



Policy Review Committee Action Report for the November 28th, 2017 meeting held in the Council Chambers following Council

PRESENT: Mayor Antonakos, Deputy-Mayor Flynn, Councillor Black, Councillor Redmond, Councillor Trimble, Councillor Fritz, Councillor Doucett
Staff: Paul Knowles, CAO, Phil Hogan, Treasurer, Duncan Rogers, Clerk, Stacey Blair, Deputy-Clerk

- 1) **DECLARATION OF PECUNIARY/CONFLICT OF INTEREST AND GENERAL NATURE THEREOF** – now or anytime during the meeting
 - 2) **PUBLIC MEETING – NONE AT THIS TIME**
 - 3) **REGISTRATION OF PUBLIC WISHING TO SPEAK**
 - 4) **PLEASE TURN OFF ALL CELL PHONES AND PAGERS**
 - 5) **COMMUNICATION 128458 IS A CLOSED MEETING**
 - 6) **IF THERE IS AN ADDENDUM, IN ACCORDANCE WITH SECTION 15.2.4 (OF THE STRIKING REPORT) DOES THE COMMITTEE WISH TO APPROVE THIS ADDENDUM**
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TO BE DISCUSSED

COMMUNICATION 128455

Received from: Philippe Geoffrion
Date Received: November 24, 2017
Addressed to: Policy Review Committee
Topic: Membership Emergency Management Committee

SUMMARY

Mr. Philippe Geoffrion, Capital Sector Officer with the Office of the Fire Marshall and Emergency Management Ontario has informed the Emergency Co-ordinator that the OFMEMO requires a resolution of Council confirming the appointment of the membership of the Town of Carleton Place Emergency Management Committee as part of the reporting process for the municipalities annual compliance.

STAFF RECOMMENDATION

THAT staff prepare a resolution for adoption at Council confirming the membership of the Town of Carleton Place Emergency Management Committee and forward the same to the noted Ministry.

128455 Continued

COMMITTEE DECISION

THAT staff prepare a resolution for adoption at Council confirming the membership of the Town of Carleton Place Emergency Management Committee and forward the same to the noted Ministry.

COMMUNICATION 128456

Received from Diane Mitchell, National Coordinator, Save Canada Post
Addressed to Policy Review
Date November 21, 2017
Topic Saving Canada Post

SUMMARY

Ms. Mitchell has requested to speak to council regarding a request for delegation. She is asking council to write a letter in support of expanding Canada Post's services and door to door delivery. Background documents attached separately and are available in the Clerk's Department.

STAFF RECOMMENDATION

Receive and record.

COMMITTEE DECISION

THAT staff write a letter in support on behalf of Council of expanding Canada Post's services and door to door delivery.

COMMUNICATION 128457

Received from: Clerk's Department
Date Received: November 21, 2017
Addressed to: Policy Review Committee
Topic: Appointment of Deputy-Clerk

SUMMARY

Stacey Blair has completed her three-month probation period in the Clerk's Department as of November 28, 2017.

STAFF RECOMMENDATION

THAT a By-law be prepared and forwarded to Council appointing Stacey Blair as Deputy-Clerk of The Town of Carleton Place.

COMMITTEE DECISION

THAT a By-law be prepared and forwarded to Council appointing Stacey Blair as Deputy-Clerk of The Town of Carleton Place.

COMMUNICATION 128409

Received from Phil Hogan, Treasurer
Addressed to Corporate Services Committee
Date November 16, 2017
Topic 2018 Budget

SUMMARY

The 2nd Draft of the budget was reviewed at the Physical Environment Committee of November 7, 2017.

COMMENT

That a public meeting be held on November 21, 2017 to present the budget which reflects a 1.97% increase for 2018.

UPDATE

A public meeting was held at the November 21st, 2017 Corporate Services Committee meeting. The Committee directed that this item be brought forward to the Policy Review Committee.

STAFF RECOMMENDATION

THAT Council hereby approves a 1.97% tax dollar increase for municipal share purposes in 2018.

FURTHER THAT a formal by-law be forwarded to Council upon receipt of requisitions from the County as well as the establishment of the tax ratios and receipt of tax rates from the Province for Education taxes. This final tax rate by-law will also reflect the phased in reassessment changes for 2018.

FURTHER THAT staff are instructed to proceed with the identified projects and implement provisions contained in the budget.

COMMITTEE DECISION

THAT Council hereby approves a 1.97% tax dollar increase for municipal share purposes in 2018.

FURTHER THAT a formal by-law be forwarded to Council upon receipt of requisitions from the County as well as the establishment of the tax ratios and receipt of tax rates from the Province for Education taxes. This final tax rate by-law will also reflect the phased in reassessment changes for 2018.

FURTHER THAT staff are instructed to proceed with the identified projects and implement provisions contained in the budget.

COMMUNICATION 128389

Received from Paul Knowles, Chief Administrative Officer
Addressed to Policy Review Committee
Date November 2nd, 2017
Topic HVAC System for Carambeck Community Centre

SUMMARY

Staff have obtained the following three price quotes for the installation of new HVAC system at Carambeck Community Centre:

- Carleton Refrigeration - \$198,650.00+HST
- A-L Air - \$181,945.00+HST
- CorCann – \$236,000.00+HST

COMMENT

The upgrade of the HVAC system is the result of the Canada 150 Community Infrastructure Program grant received by the Town. In order for this project to continue to be eligible for this funding, the project must be completed by March 2018.

The above prices include necessary purchase and installation of the HVAC system, however, significant upgrades to the building's electrical system are required to provide enough power to operate the new HVAC system due to the addition of air conditioning to the building. The Town has been using Patterson Electric for all electrical work on this building. The estimated cost to upgrade the electrical service to the building is \$70,000 which includes Hydro One costs, a generator to power the building while to new electrical service in being installed and Patterson's cost to install the electrical panel.

UPDATE – November 28th, 2017

Earlier this year, prices for the HVAC work were obtained from A-L Air and Carleton Refrigeration based on the Town's engineering report. This report identified three options and contractors were advised the Town would accept any of the three options. Prior to proceeding with work, it was discovered that the electrical system for the building required a major upgrade and it took considerable time to determine how this upgrade could be accomplished.

In October 2017, a plan for upgrades to the electrical system was finalized and a third price for the work was obtained. This was then presented to Council on November 7th, 2017. However, staff had failed to re-confirm the prices from the contractors that provided prices earlier – more than 30 days has passed and their quotes were actually no longer valid.

128389 Continued

CorCann's price is still valid and the price also includes upgrades to the heating system that will provide better temperature control to various areas of the building. Awarding this contract is urgent so that the work can proceed within the time limits of the associated grant.

STAFF RECOMMENDATION

THAT a Purchase Order not be issued to A-L Air and instead that staff issue Purchase Order to CorCann to install the new HVAC system at the Carambeck Community Centre for the price of \$236,000 + HST.

COMMITTEE DECISION

THAT a Purchase Order not be issued to A-L Air and instead that staff issue Purchase Order to CorCann to install the new HVAC system at the Carambeck Community Centre for the price of \$236,000 + HST.

COMMUNICATION 128458

Received from	Clerk's Department
Addressed to	Policy Review Committee
Date	November 24, 2017
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

- 14-08-17-3 litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local boards – General Nature – Watermain Easement
- 14-11-28-2 personal matters about an identifiable individual, including municipal or local board employees – General Nature – Complaint from Ratepayer

COMMITTEE DECISION

THAT the general nature of item 14-11-28-2 be discussed in open session.

At the request of Mayor Antonakos, staff administered the following recorded vote:

Mayor Antonakos:	Yay
Deputy Mayor Flynn:	Yay
Councillor Black:	Yay
Councillor Doucett:	Yay
Councillor Fritz:	Yay
Councillor Redmond:	Yay
Councillor Trimble:	Yay

The committee secretary declared the vote as CARRIED.

14-11-28-2 COMPLAINT AGAINST MEMBER OF COUNCIL

SUMMARY

On October 16th, 2017, Clerk, Duncan Rogers received a complaint, with Deputy Mayor Jerry Flynn copied on same, from a local developer charging that Mayor Antonakos attempted to persuade a client to cease all work with him. Council has been privy to only one side of the story. To be fair to both parties, and due to the seriousness of the complaint, council should hear the Mayor's version as to what transpired.

STAFF RECOMMENDATION

Staff requires direction from council before proceeding.

COMMITTEE DECISION

Receive and record.

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

14-08-17-3 litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local boards – General Nature – Watermain Easement

REPORT TO COUNCIL

14-08-17-3 No action required. Receive and record.



**Policy Review Committee Agenda
for the November 28th, 2017 meeting to be held in
the Council Chambers following Council**

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