



Council Meeting Minutes
Tuesday, April 24, 2012
9:30 a.m.
Council Chambers, Town Hall

Mayor M. Morrison
D. Beffort (Absent – Other Municipal Business)
N. deBoer (Arrived at 9:35 a.m.)
P. Foley
G. McClure (Arrived at 9:35 a.m.)
R. Mezzapelli (Absent – Personal Business)
R. Paterak
A. Thompson
R. Whitehead

Fire Chief: B. Bigrigg
Director of Public Works: C. Campbell
Director of Development Approval & Planning Policy: M. Hall
Council/Committee Co-ordinator: B. Karrandjas
Director/Chief Financial Officer/Deputy CAO: R. Kaufman
Director of Administration/Town Clerk: K. Landry
Director of Human Resources: J. Porter
Director of Parks & Recreation: K. Scott
Treasurer: F. Wong

Other Staff Present Specific Items Only
Manager of Regulatory & Inspection Services: L. Butko
Solicitor/Manager of Planning Law: P. De Sario
Manager of Development: S. Kirkwood
Chief Librarian: B. Manson
CBO/Manager of Building & Support Services: G. Middlebrook
Acting Manager of Energy & Environment: J. Schembri
Legislative Services Manager/Deputy Clerk: D. Thompson
Manager of Policy & Sustainability: H. Xu
Manager of Roads & Fleet Services: L. Zidar

1. CALL TO ORDER

Mayor Morrison called the meeting to order at 9:33 a.m.

2. APPROVAL OF AGENDA

Moved by R. Paterak - Seconded by P. Foley 2012-199

That the agenda for the April 24, 2012 Regular Council Meeting, be approved as amended.

Carried.

3. DISCLOSURE OF PECUNIARY INTEREST – None stated.

4. COUNCIL WORKSHOP

Moved by R. Paterak - Seconded by G. McClure 2012-200

That Council convene into Council Workshop.

Carried.

1. Budget Review Process.

Fuwng Wong, Treasurer provided the following information:

Budget Process:

All Council Workshops, Council Meetings, Town Hall Meetings are open to the public as follows:

April 24, 2012	Council Workshop – Budget Process
May 2012	Staff Budget Suggestion Box (May 1 to May 31)
October 30, 2012	Budget Workshop - Capital
October 31, 2012	Budget Workshop - Operating

November 6, 2012	Council Budget Meeting – Capital
November 20, 2012	Council Budget Meeting – Operating
November 26, 2012	Town Hall Budget Meeting - Public Budget Presentation
November 28, 2012	Town Hall Budget Meeting - Public Budget Presentation
December 4, 2012	Council Budget Meeting – Finalization and Approval

Potential Alternative Budget Process:

All Council Workshops, Council Meetings, Town Hall Meetings are open to the public as follows:

April 24, 2012	Council Workshop – Budget Process
May 2012	Staff Budget Suggestion Box (May 1 to May 31)
September, 2012	Town Hall Budget Meeting – Obtain Public Input
September, 2012	Town Hall Budget Meeting – Obtain Public Input
October 30, 2012	Budget Workshop - Capital
October 31, 2012	Budget Workshop - Operating
November 6, 2012	Council Budget Meeting – Capital
November 20, 2012	Council Budget Meeting – Operating
December 4, 2012	Council Budget Meeting – Finalization and Approval

2013 Operating Budget Process

Base Budget (2012 approved budget)
 + Unavoidable Budget Increases/(Decreases)
 = Preliminary Adjusted 2013 Base Operating Budget
 - Service Delivery Efficiencies, Fee Increases, New Fees
 + Unmet needs
 Senior Management Team Recommended Budget for Council Consideration

2012 Unmet Needs

- 38 Unmet Needs identified by departments in 2012 Budget
 - Total approximately \$1.7M of additional tax funding for 2012
 - Approximately \$2M annualized for 2013+

- 7 Unmet Needs approved in 2012 Budget
 - 0% tax impact in 2012
 - \$159K tax impact in 2013

- Note: Due to changes in priorities, new issues that arise during the year, there may be replacements or additional 2013 unmet needs

Summary of Unmet Needs Approved in 2012 Budget

Department	Number	Division	Description	2012 Net Budget Amount	Full-Time Head Count	One Time Request (Y/N)	Annualized Net Budget Amount
Corporate Services	4	CPPM	Project Manager to co-ordinate leases, contracts, acquisitions, disposal of properties, zoning review and applications.	\$0	1	N	\$0
	5	Finance	MFOA intern program to work on Financial Information System (1 year contract) - Funded from FIS capital and MFOA Internship Grant (subject to MFOA grant)	\$0	1	Y	\$0
Corporate Services Total				\$0			\$0
General Governance and Administration	40	Legal Services	Land Inventory Law Clerk (2 year contract position)	\$0	1	Y	\$0
General Governance and Administration Total				\$0			\$0
Parks and Recreation	14	Facilities	Facility maintenance position for the additional ice pad, summer ice and functions for the community centre side.	\$0	1	N	\$16,550
	16	Parks	Operational staff for sidewalk plowing and summer boulevard maintenance that has increased in these areas due to construction.	\$0	1	N	\$48,750
Parks and Recreation Total				\$0			\$65,300
DAPP	18	Policy & Sustainability	Community Planner (2 year contract) to work on OPA 226 approval and implementation.	\$0	1	Y	\$0
DAPP Total				\$0			\$0
Public Works	21	Engineering Services	Development Coordinator for the increased volume of subdivision development and enforcement of agreements and to service new homeowners	\$0	1	N	\$93,750
Public Works Total				\$0			\$93,750
Total Funded Urgent Unmet Needs				\$0			\$159,050
				0.0%			0.4%

Unmet Needs Requested but Not Funded/Not Approved in 2012 Budget

Department	Number	Division	Description	2012 Net Budget Amount	Full-Time Head Count	One Time Request (Y/N)	Annualized Net Budget Amount
Corporate Services	1	Town hall (Civic Properties)	Staff for security coverage for after hours and to manage security software (i.e. swipe card program, security cameras, etc.)	\$60,782	1	N	\$60,782
	2	Town hall (Civic Properties)	Part-time staff for Civic property facility maintenance purposes	\$22,352	1	N	\$22,352
	3	CPPM	Project Manager to assist with the accessibility upgrades, greening facilities and new capital facility projects	\$82,723	1	N	\$82,723
	34	IT	Summer co-op student (4 months) to assist with the IT HelpDesk and other initiatives.	\$11,032	1	Y	\$33,096
Corporate Services Total				\$176,889			\$198,953
Fire and Emergency Services	6	Training	4th qtr develop a firefighter to assume the training duties (i.e. Driver/Apparatus and Driver's Licensing) in order to maintain compliant with Authority agreements with MTO	\$59,300	1	N	\$91,200
	7	Emergency Operations	Lease a property to store the Aerial Truck acquired in 2011	\$36,000	0	N	\$36,000
	31	Emergency Operation	Platoon of career firefighters (1 Captain and 4 Firefighters) for 6 months for the north-west corner of the municipality to strengthen the business day response capability.	\$200,000	5	N	\$400,000
Fire and Emergency Services Total				\$295,300			\$527,200
General Governance and Administration	8	Legislative Services	Clerk to complete the organization of the paper files in the Records Centre and to assist departments with the purge and transfer of files.	\$45,258	1	Y	\$42,758
	9	Communications	Summer students (4 months) to advance specific communication initiatives and align with the launch of the revamped website.	\$17,680	2	N	\$53,040
	36	Animal Services	One part-time Kennel Attendant (weekdays 9am - 1pm) - to provide additional staff resources in Shelter to deal with Customer Service inquiries and animal care.	\$19,500	0.5	N	\$19,500
General Governance and Administration Total				\$82,438			\$95,798

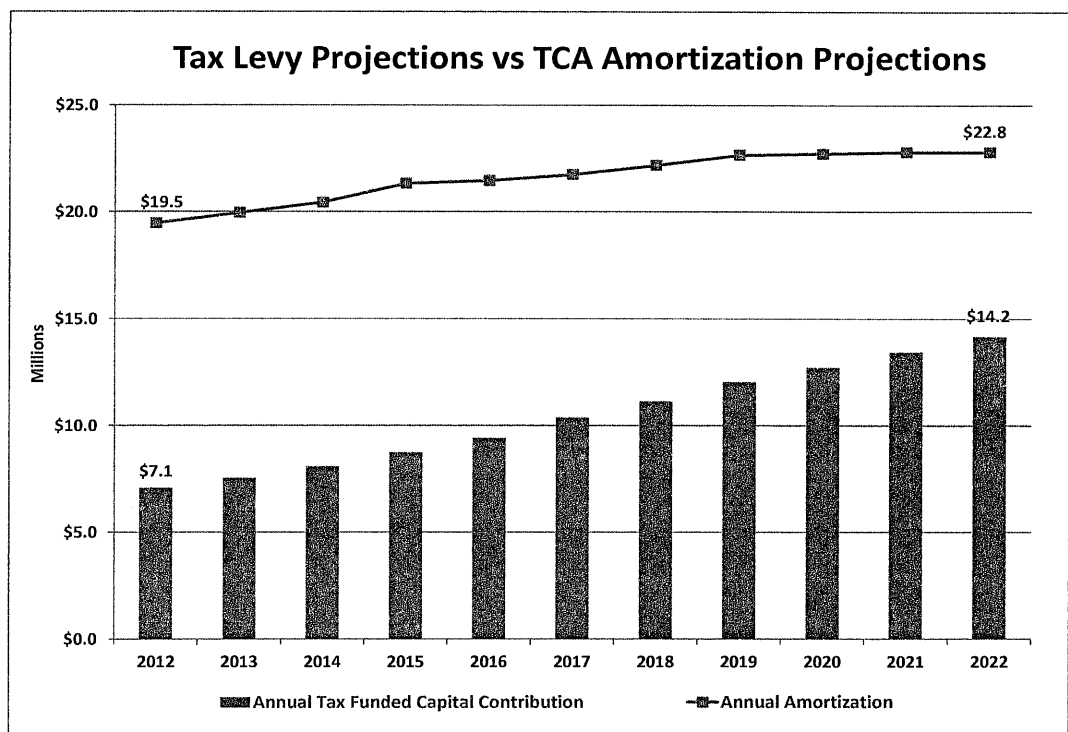
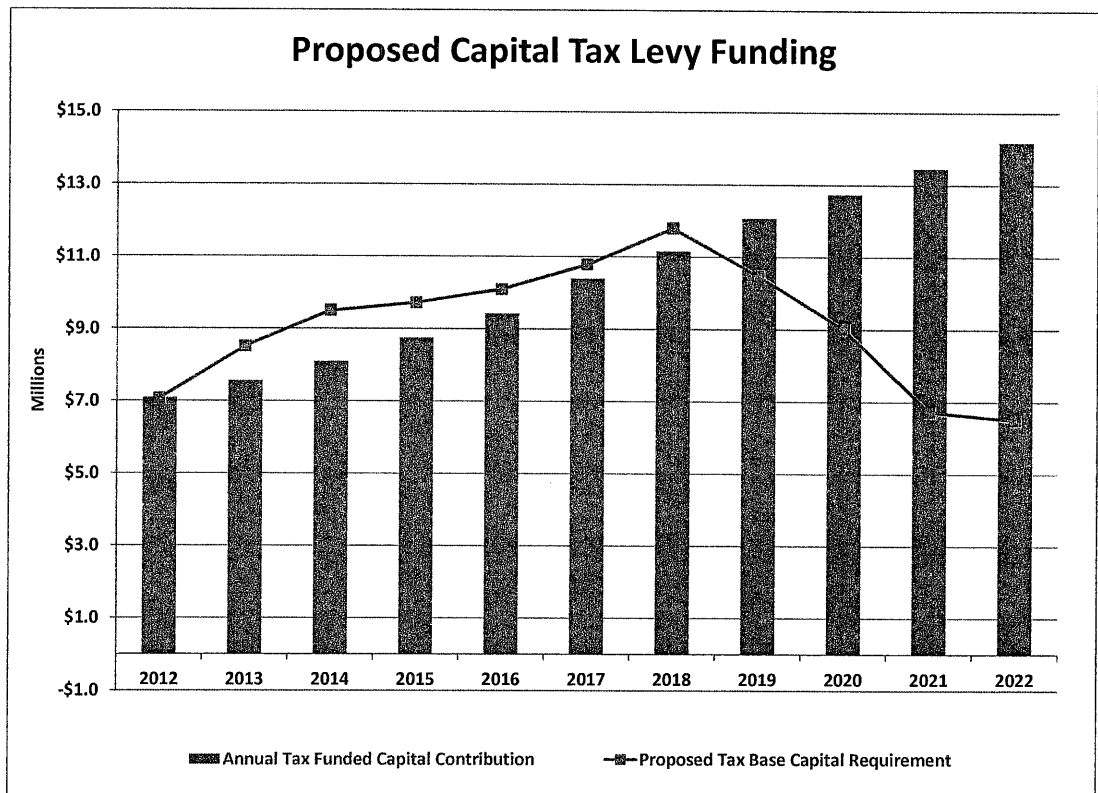
Department	Number	Division	Description	2012 Net Budget Amount	Full-Time Head Count	One Time Request (Y/N)	Annualized Net Budget Amount
Library Services	10	Youth Services	Staff required to match the increased circulation services to allow increased youth programming.	\$50,000	0	N	\$50,000
	11	Youth Services	Teen services librarian who is dedicated to developing resources, services and programs for a demographic of the community that is currently underserved.	\$71,800	1	N	\$68,800
	12	Communications and Programming	Internet communication specialist to maintain and get enhance the redesigned website that will increase promotion of the library and its services.	\$71,800	1	N	\$68,800
Library Services Total				\$193,600			\$187,600

Department	Number	Division	Description	2012 Net Budget Amount	Full-Time Head Count	One Time Request (Y/N)	Annualized Net Budget Amount
Parks and Recreation	32	Parks	Emerald Ash Borer (EAB) mitigation strategy as part of an urban forestry management plan. Treatment per tree is approximately \$250 and is applied every two years in a proactive program.	\$30,000	0	N	\$30,000
	37	Recreation	Staff the customer service operation at the Mayfield Recreation Complex.	\$22,600	0	N	\$22,600
	38	Recreation	Rotary Place requires operational cost increases (eg. Casual wages, small equipment, operating supplies and contracted repairs).	\$17,040	0	N	\$17,040
	39	Recreation	CCRW expansion requires additional staff for the customer service area and fitness services.	\$28,250	0	N	\$28,250
Parks and Recreation Total				\$97,890			\$97,890

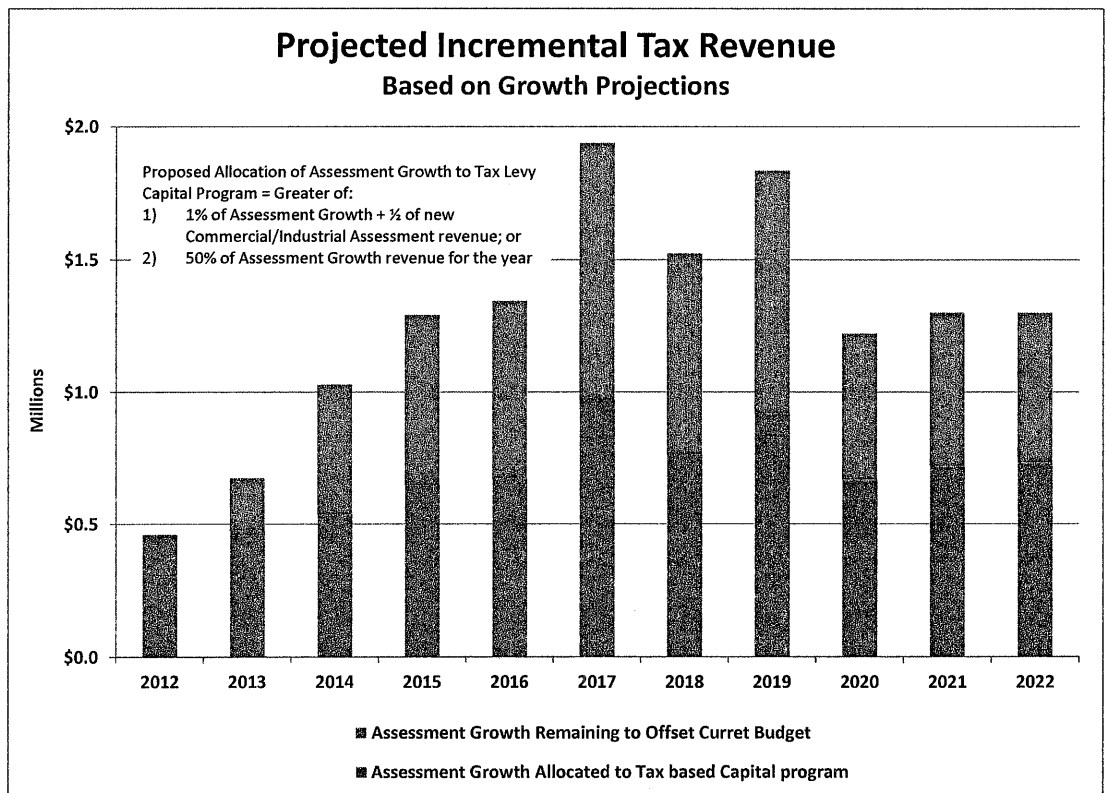
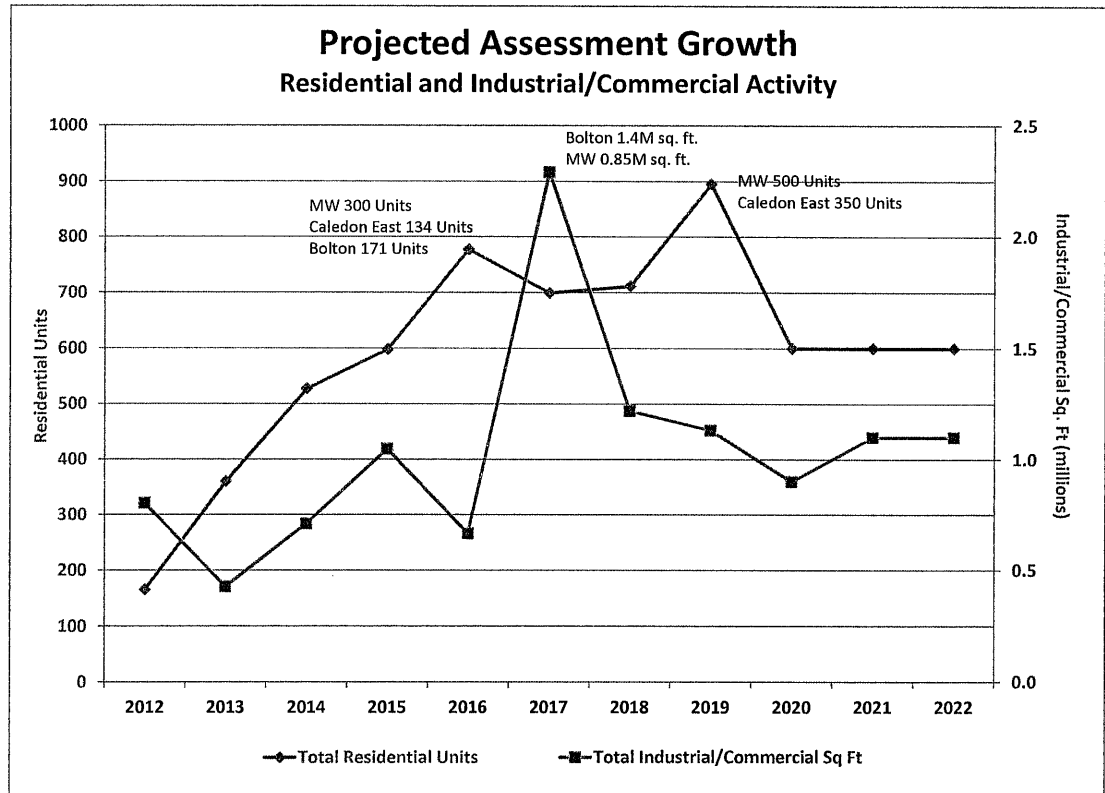
Department	Number	Division	Description	2012 Net Budget Amount	Full-Time Head Count	One Time Request (Y/N)	Annualized Net Budget Amount
DAPP	17	Planning Law	Support the appeal to the Ontario Municipal Board in regards to the Smart Centres rezoning bylaw and the Tullamore rezoning bylaw.	\$40,000	0	Y	\$40,000
	19	Policy & Sustainability	Contract services for the removal and salvage of architecturally significant materials from historic buildings on behalf of Heritage Caledon and where property owners have granted permission.	\$25,000	0	N	\$25,000
	20	Development Section	Consulting services to review and update the comprehensive zoning bylaw to reflect socioeconomic practices, council requests, court decisions and to conform with the Town's Official Plan and Provincial Plans.	\$15,000	0	Y	\$15,000
	33	Energy & Environment	One Community Outreach and Education Assistant for the division and the Heritage Resource Office (HRO) to achieve these tasks: increase community engagement in programs, develop partnerships with schools and pursue funding opportunities.	\$52,050	1	Y	\$45,550
DAPP Total				\$132,050			\$125,550

2012 PROPOSED OPERATING BUDGET - UNFUNDED URGENT UNMET NEEDS (CON'T)							
Department	Number	Division	Description	2012 Net Budget Amount	Full-Time Head Count	One Time Request (Y/N)	Annualized Net Budget Amount
Public Works	22	Engineering Services	GIS Technologist dedicated to assist in asset management and identified in the PW Strategic Road map	\$87,750	1	N	\$81,250
	23	Engineering Services	Stormwater Management Ponds (SWMP) facility maintenance for the existing 32 SWMPs and the additional 21 currently unassumed.	\$50,000	0	N	\$50,000
	24	Engineering Services	Engineering studies for roads that are experiencing slope stability problems and to assess soil and slope conditions.	\$10,000	0	N	\$10,000
	25	Engineering Services	Traffic co-op student (4 month term) to assist with field investigations (i.e. traffic counts, complaints, traffic calming, etc.).	\$20,000	1	N	\$40,500
	26	Road and Fleet Services	Storm Sewer closed circuit tv inspection and repair program to maintain the approximate 135 km of storm sewers and the expected 80 km increase by 2020.	\$50,000	0	N	\$50,000
	27	Road and Fleet Services	Contribution to the fleet reserve.	\$320,000	0	N	\$320,000
	28	Road and Fleet Services	Stock clerk to manage the receipt and disbursement of inventoried supplies.	\$55,000	1	N	\$55,000
	29	Public Works Administration	Technical support of co-op students (4 month term) for technical support and field investigations.	\$57,500	3	N	\$114,000
	30	Regulatory Services	Increased overtime and on-call costs for Bylaw enforcement after hours work.	\$37,500	0	N	\$37,500
	35	Road and Fleet Services	Addition of one union road employee (Operator 1 Classification) to address system growth	\$31,250	0	N	\$62,500
Public Works Total				\$719,000			\$820,750
Total Unfunded Urgent Unmet Needs				\$1,697,167			\$2,053,741

10 Year Capital Projection (October 2011)



Funding Assumptions for 10-Year Capital Plan (October 2011)



Note: Actual 2012 Assessment Growth approximately \$761k.

Major Projects Not Included in 10-Year Projection

- Pending Feasibility, Optimization of Asset Studies
 - New Works Yard
 - Caledon Village Pool
 - Fire Station Renovations/Expansions at Caledon Village, Mono Mills, Alton
 - Fire Training Facility
 - Storm Water Management Pond Maintenance
 - Bridge and Road Strategic Plan

- Secondary Plan Expansions
 - Growth-related infrastructure required for Mayfield West II, Coleraine West, Tullamore
 - Pending Outcome Secondary Plan Studies (e.g. Traffic, Storm Water Management)
 - Will be included in next Development Charge update, if studies completed
 - Will require developer front-ending/Development Charge Credit agreement
- Land Acquisition for Mayfield West II Tournament Park
 - Approximately 40 acres required; Council direction to purchase 100 acres
 - 100 acres of Land estimated to cost \$10M to \$20M depending on location
 - 100 acres not available within the Mayfield West II area
 - Cash in Lieu of Parkland Dedication reserve fund projections need further work, however, projected to have less than \$5M by 2022 (with no expenditures projected other than the repayment for the Johnston Sports Park land purchase)
- Town Studies
 - Victoria Employment Study \$0.9M
 - Snell's Hollow Secondary Plan (Phase II) – Residential Policy Area A \$0.5M
 - Official Plan Policy Implementation \$0.2M

Capital – 10 Year Projection

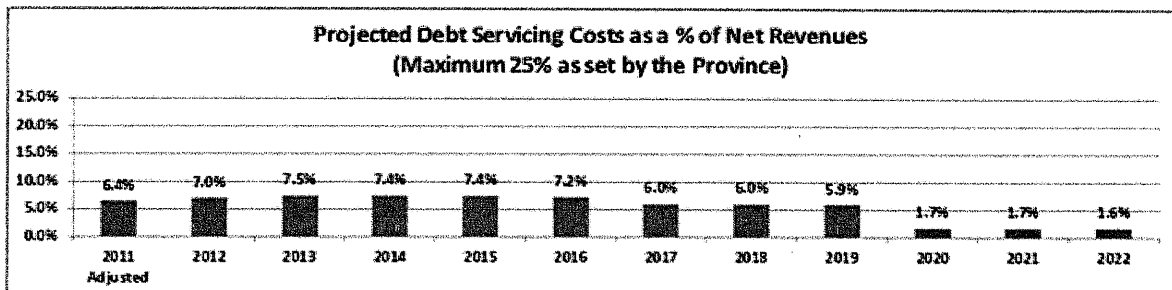
- Need to update 10 year capital projection based on:
 - New Departmental Masterplans:
 - Recreation – 2016 Parks & Recreation Masterplan update to cover 5-7 year capital projection
 - I.T. – Masterplan update in 2013 to cover 10-year capital projection
 - Library Plan update in 2015 to cover approximately 7 years of capital projections
 - Additional information on Active Transportation, Pedestrian Connectivity Strategic Plans
 - Re-forecast of Public Works infrastructure based on the inclusion of streetlight replacements, storm sewer maintenance
 - Revise Growth Projections that will impact:
 - Tax Funded Capital program
 - DC Reserves
 - Cash-in-Lieu of Parkland and other reserves

Development Charge Funding

- 10 Year Capital Plans included in Development Charge Study were developed in 2008/2009
- Development Charge Update to be completed in 2013
- The 2009 Development Charge Background Study includes a 10-year (12-year for Roads) capital program for growth-related infrastructure & studies totaling \$329M for services such as:
 - Fire
 - Animal Control
 - Parkland Development
 - Development Studies
 - Recreation
 - POA Court Facilities
 - Library
 - Roads & Related
 - Works Department
- \$87M Town Portion of Growth-Related Development Charge Capital Program
 - \$92M reduced to \$87M after accounting for post-period benefit related to development studies
 - \$87M/10 years = Average of \$8.7M per year of non-growth related spending
 - Town's 2012 Capital budget includes a sustainable \$7.4M of tax levy funded capital
 - Increase over prior years however, the \$7.4M is meant for all capital requirements (new/growth related and repairs/replacements)
 - Also, \$7.4M annually is lower than the \$20M per year of amortization expenses

Debt

- In recent years Debt Financing approved for capital – Bolton Arterial Route, Fire Aerial, Caledon Equestrian Park, Fleet Vehicles
- Projected 2013 tax levy impact of recent debt estimated \$190K for Fleet debenture
- Debt-funded capital also included in 10-year capital projection for [see next slide]
- Debt Policy – Town 10% vs. Province 25%
 - Currently Town at 5.9%; projected to be at 7.5% with 2012 Fleet Debenture
 - Approximately \$2M of debt servicing costs is offset by Debt Retirement Fund held at ROP
- Debt Repayment Limit Projection



Capital Infrastructure in 10-Year Projection Proposed to be Funded by Debt

2012

- Fleet equipment backlog (tax funded debt servicing) \$3.0M

2014

- Caledon Equestrian Park \$1.79M
 (Total \$12.21M project; Federal/Provincial \$6.84M; Town, EMG, TRCA \$1.79M each)
 (Earnings and rental fees to cover debt servicing costs)
- Palgrave Community Rooms \$0.26M

2018

- Mayfield West Library (DC Debenture) – part of last phase \$0.70M
- Bolton Library Major Refurbishment (DC Debenture) - Design \$0.40M

2019

- Bolton Library Major Refurbishment (DC Debenture) - Construction \$1.20M

2020

- Animal Shelter (DC Debenture) \$0.18M

Next Steps

- Staff Budget Suggestion Box (May 1 to 31)
 - Suggestions received will be forwarded to respective Director for possible inclusion in 2013 Budget
 - Report to Council on suggestion box results
- 2013 Budget to include:
 - Update of 10 year capital plan
 - 3 Year Operating Budget Projection (2013, 2014, 2015)
 - Direction on Unmet Needs per Council Workshop

NOTE: Council suggested the following be considered as part of the review of the budget approval process:

- That the November 6 and 20, 2012 Budget Meetings be held in the evening.
- That one Town Hall Budget meeting be held in Caledon East prior to the November 6th meeting.
- That a flyer be sent to all residents that invites them to attend the Town Hall Budget meeting.
- Enhanced communication to residents advising how they can provide input and obtain documentation
- Public Question Period prior to voting on the budget

Moved by P. Foley – Seconded by G. McClure

2012-201

That Council rise out of Council Workshop.

Carried.

5. **CLOSED MEETING** – Withdrawn.

6. MATTERS ARISING FROM CLOSED MEETING

1. Confidential Verbal Report from Chris Barnett/Laura Bisset re: Advice that is subject to solicitor-client privilege, including communications necessary for that purpose and Litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board – ROPA 24 and OPA 226 - **Withdrawn**.

7. PRAYER AND O CANADA

Councillor Paterak opened the meeting with a prayer.

8. SUMMARY OF ADDENDUM ITEMS – None.

9. DISCLOSURE OF PECUNIARY INTEREST – None stated.

10. COUNCIL COMMUNICATIONS/INQUIRIES AND ANNOUNCEMENTS

10.1 Announcements.

Mayor Morrison advised Dr. Lance Secretan is meeting with staff and he would like to also attend a Council session.

Councillor deBoer advised that a BB Midget team has been added to the Caledon Hockey League.

10.2 Urgent Business - None.

10.3 Notices of Motion – printed with the agenda – None.

10.4 Notices of Motion – presented at meeting - None.

10.5 Council Inquiries.

(i) Street Lights – Victoria Business Park

Councillor Thompson advised that the street lights located on Wiggins Road in the Victoria Business Park are still not operational because hydro has not been connected.

Councillor Thompson requested the Mayor's Office to contact Hydro regarding the delay.

(ii) Speeding

Councillor McClure advised that there have been several accidents in the McLaughlin Road and Old School Road area due to speeding. Councillor McClure inquired if a flashing light could be installed.

C. Campbell, Director of Public Works advised that he will look into this matter.

(iii) Street Lights - Bolton

Councillor Foley advised that the street lights on King Street between Deer Valley Drive and Coleraine Drive are not operational.

C. Campbell, Director of Public Works advised that he will look into this matter.

11. REGULAR BUSINESS

1. DP-2012-029 re: Proposed Draft Plan of Subdivision, Moscorp IV Developments Inc. (formerly Knecht Property), Part of Lot 21, Concession 1 EHS (Chinguacousy), West Side of Old Kennedy Road, North of Waterville Way, Mayfield West Phase 1, Ward 2, Town of Caledon, Applicant: J.H. Stevens Planning & Development Consultants, File Number: 21T-10001 (Related File RZ 10-09).

Moved by G. McClure – Seconded by A. Thompson

2012-202

That Report DP-2012-029 regarding Proposed Draft Plan of Subdivision, Moscorp IV Developments Inc., (Former Knecht Property) Part of Lot 21, Concession 1 EHS (Chinguacousy), West side of Old Kennedy Road, North of Waterville Way, Mayfield West Phase 1, Ward 2, Town of Caledon, Applicant: J.H. Stevens Planning and Development Consultants (on behalf of Moscorp IV Developments Inc.) File Number: 21T-10001 (Related File RZ 10-09) be received; and

That the Director of Development Approval & Planning Policy grant approval of the proposed Plan of Subdivision 21T-10001, subject to the Conditions of Draft Approval attached as Schedule 'A' to Report DP-2012-029, at such time as when the Director of Development Approval & Planning Policy has received written confirmation from the Planning Law Section that the landowner is in good standing with the Mayfield West Development Charge Credit Agreement; and

That a By-law to rezone the subject lands from Agricultural to appropriate zone categories be submitted for Council approval at a later date.

Carried.

2. DP-2012-034 re: Ontario Power Authority Conservation Fund Contribution Agreement Approval.

Moved by R. Paterak – Seconded by A. Thompson

2012-203

That Report DP-2012-034 regarding Ontario Power Authority Conservation Fund Contribution Agreement Approval, be received; and

That Council enact a by-law that authorizes the Director of Development Approval and Planning Policy to sign the Ontario Power Authority's Conservation Fund Contribution Agreement on behalf of the Corporation of the Town of Caledon; and

That a new 2012 capital project for Residential Sustainability Policies for MW Phase 2 Secondary Plan be established in the total amount of \$40,200 funded \$29,500 from the OPA's Conservation Fund grant and \$10,700 from a budget transfer from capital project 11-97 - Energy and Environment Studies.

Carried.

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

13. **BY-LAWS**

Moved by P. Foley – Seconded by A. Thompson

2012-204

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

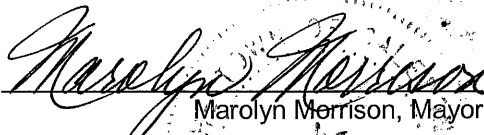
2012-034 That authorizes the Director of Development Approval and Planning Policy to execute an agreement with the Ontario Power Authority


2012-035 To confirm the proceedings of the April 24, 2012 Council Meeting.

Carried.

14. **ADJOURNMENT**

On verbal motion moved by Councillor deBoer and seconded by Councillor McClure, Council adjourned at 1:01 p.m.


Marilyn Morrison, Mayor


Karen Landry, Clerk

