



Council Meeting Agenda

Tuesday, December 18, 2018

7:00 p.m.

Council Chambers, Town Hall

1. CALL TO ORDER

- *Prayer*
- *National Anthem*

2. DISCLOSURE OF PECUNIARY INTEREST

3. CONFIRMATION OF THE MINUTES

3.1 July 10, 2018 Town Council Minutes

3.2 December 4, 2018 Inaugural Town Council Minutes

4. URGENT BUSINESS

5. DELEGATIONS

5.1 Jennifer Stephens, Toronto and Region Conservation Authority

Regarding Memorandum from Peggy Tollett, General Manager, Community Services dated December 18, 2018 re: Update Information regarding Amendments to Credit Valley – Toronto and Region – Central Lake Ontario (CTC) Source Protection Plan

6. COMMITTEE RECOMMENDATIONS

6.1 December 11, 2018 General Committee Meeting Report

7. CONFIDENTIAL SESSION

7.1 Confidential Staff Report 2018-23 Advice that is subject to solicitor-client privilege and litigation or potential litigation affecting the municipality respecting 12423 Coleraine Drive and Simpson Road

8. PRESENTATIONS

9. CORRESPONDENCE

9.1 Memorandums

9.1.1 Committee of Adjustment By-law

Memorandum from Amanda Fusco, Interim Town Clerk, Corporate Services dated December 18, 2018 re: Committee of Adjustment By-law

9.1.2 Update Information regarding Amendments to Credit Valley – Toronto and Region – Central Lake Ontario (CTC) Source Protection Plan

Memorandum from Peggy Tollett, General Manager, Community Services dated December 18, 2018 re: Update Information regarding Amendments to Credit Valley – Toronto and Region – Central Lake Ontario (CTC) Source Protection Plan

9.1.3 Correction to April 17, 2018 Council Minutes

Memorandum from Amanda Fusco, Interim Town Clerk, Corporate Services dated December 18, 2018 re: Correction to April 17, 2018 Council Minutes

9.2 General Correspondence

9.2.1 2019-2020 Toronto and Region Conservation Authority Board Meeting Schedule

Alisa Mahrova, Interim Clerk and Coordinator, Toronto and Region Conservation Authority dated December 6, 2018 re: 2019-2020 Toronto and Region Conservation Authority Board Meeting Schedule

9.2.2 Municipal Reporting Burden

Steve Clark, Minister, Ministry of Municipal Affairs and Housing dated December 5, 2018 re: Municipal Reporting Burden

9.2.3 Ontario Good Roads Association (OGRA) Nominating Committee

J.W. Tiernay, Executive Director, Ontario Good Roads Association dated November 20, 2018 re: OGRA Nominating Committee

9.3 Meeting Minutes

9.3.1 School Traffic Safety Committee Meeting Minutes held on November 5, 2018

9.3.2 Caledon Public Library Board Meeting held on June 11, 2018

9.3.3 Caledon Public Library Board Meeting Minutes held August 20, 2018

9.3.4 Caledon Public Library Board Meeting Minutes held September 17, 2018

9.3.5 Caledon Public Library Board Meeting Minutes held October 15, 2018

10. ANNOUNCEMENTS

11. COUNCIL INQUIRIES

12. BY-LAWS

12.1 BL-2018-77

A by-law to authorize the temporary borrowing of money to meet current expenditures of the Council of the Corporation of the Town of Caledon

12.2 BL-2018-78

A by-law to provide for an interim tax levy for 2019 and collection thereof

12.3 BL-2018-79

A by-law to appoint an Acting Mayor for the 2018-2022 Term of Council

12.4 BL-2018-80

A by-law to establish the rules governing the calling, place, proceedings; providing public notice of hearings of the Committee of Adjustment of the Town of Caledon; and repealing Committee of Adjustment By-law No. 2015-008.

12.5 BL-2018-81

A By-law to establish the Appeal Board, its Rules of Procedure and to repeal By-law 2015-021

12.6 BL-2018-82

A by-law to amend By-law 98-155, as amended, being a by-law to establish standards for the maintenance and occupancy of property in the Town of Caledon

12.7 BL-2018-83

A by-law to deem Lots 1 and 2 on Plan 959 Bolton not to be parts of a plan of subdivision

12.8 BL-2018-84

A by-law to assume Atchison Drive, Billy Court, McElroy Court, Lizzie Court and McCardy Court on Plan 43M-1921

12.9 BL-2018-85

A by-law to exempt certain lands from part lot control, namely 0 Humbershed Crescent, legally described as Lots 1, 2 & 3 and Blocks 4, 5, 6, 7, 8 & 9 on 43M-2048 and Lots 29 & 30 and Blocks 262, 263, 264 & 265 on Plan 43M-1548

12.10 BL-2018-86

A by-law to exempt certain lands from part lot control, namely 0 Bonnieglenn Farm Boulevard, legally described as Blocks 109, 110 and 111 on Plan 43M-2051

12.11 BL-2018-87

A by-law to amend Procedural By-law 2015-108 with respect to Standing Committees and to repeal By-law 2009-140, 2013-038 and 2013-049

12.12 BL-2018-88

A by-law to confirm the proceedings of the Council for The Corporation of the Town of Caledon at its Council Meeting held on the 18th day of December, 2018

13. ADJOURNMENT

14. 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 legislative.services@caledon.ca.



Town Council Meeting Minutes
Tuesday, July 10, 2018
8:00 p.m.
Council Chamber, Town Hall

Mayor A. Thompson
Councillor D. Beffort
Councillor N. deBoer
Councillor J. Downey
Councillor A. Groves
Councillor J. Innis
Councillor G. McClure
Councillor R. Mezzapelli (absent)
Councillor B. Shaughnessy

Chief Administrative Officer: M. Galloway
Manager, Legislative and Information Services/Interim Town Clerk: A. Fusco
General Manager, Strategic Initiatives: D. Arbuckle
Interim General Manager, Corporate Services/Deputy Clerk: L. Hall
Treasurer: H. Haire
Manager, Development (West): R. Hughes
Assistant Town Solicitor: R. Ivanov
Coordinator, Council Committee: E. Robert
General Manager, Community Services: P. Tollett
Assistant Town Solicitor: A. Vandervoort
General Manager, Finance and Infrastructure Services: F. Wong

CALL TO ORDER

Mayor A. Thompson called the meeting to order in the Council Chamber at 8:03 p.m.

Councillor A. Groves opened the meeting with a prayer. Those in attendance joined in singing O Canada.

Mayor A. Thompson delivered the Indigenous Land Acknowledgement statement.

Mayor A. Thompson provided an announcement concerning the opening of the Challenger Baseball Field in Bolton.

Mayor A. Thompson acknowledged the retirement of Councillor D. Beffort, Councillor G. McClure and Councillor R. Mezzapelli, and thanked them for their service to their community.

DISCLOSURE OF PECUNIARY INTEREST – none.

CONFIRMATION OF THE MINUTES

Moved by Councillor N. deBoer – Seconded by Councillor G. McClure 2018-100

That the Council Meeting Minutes dated June 5, 2018, be approved.

Carried.

URGENT BUSINESS

Moved by Councillor D. Beffort – Seconded by Councillor B. Shaughnessy 2018-101

That section 7.4 of the Procedural By-law be waived to permit urgent business matters regarding speed limits on McLaughlin Road, Fill Application Permit 2018-004, the establishment of a scholarship as part of the grant funding for the Caledon Council Community Golf Tournament and the Valleywood Interchange.

Carried with a two-thirds vote.

Moved by Councillor B. Shaughnessy – Seconded by Councillor D. Beffort 2018-102

Whereas the lands (formerly known as the Ingleview Subdivision) on the east side of McLaughlin Road and on either side of McColl Drive are part of the Inglewood Village and Area Land as shown on The Town of Caledon Official Plan Schedule M;

Whereas there is currently a school bus stop at the intersection of McLaughlin Road and McColl Drive;

Whereas implementing traffic calming measures in the hamlet/community areas, including the consideration of lowering the posted speed limit where applicable, is in-line with the

recommendations from the Caledon Transportation Master Plan approved by Council in Nov 2017;

Whereas the current speed limit on McLaughlin Road is 40 km/hr from Olde Base Line Road to McColl Drive, and 60 km/hr north of McColl Drive;

Now therefore be it resolved that the Traffic By-law 2015-058 be amended to reduce the speed limit on McLaughlin Road from McColl Drive to 100 metre north of McColl Drive from 60km/hr to 40km/hr to align with the Inglewood Village and Area Land; and

That a copy of this resolution be forwarded to the Ontario Provincial Police for their information.

Upon the question of the main motion, a recorded vote was requested and taken as follows:

| RECORDED VOTE | YES | NO | CONFLICT | ABSENT |
|------------------------|------------|-----------|-----------------|---------------|
| Councillor Shaughnessy | X | | | |
| Councillor Mezzapelli | | | | X |
| Councillor Innis | X | | | |
| Councillor McClure | X | | | |
| Mayor Thompson | X | | | |
| Councillor Beffort | X | | | |
| Councillor Downey | X | | | |
| Councillor deBoer | X | | | |
| Councillor Groves | X | | | |
| TOTAL | 8 | | | 1 |

Carried.

Moved by Councillor J. Downey – Seconded by Councillor N. deBoer 2018-103

That a Scholarship be added to the current Caledon Council Community Golf Tournament (CCCGT) grant application process;

That the Scholarship to be named after Doug and Doreen Beffort Family for their outstanding contributions to the growth and success of the CCCGT;

That staff be directed to develop criteria and launch the Scholarship with the next grant application projected to open December 2018;

That the criteria include that grant recipients must be Caledon or former Caledon residents pursuing a post-secondary degree in Education;

That staff collect applications for the Scholarship for the Committee’s consideration; and

That two (2) scholarships of \$1,000 each be awarded.

Councillor D. Beffort left the meeting at 8:22 p.m.

Upon the question of the main motion, a recorded vote was requested and taken as follows:

| RECORDED VOTE | YES | NO | CONFLICT | ABSENT |
|------------------------|------------|-----------|-----------------|---------------|
| Councillor Shaughnessy | | X | | |
| Councillor Mezzapelli | | | | X |
| Councillor Innis | X | | | |
| Councillor McClure | X | | | |
| Mayor Thompson | X | | | |
| Councillor Beffort | | | | X |
| Councillor Downey | X | | | |
| Councillor deBoer | X | | | |
| Councillor Groves | | X | | |
| TOTAL | 5 | 2 | | 2 |

Carried.

Councillor D. Beffort returned to the meeting at 8:24 p.m.

Moved by Councillor N. deBoer – Seconded by Councillor J. Downey 2018-104

That the \$2 per cubic metre fee for the application permit 2018-004 in the amount of \$13,920.00 be refunded in full and that staff review the fees associated with the Fill By-law for the 2019 Budget.

Carried.

Moved by Councillor A. Groves – Seconded by Councillor B. Shaughnessy 2018-105

Whereas the July 5, 2018 PIC involving the Valleywood Interchange has no documentation of any commenting agencies and specifically that of a safety consultant;

And whereas the Valleywood Resident Association has provided effective documentation and reasonable physical safety concerns, none of which have been addressed in the Town’s draft design as provided by the Town’s retained consultants “Wood”;

And whereas Caledon Council believes all residents of Caledon deserve due diligence regarding human safety including emergency services response times in its planning process;

And whereas the Town of Caledon has both a moral and legal obligations to manage risk for its constituents; and

Now therefore it be resolved that the vote of the EA for McLaughlin Road be addressed only after written documentation of all commenting agencies including names signatures of appropriate rank is provided to the Town of Caledon public record for safe designing of this project.

Amendment #1

Moved by Councillor A. Groves – Seconded by Councillor J. Downey

That the last paragraph be deleted and replaced with:

That the Minister of the Ministry of Transportation of Ontario be requested to hold a public meeting with the Valleywood Residents Association and area residents to address their concerns prior to the next draft plan.

Carried.

Upon the question of the main motion, as amended by Amendment #1, a recorded vote was requested and taken as follows:

| <u>RECORDED VOTE</u> | YES | NO | CONFLICT | ABSENT |
|-----------------------------|------------|-----------|-----------------|---------------|
| Councillor Shaughnessy | X | | | |
| Councillor Mezzapelli | | | | X |
| Councillor Innis | X | | | |
| Councillor McClure | X | | | |
| Mayor Thompson | X | | | |
| Councillor Beffort | X | | | |
| Councillor Downey | X | | | |
| Councillor deBoer | X | | | |
| Councillor Groves | X | | | |
| TOTAL | 8 | | | 1 |

Carried.

Moved by Councillor N. deBoer – Seconded by Councillor J. Innis 2018-106

That section 7.4 of the Procedural By-law be waived to permit an urgent business matter regarding a verbal update on the Wilson Land Donation.

Carried with a two-thirds vote.

Moved by Councillor N. deBoer – Seconded by Councillor J. Innis 2018-107

That Council move into Confidential Session in accordance with Section 239 of the Municipal Act to receive advice that is subject to solicitor-client privilege, including communications necessary for the purposes, regarding a verbal update on the Wilson Land Donation.

Carried.

Council resumed in confidential Session in the Council Chamber at 8:47 p.m.

Mayor A. Thompson, Councillor D. Beffort, Councillor N. deBoer, Councillor J. Downey, Councillor A. Groves, Councillor J. Innis, Councillor G. McClure, Councillor B. Shaughnessy, Chief Administrative Officer: M. Galloway, Manager, Legislative and Information Services/Interim Clerk: A. Fusco, Interim General Manager, Corporate Services/Deputy Clerk: L. Hall, Assistant Town Solicitor: R. Ivanov and Assistant Town Solicitor: A. Vandervoort were present for this portion of the meeting.

A. Vandervoort and R. Ivanov left the meeting at 9:16 p.m.

R. Ivanov returned to the meeting at 9:29 p.m.

Council adopted the required procedural motion at 9:34 p.m. and resumed in Open Session at 9:36 p.m.

Moved by Councillor N. deBoer – Seconded by Councillor J. Innis 2018-108

That Town staff be directed to send correspondence to Mr. Wilson’s lawyer that Mr. Wilson and the Town are in agreement in principle with respect to all clauses that are under the care and control of the Town and are waiting on Mr. Wilson’s response.

Upon the question of the main motion, a recorded vote was requested and taken as follows:

| RECORDED VOTE | YES | NO | CONFLICT | ABSENT |
|------------------------|-----|----|----------|--------|
| Councillor Shaughnessy | X | | | |
| Councillor Mezzapelli | | | | X |
| Councillor Innis | X | | | |
| Councillor McClure | X | | | |
| Mayor Thompson | X | | | |
| Councillor Beffort | X | | | |
| Councillor Downey | X | | | |
| Councillor deBoer | X | | | |
| Councillor Groves | X | | | |
| TOTAL | 8 | | | 1 |

Carried.

DELEGATIONS

Bruce McCall-Richmond, Planner, Glenn Schnarr and Associates Inc., provided a delegation regarding June 26, 2018 Planning and Development Committee Report concerning Staff Report 2018-77 Proposed Rogers Communications Telecommunications Tower, 18501 Mississauga Road. He stated that his client, Beacon Hall, expressed objections to the proposed location of the telecommunications tower. Mr. McCall-Richmond stated that his client’s objections were not noted in Staff Report 2018-77. He stated that it was his clients request that the report be deferred to ensure that all concerns are met regarding the location of the proposed telecommunications tower.

Mayor A. Thompson thanked Mr. McCall-Richmond for his delegation.

Moved by Councillor J. Downey – Seconded by Councillor D. Beffort 2018-109

That section 7.4 of the Procedural By-law be waived to permit an additional delegation from Sean Galbraith regarding June 26, 2018 Planning and Development Committee Report concerning Staff Report 2018-77 Proposed Rogers Communications Telecommunications Tower, 18501 Mississauga Road.

Carried.

Sean Galbraith provided a delegation regarding June 26, 2018 Planning and Development Committee Report concerning Staff Report 2018-77 Proposed Rogers Communications Telecommunications Tower, 18501 Mississauga Road. He stated the importance of the proposed telecommunications tower to the continuity of Rogers service in the area. Mr. Galbraith stated that there has been consultation regarding the proposed location of the tower with neighbouring properties and that is his opinion all concerns have been addressed.

A member of Council asked a question and received a response from the delegate.

Mayor A. Thompson thanked Mr. Galbraith for his delegation.
Bob Shapton provided a delegation regarding the June 26, 2018 General Committee Report concerning Staff Report 2018-78 McLaren Wayside Pit Update regarding Financial Costs and Memorandum to Council regarding Second Line right-of-way (Former McLaren Wayside Pit). He expressed his frustration with the process and requested transparent answers. Mr. Shapton

requested that an independent audit be conducted with respect to the McLaren Wayside Pit financial statements prior to September 1, 2018.

Mayor A. Thompson thanked Mr. Shapton for his delegation.

Paul Revell provided a delegation regarding the June 26, 2018 General Committee Report concerning Staff Report 2018-78 McLaren Wayside Pit Update regarding Financial Costs. He questioned the overall benefit of the pit to the Town and spoke to the financial accounting of the McLaren Wayside Pit. Mr. Revell requested that an independent audit be conducted with respect to the McLaren Wayside Pit financial statements prior to September 1, 2018.

A Member of Council asked a number of questions and received responses from the delegate.

Mayor A. Thompson thanked Mr. Revell for his delegation.

Councillor J. Downey left the meeting at 9:47 p.m. and returned at 9:49 p.m.

COMMITTEE RECOMMENDATIONS

Moved by Councillor N. deBoer – Seconded by Councillor G. McClure 2018-110

That the June 26, 2018 General Committee Meeting Report recommendation regarding Staff Report 2018-78 regarding McLaren Wayside Pit Update regarding Financial costs, be adopted.

Amendment #1

Moved by Councillor B. Shaughnessy – Seconded by Councillor A. Groves

That Staff Report 2018-78 be referred back to staff; and

That staff investigate the potential of an independent audit of the McLaren Wayside Pit and report back to Council with information on costing and scope within 60 days.

Carried.

Upon the question of the main motion, as amended by Amendment #1, the motion was carried.

Moved by Councillor G. McClure – Seconded by Councillor N. deBoer 2018-111

That the June 26, 2018 General Committee Meeting Report recommendation regarding Staff Report 2018-80 regarding McLaren Wayside Pit Update regarding Rehabilitation, be adopted.

Amendment #1

Moved by Councillor B. Shaughnessy – Seconded by Councillor D. Beffort

That Staff Report 2018-80 be referred back to staff to investigate the issues raised by the June 26, 2018 delegation on the matter.

Carried.

Upon the question of the main motion, as amended by Amendment #1, the motion was carried.

Moved by Councillor N. deBoer – Seconded by Councillor G. McClure 2018-112

That the June 26, 2018 General Committee Meeting Report recommendations regarding the following consent items, be adopted:

- Staff Report 2018-71 regarding April 2018 Operating Budget Variance Report;
- Staff Report 2018-86 regarding Community Transportation Grant Program;
- Staff Report 2018-85 regarding Town of Caledon/Township of King Boundary Road Maintenance Agreement;
- Accessibility Advisory Committee Report dated May 24, 2018;
- Accessibility Advisory Committee Report dated June 14, 2018;
- Cheltenham Badlands Parking Enforcement;
- Confidential Staff Report 2018-19 regarding A proposed or pending disposition of land by the Town – A Portion of 5th Sideroad, Ward 5;

- Confidential Staff Report 2018-17 regarding A proposed or pending acquisition of land by the municipality – Expropriation Grange Sideroad;
- Confidential Staff Report 2018-20 regarding Litigation affecting the municipality – Simpson Road Litigation Update; and
- Confidential Staff Report 2018-21 regarding A proposed or pending acquisition of land by the municipality – Dufferin County Courthouse OPP Lease.

Carried.

Moved by Councillor A. Groves – Seconded by Councillor J. Innis

2018-113

That the June 26, 2018 General Committee Meeting Report recommendation regarding Staff Report 2018-79 regarding Proposed Community Safety Zone Designation, be adopted.

Amendment #1

Moved by Councillor A. Groves – Seconded by Councillor J. Innis

That the following be added to paragraph 1:

13) Ellwood Drive East between Queen Street South (Regional Road 50) and Allan Drive.

Carried.

Upon the question of the main motion, as amended by Amendment #1, the motion carried.

Councillor G. McClure left the meeting at 10:19 p.m. and returned at 10:21 p.m.

Moved by Councillor A. Groves – Seconded by Councillor N. deBoer

2018-114

That the June 26, 2018 General Committee Meeting Report recommendation regarding Beautifying Village Cores throughout the Municipality, be adopted.

Amendment #1

Moved by Councillor N. deBoer – Seconded by Councillor A. Groves

That the following paragraph be added:

That staff investigate expanding the Municipal Agriculture Community Grant program or develop a new grant program to fund beautification efforts in the village cores and report back to Council as part of the 2019 budget process.

Carried.

Upon the question of the main motion, as amended by Amendment #1, the motion was carried.

Moved by Councillor N. deBoer – Seconded by Councillor J. Innis

2018-115

That the June 26, 2018 General Committee Meeting Report recommendations regarding the following items, be adopted:

- Staff Report 2018-54 regarding Preparing for the Legalization of Recreational Cannabis;
- Staff Report 2018-72 regarding Award of Contract 2018-56 Construction on Various Roads;
- Mono Mills Anniversary;
- Meeting with Ministry regarding Aggregate Facility Rehabilitation; and
- Neighbourhood Watch Program Signs.

Carried.

Moved by Councillor N. deBoer – Seconded by Councillor G. McClure

2018-116

That the June 26, 2018 Planning and Development Committee Meeting Report, be received.

Carried.

Moved by Councillor J. Innis – Seconded by Councillor G. McClure 2018-117

That the June 26, 2018 Planning and Development Committee Meeting Report recommendations regarding the following consent items, be adopted:

- Staff Report 2018-84 regarding Proposed Zoning By-Law Amendment, 1544216 Ontario Ltd., 12700 Regional Road 50, Ward 5;
- Staff Report 2018-83 regarding Proposed Zoning By-Law Amendment to Remove a Holding ("H") Symbol, 2079618 Ontario Inc., Part of Lots 1, Concession 6 (Albion) Designated as Part 4 on Plan 43R-32249;
- Staff Report 2018-77 regarding Proposed Rogers Communications Telecommunications Tower, 18501 Mississauga Road, Ward 2;
- Staff Report 2018-76 regarding Proposed Zoning By-Law Amendment: Mayfield West Phase 2 Stage 1, Community-Wide Zoning Framework, Ward 2;
- Staff Report 2018-75 regarding Proposed Draft Plan of Subdivision, Official Plan Amendment and Zoning By-Law Amendment Applications, Ward 3;
- Heritage Caledon Report dated June 11, 2018; and
- Request to Demolish a Structure on a Heritage Listed Property - 19721 Main Street, Alton (Ward 1).

Carried.

Moved by Councillor J. Downey – Seconded by Councillor G. McClure 2018-118

That the June 26, 2018 Planning and Development Meeting Report recommendation regarding Staff Report 2018-65 regarding Mayfield West Phase 2, Stage 2 Initiate Local Official Plan Amendment Process, be adopted.

Upon the question of the main motion, a recorded vote was requested and taken as follows:

| RECORDED VOTE | YES | NO | CONFLICT | ABSENT |
|------------------------|-----|----|----------|--------|
| Councillor Shaughnessy | | X | | |
| Councillor Mezzapelli | | | | X |
| Councillor Innis | X | | | |
| Councillor McClure | X | | | |
| Mayor Thompson | X | | | |
| Councillor Beffort | X | | | |
| Councillor Downey | X | | | |
| Councillor deBoer | X | | | |
| Councillor Groves | | X | | |
| TOTAL | 6 | 2 | | 1 |

Carried.

Councillor J. Innis left the meeting at 10:40 p.m. and returned at 10:42 p.m.

Moved by Councillor J. Innis – Seconded by Councillor G. McClure 2018-119

That the June 26, 2018 Planning and Development Committee Meeting Report recommendations regarding the following items, be adopted:

- Staff Report 2018-73 regarding Proposed Zoning By-Law Amendment, Cambium Farms Ltd., Proposed Wedding Venue Expansion, 81 Charleston Sideroad, Ward 1; and
- Staff Report 2018-82 regarding Proposed Draft Plan of Subdivision and Zoning By-Law Amendment Applications, Villalago Residences Inc., 9023 5th Sideroad, Ward 5.

Carried.

CONFIDENTIAL SESSION

Moved by Councillor D. Beffort – Seconded by Councillor J. Downey 2018-120

That Council shall go into confidential session under Section 239 of the Municipal Act for the following purpose:

Confidential Staff Report 2018-22 re: A proposed or pending disposition of land by the municipality - Lease Agreement with the Region of Peel for fire and emergency services located at 14002 Regional Road 50.

Carried.

Council resumed in confidential Session in the Council Chamber at 10:45 p.m.

Mayor A. Thompson, Councillor D. Beffort, Councillor N. deBoer, Councillor J. Downey, Councillor A. Groves, Councillor J. Innis, Councillor G. McClure, Councillor B. Shaughnessy, Chief Administrative Officer: M. Galloway, General Manager, Finance and Infrastructure Services, F. Wong, Manager, Interim General Manager, Corporate Services/Deputy Clerk: L. Hall, Legislative and Information Services/Interim Clerk: A. Fusco, , Assistant Town Solicitor: R. Ivanov were present for this portion of the meeting.

Council adopted the required procedural motion at 10:50 p.m. and resumed in Open Session at 10:51 p.m.

Moved by Councillor A. Groves – Seconded by Councillor N. deBoer 2018-121

That the Mayor and Clerk be authorized to enter into a Lease Agreement with the Region of Peel (Region) for the new Bolton Fire Hall located at 14002 Regional Road 50, Bolton, attached as Schedule A to Staff Report 2018-55, subject to any minor or technical changes as may be required prior to execution.

Carried.

CORRESPONDENCE

Members of Council provided comments concerning Memorandum from Fuwing Wong, General Manager, Finance and Infrastructure Services/Chief Financial Officer dated July 10, 2018 re: Bolton Fire Station Construction Update.

Members of Council received responses from staff.

ANNOUNCEMENTS

Members of Council provided a number of announcements.

INQUIRIES – none.

BY-LAWS

Moved by Councillor J. Innis – Seconded by Councillor G. McClure 2018-122

That the following by-laws be read a first time and passed:

BL-2018-57 A by-law to amend By-law 2015-058, being a by-law to regulate the use of highways and parking on highways

Amendment #1

Moved by Councillor A. Groves – Seconded by Councillor G. McClure

That Schedule L to By-law 2015-058 be amended to include Ellwood Drive East between Queen Street South (Regional Road 50) and Allan Drive.

Carried.

Amendment #2

Moved by Councillor B. Shaughnessy – Seconded by Councillor D. Beffort

That Schedule F to By-law 2015-058 be amended to read McLaughlin Road from Forks of the Credit Road (RR11) to 100 metre north of McColl Drive to 60km/h and McLaughlin Road from 100 metre north of McColl Drive to Olde Base Line Road (RR 12) to 40km/h.

Carried.

Upon the question of the main motion, as amended by Amendment #1 and Amendment #2, the motion carried.

Moved by Councillor J. Innis – Seconded by Councillor G. McClure 2018-123

That the following by-laws be read a first time and passed:

BL-2018-58 A by-law to appoint members to the Town of Caledon Municipal Election Compliance Audit Committee for the 2018 Municipal Election

BL-2018-59 A by-law to amend By-law 2007-128 being a by-law to appoint employees of the Town of Caledon to statutory positions

| | |
|------------|--|
| BL-2018-60 | A by-law to amend By-law 2005-112, as amended, being a by-law to provide for the regulation, maintenance and protection of parks in the Town of Caledon |
| BL-2018-61 | A by-law to designate the property known as 6500 Patterson Sideroad (the "Property") as being of cultural heritage value or interest |
| BL-2018-62 | A by-law to amend By-law No. 2017-18, being a by-law to designate the property known as 89 Walker Road West (the "Property") as being of cultural heritage value or interest |
| BL-2018-63 | A by-law to exempt certain lands from part lot control, namely 61 and 71 Parr Boulevard, legally described as Lots 1 and 2 on Plan 43M-1658 |
| BL-2018-64 | A by-law to exempt certain lands from part lot control, namely 0 Bonnienglen Farm Boulevard, legally described as Blocks 112, 113, 114, 115, 116, 117 and 118 on Plan 43M-2051 |
| BL-2018-65 | A by-law to exempt certain lands from part lot control, namely 0 Doris Pawley Crescent, legally described as Blocks 119, 120, 121, 122 and 123 on Plan 43M-2051 |
| BL-2018-66 | A by-law to establish, dedicate, name and assume the 0.3 metre reserve on Plan 43M-1660 |
| BL-2018-67 | A by-law to stop up and close a portion of 5 Sideroad being part 1 on 43R-38392 |
| BL-2018-68 | A by-law to amend Comprehensive Zoning By-Law No. 2006-50, as amended, with respect to Part of West Half of Lot 1, Concession 6 (Albion), designated as Part 4, Plan 43R-32249, Town of Caledon, Regional Municipality of Peel, municipally known as 0 Simpson Road |
| BL-2018-69 | A by-law to amend Comprehensive Zoning By-law 2006-50, as amended, with respect to Part Lot 4, Concession 6 (Albion), designated as Parts 1, 2, 3, 4, 9 and 10 on 43R-34893, Town of Caledon, Regional Municipality of Peel, municipally known as 12700 Regional Road 50 |
| BL-2018-70 | A by-law to adopt Official Plan Amendment No. 251 to the Official Plan for the Town of Caledon |
| BL-2018-71 | A by-law to amend Comprehensive Zoning By-law 2006-50, as amended, with respect to Part Lot 22, Concession 1 (Albion), being Part 1 on 43R-3575, Town of Caledon, Regional Municipality of Peel, municipally known as 0 Airport Road |
| BL-2018-72 | A by-law to amend Comprehensive Zoning By-law 2006-50, as amended, with respect to Part Lot 15, Concession 6 WHS, as in RO1113362, save and except Parts 1, 2, 3 and 4 on 43R-37193; Town of Caledon; Regional Municipality of Peel, municipally known as 81 Charleston Sideroad |
| BL-2018-73 | A by-law to amend Comprehensive Zoning By-law 2006-50, as amended, with respect to Part of Lot 5 and Part of the road allowance between West Halves of Lots 5 and 6, Concession 7 (Albion) and Blocks 118, 152-154, 165, 167, 178, 181 & 182 on Registered Plan 43M-1251, Town of Caledon, Regional Municipality of Peel, municipally known as 9023 5 th Sideroad |
| BL-2018-74 | A by-law to amend Comprehensive Zoning By-law 2006-50, as amended, to add new residential zones and standards to facilitate future residential development within the Mayfield West Phase Two Settlement Area |

Carried.

Moved by Councillor G. McClure – Seconded by Councillor J. Innis 2018-124

That the following by-law be read a first time and passed:

BL-2018-75 A by-law to confirm the proceedings of the Council for the Corporation of
the Town of Caledon at its Council Meeting held on the 10th day of July
2018

Carried.

ADJOURNMENT

On the motion moved by Councillor G. McClure, Council adjourned at 10:59 p.m.

Allan Thompson, Mayor

Amanda Fusco, Interim Town Clerk

Mayor A. Thompson
Councillor N. deBoer
Councillor J. Downey
Councillor C. Early
Councillor A. Groves
Councillor J. Innis
Councillor L. Kiernan
Councillor T. Rosa
Councillor I. Sinclair

Chief Administrative Officer: M. Galloway
Manager, Legislative and Information Services/Interim Town Clerk: A. Fusco
General Manager, Strategic Initiatives: D. Arbuckle
Interim General Manager, Corporate Services/Deputy Clerk: L. Hall
Treasurer: H. Haire
Coordinator, Council Committee: J. Lavecchia
Coordinator, Council Committee: E. Robert
General Manager, Community Services: P. Tollett
General Manager, Finance and Infrastructure Services: F. Wong

PROCESSION OF COUNCIL ELECT

Mayor Elect A. Thompson and the Councillors-Elect were piped to their seats at 7:08 p.m.

Gabe DeNardis, a music student from Mayfield Secondary School, led those in attendance in the singing of O Canada.

CALL TO ORDER

Interim Town Clerk A. Fusco called the Inaugural Meeting of Council to order at 7:12 p.m.

Pastor Bryan Fox provided the opening prayer.

DISCLOSURE OF PECUNIARY INTEREST – none.

DECLARATION OF OFFICE

Justice of the Peace Carty administered the declaration of office to Mayor-Elect Allan Thompson and placed the Chain of Office on the Mayor.

Justice of the Peace Carty administered the declaration of office for the Councillors-Elect.

SELECTION OF CHAIR AND VICE CHAIR

Moved by Councillor Downey – Seconded by Councillor Kiernan 2018-125

That Councillor J. Innis be appointed as Chair of General Committee for the 2018-2022 term of Council; and

That Councillor C. Early be appointed as Vice-Chair of General Committee for the 2018-2022 term of Council.

Carried.

Moved by Councillor Sinclair – Seconded by Councillor Innis 2018-126

That Councillor N. deBoer be appointed as Chair of Planning and Development Committee for the 2018-2022 term of Council; and

That Councillor L. Kiernan be appointed as Vice-Chair of Planning and Development Committee for the 2018-2022 term of Council.

Carried.

DEDICATORY ADDRESS

Dr. Lance Secretan provided a dedicatory address to the assembly.

INAUGURAL ADDRESS

Mayor A. Thompson delivered his Inaugural address to the assembly. Mayor Thompson welcomed those in attendance and outlined his priorities for the 2018-2022 term.

ACKNOWLEDGEMENT OF FORMER MAYORS

Mayor Thompson acknowledged former Mayors Emil Kolb, Carol Seglins and Marolyn Morrison.

INTRODUCTION OF SPECIAL GUESTS

Mayor Thompson introduced special guests and thanked his family and friends for their support throughout the election campaign. Members of Council thanked their family and friends for their support and provided comments on the upcoming term of Council.

BY-LAWS

Moved by Councillor N. deBoer – Seconded by Councillor J. Innis 2018-127

That the following by-law be read a first time and passed:

BL-2018-76 A by-law to confirm the proceedings of the Council for the Corporation of the Town of Caledon at its Council Meeting held on the 4th day of December 2018

Carried.

ADJOURNMENT

On the motion moved by Councillor Sinclair, Council adjourned at 7:59 p.m.

Allan Thompson, Mayor

Amanda Fusco, Interim Town Clerk

DRINKING WATER SOURCE PROTECTION

ACT FOR CLEAN WATER

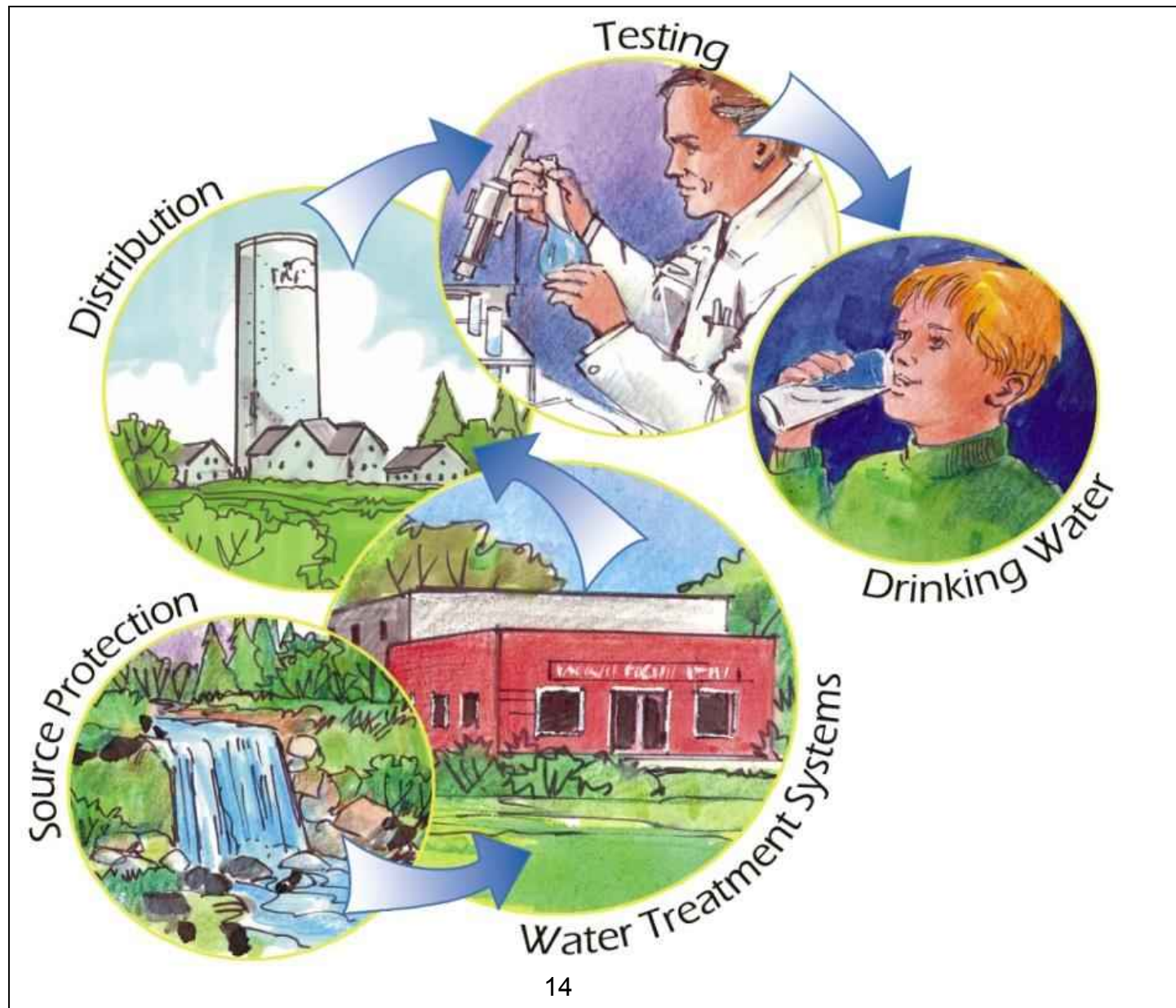
**CTC SOURCE
PROTECTION
REGION**

CTC SOURCE PROTECTION PLAN AND UPDATES

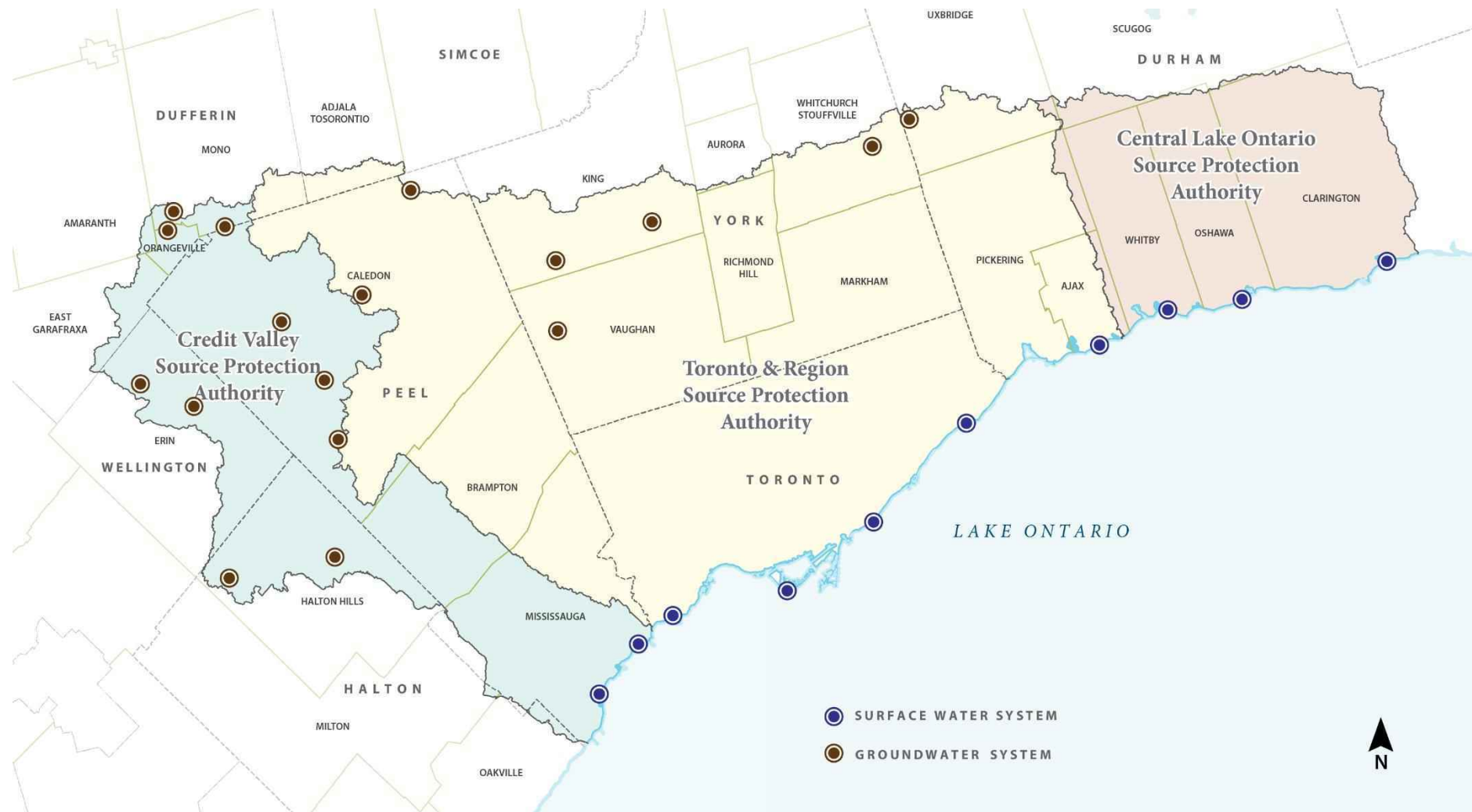
Presented by:
Jennifer Stephens, Program Manager
CTC Source Protection Region



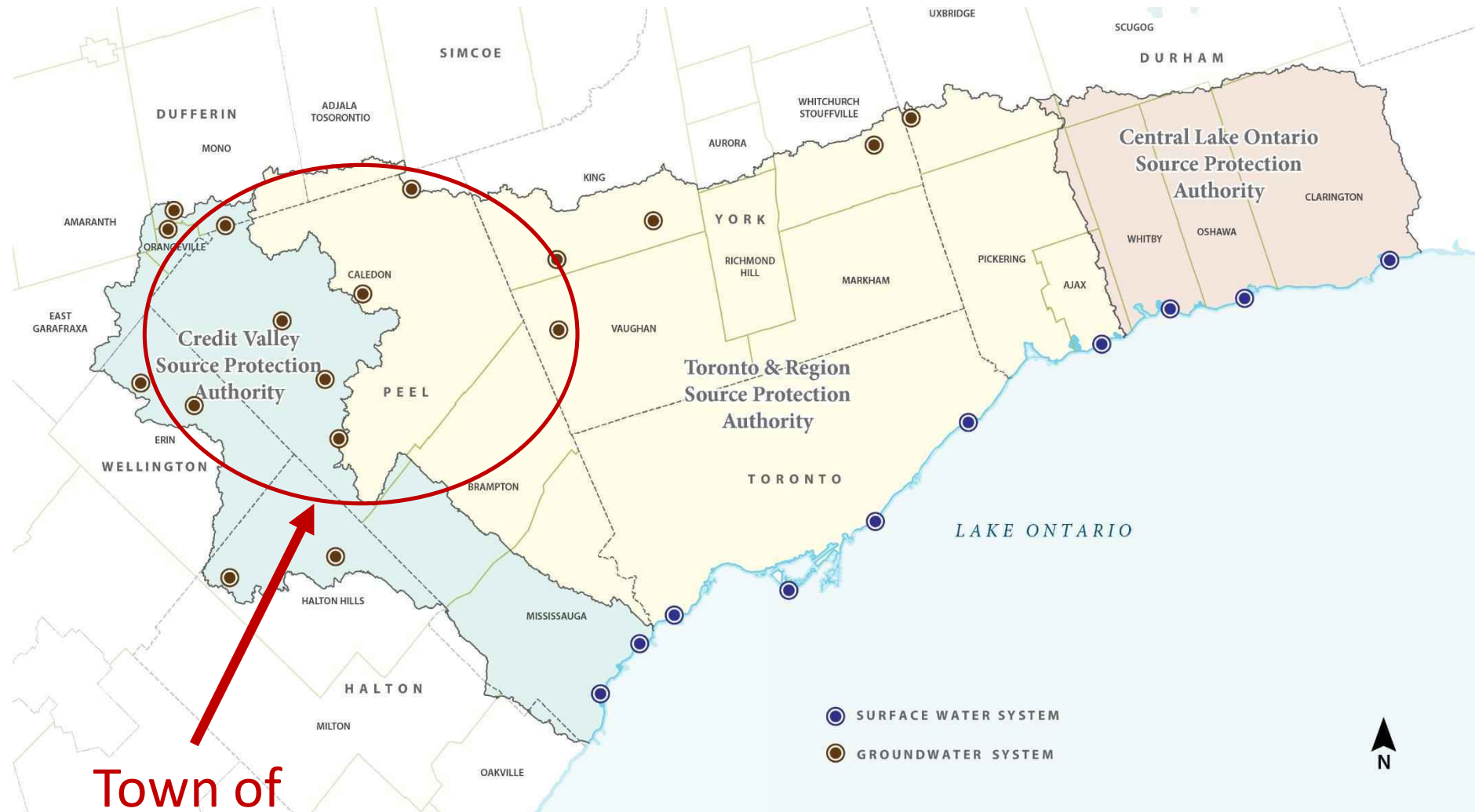
PROTECTION OF MUNICIPAL DRINKING WATER



CTC SOURCE PROTECTION REGION



CTC SOURCE PROTECTION REGION



Town of
Caledon

DRINKING WATER SOURCE PROTECTION PROCESS

Identify

Assessment Reports:

- Technical foundation for the Plan;
- Evaluates vulnerability and threats to drinking water

(2006-2015)

Plan

Source Protection Plans:

- Policies to ensure significant drinking water threats will not be a problem in the future
- Other policies/actions to ensure municipal water supply systems are protected.

(2011-2015)

Implement & Monitor

- Implement the Source Protection Plan
- Inspect and Enforce
- Monitor and Report
- Review Plan

(2016 & beyond)

AMENDMENTS TO CTC SOURCE PROTECTION PLAN

s.34 Amendment (CWA) *(SPA Proposes)*

- New/expanded systems
- Completion of technical work
 - e.g., water budgets

s. 35 Order (CWA) *(Minister's Order)*

- Minister's discretion
 - e.g., authority unable to obtain municipal support for amendments

s. 36 Update (CWA) *(Mandatory Review)*

- Most plan revisions
 - e.g., new policies, new technical work

s. 51 (O.Reg.287/07) *(SPA's Discretion)*

- Minor administrative errors
 - e.g., correction of typos, spelling, etc.

AMENDMENTS TO CTC SOURCE PROTECTION PLAN



s.34 Amendment (CWA) *(SPA Proposes)*

- New/expanded systems
- Completion of technical work
 - *e.g., water budgets*

s. 35 Order (CWA) *(Minister's Order)*

- Minister's discretion
 - *e.g., authority unable to obtain municipal support for amendments*

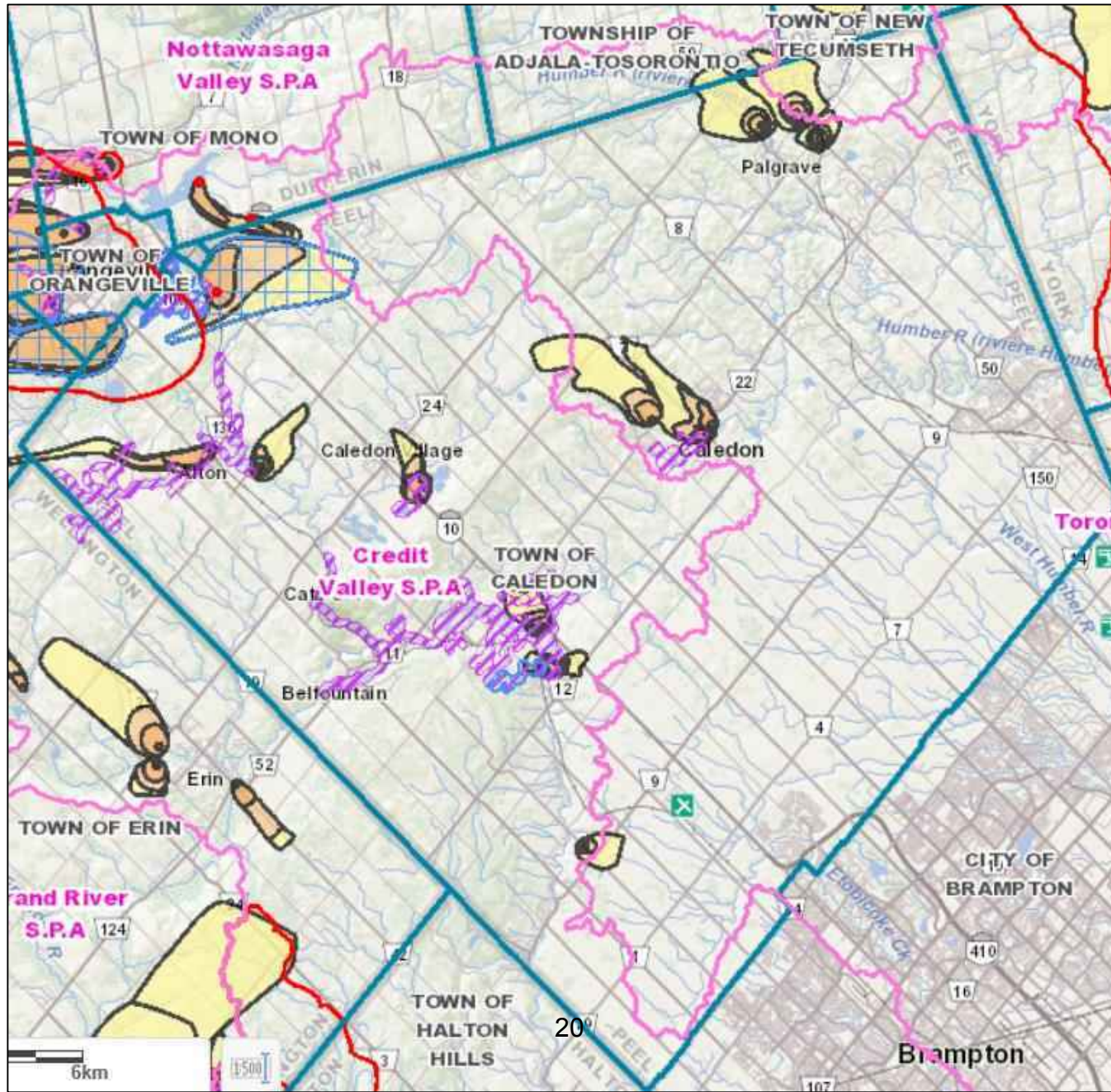
s. 36 Update (CWA) *(Mandatory Review)*

- Most plan revisions
 - *e.g., new policies, new technical work*

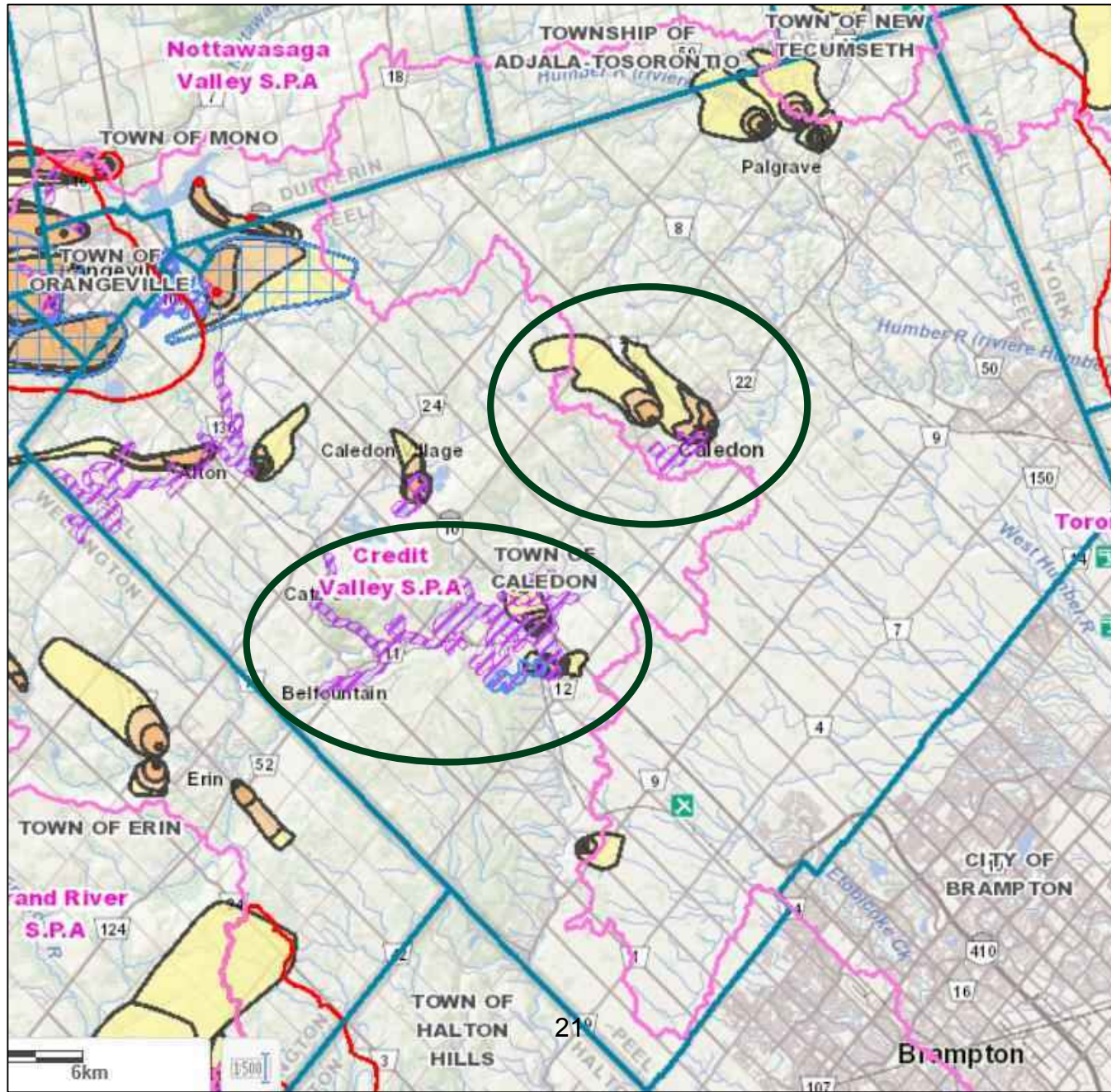
s. 51 (O.Reg.287/07) *(SPA's Discretion)*

- Minor administrative errors
 - *e.g., correction of typos, spelling, etc.*

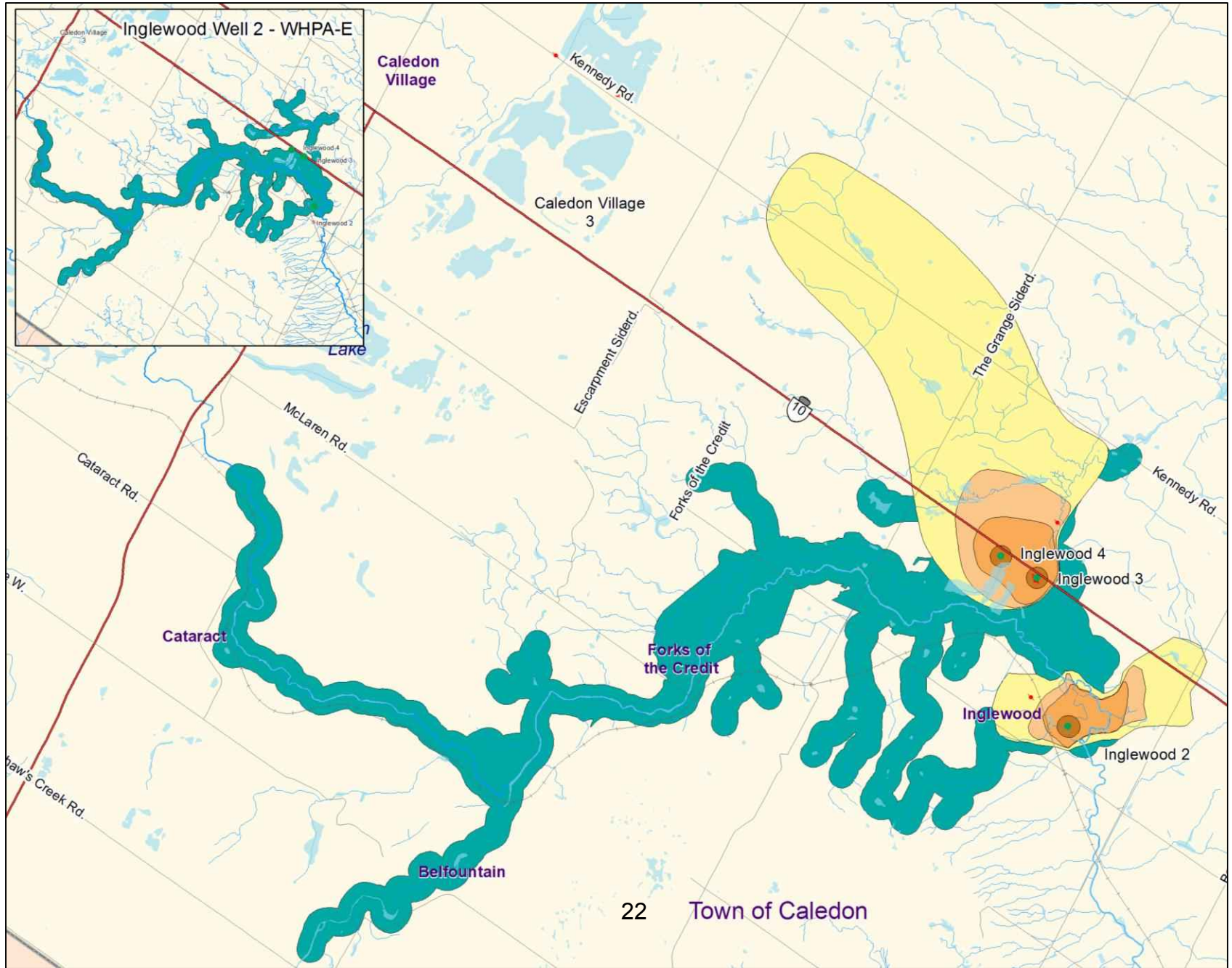
TOWN OF CALEDON - MUNICIPAL DRINKING WATER SYSTEMS



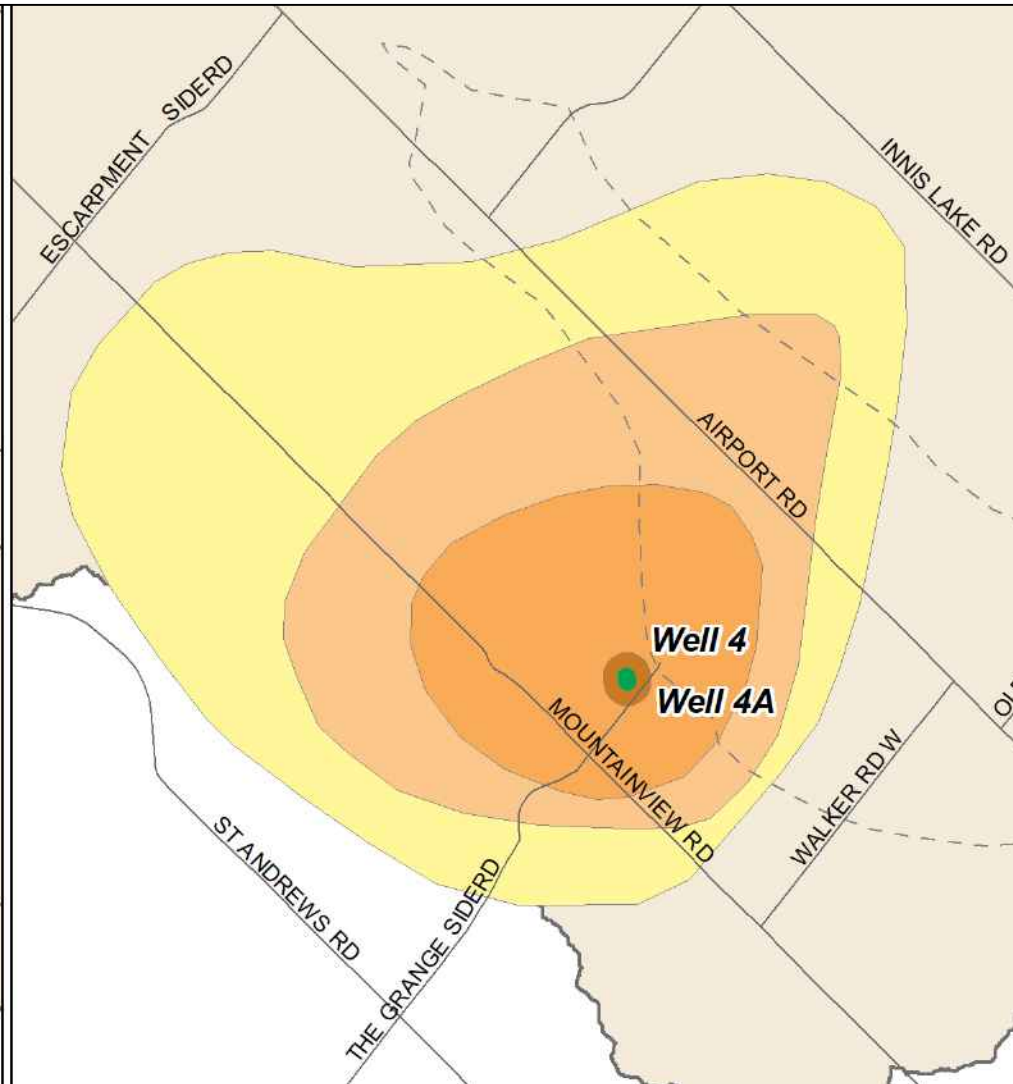
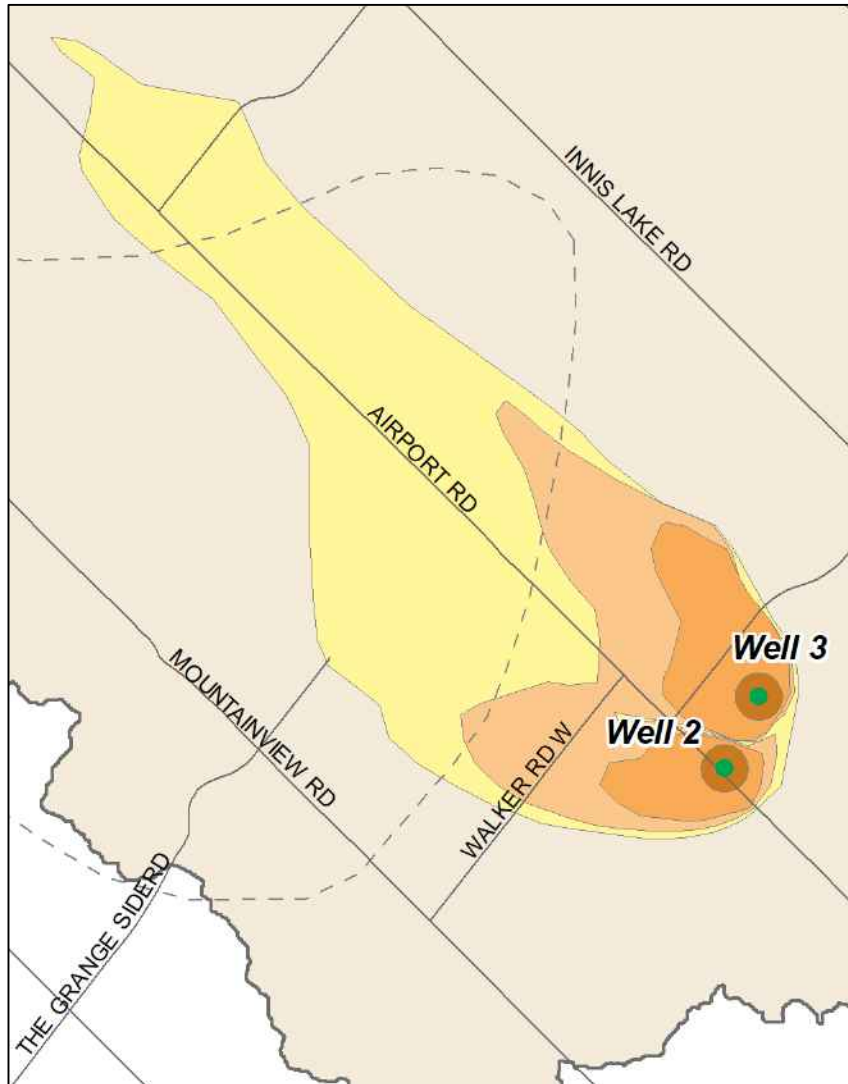
TOWN OF CALEDON - MUNICIPAL DRINKING WATER SYSTEMS



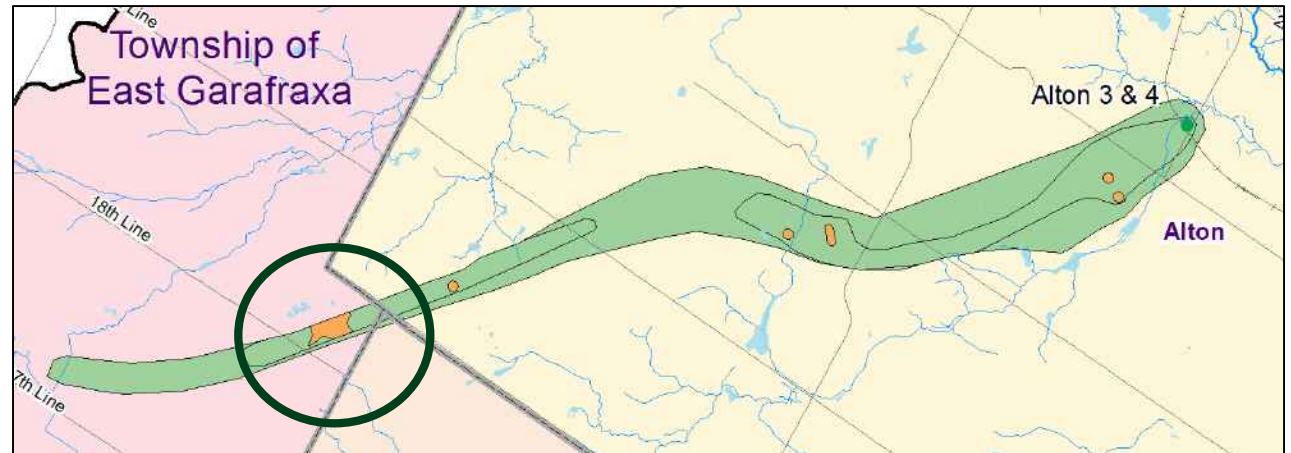
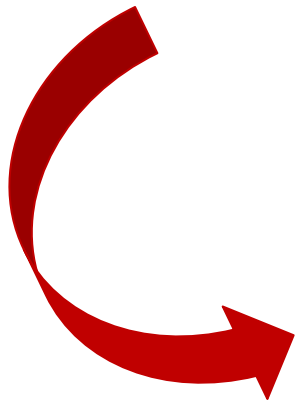
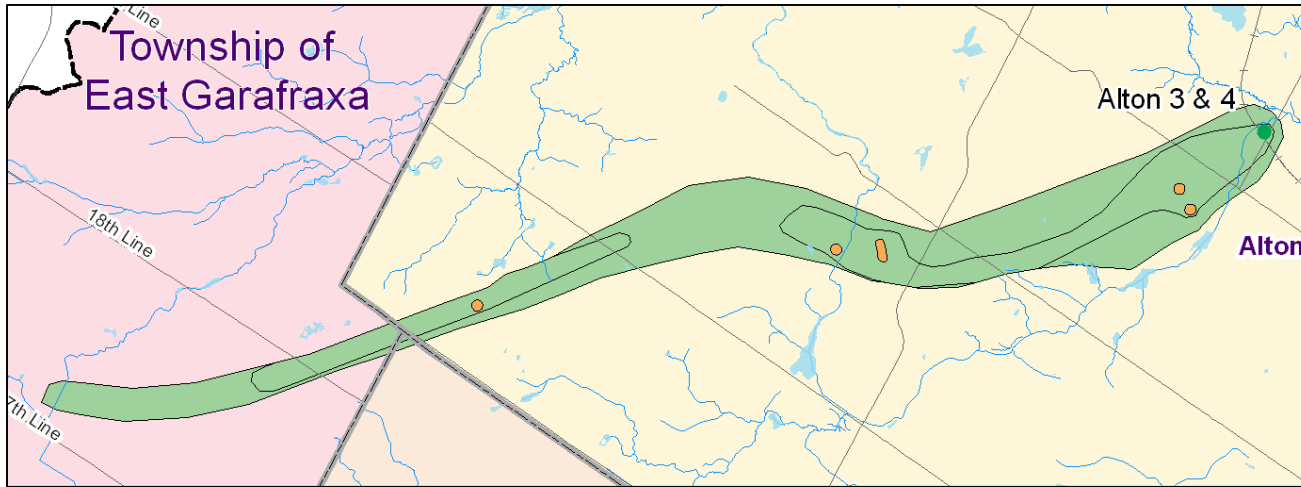
INGLEWOOD MUNICIPAL DRINKING WATER SYSTEM



PALGRAVE – CALEDON EAST MUNICIPAL DRINKING WATER SYSTEM

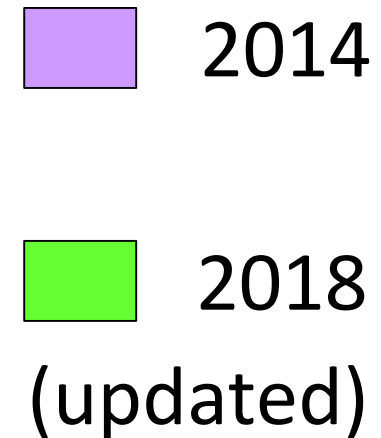
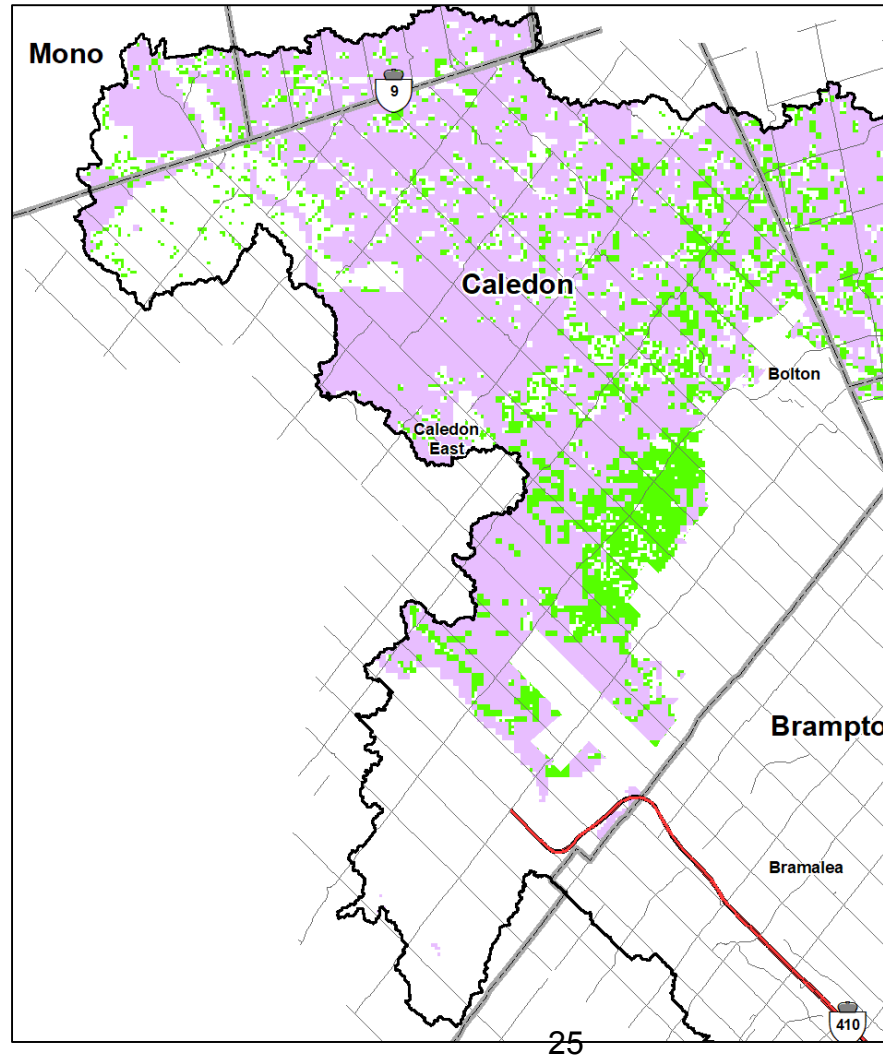


CALEDON VILLAGE – ALTON MUNICIPAL DRINKING WATER SYSTEM



Transport Pathway = Increased Vulnerability

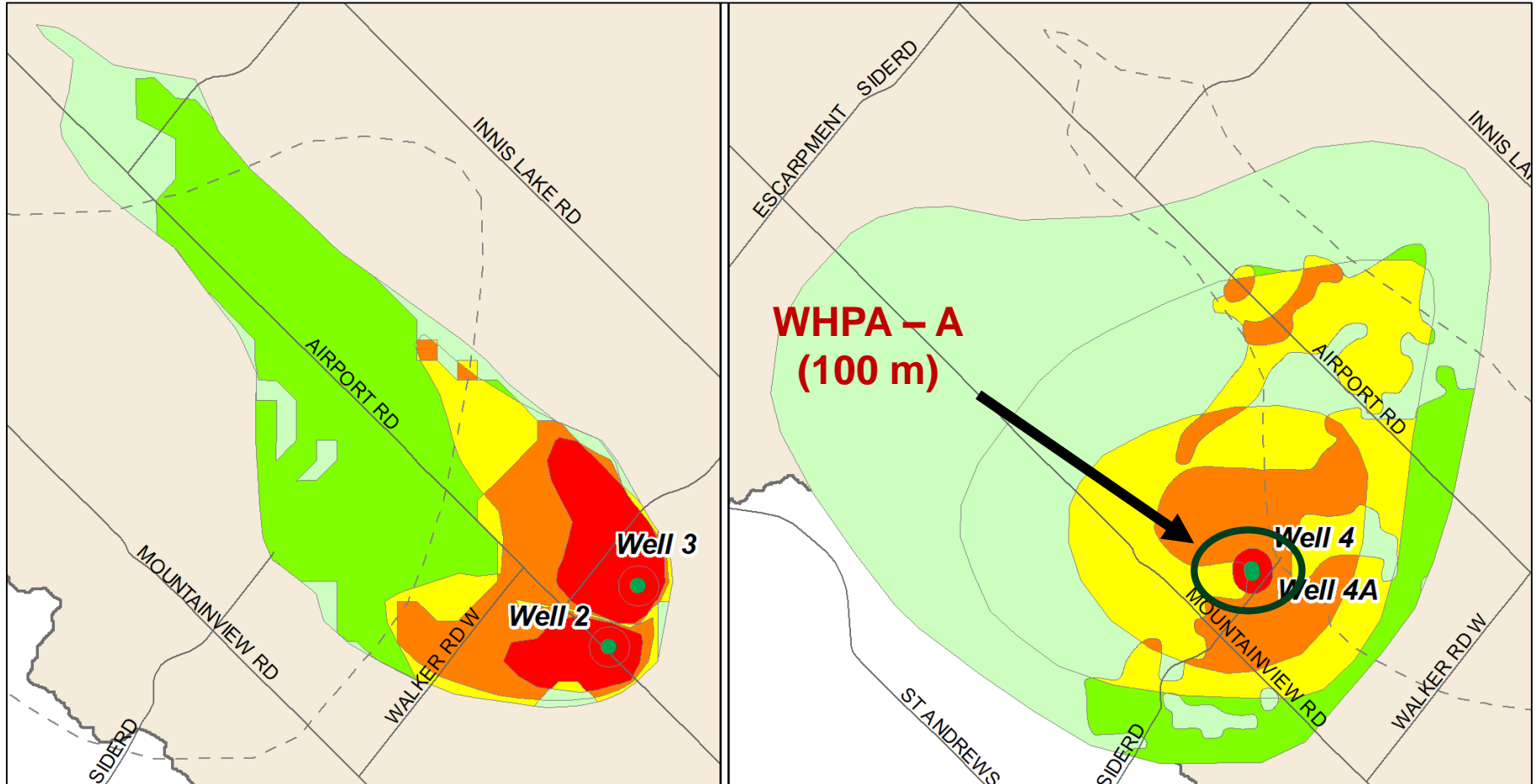
SIGNIFICANT GROUNDWATER RECHARGE AREAS (TORONTO & REGION SOURCE PROTECTION AREA)



POLICY CHANGES

| Policy | Explanation |
|------------|---|
| T-8 | Remove requirement for conformity in 5 years. |
| Transition | <p>Text to clarify when a threat is considered ‘existing’ for an in-progress development proposal in accordance with Policy REC-1.</p> <p>Text to specify that, for transitioning applications that would result in an increase of impervious surface, a water balance assessment, or equivalent, is still generally required. However, based on the location and scale of development, the Planning Approval Authority has a certain level of flexibility regarding water balance requirements.</p> |
| GEN-1 | Establish a common site-specific exemption authority for Risk Management Officials. |
| SWG-3 | Revised policy text to ensure intent of policy is achieved. |
| SNO-1 | Change the approach to addressing potential future significant drinking water threats in the WHPA – B (VS = 10) and WHPA – E (VS ≥ 9 from prohibition to management. |
| SAL 10-13 | Address moderate and low drinking water threats as a result of the application of road salt in all vulnerable areas. |

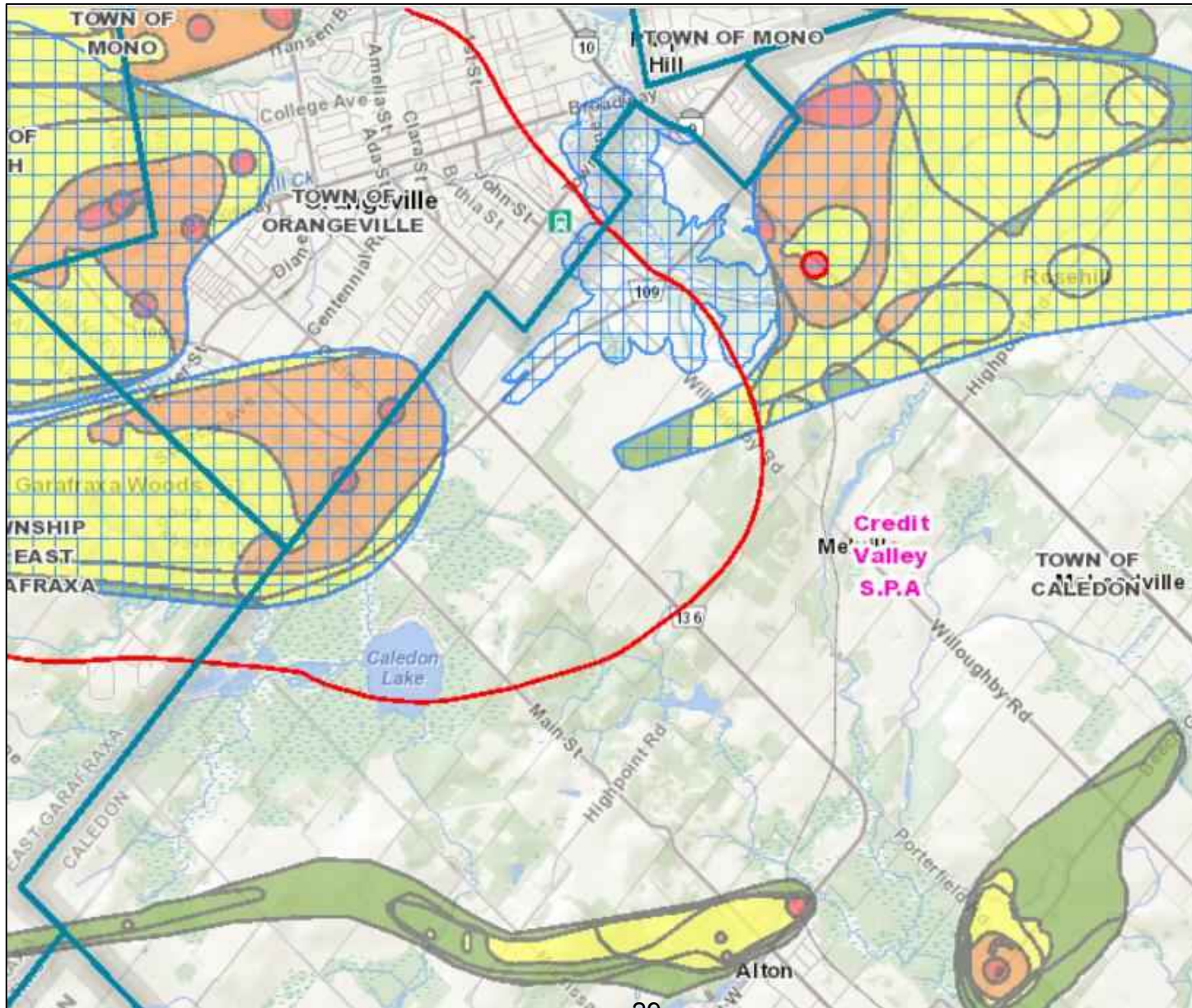
PALGRAVE – CALEDON EAST MUNICIPAL DRINKING WATER SYSTEM



POLICY CHANGES

| Policy | Explanation |
|--------|--|
| REC-1 | <p>Revised policy text to ensure intent of policy is achieved;</p> <p>Adding “site alteration” to the types of applications requiring BMPs with the goal of maintaining predevelopment recharge;</p> <p>Removing the water balance exemption for single family dwellings that represent major development (500m² or greater), while still exempting the majority of single family dwellings (i.e. less than 500m²) and now exempting applications for non-major development (less than 500m²) that require site plan control (prevents minor site alterations with little to no increase in impervious cover that trigger Site Plan review from needing a water balance);</p> <p>Policy applicability for agricultural uses, agriculture-related uses, or on-farm diversified uses where the total impervious surface does not exceed 10 per cent of the lot.</p> |

REC-1 APPLICABILITY



DRINKING WATER SOURCE PROTECTION

ACT FOR CLEAN WATER

CTC SOURCE
PROTECTION
REGION

Thank you.



Mayor A. Thompson
Councillor N. deBoer (absent)
Councillor J. Downey
Councillor C. Early
Councillor A. Groves
Councillor J. Innis
Councillor L. Kiernan
Councillor T. Rosa
Councillor I. Sinclair

Chief Administrative Officer: M. Galloway
Manager, Legislative and Information Services/Interim Town Clerk: A. Fusco
General Manager, Strategic Initiatives: D. Arbuckle
Treasurer: H. Haire
Interim General Manager, Corporate Services: L. Hall
Coordinator, Council Committee: J. Lavecchia
Coordinator, Council Committee: E. Robert
General Manager, Community Services: P. Tollett
General Manager, Finance and Infrastructure Services/Chief Financial Officer: F. Wong

CALL TO ORDER

Chair J. Innis called the meeting to order in the Council Chamber at 1:04 p.m.

DISCLOSURE OF PECUNIARY INTEREST – none.

CONSENT AGENDA

The General Committee reports that the following matter was dealt with on the consent portion of the agenda and recommended to Town Council for consideration of adoption at its meeting to be held on December 18, 2018:

STAFF REPORT 2018-98 REGARDING THE DOUG AND DOREEN BEFFORT LEGACY SCHOLARSHIP AWARD

That the proposed Doug and Doreen Beffort Legacy Scholarship Award process, timelines, and criteria as outlined in Staff Report 2018-98 be approved.

STAFF REPORT 2018-99 REGARDING 2018 SCHOOL GREEN FUND RECOMMENDATION

That School Green Fund grants, in the amount of \$18,000, be allocated to the recipients outlined in Table 1 of Staff Report 2018-99 and funded from the School Green Fund operating account; and

That the Mayor and Clerk be authorized to execute School Green Fund agreements with the Dufferin-Peel Catholic District School Board and the Peel District School Board for the School Green Fund.

STAFF REPORT 2018-91 REGARDING 2019 INTERIM BORROWING

That a by-law be enacted to authorize external temporary borrowing up to \$44,561,556 from January 1, 2019 to September 30, 2019 and up to \$22,280,778 between October 1, 2019 and December 31, 2019

STAFF REPORT 2018-93 REGARDING 2019 INTERIM PROPERTY TAX LEVY

That a by-law be enacted for the levy and collection of the 2019 Interim Property Tax levy.

STAFF REPORT 2018-95 REGARDING TAX COLLECTOR'S ROLL ADJUSTMENTS UNDER SECTION 354 OF THE MUNICIPAL ACT, 2001

That the Treasurer be authorized to make tax adjustments under Section 354 of the *Municipal Act, 2001* as outlined in Schedule A to Staff Report 2018-95.

STAFF REPORT 2018-101 REGARDING REPEAL OF THE HEARING TRIBUNAL PROCEDURAL BY-LAW AND AMENDMENT TO THE PROPERTY STANDARDS BY-LAW TO ESTABLISH AN APPEAL BOARD AND PROPERTY STANDARDS COMMITTEE

That Hearing Tribunal By-law 2015-021 be repealed and replaced with the proposed by-law attached as Schedule A to Staff Report 2018-101;

That the Property Standards By-law 98-155 be amended with the proposed by-law attached as Schedule B to Staff Report 2018-101;

That the 2018 Fees By-law be amended to remove the Appeal Hearing Tribunal fee of \$200.00 and replace it with two separate fees, an Appeal Board fee of \$200.00 and a Property Standards Appeal fee of \$200.00; and

That the recruitment process for membership to the Appeal Board and Property Standards Committee be initiated immediately and that staff report back to Council with candidates for membership for the 2018-2022 term.

ACCESSIBILITY ADVISORY COMMITTEE REPORT DATED NOVEMBER 22, 2018

That the Accessibility Advisory Committee Report dated November 22, 2018 be received.

PRESENTATIONS

1. Inspector Ryan Carothers, Detachment Commander Caledon O.P.P. and Heather Haire, Treasurer, Town of Caledon provided a presentation concerning the Proposed 2019 Caledon O.P.P. Budget. Inspector Carothers provided an overview of contracted services provided by the O.P.P. within the Town. He identified priorities and trends within the community with regards to policing. Inspector Carothers highlighted the results of a community satisfaction survey. Ms. Haire provided an overview of the proposed O.P.P. budget for 2019 and provided information related to projections and adjustments in the future.

Members of Council asked questions and received responses from the presenters.

Chair J. Innis thanked Inspector Carothers and Ms. Haire for their presentation.

STAFF REPORTS

The General Committee recommends adoption of the following recommendation:

STAFF REPORT 2018-96 REGARDING 2018 CALEDON COUNCIL COMMUNITY GOLF TOURNAMENT FINANCIALS

That the financials attached as Schedule A to Staff Report 2018-96 be received;

That the 2018 CCCGT financials be adjusted and reported back to Council for any of the \$10,000 of outstanding pledges outlined in report 2018-96, collected by January 31, 2019;

That should any of the outstanding pledges outlined in report 2018-96 be collected by January 31, 2019, the additional revenue be allocated 75% the 2018 Primary Grant Recipient and 25% for the CCCGT Secondary Grant program; and

That the Mayor and Clerk be authorized to execute the Caledon Council Golf Tournament grant agreement as outlined on Schedule C with Raising the Roof as it relates to the "Church Project" and the funding approved by the Caledon Council as outlined in the Staff Report 2018-96, subject to any technical changes as may be required.

This matter was recommended to Town Council for consideration of adoption at its meeting to be held on December 18, 2018.

The General Committee recommends adoption of the following recommendation:

STAFF REPORT 2018-90 REGARDING PROPOSED 2019 CALEDON OPP BUDGET AND 2020-2022 PROJECTIONS

That the Caledon Ontario Provincial Police (OPP) Proposed 2019 budget in Table 2 of Staff Report 2018-90 be approved;

That the 2020 to 2022 projections outlined in Table 2 of Staff Report 2018-90 be received; and

That a copy of Staff Report 2018-90 and associated presentation be provided to the Region of Peel for consideration of their 2019 Budget.

This matter was recommended to Town Council for consideration of adoption at its meeting to be held on December 18, 2018.

STAFF REPORT 2018-106 OPTIONS REGARDING THE PRIVATIZED CANNABIS RETAIL MODEL

That Staff Report 2018-106 Options Regarding the Privatized Cannabis Model be referred back to staff in order to host an open house and conduct a survey on December 18, 2018, and that the report and feedback be brought back before Committee on January 15, 2019.

The General Committee recommends adoption of the following recommendation:

STAFF REPORT 2018-92 REGARDING 2019 COUNCIL MEETING SCHEDULE

The 2019 Council Meeting Schedule attached as Schedule A to Staff Report 2018-92 be amended to reflect a start time of 2:30 p.m. for General Committee meetings,

That the Clerk bring forward the necessary by-law to give affect thereto;

That a Special Council Meeting for the Official Plan required under the Planning Act be scheduled for March 5, 2019;

That the 2019 Council Meeting Schedule be provided to the Region of Peel for information purposes; and

That a by-law be enacted to appoint an Acting Mayor for the 2018 to 2022 Term of Council in accordance with Schedule B to Staff Report 2018-92.

This matter was recommended to Town Council for consideration of adoption at its meeting to be held on December 18, 2018.

The General Committee recommends adoption of the following recommendation:

STAFF REPORT 2018-104 REGARDING INTEGRITY COMMISSIONER ONE YEAR CONTRACT EXTENSION

That the contract with John E. Fleming Occasional Consulting Inc. as the Integrity Commissioner for the Town of Caledon be extended until December 31, 2019 for a fee of \$10,000.

This matter was recommended to Town Council for consideration of adoption at its meeting to be held on December 18, 2018.

The General Committee recommends adoption of the following recommendation:

**STAFF REPORT 2018-102 REGARDING COMMITTEE OF ADJUSTMENT
PROCEDURAL BY-LAW**

That the Committee of Adjustment Procedural By-law 2015-008 be repealed and replaced with the proposed by-law attached as Schedule A to Staff Report 2018-102;

That the recruitment process for membership to the Committee of Adjustment be initiated immediately and that staff report back to Council with candidates for membership for the 2018-2022 term, and

That the current membership for the Committee of Adjustment remain at seven members.

This matter was recommended to Town Council for consideration of adoption at its meeting to be held on December 18, 2018.

The Committee recessed from 2:45 p.m. to 2:55 p.m.

The General Committee recommends adoption of the following recommendation:

**STAFF REPORT 2018-94 REGARDING PROPOSED ACTIVE TRANSPORTATION
TASK FORCE AND TERMS OF REFERENCE**

That the School Traffic Safety Committee be dissolved;

That the Cycling Task Force be dissolved;

That an Active Transportation Task Force be established;

That the Active Transportation Task Force Terms of Reference attached as Schedule A to Staff Report 2018-94 be approved; and

That the recruitment process for membership to the Active Transportation Task Force, be initiated immediately and that staff report back to Council with candidates for membership for the 2018-2022 term.

This matter was recommended to Town Council for consideration of adoption at its meeting to be held on December 18, 2018.

The General Committee recommends adoption of the following recommendation:

**STAFF REPORT 201-100 REGARDING PROPOSED AMENDMENTS TO THE TERMS
OF REFERENCES FOR THE ACCESSIBILITY ADVISORY COMMITTEE, HERITAGE
CALEDON COMMITTEE AND SENIORS TASK FORCE**

That the Accessibility Advisory Committee Terms of Reference be amended in accordance with Schedule A of Staff Report 2018-100;

That the Heritage Caledon Terms of Reference be amended in accordance with Schedule B of Staff Report 2018-100;

That the Seniors Task Force Terms of Reference be amended in accordance with Schedule C of Staff Report 2018-100; and

That the recruitment process for membership to the Accessibility Advisory Committee, Heritage Caledon Committee and the Seniors Task Force be initiated immediately, and that staff report back to Council with candidates for membership for the 2018-2022 term.

This matter was recommended to Town Council for consideration of adoption at its meeting to be held on December 18, 2018.

NOTICE OF MOTION

The General Committee recommends adoption of the following recommendation:

WATER SERVICING FOR ALTON LEGION

Whereas the Alton Legion at 1267 Queen Street South in Alton is the last active legion in Caledon;

Whereas the facility at 1267 Queen Street South is not currently connected to municipal water services;

Whereas Region of Peel Staff have confirmed that there is an existing, operational water service to the Legion's property line;

Now therefore be it resolved that a grant in lieu of waiving all Town permit and inspection fees to connect to municipal water servicing be provided to the Alton Legion to an upset limit of \$5,000 funded from account 01-10-115-40010-365-62319 the corporate grant account; and

That in lieu of a two-cheque exchange between the Town and the Alton Legion, the grant be processed via an internal transfer between the Town's accounts.

This matter was recommended to Town Council for consideration of adoption at its meeting to be held on December 18, 2018.

CORRESPONDENCE

Members of Council asked questions and provided comments concerning the following correspondence items: Memorandum from Brennan Vogel, Specialist, Finance & Infrastructure Services dated December 11, 2018 regarding Climate Change Risk and Vulnerability Assessment Update, Geoff Hogan, Chief Executive Officer, South Western Integrated Fibre Technology Inc. dated July 30, 2018 regarding SWIFT 2016 Financial Statements and Jennifer Stephens, Program Manager, CTC Source Protection Region dated October 28, 2018 regarding Amendments to CTC Source Protection Plan.

Members of Council received responses from staff.

The General Committee recommends adoption of the following recommendation:

NOTICE OF CALL FOR NOMINATIONS

That Mayor A. Thompson be endorsed for the position of Rural Ontario Municipal Association (ROMA) Zone 4 Representative for the 2019-2023 ROMA Board.

This matter was recommended to Town Council for consideration of adoption at its meeting to be held on December 18, 2018.

The General Committee recommends adoption of the following recommendation:

APPOINTMENTS TO THE TRCA REGIONAL WATERSHED ALLIANCE

That Councillor A. Groves be appointed to the Toronto and Region Conservation Authorities Regional Watershed Alliance Committee.

This matter was recommended to Town Council for consideration of adoption at its meeting to be held on December 18, 2018.

AMENDMENTS TO CTC SOURCE PROTECTION PLAN

That the correspondence from the Jennifer Stephens, Program Manager, CTC Source Protection Region dated October 28, 2018 be referred to the Region of Peel staff to provide comments to the Town; and

That a subsequent report be brought back to Town Council.

Councillor J. Downey left the meeting at 3:57 p.m. and returned at 3:58 p.m.

ADJOURNMENT

The Committee adjourned at 4:00 p.m.

Memorandum

Date: December 18, 2018

To: Members of Council

From: Amanda Fusco, Manager of Legislative Services / Interim Town Clerk

Subject: Committee of Adjustment By-law

The proposed By-law to establish the rules governing the calling, place, proceedings; providing public notice of hearings of the Committee of Adjustment of the Town of Caledon ("Committee of Adjustment Procedural By-law) included in the December 18, 2018 Council package has been amended to reflect, as per direction from the December 11, 2018 General Committee meeting,

- That the Committee be composed of seven (7) members, and
- That a member shall not be appointed for more than three (3) consecutive terms of Council (for a total of 12 years). Any interim appointments are not to be included in the consideration of the total term of appointment of the member.

The recommendation of a three (3) year term limit is consistent with all other Advisory Committees, the proposed Appeal Board and the proposed Property Standards Committee.

Memorandum

Date: Tuesday, December 18, 2018

To: Members of Council

From: Peggy Tollett, General Manager, Community Services

Subject: Update Information regarding Amendments to Credit Valley – Toronto and Region – Central Lake Ontario (CTC) Source Protection Plan

Amendments to source protection plans under the Clean Water Act, 2006 require source protection authorities to obtain a municipal council resolution from each municipality affected by the amendments. A municipality may be considered 'affected' if it is located within a geographic area related to the amendments, and/or the municipality is responsible for taking actions or otherwise implementing source protection policies related to the amendments.

A request for endorsement for the amendments is required under Section 34 of the *Clean Water Act, 2006*, from each municipality affected which includes the Town of Caledon. The full background report approved by Regional Council on May 24, 2018, is attached as Schedule A to this memo.

A future report to Regional Council seeking endorsement for the mapping amendments is on the Regional Council agenda for the February 14, 2019 meeting.

The proposed changes will need to be incorporated into the Regional Official Plan and then through a the upcoming conformity exercise into the Town's Official Plan and Comprehensive Town's Zoning Bylaw.

The policy amendments and technical content revisions address gaps in the CTC Source Protection Plan and implementation challenges. The Region has indicated that the amended REC-1, SWG-3, and SAL-10 policies will not result in differences in zoning from the original (approved) policies in the CTC Source Protection Plan.

Highlighted below are changes that most directly impact the Town:

Land use planning conformity timelines have been revised to provide more flexibility:

The CTC Source Protection Plan (Policy ID: Timeline T-8) required that Official Plans be amended for conformity within 5 years from the date the Plan took effect (i.e., December 2020). The policy revision removed the 5 year implementation timeline. Several upper tier municipalities within the CTC Source Protection Region have communicated the difficulty with achieving the December 2020 timeline as outlined in the CTC Source Protection Plan which also impacts the ability of those lower tier

municipalities dependent on the completion of the conformity exercise by their upper tier counterparts in meeting the same timeline. Further, the Government of Ontario released the Growth Plan for the Greater Golden Horseshoe ('Growth Plan') in May 2017. The Growth Plan was prepared and approved under the Places to Grow Act, 2005 and took effect on July 1, 2017.

Upper Tier municipalities are expected to review and update their Official Plans to conform with the updated Growth Plan by July 2022; lower tier municipalities must conform within 1 year of their upper tier counterparts. CTC Source Protection Region municipalities have communicated that completing conformity with the CTC Source Protection Plan and the Growth Plan, 2017, in unison, would be more time and cost effective.

Clarified the intent for site plan control related to future septic systems (Policy ID: SWG-3):

The intent of Policy SWG-3 is to ensure that site plan control, as a planning and development control tool, is used to optimize the location and design of septic systems when existing vacant lots of record are proposed to be developed within certain designated vulnerable areas identified in the policy. The CTC Source Protection Committee recognized that prohibiting a septic system on a vacant lot where there is no municipal sewer connection available may make it impossible to obtain a building permit for the lot and thereby void previous planning decisions to create and zone the lot for development. SWG-3 has been re-written to clarify that the original intent of the policy is that a septic system would not be prohibited on a vacant lot of record where, if created, it would be a significant drinking water threat. Revision to the text was necessary to ensure that the original intent of the CTC Source Protection Committee is being achieved.

A management approach has been extended to future storage of snow activities:

Policy SNO-1 addresses existing and future significant drinking water threats as a result of snow storage. Given the large surface areas in the Credit Valley Source Protection Area covered by Issues Contributing Areas for sodium and chloride, municipal staff has communicated the difficulty implementing a prohibition of this potential future activity. Since a number of provisions could be included in a Risk Management Plan to ensure that the storage of snow does not become a significant threat, the CTC Source Protection Committee has opted to manage any future instances of the activity and not prohibit outside of the WHPA-A (100 metre radius of a municipal well).

Areas where application of road salt policies would apply have been extended to ensure a consistent approach:

The CTC Source Protection Committee has chosen to include a land use planning policy using Planning Act tools and a number of Specify Action policies where the threat is low or moderate in recognition that road salt application and storage activities are carried out throughout the source protection region; chloride and sodium are very mobile chemicals that move easily and rapidly into and through aquifers; and that there are many other sources of drinking water that may be protected as well through implementation practices to reduce the threat.

The application of road salt is deemed a significant, moderate, or low drinking water threat when a number of criteria are met. To ensure that, at minimum, these land use planning and Specify Action policies are applicable in all relevant vulnerable areas within the CTC Source Protection Region, WHPA – A and WHPA ≤ 10 have been added to the list of areas where these policies apply.

Amendment to include technical work for new municipal production wells in Caledon:

Regional Council endorsement for the s.34 Amendments occurred at the meeting held on Thursday, May 24, 2018 (Resolution 2018-498) – See attached Schedule A. Since then, as a result of regulatory changes effective July 1, 2018 under the Safe Drinking Water Act and the Clean Water Act, the Region needed to complete technical work (source protection vulnerable area mapping and scoring) for a new production well - Inglewood Well 4 and proceed through the approvals process before water can be supplied to the public. This technical work for Inglewood Well 4 (and Caledon East Well 4A) was included in the s.34 Amendments submitted to the Province.

All landowners identified as potentially taking part in activities identified as significant drinking water threats in the recently delineated wellhead protection areas were notified in writing by the CTC Source Protection Region staff with follow-up in person or via telephone by the Region's source protection staff, since they could be impacted by policies in the CTC Source Protection Plan.

DATE: May 16, 2018

REPORT TITLE: **CLEAN WATER ACT REQUIREMENTS - AMENDMENTS TO THE ASSESSMENT REPORTS AND SOURCE PROTECTION PLAN**

FROM: Janette Smith, Commissioner of Public Works

RECOMMENDATION

That the proposed revisions to the Credit Valley and Toronto and Region Assessment Reports and the Credit Valley-Toronto Region-Central Lake Ontario (CTC) Source Protection Plan prepared by the CTC Source Protection Committee attached as Appendix I to the report of the Commissioner of Public Works titled “*Clean Water Act Requirements - Amendments to the Assessment Reports and Source Protection Plan*” be endorsed, in accordance with the *Clean Water Act, 2006*;

And further, that a copy of this resolution and the subject report be forwarded to the CTC Source Protection Committee for their information and appropriate actions.

REPORT HIGHLIGHTS

- Regional staff has been engaged in the policy revisions and amending necessary technical content through the CTC Source Protection Committee Amendments Working Group.
- Prior to conducting public consultation on a Section 34 amendment, the *Clean Water Act, 2006* requires that source protection authorities obtain a municipal Council resolution from each municipality affected by the proposed amendments.
- Regional staff will continue to advocate for consistent implementation of source water protection and ensure the Region’s interests continue to be met.

DISCUSSION

1. Background

Multi-stakeholder source protection committees, supported by source protection authorities, led the process of implementing the *Clean Water Act, 2006* (the Act) through the preparation of science-based assessment reports and local source protection plans. The Act enables assessment reports and source protection plans to be amended using one of four methods:

- A locally initiated amendment under Section 34;
- A minister ordered amendment under Section 35;
- An update resulting from the review under Section 36; or

CLEAN WATER ACT REQUIREMENTS – AMENDMENTS TO THE ASSESSMENT REPORTS AND SOURCE PROTECTION PLAN

- An amendment under Section 51 of O. Reg. 287/07 for minor and administrative revisions.

The method used will depend on factors such as the level of complexity of the revisions and the time sensitivity.

The Act requires source protection authorities to carry out pre-consultation with impacted bodies responsible for implementing policies prior to conducting broader public consultation on amendments. The Act also requires source protection authorities to obtain a municipal Council resolution from each municipality affected by the proposed amendments. A municipality may be considered 'affected' if it is located within a geographic area related to the amendments, and / or the municipality is responsible for taking actions or otherwise implementing source protection policies related to the amendments.

The public consultation period must be for a minimum timeframe of 35 days, and notification of this consultation must be provided to all implementing bodies, persons believed to be engaged in significant drinking water threat activities, and affected municipalities. Notices must also be published on the applicable source protection region website and in the local newspaper. The requirements for amendments are similar to those in place when source protection plans were initially developed.

2. Decision Making and Approvals Process

In 2017, the CTC Source Protection Committee endorsed the recommendation to proceed with a Section 34 amendment to address gaps and implementation challenges. Regional staff has been engaged with municipal partners in the policy revisions and amending necessary technical content through a working group. A number of policy amendments, technical content revisions, and implementation challenges have been addressed for inclusion in the Section 34 amendment as highlighted below:

- Clarifications related to protecting groundwater recharge and performing water balance assessments
- Land use planning conformity timelines have been revised to provide more flexibility
- Revised restricted land use policies to clarify the autonomy of Risk Management Officials
- Clarified the intent for site plan control related to future septic systems
- A management approach has been extended to future storage of snow activities
- Areas where application of road salt policies would apply have been extended to ensure a consistent approach
- Updated mapping for significant groundwater recharge and wellhead protection areas

A more detailed overview of the proposed technical revisions contained within the Credit Valley and Toronto and Region Assessment Reports, the proposed revisions to policies in the CTC Source Protection Plan, and the rationale for decisions made are attached as Appendix I to this report.

CLEAN WATER ACT REQUIREMENTS – AMENDMENTS TO THE ASSESSMENT REPORTS AND SOURCE PROTECTION PLAN

The Region has requested a further technical amendment to address the current inconsistencies in methodologies used to delineate the Significant Groundwater Recharge Areas in the Toronto and Region and Credit Valley Source Protection Authorities jurisdictions. Regional staff has been advised that this issue will be addressed in the second Section 34 amendment in early 2019. Regional staff will continue to advocate an earlier timeline to the CTC Source Protection Committee as the preference is to have this completed as part of this submission if timing permits.

3. Proposed Direction

The CTC Source Protection Authority will seek Council resolutions from all 33 municipalities within its jurisdiction. The CTC Source Protection Committee will review the comments and Council Resolutions obtained during pre-consultation at their meeting in June 2018. Consultation with the public will take place for a period of 35 days through late June and July 2018. Notification of this consultation will be provided to all implementing bodies, including affected municipalities. Following the public consultation period, the Section 34 amendment will be endorsed by the three source protection authorities in the CTC Source Protection Region prior to submission to the Ministry of the Environment and Climate Change in late September 2018 for final approval.

FINANCIAL IMPLICATIONS

There are no financial implications associated with this report.

CONCLUSION

This report has been prepared for the purpose of the statutory requirement that source protection authorities obtain municipal Council resolution from each municipality affected by proposed amendments to the assessment reports and source protection plan. Regional staff will report back to Council, as necessary, on any additional obligations or for authorizations required under the Act. Regional staff will continue to advocate for consistent implementation of source water protection and ensure the Region's interests continue to be met.



Janette Smith, Commissioner of Public Works

Approved for Submission:



D. Szwarc, Chief Administrative Officer

**CLEAN WATER ACT REQUIREMENTS – AMENDMENTS TO THE ASSESSMENT
REPORTS AND SOURCE PROTECTION PLAN**

APPENDICES

Appendix I - Proposed Policy and Technical Revisions Overview

For further information regarding this report, please contact Therese Estephan, Advisor, Source Water Protection/Risk Management Official, Water and Wastewater Division at ext. 4339 or via email at therese.estephan@peelregion.ca.

Authored By: Therese Estephan, Advisor, Source Water Protection / Risk Management Official, Water and Wastewater Divisions.

Reviewed in workflow by:

Integrated Planning

APPENDIX I**CLEAN WATER ACT REQUIREMENTS – AMENDMENTS TO THE ASSESSMENT REPORTS AND SOURCE PROTECTION PLAN****PROPOSED POLICY AND TECHNICAL REVISIONS OVERVIEW****Amendments to Transition Provision**

Under the *Clean Water Act, 2006*, there is consideration for source protection plans to have a Transition Provision that outlines the circumstances under which a “future” drinking water threat activity, that would otherwise be prohibited, may be considered as “existing”, even if the activity has not yet commenced. The intent is to allow applications in transition to proceed while drinking water threats are managed under the “existing threat” policies.

The Credit Valley-Toronto Region-Central Lake Ontario (CTC) Source Protection Committee included a Transition Provision to recognize situations where an approval-in-principle to proceed with a development application had already been obtained, or where a complete application was made prior to the date the CTC Source Protection “Plan” came into effect, but requires further planning approvals to implement the application in progress.

Feedback from municipal staff revealed that a great deal of uncertainty exists regarding the applicability of the CTC Plan transition policy in relation to the REC-1 policy and the autonomy afforded to planning approval authorities to use a certain level of discretion during policy implementation.

The Amendments Working Group determined that the Provision should clearly indicate when a threat can be considered “existing” for in-progress development proposals and clarify when a water balance is needed for transitioning applications. Moreover, the Provision should specify that, for transitioning applications that would result in an increase of impervious surface, a water balance assessment, or equivalent, is still generally required, however, based on the scale and location of development, the Planning Approval Authority has a certain level of flexibility regarding water balance requirements.

Amendment to Official Plan and Zoning By-Law Conformity Timeline

Section 40(1) of the *Clean Water Act, 2006* requires that the Council of a municipality or a municipal planning authority that has jurisdiction in an area to which the source protection plan applies shall amend its Official Plan to conform with significant threat policies and designated Great Lakes policies set out in the source protection plan. In part 2 of Section 40, the Council or municipal planning authority are required to make these amendments before the date specified in the source protection plan.

Timeline T-8 in the CTC Source Protection Plan required that Official Plans be amended for conformity within 5 years from the date the Plan took effect (i.e., December 2020).

Several upper tier municipalities within the CTC Source Protection Region have communicated the difficulty with achieving the December 2020 timeline as outlined in the CTC Source Protection Plan which also impacts the ability of those lower tier municipalities dependent on the completion of the conformity exercise by their upper tier counterparts in meeting the same timeline. Further, the Government of Ontario released the Growth Plan for the Greater Golden Horseshoe (‘Growth Plan’) in May 2017. The Growth Plan was prepared and approved under the *Places to Grow Act, 2005* and took effect on July 1, 2017. Upper Tier municipalities are

APPENDIX I**CLEAN WATER ACT REQUIREMENTS – AMENDMENTS TO THE ASSESSMENT REPORTS AND SOURCE PROTECTION PLAN****PROPOSED POLICY AND TECHNICAL REVISIONS OVERVIEW**

expected to review and update their Official Plans to conform with the updated Growth Plan by July 2022; lower tier municipalities must conform within 1 year of their upper tier counterparts. CTC Source Protection Region municipalities have communicated that completing conformity with the CTC Source Protection Plan and the Growth Plan, 2017, in unison, would be a more time and cost effective approach.

Amendment to Restricted Land Use Policy (GEN-1)

Policy GEN-1 manages existing and future activities within vulnerable areas where the activity is or would be a significant drinking water threat as designated under section 59 of the *Clean Water Act, 2006*, by requiring Risk Management Officials to screen applications for works proposed under the *Planning Act*, the *Condominium Act*, and the *Building Code Act, 1992* as amended, excluding residential uses.

Risk Management Officials in the CTC Source Protection Region have communicated that Policy GEN-1, as originally written, had ambiguity regarding their ability to determine when site-specific land uses, activities, or building projects are or are not subject to Section 59 Notice requirements under the *Clean Water Act, 2006*. The revised policy text now has clear policy direction allowing Risk Management Officials the autonomy to determine the site specific land uses that both are and are not subject to Section 59 Notices.

Amendment to Land Use Planning Policy for Septic Systems Governed under the Building Code Act, 1992 (SWG-3)

Policy SWG-3 is a land use planning policy for future septic systems, including holding tanks, governed under the *Building Code Act, 1992*, as amended.

The intent of Policy SWG-3 is to ensure that site plan control, as a planning and development control tool, is used to optimize the location and design of septic systems when existing vacant lots of record are proposed to be developed within certain designated vulnerable areas identified in the policy.

The CTC Source Protection Committee recognized that prohibiting a septic system on a vacant lot where there is no municipal sewer connection available may make it impossible to obtain a building permit for the lot and thereby void previous planning decisions to create and zone the lot for development.

SWG-3 has been re-written to clarify that the original intent of the policy is that a septic system would not be prohibited on a vacant lot of record where, if created, it would be a significant drinking water threat. Revision to the text was necessary to ensure that the original intent of the CTC Source Protection Committee is being achieved.

APPENDIX I**CLEAN WATER ACT REQUIREMENTS – AMENDMENTS TO THE ASSESSMENT REPORTS AND SOURCE PROTECTION PLAN****PROPOSED POLICY AND TECHNICAL REVISIONS OVERVIEW****Amendment to Storage of Snow Policy (SNO-1)**

Policy SNO-1 addresses existing and future significant drinking water threats as a result of snow storage.

In the approved CTC Source Protection Plan, the policy prohibits the future storage of snow in the WHPA-A, WHPA-B (VS=10), WHPA-E (VS ≥ 9) and in the remainder of an Issue Contributing Area for sodium and chloride.

Given the large surface areas in the Credit Valley Source Protection Area covered by Issues Contributing Areas for sodium and chloride, municipal staff have communicated the difficulty implementing a prohibition of this potential future activity.

Since a number of provisions could be included in a Risk Management Plan to ensure that the storage of snow does not become a significant threat, the CTC Source Protection Committee has opted to manage any future instances of the activity outside of the WHPA-A (100 metre radius of a municipal well).

Amendment to Planning Policy to Protect Groundwater Recharge (REC-1)

Policy REC-1 is a land use planning policy that manages activities that reduce recharge to an aquifer. This policy applies to future threats in a Wellhead Protection Areas for Quantity – Recharge (WHPA-Q2) with a significant or moderate risk level.

The Planning Approval Authority, through the plan review process (i.e., *Planning Act* applications) will determine what is required, and determine the acceptability of the proposed actions, in the water balance assessments.

Proposed revisions to this policy through the Section 34 amendment will clarify the intent of the CTC Source Protection Committee in creating this policy, in relation to agricultural uses and in portions of the WHPA-Q2 (only in the Toronto and Region Source Protection Area).

Amendment to Moderate and Low Threat Policies for the Application of Road Salt (SAL-10, SAL-11, SAL-13)

The CTC Source Protection Committee has chosen to include a land use planning policy using *Planning Act* tools and a number of Specify Action policies where the threat is low or moderate in recognition that road salt application and storage activities are carried out throughout the source protection region; chloride and sodium are very mobile chemicals that move easily and rapidly into and through aquifers; and that there are many other sources of drinking water that may be protected as well through implementation practices to reduce the threat.

APPENDIX I

CLEAN WATER ACT REQUIREMENTS – AMENDMENTS TO THE ASSESSMENT REPORTS AND SOURCE PROTECTION PLAN**PROPOSED POLICY AND TECHNICAL REVISIONS OVERVIEW**

The application of road salt is deemed a significant, moderate, or low drinking water threat when a number of criteria are met. To ensure that, at minimum, these land use planning and *Specify Action* policies are applicable in all relevant vulnerable areas within the CTC Source Protection Region, WHPA – A and WHPA ≤ 10 have been added to the list of areas where these policies apply.

Significant Groundwater Recharge Areas (SGRAs) Mapping (Toronto and Region Source Protection Authority Municipalities)

In 2017, Toronto and Region Source Protection Authority (Authority) staff became aware that the York Tier 3 water budget parameter mapping (i.e., precipitation, evapotranspiration, runoff, and recharge) incorporated into the Approved Toronto and Region Assessment Report (July 2015) were based on the initial recharge estimates used as an input to the fully integrated model and not the final recharge rates simulated by the model.

The original York Tier 3 model, as delivered, was run for the period 2005-2009, much less than the typical 30-year climate normal.

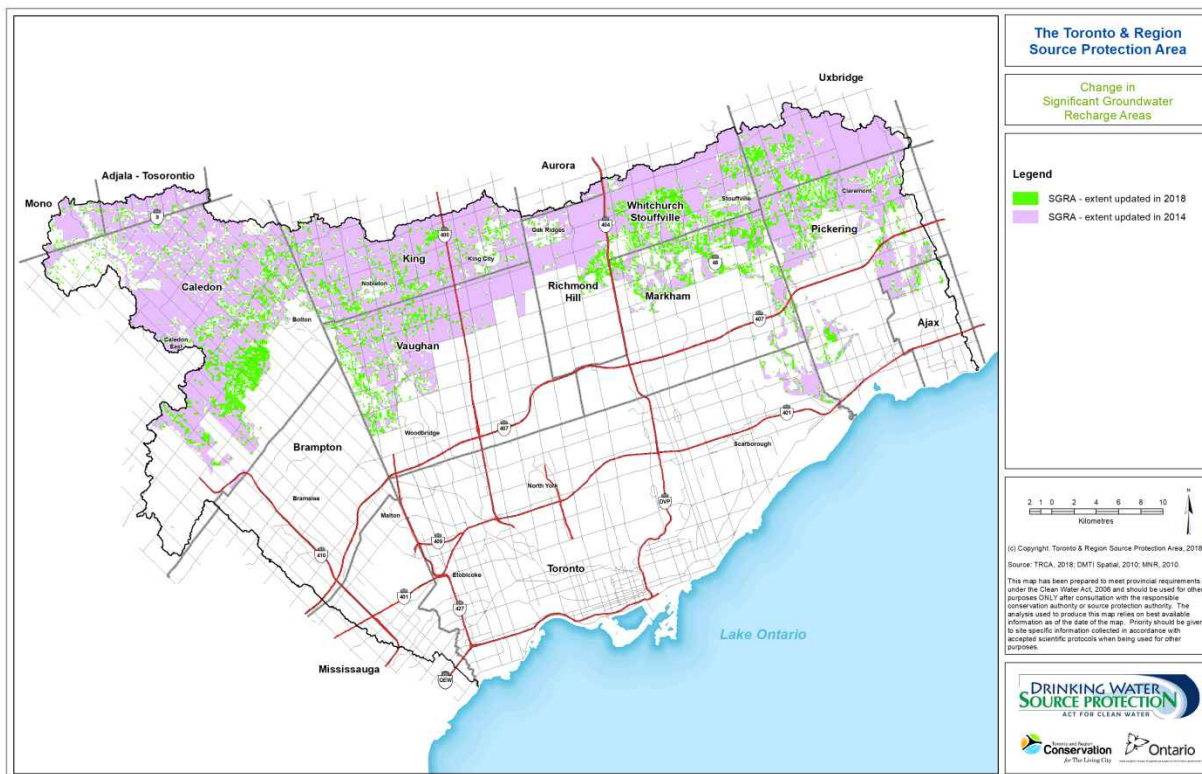
Authority staff arranged for a longer term (Oct 1, 1983 to Sept 30, 2013) recharge estimate to be simulated by the GSFLOW model using the known existing pumping rates and existing land use. The revised outputs are considered to be the best available representation of current average annual conditions.

As a result of running the York Tier 3 model for a longer period of time, new estimates were generated resulting in revised mapping and a new threshold for significant groundwater recharge areas. Seven maps have been revised and are proposed for inclusion in an amended Toronto and Region Assessment Report.

Although the SGRA threshold dropped from 224 mm/yr to 215 mm/yr, the proportion of Significant Groundwater Recharge Areas in Peel Region has increased by about 19% from the values incorporated into the Approved Toronto and Region Assessment Report (July 2015).

Figure 1 below depicts the mapping amendment.

APPENDIX I

**CLEAN WATER ACT REQUIREMENTS – AMENDMENTS TO THE ASSESSMENT
REPORTS AND SOURCE PROTECTION PLAN**
PROPOSED POLICY AND TECHNICAL REVISIONS OVERVIEW
Figure 1: Change in Significant Groundwater Recharge Areas

Vulnerability Scoring – Alton Wells 3 & 4

Credit Valley Source Protection Authority staff have identified that the vulnerability mapping for the Wellhead Protection Areas surrounding Alton Wells 3 & 4 in the Credit Valley Assessment Report is incorrect.

A transport pathway is a man-made or natural feature on the landscape that may promote quicker travel of contaminants to the water bearing rock material, than would otherwise occur in the surrounding landscape. Where transport pathways occur, the vulnerability score may be increased.

Map 4.35 (Groundwater Vulnerability of Wellhead Protection Areas – Alton and Caledon Village) did not identify an increase in vulnerability as a result of an aggregate pit (transport pathway) which falls within the WHPA – D (5 to 25 Year Time of Travel).

Memorandum

Date: Tuesday, December 18, 2018

To: Members of Council

From: Amanda Fusco, Manager of Legislative Services / Interim Town Clerk

Subject: Correction to April 17, 2018 Council Minutes

An omission in the April 17, 2018 Town Council Meeting minutes has been discovered with respect to the Request to the Region of Peel for All-Day Street Parking – Queen Street discussion. A recorded vote was called on the motion but was not recorded in the minutes. The resolution number issued and result recorded are correct however the recorded vote tally was not captured in the minutes.

As the minutes have been confirmed by Council, in order to correct the omission, Council is required to pass a motion to direct the Clerk to add the recorded vote information into the April 17, 2018 Town Council Meeting minutes. Staff are requesting that Council pass such a motion and as such, will endeavor to ensure the minutes are corrected and made available to the public.

December 6, 2018

Sent via email

SEE DISTRIBUTION LIST

At Board of Directors Meeting #9/18, of Toronto and Region Conservation Authority (TRCA), held on November 30, 2018, amended Resolution #A192/18 in regard to 2019-2020 Board Meeting schedule was approved as follows:

THAT Meeting Schedule 2019-2020, as outlined in Attachment 1, be approved;

THAT Meeting Schedule 2019-2020 be amended such that the January 3, 2020 Board of Directors meeting be changed to January 10, 2020;

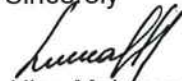
THAT Meeting Schedule 2019-2020 be amended such that the January 10, 2020 Executive Committee meeting be changed to January 17, 2020;

THAT the Executive Committee be delegated the powers of the Board of Directors during the month of August, 2019, as defined in Executive Committee Terms of Reference section 4.2 of the Board of Directors Administrative By-law;

AND FURTHER THAT the Clerk's Office distribute this schedule at the earliest opportunity to Toronto and Region Conservation Authority's (TRCA) watershed municipalities and the Minister of the Environment, Conservation and Parks.

Here is a link to the [report](#) as first presented to the Executive Committee, a link to [Board of Directors minutes](#), containing resolutions and schedule as approved by the Board of Directors and a link to the amended [2019-2020 Meeting Schedule](#) for your information and any action deemed necessary. If you have any questions or require additional information, please contact the undersigned at 416-661-6600 extension 5381, alisa.mahrova@trca.on.ca

Sincerely



Alisa Mahrova
Interim Clerk and Coordinator
Corporate Services

cc. John MacKenzie, Chief Executive Officer, TRCA

DISTRIBUTION LIST

Alexander Harras, Manager, Legislative and Information Services /Deputy Clerk, Town of Ajax
Carey deGorter, General Manager, Corporate Services/Town Clerk, Town of Caledon
Christopher Raynor, Regional Clerk, Regional Municipality of York
Debbie Leroux, Clerk, Township of Uxbridge
Debbie Shields, City Clerk, City of Pickering
Diana Rusnov, Director of Legislative Services/City Clerk, City of Mississauga
Gillian Angus-Traill, Clerk, Town of Whitchurch-Stouffville

DISTRIBUTION LIST Cont'd

Kathryn Lockyer, Regional Clerk and Director of Clerk's, Regional Municipality of Peel
Kathryn Moyle, Clerk, Township of King
Kathy Pearl, Deputy Clerk, Township of Adjala-Tosorontio
Kimberley Kitteringham, City Clerk, City of Markham
Mark Early, Chief Administrative Officer and Clerk, Town of Mono
Peter Fay, City Clerk, City of Brampton
Stephen Huycke, Director of Legislative Services/Town Clerk, Town of Richmond Hill
Ralph Walton, Regional Clerk / Director, Legislative Services, Regional Municipality of Durham
Todd Coles, City Clerk, City of Vaughan
Ulli S. Watkiss, City Clerk, City of Toronto

**Ministry of
Municipal Affairs
and Housing**

Office of the Minister

777 Bay Street, 17th Floor
Toronto ON M5G 2E5
Tel.: 416 585-7000

**Ministère des
Affaires municipales
et du Logement**

Bureau du ministre

777, rue Bay, 17^e étage
Toronto ON M5G 2E5
Tél. : 416 585-7000



DEC 05 2018

RE: Municipal Reporting Burden

Dear Heads of Council,

As you have heard me say, reducing the provincial reporting burden affecting the municipal sector is a priority for the government. I addressed municipal concerns about the reporting burden at the Association of Municipalities of Ontario (AMO) conference in Ottawa this past summer. I have heard from municipalities that the province asks for too many reports, which impacts the ability of municipalities to focus on local priorities.

I have struck a team in my ministry to lead the reduction of the municipal reporting burden across government. In addition to reducing the number of reports, we must make sure any remaining information collected is necessary for the province's work. We must confirm the information requested is not duplicative, and that the reporting requirements for small municipalities are appropriate.

To address these goals, my ministry will be convening a cross-government working group to bring together ministries with municipal reporting requirements. This group will be tasked with reducing reporting and undertaking the work to meet the aforementioned commitments.

In addition to our cross-government working group, in 2018, my team will be convening a stakeholder working group of various municipal associations with a shared common interest in municipal reporting requirements.

I invite you to share your thoughts on what changes can be made to municipal reporting directly to my office, as well.

Thank you for your support.

A handwritten signature in black ink, appearing to read "Steve Clark".

Steve Clark
Minister, Ministry of Municipal Affairs and Housing

c: Laurie LeBlanc, Deputy Minister, MMAH

November 20, 2018



To the Head & Members of Council:

Pursuant to Policy B-008 of the Ontario Good Roads Association, the Nominating Committee shall report to the Annual Conference its nominations for directors.

The OGRA Board of Directors is committed to achieving a diverse leadership team. We encourage women and individuals from diverse backgrounds to put their names forward for these positions.

The following members will serve on the 2019-2020 Board of Directors in the following capacity:

| | |
|--------------------------------|--|
| President | Rick Kester , CAO, City of Belleville |
| 1 st Vice-President | Rick Harms , Project Engineer, City of Thunder Bay |
| 2 nd Vice-President | Dave Burton , Mayor, Municipality of Highlands East |
| Immediate Past President | Chris Traini , County Engineer, County of Middlesex |
| Directors | Paul Ainslie , Councillor, City of Toronto |
| | Antoine Boucher , Director of Public Works & Engineering, Municipality of East Ferris |
| | Steven Kodama , Director, Transportation Services, City of Toronto |
| | Bryan Lewis , Councillor, Town of Halton Hills |
| | Paul Schoppmann , Mayor, Municipality of St.-Charles |
| | Michael Touw , Manager of Operations, County of Peterborough |

Those nominated by the Nominating Committee shall be selected from OGRA's municipal or First Nations membership pursuant to the requirements for geographic representation contained in Section 12 of the Constitution, and so far as possible meeting the criteria established in Policy B-008. A full copy of the Constitution can be viewed on the OGRA web-site. **Those elected shall serve for a two (2) year term ending on February 24, 2021.**

The following vacancies need to be filled:

| | |
|--------------------|-------------------|
| South West Zone | Two (2) Vacancies |
| South Central Zone | Two (2) Vacancies |
| Northern Zone | One (1) Vacancy |

The Southwest Zone consists of the municipalities in and including the Counties of Brant, Bruce, Elgin, Essex, Haldimand, Huron, Lambton, Middlesex, Norfolk, Oxford, and Perth, the municipality of Chatham-Kent, and municipalities in and including the Regional Municipality of Waterloo.

The South Central Zone consists of the municipalities in and including the Counties of Dufferin, Grey, Simcoe, and Wellington, and municipalities in and including the Regional Municipalities of Durham, Halton, Niagara, Peel and York, and the City of Hamilton.

The Northern Zone consists of the municipalities in the Districts of Algoma, Cochrane, Kenora, Manitoulin Island, Nipissing, Parry Sound, Rainy River, Sudbury, Thunder Bay and Timiskaming; municipalities in and including the District of Muskoka and the City of Greater Sudbury.

Any member of Council or a permanent full time staff from an OGRA member municipality or First Nations interested in being considered as a candidate for a position on the Board of Directors must complete the attached Nomination Consent form and submit it along with their résumé to the attention of the Chair of the Nominating Committee by no later than **December 21, 2018** at 2:00 p.m. Fax your information to 289-291-6477, e-mail to info@ogra.org or mail to OGRA, 1525 Cornwall Road, Unit 22, Oakville, Ontario L6J 0B2

The Nominating Committee will meet in January to recommend a slate of candidates to the membership. The members of the Committee are:

Chair: Ken Lauppe, Immediate Past President
Vice Chair: Robert Burlie, OGRA Past President
Members: Paul Ainslie, OGRA Director
Dave Burton, OGRA 3rd Vice-President
Paul Schoppmann, OGRA Director

Any questions regarding the Nomination process or serving on the Board of Directors can be directed to the undersigned at joe@ogra.org.

Yours truly,

A handwritten signature in black ink, enclosed in a hand-drawn oval. The signature is stylized and appears to read 'J. W. Tiernay'.

J. W. Tiernay,
Executive Director

c: Ken Lauppe, Chair, Nominating Committee

Ontario Good Roads Association
Board of Directors
Nomination and Consent Form



We hereby nominate the following to the Board of Directors of the Ontario Good Roads Association for the 2019/21 term of office (2 year term):

Name of Candidate

Name: _____

Position: _____

Municipality: _____

Moved by: _____

Seconded by: _____

(Candidates must be nominated by two eligible members of OGRA. A resolution of Council is acceptable but not mandatory)

Candidate Consent

The candidate nominated above must sign below indicating they consent to the Nomination and agree to let their name stand for office.

I, _____ hereby consent to the Nomination
(Name of Candidate)
to the Board of Directors of the Ontario Good Roads Association.

Signature

Date



School Traffic Safety Committee Minutes
Monday, November 5, 2018
7:00 p.m.
Council Chamber, Town Hall

Councillor N. deBoer (absent)
Councillor A. Groves (absent)
Chair: P. Somers (absent)
Vice-Chair: V. Gallacher
A. Martin-Robbins
S. Purches (absent)
D. Singh

Manager, Legislative and Information Services/Interim Town Clerk: A. Fusco
Manager, Transportation Engineering: E. Chan
Traffic Technologist: S. Mathew
Council Committee Coordinator: E. Robert

Dufferin-Peel Catholic District School Board Trustee: F. Di Cosola
Supervisor, Traffic Safety, Region of Peel: W. Toy
Technical Analyst, Region of Peel: M. Zare

CALL TO ORDER

Vice-Chair V. Gallacher called the meeting to order in the Council Chamber at 7:02 p.m.

DISCLOSURE OF PECUNIARY INTEREST – none.

CONFIRMATION OF MINUTES

The minutes of the May 7, 2018 School Traffic Safety Committee meetings were confirmed.

REGULAR BUSINESS

1. **Memorandum regarding St. Cornelius School: Kiss-N-Ride Traffic Concerns and Pedestrian Safety**

Staff provided an update with respect to the Memorandum regarding St. Cornelius School: Kiss-N-Ride Traffic Concerns and Pedestrian Safety.

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

2. **Committee Report regarding Highway 50 and Allan Drive – Crossing Guard Review**

Moved by: A. Martin-Robbins - Seconded by: D. Singh

2018-1

That two crossing guards be implemented on the north leg of Highway 50 at Allan Drive;
and

That the Region of Peel be requested to install school crossing warning signs on Highway 50 in advance of the intersection.

Carried.

3. End of Term Summary – Verbal Update from Eric Chan, Manager, Transportation Engineering, Finance and Infrastructure Services

Eric Chan, Manager, Transportation Engineering, provided a verbal update regarding the School Traffic Safety Committee. Mr. Chan provided an overview of the current term, highlighting the activity and successes of the Committee. Mr. Chan indicated that staff are in the process of reviewing the governance structure at the Town, and are recommending a new Active Transportation Task Force be developed that will consider active transportation issues such as traffic (including near schools), cycling and walking. If supported by Council, Mr. Chan encouraged Committee members to apply to continue serving the needs of the community.

ADJOURNMENT

The meeting adjourned at 7:18 p.m.

Caledon Public Library Board Meeting

Monday, June 11, 2018

6:00 p.m.

Albion Bolton Branch



MINUTES

Present: Janet Manning (Chair); Paula Civiero (Vice-Chair); Lynne van Ryzewyk; Sandy Keith; Susanne McRoberts; Chris Gilmer

Staff: Colleen Lipp – CEO | Chief Librarian; Lesley Slobodian, Administrative Assistant

Absent: Suzanne French, Councillor Nick deBoer and Councillor Gord McClure

1. The Chair called the meeting to order at 6:01 PM

2. Indigenous Acknowledgment

We acknowledge that the land on which we gather, which form the Town of Caledon, is part of the Treaty Lands and Territory of the Mississauga's of the New Credit.

The Town of Caledon and the Region of Peel – the traditional territory of the A-nish-in-abek (Ojibway), Huron-Wendat, Haud-en-osa-nee (Iroquois), and home to the Métis, was most recently, the territory of the Mississauga's of the New Credit First Nation.

We also acknowledge the cultural injustices of the past and express our collective hope full truth and reconciliation in the future

On this day our meeting place is home to many Indigenous peoples (First nations, Métis and Inuit) from across Turtle Island (North America).

We are grateful to have the opportunity to work on this land, and by doing so, we give our respect to its first inhabitants.

3. Apologies for non-attendance: Suzanne French

4. Approval of the Agenda

Motion: That the Caledon Public Library Board Agenda be approved.

Moved: Sandy Keith

Seconded: Susanne McRoberts

Carried.

5. Delegation

Councillor Barb Shaughnessy presented on behalf of the residents of Ward 1, regarding her concerns about the use of tax payer dollars and common decency standards when placing advertising.

Motion: That the Caledon Public Library Board receive the delegation.

Moved: Sandy Keith

Seconded: Paula Civiero

Carried.

A fulsome discussion of the issues raised during the delegation was had by the Board. The Board voiced no concerns regarding the Library's current advertising practices and determined that no further motion was required.

6. Disclosure of pecuniary interest: None

7. Consent Agenda

a. Minutes of the May 14, 2018 meeting

b. CEO/Chief Librarian's Report

c. Strategic Actions Update

d. Correspondence

i. Kevin Finnerty – Exploring the Feasibility of an Upgrade to Library Broadband Service, May 7, 2018

Motion: That the Caledon Public Library Board approve the Consent Agenda.

Moved: Sandy Keith

Seconded: Chris Gilmer

Carried.

8. Business arising from the minutes: None

9. Staff Reports

a. Treasurer's Report and Financial Statements

Motion: That the Caledon Public Library Board receive and approve the Treasurer's Report and related financials.

Moved: Sandy Keith

Seconded: Paula Civiero

Carried.

b. Collection Development Policy Report

Motion: That the Caledon Public Library Board approve and adopt the revised Collection Development Policy Report.

Moved: Susanne McRoberts

Seconded: Lynne van

Ryzewyk

Carried.

c. Programming Policy Report

Motion: That the Caledon Public Library Board approve and adopt the drafted Programming Policy as amended.

Moved: Susanne McRoberts

Seconded: Chris Gilmer

Carried.

d. Memo to Council regarding the Wireless Hotspot Lending Program

Motion: That the Caledon Public Library Board receive and approve the drafted memo to Town Council highlighting the initial response to our Hotspot lending program.

Moved: Chris Gilmer
Carried.

Seconded: Lynne van Ryzewyk

e. Recommendation for Improved Transparency

Motion: That the Caledon Public Library Board approve the recommendation for improved transparency and direct the CEO/Chief Librarian to publically share the full meeting package on the Library's website, with the exception of closed session materials, as of January 21, 2018 and in advance of each regularly scheduled meeting of the Library Board.

Moved: Paula Civiero
Carried.

Seconded: Chris Gilmer

10. Board and Committee Reports:

a. Closed Session

i. Confidential Report re: Personal matters about an identifiable individual – CEO/Chief Librarian Annual Performance Appraisal

Motion: That the Caledon Public Library Board move into closed session for the purpose of discussing the CEO/Chief Librarians Annual Performance Appraisal

Moved: Chris Gilmer
Carried.

Seconded: Sandy Keith

Motion: That the Caledon Public Library Board move out of closed session.

Moved: Sandy Keith
Carried.

Seconded: Chris Gilmer

Motion: That the Caledon Public Library Board receive and approve the CEO/Chief Librarian's Annual Performance Appraisal.

Moved: Chris Gilmer
Carried.

Seconded: Lynne van Ryzewyk

b. CEO/Chief Librarian Goals 2018-19

Motion: That the Caledon Public Library Board received and approved the CEO/Chief Librarian Goals for 2018-19.

Moved: Susanne McRoberts
Carried.

Seconded: Paula Civiero

11. New Business: None

12. Board Work Plan Review

The Caledon Public Library Board reviewed the Board Work Plan.

13. Board Advocacy and Development

a. Upcoming Events and Opportunities

i. CPL 150 Celebrations, Caledon Day, Saturday, June 16, 2 PM

ii. Let's Talk Bellevue Square – One Book One Caledon, Thursday, June 21, Albion Bolton Branch, 7 PM

14. Question Period: There were no members of the public present

15. Evaluation of Meeting

- a. What was your key takeaway from the meeting?
 - i. There were many informative and positive discussions generated.
- b. How could we encourage participation in discussions?
 - i. Participation was good throughout the meeting.

16. Time & location of next regular meeting:

Monday, August 20, 2018, 6 PM – Albion Bolton Branch

17. Adjournment

Motion: That the meeting adjourn.

Moved: Susanne McRoberts

Seconded: Paula Civiero

Carried.

The meeting adjourned at 7:51 PM

Janet Manning
Chair

Colleen Lipp
CEO | Chief Librarian

Caledon Public Library Board Meeting

Monday, August 20, 2018

6:00 p.m.

Albion Bolton Branch



MINUTES

Present: Paula Civiero (Vice-Chair); Sandy Keith; Susanne McRoberts and Suzanne French

Staff: Colleen Lipp – CEO | Chief Librarian; Lesley Slobodian, Administrative Assistant

Absent: Janet Manning, Lynne van Ryzewyk, Chris Gilmer, Councillor Nick deBoer and Councillor Gord McClure

Suzanne French arrived at 6:19 PM

- 1. The Vice-Chair acknowledged that there was no quorum and therefore those in attendance would meet as Committee of the Whole, with recommendations made for consideration by the full Board at the meeting of September 17, 2018.**

The Vice-Chair called the meeting to order at 6:30 PM.

2. Indigenous Acknowledgment

We acknowledge that the land on which we gather, which form the Town of Caledon, is part of the Treaty Lands and Territory of the Mississauga's of the New Credit.

The Town of Caledon and the Region of Peel – the traditional territory of the A-nish-in-abek (Ojibway), Huron-Wendat, Haud-en-osa-nee (Iroquois), and home to the Métis, was most recently, the territory of the Mississauga's of the New Credit First Nation.

We also acknowledge the cultural injustices of the past and express our collective hope full truth and reconciliation in the future

On this day our meeting place is home to many Indigenous peoples (First nations, Métis and Inuit) from across Turtle Island (North America).

We are grateful to have the opportunity to work on this land, and by doing so, we give our respect to its first inhabitants.

- 3. Apologies for non-attendance:** Janet Manning, Lynne van Ryzewyk and Chris Gilmer

4. Approval of the Agenda

Motion: That the Committee of the Whole recommend the Caledon Public Library Board Agenda be received and approved.

Moved: Susanne McRoberts

Seconded: Sandy Keith

Carried.

5. Disclosure of pecuniary interest: none

6. Consent Agenda

a. Minutes of the June 11, 2018 meeting

b. CEO/Chief Librarian's Report

c. Strategic Actions Update

d. Correspondence

Motion: That the Committee of the Whole recommend that the Caledon Public Library Board receive and approve the Consent Agenda.

Moved: Susanne McRoberts

Seconded: Sandy Keith

Carried.

7. Business arising from the minutes: none

8. Staff Reports

a. Treasurer's Report and Financial Statements

Motion: That the Committee of the Whole recommend that the Caledon Public Library Board receive and approve the Treasurer's Report and related financials.

Moved: Suzanne French

Seconded: Sandy Keith

Carried.

b. Quarterly Statistics and Performance Measures – Q2 2018

Motion: That the Committee of the Whole recommend that the Caledon Public Library Board receive and approve the Quarterly Statistics and Performance Measures – Q2-2018.

Moved: Suzanne French

Seconded: Susanne McRoberts

Carried.

c. Volunteer Policy

Motion: That the Committee of the Whole recommend that the Caledon Public Library Board receive and approve the revised Volunteer Policy.

Moved: Susanne McRoberts

Seconded: Suzanne French

Carried.

9. Board and Committee Reports:

a. Recruitment and Successions Committee Meeting Notes – July 16, 2018

Motion: That the Committee of the Whole recommend that the Caledon Public Library receive and approve Recruitment and Successions Committee Meeting Notes of July 16, 2018.

Moved: Sandy Keith

Seconded: Suzanne French

Carried.

b. Finance Committee Meeting Minutes of August 13, 2018

i. 2017 Audited Financial Statements

ii. 2019 Draft Budget Report

Motion: That the Committee of the Whole recommend that the Caledon Public Library Board receive and approve the Finance Committee Minutes of August 13, 2018 including the 2017 Audited Financial Statements and the 2019 Draft budget Report.

Moved: Suzanne French

Seconded: Sandy Keith

Carried.

10. New Business: None

11. Board Work Plan Review

The Committee of the Whole reviewed the Board Work Plan.

12. Board Advocacy and Development

a. Upcoming Events and Opportunities

- i. CPL Staff Forum, Friday, September 21, 9AM, Caledon Village
- ii. CPL Amazing Road Trip, Saturday, September 29, 2018

13. Question Period: None

14. Evaluation of Meeting

a. What was your key takeaway from the meeting?

It would be beneficial to communicate in advance of the Library Board meetings apologies for non-attendance to aid in the purpose of determining quorum.

15. Time & location of next regular meeting:

Monday, September 17, 2018, 6 PM – Albion Bolton Branch

16. Adjournment

Motion: That the meeting adjourn.

Moved: Sandy Keith

Seconded: Suzanne French

Carried.

The meeting adjourned at 7:25 PM

Paula Civiero
Vice-Chair

Colleen Lipp
CEO | Chief Librarian

Caledon Public Library Board Meeting

Monday, September 17, 2018

6:00 p.m.

Albion Bolton Branch



MINUTES

Present: Janet Manning (Chair); Paula Civiero (Vice-Chair); Lynne van Ryzewyk; Suzanne French; Sandy Keith; Susanne McRoberts and Chris Gilmer

Guest: David Arbuckle – General Manager, Strategic Initiatives, Town of Caledon

Staff: Colleen Lipp – CEO | Chief Librarian; Lesley Slobodian, Administrative Assistant

Absent: Councillor Nick deBoer and Councillor Gord McClure

1. The Chair called the meeting to order at 6:00 PM

2. Indigenous Acknowledgment

We acknowledge that the land on which we gather, which form the Town of Caledon, is part of the Treaty Lands and Territory of the Mississauga's of the New Credit.

The Town of Caledon and the Region of Peel – the traditional territory of the A-nish-in-abek (Ojibway), Huron-Wendat, Haud-en-osa-nee (Iroquois), and home to the Métis, was most recently, the territory of the Mississauga's of the New Credit First Nation.

We also acknowledge the cultural injustices of the past and express our collective hope full truth and reconciliation in the future

On this day our meeting place is home to many Indigenous peoples (First nations, Métis and Inuit) from across Turtle Island (North America).

We are grateful to have the opportunity to work on this land, and by doing so, we give our respect to its first inhabitants.

3. Apologies for non-attendance: None

4. Approval of the Agenda

Motion: That the Caledon Public Library Board Agenda be approved.

Moved: Sandy Keith

Seconded: Suzanne French

Carried.

5. Disclosure of pecuniary interest: None

6. Consent Agenda

- a. Minutes of the August 20, 2018 meeting
- b. CEO/Chief Librarian's Report
- c. Strategic Actions Update
- d. Correspondence

Motion: That the Caledon Public receive and approve the Consent Agenda.

Moved: Susanne McRoberts

Seconded: Chris Gilmer

Carried.

7. Business arising from the minutes:

- a. Committee of the Whole Recommendations resulting from August 20, 2018 meeting:
 - i. Minutes of the June 11, 2018 meeting
 - ii. CEO/Chief Librarian's Report, August 2018
 - iii. Strategic Actions Update, August 2018
- b. Treasure's Report and Financial Statements. August 2018
- c. Quarterly Statistics and Performance Measure – Q2 2018
- d. Volunteer Policy Report
- e. Recruitment and Succession Committee Meeting Notes – July 16, 2018
- f. Finance Committee Meeting Minutes of August 13, 2018
 - i. 2017 Audited Financial Statements

Motion: That the Caledon Public Library Board receive and approve all recommendations arising from the August 20, 2018 meeting of the Committee of the Whole, with the exception of the 2019 Draft Budget Report; and,
That the 2019 Draft Budget Report be considered as part of the September 2018 Treasurer's Report

Moved: Susanne McRoberts

Seconded: Chris Gilmer

Carried.

8. Staff Reports

a. Treasurer's Report and Financial Statements and 2019 Draft Budget Report

Motion: That the Caledon Public Library Board receive the Treasurer's Report and related financials and approve the 2019 Draft Budget Report as revised to reflect a 3% increase to the base operating budget and the inclusion of scheduled strategic and master plans to the capital forecast.

Moved: Lynn van Ryzewyk

Seconded: Sandy Keith

Carried.

b. Accessible customer Service Policy

Motion: That the Caledon Public Library Board approve and adopt the revised Accessible Customer Service Policy.

Moved: Susanne McRoberts

Seconded: Suzanne French

Carried.

9. Board and Committee Reports: None

10. New Business: None

11. Board Work Plan Review

The Caledon Public Library Board reviewed the work plan.

12. Board Advocacy

a. Upcoming Events and Opportunities

- i. CPL Staff Forum, Friday, September 21, 9AM, Caledon Village Place
- ii. CPL Amazing Road Trip, Saturday, September 29, 2018 – Registration required
- iii. One Book One Caledon – An evening with Michael Redhill, Thursday, October 25, 7 PM, Caledon Senior's Centre, Bolton
- iv. CPL 150 Homecoming Celebration, Friday, November 30, 6:30 PM Glen Eagle Golf Club – Tickets Available online \$30

13. Question Period: There were no members of the public present.

14. Evaluation of Meeting

- a. What was your key takeaway from the meeting?
 - i. It was reiterated that it would be beneficial that to communicate in advance of the Library Board meetings apologies for non-attendance to aid in the purpose of determining quorum.
 - ii. It was noted that the meeting was efficient considering there was much to review.

15. Time & location of next regular meeting:

Monday, October 15, 2018, 6 PM – Albion Bolton Branch

16. Adjournment

Motion: That the meeting adjourn.

Moved: Paula Civiero

Seconded: Chris Gilmer

Carried.

The meeting adjourned at 6:47 PM

Janet Manning
Chair

Colleen Lipp
CEO | Chief Librarian

Caledon Public Library Board Meeting

Monday, October 15, 2018

6:00 p.m.

Albion Bolton Branch



MINUTES

- Present:** Janet Manning (Chair); Paula Civiero (Vice-Chair); Lynne van Ryzewyk; Sandy Keith; Susanne McRoberts; Suzanne French and Chris Gilmer
- Staff:** Colleen Lipp – CEO | Chief Librarian; Lesley Slobodian, Administrative Assistant
- Guests:** David Arbuckle – General Manager, Strategic Initiatives, Town of Caledon and Amedeo Valentino – Manager, Purchasing & Risk Management, Town of Caledon
- Absent:** Councillor Nick deBoer and Councillor Gord McClure

1. The Chair called the meeting to order at 6:00 PM

2. Indigenous Acknowledgment

We acknowledge that the land on which we gather, which form the Town of Caledon, is part of the Treaty Lands and Territory of the Mississauga's of the New Credit.

The Town of Caledon and the Region of Peel – the traditional territory of the A-nish-in-abek (Ojibway), Huron-Wendat, Haud-en-osa-nee (Iroquois), and home to the Métis, was most recently, the territory of the Mississauga's of the New Credit First Nation.

We also acknowledge the cultural injustices of the past and express our collective hope full truth and reconciliation in the future

On this day our meeting place is home to many Indigenous peoples (First nations, Métis and Inuit) from across Turtle Island (North America).

We are grateful to have the opportunity to work on this land, and by doing so, we give our respect to its first inhabitants.

3. Apologies for non-attendance: None

4. Approval of the Agenda

Motion: That the Caledon Public Library Board Agenda be approved with the amendment that the Town of Caledon Purchasing By-Law Report be moved for review immediately following the Consent Agenda.

Moved: Sandy Keith

Seconded: Lynne van Ryzewyk

Carried.

5. Disclosure of pecuniary interest: None

6. Consent Agenda

- a. Minutes of the September 17, 2018 meeting**
- b. CEO/Chief Librarian's Report**
- c. Strategic Actions Update**
- d. Correspondence**
 - i. Canada Revenue Agency, Confirmation Receipt of Application for Charitable Status – September 3, 2018.**

Motion: That the Caledon Public Library Board approve the Consent Agenda.

Moved: Susanne McRoberts

Seconded: Sandy Keith

Carried.

7. Staff Reports

a. Town of Caledon Purchasing By-Law Report

Motion: That the Caledon Public Library Board approve and adopt the Town of Caledon Purchasing By-Law as revised, as of the date of its adoption by the Town of Caledon Council;

That the Caledon Public Library Board request that the Town of Caledon's Manager of Purchasing and Risk Management inform the CEO/Chief Librarian of any changes to the by-law resulting from Council's discussion and ultimate enactment of the By-law; and,

That the Caledon Public Library Board direct the CEO/Chief Librarian to provide the Board with a report, advising of any such changes that may impact Library operations or governance.

Moved: Lynne van Ryzewyk

Seconded: Sandy Keith

Carried.

b. Treasurer's Report and Financial Statements

Motion: That the Caledon Public Library Board receive the Treasurer's Report and related financials.

Moved: Suzanne French

Seconded: Chris Gilmer

Carried.

c. Quarterly Statistics and Performance Measures – Q3 2018

Motion: That the Caledon Public Library Board receive the Quarterly Statistics and Performance Measures – Q3 2018.

Moved: Sandy Keith

Seconded: Chris Gilmer

Carried.

d. Public Complaint Handling Policy Report

Motion: That the Caledon Public Library Board approve and adopt the revised Public Complaint Handling Policy.

Moved: Lynne van Ryzewyk

Seconded: Susanne McRoberts

Carried.

e. Organizational Review Report

Motion: That the Caledon Public Library Board receive the Organizational Review Report.

Moved: Susanne McRoberts

Seconded: Paula Civiero

Carried.

8. Business arising from the minutes: None

9. Board and Committee Reports:

a. Board Trustee Position Description

Motion: That the Caledon Public Library Board approve and adopt the Board Trustee Position and Description as revised;

That the Caledon Public Library Board share this description with Town of Caledon Mayor and Council and the office of the Town Clerk as a means of informing the selection of members for the Board's next term; and,

That the Caledon Public Library Board direct the CEO/Chief Librarian to include language relevant to the exclusion of Peel Region employees if deemed necessary in consultation with the Town Clerk.

Moved: Chris Gilmer

Seconded: Paula Civiero

Carried.

10. New Business: None

11. Board Work Plan Review

The Caledon Public Library Board reviewed the Board Work Plan and discussed the benefits of completing a mid-year performance assessment of the CEO/Chief Librarian in January 2019.

12. Board Advocacy and Development

a. Upcoming Events and Opportunities

- i. One Book One Caledon – An evening with Michael Redhill, Thursday, October 25, 7 PM, Caledon Senior's Centre, Bolton
- ii. CPL150 Homecoming Celebration, Friday, November 30, 6:30 PM, Glen Eagle Golf Club – Tickets available online - \$30

13. Question Period: A member of the public in attendance introduced herself and shared her interest in joining the Caledon Public Library Board and her favourable perceptions of the meeting.

14. Evaluation of Meeting

a. What was your key takeaway from the meeting?

- i. It was mentioned that the introduction to member of the public was enjoyable.

15. Time & location of next regular meeting:

Monday, November 19, 2018, 6 PM – Albion Bolton Branch

16. Adjournment

Motion: That the meeting adjourn.

Moved: Chris Gilmer

Seconded: Suzanne French

Carried.

The meeting adjourned at 7:55 PM

Janet Manning
Chair

Colleen Lipp
CEO | Chief Librarian

THE CORPORATION OF THE TOWN OF CALEDON

BY-LAW NO. 2018-77

A by-law to authorize the temporary borrowing of money to meet current expenditures of the Council of the Corporation of the Town of Caledon

WHEREAS in accordance with Section 407 of the *Municipal Act, 2001*, as amended, (hereinafter referred to as the "Act"), Caledon considers it necessary to have authorization in place in the event that temporary borrowing is required to meet current expenditures for the year 2019 until taxes are collected;

AND WHEREAS the total amount previously borrowed by Caledon pursuant to Section 407 that has not been repaid is NIL;

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

1. That the Mayor and Treasurer are hereby authorized on behalf of Caledon to borrow from time to time by way of promissory note or bankers' acceptance from CANADIAN BANK OF COMMERCE ("CIBC") a sum or sums not exceeding in the aggregate \$44,561,556 between January 1, 2019 and September 30, 2019 or \$22,280,778 between October 1 and December 31, 2019 to meet, until taxes are collected, the current expenditures of Caledon for the year (namely the amounts required for the purposes authorized by Section 407 of the Act) and to give to CIBC promissory notes or bankers' acceptances, as the case may be, sealed with Caledon's corporate seal and signed by the Mayor and Treasurer for the sums borrowed plus interest at a rate to be agreed upon from time to time with CIBC.
2. The total amount borrowed at any one time plus any outstanding amounts of principal borrowed and accrued interest shall not exceed,
 - (a) from January 1 to September 30 in the year, 50 per cent of the total estimated revenues of the municipality as set out in the budget adopted for the year; and
 - (b) from October 1 to December 31 in the year, 25 per cent of the total estimated revenues of the municipality as set out in the budget adopted for the year.
3. All sums borrowed pursuant to this by-law, as well as all other sums borrowed pursuant to the Act in this year and in previous years from CIBC for any purpose will, with interest thereon, be a charge upon the whole of the revenues of Caledon for the current year and for all preceding years as and when this revenue is received.
4. The Treasurer is authorized and directed to apply in payment for all sums borrowed plus interest, all of the monies collected or received on account in respect of taxes levied for the current year and preceding years or from any other source which may lawfully be applied for this purpose.
5. The Treasurer is authorized to furnish to CIBC a statement showing the nature and amount of the estimated revenues of Caledon not yet collected and also showing the total of any amounts borrowed that have not yet been repaid.

Enactment

This By-law shall come into full force and effect on January 1st, 2019.

Enacted by the Town of Caledon Council this 18th day of December, 2018

Allan Thompson, Mayor

Amanda Fusco, Interim Town Clerk

THE CORPORATION OF THE TOWN OF CALEDON

BY-LAW NO. 2018-78

A by-law to provide for an interim tax levy
for 2019 and collection thereof

WHEREAS pursuant to Section 317 of the *Municipal Act, 2001*, S.O. 2001, c. 25, as amended, the Council of a local municipality, before the adoption of estimates for the year, may pass a by-law levying amounts on the assessment of property in the local municipality rateable for local municipality purposes;

AND WHEREAS the Regional Municipality of Peel has not adopted estimates of all sums required by the Regional Municipality of Peel for the 2019 year, and the 2019 tax rates for school purposes for all property classes have not been finalized;

AND WHEREAS Section 317 of the *Municipal Act, 2001*, S.O. 2001, c. 25, as amended, provides for an interim levy on the assessment of real property in the municipality rateable for local municipality purposes, of a sum not exceeding fifty (50) percent of the total amount of taxes for municipal and school purposes levied on a property for the previous year;

AND WHEREAS Section 317 of the *Municipal Act, 2001*, S.O. 2001, c. 25, as amended, provides for the adjustment in the calculation of the taxes for the previous year for the purposes of calculating an interim levy;

AND WHEREAS Section 317 of the *Municipal Act, 2001*, S.O. 2001, c. 25, as amended, provides for an interim levy on the assessment for real property added to the tax roll for the current year that was not on the assessment roll in the previous year;

AND WHEREAS pursuant to Section 342 of the *Municipal Act, 2001*, S.O. 2001, c. 25, as amended, Council is authorized to pass by-laws providing for the payment of taxes by installments and the date or dates in the year for which the taxes are imposed, on which the taxes or installments are due;

AND WHEREAS pursuant to Section 345 of the *Municipal Act, 2001*, S.O. 2001, c. 25, as amended, a local municipality is authorized to pass by-laws to impose late payment charges for the non-payment of taxes or any installment by the due date;

AND WHEREAS the Council of The Corporation of the Town of Caledon deems it appropriate to provide for such interim levy on the assessment of property in this municipality;

NOW THEREFORE the Council of The Corporation of the Town of Caledon enacts as follows:

1. For the Residential, Pipeline, Farmland and Managed Forest property classes there shall be imposed and collected an interim levy of 50% of the total taxes for municipal and school purposes levied on a property in the year 2018.
2. For the Multi-Residential, New Multi-Residential, Commercial and Industrial property classes there shall be imposed and collected an interim levy of 50% of the total taxes for municipal and school purposes levied on a property in the year 2018.
3. For the purposes of calculating the total amount of taxes for the year 2018 under Sections 1 and 2 of this by-law, if any taxes for municipal and school purposes were levied on a property for only part of 2018 because assessment was added to the tax roll during 2018, an amount shall be added equal to the 2018 taxes that would have been levied on the property if taxes for municipal and school purposes had been levied for the entire year.
4. For tax accounts added to the tax roll for the current year that were not on the assessment roll upon which the amounts under Section 1 and 2 are levied, the amount levied shall be calculated using tax rates set out in Schedule "A" attached to this by-law, against phased-in assessment, as most recently revised.

5. All taxes levied under this by-law shall be payable into the hands of the Treasurer in accordance with the provisions of this by-law.
6. (1) The Treasurer shall add a percentage as a penalty for default of payment of the installments in accordance with By-law No. 2011-058, as amended.

(2) The Treasurer shall also add a percentage charge as interest for default of payment of the installments in accordance with By-law No. 2011-058, as amended.
7. The levies imposed under Sections 1 and 2 of this by-law shall be due and payable in two installments as follows:

(1) on March 7, 2019; and,
(2) on May 2, 2019.
8. That the Treasurer is hereby authorized to mail every tax notice or cause the same to be mailed to the address of the residence or place of business of each person taxed unless directed otherwise by the taxpayer or agent of the taxpayer, as provided by the *Municipal Act, 2001*, as amended.
9. The subsequent levy for the year 2019 made under the *Municipal Act, 2001*, as amended, shall be reduced by the amount raised by the interim levy imposed pursuant to this by-law.
10. The Treasurer is hereby authorized to accept part payment from time to time on account of any taxes due and to give a receipt for such a part payment, provided that acceptance of any such part payment does not affect the collection of any percentage charge imposed and collectable under the provision of By-law No. 2011-058, as amended, in respect of non-payment of any taxes or any class of taxes or of any installment thereof.
11. (1) The following institutions are hereby authorized to collect installments of taxes to be credited to the Treasurer:
 - a. All Schedule I and II banks pursuant to the *Bank Act (Canada)*;
 - b. Trust companies registered under the Loan and Trust Corporations Act; and
 - c. Credit Unions as defined in the *Credit Unions and Caisses Populaires Act, 1994*.
 - d. Schedule III banks permitted to accept payments under the Clearing and Depository Services (CDS) Participant Rules and Canadian Payment Association (CPA) Rules.
(2) The institutions described in subsection 11 (1) shall provide a receipt to the payor and the Town shall credit the taxpayer's account for the amount paid effective on the date of the institution's receipt to the taxpayer.

(3) Taxes paid into a financial institution to the credit of the Treasurer of the Town shall be accompanied by such information as may be required by the Treasurer, sufficient to identify the tax account against which the tax payment is to be applied.

(4) Where a payment by a payor into a financial institution to the credit of the Treasurer has been applied to the wrong tax account as a result of a clerical or typographical error, the Treasurer may, upon receipt of the written request of the financial institution or payor accompanied by such evidence as the Treasurer may require to establish the existence of said error, reverse and apply said payment to the correct tax account upon such terms and conditions, including the posting of security by the financial institution or payor, as the Treasurer may require.
12. There may be added to the tax roll all or any arrears of charges, fees, costs or other expenses as may be permitted by Provincial legislation and such arrears of charges, fees, costs or other expenses shall be deemed to be taxes, collected as taxes, or collected in the same manner as municipal taxes, or dealt with in such fashion as may be specifically authorized by applicable statute.

13. Annual property taxes may be paid under an agreement under the Town of Caledon Pre-Authorized Payment Plan and shall be due and payable to The Corporation of the Town of Caledon in 10 monthly installments, January through to October, based on the taxpayer's selected withdrawal date of either the first or fifteenth of each month, or on the next subsequent business day in the event of a statutory holiday, in accordance with the payment plan agreement entered into.
14. Where current realty taxes being levied are paid pursuant to the Town's pre-authorized payment plan, such taxes shall be payable in accordance with the pre-authorized tax agreement entered into and shall, under the terms of that agreement, be exempt from any penalty incurred pursuant to Section 6 of this by-law, provided that payment is being made pursuant to the terms of the agreement.
15. Nothing in this by-law shall prevent the Treasurer from proceeding at any time with the collection of any tax, or any part thereof, in accordance with the provisions of the applicable statutes and by-laws governing the collection of taxes.
16. Schedule "A" attached hereto forms an integral part of this by-law.
17. If any section or portion of this by-law is found by a court of competent jurisdiction to be invalid, it is the intent of Council for the Town that all remaining sections and portions of this by-law continue in force and effect.
18. This by-law shall come into force on January 1, 2019.

Enacted by the Town of Caledon Council this 18th day of December, 2018

Allan Thompson, Mayor

Amanda Fusco, Interim Town Clerk

Schedule A to By-law 78/2018
2019 Town of Caledon Interim Property Tax Rates

| RTC / RTQ | Tax Class Description | Interim Tax Rate |
|------------------|--|-------------------------|
| C1 | Commercial Farmland Awaiting Development Phase I | 0.126005% |
| C4 | Commercial Farmland Awaiting Development Phase II | 0.957789% |
| CH | Commercial Taxable (full rate, shared PIL) | 0.957789% |
| CJ | Commercial Taxable (vacant land, shared PIL) | 0.670449% |
| CM | Commercial Taxable - (no education) | 0.448426% |
| CT | Commercial Taxable Full Rate | 0.957789% |
| CU | Commercial Excess Land | 0.670449% |
| CX | Commercial Vacant Land | 0.670449% |
| DT | Office Building | 0.957789% |
| DH | Office Building Taxable (full rate, shared PIL) | 0.957789% |
| DU | Office Building Excess Land | 0.670449% |
| E | Exempt | 0.000000% |
| FT | Farmland | 0.077835% |
| GT | Parking Lot | 0.957789% |
| HT | Landfill | 0.913367% |
| I1 | Industrial Farmland Awaiting Development Phase I | 0.126005% |
| I4 | Industrial Farmland Awaiting Development Phase II | 1.118454% |
| IH | Industrial Taxable (full rate, shared PIL) | 1.118454% |
| IJ | Industrial Vacant Land, Shared PIL | 0.782917% |
| IK | Industrial Excess Land, Shared PIL | 0.782917% |
| IT | Industrial Taxable Full Rate | 1.118454% |
| IU | Industrial Excess Land | 0.782917% |
| IX | Industrial Vacant Land | 0.782917% |
| JT | Industrial New Construction - Full | 1.077673% |
| JX | Industrial New Construction Vacant Land | 0.754371% |
| LT | Large Industrial Taxable | 1.118454% |
| LU | Large Industrial Excess Land | 0.782917% |
| MT | Multi-Residential | 0.662028% |
| M1 | MR Farmland Awaiting Dev. Ph. 1 | 0.126005% |
| M4 | MR Farmland Awaiting Dev. Ph. 2 | 0.662028% |
| NT | New Multi-Residential | 0.420023% |
| PT | Pipelines | 0.954996% |
| R1 | Residential Farmland Awaiting Development Phase I | 0.126005% |
| R4 | Residential Farmland Awaiting Development Phase II | 0.420023% |
| RH | Residential Taxable (full rate, shared PIL) | 0.420023% |
| RT | Residential | 0.420023% |
| ST | Shopping Centres | 0.957789% |
| SU | Shopping Centres Excess Land | 0.670449% |
| TT | Managed Forests | 0.105002% |
| XT | Commercial New Construction: Full | 0.957789% |
| XU | Commercial New Construction: Excess Land | 0.670449% |
| YT | Office New Construction: Full | 0.957789% |
| ZT | Shopping Centre New Construction: Full | 0.957789% |
| ZU | Shopping Centre New Construction: Excess Land | 0.670449% |

THE CORPORATION OF THE TOWN OF CALEDON

BY-LAW NO. 2018-79

A by-law to appoint an Acting Mayor for the 2018-2022 Term of Council

WHEREAS the Council of The Corporation of the Town of Caledon deems it expedient to appoint an Acting Mayor;

WHEREAS, the *Municipal Act, 2001*, s. 225, identifies the Mayor’s responsibilities as follows:

- To be head of the municipal council and to act as Chief Executive Officer of the Corporation;
- To preside over council meetings;
- To provide leadership to council;
- To represent the municipality at official functions;
- To carry out the duties of the Head of Council under this or any other Act; and
- To perform duties of a member of council as outlined in the *Municipal Act, 2001*, s. 224.

WHEREAS, The *Municipal Act, 2001*, s. 242, authorizes the appointment of a member of council to act in the place of the head of council or other member of council designated to preside at meetings in the municipality’s procedure by-law when the head of council or designated member is absent or refuses to act or the office is vacant, and while so acting such member has all the powers and duties of the head of council or designated member, as the case may be.

WHEREAS, the Council of The Corporation of the Town of Caledon deems it necessary to appoint an Acting Mayor to fulfill the role of Mayor in his/her absence.

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 Acting Mayor By-law.

General

1. That the following be appointed Acting Mayor for the following periods of time:

| | | |
|-----------|------|----------------------------|
| January | 2019 | Councillor Nick deBoer |
| February | 2019 | Councillor Johanna Downey |
| March | 2019 | Councillor Christina Early |
| April | 2019 | Councillor Annette Groves |
| May | 2019 | Councillor Jennifer Innis |
| June | 2019 | Councillor Lynn Kiernan |
| July | 2019 | Councillor Tony Rosa |
| August | 2019 | Councillor Ian Sinclair |
| September | 2019 | Councillor Nick deBoer |
| October | 2019 | Councillor Johanna Downey |
| November | 2019 | Councillor Christina Early |
| December | 2019 | Councillor Annette Groves |
| January | 2020 | Councillor Jennifer Innis |
| February | 2020 | Councillor Lynn Kiernan |
| March | 2020 | Councillor Tony Rosa |
| April | 2020 | Councillor Ian Sinclair |
| May | 2020 | Councillor Nick deBoer |
| June | 2020 | Councillor Johanna Downey |
| July | 2020 | Councillor Christina Early |
| August | 2020 | Councillor Annette Groves |
| September | 2020 | Councillor Jennifer Innis |
| October | 2020 | Councillor Lynn Kiernan |

| | | |
|-----------|------|----------------------------|
| November | 2020 | Councillor Tony Rosa |
| December | 2020 | Councillor Ian Sinclair |
| January | 2021 | Councillor Nick deBoer |
| February | 2021 | Councillor Johanna Downey |
| March | 2021 | Councillor Christina Early |
| April | 2021 | Councillor Annette Groves |
| May | 2021 | Councillor Jennifer Innis |
| June | 2021 | Councillor Lynn Kiernan |
| July | 2021 | Councillor Tony Rosa |
| August | 2021 | Councillor Ian Sinclair |
| September | 2021 | Councillor Nick deBoer |
| October | 2021 | Councillor Johanna Downey |
| November | 2021 | Councillor Christina Early |
| December | 2021 | Councillor Annette Groves |
| January | 2022 | Councillor Jennifer Innis |
| February | 2022 | Councillor Lynn Kiernan |
| March | 2022 | Councillor Tony Rosa |
| April | 2022 | Councillor Ian Sinclair |
| May | 2022 | Councillor Nick deBoer |
| June | 2022 | Councillor Johanna Downey |
| July | 2022 | Councillor Christina Early |
| August | 2022 | Councillor Annette Groves |
| September | 2022 | Councillor Jennifer Innis |
| October | 2022 | Councillor Lynn Kiernan |
| November | 2022 | Councillor Tony Rosa |

2. That if the person appointed as Acting Mayor pursuant to this By-law is unable to perform the duties of an Acting Mayor through illness or otherwise, then the person appointed to be Acting Mayor for the month immediately following shall be so appointed to carry out the duties of Acting Mayor.
3. That this By-law comes into force and effect December 18, 2018.

Enacted by the Town of Caledon Council this 18th day of December, 2018

Allan Thompson, Mayor

Amanda Fusco, Interim Town Clerk



2019 Council Meeting Schedule

| JANUARY | | | | |
|---------|-------------------|-----------|-----|-----|
| Mon | Tue | Wed | Thu | Fri |
| | 1 HOLIDAY | 2 | 3 | 4 |
| 7 | 8 | 9 OH-B | 10 | 11 |
| 14 | GENB 15 GEN/PD | 16 | 17 | 18 |
| 21 | 22 TC | 23 | 24 | 25 |
| 28 | 29 | 30 | 31 | |
| ROMA | | | | |

| FEBRUARY | | | | |
|---------------|--------------|-----|-----|-----|
| Mon | Tue | Wed | Thu | Fri |
| | | | | 1 |
| 4 | 5 | 6 | 7 | 8 |
| 11 | 12 GEN/PD | 13 | 14 | 15 |
| 18 HOLIDAY | 19 TC | 20 | 21 | 22 |
| 25 | 26 | 27 | 28 | |
| OGRA | | | | |

| MARCH | | | | |
|-------------|--------------|-----|-----|-----|
| Mon | Tue | Wed | Thu | Fri |
| | | | | 1 |
| 4 | 5 STC | 6 | 7 | 8 |
| 11 | 12 | 13 | 14 | 15 |
| MARCH BREAK | | | | |
| 18 | 19 GEN/PD | 20 | 21 | 22 |
| 25 | 26 TC | 27 | 28 | 29 |

| APRIL | | | | |
|-------|--------------|-----|-----|---------------|
| Mon | Tue | Wed | Thu | Fri |
| 1 | 2 | 3 | 4 | 5 |
| 8 | 9 | 10 | 11 | 12 |
| 15 | 16 | 17 | 18 | 19 HOLIDAY |
| 22 | 23 GEN/PD | 24 | 25 | 26 |
| 29 | 30 TC | | | |

| MAY | | | | |
|---------------|--------------|-----|-----|-----|
| Mon | Tue | Wed | Thu | Fri |
| | | 1 | 2 | 3 |
| 6 | 7 | 8 | 9 | 10 |
| 13 | 14 | 15 | 16 | 17 |
| 20 HOLIDAY | 21 GEN/PD | 22 | 23 | 24 |
| 27 | 28 TC | 29 | 30 | 31 |
| | | FCM | | |

| JUNE | | | | |
|-------|--------------|-----|-----|-----|
| Mon | Tue | Wed | Thu | Fri |
| 3 | 4 | 5 | 6 | 7 |
| 10 | 11 | 12 | 13 | 14 |
| AMCTO | | | | |
| 17 | 18 GEN/PD | 19 | 20 | 21 |
| 24 | 25 TC | 26 | 27 | 28 |
| | | | | |

| JULY | | | | |
|--------------|-----|-----|-----|-----|
| Mon | Tue | Wed | Thu | Fri |
| 1 HOLIDAY | 2 | 3 | 4 | 5 |
| 8 | 9 | 10 | 11 | 12 |
| 15 | 16 | 17 | 18 | 19 |
| 22 | 23 | 24 | 25 | 26 |
| 29 | 30 | 31 | | |

| AUGUST | | | | |
|--------------|-----|-----|-----|-----|
| Mon | Tue | Wed | Thu | Fri |
| | | | 1 | 2 |
| 5 HOLIDAY | 6 | 7 | 8 | 9 |
| 12 | 13 | 14 | 15 | 16 |
| 19 | 20 | 21 | 22 | 23 |
| AMO | | | | |
| 26 | 27 | 28 | 29 | 30 |

| SEPTEMBER | | | | |
|--------------|--------------|-----|-----|-----|
| Mon | Tue | Wed | Thu | Fri |
| 2 HOLIDAY | 3 | 4 | 5 | 6 |
| 9 | 10 | 11 | 12 | 13 |
| 16 | 17 GEN/PD | 18 | 19 | 20 |
| 23 | 24 TC | 25 | 26 | 27 |
| 30 | | | | |

| OCTOBER | | | | |
|---------------|--------------|-----|-----|-----|
| Mon | Tue | Wed | Thu | Fri |
| | 1 | 2 | 3 | 4 |
| 7 | 8 | 9 | 10 | 11 |
| 14 HOLIDAY | 15 | 16 | 17 | 18 |
| 21 | 22 GEN/PD | 23 | 24 | 25 |
| 28 | 29 TC | 30 | 31 | |

| NOVEMBER | | | | |
|----------|-------------|------------|-----|-----|
| Mon | Tue | Wed | Thu | Fri |
| | | | | 1 |
| 4 | 5 | 6 | 7 | 8 |
| 11 | 12 | 13 | 14 | 15 |
| 18 | 19 GEN-B | 20 | 21 | 22 |
| 25 | 26 | 27 OH-B | 28 | 29 |

| DECEMBER | | | | |
|----------|-------------|---------------|-----|-----|
| Mon | Tue | Wed | Thu | Fri |
| 2 | 3 GEN/PD | 4 | 5 | 6 |
| 9 | 10 GENB | 11 | 12 | 13 |
| 16 | 17 TC | 18 | 19 | 20 |
| 23 | 24 | 25 HOLIDAY | 26 | 27 |
| 30 | 31 | | | |

| | | |
|-------|--|-----------|
| GEN | General Committee Meeting | 2:30 p.m. |
| PD | Planning & Development Committee Meeting | 7:00 p.m. |
| GEN-B | General Committee Meeting - Operating and Capital Budget | 9:30 a.m. |
| GENB | General Committee Meeting - General Budget | 7:00 p.m. |
| OH-B | Open House - Budget | 7:00 p.m. |
| STC | Special Town Council Meeting | 7:00 p.m. |
| TC | Town Council Meeting | 7:00 p.m. |

| | | |
|-------|--|------------------------|
| AMCTO | Association of Municipal Clerks and Treasurers | June 9 - 12, 2019 |
| AMO | Association of Municipalities of Ontario Annual Conference | August 18 - 22, 2019 |
| FCM | Federation of Canadian Municipalities Annual Conference | May 30 - June 2, 2019 |
| OGRA | Ontario Good Roads Association | February 24 - 27, 2019 |
| ROMA | Rural Ontario Municipal Association Annual Conference | January 26-29, 2019 |

THE CORPORATION OF THE TOWN OF CALEDON

BY-LAW NUMBER 2018-80

A by-law to establish the rules governing the calling, place, proceedings; providing public notice of hearings of the Committee of Adjustment of the Town of Caledon; and repealing Committee of Adjustment By-law No. 2015-008.

WHEREAS the Committee of Adjustment has been established pursuant to the *Planning Act*, R.S.O. 1990, c. P.13, as amended, (the "*Planning Act*");

AND WHEREAS subsection 238(2) of the *Municipal Act, 2001*, S.O. 2001 c.25, as amended, (the "*Municipal Act*"), requires every municipality and local board to adopt a procedure by-law for governing the calling, place and proceedings of hearings;

AND WHEREAS Council of The Corporation of The Town of Caledon (the "Town" or "Town of Caledon") deems it necessary and expedient that there be rules governing the order and proceedings of the hearings of the Committee of Adjustment;

NOW THEREFORE the Council of the Corporation of Town of Caledon ENACTS AS FOLLOWS:

1. DEFINITIONS

1.1 In this by-law:

"Chair" means the Chair of the Committee appointed under subsection 44(7) of the *Planning Act*;

"Committee" means the Town of Caledon Committee of Adjustment established in accordance with section 44 of the *Planning Act*;

"Hearing" means a gathering of the Committee where Quorum is achieved and at which public hearings over which the Committee has jurisdiction are conducted by the Members collectively and during which formal action is taken;

"Member" means any member of the Committee and includes the Chair;

"Pecuniary Interest" means a direct or indirect pecuniary (monetary) interest within the meaning of the *Municipal Conflict of Interest Act*, R.S.O. 1990, c. M.50;

"Point of Order" means any alleged breach of the rules or irregularity in the proceedings of a Hearing;

"Point of Privilege" means a statement calling attention to a matter where the integrity, character or reputation of an individual, individuals or the entire Committee, or the ability of an individual to participate, is perceived to be in question;

"Quorum" means a majority of all the Members, in accordance with the *Planning Act*, who are required to be present at a Hearing in order for business to be conducted;

"Secretary-Treasurer" means the Secretary-Treasurer appointed by the Committee adjustment appointed under subsection 44(8) of the *Planning Act*.

“Vice Chair means the Vice Chair of the Committee appointed under subsection 44(7) of the Planning Act.

2. APPLICATION

- 2.1 The procedures contained in this by-law shall be observed in all proceedings of the Committee and shall be the procedures for the order and dispatch of Hearings conducted by the Committee.
- 2.2 Procedural matters not governed by the provisions of this by-law shall be governed by the provisions of the Town's Procedural By-law governing Council and Committees of Council.
- 2.3 In the event of a conflict between this by-law and the Planning Act, the Planning Act prevails.

3. CALLING OF HEARINGS

- 3.1 The Secretary-Treasurer shall prepare a schedule of Hearings on an annual basis.
- 3.2 Where a Hearing needs to be rescheduled, the Secretary-Treasurer shall ensure that the new Hearing date satisfies all legislative notification requirements.
- 3.3 Where it is determined by the Secretary-Treasurer, in consultation with the Chair, that there are insufficient agenda items for a Hearing, the Secretary-Treasurer shall cancel the Hearing.
- 3.4 Members shall be provided with the Hearing agenda five (5) days prior to the Hearing, after which it shall be posted to the Town's website.
- 3.5 The location of all Hearings of the Committee shall be identified on the notice as circulated by the Secretary-Treasurer.

4. OFFICE AND VACANCIES OF COMMITTEE MEMBERS

- 4.1 The Committee shall be composed of seven (7) Members appointed by Town Council. The term runs concurrent with the Term of Council or until such time as successor(s) are appointed.
 - 4.1.1 A member shall not be appointed for more than three (3) consecutive terms of Council (for a total of 12 years). Any interim appointments are not to be included in the consideration of the total term of appointment of the member.
- 4.2 Subject to paragraphs 4.4 and 4.5 of this by-law, a vacancy on the Committee shall occur if a Member is absent for three (3) successive Hearings without confirmation from Council.
- 4.3 A Member who is unable to carry out his/her duties through illness or otherwise shall provide a note to the Secretary-Treasurer. The Secretary-Treasurer shall immediately notify the Town Clerk of the Member's absence and the anticipated date of return. Council shall then confirm the absence or deem the seat vacant. Upon Council's confirmation, a Member may be absent from his/her seat for three (3) successive Hearings from the date of his/her notice of illness or otherwise.
- 4.4 The Members shall appoint one Member as Chair and one Member as Vice-Chair for a two-year term.
- 4.5 After the two-year term, members shall appoint the Vice-Chair to serve as Chair and shall appoint a Vice-Chair.
- 4.6 In an election year, if a vacancy should occur, the seat shall remain vacant until Council has completed its membership appointment for the new term.

5. QUORUM

- 5.1 A vacancy in the membership or the inability of a Member to act due to a declared conflict does not impair the powers of the Committee or of the remaining Members.
- 5.2 If Quorum is not obtained thirty (30) minutes after the time appointed for a Hearing of the Committee, the Secretary-Treasurer shall record the names of the Members present and the Hearing shall stand adjourned until the next appointed time.

6. HEARING PROCEDURES AND VOTING

- 6.1 In accordance with the provisions of the *Municipal Act, 2001*, all Hearings of the Committee shall be open to the public.
- 6.2 The Chair shall call order of the Hearing.
- 6.3 The Chair shall call for disclosure of any Pecuniary Interest of Members.
- 6.4 The Chair shall receive Minutes of the previous Committee Hearings.
- 6.5 The Chair shall call for requests for deferral or withdrawal of any matters before the Committee.
- 6.6 The Chair, with permission of the Committee, shall determine the order of the items on the agenda to facilitate the Hearing in the most expeditious manner.
- 6.7 The Chair shall ask the applicant/agent to introduce themselves and if they have any new information regarding their application.
- 6.8 The Chair shall ask the Town Representative if they have any new information regarding the application.
- 6.9 The Chair shall ask Members if they have any questions for the applicant/agent.
- 6.10 The Chair shall:
 - 6.10.1 Invite those present having an interest in the application to come forward, identify themselves and make submissions in respect of their interest; and
 - 6.10.2 Ask questions of clarification and permit the Members to ask questions relevant to the application before them.
- 6.11 Following submissions from all interested parties, the Committee shall give the applicant/agent an opportunity to respond to any comments received from the Members, commenting agencies and interested parties. This response shall be limited to five (5) minutes.
- 6.12 Following submissions from members of the public and any response by the applicant/agent, the Committee may ask additional questions relevant to the application before them and shall consider the issues raised by the applicant/agent, commenting agencies or interested parties.
- 6.13 The Committee shall:
 - 6.13.1 Review the draft condition(s) to determine if they are reasonably related to the application and make necessary changes; and
 - 6.13.2 Confirm with the applicant/agent whether he/she is able to indicate acceptance of the draft conditions should the application be favourably considered.
- 6.14 Following the applicant's response in respect of the draft conditions, the Committee shall consider the issues raised by the applicant/agent and any respondents, and the Chair shall:

- 6.14.1 Ask Members for a motion with respect to the disposition of the application, being one of the following: approval, refusal, deferral, or approval with conditions, and shall set out the reasons for such disposition;
- 6.14.2 Upon receipt of a motion from a Member, ask for a seconder to the motion;
- 6.14.3 Permit discussions on the motion;
- 6.14.4 Call for a vote by the Committee on the motion by a show of hands to indicate their position on the motion under consideration; and
- 6.14.5 If the initial motion fails, request a new motion and continue until a majority of the Members approve a motion.
- 6.15 All Members present shall be required to vote and if any Member refuses to do so, they shall be deemed to be voting in the negative.
- 6.16 The Chair shall indicate his/her vote only after all other Members have voted. Notwithstanding the foregoing, when the Committee comprises an even number, and still has Quorum, the Chair may refrain from voting to preclude a tie vote.
- 6.17 Any motion on which there is a tie vote, the motion shall be deemed to be defeated.
- 6.18 Once a motion has been moved, seconded and carried, the Chair shall announce the decision of the Committee.
- 6.19 No discussion shall be permitted after the Chair has announced the decision of the Committee.
- 6.20 Any approval granted by the Committee may be for such time and subject to such terms and conditions and agreements as the Committee considers advisable and as set out in the decision.
- 6.21 A written decision shall be prepared for each application; set out any conditions imposed by the Committee; and be signed by all Members who concur with the decision.
- 6.22 The Secretary-Treasurer shall be permitted at any time and without prior notice to the parties to correct a technical or typographical error, error in calculation or similar minor error made in the minutes or in a decision.

7. RULES OF CONDUCT AND DEBATE

- 7.1 It shall be the duty of the Chair to:
 - 7.1.1 Call the Hearing to order;
 - 7.1.2 Ensure that a Quorum is established and maintained throughout the course of the Hearing;
 - 7.1.3 Put to vote all motions that arise in the course of the proceedings and announce the result of each vote;
 - 7.1.4 Decline to put to vote motions that infringe upon the terms of this by-law;
 - 7.1.5 Uphold on all occasions this by-law and the observance of order and decorum amongst the Members and attendees in accordance with this by-law;
 - 7.1.6 Rule on Points of Privilege and Points of Order and decide all questions relating to the orderly procedure of the Hearing;

- 7.1.7 Adjourn the Hearing without question or suspend the Hearing to a time to be named by the Chair, if considered necessary; and
- 7.1.8 Adjourn the Hearing at the earlier of when the business is concluded, or at the designated time.
- 7.2 A Member shall not:
 - 7.2.1 Discuss an application with an agent, applicant, or member of the public prior to the Hearing;
 - 7.2.2 Disobey the terms of this by-law;
 - 7.2.3 Disturb the other Members by any disruptive or distracting conduct, including private conversations or electronic communications among Members during a Hearing;
 - 7.2.4 Display any behaviour which may be considered disruptive, inconsiderate or disrespectful, or use profane or offensive words or insulting expressions;
 - 7.2.5 Leave their seat or make any noise or disturbance while a vote is being taken;
 - 7.2.6 Speak until recognized by the Chair;
 - 7.2.7 Interrupt a Member who is speaking, except to raise a Point of Order or a Point of Privilege;
 - 7.2.8 Leave the Hearing at any time without advising the Chair;
 - 7.2.9 Speak more than once to an item until every Member who desires to speak has spoken;
 - 7.2.10 Comment or question on matters other than those directly pertaining to the subject application before him or her; and
 - 7.2.11 Use their status on the Committee for personal or political gain.
- 7.3 In the event that a Member persists in a breach of section 7.2 above, after having been called to order by the Chair, the Chair shall without debate call the question "Shall the Member be ordered to leave his or her seat for the duration of the Hearing?", and this question shall not be debateable.
- 7.4 If the Committee decides the question set out above in the affirmative by a majority vote of the Members present, the Chair shall order the Member to leave his or her seat for the duration of the Hearing.
- 7.5 If the Member apologizes, the Committee may permit the Member to resume his or her seat.
- 7.7 In the event that a Member engages in grave misconduct in the course of their duties as a Member, Council may remove said Member from the Committee.
- 7.8 Attendees at a Hearing shall maintain order and shall not display signs or placards, applaud, heckle or engage in telephone or other conversation or any behaviour which may be considered disruptive, inconsiderate, disrespectful or intimidating to others.
- 7.9 Any person who disrupts a Hearing shall be asked by the Chair to stop the disruptive behaviour and if the person persists they shall be asked to leave the Hearing.
- 7.11 All cell phones and electronic devices, except those in use to record or otherwise facilitate the Hearing, shall be turned off or otherwise set so as to not emit any audible sound during a Hearing.

- 7.12 Any person who contravenes any provision of this section, may be expelled from the Hearing by the Chair.

8. POINT OF PRIVILEGE

- 8.1 A Member may at any time raise a Point of Privilege directing attention to a matter that affects the integrity, character or reputation of an individual, individuals, or the entire Committee, or the ability of an individual to participate.
- 8.2 A Point of Privilege shall take precedence over any other matter.
- 8.3 A Member shall not be permitted to enter into any debate or introduce any motion not related to the Point of Privilege.
- 8.4 The Chair shall decide upon the Point of Privilege and advise the Members of the decision.
- 8.5 Unless a Member immediately appeals the Chair's decision, the decision of the Chair shall be final.
- 8.6 If the decision of the Chair is appealed, the question "Shall the ruling of the Chair be upheld?" shall be called without debate, and its results shall be final.
- 8.7 When the matter has been determined to be a Point of Privilege, the Member shall be afforded an opportunity to propose a motion in relation to that Point of Privilege.

9. POINT OF ORDER

- 9.1 A Member may at any time raise a Point of Order to a perceived violation of this by-law.
- 9.2 The Chair shall decide upon the Point of Order and advise the Members of the decision.
- 9.3 Unless a Member immediately appeals the Chair's decision, the decision of the Chair shall be final.
- 9.4 If the decision of the Chair is appealed, the question "shall the ruling of the Chair be upheld?" shall be called without debate, and its results shall be final.

10. ADJOURNMENT

- 10.1 All Hearings shall stand adjourned when the Committee has completed all business as listed on the agenda, or at 4:30 p.m., whichever is earlier, unless otherwise determined through a motion by a majority of the Members present.
- 10.2 If there are remaining applications on the agenda which have not been heard by the time required to adjourn the Hearing, the Secretary-Treasurer shall assign a date to resume the public Hearing, and further public notice shall be required to be provided to those in attendance who have requested.

11. DECISIONS OF THE COMMITTEE

- 11.1 No decision of the Committee on an application is valid unless it is concurred by the majority of the Members that heard the application, and the decision of the Committee shall be in writing and shall set out the reasons for the decision and shall be signed by the Members who concur in the decision.

- 11.2 A copy of the Committee's written decision shall be prepared and issued in accordance with the provisions of the *Planning Act*.

12. CONFLICT OF INTEREST

- 12.1 All Members required to do so by the provisions of the *Municipal Conflict of Interest Act*, R.S.O. 1990, c.M.50, as amended, shall disclose any direct or indirect Pecuniary Interest for themselves or a family member and shall state the general nature of such Pecuniary Interest and it shall be recorded by the Secretary-Treasurer accordingly. The Member shall leave the Hearing for the duration of the matter for which a Pecuniary Interest is declared.
- 12.2 The Member shall not take part in the discussion or vote on any question with respect to the matter and shall not attempt in any way before during and/or after the meeting to influence the voting on any such question.
- 12.2 At a Hearing at which a member discloses a Pecuniary Interest, or as soon as possible afterwards, the member shall file a written statement of the interest and its general nature with the clerk of the municipality or the secretary of the committee or local board.

13. REQUESTS FOR DEFERRAL OR WITHDRAWAL

- 13.1 A request for deferral of a matter on the scheduled Hearing date by the applicant/agent must be for reasonable cause and must be made at the Hearing or by a written request.
- 13.2 If the Committee grants the request for deferral, the Committee in consultation with the Secretary-Treasurer shall set a new Hearing date for the application to be heard and indicate any other requirements of the deferral, such as re-notification, amendment, and the deferral fee.
- 13.3 Any deferral granted by the Committee shall be for a period of six (6) months or sooner, to a maximum of three (3) deferrals per application.
- 13.4 The applicant/agent may request that an application be withdrawn. Such requests may be made to the Secretary-Treasurer in advance of the Hearing date or at the Hearing. If the Committee grants the request for withdrawal, the Secretary-Treasurer shall record that the application was withdrawn from the Committee's agenda and the Committee shall take no further action on the matter at the Hearing.

14. GENERAL

- 14.1 Following the application by the owner/agent, for any land, building or structure located within the Town of Caledon, but prior to the Hearing where the application shall be considered by the Committee, the Members may conduct individual site visits.
- 14.2 During site visits Members shall not discuss with the applicant or other interested individuals, any of the merits of the application or any issue or matter in connection with the application to be decided by the Committee.

15. REPEALMENT

- 15.1 That By-law 2015-008 be hereby repealed.

16. SHORT TITLE

16.1 The short title of this by-law is the Committee of Adjustment Procedural By-law.

Enacted by the Town of Caledon Council this 18th day of December, 2018.

Allan Thompson, Mayor

Amanda Fusco, Interim Town Clerk

THE CORPORATION OF THE TOWN OF CALEDON

BY-LAW NO. 2018-80

A by-law to establish the rules governing the calling, place, proceedings; providing public notice of hearings of the Committee of Adjustment of the Town of Caledon; and repealing Committee of Adjustment By-law No. 2015-008.

WHEREAS the Committee of Adjustment has been established pursuant to the *Planning Act*, R.S.O. 1990, c. P.13, as amended, (the "*Planning Act*");

AND WHEREAS subsection 238(2) of the *Municipal Act, 2001*, S.O. 2001 c.25, as amended, (the "*Municipal Act*"), requires every municipality and local board to adopt a procedure by-law for governing the calling, place and proceedings of hearings;

AND WHEREAS Council of The Corporation of The Town of Caledon (the "Town" or "Town of Caledon") deems it necessary and expedient that there be rules governing the order and proceedings of the hearings of the Committee of Adjustment;

NOW THEREFORE the Council of the Corporation of Town of Caledon ENACTS AS FOLLOWS:

1. DEFINITIONS

1.1 In this by-law:

"Chair" means the Chair of the Committee appointed under subsection 44(7) of the *Planning Act*;

"Committee" means the Town of Caledon Committee of Adjustment established in accordance with section 44 of the *Planning Act*;

"Hearing" means a gathering of the Committee where Quorum is achieved and at which public hearings over which the Committee has jurisdiction are conducted by the Members collectively and during which formal action is taken;

"Member" means any member of the Committee and includes the Chair;

"Pecuniary Interest" means a direct or indirect pecuniary (monetary) interest within the meaning of the *Municipal Conflict of Interest Act*, R.S.O. 1990, c. M.50;

"Point of Order" means any alleged breach of the rules or irregularity in the proceedings of a Hearing;

"Point of Privilege" means a statement calling attention to a matter where the integrity, character or reputation of an individual, individuals or the entire Committee, or the ability of an individual to participate, is perceived to be in question;

"Quorum" means a majority of all the Members, in accordance with the *Planning Act*, who are required to be present at a Hearing in order for business to be conducted;

"Secretary-Treasurer" means the Secretary-Treasurer appointed by the Committee adjustment appointed under subsection 44(8) of the *Planning Act*.

“Vice Chair means the Vice Chair of the Committee appointed under subsection 44(7) of the Planning Act.

2. APPLICATION

- 2.1 The procedures contained in this by-law shall be observed in all proceedings of the Committee and shall be the procedures for the order and dispatch of Hearings conducted by the Committee.
- 2.2 Procedural matters not governed by the provisions of this by-law shall be governed by the provisions of the Town's Procedural By-law governing Council and Committees of Council.
- 2.3 In the event of a conflict between this by-law and the Planning Act, the Planning Act prevails.

3. CALLING OF HEARINGS

- 3.1 The Secretary-Treasurer shall prepare a schedule of Hearings on an annual basis.
- 3.2 Where a Hearing needs to be rescheduled, the Secretary-Treasurer shall ensure that the new Hearing date satisfies all legislative notification requirements.
- 3.3 Where it is determined by the Secretary-Treasurer, in consultation with the Chair, that there are insufficient agenda items for a Hearing, the Secretary-Treasurer shall cancel the Hearing.
- 3.4 Members shall be provided with the Hearing agenda five (5) days prior to the Hearing, after which it shall be posted to the Town's website.
- 3.5 The location of all Hearings of the Committee shall be identified on the notice as circulated by the Secretary-Treasurer.

4. OFFICE AND VACANCIES OF COMMITTEE MEMBERS

- 4.1 The Committee shall be composed of seven (7) Members appointed by Town Council. The term runs concurrent with the Term of Council or until such time as successor(s) are appointed.
 - 4.1.1 A member shall not be appointed for more than three (3) consecutive terms of Council (for a total of 12 years). Any interim appointments are not to be included in the consideration of the total term of appointment of the member.
- 4.2 Subject to paragraphs 4.4 and 4.5 of this by-law, a vacancy on the Committee shall occur if a Member is absent for three (3) successive Hearings without confirmation from Council.
- 4.3 A Member who is unable to carry out his/her duties through illness or otherwise shall provide a note to the Secretary-Treasurer. The Secretary-Treasurer shall immediately notify the Town Clerk of the Member's absence and the anticipated date of return. Council shall then confirm the absence or deem the seat vacant. Upon Council's confirmation, a Member may be absent from his/her seat for three (3) successive Hearings from the date of his/her notice of illness or otherwise.
- 4.4 The Members shall appoint one Member as Chair and one Member as Vice-Chair for a two-year term.
- 4.5 After the two-year term, members shall appoint the Vice-Chair to serve as Chair and shall appoint a Vice-Chair.
- 4.6 In an election year, if a vacancy should occur, the seat shall remain vacant until Council has completed its membership appointment for the new term.

5. QUORUM

- 5.1 A vacancy in the membership or the inability of a Member to act due to a declared conflict does not impair the powers of the Committee or of the remaining Members.
- 5.2 If Quorum is not obtained thirty (30) minutes after the time appointed for a Hearing of the Committee, the Secretary-Treasurer shall record the names of the Members present and the Hearing shall stand adjourned until the next appointed time.

6. HEARING PROCEDURES AND VOTING

- 6.1 In accordance with the provisions of the *Municipal Act, 2001*, all Hearings of the Committee shall be open to the public.
- 6.2 The Chair shall call order of the Hearing.
- 6.3 The Chair shall call for disclosure of any Pecuniary Interest of Members.
- 6.4 The Chair shall receive Minutes of the previous Committee Hearings.
- 6.5 The Chair shall call for requests for deferral or withdrawal of any matters before the Committee.
- 6.6 The Chair, with permission of the Committee, shall determine the order of the items on the agenda to facilitate the Hearing in the most expeditious manner.
- 6.7 The Chair shall ask the applicant/agent to introduce themselves and if they have any new information regarding their application.
- 6.8 The Chair shall ask the Town Representative if they have any new information regarding the application.
- 6.9 The Chair shall ask Members if they have any questions for the applicant/agent.
- 6.10 The Chair shall:
 - 6.10.1 Invite those present having an interest in the application to come forward, identify themselves and make submissions in respect of their interest; and
 - 6.10.2 Ask questions of clarification and permit the Members to ask questions relevant to the application before them.
- 6.11 Following submissions from all interested parties, the Committee shall give the applicant/agent an opportunity to respond to any comments received from the Members, commenting agencies and interested parties. This response shall be limited to five (5) minutes.
- 6.12 Following submissions from members of the public and any response by the applicant/agent, the Committee may ask additional questions relevant to the application before them and shall consider the issues raised by the applicant/agent, commenting agencies or interested parties.
- 6.13 The Committee shall:
 - 6.13.1 Review the draft condition(s) to determine if they are reasonably related to the application and make necessary changes; and
 - 6.13.2 Confirm with the applicant/agent whether he/she is able to indicate acceptance of the draft conditions should the application be favourably considered.
- 6.14 Following the applicant's response in respect of the draft conditions, the Committee shall consider the issues raised by the applicant/agent and any respondents, and the Chair shall:

- 6.14.1 Ask Members for a motion with respect to the disposition of the application, being one of the following: approval, refusal, deferral, or approval with conditions, and shall set out the reasons for such disposition;
- 6.14.2 Upon receipt of a motion from a Member, ask for a seconder to the motion;
- 6.14.3 Permit discussions on the motion;
- 6.14.4 Call for a vote by the Committee on the motion by a show of hands to indicate their position on the motion under consideration; and
- 6.14.5 If the initial motion fails, request a new motion and continue until a majority of the Members approve a motion.
- 6.15 All Members present shall be required to vote and if any Member refuses to do so, they shall be deemed to be voting in the negative.
- 6.16 The Chair shall indicate his/her vote only after all other Members have voted. Notwithstanding the foregoing, when the Committee comprises an even number, and still has Quorum, the Chair may refrain from voting to preclude a tie vote.
- 6.17 Any motion on which there is a tie vote, the motion shall be deemed to be defeated.
- 6.18 Once a motion has been moved, seconded and carried, the Chair shall announce the decision of the Committee.
- 6.19 No discussion shall be permitted after the Chair has announced the decision of the Committee.
- 6.20 Any approval granted by the Committee may be for such time and subject to such terms and conditions and agreements as the Committee considers advisable and as set out in the decision.
- 6.21 A written decision shall be prepared for each application; set out any conditions imposed by the Committee; and be signed by all Members who concur with the decision.
- 6.22 The Secretary-Treasurer shall be permitted at any time and without prior notice to the parties to correct a technical or typographical error, error in calculation or similar minor error made in the minutes or in a decision.

7. RULES OF CONDUCT AND DEBATE

- 7.1 It shall be the duty of the Chair to:
 - 7.1.1 Call the Hearing to order;
 - 7.1.2 Ensure that a Quorum is established and maintained throughout the course of the Hearing;
 - 7.1.3 Put to vote all motions that arise in the course of the proceedings and announce the result of each vote;
 - 7.1.4 Decline to put to vote motions that infringe upon the terms of this by-law;
 - 7.1.5 Uphold on all occasions this by-law and the observance of order and decorum amongst the Members and attendees in accordance with this by-law;
 - 7.1.6 Rule on Points of Privilege and Points of Order and decide all questions relating to the orderly procedure of the Hearing;

- 7.1.7 Adjourn the Hearing without question or suspend the Hearing to a time to be named by the Chair, if considered necessary; and
- 7.1.8 Adjourn the Hearing at the earlier of when the business is concluded, or at the designated time.
- 7.2 A Member shall not:
 - 7.2.1 Discuss an application with an agent, applicant, or member of the public prior to the Hearing;
 - 7.2.2 Disobey the terms of this by-law;
 - 7.2.3 Disturb the other Members by any disruptive or distracting conduct, including private conversations or electronic communications among Members during a Hearing;
 - 7.2.4 Display any behaviour which may be considered disruptive, inconsiderate or disrespectful, or use profane or offensive words or insulting expressions;
 - 7.2.5 Leave their seat or make any noise or disturbance while a vote is being taken;
 - 7.2.6 Speak until recognized by the Chair;
 - 7.2.7 Interrupt a Member who is speaking, except to raise a Point of Order or a Point of Privilege;
 - 7.2.8 Leave the Hearing at any time without advising the Chair;
 - 7.2.9 Speak more than once to an item until every Member who desires to speak has spoken;
 - 7.2.10 Comment or question on matters other than those directly pertaining to the subject application before him or her; and
 - 7.2.11 Use their status on the Committee for personal or political gain.
- 7.3 In the event that a Member persists in a breach of section 7.2 above, after having been called to order by the Chair, the Chair shall without debate call the question "Shall the Member be ordered to leave his or her seat for the duration of the Hearing?", and this question shall not be debateable.
- 7.4 If the Committee decides the question set out above in the affirmative by a majority vote of the Members present, the Chair shall order the Member to leave his or her seat for the duration of the Hearing.
- 7.5 If the Member apologizes, the Committee may permit the Member to resume his or her seat.
- 7.7 In the event that a Member engages in grave misconduct in the course of their duties as a Member, Council may remove said Member from the Committee.
- 7.8 Attendees at a Hearing shall maintain order and shall not display signs or placards, applaud, heckle or engage in telephone or other conversation or any behaviour which may be considered disruptive, inconsiderate, disrespectful or intimidating to others.
- 7.9 Any person who disrupts a Hearing shall be asked by the Chair to stop the disruptive behaviour and if the person persists they shall be asked to leave the Hearing.
- 7.11 All cell phones and electronic devices, except those in use to record or otherwise facilitate the Hearing, shall be turned off or otherwise set so as to not emit any audible sound during a Hearing.

- 7.12 Any person who contravenes any provision of this section, may be expelled from the Hearing by the Chair.

8. POINT OF PRIVILEGE

- 8.1 A Member may at any time raise a Point of Privilege directing attention to a matter that affects the integrity, character or reputation of an individual, individuals, or the entire Committee, or the ability of an individual to participate.
- 8.2 A Point of Privilege shall take precedence over any other matter.
- 8.3 A Member shall not be permitted to enter into any debate or introduce any motion not related to the Point of Privilege.
- 8.4 The Chair shall decide upon the Point of Privilege and advise the Members of the decision.
- 8.5 Unless a Member immediately appeals the Chair's decision, the decision of the Chair shall be final.
- 8.6 If the decision of the Chair is appealed, the question "Shall the ruling of the Chair be upheld?" shall be called without debate, and its results shall be final.
- 8.7 When the matter has been determined to be a Point of Privilege, the Member shall be afforded an opportunity to propose a motion in relation to that Point of Privilege.

9. POINT OF ORDER

- 9.1 A Member may at any time raise a Point of Order to a perceived violation of this by-law.
- 9.2 The Chair shall decide upon the Point of Order and advise the Members of the decision.
- 9.3 Unless a Member immediately appeals the Chair's decision, the decision of the Chair shall be final.
- 9.4 If the decision of the Chair is appealed, the question "shall the ruling of the Chair be upheld?" shall be called without debate, and its results shall be final.

10. ADJOURNMENT

- 10.1 All Hearings shall stand adjourned when the Committee has completed all business as listed on the agenda, or at 4:30 p.m., whichever is earlier, unless otherwise determined through a motion by a majority of the Members present.
- 10.2 If there are remaining applications on the agenda which have not been heard by the time required to adjourn the Hearing, the Secretary-Treasurer shall assign a date to resume the public Hearing, and further public notice shall be required to be provided to those in attendance who have requested.

11. DECISIONS OF THE COMMITTEE

- 11.1 No decision of the Committee on an application is valid unless it is concurred by the majority of the Members that heard the application, and the decision of the Committee shall be in writing and shall set out the reasons for the decision and shall be signed by the Members who concur in the decision.

- 11.2 A copy of the Committee's written decision shall be prepared and issued in accordance with the provisions of the *Planning Act*.

12. CONFLICT OF INTEREST

- 12.1 All Members required to do so by the provisions of the *Municipal Conflict of Interest Act*, R.S.O. 1990, c.M.50, as amended, shall disclose any direct or indirect Pecuniary Interest for themselves or a family member and shall state the general nature of such Pecuniary Interest and it shall be recorded by the Secretary-Treasurer accordingly. The Member shall leave the Hearing for the duration of the matter for which a Pecuniary Interest is declared.
- 12.2 The Member shall not take part in the discussion or vote on any question with respect to the matter and shall not attempt in any way before during and/or after the meeting to influence the voting on any such question.
- 12.2 At a Hearing at which a member discloses a Pecuniary Interest, or as soon as possible afterwards, the member shall file a written statement of the interest and its general nature with the clerk of the municipality or the secretary of the committee or local board.

13. REQUESTS FOR DEFERRAL OR WITHDRAWAL

- 13.1 A request for deferral of a matter on the scheduled Hearing date by the applicant/agent must be for reasonable cause and must be made at the Hearing or by a written request.
- 13.2 If the Committee grants the request for deferral, the Committee in consultation with the Secretary-Treasurer shall set a new Hearing date for the application to be heard and indicate any other requirements of the deferral, such as re-notification, amendment, and the deferral fee.
- 13.3 Any deferral granted by the Committee shall be for a period of six (6) months or sooner, to a maximum of three (3) deferrals per application.
- 13.4 The applicant/agent may request that an application be withdrawn. Such requests may be made to the Secretary-Treasurer in advance of the Hearing date or at the Hearing. If the Committee grants the request for withdrawal, the Secretary-Treasurer shall record that the application was withdrawn from the Committee's agenda and the Committee shall take no further action on the matter at the Hearing.

14. GENERAL

- 14.1 Following the application by the owner/agent, for any land, building or structure located within the Town of Caledon, but prior to the Hearing where the application shall be considered by the Committee, the Members may conduct individual site visits.
- 14.2 During site visits Members shall not discuss with the applicant or other interested individuals, any of the merits of the application or any issue or matter in connection with the application to be decided by the Committee.

15. REPEALMENT

- 15.1 That By-law 2015-008 be hereby repealed.

16. SHORT TITLE

16.1 The short title of this by-law is the Committee of Adjustment Procedural By-law.

Enacted by the Town of Caledon Council this 18th day of December, 2018.

Allan Thompson, Mayor

Amanda Fusco, Interim Town Clerk

THE CORPORATION OF THE TOWN OF CALEDON

BY-LAW NO. 2018-81

A By-law to establish the Appeal Board, its Rules of Procedure and to repeal By-law 2015-021

WHEREAS Section 23.1 of the *Municipal Act*, 2001, S.O. 2001, c. 25, as amended, permits a municipality to delegate its powers and duties under the Act or any other Act to a body;

AND WHEREAS the Council for The Corporation of the Town of Caledon deems it necessary to establish the Appeal Board to separate its quasi-judicial functions from its legislative and executive functions;

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 "Appeal Board By-law".

Part 1 - Definitions

1.1 In this By-law:

"*Agent*" means, in respect of a *hearing*, counsel or licensed paralegal, or any other individual authorized to represent one or all of the parties to the appeal, including the *Town* and/or the *appellant*;

"*Appeal Board*" means the local board established pursuant to this By-law for the purposes of considering appeals with respect to the *Town's* Animal Care and Control By-law and Licensing By-law;

"*Appellant*" means a person that has filed or is filing a Notice of Appeal requesting a *hearing* before the *Appeal Board* in respect of the Animal Care and Control By-law or Licensing By-law and may include an *agent* on behalf thereof;

"*Chair*" means the Chair of the *Appeal Board*;

"*Coordinator*" means an employee of the *Town* who has been assigned to perform the administrative tasks required by the *Appeal Board*, on behalf of the *Town Clerk*;

"*Council*" means the Council for The Corporation of the Town of Caledon;

"*Document*" means written material, files, photographs, maps, plans, surveys, sound recordings, videotapes, and any information recorded or stored by any means;

"*Hearing*" means an appeal hearing before the *Appeal Board*;

"*Member*" means a person appointed by *Council* to preside over the *Appeal Board*;

"*Notice of Decision*" means a written decision made by the *Appeal Board*;

"*Notice of Hearing*" means the notice issued to the parties of the appeal, setting out the date, time and location of the *hearing*;

"*Quorum*" means a majority of the *members* including the *Chair* for the purposes of transacting the business of the *Appeal Board*;

"*Town*" means The Corporation of the Town of Caledon;

"*Town Clerk*" means the Town Clerk for the *Town* or a designate on behalf thereof.

Part 2 – Establishment and Appointments

- 2.1 The Town of Caledon Appeal Board is hereby established.
- 2.2 The *Appeal Board* shall be composed of five individuals who shall be appointed by *Council* through By-law.
- 2.3 In appointing a *member* to the *Appeal Board*, *Council* shall ensure that such individual is not an employee of the *Town*.

Part 3 – Schedules

- 3.1 The Rules of Procedure for the *Appeal Board* are attached as Schedule A to this By-law and form part thereof.
- 3.2 The per diem for the *members* of the *Appeal Board* shall be set out in Schedule B attached to and forming part of this By-law.

Part 4 – Transition

- 4.1 By-law 2015-021 shall be repealed upon this By-law coming into effect.
- 4.2 This By-law shall come into full force and effect on the date of its enactment.

Enacted by the Town of Caledon Council this 18th day of December, 2018.

Allan Thompson, Mayor

Amanda Fusco, Interim Town Clerk

Schedule A – Rules of Procedure

Part 1 – Application of Rules

General

- 1.1 These Rules of Procedure apply to all *hearings* before the *Appeal Board* subject to the *Town's Licensing By-law*, *Animal Care and Control By-law*, the *Statutory Powers Procedure Act*, R.S.O. 1990, c. S.22 and any other applicable legislation.
- 1.2 The *Appeal Board* may, at any time, as it deems necessary, dispense with compliance with any rule herein, save and except those prescribed as mandatory by the *Statutory Powers Procedure Act*, R.S.O. 1990, c. s.22 and any other legislation governing the *Appeal Board*.
- 1.3 These Rules of Procedure shall be liberally construed to secure the just, most expeditious and cost-effective determination of every proceeding on its merits.
- 1.4 Where a party to an appeal has not complied in full with any Rule herein, the *Appeal Board* may:
 - (1) adjourn the proceeding until satisfied that such Rule has been complied with; and
 - (2) take any other step as it considers just and reasonable.
- 1.5 A party to a proceeding may be represented by an *agent*.
- 1.6 The *Appeal Board* may meet monthly or as often as is necessary for the expedient resolution of appeals in accordance with these Rules of Procedure.
- 1.7 *Hearings* shall be held at the Town of Caledon Town Hall at 6311 Old Church Road, Caledon, unless otherwise specified in the *Notice of Hearing*.
- 1.8 The *Coordinator* shall administer oaths and affirmations for the purpose of a *hearing*.

Jurisdiction

- 1.9 The *Appeal Board* shall hear appeals pursuant to the following *Town* By-laws:
 - (1) Licensing By-law; and
 - (2) Animal Care and Control By-law.

Part 2 – Tenure of Members

Term

- 2.1 The *member's* term on the *Appeal Board* shall coincide with the term of *Council* that appointed him or her, or until such time as their successor(s) are appointed.

- 2.2 A *member* shall not be appointed for more than 3 consecutive terms of *Council* (for a total of 12 years). Any interim appointments are not to be included in the consideration of the total term of appointment of the *member*.

Vacancies of the Appeal Board Members

- 2.3 Subject to Section 2.4 of these Rules of Procedure, a vacancy on the *Appeal Board* shall occur if a *member* is absent for 3 successive meetings of the *Appeal Board* without confirmation from *Council*.
- 2.4 A *member* who is unable to carry out his/her duties through illness or otherwise shall provide a note to the *Town Clerk* advising of the absence and the anticipated date of return. The *Town Clerk* shall notify *Council* and *Council* shall then confirm the absence or deem the seat vacant. Upon *Council's* confirmation, a *member* may be absent from his/her seat for 3 successive meetings of the *Appeal Board* from the date of his/her notice of illness or otherwise.
- 2.5 In an election year, if a vacancy should occur on the *Appeal Board*, the seat may remain vacant until *Council* is completing its membership appointment for the new term.
- 2.6 *Members* requesting a temporary leave of absence or intending to resign from the *Appeal Board* should provide adequate written notice to the *Coordinator* prior to such action.

Part 3 – Appeal Board Chair

- 3.1 At its first meeting, the *members* shall appoint one *member* as the *Chair*.
- 3.2 When the *Chair* is absent the *Appeal Board* shall appoint another *member* to act as *Chair* for that meeting.
- 3.3 The *Chair* will:
- (1) call the *hearings* to order;
 - (2) preside over the appeals heard by the *Appeal Board*;
 - (3) enforce the observance of order and decorum during all *hearings*;
 - (4) give direction to the *Coordinator* and *Town Staff*; and
 - (5) direct the administrative duties and functions of the *Appeal Board*.
- 3.4 If the *Chair* resigns, either as *Chair* or as *member*, before the end of the term, the remaining *members* of the *Appeal Board* shall appoint another *member* as *Chair* for the balance of the current term, or until a successor is appointed.

Part 4 – Appeal Board Requisites

Quorum

- 4.1 A majority of the *members* must be present to achieve *quorum* for a *hearing*.

- 4.2 If no *quorum* is present 30 minutes after the time appointed for the commencement of the *hearing*, the *Coordinator* shall cancel the *hearing* and shall reschedule the *hearing* in accordance with these Rules.
- 4.3 Notwithstanding Section 4.1, when the number of *members* who refrain from participating in debate of a matter, or voting by reason of having declared an interest according to the provisions of the *Municipal Conflict of Interest Act*, leaves a remaining number of *members* that does not make *quorum*, the remaining *members* will be deemed to constitute *quorum*, provided that not less than two 2 *members* remain present to continue the *hearing*.

Voting

- 4.4 All actions taken by the *Appeal Board* shall be voted on and the decision made by majority vote.
- 4.5 *Members*, including the *Chair*, may vote on all motions and other questions submitted at a *hearing*.
- 4.6 In the case of a tie vote, the motion or question shall be deemed to have been lost.

Part 5 – Record of Hearings

Electronic Record

- 5.1 The *Coordinator* shall record by electronic method the *hearings* of the *Appeal Board*.
- 5.2 Other than the *Coordinator*, no person shall take or attempt to take a photograph, motion picture, audio recording or other record capable of producing visual or aural representations by electronic means or otherwise at a *hearing* before the *Appeal Board* that is open to the public, without the *Appeal Board's* consent.

Minutes of Appeal Board Hearings

- 5.3 The *Coordinator* shall prepare minutes of the *hearing* without note or comment.
- 5.4 The minutes of the *hearing* shall include the *Notice of Decision* of the *Appeal Board*.
- 5.5 Where a *hearing* is open to the public, every declaration of a pecuniary interest, and the general nature thereof, made pursuant to Section 12.3 shall be recorded in the minutes of the meeting by the *Coordinator*.
- 5.6 Where a *hearing* is not open to the public, every declaration of a pecuniary interest made pursuant to Section 12.3, but not the general nature of that interest, shall be recorded by the *Coordinator* in the minutes of the next meeting that is open to the public.

Part 6 – Notice Requesting an Appeal

- 6.1 An appeal is commenced by the filing of a Notice of Appeal in the form approved by the *Town Clerk*, in accordance with the provisions of the Licensing By-law or Animal Care and Control By-law as applicable.
- 6.2 A complete Notice of Appeal shall include:
- (1) a copy of the decision or order giving rise to the appeal;
 - (2) a statement setting out the grounds for the appeal;
 - (3) the name, telephone number, email address and address for service of the *appellant* and/or the *agent* on behalf thereof;
 - (4) the original signature of the *appellant* and/or *agent* on behalf thereof;
 - (5) a notice regarding accommodations respecting language, visual or audial impairment or otherwise; and
 - (6) payment of the non-refundable appeal fee as set out in the *Town's Fees By-law*.
- 6.3 A complete Notice of Appeal shall be received by the *Town Clerk* before the close of business, being 4:30 p.m., on the last day the appeal may be filed and such Notice of Appeal shall only be provided by personal delivery, regular or registered mail.
- 6.4 Where a Notice of Appeal is not complete, the *Town Clerk* shall refuse the Notice of Appeal and shall inform the *appellant* of the material required in order to complete the Notice of Appeal.
- 6.5 If a Notice of Appeal is received after the appeal deadline the *Town Clerk* shall refuse the Notice of Appeal and shall advise the *appellant* in writing that:
- (1) the appeal is denied based on the late filing; and
 - (2) the decision or order under appeal is final and binding.

Part 7 – Preparation for a Hearing

Scheduling of Hearing

- 7.1 Within 60 days of receipt of a complete Notice of Appeal by the *Town Clerk*:
- (1) the *Coordinator* shall contact the *members* to advise them of the Appeal and to confirm *quorum* for the next *hearing* date; and
 - (2) the *Coordinator* shall schedule a *hearing*, and shall give reasonable notice to the required parties.
- 7.2 The *Notice of Hearing* shall contain:
- (1) the date, time, location and purpose of the *hearing*;
 - (2) a reference to the statutory authority under which the *hearing* will be held; and
 - (3) a statement that if the *appellant* does not attend at the *hearing*, the *Appeal Board* may proceed in the *appellant's* absence and the *appellant* will not be entitled to

any further notice in the proceeding.

Agenda

- 7.3 The *Coordinator* shall compile an agenda for each *hearing* to include all appeals to be dealt with at that *hearing* date.
- 7.4 The *Coordinator* shall provide a copy of the agenda for each *hearing* to the *members* and counsel for the *Appeal Board* at least seven 7 days prior to the *hearing* date with the exception of where a lesser amount of time is deemed sufficient and/or necessary in the discretion of the *Town Clerk*.
- 7.5 A copy of the agenda may be posted to the *Town's* website.

Book of Evidence

- 7.6 The *Coordinator* shall prepare a book of evidence for each appeal to be distributed to the required parties.
- 7.7 A copy of the book of evidence for each *hearing* shall be provided to the *members* and counsel for the *Appeal Board* prior to or on the date of the *hearing*.

Withdrawal of Appeal

- 7.8 An appeal may be withdrawn prior to the *hearing* date by filing a letter of withdrawal with the *Town Clerk* as soon as reasonable.
- 7.9 If the *Town Clerk* receives a withdrawal of appeal prior to the *hearing* date, notice of cancellation of that particular *hearing* shall be sent to all persons who received the *Notice of Hearing*.

Effect of Non-Attendance at a Hearing

- 7.10 Where a *Notice of Hearing* has been given to a party and the party does not attend at the *hearing*, the *Appeal Board* may proceed in the absence of the party and the party is not entitled to any further notice in the proceeding.

Part 8 – Filing Documents

- 8.1 If an *appellant* intends to make use of any *documents* as evidence at the *hearing*, the *appellant* shall provide 10 copies of each item by personal delivery, regular or registered mail and such items shall be required to be received by the *Town Clerk* to allow for three full business days prior to the *hearing* date and, for further clarification, the *hearing* date shall not be included in the three day period.
- 8.2 The *Coordinator* shall distribute copies of the *appellant's documents* to the required parties.
- 8.3 The *appellant* shall include with the *documents* a statement of his or her address, telephone number, email address and the name of the proceeding to which the *documents* relate.

Part 9 – Adjournments

- 9.1 A *hearing* may be adjourned at the discretion of the *Appeal Board* upon its own motion or upon the motion of a party where that party satisfies the *Appeal Board* that the adjournment is required to permit an adequate *hearing* to be held.
- 9.2 In deciding whether to grant an adjournment, the *Appeal Board* may consider one or more of the following factors:
- (1) the sufficiency of the reasons advanced for the request to adjourn;
 - (2) the timeliness of the request;
 - (3) the resources of the *Appeal Board*;
 - (4) the prejudice to the parties;
 - (5) whether any adjournments have been granted previously;
 - (6) the consent of the parties; and
 - (7) any other relevant factor.
- 9.3 The *Appeal Board* may grant adjournments on such terms and conditions as it considers advisable.
- 9.4 The *Appeal Board* may, in its discretion, refuse an adjournment even though the parties consent.

Part 10 – Legal Advice to Appeal Board Members

- 10.1 *Members* of the *Appeal Board* participating in a *hearing* shall not have taken part, before the *hearing*, in any communication directly or indirectly in relation to the subject-matter of the *hearing*, with any person, or with any party or *agent*, except upon notice to and with opportunity for all parties to participate, but the *Appeal Board* may seek legal advice from counsel to the *Appeal Board* and, in such case, the nature of the advice should be made known to the parties in order that they may make submissions as to the law.

Part 11 – Witnesses

Order for Witness Statements

- 11.1 The *Appeal Board* may order a party to the *hearing* to provide witness statements or summary of the evidence witnesses will give, including expert witnesses.

Rights of Parties to Examine Witnesses

- 11.2 A party-to a proceeding may, at a *hearing*:
- (1) call and examine witnesses and present evidence and submissions; and
 - (2) conduct cross-examinations of witnesses at the *hearing* to the extent reasonably required for a full and fair disclosure of all matters relevant to the issues in the

hearing.

Summons to Witness

- 11.3 The *Appeal Board* may issue a summons to a witness on its own initiative or upon request of a party in accordance with the *Statutory Powers Procedures Act*, R.S.O. 1990, c. S.22.

Abuse of Process

- 11.4 The *Appeal Board* may make such orders or give such directions in proceedings before it as it considers proper to prevent abuse of its processes.
- 11.5 The *Appeal Board* may reasonably limit further examination or cross-examination of a witness where it is satisfied that the examination or cross-examination has been sufficient to disclose fully and fairly all matters relevant to the issues in the proceeding.
- 11.6 The *Appeal Board* may exclude from a *hearing* anyone, other than a person licensed under the *Law Society Act*, R.S.O. 1990, c. L.8 appearing on behalf of a party or as an *agent* if it finds that such person is not competent to properly represent or to advise the party or witness or does not understand and comply at the *hearing* with the duties and responsibilities of an advocate or adviser.

Part 12 – Hearing Procedures

Opening Procedures

- 12.1 The *Chair* shall call the *hearing* to order and read an opening statement outlining the procedure and format of the *hearing* process.
- 12.2 The *Chair* will read out the proceedings listed on the agenda.

Declaration of Pecuniary Interest

- 12.3 Where a *member* has any direct or indirect pecuniary interest, pursuant to the *Municipal Conflict of Interest Act*, R.S.O. 1990, c. M.50, in any proceeding that is before the *Appeal Board*, the *member* shall:
- (1) prior to any consideration of the appeal, disclose the interest and the general nature thereof;
 - (2) recuse him or herself from the *hearing* of that appeal;
 - (3) not attempt in any way whether before, during or after the *hearing* to influence the decision of the *Appeal Board*;
 - (4) where a part of a *hearing* is not open to the public, immediately leave that part of the *hearing* if the matter regarding the pecuniary interest is under consideration;
 - (5) at the *hearing*, or as soon as possible afterwards, file a written statement of the interest and its general nature with the *Coordinator*; and

(6) disclose the pecuniary interest at the next meeting which they attend, if the pecuniary interest was not disclosed by reason of the *member's* absence from the *hearing*.

- 12.4 A copy of each written statement filed in accordance with Section 12.3 (5) and a copy of each declaration recorded pursuant to Sections 5.5 and 5.6 shall be kept in the registry maintained for the *Appeal Board*.

Motions

- 12.5 The *Appeal Board* will hear motions regarding any *hearing* listed on the agenda.
- 12.6 The *Appeal Board* will hear motions for adjournment requests prior to the commencement of any *hearing*.
- 12.7 If a party brings a motion regarding a proceeding not listed on the agenda, the *Appeal Board* may decide to hear the motion at that time or order that it be brought at a later date.

Order of Presentation

- 12.8 Subject to any motions previously adopted by the *Appeal Board*, the *Chair* will indicate that the *Appeal Board* will now hear the first appeal on the agenda.
- 12.9 The *Chair* requests that the parties to an appeal identify themselves, including any witnesses who intend to give evidence on behalf of either party to the appeal.
- 12.10 The *Town's agent* may make an opening statement.
- 12.11 The *appellant* may make an opening statement.
- 12.12 The *Town's agent* is requested to present the decision or order to which the appeal applies, related evidence and witnesses.
- 12.13 The *appellant* may cross-examine each of the *Town's* witnesses and the *Town's agent* may re-examine those witnesses.
- 12.14 The *members* may ask questions of any witness, through the *Chair*.

Appellant's Presentation of the Appeal

- 12.15 The *appellant* may present evidence with respect to the appeal of the decision or order.
- 12.16 The *Appeal Board* will allow the *appellant* to complete their presentation before asking any questions, unless clarification is required before the presentation is completed.
- 12.17 The *Appeal Board* may, through the *Chair*, ask questions of the *appellant* or any of his or her witnesses to clarify any evidence presented.
- 12.18 The *Town's agent* may cross-examine the *appellant* or his or her witnesses and the *appellant* may re-examine those witnesses.

Other Representations; Right of Reply

- 12.19 After the *appellant's* presentation, the *Appeal Board* will hear from anyone else who wishes to make representations before the *Appeal Board* pertaining to the matter.
- 12.20 Persons giving evidence are subject to questions by the *Appeal Board*, the *appellant* and the *Town's agent*.
- 12.21 The *Town's agent* has the right of reply on matters which could not have been anticipated prior to hearing the *appellant's* evidence.

Closing Statements

- 12.22 At the conclusion of all evidence presented, both parties are entitled to make final submissions to the *Appeal Board*.

Part 13 – Appeal Board Decision

Decision Process

- 13.1 The *Appeal Board* may recess at any time to consider its final decision or any interim decision during the *hearing*.
- 13.2 If the *Appeal Board* requires, it may move into closed session upon adoption of the required motion, to deliberate and/or to draft a *Notice of Decision* or to consult with counsel for the *Appeal Board*. The *Appeal Board* shall give a written decision or may reserve its decision.
- 13.3 If the decision is reserved the *Chair* will advise the *appellant* that the *appellant* will be notified by registered mail of the *Appeal Board's* decision.
- 13.4 The decision of the *Appeal Board* is final and binding.

Notice of Decision

- 13.5 The *Coordinator* will forward notice of the *Appeal Board's* decision within 5 days of the making of the decision to all persons who received a *Notice of Hearing* and to everyone who appeared before the *Appeal Board* at the *hearing*.
- 13.6 The *Notice of Decision* shall be signed by all *members* of the *Appeal Board* that took part in the *hearing* and shall contain written reasons to support the decision.
- 13.7 The *Notice of Decision* shall contain a record of the proceedings, compiled by the *Coordinator*, which shall include:
- (1) list of persons who provided submissions;
 - (2) list of witnesses and for whom they testified;
 - (3) any interlocutory orders made by the *Appeal Board*; and
 - (4) all *documents* and evidence filed with the *Appeal Board*, subject to any limitations

expressly imposed by any other Act.

Schedule B – Honourarium to Members

1. With the exception of the *Chair*, each *member* who participates in a *hearing* date under this By-law shall be paid an honorarium of \$27.50 per day.
2. The *Chair* who participates in a *hearing* date under this By-law shall be paid an honorarium of \$30.00 per day.

THE CORPORATION OF THE TOWN OF CALEDON

BY-LAW NO. 2018-82

A by-law to amend By-law 98-155, as amended, being a by-law to establish standards for the maintenance and occupancy of property in the Town of Caledon

WHEREAS pursuant to Section 15.1 (3) of the *Building Code Act*, 1992, S.O. 1992, c. 23, a by-law may be passed by the Council of a municipality relating to property standards provided that an official plan that includes provisions relating to property conditions is in effect in the municipality;

AND WHEREAS the Council of The Corporation of the Town of Caledon deems it necessary to amend By-law 98-155, as amended, to establish a Property Standards Committee in accordance with Section 15.6 of the *Building Code Act*, 1992, c. 23;

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

1. That Property Standards By-law 98-155, as amended, be further amended as follows:
 - (1) that Section 1 of the By-law entitled “**DEFINITIONS**” be amended by removing the definition of “committee”;
 - (2) that Section 3 of the By-law, including the title “**STANDARDS**”, be deleted in its entirety;
 - (3) that the following Sections be added to the By-law immediately following Section 2:

PROPERTY STANDARDS COMMITTEE

3. The Property Standards Committee for the Town of Caledon is hereby established.
4. The Property Standards Committee shall be composed of five members who shall be appointed by Council through By-law.

SCHEDULES

5. The standards for maintenance and occupancy of property set out in Schedule A to this by-law are prescribed as the minimum standards and Schedule A shall form part of this by-law.
 6. The Rules of Procedure for the Property Standards Committee are attached as Schedule B to this By-law and form part thereof.
 7. The per diem for the members of the Property Standards Committee shall be set out in Schedule C attached to and forming part of this By-law.;
- (4) all Sections of the By-law which follow the added Section 7, as identified in Subsection 1 (3) of this By-law, shall be renumbered accordingly;

- (5) add Schedule B – Rules of Procedure as attached to and forming part of this By-law;
- (6) add Schedule C – Honourarium to Members as attached to and forming part of this By-law.

Enacted by the Town of Caledon Council this 18th day of December, 2018.

Allan Thompson, Mayor

Amanda Fusco, Interim Town Clerk

Schedule B – Rules of Procedure

Part 1 – Definitions

1.1 In Schedule B and Schedule C of this By-law:

"*Agent*" means, in respect of a *hearing*, counsel or licensed paralegal, or any other individual authorized to represent one or all of the parties to the appeal, including the *Town* and/or the *appellant*;

"*Appellant*" means a person that has filed or is filing a Notice of Appeal requesting a *hearing* before the *Property Standards Committee* in respect of the Property Standards By-law and may include an *agent* on behalf thereof;

"*Chair*" means the Chair of the *Property Standards Committee*;

"*Coordinator*" means an employee of the *Town* who has been assigned to perform the administrative tasks required by the *Property Standards Committee*, on behalf of the *Town Clerk*;

"*Council*" means the Council for The Corporation of the Town of Caledon;

"*Document*" means written material, files, photographs, maps, plans, surveys, sound recordings, videotapes, and any information recorded or stored by any means;

"*Hearing*" means an appeal hearing before the *Property Standards Committee*;

"*Member*" means a person appointed by *Council* to preside over the *Property Standards Committee*;

"*Notice of Decision*" means a written decision made by the *Property Standards Committee*;

"*Notice of Hearing*" means the notice issued to the parties of the appeal, setting out the date, time and location of the *hearing*;

"*Property Standards Committee*" means the local board established pursuant to this By-law for the purposes of considering appeals with respect to the *Town's* Property Standards By-law;

"*Quorum*" means a majority of the *members* including the *Chair* for the purposes of transacting the business of the *Property Standards Committee*;

"*Town*" means The Corporation of the Town of Caledon;

"*Town Clerk*" means the Town Clerk for the *Town* or a designate on behalf thereof.

Part 2 – Application of Rules

General

2.1 These Rules of Procedure apply to all *hearings* before the *Property Standards Committee* subject to the Town's Property Standards By-law, the *Statutory Powers*

Procedure Act, R.S.O. 1990, c. S.22 and any other applicable legislation.

2.2 The *Property Standards Committee* may, at any time, as it deems necessary, dispense with compliance with any rule herein, save and except those prescribed as mandatory by the *Statutory Powers Procedure Act*, R.S.O. 1990, c. s.22 and any other legislation governing the *Property Standards Committee*.

2.3 These Rules of Procedure shall be liberally construed to secure the just, most expeditious and cost-effective determination of every proceeding on its merits.

2.4 Where a party to an appeal has not complied in full with any Rule herein, the *Property Standards Committee* may:

(1) adjourn the proceeding until satisfied that such Rule has been complied with;
and

(2) take any other step as it considers just and reasonable.

2.5 A party to a proceeding may be represented by an *agent*.

2.6 The *Property Standards Committee* may meet monthly or as often as is necessary for the expedient resolution of appeals in accordance with these Rules of Procedure.

2.7 *Hearings* shall be held at the Town of Caledon Town Hall at 6311 Old Church Road, Caledon, unless otherwise specified in the *Notice of Hearing*.

2.8 The *Coordinator* shall administer oaths and affirmations for the purpose of a *hearing*.

Jurisdiction

2.9 The *Property Standards Committee* shall hear appeals pursuant to the following *Town*
By-laws:

(1) Property Standards By-law

Part 3 – Tenure of Members

Term

3.1 The *member's* term on the *Property Standards Committee* shall coincide with the term of *Council* that appointed him or her, or until such time as their successor(s) are appointed.

3.2 A *member* shall not be appointed for more than 3 consecutive terms of *Council* (for a total of 12 years). Any interim appointments are not to be included in the consideration of the total term of appointment of the *member*.

Vacancies of the Property Standards Committee Members

3.3 Subject to Section 3.4 of these Rules of Procedure, a vacancy on the *Property Standards Committee* shall occur if a *member* is absent for 3 successive meetings of the *Property Standards Committee* without confirmation from *Council*.

- 3.4 A *member* who is unable to carry out his/her duties through illness or otherwise shall provide a note to the *Town Clerk* advising of the absence and the anticipated date of return. The *Town Clerk* shall notify *Council* and *Council* shall then confirm the absence or deem the seat vacant. Upon *Council's* confirmation, a *member* may be absent from his/her seat for 3 successive meetings of the *Property Standards Committee* from the date of his/her notice of illness or otherwise.
- 3.5 In an election year, if a vacancy should occur on the *Property Standards Committee*, the seat may remain vacant until *Council* is completing its membership appointment for the new term.
- 3.6 *Members* requesting a temporary leave of absence or intending to resign from the *Property Standards Committee* should provide adequate written notice to the *Coordinator* prior to such action.

Part 4 – Property Standards Committee Chair

- 4.1 At its first meeting, the *members* shall appoint one *member* as the *Chair*.
- 4.2 When the *Chair* is absent the *Property Standards Committee* shall appoint another *member* to act as *Chair* for that meeting.
- 4.3 The *Chair* will:
- (1) call the *hearings* to order;
 - (2) preside over the appeals heard by the *Property Standards Committee*;
 - (3) enforce the observance of order and decorum during all *hearings*;
 - (4) give direction to the *Coordinator* and *Town Staff*; and
 - (5) direct the administrative duties and functions of the *Property Standards Committee*.
- 4.4 If the *Chair* resigns, either as *Chair* or as *member*, before the end of the term, the remaining *members* of the *Property Standards Committee* shall appoint another *member* as *Chair* for the balance of the current term, or until a successor is appointed.

Part 5 – Property Standards Committee Requisites

Quorum

- 5.1 A majority of the *members* must be present to achieve *quorum* for a *hearing*.
- 5.2 If no *quorum* is present 30 minutes after the time appointed for the commencement of the *hearing*, the *Coordinator* shall cancel the *hearing* and shall reschedule the *hearing* in accordance with these Rules.
- 5.3 Notwithstanding Section 5.1, when the number of *members* who refrain from participating in debate of a matter, or voting by reason of having declared an interest according to the provisions of the *Municipal Conflict of Interest Act*, leaves a remaining

number of *members* that does not make *quorum*, the remaining *members* will be deemed to constitute *quorum*, provided that not less than two 2 *members* remain present to continue the *hearing*.

Voting

5.4 All actions taken by the *Property Standards Committee* shall be voted on and the decision made by majority vote.

5.5 *Members*, including the *Chair*, may vote on all motions and other questions submitted at a *hearing*.

5.6 In the case of a tie vote, the motion or question shall be deemed to have been lost.

Part 6 – Record of Hearings

Electronic Record

6.1 The *Coordinator* shall record by electronic method the *hearings* of the *Property Standards Committee*.

6.2 Other than the *Coordinator*, no person shall take or attempt to take a photograph, motion picture, audio recording or other record capable of producing visual or aural representations by electronic means or otherwise at a *hearing* before the *Property Standards Committee* that is open to the public, without the *Property Standards Committee's* consent.

Minutes of Property Standards Committee Hearings

6.3 The *Coordinator* shall prepare minutes of the *hearing* without note or comment.

6.4 The minutes of the *hearing* shall include the *Notice of Decision* of the *Property Standards Committee*.

6.5 Where a *hearing* is open to the public, every declaration of a pecuniary interest, and the general nature thereof, made pursuant to Section 12.3 shall be recorded in the minutes of the meeting by the *Coordinator*.

6.6 Where a *hearing* is not open to the public, every declaration of a pecuniary interest made pursuant to Section 12.3, but not the general nature of that interest, shall be recorded by the *Coordinator* in the minutes of the next meeting that is open to the public.

Part 7 – Notice Requesting an Appeal

7.1 An *appeal* is commenced by the filing of a Notice of Appeal in the form approved by the *Town Clerk*, in accordance with the provisions of the Property Standards By-law as applicable.

7.2 A complete Notice of Appeal shall include:

(1) a copy of the decision or order giving rise to the appeal;

- (2) a statement setting out the grounds for the appeal;
- (3) the name, telephone number, email address and address for service of the *appellant* and/or the *agent* on behalf thereof;
- (4) the original signature of the *appellant* and/or *agent* on behalf thereof;
- (5) a notice regarding accommodations respecting language, visual or audial impairment or otherwise; and
- (6) payment of the non-refundable appeal fee as set out in the Town's Fees By-law.

7.3 A complete Notice of Appeal shall be received by the *Town Clerk* before the close of business, being 4:30 p.m., on the last day the appeal may be filed and such Notice of Appeal shall only be provided by personal delivery, regular or registered mail.

7.4 Where a Notice of Appeal is not complete, the *Town Clerk* shall refuse the Notice of Appeal and shall inform the *appellant* of the material required in order to complete the Notice of Appeal.

7.5 If a Notice of Appeal is received after the appeal deadline the *Town Clerk* shall refuse the Notice of Appeal and shall advise the appellant in writing that:

- (1) the appeal is denied based on the late filing; and
- (2) the decision or order under appeal is final and binding.

Part 8 – Preparation for a Hearing

Scheduling of Hearing

8.1 Within 60 days of receipt of a complete Notice of Appeal by the *Town Clerk*:

- (1) the *Coordinator* shall contact the *members* to advise them of the Appeal and to confirm *quorum* for the next *hearing* date; and
- (2) the *Coordinator* shall schedule a *hearing*, and shall give reasonable notice to the required parties.

8.2 The *Notice of Hearing* shall contain:

- (1) the date, time, location and purpose of the *hearing*;
- (2) a reference to the statutory authority under which the *hearing* will be held; and
- (3) a statement that if the *appellant* does not attend at the *hearing*, the *Property Standards Committee* may proceed in the *appellant's* absence and the *appellant* will not be entitled to any further notice in the proceeding.

Agenda

8.3 The *Coordinator* shall compile an agenda for each hearing to include all appeals to be dealt with at that *hearing* date.

8.4 The *Coordinator* shall provide a copy of the agenda for each *hearing* to the *members*

and counsel for the *Property Standards Committee* at least seven 7 days prior to the hearing date with the exception of where a lesser amount of time is deemed sufficient and/or necessary in the discretion of the *Town Clerk*.

8.5 A copy of the agenda may be posted to the *Town's* website.

Book of Evidence

8.6 The *Coordinator* shall prepare a book of evidence for each *appeal* to be distributed to the required parties.

8.7 A copy of the book of evidence for each *hearing* shall be provided to the *members* and counsel for the *Property Standards Committee* prior to or on the date of the *hearing*.

Withdrawal of Appeal

8.8 An appeal may be withdrawn prior to the *hearing* date by filing a letter of withdrawal with the *Town Clerk* as soon as reasonable.

8.9 If the *Town Clerk* receives a withdrawal of appeal prior to the *hearing* date, notice of cancellation of that particular *hearing* shall be sent to all persons who received the *Notice of Hearing*.

Effect of Non-Attendance at a Hearing

8.10 Where a *Notice of Hearing* has been given to a party and the party does not attend at the *hearing*, the *Property Standards Committee* may proceed in the absence of the party and the party is not entitled to any further notice in the proceeding.

Part 9 – Filing Documents

9.1 If an *appellant* intends to make use of any *documents* as evidence at the *hearing*, the *appellant* shall provide 10 copies of each item by personal delivery, regular or registered mail and such items shall be required to be received by the *Town Clerk* to allow for three full business days prior to the *hearing* date and, for further clarification, the *hearing* date shall not be included in the three day period.

9.2 The *Coordinator* shall distribute copies of the *appellant's* documents to the required parties.

9.3 The *appellant* shall include with the *documents* a statement of his or her address, telephone number, email address and the name of the proceeding to which the *documents* relate.

Part 10 – Adjournments

10.1 A *hearing* may be adjourned at the discretion of the *Property Standards Committee* upon its own motion or upon the motion of a party where that party satisfies the *Property Standards Committee* that the adjournment is required to permit an adequate *hearing* to be held.

10.2 In deciding whether to grant an adjournment, the *Property Standards Committee* may consider one or more of the following factors:

- (1) the sufficiency of the reasons advanced for the request to adjourn;
- (2) the timeliness of the request;
- (3) the resources of the *Property Standards Committee*;
- (4) the prejudice to the parties;
- (5) whether any adjournments have been granted previously;
- (6) the consent of the parties; and
- (7) any other relevant factor.

10.3 The *Property Standards Committee* may grant adjournments on such terms and conditions as it considers advisable.

10.4 The *Property Standards Committee* may, in its discretion, refuse an adjournment even though the parties consent.

Part 11 – Legal Advice to Property Standards Committee Members

11.1 *Members* of the *Property Standards Committee* participating in a *hearing* shall not have taken part, before the *hearing*, in any communication directly or indirectly in relation to the subject-matter of the *hearing*, with any person, or with any party or *agent*, except upon notice to and with opportunity for all parties to participate, but the *Property Standards Committee* may seek legal advice from counsel to the *Property Standards Committee* and, in such case, the nature of the advice should be made known to the parties in order that they may make submissions as to the law.

Part 12 – Witnesses

Order for Witness Statements

12.1 The *Property Standards Committee* may order a party to the *hearing* to provide witness statements or summary of the evidence witnesses will give, including expert witnesses.

Rights of Parties to Examine Witnesses

12.2 A party- to a proceeding may, at a *hearing*:

- (1) call and examine witnesses and present evidence and submissions; and
- (2) conduct cross-examinations of witnesses at the *hearing* to the extent reasonably required for a full and fair disclosure of all matters relevant to the issues in the *hearing*.

Summons to Witness

12.3 The *Property Standards Committee* may issue a summons to a witness on its own

initiative or upon request of a party in accordance with the *Statutory Powers Procedures Act*, R.S.O. 1990, c. S.22.

Abuse of Process

- 12.4 The *Property Standards Committee* may make such orders or give such directions in proceedings before it as it considers proper to prevent abuse of its processes.
- 12.5 The *Property Standards Committee* may reasonably limit further examination or cross-examination of a witness where it is satisfied that the examination or cross-examination has been sufficient to disclose fully and fairly all matters relevant to the issues in the proceeding.
- 12.6 The *Property Standards Committee* may exclude from a *hearing* anyone, other than a person licensed under the *Law Society Act*, R.S.O. 1990, c. L.8 appearing on behalf of a party or as an *agent* if it finds that such person is not competent to properly represent or to advise the party or witness or does not understand and comply at the *hearing* with the duties and responsibilities of an advocate or adviser.

Part 13 – Hearing Procedures

Opening Procedures

- 13.1 The *Chair* shall call the *hearing* to order and read an opening statement outlining the procedure and format of the *hearing* process.
- 13.2 The *Chair* will read out the proceedings listed on the agenda.

Declaration of Pecuniary Interest

- 13.3 Where a *member* has any direct or indirect pecuniary interest, pursuant to the *Municipal Conflict of Interest Act*, R.S.O. 1990, c. M.50, in any proceeding that is before the *Property Standards Committee*, the *member* shall:
- (1) prior to any consideration of the appeal, disclose the interest and the general nature thereof;
 - (2) recuse him or *herself* from the *hearing* of that appeal;
 - (3) not attempt in any way whether before, during or after the hearing to influence the decision of the *Property Standards Committee*;
 - (4) where a part of a *hearing* is not open to the public, immediately leave that part of the *hearing* if the matter regarding the pecuniary interest is under consideration;
 - (5) at the *hearing*, or as soon as possible afterwards, file a written statement of the interest and its general nature with the *Coordinator*; and
 - (6) disclose the pecuniary interest at the next meeting which they attend, if the pecuniary interest was not disclosed by reason of the *member's* absence from the *hearing*.
- 13.4 A copy of each written statement filed in accordance with Section 12.3 (5) and a copy of each declaration recorded pursuant to Sections 5.5 and 5.6 shall be kept in the registry maintained for the *Property Standards Committee*.

Motions

- 13.5 The *Property Standards Committee* will hear motions regarding any *hearing* listed on the agenda.
- 13.6 The *Property Standards Committee* will hear motions for adjournment requests prior to the commencement of any *hearing*.
- 13.7 If a party brings a motion regarding a proceeding not listed on the agenda, the *Property Standards Committee* may decide to hear the motion at that time or order that it be brought at a later date.

Order of Presentation

- 13.8 Subject to any motions previously adopted by the *Property Standards Committee*, the *Chair* will indicate that the *Property Standards Committee* will now hear the first appeal on the agenda.
- 13.9 The *Chair* requests that the parties to an appeal identify themselves, including any witnesses who intend to give evidence on behalf of either party to the appeal.
- 13.10 The *Town's agent* may make an opening statement.
- 13.11 The *appellant* may make an opening statement.
- 13.12 The *Town's agent* is requested to present the decision or order to which the appeal applies, related evidence and witnesses.
- 13.13 The *appellant* may cross-examine each of the *Town's* witnesses and the *Town's agent* may re-examine those witnesses.
- 13.14 The *members* may ask questions of any witness, through the *Chair*.

Appellant's Presentation of the Appeal

- 13.15 The *appellant* may present evidence with respect to the appeal of the decision or order.
- 13.16 The *Property Standards Committee* will allow the *appellant* to complete their presentation before asking any questions, unless clarification is required before the presentation is completed.
- 13.17 The *Property Standards Committee* may, through the *Chair*, ask questions of the *appellant* or any of his or her witnesses to clarify any evidence presented.
- 13.18 The *Town's agent* may cross-examine the *appellant* or his or her witnesses and the *appellant* may re-examine those witnesses.

Other Representations; Right of Reply

- 13.19 After the *appellant's* presentation, the *Property Standards Committee* will hear from anyone else who wishes to make representations before the *Property Standards Committee* pertaining to the matter.
- 13.20 Persons giving evidence are subject to questions by the *Property Standards Committee*, the *appellant* and the *Town's agent*.
- 13.21 The *Town's agent* has the right of reply on matters which could not have been anticipated prior to hearing the *appellant's* evidence.

Closing Statements

- 13.22 At the conclusion of all evidence presented, both parties are entitled to make final submissions to the *Property Standards Committee*.

Part 14 – Property Standards Committee Decision

Decision Process

- 14.1 The *Property Standards Committee* may recess at any time to consider its final decision or any interim decision during the *hearing*.
- 14.2 If the *Property Standards Committee* requires, it may move into closed session upon adoption of the required motion, to deliberate and/or to draft a *Notice of Decision* or to consult with counsel for the *Property Standards Committee*. The *Property Standards Committee* shall give a written decision or may reserve its decision.
- 14.3 If the decision is reserved the *Chair* will advise the *appellant* that the *appellant* will be notified by registered mail of the *Property Standards Committee's* decision.
- 14.4 The decision of the *Property Standards Committee* is final and binding.

Notice of Decision

- 14.5 The *Coordinator* will forward notice of the *Property Standards Committee's* decision within 5 days of the making of the decision to all persons who received a *Notice of Hearing* and to everyone who appeared before the *Property Standards Committee* at the *hearing*.
- 14.6 The *Notice of Decision* shall be signed by all *members* of the *Property Standards Committee* that took part in the *hearing* and shall contain written reasons to support the decision.
- 14.7 The *Notice of Decision* shall contain a record of the proceedings, compiled by the *Coordinator*, which shall include:
- (1) list of persons who provided submissions;
 - (2) list of witnesses and for whom they testified;
 - (3) any interlocutory orders made by the *Property Standards Committee*; and

(4) all *documents* and evidence filed with the *Property Standards Committee*, subject to any limitations expressly imposed by any other Act.

Schedule B – Rules of Procedure

Part 1 – Definitions

1.2 In Schedule B and Schedule C of this By-law:

"*Agent*" means, in respect of a *hearing*, counsel or licensed paralegal, or any other individual authorized to represent one or all of the parties to the appeal, including the *Town* and/or the *appellant*;

"*Appellant*" means a person that has filed or is filing a Notice of Appeal requesting a *hearing* before the *Property Standards Committee* in respect of the Property Standards By-law and may include an *agent* on behalf thereof;

"*Chair*" means the Chair of the *Property Standards Committee*;

"*Coordinator*" means an employee of the *Town* who has been assigned to perform the administrative tasks required by the *Property Standards Committee*, on behalf of the *Town Clerk*;

"*Council*" means the Council for The Corporation of the Town of Caledon;

"*Document*" means written material, files, photographs, maps, plans, surveys, sound recordings, videotapes, and any information recorded or stored by any means;

"*Hearing*" means an appeal hearing before the *Property Standards Committee*;

"*Member*" means a person appointed by *Council* to preside over the *Property Standards Committee*;

"*Notice of Decision*" means a written decision made by the *Property Standards Committee*;

"*Notice of Hearing*" means the notice issued to the parties of the appeal, setting out the date, time and location of the *hearing*;

"*Property Standards Committee*" means the local board established pursuant to this By-law for the purposes of considering appeals with respect to the *Town's* Property Standards By-law;

"*Quorum*" means a majority of the *members* including the *Chair* for the purposes of transacting the business of the *Property Standards Committee*;

"*Town*" means The Corporation of the Town of Caledon;

"*Town Clerk*" means the Town Clerk for the *Town* or a designate on behalf thereof.

Part 2 – Application of Rules

General

- 2.1 These Rules of Procedure apply to all *hearings* before the *Property Standards Committee* subject to the Town's Property Standards By-law, the *Statutory Powers Procedure Act*, R.S.O. 1990, c. S.22 and any other applicable legislation.
- 2.2 The *Property Standards Committee* may, at any time, as it deems necessary, dispense with compliance with any rule herein, save and except those prescribed as mandatory by the *Statutory Powers Procedure Act*, R.S.O. 1990, c. s.22 and any other legislation governing the *Property Standards Committee*.
- 2.3 These Rules of Procedure shall be liberally construed to secure the just, most expeditious and cost-effective determination of every proceeding on its merits.
- 2.4 Where a party to an appeal has not complied in full with any Rule herein, the *Property Standards Committee* may:
- (1) adjourn the proceeding until satisfied that such Rule has been complied with;
and
 - (2) take any other step as it considers just and reasonable.
- 2.5 A party to a proceeding may be represented by an *agent*.
- 2.6 The *Property Standards Committee* may meet monthly or as often as is necessary for the expedient resolution of appeals in accordance with these Rules of Procedure.
- 2.7 *Hearings* shall be held at the Town of Caledon Town Hall at 6311 Old Church Road, Caledon, unless otherwise specified in the *Notice of Hearing*.
- 2.8 The *Coordinator* shall administer oaths and affirmations for the purpose of a *hearing*.

Jurisdiction

- 2.9 The *Property Standards Committee* shall hear appeals pursuant to the following *Town By-laws*:
- (1) Property Standards By-law

Part 3 – Tenure of Members

Term

- 3.1 The *member's* term on the *Property Standards Committee* shall coincide with the term of *Council* that appointed him or her, or until such time as their successor(s) are appointed.
- 3.2 A *member* shall not be appointed for more than 3 consecutive terms of *Council* (for a total of 12 years). Any interim appointments are not to be included in the consideration of the total term of appointment of the *member*.

Vacancies of the Property Standards Committee Members

3.3 Subject to Section 3.4 of these Rules of Procedure, a vacancy on the *Property Standards Committee* shall occur if a *member* is absent for 3 successive meetings of the *Property Standards Committee* without confirmation from *Council*.

3.4 A *member* who is unable to carry out his/her duties through illness or otherwise shall provide a note to the *Town Clerk* advising of the absence and the anticipated date of return. The *Town Clerk* shall notify *Council* and *Council* shall then confirm the absence or deem the seat vacant. Upon *Council's* confirmation, a *member* may be absent from his/her seat for 3 successive meetings of the *Property Standards Committee* from the date of his/her notice of illness or otherwise.

3.5 In an election year, if a vacancy should occur on the *Property Standards Committee*, the seat may remain vacant until *Council* is completing its membership appointment for the new term.

3.6 *Members* requesting a temporary leave of absence or intending to resign from the *Property Standards Committee* should provide adequate written notice to the *Coordinator* prior to such action.

Part 4 – Property Standards Committee Chair

4.1 At its first meeting, the *members* shall appoint one *member* as the *Chair*.

4.2 When the *Chair* is absent the *Property Standards Committee* shall appoint another *member* to act as *Chair* for that meeting.

4.3 The *Chair* will:

- (1) call the *hearings* to order;
- (2) preside over the appeals heard by the *Property Standards Committee*;
- (3) enforce the observance of order and decorum during all *hearings*;
- (4) give direction to the *Coordinator* and *Town Staff*; and
- (5) direct the administrative duties and functions of the *Property Standards Committee*.

4.4 If the *Chair* resigns, either as *Chair* or as *member*, before the end of the term, the remaining *members* of the *Property Standards Committee* shall appoint another *member* as *Chair* for the balance of the current term, or until a successor is appointed.

Part 5 – Property Standards Committee Requisites

Quorum

5.1 A majority of the *members* must be present to achieve *quorum* for a *hearing*.

5.2 If no *quorum* is present 30 minutes after the time appointed for the commencement of the *hearing*, the *Coordinator* shall cancel the *hearing* and shall reschedule the *hearing* in

accordance with these Rules.

5.3 Notwithstanding Section 5.1, when the number of *members* who refrain from participating in debate of a matter, or voting by reason of having declared an interest according to the provisions of the *Municipal Conflict of Interest Act*, leaves a remaining number of *members* that does not make *quorum*, the remaining *members* will be deemed to constitute *quorum*, provided that not less than two 2 *members* remain present to continue the *hearing*.

Voting

5.4 All actions taken by the *Property Standards Committee* shall be voted on and the decision made by majority vote.

5.5 *Members*, including the *Chair*, may vote on all motions and other questions submitted at a *hearing*.

5.6 In the case of a tie vote, the motion or question shall be deemed to have been lost.

Part 6 – Record of Hearings

Electronic Record

6.1 The *Coordinator* shall record by electronic method the *hearings* of the *Property Standards Committee*.

6.2 Other than the *Coordinator*, no person shall take or attempt to take a photograph, motion picture, audio recording or other record capable of producing visual or aural representations by electronic means or otherwise at a *hearing* before the *Property Standards Committee* that is open to the public, without the *Property Standards Committee's* consent.

Minutes of Property Standards Committee Hearings

6.3 The *Coordinator* shall prepare minutes of the *hearing* without note or comment.

6.4 The minutes of the *hearing* shall include the *Notice of Decision* of the *Property Standards Committee*.

6.5 Where a *hearing* is open to the public, every declaration of a pecuniary interest, and the general nature thereof, made pursuant to Section 12.3 shall be recorded in the minutes of the meeting by the *Coordinator*.

6.6 Where a *hearing* is not open to the public, every declaration of a pecuniary interest made pursuant to Section 12.3, but not the general nature of that interest, shall be recorded by the *Coordinator* in the minutes of the next meeting that is open to the public.

Part 7 – Notice Requesting an Appeal

7.1 An *appeal* is commenced by the filing of a Notice of Appeal in the form approved by the *Town Clerk*, in accordance with the provisions of the Property Standards By-law as

applicable.

7.2 A complete Notice of Appeal shall include:

- (1) a copy of the decision or order giving rise to the appeal;
- (2) a statement setting out the grounds for the appeal;
- (3) the name, telephone number, email address and address for service of the *appellant* and/or the *agent* on behalf thereof;
- (4) the original signature of the *appellant* and/or *agent* on behalf thereof;
- (5) a notice regarding accommodations respecting language, visual or audial impairment or otherwise; and
- (6) payment of the non-refundable appeal fee as set out in the Town's Fees By-law.

7.3 A complete Notice of Appeal shall be received by the *Town Clerk* before the close of business, being 4:30 p.m., on the last day the appeal may be filed and such Notice of Appeal shall only be provided by personal delivery, regular or registered mail.

7.4 Where a Notice of Appeal is not complete, the *Town Clerk* shall refuse the Notice of Appeal and shall inform the *appellant* of the material required in order to complete the Notice of Appeal.

7.5 If a Notice of Appeal is received after the appeal deadline the *Town Clerk* shall refuse the Notice of Appeal and shall advise the appellant in writing that:

- (1) the appeal is denied based on the late filing; and
- (2) the decision or order under appeal is final and binding.

Part 8 – Preparation for a Hearing

Scheduling of Hearing

8.1 Within 60 days of receipt of a complete Notice of Appeal by the *Town Clerk*:

- (1) the *Coordinator* shall contact the *members* to advise them of the Appeal and to confirm *quorum* for the next *hearing* date; and
- (2) the *Coordinator* shall schedule a *hearing*, and shall give reasonable notice to the required parties.

8.2 The *Notice of Hearing* shall contain:

- (1) the date, time, location and purpose of the *hearing*;
- (2) a reference to the statutory authority under which the *hearing* will be held; and
- (3) a statement that if the *appellant* does not attend at the *hearing*, the *Property Standards Committee* may proceed in the *appellant's* absence and the *appellant* will not be entitled to any further notice in the proceeding.

Agenda

- 8.3 The *Coordinator* shall compile an agenda for each hearing to include all appeals to be dealt with at that *hearing* date.
- 8.4 The *Coordinator* shall provide a copy of the agenda for each *hearing* to the *members* and counsel for the *Property Standards Committee* at least seven 7 days prior to the hearing date with the exception of where a lesser amount of time is deemed sufficient and/or necessary in the discretion of the *Town Clerk*.
- 8.5 A copy of the agenda may be posted to the *Town's* website.

Book of Evidence

- 8.6 The *Coordinator* shall prepare a book of evidence for each *appeal* to be distributed to the required parties.
- 8.7 A copy of the book of evidence for each *hearing* shall be provided to the *members* and counsel for the *Property Standards Committee* prior to or on the date of the *hearing*.

Withdrawal of Appeal

- 8.8 An appeal may be withdrawn prior to the *hearing* date by filing a letter of withdrawal with the *Town Clerk* as soon as reasonable.
- 8.9 If the *Town Clerk* receives a withdrawal of appeal prior to the *hearing* date, notice of cancellation of that particular *hearing* shall be sent to all persons who received the *Notice of Hearing*.

Effect of Non-Attendance at a Hearing

- 8.10 Where a *Notice of Hearing* has been given to a party and the party does not attend at the *hearing*, the *Property Standards Committee* may proceed in the absence of the party and the party is not entitled to any further notice in the proceeding.

Part 9 – Filing Documents

- 9.1 If an *appellant* intends to make use of any *documents* as evidence at the *hearing*, the *appellant* shall provide 10 copies of each item by personal delivery, regular or registered mail and such items shall be required to be received by the *Town Clerk* to allow for three full business days prior to the *hearing* date and, for further clarification, the *hearing* date shall not be included in the three day period.
- 9.2 The *Coordinator* shall distribute copies of the *appellant's* documents to the required parties.
- 9.3 The *appellant* shall include with the *documents* a statement of his or her address, telephone number, email address and the name of the proceeding to which the *documents* relate.

Part 10 – Adjournments

- 10.1 A *hearing* may be adjourned at the discretion of the *Property Standards Committee* upon its own motion or upon the motion of a party where that party satisfies the *Property Standards Committee* that the adjournment is required to permit an adequate *hearing* to be held.
- 10.2 In deciding whether to grant an adjournment, the *Property Standards Committee* may consider one or more of the following factors:
- (1) the sufficiency of the reasons advanced for the request to adjourn;
 - (2) the timeliness of the request;
 - (3) the resources of the *Property Standards Committee*;
 - (4) the prejudice to the parties;
 - (5) whether any adjournments have been granted previously;
 - (6) the consent of the parties; and
 - (7) any other relevant factor.
- 10.3 The *Property Standards Committee* may grant adjournments on such terms and conditions as it considers advisable.
- 10.4 The *Property Standards Committee* may, in its discretion, refuse an adjournment even though the parties consent.

Part 11 – Legal Advice to Property Standards Committee Members

- 11.1 *Members* of the *Property Standards Committee* participating in a *hearing* shall not have taken part, before the *hearing*, in any communication directly or indirectly in relation to the subject-matter of the *hearing*, with any person, or with any party or *agent*, except upon notice to and with opportunity for all parties to participate, but the *Property Standards Committee* may seek legal advice from counsel to the *Property Standards Committee* and, in such case, the nature of the advice should be made known to the parties in order that they may make submissions as to the law.

Part 12 – Witnesses

Order for Witness Statements

- 12.1 The *Property Standards Committee* may order a party to the *hearing* to provide witness statements or summary of the evidence witnesses will give, including expert witnesses.

Rights of Parties to Examine Witnesses

- 12.2 A party- to a proceeding may, at a *hearing*:
- (1) call and examine witnesses and present evidence and submissions; and
 - (2) conduct cross-examinations of witnesses at the *hearing* to the extent reasonably required for a full and fair disclosure of all matters relevant to the issues in the

hearing.

Summons to Witness

12.3 The *Property Standards Committee* may issue a summons to a witness on its own initiative or upon request of a party in accordance with the *Statutory Powers Procedures Act*, R.S.O. 1990, c. S.22.

Abuse of Process

12.4 The *Property Standards Committee* may make such orders or give such directions in proceedings before it as it considers proper to prevent abuse of its processes.

12.5 The *Property Standards Committee* may reasonably limit further examination or cross-examination of a witness where it is satisfied that the examination or cross-examination has been sufficient to disclose fully and fairly all matters relevant to the issues in the proceeding.

12.6 The *Property Standards Committee* may exclude from a *hearing* anyone, other than a person licensed under the *Law Society Act*, R.S.O. 1990, c. L.8 appearing on behalf of a party or as an *agent* if it finds that such person is not competent to properly represent or to advise the party or witness or does not understand and comply at the *hearing* with the duties and responsibilities of an advocate or adviser.

Part 13 – Hearing Procedures

Opening Procedures

13.1 The *Chair* shall call the *hearing* to order and read an opening statement outlining the procedure and format of the *hearing* process.

13.2 The *Chair* will read out the proceedings listed on the agenda.

Declaration of Pecuniary Interest

13.3 Where a *member* has any direct or indirect pecuniary interest, pursuant to the *Municipal Conflict of Interest Act*, R.S.O. 1990, c. M.50, in any proceeding that is before the *Property Standards Committee*, the *member* shall:

- (1) prior to any consideration of the appeal, disclose the interest and the general nature thereof;
- (2) recuse him or *herself* from the *hearing* of that appeal;
- (3) not attempt in any way whether before, during or after the hearing to influence the decision of the *Property Standards Committee*;
- (4) where a part of a *hearing* is not open to the public, immediately leave that part of the *hearing* if the matter regarding the pecuniary interest is under consideration;

(5) at the *hearing*, or as soon as possible afterwards, file a written statement of the interest and its general nature with the *Coordinator*; and

(6) disclose the pecuniary interest at the next meeting which they attend, if the pecuniary interest was not disclosed by reason of the *member's* absence from the *hearing*.

13.4 A copy of each written statement filed in accordance with Section 12.3 (5) and a copy of each declaration recorded pursuant to Sections 5.5 and 5.6 shall be kept in the registry maintained for the *Property Standards Committee*.

Motions

13.5 The *Property Standards Committee* will hear motions regarding any *hearing* listed on the agenda.

13.6 The *Property Standards Committee* will hear motions for adjournment requests prior to the commencement of any *hearing*.

13.7 If a party brings a motion regarding a proceeding not listed on the agenda, the *Property Standards Committee* may decide to hear the motion at that time or order that it be brought at a later date.

Order of Presentation

13.8 Subject to any motions previously adopted by the *Property Standards Committee*, the *Chair* will indicate that the *Property Standards Committee* will now hear the first appeal on the agenda.

13.9 The *Chair* requests that the parties to an appeal identify themselves, including any witnesses who intend to give evidence on behalf of either party to the appeal.

13.10 The *Town's agent* may make an opening statement.

13.11 The *appellant* may make an opening statement.

13.12 The *Town's agent* is requested to present the decision or order to which the appeal applies, related evidence and witnesses.

13.13 The *appellant* may cross-examine each of the *Town's* witnesses and the *Town's agent* may re-examine those witnesses.

13.14 The *members* may ask questions of any witness, through the *Chair*.

Appellant's Presentation of the Appeal

13.15 The *appellant* may present evidence with respect to the appeal of the decision or order.

13.16 The *Property Standards Committee* will allow the *appellant* to complete their presentation before asking any questions, unless clarification is required before the presentation is completed.

13.17 The *Property Standards Committee* may, through the *Chair*, ask questions of the

appellant or any of his or her witnesses to clarify any evidence presented.

- 13.18 The *Town's agent* may cross-examine the *appellant* or his or her witnesses and the *appellant* may re-examine those witnesses.

Other Representations; Right of Reply

- 13.19 After the *appellant's* presentation, the *Property Standards Committee* will hear from anyone else who wishes to make representations before the *Property Standards Committee* pertaining to the matter.
- 13.20 Persons giving evidence are subject to questions by the *Property Standards Committee*, the *appellant* and the *Town's agent*.
- 13.21 The *Town's agent* has the right of reply on matters which could not have been anticipated prior to hearing the *appellant's* evidence.

Closing Statements

- 13.22 At the conclusion of all evidence presented, both parties are entitled to make final submissions to the *Property Standards Committee*.

Part 14 – Property Standards Committee Decision

Decision Process

- 14.1 The *Property Standards Committee* may recess at any time to consider its final decision or any interim decision during the *hearing*.
- 14.2 If the *Property Standards Committee* requires, it may move into closed session upon adoption of the required motion, to deliberate and/or to draft a *Notice of Decision* or to consult with counsel for the *Property Standards Committee*. The *Property Standards Committee* shall give a written decision or may reserve its decision.
- 14.3 If the decision is reserved the *Chair* will advise the *appellant* that the *appellant* will be notified by registered mail of the *Property Standards Committee's* decision.
- 14.4 The decision of the *Property Standards Committee* is final and binding.

Notice of Decision

- 14.5 The *Coordinator* will forward notice of the *Property Standards Committee's* decision within 5 days of the making of the decision to all persons who received a *Notice of Hearing* and to everyone who appeared before the *Property Standards Committee* at the *hearing*.
- 14.6 The *Notice of Decision* shall be signed by all *members* of the *Property Standards Committee* that took part in the *hearing* and shall contain written reasons to support the decision.

14.7 The *Notice of Decision* shall contain a record of the proceedings, compiled by the *Coordinator*, which shall include:

- (1) list of persons who provided submissions;
- (2) list of witnesses and for whom they testified;
- (3) any interlocutory orders made by the *Property Standards Committee*; and
- (4) all *documents* and evidence filed with the *Property Standards Committee*, subject to any limitations expressly imposed by any other Act.

Schedule C – Honourarium to Members

1. With the exception of the *Chair*, each *member* who participates in a *hearing* date under this By-law shall be paid an honorarium of \$27.50 per day.
2. The *Chair* who participates in a *hearing* date under this By-law shall be paid an honorarium of \$30.00 per day.

THE CORPORATION OF THE TOWN OF CALEDON

BY-LAW NO. 2018-83

A by-law to deem Lots 1 and 2 on
Plan 959 Bolton not to be parts of a
plan of subdivision

WHEREAS Section 50(4) of the *Planning Act* allows Council to designate any part of a plan of subdivision that has been registered for eight years or more not to be a part of a registered plan of subdivision;

AND WHEREAS Plan 959 Bolton was registered on February 1, 1973;

AND WHEREAS 2523475 Ontario Inc. (the "Owner") has applied to deem Lots 1 and 2 on Plan 959 Bolton to not be parts of a registered plan of subdivision so that they can merge with the adjoining lot;

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

1. That Lots 1 and 2 on Plan 959 Bolton be and the same are hereby deemed not to be parts of a registered plan of subdivision.

Enacted by the Town of Caledon Council this 18th day of December, 2018

Allan Thompson, Mayor

Amanda Fusco, Interim Town Clerk

THE CORPORATION OF THE TOWN OF CALEDON

BY-LAW NO. 2018-84

A by-law to assume Atchison Drive, Billy Court, McElroy Court, Lizzie Court and McCardy Court on Plan 43M-1921

WHEREAS section 31(4) of the *Municipal Act, 2001*, S.O. 2001, c. 25 allows a municipality to pass a by-law to assume highways for public use;

WHEREAS, following the registration of Plan 43M-1921 on March 1, 2013, the roads shown on Plan 43M-1921 namely Atchison Drive, Billy Court, McElroy Court, Lizzie Court and McCardy Court, were dedicated to The Corporation of the Town of Caledon as public highway;

AND WHEREAS the Council of The Corporation of the Town of Caledon deems it expedient to assume the roads;

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

1. Atchison Drive, Billy Court, McElroy Court, Lizzie Court and McCardy Court as shown on Plan 43M-1921 shall be and are hereby assumed by The Corporation of the Town of Caledon.

Enacted by the Town of Caledon Council this 18th day of December, 2018

Allan Thompson, Mayor

Amanda Fusco, Interim Town Clerk

THE CORPORATION OF THE TOWN OF CALEDON

BY-LAW NO. 2018-85

A by-law to exempt certain lands from part lot control, namely 0 Humbershed Crescent, legally described as Lots 1, 2 & 3 and Blocks 4, 5, 6, 7, 8 & 9 on 43M-2048 and Lots 29 & 30 and Blocks 262, 263, 264 & 265 on Plan 43M-1548

WHEREAS subsection 50(7) of the *Planning Act*, R.S.O. 1990, c.P.13, as amended, allows municipal councils to pass by-laws to exempt lands or parts of lands within a registered plan of subdivision from the part lot control provisions outlined in subsection 50(5) of the *Planning Act*;

WHEREAS it is intended that the following will be created:

1. Two (2) semi-detached dwellings with one (1) associated maintenance easement will be created on Lot 1, Plan 43M-2048, being Parts 1, 2 and 3, Plan 43R-38505;
2. Two (2) semi-detached dwellings will be created on Lot 2, Plan 43M-2048, being Parts 4 and 5, Plan 43R-38505;
3. Two (2) semi-detached dwellings will be created on Lot 3, Plan 43M-2048, being Parts 6 and 7, Plan 43R-38505;
4. One (1) semi-detached dwelling will be created on Part of Block 4, Plan 43M-2048, being Part 8, Plan 43R-38505;
5. One (1) semi-detached dwelling will be created on Part of Block 4, Plan 43M-2048 and Block 265, 43M-1548, being Part 9, Plan 43R-38505;
6. Two (2) semi-detached dwellings will be created on Block 5, Plan 43M-2048 and Block 264, 43M-1548, being Parts 10 and 11, Plan 43R-38505;
7. Two (2) semi-detached dwellings will be created on Block 6, Plan 43M-2048 and Block 263, 43M-1548, being Parts 12 and 13, Plan 43R-38505;
8. Two (2) semi-detached dwellings will be created on Block 7, Plan 43M-2048 and Block 262, 43M-1548, being Parts 14 and 15, Plan 43R-38505;
9. Two (2) semi-detached dwellings will be created on Block 8, Plan 43M-2048 and Lot 30, 43M-1548, being Parts 16 and 17, Plan 43R-38505; and
10. Two (2) semi-detached dwellings will be created on Block 9, Plan 43M-2048 and Lot 29, 43M-1548, being Parts 18 and 19, Plan 43R-38505 (the "Properties").

AND WHEREAS the General Manager of Community Services has approved the application to exempt the Properties from the part lot control provisions of the *Planning Act*, as amended.

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

1. Subsection 50(5) of the *Planning Act*, R.S.O. 1990, c. P.13, as amended, will cease to apply to Lots 1, 2 & 3 and Blocks 4, 5, 6, 7, 8 & 9 on 43M-2048 and Lots 29 & 30 and Blocks 262, 263, 264 & 265 on Plan 43M-1548 upon;
 - a) registration of a copy of this by-law, in the Land Registry Office for the Land Titles Division of Peel (No. 43); and,
 - b) registration of a restriction, pursuant to Section 118 of the *Land Titles Act*, R.S.O. 1990, c.L.5, as amended, requiring the consent of the Clerk of The Corporation of the Town of Caledon prior to the registration of any transfer or charge of Lots 1, 2 & 3 and Blocks 4, 5, 6, 7, 8 & 9 on 43M-2048 and Lots 29 & 30 and Blocks 262, 263,

264 & 265 on Plan 43M-1548 or any part or parts thereof in the Land Registry Office for the Land Titles Division of Peel (No. 43).

- 2. This by-law shall be deemed to expire on the earlier of the date of the transfer of the unit that is transferred last or the 18th day of December, 2021, unless otherwise extended in accordance with Subsection 50(7.4) of the *Planning Act*, R.S.O. 1990, c.P13.

Enacted by the Town of Caledon Council this 18th day of December, 2018

Allan Thompson, Mayor

Amanda Fusco, Interim Town Clerk

THE CORPORATION OF THE TOWN OF CALEDON

BY-LAW NO. 2018-86

A by-law to exempt certain lands from part lot control, namely 0 Bonnieglen Farm Boulevard, legally described as Blocks 109, 110 and 111 on Plan 43M-2051

WHEREAS subsection 50(7) of the *Planning Act*, R.S.O. 1990, c.P.13, as amended, allows municipal councils to pass by-laws to exempt lands or parts of lands within a registered plan of subdivision from the part lot control provisions outlined in subsection 50(5) of the *Planning Act*;

WHEREAS it is intended that the following will be created:

1. Eight (8) residential townhouse units with seven (7) associated maintenance easements will be created on Block 109, Plan 43M-2051, being Parts 1 to 15, Plan 43R-38405;
2. Six (6) residential townhouse units with six (6) associated maintenance easements will be created on Block 110, Plan 43M-2051, being Parts 16 to 27, Plan 43R-38405; and
3. Six (6) residential townhouse units with six (6) associated maintenance easements will be created on Block 111, Plan 43M-2051, being Parts 28 to 39, Plan 43R-38405 (the "Properties").

AND WHEREAS the General Manager of Community Services has approved the application to exempt the Properties from the part lot control provisions of the *Planning Act*, as amended.

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

1. Subsection 50(5) of the *Planning Act*, R.S.O. 1990, c. P.13, as amended, will cease to apply to Blocks 109, 110 and 111 on Plan 43M-2051 upon;
 - a) registration of a copy of this by-law, in the Land Registry Office for the Land Titles Division of Peel (No. 43); and,
 - b) registration of a restriction, pursuant to Section 118 of the *Land Titles Act*, R.S.O. 1990, c.L.5, as amended, requiring the consent of the Clerk of The Corporation of the Town of Caledon prior to the registration of any transfer or charge of Blocks 109, 110 and 111 on Plan 43M-2051 or any part or parts thereof in the Land Registry Office for the Land Titles Division of Peel (No. 43).
2. This by-law shall be deemed to expire on the earlier of the date of the transfer of the unit that is transferred last or the 18th day of December, 2021, unless otherwise extended in accordance with Subsection 50(7.4) of the *Planning Act*, R.S.O. 1990, c.P13.

Enacted by the Town of Caledon Council this 18th day of December, 2018

Allan Thompson, Mayor

Amanda Fusco, Interim Town Clerk

THE CORPORATION OF THE TOWN OF CALEDON

BY-LAW NO. 2018-87

A by-law to amend Procedural By-law 2015-108 with respect to Standing Committees and to repeal By-law 2009-140, 2013-038 and 2013-049

WHEREAS section 238 of the Municipal Act, 2001 requires that every municipality and local board shall pass a procedure by-law for governing the calling, place and proceedings of meetings;

AND WHEREAS the Council of The Corporation of the Town of Caledon deems it expedient to amend By-law 2015-108 to reflect a change to the start time of General Committee;

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

1. That Part 5 — *Council and Committee Meetings* of By-law 2015-108 be amended by repealing and replacing section 5.3.2 as follows:

5.3.2 Unless otherwise decided by Council, Committee meetings shall be held at an accessible Town facility commencing at 2:30 p.m. for General Committee meetings and 7:00 p.m. for Planning and Development Committee meetings.

Enacted by the Town of Caledon Council this 18th day of December, 2018.

Allan Thompson, Mayor

Amanda Fusco, Interim Town Clerk

THE CORPORATION OF THE TOWN OF CALEDON

BY-LAW NO. 2018-88

A by-law to confirm the proceedings of the Council for The Corporation of the Town of Caledon at its Council Meeting held on the 18th day of December, 2018

WHEREAS it is deemed appropriate that the proceedings of the Council for The Corporation of the Town of Caledon be confirmed and adopted by by-law;

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

1. The actions of the Council for The Corporation for the Town of Caledon at its Council meeting held on the 18th day of December, 2018, in respect to each motion and resolution passed and other action taken by the Council for The Corporation of the Town of Caledon at its meeting, is hereby adopted and confirmed as if all such proceedings were expressly embodied in this By-law.
2. The Mayor, the Clerk and all other proper officers of The Corporation of the Town of Caledon are authorized and directed to do all things necessary to give effect to the actions of the Council for The Corporation of the Town of Caledon referred to in Section 1 of this By-law.
3. The Mayor and the Clerk are authorized and directed to execute all documents necessary to implement the actions of the Council for The Corporation of the Town of Caledon referred to in Section 1 of this By-law and to affix thereto the seal of The Corporation of the Town of Caledon.

Enacted by the Town of Caledon Council this 18th day of December, 2018

Allan Thompson, Mayor

Amanda Fusco, Interim Town Clerk