



Mayor M. Morrison  
D. Beffort  
N. deBoer (Absent - Personal Business)  
P. Foley  
G. McClure  
R. Mezzapelli (Absent – Personal Business)  
R. Paterak  
A. Thompson  
R. Whitehead (Arrived at 3:44 p.m.)

Chief Administrative Officer: D. Barnes  
Fire Chief: B. Bigrigg  
Director of Public Works: C. Campbell  
Municipal Solicitor/Prosecutor: C. Grant  
Director of Planning & Development: M. Hall  
Legislative Administrator: B. Karrandjas  
Director/Chief Financial Officer/Deputy CAO: R. Kaufman  
Manager of Economic Development: N. Lingard  
Legislative Services Supervisor/Deputy Clerk: D. Thompson  
Treasurer: F. Wong

Other Staff Present Specific Items Only  
Senior Development Planner: C. Blakely  
Manager By-law Enforcement & Property Standards: G. Blakely  
Economic Development Officer: S. Dolson  
Senior Development Planner/Urban Designer: J. Kelemen  
Energy and Environmental Coordinator: J. Schembri  
Senior Policy Planner: M. Williams

1. **CALL TO ORDER**

Mayor called the meeting to order at 3:11 p.m.

2. **PRAYER AND O CANADA**

Councillor Paterak opened the meeting with a prayer.

3. **APPROVAL OF AGENDA**

Moved by P. Foley - Seconded by R. Paterak

2011-191

That the agenda for the March 23, 2011 Council Meeting be approved, as amended.

Carried.

4. **COUNCIL COMMUNICATIONS/INQUIRIES AND ANNOUNCEMENTS**

- 4.1 Announcements - None.
- 4.2 Urgent Business - None.
- 4.3 Notices of Motion – printed with the agenda – None.
- 4.4 Notices of Motion – presented at meeting.

- (i) Councillor Paterak presented a Notice of Motion regarding the Oak Ridges Moraine.

4.5 Council Inquiries – None.

Moved by R. Paterak - Seconded by P. Foley

2011-192

That Council convene into Council Workshop.

Carried.

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

## 6. COUNCIL WORKSHOP

### 1. Eco Business Park.

Chris Rickett, TRCA the Senior Project Manager for Partners in Project Green presented the following information:

#### Background

At the November 25th, 2008 meeting of Council, Resolution W-617-2008 was passed directing Town of Caledon staff to explore the opportunities for eco-business opportunities in the community, focusing on three potential employment areas – Mayfield West, Coleraine West and Tullamore.

The eco-business opportunities were set to focus on two priorities:

1. Programming and Marketing – identify potential programs that could be delivered to businesses to promote green business opportunities and the marketing tools to support both business retention and attraction efforts.
2. Municipal Policy Tools – focusing on a specific employment area, identify municipal policy tools that could be utilized to promote eco-business opportunities.

The purpose of the Council Workshop on March 23, 2011 is to discuss the general principles of Eco-business Development and the progress made to date.

#### Programming and Marketing

In partnership with TRCA, Town of Caledon staff has been working to identify and leverage existing eco-business programming delivered through TRCA's Partners in Project Green initiative. Partners in Project Green focuses on helping businesses surrounding Toronto Pearson improve their financial and environmental performance through resource reductions and identifying new eco-business opportunities.

Many of the programs that are delivered through Partners in Project Green are easily replicable in the Town of Caledon, such as training and networking sessions, green procurement solutions and sustainability consulting services. TRCA staff and Town of Caledon staff are currently working to best integrate these tools and offer them to the local business community. These deliverables serve as action items in the Town of Caledon's Economic Development Marketing Plan 2010/11.

#### Municipal Policy Tools

To identify a specific employment area to focus on, each employment area was reviewed in light of existing planning timelines. Town of Caledon staff in consultation with TRCA staff focused their efforts on the Coleraine West Employment Lands given the opportunity to get involved at the front end of the planning process.

However, it was felt that the recommendations developed regarding planning policies and engineering standards would easily be replicable in other employment areas in the municipality, including Greenfield employment areas like Mayfield West 2, as well as existing employment areas.

#### Road Map to Eco-Business Development in Caledon Toronto and Region Conservation Authority

To assist in the development of the Coleraine West planning process, and to identify broader municipal eco-business employment land policy options, TRCA staff undertook the following actions in partnership with Town of Caledon staff:

- Official Plan Recommendations – recommendations were provided to include eco-business concepts into the official plan amendments for Coleraine West Employment Lands.
- Eco-Business Road Map Staff Workshop – hosted an inter-department eco-business workshop to educate staff on the concept of eco-business areas and to get their input on the tools and resources that would help them green the Town of Caledon's employment areas.
- Eco-Business Road Map – developed a Road Map to Eco-Business Development in Caledon that provides recommended actions to help the municipality embrace eco-business principles in local employment areas, including Coleraine West.

## Overview of Road Map to Eco-Business Development in Caledon

This report builds on the Town of Caledon's existing sustainability efforts with a review and analysis of the municipality's existing policies, regulations and programs, as well as integration of feedback provided during the staff workshop.

The Road Map to Eco-Business Development in Caledon requires coordination to make effective use of the proposed policies, regulations and other actions to support eco-business activity in the Town of Caledon.

The following are some highlights from the document:

- Planning
  - Develop overarching policy support and definitions for eco-business employment areas.
  - Identify best practices in subdivision design for eco-business employment areas.
  - Revise design guidelines to include eco-business principles.
  - Consider eco-business designations in the zoning bylaw.
- Public Works and Engineering
  - Expand review of Development Guidelines beyond climate change to include eco-business principles.
  - Develop sustainable infrastructure guidelines for eco-business employment areas.
- Economic Development
  - Make use of the community's eco-business policy framework to attract progressive industries to the area.
- Corporate Operations
  - Integrate eco-business principles into the Town of Caledon's planned Asset Management Plan.
  - Leverage upcoming corporate GHG Reduction Plan to establish GHG-related targets for business and provide eco-business principles as a means of helping the community reach these targets.

## Next Steps

With the Road Map document completed proposed next steps for the development of eco-business opportunities in the municipality:

- To finalize program requirements and funding requirements.
- Marketing and Program Support – Town of Caledon staff will continue to work with TRCA to integrate eco-business programming and marketing for the broader business community as per the town's economic development marketing plan.

## Greening Employment Lands

### The Role of Eco-Business Zones

#### "Eco-Business" – Key Principles

- Optimize resources
  - Cascading: energy, water, waste
- Systems thinking
  - What's the big picture
- Collaboration
  - Building & leverage networks

#### So...What is an Eco-Business Area?

Planning/Site Layout  
Infrastructure Design & Construction  
Building Design & Construction  
Business/EIP Operation

#### Planning

Roads are right-sized and integrated with storm, landscape, trails  
Lot diversity  
Maximize development area  
Natural features to manage storm water and energy

#### Green Infrastructure – Water & Sewer

Low impact, eg. Swales instead of curb and gutter  
Multi-purpose design  
Distributed and green technologies

Businesses have access to potable and non-potable water  
 Green Infrastructure – Energy

Possible on-site energy generation  
 Energy conserving and generating buildings  
 Geoexchange or other renewable energy systems  
 Accommodate district energy piping

#### Green Buildings

Within the next 3 years, companies that do not have green workplaces will be at a competitive disadvantage from:

- Higher operating costs
- Lower productivity
- Declining attraction and retention of skilled workers
- Increasingly negative brand image

#### Business Operations

- Multi-business efforts
  - Purchasing blocks
- Joint services
  - Shipping, loading, training, landscaping
- Material/energy
  - By-product reuse (eg. Waste heat)
  - Joint utilities
- Diversify local economy

An Eco-Business Zone example...

Innovista Eco-Industrial Park, Hinton, AB, [www.eip.hinton.ab.ca](http://www.eip.hinton.ab.ca)  
 TaigaNova Eco-Industrial Park, Fort McMurray, AB, [www.taiganova.com](http://www.taiganova.com)

#### Partners in Project Green

##### Eco-Business Zone

- TRCA, GTAA in partnership with Peel, Toronto, Brampton and Mississauga
- 12,000 ha – 12,500+ businesses with 355,000+ employees
- North America's largest eco-business zone
  - Green procurement
  - Eco-efficiency audits
  - Employee commuting
  - Waste reuse
  - District energy
  - Sustainability consulting
  - Municipal policy alignment
  - Green jobs development
  - Ongoing education & outreach
  - Business best practices
  - Sustainability consortiums
  - Goods movement

The cost of Eco-Business vs. 'Business as Usual'

#### Quantifying Benefits – Innovista

	Baseline	Expected	Impact
Land Use for Infrastructure (m2)	18,800	21,800	3,000
Land Protected/Restored	0	119,300	119,300
Waste Production (kg)	4,100	1,100	-3,000
Waste Production (kg/year)	1,500	1,100	-400
GHG (eC02) emissions (tonnes)	182,700	137,900	-44,700
GHG (eC02) emissions (tonnes/year)	281,900	222,800	-59,200
Renewable Energy Consumed(GJ/year)	0	50	50
Energy Consumed (GJ)	8,200	6,600	-1,600
Energy Consumed (GJ/year)	3,500	2,600	-900

#### Does 'Green' Cost More?

- Green achieved at same costs
- Integrated design process = re-allocate design costs from start
- Proforma
  - Test out development options

#### Quantifying Benefits – TaigaNova

- Green developer earns less?
  - Conventional private sector profit targets and proforma
- Does green cost more?
  - Market pricing with no premium
- How long to market?
  - Raw land to fully serviced in 3 years
- Who will be interested?
  - Oilsands service companies, not traditional 'green' companies

#### Green Leadership in Caledon

- OPA 226
  - Sustainability policy and tools
- Green development program
- Industrial/commercial design guidelines
  - Energy efficient design
- Green energy projects
  - Funding for energy audits
  - Caledon east civic campus DE study
- CIP strategy
  - Promoting green buildings and retrofits
  - Sustainability master plan for employment area

#### Two approaches

1. Programming and Marketing (Operations)
  - Identifying existing programming and marketing tools that can be leveraged to promote eco-business
2. Municipalities (Planning & Infrastructure)
  - Identifying municipal policy tools that can be utilized to promote eco-business.

#### Coleraine Road West Employment Lands

#### Recommendations for Eco-Business Employment Land Development

##### Municipal Toolbox:

- Potential Tools to promote Eco-Business
- Land use plans
- Development regulations & standards
- Strategic & operational plans
- Public land management
- Public/staff education & outreach programs
- Information management systems

##### Recommendations:

##### Potential tools to promote Eco-business

##### Planning

- Develop over-arching policy support
- Secondary plan policies
- Subdivision guidelines
- Design guidelines
- Eco-business zoning designations
- Development approval process

##### Public Works & Engineering

- Expand review of development guidelines to include eco-business
- Develop sustainable infrastructure guidelines

##### Economic Development

- Utilize eco-business framework to attract progressive employers

##### Next Steps:

##### Funding Assistance

- Application has been made to OPA to assist in funding the required development tools and policies

##### Municipal Assistance

- Support the development of the required tools and policies

#### Caledon Eco-Business Program

#### Actions to support eco-business operations in Caledon

#### Eco-Business Support

#### Tools for Local Businesses

#### Programming

- Eco-efficiency program
- Green purchasing alliance
- Sustainability internships
- Training and workshops

Networking

- Business-to-business events
- Sustainability consortiums

Eco-Business Support

Marketing Support for EcDev

Website

- Create a Caledon portal on existing [www.partnershipsprojectgreen.com](http://www.partnershipsprojectgreen.com) site

Collateral

- Co-branded program materials
- Caledon eco-business profiles

Media

- Integrated media strategy with PPG

Eco-Business Support

Benefits for Caledon Businesses

Business Retention & Expansion

- Eco-business programming is about helping companies succeed and expand

Investment Attraction

- Best way to attract is by treating your existing businesses great

Advocacy

- Eco-business provides a format for interaction and learning

Next Steps:

Program Development

- Finalize program opportunities and funding requirements

Marketing Strategy

- Develop marketing strategy for local companies

Sandra Dolson provided Council with "Roadmap to Eco-Business Development in Caledon: Recommendations for the Coleraine West Employment Lands" at the meeting.

2. Special Sign Districts.

Jana Kelemen, Senior Development Planner/Urban Designer presented the following information:

Background

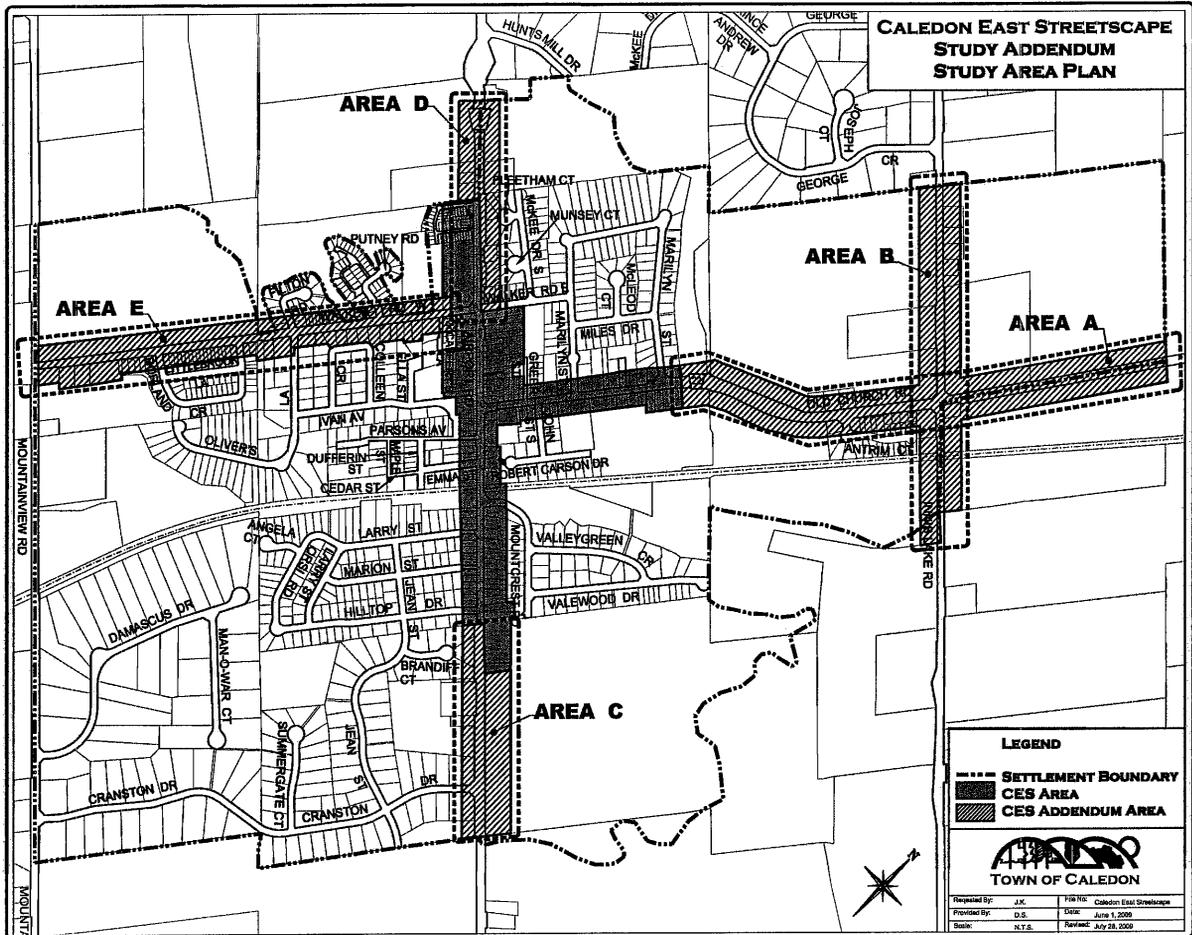
2010 - Caledon East Streetscape Study Addendum - to include an extension of the limits of the original study area and to suggest improvements for some of the originally proposed streetscape elements.

Action 30 – Sign By-law Amendment to create a Special Sign District to improve signage in private and public realm.

To bring forward a Council Report to amend the Sign By-law, this presentation will review the areas of consideration, proposed approach and review process, and the suggested by-law provisions and Guidelines, in order to obtain feedback from Council.

Areas of Consideration

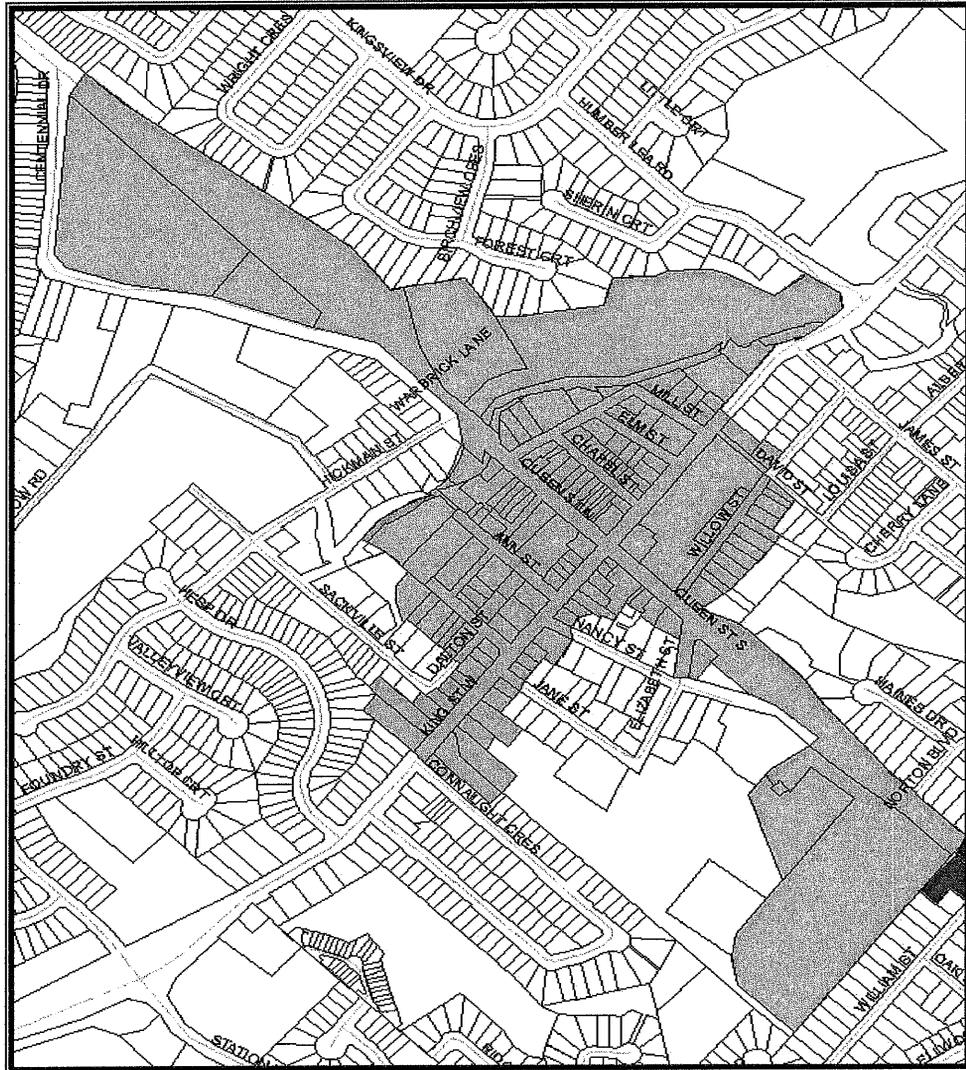
Caledon East: Study Area as per Caledon East Streetscape Study Addendum (December 2009)



**Areas of Consideration**

Through preparation of the Community Improvement Plan (CIP) for Bolton in 2009, Bolton Historic Core precinct has been identified as an area which could benefit from renovation and development that is respectful of its historic character. CIP provides a grant for improvements to/ restoration of business signage.

To maintain the unique character of Bolton's core, and to support the intent of the CIP, it is suggested to also establish Bolton Historic Core precinct as a Special Sign District.



#### Approach

Based on our research of other municipal practices, it is suggested to amend the Sign By-law to establish a Special Sign Districts section, and to create Sign Design Guidelines.

The Special Sign Districts section will:

- define areas of Special Sign Districts;
- identify the review process for the applications in these areas;
- establish a definition for projecting signs;
- and create provisions for the maximum sign areas and heights wherever varied from the recent provisions.

The Sign Design Guidelines will assist the applicants in development of effective and appropriate signage. This document may be further used for Community Improvement Plan(s).

#### Review Process

##### Step 1

Applicant meets with Building Permit Co-ordinator, or the Urban Designer and/or Heritage Resource Officer (UD/HRO) to obtain the appropriate information.

##### Step 2

Applicant submits the required documentation to UD/HRO.

##### Step 3

UD/HRO review the proposal within 5 business days. UD/HRO approve the proposed design, or suggest changes to comply with the intent of the Guidelines.

##### Step 4

When proposed design is approved by UD/HRO, applicant submits application requiring a permit for a sign.

##### Step 5

Plans Examiner reviews compliance with OBC within 10 business days.

#### Proposed Sign Provisions

Ground signs – reduced height  
Permitted sign height as per By-law 94-14 (3.6m)  
Permitted sign height as per proposed amendment (3.0m)

Wall and canopy signs – reduced area

#### General Guidelines

Guidelines will provide assistance for the property/ business owners to develop effective signage of a high visual quality.

General design guidelines will address:

- Quantity/size
- Location
- Materials
- Colours
- Lettering
- Lighting

#### Ground sign guidelines

- Ground signs should be mounted perpendicularly to the fronting street for better visibility.
- Ground signs shall not block any landmarks, or other businesses. Measures should be made to improve the sightlines.
- The size and design of the sign should be responsive to the size and architecture of the building. Generally, the size should be based on the permitted driving speed on the street. Smaller signs (up to 4 m<sup>2</sup>) should be placed on streets with 50 km/h limit.
- Ground signs shall be complimented with attractive landscaping. Preferably, the sign should be installed on a landscaped base.

#### Wall sign guidelines

- Wall signs should not extend beyond the end of façade, nor should it extend beyond the roof line.
- The location of wall signs should respect the design of the building and correspond with its openings and architectural features.
- Wall signs should be designed in proportion to their surroundings. Rather than creating an overwhelming feature, they should be designed as a contributing component of the building.
- Where flat areas suitable for signage boards are limited, individual letters mounted directly on the wall might be considered.

#### Canopy sign guidelines

- Retractable fabric awnings are preferred. Other natural materials such as metal and glass are also appropriate. Vinyl and other plastic composites are not acceptable materials for canopy signs. Round and bubble awnings are strongly discouraged, as they are historically irrelevant.
- Canopy signs shall be situated above store windows and/or doorways and should not be designed as an extended continuous feature.
- Canopy signs shall have a minimum clearance of 2.4 m above the sidewalk.
- Sign lettering should not occupy more than one third of the overall canopy area.
- Soft solid colour canopies are preferred. Striped canopies should be only used if appropriate for the architectural style of the façade.
- Canopy signs should not be illuminated.

#### Projecting sign guidelines

- There shall only be one projecting sign per business.
- Projecting signs should be mounted to not obstruct the view of a wall sign.
- Generally, the projecting signs should be located at minimum 10 m apart from each other. If this is not achievable, the design and placement should be coordinated with those of neighbouring businesses to avoid any intrusion.
- Projecting signs shall be small in scale and have a minimum clearance of 2.4 m above sidewalk.
- The supporting and/or anchoring structure should be designed as an integral part of the sign. Metal decorative brackets are preferred

#### Next steps

- Feedback from Council
- Consultation with Region
- Refinement and preparation of the Sign By-law Amendment and Sign Design Guidelines

- Preparation of Final Report and By-law for Council (spring 2011)

NOTE: Council would like business owners to be encouraged to utilize the CIP program to replace signs.

3. Municipal Statutory Obligations – Fire Protection and Prevention Act.

Brad Bigrigg, Fire Chief presented the following information:

Mission Statement

The Mission of the Department of Fire & Emergency Services is to provide an effective, efficient, safe, professional and prompt safety system to protect and strengthen our community through education, prevention and rapid intervention at emergencies.

Municipal responsibilities

2. (1) Every municipality shall,

- (a) establish a program in the municipality which must include public education with respect to fire safety and certain components of fire prevention; and
- (b) provide such other fire protection services as it determines may be necessary in accordance with its needs and circumstances.

Municipal Duty for Fire Protection

Fire departments

(1) A fire department shall provide fire suppression services and may provide other fire protection services in a municipality, group of municipalities or in territory without municipal organization. 1997, c. 4, s. 5 (1).

Once the decision is made to operate a fire department there is a;

- Duty of Care, and a;
- Standard of Care

Fire Prevention & Public Education

Municipalities may develop a different model for fire prevention and public education services provided they are able to demonstrate that their model meets the mandated requirements of the community's local needs.

- Simplified risk assessment
- A smoke alarm program
- Fire safety education material distributed to residents/occupants
- Inspections upon complaint or when requested to assist with code compliance

Fire Protection Services

Fire Suppression

Rescue

Pre-Hospital Emergency Care

Technical Rescue (with Assistance)

Issues Affecting Fire Protection

- Firefighter Training/Experience
- Business Day Availability/Emergency Incident Staffing
- Apparatus, Equipment & Facilities
- Response Time and Support

Municipal Responsibilities Emergency Management

(2) The emergency management program shall consist of,

- (a) an emergency plan as required by section 3;
- (b) training programs and exercises for employees of the municipality and other persons with respect to the provision of necessary services and the procedures to be followed in emergency response and recovery activities;
- (c) public education on risks to public safety and on public preparedness for emergencies; and
- (d) any other element required by the standards for emergency management programs set under section 14. 2002, c. 14, s. 4. – Emergency Operations Centre

Emergency Plans

- Community Emergency Response Plan
- Communicable/Infectious Disease - Pandemic Plan
- Flood Contingency Plan
- Evacuation Plan (OPP)
- Region Of Peel Plans – Pandemic, Mass Casualty, Mass Fatality and Repatriation

Emergency Management Training

Region of Peel Courses:

- Basic Emergency Management
- Incident Management System (100 and 200 Series)
- Community Emergency Management Coordinator

Canadian Emergency Management College Courses:

- Emergency Operations Centre Management
- Incident Site Management

Public Education Program

Emergency Management Week – May

Fire Prevention Week – October

Web Site

- 7 Day Supplies
- Family Emergency Plan
- Power Failures
- Severe Weather

Emergency Operations Centre

Mayfield/Palgrave Rooms - Secure Facility

- 24/365 Access
- Telecommunications
- Back-up power
- Meeting room space
- Cafeteria

Alternate – Valleywood Fire Station or Region of Peel 5th Floor

4. Master Fire Plan Status.

Brad Bigrigg, Fire Chief presented the following information:

Adopted by Council in September in 2008, the Plan addresses:

- Facilities
- Staffing
- Apparatus and Equipment
- Training
- Fire Prevention and Public Education

Facilities

Facility	Original Estimated Cost *2008	Status	Comment
Fire Admin Office Move to OPP	\$500k Capital Budget Approval	Ongoing Planning	Awaiting OPP Move to New Facility
Valleywood Expansion	\$400k Capital Budget Approval	Ongoing Planning	Awaiting Peel EMS Decision
New Bolton Fire Station	\$3M Capital Budget Approval for Design Phase	Sites Review Complete	Awaiting Site Selection & Design Phase
Palgrave Fire Station Renovation	\$550k	Not Recommended 2011	Station in critical need of upgrade

Staffing

Staffing	Original Estimated Cost *2008	Status	Comment
1 Platoon	\$450k	Approved 2011	To start work October 2011
1 Inspector	\$72k	Approved 2011	To start work October 2011
1 Public Educator	\$72k	Not Recommended 2011	
Convert 1 PPT to PFT	\$12k	Not recommended 2011	

Apparatus

Apparatus	Proposed Purchase Year	Estimated Cost	Status
P 301 (1991)	2010	\$485k	Approved in 2011 Capital Budget
Command Post – New	2010	\$200k	Not Requested, Deferred until Required
C 303 (2003)	2011	\$50k	Deferred until 2012
Aerial Truck – New	2012	\$1.2M	Planned 2012/2013

Beyond 2011

Plans are in place to ensure that the Department is well positioned to meet the expectations of the community based on local needs and circumstances.

- Reducing the size of the Fleet/Apparatus
- Maintaining VFF supported by career staff when necessary and appropriate
- Continue to provide curriculum based training locally
- Continue to upgrade/relocate fire stations to meet our needs
- Community safety continues to be the focus of our Fire Prevention and Public Education Programs

NOTE: Staff to meet and review the burn by-law as it relates to residents on estate lots having open fires.

Moved by P. Foley – Seconded by D. Beffort 2011-193

That Council rise out of Council Workshop. Carried.

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

8. **BY-LAWS**

Moved by D. Beffort – Seconded by P. Foley 2011-194

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

2011-037 To confirm the proceedings of the March 23, 2011 Council Meeting. Carried.

9. **ADJOURNMENT**

On verbal motion moved by Councillor McClure and seconded by Councillor Whitehead, Council adjourned at 5:32 p.m.

  
 Marilyn Morrison, Mayor  
 for   
 Debbie Thompson, Deputy Clerk

