



**Policy Review Committee Agenda
June 26, 2018, at 7:00 p.m.
Carleton Place Town Hall, Council Chambers**

Please silence all electronic devices.

- 1) **CALL TO ORDER**
- 2) **DECLARATION OF PECUNIARY/CONFLICT OF INTEREST**
- 3) **REGISTRATION OF PUBLIC WISHING TO SPEAK**
- 4) **COMMUNICATIONS (REPORTS)**

**i. County-Wide Business Retention and Expansion (BR+E) Project
(Communication 129266)**

p4

Amanda Charania, Communications Coordinator

Suggested Motion:

THAT Council supports Option 2 - work with the Chamber of Commerce and the Downtown Carleton Place BIA to determine if volunteers can be recruited to conduct additional business surveys within the community as part of the County's Business Retention and Expansion (BR+E) project; and

THAT should volunteers be able to be recruited, the Town proceed with the additional study component specific to Carleton Place in the amount of \$10,000 which would be funded from Economic Development Reserves.

**ii. Seniors' Centre – Former Train Station Facility
(Communication 129267)**

p6

Duncan Rogers, Clerk

Suggested Motion:

THAT a staff report on the development of a Seniors' Centre in the former Train Station be prepared and presented at the next meeting of the Policy Review Committee.

iii. **Request for Town Support of the Mississippi Valley Conservation Authority’s Grant Application for the Preparation of a Watershed Plan (Communication 129268)**

p7

Diane Smithson, CAO

Suggested Motion:

THAT the Chief Administrative Officer be directed to provide a letter of support to the Mississippi Valley Conservation Authority for its application under the Federation of Canadian Municipalities’ Climate Innovation Program to develop a Watershed Plan for the Mississippi River.

iv. **Compliance Audit Committee – Appointments (Communication 129269)**

p9

Stacey Blair, Deputy Clerk

Suggested Motion:

THAT Phil Hogan, Paul Howard and Al Lunney be appointed to the Joint Lanark County Compliance Audit Committee for the term December 1, 2018 to November 14, 2022 to deal with applications from the 2018 Election and any by-elections during the next Council term.

5) CLOSED MEETING

Suggested Motion(s):

THAT the Committee move into closed session at _____ p.m. to discuss a matters subject to:

- o Section 239 (2)(b) personal matters about an identifiable individual (IC 129270, IC 129271 and IC 129272) and
- o (f) advice that is subject to solicitor-client privilege, including communications necessary for that purpose (IC 129273)

THAT Diane Smithson, CAO (except for item IC 129270), Duncan Rogers, Clerk and Stacey Blair, Deputy Clerk, remain in the room.

i. CAO Probationary Review (IC 129270)

Duncan Rogers, Clerk

ii. Appointment of New Member to Drug Strategy Committee (IC 129271)

Duncan Rogers, Clerk

iii. Appointment of New Member to Environmental Advisory Committee (IC 129272) Duncan Rogers, Clerk

iii. Fire Station Mess Hall (IC 129273)

Diane Smithson, CAO

Suggested Motion(s):

THAT the committee return to regular session at _____ p.m.

6) ADJOURNMENT

COMMUNICATION 129266

Received from: Amanda Charania, Communications Coordinator
Addressed to: Policy Review Committee
Date: June 26, 2018
Topic: County-Wide Business Retention and Expansion (BR+E) Project

SUMMARY

As a result of the recently completed Lanark County Economic Development Strategic Planning process, a County-wide Business Retention and Expansion (BR+E) program was identified as one of the top priority actions under the goal of supporting entrepreneurs and business owners.

In December 2017, Valley Heartland Community Futures Development Corporation applied to the Ontario Ministry of Agriculture Food and Rural Affairs (OMAFRA) Rural Economic and Development (RED) program and to FedDev's Eastern Ontario Development Program (EODP) for funds to implement a County-wide BR+E project, including the hiring of a BR+E Coordinator. In April/May, funding was approved for the project, with 50% coming from RED, 40% from EODP and 10% from Lanark County.

Teri Devine who has been hired as the Coordinator for the project and Stacie Lloyd, Economic Development Officer, has met with representatives in individual communities to discuss and plan for the scope of the project. The project timeline is June 2018 – July 2019.

The County has indicated that they will need to interview approximately 106 businesses across the County in order to ensure a statistically relevant sample. Of those 106, approximately 26 will be conducted in Carleton Place. Staff has expressed an interest in possibly expanding the scope of the project in our community by undertaking some additional surveys above and beyond the County's requirements for a statistically relevant sample.

Options for Council to consider include:

1. Proceed with the 26 surveys under the County's BR+E project only. There would be no additional cost to the Town under this option. The Town's information would be included in the overall County BR+E Report.
2. Work with the Chamber of Commerce and the Downtown Carleton Place BIA to recruit additional volunteers and conduct additional business surveys within the community. This will result in the Town being able to receive a separate BR+E Report with the cost for this option being \$10,000.

If Council decides to proceed with a broader study for Carleton Place, further information will be brought forward (i.e. the number of and recommendations of businesses to be interviewed within various sectors and the number of volunteers required, etc.) as the planning progresses and reaches the municipal level.

FINANCIAL IMPLICATIONS

The Communications Coordinator will be partnering with the Carleton Place and District Chamber of Commerce and Downtown Carleton Place to recruit volunteers in the hopes of completing additional surveys to supplement the information obtained from the business community in Carleton Place. The number of volunteers recruited will determine the number of surveys that can be conducted. If volunteers can be recruited, to conduct these additional surveys, the Town would be in a position to receive a separate BR+E Report over and above the County's BR+E Report.

The cost estimate to have a separate report completed would be \$10,000. This project was not included as part of the 2018 budget but there is \$85,147 in funding available within the Economic Development Reserve to pay for this cost which would leave a balance in the reserve of \$75,147.

STAFF RECOMMENDATION

THAT Council supports Option 2 - work with the Chamber of Commerce and the Downtown Carleton Place BIA to determine if volunteers can be recruited to conduct additional business surveys within the community as part of the County's Business Retention and Expansion (BR+E) project; and

THAT should volunteers be able to be recruited, the Town proceed with the additional study component specific to Carleton Place in the amount of \$10,000 which would be funded from Economic Development Reserves.

COMMUNICATION 129267

Received From: Duncan Rogers, Clerk
Addressed To: Policy Review Committee
Date: June 26, 2018
Topic: Seniors' Centre – Former Train Station Facility

SUMMARY:

Deputy-Mayor Flynn has requested that the possibility of establishing a Seniors' Centre in the former Train Station on Miguel Street be placed on the Agenda for discussion purposes. Currently, a large portion of this municipal building is vacant however, the CAO has recently received a couple of inquires about leasing space within the building.

COMMENT:

If there is interest from Council in pursuing the creation of a Seniors' Centre in this location, a staff report could be prepared incorporating information arising from the discussion.

STAFF RECOMMENDATION:

THAT a staff report on the development of a Seniors' Centre in the former Train Station be prepared and presented at the next meeting of the Policy Review Committee.

COMMUNICATION 129268

Received From: Stacey Blair, Deputy Clerk

Addressed To: Policy Review Committee

Date: June 26, 2018

Topic: Compliance Audit Committee - Appointments

SUMMARY

The *Municipal Elections Act, 1996* makes it mandatory for municipalities to establish a Compliance Audit Committee to deal with complaints regarding election campaign financing in relation to candidates and registered third parties for each election, and to consider reports from the Clerk citing apparent instances of over-contributions.

All local municipalities within Lanark County, including the Town of Smiths Falls, recently approved the 2018 Terms of Reference for the Joint Lanark County 2018 Election Compliance Audit Committee by By-law.

COMMENT

On March 27, 2018, Council passed By-law 19-2018, to adopt the Terms of Reference of the Joint Lanark County 2018 Election Compliance Committee. A joint recruitment ad appeared in the EMC as well as on the municipal website and social media pages. The Clerks received a total of three (3) applications.

The Terms of Reference call for the appointment of three (3) members, plus three (3) alternates. The Clerks are recommending the appointment of three (3) individuals, based on the number of applications received. All three (3) individuals bring valuable professional and community knowledge and experience.

Section 88.33 – 88.37 of the *Municipal Elections Act, 1996* sets out the necessary operating provisions related to the Compliance Audit Committee. These are addressed in the previously approved Terms of Reference.

Staff recommends that the three (3) individuals named in the draft by-law be appointed to the Committee. As has been done in the past, all partnering municipalities must agree to appoint the same individuals. It is stated in the Terms of Reference that the selection process will be based upon clearly understood and equitable criteria. All applicants satisfy the criteria and should therefore be appointed.

FINANCIAL CONSIDERATIONS

There are no direct financial implications associated with the appointments. The overall financial implications, previously outlined in an earlier report, are provided for ease of reference.

According to the Act, municipalities are responsible for the costs associated with the Compliance Audit Committee, including audit costs. In the event of an application, the affected municipality would be responsible for the associated costs and the Clerk of that municipality would serve as Committee Secretary in dealing with the specific application.

Appointees would receive a stipend of \$150 per meeting with reimbursement of expenses associated with travel to be paid by the member municipality requiring the services of the Committee.

STAFF RECOMMENDATION

THAT Phil Hogan, Paul Howard and Al Lunney be appointed to the Joint Lanark County Compliance Audit Committee for the term December 1, 2018 to November 14, 2022 to deal with applications from the 2018 Election and any by-elections during the next Council term.

COMMUNICATION 129269

Received From: Diane Smithson, CAO
Addressed To: Policy Review Committee
Date: June 26, 2018
Topic: Request for Town Support of the Mississippi Valley Conservation Authority's Grant Application for the Preparation of a Watershed Plan

SUMMARY:

Paul Lehman, General Manager of the Mississippi Valley Conservation Authority (MVCA) is applying to the Federation of Canadian Municipalities' (FCM) Climate Innovation Program for \$100,000 in funding for Conservation Authority staff to work on a Watershed Plan over the next two years. He is looking for a letter of support from the Town of Carleton Place to participate as a partner municipality in this application.

COMMENT:

The Town of Carleton Place relies on the Mississippi River at its source of municipal drinking water, as the receiving stream for its Wastewater Treatment Facility and as an important natural and recreational asset for the Town's residents. Recognizing that climate change adaptation plans of municipalities and other sectors upstream of Carleton Place can affect the quantity and quality of the River through Carleton Place, broad stakeholder involvement in addressing projected climate impacts and developing collaborative adaptation plans at the watershed scale will assist in protecting this important resource. For these reasons, the Town should strongly support the development of this Watershed Plan.

The funding under this program will MVCA staff to coordinate development of the Mississippi River Watershed Plan.

FINANCIAL IMPLICATIONS

There are no financial implications to the Town associated with the recommendation as the MVCA will be applying for \$100,000 in funding from the FCM's grant program and the remaining 20% will be paid by the MVCA from their budget.

STAFF RECOMMENDATION:

THAT the Chief Administrative Officer be directed to provide a letter of support to the Mississippi Valley Conservation Authority for its application under the Federation of Canadian Municipalities' Climate Innovation Program to develop a Watershed Plan for the Mississippi River.