



Council Meeting Minutes
Tuesday, February 15, 2011
9:30 a.m.
Council Chambers, Town Hall

Mayor M. Morrison (Absent)
D. Beffort
N. deBoer
P. Foley
G. McClure
R. Mezzapelli
R. Paterak
A. Thompson
R. Whitehead (Arrived at 9:36 a.m.)

Chief Administrative Officer: D. Barnes
Legislative Administrator: B. Karrandjas
Director/Chief Financial Officer/Deputy CAO: R. Kaufman
Town Counsel/Director: N. Koltun
Director of Administration/Town Clerk: K. Landry

Other Staff Present Specific Items Only
Project Manager – Capital Assets: S. Brake
Solicitor: P. De Sario
Manager of Civic Properties: S. Doherty
Economic Development Officer: S. Dolson
Legal Student: P. Gross
Capital Asset Coordinator: K. Lichti
Director of Recreation: K. Scott
Senior Project Manager: M. Seguin
Project Manager: D. Slopek
Senior Manager, Capital Projects & Property Management: R. Trudeau

1. CALL TO ORDER

Councillor McClure assumed the role of Chair and called the meeting to order at 9:34 a.m.

2. PRAYER AND O CANADA

Councillor Paterak opened the meeting with a prayer.

3. APPROVAL OF AGENDA

Moved by A. Thompson - Seconded by P. Foley

2011-090

That the agenda for the February 15, 2011 Council Meeting be approved.

Carried.

Moved by D. Beffort - Seconded by R. Mezzapelli

2011-091

That Council convene into Council Workshop.

Carried.

4. DISCLOSURE OF PECUNIARY INTEREST – None stated.

5. COUNCIL WORKSHOP

1. Capital Projects and Property Management Division Plan.

Rita Trudeau, Senior Manager, Capital Projects & Property Management advised that the purpose of the division is to assure effective land and building utilization within the community by planning and developing facilities and grounds through an integrated program of renovations, alterations and new construction while incorporating green technologies, accessibility standards and preserving our natural environment and heritage.

Rita Trudeau reviewed the division's organizational structure.

Rita Trudeau highlighted the various capital projects that are being worked on by staff and outlined which buildings the division is responsible for.

Rita Trudeau presented the following information:

Asset Management System

- Develop and maintain Town's Asset Management System incorporating inventory owned by the Town; fulfilling financial recording and reporting requirements of the Public Sector Accounting Board (PSAB 3150).
 - Inventory of assets including buildings, land equipment, vehicles, easements, leases, contracts/agreements.

PSAB compliance is not the same as asset management.

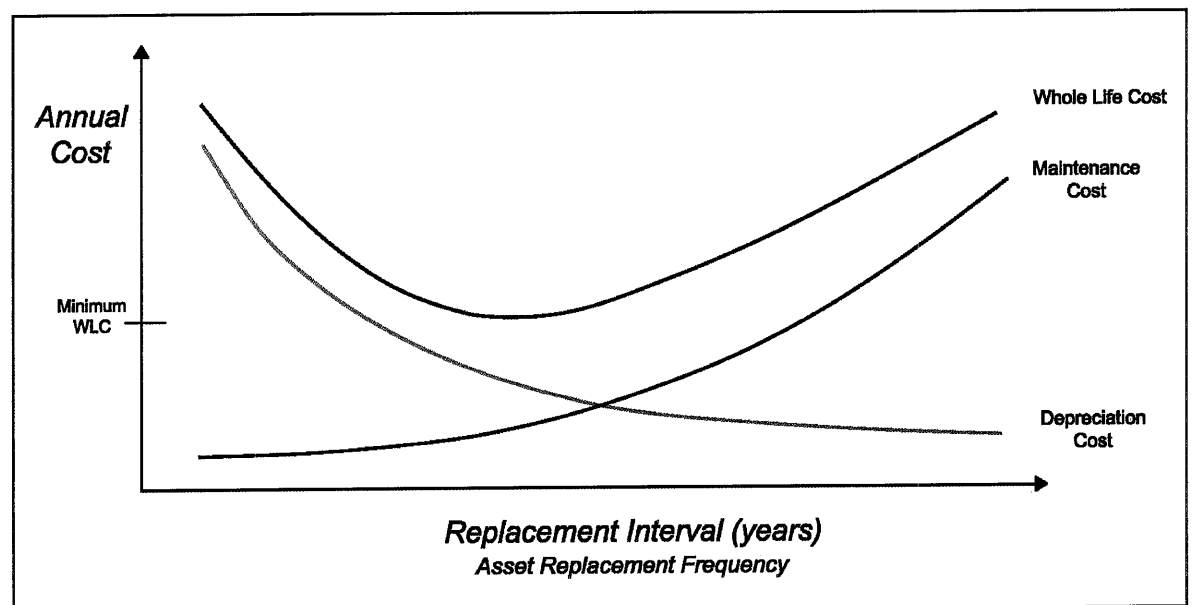
The asset inventory is the link between tangible capital asset accounting and a full asset management plan.

Building the System

1. The establishment of appropriate asset categories, capitalization thresholds and amortization policies.
2. The valuation and cataloging of current assets.
3. The determination of the condition and remaining useful life of those assets.
4. Establishment of a sustainability schedule based on the predicted maintenance and replacement schedule of the Town's assets.
5. The establishment of a financial modeling tool.

Maintenance versus Capital Costs

Whole Life Cost



Justification

To give visibility of the costs and benefits associated with providing the agreed level of service.

Optimization

To minimize the lifecycle costs, including the operation, maintenance and replacement or disposal of each asset in the system.

Current Initiatives

Develop short term (5 year) and make recommendation for long term (10 to 50 years) planning of Town assets:

1. Inventory of assets (various data related to buildings, land, easements, real estate, leases and other agreements).
2. Implement assessment of Town facilities to determine the priority of maintenance and capital work (Caledon and Alton Village, Bolton Fire Hall).
3. Develop Preventative Maintenance Plan (incorporates work from Health & Safety audit).
4. Collaboration with Purchasing on establishing annual and/or roster for service contracts.
5. Develop an action plan to meet the accessibility audit.

Capital Projects

- Provide project management services and manage capital projects in terms of the project life cycle.
- Planning, design, budgeting, scheduling, construction management, operations and maintenance of Town land and facilities.

Current Initiatives

Capital Project	Phase	Expected Completion	Funding Source
Mayfield Recreation Complex renovation	Substantial Completion	March 31, 2011	RInC Grant and Hydro Reserve Fund
Caledon Centre for Recreation and Wellness Youth Centre expansion	Construction	March 31, 2011	RInC Grant and Hydro Reserve Fund
Caledon East OPP Detachment	Design	Summer 2012	Region of Peel OPP Reserve Funds
Johnston Sports Park (Phase 1)	Design	2011	Capital Budget
Pan American Games Equestrian Park	Pre Design	Spring 2015	Debenture Full Cost Recovery
Town Hall upper wing renovation	Concept	2011	Capital Budget
Bolton Fire Hall	Assessment/ Design	2011	Capital Budget
Caledon East Fire Hall Roof Replacement	Design	2011	Capital Budget

Property Management

- Provide for the operations and maintenance of civic properties and non-recreational facilities.
- Rental bookings at select locations.

Effective Utilization of Assets

Present options and make viable recommendations

Acquire Construct Repair Replace Divest

Actions	Outcome
<ul style="list-style-type: none"> • Gather existing leases & agreements • Determine the potential lifespan • Analyze expenditures and revenue • Review current usage and the permitted uses • Review Town's Community Based Strategic Plan (CBSP) 	<ul style="list-style-type: none"> • Lease agreement verification • Building condition and market value assessments • Cost recovery • Interdepartmental collaboration • Alignment with Town departments Master Plans

Non-Programmed Buildings

OPP Detachments

Bolton
 Caledon East
 Caledon Village
 Orangeville

Fire Halls

Alton Fire Station
 Bolton Fire Station
 Caledon East Fire Office
 Caledon Village Fire Station
 Cheltenham Fire Station
 Inglewood Fire Station
 Mono Mills Fire Station
 Palgrave Fire Station
 Snelgrove Fire Station

Heritage Buildings

Belfountain Community Centre
 Melville White Church
 Old Caledon Township Hall
 Rosehill School House
 St. Andrew's Church

Other Buildings

Alton Town Hall
 Caledon East Fire Administration Portable
 Caledon Animal Shelter
 Cheltenham Community Centre
 Palgrave Community Centre
 Town Hall
 Victoria Parks Community Centre

Current Initiatives

Town Hall	Upper floor renovation
Town Hall	Interior signage
Animal Shelter	HVAC and parking lot improvements
Alton Town Hall	Foundation and wall repairs
St. Andrew's Church	Chimney repair
Throughout all buildings	Energy efficiency improvements
	Building condition assessments
	Accessibility upgrades

Project Management – Resources

- Development and maintenance of Town of Caledon Project Manager Methodology

Project Management – Training

- Development and facilitation of Project Management Training/Mentoring

NOTE: Members of Council indicated that it is important to identify what is surplus and the funding that may be required to ensure that an asset is marketable.

NOTE: Staff were requested to facilitate a public information session to educate representatives of non-profit organizations on how to apply for and complete applications for grant opportunities.

NOTE: Staff were requested to ensure that they involve the applicable community association in the decision making process related to use of the facility.

NOTE: Councillor Whitehead noted the need for a community centre in Palgrave.

NOTE: Councillor McClure expressed a need for an animal shelter on the west side of Caledon.

2. Bolton Community Improvement Plan.

Sandra Dolson, Economic Development Officer presented the following information:

On April 5, 2011 staff will bring forward a report regarding an overview of the Bolton Community Improvement Plan (CIP) and companion Urban Design Guideline (UDG), for Council's consideration. This report will identify the achievements through the Financial Incentive Grant Programs and the Municipal Leadership Strategy as well as making some recommendations for adjustments to the CIP and UDG.

Background

Council adopted the Bolton CIP and companion UDG in April 2009. Within the CIP there are 8 Financial Incentive Grant Programs:

- tax increment equivalent grants
- development charge grants
- application and permit fee grants
- building and façade improvement grants
- energy retrofit grants
- landscape improvement grants
- mixed use construction/conversion grants
- environmental study grants

Current Budget

In 2009, Council approved \$100,000 of base Operating Budget funds for financial incentives related to the Bolton Community Improvement Plan (CIP). Council also approved the establishment of a reserve fund for the purpose of carrying forward unspent Bolton CIP budget at the end of each fiscal year to future years.

In 2010 and 2011 Council approved an additional \$100,000 in the Bolton CIP Operating Budget.

In 2010 two approved grant program projects were completed as follows:

Façade Improvement Grant:	Baffo's Pizza	\$7,946.72
Landscape Improvement Grant:	Family Footcare	\$2,426.96

The current balance of the Bolton CIP financial incentive funds are as shown below:

Reserve Balance (2009)	\$100,000.00
2010 Funds to Reserve	89,626.32
2011 Operating Budget	<u>100,000.00</u>
Bolton CIP Balance	<u>\$289,626.32</u>

Bolton CIP Grant Program

Currently, the Town's Municipal Act Fees By-law 2010-002 requires payment of a \$500 fee for the preparation of the Financial Incentive Program Agreement. The staff report to be considered by Council in April will recommend that these fees be waived.

The report will recommend minor changes to the urban design guidelines related to the Façade Improvement section as there is no wording to deal with buildings that are not of a historical nature (in the Bolton core commercial area).

Approval Authority

- Council adopted CIP which names Council as approval authority
- All applications must be reviewed by CIP Administrator then Review Panel
- Similar to Site Plan process, if approval authority is delegated to staff, process will be reduced by 4 to 5 weeks
- Change in approval authority requires Legal Services Department to write a delegation by-law
- Staff will inform Council regarding all applications approved by Review Panel, report to Council to communicate completion of projects and payment of grant, annual summary of CIP Programs, public and business community informed through appropriate media and business groups

Council is the current approval authority for CIP applications. Staff will address through the upcoming report a streamlining initiative to reduce processing timelines such as:

Review Panel unanimous sign-off on "approval recommendation"; and
Approval authority to be delegated to the Treasurer

Energy Efficiency Retrofit Grant Program

- Adopted as one of the eight incentive programs available to businesses in the Bolton CIP area
- No criteria listed for eligibility of equipment type in the CIP document
- Natural Resources Canada provides an "Energy Efficient Equipment Product Model Listings"
- The list is being used as our standard

Carried.

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

7. **BY-LAWS**

Moved by P. Foley – Seconded by D. Beffort

2011-093

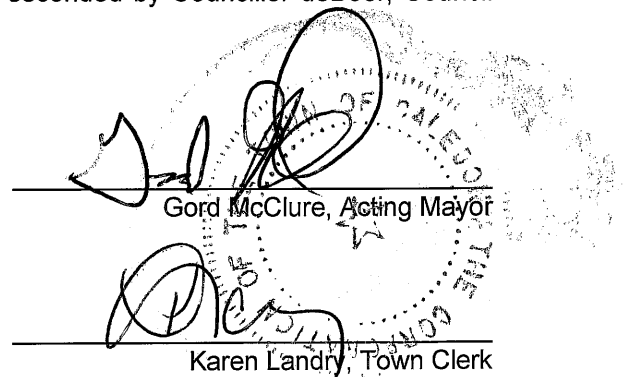
That the following by-law be taken as read three times and finally passed in open council:

2011-016 To confirm the proceedings of the February 15, 2011 Council Meeting.

Carried.

8. **ADJOURNMENT**

On verbal motion moved by Councillor Thompson and seconded by Councillor deBoer, Council adjourned at 11:12 a.m.



Gord McClure, Acting Mayor

Karen Landry, Town Clerk