



Policy Review Committee Action Report  
for the September 27<sup>th</sup>, 2016 meeting held in  
the Council Chambers following Council

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**PRESENT:** Mayor Antonakos, Deputy-Mayor Flynn, Councillor Black (left the meeting at 8:00 p.m.), 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 127349 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 127347**

Received from        Joanne Henderson, Manager Parks and Recreation  
Addressed to        Policy Review Committee  
Date                    September 22<sup>nd</sup>, 2016  
Topic                  2<sup>nd</sup> Intake Community Enrichment Grant

**SUMMARY**

The attached summarizes the 2<sup>nd</sup> Intake of applications for the Community Enrichment Grant and includes recommendations.

**STAFF RECOMMENDATION**

THAT grants from the Community Enrichment Program, to the various organizations, as detailed on the attached be approved.

**COMMITTEE DECISION**

THAT grants from the Community Enrichment Program, to the various organizations, as detailed on the attached be approved.

The \$500 donation, made earlier to People Frist from Council's discretionary funds, is not to be repaid from the Community Enrichment Grant Program.

## **COMMUNICATION 127348**

Received from Paul Knowles, Chief Administrative Officer  
Addressed to Policy Review Committee  
Date September 21<sup>st</sup>, 2016  
Topic Priorities

### **SUMMARY**

A number of projects and opportunities have recently been discussed. Staff have assembled a list of active and potential priorities that would be useful to review prior to reviewing the first draft of the 2017 budget.

### **STAFF RECOMMENDATION**

THAT staff present a consolidated list of priorities for the Town.

### **COMMITTEE DECISION**

THAT staff organize a plan to address priorities. Bring forward

## **COMMUNICATION 127349**

Received from Paul Knowles, Chief Administrative Officer  
Addressed to Policy Review Committee  
Date September 21<sup>st</sup>, 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**

27-09-16-1 personal matters about an identifiable individual, including municipal or local board employees – General Nature - Wages

### **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**

27-09-16-1 personal matters about an identifiable individual, including municipal or local board employees – General Nature - Wages

**127349 Continued**

**REPORT TO COUNCIL**

27-09-16-1 Receive and Record

**COMMUNICATION 127350**

Received from	Deputy-Mayor Flynn
Addressed to	Policy Review Committee
Date	September 27 <sup>th</sup> , 2016
Topic	Chamber of Commerce Gala

**SUMMARY**

The Chamber of Commerce Gala will be held in October.

**STAFF RECOMMENDATION**

THAT Deputy-Mayor Flynn purchase a table for the Town with cost funded from Council promotion.

**COMMITTEE DECISION**

THAT Deputy-Mayor Flynn purchase a table for the Town with cost funded from Council promotion.



**Policy Review Committee Agenda  
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### **COMMITTEE DECISION**

## Community Enrichment Program Applications- 2016 2<sup>nd</sup> Intake

<b>Applicant &amp; Event</b>	<b>Date</b>	<b>Amount Requesting</b>	<b>Details</b>	<b>Recommended</b>
IODE- 100 <sup>th</sup> Anniversary Celebration	Saturday May 7 <sup>th</sup> , 2017	\$631.75	In kind support rental of the Canoe Club rental (possibly staff set up and clean up) for their 100 <sup>th</sup> Anniversary.	Priority. \$631.75 in kind support
Recreation and Culture Department- Tent and Tent Weights	Ongoing	\$1500.00	Requesting monetary support to cover the purchasing of tent weights for the Carleton Place tents. This will accompany the tents for any users that borrow the town tents for safety purposes.	Priority. \$1500.00
Carleton Place Carleton Place BIA- Ladies Night Out	Thursday November 17 <sup>th</sup>	\$500.00	Requesting garbage can drop off and pick up, CP tents, 6 tables and 6 chairs.	More information required.
Carleton Place BIA- Halloween Parade & Halloween Event	Saturday Oct 22 <sup>nd</sup>	\$1000.00	Requesting in kind support for drop off of garbage cans drop off and pick up, CP tents, 6 tables, 6 chairs for possible parade & day time event.	More information required.
Carleton Place BIA- Downtown Christmas Open House	Saturday December 5 <sup>th</sup> , 2016	\$500.00	Requesting in kind rental fee of Market Square, additional garbage cans to be dropped off and picked up, Town of CP Tents, 6 tables and 6 chairs	Priority. Up to \$500.00 in in-kind support
Carleton Place BIA- Santa Claus Parade	Saturday November 26, 2016	\$1000.00	Requesting in kind rental fee of Carambeck for warm up area, requesting barricades (set up and take down), rope for public security (set up and take down).	Priority. \$1000.00 in kind support.
Lanark County Therapeutic Riding Program-Soldier Ride Program	October 31, 2016	\$1500.00	Requesting financial support to assist in offering the Soldier Ride Program for members of the Armed Forces	Not a priority. Event does not take place in Carleton Place.
Carleton Place and District Community	October 1, 2016	\$400.00	Requesting the in kind rental fee of the Town Hall Auditorium	Priority. \$400.00 in kind support.

<b>Applicant &amp; Event</b>	<b>Date</b>	<b>Amount Requesting</b>	<b>Details</b>	<b>Recommended</b>
Band-Fundraising Event			plus staff set up and clean up. This event is to fundraise for funds to support the CP band.	
Lanark County Situation Table	Ongoing	\$1000.00	Requesting a monetary donation to present the Situation Table Program throughout	Priority. Up to \$1000.00 in inkind support for rentals of Town of Carleton Place facilities for Situation Table sessions.
Carleton Place Chamber of Commerce- Meet Me on the Mississippi Food Festival	August 11, 2016	\$1021.00	Requesting the in kind rental fee of the Market Square as well as staff drop off and pick up of town equipment and fencing for liquor licensing. (Fencing not required on event day.)	Priority. \$397.00 in kind to cover Market Square rental & staff drop off and pick up of equipment.
People First of Lanark County	Ongoing	\$2000.00	Requesting financial support to assist in covering the programs and events offered by People First of Lanark County.	\$1000.00 monetary donation (Bunny Run & Christmas Dinner)  \$500.00 in kind for town facility rentals for board retreat.
Kevin Lee	Ongoing	\$520.00	Requesting in kind support to cover the rental of the Carambeck Community Centre Gymnasium for Naismith Jr NBA Program.	Not a priority. Does not meet funding criteria.

**Total Amount Requested: \$9031.75**

**Total Suggested**

**\$1,000.00 Monetary**

**\$5,928.75 In kind**

**\$6928.75 Total Support**