



Council Meeting Minutes  
Wednesday, October 26, 2011  
9:30 a.m.  
Council Chambers, Town Hall

Mayor M. Morrison  
D. Beffort  
N. deBoer (Arrived at 9:49 a.m.)  
P. Foley  
G. McClure  
R. Mezzapelli  
R. Paterak  
A. Thompson  
R. Whitehead (Absent - Illness)

Chief Administrative Officer: D. Barnes  
Fire Chief: B. Bigrigg  
Director of Public Works: C. Campbell  
Director of Development Approval & Planning Policy: M. Hall  
Corporate Communication Manager: L. Johnston  
Council/Committee Co-ordinator: B. Karrandjas  
Director/Chief Financial Officer/Deputy CAO: R. Kaufman  
Director of Administration/Town Clerk: K. Landry  
Manager of Economic Development: N. Lingard  
Chief Librarian: B. Manson  
Director of Parks & Recreation: K. Scott  
Treasurer: F. Wong

Other Staff Present Specific Items Only  
General Accounting Analyst: J. Baigent  
Manager of Parks/Landscape Architect: B. Baird  
Manager of Regulatory Services: L. Butko  
Financial Analyst: L. Eagleson  
Manager of Engineering: J. Hasselbacher  
Manager of Finance: K. Kocialek  
Senior Financial Analyst: R. Ouellette  
Manager of CCRW: W. Rowland  
Manager of Specialized Programmes: H. Savage  
Business Manager of Arenas & Pools: G. Young  
Manager of Public Works: L. Zidar

1. **CALL TO ORDER**

Mayor Morrison called the meeting to order at 9:35 a.m.

2. **PRAYER AND O CANADA**

Councillor Thompson opened the meeting with a prayer.

3. **APPROVAL OF AGENDA**

Moved by D. Beffort - Seconded by G. McClure

2011-667

That the agenda for the October 26, 2011 Council Meeting be approved.

Carried.

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

5. **COUNCIL WORKSHOP**

Moved by P. Foley - Seconded by R. Paterak

2011-668

That Council convene into Council Workshop.

Carried.

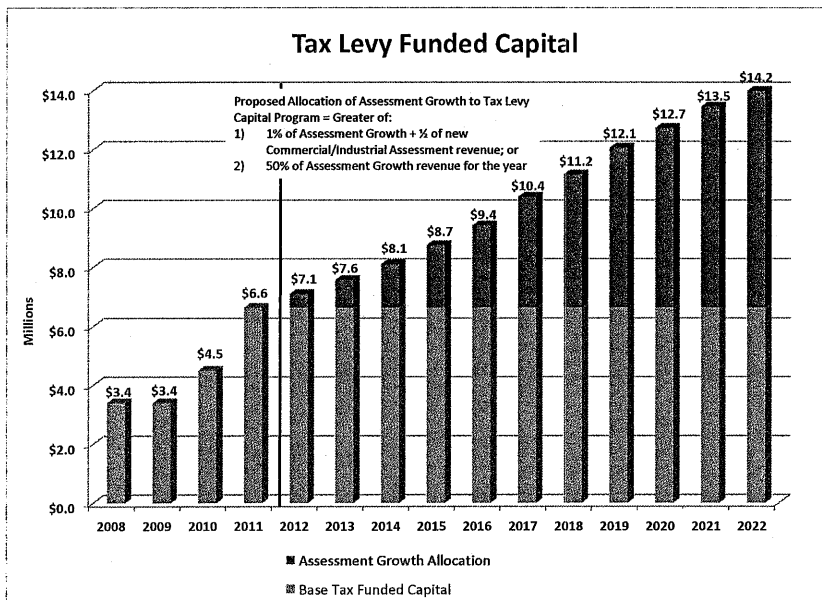
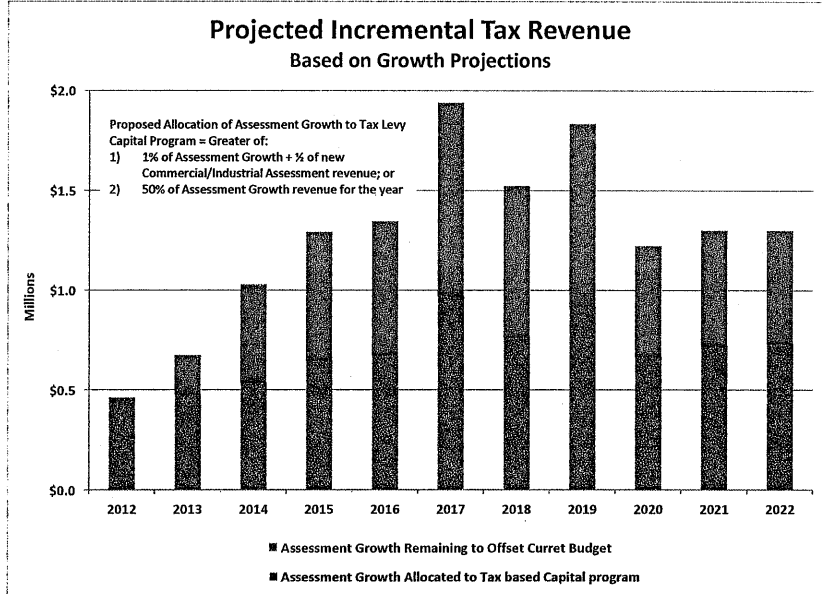
1. Operating Budget.

Fuwng Wong, Treasurer provided the following information:

2012 Operating Budget Issues

Low Assessment Growth

- Assessment growth projected at just over 1%
- Impact of Golf Course appeals
- Proposal to designate assessment growth to increase the Town's Tax Levy Funded Capital program



- Contractual Agreement to pay developers for Town's share of growth-related capital from tax revenues generated from Mayfield West
  - Maximum 25% of local tax revenues from new assessment in Mayfield West area
  - Due to timing of Fiscal Impact Mitigation Payments from Developers and Town's obligation to pay for the Non-Growth component of roads the Developer is building

Compensation Increases

- Union contracts
- Non-union
  - Cost of Living Adjustment (COLA)
  - Year 2 of two-year phase-in of 2010 increases
- Movement through the pay grid/step increases
- Annualization of staffing:
  - Fire – \$291K Additional Platoon (annualization 8 months for Division Chief, Captain, 4 Firefighters)
  - Fire - \$25K Annualization of Large/High Building training for Volunteer Firefighters (\$80K program for 3 years)
  - Library - \$94K Staffing related to extended hours at Bolton and West side Library Branches (8 months)
  - Other (Public Works, Recreation) - \$114K

**Benefits**

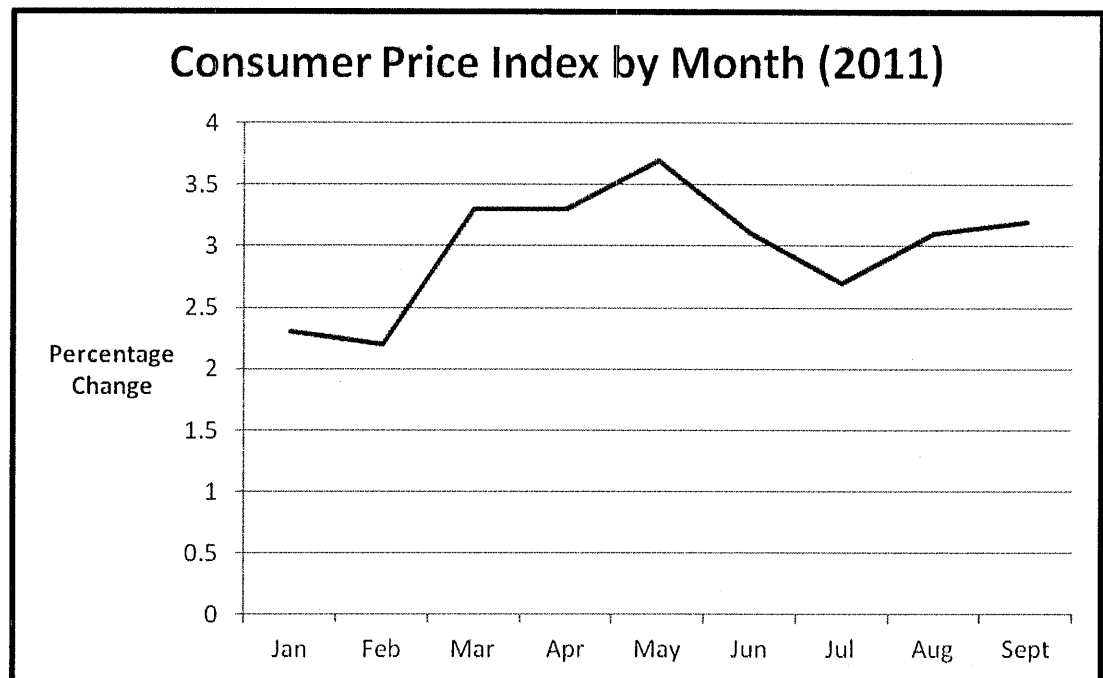
- Increases linked to salary increases (union contract, COLA)
- Increases mitigated by Administrative Services Only (ASO or self-insured) insurance on health and dental

**OMERS**

- Ontario Municipal Employees Retirement System
- Contribution rate increases planned in 2012 for employers and employees:
  - Contribution rate increases ranging from 0.5% to 2.1%
- Year 2 of a 3-year plan to increase rates for all municipal employers and employees
- Higher for Caledon due to low number of full-time firefighters

**Other Costs Considerations**

- Consumers Price Index per Statistics Canada: Currently 3.2% (Sept. 2011) from 2.3% in January 2011



- CUPE contract settlement for 2012 - 2% and non-union COLA 2%
- Construction Price Index 2.17% - August 2011 update of DC charges (Statistics Canada)

**Previously Approved Council Initiatives**

- 2012 Budget Impact of items previously approved by Council:
  - Cost of OMB Hearings for ROPA 20, 22, and 24 \$260K
  - Peel Climate Change \$60K
  - Year 3 of 4-year phase-in of annual bridge inspection budget of \$200,000 \$50K
  - Corn Snow Fence Program \$30K
  - Other \$55K

**Other Cost Increases**

- Utilities
- Insurance
- Facility Repairs and Maintenance
- Winter Maintenance, pavement marking, street sweeping & other road services

**Service Delivery Efficiencies**

- Budget reductions proposed without change in service levels
- Vendor of Record – savings to be determined
- Purchase Card – implementation of P-Card program planned for 2012
- Corporate Energy Plan – Savings of \$70K in Natural Gas
- Consultant Savings

**Consideration of Proposed Unmet Needs**

- New Program and Service Levels proposed by Staff (not included in base operating budget)
- Currently approximately \$2M of unmet need proposals

**User Fee Cost Recoveries**

- Impact of new fees for property tax-related services \$126K

- Approved by Council Oct. 4, 2011
- Impact of fee increases and cost-recovery model update for Building Services totals \$188K
  - Subject to Public Information Meeting Nov. 9, 2011 and Council approval
- Details of all New Fees and Proposed Fee increases shown on slides 14 - 16
- Fee reviews in 2012 will incorporate surcharge for infrastructure repairs/ replacement, where applicable

Taxation Service Fees Approved by Council October 4, 2011

New Fee	Rate (Excluding HST)	Description	Projected Revenue for 2012 Budget
Arrears Notice	\$5	For each notice done 3 times a year	\$ 45,000
Change of Ownership	\$30	For any changes to rolls	\$ 4,500
Statement of Account	\$20	Statement - Current to 2 years	\$ 20,800
Statement of Account	\$30	Statement – Greater than 2 years of transactions	\$ 15,600
Mortgage Company Fee	\$5	Transaction cost for all payment submitted by mortgage companies	\$ 37,500
Post Dated Cheque Retrieval	\$20	To retrieve cheques already submitted	\$ 800
Tax Appeal Application (357)	\$10	For any 357 application (With exception do 357 (1) (d.1) )	\$ 500
Tax Certificate – Fast Track	\$75	For any rush tax certificates	\$ 750
Transfer Fee / Additions to Tax Roll	\$20	For any non-payment of Town of Caledon invoice that is then added to Tax roll	\$ 100

**Total Projected Revenue**      \$ 125,550

**INCREASED FEE**

Tax Bill Reprints	\$20	Increase fee from \$10 to \$20	\$ 100
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**Total Projected Revenue**      \$ 125,650

Building Services Fee Review and Cost Recovery Model

- Per legislation Building Services (plans examination, building inspection) is 100% fee recovery (i.e. \$0 tax impact)
- Building fees last reviewed and increased in 2007
- Fee increases proposed based upon:
  - 4 years of no increases
  - Full recovery of Direct and Indirect Costs to operating Building Services
  - Replenishment of Building Permit Stabilization Reserve Fund to reflect the industry standard of 1 - 1.5 years of annual expenditures
- New Indirect Cost Model was developed to allocate overhead costs such as:
  - Finance support
  - Human Resources support
  - Facility costs (rental, utilities, maintenance, insurance)
- New Indirect Cost Model is consistent with Provincial Financial Information Return (FIR) allocation of program support costs
  - Results in \$188K of additional program support recovery for Town

<b>Department</b>	
<b>Proposed Fee Increase (excluding HST)</b>	
<b>Caledon Public Library</b>	
<i>Municipal Act Fees</i>	
NSF Cheque fee increased from \$35 - \$36	NOT in budget minimal impact
<b>Corporate Accounts</b>	
<i>Municipal Act Fees</i>	
Tax Bill Reprints fee increased from \$10 - \$20	\$100 in budget
<b>Corporate Services</b>	
<i>Municipal Act Fees</i>	
Air Photos-8 1/2" x 11", 8 1/2" x 14", 11" x 17" increased from \$19.05 - \$25.00	NOT in budget minimal impact
Air Photos-24" x 36" increased from \$47.65 - \$75.00	NOT in budget minimal impact
Air Photos-36" x 48" increased from \$95.30 - \$125.00	NOT in budget minimal impact
Development Map-24" x 36" Colour increased \$15.25 - \$25.00	NOT in budget minimal impact
Provincial Plan area map-24" x 36" increased \$15.25 - \$25.00	NOT in budget minimal impact
Registered Plan Map-24" x 36" Colour increased \$15.25 - \$25.00	NOT in budget minimal impact
Street guide/street name listing increased \$6.05 - \$20.00	NOT in budget minimal impact
Caledon Wall Map-24" x 36" Colour increased \$15.25 - \$25.00	NOT in budget minimal impact
Municipal Numbering Book increased \$25.75 - \$30.50	NOT in budget minimal impact
<b>Planning and Development</b>	
<i>Building Code Act</i>	
Building Permit Fees increased an average of 25.8%	\$492,747 - 25.8% increase
<b>Animal Services</b>	
<i>Municipal Act Fees</i>	
Boarding One dog or cat increased from \$18 - \$20	NOT in budget-Minimal
Boarding Two dogs or cats in the same cage increased from \$29 - \$31	NOT in budget-Minimal
Redemption fee dog, each day or part thereof the dog is impounded increased from \$18 - \$20	NOT in budget-Minimal
Redemption fee cat, each day or part thereof cat remains at shelter increased from \$18 - \$20	NOT in budget-Minimal
Impound fee for bull, each day or part thereof the bull is impounded increased from \$18 - \$20	NOT in budget-Minimal
Impound fee for large animal, each day or part thereof impounded increased from \$11 - \$13	NOT in budget-Minimal

<b>Departme</b>	
<b>Proposed Fee Increase (excluding</b>	
<b>Recreatio</b>	
<i>Municipal Act</i>	
Special Event Vendor Permit - from \$30 - \$100 to \$30.60 -	
Sport and Passive Park Rents-Plus Park Amenities -	\$3,400 in Budget-Park
Aquatics-Public Swim - increase \$4.30 on high of range -	\$110 in Budget-pool
Aquatics-Lessons - decrease low of range \$9.50, increase high of range	
Ice Rentals from \$87.42 - \$339.15 to \$89.13 - \$345.80 range	\$24,309 in
Arena Floor Rentals from \$53.06 - \$812.00 to \$54.12 -	\$638 in
Public Skating from \$1.75 - \$8.25 to \$1.75 -	NOT in
Hall and Room Rentals-Community Centres from \$20.00 - \$870.00 to \$13.24	\$2,203 in Budget-Auditorium
Fitness & Lifestyle-Snoezelen from \$5.00 - \$399.00 to \$5.00 -	NOT in
<b>General Governance and</b>	
<i>Municipal Act</i>	
Council meetings duplication of proceedings (per CD) -	\$25 in Additional

<b>Department</b>	
<b>Proposed New Fee (excluding HST)</b>	
<b>Corporate Accounts (Approved by Council)</b>	
<i>Municipal Act Fees</i>	
Tax Certificate - fast track - \$75	\$750 in budget
Mortgage Company Fee - \$5	\$37,500 in budget
Ownership Change Fee - \$30	\$4,500 in budget
Arrears Notice - \$5	\$45,000 in budget
Statement of Account-current to two years - \$20	\$20,800 in budget
Statement of Account-greater than two years - \$30	\$15,600 in budget
Post Dated Cheque Retrieval - \$20	\$800 in budget
Tax Appeal Application (357) - \$10	\$500 in budget
Transfer Fee / Additions to Tax Roll - \$20	\$100 in budget
<b>Property Standards</b>	
<i>Municipal Act Fees</i>	
Administrative fee-20% of cost of completing work contained in a property standards order	\$2,000 in budget
<b>Recreation</b>	
<i>Municipal Act Fees</i>	
Picnic Rental - Resident - full day over 200 people - \$237	Minimal Impact (\$1000 total)
Picnic Rental - Non-resident - full day over 200 people - \$298.70	Minimal Impact (\$1000 total)
Picnic Rental - Non-resident - half day under 200 people - \$95.60	Minimal Impact (\$1000 total)
Beach Volleyball - Resident - \$14.37	Minimal Impact (\$1000 total)
Beach Volleyball - Non-Resident - \$18.68	Minimal Impact (\$1000 total)
Wedding Photos - \$47.00	Minimal Impact (\$1000 total)
Fitness & Lifestyle - Equipment Rental - \$2.00 - \$5.00	Minimal Impact
<b>General Governance and Administration</b>	
<i>Municipal Act Fees</i>	
Permanent Liquor Licence Fee - \$135	\$275 in budget

2012 Budget Process

	Base Budget (2011 Approved budget)
+	<u>Unavoidable Budget Increases/Decreases</u>
=	Preliminary Adjusted 2012 Base Operating Budget
-	Road Map to Achieve Base Budget Reductions Target
+	<u>Unmet Needs</u>
	Senior Management Team Recommended Budget for Council Consideration

NOTE: Staff were requested to ensure that the sports user groups were made aware of the proposed new fees.

Moved by R. Mezzapelli – Seconded by D. Beffort

2011-669

That Council rise out of Council Workshop.

Carried.

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

7. **BY-LAWS**

Moved by R. Mezzapelli – Seconded by D. Beffort

2011-670

That the following by-law be taken as read three times and finally passed in open council:

2011-143 To confirm the proceedings of the October 26, 2011 Council Meeting.

Carried.

8. **ADJOURNMENT**

On verbal motion moved by Councillor Beffort and seconded by Councillor Mezzapelli, Council adjourned at 10:45 p.m.

  
Marilyn Morrison, Mayor

  
Karen Landry, Clerk

