



**Community Issues Committee Action Report
for March 21st, 2017 meeting to be held in
the Council Chambers at 7:00 p.m.**

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

- 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	Anniversary Dinner successful
BIA Board	Councillor Fritz	Next meeting April 12 th
MVCA	Councillor Doucett Deputy-Mayor Flynn	Water levels normal – no flooding predicted – MVCA will review wetlands with Councils
Chamber of Commerce	Deputy-Mayor Flynn	Budget being presented – golf tournament and awards gala planned – election for chair is scheduled
Youth Centre Board	Councillor Trimble	Spring & summer programs planned – applying for funding
Library Board	Councillor Doucett	
Daycare	Councillor Fritz	Successful March break program – planning for summer programs – programs at capacity

TO BE DISCUSSED

COMMUNICATION 128148

Received from Jeff Mills
Addressed to Paul Knowles, Chief Administrative Officer
Date February 21st, 2017
Topic Cycle Tourism Asset

SUMMARY

Friends of the Ottawa Valley Rail Trail wish to present the economic benefits of creating a cycle tourism linking the Ottawa Valley Rail Trail and the TransCanada Trail to the City of Ottawa.

COMMENT

The County has now hosted four Open Houses to receive public input regarding development of the Ottawa Valley Rail Trail. As a result of these Open Houses, the Town has been copied with a number of emails from residents, all of which support designating the trail for non-motorized uses only. This input has been forwarded to the County as they are compiling all input.

Staff understand that there was significant input provided to the County and it reflects the two opposing views presented at the Open Houses – basically that motorized users be permitted or prohibited. Beckwith and Montague Townships have already adopted motions recommending that the OVR trail be a multi-use trail (which included motorized users).

Development of a multi-use corridor would be highly desirable for the community. However, it is important that the corridor be developed so that the multi-users are all accommodated safely with minimum impacts.

The attached describes trail users and their impacts.

STAFF RECOMMENDATION

THAT Council hear the cycling presentation on March 21st and the snowmobile presentation on March 28th and then adopt the following:

THAT the Town support development of the OVR corridors as a multi-use corridor provided the corridor is constructed to provide a safe and pleasant experience for all users. In Carleton Place, this would mean constructing pathway cross-sections and adopting controls as shown on the attached to mitigate the impacts of the various users.

Outside the limits of Carleton Place, the trail cross section and controls to mitigate impacts could vary dependent upon the adjacent property uses and the volume of each type of user.

COMMITTEE DECISION

Bring forward

COMMUNICATION 128157

Received from Sarah Cavanagh, Open Doors for Lanark Children and Youth
Addressed to Town of Carleton Place
Date March 8th, 2017
Topic “Green Light” Campaign and Children’s Mental Health Week

SUMMARY

Open Doors for Lanark Children and Youth would like to present information about Children’s Mental Health Week and would like the municipality to lend it’s support by flooding a prominent building in the Community in “Green Light” for Children’s Mental Health Week May 1st – 7th.

STAFF RECOMMENDATION

THAT Committee hear presentation.

COMMITTEE DECISION

THAT staff investigate the feasibility of illuminating a municipal building with green for May 1st, 2017. Bring forward.

COMMUNICATION 128158

Received from Duncan Rogers, Clerk
Addressed to Community Issues Committee
Date March 15th, 2017
Topic Alternative Voting By-law

SUMMARY

Council has approved holding the 2018 Municipal/School Board Trustee Election by internet voting. Paper balloting will also be offered as an alternative at senior’s residences and on Voting Day. Section 42(1) of the Municipal Elections Act requires that Council adopt a By-law prior to May 1, 2017 authorizing the use of alternative voting for the 2018 Municipal/School Board Trustee Election.

STAFF RECOMMENDATION

That staff prepare and forward a By-law to Council to authorize alternative voting for the 2018 Municipal/School Board Trustee Election.

COUNCIL ACTION

That staff prepare and forward a By-law to Council to authorize alternative voting for the 2018 Municipal/School Board Trustee Election.

COMMUNICATION 128159

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

SUMMARY

Action Report for the February 7th, 2017 meeting of the **Website Ad Hoc Committee** is attached. Noteworthy items include;

128083	Website Review Action Plan
128084	2016 Website Analytic Report
128085	BizPal

Minutes of the March 6th, 2017 meeting of the **Environmental Advisory Committee** are attached. Noteworthy items include:

- reissuing recycling pamphlet in the fall;
- water bottle filling stations;
- environmental issues at CPDHS
- Public re-education of existing waste and recycling rules by way of a letter in the Canadian Gazette;

COMMENT

Water Fountains – The arena fountain is not scheduled for replacement and patrons use the sinks in the change rooms for filling bottles. Bottled water sales will continue at the canteen as it is an important revenue source.

Public Re-education – A new widget on the Town website and **free** app for Apple and Android devices will allow residents to view, download, and print waste calendars specific to your address. Residents can also search items in the Waste Wizard for disposal instructions and report any issues they may be having. An additional feature allows residents to sign up to receive reminders by email, text or automated phone calls for waste collection. To access the free app search for C P Waste in the Google Play Store or the Apple App Store.

Residents without access to a computer can still obtain a waste calendar at the Town Hall.

Action Report of the March 6th, 2017 meeting of the Parks and Recreation Committee is attached. Noteworthy items include:

128142	Repair of Garbage Truck
128143	2017/2018 Ice Rental Rates
128145	Ball Diamond/Soccer/Ice Slab Rates

128159 Continued

STAFF RECOMMENDATION

THAT Council approves Committees' decisions. Environmental Advisory Committee is to be advised of comments.

COMMITTEE DECISION

THAT Council approves Committees' decisions. Environmental Advisory Committee is to be advised of comments.

COMMUNICATION 128160

Received from	Stacie Lloyd, Regional Economic Development Officer
Addressed to	Paul Knowles, Chief Administrative Officer
Date	March 14 th , 2017
Topic	County-wide Economic Development Strategic-Planning Process for Lanark County

SUMMARY

A partnership between Valley Heartland Community Futures Development Corporation (VHCFDC), the County of Lanark, and OMAFRA Regional Economic Development Branch is being proposed to develop a *County-wide Economic Development Strategic Planning Process for Lanark County*

Lanark County contracts VHCFDC to deliver economic development services and to act as the primary Economic Development body on behalf of Lanark County. One of the deliverables in the service agreement is the development of an economic development strategy. This document outlines a potential method to create a collaborative county-wide economic development strategic plan, driven by municipal partners, and with clear goals and actions for individual municipalities and for the county.

Goals of the project are to:

- Build community capacity
- Develop stronger partnerships among stakeholder organizations
- Provide lower tier municipalities with an opportunity to plan and implement around economic development
- Develop a realistic action plan to inform the agreement between VHCFDC and Lanark County

What we need from all participants:

- Be willing to participate in the strategic planning process, outlined below
- Have commitment from local council and/or your organization
- Must not be in an organizational crisis situation
- Must have buy in from your broader organization to participate
- Be able to cover travel costs for representatives participating in sessions.

128160 Continued

Participants will attend in a series of sessions as outlined below:

Session 1 – April 13, 2017

- Stage 1: Preparation
- Community Economic Development training
- Determine make-up of Stakeholders Advisory (BIA, Chamber, Sector Focus group, etc..)
- Agreement in principle on process outcomes.
- **Homework** – Draft vision and mission statements

Session 2- May 4, 2017

- Stage 2: Develop Vision and Mission
- Stage 3: Data Collection: identify key issues, previous strategic plans or other documents, etc.
- **Homework** – Lead/Coordinating organizations to compile all data and develop a draft analysis for Leadership Team

Session 3 – May 25, 2017

- Stage 3 cont'd: Review and Analyze Information
- Stage 4: Develop Goals
- **Homework** – Lead/Coordinating organizations to draft goals and action plan for Leadership Team.

Session 4 – June 22, 2017

- Stage 4: Develop Action Plans
- Stage 5: Discussion of next steps, implementation and monitoring
- **Homework** – Lead/Coordinating organizations to draft strategic plan for Leadership Team

Session 5 – July 20, 2017

- Finalize Strategic Plan
- Implementation Discussion, formation of implementation Teams
- Next Steps and Evaluation

COSTS

At this stage of developing an Economic Development Strategic Plan:

- Staff and/or volunteer time, as determined
- Travel to meetings and/or host meeting costs (hall rental/refreshments)

At next stage of action implementation, costs will depend on actions identified:

- Municipal Councils may want to earmark funds for future projects, as identified
- May plan and position for funding applications to implement projects

It is recommended that up to 5 people represent the Town and participate in the process.

128160 Continued

STAFF RECOMMENDATION

That Amanda Charania, Communications Coordinator and _____ represent the Town and participate in the process to develop a County wide economic development plan.

COMMITTEE DECISION

Bring forward to Policy Review Committee closed session

COMMUNICATION 128161

Received from	Paul Knowles, Chief Administrative Officer
Addressed to	Community Issues Committee
Date	March 14 th , 2017
Topic	Health and Safety Audit

SUMMARY

Every 5 years an external consultant is engaged to review and evaluate the Town's Health and Safety Program. The consultant has now completed this external audit of the Town's program and has identified a number of deficiencies. Although most of the deficiencies are 'administrative', the Town received a failing grade on the audit. It is important that the system be improved to address these deficiencies.

A detailed list of the improvements that are required to the health and safety program follows;

- Revised Workplace Violence Policy, the Workplace Harassment Policy, the Workplace Harassment Program and the Harassment Investigation template that the Town Hall Joint Health & Safety has approved and will be incorporated into our present Health & Safety Policy (replacing our present workplace violence and harassment policy & SOP).
- A Workplace Violence Program needs to be developed as it relates to each specific workplace. Therefore each location's health & safety reps will have to write up their own program, review it with staff and then forward it to the coordinator for an SOP number to be assigned. Staff have ordered the new 2017 Pocket OH&S Act & Regulations which include the Workplace Violence & Harassment 2016 amendments. These new books have been sent to the health & safety reps for them to start working on.
- Staff have circulated the items found to be non-compliant to management to assist them in their department as it lists the non-compliant element, the requirement, followed Health & Safety committee meeting is booked for Wednesday June 14th at 9:30 AM in the Town Hall auditorium to see how the analysis is progressing and review any outstanding issues from the audit.

128161 Continued

STAFF RECOMMENDATION

THAT staff report back to Council after the June 14th Health and Safety Committee meeting.

COMMITTEE DECISION

THAT staff report back to Council after the June 14th Health and Safety Committee meeting. Bring forward

COUNCILLOR REDMOND DECLARED A CONFLICT OF INTEREST – BUSINESS RELATIONSHIP WITH A FIRM

COMMUNICATION 128162

Received from Paul Knowles, Chief Administrative Officer
Addressed to Community Issues Committee
Date March 16th, 2017
Topic Project Manager for 2017 Construction

SUMMARY

The following firms have submitted proposals to manage projects for the Town.

Company	Rate	Estimated Total Cost
MacLaren	not provided	\$245,406 plus TBD
FSA	\$130.00	\$117,000* plus travel cost
Renwick	\$97.75/hr	\$87,975*

*Note: The RFP asked for an hourly charge but MacLaren only provided a total cost based on a percent of the budget. An estimated time of 900 was used to compare MacLaren's price with the other submissions.

All firms are considered able to complete the required work.

STAFF RECOMMENDATION

THAT staff engage Renwick and Associates Real Estate Inc. to act as Project Manager to oversee projects for the Town.

COMMITTEE DECISION

THAT staff engage Renwick and Associates Real Estate Inc. to act as Project Manager to oversee projects for the Town.

COMMUNICATION 128163

Received from Joanne Henderson, Manager of Recreation and Culture
Addressed to Community Issues Committee
Date March 16th, 2017
Topic Enrichment Grant

SUMMARY

The attached summarizes the 1st Intake of applications for the Community Enrichment Grant and includes recommendations.

STAFF RECOMMENDATION

THAT grants from the Community Enrichment Grants to the various organizations as detailed on the attached be approved.

COMMITTEE DECISION

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128160 Continued

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COMMITTEE DECISION

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COMMITTEE DECISION

COMMUNICATION 128162

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Date March 16th, 2017
Topic Project Manager for 2017 Construction

SUMMARY

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COMMITTEE DECISION

COMMUNICATION 128163

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Addressed to Community Issues Committee
Date March 16th, 2017
Topic Enrichment Grant

SUMMARY

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STAFF RECOMMENDATION

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COMMITTEE DECISION

Multi Use Trail Issues

Pedestrians

Preferred Trail

- 1.5 - 2.0 m wide
- Hard/firm surface
- Maintained bare all year

Impacts on Others

- Slow moving
- No snow on trail all winter



Wheelchairs

Preferred Trail

- 2.0 - 3.0 m wide
- Hard smooth surface
- Maintained bare all year

Impacts on Others

- Slow moving
- No snow on trail all winter



Cycling

Preferred Trail

- 2.5 - 3.0 m wide
- Hard smooth surface
- Maintained bare all year

Impacts on Others

- Passing slower users including other cyclists
- No snow on trail all winter



Dog Walkers

Preferred Trail

- 1.5 - 2.0 m wide + room for dog to roam
- Hard/firm surface
- Maintained bare all year

Impacts on Others

- Slow moving
- No snow on trail all winter
- Poop and Scoop
- Dogs may chase and intimidate others



Equestrian

Preferred Trail

- ~3.0 m wide
- Firm but not hard surface

Impacts on Others

- Poop and Scoop
- Horses may spook or intimidate other users
- Horses result in uneven trail surface not suitable for most other users
- May stray onto local streets



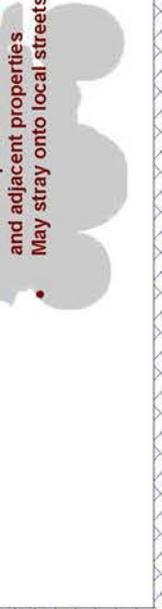
ATV

Preferred Trail

- 2.5 - 3.0 m wide
- Firm surface

Impacts on Others

- Passing slower users
- Tires ruts result in uneven trail surface if gravel not suitable for other users
- Noise impacts for other users and adjacent properties
- May stray onto local streets



Snowmobile

Preferred Trail

- 4.0 m minimum wide
- Hard/firm surface
- Snow coverage

Impacts on Others

- Passing slower users
- Carbide runners and cleats will damage asphalt and wood surfaces
- Noise impacts for other users and adjacent properties
- May stray onto local streets



Cross Country Skiing

Preferred Trail

- 2.0 m wide
- Snow coverage
- Not groomed to maintain track set

Impacts on Others

- Slow moving



Skateboarders/ Rollerbladers

Preferred Trail

- 2.5 - 3.0 m wide
- Hard smooth surface
- Maintained bare all year

Impacts on Others

- Passing slower users including cyclists
- No snow on trail for winter



CONTROLS TO MITIGATE IMPACTS

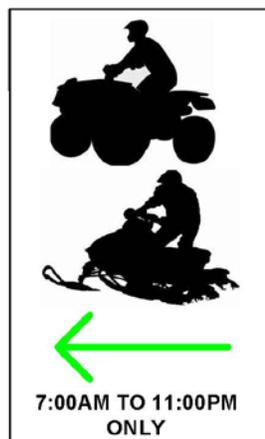
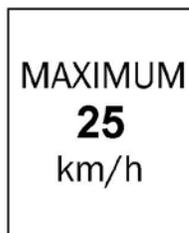
- All faster moving users must yield when overtaking slower moving users and only pass the users when safe.
- Wheelchairs and other mobility devices are permitted to travel with pedestrians but they must yield to slower moving users.
- All dogs must be on a leash at all times.
- Owners must stoop and scoop on all trails.
- No equestrian is permitted on any trail or corridor at any time.
- No motorized vehicles permitted within the Town of Carleton Place except on the OVR trail and the connection trails to commercial areas on Hwy 7 and Coleman St.
- All motorized vehicles must belong to a recognized snowmobile or ATV club and these clubs will assist with policing motorized trail users.
- Motorized vehicle speed will be limited to 25 km/h within the Town.
- Signage should be installed at each cross street as shown.
- Motorized vehicles shall be permitted from 7:00am to 11:00pm only

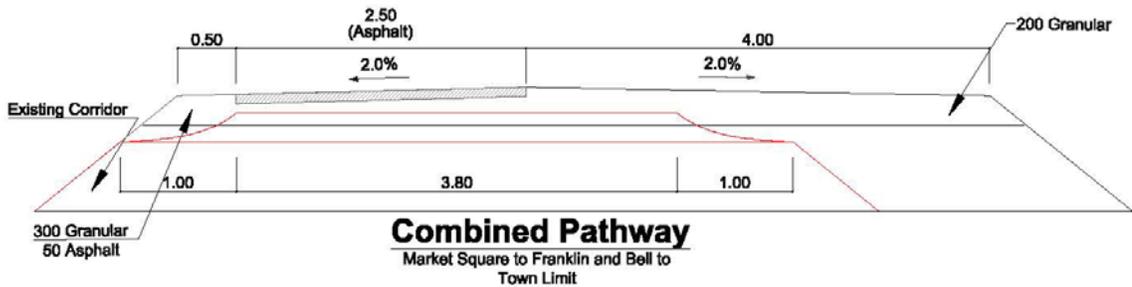
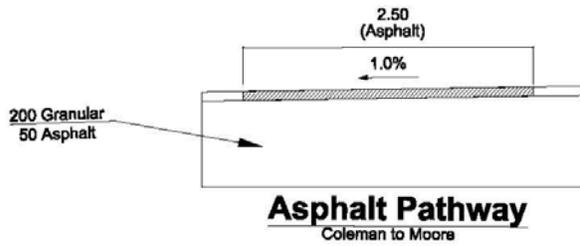
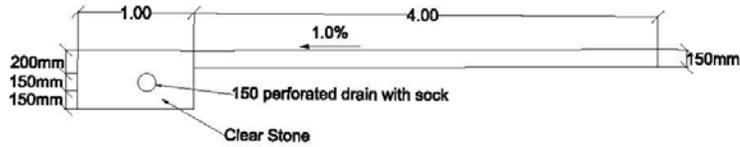
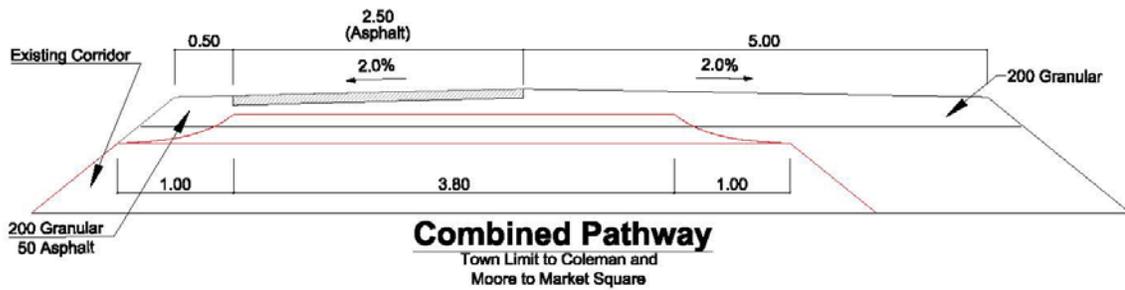
Signage at each street crossing

Approaching Streets: Stop sign

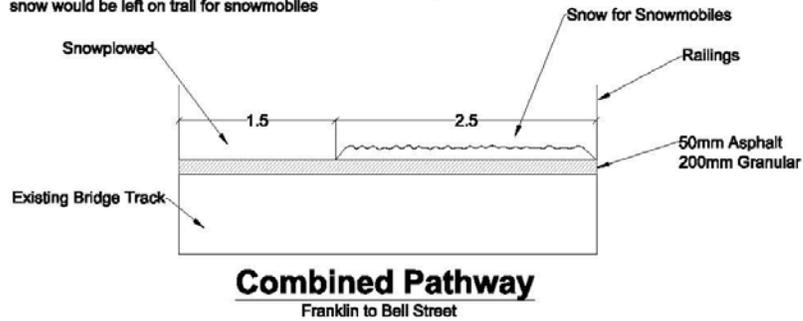


Entering Trail: ATV and Snowmobile with arrow to right and speed limit, pedestrian and cycling arrow left, stoop and scoop sign





NOTE: Motorized and non-motorized need to share trail at this section.
1.5m of asphalt would be plowed in the winter but remaining snow would be left on trail for snowmobiles





**Website Ad Hoc Committee Action Report
held Tuesday, February 14th, 2017 at 9:00am in the Council Chambers**

Present: Brian Doucett, Theresa Fritz, Louis Antonakos, Jerry Flynn, Paul Knowles, Amanda Charania

- 1) DECLARATION OF PECUNIARY/CONFLICT OF INTEREST AND GENERAL NATURE THEREOF** - now or anytime during the meeting
- 2) REGISTRATION OF PUBLIC WISHING TO SPEAK** – with the secretary
- 3) PLEASE TURN OFF ALL CELL PHONES AND PAGERS**
- 4) If there is an addendum, in accordance with Section 15.2.4 (of Striking Report) does the committee wish to approve this addendum?**

Please Note: Brian Doucett will act as Interim Chair of the Committee

COMMUNICATION 128083

Received from: Communications Coordinator
Addressed to: Website Ad Hoc Committee
Date: February 3rd, 2017
Topic: Website Review Action Plan

SUMMARY

Committee members have expressed an interest in thoroughly reviewing the Town's existing website in an exercise meant to determine direction for future upgrades and improvements.

STAFF RECOMMENDATION

THAT the following Action Plan be implemented:

- 1) Compile a document outlining what information users are looking for when they come to our site
 - a. Search Bar Data
 - b. Google Analytics Data
- 2) Hire contractor to do an independent review of the site and provide report on ease of use/functionality
- 3) Research and provide examples of existing sites the committee finds:
 - a. visually appealing
 - b. User friendly
- 4) Prepare an RFP detailing Committee wishlist including:
 - a. New visual design based on committee direction
 - b. Modules that are desired (ex, event calendar, online payment system, newsletter, form collector, etc)
 - c. Recommendation of platform based on sites needs

COMMITTEE DECISION

THAT the Communications Coordinator engage a contractor to do an independent review of the existing [Town of Carleton Place website](#).

THAT members of the Committee send the Communications Coordinator examples of websites that they like and provide a brief description of what features they find work well within those sites as well as features they don't feel work well.

THAT the Communications Coordinator conduct a review of other municipal sites which are using pay online services and compile a report on the most frequent uses and which payment systems are in place to handle the transactions.

COMMUNICATION 128084

Received from: Communications Coordinator
Addressed to: Website Ad Hoc Committee
Date: February 3, 2017
Topic: 2016 Website Analytics Report

SUMMARY

The 2016 Website Analytics Report has been completed and is attached for your review. This report includes both information obtained from the search bar on the Town's website as well as Google Analytics.

STAFF RECOMMENDATION

That the 2016 Website Analytics Report be used by the Website Ad Hoc Committee for future website redevelopments to assist in the organization of the site map.

COMMITTEE DECISION

THAT the 2016 Website Analytics Report be used by the Website Ad Hoc Committee for future website redevelopments to assist in the organization of the site map.

THAT the Communications Coordinator provide Committee members with the current site map on the next agenda.

THAT the Communications Coordinator prepare a report showing examples of the search bar functionality on the next agenda using the following terms: Marriage, Bylaw and Garbage.

COMMUNICATION 128085

Received from: Communications Coordinator
Addressed to: Website Ad Hoc Committee
Date: February 3, 2017
Topic: BizPal

SUMMARY

BizPaL is an online service that benefits Canadian businesses by helping them identify which permits and licences they require and how to obtain them. Entrepreneurs simply select the business activities they plan to undertake and BizPaL then automatically generates a list of all required permits and licences from all levels of government (federal, provincial, territorial and municipal), along with basic information on each, and links to government sites where the entrepreneur can learn more and, in some cases, apply online.

There is an extensive list of municipalities already using the bizpal service on their website. See [BizPal website](#) for a full list

STAFF RECOMMENDATION

THAT the Communications Coordinator contact bizpal to arrange for the inclusion of their service on the Town's existing website under the Business section.

COMMITTEE DECISION

THAT the Communications Coordinator contact bizpal to arrange for the inclusion of their service on the Town's existing website under the Business section.

**The Corporation of the Town of Carleton Place
Environmental Advisory Committee Meeting
March 6, 2017**

Present: Randy Martin, Mike Villeneuve, Bill Slade, Margo Willmot, Robin Janfield

Absent: Claudia Wutherich, Gregory Nixon, Louis Antonakos

Guest: Natalika Culhane

Approval of the January 16, 2016 Minutes:

Moved by: Randy Martin

Seconded by: Margo Willmot

Approval of the Agenda:

Moved by: Margo Willmot

Seconded by: Robin Janfield

1. **Welcome and introduction of guest**
2. **Re-Issuing Recycling Pamphlet:** Margo will take the lead on updating and re-issuing the recycling pamphlet. CPEAC will ask the town to insert the pamphlet in the Fall water bill. Additional categories will be included such as oil, car batteries and the e-bin. CPEAC will ask the town to post the revised pamphlet on its web site.
3. **CPDHS Environmental Involvement:** Mike will meet directly with the high school teachers to initiate education of environmental issues including composting, recycling and fresh water.
4. **Water Bottle Filling Stations:** CPEAC recommends the town consider replacing drinking fountains at all recreational facilities in Carleton Place with the model of a water fountain that includes a water bottle re-filling station. Approximate cost per unit without filter is \$1.4K - \$1.6K. CPEAC will approach CPDHS with an offer to install a trial unit.
5. **Environmental issues at CPDHS:** Natilika discussed the lack of environmental stewardship with the blatant disregard for recycling. CPEAC would like to partner with both high schools to address environmental issues.
6. **Composting and Free Cycle Day.** CPEAC would like to assist Town Staff in their backyard composting initiative by revisiting plans the committee had prepared for last year. CPEAC will once again promote Free Cycle Day.
7. **Garbage Collection Letter in The Canadian Gazette.** The CPEAC recommends a public re-education of the existing garbage collection rules and municipal by-law regarding recycling, number and size of bags allowed to be placed curbside and the requirement for paid garbage stickers for garbage bags over the allotment.

8. **Meeting with Paul Knowles:** Some members of CPEAC will meet with Paul Knowles at 10:30 on Wednesday March 15. Paul will present Town Staff's recommendations in regard to CPEAC's Environmental Action Plan. The CPEAC Environmental Action Plan is being renamed the CPEAC Climate Change Action Plan to suit provincial nomenclature.
9. **Motion to Adjourn:**

Moved by: Bill Slade

Seconded: Randy Martin

The next meeting of CPEAC will be Monday April 3rd 6:30 at the Carleton Place Public Library

Committee Changes of Note:

Robin Janfield and Claudia Wutherich are in the process of resigning from the committee.

Randy Martin is now Chair; Gregory Nixon is Co-Chair; Bill Slade is Secretary

The committee requests that Kayla Kazda be appointed to the committee immediately as her consulting role has been fulfilled and she is no longer in conflict.

CPEAC requests that the striking committee modifies the CPEAC's Terms of Reference to include a seat on the committee for a representative from the high school with full voting privileges.

CPEAC fully supports Natilika Culhane to fill the role as 'youth' representative. CPEAC feels that this is a way to engage the youth in this town and to constructively enlist their ideas and input. Natilika will be submitting her Letter of Intent to Mr. Duncan Rogers.



Parks and Recreation Committee Action Report
for the March 6, 2017 meeting held in
the Arena Board Room at 7:00 p.m.

Present: Councillor Ross Trimble, Jan Ferguson, Bill Levesque, Paul Pillsworth, Manager of Recreation and Culture Joanne Henderson, Facilities Clerk Steph Scollan

Absent: Tom Marshall (regrets), Reeve Richard Kidd, John Andrews

- 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 STRIKING REPORT) DOES THE COMMITTEE WISH TO APPROVE THIS ADDENDUM?**
-

TO BE DISCUSSED

COMMUNICATION 128082

Received from Joanne Henderson, Manager of Recreation and Culture
Addressed to Parks and Recreation Committee
Date February 1, 2017
Topic Community Gardens

SUMMARY

Request from the Neighbourhood Tomato and the Food Bank to build and maintain 10 more garden beds behind the Carambeck Community Centre. The beds would be 4 x 12 x 8 inches high. They are also requesting access to water during designated hours. They are also exploring composting options to maintain and dispose of garden waste. They plan to apply for a Community Enrichment Grant to cover the cost of the materials to build the beds. They will provide volunteers to build and maintain the beds throughout the season.

COMMENT

They have spoken to Meghan at the Youth Centre and she has confirmed that she will be using the two existing beds throughout the summer months. She is open to partnering with the two organizations to create gardening programs with her Day Camp participants. They will also be extending a similar invitation to the Day Camp Program at Carambeck.

STAFF RECOMMENDATION

To be discussed.

COMMITTEE DECISION

That staff consider this request provided that the beds can be accommodated in the area without interfering with facility operations.

COMMUNICATION 128142

Received from	Joanne Henderson, Manager of Recreation and Culture
Addressed to	Parks and Recreation Committee
Date	March 3, 2017
Topic	Garbage Truck

SUMMARY

Staff have received the following pricing to sandblast, repair and paint the garbage truck.

Walker Automotive - \$8,870.00 plus hst
Cavanagh Construction - \$7,835.00 plus hst

The quote from Walker Automotive also includes repairing the tarp shield, repairing front fenders and installing new safety decals.

COMMENT

This is not a budgeted item but staff feel that repairing the body of the cab and the garbage dump will increase the lifespan of the truck as the mileage does not warrant a replacement. Staff feel that although the quote from Walker is more; they are completing additional work that justifies the price difference. This work will be funded from the equipment reserve.

STAFF RECOMMENDATION

That the repairs to the truck be completed by Walker Automotive for a price of \$8,870.00 plus hst.

COMMITTEE DECISION

That the repairs to the truck be completed by Walker Automotive for a price of \$8,870.00 plus hst.

COMMUNICATION 128143

Received from Joanne Henderson, Manager of Recreation and Culture
Addressed to Parks and Recreation Committee
Date March 3, 2017
Topic 2017/2018 Ice Rental Rates

SUMMARY

The proposed 2017/2018 Ice Rental Rates are attached.

COMMENT

The rates reflect the annual 3% increase and an additional 7% increase to cover the increase in hydro costs.

STAFF RECOMMENDATION

That the 2017/2018 Ice rental rates be approved as written.

COMMITTEE DECISION

That the 2017/2018 Ice rental rates be approved as written.

COMMUNICATION 128144

Received from Joanne Henderson, Manager of Recreation and Culture
Addressed to Parks and Recreation Committee
Date March 3, 2017
Topic Canadians Multi-Media Advertising

SUMMARY

The following is a breakdown of the Canadians' Multi-Media advertising:

2014/2015 – \$3800.00
2015/2016 - \$0
2016/2017 – staff have invoiced for \$1875.00

COMMENT

Staff have no record of any payment or details for 2015/2016.

STAFF RECOMMENDATION

To be discussed.

COMMITTEE DECISION

That staff revise the agreement to include a flat fee of \$2000.00 plus hst per season.
Bring Forward.

COMMUNICATION 128145

Received from Joanne Henderson, Manager of Recreation and Culture
Addressed to Parks and Recreation Committee
Date March 3, 2017
Topic Ball Diamond/Soccer/Ice Slab Rates

SUMMARY

The proposed 2017 rates are attached. They reflect an approximate 3% increase.

COMMENT

Staff did not adjust the boat launch fees.

STAFF RECOMMENDATION

That the rates be approved as written.

COMMITTEE DECISION

That the rates be approved as written.

2017/2018 ICE RENTAL RATES
EFFECTIVE SEPTEMBER 4, 2017 TO APRIL 1, 2018

	PRIME TIME:	NON PRIME TIME:
	MON-FRI 6PM-11PM SAT, SUN 7AM-10PM	
OUT OF TOWN	\$196.46 + \$25.54 HST = \$222.00	\$126.33 + \$16.42 HST *MINOR ONLY = \$142.50
RESIDENT ADULT	\$178.76 + \$23.24 HST = \$202.00	\$153.10 + \$19.90 HST = \$173.00
RESIDENT MINOR	\$130.75 + \$17.00 HST = \$147.75	\$102.65 + \$13.35 HST = \$116.00
STAND BY ICE TIME (Booked 48 hours or less in advance)	\$88.50 + \$11.50 HST = \$ 100.00 Fri, Sat, & Sun and evenings	\$69.03 + \$8.97 HST = \$ 78.00 Mon to Fri. 8am to 4pm Only when school is in and not on holidays
OFF HOURS School in, not on holidays Mon to Fri. 8am to 4pm	\$88.50 + \$11.50 HST = \$ 100.00	
SCHOOL BOOKINGS	MONDAY TO FRIDAY BETWEEN 7 AM AND 4 PM – SCHOOL IN, NOT ON HOLIDAYS	\$46.68 + \$6.07 HST = \$52.75

2017 Spring & Summer Facility Rates

- 1. Non-Resident:** Any individual or organization, minor or adult outside the Town of Carleton Place or the Townships of Beckwith or Ramsay.

FACILITY	HOURLY RATE
BALL DIAMONDS	\$30.53 + \$3.97 (HST) = \$35.50
SOCCER FIELDS	\$30.53 + \$3.97 (HST) = \$35.50
BATTING CAGE	N/A
SUMMER ICE SLAB	\$40.49 + \$5.26 (HST) = \$47.25
BOAT LAUNCH – SEASON PASS	\$75.22 + \$9.78 (HST) = \$85.00

- 2. Resident – Adult:** Any individual or organization who is a resident of the Town of Carleton Place or the Townships of Beckwith or Ramsay where the age of the participant is mainly over 18.

FACILITY	HOURLY RATE
BALL DIAMONDS	\$19.91 + \$2.59 (HST) = \$23.50
TOURNAMENT	\$132.74 + \$17.26 (HST) = \$150.00
SOCCER FIELDS	\$19.91 + \$2.59 (HST) = \$23.50
BATTING CAGE	\$10.18 + \$1.32 (HST) = \$12.00
SUMMER ICE SLAB	\$29.65 + \$3.85 (HST) = \$34.50
BOAT LAUNCH – SEASON PASS	\$39.82 + \$5.18 (HST) = \$46.50
BOAT LAUNCH – DAILY PASS	\$7.08 + \$0.92 (HST) = \$8.00

- 3. Minor/Charitable:** Any group of individuals where the age of the participants is mainly under the age of 18 years and are residents of the Town of Carleton Place or the Townships of Beckwith or Ramsay or any organization in the possession of a valid donation registration # issued by the Federal Government.

FACILITY	HOURLY RATE
BALL DIAMONDS	\$12.39 + \$1.61 (HST) = \$15.00
SOCCER FIELDS	65% of operational costs
BATTING CAGE	\$10.18 + \$1.32 (HST) = \$12.00
SUMMER ICE SLAB	\$19.47 + \$2.53 (HST) = \$23.75

2017 Community Enrichment Program Applications- First Intake

Applicant	Date	Amount Requested	Details	Recommended
Angel Foundation	May 13, 2017	\$850.00	Requesting in-kind support to cover the rentals of the Carleton Place Arena for the ½ day Strongman Competition.	\$850.00 in Municipal Facilities, Equipment & Staff time.
Arts Carleton Place	May 27 th and 28 th	\$600.00	Requesting in-kind support to cover the rental of the Canoe Club for their two day Art Show.	\$600.00 in Municipal Facilities, Equipment & Staff time.
Arts Carleton Place	November 4 th and 5 th	\$600.00	Requesting in-kind support to cover the rental of the Canoe Club for their two day Art Show.	Hold for 2 nd intake
Brett Pearson Run for Your Life	September 23 rd	\$500.00	Requesting in-kind support of Town equipment including tents, tables barricades, etc. This request also includes and accompanying road usage permits for the Brett Pearson Run For Your Life Event.	\$500.00 in Municipal Facilities, Equipment & Staff time.
Carleton Place & Beckwith Historical Society	March 9 th	\$500.00	Requesting in-kind support to cover the rental of the Town Hall Auditorium as well as staff set up and clean up for Heritage Day Dinner.	\$500.00 in Municipal Facilities, Equipment & Staff time.
Carleton Place Community Labyrinth	April 10 th – September 9 th	\$585.00	Requesting monetary support to be put towards their added initiatives to support the Canada150th celebrations. This monetary support would be used for: honorariums, room rental at the Heritage Museum, print advertising, and additional expenses for kick off and wrap up celebration events.	To be discussed with CPCan150
Carleton Place and District Community Band	May 27 th	\$400.00	Requesting in-kind support to cover the rental of the Town Hall Auditorium, as well as staff set up and clean up for the Spring Inspirations Fundraising Concert.	\$400.00 in Municipal Facilities, Equipment & Staff time.
Carleton Place & District Memorial Hospital Auxiliary	March 31 st	\$1500.00	Requesting financial support to assist in the presentation of the MH Auxiliary Honors & Awards Dinner.	\$480.00 in Municipal Facilities, Equipment & Staff time.
Carleton Place Chamber	July 1 st	\$1000.00	Requesting in-kind support to cover the rental of the Canoe Club on July 1 st to host an evening concert to follow the fireworks.	\$0.00
Carleton Place Cruise Nights	May- Sept 2017	\$750.00	Requesting in-kind support to cover half the rental of the Market Square Pavilion to host Cruise Nights each Wednesday from May to September. *Downtown CP to cover other half.*	\$750.00

Applicant	Date	Amount Requested	Details	Recommended
Carleton Place Winter Carnival Committee	February 25 th	\$1500.00	Requesting in-kind support to cover the rental of the Canoe club, town equipment, as well as staff drop off and pick up of equipment for the 5 th annual Carleton Place Winter Carnival.	Up to \$1500 in Municipal Facilities, Equipment & Staff time.
Comfort Quilters	Ongoing	\$1500.00	Requesting financial support to assist in covering the materials and supplies for the volunteers to provide the Comfort Quilts. These quilts are donated to patients in long term care or in palliative at the Carleton Place Hospital.	\$0.00
Downtown Carleton Place	May 6 th	\$1500.00	Requesting in-kind support to assist in the expenses in presenting Free Comic Book Day in the downtown core. This includes municipal equipment, staff drop off/pick up, and portable washrooms rentals.	Up to \$500.00 in Municipal Facilities, Equipment & Staff time.
Downtown Carleton Place	June 17 th	\$1500.00	Requesting in-kind support to assist in the expenses in presenting the Lambsdown Festival at the Wool Growers. This includes municipal equipment, staff drop off/pick up, and portable washrooms rentals.	Up to \$600.00 in Municipal Facilities, Equipment & Staff time
Downtown Carleton Place	August 5 th	\$1500.00	Requesting in-kind support to assist in the expenses in presenting the Bridge Street Bazaar in the downtown core. This includes municipal equipment, staff drop off/pick up, and portable washrooms rentals.	Up to \$600.00 in Municipal Facilities, Equipment & Staff time
Downtown Carleton Place	October, 2017	\$1500.00	Requesting in-kind support to assist in the expenses in presenting the Trick or Treat Downtown event. This includes municipal equipment, staff drop off/pick up.	Up to \$500.00 in Municipal Facilities, Equipment & Staff time
Downtown Carleton Place	November 25 th	\$1500.00	Requesting in-kind support to assist in the expenses in presenting the Santa Claus Parade. This includes municipal equipment, staff drop off/pick up.	Up to \$1000.00 in Municipal Facilities, Equipment & Staff time
The Fall 400 Committee	September 9 th	\$1500.00	Requesting in-kind support to assist in covering the rental of the Canoe Club, municipal equipment, as well as staff drop off and pick up for the Dragonboat Festival.	Up to \$1500.00 in Municipal Facilities, Equipment & Staff time
Hungry Lunch Café	Tuesdays	\$1500.00	Requesting financial support to assist in covering the costs of presenting the weekly Hungry Lunch Café.	\$1500.00 Financial Support
IODE Captain Hooper Chapter	October 28 th	\$670.00	Requesting in-kind support to cover the rental of the Arena Upper Hall, Small Hall, as well as staff set up and clean up for the Harvest Craft Show.	\$670.00 in Municipal Facilities, Equipment & Staff time

Applicant	Date	Amount Requested	Details	Recommended
Lanark Community Justice	March 23 rd	\$2035.00	Requesting \$1700.00 in financial support, as well as \$355.00 in-kind support to cover the cost of using the Carleton Place Arena, as well as staff set up and clean up to present the Be Strong Day.	\$335.00 in Municipal Facilities, Equipment & Staff time.
Lanark County Interval House	November 4 th	\$750.00	Requesting in-kind support to cover the cost of the Carleton Place Arena Upper Hall, as well as staff set up and clean up to assist in presenting The Annual Women's Fair.	\$650.00 in Municipal Facilities, Equipment & Staff time.
McMunn Heart Jam	February 5 th	Bar Proceeds	Requesting bar proceeds to assist in the funds raised to support the Ottawa Heart Institute.	Approved
People First of Lanark County	Ongoing	\$1500.00	Requesting \$1000.00 financial and \$500.00 in-kind to support the community events presented by People First of Lanark County.	\$1000.00 in financial support, \$500.00 in Municipal Facilities & In-Kind Staff time

Total Amount Requested \$25 740.00

Total Suggested \$14 935.00