



Physical Environment Committee Action Report
of May 31st, 2011 held in the
Council Chambers following Council

PRESENT: Deputy-Mayor Sonnenburg, Councillor Antonakos, Councillor Flynn, Councillor Probert, Councillor Black, Councillor Strike, Duncan Rogers, Clerk, Lisa Young, Director of Planning and Development, Paul Knowles, Chief Administrative Officer, Dave Young, Director of Public Works

- 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) **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.

122248 Received from Town of Thessalon
 Addressed to Minister Duguid (Copy of)
 Date May 19th, 2011
 Topic Solar Panels

SUMMARY

Town of Thessalon is requesting support of a resolution they sent to Minister Duguid to reconsider the provisions of the Green Energy and Green Economy Act, 2009 and to address the provisions having regard for the negative impact created by the installation of ground mounted solar systems within residential and commercial areas in municipalities.

COMMENT

For Council's Information

STAFF RECOMMENDATION

Receive and File.

COMMITTEE DECISION

THAT the Town of Carleton Place support Town of Thessalon.

122249 Received from Town of Amherstburg
 Addressed to Ontario Municipalities
 Date April 27th, 2011
 Topic Nuclear Reactor Program

SUMMARY

Town of Amherstburg is looking for support for a motion they passed opposing the shipping of 16 radioactive steam generators through the Great Lakes to the St. Lawrence Seaway to Sweden.

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 22nd, 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 1

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.

122061 Continued

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.

UPDATE 2

Notice Board Sign

The proposed notice board sign at Beckwith Street and Lake Avenue East is planned to include a fixed sign displaying the Town's image brand and the Farmers' Market signage. The notice board portion, of the sign, would be 30"x 80" (which is twice the size of the notice portion of the Police/Fire sign). Topical notices, similar to the "What's New" part of the web site, would be displayed on the notice board. The sign is estimated to cost \$25,000 - \$35,000.

Slide Show Presentations

A sample of a slide show, that could be displayed in buildings such as Arena, Library, Childcare, Town Hall?, Hospital?, will be presented. Estimated cost is approximately \$1,000 per location.

UPDATE 3

Social Media

Staff will present examples of social media including Facebook, Twitter, Blogs and review the advantages/concerns with each. Operating Social Media cost very little but has potential to occupy a considerable time.

UPDATE 4

News Release

A sample of a recent news release was previously distributed. Issuing a news release costs very little but can potentially take considerable time to prepare.

Utilizing Local Media

Interviews with local media, sometimes coordinated with a News Release, can be very effective. Interviews cost little but can require time to prepare.

Employee Newsletter

A sample of a possible employee newsletter was previously distributed. The content, of a newsletter, could vary from Council issues to personnel issues. Employees feedback, regarding a newsletter, was mixed. Preparing and circulation a newsletter would cost a small amount and occupy some staff time.

Annual Review, Newsletter, Recreation Directory

A sample of these publications has been distributed. Preparing and distributing these to each household requires significant effort and costs \$3,500 per publication.

Municipal Matters

A sample of a recent Municipal Matters was previously distributed. Preparing these ads takes some effort and costs \$28,500 per year.

UPDATE 5

Web Site

The web site is a powerful communication tool that can provide large amounts of information at a small cost. Considerable effort is required to ensure the site is current, accurate and relevant. Also, it can be difficult to organize a web site so the correct information is prominent.

122061 Continued

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. A draft of a compiled new Corporate Communications Plan will be 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.

ALSO THAT Council provide any summary comments to guide staff as they prepare a draft new Corporate Communications Plan.

COMMITTEE DECISION

Web site should be continually improved with user surveys and statistical comparisons.

Council will meet on

June 20th, 2011 9:00 a.m. - 12:00 p.m. Visioning

June 21st, 2011 9:00 a.m. - 12:00 p.m. Corporate Communications

122239

Received from Paul Knowles, Chief Administrative Officer

Addressed to Community Issues Committee

Date April 26th, 2011

Topic Community Enrichment Program

SUMMARY

Attached is a summary of the recently received applications for Community Enrichment Program.

COMMENT

At the first meeting of the Community and Cultural Committee a sub-committee should be created to administer this grant program. However, until then, Council should authorize so applications can proceed.

STAFF RECOMMENDATION

THAT the applications for grants be approved as per the attached.

COMMITTEE DECISION

THAT the applications for grants be approved as per the attached.

122240 Received from Councillor Flynn
 Addressed to Community Issues Committee
 Date April 20th, 2011
 Topic 52 Things to Do in Carleton Place

SUMMARY

The Chamber of Commerce will present the 52 Things to do in Carleton Place Cards. They will be bringing the media and will include some of the business owners featured on the cards.

STAFF RECOMMENDATION

THAT Council view presentation.

COMMITTEE DECISION

THAT Council view presentation.

122246 Received from Joanne Henderson, Manager of Recreation & Culture
 Addressed to Community Issues Committee
 Date May 16th, 2011
 Topic Cairn - St. James Park

SUMMARY

As requested, Manager of Recreation & Culture has obtained a quote to tear down and rebuild the Cairn in St. James Park. The quote is \$3,100.00 + HST. The plaque on the Cairn also needs some work. This is an unbudgeted item.

STAFF RECOMMENDATION

To be discussed

COMMITTEE DECISION

THAT Councillor Strike investigate an alternate proposal including confirming existing condition. Bring forward.

122250 Received from Lanark County
 Addressed to Paul Knowles, Chief Administrative Officer
 Date May 25th, 2011
 Topic Warden's Golf Tournament

SUMMARY

Annual Warden's Golf Tournament is being held on Friday August 5th, 2011. They have also included a sponsorship form.

STAFF RECOMMENDATION

THAT registration be arranged.

COMMITTEE DECISION

Two teams are to be registered and the Town will sponsor 1 hole.

122251 Received from Ruth and Brooke McNabb
 Addressed to Councillor Black
 Date May 5th, 2011
 Topic 39 Mill Street Resident Development Proposal

SUMMARY

The McNabb's own a vacant residential lot at 39 Mill Street and have plans to construct a single family home on this lot.

In discussion with Town Staff in 2010, it was determined that the 40 metre section of sewer and water mains on Mill Street did not meet current standards. The McNabbs were advised that this section of Mill Street was on the Town's Capital Program and included in Beckwith Street upgrades planned for 2011. In the spring of 2011 staff advised the McNabbs that Mill Street had been removed from the Beckwith Street upgrade and it was now planned for 2012 subject to budget approval.

The McNabbs pointed out that their plans support the Town's Official and Strategic Plans by:

- encouraging infill;
- promoting development that complements the small town character;
- revitalizing the downtown; and
- enhancing downtown heritage streetscapes.

They also point out that also the Town is possibly going to forego over \$17,000 in development fees and a minimum of \$3,000 in annual tax revenue.

The McNabbs are concerned that staff did not make Council aware of this potential development opportunity during budget deliberations. They are requesting that the Town allow connection to the existing pipes on Mill Street or reallocate resources and upgrade the existing sewer and water infrastructure so that they may proceed with this project that is in keeping with the Town's Official and Strategic Plan. They are requesting an opportunity to appear before Committee to present further information.

COMMENT

Staff did remove this portion of the Beckwith Street reconstruction program in order to keep the 2011 program manageable in terms of financial and human resources. The current sewer and water infrastructure on Mill Street is essentially a service lateral that has been extended from the mains located at the intersection of Beckwith Street and Mill Street and as such, is not configured to provide access for maintenance by means of manholes at either end of the line. This also creates an issue in terms of allowing the McNabbs to connect to the existing lines as there is no means to determine elevations in order for them to create lot grading and drainage plans.

It would be very difficult to undertake this project this year as there is no design in place at this time and other projects have either been tendered or are nearing completion and it would jeopardize other projects to delay and try and incorporate this project. Also, as previously stated, the work has not been budgeted in 2011.

Staff feel that it would be possible to move forward with the field work and design phase by a consultant, and this would at least allow the McNabbs to develop plans as the design for the street will provide information needed for their design.

STAFF RECOMMENDATION

THAT the McNabbs be permitted to appear before the Committee.

COMMITTEE DECISION

THAT the Director of Public Works work with the McNabbs to establish a plan that develops timelines to address servicing needs on Mill Street.

122252 Received from Dave Young, Director of Public Works
 Addressed to Physical Environment Committee
 Date May 26th, 2011
 Topic PW2-2011

SUMMARY

Tenders for PW2-2011, Reconstruction of Beckwith Street, Miguel Street, Albert Street, Queen Street, Johnston Street and Spicer Street, closed at 11:00 a.m. Thursday, May 26, 2011. All tender submissions were complete. The following is a summary of bids received:

Company	Bid + HST Expense
R.W.Tomlinson Limited	\$646,764.38
Goldie Mohr Ltd.	\$658,344.87
Thomas Cavanagh Construction Limited	\$790,549.66
Smiths Construction Company	\$810,247.82
George W. Drummond Ltd.	\$789,020.58
Karson Konstruction	\$841,554.70
Budget	\$567,000.00

STAFF RECOMMENDATION

THAT Council hereby authorizes the Mayor and the Clerk to execute a contract with R.W. Tomlinson Limited for PW2-2011, Reconstruction of Beckwith Street, Miguel Street, Albert Street, Queen Street, Johnston Street and Spicer Street for the bid price of \$635,578.58 + HST.

COMMITTEE DECISION

THAT Council hereby authorizes the Mayor and the Clerk to execute a contract with R.W. Tomlinson Limited for PW2-2011, Reconstruction of Beckwith Street, Miguel Street, Albert Street, Queen Street, Johnston Street and Spicer Street for the bid price of \$635,578.58 + HST.

122253 Received from Chamber of Commerce
 Addressed to Mayor and Members of Council
 Date May 3rd, 2011
 Topic Economic Development

SUMMARY

Both the Chamber of Commerce and the BIA are interested in providing a representative to serve on the Town's new Economic Development Committee.

COMMENT

Earlier, Council decided to reorganize committees and form the following three Committees with the associated mandates;

21.2 PARKS AND RECREATION COMMITTEE

Introduction The Recreation Committee has responsibility for the planning and operating of all Town buildings, parks and trails owned by the Town including the arena, pool, sports fields, tennis courts and other facilities and programs related to physical activities.. In addition the committee has the responsibility for the administration of any contracts or cost sharing agreements entered into by the Town and are assigned to the committee by Council.

122253 Continued

21.16 ECONOMIC DEVELOPMENT COMMITTEE

21.16.1 Responsibilities: This Committee shall oversee activities related to industrial business retention, expansion and attraction including preparation of promotional and community profile information, active marketing of the Community and support for existing businesses. NOTE: Land purchases and sales will be approved directly by Council.

Responsibilities include programs that:

- prepare industrial development promotional material;
- actively market industrial property;
- actively encourage Economic Development in the downtown;
- respond to business inquiries;
- encourage business (industry) retention; and
- assist with development applications from business

21.17 COMMUNITY AND CULTURAL DEVELOPMENT COMMITTEE

21.17.1 Responsibilities: This Committee shall oversee the planning and operation of programs and facilities for cultural and non-physical activities including the Town Hall auditorium, Community Enrichment Grants, Festivals, promotion of the Community, beautification initiatives, Downtown initiatives and Tourism initiatives.

NOTE: The Committee will operate by assigning tasks to staff or sub-committees and monitoring to ensure tasks are completed. Sub Committees will be established for:

- Community Enrichment Grants;
- Auditorium;
- Canada Day;
- Facade Improvements;
- Selected capital projects and
- other appropriate projects.

The Chamber of Commerce has been focussing on branding the community and tourism and the BIA's focus is the downtown. All work related to these area fall under the new Community and Cultural Development Committee and both the Chamber of Commerce and BIA have been invited to have representatives on this Committee.

The Economic Development Committee's primary focus will relate to industry and Council had decided to invite 3 members of the business community to serve on the Committee. The Clerk is currently gathering names of interested individuals. These members of the business community may also be members of either the Chamber of Commerce of the BIA.

STAFF RECOMMENDATION

THAT Council decide if the membership for the Economic Development Committee, as described in the Striking Committee Report, is to be revised.

COMMITTEE DECISION

Bring forward to Striking Committee.

122254 Received from Paul Todd
 Addressed to Mayor LeBlanc
 Date February 14th, 2011
 Topic Volunteer Cross Walks

SUMMARY

Resident has concerns regarding the volunteer cross walks located on Bridge Street. He has observed, on several occasions, near misses and believes that there is a high potential for serious injury. He is requesting the Town address his concerns by converting the volunteer cross walks to legally recognized crosswalks.

COMMENT

In the 2011 budget, Council has approved the Town undertaking a review of pedestrian safety in the downtown core.

STAFF RECOMMENDATION

THAT staff proceed with retaining the services of a traffic specialist to undertake the review of pedestrian safety in the downtown core.

COMMITTEE DECISION

THAT staff proceed with retaining the services of a traffic specialist to undertake the review of pedestrian safety in the downtown core.

ALSO THAT staff contract the services of Henry Zykowski of Genivar.

122255 Received from OCWA
 Addressed to Dave Young, Director of Public Works
 Date May 2011
 Topic OCWA's Operational Plan for the Carleton Place Drinking Water System

SUMMARY

Similar to the Public Works Department, OCWA has made a number of revisions over the course of the past year in keeping with the Continual Improvement of the Management System.

COMMENT

A number of revisions pertained to simply updates of contact information, redistribution of roles and responsibilities and input from CGSB audit that addressed terminology. The Operational Plan is available in the Public Works Department for review.

STAFF RECOMMENDATION

THAT Council hereby authorizes the Mayor and CAO to endorse OCWA's Operation Plan for the Carleton Place Drinking Water System.

COMMITTEE DECISION

THAT Council hereby authorizes the Mayor and CAO to endorse OCWA's Operation Plan for the Carleton Place Drinking Water System.

122256 Received from Dave Young, Director of Public Works
 Addressed to Physical Environment Committee
 Date May 26th, 2011
 Topic Bridge Street Reconstruction

SUMMARY

Counterpoint Engineering has provided a deficiency list for the above project. Almost 90 items have been identified as needing correction. Items range from improper manhole adjustments, drainage problems and material inadequacies.

Also, staff are concerned with the appearance and ultimately, structural integrity, if the asphalt is patched in numerous areas as a result of repair work. The Contractor has been asked to provide a plan to deal with deficiencies and concerns relating to the long-term performance and appearance of this project.

COMMENT

For Council's Information

STAFF RECOMMENDATION

Receive and File.

COMMITTEE DECISION

Staff are to provide Council with deficiency list. Receive and File.

122262 Received from Ed Houghton, President & CEO of Collingwood Utility Services
 Addressed to Mayor LeBlanc
 Date May 16th, 2011
 Topic Issuance of Drinking Water License

SUMMARY

Mr. Houghton, on behalf of OMWA (Ontario Municipal Water Association) extends congratulations to the Town of Carleton Place for receiving the new five-part provincial license for its municipal drinking water system.

COMMENT

He notes that this license, issued by MOE is one of the most rigorous of its kind in North America. The new license incorporates all aspects of drinking water treatment and delivery, including permit to take water, operation plan, drinking-water works permit and a financial plan. For Council's Information.

STAFF RECOMMENDATION

Receive and File.

COMMITTEE DECISION

Receive and File.

122263 Received from Councillor Antonakos
 Addressed to Physical Environment Committee
 Date May 31st, 2011
 Topic Annual Exchange Day

SUMMARY

The Carleton Place Environmental Advisory Committee is hosting their first Annual Exchange Days on June 24th - 26th, 2011. They are requesting support from the Town in the form of promotion and staff assistance in dealing with any inquiries.

COMMENT

Staff will need to modify the promotional material to ensure compliance with the Town's Waste Collection By-law.

STAFF RECOMMENDATION

THAT the Town support this initiative.

COMMITTEE DECISION

THAT the Town support this initiative.

122264 Received from Councillor Probert and Councillor Black
 Addressed to Physical Environment Committee
 Date May 31st, 2011
 Topic Hydro Poles on Beckwith Street

SUMMARY

Councillors Probert and Black have asked staff to revisit the scope of work on Beckwith Street and identify implications of placing all above ground utilities into the sub surfaces.

COMMENT

The implications of this request would delay the project for a year as this would be the minimum time frame to develop a design and work through logistics. The financial implications would be in the order of magnitude of \$500,000.

STAFF RECOMMENDATION

THAT this project proceed as originally planned.

COMMITTEE DECISION

THAT this project proceed as originally planned.