



Corporate Services Committee Action Report  
for the April 19<sup>th</sup>, 2016 meeting held in  
the Council Chambers at 7:00 p.m.

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**PRESENT:** Mayor Antonakos, Deputy-Mayor Flynn, Councillor Black, Councillor Redmond, Councillor Fritz, Councillor Trimble, Duncan Rogers, Clerk, Les Reynolds Director of Protective Services, Paul Knowles, Chief Administrative Officer, Phil Hogan, Treasurer

- 1) **DECLARATION OF PECUNIARY/CONFLICT OF INTEREST AND GENERAL NATURE THEREOF** – now or anytime during the meeting
- 2) **REGISTRATION OF PUBLIC WISHING TO SPEAK**
- 3) **PLEASE TURN OFF ALL CELL PHONES AND PAGERS**
- 4) **IF THERE IS AN ADDENDUM, IN ACCORDANCE WITH SECTION 15.2.4 (OF STRIKING REPORT) DOES THE COMMITTEE WISH TO APPROVE 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 127168**

Received from	Town of Perth
Addressed to	Phil Hogan, Treasurer
Date	March 4 <sup>th</sup> , 2016
Topic	POA Sharing

#### **SUMMARY**

Statement for the Provincial Offences Act shows the total fines and penalties are down from \$1,162,386 in 2014 to \$928,548 2015.

This has resulted in decreased cost and revenue sharing to Carleton Place in the amount of approximately \$20,000.

#### **COMMENT**

Information only

#### **STAFF RECOMMENDATION**

Receive and Record

#### **COMMITTEE DECISION**

Receive and Record

**COMMUNICATION 127169**

Received from Phil Hogan, Treasurer  
Addressed to Corporate Services Committee  
Date April 13<sup>th</sup>, 2016  
Topic 1<sup>st</sup> Quarter Financial Review

**SUMMARY**

Financial Review for the quarter ended March 31, 2016.

**COMMENT**

At this time the expectation is that we will achieve our budget targets for 2016.  
For Council Information.

**STAFF RECOMMENDATION**

Receive and Record

**COMMITTEE DECISION**

Receive and Record

**COMMUNICATION 127170**

Received from OCWA  
Addressed to Phil Hogan, Treasurer  
Date April 4<sup>th</sup>, 2016  
Topic Yearend Results 2015

**SUMMARY**

OCWA operations of the Sewage and Water Plants for 2015 has resulted in a surplus of \$20,575.21.

**COMMENT**

This credit will be applied to our April 2016 operating payment.

**STAFF RECOMMENDATION**

Receive and Record

**COMMITTEE DECISION**

Receive and Record

**TO BE DISCUSSED**

**COMMUNICATION 127068**

Received from Phil Hogan, Treasurer  
Addressed to Policy Review Committee  
Date February 3<sup>rd</sup> 2016  
Topic 10 Year Capital Plan

**SUMMARY**

Treasurer is working on the annual update to the Town's 10 Year Capital Plan

**STAFF RECOMMENDATION**

That Council instructs staff to proceed planning for the core infrastructure projects identified in the 10 year plan.

**COMMITTEE DECISION**

**COMMUNICATION 127171**

Received from Phil Hogan, Treasurer  
Addressed to Corporate Services Committee  
Date April 13<sup>th</sup>, 2016  
Topic PSAB Budget 2016

**SUMMARY**

PSAB Accounting has different accounting treatment than the Fund Accounting which reflects a balanced budget where Revenues less Expenditures come to zero. Under PSAB rules the treatment of certain expenditures for capital, debt payments, amortization, use of reserves are different. Attached is a statement which takes us from the Fund Accounting to the PSAB for 2016.

**STAFF RECOMMENDATION**

That Council hereby approves the 2016 budget reflecting PSAB Reporting.

**COMMITTEE DECISION**

That Council hereby approves the 2016 budget reflecting PSAB Reporting.

## COMMUNICATION 127172

Received from Phil Hogan, Treasurer  
Addressed to Corporate Services Committee  
Date April 13<sup>th</sup>, 2016  
Topic By-law to establish Final Tax Rates for 2016

### SUMMARY

Final tax rates along with the approved tax ratios have now been received from the Ministry of Education and the County of Lanark.

	2015	2016	Tax Rate Change
Residential	.01240700	.01208800	(2.57%)
Multi-Residential	.02634227	.02534398	(3.79%)
Commercial	.03078712	.03027346	(1.67%)
Industrial	.04214100	.04163574	(1.20%)

### COMMENT

For residential we have experienced a real tax increase of 1.98% on the taxes but due to reassessment the tax rate will actually drop 2.57%

### STAFF RECOMMENDATION

That By-law be forwarded to Council for approval

### COMMITTEE DECISION

That By-law be forwarded to Council for approval

## COMMUNICATION 127173

Received from Phil Hogan, Treasurer  
Addressed to Council  
Date March 31<sup>ST</sup>, 2016  
Topic Statement of Remuneration

### SUMMARY

Statement of Remuneration to Mayor and Council for 2015

### STAFF RECOMMENDATION

That Council hereby approves the Statement of Remuneration as prepared by the Treasurer for the year 2015.

### COMMITTEE DECISION

That Council hereby approves the Statement of Remuneration as prepared by the Treasurer for the year 2015.

## **COMMUNICATION 127174**

Received from       Duncan Rogers, Clerk  
Addressed to       Corporate Services Committee  
Date                 April 12<sup>th</sup>, 2016  
Topic                Repeal former Employee By-laws

### **SUMMARY**

The Clerk has researched By-laws that require repealing due to previous changes in staffing. Refer to schedule attached hereto.

### **STAFF RECOMMENDATION**

That a By-law be prepared and forwarded to Council repealing By-laws No. 52-89, 58-90, 17-91, 5-92, 11-94, 25-99, 52-99, 16-2000, 17-2000, 69-2000, 67-2001,13-2004, 14-2004, 62-2007and 33-2011.

### **COMMITTEE DECISION**

That a By-law be prepared and forwarded to Council repealing By-laws No. 52-89, 58-90, 17-91, 5-92, 11-94, 25-99, 52-99, 16-2000, 17-2000, 69-2000, 67-2001,13-2004, 14-2004, 62-2007and 33-2011.

## **COMMUNICATION 127175**

Received from       Deputy-Mayor Flynn  
Addressed to       Corporate Services Committee  
Date                 April 13<sup>th</sup>, 2016  
Topic                Boat Docks on North Side

### **SUMMARY**

Deputy-Mayor Flynn suggests there should be a dock on the North side of the river at the end of Water Street. With the stairs there, it would provide easy access to the Main Street.

### **COMMENT**

Installation of additional docks has not been included in the 2016 budget nor identified in future plans. The current docks, immediately across the river on the south side, provide easy access to the downtown and are not well used.

### **STAFF RECOMMENDATION**

THAT no additional dockage, in the downtown area, be installed at this time.

### **COMMITTEE DECISION**

Deputy-Mayor Flynn and Councillor Black will investigate and report. Bring forward

## COMMUNICATION 127176

Received from Wayne Fraser, Development Coordinator  
Addressed to Corporate Services Committee  
Date April 13<sup>TH</sup>, 2016  
Topic Carleton Place Recycling Promotion & Education  
Communications Plan

### SUMMARY

Waste Diversion Ontario (WDO) encourages municipalities to reduce waste. In response there were significant changes made to Carleton Place's recycling efforts, effective June 1<sup>st</sup>, 2013. Council passed By-law 19-2013, hoping to make the Town's recycling blue box program more efficient, thereby diverting more of its waste stream away from landfill.

This new by-law reduced the number of free garbage bags to one, made it illegal to throw recyclables in the garbage, switched from a two-stream recycling collection to a simpler single stream system, and added all plastics #1 through #7 to the recycling blue box program. Because of these significant changes to the system, Carleton Place needed to develop a communications plan to ensure residents received the message.

To that end, public works staff applied to the Continuous Improvement Fund (CIF), an offshoot of WDO, for financial assistance and subsequently received a \$5,000 grant, part of which was received up front. Staff then began preparing a "Recycling Promotion and Education (P&E) Communications Plan" to provide a strategy for communicating with the public and for successfully implementing the new recycling program. Staff has been working with a number of different CIF representatives over the last two years attempting to satisfy CIF grant criteria and only recently has the Town been approved to receive the remainder of the original grant.

Overall, the P & E plan proved to be very successful. Between 2013 and 2015 we increased our blue box recycling well beyond our goals and have held our waste production to a zero increase even though there were 149 new households established in Carleton Place during that time period.

A copy of the P & E plan is attached to this report for Council's information.

### COMMENT

Council's adoption of this recycling P&E Plan will result in a higher score in the "Best Practices" section of WDO's annual data-call, which in turn will result in increased annual funding to the Town from WDO. Adopting the P&E plan simply provides guidance for continued improvements to our blue box diversion efforts and in no way commits the Town regarding future budgets.

**127176 Continued**

**STAFF RECOMMENDATION**

That Council adopts the Recycling Promotion and Education Communication Plan dated April 20, 2016.

**COMMITTEE DECISION**

THAT Council hereby adopts the Recycling, Promotion and Education Communication Plan dated April 20<sup>th</sup>, 2016.



Corporate Services Committee Agenda  
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**127176 Continued**

**STAFF RECOMMENDATION**

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**COMMITTEE DECISION**

**Town of Carleton Place**  
**PSAB Statement**  
**Report on Excluded Revenue & Expenditures**  
**from Fund based Accounting**

	Actual <u>2015</u>	Budget <u>2016</u>
Change in Surplus (Fund Accounting)	12,290	\$ -
Capital Asset Change	2,606,537	9,651,000
Donation of Streets & Sewers	\$ -	750,000
Debt Repayment	440,994	393,000
Change in Prepaids	(\$ 21,255)	\$ -
Disposal of Tangible Capital Assets	(\$ 282,834)	\$ -
Post Employment Benefits	(\$ 28,199)	(\$ 30,000)
Mortgage Repayment	(\$ 59,622)	(\$ 122,000)
Funding of Unfinanced Capital	656,473	(\$ 575,000)
Amortization of Capital	(\$ 3,335,188)	(\$ 3,200,000)
Change in Reserves	<u>1,858,657</u>	<u>(\$ 3,694,000)</u>
 Net Surplus	 <u>1,847,853</u>	 <u>3,173,000</u>

**BY-LAWS OF FORMER EMPLOYEES/FORMER CONTRACT EMPLOYEES**

<b>BY-LAW NO.</b>	<b>EMPLOYEE / AGENT</b>	<b>POSITION</b>
52-89	CAROL MANZON	TAX COLLECTOR
58-90	THERESA FERRILL	DEPUTY TREASURER
17-91	PAUL KNOWLES	DEPUTY CHIEF BUILDING OFFICIAL
5-92	CARL ROGERS	DEPUTY CHIEF BUILDING OFFICIAL
11-94	WAYNE DRUMMOND	DEPUTY FIRE CHIEF
25-99	CONNIE MURPHY	ANIMAL CONTROL OFFICER
52-99	TRACY ZANDER	ECONOMIC DEVELOPMENT OFFICER
16-2000	TOM GALLAGHER	PROPERTY STANDARDS OFFICER
17-2000	LESLIE WHITE	PROPERTY STANDARDS OFFICER
69-2000	ANITA STEWART	ANIMAL CONTROL OFFICER
67-2001	ROD BLACK	PROPERTY STANDARDS OFFICER
13-2004	LESLIE MACGREGOR	BUILDING INSPECTOR
14-2004	LESLIE MACGREGOR	PROPERTY STANDARDS OFFICER
62-2007	BRIAN DONALDSON	CLOSED MEETING INVESTIGATOR
33-2011	ROD BLACK	DEPUTY FIRE CHIEF



# Town of Carleton Place Small Program P&E Plan Implementation



[www.carletonplace.ca](http://www.carletonplace.ca)

**RECYCLING REDUCES WASTE!**



Please place the following items in your blue box:

- Gable top containers & tetra paks - including milk and juice cartons, and drinking boxes
- Aluminum pop cans, steel food cans, clean aluminum foil and trays
- Plastics #1-7 (polystyrene not included)
- Glass food and beverage jars
- Paper, newspaper, cardboard, egg cartons, box board



Space provided through the partnership between industry and Ontario municipalities to support waste diversion programs

*Acknowledgement:*

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*This Project has been delivered with the assistance of Waste Diversion Ontario's Continuous Improvement Fund, a fund financed by Ontario municipalities and stewards of blue box waste in Ontario. Notwithstanding this support, the views expressed are the views of the author(s), and Waste Diversion Ontario and Stewardship Ontario accept no responsibility for these views.*

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## Executive Summary

This is a final report of a communication plan implemented by the Town of Carleton Place in 2014. The project goal was to increase recycling tonnage by 15% by 2017 an increase from the 623 tonnes of blue box material collected in 2012 to 716 tonnes by 2017. The Continuous Improvement Fund (CIF) provided financial and technical assistance in completing the project.

In June 2013, the Township reduced the number of free garbage bags to one, made it illegal to throw recyclables in the garbage, switched from two-stream recycling collection to single stream, and added all plastics #1 through #7 to the recycling program. Because of these significant changes to the program, The Town of Carleton Place needed to develop a communications plan to ensure residents received the message.

In 2014, the Township began implementing the following promotional & educational (P&E) tactics:

- Tax bill inserts delivered to all homes in the service area
- A recycling brochure delivered to all homes in the service area
- In-Kind Advertising
- Door Knockers delivered to all homes in the service area

In order to assess the impacts of P&E activities, the Township tracked overall tonnages of both garbage and recycling, but also tracked tonnages of newly acceptable products. Because the Township was switching from two-stream to single, contamination at the MRF was also recorded.

It appears that there has been significant increase in recycling tonnage, and significant decrease in garbage. Recycling increased by 24.26% in 2014 over 2013. This increase was sustained through 2015. The amount of material collected through the blue box program exceeded our goal of 716 tonnes by nearly 150 (in 2014, 875 tonnes were collected). The amount of waste landfilled decreased by 2.96% (over 100 tonnes) in 2014/15.

With switching to single stream recycling, staff intently monitored the amount of contamination at the material recovery facility. The amount of contamination decreased from 7% in 2013 to 6% in 2014/15. This is a positive indication residents received, understood and acted on the information from our communications.

The changes implemented have met with success and we are exceeding the objectives set for the Blue Box program.

For further information about this project, please contact:

Wayne Fraser | Public Works Development Coordinator | Town of Carleton Place  
0: (613) 257-6203 | e: [wfraser@carletonplace.ca](mailto:wfraser@carletonplace.ca)

# 1 PROJECT INFORMATION

## 1.1 Municipal Information

Population	9,921
Households (single family)	4,243
Blue Box Tonnage (2012 Datacall)	623.18 Tonnes
Municipal Grouping	Urban (5)
Blue Box Program net cost (2012 Datacall)	\$235,349
Net Cost Per Tonne (2012 Datacall)	\$378/tonne
Previous Annual P&E	Budget\$425

The Town's Blue Box program accepts all plastics numbered (1-7), gable top containers, tetra packs, fibre, glass, and metal containers. Recyclables are hauled to a transfer station 5 km east of Carleton Place. The transfer station also provides residents with a place to drop off materials that are accepted through the Town's other diversion programs.

Carleton Place recyclables are now hauled from the transfer station to a MRF in Renfrew, Ontario where this facility sorts and separates recyclables and prepares them for market.

## 1.2 Project Description

The Town created a communication plan for promotion and education (P & E) of the Blue Box program aimed at increasing awareness of the new changes to the recycling program. The Continuous Improvement Fund (CIF) provided the Town with technical assistance and a grant to fund 50% of costs up to an upset limit of \$5,000 for the production of P&E materials in completing the planned activities.

Overall, this project was created to educate and promote Blue Box waste diversion in our municipality.

## 2 IMPLEMENTATION

### 2.1 Goals and Objectives

Increase the Town's recycling tonnage by 15% from 623 tonnes to 716 tonnes in 2017.

### 2.2 Messages Used

The P & E campaign will target all Town of Carleton Place residents, using the following messaging:

- Reduce Reuse Recycle
- Recycling Reduces Waste
- Changes to Waste Collection
- 

### 2.3 Tactics Utilized

Table 1: P&E Implementation tactics, targets, and respective costs

Tactic	Description	Actual
Tax bill inserts	Recycling information pertaining to new program changes was included in tax bills. Two in 2014, and two in 2015 were distributed.	\$3617.62
Recycling brochure	Canada Post distributed a brochure regarding the new changes to all homes.	\$7,093.33
Newspaper Ads	CNA/OCNA In-Kind Advertising were used to communicate new program changes.	Staff time
Door-knockers	Summer students distributed door-knockers that had recycling information printed on them.	Not recorded

### 3 RESULTS

#### 3.1 Results

In July of 2013, The Township began a new collections contract, which reduced the amount of garbage bags/week allowed for collection, switched from dual stream recycling collections to single stream, and added new products in the blue box in an effort to reduce garbage and increase diversion. As a result of these changes, the amount of material recycled through the Blue Box program has increased 24%.

Table 2: Measuring and Monitoring activities of Blue Box recycling program for the Township of Carleton Place

Measure	2013	2014	2015	Goal
Annual Recycling (Tonnes)	704 MT	874.85 MT	531.91 MT	716 MT
Garbage (Tonnes)	2554.19 MT	2454.68 MT	Not yet determined	Any Decrease
Contamination	MT	51.96 MT	55.3 MT	-
Contamination	MT	51.96 MT	55.3 MT	-

#### 3.2 Analysis of project

Since promoting the new changes, there has been a noticeable increase in recycling, and decrease in garbage. We have exceeded our recycling goal by 158 MT in 2014, and we are track to exceed our goal in 2015 as well. Garbage has decreased by approximately 100 MT which equates to a cost savings of roughly \$\_\_\_\_\_.

Unfortunately we were unable to establish a setout rate, and could not determine participation.

Contamination was looked at as the Town moved from a dual stream service to single stream. Tonnage has increased in 2015. Totals are not in, but by August 2015, we had already exceeded rates from 2014. This may be worth addressing in the future.

Overall, the Town’s communication plan proved to be very successful. We increased our recycling, and decreased our garbage. In early 2015, a separate P&E budget line for recycling was created to improve record keeping, as prior to this, P&E expenses were filed into a generic Public Works folder.