



General Committee Meeting Report  
Tuesday, February 11, 2020  
2:30 p.m.  
Council Chamber, Town Hall

Mayor A. Thompson  
Councillor I. Sinclair  
Councillor L. Kiernan (arrived at 5:16 p.m.)  
Councillor J. Downey  
Councillor C. Early  
Councillor J. Innis  
Councillor N. deBoer  
Councillor A. Groves  
Councillor T. Rosa

Acting Chief Administrative Officer: C. Herd  
General Manager, Strategic Initiatives: D. Arbuckle  
Acting General Manager, Corporate Services / Deputy Clerk: L. Hall  
General Manager, Community Services: P. Tollett  
General Manager, Finance and Infrastructure Services: F. Wong  
Assistant Town Solicitor: A. Bhalla  
Treasurer: H. Haire  
Manager, Legislative Services / Acting Town Clerk: A. Fusco  
Manager, Recreation Facilities: K. Kyle  
Manager, Service Caledon: C. McLean  
Assistant Town Solicitor: A. Vandervoort  
Coordinator, Council Committee: J. Lavecchia

### **CALL TO ORDER**

Chair J. Innis called the meeting to order in the Council Chamber at 2:32 p.m.

### **DISCLOSURE OF PECUNIARY INTEREST**

None.

### **CONSENT AGENDA**

**The General Committee reports that the following matters were dealt with on the consent portion of the agenda and recommended to Town Council for consideration of adoption at its meeting to be held on February 18, 2020:**

#### **Staff Report 2020-0018: Transfer of Archival Records Agreement**

That the Mayor and Clerk be authorized to execute the Transfer of Archival Records Agreement attached as Schedule A to Staff Report 2020-0018 with the Region of Peel to authorize the transfer of the Town's archival records to the Region of Peel Archives.

#### **Staff Report 20520-0010: Proposed All-Way Stop Control - Kennedy Road at Stowmarket/Twistleton Street**

That a by-law be enacted to amend Traffic By-law 2015-058, to include an All-Way Stop Control at the intersection of Kennedy Road and Stowmarket/Twistleton Street;

That the regulatory and warning signs be installed as outlined in Staff Report 2020-0010 in accordance with the Ontario Traffic Manual and the Highway Traffic Act; and

That Staff Report 2020-0010 and applicable By-law be provided to the Ontario Provincial Police (OPP) for information and enforcement purposes.

#### **Staff Report 2020-0031: Council Staff Relations Policy**

That the Council Staff Relations Policy attached as Schedule A to Staff Report 2020-0031 be approved.

And that a by-law be enacted to amend By-law 2019-74, being a by-law to adopt a Code of Conduct for Council and Designated Boards.

#### **Notice of Motion - Trees that Cause Damage to Divisional Fences**

Whereas there are situations where trees on private property can cause damage to a division fence.

Whereas the Town's By-laws do not currently address such situations which can create an undue hardship on a neighbouring property owner.

Now therefore be it resolved that staff review and report back on including a provision into the Town's Fence By-law that would address trees causing damage to a fence.

### **PRESENTATIONS**

#### **1. Service Excellence Update**

Catherine McLean, Manager, Service Caledon, provided an update on the Town's Service Excellence Guidelines. Ms. McLean outlined research conducted in 2017 in order to improve customer service at the Town. The findings demonstrated that throughout the organization service delivery had been inconsistent, and that service was not easy to navigate, and response times varied. In January 2018, the division of Service Caledon was launched. Ms. McLean noted that through consultation with various stakeholders, a corporate wide philosophy that illustrates service standards and quality guidelines through the acronym CARE (Courteous, Accurate, Responsive, and Easy to navigate) was established. Ms. McLean highlighted next steps and implementation including providing corporate training initiatives for front-line staff and evaluating current business practices to find efficiencies.

**Councillor A. Groves left the meeting at 2:57 p.m. and returned at 3:00 p.m.**

Members of Committee asked questions and received a response from Ms. McLean.

**With the consensus of the Committee, the Agenda was amended to discuss Staff Report 2020-0029: Service Excellence Guidelines.**

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

#### **Staff Report 2020-0029: Service Excellence Guidelines**

That the Town of Caledon Service Excellence Guidelines attached as Schedule A to Staff Report 2020-0029 be endorsed.

**This matter was recommended to Town Council for consideration of adoption at its meeting to be held on February 18, 2020.**

#### **2. Business Licensing in Caledon**

Laura Hall, Acting General Manager, Corporate Services provided a presentation regarding Business Licensing in Caledon. Ms. Hall identified the Town's current licensing regimes stating that the number of licenses issued in some instances has decreased over the past few years. She outlined that the purpose of the review of the Town's current Business Licensing By-law is to address administrative gaps and enforcement challenges, while focusing on consumer protection. She sought feedback on licensing regimes including taxi/rideshare, limousine/bus services, refreshment vehicles, tow trucks and impound facilities. Ms. Hall outlined next steps in the process including drafting a new Business Licensing By-law, stakeholder and public engagement and a final draft for Council's consideration.

Members of Committee provided input on the various licensing regimes within the Town.

Members of Committee asked questions and received a response from Ms. Hall.

**Councillor I. Sinclair left the meeting at 3:21 p.m. and returned at 3:22 p.m.**

**Councillor T. Rosa left the meeting at 3:28 p.m. and returned at 3:29 p.m.**

### **STAFF REPORTS**

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

#### **Staff Report 2020-0033: Proactive Land Use Enforcement Task Force Work Plan**

That the following members of Council be selected to participate in the Proactive Land Use Enforcement Working Group in accordance with the Proactive Land Use Enforcement Work Plan outlined in Staff Report 2020-33:

Councillor N. deBoer and Councillor C. Early.

**This matter was recommended to Town Council for consideration of adoption at its meeting to be held on February 18, 2020.**

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

#### **Staff Report 2020-0032: Site Alteration By-law Work Plan**

That the following members of Council be selected to participate in the Site Alteration Working Group in accordance with the Site Alteration By-law Work Plan outlined in Staff Report 2020-32:

Councillor I. Sinclair and Councillor J. Downey.

**This matter was recommended to Town Council for consideration of adoption at its meeting to be held on February 18, 2020.**

**Councillor J. Downey left the meeting at 3:35 p.m. and returned at 3:48 p.m.**

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

#### **Staff Report 2020-0007: Request for Proposal (RFP) to Conduct a Ward Boundary Review**

That Town staff be directed to commence a Request for Proposal (RFP) process to procure the services of a consultant to undertake a Ward Boundary Review; and

That a new 2020 capital project be established in the amount of \$60,000 for the Ward Boundary Review, to be funded from Operating Budget Contingency Reserve.

**This matter was recommended to Town Council for consideration of adoption at its meeting to be held on February 18, 2020.**

C. Herd, Acting Chief Administrative Officer, provided an overview of the Capital Status process and acknowledged finance staff for the preparation of the Capital Status update.

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

#### **Staff Report 2020-0026: 2019 Detailed Capital Status Update**

That Staff report back in March 2020 with a proposed plan to complete the open capital projects outlined in Staff Report 2020-0026 (2019 Detailed Capital Status Update).

**This matter was recommended to Town Council for consideration of adoption at its meeting to be held on February 18, 2020.**

### **NOTICES OF MOTION**

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

#### **Frivolous and Vexatious Complaints**

Whereas the Town is committed to fostering an environment of understanding and mutual respect and providing a safe community, free from any form of discrimination, harassment, bullying or actual, attempted or threatened violence;

Whereas there is currently no mechanism in place to manage complaints that are frivolous and/or vexatious;

And whereas complaints which are frivolous and vexatious demonstrate a pattern of conduct and consume a disproportionate amount of Town time and resources;

And whereas such complaints impede staff from attending to other essential issues;

Now therefore be it resolved that staff be directed to investigate and report back on frivolous and vexatious complaints.

**This matter was recommended to Town Council for consideration of adoption at its meeting to be held on February 18, 2020.**

### **CORRESPONDENCE**

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

#### **Bill 156 - Security from Trespass and Protecting Food Safety Act**

That a letter be sent to the Honourable Ernie Hardeman, Minister, Ministry of Agriculture, Food and Rural Affairs, advising that The Town of Caledon is in support of the proposed legislation, Bill 156: Security from Trespass and Protecting Food Safety Act.

**This matter was recommended to Town Council for consideration of adoption at its meeting to be held on February 18, 2020.**

### **CONFIDENTIAL SESSION**

Moved by: Councillor C. Early - Seconded by: Councillor T. Rosa

That Council shall go into Confidential Session under Section 239 of the Municipal Act for the following purposes:

Confidential Staff Report 2020-0037: A proposed or pending disposition of land by a municipality – Parts 6 & 8 on Plan 43R-25389 George Bolton Parkway; Ward 5

Confidential Memorandum: Litigation, including matters before administrative tribunals, affecting the municipality – Spring 2020 Update

Confidential Memorandum: Advice subject to Solicitor-Client Privilege – update on negotiations with landowners regarding Simpson Road Agreements

Carried.

**General Committee recessed from 4:09 p.m. to 4:12 p.m.**

**General Committee resumed in Confidential Session in the Council Chamber at 4:12 p.m.**

**Mayor A. Thompson, Councillor I. Sinclair, Councillor J. Downey, Councillor C. Early, Councillor J. Innis, Councillor N. deBoer, Councillor A. Groves, Councillor T. Rosa, Acting Chief Administrative Officer: C. Herd, Acting General Manager, Corporate Services / Deputy Clerk: L. Hall, Assistant Town Solicitor: A. Vandervoort, Assistant Town Solicitor: A. Bhalla and Manager, Legislative Services / Acting Town Clerk: A. Fusco were present for this portion of the meeting.**

**Councillor I. Sinclair left the Confidential Session at 4:27 p.m. and returned at 4:30 p.m.**

**Councillor J. Innis left the Confidential Session at 4:46 p.m.**

**Councillor C. Early assumed the role of Chair at 4:46 p.m.**

**Councillor J. Downey left the Confidential Session at 4:47 p.m. and returned at 5:25 p.m.**

**F. Wong, General Manager, Finance and Infrastructure Services and H. Haire, Treasurer, entered into Confidential Session at 4:59 p.m.**

**L. Hall, Acting General Manager, Corporate Services / Deputy Clerk left the meeting at 5:00 p.m. and did not return.**

**Councillor L. Kiernan arrived and entered into Confidential Session at 5:16 p.m.**

**Councillor J. Innis returned to the Confidential Session at 5:25 p.m. and re-assumed the role of Chair.**

**Councillor C. Early left the Confidential Session at 5:44 p.m. and returned at 5:46 p.m.**

**Councillor A. Groves left the Confidential Session at 5:53 p.m. and returned at 5:56 p.m.**

**Councillor I. Sinclair left the Confidential Session at 6:06 p.m. and returned at 6:09 p.m.**

**General Committee adopted the required procedural motion and resumed in Open Session at 6:22 p.m.**

**Chair J. Innis declared a pecuniary interest regarding Confidential Memorandum: Litigation, including matters before administrative tribunals, affecting the municipality – Spring 2020 Update, as her father and uncle own lands adjacent to one of the litigation matters listed in the memorandum. She left the Confidential Session at 4:46 p.m. and returned at 5:25 p.m. and did not participate in the debate.**

**Councillor J. Downey declared a pecuniary interest regarding Confidential Memorandum: Litigation, including matters before administrative tribunals, affecting the municipality – Spring 2020 Update, as her father-in-law is the applicant involved in a litigation matter listed in the memorandum. She left the Confidential Session at 4:47 p.m. and returned at 5:25 p.m. and did not participate in the debate.**

**Chair J. Innis stated that Committee convened in Confidential Session under section 239 of the Municipal Act for the following purposes:**

Confidential Staff Report 2020-0037: A proposed or pending disposition of land by a municipality – Parts 6 & 8 on Plan 43R-25389 George Bolton Parkway; Ward 5

Confidential Memorandum: Litigation, including matters before administrative tribunals, affecting the municipality – Spring 2020 Update

Confidential Memorandum: Advice subject to Solicitor-Client Privilege – update on negotiations with landowners regarding Simpson Road Agreements

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

**Confidential Staff Report 2020-0037: A proposed or pending disposition of land by a municipality – Parts 6 & 8 on Plan 43R-25389 George Bolton Parkway; Ward 5**

That the Applicant be advised that the portion of George Bolton Parkway, being the Town owned land legally described as Parts 6 & 8 on 43R-25389, in the Town of Caledon, Region of Peel, presently Part of PIN 14350-0710 (LT) attached as Schedule A (the "Subject Lands") is necessary for future Town purposes;

That the Application to Purchase the Subject Lands be denied; and

That Engineering staff be directed to undertake an assessment of the subject lands and report back.

**This matter was recommended to Town Council for consideration of adoption at its meeting to be held on February 18, 2020.**

#### **ADJOURNMENT**

The Committee adjourned at 6:24 p.m.