



Council Meeting Minutes  
Tuesday, June 18, 2013  
9:30 a.m.  
Council Chambers, Town Hall

Mayor M. Morrison  
D. Beffort  
N. de Boer (Arrived at 9:49 a.m.)  
P. Foley  
G. McClure  
R. Mezzapelli  
R. Paterak  
A. Thompson (Absent – Other Municipal Business)  
R. Whitehead (Arrived at 10:06 a.m.)

Chief Administrative Officer: D. Barnes  
Manager Regulatory Services: L. Butko  
Director of Administration/Town Clerk: C. deGorter  
Director of Development Approval & Planning Policy: M. Hall  
Fire Chief: T. Irwin  
Council/Committee Co-ordinator: B. Karrandjas  
Director/Chief Financial Officer/Deputy CAO: R. Kaufman  
Director of Human Resources: J. Porter  
Treasurer: F. Wong

1. **CALL TO ORDER**

Mayor Morrison called the meeting to order at 9:32 a.m.

2. **PRAYER AND O CANADA**

Councillor Foley opened the meeting with a prayer, those in attendance joined in singing O Canada.

3. **SUMMARY OF ADDENDUM ITEMS** - none

4. **APPROVAL OF AGENDA**

Moved by D. Beffort - Seconded by R. Mezzapelli

2013-387

That the agenda for the June 18, 2013 Council Meeting, be approved.

Carried.

5. **DISCLOSURE OF PECUNIARY INTEREST** - none

6. **COUNCIL WORKSHOP**

Moved by R. Mezzapelli - Seconded by R. Paterak

2013-388

That Council convene into Council Workshop.

Carried.

**Councillor DeBoer joined the meeting at 9:49 a.m.**

1. **COMMUNITY INVESTMENT PROGRAM, REGION OF PEEL.**

Sandra Solonik, Advisor, Community Investment, Human Services Department presented the following information:

Helping build the capacity of non-profit agencies to deliver community and social services in the Region of Peel

Community Investment Program Goal

The goal of CIP is to build a viable Peel community through contributing to the sustainability and effectiveness of Peel's non-profit sector, by way of providing supports and solutions that strengthen the capacity of organizations and the sector that serve Peel's communities and residents

#### Purpose of 2012 Fund Review

- Ensure investments are making a positive impact in Peel's non-profit sector (\$5.4 million in funding and \$750,000 in-kind supports)
- In line with other business reviews, it was important to re-evaluate the role of the Region as a funder and determine the effectiveness of the previous funding streams
- Ensure that investments align to Term of Council Priorities and contribute to these priorities
- Ensure Regional investments complement the funding efforts of others, minimize duplication and maximize positive community impact

#### Funding Review Findings

- Role of the Region as a funder was unclear
- Unsure if funding aligned with Regional and community priorities and strategies
- Lack of consistency and standardization in process
- Perceived lack of structure and transparency in decision-making
- Perception of political influence/interference
- Perception that agencies are not held accountable to performance measures and outcomes

The new Community Investment Program (CIP) encompasses....

Accountability  
Transparency  
Capacity building  
Evaluation  
Standardization  
Clear roles

#### A New Model for Capacity Building – Clear Roles

#### Levels of Community Investment

System  
Organizational  
Program/initiative  
Residents

Investments which focus at the system and organizational levels will work their way down to support the programs, and ultimately, the residents of the communities the Region serves

#### Available Funds

There are three main funds available under CIP:

- Sustainability Fund
- Organizational Effectiveness Fund
- Collaboration Fund

As well as the following additional funding:

- Agricultural Fund
- Human Services Revolving Capital Loan

#### Sustainability Fund

The purpose of this fund is to increase sustainability and build capacity of organizations to be more effective and achieve greater community or sectorial impact. Funding is available to assist with:

- up to 80% of core operating budget requests
- small capital costs up to \$30,000
- non-profit capacity building programming requests up to 90% of budget costs

2013 Deadline:                      Deadline May 31st, 2013; 4 PM  
Funding Term:                        Two years (for years 2014 and 2015)  
Funding Recommendations:        Fall 2013.

Final Decisions: Pending the approval of 2014 Regional budget

In the future, this fund will be offered for a four year term (2016-2019)

#### Organizational Effectiveness Fund

The purpose of this fund is to strengthen the internal business practices of an organization. Funding is available to proactively address specific internal capacity issues including but not limited to:

- Board and leadership development
- Feasibility studies
- Develop evidence based strategies
- Improve performance measurement

Application Intake: On-going  
2013 Deadlines: July 2nd and October 1st; 4 PM  
2014 Deadlines: March 3rd; July 2nd; and October 1st; 4 PM  
Funding Term: Up to one year (for years 2013 and 2014)  
Final Decisions: Within two months of the deadline.

#### Collaboration Fund

The purpose of this fund is to assist with collective planning and implementation of initiatives and programs that are innovatively meeting a defined need within the non-profit community

The fund will support initiatives that have well-defined outcomes and lay a strong foundation for longer-term relationships that benefit all partners, the sector and community through systems transformation

Application Intake: On-going  
2013 Deadlines: July 2nd and October 1st; 4 PM  
2014 Deadlines: March 3rd; July 2nd; and October 1st; 4 PM  
Funding Term: Up to two year (for years 2013 and 2014)  
Final Decisions: Within two months of the deadline.

#### Additional Funds

##### Agricultural Fund

The purpose of this fund is to continue current funding commitments that focus on increased awareness and education of Peel's agricultural community

Application Intake: By invitation only  
Funding Term: Up to two years (for years 2014 and 2015)

##### Human Services Revolving Capital Loan

An interest-free loan, up to 50% of the total project cost, intended to support community partner integration and system improvement with large capital projects through a repayable line of credit

Application Intake: The loan program budget is revolving. Application will only be considered when funds are available for redistribution  
Funding Term: Loan period must not exceed three years  
Application Process: Contact Regional Community Partnerships staff

Agencies get the information they need - Transparency

##### Support and Outreach Efforts – Capacity Building

- Two info sessions with previously funded agencies
  - 52 participants in January 2013
- One-on-one meetings with Peel agencies
  - 68 organizations in February and May 2013
- Seven public community info sessions
  - 196 community members attended in April 2013

##### Application Review Process

Standardization  
 Transparency  
 Evaluation  
 Accountability

**Sustainability Fund**

Applications will be reviewed by a Fund Review Committee made up of internal Regional staff from several divisions and departments

**Organizational Effectiveness & Collaboration Fund**

Applications will be reviewed by a Fund Review Committee made up of Regional staff and key community stakeholders such as other funders

Note: Each application will be reviewed using weighted criteria. The criteria and scoring breakdown is outlined within the CIP Program Guidelines document

Funding Criteria	Weighting
<b>Sustainability</b>	
Regional Priority Alignment: alignment to community and Regional priorities	15%
Demonstrated Need: project in line with community needs and trend data/research	20%
Organizational Effectiveness: organization business practices	10%
Organizational Financial Management: financial strength and practices	20%
Organizational Capacity: ability to achieve outcomes and implement	25%
Sustainability: realistic project aligns to current plans and resources; can be maintained	10%
<b>Organizational Effectiveness</b>	
Regional Priority Alignment: alignment to community and Regional priorities	15%
Demonstrated Need: project in line with community needs and trend data/research	20%
Organizational Effectiveness: organization business practices	15%
Organizational Financial Management: financial strength and practices	20%
Organizational Capacity: ability to achieve outcomes and implement	20%
Sustainability: realistic project aligns to current plans and resources; can be maintained	10%
<b>Collaboration</b>	
Regional Priority Alignment: alignment to community and Regional priorities	15%
Demonstrated Need: project in line with community needs and trend data/research	20%
Partnerships: diverse, committed and engaged partners	25%
Organizational Financial Management: financial strength and practices	10%
Project Management: strong business management and leadership plan	25%
Sustainability: realistic project aligns to current plans and resources; can be maintained	5%

**Support for SmartSimple Technology – Capacity Building**

- Ten SmartSimple training sessions
  - 92 participants in April and May 2013
- Two computer labs
  - 12 participants in May 2013
- Direct staff email and phone support
  - Organizations who need assistance while completing their application can email [cip@peelregion.ca](mailto:cip@peelregion.ca) or call 905-791-7800 x7503

**Results-based Accountability**

**Organizational Effectiveness Outcomes**

1. Strengthened organizational direction
2. Improved governance and leadership
3. Improved capacity to manage change and development
4. Improved management of human resources
5. Improved organizational management of financial resources and assets

**Sustainability Outcomes**

1. Increased capacity to contribute to community impact
2. Increased organizational sustainability
3. Increased alignment with identified community priorities
4. New or strengthened organizational partnerships and professional peer relationships
5. Improved communication of mission, need, and impact to the community

6. Increased coordination of services
7. Development of new and innovative approaches to planning, engagement, and programming

**Collaboration Outcomes**

Collaboration outcomes will be determined based on the funded project. Region of Peel staff will work with the organization to negotiate appropriate project outcomes

**Reporting and Monitoring – Evaluation/Accountability**

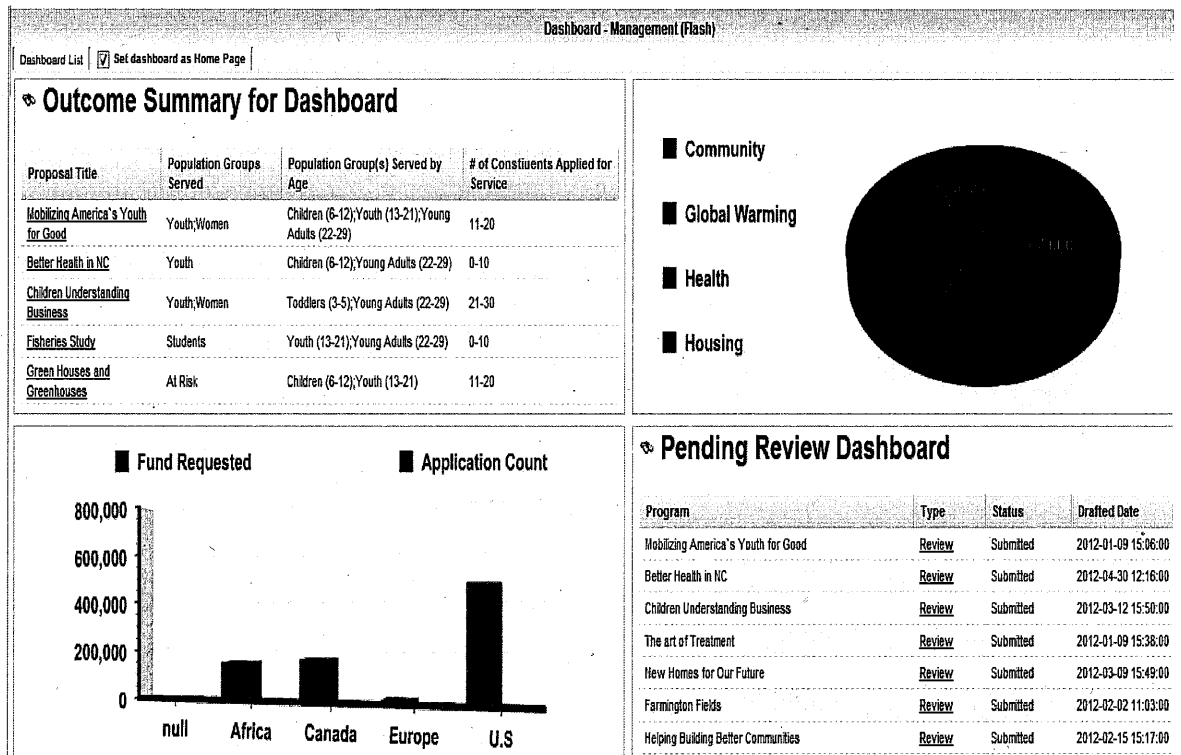
**Reporting**

- Funded agencies will submit reports every six months
- Reporting expectations will be outlined in the funding contract

**Performance Management**

- Organizations will be monitored for performance based on reporting and project progress
- Staff will work together with these funded organizations to develop an agreed action plan aimed at improving performance
- Staff's role is to support organizations in overcoming any concerns and increasing reporting capacity

**Sample Dashboard – Outcome Summary**



**The Future of CIP**

- Staff will work with non-profit organizations to strengthen the sector and make a greater social impact with agency-led community programs and services. On-going support will be provided to funded and non-funded agencies
- After one year of agency reporting, staff will be able to begin analyzing the impact of the CIP and will have a clearer picture of the organizational capacity needs of the non-profit sector
- Staff will continue to explore how the Region can build on the SmartSimple technology (i.e. expand it to other programs, more sophisticated reporting mechanisms and data analysis, etc.)

**Contact us**

Further information and inquiries can be directed to: [cip@peelregion.ca](mailto:cip@peelregion.ca) and 905-791-7800 x7503

Information about the Community Investment Program can be found online at: [www.peelregion.ca/communityinvestments](http://www.peelregion.ca/communityinvestments)

Members of Council asked a number of questions concerning the information provided and received responses from the presenter.

2. **INVESTING FOR IMPACT, 2013/2014 COMMUNITY INVESTMENTS.**

Shelley White, United Way, Peel Region presented the following information:

Our Mission and Values

Mission:

To improve lives and build community by engaging individuals and mobilizing collective action

Values:

- Demonstrate integrity and transparency
- Inspire volunteerism
- Endorse collaboration and partnerships
- Provide non-partisan leadership
- Embrace inclusion and equity

Investment Strategy Shift

Previous strategy	New strategy
Funding provided to same agency partners historically	Have a process that is open, inclusive and responsive to changes in Peel
Closed to new agencies/new programs/new innovations	Funding application process open to community partners that are aligned to investment strategy
Limited focus	Focused impact, changing community conditions
Loose network of services	Focused strategy aligned to national brand framework

Investing for Impact Objectives

- To align to national brand strategy
- To achieve focused impact on key community priorities
- To use evidence-based research for decision-making
- To respond to changes in philanthropic giving
- To maximize and leverage our resources

What we do

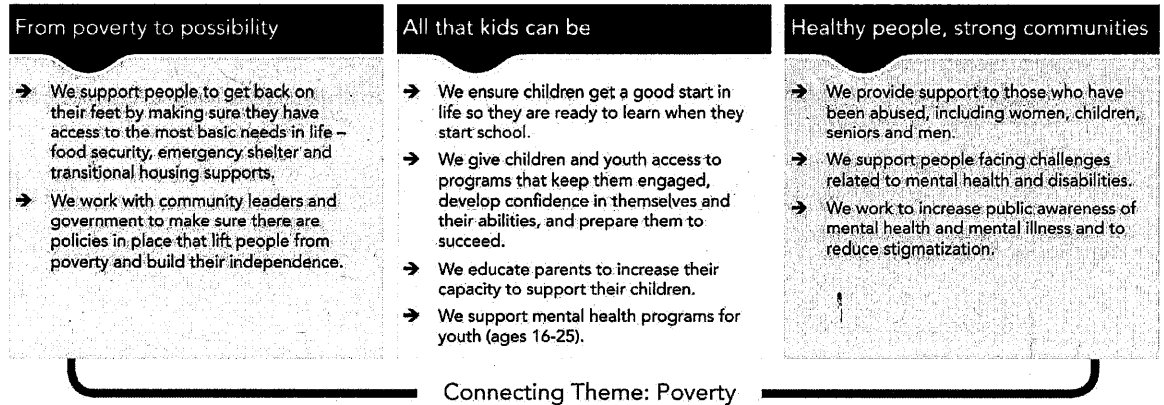
- Focus on underlying causes of social issues
- Engage the community's resources: financial, influence, time, knowledge and action
- Strengthen the network of services and the capacity of non-profits and the community
- Influence public attitudes, systems and policy

Poverty is our Investment Strategy's Connecting Theme

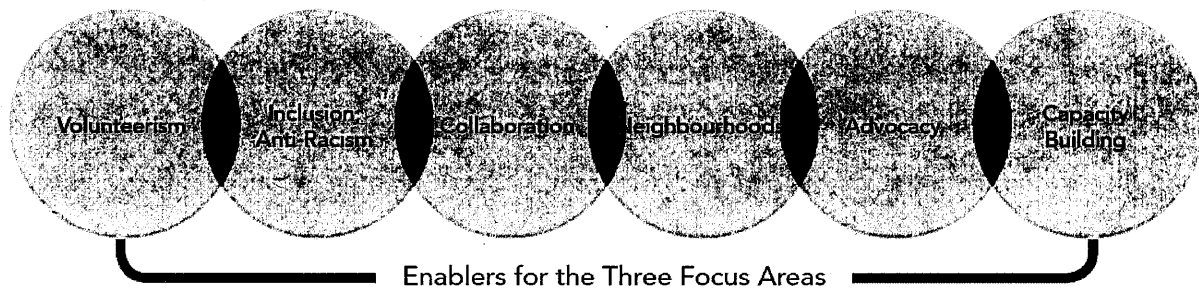
United Way invests in:

- The people of Peel experiencing poverty
- The children and youth of Peel to prevent poverty
- The people of Peel vulnerable to falling into poverty

Our Focus Areas: Where we will make a difference



Enablers for our Focus Areas



Where the money goes – March 31, 2013

Community Initiatives Funding (Neighbourhood/Youth in Action/SOEF/Response)	252,039
Pledge Loss	476,750
Program Funding (including Grant Funded Projects)	1,831,917
Fundraising Expenses	2,656,365
Designations	2,891,137
Priority Funding	7,257,175

New in 2012: Community Priorities fund Open Call for Proposals

- Call went out: Oct. 19, 2012
- Closed: Dec. 20, 2012
- 67 agencies applied
- 139 programs
- \$12.8M in funding requests

2013/14 Funding Overview (Region-wide)

With \$7,257,176 available for investment:

- 91 programs will receive funding
- 54 agencies will run the programs
  - 46 previously funded agencies
  - 8 new agencies
- 8 agencies funded last year will not receive funding this year

Investments supporting the people of Caledon

- \$294,010 - Total investment in Caledon-based agencies
- 7 - Number of programs
- 6 - Number of agencies
- 41 - Regional-based programs
  - Regional programs available to Caledon residents offered by 29 agencies for an investment of \$4,530,977

Who will our agency partners be in 2013/14?

Partner Agencies – From Poverty to Possibility

Caledon Community Services  
Caledon Meals on Wheels  
Catholic Family Services Peel-Dufferin  
Eden Community Food Bank  
Knights Table  
Labour Community Services of Peel  
Our Place (Peel)  
Peace Ranch  
St. Leonard's Place Peel  
The Social Planning Council of Peel  
Vita Centre  
Volunteer MBC

Partner Agencies – All that kids can be

African Community Services of Peel  
Associated Youth Services of Peel  
Big Brothers Big Sisters of Peel  
Boys and Girls Club of Peel  
Caledon Parent-Child Centre  
Canadian Mental Health Association/Peel Branch  
Dixie Bloor Neighbourhood Drop-in Centre  
Erin Mills Youth Centre  
Family Association for Mental Health  
Family Services of Peel  
Heart Touching Heart Ministries (The Dam)  
India Rainbow Community Services of Peel  
Malton Neighbourhood Services  
Newcomer Centre of Peel  
Nexus Youth Services  
Peel Children & Youth Initiative  
Peel Family Education Centre  
Polycultural Immigrant & Community Services  
Rapport Youth & Family Services  
Safe City Mississauga  
Vita Centre  
YMCA of Greater Toronto

Partner Agencies – Healthy people, strong communities

African Community Services of Peel  
Brampton Caledon Community Living  
Brampton Multicultural Community Centre  
Caledon Meals on Wheels  
Caledon Dufferin Victim Services  
Canadian Hearing Society - Peel Region  
Canadian Mental Health Association/Peel Branch  
Carefirst Seniors & Community Services  
Catholic Crosscultural Services  
Catholic Family Services Peel-Dufferin  
CNIB Halton-Peel  
Community Living Mississauga  
Dixie Bloor Neighbourhood Drop-in Centre  
East Mississauga Community Health Centre, a branch of LAMP  
Elder Help - Peel  
Elizabeth Fry Society of Peel-Halton  
Family Services of Peel  
Interim Place  
John Howard Society Peel-Halton-Dufferin  
Learning Disabilities Association of North Peel  
Malton Neighbourhood Services  
MIAG Centre for Diverse Women & Families  
Peace Ranch  
Punjabi Community Health Services  
Rehabilitation Foundation for the Disabled (Ontario March of Dimes)  
Sexual Assault/Rape Crisis Centre of Peel



Telecare Brampton Inc o/a Spectra Community Support Services  
Victim Services of Peel  
Vita Centre  
YWCA of Greater Toronto

First-time Funding Recipients whose Services will Benefit Caledon Residents

- Newcomer Centre of Peel
  - Mississauga, Regional scope
  - \$70,000 for mental health program
- Elder Help (Peel)
  - Brampton, Regional scope
  - \$50,000 for senior abuse prevention program and support for caregivers

Supporting Agencies Not Receiving Funding or Less Funding in 2013-2014

- Transition funding has been provided on an agency-by-agency basis
- Agencies will be invited to apply for next year's funding in Fall 2013
- We will work with agencies to assist them in identifying other potential funders
- We will provide letters of support, if required

Please direct questions/concerns to:

Shelley White, President & CEO  
905-602-3610 or [swhite@unitedwaypeel.org](mailto:swhite@unitedwaypeel.org)

Anita Stellinga, VP, Community Investment  
905-602.3618 or [astellinga@unitedwaypeel.org](mailto:astellinga@unitedwaypeel.org)

Sharon Douglas, Director, Community Investment  
905-602-3620 or [sdouglas@unitedwaypeel.org](mailto:sdouglas@unitedwaypeel.org)

For more information about United Way or our investment strategy visit:  
[www.unitedwaypeel.org](http://www.unitedwaypeel.org)

Members of Council asked a number of questions concerning the information provided and received responses from the presenter.

**3. BUILDING CODE IMPLEMENTATION.**

Glenn Middlebrook, Chief Building Official presented the following information:

Purpose of Workshop

- The Purpose of this workshop is to inform Council of the Municipalities legislated responsibilities under the Building Code Act and the Ontario Building Code
- The second part of this workshop is to update Council on the status of our Building Permit Application Process Improvements as a follow up to Council Report DP-2012-114 heard at the November 13, 2012 Council Meeting

Legislated Requirements

- All Building construction in the Province of Ontario is regulated by the Building Code Act, and the Ontario Building Code
- All municipalities within the province of Ontario are required to enforce the Building Code Act, and the Ontario Building Code within their municipal boundaries, and do not have the authority to deviate from any requirement of the legislation
- All permit applicants, and constructors are required to submit documentation to the municipality and construct in accordance with the provisions of the Building Code Act and the Ontario Building Code

Legislated Requirements - Ontario Building Code

- Under the Building Code Statute Amendment Act, all principal authorities are required to review complete building permit applications and make the decision to either issue or refuse to issue a permit within a prescribed timeframe. OBC Ref. Article 1.3.1.3. Division C

BUILDING CLASSIFICATION	PRESCRIBED (MANDATORY) TIME FRAME
House	10 Working Days
Small Buildings	15 Working Days
Large Buildings	20 Working Days
Complex Buildings	30 Working Days

- If a permit application has to be refused within the prescribed timeframe the principal authority is required to notify the applicant of all reasons for refusal in writing. OBC Ref. Sentence 1.3.1.3. (1)(b) Division C
- It should be noted that the prescribed timeframes for the building permit application begin the day after the municipality receives a complete building permit application
- It should also be noted that a complete application does not necessarily mean a correct application as this will be determined through the review process
- Additionally the Building Code Act does not stipulate a mandatory review timeframe for subsequent resubmissions

Process Improvements

- At the November 13, 2012 Council Meeting, Staff presented Council Report DP-2012-0114 which spoke to options regarding Building Permit Application Process Improvements
- Council endorsed staff to proceed with option # 1
- The following process improvements have been implemented:
  1. At the time of the initial Building Permit Application the applicant is provided with a copy of the checklist that lets them know if anything is outstanding, as well as advising them when they could expect initial comments
  2. The Plans Examiners are assigned files that are due for any given week, this allows for more flexibility in the review process as the plans examiners can schedule in resubmissions amongst the files that are due
  3. Resubmissions are being reviewed by staff at the counter for completeness to help ensure that all deficiencies have been addressed in some fashion. The emphasis is to ensure that a complete package is resubmitted to minimize delays. However it should be noted that it may not necessarily be a correct submission
- Working forward and backwards from the November 13, 2012 Council Meeting date. We did a comparison of the number of building permits applications received before and after that date
- Applications assessed where received between November 14, 2012 and April 30, 2013, representing approx. 5.5 months of permit activity after the report
- Applications where also assessed prior to the Council meeting using data collected from June 1, 2012 to November 13, 2012, representing approx. 5.5 months of permit activity before the report
- The following tables show a comparison before and after the November 13, 2012 Council Meeting

Between November 14, 2012 and April 30, 2013 Building and Support Services received 356 Permit Applications. As of April 30, 2013, 238 permits have been issued. The table below shows the number of submission attempts and the percentage of applications associated with each attempt

Issued Permits - Applications received between Nov. 14,2012 and April 30, 2013						
Number of Submission attempts before Issuance	1	2	3	4	5	
Number of Building Permits issued	164	49	15	9	1	Total 238
Percentage of Applications	68.9%	20.6%	6.3%	3.8%	0.4%	

Between June 1, 2012 and November 14, 2012 Building and Support Services received 434 Permit applications. As of April 30, 2013, 391 permits have been issued. The table below shows the number of submission attempts and the percentage of applications associated with each attempt.

Issued Permits - Applications received between June 1, 2012 and Nov. 13, 2012									
Number of Submission attempts before Issuance	1	2	3	4	5	6	7	8	
Number of Building Permits issued	132	147	75	27	5	4	0	1	Total 391
Percentage of Applications	33.8%	37.6%	19.2%	6.9%	1.3%	1.0%	0%	0.2%	

Based on the above tables there have been significant customer service improvements the first table indicates 89.5 % of the applications have been reviewed and issued within the first two attempts, whereas before only 71.4 % of the applications were reviewed and issued within the first two attempts

The reasons for the unissued permits are as follows:

- The applicant has not submitted additional information required to complete their reviews
- Certain Agency approvals remain outstanding such as:
  - Toronto Region Conservation Authority (TRCA) Approval
  - Credit Valley Conservation Authority (CVC) Approval
  - Niagara Escarpment Commission (NEC) Approval
  - Oak Ridges Moraine (ORM) Approval
  - Site Plan Approval
  - Ministry of Transportation Approval (MTO)
  - Committee of Adjustment (C of A)
- The Permit is ready to be picked up at the Counter and the applicant has not come in for it

#### Challenges

The new process has some challenges that we are working on overcoming

1. Some resubmissions are being sent in via email – staff does not have the opportunity to personally review the resubmitted material with the applicant, which leads to follow-up phone calls, or emails
2. The person resubmitting the material is not familiar with the project and was directed by the applicant to drop the package off to the town. The person resubmitting is not able to answer questions which lead to follow-up phone calls, or emails
3. There are various designers and suppliers involved in the project. Each of them is responsible for a certain aspect of the project and submits separately which can lead to co-ordination issues as no one from the applicants team has looked at the overall package

#### Other Challenges

##### Permit Application Volume:

- From January 2013 to the beginning of June 2013 we received 475 Permit applications as compared to 349 for the same time period in 2012. This represents an increase of 36 % in permit application activity
- We currently have three plans examiners reviewing the applications, and with the increase in activity staff is having difficulty keeping up with the demand. As a result the timelines are suffering as we are just meeting them, and staff are finding it difficult to keep up with any resubmissions due to concentrating on the files that are subject to the mandatory timelines

#### Next Steps

##### Recruitment

- We have started the recruitment process to hire additional Plans Examination staff to help maintain and improve the service level. We are seeking two (2) Permanent Full Time positions & One (1) Contract position. We are hoping to have these positions in place by the beginning of August

- With these positions in place the service level will be greatly improved as the workload on each examiner will be reduced to a level where they can balance both the initial submissions as well as the resubmissions
- These positions will be funded from the Building Permit Stabilization Reserve fund and will have no impact on the tax base

Additional Process Improvements

- While the Building Code Act does not specify a mandatory timeframe for resubmissions. Staff is going to explore the options of implementing a performance timeline for resubmissions and set up a schedule for any additional reviews
- With the additional staff resources on board we are going to explore the option of exceeding the mandatory timeframes for the initial submissions by establishing in-house performance timelines that beat the provincial requirement i.e. review in 8 or 9 days as opposed to the required 10 days

How We Compare

At the end of every year each municipality that belongs to the Large Municipalities Chief Building Officials Association (LMCBO) is asked to provide certain statistical information regarding their respective municipality

The following table is a comparison of timeframes for the LMCBO municipalities that participated in the survey in close proximity to Caledon for the year 2012

Time Frame Comparison – 2012					
Category	House	Small Buildings	Large Buildings	Complex Buildings	
Provincial Requirement for initial review	10 Working Days	15 Working Days	20 Working Days	30 Working Days	Status against Provincial Requirement
Caledon	10	14	17	No Complex buildings in 2012	Meeting or Exceeding
Mississauga	11	17	21	n/a	Not Meeting
Brampton	10	7	13	17	Meeting or Exceeding
Milton	18	12	9	n/a	Partially Meeting
Markham	11	16	22	26	Not Meeting
Guelph	9	13	19	n/a	Exceeding
Vaughan	11	11	16	n/a	Partially Meeting
Cambridge	10	9	19	25	Meeting or Exceeding

The highlighted Municipalities are ones that are not meeting the requirements, Guelph is the only municipality listed that is exceeding in all categories. Caledon's Goal is to also exceed in all categories

Members of Council asked a number of questions concerning the information provided and received responses from Town staff.

Moved by P. Foley – Seconded by R. Paterak

2013-389

That Council rise out of Council Workshop.

Carried.

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

8. **BY-LAWS**

Moved by R. Paterak - Seconded by G. McClure

2013-390


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

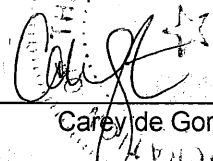
BL-2013-065 To confirm the proceedings of the Council for The Corporation of the Town of Caledon at its Council Meeting held on the 18<sup>th</sup> day of June, 2013

Carried.

9. **ADJOURNMENT**

On verbal motion moved by Councillor de Boer and seconded by Councillor Mezzapelli, Council adjourned at 11:52 a.m.

  
Marilyn Morrison, Mayor

  
Carey de Gorter, Clerk