



Community Issues Committee Agenda
June 19th, 2018, Immediately Following Corporate Services
Carleton Place Town Hall, Council Chambers

- 1) CALL TO ORDER
- 2) DECLARATION OF PECUNIARY/CONFLICT OF INTEREST
- 3) REGISTRATION OF PUBLIC WISHING TO SPEAK
- 4) COMMITTEE/BOARD UPDATES

COMMITTEE/BOARD	MEMBER OF COUNCIL	UPDATES
Municipal Heritage Committee	Councillor Redmond	
BIA Board	Councillor Fritz	
MVCA	Councillor Black Deputy-Mayor Flynn	
Chamber of Commerce	Deputy-Mayor Flynn	
Youth Centre Board	Councillor Trimble	
Library Board	Councillor Doucett	
Daycare	Councillor Fritz	
County	Mayor Antonakos Deputy-Mayor Flynn	

5) COMMUNICATIONS (REPORTS)

- i. Action Reports/Minutes of Various Committees (attached)
(Communication 129252)

p4

Committee Decision:

THAT the following minutes be received:

- Carleton Place Environmental Advisory Committee Minutes of April 9 and May 7, 2018
 - Items of note include:
 - Freecycle Day – June 1 - 3, 2018
 - The CPEAC will fund up to \$4K from their budget for the purchase of recycle bins through Parks & Recreation, to be installed at various strategic locations around town.
 - THAT the CPEAC allocates \$200 annually to the Carleton Place Library for the purchase of environmental related books.
 - CPEAC provided a \$200 bursary to a student from each high school at their commencement who shows an outstanding commitment to environmental issues or who is pursuing environmental studies.

- Urban Forest/River Corridor Advisory Committee Minutes of May 23, 2018
 - Items of note include:
 - Tree planting information on Town's website
 - McArthur Island developer is willing to work with the Town regarding the protection of Hackberry trees.

- ii. **Parks and Recreation Committee Action Report for June 4, 2018** p9
(Communication 129253)
Joanne Henderson, Manager of Recreation and Culture
Staff Recommendation:
THAT the Committee receives the Manager of Recreation and Culture Report on the highlights of the June 4, 2018 Parks and Recreation meeting as information.

- iii. **Purchase of Recreation Booking and Registration Software** p22
(Communication 129254)
Joanne Henderson, Manager of Recreation and Culture
Suggested Motion:
THAT Staff be authorized to proceed with the upgrade of the Recreation Software through Active Network-Maximum Solutions at a cost of \$10,013.34; and
THAT the system cost be funded through the Recreation Reserves.

- iv. **Big Bike for Heart and Stroke** p23
(Communication 129255)
Joanne Henderson, Manager of Recreation and Culture

Suggested Motion:

THAT the Arena Staff be reimbursed for the \$500 donation towards Heart and Stroke and that the expense be funded through the Council Promotions Budget.

6) ADJOURNMENT

**The Corporation of the Town of Carleton Place
Environmental Advisory Committee Meeting
Carleton Place Town Hall 6:30
Monday April 9, 2018**

Present: Bill Slade, Margo Willmot, Natalika Culhane, Mayor Louis Antonakos. and Kayla Kazda. Absent: Leslee Brown, Randy Martin, Michel Villeneuve

- 1) Welcome Guests:
 - a. Diane Smithson, CAO, Carleton Place
 - b. Patti Sharpe
- 2) Additions to the Agenda: no additions proposed
- 3) Motion to Accept Agenda: Margo Willmot and Louis Antonakos
- 4) Motion to accept the minutes of the March 5, 2018 CPEAC Meeting: Kayla Kazda and Natalika Culhane
- 5) Freecycle Day: Natalika will be taking over Freecycle Day from Margo. Margo will assist Natalika in the transition. Proposed date for this year: June 1st-3rd
- 6) Recycle Containers: The CPEAC will fund the purchase of recycle bins through Joanne Henderson, Parks & Recreation, for various locations around the town

Motion by: Margo Willmot, seconded by Bill Slade

The CPEAC will fund up to \$4K towards the purchase of recycle bins through Joanne Henderson, Parks & Recreation, to be installed at various strategic locations around town. The CPEAC will assist Joanne in identifying locations.

Motion Carried (Diane Smithson to contact Joanne Henderson to expedite the ordering of the bins)

- 7) Purchase of library books: The CPEAC allocates \$200 per year to the Carleton Place Library towards the purchase of books related to the environment as a thank you for the use of the boardroom throughout the year.

Motion by: Margo Willmot, seconded by Natalika Culhane

The CPEAC allocates \$200 annually to the Carleton Place Library for the purchase of environmental related books.

Motion: Carried

- 8) Presentation of bursaries at the high schools: Every year the CPEAC provides a \$200 bursary to a student from each high school at their commencement who shows an outstanding commitment to environmental issues or who is pursuing environmental studies.

Carleton Place & District HS – Louis Antonakos
Notre Dame HS – to be determined

- 9) Ontario Environmental Network (OEN) representative: Kayla Kazda will take over from Margo Willmot as the prime contact

- 10) Climate Change Presentation to council: A dry run has been scheduled for Monday April 16, 7PM at the home of Bill Slade, 83 Comba Drive.

- 11) Articles of General Interest:

- a. OMB is being replaced by the Local Planning Appeal Tribunal (LPAT) and it's implications
- b. CP-H2O organization and their opposition to the SWMP in Roy Brown Park
- c. The CPEAC will work on a 'Recycling' video this summer for the town web site in order to help residents recycle more efficiently
- d. FCM announces new funding to municipalities to take action on Climate Change and resiliency. Up to \$125K for a 2-year contract is available to address staffing gaps for municipalities over 10,000.

- 12) Motion to adjourn: Moved by: Kayla Kazda Seconded: Bill Slade

The next CPEAC meeting is at 6:30 p.m. on May 7th, 2018 at the Carleton Place Library Boardroom.

**The Corporation of the Town of Carleton Place
Environmental Advisory Committee Meeting
Carleton Place Library Board Room 6:30
Monday May 7, 2018**

Meeting Minutes

Present: Bill Slade, Louis Antonakos, Margo Willmot, Randy Martin, Mike Villeneuve, Natalika Culhane
Absent: Kayla Kazda, Leslee Brown

- 1) Additions to the agenda (moved by: Randy Martin second: Mike Villeneuve)
- 2) Approval of the agenda (moved by: Margo Willmot second: Natalika Culhane)
- 3) Approval on the minutes of the April 9, 2018 meeting (moved by Louis Antonakos second: Margo Willmot)
- 4) Climate Change Presentation: The committee held a dry run of the presentation to council. Several changes were noted. Unfortunately the CPEAC will have to postpone the presentation since our key presenter will be unavailable for at least a month due to an accident. The modifications will tighten and clarify the presentation.
- 5) Freecycle Day, June 1st to 3rd: Natalika reported everything was proceeding accordingly.
- 6) Bursary presentations: Cheques have been requested; Margo will pick up and deliver them to the high schools. Louis will make the presentation at the CPDHS. No presenter is available for the Catholic High School however, it is not necessary.
- 7) Update on recycle bins: Margo was in touch with Joanne Henderson who is waiting for updated pricing. The CPEAC would like the recycle bins in place late spring, early summer. The CPEAC has noted critical postings on our facebook page, and Carleton Place Social Scene regarding the lack of waste disposal bins and recycle bins in many locations around town. This issue needs to be addressed by the town.
- 8) Note public meetings of interest: Water and Waste Water Resiliency Plans as it reflects climate change, Waste Water Master Plan Public Meeting May 15, 4 – 7 followed by a council committee meeting at 7. Town meeting on the state of the Bridge Street Bridge, May 16, 4 – 7 at the Canoe Club.
- 9) Adjournment: (moved by Bill Slade second by: Margo Willmot)

The next meeting of the CPEAC will be June 4, 2018 at the Carleton Place Library Boardroom



Carleton Place Urban Forest/River Corridor Advisory Committee

175 Bridge Street, Carleton Place, Ontario K7C 2V8

Tel: 613-257-6208 Fax: 613-257-8170

Email: jdmccready@rogers.com

Minutes of meeting May 23, 2018

7:00 p.m. Library Facility

June 27 2018 meeting has been cancelled @ 7PM – CP Library Facility

Attendance:

Jim McCready (chair), Mark Smith, Gerry Andrews, Janet McGinnis, Andy Kerr-Wilson,
Councilor Sean Redmond,

Absent: Dale Moulton

Also Present: Diane Smithson CAO, Joanna Bowes Manager Development and Planning

Agenda :

1. Welcome-Approval of the Agenda;
2. Approval of Minutes from April 26 meeting.
3. Business Arising from May 23 meeting (Jim)
 - To be covered in this agenda
4. Planning
 - Discussion on Planning with Joanna Bowes-where we sit on some development and what to expect coming the committee way, official plan updates.
 - o Upcoming, 2 subdivisions Hwy 7 South
 - 1 small unit, 1 large 17ha
 - EIS mentions Meadowlark, Bobolink, Snapping Turtle, PSW (unconfirmed)
 - 75- 200dbh trees, planned for some removed, some kept,
 -
 - Need a policy from the Town to protect trees/forested areas from removal prior to planning applications.
 - Can the policy be added to the OP or DP?
 - Can a policy be designed to ensure that identified Environmental features are preserved within the development's planning stages? – DP's Community Design/Built Form sections
 - Committee to Identify Areas that trees can be planted within Town Property that are left over from developer requirements.
 - OP/DP update starting 2020

- We need to put forward to the Town's Council to get them to invite the County to enforce their Tree Cutting Bylaw within the Municipalities boundaries.
 - We need to have identified Natural Environment areas that the Town needs to protect and what methods can be used for private lands.
- 50 Allan St.-questions from Cheryl Batten the developer.
 - * **Councilor Redmond declared a Conflict of Interest and did not take part in the discussion,** * as he lives across the street from this address.
 - 4 stories mandate question – possible river corridor issue on Shadows into the water.
 - Injected Ash tree problem –should have been recovered when the property was sold to the developer.
- 9 Roe St.
Held Over to Next Meeting May 31, 2018
- Joanne's Court-Lepine (Giant Tiger area)
Held Over to Next Meeting May 31, 2018
- 5. Update on the OVT Trail (Mark Smith)
Held Over to Next Meeting May 31, 2018
- 6. Update on open house on the Bridge Repairs (Mark Smith)
Held Over to Next Meeting May 31, 2018
- 7. Update on the Waste Water Master Plan- Public Meeting (Janet McGinnis)
Held Over to Next Meeting May 31, 2018
- 8. Tree Planting information on the web site (Jim)
Held Over to Next Meeting
- 9. Update on Planting workshop May 2nd-? (Jim)
Held Over to Next Meeting
- 10. Update UofT Masters of Conservation visit. (Jim)
Held Over to Next Meeting
- 11. Other Business
 - McArthur Isl. Developer is willing to work around some concerns and is willing to work with the Town to move forward on protection of Hackberry trees.
 - Meeting Monday 28th 2:30 with developer
 - Hwy7 South Sub Division report need to be in by the 12th June

A special meeting on the Planning issues will take place May 31, 2018, 9:00 am Town Hall.

Meeting Adjourned

- Meeting Dates for 2018: Sept 26, Oct 24, and Nov 28.

COMMUNICATION 129253

Received From: Joanne Henderson, Manager of Recreation and Culture

Addressed To: Community Issues Committee

Date: June 19, 2018

Topic: Parks and Recreation Committee Action Report

SUMMARY

The Action Report of the Parks and Recreation Committee held on June 4, 2018 is attached.

COMMENT

Committee decisions arising from the Action Report include:

- **THAT** the draft Parks and Facility By-law be amended to include the Committee's comments and forwarded to Council for approval.
- **THAT** staff proceed with planting a poppy bed in Roy Brown Park with the poppies to be donated by the Roy Brown Society.
- **THAT** the Canoe Club be permitted to remove the existing bulletin board and install a sponsor plaque in the Canoe Club lobby.
- **THAT** a Library book hub be installed at the Carambeck Community Centre rather than at the Moore House as it is located on the north side of Town, is a high traffic area and is subject to minimal vandalism.

FINANCIAL IMPLICATIONS

There are no financial implications associated with the recommendations arising from the Parks and Recreation Action Report other than what has been already included in the Department's operating budget.

STAFF RECOMMENDATION

THAT the Committee receives the Manager of Recreation and Culture Report on the highlights of the June 4, 2018 Parks and Recreation meeting as information.



**Parks and Recreation Committee Action Report
for the June 4, 2018 meeting held in the
Large Board Room at the Neelin Street Community Centre**

Present: Councillor Ross Trimble, Reeve Richard Kidd, Jan Ferguson,
Tom Marshall, Paul Pillsworth, John Andrews, Bill Levesque,
Facilities Clerk Steph Scollan, Manager of Recreation and Culture
Joanne Henderson

Absent: Todd Boyce(regrets)

- 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 SILENCE ALL ELECTRONIC DEVICES**
 - 5) IF THERE IS AN ADDENDUM, IN ACCORDANCE WITH SECTION 15.2.4 (OF STRIKING REPORT) DOES THE COMMITTEE WISH TO APPROVE THIS ADDENDUM?**
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Communication 129227

Received from: Joanne Henderson, Manager of Recreation and Culture
Addressed to: Parks and Recreation Committee
Date: June 1, 2018
Topic: Updates to Parks and Facility By-Law

SUMMARY

The Parks and Facility By-Law has not been updated since 2005 and is out of date. Staff has made changes and additions to the current by-law and the proposed new by-law is attached for consideration. Changes are outlined in red font within the proposed By-law.

COMMENT

The updated by-law will further clarify the best practices that staff has used in operating the Town's parks and facilities.

Some of the changes include parking clarifications, hours of use, permit requirements, clarification on advertising and business operations.

STAFF RECOMMENDATION:

To be discussed.

COMMITTEE DECISION

That the draft Parks and Facility By-law be amended to include the Committee's comments and forwarded to Council for approval.

Communication 129228

Received from Rob Probert, President of the Roy Brown Society
Addressed to Joanne Henderson, Manager of Recreation and Culture
Date June 4, 2018
Topic Planting of poppies in Roy Brown Park

SUMMARY

A request has been received from the President of the Roy Brown Society to plant a poppy bed in Roy Brown Park. The poppies for the bed will be donated by the Roy Brown Society.

COMMENT

The planting of the poppies and maintenance of same will be funded under the current flower beautification budget. The bed will be located just south east of the first pavilion when you enter the park from Lake Avenue.

STAFF RECOMMENDATION

That staff proceed with planting the poppy bed in Roy Brown Park.

COMMITTEE DECISION

That staff proceed with planting the poppy bed in Roy Brown Park.

Communication 129252

Received from Ryan Wheeler, Carleton Place Canoe Club
Addressed to Joanne Henderson, Manager of Recreation and Culture
Date June 4, 2018
Topic Request to install a sponsor plaque in Canoe Club Lobby

SUMMARY

A request was received to install a sponsor plaque in the lobby of the Canoe Club where the bulletin board is currently situated. The plaque will recognize donors for the 125th anniversary war canoe that the Canoe Club recently purchased. The Club would also like to utilize the wall to hang other commemorative plaques.

COMMENT

The bulletin board is not fully utilized and the Canoe Club will install a smaller bulletin board in the lobby area.

STAFF RECOMMENDATION

That the Canoe Club be permitted to remove the existing bulletin board and install a sponsor plaque in the Canoe Club lobby.

COMMITTEE DECISION

That the Canoe Club be permitted to remove the existing bulletin board and install a sponsor plaque in the Canoe Club lobby.

Communication 129253

Received from Jackie Kavanagh, Meriah Carswell
Addressed to Joanne Henderson, Manager of Recreation and Culture
Date June 4, 2018
Topic Request to install a library book hub outside the Moore House

SUMMARY

A request has been received to install a library book hub outside the Moore House.

COMMENT

The book hub was built by the Men's Shed and spearheaded by the Library.

STAFF RECOMMENDATION

That the library book hub be installed outside the Moore House.

COMMITTEE DECISION

That a Library book hub be installed at the Carambeck Community Centre rather than at the Moore House as it is located on the north side of Town, is a high traffic area and is subject to minimal vandalism.

BY-LAW NO. XX – 2018

A BY-LAW OF THE CORPORATION OF THE TOWN OF CARLETON PLACE TO REGULATE PUBLIC PARKS AND FACILITIES.

WHEREAS the Municipal Act S.O. 2001, c.25, Section 11(3) 5 provides that a lower-tier municipality may pass by-laws respecting matters within sphere of culture, parks, recreation and heritage;

AND WHEREAS the Municipal Act S.O. 2001 c.25, section 130 provides that every Council may pass such by-laws and make such regulations for the health, safety, morality and welfare of the inhabitants of the municipality in matters not specifically provided for by this Act;

AND WHEREAS all park properties and facilities under the jurisdiction of the Corporation of the Town of Carleton Place are for the use, benefit and pleasure of the public;

NOW THEREFORE the Council of the Corporation of the Town of Carleton Place enacts as follows:

1. DEFINITIONS

- 1.1 **Alcoholic Beverage** means spirits, liquor, beer, wine or any combination thereof and includes any alcohol in a form appropriate for human consumption as a beverage alone or in combination with any other matter.
- 1.2 **Animal** means any member of the animal kingdom, other than a human, and includes birds.
- 1.3 **By-law Enforcement Officer** means the By-law Enforcement Officer appointed by The Corporation.
- 1.4 **Camp** means to erect a structure, hut or tent for shelter. Or use of a trailer or recreational vehicle of any kind.
- 1.5 **Committee** means the Parks, Recreation & Culture Committee of the Town of Carleton Place, members of which are appointed annually by the Striking Committee of Council.
- 1.6 **Corporation** means The Corporation of the Town of Carleton Place.
- 1.7 **Council** means the Council of the Corporation of the Town of Carleton Place.
- 1.8 **Facility** shall mean any arena, pool, outdoor rink, splash pad, building or structure under the jurisdiction of the Corporation which is used for leisure,

play or organized events and activities.

- 1.9 **Manager** means the Manager of Parks, Recreation & Culture designated by the Corporation.
- 1.10 **Motorized Vehicle** includes an automobile, truck, motorcycle, boat and any other vehicle propelled or driven otherwise by muscular power, including all motorized snow or all-terrain vehicles but shall not include a wheelchair, and motorized vehicles operating pursuant to instructions from the Manager or any other person designated by the Corporation.
- 1.11 **Outdoor Rink** shall mean an ice surface provided but the Corporation, whether enclosed by boards or not, for recreational use by the public.
- 1.12 **Park** shall mean a park, playground, playing field, beach, outdoor recreation complex, square, garden, water, pedestrian walkway, trails or any other area within Town limits, owned, leased or used by the Corporation and devoted to active or passive recreation and shall include any lane or walkway or public parking area leading thereto.
- 1.13 **Permit** means a permit issued by the Corporation's Parks, Recreation & Culture Department for the use of a facility, park, field, etc. Permits will specify all of the dates, times and conditions of rental. Permits take precedent over regular public use when fees and scheduling are not required for their use.
- 1.14 **Person** means any individual, association, firm, partnership, corporation, agent or trustee and the heirs, executors, or other legal representatives of a person to whom the context can apply according to law.
- 1.15 **Property** includes buildings, structures, equipment, turf, trees, plants, or any other thing, item or object installed, contained, erected, planted or placed by the Corporation in any Municipal Park or Facility.
- 1.16 **Service Animal** means an animal trained by a recognized school for service as a guide dog for the blind or visually impaired, a guide dog for the deaf or hearing impaired, or a special skills animal for other disabled persons and includes an animal used in therapy, registered with a recognized organization for that purpose.
- 1.17 **Swimming Area** shall mean any area designated as an official swimming area, patrolled by the Town employed lifeguards and marked accordingly by buoys and signs.
- 1.18 **Swimming Pool** means any swimming pool under the jurisdiction of the Municipality

- 1.19 **Town** means the Municipal Corporation of the Town of Carleton Place or the geographic area of the Town of Carleton Place as the context requires.
- 1.20 **Wheelchair** means a chair mounted on wheels driven by muscular power or any other kind of power and used for the carriage of a person who has a physical disability.
- 1.21 **Wild Animal** means an animal of a wild nature or disposition.

2. **GENERAL PROVISIONS**

- 2.1 Except as otherwise provided herein, this by-law applies to all parks, facilities and trails under the control and management of the Corporation.

3. **VEHICLES**

- 3.1 No person shall operate a motor vehicle within the limits of any park or facility situated in the Town unless on roadways designated for such purposes or authorized by the Manager.
- 3.2 No person shall operate a motor vehicle at a speed in excess of 15km/hr on designated roadways within park limits.
- 3.3 No person shall operate a motor vehicle in a manner which may disturb, by excessive noise or otherwise, the occupants of the park or persons living in the vicinity of the park.
- 3.4 No person shall permit a vehicle to be parked or left standing in any place in a park or in a facility parking lot other than designated parking areas save and except vehicles operated pursuant to the instructions from the Manager.
- 3.5 No person shall allow a motorized boat to dock at or within 50m of a designated swimming area, except a motorized vehicle which is authorized by the Town, the Manager or those used or authorized by the Carleton Place Canoe Club.
- 3.6 Notwithstanding the provisions of this section, bicycles and skateboards are permitted in parks and trails, except on the sanded beach areas, on the splash pad or those areas where signs prohibiting their use are posted.
- 3.7 No person shall park overnight in any park or at any facility unless otherwise permitted by the Manager.

4. FIRE

- 4.1 No person shall light a fire in any park, trail, or facility unless they have received permission from the Manager in consultation with the Fire Chief.
- 4.2 Barbeques may be brought to and used in public parks provided they are propane or gas operated only, are supervised at all times and are used in a safe area.

5. PERMITS

- 5.1 No person, group or organization shall camp or lodge in any park or facility unless first acquiring a permit issued by the Manager or a designate thereof.
- 5.2 A permit is required to hold an event in a park or facility. Events include but are not limited to community picnics, fundraisers, sporting events, weddings, birthdays and special events.
- 5.3 Only a special event permit can authorize the individual, group or event exclusive use of a park or portion of thereof. Special event permits must be obtained from the Parks, Recreation & Culture Department 30 days prior to the date the event. Special events will be classified as such by the Manager or a designate thereof.
- 5.4 Permits shall be valid for the period of time specified thereon.
- 5.5 Permit fees shall be established by Council By-law updated annually.
- 5.6 Cancellations shall be reported to the Manager or a designate thereof as soon as possible in advance of the event.

6. ALCOHOL

- 6.1 Alcoholic beverages shall not be permitted in any park or facility except in areas designated and in accordance with the Municipal Alcohol Policy, the Liquor Licence Act and regulations set out by the Alcohol and Gaming Commission. Events must be approved by the Manager.
- 6.2 No person in an intoxicated condition shall enter any park or facility and shall be removed therefrom if found to be causing a disturbance within the park or facility.

7. FIREARMS, FIREWORKS, OFFENSIVE WEAPONS

- 7.1 No person shall have in their possession, in any park or facility, any firearm, air gun, bow and arrow, axe, knife, sling shot or fireworks of any kind.

7.2 No person shall discharge or use any firearm, fireworks or use any offensive weapon within any park or facility as prescribed by the Town's Firearms By-law and Fireworks By-law and any other law prohibiting the use of such items.

8. **ADVERTISING**

8.1 No individual or business shall advertise their business in any park or facility unless they are a sponsor for an event and they must only advertise during the hours that the event is taking place.

9. **SALES**

9.1 No individual or business where goods or services are exchanged for a monetary value shall operate in any park unless a lease agreement has been approved by the Committee or is regulated under the Refreshment Vehicle By-law or is classified as a Community Special Event.

10. **ANIMALS**

10.1 No person shall permit a dog or other animal under their control to enter the water within 50m of any designated swimming area.

10.2 All animals present within the parks, trails and outside facilities must be under the direct control of the person responsible and leashed.

10.3 No Animals are permitted within facility buildings except service animals or animals authorized by the Manager.

10.4 No person in any park or facility, shall disturb, molest, move, attempt to maim or kill any bird or animal or wild animal, or remove any nest, eggs or offspring.

10.5 No person shall fish or permit fishing within 50m of any designated swimming area.

11. **HOURS OF OPERATION**

11.1 No person shall remain or enter parks or trails between the hours of 11:00 p.m. and 6:00 a.m. except as a participant or spectator of an event or program approved by the Manager.

11.2 No person shall use sports field, ball diamonds, tennis courts, volleyball court, or splash pad on any day between October 15th of one year and May 15th of the following year.

- 11.3 The Manager may, at his/her discretion, amend the dates on which a sports field, ball diamond, tennis court, volleyball court, or splash pad may on the basis of the ground conditions and/or the maintenance schedule.
- 11.4 The Manager may, at his/her discretion, restrict or permit access, at any time and to anyone for the use of a sports field, ball diamond, tennis court, volleyball court, splash pad, park, trail or facility on the basis of the ground conditions and/or the maintenance schedule.
- 11.5 Subject to section 11.2, 11.3 and 11.4, no person shall use or access any area or facility to which access has been restricted by the Manager.
- 11.6 Unless written permission has been received from the Manager, no person shall access or use the fields for winter sports during the winter months, unless the following applies:
 - a) the ground is snow covered
 - b) the site is not altered
 - c) there is no potential damage to the field

12. **PROTECTION OF PERSONS AND PROPERTY**

- 12.1 No person in any park or facility, shall climb, break, injure, deface, move or remove any property except with the express written permission from the Manager.
- 12.2 No person in any park or facility shall distribute any flyers, notices or advertising devices of any nature or kind, without permission from the Manager.
- 12.3 No person shall in any park or facility, enter any place where a sign prohibiting admittance, or trespassing is displayed or where admittance is otherwise prohibited or restricted.
- 12.4 No person in any park or facility shall indulge in riotous, boisterous, threatening, or indecent conduct, or abusive, threatening, or profane language, or accost, annoy, or in any way interfere with any other person.
- 12.5 No person shall smoke or carry a lit cigarette, cigar, or pipe in the area of any facility or park where no smoking has been designated as prescribed by the Smoke Free Ontario Act.
- 12.6 No person shall in any park or facility, leave, or drop any refuse, paper, bottles, cans, rubbish or any items of this nature, except in receptacles provided for that purpose.
- 12.7 No person shall in any park or facility, leave, or drop any large items, hazardous waste, construction material, brush, grass cuttings, liquid,

garbage or any items of this nature.

- 12.8 Subsection 12.6 and 12.7 are subject to the requirements prescribed by the Corporation's Garbage By-laws.
- 12.9 No person shall in any park or facility, dump, deposit, pile, or scatter any snow, stone, earth, sand or gravel without prior approval from the Manager.
- 12.10 No person shall play or permit the playing of golf in any park or facility, or use any park or facility as a driving range to hit golf balls.

13. ENCROACHMENT ON PROPERTY

- 13.1 No person shall, being the owner or tenant of land abutting a park, cause or permit the planting of any hedge, tree, shrub, garden, or construction of any fence, storage shed, retaining wall or structure of any kind, the keeping of a compost heap or the placing of any string, wire, chain, rope or similar material on park property without prior written approval from the Manager.
- 13.2 Where a person is in contravention of Section 13.1, a notice shall be sent by registered mail to the owner and the occupant at the last known address, requiring conformity to the requirements of this provision.
- 13.3 The person or persons who have been served with a notice shall have 7 days from the date of the notice to remedy the violation.
- 13.4 Where a notice has been sent pursuant to Subsection 13.1 and the requirements of the notice have not been complied with, the Town shall cause the work to be done and the Corporation may recover such expense incurred by invoicing the property owner.
- 13.5 Failure to pay the invoice issued by the Town for services rendered will result in the outstanding amount being added to the Municipal taxes.
- 13.6 All invoices sent shall have a \$50.00 administrative fee added to the actual cost of services rendered.

14. ADMINISTRATION

- 14.1 This by-law shall be enforced by the By-law Enforcement Officers and/or members of the Carleton Place Detachment of the Ontario Provincial Police.
- 14.2 The Manager or authorized agent of the Town may at any time, close to the public any area or any portion of an area or any building in the area

and may require the payment of a fee by any person desiring to enter. No unauthorized person shall enter any closed area without first paying the fee for admission to the person duly authorized by the Manager or other Town agent to collect such fees.

14.3 The Manager or any person duly authorized by the Town is hereby authorized to call for a police investigation and action if there is reasonable and probable cause to believe that an offence under this by-law has been, or is about to be committed in a park or facility.

14.4 The Manager requires insurance coverage before the use of a park or facility may begin. The permit holder shall carry a minimum of \$2 million general liability and property damage insurance in which policy the Town shall be a named insured.

15. **VALIDITY, SEVERABILITY AND INTERPRETATION**

15.1 Where provisions of this by-law conflict with the provisions of another by-law in force in the Municipality, the provisions that establish the higher standards to protect the health, safety and welfare of the general public shall prevail.

15.2 This By-law shall come into force and take effect upon its passing.

15.3 Should a court of competent jurisdiction declare a part or whole of any provision of this By-law to be invalid or of no force and effect, the provision or part is deemed severable from this By-law, and it is the intention of Council that the remainder survive and be applied and enforced in accordance with its terms to the extent possible under law.

15.4 Whenever any reference is made in this By-law to a statute or regulation of the Province of Ontario, such reference shall be deemed to include all subsequent amendments to such statute or regulation and all successor legislation to such legislation.

15.5 Words importing the singular number shall include the plural, and words importing the masculine gender shall include the feminine, and the converse of the foregoing also applies, unless the context of the By-law otherwise requires.

16. **OBSTRUCTION**

16.1 No person shall hinder or obstruct, or attempt to hinder or obstruct an Officer or facility staff exercising a power or performing a duty under this By-law.

17. FINES FOR CONTRAVENTION

17.1 Any person who contravenes any of the provisions of this By-law and the procedures with respect thereto is guilty of an offence and the enforcement and the penalty imposed thereunder shall be subject to the provisions of the Provincial Offences Act, R.S.O 1990, Chapter P.53 and any amendments thereto and the penalty for the commission of any such offence shall be as provided for in the said Provincial Offences Act.

18. SHORT FORM

18.1 This By-law may be referred to as the Conduct in Public Parks and Facilities By-law.

19. REPEAL OF THE BY-LAW

19.1 That By-law No. 06-2005 and any amendments thereto, and any other by-laws inconsistent with this by-law are hereby repealed.

20. ENACTMENT

20.1 This By-law shall come into force and effect upon receipt of a set fine approval by the Regional Senior Justice of the Ontario Superior Court of Justice or his or her designate for the purpose of proceedings under Part I and Part II of the Provincial Offences Act.

READ A FIRST TIME, SECOND TIME AND A THIRD TIME AND FINALLY PASSED THIS 26th DAY OF JUNE, 2018.

Louis Antonakos, Mayor

D.H. Rogers, Clerk

COMMUNICATION 129254

Received From: Joanne Henderson, Manager of Recreation and Culture
Addressed To: Community Issues Committee
Date: June 19, 2018
Topic: Purchase of Recreation Booking and Registration Software

SUMMARY

Currently the Parks and Recreation Department uses two (2) different recreational software systems: the Class system for the pool and the Active Network-Maximum Solutions system for recreation purposes. The system used by the pool is no longer supported and cannot be upgraded. The system used for recreation purposes is no longer supported but has an upgrade available which operates through the cloud.

COMMENT

Staff has received a proposal which will allow the Department to use one system, the Active Network-Maximum Solutions program. Benefits of the program include:

- It can be used for both recreation and pool purposes;
- With the system being available through the cloud, it will be able to be used by the Community Programmer from her Carambeck office. Currently, the Programmer has to go to the Arena to enter her booking information so the new system will create greater staff efficiencies;
- easier tracking of information for management;
- there will be one supplier and one licence;
- IT time will be reduced as the backups and system are in the cloud;
- the system will allow pool memberships to be completed electronically whereas now they are done manually;
- with the system being in the cloud, no server replacements will be required

FINANCIAL IMPLICATIONS

The cost for the upgrade is \$10,013.34. This includes installation, support and training. While this is not a budgeted item, there are sufficient funds available in the Recreation Reserve to pay for this upgrade which will leave a balance in the reserve of just under \$150,000.

There will also be an annual licensing, support and cloud storage fee totalling \$5,400. While this is an increase over the current \$2,078 paid for annual licensing and support, as the system can be used by the pool, Carambeck and arena facilities, a portion of this cost will be allocated between the three budget areas.

STAFF RECOMMENDATION

THAT Staff be authorized to proceed with the upgrade of the Recreation Software through Active Network-Maximum Solutions at a cost of \$10,013.34; and

THAT the system cost be funded through the Recreation Reserves.

COMMUNICATION 129255

Received From: Joanne Henderson, Manager of Recreation and Culture

Addressed To: Community Issues Committee

Date: June 19, 2018

Topic: Big Bike for Heart and Stroke

SUMMARY

On April 24, 2018, Town staff participated in the Big Bike for Heart and Stroke. In the past, the donation for Staff to participate was funded through the Council Promotions Budget.

COMMENT

The minimum donation to participate was \$500 and it was paid in advance by the Arena Staff. Staff is asking to be reimbursed for this amount.

STAFF RECOMMENDATION

THAT the Arena Staff be reimbursed for the \$500 donation towards Heart and Stroke and that the expense be funded through the Council Promotions Budget.