



Policy Review Committee Action Report
for the April 11th, 2017 meeting held in
the Council Chambers following Council

PRESENT: Mayor Antonakos, Deputy-Mayor Flynn, Councillor Redmond, Councillor Fritz, Councillor Trimble, Duncan Rogers, Clerk, 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) **COMMUNICATION 128188 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 APPROVED THIS ADDENDUM**

The following items are for information only and will not be discussed unless the Committee chooses to do so. The Chair will entertain a motion to proceed as recommended for those items not pulled out for discussion.

COMMUNICATION 128183

Received from	Duncan Rogers, Clerk
Addressed to	Policy Review Committee
Date	April 5 th , 2017
Topic	Intelivote Systems Inc – 2018 Municipal Elections

SUMMARY

Intelivote Systems Inc. has provided a quote and description of services for the 2018 Municipal/School Board Election. Intelivote Systems Inc. is well known in Lanark County by other municipalities that have used internet voting in past elections.

The quotation and description of services is based upon municipalities in Lanark County that currently intend to use Intelivote Systems Inc. Intelivote has quoted \$1.25 per eligible elector and as noted in the quotation, with additional municipalities joining (including Carleton Place) this quote could be reduced to \$1.10 per eligible elector. The quote provided is based upon an estimated 8,500 eligible electors.

128183 Continued

Five local municipalities in Lanark County (Montague Twp. Mississippi Mills, Tay Valley, Perth and Drummond/North Elmsley Twp. intend to enter into a single-sourced contract with Intelivote Services Inc. for the provision of internet voting for the 2018 election. As noted above, Intelivote offers a significant group discount for the provision of election services across the County.

COMMENT

Section 3 (Goods with a value greater than \$1,000.00 but less than \$15,000.000) of the Procurement By-law states as follows:

“Any Department Head may proceed with the purchase of these goods provided the item is included in the budget and the price paid for the item can be justified through comparison or by other means.” Note: The Clerk/Returning Officer has received a quote from another firm, Simply Voting for \$1.25 per eligible elector.

Based on this, the Clerk partnered with other local municipalities in Lanark County to engage Intelivote Systems Inc. for the provision of internet voting service for the 2018 Municipal/School Board Trustee election.

STAFF RECOMMENDATION

Receive and Record

COMMITTEE DECISION

Receive and Record

TO BE DISCUSSED

COMMUNICATION 128157

Received from	Sarah Cavanagh, Open Doors for Lanark Children and Youth
Addressed to	Town of Carleton Place
Date	March 8 th , 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.

UPDATE – April 11th, 2017

Staff suggest lighting the Town Hall in green by placing colour lens over the riverside flood lights and changing light bulbs.

128157 Continued

STAFF RECOMMENDATION

THAT staff illuminate the Town Hall green for Children's Mental Health Week May 1st – 7th.

COMMITTEE DECISION

THAT staff illuminate the Town Hall green for Children's Mental Health Week May 1st – 7th.

COMMUNICATION 128184

Received from	Councillor Fritz
Addressed to	Paul Knowles, Chief Administrative Officer
Date	March 29 th , 2017
Topic	Carleton Place Community Builder Award

SUMMARY

Councillor Fritz would like to briefly discuss the Carleton Place Community Builder Award. She thinks it is a great idea but she is not aware of the selection process nor how one goes about nominating someone for the award.

She too knows of a couple of real community builders and she would like to know when submissions are due for the 2018 award so she may put their names forward.

COMMENT

Staff's research on this topic has discovered:

- In 2011, the first Good Ambassador Award was presented to Eleanor Henderson:
- In 2012, the first Community Builder Award was presented to Serge Robichaud:
- In 2014, a Community Builder Award Certificate was given to 10 year old Joshua Piche;
- Subsequent Community Builder Awards were presented to Nicole Pearson in 2015 and Doug Snedden in 2017.
- There is no recorded criteria or nomination process for these awards;

STAFF RECOMMENDATION

THAT Council determine if a formal process is required.

COMMITTEE DECISION

Process is to remain informal and at the Mayor's discretion.

COMMUNICATION 128185

Received from David Somppi
Addressed to Paul Knowles, Chief Administrative Officer
Date March 27th, 2017
Topic Municipal Drug Strategy Committee

SUMMARY

Mr. Somppi would like to make a presentation to the Committee to update Council on the Municipal Drug Strategy Committee's "Cannabis Conversation" event being held on April 20th, 2017.

STAFF RECOMMENDATION

THAT Committee hear presentation.

COMMITTEE DECISION

Receive and Record

COMMUNICATION 128186

Received from Paul Knowles, Chief Administrative Officer
Addressed to Policy Review Committee
Date April 5th, 2017
Topic Dock Project

SUMMARY

Recently the Town learned that the application for funding from the Canada 150 Fund to assist with the Channel Marking and Docks project was approved increasing the funds available for this project in 2017 to \$30,000. Last summer, volunteers from the Mississippi Lakes Association (MLA) surveyed the river charting the depth of water. Staff have been able to integrate the water depth data into the Town's GIS and produce mapping which shows the water depth related to shore features. Also, the Museum has located an historical anchor that was removed from the Mississippi River some time ago that can be displayed at the docks in the downtown.

Staff have now met with the MLA and the Canoe Club and propose to proceed as follows;

- Order 7 Sur Mark Marker Buoys – Green \$389.95 ea
- 9 Sur Mark Marker Buoys – Red \$389.95 ea
- 3 Sur Mark II Marker Buoys – Slow No Wake \$299.00 ea
- Total with shipping and taxes \$8,500

Note – Jack Watson Sports appears to be the only Canadian supplier of these marker buoys. Prices from US suppliers are comparable.

- Staff will then install these Marker Buoys with assistance from MLA volunteers
estimated cost \$2,000.00

128186 Continued

- Order 2 sections (6'x20') of dock and 1 ramp section from Dockmaster for \$17,239.00 + HST

Three companies supplied quotes, pictures and sales pitch rational, Dockmasster, Naylor and FenDock. All three dock sections were relatively similar in price, within \$75.00. Dockmaster and Naylor are a welded system, which FenDock is bolt together. Dockmaster was the only company to provide a comprehensive quotation and is a local product. This more than doubles the existing dockage adding 52 feet of additional dock space.

- Install signage at the Boat Launch and at the Downtown Docks;
Estimated cost \$500.00
- Promote the newly marked channel and expanded docks as soon as they are installed.
Estimated cost \$500.00

Total Cost

Net of HST rebate \$30,000

STAFF RECOMMENDATION

THAT staff proceed to order the docks and markers and to mark the channel and expand the docks in the Downtown.

COMMITTEE DECISION

THAT staff proceed to order the docks and markers and to mark the channel and expand the docks in the Downtown.

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.

STAFF RECOMMENDATION

To be discussed.

COMMITTEE DECISION

Staff are to check alternative available dates. Bring forward.

COMMUNICATION 128188

Received from Paul Knowles, Chief Administrative Officer
Addressed to Policy Review Committee
Date April 5th, 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

- 11-04-17-1 litigation of potential litigation, including matters before administrative tribunals, affecting the municipality or local board – General Nature – 20 Beckwith Street
- 11-10-16-1 a proposed or pending acquisition or disposition of land by the municipality or local board – General Nature – 39 Bridge Street
- 14-04-17-2 personal matters about an identifiable individual, including municipal or local board employees – General Nature – Human Resources Issues
- 14-04-17-3 a proposed or pending acquisition or disposition of land by the municipality or local board – General Nature – Land Sale

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:

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128188 Continued

- 06-12-16-2 personal matters about an identifiable individual, including municipal or local board employees – General Nature – Hiring Committee
- 11-04-17-4 litigation of potential litigation, including matters before administrative tribunals, affecting the municipality or local board – General Nature – Property Standards

REPORT TO COUNCIL

11-04-17-1 Receive and Record

11-10-16-1 In December 2016, the Town and the St. Andrew’s Presbyterian Church entered into a Memorandum of Understanding and the Town began exploring the feasibility of acquiring the Church building at 39 Bridge St for community uses. Even though the property had been offered to the Town for \$1.00, a preliminary examination showed that renovating and operating the property for community uses such as concerts, recitals and theater productions would require a significant initial investment and the ongoing work of a strong volunteer community group.

The Presbyterian Church has now received a reasonable offer from Ministries Without Borders/All Nations Church for the property and the Town and St. Andrew’s Presbyterian Church have agreed not to proceed with any sale involving the Town. The Town welcomes Ministry Without Borders/All Nations Church to Bridge St.

11-04-17-2 Receive and Record

11-04-17-3 THAT Council hereby declares a portion of Con 6 part lot 2 Plan27M1 Pt Blk 116 Prime pl E/S to be surplus to municipal needs and offers this property for sale to the adjacent owner for the fair market price of \$1.65/ft².

FURTHER THAT Council hereby authorizes the Mayor and the Clerk to execute an Agreement of Purchase and Sale to sell this property to John and Sharyl Anne Andrews for \$1,623.60 plus survey and legal costs. The property owners will be required to construct a 1.2m black chain link fence along the new property line.

06-12-16-2 Bring forward

11-04-17-4 Receive and Record

COMMUNICATION 128189

Received from Deputy-Mayor Flynn
Addressed to Paul Knowles, Chief Administrative Officer
Date April 10th, 2017
Topic Hometown Hearts

SUMMARY

Lisa Occomore would like to address Committee re her Hometown Hearts committee.

STAFF RECOMMENDATION

THAT Committee hear from Ms. Occomore.

COMMITTEE DECISION

Receive and Record



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128157 Continued

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COMMITTEE DECISION