



**Community Issues Committee Action Report  
for the March 15<sup>th</sup>, 2011 meeting to be held  
following Corporate Services Committee**

**PRESENT:** Mayor LeBlanc, Deputy-Mayor Sonnenburg, Councillor Antonakos, Councillor Flynn, Councillor Probert, Councillor Black, Councillor Strike, Manda Blakeley, Promotions Coordinator, Lisa Young, Director of Planning, Duncan Rogers, Clerk, Paul Knowles, Chief Administrative Officer

- 1) **DECLARATION OF PECUNIARY INTEREST** - now or anytime during the meeting
- 2) **REGISTRATION OF PUBLIC WISHING TO SPEAK** - with the secretary
- 3) **PLEASE TURN OFF ALL CELL PHONES AND PAGERS**
- 4) **Communication 122125 is a closed meeting**
- 5) **If there is an addendum, in accordance with Section 15.2.4 (of Striking Report) does the committee wish to approve this addendum?**
- 6) **Opportunity for members of Council to provide updates from Committees on which they serve.**

<b>COMMITTEE/BOARD</b>	<b>MEMBER OF COUNCIL</b>	<b>UPDATES</b>
Municipal Heritage Committee		
BIA Board	Councillor Strike	
Hospital Board	Councillor Antonakos	
Mississippi Valley Conservation	Councillor Black	
Chamber of Commerce	Councillor Flynn	
Carleton Place & Beckwith Historical Society	Mayor LeBlanc	
Youth Centre Board	Deputy-Mayor Sonnenburg	
Communities in Bloom	Mayor LeBlanc	
Economic Development		
Local Municipal Drug Strategy Committee	Councillor Antonakos	
	Councillor Flynn	
Health Village Committee	Mayor LeBlanc	
	Councillor Antonakos	
County Council	Mayor LeBlanc	
	Deputy-Mayor Sonnenburg	

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.

122119      Received from    Les Reynolds, Director of Protective Services  
Addressed to    Planning and Protection Committee  
Date             February 27<sup>th</sup>, 2011  
Topic            OWFC Activity Report

**SUMMARY**

The January activity report is attached.

**COMMENT**

For Council's Information

**STAFF RECOMMENDATION**

Receive and File

**COMMITTEE DECISION**

Receive and File.

122120      Received from    Hall of Valour  
Addressed to    Mayor LeBlanc  
Date             March 3<sup>rd</sup>, 2011  
Topic            New Veterans Hall of Valour Funding

**SUMMARY**

Hall of Valour has received word that Department of Heritage can only fund 50% of the cost of a new Veterans Hall of Valour.

They are now seeking funding for the remaining 50%.

**COMMENT**

For Council's Information.

**STAFF RECOMMENDATION**

Receive and file

**COMMITTEE DECISION**

Receive and File.

**TO BE DISCUSSED**

122061            Received from Paul Knowles, Chief Administrative Officer  
                  Addressed to Policy Review Committee  
                  Date December 22<sup>nd</sup>, 2010  
                  Topic Corporate Communications Plan

**SUMMARY**

Earlier, staff prepared a Corporate Communications Plan. The plan should be updated and expanded with emphasis on the web page and include a plan for webcasting meetings and participating in social media.

In 2010, the Town participated in a joint tender with a number of other municipalities for regular print advertising (Municipal Matters). The new contract reduced costs and is for four years ending in July 2014.

**UPDATE**

As directed by Community Issues Committee, staff have been investigating various aspects for a Corporate Communication Strategy:

**WIFI Access for the Public**

WIFI access is currently available to the public in the Town Hall, the Library and the Arena. It could also be provided at the Pool at a cost of approximately \$1000 Per year.

**Webcast of Meetings**

Two options are available for webcasting meetings – live streaming or record/view.

Live streaming involves installing a camera in the Council Chambers and then connecting camera and sound system into the internet. The public could then view meetings live on their computers through the Town's web site. This would be similar to a one way 'Skype' connection or similar to watching on TV. The meetings could only be viewed live and there would not be any recording or video records created by the Town (although potentially, a member of the public could record portions of a meeting). Live streaming would cost approximately \$2500 to set up with little ongoing cost.

Record/View also involves installing a camera in the Council Chambers and then connecting camera and sound system to the internet. However, instead of broadcasting the live feed of the meeting, the meetings would be recorded by an external firm. The meetings would be viewed through a link on the Town's web site and they could be viewed through an archive. Record/View of meeting would cost approximately \$10,000 per year.

**COMMENT**

Implementing new forms of Corporate Communication will require financial and staff resources. The entire Corporate Communications plan needs to be considered in its entirety and then appropriate financial and staff resources committed to successfully implement the components desired by Council. Subsequent presentations to Council will cover press releases, newsletters, slide shows, signboards, Social Media, Web Site organization and content, utilizing local media (radio etc) and other forms of communication with a draft of a compiled new Corporate Communications Plan presented together with the associated resource implications this spring

**STAFF RECOMMENDATION**

That Council provide comments on the presented components of the Corporate Communications Plan Bring Forward.

**COMMITTEE DECISION**

Staff are to investigate Rogers to televise meetings.

122087      Received from    Councillor Antonakos  
Addressed to    Duncan Rogers, Clerk  
Date             January 13<sup>th</sup>, 2011  
Topic            Anti-Idling Information.

**SUMMARY**

Chair of Environmental Advisory Committee wishes to present anti-idling information.

**UPDATE**

Staff anticipate a number of difficulties with enforcing an Idling By-law and suggest that the first step should be a Public Education campaign.

**STAFF RECOMMENDATION**

THAT the Environmental Advisory Committee be asked to develop a small brochure and an ad/web announcement that can be used during a Public Education campaign.

**COMMITTEE DECISION**

THAT the Environmental Advisory Committee be asked to develop a small brochure and an ad/web announcement that can be used during a Public Education campaign. Enforcement difficulties are to be forwarded to Carleton Place Environmental Advisory Committee.

122121      Received from    Various Committees  
Addressed to    Community Issues Committee  
Date             February 2011  
Topic            Minutes

**SUMMARY**

Minutes of the February 10<sup>th</sup>, 2011 meeting of the **Carleton Place Accessibility Advisory Committee** are attached. Noteworthy items include:

➡      Carleton Place Accessibility Plan (attached)

Action Report for the February 7<sup>th</sup>, 2011 meeting of the **Recreation & Culture Committee** is attached. Noteworthy items include:

121463      Grant Policy for Outdoor Rinks  
122091      Park Canteen  
122092      Garden of Hope in Riverside Park

**STAFF RECOMMENDATION**

THAT Council endorse Committees' decisions.

**COMMITTEE DECISION**

THAT Council endorse Committees' decisions. A letter of congratulations is to be forwarded regarding the Garden of Hope.

122122      Received from    Joanne Henderson, Manager of Recreation and Culture  
Addressed to    Community Issues Committee  
Date             February 10<sup>th</sup>, 2011  
Topic            Liquor Request

**SUMMARY**

Arts Carleton Place would like to host a reception at the Moore House before their main concert at the Town Hall for Sights and Sounds of Downtown on July 30<sup>th</sup>, 2011. They would like to serve alcohol in the Moore House as well as in the outside area directly behind the building. The event would run from approximately 6:00 p.m. - 8:00 p.m.

Also Notre Dame High School would like to serve alcohol in the auditorium for their Music for Miracles fundraiser for the hospital. Event was held last year with no issues.

**STAFF RECOMMENDATION**

THAT Arts Carleton Place and Notre Dame High School be allowed to serve liquor as requested.

**COMMITTEE DECISION**

THAT Arts Carleton Place and Notre Dame High School be allowed to serve liquor as requested.

122123      Received from    Paul Knowles, Chief Administrative Officer  
Addressed to    Community Issues Committee  
Date             March 1<sup>st</sup>, 2011  
Topic            Community Enrichment Program Grants

**SUMMARY**

The attached report summarizes the funding requests to the Community Enrichment Program. New and past requests have been identified and certain groups have been asked for further information.

**COMMENT**

Of the \$20,000 set aside to subsidize Community Enrichment Programs/Services a minimum of \$5,000 will be allocated annually to support \*Community Festivals, a minimum of \$5,000 will be allocated to support \*\* Community Events and \$10,000 will be allocated to support general community programs/services and new initiatives.

\*To be considered a Community Festival (annual event which can be attended by the general community), the event must:

- a)      Occur annually and been in operation for a minimum period of three years consecutively and occur annually; and
- b)      submit a budget showing how the Town's grant contributes to the overall success of the event:

\*\*      Community Event (targeted towards a more select audience).

**STAFF RECOMMENDATION**

THAT the recommended grants be approved. A further report will be presented when additional information is received as requested.

**COMMITTEE DECISION**

Legion Tattoo has been cancelled. People First is to be allocated \$2,000.

122124      Received from    Tim Gervais (Noremac Drillers)  
Addressed to    Dave Young, Director of Public Works  
Date             March 9<sup>th</sup>, 2011  
Topic            Request for Explosive Permit for Steeplehill Subdivision

**SUMMARY**

Mr. Gervais has submitted a request for the Town of Carleton Place to issue an Explosive Permit to facilitate the installation of services on the extension of Santiago Street, each of Park Avenue.

**COMMENT**

Mr. Gervais' company has performed work in Carleton Place previously and his submission includes all the supporting documentation required by the Town.

**STAFF RECOMMENDATION**

THAT staff issue an Explosive Permit to Noremac Drillers for the servicing of Steeplehill Subdivision on Santiago Street.

**COMMITTEE DECISION**

THAT staff issue an Explosive Permit to Noremac Drillers for the servicing of Steeplehill Subdivision on Santiago Street.

122125      Received from    Paul Knowles, Chief Administrative Officer  
Addressed to    Policy Review Committee  
Date             March 11<sup>th</sup>, 2011  
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**

- 11-01-11-1      a proposed or pending acquisition or disposition of land by the municipality or local boards;
- 15-03-11-1      litigation of potential litigation, including matters before administrative tribunals, affecting the municipality or local board;

**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**

- 11-01-11-1      a proposed or pending acquisition or disposition of land by the municipality or local boards;
- 15-03-11-1      litigation of potential litigation, including matters before administrative tribunals, affecting the municipality or local board;
- 08-03-11-2      a proposed or pending acquisition or disposition of land by the municipality or local boards;

**122125 Continued**

**REPORT TO COUNCIL**

11-01-11-1 Bring Forward

15-03-11-1 Bring Forward

08-03-11-2 Bring Forward

122127 Received from Councillor Flynn  
Addressed to Community Issues Committee  
Date March 15<sup>th</sup>, 2011  
Topic Benefit Dance

**SUMMARY**

Curling Club is holding a benefit dance on April 16<sup>th</sup>, 2011. Tickets are \$20.00 per person.

**STAFF RECOMMENDATION**

To be discussed

**COMMITTEE DECISION**

Councillor Flynn will arrange to purchase tickets to dance for Council funded from Council Promotion.