



## General Committee Meeting Agenda

Tuesday, March 19, 2019

2:30 p.m.

Council Chamber, Town Hall

1. **CALL TO ORDER**

2. **DISCLOSURE OF PECUNIARY INTEREST**

3. **CONSENT AGENDA**

3.1 Staff Report 2019-31 Special Occasion Permits for Town Community Events

3.2 Staff Report 2019-35 Proposed Traffic Safety Improvements

3.3 Staff Report 2019-15 2019 Property Tax Ratios

3.4 Staff Report 2019-45 Castlederg Sideroad Reconstruction Contract Award

4. **DELEGATIONS**

5. **STAFF REPORTS**

5.1 Staff Report 2019-33 2018-2022 Council Workplan

5.2 Staff Report 2019-47 Caledon Seniors Centre Expansion - Grant Renewal

5.3 Staff Report 2019-28 Appointment to ecoCaledon for the 2018-2022 Term of Council

5.4 Staff Report 2019-23 Naming of the New Community Centre in Southfields

5.5 Staff Report 2019-30 Bolton Business Improvement Area Proposed 2019 Operating Budget

5.6 Staff Report 2019-24 Annualized Tax Adjustments under Section 359.1(1) of the Municipal Act, 2001

6. **PRESENTATIONS**

6.1 Public Procurement and Proposed 2019 Purchasing Bylaw

Amedeo Valentino, Manager, Purchasing and Risk Management, Finance and Infrastructure Services

## **7. RECOMMENDATIONS OF ADVISORY COMMITTEES**

### **7.1 Accessibility Advisory Committee Report**

Accessibility Advisory Committee Report dated March 4, 2019

## **8. NOTICES OF MOTION**

### **8.1 Councillor J. Downey re: Bill 174 School Bus Camera Legislation**

Whereas Bill 174, adopted by the Province of Ontario in December 2017 includes School Bus Camera legislation;

And whereas as a result of adopting Bill 174, the Ministry of Transportation of Ontario (MTO) is required to produce regulations within the Highway Traffic Act in order for municipalities to implement School Bus Stop-Arm technology;

And whereas it is imperative that the Province of Ontario expedite the process to implement these regulations to ensure children are safe when they board or exit a school bus;

Now therefore be it resolved that the Mayor send correspondence on behalf of the Town of Caledon to the Minister of Transportation, Jeff Yurek, to develop policy and regulation to enforce School Bus Stop-Arm infractions.

### **8.2 Councillor A. Groves re: Vacant Commercial Properties**

Whereas the Town of Caledon, including Downtown Bolton, has a number of vacant commercial properties;

And whereas some owners of these properties are not actively seeking tenants for their vacant commercial properties as it is financially advantageous for the properties to remain vacant;

And whereas the Town of Caledon intends on renewing its Economic Development Strategy in 2019;

Now therefore let it be resolved that Economic Development staff be directed to consider all available policy tools, through the renewed Economic Development Strategy, to encourage commercial property owners to find tenants.

## **9. CORRESPONDENCE**

### **9.1 General Correspondence**

#### **9.1.1 Request to Present: Peel Poverty Reduction Committee**

Request to present dated March 4, 2019 regarding Peel Poverty Reduction Committee

#### **9.1.2 Community Safety and Well-Being Planning Process**

Letter from Minister of Community Safety and Correctional Services Sylvia Jones, dated February 26, 2019 regarding Community Safety and Well-Being Planning Process

### **9.2 Memorandums**

#### **9.2.1 ROMA and OGRA Conference Update**

Memorandum from Devan Lobo dated March 19, 2019 regarding ROMA and OGRA Conference Update

#### **9.2.2 Building Permit Fees Annual Financial Report 2018**

Memorandum from Angie Mitchell, dated March 19, 2019 regarding Building Permit Fees Annual Financial Report 2018

#### **9.2.3 2018 Celebrate Caledon Overview**

Memorandum from Heather Savage dated March 19, 2019 regarding Celebrate Caledon Overview

#### **9.2.4 2018 Statement of Remuneration and Expenses**

Memorandum from Venus Garnett dated March 19, 2019 regarding 2018 Statement of Remuneration and Expenses

## **10. CONFIDENTIAL SESSION**

**10.1 Confidential Staff Report 2019-10 A proposed or pending disposition of land by a municipality - Part of Block 307 on Plan 43M-1324 save and except Parts 5, 6 and 9 on Plan 43R-24051, Ward 4**

**10.2 Confidential Staff Report 2019-9 Personal matters about an identifiable individual, including municipal or local board employees - Selection of the 2019 Community Champion and other Community Recognition Night Award Recipients**

- 10.3 Confidential Staff Report 2019-14 Litigation or potential litigation, including matters before administrative tribunals, affecting the municipality and advice subject to solicitor-client privilege - New Bolton Fire Station Litigation
- 10.4 Confidential Staff Report 2019-13 Personal matters about an identifiable individual, including municipal or local board employees - Climate Change Action Planning Task Force Appointments 2019-2020
- 10.5 Confidential Memorandum regarding Personal matters about an identifiable individual, including municipal or local board employees - Bolton BIA Members

**11. ADJOURNMENT**

**12. Accessibility Accommodations**

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](mailto:legislative.services@caledon.ca).



## **Staff Report 2019-31**

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Meeting Date: Tuesday, March 19, 2019

Subject: Special Occasion Permits for Town Community Events

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

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### **RECOMMENDATION**

That staff be directed to apply for a Special Occasions' Permit through the Alcohol and Gaming Commission of Ontario (AGCO) for events implemented by the Town that involve alcohol as set-out in Staff Report 2019-31; and

That the Mayor and Clerk be authorized to sign the Special Occasions Permit application for Town events.

### **REPORT HIGHLIGHTS**

- The Alcohol and Gaming Commission of Ontario (AGCO) requires a Special Occasions' Permit (liquor license) for distribution of alcohol at events.
- The cost of the permit ranges from \$35.00 to \$150.00.
- Staff proposes to acquire a Special Occasion's Permit through the Corporation of the Town of Caledon and not a third party for various events requiring this permit.
- Staff will apply directly for a Special Occasions' Permit for any Town run event that serve alcohol including Celebrate Caledon 2019 and any subsequent years the event is held.

### **DISCUSSION**

In the past the Town of Caledon has relied on third parties to acquire a Special Occasions' Permit (SOP) through the Alcohol Gaming Commission of Ontario (AGCO) to manage the distribution of alcohol at Town events.

In 2018, the AGCO recommended that the Town of Caledon directly apply and manage alcohol sales and services at Town operated events located on Town property.

An SOP ensures the following:

- Alcohol is purchased and stored according to specific rules.
- Alcohol is served by *Smart Serve* certified people who are trained to monitor over-consumption.
- Alcohol is consumed in a designated area that is clearly delineated and allows a minimum of 1.11 square metres per person.
- Governing bodies such as Public Health and OPP are notified when a major event involving alcohol are taking place.

## **Staff Report 2019-31**

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- A police officer or AGCO Inspector may revoke a SOP while the event is underway if he/she reasonably believes that the Liquor Licence Act or its regulations are being contravened in connection with the event.

If the applicant is an organization, association or company, the application must be completed by a member or representative at least 19 years of age who has signing authority for the organization, association or company. Applicants must provide all information, materials, documentation or approvals as may be requested. The Permit Holder/Responsible Person must be present throughout the SOP event and is responsible for the safety and sobriety of people attending the event.

Based on the growth of Caledon and the complexity of the event, staff should apply directly for the Special Occasions' Permit for the 2019 Celebrate Caledon event and any subsequent years the event is held. Additionally, staff should be authorized to execute the SOP for all other Town events that serve alcohol and require the permit.

Town staff organizing Town events will ensure that only Smart Serve-certified Town staff serve alcohol where the Town has obtained a Special Occasion Permit. In cases where other parties/vendors will be selling and/or serving alcohol at Town events or on Town property, Town staff organizing the event will ensure that the Town's Special Occasion Permit lists each external third party vendor/partner serving alcohol at the Town event and that each vendor provides \$5,000,000 commercial general liability insurance and \$2,000,000 liquor liability insurance and name the Corporation of the Town of Caledon as additional insured.

### **FINANCIAL IMPLICATIONS**

The SOP fee for the sale of alcohol at a public or private event is \$150.00 per day that alcohol is sold. The SOP fee for serving alcohol at no charge at a public or private event is \$35.00. The applicable fee will be covered in the event's pre-approved operating budget.

### **COUNCIL WORKPLAN**

Recreation – To establish and implement a collective community vision for the allocation of parks, facilities and recreation in the Town.

### **ATTACHMENTS**

N/A

## **Staff Report 2019-35**

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Meeting Date: Tuesday, March 19, 2019

Subject: Proposed Traffic Safety Improvements

Submitted By: Steve Mathew, Traffic Technologist, Finance & Infrastructure Services

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### **RECOMMENDATION**

That Traffic By-Law 2015-058, be amended to include a posted speed limit of 40 kilometres per hour for the following locations:

- A. Shaws Creek Road between Bush Street (RR11) to a point 422m south of Bush Street (RR11);
- B. Abbotside Way between Kennedy Road to a point 50m east of Learmont Ave;
- C. Columbia Way between Highway 50 to a point 415m west of Westchester Road; and
- D. Dougall Ave between Learmont Ave to a point 266m west of Learmont Ave.

That Traffic By-Law 2015-058, be amended to include a Community Safety Zone for the following locations:

- A. Abbotside Way between Kennedy Road to a point 50m east of Learmont Ave; and
- B. Dougall Ave between Learmont Ave to a point 266m west of Learmont Ave.

That staff be directed to install the regulatory and warning signs as outlined in Staff Report 2019-35 in accordance with the Ontario Traffic Manual and the Highway Traffic Act; and

That a copy of Staff Report 2019-35 be forwarded to the Ontario Provincial Police for their information.

### **DISCUSSION**

The purpose of this report is to establish a School Zone and Community Safety Zone for four existing schools in accordance to the Ontario Traffic Manual (OTM) and Highway Traffic Act (HTA). The recommendations in this report are consistent with what is in place for other schools in Caledon.

### **School Zone**

In accordance to the Highway Traffic Act and Ontario Traffic Manual all roadways with direct junior school frontage shall have a 40km/h speed limit sign within a distance of 150m along the road in either direction beyond the limits of the school property. This zone is considered to be a school zone according to HTA.

### **Community Safety Zone**

A Community Safety Zone (CSZ) is a designation under the Highway Traffic Act (HTA) where traffic laws remain the same but fines such as speeding and distracted driving are doubled. The purpose of these zones is to advise motorists they are within a zone, where schools exist, in which public safety is of special concern and they are to reduce their speeds to increase safety for all travelers.

Below is a table summarizing the four schools, the roadways within the School Zones that will have speed limit changes, and Community Safety Zone designations:

<b>No.</b>	<b>School</b>	<b>Roadways within the School Zones</b>	<b>Existing Speed Limit</b>	<b>Proposed Speed Limit</b>	<b>Existing Community Safety Zone</b>
1	Belfountain Public School	Shaws Creek Road between Bush Street (RR11) to a point 422m south of Bush Street (RR11)	60km/h	40km/h	Yes
2	Saint- Jean-Bosco Catholic Elementary School	Abbotside Way between Kennedy Road to a point 50m east of Learmont Ave	50km/h	40km/h	No- a new Community Safety Zone is recommended
3	St.Michael Catholic Secondary School	Columbia Way between Highway 50 to a point 415m west of Westchester Road	60km/h	40km/h	Yes
4	Southfields Public School	Dougall Ave between Learmont Ave to a point 266m west of Learmont Ave	50km/h	40km/h	No- a new Community Safety Zone is recommended

The placement and spacing of the advisory and regulatory signs are to be in accordance with the Highway Traffic Act and Book 5 & 6 of the Ontario Traffic Manual (See Schedule A).

Later this year staff will be undertaking an Environmental Assessment for Columbia Way. One of the components is to review physical traffic calming measures and how a road could be redesigned or reconstructed to support the 40km/h speed limit within the school zone.

### **NEXT STEPS**

Transportation Staff will make the necessary arrangements to acquire locates (stake-outs) from all the applicable utilities and coordinate the installation signs, including 40 km/hour (all-day) signs, at the four school zones noted in this report.

Transportation Staff will inform the Ontario Provincial Police of the posted speed limit changes and the Community Safety Zones.

### **FINANCIAL IMPLICATIONS**

The cost to purchase and install the required regulatory signs, associated posts and hardware is estimated at \$800 and will be paid from the Infrastructure Services 2019 operating budget (account # 01-09-500-49115-365-62660 Traffic Operations Maintenance).

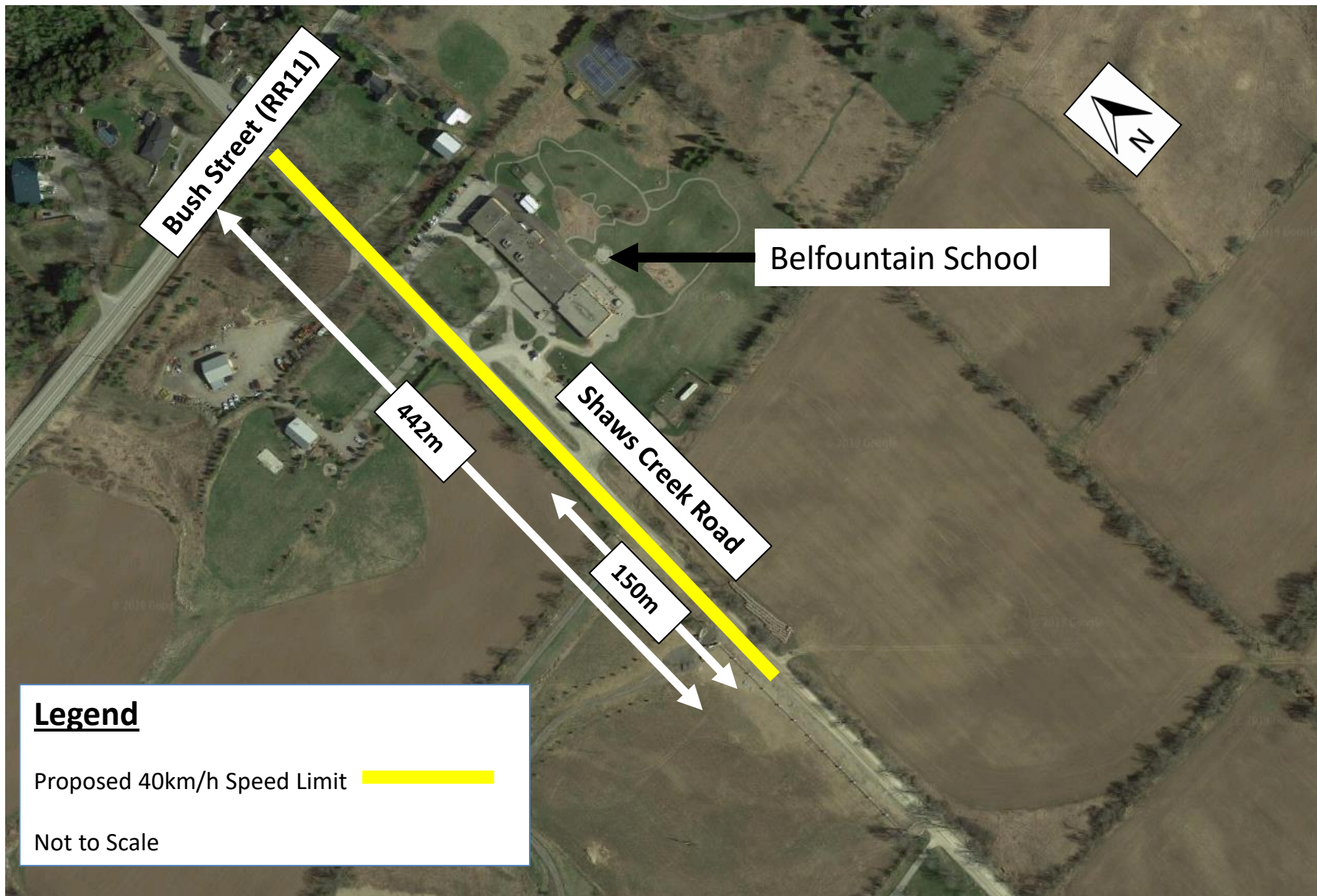
### **COUNCIL WORK PLAN**

The matter contained in this report is not relative to the Council Work Plan.

### **ATTACHMENTS**

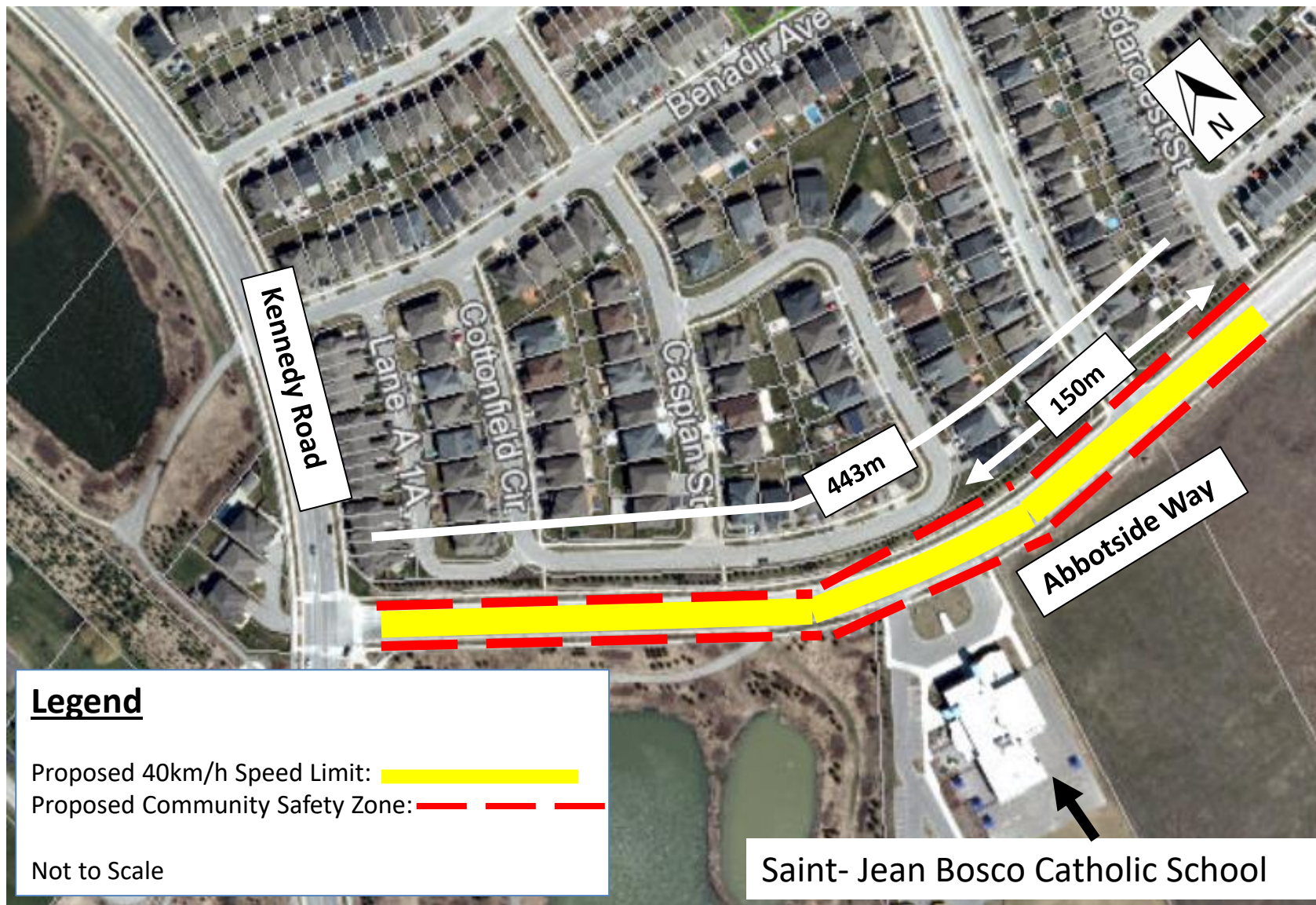
- Schedule A- Belfountain School Zone Location Map
- Schedule B- Saint-Jean Bosco Catholic School Zone Location Map
- Schedule C- St.Michael Catholic Secondary School Zone Location Map
- Schedule D- Southfields Public School Zone Location Map

## Schedule A – Belfountain School Zone Location Map





## Schedule B – Saint- Jean Bosco Catholic School Zone Location Map





# Schedule C - St. Michael Catholic Secondary School Location Map





## Schedule D – Southfields Public School Location Map



## **Staff Report 2019-15**

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Meeting Date: Tuesday, March 19, 2019

Subject: 2019 Property Tax Ratios

Submitted By: Hillary Bryers, Manager, Revenue/Deputy Treasurer, Finance and Infrastructure Services

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### **RECOMMENDATION**

That the 2019 Property Tax Ratios as outlined in Table One of Staff Report 2019-15 be approved; and

That a by-law be enacted to establish 2019 tax ratios for prescribed property classes as outlined in Table One of Staff Report 2019-15.

### **REPORT HIGHLIGHTS**

- In 2016, the Municipal Property Assessment Corporation (MPAC) conducted a province-wide property re-assessment. These assessed values will be the basis of taxation for the 2018 to 2020 taxation years.
- Revenue neutral tax ratios keeps the proportions paid by each tax class the same as or similar to the previous year.
- In 2017 and 2018, there were assessment changes in property classes that would have caused a shift in the tax burden to residential properties if the tax ratios were unchanged. To prevent this, the Town adopted revenue neutral tax ratios in both years as permitted under Ontario Regulation 385/98, in order to re-allocate the tax burden between tax classes to be similar to the distribution prior to the re-assessment.
- For 2019, revenue neutral tax ratios were calculated for all property classes. These calculations show that minor changes to the tax ratios are necessary for 2019 to prevent shifting of taxes from the non-residential and farm tax class onto the residential tax classes. These changes are minor but prevent approximately \$100,000 property taxes from being shifted onto the residential property class. Without these adjustments, residential taxpayers would pay more property taxes due to the re-assessment while non-residential taxpayers would pay less.

### **DISCUSSION**

#### Delegation of Tax Ratio Setting

On January 22, 2019 the Town of Caledon consented to the enactment of a Regional by-law delegating tax ratio setting from the Region of Peel to the Cities of Mississauga and Brampton and the Town of Caledon. This was done in accordance with Section 310 of the *Municipal Act, 2001*.

## **Staff Report 2019-15**

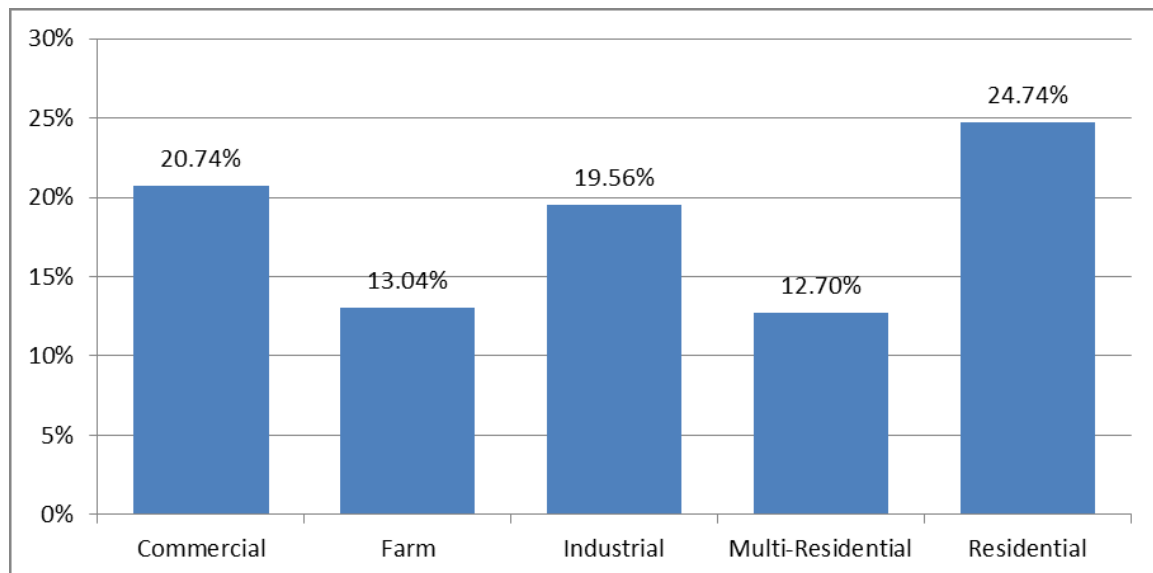
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At the January 10, 2019 Regional Council meeting, the Region of Peel passed a by-law requesting delegation to the lower-tier municipalities the authority to establish tax ratios for 2019. This is consistent with what has occurred for the tax years 1998 to 2018. As a result of the delegation for tax ratio setting, the Town of Caledon must pass a by-law confirming the 2019 tax ratios. Once the tax ratios are approved, final tax rates and tax bills for 2019 may be calculated. This process must be completed annually.

### **Re-assessment and Options for the Town of Caledon's 2019 Tax Ratios**

In 2016, the Municipal Property Assessment Corporation (MPAC) conducted a province-wide property assessment. The changes to property values from the last re-assessment can be seen in Chart A below.

**Chart A: Increases in Current Value Assessments between assessment cycles**



### **2019 Tax Shifting**

The Town adopted revenue neutral tax ratios in 2017 and 2018 in order to prevent a shifting of the tax burden onto residential properties from the non-residential tax classes, mainly the commercial property class. A tax shift onto the residential tax class means that the residential tax class as a whole would pay more in Town and Regional property taxes than the previous year and the commercial property class as a whole would be less in property taxes. The tax changes individual properties would experience depend on the magnitude of their assessment change compared to the average increase in assessment for their property class. Revenue neutral tax ratios keeps the proportions paid by each tax class the same as or similar to the previous year.

For 2019, staff worked with the Ministry of Finance to re-calculate these revenue neutral tax ratios to incorporate any in-year assessment changes that occurred in 2018 as a result of assessment growth and assessment appeals as well as to incorporate the landfill and new multi-residential property classes that the Province introduced and mandated in 2018. These calculations show that without the adoption of minor changes in the tax ratios established in 2018, there would be a shift of the tax burden onto residential properties.

To rectify this shift of the tax burden onto the residential property class, Council can choose to adopt what are known as “Revenue Neutral Tax Ratios”. This would involve minor increases to the tax ratios for commercial, industrial, pipeline and farm property classes with no change to the multi-residential, new multi-residential, residential or managed forest tax ratios. The residential tax ratio is mandated at 1.0 by Provincial legislation while the managed forest tax ratio is mandated to be 0.25. While farm ratios can be between 0 and 0.25, the Town of Caledon reduced its farm ratio progressively between 2012 and 2016 from 0.25 to 0.1668 in 2016 due to the 2012 re-assessments showing farm property values increasing by over 70%. For 2019, there is a small shift in the tax burden from farm properties to residential properties. In order to maintain the tax burden paid by each property class, it is recommended that the farm tax ratio be increased from 0.1689 in 2018 to 0.1708 for 2019.

Increases to the commercial, industrial, multi-residential and pipeline tax ratios are allowed under Ontario Regulation 385/98 if prescribed conditions are met. Specifically, this regulation allows for a municipality to increase its tax ratios for prescribed classes when re-assessment causes the tax burden borne by a property class to decrease from the end of the previous year. For example, in the Town of Caledon, if the tax ratios were not changed, the commercial class would pay approximately \$100,000 less in Town and Regional taxes in 2019 than it would have at the end of 2018, with this shift in tax burden being almost entirely borne by the residential tax class. These impacts do not account for any budget changes, the final 2019 regional levy apportionment or the education portion of the tax bill.

The extent to which the ratios can be increased is limited to what is calculated to be the new maximum as prescribed under the regulation. The tax ratio calculations under Ontario Regulation 385/98 must be verified by the Ministry of Finance before a Council can adopt the tax ratios. The Ministry of Finance has verified the tax ratios being recommended in Table One below.

### **Tax Ratio Recommendations**

In order to mitigate the increases in tax burden borne by the residential tax class due to assessment changes, it is recommended that revenue neutral tax ratios be adopted. These tax ratios are:

**Table One: 2018 and Proposed 2019 Tax Ratios**

<b>Tax Class</b>	<b>2018 Town of Caledon Tax Ratio</b>	<b>Proposed 2019 Tax Ratio</b>
Residential	1.000000	1.000000
Managed Forest	0.250000	0.250000
Farm	0.168900	0.170800
Commercial	1.338488	1.347534
Industrial	1.589951	1.591035
Multi-Residential	1.722344	1.722344
Pipelines	0.980013	1.009275
New Multi-Residential	1.000000	1.000000
Landfill	1.276355	1.233526

A selection of comparative tax ratios for other area municipalities can be found in Schedule A to this report. The Ontario Federation of Agriculture has been informed that there is a minor increase in the Farm ratio being recommended to prevent a shifting of the tax burden onto residential properties.

### **FINANCIAL IMPLICATIONS**

The financial implications are included in other sections of this report.

### **COUNCIL WORK PLAN**

The matter contained in this report is not relative to the Council Work Plan.

### **ATTACHMENTS**

Schedule A – Comparative Tax Ratios

## Schedule A : Comparative 2018 Tax Ratios

2018 Tax Ratios	Peel			Halton Region	York Region	Durham Region	City of Toronto	City of Hamilton	Dufferin County	2019 Caledon Proposed Ratios
	Caledon	Mississauga	Brampton							
<b>Residential</b>	1.000000	1.000000	1.035591	1.000000	1.000000	1.000000	1.000000	1.000000	1.000000	1.000000
<b>Farm</b>	0.168900	0.250000	0.258898	0.200000	0.250000	0.200000	0.250000	0.176700	0.250000	0.170800
<b>Managed Forest</b>	0.250000	0.250000	0.258898	0.250000	0.250000	0.250000	0.250000	0.250000	0.250000	0.250000
<b>Industrial</b>	1.589951	1.610758	2.443981	2.359900	1.497300	2.185000	2.788021	3.411500	2.198400	1.591035
<b>Commercial</b>	1.338488	1.477202	2.141485	1.456500	1.232300	1.450000	2.811568	1.980000	1.220000	1.347534
<b>Multi Residential</b>	1.722344	1.450961	1.645833	2.000000	1.000000	1.866500	2.459168	2.634200	2.450000	1.722344
<b>New Multi-Residential</b>	1.000000	1.000000	1.035591	1.000000	1.000000	1.100000	1.000000	1.000000	1.100000	1.000000
<b>Landfill</b>	1.276355	n/a	n/a	1.456500	1.100000	1.100000	n/a	2.969600	1.181500	1.233526
<b>Pipelines</b>	0.980013	1.236482	2.053062	1.061700	0.919000	1.229400	1.923564	1.794700	0.842100	1.009275

## **Staff Report 2019-45**

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Meeting Date: Tuesday, March 19, 2019

Subject: Castleberg Sideroad Reconstruction Contract Award

Submitted By: Ian Todhunter, Project Manager, Structures, Finance & Infrastructure Services

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### **RECOMMENDATION**

That Contract No. 2019-06 be awarded to Pave-AI Limited in the amount of \$2,842,624.54 (inclusive of non-recoverable H.S.T.) funded from Capital Project 18-059 – Growth-Related Roads Program, as detailed in Table 3 of report 2019-45; and

That the Mayor and Clerk be authorized to execute a contract with Pave-AI Limited for the completion of the work.

### **REPORT HIGHLIGHTS**

- Pave-AI Limited submitted the lowest compliant bid and is being recommended for the award of Contract No. 2019-06 for the reconstruction of Castleberg Sideroad, from The Gore Road to Duffys Lane.
- Construction is to commence May 6, 2019 and is anticipated to be completed by October, 2019.
- The project will be completed in two phases:
  - Phase 1 – from The Gore Road to Humber Station Road;
  - Phase 2 – from Humber Station Road to Duffys Lane
- Prior to the commencement of Phase 2, the placement of base asphalt for Phase 1 should be fully complete with temporary line painting.

### **DISCUSSION**

Staff is seeking Council's approval to award Contract No. 2019-06 to Pave-AI Limited in the amount of \$2,842,624.54 for the roadworks identified in Table 1 of this report.

Tender No. 2019-06 includes road reconstruction works that are included in the approved Capital Project 18-059.

The reconstruction of the Town's road network will address existing deficiencies and prolong the life of roads by addressing the fundamental structural and drainage defects in the pavement and road base. Reconstruction efforts will also improve the ride quality and increase the expected lifespan of the pavement thus providing a safer and higher standard road network to the residents of Caledon.

The locations of the proposed reconstruction work included in Contract No. 2019-06 are listed below in Table 1 and shown on Schedule 1 – Construction Maps (attached to this report).

**Table 1**

<b>2019 Capital Reconstruction Program</b>				
<b>Phase</b>	<b>Road</b>	<b>From</b>	<b>To</b>	<b>Activity</b>
<b>Project 18-059</b>				
<b>1</b>	<b>Castlederg Sideroad</b>	The Gore Road	Humber Station Road	Full Depth Asphalt Removal and Replacement, Partial Curb & Gutter Placement, Driveway and Centreline Culvert Replacement
<b>2</b>	<b>Castlederg Sideroad</b>	Humber Station Road	Duffys Lane	Full Depth Asphalt Removal and Replacement, Partial Curb & Gutter Placement, Driveway and Centreline Culvert Replacement

Prior to the commencement of Phase 2, the placement of base asphalt for Phase 1 should be fully complete with temporary line painting and to the satisfaction of the contract administrator.

### **Tender Process**

The Purchasing & Risk Management Division publicly advertised Request for Tender 2019-06 Castlederg Sideroad Reconstruction on BidsandTenders.com.

Bids were invited from qualified and experienced contractors for undertaking reconstruction and improvements of various roads located within the Town as per the specifications and requirements outlined in the bid document, based on Ontario Provincial Standard Specification (OPSS) contract. Work includes the supply of all labour, materials, equipment, certifications, permits, services, transportation and all incidentals required for the improvements of Castlederg Sideroad from The Gore Road to Duffys Lane.

A total of seven (7) bids were received and reviewed on March 5, 2019. Table 2 below summarizes the results.

### **Tender Results**

**Table 2**

<b>BIDDER</b>	<b>TOTAL BID (*)</b>
Pave-AI Limited	\$2,842,624.54
614128 Ontario Ltd o/a Trisan Construction	\$3,025,635.68
Fermar Paving Limited	\$3,032,503.43
Graham Bros. Construction Limited	\$3,100,660.66
Ipac Paving Limited	\$3,181,428.69
Gazzola Paving Limited	\$3,228,393.20
Aecon Construction and Materials Limited	\$4,188,305.24



### **\* - Bid prices include non-refundable H.S.T. amount**

Purchasing & Risk Management and Engineering staff reviewed the bids in accordance with the Town of Caledon Purchasing Policy. Staff is recommending that Pave-AI Limited be awarded Contract No. 2019-06.

It is anticipated that construction will commence May 6, 2019 and that the works are anticipated to be substantially completed by October, 2019.

### **Benefits of Approval**

#### **Recycling Techniques and Process to Reduce the Use of New Aggregate**

Under this contract, approximately 244 tonnes of Reclaimed Asphalt Pavement (RAP) will be used in the new Hot Mix Asphalt (HL-3), and 547 tonnes of RAP will be used in the new Hot Mix Asphalt (HL-8), replacing an equivalent amount of asphalt pavement that would have been made from virgin aggregates and new asphalt cement.

### **FINANCIAL IMPLICATIONS**

The total cost of the award to Pave-AI Limited for the roads listed in Table 3 total \$2,842,624.54 including non-recoverable HST. Funding for this award will be applied from Capital Project 18-059 Growth-related Roads Program in the amount of \$2,842,624.54 funded \$426,393.68 from Taxes and \$2,416,230.86 Development Charges.

Although the contract award is within the budget remaining for this project, a full contingency and recovery of project management fees results in the project exceeding budget, in capital project 18-059, by \$155,511. The Town's delegated authority by-law (Schedule D to BL-2016-106) delegates authority to the Treasurer to "make technical adjustments to the annual approved capital and operating budget based on business needs and good accounting practices". The below technical adjustment to the approved capital budget was made following concurrence from the Chief Administrative Officer and General Manager, Finance & Infrastructure Services that the adjustment makes good business sense, and following Finance's confirmation of budget (remaining budget) information.

Engineering staff has confirmed that there has been no increase in the scope to the capital project and the shortfall is due to market prices, the requirement for a contingency and to recover project management fees. The shortfall of \$155,511 was funded by a transfer from Capital Project 17-101 Growth Related Roads Program following approval in accordance with the delegated authority by-law.

Table 3, below, outlines the financials related to this award and project (including the technical adjustment that transferred \$155,511 from a similar capital project, 17-101):

**Table 3**

<b>Project 18-059 Growth-related Roads Program</b>		
Original Budget Available	\$	6,204,800
Plus: Budget transfer from Capital Project 17-101 Growth Related Roads Program	\$	155,511
Less: Commitments to Date		
Less: Work Not Related to This Award	\$	3,202,400
<b>Total Budget Available For Contract Award</b>	\$	3,157,911 (A)
<b>Less Cost Estimate:</b>		
Award of Construction Contract (Inclusive of Non-recoverable HST)	\$	(2,842,625)
Contingency	\$	(284,262)
Estimated Project Management Fee	\$	(31,024)
<b>Sub-Total Construction Cost</b>	\$	(3,157,911) (B)
<b>Budget Surplus/(Deficit)</b>	\$	0 (A) - (B)

**Applicable Legislation and Requirements**

Town of Caledon Purchasing By-law No. BL-2013-107, section 19 (1a) states that "All Awards over \$2,000,000.00 (Two Million Dollars) require Council approval prior to any Commitment"

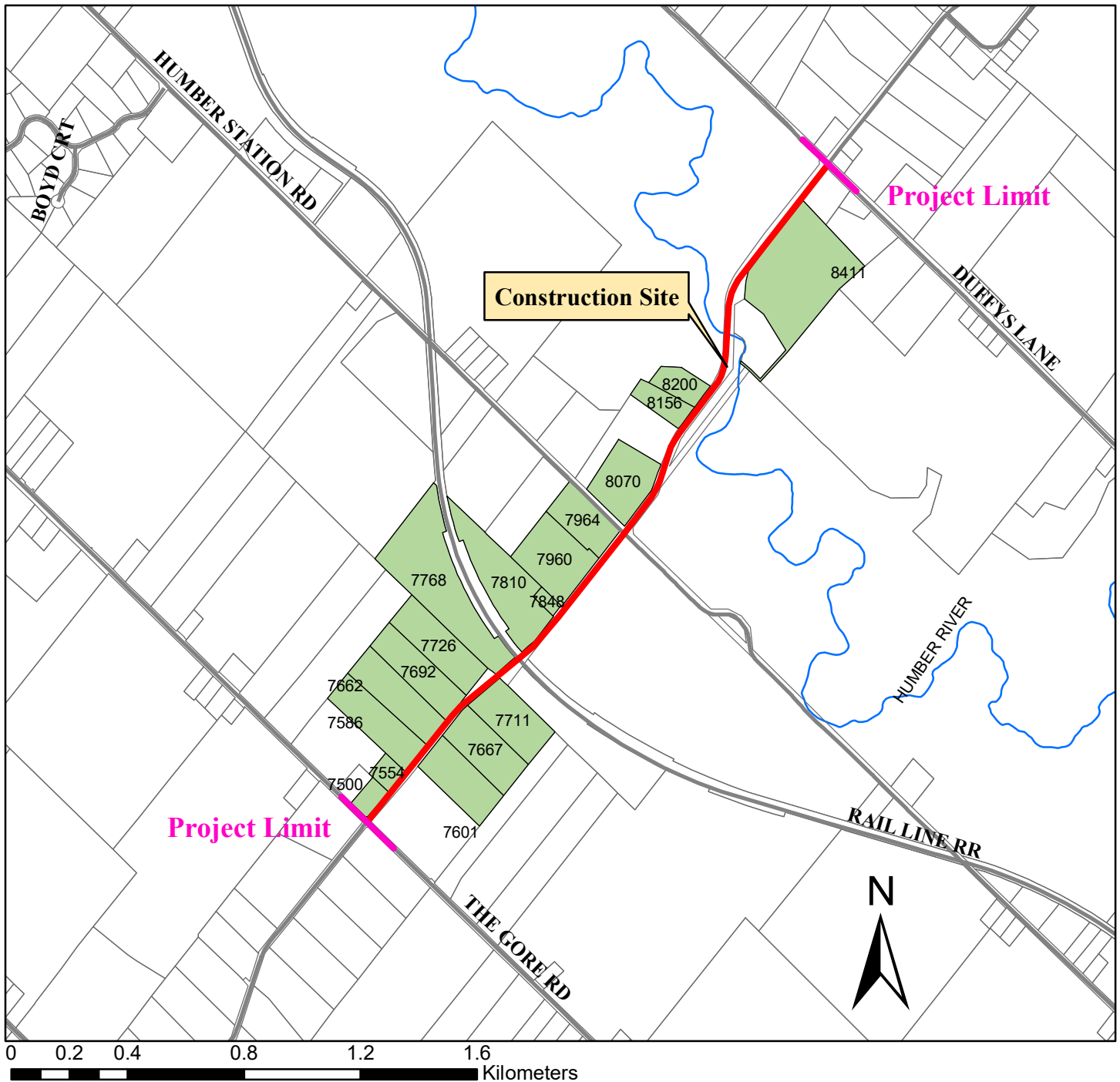
**COUNCIL WORK PLAN**

Infrastructure – To increase the overall condition of the Town's assets for public use

**ATTACHMENTS**

Schedule A – Construction Map

# Castlelderg Sideroad Construction 2019



**Project Name: Castlelderg Sideroad Construction**

**Project No. RFP 2016-029**

**Start Date: April 6, 2019**

**End Date: October 4, 2019**

**Last Emergency Address Eastbound: 7500 Castlelderg Sideroad**  
**Last Emergency Address Westbound: 8411 Castlelderg Sideroad**



## **Staff Report 2019-33**

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Meeting Date: Tuesday, March 19, 2019

Subject: 2018-2022 Council Work Plan

Submitted By: Devan Lobo, Senior Analyst (A), Corporate Initiatives for the CAO

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### **RECOMMENDATION**

That the 2018-2022 Council Work Plan priorities and recommended actions outlined in Schedule A to Staff Report 2019-33 be approved; and

That staff be directed to develop an implementation plan of Council's priorities.

### **REPORT HIGHLIGHTS**

- The Town of Caledon's Council Work Plan sets the strategic framework that guides activities, policies and procedures, and budgets throughout a term of Council.
- Extensive consultations with staff, Council and the community provided feedback on community needs and priorities.
- The proposed 2018-2022 Caledon Council Work Plan, outlined in Schedule A, identifies Growth, Community, Service Delivery and Governance as priorities.

### **DISCUSSION**

#### **Background**

A Council directed work plan is a strategic planning document that establishes priorities for the term of Council, guiding municipal activities, policies and procedures, and budgets.

The previous term of Council was guided by the 2015-2018 Council Work Plan. The Town of Caledon (Town) made significant progress in the Work Plan priority areas: Customer Service, Communications, Growth, Seniors' Housing, Recreation, Infrastructure, Protection of Rural Environment, Broadband Internet and Tourism & Sports.

#### **Council Work Plan Process**

In preparation for a new term of Council and development of a 2018-2022 Council Work Plan, extensive research and engagement was conducted. Since September 2018 to March 2019 the Town engaged a facilitator who led the process to develop the Town of Caledon Council Work Plan for the term. The process was designed to include a wide array of feedback from both internal and community sources. An environmental scan was conducted considering the current status of the Town, organizational structure, budget and achievements.

Numerous feedback sessions were facilitated to obtain feedback with respect to community needs and emerging priorities. On September 18, 2018, a workshop session was held with Senior Management to lay out the beginning framework of the Council Work Plan. The Corporate Management Team was then engaged on October 15, 2018 to obtain their perspective on advancing community quality of life. Launched in October 2018, a staff survey was also conducted to consider input from Town employees.

To ensure the inclusion of the community, the facilitator conducted in-person consultations with resident, business and community organization representatives. Bringing in an even broader range of opinions and feedback, a community survey was conducted in October and November of 2018. The community survey showed that 77% of residents and businesses surveyed rate the quality of life in Caledon as good or excellent. What Caledon residents and businesses like most about living/operating in Caledon is proximity to family & friends, recreation & leisure opportunities, public safety, parks & open spaces and educational facilities. Furthermore, when provided a list of potential priorities residents and businesses surveyed ranked their top priority areas as growth and development, balancing urban/rural needs, transportation and infrastructure, government services and accountability, and the local economy. In general, feedback showed strong consensus from those engaged in the process.

Following surveys and in-person consultations, Senior Management reviewed the input gathered on November 13, 2018. Then, Senior Management and Council engaged in a Council Workshop Session on January 31, 2019 to discuss potential action items and communicate main priorities for the 2018-2022 Council Work Plan. Finally, staff met with the Region of Peel staff to discuss alignment of regional and Caledon Council priorities. For further details of the timeline and process refer to Schedule B.

### **Proposed Priorities**

The top four priorities identified throughout the consultation process, along with key actions form the recommended 2018-2022 Caledon Council Work Plan outlined in Schedule A. The priorities: Growth, Community, Service Delivery and Governance, and respective recommended actions align with Caledon's vision of becoming one of the most livable and sustainable rural and urban communities in Canada. The recommended actions are based on cumulative feedback that received the strongest consensus from staff, community and Council. Additional options are also provided for Council's consideration. These items were highlighted less frequently during the consultation process.

### **Next Steps**

Following Council approval of the work plan, staff will develop an implementation plan to effectively manage priority areas of the plan and inform the 2020-2022 municipal budgets. In addition, staff will provide annual updates measuring work plan progress.

**FINANCIAL IMPLICATIONS**

Staff will identify the costs associated with the recommended actions, some of which have already been committed to in the 2019 budget. Remaining work plan actions will be incorporated into future budgets for Council's consideration.

**COUNCIL WORK PLAN**

N/A

**ATTACHMENTS**

Schedule A – Proposed 2018-2022 Council Work Plan

Schedule B – Chronology of Process – Development of Council Work Plan

PROPOSED

# 2018-2022 Council Work Plan



# Growth Community Service Delivery Governance

*Our vision is to make the Town of Caledon  
one of Canada's most livable and sustainable  
rural/urban communities.*



# Growth



## RECOMMENDED

- Continue to advocate for vital provincial highway infrastructure including HWY 427 Extension and HWY 413 (GTA West Corridor) construction
- Complete a renewed Economic Development Strategy with particular focus on employment land, small business support and role of the municipal staff
- Complete the Official Plan Review including designation areas for employment, residential area growth (Mayfield West and Bolton Residential Expansion Study) and Comprehensive Zoning By-law review
- Develop, in conjunction with the Region of Peel, a housing plan that allows for increased community diversity
- Actively address current infrastructure deficiencies
- Continue the implementation of the Transportation Master Plan including transit, infrastructure, traffic management, traffic calming, livable and walkable communities
- Advance policies to the Ministry of Natural Resources and Forestry that aid in the repurposing of future de-commissioned aggregate land
- Continue, in partnership with Peel Public Health, the development of a Community Safety and Well-Being Plan

## ADDITIONAL OPTIONS

- Enhanced civic campus including connecting paths Bolton downtown revitalization (including re-zoning to allow for more mixed-use buildings)
- Advance proactive infrastructure development solutions for growth management
- Pursue intensification in concert with accessibility and public transit, Bolton GO Station and other transit hubs
- Improve connections for cycling

# Community



## RECOMMENDED

- Enhance high-speed internet connectivity
- Develop a five-year Corporate Greenhouse Gas Reduction Framework including energy consumption in facilities, corporate fleet and fuel use, water conservation strategies in facilities and parks and waste diversion strategies
- Actively promote tourism offerings including cultural and village main street assets
- Seek opportunities to promote community connectedness between rural and urban areas
- Support for Agriculture and the Agribusiness industry including advocating for natural gas service extension to agricultural properties
- Promote community enrichment through support of local groups, enhanced partnerships, and events
- Further explore arts and culture centre opportunities
- Promote an age-friendly community through the formation of youth and senior retention plans

## ADDITIONAL OPTIONS

- Understand community needs and provide services based on urban/rural differences
- Discourage non-agricultural storage on rural land
- Increase quality of life through shared experiences
- Preserve heritage and natural areas
- Break down barriers for volunteers and local community groups to enable and help empower volunteer groups

# Service Delivery



## RECOMMENDED

- Improve roads and long-term plan to maintain roads to standard
- Plan for improved stormwater management to reduce drainage issues
- Build and maintain parks and green space
- Plan and fund recreation infrastructure that meets the changing needs of the community
- Explore community hub models for service delivery
- Provide options for an innovation hub for residents, entrepreneurs and small businesses

## ADDITIONAL OPTIONS

- Apply a diversity lens (age, language, culture) throughout the Town's operations and services
- Develop a new brand for the Town of Caledon and enhance wayfinding
- Promote locally provided mental health services
- Significantly improve digital communication and digital service delivery
- Expand customer service across facilities (eg. one-stop shop)
- Increase education and awareness of available services and accessibility options
- Improve and innovate business processes for better customer service and service delivery
- Update and standardize by-laws, including implementation, to meet the best practices of other municipalities

# Governance



## RECOMMENDED

- Balance financial planning for both operating and capital budgets:
  - Capital budget - balance aging infrastructure with growth-related infrastructure needs; and
  - Operating budget - balance current service levels with growth-related pressures
- Investigate increased social procurement criteria
- Review Council compositions and ward boundaries
- Asset management plan implemented and clearly communicated to the community
- Pursue policies that allow for “growth that pays for growth”

## ADDITIONAL OPTIONS

- Maintain an excellent financial position through healthy reserves and the ability to meet current liabilities with current assets
- Manage reasonable community expectations
- Introduce the Integrated Project Delivery (IDP) approach

# Schedule B to Staff Report 2019-33

## Chronology of Process – Development of Council Work Plan

### **Phase I**

September 2018      Briefing, Design and Preparation

### **Phase II**

September 18, 2018   Senior Management Team Workshop

### **Phase III**

October 15, 2018      Corporate Management Team Consultation Sessions

### **Phase IV**

October 2018          Staff Survey

### **Phase V**

October 30, 2018      Group Community Consultations with Representatives from:

- Bolton Braves Baseball Association
- Building Industry and Land Development Association GTA
- Caledon Community Services
- Caledon Public Library
- Caledon Seniors Centre
- Caledon Soccer Club
- Gourmandissimo
- James Dick Construction
- Ontario Provincial Police
- Peel Federation of Agriculture
- Punjabi Community Health Services
- Region of Peel
- Rotary Place
- Toronto and Region Conservation Authority
- Village Associations

October to  
November 2018      Community Survey

### **Phase VI**

November 13, 2018   Senior Management Team Review Workshop

### **Phase VII**

January 31, 2019      Council/Senior Management Team Workshop

### **Phase VII**

TBD                      Approval by Town of Caledon Council

## **Staff Report 2019-47**

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Meeting Date: Tuesday, March 19, 2019

Subject: Caledon Seniors Centre Expansion - Grant Renewal

Submitted By: Katie Sawyers, Coordinator, Adult 55+, Community Services

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### **RECOMMENDATION**

That the Caledon Seniors Centre be provided in-kind support as set out in Table A of Staff Report 2019-47 for the program expansion to rural facilities within Caledon by the Caledon Seniors Centre; and

That Staff be authorized to continue providing in-kind support for the duration of the Seniors Active Living Centre's Grant program.

### **REPORT HIGHLIGHTS**

- Ministry of Seniors Affairs has continued support of the "Seniors Active Living Centre Grant" for qualified Ontario Seniors Centres to expand their services
- As part of the requirements, the Town of Caledon is required to provide 20% in-kind support for a total of \$33,051.56 for the year.
- The Adults 55+ Strategic Plan supports the expansion of key programs offered by the Caledon Seniors Centre through to various facilities throughout the Town

### **DISCUSSION**

In May 2018, through Staff Report #2018-53, Council supported the enhancement of older adult programming by providing in-kind support to the Caledon Seniors' Centre (CSC) to expand their services beyond the Rotary Place in Bolton. The CSC Satellite Expansion pilot project was designed to offer Satellite programs in the rural communities of Caledon. Funded by the Ministry of Seniors' Affairs "Seniors Active Living Centre's Grant" in April 2018, the project successfully offered programs in Caledon East, Caledon Village, Southfields, Inglewood and Alton in it's first year.

Since it's launch in July 2018 the programs have steadily been gaining popularity. An average forty residents attend the various locations on a weekly basis; Southfields and Inglewood being the most successful.

The CSC applied for the Seniors Active Living Centre's Grant for the 2019-2020 non-profit fiscal year (April 1, 2019 – March 31, 2020) and intends to apply for this funding on an annual basis. The Recreation Division will continue to partner with the CSC by providing facility space at no charge for as long as the CSC successfully secures the grant funding. Space allocated for the grant's purpose is based on availability and community need as assessed by Recreation Staff.

## **Staff Report 2019-47**

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The programs will continue five days a week in five different locations, one program per day in addition to the Caledon Seniors Centre regularly scheduled programs held at Rotary Place in Bolton. The programs will take place from Monday to Friday between the times of 9:00am and 4:00pm.

The CSC has a twenty year history in providing innovative programming for older adults. Located at the Rotary Place in Bolton there are close to 1,000 members from all over Caledon and surrounding municipalities. By continuing to expand the CSC program model to the rural communities, quality and consistent services will be available to residents without having to drive into urban center's which ultimately support the Adults 55+ Strategic Plan.

Staff will continue to support this initiative until the grant is no longer available. Each year staff will adjust the programs to meet the demands of the residents. This will allow some fluctuations to the in-kind support from year to year. As long as the amount of the in-kind is within the approved subsidy by Council no further report will be required going forward unless the grant is not received.

### **FINANCIAL IMPLICATIONS**

As part of the "Seniors Active Living Centre's Grant", the Town of Caledon is requested to provide a minimum of 20% of the total grant amount in the form of in kind services. In this case, facility space at no charge. During the 2018-2019 pilot years the Town of Caledon provided \$24,582.96 of in-kind support.

At the time of the renewal, the estimated amount for the in-kind support is \$33,051.56 for the 2019-2020 year. Please note that the increase in the 2019-2020 amounts is accounted for as the initial programs were delayed from April 2018 and didn't start until July 2018. This year's programming will start in April 2019 to March 2020. The offering of these in-kind services are not expected to cause significant budget implications since the in-kind services offered are during non-peak room rental times. By partnering with the CSC and providing facility space for programming at no charge, the Recreation Division is expecting to continue to be able to meet the Council-approved subsidy requirement (2019 – 47% tax subsidy).

## **Staff Report 2019-47**

Details are shown below in Table A:

**Table A: Facility Space - In-Kind Support**

<b>CONTRIBUTION</b>	<b>DETAILS (Year 2)</b>	<b>EST. Year 2 In-kind Value</b>	<b>Year 1 In-Kind Value</b>
Caledon East Community Complex – Lion's Den	41 weeks x 1 day/week x 7 hours/day	\$6,413.75	\$5,130.37
Inglewood Community Room	46 weeks x 1 day/week x 5 hours/day	\$4,781.35	\$3,219.08
Alton Community Room and Library	50 weeks x 1 day/week x 7 hours/day	\$7,268.73	\$6,169.26
Caledon Village Community Room	50 weeks x 1 day/week x 7 hours/day	\$7,268.73	\$5,573.89
Mayfield West Storefront Space	50 weeks x 1 day/week x 5.5 hours/day	\$ 5,709.00	\$2,880.37
Caledon Senior Centre Newsletter	Additional copies	\$410.00	\$410.00
Town of Caledon – Staff Hours	Marketing and Promotional Support; Salary and Benefits	\$1,200.00	\$1,200.00
<b>TOTAL</b>		<b>\$33,051.56</b>	<b>\$24,582.96</b>

Staff recommend that through this grant (Seniors' Active Living Centre's), should the programs continue to be successful in nature and ongoing funding is available by applying to the Ministry of Senior Affairs the Town will continue to support the program in future years with in-kind support.

### **COUNCIL WORK PLAN**

Recreation - To establish and implement a collective community vision for the allocation of parks, facilities and recreation in the Town.

### **ATTACHMENTS**

N/A



## **Staff Report 2019-28**

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Meeting Date: Tuesday, March 19, 2019

Subject: Appointment to ecoCaledon for the 2018-2022 Term of Council

Submitted By: Amanda Fusco, Manager, Legislative Services/Interim Town Clerk, Corporate Services

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### **RECOMMENDATIONS**

That Councillor \_\_\_\_\_ be appointed to ecoCaledon for the 2018-2022 Term of Council.

### **EXECUTIVE SUMMARY**

- ecoCaledon has requested that a member of council be appointed to its organization.
- ecoCaledon provides support, advocates for and implements waste reduction initiatives to encourage better environmental policies and programs.

### **DISCUSSION**

The purpose of this report is to respond to ecoCaledon's request for council representation during the 2018-2022 Term of Council.

ecoCaledon meets approximately ten (10) times per year on the third (3<sup>rd</sup>) Thursday of each month. All meetings are held in a meeting room at Town Hall.

ecoCaledon (formerly the Citizens for a Clean Caledon) is an environmental action group that was established in the early 1990's and became incorporated in 2011. ecoCaledon promotes local programs designed to educate, enhance and protect Caledon's environment. Their mission is to provide environmental education that connects and engages residents of the Town of Caledon towards more sustainable living.

The Town appointed one Councillor to ecoCaledon, Regional Councillor Jennifer Innis, as the Council representative for the 2014-2018 Term of Council, with her term expiring on November 30, 2018. ecoCaledon has requested that a Regional Councillor be appointed to their organization as much of their funding is regionally based.

### **FINANCIAL IMPLICATIONS**

There are no immediate financial implications associated with this report.

**COUNCIL WORK PLAN**

The matter contained in this report is not relative to the Council Work Plan.

**NEXT STEPS**

The Legislative Services Division will notify ecoCaledon of the new appointment.

**ATTACHMENTS**

Schedule A - Correspondence from ecoCaledon requesting council representation.



January 29, 2019

Town of Caledon  
Jordyn Lavecchia  
Council Committee Coordinator,  
Legislative Services  
Corporate Services Department

Dear Jordyn

ecoCaledon would like to ask for continued support by Caledon Council by providing a council representative. A Regional council member would be preferred since most of ecoCaledon funds are Regional.

We meet 10 times a year, the 3rd Thursday each month, December – June, and hold elections in December.

Meeting location, Caledon E. Fire Hall – Upstairs.

Time, 6:30pm – 9pm

ecoCaledon(formerly Citizens for a Clean Caledon) is an environmental action group of mostly volunteers established by the Town of Caledon in 1995. Promotes programs designed to educate, enhance and protect Caledon's environment. ecoCaledon's mission and vision is to provide environmental education that connects and engages the citizens of Caledon towards more sustainable living.

We have a range of programs including Education, Battery Recycling, Rain Barrels, Paint a Picture for Clean Air, "Walk the Talk" program (promotes making changes in your Environmental foot print), Drawdown and Drawdown Directory

Drawdown Focus: All ecoCaledon programs tie into Drawdown; a worldwide effort that shares experience to take actions to reverse global warming (e.g., reducing energy, reducing food waste etc.) .

Drawdown Movement and Workshops: These workshops encourage ways to reversing Global Warming. ecoCaledon is the Caledon Community partner with Drawdown Canada. Together we promote and deliver workshops (introductory and Full Workshop Series). These engage and encourage Citizens of Caledon and others to take on projects that work on the 100 ways to reverse global warming (i.e., Energy, Food and Transportation are three of the Sectors that have ways to reduce Global Warming (CO2's)).

Drawdown Directory: Organizations that can help you participate in Drawdown, to work towards reversing Global Warming. It also highlights Projects that are being done in Caledon to work towards Drawdown. These projects are connected to individual citizens of Caledon and local Community groups.

Walk the Talk deals with issues of climate change.

Community engagement workshops are offered on reducing your environmental footprint given to Service Clubs, local community organizations such as churches and Seniors groups and school groups such as Sports and Girl Guides.

Rain Saver Barrels are retrofitted from food grade barrels diverted from landfill, to meet water efficiency objective.

#### School Programs

Promotes The 4 R's designed to encourage students to become more informed citizens when it comes to the waste they produce and how what happens to that waste affects the environment and their community.

These promote the 4 R's sponsored by Region of Peel; Individual Class workshops and Whole School Challenges in elementary and secondary schools. Last year we delivered 73 class workshops and 2 Whole School Challenges.

We also work with schools to deliver Drawdown Workshops and projects in both elementary and secondary schools.

ecoCaledon offers Bursaries to graduating high school students

Paint a Picture(PP) for Clean Air Project: This project is a full community environmental engagement program that runs annually between Earth Hour (March), Earth Day (April) and Caledon Day(June) to raise awareness about protecting our air. Paint a Picture for Clean Air encourages drivers not to leave their cars idling. Grade Schools across Caledon paint posters promoting clean air and no idling. These posters are displayed across Caledon in business and municipal building windows to remind drivers to turn off their cars.

Thank you in advance for your continued support!

*Donna*

Co-chair ecoCaledon  
905-584-5983  
donna.ferron@proforma.com

John MacRae  
Co-chair ecoCaledon  
john.macrae@sheridancollege.ca

[www.ecoCaledon.org](http://www.ecoCaledon.org)

## **Staff Report 2019-23**

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Meeting Date: Tuesday, March 19, 2019

Subject: Naming of the New Community Centre in Southfields

Submitted By: Kevin Kyle, Manager, Recreation Facilities, Community Services

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### **RECOMMENDATION**

That, the new recreation centre currently being constructed within the Community of Southfields be formally named “the Southfields Community Centre”.

### **REPORT HIGHLIGHTS**

- The Town’s newest recreation facility is currently being constructed in Southfields.
- Staff recommends the new recreation facility be officially named “Southfields Community Centre”.
- This name meets the criteria as outlined in the Facility and Property Naming Policy.
- Staff will continue to investigate opportunities for Corporate naming rights and sponsorship opportunities.

### **DISCUSSION**

The purpose of this report is to officially name the new recreation centre currently being built within the growing community of Southfields. The 65,000 square foot facility is located at the south east corner of Kennedy Road and Dougall Avenue. Construction started in the fall of 2017 and will continue throughout 2019. Approving the naming of this facility will allow us to finalize the design so we can procure the pylon road sign in preparation for the opening of the new community centre.

The naming of facilities is the function of the appropriate department with consultation with the Heritage division and with Council approval. Three possibilities exist for the purpose of naming a Town facility.

1. Facility name can be designated based upon geographical, historical or ecological relationships to the area.
2. Facilities can be named to honour individuals or to recognize individuals.
3. Facilities can be named to recognize companies that have made exceptional contributions.

Based on the criteria listed, staff recommend the facility be named based on its geographical area and officially be named “Southfields Community Centre”. The community of Southfields has experienced significant growth and the residents have been very engaged and connected to this community.

## **Staff Report 2019-23**

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The Strategic Initiatives Department will continue to investigate opportunities for corporate naming rights and sponsorship opportunities that will compliment this recreation centre and the local community. Any changes of sponsorship that is obtained will be brought forward in a future report based on the Town's Partnership and Corporate Partnerships Policy.

### **FINANCIAL IMPLICATIONS**

There are no immediate financial implications associated with this report.

### **COUNCIL WORK PLAN**

Recreation – To establish and implement a collective community vision for the allocation of parks, facilities and recreation in the Town

### **ATTACHMENTS**

N/A

## **Staff Report 2019-30**

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Meeting Date: Tuesday, March 19, 2019

Subject: Bolton Business Improvement Area Proposed 2019 Operating Budget

Submitted By: Hillary Bryers, Manager, Revenue/Deputy Treasurer, Finance and Infrastructure Services

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### **RECOMMENDATION**

That the Bolton Business Improvement Area's (BIA) 2019 Operating Budget in the amount of \$72,930.30 be approved as outlined in Schedule A of Staff Report 2019-30;

That the Bolton BIA Operating Budget be funded by:

- a) A special tax levy of \$56,000 to be included in the 2019 Final Tax Levy Bylaw for commercial properties located within the Bolton BIA boundaries; and
- b) \$3,000 in general event revenues; and
- c) A use of accumulated surplus of \$13,930.30;

That Town staff be authorized to advance one quarter of the Bolton BIA's 2019 special tax rate levy in the amount of \$14,000 to the Bolton Business Improvement Area Board of Management on June 1, 2019;

That Town staff be authorized to advance the next one quarter of the Bolton BIA's 2019 special tax rate levy in the amount of \$14,000 to the Bolton Business Improvement Area Board of Management on, or after, July 1, 2019 upon receipt of the BIA's 2018 audited financial statements; and

That Town staff be authorized to issue the balance of the special tax levy in the amount of \$28,000 to the Bolton BIA Board equally after the last two tax installment due dates on July 5, 2019 and September 6, 2019 subject to the receipt of the BIA's 2018 audited financial statements.

### **REPORT HIGHLIGHTS**

- This report recommends the approval of the 2019 Operating Budget for the Bolton Business Improvement Area in the amount of \$72,930.30 and authorizes Town staff to collect and fund \$56,000 of the BIA's budget through a special tax rate levy applied to businesses within the Bolton BIA.
- The Bolton Business Improvement Area is designated to promote area businesses and the area as a shopping district.

- The 2019 Bolton BIA budget was presented to the Bolton BIA membership at their annual general meeting on December 3, 2018 and approved by the Board on January 23, 2019.

### **DISCUSSION**

The Bolton Business Improvement Area (“BIA”) is a local board that was established to promote the businesses within the area and to improve, beautify and maintain municipally owned lands, buildings and structures in the area above the current service level provided by the Town. This area is designated to promote the area as a business and shopping district.

The Board of Management held an Annual General Meeting of the membership to present the approved budget and to receive input on December 3, 2018. At a BIA Board of Management meeting held on January 23, 2019 the Board approved the 2019 proposed budget. There is no proposed change to the special tax levy that is the primary source of funding for the Bolton BIA’s activities.

The Bolton BIA operating budget is mainly funded by a special tax rate levy applied to downtown businesses within the Bolton BIA. The proposed revenue, \$56,000, from the special tax rate levy has not changed from 2018. Other funding that is received is in the form of user fees from events organized by the Bolton BIA. In addition, the Bolton BIA Board of Management wishes to use \$13,930 of the BIA’s unaudited, 2018 accumulated year-end surplus to fund the 2019 budgeted expenses.

The Bolton BIA has submitted a 2019 Operating Budget in the amount of \$72,930.30. Schedule A outlines a comparison of the 2018 and 2019 Operating budgets. Section 205(2) of the *Municipal Act, 2001 as amended*, states that the BIA board of management shall submit the budget to council by the date and in the form required by the municipality and the municipality may approve it in whole or in part, but may not add expenditures to it.

As per Section 208 of the *Municipal Act, 2001, as amended*, a special tax rate may be established to fund the Bolton BIA. The special tax rate for the Bolton BIA will be included as part of the 2019 Final Tax Levy.

On January 22, 2019, Council approved staff report 2019-14 regarding the appointment of the Board of Management for the Bolton BIA. In addition to the appointments, the resolution related to the report also included the following, which has been sent by the Clerks department to the Bolton BIA:

That the Bolton Business Improvement Area (BIA) Board of Management be required to develop a Strategic Plan that will direct the BIA’s efforts over the next four (4) years and that the plan accompany the proposed 2019 BIA Budget;



That the Strategic Plan be presented at a Town Council meeting in 2019; and

That a copy of this resolution and Staff Report be provided to the BIA Board of Management for their action and reference.

On January 31, 2019, the Chair of the Bolton BIA Board of Management notified the Town that the Bolton BIA Board will not be preparing a strategic plan and will not be making a presenting, as requested by Council. Reasons for the Bolton BIA Boards decision are outlined in the January 31, 2019 email that is attached to this report as Schedule C. Given staff's concerns about the long-term financial sustainability of the Bolton BIA's operating budget (outlined in detail in the Financial Implications section of this report), lack of longer term (e.g. beyond 2019) plans for the BIA Board of Management (requested via the January 22, 2019 Council resolution, noted above), and other concerns outlined in a confidential staff report (on the March 19, 2019 General Committee agenda), staff recommend that the special tax levy, collected on behalf of the Bolton BIA, be transferred to the Bolton BIA Board later than usual. This will allow time for Council and the Bolton BIA Board to determine the long-term direction of the Bolton BIA and resolve any issues.

The Town normally transfers funds to the Bolton BIA Board, based on the Special Levy amount, in four installments. The Town had originally planned to transfer the first two installments to the Bolton BIA Board on April 1, 2019 and May 3, 2019. However, as noted above, time will be provided to both the Town and Bolton BIA Board to determine the long-term direction of the Bolton BIA and resolve any issues so the first two installment dates are recommended to be:

- 1) June 1, 2019; and
- 2) July 1, 2019.

### **FINANCIAL IMPLICATIONS**

Funding for the Bolton BIA's 2019 Operating Budget will be established by a special tax rate in the amount of \$56,000 for those businesses within the Business Improvement Area. This special tax rate is separate from the general tax rate and is applied to businesses within the Bolton BIA's boundary (as shown in Schedule B) in addition to the general tax rate.

There is no change in the overall 2019 Operating Budget from the 2018 Operating Budget. The special tax rate levy for the BIA will remain at \$56,000. The Bolton BIA proposes using \$13,930.30 from the total unaudited accumulated surplus from prior years in order to support the 2019 expenditures. After the audit of the 2018 financial statements, if the surplus is found to be less than \$13,930.30 the Bolton BIA Board will reduce its carry over to 2019 expenditures as appropriate.

Funding of operating budgets from previous year's surpluses is not sustainable in the long-term. As in previous years, Town staff have advised the Bolton BIA Board of Management that utilizing surpluses to fund operating budgets may result in an increase in the special tax levy if expenses remain the same and there is no remaining surplus to draw from in future years. This would result in fluctuations from year to year in the amount of special levy for the Bolton BIA paid by each business within the BIA area.

Based on the BIA's unaudited 2018 accumulated surplus of \$23,296 and planned 2019 draws to fund the BIA's operating budget in the budgeted amounts of \$13,930.30, the projected accumulated surplus expected to be available for the BIA's 2020 budget is anticipated to be \$9,366 (= \$23,296 - \$13,930). If there is no change the planned expenditures in 2020, the revenue from the special tax rate levy will need to be increased from \$56,000 to approximately \$60,564 to account for lower accumulated surplus funds. Businesses within the Bolton BIA should be prepared for such an increase in 2020 onwards and/or the Bolton BIA should be prepared to reduce expenses in those years.

The Town will make four payments of \$14,000 to the Bolton BIA on the below dates:

<b>Payment Date</b>	<b>Installment Amount</b>
June 1, 2019	\$14,000
July 1, 2019*	\$14,000
July 5, 2019*	\$14,000
September 6, 2019*	\$14,000
<b>Total Payments</b>	<b>\$56,000</b>

\*These payments are conditional on the receipt of the BIA's 2018 audited financial statements.

It is the responsibility of the Bolton BIA board to maintain the financial records in accordance with the *Municipal Act, 2001, as amended*. These records are audited by the Town of Caledon's municipal auditor.

### **COUNCIL WORK PLAN**

The matter contained in this report is not relative to the Council Work Plan.

### **ATTACHMENTS**

Schedule A – Bolton BIA 2019 Operating Budget

Schedule B – Bolton BIA Boundaries

Schedule C – Response from Bolton BIA Board regarding the January 22, 2019 Council Resolution

**Schedule A to Staff Report 2019-30: Bolton BIA 2019 Operating Budget**

**2018 AND 2019 BOLTON BIA BUDGET**

<b>REVENUES</b>	<b>2019 Budget</b>	<b>2018 Budget</b>
REVENUE - SPECIAL TAX RATE LEVY	\$ 56,000.00	\$ 56,000.00
GENERAL REVENUE	3,000.00	3,000.00
ACCUMULATED SURPLUS	13,930.30	13,930.30
<b>REVENUE TOTAL</b>	<b>\$ 72,930.30</b>	<b>\$ 72,930.30</b>

**Note A**  
**Note B**

<b>EXPENSES</b>	<b>2019 Budget</b>	<b>2018 Budget</b>
<b>Landscape Maintenance &amp; Improvements</b>		
WATERING / MAINTENANCE	\$ 9,600.00	\$ 9,600.00
FLOWERS	10,000.00	10,000.00
GOLF CART REPAIRS	1,500.00	1,500.00
<b>Promotion Projects</b>		
BANNERS (Replace, Install, Remove)	10,000.00	15,000.00
SEASONAL DECORATIONS (Winter)	10,000.00	5,000.00
EVENTS	12,000.00	12,000.00
MARKETING	2,000.00	2,000.00
FUTURE PROJECTS / REPAIRS	-	-
FARMERS MARKET	2,000.00	2,000.00
<b>Administrative</b>		
WEBSITE	600.00	600.00
MEMBERSHIPS (BIA)	300.00	300.00
MEETING EXPENSES	200.00	200.00
STAFF EXPENSE	9,000.00	9,000.00
AUDIT	2,330.30	2,330.30
OFFICE SUPPLIES & BANK CHARGES	400.00	400.00
INSURANCE	3,000.00	3,000.00
HST (Included in the total line items above)		
<b>EXPENSES TOTAL</b>	<b>\$ 72,930.30</b>	<b>\$ 72,930.30</b>
<b>NET OPERATING BUDGET</b>	<b>0.00</b>	<b>0.00</b>

**Note A** - 2018 General Revenue includes Farmers Market Vendor Fees

**Note B** - The 2018 Budget allowed the use of the Accumulated Surplus to fund 2018 operations. The audited Accumulated Surplus as of December 31, 2017 is \$37,251.



## BOLTON BIA BOUNDARY (BY-LAW 80-72)

## LOCATION MAP



Date: August 2010

location map Bolton BIA boundary bylaw 2002-151

**From:** JPCLAW <[jpclaw@jpclaw.ca](mailto:jpclaw@jpclaw.ca)>  
**Sent:** Thursday, January 31, 2019 4:11 PM  
**To:** Amanda Fusco <[Amanda.Fusco@caledon.ca](mailto:Amanda.Fusco@caledon.ca)>  
**Cc:** [sahoppler@caledon.ca](mailto:sahoppler@caledon.ca); 'Verona Teskey' <[Verona.Teskey@caledon.ca](mailto:Verona.Teskey@caledon.ca)>; 'Rex & Verona Teskey' <[Rex.V.Teskey@caledon.ca](mailto:Rex.V.Teskey@caledon.ca)>; 'Bryan Gnida' <[Bryan.Gnida@caledon.ca](mailto:Bryan.Gnida@caledon.ca)>; 'Oleg Rudnitsky Royal Courtyards' <[manage-group@royalcourtyards.com](mailto:manage-group@royalcourtyards.com)>; 'Sodhitvinder Singh' <[Sodhitvinder.Singh@caledon.ca](mailto:Sodhitvinder.Singh@caledon.ca)>; 'alfblock' <[alfblock@caledon.ca](mailto:alfblock@caledon.ca)>; Annette Groves <[Annette.Groves@caledon.ca](mailto:Annette.Groves@caledon.ca)>; Tony Rosa <[Tony.Rosa@caledon.ca](mailto:Tony.Rosa@caledon.ca)>  
**Subject:** Downtown Bolton BIA

Dear Amanda

Thank you for sending the confirmation of our appointments. However I have to say I am surprised and disappointed that Council would see fit to attempt to impose on us the onerous obligation of preparing a multi year strategic plan. This was done without any prior consultation or even some notice through the two councilors who sit on our Board and who act as liaison with Council. In any event, as I am sure you are aware, Council cannot "require" the BIA to produce a strategic plan or anything else.

We on the BIA Board are volunteers and none of us are strategic planners. At the same time we have been pressed by the Town's treasurer to produce our budget which I have done following the first meeting of the Board. To suggest that the budget be accompanied by a strategic plan completed by us in a matter of days, with the parameters set out in your staff report is patently ridiculous.

I note, by the way, that one of the strategic plans you quoted as an example, that of the Goderich BIA was prepared by a professional consulting firm over a period of time and with extensive consultations.

Please advise Council, therefore, that we will not be producing a strategic plan and will not be making a presentation. Council can ascertain our plans for the coming year by reference to the minutes of our meeting on January 23<sup>rd</sup> or from the two councilors who were present.

If the Economic Development Department of the Town of Caledon is interested in developing a strategic plan for Bolton, the BIA is happy to provide input upon request.

Jean Carberry

Chair, Downtown Bolton BIA

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If you have received this message in error, please notify the sender immediately by return

## **Staff Report 2019-24**

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Meeting Date: Tuesday, March 19, 2019

Subject: Annualized Tax Adjustments under Section 359.1(1) of the Municipal Act, 2001

Submitted By: Hillary Bryers, Manager, Revenue/Deputy Treasurer, Finance and Infrastructure Services

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### **RECOMMENDATION**

That the Treasurer's application, pursuant to Section 359.1(1) of the Municipal Act, 2001, to use the Revised 2018 Annualized Taxes amounts for the affected property as outlined in Table 1 of Staff Report 2019-24, for the use in the calculation of the 2019 taxes be approved.

### **REPORT HIGHLIGHTS**

- Section 359.1 (1) of the Municipal Act, 2001 allows Council to hear applications made by the Treasurer of a municipality.
- The local municipality may, if satisfied there was an error in the calculation of taxes, authorize the use of an amount of taxes referred to in paragraph 1 of subsection 329(2) for the year in which the application is made.
- This reflects what the taxes would have been on the land for the previous year if the error had not been made.
- Staff regularly review the property tax calculations made and has identified one property where the provided annualized taxes provided by OPTA was incorrect and requires correction.
- The taxes for previous years for the affected property will not change.

### **DISCUSSION**

#### **Provincial Capping Program**

In 1998, the Province of Ontario introduced the Tax Capping Program to protect commercial, industrial and multi-residential properties from significant property tax increases that may have resulted from the introduction of a new current value assessment (CVA) system. The general formula to calculate property taxes under the CVA system is to multiply the assessed value of a property by the applicable tax rate.

To shield non-residential and multi-residential property owners from the full impact of the CVA system in one year, the Provincial program established capping limits which resulted in landowners paying less tax than if they calculated their taxes using the tax rate multiplied by assessment per the general property tax formula. To help offset the shortfall in tax revenue for "capped" properties, paying less than their fair share of property taxes, the Province also established a "clawback" concept for some properties

that would have otherwise seen a decline in property taxes with the introduction of the CVA system.

This program was introduced as a temporary program more than twenty years ago and was designed to transition properties to full CVA taxation as the Province introduced the new assessment system that is still currently in use. Accordingly, for the past 20+ years, some non-residential and multi-residential properties:

- 1) Are paying less than their fair share of property taxes as their rates are capped while they progress towards paying their fair share;
- 2) Are paying more than their fair share of property taxes as their rates are clawed back to help pay for the phasing-in known as “capping”.

Capping is calculated by looking at the previous year's taxes, otherwise known as the “Annualized taxes” and applying a percentage increase, typically 10%, to those annualized taxes to calculate the maximum taxes a capped property owner can pay. These properties pay less than the typical amount of taxes that would otherwise be calculated. The other properties that are clawed back have to pay more taxes to make up the short fall. This program can cause inequities between similar properties as they could be paying differing amounts of property taxes even though they have the same property assessment and is administratively burdensome on municipalities required to facilitate the program.

“Annualized Tax” is a term used in reference to the previous year's taxes for properties within the provincially mandated capping program (Multi-residential, Commercial and Industrial), to which any changes or events in assessment have to be applied as if it happened for the whole year. The current year's tax calculation for these protected classes start by using the “annualized taxes” and then applying the approved capping/clawback options to determine the current years billing amount. The annualized taxes used by the Town of Caledon are delivered annually from the Ontario Property Tax Analysis (OPTA) system provided by the Ministry of Finance and used in the calculation for all commercial, industrial and multi-residential properties.

### Simple Capping Example:

#### Assumptions:

- Property A has prior year annualized taxes of \$10,000.
- The municipality has a 10% capping rate.
- The amount of property taxes payable are impacted by changes in current value assessment (CVA), capping and clawback only.

If, based on a property re-assessment, the property taxes calculated using the general formula of CVA multiplied by tax rate results in property taxes otherwise payable of \$20,000 (e.g. incremental \$10,000 of property taxes for Property A):

- a) Property A, with capping, will only pay an incremental of \$1,000 or a total of \$11,000 (=\$10,000 + 10% capping) vs the full \$20,000 this year.

- b) Other properties will have to pay additional property taxes to make up the \$9,000 shortfall (= \$20,000 taxes less \$11,000 paid by Property A) as part of the offsetting clawback calculations.
- c) The incremental \$1,000 in (a) due to capping means that the remaining \$9,000 in (b) is collected from other property owners that would have, otherwise, paid (\$9,000 collectively) less.
- d) In total the incremental \$10,000 (= \$1,000 + \$9,000) is still collected by the Town.

### **Capping Program in the Region of Peel**

Capping and clawback programs are a Regional responsibility and are administered on a Regional basis. For 2016, municipalities were provided the option to phase-out the capping program in order to move all properties towards paying taxes in line with their current value assessment. Capping and clawback rates are established by the Region of Peel for the Cities of Brampton and Mississauga and the Town of Caledon and are calculated collectively across the entire Region. In 2017, properties in the Industrial and Multi-Residential tax class have already begun a phase-out of the capping program over four years.

Upon Regional review of the Commercial capping program, the subject property at roll number 2124.030.001.16600.0000, municipally known as 20424 St. Andrew's Road, was flagged as having the lowest level of taxation in the Region's commercial capping program. As a result, this property was preventing the Region from starting a phase-out of the Capping program for commercial properties.

Consequently, staff at the Town, along with Municipal Tax Equity (MTE) Consultants, undertook a review of the capping calculations for this property to understand why it was an outlier. As such, an error in the annualized taxes that are the underlying basis for the capping calculation was found. Municipal Tax Equity (MTE) Consultants have provided their analysis and calculations which are found in Appendix A to this report.

As a result of the analysis, it was identified that there was one Caledon property that requires correction as an incorrect 2017 Annualized Tax amount for the property was used in determining what the final 2018 property taxes would be. This property is in Table 1 below.

When previous year taxes are annualized due to an assessment or class change, the billable taxes for the previous year are not changed; however, the current-year taxes will be affected. This property will have a correction for the calculation of the 2019 property taxes. A complete analysis of the error and calculation of property taxes for this property is found in Appendix A.

As required, notices have been mailed to the affected property owner advising them of the Town's analysis as well as the associated adjustments.



## **Staff Report 2019-24**

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This error has resulted in the affected property paying less than its fair share of property taxes in 2018. In order to promote equity and fairness amongst all taxpayers, it is recommended that Council approve the revised annualized taxes in order that the 2019 property taxes are calculated correctly.

**Table 1: Summary of Affected Property**

Roll Number	2018 Taxes Billed	2018 Revised Annualized Taxes
2124.030.001.16600.0000	\$6,010.28	\$12,215.69

### **FINANCIAL IMPLICATIONS**

The recommended corrections to the 2019 annualized taxes will result in the property tax capping and clawback calculations for the Region of Peel being stated correctly for all properties within the Town of Caledon. No tax bill will be issued for 2018 or 2017 as a result of this update to the 2018 Annualized taxes.

After this correction, the commercial property capping program for the entire Region of Peel will be phased out over four years. This will help to ensure that commercial properties pay their fair share of property taxes by the end of the four year phase out period. Specifically, this will result in commercial property owners that are now paying more than their fair share of property taxes (via a clawback amount) seeing a decrease to their property tax bill over the four years of the phase out of the commercial property capping program.

### **COUNCIL WORK PLAN**

Not relevant to the Council Work Plan.

### **ATTACHMENTS**

Schedule A - Historic Business Tax Capping Adjustments

**HISTORIC BUSINESS TAX CAPPING ADJUSTMENTS  
ROLL NUMBER 2124 030 001 166 00**

*Prepared For:*  
**THE TOWN OF CALEDON**

*By:*  
**MUNICIPAL TAX EQUITY (MTE) CONSULTANTS INC.**  
GEORGETOWN, ONTARIO  
WWW.MTE.CA

*Published On:*  
**Monday, January 14<sup>th</sup>, 2019**

## INTRODUCTION AND PURPOSE

Since 1998, property in the multi-residential, commercial and industrial tax classes have been subject to mandatory tax impact mitigation measures that were implemented to protect them from year-over-year increases in taxation above maximum thresholds. These protection (capping) measures are set out under Part IX of the *Municipal Act, 2001 (The Act)* and involve a complex set of business rules and calculations. These capping calculations and adjustments are undertaken and applied on a property by property basis and in some instances decisions must be made as to which rule or treatment applies to a property's circumstances. These decisions are dictated by Provincial statute and regulation, but if the calculation protocol is not matched correctly to the property circumstances, an error in the final taxes can materialize.

The Town of Caledon relies on the provincially funded Online Property Tax Analysis (OPTA) website to perform its annual and property specific capping calculations. The calculations derived from the OPTA system are very reliable and almost always accurate, however, errors in judgement, missing information and/or incomplete data can lead to errors on occasion.

In this instance, the Town of Caledon identified a potential concern with the historical capping treatment of a commercial class property, which is identified for assessment and taxation purposes by roll number 2124 030 001 166 00. Having identified this concern the Town enlisted the assistance of Municipal Tax Equity (MTE) Consultants to review the historical calculations. MTE's specific mandate was to determine if the capping protection for this property was warranted, or if an error had been made at some point in time. Further, if an error was identified, to suggest options for correction. This report has been prepared to summarize our findings and to recommend appropriate remedial actions.

Specifically, this report will systematically address the following:

- 1) The nature and specifics of the capping calculation error, including what the taxes would have been had this error not been made; and
- 2) The mechanism set out under section 359.1 of *The Act*, which allows the Town to limit the impact of the error to prior taxation years (2018 and earlier).

## PART 1: ERROR IN CAPPING CALCULATION

MTE reviewed the assessment, tax and tax capping treatment of the subject property starting with 2018 and working backwards. In doing so we identified an error in the capping calculations for the 2017 taxation year. This error was related to how a reapportionment between the property's residential portion and its commercial portion was treated at the time that OPTA undertook the calculations that were relied upon for the Town's final billing in 2017.

*Ontario Regulation 73/03* made under *The Act*, sets out the rules for dealing with changes in apportionment among property portions for the purposes of capping. Boiled down to common terms, the rules state that if the assessment apportionment is updated to reflect a different division of use, then the resulting tax change is not subject to capping. Apportionment changes resulting from reassessment (ie value only) are subject to capping. In this instance, an apportionment change that should have resulted in a tax increase flowing through was not treated properly and resulted in the capping protection being overstated for 2017. This error carried forward through to the 2018 taxation year due to the mechanics of the cap. These property circumstances and the error in treatment are set out more precisely in the following tables.

**Subject Property Assessment Changes**

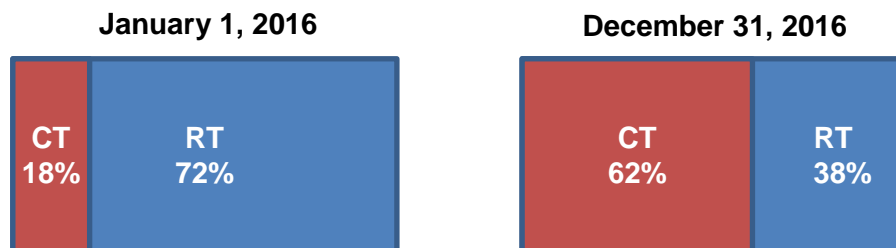
We will begin with the change in assessment, which ultimately drives that tax change but also helps us distinguish between reassessment (equity) changes and changes made to reflect a property's statue use or condition (physical).

**Table 1**  
**Subject Property Assessment Changes: 2016 to 2017 Roll Return**

<b>Assessment Record</b>	<b>CT</b>		<b>RT</b>		<b>Total</b>	
2016 CVA as Returned	234,000	19%	1,012,000	81%	1,246,000	100%
2016 CVA as Revised	771,056	62%	474,944	38%	1,246,000	100%
<b>Change before Reassessment</b>	<b>537,056</b>	<b>+230%</b>	<b>-537,056</b>	<b>-53%</b>	<b>0</b>	<b>+/- 0%</b>
2017 CVA as Returned	581,850	62%	358,400	38%	940,250	100%
<b>Reassessment Change</b>	<b>-189,206</b>	<b>-25%</b>	<b>-116,544</b>	<b>-25%</b>	<b>-305,750</b>	<b>-25%</b>

As can be seen in Table 1, the assessment for this property was updated to reflect two separate and distinct changes. The first, which was processed by the Municipal Property Assessment Corporation (MPAC) for 2016 year-end was made to reflect how much of the property was being used for commercial purposes and how much was being used for residential purposes. This change did not involve any update to market value, the update was made solely to capture the way the property was being used. This change is not subject to capping protection.

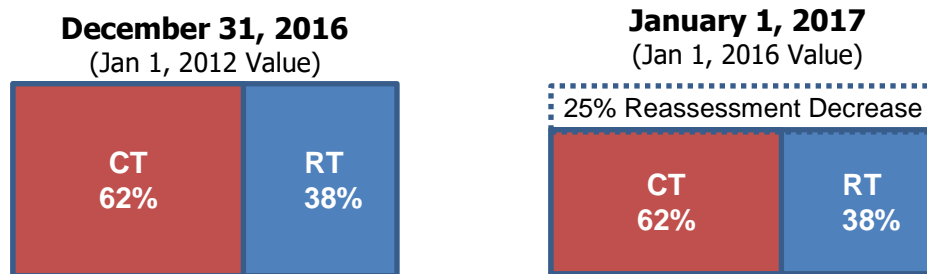
**Figure 1**  
**Update to Reflect Apportionment of Use**



In addition to this update the property experienced a reassessment related assessment decrease between 2016 and 2017 as part of the province-wide reassessment. The reassessment exercise involved updating the market value estimate (CVA) for all properties to reflect market conditions as of January 1, 2016 from the previous valuation point of January 1, 2012. For this property, MPAC estimated that its market value had decreased by approximately 25% between these two points in time.

As per Table 1 and the illustration below the market value change is uniform across the property, there was no change to how much of the property was being used for (classified as) commercial and how much for residential.

**Figure 2**  
**General Reassessment Update**



### ***Tax and Capping Implications***

In sum, the commercial (CT) portion of this property was subject to two assessment changes between final billing in 2016 and final billing in 2017. The first change was made to ensure that the proportion of CVA classified as CT accurately reflected the proportion of the property utilized for commercial purposes. There was also a reassessment related value (CVA) reduction made within the context of the province wide general reassessment. The first change should not have been subject to capping protection, the second was not eligible for protection due to the fact that it was a decrease.

What complicates matters to some extent is that the first change was processed as a year-end update, which means that the property was reapportioned based on actual use but the mechanism used meant that there were no actual tax implications for 2016. When changes are processed in this manner, the updated CVA is used for the purpose of calculating future year assessment phase-in values, and future year capping limits, but the taxes already levied are not adjusted.

To understand this it is first necessary to understand that capping calculations rely on three expressions of tax for each taxation year and at each point it is necessary to define the property's CVA Tax (taxes before capping) and the capped tax.

**Final Taxes** as calculated and levied as of annual final billing;

**Actual Net Taxes**, which include the final taxes for each year plus any actual full or partial year account adjustments; and

**Annualized Year-End Tax** or what the full year taxes would have been if they were calculated based on the property's year-end circumstances.

For the overwhelming majority of properties these three sets of tax values are all the same. Differences only occur when either an actual in-year account adjustment is made, or a year-end adjustment is required. Year-end adjustments are hypothetical restatements of tax that help ensure capping limits and adjustments are set based on a year-over-year, *apples to apples* comparison.

For example, if a property's final taxes were \$10,000 and then a further \$5,000 were billed for the addition of a new building as of July 1; the actual net taxes paid for the year would be \$15,000 but the annualized year-end taxes would be \$20,000. This restating of the year-end is necessary whenever a property's assessment is changed based on state, use or condition as it ensures the associated tax changes are not capped or limited.

By failing to restate the 2016 year-end taxes to reflect the new physical apportionment, OPTA erroneously capped the impact this change had on the final 2017 taxes. Simply put, they treated it as part of the reassessment change when they should have treated it separately.

Table 2 documents the 2016 base taxes that were used for 2017 capping in comparison to what they would have been if properly re-stated to reflect the property's 2016 year-end status.

**Table 2**  
**Actual and Updated/Corrected 2016 Annualized Year-End Tax Position**

Calculation Element	Actual	Correct
<b><i>Final Billing</i></b>		
2016 CVA	234,000	234,000
2016 CVA Tax (Rates X CVA)	\$4,608.49	\$4,608.49
2016 Capped Tax (Limits Applied)	\$3,445.07	\$3,445.07
2016 Capping Adjustment	-\$1,163.42	-\$1,163.42
Tax Level (Capped vs. Uncapped)	<b>74.75%</b>	<b>74.75%</b>
<b><i>Year End</i></b>		
2016 CVA Per Revised Roll	771,056	771,056
2016 CVA Tax (Rates X CVA)	\$15,185.47	\$15,185.47
2016 Capped Tax (Limits Applied)	\$3,445.07	\$11,351.88
Tax Level (Capped vs. Uncapped)	<b>22.69%</b>	<b>74.75%</b>

When a non-cappable change occurs, we must restate the taxes (actual or year-end) in a manner that maintains the pre-change tax level.

In order to ensure that capping limits are only placed on reassessment related tax change, it is necessary to update the base-year tax values to reflect any change that is not subject to capping. By doing this we ensure that the taxpayer continues to receive the same level of capping protection before and after the change. One's level of capping protection is expressed by the relationship between their full and capped taxes, not the dollar amount of the credit. This update is not optional and is mandated under Part VI of Ontario Regulation 73/03 made under *The Act*.

Because the base taxes were not restated to achieve an *apples-to-apples* comparison, the subject property received a significant capping adjustment even though its CVA was decreasing.

As can be seen in Table 3, by not restating the year-end tax to match the year-end CVA, the capping protection on the property jumped from \$1,163 or 25% of the full taxes in 2016, to over \$7,300 or 65% of the full taxes in 2017.

**Table 3**  
**Actual and Updated/Corrected 2017 Capping Calculation Summary**  
(Simplified<sup>1</sup>)

Calculation Element	Notes	Actual	Correct
A 2016 Year-End Base Tax	(See Table 3)	\$3,445.07	\$11,351.88
B 2017 CVA Taxes	CVA X Tax Rates	\$11,342.15	\$11,342.15
C 2017 Pre-Levy Tax	Levy Increase Removed	\$11,068.41	\$11,068.41
<b>D Tax Change Subject to Capping</b>	C - A	<b>\$7,623.34</b>	<b>-\$283.47</b>
<b>E Eligible for Capping Protection?</b>	Only if D is Greater than \$0	<b>Yes</b>	<b>No</b>
F Tax Increase Limit	(See Appendix A for Detail)	\$460.85	N/A
G Levy Change Flow-Through	Municipal Levy Change	\$96.60	N/A
<b>H 2017 Final Capped Taxes</b>	Lesser of B or (A + E + F)	<b>\$4,002.52</b>	<b>\$11,342.15</b>
I Capping Adjustment	G - B	-\$7,339.63	\$0.00
J 2017 Tax Level	G / B	35.29%	100.00%

As the property actually decreased as a result of reassessment, its status should have changed from being an increasing/protected property in 2016 to being a decreasing property in 2017. A reversal of this nature results in a property being immediately and permanently excluded from the capping program in accordance with Part III.1 of *The Act* and the Municipal By-Law opting for those rules to apply for any taxation year.

The subject property should not have received any capping protection in 2017.

### ***Carry-Forward Error in 2018***

As there were no change events in 2017, and the error was not corrected, the actual final taxes for 2017 became the year-end base taxes for 2018 capping calculations. In this way, the error made in 2017 created a *carry-forward* error in 2018.

Table 4 has been prepared to summarize this carry-forward error and show what the taxes would have been for 2018 had the error not been made, or was corrected before final 2018 taxes were billed.

<sup>1</sup> Both tables 3 and 4 set out simplified summaries of the capping calculation. Please refer to Appendix A for full and detailed capping calculations.

**Table 4**  
**Actual and Updated/Corrected 2018 Capping Calculation**  
 (Simplified<sup>2</sup>)

Calculation Element	Notes	Actual	Correct
A 2017 Year-End Base Tax	(See Table 3)	\$4,002.52	\$11,342.15
B 2018 CVA Taxes	CVA X Tax Rates	\$12,215.69	\$12,215.69
C 2018 Pre-Levy Tax	Levy Increase Removed	\$11,895.93	N/A
<b>D Tax Change Subject to Capping</b>	C - A	<b>\$7,893.41</b>	N/A
<b>E Eligible for Capping Protection?</b>	Only if D is Greater than \$0	<b>Yes</b>	<b>Excluded</b>
F Tax Increase Limit	(See Appendix A for Detail)	\$1,869.67 <sup>3</sup>	N/A
G Levy Change Flow-Through	Municipal Levy Change	\$138.08	N/A
H 2018 Final Capped Taxes	Lesser of B or (A + E + F)	\$6,010.28	\$12,215.69
I Capping Adjustment	G - B	-\$6,205.41	\$0.00
J 2018 Tax Level	G / B	49.20%	100.00%

### **2019 Projections**

If the error made in 2017 and perpetuated in 2018 is not corrected, the maximum 2019 taxes for the subject property will likely be limited to approximately \$8,000. This would leave it subject to erroneous capping protection equal to over 25% of the actual, correct taxes.

The application to be made under Section 359.1 of the *Municipal Act, 2001* must ask Council to authorize the use of \$12,215.69 as the based tax for the purposes of 2019 capping exercise rather than \$6,010.28.

<sup>2</sup> Both tables 3 and 4 set out simplified summaries of the capping calculation. Please refer to Appendix A for full and detailed capping calculations.

<sup>3</sup> This amount includes both the 10% of Prior Year CVA Tax increase and the Current Cycle Increase Flow-Through.



## **PART 2: CORRECTION OF HISTORICAL CAPPING ERRORS**

Although it is clear that the capping adjustments, and therefore the final taxes for the subject property were incorrect in both 2017 and 2018, there is no mechanism by which those errors can be corrected. Section 334 of *The Act* allows for an application to be brought forward to rectify a capping error that resulted in a taxpayer being overcharged, but that section does not allow for corrections that result in a tax increase.

The Town may, however, rely on Section 359.1 to update the base taxes that will be used for 2019 capping calculations to what they would have been, had the 2017 error not been made. In this instance this means that the property will be subject to its full tax liability for 2019, but no adjustment will be made to either the 2017 or 2018 taxes. The taxpayer is entitled to retain the \$13,545 in capping credits that they received for these two years.

The authority to utilize an updated/corrected base tax amount for capping purposes under Section 359.1 rests with Council and due process must be followed before any change is made. This process is set out below.

### ***Step 1: Documentation of Error and Proposed Correction***

If an error is suspected or even positively identified, it is critical to fully document the nature/source of the initial error and the immediate impact the error had in the year it was made.

Once this is complete, the carry-forward implications must be identified for each subsequent year up to and including the base tax for the year for which the actual correction is to be made. At a minimum, it is necessary to document the taxes, capping adjustments and final capping outcomes for each year based on actual historic figures and hypothetical alternate figures showing how the taxes would have progressed had the original error not been made.

If the actual and hypothetical taxes equal one another for any taxation year, no adjustment can be made to the current base year taxes. This is not the case in this instance.

This documentation exercise has been summarized and explained in Part 1 of this report. The detailed calculations supporting this summary are contained in Appendix A.

### ***Step 2: Application***

Upon identification of an error in the calculation of a property's capped taxes for any prior year, the Treasurer must make application to Council asking them to authorize the use of a base tax amount for the current year's calculation that would have applied to the property if the error had not been made.

This does not have to be overly formal or follow any predefined format but it should contain the following details.

- Information sufficient to identify the subject property and the taxpayer;
- A brief explanation of the error, when it was made and its historic impact;
- A clear statement as to what Council is being asked to do;
- A brief explanation as to what will, and what will not be impacted if the correction is made; and
- Identification of any individual who has been delegated the Treasurer's responsibilities and roles for the purposes of the matter at hand.

***Step 3: Meeting to be Held***

Once an application has been made, Council must schedule a meeting at which both the treasurer and the taxpayer will have the opportunity to make representation in respect of the application. The taxpayer must be notified of the meeting and their opportunity to speak to the matter at least 14 days before the meeting is to take place.

The taxpayer is not required to attend, or to speak at the meeting if they do attend but it is strongly recommended that the treasurer, or a representative of the treasurer be at the meeting and that they speak to the purpose and background of the application.

***Step 4: Decision and Notice of Decision***

While no specific timeline is set for Council's decision making, it is necessary for them to complete their deliberations and issue a decision well in advance of the annual final capping and billing campaign for the subject tax year.

Within 14 days of making its final decision in respect of an application, Council must notify the applicant of its decision and also identify the last day on which an appeal against the decision may be filed.

***Step 5: Appeal Provisions***

If the taxpayer objects to the any correction authorized by Council's decision, they have 35 days from the date of that decision to file a notice of appeal with the Assessment Review Board.

If an appeal is filed, the ARB will notify the taxpayer and the treasurer of the municipality of the hearing at least 14 days before the hearing. Both the municipality and the taxpayer will be able to make representation at the hearing. If no appeal is filed, the correction will stand.

***Step 6: Base Tax Update Prior to Final Tax Calculation***

If Council does authorize the use of an updated base tax amount for 2019 taxation, it is recommended that the municipality effect an update on the OPTA system right away so that accurate calculations can be made for final 2019 tax capping and billing. This is simply a matter of directing OPTA to make the change; the municipality is the taxing authority and ultimately has final say over tax and capping amounts. OPTA takes no responsibility for, and has no official authority in respect of these calculations.

It is recommended that the municipality proceed based on Council's decision regardless of whether an appeal is filed. This is consistent with broader conventions within Ontario's property tax regime, which require taxes to be calculated and levied based on the most current information and circumstances as of billing. If challenges are successful, adjustments are made retroactively.

**SUMMARY AND NEXT STEPS**

MTE suggests that the contents of this report and the appendices attached fully document the error and corrections that may be made in accordance with Section 359.1 of *The Act* in order to facilitate correct and accurate billing of the subject property for 2019 taxation.

Should the municipality wish, MTE would be pleased to prepare any of the application materials, and or draft correspondence noted above. We could also be available to speak to the error and corrections at a meeting of Council, should that be deemed necessary or appropriate.

## Appendix A: Current and Corrected Business Tax Capping Calculations for 2017 and 2018

**Table A-1**  
**2017 Current vs. Corrected Capping Calculations**

Calculation Element	Formula	Current	Corrected	Description
<b>Base Tax</b>				
A 2016 CVA		234,000	771,056	
B 2016 CVA Tax	CVA x 2016 Rate	\$4,608.49	\$15,185.47	2016 Un-Capped Tax Amount
C 2016 Annualized Year-End Tax	B + 2016 Cap Adjustment	\$3,445.07	\$11,351.88	Base/Starting Point for 2017 Capping
<b>CVA and Capped Tax</b>				
D 2017 CVA		581,850	581,850	
E 2017 CVA Tax	CVA x 2017 Rates	\$11,342.15	\$11,342.15	
Capping Status	Test of Eligibility	Capped	Excluded	Changed from Increasing Tax to Decreasing Tax
F OLC Factor	Calculated Externally	2.4732%	2.4732%	Proportion of taxes attributable to budgetary change
G 2017 Pre-Levy Tax	$E/(1+F)$	\$11,068.41	N/A	2017 CVA taxes before levy change
H Tax Change Subject to Capping	$G - C$	\$7,623.34	N/A	Eligible (cappable) year-over-year tax change
I CVA Tax Increase Limit	$B * 10\%$	\$460.85	N/A	Increase limit based on prior year CVA tax
J Annualized Tax Increase Limit	$C * 10\%$	\$344.51	N/A	Increase limit based on prior year capped tax
K 2017 Capping Adjustment	Greater of I or J	\$460.85	N/A	Amount of Increase Flowed Through
L Overall Levy Change Adjustment	$(C + K) * F$	\$96.60	N/A	Levy Increase on Cap Adjusted Taxes
M Threshold / Flow-Through Adjust		\$0.00	\$0.00	
N <b>2017 Cap Adjusted Taxes</b>	Capped(C+K+L+M), Else E	<b>\$4,002.52</b>	<b>\$11,342.15</b>	<b>Final Tax Liability</b>
O <b>Billing Adjustment</b>	$N - E$	<b>-\$7,339.63</b>	<b>\$0.00</b>	<b>Net Impact of Capping</b>
P <b>Tax Level</b>	$N / E$	<b>35.29%</b>	<b>100.00%</b>	<b>Proportion of Capped vs. Uncapped Taxes</b>

**Explanatory Note:** If the appropriate year-end update had been made in accordance with Part VI of Ontario Regulation 73/03 the subject property would have changed from an increasing (capped) property in 2016 to a decreasing property in 2017. Were this the case, it would have been immediately excluded from the capping program under the Cross CVA Tax Exclusion Rule.

### Appendix A: Current and Corrected Business Tax Capping Calculations for 2017 and 2018

**Table A-2**  
**2018 Current vs. Corrected Capping Calculations**

Calculation Element	Formula	Current	Corrected	Description
<b>Base Tax</b>				
A 2017 CVA		581,850	581,850	
B 2017 CVA Tax	CVA x 2017 Rate	\$11,342.15	\$11,342.15	
C 2017 Annualized Year-End Tax	B + 2016 Cap Adjustment	\$4,002.52	\$11,342.15	Base/Starting Point for 2018 Capping
<b>CVA and Capped Tax</b>				
D 2018 CVA		637,700	637,700	
E 2018 CVA Tax	CVA x 2018 Rates	\$12,215.69	\$12,215.69	
Capping Status	Test of Eligibility	Capped	Excluded	Excluded - Base Tax at 100% (CVA Tax)
F OLC Factor	Calculated Externally	2.6888%	N/A	Proportion of taxes attributable to budgetary change
G 2018 Pre-Levy Tax	$E/(1+F)$	\$11,895.93	N/A	2017 CVA taxes before levy change
H Tax Change Subject to Capping	$G - C$	\$7,893.41	N/A	Eligible (cappable) year-over-year tax change
I CVA Tax Increase Limit	$B * 10\%$	\$1,134.22	N/A	Increase limit based on prior year CVA tax
J Annualized Tax Increase Limit	$C * 10\%$	\$400.25	N/A	Increase limit based on prior year capped tax
K 2018 Capping Adjustment	Greater of I or J	\$1,134.22	N/A	Amount of Increase Flowed Through
L Overall Levy Change Adjustment	$(C + K) * F$	\$138.08	N/A	Levy Increase on Cap Adjusted Taxes
M Threshold / Flow-Through Adjust	Varies	\$735.46	N/A	Current cycle increase flow-through
N <b>2018 Cap Adjusted Taxes</b>	Capped(C+K+L+M), Else E	<b>\$6,010.28</b>	<b>\$12,215.69</b>	<b>Final Tax Liability</b>
O <b>Billing Adjustment</b>	<b>N - E</b>	<b>-\$6,205.42</b>	<b>\$0.00</b>	<b>Net Impact of Capping</b>
P <b>Tax Level</b>	<b>N / E</b>	<b>49.20%</b>	<b>100.00%</b>	<b>Proportion of Capped vs. Uncapped Taxes</b>

**Explanatory Note:** 2018 updates shown in Table A-2 are based on the carry-forward implications of the 2017 corrections. If the property were subject to full CVA (uncapped) taxes in 2017, it would be ineligible for any adjustment in 2018. The application to be made under Section 359.1 of the *Municipal Act, 2001* must ask Council to authorize the use of \$12,215.69 as the based tax for the purposes of 2019 capping exercise rather than \$6,010.28.

### ***Appendix B: Simplified Illustrated Explanation - Capping Treatment for Changes in State, Use or Condition vs. Reassessment/Phase-In Driven Tax Change***

While a host of complex business rules apply to the calculation of these “capping adjustments”, they are in essence based on limiting the magnitude of year-over-year tax change for a property. This means that capping limits are mainly based on the previous year’s actual tax burden rather than the current year’s uncapped taxes.

This is most easily conveyed via the following, simplified illustration, which shows that the current year’s capped tax is determined mostly by the previous year’s tax. The current year’s uncapped tax mainly determines what direction the taxes are moving in; increasing or decreasing.

**Illustrative Table B-1  
Basic Mechanics of Capping Limits**

	Base Tax	Current Uncapped Tax	Maximum Increase	Adjusted Tax	Capping Protection
	A	B	C (10% of A)	D (A + C)	E (D – B)
Property 1	\$10,000	\$12,000	\$1,000	\$11,000	-\$1,000
Property 2	\$10,000	\$15,000	\$1,000	\$11,000	-\$4,000

These “capping limits” are targeted exclusively at tax impacts resulting solely from reassessment, or annual assessment phase-in change. They are not intended to restrict tax changes related to municipal budgetary (levy) change or any change to a property’s state use or condition (improvement, demolition, class change, etc.).

#### ***Levy Change Flow-Through***

In order to ensure the capping exercise does not limit budgetary change, this is applied after the maximum tax increase based on the actual current year’s uncapped taxes. The above example has been modified to demonstrate the general mechanics of this under a 1% levy increase scenario.

**Illustrative Table B-2  
How Levy Change is Flowed-Through**

	Base Tax	Uncapped Tax	Maximum Cap Increase	Levy Change	Final Adjusted Tax	Capping Protection
	A	B	C (10% of A)	D (1% of B)	E (A+C+D)	F (E – B)
Property 1	\$10,000	\$12,000	\$1,000	\$120	\$11,120	-\$880
Property 2	\$10,000	\$15,000	\$1,000	\$150	\$11,150	-\$3,850

In this example, all properties carry a share of the net annual levy increase, regardless of whether they are capped, clawed back (decreasing cap) in a similar proportion to those properties that are not subject to capping.

***Controlling for Physical Changes (Changes in State, Use and/or Condition)***

The manner of controlling for tax changes related to changes in a property's state, use or condition is mainly managed by varying the value used for the base year tax. In most circumstances, the base tax is the actual previous year tax for a property, however, under certain circumstances a different value must be used.

For example, if the increase for Property 2 was due in part to a physical improvement to the property, the base tax would be adjusted so the improvement (or other change) was reflected in both the base and current taxes.

**Illustrative Table B-3**  
**Adjusting for Non-Reassessment Related Value/Tax Changes**

	Prior Year Tax A	Base Tax B	Uncapped Tax C	Maximum Cap Increase D (10% of B)	Levy Change E (1% of C)	Final Adjusted Tax F (B + D + E) <sup>4</sup>	Capping Protection G
Property 1	\$10,000	\$10,000	\$12,000	\$1,000	\$120	\$11,120	-\$880
Property 2	\$10,000	\$13,000	\$15,000	\$1,300	\$150	\$11,150	-\$3,850
Property 3	\$10,000	\$7,000	\$9,000	\$700	\$70	\$7,770	-\$1,230
Property 4	\$10,000	\$10,000	\$9,000	N/A	Captured in B	\$9,000	\$0

In this example, we have updated the base tax (B) so that the maximum cap increase (C) will only limit the reassessment / phase-in change for the property. These rules are set out under Ontario Regulation 73/03 made under *The Act* and ensure that the taxpayer does not receive capping protection for tax increases resulting from property improvements or property changes.

It is important to note that these rules also work to flow-through any tax decreases related to physical changes or changes in use. For Property 3 the base tax has been lowered to ensure the taxpayer is eligible for a proportional level of tax protection. If this decrease were reassessment related, the base tax would not have been updated and the taxpayer would have received no protection; as is the case with property 4.

<sup>4</sup> This formula only applies if the property is subject to capping. If excluded, current year CVA taxes apply.

# Public Procurement and Proposed 2019 Purchasing Bylaw



# Purchasing Objectives

1. To ensure a fair, open and transparent process
2. To obtain good value for the Town of Caledon
3. To encourage “green” procurement



# Public vs. Private Sector Procurement

## Public Sector Procurement

- Legislation & case law
- Transparency
- Equal and fair treatment of all vendors
- Duty of care and integrity
- Taxpayer funds

## Private Sector Procurement

- Independent/self directed
- Closed process
- Negotiations
- Preferred suppliers
- Rarely challenged
- Corporate funds

# Black Out Period

This period starts when the bid document is issued and ends when a contract is signed.

Communication with Bidders or suppliers during the Blackout period is not permitted.

All inquiries are to be directed to the designated buyer.

Staff and members of Council are not to answer any questions or have any discussions with any supplier, bidder or interested party during the blackout period

Bidders or suppliers that do adhere to the blackout period or lobby in any form during this period may be disqualified from bidding on Town business.

# Procurement Process

<b>Decentralized</b>  General Manager is responsible for the procurements in their respective departments	<b>Centralized</b>  Procurement process overseen by the Purchasing & Risk Management Division
<p>Purchase up to \$10,000 – minimum one quote required</p> <p>Purchase between \$10,001 to \$49,999 – minimum three written quotes required</p>	<p>All purchases of \$50,000 and greater are managed as a public bidding opportunity or brought forward to Council as a non-standard procurement award.</p>

# Common Procurement Methods

Procurement Process	Description
Request for Quote (RFQ)	Informal quotation for goods and services up to \$50,000 in value
Request for Tender (RFT)	Publicly advertised bidding opportunity awarded to the lowest priced compliant bidder
Request for Proposal (RFP)	Publicly advertised bidding opportunity awarded to the highest scoring proponent
Request for Negotiated Proposal (NRFP)	Publicly advertised bidding opportunity awarded to the highest scoring proponent after successful negotiations
Request for Prequalification (RFPQ)	Bidding opportunity to evaluate proponent skills and qualifications. A subsequent bidding process may follow and only the prequalified proponents would be invited to bid.
Expression of Interest (EOI)	Publicly advertised request to seek potential suppliers
Request for Information (RFI)	Publicly advertised questionnaire to assist in formulating a scope of work for an upcoming procurement

# Vendor Performance

The Town has a vendor code of conduct which must be adhered to by all vendors and their subcontractors.

The Town has a vendor performance program which includes incident reporting and a vendor performance scorecard. Vendors that do not meet their contractual obligations may be banned from future bidding opportunities.

# Trade Agreements

## The Canadian Free Trade Agreement (CFTA)

Entered into force on July 1st, 2017.

Objectives:

1. promote an open, efficient, and stable domestic market
2. Reduce and eliminate to the extent possible, barriers to the free movement of persons, goods, services, and investments within Canada

## The Comprehensive Economic and Trade Agreement (CETA)

Entered into force on September 21, 2017.

A free-trade agreement between Canada, the European Union (EU) and its member states. Goal is to eliminate 98% of the tariffs between Canada and the EU

# Why a Purchasing Bylaw

- The *Municipal Act 2001, S.O. 2001, c.25* requires that every municipality have a policy with respect to its procurement of goods and services.
- Prescribes the principles, procedures, roles and responsibilities for the Town's procurement operations.
- The Town's Purchasing Bylaw is publicly available and posted in the By-laws section of the Town of Caledon's website.

# Proposed Key Changes to the Purchasing Bylaw

Current Purchasing Bylaw		Proposed Purchasing Bylaw
1	Contract language used	Simpler language used
2	All procurement contract awards over \$2M require Council approval prior to award	Procurement contracts will not require Council approval prior to award if the award is within the Council approved budget.
3	The Manager, Purchasing, CFO and Treasurer can approve all sole source procurements, regardless of value	The Manager, Purchasing, CFO and Treasurer can approve all sole source procurements up to \$50,000 in value. Council must approve all sole source procurements over \$50,000.
4	Does not include a vendor code of conduct	Includes a vendor code of conduct
5	Does not include protocols	Includes protocols for; <ul style="list-style-type: none"> <li>a. Procurement Protest</li> <li>b. Vendor evaluation</li> <li>c. Vendor suspension</li> <li>d. Non competitive procurements</li> </ul>
6	Includes a Green Purchasing Policy	A more robust Environmental and Social Procurement Protocol replaces the Green Purchasing Policy



# Electronic Bidding (e-bidding)

The Town utilizes electronic bidding technology (e-bidding) for all competitive procurements over \$50,000 in value. Bidders and the public can view the Town's procurement opportunities at

<https://caledon.bidsandtenders.ca> .

Features:

- Free bid document preview for the public
- Free Notification of bidding opportunities that match supplier business categories
- Download bid documents and related documents
- Complete and submit bids on-line

# 2018 Purchasing Division Statistics

Number of Contracts awarded (over \$50,000 in value)	59
Budget for awarded contracts	\$23,594,083
Award amount (including non-recoverable HST)	\$19,616,961
Initial savings	\$3,977,122

# Next Steps

Public Open House on March 26, 2019

Council Consideration of revised Purchasing Bylaw – April 30, 2019

How to do business tradeshow – includes the Town of Caledon and other surrounding municipalities

April 11, 2019 at the Pearson Convention Center

Draft Purchasing Bylaw, protocols, and vendor code of conduct is already available for viewing at [www.caledon.ca/purchasing](http://www.caledon.ca/purchasing)



Accessibility Advisory Committee Report  
Monday, March 4, 2019  
6:15 p.m.  
Committee Room, Town Hall

Members

Councillor C. Early  
L. Champion  
J. Groe  
G. Kennedy  
J. Payne (absent)  
D. St. Clair

Town Staff

Legislative Specialist: C. Curtis  
Interim Town Clerk: A. Fusco  
Council Committee Coordinator: J. Lavecchia

**CALL TO ORDER**

A. Fusco called the meeting to order at 6:18 p.m.

**DECLARATION OF PECUNIARY INTEREST** – none.

**RECEIPT OF MINUTES**

The minutes of the November 22, 2018 Accessibility Advisory Committee meeting were received.

**REGULAR BUSINESS**

1. Introduction and Overview of Accessibility Advisory Committee

Amanda Fusco, Interim Town Clerk provided a high-level overview of the Accessibility Advisory Committee including the general governance of the Town of Caledon and the relevant legislation associated with the Committee. Ms. Fusco reviewed the framework of the Committee and introduced members to the different legislation that governs the Committee.

Members asked questions and received responses from Ms. Fusco.

2. Accessibility Advisory Committee 2019 Meeting Schedule

The 2019 Accessibility Advisory Committee Meeting Schedule was discussed and confirmed. The dates will be available on the Town's website.

3. Accessibility Award for Business

Ms. Fusco introduced the Accessibility Award for Business. The Award is designed to recognize organizations and businesses for its efforts to comply with the Integrated Accessibility Standards Regulation of the Accessibility for Ontarians with Disability Act (AODA). The Award was presented in 2018 during Accessibility Awareness week. Members of Committee requested that Staff bring forward more information at the April meeting.

#### 4. Site Plan Reviews

- a. Site Plan Review re: SPA 18-0082 – 9023 5 Sideroad, Villa Lago  
(Proposing to construct a temporary sales office).

The Committee reviewed the site plan and confirmed the following recommendations:

- 1) Staff shall report back to Planning and Development to determine if the curb ramp is concrete or asphalt as it was not indicated in the site plan.
- 2) Staff shall report back to Planning and Development to determine if the curb stop depression (path or side ramp) is to the appropriate grade.
- 3) Site plan shall indicate that the lighting at the main entry of the rental area shall be at a minimum level of 35 lux. Site Plan shall indicate exterior lighting at the main entrance of the building and accessible parking spaces shall be at a lighting level not less than 35 lux.

- b. Site Plan Review re: SPA 16-0017 – 13540 Caledon King Town Line, Hi-Lands of Bolton Corp.  
(Proposing to construct 140 dwellings).

The Committee reviewed the site plan and confirmed the following recommendations:

- 1) Site plan shall indicate that the accessible parking spaces shall comply with the design requirements outlined in the Town's Traffic By-law 2015-058 - Schedule K.

- c. Site Plan Review re: SPA 18-088 and RZ 18-08 – 336 King Street East, Averica Land Development Services  
(Proposing to permit the creation of 16 four-storey townhouse units accessed by a private common element road).

The Committee reviewed the site plan and confirmed there are no recommendations at this time.

- d. Site Plan Review re: SPA 18-090 – 0 Humber Station Road, Gagnon Walker Domes Ltd. on behalf of Satwant Deol  
(Proposing to construct a transportation depot that includes a truck repair facility on site).

The Committee reviewed the site plan and confirmed the following recommendations:

- 1) Site Plan shall indicate that the accessible parking spaces should be central, and the walkway should also be central and angled to the front door.

**Councillor C. Early left the meeting at 8:02 p.m. and returned at 8:04 p.m.**

- e. Site Plan Review re: SPA 18-0093 – 100 Pillswoth Road, Nexrock Design Build Inc. (Antolia Tile & Stone)  
(Proposing to add fencing around the perimeter of the site and add 8.47 sq. mt. guardhouse).

The Committee reviewed the site plan and confirmed the following recommendations:

The Committee reviewed the site plan and confirmed there are no recommendations at this time.

- f. Site Plan Review re: SPA 19-05 – 0 King Street, Glenn Schnarr & Associates  
(Proposing to construct a new single storey building to be used for a taxidermy business).

The Committee reviewed the site plan and confirmed the following recommendations:

- 1) Site plan shall indicate that the accessible parking spaces shall comply with the design requirements outlined in the Town's Traffic By-law 2015-058 - Schedule K.
- 2) Site Plan shall indicate the appropriate curb depressions be identified on walkways and lifted areas. Site Plan shall illustrate snow storage areas on the plan to ensure the accessibility provisions on the site are maintained.
- 3) Site Plan shall clearly identify the main entrance.
- 4) Site Plan shall clearly indicate the main entrance doors be automatic and that the main entrance is clear of barriers such as garbage receptacles and planters.
- 5) Site plan shall indicate that the lighting at the main entry of the rental area shall be at a minimum level of 35 lux. Site Plan shall indicate exterior lighting at the main entrance of the building and accessible parking spaces shall be at a lighting level not less than 35 lux.

**L. Champion left the meeting at 8:13 p.m. and returned at 8:14 p.m.**

- g. Site Plan Review re: SPA 19-006 – 12724 Coleraine Drive, Blackwood Partners  
(Proposing to construct a warehousing building, accessory office and trailer parking and loading spaces).

The Committee reviewed the site plan and confirmed the following recommendations:

- 1) Site Plan shall clearly identify the main entrance.
- 2) Site Plan shall clearly indicate the main entrance doors be automatic and that the main entrance is clear of barriers such as garbage receptacles and planters.

- 3) Site plan shall indicate that the lighting at the main entry of the rental area shall be at a minimum level of 35 lux. Site Plan shall indicate exterior lighting at the main entrance of the building and accessible parking spaces shall be at a lighting level not less than 35 lux.
- h. Site Plan Review re: SPA 19-07 – 3518 King Street, Lisa Walters (True Word Apostolic Church of Jesus Christ)  
(Proposing to convert an existing vacant building to a Place of Worship).

The Committee reviewed the site plan and confirmed the following recommendations:

- 1) Site plan shall indicate that the accessible parking spaces shall comply with the design requirements outlined in the Town's Traffic By-law 2015-058 - Schedule K.
- 2) Site Plan shall indicate the appropriate curb depressions be identified on walkways and lifted areas.
- 3) Site Plan shall illustrate snow storage areas on the plan to ensure the accessibility provisions on the site are maintained.
- 4) Site Plan shall clearly identify the main entrance.
- 5) Site Plan shall clearly indicate the main entrance doors be automatic and that the main entrance is clear of barriers such as garbage receptacles and planters.
- 6) Site plan shall indicate that the lighting at the main entry of the rental area shall be at a minimum level of 35 lux. Site Plan shall indicate exterior lighting at the main entrance of the building and accessible parking spaces shall be at a lighting level not less than 35 lux.
- i. Site Plan Review re: SPA RZ17-13 and 21T-17008C – 12461 McLaughlin Road, Shannontown Developments Inc.  
(Proposing to create 671 residential dwellings comprised of 106 detached, 164 semi-detached, 95 on-street, 137 rear-laneway town houses and a high-density residential block containing 169 apartments).

The Committee reviewed the site plan and confirmed the following recommendations:

- 1) Please note that the Town will require as a condition of draft approval, that prior to offering units for sale and in a place readily available to the public, the owner will display information regarding universal design options that may be available for purchase within the development prior to offering units for sale.
- 2) Exterior travel routes (sidewalks) shall be a minimum of 1.5 m wide as per the Design of Public Spaces legislation of the AODA, pertaining to exterior travel routes.
- 3) All sidewalks shall be connected when crossing over to another street with accessible features, such as tactile surfaces and curb ramps

- 4) Site plan shall indicate that the lighting at the main entry of the rental area shall be at a minimum level of 35 lux. Site Plan shall indicate exterior lighting at the main entrance of the building and accessible parking spaces shall be at a lighting level not less than 35 lux.
- 5) If a community mail box is installed, the area shall be well lit via a light standard and a curb depression from the sidewalk and/or roadway to the mail box landing area.
- 6) If the village square has commercial units all entries must be barrier-free as per the barrier free section of the Ontario Building Code. Parking spaces for the village square will include accessible parking spaces as per By-law 2015-058 Schedule K.

#### **SELECTION OF CHAIR AND VICE-CHAIR**

Moved by J. Groe, Seconded by D. St. Clair

That L. Champion be appointed Chair of the Accessibility Advisory Committee for the 2018-2022 Term.

Carried.

Moved by G. Kennedy, Seconded by L. Champion

That J. Groe be appointed Vice Chair of the Accessibility Advisory Committee for the 2018-2022 Term.

Carried.

#### **ADJOURNMENT**

On a motion by D. St. Clair the meeting adjourned at 8:42 p.m.



## Presentation Request Form



Completed Forms shall be submitted to the Legislative Services Section and can be dropped off or mailed to Town Hall, Attn: Legislative Services Section, 6311 Old Church Road, Caledon, ON L7C 1J6; faxed to 905-584-4325 or emailed to [agenda@caledon.ca](mailto:agenda@caledon.ca)

### Applicant Information

Last Name:

Cooper

First Name:

Doris

Street Number:

10

Street Name:

Peel Centre Drive

Town/City:

Brampton

Postal Code:

L6T 4B9

Email Address:

augustina.nagberi@peelregion.ca

Contact Number:

705-791-7800. Ext. 8123

**Please state the purpose of the presentation (subject matter to be discussed) and any other relevant information regarding the Presentation Request:**

Title: Endorsement and support of the 10-Year Peel Poverty Reduction Strategy.  
On May 10th, 2018 the Peel Poverty Reduction Committee presented its new 10-year poverty strategy at the Regional Council. Recommendations from Regional Council included sharing the Strategy with the three area municipalities including the Town of Caledon.

Peel Poverty Reduction Committee is seeking Council endorsement of the 2018-2028 Peel Poverty Reduction Strategy: Community Action Plan

Two members of Peel Poverty Reduction Committee will be presenting the 10-year Peel Poverty Reduction Strategy.

For additional information please contact Augustina Nagberi-Asseez.  
augustina.nagberi@peelregion.ca. 905-791-7800. Ext 8123

Personal information contained on this form is collected under the authority of the *Municipal Freedom of Information and Protection of Privacy Act*, and will be used for the purpose of providing correspondence relating to matters before Council.

Please note that all meetings are open to the public except where permitted to be closed under legislated authority. Council meetings are audio recorded and available on the Town's website. Questions about this collection should be forwarded to the Municipal Freedom of Information Coordination at 905.584.2272.

**From:** "MCSCS Feedback" <[MCSCS.Feedback@ontario.ca](mailto:MCSCS.Feedback@ontario.ca)>  
**To:** "MCSCS Feedback" <[MCSCS.Feedback@ontario.ca](mailto:MCSCS.Feedback@ontario.ca)>  
**Subject:** Letter from the Honourable Sylvia Jones, Minister of Community Safety and Correctional Services/Lettre de l'honorable Sylvia Jones, Ministre de la Sécurité communautaire et des Services correctionnels

MC-2019-252  
By e-mail

Dear Clerk:

I am pleased to share with you the attached resources that have been developed to support municipalities as they begin undertaking the community safety and well-being planning process. I encourage you to share these resources with your members and their partners, as they begin to develop and implement their local community safety and well-being plans.

As you know, on January 1, 2019, new legislative amendments to the *Police Services Act, 1990* came into force which mandate every municipality to prepare and adopt a community safety and well-being plan. As part of these legislative changes, municipalities are required to work in partnership with police services and other various sectors, including health/mental health, education, community/social services and children/youth services as they undertake the planning process. Municipalities have two years from the in-force date to prepare and adopt their first community safety and well-being plan (i.e. by January 1, 2021). Municipalities also have the flexibility to develop joint plans with neighbouring municipalities and/or First Nations communities, which may be of value to create the most effective community safety and well-being plan that meets the unique needs of the area.

These amendments support Ontario's modernized approach to community safety and well-being which involves taking an integrated approach to service delivery by working collaboratively across sectors to proactively address crime and complex social issues on a sustainable basis. Through this approach, municipalities will have a leadership role in identifying local priority risks in the community and implementing evidence-based programs and strategies to address these risks before they escalate to a situation of crisis.

It is important to note that the provisions related to mandating community safety and well-being planning will continue in the Comprehensive Ontario Police Services Act, 2019, which was introduced on February 19, 2019. If passed, this bill would repeal and replace the Police Services Act, 2018 and the Ontario Special Investigations Unit Act, 2018. The bill would also repeal the Policing Oversight Act, 2018 and the Ontario Policing Discipline Tribunal Act, 2018. A new provision is also included under the bill which, once in force, will require the participation of the local police service in the development of the plan.

My ministry is committed to supporting municipalities, and their partners, in meeting these new legislative requirements. As a first step, the ministry is offering community safety and well-being planning webinars over the next few months to assist municipalities as they begin the process. The webinars will provide an overview of the new community safety and well-being planning requirements, as well as guidance on how to develop and implement effective plans. The webinars will be offered on the following dates/times, and there will be both English and French-only sessions available:

**March 7, 2019**

1:00 p.m. to 3:00 p.m.

**April 25, 2019**

10:00 a.m. to 12:00 p.m.

**May 9, 2019**

1:00 p.m. to 3:00 p.m.

**March 19, 2019 (French only)**

1:00 p.m. to 3:00 p.m.

**April 11, 2019**

1:00 p.m. to 3:00 p.m.

**May 15, 2019 (French only)**

1:00 p.m. to 3:00 p.m.

**March 21, 2019**

10:00 a.m. to 12:00 p.m.

**May 23, 2019**

10:00 a.m. to 12:00 p.m.

Please note, the content of the webinars will be the same for each session. To register for a webinar, please send your request to [SafetyPlanning@ontario.ca](mailto:SafetyPlanning@ontario.ca) with the date/time that you would like to register for.

In addition, the ministry has also developed a Frequently Asked Questions document to provide more information and clarification related to community safety and well-being planning (see Appendix A).

Municipalities are encouraged to continue to use the *Community Safety and Well-Being Planning Framework: A Shared Commitment in Ontario* booklet to support in the planning process (see Appendix B). This booklet has recently been updated to include reference to the new legislative requirements, an additional critical success factor that highlights the importance of cultural responsiveness in the planning process, and a new resource to assist municipalities with engaging local Indigenous partners. The updated version is also available on the ministry's [website](#).

We greatly appreciate your continued support as we move forward on this modernized approach to community safety and well-being together. If communities have any questions, please feel free to direct them to my ministry staff, Tiana Biordi, Community Safety Analyst, at [Tiana.Biordi@ontario.ca](mailto:Tiana.Biordi@ontario.ca) or Jwan Aziz, Community Safety Analyst, at [Jwan.Aziz@ontario.ca](mailto:Jwan.Aziz@ontario.ca).

Sincerely,

Sylvia Jones  
Minister

Enclosures (2)

Confidentiality Warning: This e-mail contains information intended only for the use of the individual named above. If you have received this e-mail in error, we would appreciate it if you could advise us through the Ministry of Community Safety and Correctional Services' website at [http://www.mcscs.jus.gov.on.ca/english/contact\\_us/contact\\_us.asp](http://www.mcscs.jus.gov.on.ca/english/contact_us/contact_us.asp) and destroy all copies of this message. Thank you.

***If you have any accommodation needs or require communication supports or alternate formats, please let us know.***

***To view a copy of the Community Safety and Well-Being Planning Framework or the documents enclosed with this letter please contact Staff in Legislative Services via phone 905.584.2272 ext. 2366 or via e-mail [legislative.services@caledon.ca](mailto:legislative.services@caledon.ca).***

# Memorandum

Date: Tuesday, March 19, 2019

To: Members of Council

From: Devan Lobo, Acting Senior Analyst, Corporate Initiatives, Strategic Initiatives

Subject: ROMA and OGRA Conference Update

On January 27-29, 2019 the Rural Ontario Municipal Association Conference (ROMA) was held in Toronto. The Ontario Good Roads Association (OGRA) followed from February 24-27, 2019, also in Toronto. As part of these conferences, municipalities can request delegations with specific Ministries, political and ministry staff, as well as representatives of the opposition parties to advocate on local and shared issues and challenges requiring provincial support. Both conferences also provide an opportunity for delegates to attend Minister speeches and workshops as well as network with municipal representatives from across Ontario.

With respect to the ROMA Conference, the Caledon delegation consisted of Mayor Thompson, Regional Councillor Downey, Area Councillor Early, Regional Councillor Innis, Area Councillor Kiernan, CAO Mike Galloway and General Manager of Strategic Initiatives David Arbuckle and General Manager of Community Services Peggy Tollett. Caledon delegations were held with the Ministry of Municipal Affairs and Housing, the Ministry of Natural Resources and Forestry, the Ministry of Infrastructure, the Ministry of Transportation as well as the Green Party.

Later in February for OGRA, Caledon participated in a joint delegation to the Ministry of Transportation along with the Region of Peel and Cities of Brampton and Mississauga. This memo provides members of council with a summary of those delegations and next steps.

## ROMA Conference

### **Ministry of Municipal Affairs and Housing**

The Town of Caledon's delegation met with the Minister of Municipal Affairs and Housing, Steve Clark. The first issue that was brought forward was regional governance. Our delegation advocated on the importance of maintaining effective rural representation and that rural Ontario is considered carefully in the decisions related to regional governance.

The second issue that was presented was regarding senior's housing challenges, particularly with finding ways to bring senior-friendly, accessible housing options to the community. We discussed

examples of successful transitional senior's housing in other jurisdictions. Caledon asked for greater local planning authority that would allow us to create complete senior communities.

### **Ministry of Infrastructure**

The Caledon delegation met with Minister Monte McNaughton regarding broadband access. The Ministry acknowledged our challenges with accessing broadband and the need for dependable and affordable internet access. Caledon requested that the Province make broadband an essential service and continue to provide funding to municipalities and partnerships. The Ministry reconfirmed the province's commitment to release a broadband and cellular strategy in early 2019.

The second issue presented was natural gas expansion and affordable energy. Caledon asked for the Ministry's support of natural gas expansion and affordable energy such as geo-thermal to deliver affordable, clean energy.

### **Ministry of Natural Resources and Forestry**

The Caledon delegation met with the Parliamentary Assistant of Natural Resources, Toby Barrett regarding the issue of Aggregate Rehabilitation Master Plans. We focused on the need for flexibility with the Aggregate Resources Act (ARA) to allow for innovation when identifying reuses for aggregate sites. The Ministry provided Caledon with a policy contact to speak with directly about the ARA.

### **Ministry of Transportation**

The Caledon delegation met with Minister Jeff Yurek regarding the timeline for completing the GTA West Corridor Environmental Assessment Study and raised concerns with the impact to economic growth due to frozen lands. The Ministry invited Caledon to submit a proposal of lands to free up as part of the Province's re-initialization of the Study.

In addition, the Caledon delegation brought forward the issue of traffic access to Highway 10 in Mayfield West. The Ministry listened to our concerns and challenges in obtaining the required permit to extend Dougall Avenue to Hurontario Street and committed to reviewing the request.

### **Green Party**

The Caledon delegation also met with Green Party Leader Mike Schreiner and his staff, presenting all issues that were highlighted at the Ministry meetings. The Green Party had a number of follow up questions for Caledon. We committed to reaching out to the Green Party as the issues progress.

## OGRA Conference

### **Ministry of Transportation**

The Town of Caledon's delegation, along with the Region of Peel, City of Brampton and City of Mississauga met with the Minister of Transportation Jeff Yurek and other political and Ministry staff regarding transportation planning. The joint delegation requested the province complete the GTA West Corridor EA process and that the extension of Highway 427 to Highway 9 be included in the 2019 Southern Ontario Highway Program.

### **Next Steps**

As part of the Town of Caledon's government relations efforts, Town staff provided copies of all of briefing materials to the office of Dufferin-Caledon MPP Sylvia Jones. The Mayor's Office has followed up with a letter to each Ministry regarding the delegation and next steps. Town staff will be contacting provincial staff at the respective Ministries to arrange follow-up meetings regarding the issues discussed during the ROMA and OGRA delegation meetings.

# Memorandum

Date: Tuesday, March 19, 2019

To: Members of Council

From: Angie Mitchell, Manager, Building Services/Chief Building Official, Community Services

Subject: Building Permit Fees Annual Financial Report 2018

In accordance with Section 7(4) of the Building Code Act (Act), the municipality is required to report, on an annual basis, how the revenue collected for building permits has been used to cover the direct and indirect costs of administering and enforcing the Building Code Act and the Ontario Building Code.

The annual report must identify the total amount of building permit fees collected, the direct and indirect cost of delivering services related to the administration and enforcement of the Act, and the balance in the Building Permit Stabilization Reserve, at the end of a twelve (12) month period, ending no earlier than three months before the release of the report. The report must be broken down into at least the following categories:

- **Direct Costs** are the costs required to operate the Building Services Division in the delivery of administration and enforcement of the Building Code Act, including the review of applications for permits, and inspection of buildings.
- **Indirect Costs** are the costs required to support the operations of the Building Services Division. These costs include building permit-related support from other municipal divisions and departments, such as staff support provided to the Division through Information Technology, Human Resources, and Finance. These costs also account for overhead charges to the Division, such as expenses associated with the use of Town facilities, software licensing, and hardware.
- The **Building Permit Stabilization Reserve Fund** is established for any purpose relating to the administration and/or enforcement of the Building Code Act. The report must include the amount of the dedicated fund at the end of the twelve (12) month period.

The Building Permit Fees Annual Financial Report 2018 (attached as Schedule A to this memo) outlines the fees and costs that are directly and indirectly attributable to the costs and associated fees permitted in accordance with the Building Code Act.

In addition, the Annual Report includes information regarding the Building Services Division's 2018 expenditures and revenues, including a contribution of \$1,910,969.95 to the Building Permit

Stabilization Reserve Fund, established under the authority of the Building Code Act, to balance the annual operation of the Division.

The Building Code Act requires that the principal authority provide notice of the preparation of the Building Permit Fees Annual Financial Report 2018 to every person and organization that has requested to be notified. As of the date of this memo the Town has not received any requests for this report.

The following is a breakdown of the fees collected and operating costs for 2018:

- The Building Services Division collected \$4,705,438.04 in Building Permit fees during 2018;
- Total direct and indirect expenses for the Division during 2018 were \$2,794,468.09;
- The operating surplus for the Division, contributed to the Building Permit Stabilization Reserve Fund is \$1,910,969.95;
- The unaudited balance of the Building Permit Stabilization Reserve Fund as of December 31, 2018 is \$4,419,274.62 (after the contribution of \$1,910,969.95 to offset the operating surplus, and \$294,615.67 dedicated to capital project funding commitments);
- As part of the 2015 fees review, Council approved a reserve budget target of 2 years of revenue vs expense budget to provide the Building Services Division funding to operate for 2 years with no new building permits submitted;
- The current ratio based on the reserve balance divided by 2018 actuals is 1.58 years which is below the targeted balance in the reserve. This is the third year that the reserve is below target;
- Staff will continue to monitor building permit activity and the reserve fund balance, and as fees should be reviewed on a regular basis, an independent fees review will be conducted in 2019.

### **Financial Implications**

Building permit fees were established to fully recover the Town's cost of providing building permit services, including an allocation of administrative overhead/indirect costs. Any surplus revenue from building permit fees is transferred to a reserve fund, to be drawn upon in years of declining building activity.

Other than the Town's recovery, from the Building Services Division, for indirect costs such as human resources, finance/accounting, information technology, and facility space, there is no impact to Town's property tax revenues related to building permit activity.

Excluding the transfer to the Building Permit Stabilization Reserve Fund, the Building Division ended 2018 with an unaudited operating budget surplus of \$1,910,969.95 (2018 Revenues of \$4,705,438.04 - Expenditures of \$2,794,468.09). The 2018 operating budget surplus was primarily due to higher than anticipated building permit activity for industrial developments. The 2018 operating budget surplus, in



the amount of \$1,910,969.95 was transferred to the Building Permit Stabilization Reserve Fund, account # 08-00-910-35007-000-25000 in December 2018.

Following this transfer, the Building Permit Stabilization Reserve Fund balance is \$4,419,274.62. As part of the 2015 fees review council approved a reserve budget target of 2 years of revenue vs expense budget (e.g. sufficient reserves to cover 2 years of operating costs for the Building Services Division, including the costs associated with performing all duties required to process building permits and conduct all mandatory inspections). The ratio after the transfer from the reserve is 1.58 years, which is below the reserve balance target of 2 years. Staff will continue to monitor building permit activity and the reserve fund balance. In addition, as fees should be reviewed on a regular basis, an independent fees review will be conducted in 2019.

### **Attachments**

Schedule A – Building Permit Fees Annual Financial Report 2018

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**TOWN OF CALEDON  
BUILDING PERMIT FEES  
ANNUAL FINANCIAL REPORT - 2018**

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**YEAR-TO-DATE RESULTS AS OF DECEMBER 31, 2018 (Unaudited)**

	<b><u>2018 ACTUALS</u></b>	
<b>REVENUE</b>		
FEES	\$4,705,438.04	
<b>Total Revenue</b>		<b><u>\$4,705,438.04</u></b>
<b>EXPENSES</b>		
DIRECT	\$1,787,317.09	
INDIRECT	\$1,007,151.00	
CONTRIBUTION TO RESERVE	\$1,910,969.95	
<b>Total Expenses</b>		<b><u>\$4,705,438.04</u></b>
<b>NET REVENUES</b>		<b><u>\$ 0.00</u></b>

---

**BUILDING STABILIZATION RESERVE FUND BALANCE AS OF DECEMBER 31, 2018**

OPENING BALANCE (JANUARY 1, 2018)	\$2,775,375.85
CAPITAL PROJECT FUNDING COMMITMENTS	\$ (294,615.67)
INTEREST	\$ 27,544.49
2018 CONTRIBUTION TO RESERVE	\$1,910,969.95
<b>CLOSING BALANCE (DECEMBER 31, 2018)</b>	<b><u>\$4,419,274.62</u></b>

# Memorandum

Date: Tuesday, March 19, 2019

To: Members of Council

From: Heather Savage, Manager, Recreation, Community Services

Subject: 2018 Celebrate Caledon Overview

## HIGHLIGHTS

- Increased attendance by 11%; hosted over 15,000 resident and non-residents.
- Secured \$21,346 through the Celebrate Ontario grant.
- Introduction of Caledon Community Services' cycling event Vélocity attracting over 100 riders and raised \$61,000 towards local senior services.

## DISCUSSION

### Celebrate Caledon 2018

By combining the weekend's events; Cheers Caledon, Vélocity and Caledon Day staff position the Father's Day weekend as THE weekend to be in Caledon.

Staff secured \$21,346 in funding through the Celebrate Ontario grant which supports event improvements that encourages longer tourist visits and creates greater experiences for both visitors and the host community.

The funding was used to enhance the following event components:

1. Increased caliber of the Caledon Day headliner
2. Transportation: offered Home James, a local ride service, on Friday and subsidized Uber, a conglomerate transportation service, both Friday and Saturday.
3. Security: Increased number of guards from 4 to 16 and added overnight security
4. Metrics: Enlisted the help of the Orangeville Roller Girls to conduct exit surveys at Cheers Caledon; purchased gate counters that track the number of patrons entering and exiting the event area.
5. Partnerships: Engaged in a three-year Community Service Agreement with Caledon Community Services to host 'Vélocity' cycling event, in support of raising funds for Caledon seniors.

## **Celebrate Caledon Media Campaign – Results**

The introduction of the Celebrate Caledon umbrella was most effectively seen in the social media presence, offering a common thread to tie social media together between the three unique events of Cheers Caledon, Caledon Day and CCS Velocity.

The Cheers Caledon event enlisted the services of Central Counties Tourism to analyze the postal codes of attendees at the event, providing insight into detailed demographics. Additionally, the Central Counties Tourism Visitor Research Program offered detailed information into where to find future tourism customers for the event. This invaluable demographic information will assist in the marketing plan for the 2019 event, creating a more effective marketing spend.

Social media impressions were on par with the previous year. Caledon Day Facebook engagement was up 610% in 2018, while the snapchat filters had 3,400 and 18,400 views during Cheers Caledon and Caledon Day. The Celebrate Caledon hashtag garnered over 40,000 impressions in its first year and offered the opportunity to cross promote between individual events.

## **Cheers Caledon Craft Beer and Cider Festival – Friday June 15, 2018**

- 1700 in attendance (over 40% increase from last year)
- Participants came from 47 other municipalities other than Caledon – successfully positioned as a tourism event.
- 17 alcohol vendors, with diverse selection from beer and cider with the addition of Grand Valley Spirits and Socialite Vodka.
- Significant benefits to our Tourism and Economic Development strategies.

## **Caledon Community Services Velocity – Ride for Seniors**

- Family, intermediate and advanced cycling routes that ranged from 10 kilometres to 100 kilometres which all showcased Caledon communities.
- One route connected participants to the village of Inglewood where the Inglewood Day event was held.
- Raised approximately \$61,000 for senior services offered by Caledon Community Services.
- In its inaugural year, the cycling event attracted over 100 riders. 100% of riders surveyed post-event said they would return. 40% of riders were from out of town.

## **Caledon Day – Saturday June 16, 2018**

- 13,500 in attendance (up 500 patrons from last year)
- Successful integration of all five Caledon based beer and cider producers to provide alcohol sales during the day.
- Introduction of a VIP section, an additional revenue stream to help off-set operating costs. VIP section offered snacks, exclusive beverage sales, upgraded washrooms, shelter and seating.

## Caledon Day Participation Summary

	2018	2017	2016	2015	2014
<b>Estimated Total Number of Attendees</b>	15,200*	12,000	12,500	13,000	11,100
<b>Estimated Non-Resident Attendees</b>	1,500	1,200	3,125	n/a	n/a
<b>Estimated First Time Visitors</b>	2,800	3,600	4,167	n/a	n/a
<b>Vendors/Exhibitors</b>	55	55	61	64	59
<b>Sponsors</b>	10	15	12	15	20
<b>Community Contributors</b>	30	37	30	17	32

\*Accumulation of Caledon Day and Cheers Caledon participants.

For a list of sponsors and contributors please refer to 'Schedule A'.

## FINANCIAL IMPLICATIONS

The table below outlines revenue and expense totals for Caledon Day broken down from 2014 to 2018.

Table 1: Caledon Day

	2018 Actuals	2018 Budget	2017 Actuals	2016 Actuals	2015 Actuals	2014 Actuals
<b>Revenues</b>	\$108,568	\$60,000	\$59,994	\$40,729	\$43,112	\$40,500
<b>Expenses</b>	(\$117,590)	(\$70,000)	(\$73,424)	(\$50,078)	(\$44,059)	(\$44,370)
<b>Net loss</b>	<b>(\$9,022)</b>	<b>(\$10,000)</b>	<b>(\$13,430)</b>	<b>(\$9,349)</b>	<b>(\$947)</b>	<b>(\$3,870)</b>

The table below outlines the revenue and expense totals for Cheers Caledon. Revenue from this event helps to off-set the cost of the Caledon Day event.

Table 2: Cheers Caledon

	2018 Actuals	2018 Budget	2017 Actuals
<b>Revenues</b>	\$47,385	\$30,000	\$28,347
<b>Expenses</b>	\$35,197	\$24,000	\$23,405
<b>Net surplus</b>	<b>\$12,188</b>	<b>\$6,000</b>	<b>\$4,942</b>

The combined 2018 event resulted in a surplus in the amount of \$3,166 (=\$12,188-\$9,022). The original goal for 2018 was to operate with a budgeted net loss for the two events of \$4,000 (=\$10,000-\$6,000). It is important to note that the successes of Caledon Day and Cheers Caledon were hugely supported by community volunteers and local businesses.

The 2019 Celebrate Caledon event will be held traditionally on Father's Day weekend, Friday June 14 to Saturday June 15.

## ATTACHMENTS

Schedule A – Celebrate Caledon Sponsors and Contributors

# Thank you for helping make Caledon Day 2018 a huge success



## EVENT SPONSORS:

**HUSKY**<sup>®</sup>

**COUNTRYWIDE**  
A NEW LEVEL

**JAMES DICK**  
CONSTRUCTION LIMITED

*Tim Hortons*



**Brookfield**  
Residential

**FIELDGATE**  
DEVELOPMENTS

**blackwood**  
PARTNERS

**Ontario**

## GENEROUS SUPPORTERS:

Foodland – Caledon East

Gro-Bark (Ontario) Ltd.

Proforma Creative

State Farm Agent –

John Glenn

Thomas Carberry

Insurance Ltd.

Water Depot Bolton

4XM.ca

## EVENT PARTNERS:

Bramalea City Centre

Family Health Chiropractic and  
Wellness

June + Rose Candles

Caledon Parent Child Centre

Royal Ambassador

Event Centre

The Consulate Dining Lounge

Caledon Public Library

EcoCaledon

Music 21

Country 105 FM

My FM

Z103.

## IN KIND:

Shawn and Terri Murphy

Caledon Hills Cycling

Green Tractors Brampton

Home James

MARS Canada

Toronto Region Conservation

## CALEDON DAY WORKING GROUP:

Gary Caprara

Donna Ferron

Laurie Groe

Sherrie Kirkpatrick

Wendy Lalonde

Mary Maw

John McRae

Wayne Noble

Leo Scardicchio

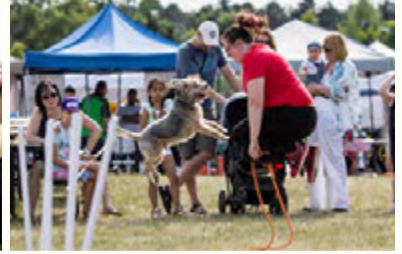
Estrela Tranquada

## GREEN VENDOR AWARD

Tropic Love



# Thank you for helping make Caledon Day 2018 a huge success



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**COUNTRYWIDE**  
A NEW LEVEL

**JAMES DICK**  
CONSTRUCTION LIMITED

*Tim Hortons.*



**Brookfield**  
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**blackwood**  
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Proforma Creative  
State Farm Agent – John Glenn  
Thomas Carberry Insurance Ltd.  
Water Depot Bolton  
4XM.ca

## EVENT PARTNERS:

Bramalea City Centre  
Family Health Chiropractic and Wellness  
June + Rose Candles  
Caledon Parent Child Centre  
Royal Ambassador Event Centre  
The Consulate Dining Lounge  
Caledon Public Library  
EcoCaledon  
Music 21  
Country 105 FM

My FM  
Z103.

## IN KIND:

Shawn and Terri Murphy  
Caledon Hills Cycling  
Green Tractors Brampton  
Home James  
MARS Canada  
Toronto Region Conservation

## CALEDON DAY WORKING GROUP:

Gary Caprara  
Donna Ferron  
Laurie Groe  
Sherrie Kirkpatrick  
Wendy Lalonde  
Mary Maw  
John McRae  
Wayne Noble  
Leo Scardicchio  
Estrela Tranquada

## GREEN VENDOR AWARD

Tropic Love

# Memorandum

Date: Tuesday, March 19, 2019

To: Members of Council

From: Venus Garnett, Financial Analyst, Finance and Infrastructure Services

Subject: 2018 Statement of Remuneration and Expenses

Section 284 of the *Municipal Act, 2001*, requires the Treasurer of a municipality to submit to the council of the municipality in each year on or before March 31, a statement of the remuneration and expenses paid to each member of Council in respect of their services as a member of Council. The 2018 statement of Mayor and Council Remuneration and Expenses will also be posted on the Town's website by March 31, 2019.

The Town of Caledon provides a salary and expense reimbursement to Members of Council for reasonable and permitted expenses incurred while carrying out their respective roles and responsibilities. Schedule A of this memorandum provides a breakdown of the classification and amounts of expenses incurred by the previous Council (Mayor and each Councillor) from January 1, 2018 to November 30, 2018. Schedule B of this memorandum provides a breakdown of the classification and amounts of expenses incurred by the new Council (Mayor and each Councillor) for the month of December 2018. Schedule C lists the total 2018 Remuneration and Expenses paid to the Mayor and Members of Council as well as any other remuneration and expenses paid to Mayor and Members of Council as a result of appointment to a local board. Schedule D shows the total 2018 Remuneration and Expenses of Members of Local Boards and Other Bodies of the Town. The disclosure provided in the above reference schedules is in accordance with Section 284 of the *Municipal Act, 2001*.

Funds for the Council Members are provided in the Town's operating budget under the Mayor and Members of Council's respective budgets.

Individual expenses shown in Schedules A and B include allowable business expenses as per Town policies. Mayor and Council business expenses are budgeted annually. Schedules A and B show an annual surplus of \$12,438.36 (\$10,520.54 + \$1,917.82) which will be incorporated into the Town of Caledon's 2018 year end results.



## ATTACHMENTS

Schedule A – January to November 2018 Expenses – Council Members (Mayor & Councillors)

Schedule B – December 2018 Expenses - Council Members (Mayor & Councillors)

Schedule C – 2018 Statement of Remuneration and Expenses of Council Members

Schedule D – 2018 Statement of Remuneration and Expenses of Members of Local Boards and Other Bodies

**Town of Caledon**  
**2018 Jan-Nov Council Expenses**

Account Description	Thompson, Allan Mayor	Shaughnessy, Barbara Regional Councillor, Ward 1	Beffort, Doug Area Councillor, Ward 1	Downey, Johanna Regional Councillor, Ward 2	McClure, Gord Area Councillor, Ward 2	Innis, Jennifer Regional Councillor, Ward 3 & 4	DeBoer, Nick Area Councillor, Ward 3 & 4	Groves, Annette Regional Councillor, Ward 5	Mezzapelli, Rob Area Councillor, Ward 5	Total Jan-Nov Actuals	Total 2018 Budget Jan - Nov	Total 2018 Budget Remaining
<b>January -November 2018</b>												
Office Supplies / Newsletters / Printing *	\$ 666.56	\$ 500.00	\$ 167.85	\$ 17.28	\$ -	\$ -	\$ -	\$ 136.32	\$ 259.75	\$ 1,747.76	\$ 10,542.00	\$ 8,794.24
Training, Development, Seminars	\$ 5,735.36	\$ -	\$ -	\$ 3,043.41	\$ -	\$ 4,591.67	\$ -	\$ -	\$ -	\$ 13,370.44	\$ 13,750.00	\$ 379.56
Mobile Phones	\$ 663.22	\$ 621.80	\$ 680.99	\$ 806.77	\$ 287.12	\$ 696.43	\$ 704.34	\$ 470.23	\$ 597.36	\$ 5,528.26	\$ 5,958.00	\$ 429.74
Acting Mayor	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 917.00	\$ 917.00
<b>Total as of November 2018</b>	<b>\$ 7,065.14</b>	<b>\$ 1,121.80</b>	<b>\$ 848.84</b>	<b>\$ 3,867.46</b>	<b>\$ 287.12</b>	<b>\$ 5,288.10</b>	<b>\$ 704.34</b>	<b>\$ 606.55</b>	<b>\$ 857.11</b>	<b>\$ 20,646.46</b>	<b>\$ 31,167.00</b>	<b>\$ 10,520.54</b>

\* In accordance with Staff Report CS-2015-062, all Councillors are allocated a pro-rated corporate budget of \$458.33 (January to November) each for newsletters, printing & office supplies. Further, an additional pro-rated corporate budget of \$6,417 (January to November) was allocated to the Office of the Mayor for newsletters and printing related to expenditures such as Advertising, Newsletters, Flyers and Postage.

**Town of Caledon  
2018 December Council Expenses**

Account Description	Thompson, Allan	Sinclair, Ian	Kiernan, Lynn	Downey, Johanna	Early, Christina	Innis, Jennifer	DeBoer, Nick	Groves, Annette	Rosa, Tony	Total Dec Actuals	Total 2018 Budget Dec	Total 2018 Budget Remaining
	Mayor	Regional Councillor, Ward 1	Area Councillor, Ward 1	Regional Councillor, Ward 2	Area Councillor, Ward 2	Regional Councillor, Ward 3 & 4	Area Councillor, Ward 3 & 4	Regional Councillor, Ward 5	Area Councillor, Ward 5			
December 2018												
Office Supplies / Newsletters / Printing *	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 958.00	\$ 958.00
Training, Development, Seminars	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,250.00	\$ 1,250.00
Mobile Phones	\$ 172.53	\$ 66.60	\$ 66.60	\$ 143.36	\$ 66.60	\$ 139.29	\$ 81.66	\$ 111.94	\$ 66.60	\$ 915.18	\$ 542.00	\$ (373.18)
Acting Mayor	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 83.00	\$ 83.00
Total for December 2018	\$ 172.53	\$ 66.60	\$ 66.60	\$ 143.36	\$ 66.60	\$ 139.29	\$ 81.66	\$ 111.94	\$ 66.60	\$ 915.18	\$ 2,833.00	\$ 1,917.82

\* In accordance with Staff Report CS-2015-062, all Councillors are allocated a pro-rated corporate budget of \$41.67 for December each for newsletters, printing & office supplies. Further, an additional pro-rated corporate budget of \$583 for December was allocated to the Office of the Mayor for newsletters and printing related to expenditures such as Advertising, Newsletters, Flyers and Postage.

**Town of Caledon**  
**Statement of Remuneration and Expenses Paid to Members of Council**  
**Year Ending December 31, 2018**

Member of Council	Salary	Statutory Benefit Costs (CPP and EHT)	Pension Costs (OMERS)	Other Benefit Costs <sup>1</sup>	Expenses	Other Remuneration <sup>2</sup>	Other Expenses <sup>2</sup>	TOTAL
	\$	\$	\$	\$	\$	\$	\$	\$
Thompson, Allan Mayor	86,477.30	4,280.11	5,360.59	5,669.10	7,237.67	450.00	396.87	109,871.64
Shaughnessy, Barbara* Regional Councillor, Ward 1	35,085.47	1,683.86	2,120.63	4,949.75	1,121.80			44,961.51
Beffort, Doug* Area Councillor, Ward 1	35,085.47	684.17	-	2,674.86	848.84			39,293.34
Downey, Johanna Regional Councillor, Ward 2	37,233.56	1,790.29	2,250.13	5,390.09	4,010.82			50,674.89
McClure, Gord* Area Councillor, Ward 2	35,085.47	684.17	-	2,034.23	287.12			38,090.99
Innis, Jennifer Regional Councillor, Ward 3 & 4	37,233.56	1,790.28	2,250.11	5,389.81	5,427.39			52,091.15
deBoer, Nick Area Councillor, Wards 3 & 4	37,233.56	1,790.28	2,250.11	5,389.81	786.00			47,449.77
Groves, Annette Regional Councillor, Ward 5	37,233.56	1,790.28	2,250.11	5,389.81	718.49			47,382.25
Mezzapelli, Rob* Area Councillor, Ward 5	35,085.47	1,683.86	2,120.63	4,949.75	857.11			44,696.82
Kiernan, Lynn** Area Councillor, Ward 1	2,148.09	100.25	130.33	17.90	66.60			2,463.17
Early, Christina** Area Councillor, Ward 2	2,148.09	100.25	130.33	449.22	66.60			2,894.49
Sinclair, Ian** Regional Councillor, Ward 1	2,148.09	41.89	-	191.79	66.60			2,448.37
Rosa, Tony** Area Councillor, Ward 5	2,148.09	100.25	130.33	449.22	66.60			2,894.49
Acting Mayor	-	-	-	-	-			-
<b>Totals</b>	<b>384,345.78</b>	<b>16,519.93</b>	<b>18,993.30</b>	<b>42,945.34</b>	<b>21,561.64</b>	<b>450.00</b>	<b>396.87</b>	<b>485,212.86</b>

\* Eleven (11) Months - January to November, 2018

\*\* One (1) month - December 2018

<sup>1</sup> Other Benefits include employer portions of Health & Dental and Group Life and Accidental Death & Dismemberment Insurance

<sup>2</sup> Other Remuneration and Expenses for Mayor Thompson relate to an honorarium and expenses provided as a 2018 member of the Rural Ontario Municipal Association(ROMA) Board

**Town of Caledon**  
**Statement of Remuneration and Expenses Paid to Members of Local Boards**  
**and Other Bodies Pursuant to Section 284 of Municipal Act 2001**  
**Year Ending December 31, 2018**

<b>Committee of Adjustment</b> (Pursuant to By-Law No. 2018-80 in accordance with R.S.O. 1990, c. P.13, s. 44(9))	<b>Remuneration</b>	<b>Membership/ Dues</b>	<b>Mileage</b>	<b>Training/ Development Seminars</b>	<b>TOTAL</b>
ATKINSON, BRIAN	\$ 1,300.00	\$ 130.00	\$ 528.81	\$ 965.89	\$ 2,924.70
CASCON, GARY	1,430.00	130.00	533.42	1,066.09	3,159.51
CLARK, JANET	920.00	130.00	258.02		1,308.02
CRANDALL, DEBBE	1,300.00	130.00	267.47		1,697.47
DOLSON, TOM	1,380.00	130.00	560.60	965.89	3,036.49
DUNCAN, BRENDA	1,300.00	130.00	390.59		1,820.59
GIACOMAZZO, ZACHARI		130.00			130.00
METCALFE, JOSEPH	910.00	130.00	298.10		1,338.10
PILLSWORTH, CINDY		130.00	145.16	949.73	1,224.89
<b>TOTAL</b>	<b>\$ 8,540.00</b>	<b>\$ 1,170.00</b>	<b>\$ 2,982.17</b>	<b>\$ 3,947.60</b>	<b>\$ 16,639.77</b>

<b>Heritage Committee</b> (Pursuant to Section 4 of Heritage Caledon Terms of Reference)	<b>Mileage</b>
CREASE, JOANNE	\$ 655.24
MACKIE, VALERIE	826.97
MCKENZIE, BARBARA	119.83
<b>TOTAL</b>	<b>\$ 1,602.04</b>

<b>Accessibility Advisory Committee</b> (Pursuant to Section 4 of Accessibility Advisory Committee Terms of Reference)	<b>Mileage</b>
COWAN, RAY	\$ 61.19
FARRACE, DELY	235.67
LUCCHETTA, FRANCESCO	121.88
ST. CLAIR, DALE	506.41
TYMKOW, MAUREEN	75.88
<b>TOTAL</b>	<b>\$ 1,001.03</b>

<b>Hearing Tribunal</b> (Pursuant to Schedule B of By-law No. 2015-21)	<b>Honorarium</b>
BOSCO, TONY	\$ 339.54
FRANCESCHINIS, JIULIA	289.03
GALENA, JOSEPH	165.00
PERRAS, BRIAN	379.54
ZAMBITO, FERNANDO	165.00
<b>TOTAL</b>	<b>\$ 1,338.11</b>

<b>Library Board</b> (Pursuant to Caledon Public Library Board By-Laws Sec 3.11)	<b>Conference</b>
CIVIERO, PAULA	\$ 67.90
KEITH, SANDY	726.16
MANNING, JANET	111.63
<b>TOTAL</b>	<b>\$ 905.69</b>