

MINUTES
OF THE TENTH REGULAR MEETING OF THE ONE HUNDRED
AND TWENTY SEVENTH COUNCIL OF THE TOWN OF CARLETON PLACE

The Tenth Regular Meeting of the One Hundred and Twenty Seventh Council of the Town of Carleton Place was held in the Town Hall Council Chambers on Tuesday, May 10, 2016 at 7:00 p.m.

PRESENT: Mayor Antonakos Deputy-Mayor Flynn
 Councillor Black Councillor Doucett
 Councillor Redmond Councillor Fritz
 Councillor Trimble

STAFF: P. Knowles, C.A.O. D. Rogers, Clerk

I OPENING PRAYER

Mayor Antonakos asked members of Council and the public present to stand for a moment of silence.

II DISCLOSURE OF PECUNIARY INTEREST

None

III MINUTES OF PREVIOUS MEETING

Motion No. 10-127-01

Moved by Deputy-Mayor Flynn, seconded by Councillor Doucett

THAT the Minutes of the Ninth Regular Meeting of the 127th Council held on April 26, 2016 be adopted as printed.

CARRIED

IV DELEGATIONS

None

V COMMUNICATIONS

127182 – 127202

VI READING OF BY-LAWS

By-law No. 22-2016

Motion No. 10-127-02

Moved by Councillor Black, seconded by Councillor Redmond

THAT By-law No. 22-2016 **(To Adopt an Emergency Measures Plan)** be read a first time, second time and third time and finally passed.

CARRIED

By-law No. 23-2016

Motion No. 10-127-03

Moved by Councillor Fritz, seconded by Councillor Doucett

THAT By-law No. 23-2016 **(To Repeal By-law No. 59-2015 and Amend By-law No. 26-94)** be read a first time, second time and third time and finally passed.

CARRIED

By-law No. 24-2016

Motion No. 10-127-04

Moved by Councillor Trimble, seconded by Councillor Redmond

THAT By-law No. 24-2016 **(To Amend Traffic and Parking By-law No. 46-2003)**

be read a first time, second time and third time and finally passed.

CARRIED

VII STANDING COMMITTEES

Policy Review Committee – April 26, 2016

Motion No. 10-127-05

Moved by Councillor Doucett, seconded by Deputy-Mayor Flynn

Communication: 127155 127184

THAT Council hereby accepts the Policy Review Committee's decisions related to the consent items of April 26, 2016 and approves the Council Actions.

CARRIED

Motion No. 10-127-06

Moved by Councillor Redmond, seconded by Councillor Trimble

Communication: 127185

THAT Council hereby authorizes staff to execute a 2 year lease with Tiffany Nixon for 132 Coleman.

CARRIED

Motion No. 10-127-07

Moved by Deputy-Mayor Flynn, seconded by Councillor Doucett

Communication: 127186

WHEREAS the Carleton Place and District Hospital building is aged and urgently requires upgrades;
And Whereas the Hospital Board has identified the need for a New Emergency Department as the top priority;

AND WHEREAS the Hospital is seeking approvals and funding from the Ministry of Health for this New Emergency Department;

NOW THEREFORE the Council of the Town of Carleton Place hereby confirms support for the top priority project to upgrade the Emergency Department Furthermore, the Town encourages the Ministry of Health to fund and approve the project and the entire community to support this important project.

CARRIED

Physical Environment Committee – May 3, 2016

Motion No. 10-127-08

Moved by Councillor Black, seconded by Councillor Redmond

Communication: 126301 127187 127188 127189 127190
127191 127192 127193 127194 127195

THAT Council hereby accepts the Physical Environment Committee's decisions related to the consent items of May 3, 2016 and approves the Council Actions.

CARRIED

Planning and Protection Committee – May 3, 2016

Motion No. 10-127-09

Moved by Councillor Redmond, seconded by Councillor Black

Communication: 127196 127178 127198 127202

THAT Council hereby accepts the Planning and Protection Committee's decisions related to the consent items of May 3, 2016 and approves the Council Actions.

CARRIED

Motion No. 10-127-10

Moved by Councillor Fritz, seconded by Councillor Doucett

Communication: 127200

THAT pursuant to By-law 17-2005 Sec. 2 Council hereby waives the provisions of the Noise By-law 04-2005 for the Farm to Fork Dinner/Dance on June 4, 2016.

CARRIED

VIII OTHER BUSINESS

Mayor Antonakos read a Proclamation declaring the week of May 27th to June 2nd as National Access Awareness Week in the Town of Carleton Place.

The Mayor also read a Proclamation declaring the month of June as Senior's Month in the Town of Carleton Place.

IX MAYOR'S ANNOUNCEMENTS/DATES TO REMEMBER

Mayor Antonakos on behalf of Council expressed sympathy to the residents of Fort McMurray, Alberta regarding the recent loss of homes and businesses in that community from the forest fire. The Mayor noted local fund raising efforts including the fund raising information found on the municipal web site.

The Mayor also reminded members of the playoff success of the Carleton Place Canadians and on behalf of Council, expressed best wishes to the team regarding the playoffs for the RBC Cup.

Mayor Antonakos thanked staff for the recent send-off for the Junior 'A' Canadians and that some of the future playoff games would be available for viewing.

Councillor Sean Redmond informed Council of the Beckwith Paddle on the Jock River this Saturday, May 14, 2016 and invited members of Council to attend the event.

Mayor Antonakos thanked the Clerk for provided to his office the history of the former Civil Defence facility on Highway No. 29 which was destroyed by fire on Monday, May 9, 2016.

X BY-LAW CONFIRMING COUNCIL PROCEEDINGS

By-law No. 25-2016

Motion No. 10-127-11

Moved by Councillor Trimble, seconded by Councillor Black

THAT By-law No. 25-2016 (**Confirm Council Proceedings**) be read a first time, second time and third time and finally passed.

CARRIED

XI SINGING OF O CANADA

Members of Council, Staff and the public present stood for the singing of O Canada.

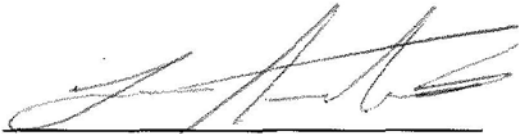
XII ADJOURNMENT – 7:24 p.m.

Motion No. 10-127-12


Moved by Councillor Doucett, seconded by Deputy-Mayor Flynn

THAT the Tenth Regular Meeting of the One Hundred and Twenty Seventh Council be hereby adjourned.

CARRIED



Louis Antonakos, Mayor


D.H. Rogers, Clerk



AGENDA

TENTH REGULAR MEETING OF THE ONE HUNDRED AND TWENTY SEVENTH COUNCIL OF THE TOWN OF CARLETON PLACE Tuesday, May 10, 2016 Council Chambers at 7:00 p.m.

I OPENING PRAYER

II DISCLOSURE OF PECUNIARY INTEREST

III MINUTES OF PREVIOUS MEETING

Minutes of the Ninth Regular Meeting of the 127th Council of April 26, 2016

IV DELEGATIONS

None

V COMMUNICATIONS

127182 – 127202 (*copies of communications are available to view in the Clerk's Dept.*)

VI READING OF BY-LAWS

By-law 22-2016 – To Adopt an Emergency Measures Plan

By-law 23-2016 – To Repeal By-law No. 59-2015 and Amend By-law No. 26-94

By-law 24-2016 – To Amend Traffic and Parking By-law No. 46-2003

VII STANDING COMMITTEES

Policy Review Committee – April 26, 2016

127155 127184 127185 127186

Physical Environment Committee – May 3, 2016

127187 126301 127188 127189 127190

127191 127192 127193 127194 127195

Planning and Protection Committee – May 3, 2016

127196 127197 127198 127200 127202

VIII OTHER BUSINESS

Proclamation – National Access Awareness Week May 27th to June 2nd

Proclamation – Seniors' Month June 1st to June 30th

IX MAYOR'S ANNOUNCEMENTS/DATES TO REMEMBER

X BY-LAW NO. 25-2016 CONFIRMING COUNCIL PROCEEDING

XI SINGING OF O'CANADA

XII ADJOURNMENT

BY-LAW NO. 22-2016

**A BY-LAW OF THE CORPORATION OF THE TOWN OF CARLETON PLACE TO
ADOPT AN EMERGENCY MEASURES PLAN**

WHEREAS Section 3(1) of *The Emergency Management and Civil Protection Act, R.S.O. 1990, Chapter E9* authorizes a municipality to formulate an emergency plan governing the provisions of necessary services during an emergency and procedures thereunder;

AND WHEREAS the Council of the Corporation of the Town of Carleton Place deems it necessary and desirable to adopt a new emergency measures plan for the said municipality;

NOW THEREFORE the Corporation of the Town of Carleton Place enacts as follows:

1. That the Emergency Measures Plan of the Town of Carleton Place attached hereto as Schedule "A" be hereby adopted.
2. That, in accordance with Section 4 of *The Emergency Management and Civil Protection Act*, the Mayor or his/her designate is hereby authorized to declare an emergency when deemed appropriate and direct the enactment of the Emergency Measures Plan of the Town of Carleton Place.
3. An emergency shall be defined in accordance with Section 1 of *The Emergency Management and Civil Protection Act*.
4. That By-law No. 23-2015 be hereby repealed in its entirety.

READ A FIRST TIME, SECOND TIME, THIRD TIME AND FINALLY PASSED THIS 10th DAY OF MAY 2016.

Louis Antonakos, Mayor

D.H. Rogers, Clerk

THIS IS SCHEDULE "A" TO BY-LAW NO. 22-2016

EMERGENCY MANAGEMENT PLAN

THE CORPORATION OF THE TOWN
OF CARLETON PLACE



January 2016

MAYOR'S ADDRESS

On behalf of the members of Council, it is my pleasure to authorize the use of this Emergency Management Plan. This Plan has been formulated to assign responsibilities and to guide the immediate actions of key municipal officials after the onset of an emergency declared by the Office of the Mayor.

This Plan is essential for the protection of the life and property in the event of a natural and/or man-made disaster within our municipality. In order for this Plan to be effective, it is essential that all concerned be made aware of its provisions and that every municipal department be ready to carry out their assigned functions and responsibilities.

The Carleton Place Emergency Management Committee of Council is encouraged to keep this Plan current and to conduct regular exercises to test and, where applicable, to improve the Plan.

Date

Louis Antonakos, Mayor

Emergency Quick Reference Guide

- Upon the arrival of three or more members, the Community Control Group (CCG) may initiate its function.
- Ensure that all Community departments have been notified and either activated or placed on standby. Each CCG member is responsible for their own department.
- The Mayor must inform the Province of Ontario that the Town of Carleton Place has declared an emergency, and specify the nature of the emergency situation. The provision of a return contact number is required for communication purposes. The call is made to the Office of the Fire Marshall and Emergency Management.

The number to use for this purpose is **(416) 314-0472**.

- Turn to individual responsibilities within the plan. Provide input and assistance as required.
- Each member of the CCG will report and respond to immediate needs in accordance with the Operations Cycle format.

TABLE OF CONTENTS

Page

Part 1 - Administration

Mayor's Address.....	2
Quick Reference Guide	3
Table of Contents	4
Introduction.....	6
Aim	7
Authority	8
Plan Maintenance.....	9
Distribution List.....	10
Amendments	11

Part 2 - Emergency Operations

2.0 Community Control Group	12
2.1 Emergency Operation Centre Procedures.....	13
2.2 Operations Cycle	14
2.3 Community Control Group (CCG).....	15
2.4 Mayor.....	17
2.5 CAO (Operations Officer).....	18
2.6 Clerk/CEMC.....	19
2.7 Ontario Provincial Police.....	20
2.8 Fire Chief	21
2.9 EMS/Ambulance	22
2.10 Public Works.....	23
2.11 Medical Officer of Health.....	24
2.12 Director of Social Services.....	25
2.13 Public Information Officer.....	26
2.14 Health and Safety Advisor.....	27
2.15 Purchasing Officer.....	28

Part 3 - Emergency Support

3.0 Canadian Red Cross.....	29
3.1 Clergy	30
3.2 Boards of Education	31
3.3 Legal Advisor	32
3.4 CERV.....	33

Appendices

Appendix A	-	Emergency Notification System
	-	CCG
	-	Members of Council
	-	Outside Emergency Assistance
Appendix B	-	Vital Services Directory
Appendix C	-	Local Resources Directory
Appendix D	-	Emergency Management Act
Appendix E	-	Local By-law
Appendix F	-	HIRA
Appendix G	-	Critical Infrastructure
Appendix H	-	EOC Log's & Message Forms
Appendix I	-	Emergency Declaration Checklist
Appendix J	-	Declaration of Emergency Form
	-	Termination of Emergency Form
Appendix K	-	Guide to Emergency Media Relations
Appendix L	-	EOC Layout & Set-up Guide
Appendix M	-	Evacuation Plan
Appendix N	-	Shelter Plan
Appendix O	-	CERV Program
Appendix P	-	Glossary of Terms

Introduction

The Emergency Plan for the Town of Carleton Place has been developed to reflect the public safety requirements of our community. The effective use and maintenance of this plan is reliant upon all concerned being aware of its provisions and prepared to fulfill their roles and responsibilities in the event of an emergency. Responsible individuals are expected to participate in emergency training and exercises which will assist them in the fulfillment of their roles accordingly.

The heads of departments and agencies are expected to develop their own internal notification lists, procedures and contingency plans to fulfill their departmental or agency responsibilities.

Together we work to ensure that our community is prepared to respond to an emergency in the most effective manner possible.

Date

D.H. Rogers, C.M.O., Clerk & C.E.M.C.

Aim

The Aim of this plan is to protect the health, safety, welfare and property of our citizens from the effects of a natural, technological or human caused emergency.

Authority

This Plan has been developed and will be implemented in accordance with the Emergency Management and Civil Protection Act, detailed in Appendix “D”, which is the Provincial statute under which all emergency management activities are conducted in the Province of Ontario.

Our by-law No. 22-2016 is the local authority for this plan and related activities. The By-law is itself Appendix “E” of this emergency plan.

Plan Maintenance

This Plan was originally written in 2004 and it is essential that it be kept current and viable by adherence to a maintenance schedule. Responsibility for the plan being kept up to date rests with the Community Emergency Management Coordinator who may delegate tasks accordingly.

The emergency telephone numbers will be reviewed on an annual basis.

The notification system will be tested annually.

The plan will be exercised once every year as a minimum requirement.

The Control Group and Support Staff shall receive training and participate in exercises once every year as a minimum requirement.

The Vital Services and/or Local Services Directory should be updated annually.

The Community Emergency Management Coordinator will determine the schedule under which the maintenance activities will be performed.

Distribution List

Mayor	-	1
Council	-	6
CAO	-	1
Clerk/CEMC	-	1 *
OPP	-	1
Fire Chief	-	1
EMS/Ambulance	-	1
Public Works Supervisor	-	1
Medical Officer of Health	-	1
Director of Social Services	-	1
Office of the Fire Marshal and Emergency Management	-	2
Emergency Operations Centre	-	14

Amendments to the Plan

REVISION NO.	DATE	PAGES
1	April 2004	Comprehensive Update
2	March 2005	Comprehensive Update
3	March 2006	Comprehensive Update
4	February 2007	Comprehensive Update
5	February 2008	Comprehensive Update
6	February 2009	Comprehensive Update
7	February 2010	Comprehensive Update
8	March 2011	Comprehensive Update
9	February 2012	Comprehensive Update
10	January 2013	Comprehensive Update
11	February 2014	Comprehensive Update
12	February 2015	Comprehensive Update
13	January 2016	Comprehensive Update

Part 2

EMERGENCY OPERATIONS AND PROCEDURES

2.0 COMMUNITY CONTROL GROUP

The Community Control Group is the group that is responsible for the direction and control of the overall emergency response within the community. The CCG ensures the provision of the essential services necessary to minimize the effects of an emergency on the community.

The CCG is made up of the following members:

Mayor (*or alternate*)
CAO (*or alternate*)
Clerk/CEMC (*or alternate*)
OPP Representative
Fire Chief (*or alternate*)
EMS/Ambulance (*or alternate*)
Director of Public Works (*or alternate*)
Medical Officer of Health (*or alternate*) if required
Director of Social Services (*or alternate*) if required
Public Information Officer (*or alternate*)

IMPLEMENTATION

Any member of the Community Control Group may request, through the Clerk/CEMC, that the Emergency Plan be implemented.

It is the responsibility of the agency that is first at the scene of an emergency to decide whether the emergency plan should be implemented. If the size or seriousness of the emergency is beyond the capability or responsibility of that agency, then the Emergency Plan will be activated. The Emergency Plan may be implemented in whole, or in part, based on conditions at the site of severity of the situation.

The Clerk/CEMC will immediately notify the Mayor and other members of the CCG. Notification lists and procedures are located in Appendix A.

2.1 EMERGENCY OPERATIONS CENTRE PROCEDURES

The Emergency Operation Centre (EOC) has both a primary and a secondary or alternate location. During the notification process, direction as to which location members of the CCG will report to will be given. For example, members will be told that this is an emergency plan activation and that they should report to the primary EOC immediately. The primary and secondary locations are geographically separated so that if one or the other is endangered or rendered non-functional as a result of the emergency situation the other should be safe and operational.

Primary EOC Location: Fire Station (upstairs)
15 Coleman Street

Alternate EOC Location: Carleton Place Town Hall (Council Chambers)
175 Bridge Street

Upon receiving notification the CAO/Operations Officer will contact the administrative staff who have been assigned the task of setting up the EOC. The EOC will be set up and operational within one hour of activation. The Operations Officer will supervise the set up and ensure operational viability.

Upon arrival at the EOC, each CCG member/designate will:

- a) Sign in
- b) Check telephone/communication devices
- c) Open personal log
- d) Contact their own agency and obtain a status report
- e) Participate in the initial briefing
- f) Participate in planning initial response/decision making process
- g) Pass CCG decisions on to member agencies/areas of responsibility
- h) Continue participation in the EOC Operations Cycle

Upon leaving the EOC, each CCG member will:

- a) Conduct a hand over with the person relieving them
- b) Sign out on the location board indicating where they can be reached

Once the initial response is established, routines are put into place by the Operations Officer. The CCG functions most efficiently on a system known as an Operations Cycle.

2.2 OPERATIONS CYCLE

An operations cycle is how the CCG manages overall emergency operations. CCG members will come together usually around a planning board or map at which time they will in turn report their agencies' status to the Mayor and Operations Officer. It is essential that every member, covering each area of responsibility, be heard from during this process. The CCG is a team and the actions taken by one, or the lack of action by one, may have a significant impact upon operations.

The round table discussion should include problems, questions, resources, requests and any other relevant information so that timely informed decisions can be made as a group. Once the meeting is completed, the members should contact their agencies' and pass on any relevant information or directives that come out of the CCG meeting. The frequency of the meetings are determined by the Operations Officer in conjunction with the Mayor, but should reflect the pace of the emergency and occur on a scheduled basis which may be adjusted accordingly.

During the period after the meeting and dissemination of information, members will be in the process of gathering information and preparing for the next scheduled meeting. CCG members use this time to follow up and ensure CCG decisions are being implemented. Each member is responsible for informing their respective agency of the schedule for CCG meetings. No calls are to interrupt the proceedings. All calls must occur prior to or after the formal meeting of the CCG.

It is essential that the EOC is comfortable, has good communications and is secure from unnecessary distractions. Only CCG members and the EOC support staff should have access to the EOC. No media are allowed into the EOC, nor is anyone who has not been authorized by the Operations Officer.

2.3 COMMUNITY CONTROL GROUP RESPONSIBILITIES

The CCG is responsible for the following:

1. Implementing the Emergency Plan in whole or in part to respond to an impending, potential or existing emergency.
2. Coordination and direction of community resources used to mitigate the effects of an emergency.
3. Ensuring that the composition of the CCG is appropriate to mitigate the effects of a given emergency situation by determining which, if any, ad-hoc members are required.
4. Advising the Mayor regarding requests for assistance from the Province and the Federal Government.
5. Ensuring the provisions of essential resources and services to support emergency response activities.
6. Coordination of services provided by outside agencies.
7. Appointing or confirming an Emergency Site Manager.
8. Ensuring that the Public Information Officer is kept informed and up to date to facilitate the information flow to the media and the public. The Public Information Officer will be the Communications Coordinator. His/her alternate will be the Treasurer.
9. Coordinating the evacuation of citizens who may be in danger.
10. The alternate CAO/Operations Officer will be the Clerk/CEMC.
11. Discontinuing utilities or services provided by public or private concerns, i.e. hydro, water, gas, closing businesses.
12. Appeals for volunteers.
13. Establishment of advisory subcommittees to work on specific problem areas related to the emergency, as required.
14. Authorization of expenditures during the emergency; provision for cost accounting and facilitation of cost recovery.

2.3 COMMUNITY CONTROL GROUP RESPONSIBILITIES (contd)

15. Maintenance of an operations log detailing the Group's decisions and activities.
16. Deactivating the plan and notifying all of those who had been notified of its activations.
17. Conducting and participating in a debriefing, generating a post-emergency report and implementing recommendations for improvement of the Emergency Response Plan.

2.4 MAYOR

The Head of Council, or designate, is responsible for:

1. Declaration of an Emergency.
2. Termination of an Emergency.
3. Notifying the Province of Ontario of the declaration of emergency, and termination of the emergency. (*Contact made through OFMEM*).
4. Ensuring the members of Council are advised of the declaration and termination of an emergency, and are kept informed of the emergency operational situation.
5. Ensuring that the local MPP and MP, neighbouring municipalities and the County are advised of the declaration and termination, and kept informed of the emergency situation.
6. Approving all major announcements and media releases prepared by the Public Information Officer, in conjunction with the CAO and CCG.
7. Maintain a personal log.

2.5 CAO/OPERATIONS OFFICER

The CAO is referred to as the “Operations Officer” for emergency purposes. The responsibilities of the Operations Officer (*or alternate*) are:

1. As the Operations Officer, coordinating all operations within the Emergency Operations Centre.
2. In the absence of the Community Emergency Management Coordinator will act as the alternate.
3. Chairing meetings of the Community Control Group.
4. Advising the Head of Council on policies and procedures, as appropriate.
5. Approving, in conjunction with the Head of Council, major announcements and media releases prepared by the Public Information Officer, in conjunction with the CCG.
6. Ensuring that a communication link is established between the CCG and the ESM.
7. Calling out additional staff as required.
8. Maintaining a log.

2.6 CLERK/COMMUNITY EMERGENCY MANAGEMENT COORDINATOR

The Clerk/Community Emergency Management Coordinator is responsible for:

1. Activating the emergency notification system, including set up of the EOC and secretary of regular meetings.
2. Providing information, advice and assistance to members of the CCG on Emergency Management programs and principles. Also to provide administrative assistance to the CAO/Operations Officer.
3. Providing direction to EOC support staff as required in support of the Control Group, and ensures proper operation of the EOC.
4. Coordinating activities and deployment of CERV Team.
5. Maintaining the Emergency Response Plan in accordance with requirements of the Emergency Management Act.
6. In conjunction with the CAO, coordinating a post-emergency debriefing and assisting in the development of a final report to Mayor and Council.
7. Ensuring a master record of all events and actions taken is maintained (main events board).
8. Maintaining a personal log.

2.7 ONTARIO PROVINCIAL POLICE

The Ontario Provincial Police representative is responsible for:

1. Activating the emergency notification system.
2. Establishing and maintaining ongoing communications with the senior police at the emergency site.
3. The provision of traffic control to facilitate the movement of emergency vehicles.
4. Coordination of evacuation routes.
5. Liaison with Social Services regarding security of reception/evacuation centres.
6. The protection of life and property and the provision of law and order.
7. The provision of police services in evacuation centres, morgues and other facilities as required.
8. Coordinating or providing assistance with rescue, first aid, casualty collection, evacuation, etc.
9. Notifying the coroner of fatalities.
10. Liaison with external police agencies, as required.
11. Providing an Emergency Site Manager if requested to by the CCG.
12. Maintaining a log.

2.8 FIRE CHIEF

The Fire Chief is responsible for:

1. Activating the emergency notification system.
2. Providing the CCG with the information and advice on fire fighting and rescue matters.
3. Establishing an ongoing communications link with the senior fire official at the scene of the emergency.
4. Initiating mutual aid as required.
5. Determining if additional or specialized equipment is required, i.e. protective suits, CBRN Team, etc.
6. Coordinating or providing assistance with rescue, first aid, casualty collection, evacuation, etc.
7. Providing an ESM as required.
8. Maintain a log.
9. Providing advice to CCG on building and structural integrity issues.

2.9 EMS/AMBULANCE

The EMS/Ambulance representative is responsible for:

1. Activating the emergency notification system.
2. Providing the CCG with information and advice on treatment and transport of casualties.
3. Liaising with the Medical Officer of Health, area hospitals, police and fire officials during an emergency situation.
4. Alerting all staff using the Provincial Health Emergency Alert System.
5. Taking charge of casualties within the emergency area and be responsible for triage, lifesaving care, and the transport to area hospitals.
6. Maintaining a personal log.

2.10 PUBLIC WORKS

The Director of Public Works is responsible for the following:

1. Activating the emergency notification system.
2. Providing the CCG with information and advice on engineering or public works matters.
3. Liaison with the senior public works officers from the neighbouring community(s) to ensure a coordinated response.
4. The provision of engineering assistance.
5. The construction, maintenance and repair of public roads.
6. Assistance with road closures and/or roadblocks.
7. Maintenance of sanitation and a safe supply of potable water, as required.
8. The provision of equipment for emergency pumping operations.
9. Discontinuing any public works service to any customer, as required, and restoring these services when appropriate.
10. Liaising with Utilities.
11. Providing public works vehicles and resources to any other emergency service, as required.
12. Maintaining liaison with flood control, conservation and environmental agencies and being prepared to take preventative action.
13. Providing an Emergency Site Manager, if required.
14. Maintaining a log.
15. The Chief Administrative Officer or the Director of Public Works and in their absence their designates, are authorized to exempt Municipal and Contractor commercial motor vehicle operators from the Hours of Service restrictions for an emergency under the following conditions:
 - a) When the Town of Carleton Place's Control group is assembled to respond to a danger of major proportions
 - b) When road conditions, in a specific localized area threaten the safe movement of emergency services vehicles

As soon as possible after the emergency has been resolved the Chief Administrative Officer, Director of Public Works or their authorized designates shall direct Municipal and Contractor commercial motor vehicle operators to resume compliance with Regulation 555/06 Hours of Service, including completing the required rest time before resuming driving.

16. Maintenance of sanitation and a safe supply of potable water. Assessing the impact on the drinking water supply and implementing contingency plans as required.

2.11 MEDICAL OFFICER OF HEALTH

The Medical Officer of Health, or designate, is responsible for:

1. Acting as a coordinating link for all emergency health services at the CCG.
2. Liaison with the Ontario Ministry of Health, Public Health Branch.
3. Liaison with local and regional hospital representatives.
4. Liaison with ambulance service representatives.
5. Liaison with the Community Care Access representative.
6. Providing advice on any matters that may adversely affect public health.
7. Providing authoritative instruction on health and safety matters to the public through the Public Information Officer.
8. Coordinating the response to disease related emergencies or anticipated emergencies such as epidemics, according to Ministry of Health policies.
9. Ensuring liaison with voluntary and private agencies, as required, for augmenting and coordinating public health resources.
10. Ensuring coordination of all efforts to prevent and control the spread of disease during an emergency.
11. Ensuring the safety of drinking water in conjunction with the Public Works Representative.
12. Liaison with the senior Social Services Representative regarding health services in evacuee centres.
13. Maintaining a log.

2.12 DIRECTOR OF SOCIAL SERVICES FOR THE COUNTY OF LANARK

The Director of Social Services for the County of Lanark, or alternate, is responsible for:

1. Ensuring for the care, feeding and shelter of evacuees if requested by the municipality.
2. Assist with the operation of reception and evacuation centres if requested by the municipality.
3. Liaison with the police regarding the pre-designation of evacuee centres which can be opened on short notice.
4. Liaison with the MOH in areas regarding public health in evacuation centres.
5. Liaison with the public and separate school boards regarding the use of school facilities for reception and evacuation centres if requested by the municipality.
6. Liaison with the nursing homes and homes for the aged if requested by the municipality.
7. Maintain a log.

2.13 PUBLIC INFORMATION OFFICER

The Public Information Officer is responsible for:

1. Notifying information centre staff.
2. Ensuring that the Information Centre is set up and operational.
3. Initial and subsequent media releases, subject to approval by the Mayor and Operations Officer. The P.I.O. may use electronic communications as deemed appropriate. Examples include the Web, Facebook and/or Twitter.
4. Establish and maintain linkages with provincial, county, local or industry media officials as appropriate.
5. Coordinating interviews and media conferences.
6. Designating a site media spokesperson as appropriate.
7. Ensuring set up and staffing of public inquiry lines.
8. Coordinating of public inquiries.
9. Monitoring news coverage.
10. Maintaining copies of all media releases.
11. Maintaining a personal log.
12. In accordance with Section 13 of the Integrated Accessibility Standard, that emergency procedures, plans or public safety information in an accessible format or with appropriate communication supports be made available as soon as practicable, upon request.

2.14 HEALTH AND SAFETY ADVISOR

The Health and Safety Advisor is responsible for:

1. Ensuring that advice and directions from the EOCG conform to the municipality's Health and Safety Policies.
2. The provision of advice to the EOCG on Health and Safety related matter during a declared emergency.
3. Ensuring that any facility (and its employees and volunteers) used during an emergency conforms to all Health and Safety Policies and procedures.

2.15 PURCHASING OFFICER

The Purchasing Officer is responsible for:

1. The control and coordination of purchases required during an emergency.
2. The control and distribution of items purchased and required during an emergency.
3. The administrative procedures and reporting requirements of purchases to the EOCG.

Part 3

EMERGENCY SUPPORT

3.0 CANADIAN RED CROSS

1. Upon receiving notification, activate the local Red Cross Emergency Response Plan as per the executed agreement with the municipality.
2. Provide support to the emergency response.
3. Provide registration and inquiry services, if required.
4. Assist St. John Ambulance at first aid stations established at reception centres on an as-need basis as determined by St. John Ambulance.
5. Liaise with Regional Red Cross to access additional resources i.e. Emergency Response Team.
6. Establish and maintain contact with the Director, Social Services in the EOC to coordinate activities.

3.1 CLERGY

1. Provide for multi-denominational religious observances.
2. Establish visitations to evacuees in evacuation centres on a scheduled basis.
3. Provide guidance to the CCG regarding matters of a religious nature.
4. Provide advice regarding care of the deceased in areas which relate to religious observances.
5. Liaise with Director, Social Services regarding the use of churches and related facilities for reception and evacuation centres.

3.2 BOARDS OF EDUCATION

1. Provide schools for reception centres.
2. Provide schools for evacuation centres.
3. Provide liaison with Director, Social Services and the CCG.

3.3 LEGAL ADVISOR

1. Provide legal opinions and advice to the CCG, as required.
2. Provide legal representation, as required.

3.4 CERV

1. Upon receiving notification, activate organization.
2. Establish contact with the Clerk/CEMC and support the operation, as required.
3. Assist at reception centres, as required.
4. Assist at evacuation centres on an as required basis.
5. Assist in the evacuation of casualties.
6. Assist in the evacuation of home care patients, as required.
7. Other duties as assigned.

Glossary of Terms

<u>Term</u>	<u>Definition</u>
CBRN	Chemical, Biological, Radiological and Nuclear
Community Control Group (CCG)	The CCG is the group responsible for managing the emergency situation on a community wide basis. The membership, as detailed in the plan, consists of all key decision makers and Officials who have the authority to direct or coordinate human and material resources within the community.
Community Emergency Management Coordinator (CEMC)	The person responsible and accountable for the development and implementation of their communities emergency management program.
COMMUNITY	The critical management team that oversees the development, Implementation and maintenance of a community emergency management program
CERV	Community Emergency Response Volunteer
CISM	Critical Incident Stress Management
Critical Infrastructure	Interdependent, interactive, interconnected networks of institutions, services, systems and processes that meet vital human needs, sustain the economy, (protect public safety and security), and maintain continuity of, and confidence in, government.
Disaster	A widespread or severe emergency that seriously incapacitates a community.
Emergency	Emergency is defined as a situation caused by a natural, accidental or intentional act, or otherwise that constitutes an actual or impending danger.
Emergency Management	Organized and comprehensive program and activities taken to deal with actual or potential emergencies or disasters. These include mitigation against, preparedness for, response to and recovery from emergencies or disasters.

Term

Definition

**OFFICE OF THE FIRE
MARSHALL AND EMERGENCY**

OFMEM is an organization within the Ministry of Community

MANAGEMENT

Safety and Correctional Services, a part of the government of the Province of Ontario. EMO is responsible for monitoring, coordinating and assisting in the development and implementation of Emergency Management Programs in Ontario.

Emergency Management Program

A comprehensive program that is based on a hazard identification and risk assessment process (HIRA) and includes the four core components of mitigation/prevention, preparedness, response and recovery.

**Emergency Operations Centre
(EOC)**

An EOC is the structure/facility wherein the Control Group conducts its emergency management functions. There is a primary and secondary EOC identified to ensure operational viability.

Epidemic

A widespread occurrence of a disease in a community at a particular time.

ESM/IC

Emergency Site Manager/Incident Commander. Public sector official (usually fire, police, ambulance or public works) at the site, in charge of coordinating resources and developing actions to resolve the emergency situation.

Evacuation Centre

The Centre is a facility set up to provide emergency shelter, food, recreation and basic requirements to a group of people who have been evacuated from an area as a result of an emergency.

Exercise

A simulated drill or sequence of events to evaluate plans and procedures.

HIRA

Hazard Identification and Risk Assessment. Identification of hazards or risks to public safety, public health, the environment, property, critical infrastructure and economic stability from natural, human-caused and technological sources/activities, and evaluation of the importance of the activity to the continued operation of the community. The vulnerability of the community to each activity should also be evaluated.

Incident Management System

The combination of facilities, equipment, staff, operating procedures, and communications operating within a common organizational structure with responsibility for the management of assigned resources to effectively respond to an incident or emergency/disaster.

<u>Term</u>	<u>Definition</u>
Information Centre	A facility set up to brief and inform the media.
Mitigation	Actions taken to reduce or eliminate the effects of an emergency or disaster.
Mutual Aid Agreements	An agreement developed between two or more emergency services to render aid to the parties of the agreement. These types of agreements can include the private sector emergency services when appropriate.
Mutual Assistance Agreement	An agreement developed between two or more jurisdictions to render assistance to the parties of the agreement. Jurisdictions covered with these types of agreements could include neighbouring cities, regions, provinces or nations.
Ontario Disaster Relief Assistance Program (ODRAP)	A provincial financial assistance program intended to alleviate the hardship suffered by private homeowners, farmers, small business enterprises and non-profit organizations whose essential property has been damaged in a sudden and unexpected natural disaster such as a severe windstorm, tornado, flood, forest fire or ice storm.
Preparedness	Actions taken prior to an emergency or disaster to ensure an effective response. These actions include the formulation of an emergency response plan, a business continuity plan, training, exercises and public awareness and education.
Provincial Emergency Response Team (PERT)	An emergency response team that is dispatched to a community to coordinate provincial emergency response.
Public Awareness Program	Provides generic information to the broader public to raise awareness about emergency management and suggests ways to reduce the risk of loss of life and property damage in the event of an emergency.
Public Education Program	Provides focused information to a target audience to educate about protective actions to reduce the risk of life and property damage in the event of an emergency. For example, for communities located in a high-risk flood area, the public should know what measures should be taken in the event of a flood.

Term

Definition

Reception Centre

The centre is a facility which is set up for the purpose of receiving evacuees, providing refreshments and temporary shelter. Its primary purpose is to register evacuees and, if necessary, direct them to an evacuation centre as required.

Recovery

Actions taken to recover from an emergency or disaster.

Terrorism

It is the unlawful and intentional use of force against persons or property to intimidate or coerce a government, a civilian population or any segment thereof, in the furtherance of political or social objectives.

BY-LAW NO. 23-2016

A BY-LAW OF THE COUNCIL OF THE CORPORATION OF THE TOWN OF CARLETON PLACE TO REPEAL BY-LAW NO. 59-2015 AND TO AMEND BY-LAW NO. 26-94

WHEREAS, by virtue of the *Municipal Act* 2001, C.25, s.326(1), the Corporation may pass a by-law identifying a prescribed special service and;

WHEREAS, by virtue of Ontario Regulation 305/02, sewage systems and water systems are prescribed as special services for the purposed of clause 326(1) (a) of the *Municipal Act*, 2001 and;

WHEREAS the installation of sewage and waterworks on Arthur Street and on Boyd Street will benefit the adjacent landowners and;

WHEREAS all adjacent property owners have the right to connect to the water and sewer systems upon payment to the municipality of a connection charge calculated to cover a fair and equitable share of the said costs and;

AND WHEREAS the Town adopted By-law 26-94 on November 8th 1994 to impose connection charges;

NOW THEREFORE the Council of the Town of Carleton Place enacts as follows:

1. That By-law 59-2015 be hereby repealed.
2. That By-law No. 26-94 be hereby amended to repeal connection fees regarding Lots 30 and 31 Plan 7211.

READ A FIRST TIME, A SECOND TIME, A THIRD TIME AND FINALLY PASSED THIS 10TH OF MAY 2016

Louis Antonakos, Mayor

D. H. Rogers, Clerk

BY-LAW NO. 24-2016

A BY-LAW FO THE Corporation of the Town of Carleton Place TO AMEND TRAFFIC AND PARKING BY-LAW NO. 46-2003

WHEREAS the Council of the Town of Carleton Place adopted By-law 46-2003, the Traffic and Parking By-law;

AND WHEREAS it is deemed expedient and necessary to amend By-law 46-2003;

NOW THEREFORE the Council of the Corporation of the Town of Carleton Place hereby enacts as follows:

1. THAT Schedule 'I' to By-law 46-2003 (Traffic and Parking) be amended to add:

SCHEDULE 'I' TO BY-LAW NO. 46-2003 NO PARKING

Column 1 Street	Column 2 Side	Column 3 Between	Column 4 Prohibited Times or Days
Albert	South	From 30m east of Beckwith St. to a point 55m east of Beckwith St.	anytime
Lake Ave E	South	McNeely Ave and Francis Street	any time

**READ A FIRST TIME, A SECOND TIME, A THIRD TIME AND FINALLY PASSED
THIS 10 DAY OF MAY 2016.**

Louis Antonakos, Mayor

D.H. Rogers, Clerk



Policy Review Committee
Council Report
April 26th, 2016

COMMUNICATION 127155

Received from Nicole Guthrie, Acting Communications Coordinator
Addressed to Policy Review Committee
Date March 29th, 2016
Topic Closing the Gap

SUMMARY

“Stretching over 1600km along the Canadian shores of Lake Ontario, Lake Erie, Lake St. Clair and the Niagara, Detroit and St. Lawrence Rivers, the Waterfront Trail connects 76 communities and over 405 parks and natural areas including wetlands, forests and beaches. Created to regenerate, celebrate and reconnect people to our Great Lake waterfronts, the Trail has become a well-loved and used recreation, fitness and green transportation amenity and a world-renowned tourism attraction”.

This trail has one small gap which extends from Deep River to Ottawa and we have an opportunity to have control over where that gap is closed though the communities of Carleton Place, Beckwith and Mississippi Mills. Jeff Mills, local cycling advocate has recently approached the Tourism working group with an idea for closing this gap with the assistance of the Town of Mississippi Mills and Beckwith.

Working with Jeff Mills and his connections with the three most important cycle advocacy, cycle tourism, and cycle trail groups in Ontario Share the Road, Ontario by Bike, Waterfront Regeneration Trust we have an opportunity to create the route ourselves. The Executive Director of the Waterfront Regeneration Trust, Marlaine Koehler, has visited Lanark County twice, is familiar with our region and has already indicated support for a grass roots solution to closing the gap through our communities.

All the pieces are in place and the connections exist, all that remains is to identify our portion of the route. With our public works departments, local partners and cyclists we can pinpoint an exact route which would showcase our best assets. We can then lead by example and assist our neighbours in Renfrew County in doing the same.

127155 Continued

Jeff Mills is willing to present to Council on April 12th, 2016 to highlight the plan and we would request that Council consider the following recommendation in order that we get the project rolling in time to make a formal announcement at the Eastern Ontario Active Transportation Summit in Kemptville on May 13th, 2016.

STAFF RECOMMENDATION

THAT Jeff Mills be permitted to present trail proposal.

AND FURTHERMORE THAT Council in partnership with the Councils of Mississippi Mills and Beckwith work together to close the gap of the Waterfront Trail within Lanark County.

COMMITTEE DECISION

THAT Jeff Mills be permitted to present trail proposal.

AND FURTHERMORE THAT Council in partnership with the Councils of Mississippi Mills and Beckwith work together to close the gap of the Waterfront Trail within Lanark County.

COUNCIL ACTION

Receive and Record

COMMUNICATION 127184

Received from	Paul Knowles, Chief Administrative Officer
Addressed to	Policy Review Committee
Date	April 21 st , 2016
Topic	By-law 59-2015

SUMMARY

Solicitor has noted a typo error in By-law 59-2015 where it refers to Plan 7221 instead of 7211. To correct this typo, solicitor suggest Council enacts as follows:

“Therefore the Council of the Town of Carleton Place enacts as follows:

- 1. That By-law No. 59-2015 is hereby repealed.*
- 2. THAT By-law No. 26-1194 is hereby repealed with respect to lots 30 and 31, Plan 7211.”*

127184 Continued

STAFF RECOMMENDATION

THAT by-law be forwarded to Council

COMMITTEE DECISION

THAT by-law be forwarded to Council

COUNCIL ACTION

Receive and Record

COMMUNICATION 127185

Received from Paul Knowles, Chief Administrative Officer
Addressed to Policy Review Committee
Date April 21st, 2016
Topic Closed Meetings

SUMMARY

As authorized by the Municipal Act, Council should review selected items in closed session.

STAFF RECOMMENDATION

THAT in accordance with Section 239 of the Municipal Act, S.O. 2001, that the meeting be closed to the public with the following agenda:

AGENDA

- 08-03-16-2 litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board: General Nature - Bankruptcy
- 12-04-16-3 a proposed or pending acquisition or disposition of land by the municipality of local board; General Nature – Bates Avenue
- 08-03-16-1 a proposed or pending acquisition or disposition of land by the municipality of local board; General Nature – Carambeck Property

127185 Continued

COMMITTEE DECISION

THAT in accordance with Section 239 of the Municipal Act, S.O. 2001, that the meeting be closed to the public with the following agenda:

AGENDA

- 08-03-16-2 litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board: General Nature - Bankruptcy
- 12-04-16-3 a proposed or pending acquisition or disposition of land by the municipality of local board; General Nature – Bates Avenue
- 08-03-16-1 a proposed or pending acquisition or disposition of land by the municipality of local board; General Nature – Carambeck Property
- 10-11-15-1 a proposed or pending acquisition or disposition of land by the municipality of local board; General Nature – Train Station

REPORT TO COUNCIL

- 08-03-16-2 Receive and record
- 12-04-16-3 Bring forward
- 08-03-16-1 Bring forward
- 10-11-15-1 THAT Council hereby authorizes staff to execute a 2 year lease with Tiffany Nixon for 132 Coleman Street.

COUNCIL ACTION

THAT Council hereby authorizes staff to execute a 2 year lease with Tiffany Nixon for 132 Coleman Street.

COMMUNICATION 127186

Received from Mayor Antonakos
Addressed to Policy Review Committee
Date April 26th, 2016
Topic Letter to Hospital

SUMMARY

Mayor Antonakos has forwarded the attached letter to the Hospital.

STAFF RECOMMENDATION

Whereas the Carleton Place and District Hospital building is aged and urgently requires upgrades;

And Whereas the Hospital Board has identified the need for a New Emergency Department as the top priority;

And Whereas the Hospital is seeking approvals and funding from the Ministry of Health for this New Emergency Department;

Now Therefore the Council of the Town of Carleton Place hereby confirms support for the top priority project to upgrade the Emergency Department Furthermore, the Town encourages the Ministry of Health to fund and approve the project and the entire community to support this important project.

COMMITTEE DECISION

Whereas the Carleton Place and District Hospital building is aged and urgently requires upgrades;

And Whereas the Hospital Board has identified the need for a New Emergency Department as the top priority;

And Whereas the Hospital is seeking approvals and funding from the Ministry of Health for this New Emergency Department;

Now Therefore the Council of the Town of Carleton Place hereby confirms support for the top priority project to upgrade the Emergency Department Furthermore, the Town encourages the Ministry of Health to fund and approve the project and the entire community to support this important project.

127186 Continued

COUNCIL ACTION

Whereas the Carleton Place and District Hospital building is aged and urgently requires upgrades;

And Whereas the Hospital Board has identified the need for a New Emergency Department as the top priority;

And Whereas the Hospital is seeking approvals and funding from the Ministry of Health for this New Emergency Department;

Now Therefore the Council of the Town of Carleton Place hereby confirms support for the top priority project to upgrade the Emergency Department Furthermore, the Town encourages the Ministry of Health to fund and approve the project and the entire community to support this important project.



Physical Environment Committee
Council Report
May 3rd, 2016

COMMUNICATION 127187

Received from Dave Young, Director of Public Works
Addressed to Physical Environment Committee
Date April 27th, 2016
Topic DWQMS 2016 1st Quarter Report

SUMMARY

The attached report identifies significant activities that have occurred over the period from January through March 2016. Noteworthy items include:

- receipt of new Drinking Water Works Permit and License.

COMMENT

For Council's Information

STAFF RECOMMENDATION

Receive and Record

COMMITTEE DECISION

Receive and Record

COUNCIL ACTION

Receive and Record

Communication 126301

Received from Dave Young, Director of Public Works
Addressed to Policy Review Committee
Date June 19th, 2015
Topic Franktown Road/Coleman Street Intersection Improvements

SUMMARY

Staff have received proposals from engineering firms to work with the Town's Traffic Signal Contractor to undertake upgrades at the intersection of Franktown Road and Coleman Street.

McIntosh Perry	\$33,850
Novatech Engineering	\$33,900

Both firms have experience with the Town and have worked with Partham Engineering. Since both firms have essentially provided the same proposal, staff recommend that the project be assigned to Novatech Engineering as there are a number of projects that McIntosh Perry has been awarded.

UPDATE 1 – October 6th, 2015

Detailed design is near completion for the proposed incorporation of left turn lanes on Franktown Road and Coleman Street. Staff have looked at the scope of work for this project and there are a number of items that are already in the Town's 2015 reconstruction project that has been undertaken by Thomas Cavanagh Construction.

Cavanagh has indicated that they would honour existing contract pricing where it is applicable and provide pricing for items not already in the existing contract.

UPDATE 2 – December 1st, 2015

The approved design for the Franktown Road/Coleman Street intersection was finally received the week of November 16th. Although the Contractor had intended to make resources available to undertake this project, it was felt that the required concrete work to create the new turn lanes would be vulnerable at this time of the year with winter operation beginning soon. The concrete contractors do not warranty concrete sidewalks that have salt applied during the curing period. All parties involved have committed to undertake this work as soon as conditions permit in the spring of 2016.

126301 Continued

UPDATE 3 – January 5th, 2016

Staff have received pricing from Cavanagh Construction for the reconstruction of Franktown Road/Coleman Street Intersection. The cost to incorporate components of the Arterial Streetscape is very cost prohibitive and will create significant inconveniences. This is due to the fact that in order to incorporate interlock crosswalks, a concrete base is required. In order to pour the bases, maintain traffic, allow proper curing time and then place interlock brick, the job would take over a month and cost in excess of \$90,000.

Staff feel that other alternatives should be investigated and/or only undertake this type of installation when a complete reconstruction project is happening.

UPDATE 4 – February 2nd, 2016

Staff have investigated alternative options and found thermoplastic overlays may be a viable option.

UPDATE 5 – Mary 3rd, 2016

Staff are in the process of finalizing costs for this project and it was determined that the streetscaping budget, that was to fund the crosswalk installation, was carried forward to the 2017 budget as opposed to being incorporated into the 2016 budget.

Staff feel that all components should be completed in 2016, even if the streetscape component is set up as a receivable until the next budget year.

STAFF RECOMMENDATION

THAT staff proceed with completing the project.

COMMITTEE DECISION

THAT staff proceed with completing the project.

COUNCIL ACTION

Receive and Record

COMMUNICATION 127188

Received from Paul Knowles, Chief Administrative Officer
Addressed to Physical Environment Committee
Date April 26th, 2016
Topic Perth Scotland Provost Visit

SUMMARY

The Perth & Kinross Council Civic Officer and the Provost (officials from Scotland) will be visiting Perth, Ontario in July as part of Perth Ontario's 200th celebration. Carleton Place is twinned with Comrie, Scotland and the Provost would be delighted if they could arrange a short visit to Carleton Place on July 20th, during their trip. Provost Grant and her husband Alan are looking forward to their visit to Perth and feel it would be a missed opportunity if she could not visit Carleton Place.

STAFF RECOMMENDATION

THAT plans be made, in cooperation with the Sister City Committee, to host the Scottish representatives for a visit on July 20th with the cost of \$1,000 funded from Council Promotion.

COMMITTEE DECISION

THAT plans be made, in cooperation with the Sister City Committee, to host the Scottish representatives for a visit on July 20th with the cost of \$1,000 funded from Council Promotion.

COUNCIL ACTION

Receive and Record

COMMUNICATION 127189

Received from Dave Young, Director of Public Works
Addressed to Physical Environment Committee
Date April 26th, 2016
Topic Mississippi Quays Subdivision – Final Acceptance

SUMMARY

Staff have reviewed the requirements identified with the Subdivision Agreement between the Town of Carleton Place and Cavanagh Construction and it has been determined that the developer has fulfilled their obligation identified within the Agreement. Based upon this determination, staff will be releasing all remaining securities, held by the Town, and will be assuming all the infrastructure that is intended to become part of the municipal systems.

STAFF RECOMMENDATION

THAT staff prepare a by-law that recognizes the developer's completion of duties under the Subdivision Agreement and acceptance of infrastructure into the public system.

COMMITTEE DECISION

THAT staff prepare a by-law that recognizes the developer's completion of duties under the Subdivision Agreement and acceptance of infrastructure into the public system.

COUNCIL ACTION

Receive and Record

COMMUNICATION 127190

Received from Joanne Henderson, Manager of Recreation and Culture
Addressed to Physical Environment Committee
Date April 26th, 2016
Topic Liquor Events

SUMMARY

The following liquor requests have been received:

- 1) The Town Hall Square on Saturday, July 30th, 2016 for a Legion event for Bridge Street Bazaar and:
- 2) the Town Hall Auditorium – Friday, June 10th, 2016, Notre Dame fundraiser for the hospital, Music for Miracles.

STAFF RECOMMENDATION

THAT liquor be permitted at the above events.

COMMITTEE DECISION

THAT liquor be permitted at the above events.

COUNCIL ACTION

Receive and Record

COMMUNICATION 127191

Received from Dave Young, Director of Public Works
Addressed to Physical Environment Committee
Date April 27th, 2016
Topic Infrastructure for Job's and Prosperity Act

SUMMARY

The Ministry of Economic Development, Employment and Infrastructure has sent a letter to advise municipalities of the proclamation of the Infrastructure for Jobs and Prosperity Act as of May 1, 2016. Municipalities will be required to consider statutory infrastructure planning principals when making infrastructure related decisions.

COMMENT

Carleton Place has been using the outlined infrastructure planning principals as best practice. The Act is meant to formalize what is happening, and ensuring consistency among the municipalities.

127191 Continued

STAFF RECOMMENDATION

Receive and Record

COMMITTEE DECISION

Receive and record

COUNCIL ACTION

Receive and Record

COMMUNICATION 127192

Received from Dave Young, Director of Public Works
Addressed to Physical Environment Committee
Date April 26th, 2016
Topic Winter Damage from Winter Operation

SUMMARY

Staff have received concerns regarding the Town's practice relating to remediation of lawns that have been damaged over the course of winter maintenance operations. Some residents feel that the Town should replace damaged sod with new sod as opposed to topsoil and seed which is the current practice.

COMMENT

The Town has undertaken restoration of damaged areas with topsoil and seed because trying to replace the damaged area with sod would become an extensive undertaking to do a proper tie in and the on-going maintenance of the new sod would require additional resources. The practice that the Town employs is consistent with other municipalities.

STAFF RECOMMENDATION

THAT the Town continue its current practice of reinstatement of winter damage with topsoil and seed.

COMMITTEE DECISION

THAT the Town continue its current practice of reinstatement of winter damage with topsoil and seed.

COUNCIL ACTION

Receive and Record

COMMUNICATION 127193

Received from Dave Young, Director of Public Works
Addressed to Physical Environment Committee
Date April 26th, 2016
Topic Parking Restriction of Lake Avenue East

SUMMARY

With a new residential development occurring at the south west corner of Lake Avenue and McNeely, staff foresee a potential for an on-street parking demand on the south side of Lake Avenue in the vicinity of dedicated travel lanes relating to the operation of the signalized intersection. Staff feel that parking restriction should be implement in order for the traffic flow to continue unimpeded through the intersection.

STAFF RECOMMENDATION

THAT staff prepare an amendment to the Traffic and Parking By-law that restricts parking on the south side of Lake Avenue East from McNeely Avenue to a point 140m west of McNeely Avenue.

COMMITTEE DECISION

THAT staff prepare an amendment to the Traffic and Parking By-law that restricts parking on the south side of Lake Avenue East from McNeely Avenue to Francis Street.

COUNCIL ACTION

Receive and Record

COMMUNICATION 127194

Received from Dave Young, Director of Public Works
Addressed to Physical Environment Committee
Date April 26, 2016
Topic Request for Parking Restrictions on Albert Street

SUMMARY

Resident is requesting parking restriction on the south side of Albert Street in the vicinity of their driveway due to lack of visibility. The resident has experienced a number of close calls while attempting to enter the flow of traffic on Albert Street.

127194 Continued

COMMENT

Although this type of request is not typically considered, staff have assessed the site and have found that there are a number of factors that are contributing to this situation.

The adjacent property has a board fence that is perpendicular to the street and comes very close to the traveled portion of the road. This interruption of visibility in the direction of traffic, combined with a high demand for on street parking, creates virtually no visibility in the direction of traffic flow.

STAFF RECOMMENDATION

THAT staff prepare an amendment to the Traffic and Parking By-law to impose parking restrictions on the south side of Albert Street from 30m east of Beckwith Street to a point 50m East of Beckwith Street.

COMMITTEE DECISION

THAT staff prepare an amendment to the Traffic and Parking By-law to impose parking restrictions on the south side of Albert Street from 30m east of Beckwith Street to a point 55m East of Beckwith Street.

COUNCIL ACTION

Receive and Record

COMMUNICATION 127195

Received from	Paul Knowles, Chief Administrative Officer
Addressed to	Physical Environment Committee
Date	April 26 th , 2016
Topic	Golf Tournaments

SUMMARY

In the past, the Town has entered teams into 3 golf tournaments, Hospital's on June 20th, Warden's on August 19th and Chamber of Commerce's in September.

STAFF RECOMMENDATION

THAT Deputy-Mayor Flynn and Paul Knowles organize teams to participate in these golf tournaments and the Youth Centre golf tournament (team and/or silver sponsor), with the cost funded from Council Promotion.

127195 Continued

COMMITTEE DECISION

THAT Deputy-Mayor Flynn and Paul Knowles organize teams to participate in these golf tournaments and the Youth Centre golf tournament (team and/or silver sponsor), with the cost funded from Council Promotion.

COUNCIL ACTION

Receive and Record



Planning and Protection Committee
Council Report
May 3rd, 2016

COMMUNICATION 127196

Received from Les Reynolds, Director of Protective Services
Addressed to Planning and Protection Committee
Date April 27th, 2016
Topic OWFC Activity Report

SUMMARY

The March 2016 activity report was previously distributed.

COMMENT

For Council's Information

STAFF RECOMMENDATION

Receive and Record

COMMITTEE DECISION

Receive and Record

COUNCIL ACTION

Receive and Record

COMMUNICATION 127197

Received from Joanna Bowes, Manager of Development Services
Addressed to Planning and Protection Committee
Date March 22nd, 2016
Topic Development Services- Planning Activity

SUMMARY

As requested from the Planning Department is providing a monthly review of planning matters received or approved within the department. The overview does not represent the numerous inquiries received throughout the reporting period, as these inquiries may or may not come to fruition. In addition the accompanying chart does not illustrate the ongoing efforts with respect to various submitted subdivision files.

COMMENT

For Council's Information

STAFF RECOMMENDATION

Receive and Record

COMMITTEE DECISION

Receive and Record

COUNCIL ACTION

Receive and Record

COMMUNICATION 127198

Received from Nicole Guthrie, Acting Communications Coordinator
Addressed to Policy Review
Date April 28, 2016
Topic Eastern Ontario Development Fund

SUMMARY

In mid March the province announced that it would be suspending its Rural Economic Development Program (RED) and offered two alternative funding streams for local projects: the Jobs and Prosperity Fund and the Eastern Ontario Development Fund (EODF). The Jobs and Prosperity Fund is geared toward the private sector and very specific streams (food and beverage, advanced manufacturing, forestry, etc.).

Staff investigated the Town's eligibility for EODF funding based on a review of the Regional Stream Criteria and felt it worth pursuing given the funding for this program is significant and can be used for infrastructure related projects. The maximum funding is \$1.5 million per project. Projects with dollar values less than \$100,000 are not even eligible.

"The purpose of Eastern Ontario Development Fund is to provide financial assistance and incentives to promote regional economic development in Eastern Ontario and thereby enhance Ontario's overall economic competitiveness and opportunities for the Ontario labour force. The promotion of regional economic development includes: (1) attracting and retaining investment, (2) creating and retaining jobs, and (3) promoting innovation, collaboration and cluster development. Specifically, the Fund will provide financial assistance to promote the expansion and attraction of investment/business in Eastern Ontario through support for capital spending, skills development, productivity enhancements, infrastructure needs and other similar economic development initiatives.

Through the Regional Stream of Eastern Ontario Development Fund, Ontario will provide up to 50% of eligible costs to qualifying organizations, such as municipalities or regional development bodies, for investment in economic development initiatives in the region. Eastern Ontario communities will benefit from innovative and collaborative initiatives to support key sectors."

COMMENT

The grant specifically states that projects be discussed with EODF staff to ensure potential eligibility before submitting an application. The Highway 7 South project (specifically the employment lands portion of the project) as well as the potential for a hotel along Hwy 7 were discussed with Denise Batson, Senior Business Advisor – Eastern Region Business Advisory Services, as they best fit the criteria outlined in the application package.

127198 Continued

Ms. Batson reviewed the materials presented to her and after discussion with colleagues felt that the projects would not be eligible for funding. She explained that since the programs launch in 2008 only 12 applications have been successful. The fund is very difficult to access unless the project is a complete match for the objectives identified by the province. Funded projects include three to the City of Cornwall for distribution centres for Shoppers Drugmart and Rexall as well as Brockville's newly built Aquatorium.

Ms. Batson explained that the province is looking for a hard commitment from external investors and a sense of immediacy – i.e. the project is shovel ready. "Build it and they will come" type projects are not what they are looking for. She indicated that the Highway 7 South development could be eligible should investors come forward and that we consider the program if our circumstances change. She also indicated that the Ministry of Tourism Culture and Sport will be announcing some new funding and encouraged us to look into that after the announcement is made.

Although a funding application would not be successful now, the Town will be positioned as plans and approvals will be in place for the Hwy 7 area so that when a suitable investor is identified an application for funding would hopefully be approved.

STAFF RECOMMENDATION

Receive and record

COMMITTEE DECISION

Receive and Record

COUNCIL ACTION

Receive and Record

COMMUNICATION 127200

Received from Les Reynolds Director of Protective Services
Addressed to Planning and Protection Committee
Date April 26th, 2016
Topic Farm to Fork Spring Dinner and Dance

SUMMARY

The Community Programmer is assisting a group of volunteers who are planning a dinner/dance event at the market Square Pavilion Saturday June 4th, 2016. The event runs from 6pm to 12 midnight and features live music. They are requesting an exemption from the noise by-law. The music will be provided by a duo so the noise level will likely not be excessive.

127200 Continued

STAFF RECOMMENDATION

THAT pursuant to By-law 17-2005 Sec. 2 Council waives the provisions of the Noise By-law 04-2005 for the Farm to Fork Spring Dinner/Dance on June 4th, 2016.

COMMITTEE DECISION

THAT pursuant to By-law 17-2005 Sec. 2 Council waives the provisions of the Noise By-law 04-2005 for the Farm to Fork Spring Dinner/Dance on June 4th, 2016.

COUNCIL ACTION

THAT pursuant to By-law 17-2005 Sec. 2 Council hereby waives the provisions of the Noise By-law 04-2005 for the Farm to Fork Spring Dinner/Dance on June 4th, 2016.

COMMUNICATION 127202

Received from Paul Knowles, Chief Administrative Officer
Addressed Planning and Protection Committee
Date April 28th, 2016
Topic Closed Meeting

SUMMARY

As authorized by the Municipal Act, Council should review selected items in closed session.

STAFF RECOMMENDATION

THAT in accordance with Section 239 of the Municipal Act, S.O. 2001, that the meeting be closed to the public with the following agenda:

AGENDA

- 12-04-16-3 a proposed or pending acquisition or disposition of land by the municipality of local board; General Nature – Bates Avenue
- 08-03-16-1 a proposed or pending acquisition or disposition of land by the municipality of local board; General Nature – Carambeck Property

127202 Continued

COMMITTEE DECISION

THAT in accordance with Section 239 of the Municipal Act, S.O. 2001, that the meeting be closed to the public with the following agenda:

AGENDA

- 12-04-16-3 a proposed or pending acquisition or disposition of land by the municipality of local board; General Nature – Bates Avenue
- 08-03-16-1 a proposed or pending acquisition or disposition of land by the municipality of local board; General Nature – Carambeck Property
- 13-01-15-1 personal matters about an identifiable individual, including municipal or local board employees; General Nature – Succession Planning

REPORT TO COUNCIL

- 12-04-16-3 Bring forward
- 08-03-16-1 Bring forward
- 13-01-15-1 Bring forward

COUNCIL ACTION

Receive and Record

BY-LAW NO. 25-2016

A BY-LAW TO CONFIRM THE PROCEEDINGS OF THE ONE HUNDRED AND TWENTY SEVENTH COUNCIL OF THE CORPORATION OF THE TOWN OF CARLETON PLACE AT THE TENTH REGULAR MEETING OF COUNCIL OF MAY 10, 2016

AND WHEREAS Section 5 of the Municipal Act, S.O. 2001, the powers of a municipal corporation are to be exercised by its Council;

AND WHEREAS it is deemed expedient that the proceeding of the Council of the Corporation of the Town of Carleton Place at this meeting be confirmed and adopted by by-law;

NOW THEREFORE the Council of the Corporation of the Town of Carleton Place enacts as follows:

1. **THAT** the action of the 127TH Council of the Corporation of the Town of Carleton Place at the TENTH Regular Meeting of Council held on May 10, 2016, in respect of each motion and resolution passed, and other action taken by the Council of the Corporation of the Town of Carleton Place at its meeting, is hereby adopted and confirmed as if all such proceedings were expressly embodied in this By-law.
2. **THAT** the Mayor and proper officials of the Corporation of the Town of Carleton Place are hereby authorized and directed to do all things necessary to give effect to the action of the Council of the Corporation of the Town of Carleton Place referred to in the preceding section thereof.
3. **THAT** the Mayor and Clerk are authorized and directed to execute all documents necessary in that behalf and to affix thereto the Seal of the Corporation of the Town of Carleton Place.

READ A FIRST TIME, SECOND TIME AND A THIRD TIME AND FINALLY PASSED THIS 10th DAY OF MAY 2016.

Louis Antonakos, Mayor

D.H. Rogers, Clerk