



**Policy Review Committee Action Report
for March 8th, 2011 held in the
Council Chambers Immediately following Council**

PRESENT: Mayor LeBlanc, Deputy-Mayor Sonnenburg, Councillor Antonakos, Councillor Flynn, Councillor Probert, Councillor Black, Councillor Strike, Duncan Rogers, Clerk, Les Reynolds, Director of Protection, 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 122108 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?**

TO BE DISCUSSED

122088 Received from: Carleton Place Chamber of Commerce
Addressed to Policy Review Committee
Date January 31, 2011
Topic Chamber 2011 Work Plan

SUMMARY

Chamber presented their 2011 Workplan at the February 8th Policy Review Meeting.

COMMENT

Workplan to be reviewed along with request for funding to the Chamber for 2011

Budget contains \$31,800 of funding plus a provision of \$10,000 for the rent at the Train Station.

UPDATE

The Chamber of Commerce provided the attached Action Plan for 2011. However, they highlight that the following are not included:

- Tourism Advertising for Carleton Place in various publications/venues;
- Visibility at special events beyond Carleton Place (tourism events/conferences, etc;)
- 'Buy Local' campaign (promoting 52 things to see and do in Carleton Place, editorial and advertising;
- New Carleton Place maps (outdated and out of stock);
- Tourism website (+integration strategy with Town website) - content and image bank;
- Carleton Place postcards/note cards; and
- More Carleton Place merchandise for gift shop.

COMMENT

The 52 things to see and do in Carleton Place will be completed shortly. It is important that this package be promoted and in use.

The previously printed Carleton Place maps are outdated and out of stock. Most people now access maps via the internet. Also, the tourism guide includes a map that can be used so no new maps are planned.

122088 Continued

STAFF RECOMMENDATION

THAT the Chamber of Commerce be asked to re-work their proposed Action Plan for 2011 and include:

- ❖ some funding for Tourism Advertising;
- ❖ completing and promoting the "52 Things to See and Do in Carleton Place" package;
- ❖ the specific hours that the Information/Visitor Centre will be open;
- ❖ a delivery date for the Information Guide;
- ❖ the specifics regarding photos for image bank (how many, what images);
- ❖ the specifics regarding trade shows (name and date of shows, joint or independent booths. Note - Council feels attendance at the Cottage Show is important; and
- ❖ submitting a year end report that details accomplishments during the year.

COMMITTEE DECISION

THAT the Chamber of Commerce be asked to re-work their proposed Action Plan for 2011 and include:

- ❖ some funding for Tourism Advertising;
- ❖ completing and promoting the "52 Things to See and Do in Carleton Place" package;
- ❖ the specific hours that the Information/Visitor Centre will be open;
- ❖ a delivery date for the Information Guide;
- ❖ the specifics regarding photos for image bank (how many, what images);
- ❖ the specifics regarding trade shows (name and date of shows, joint or independent booths. Note - Council feels attendance at the Cottage Show is important; and
- ❖ submitting a year end report that details accomplishments during the year.

The Chamber of Commerce is to be invited to meet with Council again and discuss how the priorities of Council can be addressed.

122102

Received from Paul Knowles, Chief Administrative Officer

Addressed to Community Issues Committee

Date February 9th, 2011

Topic Commemorative Naming for Municipal Parks and Facilities, Commemorative or Benches

SUMMARY

Commemorative naming or re-naming of certain parks or facilities and commemorative benches has been discussed. A proposed policy was previously distributed for review.

COMMENT

An Executive Summary of Inputs, used by the City of Vancouver, was previously distributed and likely reflects the views of residents in Carleton Place. Council should consider this information when reviewing requests.

UPDATE

Information for Lanark County Trails has been distributed.

STAFF RECOMMENDATION

THAT Council provide direction regarding proposed policies.

COMMITTEE DECISION

Staff are to revise the Commemorative Benches Policy to expand the reason for the commemoration and include placement along Bridge Street.

Urban Forest/River Corridor Advisory Committee is to be asked to develop a Commemorative Tree Policy.

There will be no further discussion regarding a Naming Facilities/Parks Policy at this time.

122103 Received from Duncan Rogers, Clerk
 Addressed to Policy Review Committee
 Date January 27th, 2011
 Topic Procedural By-law

SUMMARY

The Clerk has prepared the distributed updated Procedural By-law that incorporates amendments (shown in **bold** print) that have already been approved by Council but does not change any current procedures.

UPDATE

Clerk has received no comments.

STAFF RECOMMENDATION

THAT Council provide direction regarding revisions to Procedural By-law.

COMMITTEE DECISION

Bring forward

122105 Received from Les Reynolds, Director of Protection
 Addressed to Policy Review Committee
 Date February 25th, 2011
 Topic Animal Control

SUMMARY

The group of six municipalities have negotiated a contract with LAWS for animal pound services. This agreement is for a period of three years with a two year extension contingent on agreement by both parties.

The total cost per year is \$51,250.00 based on 410 animals per year, which is the number of animals estimated to have been impounded from the six municipalities in 2010. The cost is apportioned to each municipality according to the percentage of animals that originated from their municipality in 2010. Accordingly our cost is 41% of the total or \$21,012.50. At the end of each year the number of animals from each municipality will be analyzed and the contribution percentage for the coming year will be calculated.

The agreement also includes a provision that allows LAWS to invoice the municipalities at the end of each year for animals in excess of the base 410 at a rate of \$125.00 per animal. These costs will be apportioned to the various municipalities based directly on the origin of the excess animals. At the end of the initial three year term, LAWS will review the average number of animals per year in order to establish a new baseline number.

This is a significant increase from what pound services have cost in the past. In the near future staff will identify various options available to mitigate the budgetary impact.

STAFF RECOMMENDATION

THAT the Mayor and Clerk be authorized to enter into an agreement with the Lanark Animal Welfare Society for the provision of animal pound services.

COMMITTEE DECISION

THAT the Mayor and Clerk be authorized to enter into an agreement with the Lanark Animal Welfare Society for the provision of animal pound services.

122106 Received from Ron Goebel
 Addressed to Duncan Rogers, Clerk
 Date February 25th, 2011
 Topic Cenotaph in Memorial Park

SUMMARY

The Cenotaph Restoration Committee are requesting permission to fly the Red Ensign flag from one of the two flag poles at the Cenotaph in Memorial Park. Mr. Goebel notes that it was the Red Ensign flag that flew for Canada during WW1 and WW11. They would like to raise the flag at a special ceremony to be held on Vimy Ridge Day April 9th, 2011.

STAFF RECOMMENDATION

THAT Cenotaph Restoration Committee be given permission to fly the Red Ensign flag from one of the two flag poles at the Cenotaph in Memorial Park.

COMMITTEE DECISION

THAT Cenotaph Restoration Committee be given permission to fly the Red Ensign flag from one of the two flag poles at the Cenotaph in Memorial Park with the cost of the flags to be funded from Council Promotion.

122107 Received from Phil Hogan, Treasurer
 Addressed to Policy Review Committee
 Date March 3rd, 2011
 Topic Statement of Remuneration and Expenses 2010

SUMMARY

Statement of remuneration and expenses for Councillors and Boards 2010 has been distributed.

STAFF RECOMMENDATION

THAT Council accept the statement as prepared by the Treasurer for 2010 remuneration and expenses paid to Council and Local Board members as per the Municipal Act 2001 C25 s.284(1).

COMMITTEE DECISION

Bring forward to Corporate Services Committee

122108 Received from Paul Knowles, Chief Administrative Officer
Addressed to Policy Review Committee
Date February 25th, 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

- 14-09-10-2 a proposed or pending acquisition or disposition of land by the municipality or local board;
- 11-01-11-5 personal matters about an identifiable individual, including municipal or local board employee;
- 01-02-11-1 a proposed or pending acquisition or disposition of land by the municipality or local board;
- 08-03-11-1 a proposed or pending acquisition or disposition of land by 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

- 14-09-10-2 a proposed or pending acquisition or disposition of land by the municipality or local board;
- 11-01-11-5 personal matters about an identifiable individual, including municipal or local board employee;
- 01-02-11-1 a proposed or pending acquisition or disposition of land by the municipality or local board;
- 08-03-11-1 a proposed or pending acquisition or disposition of land by the municipality or local board;

REPORT TO COUNCIL

- 14-09-10-2 THAT Council hereby authorizes the Mayor and the Clerk to execute an Agreement to purchase 150 Mill Street (property adjacent to Public Works Yard) and lease river front property on Princess Street and on the island for \$315,000.

BACKGROUND OF PROPERTY PURCHASE

This vacant property on Princess Street, between the Public Works Yard and the river (the parking lot and the property between Mill Street and the river), is being purchased to add onto the existing Public Works Yard to provide more space for parking and storage. With this additional property, the Franklin Street location will remain a suitable location for the Public Works Yard for a number of years. At some future time it may be appropriate to relocate the Public Works Yard. When this occurs, this new property will enhance the value.

122108 Continued

The purchase agreement also provides the Town with access to more desirable riverfront parkland both east of Princess Street and around the perimeter of Gillies Island (Bates and Innes). Residential development is anticipated on the island. The Community will be invited to be involved in the approval process.

11-01-11-5	Receive and file
01-02-11-1	Bring forward
08-03-11-1	Bring forward to Community Issues Committee

122109	Received from	Paul Knowles, Chief Administrative Officer
	Addressed to	Policy Review Committee
	Date	March 8 th , 2011
	Topic	Skateboard Park

SUMMARY

At the February 19th, 2011 meeting, Councillor Flynn was authorized to invite users of the Skateboard Park to a Policy Review Committee meeting.

BACKGROUND

The January 10th, 2011 Action Report from the Recreation and Culture Committee meeting included the following:

122039	That the users prepare a concept and fundraising plan for modifications to the skateboard/bike park and forward to the Recreation and Culture Committee.
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STAFF RECOMMENDATION

That the users prepare a concept and fundraising plan for modifications to the skateboard/bike park and forward to the Recreation and Culture Committee.

COMMITTEE DECISION

That the users prepare a concept and fundraising plan for modifications to the skateboard/bike park and forward to the Recreation and Culture Committee.