



Policy Review Committee Action Report
for the February 9th, 2016 meeting held in
the Council Chambers following Council

PRESENT: Mayor Antonakos, Deputy-Mayor Flynn, Councillor Black, Councillor Doucett, Councillor Redmond, Councillor Fritz, Councillor Trimble, Duncan Rogers, Clerk, Paul Knowles, Chief Administrative Officer

- 1) **DECLARATION OF PECUNIARY/CONFLICT OF INTEREST AND GENERAL NATURE THEREOF** – now or anytime during the meeting
- 2) **PUBLIC MEETING – NONE THIS EVENING**
- 3) **REGISTRATION OF PUBLIC WISHING TO SPEAK**
- 4) **COMMUNICATION 127069 IS A CLOSED MEETING**
- 5) **PLEASE TURN OFF ALL CELL PHONES AND PAGERS**
- 6) **IF THERE IS AN ADDENDUM, IN ACCORDANCE WITH SECTION 15.2.4 (OF THE STRIKING REPORT) DOES THE COMMITTEE WISH TO APPROVED THIS ADDENDUM**

TO BE DISCUSSED

COMMUNICATION 127064

Received from	Notre Dame Catholic High School
Addressed to	Town of Carleton Place
Date	November 5 th , 2015
Topic	Building Bridges

SUMMARY

Four senior students from Notre Dame High School will be participating this June in a “Building Bridges” trip to Sandy Lake, an Indigenous reserve in Northern Ontario. They would like to describe their planned trip and would appreciate any support towards the trip cost of \$1,500 per person.

STAFF RECOMMENDATION

THAT Council hear the presentation.

COMMITTEE DECISION

Councillors may make donations to this worthwhile trip from their discretionary fund.
Receive and Record

COMMUNICATION 127065

Received from Paul Knowles, Chief Administrative Officer
Addressed to Policy Review Committee
Date February 1st, 2016
Topic

SUMMARY

The Town of Carleton Place offers a wide range of services and activities to the community and the annual municipal budget includes funding to provide these services and activities. Other important services are provided to the community by external organizations, agencies or levels of government which have their own independent funding. From time to time, various groups ask the Town for a contribution to support a particular activity, project or event. There are three possible ways to address these requests.

- 1) Council Discretionary Fund – The municipal budget includes funds that individual members of Council can use to support a particular activity, project or event at their discretion:

➤ Mayor	\$ 4,250
➤ Deputy-Mayor	\$ 2,200
➤ Councillors	<u>\$ 1,200</u> each
TOTAL	\$12,450

- 2) Council Promotion – The municipal budget includes \$10,000 that Council, as a group, can use to support a particular activity, project or event. Decisions to allocate these funds, are made at a Committee meeting and the funds are normally used to pay for attendance at events or for purchasing advertising support. In 2015, the following expenditures were approved:

Algonquin College	\$2,000.00
Chamber Golf	\$1,508.55
County Warden Golf	\$1,300.00
Hospital Golf	\$1,275.00
Notre Dame – Dale Scott	\$ 500.00
C P High School – Dale Scott	\$ 500.00
C P Junior A Canadians	\$ 500.00
Big Brothers/Sisters Bowlathon	\$ 500.00
People First	\$ 500.00
IODE Bonspiel	\$ 120.00
C P Curling Club	<u>\$ 100.00</u>
	\$8,803.55

127065 Continued

- 3) Community Enrichment Program – The Community Enrichment Program has been created to provide limited financial assistance to support specific activities, projects or events with a budget of \$40,000 annually. This Community Enrichment Program and related forms are meant to streamline processing of grant requests and to ensure that any funds are distributed in an open, fair and accountable process and to the best benefit of the community. The attached application package has been undated to identify priorities but ensure all requests for funding receive due consideration. Staff will evaluate these funding requests and present recommendations to Council.

STAFF RECOMMENDATION

THAT funding requests related to attending an event or Council advertising be presented to a Committee for a decision and funded by Council Promotion Account.

THAT all other funding requests be directed to the Community Enrichment Grant Program.

COMMITTEE DECISION

THAT funding requests related to attending an event or Council advertising be presented to a Committee for a decision and funded by Council Promotion Account.

THAT all other funding requests be directed to the Community Enrichment Grant Program.

COMMUNICATION 127066

Received from	Paul Knowles, Chief Administrative Officer
Addressed to	Policy Review Committee
Date	February 1 st , 2016
Topic	Canada 150 Community Infrastructure Program

SUMMARY

Last summer, the government announced the Town was successful and would be receiving a grant to rehabilitate the Town Hall. A contract to authorize this funding is expected shortly.

STAFF RECOMMENDATION

THAT Council hereby authorizes the Mayor and the Clerk to execute a contribution agreement for funding under the Canada 150 Community Infrastructure Program with FedDev Ontario for project 808091 “Rehabilitation of Town Hall Auditorium” which will provide a contribution of up to \$67,000.

COMMITTEE DECISION

THAT Council hereby authorizes the Mayor and the Clerk to execute a contribution agreement for funding under the Canada 150 Community Infrastructure Program with FedDev Ontario for project 808091 “Rehabilitation of Town Hall Auditorium” which will provide a contribution of up to \$67,000.

COMMUNICATION 127067

Received from LAWS
Addressed to Les Reynolds Director of Protective Services
Date January 30th, 2016
Topic LAWS and the Pound

SUMMARY

LAWS has advised that the last day they will be able to accept dogs is March 31st, 2016.

COMMENT

This decision by LAWS will have a serious impact on the Town's ability to provide animal control services to the community. The group of municipalities around Perth has been exploring expanding the pound operation at their current provider.

STAFF RECOMMENDATION

THAT staff investigate alternatives for the provision of pound services including participating with other local municipalities.

COMMITTEE DECISION

Bring forward

COMMUNICATION 127068

Received from Phil Hogan, Treasurer
Addressed to Policy Review Committee
Date February 3rd, 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 consider potential projects that should be included in the 10 year plan. Bring forward to Corporate Services Committee.

COMMITTEE DECISION

THAT Council consider potential projects that should be included in the 10 year plan. Bring forward to Corporate Services Committee.

COMMUNICATION 127069

Received from Paul Knowles, Chief Administrative Officer
Addressed to Policy Review Committee
Date February 3rd, 2016
Topic Closed Meetings

SUMMARY

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

STAFF RECOMMENDATION

THAT in accordance with Section 239 of the Municipal Act, S.O. 2001, that the meeting be closed to the public with the following agenda:

AGENDA

- 02-09-16-1 a proposed or pending acquisition or disposition of land by the municipality of local board; General Nature – DP Class 4
- 02-09-16-2 a proposed or pending acquisition or disposition of land by the municipality of local board; General Nature – Land for Sale
- 02-09-16-3 a proposed or pending acquisition or disposition of land by the municipality of local board; General Nature – Easement

COMMITTEE DECISION

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- 02-09-16-3 a proposed or pending acquisition or disposition of land by the municipality of local board; General Nature – Easement
- 02-09-16-4 personal matters about an identifiable individual including municipal or local board employees; General Nature – Striking Committee
- 29-09-15-2 personal matters about an identifiable individual including municipal or local board employees; General Nature – Staff

127069 Continued

REPORT TO COUNCIL

01-09-16-1 Receive and Record

02-09-16-2 Bring forward

02-09-16-3 Receive and Record

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09-09-15-2 Bring forward



Policy Review Committee Agenda
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SUMMARY

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COMMITTEE DECISION



CORPORATION OF THE TOWN OF CARLETON PLACE

Community Enrichment Program Application Form

Introduction:

The Town of Carleton Place offers a wide range of services and activities to the community and the annual municipal budget includes funding to provide these services and activities. Other important services are provided to the community by external organizations, agencies or levels of government which have their own independent funding. However, from time to time, various groups ask the Town for a contribution to support an additional activity, project or event.

The Town of Carleton Place prides itself in promoting a rich and diverse quality of life for all its residents and visitors. The Community Enrichment Program has been created to provide limited financial assistance to support specific activities, projects or events. This Community Enrichment Program and related forms are meant to streamline processing of grant requests and to ensure that any funds are distributed in an open, fair and accountable process and to the best benefit of the community.

Council recognizes that citizens have the right to expect that tax dollars will be expended in a manner that is justifiable, fair, and holds groups accessing public funds accountable for their spending. Applicants should note that at no time should an organization be dependent on this source of funds to ensure a program/event/festival can run.

Eligibility Requirements:

Each year, as part of the annual budget process, Council will determine their financial commitment to the "Community Enrichment Program." All requests for funds not specifically included within the municipal budget are to be referred to the Community Enrichment Program. Applications will then be evaluated and support provided to activities, projects and events that align with the Town's priorities. This money will be available for financial support and "in-kind" grants. "In-kind" grants may consist of the use of municipal facilities at a reduced or no cost, municipal staff support, loan of equipment and/or material.

This support may be in the form of:

Start-up funds or one-time funds for a new program, community event/festival or special project

- Priority will be given to applications to provide start-up funds on a ONE TIME basis only to assist in the initial costs for providing the community with a new program/event/festival.

Sponsorship funds for established community event/festival or ongoing activity or project

- Priority will be given to applications to provide sponsorship funds to organizations provided that the municipality is obtaining an economic benefit for funds given.

In-Kind Support - Priority will be given to applications to applications which request in kind support such as:

- Rental fees reduced or covered in Town of Carleton Place facilities including: Carambeck Community Centre, Town Hall, Arena, Market Square, and Pool
- Loaning of municipal equipment or special events supplies
- Staff support for pre and/or post programs/events/festivals set up

Priorities for Funding:

- Arts, Culture and Heritage projects or events within the Town of Carleton Place
- Community Events/Festivals/Programs within the Town of Carleton Place

- Special Events within the Town of Carleton Place

Note- Application must be received by February 28th of each year. Applications will be approved on a first come, first serve basis until all funding has been allocated. As such; it is recommended to have your organization's application submitted as soon as possible to avoid disappointment.

Evaluation Criteria:

1. Projects that are recreational, cultural, festival or social in nature that provide for equal opportunities and access to participation for Town of Carleton Place residents or offer the potential to attract tourists to the are a priority.
2. All requests for Town Municipal Facilities, Equipment and Staff will be considered before requests for financial support. *Rationale- This support can be easily tracked and monitored. Monetary donations are broad requests and there is a lack of ability to track exactly where the funding was spent.*
3. Programs/events/festivals that are affordable and accessible to all residents of all ages in the Town of Carleton Place are a priority.
4. Grants are only intended to be supplementary to an organization's main sources of funding. The applicant must be making a minimum contribution of 50% through other financial and in-kind support (i.e.: fund-raising and volunteer support.)
5. All funding shall be for future projects. Retroactive funding will not be considered.
6. Repeat grants will only be available to organizations who have complied with the reporting requirements of any previous grants.
7. Guaranteed funding is only for the fiscal year in which the applicant has applied. It is not to be considered as a commitment by the Municipality to continue such assistance in future years.
8. Special priority will be given to special events/festivals/programs that are in their inaugural year.
9. Individuals and businesses are not eligible to apply for the Community Enrichment Grant Program.
10. Organizations that may be located within the Town of Carleton Place, but are more regionally oriented, or that represent or service a special interest group shall be considered a low priority for a municipal grant under the Community Enrichment Grant Program.
11. Grant requests from recreational sports groups to sponsor an individual athlete or team for a competition/tournament will be considered a low priority

Note: Applicants that receive a monetary donation over \$500.00 will be required to complete the Post Project Report Form, which requires detailed information on where the funding was spent. No applicant shall receive a grant that exceeds \$1 500.00. Funding for the Enrichment Grant Program is limited to the amount included within the annual municipal budget. Funding may not be available for all applications as funds will be distributed based on the established priorities.

Application Guidelines:

All grant applications shall be submitted on the "Community Enrichment Grant Application Form" and directed to the Recreation and Culture Department. The application shall include:

1. A completed application form, with all information provided.
2. A brief description of the projects/events/festivals/activities, the objectives and the benefits to the community and the expected date of completion.
3. Budget for the event/project/activity (please use the attached "Community Enrichment Grant Application Budget Form".)

Applicants who have questions about eligibility or any aspect of the application should contact the Recreation and Culture Department before completing the "Community Grant Application Form."

Municipal Review of Application:

1. Applicants will be reviewed by the Community Enrichment Program Committee on a regular basis until all funding is allocated. Only completed applications with all supporting documents will be considered. Incomplete applications will not be considered for funding and the committee will not follow up to request missing information.
2. Applicants should receive a response within four weeks of submission, therefore it is important to consider this timeline before submitting an application.
3. All grants will be assessed in terms of the priority for the project; cost effectiveness, financial viability; contribution to the quality of life in the community and community involvement/response.



CORPORATION OF THE TOWN OF CARLETON PLACE
Community Enrichment Program Application Form

1. Name of the organization: _____

Address: _____

Telephone: _____

Contact Person's Name: _____ Title: _____

Telephone: _____ E-Mail _____

We are requesting the following:

- Municipal Facilities/Equipment/Staffing Support (in kind)
- A monetary donation (financial support)

2. What is the main sector your organization serves, or the purpose of your application?

Arts, Culture & Heritage Special Events
 Tourism Development Other - provide details: _____

3. Event or project title: _____

Date of event or project completion date: _____

4. Describe the project for which you are requesting funding (if more space required, attach a separate sheet.)

5. Total Amount Requested \$ _____

It is important to ensure your application includes all of the following documents.

Required List of attachments (✓):

- Community Enrichment Program Application Form
- Brief description of the organization
- Community Enrichment Program Application Budget Form



CORPORATION OF THE TOWN OF CARLETON PLACE

Community Enrichment Program Budget Form

Anticipated Funding Sources / Revenue:

Requested Contribution	_____	\$	_____
Your Contribution	_____	\$	_____
Anticipated Income (admissions, sales, etc.)	_____	\$	_____
Other Government /	_____	\$	_____
Public Support	_____	\$	_____
Private Support	_____	\$	_____
<i>(please specify)</i>	_____	\$	_____
Other Sources	_____	\$	_____
<i>(please specify)</i>	_____	\$	_____

TOTAL REVENUE

Expenses (goods, services & other):

Project Costs <i>(please list)</i>	_____	\$	_____
	_____	\$	_____
	_____	\$	_____
	_____	\$	_____
	_____	\$	_____
	_____	\$	_____
Rental Fees	_____	\$	_____
Permits <i>(please list)</i>	_____	\$	_____
	_____	\$	_____
Equipment <i>(please specify)</i>	_____	\$	_____
	_____	\$	_____
Advertising	_____	\$	_____
Transportation	_____	\$	_____
Other <i>(please specify)</i>	_____	\$	_____

TOTAL EXPENSES

**Please ensure that the budget balances (expenses = revenue)*

Please describe any additional requested in-kind grants *(use of municipal property, permitting fees, municipal staff support or loan of equipment or material):*



CORPORATION OF THE TOWN OF CARLETON PLACE

Community Enrichment Program Final Report Form

This form must be submitted within 30 days of the completion of the program/event/festival. Any organization that does not complete and return this form will not be considered for funding in subsequent years.

Name of Organization	Telephone #
Email Address	Website Address

Who benefitted from the funding?	
How many people attended the event? How many paid attendees did you have?	
Date of event	Location of event
Describe the economic benefit that was provided to the Town of Carleton Place?	
Was the event a financial success? If not, why not? (Financial statements may be requested)	

DECLARATION

I, the undersigned, declare that I have been authorized to file this report and that to the best of my knowledge, all answers provided in the report, as well as the information contained in the document and materials attached to it, are true and complete.	
Print Name	
Title	
Date	
Phone #	
Email	
Signature	

Please attach copies of any marketing/advertising/promotional materials acknowledging the support of the Town of Carleton Place for the sponsorship of this program/festival/event.

Corporation of the Town of Carleton Place