



Special Town Council Meeting (COVID-19) Consolidated Agenda
Please note that added or revised items are denoted by an asterisk (*).

Tuesday, June 9, 2020
2:30 p.m.
Council Chamber, Town Hall
Pages

1. **NOTICE**

Due to efforts to contain the spread of COVID-19 and to protect all individuals, the Council Chamber will not be open to the public to attend Council and Committee meetings until further notice. The meeting will be held as an electronic meeting. Details on how members of the public can access the meeting will be posted on the Town's website.

The public may submit comments regarding agenda matters to agenda@caledon.ca. Comments submitted may be considered as public information and entered into the public record.

2. **CALL TO ORDER**

3. **DISCLOSURE OF PECUNIARY INTEREST**

4. **CONFIRMATION OF MINUTES**

4.1 May 19, 2020 Special Town Council (COVID-19) Minutes 4

5. **URGENT BUSINESS**

6. **REGULAR BUSINESS**

6.1 Verbal Update regarding Corporate Response to COVID-19

6.2 Staff Report 2020-0205: Cancellation of Summer Recreation due to COVID-19 8

6.3 Staff Report 2020-0206: Electronic Committee of Adjustment Meetings and Public Participation 11

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7. **PRESENTATIONS**

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8. CORRESPONDENCE

8.1 Memorandums

8.1.1 Phased Library Recovery Plan 36

Memorandum from Colleen Lipp, CEO and Chief Librarian, Caledon Public Library, regarding the Phased Library Recovery Plan, dated June 9, 2020

8.2 General Correspondence

8.2.1 COVID-19 Business Recovery - Collaboration in Crisis 40

Letter from Warren Darnley, Caledon Chamber of Commerce regarding the COVID-19 Business Recovery - Collaboration in Crisis, dated May 19, 2020

9. BY-LAWS

9.1 BL-2020-37 46

A by-law to amend By-law 2015-058, being a by-law to regulate the use of highways and parking on highways and to repeal certain by-laws

9.2 BL-2020-38 50

A by-law to amend By-law 2015-108, as amended, being a by-law to provide for the rules of order of Council and its Committees, as amended

9.3 BL-2020-39 51

A by-law to amend By-law 2018-080, being a by-law to establish the rules governing the calling, place, proceedings; providing public notice of hearings of the Committee of Adjustment of the Town of Caledon

9.4 BL-2020-40 53

A by-law to confirm the proceedings of the Council for the Corporation of the Town of Caledon at its Council Meeting held on the 9th day of June, 2020

10. ADJOURNMENT

11. Accessibility Accommodation

Assistive listening devices for use in the Council Chamber are available upon request from the Staff in the Town's Legislative Services Section. American Sign Language (ASL) Interpreters are also available upon request.

Please provide advance notice if you require an accessibility accommodation to attend or participate in Council Meetings or to access information in an alternate format please contact Legislative Services by phone at 905-584-2272 x. 2366 or via email to legislative.services@caledon.ca.



Mayor A. Thompson
Councillor I. Sinclair (remote)
Councillor L. Kiernan (remote)
Councillor J. Downey (remote)
Councillor C. Early (remote)
Councillor J. Innis (remote)
Councillor N. deBoer (remote)
Councillor A. Groves (remote)
Councillor T. Rosa (remote)

Chief Administrative Officer: C. Herd
Manager, Legal Services / Town Solicitor: A. Alyea (remote)
General Manager, Strategic Initiatives: D. Arbuckle (remote)
Fire Chief: D. Bailey (remote)
Manager, Information Technology: E. Britnell (remote)
Manager, Legislative Services / Acting Town Clerk: A. Fusco
Treasurer: H. Haire (remote)
Acting General Manager, Corporate Services / Deputy Clerk: L. Hall (remote)
Coordinator, Council Committee: J. Lavecchia
General Manager, Community Services: P. Tollett (remote)
General Manager, Finance and Infrastructure Services: F. Wong (remote)

INTRODUCTION

Acting Town Clerk, A. Fusco, advised that due to the COVID-19 pandemic and *Bill 187, Emergency Management Act, 2020*, that the meeting would be held as an electronic meeting and open to the public through an audio broadcast. She advised Members of Council of procedural functions of the meeting.

CALL TO ORDER

Mayor A. Thompson called the meeting to order in the Council Chamber at 2:32 p.m. and provided an update with respect to the on-going development of the COVID-19 pandemic.

DISCLOSURE OF PECUNIARY INTEREST

None.

CONFIRMATION OF MINUTES

Moved by: Councillor J. Downey - Seconded by: Councillor I. Sinclair

2020-81

That the May 5, 2020 Special Town Council Meeting (COVID-19) Minutes, be approved.

A recorded vote was requested and taken as follows:

Recorded Vote	YES	NO	ABSENT
Mayor A. Thompson	X		
Councillor I. Sinclair	X		
Councillor L. Kiernan	X		
Councillor J. Downey	X		
Councillor C. Early	X		
Councillor J. Innis	X		
Councillor N. deBoer	X		
Councillor A. Groves	X		
Councillor T. Rosa	X		
Total	9	0	0

Carried.

REGULAR BUSINESS

Verbal Update regarding Corporate Response to COVID-19

1. Lawrence Loh, Associate Medical Officer of Health, Peel Public Health, provided an update regarding the response of the Region of Peel's Public Health unit to COVID-19. Dr. Loh advised that the pandemic continues within the community. He noted that there has been an increase in Federal and Provincial government announcements relating to re-opening strategies. Dr. Loh noted that the COVID-19 pandemic is reaching its peak within the Region of Peel, and the Town of Caledon has plateaued. He highlighted that there has been an increase in cases through community transmission and indicated that as the testing has broadened, this will continue. He noted that initial testing was completed based on detecting the virus among people (i.e. persons who traveled abroad), and secondary testing was completed based on vulnerable persons within the community (i.e. seniors centres and hospitals). Dr. Loh indicated that a third phase of testing has begun to detect cases where individuals may be feeling or showing slight symptoms to build a fulsome picture of the disease. Dr. Loh confirmed that Peel Public Health has the appropriate resources and is ready should there be an increase in positive cases within the community. Dr. Loh stated that it is still important to take the necessary steps for prevention including physical distancing, washing hands, avoiding touching the face, and avoiding large crowds/gatherings. Dr. Loh concluded his update by noting that business owners should take relevant precautions to ensure they re-open safely. As directed by the Province, business owners will want to limit the number of staff and members of the public in the store at one time and increase sanitation and safety measures.

Members of Council asked several questions and received responses from Dr. Loh.

Mayor A. Thompson thanked Dr. Loh for the update.

2. Inspector Mike Garant, Ontario Provincial Police, Caledon Detachment, provided an update regarding the Ontario Provincial Police's response to COVID-19. Inspector Garant advised that last week was 'Canada Road Safety Week' and Caledon OPP participated in the traffic safety campaign where several criminal offences and Highway Traffic Act charges were laid. He indicated that there was a 20% increase in calls for service in comparison to the 2019 Victoria Day long weekend. He noted that 11 calls were in relation to COVID complaints of large gatherings. Inspector Garant advised members of Council that the Caledon OPP will continue to provide a strict enforcement presence in the Belfountain area.

Mayor A. Thompson thanked Inspector Garant for the update.

3. Carey Herd, Chief Administrative Officer, Town of Caledon, provided an update regarding the Town's response to COVID-19. She advised that this week is 'National Public Works Week' and expressed her gratitude to all public works staff employed with the Town. She noted that Municipal Law Enforcement Officers assisted the OPP in laying approximately 200 parking infractions. Additionally, the Town's Building Services Division has soft-launched an online application portal for the acceptance of building permit applications. Ms. Herd further advised that the Town's public libraries are reviewing various options to determine how services can be provided once they re-open. She advised that the EOC continues to meet regularly and staff are working on a four-phase recovery plan. At this time, 75% of Town business is still being conducted remotely. Ms. Herd concluded her update seeking direction from Peel Public Health with respect to the operation of municipal summer camps within the community.

Members of Council asked several questions and received responses from staff.

Mayor A. Thompson thanked Ms. Herd for the update.

4. Fire Chief Darryl Bailey, Fire and Emergency Services, Town of Caledon, provided an update regarding Fire and Emergency Services' response to COVID-19. Chief Bailey advised the Town's Emergency Operation Centre (EOC) remains active and the strategic priorities remain unchanged. The EOC is shifting to a recovery phase, monitoring

provincial announcements and reviewing detailed recovery plans. Caledon Fire and Emergency services have maintained their call volumes and have been deploying appropriate resources to incidents. He noted that call volumes increase during warmer temperatures and decrease during cooler temperatures. He concluded his update advising that the 2020 Recruit Class has commenced, and recruits will be assigned to their fire houses in the Fall of 2020.

Mayor A. Thompson thanked Chief Bailey for the update.

Staff Report 2020-0154: COVID-19 Impacts on Tow Truck Licensing

Moved by: Councillor C. Early - Seconded by: Councillor A. Groves

2020-82

That the expiry of all current and valid Town issued business licences be extended until further notice; and

That the Manager, Regulatory Services be delegated the authority to determine the date that licences will be extended until based on a consideration of the reopening of Town Hall operations and availability of Caledon OPP resources.

A recorded vote was requested and taken as follows:

Recorded Vote	YES	NO	ABSENT
Mayor A. Thompson	X		
Councillor I. Sinclair	X		
Councillor L. Kiernan	X		
Councillor J. Downey	X		
Councillor C. Early	X		
Councillor J. Innis	X		
Councillor N. deBoer	X		
Councillor A. Groves	X		
Councillor T. Rosa	X		
Total	9	0	0

Carried.

BY-LAWS

Moved by: Councillor N. deBoer – Seconded by: Councillor T. Rosa

2020-83

That the following by-law be read a first time and passed:

BL-2020-28 A By-law to confirm the proceedings of the Council for the Corporation of the Town of Caledon at its Council Meeting held on the 19th day of May, 2020

A recorded vote was requested and taken as follows:

Recorded Vote	YES	NO	ABSENT
Mayor A. Thompson	X		
Councillor I. Sinclair	X		
Councillor L. Kiernan	X		
Councillor J. Downey	X		
Councillor C. Early	X		
Councillor J. Innis	X		
Councillor N. deBoer	X		
Councillor A. Groves	X		
Councillor T. Rosa	X		
Total	9	0	0

Carried.

With the consensus of Council, Mayor A. Thompson advised that the next Special Town Council (COVID-19) Meeting will be held on Tuesday, June 9, 2020 at 2:30 p.m.

ADJOURNMENT

On a verbal motion moved by Councillor L. Kiernan, Council adjourned at 3:29 p.m.

Allan Thompson, Mayor

Amanda Fusco, Acting Town Clerk

Staff Report 2020-0205

Meeting Date: June 9, 2020

Subject: Cancellation of Summer Recreation due to COVID-19

Submitted By: Heather Savage, Manager, Recreation Services, Community Services

RECOMMENDATIONS

That all current summer programs including summer camps be cancelled;

That staff develop a modified version of summer camp programming that is within Recreation's 2020 Council approved Tax Subsidy and in accordance with the Ontario Public Services Health & Safety Association's guidelines;

That the 2020 Cheers Caledon and Caledon Day events be cancelled; and

That staff focus their planning efforts on the 2020 Southfields Grand Opening and the 2021 WinterFest event.

REPORT HIGHLIGHTS

- Due to the COVID-19 pandemic all recreation facilities were closed as of March 14, 2020 until further notice.
- Subsequently, all Spring recreation programs and rentals were cancelled through to July 2, 2020.
- Summer programs are tentatively scheduled to begin on July 6 and there are participants enrolled in various programs such as swimming lessons, summer camps and fitness classes.
- Existing summer programs should be cancelled for 2020.
- The Ontario Public Services Health & Safety Association released guidelines pertaining to the safe delivery of summer camps. Dr. Lou, Peel Medical Officer is in support of Peel municipalities offering camps, provided they are structured in accordance with Provincial guidelines.
- Staff intend to survey existing recreation clients to ensure a more informed choice regarding service delivery during the pandemic.
- Provided summer camps are financial feasible, Town Staff will implement new camp options that incorporate public health measures designed to reduce the spread of the virus.
- Earlier this spring, Cheers Caledon and Caledon Day events were postponed.
- Staff have consulted with the Volunteer and Staff Working Group who both recommend cancelling the 2020 Cheers Caledon and Caledon Day events.
- It is recommended that event planning efforts be focused on the Southfields Community Centre grand opening and the 2021 WinterFest celebration. Both events are scheduled at a time when larger gatherings may potentially be permitted.

DISCUSSION

Summer Programs

On March 14 all Town facilities were closed due to the COVID-19 pandemic. Spring recreation programs and facility rentals have been cancelled through to July 2. Summer programs such as camps and swimming lesson have not been cancelled and there are people registered in the programs.

Based on the Region of Peel, Public Health's recommendations to decrease exposure to stop the spread of the virus, summer recreation programs cannot be delivered in the traditional manner. All 2020 summer programs should be cancelled, and registered participants should receive a full refund.

On June 2, the Ontario Public Services Health & Safety Association released guidelines pertaining to the safe delivery of summer camps. Dr. Lou, Peel Medical Officer of Health, suggests Peel municipalities can offer camps if the programs are structured in accordance with Provincial guidelines.

Staff are confident all guidelines can be met, if not exceeded. And, to make a more informed choice, Staff intend to survey existing recreation clients to gauge whether residents are in need of this service.

Cheers Caledon and Caledon Day

On April 7, Council approved staff's recommendation to postpone the Cheers Caledon and Caledon Day events previously scheduled for June 19 and 20, 2020, due to the pandemic.

The Volunteer and Staff Working Group met twice to work through various scenarios to host the events at a later date. The group also looked at ways to modify the events that would not compromise the quality of the event. After lengthy discussion the group felt it was necessary to cancel the event.

If the Provincial order 'Prohibiting Organized Public Events and Certain gatherings' (O.Reg. 52/20) is lifted and Cheers Caledon and Caledon Day can be held at a later date this year, other challenges occur.

- The event budget heavily relies on alternative revenue sources such as sponsorship and vendor fees. Businesses may not be in a position to support the event.
- There is a limited window of warmer months to host outdoor events. Depending on when the Provincial order is lifted, September and October most likely will be saturated with third-party events.
- To properly implement larger events like Caledon Day, staff would require three months to implement, especially when public health measures would be added to the design of the event.

- Planning for Cheers Caledon and Caledon Day would be difficult at this time. Town staff responsible for the events are currently on Declared Emergency Leave and the return to work date is unknown at this time.

Due to these challenges, Staff recommends that the 2020 Cheers Caledon and Caledon Day events be cancelled. Instead, planning efforts should be focused on the Southfields Grand Opening (tentatively September 2020) and the WinterFest celebration (January 2021). These events are scheduled later and can be the focus of community celebration once the Province and Peel Public Health permits larger gatherings.

FINANCIAL IMPLICATIONS

In 2019, 179 camp programs were offered in July and August which accumulated over \$525,000 in revenue. However, the costs to run the modified camps will be equal to/or greater than the revenue generated.

Staff will conduct an analysis of the cost to operate modified programming and determine a financially feasible modified camp program, based on Recreation's Council approved 2020 tax subsidy requirement of 49%.

A total of \$3,764.93 in operating supplies were purchased for Caledon Day 2020 which can be used in 2021.

COUNCIL WORK PLAN

Connected Community: Increase quality of life through shared experiences.

Good Governance: Manage reasonable community expectations.

ATTACHMENTS

None.

Meeting Date: June 9, 2020

Subject: Electronic Committee of Adjustment Meetings and Public Participation

Submitted By: Amanda Fusco, Acting Town Clerk, Corporate Services

RECOMMENDATION

That a by-law be enacted to amend Procedural By-law No. 2015-108 to amend the Town of Caledon's governing structure to include a provision to permit local boards to meet electronically, as required; and

That a by-law be enacted to amend Procedural By-law No. 2018-80 to amend the rules governing the Committee of Adjustment to permit electronic meeting procedures.

REPORT HIGHLIGHTS

- The Province of Ontario recently amended the *Municipal Act*, 2001 (the "Municipal Act") through the *Emergency Management Act*, 2020 to permit, under a municipality's procedural by-law, members of local boards to participate in both open and closed meetings electronically and be counted towards quorum when an emergency has been declared by either the Province or the municipality itself under the *Emergency Management and Civil Protection Act*.
- At the March 24, 2020 Emergency Council Meeting and the April 7, 2020 Special Council Meeting, Council amended its Procedural By-law to permit electronic participation for regular and special Council and Advisory Committee meetings.
- As the COVID-19 pandemic has continued, there is a desire by Staff to consider non-emergency matters to address the business and operations of the Town, including minor variance and consent applications in the *Planning Act* through the form of Committee of Adjustment.
- Neither the Town's Procedural By-law nor the Committee of Adjustment Procedural By-law permits the Committee to meet electronically.
- The Committee of Adjustment has not met since March 11, 2020. The April 15, 2020 hearing and all subsequent meetings since were cancelled due to the COVID-19 pandemic and Town Hall being closed to the public. There are 8 applications for Minor Variances and 1 Consent application pending.
- To ensure the Committee of Adjustment can continue to consider regular business, it is recommended that the Procedural By-law be further amended to permit Local Boards to meet electronically, as required, with modified procedures, governing timing, notice and public participation.

DISCUSSION

The purpose of this report is to seek Council approval for an amendment to the Procedural By-law and Committee of Adjustment Procedural By-law to permit electronic Committee

of Adjustment hearings and establish procedures for public participation during the hearing.

Background

On March 17, 2020 a declaration of emergency was made by the Province of Ontario pursuant to Section 7.0.1 of the *Emergency Management and Civil Protection Act* related to the COVID-19 pandemic. On March 19, 2020 the Province enacted the *Municipal Emergency Act, 2020*, to provide that, during declared emergencies, should they choose to, members of council, local boards and committees who participate electronically in open and/or closed meetings can be counted for the purposes of quorum.

On March 18, 2020 a state of emergency for the Town of Caledon was declared by Mayor Thompson in response to COVID-19.

At an Emergency Town Council meeting held on March 24, 2020, Council passed amendments to the Procedural By-law permitting Town Council to meet electronically during the declared emergency in order to move necessary business forward.

On April 7, 2020 further amendments were made to the Procedural By-law to suspend its Committee of the Whole structure and implement electronic meetings for Council and Advisory Committees with modified procedures, governing timing, notice and public participation.

On April 14, 2020 the Province of Ontario passed Bill 189, the *Coronavirus (COVID-19) Support and Protection Act*, which amended several acts including the *Planning Act*. Ontario Regulation 149/20, Special Rules Related to the Declared Emergency, came into force April 15, 2020 which provides municipalities with the option to process and make decisions on land use planning applications, including minor variance and consent applications, during the COVID-19 emergency.

Electronic Committee of Adjustment Hearings

To assist in moving development projects forward that relate to other application processes, there is a need to consider moving forward with Committee meetings. Several municipalities have conducted virtual meetings for Committee of Adjustment to date, with apparent success. The intent of this report is to recommend that amendments be made to the Procedural By-laws for the Council and Committees and Committee of Adjustment to allow the Committee of Adjustment to meet electronically during the declared emergency in order to advance pending and future applications.

In consultation with the Chair and Members of Committee of Adjustment, there is support for resuming the meetings virtually. Tentatively scheduled dates to hear the initial set of backlogged applications are July 8, 2020 and July 22, 2020.

Virtual Committee meetings can occur in the same manner that Council is currently meeting on the WebEx application platform, which allows for public engagement through home telephone, computer or mobile device. Applicants will be able to present their development proposals to the Committee, staff and the public and then respond to questions/comments from Committee members and registered delegations.

While the technology and legislative amendments permit such meetings, there is still much municipal discretion as to whether to conduct such hearings. Staff have outlined factors that may influence the decision to permit such hearings notably:

- **Public Notice**

- Typical meeting notices provide options for residents and businesses to access additional information, contact staff, and how to provide written comments by mail or email.
- Mailed notices can be further modified to include a statement that the hearing will be held via electronic means, how to engage in the process, where to submit questions / comments electronically and how to register as a delegation in order to provide comments directly to the Committee.
- The Notice will be mailed with enough timing to ensure delivery to affected property owners is well within the *Planning Act* timelines.
- The agenda will be posted as per the Committee's Procedural By-law, 5 days in advance of the meeting, which will continue to provide all relevant information about the applications scheduled to be heard.

- **Public Participation / Delegations**

- Members of the public who wish to speak at the Hearing shall be required to complete and submit a delegation request form up to the day prior to the hearing. Delegates shall provide a phone number and name (the name of the delegate will become part of the public record).
- If available, delegates shall be required to submit their intended speaking notes for circulation to members of the Committee, in the event their delegation is interrupted. Any correspondence submitted will form part of the public record and appended to the minutes.
- Delegates shall participate in the electronic Hearing by telephone.
- Town Staff will begin calling delegates 15 minutes prior to the commencement of the application they have registered for, in the order they appear on the agenda and delegates will appear on the online video conference with their name included as listed on the agenda.
- Once a delegate is connected to the conference, Town Staff will welcome the delegate and advise them that their microphones will be muted, and they will be placed on hold until their item is ready to be heard.
- If no answer is received on first call attempt, a second call attempt will be made once all other registered delegates have been called.
- Once all second call attempts have been completed, if no answer is received on a second call attempt, time permitting before the commencement of the meeting, only one further call attempt shall be made.

- Town Staff shall advise the Chair and Secretary-Treasurer of any delegates who could not be reached.
- Applicants/Agents shall participate via electronic meeting with video camera turned on, unless technological concerns exist and then shall participate in the electronic Hearing by telephone.
- **Appeals**
 - Normally, the *Planning Act* provides timeframes by which Committee hearings must occur and decisions must be made, failing which applicants can appeal the applications to the Local Planning Appeal Tribunal (LPAT).
 - Under the new O. Reg. 149/20, the statutory timeframes to hold hearings and make decisions are suspended. If there was no decision on an application prior to April 15, 2020, then there is no statutory requirement to hold a hearing and make a decision for the duration of the declared emergency.
 - As a result, the Committee is permitted to meet and make decisions during this time, but is not required to. Once the declared emergency is over, normal timeframes will resume.
 - If the Committee does proceed to make a decision during the declared emergency, the usual *Planning Act* notice obligations and statutory appeal timelines (20 days for Consents and Minor Variances) will apply to the decision.
 - If there are no appeals of the Committee's decision, the decision comes into effect.
 - However, if there is an appeal of the decision within the 20 days, the decision does not come into effect. Instead, O.Reg 149/20 suspends the timeline for the Town to prepare a record and forward the appeal to the LPAT until the end of the declared emergency. The LPAT is not currently processing new appeals.
 - If the Committee makes a decision on an application, a Notice of the decision must be circulated which outlines the process for appealing a decision. An appellant must complete the form prescribed by the LPAT (available on their website) and submit it by mail with associated fees. If an appeal is received staff will handle the intake with precaution as it relates to the pandemic.
 - As the LPAT requires the filing fee to be paid by certified cheque or money order payable to the Minister of Finance, it is not possible to accept appeals electronically at this time. Town LPAT filing fees will be accepted electronically.
- **COVID-19 Influences**
 - Some municipalities that have held electronic meetings and considered matters under the *Planning Act* have faced criticism from residents and the media that technological limitations and a lack of public gathering place for discussion could prevent residents from feeling like they've had their voices heard.

- Some residents may feel that they are not able to be engaged in such processes if they are otherwise managing health, employment or familial pressures.
- Consideration of what is urgent and essential may be subjective.

Proposed Committee of Adjustment Procedural By-law Amendments

The following is a summary of the proposed changes that would form the By-law amendment:

- Definition of “Electronic Hearing” provided;
- Definition of “Hearing” updated;
- Amending Part 5 Quorum to reflect that any member of the Committee may participate in an Electronic Hearing and be counted for the purpose of establishing quorum;
- Amending Part 6 Hearing Procedures and Voting to permit electronic hearings during a declared emergency and to clarify procedures regarding voting and public participation.

Receiving Electronic Applications

Committee of Adjustment application forms are nearing completion to accept new and deferred applications electronically (online). In addition to the electronic process, staff are revising content on the application form and manuals to assist in the transition and outline any changes to the previous process. Moving forward, the applicant will complete the online application and upload all associated material. The application form will be provided to the Secretary-Treasurer for receipt, review and processing. The Secretary-Treasurer will contact the applicant to receive payment of the required fee prior to the processing of the application, and confirm completeness.

During the COVID-19 office closure, staff continue to work with potential applicants by receiving draft applications. If Council determines it is appropriate to move forward with Committee hearings during the declared emergency, staff will advise applicants of upcoming hearing dates through August and September and submission deadlines as they are determined. Staff note the draft applications received have been reviewed in the existing format. If it is determined that all applications are to be submitted electronically then staff will contact the potential applicants and advise (electronic application submission will become mandatory for the September 2020 hearing).

If supported, the electronic public participation process proposed in this report for Committee of Adjustment can be applied for future Public Planning meetings held under the *Planning Act*, expected to resume in the Fall.

FINANCIAL IMPLICATIONS

There are no immediate financial implications associated with this report.

COUNCIL WORK PLAN

Subject matter is not relevant to the Council Workplan.

ATTACHMENTS

Schedule A: Proposed By-law Amendment to Procedural By-law 2015-108, as amended

Schedule B: Proposed By-law Amendment to Committee of Adjustment Procedural By-law 2018-80

THE CORPORATION OF THE TOWN OF CALEDON

BY-LAW NO. 2020-0XX

A By-law to amend By-law 2015-108, as amended,
being a by-law to provide for the rules of order of
Council and its Committees, as amended

WHEREAS the *Municipal Act, 2001*, S.O. 2001, c. 25, section 238 provides that a municipality shall establish a procedure by-law to govern meetings;

WHEREAS the Corporation of the Town of Caledon has enacted Procedural By-law 2015-108, as amended;

WHEREAS on March 19, 2020 the Province of Ontario enacted the *Municipal Emergency Act, 2020* to amend the *Municipal Act, 2001*, to enact section 238 (3.3) and 238 (3.4) to permit meetings to be held electronically during an emergency declared pursuant to the *Emergency Management and Civil Protection Act*, R.S.O. 1990, Chapter E. 9;

WHEREAS the World Health Organization has declared a worldwide pandemic regarding the Novel Coronavirus 19 (COVID-19);

WHEREAS on March 17, 2020 a Declaration of Emergency was made by the Province of Ontario pursuant to section 7.0.1 of the *Emergency Management and Civil Protection Act* related to COVID-19;

AND WHEREAS on April 14, 2020 the Province of Ontario enacted *Bill 189, the Coronavirus (COVID-19) Support and Protection Act*, which amended several acts including the Planning Act;

AND WHEREAS Ontario Regulation 149/20, Special Rules Related to the Declared Emergency, came into force April 15, 2020 which provides municipalities with the option to process and make decisions on land use planning applications, including minor variance and consent applications, during the COVID-19 emergency;

NOW THEREFORE the Council of the Corporation of the Town of Caledon ENACTS AS FOLLOWS:

1. Procedural By-law 2015-108, as amended, is hereby further amended by:
 - (1) replacing the following to **Part 5 Council and Committee Meetings:**
 - 5.9 Electronic Participation**
 - 5.9.1 *Electronic Meetings* – A regular meeting or special meeting of Council, Committee, including Advisory Committees and Local Boards, may be conducted by *Electronic Meeting* during an *Emergency*, in accordance with this Section and any *Emergency Electronic Meeting Protocol* as may be approved by *Council*.

Enacted by the Town of Caledon Council this 9th day of June, 2020.

Allan Thompson, Mayor

Amanda Fusco, Acting Town Clerk

THE CORPORATION OF THE TOWN OF CALEDON

BY-LAW NO. 2020-0XX

A by-law to amend By-law 2018-080, being a by-law to establish the rules governing the calling, place, proceedings; providing public notice of hearings of the Committee of Adjustment of the Town of Caledon

WHEREAS the Committee of Adjustment has been established pursuant to the Planning Act, R.S.O. 1990, c. P.13, as amended, (the "Planning Act"),

AND WHEREAS subsection 238(2) of the *Municipal Act, 2001*, S.O. 2001 c.25, as amended, (the "Municipal Act"), requires every municipality and local board to adopt a procedure by-law for governing the calling, place and proceedings of hearings;

AND WHEREAS Council of the Corporation of the Town of Caledon established rules governing the order and proceedings of the hearings of the Committee of Adjustment by By-law 2018-080 on December 18, 2018;

AND WHEREAS on March 17, 2020 a Declaration of Emergency was made by the Province of Ontario pursuant to section 7.0.1 of the *Emergency Management and Civil Protection Act* related to COVID-19;

AND WHEREAS on April 14, 2020 the Province of Ontario enacted *Bill 189, the Coronavirus (COVID-19) Support and Protection Act*, amending the *Planning Act*;

AND WHEREAS Ontario Regulation 149/20, Special Rules Related to the Declared Emergency, came into force April 15, 2020 which provides municipalities with the option to process and make decisions on land use planning applications, including minor variance and consent applications, during the COVID-19 emergency;

AND WHEREAS Council of the Corporation of the Town of Caledon deems it necessary and expedient to amend By-law 2018-080 to define electronic hearing, permit electronic hearings during a declared emergency and set out procedures regarding voting and public participation;

NOW THEREFORE the Council of the Corporation of Town of Caledon ENACTS AS FOLLOWS:

1. Committee of Adjustment Procedural By-law 2018-080, is hereby further amended by:

(1) adding the following definition be added to **Part 1: Definitions:**

"Act" means the Ontario Planning Act, R.S.O. 1990, c.P. 13, as amended or superseded.

"Agent" means any person authorized in writing by the owner(s) of any land, building or structure for which an application is made.

"Applicant" means any person authorized in writing by the owner(s) of any land, building or structure for which an application is made.

"Application" means an application made to the Committee under Section 45, 53 or 57 of the Act.

"Electronic hearing" means a hearing called and held in full or in part via electronic means including, but not limited to, video teleconference, audio teleconference or telephone, and with or without in person attendance.

"Public Notice" means the public notice of an Application as prescribed by the Act.

(2) replacing the definition of "Hearing" with the following:

"Hearing" means any hearing of the Committee of Adjustment, including an electronic hearing.

(3) adding the following to **Part 5 Quorum:**

5.3. Where an emergency has been declared in all or part of the Town of Caledon under Section 4 or 7.0.1 of the Emergency Management and Civil Protection Act:

3.6.1. any member of the Committee may participate in an *Electronic Hearing* and be counted for the purpose of establishing quorum.

(4) adding the following to **Part 6 Hearing Procedures and Voting:**

6.10.3 Members of the public may participate in an *Electronic Hearing* via telephone, videoconferencing software and/or other technology methods deemed appropriate by the Clerk's Office.

6.10.4 Members of the public must submit a Delegation Request form by the day preceding the *Hearing* to participate in the *Electronic Hearing*.

6.10.6 Members of the public may submit written correspondence to the Secretary-Treasurer for an *Electronic Hearing*.

6.10.7. Written correspondence may be submitted no later than seven (7) calendar days prior the *Electronic Hearing*.

6.10.8 Written correspondence submitted for an *Electronic Hearing* will form part of the public record.

(5) replacing the following to **Part 6 Hearing Procedures and Voting:**

6.14.4. Call for a vote by the Committee on the motion by a show of hands to indicate their position on the motion under consideration and in an *Electronic Hearing* the Secretary Treasurer shall conduct a recorded vote.

Enacted by the Town of Caledon Council this 9th day of June, 2020.

Allan Thompson, Mayor

Amanda Fusco, Acting Town Clerk

Staff Report 2020-0213

Meeting Date: June 9, 2020

Subject: 2020 Council and Committee Meeting Schedule Amendments and Public Information Meetings for Planning related Matters

Submitted By: Jordyn Lavecchia, Council Committee Coordinator, Legislative Services, Corporate Services
Amanda Fusco, Acting Town Clerk, Corporate Services

RECOMMENDATION

That the 2020 Council Meeting Schedule, attached as Schedule A to Staff Report 2020-0213 be amended to include additional Regular Council (COVID-19) meetings in July and August and an additional Special Council (COVID-19) in August;

That the 2020 Council Meeting Schedule, attached as Schedule A to Staff Report 2020-0213 be amended to include four (4) additional Planning and Development Committee meetings for the purpose of holding Public Information Meetings (PIMs) in September, October and November;

That the 2020 Council Meeting Schedule, attached as Schedule A to Staff Report 2020-0213 be amended to remove the 2021 Budget Meeting dates (November 17, November 24 and December 8);

That the Committee of the Whole structure for General Committee and Planning and Development Committee meetings resume in September 2020;

That an additional General Committee and Planning and Development Committee meeting be scheduled for November 17, 2020;

That an additional Town Council meeting be scheduled for November 24, 2020;

That the December 15 Town Council meeting be rescheduled to December 8, 2020; and

That a copy of Staff Report 2020-0213 be provided to the Region of Peel for information purposes.

REPORT HIGHLIGHTS

- The 2020 Meeting Schedule was approved by Council in September of 2019.
- On April 7, 2020 the Procedural By-law 2015-108 was amended to suspend its Committees of the Whole (General Committee and Planning and Development Committee), and Standing Committees and provide for two (2) meetings: a "Special Council Meeting (COVID-19 Pandemic)", and a "Regular Council Meeting (COVID-19 Pandemic)".
- The COVID-19 Pandemic has impacted the Council meeting structure and a need for additional meetings has been identified.

- Staff is requesting the 2021 Budget Meeting process be removed from the 2020 Meeting Schedule and postponed to early in 2021 after the Region of Peel has adopted their budget.
- Amendments to the Council Meeting Schedule can be made by a Council resolution where deemed necessary.

DISCUSSION

The purpose of this report is to amend the 2020 Council Meeting Schedule to provide Council with an opportunity to meet in July and August of 2020, if required, post-pone the 2021 Budget Meeting process, and provide for additional Planning and Development Committee meetings to hold Public Information Meetings (PIMs).

Background

The 2020 Meeting Schedule has been significantly impacted due to the COVID-19 Pandemic.

On March 24, 2020 at an Emergency Council Meeting, Council amended its Procedural By-law 2015-108, as amended, to permit electronic participation for regular and special Council meetings.

On April 7, 2020, Council further amended its Procedural By-law 2015-108, to suspend the Committee Meeting structure in favour of council meetings to ensure Council had the opportunity to consider regular business albeit in a more limited manner during the emergency. Two (2) additional components were created, a “Special Council Meeting (COVID-19 Pandemic)” to allow for Council to be proactive in addressing pressing issues related to the emergency at the Special Council Meeting (COVID-19 Pandemic) and a “Regular Council Meeting (COVID-19 Pandemic)” to address the most pressing regular business matters directly at the Regular Council Meeting with modified procedures governing timing, notice and public participation.

Additional Meetings in July and August

Staff have reviewed the existing 2020 Council Meeting schedule in consultation with senior management and developed the proposed forecast included in Schedule A to provide for additional meetings over the summer months, if required.

The proposed meeting schedule outlined in Schedule A is structured to add one (1) Special Town Council (COVID-19) Meeting on August 11 for an update on the COVID-19 pandemic, and two (2) Regular Council (COVID-19) Meetings, on July 7 and August 25 to consider pressing business matters, if required.

Resuming General Committee and Planning and Development Committee Meetings

On April 7, 2020 Council suspended future General Committee, Planning and Development Committee and Committee of Adjustment meetings, which stalled the advancement of many planning applications and Town initiated projects that require a statutory public meeting in accordance with the provisions of the *Planning Act*. Provincial legislation that restricts the number of people gathering has also prevented Councillors from holding in-person community meetings associated with development applications and Town initiated projects.

The province amended the *Municipal Act, 2001* (Bill 187) to permit municipalities to conduct virtual meetings of a committee of council, which includes Planning and Development Committee. While there is no obligation to facilitate electronic meetings, should a municipality determine it to be desirable and appropriate, they may proceed. The provincial regulation allows the implementation of planning decisions if no appeal is filed, however, if an appeal to an application is filed, the matter will remain dormant for the duration of the provincial emergency.

At this time, Council has not received any recommendation reports on development applications or Town-led planning projects, resulting in a backlog of applications. Since the initial closure of Town Hall, Planning and Building Department services have remained fully operational, albeit remotely and in partnership with Information Technology (IT) have developed online forms for the submission of electronic applications for small residential and miscellaneous projects, as well as scheduling building and site inspections. There are currently three (3) Planning Act applications and three (3) public meetings immediately ready to proceed to Council.

The Planning and Building Department is currently processing ten (10) planning applications including three (3) development proposals that could be scheduled for a statutory public in the next few months.

Staff recommend that the regular Committee of the Whole structure (General Committee and Planning and Development Committee) resume in September 2020. The Procedural By-law provides for these meetings to be conducted as electronic meetings, and it is anticipated that public participation is achieved through posting a livestream of the meeting for public consumption and delegations through telephone conference.

If supported, a Procedural By-law amendment would be required to remove the suspension of the Committees and eliminate the two (2) components created to better manage the emerging pandemic.

Public Information Meetings

Currently, there is a need to address a backlog of planning applications requiring public meetings, Staff is recommending that four (4) Planning and Development Committee

meetings be held on September 8, September 15, October 6 and November 3 for the purposes of holding public information meetings under the *Planning Act*.

Public Notices

Typical meeting notices provide a range of options for residents and businesses to access additional information such as contact information for the assigned planner and how to provide written comments by mail or e-mail. Staff will make modifications to the mail and/or newspaper notices to include how to engage in the process, where to submit questions / comments electronically and how to register as a delegate in order to provide comments directly to the Committee. This enhanced public notification will increase the amount of meaningful public engagement should Planning and Development Committee resume virtually. It should also be noted that a notice of complete application is already provided to residents, which includes the assigned planners contact information and links to submitted studies and reports. Council members may further supplement meeting notice through social media channels.

Planning Staff will monitor the development applications and Town-initiated projects to determine which are eligible for a virtual Committee meeting.

Virtual Committee meetings can occur in the same manner that Council is currently meeting on the WebEx application platform, which allows for public engagement through home telephone, computer or a mobile device. Applicants will be able to present their development proposals to the Committee and the public and then respond to questions/comments from Council and registered delegations. Staff reports will outline resident concerns received up until the report is prepared. Staff reports will continue to summarize and respond to resident concerns.

Public Engagement for Planning Matters

Public engagement in the planning process often includes information booths, town hall meetings, engagement websites, surveys, pop up displays, open houses, workshops, and community meetings. Following the outbreak of the COVID-19 pandemic, formal community engagement associated with Town projects and applications was halted with the closure of Town facilities and Provincial restrictions on in-person gatherings.

The ability of the public to participate in Planning and Development meetings is expected to be accomplished through posting a livestream of the meeting for public viewing and delegations through telephone conference.

2021 Budget Meeting Dates

Staff have requested that the 2021 budget dates (November 17, November 24 and December 8) be removed from the 2020 Council Meeting Schedule to allow more time for 2021 budget planning and to better understand the economic impact that the pandemic has had on the Region and the community. Staff are actively monitoring for economic

stimulus opportunities and expect the federal government to provide direct support to municipalities which will impact the 2021 budget. The Region of Peel has also deferred their 2021 budget discussions to early 2021 for similar reasons and to better align with the provincial budget process. At this time, future dates have not yet been confirmed but will come forward with the Proposed 2021 Council and Committee Meeting Schedule in the Fall of 2020.

CONCLUSION

At the time Council elected to suspend Planning and Development Committee meetings for the foreseeable future, there was no way of anticipating the length of time before the Committee could resume its 'business as usual' in-person schedule. While the Provincial Re-opening Plan has allowed for some services to resume, it does not allow for the resumption of large gatherings as is typical at public meetings and open houses. If the Province allows gatherings in the future, modifications to Council Chamber and/or overflow space(s) may be needed to accommodate larger crowds.

As the proposed changes require amendment to what was approved by Council in September 2019, staff is requesting Council approval. In order to be transparent to the public the approved meeting dates will be posted to the Town's website along with the modified meeting schedule.

The Town's Procedural By-law provides for the situations where there may be a requirement for Council to meet in addition to the dates outlined in Schedule A, to do so at the request of the Mayor or by Council resolution.

FINANCIAL IMPLICATIONS

There are no immediate financial implications associated with this report.

COUNCIL WORK PLAN

Subject matter is not relevant to the Council Workplan.

ATTACHMENTS

Schedule A: Proposed Amendments to the 2020 Meeting Schedule – July to December 2020



2020 Council & Committee Meeting Schedule

JULY				
Mon	Tue	Wed	Thu	Fri
		1 HOLIDAY	2	3
6	7 TC - COVID	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

AUGUST				
Mon	Tue	Wed	Thu	Fri
3 HOLIDAY	4	5	6	7
10	11 STC - COVID	12	13	14
17	18	19	20	21
24	25 TC - COVID	26	27	28
31				

SEPTEMBER				
Mon	Tue	Wed	Thu	Fri
	1	2	3	4
7 HOLIDAY	8 PD (PIM)	9	10	11
14	15 PD (PIM)	16	17	18
21	22 GEN/PD	23	24	25
28	29 TC	30		

OCTOBER				
Mon	Tue	Wed	Thu	Fri
			1	2
5	6 PD (PIM)	7	8	9
12 HOLIDAY	13	14	15	16
19	20 GEN/PD	21	22	23
26	27 TC	28	29	30

NOVEMBER				
Mon	Tue	Wed	Thu	Fri
2	3 PD (PIM)	4	5	6
9	10	11	12	13
16	17 GEN/PD	18	19	20
23	24 TC	25	26	27
30				

DECEMBER				
Mon	Tue	Wed	Thu	Fri
	1 GEN/PD	2	3	4
7	8 TC	9	10	11
14	15 GENB	16	17	18
21	22	23	24 HOLIDAY	25
28	29	30	31	
HOLIDAY (Office Closed)				

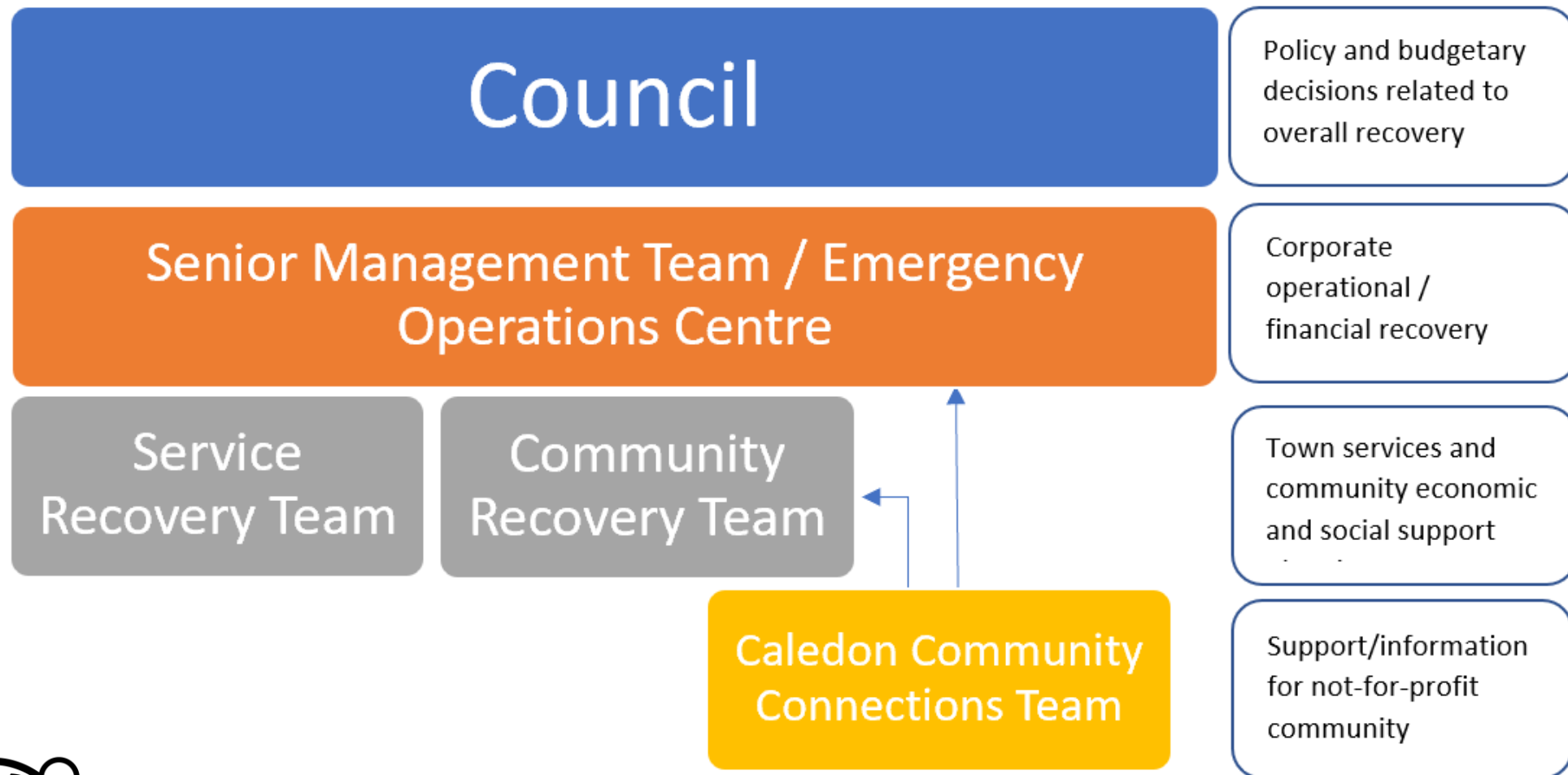
GEN	General Committee Meeting	2:30 p.m.
PD	Planning & Development Committee Meeting	7:00 p.m.
GEN-B	General Committee Meeting – Operating and Capital Budget	9:30 a.m.
GENB	General Committee Meeting – General Budget	7:00 p.m.
OH-B	Open House – Budget	7:00 p.m.
TC	Town Council Meeting	7:00 p.m.
TC - COVID	Town Council (COVID-19) Meeting	10:00 a.m.
STC - COVID	Special Town Council (COVID-19) Meeting	2:30 p.m.
PD (PIM)	Public Information Meeting	7:00 p.m.

Town of Caledon COVID-19 Recovery Update

June 9, 2020

Special Town Council (COVID-19)

Caledon Recovery Framework



Service Recovery Plan

Project Scope

- Includes plans to resume all services to the public in a phased approach back to pre-pandemic status.

Service Recovery Objective

- Service recovery as a phased approach which promotes the health and safety of staff and the public in all phases.

Phased Approach

A phased approach has been planned inline with Provincial guidelines and recommendations from Peel Public Health. A regional initiation of each phase will take place.

PHASE 1	PHASE 2	PHASE 3	PHASE 4
Open select workplaces and allow some small gatherings	Open more workplaces and outdoor spaces, and allow some larger gatherings	Further relax restrictions on public gatherings and open all work places "responsibly."	No restrictions

Components of Service Recovery

- Re-opening of buildings and services in a phased approach
- Communication plan for staff and the public
- COVID-19 handbook and training provided to Town staff
- Enhanced cleaning throughout the business day and evenings
- Personal protective equipment provided as required
- Increased supply of cleaning supplies and sanitizer
- Internal and external signage to promote a safe environment

Community Recovery Team (CRT)

In consultation with the broader community, the Team of staff representatives is developing a plan for the Town to support Caledon's economic and social recovery.

CRT objectives include:

- Identify and analyze economic and social impacts from COVID-19 specific to Caledon
- Review economic and social recovery actions of comparable municipalities
- Consider available supports from other orders of government/broader community and government directives
- Identify and review options (policies, programs, grants, partnerships, communications, etc.)

Recommendations will come forward to Council in July/August 2020.

Caledon Community Connections Team (CCCT)

*‘Connecting Community Needs with Community Giving,
Services and Sharing, during the COVID-19 Crisis.’*

Staff representatives from Recreation, Service Caledon, Mayor’s Office and the Caledon Public Library came together to tackle the following:

- Created an intake process for inquires.
- Set up tracking system that identifies trends in community need.
- Identify gaps in resident services.
- Collaborated with local groups to make connections between existing resources and facilitated the deliver of donations.
- Conducted environmental scan of local non-profit and organizations.

What has the CCCT learned?

Conducted an environmental scan of not-for-profits, community partners,
211 services and clubs.

80 out of 213 responded (38%)

- 83% have adapted their services.
- 55% identified they will endure financial difficulty due to COVID-19.
- 18% do not have enough staff or volunteers.
- Long term sustainability issues (fundraising abilities, grants).
- Challenges for residents not connected via technology.
- Coping with increased mental health issues, isolation – post COVID phase.

How has CCCT responded?

- Dedicated online resources: Adult 55+, recreation services, mental health/access to care.
- Outreach to help connect organizations with existing resources to help fill in the gaps.
- Advocating for the Municipal Recovery Plan to consider supports for non-profits.

Organized the following donations:

- 75 lunches/week from TRCA/Albion Hills farm to Caledon Community Services (CCS), Caledon Meals on Wheels, (CMOW), Moyo Health & Community Services, Roots Community Services.
- 200 N95 masks from Hill Academy to the Region of Peel.
- Assisted Bolton Rotary to deliver 1000 masks to Dufferin-Caledon Victim Services, 500 masks to Hope 24/7, 40 masks to Mono Mills Fire Hall, and 1000's of masks to Abbeyfield House and other senior residences.
- 500 bars of Dove soap to CMOW, Oliver's House and CCS.

2021 Budget

- June-August
 - Community Recovery Team work and recommendations;
 - Council Work Plan (CWP);
 - High-level 2021 budget incorporating CRT and CWP
- September
 - High-level 2021 budget presentation
 - Obtain Council direction/target
- October to December
 - Detailed Budget work based on:
 - Council direction/target;
 - Federal/Provincial financial assistance/economic stimulus funding
- Q1, 2021 – Budget meetings and budget approval

Memorandum

Date: June 9, 2020

To: Members of Council

From: Colleen Lipp, CEO and Chief Librarian, Caledon Public Library

Subject: Phased Library Recovery Plan

The purpose of this memo is to provide an overview of the Caledon Public Library's phased recovery plan in advance of the launch of Contactless Holds Pickup Services on June 16, 2020.

Prompted by the COVID-19 pandemic, in-house library services were halted, and all branches of the Caledon Public Library were closed to the public as of March 14. As per the detailed list of Stage One services released by the Province on May 14, public libraries were able to provide delivery and pickup services as of May 19, 2020. The province's staged plan for reopening indicates that public libraries could ultimately return to regular operations within Stage Three. This timeline has informed the Library's recovery planning. Efforts have also been made to align with the Town's comprehensive recovery strategy, public health recommendations, as well as best practices identified across the public library sector.

The Library's recovery planning has been based on a number of assumptions. Most notably, that some level of services will resume while the virus remains active within the community and that a resurgence of the virus may prompt a return to a previous phase or other reduction in services. Additionally, the timeline by which the province has indicated libraries' ability to deliver services does not necessarily reflect our readiness to do so. The Library's desire to resume services is tempered by our responsibilities to do so in a manner that is safe for both residents and staff.

The Library has developed a multi-phased recovery roadmap. Given the quickly changing nature of the COVID-19 crisis, it is anticipated that each phase will be initiated as resources permit and may include any number of steps towards a given phase. As such, library staff have opted to define phases by service type or level rather than numerically. It is also expected that this approach will eliminate any possible confusion resulting from discrepancies between the Library's multi-phase approach and the Province's three-stage plan.

An overview of the Library's phased recovery plan is reflected below:

Virtual Services - March 16

- All branches closed
- All staff working remotely
- Programs and collections available online

Library Returns - June 3

- Small number of staff working on site to process returns and prepare for holds pickup
- Full virtual services to continue
- No public access to branches

Contactless Holds Pickup - June 16

- Small number of staff on site at 3 branches to support holds pickup
- Full virtual services to continue
- No public access to branches

Limited Patron Access

- Public access to specific areas of branch only
- Reduced occupancy and limited time spent within the branch
- Branches and hours of operation to be determined
- Full virtual services to continue

Modified Service Delivery

- Increased public access in alignment with public health recommendations
- Increased hours of operation
- Reintroduction of small group in-branch programs.
- Some virtual services to continue

Return to Regular Service

- Return to regular hours of operation at all branches.
- Regular services resume with all necessary public health protocols in place
- Some virtual services to continue

It is likely that there will be some cross over between phases and that services within the Limited Patron Access and Modified Service Delivery phase will be rolled out incrementally. Further details of each phase are referenced below:

Virtual Services

As a result of the branch closures, access to library collections have been limited to those available for download or streaming. Library programs and patron support services are provided fully online by staff members working from home. Employees typically tasked with delivery of front-line services to the public and who are unable to undertake meaningful work remotely, were placed on unpaid leave in April. This represents approximately 69% of all of those employed by the Library.

Library Returns

While external book drops remained open throughout the closures, residents were advised to hold on to borrowed materials and loan periods were globally extended to June 3, 2020. Recent communication to borrowers has confirmed that materials can now be returned to any branch and that no overdue fines will be accrued until regular services resume. In alignment with best practices across the sector, library materials will be quarantined for 72-hours before being shelved or recirculated. This period may be reduced pending the results of studies currently underway by the Institute of Museum and Library Services.

A small number of employees previously placed on unpaid Declared Emergency Leave have been recalled to process library returns. Recalled staff will receive training on material quarantining procedures, physical distancing, personal protective equipment (PPE) use, public health protocols and training on the procedures required to deliver Contactless Holds Pickup Services.

Contactless Holds Pickup

The availability of Contactless Holds Pickup Services will once again allow residents access to the Library's physical materials, including books and DVDs. Services will be provided for four (4) hours daily from Tuesday to Saturday at the Albion Bolton, Caledon Village and Margaret Dunn Valleywood branches. Service locations were selected to ensure distribution across the municipality and sufficient work space to support physical distancing by staff on site. Customers with holds at closed locations will be contacted to determine their preferred location for transfer to allow them to participate in holds pickup. Instructions and frequently asked questions have been drafted and shared via the Library's website, social media channels and direct email.

Requests for materials must be placed in advance and patrons will be notified by email or phone when items are available for pickup. Patrons will be asked to line up in designated areas and maintain appropriate physical distances from each other and staff. No requests will be accepted on site and no public access will be provided to the facilities. Demand for services and staff capacity will continue to be monitored to determine any need to recall additional staff from leave. Staff working remotely in support of our virtual services will continue to do so.

Limited Patron Access and Modified Service Delivery

Limited Patron Access and Modified Service Delivery will be considered as per the Province's phased recovery plan, in consultation with the Town's Emergency Operation Centre and in alignment with the recommendations of Peel Public Health. Progression to these phases is reliant on the opening of municipal recreation facilities and public access to school buildings. Limited Patron Access will allow only small numbers of residents to access the areas immediately adjacent to the service desk. Strict public health protocols and additional physical protection measures for staff, including the use of plastic screens at all service points will be required. Modified Service Delivery will expand this access more broadly across the branch, though may restrict the amount of time a resident can stay within the branch and how the Library's public technologies can be used. Furniture layouts may be adjusted, and public workstations removed or relocated to allow for physical distancing. Some small group meetings or programs may be allowed. Virtual programming and services will continue to be offered.

The size and layout of each branch will dictate the feasibility of the branch's inclusion within a particular phase. As such, Limited Patron Access may be provided at select branches while Contactless Holds Services remain in place at others. The launch of Limited Patron Access would necessitate the recall of additional staff on leave and may prompt the return of select staff who are currently working from home in preparation for an eventual return to regular service.

It is difficult to predict how the pandemic and the resulting economic crisis will impact demand for library services. Efforts to develop a strategy for addressing residents' evolving expectations of the Caledon Public Library will be ongoing and will be a focus of the Library Board's strategic planning work in the coming months.

COVID-19 Business Recovery – Collaboration in Crisis

Dear Mayor Thompson and Caledon Town Council,

As you are aware, micro, small, medium, non-profit and charitable sector businesses are the engine that drives Canada's economy. At this time, what is important is how we are all going to work together to restore a vibrant economic environment in all sectors of our community.

The Caledon Chamber of Commerce is a grassroots business organization, established by the business community for the business community. At this time, we have an opportunity to collaborate, show leadership, inspire our community and get on a harmonious track for the betterment of our businesses.

The Caledon Chamber of Commerce remains committed to a change in relationship with the Town of Caledon. We continue to believe that a united community has the strength to face and overcome the challenges we have faced and will likely continue to face in this new business climate.

We are hoping the Town of Caledon council will be willing to start working together and accessing the nationwide support of a chamber network *with* your local Chamber of Commerce. We look forward to collaborating with you and working together to support our local businesses.

We look forward to hearing back from you soon. It is our hope that we can establish a time to meet before the end of this month to continue this dialogue and establish a positive working relationship moving forward.

Sincerely,

Warren Darnley
Caledon Chamber of Commerce

PS Attached please find a copy of our prepared 2019 Financial Statement

CALEDON CHAMBER OF COMMERCE (FEDERAL)

FINANCIAL STATEMENTS

Unaudited - See Notice to Reader

DECEMBER 31, 2019

TONY MAIO
Chartered Accountant
Professional Corporation

NOTICE TO READER

On the basis of information provided by management, I have compiled the financial position of Caledon Chamber Of Commerce (federal) as at December 31, 2019 and the statements of operations and change in net assets for the year then ended.

I have not performed an audited or a review engagement in respect of these financial statements and, accordingly, we express no assurance thereon.

Readers are cautioned that these statements may not be appropriate for their purposes.

Tony Maio

Vaughan, Ontario
February 11, 2020

Tony Maio, CA Professional Corporation
Authorized to practice public accounting by the Chartered Professional Accountants of Ontario

CALEDON CHAMBER OF COMMERCE (FEDERAL)**STATEMENT OF FINANCIAL POSITION**

Unaudited - See Notice to Reader

AS AT DECEMBER 31, 2019

	2019	2018
ASSETS		
CURRENT		
Cash	\$ 73,179	\$ 68,815
Accounts receivable	37,930	41,650
	111,109	110,465
PROPERTY & EQUIPMENT		
Equipment	7,450	7,450
Less: Accumulated amortization	6,789	6,623
	661	827
	\$ 111,770	\$ 111,292
LIABILITIES & NET ASSETS		
CURRENT		
Accounts payable	\$ 2,277	\$ 7,768
Deferred income	25,252	26,621
	27,529	34,389
NET ASSETS - statement 2	84,241	76,903
	\$ 111,770	\$ 111,292

APPROVED ON BEHALF OF THE BOARD:

Director

Director

Statement 1

See Notice to Reader

TONY MAIO
Chartered Accountant
Professional Corporation

CALEDON CHAMBER OF COMMERCE (FEDERAL)**STATEMENT OF CHANGES IN NET ASSETS**

Unaudited - See Notice to Reader

FOR THE YEAR ENDED DECEMBER 31, 2019

		2019		2018
BALANCE, BEGINNING OF THE YEAR	\$	76,903	\$	44,928
NET PROFIT FOR THE YEAR - statement 3		7,338		31,975
BALANCE, END OF THE YEAR	\$	84,241	\$	76,903

Statement 2

See Notice to Reader

TONY MAIO
Chartered Accountant
Professional Corporation

CALEDON CHAMBER OF COMMERCE (FEDERAL)**STATEMENT OF OPERATIONS**

Unaudited - See Notice to Reader

FOR THE YEAR ENDED DECEMBER 31, 2019

	2019	2018
REVENUE		
Memberships	\$ 27,603	\$ 31,159
Programs (Group insurance)	15,091	18,843
Interest Income	65	74
Fundraising revenue (Home show)	-	36,533
	<u>42,759</u>	<u>86,609</u>
OPERATING EXPENSES		
Salaries	\$ 11,790	\$ 11,957
Rent	11,150	12,484
Bad debt	8,412	-
Telephone	2,209	2,447
Interest & bank charges	1,107	358
Office & sundry	695	5,841
Advertising	250	150
Amortization	165	207
Program expenses	-	587
Repairs & maintenance	-	475
Fundraising expenses	-	12,888
Memberships and dues	-	808
Equipment rental	-	33
Utilities	-	743
Insurance (recovery)	(357)	5,656
	<u>35,421</u>	<u>54,634</u>
EXCESS OF REVENUES OVER EXPENSES	<u>\$ 7,338</u>	<u>\$ 31,975</u>

Statement 3

See Notice to Reader

TONY MAIO
Chartered Accountant
Professional Corporation

THE CORPORATION OF THE TOWN OF CALEDON

BY-LAW NO. 2020-37

A by-law to amend By-law 2015-058, being a by-law to regulate the use of highways and parking on highways and to repeal certain by-laws

WHEREAS the Subsection 11(3) of the *Municipal Act, 2001* authorizes a municipality to pass by-laws respecting highways, including parking and traffic on highways;

AND WHEREAS the Council of The Corporation of the Town of Caledon deems it expedient to amend Traffic By-law 2015-058, as amended, to update Schedule "B", "No Stopping";

NOW THEREFORE the Council of The Corporation of the Town of Caledon ENACTS AS FOLLOWS:

1. That Traffic By-law 2015-058, be amended by repealing and replacing Schedule "B" attached to and forming part of this by-law to place temporary No Stopping signs on both sides of the road at and near the intersection of Escarpment Side Road and Horseshoe Hill Road during the COVID-19 pandemic.
2. This by-law comes into full force and effect on the date of its passing.

Enacted by the Town of Caledon Council this 9th day of June, 2020.

Allan Thompson, Mayor

Amanda Fusco, Acting Town Clerk

SCHEDULE "B" TO BY-LAW BL-2015-058
NO STOPPING

Amended by By-law 2020-37 effective June 9, 2020

Column 1	Column 2	Column 3		Column 4
Street	Side(s)	From	To	Days & Time
Abbotside Way	Both	Kennedy Road	Easterly limit of Abbotside Way	Anytime
Allan Drive	South	Landsbridge Street	A point 100 m east of Landsbridge Street	Anytime
Allan Drive	North and South	Strawberry Hill Court	Sant Farm Drive	Monday to Friday 8am-5pm
Allan Drive	North	A point 120 m east of Queen Street South (RR 50)	A point 275 m east of Queen Street South (RR 50)	Anytime
Ashbury Crescent	East	Southbury Manor Drive	A point 95 m north of Southbury Manor Drive	Monday to Friday 8am-5pm
Birchlawn Road	West	Crestwood Road	Northerly limit of Birchlawn Road	Monday to Friday 9am-4pm
Bolton Heights Road	North	Kingsview Drive	A point 160 m west of Kingsview Drive	Monday to Friday 8am-5pm
Dougall Avenue	Both	Dotchoson Ave	Stowmarket Street	Monday to Friday 8am-5pm from September 1 to June 30
Dougall Avenue	North	Learmont Avenue	Kennedy Road	Anytime
Dougall Avenue	South	Learmont Avenue	A point 165 m west of Learmont Avenue	Monday to Friday 8am-5pm
Ellwood Drive East	Both	Queen Street South (RR 50)	A point 200 m east of Queen Street South (RR 50)	Anytime
Escarpment Side Road	Both	Horseshoe Hill Road	A point 200 m east of Horseshoe Hill Road	During COVID-19 Pandemic
Escarpment Side Road	Both	Horseshoe Hill Road	A point 200 m west of Horseshoe Hill Road	During COVID-19 Pandemic
Harvest Moon Drive	Both	A point 9 m south of the northerly intersection of Iron Horse Crescent	A point 95 m north of Headwater Road	Monday to Friday 8am-5pm
Headwater Road	North	Harvest Moon Drive	A point 9 m west of Trailview Lane	Monday to Friday 8am-5pm
Horseshoe Hill road	Both	Escarpment Side Road	A point 200 m north of Escarpment Side Road	During COVID-19 Pandemic
Horseshoe Hill road	Both	Escarpment Side Road	A point 200 m south of Escarpment Side Road	During COVID-19 Pandemic
Humber Station Road	Both	King Street (RR 9)	A point 380 m north of King Street (RR 9)	Anytime
Ironhorse Crescent	North	Northerly intersection of Harvest Moon Drive	A point 115 m west of Harvest Moon Drive	Monday to Friday 8am-5pm
Kennedy Road	Both	Waterville Way	A point 370 m south of Abbotside Way	Anytime
Kennedy Road	Both	Newhouse Blvd	A point 280m north of Newhouse Blvd	Anytime

SCHEDULE "B" TO BY-LAW BL-2015-058
NO STOPPING

Amended by By-law 2020-37 effective June 9, 2020

Column 1	Column 2	Column 3		Column 4
Street	Side(s)	From	To	Days & Time
Kingsview Drive	Both	A point 30 m north of Thornbury Road	Bolton Heights Road	Monday to Friday 8am-5pm
		Except the area directly in front of the Canada Post mailbox where a motor vehicle has stopped for the sole purpose of picking up or depositing mail		
Kingsview Drive	South	Birchlawn Road	Crestwood Road	Monday to Friday 8am-4pm
Landsbridge Street	Both	Southbury Manor Drive/Shady Glen Crecent	Dovaston Gate	Monday to Friday 8am-5pm
Learmont Avenue	West	Larson Peak Road	Dougall Avenue	Monday to Friday 8am-5pm
Loring Drive	East	McEwan Drive	The end of Loring Drive	Monday to Friday 8am-5pm
MacDonald Street	South	McLaughlin Road	A point 100 m east of McLaughlin Road	Anytime
Newhouse Blvd	Both	Kennedy Road	Phyllis Drive	Monday to Friday 8am-5pm from September 1 to June 30
Patterson Sideroad	Both	Queen Street North (RR 50)	Westview Crescent	Monday to Friday 8am-5pm from September 1 to June 30
Perdue Court	Both	Airport Road (RR7)	500 m west thereof	Anytime
Queensgate Boulevard	Both	Queen Street South (RR 50)	Landsbridge Street	Anytime
Shady Glen Crescent	North	Southerly intersection of Landsbridge Street	A point 100 m east of the southerly intersection of Landsbridge Street	Monday to Friday 8am-5pm
Shady Glen Crescent	South	Northerly intersection of Landsbridge Street	A point 100 m east of the Northerly intersection of Landsbridge Street	Monday to Friday 8am-5pm
Southbury Manor Drive	North	Landsbridge Street	Autumn Oak Court	Monday to Friday 8am-5pm
Sterne Street	Both	Queen Street North (RR 50)	Ann Street	Anytime
Thornbury Road	North	Kingsview Drive	Taylorwood Avenue	Monday to Friday 8am-5pm
Wilton Drive	Both	Ellwood Drive West	A point 250 m south of Ellwood Drive West	Anytime
Wilton Drive	North and South	Queen Street South (RR 50)	Murray Lane	Monday to Friday 8am-5pm

SCHEDULE "B" TO BY-LAW BL-2015-058
NO STOPPING

Amended by By-law 2020-37 effective June 9, 2020

Column 1	Column 2	Column 3		Column 4
Street	Side(s)	From	To	Days & Time
Westview Cres	Both	Patterson Side Road	A point 260m north of Patterson Side Road	Monday to Friday 8am-5pm from September 1 to June 30
Wright Crescent	South	Southerly intersection of Kingsview Drive	A point 155 m west of the southerly intersection of Kingsview Drive	Anytime
Wright Crescent	North	Northerly intersection of Kingsview Drive	A point 155 m west of the northerly intersection of Kingsview Drive	Anytime

THE CORPORATION OF THE TOWN OF CALEDON

BY-LAW NO. 2020-38

A by-law to amend By-law 2015-108, as amended,
being a by-law to provide for the rules of order of
Council and its Committees, as amended

WHEREAS the *Municipal Act, 2001*, S.O. 2001, c. 25, section 238 provides that a municipality shall establish a procedure by-law to govern meetings;

WHEREAS the Corporation of the Town of Caledon has enacted Procedural By-law 2015-108, as amended;

WHEREAS on March 19, 2020 the Province of Ontario enacted the *Municipal Emergency Act, 2020* to amend the *Municipal Act, 2001*, to enact section 238 (3.3) and 238 (3.4) to permit meetings to be held electronically during an emergency declared pursuant to the *Emergency Management and Civil Protection Act*, R.S.O. 1990, Chapter E. 9;

WHEREAS the World Health Organization has declared a worldwide pandemic regarding the Novel Coronavirus 19 (COVID-19);

WHEREAS on March 17, 2020 a Declaration of Emergency was made by the Province of Ontario pursuant to section 7.0.1 of the *Emergency Management and Civil Protection Act* related to COVID-19;

AND WHEREAS on April 14, 2020 the Province of Ontario enacted *Bill 189, the Coronavirus (COVID-19) Support and Protection Act*, which amended several acts including the Planning Act;

AND WHEREAS Ontario Regulation 149/20, Special Rules Related to the Declared Emergency, came into force April 15, 2020 which provides municipalities with the option to process and make decisions on land use planning applications, including minor variance and consent applications, during the COVID-19 emergency;

NOW THEREFORE the Council of the Corporation of the Town of Caledon ENACTS AS FOLLOWS:

1. Procedural By-law 2015-108, as amended, is hereby further amended by:
 - (1) replacing the following to **Part 5 Council and Committee Meetings:**
 - 5.9 Electronic Participation**
 - 5.9.1 *Electronic Meetings* – A regular meeting or special meeting of Council, Committee, including Advisory Committees and Local Boards, may be conducted by *Electronic Meeting* during an *Emergency*, in accordance with this Section and any *Emergency Electronic Meeting* Protocol as may be approved by Council.

Enacted by the Town of Caledon Council this 9th day of June, 2020.

Allan Thompson, Mayor

Amanda Fusco, Acting Town Clerk

THE CORPORATION OF THE TOWN OF CALEDON

BY-LAW NO. 2020-39

A by-law to amend By-law 2018-080, being a by-law to establish the rules governing the calling, place, proceedings; providing public notice of hearings of the Committee of Adjustment of the Town of Caledon

WHEREAS the Committee of Adjustment has been established pursuant to the Planning Act, R.S.O. 1990, c. P.13, as amended, (the “Planning Act”),

AND WHEREAS subsection 238(2) of the *Municipal Act, 2001*, S.O. 2001 c.25, as amended, (the “Municipal Act”), requires every municipality and local board to adopt a procedure by-law for governing the calling, place and proceedings of hearings;

AND WHEREAS Council of the Corporation of the Town of Caledon established rules governing the order and proceedings of the hearings of the Committee of Adjustment by By-law 2018-080 on December 18, 2018;

AND WHEREAS on March 17, 2020 a Declaration of Emergency was made by the Province of Ontario pursuant to section 7.0.1 of the *Emergency Management and Civil Protection Act* related to COVID-19;

AND WHEREAS on April 14, 2020 the Province of Ontario enacted *Bill 189, the Coronavirus (COVID-19) Support and Protection Act*, amending the *Planning Act*;

AND WHEREAS Ontario Regulation 149/20, Special Rules Related to the Declared Emergency, came into force April 15, 2020 which provides municipalities with the option to process and make decisions on land use planning applications, including minor variance and consent applications, during the COVID-19 emergency;

AND WHEREAS Council of the Corporation of the Town of Caledon deems it necessary and expedient to amend By-law 2018-080 to define electronic hearing, permit electronic hearings during a declared emergency and set out procedures regarding voting and public participation;

NOW THEREFORE the Council of the Corporation of Town of Caledon ENACTS AS FOLLOWS:

1. Committee of Adjustment Procedural By-law 2018-080, is hereby further amended by:

(1) adding the following definition be added to **Part 1: Definitions**:

“*Act*” means the Ontario Planning Act, R.S.O. 1990, c.P. 13, as amended or superseded.

“*Agent*” means any person authorized in writing by the owner(s) of any land, building or structure for which an application is made.

“*Applicant*” means any person authorized in writing by the owner(s) of any land, building or structure for which an application is made.

“*Application*” means an application made to the Committee under Section 45, 53 or 57 of the Act.

“*Electronic hearing*” means a hearing called and held in full or in part via electronic means including, but not limited to, video teleconference, audio teleconference or telephone, and with or without in person attendance.

“*Public Notice*” means the public notice of an Application as prescribed by the Act.

(2) replacing the definition of “*Hearing*” with the following:

“*Hearing*” means any hearing of the Committee of Adjustment, including an electronic hearing.

(3) adding the following to **Part 5 Quorum**:

- 5.3. Where an emergency has been declared in all or part of the Town of Caledon under Section 4 or 7.0.1 of the Emergency Management and Civil Protection Act:
- 3.6.1. any member of the Committee may participate in an *Electronic Hearing* and be counted for the purpose of establishing quorum.
- (4) adding the following to **Part 6 Hearing Procedures and Voting**:
- 6.10.3 Members of the public may participate in an *Electronic Hearing* via telephone, videoconferencing software and/or other technology methods deemed appropriate by the Clerk's Office.
- 6.10.4 Members of the public must submit a Delegation Request form by the day preceding the *Hearing* to participate in the *Electronic Hearing*.
- 6.10.6 Members of the public may submit written correspondence to the Secretary-Treasurer for an *Electronic Hearing*.
- 6.10.7. Written correspondence must be submitted no later than seven (7) calendar days prior the *Electronic Hearing*.
- 6.10.8 Written correspondence submitted for an *Electronic Hearing* will form part of the public record.
- (5) replacing the following to **Part 6 Hearing Procedures and Voting**:
- 6.14.4. Call for a vote by the Committee on the motion by a show of hands to indicate their position on the motion under consideration and in an *Electronic Hearing* the Secretary Treasurer shall conduct a recorded vote.

Enacted by the Town of Caledon Council this 9th day of June, 2020.

Allan Thompson, Mayor

Amanda Fusco, Acting Town Clerk

THE CORPORATION OF THE TOWN OF CALEDON

BY-LAW NO. 2020-40

A By-law to confirm the proceedings of the Council for
the Corporation of the Town of Caledon at its Council
Meeting held on the 9th day of June, 2020

WHEREAS it is deemed appropriate that the proceedings of the Council for The Corporation of the Town of Caledon be confirmed and adopted by by-law;

NOW THEREFORE the Council of The Corporation of the Town of Caledon ENACTS AS FOLLOWS:

1. The actions of the Council for The Corporation for the Town of Caledon at its Council meeting held on the 9th day of June, 2020, in respect to each motion and resolution passed and other action taken by the Council for The Corporation of the Town of Caledon at its meeting, is hereby adopted and confirmed as if all such proceedings were expressly embodied in this By-law.
2. The Mayor, the Clerk and all other proper officers of The Corporation of the Town of Caledon are authorized and directed to do all things necessary to give effect to the actions of the Council for The Corporation of the Town of Caledon referred to in Section 1 of this By-law.
3. They Mayor and the Clerk are authorized and directed to execute all documents necessary to implement the actions of the Council for the Corporation of the Town of Caledon referred to in Section 1 of this By-law and to affix thereto the seal of The Corporation of the Town of Caledon.

Enacted by the Town of Caledon Council this 9th day of June, 2020.

Allan Thompson, Mayor

Amanda Fusco, Acting Town Clerk