



Council Meeting Minutes
Tuesday, April 15, 2014
9:30 a.m.
Council Chamber, Town Hall

Mayor M. Morrison
D. Beffort
N. de Boer
P. Foley
G. McClure
R. Mezzapelli
R. Paterak
A. Thompson (Absent)
R. Whitehead (Arrived at 9:35 am)

Chief Administrative Officer: D. Barnes
Director of Administration/Town Clerk: C. deGorter
Director of Development Approval & Planning Policy: M. Hall
Fire Chief: D. Forfar
Council/Committee Co-ordinator: B. Karrandjas
Director/Chief Financial Officer/Deputy CAO: R. Kaufman
Manager of Corporate Communications: B. Lee
Manager of Economic Development: N. Lingard
Director of Public Works: D. Loveridge
Director of Human Resources: J. Porter
Director of Parks and Recreation: K. Scott
Treasurer: F. Wong

1. **CALL TO ORDER**

Mayor Morrison called the meeting to order in the Council Chamber at 9:32 a.m.

2. **PRAYER AND O CANADA**

Councillor Mezzapelli opened the meeting with a prayer, those in attendance joined in singing O Canada.

3. **COUNCIL COMMUNICATIONS/INQUIRIES AND ANNOUNCEMENTS**

Announcements:

Mayor Morrison expressed her sympathies on the passing of Jim Flaherty, previous Finance Minister and Bill Whitbread, Editor at Caledon Enterprise and observed a moment of silence.

Councillor Whitehead joined the meeting at 9:35 a.m.

4. **SUMMARY OF ADDENDUM ITEMS**

Added Notice of Motion

- Notices of Motion
 1. Councillor Paterak re: Provincial Plan Review as amended (See Resolution 2014-105).

5. **APPROVAL OF AGENDA**

Moved by D. Beffort - Seconded by G. McClure

2014-138

That the agenda for the April 15, 2014 Council Meeting, be approved.

Carried.

6. **DISCLOSURE OF PECUNIARY INTEREST** – None stated

7. COUNCIL COMMUNICATIONS/INQUIRIES AND ANNOUNCEMENTS (CONTINUED)

Notices of Motion – printed with the agenda.

Moved by R. Paterak - Seconded by N. de Boer

2014-139

That the Notice of Motion concerning the Provincial Plan Review (Resolution 2014-105) be reconsidered.

Carried.

PROVINCIAL PLAN REVIEW

Moved by R. Paterak – Seconded by D. Beffort

Whereas the Province of Ontario is preparing for the statutory 10-year review of the Niagara Escarpment Plan, the Oak Ridges Moraine Conservation Plan, the Greenbelt Plan, and the Growth Plan for the Greater Golden Horseshoe in 2015 and 2016; and

Whereas the review of the four Provincial plans presents opportunities to clarify and harmonize the intents of each plan and also offers an opportunity to remove contradictions between the plans; and

Whereas section 3.4.1 of the Greenbelt Plan specifically states that Settlement Areas “are an integral part of the long-term economic and social sustainability of the Greenbelt and this Plan envisions that they continue to evolve and grow in keeping with their rural and/or existing character;” and

Whereas section 3.4.4 of the Greenbelt Plan allows municipalities to continue to plan for a settlement area expansion within the Greenbelt Plan area if such a consideration was initiated prior to the date the Greenbelt Plan came into effect; and

Whereas sub-section 3.4.4.1.d) of the Greenbelt Plan further states that the proposed settlement area expansion shall “maintain the rural and/or existing character of the settlement area”; and

Whereas sub-section 2.2.7.2 of the Growth Plan for the Greater Golden Horseshoe directs municipalities to plan all settlement area expansions within its proclaimed area to achieve a minimum density target of 50 persons and jobs combined per hectare; and

Whereas the required density target of 50 persons and jobs combined per hectare is not compatible with Greenbelt community character; and

Whereas vast majority of the Greenbelt Plan is inside the Growth Plan for the Greater Golden Horseshoe, and thereby creating two contradictory requirements for justifiable and lawful settlement area expansions of Greenbelt communities;

Therefore be it resolved that through the 10 year review of Provincial Plans, the Province remove the application of the density policy of the Growth Plan for the Greater Golden Horseshoe from villages and hamlets in the Greenbelt Plan area, thereby strengthening the requirements of the Greenbelt Plan to respect the existing character of Greenbelt villages and hamlets; and

Further, that this motion accompanied by an appropriate cover letter be circulated to the Region of Peel, the Niagara Escarpment Commission, the Greenbelt Council and other Greenbelt municipalities within the Growth Plan area requesting support; and

Further, that this motion accompanied by an appropriate cover letter be circulated to the Premier of Ontario, Ministry of Municipal Affairs and Housing, Ministry of Infrastructure, and Ministry of Natural Resources for their consideration.

Moved by P. Foley - Seconded by G. McClure

2014-140

That the Notice of Motion concerning the Provincial Plan Review be deferred until the next Council Meeting scheduled for April 22, 2014.

Carried.

8. **WORKSHOP**

Moved by R. Paterak - Seconded by N. de Boer

2014-141

That Council convene into Council Workshop.

Carried.

1. **EMERGENCY PLAN REVIEW.**

David Forfar, Fire Chief provided a presentation regarding the Emergency Plan Review. (See attached Presentation). Members of Council asked a number of questions throughout the presentation concerning the information provided and received responses from the presenter.

Mayor Morrison thanked Chief Forfar for his presentation.

2. **TELECOMMUNICATIONS TOWERS REVISED PROTOCOL.**

Stephanie McVittie, Senior Development Planner and Ruth Conard, Community Development Planner provided a presentation regarding the Proposed Telecommunications Towers Revised Protocol. (See attached Presentation). Members of Council asked a number of questions throughout the presentation concerning the information provided and received responses from the presenters.

Mayor Morrison thanked Ms. McVittie and Ms. Conard for their presentation.

Moved by R. Mezzapelli – Seconded by N. de Boer

2014-142

That Council rise out of Council Workshop.

Carried.

9. **PUBLIC QUESTION PERIOD** – No one in attendance came forward.

10. **BY-LAWS**

Moved by R. Paterak - Seconded by N. de Boer

2014-143

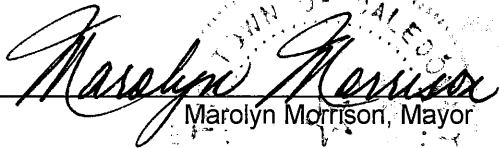
That the following by-law be read a first, second and third time and finally passed:

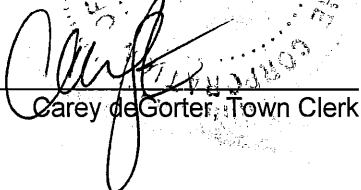
BL-2014-031 To confirm the proceedings of the Council for The Corporation of the Town of Caledon at its Council Meeting held on the 15th day of April, 2014.

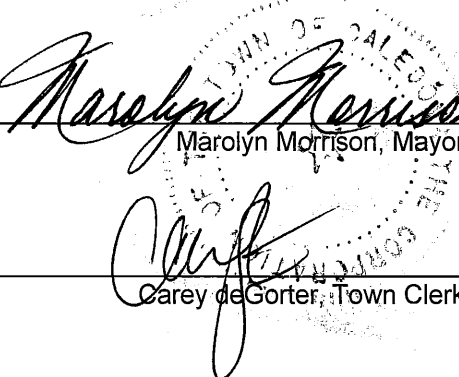
Carried.

11. **ADJOURNMENT**

On verbal motion moved by Councillor Foley and seconded by Councillor de Boer, Council adjourned at 11:21 a.m.


Marilyn Morrison, Mayor


Carey deGorter, Town Clerk



Council Workshop

Caledon Community Emergency Response Plan Review
Presented by Fire Chief Dave Forfar
April 15, 2014

Caledon Community Emergency Response Plan Review

“The Emergency Management and Civil Protection Act establishes the province’s legal basis and framework for managing emergencies.”

“Ontario Regulation 380/04 establishes the minimum standards for emergency management programs required by municipalities and provincial ministries and supports the requirement in the Act for mandatory emergency management programs.”

Caledon Community Emergency Response Plan Review

An audit of the emergency plan was necessary. I requested a report to review the status of the Caledon Community Emergency Response Plan taking into consideration Ontario legislation and the widely accepted best practices for emergency management.

- On May 27, 2002 the Town of Caledon's By-Law 2002-46 was adopted.
- In 2006 the Emergency Management and Civil Protection Act coupled with Ontario Regulation 380/04 came into effect.

The Town of Caledon by-law does not reflect the additional powers and duties as prescribed by the Act revised in 2006.

Caledon Community Emergency Response Plan Review

It appears that the emergency management program continues to be a program of the Town of Caledon Fire & Emergency Services with significantly less involvement of council, other municipal staff or the community that is intended by the legislation.

Caledon Community Emergency Response Plan Review

The CEMC or Community Emergency Management Coordinator in the Town of Caledon is the Fire Chief as appointed by Council.

Three other CEMC's in the Town, trained to act in the Chief's absence, all reside in the Fire and Emergency Services.

Staff from other departments need to be trained in the role of CEMC.

Caledon Community Emergency Response Plan Review

The current Hazard Identification and Risk Assessment (HIRA) and Critical Infrastructure Inventory (CI) were done as part of a project to address Peel Region.

Neither document appears to have been updated. The HIRA assessment of climate and weather is not reflective of noticeable changes in climate and weather.

Both the HIRA and the CI constitute the foundation for emergency planning and preparedness.

Caledon Community Response Plan Review

Legislation also prescribes that the emergency plan of a lower-tier municipality in an upper-tier municipality shall conform to the emergency plan of the upper-tier municipality.

Due diligence suggests that the full scope of emergency management be the ultimate goal.

The pursuit of the ultimate goal includes four activities :

- ✓ Prevention / Mitigation
- ✓ Emergency preparedness
- ✓ Emergency response
- ✓ Emergency recovery

Caledon Community Response Plan Review

The Town of Caledon Emergency Response Plan is not risk based but a generic plan.

The annexes need additional detail and other supporting documents, such as the Vital Services Directory, which requires updating as to what the municipality may have to do until the upper-tier plan takes effect.

Caledon Community Response Plan Review

- During an emergency the Town of Caledon will likely face two simultaneous situations .
- The municipality will need to resolve the emergency situation and continue delivering essential and necessary services to those residents not directly affected .
- The Emergency Response Plan needs to address and identify the resources that are available for emergency operations and for business continuity.

Caledon Community Response Plan Review

The five management functions of the Incident Management System (IMS) are **Command, Operations, Planning, Logistics and Finance/Administration.**

“This organizational structure is intended to be used by provincial staff and other municipalities which will improve the management of the emergency.”

Caledon Community Emergency Response Plan Review

- Training personnel is essential to a successful outcome in the face of an emergency.
- Training of the individual and a team is crucial to the success of the Emergency Response Plan implementation.
- Presently there is little understanding or involvement outside of the Caledon Fire and Emergency Services and the Emergency Control Group.
- We need to include many more personnel in other departments in support roles, as well as, include a definitive timetable for on-going training of all personnel involved in the Town of Caledon Emergency Response Plan.

Caledon Community Emergency Response Plan Review

Communication technology has improved tremendously in our society over the past few years.

Our Corporate Communications Division did an excellent job staying on top of the stories and sending out media releases to keep our residents informed.

The City of Saskatoon has now implemented a new mass notification system called “Notify NOW”. It means their citizens can receive information via direct text, voice mail and email messages in emergency situations.

Caledon Community Emergency Response Plan Review

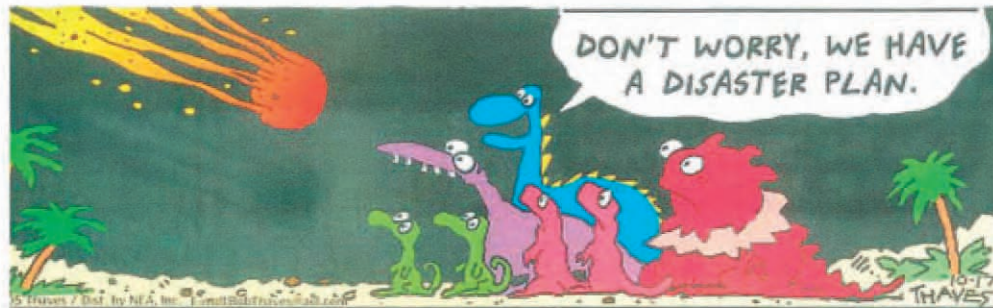
Next Steps:

1. Re-write the Town of Caledon Emergency Plan and by-law to reflect the full legislative requirements as per the Emergency Management and Civil Protection Act and Ontario Regulation 380/04.
 - The new plan will consider assigning some program responsibilities to other municipal officers, other town departments and agencies outside the Caledon Fire & Emergency Services.
 - The new plan will integrate all four risk based activities of Prevention/Mitigation, Emergency Preparedness, Emergency Response and Emergency Recovery.
 - Consider training staff from other departments as CEMC's.

Caledon Community Emergency Response Plan Review

2. Redo the HIRA and CI.
3. Coordinate with Regional Emergency Response Plan
 - Review the Emergency Response Plan for consistency with the upper-tier plan.
 - Adopt the Incident Management System in the EOC as per the upper-tier municipality and the OPP.
4. Communications
 - Develop public awareness
 - Review effectiveness of a mass communication system
 - Develop protocols for media advisories.

Comments?



Protocol for Establishing Telecommunication Facilities

Protocol Outline

- Objectives, Jurisdiction and Roles, and Definitions
- Process Flowchart
- Consultation with the Municipality
- Co-location
- Siting on Town Owned Lands
- Review Streams (Fast Track, Scoped and Full)
- Development Guidelines
- Proposal Submission
- Public Consultation Process
- Concurrence

Consultation

- Consultation with the Town is required for all streams/applications.
- Preliminary Meeting – required for all streams.
- Pre-Consultation (DART) Meeting – required for Scoped and Full streams.
- Purpose:
 - To discuss and provide feedback regarding the proposal; and,
 - To identify application requirements.

Co-location

- Co-location on existing towers will be entirely exempt from municipal review.
- The goals of unobtrusive design and co-location may come into conflict
 - The Town will try to meet both goals, and will review towers on a site by site basis.



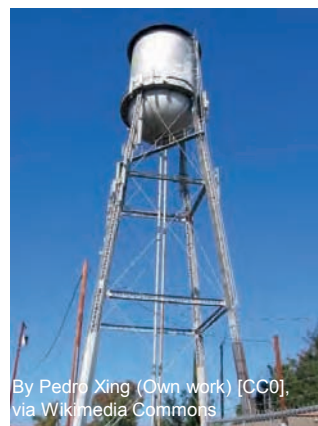
Review Streams

	Fast Track	Intermediate	Scoped	Full
Notification Radius	No public consultation required	No public consultation required	3 times the height of the tower	500 metres
Fee*	\$50.00	\$3,500.00	\$3,500.00	\$5,000.00
Minimum Process Review Period (Complete Submission)	14 days	30 days	90 days	120 days
Review Authority	Director of DAPP	Director of DAPP	Director of DAPP	Council

Development Guidelines

- Location and Siting Requirements
 - Encourage proposals on publicly owned lands
 - Discourage proposals within or near Sensitive Land Uses
- Development and Design Preferences
 - Style and Structure
 - Buffering and Screening
 - Yards, Parking and Access
 - Equipment Shelters
 - Colours and Lighting
 - Signage
 - Rooftop Antenna Systems

Development Guidelines



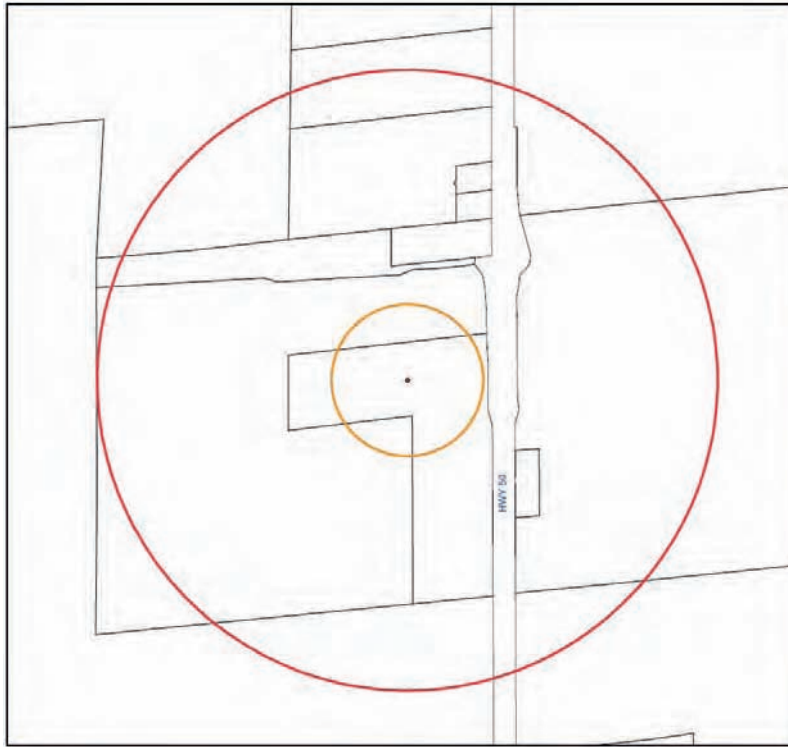
Submission:

Scoped and Full Streams

- The proponent must submit a complete application package as per the Pre-Consultation (DART) Meeting requirements.
- A complete submission marks the beginning of the 90 or 120 day process review.
- Application is then circulated to external agencies, adjacent municipalities and internal departments for review and comment.

Public Consultation

Rural Setting



Urban Setting



The Proponent is responsible for:

- Written Notice
- Signage
- Newspaper Advertisement
- Public Information Centre (PIC)

Legend

— 120m Scoped

— 500m Full

*120m = 3x the average
40m tower height from
the base of the tower.

Industry Canada Concurrence

- Concurrence Authority
 - Director – Fast Track, Intermediate and Scoped Streams
 - Report to Council – Full Stream
- Decision Types
 - Concurrence/Concurrence with Conditions
 - Non-concurrence
- Industry Canada makes the final decision.
- Dispute Resolution with Industry Canada
 - Can be requested by either the Proponent or the Town

Next Steps

- Consult with external stakeholders (Industry Canada, Niagara Escarpment Commission, Telecommunication Companies and Conservation Authorities).
- Complete a Town wide gap analysis to identify service gaps which may in turn assist in determining prime locations to encourage new Antenna Systems.
- Finalize Protocol.
- Bring forward a Council Report adopting the new Protocol and updating relevant By-laws (Fees and Delegation).