



Policy Review Committee Action Report
for the May 10th, 2016 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, Joanne Henderson, Manager Parks and Recreation, Jessica Smith, Community Programmer, 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) **COMMUNICATION 127214 IS A CLOSED MEETING**
- 5) **PLEASE TURN OFF ALL CELL PHONES AND PAGERS**
- 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 receive and file for those items not pulled out for discussion.

COMMUNICATION 127206

Received from AMO
Addressed to Town of Carleton Place
Date May 4th, 2016
Topic Call for Nominations

SUMMARY

AMO has put out a call for nominations for the Board of Directors. Nominations should be submitted by 4:00 p.m. June 24th, 2016. Nomination kit is available.

COMMENT

For Council's Information

STAFF RECOMMENDATION

Receive and record

COMMITTEE DECISION

Receive and Record

TO BE DISCUSSED

**MAYOR ANTONAKOS DECLARED A CONFLICT
OF INTEREST – FAMILY PROPERTY
OWNERSHIP**

COMMUNICATION 127207

Received from Paul Knowles, Chief Administrative Officer
Addressed to Policy Review Committee
Date May 2nd, 2016
Topic Development South-East of Hwy. 7

SUMMARY

For several years, the Town has been working with developers to organize development of the southeast section of Town. Recently the Town closed tenders for two major components of the required infrastructure, the extension of McNeely Avenue and the construction of a new pumping station. Before these contracts can be awarded, Cost Sharing Agreements, for funding these projects, need to be finalized.

COMMENT

A Background Study and Cost Sharing Report has been posted on the website (see What's New).

STAFF RECOMMENDATION

THAT solicitor proceed to finalize the Cost Sharing Agreements.

COMMITTEE DIRECTION

THAT solicitor proceed to finalize the Cost Sharing Agreements.

COMMUNICATION 127208

Received from Paul Knowles, Chief Administrative Officer
Addressed to Policy Review Committee
Date May 4th, 2016
Topic AMO Conference

SUMMARY

The Municipal Delegation Request Form for the AMO Annual Conference (August 14 – August 17, 2016 in Windsor) is now available. Delegation Request deadline is June 29th, 2016.

127208/ Continued

STAFF RECOMMENDATION

THAT Council decide what requests (if any) should be made.

COMMITTEE DECISION

Bring forward

COMMUNICATION 127209

Received from	Deputy-Mayor Flynn
Addressed to	Paul Knowles, Chief Administrative Officer
Date	April 30 th , 2016
Topic	Requests

SUMMARY

- 1) A member of the community is suggesting that the Town fund the \$5,000 cost to replace the Ballygiblin Riot plaque that was originally located beside the Town Hall. It is their hope, along with many others, that the Community can have the plaque re-erected by the Town of Carleton Place's bicentennial in 2019. The history and meaning of the 1824 Riots, which took place just six years after Carleton Place was founded in 1819, is one of importance and historical justice to the development of our Town.
- 2) People First is seeking funding from the Town for their organization.

COMMENT

- 1) The historical plaque was originally installed by the Province. It seems they no longer fund the cost to replace their plaques.
- 2) People First was made aware of the application deadline for Community Enrichment Grants however they failed to submit their application in time to be considered. People First has now submitted their application and, similar to other groups which applied after March 31st, they have been informed that their application will be considered as part of the second intake which closes on August 31st.

STAFF RECOMMENDATION

- 1) THAT replacement of the Ballygiblin Riot plaque be forwarded to the Bi-centennial Committee for consideration.
- 2) THAT People First's application for a Community Enrichment Grant be considered along with the other applications received after the advertised closing date of August 31st.

127209 Continued

COMMITTEE DECISION

- 1) THAT replacement of the Ballygiblin Riot plaque be considered as part of the 2017 Budget.

- 2) THAT members of Council provide a \$500 cash advance from their discretionary fund to provide short term funding to People First. Cash advance will be repaid from any Community Enrichment Grant approved in September.

COMMUNICATION 127210

Received from	Carleton Place BIA
Addressed to	Phil Hogan, Treasurer
Date	May 3 rd , 2016
Topic	Downtown Project

SUMMARY

The BIA continues to work on a variety of incentives to offer to business and property owners in the BIA district. The incentives are all geared towards physical improvements to the external appearance of their property. The Façade programs is an extremely successful program co-funded by the Town and the BIA itself. Each year the program is fully utilized.

A significant problem area continues and that is the painting and repair of the upper cornices on most of the older buildings. Most still retain their Victorian trim but are in sad state of repair. Most simply need painting. To that extent, a BIA ratepayer has offered the free use of his construction scissor lift and has also found a painter offering a discounted rate. The painter is certified on the use of the lift. There have already been a number of businesses agree to this fixup. BIA staff will need to co-ordinate with Public Works etc. so that safe sidewalk access is available whenever/wherever this work takes place.

The BIA would like to engage professional designers, likely architecture student(s), to create a total make over design for as many buildings in the BIA area as possible. The intent is to create a co-ordinated paint and trim scheme that compliments the study building and a design that is cost effective. This is an opportunity to be creative.

BIA resources will be utilized but are limited. It is our understanding that there is a modest budget (\$7,000) already set aside in the Town's 2016 budget for this type of purpose. The BIA would like to have access to those funds, either by direct fund transfer or by submitting the expenses incurred. This money will not be used for actual construction but exclusively for a collaborative design approach.

127210 Continued

COMMENT

The Town's 2016 budget included \$7,000 for a Downtown Project and \$11,000 for an Economic Development Project. Originally it was thought these funds might be combined with a RED grant but this grant program has been cancelled.

It has also been discussed that these funds should be used for Industrial Park signage and additional docks in the downtown.

STAFF RECOMMENDATION

THAT the \$7,000, included in the budget for a Downtown Project, be allocated to the BIA to engage professional designers as requested.

THAT the \$11,000, included in the budget for an Economic Development Project, be used to fund the installation of signs for the Business Parks with the remainder of the funds used to identify and plan to mark a safe boating channel from the lake to the downtown. Funds for appropriate additional docks could then be considered in the 2017 budget.

COMMITTEE DECISION

THAT the \$7,000, included in the budget for a Downtown Project, be allocated to the BIA to engage professional designers as requested. Advertising opportunity on Arnprior radio is also to be considered by the BIA.

THAT the \$11,000, included in the budget for an Economic Development Project, be used to fund the installation of signs for the Business Parks with the remainder of the funds used to identify and plan to mark a safe boating channel from the lake to the downtown. Funds for appropriate additional docks could then be considered in the 2017 budget. Details for identifying and marking a safe boating channel are to be reviewed with Recreation Department.

COMMUNICATION 127211

Received from Dave Young, Director of Public Works
Addressed to Policy Review Committee
Date May 4th, 2016
Topic PW2-2016

SUMMARY

Tenders for PW2-2016 closed at 2:00p.m. Tuesday, May 10th, 2016.

UPDATE

The following bids were received: (bid prices includes HST)

Thomas Cavanagh Construction Limited	\$1,919,477.64
Ottawa Greenbelt Construction Company Limited	\$2,054,112.12
Colautti Construction Ltd.	\$2,199,204.16
Crains' Construction Limited	\$2,342,344.39

All tenders were complete.

STAFF RECOMMENDATION

THAT Council hereby authorizes the Mayor and Clerk to execute a Contract Agreement with Thomas Cavanagh Construction Limited for Contract PW2-2016 for the tender bid price of \$1,919,477.64

COMMITTEE DECISION

THAT Council hereby authorizes the Mayor and Clerk to execute a Contract Agreement with Thomas Cavanagh Construction Limited for Contract PW2-2016 for the tender bid price of \$1,919,477.64.

COMMUNICATION 127212

Received from AMO
Addressed to Paul Knowles, Chief Administrative Officer
Date May 5th, 2016
Topic Support for Fort McMurray

SUMMARY

Wildfires around Fort McMurray are devastating that community. AMO is encouraging municipalities to channel any donations to assist the community through their office and they will ensure that the funds are matched by both the Federal and Alberta governments.

STAFF RECOMMENDATION

THAT the Town donate \$500 through AMO to support the Fort McMurray community with the cost funded from Council promotions.

127212 Continued

COMMITTEE DECISION

THAT the Town donate \$500 through AMO to support the Fort McMurray community with the cost funded from Council promotions. A \$100 donation from the OWFC will also be included.

COMMUNICATION 127213

Received from Jessica Smith, Community Programmer
Addressed to Paul Knowles, Chief Administrative Officer
Date May 5, 2016
Topic Canada 150th Fund

SUMMARY

The Recreation and Culture Department are submitting an application to the Canada 150th Fund for financial support to assist in offsetting the fees associated with the many events that the Anniversary Celebrations Committee is planning. The Town will be applying on the Committee's behalf.

STAFF RECOMMENDATION

THAT the Council of the Town of Carleton Place hereby approves the Recreation and Culture Department of the Town submitting an application to the Canada 150th Fund for financial support on behalf of the Anniversary Celebrations Committee.

COMMITTEE DECISION

THAT the Council of the Town of Carleton Place hereby approves the Recreation and Culture Department of the Town submitting an application to the Canada 150th Fund for financial support on behalf of the Anniversary Celebrations Committee.

COMMUNICATION 127214

Received from Paul Knowles, Chief Administrative Officer
Addressed to Policy Review Committee
Date May 5th, 2016
Topic Closed Meetings

SUMMARY

As authorized by the Municipal Act, Council should review selected items in closed session.

127214 Continued

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

- 12-04-16-3 a proposed or pending acquisition or disposition of land by the municipality of local board; General Nature – Bates Avenue
- 08-03-16-1 a proposed or pending acquisition or disposition of land by the municipality of local board; General Nature – Carambeck Property

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

- 12-04-16-3 a proposed or pending acquisition or disposition of land by the municipality of local board; General Nature – Bates Avenue
- 08-03-16-1 a proposed or pending acquisition or disposition of land by the municipality of local board; General Nature – Carambeck Property

REPORT TO COUNCIL

- 12-04-16-3 Receive and Record
- 08-03-16-1 Bring forward

COMMUNICATION 127216

Received from	Paul Knowles, Chief Administrative Officer
Addressed to	Policy Review Committee
Date	May 10 th , 2016
Topic	Carleton Place Canadians Support

SUMMARY

Carleton Place Canadians have again won the Fred Page Cup and will be traveling to the RBC final.

STAFF RECOMMENDATION

THAT the Town provide a donation of \$3,050 to support the Carleton Place Canadians. Donation to be funded from Council Promotion (\$500), Council Honorarium (\$150 from each of the 7) and Enrichment Grant (\$1,500).

127216 Continued

COMMITTEE DECISION

THAT the Town provide a donation of \$3,050 to support the Carleton Place Canadians. Donation to be funded from Council Promotion (\$500), Council Honorarium (\$150 from each of the 7) and Enrichment Grant (\$1,500).



Policy Review Committee Agenda
for the May 10th, 2016 meeting to be held in
the Council Chambers following Council

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COMMENT

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COMMITTEE DECISION

TO BE DISCUSSED

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Addressed to Policy Review Committee
Date May 2nd, 2016
Topic Development South-East of Hwy. 7

SUMMARY

For several years, the Town has been working with developers to organize development of the southeast section of Town. Recently the Town closed tenders for two major components of the required infrastructure, the extension of McNeely Avenue and the construction of a new pumping station. Before these contracts can be awarded, Cost Sharing Agreements, for funding these projects, need to be finalized.

COMMENT

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STAFF RECOMMENDATION

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COMMITTEE DIRECTION

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STAFF RECOMMENDATION

THAT Council decide what requests (if any) should be made.

COMMITTEE DECISION

COMMUNICATION 127209

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Addressed to Paul Knowles, Chief Administrative Officer
Date April 30th, 2016
Topic Requests

SUMMARY

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COMMITTEE DECISION

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COMMITTEE DECISION

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SUMMARY

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COMMITTEE DECISION

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COMMITTEE DECISION

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Topic Closed Meetings

SUMMARY

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COMMITTEE DECISION