



General Committee Meeting Agenda
Tuesday, January 16, 2018
1:00 p.m.
Council Chamber, Town Hall

Please note that added items are bolded and italicized.

CALL TO ORDER

DISCLOSURE OF PECUNIARY INTEREST

CONSENT AGENDA

DELEGATIONS

1. ***Ian Sinclair, Resident, Town of Caledon re: Staff Report 2018-7 regarding Procedural By-law Amendment***
2. ***Tim Forster, Resident, Town of Caledon re: Integrity Commissioner's Report dated December 18, 2017***

STAFF REPORTS

Staff Report 2018-6	Proposed Private Property Parking By-law
Staff Report 2018-7	Procedural By-law Amendment
Staff Report 2018-1	Delegation of Property Tax Ratios from the Region of Peel
Staff Report 2018-4	2018 Town of Caledon Provincial Election Priorities
Staff Report 2018-3	Bolton Business Improvement Area Proposed 2018 Operating Budget

RECOMMENDATIONS OF ADVISORY COMMITTEES

1. Accessibility Advisory Committee Report dated [November 23, 2017](#)

INTEGRITY COMMISSIONER'S REPORT

1. Code of Conduct Complaints, Councillor Annette Groves and Councillor Barb Shaughnessy dated [December 18, 2017](#)

NOTICES OF MOTION

1. **Councillor Shaughnessy re: Service Caledon – Door Access**

Whereas the perception is that the Town of Caledon is closed for business;

Whereas Council did not approve the requirement for swipe access between the cafeteria and the atrium;

Now therefore be it resolved that the closed doors between the cafeteria to the atrium no longer require swipe access and the doors be open during office hours.

2. Councillor Shaughnessy re: Notice Policy – Road Closure

That the Public Notice Policy be reviewed to enhance resident communication for those who are impacted by planned and unplanned temporary road closures and staff report back to Council by April 2018.

CORRESPONDENCE

Memorandums

1. Memorandum to Council from Ben Roberts, Manager, Business Development & Tourism, Strategic Initiatives dated January 16, 2018 re: [Old Alton Public School](#)
2. Memorandum to Council from Elizabeth O'Keefe, Recreation Supervisor, Caledon East, Community Services dated January 16, 2018 re: [Discount for Low Income Persons with Disabilities](#)
3. Memorandum to Council from Amanda Fusco, Deputy Clerk, Corporate Services dated January 16, 2018 re: [Office of the Integrity Commissioner's Annual Report for 2017](#)
4. *Memorandum to Council from David Arbuckle, General Manager, Strategic Initiatives dated January 16, 2018 re: [Service Caledon Update](#)*

General Correspondence

5. Municipal Property Assessment Corporation dated December 19, 2017 re: [2017 Year-End Assessment Report for the 2018 Tax Year](#)
6. Ministry of Finance dated January 2, 2018 re: [Update on the Establishment of a Retail and Distribution System for Legal Cannabis](#)
7. John E. Fleming, Integrity Commissioner dated January 3, 2018 re: [Integrity Commissioner Report of December 18, 2017](#)
8. Southwestern Integrated Fibre Technology dated January 3, 2018 re: [Canada's largest, publicly funded, regional broadband project prepares for construction](#)
9. Ministry of Municipal Affairs dated December 20, 2018 re: [Employment Lands within the Greater Toronto Area West Corridor](#)

CONFIDENTIAL SESSION

Confidential Staff Report 2018-3 re: Advice subject to solicitor-client privilege, including communications necessary for that purpose – Castlederg Sideroad

Confidential Staff Report 2018-1 re: Litigation related to the Ontario Provincial Police Parking Lot

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.

Staff Report 2018-6

Meeting Date: Tuesday, January 16, 2018

Subject: Proposed Private Property Parking By-law

Submitted By: Laura Hall, Manager, Regulatory Services, Corporate Services

RECOMMENDATION

That the proposed Private Property Parking By-law attached as Schedule A to Staff Report 2018-6, be enacted; and

That staff be directed to implement the Proposed New Service Level as outlined in Staff Report 2018-6 as an option for property owners that meet the criteria of the program.

REPORT HIGHLIGHTS

- The current Traffic By-law 2015-058 has limitations regarding parking enforcement of private property and limits enforcement powers to fire routes and accessibility parking on private property.
- Approximately five (5) requests have been received by owners and/or property managers of private commercial, industrial and residential (condominium housing complexes) properties to provide parking enforcement.
- In order for private property owners to enforce parking provisions on their respective properties, the area municipality shall pass a by-law that permits private property parking enforcement.
- Typically, the authorized individuals can either be the Town's Enforcement Officers, a property owner themselves; their direct employees or agents (i.e. a retained security company) contracted to monitor and enforce the designated parking lot.
- In addition, staff is further recommending that the Town provide an enforcement program that allows property owners and property managers the ability to request enforcement from the Town (i.e. Town Enforcement Officers).
- This is intended to be a free service and any new enforcement requests would become part of the Town's regular patrol procedures. The intent of this service is not to impact current service levels of patrol on public property and would solely be based on officer availability.
- Staff held a public open house on December 12, 2017 in an effort to gather feedback on the proposed by-law. All in attendance expressed support of the by-law, specifically seeking support of the proposed new service level to assist with the enforcement aspect.
- This initiative is common among other municipalities in Ontario and is a proactive approach to enforcement as the Town prepares for future growth and development.

DISCUSSION

The Purpose

The Town's Traffic By-law 2015-058 regulates the use of parking on highways but this does not include adequate provisions with respect to parking vehicles on private property without property owner consent. Further, Town enforcement is only completed on private property with respect to vehicles parked in a fire route and designated accessible parking spaces.

The purpose of this report is to address a growing need for private property parking enforcement that compliments growth and development. Over the course of the last several years, staff has been approached by approximately five (5) property owners requesting to retain services to provide parking enforcement on their respective properties. The properties range from residential (condominium housing complexes) to commercial zoned properties that struggle to effectively address the misuse of parking spaces. Staff believe the appetite for such enforcement power will continue to increase as the Town continues to develop condominium style housing units that contain visitor parking areas.

How it Would Work

The nature of private properties themselves can vary from multi residential to commercial to industrial. In order for private property owners to enforce parking provisions on their respective properties, the area municipality shall pass a by-law that permits private property parking enforcement. Once a by-law is in place, private property owners would notify the municipality of their intention and enter into a process with the Town (subject to terms and conditions) whereby permitting enforcement on their respective property. Typically, the authorized individuals can either be the Town's Enforcement Officers, a property owner themselves; their direct employees or agents (i.e. a retained security company) contracted to monitor and enforce the designated parking lot. Any individual authorized to enforce private property parking regulations shall be appointed by way of a by-law passed by Council. This is typically done through an amendment to the Staff Appointment By-law.

The proposed By-law is a broadened approach to enforcement and supports the fundamental focus of parking enforcement. It also allows property owners to establish the rules reasonably applicable to their respective circumstances and the level of service (enforcement) they desire. Property owners do not have to opt in to enforcement of their lots, it is simply an option not currently available.

Applicable Requirements

Should the Town pursue a private property parking by-law, certain terms and conditions would be required in order for a property owner to receive authorization to enforce the provisions of the by-law applicable to their property. Such terms and conditions would include, insurance, requirements such as that only Town parking tickets may be issued, where such tickets are processed through the Provincial Offences Court in terms of payments, and where fair access is available for first attendance and to the formal court process to dispute tickets, as appropriate. Provisions for cost recovery will also be worked into the final regulation to capture a minimum amount of parking infraction notices required on an annual basis before an agency is eligible for revenue sharing. Other standard terms to be included are the installation of proper signage to inform the public of the parking restrictions and authority of enforcement.

Proposed New Level of Service

In addition, staff is recommending that the Town provide an enforcement program that allows property owners and managers the ability to request enforcement from the Town regarding parking infractions on private property. To initiate this service, the property owner or manager would complete an authorization form that would permit the Town's Parking Enforcement Officers to enter the property and conduct enforcement of the regulations. This is intended to be a free service and any new enforcement requests would become part of the Town's regular patrol procedures. The intent of this service is not to impact current service levels of patrol on public property; it would be supported based on officer availability. Property owners would be able to cancel or suspend their request at any time.

Findings

Public Feedback

Staff held a public open house on December 12, 2017 in an effort to gather feedback on the proposed by-law regarding enforcement on private property. Approximately ten (10) residents attended and spoke in support of the by-law as they felt such a by-law could help address unauthorized vehicles parking in either residential visitor areas, and with enforcement on private commercial parking areas. All in attendance expressed support to authorize Town Enforcement Officers to assist with the enforcement of unauthorized vehicles.

Staff looked at other municipalities to determine the measures taken for enforcement on private property and found that several municipalities, including Brampton, Milton, Kitchener, Waterloo and Ottawa have private property parking by-laws in place to assist

private property owners with enforcement measures. In addition, most municipalities also offer enforcement assistance as an option to private property owners and property managers to ensure parking areas are used solely for the purposes they are intended for.

In conclusion, implementing the tools to provide parking enforcement on private properties will not only address requests received to date, but it will also place the Town in a position to support future developments that will require such a service level for enforcement.

FINANCIAL IMPLICATIONS

There are no additional costs to expand the current parking regulations to include private property parking. However, the expanded enforcement provisions could lead to an increase in parking infraction revenue. If this occurs, additional parking infraction revenue will be added to future budgets.

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 – Proposed Private Property Parking By-law

THE CORPORATION OF THE TOWN OF CALEDON

BY-LAW NO. 2018-XXX

A by-law to prohibit unauthorized
parking on private property

WHEREAS Section 100 of the Municipal Act, 2001, S.O. 2001, c. 25, as amended (the "Act"), provides that a local municipality may, in respect of land not owned or occupied by the municipality that is used as a parking lot, regulate or prohibit the parking or leaving of motor vehicles on that land without the consent of the owner of the land or regulate or prohibit traffic on that land if a sign is erected at each entrance to the land clearly indicating the regulation or prohibition;

AND WHEREAS Section 100.1(1) of the Act provides that a local municipality may, in respect of land not owned or occupied by the municipality, regulate or prohibit the parking or leaving of motor vehicles without the consent of the owner of the land;

AND WHEREAS Section 101(1) of the of the Act provides that, if a municipality passed a by-law regulating or prohibiting the parking or leaving of a motor vehicle on land, it may provide for the removal and impounding or restraining and immobilizing of any vehicle, at the vehicle owner's expense, parked or left in contravention of the by-law and subsection 170(15) of the Highway Traffic Act, R.S.O. 1990, c. H. 8, as amended (the "HTA"), applies with necessary modifications to the by-law;

AND WHEREAS Section 101(2) of the Act provides that a municipality may enter on land at reasonable times for the purposes described in section 101(1) of the Act;

AND WHEREAS Section 101(3) of the Act provides that, if signs are erected on land specifying conditions on which a motor vehicle may be parked or left on the land or regulating or prohibiting the parking or leaving of a motor vehicle on the land, a motor vehicle parked or left on the land contrary to the conditions or prohibition shall be deemed to have been parked or left without consent;

AND WHEREAS Section 102(1) of the Act provides that if a municipality passes a by-law for establishing a system of disabled parking, the sole manner of identifying vehicles shall be a disabled parking permit issued under and displayed in accordance with the HTA and the regulations made under it;

AND WHEREAS Section 102(2) of the Act provides that, without limiting sections 9, 10 and 11, a local municipality may require the owners or operators of parking lots or other parking facilities to which the public has access, whether on payment of a fee or otherwise, to provide designated parking spaces for vehicles displaying a disabled parking permit and if it does so, the local municipality shall prescribe the conditions of use of the disabled parking permit and shall prohibit the improper use of the permit;

AND WHEREAS Section 102(3) of the Act provides that a by-law passed in accordance with subsection 102(2) may provide for the removal and impounding of any vehicle, at its owner's expense, parked or left contrary to the by-law;

AND WHEREAS Section 427 of the Act provides that a by-law establishing a system of disabled parking shall provide that every person who contravenes the by-law is guilty of an offence and on conviction is liable to a fine of not less than \$300.

AND WHEREAS Section 7.1(1) of the Fire Protection and Prevention Act, 1997, S.O. 1997, c. 4, as amended (the "FPPA"), provides that a council of a municipality may pass by-laws designating private roads as fire routes along which no parking of vehicles shall be permitted and providing for the removal and impounding of any vehicle parked or left along any of the fire routes at the expense of the owner of the vehicle;

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 "Parking on Private Property By-law".

Part 1 – Definitions

1. The definitions contained within the Highway Traffic Act, as amended shall apply in the interpretation of this by-law except where they are inconsistent with the definitions contained in this by-law, in which case the definitions in this by-law shall apply.
2. In this by-law:

"Council" shall mean the Council of The Corporation of the Town of Caledon;

"Designated Parking Space" shall mean a parking space, other than one located on a highway, distinctly indicated for the exclusive use of a Person with a Disability (hereinafter defined) in accordance with the requirements of R.R.O. 1990, Regulation 581 under the HTA, as amended;

"Fire Route" shall mean private roads that are designated as fire routes by Council;

"Leave" or "Left" shall mean to stand or stop;

"Motor Vehicle" shall mean an automobile, motorcycle, motor assisted bicycle and any other vehicle propelled or driven otherwise than by muscular power;

"Officer" shall mean a police officer, a police cadet or a municipal law enforcement officer;

"Permit" shall mean a disabled person parking permit issued under and displayed in accordance with the HTA and the regulations made thereunder;

"Person with a Disability" shall have the same meaning as found in R.R.O. 1990, Regulation 581 under the HTA, as amended;

"Private Enforcement Officer" shall mean an individual, partnership or corporation appointed to enforce the provisions of this by-law at specific locations throughout the Town;

"Private Property" shall mean land not owned or occupied by the Town (hereinafter defined); and,

"Town" shall mean The Corporation of the Town of Caledon.

Part 2 – Scope and Application

3. This By-law shall apply to all land within the Town of Caledon.
4. Where a provision of this By-law conflicts with a provision of another By-law in force and effect in the Town, the provision that establishes the higher standard shall prevail in order to protect the health, safety and welfare of the general public.

Part 3 – General Provisions

5. No person shall park or leave a motor vehicle on private property without the consent of the owner of the private property.
6. No person shall park or leave a motor vehicle on private property that is being used as a parking lot without the consent of the owner of the private property.
7. If a parking space has been designated by lines painted on the surface of the parking area on the private property, no person shall park or leave a motor vehicle in such a manner that is not wholly within the area designated as a parking space.
8. No person shall park or leave a motor vehicle in a fire route at any time.
9. No person shall park or leave a motor vehicle in a designated parking space at any time without displaying a permit.
10. No person shall park or leave a motor vehicle displaying a permit in a designated parking space if the vehicle is not transporting or picking-up a person with a

disability.

11. If signs are placed on *private property* specifying conditions on which a *motor vehicle* may be parked or *left* on *private property* or regulating or prohibiting the parking or *leaving* of a *motor vehicle* on *private property*, a *motor vehicle* parked or *left* on *private property* contrary to the conditions or prohibitions shall be deemed to have been parked or *left* without the consent of the property owner.

Part 4 – Administration and Enforcement

12. An *officer* or a *private enforcement officer*, upon discovery of a *motor vehicle* parked or *left* in contravention of this by-law, may cause it to be moved or taken to and placed or stored in a suitable place and all costs and charges for the removal, care and storage of the *motor vehicle*, if any, are a lien upon the *motor vehicle*, may be enforced in the manner provided by the Repair and Storage Liens Act, R.S.O. 1990, c. R. 25, as amended.
13. *Council* may appoint *private enforcement officers*, at any time, to enforce the provisions of this by-law at specified locations throughout the Town and may also rescind such appointments, at any time.
14. This by-law may be enforced by *officers* and *private enforcement officers*.
15. No person shall hinder or obstruct, or attempt to hinder or obstruct, any person who is exercising a power or performing a duty under this by-law.
16. *Officers* or *private enforcement officers* may enter on land at any reasonable time for the purpose of carrying out an inspection to determine whether or not this by-law is being complied with.

Part 5 – Offence and Penalty

17. Every person who contravenes any provisions of this by-law is guilty of an offence, and upon conviction is liable to a fine as provided for in the *Provincial Offences Act*, R.S.O. 1990, c.P.33, as amended.
18. Every owner of a vehicle that has been parked or *left* in contravention of this by-law is guilty of an offence unless at the time of the offence the vehicle was in the possession of another person without the owner's consent.

Part 6 – Severability

19. Should any section, part of a section 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.

Enactment

20. This By-law shall come into full force and effect on the day of its passing.

Staff Report 2018-7

Meeting Date: Tuesday, January 16, 2018

Subject: Procedural By-law Amendment

Submitted By: Amanda Fusco, Deputy Clerk, Legislative Services, Corporate Services

RECOMMENDATION

That Procedural By-law 2015-108, as amended, be updated to reflect the amendments that came into force January 1, 2018 under the proclamation of *Bill 68, Modernizing Ontario's Municipal Legislation Act, 2017*; and

That the Acting Mayor By-law 2015-106, be amended to update the preamble to clarify the delegation of powers and duties of the Mayor to the Acting Mayor in the event of an absence.

REPORT HIGHLIGHTS

- Bill 68, Modernizing Ontario's Municipal Legislation Act, 2017 (Bill 68) received Royal Assent on May 30, 2017, with Sections coming into force in phases. The legislation amends the *Municipal Act 2001*, as amended (Municipal Act), the *Municipal Conflict of Interest Act, 1990*, and several other Acts.
- Three Notices of Motion regarding Notices of Motion, Recorded Votes and Public Question Period were referred to the Procedural By-law Committee.

DISCUSSION

The purpose of this report is to recommend that the Procedural By-law be amended to incorporate legislative changes that came into force January 1, 2018 under the proclamation of Bill 68.

Further, this report assesses three Notices of Motion that were presented to Council and considered by the Procedural By-law Committee in 2017 with respect to the introduction of Notices of Motion at Council meetings, Recorded Voting, and the addition of a Public Question Period.

1. LEGISLATIVE AMENDMENTS

Bill 68 amended various aspects of the *Municipal Act*. To ensure consistency with the updated legislation the Town's Procedural By-law will be amended to reflect the changes.

Definition of Meeting

The definition of "meeting" has been amended in the *Municipal Act* to mean any regular, special or other meeting of a council, of a local board or of a committee, where a quorum of members is present, and members discuss or otherwise deal with any matter in a way that *materially advances the business or decision-making of the council, local board or committee*.

The Provincial Ombudsman's Office has similarly defined when a meeting is a 'meeting' stating that,

*"It is the Ombudsman's view that gatherings of a purely social nature are not subject to the open meeting requirements of the Municipal Act. However, if members of a body come together **for the purpose of exercising the power or authority of the body** or for the purpose of **doing the groundwork necessary to exercise that power** or authority, then the gathering should be considered a "meeting" and it must comply with the open meeting rules."*

The existing Procedural By-law defines meeting as "any regular, special or other meeting of Council or Committee" and therefore requires amendment to reflect the updated legislation.

Closed Meeting Provisions

The *Municipal Act* now requires that if the Closed Meeting Investigator finds that a meeting or a part of a meeting has been closed to the public contrary to the rules governing the proper closure, there must be a report to Council whereupon Council is required to pass a resolution stating how it intends to address the report and its findings.

Additionally, the exceptions to the open meeting provisions have been expanded in the *Municipal Act* to align with the exceptions contained in the *Municipal Freedom of Information and Protection of Privacy (MFIPPA) Act, 1990*. The following are the four new exemptions that may be used to close all or part of a meeting to the public:

- information explicitly supplied in confidence to the municipality or local board by Canada, a province or territory or a Crown agency of any of them;
- a trade secret or scientific, technical, commercial, financial or labour relations information, supplied in confidence to the municipality or local board, which, if disclosed, could reasonably be expected to prejudice significantly the competitive position or interfere significantly with the

contractual or other negotiations of a person, group of persons, or organization;

- a trade secret or scientific, technical, commercial or financial information that belongs to the municipality or local board and has monetary value or potential monetary value; or,
- a position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board.

The amended exceptions are in effect as of January 1, 2018. As such the Town's Procedural By-law will be amended to reflect these new exceptions. Similarly the Bolton BIA's Procedural By-law refers to exceptions to open meeting provisions in the *Municipal Act* and will the BIA will be requested to amend their Procedural By-law to reflect the new exceptions.

- **Clarity on Head of Council**

The *Municipal Act* was amended to provide further clarity on the role of the Acting Head of Council in the absence of the Head of Council. Section 242 of the Act has been amended to clarify the role of the Acting Head of Council as it relates to presiding at meetings:

"A municipality may, by by-law or resolution, appoint a member of the council to act in the place of the head of council or other member of council designated to preside at meetings in the municipality's procedure by-law when the head of council or designated member is absent or refuses to act or the office is vacant, and while so acting such member has all the powers and duties of the head of council or designated member, as the case may be, with respect to the role of presiding at meetings".

Through the Acting Mayor By-law 2015-106, Council established an Acting Mayor assignment roster and defined the role and responsibilities of the position, in the event of an absence of the Mayor.

Given the clarification now set out in the *Municipal Act* in regard to the powers and duties of the Acting Mayor being limited to the role of presiding at meetings, it is recommended that the Acting Mayor By-law be amended to update the preamble to reference Section 23.1 regarding the general delegation of powers as the Town's Acting Mayor currently has additional powers outside of meetings.

All other duties delegated to the Acting Mayor (attendance at events, signing authority) will be delegated using Section 23.1 of the *Municipal Act*.

A by-law to amend the Acting Mayor By-law will be presented for enactment at the next regular Council meeting.

- **Electronic Participation**

The *Municipal Act* was amended to include a new provision to allow members of municipal councils, local boards and committees to participate electronically in meetings that are open to the public and have a quorum of members physically present.

It is important to note that any member participating electronically is not counted in determining whether or not a quorum is present and electronic participation is not permitted in a closed session of a meeting. This provision mirrors provisions already existing in the *City of Toronto Act, 2006*, but which have not yet been implemented by Toronto.

This provision introduces a number of questions that require further consideration, including voting responsibilities. The *Municipal Act* is unclear as to whether a member participating electronically has voting rights. Situations could arise whereby a member participating electronically in an open meeting, is then excluded from closed session by law, and is not privy to such discussions and/or advice. Other considerations such as start-up costs for the infrastructure (e.g. video-conferencing technology), possible technological disruptions, matters related to confidentiality and privacy, ensuring effective meeting management and the loss of non-verbal cues and body language raise concerns for the utility of electronic meeting participation.

Staff will continue to review this provision, including investigating practices in place in other jurisdictions. At this time, Staff are not recommending amendments to the Procedural By-law to facilitate electronic participation. Possible recommendations may be proposed in the future after further review of the implications.

- **Temporary Replacement - Alternate Member of Regional Council**

The *Municipal Act* was amended to include the provision that a local council may appoint one of its members as an alternate member of Regional Council, to act in the place of a member of Regional Council, when the member is unable to attend a meeting of Regional Council for any reason. The local Council cannot appoint more than one alternate member during the term of Council. Further, an alternate appointed by a local Council cannot act as an alternate for the Regional Chair.

This means Town Council could appoint one of the four remaining area Councillors to be the designated alternate member for an absent Caledon Regional Councillor. On December 13, 2017 Brampton City Council passed a resolution to appoint an alternate

member of Regional Council for the remainder of the 2014-2018 term of Council. The Region of Peel has prepared a similar report regarding the matter. Both municipalities are consistent in their approach to the new provision and include the following considerations:

- The alternate would be appointed for the entire term of Council. Should the seat of the alternate become vacant, then the municipality may appoint another member to act as the alternate to Regional Council.
- The alternate member attendance is limited to Regional Council meetings only. Prior to, or after the meeting, the alternate cannot submit agenda items such as notices of motion.
- Alternate members may only substitute when a regular member of Regional Council from their local municipality is unable to attend. Substitutions for part of a meeting will not be permitted.
- Regional Council members shall notify the Regional Clerk in writing, as soon as possible, once they know they will not be able to attend a Regional Council meeting.
- The alternate member will have the same powers and duties as a regular member of Regional Council only during a Regional Council meeting (e.g. may move motions and vote).
- The alternate must adhere to all applicable policies and procedures that apply to members of Regional Council while in attendance at a meeting (e.g. Region's Procedural By-law and Council Code of Conduct).
- Alternate members may receive mileage compensation at the approved corporate rate from the Region for attendance at the meeting. No additional compensation for attending will be provided.
- If a discrepancy should arise where a Regional Councillor and an alternate are both in attendance at the start of the meeting, the Regional Councillor shall assume their role at the meeting.
- Once the determination has been made that an alternate is attending on a Regional Councillor's behalf, the alternate shall remain as the Regional Councillor for the duration of the meeting, regardless of whether the Regional Councillor arrives. The alternate will be noted as the member in attendance for the entire meeting.

- The alternate will only be considered a member of Regional Council during attendance at a Regional Council meeting. The alternate would not be entitled to Indemnification from the Region for any statutory prosecution or disciplinary proceeding brought against them, unless such action is the result of an incident that occurred during the alternate acting in good faith, in the course of their duties, at a Regional Council meeting, if during such time they were acting as an alternate member of Regional Council.

There is no currently no process in the Town's Procedural By-law to appoint an alternate member of Regional Council. If Council wishes to implement this provision at this time it would require a member of Council to put forth a motion to appoint one of the four area Councillors as a temporary alternate member of Regional Council.

Otherwise Staff will require Council direction to create an appointment process for consideration at a future meeting.

Staff recommend that any temporary appointment of an area Councillor as an alternate Regional Council member be created by by-law and the respective appointment by-law be forwarded to the Regional Clerk.

Alternatively, Council could postpone the consideration of this provision until the next term of Council.

Amendments Coming into Effect as of March 1, 2019

Further legislative changes with respect to codes of conduct, integrity commissioner, conflict of interest, mandatory policies and other provisions will come into force on March 1, 2019. A future staff report and appropriate amendments to the Procedural By-law will occur closer to the proclamation date.

2. COUNCIL REQUESTS FOR AMENDMENTS TO THE PROCEDURAL BY-LAW

At the March 21, 2017 General Committee meeting three Notices of Motion relating to Notices of Motion, Public Question Period and Recorded Votes were referred to the Procedural By-law Committee for consideration. On May 30, 2017, the Procedural By-law Committee met and received a presentation from Cathie Best, Municipal Educator, and Retired Municipal Clerk. At the meeting members of Council discussed the referred notices of motion and comments were received from members of the public. Staff has further investigated the requests and conducted jurisdictional scans.

Notices of Motion

Concern was raised that the time between Committee of the Whole and Council meetings was causing unnecessary delays in getting residents' concerns before Council. A request was made that allowing Notices of Motion at both Committee of the Whole meetings and Council meetings may reduce the number of "motions without notice" or urgent business.

Current Process

A Notice of Motion is defined in the Town's Procedural By-law as, "an advance notice of a motion provided by a member of Council he or she will bring forward to a Committee for debate."

When notice is not provided, the public is not provided time to receive the information, provide their comments or register as a delegation if they so choose. Councillors may not have had time to consider the item and staff may not be prepared to answer questions or have significant information at hand to answer Councillors' questions. When notice provisions are not adhered to, opportunities exist for complaints to be filed with the Ombudsman.

The Procedural By-law includes provisions for introducing a Notice of Motion on a Committee of the Whole agenda. According to section 8.10 Notices of Motion must be in writing and delivered to the Clerk by the agenda deadline to be included on the agenda for consideration at the scheduled Committee meeting.

This allows members of Council to work with the Clerk in advance to refine the item to be clear, concise and unambiguous. Inclusion on the agenda grants members of the public, staff and Council members the ability to review any background information, compile questions related to the item and for staff to provide any applicable legal or financial advice. When Notices of Motion included on the agenda, Council may debate the matter at the meeting. This process maintains transparency and accountability principles, as well as opportunities for public engagement.

In some municipalities Notices of Motion may be introduced verbally, but they are debated at the next Committee meeting and then at Council prior to ratification (Milton). This was the past practice in Caledon.

The discussion at the Procedural By-law Committee meeting on May 30th, 2017 regarding introducing Notices of Motions centered around what defined 'Urgent Business', and as such, what matters would fall within this category and could be introduced without notice. Staff will research options for including more details in the Procedural By-law to allow for 'motions without notice' and report back to Council.

Jurisdictional Scan

For the purposes of maintaining sufficient notification, new matters are not typically introduced at Town Council unless it is of an urgent nature, through Urgent Business, as a motion without notice.

The Town's Procedural By-law states in Section 7.4,

“An item of business not listed on the agenda is not permitted to be introduced at a meeting unless authorized by a two-thirds vote of the members present.”

This is common with practices in the City of Toronto, Region of York, the City of Brampton, and the Town of Milton.

At times, “motions without notice”, or urgent, may be required, to raise matters that need to be dealt with immediately for reasons of emergency, health and safety, or legal deadlines that cannot wait until the next regular meeting. These situations often relate to urgent or emergency business (Halton Hills, Mississauga) where emergency is defined as a situation or the threat of an impending situation adversely affecting property and/or the health, safety and welfare of the community, which by its nature and magnitude requires a timely, coordinated, and controlled response (Halton Hills). Staff will undertake additional research regarding implementing motions without notice and report back to Council in the future.

Staff recommends that the current process for Notices of Motion be maintained. The procedures in place provide for proper notification of agenda items to ensure meetings are conducted in a transparent and efficient manner. The current process meets to the intent of the *Municipal Act*. Introducing new motions without notice, beyond urgent or emergency business, would reduce the ability of members of Council and the public to provide any secondary input.

Public Question Period

The request was made to permit the public to address members of Council prior to decisions being made at Committee of the Whole and Council meetings. Further, it was requested that the duration for the Public Question Period be 15 minutes, that Public Question Period only address items that are listed on the agenda, and that Public Question Period be placed on the agenda following delegations. This matter was discussed at the May 30th, 2017 Procedural By-law Review meeting.

Jurisdictional Scan

Public Question Period is a public engagement method that was abandoned by most municipalities in favour of delegations and deputations. The few municipalities who still utilize Public Question Period have various amounts of time allotted for the Question

Staff Report 2018-7

Period. Amounts range from 2 minutes per person (West Grey) to 15 minutes in total (Brampton).

Public Question Period was used by the Town of Caledon from 2012 to 2015. It was removed in 2016.

Current Process

Staff believe a more effective way for residents to be part of the decision making process at Council and Committee meetings is through a request to delegate. Rather than waiting for Public Question Period at the end of a meeting, this process enables the delegate to provide comments and input to elected officials as part of an item on the agenda prior to Council or Committee debating the matter and making a decision.

Currently members of the public are allotted 10 minutes to provide questions and comments regarding an item on the agenda through the use of a delegation. Delegation requests submitted prior to the deadline are listed on the meeting's consolidated agenda, maintaining the principles of notice to the public and transparency. In the case of an emergency, a person wishing to address the Committee of the Whole or Council concerning an item on the agenda may request an emergency delegation through the Clerk before the respective meeting begins. Staff do not believe this is a barrier to potential delegates as every "emergency delegation" has been permitted thus far.

Current procedures regarding delegations are consistent with that of other municipalities, and Caledon is generous with the amount of time to speak.

At the Procedural By-law Committee meeting residents in attendance expressed that they did not have concerns with the current process of requesting to delegate and felt that they had ample opportunity to address Council. Rather it was noted that a Public Question Period would afford residents the opportunity to ask members of Council pointed questions, including why they supported or opposed a particular matter. They felt that this was an opportunity to keep members of Council accountable.

Staff believe that the Procedural By-law is not a tool to be used to compel members of Council to answer or respond to political questions. Such questions may be asked by residents through one of the other engagement opportunities available to them, including direct contact, various community events and Council events. The Procedural By-law cannot make a member of Council provide responses to questions. The decision to respond to a question is entirely with the individual member of Council.

Given that there is already an effective mechanism for members of the public to engage regarding matters on an agenda, Staff does not recommend adding Public Question Period. Delegations offer a more transparent and structured option for members of the public to raise questions and provide opinions to Members of Council.

Recorded Votes

The request was made that all decisions of Committee and Council, including amendments, be conducted as recorded votes with the exception of procedural motions. Further, it was requested that recorded votes be captured verbally by stating yes or no in order for the decisions to be captured on the audio recording of the meeting and that as part of the 2018 budget process Staff investigate the feasibility of implementing technology for the recording of all votes.

Jurisdictional Scan

Of the municipalities surveyed, the common practice regarding recorded votes is that they are recorded upon request immediately prior or immediately subsequent to the taking of a vote and only at Council meetings (Newmarket, Vaughan, Barrie, Burlington, Mississauga, York, and Markham). The most common method of voting is a show of hands or to rise when called by the Clerk. Municipalities using electronic recorded voting systems for Council and Committee include the Cities of Guelph, Toronto, Kingston, London, and the Town of Newmarket.

Most municipalities in Ontario only record votes when requested by a member. On the other hand, municipalities that have recorded votes on all motions tend to permit recorded votes only at Council meetings and where electronic systems are in place. These municipalities tend to be larger with many wards.

Current Process

The Procedural By-law defines a recorded vote as, “documenting in the minutes of a meeting the name of each member and their vote on a motion, in favour, opposed, abstain, or absent.” Currently, recorded votes are only permitted during a Council meeting, upon request and members indicate their vote by standing when called by the Clerk. The Clerk announces the results aloud and records the votes in the minutes. Those present in Council Chambers have the ability to see the members indicate their vote, as well as hear it announced. The results are provided visually in the minutes.

Where no recorded vote is called, the manner of determining a decision of Council or Committee on a motion is determined by the Presiding Officer by a show of hands. The decision is always noted in the minutes as Carried or Lost, reflecting the majority decision.

Electronic recorded voting requires financial and technological resources. The audio-visual technology (Crestron) in Council Chambers is not suitable for electronic recorded voting at this time. An update to the Crestron technology was completed in August 2017 to implement a request to speak function and provide for presentations to be seen on Council members' screens. It is expected that additional upgrades will be required in 2019 to convert the analog microphones to digital and replace the existing projectors. At

Staff Report 2018-7

this time there is no budgetary capacity for additional technology upgrades to the Crestron system that would be required for the implementation of an electronic system for recorded votes. Without an electronic system in place, Staff does not recommend recorded voting on all decisions of Council.

Should Council desire to implement electronic recorded votes, due to the timing of the current term it is Staff's recommendation that implementation occur with the next term of Council, beginning in 2019. This would afford Staff the opportunity to plan and purchase equipment, develop the implementation process and make the necessary amendments to the Procedural By-law.

CONCLUSION

Staff recommends amending Procedural By-law 2015-108 to meet legislative requirements and provide clarity for both Council and members of the public. The amendments will allow the Procedural By-law to continue to provide for a respectful and inclusive process that allows members of the public to be involved in Council decision making. Staff will continue to monitor legislative requirements and report back to Council should further changes be required.

FINANCIAL IMPLICATIONS

There are no immediate financial implications associated with the recommendation of this report.

Should Council wish to implement electronic participation or electronic recorded voting, additional funds for hardware, software and implementation would be required. As there is no departmental budgetary capacity to implement such provisions, additional funding would be required.

COUNCIL WORK PLAN

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

ATTACHMENTS

None.

Staff Report 2018-1

Meeting Date: Tuesday, January 16, 2018

Subject: Delegation of Property Tax Ratios from the Region of Peel

Submitted By: Hillary Bryers, Manager, Revenue/Deputy Treasurer, Finance and Infrastructure Services

RECOMMENDATION

That the Town consent to the enactment of a Regional by-law delegating tax ratio setting from the Region of Peel to the City of Mississauga, the City of Brampton and the Town of Caledon, in accordance with Section 310 of the *Municipal Act, 2001, as amended*, for the 2018 property tax year.

REPORT HIGHLIGHTS

- Section 310 of the *Municipal Act, 2001* allows for the upper tier municipality to delegate tax ratio setting to the lower tier municipalities.
- The Region of Peel has delegated its authority to establish tax ratios to the lower tier municipalities since 1998.
- Each year Council must pass a resolution in support of the delegation of tax ratio setting.
- This delegation provides the Town of Caledon the ability to consider the adjustment of tax ratios to meet local needs.

DISCUSSION

Tax Ratios

In Ontario, there are now nine mandatory property tax classes: residential, farm, managed forest, multi-residential, new-multi-residential, commercial, industrial, landfill and pipeline. All properties in Ontario belong to one or more of these nine property classes. Each of these property classes is assigned a tax ratio, which represents each class's share of the tax burden in relation to the residential property class. The landfill property class is new to Caledon for 2018 and Council will be asked to establish a tax ratio for this property class in Spring 2018 when the tax ratios for the other property classes are established. The new-multi residential property class was established in 2017 and has a tax ratio of 1.0. To date, the Town does not have any properties placed in this new class.

Properties in different classes are taxed at different tax rates. This is a result of historical differences in tax burdens that were present prior to the 1998 reform of the property tax system. Commercial, industrial and multi-residential properties typically pay more than residential properties while farm and managed forest properties pay one quarter or less than residential properties. The tax ratios establish the different relative tax burdens among the property classes and are set by each upper tier municipality, unless delegated to the lower tier municipalities.

Provincial legislation dictates that the residential class is always set at 1.00 so the residential tax class is the base for measuring the burden of the different tax classes. The new-multi residential property class has also been established at 1.0. Managed forest ratios are also established by provincial legislation at 0.25 while farm ratios can be established between the permitted range of 0 to 0.25 of the residential rate. Commercial, industrial and multi-residential ratios are often higher than residential rates and the province only permits municipalities to reduce the tax ratios towards established “ranges of fairness”. The range for the new landfill tax class has yet to be established. Any change to one tax ratio changes the burden borne by all of the other tax classes. As such, careful consideration must be undertaken before any tax ratio is changed.

Delegation of Tax Ratio Setting

At the January 11, 2018 Regional Council meeting, the Region of Peel passed a by-law requesting delegation to the lower-tier municipalities the authority to establish tax ratios for 2018.

Under the *Municipal Act, 2001*, upper tier municipalities have been granted the authority to set the tax ratios for both upper and lower tier purposes. This gives the upper tier municipality the responsibility to establish the tax ratios that would allocate the tax burden among property classes for both upper and lower tier taxation purposes. Consequently, once the upper tier set the tax ratio for each property class, this ratio would apply to all of the lower tier municipalities in setting the Town and Regional tax rates for that taxation year. This would not allow consideration for the differences in the assessment base that exist amongst the different lower tier municipalities within the Region of Peel.

The Provincial legislation also allows for the responsibility for setting tax ratios to be delegated to the lower tier municipality if unanimous consent was given by all the municipalities within the upper tier structure. If responsibility for setting the tax ratios was delegated to the lower tier municipality, then each lower tier municipality could set different tax ratios, if it so desired, to govern the distribution of the tax burden within their own respective jurisdiction for both upper and lower tier taxation purposes.

In late 1997, after numerous meetings with Region of Peel, City of Mississauga and City of Brampton finance staff, it was recommended to Council that Caledon support the delegation of tax ratio setting to the lower tier municipalities. A similar recommendation

Staff Report 2018-1

has been made by staff each year since 1997 and consequently, the Region of Peel has delegated its authority to establish tax ratios and in turn set municipal tax rates to its lower tier municipalities for the fiscal years 1998 to 2017.

Each year municipalities are required to make a number of decisions affecting tax policies. One of those decisions, the establishment of tax ratios, is critical in determining the tax burden for each respective property class.

Section 310 of the *Municipal Act, 2001, as amended*, provides for the Council of an upper tier municipality to delegate to the Council of each of its lower-tier municipalities, the authority to pass a by-law establishing the tax ratios for the year within the lower tier municipality for both upper tier and lower tier levies. The Region, along with Caledon, Brampton and Mississauga, are required to decide prior to February 28 of each year whether to delegate tax ratio setting authority to the three lower-tier area municipalities.

A general consensus was reached with Town of Caledon, Region of Peel, City of Mississauga, and City of Brampton finance staff that staff would recommend once again to their respective municipal Councils that authority for the establishing of tax ratios for both lower and upper tier purposes in the Region of Peel for the 2018 property tax year, be delegated to the lower tier municipalities.

Following this report, staff will provide the Region of Peel with Council's resolution accepting delegation of tax ratio setting from the Region. The Regional delegation by-law and the necessary lower-tier municipal resolutions confirming delegation will then be submitted to the Minister of Municipal Affairs and Housing by the Region of Peel. In Spring 2018, Council will be presented with a report outlining the impacts of assessment changes and any proposed tax ratio changes for all property classes within the Town of Caledon.

FINANCIAL IMPLICATIONS

The financial implications are outlined in other sections of this report.

COUNCIL WORK PLAN

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

ATTACHMENTS

None.

Staff Report 2018-4

Meeting Date: Tuesday, January 16, 2018

Subject: 2018 Town of Caledon Provincial Election Priorities

Submitted By: Erin Britnell, Senior Analyst, Strategic Initiatives

RECOMMENDATION

That the Town of Caledon Priorities related to the 2018 Provincial Election attached as Schedule A to Staff Report 2018-4 be endorsed.

REPORT HIGHLIGHTS

- The next provincial general election is scheduled to be held on or before June 7, 2018.
- The Town of Caledon needs support from other orders of government to achieve the priorities identified in Council's Work Plan.
- By endorsing a set of priorities, the Town of Caledon can speak as a collective voice when advocating for potential policy changes with candidates in the Dufferin-Peel riding.
- The purpose of the Town of Caledon Priorities document for the Provincial Election is to educate local candidates on the types of issues they can advocate for, if elected.

DISCUSSION

Legislative and funding actions taken by the Provincial Government can have significant impact on municipal governments, in general, and the Town of Caledon specifically. These actions can assist or hinder Town Council's ability to execute upon their identified priorities. Staff believe that it is important to educate and inform those seeking public office about the challenges being faced by Caledon residents and businesses.

On or before June 7, 2018 a Provincial Election will occur. As candidates for all parties are selected, and then begin to campaign within the Dufferin-Caledon riding, the Town, along with local residents and businesses, have an opportunity to communicate their priorities to the candidates. By endorsing a set of priorities, the Town of Caledon can speak with one voice to these candidates to increase candidate knowledge and ultimately the priorities of the next Ontario government to support the needs of the Town.

On November 28, 2017, Council deferred this report to allow for additional Councillor feedback as well as review by the General Manager, Strategic Initiatives.

Staff Report 2018-4

Town of Caledon Priorities

From an advocacy perspective, it is important for the Town's "asks" of future governments to be consistent and closely aligned with Council endorsed priorities. To this end, these priorities were created based on Council's Work Plan, and a review other strategic documents such as the annual department business plans and budgets. Where appropriate, these priorities also reflect additional feedback provided by Council.

Staff recommend the following items be communicated as part of the Town of Caledon's Provincial Election Priorities document:

- The Town of Caledon expects the next Ontario government to invest in broadband internet access for rural communities.
- The Town of Caledon expects the next Ontario government to support the rural environment and economy through value-added agriculture and other supportive policies.
- The Town of Caledon expects the next Ontario government to help seniors stay in their communities by providing incentives for the private sector to build suitable, affordable housing opportunities.
- The Town of Caledon expects the next Ontario government to include GTA rural communities such as Caledon in its transportation planning.
- The Town of Caledon expects the next Ontario government to support climate change adaptation and mitigation.
- The Town of Caledon expects the next Ontario government to protect the interest of Caledon and rural Ontario in decisions related to regional governance.
- The Town of Caledon expects the next Ontario government to consider the impact of new and/or revised legislation on municipalities and small businesses.

Schedule A provides more detail related to the Town of Caledon's Election Priorities for the upcoming 2018 Provincial General Election.

Region of Peel Election Priorities

The Region of Peel has approved a set of infrastructure priorities as part of their provincial election strategy. These priorities revolve around four infrastructure areas; social, green, transportation and funding. The Town priorities around issues of transportation, climate change, and senior's housing align well with what has been outlined in the Peel documents. More information on these priorities can be found at: <http://www.peelregion.ca/council/advocacy/>

Status of Provincial Party Platform Alignment

- The Progressive Conservative Party released their platform on November 25, 2017, entitled the *People's Guarantee*. Of note from a Caledon perspective, there is focus within the platform on local recreation infrastructure and some increased funding to municipalities through the Ontario Community Infrastructure Fund and Ontario Municipal Partnership Fund. These commitments have some alignment

Staff Report 2018-4

with recommendations under the Broadband Internet and Impact of Legislation of the Town of Caledon Priorities document and items under Recreation and Sports and Tourism within Council's Work Plan.

- Both the Liberal and New Democratic Parties are currently consulting with their membership and are expected to release their platforms in early 2018.

Next Steps

Town staff (Strategic Initiatives) recommends the following tactics be executed upon in 2018:

- Circulate the attached Priorities document to all candidates in the Dufferin-Peel riding as they are nominated by their parties.
- Circulate Priorities document to other impacted stakeholders including Provincial Party Leaders and Provincial Party Headquarters, the Region of Peel, and cities of Mississauga and Brampton.
- Support the Mayor's Office in hosting an all candidates meeting to brief Dufferin-Caledon candidates on the Town's priorities.
- Staff will work with Regional staff in the new year to coordinate efforts regarding government relations on the 2018 Provincial Election where applicable.
- In 2018, from a broader perspective, Strategic Initiatives staff will review current Town supports from a government relations perspective, with the goal of providing a more comprehensive framework to help guide future government relations supports and tactics at the Town.

FINANCIAL IMPLICATIONS

There are no immediate financial implications associated with this report.

COUNCIL WORK PLAN

Senior's Housing – To provide aging in place options for residents

Broadband Internet – To provide high speed Internet access to each home (1 gigabit/second)

Infrastructure – To increase overall condition of Town's assets for public use

Rural Environment and Economy – To enhance and protect our rural environment and to enable a viable rural economy

Growth – Lobbying for public transit and highway expansion

ATTACHMENTS

Schedule A – Town of Caledon Provincial Election Priorities

2018 Provincial Election

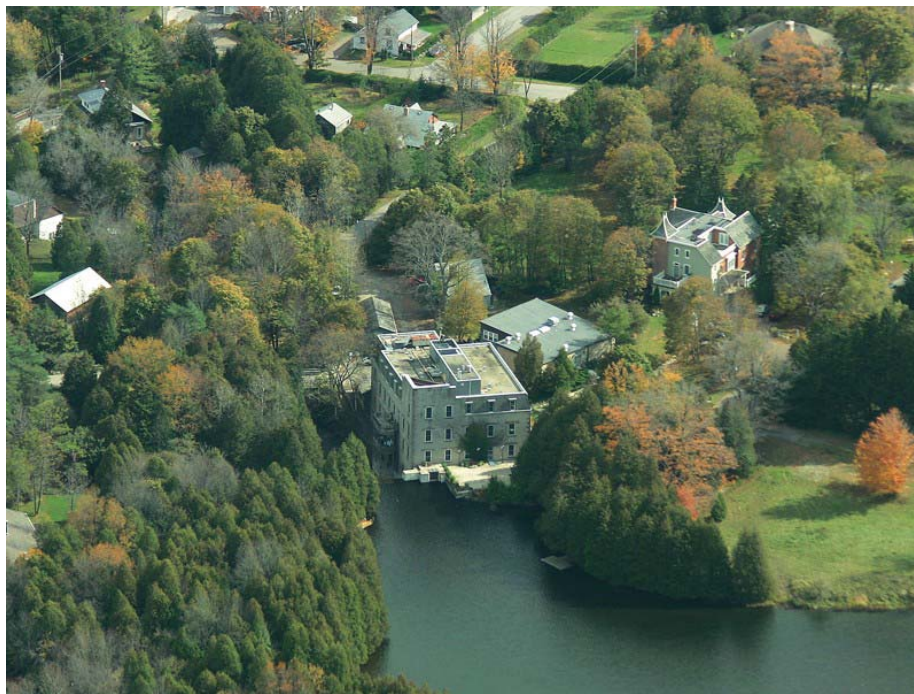
TOWN OF CALEDON PRIORITIES



CONTEXT

The Town of Caledon is...

- Home to 71,600 people as of July, 2017¹
- Growing at a rate of about 2.36% per year
- Land area spans 688.15 km²
- Home to 2,917 businesses
- 96% of our businesses are Small or Medium-sized Enterprises (1-99 employees)
- Currently guided by the 2015-2018 Council Work Plan in determining its priorities



¹ *Source: Peel Data Centre, Population Estimates

TOWN OF CALEDON PRIORITIES

In addition to the Region of Peel's priorities, the Town of Caledon expects the next Ontario government to...

... invest in broadband
internet access
for rural communities.

...support the **rural
environment and
economy** through
value-added agriculture
and other supportive
policies.

... help seniors stay in their
communities by providing
incentives for the private
sector to build suitable,
affordable **housing**
opportunities.

... include GTA rural
communities such as
Caledon in its
transportation
planning.

... support **climate
change** adaptation and
mitigation.

... protect the interest of
Caledon and rural Ontario
in decisions related to
**regional
governance.**

... consider the impact of
legislation on
municipalities and small
businesses.

BROADBAND INTERNET ACCESS

BACKGROUND:

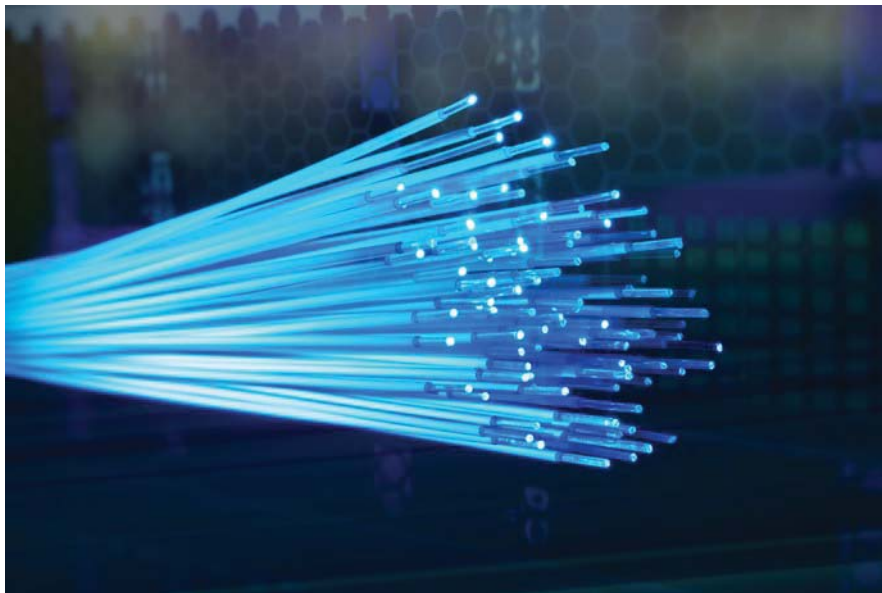
Broadband internet has become an essential piece of infrastructure for businesses to be able to operate, expand and grow. The Town of Caledon is a member of the South Western Integrated Fibre Technology (SWIFT) Network. This Network aims to expand access to ultra-high speed broadband for everyone in South Western Ontario.

An Ontario government that continues to **invest in broadband internet access** for rural communities.

RECOMMENDATIONS:

In order to expand access to ultra-high speed broadband to rural areas of Ontario, including Caledon, it is important that the Province continues to be an important funding partner.

That the Province continue to recognize the importance of broadband internet access and support municipalities and partnerships such as SWIFT to expand access to rural communities.



RURAL ENVIRONMENT AND ECONOMY

BACKGROUND:

The Town of Caledon is a distinctive mix of both rural and urban communities and is home to a strong agricultural economy. The Town is also affected by all special policy areas designated by the Province such as the Greenbelt, the Niagara Escarpment, and the Oak Ridges Moraine, which place a number of protections and restrictions on our rural environment. At the same time, we face the pressures of growth, in particular in the southern part of Caledon. Our challenge is to balance growth pressures while still preserving community character.

An Ontario government that **supports the rural environment and economy** through value-added agriculture and other supportive policies.

RECOMMENDATIONS:

Rural Environment

The northern half of Caledon is primarily protected rural areas. This supports the protection of green space and prime agricultural land in Caledon, however at times places limitation on innovative community development in these areas. In addition, Caledon is taking an area-wide approach to aggregate site rehabilitation through a Master Plan and needs the Province of Ontario's active participation for successful implementation.

Ensure planning policies recognize the need to balance the protection of the rural environment and pressures of growth in Caledon.

Ensure planning policies have the flexibility for municipalities and their partners to be innovative when identifying reuses for aggregate sites.

Rural Economy

In order for Caledon's economy to thrive, it is important that our small businesses and farm-based businesses can thrive.

Support value-added agriculture policies that allow farmers to diversify and encourages farm-based businesses to expand and thrive.

Help rural businesses to attract high-skilled employees by ensuring transportation options are available, and the cost of living in these communities is affordable.

SENIORS' HOUSING

BACKGROUND:

As our community ages, the housing needs of our population also change. We have a number of seniors in our community whose homes are becoming too large for them to manage, or do not have the accessibility accommodations they require. As part of Aging in Place, the Province encourages ways for Seniors to be able to stay in their own homes instead of moving into supportive living arrangements. However, sometimes the first step is to downsize. Affordable downsizing options are difficult to find in Caledon.

An Ontario government that **helps Seniors stay in their communities** by providing incentives for the private sector to build suitable, affordable housing opportunities.

RECOMMENDATIONS:

Encourage the development community to build affordable, accessible housing options to support the needs of our senior's community.



TRANSPORTATION PLANNING

BACKGROUND:

Transportation improvements require commitment and coordinated planning from all levels of government. Proposed transportation improvements in Caledon have been committed by the municipal and regional council through the development/adoption of the Caledon Transportation Master Plan and Peel Region Long Range Transportation Plan and the corresponding annual budgets allocating funds to transportation projects.

An Ontario government that includes the GTA's rural communities, like Caledon, in its **transportation planning**.

RECOMMENDATIONS:

GTA West Corridor

The Greater Toronto Area (GTA) West Corridor has been identified as one of the key transportation corridors as per the Provincial Growth Plan. The Province has initiated the Environmental Assessment (EA) process to review the GTA West Corridor. However, the EA is currently on hold. The continuation of the EA process would clarify the corridor protection areas, which would allow development to proceed in areas not required for the GTA West Corridor.

Restart the GTA West Corridor EA study and identify the protected areas required for the corridor.

Commuter Rail Service

The 2008 Metrolinx Big Move document and the 2010 Metrolinx Bolton GO Commuter Rail Feasibility Study demonstrated the need for commuter rail service in Bolton by 2023. Despite additional growth being allocated along the corridor by Caledon, Vaughan and Toronto, the vision of a Bolton Go Commuter rail service has since been reprioritized to beyond 2041 per the (2017) draft Metrolinx Regional Transportation Plan.

Initiate the Bolton Commuter Rail EA Study

Transportation network

Southern Ontario has experienced strong growth in the past decades, and will continue to grow as per the Growth Plan. Key transportation corridors need to be in place to accommodate population and employment growth in the Greater Toronto and Hamilton Area.

Expand Caledon's transportation network to accommodate future growth.

Cycling

Improving cycling infrastructure has been acknowledged in a number of provincial documents such as the Growth Plan and the Ontario Cycling Strategy. In June 2017, the Province announced the Ontario Municipal Commuter Cycling (OMCC) Program, a multi-year program with \$42.5M available in the first year. The Town has submitted an application to the OMCC. The continuation of the program in future years will assist Caledon and other municipalities to expand the cycling network.

Provide funding to promote cycling, specifically through the Ontario Municipal Commuter Cycling Program

The Town of Caledon has recently implemented a designated bike route pilot program on Town roads to promote cycling. To promote best practices and to establish consistent province-wide service levels, the Town would welcome guidance from the Province on maintenance standards for bike routes. This would be similar to the minimum maintenance standards set by the Province that all Ontario municipalities must follow for roads.

Define and standardize maintenance service levels for designated bike routes.



CLIMATE CHANGE

BACKGROUND:

Local municipalities are tasked with the challenge of preparing infrastructure to withstand future extreme weather events and avoid significant costs, while reducing emissions in our communities. The pressures of growth will continue to create challenges for Caledon to adapt to and mitigate the impacts of climate change. Ultimately, decisions made today will impact how resilient communities are to extreme weather events.

An Ontario government that continues to support **climate change adaptation and mitigation.**

RECOMMENDATIONS:

Continue to provide financial and policy guidance support in both adapting to future extreme weather events and mitigating the future impacts of climate change through greenhouse gas reduction.

Continue to support climate change adaptation through:

- **Establishing criteria for future investment in public infrastructure that enhances resiliency to climate change;**
- **Continue to provide guidance to municipalities through policy development, funding resources, and research and data support for the purposes of adapting to extreme weather events.**

Continue to support climate change mitigation by:

- **Investing in a low carbon transportation system including active transportation, electric vehicles and associated infrastructure, and expand public transit systems (such as a Bolton Go Rail service before 2041);**
- **Continue the Ontario Green Investment Fund to support both private and public sector investment in climate change mitigation.**

REGIONAL GOVERNANCE

BACKGROUND:

During this term of Regional Council, the issue of governance has re-emerged for Peel Region. As Brampton has grown in population, they have been advocating for more representation at the Peel Region table. All municipalities in Peel have yet to come to an agreed upon resolution to this issue. Historically, Caledon Council has supported options that do not see a reduction in Caledon's number of representatives.

An Ontario government that protects the interest of Caledon and rural Ontario in decisions related to **regional governance**.

RECOMMENDATIONS:

While smaller from a population perspective, Caledon plays a large role in the economic and environmental sustainability of the Region of Peel. A strong Caledon presence is required to ensure that sustainability.

That the next Ontario government protects the interest of Caledon and rural Ontario in decisions related to regional governance.



IMPACTS OF NEW LEGISLATION

BACKGROUND:

New provincial legislation can place a financial and non-financial burden on municipalities and small businesses, especially when responsibility is given without any support for the training, knowledge, or financial support to ensure that the intended policy goals are met when implemented. Below are specific challenges that the Town of Caledon has been facing.

An Ontario government that **considers the impact of legislative changes** on municipalities and small businesses.

RECOMMENDATIONS:

Bill 148

The transition to the updated labour legislation will have an impact on both small businesses in Caledon as well as the Town. In addition to the increased costs from the new minimum wage, the increased requirements for leaves, paid time-off, and record keeping amongst other recommendations will require increased staffing costs to maintain current service levels. This will make it difficult for small businesses to expand their services.

Make financial support and tools available for organizations to help transition to the new requirements under Bill 148.

Two-Hatters

The Town of Caledon depends on volunteer fire fighters to deliver service to the majority of our residents. In some cases, these volunteer fire fighters are also full time fire fighters in other municipalities, and choose to volunteer in their home community during their time off. This expertise provides an added value to our residents. While Unions do allow fire fighters to have second jobs in their time off, they are NOT allowed to volunteer as fire fighters.

Allow professional fire fighters to volunteer in their home communities during their time off and prevent unions from discriminating against them or taking legal action if they do.

Cannabis

The introduction of legal cannabis operations will place a greater demand on municipal services such as By-law enforcement and policing.

Provide municipalities with a share of the provincial revenue from cannabis sales to support the implementation of legalization.

Staff Report 2018-3

Meeting Date: Tuesday, January 16, 2018

Subject: Bolton Business Improvement Area Proposed 2018 Operating Budget

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

RECOMMENDATION

That the Bolton Business Improvement Area's (BIA) 2018 Operating Budget in the amount of \$72,930.30 be approved as outlined in Schedule A of Staff Report 2018-3;

That the Bolton BIA Operating Budget be funded by:

- a) A special tax levy of \$56,000 to be included in the 2018 Final Tax Levy Bylaw for commercial properties located within the Bolton BIA boundaries; and
- b) \$3,000 in general event revenues; and
- c) A use of accumulated surplus of \$13,930.30;

That Town staff be authorized to advance one quarter of the Bolton BIA's 2018 special tax rate levy in the amount of \$14,000 to the Bolton Business Improvement Area Board of Management on March 2, 2018;

That Town staff be authorized to advance the next one quarter of the Bolton BIA's 2018 special tax rate levy in the amount of \$14,000 to the Bolton Business Improvement Area Board of Management on, or after, May 4, 2018 upon receipt of the BIA's 2017 audited financial statements; and

That Town staff be authorized to issue the balance of the special tax levy in the amount of \$28,000 to the Bolton BIA Board equally after the last two tax installment due dates on July 6, 2018 and September 7, 2018 subject to the receipt of the BIA's 2017 audited financial statements.

REPORT HIGHLIGHTS

- This report recommends the approval of the 2018 Operating Budget for the Bolton Business Improvement Area in the amount of \$72,930.30 and authorizes Town staff to collect and fund \$56,000 of the BIA's budget through a special tax rate levy applied to businesses within the Bolton BIA.
- The Bolton Business Improvement Area is designated to promote area businesses and the area as a shopping district.

- The 2018 Bolton BIA budget had preliminary approval by the Bolton BIA Board of Management on October 16, 2017 and was presented to the Bolton BIA membership at their annual general meeting on November 13, 2017.

DISCUSSION

The Bolton Business Improvement Area (“BIA”) is a local board that was established to promote the businesses within the area and to improve, beautify and maintain municipally owned lands, buildings and structures in the area above the current service level provided by the Town. This area is designated to promote the area as a business and shopping district.

At a BIA Board of Management meeting held on October 16, 2017 the Board reviewed the 2018 proposed budget and the initial surplus in the 2017 operating year. The Board of Management held an Annual General Meeting of the membership to present the approved budget and to receive input on November 13, 2017. There is no proposed change to the special tax levy that is the primary source of funding for the Bolton BIA's activities.

The Bolton BIA operating budget is mainly funded by a special tax rate levy applied to downtown businesses within the Bolton BIA. The proposed revenue, \$56,000, from the special tax rate levy has not changed from 2017. Other funding that is received is in the form of user fees from events organized by the Bolton BIA. In addition, the Bolton BIA Board of Management wishes to use \$13,930 of the BIA's unaudited, 2017 accumulated year-end surplus to fund the 2018 budgeted expenses.

The Bolton BIA has submitted a 2018 Operating Budget in the amount of \$72,930.30. Schedule A outlines a comparison of the 2017 and 2018 Operating budgets. Section 205(2) of the *Municipal Act, 2001 as amended*, states that the BIA board of management shall submit the budget to council by the date and in the form required by the municipality and the municipality may approve it in whole or in part, but may not add expenditures to it.

As per Section 208 of the *Municipal Act, 2001, as amended*, a special tax rate may be established to fund the Bolton BIA. The special tax rate for the Bolton BIA will be included as part of the 2018 Final Tax Levy.

FINANCIAL IMPLICATIONS

Funding for the Bolton BIA's 2018 Operating Budget will be established by a special tax rate in the amount of \$56,000 for those businesses within the Business Improvement Area. This special tax rate is separate from the general tax rate and is applied to businesses within the Bolton BIA's boundary (as shown in Schedule B) in addition to the general tax rate.

Staff Report 2018-3

The 2018 Operating Budget has marginally increased from \$72,782.33 to \$72,930.30 with the special tax rate levy remaining at 2017 levels, \$56,000. Further, there are general revenues from events of \$3,000 that will be used to fund the Bolton BIA's 2018 budget. The total unaudited accumulated surplus from 2016 is approximately \$33,584 of which the Bolton BIA Board of Management wishes to use \$14,282.33 to offset 2017 expenditures and \$13,930.30 to offset 2018 expenditures. After the audit of the 2017 financial statements, if the surplus is found to be less than \$13,930.30 the Bolton BIA Board will reduce its carry over to 2019 or its 2018 expenditures as appropriate.

Funding of operating budgets from previous year's surpluses is not sustainable in the long-term. As in previous years, Town staff have advised the Bolton BIA Board of Management that utilizing surpluses to fund operating budgets may result in an increase in the special tax levy if expenses remain the same and there is no remaining surplus to draw from in future years. This would result in fluctuations from year to year in the amount of special levy for the Bolton BIA paid by each business within the BIA area.

Based on the BIA's audited 2016 accumulated surplus of \$33,584 and planned 2017 and 2018 draws to fund the BIA's operating budget in the budgeted amounts of \$14,282.33 and \$13,930.30, respectively, the projected accumulated surplus expected to be available for the BIA's 2019 budget is anticipated to be \$5,371.37 (= \$33,584 - \$14,282.33 - \$13,930.30). If there is no change the planned expenditures in 2019, the revenue from the special tax rate levy will need to be increased from \$56,000 to approximately \$64,559 to account for lower accumulated surplus funds. Businesses within the Bolton BIA should be prepared for such an increase in 2019/2020 and/or the Bolton BIA should be prepared to reduce expenses in those years.

The Town will make four payments of \$14,000 to the Bolton BIA on the below dates:

Payment Date	Installment Amount
March 2, 2018	\$14,000
May 4, 2018*	\$14,000
July 6, 2018*	\$14,000
September 7, 2018*	\$14,000
Total Payments	\$56,000

*These payments are conditional on the receipt of the BIA's 2017 audited financial statements.

It is the responsibility of the Bolton BIA board to maintain the financial records in accordance with the *Municipal Act, 2001, as amended*. These records are audited by the Town of Caledon's municipal auditor.

COUNCIL WORK PLAN

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

ATTACHMENTS

Schedule A – Bolton BIA 2018 and 2017 Operating Budget

Schedule B – Bolton BIA Boundaries

Schedule A to Staff Report 2018-3: Bolton BIA 2018 and 2017 Operating Budget

2018 AND 2017 BOLTON BIA BUDGET

REVENUES	2018 Budget	2017 Budget
REVENUE - SPECIAL TAX RATE LEVY	\$56,000.00	\$56,000.00
GENERAL REVENUE	\$3,000.00	\$2,500.00
ACCUMULATED SURPLUS	\$13,930.30	\$14,282.33
REVENUE TOTAL	\$72,930.30	\$72,782.33

Note A

Note B

EXPENSES	2018 Budget	2017 Budget
Landscape Maintenance & Improvements		
WATERING/MAINTENANCE	\$9,600.00	\$9,600.00
FLOWERS	\$10,000.00	\$9,743.43
GOLF CART REPAIRS	\$1,500.00	\$1,651.00
Promotion Projects		
BANNERS (Replace, Install, Remove)	\$15,000.00	\$15,000.00
SEASONAL DECORATIONS (Winter)	\$5,000.00	\$0.00
EVENTS	\$12,000.00	\$12,000.00
MARKETING	\$2,000.00	\$452.00
FUTURE PROJECTS / REPAIRS	\$0.00	\$0.00
FARMERS MARKET	\$2,000.00	\$2,371.00
Administrative		
WEBSITE	\$600.00	\$500.00
MEMBERSHIPS (BIA)	\$300.00	\$700.00
MEETING EXPENSES	\$200.00	\$1,000.00
STAFF EXPENSE	\$9,000.00	\$9,000.00
AUDIT	\$2,330.30	\$2,135.70
OFFICE SUPPLIES, BANK CHARGES	\$400.00	\$400.00
INSURANCE	\$3,000.00	\$3,229.20
HST (included in the total line items above)		
CONTINGENCY ALLOWANCE		\$5,000.00
TOTAL EXPENSES	\$72,930.30	\$72,782.33
NET OPERATING BUDGET	\$0.00	\$0.00

Note A - 2017 General Revenue includes Farmers Market Vendor Fees

Note B - The 2017 Budget allowed the use of the Accumulated Surplus to fund 2017 operations. The audited Accumulated Surplus as of December 31, 2016 is \$33,584.



BOLTON BIA BOUNDARY (BY-LAW 80-72)

LOCATION MAP



Date: August 2010

location map Bolton BIA boundary bylaw 2002-151



Accessibility Advisory Committee Report
Thursday, November 23, 2017
6:15 p.m.
Committee Room, Town Hall

Members

Chair: M. Tymkow
Vice-Chair: D. Farrace
Councillor B. Shaughnessy (absent)
R. Cowan
F. Lucchetta
D. St. Clair

Town Staff

Legislative Specialist: W. Sutherland
Coordinator, Council Committee: D. Lobo

CALL TO ORDER

Chair M. Tymkow called the meeting to order at 6:15 p.m.

DECLARATION OF PECUNIARY INTEREST – none stated.

RECEIPT OF MINUTES

The minutes of the October 26, 2017 Accessibility Advisory Committee meeting were received.

PRESENTATIONS

1. Jenna Flemming, Resident, Town of Caledon provided a presentation regarding the accessibility of sidewalks in Alton. She provided information concerning the challenge that some curbs, sidewalks and crosswalks pose for seniors, parents with young children and persons with mobility issues. She presented a number of recommendations for the maintenance and repair of sidewalks and crosswalks.

Members of the Committee asked a number of questions and received responses from the presenter and staff.

The Committee expressed interest in receiving a presentation from the Region of Peel regarding the Queen Street East reconstruction and the Alton Village streetscaping projects.

REGULAR BUSINESS

1. 2018 Municipal Election Accessibility Plan

W. Sutherland, Legislative Specialist, Corporate Services provided information on the development of the plan, voting locations, proxy voting, and voting methods. She outlined communication methods and welcomed feedback with respect to accessible customer service.

Members of the Committee asked questions and received responses from staff.

2. Business Award Design

W. Sutherland, Legislative Specialist, Corporate Services provided an update with respect to the design of the business award. She advised that there has been some interest from a secondary school visual arts class to engage in a competition to design the accessible business award. She will inquire further with respect to the possible timelines and logistics of a competition.

Members of the Committee asked questions and received responses from staff.

3. Site Plan Review re: SPA 2016-48 – 15526 Heart Lake Road – Credit Valley Conservation Authority Nursery (proposing to construct a forestry workshop building office addition)

All accessibility concerns have been addressed; therefore there are no further accessibility recommendations for consideration.

4. Site Plan Review re: SPA 2017-31 – Abbotside Way – Sikh Temple (proposing to construct a place of worship)

The Committee reviewed the site plan and confirmed the following recommendation:

- 1) Accessible parking spaces shall comply with Traffic By-law 2015-058 - Schedule K. As such, an accessible aisle that leads directly to an access route or walkway will contain a curb ramp that meets the provisions of the Ontario Building code as it relates to curb ramps.
- 2) Site Plan shall indicate that exterior lighting at the main entrances and in close proximity to the accessible parking spaces shall be at a minimum lighting level of 35 lux.
- 3) Site Plan will indicate that the main entrance of the proposed temple is barrier-free with either a power door operator or sliding door features as per the barrier free section of the Ontario Building Code.

5. Site Plan Review re: SPA 2017-44 – 471 Queen Street South – Winners Retail (proposing to construct an addition to the existing retail building)

All accessibility concerns have been addressed; therefore there are no further accessibility recommendations for consideration.

ADJOURNMENT

On a motion by Vice-Chair D. Farrace, the meeting adjourned at 7:52 p.m.

**John E. Fleming
Integrity Commissioner
The Town of Caledon**

**Report to the Council
RE: CODE OF CONDUCT COMPLAINTS
COUNCILLOR ANNETTE GROVES
AND
COUNCILLOR BARB SHAUGHNESSY
DECEMBER 18, 2017**

Background

I have been appointed by Council as the Integrity Commissioner for the Town of Caledon to serve in that role for the full 2014-2018 term of Council.

As Integrity Commissioner, it is my function to:

- a. Provide information and education to the Council and the public regarding the Code of Conduct and the role of the Integrity Commissioner
- b. Provide advice to members of Council regarding their ethical obligations and responsibilities under the Code of Conduct, and any other procedures, rules or policies covering their ethical behaviour; and
- c. Conduct inquiries and investigations of alleged contraventions of the Code of Conduct in accordance with the procedures set out in the Code, and make decisions, including the imposition of penalties, in regard to such alleged contraventions.

I received on October 25 two Code of Conduct complaints filed with my office by Mayor Allan Thompson, concerning alleged breaches by Councillors Annette Groves and Barb Shaughnessy.

I received on Nov. 21 a third complaint, about the same issue and an additional issue from a member of the public, also concerning Councillors Groves and Shaughnessy.

The Code requires that a series of steps be followed when formal complaints are filed with the General Manager of Corporate Services/Town Clerk. All three of the complaints were largely compliant with the requirements of the Code, and all required steps have been followed. A copy of each complaint was forwarded to the respondent Councillors, providing them with the opportunity to respond within 10 days. Both responded in a timely manner, and their responses were subsequently forwarded to the respective complainants, who then had a further 10 days to comment on the response, to me.

On November 7, I brought the parties to the first 2 complaints together in an attempt to find informal resolution of the complaints, pursuant to Sections 10.1, 10.2, 10.3 and 12.1 of the Code. That attempt was ultimately unsuccessful. Inasmuch as this step took several days to organize, I extended the deadline for the first round of submissions to those 2 complaints, to ensure that the respondents had the full 10 day period required by the Code, to respond.

I have been provided with extensive documentation by both complainants and respondents, and in each case I have reviewed that extensive documentation carefully. Copies of numerous emails have been

provided to me, including several unsolicited messages from members of the public, who wished to offer comments about the issues at hand.

I thank those citizens for taking the time and effort to write to me.

Finally, I have conducted interviews wherever I felt it necessary to do so with individuals who have knowledge of the matters complained about.

I note that under the Code I am to determine whether or not complaints fall within the jurisdiction of the Integrity Commissioner, and whether or not they are frivolous or vexatious. I have received submissions from the respondents regarding all three complaints that I should dismiss them as being either frivolous and/or vexatious. On my preliminary review of all 3 complaints, prior to my conducting an investigation, I concluded that there were sufficient grounds to proceed to the next step, i.e. an investigation, and I did so. It is, on occasion, difficult to determine the motivation that lies behind the filing of a complaint in this context, and I made the decision, which is mine to make, to explore each of the complaints further before making any determination on each of them .

While there are *three separate complaints* this single report will comment on my investigation, findings, and conclusions of all three, as they are all in respect to the alleged actions of the same two members of Council, and largely about the same issues.

Each specific complaint will be addressed separately within this report.

For easy reference, I have attached to this report Appendix A, which sets out the wording of the relevant sections of Caledon's Code of Conduct.

The complaints

#	Complainant	Respondent	Code Section	The complaint
1	Allan Thompson	Annette Groves	2	Matters pertaining to a confidential issue (negotiations concerning a potential property acquisition discussed by Council In Camera) were discussed in a public meeting and on social media.
2	Allan Thompson	Barb Shaughnessy	2	Matters pertaining to a confidential issue (negotiations concerning a potential property acquisition discussed by Council In Camera) were discussed in a public meeting and on social media.
3	A member of the public	Annette Groves And Barb Shaughnessy	1.1 1.2 2.1 2.2 2.3 3.1 3.2 3.3	Matters pertaining to a confidential issue (negotiations concerning a potential property acquisition discussed by Council In Camera) were discussed in a public meeting and on social media. Further, alleging misinformation regarding statements about public transportation in Caledon.

The identity of complainants and respondents

Caledon's Code of Conduct provides only limited direction on the matter of the disclosure of the identity of the parties to complaints. Section 16.1 of the Code states that "The Integrity Commissionershall preserve confidentiality *where appropriate* and where this does not interfere with the course of any investigation, except as required by law and as required by this complaints protocol."

Given the rather significant public discussion and knowledge that I have been engaged on these matters, I have determined that it is appropriate for me to identify both the complainants and respondents in the first 2 complaints before me. I have chosen not to identify the complainant in the third complaint.

I have not identified the property owner whose land offer is the subject of these complaints, although the property address is a matter of public record.

The context

I believe it is important in my reporting on matters such as these to set out the context in which the complaints arose. The Town is and will be addressing in the future significant change. Within the "Places to Grow" strategy of the Province of Ontario, significant growth will come to Caledon, resulting in a number of pressures on the elected council, as development moves the Town forward from its long tradition as an agricultural community. There are innumerable land development and planning issues that will arise as that growth takes place; equally, there are important community issues that will be of concern as to how the needs of the growing community will be met.

One such issue is the provision of health care.

Over the past number of years, one property owner has made known to various public bodies and officials a willingness to donate a piece of the family farm for the use of the community for health care purposes, whether it be a hospital or some type of urgent care or seniors care facility. Past attempts to bring closure to that property owner's offer have not met with a conclusive plan or agreement, for a number of reasons. I understand that, while there may not have been broad public awareness of this proposal, neither was it held to be secret by such bodies as the Region of Peel or the Central West Local Health Integration Network, a public body operating under the Ontario Ministry of Health and Long-term Care.

For whatever reason, in 2017 the property owner renewed the offer to donate a specified amount of land to the Town of Caledon, with a number of quite specific and detailed conditions.

The offer was the subject of continued negotiation between the owner and Town officials, leading to the staff report to Town Council in September and October 2017, during which time staff sought direction from the Council as to the detailed conditions put forth by its current owner.

All of the documentation submitted to Town Council at both its General Committee meeting of Sept. 26 and the Council on October 10, and the discussion of it was and remains Confidential, with consideration held at all times "In Camera."

As is the Council's custom, following such In Camera meetings, a motion to adopt "the General Committee recommendation regarding Confidential Staff Report 2017 -26 re: A proposed or pending acquisition of land by the municipality or local board – 13068 Humber Station Road" was adopted in public session on a recorded vote, with 8 votes affirmative and 1 negative. The wording

of that motion and the details of the recorded vote represent *the entirety of the public reporting of the matter*.

Subsequently, on October 23 Councillor Groves held a community meeting, also attended by Councillor Barb Shaughnessy, during which the subject of the offer by the land owner to donate this property was *raised by a member of the public* attending. Considerable discussion of the matter ensued, with a number of statements being made by various parties as to how the Town was or was not addressing this offer, and the importance/validity of the intended use versus other possible competing uses.

At that same community meeting there were comments made about transportation services provided for two new industrial uses in Caledon, the cost of those services, and who was bearing those costs. That discussion also continued in social media.

The complaints

Complaint #1

The complainant, Mayor Allan Thompson, expressed his concern immediately following the reporting of the community meeting, and since, that information from the confidential session of the recent Council meetings had been disclosed by Councillor Groves in the community meeting and in subsequent social media ‘conversations’ about the proposed donation of land, and – importantly – the perceptions surrounding the stance of the Council regarding that proposed gift.

Ultimately, the Mayor filed the first of his two complaints, alleging that the Code of Conduct, Section 2 pertaining to the release of confidential information, had been breached by Councillor Groves.

Complaint #2

This complaint by Mayor Thompson is identical to Complaint #1, except that the subject of this complaint is Councillor Barb Shaughnessy, who was in attendance at the community meeting held by Councillor Groves. She had also included in her social media accounts similar ‘conversations’ on the topic of the proposed gift, and the perceptions surrounding the stance of the Council regarding that proposed gift.

Complaint #3

The member of the public alleges breaches under the Code of Conduct, under numerous sections, including the breach of confidentiality on the part of the respondents as in Complaints #1 and #2. Further, though, the complaint alleges violation of other sections of the Code as a result of misinformation provided during that meeting about the cost of transportation services to support two new industrial areas in Caledon, those breaches being of the Code provisions regarding the general obligations and responsibilities of Members as to fairness and diversity and pertaining to Members showing respect for the decision making process of Council, and communicating them accurately.

General observations

My review of the extensive documentation provided to me by parties to all 3 complaints indicates that there are three separate aspects to this issue, although there are overlaps among them:

- i. The matter of the proposed donation of land, which dates back several years, and while perhaps not in full public view over that period of time, was accessible and therefore open to public review, and most certainly not confidential or secret. I

understand that the property owner from time to time may have discussed the offer made with various individuals.

- ii. The matter of the specific terms and conditions under which the property owner was prepared to 'donate' the land to the Town. These conditions were the subject of the staff report considered In Camera by the General Committee and Council.
I have had the opportunity as Integrity Commissioner to fully review the confidential documents considered by Council at those meetings, and from that review I know that there are real differences between the parties to the negotiations. Those differences have significant implications for the Town and for future planning and servicing considerations for Caledon and the Region of Peel.
- iii. The matter of planning and land use considerations are at present before the Ontario Municipal Board. Given the adjacency of the proposed lands to be donated to the issues at the Board, one can only conclude that the considerations to be made by the Town on this proposal donation are complex.

I am unaware of the current status of the negotiations on the proposed land transaction.

It is not within my mandate to consider the land use and planning issues. Suffice it to say that I fully understand that different sectors of the community will have different perspectives about the best use of the portion of the farm the owner proposes to donate. Final decisions about those matters rest with the appropriate public bodies and processes in Ontario. I raise the issue only because it has coloured the perception of the public discussion that took place.

I empathize with those in the public who have expressed frustration with the Town but who do not (and at this stage cannot) know all the details of the issue in play. Understandably, this has placed the Council in the awkward position of not being able to respond to the public discussion or indeed to comment on the vote taken on October 10.

In the meantime, feelings understandably run high in those different sectors of the community, and make more challenging the task facing the property owner and the Town in coming to settlement on the details of the transfer. From all of that difficulty comes the consternation about whether or not there was a leak of confidential information from the two Councillors, in the public debate on the broader issues.

The documentation filed with me by the member of the public alleges violations of additional sections of the Code, and supports those allegations largely by means of lengthy statements about individuals that range beyond the two Councillors in their criticism

While that complaint documentation does make specific reference to the public discussion of the matter of the proposed land donation, it also contains references to disputed facts and statements, originating in the community meeting, regarding transportation facilities in place for what I gather are new industrial facilities. I found it difficult given the style of the evidence submitted to summarize the complaints under the Code, which requires some level of specificity,

in order to properly adjudicate complaint #3. Much of that became clearer to me in the two-stage response process, enabling me to reach a decision.

In summary, it seems that statements were made during the meeting, and afterward in social media, about the costs of those transportation services (both as to amount and who was bearing the cost) that were not entirely accurate. Reviewing all of the social media posts, I find that the confusing array of facts was ultimately set straight by both a post from Councillor Groves that she had made “a mistake” and by Mayor Thompson clarifying the history of the issue.

The member of the public in the complaint took issue with the fact, as I understand it, that Councillor Groves did not accompany her admission of error with a fulsome apology.

Findings and conclusions

- There is no doubt that the matter of the proposed land donation was in the public domain, whether or not it was widely known
- It is clear that there are outstanding issues at the overall planning level about this area in Caledon, and that the conditions attached to the proposed donation of land for a health care use *might* have implications for the planning process in the future.
- It is equally clear that there is wide support for eventual health care land uses in this area. I have found no indication of opposition to that from the Town in any of the evidence provided to me.
- Different sectors of the community will have different perspectives about the best use of the portion of the farm the owner proposes to donate.
- I find no clear-cut evidence that either Shaughnessy or Groves made public any of the *details* of the negotiation (i.e. (ii)) between the Town and the property owner regarding the proposed land donation.
- I believe that there was, and most likely still is, confusion in the minds of the public among the issues set out as (i), (ii) and (iii) above. In my opinion, the concern about the leak of confidential information stemming from (ii) flows from that confusion.
- Regrettably, none of the parties to this matter took steps to stop or set straight the discussion that began the evening of that public meeting, and the confusion that resulted. It would not have been a breach for any of the Town officials to make a public statement that an issue related to the overall matter was being considered through a confidential process unfolding at the Town. As much as that might have allayed some of the controversy that followed, I do not believe that the absence of an attempt by the respondents to stop the public discussion already underway is contraindicated by the Code.
- It seems clear to me that the result of this unfortunate process has led to an environment where future negotiations between the Town and the property owner will be more difficult.
- There was some misinformation and confusion regarding the facts as to the cost of shuttle and bus service to Canadian Tire and Tullamore (contentious land use decisions, as I understand it) that led to heated social media commentary.
- I am satisfied that Councillor Groves did take steps in a subsequent social media posting to set the record straight as to the costs about which she misspoke during the meeting.

Decision

I cannot and do not find that either Councillor Groves or Councillor Shaughnessy breached the Code of Conduct, specifically as alleged by Mayor Thompson in complaints #1 and #2.

I have reached a similar conclusion in respect to complaint #3 by the member of the public. While I originally had some difficulty in determining the precise breaches that person alleges took place, I am now satisfied that I understand the complaint, and **I cannot and do not find that either Councillor Groves or Councillor Shaughnessy breached the Code of Conduct, as alleged in complaint #3.**

Recommendation

There are lessons to be learned from issues such as this in public, political life. The facts and arguments surrounding these complaints are complex. They are certainly fueled in this new era of social media.

As I considered the decisions set out in this report, I had in mind Sections 1, 2 and 3 of the Code of Conduct (excerpted in Appendix A) pertaining to the importance of diversity of views in the community, confidentiality, and respect for the decision making process of Council and accurate communication of the decisions of Council.

The circumstances here, i.e. the intersection of the 3 different aspects discussed above, (i.e. (i), (ii) and (iii)) were complex and led to confusion and misapprehension on the part of the public. Members of Council were constrained from explaining the full picture; public discussion of one aspect of the issue inevitably led to questions about other parts not in the public domain. That in turn put some Members in an extremely compromised position, unable to explain what appeared to be an illogical decision on the vote recorded on Oct. 10.

While it's difficult to generalize from such a unique case, I suggest that in future such situations Council collectively *and all Members of Council* should carefully consider appropriate messaging about complex issues that are discussed In Camera, and finalized only in very general terms in public, in order to assist the public in having a fair and balanced understanding of Council's actions and decisions in such situations.

The balance between the Code requirements for Section 2 (Confidentiality) and Section 3 (Communication) on sensitive matters can at times be challenging. I urge the Council collectively and Members individually to heighten their efforts to address both sides of that balance.

I have no further comments to offer in the matter of the confusion surrounding the transportation issues. However that might have arisen, in my assessment of it, the essence of the matter stems from public differences of recent land use and development decisions, as noted above. Such is the business of political bodies making decisions on contentious issues of change.

All of which is respectfully submitted.

John E. Fleming

Integrity Commissioner

APPENDIX A

Relevant excerpts from The Council Code of Conduct Schedule A to By-law 2015-090

Purpose:

The Code of Conduct for Council Members ("Member or Members") and related policies identify the Town of Caledon's expectations of Members and establishes guidelines for appropriate conduct to ensure that:

- Caledon residents have confidence in the integrity of their elected Members and local government;
- The decision-making process of Council is open, transparent, equitable and accountable;
- Decisions are made through appropriate channels of government structure;
- Public office is not used for personal gain;
- There is fairness and respect for differences and a duty to work together for the common good of the community and the residents;
- Members behave in a manner that is both ethically responsible and accountable at all times in upholding the public interest and will withstand public scrutiny;
- Members demonstrate an understanding of the fundamental rights, privileges and obligations of their elected position;
- Members are provided with and able to obtain information on the ethical propriety of conduct in different situations;
- Members seek to serve the public interest by upholding both the letter and the spirit of the laws and policies established by the Federal Parliament, Ontario Legislature, and the Town.

Policy Statement:

This Code is designed to provide a clear guidelines and a supplement to the legislative requirements within which Members must operate. These standards serve to enhance public confidence that Caledon's Members operate from a basis of integrity, justice and accountability.

The key principles that underline the Code are as follows:

- Members shall serve and be seen to serve constituents in a conscientious and diligent manner;
- Members shall be committed to performing their functions with integrity, honesty and accountability, and to avoid the improper use of the influence of their office, and conflicts of interest, both real and apparent;
- Members are expected to perform their duties in a manner that promotes public confidence and will bear close public scrutiny.

1. Roles and Obligations

1.1 Members must recognize their responsibility to:

- Represent the diversity of community views in a fair and equitable manner, while developing an overall strategy for the future of the Town;
- Endeavour to demonstrate sound financial management, planning and accountability;

- Be aware of and understand statutory obligations imposed upon individual Members and Council as a statutory body.

1.2 The onus is on Members to ensure that they adhere to and uphold the Code.

2. Confidentiality

2.1 Confidential Information includes any information that is of a personal nature to Town employees, clients or information in the custody or under the control of the Town that is not available to the public and that, if disclosed, could result in loss or damage to the Town or could give the person to whom it is disclosed an advantage.

2.2 Members shall not disclose or release by any means to any member of the public, any confidential information acquired by virtue of their office, in either oral or written form, or by means of electronic technology, except when required by law or authorized by Council.

2.3 Members shall not disclose the content of a matter that has been discussed or the substance of deliberations of a closed session, except for content that has been authorized by Council to be released to the public.

Examples of the types of content that Members must keep confidential under this section include but are not limited to:

- Items under litigation, negotiation, or personnel matters;
- The source of a complaint;
- Price schedules in contract tender or Request for Proposal submissions if so specified;
- Information deemed to be personal information under the Municipal Freedom of Information and Protection of Privacy Act;
- Statistical data required by law not to be released (e.g., certain census or assessment data).

2.4 Members shall not access or attempt to gain access to confidential information in the possession of the Town unless it is necessary for the performance of their duties and not prohibited by law or Council policy.

2.5 The obligation to keep information confidential is a continuing obligation even after the Member ceases to be a Member.

3. Communications/Media Relations/Promotion

3.1 Members shall show respect for the decision making process of Council. Information concerning adopting policies, procedures and decisions of the Council shall be conveyed openly and accurately.

3.2 Members shall accurately communicate the decisions of Council even if they disagree with the decision.

3.3 Confidential information may be communicated only when and after determined by Council.

3.4 Members shall not use his/her office to promote or sponsor commercial products or events other than Town sponsored products or events.

Memorandum

Date: Tuesday, January 16, 2018

To: Members of Council

From: Ben Roberts, Manager, Business Development & Tourism, Strategic Initiatives

Subject: Old Alton Public School

Background

Staff Report 2017-100 to General Committee regarding the status of the Old Alton School House was presented on August 29th, 2017. The report entitled “Old Alton School House Update” provided Council with an update in relation to the proposed land exchange between the Town and the Peel District School Board while providing Council with a current assessment of the Old Alton School House property and building.

In brief, the report highlighted a number of challenges related to the septic system being shared by the new and old Alton schools as well as significant capital costs related to necessary building improvements (\$652,000) and on-going operations (\$82,500 annually).

Council deferred the report and put forward the following motion:

“That Staff Report 2017-100, Old Alton School House Update be deferred

That the Town coordinate a community meeting to include but not limit the following stakeholders; Alton Community Group, Heritage Caledon, Town of Caledon staff from Strategic Initiatives (Tourism, Economic Development) and Finance and Infrastructure Services, Peel District School Board, Peel Art Gallery, Museum and Archives (PAMA), Staff from the Region of Peel, and the Peel District School Board Trustee and Ward 1 Councillors to discuss the findings from the Town of Caledon Tourism Strategy 2014, that identifies Alton as an Arts and Culture Hub and consider ideas for potential uses for the Old Alton School House

That the first meeting take place prior to November 1, 2017

That staff report back to Council with the outcome of the community meeting.”

Community Meeting

As requested by Council, Economic Development staff organized and facilitated a community meeting in Alton on October 17th, 2017. Invitations were extended to a number of key stakeholders, including those identified in the motion.

The community meeting was held as an opportunity for the members of the community to come together, collaborate and share ideas on the needs of the Alton community and to identify what

potential uses the old Alton School building can bring to its residents, visitors and the community as a whole. This memo provides a summary of the outcome of the meeting.

Attendees were organized into five groups with each group provided with three questions. The questions provided context to the strengths of the community; what services or facilities are needed; and how the old school house could best serve the community. Following group discussions, each group provided their responses.

Question 1: What are the strengths of the Village of Alton that create and enhance its community character?

- The greatest number of responses related to heritage, particularly built heritage (21). Residents responded that the architecture, historical nature of the buildings, along with the village's history and heritage structures such as dry stone walls were important strengths in creating the community's character. Built heritage went alongside natural heritage (11) with assets like Shaw's Creek, biking and walking trails, and the Grange mentioned often.
- The organizations within the community (12) were felt to be important in creating its sense of character, particularly the Legion. Other organizations key to creating the character included the fire department, and the Alton Grange and Alton Village Associations.
- Resident facilities (11) created community character, particularly the library and access to restaurants and safe water.
- An equal number of responses recognized the value of the village's general character (7) and location (7). These included the small town, quaint feel, rustic charm but recognized the location is close to regional services and the GTA while being away from heavy growth.
- Demographics were also recognized (6) with the village's stable but mixed population.
- Its strengths as a tourism destination were mentioned (6), especially the Arts Centre / Alton Mill.
- The area's resources were also recognized in creating its community character, particularly connections with aggregates.
- Other comments included ongoing revitalization and the railway.

Question 2: What is missing in the Village of Alton in the way of services / facilities for its residents and visitors?

- The biggest concern residents had about missing services / facilities was infrastructure (13). Sewers and septic was the greatest concern. Also mentioned as missing infrastructure were sidewalks and roads, parking and public washrooms.
- Residents felt basic facilities (10) were missing, such as cafes and stores and somewhere for seniors and mothers & tots to gather for activities. There was also significant mention of missing recreational facilities (8) including a community centre, playground and general activity-based recreational facilities.
- Transportation (6) was a concern, with equal mentions of rail and transit.
- Some residents thought basic tourism facilities (5) were lacking, such as a bed & breakfast, public arts centre and tourist information centre.
- The village's location (3) was seen as a challenge.

Question 3: What are your ideas for potential uses for the Old Alton School House in order to best serve the community?

- In considering the above questions, participants were then asked to think about their ideas for potential uses for the Old Alton School. No parameters were set for the discussion, such as feasibility, ownership or cost.
- An equal number of responses was provided for culture (20) and resident facilities. In terms of culture, a museum was a very popular response. Suggested themes for the museum were varied and included horse racing, gravel/aggregate, natural history/minerals and partnering in the museum with Peel Art Gallery, Museum and Archives. Two participants also suggested the old school should be turned into a demonstration school like the Old Britannia Schoolhouse in Mississauga. It was also suggested that the school be transformed into an art gallery or used for other art activities such as music lessons or jewellery making.
- Given the perceived gap in resident facilities, some interesting suggestions were made for resident uses (20). These included a community centre and senior / youth / mom & tot drop in. It was also suggested the Old School could become a community police station. Several retail or restaurant uses were also suggested.
- There were a good number of suggestions for educational purposes (9), including community classes, adult learning centre or an art centre for teaching the arts / craft classes. Two suggestions were made for speciality education, such as those similar to Camp Whitebird and White Birch.
- Several multi-use suggestions (7) were made, including a community centre/building, offices for community organizations and some sport/recreational uses.
- Tourist information services (3) included a tourist information centre and somewhere for walking tours.
- Conversion to residential or office was suggested (2).
- Respondents also thought it could be a centre for passengers leaving the train, and for rental bikes.
- General comments made were that it is a historical gem; any use must maintain the building as a historical record; the capital costs could be done through a granting process; and that it's critical the School Board and Town of Caledon get together to get the doors open.

Following the community meeting, the Town received an additional submission from a resident that supported the execution of feasibility study and the conversion of the Old Alton School House into a public use arts and culture centre.

Next Steps

Through the 2018 Budget process, Council adopted the following:

“That the 2018 budget be amended to add a new 2018 Capital Project regarding an Arts and Culture Feasibility Study for the Alton Historic School House in the amount of \$15,000 from the Tax Levy Funding and \$15,000 from the Peel District School Board”

Town staff is currently in the process of drafting a project scope for the feasibility study. Staff will be consulting with the Peel District School Board, as a funding partner, to ensure concurrence with the overall scope.

Staff anticipates working with purchasing staff and having the tender issued by the middle of March.

Memorandum

Date: Tuesday, January 16, 2018

To: Members of Council

From: Elizabeth O'Keefe, Recreation Supervisor, Caledon East, Community Services

Subject: Discount for Low Income Persons with Disabilities

The Town of Caledon is committed to providing opportunities for low income persons with disabilities to participate in recreation activities. To make our recreation memberships more financially accessible to low income persons with a disability, we are implementing a 20% discount be applied to the purchase of any membership. The same discount currently applies to our Adult 55+ patrons.

In order to qualify for this discount, customers need to be in receipt of benefits provided by Ontario Disability Support Program (ODSP) and present a copy of their most recent benefits statement. This is similar to the current practice for assistance with property taxes for low income persons with disabilities.

Introducing this discount will provide much-needed financial assistance to low income persons with disabilities that wish to participate in recreation, and have identified that cost can be a prohibitive factor to their participation and usage of our facilities.

Once a person qualifies for this discount, notification will be given and a note will be placed in the customers file that will apply whenever they make an eligible purchase of a membership.

Similar fee assistance occurs in surrounding municipalities, that either have a designated subsidy program that low income persons with disabilities may qualify for (Brampton, Kitchener/Waterloo) or their recreation fees for persons with disabilities are aligned with the discounts provided for seniors (Guelph, Barrie).

Recreation staff do not expect that there will be any significant budget impact as a result of introducing this discount for low income persons with disabilities. It is anticipated that this change will result in an increase purchases of new passes/memberships and better utilizing our recreation facilities.

In Spring 2017, a new program for persons with disabilities was introduced at the Caledon Centre for Recreation and Wellness called 2gether Fit. The purpose of this program is to create opportunities for persons with disabilities to use the fitness facilities by partnering them with a volunteer. To date, there have been 9 new memberships purchased by the participants of the 2gether Fit and there is steady interest in the program. This discount will continue to provide future opportunities for those in need and build upon the success of programs such as this.

Memorandum

Date: Tuesday, January 16, 2018

To: Members of Council

From: Amanda Fusco, Deputy Clerk, Corporate Services

Subject: Office of the Integrity Commissioner's Annual Report for 2017

The purpose of this Memo is to provide a summary of the activities of the Office of the Integrity Commissioner which covers the period from January 1, 2017 to December 31, 2017.

Council enacted a Council Code of Conduct that identifies the expectations of Members of Council and establishes guidelines for appropriate conduct. Further, the Council Code of Conduct also establishes the framework for the Office of the Integrity Commissioner.

Council appointed John Fleming from John Fleming Occasional Consulting Inc. as the Integrity Commissioner for the Town of Caledon until December 31, 2018.

In accordance with the agreement, the Integrity Commissioner is to deliver an Annual Report to Council containing a summary of the activities of the Office of the Integrity Commissioner during the calendar year. Attached as Schedule A to this Memo, is the Integrity Commissioner's Annual Report as submitted by John E. Fleming, Integrity Commissioner for the Town of Caledon.

Town of Caledon
Office of the Integrity Commissioner

To: Mayor and Members of Council

From: John E. Fleming
Integrity Commissioner

Date: December 18, 2017

Subject: **Annual Report (2017)**

BACKGROUND

It has been my honour and pleasure to have served as Caledon's Integrity Commissioner since the Council first put a Code of Conduct in place in late 2010, followed by my appointment in early 2011, with a number of refinements made to the Code in 2015. The term of my appointment was extended to coincide with the end of the term of Council in 2018.

I thank Council for its confidence in me, and appreciate the opportunity to have worked with all Members, and Town staff, throughout 2017. It has surely been an active year.

As in the past, the terms of appointment require me to report annually to Council summarizing the activities of the Office of the Integrity Commissioner during the calendar year.

This is my seventh such report, covering the period from January 1, 2017 to year end.

ACTIVITIES DURING THE YEAR

1. Inquiries and Investigations

2017 has proven to be a considerably more active year.

In the early years, no formal complaints respecting alleged contraventions of the Council Code of Conduct or the Employee Code of Conduct were filed with my office. This year, there have been several formal complaints filed, some of which were dismissed, others which I proceeded to investigate and render decisions. .

- Six written complaints were submitted to the office of the General Manager Corporate Services / Town Clerk and forwarded to me. The complaints were in conformity with the requirements of the Code, and in all cases I determined that they were legitimate and should be investigated.

Reports were submitted to Council on April 11 respecting the first three, and on December 18 respecting the more recent ones.

As Council will recall, I imposed a sanction on the first set of complaints against the Councillor who I found to have breached the Code.

In the second set, I did not find any breaches of the Code, and accordingly imposed no sanctions.

Wherever possible in those formal complaints I have considered and in some cases attempted informal resolution, as contemplated in Section 12.1 of the Code.

- One complaint filed with me, in two parts, I dismissed. I determined that there was no legitimate basis on which to investigate in respect to either part, and the complaint was dismissed without proceeding to an investigation.
- In one other case, where concerns were raised, I undertook to assist the party by facilitating an informal process to address the issue involved.

2. Requests for other services

2.1 Requests for advice

On occasion during the year, I am asked for advice by members of Council and on occasion by senior staff, regarding the Code of Conduct. I am always pleased to see Caledon's Council taking a thoughtful approach to its responsibilities under the Code of Conduct, and a ready willingness to seek my advice. When I'm asked for such advice, I consider the request carefully and respond on a timely basis. Such requests have been somewhat less frequent in 2017 when compared to other years.

As in the past, the source and nature of those requests are held private between my office and the member making the request. Changes being introduced over the next year or so will have an effect on the matter of Members seeking advice; I will be working with the General Manager of Corporate Services / Town Clerk to report to Council on those changes and their impact in the new year.

2.2 Education and Information

I have not been requested to provide any service in this aspect of my mandate through the past year. I did, however, participate in an educational session at the annual conference of the Rural Ontario Municipal Association in January.

2.3 Municipal Integrity Commissioners of Ontario (MICO)

I continue to attend the regular MICO meetings, this year in May and October. Our informal association of Integrity Commissioners has been active in providing advice and consultation to the Ontario Ministry of Municipal Affairs and Housing throughout their review process in 2017 of the several municipal statutes in the province, including the Municipal Act.

I will continue to participate in the Municipal Integrity Commissioners of Ontario meetings, and to advise Council further as necessary.

Conclusion

I am pleased to continue to serve the Council and the people of Caledon in this important role, and look forward to an interesting year ahead.

Respectfully submitted

John E. Fleming
Integrity Commissioner

Memorandum

Date: Tuesday, January 16, 2018

To: Members of Council

From: David Arbuckle, General Manager, Strategic Initiatives

Subject: Service Caledon Update

On January 2, 2018, the Town of Caledon launched Service Caledon, a multi-pronged initiative designed to improve the overall customer service experience for residents and businesses in Caledon.

Service Caledon was born from the 2015-2018 Caledon Council Work plan that directed staff to improve customer service and “to adopt an innovative approach that adapts to the changing needs and expectations of our community while supporting best practices.”

The purpose of this memo is to provide Council with a general overview of the customer service changes that have occurred with the launch of Service Caledon and highlight some early information related to the impact of these changes.

About Service Caledon

Located at the front doors of Town Hall, Service Caledon's objective is to facilitate first contact resolution for residents. Where further services are required, Service Caledon ensures that clients are directed to the right person in the right department.

Currently, Service Caledon is providing the following services:

- General information and processing taxes (i.e. payments, assessments, etc.)
- General information and permitting for public works (i.e. sidewalks, roads, trees, grass, etc.)
- General information (i.e. recreation drop-in schedules, Town events, general information available on our website etc.)
- Marriage licenses, burial permits, water samples, garbage tag sales, Town of Caledon merchandise sales etc.

Staff anticipates as processes are reviewed, and capacity in Service Caledon increases, the number of services will grow.

Town Hall

Service Caledon greets every client when they walk through the door, asks if they require assistance and ensures a contact is available for them.

To ensure visitors receive the services they need in a timely manner and to further help with wayfinding in Town Hall, access to the Atrium is now controlled and directional arrows have been installed on the floor to help guide clients to more frequently visited counters in the building. Town Hall remains a building open to the public and access to Council/Committee meetings is not affected.

The impact of this change has been noted by internal staff, specifically Human Resources and the Mayor's office. Both areas indicated a 100% decrease in lost clients who previously approached staff for help finding their way through the building.

In addition, a consultation room is now available at Service Caledon so that services can be provided in a quiet, confidential setting. Each day, as familiarity and comfort builds with the use of the consultation room, Service Caledon has noted an increase in its use. The first week Service Caledon opened the room was used twice, but by the end of the second week, the Consultation room was being used three to five times a day for informal meetings/transactions with clients. Staff continues to advise Service Caledon of potential meetings with clients which further demonstrates the collaborative approach being taken Town wide to provide service excellence.

Telephones

In the initial phase of the Town's telephone project, the phone system was re-programmed to make it easier to use and provide more direct access to staff who can assist clients or when necessary, to do a warm transfer to the right person.

In the first eight business days of 2018, Service Caledon handled 1377 calls with an average call handling time of three minutes. For the same period in 2017, Switchboard transferred 1669 calls with an average call handling time of one minute, when calls were simply directed with little inquiry. The increase in average call handling time is a reflection in the change of philosophy for handling inquiries; instead of transferring the call into another department queue for response, Service Caledon staff are exploring why the client is calling and whenever possible, providing first contact resolution.

Upon completion of the second phase of the telephone project, Service Caledon will have the capability to report on the type of calls received so that volume of service requests in each area can be more accurately tracked. In 2017, this data was manually tracked by Switchboard. The changes will also provide more definitive statistics on Service Caledon's performance in facilitating first-contact resolution. This will be helpful information as we look to expand the service menu for Service Caledon, and find additional opportunities for efficiency in secondary service areas.

Initial Client Feedback

To date in 2018, Service Caledon has already received over 20 positive examples of feedback from clients. Most commonly, clients have commented positively on the physical space at the front door.

Not all feedback has been positive. Service Caledon has received a total of four negative examples of feedback from clients. In each instance, the Manager has addressed these concerns directly.

As with most significant change initiatives, this type of feedback was anticipated. Service Caledon will continue to monitor their processes to ensure they are meeting service needs and will modify procedure when necessary.



MUNICIPAL PROPERTY ASSESSMENT CORPORATION

December 19, 2017

To: Chief Administrative Officers
Chief Financial Officers, Treasurers and Tax Collectors, and Municipal Clerks

From: Carla Y. Nell, Vice-President
Municipal and Stakeholder Relations

Subject: 2017 Year-End Assessment Report for the 2018 Tax Year

This fall, the Municipal Property Assessment Corporation (MPAC) mailed nearly 900,000 Property Assessment Notices to property owners across Ontario to reflect changes in assessment that have taken place over the last year. We also have recently delivered to Municipalities the Assessment Roll for the 2018 property tax year.

Our commitment to enhancing stakeholder relationships has never been stronger, and under our new strategy, we will continue to formalize a customer relationship strategy based on shared responsibility, mutual understanding and trust.

We have developed the enclosed **2017 Year-End Assessment Report for the 2018 Tax Year** for municipal administration and elected officials to provide an Executive Summary of the work performed by MPAC in 2017, which includes municipal level snapshots of the property class changes unique to your area.

A copy of this report will also be provided to Municipal Clerks for submission to municipal councils in the new year. In the interim, I encourage you to review the report and share your comments or any questions with your local Municipal and Stakeholder Relations team.

Yours truly,

Carla Y. Nell
Vice-President, Municipal and Stakeholder Relations

cc: Regional and Account Managers

2017 Year-End Assessment Report for the 2018 Tax Year

December 2017



MUNICIPAL
PROPERTY
ASSESSMENT
CORPORATION

The Municipal Property Assessment Corporation (MPAC) is an independent, not-for-profit corporation funded by all Ontario municipalities, accountable to the Province, municipalities and property taxpayers through its 13-member Board of Directors.

MPAC's role is to assess and classify all properties in Ontario in compliance with the *Assessment Act* and regulations set by the Government of Ontario. Province-wide Assessment Updates occur every four years and assessment increases are phased-in as part of the four-year cycle.



MPAC's province-wide Assessment Updates of property values have met international standards of accuracy. With more than 1,700 employees in offices across Ontario, we are committed to delivering property assessment excellence, providing outstanding service and earning the trust of property taxpayers as well as municipal and provincial stakeholders.



Learn more at:
mpac.ca
aboutmyproperty.ca

Table of Contents

Introduction	2
Property Assessment Notice Mailing	2
Data Quality Reviews.....	3
Assessment Growth	3
Request for Reconsideration & Appeals	4
Ongoing Review of Key Property Sectors	6
Conclusion.....	7

Introduction

Last year, as part of the 2016 Assessment Update, MPAC mailed a Property Assessment Notice to every property owner in the province, providing assessments to Ontario's more than **5 million properties** with a total assessed value of **\$2.4 trillion**.

As part of our ongoing efforts to ensure assessment accuracy and to increase Roll stability, we are pleased to provide our municipal stakeholders with a snapshot of the key activities undertaken in 2017 to support the delivery of the annual Assessment Roll for the 2018 property tax year and assist municipalities with their 2018 budget and tax planning.

In particular, this report provides an update on the areas that were of key operational focus for MPAC over the course of 2017, including:

- Property Assessment Notice Mailing
- Data Quality Reviews
- Assessment Growth
- Requests for Reconsideration and Appeals
- Ongoing Reviews of Property Sectors

Also attached to this report are two **municipal level assessment snapshots** unique to your area. The first provides the updated 2016 destination Current Value Assessment (CVA) and a comparison of the 2017 and 2018 phased-in assessments.

The second is a comparison of the distribution of the total 2017 and 2018 phased-in assessments, which includes the percentage of the total assessment base by property class.

Property Assessment Notice Mailing

This year marked the second year of MPAC's current four-year assessment cycle and, at MPAC, we take our responsibility to provide quality, traceable property assessments seriously. We know how important it is to our stakeholders that we deliver quality Assessment Rolls each year.

MPAC is legislatively responsible for updating property information even in a year when a province-wide Assessment Update is not taking place.

This year, MPAC has delivered nearly 900,000 Property Assessment Notices for the 2018 tax year to property owners across Ontario to reflect changes in ownership, value, classification and/or school support.

Data Quality Reviews

Having accurate and timely data is a critical part of the assessment process. As part of our quality management practices, our valuation experts complete regular data validations and quality control process checks throughout the year. These validations performed alongside a series of robust quality assurance measures allows for the successful production of Assessment Rolls to municipalities. For example, quality checks are completed to ensure any potential errors within the Year-End Tax File, such as inaccurate addresses, invalid/incompatible characters and school support rounding issues, are identified and resolved prior to releasing the Year-End Tax File.

Our valuation experts carefully review assessments and property classification changes on a routine basis to make certain information is both current and accurate. This level of scrutiny provides confidence that the information in our assessment database is reliable and permits our assessors to respond to any in-cycle changes to valuation or other property changes in an efficient manner.

In addition, MPAC utilizes information, including building permits, vacancy applications, tax applications, etc., that we receive from our municipal stakeholders, in an effort to ensure the accuracy and quality of every Assessment Roll delivered.

Assessment Growth

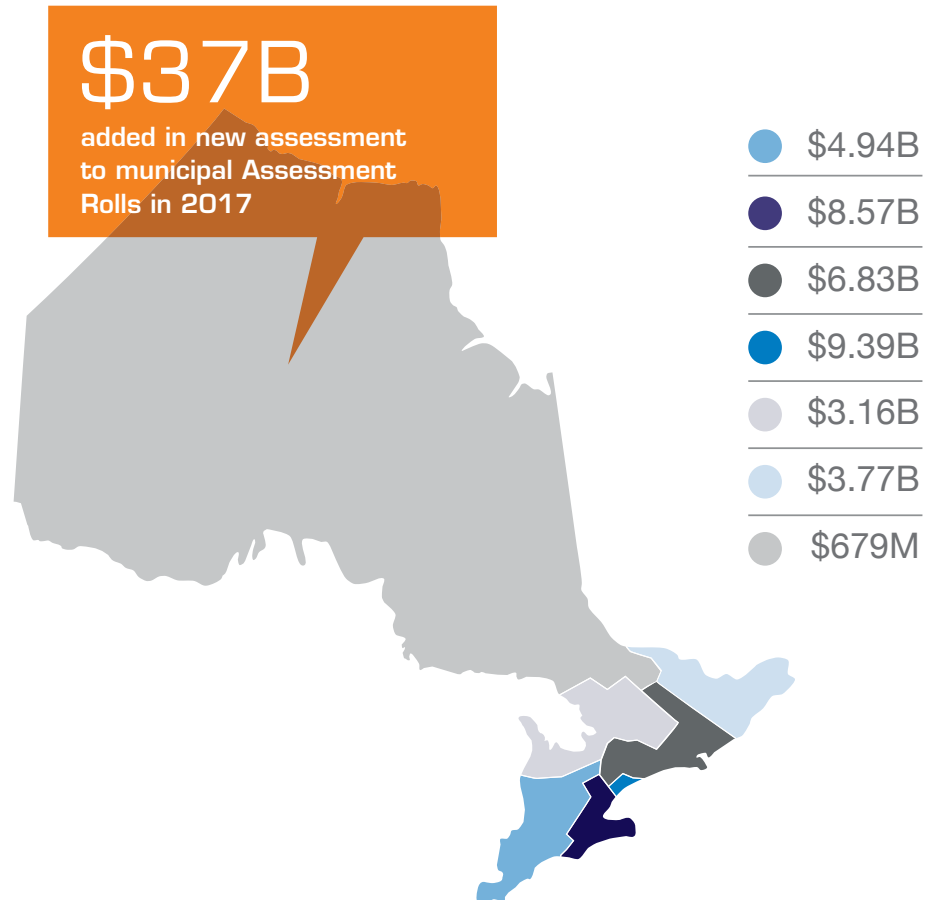
Understanding the importance of new assessment growth as a key source of revenue for municipalities, MPAC strives to deliver value to stakeholders through timely reporting of new assessment forecasts and capturing new assessment growth. This practice is consistent with the key principle of fairness in taxation for all property owners and taxing authorities. MPAC regularly receives and processes information from a number of sources, including building permits, and we have streamlined our processes so that growth is captured in a timely manner.

In 2017, MPAC delivered more than **\$37 billion in taxable assessment growth** to municipalities across the province and have processed more than **85% of this growth within one year of occupancy**.

At the end of the third quarter (as of September 30, 2017), MPAC had processed:

- 34,000 building permits
- 113 subdivision plans
- \$2 billion in condominium growth
- 4,000 tax applications
- 2,000 Vacant Unit Rebate applications

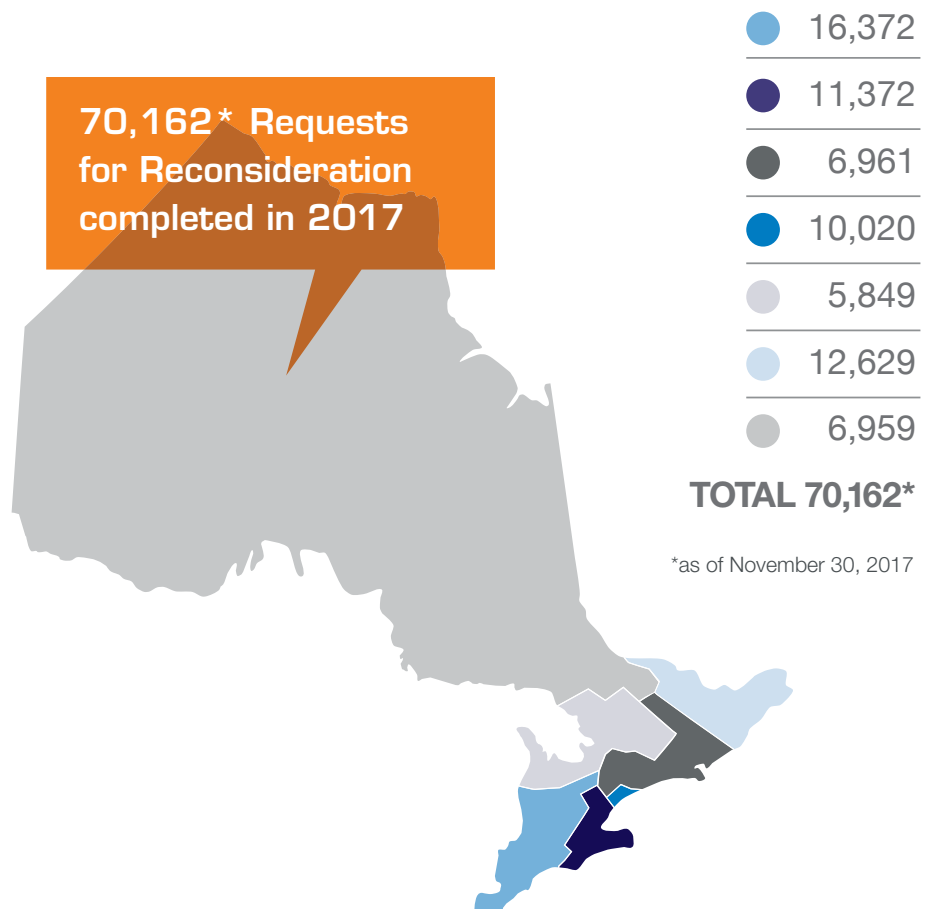
Going forward, through the implementation of our Service Level Agreement for 2018 and beyond, MPAC has committed to delivering preliminary and quarterly forecasting reports to municipalities predicting new assessment growth, which will increase our ability to ensure Roll predictability.



Requests for Reconsideration and Appeals

Another important in-cycle activity is to respond to and process assessment changes, which are primarily the result of Requests for Reconsideration (RfR) and Assessment Review Board (ARB) appeals. This information is reflected through in-cycle maintenance as part of our commitment to maintain and deliver accurate Assessment Rolls.

From January 1 to November 30, 2017, MPAC completed a total of 70,162 RfRs. This reflects 46,093 residential, 7,218 farm and 16,007 business properties, representing less than 1.5% of Ontario's properties.



Across Ontario, on average, 49% of RfRs resulted in a change to the assessment. The average change among these properties was about 14%. The primary reasons for changes include: local market or equity adjustments, changes to reflect updates made to structure property information in our database, as well as other site variables.

As part of our work in support of the 2016 Province-wide Assessment Update, MPAC focused on strengthening our RfR process to enable property owners and MPAC to resolve more issues at the RfR stage and, in the process, reduce the number of issues that go to an ARB appeal. The RfR process is a free review of a property owner's assessment concern, and is a prerequisite for residential, farm and managed forest property owners before filing an appeal with the ARB.

As of October 31, 2017, only 4.3% (2,980) ARB appeals were filed for properties where a RfR has been completed. Overall, appeals have decreased by 44% compared to the last reassessment.

In 2018, MPAC will continue to support and respond to the ARB commitment to improve the appeal process including a strategy to eliminate backlogs and complete appeals within the assessment cycle. The importance of a stable and predictable assessment base is central to MPAC and these areas of focus, in particular the work being undertaken to support the ARB appeal process, are a reflection of our shared commitment to our stakeholders.

Ongoing Review of Key Property Sectors

As part of our ongoing work to maintain Ontario Assessment Rolls, MPAC regularly conducts reviews of properties – both individually and at the sector level. MPAC analyzes information and data that is collected through ongoing meetings with municipal stakeholders, property owners and representatives to discuss reviews and appeals, as well as other developments. Proactively, MPAC also evaluates changing market conditions and economic trends to determine if any potential valuation impacts exist. MPAC completes regular reviews of our property inventory to ensure assessments are up to date and reflective of each properties' current state, in keeping with our legislative mandate. Reviews of this nature are part of our standard operation. Canada's retail environment is a prime example of one property sector experiencing change as a result of an evolving economic landscape. Some of the challenges facing Ontario and the rest of North America include:



View MPAC's
latest webinar
– [Retail Sector
Update](#)

- The closure of major banner retailers
- The entry of new, high-end international retailers into the Canadian marketplace
- Changing shopping patterns of Canadian consumers
- Increased use of online shopping
- A substantial number of appeals filed by owners/operators impacting assessment bases across the province

As a result of changes in the market, the value of big box stores, logistics sector properties, and shopping centres has been affected, which in turn must be reflected in assessed values established by MPAC. In some cases, properties have experienced increases in their assessed values, while in other cases values have decreased. Many of these property types have experienced a change in their assessed value on the Roll returned for 2018 taxation.

Looking Ahead

MPAC appreciates the impact that changes to the retail sector, and other sectors may have on municipalities across the province and, as a result, we continue to work to provide regular updates to all our stakeholders and respond to questions and concerns.

Our valuation experts continue to monitor the Ontario marketplace and review changes that are announced including the recent closure of Sears in October 2017. Similar to Target's departure from the Canadian market, this change may have a significant impact on assessments. MPAC is undertaking a fulsome analysis of this development over the next few months and our Municipal and Stakeholder Relations team will be engaging with municipalities throughout this process.

Conclusion

At the core of our new 2017-2020 Strategic Plan is the theme 'Valuing What Matters Most'. For municipalities, we value building the customer and stakeholder relationship. This means enhancing the transparency of growth forecasts, processing assessment adjustments in a timely way, ensuring traceability and transparency in our assessment methodology and keeping stakeholders apprised of changes in the market that may impact property values.

Through greater collaboration between MPAC and municipalities, we continue to be committed to continuously improve our service to stakeholders and encourage you to share your feedback with us on the delivery of our services.

Your local [Municipal and Stakeholder Relations team](#) is available to support you with any of our products or services. Please contact your Regional Manager, Account Manager, or Account Support Coordinator if you have any questions or would like more information about this report.

APPENDIX 1

Assessment Change Summary by Property Class

Town of Caledon

The following chart provides a comparison of the total assessment for the 2016 base years, as well as a comparison of the assessment change for 2017 and 2018 property tax year by property class.

Property Class/Realty Tax Class	2016 Full CVA	2017 Phased-in CVA	2018 Phased-in CVA	Percent Change 2017 to 2018
R Residential	14,955,848,781	12,816,645,099	13,529,713,134	5.6%
M Multi-Residential	39,128,800	34,897,300	36,307,800	4.0%
C Commercial	911,300,400	766,628,596	814,852,531	6.3%
S Shopping Centre	177,812,900	157,788,389	164,463,226	4.2%
D Office Building	1,246,400	1,014,350	1,091,700	7.6%
G Parking Lot	5,355,800	4,641,274	4,879,450	5.1%
X Commercial (New Construction)	797,104,400	728,504,373	751,371,050	3.1%
Z Shopping Centre (New Construction)	14,278,800	11,829,145	12,645,697	6.9%
I Industrial	476,748,500	393,475,926	421,233,455	7.1%
L Large Industrial	110,456,600	102,913,970	105,428,180	2.4%
J Industrial (New Construction)	68,124,900	60,455,067	63,011,678	4.2%
P Pipeline	22,148,000	20,750,750	21,216,500	2.2%
F Farm	1,057,798,000	938,510,263	978,272,857	4.2%
T Managed Forests	132,968,500	102,252,929	112,491,460	10.0%
(PIL) R Residential	4,607,500	3,588,078	3,927,885	9.5%
(PIL) C Commercial	45,285,300	39,132,036	41,183,125	5.2%
(PIL) I Industrial	116,000	74,750	88,500	18.4%
(PIL) H Landfill	13,107,500	10,136,375	11,126,750	9.8%
E Exempt	734,238,300	553,050,395	613,446,372	10.9%
TOTAL	19,567,675,381	16,746,289,065	17,686,751,350	5.6%

APPENDIX 2

Assessment Base Distribution Summary by Property Class

Caledon

The following chart provides a comparison of the distribution of the total assessment for the 2016 base year, and the 2017 and 2018 phased-in assessment which includes the percentage of the total assessment base by property class.

Property Class/Realty Tax Class	2016 Full CVA	Percentage of Total 2016 CVA	2017 Phased-in CVA	Percentage of Total 2017 CVA	2018 Phased-in CVA	Percentage of Total 2018 CVA
R Residential	14,955,848,781	76.4%	12,816,645,099	76.5%	13,529,713,134	76.5%
M Multi-Residential	39,128,800	0.2%	34,897,300	0.2%	36,307,800	0.2%
C Commercial	911,300,400	4.7%	766,628,596	4.6%	814,852,531	4.6%
S Shopping Centre	177,812,900	0.9%	157,788,389	0.9%	164,463,226	0.9%
D Office Building	1,246,400	0.0%	1,014,350	0.0%	1,091,700	0.0%
G Parking Lot	5,355,800	0.0%	4,641,274	0.0%	4,879,450	0.0%
X Commercial (New Construction)	797,104,400	4.1%	728,504,373	4.4%	751,371,050	4.2%
Z Shopping Centre (New Construction)	14,278,800	0.1%	11,829,145	0.1%	12,645,697	0.1%
I Industrial	476,748,500	2.4%	393,475,926	2.3%	421,233,455	2.4%
L Large Industrial	110,456,600	0.6%	102,913,970	0.6%	105,428,180	0.6%
J Industrial (New Construction)	68,124,900	0.3%	60,455,067	0.4%	63,011,678	0.4%
P Pipeline	22,148,000	0.1%	20,750,750	0.1%	21,216,500	0.1%
F Farm	1,057,798,000	5.4%	938,510,263	5.6%	978,272,857	5.5%
T Managed Forests	132,968,500	0.7%	102,252,929	0.6%	112,491,460	0.6%
(PIL) R Residential	4,607,500	0.0%	3,588,078	0.0%	3,927,885	0.0%
(PIL) C Commercial	45,285,300	0.2%	39,132,036	0.2%	41,183,125	0.2%
(PIL) I Industrial	116,000	0.0%	74,750	0.0%	88,500	0.0%
(PIL) H Landfill	13,107,500	0.1%	10,136,375	0.1%	11,126,750	0.1%
E Exempt	734,238,300	3.8%	553,050,395	3.3%	613,446,372	3.5%
TOTAL	19,567,675,381	100.0%	16,746,289,065	100.0%	17,686,751,350	100.0%



7th Floor, Frost Building South
7 Queen's Park Crescent
Toronto ON M7A 1Y7
Telephone: 416-325-0400
Facsimile: 416-325-0374

7^e étage, Édifice Frost Sud
7 Queen's Park Crescent
Toronto ON M7A 1Y7
Téléphone: 416-325-0400
Télécopieur: 416-325-0374

Dear Heads of Municipal Councils:

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

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

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

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

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

.../cont'd

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

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

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

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

Sincerely,



Charles Sousa
Minister

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

John E. Fleming
Integrity Commissioner
The Town of Caledon
MEMORANDUM

To: Carey deGorter
General Manager Corporate Services/ Town Clerk

Date: January 3, 2018

RE: Integrity Commissioner Reports of December 18, 2017

I understand that my two recent reports, the first regarding the investigation I carried out of three complaints under the Code of Conduct and the second my Annual Report, will be before Council on January 16, 2018 for consideration. Both reports are submitted for information, and neither contains any recommendations.

I deeply regret the fact that I will not be able to attend that meeting, due to a long standing contractual commitment I have for the full day of January 16. I understand that there may be questions Members have for me. I extend my assurances to Mayor Thompson and the Members of Council that I will attend on another very early date to respond to any comments or questions Council might have.

John E. Fleming



[Share](#)

[Tweet](#)

[Forward](#)

Canada's largest, publicly funded, regional broadband project prepares for construction

Today, SouthWestern Integrated Fibre Technology (SWIFT) takes a major leap forward with the launch of its first in a series of upcoming Request for Proposals (RFP). The RFP outlines a complete list of deliverables and requirements for the design, construction, operation and maintenance of an ultra-high speed, open access, fibre optic backbone network for Southwestern Ontario, Caledon and the Niagara Region.

In May 2017, SWIFT issued a Request for Prequalification (RFPQ) whereby twenty-eight (28) Telecom Service Providers (TSPs) were prequalified and became eligible, as potential proponents, to participate in the SWIFT RFP processes. The final list of prequalified TSPs was released in July 2017. Today's RFP was issued to all 28 prequalified TSPs by means of Bonfire, a secure electronic tendering portal. TSPs who successfully demonstrate their ability to meet the minimum technical and financial capacity requirements will be eligible to continue participating in the RFP process, and will be expected to respond with competitive Proposals prior to the RFP closing time. SWIFT anticipates selecting the Preferred Proponent(s) in the spring of 2018, with construction of the network commencing mid 2018. In order to participate in the RFP, interested respondents must have been prequalified through the RFPQ process. Providers, who did not participate or were unsuccessful in the RFPQ process, yet have an interest in contributing to the RFP

submission are encouraged to partner with one of the prequalified TSPs to participate further in this RFP process.

- Bell Canada
- BH Telecom Corp.
- Bluewater Regional Networks Inc.
- Brant Municipal Enterprises Inc.
- Brooke Telecom Co-operative Ltd.
- Bruce Telecom
- CK Open Fibre Inc.
- Cogeco Connexion Inc.
- Distributel Communications Limited
- Eastlink
- Execulink Telecom Inc.
- Fengate Capital Management, Ltd.
- Frontline 360 Inc.
- GB TEL Incorporated
- HCE Telecom
- Hydro One Telecom Inc.
- Lakeland Energy Ltd.
- Macquarie Capital Development Canada Limited
- Nexicom Inc.
- Niagara Regional Broadband Network Limited
- North Frontenac Telephone Company, Elgin Corp.
- Rogers Communications Canada Inc.
- Silo Wireless Inc.
- TeraGo Networks Inc.
- The North Frontenac Telephone Company Corp.
- Vianet Inc.
- Xplornet Communications Inc.
- Zayo Group LLC

“This is a very exciting time for SWIFT,” said Gerry Marshall, Board Chair at SWIFT. “We are moving into the next phase of our project and moving one step closer toward realizing our goal of building broadband for every farm, home and business in Southwestern Ontario, Caledon and the Niagara Region.”

“All of Ontario’s communities require equal access to the technological advances that broadband enables,” said Geoff Hogan, Chief Executive Officer at SWIFT. “Creating a fully integrated, fibre optic broadband network is the key to growing our communities and unlocking Ontario’s economic potential.”

About the SWIFT Initiative

SWIFT is a not-for-profit, collective broadband initiative that is funding the construction of an affordable, open-access, ultra high-speed fibre-optic regional broadband network for everyone in Southwestern Ontario, Caledon and the Niagara Region. To overcome our region’s longstanding broadband infrastructure gaps, SWIFT has developed a long-term plan to help more than 3.5 million Ontarians to connect and keep pace in a changing digital world. SWIFT membership is open to any community or organization in southwestern

Ontario that needs connectivity to any of its locations. Members benefit from SWIFT's significant procurement expertise, including aggregated demand, negotiated rates, and support in preparing RFPs for broadband services. As a buying group, SWIFT also ensures greater competition between telecom service providers which will lead to better services at lower prices in member communities.

Help SWIFT build "broadband for everyone" by completing an Internet usage survey:
www.swiftnetwork.ca/survey.

For more information about SWIFT, please contact:

Media Relations

Tammy McQueen

Communications Manager

tammy.mcqueen@swiftnetwork.ca

RFP Process Enquiries

Michelle Maurice

Procurement Professional

bids@swiftnetwork.ca

**Ministry of
Municipal Affairs**

**Ministère des
Affaires municipales**

Ministry of Housing

Ministère du Logement



Municipal Services Office
Central Ontario
777 Bay Street, 13th Floor
Toronto ON M5G 2E5
Phone: 416 585-6226
Facsimile: 416 585-6882
Toll-Free: 1 800 668-0230

Bureau des services aux municipalités
du Centre de l'Ontario
777, rue Bay, 13^e étage
Toronto ON M5G 2E5
Téléphone : 416 585-6226
Télécopieur : 416 585-6882
Sans frais : 1 800-668-0230

DEC 20 2017

17-075532

Your Worship
Mayor Allan Thompson
Town of Caledon
6311 Old Church Road
Caledon ON L7C 1J6

RECEIVED

JAN 03 2018

TOWN OF CALEDON
MAYOR

Dear Mayor Thompson:

Thank you for your December 4, 2017 letter to the Honourable Bill Mauro, Minister of Municipal Affairs, regarding employment lands within the Greater Toronto Area (GTA) West Corridor in the Town of Caledon.

The Honourable Steven Del Duca, Minister of Transportation suspended work on the Environmental Assessment for the GTA West Transportation in December 2015 and appointed an advisory panel. The panel has completed its work and submitted a report to the Minister of Transportation. The GTA West website was updated on November 27, 2017 and indicates that an update will be provided within 60 days. The GTA West website can be found at: <http://www.gta-west.com/>.

As matters related to By-law 2012-096 are before the Ontario Municipal Board I would encourage your General Manager, Peggy Tollett to continue working with Mr. Darryl Lyons, my planning manager who is responsible for matters in the Town of Caledon. He can be reached at Darryl.Lyons@ontario.ca or at 416-585-6048.

Sincerely,

Marcia Wallace, Ph.D, MCIP, RPP
Regional Director, Municipal Services Office-Central Ontario



December 4, 2017

The Honourable Bill Mauro
Ministry of Municipal Affairs and Housing
16th Floor, 777 Bay Street
Toronto, Ontario, M5G 2E5

Dear Minister Mauro

RE: Development of Caledon Employment Lands

I am following up on my letter of July 19, 2017 (see attached) in regards to the development of employment land in Caledon that either remains subject to appeal by the Ministry of Municipal Affairs (MMA), or caught within the Ministry of Transportation (MTO) Focused Analysis Area for the GTA West Corridor Study.

Town staff is currently working with the owner of lands within the area subject to By-law 2012-096 in which MMA has recently consented to lifting of their appeal, to allow for development. It has come to our attention that in order for this development to occur, certain servicing works are required that extend through the MTO Focused Analysis Area. In addition, the Town continues to receive enquiries from others looking to develop on the remainder of lands subject to appeal in By-law 2012-096.

To assist in allowing development to proceed in a timely manner, and to secure further employment opportunities and jobs for Caledon, the Town would appreciate receiving full clearance for the developer to commence construction (subject to regular MTO requirements) on servicing works (water, waste water and if required storm water and pavement extension) for Abbotside Way, extending from Heart Lake Road east its current terminus at Merchant Road.

These works will allow for a looped water connection with Regional servicing already approved for both Heart Lake Road and Dixie Road, a requirement of the Region prior to development (see attached map for reference).

Caledon municipal representatives and staff continue to be very appreciative of the recent efforts made by Ministerial staff to support the Town in promoting employment growth, and look forward to working with MMA and MTO staff on these matters in the future. If you require clarification on any of the above matters, please do not hesitate to contact our General Manager of Community Services, Peggy Tollett at peggy.tollett@caledon.ca.

Sincerely,



Mayor Allan Thompson

Enclosure

- c. Hon. Steven Del Duca, Minister of Transportation
Jonathan Sweeney-Bergen, Ministry of Transportation
Peggy Tollétt, General Manager of Community Services
Fuwing Wong, General Manager of Finance and Infrastructure
Andrea Warren, Region of Peel



Allan Thompson
Mayor

July 19, 2017

The Honourable Bill Mauro
Ministry of Municipal Affairs and Housing
16th Floor, 777 Bay Street
Toronto, Ontario, M5G 2E5

COPY

Dear Minister Mauro,

RE: Release of Caledon Lands from MMA Appeal and MTO Focused Analysis Area

Caledon municipal representatives and staff are very appreciative of the recent efforts taken by Ministerial staff to release certain lands that remain subject to appeal by the Ministry of Municipal Affairs (MMA) and caught within the MTO Focused Analysis Area. This will assist the Town in meeting its objectives of providing for Caledon businesses and citizens developable employment lands. In view of these efforts, staff are now requesting that all remaining lands subject to appeal and located within the Focused Analysis Area also be released instead of a piece meal approach.

The following is some background information which may be of assistance in understanding the position of the Town:

- Planning initiatives for the Mayfield West Secondary Plan Area date back to the adoption of Region of Peel Official Plan Amendment No. 17 in 2006, and the OMB approval of Caledon OPA No. 208 in 2007. This Plan was to result in a distinctive and compact mixed-use community that provided a mix of residential, employment, commercial and open space land use opportunities. Central to the advancement of the Plan was a significant amount of employment lands, to meet the needs of Caledon businesses and citizens and in keeping with both Town and Regional Official Plan growth objectives.
- To implement the above policies, the Town approved a series of Zoning By-law Amendments in 2012, including ZBA 2012-96 to permit zoning on a portion of the lands designated for employment purposes.

With the appeal of several Town by-laws by MMA in 2012, the Town entered into a Memorandum of Settlement with MMA and the Region. This agreement spoke to, among other

THE CORPORATION OF THE TOWN OF CALEDON

6311 Old Church Road, Caledon East, Caledon, ON, Canada L7C 1J6
T. 905.584.2272 | 1.888.225.3366 | F. 905.584.1444 | www.caledon.ca | allan.thompson@caledon.ca | [@Caledon_Mayor](https://twitter.com/Caledon_Mayor)

- matters, MTO proceeding expeditiously with the EA connected with the GTA West Corridor Study, viewing the Highway 410 connection area of OPA 208 as a priority, and MTO release of lands. It was agreed that should the EA not proceed expeditiously, the Town may after December 31, 2014 contact the OMB to ask for a motion, hearing or mediation regarding the appealed by-laws.

The availability of remaining employment land in the Town continues to be greatly affected by the GTA West Corridor Study EA in the Mayfield West Secondary Plan area. It was the expectation of the Town to have these employment lands serviced and developed shortly after the approval of the associated OPA. The Town has received numerous requests for employment development in this area and the ongoing delays are affecting the Town's ability to attract and add to its employment base.

In view of the above, Caledon is specifically requesting the following actions be undertaken (see attached map as reference):

- That the appeal by MMA regarding the remainder of By-Law 2012-096 be withdrawn in its entirety, with written notice of such being provided to the Board;
- That MTO remove remaining Caledon employment lands from the Focused Analysis Area of the Study to permit, without further consultation, the processing of relevant development applications including Draft Plan of Subdivision, Zoning By-law Amendment and Site Plan approval;
- To permit the full construction of Abbottside Way between its current terminus east of Kennedy Road and west of Dixie Road, and;
- To permit the connection of Dougall Avenue to Hurontario Street, subject to the minutes of settlement as executed through the OMB for this matter.


If you require clarification on any of the above matters, please do not hesitate to contact our General Manager of Community Services, Peggy Tollett at peggy.tollett@caledon.ca

Sincerely,



Mayor Allan Thompson

c. Hon. Steven Del Duca, Minister of Transportation
Ms. Peggy Tollett, General Manager of Community Services

<p>Mayfield West</p> <p>Town of Caledon</p> <p>Regional Municipality of Peel</p>	<p>Legend</p> <ul style="list-style-type: none"> Abbotside Way Focused Analysis Area By-Law 2012-096 Dougall Avenue connection 	<p>Key Map</p> 	<p>Date: July 18, 2017</p> <p>File:</p>
--	---	---	---

