



Policy Review Committee Action Report
for April 12th, 2011 held in the
Council Chambers Immediately following Council

PRESENT: Mayor LeBlanc, Deputy-Mayor Sonnenburg, Councillor Antonakos, Councillor Probert, Councillor Black, Councillor Strike, Phil Hogan, Treasurer, 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 122175 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

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

The potential revisions to the Procedural By-law have been distributed.

STAFF RECOMMENDATION

To be discussed

COMMITTEE DECISION

Staff to prepare draft by-law for review based on discussion. Bring forward.

122171 Received from Kyle McKittrick
 Addressed to Mayor LeBlanc
 Date January 14th, 2011
 Topic Street Naming

SUMMARY

A family reunion is planned for July 1st, 2011 and resident is asking that their name be placed ahead of the former Heads of Council and the Hurdis family and that a street be named for their family.

STAFF RECOMMENDATION

THAT resident be advised that the Town intends to follow the existing policy regarding naming of streets.

COMMITTEE DECISION

Bring forward to Community Issues Committee. Street Naming Policy is to be circulated.

122172 Received from Paul Knowles, Chief Administrative Officer
Addressed to Policy Review Committee
Date March 14th, 2011
Topic Moore House

SUMMARY

Presently, the Recreation and Culture Staff are overseeing the booking and the maintenance of Moore House. Originally, a couple of groups were permitted to use the Moore House for meetings and events. The original purpose was to let groups use it while the Roy Brown Museum was being established. Although the intention was probably only for the odd meeting here and there, the use by some groups (the Chamber of Commerce and Arts Carleton Place) was quite frequent in the early part of this year. They have held various meetings, workshops, and come have even been liquor functions. Currently groups sign out the key at the Town Hall and return the key after their function. There is no staff supervision.

Current issues are:

- even though they complete their “own set up and own clean up” there is still cleaning required - cleaning of the floors, washrooms shoveling the exits, etc. There are no revenues coming in to cover these expenses. Even the costs to oversee the bookings are not being accounted for. Other municipal facilities generate some revenue to cover at least a share of costs;

- All other town facilities that permit alcohol require staff to be present for supervision. The staff ensure that they permit holder is following the Municipal Alcohol Policy as well as the rules and regulations of the Liquor Licence Act. For the vents that have already occurred at the Moore House and liquor was served, staff ensured that the Chamber of Commerce and Arts Carleton Place returned all necessary paper work that is required by the Municipal Alcohol Policy; and

- The door at the Moore House recently was damaged and it appears that it was not closed properly - who is responsible? Should the last group that used the Moore House be invoiced?

STAFF RECOMMENDATION

THAT user fees be established for the Moore House to cover expenses for maintenance, bookings, etc.

Related Fees:

Non-liquor functions - \$25.00 per hour plus HST (minimum rental of 2 hours)
Liquor functions - \$50.00 per hour plus HST (minimum rental of 2 hours)
Staffing charges for set up and clean up - \$25.00 per hour plus HST

THAT liquor functions be approved by Council similar to the Town Hall auditorium and that staff be present to supervise.

COMMITTEE DECISION

THAT user fees be established for the Moore House to cover expenses for maintenance, bookings, etc.

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THAT liquor functions be approved by Council similar to the Town Hall auditorium and that staff be present to supervise.

Liquor events on May 24th and 30th, to host medical students are authorized.

122173 Received from Paul Knowles, Chief Administrative Officer
 Addressed to Policy Review Committee
 Date April 5th, 2011
 Topic Development Charges

SUMMARY

The latest version of the Town's Development Charges By-law includes the following projects and charges for a single house:

| PROJECT | DC PER EQUIVALENT UNIT |
|-----------------------|------------------------|
| Hwy 7 Study Area | \$0.00 |
| Fire Addition | \$285.28 |
| Water Treatment Plant | \$0.00 |
| Second Ice Surface | \$810.05 |
| Trails | \$570.59 |
| Sports Fields | \$299.57 |
| Neighbourhood Parks | \$123.17 |
| Library Books | \$285.28 |
| Daycare | \$945.73 |
| Debt | \$152.96 |
| TOTAL | \$3,472.63 |

Also, a companion by-law imposes a water and sewer charge of \$5,750 for growth related sewer and water projects so the total charge is \$9,222.63.

By-comparison, Development Fees imposed by nearby municipalities are:

| Municipality | Development Charges |
|-------------------|---------------------|
| Ottawa | \$11,546 - \$22,514 |
| Mississippi Mills | \$7,721 |
| Arnprior | \$6,000 |
| Beckwith | \$3,750 |
| Perth | \$5,690 |
| North Grenville | \$6,881 - \$16,148 |
| Smiths Falls | \$0 |

The Development Charges By-law must be reviewed every five years (July 18th, 2013) but can, if Council wished, be reviewed at any time.

122173 Continued

COMMENT

For Council's Information.

STAFF RECOMMENDATION

Receive and file

COMMITTEE DECISION

Receive and file

122174 Received from Paul Knowles, Chief Administrative Officer
Addressed to Policy Review Committee
Date March 21st, 2011
Topic Economic Development

SUMMARY

The 2011 budget includes funds to enhance the Town's Economic Development efforts. There are many facets to Economic Development and the work is inter-related to other areas. The attached draft implementation plan begins with a recommended governance structure, provides a timeline for various inter-related activities and describes staff roles and level of effort.

COMMENT

The BIA has forwarded the attached letter which expressed their desire that a new Economic Development Officer's (EDO) responsibility include the downtown. In the draft implementation plan, the new EDO focuses on industry but does include actively encouraging economic development as well as responding to business (including downtown) inquiries and assisting with their development applications. Any downtown activities related to promotion and business retention in the downtown is the responsibility of the Cultural Development Committee.

Also, attached is a newsletter from Lanark-North Leeds Enterprise Centre, one of the partners in Economic Development.

STAFF RECOMMENDATION

THAT the plan to implement Economic Development enhancements be finalized.

COMMITTEE DECISION

Bring forward to Community Issues Committee

122175 Received from Paul Knowles, Chief Administrative Officer
Addressed to Policy Review Committee
Date April 7th, 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

12-04-11-1 personnel matters about an identifiable individual, including municipal or local board employees;

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

12-04-11-1 personnel matters about an identifiable individual, including municipal or local board employees;

REPORT TO COUNCIL

12-04-11-1 Bring Forward

BROUGHT FORWARD

122007 Received from Paul Knowles, Chief Administrative Officer
Addressed to Policy Review Committee
Date December 8th, 2010
Topic Striking Committee