



General Committee Report  
Tuesday, August 23, 2016  
1:00 p.m.  
Council Chamber, Town Hall

Chair: Councillor J. Innis  
Vice Chair: Councillor R. Mezzapelli  
Mayor A. Thompson  
Councillor D. Beffort (absent)  
Councillor N. deBoer  
Councillor J. Downey (left the meeting at 4:33 p.m.)  
Councillor A. Groves  
Councillor G. McClure  
Councillor B. Shaughnessy

Chief Administrative Officer: M. Galloway  
General Manager, Corporate Services/Town Clerk: C. deGorter  
Acting Treasurer: H. Haire  
Deputy Clerk: L. Hall  
Executive Director, Strategic Initiatives: L. Johnston  
Co-ordinator, Council/Committee: B. Karrandjas  
Executive Director of Human Resources: J. Porter  
Interim General Manager, Community Services: P. Tollett  
Manager, Purchasing & Risk Management: A. Valentino

### **CALL TO ORDER**

Chair J. Innis called the meeting to order in the Council Chamber at 1:03 p.m.

**DISCLOSURE OF PECUNIARY INTEREST** – none stated.

The General Committee adopted a motion to suspend the rules to permit the addition of a Notice of Motion regarding the Alton Village Cemetery. *This item was added to the Notice of Motion section of the Agenda.*

The General Committee reports that the following matters were dealt with on the consent portion of the agenda and recommended to Town Council for consideration of adoption at its meeting to be held on August 30, 2016:

#### **STAFF REPORT 2016-106 RE: 2016 CRACK SEALING CAPITAL PROJECT SCOPE CHANGES AND CONTRACT AWARD.**

That Staff Report 2016-106 regarding 2016 Crack Sealing Capital Project Scope Changes and Contract Award, be received; and

That the scope of Capital Project 16-114 for the Crack Sealing Program be revised from the purchase of materials to support the works in-house to the continued use of external contractors for the crack sealing program; and

That Contract No. 2016-51 be awarded to Upper Canada Road Services Inc. in the amount of \$156,742.86 (inclusive on non-recoverable H.S.T.) funded from Capital Project 16-114 - Crack Sealing Program, for the roads identified in Table 1 of report 2016-106.

#### **STAFF REPORT 2016-102 RE: QUARTER 2, 2016 OPERATING BUDGET VARIANCE REPORT.**

That Staff Report 2016-102 regarding the Quarter 2, 2016 Operating Budget Variance Report, be received.

#### **STAFF REPORT 2016-97 RE: HARDWARE AND SOFTWARE STANDARDIZATION FOR INFORMATION TECHNOLOGY.**

That Staff Report 2016-97 regarding Hardware and Software Standardization for Information Technology, be received; and

That the recommended standards of technology for hardware and software, outlined in Table 1 of Staff Report 2016-97, be approved for a 36 month period from September 2016 to August 2019.

**STAFF REPORT 2016-109 RE: PROPOSED CONCUSSION MANAGEMENT POLICY.**

That Staff Report 2016-109 regarding a Proposed Concussion Management Policy, be received; and

That the proposed Concussion Management Policy attached as Schedule A to Staff Report 2016-109, be approved.

**STAFF REPORT 2016-105 RE: SIGN VARIANCE FOR ALTON VILLAGE COMMUNITY SIGN.**

That Staff Report 2016-105 regarding a Proposed Sign Variance, be received; and

That a variance to Sign By-law 94-14, as amended, be granted to permit:

- a) an increase in ground sign area to a maximum of 7 m<sup>2</sup> (76 ft<sup>2</sup>).
- b) an increase in height for a ground sign to a maximum of 3.78 m.

**STAFF REPORT 2016-114 RE: REQUEST FOR SUPPORT FOR A MANUFACTURER'S LIMITED LIQUOR SALES LICENCE FOR WINTERBROOK HOPS / GOODLOT FARMSTEAD BREWING COMPANY.**

That Staff Report 2016-114 regarding a Request for Support for a Manufacturer's Limited Liquor Sales Licence for Winterbrook Hops / GoodLot Farmstead Brewing Company, be received; and

That the request from Winterbrook Hops / GoodLot Farmstead Brewing Company regarding an application to obtain a Manufacturer's Limited Liquor Sales Licence to sell and serve beer to patrons for consumption in single servings at their manufacturing site, be supported.

**ACCESSIBILITY ADVISORY COMMITTEE REPORT.**

That the Accessibility Advisory Committee Report dated July 14, 2016, be received.

**ACCESSIBILITY ADVISORY COMMITTEE REPORT.**

That the Accessibility Advisory Committee Report dated August 11, 2016, be received.

**DELEGATION**

Maureen Tymkow, Chair, Caledon Accessibility Advisory Committee provided a delegation regarding the August 11, 2016 Accessibility Advisory Committee Meeting. She requested support for the recommendations provided by the Accessibility Advisory Committee regarding the Badlands Parking Project. Members of the Committee asked a number of questions and received responses from the delegate.

Chair J. Innis thanked Ms. Tymkow for her delegation.

**The General Committee adopted the required procedural motion to alter the order of business to discuss the Accessibility Advisory Committee Report Recommendation.**

**The General Committee recommends adoption of the following recommendations:**

**ACCESSIBILITY ADVISORY COMMITTEE REPORT RECOMMENDATION.**

That the Accessibility Advisory Committee Report Recommendation regarding the Badlands' project be referred back to staff for more information and to request that a representative from the Region of Peel provide a delegation to Council regarding this matter; and

That the Accessibility Advisory Committee Report Recommendation be provided to the Cheltenham Badlands Management Planning Team for information; and

That a member of the Cheltenham Badlands Management Planning Team be requested to provide a presentation to Council regarding the project.

**The matter was recommended to Town Council for consideration of adoption at its meeting to be held on August 30, 2016.**

**Councillor Shaughnessy left the meeting at 2:07 p.m.**

**PRESENTATION**

Laura Johnston, Executive Director, Strategic Initiatives provided a presentation regarding the Council Work Plan, Customer Service Update. (see attached presentation). Members of Council asked a number of questions and received responses from the presenter.

Chair J. Innis thanked Ms. Johnston for her presentation.

**Councillor Shaughnessy returned to the meeting at 2:16 p.m.**

**The General Committee recommends adoption of the following recommendations:**

**STAFF REPORT 2016-101 RE: PROPOSED CHANGES TO THE MUNICIPAL, AGRICULTURAL AND COMMUNITY GRANT EVALUATION PROCESS.**

That Staff Report 2016-101 regarding Proposed Changes to the Municipal, Agricultural and Community Grant Evaluation Process, be received; and

That the proposed changes to the Municipal, Agricultural and Community Grant Staff Evaluation Tool and process attached as Schedule "A" and outlined in Staff Report 2016-101, be approved; and

That a one-time increase in 2016 Municipal, Agricultural and Community in-kind grants of \$673 be funded from the Corporate Accounts Grant Account (01-10-115-40010-365-62319) for underfunded road closure permit fees; and

That an unavoidable budget increase be included for 2017 in the amount of \$20,500 to increase the annual Municipal, Agricultural and Community Grants fund from \$79,500 to \$100,000; and

That the Municipal, Agricultural and Community Grant Review Committee be delegated the authority to redistribute any unused grant funds returned based on the evaluation results of applications received for the current year.

**This matter was recommended to Town Council for consideration of adoption at its meeting to be held on August 30, 2016.**

**The Committee recessed from 2:46 p.m. to 3:00 p.m.**

**The General Committee recommends adoption of the following recommendations:**

**STAFF REPORT 2016-93 RE: PROPOSED SCHOOL TRAFFIC SAFETY COMMITTEE.**

That Staff Report 2016-93 regarding a Proposed School Traffic Safety Committee, be received; and

That the proposed Terms of Reference for the School Traffic Safety Committee, attached as Schedule A to Staff Report 2016-93, be adopted as amended deleting item two under "deliverables"; and

That staff be directed to begin the recruitment process for the School Traffic Safety Committee; and

That delegated authority be provided to the School Traffic Safety Committee to make recommendations on behalf of Council.

**This matter was recommended to Town Council for consideration of adoption at its meeting to be held on August 30, 2016.**

**The General Committee recommends adoption of the following recommendations:**

**STAFF REPORT 2016-107 RE: PROPOSED PARTNERSHIP POLICY AND CORPORATE PARTNERSHIPS.**

That Staff Report 2016-107 regarding a Proposed Partnership Policy and Corporate Partnerships, be received; and

That the current Partnership Principles Policy and Advertising Policy be repealed and replaced with the proposed Partnership Policy attached as Schedule A to Staff Report 2016-107; and

That the Executive Director, Strategic Initiatives be delegated the authority to approve corporate partnerships based on sponsorship and advertising assets with a value up to \$49,999; and

That the Chief Administrative Officer be delegated the authority to approve corporate partnerships based on sponsorship and advertising assets with a value of \$50,000 up to \$249,999; and

That the Clerk and Treasurer be authorized to execute all agreements and related documents necessary for the purpose of approved corporate partnerships based on sponsorship and advertising assets.

**This matter was recommended to Town Council for consideration of adoption at its meeting to be held on August 30, 2016.**

**The General Committee recommends adoption of the following recommendations:**

**STAFF REPORT 2016-94 RE: PROPOSED CORRESPONDENCE POLICY.**

That Staff Report 2016-94 regarding a Proposed Correspondence Policy, be received; and

That the proposed Correspondence Policy attached as Schedule A to Staff Report 2016-94, be approved; and

That Procedural By-law 2015-108 be amended to include a section that references the Correspondence Policy.

**This matter was recommended to Town Council for consideration of adoption at its meeting to be held on August 30, 2016.**

**The General Committee recommends adoption of the following recommendations:**

**STAFF REPORT 2016-103 RE: FENCE HEIGHT EXEMPTION APPLICATION FROM FENCE BY-LAW 2005-36, 20 HIGHMORE STREET (WARD 5).**

That Staff Report 2016-103 regarding Fence Height Exemption Application from Fence By-law 2005-36, 20 Highmore Street (Ward 5), be received; and

That the request for a fence by-law exemption submitted by the owner of 20 Highmore Street be denied as it is not minor in nature.

**This matter was recommended to Town Council for consideration of adoption at its meeting to be held on August 30, 2016.**

**RECONSIDERATION OF MINISTERIAL ZONING ORDER – COLERAINE DRIVE.**

**In accordance with section 4.3.5(e) of the Procedural By-law, the Chair determined that the Notice of Motion regarding the Reconsideration of Ministerial Zoning Order – Coleraine Drive was beyond the jurisdiction of the Committee, therefore the Notice of Motion was not considered.**

**The General Committee adopted a motion to table the Notice of Motion regarding the Aggregate Steering Group.**

**The General Committee adopted a motion to suspend the rules to permit a delegation to be heard from Greg Sweetnam regarding the Aggregate Steering Group.**

#### **DELEGATION**

Greg Sweetnam provided a delegation regarding the Notice of motion concerning an Aggregate Steering Group. He expressed support of the Notice Motion and encouraged the Town to engage various stakeholders to address issues related to aggregate matters. Members of the Committee asked a number of questions and received responses from the delegate.

Chair J. Innis thanked Mr. Sweetnam for his delegation.

**The General Committee adopted a motion to lift off the table the Notice of Motion regarding the Aggregate Steering Group.**

**The Committee recessed from 4:02 p.m. to 4:07 p.m.**

#### **AGGREGATE STEERING GROUP.**

That the Notice of Motion regarding the Aggregate Steering Group be deferred to the next General Committee Meeting.

**The General Committee adopted a motion to suspend the rules to permit a delegation to be heard from Sean Berry regarding the Alton Village Cemetery.**

#### **DELEGATION**

Sean Berry, a member of the Alton Village Association, provided a delegation regarding the Notice of Motion concerning the Alton Village Cemetery. He requested that the repairs to the retaining wall at the cemetery proceed and that the Town assist the Committee with ownership options. Members of the Committee asked a number of questions and received responses from the delegate.

Chair J. Innis thanked Mr. Berry for his delegation.

#### **ALTON VILLAGE CEMETERY**

That the Notice of Motion regarding the Alton Village Cemetery be deferred to the next General Committee Meeting to allow staff to provide further information.

**Councillor Downey left the meeting at 4:33 p.m.**

#### **CONFIDENTIAL SESSION**

**The General Committee adopted the required procedural motion and resumed in Confidential Session in the Council Chamber at 4:34 p.m.**

Moved by Councillor R. Mezzapelli – Seconded by Mayor A. Thompson

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

- Confidential Staff Report 2016-23 re: Personal matters about an identifiable individual - Caledon Walk of Fame 2016 Nominations.
- Confidential Staff Report 2016-21 re: Personal matters about an identifiable individual - Committee of Adjustment Appointment.
- Confidential Staff Report 2016-22 re: A proposed Acquisition of Land by the Municipality – Expropriated Land and Temporary Easement, Mayfield Road (Ward 2).

Carried.

**Mayor A. Thompson, Councillor N. de Boer, Councillor A. Groves, Councillor J. Innis, Councillor R. Mezzapelli, Councillor G. McClure, Councillor B. Shaughnessy, Chief Administrative Officer: M. Galloway, General Manager of Corporate Services/Town Clerk: C. deGorter, Executive Director, Strategic Initiatives: L. Johnston and Deputy Clerk: L. Hall were present for this portion of the meeting.**

**L. Johnston left the meeting at 4:40 p.m.**

**General Committee adopted the required procedural motion at 4:45 p.m. and resumed in Open Session at 4:46 p.m.**

**The General Committee recommends adoption of the following recommendations:**

**CONFIDENTIAL STAFF REPORT 2016-23 RE: PERSONAL MATTERS ABOUT AN IDENTIFIABLE INDIVIDUAL – CALEDON WALK OF FAME 2016 NOMINATIONS.**

That Confidential Report 2016-23 regarding personal matters about an identifiable individual, including municipal or local board employees – Caledon Walk of Fame 2016 Honouree, be received; and

That Kenneth Weber be recognized as the 2016 honouree for the Caledon Walk of Fame.

**This matter was recommended to Town Council for consideration of adoption at its meeting to be held on August 30, 2016.**

**The General Committee recommends adoption of the following recommendations:**

**CONFIDENTIAL STAFF REPORT 2016-21 RE: PERSONAL MATTERS ABOUT AN IDENTIFIABLE INDIVIDUAL – COMMITTEE OF ADJUSTMENT APPOINTMENT.**

That Confidential Staff Report 2016-21 regarding personal matters about an identifiable individual – Committee of Adjustment Appointment, be received; and

That By-law 2015-009 be amended to remove Michael Gallo and to appoint the following citizen to the Committee of Adjustment for the remainder of the 2014 – 2018 Term of Council:

- Brian Atkinson.

**This matter was recommended to Town Council for consideration of adoption at its meeting to be held on August 30, 2016.**

**The General Committee recommends adoption of the following recommendations:**

**CONFIDENTIAL STAFF REPORT 2016-22 RE: A PROPOSED OR PENDING ACQUISITION OF LAND BY THE MUNICIPALITY – EXPROPRIATED LAND AND TEMPORARY EASEMENT, MAYFIELD ROAD (WARD 2).**

That Confidential Staff Report 2016-22 regarding a Proposed Acquisition of the Land by the Municipality – Expropriated Land and Temporary Easement, Mayfield Road (Ward 2), be received; and

That the settlement amount of approximately \$150,000.00 be granted to the property owner of 3728 Mayfield Road for the expropriation of the lands; and

That Capital project 12-011 for Kennedy Road Design and Land Acquisition be increased by \$157,191.00 funded by development charges for \$149,331.00 and \$7,860.00 from the tax funded capital contingency reserve; and

That the Mayor and the Clerk be authorized to execute all documents necessary and incidental to the settlement of expropriation of the Kennedy Lands.

**This matter was recommended to Town Council for consideration of adoption at its meeting to be held on August 30, 2016.**

**HABITAT FOR HUMANITY FUNDING REQUEST.**

That the Habitat for Humanity Funding Request be referred back to staff to further investigate funding options and report back.

**The General Committee recommends adoption of the following recommendations:**

**STUDENT TRANSPORTATION OF PEEL REGION RE: CROSSING GUARDS AT THE INTERSECTION OF COLERAINE DRIVE AND KING STREET WEST AND HARVEST MOON DRIVE.**

That staff be directed to provide two crossing guards at the intersection of Coleraine and King Streets, at an estimated cost of \$10,000, as a pilot program from September 2016 to December 2016 should the school bus program to St. Nicholas School be cancelled; and

That staff be directed to objectively observe the impact of the pedestrian and vehicle/truck traffic in the area to determine whether permanent crossing guards at the intersection of Coleraine and King Streets is warranted; and

That the pilot program be funded from the Town's operating budget contingency reserve fund, if the Town/Finance and Infrastructure Services department has an overall operating budget deficit at the end of the year.

**This matter was recommended to Town Council for consideration of adoption at its meeting to be held on August 30, 2016.**

**The General Committee recommends adoption of the following recommendations:**

**POET LAUREATE FOR CALEDON AND DUFFERIN.**

That the correspondence from MP Tilson, MPP Jones, Shelley Peterson and Signe Ball, be received; and

That staff be directed to investigate the feasibility of a Poet Laureate for Caledon and report back.

**This matter was recommended to Town Council for consideration of adoption at its meeting to be held on August 30, 2016.**

**The General Committee recommends adoption of the following recommendations:**

**REQUEST TO PRESENT FROM CALEDON COMMUNITY SERVICES.**

That Caledon Community Services be invited to a Council meeting to provide a presentation regarding the Caledon Small Business Enterprise Centre.

**This matter was recommended to Town Council for consideration of adoption at its meeting to be held on August 30, 2016.**

**ADJOURNMENT**

The Committee adjourned at 4:59 p.m.