



Council Meeting Minutes
Tuesday, October 16, 2012
2:00 p.m.
Council Chambers, Town Hall

Mayor M. Morrison
D. Beffort
N. deBoer
P. Foley
G. McClure
R. Mezzapelli
R. Paterak
A. Thompson
R. Whitehead

Chief Administrative Officer: D. Barnes
Fire Chief: B. Bigrigg
Director of Public Works: C. Campbell
Director of Development Approval & Planning Policy: M. Hall
Council/Committee Co-ordinator: B. Karrandjas
Director/Chief Financial Officer/Deputy CAO: R. Kaufman
Director of Administration/Town Clerk: K. Landry
Manager of Corporate Communications: B. Lee
Manager of Economic Development: N. Lingard
Chief Librarian: B. Manson
Director of Human Resources: J. Porter
Director of Parks & Recreation: K. Scott
Treasurer: F. Wong

Other Staff Present Specific Items Only

Division Chief – Operations: D. Bailey
Town Parks Manager/Landscape Architect: B. Baird
Acting Manager of Development: C. Blakely
Manager of Recreation: B. Cooper
Manager - Programs & Community Development: H. Flaherty
Solicitor: P. Gross
Senior Financial Analyst: K. Jackson
Chief Building Official: G. Middlebrook
Acting Manager of Energy & Environment: J. Schembri
Deputy Treasurer: P. Tollett
Business Manager of Arenas & Pools: G. Young
Manager of Policy & Sustainability: H. Xu

1. **CALL TO ORDER**

Mayor Morrison called the meeting to order at 2:05 p.m.

2. **APPROVAL OF AGENDA**

Moved by P. Foley - Seconded by A. Thompson

2012-623

That the agenda for the October 16, 2012 Council Meeting, be approved.

Carried.

3. **DISCLOSURE OF PECUNIARY INTEREST** – None stated.

4. **PRAYER AND O CANADA**

Councillor Foley opened the meeting with a prayer.

5. **COUNCIL COMMUNICATIONS/INQUIRIES AND ANNOUNCEMENTS**

5.1 Announcements - None.

Judy Porter, Director of Human Resources provided an update regarding Bill 168 Training for all Town staff including Council.

6. **COUNCIL WORKSHOP**

Moved by A. Thompson - Seconded by G. McClure

2012-624

That Council convene into Council Workshop.

Carried.

1. Capital/Operating Budget

Fuwng Wong, Treasurer presented the following information:

2013 Budget Schedule

October 16

- Budget Workshop (Capital and Operating Overview)
- 2:00 p.m. – Town Hall Council Chambers

October 30

- Town Hall Budget Presentation
- 7:00 p.m. – Town Hall Council Chambers

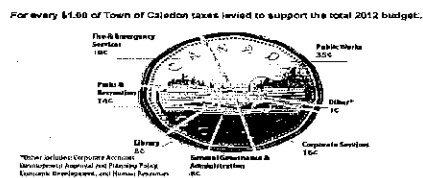
November 19 and 20

- Council Budget Meetings – Departmental Presentations
- 3:00 p.m. – Town Hall Council Chambers

December 4

- Council Budget Meeting – Finalization and Approval
- 7:00 p.m. – Town Hall Council Chambers

Fast Facts About Where Your Tax Dollars Go



Public Works Infrastructure:

- Roads – 1,519 Lane km (1,277 km paved and 242 km unpaved)
- Sidewalks – 120 km
- Structures – 133 major structures (bridges and culverts)
- Fleet – 165 number of pieces of major and miscellaneous equipment
- 43 storm water management ponds
- 5,100 streetlights (additional 100 are to be assumed in 2012)

Fire & Emergency Services:

- 1,844 emergency responses
- 1,454 emergency incidents
- 8.67 minute average response time
- 605 inspections
- 9 fire stations
- One of the largest volunteer fire services in Ontario (240 volunteer firefighters and 31 career staff)

General Governance & Administration:

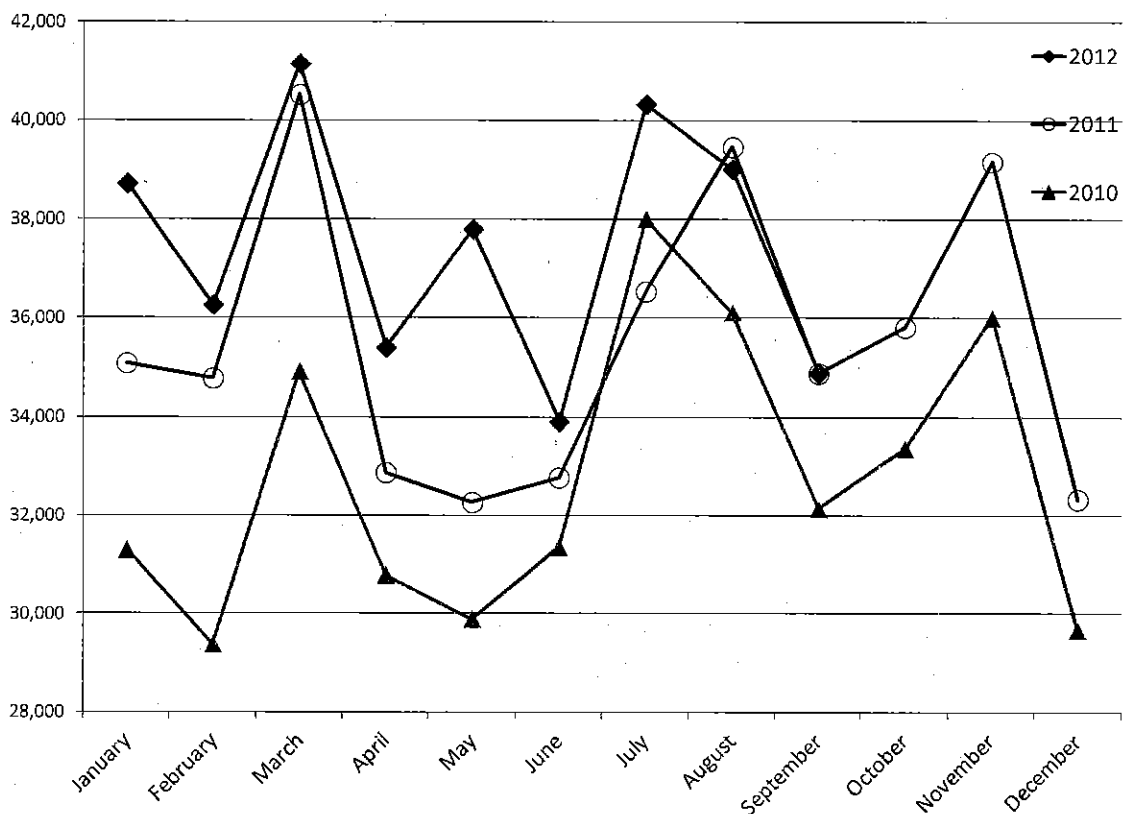
Customer Service

- 297 business licences issued (taxi, tow truck, tattoo/piercing)
- 146 marriage licences issued
- 1,433 dog tags
- 1,699 garbage tags issued (678 customer service, 1,021 from other facilities)
- 299 commission of oaths

Development Approval and Planning Policy

Type of Application		2008	2009	2010	2011	2012 Q1 & Q2
D07	Condos	2	1	1	0	1
D09	POPA	10	5	3	1	3
D10	Consents	20	15	20	24	16
D11	Site Plans	35	13	33	38	26
D11	ORM Site Plans	65	84	93	95	38
D12	Subdivisions	2	0	2	2	1
D13	Variances	60	40	55	76	34
D14	Rezoning	21	9	18	12	11
D22	NEC	59	24	76	57	17
D28	Part Lot Control	2	1	14	9	7
TOTAL		276	192	315	314	154

Caledon Libraries



Projected 2012 circulation: 455,000 (increase of 7% over 2011)

Public Computing

- 81 public use computers in 7 branches, complemented by publicly available Wi-Fi in all 7 branches

Programming

- Programs will have been attended by more than 8000 people by year end (greater than 10% increase over 2011)
- Summer reading club (children): more than 900
- 79 entries in the Library's "Click Create Celebrate" encouragement of the arts in Caledon

Parks and Recreation

- Parks – 71 parks, approximately 380 hectares (including 124 hectares of open space)
- Town-owned trails – 42 km
- Recreation facilities – 11
- Square footage of facilities – 33,677
- Visitors per year – approximately 1.2 million
- Provided over 1.6 million participant hours of recreation and leisure activities
- Over 5,000 children took swimming lessons

- Over 1,200 children registered in camps
- Opened the new Youth Centre at the Caledon Centre for Recreation & Wellness

Corporate Services

Information Technology

- Over 300+ users across 20+ facilities and 1,000+ devices
- Approximately 13.75 km of fibre optic cable installed connecting 7 facilities
- Over 15 core database applications that track and manage the Town's finances, assets/infrastructure, recreational programs, development applications, GIS Mapping

Purchasing

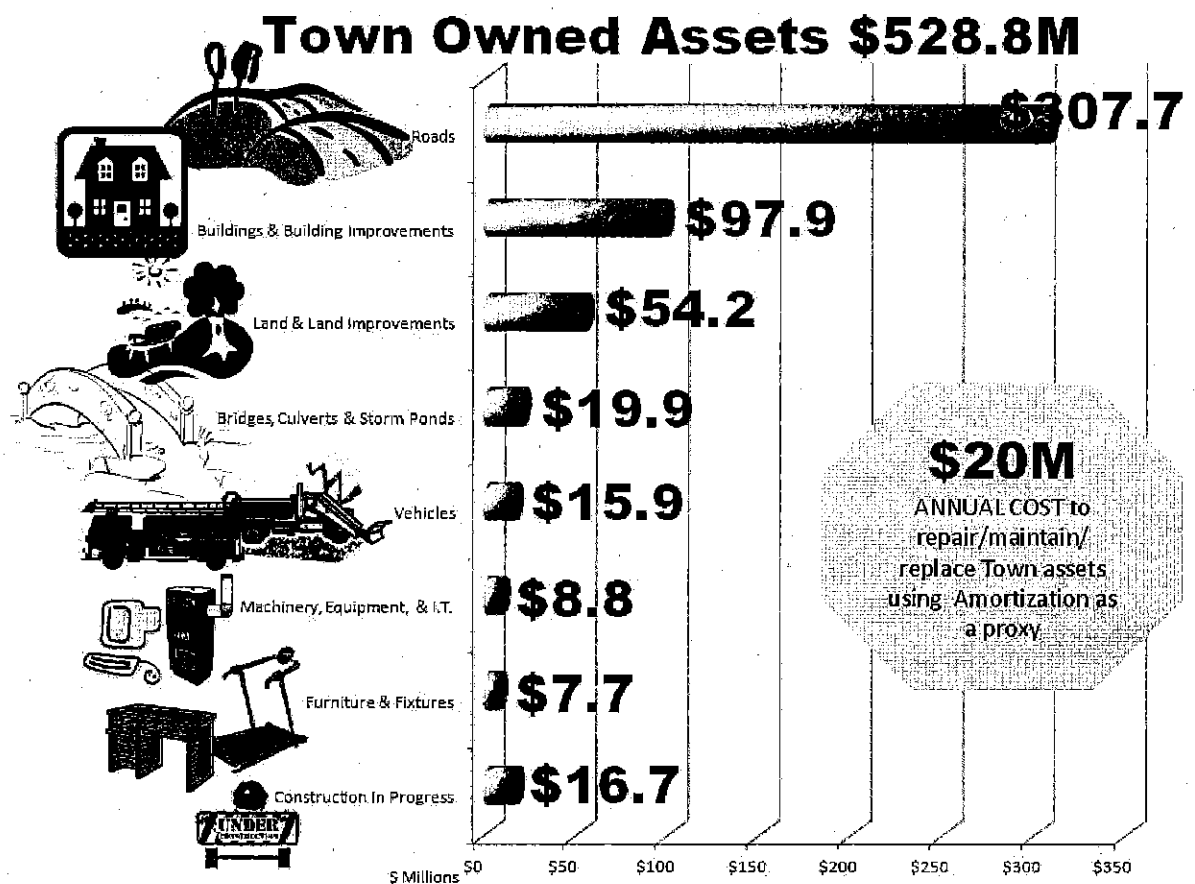
- Issued over 77 bid call documents (tenders, proposals, quotations) in 2011 (69 issued to date for 2012)

Taxation

- Total property tax bills issued 21,918 (commercial bills 962; residential bills 20,956)

Capital Assets & Property Management

- Non-program facilities
 - Town hall
 - OPP Detachment (Fall 2012) and community policing office in Bolton
 - 5 Heritage Buildings (Rosehill School House, Melville White Church, St. Andrews Church, Old Caledon Town Hall, Belfountain Community Centre)
 - 9 Fire Halls (Alton, Bolton, Caledon East, Caledon Village, Cheltenham, Inglewood, Mono Mills, Palgrave, Snelgrove)
 - 3 Non-program Community Centres (Victoria Parks, Palgrave, Cheltenham)
 - 6 Other Facilities (Alton Town Hall, Kinsmen Building, Caledon East Portable, Palgrave Community Centre, Caledon Animal Shelter, Victoria Parks Community Centre)

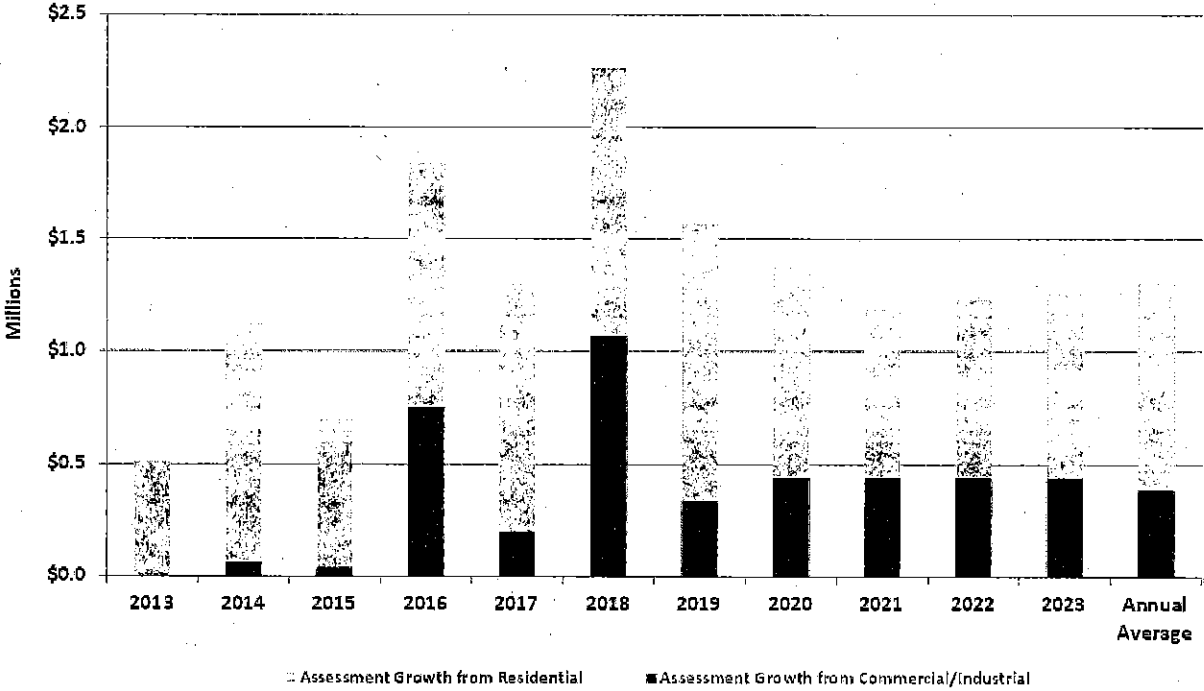


Historical Cost of Town's assets as of December 31, 2011 | Net Book Value \$275M | Annual Amortization \$20M

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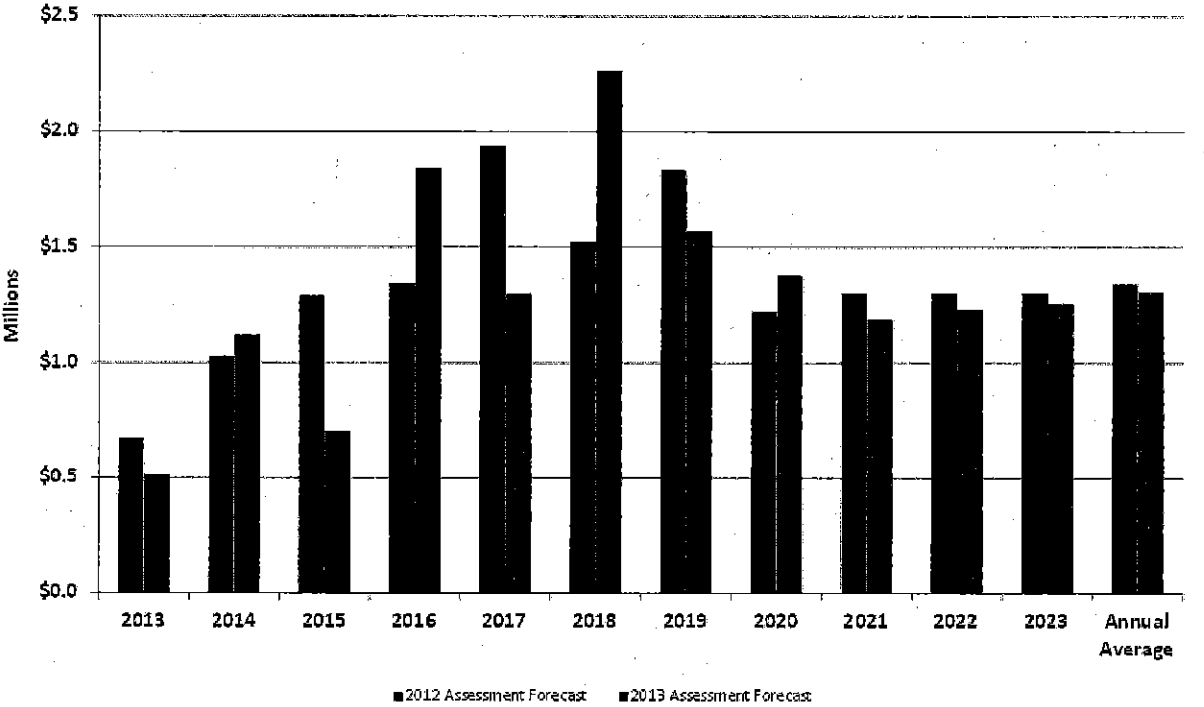
Revised Assessment Growth & 10 Year Capital Projections

Tax Revenue Growth Based on Projected Assessment Growth (2013 to 2023)



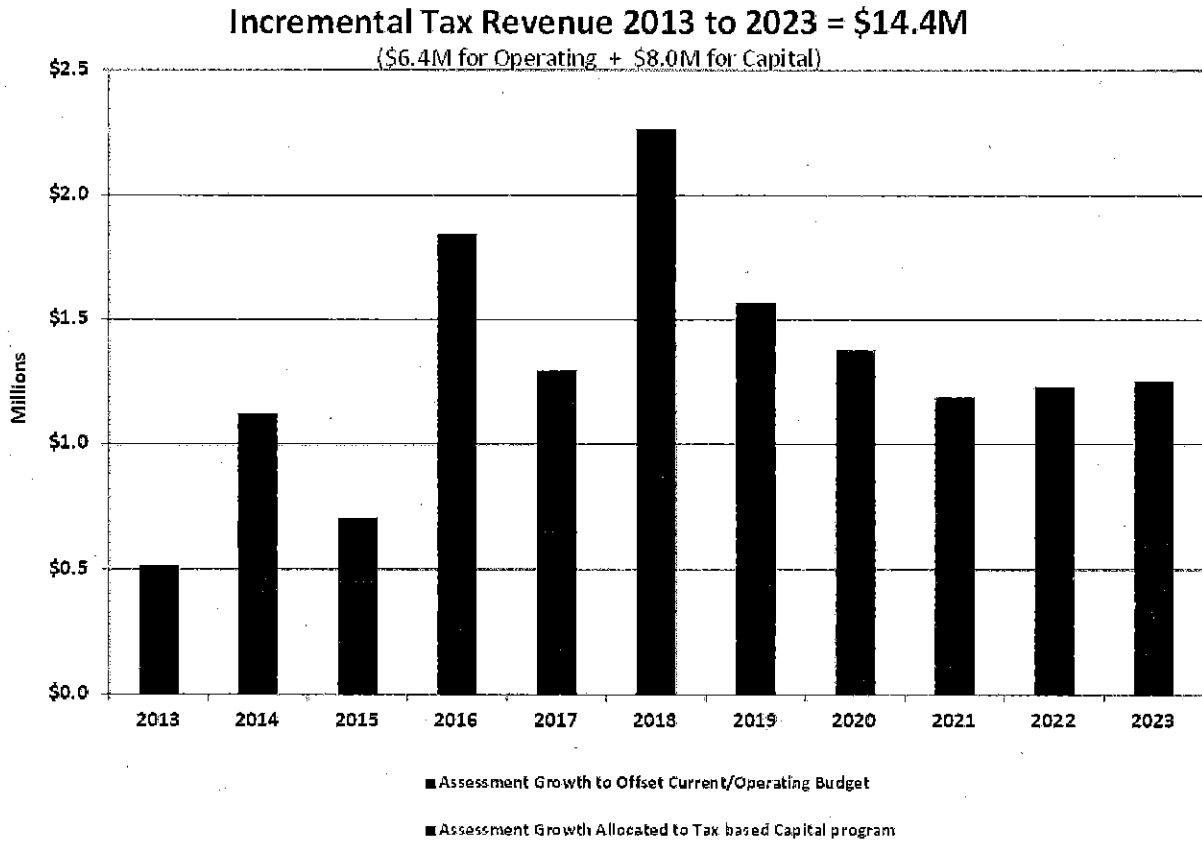
- Assumption: Assessment Revenue 3 years after Building Permit issuance
- 2014: 732 Residential permits and \$9M of Industrial activity in 2011

Comparison of Assessment Growth Revenue Projections
 (Assessment Growth Revenue Projection Changes based on revised assumptions in 2012)

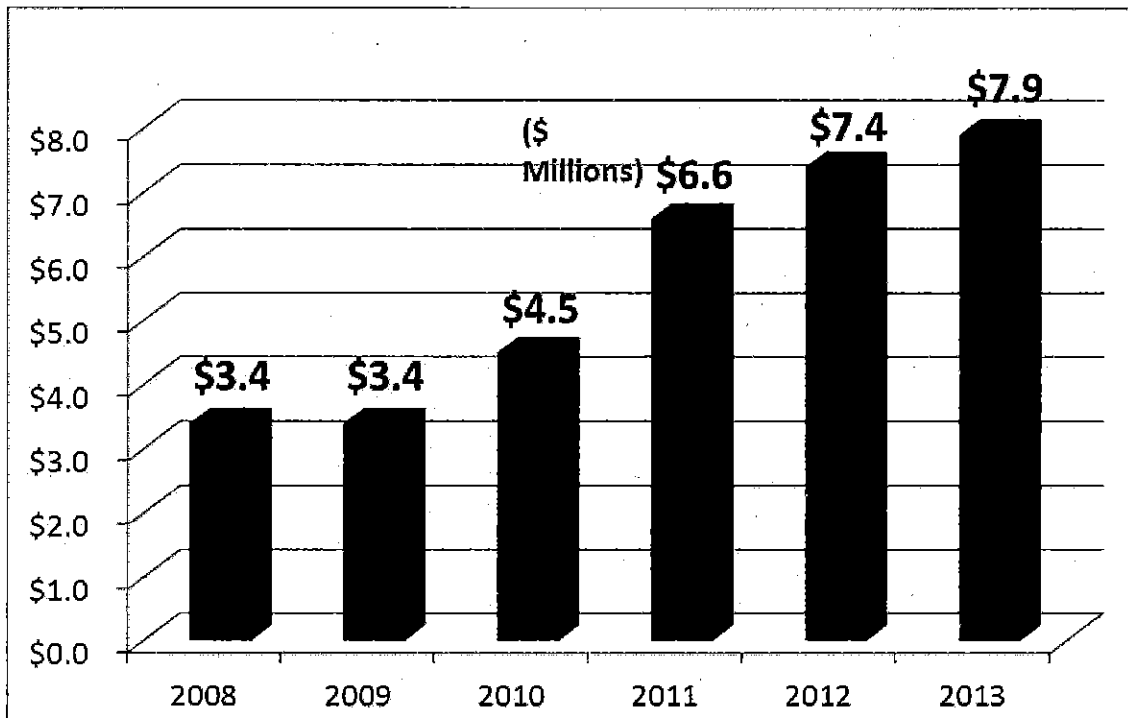


Adjusted based on review of development applications and projected development applications Town staff are aware of and the stage in the development process each application is in. Also adjusted for the impact of the GTA West corridor study.

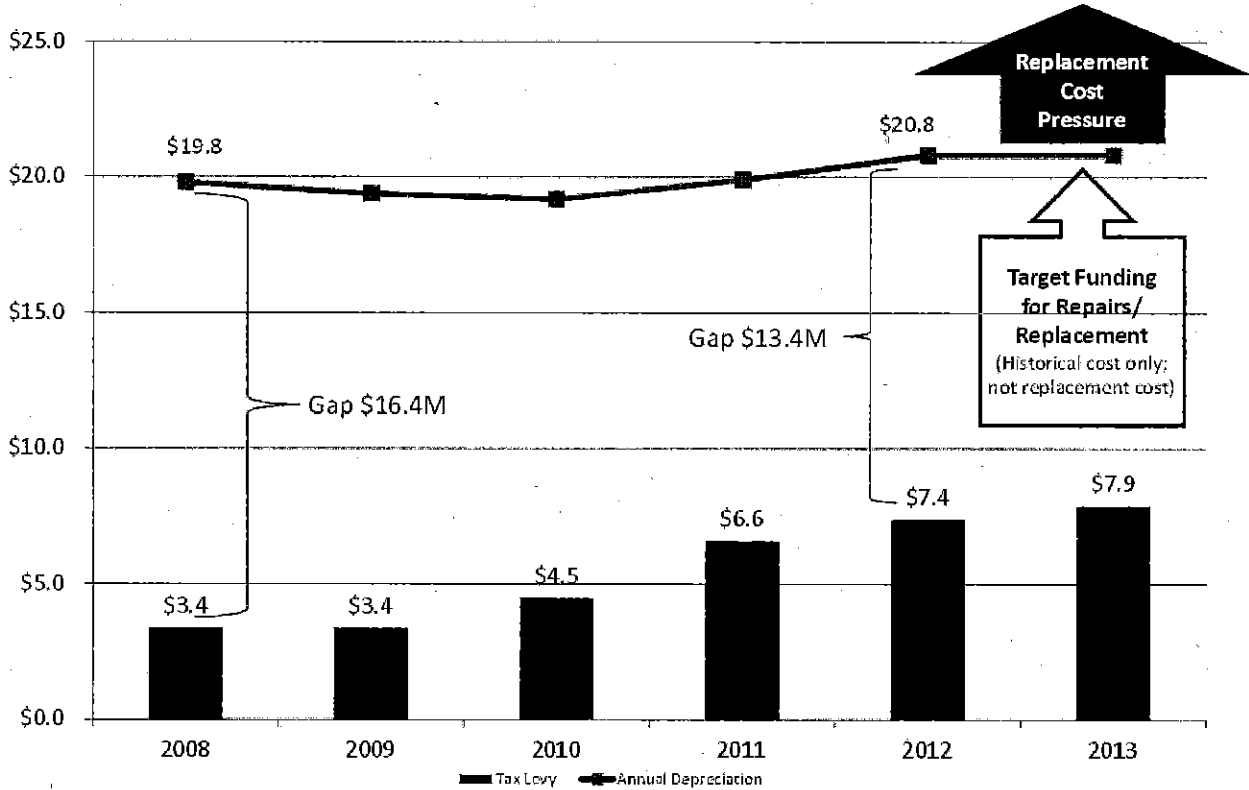
Allocation of Assessment Growth Between Capital and Operating Budgets
 Incremental Tax Revenue 2013 to 2023 = \$14.4M
 (\$6.4M for Operating + \$8.0M for Capital)



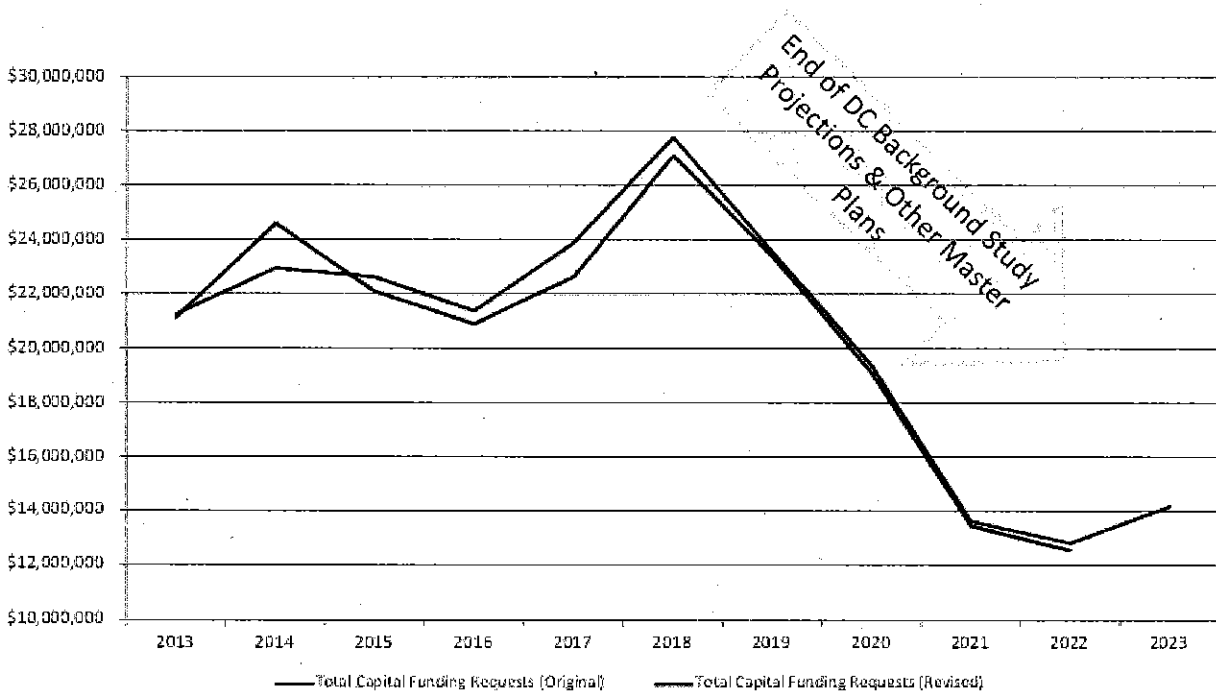
Reliable and Sustainable Capital Funding Source: Tax Levy Funded Capital



Tax Levy Funded Capital vs. Annual Amortization/Depreciation (\$ Millions)



10 Year Capital Projection – All Funding Sources (Comparison of Last Year to This Year)



10 Year Capital Projection – Major Changes

Other 10 Year Capital Plan Projection Changes

- Additional year (2023) added to capital projection
- Addition of annual Fire Personal Protective Equipment and Large Fire Equipment replacements

Additions to 2013 or Shifts from Future Years to 2013

- Bolton fire station revised capital projection \$6.2M (from approximately \$5M)
- Fire voice communications (VCOM) gear shifted from 2014 to 2013 and cost increases based on population
- Mayfield West Village Blue Special Purpose Park moved from 2016 to 2013

Major Projects Not Included in 10-Year Projection

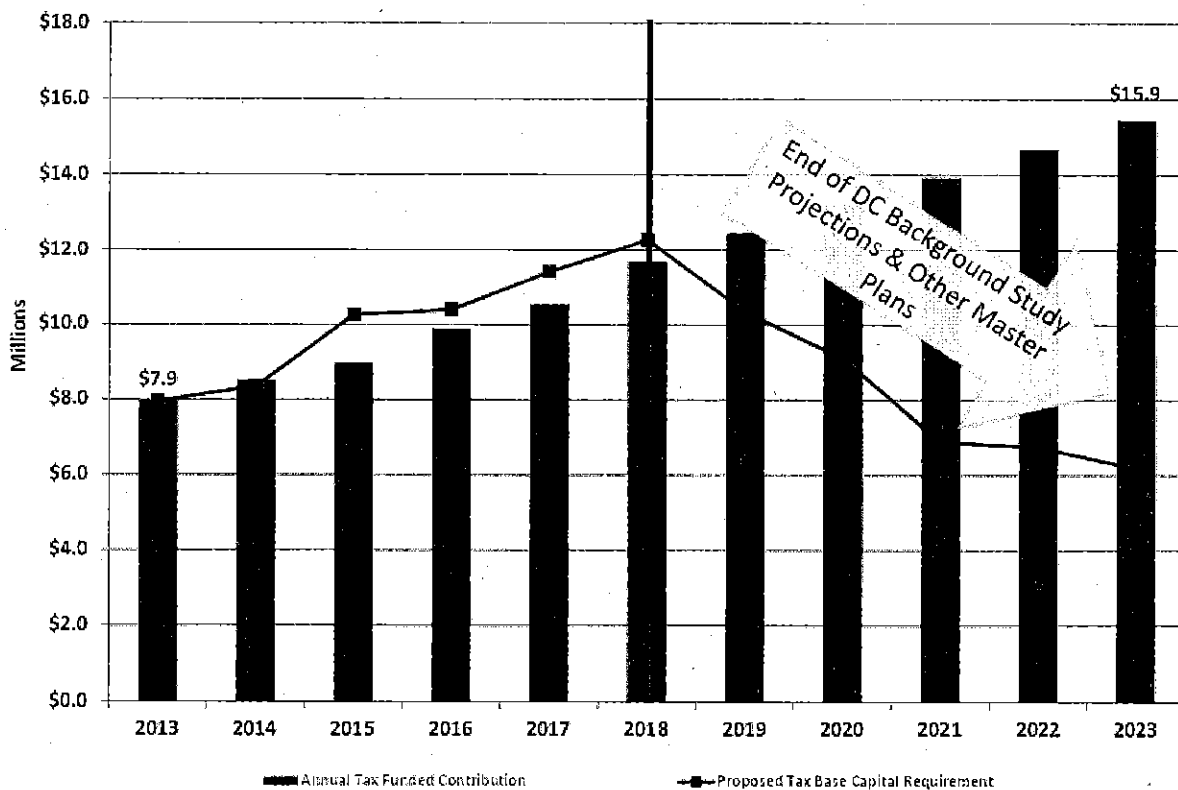
- Pending Feasibility, Optimization of Asset Studies
 - New Works Yard
 - Caledon Village Pool
 - Fire Station Renovations/Expansions at Caledon Village, Mono Mills, Alton
 - Fire Training Facility

- Secondary Plan Expansions
 - Growth-related infrastructure required for Mayfield West II, Coleraine West, Tullamore
 - Pending Outcome Secondary Plan Studies (e.g. Traffic, Storm Water Management)
 - Will be included in next Development Charge update, if studies completed
 - Will require developer front-ending/Development Charge Credit agreement

- Land Acquisition for Mayfield West II Tournament Park
 - Approximately 40 acres required; Council direction to purchase 100 acres
 - 100 acres of Land estimated to cost \$10M to \$20M depending on location
 - 100 acres not available within the MW II area
 - Cash in Lieu of Parkland Dedication reserve fund projections need further work, however, projected to have less than \$5M by 2022 (with no expenditures projected other than the repayment for the Johnston Sports Park land purchase)

- Town Studies
 - Victoria Employment Study \$0.9M
 - Snell's Hollow Secondary Plan (Phase II) – Residential Policy Area A \$0.5M
 - Official Plan Policy Implementation \$0.2M

Revised 10 Year Capital Projection & 10 Year Tax Capital Funding



Debt Financing Projection for 10-Year Capital Plan

Development Charge (Growth) Funded Debt

- 10-Year Capital Projection for Growth/Development Charge (DC) projects highlights projects where DC reserves will not be sufficient to fund the project

Tax Funded Debt

- 10-Year Capital Projection vs. 10-Year tax funding identifies some gaps

Potential Debt Financing Projects presented to Council last year:

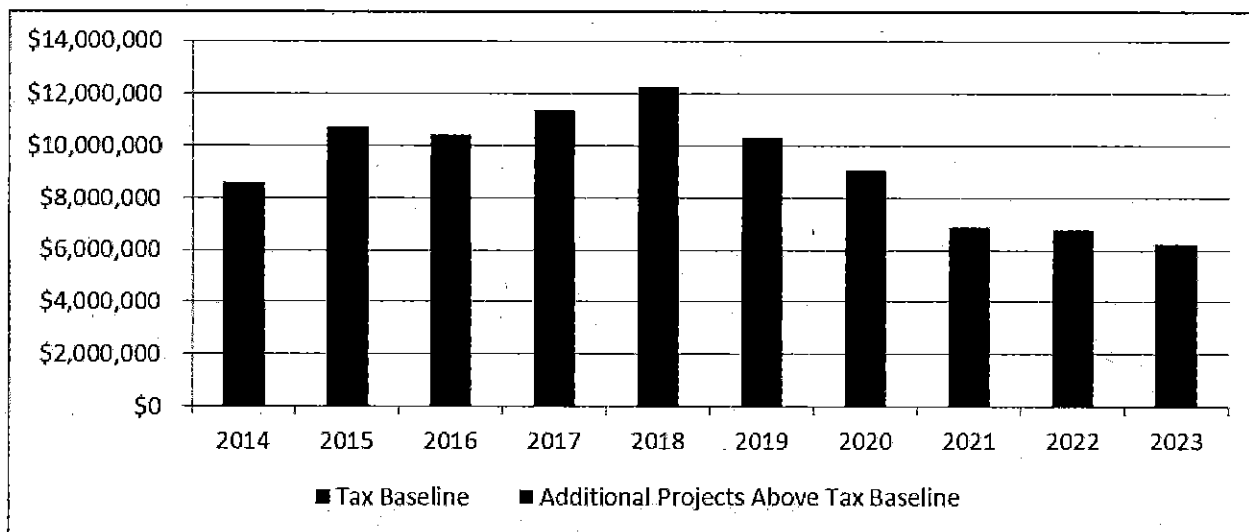
2012	
• Fleet equipment backlog	\$3.0M*
2014	
• Caledon Equestrian Park (Total \$11.71M project; Fed./Prov. \$6.56M; Town, EMG, TRCA \$1.72M each) (corrected for removal of Cross Country \$0.5M)	\$1.72M*
• Palgrave Community Rooms	\$0.26M
2018	
• Mayfield West Library (DC Debenture) – part of last phase	\$0.70M
• Bolton Library Major Refurbishment (DC Debenture) - Design	\$0.40M
2019	
• Bolton Library Major Refurbishment (DC Debenture) - Construction	\$1.20M
2020	
• Animal Shelter (DC Debenture)	\$0.18M

*These capital projects have received Council approval.

External Debt – Annual Debt Repayment Limit

- Annual debt repayments/debt servicing costs may not exceed 25% of revenues, as set by the Province of Ontario
- 2011 Annual Repayment Limit (ARL) Statement from Province states that the Town of Caledon is utilizing 6.3% of net revenues to service debt.
Based on the recently approved debt-financing projects (B.A.R., Fire Aerial, Fleet, Caledon Equestrian Park) and proposed debt-financing projects in the 10-Year Capital Forecast, projected growth in assessment revenue, and conservative interest on debt retirement funds, the Town's debt servicing costs are projected to be within the maximum of 25% set by the Province.
- Debt servicing costs are also projected to be within the Town's Debt Policy of 10% of Net Revenues

Baseline Capital + Tax Levy Capital Expenditures Above Baseline



2014 Above Baseline

- Bolton Fire Station (Term of Council)
- Dominion St. Slope Stabilization
- MW Kennedy Rd Construction
- MW Community Park
- Johnston Sports Park (Phase II)
- Town Hall Expansion Design
- Salt Dome for Yard 2

2015 Above Baseline

- MW Kennedy Rd Construction
- MW Neighbourhood Park
- Johnston Sports Park (Phase III)
- Town Hall Expansion Construction (new term of Council project 2015-2018)
- Mayfield West Library Branch

Preliminary 2013 Capital Budget

Fuwng Wong presented the 2013 preliminary capital budget for each department and identified the "Baseline Capital per 10 Year Plan Projects", "Above Baseline Capital per 10 Year Plan Projects", and those projects not included in the 2013-2022 Capital forecast.

Fuwng Wong reviewed the following information relating to Town projects and its commitment to accessibility:

Dept.	Project Num	Project Name	Total Budget	Accessibility \$ Included in Total (Recommended in Study)	Accessibility \$ Included in Total (In addition to Study)
	13-3	Parking Lot Lights - Phase 2	\$50,000	\$50,000	\$0
	13-1	Accessibility Upgrades - community facilities	\$18,000	\$18,000	\$0
	13-2	Accessibility Upgrades - Court Room , Provincial Offences Administration (POA)	\$50,000	\$50,000	\$0
Corporate Services Total			\$118,000	\$118,000	\$0
	13-24	Replacement of the Bolton Fire Station	\$2,912,500	\$0	\$300,000
Fire & Emergency Services Total			\$2,912,500	\$0	\$300,000
	13-75	Mayfield West - Village Blue Special Purpose Park	\$500,000	\$0	\$100,000
Parks & Recreation Total			\$500,000	\$0	\$100,000
	13-69	Sidewalk Construction - Creditview Road, Cheltenham	\$82,000	\$0	\$82,000
Public Works Total			\$82,000	\$0	\$82,000
Total Accessibility \$'s Included in Preliminary 2013 Funded Capital			\$3,612,500	\$118,000	\$482,000

Fuwng Wong outlined the 2013 Capital Projects that are unfunded.

Fuwng Wong provided an overview of the Term of Council Capital projects:

Project	Original Cost Estimate (over Term of Council)	Revised Cost (over Term of Council)	Total Budget over Term of Council				Remaining Tax Funding	
			2011	2012	2013	2014	2013	2014
Bolton Fire Station*	\$5.00	\$6.20	\$0.25	\$0.67	\$2.88	\$2.37	\$1.60	\$1.60
Bolton Settlement Area Expansion Studies**	\$1.15	\$1.15	\$0.00	\$0.35	\$0.40	\$0.40	\$0.40	\$0.40
Replace Peel Region/Caledon Fire Voice Communications System***	\$1.26	\$1.55		\$0.33	\$1.22	\$0.00	\$1.22	\$0.00
Caledon Equestrian Park	\$11.71	\$11.71	\$1.70	\$3.43	\$6.58	\$0.00	\$0.00	\$0.00
							\$3.22	\$2.00

* - Bolton Fire Station cost estimate increase of \$1.2M to be funded from Land Sales Reserve and Tax-Funded Capital Reserve. No change to tax funding over the term of Council proposed. (note: \$0.03M of Bolton Fire Station capital included in 2009 capital).

** - Due to post-period benefit rules of the Development Charges Act, funding for the Bolton Settlement Area Expansion Studies are tax levy funded to be recovered from Development Charges (DC) through a future DC Background Study.

*** - Replacement of Peel Region/Caledon Voice Communication System increase of \$0.29M due to an update of the allocation of costs to the Town based on population.

Proposed Property Sales to Fund Future Capital Projects

- Sale of the properties listed below may result in approximately \$2M in one-time proceeds and \$89K of on-going operating budget savings
- One-time proceeds of \$2M may be used to fund 2013 capital projects that are currently unfunded
- On-going savings of \$89K may be added to the tax-funded capital program or to reduce future operating budget pressures.

Proposed Potential Property Sales

- Caledon Village OPP
- Clara Street OPP (Court Services)
- Alton Town Hall
- Old Caledon Township Hall
- Belfountain Community Centre
- Palgrave Centre

Preliminary 2013 Operating Budget

Fuwng Wong reviewed the following unavoidable budget increases:

- \$0.4 million dollars – previously approved Council initiatives
- \$1.2 million dollars – Compensation (CUPE, COLA, Grid)
- \$0.2 million dollars - Annualization of Staff & Services
- \$0.5 million dollars - Inflationary & Utility Increases
- \$0.2 million dollars - Net Revenue Decrease

Fuwng Wong reviewed the following previously approved Council initiatives:

Department	2013 Budget Amount	Description	Annualized Amount	One-Time/ On-going	Council Meeting
Parks & Rec. and Public Works	\$159,050	Annualization of 2012 Unmet Needs	\$159,050	On-going	Dec. 6, 2011
Corporate Accounts	\$24,500	New Financial Information System Software Maintenance and Support (\$37K - \$13K reduction in old software maintenance)	\$24,500	On-going	May 1, 2012
Public Works	\$190,000	Fleet Debenture Payments (\$640K estimate - \$200K suspension of annual contribution to Fleet Replacement reserve - \$250K fleet operating budget reductions)	\$190,000	On-going	Nov. 29, 2011; May 1, 2012
Economic Development	\$3,000	Tullamore Transit Service - Addition of Saturday Service	\$3,000	On-going	May 15, 2012
Corporate Accounts	(\$38,000)	Reduction due to new photocopier/printing devices lease	(\$38,000)	On-going	May 15, 2012
Development Approval & Planning Policy	\$0	Contract Plans Examiner (1 year contract) to be fully funded from the Building Permit Stabilization Reserve Fund	\$0	One-Time	Aug. 14, 2012
Economic Development	\$6,234	Caledon Small Business Enterprise Centre (\$11,234 increase offset by \$5,000 additional recovery)	\$6,234	On-going	Sept. 11, 2012
Corporate Services	\$12,601	Incremental software maintenance and hosting costs related to new asset management software	\$12,601	On-going	Sept. 25, 2012
Development Approval & Planning Policy	(\$7,000)	Incremental Revenue related to new Feed-In Tarrif (FIT) Support Review Fee. (Will be shown as New Fee Revenues in 2013 budget)	(\$7,000)	On-going	Sept. 25, 2012
	\$350,385	TOTAL	\$350,385		

Fuwng Wong advised that staff is currently working on recommended budget reductions in the amount of \$600,000.

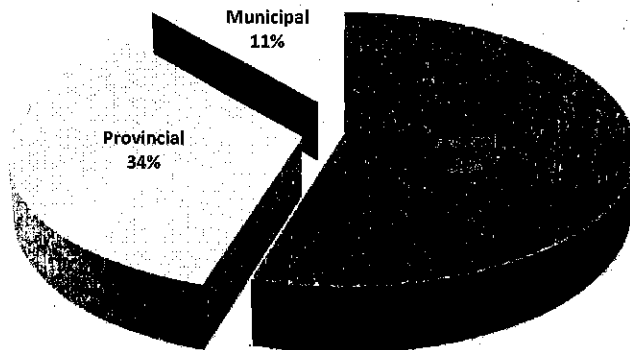
Fuwng Wong reviewed the recommended departmental urgent unmet needs (\$1 million) and the other unmet needs (\$2 million).

Fuwng Wong outlined the proposed departmental fee increases, decreases and new fees.

Additional information regarding proposed changes to the current fire false alarm fees was highlighted.

Fuwng Wong stated the total recommended budget for Council consideration at this time is \$2.4 million or 5.71% tax increase.

Fuwing Wong, Treasurer provided the following information regarding the average Ontario Family's* Tax Bill by Level of Government - 2012



Moved by A. Thompson – Seconded by P. Foley

2012-625

That Council rise out of Council Workshop.

Carried.

7. **PUBLIC QUESTION PERIOD** – no one in attendance came forward

8. **BY-LAWS**

Moved by G. McClure – Seconded by P. Foley

2012-626


That the following by-law be taken as read three times and finally passed in open council:

2012-128 To confirm the proceedings of the Council for The Corporation of the Town of Caledon at its Council Meeting held on the 16th day of October, 2012.

Carried.

9. **ADJOURNMENT**

On verbal motion moved by Councillor Beffort and seconded by Councillor Thompson, Council adjourned at 5:39 p.m.


Marilyn Morrison, Mayor


Karen Landry, Clerk

