



## General Committee Meeting Consolidated Agenda

Please note that added or revised items are denoted by an asterisk (\*).

Tuesday, September 17, 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 2019-0118: Noise By-law Exemption Request - Caledon East Sewage Pumping Station Upgrades
- 3.2 Staff Report 2019-0117: Noise By-law Exemption Request - Mayfield Road at Centreville Creek Road Watermain Construction, Ward 4
- \*3.3 Staff Report 2019-0140: 2020 Council Meeting Schedule
- 3.4 Staff Report 2019-0122: Pregnancy and Parental Leave for Members of Council Policy
- 3.5 Staff Report 2019-0120: Appointment to the Board of Management of the Bolton Business Improvement Area (BIA)
- 3.6 Confidential Staff Report 2019-0147: Personal matters about an identifiable individual - Fill a Vacancy on the Climate Change Action Planning Task Force

4. DELEGATIONS

5. STAFF REPORTS

- 5.1 Staff Report 2019-0121: 2019 Capital Status Update Report
- 5.2 Staff Report 2019-0127: Community Transportation Grant Program
- 5.3 Staff Report 2019-0132: Automated Speed Enforcement - Status Update
- 5.4 Staff Report 2019-0152: McLaren Wayside Pit Update

## **6. RECOMMENDATIONS OF ADVISORY COMMITTEES**

### **6.1 Accessibility Advisory Committee Report**

Accessibility Advisory Committee Report dated September 9, 2019, to be received.

## **7. NOTICES OF MOTION**

### **7.1 Councillor A. Groves and Councillor T. Rosa - Investing in Canada Infrastructure Program – Community, Culture and Recreation, Proposed Rotary Place Expansion**

Whereas the Investing in Canada Infrastructure Program – Community, Culture and Recreation is a cost-shared program between the federal government (40%), provinces (33.33%) and municipalities (26.67%) that supports community infrastructure priorities across the province, improving access to and / or quality of community, cultural, and recreation priority infrastructure projects.

Whereas priority is given to projects that are community-oriented, non-commercial and open to the public. Projects must be completed prior to 2027-28.

Whereas the Town has completed a conceptual design for the proposed Rotary Place expansion.

Whereas the seniors has expressed a need for an arts and culture component to be added to the proposed Rotary place expansion and have suggested the addition of a lecture hall being added to the basement of the Rotary Place.

Now therefore be it resolved that the remaining funds in the amount of \$78,137.84 in Capital Project 17-071 Rotary place Expansion - Design be re-purposed for the conceptual design of a lecture hall in the basement of the Rotary Place

That staff apply for funding from the Investing in Canada Infrastructure Program – Community, Culture and Recreation stream for the expansion of the Rotary Place for the lecture hall estimated at a construction cost of \$6,000,000.



7.2 Councillor J. Innis and Councillor N. deBoer - Transport Canada – Investigating process to stop train whistling at Duffy's Lane

Whereas train whistling is an important way to keep drivers, cyclists and pedestrians safe. The *Canadian Rail Operating Rules* require all trains to whistle whenever they approach a public grade crossing;

Whereas the Town of Caledon has 28 train crossings (21 along Town roads and 7 along Regional Roads) throughout the municipality;

Whereas Transport Canada has an application process to stop train whistling at a public grade crossing;

Whereas a resident has requested that the municipality apply to Transport Canada to stop the train whistling at the crossing on Duffy's Lane;

Now Therefore be it resolved that staff be directed to investigate the process to stop the train whistling at the crossing on Duffy's Lane and report back.

7.3 Councillor A. Groves - Proposed 2020 Budget Request for windrow clearing machines

Whereas as the population of Caledon increases and ages there will continue to be a need for increased levels of services for snow removal;

Whereas requests for assistance in winter maintenance efforts to maintain safe access and egress routes from private property to public right of ways has increased;

Now therefore be it resolved that Town staff be directed to develop a business case on the purchase of winter windrow clearing machines and a proposed new winter windrow clearing service level for consideration in the 2020 budget.

## 8. CORRESPONDENCE

8.1 Memorandums

8.1.1 AMO Conference Update

Memorandum from Devan Lobo, Senior Analyst, Strategic Initiatives, regarding AMO Conference Update, dated September 17, 2019

8.1.2 Review of the Town's Participation in the Blue Dot Movement

Memorandum from Katelyn McFadyen, Manager, Energy and Environment, Finance and Infrastructure Services, regarding Review of the Town's Participation in the Blue Dot Movement, dated September 17, 2019

8.1.3 Municipal Modernization Fund Update

Memorandum from Devan Lobo, Senior Analyst, Strategic Initiatives, regarding Municipal Modernization Fund Update, dated September 17, 2019

8.1.4 Quarter 2, 2019 Operating Budget Variance

Memorandum from Steven Lee, Financial Analyst, Finance and Infrastructure Services, regarding Quarter 2, 2019 Operating Budget Variance, dated September 17, 2019

8.1.5 Confidential Memorandum: A proposed or pending disposition of land by the municipality – Proposal to Purchase Land from the Town – Part 1, Plan 43R-38418, being Part of Lot 20 Concession 1 TWP Albion (Triple Crown); Ward 3

8.2 General Correspondence

8.2.1 Rural Economic Development (RED) Program

Letter from the Honourable Ernie Hardeman, Minister of Agriculture, Food and Rural Affairs dated July 29, 2019

8.2.2 Transportation Program

Presentation Request Form submitted by Fay Davy, Caledon Community Services, dated August 8, 2019

8.2.3 15057 Chinguacousy Road - Driveway Repairs

Presentation Request Form submitted by Ronald Webb on behalf of B. G. Thomas, dated August 16, 2019

8.2.4 Bolton Business Improvement Area (BIA) Minutes: January - June 2019

8.2.5 Bolton Business Improvement Area (BIA) Financial Statements

8.2.6 Bolton Business Improvement Area (BIA) Request for Improvement to Downtown Bolton

Letter from Jean P. Carberry, Chair, Downtown Bolton Business Improvement Area, dated May 22, 2019

\*8.2.7 GO Bus in Bolton

Presentation Request Form submitted by Lorraine March dated September 16, 2019

**9. CONFIDENTIAL SESSION**

9.1 Confidential Staff Report 2019-0162: Proposed or pending acquisition of land by the municipality – Alton Cemetery Update

9.2 Confidential Staff Report 2019-0163: Technical, commercial or financial information, supplied in confidence to the municipality - Update on Broadband Request for Proposals

**10. ADJOURNMENT**

**11. 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 2019-0118**

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Meeting Date: September 17, 2019

Subject: Noise By-law Exemption Request – Caledon East Sewage Pump Station Upgrades (15897 Airport Road) Ward 3

Submitted By: Laura Hall, Manager, Regulatory Services, Corporate Services

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### **RECOMMENDATION**

That the existing Noise By-law exemption to Baseline Constructors Inc. from Section 15 of Table 3-1 of Noise Bylaw 86-110 to permit construction activity between the hours of 11:00 p.m. and 6:00 a.m. be extended until December 31, 2019 subject to the conditions outlined in Schedule B of Staff Report 2019-0118.

### **REPORT HIGHLIGHTS**

- Peel Region has retained the services of Baseline Constructors Inc. to carry out upgrades to the Caledon East Sewage Pumping Station.
- The purpose of the request was to permit the dewatering equipment related to the construction to operate twenty four (24) hours per day until September 2019. Dewatering equipment is required to operate continuously until the underground construction work is complete.
- Staff received a request from the contractor for an extension to their existing exemption to permit the activity to occur until December 31, 2019 due to dewatering issues on site.
- The original exemption was approved on May 1, 2018 through Staff Report 2018-39.
- To date, the Town has not received any complaints relating to this request.
- Staff is recommending the extension request be approved subject to notification to impacted property owners and the Town prior to commencement of the work.
- It is anticipated that a substantial amount of the work will be completed by the end of the year and the final restoration will be done in spring 2020.

### **DISCUSSION**

The Caledon East Sewage Pump Station project is not yet complete due to dewatering issues on site. The contractor has requested that the Town consider an additional extension to an existing exemption to permit construction activity to occur outside of the permitted hours as set out in the By-law until December 31, 2019. Attached as Schedule C to this report is the original report to Council regarding the exemption.

The project manager facilitating the work has confirmed that the project is expected to be completed in spring 2020, with a bulk of the activity to be done by December 31, 2019.

It is important to note that staff have not received any complaints to date regarding noise resulting from the construction site.

The Town's Noise By-law does not contain an exemption process with the exception of emergency situations, therefore anyone seeking to perform activities related to noise outside of the permitted times requires approval from Council.

### **Project Details**

Peel Region has retained the services of Baseline Constructors Inc. to carry out the upgrades to the Caledon East Sewage Pumping Station at 15897 Airport Road.

The contractor has requested approval to operate a dewatering pump seven days a week, 24 hours a day. The dewatering equipment is required for the underground excavation work related to the project. The contractor has indicated that construction work will not occur before 7 a.m. or after 7 p.m. with the exception of the operation of the dewatering equipment. The Region has advised that they will monitor the effectiveness of the noise mitigation measures to ensure neighbouring property owners are not impacted. This aspect of the project is expected to be completed by December 31, 2019.

Measures have been taken on site to control noise resulting from the operation of the dewatering equipment. Results from noise measurements around the work site before and after the installation of dewatering equipment indicates average noise levels in close proximity to the property have not increased. At this time, the decibel level of the noise is 60. For comparison purposes noise emitted from traffic exceeds 85 decibels. The industry standard is set at 92 decibels for motor vehicle traffic. The current Noise By-law does not capture decibel levels with respect to construction activities only with sounds related to motor vehicles. The Region has advised that they are committed to addressing any concerns brought forward by the public regarding the noise (refer to Schedule C of this report for further details).

### **Potential Impact**

In reviewing the request and the particular location, staff have determined that approximately 50 properties may be directly impacted (attached as Schedule B to this report provides further details) by the noise of the dewatering equipment. The contractor has advised that the area has been hoarded with solid 12 foot walls to assist in localization of the sound inside the site. The contractor will also provide additional sound deadening covers over equipment intended to operate outside of the permitted times. The Noise By-law does not specify the measurement of impact; as a result, this is staff's best estimate. The Region has committed to addressing any concerns brought forward by property owners and will address those on a case by case basis.

**Conditions of Approval**

Staff is recommending the exemption request be approved subject to the following conditions intended to mitigate potential impacts to area property owners:

1. Written notification be provided to each property captured in Schedule A of Staff Report 2019-118 with the following information included in the notification:
  - a. Project scope
  - b. Timeline of activity, including dates when the work is expected to performed between the hours of 11:00 p.m. and 6:00 a.m.
  - c. What type of noise or nuisance i.e. lighting, vibrations, etc. may occur
  - d. Contact information for questions and to report any disturbances
2. Notify the Town at least 24 hours in advance of each occurrence.
3. A sign posted at the property capturing the above information.

**FINANCIAL IMPLICATIONS**

There are no immediate financial implications associated with this report.

**COUNCIL WORK PLAN**

Subject matter is not relevant to the Council Work Plan.

**ATTACHMENTS**

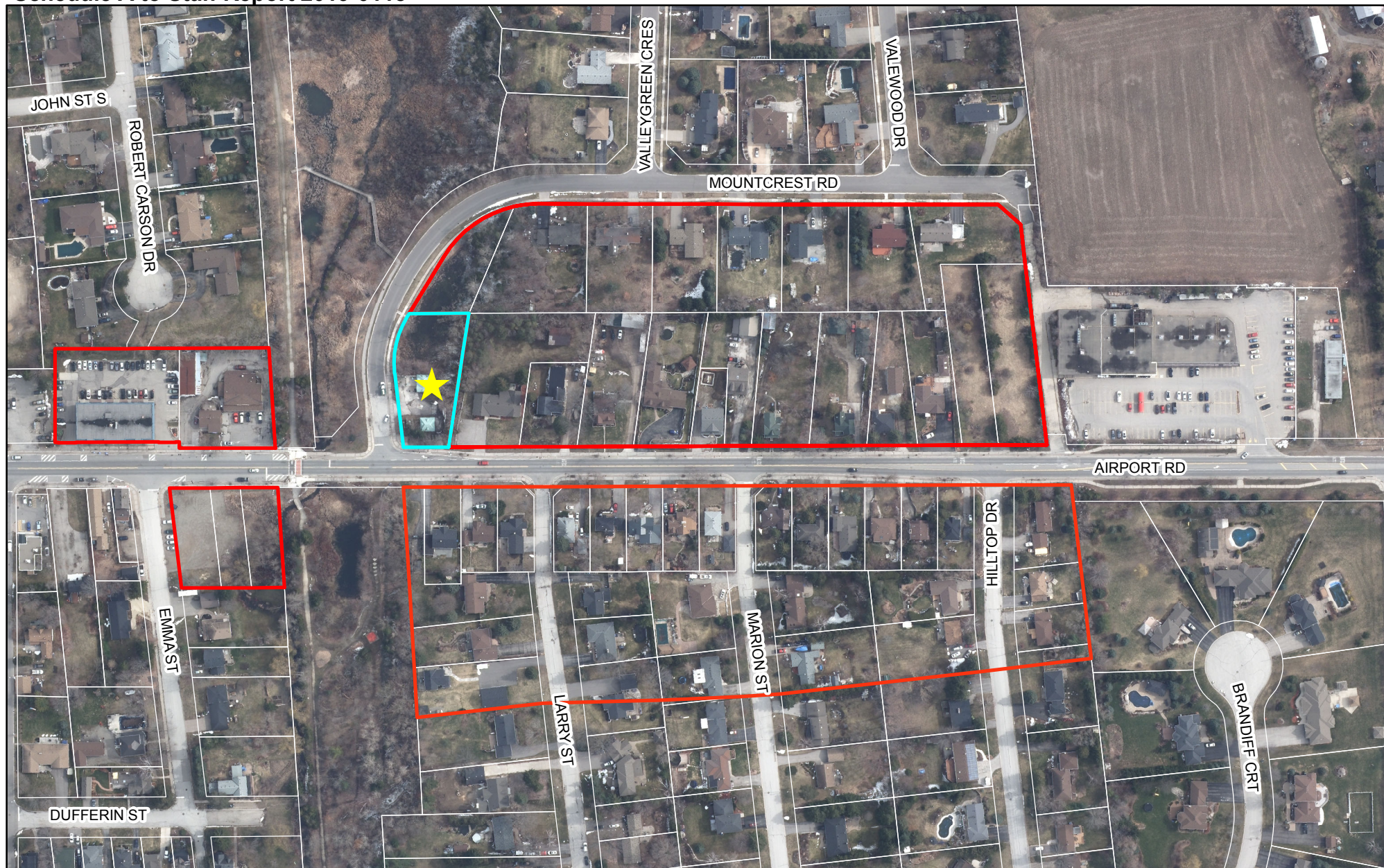
Schedule A – Map demonstrating the properties directly impacted by the exemption request

Schedule B – Conditions of the Exemption

Schedule C – Staff Report 2018-39



# Schedule A to Staff Report 2019-0118



0 20 40 60 80 100 Metres



Subject Property



Impacted Property



**Schedule B to Staff Report 2019-0118**  
**Conditions of Exemption to Noise By-law 86-110, as amended**

The following conditions shall be imposed onto Baseline Constructors Inc. as part of the exemption of the Town's Noise By-law 86-110, as amended:

1. Written notification be provided to each property captured in Schedule A of Staff Report 2019-0118 with the following information included in the notification:
  - a. Project scope
  - b. Timeline of activity, including dates when the work is expected to performed between the hours of 11:00 p.m. and 6:00 a.m.
  - c. What type of noise or nuisance i.e. lighting, vibrations, etc. may occur
  - d. Contact information for questions and to report any disturbances
2. Notify the Town at least 24 hours in advance of each occurrence.
3. A sign posted at the property capturing the above information.



**Staff Report 2018-39**

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Meeting Date: Tuesday, May 1, 2018

Subject: Noise By-law Exemption Request – Caledon East Sewage Pump Station Upgrades (15897 Airport Road) Ward 3

Submitted By: Laura Hall, Manager, Regulatory Services, Corporate Services

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**RECOMMENDATION**

That Baseline Constructors Inc. be exempted from Section 15 of Table 3-1 of Noise By-law 86-110 to permit construction activity between the hours of 11:00 p.m. and 6:00 a.m. subject to the conditions outlined in Schedule B of Staff Report 2018-39; and

That the exemption expire on September 16, 2018.

**REPORT HIGHLIGHTS**

- Staff received a request for an exemption from the Town's Noise By-law to permit construction related equipment to operate outside of the permitted hours as set out in the By-law.
- Peel Region has retained the services of Baseline Constructors Inc. to carry out upgrades to the Caledon East Sewage Pumping Station.
- The purpose of the request is to permit the dewatering equipment related to the construction to operate twenty four (24) hours per day until September 16, 2018. Dewatering equipment is required to operate continuously until the underground construction work is complete.
- The Town's Noise By-law does not contain an exemption process with the exception of emergency situations, therefore anyone seeking to perform activities related to noise outside of the permitted times requires approval from Council.
- Approximately 50 properties may be directly impacted by the activity. The Noise By-law does not specify the measurement of impact; as a result, this is staff's best estimate.
- The Region has advised that measures have been taken to control any noise resulting from the operation of the dewatering equipment. Results from noise measurements around the site before and after the dewatering equipment was installed indicate average noise levels near the site did not increase. The Region has committed to monitor the site and the noise levels to ensure they do not create an adverse effect on neighbouring property owners. Adjustments will be made if any issues arise. Property owners in the area will be advised to contact the Region directly if they have any concerns.
- Staff are recommending the exemption request be approved subject to notification to impacted property owners and the Town prior to commencement of the work.

## **DISCUSSION**

Staff received a request for an exemption from the Town's Noise By-law to permit construction activity to occur outside of the permitted hours as set out in the By-law. The purpose of this report is to provide details of the request and receive approval for the exemption request.

### **Project Details**

Peel Region has retained the services of Baseline Constructors Inc. to carry out the upgrades to the Caledon East Sewage Pumping Station at 15897 Airport Road. The project is expected to be completed by September 16, 2018.

The contractor has requested approval to operate a dewatering pump seven days a week, 24 hours a day. The dewatering equipment is required for the underground excavation work related to the project. The contractor has indicated that construction work will not occur before 7 a.m. or after 7 p.m. with the exception of the operation of the dewatering equipment. The Region has advised that they will monitor the effectiveness of the noise mitigation measures to ensure neighbouring property owners are not impacted.

Measures have been taken on site to control noise resulting from the operation of the dewatering equipment. Results from noise measurements around the work site before and after the installation of dewatering equipment indicates average noise levels in close proximity to the property have not increased. At this time, the decibel level of the noise is 60. For comparison purposes noise emitted from traffic exceeds 85 decibels. The industry standard is set at 92 decibels for motor vehicle traffic. The current Noise By-law does not capture decibel levels with respect to construction activities only with sounds related to motor vehicles. The Region has advised that they are committed to addressing any concerns brought forward by the public regarding the noise (refer to Schedule A of this report for further details).

### **Exemption Details**

The contractor is requesting approval to operate the dewatering equipment outside of the permitted hours of the Town's Noise By-law. The Noise By-law prohibits noise related to construction activity to occur between the hours of 11:00 p.m. and 6:00 a.m.

The Town's Noise By-law does not contain an exemption process with the exception of emergency situations, therefore anyone seeking to perform activities related to noise outside of the permitted times requires approval from Council.



**Potential Impact**

In reviewing the request and the particular location, staff have determined that approximately 50 properties may be directly impacted (attached as Schedule A to this report provides further details) by the noise of the dewatering equipment. The contractor has advised that the area has been hoarded with solid 12 foot walls to assist in localization of the sound inside the site. The contractor will also provide additional sound deadening covers over equipment intended to operate outside of the permitted times. The Noise By-law does not specify the measurement of impact; as a result, this is staff's best estimate. The Region has committed to addressing any concerns brought forward by property owners and will address those on a case by case basis.

**Conditions of Approval**

Staff is recommending the exemption request be approved subject to the following conditions intended to mitigate potential impacts to area property owners:

1. Written notification be provided to each property captured in Schedule A of Staff Report 2018-39 with the following information included in the notification:
  - a. Project scope
  - b. Timeline of activity, including dates when the work is expected to performed between the hours of 11:00 p.m. and 6:00 a.m.
  - c. What type of noise or nuisance i.e. lighting, vibrations, etc. may occur
  - d. Contact information for questions and to report any disturbances
2. Notify the Town at least 24 hours in advance of each occurrence.
3. A sign posted at the property capturing the above information.

**FINANCIAL IMPLICATIONS**

There are no immediate financial implications associated with this report.

**COUNCIL WORK PLAN**

Growth – To plan for complete communities as required under growth plan

Customer Service – to adopt an innovative approach that adapts to the changing needs and expectations of our community while supporting best practices

**ATTACHMENTS**

Schedule A – Letter from the Region of Peel

Schedule B – Map demonstrating the properties directly impacted by the exemption request

Schedule C – Conditions of the Exemption





April 20, 2018

The Corporation of the Town of Caledon  
6311 Old Church Road  
Caledon, ON L7C 1J6

Attention: Caledon Town Council

**Public Works**

10 Peel Centre Dr.  
Suite B  
Brampton, ON  
L6T 4B9  
tel: 905-791-7800

[peelregion.ca](http://peelregion.ca)

**Re: Caledon East Sewage Pumping Station Upgrades, Ward 3  
Noise By-law Exemption Request**

The purpose of this Noise By-law exemption request is to permit the contractor to run their dewatering pumps 24hrs/day, and not for the allowance of excessive noise.

Noise data has been collected at several locations around the perimeter of the Caledon East SPS construction site. Average background noise level at the SPS property line was determined to be 60 dB, with no active construction, and excluding peaks caused by passing vehicle traffic on Airport Road and Mountcrest Road.

Measurements were repeated with the dewatering equipment active, and no impact to the baseline noise level of 60 dB was detected. For reference, 60 dB is often quoted as being the noise level of a typical conversation between two people.

The following measures have been put in place to mitigate noise produced by the dewatering equipment, which have noise emitted by the equipment to measured ambient levels.

- Tall plywood construction hoarding installed around perimeter of construction site
- Dewatering equipment located behind existing pumping station building
- Construction of enclosure around dewatering pumps
- Use of electrical service in lieu of diesel powered generator

We believe that measures currently in place will effectively mitigate any noise impacts from the operation of the dewatering equipment. If these measures prove insufficient, we are committed to increase noise mitigation measures to achieve an acceptable result.

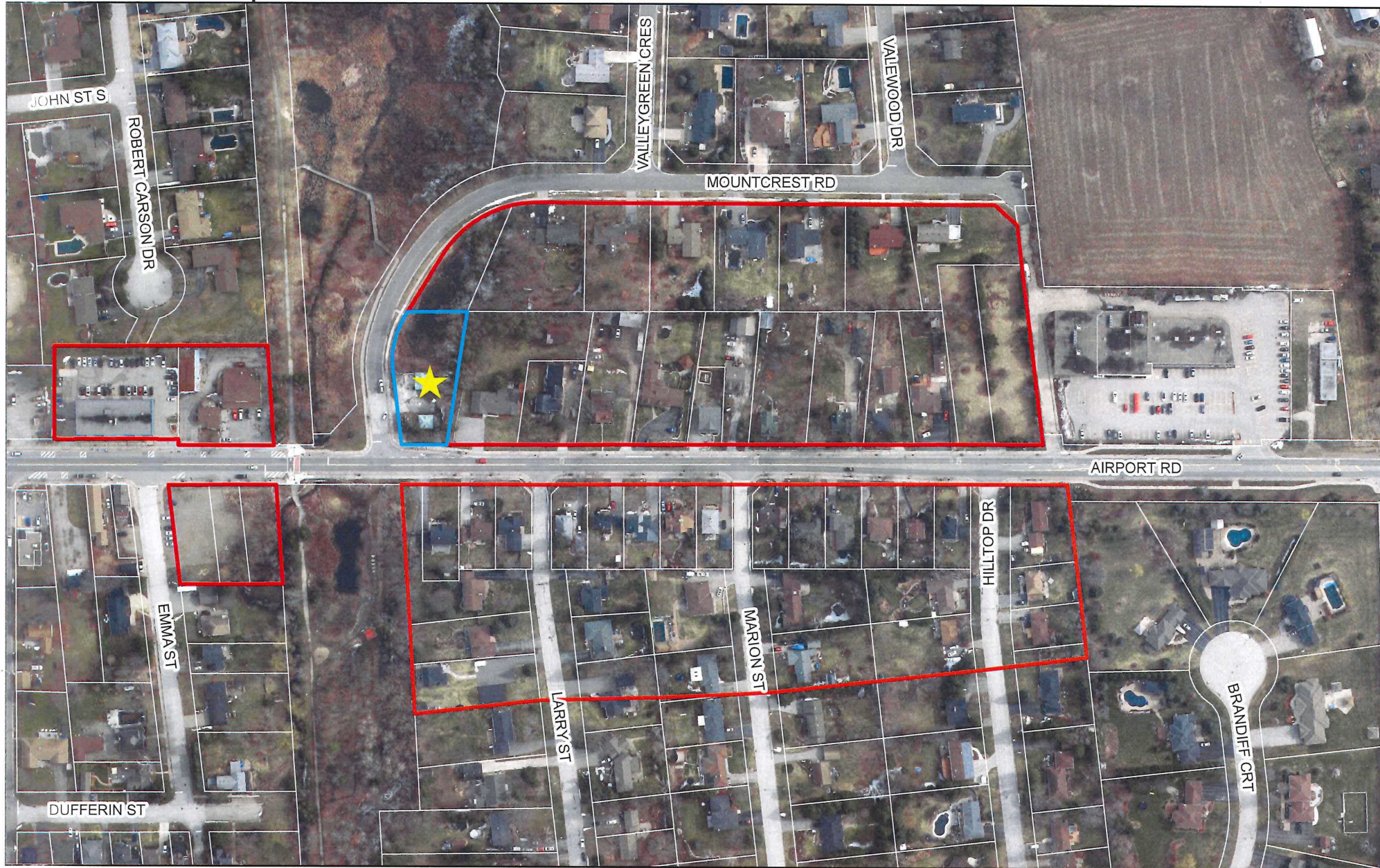
The contact info for Grace Krasowski, P.Eng., the project manager for the construction of upgrades to the Caledon East SPS has been communicated to the residents by several public notices advising of construction progress. It is expected that residents will contact her directly, should the noise from the operation of dewatering equipment affect them. We will investigate any complaints carefully and implement measures mitigating the issue.

Please let me know if any additional information is required. I can be reached at 907-791-7800, ext. 7808 or by e-mail: [simon.hopton@peelregion.ca](mailto:simon.hopton@peelregion.ca)

Yours truly,

Simon Hopton, P.Eng.  
Manager, Capital Works  
Wastewater Division





0 20 40 60 80 100 Metres



Subject Property



Impacted Property



**Schedule C to Staff Report 2018-39**  
**Conditions of Exemption to Noise By-law 86-110, as amended**

The following conditions shall be imposed onto Baseline Constructors Inc. as part of the exemption of the Town's Noise By-law 86-110, as amended:

1. Written notification be provided to each property captured in Schedule A of Staff Report 2018-28 with the following information included in the notification:
  - a. Project scope
  - b. Timeline of activity, including dates when the work is expected to performed between the hours of 11:00 p.m. and 6:00 a.m.
  - c. What type of noise or nuisance i.e. lighting, vibrations, etc. may occur
  - d. Contact information for questions and to report any disturbances
2. Notify the Town at least 24 hours in advance of each occurrence.
3. A sign posted at the property capturing the above information.

## **Staff Report 2019-0117**

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Meeting Date: September 17, 2019

Subject: Noise By-law Exemption Request – Mayfield Road at Centreville Creek Road Watermain Construction, Ward 4

Submitted By: Laura Hall, Manager, Regulatory Services

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### **RECOMMENDATION**

That Sam Rabito Construction Ltd. be exempted from Section 15 of Table 3-1 of Noise By-law 86-110 to permit construction activity between the hours of 11:00 p.m. and 6:00 a.m. subject to the conditions outlined in Schedule C of Staff Report 2019-0117; and

That the exemption expire on October 31, 2019.

### **REPORT HIGHLIGHTS**

- Staff received a request for an exemption from the Town's Noise By-law to permit construction related equipment to operate outside of the permitted hours as set out in the By-law.
- Peel Region has retained the services of Sam Rabito Construction Ltd. to carry out the watermain construction on Mayfield Road at Centreville Creek Road.
- The purpose of this request is to permit excavation equipment and trucks related to the construction to operate between the hours of 11:00 p.m. and 6:00 a.m. for (4) four consecutive days between October 1 and October 31, 2019 to help mitigate major impacts to daytime traffic on Mayfield Road.
- The Town's Noise By-law does not contain an exemption process with the exception of emergency situations, therefore anyone seeking to perform activities related to noise outside of the permitted times requires approval from Council.
- Approximately 14 properties may be directly impacted by the activity. The Noise By-law does not specify the measurement of impact; as a result, this is staff's best estimate.
- The Region has committed to monitor the site and the noise levels to ensure they do not create an adverse effect on neighbouring property owners. Adjustments will be made if any issues arise. Property owners in the area will be advised to contact the Region directly if they have any concerns.
- Staff are recommending the exemption request be approved subject to notification to impacted property owners and the Town prior to commencement of the work.

### **DISCUSSION**

Staff received a request for an exemption from the Town's Noise By-law to permit construction activity to occur outside of the permitted hours as set out in the By-law. The purpose of this report is to provide details of the request and receive approval for the exemption request.



### **Project Details**

The Peel of Region has retained the services of Sam Rabito Construction Ltd. to carry out watermain construction on Mayfield Road at Centreville Creek Road. The project is expected to be completed by October 31, 2019.

The contractor has requested approval to operate excavation equipment and construction vehicles between the hours of 11:00 p.m. and 6:00 a.m. for (4) four consecutive days between October 1 and October 31, 2019. The Region has advised that they will monitor noise levels to ensure that they do not create an adverse effect on neighbouring properties.

The current Noise By-law does not capture decibel levels with respect to construction activities only with sounds related to motor vehicles. The Region has advised that they are committed to addressing any concerns brought forward by the public regarding the noise (refer to Schedule A of this report for further details).

### **Exemption Details**

The contractor is requesting approval to operate excavation equipment and construction vehicles outside of the permitted hours of the Town's Noise By-law. The Noise By-law prohibits noise related to construction activity to occur between the hours of 11:00 p.m. and 6:00 a.m.

The Town's Noise By-law does not contain an exemption process with the exception of emergency situations, therefore anyone seeking to perform activities related to noise outside of the permitted times requires approval from Council.

### **Potential Impact**

In reviewing the request and the particular location, staff have determined that approximately 14 properties may be directly impacted (attached as Schedule B to this report) by the noise of the excavation equipment and construction vehicles. The Noise By-law does not specify the measurement of impact; as a result, this is staff's best estimate. The Region has committed to addressing any concerns brought forward by property owners and will address those on a case by case basis.

### **Conditions of Approval**

Staff is recommending the exemption request be approved subject to the following conditions intended to mitigate potential impacts to area property owners:

1. Written notification be provided to each property captured in Schedule B of Staff Report 2019-0117 with the following information included in the notification:
  - a. Project scope
  - b. Timeline of activity, including dates when the work is expected to be performed between the hours of 11:00 p.m. and 6:00 a.m.
  - c. What type of noise or nuisance i.e. lighting, vibrations, etc. may occur

- d. Contact information for questions and to report any disturbances
2. Notify the Town at least 24 hours in advance of each occurrence.
3. A sign posted at the site capturing the above information.

### **FINANCIAL IMPLICATIONS**

There are no immediate financial implications associated with the report.

### **COUNCIL WORK PLAN**

Subject matter is not relevant to the Council Work Plan.

### **ATTACHMENTS**

- Schedule A - Letter from the Region of Peel
- Schedule B - Map demonstrating the properties directly impacted by the exemption request
- Schedule C - Conditions of the Exemption



July 25, 2019  
Project: 14-1165

The Corporation of the Town of Caledon  
6311 Old Church Road  
Caledon, ON L7C 1J6

Attention: Caledon Town Council

**Public Works**

10 Peel Centre Dr.  
Suite B  
Brampton, ON  
L6T 4B9  
tel: 905-791-7800  
[peelregion.ca](http://peelregion.ca)

**Re: Noise By-Law Exemption Request for watermain construction work at the intersection of Centreville Creek and Mayfield Road**

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The purpose of this Noise By-Law Exemption Request is for night work for the construction of watermain at the intersection of Centreville Creek Road and Mayfield Road. The scope of work consists of asphalt removal, excavation, installation of watermain, backfilling, and restoration. A lane closure is required to complete the work which will occur for a duration of 4 consecutive nights between the hours of 7pm and 6am to help mitigate major impacts to daytime traffic on Mayfield Road. The contractor for this work is Sam Rabito Construction Ltd (905-642-5356).

A total of 14 homes have been identified within a 500 metres radius of the proposed work. The closest residential home is approximately 90 metres north of the intersection on Centreville Creek Road. The primary sources of noise will be from excavation equipment and construction trucks. All reasonable attempts to minimize and mitigate the noise will be made. No construction traffic on Centreville Creek Road will be allowed.

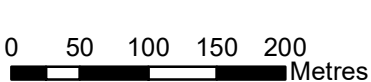
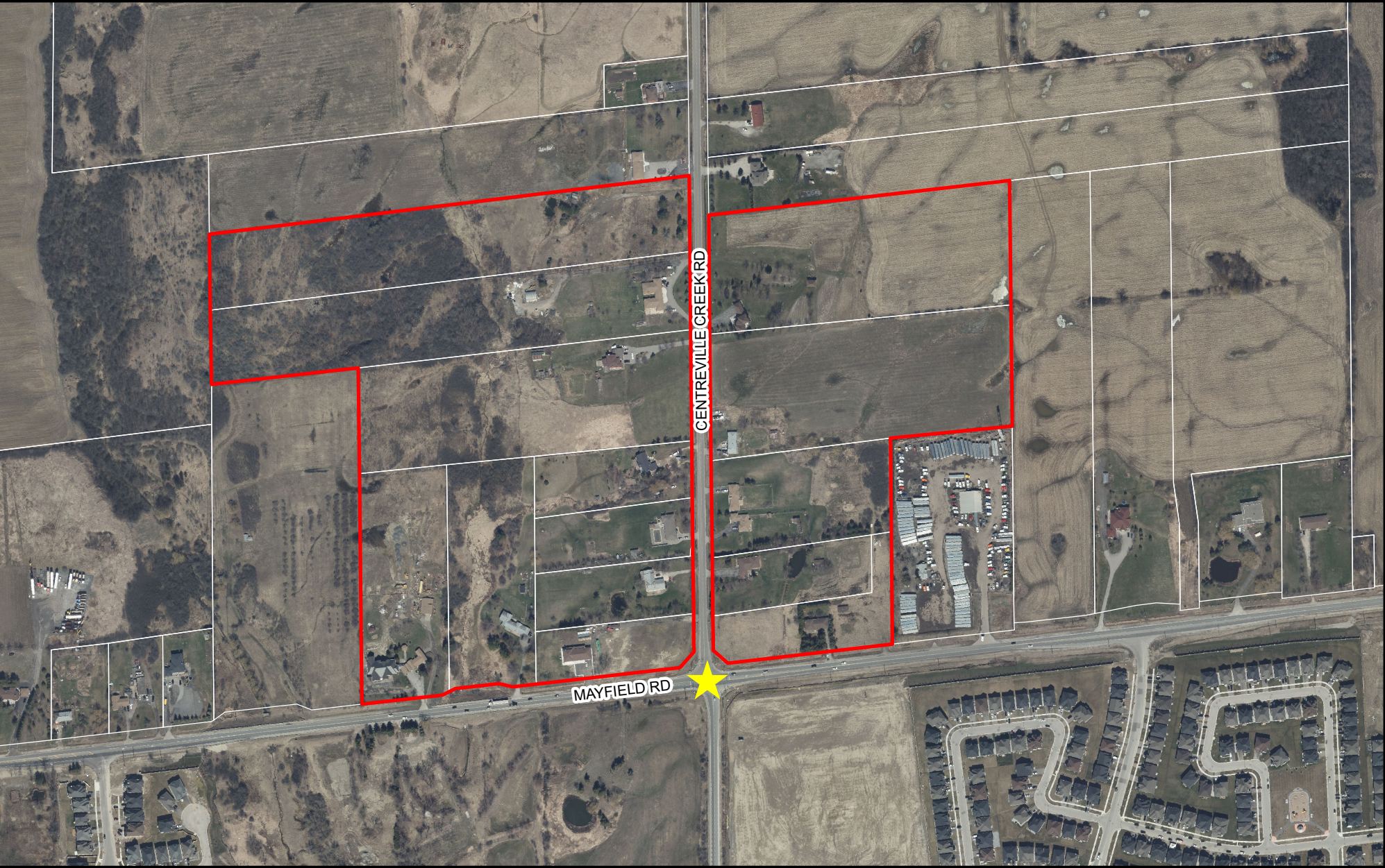
The exact date of this work will be determined once the contractor has mobilized. The planned time frame for this work is October 2019 – please provide an exemption during this time frame. The Town of Caledon will be notified and public notices will be delivered to all impacted residents 2 weeks prior to commencement of night work at this intersection.



I am the Region of Peel Project Manager for the Mayfield Watermain Construction work and will be your key contact for the duration of this project. I can be reached by phone at 905-791-7800 ext. 5042 or email at [melvin.gonzalez@peelregion.ca](mailto:melvin.gonzalez@peelregion.ca).

Please let me know if any additional information is required for this by-law exemption.

Sincerely,  
Melvin Gonzalez,  
*Program Manager, Region of Peel*  
Water Linear Engineering & Reliability





-  Subject Property
-  Impacted Property

This data is provided for your convenience only. The data is not warranted or certified or guaranteed in any way. The Town of Caledon accepts no liability for any damages whatsoever, including any consequential damages, for any deficiency in the data. The reproduction of this data, in whole or in part, is forbidden without the express written permission of the Town of Caledon.

Date: 7/31/2019



**Schedule C to Staff Report 2019-0117**  
**Conditions of Exemption to Noise By-law 86-110, as amended**

The following conditions shall be imposed onto Sam Rabito Construction Ltd. as part of the exemption of the Town's Noise By-law 86-110, as amended:

1. Written notification be provided to each property captured in Schedule B of Staff Report 2019-0117 with the following information included in the notification:
  - a. Project scope
  - b. Timeline of activity, including dates when the work is expected to performed between the hours of 11:00 p.m. and 6:00 a.m.
  - c. What type of noise or nuisance i.e. lighting, vibrations, etc. may occur
  - d. Contact information for questions and to report any disturbances
2. Notify the Town at least 24 hours in advance of each occurrence.
3. A sign posted at the property capturing the above information.

## **Staff Report 2019-0140**

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Meeting Date: September 17, 2019

Subject: 2020 Council Meeting Schedule

Submitted By: Thushitha Kobikrishna, Council Committee Coordinator, Corporate Services

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### **RECOMMENDATION**

That the 2020 Council Meeting Schedule attached as Schedule A to Staff Report 2019-140 be approved.

That the 2020 Council Meeting Schedule be provided to the Region of Peel for information purposes.

### **REPORT HIGHLIGHTS**

- Attached as Schedule A is the proposed 2020 Council Meeting Schedule
- Council is required to pass the the following year's Council schedule in accordance with the Town's Procedural By-law.
- Amendments to the Schedule can be made by a council resolution when deemed necessary.

### **DISCUSSION**

The purpose of this report is to provide Council with the proposed 2020 Council Meeting Schedule for approval as required by the Town's Procedural By-law.

The proposed 2020 Council Meeting Schedule takes into consideration the existing governance structure, with Town Council meetings scheduled for the Tuesday following Committee of the Whole meetings when possible. For the 2018-2022 term, the Procedural By-law was amended to schedule General Committee meetings on Tuesdays starting at 2:30 p.m. and 7:00 p.m. for Planning and Development meetings.

The proposed Schedule is structured around the 2020 statutory holidays, Town Hall closures, and March Break. Dates of annual conferences that council members may attend were considered including: the Rural Ontario Municipal Association (ROMA), the Federation of Canadian Municipalities (FCM) and the Association of Municipalities of Ontario (AMO) conferences. Changes to the schedule can be made at any time in accordance with the Procedural By-law.

### **FINANCIAL IMPLICATIONS**

There are no immediate financial implications associated with this report.

**COUNCIL WORK PLAN**

This matter is not relevant to the Council Workplan.

**ATTACHMENTS**

Schedule A: Proposed 2020 Council Meeting Schedule



2020 Council Meeting Schedule

JANUARY					FEBRUARY					MARCH				
Mon	Tue	Wed	Thu	Fri	Mon	Tue	Wed	Thu	Fri	Mon	Tue	Wed	Thu	Fri
		1 HOLIDAY	2	3	3	4	5	6	7	2	3	4	5	6
6	7	8	9	10	10	11 GEN/PD	12	13	14	9	10	11	12	13
13	14 GEN/PD	15	16	17	17 HOLIDAY	18 TC	19	20	21	16	17	18	19	20
20	21	22	23	24	24	25	26	27	28	MARCH BREAK				
ROMA					OGRA					23	24 GEN/PD	25	26	27
27	28 TC	29	30	31						30	31 TC			
APRIL					MAY					JUNE				
Mon	Tue	Wed	Thu	Fri	Mon	Tue	Wed	Thu	Fri	Mon	Tue	Wed	Thu	Fri
		1	2	3					1	1	2	3	4	5
6	7	8	9	10 HOLIDAY	4	5	6	7	8			10	FCM	
13	14	15	16	17	11	12	13	14	15	8	9	AMCTO		12
20	21	22	23	24	18 HOLIDAY	19 GEN/PD	20	21	22	15	16	17	18	19
27	28 TC	29	30		25	26 TC	27	28	29	22	23 GEN/PD	24	25	26
										29	30 TC			
JULY					AUGUST					SEPTEMBER				
Mon	Tue	Wed	Thu	Fri	Mon	Tue	Wed	Thu	Fri	Mon	Tue	Wed	Thu	Fri
		1 HOLIDAY	2	3	3 HOLIDAY	4	5	6	7		1	2	3	4
6	7	8	9	10	10	11	12	13	14	7 HOLIDAY	8	9	10	11
13	14	15	16	17	17	18	19	20	21	14	15	16	17	18
20	21	22	23	24	AMO			24	25	21	22 GEN/PD	23	24	25
27	28	29	30	31	31					28	29 TC	30		
OCTOBER					NOVEMBER					DECEMBER				
Mon	Tue	Wed	Thu	Fri	Mon	Tue	Wed	Thu	Fri	Mon	Tue	Wed	Thu	Fri
			1	2	2	3	4	5	6		1 GEN/PD	2	3	4
5	6	7	8	9	9	10	11	12	13	7	8 GENB	9	10	11
12 HOLIDAY	13	14	15	16	16	17 GEN-B	18	19	20	14	15 TC	16	17	18
19	20 GEN/PD	21	22	23	23	24 OH-B	25	26	27	21	22	23	24	25
26	27 TC	28	29	30	30					HOLIDAY				
										28	29	30	31	
										HOLIDAY (Office Closed)				

GEN	General Committee Meeting	2:30 p.m.
PD	Planning & Development Committee Meeting	7:00 p.m.
GEN-B	General Committee Meeting - Operating and Capital Budget	9:30 a.m.
GENB	General Committee Meeting - General Budget	7:00 p.m.
OH-B	Open House - Budget	7:00 p.m.
TC	Town Council Meeting	7:00 p.m.

AMCTO	Association of Municipal Clerks and Treasurers	June 7 - 10, 2020
AMO	Association of Municipalities of Ontario Annual Conference	August 16 - 19, 2020
FCM	Federation of Canadian Municipalities Annual Conference	June 4 - June 7, 2020
OGRA	Ontario Good Roads Association	February 23 - 26, 2020
ROMA	Rural Ontario Municipal Association Annual Conference	January 18 - 21, 2020



## Staff Report 2019-0122

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Meeting Date: September 17, 2019

Subject: Pregnancy and Parental Leave for Members of Council Policy

Submitted By: Chad Curtis, Specialist, Legislative Services, Corporate Services

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### RECOMMENDATION

That the Pregnancy and Parental Leave for Members of Council Policy, attached as Schedule A to Staff Report 2019-0122, be approved.

That section 12 of the Town's Procedural By-law, governing Attendance, be amended to reflect the Pregnancy and Parental Leave for Members of Council Policy.

### REPORT HIGHLIGHTS

- As per Section 270(1) of the *Municipal Act, 2001*, as amended, municipalities are required to adopt and maintain policies with respect to various matters.
- Bill 68, *Modernizing Ontario's Municipal Legislation Act, 2017*, amended section 270(1) of the *Municipal Act, 2001*, as amended, to include the requirement for municipalities to adopt and maintain a policy respecting pregnancy and parental leave for Members of Council.

### DISCUSSION

The purpose of this report is to bring forward the Pregnancy and/or Parental Leave of Members of Council Policy for approval that addresses a new leave for Members of Council.

Town employees are entitled to maternity/pregnancy and/or parental leave, as per the *Employment Standards Act (ESA), 2000*. Members of Council, excluding the Mayor, are not defined as employees under the ESA. As a result, prior to the introduction of Bill 68, a Member was required to obtain a resolution of Council for a leave of absence due to pregnancy, or the birth/adoption of a child failing which their seat could be declared vacant pursuant to Section 259 of the *Municipal Act, 2001*.

However, as of May 30, 2017, Section 259 was amended as follows:

*Clause (1) (c) does not apply to vacate the office of a member of council of a municipality who is absent for 20 consecutive weeks or less if the absence is a result of the member's pregnancy, the birth of the member's child or the adoption of a child by the member.*

Effective March 1, 2019, Section 270(1) of the *Municipal Act, 2001*, as amended, requires that a policy be in place for pregnancy and parental leave for Council members. The pregnancy and parental leave available to a Member is 20 consecutive weeks, and does not require a resolution of Council (in accordance with section 259).

The proposed draft Pregnancy and/or Parental Leave of Members of Council policy, attached as Schedule A, outlines the process for a Member to formally submit their intention to take pregnancy or parental leave to the Town Clerk, commencement of the leave, entitlements while on leave and returning from leave.

The Policy provides as much flexibility as possible for Members recognizing that as elected representatives they have a unique role, and it is up to the individual Member to determine the level of service to provide their constituents. As proposed the Pregnancy and Parental Leave for Members of Council Policy currently permits the Member of Council on leave to continue to participate in events, and continue to represent their constituents at the level they choose and that is appropriate for their specific circumstances.

### **Regional Council**

In the event the Member of Council on leave is a Regional Councillor, then Town Council may appoint an Area Councillor to fulfill the temporary vacancy in accordance with Section 267 of the *Municipal Act, 2001*. This has been confirmed by the Region of Peel Regional Clerk.

### **Extension of Leave**

Members of Council may request extended leave beyond 20 weeks for pregnancy or parental leave as outlined in the proposed Policy. Council must authorize the absence by resolution. A request for extended leave should be submitted to the Town Clerk and the Town Clerk will prepare a report for General Committee addressing any administrative requirements of an extended leave.

### **Remuneration**

Members of Council do not pay Employment Insurance (EI) premiums and are not entitled to EI from the Town. As elected officials are not employees of the municipality the requirements of the Employment Standards Act with respect to paid, leave do not apply to Members of Council.

The proposed Policy currently permits the Member of Council on leave to continue to participate in events, and continue to represent their constituents at the level they choose and that is appropriate for their specific circumstances. During the leave, a Member may choose to attend Council or committee meetings without triggering a termination of the leave. This is consistent with the approach taken by other municipalities.

A Member's salary and any benefits will continue unaltered throughout the leave and a Member will have access to all of their office and technical resources.

**Consultation**

The proposed Policy was drafted in conjunction with the Manager of Human Resources. The Region of Peel, and other lower tier Peel Region municipalities were consulted regarding the drafting of the proposed Policy.

Other municipal examples of such policies were researched including the City of Kitchener, City of Waterloo, City of Markham, Town of Erin, Town of Newmarket, Town of Milton, Town of Oakville, and the Town of Blue Mountains.

**Procedural By-law Amendment**

The Policy adoption will require that section 12 of the Town's Procedural By-law, governing Attendance, be amended.

Following approval of the required Policy it will be posted on the website, circulated to all staff in the Mayor and Council Office and shared with the Region of Peel.

**FINANCIAL IMPLICATIONS**

There are no immediate financial implications associated with this report.

**COUNCIL WORK PLAN**

**Not Applicable**

Subject matter is not relevant to the Council Workplan.

**ATTACHMENTS**

Schedule A: Proposed Pregnancy and Parental Leave for Members of Council Policy

**Subject:** Pregnancy or Parental Leave Policy for Members of Council

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**Policy Statement:**

This policy provides guidance on how the Town of Caledon addresses a Member of Council's Pregnancy and/or Parental leave in a manner that respects a member's statutory role as an elected representative.

**Scope:**

In accordance with Section 270 of the *Municipal Act, 2011* this Policy applies to all Members of Council.

**Purpose:**

The Town of Caledon recognizes a Member of Council's right to take leave for the Member's pregnancy, the birth of the Member's child, or the adoption of a child in accordance with Section 270 of the Act, as revised by Bill 68.

**Definitions:**

Leave: means pregnancy or parental leave.

Human Resources: shall mean the Human Resources Department for The Corporation of the Town of Caledon.

Member(s) of Council: means the individuals elected or appointed to the Council for the Town of Caledon who have taken the declaration of office for the current term.

Pregnancy Leave: means leave entitlement for a person giving birth to a child.

Parental Leave: means leave entitlement for a parent.

Parent: means a natural or adoptive parent, or a person who is in a relationship of some permanence with the natural or adoptive parent of the child and intends to treat the child as their own.

**General Requirements:**

1. In accordance with Section 259 (1.1) of the *Municipal Act, 2001* a Member of Council is eligible to twenty (20) consecutive weeks of pregnancy leave and/or parental leave, not to extend beyond the end of a Member's term of office.
2. A Member of Council's pregnancy and/or parental leave does not require Council approval. Council will not declare the Member's seat vacant on account of the Member's absence(s) from Council meetings while on leave.

### Commencement of Leave

3. For Pregnancy Leave, the leave may start up to 20 weeks before a Member's expected date of delivery.
4. For Parental Leave, the leave may begin on the earlier of the date the child is born or the date the child first comes into the care, custody, or control of the Member.
5. A Member of Council should notify the Town Clerk and Manager, Human Resources, in writing, of their intent to take such leaves at least two weeks before the start of the leave. The notice should include:
  - The start date of the leave and the expected return date; and,
  - Information about which duties, if any, will continue to be undertaken by the Member during the leave.
6. If a Member of Council wishes to seek a leave in excess of twenty (20) consecutive weeks, a resolution of Council is required. The Member will advise the Town Clerk, in writing, of the request to extend their leave as soon as it is known with details on the nature of the requested extension.

### Entitlement

7. Despite being on Pregnancy Leave or Parental Leave, a Member may attend any meeting and exercise all rights and privileges of their office. This includes casting a vote on any matter before Council and/or Committees for which they are entitled.
8. Council may appoint a Member of Council to external boards and committees to replace the Member of Council on leave, on an as needed basis, unless the Member on leave has first given notice to the Town Clerk that they wish to continue to attend the meetings of the external boards and committees to which they were appointed by way of a resolution of Council
9. The Member of Council will advise the Town Clerk if they choose to attend Council and/or Committee meetings during their leave.
10. The Member is entitled to continue to receive communication from the Town (access to Council packages, email, meeting invitations, etc.), as if the Member were not on Leave, in accordance with the requests of the Member.
11. A Member on Pregnancy Leave or Parental Leave continues to receive their salary and is eligible for all benefits for the duration of their leave in accordance with the established remuneration and benefits for Members.
12. Members will continue to have access to all equipment supplied by the Town, including, but not limited to, access to their Town Hall office, information technology equipment, email, telephone, and the services of the Office of the Mayor.

### Returning from Leave

13. The Member shall provide written notice to the Town Clerk of any changes to their return date at least two weeks prior to their expected return. Upon return from leave, the Member of Council will resume all appointments to Council, Committees, external Boards and Committees that they previously held before the leave, unless Council decides otherwise.

### Regional Councillor

14. In the event the Member of Council on leave is a Regional Councillor, then Town Council may appoint an Area Councillor to fulfill the temporary vacancy in accordance with Section 267 of the *Municipal Act, 2001*.

### Legislative Reference

This Policy is made pursuant to s. 270 (1) (8) of the Municipal Act, 2001.

### Reference and Related Documents:

*Municipal Act, 2001*  
*Alternate Member By-law*  
*Council Code of Conduct*

## **Staff Report 2019-0120**

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Meeting Date: September 17, 2019

Subject: Appointment to the Board of Management of the Bolton Business Improvement Area (BIA)

Submitted By: Amanda Fusco, Manager of Legislative Services/Deputy Clerk, Corporate Services

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### **RECOMMENDATION**

That the By-law attached as Schedule A to staff report 2019-0120, being a by-law to establish a board of management to provide for the improvement, beautification and maintenance of municipally owned lands, building and structures in the Bolton business improvement area, be enacted.

### **REPORT HIGHLIGHTS**

- The Bolton Business Improvement Area (BIA) has been established since December 10, 1980.
- At a meeting on January 22, 2019 Council appointed members to the BIA for the 2018-2022 Term.
- Due to a current vacancy on the Board, the BIA Board of Management passed a motion recommending the vacancy be filled by Jose Do Paco

### **DISCUSSION**

The purpose of this report is to recommend the appointment of Jose Do Paco as a Director of the Board of Management for the Bolton BIA.

At a meeting on August 25, 1980 Council designated the Bolton BIA (By-law 1980-72, as amended). On December 10, 1980 established the Board of Management (By-law 1981-29, as amended).

Section 204(10) of the *Municipal Act, 2001*, as amended, prescribes that the term of the Board of Directors of a Board of Management is the same as the term of the Council that appointed them but continues until successors are appointed.

An election was held December 3, 2018 for the Board of Management for the 2018-2022 term. On January 22, 2019 Council appointed eight (8) Directors to the Board of Management and 2 Council representatives.

At a Board of Management meeting held on June 19, 2019, the Chair of the Board declared a vacancy in accordance with the BIA Procedural By-law, member Alphonso Ciarcellutti missed three consecutive meetings. At the July 17, 2019 Board meeting the Board discussed individuals interested in the vacancy and recommended that Jose Do Paco be appointed.

When vacancies occur, the Board of Management recruits and recommends preferred individual(s) for Council's consideration.

Upon review of the BIA Board appointment process, Staff noted that the By-law to appoint members to the Board originated from By-law 81-29. Throughout the years By-law 81-29 was amended to replace Schedule A with the names of the new Directors and members of Council. Staff undertook a house-keeping exercise to locate all the amendments to By-law 81-29 and discovered that not all the amendments and appointments had been repealed. Due to the fact that the Municipal Act has been amended, several sections referred to in By-law 81-29 are now inaccurate.

In an effort to be more transparent, staff are proposing that a new By-law, encompassing the contents of the original By-law 81-29 and amendments be approved. This By-law is reflective of the practices contained in the Bolton BIA's Procedural By-law.

The Board of Management is a statutory board and appointments must be approved by Council.

#### **FINANCIAL IMPLICATIONS**

There are no immediate financial implications associated with this report.

#### **COUNCIL WORK PLAN**

##### **Not Applicable**

Subject matter is not relevant to the Council Workplan.

#### **ATTACHMENTS**

Schedule A: Draft By-law



**THE CORPORATION OF THE TOWN OF CALEDON**

**BY-LAW NO. 2019-XX**

To establish a board of management to provide for the improvement, beautification and maintenance of municipally owned lands, buildings and structures in the Bolton Business Improvement Area

WHEREAS Sections 204 to 215 of the *Municipal Act, 2001*, as amended, regulates business improvement areas (BIA);

AND WHEREAS Section 204(2.1) of the *Municipal Act, 2001*, as amended, designates business improvement areas management boards as a local board of the municipality for all purposes;

AND WHEREAS Council passed By-law 80-72 being a By-law to establish a Business Improvement Area in Bolton (BIA);

AND WHEREAS Council deems it desirable to establish a board of management for the Bolton BIA;

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

1. That a Board of Management is hereby established which is entrusted, subject to the limitations as set out herein, with the improvement, beautification and maintenance of municipally owned lands, buildings and structures in the area and the promotion of the area as a business or shopping area, beyond such improvement, beautification and maintenance as is provided at the expense of the municipality at large.
2. That the Board of Management, established under paragraph 1 shall consist of the Area Councillor and Regional Councillor of the Ward in which the BIA is located, and eight (8) Directors who are members of the BIA or officers of corporate members selected by a vote of the members of the BIA and appointed by the Council of the Town of Caledon.
3. That each member of the Board of Management shall hold office from the time of their appointment until the expiration of the term of the Council that appointed them provided they continue to be qualified as provided in paragraph 2.
4. That where a vacancy occurs from any cause, Council shall appoint a person qualified as set out in paragraph 2 to be a member, who shall hold office for the remainder of the term for which their predecessor was appointed.
5. That the members shall hold office until their successors are appointed and are eligible for reappointment in the expiration of their term of office.
6. That the Board of Management established hereby shall submit to Council its estimates for the current year at the time and in the form prescribed by Council and may make requisitions upon Council for all sums of money required to carry out its powers and duties, but nothing herein divests Council of its authority with reference to rejecting such estimates in whole or in part or providing the money for the purpose of the Board of Management and, when money is so provided by

Council the Treasurer of the Town of Caledon shall upon the certificate of the Board of Management, pay out such money to the Board of Management.

7. That the Board of Management shall not expend any monies not included in the estimates approved by Council or in a reserve fund established under section 293 of the *Municipal Act, 2001*, as amended.
8. That the Board of Management established under paragraph 1 shall not incur any indebtedness extending beyond the current year.
9. That on or before the 1<sup>st</sup> day of March in each year, the Board of Management shall submit its annual report for the preceding year to Council, including a complete audited and certified financial statement of its affairs, with a balance sheet and revenue and expenditure statement.
10. That the Municipal Auditor shall be the auditor of the Board of Management and all books, documents, transactions, minutes and accounts of the Board of Management shall, at all times, be open to their inspection.
11. That upon the repeal of the By-law establishing the Board of Management the Board ceases to exist and its undertakings, assets, and liabilities shall be assumed by the municipality.
12. That By-laws 81-29, 82-76, 83-19, 85-25, 86-14, 87-42, 89-100, 90-49, 2004-138, 2005-093, 2010-147, 2011-047, 2011-091, 2011-127, 2012-089, 2014-011, 2015-004, 2015-029, 2016-014, and 2019-04 are hereby repealed.

### **Enactment**

This By-law shall come into full force and effect on the day of its passing.

**Enacted by the Town of Caledon Council this 24<sup>th</sup> day of September, 2019.**

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Allan Thompson, Mayor

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Carey Herd, Clerk

## **Schedule “A” of By-law 2019-XX**

Directors of the Board of Management for the Bolton Business Improvement Area

Councillor Annette Groves  
Councillor Tony Rosa  
Jean Carberry  
Jose Do Paco  
Bryan Gnida  
Shirley Hoppler  
Oleg Rudnitsky  
Jotvinder Sodhi  
Rex Teskey  
Verona Teskey

DRAFT

## **Staff Report 2019-0121**

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Meeting Date: September 17, 2019

Subject: 2019 Capital Status Update Report

Submitted By: September Muller, Senior Financial Analyst, Finance

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### **RECOMMENDATION**

That the 41 capital projects listed in Schedule A to Staff Report 2019-0121 be closed and the unaudited net capital project surplus of \$308,045.87 be transferred back to/(from) the original sources of funding; and

That Capital Project 19-163 Lloyd Wilson Centennial Arena Soil Remediation, in the amount of \$50,000, be funded from the Tax Funded Capital Contingency Reserve.

### **REPORT HIGHLIGHTS**

- Finance and Infrastructure has reviewed with departmental staff from across the corporation all open capital projects with the focus of closing all completed capital projects, where possible closing the 2016 and prior capital projects and assessing the progress and spending of each project.
- A total of 41 projects with a net surplus of \$308,045.87 can be closed.
- The Town will transfer the net surplus back to its original funding sources according to the proportion in which the projects were originally funded, except for any surplus pertaining to bridge replacement capital project which will be transferred to the Bridge Replacement Reserve Fund as per By-law 2013-042
- Technical adjustments to approved projects, provided for in the delegated authority by-law, are detailed in Schedule B of this report.
  - Technical adjustments to approved capital projects allow for the timely delivery of capital projects that require scope and/or funding adjustments.
  - As outlined in Schedule B, one of the technical adjustments includes increasing the scope of an existing capital project also handle the one appeal the Town received related to the 2019 Development Charges (DC) By-law 2019-031
- Capital Project 19-163 Lloyd Wilson Centennial Arena Soil Remediation was created to capture works procured under the emergency provisions of the Town's Purchasing By-law. These emergency works, estimated to be \$50,000, are now recommended to be funded.

### **DISCUSSION**

The purpose of this report is to identify capital projects that can be closed and return any surplus funds to its original source of funding and to update Council of any required in-year changes to capital projects.

The Town of Caledon established By-law 96-97 to regulate the budget process, to establish current and capital budget financial controls, and to establish reserve management financial principles.



Sections 5 f), 5 h) and 5 i) of By-law 96-97 outlines as follows:

- when and how capital budgets may be increased;
- what to do with surplus/deficit balances for completed projects; and
- specific rules on deficits exceeding 10% of the gross expenditure budget to a maximum of \$10,000.

Capital Projects are managed by Project Manager, Finance Staff and other staff across the Town. On a semi-annual basis, Town staff conducts a complete review of all open capital projects, once at mid-year and again at year-end. The purpose of this exercise is to:

- ensure departments are fulfilling their capital project commitments;
- monitor capital project spending to anticipate surpluses or deficits; and
- close completed capital projects in order to return any surplus funding back into Town reserves for future uses or funding requirements.

## **FINANCIAL IMPLICATIONS**

### **Part 1 – Capital Update**

Capital Project 19-163 Lloyd Wilson Centennial Arena Soil Remediation was created to capture works procured under the emergency provisions of the Town's Purchasing By-law. Soil contamination was identified while completing some plumbing repairs to the exterior of Lloyd Wilson Centennial Arena. Work was stopped with involvement from the Region of Peel and the Ministry of Environment. An environmental consultant was secured to lead through the investigative process, testing and site remediation. These emergency works, estimated to be \$50,000, are now recommended to be funded from the Tax Funded Capital Contingency Reserve.

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". Schedule B of this report details the technical adjustments to the approved capital budget that were made following concurrence from the CAO and respective General Manager for the project that the adjustment makes good business sense, and following Finance's confirmation of budget (remaining budget) information.

The technical adjustments outlined in Schedule B of this report were made within the approved budgets, so no additional funding is required for these projects. Included in Schedule B is an increase in the scope of Capital Project 15-160 Development Charges Appeal. The scope for this project was increased to include the defence of the Town's 2019 Development Charges (DC) By-law. Originally established for the defence of two DC by-law appeals against the Town's 2014 DC by-law, capital project 15-160's scope was increased to also include the one appeal the Town received for the 2019 DC by-law, by-law # 2019-031, which was approved by Council on May 28, 2019. The project will be used to fund expert representation at meetings, pre-hearing conferences, and in order to properly defend the DC By-law at the Local Planning Appeal Tribunal (LPAT). Again, this technical adjustment/scope change was made with no requirement for additional funding.

**Part 2 – Closed Capital Projects**

The Town currently has 283 active capital projects as outlined in the Table below.

**Town of Caledon - # of Capital Projects**

# of Projected Carried Forward into 2019 from prior years	317
# of New Projects Added in 2019, Approved by Council/Treasurer	7
- 19-160 Modernize Service Delivery	
- 19-161 Corporate Energy Projects	
- 19-162 Emergency Repair Humberlea Sewer	
- 19-163 Lloyd Wilson Centennial Arena Soil Remediation	
- 19-164 Supplementary Funding Enhanced Roads	
- 19-165 Fire Station 302 Signage	
- 19-166 Rehabilitation Town Roads	
# of Projects Closed in 2019, as recommended in this report	-41
<b>Balance of Current Active Projects</b>	<b>283</b>

In accordance with By-law 96-97, staff are recommending closing of 41 projects as identified in Schedule A: 2019 Capital Status Update Report and surplus funds of \$308,045.87 to be returned to the original funding sources as listed below.

<b><u>Funding Source</u></b>	<b><u>Amount of Transfer to/(from) Reserve</u></b>
Tax Funded Capital Contingency Reserve Fund	\$220,975.72
Reserve and Reserve Funds:	
DC Parkland	\$2,309.41
DC Roads	\$444.58
Fleet Equipment Reserve	\$37,830.61
Fire Equipment Reserve	\$23,833.12
Bridge Replacement Reserve	\$21,533.27
Corporate Energy Reserve	\$6,579.61
Animal Shelter Contingency Reserve	\$32.86
Surplus Land Sales	(\$10,990.52)
Mayfield West C.A.M.P. Reserve	\$5,497.21
Reserve and Reserve Funds	\$87,070.15
<b>Total</b>	<b>\$308,045.87</b>

**Surpluses & Deficits**

The 41 projects to be closed are shown in Schedule A with the surplus or deficit balance of the individual project as at August 31, 2019. The figures shown are unaudited and may change as a result of final invoices, internal cost recoveries, or accruals. In accordance with By-law 96-97, the projects in a surplus position will offset the projects in a deficit position.

All projects in a deficit position/with a budget shortfall have a variance below 10% of the gross expenditure budget and/or have a variance less than \$10,000, except for capital project 14-114 Bolton Fire Station – Land which has a deficit of \$10,990.52 due to non-refundable HST being incurred on the land exchange with TRCA. The current, unaudited and uncommitted Surplus Land Sales Reserve Fund balance is \$2,220,909.45 with the transfer of the deficit of \$10,990.52 the Surplus Land Sales Reserve Fund balance will be \$2,209,918.93 (= \$2,220,909.45 - \$10,990.52).

The current unaudited and uncommitted Tax Funded Capital Contingency Reserve Fund balance is \$6,413,403.62 with the staff recommendations as per Staff Report 2019-0121 the Tax Funded Capital Contingency Reserve Fund balance will be \$6,584,379.34 as outlined below:

	<b><u>Transfer to/(from)</u></b>
<b><u>Tax Funded Capital Contingency Reserve</u></b>	<b><u>Reserve</u></b>
Beginning Reserve balance	\$6,413,403.62
Schedule A - 41 Capital Projects	\$220,975.72
19-163 Lloyd Wilson Centennial Arena Soil	
Remediation	-\$50,000.00
Ending Reserve balance	\$6,584,379.34

**COUNCIL WORK PLAN**

Subject matter is not relevant to the Council Workplan.

**ATTACHMENTS**

Schedule A: 2019 Capital Status Update Report

Schedule B: 2019 Technical Adjustment Summary



Schedule A to Staff Report 2019-0121 - 2019 Capital Status Update Report

Project Number	Account #	Project Description	Funded Budget	Total Spending	Surplus / (Deficit)	% of Budget	Funds Transferred to / (from)				Total	Comments
							Tax Funded Capital Reserve Fund	Gas Tax Reserve	Reserve Fund	Other		
Community Services												
14-114	02-04-245-14114-010-69001	Bolton Fire Station - Land	\$1,261,161.30	\$1,272,151.82	(\$10,990.52)	-0.87%	\$0.00		(\$10,990.52)		(\$10,990.52)	Surplus Land Sales Reserve
16-090	02-04-245-16090-040-69001	Joint Fire Communications Centre Equipment Replacement	\$20,000.00	\$3,104.90	\$16,895.10	84.48%	\$0.00		\$16,895.10		\$16,895.10	Fire Equipment Reserve
17-024	02-08-385-17024-001-69010	Alton Village Square Water & Hydro	\$92,308.00	\$91,400.56	\$907.44	0.98%	\$907.44				\$907.44	
17-036	02-04-245-17036-001-69010	Inglewood Fire Station – Mansard Roof Replacement	\$131,766.00	\$113,774.03	\$17,991.97	13.65%	\$17,991.97				\$17,991.97	
17-074	02-08-465-17074-020-69001	Caledon East Community Centre Banquet Hall & Complex	\$59,158.00	\$59,158.09	(\$0.09)	0.00%	(\$0.09)				(\$0.09)	
17-099	02-08-465-17099-030-69001	Furniture Fixtures & Equipment - Various Recreation Facilities	\$75,000.00	\$74,832.55	\$167.45	0.22%	\$167.45				\$167.45	
17-130	02-04-245-17130-000-69001	Voice Communication Wireless Data Backup Public Safety Network - Capital Plan Phase 1	\$110,000.00	\$107,000.00	\$3,000.00	2.73%	\$3,000.00				\$3,000.00	
17-132	02-04-245-17132-000-69001	Joint Fire Communications Centre - Computer Aided Dispatch Replacement Phase 1	\$0.00	\$0.00	\$0.00	0.00%	\$0.00				\$0.00	Consolidated with 18-050 Joint Fire Communications Centre - Computer Aided Dispatch Replacement Phase 2
17-134	02-04-245-17134-040-69001	Large Fire Equipment Replacement	\$60,000.00	\$55,959.79	\$4,040.21	6.73%	\$1,010.05		\$3,030.16		\$4,040.21	Fire Equipment Reserve
18-025	02-08-465-18025-030-69001	Recreation - Furniture Fixtures & Equipment	\$75,000.00	\$74,909.99	\$90.01	0.12%	\$90.01				\$90.01	
18-027	02-08-465-18027-020-69001	Alton Library & Recreation Centre Exterior LED fixtures	\$8,842.00	\$8,195.95	\$646.05	7.31%	\$646.05				\$646.05	
18-047	02-04-245-18047-050-69001	Pumper/Rescue Replacement	\$700,000.00	\$678,953.91	\$21,046.09	3.01%	\$21,046.09				\$21,046.09	
18-048	02-04-245-18048-040-69001	Voice Communication - Capital Plan Projects	\$205,000.00	\$196,000.00	\$9,000.00	4.39%	\$9,000.00				\$9,000.00	
18-051	02-04-245-18051-040-69001	Personal Protective Equipment	\$65,000.00	\$64,995.96	\$4.04	0.01%	\$0.00		\$4.04		\$4.04	Fire Equipment Reserve
18-052	02-04-245-18052-040-69001	Large Fire Equipment Replacement	\$70,000.00	\$56,335.94	\$13,664.06	19.52%	\$9,760.24		\$3,903.82		\$13,664.06	Fire Equipment Reserve
18-095	02-08-385-18095-001-69010	Bolton Gateway Park	\$352,049.00	\$349,055.21	\$2,993.79	0.85%	\$684.38		\$2,309.41		\$2,993.79	DC Parkland Development
18-098	02-08-465-18098-020-69001	Albion Bolton Union Community Centre - Auditorium Upgrades	\$150,000.00	\$152,971.05	(\$2,971.05)	-1.98%	(\$2,971.05)				(\$2,971.05)	
18-108	02-08-385-18108-010-69001	Caledon East Tennis Court Resurfacing	\$60,000.00	\$55,204.80	\$4,795.20	7.99%	\$4,795.20				\$4,795.20	
18-123	02-08-465-18123-020-69001	Mayfield Recreation Centre Arena Painting/Sandblasting and Upgrades	\$127,079.93	\$125,542.96	\$1,536.97	1.21%	\$1,536.97				\$1,536.97	
18-144	02-02-405-18144-000-69001	Official Plan 5 Year Review	\$0.00	\$0.00	\$0.00	0.00%	\$0.00				\$0.00	Consolidated with 16-161 Land Use Policies - Official Plan Review
18-160	02-08-465-18160-020-69001	Caledon Sports Hall of Fame	\$10,000.00	\$8,121.41	\$1,878.59	18.79%	\$1,878.59				\$1,878.59	
19-104	02-08-385-19104-001-69010	Rubber Playground Surface Replacement	\$82,400.00	\$80,379.71	\$2,020.29	2.45%	\$2,020.29				\$2,020.29	
19-106	02-08-385-19106-001-69010	Palgrave Tennis Court # 4 Resurfacing	\$47,985.24	\$42,970.48	\$5,014.76	10.45%	\$5,014.76				\$5,014.76	
19-109	02-08-385-19109-010-69001	Ted Houston Park Fencing	\$7,500.00	\$0.00	\$7,500.00	100.00%	\$7,500.00				\$7,500.00	Bolton Brewers Baseball Club decided not to complete project
19-111	02-08-385-19111-010-69001	Fibar Playground Surface Top ups	\$25,000.00	\$25,032.96	(\$32.96)	-0.13%	(\$32.96)				(\$32.96)	
19-117	02-08-385-19117-010-69001	Park Sign Replacements	\$10,000.00	\$10,252.32	(\$252.32)	-2.52%	(\$252.32)				(\$252.32)	
Corporate Services												
16-064	02-01-475-16064-040-69001	Parking Enforcement Ticketing Units	\$100,000.00	\$101,090.70	(\$1,090.70)	-1.09%	(\$1,090.70)				(\$1,090.70)	
17-034	02-09-125-17034-001-69010	Animal Shelter Kennel Replacements	\$34,191.00	\$34,158.14	\$32.86	0.10%	\$0.00		\$32.86		\$32.86	Animal Shelter Contingency Reserve
Finance & Infrastructure Services												
12-012	02-09-265-12012-001-69001	Mayfield West Comprehensive Adaptive Management Plan (C.A.M.P.)	\$312,503.00	\$306,741.93	\$5,761.07	1.84%	\$263.86		\$5,497.21		\$5,761.07	Mayfield West C.A.M.P. Reserve
15-165	02-09-255-15165-040-69001	LED Streetlight Replacement	\$1,233,554.92	\$1,112,019.13	\$121,535.79	9.85%	\$114,956.18		\$6,579.61		\$121,535.79	Corporate Energy Reserve
16-068	02-09-500-16068-000-69010	Traffic Calming	\$56,000.00	\$55,004.07	\$995.93	1.78%	\$551.35		\$444.58		\$995.93	DC Roads
16-177	02-09-500-16177-000-69001	Public Transit Feasibility Study	\$113,941.00	\$113,940.66	\$0.34	0.00%	\$0.34				\$0.34	
17-118	02-09-265-17118-001-69010	Bridge Construction Program	\$1,171,000.00	\$1,149,466.73	\$21,533.27	1.84%	\$0.00		\$21,533.27		\$21,533.27	Bridge Replacement Reserve
18-009	02-09-495-18009-050-69001	Replacement of Light Duty Vehicles	\$225,000.00	\$208,447.44	\$16,552.56	7.36%	\$8,276.28		\$8,276.28		\$16,552.56	Fleet Equipment Reserve
18-011	02-09-495-18011-050-69001	Tandem Axle Dump Truck Replacement	\$700,000.00	\$666,986.39	\$33,013.61	4.72%	\$14,053.89		\$18,959.72		\$33,013.61	Fleet Equipment Reserve
18-168	02-09-495-18168-040-69001	Snowplow Replacement Insurance Recovery	\$341,337.83	\$341,358.50	(\$20.67)	-0.01%	(\$20.67)				(\$20.67)	Insurance Recovery, \$20.67 shortfall recommendation to be funded from the Tax Funded Capital Contingency Reserve
19-009	02-09-495-19009-040-69001	Gravel Retriever	\$25,000.00	\$14,405.39	\$10,594.61	42.38%	\$0.00		\$10,594.61		\$10,594.61	Fleet Equipment Reserve; surplus due to favourable pricing
19-087	02-09-265-19087-001-69010	Tormina Fence Replacement Phases 3-7	\$0.00	\$0.00	\$0.00	0.00%	\$0.00				\$0.00	Consolidated with 17-114 Tormina Fence Replacement Phases 3-7
19-162	02-09-495-19162-073-69001	Emergency Repair Humberlea Sewer	\$134,323.00	\$134,323.20	(\$0.20)	0.00%	(\$0.20)				(\$0.20)	
Strategic Initiatives												
16-187	02-05-195-16187-040-69001	Website Upgrades	\$20,000.00	\$20,095.00	(\$95.00)	-0.48%	(\$95.00)				(\$95.00)	
18-038	02-07-365-18038-040-69001	Library IT Equipment	\$75,000.00	\$74,712.68	\$287.32	0.38%	\$287.32				\$287.32	
Total - Capital Projects			\$8,347,100.22	\$8,039,054.35	\$308,045.87		\$220,975.72	\$0.00	\$87,070.15	\$0.00	\$308,045.87	



Schedule B to Staff Report 2019-0121 - 2019 Technical Adjustment Summary

			Approved Budget					Revised Budget			
Project Number	Project Description	Technical Adjustment	Tax Funding	Reserve Funding*	Other Funding	Total Funding	Budget Transfer	Tax Funding	Reserve Funding*	Other Funding	Total Funding
Finance & Infrastructure Services											
15-160	Development Charge Appeals	Scope of project was increased to include the Town’s defence of a 2019 DC by-law appeal in addition to the appeals to the Town’s 2014 DC by-law.	\$ -	\$ 200,000	\$ -	\$ 200,000		\$ -	\$ 200,000	\$ -	\$ 200,000
19-003	Surface Treatment Program	Scope of the project was increased to include Glen Haffy Road from Highway 9 to 1.1km South of Highway 9 and the cost was funded through savings from the project.	\$ 850,000	\$ -	\$ -	\$ 850,000		\$ 850,000	\$ -	\$ -	\$ 850,000
19-015	Facility Energy Reduction	The project had a budget shortfall which was funded by savings from a Recreation facility project.	\$ 50,000	\$ -	\$ -	\$ 50,000	\$ 8,594	\$ 58,594	\$ -	\$ -	\$ 58,594
	Transfer from										
	17-036 Inglewood Fire Station - Mansard Roof Replacement		\$ 140,360	\$ -	\$ -	\$ 140,360	\$ (8,594)	\$ 131,766	\$ -	\$ -	\$ 131,766
Total - Capital Projects			\$ 1,040,360	\$ 200,000	\$ -	\$ 1,240,360	\$ -	\$ 1,040,360	\$ 200,000	\$ -	\$ 1,240,360

\* Reserve Funding - 15-160 DC Studies

## **Staff Report 2019-0127**

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Meeting Date: September 17, 2019

Subject: Community Transportation Grant Program

Submitted By: Heather Haire, Treasurer, Finance

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### **RECOMMENDATION**

That the Town of Caledon supports the local Community Transportation Project and is committed to implementing the service to begin on October 1, 2019;

That the Town of Caledon agrees to receive and be responsible for the Community Transportation Grant Program funds from the Province of Ontario; and

That the proposed by-law, attached as Schedule A to Staff Report 2019-0127, be enacted.

### **REPORT HIGHLIGHTS**

- The purpose of this report is to provide Council an update on the Province of Ontario's Community Transportation grant and to obtain the required resolution from Council and By-law in accordance with the Ministry of Transportation of Ontario's (MTO) Transfer Payment Agreement for the Community Transportation Grant Program.
- MTO introduced a new round of funding for transportation projects through a 5-year Community Transportation Grant Program to provide financial assistance to municipalities from 2018 to 2023. The Town of Caledon and CCS jointly submitted the proposal to the CT Program, and was announced the successful applicant for a total funding of \$500,000.
- The approval of this report and the by-law will allow the agreement to be executed between the Town and MTO.
- This report also provides an update on the CCS requested, in late 2018, for the Town to provide \$75,000 of Transit Funding from the Town's 2019 Operating Budget.

### **DISCUSSION**

#### Community Transportation Grant Program

The Ministry of Transportation of Ontario (MTO) Transfer Payment Agreement for the Community Transportation Grant Program has specific requirements related to the resolution of Council and Town by-law required for the execution of the agreement. Staff received Council approval to execute the Transfer Payment Agreement in June 2018 after it was announced that the Town of Caledon and Caledon Community Services (CCS) were successful recipients of the grant. However, at that time the Transfer Payment Agreement

was not available therefore the Ministry required resolution and by-law were not enacted by Council in June 2018.

CCS' Transportation Program provides specialized transportation, such as short or long-term disabilities and seniors, to Caledon and surrounding areas. Between 2016 to 2018, CCS received the funding from the Ministry of Transportation of Ontario's (MTO) Community Transportation Pilot Grant Program through the Town of Caledon and was able to expand its passenger eligibility to include youth non-seniors, and non-disabled Caledon residents between the age of 8 – 59. Transportation options were provided for these individuals and supported their access to employment, community services programs and a variety of civic engagement activities. This Pilot Program expired March 31, 2018.

Building on the 2-year Pilot Program, MTO introduced a new round of funding for transportation projects through the 5-year Community Transportation Grant Program (the CT Program) to provide financial assistance to municipalities from 2018 to 2023. The Town of Caledon and CCS jointly submitted the proposal to the CT Program, and was announced the successful applicant for a total funding of \$500,000. Before funds are disbursed to the municipality, the municipality is required to enter into a Transfer Payment Agreement with the MTO. The Town recently received the Transfer Payment Agreement for the 2018 to 2023 program. While the Mayor and Clerk was provided authorization to enter into a Transfer Payment Agreement for the \$500,000 Community Transportation Program grant, the agreement has specific requirements on the resolution of Council and by-law required to be passed by the Town before the agreement may be fully executed.

Like the pilot program, the \$500,000 of grant funding will flow from the MTO to the Town. For the administration of the pilot grant funds, staff executed a memorandum of understanding (MOU)/ agreement with CCS in 2015, in accordance with the delegated authority by-law, as to how the funds will be disbursed from the Town to CCS. Since the Town has again partnered with CCS, a MOU is required to govern the administration (including processes and internal controls) of the grant and distribution of funds from the Town to CCS in accordance with the terms of the Ministry of Transportation's Transfer Payment Agreement. Staff are currently finalizing the MOU with CCS with the goal of having it executed by the start date of the new program. In the essence of time and due to the Town receiving and being responsible for the grant funds, the MOU for this round of grant funding will be the same as the previous 2-year pilot program.

## **FINANCIAL IMPLICATIONS**

There are no immediate financial implications associated with this report. As reported in 2018 and in the grant application, CCS intends to spend approximately \$100,000 of the \$500,000 grant to purchase a new bus and the balance to pay the operating costs to provide the service to 2023.

In 2018, late in the 2019 Budget process, CCS requested the Town for \$75,000 of Transit Funding from the Town's 2019 Operating Budget. That is, the Town was requested to allocate \$75,000 of funding raised through property taxes to support the CCS Transit program. This request was not approved in the 2019 budget.

Since that time CCS has met with staff on two separate occasions, 7-May-2019 and 9-August-2019, to better understand the CCS Transit program and background on the CCS request.

In addition to the program that will be funded with the MTO grant noted in this report, CCS also provide three other transit programs:

- 1) Long-Term Care;
- 2) TransHelp;
- 3) "Community Rides"

Based on projections provided by CCS at the 9-August-2019 meeting, CCS is projecting to break-even on its Transit Service Operations (only) in 2019 (modest \$2,761 surplus). However, when factoring in CCS' capital program, i.e. bus replacement program, it appears that CCS will need to replace one to two buses per year for the next four to five years at approximately \$100,000 per bus. It does not appear that any funds have been set aside for the replacement of buses over the years. Accordingly, the Town is now being requested to pay for bus replacements \$75,000 in 2019 which could increase to \$100,000 - \$200,000 in 2020, 2021, 2022.

Council has approved \$320,000 in the Town of Caledon's 2019 budget to implement transit in Bolton and Mayfield West in accordance with the Town's approved Transit Feasibility Study. At this time, there is no projected surplus from the \$320,000 allocated in 2019 and future years. Accordingly, there are no transit funds remaining to be provided to CCS in 2019.

Based on the financial projections provided by CCS staff, it appears CCS is managing the operating side its transit service within budget but has a \$100,000 to \$200,000 annual shortfall related to bus replacements over the next few years. The Town of Caledon's provision of public transit in Caledon does not include the Town to purchase buses and the hiring drivers to implement this service. The Transit Feasibility Study does include future phases which CCS may bid to provide the service for. However, at this time, Council has only approved phase 1 (Bolton and Mayfield West) at \$320,000.

Staff do not recommend increasing 2020 budgets/implementing tax increases to support the replacement of CCS buses while the Town is in the early stages of implementing public transit. Additional investments in transit service in Caledon should be made following the results of Phase 1 implementation of the Town Transit Service (e.g. the Bolton and

Mayfield West service). That is additional property taxes levied for transit should be considered following reporting of the Phase 1 (Bolton and Mayfield West) services.

## **COUNCIL WORK PLAN**

### **Sustainable Growth**

Continue the implementation of the Transportation Master Plan including transit, infrastructure, cycling, traffic management, traffic calming, livable and walkable communities

## **ATTACHMENTS**

Schedule A: Community Transportation Grant By-law

**THE CORPORATION OF THE TOWN OF CALEDON**

**BY-LAW NO. XXXX-XX**

A By-law to authorize the execution of an agreement with her Majesty the Queen in right of the Province of Ontario as represented by the Minister of Transportation for the Province of Ontario – Community Transportation Grant Program

AND WHEREAS the Council of The Corporation of the Town of Caledon deems it expedient to authorize the execution of an Agreement with Her Majesty the Queen in right of the Province of Ontario as represented by the Minister of Transportation for the Province of Ontario for funding under the Community Transportation Grant Program (CT Program).

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

1. THAT the Mayor and Clerk are hereby authorized to execute on behalf of the Corporation of the Town of Caledon, a Transfer Payment Agreement (Agreement) with Her Majesty the Queen in right of the Province of Ontario as represented by the Minister of Transportation for the Province of Ontario for funding under the CT Program.
2. THAT the Mayor and Clerk have the delegation of authority to execute any and all required documentation on behalf of the Corporation of the Town of Caledon as required by the CT Program.
3. THAT the Corporation of the Town of Caledon commits to spending CT Program funding in accordance with all provisions specified in the Agreement.
4. THAT the Corporation of the Town of Caledon commits to spending CT Program funding only on implementing the approved projects identified in the Agreement.

**Enactment**

This By-law shall come into full force and effect on the day of its passing.

**Enacted by the Town of Caledon Council this 24th day of September, 2019.**

\_\_\_\_\_  
Allan Thompson, Mayor

\_\_\_\_\_  
Carey Herd, Clerk



Meeting Date: September 17, 2019

Subject: Automated Speed Enforcement (ASE) - Status Update

Submitted By: Arash Olia, Interim Manager, Transportation Engineering  
Steve Mathew, Traffic Technologist, Transportation Engineering

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## **RECOMMENDATION**

That the Province of Ontario/Ministry of Transportation of Ontario be requested to list the Town of Caledon in the Provincial regulation related to Automated Speed Enforcement; and

That Town staff continue to work in collaboration with Peel Region, the Ministry of Transportation of Ontario, the Ministry of the Attorney General, other municipalities in Ontario, and Ontario Traffic Council to further investigate how the Automated Speed Enforcement (ASE) program can be implemented and report back to Council.

## **REPORT HIGHLIGHTS**

- Automated Speed Enforcement is a new type of technology for traffic enforcement, which requires further investigation/development in a number of areas, including the potential number of infractions, appeal mechanisms, and technology-related issues.
- Automated Speed Enforcement can be only implemented within designated Community Safety Zones where the prescribed rate of speed is less than 80 km/h and School Zones, based on Bill 65.
- All School Zones in Caledon have been designated as a Community Safety Zones which means that fines for traffic-related offences are doubled.
- Staff will continue to participate in the provincial Automated Speed Enforcement working group to explore how the ASE program can be implemented in Caledon.
- Staff will report back to Council with recommendations for Council's consideration regarding ASE deployment once further analysis and research has been undertaken.

## **DISCUSSION**

On June 18, 2019, Council approved the following notice of motion and provided Transportation division staff the following direction:

Whereas the small villages and hamlets of the Town of Caledon with narrow roads and poor sight lines are just not capable of handling ever increasing volumes and speed of traffic,

Whereas Bill 65; An Act to amend the Highway Traffic Act in respect of speed limits in municipalities and other matters includes the following:

“Section 205.1 (1) An automated speed enforcement system may be used in accordance with this Part and the regulations made under it,

(a) in a community safety zone designated by by-law passed under subsection 214.1 (1) where the prescribed rate of speed is less than 80 kilometres per hour; or

(b) in a school zone designated by by-law passed under clause 128 (5) (a)”

Whereas the Town has established various Community Safety Zones in the Traffic By-law to promote safety,

Now therefore be it resolved that staff investigate the recently permitted use of automated speed enforcement systems in Caledon, both inside and outside of Community Safety Zones.

That staff review the criteria used to identify Community Safety Zones in the Town.

That staff report back in the fall of 2019.

The purpose of this report is to report back on the status of ASE's.

### **Automated Speed Enforcement (ASE) Program**

On May 30, 2017, the Minister of Transportation passed Bill 65, *the Safer School Zone Act*. The intent of Bill 65 is to amend the *Highway Traffic Act* (HTA) by repealing the current photo radar provisions and enact a new Automated Speed Enforcement (ASE) system. Municipalities would be able to enact bylaws to allow the use of the ASE only in Community Safety Zones where the prescribed rate of speed is less than 80 km/h and School Zones. Town staff have been actively participating in the working groups hosted by the Ontario Traffic Council (OTC) which includes stakeholders from the Ministry of Transportation (MTO) and a group of Ontario municipalities to explore how to implement the ASE program. This includes establishing location selection, speeding threshold, type of technology equipment, installation of cameras/signage, judicial process and public communications. This intent of the partnership is to work out implementation issues beforehand and to promote consistency in ASE implementation across Ontario.

As part of the OTC working group work, the City of Toronto has expressed an interest to operate a joint processing centre for the Province related to ASE's. That is, similar to the processing of images and tickets for red light camera's, the City of Toronto wishes to process images and issue tickets for City of Toronto's ASE program and the ASE programs of other municipalities across the province. In April 2019, the City of Toronto

issued a Request for Proposal for the supply, installation, operation and maintenance of ASE equipment. This process also ensures that one standard ASE equipment is used throughout the province. The *Highway Traffic Act* would then be amended to include the specific ASE model that the municipalities can only use.

Phase 1 of the ASE program is expected to be operational in the province by December 2019 with the following municipalities have expressed interest in participating which includes City of Toronto, City of Burlington, City of London, City of Mississauga, City of Brampton, City of Ottawa, Town of Oakville, Region of Peel, Region of Waterloo, Region of Durham, York Region and Oxford County.

In order for the municipalities to be included in the first year of the ASE program, MTO and Ontario Traffic Council recommend that municipal Councils pass resolutions requesting the Province to include their municipality in upcoming Ontario Regulations related to ASE's. Being listed in the Ontario Regulation will allow the Town to implement an ASE program once the Province proclaims that this legislation is in force (scheduled for December, 2019). While there are outstanding ASE issues/standards to be developed, it is uncertain when the Ontario Regulations will be updated next so staff recommend that the Province of Ontario/Ministry of Transportation Ontario be requested to list the Town of Caledon in the Provincial regulation related to ASE's.

The Region of Peel recommends deploying one ASE mobile unit that will be located along Regional Roads in Caledon within Community Safety Zones and School Zones as a pilot. Currently, the Region has 10 Community Safety Zones and the Town has 22 Community Safety Zones in Caledon. All School Zones in Caledon have been designated as a Community Safety Zone.

The Town has been working with the Region to better understand the site selection process, the projected number of infractions and appeals that the Caledon Provincial Offences Court system can handle. This information would help estimate the resources implications, for example, additional staff and additional room space for future budget considerations. Staff recommends continuing participating in the Automated Speed Enforcement discussions with the Province, Region of Peel, and municipalities, via the OTC working groups, to allow for further investigation of the ASE program and ASE implementation in Caledon.

### **Community Safety Zones and School Zones**

The purpose of a Community Safety Zone is to let the motorists know they are within a zone where fines (for offences such as speeding, distracted driving, or traffic signal-related) are doubled through a special designation under the *Highway Traffic Act* (HTA). The signs include the BEGINS and ENDS tabs define the legal limits of the zone. The rules of the road do not change within the zone, only penalties for violations are increased.

Community Safety Zones are sections of roadways where public safety is of special concern. According to Ontario Traffic Manual Book 5, Community Safety Zones may include roadways near schools, daycare centres, playgrounds, parks, hospitals, senior citizen residences and may also be used for collision-prone areas within a Community. This is a standard criteria that municipalities within Ontario use to determine if the Community Safety Zone is required. As recommended by the Ontario Traffic Council, the Town of Caledon has designated all School Zones as Community Safety Zones also. Currently only School Zones have been designated Community Safety Zones by the Town. Town staff will continue to follow best practices and the standards in Ontario Traffic Manual Book 5 when considering future Community Safety Zone designations.

According to the Ontario HTA, a School Zone is a portion of highway within 150 metres along the highway in either direction beyond the limits of the land used for the purposes of the school. A speed limit that is lower than the rate of speed otherwise prescribed for that portion of highway and the time(s) at which the lower speed limit is effective will be prescribed for motorists driving in the School Zone. Fines inside School Zones are the same as outside unless it has been designated as the Community Safety Zone.

In 2018 Council (staff report 2018-79: Proposed Community Safety Zone Designation) approved all schools within Caledon to be designated as a Community Safety Zone along Town Roads.

The benefit of designating Community Safety Zones for all schools in Caledon is to bring a uniform approach for traffic calming within the school zones, which is intended to increase driver compliance to the reduced speed limits within school zones in Caledon. Such a designation will also assist in the implementation of Automated Speed Enforcement – e.g. the doubling of fines will also result in driver compliance and reduced speeds in school zones.

### **Next Steps**

Town staff will continue to work with the Province and other municipalities, via the OTC-hosted working groups, to develop standards/resolve issues related to the implementation of ASE's province-wide. This work will also further inform criteria related to community safety zone designations where it is the intent of Council to also implement ASE's within the community safety zone under consideration.

In the interim, staff will continue to follow the Ontario Traffic Manual Book 5 for consideration of Community Safety Zone designations and the HTA for the consideration of School Zone designations.

The Town has been and will continue working with the Region to identify potential implications and locations of where ASE can be implemented in Caledon as a pilot program. Staff will report back to Council with recommendations for Council's consideration regarding ASE deployment once further analysis and research has been undertaken.

**FINANCIAL IMPLICATIONS**

The Town and Regional staff will continue to participate in the joint ASE Steering Committee and estimate the financial and resource implications as part of the analysis related to ASE deployment.

**COUNCIL WORK PLAN**

This work aligns with Sustainable Growth pillar in the Council Work Plan 2018-2022, to continue implementation of the Transportation Master Plan including transit, infrastructure, cycling, traffic management, traffic calming, liveable and walkable communities.

**ATTACHMENTS**

None.

## **Staff Report 2019-0152**

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Meeting Date: September 17, 2019

Subject: McLaren Wayside Pit Update

Submitted By: Fuwing Wong, General Manager, Finance and Infrastructure Services / Chief Financial Officer

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### **RECOMMENDATION**

That the Town of Caledon only proceed with future wayside pits on unopened road allowances after public consultation, careful consideration and a business case that addresses the concerns noted in Staff Report 2018-78.

### **REPORT HIGHLIGHTS**

- In 2018, staff reported on the financials related to the Town's McLaren Wayside Pit capital project:
  - The 2018 report included financial information on the financial costs and benefits of the McLaren Wayside Pit project, including financials related to the use of the aggregate extracted from the McLaren Wayside Pit on Town road projects (Kennedy Road and Simpson Road);
  - The 2018 report summarized that the financial benefits offset the financial costs;
  - Further, the 2018 report concluded that because of the limited financial benefit and the fact that the extraction of aggregate is not a core business for the Town, the Town should avoid future wayside pit operations/licences without more careful consideration of a thorough business case that incorporates the lessons learned from the McLaren Wayside Pit experience.
- Council directed staff to obtain an independent review of the financial information and to provide responses to the questions from delegates related to the report;
- This report:
  - summarizes the original financial information reported by staff in 2018;
  - outlines the procedures performed by the Town's external auditor to determine the accuracy and completeness of the financial information reported by staff;
  - restates the financials (e.g. cost of the McLaren Wayside Pit project and projected benefits) following the audit; and
  - provides supplemental information related to other questions raised by delegates to the original 2018 reports on the former McLaren Wayside Pit.
- Overall, the work completed by the Town's external auditor did not identify any material exceptions to the financials reported by staff in report 2018-78 and the memo dated 10-July-2018. However, subsequent events (i.e. subsequent to the 2018 reports and memos), such as a higher than anticipated refund cheque from the Ministry of Natural Resources and Forestry and more winter sand than

projected following screening, resulted in more favourable financials related to the McLaren Wayside Pit project. However, the more favourable financials does not change staff's original (2018) recommendations related to future wayside pit projects.

## **DISCUSSION**

On 10-July-2018, staff reports 2018-78 and 2018-80 related to the former wayside aggregate pit on the unopened McLaren road allowance (north of Charleston) were referred back to staff. Copies of the reports are attached as Schedules A and B to this report. The Council resolutions referring the reports back to staff are as follows:

*Report 2018-78 - McLaren Wayside Pit Update regarding Financial Costs:*

That Staff Report 2018-78 be referred back to staff; and

That staff investigate the potential of an independent audit of the McLaren Wayside Pit and report back to Council with information on costing and scope within 60 days.

*Report 2018-80 - McLaren Wayside Pit Update regarding Rehabilitation:*

That Staff Report 2018-80 be referred back to staff to investigate the issues raised by the June 26, 2018 delegation on the matter.

The purpose of this report is to provide information requested at the 10-July-2018 meeting when the two reports were referred back to staff. This report is structured in two parts:

Part A – Provides updates related to Report 2018-78;

Part B – addresses questions/provides updates related to Report 2018-80.

### **Part A: Report 2018-78 - McLaren Wayside Pit Update regarding Financial Costs**

Report 2018-78 related to the financial costs of the former McLaren Wayside Pit project was prepared for 26-June-2018 General Committee meeting. The General Committee recommendations were then considered by Council at the 10-July-2019 Council meeting and the report was referred back to staff on July 10<sup>th</sup> with detailed direction noted in the above section of this report.

Due to Council and the public's interest in obtaining an independent audit of the financial information presented by staff in staff report 2018-78, the Town's municipal auditor/external auditor, the independent accounting firm Millards, was engaged to conduct the work at a cost of approximately \$8,000 (final invoicing not received at time of report and is subject to further requests from Council, if any). A full copy of the accountants' report is attached as Schedule C to this report. A review of the accountants' report out of context of the McLaren Wayside Pit financials reported in staff report 2018-78 may be confusing to the average reader. Accordingly, to assist Council and the general (non-accountant) reader to understand the accountants' report, Town staff have organized this report (report 2019-0152) with excerpts from the original 26-June-2018 report 2018-78 followed by the related audit procedure(s) and audit findings & comments in the accountants' report.



In Summary, the external auditor did not find material exceptions to the financials reported by staff in report 2018-78 and the memo dated 10-July-2018. Since the audit work was performed subsequent to the 2018 reports and memos, the external auditor did identify two items (i.e. higher MNRF refund cheque and higher quantities of winter sand) that were outstanding at the time of the reports but have subsequently come in more favourable than the conservative figures reported by staff in June/July 2018. Details of what staff reported and the external auditor work are as follows:

**i. Aggregate Extracted and Used for Town Road Projects**

In report 2018-78, staff reported:

Based on the weigh scale tickets, 123,797 tonnes of material was extracted from the Town's former McLaren Wayside Pit. An accounting of the extracted material is as follows:

123,797 tonnes	Extracted
(4,043 tonnes)	Capital Project #14-093 Simpson Road (South of George Bolton Parkway)
<u>(17,920 tonnes)</u>	Capital Project #14-101 Kennedy Road Construction
<u>101,834 tonnes</u>	remaining

External Auditor's Findings:

*Aggregate Extracted*

- Procedure #1 in the Accountants' Report (Schedule C) – Based on a review of the clerical accuracy of the Town's aggregate reconciliation, the external auditor noted that "the total tonnage was 123,835.35. A discrepancy of 38.35 tonnes was identified..." Millards noted that the 38.35 (= 123,835.35 - 123,797 tonnes noted in report 2018-78) tonnes was related to a weigh ticket that was not received from LaFarge. Accordingly, the 38.35 tonnes was excluded from the Town's inventory, not paid to LaFarge, and not included in the report to Council, Report 2018-78.
- Procedure #2 in the Accountants' Report (Schedule C) – To obtain a 95% confidence level within a variation of 4,000 tonnes, the external auditor reviewed a statistical sample of invoices and weigh tickets in Procedure 1 and did not find any exceptions.

*Extracted Aggregate Used for Simpson Road Project (Capital Project #14-093)*

- Procedure #3 in the Accountants' Report (Schedule C) - Based on a review of the clerical accuracy of the schedule containing all associated weight tickets to project #14-093, the external auditor identified "the total tonnage was 4,081.41. A discrepancy of 38.41 tonnes was identified..." of which 38.35 tonnes is related to the same issue noted in Procedure #1 above and the balance, 0.06 tonnes is related to rounding applied in the original report, Report 2018-78.
- Procedure #4 in the Auditors Report (Schedule C) – To obtain a 95% confidence level within a variation of 250 tonnes, the external auditor reviewed a statistical

sample of invoices and weigh tickets in Procedure 3 (e.g. related to the Simpson Road capital project) and did not find any exceptions.

*Extracted Aggregate Used for Kennedy Road Project (Capital Project #14-101)*

- Procedure #5 in the Accountants' Report (Schedule C) - Based on a review of the clerical accuracy of the schedule containing all associated weight tickets to project #14-101, the external auditor identified "the total tonnage was 17,920.41. An immaterial discrepancy of 0.41 tonnes was identified due to rounding."
- Procedure #6 in the Accountants' Report (Schedule C) – To obtain a 95% confidence level within a variation of 1,000 tonnes, the external auditor reviewed a statistical sample of invoices and weigh tickets related to the Kennedy Road capital project and did not find any exceptions.

**ii. Pit Run Material Remaining**

In report 2018-78, staff reported:

Of the 101,834 tonnes of pit run material remaining:

75,000 tonnes	pit run sold and to be screened and picked-up by purchaser
15,000 tonnes	estimated sand to be used for winter maintenance
<u>11,834 tonnes</u>	overburden (or unusable material)
<u>101,834 tonnes</u>	

Final allocation of the 101,834 tonnes between the three categories subject to change following the screening of the pit run material.

**External Auditor's Findings:**

*Pit run sold (75,000 tonnes)*

- Procedure #13 in the Accountants' Report (Schedule C) – Sale of 75,000 tonnes of pit run verified by external auditor.

*Estimated Sand usable by Town for Winter Maintenance (15,000 tonnes estimated at the time of the report)*

- Procedure #7 in the Accountants' Report (Schedule C) – Verified by the external auditor and based on screening after the June 2018 report, sand screened from the pit run material that is usable by the Town for future winter maintenance activities is actually higher by 1,700 tonnes (i.e. 16,700 tonnes vs. 15,000 tonnes noted in the report). As noted in the Accountants' Report (Schedule C, Procedure 7), "The variance relates to the estimate of sand to be delivered compared to the actual amount of sand realized in the Fall of 2018."

As noted in report 2018-78, the sand will mean future savings for the Town as the Town uses sand for winter maintenance activities.

**iii. Expenditures Related to the Town's McLaren Wayside Pit project**

In report 2018-78, staff reported: (see notes below regarding restatements)

The total budget for Capital Project # 11-054 Gravel Pit Extraction is \$696,119. To-date, \$269,098.47\* has been spent against this capital project. Further, expense savings and offsets related to the extracted materials quantified and transferred/to be transferred to reserves totals \$401,137.69.

Expenditures to-date for capital project #11-054 total \$269,098.47\* comprised of actual expenditures of \$284,098.47\*\* less a pending security refund of approximately \$15,000 expected from MNRF. Once the refund is received, capital project #11-054 will be closed with a surplus of approximately \$427,020.53\*\* (=\$696,119 - \$269,098.47\*).

\*Note: In the original report 2018-78, presented at General Committee on 26-June-2018, the total expenditures to-date was incorrectly report as \$397,020.53. This mathematical error was identified by staff and the corrected figure, \$269,098.47, was reported via a memorandum on 10-July-2018 before the General Committee report was received by Town of Caledon Council. A copy of the memorandum identifying the correction is attached as Schedule D to this report.

\*\*These figures have been restated (from what was reported in the original report 2018-78) as they are impacted by the corrected "total amount spent" figure noted above. That is, a correction to the amount spent in the capital project also impacts the net surplus for the capital project. Per the 10-July-2018 memorandum (attached as Schedule D to this report), the correction does not impact that conclusion and recommendation not to proceed with future wayside pits on unopened Town road allowances.

**External Auditor's Findings:**

*Confirmation of budget amount for Capital Project #11-054 (\$696,119)*

- Procedure #8 in the Accountants' Report (Schedule C) – The external auditor verified that the "budget of \$696,119 is accurate" for capital project #11-054, the McLaren Wayside Pit project.

*Verification of Gross Amount Spent in Capital Project #11-054 (\$284,098.47)*

- Procedure #12 in the Accountants' Report (Schedule C) - Based on a review of detail extracts from the Town's general ledger, the external auditor verified the expenses related to the McLaren Wayside Pit project entered into the Town's financial accounting system totaled \$284,098.47 representing gross expenditures. Note: reference to the \$269,098.47 and \$15,000 relates to the "net" expenditure and is explained below.

*Assess Collectability of the Ministry of Natural Resources and Forestry (MNRF) Security Refund Used to Reduce Gross Amount Spent for Capital Project #11-054 (\$15,000)*

- Procedure #11 in the Accountants' Report (Schedule C) - The external auditor found the refund to be the Town to be higher than Town staff's estimate of \$15,000 at the time of the 2018 report. The actual refund cheque received by the Town totaled \$22,441.17 which includes:
  - Return of the \$15,000 (or \$15,013.37 rounded) security deposit; and
  - an unanticipated return of the Town of Caledon's (lower tier) aggregate fee collected by Aggregate Resources Trust, in the amount of \$7,427.80, based on actual tonnage of aggregate extracted.

The unanticipated higher refund, received subsequent to the 2018 report, reduces the actual net expenditure related to the Town's McLaren Wayside Pit project but does not change staff's recommendation in the original report 2018-78 of not proceeding with wayside pits on unopened road allowances in the future without careful consideration and a thorough business case.

*Verification of Net Amount Spent in Capital Project #11-054 (\$269,098.47 = Gross of \$284,098.47 less Pending Refund of \$15,000)*

- Procedure #9 in the Accountants' Report (Schedule C) – The external auditor verified the clerical accuracy of the Town's supporting schedule relating to capital project #11-054, which identified net expenditures of \$269,098.47, and did not note any exceptions related to the clerical accuracy. Note, the schedule included a \$15,000 anticipated MNRF refund cheque, which was not received at the time of report 2018-78. Subsequent to the report, the MNRF refund cheque received was for a higher than expected (see procedure 11 noted above). This results in a lower net expenditure for Town's McLaren Wayside Pit project but does not change the clerical accuracy of the original schedule. Further, the greater than anticipated/ previously reported refund cheque also does not change staff's original recommendation (as explained in procedure 11, above).
- Procedure 10 in the Accountants' Report (Schedule C) - To obtain a 95% confidence level within a variation of \$10,000, the external auditor reviewed a statistical sample of invoices related to the expenses reported for the McLaren Wayside Pit project (capital project #11-054) and identified no material discrepancies. Aside from the refund cheque issue noted above, this means that the external auditor confirmed (within a 95% confidence level) the gross expenditures of \$284,098.47 reported by staff. Millards did note an immaterial issue related to HST in 2011-2012 of \$3,239.14. However, the Town can no longer claim for this HST rebate so the \$3,239.14 is now an actual cost to the Town and should be reported as an expense for capital project #11-054 as noted in the report.

iv. **Savings/Expense Offsets and Transfer to Reserves**

In report 2018-78, staff reported:

***Savings/Expense Offsets***

As shown below, the total quantifiable and realized savings/expense offsets from this project total approximately \$400,000 (\$401,137.69 rounded) from the construction of Simpson Road (South of George Bolton Parkway), Capital Project #14-093, and the construction of Kennedy Road, Capital project #14-101, the sale of pit run material left over after the construction projects, and winter sand material that will be used for future winter maintenance activities.

\$184,188.94	The savings from the use of the Town's aggregate on Town capital projects (Simpson Road, South of George Bolton Parkway, and Kennedy Road – transferred to the Tax Funded Capital Contingency Reserve account #08-00-900-35014-000-25000
\$86,948.75	Sale of pit run material – transferred to the Tax Funded Capital Contingency Reserve
<u>\$130,000.00</u>	Estimated future cost avoidance related to the winter sand (based on current prices)
<u><b>\$401,137.69</b></u>	<b>Total Savings/Expense Offsets</b>

The \$184,188.94 and \$86,948.75 noted above have been transferred to the Town's Tax Funded Capital Contingency Reserve. The estimated \$130,000 will be transferred to the Town's Winter Maintenance Reserve in future years as the Town uses (pit run material) sand instead of purchasing the sand from the base operating budget in those years.

External Auditor's Findings:

*Verification of Amounts Transferred to the Town's Tax Funded Capital Contingency Reserve (\$271,137.69 = \$184,188.94 + \$86,948.75)*

- Procedure 15 in the Accountants' Report (Schedule C) – The external auditor reviewed the journal entries related to the transfer of \$271,137.69 to the Town's Tax Funded Capital Contingency Reserve and confirmed "the information contained in the memo is consistent with the accounting records of the Town."
- Procedure 13 in the Accountants' Report (Schedule C) – The external auditor also verified the clerical accuracy of the \$271,137.69 and traced the \$271,137.69 to actual bank deposits.

*Investigate Reasonability of Pricing Assumptions and Market Prices Used*

- Procedure 14 in the Accountants' Report (Schedule C) – The external auditor concluded the pricing resulting in the \$271,137.69 of revenues reported in Procedure 13 (above) was found to be reasonable.

*Investigate Reasonability of Estimated Future Cost Avoidance Related to Winter Sand*

- As noted above in (ii) for Procedure 7, the usable sand for winter maintenance is actually higher than staff's estimate in report 2018-78. Report 2018-78 estimated winter sand cost savings based on 15,000 tonnes. As noted in Procedure 7, actual winter sand following the screening of pit run material is 16,700 tonnes. The screening of the pit run materials occurred after report 2018-78 was prepared.
- Procedure 16 in the Accountants' Report (Schedule C) – The external auditor used pricing found online and "recalculated the savings for 16,700 tonnes (Procedure #7 above) as \$132,212.70. Immaterial variance identified when compared to the estimate of \$130,000 originally stated in Staff Report 2018-78."

**Conclusion Remains Unchanged from Staff Report 2018-78:**

Now that the financials for the McLaren Wayside Pit project has been reviewed by the Town's municipal auditor and financial items subsequent to the 2018 reports/memo are known, revised financial highlights related to capital project 11-054, the Town's McLaren Wayside pit project are as follows:

***Expenditures for McLaren Wayside Pit Project (capital project #11-054):***

- Expenditures to-date for capital project #11-054 total \$261,657.30 comprised of actual expenditures of \$284,098.47 less a refund of \$22,441.17 from MNRF.
- Capital project #11-054 will be closed with a surplus of \$434,461.70 (= \$696,119 - \$261,657.30).
- Figures above exclude \$8,000+ related to requested external audit of financials

***Savings/Expense Offsets Related to McLaren Wayside Pit Project:***

As shown below, the total quantifiable and realized savings/expense offsets from this project total approximately \$400,000 (\$403,350.39 rounded) from the construction of Simpson Road (South of George Bolton Parkway), Capital Project #14-093, and the construction of Kennedy Road, Capital project #14-101, the sale of pit run material left over after the construction projects, and winter sand material that will be used for future winter maintenance activities.

\$184,188.94	The savings from the use of the Town's aggregate on Town capital projects (Simpson Road, South of George Bolton Parkway, and Kennedy Road – transferred to the Tax Funded Capital Contingency Reserve account #08-00-900-35014-000-25000
\$86,948.75	Sale of pit run material – transferred to the Tax Funded Capital Contingency Reserve
<u>\$132,212.70</u>	Estimated future cost avoidance related to the winter sand (based on current prices)
<u><b>\$403,350.39</b></u>	<b>Total Savings/Expense Offsets</b>

The \$184,188.94 and \$86,948.75 noted above have been transferred to the Town's Tax Funded Capital Contingency Reserve. The \$132,212.70 will be transferred to the Town's Winter Maintenance Reserve in future years as the Town uses (pit run material) sand

instead of purchasing the sand from the base operating budget in those years, or help offset the cost of extreme winter weather by creating favourable variances.

Based on the revised figures above, there is a projected net financial benefit to the Town of \$133,693.09 (= \$403,350.39 in savings/expense offsets less \$261,657.30 in wayside pit project costs less \$8,000 (current to-date expenditures) related to the external audit). However, this net financial benefit does not fully capture all of the staff time related to the project (including establishing new processes, controls, reconciliation work), subsequent reporting, and the concerns expressed by residents about various aspects of the Town's wayside pit operations. The extraction of aggregate is not a core business for the Town and based on resident concerns and lessons learned from the McLaren Wayside Pit project contrasted with the limited financial benefit (\$134,000 rounded), staff's recommendation remains unchanged from the original 2018 report, 2018-78.

That is, while the adjustments related to events subsequent to the original report 2018-78 actually make the financials for the McLaren Wayside Pit project more favourable for the Town than originally reported in 2018, Town staff's recommendation remains consistent with the original report 2018-78. An excerpt of some of the concerns noted in original report 2018-78 area as follows:

"...it is recommended that the Town of Caledon not proceed with Wayside Pits on unopened road allowances in the future without careful consideration and a business case that addresses the concerns noted in this report. If a similar project is considered by the Town in the future, a sound business case should be developed in advance that considers:

- some of the experiences of the McLaren Wayside Pit project;
- any changes in regulations, legislation of wayside pits since this report (2018); and
- the economics (market prices, actual cash outlays) of aggregate/aggregate extraction, tracking, reconciliation.

In addition to the above and based on delegations received in 2018 on this matter, it is also recommended that future considerations of wayside pits on unopened Town road allowances include public consultation beforehand. The Town will still need to purchase and use aggregate for future road projects. However, the \$133,000 of net benefit, at this time, does not appear to justify the Town repeating a wayside pit project in the future.

**Part B: Report 2018-80 - McLaren Wayside Pit Update regarding Rehabilitation:**

Staff report 2018-80 recommended the transfer of the Town's Second Line Right-of-Way, from Charleston Sideroad to Beechgrove Sideroad (which includes the former McLaren Wayside Pit lands) to the Credit Valley Conservation Authority for the purposes of a pedestrian and cycling trail. As noted above, the June 26, 2018 report, Report #2018-80, was referred back to staff "to investigate the issues raised by the June 26, 2018 delegation on the matter."

Delegations related to the McLaren Wayside Pit staff reports were attached to the 10-July-2018 memo (attached to this report as Schedule D). Responses to the outstanding questions from the delegations are included in Schedule E to this report.

As noted in the 10-July-2018 memo, following the delegations Council inquired about the following:

- Should the Second Line ROW be retained by the Town for future servicing (e.g. water/sanitary) or future fibre runs for high-speed internet?
- If the Town retained ownership of the Second Line Right-Of-Way (ROW), would the Credit Valley Conservation Authority (CVC) and Bruce Trail Conservancy be interested in partnering with the Town for a public trail?
- Does the by-law that stopped up and closed the former McLaren Unopened Road Allowance (from Charleston to Beechgrove) land-lock the three properties identified by the delegate?

As part of staff's research for this report, staff identified only one private property owner that is impacted by the stopping up and closing of the unopened road allowance. It appears that a private driveway has been constructed on the Town's unopened road allowance many years ago (i.e. around 1989). Town staff will investigate further to determine whether this construction was properly authorized and provide recommendations to Council on next steps related to the former wayside pit/unopened road allowance in a future report.

### **FINANCIAL IMPLICATIONS**

The financial implications related to the former McLaren Wayside Pit and audit work is outlined in other sections of this report.

### **COUNCIL WORK PLAN**

Subject matter is not relevant to the Council Workplan.

### **ATTACHMENTS**

Schedule A – Staff Report 2018-78 - McLaren Wayside Pit Update regarding Financial Costs

Schedule B – Staff Report 2018-80 - McLaren Wayside Pit Update regarding Rehabilitation

Schedule C – Report from Town's External Auditor

Schedule D – 10-July-2018 Memorandum to Council

Schedule E – Responses to 26-June-2018 delegations on the McLaren Wayside Pit



## **Staff Report 2018-78**

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Meeting Date: Tuesday, June 26, 2018

Subject: McLaren Wayside Pit Update regarding Financial Costs

Submitted By: Fuwing Wong, General Manager, Finance and Infrastructure Services / Chief Financial Officer

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### **RECOMMENDATION**

That the Town of Caledon not proceed with Wayside Pits on unopened road allowances in the future without careful consideration and a business case that addresses the concerns noted in Staff Report 2018-78.

### **DISCUSSION**

At the 29-May-2018 General Committee meeting, a notice of motion related to the financials of the Town's former McLaren Wayside Pit, along a previously unopened road allowance along McLaren (North of Charleston Side Road), was discussed. The Notice of Motion is attached as Schedule A to this report.

In response to the request in the Notice of Motion, staff provided a memo outlining the chronology and financials related to the McLaren Wayside Pit on the addendum agenda for the 29-May-2018 General Committee Meeting. However, at the meeting it was requested that the information be provided via a report as some Committee members felt that a report was more formal or "on the record". Also, the following items were also raised by delegates and Councillors at the meeting:

- Tracking of aggregate extracted from the Town's wayside pit; and
- Storage of asphalt grindings along the McLaren Wayside Pit.

The purpose of this report is to formalize the memo in report format, as requested, and provide clarification to some of the questions raised at the 29-May-2018 General Committee meeting.

A copy of the 29-May-2018 memo on the chronology and financials related to the McLaren Wayside Pit is attached as Schedule B to this report.

#### ***Tracking of Aggregate Extracted***

The Town's former McLaren wayside pit was located between two active (at the time) aggregate pits operated by LaFarge Canada Inc. (LaFarge). Being active pits, industry-approved and calibrated weigh scale equipment/ticketing equipment from the LaFarge pit was used to weigh and account for the aggregate extracted and shipped from the Town's McLaren Wayside pit.

## Staff Report 2018-78

The weigh scales generate tickets that identify the weight and type of aggregate that was extracted, the project site (e.g. Simpson Road or Kennedy Road) the aggregate was allocated to, along with standard information such as date and time.

Internally, several staff and divisions within the Town were involved with the aggregate extracted from the former McLaren wayside pit:

- The Roads and Fleet division oversaw the aggregate extraction project (including licencing application to the Ministry of Natural Resources and Forestry (MNRF));
- The Engineering division oversaw the allocation of aggregate extracted from the Town's Wayside Pit to two Town road capital projects (i.e. Simpson Road and Kennedy Road construction projects); and
- The Town's Finance division was responsible for the reconciliation of the weigh scale tickets and financial tracking/reporting of the Wayside Pit, Kennedy Road, and Simpson Road capital projects.

The weigh scale tickets were checked and relied upon throughout the process to account for Town aggregate extracted, Town aggregate used on Town road projects, and financials related to aggregate extracted from the Town's Wayside Pit. As noted in the memo, aggregate extraction and processing is not a core business for the Town. The additional internal processes to allocate to capital projects, track, and account for the aggregate, in addition to all of the reporting internally and externally required for the project versus having the price of aggregate included in a road construction contract should be factored into the decision making process/business case if the Town considers a wayside pit project in the future.

Based on the weigh scale tickets, 123,797 tonnes of material was extracted from the Town's former McLaren Wayside Pit. An accounting of the extracted material is as follows:

123,797 tonnes	Extracted
(4,043 tonnes)	Capital Project #14-093 Simpson Road (South of George Bolton Parkway)
(17,920 tonnes)	Capital Project #14-101 Kennedy Road Construction
<u>101,834 tonnes</u>	remaining

Of the 101,834 tonnes of pit run material remaining:

75,000 tonnes	pit run sold and to be screened and picked-up by purchaser
15,000 tonnes	estimated sand to be used for winter maintenance
11,834 tonnes	overburden (or unusable material)
<u>101,834 tonnes</u>	

Final allocation of the 101,834 tonnes between the three categories subject to change following the screening of the pit run material.



## **Staff Report 2018-78**

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### ***Temporary Storage of Asphalt Grindings***

At the 29-May-2018 General Committee meeting, a delegate showed a picture of asphalt grindings on Town property in the area and asked whether Planning approval, Niagara Escarpment Commission (NEC) approval and/or Credit Valley Conservation (CVC) approval was required.

It appears that the picture was taken at the Town's Works Yard (South of Charleston Sideroad). As shown in Schedule C to this report, the asphalt grindings, which is used for rural/gravel road maintenance, were not being stored at the former McLaren Wayside Pit location. The Town's Works Yard (at McLaren, south of Charleston) is also the site of the Regional Recycling and Hazardous Waste depot and the site of the former landfill site.

Asphalt grindings were never stored on the Town's former McLaren Wayside Pit (which is North of Charleston Sideroad).

In light of the concerns raised at the 29-May-2018 General Committee meeting, Town staff have been working with the CVC and NEC to seek clarification regarding storage in the Town's Public Works Yard. In the interim, the asphalt grindings will be removed as soon as possible. On 6-June-2018, an inspector from the NEC, responding to a public complaint, visited the Public Works Yard and did not note any immediate issues that the Town had to immediately address. However, due to concerns from the public, the asphalt grindings will be removed until storage at the Town's public works yard can be sorted out with both the CVC and NEC.

In the interim, staff will obtain materials for the maintenance of rural roads in the north-west part of Town from Bolton. This is less efficient (e.g. driving to/from Bolton to load/transport materials required to maintain roads in the West side of Town), however, compliance with NEC and CVC regulations is important for the Town and staff will provide these agencies the time required to complete their review/recommendations, if any.

As noted at the 29-May-2018 meeting, the Town is recycling asphalt grindings taken from other Town road rehabilitation projects. The asphalt grindings are mixed with other materials for rural/gravel road maintenance.

### **FINANCIAL IMPLICATIONS**

The total budget for Capital Project # 11-054 Gravel Pit Extraction is \$696,119. To-date, \$397,020.53 has been spent against this capital project. Further, expense savings and offsets related to the extracted materials quantified and transferred/to be transferred to reserves totals \$401,137.69. Details are outlined below:

## **Staff Report 2018-78**

### ***Expenditures Incurred to-date***

Expenditures to-date for capital project #11-054 total \$397,020.53 comprised of actual expenditures of \$412,020.53 less a pending security refund of approximately \$15,000 expected from MNRF. Once the refund is received, capital project #11-054 will be closed with a surplus of approximately \$299,098.47 ( $=\$696,119 - \$397,020.53$ ).

To process pit run material to granular A or B aggregate would have cost the Town approximately \$10 to \$15 per tonne incremental to the spending to-date on the project. Processing includes crushing, screening, washing and classifying the pit run. The additional processing would have exceeded the budget set aside for this project. Accordingly, staff made the decision to sell the pit run material in order to close the McLaren Wayside Pit project. As part of the sale, the pit run material will be screened to separate the sand from the aggregate material at no additional cost to the Town. The Town will use the sand for winter maintenance operations.

### ***Savings/Expense Offsets***

As shown below, the total quantifiable and realized savings/expense offsets from this project total approximately \$400,000 (\$401,137.69 rounded) from the construction of Simpson Road (South of George Bolton Parkway), Capital Project #14-093, and the construction of Kennedy Road, Capital project #14-101, the sale of pit run material left over after the construction projects, and winter sand material that will be used for future winter maintenance activities.

\$184,188.94	The savings from the use of the Town's aggregate on Town capital projects (Simpson Road, South of George Bolton Parkway, and Kennedy Road – transferred to the Tax Funded Capital Contingency Reserve account #08-00-900-35014-000-25000
\$86,948.75	Sale of pit run material – transferred to the Tax Funded Capital Contingency Reserve
<u>\$130,000.00</u>	Estimated future cost avoidance related to the winter sand (based on current prices)
<b><u>\$401,137.69</u></b>	<b>Total Savings/Expense Offsets</b>

The \$184,188.94 and \$86,948.75 noted above have been transferred to the Town's Tax Funded Capital Contingency Reserve. The estimated \$130,000 will be transferred to the Town's Winter Maintenance Reserve in future years as the Town uses (pit run material) sand instead of purchasing the sand from the base operating budget in those years.

### ***Summary***

Financially, the Town broke-even on this project with expenditures of approximately \$400,000 (\$397,020.53 rounded) and realized savings/expense offsets of approximately \$400,000 (\$401,137.69 rounded). However, extraction of aggregate is not a core business for the Town and the staff resources that were required to establish processes, controls, and to reconcile and report on the project does not appear to justify repeating this project in the future.



## **Staff Report 2018-78**

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Accordingly, it is recommended that the Town of Caledon not proceed with Wayside Pits on unopened road allowances in the future without careful consideration and a business case that addresses the concerns noted in this report. If a similar project is considered by the Town in the future, a sound business case should be developed in advance that considers:

- some of the experiences of the McLaren Wayside Pit project;
- any changes in regulations, legislation of wayside pits since this report (2018); and
- the economics (market prices, actual cash outlays) of aggregate/aggregate extraction, tracking, reconciliation.

## **COUNCIL WORK PLAN**

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

## **ATTACHMENTS**

Schedule A – 29-May-2018 Notice of Motion

Schedule B – 29-May-2018 Memo to Committee

Schedule C – Map of former McLaren Wayside Pit and Town's Public Works Yard

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

**MCLAREN WAYSIDE PIT UPDATE ON FINANCIAL COSTS**

Whereas the Town of Caledon in Report 2013-05-14 stopped up and closed the 2<sup>nd</sup> Line West road allowance north of Charleston to facilitate a wayside pit; and

Whereas no report has come to council since 2013 on this wayside pit initiative except for a memorandum May 2015; and

Whereas no interim financial accounting for the 2nd Line West Wayside pit initiative has been reported back to council;

Now therefore be it resolved that a full report come to the General Committee meeting by June 26, 2018 providing a chronology, the interim financial costs of the wayside project and also the amounts of aggregate realized from the pit and the Town road projects where the aggregate has been used.

# Memorandum

Date: Tuesday, May 29, 2018

To: Members of Council

From: Steven Dollmaier, Superintendent, Roads & Fleet, Finance and Infrastructure Services

Subject: McLaren Wayside Pit Update

The purpose of this memo is to provide supplementary information related to the Notices of Motion on the 29-May-2018 General Committee agenda.

In 2011, Council approved Capital Project 11-054 Gravel Pit Extraction in the amount of \$325,000. This budget would encompass the costs of various studies and consulting work required to obtain the Wayside Permit on the unconstructed road allowance of McLaren Road (2<sup>nd</sup> Line Road) located on the north side of Charleston Sideroad (See Attachment A - Site Plan Wayside Pit)..

On May 14, 2013, Council adopted Staff Report PW-2013-015, to Stop Up and Close Unconstructed Road Allowance, McLaren Road from Charleston Sideroad to Beech Grove Sideroad to allow for the application of a Wayside Pit by the Town.

On August 12, 2014, the former Director of Public Works brought an additional report (report PW-2014-059) to Council that provided an update on the Wayside Pit application process and the plans to extract the aggregate in the Town's ROW. At that time, Council directed staff to:

- Negotiate and enter into an agreement with Lafarge Canada Inc., regarding the mining of the Town's aggregate on the McLaren Rd allowance between the Flaherty Central and West Pits;
- Complete the required applications and obtain the permits required to extract the aggregates from the closed town road allowance for use on Town road construction projects; and
- Enter into a single source contract agreement with Lafarge Canada Inc. which was to be executed by the Mayor and Clerk.

The August 2014 report also provided Council with a revised cost estimate for Capital Project 11-054 – Gravel Extraction, in the amount of \$696,119 (from the original budget of \$325,000). The revised cost estimate was approved by Council with the associated budget transfer, in the amount of \$371,119 (= \$696,119 - \$325,000), from the Tax Funded Capital Contingency reserve. The report noted that the aggregate extracted would be for future Town road projects. Accordingly, staff projected cost savings/offsets from the use of Town-owned aggregate would result in approximately \$1 million (gross) of cost savings from aggregate the Town would not have to purchase on the open market for planned/future Town Capital road projects.



On August 14, 2014, staff had completed negotiations with Lafarge Canada Inc. on mining the setbacks and the McLaren Rd ROW. A legal agreement was signed by the Mayor and Clerk on August 14, 2014 outlining the terms and conditions of the agreement between the Town of Caledon and Lafarge Canada Inc. Under the agreement, Lafarge Canada Inc. was required to:

- Mine the aggregate contained in the licensed setbacks and on the Town ROW adjacent to the two Lafarge Canada Inc. Flaherty pit operations.
- Transport and temporarily store the mined aggregate from the Town ROW to another pit owned by Lafarge Canada Inc. The storage of the aggregate was a temporary measure until the aggregate could be processed and transported to Town road construction project sites under the Wayside Pit application.
- Process the aggregate at the request of the Town, providing weigh scale, quantity control by aggregate type, tracking (ticketing), and loading services for the road constructors hired to complete the Town's various road projects assigned to the Wayside Pit application.
- Rehabilitate the road allowance, at its own cost, in accordance with the Town's Wayside Permit Site Plan.

MHBC Planning Consultants completed the consulting work on the Town's behalf to coordinate and prepare the Town's application for submission to Ministry of Natural Resources and Forestry (MNRF) for the Wayside permit. The permit was approved by MNRF and issued to the Town on February 2, 2015.

On July 21, 2015, staff submitted for a minor site plan amendment on the Town owned Aggregate Pit #6670 to the MNRF for a partial surrender of 9.0 hectares of the current 18.2 hectares of the licensed site. This was intended to become new storage location for the aggregate that was generated from the McLaren wayside pit. On September 10, 2015 the Town was granted consent under Section 16(2) of the Aggregate Resources Act. (See Attachment B – Minor Site Plan Amendment)

In August 2016, the Town obtained an 18 month extension of the McLaren Wayside pit permit from the MNRF for 18 months. (See Attachment C – Permit Extension August 2016) to allow the Town, via LaFarge, time to finish the restoration of as shown in the site plan, approved by MNRF.

On November 10, 2017 Lafarge Canada Inc. completed the final restoration of the Wayside Pit. Lafarge Canada Inc. compiled several photos of the completed work as per the agreement with the Town. Fencing was installed along the unopen right of way to show separation between the two adjacent properties that were also pits during this time period. (See Attachment D - 2nd Line ROW Rehab 2017)

The Ministry of Natural Resources and Forestry confirmed that rehabilitation of the wayside pit was completed on March 26, 2018 and the licence was surrendered the same day.

As reported in the May 14, 2013 report (PW-2013-015) to Council, parts of the Bruce Trail are on the Town's unopened road allowance (and has been for many years) on McLaren, between Charleston and Beechgrove. The report notes that no formal agreement with the Bruce Trail Conservancy was ever entered into with the Town to locate a trail on this unopened road allowance. Staff from Parks and Recreation, Infrastructure Services, and Legal Services will work on an agreement with the Bruce Trail Conservancy to permit the trail on Town lands for this section of unopened road allowance.



## FINANCIAL IMPLICATIONS

In total approximately 124,000 tonnes of aggregate was extracted from the Town's Right-of-Way. The extracted aggregate was used for the following Town capital projects:

- Capital Project #14-093 Simpson Road (South of George Bolton Parkway); and
- Capital Project #14-101 Kennedy Road Construction

Following the completion of the capital projects above, the Town was left with approximately 75,000 tonnes of aggregate material which was sold. As part of the sale, the aggregate material will be screened to separate the sand from the aggregate material. The Town estimates approximately 15,000 tonnes of sand will remain after the screening. The Town will use the sand for winter maintenance operations.

### Savings/Expense Offsets

\$184,188.94	The savings from the use of the Town's aggregate on Town capital projects (noted above) – transferred to the Tax Funded Capital Contingency Reserve account #08-00-900-35014-000-25000
\$86,948.75	Sale of aggregate remaining following use on Town capital projects – transferred to the Tax Funded Capital Contingency Reserve
<u>\$130,000.00</u>	Estimated future cost avoidance related to the winter sand (based on current prices)
<u>\$401,137.69</u>	Total Savings/Expense Offsets

### Expenditures Incurred to-date

As noted earlier in the report, the revised budget for Capital Project # 11-054 Gravel Pit Extraction is \$696,119. Expenditures to-date for capital project #11-054 total \$397,020.53 comprised of actual expenditures of \$412,020.53 less a pending security refund of approximately \$15,000 expected from MNRF. Once the refund is received, capital project #11-054 will be closed with a surplus of approximately \$299,098.47 (= \$696,119 - \$397,020.53).

### Summary

Financially, it appears that the Town broke-even on this project with expenditures of approximately \$400,000 (\$397,020.53 rounded) and savings/expense offsets of approximately \$400,000 (\$401,137.69 rounded). However, extraction of aggregate is not a core business for the Town and the staff resources that were required to establish processes, controls, and to reconcile and report on the project does not appear to justify repeating this project in the future.

## ATTACHMENTS

- Attachment A - Site Plan Wayside Pit
- Attachment B - Minor Site Plan Amendment
- Attachment C - Permit Extension August 2016
- Attachment D - 2nd Line ROW Rehab 2017





Source: First Base Solutions Aerial Photo Flown 2013

## CONCEPTUAL COMBINED REHABILITATION PLAN SKETCH

SECOND LINE R.O.W (FORMERLY  
McLAREN ROAD ALLOWANCE) &  
LAFARGE FLAHERTY CENTRAL &  
WEST PITS CALEDON, ON

### LEGEND



Proposed Wayside Pit Permit Boundary



Existing ARA Licence Boundaries

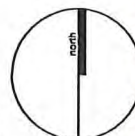
Pit Floor (±390m asl) to be rehabilitated  
to Grass / Legume MixtureRevegetated Side Slopes (to use seed mixture  
compatible with surrounding tree species)Reforested Side Slopes (to use suitable native tree  
species including, but not limited to, Eastern White  
Cedar, White Birch and Trembling Aspen)Limit of Extraction (shown as continuous through  
Proposed Wayside Pit Permit and Existing ARA Licences)

Note: This drawing is for illustrative purposes only. Locations are approximate.

DATE: December 2, 2014

SCALE 1 : 5,000

N:\1038\CL\2014\December\Rehabilitation Sketch\1038C - Rehab Sketch.dwg





Ministry of Natural  
Resources and Forestry

Office of the Director  
Southern Region  
Regional Operations Division  
300 Water Street  
Peterborough, ON K9J 3C7  
Tel: 705-755-3235  
Fax: 705-755-3233

Ministère des Richesses  
naturelles et des Forêts

Bureau du directeur  
Région du Sud  
Division des opérations régionales  
300, rue Water  
Peterborough (ON) K9J 3C7  
Tél: 705-755-3235  
Télé: 705-755-3233



September 10, 2015

Mr. Steven Dollmaier, Superintendent  
Operations & Maintenance  
Public Works Division  
The Corporation of the Town of Caledon  
6311 Old Church Road  
Caledon, ON L7C 1J6

Dear Mr. Dollmaier:

Subject: Aggregate Resources Act Licence #6670  
Pt Lot of E 1/2 15, Concession 3 WHS, Town of Caledon, Region of Peel  
Minor Site Plan Amendment

Further to your minor site plan amendment request on July 21<sup>st</sup>, 2015, please be advised that the Ministry of Natural Resources and Forestry (MNRF) grants consent under Section 16(2) of the *Aggregate Resources Act* for the following;

- Partial surrender 9.0 ha of the 18.2 ha licenced site, as identified on Figure 1 (attached).
- Relocation of the entrance/exit to the area identified on Figure 1

To complete the amendment process, please schedule an appointment with the MNRF, Aurora District Office to have the site plans approved. Please note that the licensee is still bound by the existing site plan until such time as the above amendments have been approved and included on the site plan.

Should you have any questions concerning this matter, please contact Aidan Pereira, Aggregate Resources Technician, at 905-713-7389.

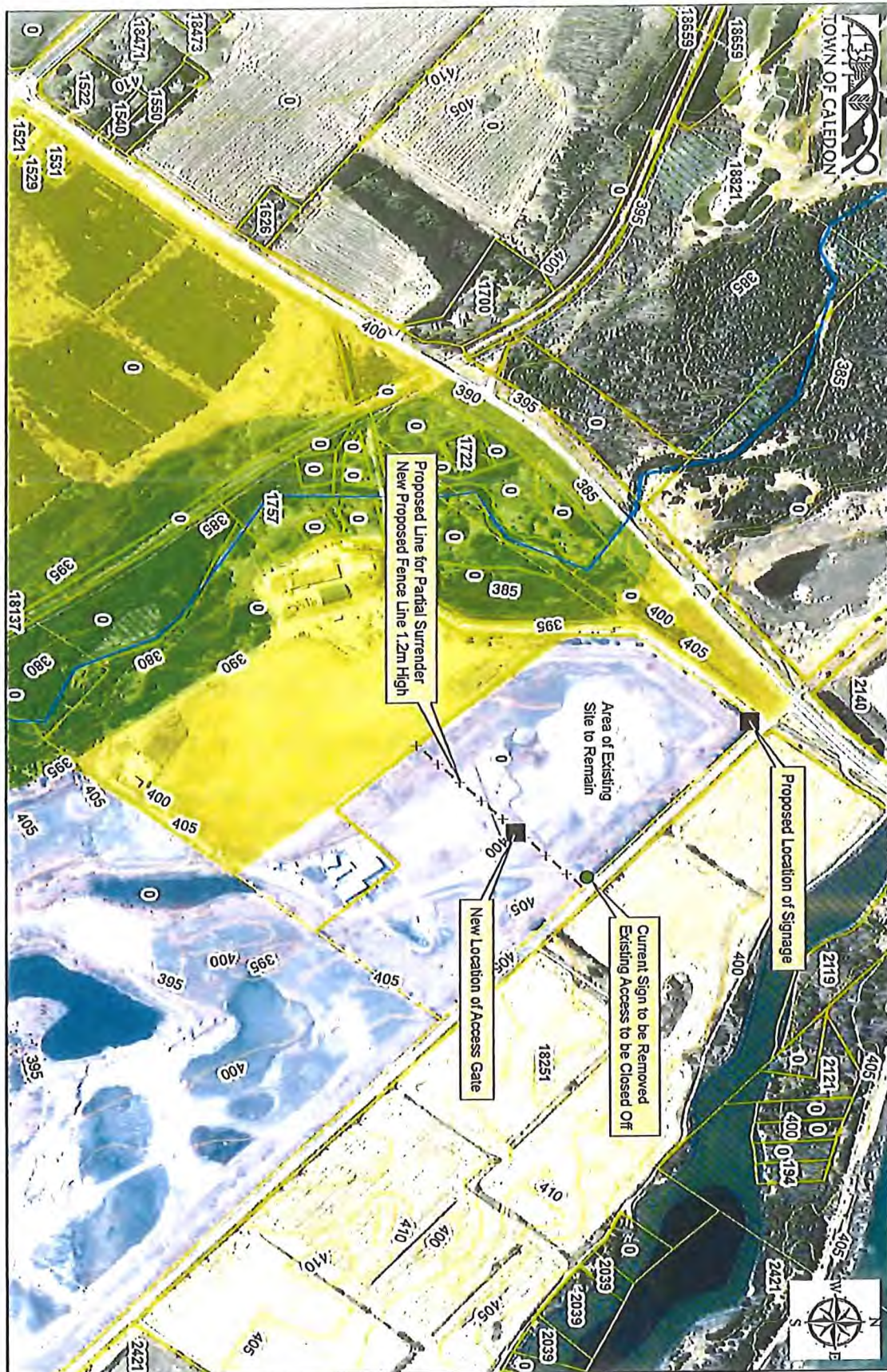
Yours truly,

Jane Ireland  
Regional Director  
Southern Region

cc. Nancy Mott, Senior Strategic Advisor, Niagara Escarpment Commission



Figure 1







LICENCE  
Aggregate Resources Act

PERMIS  
Loi sur les ressources en agrégats

Licence No. \_\_\_\_\_  
No du permis \_\_\_\_\_ 6670  
Amended Licence

Pursuant to the Aggregate Resources Act and Regulations thereunder, and subject to the limitations thereof and to the conditions of the licence and the requirements of the site plan,

Conformément à la Loi de 1997 sur les ressources en agrégats et à ses règlements, et sujet aux restrictions qu'ils comportent, aux conditions d'octroi du permis et aux exigences du plan du site,

this Class nous délivrons ce permis de classe: A à: licence is issued to:

TOWN OF CALEDON

P.O. BOX 10  
CALEDON EAST, ONTARIO  
CALEDON EAST, ON  
CANADA  
L0N 1E0

to operate a pour exploiter un/tune Pit on a hectare site located in:  
hectares situé à l'endroit suivant:

Lot	Concession	Section	Geographic Township	Local Municipality	County / Regional Municipality / District
E 1/2 PT. LOT 153WHS	CALEDON	9.2	CALEDON	PEEL R	

The licence is subject to the following conditions:  
Ce permis est assujéti aux conditions suivantes:

Effective the day of  
En vigueur le 10 jour de September 2015

*James D. Land*  
Minister of Natural Resources and Forestry  
Ministre des Richesses Naturelles et des Forêts

Ministry of Natural  
Resources and Forestry

Ministère des ressources  
naturelles et des forêts

Aurora District Office  
50 Bloomington Road  
Aurora, Ontario L4G 0L8

Telephone: (905) 713-7400  
Facsimile: (905) 713-7361



MEMORANDUM TO:

Amedeo Valentio CSMP  
Town of Caledon

August 12, 2016

Subject: **Extension of McLaren Wayside Permit Pit located on Lot 16,  
Concession 2 & 3, Town of Caledon, Region of Peel.**

Mr. Valentino,

Based on communication this office has had with the Town of Caledon, it is our understanding that the Town of Caledon requires an 18 month extension to a Wayside Pit Permit that was issued under the Aggregate Resources Act for a municipal property located on Lot 16, Concessions 2&3, in the Town of Caledon, Region of Peel. The reason for this extension is for the purpose of completing site rehabilitation.

Under section 31(2) of the Aggregate Resources Act, permission to extend this Wayside Permit for an additional 18 months is granted. This permit will now expire on February 2, 2018.

If you have any questions or require any additional information, please contact Andrew Godfrey at (905)-713-7388.

Sincerely

Christopher Hislop  
Resource Operations Supervisor  
Aurora District

Cc: The Ontario Aggregate Resources Corporation  
Dan Labrecque – Region of Peel  
Paul Heeney – District Manager-Aurora District



Attachment D - 2nd Line ROW Rehab 2017

2<sup>nd</sup> Line ROW Rehab – view facing south along length of 2<sup>nd</sup> Line ROW



Attachment D - 2nd Line ROW Rehab 2017

2<sup>nd</sup> Line ROW Rehab – planting for reforestation on north sideslope



Attachment D - 2nd Line ROW Rehab 2017

2<sup>nd</sup> Line ROW Rehab – facing west – photos from south to north



Attachment D - 2nd Line ROW Rehab 2017

2<sup>nd</sup> Line ROW Rehab – facing northwest





Former McLaren  
Wayside Pit  
(NORTH of Charleston)

Public Works Yard  
(SOUTH of Charleston)

Also, location of Regional Community Recycling Centre  
(incl. Yard Waste Drop-off and Business Hazardous  
Waste Disposal with approved application)

Asphalt Grindings for gravel road  
maintenance



Note: Not to scale. For illustrative purposes.

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## **Staff Report 2018-80**

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Meeting Date: Tuesday, June 26, 2018

Subject: McLaren Wayside Pit Update regarding Rehabilitation

Submitted By: Fuwing Wong, Chief Financial Officer / General Manager, Finance and Infrastructure Services

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### **RECOMMENDATION**

That By-law 2014-029 be repealed and replaced with the draft by-law attached as Schedule D to Staff Report 2018-80; and

That staff be authorized to negotiate an agreement with the Credit Valley Conservation Authority to transfer Town's Second Line Right-of-Way, from Charleston Sideroad to Beechgrove Sideroad, for the purposes of a pedestrian and cycling trail based on the concepts outlined in Table 1 of Staff Report 2018-80.

### **DISCUSSION**

At the 29-May-2018 General Committee meeting, a notice of motion related to the rehabilitation of the Town's former Wayside Pit, along a previously unopened road allowance along McLaren (North of Charleston Sideroad), was discussed. The Notice of Motion is attached as Schedule A to this report. At the 29-May-2018 meeting, the notice of motion was ultimately referred back to staff for a 26-June-2018 report after the following items were raised:

- Details of the rehabilitation plan approved by the Ministry of Natural Resources and Forestry (MNRF);
- Concerns about topsoil at the site;
- Clarification of the McLaren unopened road allowance site prior to the wayside pit operation;
- Clarification of the Town's commitment to formalize agreements with the Bruce Trail Conservancy to reinstate this property as part of the Bruce Trail as noted in the 2013 report PW-2013-015; and
- Concerns that By-law BL-2014-029 noting that this property has been declared surplus may result in the lands being sold for development.

#### ***Site Plan***

On 12-August-2014, Council approved staff report PW-2014-059 which authorized the Director of Public Works, at the time, to complete the required applications and acquire the permits required to extract aggregate from the McLaren unopened road allowance. As part of the permit process, the Town filed a "site plan" along with the Town's Wayside Pit application to the Ministry of Natural Resources and Forestry (MNRF). A copy of the site plan is attached to this report as Schedule B.



## **Staff Report 2018-80**

The concept plan/site plan included in Schedule B was not required to be circulated to Planning or Council for review and approval, as it is not subject to site plan control under the Site Plan Control Bylaw.

Schedule B outlines the site prior to the wayside pit operations including:

1. Existing vegetation and a significant woodlot towards the northern end of the former unopened McLaren road allowance;
2. Existing vegetation in different spots throughout the former unopened road allowance.

### ***Rehabilitation Plan***

Schedule B, which was part of the Town's wayside pit application approved by the MNRF, also includes details of rehabilitation:

1. Overburden and topsoil from extraction area shall be used in the creation of rehabilitation site slopes at the pit floor. This area that has been extracted shall be vegetated with grass/legume mixture to control erosion. The North and South sideslopes shall be a minimum of 3:1;
2. The Northwest side slope, adjacent to the significant woodland, should be reforested using suitable native tree species that are well represented on-site and within the local landscape including, but not limited to Eastern White Cedar, White Birch and Trembling Aspen; and
3. A visual berm will be constructed at the southern end (near Charleston Side Road) to provide visual mitigation into the site. This berm may be removed as part of final rehabilitation of the site.

The 12-August-2014 report, Report PW-2014-059, also awarded the contract to extract aggregate from the Town's McLaren wayside pit to Lafarge Canada Inc. (Lafarge). Lafarge confirms that the rehabilitation was completed in accordance with the MNRF-approved rehabilitation plan and that the topsoil from the former McLaren wayside pit was scraped and set aside on-site. Lafarge further confirms that, as part of the rehabilitation, the topsoil was spread on-site in accordance with the rehabilitation plan.

The MNRF has inspected the site and approved the closure of the McLaren Wayside Pit permit application. Therefore, should Council require enhanced rehabilitation (above what has already been completed), then staff should be provided direction on what to include for Council's consideration in the 2019 budget.

### ***Repeal and Replacement of By-law BL-2014-029***

On 1-April-2014, Council approved by-law BL-2014-029 (attached as Schedule C) which declared the original unopened McLaren road allowance, (i.e. Part 1 on Plan 43R-35720 being part of the unopened road allowance) between Charleston and Beechgrove side roads be stopped-up, closed and declared surplus to the Town's needs. Following this by-law, the lands should be referred to as the Second Line Right-of-Way (Second Line ROW).



## **Staff Report 2018-80**

At the 29-May-2018 Committee meeting, there was concern expressed delegates and members of Council that the surplus declaration of the land could mean that the former unopened McLaren road allowance used for the McLaren wayside pit may potentially be sold for private development purposes.

As outlined at the 29-May-2018 meeting and in the 14-May-2013 staff report (report PW-2013-015), following the completion of the wayside pit operations, the land would be used as a trail again.

However, to address concerns expressed at the 29-May-2018 meeting, it is recommended that By-law BL-2014-029 be repealed and replaced by the draft By-law attached as Schedule D to this report. As noted in Schedule D, the reference to the former McLaren wayside pit land being declared surplus has been removed.

### ***Recommended Next Steps for the Second Line Right-of-Way (Formerly the unopened McLaren Road Allowance and Formerly the McLaren Wayside Pit), from Charleston to Beechgrove Side Roads***

The Credit Valley Conservation Authority (CVC) expressed an interest in acquiring the Second Line ROW, (formerly the McLaren unopened road allowance and formerly the McLaren wayside pit) from Charleston to Beechgrove Sideroads be developed as the optimum route of the Credit Valley Trail. The ROW would be added to Charles Sauriol Conservation Area.

As shown in Schedule E, this connection will allow for the trail to start at Charleston, proceed through the Alton Grange property (owned by the Ministry of Natural Resources and Forestry), and finally connect with CVC's Upper Credit Conservation Area (UCCA). The CVC notes that trails throughout the Alton Grange property will remain single use foot paths as cycling is not a permitted use. However, any cycling routes could easily deviate around the Alton Grange property on Porterfield Road. Trails within UCCA could accommodate cycling from the main entrance on Porterfield Road to the trail intersection with the Orangeville-Brampton Railway.

The CVC notes that currently there are a number of CVC parks along the escarpment that accommodate the optimum route and side trails for the Bruce Trail and allow Bruce Trail users access for trail related activities. The CVC has indicated that they are willing to follow-up with the Bruce Trail Conservancy (BTC) and the local club to determine if there is interest to formally recognize the Second Line ROW as a Side Trail to be maintained by local club members and is willing to negotiate an agreement with the Bruce Trail Conservancy. Even if the BTC and local club decline to co-brand this section of trail as a side trail, Bruce Trail users will still be permitted to access the trail system like other users.

Further, in an effort to expand cycling trails/infrastructure, Town of Caledon staff also requested that the CVC invest in infrastructure on this property to promote cycling. The CVC's response is that they are willing to commit to always allowing the trail to be used by both pedestrians and cyclists. However, the CVC does not have approved budgets to immediately implement surface improvements (e.g. boardwalks and/or crushed



## **Staff Report 2018-80**

limestone path) for cyclists along the trail but they are open to planning, fundraising, and implementing cycling infrastructure on this property within the next 10 years. The CVC has indicated that future Town funding/assistance may be required to fully realize the trail improvements. Although boardwalks may not be the ideal surface treatment for cycling routes, they may be necessary to avoid wet areas along the trail. The CVC would also retain the right, in consultation with Town staff, to deem cycling as an unsanctioned use on this section of trail should users proceed off-trail cause long-term damage/impact to adjacent significant environmental areas and/or neighbouring properties.

Town staff will review Schedule E in the context of the overall cycling network for the Town at the next Cycling Task Force meeting to obtain comments from the citizen members, staff from across the Town, Region of Peel, and the Ontario Provincial Police.

Based on preliminary discussions with CVC staff, the CVC is willing to consider the following in exchange for the Second Line ROW, from Charleston to Beechgrove Sideroads, being transferred to the CVC at no cost:

**Table 1 to Report 2018-80:**

a. Work with the Bruce Trail Conservancy to co-brand the trail as a CVC/Bruce Trail that allows for both pedestrian and cyclists;
b. Brand and develop the trail as an official CVC trail should the Bruce Trail Conservancy decline recognizing the trail as part of the Bruce Trail/Side Trail
c. Within the next ten (10) years, commit to planning, fundraising, and implementing additional restoration, including tree planting, as required, and appropriate surface treatment to encourage pedestrian and cycling access;
d. Investigate and implement parking, if appropriate, at the trail head, i.e. North-side of Charleston & McLaren;
e. Installing kiosks along the trail and providing the Town space for cycling maps and other Town information;
f. Provide the Town the first right of refusal should the CVC deem the lands as surplus in the future.

A land transfer to the CVC along with draft conditions, noted above, will ensure that the Second Line ROW will be kept in the public realm, landscaped to CVC standards, and be used as a pedestrian and cycling trail. Accordingly, it is recommended that staff be authorized to negotiate a draft agreement with the Credit Valley Conservation Authority to transfer Town's Second Line ROW, from Charleston Sideroad to Beechgrove Sideroad, for the purposes of a pedestrian and cycling trail based on the preliminary concepts outlined in Table 1 (above).

Subject to Council approval of this report, staff will begin formal negotiations with the CVC to develop a draft agreement for Council review, consideration and approval prior to execution. A future by-law to declare Second Line ROW, from Charleston to Beechgrove Sideroads, surplus would also be required prior to execution of such an agreement.

## **Staff Report 2018-80**

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### **FINANCIAL IMPLICATIONS**

There are no immediate financial implications related to the staff recommendations. Should Council wish to rehabilitate the former McLaren Wayside Pit beyond the current condition of the property, this should be included in the 2019 budget discussions with funding allocated to the design and further rehabilitation.

Subject to Council approval of the report and finalization of an agreement with the CVC, the CVC may require financial or in-kind assistance from the Town in the future to fully realize the trail improvements (e.g. walking and cycling trail).

### **COUNCIL WORK PLAN**

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

### **ATTACHMENTS**

Schedule A – 29-May-2018 Notice of Motion regarding Rehabilitation of the McLaren Wayside Pit;

Schedule B – Site Plan / Concept Plan

Schedule C – By-law BL-2014-029

Schedule D – Draft By-law

Schedule E – Potential Second Line ROW trail connection to CVC Lands



## Schedule A to Staff Report 2018-80

**Councillor Shaughnessy re: McLaren Wayside Pit Update on Rehabilitation**

Whereas the Town of Caledon Report 2013-05-14 stopped up and closed the 2<sup>nd</sup> Line West [Caledon] road allowance north of Charleston to facilitate a wayside pit; and

Whereas the agreement between Lafarge and the Town of Caledon required the wayside pit to be rehabilitated to the same condition the road allowance was prior to mining with topsoil and heavily treed as a trial way; and

Whereas the 2<sup>nd</sup> Line West Wayside pit has been left by Lafarge with no topsoil, no trees and the new page wire fence posts tops not cut evenly; and

Whereas minimal rehabilitation of gravel pits has been a topic of concern wherever gravel strip mines occur in Caledon; and

Whereas gravel companies rehabilitation of pits have been to a minimum standard with sloping the sides steeply, providing no topsoil, allowing weeds to grow in without reforestation, and with no productive after use; and

Whereas the Town of Caledon should not accept this unsatisfactory standard of rehabilitation for any of its Town of Caledon wayside pits or any other Caledon property where gravel is extracted;

Now therefore be it resolved that the Town of Caledon must set a high standard of rehabilitation generally:

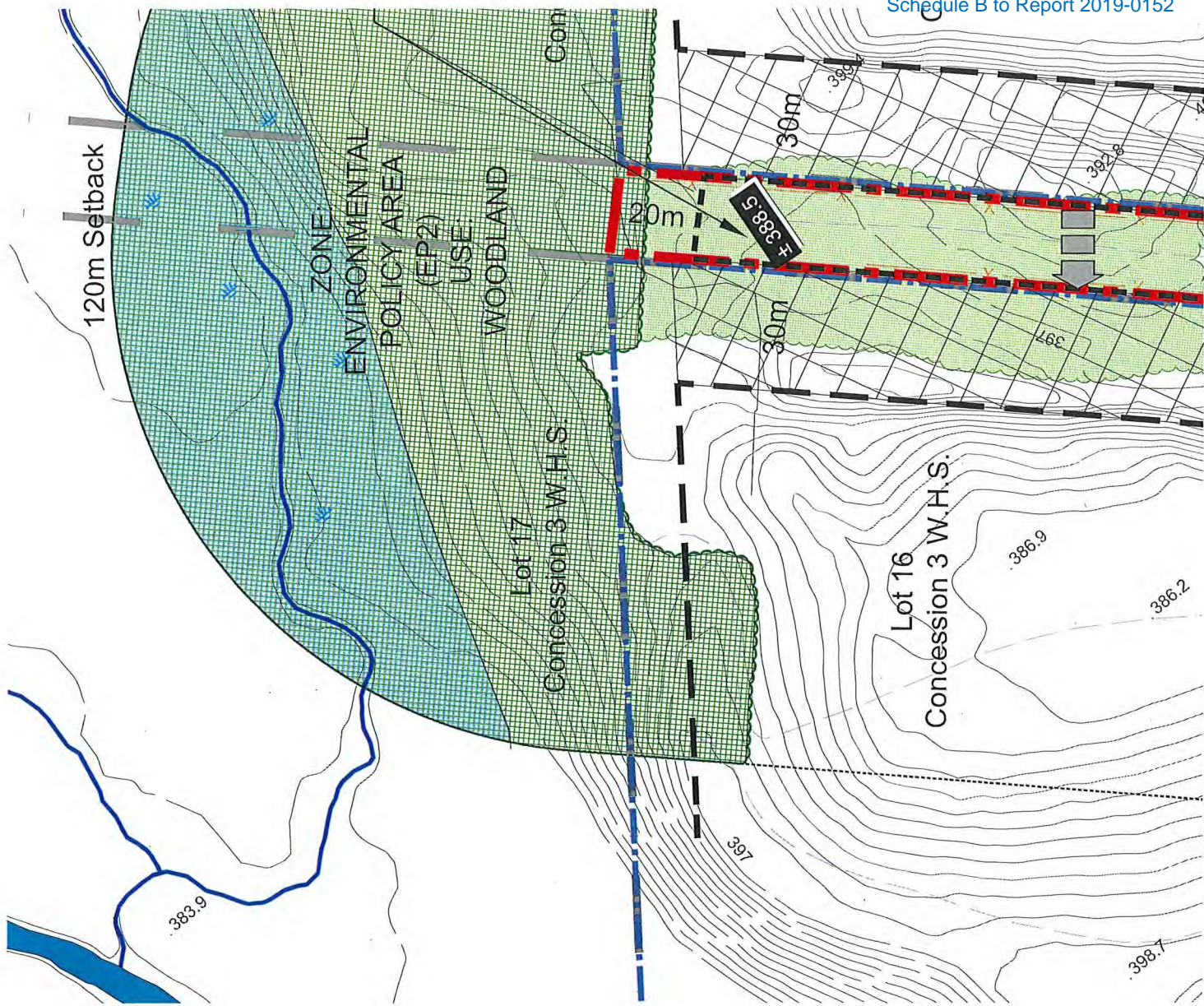
- ensuring that topsoil and over burden be stockpiled for reuse
- ensuring new, clean topsoil be imported where insufficient topsoil exists on site,
- ensuring side slopes be set to enable forestry equipment to be operated safely,
- ensuring strip mine side slopes be reforested,
- ensuring that viable land uses be capable of establishment post extraction,

That the 2<sup>nd</sup> Line West Wayside pit be rehabilitated properly to this standard;

That the 2<sup>nd</sup> Line West legal status be returned to that of a public right of way;

That the 2<sup>nd</sup> Line West right of way between Charleston and Beechgrove be designated part of the Caledon Trails System.







**THE CORPORATION OF THE TOWN OF CALEDON**

**BY-LAW NO. BL-2014-029**

A by-law to stop up and close and declare surplus to the needs of the Town of Caledon part of unopened road allowance between Charleston Sideroad and Beechgrove Sideroad for the purpose of wayside pit

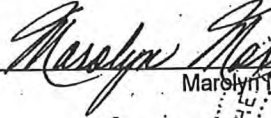
WHEREAS pursuant to the *Municipal Act, 2001*, as amended, Council may pass by-laws for closing and transferring highways and may set policies for disposing of surplus lands, including providing notice;


AND WHEREAS proper notice of the stopping up, closing and declaring surplus to the needs of The Corporation of the Town of Caledon those lands identified as Part 1 on Plan 43R-35720 being part of unopened road allowance between Charleston Sideroad and Beechgrove Sideroad has been provided, pursuant to the Town's Notice Policy and pursuant to the Town's By-Law No. 95-109;

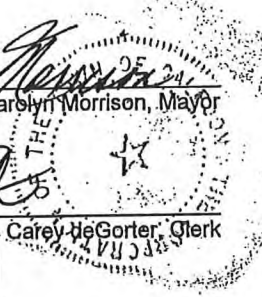
NOW THEREFORE the Council of The Corporation of the Town of Caledon ENACTS AS FOLLOWS:

1. That part of the original road allowance more particularly described as Part 1 on Plan 43R-35720 being part of unopened road allowance between Charleston Sideroad and Beechgrove Sideroad shall be and is hereby declared to be stopped up and closed and declared surplus to the needs of The Corporation of the Town of Caledon.
2. That the Mayor and Clerk are hereby authorized to execute any and all documents necessary to complete the wayside pit application.

READ THREE TIMES AND FINALLY  
PASSED IN OPEN COUNCIL  
THIS 1ST DAY OF APRIL, 2014.

  
Marilyn Morrison, Mayor

  
Carey HeGorter, Clerk



## THE CORPORATION OF THE TOWN OF CALEDON

### BY-LAW NO. BL-2018-XX

A by-law to stop up and close the part of unopened  
road allowance between Charleston Sideroad and  
Beechgrove Sideroad

**WHEREAS** pursuant to the *Municipal Act*, S.O. 2001, c. 25, as amended, Council may pass by-law for closing and transferring highways and may set policies for disposing of surplus lands; including providing notice;

**AND WHEREAS** proper notice of the stopping up, closing and declaring surplus to the needs of the Corporation of the Town of Caledon those lands identified as Part 1 on Plan 43R-35720 being part of unopened road allowance between Charleston Sideroad and Beechgrove Sideroad has been provided, pursuant to the Town's Notice Policy and pursuant to the Town's By-Law No. 95-109;

**AND WHEREAS** By-Law No. 2014-029 was passed and registered on April 16, 2016, which stopped up, closed and declared surplus those lands identified as Part 1 on Plan 43R-35720 being part of unopened road allowance between Charleston Sideroad and Beechgrove Sideroad;

**AND WHEREAS** Council no longer wishes to declare those lands identified as Part 1 on Plan 43R-35720 being part of unopened road allowance between Charleston Sideroad and Beechgrove Sideroad as surplus pursuant to the above By-Law, passed on April 1, 2014 as By-Law No. 2014-029;

**AND WHEREAS** By-Law No. BL-2018-XX is repealing and replacing By-Law No. 2014-029

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

1. That By-Law No. 2014-029 and all amendments thereto are hereby repealed.
2. That part of the original road allowance more particularly described as Part 1 on Plan 43R-35720 being part of unopened road allowance between Charleston Sideroad and Beechgrove Sideroad shall be and is hereby stopped up and closed.

ENACTED by the Town of Caledon Council this     day of     , 2018

\_\_\_\_\_  
Allan Thompson, Mayor







## ACCOUNTANTS' REPORT

To: The Corporation of the Town of Caledon

We have performed the agreed upon procedures in connection with the Staff Report 2018-78 McLaren Wayside Pit Update regarding Financial Costs.

The procedures were performed solely to assist in evaluating the financial information provided in Staff Report 2018-78. The agreed-upon procedures and related findings are included in the attached appendix.

The procedures performed do not constitute an audit or review engagement and, accordingly, no assurance is expressed. Were we to have performed additional procedures or an audit or review engagement, other matters may have come to our attention which we would have reported to the Town.

The sufficiency of these procedures is solely the responsibility of the parties specified in this report. Accordingly, we make no representations regarding the sufficiency of these procedures either for the purpose for which this report has been requested or for any other purpose. Further, we have addressed solely the procedures identified in the appendix, and make no representations regarding whether any material facts have been omitted from the Staff Report 2018-78 and memo dated July 10, 2018.

This report is solely for the information and use of The Corporation of the Town of Caledon, in connection with the Town's assessment of Staff Report 2018-78 and memo dated July 10, 2018, and is not intended and should not be used for any other purpose. Consequently, the report should not be used by other parties without prior written consent. Any use that a third party makes of this report, or any reliance or decisions made based on it, are the responsibility of such third party. We accept no responsibility for any loss or damages suffered by any third party as a result of decisions made or actions taken based on this report.



March 15, 2019  
Brantford, Ontario

CHARTERED PROFESSIONAL ACCOUNTANTS  
Licensed Public Accountants

## APPENDIX TO ACCOUNTANTS' REPORT

Agreed Upon Procedure	Findings & Comments
1. Review the schedule containing all associated weigh tickets and verify the clerical accuracy of the report total 123,797 tonnes.	We obtained a copy of the Town's aggregate reconciliation containing the daily activity from August 1, 2015 – December 31, 2015 and verified the total tonnage was 123,835.35. A discrepancy of 38.35 tonnes was identified relating to Ticket 6385910. Ticket 6385910 (Dec 2, 2015) was never received from Lafarge. Accordingly, this amount was excluded from the Town's inventory, not paid to Lafarge, and was not included in the report to council.
2. Review a statistical sample of weigh tickets in procedure #1 to yield a 95% confidence level within a variation of 4,000 tonnes.	We obtained 94 invoices from the schedule in procedure 1 and verified the total tonnage on each invoice agreed to the schedule. We then selected one ticket per invoice and vouched the tonnage to the original document noting no exceptions.
3. Review the schedule containing all associated weigh tickets to project #14-093 Simpson Road and verify the clerical accuracy of the report total 4,043 tonnes.	We obtained a copy of the Town's aggregate reconciliation containing the daily activity from August 1, 2015 – December 31, 2015 and verified the total tonnage was 4,081.41. A discrepancy of 38.41 was identified, of which 38.35 tonnes is related to the same issue regarding Ticket 6385910 noted in Procedure #1. The remaining discrepancy of 0.06 tonnes is related to rounding applied in the original report, Report #2018-78.
4. Review a statistical sample of weigh tickets in procedure #3 to yield a 95% confidence level within a variation of 250 tonnes.	We utilized 10 invoices tested in procedure 3 related to project # 14-093 Simpson Road and verified the total tonnage on each invoice agreed to the schedule. We then selected one ticket per invoice and vouched the tonnage to the original document noting no exceptions. We then selected one additional invoice from the listing in procedure 3 and verified the total tonnage agreed to the schedule. We then selected 38 tickets from the invoice and vouched the tonnage to the original document. No exceptions were identified.
5. Review the schedule containing all associated weigh tickets to project #14-101 Kennedy Road Construction and verify the clerical accuracy of the report total 17,920 tonnes.	We obtained a copy of the Town's aggregate reconciliation containing the daily activity from August 1, 2015 – December 31, 2015 and verified the total tonnage was 17,920.41. An immaterial discrepancy of 0.41 tonnes was identified due to rounding.

6. Review a statistical sample of weigh tickets in procedure #5 to yield a 95% confidence level within a variation of 1,000 tonnes.	We utilized 44 invoices tested in procedure 2 related to project #14-101 Kennedy Road and verified the total tonnage on each invoice agreed to the schedule. We then selected one ticket per invoice and vouched the tonnage to the original document noting no exceptions. We then selected one additional invoice from the listing in procedure 5 and verified the total tonnage agreed to the schedule. We then selected 10 tickets from the invoice and vouched the tonnage to the original document. No exceptions were identified.
7. Perform positive confirmation audit procedures over 15,000 tonnes of estimated sand to be used for winter maintenance.	We obtained a signed third party confirmation from James Dick Construction that verifies 16,700 tonnes of course screened sand was returned to the Caledon Town Yard. A variance of 1,700 tonnes has been identified from Staff Report 2018-78. The variance relates to the estimate of sand to be delivered compared to the actual amount of sand realized in the Fall of 2018.
8. Review approval of Capital Project #11-054 Gravel Pit Extraction and verify the budget was \$696,119.	We obtained and reviewed the resolution PW-2014-059 dated August 12, 2014 which stated the revised cost estimate for capital project 11-054 was \$651,860. This was unanimously voted in favor by 8 councilors and the Mayor. We note that \$44,259 had already been incurred by the town as at August 12, 2014. As such, total budget of \$696,119 is accurate.
9. Review supporting schedule containing all associated invoices relating to capital project #11-054 Gravel Pit Extraction (as amended in the memorandum addressed to Members of Council on July 10, 2018) and verify the clerical accuracy of the report total \$269,098.47.	We obtained a copy of the invoice schedule relating to capital project #11-054 containing 118 invoices from 2011-2016 and verified the value was \$269,098.47 as of July 10, 2018. No exceptions were identified.
10. Review a statistical sample of invoices in procedure #9 to yield a 95% confidence level within a variation of \$10,000.	We obtained 64 invoices from the schedule in procedure 9, verified the invoice related to project 11-054, and agreed the value of the invoice to the listing in procedure 9. We identified that invoices dated during 2011-2012 did not record the HST rebate at the prescribed rate. As a result, expenses were overstated by an immaterial amount of \$3,239.14.



11. Review supporting documentation from the Ministry of Natural Resources and Forestry and assess whether a \$15,000 rebate is collectible for project #11-054.	We obtained and reviewed correspondence between Ministry of Natural Resources and Forestry and the Town of Caledon which confirms a refund \$22,441.17. The refund is comprised of the original \$12,000 deposit, an under run between the original tonnage applied for and the actual tonnes extracted of \$3,013.37, and the Town of Caledon's portion (lower tier) fee collected on the tonnes extracted of \$7,427.80. We reviewed a copy of the cheque #11390 received from Aggregate Resources Trust, dated 12/14/2018, and verified the total of \$22,441.17 agreed to the correspondence with the Ministry of Natural Resources and Forestry. We note that management's initial estimate of \$15,000 (comprised of security deposit of \$12,000 plus \$3,000 rounded refund amount of under run between the original tonnage applied for and actual tonnage extracted) did not include the unanticipated cash receipt of \$7,427.80 for the lower tier fee.
12. Verify that capital project #11-054 activity to date (\$269,098.47) has been posted to the Corporation of the Town of Caledon's general ledger.	We obtained detail extracts from the general ledger and verified the total balance entered into the system was \$284,098.47 representing gross expenditures. The variance of \$15,000 relates to the expected rebate to be received in procedure 11.
13. Review invoices relating to the aggregate used on Simpson Road, Kennedy Road and sale of pit run material, test the clerical accuracy of the total sales of \$271,137.69 and tonnage sold.	We obtained invoices (INV001732 and INV001733) and verified they relate to granular used on Simpson and Kennedy Road. We obtained the supporting invoice from GovDeals.com dated April 2018 and confirmed that a quantity of 75,000 tonnes of aggregate material was sold. We verified the invoices and revenue totaling \$271,137.69 were clerically accurate. Cash receipts were traced to the bank without exception in two deposits on April 17, 2018 and April 18, 2016.
14. Investigate the pricing assumptions utilized in management's calculation in procedure #13 and assess the reasonability of market prices used.	<p>We obtained historical online pricing for granular A and B, to compare to the price the aggregate sold in procedure 13 for the construction of the two Town roads, Simpson Road and Kennedy Road. Granular A was sold for \$10/t, Granular B was sold for \$7/t. External prices found online were comparable at \$9.50/t granular A, \$7.25/t granular B. Based on this, the pricing in Procedure 13 related to Simpson Road and Kennedy Road was found to be reasonable.</p> <p>For the sale of pit run, the Town's disposal process was reviewed to ensure the purchasing by-law was complied with when conducting the online auction of the pit run materials. No exceptions noted.</p>
15. Review journal entries in account 08-00-900-35014-000-25000 which transfers the tax funded capital proceeds from the sale of aggregate totaling \$271,137.69 to contingency reserve.	We obtained journal entries 12-260 and 40-83 and verified the balances identified in Staff report 2018-78 were posted to the General Ledger. This confirms the information contained in the memo is consistent with the accounting records of the Town.

<p>16. Investigate the pricing assumptions used in management's calculation for estimated future cost avoidance related to winter sand and assess the reasonability of market prices used.</p>	<p>We used pricing found online to estimate the cost savings of \$7.92 per tonne. We then recalculated the savings for 16,700 tonnes (Procedure #7 above) as \$132,212.70. Immaterial variance identified when compared to the estimate of \$130,000 originally stated in Staff Report 2018-78.</p>
<p>17. Perform a proof in total by comparing the aggregate extraction unit prices in the legal agreement with Lafarge dated August 14, 2014 multiplied to the applicable aggregate quantities to the amount paid to Lafarge for aggregate extraction.</p>	<p>Unit prices for aggregate A, B and load and scale fees were taken from the legal agreement with Lafarge and applied to the tonnage extracted in procedure 1. The total cost agreed with the Lafarge invoices showing in the Town's general ledger.</p>

# Memorandum

Date: Tuesday, July 10, 2018

To: Members of Council

From: Fuwing Wong, General Manager, Finance and Infrastructure Services/Chief Financial Officer

Subject: Second Line Right-of-Way (Former McLaren Wayside Pit)

At the 26-June-2018 General Committee meeting, two reports on the former McLaren Wayside Pit, report #2018-78 – McLaren Wayside Pit Update regarding Financial Costs and report #2018-80 McLaren Wayside Pit Update regarding Rehabilitation, were reviewed and discussed at the meeting.

The Committee raised a number of questions related to the rehabilitation/future of the Second Line Right-Of-Way (former McLaren Wayside Pit), North of Charleston Side Road. In addition, there was one delegation on the reports and correspondence received from a resident, Mr. Shapton (see Schedule A to this memo).

Mr. Shapton's correspondence includes approximately 18 questions related to the McLaren Wayside Pit reports and history. Further, the committee raised the following questions/comments:

- Should the Second Line ROW be retained by the Town for future servicing (e.g. water/sanitary) or future fibre runs for high-speed internet?
- If the Town retained ownership of the Second Line Right-Of-Way (ROW), would the Credit Valley Conservation Authority (CVC) and Bruce Trail Conservancy be interested in partnering with the Town for a public trail?
- Does the by-law that stopped up and closed the former McLaren Unopened Road Allowance (from Charleston to Beechgrove) land-lock the three properties identified by the delegate?

Staff was requested to prepare a memo for the 10-July-2018 Council meeting to address the questions/concerns, however, given the volume of question/comments and the research required to provide a complete response for some of the questions, this memo will only document the questions/comments staff received and will be working on responses for Mr. Shapton's correspondence.

A response to the questions listed above and attached will be sent to Council and Mr. Shapton when available.

There is also one correction that should be noted for report 2018-78 – McLaren Wayside Pit Update regarding Financial Costs:

- The total amount spent on capital project #11-054 Gravel Pit Extraction project was incorrectly listed as \$397,020.53 previously. The expenditures to-date for the project should have read \$269,098.47
- This correction to the financials does not change the overall staff recommendation in the report (modified by the Committee), i.e. “That the Town of Caledon not proceed with Wayside Pits in the future as noted in Staff Report 2018-78”.

Also related to staff report 2018-78 – McLaren Wayside Pit Update regarding Financial Costs, staff received an additional piece of correspondence on the financials from Mr. Sinclair on 9-July-2018 (see Schedule B, attached to this memo). In the correspondence, there is an attempt to mathematically reduce the savings from the aggregate A & B used for Town roads and the sand savings by applying a ratio pit run cost per tonne vs. the cost per tonne of aggregate used in Town roads. Essentially, the ratio of 13.8% calculated in the document is a claim that the aggregate A&B used for the two Town road construction projects is worth a fraction (13.8%) of what has been reported using the pit run as standard for calculating worth of the Aggregate A & B. The logic behind this ratio is faulty as pit run is unprocessed material which requires additional time, resources, and money to process so it is worth considerably less than the Aggregate A & B used in the construction of Simpson Road and Kennedy Road. The correspondence also attempts to value the pit run higher than what was reported using Aggregate A & B as the standard. As noted in staff report 2018-78 and above, pit run is worth significantly less than aggregate A & B due to the processing required and the unusable material that is left over after the screening and processing (e.g. 1 tonne of pit run does not result in 1 tonne of aggregate A & B). In any case, the additional correspondence still supports the recommendation for report 2018-78 (modified by the Committee), which is “That the Town of Caledon not proceed with Wayside Pits in the future as noted in Staff Report 2018-78.



**Schedule A****Questions for Town of Caledon Council and Staff :**

- 1) Why was the pursuit of a Wayside Pit permit so stubbornly pursued by the Town despite clear advice from MNR officials and resident objections that McLaren Rd. clearly did not qualify for such a license?
- 2) Who stood to benefit if a Wayside Permit were obtained, and to what extent (accurate dollar figures please)?
- 3) What was the cost to the Town (taxpayers) for the staff involvement in pursuing the wayside permit for 7 or 8 years (\$ figures please)?
- 4) Why would the Town of Caledon participate in a prolonged process that involved trying to find “wiggle room” to evade established ARA and MNR requirements?
- 5) Why was this approach not abandoned when the questionable machinations became apparent?
- 6) It is obvious that the Simpson and Kennedy projects were concocted to try to legitimize a wayside pit application rather than find a suitable source, wayside or otherwise, for an already planned project. Who spearheaded this complex and prolonged effort?
- 7) Why was the Simpson project not done after all?
- 8) Why was only 18% of the aggregate extracted from the ROW allegedly used on the 2 identified projects?
- 9) It appears that the alternate uses of the remaining 82% - sale, storage, future use, etc. - violates the ARA as pointed out by Deputy Minister Carrie Hayward; what is the Town's position vis-à-vis this contravention?
- 10) Can we see the contracts involved in the 2 projects and the trucking ‘tickets’ pertaining thereto?
- 11) It appears from the report that the amount paid to LaFarge for the extraction of Town gravel from the ROW was \$397,020.53. What specifically does this include? – i.e. trucking (to where?), screening, washing, etc.?
- 12) Were there any additional costs incurred that are not mentioned in the report?
- 13) What is the market value of the 123,797 tonnes extracted if it were to be purchased or sold by the Town from an alternate source? Is it \$8.39/tonne? or \$857/tonne? or \$1.16/tonne? And why is there 3 different values in the report ascribed to the extracted aggregate?
- 14) Who purchased the 75,000 tonnes of pit run sold by the Town?
- 15) Please also refer to document “MNRchronologydocuments3” attached and answer all questions therein.
- 16) Will the new ROW/trail become or remain as Town property, and will additional expenses accrue to taxpayers for rehabilitation and/or maintenance of the trail?

Other questions remain, and the questions above could probably be improved for clarity, but the tight deadline for communicating in advance of the Council meeting does not allow for more careful thought and refinement. Such deadlines and related requirements need to be seriously reconsidered. Input from constituents should not be treated as a nuisance or made so onerous.

## Schedule A

## Chronology and Key Communications Among MNRF Peterborough, MNRF Aurora, MHBC Planning, Lafarge and Town of Caledon Regarding McLaren Road Wayside Pit Permit Application

This summary focuses on communications that indicate that the Wayside Pit Permit Application for the McLaren Road site was initiated well in advance of the time any aggregate situated at the site was intended for use in a municipal project by the Town of Caledon.

It should be noted that, per the extracts below:

- In 2010 Town of Caledon Held discussions with LaFarge re extracting gravel from McLaren Rd. and the adjacent ROW setbacks.
- In February of 2011, the Town of Caledon indicated its intent to pursue a Wayside Pit Permit application for this site, letter of intent to MNR Oct 3, 2011 advises of discussions between Caledon and LaFarge
- June 14, 2012 application for wayside permit submitted by Craig Campbell, Town of Caledon
- In May of 2013, Caledon's Works Department indicated that the material was to be stockpiled.
- In June of 2013, the public authority contract was identified as "Various Contracts within the Town of Caledon",
- In December of 2013, Caledon indicated "the gravel will have no immediate planned use and will be stored at our own quarry."
- There was no indication of any municipal project(s) being connected to this application until June of 2014.

**The correspondence suggests MNR Aurora and the Town of Caledon were seeking a process that, in the words of MNR Aurora, would eliminate *"the risk of a lengthy process requiring an Official Plan Amendment, license application and the possibility of an appeal, etc."***

Key dates:

Feb 23, 2011 – Letter from Alex Smith (MNR) to Campbell (Caledon) "MNR is of the opinion that extraction of aggregate within McLaren Rd. to be a new licence application under the ARA as it does not currently meet any criteria for MNR to deem the extraction of the road 'not' a pit."

May 20, 2011 – Letter from MNR to Barnes (Caledon) – outlines options for removing gravel from McLaren ROW – licence & site plan amendment vs. wayside

Sept 27, 2011 - Letter from C.A. Campbell (Town of Caledon) to Tom Farrell (MNR). "in the near future the Town will be pursuing a wayside pit application to extract the materials from that property.

Sept 27, 2011 – letter from Campbell (Caledon) to Farrell (MNR) seeking to delay a rehabilitation order issued for the LaFarge pits adjacent to McLaren Rd. ROW pending efforts to find a way to extract the ROW and setback areas. "Any effort into rehabilitation may negatively influence the business opportunity for mutual beneficial extraction."



## Schedule A

May 2012 - Goodban Ecological Consulting Natural Environment Level 1 and 2 Technical Report done for Town of Caledon re: proposed McLaren Road allowance wayside pit.

July 6, 2012 – MNR Internal email : in reference to the possibility of a wayside permit "... there is no specific contract of road construction and a licence would be the more appropriate instrument."

June 13, 2012 – MHBC Wayside Pit Permit application prepared for Town of Caledon. Pit life expected to be 2 to 3 years with 150,000 tonnes total removed. Also provide access for reserves on adjacent LaFarge properties. Also "Rehabilitation to agriculture is not being proposed in this case."

June 22, 2012 – Internal MNR request: "An additional condition will be added to ensure that rehabilitation of the reduced [LaFarge] setback area will be completed in conjunction with the rehabilitation of the wayside permit (if approved)."

July 4, 2012 – Letter from MNR to MHBC: "staff are investigating a policy matter"

July 26, 2012 – Internal MNR email re: legality of wayside pit: "... **she cannot provide wiggle room** with policy 3.00.00 which prohibits the unopened road allowances from being processed as waysides." *Language used reveals attempt to circumvent the letter of the law.*

July 26, 2012 – email MNR to MHBC "MNR is **working to resolve the outstanding policy issue.**" *Obvious attempts to find the aforesaid "wiggle room".*

November 14, 2012:

Email from Steven Strong (MNR Aurora) to Maria VandenHeuvel (MNR). *... from the town allowance. The idea of a wayside pit was floated because of the municipal connection and the fact the aggregate could probably be removed in short order. Given the road allowance is a hill between two pits, it would make sense to move the material. Both the Town and LaFarge would like to move forward ASAP – without the risk of a lengthy process requiring an Official Plan Amendment, licence application and the possibility of an appeal, etc.*

*Clearly there was no intent at this time to use the aggregate in a specified project, and the intent of the Wayside Pit Permit application is for convenience, expedience, and to **avoid** "the risk of a lengthy process requiring an Official Plan Amendment, license application and the possibility of an appeal, etc."*

Nov 26, 2012 – Internal MNR email: "... it does not appear that the project you have described would meet the requirements of s. 23(3)(a) ... **if the material is just going to be stockpiled ... for future projects.**"

Nov 26, 2012 - Email from Maria VandenHeuvel (MNR) to Steven Strong (MNR).

Should the municipality choose to close the road allowance to enable extraction through a wayside permit, it does not appear that the project you have described would meet the requirements of s. 23(3)(a) *the aggregate is required for a project of road construction or road maintenance*, if the material is just going to be stockpiled in the municipal yard for future projects.

You are correct that in order to expand the boundary of the licence to include the road allowance, a new licence application would be required. If the primary purpose of extracting the material is to obtain aggregate, it appears that you have covered all of the available options, and the only option appears to be a licence application.

*The apparent intent of Maria VH's comment is to advise MNR Aurora that a Wayside Permit is not the appropriate device to pursue, and that a proper license application is required.*



## Schedule A

Mar 11, 2013 - MNR internal correspondence outlining the policy issues presenting difficulties with issuing a licence for McLaren Rd.. The idea of a wayside permit was “floated” as a way to allow the gravel to be extracted and stored for future use by the town and LaFarge.

*No mention of the problem of need for specific contracts or 18 month time frame. Also it is clear they wanted to avoid the “risk of a lengthy process...” and “... possibility of an appeal, etc.”*

May 14, 2013 - Memo from Caledon’s Works Department to Mayor and Council. “Council approved a capital budget in 2011 to conduct the necessary studies and work to acquire a Wayside Permit (Permit) and to crush & stockpile the gravel once delivered to the Town’s gravel pit.”

*There is clearly no intention at this time to use the gravel in specific Town projects. Rather the material is to be stockpiled.*

May 14, 2013 – Caledon PW-2013-015 recommending bylaw to close McLaren right of way to enable Caledon to: “... acquire a Wayside Pit Permit and to crush and stockpile the gravel once delivered to the Town’s gravel pit.” But that the MNR has advised “... that their policy requires a full licence to extract gravel from an unopened road allowance ...”

*This report also documents the history of attempts by LaFarge to find a way to access the gravel in the setback areas of the 2 pits adjacent to McLaren Rd. It states that the Town and LaFarge approached MNR in 2010 and after discussions, MNR suggested a wayside pit permit would be the easiest way to accomplish the mutual objectives.*

June 6, 2013 - Application for a Wayside Permitted by Craig Campbell on behalf of the Town of Caledon. The public authority contract was identified as “Various Contracts within the Town of Caledon”.

Dec 4, 2013 - Email from Bruce Hill (Caledon) to Andrew Palumbo (MHBC) – “We can give you a copy of the By-law that closes the road allowance. However, **the gravel will have no immediate planned use and will be stored at our own quarry.** Does that present a problem?”

Dec 4, 2013 - Email from Andrew Palumbo (MHBC) to Bruce Hill (Caledon) – “...absence of a municipal contract number may present a problem because MNR has already indicated that they require this – we’ve already attempted to set up the application by saying the aggregate will be used for municipal jobs in the Town of Caledon and they came back to us saying they need the municipal contract number ... further... “I understand that the gravel will not have an immediate use, and we have tried to express this with MNR, but they have still asked for this contract number.”

*There is a clear admission from MHBC that there is **no specific use planned for the aggregate**, yet they are still pursuing a Wayside Permit.*

April 3, 2014 - Email from Andrew Palumbo (MHBC) to Steven Strong (MNR)

- In early 2013 (Jan-Mar), MNR confirmed that in order to deem this application complete and proceed with the McLaren Road Allowance Wayside Pit Permit Application as originally intended, the Town of Caledon would be required complete the following actions:
  - i) Provide documentation confirming closure of the McLaren Road Allowance; and
  - ii) Ensure that a municipal contract number is setup in association with this wayside pit permit and included/referenced on the Aggregate Resources Act (ARA) site plan and other submission materials (i.e. application form, summary statement, etc.) that correspond to this application – this contract number represents the municipal works by which the aggregate from the wayside pit will be used.



## Schedule A

- The Town is also in the process of setting up the municipal contract number that will correspond to this wayside pit permit application.

June 6, 2014 - Letter from David Loveridge (Town of Caledon) to Steven Strong (MNR Aurora)

Since the issuance of the July 4, 2012 letter, dialogue between MNR Aurora and MHBC took place in an attempt to resolve this policy matter. Ultimately, MNR confirmed that in order to deem this Wayside Pit permit application complete and proceed with the application as originally intended, the Town of Caledon would be required to complete the following actions:

- 1) Provide documentation confirming closure of the McLaren Road Allowance
  - see attached **Figures 3 and 4**
- 2) Ensure that a municipal contract number is setup in association with this Wayside Pit permit, as this represents the municipal works by which the aggregate from the Wayside Pit will be used.
  - The municipal contract numbers and corresponding project name associated with this Wayside Pit permit are as follows:
    - Simpson Road Construction (Contract#: PW - 2013-058)
    - Kennedy Road Reconstruction (Contract #: 14-101)

June 6, 2014 – letter from MHBC indicating that extraction from adjacent LaFarge pits **must be completed by Dec 2015** due to the ‘Maximum Allowable Disturbed Area’ requirements, and urged fast processing

June 25, 2014 – letter from MNR to MHBC requesting change to anticipated time frame (2-3 years) for extraction: “Please ensure that the municipal contracts and extraction activities can occur within the eighteen month time frame, or adjust the proposal accordingly.” Also pointed out missing “estimated cost of the aggregate for the project as compared with that from alternate sources of supply.”

Aug 14, 2014 - Application for a Wayside Permit submitted by David Loveridge on behalf of the Town of Caledon. The public authority contract numbers were identified as Pw-2013-058 and 14-101.

October 10, 2014 - Notice of Wayside Pit Application by Town of Caledon and MHBC, identifying the projects as:

- PW-14-093, located at Simpson Road, Town of Caledon
- 140-101, located at Kennedy Road, Town of Caledon

*It would appear that, as of October, 2014, the Town of Caledon had found projects to justify the application for a Wayside Pit Permit, as opposed to developing a wayside pit to supply planned projects.*

Aug 27, 2014 – Letter from TOARC to Caledon: “On or before the expiry of the wayside permit a **summary of the total tonnage removed** must be submitted to the MNR ...”

Sept 2014 – MHBC Wayside Pit Permit application #2 prepared for Town of Caledon. Extensively similar to the June 2012 application.

Sept 4, 2014 – Wayside pit permit profile issued by MNR

**Schedule A**

Sept 11, 2014 – Letters from MNR to MHBC and from Palumbo (MHBC) to Loveridge (Caledon): “MNR has deemed wayside pit application complete” and public notification can commence

Sept 17, 2014 – email from MHBC to MNR advising that the contract number for Simpson Rd. project was changed.

Sept 25, 2014 – email from MNRF to MHBC re draft public notices “... material removed will be used in a **road project lasting 3 years when a wayside permit is only valid for 18 months.**” “Please explain (i.e. is the material going to be removed and stored elsewhere?)”

Oct 1, 2014 – email from MHBC to MNR re draft public notice and cover letter - “I’ve **removed references to the project duration** for each contract [Simpson and Kennedy] for which the aggregate will be used, **in order to NOT cause confusion** between the project duration and the Wayside Pit duration.”

*It appears that the intent is to dishonestly mislead and hide the truth.*

Oct 3, 2014 – Email from MHBC to MNR seeking reassurance that “an extension to the 18-month period may be applied for if necessary, correct? Please just confirm this matter.”

*This reveals an anticipation that the project(s) will not be completed in time, and coincides with information PitSense rec'd from David Loveridge when he said that Simpson Rd. would not be done before “late 2016”.*

October 6, 2014 – Letter from Jane Ireland (MNR) to LaFarge confirming that MNR will proceed with issuance of “minor site plan amendment” for 2 adjacent pits once documents are signed by LaFarge. Also letter from MNR to LaFarge: [MNR will] “Allow the importation of of aggregate from the McLaren wayside ... **for storage.** ... or audit purposes, material extracted from this [LaFarge] licence **must be stored separately from that extracted from the McLaren Rd. permit.**”

*Was this actually done, and what are the 2 locations? Is there an audit of the 2 quantities? Also it is still apparent that “storage” is anticipated.*

October 8, 2014 – Issuance of Application notification – “... operations will last no more than 18 months ”

Nov 3, 2014 – Letter from Brandon Ward (Caledon) to MHBC stating that issuance of permit is “premature” due to LaFarge site plan amendment approvals for adjacent pits being still pending and that they should be processed concurrent with the wayside pit permit

Nov 14, 2014 – Email from San Grewal to MNRF with questions regarding wayside pit appropriateness

Nov 14, 2014 – letter from Caledon to MHBC advising an application for a site “variance” and seeking details on how rehabilitation will be accomplished on both LaFarge properties and wayside pit properties jointly

Dec 5, 2014 – letter from MHBC to Caledon advising that no “variance” is needed

Jan 20, 2015 - Email from David Murphy (MNRF) to Brandon Ward, Andrew Palumbo (MHBC) – “I am pleased to advise you that your application for a wayside permit has been approved.”



**Schedule A**

Jan 26, 2015 – MHBC Notification and Consultation Summary Document for Wayside Pit Application. Contents:

**2ND LINE RIGHT-OF-WAY (FORMERLY MCLAREN ROAD ALLOWANCE)  
Notification & Consultation Binder Tab Index  
1038 'C'**

<b>Date(s)</b>	<b>Description</b>	<b>Tab Reference</b>
September 14, 2014 / October 8, 2014	<i>120m Notice Circulation List (September 15, 2014) and Landowner Circulation (October 8, 2014);</i>	Tab A
October 14, 2014	<i>Registered Mail Delivery Confirmation and Receipts</i>	Tab B
October 8, 2014	<i>Cover letter to MNR</i>	Tab C
October 8, 2014	<i>Cover letter to Region of Peel</i>	Tab D
October 8, 2014	<i>Cover letter to Town of Caledon</i>	Tab E
November 3, 2014	<i>Town of Caledon Initial Comments and MNRF Response</i>	Tab F
November 14, 2014 / December 5, 2014, & December 11, 2014	<i>Town of Caledon Second Comments (November 14, 2014) and MHBC Initial Response (December 5, 2014) and updated response (December 11, 2014)</i>	Tab G
January 22, 2015	<i>Town of Caledon Final Comments (Resolution of All Issues)</i>	Tab H

**Feb 2 2015 – letter from MNRF to Caledon reminding Caledon of the requirement to track/report tonnage removed on a monthly basis** and that no method of doing so has been yet identified. Permit issued.

*Where are these records and what do they show?*

**June 23, 2018 –** The Simpson Road project was never done and records appear to show that **only 18%** of the extracted aggregate was used on the so-called projects. This is contrary to ARA/MNRF regulations. We were told on Dec/17/2014 in a letter from MNRF Deputy Minister Carrie Hayward: **"If the material [from the wayside pit] is not used for these projects, it is a violation pursuant to the Aggregate Resources Act (ARA)."**

**Schedule A**



June 23, 2018 - South end of Simpson Rd. where it is supposed to continue south to Mayfield Rd.



June 22, 2018 – Simpson Rd. where it is supposed to continue north from George Bolton Parkway





**Schedule A**

June 22, 2018 – Simpson Rd. where it is supposed to continue south from George Bolton Parkway.

June 26, 2018 – Staff report 2018-78 regarding McLaren Rd. 'wayside pit' which is confusing, misleading, incomplete, and questionable in its conclusions and recommendations.

Ian Sinclair

July 9, 2018

Mayor & Members of Council  
Town of Caledon  
Town Hall, 6311 Old Church Rd.  
Caledon, On L7C 1J6

Re: Mclaren Rd. [Second Line West] Wayside Gravel Strip Mine

Residents continue to be concerned with the legality, mining process, rehabilitation and financial loss associated with the "Mclaren"/ 2<sup>nd</sup> Line West wayside strip mine organized and run by the Town of Caledon.

Mr. Shapton filed a series of questions [attached] regarding the strip mine with Council at the June 26, 2018 General Committee meeting however there has been no response from the Town to the questions.

Concerns also continue, despite a staff memorandum and report to Council regarding the financial status of the road allowance strip mine. Residents have done a financial analysis of the strip mine [attached] and found a loss to the Caledon taxpayers of \$541,690.71. Staff have indicated a substantial surplus of funds to be transferred to a reserve fund. Residents and staff are far apart.

Note the rehabilitation of the road allowance strip mine has not been completed according to the Aggregate Resources Act Site Plan which means there are substantial further costs to be incurred for final rehabilitation. In addition the substantial costs for staff time, over a period of years, to obtain a strip mine licence and deal with the mining process have not been included either.

I request of Council, a full independent audit of the financial a legality of the "Mclaren"/2<sup>nd</sup> Line West wayside strip mine be conducted and reported publically to Caledon Residents.

Sincerely,

Ian G. Sinclair

**Questions for Town of Caledon Council and Staff:**

1. Why was the pursuit of a Wayside Pit permit so stubbornly pursued by the Town despite clear advice from MNR officials and resident objections that McLaren Rd. clearly did not qualify for such a license?
2. Who stood to benefit if a Wayside Permit were obtained, and to what extent (accurate dollar figures please)?
3. What was the cost to the Town (taxpayers) for the staff involvement in pursuing the wayside permit for 7 or 8 years (\$ figures please)?
4. Why would the Town of Caledon participate in a prolonged process that involved trying to find “wiggle room” to evade established ARA and MNR requirements?
5. Why was this approach not abandoned when the questionable machinations became apparent?
6. It is obvious that the Simpson and Kennedy projects were concocted to try to legitimize a wayside pit application rather than find a suitable source, wayside or otherwise, for an already planned project. Who spearheaded this complex and prolonged effort?
7. Why was the Simpson project not done after all?
8. Why was only 18% of the aggregate extracted from the ROW allegedly used on the 2 identified projects?
9. It appears that the alternate uses of the remaining 82% - sale, storage, future use, etc. - violates the ARA as pointed out by Deputy Minister Carrie Hayward; what is the Town's position vis-à-vis this contravention?.
10. Can we see the contracts involved in the 2 projects and the trucking ‘tickets’ pertaining thereto?
11. It appears from the report that the amount paid to LaFarge for the extraction of Town gravel from the ROW was \$397,020.53. What specifically does this include? – i.e. trucking (to where?), screening, washing, etc.?
12. Were there any additional costs incurred that are not mentioned in the report?
13. What is the market value of the 123,797 tonnes extracted if it were to be purchased or sold by the Town from an alternate source? Is it \$8.39/tonne? or \$857/tonne? or \$1.16/tonne? And why is there 3 different values in the report ascribed to the extracted aggregate?
14. Who purchased the 75,000 tonnes of pit run sold by the Town?
15. Please also refer to document “MNRchronologydocuments3” attached and answer all questions therein.
16. Will the new ROW/trail become or remain as Town property, and will additional expenses accrue to taxpayers for rehabilitation and/or maintenance of the trail?

Other questions remain, and the questions above could probably be improved for clarity, but the tight deadline for communicating in advance of the Council meeting does not allow for more careful thought and refinement. Such deadlines and related requirements need to be seriously reconsidered. Input from constituents should not be treated as a nuisance or made so onerous.



**McLaren Wayside Pit Update**

		Tonnes	Percentage	Savings?	Cost/Ton		
<b>Authorized Uses (alleged)</b>							
Simpson Road	#14-093	4,043					
Kennedy Road Construction	#14-101	17,920					
		<u>21,963</u>	<b>18%</b>	184,188.94	\$	8.39	
<b>Unauthorized Uses</b>							
Pit Run Sold		75,000		86,948.75	\$	1.16	
Sand for Winter Maintenance (stored)		15,000		130,000.00	\$	8.67	
Overburden or unusable material		<u>11,834</u>					
		<u>101,834</u>	<b>82%</b>				
<b>Total Extracted</b>		<u>123,797</u>	<b>100%</b>	<u>401,137.69</u>			
		Sale Price of Pit Run		=	\$	1.16	= 13.8%
		Value (cost) of Caledon's Own Gravel			\$	8.39	
	OR	Value (cost) of Caledon's Own Gravel		=	\$	8.39	= 7.23
		Sale Price of Pit Run			\$	1.16	

My thoughts:

- (1) Authorized uses (alleged road projects) 18% vs. Unauthorized uses (sale, storage, winter sand) 82%
- (2) We valued the gravel we used on our own projects at more than seven times the value we sold it for OR our pit run gravel was sold for only 13.8% of what we paid for our own gravel!
- (3) Are we really expected to save \$130,000 on sand??

Total purported savings	Gravel		184,188.94		
	Sand		130,000.00		
			<u>314,188.94</u>		314,188.94
	Gravel	worth 13.8%	25,418.07		
	Sand	worth 13.8%	17,940.00		
			<u>43,358.07</u>		43,358.07
Therefore, savings over-estimated by:					<u>270,830.87</u>
Alternately, Pit Run Gravel was worth \$7.23 more what we sold it for:			86,948.75		628,639.46
	x	7.23	<u>628,639.46</u>		86,948.75
			<u>Therefore loss was:</u>		<u>541,690.71</u>

## **Responses to 26-June-2018 Delegations on the McLaren Wayside Pit**

The following are the Town's responses to questions extracted from correspondence received from delegates to the Town's Wayside Pit reports in 2018:

(Note: a full copy of the correspondence received from delegates is attached to the end of the 10-July-2018 memo staff provided to Council and is included as Schedule D to this report, 2019-0152).

Questions from delegate:

1) Why was the pursuit of a Wayside Pit permit so stubbornly pursued by the Town despite clear advice from MNR officials and resident objections that McLaren Rd. clearly did not qualify for such a license?

- 4) Why would the Town of Caledon participate in a prolonged process that involved trying to find "wiggle room" to evade established ARA and MNR requirements?  
5) Why was this approach not abandoned when the questionable machinations became apparent?

Staff Response:

Staff involved with the original MNR (now MNRF – Ministry of Natural Resources and Forestry) discussions and the permit application are no longer employed at the Town. Accordingly, current staff reviewed past Council reports and concluded that staff, at the time, were following Council direction in pursuing a wayside pit licence for the unopened road allowance on McLaren Road. Various reports on the McLaren Wayside Pit (e.g. status, progress on the application, awards etc.) were reported to Council over the years and there was change in Council direction on this topic. Further, based on MNRF's issuance of the wayside pit licence, staff believe that the Town's application/ resubmission(s) ultimately complied with the Aggregate Resources Act and satisfied the concerns of the MNRF.

Question from delegate:

2) Who stood to benefit if a Wayside Permit were obtained, and to what extent (accurate dollar figures please)?

Staff Response:

According to the August 12, 2014 staff report, PW-2014-059, utilizing aggregate from the Town's own wayside pit was projected to result in a net benefit to the Town of \$384,940 (after considering \$651,860 in costs for licences, extraction and other costs).

If the question is related to benefit of private sector consultants, contractors associated with the project, the Town cannot comment on net financial benefit (or profit) related to private sector organizations. However, it is generally understood that for-profit contractors and consultants that provide the Town services and products benefit or earn revenues that exceed their costs. Otherwise, these for-profit organizations would not be sustainable in the long-term.

Question from delegate:

3) What was the cost to the Town (taxpayers) for the staff involvement in pursuing the wayside permit for 7 or 8 years (\$ figures please)?

Staff Response:

The financials related to the Town's McLaren Wayside Pit project are summarized in this report (Report 2019-0152) – In summary:

- The Council-approved budget for the McLaren Wayside Pit project (capital project #11-054) was \$696,119; and
- Net expenses totaled \$261,657.30

The financial information has been reviewed by an independent external auditor. The external auditor's report is attached as Schedule C to this report and summarized in the first section (Part A) of this report to put the audit findings/conclusions in context to what staff had originally reported in 2018.

Question from delegate:

[Note: Questions 4 & 5 were combined with Question 1, above]

6) It is obvious that the Simpson and Kennedy projects were concocted to try to legitimize a wayside pit application rather than find a suitable source, wayside or otherwise, for an already planned project. Who spearheaded this complex and prolonged effort?

Staff Response:

The Kennedy Road project to support population and employment growth in the Mayfield West/Southfields area of Town has been included in the Town's Development Charges Background Study since at least 2004. That is, in accordance with the *Development Charges Act*, the Town prepares a Development Charges Background Study at least every five (5) years to support Development Charges imposed on the development community to support infrastructure (such as roads, new community centres, new fire stations, libraries) associated with growth (e.g. additional population and employment). In the 2004 Development Charges Background Study, the need for the Kennedy Road project was identified to support planned growth in the Mayfield West/Southfields area. Staff did not investigate background studies prior to 2004, however, the growth in the area and resulting need for road infrastructure may have been identified prior to 2004.

Simpson Road is a local service road that should be the responsibility of local landowners to construct. However, landowners in the area have not been able to organize and construct this road for over a decade and Council directed staff to complete the Environment Assessment/design and construct the road with future recovery from the benefiting landowners. The construction the road and related infrastructure/servicing will likely lead to non-residential development in the area, which will provide the Town non-residential assessment growth to collect property taxes from.

Question from delegate:

7) Why was the Simpson project not done after all?

Staff Response:

The Simpson Road Project has been split into three sections:

- a) Simpson Road (just South of George Bolton Parkway)
  - This section has been constructed and reported under capital project #14-093
- b) Simpson Road (just North of George Bolton Parkway)
  - Property acquisitions were being finalized
- c) Simpson Road (just North of Mayfield Road)
  - Environmental Assessment complete;
  - The Town is working with the Toronto and Region Conservation Authority (TRCA) for development approval;
  - A Landowners Group has been formed in the area and the intent is to transfer the construction phase of the project to the landowners.

Question from delegate:

8) Why was only 18% of the aggregate extracted from the ROW allegedly used on the 2 identified projects?

Staff Response:

The Town's contractors constructed based on Engineering designs for these roads. Based on the designs and requirements during actual construction, the Town/Town's contractor only used the amount of aggregate required for the construction of Kennedy Road and Simpson Road projects. Weigh tickets were used to track aggregate extracted from the former McLaren Wayside Pit and aggregate used for each of the Town road projects. These weigh tickets have been reviewed by the Town's external auditor. See Part A of this report for the external auditor's findings.

Question from delegate:

9) It appears that the alternate uses of the remaining 82% - sale, storage, future use, etc. - violates the ARA as pointed out by Deputy Minister Carrie Hayward; what is the Town's position vis-à-vis this contravention?

Staff Response:

The sale of the pit run material is not allowed per the wayside pit licence. This was an unintentional violation of the licence by current staff unfamiliar with all of the conditions of the licence. That is, due to turnover in staff involved with the project over the past 8 to 10 years,



Infrastructure Services (previously “Public Works”) staff involved with the project are no longer with the Town and the loss of institutional knowledge resulted in an unintentional violation of the licence towards the end of the project.

As noted above, this violation was unintentional as evidenced by the public nature in which the Town advertised the sale of the pit run material – e.g. on a website established for governments to auction off surplus materials and equipment (see more information in the response to question #14, below). Fortunately, being so transparent/public about the sale, the Town was informed, (by a third party that noticed the posting), that this sale was not allowed per the wayside pit licence. This violation was subsequently communicated, by the Town, to the MNRF. The Ministry of Natural Resources and Forestry acknowledged the Town’s unintentional violation in March 2018 and did not fine the Town. The Town waited until after this acknowledgement before completing the sale of the pit run material in 2018.

Overall, this violation highlights and supports the current staff’s recommendation (in the 26-June-2018 report 2018-78 and this report) that the Town not proceed with wayside pits on unopened road allowances in the future as aggregate extraction/operations is not a core business for the Town.

Question from delegate:

10) Can we see the contracts involved in the 2 projects and the trucking ‘tickets’ pertaining thereto?

Staff Response:

As noted previously in this report, staff summarization of the tonnage per the weigh tickets have been reviewed, verified, and opined by an independent external auditor who is a certified professional accountant. As it relates to unit pricing in contracts applied to aggregate extracted from the former McLaren Wayside Pit, the Town’s external auditor was requested to review this (see Schedule C, Procedure #17) and did not note any issues.

Question from delegate:

11) It appears from the report that the amount paid to LaFarge for the extraction of Town gravel from the ROW was \$397,020.53. What specifically does this include? – i.e. trucking (to where?), screening, washing, etc.?

Staff Response:

As noted in Part of this report (Report #2019-0152), the McLaren Wayside Pit expenditures (capital project #11-054) total \$261,657.30 comprised of actual expenditures of \$284,098.47 less a refund of \$22,441.17 from MNRF. The expenditures include archaeological

assessments, natural environment technical report, groundwater study, survey, aggregate extraction, actual permit fee, and fencing.

Question from delegate:

12) Were there any additional costs incurred that are not mentioned in the report?

Staff Response:

A capital project to capture all expenses related to the Town's McLaren Wayside Pit project was approved by Council and established in 2011, capital project #11-054, and has been open since that time for staff to allocate and track costs related to the McLaren Wayside Pit work, which includes work related to obtaining the wayside pit licence, extraction of aggregate, and the surrender of licence. Aside from \$5,700 of project management fees, staff time, over the years, related to the tracking, reconciliation, and reporting on the former McLaren Wayside Pit is not captured in capital project #11-054.

Question from delegate:

13) What is the market value of the 123,797 tonnes extracted if it were to be purchased or sold by the Town from an alternate source? Is it \$8.39/tonne? or \$857/tonne? or \$1.16/tonne? And why is there 3 different values in the report ascribed to the extracted aggregate?

Staff Response:

Please see Part A of this report. The Town's external auditor verified revenues and provided an opinion on the reasonability of the market prices used.

Question from delegate:

14) Who purchased the 75,000 tonnes of pit run sold by the Town?

Staff Response:

The pit run was advertised on a government surplus site, GovDeals.ca, on 27-July-2017 to provide an open and transparent forum for interested parties to place a bid for the materials. The Town, like other municipalities, regularly disposes of surplus materials/equipment using GovDeals.ca. This promotes an open and transparent process and promotes competitive bids. The highest bid was received from James Dick Construction Ltd. As noted the Town's response to question #9, above, the sale of the pit run was an unintentional violation of the wayside pit licence and the closing of this auction/sale was delayed until MNRF was notified and acknowledged this violation.

Question from delegate:

15) Please also refer to document “MNRchronologydocuments3” attached and answer all questions therein.

Staff Response:

The document “MNRchronologydocuments3” is also included in the 10-July-2018 memo (attached to this report as Schedule D). Questions extracted from this document are as follows (with staff responses following):

Question from delegate:

October 6, 2014 – Letter from Jane Ireland (MNR) to LaFarge confirming that MNR will proceed with issuance of “minor site plan amendment” for 2 adjacent pits once documents are signed by LaFarge. Also letter from MNR to LaFarge: [MNR will] “Allow the importation of of aggregate from the McLaren wayside ... **for storage.** ... or audit purposes, material extracted form this [LaFarge] licence **must be stored separately from that extracted from the McLaren Rd. permit.**”  
*Was this actually done, and what are the 2 locations? Is there an audit of the 2 quantities? Also it is still apparent that “storage” is anticipated.*

Staff Response:

Infrastructure Services (previously “Public Works”) staff with direct knowledge of this matter are no longer employed at the Town of Caledon. However, the Ministry of Natural Resources and Forestry performed on-site inspections of the former McLaren Wayside Pit, where there were no non-compliance issues were identified. Based on this, staff believe that the Town and LaFarge complied with the requirement of proper separation of materials extracted from the Town’s wayside pit and the LaFarge pits (under separate aggregate licences).

Question from delegate:

**Feb 2 2015 – letter from MNRF to Caledon reminding Caledon of the requirement to track/report tonnage removed on a monthly basis** and that no method of doing so has been yet identified. Permit issued.  
*Where are these records and what do they show?*

Staff Response:

The tonnage extracted from the former McLaren Wayside Pit was previously reported in 2018. The records and weigh tickets have been reviewed, verified, and opined by an independent external auditor who is a certified professional accountant. Please see Part A of this report for more details.

Question from delegate:

16) Will the new ROW/trail become or remain as Town property, and will additional expenses accrue to taxpayers for rehabilitation and/or maintenance of the trail?

Staff Response:

This matter has been referred back to staff. As noted in Part B of this report (Report #2019-0152), staff will complete additional research before providing Council with a recommendation on this matter.





Accessibility Advisory Committee Report  
Monday, September 9, 2019  
6:15 p.m.  
Committee Room, Town Hall

Members

Councillor C. Early (absent)  
Chair: L. Champion  
Vice Chair: J. Groe (absent)  
G. Kennedy (joined at 6:21 p.m.)  
J. Payne  
D. St. Clair

Town Staff

Legislative Specialist: C. Curtis  
Council Committee Coordinator: J. Lavecchia  
Council Committee Coordinator: T. Kobikrishna

**CALL TO ORDER**

L. Champion called the meeting to order at 6:15 p.m.

**DECLARATION OF PECUNIARY INTEREST** – none.

**RECEIPT OF MINUTES**

Moved by: D. St. Clair – Seconded by J. Payne

That the minutes of the May 6, 2019 Accessibility Advisory Committee meeting be received.

Carried.

**REGULAR BUSINESS**

1. Site Plan Reviews

a. Site Plan Review: SPA 18-43 - 20092 Hurontario Street

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

L. Champion inquired whether the gasoline pumps are required to be accessible.  
C. Curtis advised her that staff would look into the matter.

b. Site Plan Review: SPA 18-0007, RZ 18-03, POPA 18-01 - 0 Atchison Drive, Block 164

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

c. Site Plan Review: SPA 18-0007, RZ 18-02 - 0 McElroy Court, Block 142 and 145

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

d. Site Plan Review: SPA 15-58 - 33 Perdue Court

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

e. Site Plan Review: SPA 18-0064 – 46 Simpson Road

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

f. Site Plan Review: SPA 19-33 – 12480 Hutchinson Farm Line

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

- 1) That the portables include a ramp at the entrance to allow for accessible access.

g. Site Plan Review: SPA 11-56 - 13790 Airport Road

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

- 1) That the use of rough pavement or asphalt be used in place of gravel on the site.

2. Accessibility Award for Business Update

C. Curtis, Legislative Specialist, provided an overview of Caledon's Accessibility Award for Business. The Award is to be presented on December 3, 2019 to coincide with International Day of People with Disabilities. He noted that the Award is an opportunity to advocate for accessibility in Caledon and continue educating the community the role and purpose of the Committee. Nominations for the Award will be considered by the Committee in November.

**ADJOURNMENT**

On a motion by J. Payne the meeting adjourned at 8:02 p.m.

# Memorandum

Date: September 17, 2019

To: Members of Council

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

Subject: AMO Conference Update

On August 18-21, 2019 the Association of Municipalities of Ontario (AMO) was held in Ottawa. As part of this conference, municipalities had the opportunity to 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. The AMO conference also provided an opportunity for delegates to attend Minister speeches and workshops as well as network with municipal representatives from across Ontario.

The Caledon delegation consisted of Mayor Thompson, Regional Councillor Downey, Area Councillor Early, Regional Councillor Groves, Regional Councillor Innis, Area Councillor Kiernan, Area Councillor Rosa and Regional Councillor Sinclair. In addition to Members of Council, the delegation included CAO Mike Galloway and General Manager of Strategic Initiatives, David Arbuckle.

Caledon delegations were held with:

- Ministry of Municipal Affairs and Housing,
- Ministry of Natural Resources and Forestry,
- Ministry of Infrastructure,
- Ministry of Transportation,
- Associate Ministry of Small Business and Red Tape Reduction,
- Liberal Party,
- Green Party, and
- New Democratic Party (NDP).

This memo provides a summary of those delegations and next steps.

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

The Town of Caledon's delegation met with MPP Parm Gill, Parliamentary Assistant (Housing) to the Minister of Municipal Affairs and Housing. 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 delegation noted the service delivery costing analysis conducted by Ernst & Young. Parliamentary Assistant Gill acknowledged Caledon's submission to the Regional Government Review and advised a decision regarding regional governance will come forward in Fall 2019.

The second issue that was presented was regarding affordable housing challenges for single households, seniors and persons with disabilities. We discussed finding ways to bring diverse housing options to the community. Caledon asked that the Province provide incentives and funding to incentivize the private sector to build affordable housing. The Province noted the newly passed Ontario Housing Supply Action Plan which seeks to address different housing challenges.

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

The Caledon delegation met with the Minister of Natural Resources and Forestry, John Yakabuski regarding the issue of Aggregate Rehabilitation Master Plans. We focused on the need for flexibility with the Aggregate Resources Act (ARA) and planning policies to allow for innovation when identifying reuses for aggregate sites. The Ministry advised that the issue is timely as the Province has sought feedback on Ontario's Aggregate Reform and at the Aggregate Summit earlier in March. The Ministry invited the Town to further discuss the legislation and regulatory amendments brought forward by the Town.

### **Ministry of Infrastructure**

The Caledon delegation met with the Minister of Infrastructure's Chief of Staff, Jenn Bell, 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 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 Transportation**

The Caledon delegation met with Minister Caroline Mulroney regarding defining Highway 427 extension and Highway 410 alignment as priority elements while completing the GTA West Corridor EA Study. The Ministry invited Caledon and businesses to submit letters of request for lands to free up as part of the Study.

In addition, the Caledon delegation brought forward the issue of Bolton GO Bus and Rail Service. The Ministry listened to our concerns and request for support in extending Bolton GO Bus service beyond 2020. The Ministry inquired with respect to Caledon's request and advised that the Greater Golden Horseshoe Transportation Plan aims to look at long-range goals for the area's entire transportation system.

### **Associate Ministry of Small Business and Red Tape Reduction**

The Caledon delegation met with the Associate Minister for Small Business and Red Tape Reduction, Prabmeet Sarkaria. Delegates provided an overview of small business in Caledon and some of the challenges faced.



## Caucus Meetings

The Caledon delegation also had separate meetings with following caucuses:

- Liberal Party Interim Leader John Fraser and the Liberal Party team;
- Green Party Leader Mike Schreiner and staff; and
- Deputy Leader for the NDP Sara Singh and the NDP team.

Caledon presented all issues that were highlighted at the Ministry meetings. Each caucus had a number of follow up questions. We committed to reaching out to the parties as the issues progress.

## Next Steps

As part of the Town of Caledon's government relations efforts, Town staff provided copies of all of the briefing materials to the office of Dufferin-Caledon MPP Sylvia Jones and Region of Peel staff from the External Relations Division.

The Mayor's Office has followed up with a letter to each Ministry and Party 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 AMO delegation meetings.

# Memorandum

Date: September 17, 2019

To: Members of Council

From: Katelyn McFadyen, Manager, Energy and Environment

Subject: Review of the Town's Participation in the Blue Dot Movement

Through resolution 2019-105, Staff were directed to review the Town's participation in the Blue Dot movement, in response to correspondence from the public expressing interest in the initiative. The purpose of this Memo is to provide a review of staff's analysis of the Blue Dot Initiative.

## Blue Dot Initiative

The David Suzuki Foundation in collaboration with Eco Justice founded the Blue Dot Movement in 2014. The core objective of the movement is to amend the Canadian Charter of Rights and Freedoms to include a right to a healthy environment. This is done through creating a groundswell of grassroots support to help Canadian's act to encourage municipalities to pass a declaration requesting this amendment from the Federal Government.

The Right to a Healthy Environment includes:

- The right to breathe clean air;
- The right to drink clean water;
- The right to consume safe food;
- The right to access nature;
- The right to know about pollutants and contaminants released into the local the local environment;
- The right to participate in decision-making that will affect the environment.

The Blue Dot movement indicates that over 110 nations globally have recognized the right to live in a healthy environment, however Canada does not. In addition, to date approximately 174 municipal declarations have been passed in support of the Blue Dot movement. Amongst these municipalities include the Town of Halton Hills, Town of Oakville, City of Mississauga and the City of Brampton. It is important to note, that many of these municipalities altered the model resolution to align with their jurisdictional authority and better align with the goals, objectives and policies of key plans and strategies (i.e. Official Plan and Climate Change Plans).

## Alignment with the Town of Caledon's Strategic Plans and Policies

In conducting a review of the Blue Dot Resolution Energy and Environment staff engaged with internal departments including Policy and Sustainability, Economic Development, Engineering and Road Operations to understand alignment and impact on the Town's policies, programs and initiatives. It was concluded after this consultation that there is strong alignment with the Blue Dot's core objectives of the

Right to a Healthy Environment, as outlined in Table 1 below. It was also revealed through consultations, that aspects of the resolution were outside of municipal jurisdiction.

<b>Table 1: Blue Dot Alignment with Town Policies and Objectives</b>	
<b>Blue Dot Focus Area</b>	<b>Town Alignment</b>
Breath Clean Air	<ul style="list-style-type: none"> <li>• Anti-Idling By-Law: To prohibit the idling of vehicles for longer than 2 minutes;</li> <li>• Encouraging zero emissions vehicles: To encourage the uptake of electric vehicles, the Town currently has 13 public EV charging stations and is working collaboratively with the Peel Climate Change Partnership (comprised of the Region of Peel, City of Mississauga, City of Brampton, the Credit Valley Conservation Authority, the Toronto and Region Conservation Authority and the Town of Caledon) on the development of a zero emission vehicles strategy;</li> <li>• Corporate GHG Reduction Strategy: Council recently endorsed a five-year strategy to reduce corporate emissions within the areas of fleet, waste, water and buildings;</li> <li>• Climate Change Plan: The Town is currently updating its Community Climate Change Action Plan to outline strategies to reduce community GHG emissions;</li> <li>• Transportation Initiatives: The Town promotes active transportation through the Transportation Master Plan, active transportation task force, and recently received the Bike Friendly Community designation. The Town is also starting a transit service in September 2019;</li> <li>• Incentive Programs: The Town offers incentive programs to existing businesses through Community Improvement Plans for energy retrofits, and for large industrial commercial developments for renewable energy and Leadership in Energy and Environmental Design certification;</li> <li>• Clean Air Council (CAC): The Town is a member of CAC, committing to take action to improve air quality and address climate change in the Greater Toronto Area;</li> <li>• Air Quality Steering Committee: The Town participates in the Regional Air Quality Steering Committee to provide oversight, offer advice and identify priorities of the Regional Air Quality Modelling Program.</li> </ul>
Drink Clean Water	<ul style="list-style-type: none"> <li>• Source Water Protection: The Town implements the Regional Wellhead Protection Program through Official Plan policies and zoning by law provisions to regulate potential water contaminating land uses within the Town;</li> <li>• Official Plan: Other policies contained within the Official Plan promote the protection management and enhancement of water resources, through the requirement of studies (i.e. hydrogeological investigations) prior to approval of new developments;</li> <li>• Stormwater Management: This plan promotes the safe and effective management of stormwater and runoff and to improve surface and groundwater quality, and to protect, restore and replenish surface and groundwater resources;</li> <li>• Salt Management Plan: This Plan, in accordance with the <i>Environmental Protection Act</i> "Code of Practice for the Environmental Management of Road Salts" promotes winter road safety and the efficient use of salt to reduce environmental impacts. The Plan also identifies salt vulnerable areas that require enhanced protection through the reduced application of salt or use of other materials.</li> </ul>

Eat Safe Food	<ul style="list-style-type: none"> <li>Food Charters: Council has endorsed two Charters (Region of Peel and the Headwaters Food and Farming Alliance) to promote safe, local and healthy food;</li> <li>Community Climate Change Action Plan: The Plan contains actions to promote local food and food security;</li> <li>Community Green Fund Program: This program has supported the installation and ongoing maintenance of community gardens managed by local volunteer organizations and not-for-profit groups.</li> </ul>
Access Nature	<ul style="list-style-type: none"> <li>Caledon is home to over 260km of publicly accessible trails and over 65 public park spaces;</li> <li>West Bolton Sustainable Neighbourhood Retrofit Action Plan: Key themes within this plan focus on bringing people and nature together through an integrated trails system;</li> <li>Bike Friendly Community: The Town continues to make investments towards Caledon's Bike Friendly Community Strategy;</li> <li>Tourism Promotion: The Town highlights outdoor experiences, trails and camping opportunities as part of local tourism promotions.</li> </ul>
Be Aware of Pollutants and Contaminants Released in the Environment	<ul style="list-style-type: none"> <li>Corporate Waste Management: The Town banned the sale of water bottles at Town Hall, implemented a waste retrofit program at facilities, expanded composting to four facilities, and has battery collection at four locations (Work Yard 1, Town Hall, Mayfield Recreation Complex and Caledon East Community Complex);</li> <li>Regional Waste Management Group: The Town currently participates with area municipalities within the Region of Peel to identify opportunities to improve corporate and community waste management;</li> <li>Emergency Spills Program: When a contaminant is reported, the Town's operation team remediates the spill accordingly in accordance with the <i>Environmental Protection Act</i>;</li> <li>Excess Soils Management: The Town ensures excess soils for construction projects are managed in accordance with the <i>Environmental Protection Act</i>.</li> </ul>
Participate in Decision Making that will impact the Environment	<ul style="list-style-type: none"> <li>Climate Change Action Plan Task Force: A Task Force made up of Town stakeholders and community members representing different sectors collaborate with Town staff on the update of the Climate Change Action Plan;</li> <li>Public Information Centres (PIC): The Town hosts public information centres for any major engineering projects. The Town presents project alternatives that assess the technological, social, economic and natural environment impact and costs to the public to help inform decision making;</li> <li>Development Applications: All development applications must go before Council for approval. In support of decision making, developments are subject to a series of environmental studies, outlined in section 6.2 of the Town's Official Plan. The Town is also required to host PIC's with the public on major planning decisions.</li> </ul>

## Agricultural Community Engagement

Due to the prominence of the agriculture community in Caledon, Staff also engaged with the Peel Federation of Agriculture and the Ontario Federation of Agriculture, for their position on the Blue Dot Resolution. Both organizations were not supportive of the Blue Dot initiative, noting concerns about:

- Business competitiveness if additional regulations were imposed on the agricultural community;



- Potential banning of pesticides, which are a fundamental pest management tool used by farmers and are regulated by upper tier levels of government;
- Noted that the agricultural community already participates in extensive food, soil and water testing by government agencies to ensure safe food and drinking water and a healthy surrounding natural environment;

## Motion Requirements

The Blue Dot Resolution highlights additional requirements for the Town to monitor progress towards promoting the right to a healthy environment locally. These requirements include the identification of objectives, targets and timelines that the Town will take to address the residents right to a healthy environment, and to review progress towards these requirements every five years. The resolution also highlights the need to engage with residents as part of this process. As highlighted in Table A to this Memo, staff have numerous existing plans in place, each with their own unique actions and objectives and timelines that relate to the Right to a Healthy Environment. Core to the development of many of these initiatives is an extensive community and agency stakeholder engagement process.

Second, there is also a requirement for the Town to forward the resolution to the Provincial and Federal Government to enshrine a citizen's right to a healthy environment into the *Ontario Environmental Bill of Rights* and the *Canadian Charter of Rights and Freedoms* in addition to other applicable legislation and policies.

## Made in Caledon Blue Dot Resolution

After a thorough review, Staff have concluded that many of its existing initiatives, policies and plans align well with the Blue Dot Resolution. Staff have however highlighted the following concerns with adopting the resolution in its model form:

- Staff capacity to address the requirements of reporting on the Town's progress on the Blue Dot motion every five years. Specifically, the initiatives outlined in Table A, each have their own unique objectives, actions and timelines, often governed by provincial and federal legislation. Aligning these within a five-year timeframe, and introducing additional progress monitoring, on top of what is already undertaken, will be a challenge for staff;
- As noted above, the Town is currently undertaking numerous initiatives that align with the Blue Dot resolution. There is opportunity to better align the resolution with existing Town Plans and policies that promote a healthy environment (i.e. Climate Change Action Plan and the Town's Official Plan);
- Aspects of the Blue Dot resolution go beyond the jurisdictional authority of the municipality;
- Feedback from the PFA and OFA highlighted concerns related to additional rules and regulations that may burden the agriculture community.

These concerns can be mostly addressed by developing a "Made in Caledon" resolution, similar to the approach taken by surrounding municipalities in Ontario.

# Memorandum

Date: September 17, 2019

To: Members of Council

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

Subject: Provincial Service Modernization Funding

On March 20, 2019, the Province announced one-time funding, a total of \$200 million to 405 small and rural municipalities, intended to improve service delivery and efficiency. In follow-up, the Town received a letter from the Minister of Municipal Affairs and Housing, the Honourable Steve Clark, outlining an allocation of \$725,000 to the Town to support modernization and increase efficiency of services, reducing municipal costs.

This one-time funding was allocated to Ontario municipalities based on the number of households in a municipality and whether the municipality is urban or rural. While there is flexibility for how and when municipalities invest it, the province provided some guidance and examples of how the funding could be used. For example, service delivery reviews, development of shared services agreements, IT solutions, capital investments and/or other projects.

## **Caledon Improved Service Delivery**

The Provincial Service Modernization Funding (PSMF) aligns with the Town's overall strategic plans, including the 2018-2022 Council Work Plan and TEAM Caledon corporate strategic plan. Both plans highlight the importance of improving service delivery and emphasize working towards service excellence. By putting the strategic plans into action and prioritizing a number of service-oriented projects, Town staff have been making strides in enhancing many services to improve customer relations and to deliver efficient services. Some of these projects appear within the annual business plans and budget for 2019.

Throughout this process, additional projects have been identified with an objective to modify service delivery to enhance access to Town services, increase collaboration among Town staff and establish consistent processes across the corporation. The PSMF enables the Town to continue planning, modernizing and improving the way we provide services to the Caledon community. As such, Town staff identified the next ready-to-begin, priority projects for service improvement that would benefit from the funding.

The main objective of the Town is to improve operational efficiency, client satisfaction and manage service delivery costs more effectively by using outside qualified consultants on an as required basis. These three projects focus on process improvement projects that will enhance the Town's ability to improve customer service/experience while at the same time driving internal efficiencies.

## Service Modernization Fund – Caledon Projects

In July 2019, a portion of the funding was allocated to the following service-based projects:

1. Service Delivery Reviews for Payments, Securities and Haul

An informal Request for Quote was issued to Bidders in July 2019 to conduct service delivery reviews, identifying gaps and opportunities to streamline the three processes. This project aims to achieve consistent processes across the corporation for processing and tracking payments, collecting and maintaining securities and applying for haul permits. WSCS Consulting Inc. was awarded the successful vendor.

The project approach and timeline are as follows:

Phase 1 – Requirements Mapping and Environmental Scan (September 2019 - November 2019)

This phase involves an analysis of the Town of Caledon's current processes related to Corporate Payments, Corporate Securities and Haul Permits. This phase involves the largest component of stakeholder engagement as the analysis of current practices establishes the foundation for the effectiveness of the remaining process improvement proposals and action plans. Stakeholder interviews are expected to begin the week of September 9, 2019. This phase also includes an environmental scan of other municipalities and their processes; these will be used to inform the remaining phases.

Phase 2 – Future Processes and Process Changes (November 2019 - December 2019)

This phase involves the design of optimal future processes and recommended changes within the Town's processes.

Phase 3 – Recommended Action Plans (by February 2020)

The final phase includes a report and recommendations for how to take the Town from the current state practices to the desired future optimal status. These recommended action plans will shape the process improvement implementation to be undertaken in 2020.

Upon receiving recommendations from the consultant, implementation of process changes will occur likely reducing staff time, improving the ability to track and manage inquiries and associated provision of services, reducing human error and duplication and increasing response time to customers.

2. Customer Relationship Management (CRM) Assessment

A Request for Proposal was released in July to retain a consultant to conduct a Customer Relationship Management (CRM) assessment. The purpose of this project is to investigate the feasibility of obtaining and implementing a CRM system to meet the current and future customer service needs within the Town of Caledon. The main project deliverable will be a CRM Assessment summarizing the research undertaken, recommended plan and estimated costs. This project will outline from a corporate customer-centric approach the readiness and path forward for a municipal CRM solution.

While the approach and methodology will be finalized by the successful vendor to be awarded in September 2019, the projected timeline is as follows:

**Phase 1: Requirements Mapping and Environmental Scan (September 2019 – November 2019)**

This phase involves an analysis of the Town of Caledon's current processes related to Customer Relationship Management. This phase involves the largest component of stakeholder engagement as the analysis of current practices establishes the foundation for the effectiveness of the remaining process improvement proposals and action plans. This phase also includes an environmental scan of other municipalities and their processes; these will be used to inform the remaining phases.

**Phase 2: Future Processes and Solution Evaluation (November 2019 - January 2020)**

This phase involves the design of optimal processes and recommended changes to achieve the future of customer relationship management in the Town.

**Phase 3: Recommended Strategy (by February 2020)**

The final phase includes an overall CRM Strategy comprised of a report and recommended action plan for how to take the Town from the current state practices to the desired future processes and obtain a CRM solution.

The assessment will build on the 2018-2027 Information Technology Strategic Plan recommendation to pursue a CRM solution. An assessment will first identify gaps and potential structural improvements, including necessary process improvements and opportunities to align and maximize related corporate initiatives to better enable and support the delivery of services prior to bringing in and implementing a CRM solution.

**3. AMANDA 7 Software Development for Regulatory Services Priorities**

In August 2019 the Town issued a Request for Proposal to seek proposals from Bidders to undertake changes and enhancements to the Regulatory Services folder in AMANDA. AMANDA is an Enterprise System used to manage high quality, large volume business processes that involve multiple business units and include interaction with other enterprise wide systems.

This project moves most services online through enhancements to current Complaints, Fill and Business Licensing Folders, in addition to new folders being created. Moving services online will provide a more accessible option for customers and further improve processes for front line staff. In addition, making such improvements will position the Regulatory Services Division to move towards mobile inspections and create further efficiencies for By-law Enforcement Officers in the field, allowing enforcement services to be agile, adaptable and accessible within the growing community.

While the approach and methodology will be finalized by the successful vendor to be awarded in September 2019, the projected timeline is as follows:

**Phase 1: Current Complaints Folder Improvements (October 2019 - June 2020)**



This will involve updating the Complaint Folder Tab, Complaint Search Field and expanding Complaint Codes to better identify and analyze common complaint types.

Phase 2: Current Complaints Folder Process Improvements & Templates (June 2020 - December 2020)

This phase involves adding several processes and other improvements such as replacing templates, adding in digital signature capabilities and reporting functions, among others.

Phase 3: Other Folder Process Improvements (by December 2021)

The final phase entails improvements to the Fill Permit Folder, Business Licensing Folder, and the addition of other services in AMANDA such as woodland permits, sign permits, livestock claims and others.

### **Financial Implications**

The \$725,000 of grant funding the Town received was allocated to a 2019 capital project #19-160 Modernize Service Delivery. These funds were further allocated by Senior Management as follows:

- The estimated budget for the CRM Assessment project is \$60,000;
- The estimated budget for the three-part Service Delivery Reviews is \$30,000;
- The estimated budget for the AMANDA 7 Software Development for Regulatory Services Priorities is \$300,000;

The three projects total \$390,000 of estimated spending expected to be completed by the end of December 2021, leaving \$335,000 in service modernization funding available for the Town.

### **Next Steps**

While no official reporting requirement was outlined by the Province, via copy of this memorandum, staff will advise the Ministry of Municipal Affairs how the funding is being used and further updates as service improvements and efficiencies are achieved.

In addition, the Association of Municipalities of Ontario (AMO) have reached out to municipalities to gather information about how municipalities have invested the funding. AMO plans to provide this information to the Province to encourage further provincial investment in municipalities, but also share the best practices for supporting modernization among municipalities. Staff will provide AMO with a short description of Caledon's three service modernization projects outlined above and monitor the best practices of other municipalities.

Staff will provide updates to Council as the projects progress. Any further recommendations for how to use the modernization funding will be brought forward to Council through the budgeting process or via staff report or memo.

# Memorandum

Date: September 17, 2019

To: Members of Council

From: Steven Lee, Financial Analyst, Finance and Infrastructure Services

Subject: Quarter 2, 2019 Operating Budget Variance Report

## REPORT HIGHLIGHTS

- There is an overall net favourable variance of \$1,162,689 in the 2019 Operating Budget variance as of June 30, 2019 (Quarter 2, 2019) comprised of:
  - \$614,217 unfavourable variance in overall revenues; and
  - \$1,776,906 favourable variance in overall expenditures
- In September 2019, Finance staff, with the assistance of staff from across the Town, will project year-end revenues and expenses for each account based on year-to-date (August 31, 2019) spending, historical trends and commitments for the balance of the year. Results of the year-end forecast will be presented to Council.

## DISCUSSION

The purpose of this report is to provide a high-level overview of the 2019 Operating Budget variance (i.e. budget vs. actuals) for the first six months of 2019, January 1 to June 30, 2019.

Variances reported during the year may be related to timing differences where the budget for a revenue or expense is in a particular month/quarter and the actuals occur in a different month/quarter. Timing differences reported in a quarter may be offset in another quarter, resulting in no overall surplus or deficit by the end of the year. Any realized surplus or deficit at the end of the year will be reported to Council along with recommendations for transfers to or from the Town's Operating Contingency Reserve, if necessary.

Staff within each department is responsible for the delivery of their programs and/or services while managing their budgets within the Council approved 2019 Operating Budget. The responsibility for monitoring the operating budget variances is shared by Finance and departmental staff.

Finance and Department managers have worked together to review the actual revenues and expenditures as of June 30, 2019 and have compared them to the 2019 approved operating budget to identify trends and provide comments for any issues or budget variances.

### 2019 Operating Budget Variance (Quarter 2, 2019)

Based on the results for the quarter ending June 30, 2019, the Town has a \$1,162,689 favourable operating budget variance comprised of a \$614,217 unfavourable variance in revenues and a \$1,776,906

favourable variance in expenditures. The table below provides an overview of the second quarter variance by department and by revenues/expense:

#### SUMMARY OF YEAR-TO-DATE JUNE 2019 OPERATING BUDGET VARIANCE BY DEPARTMENTS

Department		June Year-to-date Budget	June Year-to-date Actuals	Variance Favourable / (Unfavourable)	Variance %
Community Services	Revenue	(5,256,760)	(4,849,393)	(407,367)	(7.7%)
	Expense	15,294,300	14,563,912	730,388	4.8%
	Net Budget	10,037,540	9,714,519	323,021	3.2%
Corporate Services	Revenue	(2,853,453)	(2,285,175)	(568,278)	(19.9%)
	Expense	5,840,295	5,089,059	751,236	12.9%
	Net Budget	2,986,842	2,803,884	182,958	6.1%
Finance & Infrastructure Services	Revenue	(1,117,139)	(1,288,193)	171,054	15.3%
	Expense	11,750,284	11,785,669	(35,385)	(0.3%)
	Net Budget	10,633,145	10,497,476	135,669	1.3%
Strategic Initiatives	Revenue	(77,191)	(66,021)	(11,170)	(14.5%)
	Expense	3,591,060	3,227,474	363,586	10.1%
	Net Budget	3,513,869	3,161,453	352,416	10.0%
Corporate Accounts	Revenue	(73,259,163)	(73,460,707)	201,544	0.3%
	Expense	22,724,066	22,756,985	(32,919)	(0.1%)
	Net Budget	(50,535,097)	(50,703,722)	168,625	-0.3%
TOTAL	Revenue	(82,563,706)	(81,949,489)	(614,217)	(0.7%)
	Expense	59,200,005	57,423,099	1,776,906	3.0%
	Net Budget	(23,363,701)	(24,526,390)	1,162,689	

Note: Included in Community Services is an unfavourable variance for Building Services of \$9,048. Building Services will net to zero at year-end in accordance with *Bill 124* that mandates Building Services must be fully funded by its revenue from building permits.

The June 30, 2019 operating budget variances are further broken down by division within each department and are available on Schedule A of this report.

#### Department Overview

The following comments by department are high-level, relevant explanations of the Quarter 2, 2019 variances. Variance review and explanations are derived through the combined efforts of Finance and department staff.

## **Community Services**

### **Quarter 2, 2019 favourable variance of \$323,021**

- \$518,539 favourable variance in Planning and Development revenue mostly due to higher than budgeted volume of subdivision administration and engineering fees (Digram, Argo, Caledon Development), as well as additional telecommunication site plans, subdivision, and rezoning applications.
- \$377,323 favourable variance in salaries and wages due to gapping or delays in filling vacant positions in various divisions which was partially offset by an increase in Fire and Emergency Services response incidents.
- \$122,887 favourable variance in other expenses related to timing on Park materials and printing and advertising expenses for Recreation.
- \$77,418 favourable variance due to timing of Heritage Grant expenses. This variance includes \$31,128 in previously approved grants for 2017 and \$37,004 for 2018 pending payment to the applicants.
- \$67,606 favourable variance in utilities mainly in Recreation, and partially related to an upgrade of a building automation system for refrigeration at Albion Bolton Union Community Centre.
- \$58,330 favourable variance in Fire and Emergency Services revenue mostly due to higher volume of motor vehicle accidents and cost recovery related to the house explosion incident in Caledon Village
- \$46,383 favourable variance in maintenance and repairs mainly due to timing of fleet charges to Fire and Emergency Services, and expenses related to building and equipment maintenance.
- \$385,781 unfavourable variance in Building Permit revenue due to lower than budgeted number of building permits issued in the second quarter. Building activity is expected to increase in the second half of the year to coincide with construction season. Any net shortfall in Building Services revenues at the end of 2019 will be offset by a draw from the Building Permit Stabilization fund so that there will be no impact on property taxes, in accordance with Bill 124.
- \$617,162 unfavourable variance in Recreation revenues mainly due timing, (e.g. the 2019 budget was allocated based on timing of revenues historically reported by the previous recreation software. An upgrade to new recreation software resulted in a minor change in the timing of when revenues are reported) and a \$47,256 unfavourable variance related to lower enrollment for fitness programs. Overall revenue for general programs, rentals, pool registrations, and camps are expected to be on target with the 2019 budget by the end of the year. The monthly allocation of budgeted recreation revenues will be adjusted in the 2020 budget to align with the new recreation software.

## **Corporate Services**

### **Quarter 2, 2019 favourable variance of \$182,958**

- \$462,351 favourable variance in salaries, wages and benefits across the department due to salary gapping, vacant positions and delay in hiring for vacancies; partially offset by backfilling vacant positions with contract staffing.
- \$21,110 favourable variance in Parking Fines/Payment as result of additional ticketing efforts.
- \$299,069 unfavourable variance in Caledon Fines due to a reduction in fines assessed through the court process which resulted from reduced tickets filed by the Caledon OPP compared with the budget. Additional collections in Provincial Offences Courts have been in place with results from those efforts expected in the second half of 2019, which may help reduce the unfavourable variance in Caledon Fines.
- \$32,136 unfavourable variance in Property Standards Administration Fees due to fewer compliance matters performed. This also leads to a \$154,653 offsetting variance in both revenue and expenses for recoverable property standards expenses.



- \$44,174 offsetting variance in both revenues and expenses from interdepartmental chargebacks in Information Technology as the result of changes in business requirements with Building Services.

## **Finance & Infrastructure Services**

### **Quarter 2, 2019 favourable variance of \$135,669**

- \$172,177 favourable variance in summer road operations mainly due to timing; summer calcium, gravel road work and base repair work were delayed due to rainy weather.
- \$153,357 favourable variance in Engineering Fees related to subdivision developments due to unbudgeted fees received from Argo Caledon Corporation and Digram Developments. Engineering fees that are in surplus of the budget at the end of the year will be contributed to the Development Approvals Stabilization Reserve to fund future work on in-progress applications in years with lower development revenues.
- \$140,105 favourable variance in streetlight maintenance, transit, and traffic operations mainly due to timing of expenses. This includes \$21,140 favourable variance in streetlight electricity costs due to the reduction in cost per kilowatt hour (kwh) and usage.
- \$70,591 favourable salary gapping mainly due to vacant positions in the Facilities, Traffic, Purchasing & Energy/Environment divisions. This favourable variance is net of a \$70,043 unfavourable variance primarily due to lower internal project management (salary) recoveries from capital projects which have reached their maximum project management fee budgets.
- \$47,895 favourable variance in overall maintenance and repair of building expenses due to timing of purchases and maintenance
- \$30,513 favourable variance in Sweeping Contract work delays due to contract negotiations.
- The following unfavourable expense variances totaling \$275,740 are mainly due to higher than budgeted costs relating to winter maintenance activities. As it is difficult to predict weather conditions, the Town has a Winter Maintenance Reserve that may be used to fund expenses in years when severe weather causes spending in excess of the budget that is based on historical averages. Unfavourable variance of \$275,740 is further detailed below:
  - \$59,854 favourable variance in equipment rentals and small equipment purchases mainly due to the efforts by Operations staff to safely operate Town sidewalk plows thus avoiding rental costs to replace equipment that could potentially be out of service for repairs.
  - \$116,446 unfavourable variance in higher diesel and miscellaneous fuel usage for extended hours of operations equipment due to increased amount of snow and ice events.
  - \$115,765 unfavourable variance in higher salt purchases. With winter weather extending into quarter 2, the salt inventory on hand at the end of 2018 was depleted and additional purchases were made to replace the inventory in preparation for further winter weather events. Annual salt purchases are predicted to be within budget for the year, weather pending.
  - \$103,383 unfavourable variance in Roads and Fleet Operations overtime costs to manage increased incidence of snow events. The total overtime budget for 2019 has already been exceeded.
- There is a \$214,422 unfavourable variance in the Engineering division related to the timing of debt transactions (e.g. transactions in one month and budget in a later month). The timing will be adjusted in the 2020 budget.
- \$37,220 unfavourable variance in unanticipated contracted services and repairs due mainly to the Humber River flooding incident in Bolton.

## **Strategic Initiatives**

### **Quarter 2, 2019 favourable variance of \$352,416**

- \$170,594 overall favourable variance in salaries, wages and benefits across the department due to salary gapping including \$76,100 in Caledon Public Library.
- \$71,927 favourable variance for Community Improvement Plan (CIP) Grant due to the timing of committed grant payments to grantees.
- \$45,660 favourable variance in Contracted Services, CBIZ Expenses and Marketing and Promotions. The favourable variances are mainly due to timing, with the budget expected to be fully utilized by the end of the year.
- \$34,909 favourable variance in Legal Expense, Health and Wellness and Special Charges due to timing of scheduled activities, events and fluctuation of expenses.

## **Corporate Accounts**

### **Quarter 2, 2019 favourable variance of \$168,625**

- \$549,709 favourable variance from higher than anticipated interest revenue earned on investments mainly resulting from higher than budgeted cash balances invested in high interest savings accounts. There were lower than budgeted outgoing payments for purchases/commitments in end of Q2 which are expected to be paid out later in the year. Also, proactive cash flow projections helped identify investment opportunities which had resulted in more investment revenue being earned.
- \$130,248 favourable variance in Penalties & Interest collected on tax arrears due to a higher than budgeted volume of late tax payments at the end of second quarter of 2019.
- \$513,220 unfavourable variance in timing of Payments in Lieu (PIL) revenue, Supplementary revenue, Railway right of way taxes, Elderly Tax Assistance adjustments to low income seniors and higher than budgeted tax billing adjustments due to adjustments based on Municipal Property Assessment Corporation (MPAC) assessments

## **FINANCIAL IMPLICATIONS**

At the end of six months (January to June 2019), the Town is showing a \$1,162,689 favourable operating variance.

Finance and department staff will continue to review the Town-wide budget to actual variances. In September, staff will project year-end revenues and expenses for each account based on year-to-date (August 31, 2019) spending, historical trends and commitments for the balance of the year. Results of the year-end forecast will be presented to Council.

### Development Approvals Stabilization Reserve

Included in the \$1,162,689 overall favourable variance at the end of the second quarter, there is a \$518,539 favourable variance in Planning and Development revenue and \$153,359 favourable variance in Engineering Fees which is due to higher than budgeted subdivision administration applications and engineering revenues received. Any surplus at year-end is transferred to the Development Approvals Stabilization Reserve Fund. The purpose of this reserve is to collect excess revenues from the Development application in-take, review, and approval process and fund future Development approval related work which may extend up to 4 years from the time revenues are collected. The funds contributed to this reserve will allow for future budgets to draw from the reserve to fund the direct and indirect costs related to development application approval process/activities should there be a slow-down in development applications in those future years.

The current uncommitted balance in the Development Approval Stabilization Reserve fund is \$4,130,471.

### Building Permit Stabilization Reserve

Included in the \$1,162,689 favourable variance is a \$9,048 unfavourable variance for the Building Services division which is due to lower than expected building permits applications processed in the second quarter of 2019. However, under *Bill 124* of the *Building Code Act*, the Building division operates at full cost recovery and any surplus or deficit in the division is accounted for by a transfer to/from the Building Permit Stabilization Reserve fund. Accordingly, there will be no impact to the Town's year-end financials from the Building division variance.

The current uncommitted balance in the Building Permit Stabilization Reserve fund is \$4,415,160.

### **COUNCIL WORK PLAN**

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

### **ATTACHMENTS**

Schedule A – 2019 Q2 Operating Budget Variances

## 2019 YEAR END OPERATING BUDGET VARIANCE BY DEPARTMENT / DIVISION - AS OF JUNE 30, 2017

DEPARTMENT	DIVISION	REVENUE / EXPENSE	JUNE YEAR-TO- DATE BUDGET	JUNE YEAR-TO- DATE ACTUALS	VARIANCE FAVOURABLE / (UNFAVOURABLE)	VARIANCE %	
Community Services							
	Building Services <sup>1</sup>	Revenue	(1,540,129)	(1,154,348)	(385,781)	-25.0%	
		Expense	2,164,236	1,787,503	376,733	17.4%	
		Net Budget	624,107	633,155	(9,048)		
	Fire & Emergency Services	Revenue	(255,256)	(313,585)	58,329	22.9%	
		Expense	4,439,192	4,556,716	(117,524)	-2.6%	
		Net Budget	4,183,936	4,243,131	(59,195)	-1.4%	
	Parks	Revenue	(126,705)	(144,679)	17,974	14.2%	
		Expense	1,298,304	1,206,805	91,499	7.0%	
		Net Budget	1,171,599	1,062,126	109,473	9.3%	
	Planning & Development	Revenue	(474,849)	(993,389)	518,540	109.2%	
		Expense	1,363,044	1,328,800	34,244	2.5%	
		Net Budget	888,195	335,411	552,784	62.2%	
	Policy & Sustainability	Revenue	-	(732)	732	-	
		Expense	619,530	488,227	131,303	21.2%	
		Net Budget	619,530	487,495	132,035	21.3%	
	Recreation	Revenue	(2,859,821)	(2,242,660)	(617,161)	-21.6%	
		Expense	5,409,994	5,195,861	214,133	4.0%	
		Net Budget	2,550,173	2,953,201	(403,028)	-15.8%	
	Community Services Total			10,037,540	\$9,714,519	\$323,021	3.2%
	Corporate Services						
	Information Technology	Revenue	(241,050)	(74,328)	(166,722)	-69.2%	
		Expense	967,040	856,431	110,609	11.4%	
		Net Budget	725,990	782,103	(56,113)	-7.7%	
	Legal Services	Revenue	(282,989)	(340,144)	57,155	20.2%	
		Expense	949,845	738,291	211,554	22.3%	
		Net Budget	666,856	398,147	268,709	40.3%	
	Provincial Offences Court	Revenue	(1,850,489)	(1,522,025)	(328,464)	-17.8%	
		Expense	1,394,642	1,365,248	29,394	2.1%	
		Net Budget	(455,847)	(156,777)	(299,070)	-65.6%	
	Regulatory/By-Law	Revenue	(474,173)	(312,913)	(161,260)	-34.0%	
		Expense	1,105,544	766,023	339,521	30.7%	
		Net Budget	631,371	453,110	178,261	28.2%	
	Legislative Services/Council Support	Revenue	(4,752)	(35,765)	31,013	652.6%	
		Expense	1,423,224	1,363,066	60,158	4.2%	
		Net Budget	1,418,472	1,327,301	91,171	6.4%	
	Corporate Services Total			2,986,842	\$2,803,884	\$182,958	6.1%



## 2019 YEAR END OPERATING BUDGET VARIANCE BY DEPARTMENT / DIVISION - AS OF JUNE 30, 2017

DEPARTMENT	DIVISION	REVENUE / EXPENSE	JUNE YEAR-TO- DATE BUDGET	JUNE YEAR-TO- DATE ACTUALS	VARIANCE FAVOURABLE / (UNFAVOURABLE)	VARIANCE %	
Finance & Infrastructure Services							
	Energy & Environment	Revenue	(30,300)	(33,519)	3,219	10.6%	
		Expense	213,851	188,032	25,819	12.1%	
		Net Budget	183,551	154,513	29,038	15.8%	
	Engineering & Capital Projects	Revenue	(263,741)	(437,490)	173,749	65.9%	
		Expense	1,537,624	1,783,504	(245,880)	-16.0%	
		Net Budget	1,273,883	1,346,014	(72,131)	-5.7%	
	Facilities	Revenue	(317,218)	(296,612)	(20,606)	-6.5%	
		Expense	1,165,590	1,090,531	75,059	6.4%	
		Net Budget	848,372	793,919	54,453	6.4%	
	Finance	Revenue	(27,426)	(44,242)	16,816	61.3%	
		Expense	1,254,101	1,292,634	(38,533)	-3.1%	
		Net Budget	1,226,675	1,248,392	(21,717)	-1.8%	
	Roads & Fleet	Revenue	(429,423)	(415,755)	(13,668)	-3.2%	
		Expense	6,185,645	6,216,167	(30,522)	-0.5%	
		Net Budget	5,756,222	5,800,412	(44,190)	-0.8%	
	Transportation	Revenue	(27,375)	(33,841)	6,466	0.0%	
		Expense	724,004	528,757	195,247	27.0%	
		Net Budget	696,629	494,916	201,713	29.0%	
	Administration	Revenue	-	-	-	-	
		Expense	321,783	352,031	(30,248)	-9.4%	
		Net Budget	321,783	352,031	(30,248)	-9.4%	
	Purchasing & Risk Management	Revenue	(21,656)	(26,734)	5,078	-	
		Expense	347,686	334,013	13,673	3.9%	
		Net Budget	326,030	307,279	18,751	5.8%	
Finance & Infrastructure Services Total			10,633,145	10,497,476	135,669	1.3%	
Strategic Initiatives							
	Administration/Communications	Revenue	-	(7,829)	7,829	0.0%	
		Expense	545,432	494,902	50,530	9.3%	
		Net Budget	545,432	487,073	58,359	10.7%	
	Economic Development & Tourism	Revenue	(32,500)	(9,150)	(23,350)	0.0%	
		Expense	415,940	270,624	145,316	34.9%	
		Net Budget	383,440	261,474	121,966	31.8%	
	Library	Revenue	(27,522)	(31,884)	4,362	15.8%	
		Expense	1,760,968	1,678,374	82,594	4.7%	
		Net Budget	1,733,446	1,646,490	86,956	5.0%	
	Customer Service Centre	Revenue	(17,169)	(17,158)	(11)	-0.1%	
		Expense	313,962	288,110	25,852	8.2%	
		Net Budget	296,793	270,952	25,841	8.7%	
	Human Resources	Revenue	-	-	-	0.0%	
		Expense	554,758	495,464	59,294	10.7%	
		Net Budget	554,758	495,464	59,294	10.7%	
	Strategic Initiatives Total			3,513,869	3,161,453	352,416	10.0%

**2019 YEAR END OPERATING BUDGET VARIANCE BY DEPARTMENT / DIVISION - AS OF JUNE 30, 2017**

DEPARTMENT	DIVISION	REVENUE / EXPENSE	JUNE YEAR-TO- DATE BUDGET	JUNE YEAR-TO- DATE ACTUALS	VARIANCE FAVOURABLE / (UNFAVOURABLE)	VARIANCE %
Corporate Accounts						
		Revenue	(73,259,163)	(73,460,707)	201,544	0.3%
		Expense	22,724,066	22,756,985	(32,919)	-0.1%
		Net Budget	(50,535,097)	(50,703,722)	168,625	0.3%
Corporate Accounts Total			(\$50,535,097)	(\$50,703,722)	\$168,625	0.3%
		Revenue	(82,563,706)	(81,949,489)	(614,217)	-0.7%
		Expense	59,200,005	57,423,099	1,776,906	3.0%
TOTAL to June 30, 2019		Net Budget	(23,363,701)	(\$24,526,390)	\$1,162,689	

<sup>1</sup> Building Services nets to zero at year-end as this division is self-funded as per Bill 124.

**Ministry of Agriculture,  
Food and Rural Affairs**

Office of the Minister

77 Grenville Street, 11th Floor  
Toronto, Ontario M7A 1B3  
Tel: 416-326-3074  
[www.ontario.ca/OMAFRA](http://www.ontario.ca/OMAFRA)

**Ministère de l'Agriculture, de  
l'Alimentation et des Affaires rurales**

Bureau du ministre

77, rue Grenville, 11<sup>e</sup> étage  
Toronto (Ontario) M7A 1B3  
Tél. : 416 326-3074  
[www.ontario.ca/MAAARO](http://www.ontario.ca/MAAARO)



July 29, 2019

His Worship Allan Thompson  
Mayor  
Town of Caledon  
[allan.thompson@caledon.ca](mailto:allan.thompson@caledon.ca)

Dear Mayor Thompson:

On behalf of the Ontario Government, I am pleased to announce the launch of the revitalized Rural Economic Development (RED) program.

Our government is committed to supporting economic growth in rural communities and ensuring that Ontario is open for business. That's why we've updated the RED program – to focus on projects that will bring real benefits to communities and help attract investment and create jobs, while also providing greater value for taxpayer dollars.

The updated program will continue to support projects that diversify and grow local economies and will now target more impactful projects with tangible community benefits. It will also reduce the burden for applicants, create efficiencies in program delivery, and better align with the government's priorities of creating jobs and removing barriers to investment and growth in Ontario's rural communities.

The program will offer two new project categories:

- Economic Diversification and Competitiveness Stream: will support projects that remove barriers to business and job growth, attract investment, attract or retain a skilled workforce or strengthen sector and regional partnerships and diversify regional economies.
- Strategic Economic Infrastructure Stream: will support minor capital projects that advance economic development and investment opportunities.

.../2

The first application intake for eligible applicants will take place from July 29 to September 9, 2019. All program details including the program guide and application form will be available online on July 29, 2019, on the ministry [website](#).

Sincerely,

A handwritten signature in black ink, appearing to read 'Ernie Hardeman', with a large, stylized initial 'E'.

Ernie Hardeman  
Minister of Agriculture, Food and Rural Affairs



## 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:

Davy

First Name:

Fay

Street Number:

18

Street Name:

King St East

Town/City:

Bolton

Postal Code:

L7E 1E8

Email Address:

fdavy@ccs4u.org

Contact Number:

905-951-2300 ext 204

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

Transportation is critically important to hundreds of Caledon residents. Without it, they are unable to maintain residency in this community or access many of its economic, social and recreational offerings. CCS has been intentional in reaching out for support from the Mayor and Council in numerous ways over the past year beginning with an information evening for all Council candidates in September 2018 before the election. This was followed up with a comprehensive information package provided to Council and the Town's CAO in December, 2018; meetings with the Mayor and Town staff in 2018/19; a failed motion in January 2019 for Town support; and intermittent discussions with the Town's CFO over the past few months. We continue to advocate for Town of Caledon support via a business case that we believe makes good sense and should fall within the Town's interest and oversight. We believe that the overwhelming majority of Town residents support the municipality stepping up for those segments of the population that we are asking the Town to support.

It is undeniable that able-bodied Caledon residents under 65 year of age, mainly youth and those with lower incomes, have significant challenges in accessing employment, education and community services in our community. The Region's GO service and Brampton Transit offer limited access points on the fringe of the Caledon borders but without the means of reaching those transfer points, hundreds of Caledon residents remain disadvantaged, isolated and unable to access important Town services and other resources outside Town borders.

We will share the operations of the CCS Transportation Program, how it is generously supported by the Region of Peel and how this funding is blended with LHIN funding and our own fundraising efforts. We will describe our "shared model" that supports sustainability, fleet health, ride and back office efficiencies. Finally, we will highlight the eligibility criteria for these two distinct programs and then identify those rides that are presently unsupported by any level of government.

In partnership with the Town of Caledon, and through an MTO grant that was extended by an additional year, CCS completed a two-year community transportation pilot program. A five year grant proposal was then approved by the previous government just prior to the writ being dropped in 2018. This commitment was held in abeyance under the new government and "re-approved" and announced in January, 2019. Funding has still not flowed to the Town and then to CCS although a bus has already been purchased by CCS and we await delivery. We will share learnings from the pilot project and what we anticipate will occur in the renewed five-year project that will likely be compressed into 3.5 years. The data that will emerge from this renewed program will be of value to the Town in its transportation planning.

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.

## 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:

Webb

First Name:

Ronald

Street Number:

Street Name:

Town/City:

Postal Code:

Email Address:

Contact Number:

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

Request submitted by Mr. Ronald Webb on behalf of Mr. B. G. Thomas regarding a request for staff to look into making reasonable repairs to driveway at 15057 Chinguacousy Road.

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.

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Bolton Business Improvement Meeting Minutes  
Wednesday, February 20, 2019  
2:30 p.m.  
Che's Place

Members Present:

Chair: J. Carberry  
Councillor Groves  
Councillor Rosa  
S. Hoppler  
R. Teskey  
V. Teskey  
J. Sodhi  
B. Gnida

Admin. Present

G. Sandhu

Absent:

O. Rudnitsky  
A. Ciarcellutti

In Attendance, representing Town of Caledon: Sandra Dolson, Economic Development Officer

**CALL TO ORDER**

Chair, J. Carberry called the meeting to order at 2:54 p.m.

**APPROVAL OF AGENDA**

Moved by Joe Sodhi that the Agenda for the Meeting of February 20th, 2019 be approved. Carried

**DECLARATION OF PECUNIARY INTEREST** – None stated.

**APPROVAL OF MINUTES**

Moved by Joe Sodhi that the Minutes for the Meeting on January 23rd, 2019 be approved. Carried

**PRESENTATION/ DELEGATIONS:** None

**REGULAR BUSINESS:**

**1. Flowers:**

- Colours to be worked out with supplier- Shirley Hoppler to Coordinate
- Baskets and hangers are located with the supplier.
- Supplier to work out delivery time, based on weather.
- Order placed based on last year's numbers.
- Confirmed Antonio will be watering this coming year again.

## **2. Banners:**

- No plan for changes.
- Town of Caledon may provide funds for banners.
- We have enough banners for spring season.
- Self-watering baskets \$700.00 each. Verona to explore cost and how many we can get for \$5000.00.

## **3. Farmers Market:**

- Packages were sent off to emails off of list.
- Posted information online.
- Sarah emailed concern on rates.
- Do we need to advertise regarding packages?
- Discussion regarding rates, what was increase comparison to other markets, eg Orangeville, Newmarket.
- Agreed that rates are fine.
- Social Media: Buy Local at your Farmer's Market.
- Town of Caledon to help out with communicating Farmer's Market to potential vendors.
- Obtain testimonials from previous vendors on how good it was.
- Tony Rosa-will donate to send out a professional invitation by mail, with RSVP. (Gagan to provide list to Tony Rosa-50 printed)
- Annette Groves to reach out to Peel Agriculture Society to promote Farmer's Market.
- Annette Groves will also reach out to Allan Thompson to reach out to his contacts.
- Tony Rosa will reach out to Stella's to help promote Farmer's Market.
- Gagan Sandhu will be responsible for back end emails.
- Next Farmers' Market Meeting will be Monday, March 4<sup>th</sup>, 4:30 P.M. at Che's Place.

## **4. Heritage Property Grant:**

The program has been extended to Commercial and Industrial properties. Council has approved a \$15,000 increase to the grant program funding so that there is an allocation of \$65,000 for 2019. There is a maximum available of \$4,000 per grant.

## **5. Moved by Councillor Rosa that the Board Move into Private Session at 3:50 pm, to discuss applicants for Administrative position. Carried.**

-Upon reconvening in public session, Moved by Councillor Groves that the position of administrator for the term starting March 1, 2019 be offered to **Trudy Valier**. Carried

## **6. Cedar Water-** BIA to supply water to Che's Place as a donation- Bryan Gnida to research and provide information to Trudy Valier.



**ADJOURNMENT**

The meeting was adjourned at 4:30 p.m.



Bolton Business Improvement Meeting Minutes  
Wednesday, March 20, 2019  
2:30 p.m.  
Che's Place

Members Present:

Chair: J. Carberry  
Councillor Groves  
Councillor Rosa  
S. Hoppler  
J. Sodhi  
O. Rudnitsky

Admin. Present

T. Valier

Absent:

V. Teskey  
R. Teskey  
B. Gnida  
A. Ciarcellutti

In Attendance, representing Town of Caledon: Sandra Dolson, Economic Development Officer

**CALL TO ORDER**

Chair, J. Carberry called the meeting to order at 2:50 p.m.

**APPROVAL OF AGENDA**

BY CONSENSUS THE BOARD ADDED THE FOLLOWING ITEMS:

- 5. BOLTON FLOODS
- 6. DISCUSSION AT THE TOWN OF CALEDON

Moved by Shirley Hoppler that the Agenda for the Meeting of March 20th, 2019 as amended be approved. Carried

**DECLARATION OF PECUNIARY INTEREST** – None stated.

**APPROVAL OF MINUTES**

Moved by Joe Sodhi that the Minutes for the Meeting on February 20th be approved. Carried

**PRESENTATION/ DELEGATIONS:** None

## **REGULAR BUSINESS:**

### **1. Flowers & Banners**

- Shirley Hoppler confirmed colours of planters same as last year, oleander, petunias, etc.
- Shirley confirmed with Verona Teskey that Alex from MarkAll had been called and all banners would be changed from Winter to Summer by end of following week

### **2. Purchase of self watering planters**

- Talked about purchase of self-watering containers, Verona had suggested to purchase half for this year and then other half next year – looking at purchasing 10 for this season – would only need to be watered once a month and would save on them being watered weekly.
- Shirley confirmed price of \$553.00 for self watering containers, we need 22 total They would have 27 gallons of dirt & water
- Tony Rosa wanted a confirmation on what the cost of watering is all season and \$10,000 was the cost, Tony also suggested we do a walk-through scenario of what would have to be done if we purchase the 10 self watering ones and money savings

### **3. Farmers Market:**

- confirmed that Noah (last name?) will be hired as the Manager of the Farmers Market
- was suggested on other means of advertising the Farmers Market and Annette and Tony both agreed to put into their Newsletters
- Sandra Dolson was to confirm with Mayor Allan Thompson if advertisement would go into the Mayors Newsletter and what else The Town could do to help
- Tony had recommended other means of advertising Facebook & Instagram and will work with Trudy, there will be a cost per add or monthly but will look into and get the price and email out to everybody
- confirmed that after this Board Meeting the Farmers Market Meet & Greet for Early Registration would start and 4 and Trudy confirmed that 5 people had confirmed attendance

### **4. Website**

- Chair Carberry confirmed we were paying about \$55 US per month currently for site, Bryan Gnida and Trudy working together for entering info but it is not very user friendly, Tony recommended we look at a new option and he will work with Trudy. Joe Sodhi also volunteered his assistance

## **5. Bolton Floods**

The Board discussed the devastating floods which occurred in Bolton last weekend, resulting in many home owners being evacuated from their homes. Councilor Groves reported that the Town had been prevented by the Toronto Region Conservation Authority from clearing vegetation from around the Humber River. This vegetation blocked the river which caused or worsened the flooding. The Board agreed that letters should be sent, on behalf of the BIA and the community of Bolton to the Chief Executive Officer of the TRCA and to Sylvia Jones, the MPP for the area. Chair Carberry will draft the letters.

## **6. Discussion at the Town of Caledon**

Councilor Groves reported that the General Committee of the Town of Caledon, at a recent meeting, resolved into private session to discuss perceived shortcomings of this Board. The Board decided to take no action unless Council sends some communication to which we can respond.

## **ADJOURNMENT**

Moved by Councilor Groves that the meeting adjourns. Carried

The meeting adjourned at 3.58 p.m.





Bolton Business Improvement Meeting Minutes  
Wednesday, April 10<sup>th</sup>, 2019  
2:30 p.m.  
Che's Place

Members Present:

Chair: J. Carberry  
S. Hoppler  
Bryan Gnida  
J. Sodhi  
Verona Teskey  
Rex Teskey

Admin. Present

T. Valier

Regrets:

O. Rudnitsky  
Councillor Groves

Absent

A. Ciarcellutti

In Attendance, representing Town of Caledon: Sandra Dolson, Economic Development Officer

**CALL TO ORDER**

Chair, J. Carberry called the meeting to order at 2:50 p.m.

**APPROVAL OF AGENDA**

Moved by Bryan Gnida that the Agenda for the Meeting of April 10<sup>th</sup>, 2019 as amended by adding No. 8 a report by Sandra Dolson on the use of funds for refurbishment of the gazebo be approved. Carried

**DECLARATION OF PECUNIARY INTEREST** – None stated.

**APPROVAL OF MINUTES**

Moved by Bryan Gnida that the Minutes for the Meeting on March 20<sup>th</sup>, 2019 be approved as amended. Carried

**PRESENTATION/ DELEGATIONS:** None

## **REGULAR BUSINESS:**

### **1. Flowers & Banners**

Flowers ordered and under way. Banners have been switched to seasonal.

### **2. Purchase of self watering planters**

Further discussion. Would be long term project with savings over a number of years. Include in plan to the Town – apparently funds available for beautification of villages. Agricultural grant – Sandra to email Jean.

### **3. Farmers Market:**

Trudy reported on vendors who have confirmed.

Verona - Motion to send up to 3 people to the Farmers' Market Day at cost of \$70 each. Carried

### **4. Website**

Moved by Joe Sodhi to hire a professional web designer to set up and help Trudy to use. Motion was Carried

Moved by Joe Sodhi that the BIA acquire a new website at a cost of about \$4 per month. Motion was carried.

Councilor Rosa joined the meeting at 3.30 p.m.

### **5. Bench at the Riverside Grill**

The purchase of one bench is expensive – include in plan to place benches around the downtown as part of proposal to the Town.

Board to hold a Special Meeting to put together a plan for downtown including benches and other needs and wants.

### **6. Linked Connections Event**

Adjourned to next meeting to update regarding upcoming event and plans for future events.

### **7. Pilot Reward Program**

Not reached – adjourn to May meeting.

### **8. Gazebo**

Sandra Dolson reported that the Town has authorized the sum of \$3,000 from the provincial grant towards the refurbishment of the gazebo. The BIA can hire a contractor and the sum will be put towards – otherwise the Town will use the money to do as much as possible. Need estimates from reputable contractor with insurance and WSIB.

## **ADJOURNMENT**

Moved by Councilor Rosa that the meeting adjourn. Carried

The meeting adjourned at 3.58 p.m.



## Bolton Business Improvement Special Meeting Minutes

Wednesday, May 1, 2019

2:30 p.m.

Che's Place

### Members Present:

Chair: J. Carberry

S. Hoppler

Bryan Gnida

J. Sodhi

Verona Teskey

Rex Teskey

Councillor Groves

Councillor Rosa

### Admin. Present

T. Valier

### Regrets:

O. Rudnitsky

### Absent

A. Ciarcellutti

## CALL TO ORDER

Chair, J. Carberry called the meeting to order at 2:35 p.m.

## SPECIAL BUSINESS:

1. **Special Meeting to discuss and draft a detailed request to the Town of Caledon to partner with the BIA in a long-term improvement and beautification project for the Village of Bolton.**

The board brainstormed ideas for the Request for funds to the Town. A motion was passed that Jean Carberry would complete and forward a written request to the town.

## ADJOURNMENT

Moved by Councilor Rosa that the meeting adjourn. Carried

The meeting adjourned at 3.45 p.m.



Bolton Business Improvement Meeting Minutes  
Wednesday, June 19th, 2019

2:30 p.m.  
Che's Place

Members Present:

Chair: J. Carberry  
S. Hoppler  
Bryan Gnida  
Verona Teskey  
Rex Teskey  
Oleg Rudnitsky  
Councillor Groves  
Councillor Rosa

Admin. Present  
T. Valier

Regrets:  
Joe Sodhi

Also Present  
Sandra Dolson

**CALL TO ORDER**

Chair, J. Carberry called the meeting to order at 2:40 p.m.

**APPROVAL OF AGENDA**

Moved by Councillor Rosa that the Agenda as amended by adding as item 1A, an update by Councillor Rosa regarding the request for funds for the improvement of downtown Bolton be approved. Carried

**DECLARATION OF PECUNIARY INTEREST** – None stated.

**APPROVAL OF MINUTES**

Moved by Shirley Hoppler that the Minutes for the Meetings on April 10th 2019 and the special meeting on May 1<sup>st</sup> 2019 be approved. Carried

**PRESENTATION/ DELEGATIONS:**

See item 3. Under unfinished business.

**UNFINISHED BUSINESS**

1. Linked connections event



The Board noted that the BIA did not participate.

2. Bolton Pilot Rewards Program

The Board decided that the program as presented is not suitable for downtown Bolton businesses.

3. Councillor Groves circulated pictures obtained from the Bolton Kinsmen showing the existing gazebo and some other examples of gazebos. She requested that the Board indicate the design that we would prefer, and she will advise the Kinsmen. She advised that the Kinsmen are prepared to finance the needed repairs and refurbishment with the assistance of the available money from the Town. Sandra Dolson is to send an email to Councillor Groves regarding the available money

MOVED by Councillor Groves that the BIA handle the project in partnership with the Kinsmen and advise the Town of Caledon of the total cost, when available.  
Carried.

**REGULAR BUSINESS:**

**1A. Request for funds**

Regarding our recent request for fund for improvement to downtown Bolton, Councillor Rosa reported that the Town has approved an expense for Christmas decorations. More funds will be available for 2020 and included in the budget for that year. He will advocate for approval of funds for the purposes set out in our presentation.

**1. Flowers and Banners**

Shirley Hoppler reported that the flowers are in place and looking lovely. One banner on the hill is not hanging as the pole is broken. Councillor Groves requested a picture which she will take to the Region and ensure that repairs are made.

**2. Farmers Market**

Trudy Valier reported that the market is doing well with a number of new vendors. The first special event Saturday will take place this week and musicians have been arranged. The Board agreed that the new location works well and Oleg Rudnitsky confirmed that more space is available in the King Street parking lot, if needed. Sandra Dolson undertook to publicise the market on the Town's facebook. Trudy suggested arranging a garage sale to run along with the market one Saturday and the Board approved. There was discussion of the insurance coverage. We have additional insurance through the Farmers' Market association. Sandra Dolson will speak to the Chief Administrative Officer as to whether we can have insurance through the Town at less cost.

### **3. Website**

The new website is in preparation. Chair Carberry, Councilor Rosa and Trudy Valier will meet to review the existing website to decide how much of the content has to be transferred so that the web designer may complete his work.

### **4. Calendar of Events**

The Board agreed to compile a calendar of events for the Bolton area to include, not only our events but, so far as possible, all other community events. This should begin this fall to include all winter and Christmas season. The calendar will appear on the BIA website as well as councillors' newsletters and their community calendar. A paper form will be posted in the gazebo. Local service clubs will be contacted to contribute their events to the calendar.

Another suggestion was to ask the Region to provide a sign on the roads entering Bolton. Councillor Groves will follow up with the Region.

### **5. List of important contacts**

A list of contacts of companies and agencies which the BIA deals with will be prepared. Chair Carberry will compile the list and Board members will email suggestions.

### **6. Vacancy on the Board.**

The Board discussed a recommendation for the appointment of a new member. Sandra Dolson will find out from the Clerk when the recommendation may go before Council and will advise the Chair.

MOVED by Rex Teskey that the Board recommend to Council that Jose Do Paco be appointed to fill the vacancy on the Board. Carried.

### **7. Private Session**

MOVED by that the Board move to private session to discuss matters involving named or identifiable individuals. Carried

The Board adopted the required procedural motion and resumed in open session.

MOVED by Councillor Groves that David Arbuckle, Manager of Economic Development for the Town of Caledon be invited to attend the next meeting of the Board in order to discuss the relationship between the BIA and Town. Carried.

MOVED by Councillor Rosa that the meeting adjourn. Carried

The meeting adjourned at 4.15 p.m.

**THE CORPORATION OF THE TOWN OF CALEDON  
BUSINESS IMPROVEMENT AREA**

**FINANCIAL STATEMENTS  
For the year ended December 31, 2018**

**THE CORPORATION OF THE TOWN OF CALEDON  
BUSINESS IMPROVEMENT AREA**

**For the year ended December 31, 2018**

**INDEX**

	Page
INDEPENDENT AUDITORS' REPORT	1-2
FINANCIAL STATEMENTS	
Statement of Financial Position	3
Statement of Operations and Accumulated Surplus	4
Statement of Changes in Net Financial Assets	5
Statement of Cash Flows	6
Notes to the Financial Statements	7-9



## INDEPENDENT AUDITORS' REPORT

To the Members of Council, Inhabitants and Ratepayers of  
**The Corporation of the Town of Caledon Business Improvement Area**

### Opinion

We have audited the financial statements of The Corporation of the Town of Caledon Business Improvement Area (the 'Entity'), which comprise the statement of financial position as at December 31, 2018, and the statements of operations and accumulated surplus, changes in net financial assets and cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Entity as at December 31, 2018, and the results of its operations and its cash flows for the year then ended in accordance with Canadian public sector accounting standards.

### Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the *Auditors' Responsibilities for the Audit of Financial Statements* section of our report. We are independent of the Entity in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

### Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian public sector accounting standards, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the Entity's ability to continue as a going concern, disclosing, as applicable, matters relating to going concern and using the going concern basis of accounting unless management either intends to liquidate the Entity or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Entity's financial reporting process.

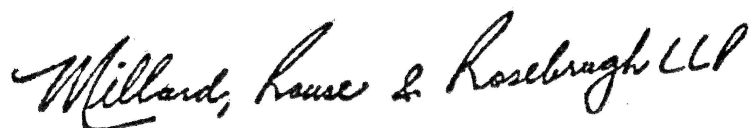
### Auditors' Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditors' report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Entity's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Entity's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditors' report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditors' report. However, future events or conditions may cause the Entity to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.



April 9, 2019  
Brantford, Ontario

CHARTERED PROFESSIONAL ACCOUNTANTS  
Licensed Public Accountants

# THE CORPORATION OF THE TOWN OF CALEDON

## BUSINESS IMPROVEMENT AREA

### STATEMENT OF FINANCIAL POSITION

As at December 31	2018	2017
<b>Financial Assets</b>		
Cash	18,575	15,852
Prepaid expenses	1,295	1,294
HST receivable	3,851	21,373
	23,721	38,519
<b>Financial Liabilities</b>		
Accounts payable	2,588	3,015
<b>Net Financial Assets</b>	21,133	35,504
<b>Non-Financial Assets</b>		
Tangible capital assets (Note 2)	1,428	1,747
<b>Total Net Assets</b>	22,561	37,251
<b>Accumulated Surplus - End of Year</b>	22,561	37,251

**THE CORPORATION OF THE TOWN OF CALEDON  
BUSINESS IMPROVEMENT AREA**

**STATEMENT OF OPERATIONS AND ACCUMULATED SURPLUS**

<b>For the year ended December 31</b>	<b>2018 Budget</b>	<b>2018 Actual</b>	<b>2017 Actual</b>
<b>Revenue</b>			
Levy	56,000	56,000	56,000
Other	3,000	5,254	3,038
	59,000	61,254	59,038
<b>Expenses</b>			
Administrative	15,830	14,671	14,288
Landscape maintenance and improvements	21,100	22,178	19,997
Promotion projects	36,000	38,776	20,768
	72,930	75,625	55,053
<b>(Deficiency)/Excess of Revenue over Expense</b>	<b>(13,930)</b>	<b>(14,371)</b>	<b>3,985</b>
<b>Other Expense/(Income)</b>			
Amortization on tangible capital assets	-	319	318
<b>(Deficit)/Annual Surplus from Operations</b>	<b>(13,930)</b>	<b>(14,690)</b>	<b>3,667</b>
<b>Accumulated Surplus - Beginning of Year</b>	<b>37,251</b>	<b>37,251</b>	<b>33,584</b>
<b>Accumulated Surplus - End of Year</b>	<b>23,321</b>	<b>22,561</b>	<b>37,251</b>



**THE CORPORATION OF THE TOWN OF CALEDON  
BUSINESS IMPROVEMENT AREA**

**STATEMENT OF CHANGES IN NET FINANCIAL ASSETS**

<b>For the year ended December 31</b>	<b>2018 Budget</b>	<b>2018 Actual</b>	<b>2017 Actual</b>
<b>Annual Surplus/(Deficit) from Operations</b>	(13,930)	(14,690)	3,667
Amortization of tangible capital assets	-	319	318
<b>(Decrease) Increase in Net Financial Assets</b>	(13,930)	(14,371)	3,985
<b>Net Financial Assets - Beginning of Year</b>	35,504	35,504	31,519
<b>Net Financial Assets - End of Year</b>	21,574	21,133	35,504

# THE CORPORATION OF THE TOWN OF CALEDON

## BUSINESS IMPROVEMENT AREA

### STATEMENT OF CASH FLOWS

For the year ended December 31	2018	2017
<b>Cash Flows From Operating Activities</b>		
Annual Surplus/(Deficit)	(14,690)	3,667
Charges to income not involving cash		
Amortization	319	318
	(14,371)	3,985
Net change in non-cash working capital balances related to operations		
HST receivable	17,522	(3,420)
Accounts payable	(427)	1,015
Prepaid expenses	(1)	51
<b>Net Increase in Cash and Bank</b>	<b>2,723</b>	<b>1,631</b>
<b>Opening Cash and Bank</b>	<b>15,852</b>	<b>14,221</b>
<b>Closing Cash and Bank</b>	<b>18,575</b>	<b>15,852</b>

# THE CORPORATION OF THE TOWN OF CALEDON BUSINESS IMPROVEMENT AREA

## NOTES TO THE FINANCIAL STATEMENTS

For the year ended December 31, 2018

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### 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

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**(a) Nature of Business**

The Business Improvement Area (BIA) is engaged to improve and beautify the business area in The Corporation of the Town of Caledon within the community of Bolton. These financial statements reflect the assets, liabilities, revenues, and expenditures relating to the Business Improvement Area and not The Corporation of the Town of Caledon as a whole.

**(b) Management Responsibility**

The financial statements of The Corporation of the Town of Caledon Business Improvement Area are the representation of management. They have been prepared in accordance with accounting principles established by the Public Sector Accounting Board of CPA Canada. The preparation of financial statements in accordance with Canadian generally accepted accounting principles requires management to make estimates that affect the reported amounts of assets and liabilities at the date of the financial statements, and the reported amounts of revenues and expenditures during the reporting period. Actual results could differ from management's best estimates as additional information becomes available in the future.

**(c) Basis of Accounting**

Revenues and expenditures are reported on the accrual basis of accounting. The accrual basis of accounting recognizes revenues as they become available and measurable; expenditures are recognized as they are incurred and measurable as a result of receipt of goods or services and the creation of a legal obligation to pay.

The statement of financial position reflects all of the financial assets and liabilities of The Corporation of the Town of Caledon Business Improvement Area. Financial assets are those assets which could provide resources to discharge existing liabilities or finance future operations.

**(d) Financial Instruments**

The BIA's financial instruments consist of cash, accounts payable and accrued liabilities, and amounts due from related parties. Unless otherwise noted, it is management's opinion that the BIA is not exposed to significant interest, currency or credit risks arising from these financial instruments. The fair value of these financial instruments approximate their carrying values, unless otherwise noted.

**(e) Revenue Recognition**

Revenue is recorded when levied by the Town of Caledon. Other revenue is recognized on a cash received basis.





# **THE CORPORATION OF THE TOWN OF CALEDON BUSINESS IMPROVEMENT AREA**

## **NOTES TO THE FINANCIAL STATEMENTS**

**For the year ended December 31, 2018**

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### **4. BUDGET FIGURES**

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Under Public Sector Accounting Board standards, budget amounts are to be reported on the statement of operations. The 2018 budget amounts for The Corporation of the Town of Caledon Business Improvement Area, approved by Council, have been restated to conform to the basis of presentation of the statement of operations.

# Jean P. Carberry M.A. LL.B

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Email: [jean@jpclaw.ca](mailto:jean@jpclaw.ca)

Ms Annette Groves and Mr Tony Rosa, Councillors for Ward 5 (Bolton)

Town of Caledon

Dear Ms Groves and Mr Rosa:

Re: Improvements to downtown Bolton

On behalf of the Board of the Downtown Bolton Business Improvement Area, I am respectfully submitting for consideration of Council, a request with back up material and costs, showing our vision for the improvement of the downtown,

It is our understanding that funds are available for beautification of the urban centres in Caledon and we suggest that a portion of these funds be allocated to Bolton.

We would also suggest that funds continue to be allocated in future years to provide stable funding for the upgrading and maintenance of downtown Bolton.

We shall be pleased to discuss our plan further with you and look forward to an ongoing partnership in this venture.

Yours very truly

Jean P. Carberry

Jpc:enc

**Town of Caledon**

**6311 Old Church Road**

**Caledon East, Ontario**

### **DOWNTOWN BOLTON BUSINESS IMPROVEMENT AREA**

The Board of Directors of the Business Improvement Area wishes to present the following recommendations for the improvement of downtown Bolton and suggestion for partnership between the BIA and the Town of Caledon.

There can be no doubt that the present state of the downtown is depressed and unattractive and far from the vibrant streetscape that some of us remember from earlier years. It is our objective to restore Bolton to an appealing hub which will bring visitors and tourists and benefit the restaurants, cafes and stores to the point that more business entrepreneurs will want to locate here, buy and rent premises, and thereby increase the tax base. We believe that the downward spiral can be reversed.

The Municipal Act provides that:

Section 204. (1) A local municipality may designate an area as an improvement area and may establish a board of management,

- (a) to oversee the improvement, beautification and maintenance of municipally-owned land, buildings and structures in the area beyond that provided at the expense of the municipality generally;

That is, the BIA is not expected to do this alone, rather the expectation is that there be partnership and cooperation with the municipality. We understand that Council has set aside funding for the villages and given that Bolton is the largest urban centre within the Town, we respectfully suggest that a large part of this fund be allocated to revitalize Bolton.

The suggestions that we are setting out here represent a "wish list" describing what Bolton could and should be. The BIA has accomplished some improvements over the years but we need assistance from the Town as is expected by provincial legislation. We have included estimated costs for most items.

#### **SELF WATERING CONTAINERS**

The existing planters and baskets which hold the displays of flowers in the summer have limited life. In addition, it costs the BIA about \$10,000 for a season just to keep the flowers watered. The purchase of self watering planters, hanging baskets, window boxes and urns would be an expensive outlay but would be a saving in the long run. We recommend purchase of 58 planters and hanging baskets, 86 window boxes and 36 large urns. Planters have an estimated cost of \$655, the large urns are \$899, and hanging baskets \$395 each. Other prices can be obtained.

### BENCHES

Benches to be installed in various locations throughout the downtown in addition to the existing ones. Please see sketch and lists attached, showing the existing benches marked in blue and the suggested additions, 20 in total, marked in red. The estimated cost per bench is \$995.

### STREET SIGNS

Eye catching signs for the streets and at the entrances to the downtown parks would give cohesion and appeal to the area.

### TRASH CANS

Approximately 12 new cans distributed throughout downtown.

### BIKE RACKS

To be placed close to the municipal parking lot would encourage more people to access downtown by bike and reduce vehicular traffic. We have priced these at \$250 each.

### THE OLD FIRE HALL

We have a vision for the soon to be former fire hall on Ann Street as destination to bring locals and tourists to the downtown. Some of the possible activities include an indoor, year round market, a museum showcasing Caledon's past, an art gallery and theatre.

### WELCOME TO BOLTON

A permanent stone sign welcoming visitors to downtown Bolton.

### CONCLUSION

The foregoing represents a "wish list" for the improvement of the appearance and amenity of downtown Bolton. Clearly the cost is beyond the budget of the BIA or the ability of our members to pay. This will likely be a long term project spread over a number of years. We are asking for a contribution from the Town from the funds already designated for urban improvement, as well as an ongoing commitment to funding over the next four years.

We look forward to the Town's response and an opportunity to discuss a comprehensive plan for the improvement of downtown Bolton.

Jean P. Carberry

Chair, Downtown Bolton, Business Improvement Area

May 22<sup>nd</sup> 2019

## Need Benches 16

Coldwell Banker 23 M  
Riverside Grill 63 Q  
Donisi on Chapel 15 C  
CIBC 1 K  
Orthotic 31 K  
Pharmasave 20 Q  
Shore Chiropractic 51 Q  
Brookfield 56 Q  
Colt's / Jade 46 Q  
Reed Marketing 42 ? Q  
Mr. Sub. 40 Q  
T.D. Bank (sub) 23 Q  
4 corners 23 S  
50 Ann St. (O) A

Bolton Eye Care 23 King  
Good Health 33 King  
on Albion Mills Con.

UP THE SOUTH HILL

## Got

Mullers Meet C  
Meeting Place / Church C  
Ilme. K  
Carmine's K  
Courtyards 1: Parking Lot K  
1 Cheeks K  
Post office K  
Happy Day have own Q  
have own Q

Innovations Q  
Michelle Apothecary Q  
Humber Valley Dentist Q  
Old happy Day Q  
Mortgage Broker Q  
Mark Pufford Q  
Humber River Grill Q  
Loni's Q





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

*could use*  
 *have already*

## LOCATION MAP



Date: August 2010

location map Bolton BIA boundary bylaw 2002-151

## 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:

March

First Name:

Lorraine

Street Number:

Street Name:

Town/City:

Bolton

Postal Code:

ON

Email Address:

Contact Number:

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

GO Bus Situation in Bolton

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.