



Council Meeting Minutes
Tuesday, March 5, 2013
9:30 a.m.
Council Chambers, Town Hall

Mayor M. Morrison (Absent - Other Municipal Business)
D. Beffort
N. de Boer
P. Foley
G. McClure
R. Mezzapelli
R. Paterak
A. Thompson
R. Whitehead

Chief Administrative Officer: D. Barnes
Director of Public Works: C. Campbell
Fire Chief: T. Irwin
Council/Committee Co-ordinator: B. Karrandjas
Director/Chief Financial Officer/Deputy CAO: R. Kaufman
Manager of Corporate Communications: B. Lee
Manager of Economic Development: N. Lingard
Chief Building Official: G. Middlebrook
Director of Human Resources: J. Porter
Director of Parks & Recreation: K. Scott
Legislative Services Manager/Deputy Clerk: D. Thompson
Treasurer: F. Wong

Other Staff Present Specific Items Only
Supervisor Transportation Eng./Traffic: R. Grodecki
Accessibility, Election and Special Projects Manager: L. Hall
Manager of Engineering: J. Hasselbacher
Senior Policy Planner: K. Kurtz
Legal & Special Projects Manager: J. Micelli
Customer Service Supervisor/Deputy Clerk: D. Publow
POA Court Manager: D. Noakes
Deputy Treasurer: P. Tollett
Manager of Policy & Sustainability: H. Xu

1. **CALL TO ORDER**

Councillor Whitehead called the meeting to order at 9:35 a.m.

2. **APPROVAL OF AGENDA**

Moved by R. Paterak - Seconded by R. Mezzapelli 2013-132

That Council waive the procedural by-law to permit the introduction and consideration of the enactment of a By-law to authorize the disposition of lands known as 11 Clara Street, Orangeville as it is time sensitive.

Carried.

Moved by D. Beffort - Seconded by R. Paterak 2013-133

That the agenda for the March 5, 2013 Council Meeting, be approved as amended.

Carried.

3. **DISCLOSURE OF PECUNIARY INTEREST** - None

4. **CLOSED MEETING**

Council was in Closed Meeting from 9:37 a.m. to 10:05 a.m.

Moved by R. Mezzapelli - Seconded by R. Paterak 2013-134

That Council shall go into closed session under Section 239 of the *Municipal Act* for the purpose of:

- A proposed or pending acquisition or disposition of land by the municipality or local board;
 - Confidential Report CS-2013-008 - Setting conditions of offer and providing authorization to execute approved document to Mayor and Clerk;

- Confidential Report CS-2013-010 - Address of property, 11 Clara Street Orangeville;
- Personal matters about an identifiable individual, including municipal or local board employees:
 - Confidential Report DP-2013-040 - Environmentalist of the Year Award for 2013.

Carried.

Moved by R. Mezzapelli – Seconded by D. Beffort

2013-135

That Council move into open session.

Carried.

5. MATTERS ARISING FROM CLOSED MEETING

1. Confidential Report CS-2013-008 re: A proposed disposition of land by the municipality - Setting conditions of offer and providing authorization to execute approved document to Mayor and Clerk.

Moved by R. Paterak – Seconded by D. Beffort

2013-136

That Confidential Report CS-2013-008 regarding a proposed disposition of land by the municipality – known as Byam Street, part of the road allowance between Lots 10 and 11, Concession 5, WHS Caledon (aka Byam St. Plan Cal 20) lying southwest of Mississauga Road, Caledon PIN 14272-0105 (LT); further described as Parts 1, 2, 3, 5 and 6 on Reference Plan 43R-34731, be received; and

That Council enact a by-law authorizing the Mayor and Clerk to execute the agreements of purchase and sale, and any other documents necessary for the purpose of conveying the lands described as Byam Street, part of the road allowance between Lots 10 and 11, further described as Parts 1, 2, 3, 5 and 6 on Reference Plan 43R-34731, as outlined on Schedule A to Confidential Report CS-2013-008, subject to the conditions set out in Confidential Report CS-2013-008.

Carried.

2. Confidential Report CS-2013-010 re: A proposed or pending disposition of land by the municipality - Address of property, 11 Clara Street Orangeville.

Moved by D. Beffort – Seconded by R. Paterak

2013-137

That Confidential Report CS-2013-010 regarding a proposed or pending disposition of land by the municipality located at 11 Clara Street Orangeville, be received; and

That Council enact a by-law authorizing the Mayor and Clerk to execute an agreement of purchase and sale and any other documents necessary for the purpose of conveying the lands municipally known as 11 Clara Street, legally described as Part of Lot 14, Block 7, Plan 212, Town of Orangeville to Winston Uytenbogaart and Linda Mayfield for a purchase price of \$205,000, as outlined on Schedule A attached to Confidential Report CS-2013-010, subject to the conditions as set out in Confidential Report CS-2013-010.

Carried.

3. Confidential Report DP-2013-040 re: Personal matters about an identifiable individual, including municipal or local board employees - Environmentalist of the Year Award for 2013.

Moved by P. Foley – Seconded by R. Paterak

2013-138

That Confidential Report DP-2013-040 regarding personal matters about an identifiable individual, including municipal or local board employees - Environmentalist of the Year Award for 2013, be received; and

That Council endorses the recommendation of the Caledon Environmental Advisory Committee to award the Environmentalist of the Year Award for 2013 to the Bolton and District Horticultural Society.

Carried.

6. **PRAYER AND O CANADA**

Councillor Beffort opened the meeting with a prayer.

7. **SUMMARY OF ADDENDUM ITEMS**

Added By-law

BL-2013-XXX-063

To authorize the disposition of the lands legally described as Part of Lot 14, Block 7, Plan 212, Town of Orangeville, County of Dufferin, Municipally known as 11 Clara Street, Orangeville. (See CM2)

8. **DISCLOSURE OF PECUNIARY INTEREST** – None

9. **INTRODUCTIONS OF NEW STAFF** – None

10. **COUNCIL WORKSHOP**

Moved by G. McClure - Seconded by R. Paterak

2013-139

That Council convene into Council Workshop.

Carried.

1. New Report Template.

Laura Hall, Accessibility, Election & Special Projects Manager provided an overview of the new Report Template and responded to questions from Council.

2. Group Benefits for Members of Council and Employees over age 70.

Judy Porter, Director of Human Resources presented the following information:

Overview

With changing workforce demographics, the Town needs to address benefit coverage options for Members of Council and employees who will be working beyond the age of 70.

Current Coverage

- Life Insurance coverage – 2 times salary
- AD & D – maximum \$25,000
- Extended Health Coverage (includes integrated Ontario Drug Plan – coverage for spouse under age 65)
- Dental Coverage
- Out-of country/province Travel insurance (maximum 60 days)
- Benefits end at age 70

Comparable benefit coverage currently exists for Employees and Council between ages 65 and 70

Options Moving Forward

- End all benefits at age 70
- Continue coverage to age 75
 - Town paid premiums
 - Cost sharing of premiums
 - Council/Employee paid premiums
- Health Care Spending Account
- Monthly Allowance to purchase own insurance benefits

Life Insurance coverage – 1 times salary

AD & D – maximum \$25,000

Extended Health Coverage (includes integrated Ontario Drug Benefit – coverage for spouse under age 65)

Dental Coverage

Travel insurance (max. 60 days)

Impact – Benefits Over Age 70

Option	Town Budget	Administration	Other
1. No benefit coverage	N/A	N/A	No Coverage
2. a) Town Paid			Benefit budget cost increases Overall impact to Town's claims experience
b) Cost Sharing			Reduced Town budget impact Overall impact to Town's claims experience
c) Employee/Council Paid	N/A		No benefit premium costs to Town Overall impact to Town's claims experience
3. HCS Account			All CRA expenses eligible Some additional administration costs Limited re-imbursment Spending account eligible per family
4. Monthly Allowance	-		Tax implications to be confirmed Can be used as required Must be allocated on a monthly basis

Financial Impact

Option	Year	Additional Projected Annual Costs (Based on current premium costs)
Option 2 a) (Full benefits – 100% town paid)	2013	Premium Costs: \$ 5,157.00
	2014	Premium Costs: \$17,185.00
Option 3 (HSA - \$750/yr)	2013	Costs Including Admin. Fees: \$ 2,755.00
	2014	Costs Including Admin. Fees: \$ 3,673.00
Option 4 (\$100/month)	2013	Allowance: \$1,400.00
	2014	Allowance: \$4,700.00

Benchmarking: Benefits Over Age 70

Region/Municipality	Employee Benefit Coverage	Council Benefit Coverage
Peel	Life and AD&D – 1.5 or 1 times salary Health, Dental & Travel continues Voluntary AD&D – 2 times salary Optional Life ends at 70	Life and AD&D – 1.5 or 1 times salary Health Spending Account = \$750.00 annually AD&D – 1 times salary Life and AD&D end @ age 75 (Life insurance is transferred to a \$2,500 life insurance policy)
Brampton	Extended Health Dental Employee Assistance Program	Extended Health Dental Employee Assistance Program Life and AD&D coverage provided – no age restriction
Mississauga	All benefits end at age 70	Extended Health Dental Life and AD&D coverage provided – no age restriction
Oakville	Provides \$150 per month allowance for their use in purchasing benefits	Receives full benefits, Life insurance reduced by 5% a year for every year past age 70
Newmarket	Health Care Spending Account (\$2,000) Life Insurance coverage – \$10,000	Health, Dental, Life Insurance, AD & D to age 75

NOTE: Council requested staff write to the Ontario Human Rights Commission to determine what our requirements are.

3. Staff and Council Expense Policy.

Jennifer Micelli, Legal & Special Projects Manager presented the following information:

Expense Policy Review Background

The Town's expense policies confirm Council's commitment to its constituents to provide an open and transparent practice regarding the reimbursement of expenses.

In 2009, both Council and Staff Expense Policies were reviewed in order to:

- establish a consistent application of the standards between the policies;
- consolidate various amendments; and,
- ensure they aligned with the Town's procedures for administering the policy.

In accordance with the scheduled policy review date, staff initiated its review of both policies in 2012.

Proposed Changes Affecting Both Council and Employee Policies:

- New Format
- Telecommunication Services/I.T. Equipment - blue tooth/hands free technology for cellular phones in vehicles
- Mileage Changes (Mileage changes to be spoken to by the Finance Department)
- Conference/Seminar/Education - additional provision stating that a member of Council travelling out of the province, on Council business, must be approved by Council prior to travel taking place. Should an employee request travel out of the province, for Caledon business, the CAO must approve the request prior to travel taking place.

Proposed Changes Within Council Policy

- Section 2 – I.T. Equipment & Services
- Addition of the word "replacement" to service for information technology (hardware and software) provided to a member of Council

- Section 7 – Telecommunication Services & Supplies
- Addition of “home internet” to a telecommunication service for a home office as an eligible individual expense
- Section 10 – Miscellaneous
- Addition of “snacks and non-alcoholic refreshments purchased by a member of Council for meetings of Sub-Committees and any other types of community meetings that they attend and that are not coordinated by the Town” as an eligible individual expense
- Section 13 – Accountability
- Pursuant to Council Resolution 2012-307, the addition of a provision that states that a member of Council who attends a conference, must file a report that is informational to Council and for Caledon within a month after attending the conference

Eligible Expense Type	Brampton	Caledon	Mississauga
I.T. Equipment & Services	<ul style="list-style-type: none"> • Council is provided with standard corporate technology equipment (computer, fax machine, printer) and “technology offerings” (i.e. models, software versions etc.). The equipment and offerings remain the property of the City of Brampton and shall be returned to the City of Brampton when replaced with newer equipment, or in the event that a Mayor or Councillor is no longer a Member of Council 	<ul style="list-style-type: none"> • Annual cost of equipment replacement and/or service (for laptop, printer, fax, smart phone etc.) shall be charged to a separate account and is not considered as an expense to a Member of Council’s individual expense account – shall be included in the annual budget • Supplies for home office fax machine and printer 	<ul style="list-style-type: none"> • The costs of City standard capital equipment are charged to the appropriate I.T. or Facilities and Property Management capital budget accounts. Computer and communication equipment are deemed to have a four year life span. Replacement of any City standard capital item prior to reaching its full life span is contingent upon the return to the City of the item to be replaced, (unless otherwise instructed by the Director of I.T. or Facilities & Property Management)
Telecommunication Services	<ul style="list-style-type: none"> • Telephone service for home office, monthly charges, a mobile communication device and usage charges for such device • Cost of business related long-distance charges incurred on a Councillor’s home telephone service 	<ul style="list-style-type: none"> • Telephone and home internet services for home office, including answering service and other features • Cell phone service including monthly charges and usage charges for Town related business • Ongoing website development and support 	<ul style="list-style-type: none"> • One smart phone or cell phone including air time or data charges and related in-car installation • Service plan for one tablet/notebook or equivalent device • Cost of home communication lines and related services (internet, home telephone)
Mileage	<ul style="list-style-type: none"> • Councillors receive a monthly car allowance for business use of their personal business vehicles within an 80 km radius of City Hall • The mileage reimbursement shall be calculated based on the driving distance from City Hall to the destination using an internet based mapping service as set out in their policy • Councillors shall reduce the total mileage distance claimed by 160 km prior to calculating the mileage reimbursement amount for travel expenses 	<ul style="list-style-type: none"> • See following slides regarding the proposed changes. 	<ul style="list-style-type: none"> • Expense incurred when using a personal vehicle for travel to attend a function located at least 100 km from the City, will be reimbursed at the City’s standard car allowance rate established for City staff • Covered off in Vehicle Allowance for Councillors (remuneration By-law)

Proposed Staff Expense Policy Changes: Mileage

- Mileage Claims for business travel to/from home and work
 - Clarification that no reimbursement to/from home to work is allowed
 - Travel to/from home is considered “personal” for income tax purposes. Any reimbursement would be a taxable benefit
 - In circumstances where staff travel directly from home to an offsite meeting/conference or vice versa, the mileage claim shall be calculated as follows:

Distance actually travelled

Less: Distance normally travelled to/from home and normal Town work location

Difference (if positive) is multiplied by Town approved mileage rate

If difference is negative, \$0 reimbursement

Council Expense Policy

Council Expense Limits

- Current policy outlines maximum expense limits per annum excluding mileage (e.g. Mayor \$16,600; Councillor \$5,200; Acting Mayor \$1,000 excl. mileage)
- Policy to clarify existing provisions and calculations:
 - Unused annual expense limits are carried forward for the term of Council
 - Carried-forward annual expense limits may be used to offset expenses within the term of Council
 - The annual carry-forward amount shall be calculated based on the chart on the next slide

Council Expense Limits

- Numerical Examples of annual Councillor carry-forward calculations:

	<u>Example A</u>	<u>Example B</u>	<u>Example C</u>
Expense Limit for Year	\$5,200	\$5,200	\$5,200
Less: Actual Expense Claims	(\$6,000)	(\$1,000)	(\$1,000)
Remaining Expense Limit	<u>(\$800)</u>	<u>\$4,200</u>	<u>\$4,200</u>
Notional Mileage Limit		\$3,688	\$3,688
less: Actual Mileage Claims		(\$1,000)	(\$6,000)
Mileage Variance		<u>\$2,688</u>	<u>(\$2,313)</u>
Remaining Expense Limit			\$4,200
Less: Mileage Variance			(\$2,313)
Carry-Forward Amount			<u>\$1,888</u>
Carry-Forward Amount	<u>(\$800)</u>	<u>\$4,200</u>	<u>\$1,888</u>

Miscellaneous Updates

- Change in Notice for changes in Mileage and Per Diem Rates:
 - Currently requires information report to Council
 - Wording to change to "inform Council" which can be done by way of email
- Meal Claims
 - Meals expenses related to conferences, seminars, training sessions will be paid based on a Per Diem Rate allowance
 - Per Diem amounts are reduced if the meals are included in the conference, seminars, or training sessions.

Adjustments to policy to reflect Corporate P-Card

NOTE: Council requested a consolidated report be provided combining Caledon/Peel expenses for each Regional Councillor.

Moved by D. Beffort – Seconded by R. Mezzapelli

2013-140

That Council rise out of Council Workshop.

Carried.

11. DELEGATIONS/PRESENTATIONS - None

12. COUNCIL COMMUNICATIONS/INQUIRIES AND ANNOUNCEMENTS

- 12.1 Announcements – None.
- 12.2 Urgent Business - None.
- 12.3 Notices of Motion – printed with the agenda - None.
- 12.4 Notices of Motion – presented at meeting - None.
- 12.5 Council Inquiries

(i) Sign Permits

Councillor Thompson inquired about several sign approvals and when they would be presented to Council.

G. Middlebrook, Chief Building Official advised that staff are currently working on these reports.

(ii) Orange Lodge Relocation

Councillor de Boer requested an update on the relocation of the Orange Lodge.

Ron Kaufman, Director of Corporate Services/CFO/Deputy CAO advised that he will follow up and e-mail Council with a response.

(iii) Recent Snowstorms

Councillor Beffort expressed thanks to the Public Works Department for the clearing of snow during the recent snow storms.

(iv) Recreation Programming

Councillor Beffort expressed congratulations to the Parks & Recreation Department for increasing programming.

(v) Credit River Ice Jam

Councillor McClure thanked Public Works for the recent clean up after the snowstorms and also expressed concern about an ice jam located on the Credit River in Cheltenham.

(vi) Sidewalk Clearing

Councillors Paterak and Thompson expressed thanks to the Parks & Recreation Department for doing a good job keeping sidewalks cleared during the recent snowstorms.

13. REGULAR BUSINESS

Moved by G. McClure - Seconded by R. Paterak 2013-141

That Council waive the procedural by-law to permit Council to reconvene at 12:30 p.m. instead of 1:00 p.m.

Carried.

1. ADM-2013-013 re: Legislative Services Year End Report 2012.

Moved by P. Foley - Seconded by R. Paterak 2013-142

That Report ADM-2013-013 regarding Legislative Services Year End Report 2012, be received.

Carried.

2. ADM-2013-014 re: Provincial Offences Year End Report 2012.

Moved by R. Paterak - Seconded by G. McClure 2013-143

That Report ADM-2013-014 regarding Provincial Offences Statistics – Year End 2012, be received.

Carried.

3. ADM-2013-007 re: Customer Service Year End Report 2012.

Moved by R. Paterak – Seconded by D. Beffort 2013-144

That Report ADM-2013-007 regarding Customer Service 4th Quarter and 2012 Year End Statistical Report, be received.

Carried.

4. ADM-2013-012 re: Consolidated Licensing By-law - General Provisions and Review Plan.

Moved by A. Thompson – Seconded by R. Paterak 2013-145

That Report ADM-2013-012 regarding Consolidated Licensing By-law - General Provisions and Review Plan, be received; and

That a Public Information Meeting be held on April 3, 2013 to gather public input on the general provisions for the consolidated licensing by-law; and

That a report be brought forward to Council subsequent to the public information meeting to present the general provisions relating to all types of business licensing for approval by Council.

Carried.

5. ADM-2013-017 re: Update to Staff Appointment By-law.

Moved by R. Mezzapelli – Seconded by D. Beffort 2013-146

That Report ADM-2013-017 regarding Update to Staff Appointment By-law, be received; and

That Council enact a by-law to amend By-law 2007-128 to remove Karen Landry as Clerk, Lottery Licensing Officer, Business Licensing Officer and Official and authority to designate an event as a community festival.

Carried.

6. DP-2013-006 re: Growth Forecasts Review - Terms of Reference.

Moved by R. Paterak – Seconded by G. McClure 2013-147

That Report DP-2013-006 regarding Growth Forecasts Review - Terms of Reference, be received; and

That Council direct staff to initiate the Growth Forecasts Review by retaining a consulting firm in accordance with the Town's Purchasing By-law; and

That staff report back to Council on March 19, 2013 with revised Terms of Reference which will form an Addendum for the Consultant to work from.

A recorded vote was requested and taken as follows:

RECORDED VOTE	YES	NO	CONFLICT	ABSENT
Councillor Beffort	X			
Councillor de Boer	X			
Councillor Foley	X			
Councillor McClure	X			
Mayor Morrison				X
Councillor Paterak	X			
Councillor Mezzapelli	X			
Councillor Thompson	X			
Councillor Whitehead	X			
TOTAL	8			1

Carried.

NOTE: Council requested a glossary of acronyms be placed on the Intranet.

D. Barnes, CAO noted that a workshop will be held at the end of each Phase.

7. PW-2013-003 re: Transfer of Town Lands and Right of Ways to the Region of Peel for the Completion of the Bolton Arterial Roads Network.

Moved by P. Foley – Seconded by R. Mezzapelli 2013-148

That Report PW-2013-003 regarding Transfer of Town Lands and Right of Ways to the Region of Peel for the Completion of the Bolton Arterial Road Network, be received; and

That Council enact a by-law to stop up, close and declare surplus the road allowances identified in Schedule A of Report PW-2013-003 for the purposes of conveying these lands to the Region of Peel in order to complete the Bolton Arterial Road Network and to authorize the Mayor and Clerk to execute all necessary documents required for the transfers of land to The Regional Municipality of Peel.

Carried.

14. RECEIPT OF MINUTES

Moved by D. Beffort - Seconded by G. McClure 2013-149

That the minutes of the following meetings be adopted as written and distributed:

- Council Meetings held February 20, 2013 and February 26, 2013
- Closed Audit Committee Meeting held February 20, 2013

- Audit Committee Meeting held February 20, 2013

Carried.

15. **PROCLAMATIONS** - None

16. **CORRESPONDENCE PACKAGE**

1. Moved by R. Paterak – Seconded by R. Mezzapelli 2013-150

That the correspondence items as listed in the correspondence package for the March 5, 2013, Council meeting, be received.

Carried.

2. Moved by G. McClure – Seconded by A. Thompson 2013-151

That correspondence received from Valleywood Resident Association dated February 3, 2013 regarding Mayfield West Phase 2 Secondary Plan, be received.

Carried.

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

18. **BY-LAWS**

- Moved by D. Beffort – Seconded by P. Fopley 2013-152


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

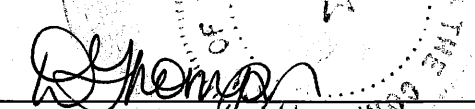
- BL-2013-022 To amend By-law 2007-128 with respect to revoking the appointment of Clerk, Lottery Licensing Officer, Business Licensing Officer and Official and authority with respect to liquor licensing for events.
- BL-2013-023 To authorize the disposition of the lands legally described as Part of Lot 14, Block 7, Plan 212, Town of Orangeville, County of Dufferin, Municipally known as 11 Clara Street, Orangeville.
- BL-2013-024 To confirm the proceedings of the Council for The Corporation of the Town of Caledon at its Council Meeting held on the 5th day of March, 2013.

Carried.

19. **ADJOURNMENT**

On verbal motion moved by Councillor Paterak and seconded by Councillor Beffort, Council adjourned at 2:27 p.m.


Richard Whitehead, Acting Mayor


Debbie Thompson, Deputy Clerk

