



**Policy Review Committee Agenda  
October 9, 2018, immediately following Council  
Carleton Place Town Hall, Council Chambers**

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**Please silence all electronic devices.**

- 1) CALL TO ORDER
- 2) DECLARATION OF PECUNIARY/CONFLICT OF INTEREST
- 3) REGISTRATION OF PUBLIC WISHING TO SPEAK
- 4) COMMUNICATIONS (REPORTS)

i. **Chamber of Commerce AIM Funding Request  
(Communication 129329)**

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Amanda Charania, Communications Coordinator

**Suggested Motion:**

**THAT** Council support the “Economics for Success” program in partnership with the Carleton Place Chamber of Commerce in the amount of \$2,000 in each of 2018, 2019, and 2020; and

**THAT** the program be funded from the Council Promotions budget in each of these years.

ii. **Chamber of Commerce 2018 Business Awards of Excellence Gala  
(Communication 129330)**

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Duncan Rogers, Clerk

**Suggested Motion:**

**THAT** Council authorizes the purchase of a table for the Carleton Place Chamber of Commerce’s Business Awards of Excellence Gala with the cost to be funded from the Council Promotions Account.

iii. **Employee Assistance Program  
(Communication 129331)**

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Diane Smithson, CAO

**Suggested Motion:**

**THAT** Council agree to include funding in the first draft of the 2019 budget for an Employee Assistance Program (EAP) for all permanent full and part time staff under the County of Lanark’s umbrella program which would allow for further consideration of this matter.

- 5) CLOSED MEETING

**Suggested Motion(s):**

**THAT** the Committee move into closed session at \_\_\_\_\_ p.m. to discuss a matters subject to:

- Section 239 (2)(b) personal matters about an identifiable individual and (f) advice that is subject to solicitor-client privilege, including communications necessary for that purpose; and

**THAT** Diane Smithson, CAO, Duncan Rogers, Clerk, Stacey Blair, Deputy Clerk, Tyler Duval, Acting Manager of Development Services, Rob Croth, OPP and Tony Fleming, Municipal Solicitor, remain in the room.

**i. By-law Enforcement Matter (IC 129324)**

Pascal Meunier, Director of Protective Services  
Joanna Bowes, Manager of Development Services  
Brian Gass, Chief Building Official

**Suggested Motion(s):**

**THAT** the committee return to regular session at \_\_\_\_\_ p.m.

**6) ADJOURNMENT**

## **COMMUNICATION 129329**

Received from Amanda Charania, Communications Coordinator  
Addressed to Policy Review Committee  
Date October 9th, 2018  
Topic Chamber of Commerce AIM Funding Request

### **SUMMARY:**

As a pilot project in 2016, in partnership with Junior Achievement Canada, who trained eight (8) member-volunteers, the Carleton Place Chamber of Commerce presented a one-day financial literacy program to 138 Grade 8 students at Carleton Place High School. The cost of the trial was funded by the Chamber.

“Economics for Success”, a proprietary system developed by professional educators, teaches goal-setting and making pathways to achievement; job-seeking and social skills; working with mentors and seizing opportunities. The feedback from students, parents and faculty was positive. All agreed that these life skills, which are not part of the regular school curriculum, are valuable in setting our youth on the pathway to success.

This program was offered again in 2018 and was presented to 100 students at Notre Dame High School and 150 at Carleton Place High School, again with positive response from students, parents and faculty.

The Chamber has now entered a partnership agreement with Junior Achievement (Peterborough-Lakeland/Muskoka) through the school year ending June 30, 2020, securing the Chamber’s access to training and materials and fixing the cost-per-student during that timeframe.

The Chamber is inviting the Town to participate in the funding of this program and are inviting members of council and staff to engage with them as Junior Achievement Instructor-Mentors. If any member of Council is interested in becoming involved in the program as Junior Achievement Instructor-Mentors, they are asked to directly contact Jackie Kavanagh at the Chamber of Commerce.

### **FINANCIAL IMPLICATIONS**

The Chamber has committed \$2,000 in its budget for 2018, 2019 and 2020 to deliver this program.

The Chamber is extending an invitation to the Town of Carleton Place (see attached letter) to join as a partner in shaping its future citizens by matching the Chamber’s contribution of \$2,000 for the years 2018, 2019 and 2020.

Staff recommends that the Town’s contribution could be funded through the Council Promotions budget line.

**STAFF RECOMMENDATION**

**THAT** Council support the “Economics for Success” program in partnership with the Carleton Place Chamber of Commerce in the amount of \$2,000 in each of 2018, 2019, and 2020; and

**THAT** the program be funded from the Council Promotions budget in each of these years.

**ATTACHMENTS:**

September 18, 2018 Chamber of Commerce Letter Inviting Council to Participate in the Economics for Success Program



*"The Voice of Business in Carleton Place & District"*

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September 18, 2018

To Carleton Place Council, for your consideration,

In 2016, as a pilot project, in partnership with Junior Achievement Canada, who trained eight member-volunteers, the Carleton Place Chamber of Commerce presented a one-day financial literacy program to 138 grade 8 students at Carleton Place High School. The cost of the trial was funded by the Chamber.

"Economics for Success", a proprietary system developed by professional educators, teaches goal-setting and making pathways to achievement; job-seeking and social skills; working with mentors and seizing opportunities. The feedback from students, parents and faculty was positive. All agreed that these life skills, which are not part of the regular school curriculum, are valuable in setting our youth on the pathway to success.

In 2018, Chamber volunteer mentors, including Carleton Place Deputy Mayor Jerry Flynn presented Economics for Success to 100 students at Notre Dame High School and 150 at Carleton Place High School. Again, the response from students, parents and faculty was entirely positive. The volunteer mentors feel they have made a valuable contribution to the future of the community, encouraging the Chamber to continue the program on a longer-term basis. Based on the success of the 2016 pilot project, both schools contributed towards the cost of the program in 2018.

The Chamber has now entered a partnership agreement with Junior Achievement (Peterborough-Lakeland/Muskoka) through the school year ending June 30, 2020, securing the Chamber's access to training and materials and fixing the cost-per-student for that period.

In its budget for the year ending December 31, 2018, the Chamber has committed \$2,000. towards the cost of training and materials and will do so again in the years 2019 and 2020.

The Chamber is extending to the Town of Carleton Place an invitation to join as a partner in shaping its future citizens by matching the Chamber's contribution of \$2,000. for the years 2018, 2019 and 2020. In addition, we invite members of council and staff to engage with us as Junior Achievement Instructor-Mentors.

We believe the partnership of the Chamber business community and the Town of Carleton Place, along with our schools, represents an investment in the future of our youth and reinforces the Town's youth engagement strategy.



*"The Voice of Business in Carleton Place & District"*

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Each time the Economics for Success program is delivered, hundreds of young people get to spend their entire school day, learning valuable life skills and interacting with role models and potential mentors in their community, at a critical point when they begin to make decisions about their lives.

Liaison with the schools, recruitment and training of volunteers and administration will be managed by the Chamber, at no cost to the Town, beyond the annual shared cost of \$2,000. The program will be portrayed as a joint project of the Town and the Chamber with the schools, as a way of building the character, self-reliance and entrepreneurship of its future citizens.

We believe the Council will agree that this modest annual investment will produce an enormous dividend in the future of the community.

With Regards,

*A. Wagorn*

Amanda Wagorn  
Chair, AIM Committee  
Carleton Place & District  
Chamber of Commerce

*Dave Hands*

Dave Hands  
AIM Committee Member/ Treasurer  
Carleton Place & District  
Chamber of Commerce

**COMMUNICAITON 129330**

Received from: Duncan Rogers, Clerk  
Addressed to: Policy Review Committee  
Date: October 9, 2018  
Topic: Chamber of Commerce 2018 Business Awards of  
Excellence Gala

**SUMMARY:**

The local Chamber of Commerce Business Awards of Excellence Gala is scheduled for Friday, October 19, 2018. In past years, Council has purchased a table for the event.

**FINANCIAL IMPLICATIONS**

The cost of the table in 2018 is \$800. The cost for the table in the past has been funded from the Council Promotions Account.

**STAFF RECOMMENDATION;**

**THAT** Council authorizes the purchase of a table for the Carleton Place Chamber of Commerce's Business Awards of Excellence Gala with the cost to be funded from the Council Promotions Account.

**COMMUNICATION 129331**

Received from Diane Smithson, CAO  
Addressed to Policy Review Committee  
Date October 9, 2018  
Topic Employee Assistance Program

**SUMMARY:**

We often hear in the mainstream media about people being stressed and under more pressure than ever. This stress comes from various sources: trying to achieve work-life balance, work pressures, financial issues, relationship issues, etc.

Employee Assistance Programs offer services to help maximize employee wellness in the hope of reducing incidences of short and long-term disability. By improving employee health and wellness, staff are better able to attend work and be more productive while at work.

**BACKGROUND:**

An Employee Assistance Program provides employees and their immediate family members (spouse and dependents) with counselling assistance on a wide range of work-related and personal concerns including marital and family difficulties, emotional crisis, stress, vocational and career concerns, interpersonal relationships, alcohol and drug issues, and financial and legal concerns. The EAP is part of a larger healthy workplace strategy to help employees manage their health and remain actively engaged in the workplace.

EAPs are becoming an increasingly common benefit, designed to maximize employee wellness, thereby reducing incidences of short and long-term disability, absenteeism and turnover, thereby resulting in lower overall human resource costs. Essentially, EAPs represent an ounce of prevention in the old adage “an ounce of prevention saves a pound of cure”.

**COMMENT:**

If an EAP is implemented, it would provide confidential counselling, case management and referral services for employees who need assistance in a broad range of areas, including, but not limited to: stress, emotional problems, trauma and crisis, family problems, relationship difficulties (including marriage breakdown), substance abuse, problem gambling, chronic pain and disease, mental health, harassment, etc. Employees would be able to access these services on a 24/7 basis and referrals are kept strictly confidential.

In addition, employees have access to consultation around disability management / absenteeism, pandemic preparedness, flu immunization, other health services such as health coaching and screening, organization employee health profile to ensure staff have awareness of the trends and access to

services of interest in order to offer employees with information around health-related matters and to engage them in healthy practices.

The County of Lanark, as part of its benefit program, has arranged for EAP services through Homewood Human Solutions and as a partner under the County's umbrella for benefits such as out of country travel insurance, the Town has the ability to participate with their provider.

The provision of EAP counseling services is Homewood Human Solutions' core business. They have an affiliation with Homewood Health Centre – a nationally recognized facility with a provide record of providing dedicated inpatient and outpatient psychiatric services which ensures the highest level of clinical expertise and training to manage the most at risk mental health and addiction issues.

Staff is recommending that Council proceed to authorize obtaining EAP services commencing January 1, 2019. The reason for this is that more and more pressure is applied to staff to do more with less and factors in an employee's personal life can affect their performance at work. In addition, the provisions regarding violence in the workplace and harassment also play a role in that should an employee experience harassment in the workplace, the Town does not currently have any measures in place to provide counselling should it be required.

### **FINANCIAL IMPLICATIONS**

A financial proposal was obtained from Homewood to provide EAP services to Town employees. The cost estimate for this service is based on \$3.30 per employee per month with this rate being guaranteed for a period of 24 months.

There are two (2) suggestions for application of the EAP services:

1. Permanent full-time employees included on the Town's benefit program. The cost under this scenario would be \$3,366.
2. All permanent full time and part time employees. The cost under this scenario would be \$7,920

It certainly wouldn't take too many days of unused sick leave to make up this cost.

As staff's recommendation includes commencing this program January 1, 2019, there will be an ability to include this cost in the 2019 budget.

### **STAFF RECOMMENDATION:**

**THAT** Council agree to include funding in the first draft of the 2019 budget for an Employee Assistance Program (EAP) for all permanent full and part time staff

under the County of Lanark's umbrella program which would allow for further consideration of this matter.