MINUTES
OF THE FIFTEENTH REGULAR MEETING OF THE ONE HUNDRED AND TWENTY FIFTH COUNCIL OF THE TOWN OF CARLETON PLACE

The Fifteenth Regular Meeting of the One Hundred and Twenty Fifth Council of the Town of Carleton Place was held in the Town Hall Council Chambers on Tuesday, September 23, 2014 at 7:00 p.m.

PRESENT: Mayor LeBlanc  Councillor Antonakos
          Councillor Probert  Councillor Black
          Councillor Strike
          Councillor Flynn joined the meeting in progress

STAFF: P. Knowles, C.A.O.  D. Rogers, Clerk

I OPENING PRAYER
Members of Council, staff and the public stood for the recitation of the Lord’s Prayer.

II DISCLOSURE OF PECUNIARY INTEREST
None

III MINUTES OF PREVIOUS MEETING
Motion No. 15-125-01
Moved by Councillor Antonakos, seconded by Councillor Strike
THAT the Minutes of the Fourteenth Regular Meeting of the 125th Council held on September 2, 2014 adopted as printed.

CARRIED

IV DELEGATIONS
None

V COMMUNICATIONS
125360 - 125390

VI READING OF BY-LAWS
None

VII STANDING COMMITTEES
Physical Environment Committee - September 2, 2014
Motion No. 15-125-02
Moved by Councillor Black, seconded by Councillor Strike
Communication: 125365 125341 125288 125368 125372 125343
THAT Council hereby accepts the Physical Environment Committee’s decisions related to the consent items of September 2, 2014 and approves the Council Actions.

CARRIED

Planning and Protection Committee - September 2, 2014
Motion No. 15-125-03
Moved by Councillor Black, seconded by Councillor Strike
Communication: 125375 125376 125380 125381
THAT Council hereby accepts the Planning and Protection Committee’s decisions related to the consent items of September 2, 2014 and approves the Council Actions.

CARRIED
Motion No. 15-125-04
Moved by Councillor Probert, seconded by Councillor Strike
Communication: 125382
THAT Council hereby declares Lot 87, Plan 3469 on Lanark Street to be surplus to municipal needs and offers the lot for sale. CARRIED

Community Development Committee – September 16, 2014
Motion No. 15-125-05
Moved by Councillor Strike, seconded by Councillor Probert
Communication: 125390
THAT Council hereby accepts the Community Development Committee’s decisions related to the consent items of September 16, 2014 and approves the Council Actions. CARRIED

Community Issues Committee – September 16, 2014
Motion No. 15-125-06
Moved by Councillor Antonakos, seconded by Councillor Strike
Communication: 125337 125410 125411 125412 125413
THAT Council hereby accepts the Community Issues Committee’s decisions related to the consent items of September 16, 2014 and approves the Council Actions. CARRIED

Motion No. 15-125-07
Moved by Councillor Probert, seconded by Councillor Strike
Communication: 125336
THAT Council hereby authorizes the execution of a Memorandum of Understanding Re Trail Development in Roy Brown Park - Connecting the MVCA to Riverside Park and a Public Washroom Agreement with MVCA. CARRIED

Planning and Protection Committee – September 16, 2014
Motion No. 15-125-08
Moved by Councillor Black, seconded by Councillor Strike
Communication: 125414 125415 125418
THAT Council hereby accepts the Planning and Protection Committee’s decisions related to the consent items of September 16, 2014 and approves the Council Actions. CARRIED

Motion No. 15-125-09
Moved by Councillor Flynn, seconded by Councillor Strike
Communication: 125416
THAT staff be authorized to issue an Explosive Permit to Maceron Construction for rock removal at the Jackson Ridge Subdivision. CARRIED

VIII OTHER BUSINESS
Mayor LeBlanc on behalf of Council read a Proclamation declaring October 12th to October 18, 2014 as English as a Second Language week in the Town of Carleton Place.

IX MAYOR’S ANNOUNCEMENTS/DATES TO REMEMBER
Mayor LeBlanc reminded members of Council of the local Chamber of Commerce Breakfast at 7:30 a.m. on Wednesday, September 24, 2014. The Mayor also reviewed events planned for the 4th Annual Brett Pearson Run for Your Life Event which will occur on Saturday, September 27, 2014 from 9:00 a.m. to 1:00 p.m. Mayor LeBlanc also noted the singing contest at the Market Square on the same date as well as the Sister City Committee Gala Event entitled, Take Me out to the Ball. Mayor LeBlanc also reminded members of Council of the DS200 Tabulator Presentation Seminar at Carambeck Community Centre, scheduled for Saturday, October 4, 2014 from 9:00 a.m. to 12:00 p.m.
X BY-LAW CONFIRMING COUNCIL PROCEEDINGS
By-law No. 44-2014
Motion No. 15-125-10
Moved by Councillor Strike, seconded by Councillor Probert
THAT By-law No. 44-2014 (Confirm Council Proceedings) be read a first time, second time and third time and finally passed.

XI SINGING OF O CANADA
Council dispensed with the singing of O'Canada.

XII ADJOURNMENT – 7:20 p.m.
Motion No. 15-125-11
Moved by Councillor Antonakos, seconded by Councillor Strike
THAT the Fifteenth Regular Meeting of the One Hundred and Twenty Fifth Council be hereby adjourned.

CARRIED

Wendy LeBlanc, Mayor

D.H. Rogers, Clerk
AGENDA
FIFTEENTH REGULAR MEETING OF THE ONE HUNDRED
AND TWENTY FIFTH COUNCIL OF THE TOWN OF CARLETON PLACE
Tuesday, September 23, 2014 Council Chambers at 7:00 p.m.

I  OPENING PRAYER

II  DISCLOSURE OF PECUNIARY INTEREST

III  MINUTES OF PREVIOUS MEETING
Minutes of the Fourteenth Regular Meeting of the 125th Council of September 2, 2014

IV  DELEGATIONS
None

V  COMMUNICATIONS
125360 - 125418

VI  READING OF BY-LAWS
None

VII  STANDING COMMITTEES
Physical Environment Committee – September 2, 2014
125365 125241 125288 125343 125368 125371 125372 125374

Planning and Protection Committee - September 2, 2014
125375 125376 125380 125381 125282

Community Development Committee – September 16, 2014
125390

Community Issues Committee – September 16, 2014
125337 125410 125411 125412 125413 125336

Planning and Protection Committee - September 16, 2014
125414 125415 125416 125418

VIII  OTHER BUSINESS
Proclamation – “English as a Second Language" Week

IX  MAYOR’S ANNOUNCEMENTS/DATES TO REMEMBER

X  BY-LAW NO. 44-2014 CONFIRMING COUNCIL PROCEEDING

XI  SINGING OF O CANADA

XII  ADJOURNMENT
<table>
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<tr>
<th>NO.</th>
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</table>
SUMMARY
Recently there has been discussions about the design, appearance and operation of Stormwater Management ponds. The photos below show the Stormwater Management pond in the Highgate Subdivision that is currently under construction. Although grass, landscaping the park equipment still need to be installed, the photos show the basic design and shape. During heavy rains, the water level in the pond will rise and then drain away slowly to return to the level shown in the photos. Future ponds are all being designed to similar standards.

COMMENT
For Council's Information

STAFF RECOMMENDATION
Receive and File.

COMMITTEE DECISION
Receive and File.

COUNCIL ACTION
Receive and File.
| Received from | Kory Earle |
| Addressed to  | Paul Knowles, Chief Administrative Officer |
| Date          | April 21st, 2014 |
| Topic         | Traffic Lights and Accessibility |

**SUMMARY**

Mr. Earle would like to speak to Committee concerning the need for sound (beeping) at the traffic lights to help those that are seeing impaired crossing the street.

**UPDATE 1**

Staff have reviewed the County’s Accessible Pedestrian Signal Evaluation Methodology and although this evaluation method would be effective, staff feel that based on the fact that Provincial Legislation will eventually make implementation mandatory, and the fact that costs are manageable ($5,000 to $8,000/intersection) it would make sense to move forward with an implementation plan that would see the four Carleton Place municipally controlled intersection converted to audible pedestrian control over a period of two years with the Accessibility Committee providing input on priority.

Also, that any future traffic signals that are installed be equipped with Audible Pedestrian Controls.

**UPDATE 2**

The 2014 Capital Program does not appear to be providing access to funds through project saving, in fact some budgeted items have been deferred. Staff will include this project in the 2015 Capital Budget.

**STAFF RECOMMENDATION**

Receive and File.

**COMMITTEE DECISION**

Staff are to move forward with this project ASAP with funding source to be determined.

**COUNCIL ACTION**

Receive and File.

| Received from | Dave Young, Director of Public Works |
| Addressed to  | Physical Environment Committee |
| Date          | May 29th, 2014 |
| Topic         | Ontario Electronics Stewardship Collection Site |

**SUMMARY**

The Carleton Place Environmental Advisory Committee’s recommendation for the Town to establish an Ontario Electronics Stewardship Collection Site has been adopted by the Community Issues Committee at the meeting held on May 20th, 2014. The intent being to include this program in the 2015 budget deliberations.
125288 Continued

COMMENT
Staff feel that this program may be accommodated within the current year at the Yard Waste Depot. Staff will investigate and report back to Committee.

UPDATE
Staff are continuing to pursue this initiative through the Ontario Electronics Stewardship Program.

STAFF RECOMMENDATION
Receive and File.

COMMITTEE DECISION
Receive and File.

COUNCIL ACTION
Receive and File.

125343

Received from Paul Knowles, Chief Administrative Officer
Addressed to Policy Review Committee
Date July 7th, 2014
Topic 2015 Sewer and Water Budget

SUMMARY
The Treasurer has prepared a proposed 2015 Sewer and Water budget that would require a 2.19% increase to rates. The July 29th, 2014 agenda includes three major projects (pumping stations) with a significant municipal contribution to each. The cumulative impact of these projects needs to be considered. Historically, the Town has cooperated with Developers to promote growth and has assisted with funding - recovering these funds from future Developers.

Town’s Contribution to Design

<table>
<thead>
<tr>
<th>Item</th>
<th>2015 Sewer &amp; Water Budget</th>
<th>Future Projects Reserve *</th>
<th>Total</th>
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<td>$114,558.32</td>
<td>$230,268.72</td>
<td>$344,827.04</td>
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* Funds to be recovered from future developers or sale of land.

These are major projects that are being initiated by Developers and the Town should only participate if the Developers demonstrate serious intent by depositing the funds as per the distributed agreements.
Furthermore, everyone should be aware that the cost of construction will follow when the design is completed. The cost of construction needs to be determined, the formula for distributing costs and the method of collecting these costs needs considerable review. However, to illustrate the potential impact, if the same sharing methodology was applied the impact of construction costs could be:

**Town's Potential Contribution to Construction**

<table>
<thead>
<tr>
<th>Item</th>
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<td><strong>TOTAL</strong></td>
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<td><strong>$1,824,816.00</strong></td>
<td><strong>$2,318,899.00</strong></td>
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* Funds to be recovered from future developers or sale of land.

On September 12th, 2014, the Council will/may enter a 'lame duck' period so the sewer and water budget needs to be approved.

**STAFF RECOMMENDATION**

THAT a by-law implementing the 2015 sewer and water budget which includes a 2.19% increase be forwarded to Council.

**COMMITTEE DECISION**

THAT a by-law implementing the 2015 sewer and water budget which includes a 2.19% increase be forwarded to Council.

**COUNCIL ACTION**

Receive and file - By-law was sent to Council at the September 2nd, 2014 meeting.

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**SUMMARY**

Lanark County and the Township of Drummond/North Elmsley are considering submitting FIT renewable energy applications during the next window of opportunity. By working together they receive the maximum allocation of points in the grading of applications which will allow for them to be more successful in their endeavour.

They wonder if Carleton Place would be interested in more information in joining their group.
COMMENT
The Provincial government has required Hydro One to offer a program whereby Hydro will purchase solar generated electricity as an inflated price. Hydro funds their costs from their other Hydro revenues but the inflated price means that solar producers can make a profit.

STAFF RECOMMENDATION
THAT the Town express interest and ask for further information of the proposed FIT application.

COMMITTEE DECISION
THAT the Town express interest and ask for further information of the proposed FIT application.

RECORDED VOTE
Councillor Antonakos Yea Councillor Black Yea
Councillor Flynn Nay Mayor LeBlanc Yea
Councillor Probert Yea Councillor Strike Yea

CARRIED

COUNCIL ACTION
Receive and File.

SUMMARY
In March of 2014 the Public Works Bombardier Sidewalk Plow was submerged in a sinkhole created by a watermain break at the intersection of Queen and Peter Street. Compensation through the Town's insurance company was recently resolved.

Staff have solicited quotations from various suppliers for a replacement unit. The following quotations were received:
1. Holder $102,298.75
2. Trackless $106,500.00
3. Bombardier $130,340.00
4. CRTPS $115,225.00
5. Wille $113,715.00 (Demo) $117,580.00 (New)

COMMENT
Staff have assessed the units that have been included in the submissions and are satisfied that the Holder unit meets the required criteria.

Also, the Holder has included in their submission the offer of a snow blower for this unit at a discounted price of $7,824.25. This capability is not currently available in the Public Works fleet and in fact a blower was rented several times last year to open up sidewalks that couldn't be plowed due to the volume of snow.
STAFF RECOMMENDATION
That Council authorize staff to proceed with the acquisition of a 2014 Holder sidewalk plow, Model C270 for $102,298.75.

Also that the blower attachment for this unit be purchased for $7,824.25.

COMMITTEE DECISION
That Council authorize staff to proceed with the acquisition of a 2014 Holder sidewalk plow, Model C270 for $102,298.75.

Also that the blower attachment for this unit be purchased for $7,824.25.

COUNCIL ACTION
That Council authorize staff to proceed with the acquisition of a 2014 Holder sidewalk plow, Model C270 for $102,298.75.

Also that the blower attachment for this unit be purchased for $7,824.25.

This was dealt with at the September 2nd, 2014 meeting of Council

125372

Received from: Councillor Flynn
Addressed to: Physical Environment Committee
Date: August 12th, 2014
Topic: Brett Pearson Run

SUMMARY
Nicole Pearson would like to update Council on the Brett Pearson run.

STAFF RECOMMENDATION
THAT Council hear update.

COMMITTEE DECISION
THAT Council hear update.

COUNCIL ACTION
Receive and File.
SUMMARY
The Province has announced infrastructure funding which includes:

- The Ontario Community Infrastructure Fund (OCIF) which will provide $100 million annually for small communities - $50 million will be application based and $50 million will be formula based. Funds are expected to flow before March 31, 2014. The funding formula is based on the community’s value of infrastructure, assessment wealth and income of residents and staff estimate the Town should receive $100 – 200,000 annually for road projects from the formula based portion of OCIF. The Town is eligible to submit one application for funds for a specific infrastructure project. Only road, bridge, water or wastewater projects are eligible for funding. Applications will be assessed based on the impact the project would have on the health and safety of the community and on the wealth of the community. The maximum funds available under this program are 90% of the cost or $2.0 million whichever is less but applications are only to be for the amount required to move forward with the project.

- The Small Communities Fund (SCF) which will provide $272 million from each of the Federal and Provincial governments for small communities. The Town is eligible to submit one application for funds for a specific infrastructure project (cannot be the same project as the OCIF application). Projects eligible for funding are Highways and major roads, water, wastewater, transit, solid waste, green energy, innovation, connectivity, brownfield remediation, disaster mitigation, airports, rail and shipping. Applications will be assessed based on technical merit, the impact the project would have on the health and safety of the community and on the wealth of the community. The maximum funds available under this program are 2/3 of the eligible costs.

Expressions of interest for the application based programs must be submitted by September 19th.

STAFF RECOMMENDATION
That Council hereby authorizes staff to submit an application to the Ontario Community Infrastructure Fund (OCIF) to rehabilitate the bridges and improve roadside safety requesting 50% funding of the eligible costs.

That Council hereby authorizes staff to submit an application to the Small Communities Fund (SCF) to rehabilitate the Industrial Pumping Station and address infiltration in the sanitary sewers requesting 2/3 funding of the eligible costs.
COMMITTEE DECISION
That Council hereby authorizes staff to submit an application to the Ontario Community Infrastructure Fund (OCIF) to rehabilitate the bridges and improve roadside safety requesting 50% funding of the eligible costs.

That Council hereby authorizes staff to submit an application to the Small Communities Fund (SCF) to rehabilitate the Industrial Pumping Station and address infiltration in the sanitary sewers requesting 2/3 funding of the eligible costs.

COUNCIL ACTION
That Council hereby authorizes staff to submit an application to the Ontario Community Infrastructure Fund (OCIF) to rehabilitate the bridges and improve roadside safety requesting 50% funding of the eligible costs.

That Council hereby authorizes staff to submit an application to the Small Communities Fund (SCF) to rehabilitate the Industrial Pumping Station and address infiltration in the sanitary sewers requesting 2/3 funding of the eligible costs.

This was dealt with at the September 2nd, 2014 meeting of Council
Planning and Protection Committee
Council Report
September 2nd, 2014

125375
Received from Les Reynolds, Director of Protective Services
Addressed to Planning and Protection Committee
Date August 28th, 2014
Topic OWFC Activity Report for July

SUMMARY
OWFC Activity Report for July 2014 was previously distributed.

COMMENT
For Council’s Information

STAFF RECOMMENDATION
Receive and File

COMMITTEE DECISION
Receive and File

COUNCIL ACTION
Receive and File

125376
Received from Paul Knowles, Chief Administrative Officer
Addressed to Planning and Protection Committee
Date August 28th, 2014
Topic Thruway- Servicing paybacks

SUMMARY
In Communication 125335, Council agreed that phase 1 of Thruway’s development project should be subject to the fees in Bylaw 03-2000 but that Bylaw 03-2000 would not apply to Phase 2 and the fees associated with Phase 2 would be determined in the future. Thruway continues to maintain that their entire project should be covered under Bylaw 03-2000 as their application was ‘approved’ in the summer of 2013.
COMMENT
If Thruway is charged based on Bylaw 03-2000 for Phase 2, they will pay less and this will shift some cost to other developers in the area. However, this phase of Thruway's project represents a very small portion of the total area and the shift in costs would be minor. The larger developers agree that it is not worth facing legal action to try and collect funds from Thruway. Based on this, staff have provided a Development Permit agreement to Thruway that requires payments as per Bylaw 03-2000 for both phases 1 and 2 of their project and they will not be required to participate in the cost sharing for the required pumping station at this time. Thruway will be able to proceed with their project as soon as they execute and return the Development Permit agreement together with the required security.

STAFF RECOMMENDATION
For Council’s information. Receive and File

COMMITTEE DECISION
For Council’s information. Receive and File

COUNCIL ACTION
Receive and File

<table>
<thead>
<tr>
<th>Recommendation</th>
<th>Priority</th>
<th>Financial Implication</th>
<th>Action Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Continue participation in the Mutual Aid Agreement with Lanark County and the Automatic Aid Agreement with Mississippi Mills</td>
<td>Ongoing</td>
<td>None</td>
<td>None</td>
</tr>
<tr>
<td>Extend an invitation for an Automatic Aid Agreement with Beckwith – we remain open to opportunities to be cost-efficient and remain open to opportunities for automatic-aid.</td>
<td>High</td>
<td>None, Any agreement would cover costs</td>
<td>Staff to draft a proposal for Council’s consideration</td>
</tr>
</tbody>
</table>
### RECOMMENDATION

<table>
<thead>
<tr>
<th>Conduct a review of the Establishing and Regulating By-Law (Appendix A) to ensure that it accurately reflects the core services provided and make revisions as necessary to update various sections including fire prevention programs and emergency services authorized by Council.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>PRIORITY</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Provide staff with the necessary time to utilize social media and the fire department website to continue public education efforts targeted at the general population to educate them on the importance of providing internet providers with appropriate information to their files in terms of emergency response should they choose to utilize Voice Over Internet Protocol for their phone service.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>PRIORITY</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Provide staff with the necessary time to educate large businesses on the importance of indicating call location to the dispatch centre when the 911 address may not be the actual address of the emergency.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>PRIORITY</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>The OWFC should continue to conduct analysis of all emergency responses, identifying calls by type with the average number of firefighters attending at each type. Using this data the department, when reporting to Council, can identify any significant changes or trends which will help in determining if there is a need to change or modify service delivery.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>PRIORITY</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>The Fire Chief should establish formal response time and staff deployment benchmarks for Council's consideration and approval.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>PRIORITY</strong></td>
</tr>
</tbody>
</table>
125380 Continued

<table>
<thead>
<tr>
<th>RECOMMENDATION</th>
<th>PRIORITY</th>
<th>FINANCIAL IMPLICATION</th>
<th>ACTION REQUIRED</th>
</tr>
</thead>
<tbody>
<tr>
<td>Proposals for a volunteer firefighter compensation strategy be developed for Council's consideration and approval. In addition to direct compensation for emergency and other responses any such proposals should address issues such as insurance, benefits and retention incentives as well as mandating a periodic review requirement.</td>
<td>High</td>
<td>Dependent on feedback from firefighters and Council decisions</td>
<td>Staff to prepare strategy for new Council</td>
</tr>
<tr>
<td>That Council consider appropriate recognition for employers who agree to their employees serving as volunteer firefighters. Any such recognition should include self-employed volunteers who take time away from their business to serve.</td>
<td>Moderate</td>
<td>Minimal</td>
<td>Staff to prepare recommendation</td>
</tr>
<tr>
<td>That our fire service promote collaborative partnerships with other county fire departments to share in training courses and provide instructors as an effective means to conduct training activities.</td>
<td>High</td>
<td>Minimal. Should be accommodated in existing budget</td>
<td>D/Chief is taking lead role with other departments to promote initiative</td>
</tr>
<tr>
<td>That consideration be given to construction of a training facility and tower at the proposed location on Bates Ave. This would facilitate and improve practical training for firefighters and reduce the need to travel out of town for many basic training evolutions that are difficult to achieve at the present time. This would also enhance the ability to offer additional training to other fire departments and generate revenue.</td>
<td>Moderate</td>
<td>Unknown. Dependent on size and type of facility. A typical facility would currently cost $400,000 to $600,000.</td>
<td>Consideration be given to establishing a reserve fund for this purpose and including funds in future budgets</td>
</tr>
<tr>
<td>That the department expand the use of computer based or on-line training for the theory portion of many courses. This will assist in allowing volunteers to study and complete assignments from home or in the fire station, at times that are convenient for them. It will also allow the instructors to focus on practical &quot;hands-on&quot; training.</td>
<td>Low</td>
<td>Minimal. Can be accommodated in existing budget</td>
<td>Ongoing</td>
</tr>
<tr>
<td>That the fleet management program which has been successfully utilized in the past be continued with adequate funding allocated to it.</td>
<td>Low</td>
<td>Already included in budget, but increased funding may be required at some point</td>
<td>Staff to monitor apparatus costs</td>
</tr>
<tr>
<td>RECOMMENDATION</td>
<td>PRIORITY</td>
<td>FINANCIAL IMPLICATION</td>
<td>ACTION REQUIRED</td>
</tr>
<tr>
<td>-------------------------------------------------------------------------------</td>
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</tr>
<tr>
<td>That the Fire Chief consult with the Treasurer to identify any future building, apparatus or equipment purchases that are growth related, and that consideration be given to including these projects in future versions of the Development Charges By-law.</td>
<td>Low</td>
<td>None</td>
<td>Ongoing</td>
</tr>
<tr>
<td>That the department continue to track the purchase dates, cost and expected life cycle of equipment through the department’s records management system. Adequate funds will need to be identified in future budgets to meet these requirements.</td>
<td>Low</td>
<td>Some increased funding may be required due to inflation or changing standards</td>
<td>Ongoing</td>
</tr>
<tr>
<td>That consideration be given to creating a part time administrative position that would provide support to the fire service as well as the other divisions of the Department of Protective Services.</td>
<td>High</td>
<td>Incremental increase in staffing costs would be $30,000 (p/t) to $60,000 (ft)</td>
<td>Funding for a part time position to be included in 2015 budget (1/2 year)</td>
</tr>
<tr>
<td>That the fire chief utilize the new IRM tool in preparing a report for Council analyzing our current risk profile.</td>
<td>Moderate</td>
<td>None</td>
<td>Staff to prepare report</td>
</tr>
<tr>
<td>Ensure staff have the necessary time to develop and present new public fire safety education programs to targeted population segments.</td>
<td>Moderate</td>
<td>None at this time. Additional staff may be required in future</td>
<td>Staff to monitor</td>
</tr>
<tr>
<td>A workload analysis be completed to determine whether current staffing levels are adequate to continue to provide a pro-active, effective fire prevention and public education program.</td>
<td>High</td>
<td>Dependent on findings</td>
<td>Staff to complete analysis and report to Council</td>
</tr>
<tr>
<td>Ensure that social media is utilized to a greater extent to inform residents about fire and life safety issues, respond to requests for information or assistance and provide them with the answers they will need to mitigate their concerns</td>
<td>Low</td>
<td>None</td>
<td>Ongoing</td>
</tr>
<tr>
<td>That the Fire Chief and Deputy Chief review the results of the Public Awareness survey and consider each comment / suggestion submitted to determine how and if it should be incorporated in future department planning.</td>
<td>Low</td>
<td>None</td>
<td>Ongoing</td>
</tr>
<tr>
<td>That a public awareness survey be conducted in 2019 (5 years) to analyze the public’s views and measure the satisfaction of the level of service.</td>
<td>Low</td>
<td>Minimal ($1000)</td>
<td>Staff to schedule when appropriate</td>
</tr>
</tbody>
</table>
STAFF RECOMMENDATION
Staff to proceed as indicated and present a progress report in late 2015. Receive and File

COMMITTEE DECISION
Staff to proceed as indicated and present a progress report in late 2015. Receive and File

COUNCIL ACTION
Receive and File

125381

Received from  Paul Knowles, Chief Administrative Officer
Addressed to Planning and Protection Committee
Date August 28th, 2014
Topic Right-of-Entry

SUMMARY
The property owner at 241 Bridge Street wishes to re-point the exterior stone wall but does not own sufficient property to allow for worker's access. Owner has applied for a Right-of-Entry Order from the Town that would allow workers access to the adjacent property. Adjacent owner is concerned that the mature landscaping located along the property line would be damaged. Both owners have retained legal counsel.

COMMENT
The Town's Right-of-Entry By-law provides the CBO with authority to issue orders and collect security to ensure that any damage to property is repaired.

STAFF RECOMMENDATION
THAT the CBO proceed with administering the Right-of-Entry By-law.

COMMITTEE DECISION
Receive and File

COUNCIL ACTION
Receive and File
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

10-06-14-1 a proposed or pending acquisition or disposition of land by the municipality or local board; - General Nature – Costello Drive

02-08-14-1 a proposed or pending acquisition or disposition of land by the municipality or local board; - General Nature – Lanark Street

03-09-13-1 a proposed or pending acquisition or disposition of land by the municipality or local board; - General Nature – South of Hwy. 7

02-09-14-1 a proposed or pending acquisition or disposition of land by the municipality or local board; - General Nature – Industrial Avenue

02-09-14-2 litigation of potential litigation including matters before administrative tribunals affecting the municipality or local board – General Nature – Carrier Claim

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

10-06-14-1 a proposed or pending acquisition or disposition of land by the municipality or local board; - General Nature – Costello Drive

02-09-14-1 a proposed or pending acquisition or disposition of land by the municipality or local board; - General Nature – Lanark Street

03-09-13-1 a proposed or pending acquisition or disposition of land by the municipality or local board; - General Nature – South of Hwy. 7

02-09-14-1 a proposed or pending acquisition or disposition of land by the municipality or local board; - General Nature – Industrial Avenue

02-09-14-2 litigation of potential litigation including matters before administrative tribunals affecting the municipality or local board – General Nature – Carrier Claim
REPORT TO COUNCIL

10-06-14-1 THAT Council hereby declares that Portion of Part 4 Plan 27R8705 located east of the Hooper Street road allowance in use as surplus to municipal needs and agrees to pass a By-law removing it as part of the dedicated Hooper Street road allowance and authorizes the Mayor and the Clerk to execute a Lease Agreement with Town Mechanical Inc. to enable the construction of a parking lot on Hooper Street on property which is encumbered with an easement for Hydro. Lease will be for five (5) years with a nominal payment of $1.00 per year and, at the conclusion of the lease, the leasee may purchase the property for $1.00.

02-08-14-1 THAT Council hereby declares Lot 87, Plan 3469 on Lanark Street to be surplus to municipal needs and offers the lot for sale. Development plans for the subdivision in this area are to include proper servicing for this lot.

Offers for Lot 87 Plan 3469 will not be considered until January 2015 when plans for the subdivision have hopefully advanced.

03-09-13-1 THAT Council hereby authorizes the Mayor and the Clerk to execute a land exchange agreement with Rivington where the Town trades property along the west side of Rivington’s property in exchange for an equal amount of property for road widening and servicing.

THAT Council hereby authorizes the Mayor and the Clerk to execute an offer to exchange property with Devereux where the Town trades property along the west side of Devereux’s property in exchange for an equal amount of property for road widening and servicing.

02-09-14-1 THAT Council hereby authorizes the Mayor and the Clerk to execute an Agreement of Purchase and Sale with Alan Taylor to acquire property for the Industrial Avenue Pumping Station for $25,000.

COUNCIL ACTION

THAT Council hereby declares that Portion of Part 4 Plan 27R8705 located east of the Hooper Street road allowance in use as surplus to municipal needs and agrees to pass a By-law removing it as part of the dedicated Hooper Street road allowance and authorizes the Mayor and the Clerk to execute a Lease Agreement with Town Mechanical Inc. to enable the construction of a parking lot on Hooper Street on property which is encumbered with an easement for Hydro. Lease will be for five (5) years with a nominal payment of $1.00 per year and, at the conclusion of the lease, the leasee may purchase the property for $1.00.

(This was dealt with at the September 2nd, 2014 Council meeting.)

THAT Council hereby declares Lot 87, Plan 3469 on Lanark Street to be surplus to municipal needs and offers the lot for sale. Development plans for the subdivision in this area are to include proper servicing for this lot.

Offers for Lot 87 Plan 3469 will not be considered until January 2015 when plans for the subdivision have hopefully advanced.
THAT Council hereby authorizes the Mayor and the Clerk to execute a land exchange agreement with Rivington where the Town trades property along the west side of Rivington's property in exchange for an equal amount of property for road widening and servicing.  
(This was dealt with at the September 2nd, 2014 Council meeting.)

THAT Council hereby authorizes the Mayor and the Clerk to execute an offer to exchange property with Devereux where the Town trades property along the west side of Devereux’s property in exchange for an equal amount of property for road widening and servicing.  
(This was dealt with at the September 2nd, 2014 Council meeting.)

THAT Council hereby authorizes the Mayor and the Clerk to execute an Agreement of Purchase and Sale with Alan Taylor to acquire property for the Industrial Avenue Pumping Station for $25,000.  
(This was dealt with at the September 2nd, 2014 Council meeting.)
Community Development Committee  
Council Report  
Tuesday September 16th, 2014

125390 Received from Jasmin Ralph, Economic Development Coordinator  
Addressed to Community Development Committee  
Date September 3rd, 2014  
Topic Action Reports

SUMMARY  
Action Reports from Sub-Committees attached.

<table>
<thead>
<tr>
<th>Initiative</th>
<th>Status</th>
<th>Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tourism Initiatives</td>
<td>Noteworthy</td>
<td>125362</td>
</tr>
<tr>
<td></td>
<td></td>
<td>125363</td>
</tr>
<tr>
<td></td>
<td></td>
<td>125364 (See Note)</td>
</tr>
<tr>
<td>Community Programming Initiatives</td>
<td>No Report</td>
<td></td>
</tr>
<tr>
<td>Community Enrichment Grants</td>
<td>No Report</td>
<td>125383</td>
</tr>
<tr>
<td></td>
<td></td>
<td>125384</td>
</tr>
<tr>
<td>Downtown Initiatives</td>
<td>No Report</td>
<td></td>
</tr>
<tr>
<td>Industrial Initiatives</td>
<td>No Report</td>
<td></td>
</tr>
<tr>
<td>Auditorium Committee</td>
<td>No Report</td>
<td></td>
</tr>
<tr>
<td>Canada Day</td>
<td>No Report</td>
<td></td>
</tr>
</tbody>
</table>

Post meeting note regarding the following decision on item 125364:  
After review with the Treasurer and Communications Coordinator it has become evident that due to the nature of the fund (i.e. ongoing maintenance) there will be a need for the remaining funds to December 2014 and the funds should not be repurposed.

STAFF RECOMMENDATION  
THAT the plaque for the International Cairn project be funded out of the Community Development Committee remaining capital budget for Industrial Park Signs; and

THAT Committee endorse the remainder of Committee's decisions.

COMMITTEE DECISION  
THAT the plaque for the International Cairn project be funded out of the Community Development Committee remaining capital budget for Industrial Park Signs to a maximum of $1,300; and

THAT Committee endorse the remainder of Committee's decisions.

COUNCIL ACTION  
Receive and file.
Community Issues Committee
Council Report
September 16th, 2014

SUMMARY
Clearing and grubbing of the future Public Works area at the end of Bates is planned for fall 2014. The public currently enjoys walking on rough pathways in this area. Prior to beginning work, the public should be made aware of the Town’s plans for the area which include a pathway system.

UPDATE 1
The previously distributed sketch will be presented to the public on September 3rd, 2014 at an Open House at Carambeck. Comments from the Open House will be recorded and clearing/grubbing work will proceed later this fall.

UPDATE 2
The Open House on September 3rd, 2014 was well attended by more than 40 residents with generally positive comments and a keen interest in the plans for the area, in particular, the trails and the dog park. The more than 15 written comments noted:

- dog park and natural trails in the area are important;
- dog park should:
  - be lighted;
  - be larger if possible;
  - include a hut or shelter;
  - have nearby parking;
  - have some shade;
  - include multiple areas; and
  - include double gates.
- concern about 4-wheelers on trails;
- concern about dogs and water quality in the SWM pond;
- interest in further involvement in dog park;
- accessibility requirements for trails needs to be considered;
- trails should connect to trails south of the Mississippi River; and
- Town should work with Anglican Church to expand trail system onto their property in Mississippi Mills.

STAFF RECOMMENDATION
THAT staff
- complete detailed design for the area, incorporating feedback from Open House;
- in the short term, investigate installing lighting for existing dog park;
- arrange for a contractor to remove and count larger trees (winter of 2014/2015);
- arrange for a contractor to clear, grub and grade PW area and industrial lots, construct berms, trails and plant trees along pathways (spring/summer 2015);
- arrange for further engagement with the community prior to finalizing designs.
125337 Continued

**COMMITTEE DECISION**

THAT staff
- complete detailed design for the area, incorporating feedback from Open House;
- in the short term, investigate installing lighting for existing dog park;
- arrange for a contractor to remove and count larger trees (winter of 2014/2015);
- arrange for a contractor to clear, grub and grade PW area and industrial lots, construct berms, trails and plant trees along pathways (spring/summer 2015);
- arrange for further engagement with the community prior to finalizing designs.

**COUNCIL ACTION**

Receive and file

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125410

Received from Beth Sinclair (Big Brothers/Big Sisters
Addressed to Duncan Rogers, Clerk
Date July 10th, 2014
Topic Presentation

**SUMMARY**

Ms. Sinclair would like to update Committee on the work that they are currently doing in our area.

**STAFF RECOMMENDATION**

THAT Committee hear Ms. Sinclair’s presentation.

**COMMITTEE DECISION**

Request for funding of $3,000 is to be considered during the 2015 budget deliberations.

**COUNCIL ACTION**

Receive and file

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125411

Received from Various Committees
Addressed to Community Issues Committee
Date September 2014
Topic Action Report/Minutes

**SUMMARY**

Minutes of the August 13th, 2014 and August 27th, 2014 meetings of the Municipal Heritage Committee were previously distributed. Noteworthy items include:

- Heritage Plaques;
- Guide for owners of properties of heritage interest;
- 20 Bridge Street;
Minutes of the September 8th, 2014 meeting of the Carleton Place Environmental Advisory Committee were previously distributed. Noteworthy items include:

- E-waste bins:
- Recycle day:
- Anti-idling:
- Freecycle day:

Action Report for the September 8th, 2014 meeting of the Parks and Recreation Committee was previously distributed. Noteworthy items include:

125393  Pool Lift
125395  Ice Edger
125397  Washrooms at Parks
125400  Skate Sharpening Lease

STAFF RECOMMENDATION
THAT Council accept Committees' decisions.

COMMITTEE DECISION
THAT Council accept Committees' decisions.

Related to Carleton Place Environmental Advisory Committee minutes point 7) THAT the Carleton Place Environmental Advisory Committee be advised that Town staff communicate with the recycling contractor on an ongoing basis regarding non-compliance. Any specific examples should be provided to staff for follow up as members of the public are not authorized to deal with the Contractor.

As well, the Carleton Place Environmental Advisory Committee is to be updated on the pilot project to install public use recycling containers in the community.

COUNCIL ACTION
Receive and file

Received from   Jasmin Ralph, Economic Development Coordinator
Addressed to   Community Issues Committee
Date   September 8th, 2014
Topic   Web Site Redesign

SUMMARY
The www.carletonplace.ca site redesign as well as the Carleton Place Development Map will be reviewed for the Committee.

STAFF RECOMMENDATION
THAT the site be reviewed.

COMMITTEE DECISION
Receive and file

COUNCIL ACTION
Receive and File.
125413 | Received from | Paul Knowles, Chief Administrative Officer  
| Addressed to | Community Issues Committee  
| Date | September 10th, 2014  
| Topic | Appreciation Night  

**SUMMARY**  
Appreciation Night is scheduled for Friday, December 5th, 2014. Responsibilities need to be assigned.

- Invitation List: Councillor Probert  
- Food/Beverage: Councillor Probert  
- Coat Check: Councillor Strike  
- Greet and Food Bank: Councillor Black  
- Decorations: Mayor LeBlanc  
- Entertainment and Program: Mayor LeBlanc

**STAFF RECOMMENDATION**  
THAT Councillor responsibilities be assigned

**COMMITTEE DECISION**  
THAT responsibilities be assigned as follows:

<table>
<thead>
<tr>
<th>Task</th>
<th>Councillor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Invitation List</td>
<td>Councillor Probert</td>
</tr>
<tr>
<td>Food/Beverage</td>
<td>Councillor Strike</td>
</tr>
<tr>
<td>Coat Check</td>
<td>Councillor Black</td>
</tr>
<tr>
<td>Greet and Food Bank</td>
<td>Councillor Antonakos</td>
</tr>
<tr>
<td>Decorations</td>
<td>Mayor LeBlanc</td>
</tr>
<tr>
<td>Entertainment and Program</td>
<td>Councillor Flynn</td>
</tr>
</tbody>
</table>

**COUNCIL ACTION**  
Receive and file

125336 | Received from | Paul Knowles, Chief Administrative Officer  
| Addressed to | Policy Review Committee  
| Date | July 2nd, 2014  
| Topic | Proposed Development  

**SUMMARY**  
Recently Bodnar's consultant has sought direction from the Town so they can incorporate appropriate features in their proposed subdivision so it functions in the community. Also, staff have begun discussions with MVCA to accomplish the joint goals for pathways and a public 'conservation area' in Roy Brown Park. As well, the extension of sewer, water and gas services to their property is important to the MVCA.

**UPDATE**  
The Open House of September 15, 2014 was well attended and feedback was generally very positive. To move forward, the Town should confirm arrangements with MVCA related to washrooms and trails.
STAFF RECOMMENDATION
THAT Council hereby authorizes the execution of a Memorandum of Understanding Re Trail Development in Roy Brown Park - Connecting the MVCC to Riverside Park and a Public Washroom Agreement with MVCA.

THAT the Town cooperate with MVCA to develop trails in Roy Brown Park as outlined in the Memorandum of Understanding Re Trail Development in Roy Brown Park - Connecting the MVCC to Riverside Park. Hopefully the first portion of trail can be constructed in 2014 with further trails to follow.

THAT feedback from the Open House be considered during preparation of development plans for the area.

COMMITTEE DECISION
THAT Council hereby authorizes the execution of a Memorandum of Understanding Re Trail Development in Roy Brown Park - Connecting the MVCC to Riverside Park and a Public Washroom Agreement with MVCA.

THAT the Town cooperate with MVCA to develop trails in Roy Brown Park as outlined in the Memorandum of Understanding Re Trail Development in Roy Brown Park - Connecting the MVCC to Riverside Park. Hopefully the first portion of trail can be constructed in 2014 with further trails to follow.

THAT feedback from the Open House be considered during preparation of development plans for the area.

COUNCIL ACTION
THAT Council hereby authorizes the execution of a Memorandum of Understanding Re Trail Development in Roy Brown Park - Connecting the MVCC to Riverside Park and a Public Washroom Agreement with MVCA.
Planning and Protection Committee
Council Report
September 16th, 2014

125414
Received from  Lisa Young, Director of Planning and Development
Addressed to  Council
Date  September 2014
Topic  Low Impact Development Information Session

SUMMARY
An information session is being offered September 24th, 2014 9:30 am – 3:30 pm at Ottawa City Hall with regards to Low Impact Development. The information session is being put on by the City of Ottawa in conjunction with the Mississippi Valley Conservation Authority, Rideau Valley Conservation Authority and South Nation Conservation Authority.

COMMENT
Low Impact Development is a stormwater management approach that treats, infiltrates and retains runoff at the source. It is considered an effective alternative to traditional methods of stormwater management.

STAFF RECOMMENDATION
Receive and File

COMMITTEE DECISION
Receive and File

COUNCIL ACTION
Receive and File

125415
Received from  Bryant Cougle
Addressed to  Paul Knowles, Chief Administrative Officer
Date  September 2014
Topic  Development

SUMMARY
Developer has approached the Town a number of times in recent years claiming that when he constructed Morris and Mississippi Rd the pipes were oversized and so when the adjacent property develops he should recover costs. Each time the Developer has been asked to identify specifically which pipes he feels have been oversized (the most recent time was on September 4th, 2014) however the Developer has still not identified which pipes have been oversized. In 2010 the Developer was told;
Firstly – Staff do not recall pipes being oversized for Bodnar’s property. They may have been sized to accommodate existing runoff from Bodnar’s undeveloped property but this is standard practice and not something for which costs are recovered:

Secondly – If pipes had been oversized to accommodate another owner, the Town’s practice is to identify this in the Subdivision Agreement and define how much cost is to be recovered and from whom. This is then followed with Council adopting a By-law so all are clear and this by-law is normally registered on title. Bryant is free to look at the Registry Office for the Subdivision Agreements or by-laws but staff certainly do not recall anything:

Thirdly – All of the infrastructure provided by the Developer to the Town is now the Town’s property and without an Agreement referred to above, there would be no obligation on the Town to remit any funds recovered from another property owner to Bryant:

And fourthly – If there were funds to be recovered and if the Town recovered these funds, and if the Town chose to remit these funds to Bryans, staff feel any funds would need to be held in trust while we sought legal advice regarding how the funds should be disbursed. The storm sewers were installed by Brylin and if somehow the Town had funds that were owed to Brylin, staff would guess that other parties may submit a claim for these funds.

Even if Bryant is correct (and staff do not think he is) and he should be reimbursed some funds when Bodnar develops, he would only receive funds if Bodnar actually made use of the sewers which Bryant says he oversized. So, until this happens, there is nothing to talk about.

Also, the Developer is proposing to construct a condo project at Mississippi Rd and Hwy 7 and has sought Council’s endorsement for the project a number of times in recent years. In his email of August 29th, 2014, Developer is seeking Councillor’s endorsement of the visual look and parking requirements for the proposed project as portrayed on his web site.

**COMMENT**

Council has established a process whereby the Town gathers input from the public before Council considers a major development project. Council then reviews the application and considers the public’s input and staff’s advice before making any decisions. Developers are expected to begin their application process by providing information on their proposed project and pre-consulting with the planning department so conformance with the Town’s bylaws can be reviewed. The web site referred to in the Developer’s email shows sales information but does not contain sufficiently detailed information for an appropriate review and comment by staff. Developer has been reminded of this process.

**STAFF RECOMMENDATION**

Receive and File

**COMMITTEE DECISION**

Receive and File

**COUNCIL ACTION**

Receive and File
Mr. Gervais, on behalf of Maceron Construction Ltd., is requesting the Town of Carleton Place issue a blasting permit to his firm. The permit would be for blasting operation to accommodate installation of services and buildings for the Jackson Ridge Subdivision.

COMMENT
Mr. Gervais has pointed out that the City of Ottawa and the Province of Ontario have made minor changes to standards relating to blasting activities. Staff feel that a review of the Town’s By-law should be undertaken to ensure consistency with industry standards.

STAFF RECOMMENDATION
THAT staff be authorized to issue an Explosive Permit to Maceron Construction for rock removal at the Jackson Ridge Subdivision.

ALSO THAT staff implement a review of the Explosive By-law to include industry standards and forward a new by-law to Council.

COMMITTEE DECISION
THAT staff be authorized to issue an Explosive Permit to Maceron Construction for rock removal at the Jackson Ridge Subdivision.

ALSO THAT staff implement a review of the Explosive By-law to include industry standards and forward a new by-law to Council.

COUNCIL ACTION
THAT staff be authorized to issue an Explosive Permit to Maceron Construction for rock removal at the Jackson Ridge Subdivision.

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
08-09-14-1 personal matters about an identifiable individual, including municipal or local board employees; General Nature – Naming of Small Hall Arena
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
08-09-14-1 personal matters about an identifiable individual, including municipal or local board employees; General Nature – Naming of Small Hall Arena

REPORT TO COUNCIL
08-09-14-1 Receive and File

COUNCIL ACTION
Receive and File
BY-LAW NO. 44-2014


AND WHEREAS Section 5 of the Municipal Act, S.O. 2001, the powers of a municipal corporation are to be exercised by its Council;

AND WHEREAS it is deemed expedient that the proceeding of the Council of the Corporation of the Town of Carleton Place at this meeting be confirmed and adopted by by-law;

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

1. THAT the action of the 125TH Council of the Corporation of the Town of Carleton Place at the FIFTEENTH Regular Meeting of Council held on SEPTEMBER 23, 2014, in respect to each motion and resolution passed, and other action taken by the Council of the Corporation of the Town of Carleton Place at its meeting, is hereby adopted and confirmed as if all such proceedings were expressly embodied in this By-law.

2. THAT the Mayor and proper officials of the Corporation of the Town of Carleton Place are hereby authorized and directed to do all things necessary to give effect to the action of the Council of the Corporation of the Town of Carleton Place referred to in the preceding section thereof.

3. THAT the Mayor and Clerk are authorized and directed to execute all documents necessary in that behalf and to affix thereto the Seal of the Corporation of the Town of Carleton Place.

READ A FIRST TIME, SECOND TIME AND A THIRD TIME AND FINALLY PASSED THIS 23RD DAY OF SEPTEMBER 2014.

Wendy LeBlanc, Mayor

Duncan Rogers, Clerk