



**Policy Review Committee Action Report  
for the June 27<sup>th</sup>, 2017 meeting to be held in  
the Council Chambers following Council**

**PRESENT:** Mayor Antonakos, Deputy-Mayor Flynn, Councillor Black, Councillor Doucett, Councillor Redmond, Councillor Fritz, Councillor Trimble, Duncan Rogers, Clerk, Dave Young, Director of Public Works, 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 128298 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 128288**

Received from       Duncan Rogers, Clerk  
Addressed to        Policy Review Committee  
Date                   June 5<sup>th</sup>, 2017  
Topic                 3<sup>rd</sup> Reading of Bill 68

**SUMMARY**

Bill 68, the Modernizing of Ontario's Municipal Legislation Act, received final reading on May 30<sup>th</sup>, 2017 and is not awaiting Royal Assent. Below is a summary of the amendments made to the bill during the committee process:

- removing the provision in Bill 68 that would allow Integrity Commissioners to conduct investigations on their own initiative;
- requiring municipalities to indemnify their Integrity Commissioners;
- phasing in the change in date for the start of new term of Council from December 1<sup>st</sup> to November 15<sup>th</sup>. This change will now not take effect until 2022;

**128288 Continued**

- not allowing councillors or members of local boards to participate electronically in meetings if they are closed to the public;
- requiring that any Integrity Commissioner investigations not completed by election day be terminated;
- changing the provision that would allow for any person to be able to request an inquiry under the Municipal Conflict of Interest Act to any elector or person demonstrably acting in the public good; and
- imposing several limitations to the replacement of a members of upper tier council.

A copy of the full Bill can be found on the Service Ontario web site under e-laws.

**COMMENT**

For Council's Information

**STAFF RECOMMENDATION**

Receive and record

**COMMITTEE DECISION**

Receive and Record

**TO BE DISCUSSED**

**COMMUNICATION 128173**

Received from	Paul Knowles, Chief Administrative Officer
Addressed to	Physical Environment Committee
Date	March 20 <sup>th</sup> , 2017
Topic	Funding Grants

**SUMMARY**

The Town was not successful in its recent application to the OCIF for funds to rehabilitate the Central Bridge. Staff have made inquiries and been advised that applications were evaluated primarily on the seriousness of the health and safety risk to the community that the project would address. The Town is eligible to apply for the next round of OCIF funding in the spring 2017. Applications can be submitted for a road, a bridge, a sewer or a water project and these applications will again be evaluated on how the project will address a health and safety issue in the Community.

## 128173 Continued

Also, the Federal Government is making the following grants available:

a) **Plans and Studies Grants:**

Grants of up to \$175,000 to develop plans and studies to reduce GHG emissions and help your community adapt to impacts of climate change, such as extreme temperatures, flooding and drought.

Applications can now be submitted for:

**Plans**

- GHG emission reduction and community energy plans;
- Transportation and land use plans; and
- Climate change adaptation plans.

**Studies**

- Energy: Climate mitigation studies
- Solid Waste: Climate mitigation studies
- Water: Climate mitigation studies
- Transportation: Climate mitigation studies
- Community initiatives: Climate mitigation studies
- Extreme temperature: Climate adaptation studies
- Flooding and drought: Climate adaptation studies
- Wind events: Climate adaptation studies
- Community initiatives; Climate adaptation studies.

b) **Climate and Asset Management Network**

A professional network that provides training and grant funding to enable municipalities to integrate climate change considerations into asset management and infrastructure decisions.

Details available in March 2017.

c) **Regional and national-scale Climate Initiatives**

Funding for partner organizations to provide support to groups of municipalities to develop plans, studies or other strategies to reduce GHG emissions or adapt to climate change impacts.

Available in spring 2017

d) **Demonstration Project Grants**

Grant funding for municipalities to implement climate change initiatives on a small scale. Funding will be available for up to 80 per cent of costs to a maximum of \$1 million.

Details available in spring 2017.

## 128173 Continued

### e) **Transition 2050**

A combination of training and grant funding for a collaborative network of municipalities committed to reducing GHG emissions by 80 per cent by 2050. Details available in fall 2017.

### **UPDATE – May 23<sup>rd</sup>, 2017**

Staff have consulted with the Active Transportation Committee and the Environmental Advisory Committee and suggest applications be submitted to the Municipalities for Climate Innovation Program (MCIP) for the following:

- **A Transportation and Land Use Plan** – A Consultant would be engaged to build on the work already done by the Active Transportation Committee. Commuter transit, especially a connection to the proposed LRT station at Moodie Drive, will be investigated. The final Plan would describe:
  - ✓ a proposed commuter transit system; locations for park 'n ride facilities;
  - ✓ an Active Transportation system that connects residential with, Commuter Transit Stops, commercial and community hubs; and
  - ✓ how a proposed mix use, transit/active transportation friendly development along the Hwy. 7 corridor can be accomplished.
- **A Climate Adaptation Study** – A Consultant would be engaged to assess the resilience of the sewer and water systems related to the impacts of climate change. The Consultant would identify components of the systems that will be stressed as flows increase due to higher flows in the sewer and water system. The Study will then recommend upgrades to components of the sewer and water system and mitigations measures that could be introduced to control flows.

### **UPDATE – June 27<sup>th</sup>, 2017**

A commuter transit system could service residents in the entire community, not just residents of Carleton Place and it would be sensible to involve our municipal neighbours. If the application is successful, the MCIP would fund 80% of the cost to develop a plan for transit. The local share of 20% would be provided by staff time in lieu of a cash contribution by the municipalities.

### **STAFF RECOMMENDATION**

THAT Mississippi Mills and Beckwith be invited to participate in the Town's application to the Municipal Climate Innovation Program to develop an Active Transportation Commuter Transit Plan with a maximum cost of \$200,000 with the local share of \$40,000 funded by staff time from the three municipalities.

**128173 Continued**

**COMMITTEE DECISION**

BE IT THEREFORE RESOLVED that the Town of Carleton Place, potentially in partnership with the Town of Mississippi Mills and the Township of Beckwith, develop a Climate Change Mitigation Plan (Transportation and Land-Use Plan) that will result in creation of a Commuter Transit System integrated with an Active Transportation System that will shift commuters from private vehicles and reduce GHG. The plan will include specific tasks, who will accomplish them and when they will be implemented, estimated costs and an implementation and monitoring strategy.

BE IT FURTHER RESOLVED that the Town of Carleton Place commits \$10,000 from its budget and in-kind contributions valued at \$30,000 toward the costs of this initiative.

BE IT THEREFORE RESOLVED that the Town of Carleton Place develop a Climate Change Adaptation Plan (Climate Change Risk and Vulnerability Assessment) that will examine climate and flow data and conduct vulnerability assessment of components at the Water and Wastewater Treatment Plants. The plan will include specific tasks, who will accomplish them and when they will be implemented, estimated costs and an implementation and monitoring strategy.

BE IT FURTHER RESOLVED that the Town of Carleton Place commit \$15,000 from its budget and in-kind contributions valued at \$27,000 toward the costs on this initiative.

**COMMUNICATION 128240**

Received from	Paul Knowles, Chief Administrative Officer
Addressed to	Policy Review Committee
Date	May 9 <sup>th</sup> , 2017
Topic	AMO Conference

**SUMMARY**

The Municipal Delegation Request Form for the AMO Annual Conference (August 13<sup>th</sup> – 15<sup>th</sup>, 2017 in Ottawa) is now available. Delegation Request deadline is June 28<sup>th</sup>, 2017.

**UPDATE – June 27<sup>th</sup>, 2017**

At the May 9<sup>th</sup>, 2017 meeting, staff updated Council on the lack of progress with the Highway Access Management Plan and Council directed staff to request a delegation to meet with MTO to request that the Highway Access Management Plan, along Hwy. 7, more forward.

MTO has now confirmed they will proceed, as the Town had requested, with the Highway Access Management Plan for the Hwy. 7 corridor and fund the associated costs. This work will involve preparing a Class Environment Assessment to determine Highway Improvements and preparing a secondary plan that will describe how the properties, in the Study Area along Hwy. 7, can redevelop. MTO, the Town, the public (particularly owners in the Study Area) will all be involved but MTO will lead the EA

## **128240 Continued**

related to highway improvements and the Town will lead the secondary planning process related to property redevelopment. MTO will prepare a Terms of Reference and engage a Consultant for the EA process. MTO has asked the Town to prepare a Terms of Reference for the secondary planning process. MTO would have their Consultant include this work.

### **STAFF RECOMMENDATION**

THAT staff prepare a Terms of Reference to be used by MTO to engage a Consultant to prepare a secondary plan for the Hwy. 7 area.

FURTHER, that the proposed meeting with MTO at the AMO conference not proceed.

### **COMMITTEE DECISION**

THAT staff prepare a Terms of Reference to be used by MTO to engage a Consultant to prepare a secondary plan for the Hwy. 7 area.

FURTHER, that the proposed meeting with MTO at the AMO conference not proceed.

## **COMMUNICATION 128258**

Received from	Paul Knowles, Chief Administrative Officer
Addressed to	Physical Environment Committee
Date	May 30 <sup>th</sup> , 2017
Topic	Arena Project

### **SUMMARY**

Project Manager has been obtaining prices to construct new change rooms at the arena. Although not all prices have been obtained, it is clear that the total project will be approximately \$1.5m plus HST. Based on an earlier estimate that was prepared before the architect prepared drawings for the project, the 2017 budget included \$1.0m. At budget time, it was planned that a significant portion of the \$1.0m could be funded by payments from the arena operating budget.

However, usage of the arena has slightly declined and hydro costs have increased significantly, so there is little ability within the arena budget to fund this project. The project would likely need to be funded by debt and a 1½ % tax increase to fund payments or from the hydro reserve.

### **UPDATE – June 27<sup>th</sup>, 2017**

User fees have increased 10% this year to help offset the increased costs of hydro. Staff feel that any further increases to the users must be minimal. If the funding proposal is satisfactory; a review of the pricing and scope of project should be completed and more firm prices obtained.

## **128258 Continued**

Jason Clarke has requested that a 24' x 60' portable be installed at the arena. Before this request can be considered – the Building Department requires a site plan as well foundation and anchorage plans and existing construction drawings. The installation of a portable would also require a DP1 permit from the Planning Department. The Fire Department will also have to be consulted. Any costs for the installation such as site work and electrical installation are the responsibility of Jason Clarke. Any costs for the operation of the portable are also the responsibility of Jason Clarke.

### **STAFF RECOMMENDATION**

THAT Council supports proceeding with the construction of dressing rooms funded as follows:

**1.5 million – Capital project**

\$200,000 – Arena reserve

\$800,000– Debt – funded by the arena operational budget

\$500,000 – Tax Stabilization Reserve

**\$55,000 annual operating shortfall (2018)**

\$27,500 from user fees, and other revenue initiatives

\$27,500 from an increase in municipal funding.

THAT further information is required before installation of a portable can be considered.

### **COMMITTEE DECISION**

Municipal partners are to be asked to consider funding a portion of the arena project at the fall Joint Recreation meeting.

Tender documents for the project are to be prepared in the fall of 2017 so the project can be tendered in early 2018 for a spring construction.

Council generally supports the temporary placement of a portable at the arena. Staff are to assist Jason Clarke while he investigates the requirements and costs related to installing a portable at the arena. Jason is to present a detailed proposal to Council. Bring forward.

## **COMMUNICATION 128289**

Received from Nicola Edmundson  
Addressed to Paul Knowles, Chief Administrative Officer  
Date May 15<sup>th</sup>, 2017  
Topic Perth Court House

### **SUMMARY**

Judicial group is seeking support for their efforts to have the province upgrade the courthouse in Perth at its historic location so that this historic building will not be lost but the administration of justice to properly function alongside its historical and cultural roots.

### **COMMENT**

The Perth courthouse services all of Lanark County including Carleton Place.

### **STAFF RECOMMENDATION**

THAT the Town support efforts to have the province upgrade the Courthouse in Perth.

### **COMMITTEE DECISION**

THAT the Town support efforts to have the province upgrade the Courthouse in Perth.

## **COMMUNICATION 128290**

Received from Paul Knowles, Chief Administrative Officer  
Addressed to Policy Review Committee  
Date May 29<sup>th</sup>, 2017  
Topic Golf Tournaments

### **SUMMARY**

A couple of Community Events are scheduled:

- 1) Annual Warden's Golf Tournament – August 18<sup>th</sup>, 2017
- 2) Chamber of Commerce Golf Tournament – September 15<sup>th</sup>, 2017

### **STAFF RECOMMENDATION**

THAT a Council and a staff team be registered for each tournament, that one hole be sponsored at each tournament and that members of Council who wish to attend dinner only also be registered.

### **COMMITTEE DECISION**

THAT a Council and a staff team be registered for each tournament, that one hole be sponsored at each tournament and that members of Council who wish to attend dinner only also be registered.

## COMMUNICATION 128291

Received from Paul Knowles, Chief Administrative Officer  
Addressed to Policy Review Committee  
Date June 12<sup>th</sup>, 2017  
Topic Ontario Municipal Commuter Cycling (OMCC) Program

### SUMMARY

On June 5, 2017, the Provincial Government announced a new grant program entitled the “Ontario Municipal Commuter Cycling (OMCC) Program”. The purpose of the program is to provide direct, dedicated, annual funding to Ontario municipalities to support the implementation of commuter cycling infrastructure to encourage people to get out of their cars and onto bikes for their daily commute or other frequent trips. OMCC is a multi-year program, supported by proceeds from Ontario’s cap and trade program with \$42.5M available in the first year. All Ontario municipalities are eligible for annual OMCC funding to support up to 80% of costs associated with their implementation of eligible commuter cycling projects. The Ministry may, at its discretion, provide accelerated funding to a municipality based upon the eligible project list and project timelines; however, this will not increase the total funding eligible to that municipality over the 4-year period of the program.

The annual funding allocation for each participating municipality will be based upon the number of participating municipalities and the available funds in each funding year. For smaller municipalities less than 15,000 population, there is annual funding up to \$25,000 available per municipality on a first come, first served basis. For medium and large size Municipalities greater than 15,000, allocations will be based upon a funding formula.

The deadline for the program is August 18, 2017 and projects must be substantially completed by March 31, 2020. As noted above, applications are being considered on a first come, first served basis even with the final deadline of August 18, 2017. Announcements for 2017 funding decisions will be made on September 25, 2017. Municipalities may submit one or many projects for funding consideration at their discretion. Municipalities may also nominate more projects for funding than their funding allocation, which the province would look to should there be underspending of funds in other areas. The Ministry will not approve funding for individual projects but will approve a list of eligible projects for each participating municipality. Municipalities will select which projects they wish to implement and apply OMCC funding from the list; OMCC funds can only be used for projects on the approved OMCC project list.

Partnerships amongst upper, lower and single-tier municipalities to pool OMCC funding on joint eligible projects are encouraged. However, participating municipalities may not use other provincial funding for an OMCC project though they can pool funding from the federal government, a business, a non-government organization, a service organization, a school board, a conservation authority or others.

## 128291 Continued

The Ministry's role in the OMCC is primarily to make financial contributions. The Ministry will not approve specific projects. Whether or not to proceed with a specific project on the list of approved projects, and how the OMCC funding will be allocated amongst the identified, eligible projects will be left to the discretion of the Municipality.

Eligible recipients may receive a contribution of 80% to a maximum contribution for municipalities under 15,000 population of \$25,000 per year of the eligible costs of a project, with recipients providing the remaining 20%.

The deadline for submissions is **August 18, 2017 though applications are being considered on a first come, first served basis.**

Eligible recipients under the OMCC include:

- Medium and Large Municipalities greater than 15,000 population;
- Small Municipalities less than 15,000 population

As OMCC is supported by proceeds from Ontario's cap and trade program, only eligible cycling infrastructure projects that improve or support commuter cycling are eligible for OMCC funding. Funding can be applied to both new commuter cycling infrastructure and to enhancements to existing cycling infrastructure to better support commuting cyclists. Municipalities may submit one or many projects for funding consideration at their discretion. Municipalities may also nominate more projects for funding than their funding allocation, which the province would look to should there be underspending of funds in other areas.

Staff met with Diane Smithson, CAO for Mississippi Mills and Kurt Greaves, CAO for Lanark County on Monday, June 5, 2017. We discussed applying for funding to upgrade the section of the OVRT between Almonte and Carleton Place as a commuter route between the two largest urban areas along the OVRT. The discussion encompassed the following:

- The County's contribution to the project would be to gravel a 7.0m wide path along the OVRT route between Almonte and Carleton Place (where possible)
- Carleton Place and Mississippi Mills would consider sharing on a 'to be agreed upon formula' to pave a 2.5m wide path of the 7.0m gravel section completed by the County for cyclists, walkers, etc. The remaining graveled 4m could be used by ATVs and snowmobilers.
- The County would need to provide approval to Mississippi Mills and Carleton Place to pave the 2.5m wide path on the County owned OVRT
- Lanark County, Carleton Place and Mississippi Mills would apply for the project as a collaboration which may give higher consideration by the Province as they are encouraging collaborations
- We would request that our four (4) years of funding be expedited in the first year to provide the necessary funding to be able to pave the entire approximately 14 km in the first year of the program to create efficiencies of mobilization of equipment, etc.

**128291 Continued**

The Town has prepared a draft Active Transportation Plan that specifically identifies the OVRT as a commuter route. The Town is currently seeking funding from Municipalities for Climate Innovation Program to include commuter transit in the Active Transportation Plan. In the interim, the draft plan should be adopted to formalize support for this project.

Staff believes that the connection between Almonte and Carleton Place will be well used and will create economic development spin-offs for both communities. For example, the estimated economic impact of the 200km linear park - Le P'tit Train du Nord was \$15.8 million for the year 2006-2007 (source: Province of Quebec report [http://www.ledevoir.com/documents/pdf/etude\\_lineaire.pdf](http://www.ledevoir.com/documents/pdf/etude_lineaire.pdf)). Even at one twentieth of this distance (the OVRT between Carleton Place and Almonte is approximately 14km), it would be quite an economic boost for both communities if \$790,000 **annually** was achieved!

There is significant amount of traffic between the two urban areas for work, recreation and school purposes. For example, the Catholic Secondary School for the majority of Catholic students in Mississippi Mills is located in Carleton Place as is the indoor swimming pool for Mississippi Mills. According to the Mississippi Mills Master Transportation Plan, Dillon Consulting included traffic counts between Almonte and Carleton Place showing 7,200 Average Annual Daily Traffic (AADT). Assuming a 5-10% reduction of this figure by residents using the OVRT as an alternate mode of transportation, traffic volume could be decreased by 360-720 AADT.

There were a few options discussed with Carleton Place concerning a distribution of the balance of costs including:

OPTIONS	BREAKDOWN	PERCENTAGE	CALCULATION
A. Population (2016 Census)	CP 10,644	44.7%	\$375,480
	MM 13,163	55.3%	\$464,520
B. Assessment	CP 1,265,030,865	41.4%	\$347,760
	MM 1,792,862,698	58.6%	\$492,240
C. Shared Equally	N/A	50%	\$420,000
		50%	\$420,000
D. Combination	CP 44.7+41.4+50=136/3	45.4%	\$381,360
	MM 55.3+58.6+50=164/3	54.6%	\$458,640

Carleton Place staff has considered the above options and is willing to recommend to Council to approve sharing the balance of costs on the basis of Option D.

The estimated cost of the paving between the two communities is \$840,000. If Carleton Place and Mississippi Mills are successful in obtaining accelerated funding of \$100,000 each for a total of \$200,000, this would leave a balance to fund of \$358,640 for Mississippi Mills and \$281,360 for Carleton Place.

**128291 Continued**

The Town's 10 year Capital Forecast includes \$600,000 for projects along the OVR trail.

**STAFF RECOMMENDATION**

**THAT** Council hereby supports the submission of an application to include the paving of the Ottawa Valley Rail Trail between Almonte and Carleton Place for approval on the Municipality's potential eligible projects list under the Ontario Municipal Commuter Cycling Program;

**AND THAT** the Mayor and Clerk be authorized to execute a Declaration requesting funding for cycling project.

**AND THAT** a request be made to the Ontario Ministry of Transportation to provide accelerated funding to this project in the amount of \$100,000 (4 year contribution @ \$25,000 per year).

**AND THAT** the draft Active Transportation Plan be adopted as an interim document.

**COMMITTEE DECISION**

**THAT** Council hereby supports the submission of an application to include the paving of the Ottawa Valley Rail Trail between Almonte and Carleton Place for approval on the Municipality's potential eligible projects list under the Ontario Municipal Commuter Cycling Program;

**AND THAT** the Mayor and Clerk be authorized to execute a Declaration requesting funding for cycling project.

**AND THAT** a request be made to the Ontario Ministry of Transportation to provide accelerated funding to this project in the amount of \$100,000 (4 year contribution @ \$25,000 per year).

**AND THAT** the project to pave the trail to Almonte be considered as part of the 2018 budget.

**AND THAT** the draft Active Transportation Plan be adopted as an interim document.

## **COMMUNICATION 128292**

Received from Joanne Henderson, Manager Parks and Recreation  
Addressed to Policy Review Committee  
Date June 16<sup>th</sup>, 2017  
Topic Liquor Event

### **SUMMARY**

The following liquor requests have been received:

- 1) The BIA is requesting to sell alcohol at the Town Hall Square on Saturday, August 5<sup>th</sup> from 11:00 a.m. to 6:00 p.m. for the Bridge Street Bazaar; and
- 2) The Black Tartan is requesting to serve alcohol on Bridge Street on Sunday September 3<sup>rd</sup>, 2017 from 5:30p.m. – 9:30 p.m. for a buffet dinner.

### **STAFF RECOMMENDATION**

THAT liquor be permitted at the above events.

### **COMMITTEE DECISION**

THAT liquor be permitted at the above events.

## **COMMUNICATION 127293**

Received from Darin McRae  
Addressed to Duncan Rogers, Clerk  
Date June 11<sup>th</sup>, 2017  
Topic OVR Trail

### **SUMMARY**

Snowmobile Club is planning to pursue funding to assist the County with the cost repairing the bridges along the OVR trail.

### **COMMENT**

The Town has supported the development of a multi-use corridor along the OVR trail provided separate trails are created within the corridor to separate motorized/non-motorized users where volumes warrant.

### **STAFF RECOMMENDATION**

THAT the Town forward a letter of support for funding to assist with bridge repairs.

### **COMMITTEE DECISION**

THAT the Town forward a letter of support for funding to assist with bridge repairs.

## COMMUNICATION 128294

Received from Paul Knowles, Chief Administrative Officer  
Addressed to Policy Review Committee  
Date June 22<sup>nd</sup>, 2017  
Topic Summer Meetings

### SUMMARY

Normally regular meetings are cancelled for July and August with only one meeting scheduled in late July (July 25<sup>th</sup>, 2017). However, this year staff expect planning applications and contract awards will require an additional meeting.

### STAFF RECOMMENDATION

THAT an additional Committee meeting and Special Council meeting be scheduled for August 15<sup>th</sup>, 2017 at 7:00 p.m.

### COMMITTEE DECISION

THAT an additional regular Committee meeting and regular Council meeting be scheduled for August 22<sup>nd</sup>, 2017 at 7:00 p.m.

## COMMUNICATION 127295

Received from Environmental Advisory Committee  
Addressed to Town of Carleton Place  
Date April/June 2017  
Topic Minutes

### SUMMARY

Minutes from recent Environmental Advisory Committee meetings are attached. Noteworthy items include:

- Freecycle and Community Garage Sale events were successful with a high rate of participation;
- Bursaries to High School students have been distributed;
- Committee members are working with Town staff to create composting and recycling educational videos;
- The CPEAC recommends Carleton Place Council “considers installing a level 2 electric vehicle charging station(s) at one or more of the following locations: Farmers’ market, parking lot across from Town Hall, Carleton Place Public Library or near the Wool Growers adjacent to the new trail. The CPEAC further recommends that the town staff partner with the BIA, Chamber of Commerce and local business in this endeavour.”
  - Staff Recommendation – THAT the Town pursue provincial funds to install electric vehicle charging stations at Market Square and Library Parking lots.
- A water bottle refilling station is recommended at the arena;

**127296 Continued**

- Staff Recommendation – THAT the water bottle refilling station be installed at Market Square and included in a future arena upgrade project.
- Committee members and staff are organizing education related to waste management in the schools;
- Work on Climate Change Action Plan is currently on hold;
- Some residents are placing more waste at the curb than permitted and it is being collected;
  - Staff Recommendation - Staff are aware of this problem and will be addressing with contractor.

**STAFF RECOMMENDATION**

THAT approves Committee's decision.

**COMMITTEE DECISION**

THAT approves Committee's decision.

**COMMUNICATION 128296**

Received from	Duncan Rogers, Clerk
Addressed to	Policy Review Committee
Date	June 20 <sup>th</sup> , 2017
Topic	Advance Vote 2018 Municipal/School Board Trustee Election

**SUMMARY**

In accordance with Section 43(1) of the Municipal Elections Act, the Clerk has determined dates and a location for the Advance Vote for the 2018 Municipal/School Board Trustee election.

As in past elections, there will be two advance votes, Saturday, October 13<sup>th</sup>, 2018 and Wednesday, October 17<sup>th</sup>, 2018. The Advance Vote will be for residents who wish to vote by paper ballot in lieu of on Voting Day, Monday, October 22, 2018.

Internet voting will be available for the 2018 election for those who prefer to vote electronically.

**STAFF RECOMMENDATION**

THAT a By-law be prepared for the Advance Vote for the 2018 Municipal/School Board Trustee Election.

**COMMITTEE DECISION**

THAT a By-law be prepared for the Advance Vote for the 2018 Municipal/School Board Trustee Election.

## **COMMUNICATION 128297**

Received from Volundur Thorbjornsson  
Addressed to Duncan Rogers, Clerk  
Date June 12<sup>th</sup>, 2017  
Topic Sewer and Water Servicing on Carleton Street

### **SUMMARY**

Mr. Thorbjornsson has requested to appear before council with a request to provide water and sewer services to a property on Carleton Street through his property that he intends to develop on the corner of Townline Road E and Carleton Street. This servicing approach is being requested by Mr. Thorbjornsson instead of the conventional approach of servicing mains being extended within the municipal right of way.

### **COMMENT**

Staff have met with Mr. Thorbjornsson and have indicated to him that this approach to sewer and water servicing has not been permitted by the Town of Carleton Place for decades based on the implications to the municipality once approved that the Town has taken the responsibility of implementing corrective measures when rehabilitating streets at significant expense.

Although staff have not conferred with our MOECC Inspector as of yet, staff are very confident that providing sewer and water services to one property through another property would not be deemed appropriate by the Ministry.

### **STAFF RECOMMENDATION**

THAT the Town of Carleton Place continue its practice of providing sewer and water services through municipal corridors.

### **COMMITTEE DECISION**

Staff is to ask MOECC for their comment. Bring forward

## **COMMUNICATION 128298**

Received from Paul Knowles, Chief Administrative Officer  
Addressed to Policy Review Committee  
Date June 23<sup>rd</sup>, 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.

**128298 Continued**

**AGENDA**

- 27-06-17-1 litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board – General Nature – Integrity Commissioner
- 11-04-17-1 litigation of potential litigation, including matters before administrative tribunals, affecting the municipality or local board – General Nature – 20 Beckwith Street
- 27-06-17-2 litigation of potential litigation, including matters before administrative tribunals, affecting the municipality or local board – General Nature – MacArthur Island
- 11-04-17-4 litigation of potential litigation, including matters before administrative tribunals, affecting the municipality or local board – General Nature – Property Standards
- 02-08-16-1 litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board: General Nature – Carmel Street Corridor
- 27-06-17-3 personal matters about an identifiable individual, including municipal or local board employees – General Nature – Personnel Issues
- 19-04-16-1 a proposed or pending acquisition or disposition of land by the municipality or local board – General Nature – 39 Beckwith Street
- 27-06-17-4 a proposed or pending acquisition or disposition of land by the municipality or local board – General Nature – Lot on Hooper Street
- 27-06-17-5 a proposed or pending acquisition or disposition of land by the municipality or local board – General Nature – Lansdowne Avenue
- 27-06-17-6 personal matters about an identifiable individual, including municipal or local board employees – General Nature – Staffing

**128298 Continued**

**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**

THAT COUNCIL REVIEW 27-06-17-1 IN OPEN SESSION MAYOR ANTONAKOS DECLARED A CONFLICT OF INTEREST AND DID NOT ENTER INTO DISCUSSIONS NOR VOTE ON THIS COMMUNICATION MOTION CARRIED

**27-06-17-1 INTEGRITY COMMISSIONER'S REPORT**

MAYOR ANTONAKOS DECLARED A CONFLICT OF INTEREST AND DID NOT ENTER INTO DISCUSSIONS NOR VOTE ON THIS COMMUNICATION.

**SUMMARY**

At the May 23<sup>rd</sup>, 2017 Council meeting, the Clerk distributed a letter from the solicitor related to the Integrity Commissioner's report. Mayor Antonakos declared a conflict related to the issue so was not provided with a copy of the letter. He has now written to the Clerk formally requesting a copy of this letter prepared by the solicitor.

**COMMENT**

The solicitor advises that it is Council's decision if the letter should be shared with the Mayor.

**STAFF RECOMMENDATION**

THAT the letter not be provided to the Mayor as he declared a conflict of interest.

**COMMITTEE DECISION**

THAT the letter not be provided to the Mayor as he declared a conflict of interest.

- 11-04-17-1 litigation of potential litigation, including matters before administrative tribunals, affecting the municipality or local board – General Nature – 20 Beckwith Street
- 27-06-17-2 litigation of potential litigation, including matters before administrative tribunals, affecting the municipality or local board – General Nature – MacArthur Island
- 11-04-17-4 litigation of potential litigation, including matters before administrative tribunals, affecting the municipality or local board – General Nature – Property Standards

**128298 Continued**

- 02-08-16-1 litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board: General Nature – Carmel Street Corridor
- 27-06-17-3 personal matters about an identifiable individual, including municipal or local board employees – General Nature – Personnel Issues
- 19-04-16-1 a proposed or pending acquisition or disposition of land by the municipality or local board – General Nature – 39 Beckwith Street
- 27-06-17-4 a proposed or pending acquisition or disposition of land by the municipality or local board – General Nature – Lot on Hooper Street
- 27-06-17-5 a proposed or pending acquisition or disposition of land by the municipality or local board – General Nature – Lansdowne Avenue
- 27-06-17-6 personal matters about an identifiable individual, including municipal or local board employees – General Nature – Staffing

**REPORT TO COUNCIL**

- 11-04-17-1 Receive and Record
- 27-06-17-2 Bring forward
- 11-04-17-4 Bring forward
- 02-08-16-1 Receive and Record
- 27-06-17-3 Bring forward
- 19-04-16-1 Receive and Record
- 27-06-17-4 THAT Council hereby authorizes the Mayor and the Clerk to execute an Agreement of Purchase and Sale to sell property on Hooper to Bean Chev Olds for \$110,000 per acre.
- 27-06-17-5 Bring forward
- 27-06-17-6 Bring forward

## **COMMUNICATION 128300**

Received from Paul Knowles, Chief Administrative Officer  
Addressed to Policy Review Committee  
Date June 26<sup>th</sup>, 2017  
Topic Municipal Asset Management Program (MAMP)

### **SUMMARY**

FCM has announced the Municipal Asset Management Program which is a five year, \$50 million program funded by Infrastructure Canada to support Canadian municipalities and communities in making informed infrastructure investment decisions based on stronger asset management practices.

Eligible activities include:

- ✓ asset management assessments;
- ✓ asset management plans, policies and strategies;
- ✓ data collection and reporting;
- ✓ training and organizational development; and
- ✓ knowledge transfer.

The maximum MAMP contribution to a project is \$50,000. However, the average contribution is expected to be approximately \$35,000 and no funding request is too small. The contribution shall represent no more than 80% of the eligible project cost.

The project start date (the date from which FCM recognizes eligible costs) can be on, or after, the date that FCM acknowledges receipt of the completed application.

The project and date cannot be more that 11 months from the date that FCM approves your project for funding.

### **STAFF RECOMMENDATION**

BE IT RESOLVED that Council of the Corporation of the Town of Carleton Place hereby directs staff to apply for a grant opportunity from the Federation of Canadian Municipalities' Municipal Asset Management Program for Pumping Stations Condition Assessment.

BE IT THEREFORE RESOLVED that the Town of Carleton Place commits to conducting the following activities in its proposed project submitted to the Federation of Canadian Municipalities' Municipal Asset Management Program to advance our asset management program.

- conduct a detailed Condition Assessment of each of the Town's eight sanitary pumping station;
- identify work required to maintain level of service; and
- compile sanitary pumping station data.

## **128300 Continued**

BE IF FURTHER RESOLVED that the Corporation of the Town of Carleton Place commits \$12,000 from its budget toward the costs of this initiative.

### **COMMITTEE DIRECTION**

BE IT RESOLVED that Council of the Corporation of the Town of Carleton Place hereby directs staff to apply for a grant opportunity from the Federation of Canadian Municipalities' Municipal Asset Management Program for Pumping Stations Condition Assessment.

BE IT THEREFORE RESOLVED that the Town of Carleton Place commits to conducting the following activities in its proposed project submitted to the Federation of Canadian Municipalities' Municipal Asset Management Program to advance our asset management program.

- conduct a detailed Condition Assessment of each of the Town's eight sanitary pumping station;
- identify work required to maintain level of service; and
- compile sanitary pumping station data.

BE IF FURTHER RESOLVED that the Corporation of the Town of Carleton Place commits \$12,000 from its budget toward the costs of this initiative.

## **COMMUNICATION 128301**

Received from	Dave Young, Director of Public Works
Addressed to	Policy Review Committee
Date	June 17 <sup>th</sup> , 2017
Topic	Central Bridge Repairs

### **SUMMARY**

Staff have discovered a number of issues relating to the expansion joints on the Central Bridge. McIntosh Perry responded to staff's concerns and have assessed the situation.

The Consultant has developed a work plan that requires immediate implementation to ensure no further damage occurs. This plan will see the Bridge reduced to one-lane for several days.

### **STAFF RECOMMENDATION**

THAT staff work with McIntosh Perry and hire a qualified contractor to undertake repairs on the Central Bridge as soon as possible on a time and materials basis.

### **COMMITTEE DECISION**

THAT staff work with McIntosh Perry and hire a qualified contractor to undertake repairs on the Central Bridge as soon as possible on a time and materials basis.



**Policy Review Committee Agenda  
for the June 27<sup>th</sup>, 2017 meeting to be held in  
the Council Chambers following Council**

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- 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 128298 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 128288**

Received from	Duncan Rogers, Clerk
Addressed to	Policy Review Committee
Date	June 5 <sup>th</sup> , 2017
Topic	3 <sup>rd</sup> Reading of Bill 68

#### **SUMMARY**

Bill 68, the Modernizing of Ontario's Municipal Legislation Act, received final reading on May 30<sup>th</sup>, 2017 and is not awaiting Royal Assent. Below is a summary of the amendments made to the bill during the committee process:

- removing the provision in Bill 68 that would allow Integrity Commissioners to conduct investigations on their own initiative;
- requiring municipalities to indemnify their Integrity Commissioners;
- phasing in the change in date for the start of new term of Council from December 1<sup>st</sup> to November 15<sup>th</sup>. This change will now not take effect until 2022;
- not allowing councillors or members of local boards to participate electronically in meetings if they are closed to the public;
- requiring that any Integrity Commissioner investigations not completed by election day be terminated;

**128288 Continued**

- changing the provision that would allow for any person to be able to request an inquiry under the Municipal Conflict of Interest Act to any elector or person demonstrably acting in the public good; and
- imposing several limitations to the replacement of a members of upper tier council.

A copy of the full Bill can be found on the Service Ontario web site under e-laws.

**COMMENT**

For Council's Information

**STAFF RECOMMENDATION**

Receive and record

**COMMITTEE DECISION**

**TO BE DISCUSSED**

**COMMUNICATION 128173**

Received from Paul Knowles, Chief Administrative Officer  
Addressed to Physical Environment Committee  
Date March 20<sup>th</sup>, 2017  
Topic Funding Grants

**SUMMARY**

The Town was not successful in its recent application to the OCIF for funds to rehabilitate the Central Bridge. Staff have made inquiries and been advised that applications were evaluated primarily on the seriousness of the health and safety risk to the community that the project would address. The Town is eligible to apply for the next round of OCIF funding in the spring 2017. Applications can be submitted for a road, a bridge, a sewer or a water project and these applications will again be evaluated on how the project will address a health and safety issue in the Community.

Also, the Federal Government is making the following grants available:

a) **Plans and Studies Grants:**

Grants of up to \$175,000 to develop plans and studies to reduce GHG emissions and help your community adapt to impacts of climate change, such as extreme temperatures, flooding and drought.

Applications can now be submitted for:

## 128173 Continued

### Plans

- GHG emission reduction and community energy plans;
- Transportation and land use plans; and
- Climate change adaptation plans.

### Studies

- Energy: Climate mitigation studies
- Solid Waste: Climate mitigation studies
- Water: Climate mitigation studies
- Transportation: Climate mitigation studies
- Community initiatives: Climate mitigation studies
- Extreme temperature: Climate adaptation studies
- Flooding and drought: Climate adaptation studies
- Wind events: Climate adaptation studies
- Community initiatives; Climate adaptation studies.

#### b) **Climate and Asset Management Network**

A professional network that provides training and grant funding to enable municipalities to integrate climate change considerations into asset management and infrastructure decisions.

Details available in March 2017.

#### c) **Regional and national-scale Climate Initiatives**

Funding for partner organizations to provide support to groups of municipalities to develop plans, studies or other strategies to reduce GHG emissions or adapt to climate change impacts.

Available in spring 2017

#### d) **Demonstration Project Grants**

Grant funding for municipalities to implement climate change initiatives on a small scale. Funding will be available for up to 80 per cent of costs to a maximum of \$1 million.

Details available in spring 2017.

#### e) **Transition 2050**

A combination of training and grant funding for a collaborative network of municipalities committed to reducing GHG emissions by 80 per cent by 2050.

Details available in fall 2017.

### **UPDATE – May 23<sup>rd</sup>, 2017**

Staff have consulted with the Active Transportation Committee and the Environmental Advisory Committee and suggest applications be submitted to the Municipalities for Climate Innovation Program (MCIP) for the following:

## 128173 Continued

- **A Transportation and Land Use Plan** – A Consultant would be engaged to build on the work already done by the Active Transportation Committee. Commuter transit, especially a connection to the proposed LRT station at Moodie Drive, will be investigated. The final Plan would describe:
  - ✓ a proposed commuter transit system; locations for park 'n ride facilities;
  - ✓ an Active Transportation system that connects residential with, Commuter Transit Stops, commercial and community hubs; and
  - ✓ how a proposed mix use, transit/active transportation friendly development along the Hwy. 7 corridor can be accomplished.
- **A Climate Adaptation Study** – A Consultant would be engaged to assess the resilience of the sewer and water systems related to the impacts of climate change. The Consultant would identify components of the systems that will be stressed as flows increase due to higher flows in the sewer and water system. The Study will then recommend upgrades to components of the sewer and water system and mitigations measures that could be introduced to control flows.

### UPDATE – June 27<sup>th</sup>, 2017

A commuter transit system could service residents in the entire community, not just residents of Carleton Place and it would be sensible to involve our municipal neighbours. If the application is successful, the MCIP would fund 80% of the cost to develop a plan for transit. The local share of 20% would be provided by staff time in lieu of a cash contribution by the municipalities.

### STAFF RECOMMENDATION

THAT Mississippi Mills and Beckwith be invited to participate in the Town's application to the Municipal Climate Innovation Program to develop an Active Transportation Commuter Transit Plan with a maximum cost of \$200,000 with the local share of \$40,000 funded by staff time from the three municipalities.

### COMMITTEE DECISION

## COMMUNICATION 128240

Received from	Paul Knowles, Chief Administrative Officer
Addressed to	Policy Review Committee
Date	May 9 <sup>th</sup> , 2017
Topic	AMO Conference

### SUMMARY

The Municipal Delegation Request Form for the AMO Annual Conference (August 13<sup>th</sup> – 15<sup>th</sup>, 2017 in Ottawa) is now available. Delegation Request deadline is June 28<sup>th</sup>, 2017.

## **128240 Continued**

### **UPDATE – June 27<sup>th</sup>, 2017**

At the May 9<sup>th</sup>, 2017 meeting, staff updated Council on the lack of progress with the Highway Access Management Plan and Council directed staff to request a delegation to meet with MTO to request that the Highway Access Management Plan, along Hwy. 7, move forward.

MTO has now confirmed they will proceed, as the Town had requested, with the Highway Access Management Plan for the Hwy. 7 corridor and fund the associated costs. This work will involve preparing a Class Environment Assessment to determine Highway Improvements and preparing a secondary plan that will describe how the properties, in the Study Area along Hwy. 7, can redevelop. MTO, the Town, the public (particularly owners in the Study Area) will all be involved but MTO will lead the EA related to highway improvements and the Town will lead the secondary planning process related to property redevelopment. MTO will prepare a Terms of Reference and engage a Consultant for the EA process. MTO has asked the Town to prepare a Terms of Reference for the secondary planning process. MTO would have their Consultant include this work.

### **STAFF RECOMMENDATION**

THAT staff prepare a Terms of Reference to be used by MTO to engage a Consultant to prepare a secondary plan for the Hwy. 7 area.

FURTHER, that the proposed meeting with MTO at the AMO conference not proceed.

### **COMMITTEE DECISION**

## **COMMUNICATION 128258**

Received from	Paul Knowles, Chief Administrative Officer
Addressed to	Physical Environment Committee
Date	May 30 <sup>th</sup> , 2017
Topic	Arena Project

### **SUMMARY**

Project Manager has been obtaining prices to construct new change rooms at the arena. Although not all prices have been obtained, it is clear that the total project will be approximately \$1.5m plus HST. Based on an earlier estimate that was prepared before the architect prepared drawings for the project, the 2017 budget included \$1.0m. At budget time, it was planned that a significant portion of the \$1.0m could be funded by payments from the arena operating budget.

However, usage of the arena has slightly declined and hydro costs have increased significantly, so there is little ability within the arena budget to fund this project. The project would likely need to be funded by debt and a 1½ % tax increase to fund payments or from the hydro reserve.

## 128258 Continued

### UPDATE – June 27<sup>th</sup>, 2017

User fees have increased 10% this year to help offset the increased costs of hydro. Staff feel that any further increases to the users must be minimal. If the funding proposal is satisfactory; a review of the pricing and scope of project should be completed and more firm prices obtained.

Jason Clarke has requested that a 24' x 60' portable be installed at the arena. Before this request can be considered – the Building Department requires a site plan as well foundation and anchorage plans and existing construction drawings. The installation of a portable would also require a DP1 permit from the Planning Department. The Fire Department will also have to be consulted. Any costs for the installation such as site work and electrical installation are the responsibility of Jason Clarke. Any costs for the operation of the portable are also the responsibility of Jason Clarke.

### STAFF RECOMMENDATION

THAT Council supports proceeding with the construction of dressing rooms funded as follows:

**1.5 million – Capital project**

\$200, 000 – Arena reserve

\$800,000– Debt – funded by the arena operational budget

\$500,000 – Tax Stabilization Reserve

**\$55,000 annual operating shortfall (2018)**

\$27,500 from user fees, and other revenue initiatives

\$27, 500 from an increase in municipal funding.

THAT further information is required before installation of a portable can be considered.

### COMMITTEE DECISION

## **COMMUNICATION 128289**

Received from Nicola Edmundson  
Addressed to Paul Knowles, Chief Administrative Officer  
Date May 15<sup>th</sup>, 2017  
Topic Perth Court House

### **SUMMARY**

Judicial group is seeking support for their efforts to have the province upgrade the courthouse in Perth at its historic location so that this historic building will not be lost but the administration of justice to properly function alongside its historical and cultural roots.

### **COMMENT**

The Perth courthouse services all of Lanark County including Carleton Place.

### **STAFF RECOMMENDATION**

THAT the Town support efforts to have the province upgrade the Courthouse in Perth.

### **COMMITTEE DECISION**

## **COMMUNICATION 128290**

Received from Paul Knowles, Chief Administrative Officer  
Addressed to Policy Review Committee  
Date May 29<sup>th</sup>, 2017  
Topic Golf Tournaments

### **SUMMARY**

A couple of Community Events are scheduled:

- 1) Annual Warden's Golf Tournament – August 18<sup>th</sup>, 2017
- 2) Chamber of Commerce Golf Tournament – September 15<sup>th</sup>, 2017

### **STAFF RECOMMENDATION**

THAT a Council and a staff team be registered for each tournament, that one hole be sponsored at each tournament and that members of Council who wish to attend dinner only also be registered.

### **COMMITTEE DECISION**

## COMMUNICATION 128291

Received from Paul Knowles, Chief Administrative Officer  
Addressed to Policy Review Committee  
Date June 12<sup>th</sup>, 2017  
Topic Ontario Municipal Commuter Cycling (OMCC) Program

### SUMMARY

On June 5, 2017, the Provincial Government announced a new grant program entitled the “Ontario Municipal Commuter Cycling (OMCC) Program”. The purpose of the program is to provide direct, dedicated, annual funding to Ontario municipalities to support the implementation of commuter cycling infrastructure to encourage people to get out of their cars and onto bikes for their daily commute or other frequent trips. OMCC is a multi-year program, supported by proceeds from Ontario’s cap and trade program with \$42.5M available in the first year. All Ontario municipalities are eligible for annual OMCC funding to support up to 80% of costs associated with their implementation of eligible commuter cycling projects. The Ministry may, at its discretion, provide accelerated funding to a municipality based upon the eligible project list and project timelines; however, this will not increase the total funding eligible to that municipality over the 4-year period of the program.

The annual funding allocation for each participating municipality will be based upon the number of participating municipalities and the available funds in each funding year. For smaller municipalities less than 15,000 population, there is annual funding up to \$25,000 available per municipality on a first come, first served basis. For medium and large size Municipalities greater than 15,000, allocations will be based upon a funding formula.

The deadline for the program is August 18, 2017 and projects must be substantially completed by March 31, 2020. As noted above, applications are being considered on a first come, first served basis even with the final deadline of August 18, 2017. Announcements for 2017 funding decisions will be made on September 25, 2017. Municipalities may submit one or many projects for funding consideration at their discretion. Municipalities may also nominate more projects for funding than their funding allocation, which the province would look to should there be underspending of funds in other areas. The Ministry will not approve funding for individual projects but will approve a list of eligible projects for each participating municipality. Municipalities will select which projects they wish to implement and apply OMCC funding from the list; OMCC funds can only be used for projects on the approved OMCC project list.

Partnerships amongst upper, lower and single-tier municipalities to pool OMCC funding on joint eligible projects are encouraged. However, participating municipalities may not use other provincial funding for an OMCC project though they can pool funding from the federal government, a business, a non-government organization, a service organization, a school board, a conservation authority or others.

## 128291 Continued

The Ministry's role in the OMCC is primarily to make financial contributions. The Ministry will not approve specific projects. Whether or not to proceed with a specific project on the list of approved projects, and how the OMCC funding will be allocated amongst the identified, eligible projects will be left to the discretion of the Municipality.

Eligible recipients may receive a contribution of 80% to a maximum contribution for municipalities under 15,000 population of \$25,000 per year of the eligible costs of a project, with recipients providing the remaining 20%.

The deadline for submissions is **August 18, 2017 though applications are being considered on a first come, first served basis.**

Eligible recipients under the OMCC include:

- Medium and Large Municipalities greater than 15,000 population;
- Small Municipalities less than 15,000 population

As OMCC is supported by proceeds from Ontario's cap and trade program, only eligible cycling infrastructure projects that improve or support commuter cycling are eligible for OMCC funding. Funding can be applied to both new commuter cycling infrastructure and to enhancements to existing cycling infrastructure to better support commuting cyclists. Municipalities may submit one or many projects for funding consideration at their discretion. Municipalities may also nominate more projects for funding than their funding allocation, which the province would look to should there be underspending of funds in other areas.

Staff met with Diane Smithson, CAO for Mississippi Mills and Kurt Greaves, CAO for Lanark County on Monday, June 5, 2017. We discussed applying for funding to upgrade the section of the OVRT between Almonte and Carleton Place as a commuter route between the two largest urban areas along the OVRT. The discussion encompassed the following:

- The County's contribution to the project would be to gravel a 7.0m wide path along the OVRT route between Almonte and Carleton Place (where possible)
- Carleton Place and Mississippi Mills would consider sharing on a 'to be agreed upon formula' to pave a 2.5m wide path of the 7.0m gravel section completed by the County for cyclists, walkers, etc. The remaining graveled 4m could be used by ATVs and snowmobilers.
- The County would need to provide approval to Mississippi Mills and Carleton Place to pave the 2.5m wide path on the County owned OVRT
- Lanark County, Carleton Place and Mississippi Mills would apply for the project as a collaboration which may give higher consideration by the Province as they are encouraging collaborations
- We would request that our four (4) years of funding be expedited in the first year to provide the necessary funding to be able to pave the entire approximately 14 km in the first year of the program to create efficiencies of mobilization of equipment, etc.

**128291 Continued**

The Town has prepared a draft Active Transportation Plan that specifically identifies the OVRT as a commuter route. The Town is currently seeking funding from Municipalities for Climate Innovation Program to include commuter transit in the Active Transportation Plan. In the interim, the draft plan should be adopted to formalize support for this project.

Staff believes that the connection between Almonte and Carleton Place will be well used and will create economic development spin-offs for both communities. For example, the estimated economic impact of the 200km linear park - Le P'tit Train du Nord was \$15.8 million for the year 2006-2007 (source: Province of Quebec report [http://www.ledevoir.com/documents/pdf/etude\\_lineaire.pdf](http://www.ledevoir.com/documents/pdf/etude_lineaire.pdf)). Even at one twentieth of this distance (the OVRT between Carleton Place and Almonte is approximately 14km), it would be quite an economic boost for both communities if \$790,000 **annually** was achieved!

There is significant amount of traffic between the two urban areas for work, recreation and school purposes. For example, the Catholic Secondary School for the majority of Catholic students in Mississippi Mills is located in Carleton Place as is the indoor swimming pool for Mississippi Mills. According to the Mississippi Mills Master Transportation Plan, Dillon Consulting included traffic counts between Almonte and Carleton Place showing 7,200 Average Annual Daily Traffic (AADT). Assuming a 5-10% reduction of this figure by residents using the OVRT as an alternate mode of transportation, traffic volume could be decreased by 360-720 AADT.

There were a few options discussed with Carleton Place concerning a distribution of the balance of costs including:

OPTIONS	BREAKDOWN	PERCENTAGE	CALCULATION
A. Population (2016 Census)	CP 10,644	44.7%	\$375,480
	MM 13,163	55.3%	\$464,520
B. Assessment	CP 1,265,030,865	41.4%	\$347,760
	MM 1,792,862,698	58.6%	\$492,240
C. Shared Equally	N/A	50%	\$420,000
		50%	\$420,000
D. Combination	CP 44.7+41.4+50=136/3	45.4%	\$381,360
	MM 55.3+58.6+50=164/3	54.6%	\$458,640

Carleton Place staff has considered the above options and is willing to recommend to Council to approve sharing the balance of costs on the basis of Option D.

The estimated cost of the paving between the two communities is \$840,000. If Carleton Place and Mississippi Mills are successful in obtaining accelerated funding of \$100,000 each for a total of \$200,000, this would leave a balance to fund of \$358,640 for Mississippi Mills and \$281,360 for Carleton Place.

## **128291 Continued**

The Town's 10 year Capital Forecast includes \$600,000 for projects along the OVR trail.

### **STAFF RECOMMENDATION**

**THAT** Council hereby supports the submission of an application to include the paving of the Ottawa Valley Rail Trail between Almonte and Carleton Place for approval on the Municipality's potential eligible projects list under the Ontario Municipal Commuter Cycling Program;

**AND THAT** a request be made to the Ontario Ministry of Transportation to provide accelerated funding to this project in the amount of \$100,000 (4 year contribution @ \$25,000 per year).

**AND THAT** the draft Active Transportation Plan be adopted as an interim document.

### **COMMITTEE DECISION**

## **COMMUNICATION 128292**

Received from	Joanne Henderson, Manager Parks and Recreation
Addressed to	Policy Review Committee
Date	June 16 <sup>th</sup> , 2017
Topic	Liquor Event

### **SUMMARY**

The following liquor requests have been received:

- 1) The BIA is requesting to sell alcohol at the Town Hall Square on Saturday, August 5<sup>th</sup> from 11:00 a.m. to 6:00 p.m. for the Bridge Street Bazaar; and
- 2) The Black Tartan is requesting to serve alcohol on Bridge Street on Sunday September 3<sup>rd</sup>, 2017 from 5:30p.m. – 9:30 p.m. for a buffet dinner.

### **STAFF RECOMMENDATION**

**THAT** liquor be permitted at the above events.

### **COMMITTEE DECISION**

## **COMMUNICATION 127293**

Received from       Darin McRae  
Addressed to        Duncan Rogers, Clerk  
Date                 June 11<sup>th</sup>, 2017  
Topic                OVR Trail

### **SUMMARY**

Snowmobile Club is planning to pursue funding to assist the County with the cost repairing the bridges along the OVR trail.

### **COMMENT**

The Town has supported the development of a multi-use corridor along the OVR trail provided separate trails are created within the corridor to separate motorized/non-motorized users where volumes warrant.

### **STAFF RECOMMENDATION**

THAT the Town forward a letter of support for funding to assist with bridge repairs.

### **COMMITTEE DECISION**

## **COMMUNICATION 128294**

Received from       Paul Knowles, Chief Administrative Officer  
Addressed to        Policy Review Committee  
Date                 June 22<sup>nd</sup>, 2017  
Topic                Summer Meetings

### **SUMMARY**

Normally regular meetings are cancelled for July and August with only one meeting scheduled in late July (July 25<sup>th</sup>, 2017). However, this year staff expect planning applications and contract awards will require an additional meeting.

### **STAFF RECOMMENDATION**

THAT an additional Committee meeting and Special Council meeting be scheduled for August 15<sup>th</sup>, 2017 at 7:00 p.m.

### **COMMITTEE DECISION**

## COMMUNICATION 127295

Received from        Environmental Advisory Committee  
Addressed to        Town of Carleton Place  
Date                    April/June 2017  
Topic                  Minutes

### SUMMARY

Minutes from recent Environmental Advisory Committee meetings are attached. Noteworthy items include:

- Freecycle and Community Garage Sale events were successful with a high rate of participation;
- Bursaries to High School students have been distributed;
- Committee members are working with Town staff to create composting and recycling educational videos;
- The CPEAC recommends Carleton Place Council “considers installing a level 2 electric vehicle charging station(s) at one or more of the following locations: Farmers’ market, parking lot across from Town Hall, Carleton Place Public Library or near the Wool Growers adjacent to the new trail. The CPEAC further recommends that the town staff partner with the BIA, Chamber of Commerce and local business in this endeavour.”
  - Staff Recommendation – THAT the Town pursue provincial funds to install electric vehicle charging stations at Market Square and Library Parking lots.
- A water bottle refilling station is recommended at the arena;
  - Staff Recommendation – THAT the water bottle refilling station be installed at Market Square and included in a future arena upgrade project.
- Committee members and staff are organizing education related to waste management in the schools;
- Work on Climate Change Action Plan is currently on hold;
- Some residents are placing more waste at the curb than permitted and it is being collected;
  - Staff Recommendation - Staff are aware of this problem and will be addressing with contractor.

### STAFF RECOMMENDATION

THAT approves Committee’s decision.

### COMMITTEE DECISION

## **COMMUNICATION 128296**

Received from Duncan Rogers, Clerk  
Addressed to Policy Review Committee  
Date June 20<sup>th</sup>, 2017  
Topic Advance Vote 2018 Municipal/School Board Trustee Election

### **SUMMARY**

In accordance with Section 43(1) of the Municipal Elections Act, the Clerk has determined dates and a location for the Advance Vote for the 2018 Municipal/School Board Trustee election.

As in past elections, there will be two advance votes, Saturday, October 13<sup>th</sup>, 2018 and Wednesday, October 17<sup>th</sup>, 2018. The Advance Vote will be for residents who wish to vote by paper ballot in lieu of on Voting Day, Monday, October 22, 2018.

Internet voting will be available for the 2018 election for those who prefer to vote electronically.

### **STAFF RECOMMENDATION**

THAT a By-law be prepared for the Advance Vote for the 2018 Municipal/School Board Trustee Election.

### **COMMITTEE DECISION**

## **COMMUNICATION 128297**

Received from Volundur Thorbjornsson  
Addressed to Duncan Rogers, Clerk  
Date June 12<sup>th</sup>, 2017  
Topic Sewer and Water Servicing on Carleton Street

### **SUMMARY**

Mr. Thorbjornsson has requested to appear before council with a request to provide water and sewer services to a property on Carleton Street through his property that he intends to develop on the corner of Townline Road E and Carleton Street. This servicing approach is being requested by Mr. Thorbjornsson instead of the conventional approach of servicing mains being extended within the municipal right of way.

### **COMMENT**

Staff have met with Mr. Thorbjornsson and have indicated to him that this approach to sewer and water servicing has not been permitted by the Town of Carleton Place for decades based on the implications to the municipality once approved that the Town has taken the responsibility of implementing corrective measures when rehabilitating streets at significant expense.

**128297 Continued**

Although staff have not conferred with our MOECC Inspector as of yet, staff are very confident that providing sewer and water services to one property through another property would not be deemed appropriate by the Ministry.

**STAFF RECOMMENDATION**

THAT the Town of Carleton Place continue its practice of providing sewer and water services through municipal corridors.

**COMMITTEE DECISION**

**COMMUNICATION 128298**

Received from	Paul Knowles, Chief Administrative Officer
Addressed to	Policy Review Committee
Date	June 23 <sup>rd</sup> , 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**

- 27-06-17-1 litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board – General Nature – Integrity Commissioner
- 11-04-17-1 litigation of potential litigation, including matters before administrative tribunals, affecting the municipality or local board – General Nature – 20 Beckwith Street
- 27-06-17-2 litigation of potential litigation, including matters before administrative tribunals, affecting the municipality or local board – General Nature – MacArthur Island
- 11-04-17-4 litigation of potential litigation, including matters before administrative tribunals, affecting the municipality or local board – General Nature – Property Standards

**128298 Continued**

- 02-08-16-1 litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board: General Nature – Carmel Street Corridor
- 27-06-17-3 personal matters about an identifiable individual, including municipal or local board employees – General Nature – Personnel Issues
- 19-04-16-1 a proposed or pending acquisition or disposition of land by the municipality or local board – General Nature – 39 Beckwith Street
- 27-06-17-4 a proposed or pending acquisition or disposition of land by the municipality or local board – General Nature – Lot on Hooper Street
- 27-06-17-5 a proposed or pending acquisition or disposition of land by the municipality or local board – General Nature – Lansdowne Avenue
- 27-06-17-6 personal matters about an identifiable individual, including municipal or local board employees – General Nature – Staffing

**COMMITTEE DECISION**

**The Corporation of the Town of Carleton Place  
Environmental Advisory Committee Meeting  
April 3, 2017**

**Present:** Randy Martin, Mike Villeneuve, Bill Slade, Kayla Kazda

**Absent:** Gregory Nixon, Louis Antonakos, Margo Willmot

**Guest:** Natalika Culhane

**Approval of the March 6, 2017 Minutes:**

**Moved by:** Randy Martin

**Seconded by:** Mike Villeneuve

**Approval of the Agenda:**

**Moved by:** Bill Slade

**Seconded by:** Kayla Kazda

1. **Welcome and introduction of guest**
  
2. **Membership status.** Kayla Kazda has been struck as a member of the committee. Robin Janfield and Claudia Wuthrich have resigned. Gregory Nixon's residential status is being investigated by the chair. Natalika Culhane has now attended 3 meetings; the committee has asked her to forward her application to Mr. Duncan Rogers. Should the residency issue with Gregory Nixon not be resolved to allow his continuation, we will have one seat open.
  
3. **CPDHS Environmental Involvement:** Mike contacted both Vice Presidents of the local High Schools. With an estimated student population of 650 students for Grades 7 & 8, we will be pursuing a 'train the trainer approach to 'canned' on-going environmental presentations.
  
4. **Response to the Community Issues Committee and to Town Council regarding Communications 128159: The comments made by staff regarding projects undertaken by the CPEAC do not reflect their intent or purpose and conflict with existing undertakings by staff.**
  - 1) *Updating and re-issuing CPEAC's recycling pamphlet.* While the town has introduced a new waste disposal app free of charge to local residents, the app deals only with items on the curb-side to the land-fill. CPEAC is currently updating our pamphlet to re-direct recyclable items to various stores and agencies available in the Carleton Place area.  
i.e. Sofa Disposal. According to the CP waste app, four garbage stickers are needed for the landfill. Instead, the pamphlet lists the local 'rebound' center' for donated furniture or recommends calling Cerebal Palsy for free pick up. Will include free advertising for such items on websites like MM Freecycle, Yahoo Groups, Carleton Place Buy Nothing, Facebook.
  
  - 2) *Built-in water bottle refilling fountains.* Numerous schools and facilities are installing them. Built into the fountain is a counter that shows how many plastic bottles are saved from the

landfill; they can range into the tens of thousands. The water fountains are a way to promote environmental stewardship. CPEAC intends to purchase 2 water bottle stations with their funds, one or two to be installed at a local high school of which one could be at the CP arena. Damage to the environment far exceeds revenue generated by the sale of bottled water.

3) *Re-education of Carleton Place Residents regarding waste disposal and recycling.* A quick tour indicated many residents are not using garbage stickers for their excess garbage and some are not recycling. CPEAC feels a reminder is needed at least on an annual basis of our by-laws and garbage disposal regulations for both new and old residents.

5. **Communication between the CPEAC and Town Council:** In light of issues surrounding 'Communication 128125' the CPEAC secretary will work with the town CAO and staff to review internal communication channels.
6. **Climate Change Action Plan Status:** no change, reviewing staff input and awaiting information regarding potential provincial funding.
7. **MMEAC & CPEAC Joint Meeting:** Tentatively scheduled for June 5, 2017. CPEAC requests access to Town Council Chambers for the evening. Both Mayors were in attendance at last joint meeting.
8. **Meeting with Paul Knowles Wednesday April 5 at 10:00 am regarding a You Tube video on composing. Bill and Mike to attend.**
9. **Motion to Adjourn**  
**Moved by:** Bill Slade                      **Seconded:** Randy Martin

The next meeting of CPEAC will be Monday May 1<sup>st</sup> 6:30 at the Carleton Place Public Library.

**The Corporation of the Town of Carleton Place  
Environmental Advisory Committee Meeting  
June 5, 2017**

**Present:** Mike Villeneuve, Bill Slade, Natalika Culhane, Louis Antonakos, Randy Martin

**Absent:** Kayla Kazda, Margo Willmot,

**Approval of the May 1, 2017 Minutes:**

**Moved by:** Mike Villeneuve

**Seconded by:** Randy Martin

**Additions to the Agenda**

- Public electric vehicle charging stations in Carleton Place
- Placement and availability of water bottle refill water fountains

**Approval of the Agenda:**

**Moved by:** Louis Antonakos

**Seconded by:** Natalika Culhane

1. **Freecycle and Community Garage sale weekend.** These two events were held this past weekend. The committee feels holding these two events the same day complement each other. It was noted the participation rate in Carleton Place was quite high this year.
2. **CPDHS Environmental Involvement:** Mike update the committee. The Vice Principle of Carleton Place High School is in agreement to go forward with the CPEAC plans to initiate a 'train the trainer' session with regards to 'canned' ongoing presentations in recycling and water.
3. **Presentation of Bursaries:** Margo informed the committee the bursary cheques have been issued and delivered to the high schools. Kayla will present the bursary at CPHS graduation ceremony on Thursday June 29 and Mike will present at Notre Dame HS graduation ceremony on Wednesday June 28.
4. **Combined initiative with Town Staff to create videos of composing and recycling for the town web-site.** The CPEAC revised the script sent by Sharyl-Anne Andrews and Amanda Charania. Our next step is to have a planning session to create the videos with Town Staff. Bill to arrange meeting.
5. **Climate Change Action Plan Status:** No change, reviewing staff input and awaiting information regarding potential provincial funding.
6. **MMEAC & CPEAC Joint Meeting:** The CPEAC has rescheduled to combined meeting with the MMEAC until the fall session.

7. **Mixed use of new transit way.** Louis gave an update on the Lanark County plans for the mixed use of the trail and the proposed by-passes for both Carleton Place and the town of Mississippi Mills.
8. **Recycling Pamphlet:** CPEAC is updating information. Once completed the information will be given to Town Staff to add to the Carleton Place Waste app over time. The CPEAC will continue with their plans to print a last copy of the pamphlet to inform residents of alternatives to landfill disposal.
9. **Summer Recess:** We do not normally meet during the summer; if issues arise, they are dealt with via e-mails. Date for summer committee get-together is tentatively revised for Monday July 17 at the re-opened Carleton Place hotel.
10. **Electric Vehicle Charging Station(s) in Carleton Place:** The committee recognizes the importance of having electric vehicle charging stations strategically located in Carleton Place for various reasons; encourage tourism, attract business to the downtown core and set an example to residents. Electric vehicles are the way of the future. Carleton Place will be a less attractive destination if electric car owners cannot recharge their vehicles.

**Motion to council: The CPEAC recommends Carleton Place Town Council considers installing a level 2 electric vehicle charging station(s) at one or more of the following locations: Farmers market, parking lot across from Town Hall, Carleton Place Public Library or near the Wool Growers adjacent to the new trail. The CPEAC further recommends that the town staff partner with the BIA, Chamber of Commerce and local business in this endeavor.**

11. **Potential location of the water bottle refilling stations:** The CPEAC will continue with their plans regarding the location of water bottle refilling fountains at Carleton Place High School before consideration of other locations. It is highly recommended one of these fountains be placed at the Carleton Place Arena. The CPEAC believes such a water bottle refilling station will have minimal impact of revenue from the sale of plastic water bottle sales at the arena and is environmentally responsible and an example to residents.

**12. Motion to Adjourn**

**Moved by:** Bill Slade

**Seconded:** Natalika Culhane

The next meeting of CPEAC will be Monday September 11<sup>th</sup> 6:30 at the Carleton Place Library Boardroom...