



**Community Issues Committee Action Report
for April 18th, 2017 meeting held in
the Council Chambers following Corporate Services Committee**

PRESENT: Mayor Antonakos, Deputy-Mayor Flynn, Councillor Black, Councillor Doucett, Councillor Redmond, Councillor Fritz, Councillor Trimble, Duncan Rogers, Clerk, Joanna Bowes, Manager of Development Services, Paul Knowles, Chief Administrative Officer, Phil Hogan, Treasurer

- 1) **DECLARATION OF PECUNIARY/CONFLICT OF INTEREST AND GENERAL NATURE THEREOF** – now or anytime during the meeting
- 2) **PUBLIC MEETING – NONE THIS EVENING**
- 3) **REGISTRATION OF PUBLIC WISHING TO SPEAK**
- 4) **PLEASE TURN OFF ALL CELL PHONES AND PAGERS**
- 5) **IF THERE IS AN ADDENDUM, IN ACCORDANCE WITH SECTION 15.2.4 (OF THE STRIKING REPORT) DOES THE COMMITTEE WISH TO APPROVED THIS ADDENDUM**

COMMITTEE/BOARD	MEMBER OF COUNCIL	UPDATES
Municipal Heritage Committee	Councillor Redmond	AGM May 1 st – 2 fund raising events raised 6K – Happy Birthday Canada Event
BIA Board	Councillor Fritz	Board has met – looking to change up some future events – comic book day May 6 th
MVCA	Councillor Black Deputy-Mayor Flynn	Meeting April 19 th
Chamber of Commerce	Deputy-Mayor Flynn	Meeting April 18 th , website reviewed – looking to foster Welcoming Communities
Youth Centre Board	Councillor Trimble	Met April 12 th – Golf Tournament in July – Awaiting final audit
Library Board	Councillor Doucett	Meeting April 19 th – library modernization plan
Daycare	Councillor Fritz	Awaiting wage Grant - Summer camp planning underway – Tracy Freill new Childcare Manager

TO BE DISCUSSED

COMMUNICATION 128187

Received from Deputy-Mayor Flynn
Addressed to Policy Review Committee
Date April 6th, 2017
Topic Appreciation Night

SUMMARY

Deputy-Mayor Flynn would like to discuss Appreciation Night.

UPDATE – April 18th, 2017

The following dates are available Saturday November 18th, Saturday December 2nd, and Saturday December 9th.

STAFF RECOMMENDATION

THAT Committee decide on a date and inform staff immediately so a hold can be put on that date.

COMMITTEE DECISION

THAT Appreciation Night be held on Saturday, December 9th, 2017

COMMUNICATION 128192

Received from Various Committees
Addressed to Community Issues Committee
Date March/April 2017
Topic Action Reports/Minutes

SUMMARY

Minutes of the March 30th, 2017 meeting of the **Emergency Management Committee** are attached. Noteworthy items include:

128107	Annual Emergency Exercise for 2017
128110	2017 Emergency Management Plan
128114	Carleton Place CERV Spring Newsletter
128116	Annual Training Day
128169	Water Distribution Policy

STAFF RECOMMENDATION

THAT Council approves Committees' decisions.

COMMITTEE DECISION

THAT Council approves Committees' decisions.

COMMUNICATION 128193

Received from Jennifer Irwin
Addressed to Paul Knowles, Chief Administrative Officer
Date March 20th, 2017
Topic Roy Brown Park

SUMMARY

In 2016, the Town learned that a Canada 150 grant had been approved to erect signage in Roy Brown Park to commemorate the Town's connection with the military. The Historical Society has been working to prepare panels for the signs in the pavilions in Roy Brown Park and for the pedestal signs along the pathways. These panels will be presented at the meeting.

STAFF RECOMMENDATION

THAT the trails in Roy Brown Park be named Ypres, St. Julian's Farm House, Somme, Vimy, Passchendaele and Canada's Hundred Days.

AND THAT signage be installed along the trails and in the pavilions.

COMMITTEE DECISION

THAT the trails in Roy Brown Park be named Ypres, St. Julian's Farm House, Somme, Vimy, Passchendaele and Canada's Hundred Days.

AND THAT signage be installed along the trails and in the pavilions.

COMMUNICATION 128194

Received from Mayor Antonakos
Addressed to Community Issues Committee
Date March 20th, 2017
Topic Signage Along OVR Trail

SUMMARY

Mayor suggests that signage be erected along the OVR trail to acknowledge the industrial founders of the community. These signs could be located all along the trail but wherever possible, they should be located in proximity to the related site.

STAFF RECOMMENDATION

THAT the Historical Society be asked to assist with preparing signage that acknowledges the contribution of the industrial founders of the community that can be erected along the OVR trail.

COMMITTEE DECISION

Bring forward – Develop more detailed plan

COMMUNICATION 128195

Received from Amanda Charania, Communications Coordinator
Addressed to Community Issues Committee
Date April 12th, 2017
Topic Carleton Place Bike Share Program

SUMMARY

The Communications Coordinator and Chamber of Commerce staff have been investigating different ways of bringing a bike share service to Carleton Place for the tourism season. A similar program has been successfully offered in recent years in Mississippi Mills. Right Bike Service in Ottawa was initially contacted for a rental quote to be part of their program. However, recently they have decided to close their business/service and are now looking to sell off their equipment.

A bike rack with 4 bikes will be placed outside of the Information Centre and will be available for daily rental for a minimal fee (somewhere in the \$5 a day range). The program will be administered by the Info Centre staff. A waiver (which Mississippi Mills has shared with us to replicate) will need to be signed by an adult on behalf of any family members who will be taking a bike for the day and credit card information will be taken in the event a bike is not returned or returned damaged.

The cost of purchasing the equipment is \$2347.57 and includes 5 bikes with baskets, fenders, bell and three speed shifting, a bike rack with concrete feet and bolts, a sign topper for the rack with the program information, a Keykeeper stand with concrete blocks and bolts, delivery of the bikes and installation of the rack. 4 bikes will be put out for rental and the fifth will be reserved as a replacement in the event a bike needs to go for servicing. The bike shop in Almonte services the Mississippi Mills bikes and can service ours as well. An additional \$500 will be budgeted for the purchase of signage, helmets, locks and keys and servicing. The total of \$2850 would come from the Tourism Trade Show budget line which is not being used this year.

With Council's support this program will be delivered under the Corporation's insurance policy.

STAFF RECOMMENDATION

THAT Council approve the proposed purchase of equipment for the Carleton Place Bike Share program and associated costs not exceeding \$2850 out of the Tourism Trade Show budget line.

THAT Council support the proposed bike share program and allow for its delivery under the Corporation's insurance policy.

128195 Continued

COMMITTEE DECISION

THAT Council approve the proposed purchase of equipment for the Carleton Place Bike Share program and associated costs not exceeding \$2850 out of the Tourism Trade Show budget line.

THAT Council support the proposed bike share program and allow for its delivery under the Corporation's insurance policy.



**Community Issues Committee Agenda
for April 18th, 2017 meeting to be held in
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With Council's support this program will be delivered under the Corporation's insurance policy.

STAFF RECOMMENDATION

THAT Council approve the proposed purchase of equipment for the Carleton Place Bike Share program and associated costs not exceeding \$2850 out of the Tourism Trade Show budget line.

THAT Council support the proposed bike share program and allow for its delivery under the Corporation's insurance policy.

COMMITTEE DECISION

MINUTES

CARLETON PLACE EMERGENCY MANAGEMENT COMMITTEE

A meeting of the Carleton Place Emergency Management Committee was held in the OWFC Upper Hall on Thursday, March 30, 2017 at 3:00 p.m. with the following present:

Les Reynolds, Director of Protective Services; Mayor Antonakos; Councillor Doug Black; Dave Young, Director of Public Works; Graham Patterson, Public Works Superintendent; Duncan Rogers, Clerk; Sgt. Rob Croth, OPP; Mark Dorman, C.P. CERV; Randy Shaw, CPDMH; Philippe Geoffrion, OFMEM Officer.

I ADOPTION OF MINUTES:

Recommended that the Committee Minutes of November 24, 2016 be approved.

II NOMINATIONS OF CHAIR FOR 2017

Members present introduced themselves at the meeting.

The Emergency Coordinator will accept nominations for the position of Chair for 2017.

Moved by Mayor Antonakos, seconded by David Young that Les Reynolds be nominated as Chair from 2017.

CARRIED

III COMMUNICATIONS:

128105 Received from: Emergency Management Coordinator
Date Received: 14/02/2017
Addressed to: Emergency Management Committee
Topic: 2016 Annual Report of the Emergency Management Committee

SUMMARY:

Staff have prepared an Annual Report of the activities of the Carleton Place Emergency Management Committee for 2016 for the information of the Committee.

STAFF RECOMMENDATION:

That the 2016 Annual Report of the Carleton Place Municipal Emergency Management Committee for 2016 be approved.

COMMITTEE DECISION:

Committee approved staff recommendation.

128106 Received from: Emergency Management Coordinator
Date Received: 14/02/2017
Addressed to: Emergency Management Committee
Topic: Committee Goals and Objectives for 2017

SUMMARY:

A schedule of Goals and Objectives for the Committee for 2017 is attached to the Agenda.

STAFF RECOMMENDATION:

That the Goals and Objectives of the Emergency Management Committee for 2017 be approved.

COMMITTEE DECISION:

Committee approved staff recommendation.

128107	Received from:	Emergency Management Coordinator
	Date Received:	13/02/2017
	Addressed to:	Emergency Management Committee
	Topic:	Annual Emergency Exercise for 2017

SUMMARY:

The Chief Administrative Officer has suggested that he present an Annual Exercise for 2017 which will be designed to test the CEMC during a declared emergency.

The CEMC has reviewed this proposal with the Public Works Assistant who will discuss this proposal further with the CAO and Director of Public Works as this Department is also required to perform an Exercise this year. Perhaps the two exercises could be combined into one main exercise for the year.

Staff is also suggesting an earlier date for the annual exercise this year (traditionally the exercises are held in the autumn) as the CAO is scheduled to retire later this year. It would be helpful if the Committee could determine a date for the annual exercise to permit planning of the same.

Also, as in past years, Managers are encouraged to send Alternates to participate in the Exercise in order to provide experience for their staff.

The Exercise would be held in the Upper Hall of the OWFC Hall at 15 Coleman Street. A de-briefing session would be held after the Exercise.

STAFF RECOMMENDATION:

Recommended that the Annual Exercise proceed as proposed by the Chief Administrative Officer and that the Annual Exercise be held before the summer break of 2017.

COMMITTEE DECISION

That the CEMC proceed to design an annual exercise for Thursday, September 28, 2017.

128108	Received from:	Emergency Management Coordinator
	Date Received:	13/02/2017
	Addressed to:	Emergency Management Committee
	Topic:	Mississippi Valley Conservation Authority Watershed Condition Statements

SUMMARY:

The local conservation authority reported as of January 23, 2017 that the watershed has met normal water level conditions due to an increase of precipitation over the winter months. Staff will continue to monitor the watershed conditions throughout 2017.

COMMENT:

The latest information from the Conservation Authority is attached to the Agenda.

STAFF RECOMMENDATION:

Information for the Committee. Receive and Record.

COMMITTEE DECISION:

Committee approved staff recommendation.

128109 Received from: Emergency Management Coordinator
 Date Received: 15/02/2017
 Addressed to: Town of Carleton Place CEMC
 Topic: Emergency Management Committee Work Plan
 for 2017

SUMMARY:

The Work Plan details the proposed Committee dates and events for 2017.

STAFF RECOMMENDATION:

That the Work Plan for the Carleton Place Emergency Management Committee for 2017 be approved.

COMMITTEE DECISION:

Committee approved staff recommendation.

128110 Received from: Emergency Management Coordinator
 Date Received: 21/02/2017
 Addressed to: Emergency Management Committee
 Topic: 2017 Emergency Management Plan

SUMMARY:

Staff have reviewed and updated the Emergency Management Plan for 2017. The revisions for 2017 are minor in nature.

STAFF RECOMMENDATION:

THAT the 2017 Carleton Place Emergency Management Plan as amended be forwarded to Council for adoption by By-law.

COMMITTEE DECISION:

That the 2017 Emergency Management Plan be approved pending approval of Philippe Geoffrion.

128111 Received from: Emergency Management Coordinator
 Date Received: 13/02/2017
 Addressed to: Emergency Management Committee
 Topic: 2017 Critical Infrastructure

SUMMARY:

Staff have reviewed and revised the Critical Infrastructure for 2017.

STAFF RECOMMENDATION:

That the Town of Carleton Place Critical Infrastructure Chart for 2017 be approved by the Committee.

COMMITTEE DECISION:

Committee approved staff recommendation.

128112 Received from: Emergency Management Coordinator
 Date Received: 21/02/2017
 Addressed to: Emergency Management Committee
 Topic: 2017 Hazard Identification and Risk Assessment

SUMMARY:

Staff has reviewed and updated the Town of Carleton Place HIRA for 2017.

STAFF RECOMMENDATION:

That the 2017 Town of Carleton Place HIRA Plan be approved.

COMMITTEE DECISION:

Committee approved staff recommendation.

128113 Received from: Emergency Management Coordinator
 Date Received: 4/02/2017
 Addressed to: Emergency Management Committee
 Topic: 2017 CERV Activity Program

SUMMARY:

Staff have prepared an Activity Program for Carleton Place CERV for 2017.

STAFF RECOMMENDATION:

That the 2017 Carleton Place CERV Activity Program be approved.

COMMITTEE DECISION:

Committee approved staff recommendation.

128114 Received from: Emergency Management Coordinator
 Date Received: 13/02/2017
 Addressed to: Emergency Management Committee
 Topic: Carleton Place CERV Spring Newsletter

SUMMARY:

Attached for the information of the Committee is the Spring 2017 Carleton Place CERV Newsletter. Highlights include:

- Spring Training Seminar – Canadian Red Cross
- Canada Day – Lost Child/First Aid Location - Riverside Park
- Bridge Street Bazaar Information Tent.

STAFF RECOMMENDATION:

Information for the Committee. Receive and Record.

COMMITTEE DECISION:

Committee approved staff recommendation.

128115 Received from: Emergency Management Coordinator
 Date Received: 13/02/2017
 Addressed to: Emergency Management Committee
 Topic: CERV Spring Seminar – Canadian Red Cross

SUMMARY:

Staff have arranged for the Canadian Red Cross to present a seminar on the services offered by the Agency for Saturday, April 8, 2017.

STAFF RECOMMENDATION:

That staff proceed with the seminar.

COMMITTEE DECISION:

Committee approved staff recommendation.

128116 Received from: Garry Welsh, Emergency Services Coordinator
 Date Received: 13/02/2017
 Addressed to: Emergency Management Committee
 Topic: Annual Training Day

SUMMARY:

Mr. Garry Welsh, Emergency Services Coordinator has informed the Lanark County CEMC Group that the Annual Training Day will be held on April 27, 2017 at the Smiths Falls Memorial Community Centre from 8:30 a.m. to 12:00 noon. A Lanark County CEMC Meeting will be held after the training session.

Members of the Carleton Place Emergency Management Committee are invited to attend. If you are not able to attend, please send an Alternate.

STAFF RECOMMENDATION:

Information for the Committee. Receive and Record.

COMMITTEE DECISION:

Committee approved staff recommendation.

128117 Received from: Emergency Management Coordinator
 Date Received: 21/02/2017
 Addressed to: Emergency Management Committee
 Topic: Library – Warming Centre-Extreme Cold Weather

SUMMARY:

This past winter the Public Library was available as a warming centre during severe cold weather. The CEMC spoke with staff at the Library and was informed local residents are welcome to use the facility during any days this year that are hot also.

COMMENT:

The CEMC will advertise on the municipal web site and Municipal Matters that local residents may use the Public Library as a place to cool during excessive hot weather this year.

STAFF RECOMMENDATION:

Information for the Committee. Receive and Record.

COMMITTEE DECISION:

Committee approved staff recommendation.

128118	Received from:	Emergency Management Coordinator
	Date Received:	3/02/2017
	Addressed to:	Emergency Management Committee
	Topic:	Emergency Preparedness Week

SUMMARY:

Emergency Preparedness Week is scheduled from May 7th to May 13th 2017.

THAT Council be requested to declare the week of May 7th to May 13th 2017 as Emergency Preparedness Week in the Town of Carleton Place. Further that this information be provided on the municipal web site and municipal matters

STAFF RECOMMENDATION:

Information for the Committee. Receive and Record.

COMMITTEE DECISION:

Committee approved staff recommendation.

128167	Received from:	Office of The Fire Marshal and Emergency Management
	Date Received:	21/03/2017
	Addressed to:	Emergency Management Officials
	Topic:	Transportation of Radioactive Materials in Ontario

SUMMARY:

The Office of The Fire Marshal and Emergency Management is informing local municipalities that highly enriched uranium/highly enriched uranyl nitrate will be repatriated from Chalk River to the United States under the Global Threat Reduction Initiative beginning this spring. The transportation routes will not be publicized by the federal government.

Enclosed with the e-mail is a slide deck that provides background information on types of radiation the materials being transported in Ontario and appropriate response actions. Also attached is a Fact Sheet on this subject.

STAFF RECOMMENDATION:

Information for the Committee. Receive and Record.

COMMITTEE DECISION:

Committee approved staff recommendation.

128168 Received from: Office of The Fire Marshal and Emergency Management
Date Received: 21/03/2017
Addressed to: Town of Carleton Place
Topic: Provincial Emergency Management Conference

SUMMARY:

The Provincial Emergency Management Conference will focus on the impact of climate changes and its consequences on communities. The Conference will be held on October 24th and 25th 2017 in Toronto.

COMMENT:

If any member of the Committee is interested in attending, the CEMC has further information.

STAFF RECOMMENDATION:

Information for the Committee. Receive and Record.

128169 Received from: Emergency Management Coordinator and the Public
Works Assistant
Date Received: 21/03/2017
Addressed to: Emergency Management Committee
Topic: Water Distribution Policy

SUMMARY:

The Public Works Department would like a policy regarding the distribution of water during emergency and non-emergency situations. Staff is currently working on a draft policy in order to be prepared a major water main break in the future or similar incident.

STAFF RECOMMENDATION:

That staff prepare a policy on the distribution of water during emergency and non-emergency situations and present the same to the Committee.

COMMITTEE DECISION:

Bring Forward

IV NEXT COMMITTEE MEETING:
Thursday, June 22, 2017
Annual Exercise – Date to be determined.
Thursday, November 23, 2017 – 3:00 p.m.

V ADJOURNMENT:
3:45 p.m.