



Council Meeting Minutes  
Wednesday, July 13, 2011  
3:00 p.m.  
Council Chambers, Town Hall

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 3:10 p.m.)

Chief Administrative Officer: D. Barnes  
Director of Public Works: C. Campbell  
Director of Development Approval & Planning Policy: M. Hall  
Legislative Administrator: B. Karrandjas  
Director/Chief Financial Officer/Deputy CAO: R. Kaufman  
Director of Administration/Town Clerk: K. Landry  
Economic Development Officer: B. Roberts  
Treasurer: F. Wong

Other Staff Present Specific Items Only  
Economic Development Officer: S. Dolson  
Senior Policy Planner: K. Kurtz  
Senior Policy Planner: T. Manley  
Senior Policy Planner: M. Williams

1. **CALL TO ORDER**

Mayor Morrison called the meeting to order at 3:07 p.m.

2. **PRAYER AND O CANADA**

Councillor McClure opened the meeting with a prayer.

3. **APPROVAL OF AGENDA**

Moved by A. Thompson - Seconded by P. Foley

2011-466

That the agenda for the July 13, 2011 Council Meeting be approved.

Carried.

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

5. **COUNCIL WORKSHOP**

Moved by P. Foley - Seconded by R. Paterak

2011-467

That Council convene into Council Workshop.

Carried.

1. SAB Employment Lands & North Hill Supermarket Settlement Boundary Expansion.

Marisa Williams, Senior Policy Planner presented the following information:

South Albion-Bolton Employment and North Hill Supermarket Boundary Expansion

- Progress Report – Accomplishments to Date
- Regional Official Plan Amendment Application (ROPA)
  - September 2010
  - ROPA application deemed a complete application October 2010
  - Region of Peel circulated ROPA package to stakeholders
  - Comments received
  - 180 day reporting period expired in April 2011
- Preparation of Draft Official Plan Amendment (LOPA)
- Draft Secondary Plan
  - “Coleraine West Area Secondary Plan”

- Agency Advisory Committee
  - Established in Fall 2010
  - Ad hoc
  - Members are from external and internal agencies e.g. TRCA, MTO, Region of Peel, City of Brampton, Caledon Public Works, and consultants working on this project i.e. Aquafor Beech, David Butler Associates, Mott Hatch MacDonald, etc.
  - To inform and advise on various issues that could affect the outcome of the draft LOPA and Secondary Plan, e.g. GTA West Corridor, ROPA 24, Storm Water Management Ponds, etc.
  - Committee in place until this phase of work is complete then will be dissolved

The South Albion-Bolton Employment and North Hill Settlement Boundary Expansion (ROPA & LOPA)

- Study completion
- Council endorsement preferred options
- ROPA application
- Preparation of Draft LOPA and Draft Secondary Plan (we are here)
- ROPA Approval
- Council adopts LOPA
- LOPA Approval

Marissa Williams, Senior Policy Planner reviewed the estimated timing for approval of ROPA 24, OPA 226 and the South Albion Bolton Regional and Local Official Plan Amendments.

It was noted that ROPA 24 and OPA 226 estimated timing for approval is 2012, followed by South Albion Bolton Employment and North Hill Settlement Boundary Expansion (ROPA & LOPA) in 2013.

Gene Chartier, Hatch Mott MacDonald presented the following information:

Transportation Management Plan  
South Albion Bolton Employment Land and North Hill Supermarket Boundary Expansion  
Local Official Plan Amendment and Secondary Plan (SAB)

Scope of Work

- Update Phases 1 and 2 traffic data and analysis
- Synthesize current transportation initiatives
- Describe existing and develop future network plans and policies
- Address specific issues and requirements (i.e. traffic calming, transportation demand management, etc.)
- Develop and confirm preferred Transportation Management Plan (TMP)

Gene Chartier, Hatch Mott MacDonald highlighted the various stages and phases regarding the development of a Transportation Management Plan.

Related Studies & Initiatives

- GTA West Corridor EA
- Caledon Transportation Needs Study Update
- City of Brampton SP Area 47 TMP
- Peel-Highway 427 Extension Area TMP
- Highway 427 Extension EA
- Bolton Arterial Roads (BAR) EA
- Mayfield Road Class EA
- Highway 50/Mayfield Road Class EA
- Peel Active Transportation Plan
- Bolton GO Rail Service Study
- City of Brampton TTMP
- Western Vaughan Transportation Improvements IEA
- City of Vaughan TMP
- York Region TMP

Gene Chartier, Hatch Mott MacDonald outlined the:

- Impact of the GTA West Corridor
- SAB Employment Land – 2031 background infrastructure improvements
- Additional infrastructure improvements

North Hill Supermarket

- Conclusions:
  - Traffic can be accommodated at reasonable level of service
  - Require remarking left turn lane on Highway 50 and eastbound left turn lane on Columbia Way

- Key Issues:
  - Neighbourhood traffic infiltration
  - Pedestrian and cycling accommodation

The TMP will include:

- Infrastructure plans for:
  - Roads
  - Transit
  - Cycling
  - Pedestrians
- Supporting plans for:
  - Streetscape Design
  - Traffic Calming
  - Truck Routes
- New/updated policies for:
  - Goods Movement
  - Neighbourhood Traffic Management (Traffic Calming)
  - Parking Management
  - Active and Sustainable Transportation
  - Transportation Demand Management (TDM – Smart Commute)

Next Steps and Council Considerations

- Next Steps:
  - Complete background analysis
  - Finalize Working Paper #1
  - Proceed with plan formulation

Marisa Williams, Senior Policy Planner presented the following information:

Comprehensive Environmental Impact study and Management Plan

Objective

- Phase 1 and Phase 2 studies conducted
- Provide a long term monitoring plan and comprehensive adaptive management plan
- Develop guidelines for further site specific environmental studies
- Policy recommendations particularly Low Impact Development (LID) and Storm Water Management (SWM)

Current Requirements for Storm water Management

- Maintain Water Balance (infiltration)
- Protect Water Quality
- Control Erosion
- Protect Downstream Lands from Flooding
- Protect Aquatic and Terrestrial habitat (natural features)

Low Impact Development (LID)

Low Impact Development (LID) is a stormwater management strategy that seeks to mitigate the impacts of increasing runoff and stormwater pollution.

LID comprises of a set of site design strategies and distributed structural best management practices that harvest, filter, evapo-transpire, detain and infiltrate stormwater.

Potential Benefits of Low Impact Development

- Mitigate impacts to hydrological cycle
- Reduces generation of excess runoff volume
- Restores natural flow pathways and patterns
- Reduces temperature impacts

Preferred Strategy

Integrated approach of conventional and new (LID) measures.

Preferred Management Strategy

Objective / Criteria	Design / Targets
Water quality control	Stormwater ponds – permanent pool storage of 200 m <sup>3</sup> /hectare
In-stream erosion control	Stormwater ponds – extended detention storage of 200 m <sup>3</sup> /hectare and release of runoff from 25mm storm over 24 hours Low impact development measures – infiltrate first 5mm of runoff
Flood control	Stormwater ponds – flood (quantity) control storage of 600 m <sup>3</sup> /hectare for the 100-year storm event, and 1,200 m <sup>3</sup> /hectare for the Regional Storm event.
Fisheries Resources	Protection of stream corridor based on floodplain and warmwater fish community criteria; enhancement of riparian corridor using woody riparian plantings Meet the stormwater management targets, improve baseflows, reduce erosion and water quality effects
Terrestrial Resources	Protection based on maintaining setbacks from floodplain; enhance floodplain wetlands and forested/meadow communities where feasible
Groundwater Resources	Implement LID practices wherever feasible; no specific water budget targets

Items to be Addressed

Low Impact Development

- Consistency with existing standards
- Education and training of staff
- Operation and Maintenance
- Longevity

Managing Flood Risk From Regional Storm

- Traditional flood control requirement is for the 2-100 year storm = requires about 152,000 m<sup>3</sup> storage
- Analysis of downstream impacts in Brampton and TRCA's Humber Watershed Study show that there might be an additional need for Regional Storm Controls = requires about 306,000 m<sup>3</sup> for storage to accommodate downstream flooding concerns

Implications

- Preliminary estimates of stand alone Regional Storm level ponds may require an additional construction cost of \$9,000,000
- Preliminary analysis suggests that an additional land requirement = 15.3 ha
- An integrated approach of LID and Storm Ponds may reduce the size of the ponds and the potential costs

Cam Watson, Watson & Associates presented the following information:

Bolton Settlement Boundary Expansion  
 Fiscal Impact Assessment Town of Caledon

Region of Peel Fiscal and Economic Impacts

- The Regional report was one of the many technical reports which comprised the background supporting documents for the Region of Peel Official Plan Amendment application.
- A number of Regional road requirements (Mayfield Rd.) were identified and water mains and a possible additional sewer.
- These works could be fully funded by existing Regional Development Charges.
- Development build-out would produce approximately \$2.1 million per year in Regional tax surpluses.
- Relatively low flows and the distance from Regional treatment plants will place marginal upward pressure on water rates; however, most of the required infrastructure is already constructed or committed.
- Employment land in this location will produce benefits to the Region and Town - assessment base, economic stimulus and live/work potential.

Town-Purpose Fiscal Impact Study Objective

To estimate the fiscal and economic impact on Caledon of expanding the Bolton Settlement boundary in the form of:

- 620 gross acres (250.9 gross ha) of employment land accommodating 5,640 employees and 6,119,000 sq. ft. of gross floor area;
- Approximately 8 acres of land on the North Hill to accommodate 40,000 sq. ft. of supermarket and 20,000 sq. ft. of ancillary, neighbourhood commercial space (total of 135 jobs).

Additional Town Capital Requirements

Re the Employment Land Expansion:

<u>East-West Collectors</u>	
Coleraine/McEwan	\$145,000
Coleraine/Healey	75,000
Coleraine/King	145,000
Coleraine/Holland	102,000
Healey/Humber Station (Rural Section)	138,000
Internal Collector Roads (Rural Section)	<u>7,073,000</u>
Sub-total	\$7,678,000
Potential Additional Roads	<u>1,730,000</u>
Total	\$9,408,000

Re the North Hill Commercial Land Expansion:

- Site access works required by developer:
  - Lengthening southbound left turn lane on Highway 50;
  - Construction of eastbound left turn lane on Columbia Way.

Development Charge and Tax Impacts of the Capital Program

- a. No Town capital spending other than roads and a new pumper is directly impacted.
- b. Some of the \$9.4 million in road improvements may be developer funded, based on the Town's stated 2009 local service policy.
- c. A portion of the cost may be deducted as benefit to existing development and tax funded (i.e. 10% X \$9.4 million = \$940,000).
- d. Conservatively assuming that b) is nil and that c) applies, a simple area-specific Development Charge calculation for roads would be:

$$\begin{array}{rcl}
 \$9,400,000 - \$940,000 & = & \$8,460,000 \\
 6,119,000 \text{ sq. ft.} + 60,000 \text{ sq. ft.} & & 6,179,000
 \end{array}
 = \$1.37/\text{sq.ft.}$$

- This compares with a Town-wide 2009 Development Charge calculation of \$3.54/sq.ft. and suggests that servicing the subject development will not result in an increase in the Town's development charges.

Town Tax Impact

Full development of the additional employment land is expected to result in the following annual Town operating surplus per hectare.

		<u>Per Hectare</u>	
Property Taxes	\$983,812/acre X 2.471 acres/ha X .00507532 (2010 tax rate) =	\$12,338	
Non-tax Revenues		<u>1,093</u>	
Total Revenues/ha			\$13,431
Less: Operating Expenditures		7,782	
Allowance for Capital Spending from Current Budget		<u>1,012</u>	
Total Expenditures/ha			<u>8,794</u>
Estimated Annual Operating Surplus			\$4,637
180 hectares industrial X \$4,637/ha =		\$834,600/year	

- The estimated annual industrial tax surplus of approximately \$835,000/year would be marginally diminished (by \$22,000/yr.) by small forecast deficits - 8 ha of commercial development and 2 ha of institutional.
- This surplus would be significantly reduced (by \$647,000/year) if full provision is made for the lifecycle replacement cost of the roads, fire and storm works that it

requires (assuming no contribution from the 13% capital allowance). This life cycle asset provision is recommended but is beyond the coverage of the Town's current tax rate.

- This would leave a net annual Town-purpose operating surplus of approximately \$165,000, after Build-out of the employment land.
- The North Hill Supermarket development is expected to generate a very small annual net operating surplus in the order of \$3,000/year.

The following summarizes the assumptions made as to incremental operating expenditure requirements:

General Government, Legal, Building, Planning and Development	Additional spending at the rate of 75¢/employee for every \$1.00/employee budgeted in 2010.
Engineering, Recreation, Library	Additional spending at the rate of 95¢/employee for every \$1.00/employee budgeted in 2010 (full 1:1 spending for Economic Development).
Roads	16 additional lane km X \$4,768/lane km + \$34.29/employee to cover non-facility expenditures
Trail and Tree Maintenance	\$4,000 + 10,000 = \$14,000/yr. + \$3.04/employee
Fire	\$15,000/year for fuel and operating cost of a new pumper + \$190,000/year for two new firefighters + \$12,000/year for back-up calls + \$37.72/employee for other Fire services.

- 13% of total operating expenditures for capital
- up to \$647,000/year as an additional asset replacement reserve contribution

Marisa Williams, Senior Policy Planner presented the following information:

Coleraine West Employment Lands  
 Recommendations for Eco-Business Employment Land Development

Municipal Toolbox:  
 Tools to Promote Eco-Business Development

- Local Official Plan
- Secondary Plan
- Subdivision Plan
- Design Guidelines
- Development Standards
- Zoning By-Law
- Development Approvals

Recommendations:  
 Local Official Plan

- Develop over-arching policy support
  - Define Eco-Business Principles – focusing on infrastructure, business-to-business relationships and economic development
- Define Sustainable Infrastructure
  - Provide guidance on what is meant by sustainable infrastructure

Secondary Plan

- Develop Design Support
  - Facilitate integrated design process
  - Provide support for innovative infrastructure and process solutions
  - Leverage Right of Ways to support infrastructure
- Business Development
  - Expand scope of employment uses

Additional Actions:

Planning

- Subdivision guidelines
- Design guidelines
- Eco-business zoning designations

Public Works & Engineering

- Develop sustainable infrastructure guidelines

Economic Development

- Utilize eco-business framework to attract progressive employers

South Albion-Bolton Employment and North Hill Settlement Boundary Expansion

- Issues
  - GTA West Corridor
  - Storm Water Management at the Regional Flood Control Level
  - Timing of OMB Hearings
  - Adapting Eco-Business principles
- Next Steps
  - Draft LOPA and Draft Secondary Plan
    - Council Meeting to authorize a Public Information Meeting (PIM) – Fall 2011
    - PIM – Late Fall 2011
    - Council Adoption of LOPA and Secondary Plan – 2012-2013 (dependent on approval of ROPA 24 and OPA 226)

NOTE: Councillor Whitehead inquired whether the Town had received a letter from the Province indicating certain lands were not frozen.

Mayor Morrison indicated that consideration needs to be given to where the new GO station will be and trails and walkways need to lead to the industrial area.

Councillor Whitehead inquired as to when Healey Road will be constructed to an urban standard.

Councillor Whitehead noted that careful consideration needs to be given to the selection of a proper storm water management plan.

2. Tourism Agreement.

Michelle Harris, Hills of Headwaters presented the following information:

Moving forward: Discussing tourism needs in the Hills of Headwaters

July 2011

- Tourism Association to meet with all municipal partners to discuss individual municipality needs and priorities with regard to tourism development
- Tourism Association to aggregate needs of all municipal partners to determine synergies and commonalities
- Tourism Association to prepare recommendations with regard to new Municipal Services Agreement (beginning January 1st, 2012), based on overall needs of municipal partners

August 2011

- Tourism Association to present draft Municipal Service Agreements to all municipal partners for discussion and review
- Modifications to recommendations will be made by Tourism Association, as appropriate

September 2011

- Municipal Services agreements to be finalized with all municipal partners, for inclusion in 2012 budget recommendations to Councils

Hills of Headwaters Tourism 2011 Budget

\$163,000 - municipal contributions  
\$175,000 – industry and partnerships

For a total of \$338,000

2011 Municipal Funding Breakdown (based on per capita contributions)

Town of Caledon	\$75,781	(46.5%)
County of Dufferin	\$72,308	(44.4%)
County - \$35,631		
Orangeville - \$25,228		
Mono - \$6,625		
Shelburne - \$4,824		
Town of Erin	\$14,808	( 9.1%)

Current Municipal Services Agreement ends December 31, 2011.

Tourism Marketing (56%) (\$189,280)

- Produce annual visitor guide and map (43%)
- Maintain regional tourism website (23%)
- Pursue other advertising opportunities (14%)
- Develop tourism products/experiences (20%)
- Produce Regional road map

Visitor Services (20%) (\$67,600)

- Maintain a visitor information at the corner of Highways 9 and 10 in Orangeville
- Distribute community and tourism information
- Maintain regional/community contact lists
- Maintain a toll free phone number
- Operate summer kiosks where applicable

Advocacy/Partnerships (15%) (\$50,700)

- Leverage partnership with other groups including Business Improvement Areas and Chambers
- In partnership with municipal partners, implement strategies to build tourism capacity
- Work with province and other jurisdictions to increase Hills of Headwaters profile

Financial (9%) (\$30,420)

- Develop and maintain an annual, approved budget
- Maximize industry partnership
- Source other options for funding

Destination Marketing Activities for consideration with the current level of activity and dollar value of 2011 budget:

Tourism Marketing	45%	\$152,100
<ul style="list-style-type: none"> <li>• Website</li> <li>• Visitor Guides(s)</li> <li>• Strategy Development</li> <li>• Social Media</li> <li>• Public Relations</li> <li>• Packaging</li> <li>• Signage</li> </ul>		
Product Development	11%	\$37,180
<ul style="list-style-type: none"> <li>• Equine</li> <li>• Agri-tourism</li> <li>• Outdoor tourism</li> <li>• Arts</li> <li>• Culinary</li> <li>• Golf</li> <li>• Festivals/Events</li> <li>• Touring</li> </ul>		
Visitor Information	20%	\$67,600
<ul style="list-style-type: none"> <li>• Electronic Kiosks</li> <li>• Traditional Kiosks</li> <li>• Customer Service</li> </ul>		
Partnership Development	24%	\$81,120
<ul style="list-style-type: none"> <li>• Funding Applications</li> <li>• Private/Public Opportunities</li> <li>• Provincial Liaison</li> <li>• Municipal Liaison</li> </ul>		
Workforce Development	0%	\$0
<ul style="list-style-type: none"> <li>• Training &amp; customer service</li> </ul>		
Infrastructure Development	0%	\$0
<ul style="list-style-type: none"> <li>• Tourism business expansion</li> <li>• Feasibility studies/research</li> </ul>		

Destination Marketing Activities with current level of activity and Caledon's contribution:

	Current Level of Activity	Town of Caledon Contribution
Tourism Marketing	45%	\$34,101
<ul style="list-style-type: none"> <li>• Website</li> <li>• Visitor Guides(s)</li> </ul>		



• Strategy Development		
• Social Media		
• Public Relations		
• Packaging		
• Signage		
Product Development	11%	\$8,336
• Equine		
• Agri-tourism		
• Outdoor tourism		
• Arts		
• Culinary		
• Golf		
• Festivals/Events		
• Touring		
Visitor Information	20%	\$15,156
• Electronic Kiosks		
• Traditional Kiosks		
• Customer Service		
Partnership Development	24%	\$18,188
• Funding Applications		
• Private/Public Opportunities		
• Provincial Liaison		
• Municipal Liaison		
Workforce Development	0%	\$0
• Training & customer service		
Infrastructure Development	0%	\$0
• Tourism business expansion		
• Feasibility studies/research		

Destination Marketing Activities based on Hills of Headwaters expertise and consultation with Town of Caledon Economic Development Department outlined below is the desired level of activity and Town of Caledon contribution:

	Desired Level of Activity	Town of Caledon Contribution
Tourism Marketing	35%	\$26,523
• Website		
• Visitor Guides(s)		
• Strategy Development		
• Social Media		
• Public Relations		
• Packaging		
• Signage		
Product Development	50%	\$37,891
• Equine		
• Agri-tourism		
• Outdoor tourism		
• Arts		
• Culinary		
• Golf		
• Festivals/Events		
• Touring		
Visitor Information	8%	\$6,062
• Electronic Kiosks		
• Traditional Kiosks		
• Customer Service		
Partnership Development	7%	\$5,305
• Funding Applications		
• Private/Public Opportunities		
• Provincial Liaison		
• Municipal Liaison		
Workforce Development	0%	\$0
• Training & customer service		

Infrastructure Development	0%	\$0
• Tourism business expansion		
• Feasibility studies/research		

Options for consideration for key deliverables moving into 2012:

- Visitor enquiry service/consumer fulfillment – 30 hours/week – 48 weeks/year (location to be determined)
- Production of annual visitor guide and second seasonal travel guide, subject to operator demand
- Maintain 40 regional information brochure boxes for distribution of regional tourism materials
- Leverage funding opportunities with provincial agencies and other associations, and submit funding applications, as suitable
- Maintain regional website portal for tourism stakeholders
- Provide an online community web calendar for all regional community events
- Highway signage at 3 major highway routes (Canadian TODS)
- Coordinate a regional Tourism Industry Advisory Committee
- Coordinate a regional Tourism Municipal Advisory Committee
- Advocate for regional tourism industry at a provincial level
- Product development to include:
  - In partnership with Municipal and Industry Advisory Committee develop a product development priority strategy
  - Host quarterly tourism development workshops throughout the Hills of Headwaters based on priority industry sectors to be determined
  - Create a product development/market readiness tool kit to be shared with all regional municipal partners and industry stakeholders
- Annual review of tourism priorities, and reassessment and realignment, as required

Other Options for Consideration:

- Non-manned visitor information services (electronic and/or traditional)
- Tour packaging
- Revamping/upgrading of Hills of Headwaters website
- Increased social media marketing
- Mobile applications and GPS mapping
- Tourism inventory data and collection

Next Steps: Delivering tourism services in the Hills of Headwaters

July 2011

- Tourism Association to aggregate needs of all municipal partners to determine synergies and commonalities
- Tourism Association to prepare recommendations with regard to new Municipal Services Agreement beginning January 1st, 2012, based on overall needs of municipal partners

August 2011

- Tourism Association to present draft Municipal Service Agreements to all municipal partners for discussion and review
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September 2011

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The New Provincial Tourism Framework Determining Roles and Responsibilities

RTO6

- Marketing
- Product Development
- Workforce Development
- Investment Attraction

DMO (Hills of Headwaters)

- Product Development
- Workforce Development
- Municipal and RTO liaison
- Alignment of regional tourism priorities into provincial framework
- Partnerships and Collaboration

Municipal Governments and Regional Stakeholders

- Identifying your tourism strategy as part of economic development priorities

- Alignment of priorities into regional and provincial framework
- Investment attraction

Moved by A. Thompson – Seconded by R. Paterak

2011-468

That Council rise out of Council Workshop.

Carried.

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

7. **BY-LAWS**

Moved by A. Thompson – Seconded by R. Paterak

2011-469

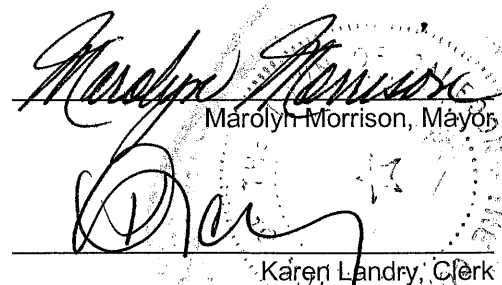
That the following by-law be taken as read three times and finally passed in open council:

2011-099 To confirm the proceedings of the July 13, 2011 Council Meeting.

Carried.

8. **ADJOURNMENT**

On verbal motion moved by Councillor Paterak and seconded by Councillor Foley, Council adjourned at 5:46 p.m.



Marilyn Morrison, Mayor

Karen Landry, Clerk