



General Committee Meeting Agenda  
Tuesday, February 21, 2017  
1:00 p.m.  
Council Chamber, Town Hall

**CALL TO ORDER**

**DISCLOSURE OF PECUNIARY INTEREST**

**CONSENT AGENDA**

**DELEGATIONS**

**STAFF REPORTS**

<a href="#">Staff Report 2017-10</a>	Proposed Pilot Project for the Keeping of Backyard Hens in the Town of Caledon
<a href="#">Staff Report 2017-20</a>	Lobbyist Registry
<a href="#">Staff Report 2017-36</a>	Proposed Amendment to Council Governance Structure
<a href="#">Staff Report 2017-11</a>	Vote Counting Equipment for the 2018 Municipal Election
<a href="#">Staff Report 2017-21</a>	2017 Energy Revolving Fund Project
<a href="#">Staff Report 2017-23</a>	Albion-Vaughan Road Noise Study
<a href="#">Staff Report 2017-27</a>	Federal and Provincial Infrastructure Grants
<a href="#">Staff Report 2017-15</a>	Bolton Business Improvement Area Proposed 2017 Operating Budget

**RECOMMENDATIONS OF ADVISORY COMMITTEES**

1. Accessibility Advisory Committee Report dated [January 26, 2017](#)
2. Accessibility Advisory Committee Report dated [February 13, 2017](#)

**CORRESPONDENCE**

**Memorandums**

1. Memorandum to Council from Laura Hall, Deputy Clerk, Corporate Services dated February 21, 2017 re: [Office of the Integrity Commissioner's Annual Report for 2016](#)
2. Memorandum to Council from Amedeo Valentino, Manager, Purchasing and Risk Management, Finance and Infrastructure Services dated February 21, 2017 re: [Purchasing Bi-annual Report – July 2016 to December 2016](#)
3. Memorandum to Council from Carey deGorter, General Manager, Corporate Services / Town Clerk dated February 21, 2017 re: [Update regarding Expression of Interest \(EOI\) for the Bolton Fire Hall, 28 Ann Street Bolton](#)
4. Memorandum to Council from Sean Dunbar, Supervisor, Recreation, Community Services dated February 21, 2017 re: [Staff Discounts for Recreation Memberships](#)

5. Memorandum to Council from Devan Lobo, Coordinator, Council Committee, Corporate Services dated February 21, 2017 re: [Amendments to the Municipal Act and the Municipal Conflict of Interest Act](#)

#### **General Correspondence**

6. Sylvia Jones, MPP Dufferin-Caledon dated January 26, 2017 re: [Bill 68 Modernizing Ontario's Municipal Legislation Act, 2016](#)
7. Steven Del Duca, Minister of Transportation dated January 27, 2017 re: [Transportation Pilot Grant Program](#)
8. Jeff Leal, Minister of Agriculture, Food and Rural Affairs dated January 30, 2017 re: [Renewed Rural Economic Development Program](#)
9. Ryan Carothers, Detachment Commander, Caledon OPP dated February 8, 2017 re: [Caledon OPP 4<sup>th</sup> Quarter Report \(2016\)](#)

#### **Request to Present**

10. Request to Present from Canadian Blood Services re: [Changes to Caledon Clinics and Past Collection Results](#)
11. Request to Present from Headwaters Food and Farming Alliance re: [Headwaters Food Charter](#)

#### **NOTICE OF MOTION**

1. Councillor B. Shaughnessy re: Financial Analysis and Tax Impact of Mayfield West Phase 1 Proposed Facility

Whereas Report 2016-147, Mayfield West Phase 1, Southfield, does not reflect any revenue estimates for the new facility nor any potential revenue impact to Mayfield Recreational Center Pool; and

Whereas detailed financial analysis is required to properly forecast the revenue, operating costs and capital depreciation of the proposed facility and the possible increase in Recreation Tax Subsidy to all residents of the Town of Caledon;

Therefore be it resolved that staff be directed to prepare a detailed financial analysis of the revenue, operating costs and capital depreciation of the proposed facility and the possible increase in Recreation Tax Subsidy to all residents of the Town of Caledon and report back to Council by March 21, 2017.

## **ADJOURNMENT**



### **Accessibility Accommodations**

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

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

## **Staff Report 2017-10**

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Meeting Date: Tuesday, February 21, 2017

Subject: Proposed Pilot Project for the Keeping of Backyard Hens in the Town of Caledon

Submitted By: Patrick Trafford, Analyst, Legislative, Corporate Services

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### **RECOMMENDATION**

That staff be directed to implement a twelve (12) month pilot project regarding the keeping of egg laying hens in backyards for up to five (5) residential properties at least one (1) acre in size; and

That the proposed By-law attached as Schedule “A” to govern the pilot project be approved; and

That staff report back regarding the outcome of the pilot project.

### **EXECUTIVE SUMMARY**

- Several municipalities have successfully implemented similar regulations to mitigate potential concerns that may result from the keeping of hens including nuisance, public health issues, animal welfare concerns and predators;
- Developing a pilot program has been a common approach used by other municipalities to test the feasibility of an expanded program;
- It is recommended that the Town implement a pilot program for a period of twelve (12) months. A maximum of five (5) properties will be included. It is proposed that the pilot project permit a maximum of four (4) hens at each site.

### **DISCUSSION**

The purpose of this report is to investigate the feasibility of permitting hens to be kept on residential properties at least one (1) acre in size for the purpose of allowing residents to harvest eggs for household consumption. Currently, residents are prohibited from keeping hens on residential properties in the Town. However, a significant number of municipalities have adopted regulations to mitigate complaints and allow the keeping of backyard hens. This includes municipalities such as Brampton, Kitchener, Kingston, Vancouver, Newmarket and Meaford.

Staff has reviewed the feasibility of permitting residents to keep hens on residential properties at least one (1) acre in size and identified several key benefits including:

- promoting a better appreciation of local food production, consistent with Caledon's agricultural heritage;



- improving food security by supporting a sustainable food system; and
- providing an inexpensive and nutrient rich source of food for residents.

Further, Staff believe the keeping of backyard hens is consistent with the Town's promotion of green alternatives.

Despite these benefits, other municipalities have identified several potential concerns that are commonly associated with the keeping of hens on residential property including:

- the potential that hens may create a nuisance due to noise and odour;
- the possibility that hens may negatively impact public health by spreading disease;
- the fact that animal welfare must be protected; and
- the possibility that hens may attract predators.

### **Nuisance**

Although a concern may be raised regarding the noise that backyard hens produce, research conducted by Staff from the City of Pleasanton, California, demonstrated that hen vocalizations are comparatively quieter than the bark of a dog and do not register a decibel level above background noise at a distance of nine feet. Therefore, noise can be managed by limiting the number of hens kept on each residential property, prohibiting the keeping of roosters which produce louder vocalizations and by requiring that coops are set back from any neighbouring properties. Finally, several municipalities, including Newmarket and Kingston, have mandated that hens should be kept in their coops between 9 p.m. – 6 a.m., minimizing the likelihood of a nuisance related to noise.

Additional regulations would be needed to mitigate concerns regarding odour. Newmarket, Kingston and Vancouver have adopted provisions requiring that hen coops be a minimum distance of 3 meters from all windows and doors of dwellings that are located on an abutting property and that hen coops shall be maintained in a clean condition and kept free of obnoxious odours, substances and vermin.

### **Public Health**

A concern may exist that the keeping of hens on residential properties could lead to the spread of disease. Research has demonstrated that the risk to public health associated with the keeping of hens in residential areas is similar to the risks associated with keeping domestic animals such as dogs and cats. Further, research shows that the spread of disease among birds is often a result of the density and conditions that commercial producers allow. In contrast, a residential property that houses a small number of hens is a much healthier environment, reducing the likelihood of disease. The Canadian Food Inspection Agency has issued guidelines to minimize the risk of the spread of disease from birds kept in backyards, including:

- preventing contact with wild birds and other animals;
- routine cleaning of coops, gardening tools, water and feed containers that are in contact with the birds; and

## **Staff Report 2017-10**

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- contacting a veterinarian or local office of the Canadian Food Inspection Agency where illness is suspected.

Other health issues that are associated with the keeping of hens are a result of insufficient care and improper disposal of dead birds, management of bird feces, improper egg handling and home slaughtering of birds. The improper handling of eggs or chickens can create a risk of bacteria such as salmonella or listeria being spread. Each of these health risks can be mitigated through either proper hygiene when handling chickens and eggs or appropriate regulation.

Municipalities including Kingston, Kitchener, Newmarket and Vancouver specify that coops and hen runs are to be kept in a clean or sanitary condition. The City of Kitchener further recommends that coops must be deep cleaned 2 -3 times per year, including disinfecting troughs, perches and nests. Further, prohibiting the home slaughter of hens and mandating that, any deceased hens shall be disposed of at a livestock disposal facility or through the services of a veterinarian, are common regulations that many municipalities have adopted to mitigate health risks.

### **Animal Welfare**

Protecting the welfare of hens is an important consideration if a program is implemented. Through an examination of the practices of other municipalities, it is clear that regulations can be used to foster appropriate care by residents.

Hens require shelter and space in order to maintain good health and behavior. Therefore, municipalities such as Newmarket, Edmonton and Vancouver have proposed strict guidelines for the required sizes of hen coops and runs. For example, Vancouver and Edmonton both recommend that a coop be at least 0.37 square metres per hen while a hen run should be 0.93 square metres per hen. These specifications ensure that the hens have enough space in order to carry out their regular behavior such as foraging and dust bathing which controls parasites. The City of Kitchener requires coops to be constructed to provide adequate shelter and protection from the weather and conducts inspections to confirm this prior to approval.

Limiting the number of hens per property minimizes the likelihood of overcrowding and ensures that hens have adequate space. The majority of municipalities reviewed have set a limit on the number of hens which can be kept on a property as outlined below:

<b>Municipality</b>	<b>Maximum number of hens per lot</b>
Vancouver	4
Brampton	10
Newmarket	3
Kitchener	4
Kingston	6
Edmonton	8

Several municipalities including Kingston, Kitchener and Newmarket have further mandated that property owners must reside at the location where hens are kept. This will help to ensure that the animals are regularly supervised and not neglected.

In order to reduce the likelihood of a hen being abandoned, Kingston, Newmarket, Edmonton and Vancouver have prohibited the keeping of hens under four months old to minimize the potential that residents will obtain hens when they are chicks and later abandon them when they are fully grown. Finally, to ensure that hens do not experience undue suffering, most municipalities prohibit the home slaughtering or euthanasia of hens and require that deceased hens be disposed of at a livestock disposal facility or through the services of a veterinarian.

### **Predators**

The keeping of hens in backyards could attract predators such as coyotes. To guard against predators, other municipalities such as Vancouver and Kitchener have recommended that hen coops be constructed with locking doors to prevent access by other animals. Further, it is recommended that coops remain locked between sunset and sunrise. Successful claims under the Ontario Wildlife Damage Compensation Program are unlikely. Claimants on residential properties are not eligible as a farm business registration number is required.

Based on this review, there are several important benefits that result from permitting residents to keep urban hens and many of the potential issues such as the possibility of nuisance, public health concerns, the maintenance of appropriate animal welfare and possibility of predators have been addressed by other municipalities through the use of appropriate regulations.

### **Approaches Used by Other Municipalities**

The practices of various municipalities have been reviewed demonstrating that several have developed very similar guidelines and regulations for the keeping of backyard hens, establishing a clear set of best practices. Attached as Schedule “A” to this report is a proposed By-law which includes a list of regulations that represent a compilation of the best practices established by other municipalities through their experience in managing backyard hen programs.

Several municipalities have permitted hens to be kept on residential properties. Kingston and Newmarket both permit this with the exception of the latter excluding multi-residential properties. Similarly, City of Kitchener staff investigated if backyard chickens are appropriate for residential properties and recommended the keeping of fowl in non-agricultural areas of the City, excluding multi-residential properties such as apartments. Based on other municipalities, keeping backyard hens in residential areas is common and feasible.

The majority of municipalities do not specify a property size as a requirement for keeping hens. In contrast, Brampton’s Animal Control By-law states that a licence shall not be issued for owners to keep more than two hens on a lot of less than one acre in size.

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Further, Edmonton's pilot program selected locations that offered differences in property size and neighbourhood density. Their analysis of the pilot project concluded that no correlation was found between the size of the property or the proximity to neighbouring properties as the cause of any complaints.

Developing a pilot program as a first step to assess the feasibility of a long term program has been a common practice employed by Kingston, Newmarket and Edmonton. Kingston's pilot program was the longest at three (3) years, while Newmarket's is scheduled to be carried out for a period of 12 months. Both Kingston and Newmarket launched their pilot programs with three (3) sites while Edmonton initially included eighteen (18).

The success of these pilots has been tracked through inspections and interviews. For example, Edmonton conducted inspections at the beginning, midpoint and conclusion of the pilot to ensure that participants complied with pilot guidelines. Further, Animal Control Officers canvassed neighbouring properties near the pilot sites for feedback.

The pilot projects have been successful in each case as there have been a small number of complaints. Upon interviewing staff in Newmarket and Kingston, few complaints have been reported. Kingston's staff initially received some concerns regarding noise and odour but has found that proper regulation was successful in mitigating the number of complaints. Edmonton experienced a higher volume of complaints with twelve (12) received in total at six (6) of the eighteen (18) sites. Complaints were concerning wild birds being attracted, hens being at large or off premises, excessive smell and noise. No complaints were received regarding sightings of predatory wildlife such as coyotes. Despite these complaints, interviews with neighbouring property owners found that 85% felt that they would support a By-law change to allow hens, but they felt strongly that there needed to be tight restrictions to deal with irresponsible site owners. As a result of the success of the pilot programs, Edmonton has expanded their program to include fifty (50) licences while Kingston's has steadily increased each year to now include thirty-two (32) participants.

### **Recommended Approach: Implement a Pilot Program**

Staff recommend that a pilot project be implemented to assess the feasibility of a long term backyard hen program. Staff believe that backyard hens will offer several important benefits including the promotion of Caledon's rural heritage while producing a healthy source of food for residents. Initiating a pilot project will allow Staff to assess and adapt the best practice regulations which other municipalities have successfully used to minimize complaints. Further, this will expose any unanticipated problems that could impact a broader program. Staff feel that a pilot project is a key first step to the success of an expanded program.

It is recommended that the pilot program be implemented and managed by Regulatory Services for a period of twelve (12) months. A maximum of five (5) properties will be included and the regulations, outlined in Schedule "A", would be applied. It is proposed that the pilot project permit a maximum of four (4) hens at each site.

The proposed By-law, attached as Schedule “A”, will be introduced to govern the pilot project. For the purpose of the pilot project, a section has been included which provides that, once approved and issued a permit by Regulatory Services, for the duration of the pilot project participants are exempt from the Animal Control By-law’s prohibition on keeping hens.

### ***Feasibility of Residential Properties***

Staff was instructed to investigate the feasibility of keeping hens in residential areas on properties at least one (1) acre in size. Based on other municipalities, keeping hens in residential areas is feasible as many have implemented regulation to successfully mitigate complaints. Although property size is not commonly specified, requiring at least one (1) acre may reduce the likelihood of nuisances occurring as the distance between neighbours will be increased. Therefore, it is recommended that the pilot initially be limited to residential properties that are at least one (1) acre in size.

Requiring one (1) acre residential lots means that the pilot will likely include properties that are zoned as either Estate Residential or Agricultural (Rural Residential). Upon review, planning staff have determined that hen coops and runs can be considered as accessory structures under the Zoning By-law. Therefore, the keeping of hens will be permitted as an accessory use to the accessory structure. As an accessory structure, coops and runs will be subject to the requirements outlined in the Zoning By-law, including the appropriate setbacks for each zone. Further, a maximum size for hen coops and runs will be included in the regulations to ensure that a building permit is not required. This interpretation of the Zoning By-law will allow hens to be kept on residential properties that are at least one (1) acre in size.

### ***Communications Strategy and Selection***

To seek applicants, a recruitment campaign will be developed including advertisements through the Town’s website, social media platforms and at Town facilities using the public information television screens. Finally, advertisements will be placed in the local newspapers. Initially, advertisements will be run for four (4) weeks.

The advertisements will focus on the requirements for participants, the scope of the pilot, ensuring that interested candidates understand that the pilot will end after twelve (12) months, and the valuable contribution which participants will make. Once applications are submitted, Staff will keep a list of interested candidates so that applicants can be reviewed and selected on a first come first serve basis until all five (5) have been chosen.

### ***Application Process and Requirements***

Interested candidates will be required to review the regulations outlined in the By-law and to educate themselves about issues associated with keeping urban hens. Staff will work to make information resources available for this purpose.

The Ontario Ministry of Agriculture, Food and Rural Affairs further provides information resources on their website regarding the keeping of urban hens. This includes information on animal health, disease prevention, the disposal of dead animals, feeding and predator control. The Canadian Food Inspection Agency also provides guidelines on preventing and detecting disease in backyard flocks.

Candidates will then be required to complete an application including the following:

- name and contact information including an e-mail, phone number and the address of the property where the hens will be kept;
- number of hens to be kept on the property;
- signed letters of permission, in a form specified by the Town, from all abutting property owners; and
- a siteplan of the property showing all buildings and structures including the proposed location of the hen coop and run as well as the dimensions and appropriate setbacks.

Regulatory Services staff will review the applications and ensure that candidates have educated themselves using the information resources. Further, applications will be forwarded to Planning staff to determine if coops and runs meet all of the applicable zoning requirements. Approved applicants will be included on a first come first serve basis until five (5) participants have been selected.

### ***Inspections and Result Tracking***

Throughout the pilot program Regulatory Services will conduct three inspections of the sites, consistent with the best practice of municipalities such as Edmonton. An initial inspection of each property will be completed at the start of the pilot program to ensure that hen coops and runs are appropriately constructed and comply with all regulations. A random inspection will be conducted near the midpoint and a final inspection would be completed at the end of the pilot program.

To track results, Staff will prepare a questionnaire for participants that will be required to be completed twice during the twelve (12) month period to gain feedback on the program under different weather conditions. A final questionnaire will also be completed at the conclusion of the pilot so that participants can provide feedback on their overall experience. Staff will follow-up with participants for additional information if required. Finally, participants will be encouraged to report any issues or concerns to Staff throughout the duration of the pilot project.

Any complaints received, and action taken to achieve a resolution, will be carefully recorded as a key measurement of the success of the pilot. Finally, upon completion of the pilot, neighbouring property owners will be consulted for feedback. This approach will engage the public, providing important information from participants and other residents to determine the feasibility of an expanded urban hen program.

### ***Enforcement***

Once staff have approved applications and completed inspections, participants will be issued a permit to allow the keeping of hens for the duration of the pilot only. As a condition of the permit, participants will be required to comply with all provisions of the proposed By-law. Further, under the By-law a permit may be revoked for any reason as deemed fit by Regulatory Services, including if complaints are not able to be resolved. Staff will work with participants to encourage compliance and revoking a permit would be a last resort.

As discussed above, the proposed By-law will include a section requiring that participants hold a permit to keep hens on a residential property for the pilot. If a permit is revoked, the participant will be in contravention of the Animal Control By-law that generally prohibits the keeping of chickens. Regulatory Services will issue a notice indicating the contravention and provide the date by which the participant would be required to remove the hens. Although it will be the responsibility of the participant to relocate hens, the Town can assist by providing options.

Currently, the Caledon Animal Shelter does not accept surrendered chickens. It is difficult to adopt out abandoned birds as poultry farms are unlikely to take them due to the potential of introducing illness. The City of Kingston has addressed this problem by adopting hens to others in their program when a resident no longer wishes to participate. Alternatively, Kingston recommends that hens be relocated to wildlife centers. Town Staff will work with participants and contact wildlife centers in Ontario to facilitate each of these solutions. If any animal welfare issues arise, Staff will immediately report them to the Ontario SPCA for review.

### ***Staff Resources***

In order to implement this pilot project, Regulatory Services Staff estimate that one (1) hour will be required to process each application, including a review by Planning staff. Inspections will also need approximately one (1) hour with three inspections planned over the course of the pilot for each participant. Reviewing questionnaires completed by participants and abutting neighbours at the end of the pilot project will likely require three (3) hours. The total amount of staff time will depend on the number of participants in the pilot program as well as the volume of complaints received.

It is not anticipated that any specialized training will be necessary for Regulatory Services Staff. Neither Kitchener nor Kingston required special training for their officers to manage their programs. Further, all of Caledon's By-law Officers are now trained in Animal Control.

### **FINANCIAL IMPLICATIONS**

There are no immediate financial implications to this report. If the pilot is implemented, financial implications will depend on the number of complaints received by Regulatory Services. Further, it is recommended that a permit fee not be established at this time. Due to the proposed small size of the pilot program, a fee would generate minimal revenue. Participants will also incur a cost to keep hens and a fee may act as a disincentive to apply to the program. Finally, the Town will benefit from participants valuable feedback.

In contrast, other municipalities have established fees. Kitchener charges a one-time \$50 fee to cover the cost of processing applications and conducting inspections while Kingston requires a \$25 registration fee. The pilot will allow staff to determine an appropriate fee that could be applied to an expanded program to recover the costs associated with staff's time.

### **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 By-law regulating the Keeping of Backyard Hens



## Schedule A to Staff Report 2017-10

### THE CORPORATION OF THE TOWN OF CALEDON

#### BY-LAW NO. BL-2017-XXX

A by-law to regulate the keeping of backyard hens  
on residential properties within the Town of  
Caledon for the purpose of a pilot project

WHEREAS Section 11 (1) and (2) of the Municipal Act, 2001, S.O. 2001, c.25, as amended ("*Municipal Act*") provide that a lower-tier municipality may provide any service or thing that the Municipality considers necessary or desirable for the public regarding the economic, social and environmental well-being of the municipality and the health, safety and well-being of persons; and

WHEREAS Section 11 (3) of the *Municipal Act, 2001*, as amended authorizes a municipality to pass by-laws necessary or desirable for municipal purposes with respect to Animals; and

WHEREAS the Council of The Corporation of the Town of Caledon considers it appropriate to enact a By-law regulating the keeping of backyard hens for the purpose of conducting a pilot project; and

WHEREAS the Town's Animal Control By-law prohibits the keeping of chickens, and

WHEREAS the pilot project is intended to exempt a person with a valid permit from the prohibition on keeping chickens outlined in Animal Control By-law;

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 "Backyard Hen Pilot Project By-law".

#### **Part 1 - Definitions**

1. In this By-law:

"*At Large*" shall mean a hen that is outside of a coop or a hen run;

"*Coop*" shall mean a fully enclosed, locking weatherproof building where hens are kept and which the interior of includes nest boxes for egg laying, roosts for the hens to sleep on, food and water containers;

"*Director*" shall mean the Manager, Regulatory Services for the Town of Caledon;

"*Hen*" shall mean a domesticated female chicken that is at least four months old;

"*Hen Owner*" shall mean any person who possesses, harbours or keeps a hen and, where an owner is a minor, includes the person who is responsible for the custody of the minor;

"*Hen Run*" shall mean a covered secure enclosure that allows hens access to an outdoor area;

"*Town Designate*" shall mean a person who is an employee of the Town, and who has been appointed by Council to administer and/or enforce all or part of this By-law on behalf of the Town, and shall include any and all municipal law enforcement officers;

"*Permit*" shall mean a permit issued under this By-law;

"*Permit Holder*" shall mean the person named on the permit issued under this By-law;

"*Permit Issuer*" shall mean the Director;

"*Pilot Project*" shall mean the project carried out by the Town regarding the keeping of hens on residential properties at least one (1) acre in size;

*“Residential Property”* shall mean properties that are zoned as residential under the Town’s Zoning By-law 2006-50, as amended, and which are at least one (1) acre in size;

*“Town”* means The Corporation of the Town of Caledon.

## **Part 2 - General Provisions**

2. The director, or town designate, shall be responsible for the administration and enforcement of this By-law.
3. No person, within the town, shall keep hens on a residential property without first being issued a permit under this By-law.
4. Permit holders under this By-law shall be exempt from Animal Control By-law’s prohibition on keeping hens on residential properties for the duration of the pilot project.
5. Permit holders must comply at all times with the provisions in this By-law, including those outlined in Schedule “A”.

## **Part 3 - Application Requirements**

6. Applicants shall submit all required documents, as outlined in this By-law, to the Town for review to determine if a permit may be issued for the keeping of backyard hens.
7. All applications for a permit to keep hens on a residential property shall include:
  - (1) the name, contact e-mail, phone number and address of the applicant where hens will be kept;
  - (2) the number of hens to be kept on the property;
  - (3) signed letters of permission, in a form specified by the Town, from all abutting property owners including the name, address and contact information of the abutting property owner;
  - (4) a siteplan of the property showing all buildings and structures including the proposed location of the coop and hen run as well as the dimensions and appropriate setbacks; and
  - (5) any other documentation deemed necessary by the permit issuer to evaluate the application.
8. Once application materials have been reviewed, applicants shall arrange for a site inspection to be conducted by Regulatory Services.

## **Part 4 - Permit**

9. The director may issue a permit with or without conditions, refuse a permit, and/or revoke a permit.
10. The permit to keep hens on a residential property shall be in a form as determined by the director.

### **Refusal**

11. The director, may refuse to issue a permit where the request does not comply with the provisions of this By-law.
12. For the purpose of the pilot project, the director may refuse to issue any permit once the required number of participants have been selected. The required number of approved participants shall not exceed five (5).

### **Revocation of Permit**

13. The director may revoke a permit issued pursuant to this By-law if:
  - (1) the permit Holder fails to comply with:
    - (a) any of the conditions upon which the permit was issued;
    - (b) any of the provisions of this By-law;

- (2) the permit was issued in error, or as a result of mistaken, false or incorrect information;
- (3) for any other purpose, as deemed fit by the director.

**Expiry of Permit**

- 14. A permit, issued pursuant to this By-law, shall expire upon the completion of the pilot project, as declared by the director.

**Inspections and Power of Entry**

- 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. At any time, the director or a town designate may enter on any residential property where hens are kept for the purpose of carrying out an inspection to determine compliance with this By-law.

**Part 5 – Severability**

- 17. Should any section, subsection, clause, paragraph or provision of this By-law be declared by a court or 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**

- 18. This By-law shall come into full force and effect on the day it is enacted.

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Allan Thompson, Mayor

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Carey deGorter, Clerk

## **Schedule “A”**

### **Regulations Regarding the Keeping of Backyard Hens on Residential Properties**

- A maximum of four (4) hens are permitted on residential properties that are at least one (1) acre in size (excluding multi-residential properties).
- All hens must be at least four (4) months old.
- The keeping of roosters is prohibited.
- The hen owner must reside on the property where the hens are kept.
- Hens must be kept in locked coops from 9:00 p.m. to 6:00 a.m.
- Hens must be kept in an enclosed hen run when not in their coop.
- No hen shall be at large.
- Coops must have adequate ventilation and be weather and predator proof.
- Coops must include at least one roost giving 15 cm of space per hen and one nest box.
- Hens must be provided with appropriate food, water, space and environmental conditions conducive to good health and the opportunity to socialize and engage in fundamental behaviours such as scratching, roosting and dust bathing.
- Feeders and water containers must be provided, cleaned regularly and disinfected.
- Feed must be stored in rodent proof containers and secured at all times to prevent rodents and other animals from accessing it.
- A minimum of 0.37 square meters per hen is required for the coop, along with a minimum of 0.93 square meters per hen for the hen run.
- Hen runs must include a floor of any combination of vegetated or bare earth.
- In total, coops and hen runs shall be less than 10 square metres.
- Coops and hen runs shall be less than 1.83 metres in height.
- Coops and hen runs shall meet all appropriate requirements for an accessory structure based on the particular property zoning as outlined in the Town's Zoning By-law, as amended.
- Hen coops and runs are only permitted in rear yards as per the zoning provisions.
- Hen coops and hen runs shall be located at least 15 meters from any church, business or school.
- Hen coops and hen runs shall be a minimum distance of 3 meters from all windows and doors of dwellings that are located on an abutting property.
- Sales of eggs, manure and other products associated with the keeping of hens are prohibited.
- Hen coops and hen runs shall be maintained in a clean condition and the coop shall be kept free of obnoxious odours, substances and vermin.
- Leftover feed and manure must be removed in a timely manner.
- Stored manure shall be kept in an enclosed structure such as a compost bin and no more than three cubic feet shall be stored at any one time.
- Home slaughter of hens is prohibited and any deceased hens shall be disposed of at a livestock disposal facility or through the services of a veterinarian.

## **Staff Report 2017-20**

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Meeting Date: Tuesday, February 21, 2017

Subject: Lobbyist Registry

Submitted By: Laura Hall, Deputy Clerk, Corporate Services

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### **RECOMMENDATION**

That the Option 1 be selected – Status Quo and not pursue a Lobbyist Registry at this time.

### **REPORT HIGHLIGHTS**

- Staff were directed to investigate and report back regarding establishing a lobbyist registry at the Town
- Section 223.9 of the Municipal Act, 2001, provides municipalities with the authority to establish and maintain a registry of persons who lobby public office holders and to appoint an independent lobbyist registrar
- The report outlines two (2) options for consideration, option one (1) is to remain status quo and at this time not pursue a registry and option two (2) is to establish a Lobbyist Registry in accordance with the Municipal Act
- The Town currently has accountability and transparency measures in place, such as the Council Code of Conduct, Employee Code of Conduct, Partnership Policy, Procedural By-law, Purchasing By-law, an appointed Integrity Commissioner and a formal public complaints policy which act as mechanisms for governing Council and staff behavior when dealing with third parties
- Staff and technology are resources required to establish a lobbyist registry and the potential costs are significant
- Staff is recommending Status Quo at this time

### **DISCUSSION**

At a General Committee Meeting on November 22, 2016, staff was directed to investigate and provide information on pursuing a Lobbyist Registry for the Town of Caledon.

As outlined in this report, staff have provided for consideration two options with respect to a Lobbyist Registry. The first option is to direct staff to develop a lobbyist registry based on the criteria set out in this report. The second option is to remain status quo and not pursue a registry at this time.

### **What is a Lobbyist Registry?**

A lobbyist registry is a publically accessible accountability and transparency tool that generally involves recording and regulating the activities of those who try to influence public office holders. Public office holders may include Members of Council and municipal staff. Section 223.9 of the Municipal Act, 2001, as amended, provides municipalities with discretion and authority to establish a lobbyist registry. The legislation also outlines the provisions that are required should a registry be pursued.

### **Option 1 – Status Quo**

Option 1 essentially is to maintain status quo and not establish a lobbyist registry at this time. The Town currently has accountability and transparency measures in place, such as the Council Code of Conduct, Employee Code of Conduct, Partnership Policy, Procedural By-law, Purchasing By-law, an appointed Integrity Commissioner and a formal public complaints policy which act as mechanisms for governing Council and staff behavior when dealing with third parties.

At this time there are no staff resources or any budgetary funds available to undertake such work. Staff recommends that due to the high costs associated with establishing a registry and the fact that lobbying hasn't been brought forward or identified as a problem at this present time that status quo be maintained.

### **Option 2 – Establish a Lobbyist Registry**

Should the Town decide to establish a lobbyist registry, pursuant to section 223.9 of the Municipal Act, the following is required:

1. Enact a by-law that outlines the details regarding a lobbyist registry, such details shall include, but are not limited to, defining lobbying, rules regarding registration, applicable exemptions, enforcement measures, lobbyist code of conduct and general provisions regarding the rules of lobbying; and
2. Appointment of a Lobbyist Registrar.

In addition to the above, the following would also be required to establish a lobbyist registry:

3. Assign the administration and oversight of the lobbyist registry to a Town service division to ensure the delivery model is being utilized pursuant to the legislation; and
4. Develop a process and an electronic portal to capture lobbying activity within the municipality to ensure the information is accessible to the public.

### **Lobbyist Registry By-law**

Should Option 2 be selected, a by-law regarding a lobbyist registry would be required to guide the implementation, maintenance, monitoring and enforcement of lobbying activity within the Town. The following outlines the key provisions that may be incorporated into a lobbyist registry by-law.

#### **Definitions**

Municipal lobbyist registries tend to have fairly consistent definitions with respect to lobbying, as set out below.

Lobby means any communication with a public office holder by an individual who is paid or who represents a business or financial interest with the goal of trying to influence any legislative action including development, introduction, passage, defeat, amendment or repeal of a by-law, motion, resolution or the outcome of a decision on any matter before Council, a Committee of Council, or a member of Council or employee of the Town acting under delegated authority.

## **Staff Report 2017-20**

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Lobbyist means the following:

- a. Consultant lobbyist: an individual who lobbies for payment on behalf of a client (another individual, company, partnership or organization). Additionally, if the consultant lobbyist arranges for a meeting between a public office holder and a third party, this is considered lobbying,
- b. In-house lobbyist: an individual who is an employee, partner or sole proprietor and who lobbies on behalf of their own employer, business or organization,
- c. Voluntary unpaid lobbyist: an individual who lobbies without payment on behalf of a business or for-profit organization for the benefit of the interests of the for-profit entity or organization. Additionally, if the voluntary unpaid lobbyist arranges a meeting between a public office holder and a third party, this is considered lobbying.

Public Office Holders means a Member of Council and their staff, an officer or employee of the Town, a member of a local board, committee or task force established by Council and their staff and any accountability officer appointed under the Municipal Act, 2001 including but not limited to Integrity Commissioner, Lobbyist Registrar and Closed Meeting Investigator.

### Lobbyist Registry Subject Matter Categories

- Agriculture/Rural Affairs
- Arts/Culture
- Attractions/Tourism
- Budget
- Building Permits/Inspection
- By-laws/Regulation
- Economic Development
- Emergency Planning and Services
- Environment
- Financial Services
- Grants/Funding
- Information Technology
- Infrastructure
- Licences
- Parking
- Parks and Recreation
- Planning and Development
- Procurement
- Public Sector Union
- Real Estate/Property
- Signs
- Tax Policy
- Transit
- Transportation
- Water/Sewer

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### Exemptions

The following would be exempted from registering as a lobbyist:

- persons acting in their public capacity (i.e. government or public sector, non-profit groups with no paid staff);
- community groups and associations who communicate for general community benefit;
- communications that are a matter of public record or public process, where there is no benefit to the business or organization communicating, those permitted by procurement policies, request for information, compliments or complaints about a town service or program, and those in direct response to a written request from the public office holder.

### Lobbying Rules

The following are the key rules that would apply to lobbying:

1. No person, on whose behalf another person undertakes lobbying activities, shall make a payment for the lobbying activities that is in whole or in part contingent on the successful outcome of any lobbying activities.
2. No person who lobbies a public office holder shall receive payment that is in whole or in part contingent on the successful outcome of any lobbying activities.
3. All lobbyists shall register through the Town's Lobbyists Registry and also register each occurrence of lobbying communication within fifteen (15) business days of the communication occurring.
4. Lobbyists shall disclose if they have held a senior public office holder position at the City and the date the individual ceased to hold the position.
5. Lobbyists shall disclose if they hold a position on a local board of the City.
6. Lobbyists shall adhere to the Code of Conduct during the conduct of lobbying activities with public office holders.

The following are examples that are **not** considered as lobbying:

- Communication that is a matter of public record or occurs during a meeting of Council or a Committee of Council.
- Communication that occurs during a public process such as a public meeting, hearing, consultation, open house or media event held or sponsored by the Town or a public office holder or related to an application.
- Communication to a Member of Council by a constituent, or an individual on behalf of a constituent on a general neighbourhood or public policy issue.
- Communication restricted to compliments and complaints about a service or program.
- Communication in response to a written request is an exempt activity, however, when the lobbyist then engages in lobbying, the communication must be registered.



## **Staff Report 2017-20**

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The following are examples that could be seen as lobbying activity:

- A vendor invites staff or Members of Council to a learning session where the vendor promotes their software solution.
- A developer by-passes the regular development application process and seeks approval from staff to expedite a development application.
- A local business owner meets with a Council member to request potential changes to a By-law.
- A local business owner meets with a Council member to request funding for a new project in the Town.

**For more examples of lobbying scenarios, refer to Schedule B. In addition, staff have included a flow chart to provide further clarification on when lobbyist registration is required, refer to Schedule A.**

### **Lobbyist Code of Conduct**

A key part of establishing a lobbyist registry is to include a Lobbyist Code of Conduct. Lobbyists would be expected to comply with the standards of behaviour for lobbyists and the code of lobbying activities set out in the Code of Conduct when lobbying public office holders.

The Lobbyist Code of Conduct would consist of provisions with respect to Honesty, Openness, Disclosure of Identity and Purpose, Information and Confidentiality, Competing Interests, and Improper Influence.

### **Enforcement**

The Lobbyist Registrar would be responsible for the enforcement of the registry. The Lobbyist Registrar would also be responsible for reviewing, approving or denying all lobbying registrations. Should a contravention be identified and investigated, the Registrar would have the authority to impose a temporary ban on communications or impose other sanctions in accordance with the by-law. Such sanctions can include 30 or 90 day prohibition or as deemed appropriate by the Lobbyist Registrar.

Public office holders would be responsible for reminding lobbyist that lobbying activity must be registered through the Lobbyist Registry. In addition, public office holders would also be encouraged to check the lobbyist registry from time to time to ensure that the lobbyist has registered themselves, the subject matter and identified who has been lobbied. Finally, any concerns regarding lobbying activity or lobbyists that have been prohibited from lobbying should be directed to the Lobbyists Registrar.

### **Administration and Registration Portal**

There are many different examples of how the administration of a lobbyist registry is conducted, as well as different variations of the actual portal used to host the information regarding lobbying activity.

Staff reviewed many different models and acknowledge that the following Administration Model would be required to be developed, implemented, monitored and maintained by the

## **Staff Report 2017-20**

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Legislative Services Division. Additional staff resources would be required to develop and implement a lobbyist registry and retain the services of a lobbyist registrar. Prior to the launch of the registry, extensive educational awareness for lobbyists and public office holders would also be required. At this time, there is no staff and budgetary capacity to establish and implement a lobbyist registry.

### **How it would Work**

An online tool would be developed (available for public viewing) where lobbyists would register their lobbying activity. Registration would have to occur before lobbying takes place. Registration must be completed within 5 business days of lobbying commencing. Individuals can disclose lobbying activity in four steps by logging on to the registry, creating a profile with the lobbyist registry, creating lobbying files and disclosing specific lobbying activity. The information would be open and accessible to the public.

### **Lobbyist Registrar**

In addition, the Town would have to appoint a Lobbyist Registrar. The estimated cost for a Lobbyist Registrar is a \$10,000 retainer fee. The Lobbyist Registrar would be responsible for reviewing, approving or denying lobbying registrations and enforcing the provisions of the Lobbyist Registry By-law.

### **FINANCIAL IMPLICATIONS**

Should the Town decide to establish a Lobbyist Registry, there are initial costs that must be considered, including establishing an online registration portal. It is estimated that the cost to develop such a portal would be approximately \$75,000. In addition, the Town would have to retain the services of a Lobbyist Registrar at an annual retainer fee of approximately \$10,000. Consideration shall also be given to internal resources that may be needed based on the number of complaints and inquiries generated by the implementation of the registry. The potential annual cost, based on research of Ontario municipalities with active registries, ranges from \$55,000 to \$130,000, this cost includes a Lobbyist Registrar, staffing costs and technology support.

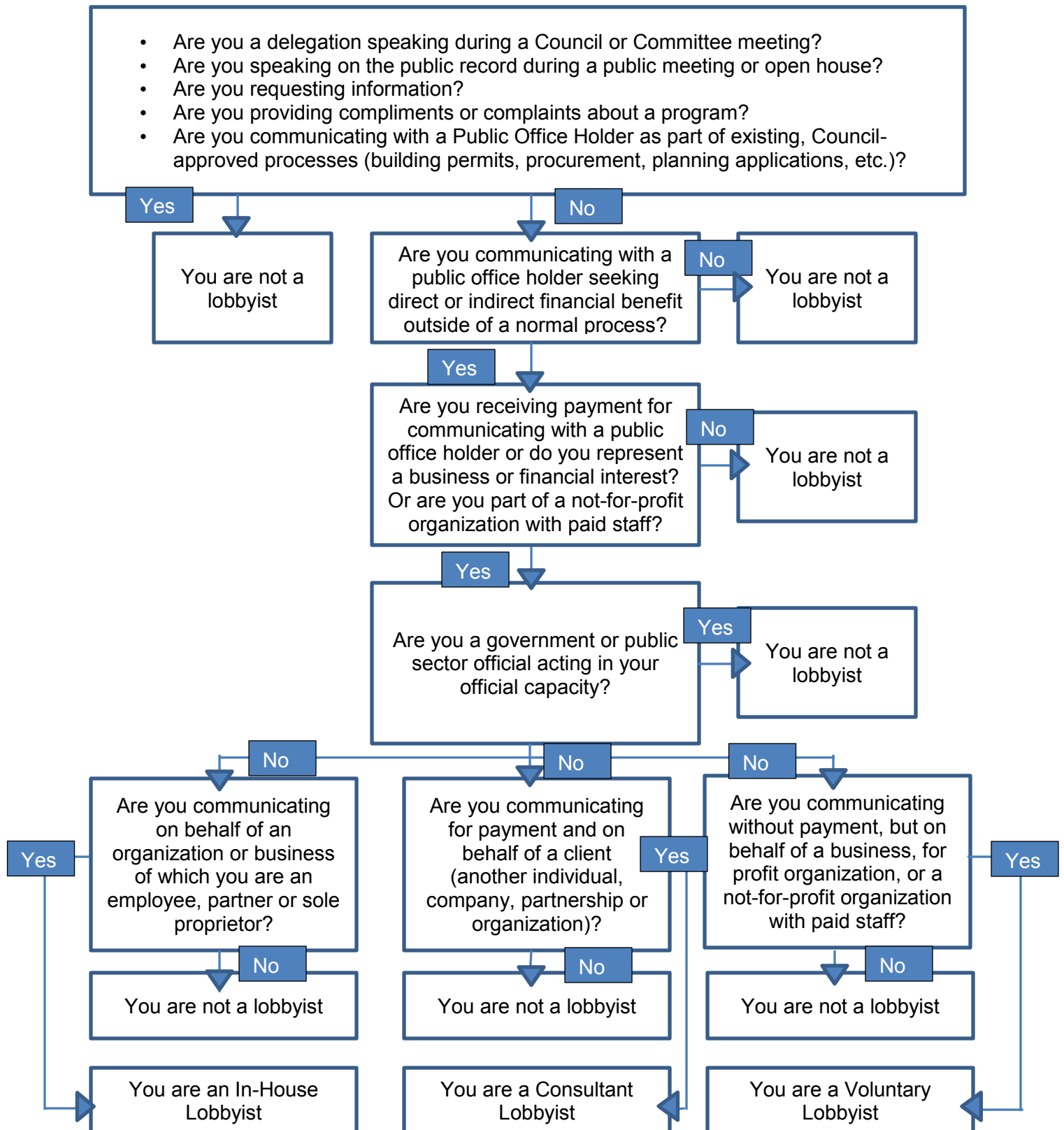
### **COUNCIL WORK PLAN**

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

### **ATTACHMENTS**

Schedule A – Proposed Lobbyist Registry Flow Chart  
Schedule B – Lobbyist Registry Sample Scenarios

**Schedule A to Staff Report 2017-20**  
*Proposed Lobbyist Registry Flow Chart*



## **Schedule B to Staff Report 2017-20**

### *Lobbyist Registry Sample Scenarios*

Based on the definitions determined by the municipality, certain communications with members of Council and staff would be considered lobbying and therefore, require registration. So long as the lobbying activities adhere to the Council Code of Conduct or Employee Code of Conduct and the Lobbyist Code of Conduct, the activities would be permitted, but the lobbyist would have to register within 5 days of the lobbying activity.

The following scenarios are examples of potential lobbyist registry procedures.

#### ***Scenario 1***

**The CEO of a building company intends to develop land in an area of Caledon. The CEO approaches the corresponding area and regional councilor about becoming the developer of that land.**

The CEO is required to register these communications because the CEO is an employee of the building company and is promoting its interests.

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#### ***Scenario 2***

**A vendor invites staff or Council members to a learning session where the vendor promotes their software solution over a solution currently being used at the Town.**

The vendor is required to register these communications because the vendor is paid to promote the company products.

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#### ***Scenario 3***

**A vendor contacts a public office holder seeking to obtain a contract from the Town to manage or maintain a town building.**

The vendor is required to register such communications because the vendor is paid to obtain the contract that would be in their financial or business interest.

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#### ***Scenario 4***

**A developer bypasses the regular development application process and seeks approval from the Director to expedite a development application.**

The developer is required to register these communications because the communication is outside of the existing process.

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### **Scenario 5**

**A local business owner meets with a Council member to request potential changes to a Licensing By-law.**

If the local business is seeking a financial or business interest they would be required to register. However, advocacy is not lobbying.

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### **Scenario 6**

**A developer meets with Council members and a staff from Economic Development to discuss the benefits of building a casino in Caledon.**

The developer is required to register because the developer is paid to promote a project that may indirectly or directly benefit the developer.

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### **Scenario 7**

**A local business or developer is seeking a zoning change to allow a development proposal for a property.**

The local business or developer is required to register the communications because they are paid to promote zoning that would benefit them.

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### **Scenario 8**

**A local business meets with a Council member to request funding for a new film studio being built in Caledon.**

The local business would be required to register because the business is engaging the public office holder in lobbying activity for their own gain.

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### **Scenario 9**

**A public office holder contacts a potential sponsor to provide sponsorship for an event that benefits their ward, town or a local charity.**

Potential sponsors are not lobbyists if they have been contacted by public office holders. If they engage the public office holder in lobbying during these communications, they must register as a lobbyist as that activity is considered lobbying.

It is important to note that Members of Council should not solicit or accept donations and sponsorships from lobbyists or clients with active lobbying file registrations, unless approved by the Lobby Registrar. Public office holders should not be targeting active lobbyists with invitations for the events. If the communication serves to advance a financial or business interest then the lobbyist is required to register

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### ***Scenario 10***

#### **If a public office holder contacts a potential municipal partner**

Potential municipal partners are not lobbyists if they have been contacted by public office holders therefore registration is not required unless they engage the public office holder in lobbying during the communication.

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### ***Scenario 11***

#### **Informal conversation in a Grocery Store**

Informal conversations only constitute as lobbying if the intent of the discussion turns into business.

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### ***Scenario 12***

#### **A public office holders has lunch with a developer**

Disclosure is required whenever lobbying takes place whether the intent of the lunch is to discuss a business interest or not.

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### ***Scenario 13***

#### **If a public office holder contacts a private company regarding a potential public-private partnership**

If the Town approaches a private organization this does not require disclosure. If the project is initiated by a private company and the private company could stand to benefit from the partnership, either financially or otherwise, this would require disclosure.

## **Staff Report 2017-36**

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Meeting Date: Tuesday, February 21, 2017

Subject: Proposed Amendment to Council Governance Structure

Submitted By: Laura Hall, Deputy Clerk, Corporate Services

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### **RECOMMENDATION**

That the Audit Committee and the Caledon Council Community Golf Tournament Committee be converted to Standing Committees of Council; and

That the name of the Caledon Council Community Golf Tournament Committee be amended to the Golf Tournament Committee; and

That the Procedural By-law be amended to include the provisions for Standing Committees as outlined in Staff Report 2017-36; and

That the Terms of Reference for the Audit Committee be repealed; and

That By-law 2009-140, being a by-law to establish an Audit Committee as amended by By-law 2013-038 be repealed; and

That By-law 2013-049 being a by-law to maintain the establishment of the Caledon Council Community Golf Tournament Committee be repealed.

### **REPORT HIGHLIGHTS**

- Municipalities continually strive to develop and review policies and best practices in an effort to provide efficient and responsible governance
- To improve the efficiency of the decision making practices, staff are recommending an amendment to the current governance structure to convert the Audit Committee and the Caledon Council Community Golf Tournament Committee from advisory committees of Council to standing committees of Council
- Both committees are composed of members of Council, there are no citizen members appointed to either committees
- All recommendations from both committees would go directly to Council for consideration, eliminating the current process through General Committee prior to Council
- The roles and responsibilities of each committee will remain the same, with the exception of the development of a work plan. That particular action item has been removed as it is a responsibility associated with advisory committees
- The committees will meet on an as needed basis based on consultation with the Chair and Vice-Chair

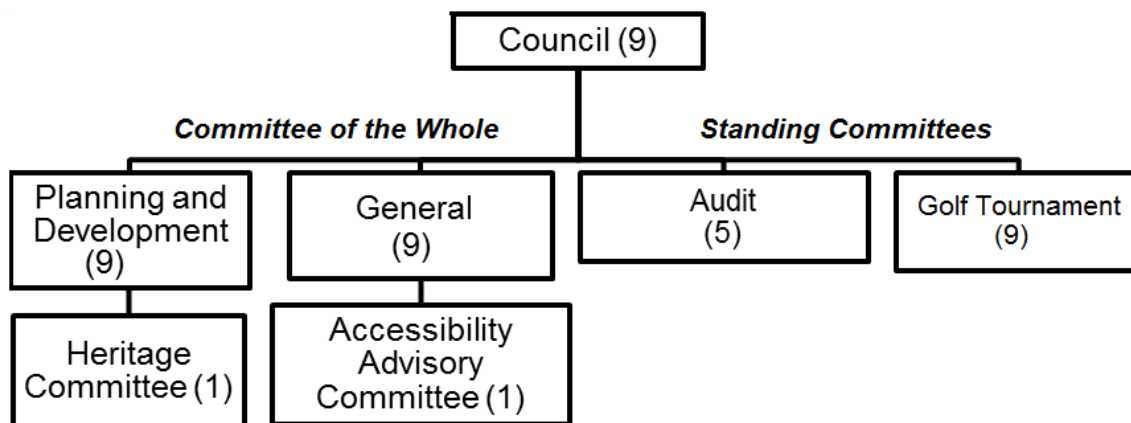
## **DISCUSSION**

Municipalities continually strive to develop and review policies and best practices in an effort to provide efficient and responsible governance. The Town benefits from exploring new trends and best practices concerning issues and interests to local government.

The purpose of this Report is to recommend the implementation of two Standing Committees – Caledon Council Community Golf Tournament (CCCGT) Committee and the Audit Committee to improve the effectiveness and efficiency of decision making practices.

The Audit Committee and the CCCGT Committee are currently established as Advisory Committees of Council with both having a composition of only members of Council. All recommendations from both committees are vetted through General Committee prior to Council approval. With the new governance structure in effect for just over a year, staff have acknowledged that this reporting model for the Audit Committee and the CCCGT Committee presents a significant lag time in the approval process of time sensitive matters. As such, staff are recommending that the two committees be converted into Standing Committees of Council that report directly to Council, removing the added approval through General Committee. In addition, the name of the Committee is being altered and will be known as the Golf Tournament Committee.

The following graphic outlines the proposed amendment to the current Governance Structure. It is through the Council Meeting process that final decisions are made, with discussion and information sharing taking place at the committee level. Noted next to each committee is the number of members of Council appointed.



The roles and responsibilities of each committee will remain the same, with the exception of the development of a work plan. That particular action item has been removed as it is a responsible associated with advisory committees.

The proposed change requires an amendment to the Procedural By-law to capture the new Standing Committee Model. Staff is proposing the addition of the following to the by-law to capture the responsibilities of each Committee.



### **Audit Standing Committee**

The Audit Standing Committee will maintain the following responsibilities:

- to ensure that the corporate financial reporting and the annual financial statements are credible, objective and meet all legislative requirements;
- to ensure the best management practices and controls are developed and implemented by management and staff;
- to create better communication between Council and the external auditors by enhancing the external auditor's independence;
- to provide advice and recommendations with respect to the financial control framework including financial reporting, accounting policies, information systems integrity, approval processes and the safeguard of assets;
- to provide advice and recommendations with respect to the appointment of the External Auditor, the scope and timing of the audit;
- to provide advice and recommendations regarding the annual report and management letter of the External Auditor; and
- through the Treasurer, prepare an annual report on the previous year's audit to be considered by Council

The Audit Committee will continue to be comprised of five (5) members of Council. The Committee shall appoint a Chair and Vice-Chair to serve a minimum of two (2) years.

### **Golf Tournament Standing Committee**

The Golf Tournament Committee will maintain the following responsibilities:

- to determine the amount to be designated for the purpose of ward councilor constituency grants for the current year;
- to determine the amount to be allocated to and from the Golf Tournament Reserve;
- to select the date for the tournament for the current year;
- to select the primary recipient of the tournament grant; and
- to provide advice and recommendations regarding the logistics of the operational model for the tournament.

The Golf Tournament Committee will continue to be comprised of (9) members of Council. The Committee shall appoint a Chair and Vice-Chair to serve for duration of one (1) year.

### **Meeting Schedule**

Currently, both committees meet on an average between one (1) and three (3) times per year. The matters considered by each committee are often time-sensitive and require certain information prior to establishing meeting details. As such, staff will continue to coordinate with the Chair and Vice-Chair of each committee to determine suitable meeting dates and times. All meeting details and materials will be posted on the Town's

website as per the notice provisions of the Procedural By-law or available through the Legislative Services Division.

**FINANCIAL IMPLICATIONS**

There are no immediate financial implications related to the recommendations in this report.

**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

Communications - To provide direct, timely and strategic communications to citizens in appropriate, desired and cost effective way

**ATTACHMENTS**

None.

## **Staff Report 2017-11**

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Meeting Date: Tuesday, February 21, 2017

Subject: Vote Counting Equipment for the 2018 Municipal Election

Submitted By: Wendy Sutherland, Specialist, Legislative, Corporate Services

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### **RECOMMENDATION**

That a by-law be enacted to authorize the use of vote tabulation equipment for the purpose of counting votes in municipal elections and to repeal By-law 2010-079, a by-law to authorize the use of optical scan vote tabulators.

### **REPORT HIGHLIGHTS**

The *Municipal Elections Act, 1996*, indicates that a Council must enact a by-law authorizing the use of voting and vote counting equipment and alternate voting methods should electors not be required to attend a voting location to vote (i.e. vote by mail, vote by phone, internet voting, etc.).

In 2010, Council enacted a by-law for the use of optical scan vote tabulators for the purpose of counting votes.

Following the 2014 Municipal Election, Staff have researched various different vote counting methods to determine the availability of enhanced vote counting options for consideration in future elections.

Staff are recommending that a new By-law be enacted authorizing the use of vote tabulation equipment because the current By-law specifies the use of optical scan vote tabulation. Such technology limits the Town's ability to explore other vote tabulation options that could provide more enhanced vote counting abilities and improvements to the voters' experience.

### **DISCUSSION**

The purpose of this report is to provide an overview of the various vote and vote counting options available for Municipal Elections, and to provide a recommendation of the use of vote tabulation equipment for Municipal Elections held in the Town of Caledon.

Preceding the 2014 Municipal Election and in preparation for the 2018 Municipal Election, Staff have researched and explored various voting options, giving consideration to the following methods:

- Vote by Mail
- Vote by Telephone
- Internet Voting
- Paper Ballot (Vote Tabulator) – expanding options such as Vote on Demand

### **Voting Methods:**

#### **Vote by Mail**

A vote by mail solution is a paper based voting method in which a package containing instructions, a ballot and a voter declaration form is mailed to every qualified elector on the voters list. A voter will mail back the completed ballot and declaration form, each in a separate prepaid postage envelope. At 8:00 p.m. on the final voting day, the ballots returned in the mail can either be hand counted, or can be tabulated using vote tabulation equipment. This voting method appears to be utilized more by Ontario municipalities that are sparsely populated, such as municipalities that contain a large population that resides in another residence outside of the area for part of the year (i.e. cottagers, etc.).

The major advantage to a vote by mail system is the low cost required per eligible elector. However, the disadvantages to this voting method can include errors that may occur as a result of mail distribution (both to and from the elector); errors with respect to the proper completion of the ballot and electors returning their ballots improperly marked and/or disclosing their identity and how they voted, by returning their ballot and declaration form in the same return envelope. Additionally, returned packages lost in the mail system or received after the cut-off date can also lead to major disadvantages. Finally, ballots incorrectly completed (over-vote, under-vote, ambiguous marks, etc.) can lead to challenges when tabulating the final results and determining voter intent.

Based on a general evaluation of a vote by mail method, staff are not recommending this voting method for the 2018 Municipal Election.

#### **Vote by Telephone**

Vote by telephone is a voting method which allows voters to complete a ballot using any point-to-point telephone connection. Eligible electors on the voters list receive a voter information package containing instructions on how to dial in to access the system as well as how to navigate the audio ballot. After voting selections have been made the elector will be prompted to review their selection(s). Once confirmed, the final ballot data is transferred to a secure server which is tabulated at the end of voting day.

Telephone voting has been used by a minority of municipalities and is most commonly used in conjunction with Internet voting. Telephone voting provides for an enhanced level of convenience as it allows voters to cast their ballot remotely from anywhere they have access to a phone line, at any time within a defined voting period. A telephone-based method assists in the proper completion of a ballot; however concerns have been identified regarding this method of voting. The most common concern is the length of time that may be required to complete a ballot. A ballot may contain numerous candidates for each office including those of municipal candidates, school board and in some cases a question on the ballot. Depending on the number of selections and the review options, a lengthy audio ballot may serve to confuse and disengage an elector. Another concern can include errors that may occur as a result of the mailing system, such as incorrect distribution of the voting information package.

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Based on a general evaluation of a telephone voting method, staff are not recommending this voting method for the 2018 Municipal Election.

### **Internet Voting**

An internet voting method is one where a voter information package is provided to each eligible elector on the voters list. Typically, an ID code is included in the package for the elector to register for Internet voting. At the time of registration, an elector is typically asked to establish a personal security word/phrase in order to help validate their identity when they proceed to vote. Following registration, additional information including a PIN is forwarded to the elector either by mail or by way of encrypted email. The ID code, PIN and personal security word/phrase are then used to access the online ballot during the Internet voting period.

Internet voting is a convenient option for electors to cast a vote without having to attend a traditional voting location. It also supports accessibility for persons with disabilities that may not be available or able to vote in person. Internet voting is certainly receiving a lot of traction among Ontario municipalities, but there are certainly factors that need to be considered when implementing such a method. Such factors include the availability of adequate internet connectivity throughout the municipality, the security of the elector and their vote. In addition, municipalities in Ontario have not observed a higher voter turnout with the use of internet voting technology.

Based on a general evaluation of internet voting, staff are not recommending the use of internet voting for the 2018 Municipal Election until the issue of broadband connectivity has been enhanced in the municipality and adequate security measures have been demonstrated. Staff will continue to monitor the use of internet voting technology as part of the preparation for the 2022 Municipal Election.

### **Paper Ballot (Vote Tabulator)**

A paper ballot method with the use of a tabulator is considered to be a more traditional method of voting because eligible electors must attend a designated voting location to cast their vote. Eligible electors attend a designated voting location, identification is confirmed, a ballot is provided to the elector with basic voting instructions. Each location consists of vote tabulator equipment which tallies each ballot cast. Typically, each tabulator contains software that stores the results. At the end of the final voting day, the results from each tabulator utilized are combined electronically for the final results.

Traditionally, eligible electors are provided with information on the specific voting location they can attend to cast their vote (limited to the ward in which they reside). However, technology is available to allow eligible electors to attend any voting location within the municipality to vote. This technology is referred to as “vote anywhere” or “vote on demand”. Administering a “vote anywhere” or “vote on demand” option offers electors greater accessibility and convenience.

The advantage of a paper ballot method (vote tabulator) is largely the high level of security of each eligible elector. Voting at a prescribed location allows election staff to

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confirm the identification of each elector, and each ballot cast in the vote tabulator remains anonymous.

Further, this method was used in both the 2010 and 2014 Municipal Elections which provides a sense of familiarity in the voting process.

### **Cost Analysis**

Using data from the 2014 Municipal Election, Table 1 outlines the average cost per elector based on each voting method outlined in this report.

<b>Town of Caledon – Alternative Voting Methods - 2016 Cost Estimate (Estimate based on 46,460 Eligible Voters based on 2014 Data)</b>		
<b><u>Voting Methods</u></b>	<b><u>Average Cost/Elector</u></b>	<b><u>Total Option Cost/Elector</u></b>
Internet Voting/Vote by Telephone <i>(voting methods are typically a combined option)</i>	\$2.53	\$117,543
Vote by Mail	\$6.24	\$289,910
Paper Ballot (Vote Tabulator)	\$3.71	\$172,366

### **Recommendation**

After careful consideration, staff are recommending the use of a paper ballot with the use of vote tabulators to count the votes for the 2018 Municipal Election. As noted, vote tabulators were used in the 2010 and 2014 Municipal Election in the Town of Caledon which brings a level of familiarity to the voting process.

Further, staff will be exploring improvements to voter convenience and accessibility as a way to engage and enhance voter turnout. As such, the use of “vote anywhere” and “vote on demand” options and technology will be considered for the upcoming election.

Staff will also be making improvements to community outreach in terms of voting opportunities, such as, but not limited to presence at local Farmers Markets, seniors residences, multi-level buildings. Such voting opportunities would be supported by the use of “vote on demand” technology.

In 2010, a by-law was enacted authorizing the use of optical scan vote tabulators for municipal elections in the Town of Caledon. Optical scan vote tabulators is a specific type of tabulator, and therefore limits the Town’s ability to explore and consider other forms of vote counting tabulators, such as digital vote tabulators, and also limits enhancements to the electors experience. As a result, staff are recommending that a new by-law be enacted to broaden the scope of acceptable vote counting equipment to reflect vote tabulators, not specifically optical scan vote tabulators.

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### **FINANCIAL IMPLICATIONS**

All Municipal Election expenses are funded by the Election Reserve Fund which currently has an unaudited 2017 balance of \$197,500 and a projected 2018 balance of \$275,000.

### **COUNCIL WORK PLAN**

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

### **ATTACHMENTS**

None.

## **Staff Report 2017-21**

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Meeting Date: Tuesday, February 21, 2017

Subject: 2017 Energy Revolving Fund Project

Submitted By: Katelyn McFadyen, Manager, Energy and Environment, Finance and Infrastructure Services

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### **RECOMMENDATION**

That a new capital project be established for Albion Bolton Union Community Centre ice control system in the amount of \$34,946, funded from Corporate Energy Reserve Fund as an internal loan.

### **REPORT HIGHLIGHTS**

- In 2015, Council approved the establishment of a Corporate Energy Revolving Fund to support energy retrofit projects throughout the Town.
- The purpose of the energy revolving fund is to pay for energy retrofit projects and initiatives at Town facilities through energy savings which are further leveraged to invest in additional energy conservation projects.
- The Corporate Energy Team is recommending lending \$34,946 from the Energy Revolving Fund to install a new ice control system at Albion Bolton United Community Centre (ABUCC).

### **DISCUSSION**

Through the *Green Energy Act, 2009* Ontario Regulation 397/11, the Town is required to establish a conservation and demand management plan. In fulfillment of this requirement, the Town updated its Corporate Energy Management (CEM) Plan in 2015 and reignited a cross departmental Corporate Energy Team to implement the CEM Plan.

To achieve the objectives of the Corporate Energy Management Plan, an energy revolving fund (herein referred to as 'Fund') was established through Council Resolution 2015-310 to implement energy retrofit projects. The Fund is supported by three ground mounted solar micro-FIT projects; generating approximately \$25,000 annually, energy incentives received by the Town and twenty-five percent of energy retrofit savings.



## **Staff Report 2017-21**

### **2015 Energy Revolving Fund Projects**

In 2015, \$48,000 was released from the Fund to implement three energy retrofit projects at various Town owned facilities. In total, \$34,412 was spent, resulting in a \$13,588 surplus that was returned to the Corporate Energy Reserve Fund in 2016. Additional details on the 2015 supported projects are outlined in Table 1 below:

<b>Table 1: 2015 Energy Revolving Fund Projects</b>				
<b>Project</b>	<b>Budget</b>	<b>Spent</b>	<b>Remaining</b>	<b>Description</b>
Mayfield Recreation Complex ice rink controls	\$39,000	\$34,412	\$4,588	CIMCO Seasonal Controller was successfully installed on the Mayfield Recreation Complex ice plant, January 2016.
Mayfield Recreation Complex exterior lighting upgrade	\$1,000	\$0	\$1,000	This project was cancelled due to other capital improvements required to implement the exterior lighting upgrades. The cost of the additional work exceeded the budget.
Alton Community Centre exterior lighting upgrade	\$8,000	\$0	\$8,000	This project was cancelled due to fixture type and fixture availability. Alternative lighting solutions will be examined in the future.
<b>Total</b>	<b>\$48,000</b>	<b>\$34,412</b>	<b>\$13,588</b>	

Due to the cancellation of two projects, the applicable loan repayment schedules (e.g. repayment from energy savings) outlined in Staff Report PW-2015-047 were cancelled through the 2017 budget process.

### **2017 Energy Revolving Fund Projects**

Staff recommend one project to be supported by the Energy Revolving Fund in 2017: ice control system at the ABUCC. This system was implemented, in 2015, at the Mayfield Recreation Complex ice plant and has proven to be successful.

Currently, the ice plant is designed to operate on the hottest day of the year. Since the ice plant does not run through the summer, energy savings will be realized by optimizing the ice plant operations to react to outdoor air temperature conditions by implementing floating head pressure controls. In addition, this ice control system will allow for brine temperature control and ice plant temperature scheduling resulting in additional electricity savings. The business case for the ice plant controls at ABUCC is outlined in Table 2 below:

<b>Table 2: 2016 Recommended Energy Revolving Fund Projects</b>					
<b>Project</b>	<b>Cost</b>	<b>Energy Savings (kWh)</b>	<b>Energy Cost Savings (0.12/kWh)</b>	<b>Simple Payback</b>	<b>Estimated Incentive</b>
ABUCC Refrigeration Plant Controls	\$34,946	49,040	\$5,885	5.94 years	\$4,904

### **FINANCIAL IMPLICATIONS**

Staff recommend a new 2017 capital project, in the amount \$34,946, be established to purchase and install the ice control system at the ABUCC, funded from Corporate Energy Reserve account 08-00-900-35012-000-25000. As summarized in the table below, the estimated annual energy savings at ABUCC is estimated to be \$5,885 annually, and will take approximately 6 years (5.94 years rounded) for the energy savings to fully repay the capital investment:

<b>Proposed Project</b>	<b>ABUCC Refrigeration Plant Controls</b>
Estimated Project Cost	\$34,946
Estimated Annual Project Savings	\$5,885
Estimated Simple Payback	5.94

The current unaudited balance of the Corporate Energy Reserve is \$176,723.75 as of December 31, 2016. Finance staff will continue to work with Energy and Environment staff to develop projections on the amount of funds that can be released from the Corporate Energy Reserve to ensure the Fund is not depleted below the minimum balance of \$100,000 (established through Council Resolution 2015-310). Any energy incentives received by the Town for energy retrofits will be diverted to the Energy Revolving Fund.

Subject to Council approval of this report, it is anticipated that the ABUCC project will be completed in 2017. Projected annual energy savings of \$5,885 will be reduced from the ABUCC's 2018 utility budget line and shown as a contribution to the Corporate Energy Reserve. After full repayment in year 6 (i.e. starting in 2023), 75% (or \$4,413.75) of the projected savings will be used to reduce the Town's future operating budget as a budget efficiency. The remaining 25% (or \$1,471.25) will continue as a contribution to the Corporate Energy Reserve to grow the fund to ensure sustainability.

### **COUNCIL WORK PLAN**

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

### **ATTACHMENTS**

None.

## **Staff Report 2017-23**

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Meeting Date: Tuesday, February 21, 2017

Subject: Albion-Vaughan Road Noise Study

Submitted By: Geoff Hebbert, Senior Project Manager, Engineering Services,  
Finance and Infrastructure Services

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### **RECOMMENDATION**

That Staff Report 2017-23 on the Albion-Vaughan Road Noise Study be received.

### **REPORT HIGHLIGHTS**

- The Town received complaints from residents, living along Albion-Vaughan Road, about traffic noise along the road that they contributed to an increase in truck traffic.
- On November 22, 2016 staff provided a memo (attached as Appendix A) that outlined an increase in traffic, overall, and truck traffic, specifically, along Albion-Vaughan Road based on a comparison of traffic counts from 2016 vs. 2013/2014.
- Traffic/truck counts, alone, cannot determine whether the noise levels in the area exceed the Ministry of Environment's standard of 60 decibels (dB) for acoustic fences.
- The memo was referred back to staff to report on the feasibility of a noise study along Albion-Vaughan Road.
- This report provides a high level scope of work for a noise study at an estimated cost of \$10,000.
- A noise study along Albion-Vaughan road is not included in the 2017 budget.

### **DISCUSSION**

In 2016, staff were asked to investigate truck traffic and the adequacy of noise attenuation fences along Albion Vaughan Road following truck traffic restrictions in Bolton.

A memo was prepared and included in the Correspondence package of the November 22, 2016 General Committee agenda package (attached as Appendix A), confirming an increase in traffic, overall, and truck traffic, specifically, along Albion Vaughan Road based on a comparison of traffic counts from 2016 vs. 2013/2014 for various stretches of Albion Vaughan Road.

The November 22, 2016 memo noted that traffic/truck counts, alone, cannot determine whether the noise levels in the area exceed the Ministry of Environment's standard of 60 decibels (dB) for acoustic fences.

## **Staff Report 2017-23**

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The November 22, 2016 memo was referred back to staff to report back to Council the feasibility of a noise study in the area.

The following is a high level scope of work that may be included in a request for proposal to obtain the services of Environmental Noise Consultants to undertake the necessary work in monitoring the noise levels, record traffic counts, meet with the public and Council with respect to their findings and proposed improvements, if required:

- Noise receptors will be placed in the Outdoor Living Area at a height of 1.5 metres, which simulates the height of a person's head. Receptors will also be placed at sufficient height to monitor noise levels at the outside walls of the bedrooms. Permissions to enter the selected properties will be required from the property owners, to undertake these readings
- Three locations for the receptors will be selected:
  1. North of Queensgate;
  2. Between Queensgate and Dovaston Gate; and
  3. Between Dovaston Gate and the C.P.R. crossing.
- Traffic counters will be placed along the Albion Vaughan Road at similar locations. These traffic counters record data on an hourly basis and there will be the opportunity to correlate traffic data (including truck traffic) with noise levels measured by the receptors.

The cost of this work is estimated to be \$10,000 but final costs will not be known until after a procurement process and is subject to the number of public and Council meetings the consultant will be required to attend.

### **Additional Signage along Albion-Vaughan Road**

Due to resident complaints, in December 2016, Town staff installed four signs to request that truck drivers "avoid using engine breaks" along Albion-Vaughan Road at the following locations:

1. 400m North of Mayfield – East side of the road
2. 2,000m North of Mayfield – East side of the road
3. 100m South of King – West side of the road
4. 1,000m South of King – West side of the road

### **MOECC Type “B” Warnings about Noise included in Sub-division Agreements**

The Ministry of Environment and Climate Change (MOECC) is responsible for protecting clean and safe air, land and water to ensure healthy communities, ecological protection and sustainable development for present and future generations. In 2013, the (MOECC) published the Environmental Noise Guideline NPC-300. The objective of this guideline is to address the proper control of sources of noise emissions to the environment.

In Section C7.1.1 of the NPC-300 Guidelines it states “If the 16 Hour Equivalent Sound Level is the OLA is greater than 60 dBA, noise control measures should be implemented to reduce the level to 55 dBA. Only in cases where the required noise control measures are not feasible for technical, economic or administrative reasons would an excess above the limit (55 dBA) be acceptable with a warning clause Type B. In the above situations, any excess above the limit will not be acceptable if it exceeds 5 dBA.

The Type “B” warning clause states:

“Purchasers/tenants are advised that despite the inclusion of noise control features in the development and within the building units, sound levels due to increasing road traffic (rail traffic) (air traffic) may on occasions interfere with some activities of the dwelling occupants as the sound levels exceed the sound level limits of the Municipality and the Ministry of Environment and Climate Change.”

The Type “B” warning clause is included in the noise study report that supported the approval of the subdivisions for Town of Caledon developments along Albion-Vaughan Road. The noise studies also identified noise attenuation fences to be constructed at 1.8 to 2.0m in height. To achieve a further 5 dBA reduction in noise, the fences would have to be constructed at 3 to 4m in height which is not feasible and noise reductions levels would not be significantly recognized according to the original noise studies.

### **FINANCIAL IMPLICATIONS**

As noted in the previous section, the estimated cost of the noise study is \$10,000. This study is not included in the 2017 budget approved by Council on December 20, 2016.

### **COUNCIL WORK PLAN**

The matter contained within this Staff Report is not relative to the Council Work Plan.

### **ATTACHMENTS**

Schedule A – Memo to Council dated November 22, 2016 re: Albion Vaughan Road – Truck Traffic Volume and Noise Attenuation Fence Review

# Memorandum

Date: November 22, 2016

To: Members of Council

Submitted By: Fuwing Wong, General Manager, Finance and Infrastructure Services / Chief Financial Officer

Subject: Albion Vaughan Road – Truck Traffic Volume and Noise Attenuation Fence Review

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Earlier this year, staff were asked to investigate truck traffic and the adequacy of noise attenuation fences along Albion Vaughan Road following recent truck traffic restrictions in Bolton.

In 2015, the Bolton Arterial Route (BAR)/Emil Kolb Parkway in the northerly section of Bolton was opened to accommodate north-south goods movement (truck traffic). The Bolton Arterial Road was constructed to remove through truck traffic from traveling through the Bolton Core (where King Street and Queen Street intersect).

Northbound through truck traffic is encouraged to follow the preferred routing from Highway #50 to Mayfield Road, Coleraine Drive and along Emil Kolb Parkway (southbound through traffic would follow the same routing in the opposing direction). Trucks may proceed past Mayfield Road in the northbound direction along Highway #50, however, they are not permitted past Healey Road. In the southbound direction, along Highway #50 trucks are not permitted beyond Emil Kolb Parkway (except for local deliveries).

It should be noted that when traveling west along King Road (from east of the Town's limits) trucks are permitted to turn left onto Albion Vaughan Road to proceed southward to their intended destination (whether it is a local delivery or not).

The diversion of truck traffic from downtown Bolton allows the Town and Region to achieve broader public safety and public realm goals through the village consistent with the Bolton Transportation Master Plan.

## **Results of Traffic Counts (2014 vs 2016)**

As requested by Council, Town Transportation staff recently obtained traffic counts along Albion Vaughan Road and have compared traffic (in particular truck traffic) before and after the Bolton Arterial Route/truck traffic restrictions noted above. Traffic data collected in 2014 and 2016, shown on the attached map, confirms that:

- traffic, overall, has increased on Albion Vaughan Road between King Street and Highway #50; and
- truck traffic as a percentage overall traffic has also increased since 2014.

### **Noise Attenuation Fences/Noise Concerns**

The noise attenuation fences constructed along Albion Vaughan Road are on private property and were constructed, in the mid to late 1990's, based on acoustic studies related to each development. Overall, the traffic volumes are within the projections contained in the various studies, however, current truck traffic appears to be higher than the projections in the acoustic studies.

Whether the actual noise generated by the higher truck traffic volumes exceeds the design of the noise attenuation fences (i.e. 55 dB) or Ministry of Environment (MOE) standards of 60 dB cannot be determined based solely on truck count compared to the acoustic studies. Excessive noise complaints should be addressed via on-site noise measurements to determine whether the traffic noise exceeds MOE standards of 60 dB.

As noted above, the original noise attenuation fences are on private property and were constructed based on noise studies associated with each development. With the knowledge that Albion-Vaughan was projected to have an increase in traffic over the 20 year horizon of the noise studies, the following items were recommended for developments along Albion Vaughan Road:

- Noise attenuation fences to be constructed at 1.8 to 2.0m in height. Note: The studies indicate that to achieve a further 5 dBA reduction in noise, fences would have to be constructed at 3 to 4m in height which is not feasible and noise reductions levels would not be significantly recognized.
- Houses should be constructed with appropriate window glazing and materials for exterior walls for further noise reduction
- Noise Warnings – Houses to include registered warning clauses in the Subdivision Agreements, purchase and sale and lease.

### **Discussions with the Region of Peel**

The traffic count information has been recently shared with the Region of Peel. Being a local road and with the noise fences on private property, the Region does not have programs in place to address this.

The Region of Peel does have a program in place for noise attenuation walls (on private property) along Regional roads. The program is for the reconstruction of privately owned noise attenuation walls, along Regional Roads, on the public right-of-way:

- a. Program currently being finalized at the Region of Peel and includes completion of strategy in 2016; finalization of inventory and condition assessments in 2017; budget/programming and communications in 2018,
- b. Initial estimates on costing for the Region \$55 million over 30 years;
- c. Priority will likely be based on walls are deemed to be near the end of their useful lives;
- d. Despite the program, the Region will continue not to be responsible/liable for walls that remain on private property – e.g. homeowners are still responsible for the maintenance and replacement for noise attenuation fences on their private property until the fences have been reconstructed on the public right-of-way.

The Town of Caledon does not have such a program. The Town's tax funded capital program is currently at \$13.5 million. This represents the amount of property taxes collected that is allocated to the Town's various capital projects. Currently, the \$13.5 million is further allocated between:

- repairs/replacement to existing Town infrastructure, such as roads, bridges, storm water, facilities, fleet; and

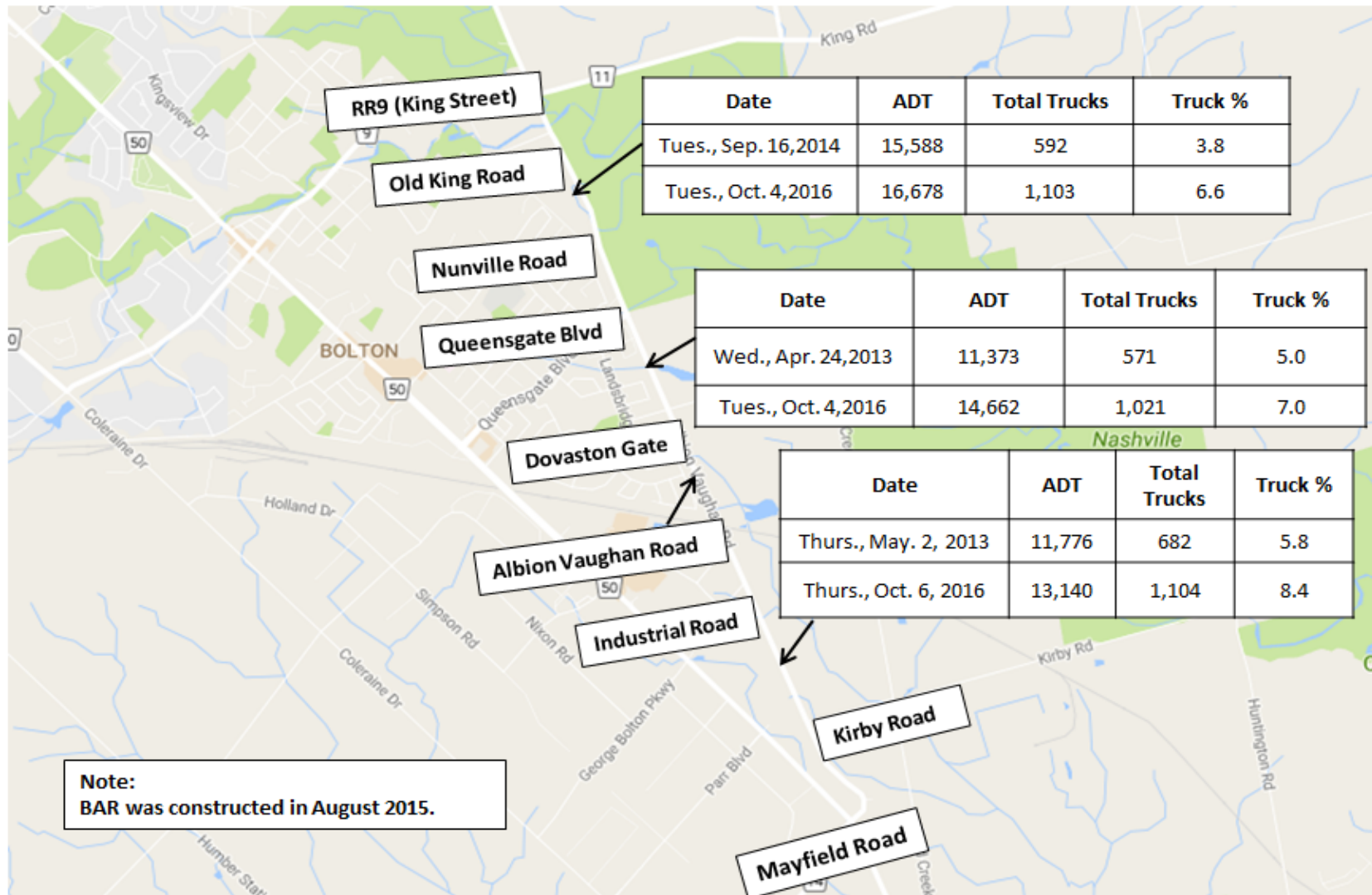
- growth-related infrastructure, such as the Town's portion of new recreational facilities, libraries, fleet/fire vehicles to accommodate growth.

The Town has a goal of reaching a tax funded capital program of \$20 million just to address repairs/replacement of existing infrastructure. Accordingly, such a private property noise attenuation fence replacement program would currently not be affordable for the Town of Caledon without negatively impacting other infrastructure projects and programs.

Further, as noted above, it has not been determined that the traffic noise levels along Albion Vaughan Road exceed MOE guidelines, at this time. The Town does not have any approved funding to conduct a noise study in the area. However, residents living along Albion Vaughan Road may request that the MOE conduct such a study on their property.



**SCHEDULE "A"**  
**Albion Vaughan Road Traffic Data**



## **Staff Report 2017-27**

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Meeting Date: Tuesday, February 21, 2017

Subject: Federal and Provincial Infrastructure Grants

Submitted By: Paul Gandhi, Acting Finance Manager, Finance and Infrastructure Services

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### **RECOMMENDATION**

That the scope of capital project 16-051 - Lloyd Wilson Centennial Arena Humicon Replacement be increased by \$22,857, from \$165,000 to \$187,857, to include compressor room upgrades and lighting retrofit at the arena; and

That the increase in funding for capital project 16-051 be funded by a budget transfer from capital project 17-094 - Lloyd Wilson Centennial Arena (LWCA) Compressor Room Upgrade, in the amount of \$22,857; and

That the Mayor and Clerk be authorized to enter into an amending Contribution Agreement for Funding under the Canada 150 Community Infrastructure Program for Improvements to Lloyd Wilson Centennial Arena, in the approved funding amount of \$82,500; and

That a new 2017 capital project for rubberized flooring replacement at the Mayfield Recreation Complex (MRC) be established, in the amount of \$100,000, funded by a budget transfer from capital project 17-095 LWCA Lighting Retrofit (\$70,000) and by a budget transfer from capital project 17-094 LWCA Compressor Room Upgrade (\$30,000); and

That the funding for capital project 17-085 Mayfield Recreation Complex arena condenser be adjusted from \$79,310 tax funding to \$39,655 (or 50%) Tax Funding and \$39,655 (or 50%) Canada 150 Community Infrastructure Program grant funding; and

That a new 2017 capital project for a Lighting Retrofit at Youth Centre in the Caledon Centre for Recreation and Wellness be established in the amount of \$60,000 funded by a budget transfer from capital project 17-085 MRC Arena Condenser replacement (\$39,655), a budget transfer from capital project 17-094 LWCA Compressor Room Upgrade (\$9,643), and a \$10,702 draw/transfer from the Tax Funded Capital Contingency Reserve; and

That the scope of capital project 17-093 – Mayfield Recreation Complex Arena Floor & Boards be increased by \$500,000, from \$500,000 to \$1,000,000, to include Phase 2 of the project funded by a \$500,000 grant from Ontario 150 Community Capital Program administered through the Ontario Trillium Foundation; and

That capital projects 17-094 Lloyd Wilson Centennial Arena Compressor Room Upgrade and 17-095 Lloyd Wilson Centennial Arena Lighting Retrofit be closed; and

## **Staff Report 2017-27**

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That the Mayor and Clerk be authorized to enter into a Contribution Agreement for Funding under the Canada 150 Community Infrastructure Program for Rehabilitation of Mayfield Recreation Complex, funding amount approved under the program is \$39,655; and

That the Treasurer be authorized to re-open any closed project for technical adjustments required, including the payment of subsequent invoices, deficient work or other payments related to a capital project, and to draw funds from original funding sources (reserves) up to the budget surplus amount.

### **REPORT HIGHLIGHTS**

The Town is the recipient of the following Federal and Provincial infrastructure grants:

- Ontario 150 Community Capital Program administered through Ontario Trillium Foundation in the amount of \$500,000 for Arena Floor & Boards at Mayfield Recreation Complex.
- Canada 150 Community Infrastructure Program (CIP 150) Intake 1 in the amount of \$82,500 for improvements at the Lloyd Wilson Centennial Arena.
- Canada 150 Community Infrastructure Program (CIP 150) Intake 2 in the amount of \$39,655 for the rehabilitation of the arena condenser at the Mayfield Recreation Complex.

Details of all the budget transfers and new capital project proposed as a result of the grant funding are detailed in this report and summarized in Table 1 of the report.

### **DISCUSSION**

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

In 2015/2016 Town of Caledon applied for following grants relevant to this report:

- Canada 150 Community Infrastructure Program (CIP 150) Intake One
- Canada 150 Community Infrastructure Program (CIP 150) Intake Two
- Ontario 150 Community Capital Program administered by Ontario Trillium Foundation (OTF)

## **Staff Report 2017-27**

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Official notices of the Town's successful infrastructure grant applications were received following the 2017 Budget approval. Accordingly, the 2017 budget, which was approved December 20, 2016, did not reflect the 2017 Canada 150 or Ontario 150 grant funding. The following projects were approved under the above noted grants relevant to this report:

<b>Grant</b>	<b>Grant Amount</b>	<b>Project #</b>	<b>Project Description</b>
Canada 150	\$82,500	16-051	Humicon Replacement at Lloyd Wilson Centennial Arena (LWCA)
Canada 150	\$39,655	17-085	Rehabilitation of Existing arena Condenser at the Mayfield Recreation Complex (MRC)
Ontario 150	\$500,000	17-093	Arena Floor & Boards at Mayfield Recreation Complex
<b>Total Grants</b>	<b>\$622,155</b>		

The purpose of this report is to notify Council of grants received by the Town of Caledon, obtain Council authorization to adjust the applicable capital projects to reflect the grant funding, and to obtain Council resolutions/authorization in order to proceed with grant funding agreements and to comply with grant funding requirements. Examples of some of the grant funding requirements are listed below:

### CIP 150

This program has specific requirements for a Council resolution to be submitted prior to the initial claim. The proposed resolutions in this report satisfy the CIP 150 requirements.

### Ontario 150 Community Capital Program

Under this grant program, work must be completed within 8 months of construction starting. The Community Services department is aware of this requirement and is planning works to meet the 8 month timeframe.

The adjustments to the Town's capital budget program (i.e. capital budget transfers and approval of new capital projects) to reflect the grants are recommended in the Financial Implications section of this report and are done in accordance with Caledon By-law 96-97, a by-law to regulate budget processes and to establish budget financial controls.

### FINANCIAL IMPLICATIONS

#### **Canada 150 Grant (\$82,500) – Lloyd Wilson Centennial Arena Humicon Replacement**

In the 2016 Budget, Council approved for Capital Project 16-051 - Lloyd Wilson Centennial Arena (LWCA) Humicon Replacement was funded as shown below:

\$ 82,500	Tax Funded
\$ 82,500	Grant
\$ 165,000	Total Project Cost

The original scope of this project included Replacement of two (2) Humicon units. However this project came in significantly under budget by \$109,643 ( $=\$165,000 - \$55,357$ ) and staff requested to increase the scope of the project to include LWCA Arena Lighting Retrofit - Capital project 17-095 and Capital project 17-094 LWCA Compressor Room Upgrade, which were capital projects approved in the 2017 budget. This scope increase was approved by the CIP 150 administered by the Federal Economic Development Agency for Southern Ontario but will require amendments to the Contribution Agreement for Funding under the Canada 150 Community Infrastructure Program. It is recommended that the Mayor and Clerk be authorized to sign an amending agreement to include the additional scope of work for the Lloyd Wilson Centennial Arena.

Accordingly, staff recommend that the scope of Capital Project 16-051 Lloyd Wilson Centennial Arena (LWCA) Humicon Replacement be increased by \$22,857 (from \$165,000 to \$187,857 to include compressor room upgrades and lighting retrofit at the arena.

The cost of the increase in scope for the compressor room and lighting retrofit totals \$132,500 ( $= \$62,500 + \$70,000$  respectively). The proposed increase in scope will be funded by the remainder of the grant and tax funding in original capital project 16-051, in the amount of \$109,643 (outlined above) and a \$22,857 ( $=\$132,500 - \$109,643$ ) transfer from capital project 17-094 LWCA Compressor Room Upgrade.

Following the budget transfer, the balance of tax funded budget in the two projects, approved in 2017, for LWCA is \$109,643 as detailed below:

17-094	LWCA Compressor Room Upgrade (= original budget \$62,500 less transfer \$22,857)	\$39,643
17-095	LWCA Lighting Retrofit	<u>\$70,000</u>
<b>Total</b>		<b><u>\$109,643</u></b>

In general, infrastructure grant are provided to municipalities with the understanding that municipalities will not reduce their regular tax funded capital program by substituting grant funding for tax funding. The infrastructure grants are to supplement municipal

funding to tackle the infrastructure deficit. Thus, it is further recommended that a total of \$100,000 be transferred from capital projects 17-094 and 17-095 to create a new 2017 capital project for rubberized flooring replacement at the Mayfield Recreation Complex (MRC). Combined with the next Canada 150 grant project (described below), the summer of 2017 will be an ideal time for this work to occur due to the proposed scheduled shut-down of the area for the arena floor and boards system replacement. The scope of work includes the removal and installation of rubberized flooring throughout the arena change rooms and walkways of the Mayfield Recreation Complex. The flooring has reached the end of its useful life and is in serious need of replacement but could not be included in the recently approved 2017 capital budget due to other priorities. The Canada 150 grant and savings in original project 16-051 LWCA Humicon replacement has allowed for the MRC rubberized flooring replacement project to proceed in 2017.

It is proposed that \$70,000 from capital project 17-095 LWCA Lighting Retrofit and \$30,000 from capital project 17-094 LWCA Compressor Room Upgrade be transferred to the new 2017 capital project for MRC Rubberized Floor Replacement. This leaves a balance of \$9,643 (= \$39,643 - \$30,000) remaining in capital project 17-094, which will be dealt with in the next section of this report.

### **Canada 150 Grant (\$39,655) – Mayfield Recreation Complex Arena Condenser Replacement**

In the 2017 Budget, Council approved for capital project 17-085 - Mayfield Recreation Complex (MRC) Arena Condenser Replacement in the amount of \$79,310 funded from Tax. The Town of Caledon recently received a grant under Canada 150 Community Infrastructure Program (CIP 150) in the amount of \$39,655 (50% of the total project). This was the only successful grant application for the Town under the CIP 150 intake two program.

Staff recommend that the funding for capital project 17-085 Mayfield Recreation Complex arena condenser adjusted from \$79,310 tax funding to:

\$39,655 Tax Funding  
\$39,655 Canada 150 Grant Funding  
**\$79,310**

Staff have confirmed with Federal Economic Development Agency for Southern Ontario officials that this adjustment still complies with the CIP 150 grant rules on incrementality. As noted in the Lloyd Wilson Centennial Arena section of this report, infrastructure grants are provided to assist/supplement funding to deal with infrastructure funding deficits reported by municipalities across the province and country.

## **Staff Report 2017-27**

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Accordingly, it is recommended a new 2017 capital project for a Lighting Retrofit at the Caledon Centre for Recreation and Wellness (CCRW) Youth Centre be established in the amount of \$60,000 funded as follows:

Budget transfer from 17-085 MRC Arena Condenser replacement	\$39,655
Budget transfer from 17-094 LWCA Compressor Room Upgrade (balance)	\$ 9,643
Transfer from Tax Funded Capital Contingency Reserve	<u>\$10,702</u>
<b>Total</b>	<b><u>\$60,000</u></b>

The current lighting system in the Youth Centre produces heat and combats the cooling system in the facility and was submitted, by staff, for consideration in the 2017 capital budget. Unfortunately, due to other priorities this project was not approved in the Town's 2017 budget. The Canada 150 grant for the MRC arena condenser has allowed the Town to proceed with the CCRW Youth Centre Lighting Retrofit program in 2017.

### **Ontario 150 Community Capital Program Grant (\$500,000) – Mayfield Recreation Complex Arena Floor & Boards**

In the 2017 Budget, Council approved \$500,000 for capital project 17-093 – Mayfield Recreation Complex Arena Floor & Boards. The scope of the project includes replacement of existing arena floor and board system at Mayfield Recreation Complex. The total project is \$1 million and staff proposed phasing this project over 2017 and 2018 in amount of \$500,000 per year. However the Town of Caledon recently received a grant under Ontario 150 Community Capital Program administered by Ontario Trillium Foundation in the amount of \$500,000 in regards to Arena Floor & Boards systems at Mayfield Recreation Complex. Thus, it is recommended that the scope of Capital Project 17-093 Mayfield Recreation Complex (MRC) Arena Floor & Boards be increased to include both Phase 1 and Phase 2 under the above mentioned capital project. The grant allows for the advancement of phase 2 from 2018 and allows for all arena floors and boards at Mayfield Recreation Complex to be replaced in 2017 with only 50% of the total project costs being funded by tax dollars.

## Staff Report 2017-27

### Summary of Budget Transfers and New Projects

As outlined in Table 1, below, the Canada 150 Community Infrastructure Program grant and the Ontario 150 Community Capital Program grant has allowed the Town to bring forward important infrastructure projects that were previously deferred to other years due to the Town's budget constraints.

**Table 1**

Project	Project Description	Before			Budget/Reserve Transfers			After		
		Tax Funding	Grant Funding	Total Project Cost	Fund Increase in Scope at LWCA	Fund New Capital project at MRC	Funding New Capital Project at CCRW	Tax Funding	Grant Funding	Total Project Cost
16-051	LWCA (2) Humicon Units Replacement (Tax) LWCA (2) Humicon Units Replacement (Grant)	\$82,500	\$82,500	\$165,000	\$22,857			\$105,357	\$82,500	\$187,857
17-085	MRC Arena Condenser	\$79,310		\$79,310			(\$39,655)	\$39,655	\$39,655	\$79,310
17-093	MRC Arena Floor & Boards	\$500,000		\$500,000				\$500,000	\$500,000	\$1,000,000
17-094	LWCA Compressor Room Upgrade	\$62,500		\$62,500	(\$22,857)	(\$30,000)	(\$9,643)	\$0	\$0	\$0
17-095	LWCA Lighting Retrofit	\$70,000		\$70,000		(\$70,000)		\$0	\$0	\$0
New	MRC Rubberized Flooring	\$0		\$0		\$100,000		\$100,000		\$100,000
New	CCRW Youth Centre Lighting Retrofit	\$0		\$0			\$49,298			
	Transfer from Tax Funded Capital Contingency Reserve						\$10,702	\$60,000		\$60,000
		<b>\$794,310</b>	<b>\$82,500</b>	<b>\$876,810</b>				<b>\$805,012</b>	<b>\$622,155</b>	<b>\$1,427,167</b>

As shown in Table 1, above, the grant funding did not result in a reduction of the Town's Tax funded capital program. In fact there is a \$10,702 (= \$805,012 - \$794,310) recommended increase in tax funding after adjusting the Town's capital program for the grants. More importantly, the grants have allowed the Town to bring forward capital projects that previously could not proceed in 2017.

Following the budget transfers outlined in Table 1, Capital Projects 17-094 and 17-095 will have \$0 budget remaining. These projects will be closed.

The current unaudited Tax Funded Capital Contingency Reserve Fund balance is \$2,147,277. With the staff recommendations as per staff report 2017-27, the unaudited Tax Funded Capital Contingency Reserve Fund balance will be \$2,136,575.

### COUNCIL WORK PLAN

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

### ATTACHMENTS

None.



## **Staff Report 2017-15**

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Meeting Date: February 21, 2017

Subject: Bolton Business Improvement Area Proposed 2017 Operating Budget

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

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### **RECOMMENDATION**

That the Bolton Business Improvement Area's (BIA) 2017 Operating Budget in the amount of \$72,782.33 be approved as outlined in Schedule A of Staff Report 2017-15; and

That the Bolton BIA Operating Budget be funded by:

- a) A special tax levy of \$56,000 to be included in the 2017 Final Tax Levy By-law for commercial properties located within the Bolton BIA boundaries; and
- b) \$2,500 in general event revenues; and
- c) A use of accumulated surplus of \$14,282.33;

That Town staff be authorized to advance one quarter of the Bolton BIA's 2017 special tax rate levy in the amount of \$14,000 to the Bolton Business Improvement Area Board of Management on March 10, 2017; and

That Town staff be authorized to advance the next one quarter of the Bolton BIA's 2017 special tax rate levy in the amount of \$14,000 to the Bolton Business Improvement Area Board of Management on, or after, May 5, 2017 upon receipt of the 2016 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 7, 2017 and September 8, 2017 subject to the receipt of the BIA's 2016 audited financial statements.

### **REPORT HIGHLIGHTS**

- This report recommends the approval of the 2017 Operating Budget for the Bolton Business Improvement Area in the amount of \$72,782.33 and authorizes Town staff to collect and fund \$56,000 of the BIA's budget through a special tax rate levy.
- The Bolton Business Improvement Area is designated to promote area businesses and the area as a shopping district.
- The 2017 Bolton BIA budget had preliminary approval by the Bolton BIA Board of Management on October 17, 2016 and was presented to the Bolton BIA membership at their annual general meeting on November 14, 2016. Minor modifications to the 2017 Bolton BIA budget was approved on February 13, 2017 by the Bolton BIA Board of Management.

### **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 17, 2016 the Board reviewed the 2017 proposed budget and the initial surplus in the 2016 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 14, 2016. There is no proposed change to the special tax levy that is the primary source of funding for the Bolton BIA's activities. There were some minor modifications made to the 2017 Bolton BIA budget which were approved on February 13, 2017 by the Bolton BIA Board of Management.

The Bolton BIA operating budget is mainly funded by a special tax rate levy applied to downtown businesses within the Bolton BIA. Other funding that is received is in the form of user fees from events organized by the Bolton BIA. In addition, there is an estimated unaudited, 2016 accumulated year-end surplus of \$33,584 that the Bolton BIA Board of Management wishes to use to fund the 2017 budgeted expenses. It is anticipated that the Bolton BIA will be utilizing part of this accumulated surplus for the next couple of years to offset expenses. The tax levy has not changed from 2016.

The Bolton BIA has submitted a 2017 Operating Budget in the amount of \$72,782.33. Schedule A outlines a comparison of the 2017 and 2016 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 2017 Final Tax Levy.

### **FINANCIAL IMPLICATIONS**

Funding for the Bolton BIA's 2017 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.

The 2017 Operating Budget has decreased from \$78,600 to \$72,782.33 with the special tax levy remaining at 2016 levels, \$56,000. Further, there are general revenues from events of \$2,500 that will be used to fund the Bolton BIA's 2017 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. The

## **Staff Report 2017-15**

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remaining balance of \$19,301.67 is to be kept for future expenditures to be determined by the Bolton BIA Board of Management. After the audit of the financial statements, if the surplus is found to be less than \$33,584 the Bolton BIA Board will reduce its carry over to 2018 or its 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.

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

<b>Payment Date</b>	<b>Installment Amount</b>
March 10, 2017	\$14,000
May 5, 2017*	\$14,000
July 7, 2017*	\$14,000
September 8, 2017*	\$14,000
<b>Total Payments</b>	<b>\$56,000</b>

\*These payments are conditional on the receipt of the 2016 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 2017 and 2016 Operating Budget

Schedule B – Bolton BIA Boundaries

**2017 AND 2016 BOLTON BIA BUDGET**

<b>REVENUES</b>	<b>2017 Budget</b>	<b>2016 Budget</b>
REVENUE - SPECIAL TAX RATE LEVY	\$56,000.00	\$56,000.00
GENERAL REVENUE	\$2,500.00	\$7,975.00
ACCUMULATED SURPLUS	\$14,282.33	\$14,625.00
<b>REVENUE TOTAL</b>	<b>\$72,782.33</b>	<b>\$78,600.00</b>

Note C

Note A, B

<b>EXPENSES</b>	<b>2017 Budget</b>	<b>2016 Budget</b>
<b>Landscape Maintenance &amp; Improvements</b>		
WATERING/MAINTENANCE	\$9,600.00	\$10,500.00
FLOWERS	\$9,743.43	\$10,000.00
GOLF CART REPAIRS	\$1,651.00	\$1,500.00
<b>Promotion Projects</b>		
BANNERS (Replace, Install, Remove)	\$15,000.00	\$15,000.00
SEASONAL DECORATIONS (Winter)	\$0.00	\$1,000.00
EVENTS	\$12,000.00	\$12,000.00
MARKETING	\$452.00	\$2,000.00
FUTURE PROJECTS / REPAIRS (flower pots, Gazebo)	\$0.00	\$5,000.00
FARMERS MARKET	\$2,371.00	\$4,000.00
<b>Administrative</b>		
WEBSITE	\$500.00	\$500.00
MEMBERSHIPS (BIA)	\$700.00	\$700.00
MEETING EXPENSES	\$1,000.00	\$1,000.00
STAFF EXPENSE	\$9,000.00	\$9,000.00
AUDIT	\$2,135.70	\$2,500.00
OFFICE SUPPLIES, BANK CHARGES	\$400.00	\$400.00
INSURANCE	\$3,229.20	\$3,500.00
HST (included in the total line items above)		
CONTINGENCY ALLOWANCE	\$5,000.00	
<b>TOTAL EXPENSES</b>	<b>\$72,782.33</b>	<b>\$78,600.00</b>
<b>NET OPERATING BUDGET</b>	<b>\$0.00</b>	<b>\$0.00</b>

Note A - The 2016 Budget approved the use of the Accumulated Surplus to fund 2016 operations. The Audited Accumulated Surplus as of December 31, 2015 was \$39,138. The 2017 Budget recommends the use of the Accumulated Surplus to fund 2017 operations. The Unaudited Accumulated Surplus as of December 31, 2016 is \$33,584

Note B - 2016 Budget has been reclassified to conform with the 2017 Budget presentation of Accumulated Surplus (Previously shown as Use of Previous Year Surplus)

Note C - 2017 General Revenue includes Farmers Market Vendor fees

2016 General Revenue includes Farmers Market (\$4775) and Midnight Madness (\$3200)



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Meters

## Bolton BIA Boundary (By-law 80-72)

- Bolton BIA Boundary
- Owner Parcel

Date: June 9, 2014  
Drawn By: P.P.



Accessibility Advisory Committee Report  
Thursday, January 26, 2017  
6:15 p.m.  
Committee Room, Town Hall

Members Present

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

Town Staff

Deputy Clerk: L. Hall  
Council Committee Coordinator: D. Lobo

**CALL TO ORDER**

Chair M. Tymkow called the meeting to order at 6:24 p.m.

**DECLARATION OF PECUNIARY INTEREST** – none stated.

**RECEIPT OF MINUTES**

The minutes of the November 10, 2016 Accessibility Advisory Committee meeting were received.

**PRESENTATIONS**

Kathy Hering, Manager, Acquisitions and Conservation Services and Kendrick Doll, Natural Heritage Coordinator from the Ontario Heritage Trust re: Accessibility Enhancement Options for the Cheltenham Badlands Master Plan

Kathy Hering, Kendrick Doll and Serguei Kabanov provided a presentation regarding Feedback to Accessibility Enhancement Options at the Cheltenham Badlands. Ms. Hering provided introductory comments in regards to the purpose of the presentation. Mr. Doll Kendrick provided background information, details of the planning process, actions taken following the feedback previously received, an overview of master plan and strategies to improve accessibility. Serguei highlighted existing safety measures on site and proposed safety features to be implemented as part of Phase 1 of the project. Members of the Committee asked a number of questions regarding the safety provisions of the proposed accessible on-street parking space, the addition of two accessible parking spaces in the lot, and offering a tactile experience. The Members received responses from the presenters. Members of the Committee requested that Ontario Heritage Trust present the final draft plan at a future meeting. Further, Members of the Committee requested that the Chair consider calling a special meeting

to discuss the proposed accessible on-street parking space. Town Staff confirmed that they will facilitate a special meeting with the Chair.

**Councillor B. Shaughnessy left the meeting at 8:42 p.m.**

### **DELEGATIONS**

Members, Region of Peel Accessibility Advisory Committee re: Accessibility Enhancement Options for the Cheltenham Badlands Master Plan

A member of the Region of Peel Accessibility Advisory Committee indicated support for the proposed on-street accessible parking space as in her opinion the space allows an opportunity for those with severe disabilities to enjoy the natural feature.

### **ADJOURNMENT**

On a motion by M. Tymkow, the meeting adjourned at 9:18 p.m.



Accessibility Advisory Committee Report  
Monday, February 13, 2017  
5:45 p.m.  
Palgrave Room, Town Hall

Members Present

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

Town Staff

Deputy Clerk: L. Hall  
Council Committee Coordinator: D. Lobo

**CALL TO ORDER**

Chair M. Tymkow called the meeting to order at 5:52 p.m.

**DECLARATION OF PECUNIARY INTEREST** – none stated.

**REGULAR BUSINESS**

1. Cheltenham Badlands

L. Hall provided an overview of the intention of the Special Meeting, outlining that the Ontario Heritage Trust is looking for direction regarding the proposed on-street accessible parking space. She further indicated that the Committees recommendations regarding the badlands project were referred back to staff for more information. As such, she confirmed that she is currently preparing the information for Council and would like to include feedback from the members of the Committee. She advised that she is specifically seeking feedback regarding the proposed on-street accessible parking space.

Members of the Committee discussed the original recommendations they made to Council, specifically with respect to Ontario Heritage Trust proposed on-street accessible parking space. The discussion took into consideration the additional information presented to the Committee by the Region of Peel and the Ontario Heritage Trust on January 26, 2017. Two members spoke in opposition of the location of the proposed on-street accessible parking space, noting safety concerns with the location. They indicated that an internal accessible pedestrian walking route should be considered for the site to enhance accessibility. Two members expressed support of the location, noting that the proposed accessible on-street parking space provides individuals with severe disabilities an opportunity to visit the natural feature. The Committee requested confirmation if the Ontario Provincial Police have provided comments about the proposed on-street accessible parking space. Additionally, the Committee requested that two accessible parking spaces be placed in the proposed parking lot.

**ADJOURNMENT**

On a motion by M. Tymkow, the meeting adjourned at 6:52 p.m.



# Memorandum

Date: Tuesday, February 21, 2017

To: Members of Council

From: Laura Hall, Deputy Clerk, Corporate Services

Subject: Office of the Integrity Commissioner's Annual Report for 2016

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, 2016 to December 31, 2016.

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 in March 2011, and has since granted a single source award contract with John Fleming Occasional Consulting Inc. appointing him 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.

## **Schedule A to Memo re Office of the Integrity Commissioner's Annual Report for 2016**

### **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 2016.

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 sixth such report, covering the period from January 1, 2016 to year end.

### **ACTIVITIES DURING THE YEAR**

#### **1. Inquiries and Investigations**

2016 has proven to be a somewhat more active year. In previous 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 occasions on which I have been approached, regarding formal complaints.

- Two written complaints were submitted to the office of the General Manager Corporate Services / Town Clerk and forwarded to me. In both cases, no Affidavits were provided, as the Code provides for; however I did undertake a review of both submissions. In both cases, I made a determination not to proceed, in one case because I did not find evidence of a breach of the Code, and in the second, the subject of the alleged breach I found did not fall within my mandate, as set out in the Code and relevant bylaws.
- There have been two other matters where I have been advised that filing a formal complaint is being considered. No final decision has been taken to proceed, to my knowledge and therefore I consider those matters to be pending.
- In other cases, where concerns have been raised, I have undertaken to assist the parties by facilitating an informal resolution between complainant and respondent. While there is no mandated role for your Integrity Commissioner in the defined process for informal resolution, I have seen it to be in the Town's best interest to assist in that way, and believe that the parties involved considered that intervention to have been of some assistance.

Members of Council will recall that both the Act and your Code requires high levels of confidentiality in such situations; hence there has been no documentation on any of the above cited matters submitted, nor does this report identify specifics of names or matters involved. For clarity, had I investigated formally any of these matters and determined that a breach of the Code occurred, a report to Council would have followed.

## **2. Requests for other services**

### **2.1 Requests for advice**

On several occasions during the year, I was asked for advice by members of Council 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. No further action or requests for follow-up were received by me in these cases, beyond what is described above. As in the past, the source and nature of those requests are held private between my office and the member making the request.

Further, I have on other occasions been asked for advice by Town staff pertaining to matters where an individual was considering the filing of a complaint. I do continue to provide my advice and assistance to your staff, as requested and as I find appropriate. The same privacy measures have been taken in respect to those situations.

### **2.2 Education and Information**

Arising out of some of the matters raised earlier in this report, Members will recall that I asked for, and received, an opportunity to meet with Council in May for a training and education session on matters pertaining to the Code of Conduct.

Not every Integrity Commissioner across Ontario has a role in ongoing provision of education and information for elected officials, nor in the review of the Code, as Caledon has done, and I appreciate that opportunity.

A well-informed Council is, in many respects, one of the best preventive measures against breaches of the Code.

### **2.3 Municipal Integrity Commissioners of Ontario (MICO)**

At the end of 2015, I reported to you as follows:

The various individuals who have been appointed as Integrity Commissioners across Ontario continue to meet at least two times per year. I attend those meetings wherever possible. The number of Integrity Commissioners across Ontario continues to grow steadily. There are now some 70 jurisdictions who have an Integrity Commissioner in place. While some have given thought to abandoning the appointment of a Commissioner, as the new role of the Provincial Ombudsman began in early 2016, most have heeded the urging of both the previous Provincial Ombudsman and the Ministry of Municipal Affairs and Housing, that advice being essentially to establish and maintain a local approach first and foremost.

As you are likely aware, Bill 68 is now before the Legislature, and proposes a number of significant changes to the Municipal Act regarding Codes and Integrity measures. While some of the changes will have modest effect in Caledon (e.g, a requirement that advice provided must be in writing) the more significant changes (mandatory for every municipality to have a Code in place, and to either have or have access to an Integrity Commissioner) reflect what Caledon already has in place. I will continue to monitor these developments as the legislative process unfolds, and work with your staff on advice for Council, should the Bill become law.

The MICO group has begun, and continues, a collaborative relationship with Ontario's new Provincial Ombudsman, as that office now has a defined role in the municipal sector.

I will of course 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, February 21, 2017

To: Members of Council

From: Amedeo Valentino, Manager, Purchasing and Risk, Finance and Infrastructure Services

Subject: Purchasing Bi-annual Report – July 2016 to December 2016

As outlined in Purchasing By-law 2013-017, as amended, the Manager of Purchasing and Risk Management shall prepare a report summarizing all formal acquisitions of goods and services over \$50,000 (but less than \$2,000,000) and all single source, sole source and co-operative awards twice annually.

The Purchasing & Risk Management Division issued 28 contracts from July 2016 to December 2016 as detailed in the tables below.

## **Request for Tender Formal Acquisition Process**

Reference #	Short Title	Department	Awarded Vendor	Contract Award (incl. of non recoverable HST)
2016-44	Town Hall HVAC	Finance & Infrastructure Services	LCD Mechanical Inc.	\$1,232,772
2016-76	Reconstruction of George Bolton Parkway from Hwy 50 to Nixon Road	Finance & Infrastructure Services	C. Valley Paving Ltd.	\$404,032
2016-52	Sediment removal Pond #9 and Pond #19	Finance & Infrastructure Services	Sierra Excavating Enterprises	\$277,321

## **Request for Tender Formal Acquisition Process (continued)**

<b>Reference #</b>	<b>Short Title</b>	<b>Department</b>	<b>Awarded Vendor</b>	<b>Contract Award (incl. of non recoverable HST)</b>
2016-84	Supply and Installation of 2 Electric Vehicle Charging Stations	Finance & Infrastructure Services	Hogg & Nevills Electric Ltd.	\$161,400
2016-55	Crack Treatment on Asphalt Roads	Finance & Infrastructure Services	Upper Canada Road Services	\$156,743
2016-88	Various Remedial Work Antrim Court Phase 2	Finance & Infrastructure Services	A. Wesley Paving Ltd.	\$137,366
2016-89	Acoustic Fence Replacement - Anthem Subdivision	Finance & Infrastructure Services	Verti-Crete of Toronto	\$102,615
2016-67	Repairs to Acoustic Wooden Fence- Tormina Subdivision Phase 1	Finance & Infrastructure Services	2274084 Ontario Ltd. o/a GMP Contracting	\$99,725
2016-70	Belfountain Community Hall Renovation	Finance & Infrastructure Services	Restorex Contracting Ltd.	\$90,973
2016-37	RJA Potts Memorial Park - Rubber Surface Repairs	Community Services	Everplay Installations Inc.	\$82,639
2016-85	Parking Lot Improvements - Cheltenham Community Centre	Finance & Infrastructure Services	A. Wesley Paving Ltd.	\$71,672

### **Request for Tender Formal Acquisition Process (continued)**

<b>Reference #</b>	<b>Short Title</b>	<b>Department</b>	<b>Awarded Vendor</b>	<b>Contract Award (incl. of non recoverable HST)</b>
2016-83	Storm Outlet Erosion Protection and Minor Grading at Blackhorse Village Estates	Finance & Infrastructure Services	Seawaves Development Services Inc.	\$55,866
2016-61	Dehumidifier Replacement - Lloyd Wilson Centennial Arena	Community Services	Cimco Refrigeration	\$55,357

### **Request for Proposal Formal Acquisition Process**

<b>Reference #</b>	<b>Short Title</b>	<b>Department</b>	<b>Awarded Vendor</b>	<b>Contract Award (incl. of non recoverable HST)</b>
2016-29	2016 Roads Engineering	Finance & Infrastructure Services	Morrison Hershfield Limited	\$349,683
2016-62	Mayfield West Phase 2 - EA Study McLaughlin Road East-West Spine Road	Community Services	Amec Foster Wheeler Environment & Infrastructure	\$314,229
2016-50	Class EA and Detailed Design for Bridges and Culverts	Finance & Infrastructure Services	The Greer Galloway Group Inc.	\$280,837

## **Request for Proposal Formal Acquisition Process (Continued)**

<b>Reference #</b>	<b>Short Title</b>	<b>Department</b>	<b>Awarded Vendor</b>	<b>Contract Award (incl. of non recoverable HST)</b>
2016-72	Design of the Caledon Fire Training Facility	Finance & Infrastructure Services	Thomas Brown Architects Inc.	\$185,712
2016-69	Caledon East Spray Pad	Community Services	A.B.C. Recreation Ltd.	\$177,571
2016-51	Town Road Condition Assessment	Finance & Infrastructure Services	Englobe Corp.	\$130,583
2016-71	Detail Design for the Removal and Replacement of Acoustic Fence	Finance & Infrastructure Services	Greer Galloway Consulting Engineers	\$52,132



## **Single Source Procurements**

<b>Short Title</b>	<b>Department</b>	<b>Awarded Vendor</b>	<b>Contract Award (incl. of non recoverable HST)</b>
Recruitment	Human Resources	The Heller Group	\$31,443
Sled Tanks With Transport	Community Services	Kimtek Corporation	\$20,000
Greenbelt Features Mapping	Community Services	Exp. Services Inc.	\$32,715
Access Keypads	Community Services	Technical Edge Inc.	\$20,000

## **Emergency Procurements**

<b>Short Title</b>	<b>Department</b>	<b>Awarded Vendor</b>	<b>Contract Award (incl. of non recoverable HST)</b>
Old School Road Emergency Road Closure - Initial Investigation & Detailed Design	Finance & Infrastructure Services	Candevcon Ltd	\$32,726
Old School Road Emergency Road Closure – Project Management	Finance & Infrastructure Services	Toronto and Region Conservation Authority & Internal Project Management Costs	\$14,551
Old School Road Emergency Road Closure – Construction	Finance & Infrastructure Services	Marrex Construction and Excavating Ltd.	\$38,337
Old School Road Emergency Road Closure – Traffic Signage	Finance & Infrastructure Services	Esposito Bros Construction Ltd.	\$5,107

Excluded from this report are:

- All procurements over \$2,000,000 as such procurements, per the Purchasing by-law, are awarded by Council throughout the year; and
- All procurements and awards under \$50,000 as such procurements are decentralized under the Purchasing by-law. A quote system is employed for such procurements to allow for small dollar items (goods and services) to be procured in a timely manner. Procurements under \$50,000 are managed and overseen by individual General Managers/Executive Directors for their respective departments.

# Memorandum

Date: Tuesday, February 21, 2017

To: Members of Council

From: Carey deGorter, General Manager, Corporates Services/Town Clerk

Subject: Update regarding Expression of Interest (EOI) for the Bolton Fire Hall, 28 Ann Street Bolton

In September 2016, Council declared the Bolton Fire Hall located at 28 Ann Street surplus to the needs of the municipality and directed staff to prepare an Expression of Interest “EOI” to determine the interest for either the sale or lease of the property. The purpose of this memo is to provide an update concerning this matter.

Staff intended on having the document prepared for approval during the first quarter in 2017, however staff are currently in the process of hiring a “Fairness Commissioner” to oversee the process to ensure that the process is handled in a fair and transparent manner. Expenses relating to hiring a Fairness Commissioner will be absorbed by Corporate Services operating budget.

In addition, Council has provided direction to evaluate the feasibility of an arts facility using Town owned property. As a result, staff will complete this process prior to releasing the EOI. It is anticipated that the EOI will be brought forward to Council for approval in June 2017.

# Memorandum

Date: Tuesday, February 21, 2017

To: Members of Council

From: Sean Dunbar, Supervisor, Recreation, Community Services

Subject: Staff Discounts for Recreation Memberships

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The Town of Caledon is committed to being a top employer and encourages staff to engage in a healthy lifestyle. On February 11, 2014, Council approved discounts for all full-time staff of 50% and 25% for all casual, contract, permanent part-time, temporary full-time and volunteer firefighters on recreation memberships of 6 and 12 month terms.

In order to foster health and wellness, staff is expanding the 50% discount for recreation membership to all employees. This provides an equal opportunity for everyone to take advantage of the health benefits of an active lifestyle at a consistently applied discount rate. This would allow staff to utilize the Town's recreation facilities and improve their overall fitness and enjoyment, while contributing to stronger work life balance. Other benefits of a healthier and active workforce could include an increase in staff morale and productivity along with a possible decrease in absenteeism. These ideals also align with the Parks and Recreation Mission Statement of "creating quality of life and building a healthy community through recreation and culture".

Table 1 outlines similar employee discounts offered by other municipalities. It is important to note that the municipalities listed provide a minimum discount of 50% to part-time staff.

**Table 1**

Municipality	Employment Category	Membership Discount
Brampton	Full Time	50% (Also applies to spouse and dependents)
	Part Time	50%
Bradford West Gwillimbury	Both	20% off Fitness
Markham	Full Time	\$114.70 Fitness (Set Price)
	Part Time	50%

Vaughan	Full Time	75% off Fitness
	Part Time	50% off Fitness
Mississauga	Full Time	50%
	Part Time (35 hours/wk)	50%
	Part Time (under 35hrs/wk)	20%

Below is an outline of Recreation Membership options which include amenity access and pricing (including taxes) for areas where staff discounts would be applicable:

**Aquafitness:** This membership offers access to aquafitness classes and fitness swims town-wide.

Discount	Age Group	12-month Fee	6-month Fee
Regular Fee	Adult 18+	\$350.00	\$210.00
	Youth/Student/Adult 55+	\$280.00	\$168.00
	Youth/Student/Adult 55+	\$210.00	\$126.00
50% Discount	Adult 18+	\$175.00	\$105.00
	Youth/Student/Adult 55+	\$140.00	\$84.00

**Recreation:** This membership offers access to all fitness swims, public swims, shinnys, youth centre, rockwall and drop-in gymnasium programs town-wide.

Discount	Age Group	12-month Fee	6-month Fee
Regular Fee	Adult 18+	\$250.00	\$150.00
	Youth/Student/Adult 55+	\$200.00	\$120.00
	Youth/Student/Adult 55+	\$150.00	\$90.00
50% Discount	Adult 18+	\$125.00	\$75.00
	Youth/Student/Adult 55+	\$100.00	\$60.00

**Ultimate Fitness:** This membership offers access to drop-in fitness classes, fieldhouse access, squash and walking track town-wide.

Discount	Age Group	12-month Fee	6-month Fee
Regular Fee	Adult 18+	\$484.75	\$290.85
	Youth/Student/Adult 55+	\$387.20	\$232.70
	Youth/Student/Adult 55+	\$290.40	\$174.52
50% Discount	Adult 18+	\$242.37	\$145.42
	Youth/Student/Adult 55+	\$193.60	\$116.35

**Unlimited Wellness:** This all-inclusive membership gives you access to all drop-in activities town-wide plus access to the fitness fieldhouse, squash and walking track.

Discount	Age Group	12-month Fee	6-month Fee
Regular Fee	Adult 18+	\$597.75	\$358.65
	Youth/Student/Adult 55+	\$478.20	\$286.95
	Youth/Student/Adult 55+	\$358.65	\$215.21
50% Discount	Adult 18+	\$298.87	\$179.32
	Youth/Student/Adult 55+	\$239.10	\$143.47

For 2016, there was a total of 97 staff who took advantage of these and more discounts for a total discount of \$11,036. By increasing the discount rate of 50% to all part-time and volunteer firefighter staff would increase the total dollar amount of discounts from 2016 by approximately \$3,894. The decrease in revenue from the increased discounts offered through this proposal may be absorbed through an increase in membership sales by offering the discounts to all staff.

**2016 Current Stats:**

25% Discount	*6 month	12 month	Total Memberships	Discounts
Unlimited Wellness	3	6	9	
Ultimate Fitness	15	32	47	
Water and Ice	0	0	0	
Public Access	0	0	0	
*Includes Summer Lifestyle			56	\$ 3,894

50% Discount	*6 month	12 month	Total Memberships	Discounts
Unlimited Wellness	2	9	11	
Ultimate Fitness	6	24	30	
Water and Ice	0	0	0	
Public Access	0	0	0	
*Includes Summer Lifestyle			41	\$ 7,142

Total Staff & Discount Value	97	<b>\$11,036</b>
---------------------------------	----	-----------------

The proposed staff discounts are not considered to be a taxable benefit to staff as the Canada Revenue Agency rules on membership discounts provides for an exemption if:

1. It is available to all staff, and
2. Offered by in-house recreation facilities owned by the employer.

Recreation staff does not expect any significant budget impacts or issues meeting recreation subsidy in the staff discounts offered in this staff memo. The increase in staff discounts is expected to bring in new membership revenue which will assist with offsetting the expected drop in pre-existing membership revenue when the increased discount is applied.

# Memorandum

Date: Tuesday, February 21, 2017

To: Members of Council

From: Devan Lobo, Coordinator, Council Committee, Corporate Services

Subject: Amendments to the Municipal Act and the Municipal Conflict of Interest Act

In 2015, the Ontario Government reviewed municipal legislation including the *Municipal Act*, the *City of Toronto Act*, and the *Municipal Conflict of Interest Act*. Public consultations were conducted and public submissions were accepted as part of the review. Following the review and consultation opportunities, the Province developed recommendations to improve three pieces of legislation, included in Bill 68 Modernizing Ontario's Municipal Legislation Act.

On November 16, 2016, the Ontario provincial government tabled Bill 68, *Modernizing Ontario's Municipal Legislation Act*, which will introduce a series of reforms to the *Municipal Act*, the *City of Toronto Act*, and the *Municipal Conflict of Interest Act*. The purpose of this report is to outline and highlight the key proposed changes to the legislation.

## Key Proposed Changes

### Codes of Conduct

- Codes of Conduct will now be mandatory for all municipalities.

### Closed, Open & Electronic Meetings

- There is going to be a clearer definition of a "Meeting," under the Municipal Act's open meeting provisions:
  - The new definition requires there to be (1) a quorum of council members; and (2) that those present discuss issues in a way that "materially advances" the business or decision-making of council, for it to be formally considered a "meeting" that should be open to the public
- There will also be an expanded number of discretionary exemptions where councils can meet in closed session. The new exemptions will include:
  - When information is supplied in confidence by the federal government, provincial government's or a crown agency/corporation;
  - Certain third party information supplied in confidence;
  - Trade, financial or commercial information that belongs to the municipality and has potential monetary value; and
  - Information related to negotiations being conducted by or with the municipality.
- Under the broader changes to open meetings, there will also be a new requirement for municipalities to report back on how they intend to address a closed-meeting investigation.

- Members of Council will also now be able to participate in meetings electronically, as long as there is an in-person quorum of councilors.

#### Integrity Commissioners

- All municipalities will also now need to provide their citizens access to an Integrity Commissioner (IC) – either by appointing their own, keeping one on retainer, or working with another municipality through a shared serviced arrangement.
- The role of the Integrity Commissioner will also be changed and expanded in a number of ways, including by:
  - Expanding their authority to also include the Municipal Conflict of Interest Act (MCIA);
  - Giving ICs the power to provide advice to councils and local boards about their codes of conduct and MCIA obligations;
  - Giving ICs the power to refer investigations to the courts;
  - Giving ICs the power to initiate investigations into potential MCIA violations or code of conduct breaches; and
  - Giving ICs broader responsibility for public education.

#### Municipal Conflict of Interest Act (MCIA)

- The range of penalties for Municipal Conflict of Interest Act (MCIA) violations will be expanded (likely new penalties will include suspensions or fines), giving judges more latitude when dealing with these types of violations.
- Municipalities will also be required to create a registry that tracks all registered conflicts of interest.

#### Fiscal Sustainability

- Notably the government will not be giving municipalities access to any new revenue tools. At the AMO conference in August the Premier indicated that the government is still open to this conversation, but is looking for the municipal sector to make a specific request.
- The government's current prudent investor standards will be expanded to give municipalities more investment options.
- The *Municipal Act* will also be changed to allow tax sales to start faster, and be easier to complete.
- There will be a number of technical changes to property taxation and collection.

#### Staff-Council Relations

- All municipalities will have to have a formal policy on staff-council relations, addressing the formal roles and responsibilities of public servants and members of council.

#### Administrative Monetary Penalties (AMP)

- Municipalities will be given the authority to use AMPs for a broader range of offences, beyond simply parking.

#### Parental Leave

- Councillors will be guaranteed a minimum period of parental leave.



## Regional Council Composition

- There are a number of changes to regional council composition, including:
  - A new requirement for regional governments to review their council composition following every second municipal election (starting after the 2018 election);
  - Removing the requirement for a minister's regulation when changing the composition of council; and
  - In situations where a regional government is unable to reach consensus on a new council composition, the Minister will retain responsibility for imposing a solution.
- A lower-tier council will also be able to temporarily appoint an alternate in situations where the permanent member cannot attend an upper-tier council meeting.
- In the government's omnibus budget bill, which was also released in November, it was announced that regional chairs will also now be directly elected.

## Municipal Elections

- There are a number of changes to the *Municipal Act* that will have an impact on municipal elections, including:
  - The lame duck period will be shortened, and the start of a new council term will now be November 15.
  - A change of the individual contribution limit from \$750 to \$1,200 (this will place it in-line with the provincial limit).
  - Imposing new formula-based limits on self-finance campaigns, with a maximum limit of \$25,000.

## Climate Change

- The *Municipal Act* will now give municipalities explicit authority to deal with climate change. While several municipalities are already doing so, this change will clear up any confusion about their authority in this area.

## Community Hubs

- The Minister will also gain the express authority to impose regulations on community hubs.

## Miscellaneous

- Municipalities will now be required to meet prescribed conditions before establishing small business programs.
- Municipalities will be given the ability to regulate all signs in their jurisdiction (this will remove any signs that have been grandfathered in).

Staff will continue to monitor the legislation and provide updates and analysis of implications for the Town of Caledon, as necessary.



**Sylvia Jones, MPP**  
Dufferin-Caledon

244 Broadway  
Orangeville, Ontario  
L9W 1K5

Tel. (519) 941-7751  
Fax (519) 941-3246

12596 Regional Road 50  
Bolton, Ontario  
L7E 1T6

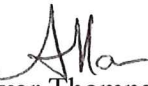
Tel. (905) 951-9382  
Fax (905) 951-1807

1-800-265-1603

E-mail: [sylvia.jonesco@pc.ola.org](mailto:sylvia.jonesco@pc.ola.org)

January 26<sup>th</sup>, 2016

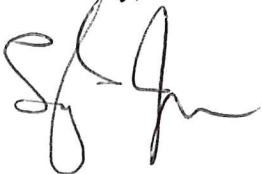
Mayor Allan Thompson and Council  
Town of Caledon  
6311 Old Church Road  
Caledon, ON  
L7C 1J6

  
Dear Mayor Thompson and Council,

I am contacting you because I want your input on Bill 68, *Modernizing Ontario's Municipal Legislation Act, 2016*. You are no doubt aware that the Ontario government introduced legislation in November 2016 which proposed a variety of changes to the municipal government including: changing the contribution limits for candidates and third party advertisers; electronic participation in council meetings; requiring municipalities to have an integrity commissioner and a registry of conflicts of interest. Second reading debate will resume in February when the Ontario legislature returns.

Hearing your input on this piece of legislation will help to ensure that your concerns and suggestions are heard at the provincial level as we debate and prepare amendments.

Sincerely,

A handwritten signature in black ink, appearing to be "Sylvia Jones".

Sylvia Jones, MPP  
Dufferin-Caledon

**RECEIVED**

JAN 30 2017

TOWN OF CALEDON  
MAYOR



Ministry of  
Transportation

Office of the Minister

Ferguson Block, 3<sup>rd</sup> Floor  
77 Wellesley St. West  
Toronto, Ontario  
M7A 1Z8  
416-327-9200  
[www.ontario.ca/transportation](http://www.ontario.ca/transportation)

Ministère des  
Transports

Bureau du ministre

Édifice Ferguson, 3<sup>e</sup> étage  
77, rue Wellesley ouest  
Toronto (Ontario)  
M7A 1Z8  
416-327-9200  
[www.ontario.ca/transports](http://www.ontario.ca/transports)



JAN 27 2017

RECEIVED  
FEB 02 2017

M2017-346

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

TOWN OF CALEDON  
MAYOR

Dear Mayor Thompson:

I am pleased to inform the Town of Caledon that funding for the Community Transportation Pilot Grant Program has been extended for an additional program year, from April 1, 2017 to March 31, 2018. This extended funding opportunity is open to all recipients of the pilot grant program so that their community transportation projects can continue.

Since the launch of the grant program in 2015, all grant recipients have implemented transportation initiatives that are improving transportation service in their communities. This includes providing better coordinated and more frequent service in underserved communities, including rural and remote areas, as well as providing transportation services to targeted groups, such as older citizens, persons with disability and low income families.

The extended funding is for the operating costs of the community transportation service undertaken, such as driver wages and vehicle maintenance, up to a maximum of \$50,000. You will receive a letter shortly from the Ministry of Transportation's Transit Policy Branch outlining the process to request funding and next steps. If you have any immediate questions, please contact Steven Ball, Director of Policy in the Minister's Office, 416-327-0806, [Steven.Ball@Ontario.ca](mailto:Steven.Ball@Ontario.ca).

I want to express my appreciation for your participation in the pilot grant program and your municipality's continuing contribution to improving access to public transportation across the province.

Sincerely,

Steven Del Duca  
Minister

RECEIVED  
FEB 02 2017  
TOWN OF CALEDON  
MAYOR

Ministry of Agriculture,  
Food and Rural Affairs

Office of the Minister

77 Grenville Street, 11<sup>th</sup> Floor  
Toronto, Ontario M7A 1B3  
Tel: 416-326-3074  
Fax: 416-326-3083

Ministère de l'Agriculture, de  
l'Alimentation et des Affaires rurales

Bureau du ministre

77, rue Grenville, 11<sup>e</sup> étage  
Toronto (Ontario) M7A 1B3  
Tél. : 416 326-3074  
Téléc. : 416 326-3083



January 30, 2017



His Worship Allan Thompson  
Mayor  
Caledon  
c/o cao@caledon.ca

TOWN OF CALEDON  
MAYOR

*By email*

Dear Mayor Thompson:

On behalf of the Ontario government, I am pleased to announce the launch of the renewed community-focused Rural Economic Development (RED) program. Applications are now being accepted for the program and the current intake will conclude on March 31, 2017.

As we have heard from our municipal partners, the RED program helps remove barriers to economic development for communities in rural Ontario. This program is designed to help rural communities become better positioned to attract investment, retain and create jobs, and sustain a highly skilled workforce.

The renewed RED program is part of a range of initiatives that address infrastructure, health care, education and other issues of importance to rural Ontario residents. The Ontario government supports rural communities by delivering on its commitment to create jobs, make economic growth more inclusive and ensure Ontario's growing economy delivers real benefits in the lives of workers and families.

Applications are welcome from rural communities, Indigenous communities and organizations, regions and not-for-profit organizations. While partnerships are not required, we are encouraging collaborative approaches to create more competitive and diverse rural and regional economies across the province.

For more information visit [ontario.ca/REDprogram](http://ontario.ca/REDprogram) or contact the Agricultural Information Contact Centre (1-877-424-1300).

.../2



I look forward to working with you to help strengthen Ontario's rural economy, create jobs and make everyday life easier for rural Ontarians.

Sincerely,

*Original signed by*

Jeff Leal  
Minister of Agriculture, Food and Rural Affairs



Good Things Grow in Ontario  
À bonne terre, bons produits

RECEIVED

FEB 13 2017

TOWN OF CALEDON  
CLERK'S DEPARTMENT

CLERK'S DEPARTMENT	
TO	
Copy <i>Laura Johnston</i>	
Please Handle	
For Your Information	
Council Agenda	✓
File	



Ontario  
Provincial  
Police

Police  
Provinciale  
de l'Ontario



**Caledon Detachment**  
15924 Innis Lake Road  
Caledon, Ontario Provincial Police  
L7C 2Z1

Tel./Tél: (905) 584-2241  
Fax/ Téléc: (905) 584-2188

February 8<sup>th</sup>, 2017

**MEMORANDUM TO:**

MAYOR THOMPSON  
MEMBERS OF COUNCIL

**Re: Caledon Detachment Ontario Provincial Police Quarterly Report October-December 2016**

Enclosed please find the Caledon Detachment Ontario Provincial Police Quarterly Report for October – December 2016.

The enclosed documents provide information and statistics regarding various matters dealt with by the Caledon Detachment of the Ontario Provincial Police.

Sincerely,

Ryan Carothers  
Detachment Commander  
Caledon Ontario Provincial Police



**Caledon Detachment  
Ontario Provincial Police**

**Town of Caledon**

**October 2016 – December 2016**

<b>Public Complaints</b>	
Policy	0
Service	0
Conduct	6



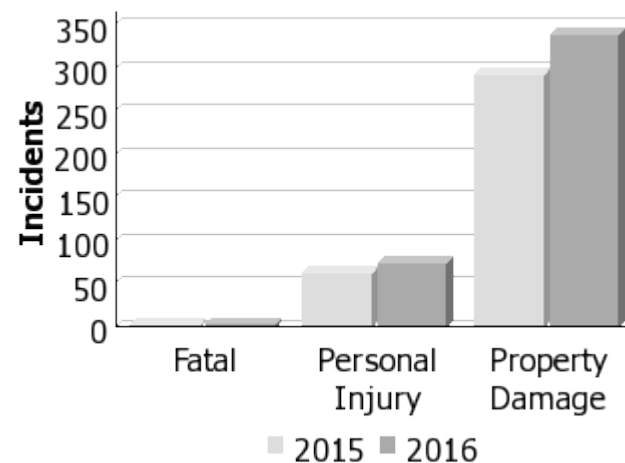
# Caledon Detachment Ontario Provincial Police

## Town of Caledon

October - December, 2016

### Motor Vehicle Collisions by Type

Incidents	October to December			Year to Date - December		
	2015	2016	% Change	2015	2016	% Change
Fatal	2	3	50.0%	5	7	40.0%
Personal Injury	63	74	17.5%	250	251	0.4%
Property Damage	292	339	16.1%	1,109	1,142	3.0%
<b>Total</b>	<b>357</b>	<b>416</b>	<b>16.5%</b>	<b>1,364</b>	<b>1,400</b>	<b>2.6%</b>







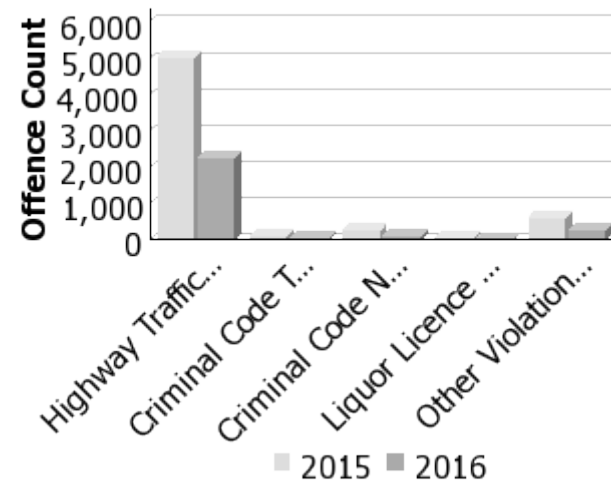
# Caledon Detachment Ontario Provincial Police

## Town of Caledon

October - December 2016

### Criminal Code and Provincial Statute Charges Laid

Offence Count	October to December			Year to Date - December		
	2015	2016	% Change	2015	2016	% Change
Highway Traffic Act	5,017	2,265	-54.9%	22,911	18,711	-18.3%
Criminal Code Traffic	99	47	-52.5%	349	291	-16.6%
Criminal Code Non-Traffic	240	96	-60.0%	1,224	765	-37.5%
Liquor Licence Act	35	14	-60.0%	143	153	7.0%
Other Violations	585	273	-53.3%	3,060	2,323	-24.1%
<b>All Violations</b>	<b>5,976</b>	<b>2,695</b>	<b>-54.9%</b>	<b>27,687</b>	<b>22,243</b>	<b>-19.7%</b>



**Additional comments:**

In the fourth quarter of 2016, five females and twenty males were charged under section 172(1) Excessive Speed 50km/hr plus over the posted speed limit. One of those charged is a resident of Caledon. All will appear in court at a later date.

In the fourth quarter of 2016 members of the Caledon Detachment conducted 167 RIDE Initiatives.

<b>Commercial Motor Vehicle Statistics: October – December 2016</b>	
Number of CMV Stopped	491
CVSA Inspections	132
Hours Committed to Inspections	395.25
CMV Charges (Moving and Document Violations)	518
CMVs Out of Service	55



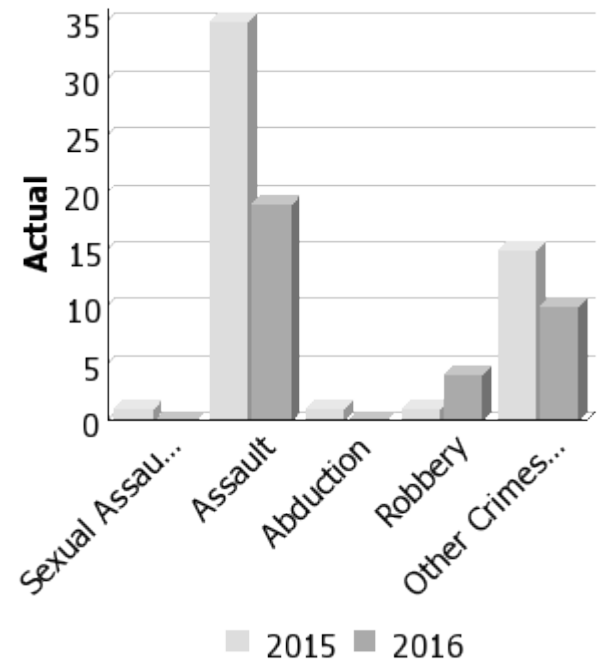
# Caledon Detachment Ontario Provincial Police

## Town of Caledon

October – December 2016

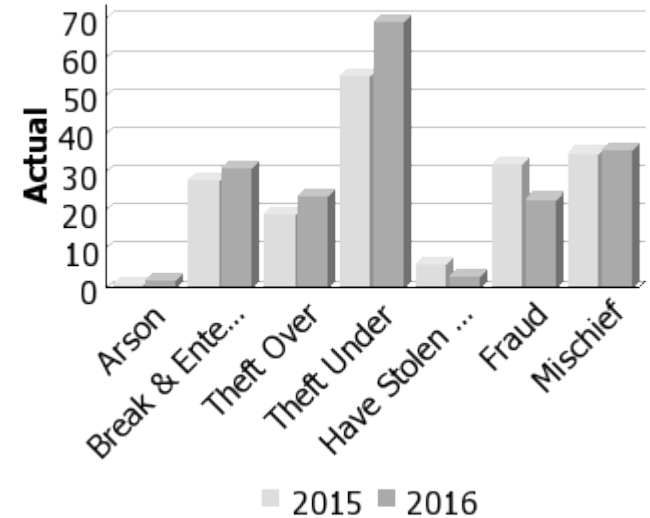
### Violent Crime

Actual	October to December			Year to Date - December		
	2015	2016	% Change	2015	2016	% Change
Murder	0	0	--	0	0	--
Other Offences Causing Death	0	0	--	0	1	--
Attempted Murder	0	0	--	0	0	--
Sexual Assault	1	0	-100.0%	15	19	26.7%
Assault	35	19	-45.7%	141	115	-18.4%
Abduction	1	0	-100.0%	3	5	66.7%
Robbery	1	4	300.0%	7	10	42.9%
Other Crimes Against a Person	15	10	-33.3%	66	64	-3.0%
<b>Total</b>	<b>53</b>	<b>33</b>	<b>-37.7%</b>	<b>232</b>	<b>214</b>	<b>-7.8%</b>



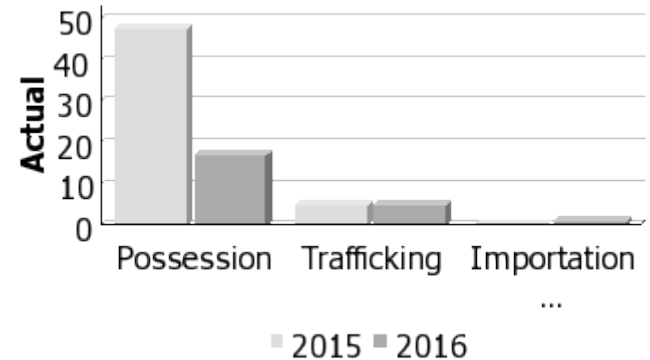
## Property Crime

Actual	October to December			Year to Date - December		
	2015	2016	% Change	2015	2016	% Change
Arson	1	2	100.0%	1	7	600.0%
Break & Enter	28	31	10.7%	107	99	-7.5%
Theft Over	19	24	26.3%	81	92	13.6%
Theft Under	55	69	25.5%	270	297	10.0%
Have Stolen Goods	6	3	-50.0%	12	7	-41.7%
Fraud	32	23	-28.1%	111	142	27.9%
Mischief	35	36	2.9%	240	195	-18.8%
<b>Total</b>	<b>176</b>	<b>188</b>	<b>6.8%</b>	<b>822</b>	<b>839</b>	<b>2.1%</b>



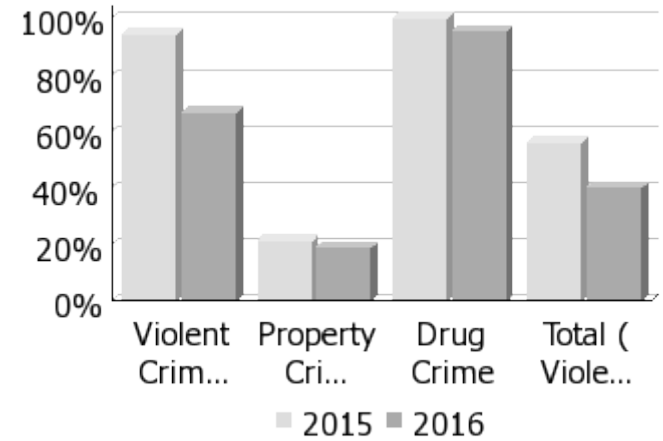
## Drug Crime

Actual	October to December			Year to Date - December		
	2015	2016	% Change	2015	2016	% Change
Possession	48	17	-64.6%	159	119	-25.2%
Trafficking	5	5	0.0%	21	10	-52.4%
Importation and Production	0	1	--	3	2	-33.3%
<b>Total</b>	<b>53</b>	<b>23</b>	<b>-56.6%</b>	<b>183</b>	<b>131</b>	<b>-28.4%</b>



## Clearance Rate

Clearance Rate	October to December			Year to Date - December		
	2015	2016	Difference	2015	2016	Difference
Violent Crime	94.3%	66.7%	-27.7%	92.2%	84.1%	-8.1%
Property Crime	21.0%	18.6%	-2.4%	28.4%	19.6%	-8.8%
Drug Crime	100.0%	95.6%	-4.4%	97.8%	98.5%	0.7%
<b>Total (Violent, Property &amp; Drug)</b>	<b>56.2%</b>	<b>40.0%</b>	<b>-16.2%</b>	<b>56.0%</b>	<b>45.8%</b>	<b>-10.2%</b>



## Delegation Request Form



A delegation is an opportunity to appear before Council or Committee of the Whole concerning an item on the agenda prior to Committee or Council's consideration of the matter. Please refer to page 2 of this form for further information regarding engaging Council through a Delegation.

Completed Forms shall be submitted to the Town Clerk and can be dropped off or mailed to Town Hall, Attn: Town Clerk, 6311 Old Church Road, Caledon, ON L7C 1J6; faxed to 905-584-4325 or emailed to [agenda@caledon.ca](mailto:agenda@caledon.ca)

### Delegate Information

Last Name:

First Name:

ST. PIERRE

ELAINE

-Territory Manager  
Canadian Blood Services

Street Number:

Street Name:

Town/City:

Postal Code:

Email Address:

Contact Number:

elaine.stpierre@blood.ca

905.301.4491

### Meeting Information

Please select which Meeting type you would like to delegate:

- ☒ Committee of the Whole – General Meeting  
☐ Committee of the Whole – Planning and Development Meeting  
☐ Council Meeting

### Meeting Date Requested:

Please state the purpose of the delegation (subject matter must be concerning an item on the Agenda):

I am responsible for the recruitment of eligible blood donors in the Town of Caledon at 2 clinics held at the Albion-Baton Community Complex Centre and the Caledon Community Complex. Effective April 1, 2017 we will be implementing changes to both clinics in regards to frequency & duration. I would love the opportunity to present these changes to council along with a snapshot of past collection results. My goal is to inform the community of the importance of donating & supporting local hospital patients who need this generous gift.

Personal information contained on this form is collected under the authority of the *Municipal Freedom of Information and Protection of Privacy Act*, and will be used for the purpose of providing correspondence relating to matters before Council.

Please note that all meetings are open to the public except where permitted to be closed under legislated authority. Council meetings are audio recorded and available on the Town's website. Questions about this collection should be forwarded to the Municipal Freedom of Information Coordination at 905.584.2272.

## Presentation Request Form



Completed Forms shall be submitted to the Legislative Services Section and can be dropped off or mailed to Town Hall, Attn: Legislative Services Section, 6311 Old Church Road, Caledon, ON L7C 1J6; faxed to 905-584-4325 or emailed to [agenda@caledon.ca](mailto:agenda@caledon.ca)

### Applicant Information

Last Name:

First Name:

Street Number:

Street Name:

Town/City:

Postal Code:

Email Address:

Contact Number:

**Please state the purpose of the presentation (subject matter to be discussed) and any other relevant information regarding the Presentation Request:**

Personal information contained on this form is collected under the authority of the *Municipal Freedom of Information and Protection of Privacy Act*, and will be used for the purpose of providing correspondence relating to matters before Council.

Please note that all meetings are open to the public except where permitted to be closed under legislated authority. Council meetings are audio recorded and available on the Town's website. Questions about this collection should be forwarded to the Municipal Freedom of Information Coordination at 905.584.2272.