



Council Meeting Minutes
Tuesday, May 10, 2011
9:30 a.m.
Council Chambers, Town Hall

Mayor M. Morrison
D. Beffort (left at 12:00 p.m.)
N. deBoer
P. Foley
G. McClure (Arrived at 9:37 a.m.)
R. Mezzapelli
R. Paterak
A. Thompson
R. Whitehead

Chief Administrative Officer: D. Barnes
Municipal Solicitor/Prosecutor: C. Grant
Acting Director of Public Works: J. Hasselbacher
Legislative Administrator: B. Karrandjas
Director/Chief Financial Officer/Deputy CAO: R. Kaufman
Director of Administration/Town Clerk: K. Landry

Other Staff Present Specific Items Only

Manager of By-law Enforcement & Property Standards: G. Blakely
Senior Animal Control/Licensing Officer: S. Forrest
Director of Planning & Development: M. Hall
Corporate Communications Manager: L. Johnston
Chief Building Official: G. Middlebrook
Customer Service Supervisor/Deputy Clerk: D. Publow
Director of Recreation: K. Scott
Building Permit Coordinator: G. Smillie
Senior Manager, Capital Projects and Property Management: R. Trudeau

1. **CALL TO ORDER**

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

2. **PRAYER AND O CANADA**

Councillor Whitehead opened the meeting with a prayer.

3. **APPROVAL OF AGENDA**

Moved by N. deBoer - Seconded by P. Foley 2011-292

That the agenda for the May 10, 2011 Council Meeting be approved. Carried.

Moved by R. Mezzapelli - Seconded by N. deBoer 2011-293

That Council convene into Council Workshop. Carried.

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

5. **COUNCIL WORKSHOP**

1. Coordinated Signage.

Sean Ballaro and Joe Avsec of Region of Peel presented the following information:

Sign Requests and Installation on Regional Road Corridors

Types of Requests

Traffic signs such as:

- Stop signs
- Yield signs
- Chevron signs
- Parking signs

Government Agency Signs such as:

- Welcome/population signs
- Regional and city/town facility signs
- Transit signs
- Historical and attraction signs (such as hamlet signage)
- Ministry of Transportation of Ontario signs

Quasi-Government signs such as:

- Metrolinx
- Conservation authorities
- Agencies with government partnerships such as Crime Stoppers and MADD
- Heritage/Cultural identification signs

Quasi-Government and Partnership Signs

- Agencies such as The Greenbelt Association and Mothers Against Drunk Drivers (MADD) have approached the Region to install signage
- Because of the relationship/partnerships these organizations have with the Region and/or other levels of government for the purpose of signage they are typically treated as Government Agency signs
- These signs typically include the logo of the organization and sometimes the Regional/Municipal/Police logo depending on partnerships
- Currently Regional Staff use "Sign and Pavement Marking Policy on Regional Roads" (Policy W30-03) and "Tourism Signage on Regional Roads" (Policy W30-16) to determine approval for the installation of signs on Regional right-of-way
- Quasi Government agencies and agencies with partnerships with the Region who request signs are not currently covered under any Regional Policy
- As a result of more frequent requests relating to these types of signs discussions have occurred between the Regional Traffic and Real Property sections on how to deal with these requests, i.e. encroachment agreements or permits and formal incorporation into our sign policies

Process currently being followed for the installation of Quasi-Government Partnership Signs:

- Stakeholder meetings are held to determine nature of partnerships
- Requesting agency is advised of installation costs and processes
- Requester is advised of approval or denial and Council is informed prior to installation
- Requester is required to obtain insurance and to absolve the region of any liability

2. Dog Licensing.

Glenn Blakely, Darlene Publow and Susan Forrest presented the following information:

Dog Tag Program
 Its evolution through the 2000's

Tag Sales Statistics

- Lifetime tags were sold from 2001 to 2005

| Year | Tags Sold |
|------|-----------|
| 2001 | 2312 |
| 2002 | 2028 |
| 2003 | 1612 |
| 2004 | 1459 |
| 2005 | 1249 |
| 2006 | 1138 |
| 2007 | 1160 |
| 2008 | 1218 |
| 2009 | 1249 |
| 2010 | 1370 |

Price of Tags - Chronology

| Lifetime | 1st Dog | 2nd Dog | 3rd Dog |
|----------------|-----------------------------------|---------|---------|
| 2001 | \$75 (does not include surcharge) | \$100 | \$125 |
| 2002-2005 | \$85 (includes surcharge) | \$110 | \$135 |
| 2006 | N/A | N/A | N/A |
| Regular | | | |
| 2001 | \$25 (does not include surcharge) | \$40 | \$50 |
| 2002-2008 | \$35 (includes surcharge) | \$50 | \$60 |
| 2009-2011 | \$40 (includes surcharge) | \$40 | \$40 |

Status of Surcharge (Repayment)

- Surcharge of \$10.00 was set by By-law 2001-123 to help pay for the new Animal Shelter
- Has been collected since 2002 at time of sale of dog tag
- \$300,000 of the \$742,500 budget for the Animal Shelter was to be collected via the surcharge
- Current amount remaining to be collected is \$103,436
- Based on current tag sales, this amount will be paid off by 2018

Elements of Program

- Renewal Notices
- Veterinarians
- Door to door sales
- Pet/Pet food stores
- On-line
- Animal Shelter Practices

Renewal Notices

- Renewal Notices go out in late November of each year to all active tag owners from the previous year
- A follow-up mailing goes out in April/May to non-renewed tag holders from the previous year

Veterinarians

- Tried selling tags directly to customers, but difficult to keep transactions separate
- Currently have applications available to provide to customers

Door to Door Sales

- Has been tried in the past – not cost effective
- Tried in 2010
 - 86 homes contacted in 3.5 hours of work
 - Varying hours including evenings and weekends
 - 2 tags sold

Pet/Pet Food Stores

- Pet and pet food stores currently provide applications to customers
- Pet stores include
 - Petrific, Caledon East
 - Hagenpets and Pet Value, Bolton

On-line

- Information, by-law and application form available on-line for printing
- Links can be accessed from By-law Department page, Customer Service page or by using a keyword search

Animal Shelter Practices

- A customer must purchase a tag upon adoption of a dog from the shelter
- Upon application, we ensure that any other dogs in the household also have tags
- Upon redemption of their dog from the shelter, a tag must be purchased
- When officers attend complaints, tags must be purchased

Benefits of Program

- Decreases dispatch calls - can be resolved with a phone call
- Decreases time of stay in shelter
- Can easily contact owner if dog is found injured
- Provides an instant ID
- Impound fees are lower for owner redemption

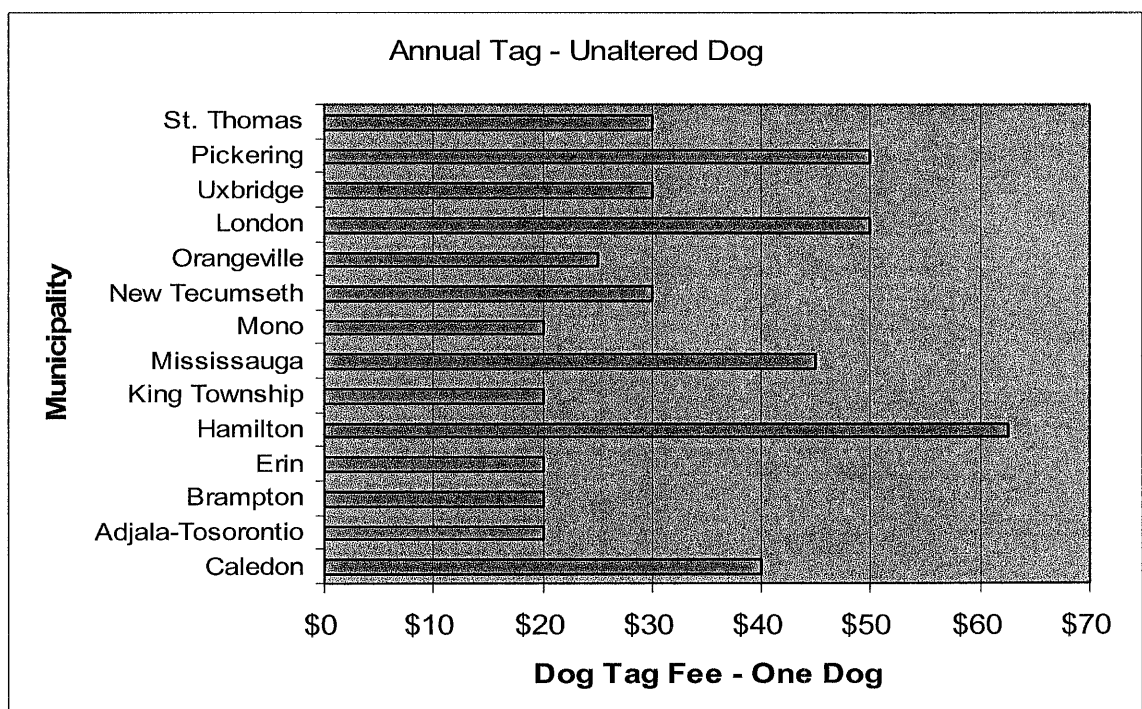
Microchips

- Reader provides a number, then must phone to get owner information
- Reader cost - \$400-\$500 – we have one
- Chip may move with time – difficult to locate chip to read
- Vet generally implants the chip – average charge for implant is \$70 - \$100
- If shelter sends dog in for spay or neuter, then chip is implanted at that time
- We sell chips for \$25 to customers adopting dogs or cats from our shelter – customer must get it implanted
- Microchips do not provide owner information as readily as a dog tag and would, in most cases, result in the dog being impounded

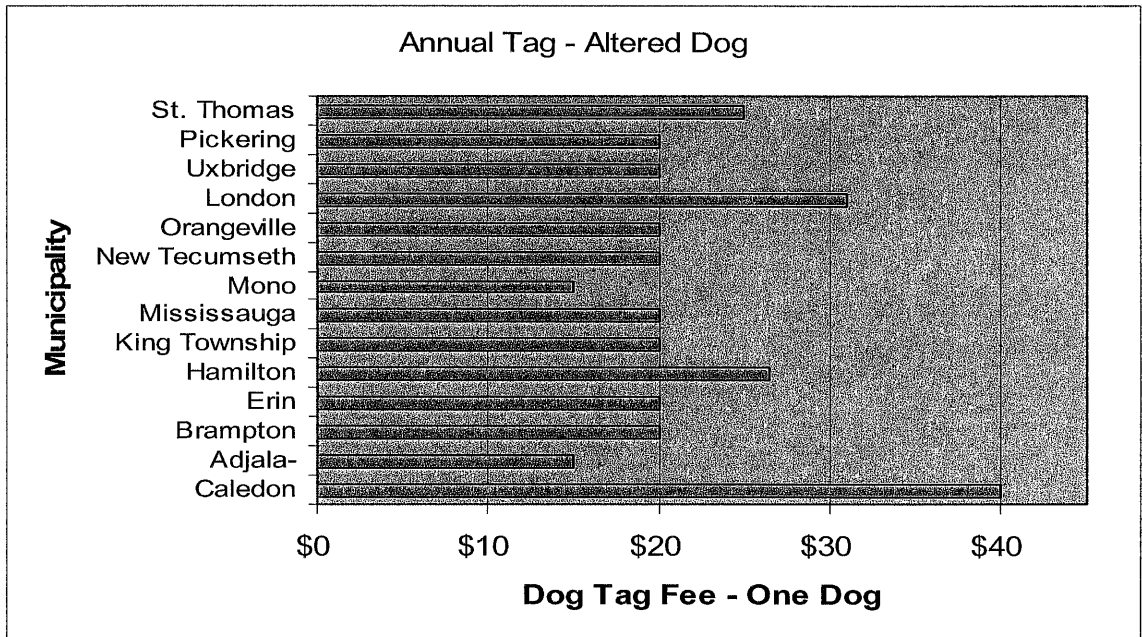
Caledon Statistics

| Description | 2009 | 2010 |
|---|------|------|
| Number of dogs redeemed with valid licence affixed | 34 | 23 |
| Number of dogs redeemed without a valid licence affixed | 106 | 89 |
| After hours calls for Dogs Running at Large with tags affixed | 10 | 13 |
| After hours calls for Dogs Running at Large without a licence affixed | 43 | 47 |

Dog Tag Fees – Unaltered Dog



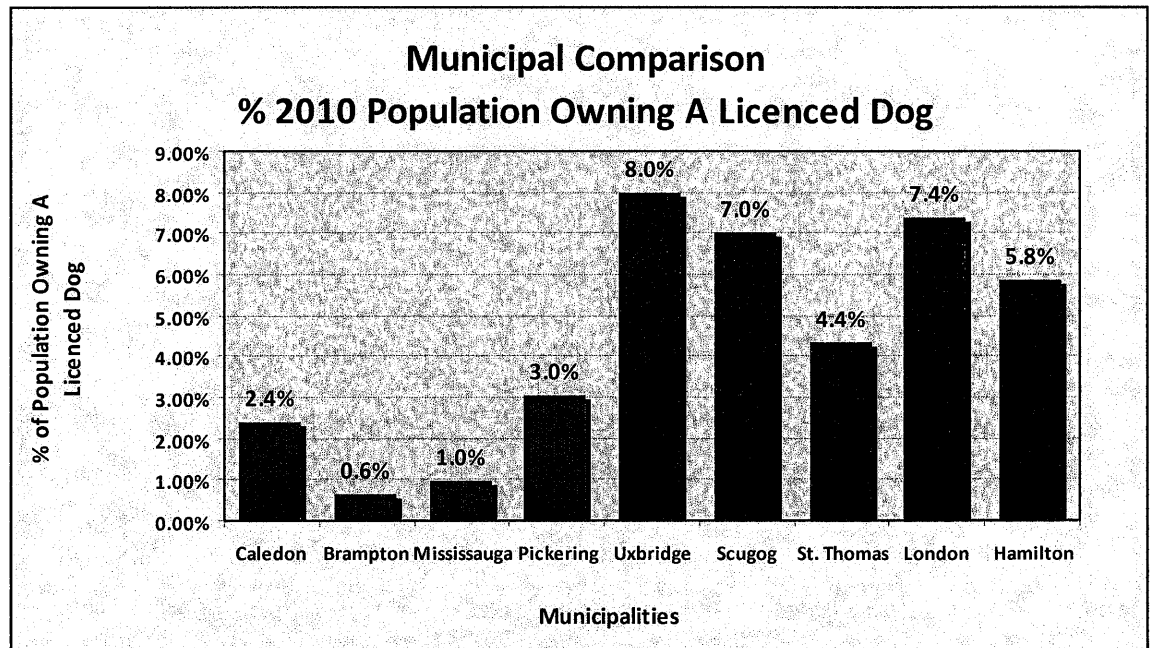
Dog Tag Fees – Altered Dog



Caledon Statistics

- Dog Tag sales represent 37% of revenue for Animal Services
- 71% of currently licensed dogs are altered
- 27% of currently licensed dogs are microchipped

Municipal Comparison



NOTE: Individual Members of Council discussed program enhancements such as:

- Absorbing the cost of dog tags within the tax base and provide free tags since the goal is to have owner information on file in order to return lost dogs
- Hire students to go door to door
- Increase visibility and accessibility of the forms, e.g. library, newspaper ads
- Conduct a promotional campaign
- Partnership with business to provide incentives or prizes
- Lower the fee for a dog tag
- Compare cost of tag to similar municipalities
- Weekend coverage

3. Fill By-law.

Glenn Blakely presented the following information:

Background

- Council requested staff review Fill By-law provisions pertaining to:
 - Provide fewer restrictions on where fill may be placed as it relates to minor landscaping, and
 - Review of permit fees

Issues

- Property owners frustrated - cannot landscape properties;
- Do fill permit fees reflect cost of administration and enforcement, and
- Liability issues on the approval of fill permits

| Fill Permit Enforcement Activity | | | |
|----------------------------------|---------------------|--------------------|--------------|
| Year | Fill Permits Issued | Fill Orders Issued | Prosecutions |
| 2008 | 21 | 22 | |
| 2009 | 8 | 5 | 2 |
| 2010 | 17 | 22 | 1 |
| 2011 | 5 | 4 | 1 |
| Total | 51 | 53 | 4 |

Existing Provisions

Fill may be placed in one of the following circumstances:

- On land zoned agricultural, (A -1, A -2, or A-3) with an active agricultural operation on the lands
- Where a building permit has been issued to construct a building
- Where a property has received conditional site plan approval
- Less than 150mm (6 inches) of fill is being placed for top dressing of lawns for gardening purposes

Minimum conditions on the placement of fill include but not limited to:

- Requires confirmation that fill material is not contaminated
- Grade plan showing existing and proposed grades
- Demonstrate no impact to neighbouring properties
- Public Works has received road damage deposit
- Keeping record of load counts
- More than 10,000 cubic meters (1000 loads) requires public information meeting

Proposed Changes

- Allow fill on any lands zoned A1, A2 or A3 regardless of actual land use to allow landscaping of properties
- Exempt fill placed for grading in accordance with the *Ontario Building Code Act* (positive drainage from foundation)
- Enhance protection of natural areas by prohibiting fill activity in areas zoned as EPA or designated EPA in Town Official Plan
- Ensure that fill does not result in a change to the grade of the property which has the potential to significantly impact the natural contours to the detriment of the adjacent lands
- That the fill is not placed on lands which exhibit natural characteristics similar to lands designated Environmental Protection in the Town of Caledon Official Plan
- Consider a requirement for grade plans to be prepared and certified by a Professional Engineer to reduce the potential liability risk of plans prepared and approved by non-professionals
- Various housekeeping amendments such as enforcement responsibilities

| Current Application Fees | |
|--|-----------|
| For total loads of fill of 20 - 100 cubic metres in volume (2 -10 loads) | \$119.00 |
| For total loads of fill of 100 – 1,000 cubic metres in volume (10-100 loads) | \$594.00 |
| For total loads of fill greater than 1,000 cubic metres in volume (greater than 100 loads) | \$1195.00 |

| | |
|--|-------------------------|
| Additional fee for total loads of fill greater than 1,000 cubic metres | \$1.00/10 cubic metres |
| Where a permit was not obtain prior the placement of fill | 20% Admin. Fee. |
| Re-inspection fee | \$337.87 (incl. H.S.T.) |

Public Works Department Road Use Fees

- Fill-Heavy Truck Road Use fee of \$1.42/kilometre per load travelled on municipal road, and
- Road damage securities required of \$140,000 for hard surfaced roads and \$40,000 for gravel roads

Fees in other Municipalities

- City of Vaughan - \$100 for small site; \$500 for large site (based on security value)
- Town of New Tecumseth – lot 1.0 ha or less -\$250; >1.0 ha fee is \$250 plus \$100 per ha disturbed
- City of Brampton – Residential property \$50; non residential \$125. Topsoil stripping \$500 plus \$25/ha
- Township of King – Owner occupied residential \$100; all other \$500

The Role of Conservation Authorities

- Toronto Region Conservation Authority and Credit Valley Conservation Authority regulate the placement of fill on all lands within their regulated areas. Fill Permit applications are submitted through the Planning Department where they are reviewed from a technical standpoint and then forwarded to the Authority's Executive Committee
- Credit Valley Conservation will be submitting fill permits for review to ensure proper securities and road use fees are submitted to Caledon before permits are issued
- Requesting similar agreement with Toronto Region Conservation

Next Steps

- Staff to analyze the cost of fill permit administration, including enforcement and prosecution
- Report to be considered by Council regarding proposed changes
- Public Information meeting to be held
- After input received revised By-law to be brought forward to Council for adoption

NOTE: Councillor Whitehead clarified that it is not the intent to have fewer restrictions overall.

Councillor Whitehead also noted that the Conservation Authorities' programs need to be enhanced.

Councillor Paterak stated that the Town should know the cost of a letter of credit and the Town should consider pro-rating the letter of credit. It was indicated that haulers should be responsible for providing the letter of credit.

Councillor Beffort noted the need to monitor the number of loads being delivered when dealing with a permit for the placing of a significant amount of fill.

Moved by P. Foley – Seconded by R. Mezzapelli 2011-294

That Council rise out of Council Workshop. Carried.

6. CLOSED MEETING

Council was in Closed Meeting from 1:15 p.m. to 4:15 p.m.

Moved by R. Paterak – Seconded by N. deBoer 2011-295

That Council shall go into closed session under Section 239 (3.1) of the *Municipal Act* for the purpose of educating or training the members of council that in no way materially advances the business or decision-making of the council – Council Orientation - Bus Tour of various Town facilities and identified areas of interest. Carried.

Moved by R. Mezzapelli – Seconded by A. Thompson 2011-296

That Council move into open session. Carried.

7. **MATTERS ARISING FROM CLOSED MEETING**

1. In accordance with Section 239 (3.1) Education or Training – Council Orientation – Bus Tour of Various Town facilities and Identified Areas of Interest.

The following town facilities and identified areas of interest were included as part of the bus tour:

- Johnston Sports Park
- Bolton GO Rail Services -New Station/Layover facility
- Caledon Animal Shelter
- ABUCC
- Rivers Edge
- CCRW
- Yard 3
- Bolton Employment Expansion Area and North Hill Supermarket Site
- Yard 1
- deBoer Barn
- Palgrave Community Centre
- Palgrave Fire Station
- EMG site
- Palgrave Estates
- Victoria Parks Community Centre

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

9. **BY-LAWS**

Moved by P. Foley – Seconded by R. Mezzapelli

2011-297

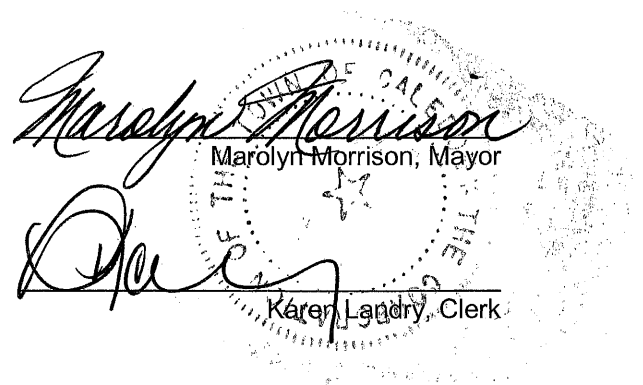
That the following by-law be taken as read three times and finally passed in open council:

2011-055 To confirm the proceedings of the May 10, 2011 Council Meeting.

Carried.

10. **ADJOURNMENT**

On verbal motion moved by Councillor deBoer and seconded by Councillor Mezzapelli, Council adjourned at 4:17 p.m.



Marilyn Morrison, Mayor
Karen Landry, Clerk

The seal is circular with a star in the center and the text 'TOWN OF CALEDON' around the perimeter.