



Policy Review Committee Action Report
for the March 14th, 2017 meeting 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, 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 128151 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 128146

Received from	Paul Knowles, Chief Administrative Officer
Addressed to	Policy Review Committee
Date	February 19 th , 2017
Topic	Interest Arbitration

SUMMARY

The Chamber of Commerce advises they are acutely aware of the impact that wage settlements, resulting from the provincial arbitration system, have on the municipality. The costs of emergency services have increased at over three times the rate of inflation annually since 2002.

128146 Continued

On February 28th, the Ontario Chamber of Commerce and partner Chambers across the province will release an open letter to the Premier addressing deficiencies in the arbitration system. As recognized in the letter, the cost escalation resulting from settlements is unsustainable, particularly in an era of fiscal restraint generally, and especially in an environment where municipalities are greatly restricted in their options to raise new revenue.

In a nutshell, Chambers will be calling on the Ontario Government to take three important steps:

- 1) Reform the provincial interest arbitration system to reflect the current capacity of Ontario municipalities to pay for increased service costs.
- 2) Improve efficiency by requiring that arbitration decisions be delivered in less than 12 months.
- 3) Improve accountability and transparency for the taxpayer.

The Chamber will be taking part in a conference call next week to get further information on this file and will keep the Town updated.

COMMENT

Municipalities have been pushing for reform of the arbitration system for a number of year but to date little has been accomplished

STAFF RECOMMENDATION

Receive and Record

COMMITTEE DECISION

Bring forward

TO BE DISCUSSED

COMMUNICATION 128147

Received from	Paul Knowles, Chief Administrative Officer
Addressed to	Policy Review Committee
Date	March 6 th , 2017
Topic	Summer Meeting Schedule

SUMMARY

Summer is approaching and meeting schedule should be established.

STAFF RECOMMENDATION

THAT the regularly scheduled meetings of Council and Committees continue until June 27th, 2017 and resume on September 5th, 2017 except as noted below.

128147 Continued

ALSO THAT that the regularly planned Policy Review Committee meeting and Council meeting be held on July 25th, 2017.

COMMITTEE DECISION

Bring forward to Corporate Services Committee

COMMUNICATION 128148

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

SUMMARY

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

COMMENT

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

STAFF RECOMMENDATION

THAT the Town work with neighbouring municipalities and the County to finalize plans for development of the OVR Trail.

COMMITTEE DECISION

Bring forward to Community Issues Committee

COMMUNICATION 128149

Received from Councillor Fritz
Addressed to Paul Knowles, Chief Administrative Officer
Date March 3rd, 2017
Topic Closed Meetings

SUMMARY

Member of Council would like to revisit the issue of frequency of closed meetings. This was something that was raised a year ago and everyone agreed we would limit them to twice monthly - at Policy Review meetings. However, there was a caveat that if there was an urgent matter, we could make an exception.

128149 Continued

Well, the practice seems to be that non urgent items are being put on whatever committee is happening and this needs to be addressed in a timely manner. As well, as part of this matter, it is suggested that, in the best interests of all members of council, we discuss a plan to ban all mobile devices from in camera meetings. The clerk or CAO could collect them in a bag/basket and hold onto them until the meeting is over. This is a common practice in federal government meetings that we could all benefit from.

COMMENT

Closed meetings have been held regularly, and it is a valid comment, that sometimes the issues are not so urgent and they could have been postponed until the next Policy Review meeting. However, in addition to urgency, staff feel there should be two other considerations;

- 1) Availability of Staff to attend – Generally only the Clerk and the CAO attend the Policy Review meeting. Sometimes the issue to be considered in closed session would be more appropriately presented by another staff member. However, that staff may not be available. Or, if they are available, there would be an additional cost to have that staff member attend the Policy Meeting. It would be less costly to hold the closed session at a meeting where the staff is already present.
- 2) During preparation of the agenda, the staff often shift items/delegations that are not urgent to an earlier or later meeting to balance the work/time that will be required at a meeting. For example, if there is a closed meeting item that will require a significant time for discussion but is not urgent, staff would try to schedule this item on a night with little other business even if it was the Community Issues agenda.

Staff have no concerns related to cell phones at meeting.

STAFF RECOMMENDATION

That closed meetings be scheduled primarily at Policy Review meetings but that closed meeting be held at other meetings if the items are urgent, if the timing matches the availability of staff (and member of Council) or to balance workload.

Also, that Council determine status of cell phones.

COMMITTEE DECISION

That closed meetings be scheduled primarily at Policy Review meetings if possible but that closed meeting be held at other meetings if the items are urgent, if the timing matches the availability of staff (and member of Council) or to balance workload.

RECORDED VOTE

Mayor Antonakos	Yea	Councillor Black	Yea
Councillor Doucett	Yea	Deputy-Mayor Flynn	Yea
Councillor Fritz	Yea	Councillor Redmond	Yea
Councillor Trimble	Yea		

128149 Continued

CARRIED

THAT members of Council are not permitted to have cell phones at Council or Committee meetings.

RECORDED VOTE

Mayor Antonakos	Yea	Councillor Black	Yea
Councillor Doucett	Yea	Deputy-Mayor Flynn	Yea
Councillor Fritz	Yea	Councillor Redmond	Yea
Councillor Trimble	Yea		

CARRIED

COMMUNICATION 128150

Received from Dave Young, Director of Public Works
Addressed to Physical Environment Committee
Date March 7th, 2017
Topic Tenders for Sewer Cleaning and TV Inspection

SUMMARY

Tenders will be accepted up until 3:00 p.m. Monday March 13th, for the provision of sewer cleaning and CCTV inspection. This work will provide necessary information to determine the scope of work relating to the sewer lining projects associated with the CWWF fund.

COMMENT

Staff will provide a summary of bid results.

UPDATE

Tenders closed on Monday March 13th, 2017 at 3:00 p.m. for the provision on sewer cleaning and CCTV inspection. The following bids were received:

Clean Water Works	\$13,829.10
Drain-All Ltd	\$18,200.89
X-Site Enterprises Inc	\$ 7,873.67

All are qualified contractors and have completed projects for the Town of Carleton Place in the past without incident.

STAFF RECOMMENDATION

THAT Council hereby authorizes staff to issue a Purchase Order to X-Site Enterprises Inc. for the provision on sewer cleaning and CCTV inspection for the bid price of \$7,873.67 plus applicable taxes.

128150 Continued

COMMITTEE DECISION

THAT Council hereby authorizes staff to issue a Purchase Order to X-Site Enterprises Inc. for the provision on sewer cleaning and CCTV inspection for the bid price of \$7,873.67 plus applicable taxes.

COMMUNICATION 128151

Received from Paul Knowles, Chief Administrative Officer
Addressed to Planning and Protection Committee
Date March 10th, 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

- 08-11-16-1 personal matters about an identifiable individual, including municipal or local board employees – General Nature – Striking Committee
- 11-10-16-1 a proposed or pending acquisition or disposition of land by the municipality or local board – General Nature – Land Purchase
- 14-03-17-1 personal matters about an identifiable individual, including municipal or local board employees – General Nature – Council Staff Interaction

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

- 08-11-16-1 personal matters about an identifiable individual, including municipal or local board employees – General Nature – Striking Committee
- 11-10-16-1 a proposed or pending acquisition or disposition of land by the municipality or local board – General Nature – Land Purchase
- 14-03-17-1 personal matters about an identifiable individual, including municipal or local board employees – General Nature – Council Staff Interaction

128151 Continued

- 06-12-16-2 personal matters about an identifiable individual, including municipal or local board employees – General Nature – Staffing
- 14-03-17-2 litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board – General Nature - 128132

REPORT TO COUNCIL

08-11-16-1 THAT Council hereby appoints Councillor Fritz to serve on the BIA Board and Mayor Antonakos will attend BIA meetings as an ex officio member.

THAT Brad Occomore be accepted as a member of the BIA Board and that Mike Cimilyan’s resignation from the BIA Board be acknowledged.

- 11-10-16-1 Bring forward
- 14-03-17-1 Receive and Record
- 06-12-16-2 Bring forward
- 14-03-17-2 THAT the Mayor’s statement made at the March 7th, 2017 Planning and Protection Committee meeting not be included with the Action Report (128132)

RECORDED VOTE

Mayor Antonakos	Nay	Councillor Black	Yea
Councillor Doucett	Yea	Deputy-Mayor Flynn	Yea
Councillor Fritz	Yea	Councillor Redmond	Yea
Councillor Trimble	Yea		

CARRIED



**Policy Review Committee Agenda
for the March 14th, 2017 meeting to be held in
the Council Chambers following Council**

- 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 128151 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 128146

Received from Paul Knowles, Chief Administrative Officer
Addressed to Policy Review Committee
Date February 19th, 2017
Topic Interest Arbitration

SUMMARY

The Chamber of Commerce advises they are acutely aware of the impact that wage settlements, resulting from the provincial arbitration system, have on the municipality. The costs of emergency services have increased at over three times the rate of inflation annually since 2002.

On February 28th, the Ontario Chamber of Commerce and partner Chambers across the province will release an open letter to the Premier addressing deficiencies in the arbitration system. As recognized in the letter, the cost escalation resulting from settlements is unsustainable, particularly in an era of fiscal restraint generally, and especially in an environment where municipalities are greatly restricted in their options to raise new revenue.

128146 Continued

In a nutshell, Chambers will be calling on the Ontario Government to take three important steps:

- 1) Reform the provincial interest arbitration system to reflect the current capacity of Ontario municipalities to pay for increased service costs.
- 2) Improve efficiency by requiring that arbitration decisions be delivered in less than 12 months.
- 3) Improve accountability and transparency for the taxpayer.

The Chamber will be taking part in a conference call next week to get further information on this file and will keep the Town updated.

COMMENT

Municipalities have been pushing for reform of the arbitration system for a number of year but to date little has been accomplished

STAFF RECOMMENDATION

Receive and Record

COMMITTEE DECISION

TO BE DISCUSSED

COMMUNICATION 128147

Received from Paul Knowles, Chief Administrative Officer
Addressed to Policy Review Committee
Date March 6th, 2017
Topic Summer Meeting Schedule

SUMMARY

Summer is approaching and meeting schedule should be established.

STAFF RECOMMENDATION

THAT the regularly scheduled meetings of Council and Committees continue until June 27th, 2017 and resume on September 5th, 2017 except as noted below.

ALSO THAT that the regularly planned Policy Review Committee meeting and Council meeting be held on July 25th, 2017.

COMMITTEE DECISION

COMMUNICATION 128148

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

SUMMARY

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

COMMENT

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

STAFF RECOMMENDATION

THAT the Town work with neighbouring municipalities and the County to finalize plans for development of the OVR Trail.

COMMITTEE DECISION

COMMUNICATION 128149

Received from Councillor Fritz
Addressed to Paul Knowles, Chief Administrative Officer
Date March 3rd, 2017
Topic Closed Meetings

SUMMARY

Member of Council would like to revisit the issue of frequency of closed meetings. This was something that was raised a year ago and everyone agreed we would limit them to twice monthly - at Policy Review meetings. However, there was a caveat that if there was an urgent matter, we could make an exception.

Well, the practice seems to be that non urgent items are being put on whatever committee is happening and this needs to be addressed in a timely manner. As well, as part of this matter, it is suggested that, in the best interests of all members of council, we discuss a plan to ban all mobile devices from in camera meetings. The clerk or CAO could collect them in a bag/basket and hold onto them until the meeting is over. This is a common practice in federal government meetings that we could all benefit from.

128149 Continued

COMMENT

Closed meetings have been held regularly, and it is a valid comment, that sometimes the issues are not so urgent and they could have been postponed until the next Policy Review meeting. However, in addition to urgency, staff feel there should be two other considerations;

- 1) Availability of Staff to attend – Generally only the Clerk and the CAO attend the Policy Review meeting. Sometimes the issue to be considered in closed session would be more appropriately presented by another staff member. However, that staff may not be available. Or, if they are available, there would be an additional cost to have that staff member attend the Policy Meeting. It would be less costly to hold the closed session at a meeting where the staff is already present.
- 2) During preparation of the agenda, the staff often shift items/delegations that are not urgent to an earlier or later meeting to balance the work/time that will be required at a meeting. For example, if there is a closed meeting item that will require a significant time for discussion but is not urgent, staff would try to schedule this item on a night with little other business even if it was the Community Issues agenda.

Staff have no concerns related to cell phones at meeting.

STAFF RECOMMENDATION

That closed meetings be scheduled primarily at Policy Review meetings but that closed meeting be held at other meetings if the items are urgent, if the timing matches the availability of staff (and member of Council) or to balance workload.

Also, that Council determine status of cell phones.

COMMITTEE DECISION

COMMUNICATION 128150

Received from	Dave Young, Director of Public Works
Addressed to	Policy Review Committee
Date	March 7 th , 2017
Topic	Tenders for Sewer Cleaning and TV Inspection

SUMMARY

Tenders will be accepted up until 3:00 p.m. Monday March 13th, for the provision of sewer cleaning and CCTV inspection. This work will provide necessary information to determine the scope of work relating to the sewer lining projects associated with the CWWF fund.

128150 Continued

COMMENT

Staff will provide a summary of bid results.

STAFF RECOMMENDATION

To be discussed

COMMITTEE DECISION

COMMUNICATION 128151

Received from	Paul Knowles, Chief Administrative Officer
Addressed to	Policy Review Committee
Date	March 10 th , 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

- 08-11-16-1 personal matters about an identifiable individual, including municipal or local board employees – General Nature – Striking Committee
- 11-10-16-1 a proposed or pending acquisition or disposition of land by the municipality or local board – General Nature – Land Purchase
- 14-03-17-1 personal matters about an identifiable individual, including municipal or local board employees – General Nature – Council Staff Interaction

COMMITTEE DECISION