if applicable, shall be the difference between total calculated fee for functions undertaken and the deposit made at time of permit application.
- 1.4. If an overpayment of a permit fee occurs on a permit application and the overpayment is less than \$50.00 the difference will not be refunded.

# Town of Caledon 2017 Municipal Act, Planning Fees, and Building Classification and Permit Fees

FEES BY-LAW (Effective Date: June 21, 2017)

2017 Fee (Excl. Taxes)	HST	Total Fee
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## SCHEDULE B

## COMMUNITY SERVICES DEPARTMENT

## PLANNING &amp; DEVELOPMENT

## COMPLIANCE LETTERS

Planning and Zoning Compliance Letters		\$120.00	\$15.60	\$135.60
Heritage Designation and Cemetery Compliance Letter		\$120.00	\$15.60	\$135.60
Engineering Compliance Letter (compliance with subdivision or other similar inquiry letters)		\$120.00	\$15.60	\$135.60

## LAND USE INQUIRY FORM

Planning Land Use Inquiry Form		\$88.50	\$11.50	\$100.00
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## OFFICIAL PLAN AND ZONING BY-LAW

Copy of Official Plan	By Hard Copy	\$135.00	\$17.55	\$152.55
Copy of Official Plan	By CD	\$25.00	\$3.25	\$28.25
Annual subscription to Office Consolidation of the Official Plan (affected pages only)	By email	\$130.00	\$16.90	\$146.90
Annual subscription to Office Consolidation of the Official Plan (affected pages only)	By regular mail	\$165.00	\$21.45	\$186.45
Official Plan Schedules (Colour)	Per page	\$5.00	\$0.65	\$5.65
Copy of Comprehensive Zoning By-law	By Hard Copy	\$535.00	\$69.55	\$604.55
Copy of Zoning By-law	By CD	\$25.00	\$3.25	\$28.25
Annual subscription to amendments to the Comprehensive Zoning By-law	By email	\$130.00	\$16.90	\$146.90

## NEC

Niagara Escarpment Plan Amendment		\$2,065.00		\$2,065.00
Niagara Escarpment Development permit application or renewal of application		\$315.00		\$315.00
Niagara Escarpment - Legal Searches		\$200.00		\$200.00

## PUBLIC INFORMATION MEETINGS &amp; ADVERTISING

Cost Recovery for advertising of Public Meetings and Notice of Applications		Fee + HST	Yes	Fee + HST
DART (Development Application Review Team) Pre-Consultation Meetings	Per meeting	\$350.00	\$45.50	\$395.50

## TELECOMMUNICATIONS

1. (a) Full Stream Application		\$6,400.00		\$6,400.00
(b) Scoped Stream		\$5,855.00		\$5,855.00
(c) Intermediate Stream		\$2,970.00		\$2,970.00
(d) Fast Track Stream		\$310.00		\$310.00

# Town of Caledon 2017 Municipal Act, Planning Fees, and Building Classification and Permit Fees

FEES BY-LAW (Effective Date: June 21, 2017)

2017 Fee (Excl. Taxes)	HST	Total Fee
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## SCHEDULE B

## COMMUNITY SERVICES DEPARTMENT

## SITE PLAN APPLICATIONS

2.	(a)	Full Stream Site Plan Application <sup>1</sup> (Includes Site Plan Agreement, Landscape and Engineering Inspection Fees)		\$14,775 plus \$1.18/m2 gross floor area (GFA) to maximum fee of \$29,000	\$214.50	\$14,989.50 plus \$1.18/m2 gross floor area (GFA) to maximum fee of \$29,000
		Recirculation Fee (for each subsequent site plan recirculation after the 3rd)		\$1,000.00		\$1,000.00
	(b)	Full Stream (Complex) ** <sup>1</sup> (Includes Site Plan Agreement, Landscape and Engineering Inspection Fees)		\$31,535 plus \$5,125/gross hectare	\$214.50	\$31,749.50 plus \$5,125/gross hectare
		Recirculation Fee (for each subsequent site plan recirculation after the 3rd)		\$1,000.00		\$1,000.00
	(c)	Amendment Stream <sup>1</sup> (Includes Site Plan Agreement, Landscape and Engineering Inspection Fees)		\$5,975.00	\$214.50	\$6,189.50
	(d)	Scoped Stream		\$2,965.00		\$2,965.00
	(e)	Fast Track Stream		\$177.00		\$177.00
	(f)	For Additional Site Plan Agreement (template) or undertaking including amendment to registered site plan agreement *		\$1,030 plus costs	Yes	Fee + HST
	(g)	Site Plan agreement (customized) including amendment to registered site plan agreement *		\$2,065 plus costs	Yes	Fee + HST
	(h)	Grading or Servicing Agreement*		\$5,300 plus costs	Yes	Fee + HST
		Site Plan Agreement (for applications prior to March 3, 2015)*		\$1,030 plus costs	Yes	Fee + HST
	(i)	Appeal to Ontario Municipal Board		\$200.00		\$200.00
	(j)	Annual carrying fee for inactive files (non-ORM)		\$1,550.00		\$1,550.00
	(k)	Application administration charge for proceeding without necessary planning act approvals (excluding ORM applications) *		25% of original application amount	Yes	Fee + HST

\* "plus costs" include Registry Office Fees, External Counsel Fees, and Disbursements (inclusive of HST)

\*\* "Complex" includes any Site Plan Application which requires additional agreements other than a Site Plan Agreement, Site Plan Amending Agreement or Letter of Undertaking

<sup>1</sup> HST not applicable on whole fee

## OAK RIDGES MORaine (ORM) SITE PLAN APPLICATION

3.	(a)	(i) ORM Full		\$775.00		\$775.00
	(b)	(ii) ORM Scoped		\$525.00		\$525.00
	(c)	(iii) ORM Fast Track		\$375.00		\$375.00
	(d)	(iv) Annual carrying fee for inactive files (ORM)		\$250.00		\$250.00

## OFFICIAL PLAN AMENDMENT APPLICATIONS

4.	(a)	Minor Official Plan Amendment Application		\$16,415.00		\$16,415.00
	(b)	Major Official Plan Amendment Application		\$31,620.00		\$31,620.00
	(c)	Appeal to Ontario Municipal Board		\$200.00		\$200.00
	(d)	Aggregate Application		Full cost recovery		Full cost recovery
	(e)	Annual carrying fee for inactive files		\$1,550.00		\$1,550.00
	(f)	Recirculation Fee (for each subsequent Official Plan Amendment recirculation after the 3rd)		\$1,500.00		\$1,500.00



# Town of Caledon 2017 Municipal Act, Planning Fees, and Building Classification and Permit Fees

FEES BY-LAW (Effective Date: June 21, 2017)

2017 Fee (Excl. Taxes)	HST	Total Fee
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## SCHEDULE B

## COMMUNITY SERVICES DEPARTMENT

## ZONING BY-LAW AMENDMENT APPLICATIONS

5.	(a)	Extension of Temporary Use By-laws for Garden Suites		\$710 plus cost of advertising or posting on property together with required circulation		\$710 plus cost of advertising or posting on property together with required circulation
	(b)	Temporary Use Application		\$12,590.00		\$12,590.00
		Temporary Use Application Extension		\$12,590.00		\$12,590.00
	(c)	Minor Zoning By-law Amendment Application (including Temporary use By-Laws)		\$12,590.00		\$12,590.00
	(d)	Major Zoning By-law Amendment Application		\$16,740.00		\$16,740.00
	(e)	Aggregate Application		Full cost recovery		Full cost recovery
	(f)	Removal of Holding (H) Zone		\$5,990.00		\$5,990.00
	(g)	Annual Carrying Fee for Inactive files		\$1,550.00		\$1,550.00
	(h)	Appeal to Ontario Municipal Board		\$200.00		\$200.00
	(i)	Zoning Certificate		\$205.00		\$205.00
	(j)	Legal non-conforming Certification fee		\$1,150.00		\$1,150.00
	(k)	Recirculation Fee (for each subsequent Rezoning recirculation after the 3rd)		\$1,500.00		\$1,500.00

## SUBDIVISION APPLICATIONS

6.	(a)	(i) Plan of Subdivision Application - Residential (Other than Palgrave Estates) <sup>1</sup> <i>Preparation of 3 agreements (subdivision agreement, grading agreement, and preservicing agreement) and registration of a draft plan of subdivision and compliance documents</i>		\$28,200 plus \$595 per unit	\$ 2,457.00	\$30,657 plus \$595 per unit
		(ii) Plan of Subdivision Application - Palgrave Estates <sup>1</sup> <i>Preparation of 3 agreements (subdivision agreement, grading agreement, and preservicing agreement) and registration of a draft plan of subdivision and compliance documents</i>		\$53,825 plus \$595 per unit	\$ 2,457.00	\$56,282 plus \$595 per unit
	(b)	Plan of Subdivision Application - Industrial/Commercial <sup>1</sup> <i>Preparation of 3 agreements (subdivision agreement, grading agreement, and preservicing agreement) and registration of a draft plan of subdivision and compliance documents</i>		\$28,200 plus \$5,125 per gross hectare	\$ 2,457.00	\$30,657 plus \$5,125 per gross hectare
	(c)	Plus additional fees, if applicable:				
		(i) Revisions requiring re-circulation		\$5,300.00		\$5,300.00
		(ii) Registration of each phase of a plan		\$7,000.00		\$7,000.00
		(iii) Extension of draft approval		\$5,300.00		\$5,300.00
		(iv) Revised draft approval plan requiring re-circulation		\$6,000.00		\$6,000.00
		(v) Appeal of plan to Ontario Municipal Board		\$200.00		\$200.00
	(d)	Administration Fee: Plan of subdivision applications filed on or before Feb. 5, 2008 <sup>2</sup>		7% of works	Yes	Fee + HST
	(e)	Administration Fee: Plan of subdivision applications filed on or after Feb. 6, 2008 and on or before Jan. 31, 2011 <sup>2</sup>		0% of works	Yes	Fee + HST
	(f)	Administration Fee: Plan of subdivision applications filed on or after Feb. 1, 2011 <sup>2</sup>		6% of works	Yes	Fee + HST
	(g)	Amendment to any registered agreement or fully executed agreement*		\$2,100 plus costs	Yes	Fee + HST
	(h)	Each Subdivision Agreement/Grading Agreement/Preservicing Agreement/Development Agreement (for applications prior to March 3, 2015) *		\$5,300 plus costs	Yes	Fee + HST

# Town of Caledon 2017 Municipal Act, Planning Fees, and Building Classification and Permit Fees

FEES BY-LAW (Effective Date: June 21, 2017)

2017 Fee (Excl. Taxes)	HST	Total Fee
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## SCHEDULE B

### COMMUNITY SERVICES DEPARTMENT

(i)	Review and/or preparation of documents related to the registration of Subdivisions and Condominiums (for applications prior to March 3, 2015)	+ Costs*	\$3000 plus costs	\$390.00	Fee + HST
(j)	Additional Development Agreement		\$5,300.00	\$689.00	\$5,989.00
(k)	Additional charge per agreement or amendment for a non-standard subdivision, development, grading or preservicing agreement or amendment.		\$2,250.00	\$ 292.50	\$2,542.50
(l)	Annual Carrying fee for inactive files		\$1,550.00		\$1,550.00
(m)	Landscape Resubmission Fee (for each submission after the 3rd submission)		\$3,000.00		\$3,000.00
(n)	Engineering Resubmission Fee (for each submission after the 3rd submission)		\$3,000.00		\$3,000.00
(o)	Application administration charge for proceeding without necessary planning act approvals *		25% of original application amount	Yes	Fee + HST

Note: The fee for the preparation of any subdivision, preservicing, grading or development agreement shall be payable in advance and the agreement shall not be commenced until full payment of the fee has been received.

Where the municipality has retained outside counsel, at the request of the developer/owner, to expedite the preparation of any of a grading, pre-servicing, subdivision or development agreement or the registration of the draft subdivision plan and compliance documents the developer/owner shall pay the minimum fee for the preparation of the agreements set out above or the registration, and shall, in addition, pay the total cost, including fees, disbursements, and taxes, charged by outside counsel to the municipality

\* "Plus Costs" include Registry Office Fees, External Counsel Fees, and Disbursements (inclusive of HST)

<sup>1</sup> HST not applicable on whole fee

<sup>2</sup> 50% of total fee due at time of 1st Engineering submission. Balance of fee due upon registration.

### CONDOMINIUM APPLICATIONS

7.	(a)	Plan of Condominium Application <sup>1</sup> (includes legal review)		\$21,040 plus \$50 per unit	\$390.00	\$21,430 plus \$50 per unit
	(b)	Plus additional fees, if applicable:				
		(i) Revisions requiring re-circulation		\$6,000.00		\$6,000.00
		(ii) Registration of each phase of a plan		\$1,550.00		\$1,550.00
		(iii) Extension of draft approval		\$5,300.00		\$5,300.00
		(iv) Revised draft approval plan requiring re-circulation		\$5,300.00		\$5,300.00
		(v) Appeal of plan to Ontario Municipal Board		\$200.00		\$200.00
	(c)	Administration fee for Condominium Applications filed on or before Feb. 5, 2008		7% of works	Yes	Fee + HST
	(d)	Administration fee for Condominium Applications filed on or after Feb. 6, 2008 to on or before Jan. 31, 2011		0% of works	Yes	Fee + HST
	(e)	Administration fee: plan of condominium applications filed on or after Feb. 1, 2011		6% of works	Yes	Fee + HST
	(f)	Annual Carrying Fee - Condos		\$1,550.00		\$1,550.00

<sup>1</sup> HST not applicable on whole fee

### PART LOT CONTROL EXEMPTION APPLICATIONS

8.	(a)	Part Lot Control Application Exemption <sup>1</sup> <i>Includes legal review of title, by-law, registrations, restrictions</i>		\$5,855 plus \$50 per unit	\$133.90	\$5,988.90 plus \$50 per unit
	(b)	Extension of part lot control by-law		\$1,440.00	\$133.90	\$1,573.90
	(c)	Repeal of part lot control by-law and/or deletion of restrictions		\$1,440.00	\$133.90	\$1,573.90
	(d)	Additional by-law/restriction		\$500 plus costs*	Yes	Fee + HST
	(e)	Consent to transfer/charge		\$75 plus costs*	Yes	Fee + HST

<sup>1</sup> HST not applicable on whole fee

# Town of Caledon 2017 Municipal Act, Planning Fees, and Building Classification and Permit Fees

FEES BY-LAW (Effective Date: June 21, 2017)

2017 Fee (Excl. Taxes)	HST	Total Fee
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## SCHEDULE B

## COMMUNITY SERVICES DEPARTMENT

## REPORTS AND BY-LAWS

9.	(a)	Preparation of reports and by-laws for a private purpose or interest under <i>Planning Act</i> (i.e. merger of lots), payable in advance *		\$950 plus costs*	Yes	\$950 plus costs + HST
	(b)	Legal documentation regarding lifting of .03 m reserve for a private purpose *		\$550 plus costs*	Yes	\$550 plus costs + HST

\* "Plus Costs" include Registry Office Fees, External Counsel Fees, and Disbursements (inclusive of HST)

## COMMITTEE OF ADJUSTMENT

10.	(a)	Minor Variance application - Industrial/Commercial		\$1,940.00		\$1,940.00
	(b)	Minor Variance application - All other types		\$1,140.00		\$1,140.00
	(c)	Consent application		\$4,200.00		\$4,200.00
	(d)	Request to Change Condition(s) of Provisional Consent				
		(i) Change of Conditions requiring Notification		\$1,200.00		\$1,200.00
		(ii) Change of Condition(s) not requiring Notification		\$300.00		\$300.00
	(e)	Consent Certificate Issuance Fee (Upon delegation of approval authority to give consents from the Region of Peel to the Town of Caledon)		\$730.00		\$730.00
	(f)	Deferral of application		\$236.00		\$236.00
	(g)	Appeal to Ontario Municipal Board		\$200.00		\$200.00

If an agreement is required see Legal Services Fees Section below

## FIRE &amp; EMERGENCY SERVICES

## REPORTS

Fire Report		\$86.00	\$11.18	\$97.18
File Search Letter		\$86.00	\$11.18	\$97.18
Posting of Licenses - Assembly occupancies	Where no alcoholic beverages are served	\$179.00	\$23.27	\$202.27
	Where alcoholic beverages are served	\$264.00	\$34.32	\$298.32

## INSPECTIONS (in excess of Fire Code Requirements)

Industrial/Commercial	Single Tenant or Occupancy			
	i) up to 10,000 sq. ft. or 929 m <sup>2</sup>	\$187.00	\$24.31	\$211.31
	ii) for every additional 10,000 sq. ft. or 929 m <sup>2</sup> part thereof	\$102.00	\$13.26	\$115.26
Residential/Commercial	Multiple occupancy complex			
	i) Base inspection	\$187.00	\$24.31	\$211.31
	ii) Plus each tenant or occupancy up to 10,000 sq. ft. or 929m <sup>2</sup>	\$102.00	\$13.26	\$115.26
	iii) Plus tenant or occupancy over 10,000 sq. ft. or 929m <sup>2</sup>	\$102.00	\$13.26	\$115.26
Residential/apartment or Condominium buildings	i) Base inspection	\$187.00	\$24.31	\$211.31
	ii) Plus each tenant, occupancy or apartment	\$94.00	\$12.22	\$106.22
Office Commercial	i) Base inspection	\$187.00	\$24.31	\$211.31
	ii) Plus each single tenant or occupancy over 10,000 sq. ft. or 929 m <sup>2</sup>	\$101.00	\$13.13	\$114.13
	iii) Plus tenant or occupancy over 10,000 sq. ft. or 929m <sup>2</sup>	\$101.00	\$13.13	\$114.13

**Town of Caledon 2017 Municipal Act,  
Planning Fees, and Building Classification and Permit Fees**

FEES BY-LAW (Effective Date: June 21, 2017)

2017 Fee (Excl. Taxes)	HST	Total Fee
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**SCHEDULE B****COMMUNITY SERVICES DEPARTMENT**

Tent or Marquee	Where Fire Code inspection is mandated		\$187.00	\$24.31	\$211.31
Portable Classroom	Per class		\$102.00	\$13.26	\$115.26
Daycare/nursery school	i) First inspection		\$264.00	\$34.32	\$298.32
	ii) Each subsequent inspection		\$94.00	\$12.22	\$106.22
Liquor Licence	i) First inspection		\$264.00	\$34.32	\$298.32
	ii) Plus each subsequent inspection		\$124.00	\$16.12	\$140.12
<b>Refer to Schedule F for Liquor Licence fees</b>					
Inspection of any building for the purpose of tenants	i) First hour		\$200.00	\$26.00	\$226.00
	ii) Plus staff research time after first hour	Per hour	\$85.00	\$11.05	\$96.05
Any inspection performed in association with the purchase or sale or with potential purchase or sale of property					
	i) First inspection		\$285.00	\$37.05	\$322.05
	ii) Each subsequent inspection		\$94.00	\$12.22	\$106.22
Unsafe Buildings	Boarding or barricading of unsafe buildings pursuant to the Fire Code				
	i) Per hour		\$180.00	\$23.40	\$203.40
	ii) Plus costs	+ costs	+ costs	Yes	Costs + HST
	iii) Plus administration fee		15%	Yes	Fee + HST
Post fire watch pursuant to Fire Code	iv) Per hour/per firefighter		\$243.00	\$31.59	\$274.59
	v) Plus administration fee		15%	Yes	Fee + HST

**EMERGENCY RESPONSES**

False Alarms	Response to false alarm property owner shall pay:				
	First false alarm	no charge			
	Second fire alarm and each subsequent false alarm:		\$1,242.00		\$1,242.00
	The Treasurer is authorized to reduce the false alarm invoices by the cost of the alarm system repairs upon the Fire Chief's confirmation of the following:				
	1) The property owner submitted an invoice from the alarm company which clearly shows that the alarm was repaired subsequent to the false alarm call				
	2) There is proof that the repair was paid;				
	alarm company for the year of the false alarm incident				
	4) The alarm system was subsequently inspected by the Caledon Fire & Emergency Services Department				
	False Alarm call counter per property is reset on the first day of the following calendar year				
	Each half hour beyond the first two hours		\$362.00		\$362.00
	Each additional piece of apparatus after the first three pieces of apparatus per hour		\$639.00		\$639.00
	Plus administration fee		15%	Yes	Fee + HST

# Town of Caledon 2017 Municipal Act, Planning Fees, and Building Classification and Permit Fees

FEES BY-LAW (Effective Date: June 21, 2017)

2017 Fee (Excl. Taxes)	HST	Total Fee
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## SCHEDULE B

## COMMUNITY SERVICES DEPARTMENT

Gas Leaks	Response to gas leak where service locate has not been obtained or where requirements of service locate have not been followed, the property owner shall pay:				
	i) Per vehicle per hour		\$583.00		\$583.00
	ii) Plus any clean-up costs		+ costs		No applicable taxes
	iii) Plus administration fee		15%	Yes	Fee + HST
Hazardous Material spill clean up	i) Per vehicle per hour		\$583.00		\$583.00
	ii) Plus any clean-up costs		+ costs		No applicable taxes
	iii) Plus administration fee		15%	Yes	Fee + HST
Hydro Response	Emergency response to occurrence on Town of Caledon, Regional Municipality of Peel or Provincial highway within the Town of Caledon related to hydro distribution equipment				
	i) First 2 hours or each part thereof		\$915.00		\$915.00
	ii) For each additional 30 minute period or part thereof		\$320.00		\$320.00
	iii) Plus administration fee		15%	Yes	Fee + HST
Motor Vehicle Occurrence/ incident/collision	Emergency responses to motor vehicle occurrence/incident/collision on Town of Caledon, Regional Municipality of Peel or Provincial highway within the Town of Caledon				
	<b>i) Passenger vehicle and small commercial vehicle</b>				
	For first 2 hours or part thereof for each vehicle		\$1,415.00		\$1,415.00
	For each additional 30 minute period or part thereof for each vehicle		\$320.00		\$320.00
	Each additional piece of apparatus after the first 3 pieces of apparatus per hour per vehicle		\$639.00		\$639.00
	Plus administration fee		15%	Yes	Fee + HST
	<b>ii) Large Commercial Vehicle</b>				
	For first hour or part thereof for each vehicle		\$1,251.00		\$1,251.00
	For each additional 30 minute period or part thereof for each vehicle		\$320.00		\$320.00
	Each additional piece of apparatus after the first 3 pieces of apparatus per hour per vehicle		\$639.00		\$639.00
	Plus clean-up costs		+ costs		No taxes
	Plus administration fee		15%	Yes	Fee + HST
Motor Vehicle Occurrence/ incident/collision (Continued)	<b>iii) Town of Caledon residents are exempt</b> from payment of fee for emergency response to motor vehicle occurrence/incident/collision where occurrence/incident/collision occurs on a Town of Caledon or Regional Municipality of Peel highway or Provincial highway within the Town of Caledon				
	<b>iv) Emergency response to motor vehicle occurrence/incident/collision on any property in the Town of Caledon other than Town of Caledon highway, Regional Municipality of Peel or Provincial highway</b>				
	For first 2 hours or part thereof for each vehicle		\$1,542.00		\$1,542.00
	For each additional 30 minute period or part thereof for each vehicle		\$362.00		\$362.00
	Each additional piece of apparatus after the first 3 pieces of apparatus per hour per vehicle		\$639.00		\$639.00
	Plus administration fee		15%	Yes	Fee + HST
	<b>v) Emergency response fees are the responsibility of the owner of each vehicle at the scene of the occurrence/incident/collision regardless of whether the owner is the driver of the vehicle and regardless of whether the driver is "at fault"</b>				

# Town of Caledon 2017 Municipal Act, Planning Fees, and Building Classification and Permit Fees

FEES BY-LAW (Effective Date: June 21, 2017)

2017 Fee (Excl. Taxes)	HST	Total Fee
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## SCHEDULE B

### COMMUNITY SERVICES DEPARTMENT

Use of materials, Equipment and Vehicles in Exceptional Circumstances	The property owner shall pay for the fire service response which includes the use of extinguishing agents, absorbent materials, the acquisition of specialized equipment or vehicles not in the possession of the Fire & Emergency Services Department as routine materials, equipment and vehicles purchased and authorized by annual budget approval		Cost of material, equipment or vehicle, Plus administration fee		Fee + applicable taxes
	The property owner shall pay for the firefighter rehabilitation facilities, vehicles, food and fluids provided to fire fighters after the first four hours of an emergency or fire response		Cost of facilities, vehicles, food and fluids, Plus administration fee		Fee + applicable taxes

<b>SPECIAL EVENTS</b>	Attendance of firefighter or fire vehicle requested at special events	Per day	\$306.00	\$39.78	\$345.78
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#### OPEN AIR BURN PERMITS

Burn Permit	Residential - Open Air Burning (minimum 1/2 acre lot)		\$42.00		\$42.00
	Contractors		\$228.00		\$228.00
	Construction Site		\$589.00		\$589.00
	Recreational Burn Permits		\$25.00		\$25.00
Response to open air burn	The property owner shall pay for the fire service response required to control or to extinguish open fire where open air burn permit has not been issued or where there is a failure to comply with a condition or conditions of open air burn permit or a failure to burn in accordance with requirements of the applicable by-law	Per vehicle, per hour, plus cleanup costs, plus administration fee	\$691.00		\$691.00

#### FIREWORKS BY-LAW

Application for a permit under the Fireworks By-law to set off display fireworks or pyrotechnics		\$603.00		\$603.00
Application for a permit under the Fireworks By-law for the sale of consumer fireworks		\$179.00		\$179.00

#### POLICE ATTENDANCE AS A RESULT OF:

Residential alarm	The property owner shall pay			
	First false alarm	No charge		
	Second false alarm		\$61.00	\$61.00
	Third false alarm		\$122.00	\$122.00
	Fourth and each subsequent false alarm		\$241.00	\$241.00
Business alarm	The property owner or the business shall pay			
	First false alarm	No charge		
	Second false alarm		\$122.00	\$122.00
	Third false alarm		\$241.00	\$241.00
	Fourth and each subsequent false alarm		\$361.00	\$361.00



# Town of Caledon 2017 Municipal Act, Planning Fees, and Building Classification and Permit Fees

FEES BY-LAW (Effective Date: June 21, 2017)

2017 Fee (Excl. Taxes)	HST	Total Fee
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## SCHEDULE B

## COMMUNITY SERVICES DEPARTMENT

## PARKS AND RECREATION

## INDOOR FACILITY RENTALS

## INSURANCE

	As shown on Pearson Dunn fee sheet. Insurance fee applied to rentals where there is no proof of other coverage. This charge is considered part of the facility rental charge.		Fee + HST	Yes	Fee + HST
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## SOCAN and RE:Sound Tariff

SOCAN TARIFF 8 Fees	As indicated by Society of Composers, Authors and Music Publishers of Canada (SOCAN)		Fee + HST	Yes	Fee + HST
Sound Tariff 5B Fees			Fee + HST	Yes	Fee + HST
Re:Sound Tariff	As indicated by Re:Sound Music Licensing Company		Fee + HST	Yes	Fee + HST

## POOL RENTALS

	Private/hours - ranges depending on services required				
2% Increase in Fees effective September 1, 2017 - August 31, 2018	i) Resident / hour		\$46.74 - \$97.25	Yes	Fee + HST
	ii) Non-resident/Commercial / hour		\$56.08 - \$116.70	Yes	Fee + HST
	iii) Subsidized/Not-For-Profit / hour		\$32.72 - \$68.08	Yes	Fee + HST

## ARENA RENTALS

	Fees vary depending on prime time, non-prime, summer and last minute				
2% Increase in Fees effective September 1, 2017 - August 31, 2018.	i) Resident / hour		\$95.78 - \$225.16	Yes	Fee + HST
	ii) Non-resident/Commercial / hour		\$140.08 - \$254.68	Yes	Fee + HST
	iii) Subsidized/Not-For-Profit / hour		\$81.71 - \$163.35	Yes	Fee + HST
	Statutory Holidays - minimum 7 hour booking (excluding December 25th, 26th and January 1st - CLOSED)		Prime rate + additional charge for staff wages (double time)	Yes	Fee + HST

## FLOOR RENTALS

2% Increase in Fees effective September 1, 2017 - August 31, 2018	Floor Rental / hour		\$60.12 - \$103.06	Yes	Fee + HST
	Floor Rental / Booking		\$480.96 - \$827.87	Yes	Fee + HST

## GYMNASIUM RENTALS

	Fees vary based on half or whole gym				
2% increase in fees effective September 1, 2017 - August 31, 2018	i) Resident / hour		\$69.00 - \$138.01	Yes	Fee + HST
	ii) Non-resident/Commercial / hour		\$82.80 - \$165.61	Yes	Fee + HST
	iii) Subsidized/Not-For-Profit / hour		\$48.30 - \$96.61	Yes	Fee + HST

# Town of Caledon 2017 Municipal Act, Planning Fees, and Building Classification and Permit Fees

FEES BY-LAW (Effective Date: June 21, 2017)

2017 Fee (Excl. Taxes)	HST	Total Fee
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## SCHEDULE B

### COMMUNITY SERVICES DEPARTMENT

Facility Amenities  2% increase in fees effective September 1, 2017 - August 31, 2018	i) Additional Staff	per hour	\$15.30	Yes	Fee + HST
	ii) Additional Staff - STAT Holiday	per hour	\$56.10	Yes	Fee + HST
	iii) Additional Staff - LIFEGUARD	per hour	\$20.91	Yes	Fee + HST
	iv) Additional Staff - PARTY INSTRUCTOR	per hour	\$51.00	Yes	Fee + HST
	v) Fitness Day Rate - School Group (15)	per day	\$45.00	Yes	Fee + HST
	vi) Fitness Day Rate - Additional Student	per day	\$3.00	Yes	Fee + HST
	vii) Coffee and/or Tea Service - Large - Small	per urn	\$40.00	Yes	Fee + HST
		per urn	\$25.00	Yes	Fee + HST
	viii) Kitchen Fee	per booking	\$25.00	Yes	Fee + HST
	ix) Audio Equipment Rental	per booking	\$40.00	Yes	Fee + HST
	x) Sport Equipment Rental	per booking	\$25.00	Yes	Fee + HST

### HALL AND ROOM RENTALS

	Community Centres - Rooms are available to accommodate groups of various sizes				
2% increase in fees. Effective September 1, 2017 - August 31, 2018	i) Resident / hour		\$11.04 - \$77.30	Yes	Fee + HST
	ii) Non-resident/Commercial / hour		\$30.00 - \$92.75	Yes	Fee + HST
	iii) Subsidized/Not-For-Profit / hour		\$17.50 - \$54.11	Yes	Fee + HST
	Room Rental / Booking		\$200.00 - \$618.36	Yes	Fee + HST
	Security deposit/damage deposit		\$50.00 - \$250.00		Fee
Holiday Rental Fee	i) Resident / Booking		\$483.28	Yes	Fee + HST
	ii) Non-resident/Commercial / Booking		\$629.40	Yes	Fee + HST

### SPONSORED DROP-IN ACTIVITIES

	Fees vary depending on drop-in activity type, time of the activity. cost to participate and supervision requirements.		\$179-10-\$372.69	Yes	Fee + HST
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### OUTDOOR RENTALS

#### SPORT AND PASSIVE PARK RENTALS - PLUS PARK AMENITIES

Ball Diamond Rental	Price depends on time slot (time and day of week), user group and grade of field used. Rates based on 1hr blocks.				
	i) Resident		\$2.84 - \$20.97	Yes	Fee + HST
	ii) Non-resident/Commercial		\$3.40 - \$25.17	Yes	Fee + HST
	iii) Subsidized/Not-For-Profit		\$2.00 - \$14.68	Yes	Fee + HST
Soccer Field Rental	Price depends on time slot (time and day of week), user group and grade of field used. Rates based on 1hr blocks.				
	i) Resident		\$1.44 - \$18.87	Yes	Fee + HST
	ii) Non-resident/Commercial		\$1.72 - \$22.64	Yes	Fee + HST
	iii) Subsidized/Not-For-Profit		\$1.00 - \$13.22	Yes	Fee + HST
Tennis Facilities Rental	2 courts - Per season use (not including portalets)		\$587.80 - \$1,196.12	Yes	Fee + HST
	4 courts - Per season use (not including portalets)		\$1,061.21 - \$1,196.12	Yes	Fee + HST

**Town of Caledon 2017 Municipal Act,  
Planning Fees, and Building Classification and Permit Fees**

FEES BY-LAW (Effective Date: June 21, 2017)

2017 Fee (Excl. Taxes)	HST	Total Fee
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## SCHEDULE B

## COMMUNITY SERVICES DEPARTMENT

Bocce Court Rental	Per court - Per season use		\$186.59	Yes	Fee + HST
	Per court - Per time slot - unlit		\$7.60	Yes	Fee + HST
	Per court - Per time slot - lit		\$18.23	Yes	Fee + HST
Outdoor Fitness	Per Time Slot - Resident		\$4.78 - \$11.56	Yes	Fee + HST
	Per Time Slot - Non-Resident/Commercial		\$5.74 - \$13.87	Yes	Fee + HST
Picnic Rentals	Full Day - Resident		\$92.08 - \$256.51	Yes	Fee + HST
	Full Day - Non-Resident/Commercial		\$110.49 - \$307.81	Yes	Fee + HST
Beach Volleyball	Resident	Per time slot	\$5.08	Yes	Fee + HST
	Non-Resident/Commercial	Per time slot	\$6.10	Yes	Fee + HST
Wedding Photos			\$50.92	Yes	Fee + HST
Parking Lot	Subsidized/Not-For-Profit / Booking	Per time slot	\$256.51	Yes	Fee + HST
	Commercial / Booking	Per time slot	\$769.53	Yes	Fee + HST
Farmers Market	Category A / Booking	Per time slot	\$79.59	Yes	Fee + HST
	Category B / Booking	Per time slot	\$55.70	Yes	Fee + HST
Park Amenities	i) Barricades (10 per load) with other deliveries; or	10 per load	\$39.81	Yes	Fee + HST
	i) Barricades per load if ordered separately - delivery	10 per load	\$125.07	Yes	Fee + HST
	ii) Beer garden (staff set-up)		\$552.05	Yes	Fee + HST
	iii) Extra picnic tables (7 per load) - delivery fee	7 per load	\$144.69	Yes	Fee + HST
	iv) Portolet (regular or deluxe) / Handwash Stations		Cost Recovery + Admin.	Yes	Fee + HST
	v) Lights - Ball Diamond - Soccer Field	Baseball/hr	\$16.44	Yes	Fee + HST
		Soccer/hr	\$20.58	Yes	Fee + HST
	vi) Event support (for tournaments and large events) - First day - Each additional day				
		per day	\$114.77	Yes	Fee + HST
		per day	\$85.30	Yes	Fee + HST
	viii) Hourly onsite event support (minimum 3 hours)	per hour	\$119.24	Yes	Fee + HST
	ix) Use of washrooms only (Caledon Fairgrounds)		\$32.59	Yes	Fee + HST
	x) Use of snack bar (where available)		\$26.52	Yes	Fee + HST
	xi) Security Deposit (for park amenity use, refundable after event and site inspection)		\$20.00 - \$50.00		Fee

# Town of Caledon 2017 Municipal Act, Planning Fees, and Building Classification and Permit Fees

FEES BY-LAW (Effective Date: June 21, 2017)

2017 Fee (Excl. Taxes)	HST	Total Fee
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## SCHEDULE B

## COMMUNITY SERVICES DEPARTMENT

## PROGRAMS

## AQUATICS

Public Swim	Ranges depending on age, type of activity and length of program		\$2.65 - \$7.52	Yes	Fee + HST
Swim Lessons	Swim kids - Leaders courses Leadership workbooks/materials	(No taxes for ages 14 years & under)	\$51.68 - \$265.49	Yes	Fee + HST

## ARENAS

Public Skating	Rates vary based on age and family size, includes shinny and ticket ice		\$2.65 - \$7.52	Yes	Fee + HST
Skating Lessons	Learn to Skate	(No taxes for ages 14 years & under)	\$48.42 - \$174.03	Yes	Fee + HST

## CAMPS

Various weekly camps	Ages 14 and under		\$40.80 - \$377.40		Fee
	Ages 15 and over		\$40.80 - \$321.30	Yes	Fee + HST
Extended camp fees	Ages 13 and under		\$5.10 - \$25.50		Fee
Support Worker fees			\$90.00 - \$450.00		Fee

## FITNESS &amp; LIFESTYLE

Memberships			\$22.30 - \$575.22	Yes	Fee + HST
	Non-resident additional charge for fitness membership		5% - 10% of base fee	Yes	Fee + 5% to 15% + HST
	Pre Authorized Payment Plan		\$15.30	Yes	Fee + HST
	Membership Card Replacement		\$5.10	Yes	Fee + HST
	Medical Holds and Withdrawal Fee		\$25.50	(When applicable)	Fee + HST
Pay as You Go / Services	Fitness/Gymnasium/Youth Centre		\$2.65 - \$12.30	Yes	Fee + HST
	Childminding		\$5.88 - \$889.90	Yes	Fee + HST
	Personal Training		\$40.80 - \$3,421	Yes	Fee + HST
	Snoezelen		\$5.00 - \$427.38	Yes	Fee + HST
	Equipment Rental		\$1.99 - \$5.00	Yes	Fee + HST
Youth fieldhouse orientation			\$20.00 - \$46.10	Yes	Fee + HST
Special Event			\$6.00 - \$7,500.00		Fee

**Town of Caledon 2017 Municipal Act,  
Planning Fees, and Building Classification and Permit Fees**

FEES BY-LAW (Effective Date: June 21, 2017)

2017 Fee (Excl. Taxes)	HST	Total Fee
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## SCHEDULE B

## COMMUNITY SERVICES DEPARTMENT

Registered Program Fees	Pre-registered Programs		\$2.35 - \$321.30	(When applicable)	Fee + HST (HST where applicable)
	Non-resident additional charge per program		5% - 35% of base fee	(When applicable)	Fee + 5% to 35% + HST
	Refund Fee		\$15.00	(When applicable)	Fee + HST

Caledon 55+ Games	Flat participation rate for all activities organized under the Caledon 55+ Games.				
	Registration > Caledon 55+ Games > Resident		\$13.27	Yes	Fee + HST
	Registration > Caledon 55+ Games > Non-Resident		\$17.70	Yes	Fee + HST

NOTE: For specific rates at each facility consult the appropriate facility office.

Cancellation/Changes	Room rentals and programs		\$10.50 - \$1,500.00		Fee
	Ice rentals with less than 14 days notice		No refund		No refund

## CONCESSIONS

Point of Sale Items		\$0.25 - \$75.00	Yes	Fee + HST
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## ADVERTISING

Facility Advertising		\$255.00 - \$3,978.00	Yes	Fee + HST
Brochure Advertising		\$163.20 - \$3,421.28	Yes	Fee + HST

**Town of Caledon 2017 Municipal Act,  
Planning Fees, and Building Classification and Permit Fees**

FEES BY-LAW (Effective Date: June 21, 2017)

2017 Fee (Excl. Taxes)	HST	Total Fee
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## SCHEDULE C

## CORPORATE SERVICES DEPARTMENT

## LEGAL SERVICES

## AGREEMENTS

Any Type of agreement <sup>1</sup>	Standard - Easement/Lease/License - Encroachment - Other	+ Costs	\$1,400.00	\$182.00	\$1,582.00
Any Type of agreement <sup>1</sup>	Non-Standard - Easement/Lease/License - Encroachment - Other	+ Costs	\$3,650.00	\$474.50	\$4,124.50

<sup>1</sup>Includes agreement or amendment to an executed agreement with the exception of agreements for subdivisions, site plans, grading and preservicing.

Development Charge Credit or Front-Ending Financing Agreement	Standard Development charge credit agreement or front-ending financing agreement	+ Costs	\$5,150.00	\$669.50	\$5,819.50
Development Charge Credit or Front-Ending Financing Agreement	Non-Standard Development charge credit agreement or front-ending financing agreement	+ Costs	\$7,400.00	\$962.00	\$8,362.00
Cash-in-lieu of Parking Agreement/Cash-in-lieu of Parkland Dedication Agreement	Cash-in-lieu of Parking Agreement/Cash-in-lieu of Parkland Dedication Agreement (non-routine)  <i>Non-routine agreement requiring more than 7.5 hours of work (inclusive of both law clerk and solicitor time)</i>	+ Costs	\$500 minimum  Plus \$50 per hour for time of law clerk beyond 7.5 hours  Plus \$100 per hour for time of solicitor beyond 7.5 hours  Plus costs*	Yes	Fee + HST
Application for Executed DCCA	Processing of application for copy of executed development charges credit agreement (including copying)	+ Costs	\$130.00	\$16.90	\$146.90

## MISCELLANEOUS

Inhibiting Order	Registration and release of an Inhibiting Order (except where the inhibiting order and release are part of an active <i>Planning Act</i> application)	+ Costs	\$250.00	\$32.50	\$282.50
Teraview Document	Preparation of any Teraview document, including a legal document for conveyancing purposes not otherwise listed herein	+ Costs	\$520.00	\$67.60	\$587.60
Compliance Letter	Compliance letters including letters relating to first application, assumption of subdivisions and similar inquiry letters.		\$120.00	\$15.60	\$135.60
Subsequent Disclosure Package	Subsequent copy of Disclosure Package for POA related offences		\$20.00	\$2.60	\$22.60



# Town of Caledon 2017 Municipal Act, Planning Fees, and Building Classification and Permit Fees

FEES BY-LAW (Effective Date: June 21, 2017)

2017 Fee (Excl. Taxes)	HST	Total Fee
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## SCHEDULE C

### CORPORATE SERVICES DEPARTMENT

#### REPORTS AND BY-LAWS

Assumption By-Law	Assumption By-law (except an assumption by-law which is part of a subdivision application)	+ Costs	\$250.00	\$32.50	\$282.50
Reports and By-Laws	Preparation of reports and by-law for a private purpose or interest	+ Costs	\$950.00	\$123.50	\$1,073.50
Disclosure request	Processing of replacement of a completed disclosure request - copying charge		Cost Recovery		Fee + HST

#### APPLICATION TO PURCHASE TOWN LAND

Processing Fee	Processing fee for request to purchase Town land, for an easement over Town land, for an encroachment onto Town land, or similar document (except where document is part of an active Planning Act application) Additional fees may apply if the request is approved as per the fees by-law.	+ Costs*	\$250.00	\$32.50	\$250.00
	Non-refundable filing fee for a hearing		\$200.00		\$ 200.00

**\*\*Costs\* include the cost of an appraisal report**

#### PROVINCIAL OFFENCES ADMINISTRATION

Fine	Defaulted Provincial Offences fine collection administration Fee		\$20.00		\$20.00
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#### APPEAL HEARING TRIBUNAL

	Non-refundable filing fee for a hearing		\$200.00		\$ 200.00
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#### LOTTERIES

			3% of prize value		3% of prize value
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#### CERTIFYING AND COMMISSIONING

	Burial Permit		\$20.00		\$20.00
	Certifying of document - 1 to 3 documents	Resident of Town of Caledon	\$30.00	\$3.90	\$33.90
	Certifying of document - 4 documents or more	Resident of Town of Caledon	\$51.00	\$6.63	\$57.63
	Commissioning document - 1 to 3 documents	Resident of Town of Caledon	\$30.00	\$3.90	\$33.90
	Commissioning document - 4 document or more	Resident of Town of Caledon	\$51.00	\$6.63	\$57.63

#### MARRIAGE

Marriage licence		\$150.00		\$150.00
Replacement marriage licence		\$50.00		\$50.00
Civil marriage ceremony	In Town Hall	\$300.00	\$39.00	\$339.00

#### LIQUOR LICENCE

Permanent Liquor Licence Fee <i>(includes inspection fees)</i> <sup>1</sup>		\$554.00	\$25.22	\$579.22
Liquor Licence Extension <i>(includes inspection fees)</i> <sup>1</sup>		\$274.00	\$16.12	\$290.12
Special Occasion Permits		\$150.00		\$150.00
Special Occasion Permit - Municipal Designation Request (initial request)		\$200.00		\$200.00
Special Occasion Permit - Municipal Designation Request (subsequent requests)		\$150.00		\$150.00

\*Exempted for events at Town owned facilities and / or affiliated groups approved by the Parks & Recreation Department

<sup>1</sup> HST not applicable on whole fee

# Town of Caledon 2017 Municipal Act, Planning Fees, and Building Classification and Permit Fees

FEES BY-LAW (Effective Date: June 21, 2017)

2017 Fee (Excl. Taxes)	HST	Total Fee
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## SCHEDULE C

## CORPORATE SERVICES DEPARTMENT

## LICENSES

## Adult Store

	i) Application for owner		\$625.00		\$625.00
	ii) Application for each operator		\$100.00		\$100.00

## Buses

Owner	Initial licence first vehicle	Original	\$1,000.00		\$1,000.00
	Initial licence first vehicle	Renewal	\$600.00		\$600.00
	Each additional vehicle	Original & Renewal	\$600.00		\$600.00
Other	Fee for missed inspection appointment		\$75.00		\$75.00
	Replacement fee for owner's licence		\$65.00		\$65.00
	Replacement fee for owner's plate		\$65.00		\$65.00
	Registration of replacement vehicle (must be identical ownership)		\$300.00		\$300.00
	Late Renewal Fee (if inspection required)		\$50.00		\$50.00

## REFRESHMENT VEHICLE

Operator	Refreshment Vehicle Operator Licence	Original & Renewal	\$150.00		\$150.00
Owner	Motorized Refreshment Vehicle Owner Licence	Original & Renewal	\$250.00		\$250.00
	Non-motorized Refreshment Vehicle Owner Licence	Original & Renewal	\$250.00		\$250.00
Other	Replacement fee for driver's photo identification card		\$65.00		\$65.00
	Replacement fee for driver's or owner's licence		\$65.00		\$65.00
	Replacement fee for owner's plate		\$65.00		\$65.00
	Registration of replacement vehicle (must be identical ownership)		\$300.00		\$300.00
	Change of information	per licence	\$30.00		\$30.00
	Missed or additional vehicle inspection		\$60.00		\$60.00
	Corporate search		\$60.00		\$60.00
	Business name search		\$60.00		\$60.00
	Late Renewal Fee (if inspection required)		\$50.00		\$50.00

## TAXICAB OR LIMOUSINE LICENCES

Broker/Owner	Taxicab broker's licence	Original & Renewal	\$400.00		\$400.00
	Taxicab owner's licence	Original	\$425.00		\$425.00
	Taxicab owner's licence	Renewal	\$325.00		\$325.00
	Limousine owner's licence	Original	\$400.00		\$400.00
	Limousine owner's licence	Renewal	\$325.00		\$325.00
	Accessible taxicab licence	Original - 1st Vehicle	\$400.00		\$400.00
	Accessible taxicab licence	Original - Subsequent Vehicle	\$325.00		\$325.00
	Accessible taxicab licence	Renewal	\$325.00		\$325.00
	Extension of vehicle model year	Original	\$115.00		\$115.00

**Town of Caledon 2017 Municipal Act,  
Planning Fees, and Building Classification and Permit Fees**

FEES BY-LAW (Effective Date: June 21, 2017)

2017 Fee (Excl. Taxes)	HST	Total Fee
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## SCHEDULE C

## CORPORATE SERVICES DEPARTMENT

Driver	Taxicab driver or limousine driver	Renewal	\$125.00		\$125.00
	Taxicab driver or limousine driver	New Licence	\$125.00		\$125.00
Other	Replacement fee for driver's photo identification card		\$65.00		\$65.00
	Replacement fee for driver's or owner's licence		\$65.00		\$65.00
	Replacement fee for owner's plate		\$65.00		\$65.00
	Registration of replacement vehicle (must be identical ownership)		\$225.00		\$225.00
	Change of information	per licence	\$120.00		\$120.00
	Missed or additional vehicle inspection		\$60.00		\$60.00
	Corporate Search		\$30.00		\$30.00
	Business name search		\$30.00		\$30.00
	Late renewal fee (if inspection required)		\$50.00		\$50.00
	Additional Driver's Test	each subsequent test	\$115.00		\$115.00

## TOW TRUCK LICENCES

Owner	Initial licence first vehicle	Original	\$425.00		\$425.00
	Initial licence subsequent vehicle(s)	Original	\$400.00		\$400.00
	Vehicle - Renewal	Renewal	\$400.00		\$400.00

Driver	New and Renewal	Original & Renewal	\$150.00		\$150.00
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Other	Replacement fee for driver or owner's licence		\$65.00		\$65.00
	Replacement fee for owner's plate		\$65.00		\$65.00
	Registration of replacement vehicle (must be identical ownership)		\$560.00		\$560.00
	Missed or additional vehicle inspection		\$60.00		\$60.00
	Late Renewal Fee (if inspection required)		\$50.00		\$50.00

## DONATION BOX LICENCES

	Initial Donation box licence	per location	\$150.00		\$150.00
	Donation box licence annual renewal	per location	\$75.00		\$75.00
	Donation box licence annual renewal for Charities that have a Charitable registration number issued by the Canada Revenue Agency	per location	\$35.00		\$35.00

## ANIMAL SERVICES

## ANIMAL SHELTER

Redemption Fees - Cats	Cats - on each occasion		\$20.00	\$2.60	\$22.60
	In addition to above for each day or part thereof during which the cat remains at shelter		\$5.00	\$0.65	\$5.65

**Town of Caledon 2017 Municipal Act,  
Planning Fees, and Building Classification and Permit Fees**

FEES BY-LAW (Effective Date: June 21, 2017)

2017 Fee (Excl. Taxes)	HST	Total Fee
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## SCHEDULE C

## CORPORATE SERVICES DEPARTMENT

Adoption Fees	Senior Dog (8+ years)		\$90.00	\$11.70	\$101.70
	Senior Cat (8+ years)		\$30.00	\$3.90	\$33.90
	Dog - spayed/neutered, vaccinated		\$155.00	\$20.15	\$175.15
	Cat - spayed/neutered, vaccinated		\$105.00	\$13.65	\$118.65
	Puppies - under 6 months (not spayed/neutered)		\$125.00	\$16.25	\$141.25
	Kittens - not spayed/neutered due to age, vaccinated		\$75.00	\$9.75	\$84.75
	Other small animals		\$10.00	\$1.30	\$11.30

Surrender Fees	Surrendering dog for subsequent adoption to new owner where dog is spayed or neutered and vaccinated		\$54.00	\$7.02	\$61.02
	Surrendering cat for subsequent adoption to new owner where cat is spayed or neutered and vaccinated		\$27.00	\$3.51	\$30.51
	Surrendering dog for subsequent adoption to new owner where dog is not spayed or neutered and vaccinated		\$100.00	\$13.00	\$113.00
	Surrendering cat for subsequent adoption to new owner where cat is not spayed or neutered and vaccinated		\$50.00	\$6.50	\$56.50

## ANIMAL SHELTER

Redemption Fees - Dogs	i) Dog without identification including owner contact information		\$100.00	\$13.00	\$113.00
	ii) Dog without up-to-date identification		\$100.00	\$13.00	\$113.00
	iii) Dog with valid identification first redemption		\$25.00	\$3.25	\$28.25
	iv) Dog with valid identification each subsequent redemption		\$50.00	\$6.50	\$56.50
	In addition to i), ii), iii) and iv) above, for each day or part thereof during which the dog is impounded (excluding the first day the dog is impounded)		\$20.00	\$2.60	\$22.60
	<b>Where dog has been quarantined at shelter</b>				
	i) First day of quarantine		\$59.00	\$7.67	\$66.67
	ii) For each subsequent day of the quarantine period		\$23.00	\$2.99	\$25.99
	<b>After Hours Service</b>				
	In addition to the applicable redemption fee where the impounded dog was retrieved by the animal control officer outside the usual business hours of the Town		\$80.00	\$10.40	\$90.40
Disposal of Animal	Small Animal (rabbit, ferret, kitten, etc.)		\$20.00	\$2.60	\$22.60
	Cat / Small Dog Disposal - Less than 20 lbs.		\$30.00	\$3.90	\$33.90
	Dog Disposal - Medium (20-50 lbs.)		\$50.00	\$6.50	\$56.50
	Dog Disposal - Large (50 + lbs.)		\$75.00	\$9.75	\$84.75
	Dog Disposal - X Large (100 + lbs.)		\$100.00	\$13.00	\$113.00
Impound fee for large animals other than dogs	For each animal other than a dog or cat for each day or part thereof during which such animal is impounded.		Cost Recovery	Yes	Fee + HST

# Town of Caledon 2017 Municipal Act, Planning Fees, and Building Classification and Permit Fees

FEES BY-LAW (Effective Date: June 21, 2017)

2017 Fee (Excl. Taxes)	HST	Total Fee
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## SCHEDULE C

## CORPORATE SERVICES DEPARTMENT

## PROPERTY STANDARDS

## Anti-Fortification By-law

Fee to process application		\$850.00		\$850.00
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## Clean Yards By-Law

Completion of work contained in Notice to Comply and administration fee		Cost Recovery + 15% Admin.		Fee + HST
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## Fill By-law

Fill permit application	i) Fill permit application administration fee (non-refundable)	flat fee	\$510.00		\$510.00
	ii) For fill up to 10,000 cubic metres in volume -payment due at time of application and is refunded if permit is denied	per cubic metre	\$2 per cubic meter + Flat Fee of \$510.00		\$2 per cubic meter + Flat Fee of \$510.00
	iii) Rush fee if permit review is required in less than 5 business days or if permit is submitted after on-site work has started (Rush fee is in addition to fill permit application fee) (non- refundable)		\$102.00		\$102.00

## Property Standards By-law

Administrative fee-completion of work contained in a property standards order		\$100 plus 20% of cost	Yes	Fee + HST
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## Sign By-law

Sign Permit Application	i) To erect a temporary, relocatable or mobile sign		\$75.00		\$75.00
	ii) To erect subdivision directional signage (Max 6 'A' Board)		\$325.00		\$325.00
	iii) To renew a subdivision sign permit		\$120.00		\$120.00
	iv) To renew a temporary, relocatable or mobile sign		\$75.00		\$75.00
	Any sign erected without a prior permit issued		Applicable fee doubled		Applicable fee doubled
	Sign redemption fee		\$65.00		\$65.00

## Weed Control Act

Weed Cutting	i) Minimum fee <i>or</i>		\$350.00	\$45.50	\$395.50
	ii) Hourly fee	Per hour	\$100.00	\$13.00	\$113.00

## Woodlands By-law

Process application		\$250.00	\$32.50	\$282.50
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## Application for Exemption from By-law

Process application		\$625.00	\$81.25	\$706.25
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# Town of Caledon 2017 Municipal Act, Planning Fees, and Building Classification and Permit Fees

FEES BY-LAW (Effective Date: June 21, 2017)

2017 Fee (Excl. Taxes)	HST	Total Fee
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## SCHEDULE D

## FINANCE AND INFRASTRUCTURE SERVICES DEPARTMENT

## TAX COLLECTION

Arrear Notice - for each notice done 3 times a year		\$5.00		\$5.00
Change of Ownership - for any changes to the tax rolls		\$35.00		\$35.00
Duplicate tax bill		\$18.00		\$18.00
Mortgage Company Fee - per transaction cost for all payment submitted by mortgage companies		\$7.00		\$7.00
Municipal tax sales - process and documents		Fees and costs incurred		Fees and costs incurred
Post Dated Cheque Retrieval		\$18.00		\$18.00
Statement of Account - up to 2 years of history		\$18.00		\$18.00
Statement of Account - more than 2 years of history		\$18.00		\$18.00
Tax certificate		\$52.00		\$52.00
Tax certificate - Fast track		\$75.00		\$75.00
Written request for search of tax assessment rolls to provide information in respect of ownership and tax status		\$35.00		\$35.00
Title search fee		\$112.00		\$112.00
Tax registration administration fee		\$300.00		\$300.00
Tax sale administration fee		\$450.00		\$450.00
Local improvement fee		\$20.00		\$20.00
Collection fee		\$50.00		\$50.00

Municipal Tax Sales	Tender Documents		Cost Recovery + 15% Admin.	Yes	Fee + HST
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## PURCHASING

Standard Tender/Request for Proposal Documents on-line fee		\$15 plus applicable on-line bidding fees	Yes	Fee + HST
Complex Tender/Request for Proposal Documents on-line fee		\$55 plus applicable on-line bidding fees	Yes	Fee + HST
Large Construction Tender/Request for Proposal Documents on-line fee		\$100 plus applicable on-line bidding fees	Yes	Fee + HST
Standard Tender/Request for Proposal Documents pick up at Town Hall fee		\$28.32	\$3.68	\$32.00
Complex Tender/Request for Proposal Documents pick up at Town Hall fee		\$63.72	\$8.28	\$72.00
Large Construction Tender/Request for Proposal Documents pick up at Town Hall fee		\$137.17	\$17.83	\$155.00
All other procurement document fees		Cost Recovery + 15% Admin.	Yes	Fee + HST

## OPERATIONS

Snow clearing on unassumed roads	per lane km minimum charge 1/4 km	\$2,500.00	\$325.00	\$2,825.00
Culvert applications	i) Application fee	\$3,750.00		\$3,750.00
	ii) Rush fee for processing of applications submitted with less than 48 hours notice	\$4,310.00		\$4,310.00
	iii) Rush fee if permit application is received after on-site work has started	\$4,870.00		\$4,870.00



# Town of Caledon 2017 Municipal Act, Planning Fees, and Building Classification and Permit Fees

FEES BY-LAW (Effective Date: June 21, 2017)

2017 Fee (Excl. Taxes)	HST	Total Fee
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## SCHEDULE D

## FINANCE AND INFRASTRUCTURE SERVICES DEPARTMENT

Road closure permits	i) Intermittent stoppage permit (street dance, parade, filming)		\$265.00		\$265.00
	ii) Rush fee for intermittent stoppage applications submitted with less than 48 hours notice		\$345.00		\$345.00
	iii) If no prior permit obtained for intermittent road stoppage		\$425.00		\$425.00
	iv) Full closure permit	per day	\$750.00		\$750.00
	v) Rush fee for full closure applications submitted with less than 48 hours notice		\$990.00		\$990.00
	vi) If no prior permit obtained for full road closure		\$1,230.00		\$1,230.00

Road Occupancy Permit	i) Road occupancy permit (soft scape)		\$110.25		\$110.25
	i) Road occupancy permit (hard scape)		\$300.00		\$300.00
	ii) Rush fee for road occupancy applications submitted with less than 48 hours notice		\$395.00		\$395.00
	iii) If no prior permit obtained for road occupancy		\$490.00		\$490.00

Fill-Heavy Truck Load-Caledon Road Use	i) Heavy Truck Load - Caledon Road Use permit	per load per km	\$6.80		\$6.80
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Municipal Numbering By-law	Purchase of a municipal number		\$50.00		\$50.00
	Purchase of a pole		\$50.00	\$6.50	\$56.50
	Installation only		\$300.00	\$39.00	\$339.00
	Address numbering alterations resulting from a development plan change	per unit	\$250.00		\$250.00

Where the Town performs the work upon the failure of the owner to do so,					
	i) Removal of sign and relocation of sign		\$350.00		\$350.00
	ii) Removal of sign and installation of replacement sign		\$350.00		\$350.00
	iii) Installation of sign		\$350.00		\$350.00
	iv) PLUS the costs of all materials required for the work described in i), ii) and iii)			Yes	Fee + HST

Streetlight Connection Costs	Streetlight connection costs for new developments		Cost Recovery		Fee
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Damage to Town Assets	Damage to Town assets as a result of traffic incidents		Cost Recovery		Fee
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## Engineering

Copies of Engineering drawings		per drawing	\$100.00	\$13.00	\$113.00
Benchmark	Horizontal & Vertical	per plan (horizontal & vertical)	\$2,700.00	\$351.00	\$3,051.00
Engineering Drawing Management		per km of road Minimum of \$330	\$530.00	\$68.90	\$598.90

**Town of Caledon 2017 Municipal Act,  
Planning Fees, and Building Classification and Permit Fees**

FEES BY-LAW (Effective Date: June 21, 2017)

2017 Fee (Excl. Taxes)	HST	Total Fee
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## SCHEDULE D

## FINANCE AND INFRASTRUCTURE SERVICES DEPARTMENT

Plan of Subdivision and Plan of Condominium Engineering Fees			6% of the approved estimated cost of Town Works, collected upon registration of the plan of subdivision or plan of condominium	Yes	Fee + HST
i)	Residential or non-residential plan of subdivision or plan of condominium 3% estimated cost of Town Works, due at time of first Engineering submission with balance due upon registration.				
ii)	The effective date for determining the amount of the engineering fees to be paid for a plan of subdivision or plan of condominium is the date of the registration of the plan of subdivision or plan of condominium, regardless of the date of the submission of the draft plan of subdivision or draft plan of condominium or the date of the submission of any engineering drawings.				
iii)	Engineering fees paid at the time of the registration of the plan of subdivision or condominium shall be adjusted in accordance with the following protocol.				
a.	The adjustment shall take place prior to the issuance of Final Acceptance of the Town Works in a plan of subdivision or equivalent services in a plan of condominium.				
b.	If the variance is less than \$500, no adjustment will be made.				
c.	The adjustment shall be based upon the actual certified cost of the Town Works in a plan of subdivision or the equivalent services in a plan of condominium, as certified by the consulting engineer.				
d.	Final Acceptance adjustment of fees shall be based upon the fees contained in the Municipal Fees by-law in effect at the date of the registration of the plan of subdivision or the plan of condominium.				
e.	Additional amounts owing to the Town of Caledon as a result of the adjustment shall be paid within 30 days of demand by the Town.				
Any refund owed by the Town as a result of the adjustment shall be made within 30 days of agreed upon adjustments.					

Non-Compliance Fee	Investigating a complaint or inspection where work is found to be non-compliant with approved plans or specifications	Per occurrence	\$500.00	\$65.00	\$565.00
Inspection Fee	Engineering Inspection for Partial Assumptions	Per assumption	\$5,000.00	\$650.00	\$5,650.00

## ENERGY AND ENVIRONMENT

Feed in Tariffs	Ground Mount Fast Track		\$150.00	\$19.50	\$169.50
	Roof Top Fast Track		\$150.00	\$19.50	\$169.50
	Feed In Tariff (F.I.T.) Support Review Fee		\$3,500.00	\$455.00	\$3,955.00

## Traffic Operations

Traffic Data Requests	Turning Movement Counts (TMC)		\$320.00		\$320.00
	Average Daily Traffic (AADT) (if data available)		\$126.00		\$126.00
	Average Daily Traffic (AADT) (if data not available)		\$163.00		\$163.00
	Collision Data (if data available)		\$190.00		\$190.00
	Signal Timing		\$63.00		\$63.00

**Town of Caledon 2017 Municipal Act,  
Planning Fees, and Building Classification and Permit Fees**

FEES BY-LAW (Effective Date: June 21, 2017)

2017 Fee (Excl. Taxes)	HST	Total Fee
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## SCHEDULE E

## STRATEGIC INITIATIVES DEPARTMENT

## LIBRARY SERVICES

## CIRCULATION - FINES

	Adult overdue - (applies to books, compact discs and talking books)	Per day	\$0.25 (Max. \$10.00)		\$0.25 (Max. \$10.00)
	Child overdue materials borrowed on child card	Per day	\$0.05 (Max. \$5.00)		\$0.05 (Max. \$5.00)
	Video Games, DVDs, Fast Lane Titles and Special Collections - overdues	Per day	\$1.00 (Max. \$10.00)		\$1.00 (Max. \$10.00)
	Replacement library cards		\$3.00		\$3.00

Default replacement cost of lost materials - used only if actual value not available	Per adult catalogued book		\$30.00		\$30.00
	Per juvenile catalogued book		\$25.00		\$25.00
	Per un-catalogued book		\$10.00		\$10.00
	Per magazine		\$5.00		\$5.00
	Per comic book		\$3.00		\$3.00
	Per compact disc (includes talking books)		\$20.00		\$20.00
	Per digital video disc		\$25.00		\$25.00

## CIRCULATION - SERVICES

	Non-resident membership fee	Per year	\$25.00		\$25.00
	Photocopies - black and white	Per page	\$0.23	\$0.03	\$0.26
	Photocopies - colour	Per page	\$0.45	\$0.06	\$0.51
	Fax - any location	Per page	\$0.89	\$0.12	\$1.01
	Earphones	Each	\$2.66	\$0.35	\$3.01

## PROGRAMS

Workshops	Other programs		Fee based on cost recovery		Fee
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## ADMINISTRATIVE

	Service charge for invoice / lost item processing fee		\$3.00		\$3.00
	NSF Cheque	Per cheque	\$46.00		\$46.00

## **Staff Report 2017-75**

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Meeting Date: Tuesday, June 6, 2017

Subject: Simpson Road (Simpson/Mayfield) - Status Update

Submitted By: Geoff Hebbert, Senior Project Manager, Development, Finance and Infrastructure Services

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### **RECOMMENDATION**

That the landowners in the area complete the Simpson Road (Simpson/Mayfield) construction project at their cost; and

That staff be directed to work with the landowners to prepare an agreement to recover the design costs and any potential land expropriations and report back to Council.

### **REPORT HIGHLIGHTS**

- The Town's design for Simpson Road – North of Mayfield capital project is at the 80% stage;
- This type of project is a local servicing project which normally is paid for by the landowners;
- The current cost estimate for the project is \$10.6 million;
- The Town has limited capacity to up-front a project of this magnitude and will face challenges to recover this cost;
- Following 100% design, it is recommended that the Town:
  - Develop an agreement to recover all costs spent-to-date;
  - Transitions the remainder of the project to the landowners in the area to complete at their cost; and
  - Assist with property expropriation, where necessary.

### **DISCUSSION**

The Town engaged the services of AMEC Earth and Environmental in 2010 to undertake an Environmental Assessment (E.A.) for the completion of Simpson Road from just north of George Bolton Parkway, to Mayfield Road. The Notice of Study Commencement was first issued on July 27, 2010. The final report was posted in December 2012. As part of the E.A. the drainage course from the existing pond in the subdivision bounding Parr Boulevard to Mayfield Road was identified as a headwater feature needing protection and in addition a TRCA Permit would be required for any work in the regulated area.

In November of 2013 the Public Works Department took a report to Council PW 2013-040 recommending that AMEC be awarded the contract to complete all engineering works to fully service Simpson Road and that the Town front end all financing with full recovery mechanisms.

In April 2014 the Administration Department took a report to Council 2014-016 requesting that Council authorize the Project Manager, Real Estate to execute the negotiated Purchase and Sale Agreements between the affected Property Owners and the Town as well as to proceed with the expropriation of the remaining lands as may be required if negotiations are unsuccessful.

Starting in 2014, the Town met with the landowners to discuss the overall project and the need to enter the properties to undertake the necessary investigations to complete the design. It quickly became apparent that the sections of Simpson Road immediately north and south of George Bolton Parkway were more likely to proceed first with the section north of Mayfield Road at a later date due to the interest and cooperation of the landowners in the respective areas. Accordingly, the project was split into multiple phases:

- 1) Simpson Road – South of George Bolton Parkway;
- 2) Simpson Road – North of George Bolton Parkway;
- 3) Simpson Road – North of Mayfield

The phases listed above also reflect the priority of the projects, based on the willingness and co-operation of landowners. That is, rather than waiting for all landowners to agree on a cost sharing methodology and to convey lands required to construct the outstanding sections of Simpson Road, the Town first proceeded with the sections where there were willing landowners. The Town's consultant was directed to continue with the designs in phases with the section of road south of George Bolton Parkway being the first phase.

The Town completed the construction of Simpson Road, South of George Bolton Parkway, in 2016. The Town is in the process of acquiring property for the section of Simpson Road, North of George Bolton Parkway. Both of these projects are relatively small segments of Simpson Road (impacting two property owners each).

The Section of Simpson Road North of Mayfield Road is a significantly larger project involving seven distinct property owners. Based on recent inquiries, staff understand that there are at least two, of the seven property owners, impacted by the Simpson Road - North of Mayfield Road ("Simpson/Mayfield") project, that are interested in proceeding with the project. Due to the potential dollar commitment related to the Simpson/Mayfield project and lessons learned on recovery mechanisms for such a project, the purpose of this report is to seek Council direction on proceeding with the Simpson/Mayfield project.

The balance of this report will focus on status, projections and recommendations for the Simpson/Mayfield project.

### ***Status of Design and Approvals***

Town staff and the Towns' consultant met with Region of Peel staff in March of 2014 to discuss the sanitary and watermain servicing requirements as well as the design of the intersection of Simpson Road and Mayfield. The overall design has been completed, but still requires final approval from the Region.

Once this final approval has been received, an application will be made to the Ministry of the Environment and Climate Change (MOECC) for the sanitary sewers, watermain and storm sewers. As this application is made via the Region through the Transfer Review Program, formal approval from the MOECC is expected to only take a few weeks.

In April 2014, Staff also met with the Toronto and Region Conservation Authority (TRCA) to discuss the design of the road and the naturalized channel as the watercourse impacted by Simpson Road had been identified as a headwater feature that needs protection. This design is 80% complete, staff and the consultant will be meeting with the TRCA the week of May 1, 2017 to discuss final review and the permitting process. Town staff will be requesting that the TRCA undertake their final technical review and that issuing the permit to the Town be contingent on the Town's acquisition of the lands where the channel and road are to be located.

Based on past communication with the seven landowners impacted by the construction of Simpson road connection some property expropriations may be required. A Reference Plan showing the lands required for the road and naturalized channel has been registered.

### **FINANCIAL IMPLICATIONS**

Capital Project #14-093 Simpson Road Servicing South (Simpson/Mayfield) was approved in the 2014 Capital Budget in the amount of \$5,000,000 to be funded by benefitting landowners. To-date the Town has spent \$260,276 primarily on studies and design costs for this project. Based on what has been spent to-date, adjustment from 2014 pricing, construction cost estimates from an 80% design, anticipated legal, and land acquisition costs, the revised cost estimate for this project is expected to be approximately \$10,600,000.

There are significant challenges to the Town's ability to up-front the costs of local servicing, (which is normally up fronted by landowners) and to recover those costs at a later date. For example the costs for the Simpson Road - South of George Bolton Parkway project, were upfronted by the Town and has only collected from one of the two benefitting landowners to-date.

In addition, the Town does not have a sufficient balance in the Tax Funded Capital Contingency Reserve to upfront the costs associated with the project as therevised cost estimate is \$10.6 million. The Town's Tax Funded Capital Contingency Reserve only has a balance of \$3,277,744 (subject to other reports on the June 6, 2017 agenda) and borrowing/up-fronting this amount from other reserves may limit the Town's ability to meet interest revenue targets through medium/long-term investments.



As part of the Town's research for this report, internal and external legal advice was sought on alternate recovery methods for the project. In order for the project to proceed in a manner that will not leave taxpayers on the hook for the costs that should be borne by the landowners, staff recommend that the costs should be the responsibility of the landowners. In this scenario landowners typically enter into a cost-sharing agreement that provides for some landowners to upfront the costs to be recovered at a later date by the remaining landowners. An example of this is the construction of Kennedy Road in the Mayfield West phase 1 secondary plan. Construction of the road was upfronted by two developers/landowners, at the time, and through a cost sharing agreement between the landowners group, the initial landowners were reimbursed by future landowners that signed onto the agreement.

It is recommended that once the design is completed (100%), the Town work with landowners in the area to:

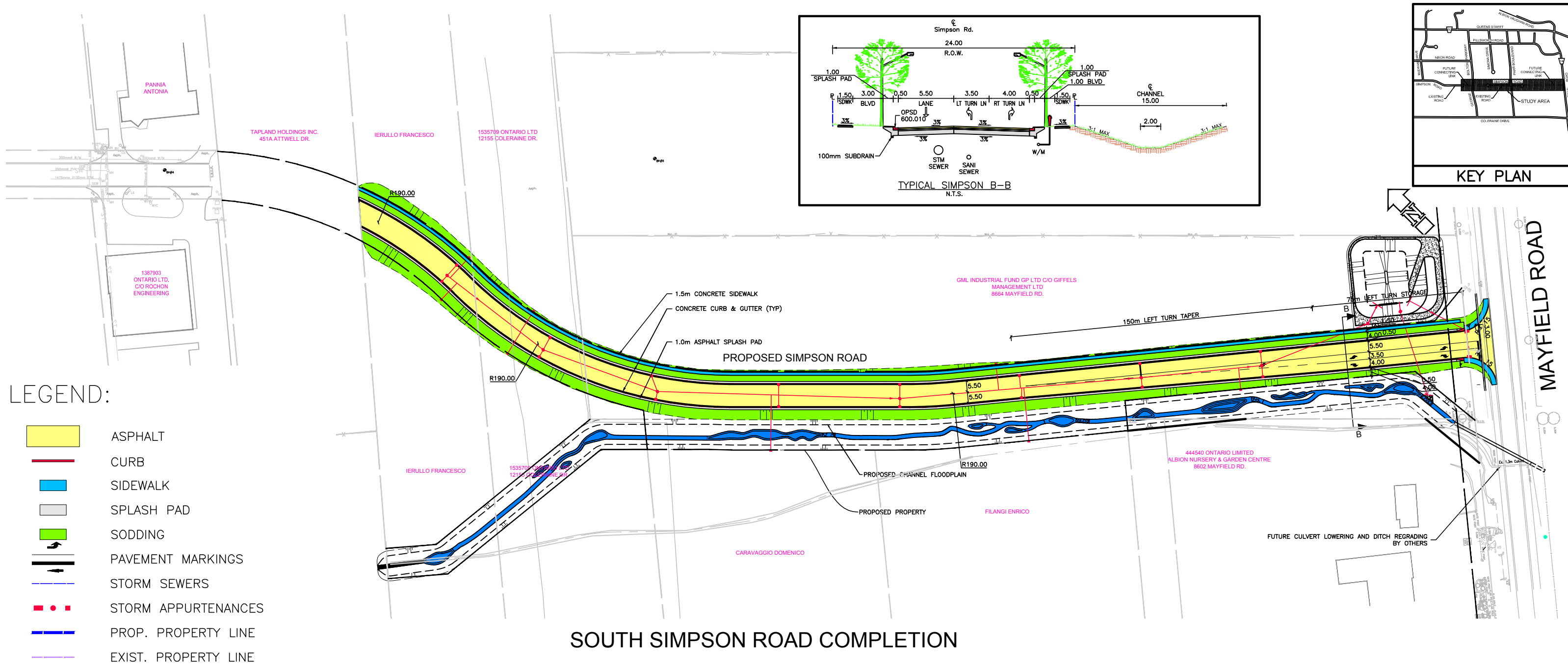
- Provide the 100% design to the landowners;
- Enter into an agreement with the Town for the landowners to:
  - a) recover all costs spent-to-date on this project; and
  - b) provide the Town securities to draw upon for all expropriation costs, if necessary. Note: such an agreement, once negotiated, would require Council approval for the Mayor and Clerk to execute.

### **COUNCIL WORK PLAN**

Growth – To plan for complete communities as required under the Growth Plan

### **ATTACHMENTS**

Schedule A – Map of Area



## **Staff Report 2017-66**

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Meeting Date: Tuesday, June 6, 2017

Subject: Caledon Equestrian Park Update

Submitted By: Fuwing Wong, General Manager, Finance and Infrastructure Services

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### **RECOMMENDATION**

That Staff Report 2017-66 Caledon Equestrian Park Update be received; and

That Town staff continue work with Caledon Equestrian Park Management Committee partners to identify future capital needs for the facility, and a strategy to improve revenues and reduce expenses; and

That the Town requests audited financial statements from the Caledon Equestrian Park partner, the Equestrian Management Group, starting with the fiscal 2017 year-end; and

That the \$140,000 budget for Caledon Equestrian Park debt servicing costs included in the Town's approved operating budget be allocated to annually fund the Caledon Equestrian Park capital project# 11-062 directly until the Town's portion of the project, in the amount of \$1,717,833 is fully funded.

### **REPORT HIGHLIGHTS**

- In 2015, construction of the Caledon Equestrian Park (CEP) was completed for the Pan American/Para Pan American (Pan Am) Games held in Ontario;
- The project was funded 56% by TO2015 and the balance, 44%, was funded equally between the remaining partners, the Toronto and Region Conservation Authority, the Equestrian Management Group, and the Town;
- Prior to 2015, the site was used for 18 equestrian events annually under a 1997 licensing agreement between the Town, Toronto and Region Conservation Authority (TRCA), and the Equestrian Management Group (EMG);
- With the capital investment noted above to construct the CEP for the Pan Am Games, the facility has been revitalized and utilized for more than the 18 annual equestrian events – the facility is available for rental and an addition of a Palgrave Community Room allows for smaller scale rentals for events such as holiday parties, and baby showers.
- For TO2015's (\$6.4 million) investment, the equestrian events for the Pan Am Games were held at the CEP in 2015;
- For the TRCA's \$1.7 million investment, the CEP land is owned by the TRCA (i.e. owned by the public);
- For the Town's \$1.7 million investment, the Town owns an over - \$11 million facility - all CEP buildings and structures are owned by the Town (i.e. owned by the public);

- For EMG's \$1.7 million investment, EMG has a 40 year lease to use of the facility for the 18 equestrian events that they host annually;
- Based on financials provided to the Town, the CEP arena was rented out 23 times in 2016 (excluding the 18 events hosted by EMG) and a net profit of \$8,545 is shared between the Town and TRCA.
- In 2015, there were no profits to be shared as the CEP facility was still relatively new at the time and only available for rentals for the last quarter of the year (following construction, the Pan Am Games, and EMG's remaining 18 events in 2015);
- Town staff will work with TRCA and EMG, via the Caledon Equestrian Park Management Committee to develop a strategy to improve revenues and lower expenses. The Committee will also develop a 10-year capital forecast for this facility;
- After community consultation, Council approved an addition to the original scope of the CEP by adding a community room (rental space for the community);
- The Palgrave Community Room was a separate project from the original CEP project with separate funding but was constructed at the same site and was constructed concurrently with the CEP facility; and
- The Palgrave Community Room was booked 24 times in 2016 and 26 times year-to-date 2017.

### **DISCUSSION**

The Caledon Equestrian Park (CEP), located at 200 Pine Avenue, was constructed for the 2015 Pan American/Para Pan American Games. The CEP is a legacy facility from the Pan Am Games that is owned by the public (Toronto and Region Conservation Authority, (TRCA), and the Town of Caledon) and available for public use/rental.

The CEP was constructed with a funding partnership between the Federal/Provincial Governments (via the organization, TO2015), the TRCA, the Town of Caledon, and the Equestrian Management Group (EMG). TO2015 provided a grant for approximately 56% of the over \$11 million cost of the facility. The balance was funded equally between the three remaining partners (approximately \$1.7 million each).

The Town owns a facility worth over \$11 million with an approximately \$1.7 million initial investment. The TRCA owns the land, the Town owns the facilities (buildings), and EMG has use of the facility for 18 events during the year. EMG also is the operator of the Caledon Equestrian Park (on behalf of the Town and TRCA) – excluding the Palgrave Community Centre - meaning they book events at the facility and handle day-to-day operations. Net revenues are shared between the partners.

Construction of the CEP was completed around March/April 2015. For TO2015's investment, the facility agreement between TO2015 and the Town provided TO2015 with exclusive use of the facility from June 15, 2015 to August 10, 2015 in order to set-up for and hold the Pan American Games equestrian events at the CEP. The agreement provided TO2015 the ability to set-up temporary buildings, structures and equipment required for the games, ability to staff and provide security for, licence exclusive sponsorships, vendors at the site during the exclusive use period.

Prior to 2015, the site was utilized by EMG for 18 equestrian events annually under an old licensing agreement between the TRCA, Town and EMG at a cost of \$1.00 per year. The old (1997) licensing agreement was intended to provide for an equestrian facility to foster the Town's equine/tourism economy and to promote the Town as an equine hub. With the Town being selected to host the equestrian event for the Pan Am Games, the Town now owns a "World Class" equestrian facility for a \$1.7 million investment. EMG's \$1.7 million contribution represents their first 20 years of rent payments of a 40 year lease (approximately \$85,000 a year for the 18 equestrian events that EMG hosts annually).

### ***Economic Development and Community Pride***

In addition to the visitors to the Town of Caledon, the Town was represented during Pan American Games promotions such as:

- Pan American/Para Pan American Games Torch Relay which had stops in Palgrave, Bolton, Inglewood, Belfountain, Alton, and Caledon East;
- Television broadcasts of the Pan Am Equestrian Events from the Caledon Equestrian Park;
- Unveiling of a painting in Caledon by renowned artist, David Arrigo who created the painting especially for the equestrian event at the Caledon Equestrian Park.

Construction of the Caledon Equestrian Park was project managed by the Town and followed the Town's procurement by-law. During the construction phase, at least twelve Caledon and area companies or local workers were directly/indirectly (e.g. as sub-contractors) employed to complete the facility on-time and on budget.

Further, towards the end of the project, local and area businesses wanted to contribute to the Caledon Equestrian Park visitor experience and approached the Town to voluntarily contribute labour and materials outside of the original scope of the Caledon Equestrian Park project. Approximately a dozen local and area businesses donated time and material for the construction of the CEP front gate / entrance features and the gravel garden. No charitable tax receipts were requested or provided to any of the businesses.

### ***Palgrave Community Room***

As part of the Caledon Equestrian Park project, a "Community Advisory Committee" was created, which was comprised of residents from the Village of Palgrave and co-chaired by two Councillors. The committee has provided insight into the development of the Caledon Equestrian Park, the operations and planning for the games and added additional insight as to additional community needs. As a result of Community Advisory Committee feedback, Town of Caledon Council directed staff, (via resolution 2013-450 on July 9, 2013 and August 13, 2013 report CS-2013-081), to add to the original scope of the CEP project by adding valued community space and amenities. This additional space is currently known as the Palgrave Community Room (PCR).

The Palgrave Community Room was constructed concurrently with the Caledon Equestrian Park facility. However, the PCR is outside of the Facility agreement between the Town, TRCA and EMG and was funded by the Town with the TRCA agreeing to also

contribute funding. The Palgrave Community Centre, like other community halls and community rooms across the Town is booked through the Town's recreation department.

The Town and community renters have priority use of the Palgrave Community Room (PCR) on Mondays and Tuesdays. The Town uses these days for meetings, gatherings, programs, and general community usage. Town staff administer bookings on these days directly, using the Town's facility rental practices that are applied to all of our rentable facilities. On the remaining days, and during peak times of the year, EMG is the primary usage coordinator, and the Town works around the scheduling needs of the many shows and equestrian events throughout late spring, into the summer, and early fall.

To facilitate bookings, EMG works collaboratively with the Recreation Support Services team to communicate community and private equestrian usage. EMG communicates their events to Recreation staff in a calendar format. Recreation staff uses the information provided on this calendar to ensure:

- the community room is not double-booked;
- the Town's facility rental software and schedules are accurate; and that
- the needs of EMG's equestrian users are balanced with the needs of the community.

Recreation staff report that the PCR has been booked 26 times so far in 2017 and was booked 24 times in 2016 by organizations such as the Town, a condominium corporation, and the Palgrave Scouts, the Municipal Agricultural Economic Development Forum to host events, training, meetings/public information centres, and by private residents wishing to host baby showers/holiday parties at the PCR. Comparatively, the 2016 bookings for other community rooms owned by the Town are as follows:

• Alton Library	235
• Belfountain (2016)	7
• Belfountain (2014 – prior to closure for renovations)	21
• Caledon Village Place	120
• Cheltenham	44
• Inglewood	126
• Margaret Dunn	337
• Victoria Parks	131



### **FINANCIAL IMPLICATIONS**

The Caledon Equestrian Park capital project, project #11-062 (account 02-01-155-11062-001-69001), was approved in the 2011 capital budget in the amount of \$11.7 million funded as follows:

- \$6.6 million from TO2015 (Federal/Provincial governments); and
- \$1.7 million each from the TRCA, EMG, and Town.

The facility was completed under-budget, at \$11.3 million, and on time for the Pan Am Games. Since the CEP facility was completed under budget, TO2015's contribution was reduced to \$6.4 million. As part of the 2015 budget, Council approved directing the balance of the Town's \$1.7 million toward rezoning the CEP property. The Town's other partners, the TRCA and EMG, have also agreed to continue to contribute up-to their original commitment of \$1.7 million to complete the CEP project.

When the CEP capital project was being developed (in 2010 for the 2011 budget), the Town's \$1.7 million contribution was proposed to be funded via a twenty-year external debenture. In 2010, the Town owned approximately half a billion dollars of infrastructure (e.g. roads, bridges, facilities, streetlights, etc.), valued at historical cost, and the Town's tax funded capital program for the repair, replacement, renewal of the infrastructure was only \$4.5 million. Accordingly, utilizing tax funding for the Town's portion (\$1.7 million) of the Caledon Equestrian Park would have committed close to 40% of the (tax) capital funding and would have meant the deferral of other infrastructure projects. Since 2009, the Town's Finance division has stressed the need to increase the Town's tax funded capital program to fund the renewal and replacement of the Town's aging infrastructure as well as the Town's portion of growth-related infrastructure. Council has agreed with this philosophy and has approved increases to the Town's tax funded capital program annually towards an initial goal of \$20 million annually, which represents the annual amortization/depreciation in 2010 for the infrastructure owned by the Town at the time. Currently (2017), the Town's tax funded capital program is \$14.8 million. Further, the Town's financial position is healthier than it was in 2010. Accordingly, rather than funding the Town's \$1.7 million via a twenty-year debenture, it is now recommended that the Town's \$1.7 million be funded from the \$140,000 already included in the Town's current and approved operating budget for the CEP debt servicing costs. This will save the Town external interest costs, result in the full funding of the project faster, and allow for the re-allocation of the \$140,000 for other Town infrastructure projects sooner.

For TO2015's contribution, the equestrian events for the Pan Am Games were held at the Caledon Equestrian Park. The buildings are owned by the Town and the land is owned by the TRCA. For EMG's \$1.7 million investment, EMG has a 40 year lease for the use of the facility for the 18 events they hold annually (with the \$1.7 million representing rent or lease payments for the first 20 years of the lease). EMG has also agreed to operate the facility, and to share net profits from the operation of the CEP facility with the Town and TRCA as follows:

- Up-to the first \$100,000 of profits from the rental of the CEP facility is shared 50% each between the Town and TRCA
- Profits above \$100,000 from the rental of the CEP facility are shared one-third (1/3) each between the TRCA, Town, and EMG

The facility was constructed in 2015 for the Pan Am Games. Shortly following construction, TO2015 had exclusive use of the facility until approximately August 10, 2015, per the Agreement. Following TO2015's exclusive use period, EMG's events, per the lease, ended towards the end of September 2015. Accordingly, the brand new facility (at the time) was available for rental approximately three (3) months in 2015 and there was no profit sharing in 2015.

The first full year of operations for the CEP was 2016. At the March 1, 2017 CEP Management Committee meeting, EMG provided a financial report to the Town and TRCA (see Schedule A attached to this report) outlining that the gross revenues for the CEP rentals (not including EMG's 18 events) totaled \$60,310 in 2016 and Expenses totaled \$51,765. A net profit of \$8,545 (= \$60,310 - \$51,765), is shared between the Town and TRCA at \$4,272.50 per organization. Other than unanticipated costs noted below, the \$4,272.50 represents the Town's net revenue to operate the CEP.

Not reflected in the EMG statements are costs that were directly paid for by the Town. These additional costs related to the Caledon Equestrian Park, include:

- Property Taxes – The Town has paid \$17,910 in supplementary taxes from previous years and 2017 Interim taxes of \$6,796. Staff are following up with the Municipal Property Assessment Corporation on the correct assessment of the CEP and seeking assistance of the TRCA with the assessment.
- Annual Septic Costs - \$5,500 per year – The septic system services both the CEP and PCR. The costs appear to be higher than originally anticipated due to the addition of a community kitchen (at the PCR) to the scope of the original CEP project. Through community consultation, the kitchen was an important component of the PCR but results in a higher annual costs for septic.

The CEP is still a relatively new facility with 2016 being the first full year of operations. Work will be required to fully understand and challenge the additional costs and better understand the direct revenues and costs to operate the CEP facility. Town staff will continue to work with our other partners, via a Caledon Equestrian Park Management Committee, to develop a strategy/plan to increase revenues and reduce expenses. To facilitate a better understanding of the financials in order to develop a plan for the future, it is recommended that, starting with fiscal 2017, audited financial statements are prepared for the CEP facility. The added cost of an external auditor to perform this work may mean that the CEP facility may not be net profitable in the short-term (before a strategy/plan is developed).

The CEP Management Committee is comprised of the three partners, EMG, staff from the Town, and staff from the TRCA. In 2016, the CEP Management Committee discussed additional capital investment for the CEP of approximately \$700,000 for improvements to the footings for the outdoor training rings and indoor competition rings at the CEP. These improvements are intended to enhance the marketability of the CEP and to attract more events/revenues for the CEP. While the project enhances the overall viability of rentals for this facility, the discussions took place after the Town's budget process so the project was fully funded by both EMG and the TRCA.

## **Staff Report 2017-66**

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At the March 1, 2017 meeting, there were further discussions about future capital improvements required for the facility and the TRCA noted that they will be working on and funding additional landscape enhancements for the CEP. It was agreed that the CEP Management Committee will develop a 5-10 year capital forecast (like other Town facilities) and incorporate the capital requirements for this facility as part of the annual capital budget process. Depending on the item, future capital improvements may be jointly funded between the Town, TRCA and EMG.

### ***Palgrave Community Room Operations***

In 2016, the Palgrave Community Room was rented out at \$22.79, \$29.88, or \$38.81 per hour based on whether the renter was a community/non-profit group, resident, or commercial/non-resident, respectively. Overall, PCR revenues were \$2,383 and expenses were \$32,570 in 2016. This resulted in a net loss for the PCR of \$30,187 in 2016. Overall, Council has approved a tax subsidization level of 46% for the Town's Recreation division. This means that, overall, Recreation budgets are to recover 54% of costs from user fees (e.g. program fees, rental fees, etc.) and general property taxes subsidize the balance, 46%, of the remaining Recreation costs. Comparatively, the revenues and expenses for other community rooms are listed below:

	<b><u>Revenues</u></b>	<b><u>Expenses</u></b>	<b><u>Surplus/(Deficit)</u></b>
Alton	\$22,129	\$38,257	(\$16,128)
Belfountain	\$2,306	\$18,851	(\$16,545)
Caledon Village	\$41,028	\$38,963	\$2,065
Cheltenham	\$4,813	\$14,718	(\$9,905)
Inglewood	\$42,129	\$26,303	\$15,826
Margaret Dunn	\$47,652	\$42,823	\$4,829
Victoria Parks	\$7,216	\$16,836	(\$9,620)

(Note: Revenues for some facilities include program registration revenues and Library recoveries)

## **COUNCIL WORK PLAN**

The matter contained in this report is not relative to the Council Work Plan.

## **ATTACHMENTS**

Schedule A – Caledon Equestrian Park – Schedule of Revenues and Expenses of Revenue Sharing Activities – December 31, 2016 (unaudited)

**EQUESTRIAN MANAGEMENT GROUP INC.**

**SCHEDULE OF REVENUES AND EXPENSES OF REVENUE SHARING ACTIVITIES**

**DECEMBER 31, 2016**

Draft - for discussion only

## NOTICE TO READER

On the basis of information provided by management, we have compiled the schedules of revenues and expenses of revenue sharing activities and capital expenditures of **Equestrian Management Group Inc.** as at December 31, 2016.

We have not performed an audit or a review engagement in respect of these schedules and, accordingly, we express no assurance thereon.

Readers are cautioned that these schedules may not be appropriate for their purposes.

Toronto, Canada  
XXXXXX

Goodman Mintz, LLP  
Chartered Professional Accountants  
Licensed Public Accountants

**EQUESTRIAN MANAGEMENT GROUP INC.**

**SCHEDULE OF REVENUES AND EXPENSES OF REVENUE SHARING ACTIVITIES**

**YEAR ENDED DECEMBER 31, 2016**

**UNAUDITED – SEE NOTICE TO READER**

	<b>2016</b>	<b>2015</b>
<b>REVENUE</b>		
Arena rental	\$ 46,000	\$ -
Indoor stabling	14,310	-
Palgrave room rental	-	-
	<u>60,310</u>	<u>-</u>
<b>EXPENSES</b>		
Management fee	9,047	-
Utilities and supplies	7,518	-
Wages - arena service and maintenance	28,500	-
Wages - stabling service and maintenance	6,700	-
	<u>51,765</u>	<u>\$ -</u>
<b>EXCESS OF REVENUE OVER EXPENSES BEFORE AMORTIZATION AND FIXED COSTS</b>	<u><b>\$ 8,545</b></u>	<u><b>\$ -</b></u>



**EQUESTRIAN MANAGEMENT GROUP INC.**

**SCHEDULE OF CAPITAL EXPENDITURES**

**YEAR ENDED DECEMBER 31, 2016**

**UNAUDITED – SEE NOTICE TO READER**

	<b>2016</b>	<b>2015</b>
Footings	\$ -	\$ 580,145
Less received from Toronto and Region Conservation Authority	-	(247,500)
	<u>-</u>	<u>332,645</u>
Seal kickboard	-	4,074
Sound system	<u>1,160</u>	<u>15,400</u>
	<u><b>\$ 1,160</b></u>	<u><b>\$ 352,119</b></u>

## **Staff Report 2017-69**

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Meeting Date: Tuesday, June 6, 2017

Subject: Alton Cemetery Retaining Wall Replacement Recommendation

Submitted By: Tim Danyliw, Senior Project Manager, Structures, Finance and Infrastructure Services

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### **RECOMMENDATION**

That staff be directed to proceed with the detailed design of Option 2 – New Slope in Lieu of New Retaining Wall; and

That staff report back to Council on the revised cost estimate for this project once the detailed design has been completed.

### **REPORT HIGHLIGHTS**

- J.L. Richards and Associates Limited (JLR) was retained in 2016 to perform a condition assessment of the retaining wall as well as detailed design and Contract Administration/Site Inspection.
- In preparation for the October 18, 2016 General Committee report, JLR prepared a preliminary design and cost estimate for the replacement of the existing retaining wall with a precast block retaining wall (Option 1).
- The revised cost estimate for the precast block retaining wall replacement was \$162,544, an increase of \$62,544 from the original capital budget of \$100,000 approved for this project in the 2016 capital budget.
- Council adopted a resolution as part of Confidential Staff Report 2016-28 to direct staff to proceed with the replacement of the retaining wall at the Alton Village Cemetery and approved the revised budget of \$162,544.
- The existing retaining wall was temporally stabilized by abutting precast concrete blocks along the length.
- Following the temporary stabilization of the retaining wall, JLR completed pre-design studies (including a legal boundary survey, ground penetrating radar, archeological assessment, and a geotechnical investigation).
- Based on the pre-design studies, it was determined that reinternment of remains would be required which materially impacts the complexity and cost of the project.
- Staff and JLR investigated other options, such as a sheet pile retaining wall or a post and panel system, that would avoid reinternment of remains. However, these options presented a number of challenges in term of constructability due to the close proximity of the adjacent resident's house.
- Both the original option (Option 1) to replace the retaining wall with a new gravity precast block retaining wall and an alternate option (Option 2) to just slope the area to a swale at the property line would require the reinternment of remains and adds additional complexity and costs to the project.

- Option 2 – New Slope is the recommended approach for the replacement of the existing retaining wall. This option is estimated to be less costly to construct and will not require a future budget to eventually replace the retaining wall (as there will be no retaining wall under this option).

### **DISCUSSION**

#### **Background**

The existing retaining wall separates the Alton Cemetery (upper) from the residential property at 19726 Main Street, Caledon, ON (lower). There are no available drawings of the existing retaining wall. The retaining wall's age of construction is unknown, but it is estimated to be at least 40 years old based on the age of the adjacent residential home.

Constructed of stacked wood-timber railway ties, the retaining wall is approximately 50 m long and varies in height from ~ 0.30 m at its lowest point closest to Main Street to ~ 1.5 m at its highest point at the rear of the residential property. Grave markers and headstones are located along the length of the retaining wall with offsets ranging from ~ 0.9 m to ~1.5 m.

The 2012 Ontario Building Code (OBC) classifies retaining walls which exceed 1 m in exposed height as “designated structures” when they are adjacent to either public property, access to a building, or private property to which the public is admitted (2012 OBC, Division A, Part 1, Clause 1.3.1.1.(1)). The Alton Cemetery retaining wall is therefore considered a designated structure as it is greater than 1 m in height and is located adjacent to property where the public is admitted.

This designation means that the new retaining wall must be designed in accordance with the loads outlined in the OBC as well as best engineering practices. This designation also means that a building permit will be required to construct a new retaining wall.

#### **Initial Design Approach**

J.L. Richards and Associates Limited (JLR) were retained in 2016 to complete a condition assessment report, temporally stabilize the retaining wall, detailed design, Contract Administration, and part time Site Inspection. The condition assessment report found that the existing retaining wall has reached the end of its effective service life and therefore requires replacement. The retaining wall was made safe by temporally stabilizing it with precast concrete blocks on the private property adjacent to the cemetery. This placement of precast concrete blocks was similar to the Town's previous installation in 2015.

JLR's preliminary design of a precast block retaining wall replacement was estimated to cost \$162,544 (inclusive of further studies, such as archeological, ground penetrating radar, legal survey, completion of design and construction costs). The replacement of the retaining wall was approved in the 2016 capital budget, capital project #16-176, with an original budget of \$100,000.

In October 2016, Council authorized staff to proceed with the replacement of the retaining wall at the Alton Village Cemetery subject to receiving signed permission to enter agreements and waivers of liability from the Alton Village Cemetery Committee and all private landowners adjacent to the retaining wall. Based on JLR's preliminary design of a replacement retaining wall, a revised cost estimate of \$162,544 (a budget increase of \$62,544) was also approved by Council. The revised cost estimate was based on a precast block retaining wall and assuming no reinternment of remains would be required. The cost estimate did include additional work (pre-design studies), such as ground penetrating radar, to determine the proximity of remains to the retaining wall.

After provided authorization to proceed, JLR conducted pre-design studies to determined constructability replacing the existing retaining wall with a precast block retaining wall. The pre-design studies included a legal survey, ground penetrating radar, a geotechnical investigation, and archeological assessment. The following is a summary of the findings of the pre design studies:

- *Legal Boundary Survey* - A legal boundary and topographic survey was performed in December 2016. The survey found that the legal boundary between the Alton cemetery and the adjacent private property lies directly behind the existing retaining wall. The setback distance from the back of the existing wall to the property line varies along the length of the wall. Based on the survey, it was determined that the retaining wall is located on the private property side of the property line.
- *Ground Penetrating Radar* - A ground penetrating radar (GPR) survey was performed in December 2016. The GPR was performed within a 5 m zone of the existing retaining wall. The purpose of the survey was to help identify the location of marked and unmarked grave shafts. The GPR identified a number of subsurface soil disturbances that are consistent with grave shafts within the cemetery directly adjacent to the retaining wall.
- *Archeological Assessment* - All cemeteries in Ontario are by default archaeological sites and a multi-stage archaeological assessment is therefore required prior to undertaking any work on site that will affect the subsurface. The first step in the multi-stage archaeological assessment is a Stage 1 background study and property inspection.
- *Geotechnical Investigation* - A geotechnical investigation was undertaken by Golder from December 2016 - January 2017. The purpose of the geotechnical investigation was to assess the subsurface soil and shallow groundwater conditions at the site.

As a result of the pre-design studies (e.g. potentially multiple disinterment/reinternment of grave sites), it was determined that constructing a precast block retaining wall would be more complex than originally estimated and would require a budget increase.

Further examination was given to different construction methodologies for the replacement retaining wall that would eliminate the disinterment/reinternment requirement. The potential of using a sheet pile retaining wall or a post and panel system (similar to acoustic fence construction) were examined, but these methodology presented a number of challenges in term of constructability due to intense vibration during construction and the close proximity of the adjacent resident's house would prevent the construction equipment from performing the work. These options therefore were determined to be impractical due to constructability challenges. As it was determined that disinterment/reinternment would be unavoidable, alternative solutions were therefore examined for further review and cost analysis.

### **Alternative Solutions**

JLR investigated and proceeded with Class 'C' construction cost estimates for two (2) options that were considered feasible for the replacement of the existing retaining wall from a technical perspective:

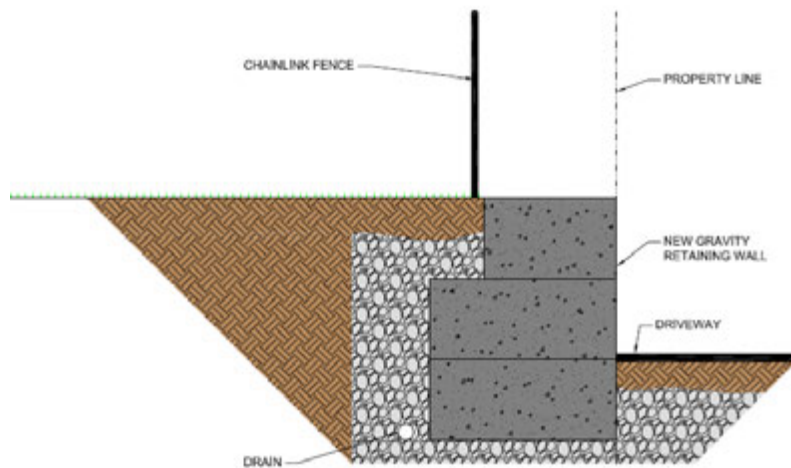
- Option 1** (the original option approved on October 18, 2016): Gravity Retaining Wall System (Precast Stone/Blocks), and
- Option 2:** New Slope in Lieu of New Retaining Wall

### **Option 1 – New Gravity Retaining Wall (Precast Stone/Blocks)**

The gravity retaining wall option would be comprised of a series of precast concrete blocks. The exact system to be utilized would be determined during detailed design in conjunction with the Town.

The installation of the gravity retaining wall would involve excavation, the preparation of a leveling pad, placement of the blocks to various heights, the installation of drainage tile, and backfilling with engineered fill.

It is anticipated that the approximate extent of disturbance to the cemetery during construction will be between ~4.0 m. It is estimated that approximately 15-20 sets of human remains will need to be disinterred/reinterred prior to construction. As the reinternment sites will be located in an adjacent area of the Alton Cemetery, the disturbed area cannot be reused for future burial sites.



**Option 2 – New Slope in Lieu of New Retaining Wall**

The new slope option (Option 2) would involve the removal of the existing wall and locally re-grading the cemetery site to create an approximate slope of 3 horizontal to 1 vertical (3H:1V).

Analysis has shown that a 3:1 slope is feasible for the site from a geotechnical perspective. A swale would be constructed on the cemetery directly adjacent to the property line for drainage control which would be sloped to direct surface water towards the road.

It is estimated that approximately 15-20 sets of human remains will be required to be disinterred/reinterred before construction. As the reinternment sites will be located in an adjacent area of the Alton Cemetery, the disturbed area cannot be reused for future burial sites.





### **Estimated Construction Costs**

A Class 'C' Opinion of Probable Construction Cost (OPCC) has been developed for the two preferred design options. A Class 'C' OPCC carries a precision of -15% to +20% of the actual contract price.

The cost estimate includes fees for design, tender administration, Contract Administration, Site Inspection, pre-construction studies, and construction. In addition to these fees, the construction methodology includes the following assumptions:

- Exhumation of ~20 grave shafts (each with single burials) by mechanically excavating each shaft down to the level of coffin;
- Preparation of new plots to receive exhumed remains; and
- Reburial of remains in new caskets at the Alton Cemetery.

The cost estimates and advantages/disadvantages of each option are summarized below.

**Table 1**

<b>Option</b>	<b>Advantages</b>	<b>Disadvantages</b>	<b>Estimated Project Cost*</b>
<b>Option 1</b> New Gravity Retaining Wall System	Similar to existing conditions (will be replacing like for like)	More expensive option  Will require maintenance and eventual replacement	\$374,000 (rounded – see Table 2)
<b>Option 2</b> New Slope in Lieu of New Retaining Wall	Less expensive option (no construction costs associated with a new wall structure)  Eliminates future wall maintenance/replacement	Routine landscape maintenance will be required.  Different than existing conditions.	\$337,000 (rounded – see Table 2)

\*- Estimated project costs based on a Class 'C' construction estimate. Subject to Council approval of this report, the cost estimate will be refined by JLR in consultation with organizations, such as the Bereavement Authority of Ontario (BAO), and brought back to Council for approval before proceeding.

### **Recommended Approach**

Staff recommends the detailed design of Option 2 – New Slope in Lieu of New Retaining Wall be undertaken for the replacement of the existing retaining wall, as it eliminates future retaining wall maintenance/replacement and it is the less expensive option.

The following table outlines the change in complexity and costs from the original cost estimate, approved in October 2016, to the revised cost estimates for both options.

## Staff Report 2017-69

**Table 2**

Item	Original Cost Estimate (Approved October 2016)	Revised Cost Estimate Option 1 New Gravity Retaining Wall (May 2017)	Revised Cost Estimate Option 2 New Slope Design Approach (May 2017)
Detailed Design, Permits, and Tender Administration	\$14,900	\$31,400	\$22,000
Stage 2/3 Archaeological Assessment	\$15,000	N/A	N/A
Stage 3/4 Archaeological Assessment and Associated works (PIC, Contact next of Kin, etc.)	N/A	\$62,500	\$62,500
Reinternment (Estimate and subject to further discussion with BAO)	N/A	\$40,000	\$40,000
Contract Administration and Part Time Site Inspection	\$11,400	N/A	N/A
Contract Administration and Full Time Site Inspection	N/A	\$32,400	\$32,400
Construction costs	\$68,050	\$72,993	\$45,885
Temporary Shoring, Pre-design Studies	\$29,650	(included in spent-to-date)	(included in spent-to-date)
<b>Sub-Total</b>	<b>\$139,000</b>	<b>\$239,293</b>	<b>\$202,785</b>
Contingency	\$15,000	\$50,000	\$50,000
Internal Project Management Costs	\$5,000	\$40,000	\$40,000
Spent-to-Date	\$3,544	\$44,536	\$44,536
<b>Budget/Revised Cost Estimate</b>	<b>\$162,544</b>	<b>\$373,829</b>	<b>\$337,321</b>

As noted in the table above, some of the added complexity and costs include:

- moving from a Stage 2/3 archaeological assessment to a Stage 3/4;
- reinternment costs;
- moving from a part-time contract administration & site inspection to full-time;
- a higher contingency to account for unknowns other than just related to construction (e.g. BAO requirements);
- higher internal project management costs – a more complex project means more internal staff time will be required to manage and coordinate this project.

Further, the estimated project costs are based on a Class 'C' construction estimates at this time. JLR has had preliminary discussions with the Bereavement Authority of Ontario (BAO) related to this project and will obtain further guidance from the BAO on the requirements related to the proper and respectful exhumation and reburial of remains. Subject to Council approval of this report, JLR will complete the detailed design and refine the cost estimates. Staff will report back to Council with a revised cost estimate and obtain Council approval for a revised budget before proceeding with the project.

**FINANCIAL IMPLICATIONS**

The approved budget capital project 16-176 Alton Cemetery Retaining Wall (account # 02-09-265-16176-020-69001) is \$162,544. Staff has recommended proceeding with the design for Option 2 - New Slope in lieu of New Retaining Wall. It is anticipated that the costs for this project will increase to \$337,000 (rounded). However, final costs are subject to completion of the design and obtaining detailed requirements from the Bereavement Authority of Ontario.

Staff will report back to Council with a revised cost estimate and seek Council direction to proceed once the detailed design is completed and staff obtains a more accurate estimate of the construction costs and consulting fees associated with Option 2 - New Slope in lieu of New Retaining Wall.

**COUNCIL WORK PLAN**

The matter contained in this report is not relative to the Council Work Plan.

**ATTACHMENTS**

None.

## **Staff Report 2017-70**

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Meeting Date: Tuesday, June 6, 2017

Subject: Contract Award of RFT 2017-058 Construction Manager for Southfields Community Centre

Submitted By: Kevin Kyle, Manager, Recreation Programs & Facilities

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### **RECOMMENDATION**

That Staff Report 2017-070 regarding Southfields Construction Management Contract Award for Tender 2017-58, be received; and

That the Request for Tender 2017-58 be awarded to Aquicon Construction Co. Ltd., for the amount of \$20,860,800, including non recoverable HST, contract management fees and alternative pricing adjustment; and

That the Mayor and Clerk be authorized to sign an agreement with Acquicon Construction Co. Ltd for the Southfields Community Centre.

### **REPORT HIGHLIGHTS**

- Staff prequalified four (4) Construction Management firms for the Southfield Community Centre in accordance with RFPQ 2017-45.
- Two bidders submitted with the low bid being Aquicon Construction Co.. The Construction Management fee is in the amount of \$1,294,896 and will lead to a maximum price of \$20,860,800 for this build, including non recoverable HST.
- Staff are recommending Aquicon Construction Co. Ltd. for award and are seeking Council approval for award in accordance with the Purchasing By-law 2013-107

### **DISCUSSION**

The Town is currently in the conceptual design phase of building a new multi-use community centre in Southfields on an 8-acre parcel of land located at the southeast corner of Kennedy Road and Dougall Avenue. As part of the Town's 2015 Parks and Recreation Visioning Plan, staff has developed a Community Hub model that provides a co-operative system for delivering a diverse range of recreation and community based services to the rapidly expanding west-side of Caledon. Both Library Services and OPP will be accommodated within this multi-use community centre.

Construction Management process is being used to build Southfields Community Centre. This method uses a single contract with the Construction Management firm to handle the planning, management, construction design, procurement and commissioning of this new build. The key advantages of this method is an accelerated

## **Staff Report 2017-70**

schedule with phased construction bid contracts led by the Construction Management firm and expert technical advice throughout the entire process. The Construction Budget for this build is \$20,860,800 which includes the Construction Management fee of \$1,294,896 and is inclusive of non recoverable HST for this award.

To ensure we obtain qualified vendors, staff and our consultant pre-qualified (4) Construction Management firms in accordance with RFPQ 2017-45. The construction management tender process closed on May 18<sup>th</sup>, 2017 for RFT-2017-058. Of the (4) firms, (2) submitted bids, with Aquicon Construction Co. being the low bid. Once the Construction Manager is retained staff will proceed with the detailed design, site plan and permit submission and construction.

The table below reflects the bid submissions received for RFT 2017-058:

Table 1				
RFT 2017-058 Submissions	Construction Management Fee	Construction Budget	Total Award	Total Award Including NR HST
Aquicon Construction Company	\$1,272,500	\$19,227,500	\$20,500,000	\$20,860,800
METKO	\$1,295,935	\$19,227,500	\$20,523,435	\$20,884,648

Staff hired an independent fairness commissioner to review the Town's bid documents, processes, evaluation, prequalification and award.

### **FINANCIAL IMPLICATIONS**

The budget for the Mayfield West Community Centre (Phase 1) was approved as a Term of Council project for a total budget of \$22,000,000 from 2015 – 2018 funded by development charges at 85% and tax for 15%. There is also Capital project 16-004 Mayfield West Library in the amount of \$4,950,000 funded by development charges at 71.4% and tax for 28.6%. Finally there is Capital Project 17-111 Southfields OPP Sub-office in the amount of \$464,650 funded by the Region of Peel. The total budget including all three capital projects is \$27,414,450.

That Aquicon Construction Co. Ltd. Contract 2017-058 for Construction Management inclusive of non-recoverable HST in the amount of \$20,860,800 be awarded as summarized in Table 2 below:

## Staff Report 2017-70

Table 2				
Project	Project 16-060 Mayfield West Community Centre	Project 16-004 Mayfield West Library	Project 17-111 Southfields OPP Sub-office	Total
Approved Project Budget	\$ 22,000,000	\$ 4,950,000	\$ 464,450	\$ 27,414,450
Less: Spent to Date	\$ (37,724)	\$ -	\$ -	\$ (37,724)
Less: Design Cost	\$ (1,056,709)	\$ (237,759)	\$ (26,418)	\$ (1,320,886)
Total Budget Available for Contract Award	\$ 20,905,567	\$ 4,712,241	\$ 438,032	\$ 26,055,840 (A)
<b>Less Cost Estimate:</b>				
Award of Construction Management to Aquicon				
Construction Company Contract 2017-058				
(Inclusive of non-recoverable HST)				
Estimated Project Management Fee	\$ (17,050,002)	\$ (3,499,363)	\$ (311,435)	\$ (20,860,800)
Other Estimated Cost <sup>1</sup>	\$ (114,433)	\$ (16,723)	\$ (1,786)	\$ (132,942)
Contingency	\$ (1,632,000)	\$ (729,573)	\$ (83,287)	\$ (2,444,860)
	\$ (2,109,132)	\$ (466,582)	\$ (41,524)	\$ (2,617,238)
Sub-total Current Cost Estimate	\$ (20,905,567)	\$ (4,712,241)	\$ (438,032)	\$ (26,055,840) (B)
Project Surplus(Deficit)	\$ -	\$ -	\$ -	\$ - (A) - (B)

1. Includes LEED Commissioning, Fibre, Fixtures, Furniture and Equipment

## COUNCIL WORK PLAN

Growth – To plan for complete communities as required under the Growth Plan

Recreation – To establish and implement a collective community vision for the allocation of parks, facilities and recreation in the Town

## ATTACHMENTS

None.



## **Staff Report 2017-63**

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Meeting Date: Tuesday, June 6, 2017

Subject: Bolton Fire Station Land Acquisition Update

Submitted By: Heather Haire, Treasurer, Finance and Infrastructure Services

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### **RECOMMENDATION**

That Council approve the revised budget of \$1,252,765 for the purchase of the Bolton Fire Station Land, as outlined in Table 1 of Staff Report 2017-63; and

That the purchase of the Bolton Fire Station Land be funded as outlined in Table 2 of Staff Report 2017-63, inclusive of a \$382,687 draw from the Surplus Land Sales Reserve;

That staff be authorized to adjust the Region of Peel and Surplus Land Sales Reserve funding listed in Table 2 for a reserve draw less than \$382,687 from the Surplus Land Sales Reserve based on finalization of a Memorandum of Understanding between the Town and the Region of Peel for the Region's funding of the land; and

That Council enact a by-law to declare the lands surplus as described in Schedule B of Staff Report 2017-63, these lands forming part of the land exchange between the Town and TRCA; and

That the Mayor and Clerk be authorized to execute any and all documents necessary to facilitate the land transfer between the TRCA and the Town as described in Schedules A and B.

### **REPORT HIGHLIGHTS**

- On November 5, 2013, Council authorized Staff to:
  - Execute an Agreement of Purchase and Sale (APS) between the Town and the TRCA for the land required for the Bolton Fire Station;
  - Execute a Memorandum of Understanding (MOU) between the Town and the TRCA to facilitate the location and construction of the proposed Fire Hall;
  - Execute a Memorandum of Understanding (MOU) between the Town and the Region for the colocation of the EMS ambulance service on the site where the proposed Fire Hall would be located; and
  - Establish a new capital project for the Bolton Fire Station Land Acquisition in the amount of \$1,200,000.
- Staff has finalized the financial component of purchasing the lands for the new Bolton Fire/EMS Station with the TRCA and the revised budget, inclusive of a correction to the area, survey costs, and land transfer tax for the project increased from \$1,200,000 to \$1,252,765.

## **DISCUSSION**

On November 5, 2013, Council authorized Staff to execute an Agreement of Purchase and Sale between the Town and the TRCA for the land required for the Bolton Fire Station on Highway 50. This Report also authorized staff to execute a MOU between the Town and the TRCA to facilitate the location and construction of the Fire Hall, as well as, a MOU between the Town and the Region for the colocation of the EMS ambulance service which will be situated on the Bolton Fire Station site. A capital project 14-114 was approved for \$1.2 million as the purchase price of the lands to be conveyed by the TRCA to the Town for the new Bolton Fire Station.

Staff has been working with the TRCA to identify the land transfers for the land exchange and to finalize the purchase price and any associated costs relating to the purchase of 3.07 acres of land located at the northwest corner of Cross Country Boulevard and Queen Street North (Highway 50), Bolton, where the new Bolton Fire Station is being constructed. The Town will acquire these lands for \$1,228,000 as shown below in Table 1 based on values previously approved by Council. The purchase price/budget for the Bolton Fire Station lands has increased marginally, by \$28,000, due to a slight change in the required acreage from 3.00 acres to 3.07 acres and valued at \$400,000/acre. Additionally, the Town has/will incur \$24,765 of costs that were not included in the original budget/cost estimate comprised of the following:

- The Town incurred survey costs in the amount of \$3,730 to facilitate the land purchase; and
- The Town will incur land transfer tax estimated at \$21,035 as part of the land exchange

The change in acreage and survey/land transfer costs increases the overall cost estimate/budget by \$52,765 for the Bolton Fire Station Land Acquisition, as outlined in Table 1.

**Table 1 - Capital Project 14-114 - Bolton Fire Station Land Acquisition Budget/Revised Cost Estimate**

<b>Project Costs</b>	<b>Proposed Revised Budget</b>	<b>Original Budget Approved</b>	<b>Change Increase/ (Decrease)</b>
Purchase price of Bolton Fire Station Lands	\$ 1,228,000	\$ 1,200,000	28,000
Survey costs/Land Transfer Tax	24,765	-	24,765
<b>Total project costs</b>	<b>\$ 1,252,765</b>	<b>\$ 1,200,000</b>	<b>\$ 52,765</b>

It is recommended that the revised cost estimate of \$1,252,765 be approved and funded as follows:

**Table 2 – Revised Funding for Capital Project 14-114**

<b>Description/Funding Source</b>	<b>Proposed Revised Budget</b>	<b>Original Budget Approved</b>	<b>Change - Increase/ (Decrease)</b>
Region of Peel's EMS Station Land costs	\$ 163,078	\$ 240,000	(76,922)
Sale of Lands to TRCA	365,000	350,000	15,000
TRCA's Contribution to Palgrave Community Centre	342,000	260,000	82,000
Land Sales Reserve	382,687	-	382,687
Sale of Old Bolton Fire Station/Land Sales Reserve	-	350,000	(350,000)
<b>Total Funding of Bolton Fire Station Lands</b>	<b>\$ 1,252,765</b>	<b>\$ 1,200,000</b>	<b>\$ 52,765</b>

The purchase price of the Bolton Fire Station Land Acquisition will be in the form of Cash and Non-cash Contributions to the TRCA as outlined below in Table 3.

**Table 3 – Reconciliation of Cash Payment to TRCA**

Bolton Fire Station Lands Purchase Price	\$ 1,228,000
Sale of Lands to TRCA	(365,000)
TRCA Contribution to Palgrave Community Centre	(342,000)
Work Paid by the Town on behalf of TRCA for paving	(234,000)
<b>Net Cash Payment to TRCA</b>	<b>\$ 287,000</b>

Schedule A includes a description of lands to be conveyed from the TRCA to the Town. Schedule B includes a description of lands to be conveyed from the Town to the TRCA. The lands to be conveyed by the Town to the TRCA was valued at \$365,000 and this amount will be deducted from the total amount owing to the TRCA as shown in Table 3. The sale of these lands will also fund Capital Project 14-114 Bolton Fire Station Land Acquisition as shown in Table 2.

The TRCA agreed to contribute towards the construction of the Palgrave Community Centre. The TRCA contribution to the Palgrave Community Centre would have reduced the amount the Town would have been required to draw from the Land Sales Reserve Fund. Since this project is complete, the funding of \$342,000 will be put towards the cost of the Bolton Fire Station Lands as shown in Table 2, therefore reducing the amount that would be required to be drawn from the Land Sales Reserve Fund. This amount will also reduce the amount owing to the TRCA as shown in Table 3.

As part of the purchase price of the Bolton Fire Station Lands, the Town was asked by TRCA to include in the Town's paving program, the TRCA's parking lot at the Albion Hills Conservation Area, and a parking lot for the TRCA's Regional Road 50 Community Gardens. The Town was able to lower the cost of paving to the TRCA by including this work in the Town's overall paving program. The TRCA paving work was scoped down to just work at the Albion Hill Conservation Area and the work was completed at a cost of

\$234,000 to the Town, which will be deducted from the amount owing to TRCA as outlined in Table 3.

Capital project 14-114 Bolton Fire Station Land Acquisition, was originally funded with the intention of selling the old Bolton Fire Station and using the proceeds of the sale to purchase the land for the New Bolton Fire Station Lands. In 2016, Council requested that Staff issue an expression of interest to determine the future use of the old Bolton Fire Station. This expression of interest is to be issued in June 2017. At this time, it is recommended that the land acquisition be funded from the Surplus Land Sales Reserve. If the old Bolton Fire Station lands are sold following the expression of interest, the net proceeds will replenish the Surplus Land Sales Reserve.

The current uncommitted balance in the Surplus Land Sales Reserve Fund is \$849,027.34. Following the proposed draw to fund capital project 14-114 Bolton Fire Station Land Acquisition, the Land Sales Reserve balance will have a balance of \$466,340 (= \$849,027 - \$382,687).

Staff will bring a report to Council addressing the lease agreement with the Town and the Region of Peel for the fire station and paramedic satellite station. In principle, the Town and the Region have agreed to a one-time payment for the leasable area in the amount of (\$163,078) as shown in Table 2, which represents the Region's proportionate share of the land. The costs of the land purchase are being shared between the Region and Town based on the proportionate share of floor space occupied by each. During the concept stage of the project, the Regional share of the land was estimated at \$240,000. This is now lower due to a reduction in the percentage floor space occupied by the Paramedic station from the concept stage as the size of the fire station has increased since earlier estimates once the project was developed and the requirements were defined.

### **FINANCIAL IMPLICATIONS**

The financial implications are outlined in other sections of this report.

### **NEXT STEPS**

- Execution of MOU between Town and TRCA.
- Securing easements in favour of Hydro One and Region as identified in Schedule B.
- Agreement of Purchase and Sale between Town and TRCA to facilitate land exchanges between Town and TRCA as identified in Schedules A & B of this Report and making the cash payment to TRCA as shown in Table 3.
- Lease Agreement between Town and Region of Peel to be negotiated and report back to Council.

### **COUNCIL WORK PLAN**

The matter contained in this report is not relative to the Council Work Plan.

**ATTACHMENTS**

Schedule A – Conveyances from TRCA to Town

Schedule B – Conveyances from Town to TRCA

**SCHEDULE A to Staff Report 2017-63**  
Conveyances from TRCA to Town

PARCEL #	LOT AND PLAN	PIN	APPROX SIZE square metres/square feet/acres
#1	<p>Part Lot 11, Concession 6, being Parts 1 &amp; 3 on 43R-37146; Town of Caledon; Regional Municipality of Peel</p> <p><b><u>Other Comments:</u></b> TRCA to grant easement in favour of Town over Part 2 on 43R-37146 for access purposes</p>	14330-0499 (LT)	<p>Part 1 on 43R-37146 12,150/130,782/3.0</p> <p>Part 3 on 43R-37146 285/3,068/0.07</p> <p><b><u>Other Comments:</u></b> Part 2 on 43R-37146 118.9/1,280/0.03</p>

**Total acreage re conveyances from TRCA to Town – 3.07 acres**



**SCHEDULE B to Staff Report 2017-63**  
Conveyances from Town to TRCA

<b>PARCEL #</b>	<b>LOT AND PLAN</b>	<b>PIN</b>	<b>APPROX SIZE square metres/square feet/acres</b>
#1	Part road allowance between Concessions 7 & 8 (Albion), being Part 1 on 43R-36397; Town of Caledon; Regional Municipality of Peel	14313-0233 (LT)	12,374/133,193/3.06
#2	Part Lot A, Block 5, BOL-7 (Bolton), being Part 1 on 43R-1671; Town of Caledon; Regional Municipality of Peel	14313-1355 (LT)	7,346/79,072/1.82
#3	Block C, Plan 990 (Bolton); Town of Caledon; Regional Municipality of Peel  <b><u>Other Comments:</u></b> Town to secure easement in favour of Region of Peel over Part 2 on 43R-9253 for wastewater purposes	14313-0009 (LT) (no reference plan)	10,946/117,822/2.70
#4	Part Lot A, Block 5, BOL-7 (Bolton), being Parts 2 & 3 on 43R-1671; Town of Caledon; Regional Municipality of Peel  <b><u>Other Comments:</u></b> Town to secure easement in favour of Region of Peel over Part 1 on 43R-9253 for wastewater purposes	14313-1365 (LT)	39,368/423,754/9.73
#5	Part road allowance between Concessions 5 & 6 (Albion) lying southeast of Elm Trail; Town of Caledon; Regional Municipality of Peel	14330-0097 (LT) (no reference plan)	18,204/195,946/4.50
#6	Part road allowance between Lots 10 & 11 (Albion); Part road allowance between Concessions 5 & 6	14330-0095 (LT) (no reference plan)	13,620/146,604/3.37

	(Albion) lying east of Elm Trail; Subject-to interest in RO441772; Town of Caledon; Regional Municipality of Peel		
#7	<p>Part road allowance between Concessions 5 &amp; 6 (Albion) lying northwest of Glasgow Road; Town of Caledon; Regional Municipality of Peel</p> <p><b>Other Comments:</b> Town to secure easement in favour of Hydro One over Parts 1, 2, 3, 4 &amp; 5 on 43R-37145 in order to protect their infrastructure</p>	14330-0096 (LT) (no reference plan)	5,251/56,521/1.30
#8	<p>a) Part road allowance between Concessions 10 &amp; 11, Concession 5 (Albion) lying between Duffy's Lane and the road allowance between Concessions 5 &amp; 6; Subject-to interest in AL18779; Town of Caledon; Regional Municipality of Peel</p> <p>b) Part road allowance between Lots 10 &amp; 11, Concession 5 (Albion), being Part 3 on 43R-34853; Subject-to interest in AL18779; Town of Caledon; Regional Municipality of Peel</p>	<p>a) 14330-0527 (LT) (no reference plan)</p> <p>b) 14330-0526 (LT)</p>	7,328/78,878/1.81
#9	Part Lot 12, Concession 5 (Albion), being forced road south of Part 1 on 43R-19765 known as Cedar Trail; Subject-to interest if any in VS293645; Town of Caledon; Regional Municipality of Peel	14330-0519 (LT) (no reference plan)	5,868/63,163/1.45
#10	Part road allowance between Concessions 5 & 6 (Albion), being Sixth Line (Aka Elm Trail)	14330-0517 (LT) (no reference plan)	8,143/87,651/2.01

	between Castlederg Sideroad & Sely Extension Part 1 on 43R-19765; Town of Caledon; Regional Municipality of Peel		
#11	Property not in Town ownership and forms part of Emil Kolb Parkway		
#12	Part Lot 12, Concession 5 (Albion), being Part 11 on 43R-34912; Being forced road known as Maple Trail aka Trespass Road; Subject to an interest if any in VS293645; Town of Caledon; Regional Municipality of Peel	14330-0521 (LT) (no reference plan)	5,855/63,023/1.45
#13	Part Lot 22, Concessions 5 & 6 and Part of the road allowance between Concessions 5 & 6 Albion being Part 1 on 43R-36399; Town of Caledon; Regional Municipality of Peel	14337-0004 (LT)	8,981/96,671/2.22
#14	Part road allowance between Concessions 5 & 6, being Part 6 on 43R-34850; Town of Caledon; Regional Municipality of Peel	14330-0516 (LT)	4,439/47,781/1.10

**Total acreage re conveyances from Town to TRCA – 36.52 acres**

## **Staff Report 2017-78**

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Meeting Date: Tuesday, June 6, 2017

Subject: Update on proposed partnership regarding the Potts Park Bocce expansion

Submitted By: Kevin Hayashi, Corporate Partnerships & Events,

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### **RECOMMENDATION**

That staff negotiate terms and conditions of an agreement with Dig-Con International Ltd. to partner in the construction of an indoor bocce facility at RJA Potts Memorial Park “Construction Agreement”);

That staff initiate a user agreement with the Bolton Italian Cultural Centre to establish terms and conditions of the shared use of the indoor bocce facility at RJA Potts Memorial Park (“Shared Use Agreement”);

That staff report back to Council when the Construction Agreement and the Shared Use Agreement are ready to be executed;

That the funding of building permit fees associated with the indoor bocce facility from the corporate contingency account in the 2017 operating budget be approved; and

That an unavoidable budget increase in the amount of \$60,000 be included in the 2018 budget for operating costs related to the indoor bocce facility at RJA Potts Memorial Park.

### **REPORT HIGHLIGHTS**

- Council asked staff to investigate the feasibility of the request submitted by the Bolton Italian Cultural Centre (“Cultural Centre”) for an indoor bocce facility in Bolton (“Bocce Facility”) and report back to Council.
- Dig-Con International Ltd. (“Dig-Con”) is expected to enter into a Construction Management Contract for Services and Construction (“Construction Agreement”) with the Town, to handle all subcontractors, including C.F. Crozier and Associates Inc. who have already provided preliminary work.
- All capital costs for build of project (approximately \$250,000) are expected to be covered through partnership with Dig-Con.
- Operating expenses of \$60,000 are to be included in the 2018 budget as an unavoidable budget increase.
- The project is anticipated to be completed by early 2018.

### **DISCUSSION**

#### **Background**

In June 2016, Council asked staff to investigate the feasibility of the request submitted by the Bolton Italian Cultural Centre (“Cultural Centre”) for an indoor bocce facility in Bolton (“Bocce Facility”).

In August 2016, Council approved the adoption of a new Partnership Policy, which further enables staff to pursue partnership opportunities with private sector businesses with the intent of furthering community engagement.

Staff has worked with the Cultural Centre to secure the commitment of Dig-Con, a prospective private sector partner, to help bring this expansion to reality. Following negotiations with staff Dig-Con is expected to enter into a Construction Management Contract for Services and Construction (CCDC 5B – 2010), which is a standard contract between Owner and Construction Manager to provide advisory services during the pre-construction phase and perform the required Work during the construction phase (“Construction Agreement”). Once the Construction Agreement is executed, Dig-Con will be coordinating subcontractors including companies like C.F. Crozier and Associates Inc. who have already provided some preliminary work consulting on the engineering services related to the project.

RJA Potts Memorial Park, located at 125 Pembroke St. in Bolton, currently has four outdoor bocce courts and a small open-air covering. The partnership will result in the inclusion of two of the current bocce courts in an indoor facility that is approximately 5,000 square feet, with washrooms and a possible kitchenette. The two remaining courts will remain outside. The building is a prefabricated metal structure with a standing seam roof, metal cladding, and a stone or pre-cast base, and will be modelled after a successful build by Dig-Con in the City of Toronto. The building will have heating and cooling, in addition to large bay doors that can open to let air pass through on warmer days.

All capital costs for the build of the project would be covered through the partnership with Dig-Con. Roughly estimated costs for the build related to this project are \$250,000 and include construction, architecture services, and engineering services (site plan, mechanical and structural).

The Town of Caledon (“Town”) would be responsible for the Building Permit fees, and the ongoing operating costs, beginning in 2018. To ensure that construction timelines are followed and that there are no outstanding liens against the Bocce Facility or the Town lands once the Bocce Facility is constructed, Dig-Con has agreed to provide a

payment bond for the project. The Town will not be issuing Charitable Tax Receipts to any of the Partners of this project.

### **Proposed Main User Group Relationship**

The Town also anticipates entering into a user agreement with the Cultural Centre to establish terms and conditions of the shared use of the Bocce Facility ("Shared Use Agreement").

The Shared Use Agreement between the Town and the the Cultural Centre will include a twenty (20) year term, defining usage and revenue assignment. The terms and conditions of the proposed Shared Use Agreement are expected to be similar to those contained in the Town's agreement with the Caledon Seniors Centre. The highlights of that agreement can be referenced in Staff Report PREC-2015-19 which was presented at the December 22, 2015 Council Meeting.

### **Potential Revenue**

The past three years of rental revenue from the four Potts Park Bocce Courts has been \$639.10, \$585.05 and \$538.02 respectively. The projected rental revenue in 2017 is \$559.77. The Potts Park Bocce Courts see minimal rentals outside of the use by the Cultural Centre during the bocce season, and has only had four such rentals to date .

Currently the Cultural Centre uses four courts from June to October because of weather. It could therefore be projected that making two of these courts accessible year-round will increase usage. Adding the Bocce Facility to the current Parks and Recreation assets would make the space available for other rentals, including birthday parties, community gatherings, and other functions.

### **Potential Expenses**

Estimates of operating expenses for the 5,000 sq. ft. Bocce Facility have been based on the 6,000 sq. ft. Rotary Place. Rotary Place has budgeted for a total of \$68,046 in expenses for 2017. These expenses include wages, contracted services, utilities and insurance. There will be an unavoidable budget increase in the 2018 budget of \$60,000 to accommodate the new facility, which includes winter maintenance estimates for the facility and parking lot.

### **Next steps**

Staff will negotiate terms and conditions of the Construction Agreement and the Shared Use Agreement and will report back to Council when the two agreements are ready to



## **Staff Report 2017-78**

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be executed. Upon execution of the agreements, a regular build schedule will follow with a projected opening of the facility in early 2018.

### **FINANCIAL IMPLICATIONS**

Annual operating costs of \$60,000 will be included as an unavoidable budget increase in the 2018 budget. Revenue projections have not been included in the annual operating costs since at this time they are expected to be minimal based on the historical use of the bocce courts.

Recreation staff recommend that the building permit fees, estimated at \$7,246.51 based on a 5,000 sq. ft. structure, associated with the construction of the Bocce Facility be waived or paid for by the Town as part of this partnership. The Building Services works on a full cost recovery basis, and so, rather than waiving the fee, it is recommended that the cost of the work involved with the proper plans review and building inspection of the Bocce Facility be funded from the corporate contingency account in the 2017 operating budget (account # 01-10-115-40010-365-62408). Subject to Council approval of this report and subsequent execution of the two agreements, staff will “charge” the corporate contingency account the amount of the building permit fee and transfer the funds to the Building Permit revenue account. In essence, property tax dollars will be utilized to pay for the cost of the work required by the Building Services to process the Bocce Facility building permit application.

### **COUNCIL WORK PLAN**

Recreation – To establish and implement a collective community vision for the allocation of parks, facilities and recreation in the Town

Recreation – To develop Partnership Opportunities

### **ATTACHMENTS**

None.

## **Staff Report 2017-77**

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Meeting Date: Tuesday, June 6, 2017

Subject: Award of Contract 2017-52 Rehabilitation of Various Roads

Submitted By: Ryan Tucker, Project Manager, Structures, Finance and Infrastructure Services

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### **RECOMMENDATION**

That Contract No. 2017-52 be awarded to Fermar Paving Limited in the amount of \$4,474,601.30 (inclusive of non-recoverable H.S.T.) funded from Capital Project 17-038 – 2017 Enhanced Roads Program, Capital Project 17-046 – 2017 Road Rehabilitation and Reconstruction Program, and Capital Project 17-121 – Road Safety Program, as detailed in Table 3 of report 2017-77; and

That the \$471,324, budget shortfall in Capital Project 17-046 - 2017 Road Rehabilitation and Reconstruction Program be funded from the Tax Funded Capital Contingency Reserve and;

That the Mayor and Clerk be authorized to execute a contract with Fermar Paving Limited for the completion of this work.

### **REPORT HIGHLIGHTS**

- The Finance and Infrastructure Services Department developed the 2017 rehabilitation program to address deficiencies and to prolong the life of existing road sections and has also created a 5 year Capital Roads Forecast to 2022. The roads included in the 2017 program have been identified as priority needs based on their pavement condition index;
- This rehabilitation project will be beneficial to the Town of Caledon, by providing a safer, secure community with a higher standard road network, and at the same time reducing energy consumption through the reuse and recycling of existing road surface and road base components;
- The roads included in the rehabilitation program were approved in the 2017 Capital Budget;
- Fermar Paving Limited submitted the lowest compliant bid and is being recommended for the award of Contract No. 2017-52;
- Since the lowest compliant bid exceeds the approved budget, staff recommend drawing \$471,324 from the Tax Funded Capital Contingency Reserve to fund the budget shortfall;
- Construction to commence June 26, 2017 and is anticipated to be completed by the end of November 2017.

## **DISCUSSION**

Staff is seeking Council's approval to award Contract No. 2017-52 to Fermar Paving Limited in the amount of \$4,474,601.30 for the roadworks identified in Table 1 of this report.

Tender No. 2017-52 includes road rehabilitation works that are included in the approved Capital Projects 17-038, 17-046, and 17-121. The roads included in this project are roads that have been prioritized based on a computerized data collection field review of the road network completed in 2016 (surface distresses, structural adequacy and ride quality).

The rehabilitation of the Town's road network will address existing deficiencies and prolong the life of roads by addressing the fundamental structural and drainage defects in the pavement and road base. Rehabilitation efforts will also improve the ride quality and increase the expected lifespan of the pavement thus providing a safer and higher standard road network to the residents of Caledon.

The locations of the proposed rehabilitation works included in Contract 2017-52 are listed below in Table 1 and shown on Schedule 1 – Construction Maps (attached to this report).

**Table 1**

<b>2017 Capital Rehabilitation Program</b>			
<b>Road</b>	<b>From</b>	<b>To</b>	<b>Activity</b>
<b>Project 17-038</b>			
<b>Kingsview Dr</b>	Birchview Cres	Bolton Heights Rd	Full Depth Asphalt Removal and Replacement, Partial Curb and Sidewalk Replacement
<b>Kingsview Dr</b>	Crestwood Rd	Birchview Cres	Full Depth Asphalt Removal and Replacement, Partial Curb and Sidewalk Replacement (50mm mill and pave near Humberview Secondary School)
<b>Wright Cres</b>	Kingsview Dr	Kingsview Dr	Partial Depth Asphalt Removal and Replacement, Partial Curb Replacement
<b>Sterne St</b>	Temperance St	Ann St	Full Depth Asphalt Removal and Replacement, Partial Curb and Sidewalk Replacement (Grade separation protection)
<b>William St</b>	Ridge Rd	Queen St S	Full Depth Asphalt Removal and Replacement, Partial Curb Replacement
<b>King St</b>	Agnes St	Main St	Full Depth Asphalt Removal and Replacement, Ditching

## **Staff Report 2017-77**

<b>Edmund St</b>	Main St	Cardwell St	Full Depth Asphalt Removal and Replacement, Ditching
<b>Station St</b>	Main St	Cardwell St	Full Depth Asphalt Removal and Replacement, Partial Sidewalk Replacement
<b>Charles St</b>	Edmund St	Station St	Full Depth Asphalt Removal and Replacement, Ditching
<b>Cardwell St</b>	Edmund St	Station St	40mm Mill and Pave
<b>Caledon St</b>	Edmund St	Station St	Full Depth Asphalt Removal and Replacement
<b>Victoria St</b>	King St	Queen St W	Full Depth Asphalt Removal and Replacement, Ditching
<b>Ingleview Dr</b>	Olde Base Line Rd	Olde Base Line Rd	Full Depth Asphalt Removal and Replacement, Partial Curb Replacement
<b>McLaughlin Rd</b>	West Village Dr	McColl Dr	Full Depth Asphalt Removal and Replacement, Partial Curb and Sidewalk Replacement
<b>West Village Dr</b>	Field Crest Rd (W)	McLaughlin Rd	Full Depth Asphalt Removal and Replacement
<b>Maple Ave</b>	Olde Base Line Rd	McLaughlin Rd	Full Depth Asphalt Removal and Replacement, Ditching
<b>Country Lane Dr</b>	Cedar Meadows Ln	End	40mm Mill and Pave, Partial Curb Replacement
<b>Cedar Meadows Ln</b>	Mount Hope Rd	End	40mm Mill and Pave, Partial Curb Replacement
<b>Palmer Circle</b>	Scott Rd (W)	Scott Rd (W)	Full Depth Asphalt Removal and Replacement
<b>Scott Rd</b>	Palmer Circle (W)	Mount Hope Rd	Full Depth Asphalt Removal and Replacement
<b>Waterway Crt</b>	Country Lane Dr	End	40mm Mill and Pave, Partial Curb Replacement
<b>Eagle Nest Crt</b>	Country Lane Dr	End	40mm Mill and Pave, Partial Curb Replacement
<b>Dacres Crt</b>	Cedar Meadows Ln	End	40mm Mill and Pave, Partial Curb Replacement
<b>Hillview Pl</b>	Hwy 50	End	Pulverize and Pave, Ditching
<b>Scott St</b>	Forks of the Credit Rd	End	Full Depth Asphalt Removal and Replacement, Drainage Remediation
<b>King St S</b>	Forks of the Credit Rd	End	Full Depth Asphalt Removal and Replacement, Slope Stability Remediation
<b>Pinnacle St</b>	Forks of the Credit Rd	End	Full Depth Asphalt Removal and Replacement
<b>McCurdy St</b>	Forks of the Credit Rd	End	40mm Mill and Pave
<b><u>Project 17-046</u></b>			
<b>Shaws Creek Rd</b>	Beech Grove Sr	Charleston Sr	Upgrade Surface Treatment Sections

## **Staff Report 2017-77**

<b>Shaws Creek Rd</b>	Highpoint Sr	Beech Grove Sr	Upgrade Surface Treatment Sections
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### **Tender Process**

The Purchasing & Risk Management Division publically advertised Request for Tender 2017-52 Rehabilitation of Various Roads on BidsandTenders.com.

Bids were invited from qualified and experienced contractors for undertaking rehabilitation and improvements of various roads located within the Town as per the specifications and requirements outlined in the bid document, based on OPSS contract. Work includes the supply of all labour, materials, equipment, certifications, permits, services, transportation and all incidentals required for the repaving and improvements of various roads.

A total of six (6) bids were received and reviewed on May 26, 2017. Table 2 below summarizes the results.

### **Tender Results**

**Table 2**

<b>BIDDER</b>	<b>TOTAL BID (*)</b>
Fermar Paving Limited	\$4,474,601.30
C. Valley Paving Ltd.	\$4,496,372.96
Gazzola Paving Limited	\$4,961,263.91
Forest Contractors Ltd.	\$5,112,894.46
Paveal Limited	\$5,150,247.97
Graham Bros. Construction Limited	\$5,265,467.08

\* - Bid prices include non-refundable H.S.T. amount

Purchasing & Risk Management and Engineering staff reviewed the bids in accordance with the Town of Caledon Purchasing Policy. Staff is recommending that Fermar Paving Limited be awarded Contract No. 2017-52.

It is anticipated that construction will commence June 26, 2017 and that the works are anticipated to be substantially completed by end of November, 2017.

### **Benefits of Approval**

1. Recycling Techniques and Process to Reduce the Use of New Aggregate
  - a) Under this contract, approximately 1,000 tonnes of Reclaimed Asphalt Pavement (RAP) will be used in the new Hot Mix Asphalt (HL-3), and 1,400 tonnes of RAP will be used in the new Hot Mix Asphalt (HL8), replacing an equivalent amount of asphalt pavement that would have been made from virgin aggregates and new asphalt cement.

## **Staff Report 2017-77**

- b) In addition to the above, approximately 11,000 tonnes of Reclaimed Asphalt Pavement (RAP) milled from existing roads will be stockpiled at a Town Yard and reused by Public Works for the repair of shoulder wash-outs and road base repairs. The asphalt cement in the millings (RAP) helps bind the materials together to produce good quality patches that resist erosion.

### **FINANCIAL IMPLICATIONS**

The total cost of the award to Fermar Paving Limited for the roads listed in Table 3 total \$4,474,601.30, including non-recoverable HST. Funding for this award will be applied from the following 2017 approved capital projects:

- Capital Project 17-038 2017 Enhanced Roads Program in the amount of \$4,100,000, funded by Debenture.
- Capital Project 17-046 Roads Rehabilitation & Reconstruction Program in the amount of \$1,924,406, funded by Gas Tax, Aggregate Levy and Tax in the amount of \$1,649,406, \$241,000 and \$34,000 respectively.
- Capital Project 17-121 Road Safety Program in the amount of \$525,000, funded from Taxes.

Award for this contract 2017-52 to Fermar Paving will result in Capital Project 17-046 Roads Rehabilitation & Reconstruction Program being over budget by \$471,324 inclusive of non-recoverable HST as shown in Table 3 below. Infrastructure staff has confirmed that there has been no increase in the scope of the three capital projects and the shortfall is due to market prices related to the construction of the work approved in the original capital for the three capital projects. Accordingly, staff recommend that the deficit of \$471,324 be funded from the Tax Funded Capital Contingency Reserve. The current unaudited, uncommitted Tax Funded Capital Contingency Reserve Fund balance is \$3,277,744.55. The reserve fund balance will be \$2,806,421 once the recommendations from this report are included.

Table 3				
Projects	Project 17-046 Roads Rehabilitation & Reconstruction Program	Project 17-038 2017 Enhanced Roads Program	Project 17-121 Road Safety Program	Total
Original Budget available	\$1,924,406	\$4,100,000	\$525,000	\$6,549,406
Less: Spent/Commitments to Date	(\$202,664)	(\$284,454)	\$0	(\$487,118)
Less: Work Not Relating to this Award	(\$1,496,772)	\$0	(\$457,719)	(\$1,954,491)
<b>Total Budget Available For Contract Award</b>	<b>\$224,970</b>	<b>\$3,815,546</b>	<b>\$67,281</b>	<b>\$4,107,797 (A)</b>
<b>Less Cost Estimate:</b>				
<i>Award of Construction Contract (inclusive of non-recoverable HST)</i>				
	(\$692,231)	(\$3,719,090)	(\$63,281)	(\$4,474,601)
<i>Estimated Project Management Fee</i>				
	(\$4,063)	(\$82,000)	(\$4,000)	(\$90,063)
<b>Sub-total Construction Cost</b>	<b>(\$696,294)</b>	<b>(\$3,801,090)</b>	<b>(\$67,281)</b>	<b>(\$4,564,664) (B)</b>
<b>Budget Surplus/(Deficit)</b>	<b>(\$471,324)</b>	<b>\$14,456</b>	<b>\$0</b>	<b>(\$456,867) (A) - (B)</b>

**Applicable Legislation and Requirements**

Town of Caledon Purchasing By-law No. BL-2013-107, section 19 (1a) states that “All Awards over \$2,000,000.00 (Two Million Dollars) require Council approval prior to any Commitment”

*Municipal Act 2001.*

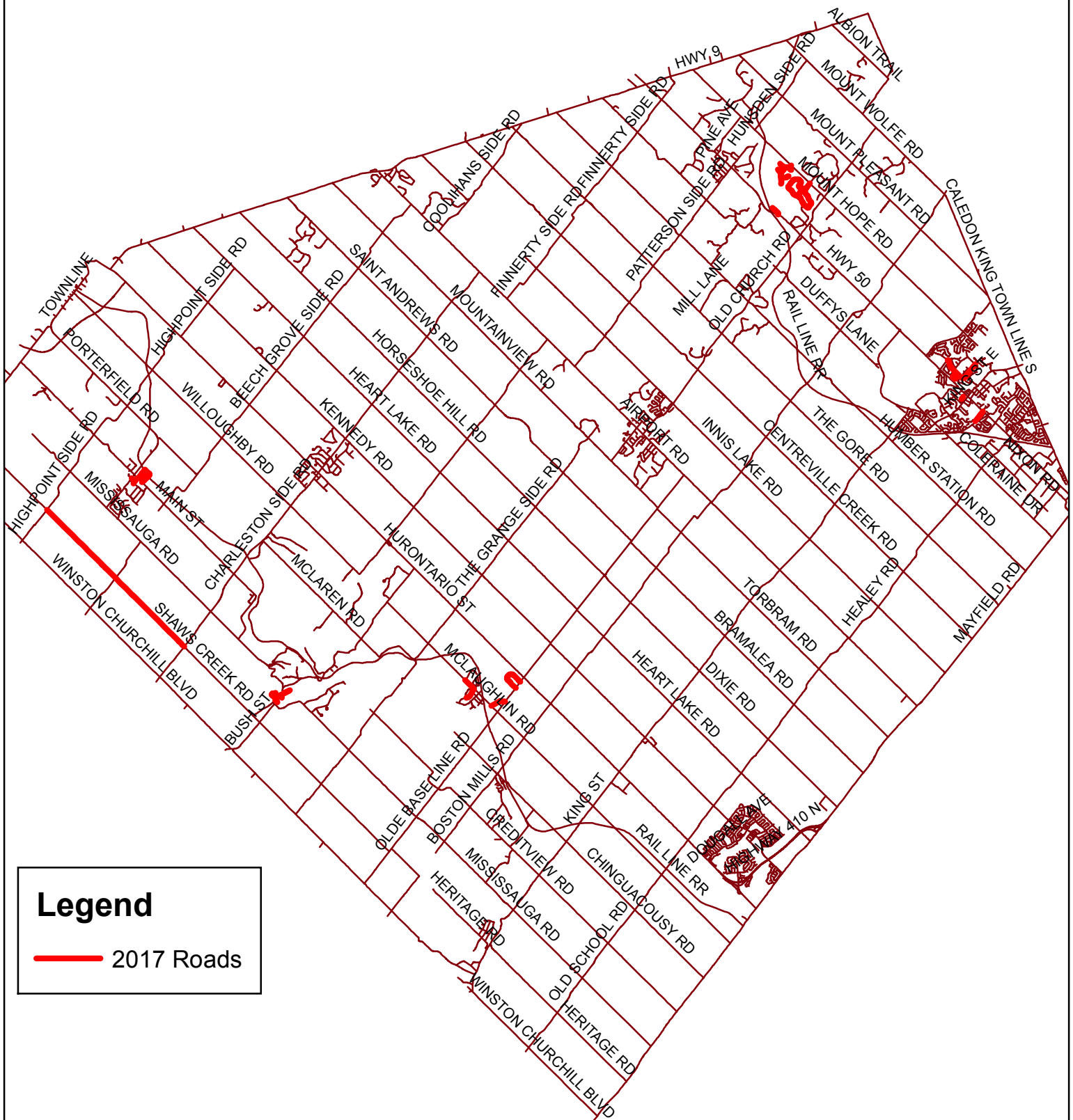
**COUNCIL WORK PLAN**

Infrastructure – To increase the overall condition of the Town’s assets for public use

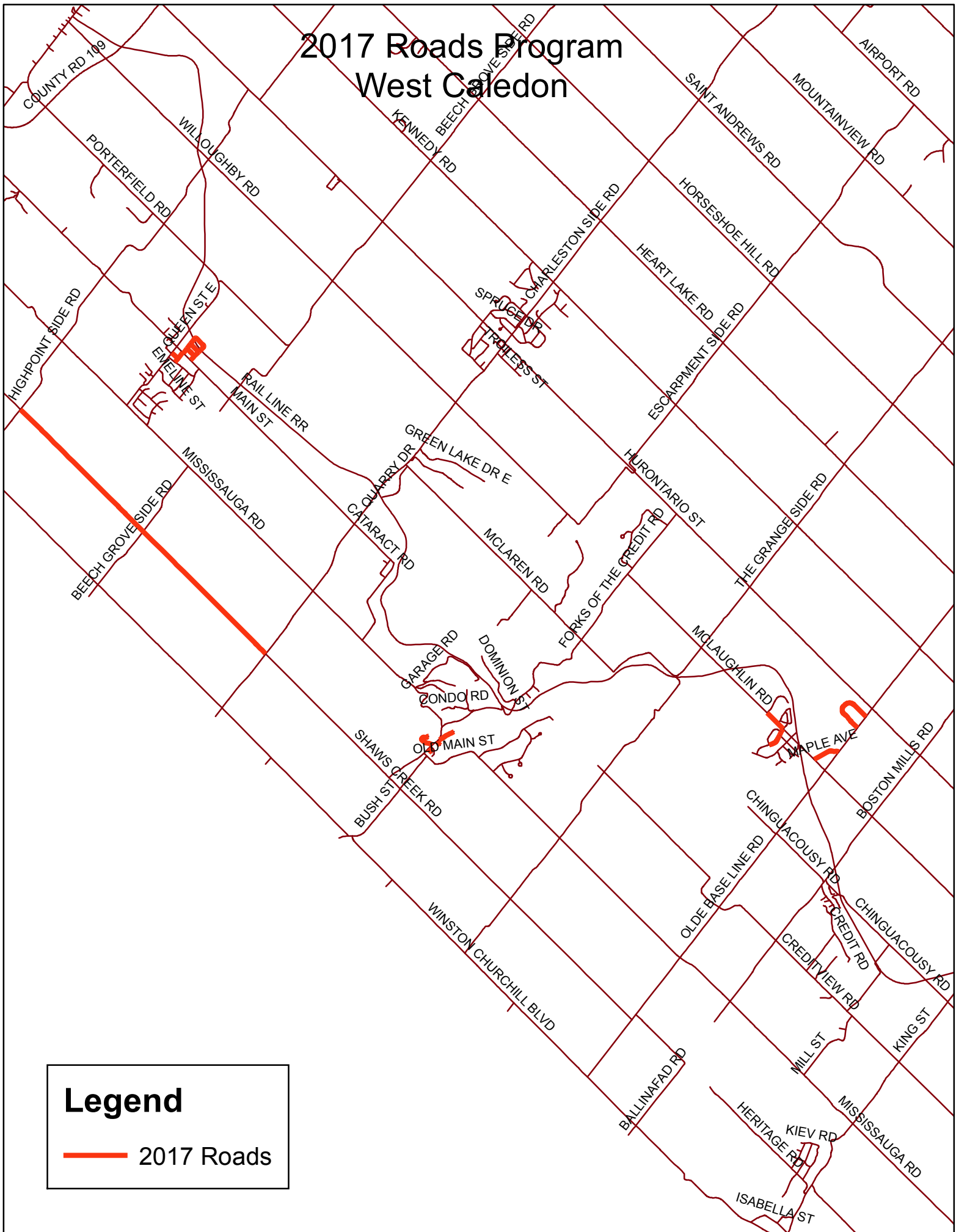
**ATTACHMENTS**

Schedule A – Construction Maps

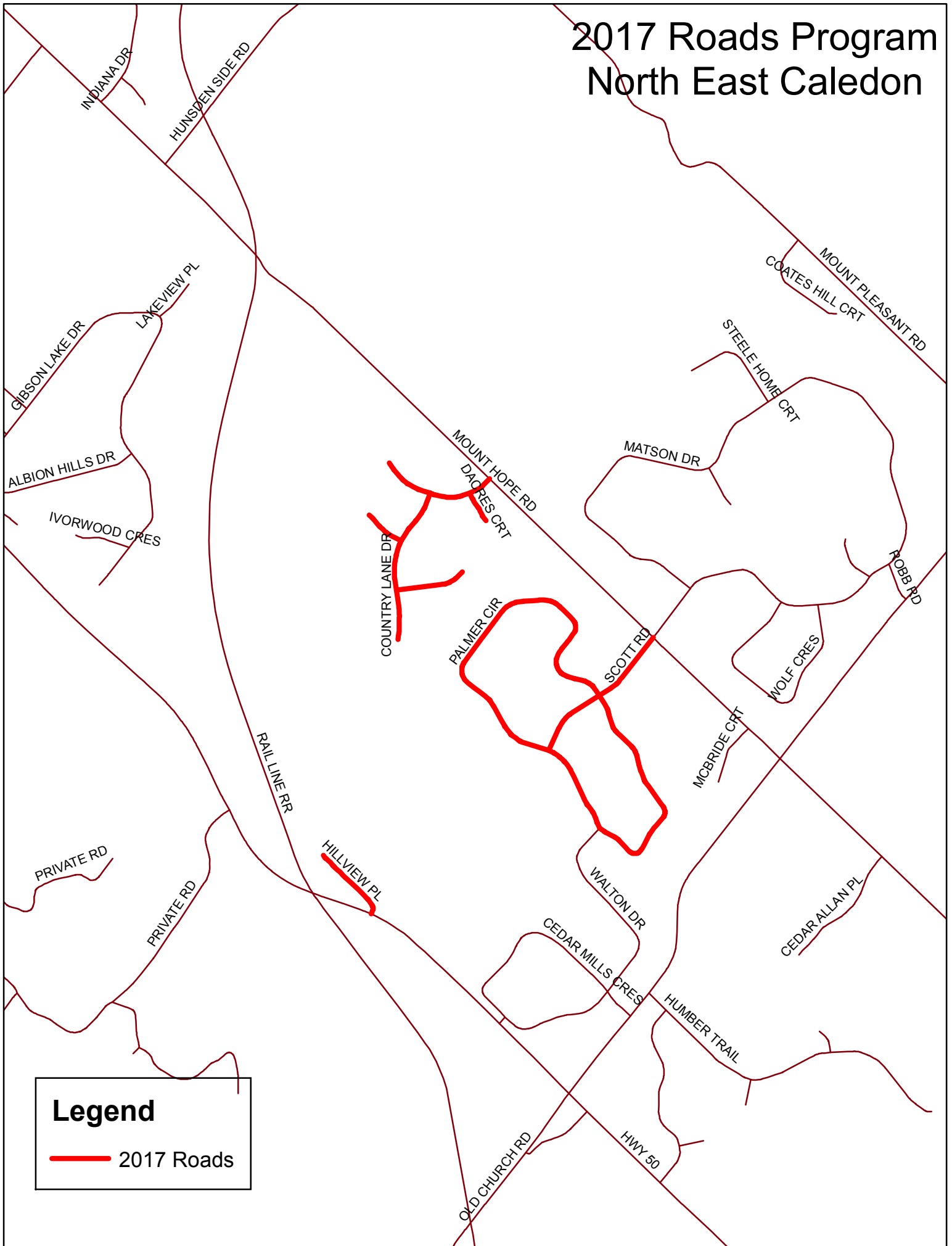




# 2017 Roads Program West Caledon



# 2017 Roads Program North East Caledon





## **Staff Report 2017-84**

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Meeting Date: Tuesday, June 6, 2017

Subject: Land Sale By-law No. 95-109 Proposed Amendment

Submitted By: Roman Ivanov, Assistant Town Solicitor, Corporate Services

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### **RECOMMENDATION**

That the Land Sale By-law No. 95-109 be amended as set out in Schedule A to the report; and

That staff be directed to initiate a full review of the Town's policies and procedures governing the sale of real property and report back.

### **REPORT HIGHLIGHTS**

This report proposes four (4) amendments to By-law No. 95-109, being a by-law to establish procedures governing the sale of real property. The amendments are minor in nature. Their intent is (i) to make By-law No. 95-109 more consistent with the applicable provisions of the *Municipal Act, 2001*, S.O. 2001, c. 25 ("Act") and (ii) to provide for a more expeditious processing of sale transactions as well as a more efficient use of the Town's administrative resources.

### **DISCUSSION**

The purpose of this Report is:

1. To provide the legislative background to By-law No. 95-109;
2. To propose four (4) minor amendments and explain the rationale behind them; and,
3. To outline next steps in the staff's review of the Town's procedures relative to the disposition of real property.

### **Legislative Background**

From 1995 -2006 the sale of municipal lands was governed by detailed provisions of the *Municipal Act, 2001* (s. 268) and its predecessor act, *Municipal Act*, R.S.O. 1990, c. M.45. In 2006, the *Municipal Statute Law Amendment Act*, 2006, S.O. 2006, c. 32 repealed Section 268 in its entirety. The intent of the repeal was to provide municipalities with greater flexibility in the disposition of their lands. As a result, the detailed procedures relating to declarations of land as surplus were eliminated. Instead, the Province enacted Section 270 of the *Municipal Act, 2001*, which simply states that municipalities are required to adopt and maintain policies in respect of various matters including sale and other disposition of land.

The Town has not modernized By-Law 95-109 to reflect the current requirements of the *Municipal Act, 2001* and the contemporary practice and procedures for the disposition of municipal lands in other municipalities. Legal Services intends to commence a review of municipal best practices to identify and make recommendations on how to modernize

## **Staff Report 2017-84**

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the Town's land sale process. In the meantime, Legal Services has identified some minor changes to the current by-law that would be of immediate benefit to the Town. Legal Services is prepared to recommend them at this time.

### **Proposed Amendments**

It is staff's opinion that the following minor amendments to By-law No. 95-109, as shown in Schedule "A", will provide immediate benefit to the orderly disposition of Town lands in a manner that secures the public interest:

1. The recitals in the by-law should be amended by replacing the reference to Section 193 of the *Municipal Act*, R.S.O. 1990, c. M.45, which is no longer in force, with the reference to Section 270 of the Act.
2. Section 1 should be amended by removing the granting of a lease, easement, encroachment or licence for 21 years or longer from the definition of the term "sale". Section 270 of the Act no longer defines sale of land as including a lease of 21 years or longer, nor does it define "sale" to include encroachments or licences. As the Town will continue to own and benefit from these lands, there is no reason to declare them "surplus," a term which implies the Town intends to divest the lands due to lack of need.
3. The word "offering" in Section 2 should be replaced with the word "selling" and the words "for sale" should be deleted to improve clarity and to reflect legislative requirements. There is no legislative requirement that the declaration of real property as surplus occur prior to offering it for sale, as long as the declaration takes place prior to the actual sale.
4. Section 3(1)(b) should be amended by removing the words "which has been declared surplus and". This amendment provides consistency with the amendment proposed in paragraph 3 above.

### **Next Steps**

Going forward, staff will continue working to further modernize the Town's approach to the disposition of real property. Specifically, staff is planning to review and analyze land sale policies in other municipalities across the province with the intention of conducting a more thorough overhaul of By-law No. 95-109 by the end of this year.

### **FINANCIAL IMPLICATIONS**

There are no immediate financial implications associated with this report.

### **COUNCIL WORK PLAN**

The matter contained in this report is not relative to the Council Work Plan.

### **ATTACHMENTS**

Schedule A – By-law 95-109 including proposed amendments



**THE CORPORATION OF THE TOWN OF CALEDON  
BY-LAW NO. 95-109**

A by-law to establish procedures, including the giving of notice,  
governing the sale of real property

WHEREAS ~~Section 193 of the Municipal Act (R.S.O. 1990, chap. M.45)~~ Section 270 of the *Municipal Act, 2001*, S.O. 2001, c. 25, as amended, requires that municipal councils shall by by-law establish procedures, including the giving of notice to the public, governing the sale of real property.

NOW THEREFORE the Council of The Corporation of the Town of Caledon hereby  
ENACTS AS FOLLOWS.

**DEFINITION**

1. In this by-law, "sale" ~~includes means~~ the disposition of the fee simple interest in real property ~~and the granting of a lease, easement, encroachment or licence for 21 years or longer.~~

**DECLARATION THAT REAL PROPERTY IS SURPLUS**

2. Prior to ~~offering~~ selling any real property ~~for sale~~ the Council shall by by-law or resolution passed at a meeting open to the public declare the real property to be surplus.

**NOTICE**

3.
  - (1) The Council shall direct that notice of any sale of real property be given to the public and to such other persons, authorities or bodies corporate as it deems necessary and proper in the circumstances.
  - (2) The method by which notice of sale is given to the public may include one or more of the following:
    - (a) advertisement for one or more times in a daily or weekly newspaper or newspapers having circulation in the municipality,
    - (b) listing of the real property on the Council Agenda as real property ~~which has been declared surplus and~~ which is to be sold, and
    - (c) any other means of communication which in the opinion of Council, acting reasonably and in good faith, is deemed to be appropriate in the circumstances in order to give notice to the public.
  - (3) In addition to the foregoing notice provisions, the Council may, if it deems to be appropriate, that notice of the sale be communicated directly, by ordinary pre-paid mail, or such other means as it deems to be appropriate, to any or all of the following:
    - (a) the Government of Canada or any of its ministries or agencies,



## Schedule A to Staff Report 2017-84

- (b) the government of Ontario or any of its ministries or agencies,
- (c) The Regional Municipality of Peel,
- (d) The Peel Board of Education and the Dufferin-Peel Roman Catholic Separate School Board,
- (e) The Caledon Hydro-Electric Commission,
- (f) The conservation authority having jurisdiction in respect of the real property, and
- (g) such other persons, authorities and bodies corporate as the Council shall deem appropriate in the circumstances.

### **METHODS OF SALE**

- 4. The method of sale of real property shall be determined by the Council and may include
  - (1) public tender,
  - (2) direct sale,
  - (3) land exchange,
  - (4) proposal call, and
  - (5) real estate multiple listing service.

READ A FIRST, SECOND AND THIRD TIME

AND PASSED IN OPEN COUNCIL THIS

16<sup>TH</sup> DAY OF OCTOBER, 1995

Mayor Seglins

Majority Morden – Town Clerk



Accessibility Advisory Committee Report  
Thursday, May 18, 2017  
6:15 p.m.  
Committee Room, Town Hall

Members Present

Councillor B. Shaughnessy (arrived at 6:27 p.m.)  
Chair: M. Tymkow  
Vice-Chair: D. Farrace  
D. St. Clair (absent)  
R. Cowan

Town Staff

Legislative Specialist: W. Sutherland  
Coordinator, Council Committee: D. Lobo

**CALL TO ORDER**

Chair M. Tymkow called the meeting to order at 6:23 p.m.

**DECLARATION OF PECUNIARY INTEREST** – none stated.

**RECEIPT OF MINUTES**

The minutes of the April 27, 2017 Accessibility Advisory Committee meeting were received.

**REGULAR BUSINESS**

1. Caledon Centre for Recreation and Wellness (CCRW) – Accessibility Improvements – Update from Sean Dunbar, Recreation Supervisor

Sean Dunbar, Recreation Supervisor was unable to attend the meeting to provide an update. W. Sutherland, Legislative Specialist indicated Staff will arrange to have the Committee the Accessibility Improvement plans in July.

Moved by: R. Cowan

That the Caledon Centre for Recreation and Wellness (CCRW) – Accessibility Improvements – Update be deferred to the July 20, 2017 Accessibility Advisory Committee Meeting.

Carried.

**At the call of the chair and with general consensus of Members of the Committee, the Accessibility Advisory Committee Work Plan – 2017 Priority was moved to the end of the Regular Business items.**

2. Site Plan Review re: SPA 2013-0061 – 12673 Coleraine Drive – Cantam Group (proposing to facilitate a new transportation depot)

The Committee reviewed the site plan and confirmed the following recommendation:

- 1) Each accessible access aisle that directly leads to an access route or walkway shall contain a curb ramp that meets the provisions of the Ontario Building Code as it relates to curb ramps.

3. Site Plan Review re: SPA 2016-0064 – 18825 Shaws Creek Road – Winterbrook Hops (proposing to install a micro-brewery and tasting room with existing buildings)

All accessibility concerns have been addressed; therefore there are no further accessibility recommendations for consideration.

The Committee reviewed the site plan and supported the recommendations. The Committee also requested the following recommendation be submitted to Community Services staff:

- a. Please consider adding a hard surface pedestrian travel route from the proposed brewery to the public tasting room.

4. Site Plan Review re: SPA 2017-0027 – 3749 King Street – NGA Architects (proposing to construct a one storey addition)

The Committee reviewed the site plan and confirmed the following recommendation:

- 1) Once parking for the school has been confirmed, accessible parking space(s) shall comply with By-law 2015-058 – Schedule K. As such, accessible access aisles that directly lead to an access route or walkway shall contain curb ramps that meet the provision of the Ontario Building Code as it relates to curb ramps.
- 2) Site Plan shall indicate that exterior lighting at the entrance and in close proximity to the accessible parking space(s) shall be at a minimum level of 35 lux.
- 3) Site plan shall illustrate the snow storage area to ensure the accessibility provisions on the site are maintained.
- 4) Site Plan shall indicate that the proposed playground shall be fully accessible as per the AODA Design of Public Spaces guidelines for outdoor play spaces and shall contain playspace elements for children with disabilities.

5. Site Plan Review re: SPA 2017-0029 – 14111 Regional Road 50 North – Sean Galbraith (proposing to construct a telecommunications tower)

No comments are proposed regarding accessibility features relating to the installation of the telecommunications tower.

6. Site Plan Review re: SPA 2017-0030 – Dougall Avenue – Kingsland Architects Inc. (proposing to construct a two storey elementary school)

The Committee reviewed the site plan and confirmed the following recommendation:

- 1) Once parking for the school has been confirmed, accessible parking space(s) shall comply with By-law 2015-058 – Schedule K. As such, an accessible parking space shall include an accessible 1.5m accessible aisle on each side of the accessible parking space.
- 2) An accessible aisle that directly leads to an access route or walkway shall contain a curb ramp that meets the provisions of the Ontario Building Code as it relates to curb ramps.
- 3) Site Plan shall indicate that exterior lighting at the main entrances and in close proximity to the accessible parking space(s) shall be at a minimum level of 35 lux.
- 4) Site Plan shall indicate that the proposed play areas shall be fully accessible as per the AODA Design of Public Spaces guidelines for outdoor play spaces and shall contain playspace elements for children with disabilities.

**Councillor B. Shaughnessy left from 7:14 p.m. to 7:22 p.m.**

7. Accessibility Advisory Committee Work Plan - 2017 Priority

The Committee discussed and determined the content of the flyer that will be created and used to educate business owners on increasing accessibility elements in their businesses for all patrons.

W. Sutherland, Legislative Specialist will provide the content to R. Boyington, Senior Designer to render a proposed graphic design. The proposed design will be presented at a future Accessibility Advisory Committee meeting.

W. Sutherland, Legislative Specialist provided an update concerning the possibility of introducing an Accessibility Award for small businesses. K. Hayashi, Corporate Sponsorships & Events Coordinator will attend a future Accessibility Advisory Committee meeting to outline how to set up an award, including processes and criteria.

## **ADJOURNMENT**

On a motion by R. Cowan, the meeting adjourned at 8:21 p.m.

# Memorandum

Date: Tuesday, June 6, 2017

To: Members of Council

From: Erin Britnell, Senior Analyst, Corporate Initiatives, Strategic Initiatives

Subject: Region of Peel Summit 4 Fair Funding

Staff from the town of Caledon, cities of Mississauga and Brampton, Peel region and the two school boards have been participating in the Planning Committee for the "Summit 4 Fair Funding" at the Region of Peel since the inaugural meeting on March 10, 2017. The goal of the Summit is to bring together the 905 communities of Durham, Halton, Hamilton, Peel and York to understand the collective growth-related funding challenges, define solutions and develop a call to action to present to the Provincial government.

## Progress to Date

To date, the Committee has completed the following actions:

- Chosen a date and location for the event.
- Prioritized the areas of the health, social services, education, and growth-related infrastructure as areas of focus for the event.
- Developed a draft outline for the day as well as a draft budget for the event.
- Provided an update to Regional Council, including a request for funding support (see attached report).

## Regional Approval

On May 11, 2017, Regional Council approved the following resolution:

*That the Region of Peel, in partnership with the Cities of Mississauga, Brampton and the Town of Caledon, and the Peel District and the Dufferin Peel Catholic District School Boards, host a Summit 4 Fair Funding on November 13, 2017 at the Living Arts Centre to explore and address funding inequities in specific areas;*

*And further, that the municipal cost for the event be paid by the Region of Peel, not to exceed \$90,000, from the working fund reserves;*

*And further, that a copy of the report from the Commissioner of Corporate Services titled "Summit 4 Fair Funding" be forwarded to the School Boards requesting approval of their financial or in-kind contribution by June 1, 2017.*

## Next Steps

Next steps for the Planning Committee are:

- Regional staff are currently updating the funding data to validate whether or not the funding gap still exists, and in particular in what areas. This is to be completed by the end of August.
- Determine from the funding data what specific areas under the topics of health, social services education and growth-related infrastructure the Summit will focus on, or if no funding gap is evident, discuss whether or not a Summit is required.
- Determine the specific invitee list. This will include Ministers, Members of Parliament and Provincial Parliament, Regional Chairs, Mayors, Chief Administrative Officers, Councillors, Trustees and Superintendents from the School Boards and others to be determined.
- Select a keynote speaker for the day.

Town staff continue to provide in-kind support to this project through the involvement of staff in the Planning Committee. In addition, it is expected that the Town will provide communications support for promoting the event and any key messages, as well as in-kind staff support for the day of the Summit.



**REPORT**  
**Meeting Date: 2017-05-11**  
**Regional Council**

DATE: May 3, 2017

REPORT TITLE: **SUMMIT 4 FAIR FUNDING**

FROM: Lorraine Graham-Watson, Commissioner of Corporate Services

## **RECOMMENDATION**

**That the Region of Peel, in partnership with the Cities of Mississauga, Brampton and Town of Caledon, and the Peel District and the Dufferin Peel Catholic District School Boards, host a Summit 4 Fair Funding on November 13, 2017 at the Living Arts Centre to explore and address funding inequities in specific areas;**

**And further, that the proposed cost sharing for the event, with the Region of Peel's share, not to exceed \$50,000, be approved from the working fund reserves;**

**And further, that a copy of the report from the Commissioner of Corporate Services titled "Summit 4 Fair Funding" be forwarded to the Cities of Mississauga, Brampton and Town of Caledon, and the subject School Boards, requesting approval of their financial contribution by June 1, 2017.**

## **REPORT HIGHLIGHTS**

- The Summit 4 Fair Funding will be developed, in partnership with the Cities of Brampton, Mississauga and Town of Caledon, Region of Peel as well as the Peel District and Dufferin Peel Catholic District School Boards, and hosted at the Mississauga Living Arts Centre on November 13, 2017.
- The purpose of the event is to bring together the 905 communities of Durham, Halton, Hamilton, Peel, and York to understand the collective growth-related funding challenges, define solutions and develop a call to action to present to the Provincial Government.
- Costs for the Summit are anticipated to be between \$60,000 and \$90,000, dependent upon the number of attendees, with each partner contributing to a portion of the costs.

## **DISCUSSION**

### **1. Background**

At the February 9, 2017 Regional Council meeting, information was shared on Fair Share for Peel, highlighting the health and human services funding shortfall, specifically the concern of underfunding for home and community care, experienced in the Region of Peel and other jurisdictions outside of the City of Toronto. Through Resolution 2017-92, Regional Council supported the idea of the City of Mississauga hosting a conference with representatives from other municipalities, the school boards and agencies to discuss population growth funding shortfalls and develop a call for action. The conference will bring together



## **SUMMIT 4 FAIR FUNDING**

representatives to draw attention to the underfunded contributions for services within the 905 Regions. Regional Council requested that a budget for the Summit 4 Fair Funding (“Summit”) be brought back to Regional Council for approval.

### **2. Summit 4 Fair Funding Planning Committee**

To plan and execute the conference, a Summit 4 Fair Funding Planning Committee has been formed with representatives from the City of Mississauga, City of Brampton, Town of Caledon, Peel District School Board, Dufferin Peel Catholic District School Board and the Region of Peel. The Committee held its first meeting on March 10, 2017 and will be meeting regularly up to the date of the Summit.

### **3. Summit 4 Fair Funding Details**

The Summit 4 Fair Funding will be hosted at the Mississauga Living Arts Centre on November 13, 2017.

The purpose of the event is to bring together the 905 communities of Durham, Halton, Hamilton, Peel, and York to understand the collective concerns related to underfunding, define solutions and develop a call to action to present to the Provincial Government.

The Summit Planning Committee has identified a preliminary list of services that will serve as areas of focus for the event. This list includes:

#### Health

- Services for newcomers
- Mental health
- Senior services

#### Social Services

- Services for newcomers
- Affordable housing
- Senior services

#### Education

- Funding for current demographics and needs
- English as second language & as second dialect
- Special education
- Early years supports
- Mental health
- Newcomers’ support

#### Other

- Growth related infrastructure - includes both hard (roads, water, wastewater, etc.) and soft (economic, health, cultural, social) infrastructure

The Summit Planning Committee has developed a draft outline for the Summit. It will begin with a keynote speaker to inspire the attendees to voice concerns around underfunding and to take action from the event. As well, the meeting will include breakout sessions focused on each service area to define the common funding concerns and identify solutions. The day

## **SUMMIT 4 FAIR FUNDING**

will conclude with closing remarks and timelines for taking action on the findings from the day.

Invitations for the event will include Ministers, Members of Parliament and Provincial Parliament, Mayors, Chief Administration Officers, Councillors, officially nominated candidates, Trustees and Superintendents from the School Boards, representatives from the Local Health Integration Networks, representatives for local United Way agencies, experts from other related agencies as identified through the planning process, and the local media. Based on an initial assessment, the event could host anywhere from 300-500 delegates.

The anticipated costs of the event are between \$60,000 and \$90,000, dependent upon the number of attendees. A proposal to share costs among the Cities of Mississauga, Brampton and Town of Caledon, Peel District School Board, Dufferin Peel Catholic District School Board and the Region of Peel has been developed and will need to be approved by each organization. The cost sharing for the event is as follows:

- Living Arts Centre Costs (Facility rental and catering) \$25,000 – City of Mississauga
- Printed Materials (Day-of event program) costs are to be determined – Peel District School Board and Dufferin Peel Catholic District School Board
- A/V Production \$50,000 – Region of Peel

Additional costs of between \$5,000 and \$15,000 for other items (i.e. additional security if required, speaker/moderator costs, etc.) has been built into the project budget. Should any additional costs incur, these costs will be shared between the City of Brampton and the Town of Caledon.

### **4. Post Summit 4 Fair Funding**

After the event, a report summarizing the funding themes will be developed, with proposed solutions as well as a call to action to the Province of Ontario.

In addition to the report, a communication plan is being developed to ensure key messages related to 905 underfunding are delivered to residents. For Peel Region, these messages will be incorporated into Peel's advocacy work, especially in relation to the upcoming Provincial General Election in June, 2018.

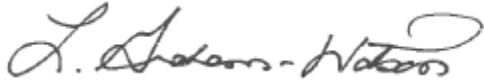
## **FINANCIAL IMPLICATIONS**

The Region's share of the expenses for this event totaling \$50,000 will be funded from a draw from working fund reserves and will not impact the Region's 2017 approved Operating Budget.

## **CONCLUSION**

The Summit 4 Fair Funding will be developed, in partnership with the Cities of Brampton, Mississauga and Town of Caledon, Region of Peel as well as the Peel District and Dufferin Peel Catholic District School Boards, and hosted at the Mississauga Living Arts Centre on November 13, 2017. The purpose of the event is to bring together the 905 communities of Durham, Halton, Hamilton, Peel, and York to draw attention to the underfunding of services with the, understand the collective funding challenges, define solutions and develop a call to action to present to the Provincial Government.

## SUMMIT 4 FAIR FUNDING



Lorraine Graham-Watson, Commissioner of Corporate Services

### Approved for Submission:



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D. Szwarc, Chief Administrative Officer

*For further information regarding this report, please contact Dave Arbuckle at 905 791-7800 ext. 4777 or via email at [david.arbuckle@peelregion.ca](mailto:david.arbuckle@peelregion.ca).*

*Authored By: Angela McLean, Project Management Office, Corporate Services*

*Reviewed in workflow by:*

Financial Support Unit

# Memorandum

Date: Tuesday, June 6, 2017

To: Members of Council

From: Cristina Guido, Energy and Environment Specialist, Finance and Infrastructure Services

Subject: Annual Ontario Regulation 397/11 Reporting on Energy Use and Greenhouse Gas Emissions

The purpose of this Memo is to provide context to Council of the Provincial *Green Energy Act, 2009* Ontario Regulation 397/11 requirements and to inform Council that staff will be submitting the required energy consumption data to the Provincial Ministry of Energy by July 1, 2017. Additionally, this report provides detailed information and illustrations of the total energy consumption and greenhouse gas (GHG) emissions from Town-owned facilities.

## ***Green Energy Act, 2009***

The *Green Energy Act, 2009* was established to promote energy conservation and foster the development of a green economy in Ontario. Under the Act, *Ontario Regulation 397/11* came into force in January 2012, requiring that all public agencies (including municipalities) to:

1. Submit annual facility energy consumption and greenhouse gas emissions by July 1 every year to the Provincial Ministry of Energy and;
2. Implement a five year Energy Conservation and Demand Management Plan.

The Town updated its Corporate Energy Management (CEM) Plan in 2014 to align with the Provincial Regulation requirements. The CEM Plan update identifies further actions to continuously embed strategic energy management throughout the Town.

## ***Facility Energy Consumption and Greenhouse Gas Emissions Summary***

The Town is required to report on its annual energy consumption for facilities that have a heating and/or cooling load and is responsible for its energy utility costs. A summary of the Town's 2012-2015 submissions to the Ontario Ministry of Energy is outlined below (Table 1). The Town will be submitting to the Province the facility energy consumption and associated GHG emissions to the Provincial Ministry of Energy (attached as Schedule A).

Table 1: Summary of the Town of Caledon's Annual Provincial Energy Reporting					
Year	Electricity (kWh)	Natural Gas (m <sup>3</sup> )	Fuel Oil (L)	Total equivalent kWh (ekWh)	Greenhouse Gas Emissions (kg)
2011	9,204,758	1,014,637	8,121	20,073,620.10	2,676,830
2012	9,271,334	999,861	5,777	19,959,899.71	2,796,584
2013	9,961,325	1,069,915	7,725	21,415,395.64	2,801,118
2014	8,481,855	1,048,558	8,455	19,716,713.92	2,344,898
<b>2015</b>	<b>8,637,382</b>	<b>957,150</b>	<b>2,138</b>	<b>18,832,801.64</b>	<b>2,161,052</b>

A breakdown of energy consumption by facility type is outlined below in Table 2 and Figure 1. In 2015, recreation facilities consumed 73% of the total Town's facility energy use due to extended operation hours, volume of users, and facility uses that requires higher energy intensive equipment (i.e. pools, ice rinks, etc.). Administration buildings were the second largest energy consuming facility type. Combined with Recreation facilities, these groups of facilities account for 82% of the total energy consumption of all Town-owned facilities. As such, these facilities have been the focus of the Town's energy management efforts.

**Figure 1: 2015 Total Facility Energy Use (ekWh) by Facility Type**

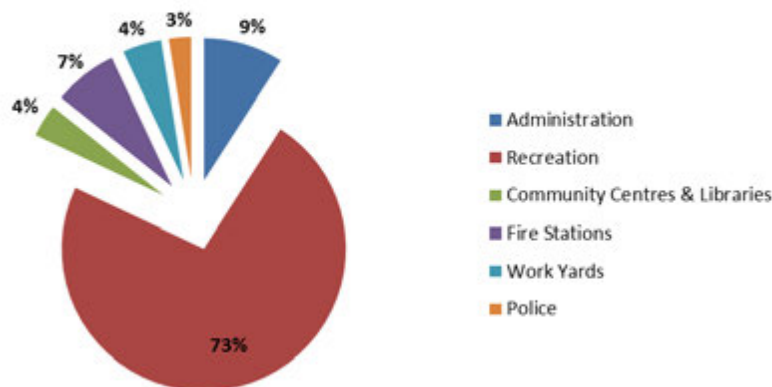
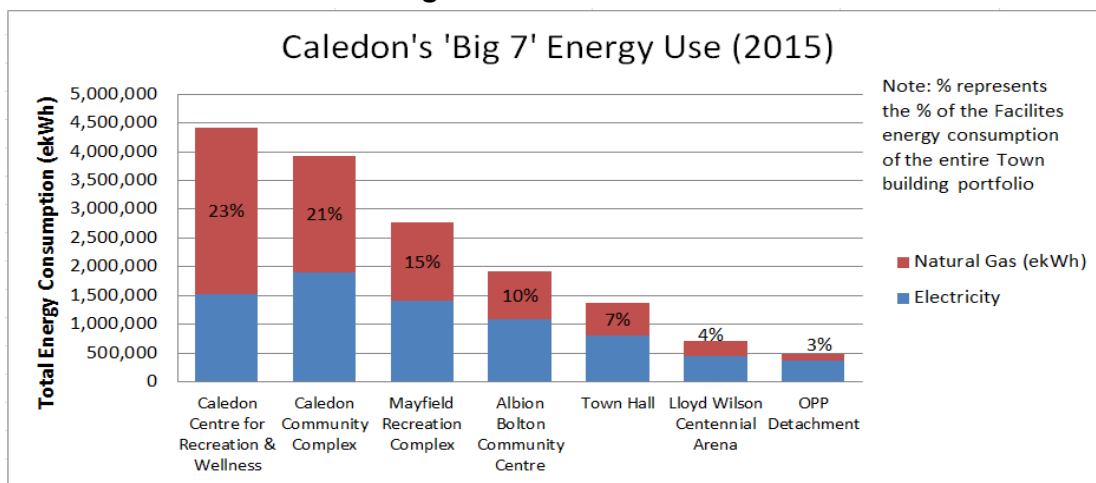


Table 2: Facility Energy Breakdown by Utility (2015)					
Facility Type	Electricity (kWh)	Natural Gas (m <sup>3</sup> )	Fuel Oil (L)	Total (ekWh)	Greenhouse Gas Emissions (kg)
<b>Administration</b>	959,625	70,526	--	1,709,160	171,734
<b>Recreation</b>	6,379,318	692,406	--	13,738,055	1,564,324
<b>Community Centres &amp; Libraries</b>	241,706	41,185	2,138	702,454	93,384
<b>Fire Stations</b>	397,116	91,482	--	1,369,366	188,847
<b>Work Yards</b>	281,387	52,240	--	836,582	110,025
<b>OPP</b>	378,230	9,311	--	477,185	32,737
<b>Total</b>	<b>8,637,382</b>	<b>957,150</b>	<b>2,138</b>	<b>18,832,802</b>	<b>2,161,052</b>

Staff have prioritized the top energy consuming buildings as ‘the Big 7’, outlined in Figure 2 below. These facilities are responsible for 83% of the Town’s building energy portfolio and have been subject to energy audits and associated retrofits.

**Figure 2: Breakdown of the Town’s ‘Big 7 Facilities’**



### **CEM Plan Progress**

Through the Corporate Energy Team, the Town has made significant progress against the actions as outlined in the CEM Plan. A summary of the key actions that have been completed to date has been outlined in Schedule B.

### **2017 Corporate Energy Management Priorities**

To build on the Town’s energy management progress Energy and Environment staff, in partnership with the Corporate Energy Team, have determined the following 2017 priorities:

- **Energy Audits:** Energy audits are currently taking place at the Caledon Centre for Recreation and Wellness and the Lloyd Wilson Arena. Town Staff have received preliminary approval for a saveONenergy incentive, made available through Hydro One, that could grant up to 50% of the project costs.
- **Energy Management Software:** The Town’s contract with its existing energy management software is expiring, therefore staff have released a request for proposal to provide a turnkey energy management software solution that will enable staff to track utility bills, analyze energy data, identify billing errors and produce reports to comply with the Green Energy Act requirements.
- **Energy Revolving Fund:** In the fall of 2017, staff will be bringing forward to Council recommended projects to be supported by the Energy Revolving Fund.
- **Town Hall Net Metering Project:** A solar feasibility analysis and business case will be prepared for Town Hall to investigate the potential for implementing a solar PV net metering project. This project, if feasible, may contribute to Town Hall’s eventual LEED for Existing Buildings certification and help offset rising electricity costs.
- **Corporate Energy Team and Energy Awards Program:** To recognize energy conservation measures, and to promote these projects to the public, an informal energy awards program has

been initiated. Certificates will be distributed to applicable staff members to formally recognize their energy reduction efforts.

- \*Building Monitoring and Benchmarking: Town staff have developed energy models to inform progress of the CEM Plan to provide education and awareness to facility operators about the energy performance of the buildings they manage.

### ***\*Building Monitoring and Benchmarking***

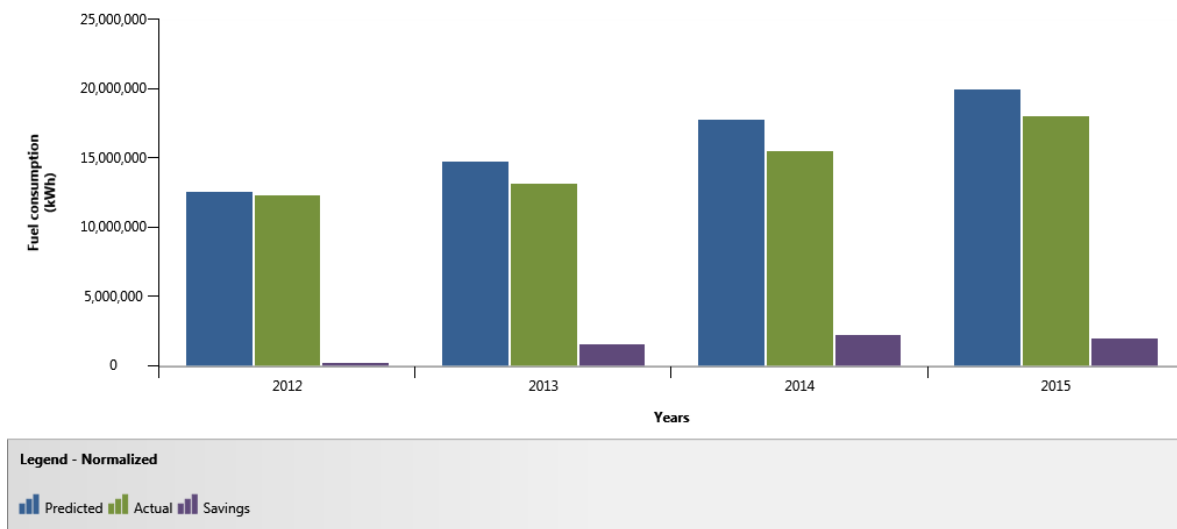
Monitoring and tracking is a key priority area identified in the CEM Plan to improve staff understanding of the Town's energy use and to monitor energy consumption. Benchmarking enables staff to compare facility energy performance based on models that statistically predict energy performance of a facility, accounting for variables that influence energy consumption, such as weather and ice arena operations.

Energy benchmarking will enable staff to:

1. Monitor and track facility energy performance against its historical use;
2. Detect avoidable energy waste that may have otherwise remain hidden;
3. Quantify the savings achieved by energy initiatives and monitor progress toward the CEM Plan target;
4. Identify erratic energy consumption for further investigation (i.e. billing errors); and,
5. Provide feedback to increase staff awareness.

Outlined in Figure 3 below are the preliminary results of the energy model performance analysis of the 28 facilities that the Town reports to the Province (with the exception of one facility due to poor data quality). Based on the energy model, the Town has realized a 9.8% or 1,956,346 ekWh reduction in energy in 2015 with a baseline year of 2012.

**Figure 3: 2012-2015 Performance Analysis of the Town's Building Portfolio**



The majority of these energy models have been modeled against a 2012 baseline year (consistent with the CEM Plan baseline), however due to available data and significant building changes, the buildings outlined in Table 4 were modeled using an alternative baseline year.



<b>Table 4: Facilities without a 2012 baseline year</b>	
<b>Facility</b>	<b>Rationale</b>
Mayfield Recreation Complex	<ul style="list-style-type: none"> <li>Modeled against a 2015 baseline year, due to changes in energy consumption patterns from pool HVAC renovation completed in 2014.</li> </ul>
Caledon Community Complex	<ul style="list-style-type: none"> <li>Modeled against a 2014 baseline year to account for data quality issues and the impact of temporary staff offices.</li> </ul>
OPP Detachment	<ul style="list-style-type: none"> <li>Facility was constructed towards the end of 2012. The baseline year was modeled against 2014 due to continuous improvements to the operations and controls of this facility.</li> </ul>
Snelgrove Fire Hall	<ul style="list-style-type: none"> <li>Selected mid-2015 baseline year to account for the facility's expansion and the completion of the HVAC commissioning.</li> </ul>
6211 Fire Administration	<ul style="list-style-type: none"> <li>Selected 2014 baseline year due to numerous upgrades that were completed (i.e. BAS installation) and the integration of Fire Administration staff.</li> </ul>
Work Yard 2	<ul style="list-style-type: none"> <li>Facility was excluded from the analysis due to poor data quality. Staff will implement measures to rectify data quality issues.</li> </ul>

The building benchmarking initiative is conducted through the use of an energy performance analysis software called RETScreen Expert, which is managed under the CanmetENERGY Varennes Research Centre of Natural Resources Canada, a Department within the Government of Canada. The Town worked with software analysts and project engineers at RETScreen International to verify the results of its building portfolio analysis. It is important to note that although Energy and Environment staff worked closely with the Corporate Energy Team to determine the variables that influence the energy use of a building (i.e. ice pads and weather), the model outputs are subject to change as staff understanding and available data of the influences on facility energy consumption are improved. These models are to be used as a guide only on the progress and opportunities of the Town's CEM Plan.

#### Energy Saving Highlights

Town Hall and the Caledon Centre for Recreation and Wellness (CCRW) achieved amongst the highest energy consumption savings across the Town's building portfolio between the years of 2012 - 2015. These facilities have undergone extensive energy retrofits since the 2012 baseline year, described in Table 5 below.

**Table 5: Town Hall and CCRW energy saving highlights**

Town Hall	CCRW
<p>By 2015, Town Hall achieved 32% or 641,455 ekWh of energy consumption savings with a baseline year of 2012. Key projects that resulted in these energy savings include:</p> <ul style="list-style-type: none"><li>• Retrofitted parking lot lights to LED</li><li>• Insulated specific areas of the building</li><li>• Underwent recommissioning exercise to optimize BAS scheduling</li></ul> <p>This facility has been recognized for its energy savings by the Mayors Megawatt Challenge with a “10% milestone energy reduction award” and Civic Action’s Race to Reduce program with a “greater than 20% reduction” award.</p>	<p>By 2015, CCRW achieved 11.6% or 569, 408 ekWh of energy consumption savings with a baseline year of 2012. Key projects that have resulted in these energy savings include:</p> <ul style="list-style-type: none"><li>• Recommissioning exercise to optimize BAS scheduling</li><li>• Added manual lighting controls to prevent unnecessary use of lights</li><li>• Installed a new hot water tank</li><li>• LED retrofit in the Fieldhouse and Pool areas</li></ul> <p>This facility received a “10% milestone energy reduction award” to recognize its energy saving efforts.</p>

## ATTACHMENTS

Schedule A – Corporate Energy and Greenhouse Gas Reporting

Schedule B – CEM Plan Progress

### Schedule A: Corporate Energy and Greenhouse Gas Emissions Reporting

Facility	Square Footage	2015 Total Electricity (kWh)	2015 Total Natural Gas (m3)	2015 Total Fuel Oil (L)	Natural Gas ekWh	Fuel oil ekWh	Total ekWh	Energy Intensity (ekWh/sq ft).	Total GHG (kg)
6211 Old Church Rd.	7,339.91	48,829.00	9,314.00		98,987.11		147,816.11	20.14	19,563.00
Town Hall	55,374.71	812,738.00	51,945.00		552,059.88		1,364,797.88	24.65	130,727.08
Albion Bolton Community Centre	74,800.00	1,088,186.00	77,885.00		827,744.41		1,915,930.41	25.61	190,790.89
Alton Community Centre	5,089.34	39,497.00	6,037.00		64,159.89		103,656.89	20.37	12,994.03
Alton Fire Hall	2,921.21	9,445.00	6,084.00		64,659.40		74,104.40	25.37	11,880.48
Belfountain Community Centre	2,994.08	2,983.00		2,138.00	-	23,042.89	26,025.89	8.69	5,967.12
Bolton Fire Hall #302	10,002.58	105,317.00	18,647.00		198,176.16		303,493.16	30.34	39,468.36
Caledon Animal Shelter	3,200.00	98,058.00	9,267.00		98,487.61		196,545.61	61.42	21,443.84
Caledon Centre for Recreation & Wellness	91,685.21	1,533,931.00	270,946.00		2,879,553.67		4,413,484.67	48.14	573,631.94
Caledon Community Complex	92,465.44	1,907,352.00	189,597.00		2,014,994.64		3,922,346.64	42.42	434,772.27
Caledon East Fire Hall #303	9,998.70	38,298.00	12,967.00		137,810.38		176,108.38	17.61	26,048.10
Caledon OPP Detachment	23,650.00	378,230.00	9,311.00		98,955.23		477,185.23	20.18	32,736.99
Caledon Village Fire Hall #309	7,211.82	69,597.00	13,739.00		146,015.03		215,612.03	29.90	28,759.97
Caledon Village Place	6,394.95	45,666.00	8,525.00		90,601.80		136,267.80	21.31	17,944.74
Cheltenham Fire Station	9,650.00	41,776.00	6,445.00		68,496.02		110,272.02	11.43	13,856.59
Inglewood Community Centre	5,308.87	18,910.00	7,376.00		78,390.48		97,300.48	18.33	14,701.87
Inglewood Fire Station #305	5,766.66	17,415.00	6,516.00		69,250.59		86,665.59	15.03	13,016.12
Lloyd Wilson Centennial Arena	24,421.91	442,456.00	26,080.00		277,172.42		719,628.42	29.47	67,010.66
Margaret Dunn Library	5,040.09	51,456.00	4,012.00		42,638.64		94,094.64	18.67	9,644.00
Mayfield Recreation Complex	62,663.55	1,407,393.00	127,898.00		1,359,271.42		2,766,664.42	44.15	298,118.61
Mono Mills Fire Hall #308	2,965.13	10,074.00	6,249.00		66,412.98		76,486.98	25.80	12,217.60
Palgrave Fire Hall #306	2,977.19	9,678.00	7,361.00		78,231.07		87,909.07	29.53	14,304.13
Rotary Centre - Bolton	6,000.00	76,790.00	10,429.00		110,837.09		187,627.09	31.27	22,789.79
Snelgrove Fire Hall #307	6,754.10	95,516.00	13,474.00		143,198.67		238,714.67	35.34	29,296.00
Victoria Parks Community Centre	2,834.35	6,404.00	4,806.00		51,077.10		57,481.10	20.28	9,342.58
Yard 1	8,894.43	121,190.00	16,708.00		177,568.90		298,758.90	33.59	36,437.53
Yard 2	15,359.13	124,623.00	26,352.00		280,063.18		404,686.18	26.35	54,808.09
Yard 3	5,155.91	35,574.00	9,180.00		97,562.99		133,136.99	25.82	18,779.31
<b>Total</b>	<b>556,919.27</b>	<b>8,637,382.00</b>	<b>957,150.00</b>	<b>2,138.00</b>	<b>10,172,376.76</b>	<b>23,042.89</b>	<b>18,832,801.64</b>		<b>2,161,051.68</b>

Schedule A (continued): Corporate Energy and Greenhouse Gas Emissions Reporting

Town of Caledon Facilities		
Electricity		
Total kWh	8,637,382	
Total \$	\$1,264,968	
Total GHG (kg)	345,590	
Natural Gas		
Total m3	957,150	
Total ekWh	10,172,377	
Total \$	\$303,309	
Total GHG (kg)	1,809,614	
Fuel Oil		
Total L	2,138	
Total ekWh	23,043	
Total \$	\$2,055	
Total GHG (kg)	5,848	
Total ekWh		
Total ekWh	18,832,802	
Total \$	\$1,568,277	
Total GHG (kg)	2,161,052	
GHG Coefficient		
kgHg		
Electricity (kWh)	0.0400110	
Natural Gas (m3)	1.890627	
Fuel Oil (L)	2.7351560	

Administration	Fire Stations	OPP Stations	Libraries & Community Centres	Work Yards	Recreation
Electricity	Electricity	Electricity	Electricity	Electricity	Electricity
Total kWh 959,625	Total kWh 397,116	Total kWh 378,230	Total kWh 241,706	Total kWh 281,387	Total kWh 6,379,318
Total \$ \$153,544	Total \$ 67,935	Total \$ 53,766	Total \$ 40,287	Total \$ 49,145	Total \$ 900,291
Total GHG (kg) 38,396	Total GHG (kg) 15,889	Total GHG (kg) 15,133	Total GHG (kg) 9,671	Total GHG (kg) 11,259	Total GHG (kg) 255,243
% of Elec Use 11.11%	% of Elec Use 4.60%	% of Elec Use 4.38%	% of Elec Use 2.80%	% of Elec Use 3.26%	% of Elec Use 73.86%
% of Elec Cost 12.14%	% of Elec Cost 5.37%	% of Elec Cost 4.25%	% of Elec Cost 3.18%	% of Elec Cost 3.89%	% of Elec Cost 71.17%
Natural Gas	Natural Gas	Natural Gas	Nat. Gas	Natural Gas	Natural Gas
Total m3 70,526	Total m3 91,482	Total m3 9,311	Total Fuel 41,185	Total m3 52,240	Total m3 692,406
Total ekWh 749,535	Total ekWh 972,250	Total ekWh 98,955	Total ekWh 437,705	Total ekWh 555,195	Total ekWh 7,358,737
Total \$ 23,632	Total \$ 37,081	Total \$ 3,694	Total \$ 17,890	Total \$ 18,651	Total \$ 202,361
Total GHG (kg) 133,338	Total GHG (kg) 172,958	Total GHG (kg) 17,603	Total GHG (kg) 77,865	Total GHG (kg) 98,766	Total GHG (kg) 1,309,082
% of Gas Use 7.37%	% of Gas Use 9.56%	% of Gas Use 0.97%	% of Gas Use 4.30%	% of Gas Use 5.46%	% of Gas Use 72.34%
% of Gas Cost 7.79%	% of Gas Cost 12.23%	% of Gas Cost 1.22%	% of Gas \$ 5.90%	% of Gas Cost 6.15%	% of Gas Cost 66.72%
Total Costs	Total Costs	Total Costs	Total Costs	Total Costs	Total Costs
Total \$ 177,176	Total \$ 105,016	Total \$ 57,460	Total \$ 60,232	Total \$ 67,796	Total \$ 1,102,652
Total ekWh 1,709,160	Total ekWh 1,369,366	Total ekWh 477,185	Total ekWh 702,454	Total ekWh 836,582	Total ekWh 13,738,055
Total GHG (kg) 171,734	Total GHG (kg) 188,847	Total GHG (kg) 32,737	Total GHG (kg) 93,384	Total GHG (kg) 110,025	Total GHG (kg) 1,564,324
% of Total Use: 9.08%	% of Total Use: 7.27%	% of Total Use: 2.53%	% of Total Use: 3.73%	% of Total Use: 4.44%	% of Total Use: 72.95%
% of Total GHG: 7.88%	% of Total GHG: 8.67%	% of Total GHG: 1.50%	% of Total GHG: 4.29%	% of Total GHG: 5.05%	% of Total GHG: 72.39%

## Schedule B: CEM Plan Progress

Site	Energy Conservation Measure			
	2014	2015	2016	2017
Streetlights		<ul style="list-style-type: none"> <li>Retrofitted 1500 cobrahead style streetlights to LED</li> </ul>		<ul style="list-style-type: none"> <li>Retrofit additional 500 cobrahead style streetlights to LED on Regional Roads (ongoing)</li> <li>Decorative LED streetlight and adaptive controls pilot (ongoing)</li> </ul>
Town Hall	<ul style="list-style-type: none"> <li>Parking lot lights LED retrofit</li> <li>Insulated the north-end wall</li> <li>Added an additional budget line to complete energy efficiency projects</li> <li>Electric vehicle charging stations installed</li> <li>Continued implementation of recommended measures from 2013 recommissioning exercise</li> </ul>	<ul style="list-style-type: none"> <li>BAS installed</li> <li>Initiated HVAC re-design and study</li> <li>LEED feasibility study complete</li> </ul>	<ul style="list-style-type: none"> <li>Awarded HVAC replacement contract</li> </ul>	<ul style="list-style-type: none"> <li>HVAC retrofit underway</li> <li>LED bulb replacement in basement hallway and reduced number of fixtures</li> <li>Gradual bulb replacement with LEDs in staircase (pending)</li> </ul>
Caledon Centre for Recreation & Wellness	<ul style="list-style-type: none"> <li>Completed recommissioning exercise to optimize BAS scheduling</li> <li>LED retrofit of lighting in pool area</li> <li>installation of Acu-Tab system for the Pool area</li> <li>Added manual lighting controls</li> <li>Installed new hot water tank</li> </ul>	<ul style="list-style-type: none"> <li>Corrected placement of 2 thermostats</li> <li>Optimized control of HVAC system through BAS</li> <li>LED retrofit in Fieldhouse area</li> </ul>	<ul style="list-style-type: none"> <li>Replaced pot lights with LED fixtures</li> <li>Auditorium toilets converted to low flush</li> <li>Parking lot lights and wall packs converted to LED</li> </ul>	<ul style="list-style-type: none"> <li>Energy audit completed</li> <li>LED retrofit and reduced fixtures in Youth Centre, rockwall and pool waiting area (pending)</li> </ul>
Albion Bolton Community Centre	<ul style="list-style-type: none"> <li>Parking lot lights and wallpacks retrofitted to LEDs</li> <li>Installed air curtains</li> <li>Electric ice resurfacer</li> </ul>		<ul style="list-style-type: none"> <li>T12 lights retrofitted to T8s in the electrical room</li> <li>Energy audit complete</li> </ul>	<ul style="list-style-type: none"> <li>Ice plant controls and floating head pressure (pending)</li> <li>Humicon replacement</li> <li>Retrofit lights in the pro-shop to more efficient fixtures (pending)</li> <li>Energy-efficient windows and door replacement (pending)</li> </ul>
Mayfield Recreation Complex	<ul style="list-style-type: none"> <li>HVAC and roof upgrade in pool</li> <li>Retrofitted lobby lights to T8s</li> <li>Installed air curtains</li> <li>New exterior LED lights</li> <li>Installed Acu-Tab system for pool</li> <li>Installed new water heater mixing valve in pool change room showers</li> </ul>	<ul style="list-style-type: none"> <li>Compressor control panel replacement, equipped with a VFD for better controls</li> <li>AHRAE level 2 energy audit completed in partnership with Humber College</li> <li>Lighting retrofit in meeting room</li> </ul>	<ul style="list-style-type: none"> <li>Ice plant controls and floating head pressure controls installed</li> <li>Energy audit completed</li> </ul>	<ul style="list-style-type: none"> <li>Installation of new pool boiler</li> <li>Wall insulation and sealing of wall joints in pool area</li> </ul>
Caledon Community Complex	<ul style="list-style-type: none"> <li>Exterior LED lights installed</li> </ul>	<ul style="list-style-type: none"> <li>Exterior wallpack LED retrofit</li> <li>Optimized ice plant operations</li> <li>New condenser installed</li> <li>Sub meters installed on ice plants</li> </ul>	<ul style="list-style-type: none"> <li>Energy audit completed</li> </ul>	<ul style="list-style-type: none"> <li>CIMCO 6000E ice plant controls system</li> </ul>

## Schedule B: CEM Plan Progress

Site	Energy Conservation Measure			
	2014	2015	2016	2017
<b>Lloyd Wilson Arena</b>			<ul style="list-style-type: none"> <li>Humicon installed</li> </ul>	<ul style="list-style-type: none"> <li>Energy audit complete</li> <li>Ice pad LED retrofit (pending)</li> <li>Installation of new compressor room panel, brine pump and water tank (pending)</li> </ul>
<b>OPP Detachment</b>		<ul style="list-style-type: none"> <li>BAS installed with heat pumps tied into system</li> </ul>	<ul style="list-style-type: none"> <li>Energy audit complete</li> <li>LED retrofit in changeroom</li> </ul>	<ul style="list-style-type: none"> <li>Increase controls of heat pumps through BAS optimization</li> </ul>
<b>Fire Stations</b> (Alton, Bolton, Caledon East, Caledon Village, Cheltenham, Inglewood, Mono Mills, Palgrave, Snelgrove)	<ul style="list-style-type: none"> <li>Interior lighting retrofit at Caledon East and Caledon Village Fire Halls</li> </ul>	<ul style="list-style-type: none"> <li>Furnace replacement at Snelgrove Fire Hall</li> <li>Interior LED retrofit at Snelgrove Fire Hall</li> <li>Window replacement at Caledon East Fire Hall</li> </ul>	<ul style="list-style-type: none"> <li>Exterior LED retrofit at Caledon Village Fire Hall</li> <li>Bay area LED retrofit at Cheltenham Fire Station</li> </ul>	<ul style="list-style-type: none"> <li>Mono Mills Fire Hall interior LED lighting retrofit</li> </ul>
<b>Community Centres</b> (Belfountain, Inglewood, Alton, Victoria Parks)	<ul style="list-style-type: none"> <li>Installed ecobee thermostat at Inglewood Community Centre</li> </ul>	<ul style="list-style-type: none"> <li>Upgraded HVAC at Inglewood Community Centre</li> </ul>	<ul style="list-style-type: none"> <li>Added insulation at Belfountain Community Centre</li> <li>Oil furnace upgraded to propane and added air-conditioning at Belfountain Community Centre</li> <li>Interior LED strip lighting and new electrical panel at Inglewood Community Centre</li> </ul>	<ul style="list-style-type: none"> <li>Pending design and installation of new metal roof at Inglewood Community Centre</li> </ul>
<b>Libraries</b> (Margaret Dunn and Caledon Village Place)	<ul style="list-style-type: none"> <li>Wallpacks converted to LED at Caledon Village Place</li> <li>Installed ecobee thermostat at Margaret Dunn Library</li> </ul>		<ul style="list-style-type: none"> <li>Replaced 2 exterior lights with LEDs at Caledon Village Place</li> <li>Electric vehicle charging station installed at Margaret Dun Library</li> </ul>	<ul style="list-style-type: none"> <li>Pending design and installation of new metal roof at Margaret Dunn Library</li> </ul>
<b>Work Yards</b> (Work Yard 1, 2 and 3)	<ul style="list-style-type: none"> <li>Wallpack LED retrofit at Work Yard 1 and 2</li> <li>Pole lights converted to LED at Work Yard 3</li> </ul>	<ul style="list-style-type: none"> <li>LED retrofit of parking lot lights and wallpacks at Work Yard 1 and 3</li> </ul>	<ul style="list-style-type: none"> <li>Obtained a quote for insulation, added natural gas and optimized furnace at Work Yard 1</li> <li>Removed 2 overhead natural gas meters and added a new heater in the Bay at Work Yard 2</li> <li>LED retrofit completed in the Bay at Work Yard 3</li> </ul>	
<b>6211 Fire Administration</b>		<ul style="list-style-type: none"> <li>BAS system installed</li> </ul>	<ul style="list-style-type: none"> <li>Installed Aircosaver</li> <li>Thermostat optimized</li> </ul>	<ul style="list-style-type: none"> <li>Optimized BAS controls for HVAC system and garage bay</li> <li>Outdoor incandescent lights replaced with LED</li> </ul>
<b>Caledon Animal Shelter</b>	<ul style="list-style-type: none"> <li>LED wallpack conversion</li> </ul>	<ul style="list-style-type: none"> <li>ASHRAE Level 1 energy audit complete</li> </ul>		<ul style="list-style-type: none"> <li>Interior LED light replacement pending</li> </ul>

## Schedule B: CEM Plan Progress

Site	Energy Conservation Measure			
	2014	2015	2016	2017
Rotary Club	<ul style="list-style-type: none"><li>• Replacement of hot water tanks</li><li>• Installation of 34 efficient lighting fixtures in Egan Room</li></ul>		<ul style="list-style-type: none"><li>• Interior LED lighting replacement</li><li>• Parking lot and wallpack LED lighting replacement</li></ul>	



# Memorandum

Date: Tuesday, June 6, 2017

To: Members of Council

From: Finance & Infrastructure Services Department

Subject: Construction Management Services for Southfields Community Centre

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As outlined in Purchasing By-law 2013-017, as amended, the Manager of Purchasing and Risk Management shall provide leadership, quality customer service and best overall value to the taxpayers of the Town of Caledon through the provision of an open, fair, equitable, accessible and competitive procurement process.

Construction Management Services for Southfields Community Centre is a very large construction project for the Town of Caledon. An independent fairness auditor was hired to confirm that an open, fair, equitable, accessible and competitive procurement process was conducted. The attached report from an external fairness commissioner confirms that no concerns exist in the prequalification of Construction Management Services for Southfields Community Centre.

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Amedeo Valentino, Manager, Purchasing and Risk Management

May 31, 2017

Mr. Amedeo Valentino  
Manager, Purchasing & Risk Management  
Finance & Infrastructure Services Department  
**Town of Caledon**  
6311 Old Church Road  
Caledon, ON L7C 1J6

Subject: Fairness Audit – RFPQ 2017-45 – Construction Management Services for Southfields Community Centre

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Mr. Valentino:

P1 Consulting was retained to undertake a fairness audit of the Town of Caledon's procurement of Construction Management Services for Southfields Community Centre (RFPQ 2017-45). The objective of the Southfields Community Centre project is to develop a flexible, engaging and enduring community recreation centre using the Construction Management delivery method.

In our mandate, we reviewed the RFPQ documents, including the addenda; the evaluation form and evaluation process. We confirm that on the basis of the information that we reviewed, the procurement was conducted in a fair manner and we do not have fairness concerns.

Trusting that everything is satisfactory, I remain,

Yours truly,

A handwritten signature in blue ink, appearing to read 'Louise Panneton'.

Louise Panneton  
Lead Fairness Advisor  
P1 Consulting Inc..



May 26, 2017

Dear Ms. Carey deGorter,

Thank you for your May 3, 2017 email to the Honourable Steven Del Duca, Minister of Transportation regarding a Town of Caledon council resolution to review the existing regulatory posted speed limit on Highway 9 between Peel Regional Road 50 and Mountainview Road. I have been asked to reply on behalf of the ministry.

As background, on November 1, 2016, Mr. Dean McMillan, Acting Manager, Transportation, Town of Caledon forwarded this council resolution to the ministry for review. Upon completing our review, we responded to Mr. McMillan in December 2016 that the results of the speed studies concluded vehicle operating speeds ranged between 93km/h and 101km/h which are within the expected speed range for this type of King's Highway (i.e.; rural with little development). Furthermore, ministry staff reviewed the collision experience of Highway 9 in this area and observed lower-than-average results.

As such, the ministry has concluded that a speed reduction on this section of Highway 9 could contribute to a reduced level of safety given the existing conditions. Posting an inappropriately low speed limit has the potential to increase speed differentials between vehicles, large differences in operating speed can lead to an increase in rear end collisions, and can also encourage unsafe passing around slower moving vehicles. If drivers feel speed limits are unreasonable, the speed limit signs will be ignored and become ineffective.

I am pleased to inform you however that the ministry has initiated a detailed design project for the implementation of an acceleration lane for the existing right turn channelization for drivers turning from Airport Road northbound to Highway 9 eastbound. The addition of an acceleration lane will help reduce the number of rear end collisions at this intersection.

Thank you for sharing your concerns.

Sincerely,

Teepu Khawja  
Regional Director  
Ministry of Transportation  
Central Region  
159 Sir William Hearst Avenue  
2<sup>nd</sup> Floor  
Toronto ON M3M 0B7

May 3, 2017

The Honourable Steven Del Duca  
Ministry of Transportation  
77 Wellesley Street West  
Ferguson Block, 3rd Floor  
Toronto, ON M7A 1Z8

Dear Minister Del Duca:

**RE: HIGHWAY 9**

I am writing to advise that at the regular meeting of Council held on October 25, 2016, Council adopted a resolution regarding Highway 9, requesting the Ministry of Transportation to review the posted speed limit on Highway 9, from Highway 50 to midway between Airport Road and Mountainview Road to determine if speed reductions can be implemented to decrease the number of motor vehicle collisions.

The resolution reads as follows:

Whereas the current speed limit on Highway 9, from Highway 50 to midway between Airport Road and Mountainview Road is posted at 80 km per hour; and

Whereas that section of the road has several entrances to drive-thru restaurants, gas stations, residential and commercial driveways; and

Whereas local emergency services respond to a high number of motor vehicle collisions on Highway 9 due to the high posted speed limit in close proximity to several entranceways;

Therefore be it resolved that the Ministry of Transportation be requested to review the posted speed limit on Highway 9, from Highway 50 to midway between Airport Road and Mountainview Road to determine if speed reductions can be implemented to decrease the number of motor vehicle collisions; and

That staff be directed to provide the relevant information to the Ministry of Transportation as required to investigate the speed limits and safety of the requested area; and

That a copy of this resolution be provided to the Town of Mono and the Region of Peel for information.

Should you have any questions regarding this matter, please feel free to contact Fuwing Wong, General Manager, Finance and Infrastructure Services at 905-584-2272, ext. 4257.

Sincerely,



Carey deGorter  
General Manager, Corporate Services/ Town Clerk  
e-mail: [carey.degorter@caledon.ca](mailto:carey.degorter@caledon.ca)

cc: Fuwing Wong, General Manager, Finance and Infrastructure Services, Town of Caledon

## Presentation Request Form



Completed Forms shall be submitted to the Legislative Services Section and can be dropped off or mailed to Town Hall, Attn: Legislative Services Section, 6311 Old Church Road, Caledon, ON L7C 1J6; faxed to 905-584-4325 or emailed to [agenda@caledon.ca](mailto:agenda@caledon.ca)

### Applicant Information

Last Name:

Carothers

First Name:

Ryan

Street Number:

15924

Street Name:

Innis Lake Road

Town/City:

Caledon East

Postal Code:

L7C 3B3

Email Address:

Contact Number:

905-584-2241

**Please state the purpose of the presentation (subject matter to be discussed) and any other relevant information regarding the Presentation Request:**

Community Safety Presentation

Personal information contained on this form is collected under the authority of the *Municipal Freedom of Information and Protection of Privacy Act*, and will be used for the purpose of providing correspondence relating to matters before Council.

Please note that all meetings are open to the public except where permitted to be closed under legislated authority. Council meetings are audio recorded and available on the Town's website. Questions about this collection should be forwarded to the Municipal Freedom of Information Coordination at 905.584.2272.

## Presentation Request Form



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### Applicant Information

Last Name:

Caledon Community Services

First Name:

Fay Davy Manager of Transportation

Street Number:

18

Street Name:

King St E

Town/City:

Bolton

Postal Code:

L7E 1E8

Email Address:

fdavy@CCS4U.org

Contact Number:

905-951-2300 Ext 204

**Please state the purpose of the presentation (subject matter to be discussed) and any other relevant information regarding the Presentation Request:**

Caledon Community Service transportation program is requesting the opportunity to present a summary of the implementation, operations, achievements and outcomes of the Ministry of Transportation (MTO) pilot program.

#### Background

In 2015 The Ministry of Transportation announced a Community Transportation Pilot Grant Program (CT Program) to provide financial assistance to Ontario municipalities for the development and implementation of community transportation initiatives.

MTO then followed this announcement with a call for proposals. In partnership with the Town of Caledon, Caledon Community Services was successful in securing funding.

The project funding was to be used towards the development of community transportation solutions that address local transportation needs. This included but not limited to better utilization of existing transportation resources.

The MTO pilot project was implemented in April 2016 and has provided transportation options for Caledon residents between the ages of 8 and 59, improving service delivery and optimizing existing services.

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