



Committee of the Whole Agenda

**Tuesday, September 24, 2019
Immediately Following the Council Meeting
Town Hall Council Chambers**

Please silence all electronic devices.

Pages

1. CALL TO ORDER

2. APPROVAL OF AGENDA

Suggested Motion:

THAT the agenda be accepted as presented.

3. DECLARATION OF PECUNIARY/CONFLICT OF INTEREST AND GENERAL NATURE THEREOF

4. MINUTES TO BE APPROVED AND RECEIVED

a. Committee of the Whole Minutes

6

Suggested Motion:

THAT the Committee of the Whole Minutes dated September 10th, 2019 be accepted as presented.

5. DELEGATIONS/PRESENTATIONS

6. REPORTS

Planning and Protection

- a. **Ocean Wave Fire Company (OWFC) and By-law Monthly Activity for August 2019** 10

(Communication 130176)

Pascal Meunier, Director of Protective Services

Suggested Motion:

THAT the Director of Protective Services' Report on the activities of the Ocean Wave Fire Company (OWFC) and the By-law Department for the month of August 2019 be accepted as information.

- b. **Agreement for County Medical Tiered Response Program** 13

(Communication 130177)

Pascal Meunier, Director of Protective Services

Suggested Motion:

THAT Council pass the necessary by-law to authorize the Mayor and Clerk to execute a Tiered Response Agreement with the County of Lanark which permits the Ocean Wave Fire Company to provide emergency response to certain specific emergency calls for assistance to Lanark County Paramedic Services (LCPS).

Corporate Services

- c. **2020 Water and Sewer Budget** 20

(Communication 130178)

Trisa McConkey, Treasurer

Suggested Motion:

THAT staff be authorized to present the draft 2020 Water and Sewer budget to the public for comment at the Committee of the Whole meeting on October 8, 2019.

7. NEW/OTHER BUSINESS

- a. **Proposed Motion - Advisory Committees**

Mayor Black

Suggested Motion:

THAT all appointments made to the various Committees/Boards shall stand through to the end of the current Council term in November 2022; and

THAT at that time, all positions for the Town's Committees/Boards shall be advertised and subject to an application process to be considered by the new Council.

b. Proposed Dates for All Day Budget Meeting

Date options include – November 1, 4, 8, or 12. The meeting will run from 9:00 a.m. until 4:00 p.m.

Suggested Motion:

THAT an all-day budget meeting be held on _____, 2019.

c. Launch Date for Ride the LT

Suggested Motion:

THAT _____ be set as the launch date for Ride the LT.

8. COMMITTEE, BOARD AND EXTERNAL ORGANIZATION UPDATES

a. Committee Resignations

1. Bernard De Francesco, Municipal Heritage
2. David Robertson, Municipal Heritage

Suggested Motion:

THAT the resignations of Bernard De Francesco and David Robertson from the Municipal Heritage Committee be accepted with regrets; and

THAT a letter of thanks be sent to Mr. De Francesco and Mr. Robertson on behalf of the Town and Council.

b. Advisory Committee Minutes and Updates

24

Suggested Motion:

THAT the following minutes be received as information:

- Parks and Recreation Committee, September 9, 2019

c. Motions Received from the Parks and Recreation Committee

8.c.1 Motion 1. (Communication 130175)

Suggested Motion:

THAT Majore Landscaping be retained to reconstruct a portion of the interlock patio at the Town Hall Square Park at a price of \$5,200.00 plus HST with the budget deviation for this project to be funded from the Town Hall exterior upgrades budget.

8.c.2 Motion 2. (Communication 130176)

Suggested Motion:

THAT the Adult Swim from 12 p.m. – 1 p.m. and the Public Swim from 1 p.m. - 2:30 p.m. be cancelled on Saturday, November 30, 2019 and Saturday, February 29, 2020 to accommodate the Carleton Place Water Dragons' swim meets.

8.c.3 Motion 3. (Communication 130175)

Suggested Motion:

THAT Olympia Homes provide more details regarding plans for the park in Pegasus Subdivision North including:

- Dimensions of play structure, splash pad and open play area
- Details of splash pad components
- An alternate option on the play structure
- References for Jambette playgrounds
- Cost breakdown of each feature
- Details on benches, garbage cans and picnic tables
- Details on trees (species, sizes, etc.); and

THAT Olympia Homes be invited to attend the next Parks and Recreation meeting scheduled for Monday, October 7, 2019.

9. INFORMATION LISTING

27

Suggested Motion:

THAT the Information Listing dated September 24, 2019 be received.

10. NOTICE OF MOTIONS

11. CLOSED SESSION

12. ADJOURNMENT



**Committee of the Whole Minutes
Council Chambers, Carleton Place Town Hall
September 10th, 2019 following Council**

PRESENT

Mayor Black, Deputy Mayor Redmond, Councillor Atkinson, Councillor Fritz, Councillor Randell, Councillor Seccaspina, Councillor Tennant

Diane Smithson, CAO; Stacey Blair, Clerk; Joanna Bowes, Manager of Development Services; Trisa McConkey, Treasurer; Amanda Charania, Communications Coordinator; Dee Dee Scissons, Planning Administration Clerk

1) CALL TO ORDER

The meeting was called to order by Chair Randell at 7:22 p.m.

2) APPROVAL OF AGENDA

Moved by Councillor Tennant

Seconded by Councillor Fritz

THAT the agenda be accepted as presented.

CARRIED

3) DECLARATION OF PECUNIARY/CONFLICT OF INTEREST AND GENERAL NATURE THEREOF

None.

4) MINUTES TO BE APPROVED AND RECEIVED

i. Committee of the Whole Minutes, August 27th, 2019

Moved by Mayor Black

Seconded by Deputy Mayor Redmond

THAT the Committee of the Whole Minutes dated August 27th, 2019 be accepted as presented.

CARRIED

5) DELEGATIONS/PRESENTATIONS

- ii.** Mary Wilson Trider, President and CEO, Almonte General Hospital and Carleton Place District Memorial Hospital

Mary Wilson Trider, President and CEO of Almonte General Hospital and Carleton Place District Memorial Hospital, made a presentation to Council and gave an overview of the Hospital's mission and services, accomplishments of the Mississippi River Health Alliance, priorities within their strategic plan and an update on the new emergency room project.

6) REPORTS

PLANNING AND PROTECTION

**i. Parkland/Cash-in-lieu of Parkland Policy
(Communication 130168)**

Joanna Bowes, Manager of Development Services

Moved by Deputy Mayor Redmond

Seconded by Councillor Tennant

THAT Council approve an update to the parkland/cash-in-lieu of parkland policy as outlined in the Manager of Development Services' report dated September 10, 2019.

CARRIED – BY-LAW PREPARED

COMMUNITY SERVICES

**ii. New Office Assistant Position
(Communication 130169)**

Tracey Freill, Manager of Child Care Services

Moved by Deputy Mayor Redmond

Seconded by Councillor Atkinson

THAT Council approve the hiring of a part-time (14 hours per week) Office Assistant position for the Childcare Services Department.

CARRIED – MOTION PREPARED

CORPORATE SERVICES

**iii. Financial Report to July 31, 2019
(Communication 130170)**

Trisa McConkey, Treasurer

Moved by Mayor Black

Seconded by Councillor Atkinson

THAT Council receive the Financial Report from the Treasurer to July 31, 2019, as information.

CARRIED – CONSENT

iv. **Development Charges Background Study and By-law
(Communication 130171)**

Diane Smithson, Chief Administrative Officer

**Moved by Councillor Tennant
Seconded by Councillor Seccaspina**

THAT Council authorize retaining Watson & Associates Economists Ltd. to undertake a Development Charges Background Study and By-law at a cost of \$33,140.00 plus HST with 90% of this cost being funded by the Development Charges Reserve Fund; and

THAT the remaining 10% or \$3,314.00 plus HST be paid from the Town's overall surplus position at year end or taken from reserves, if required.

CARRIED – MOTION PREPARED

v. **Investing in Canada Infrastructure Program – Community, Culture and
Recreation Stream
(Communication 130172)**

Diane Smithson, Chief Administrative Officer

**Moved by Councillor Atkinson
Seconded by Councillor Fritz**

THAT Council authorize staff applying for the change room addition and entrance improvements to the Neelin Street Community Centre as the Town's priority under the Community, Culture and Recreation Stream of the Investing in Canada Infrastructure Program.

CARRIED – MOTION PREPARED

7) NEW/OTHER BUSINESS

None.

8) COMMITTEE, BOARD AND EXTERNAL ORGANIZATION UPDATES

None.

9) INFORMATION LISTING

**Moved by Deputy Mayor Redmond
Seconded by Councillor Fritz**

THAT the Information Listing dated September 10, 2019 be received.

CARRIED

10) NOTICE OF MOTIONS

THAT all appointments made to the various Committees/Boards shall stand through to the end of the current Council term in November 2022;

AND THAT at that time, all positions for the Town’s Committees/Boards shall be advertised and subject to an application process to be considered by the new Council.

11) CLOSED SESSION

**Moved by Deputy Mayor Redmond
Seconded by Councillor Tennant**

THAT the Committee move into closed session at 8:33 p.m. to discuss matters subject to Section 239 (2):

- (e) litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board; and
- (f) advice that is subject to solicitor-client privilege, including communications necessary for that purpose;

AND THAT Diane Smithson, CAO, and Stacey Blair, Clerk, remain in the room.

1. Update Various Litigation Matters

Diane Smithson, CAO

CARRIED

**Moved by Deputy Mayor Redmond
Seconded by Councillor Tennant**

THAT the committee return to regular session at 8:51 p.m.

CARRIED

RISE AND REPORT – the CAO gave an update to the Committee regarding various ongoing litigation matters and received direction related to an easement issue.

12) ADJOURNMENT

**Moved by Deputy Mayor Redmond
Seconded by Councillor Tennant**

THAT the meeting be adjourned at 8:52 p.m.

CARRIED

COMMUNICATION 130176

Received From: Pascal Meunier, Director of Protective Services
Addressed To: Committee of the Whole
Date: September 24, 2019
Topic: Ocean Wave Fire Company (OWFC) and By-law Monthly Activity
Report for: for August

SUMMARY

The August 2019 activity report for activities of the Ocean Wave Fire Company and By-law Department is attached.

COMMENT

Items of note for the month of August include:

- August was an average month with a total of 15 calls for service;
- Various NFPA Certifications were received
 - NFPA 1041, Level 1, Fire Service Instructor- Firefighter Troy Hurdis & Bob Hewitt
 - NFPA 1021, Level 1 Standard for Fire Officer-Firefighter Troy Hurdis, Cale Rowan, Liam Robertson and Dave Pain
 - NFPA 1021 Standard for Incident Safety Officer – Chief Meunier & Chief Joy
 - NFPA 1001, Level 2 Standard for Firefighting- Firefighter Adam Bigras
 - NFPA 1001, Level 1 Standard for Firefighter Sophie Laflamme & Andrew Baird
 - NFPA 472, Standard for Hazmat Operations- Firefighter Adam Bigras, Sophie Laflamme and Andrew Baird
- The following community activities were attended by Fire Department personnel:
 - August 21, 2019 - Duck race at Canoe Club – three (3) firefighters
 - August 24, 2019 - Muscular Dystrophy- 13 firefighters (plus 4 retired members) collected \$7,600.00
 - Approximately six (6) hours of hall tours
- By-law Department
 - The month of August was busy for the By-law Department
 - The new By-law Enforcement Officer Rick Hornsby just completed his recruit training
 - By-law Enforcement Officer Kurt Fisher successfully completed human resources management and project management courses

STAFF RECOMMENDATION

THAT the Director of Protective Services' Report on the activities of the Ocean Wave Fire Company (OWFC) and the By-law Department for the month of August 2019 be accepted as information.

OWFC Activity Report

August 2019

	Jan.	Feb.	Mar.	Apr.	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.	YTD	YOY
EMERGENCY CALLS														
Fire related	2	2	0	0	2	5	10	0					21	4
CO Alarms	1	0	1	1	3	1	0	0					7	-14
False Alarms	5	4	7	10	7	3	4	8					48	-6
MVC	2	2	3	1	0	2	0	1					11	1
Medical Assist	1	0	0	0	2	1	0	0					4	-3
Mutual Aid	1	0	0	1	0	0	2	0					4	-1
Other	1	2	4	2	2	3	3	6					23	-6
Total	13	10	15	15	16	15	19	15	0	0	0	0	118	-27
Automatic Aid to Miss. Mills (incl. in above calls)	1	2	2	0	0	0	1	2					8	NC
NON-EMERGENCY CALLS														
Meetings	1	1	1	1	1	1	1	1					8	-1
Training	2	1	2	2	2	2	1	1					13	NC
Other	1	0	0	0	0	1	0	2					4	-1
Total	4	2	3	3	3	4	2	4	0	0	0	0	25	-2
TOTAL CALLS	17	12	18	18	19	19	21	19	0	0	0	0	143	-29
Avg. Response (%) All Calls	57%	54%	42%	46%	49%	46%	32%	35%					45%	-3%
Avg. Response (%) Mon-Fri 6am-6pm	52%	48%	26%	39%	35%	38%	32%	31%					38%	-8%
Avg. Response Time (min/sec)	10:21	9:34	7:39	7:39	8:06	8:28	8:03	9:11					8:37	
Fire Loss (\$)	53,000	2000	0	0	25000	600000	5000	0					685000	156500
Rescues	0	0	0	0	0	0	0	1					1	NC
Injuries	0	0	0	0	0	0	0	0					0	NC
Fatalities	0	0	0	0	0	0	0	0					0	NC
FIRE PREVENTION														
Fire Safety Inspections	2	19	26	43	32	13	26	45					206	-21
Orders Issued	0	0	0	0	1	0	0	0					1	NC
Charges Laid	0	0	0	0	0	0	0	0					0	NC
Public Education (Hrs.)	24	28.5	28	50	39	65.5	41.5	129					405.5	111

**Bylaw Activity Report
August 2019**

	Jan.	Feb.	Mar.	Apr.	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.	YTD
PHONE CALLS/WALK IN'S													
# OF CALLS & INQUIRIES				130	189	269	100	105					793
CALLS RESULTING IN COMPLAINTS				20	35	66	44	62					227
TRAFFIC AND PARKING													
WARNINGS ISSUED				35	22	25	26	62					170
CHARGES LAID				27	24	39	36	23					149
PROPERTY STANDARDS													
INFORMAL NOTICES				6	18	9	8	36					77
FORMAL ORDERS TO COMPLY				2	1	2	2	9					16
ANIMAL CONTROL													
WARNINGS ISSUED				0	2	1	2	11					16
CHARGES LAID				0	0	1	0	0					1
WATER USAGE													
WARNINGS ISSUED				0	2	14	35	7					58
CHARGES LAID				0	0	1	0	0					1
WASTE COLLECTION													
WARNINGS ISSUED				31	33	31	35	37					167
CHARGES LAID				0	3	7	0	0					10
PICK UPS ORDERED				0	0	0	1	0					0
YARD MAINTENANCE													
WARNINGS ISSUED				0	0	21	16	11					48
ORDERS ISSUED				0	0	0	12	11					23
SIGN BYLAW													
WARNINGS ISSUED				8	13	9	10	9					49
CHARGES LAID				0	0	0	0	0					0
LICENSING													
WARNINGS ISSUED				1	0	2	2	0					5
CHARGES LAID				0	0	0	0	0					0
PARKS													
WARNING ISSUED				0	2	1	1	0					4
CHARGES LAID				0	0	0	0	0					0
POOL													
WARNINGS ISSUED				0	1	0	1	0					2
CHARGES LAID				0	0	0	0	0					0
SNOW REMOVAL													
WARNINGS ISSUED				0	0	0	0	0					0
CHARGES LAID				0	0	0	0	0					0
NOISE													
WARNINGS ISSUED				0	2	2	0	1					5
CHARGES LAID				0	0	0	0	0					0
OTHER BYLAWS & DUTIES													
WARNINGS ISSUED				0	1	2	33	25					61
CHARGES LAID				0	0	0	0	0					0

COMMUNICATION 130177

Received From: Pascal Meunier, Director of Protective Services
Addressed To: Planning and Protection Committee
Date: September 24th, 2019
Topic: Agreement for County Medical Tiered Response Program

SUMMARY

The Tiered Response Agreement will define the Fire Department's emergency response relationship with the Lanark County Paramedic Services (LCPS). This recommendation is being provided to ensure that the level of service as determined by Council in the Carleton Place Establishing and Regulating By-law #70-2019 is maintained.

BACKGROUND

The LCPS have a Tiered Response Agreement with most of the Fire Departments in Lanark County to allow for the automatic dispatch of fire personnel to certain emergency calls to assist the Emergency Medical Service (EMS). The last agreement is dated December 6, 2008 and needs to be updated.

The Fire Chiefs of Lanark County have negotiated an agreement with LCPS and are now presenting the agreement to the respective Municipal Councils for review. Some of the Fire Departments in the County have either opted to have their own agreements or to not participate in the program.

DISCUSSION

The proposed agreement that has been negotiated between the Fire Chiefs of Lanark County and LCPS is in response to their desire to have one (1) agreement to maintain consistency across Fire Departments for emergency response. Six (6) municipalities out of eight (8) have agreed. The Fire Chiefs have researched other agreements from across the Province and believe that the agreement as presented realistically reflects what Fire Departments can and should be doing.

The proposed agreement is based on both statistical information and on the realities of how Fire Departments operate. The criteria that is being proposed by LCPS is very similar to the criteria that is currently in use with some minor adjustments. One adjustment is that Fire Departments will now be notified to respond to life-threatening emergency calls (as detailed in the agreement) when an ambulance response to the scene is greater than 20 minutes and when there is a clear response time advantage.

Although there are minor changes to the criteria, there will be no need to adjust our Level of Service in our Establishing and Regulating Bylaw at this time.

Attached you will find the proposed agreement in its entirety.

FINANCIAL IMPLICATIONS

There will be no financial implications tied to the approval of this agreement.

STAFF RECOMMENDATION

THAT Council pass the necessary by-law to authorize the Mayor and Clerk to execute a Tiered Response Agreement with the County of Lanark which permits the Ocean Wave Fire Company to provide emergency response to certain specific emergency calls for assistance to Lanark County Paramedic Services (LCPS).

Agreement for County Medical Tiered Response Program

Made the _____ day of _____ 2019.

Between:

Corporation of the County of Lanark (The "County")

Of The First Part

and

Corporation of the Town of Carleton Place (The "Town")

Of The Second Part

WHEREAS tiered response is recognized internationally as an effective method of coordinating public or private safety agencies to provide rapid first response assistance to the public in the timeliest and efficient manner possible by endeavouring to send the closest appropriate emergency response agency to render assistance at the scene of an emergency incident until the primary response agency can arrive;

AND WHEREAS Medical Tiered Response Agreements are formal written documents negotiated between two or more public and/or private sector safety agencies with the intent to establish local protocols for a multi-agency response to a life threatening incident, outlining the capabilities, expectations and limitations of each agency and defining the criteria for participation;

AND WHEREAS such written agreements provide a framework for cooperation between, and coordination of, emergency services on a local level and acknowledge that a teamwork approach toward the coordination of safety agencies improves the response to specified emergency situations and overall level of public safety in the community;

NOW THIS AGREEMENT WITNESSETH that in consideration of the foregoing and the covenants and agreement hereinafter set out, the parties hereto agree as follows:

1. County Medical Tiered Response Program

This Program sets out the Response Criteria, Notification and Activation for the Town and the County. The following principles have been established:

- a) To ensure the timely availability of staff and resources to safely and efficiently mitigate a life threatening incident;
- b) To establish a common coordinated approach to arbitrate disputes;
- c) To identify that participation is voluntary and may be terminated as per the "Termination" clause below;

2. County Activation Criteria for Tiered Response

LIFE THREATENING EMERGENCY:

The Town's Fire Department will be notified following Central Ambulance Communications Centre (CACC) committal or information update to a call for the following conditions:

1. Vital Signs Absent (VSA);
2. Unconscious Patient;
3. Absence of Breathing;
4. All Motor Vehicle Accidents that the Fire Department is required to respond to;
5. Other life-threatening conditions as deemed by ambulance

FIRE DEPARTMENT NOTIFICATIONS:

The Fire Department will be notified to respond to the above life-threatening emergency calls (1-3) when:

An ambulance response to the scene is greater than 20 minutes and when there is a clear response time advantage.

3. System Notification/Activation

In order for the Program to provide the greatest benefit to the public, the Fire Department needs to respond to life threatening incidents, when there is a clear response time advantage (see "All Other Code 4 Calls") in scene arrival, over the usual primary agency response time.

The effectiveness of the Program is dependent upon prompt notification. The Fire Department will be notified within **(1) one minute** of call committal or information update of an ambulance to a life-threatening incident 90% of the time or greater.

Notification to the Fire Department of a request for tiered response will include the location and the nature of the emergency. Notification will not include the personal health information of individuals requesting emergency assistance. Upon arrival at the location, the Fire Department will take steps to identify individuals and collect information required for the provision of emergency services from these individuals directly.

4. Changes to County Activation Criteria for Tiered Response

Any changes to the criteria must be agreed to by the County and the Town through an amendment to this Agreement.

5. Terms and Conditions

The Central Ambulance Communications Centre (CACC) Liaison Officer shall be identified as indicated in the Fire Marshal's Communiqué 2006-13.

Fire emergencies and rescues shall take precedence over requests for medical tiered response notifications and it is recognized that the Fire Department may not be able to respond upon notification if occupied with another emergency or for any other reason as determined by their senior on-duty fire officer and/or by CACC. No liability shall be incurred by the Town for failing to respond to a tiered response request.

The Town shall:

- a) Ensure that all firefighters involved with direct patient care, have completed and are certified in a Fire Department approved Emergency First Responders/First Aid or similar course and with a minimum CPR (Health Care Provider) course.
- b) Assist the County's Paramedic Services (LCPS) en-route to hospital when requested and LCPS shall make every reasonable effort to transport that firefighter to his/her respective station as soon as possible, following termination of patient care.
- c) Ensure that, as of December 1 every year, each firefighter who is in charge of patient care shall,
 - i) Possess a valid certificate signed by a physician that states that he/she has been immunized against influenza, or that such immunization is medically contraindicated; or
 - ii) Has on file with the Town that he/she has taken the educational review (as provided to the Town by the Lanark County Paramedic Services) or documentation stating that the employee has not been, and does not intend to be, immunized against influenza.
- d) Ensure that responding firefighters perform routine practices and additional precautions for preventing the transmission of infection, especially infectious respiratory diseases. These routine practices and additional precautions may include,
 - i) Routine hand hygiene,
 - ii) Wearing of disposable gloves,

- iii) At a minimum, the use of fluid resistant particulate respirator masks (N95 is designed to filter up to 95% of airborne particles in a size range of 0.1 to > 10 microns and provides a better facial seal), and in the event that the Fire Department uses the N95 masks, undertake fit testing qualitatively to ensure maximum mask effectiveness (once the fit testing is complete, firefighters should be aware of the size of mask required for adequate protection).
- e) Provide written confirmation to the Lanark County Paramedic Chief, by January 1st of each year of:
 - i) All firefighters attending Medical Tiered Response calls have up-to-date qualifications, and
 - ii) valid influenza immunization certificates or alternate documentation for all firefighters.
- f) All Parties agree that upon request, they will provide documentation detailing all emergency responses for a given period, subject to:
 - i) the County's obligations as a Health Information Custodian under the *Personal Health Information Protection Act, 2004 (PHIPA)*, which include, but are not limited to, the requirement to obtain express consent prior to disclosing personal health information; and
 - ii) the Town's obligations regarding the disclosure of personal information under the *Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)*.
- g) Have all defibrillators maintained and certified as per the manufacturer's recommendations.

The Parties agree that nothing in this Agreement shall be interpreted as authorizing the Fire Department to collect personal health information on behalf of the County or any party acting for the County, or as creating an agency relationship between the County and the Town, its Fire Department, or any other party for the purposes of PHIPA.

The County will not financially reimburse the Town for participating in the Program. However, it may provide for the exchange of disposable equipment items when able (O2 Masks, Disposable Splints, etc) where certain equipment can be replaced at no cost. Where the Town's equipment is compatible, a straight exchange may take place. In the event that the equipment is incompatible, the County assumes no responsibility for equipment replacement.

6. Disputes/Issues

Disputes or issues arising between the Town and the County shall be in writing. A review committee including the County's Chief Paramedic, the CACC Liaison Officer and the Fire Department Appointed Representative shall consider the facts. Disputes or issues must be clearly stated and shall include the time, date, location and all parties involved.

7. Termination

Ninety (90) days' written notification is required to terminate involvement in this Program.

8. Notification

Any notice to be given under this agreement may be given personally or by prepaid first class mail and delivered to the following addresses:

County:

Chief Administrative Officer
County of Lanark
99 Christie Lake Road,
Perth ON K7H 3C6

Town:

Chief Administrative Officer
Town of Carleton Place
175 Bridge Street,
Carleton Place ON K7C 2V8

IN WITNESS THEREOF the Parties hereto agree to the terms of this contract this _____ day of _____, 2019.

The Corporation of the County of Lanark

Richard Kidd, Warden _____
Date

Kurt Greaves, CAO _____
Date

The Corporation of the Town of Carleton Place

Doug Black, Mayor _____
Date

Stacey Blair, Clerk _____
Date

COMMUNICATION 130178

Received from: Trisa McConkey, CPA, CGA, Treasurer
Addressed to: Committee of the Whole
Date: September 24, 2019
Topic: 2020 Water and Sewer Budget

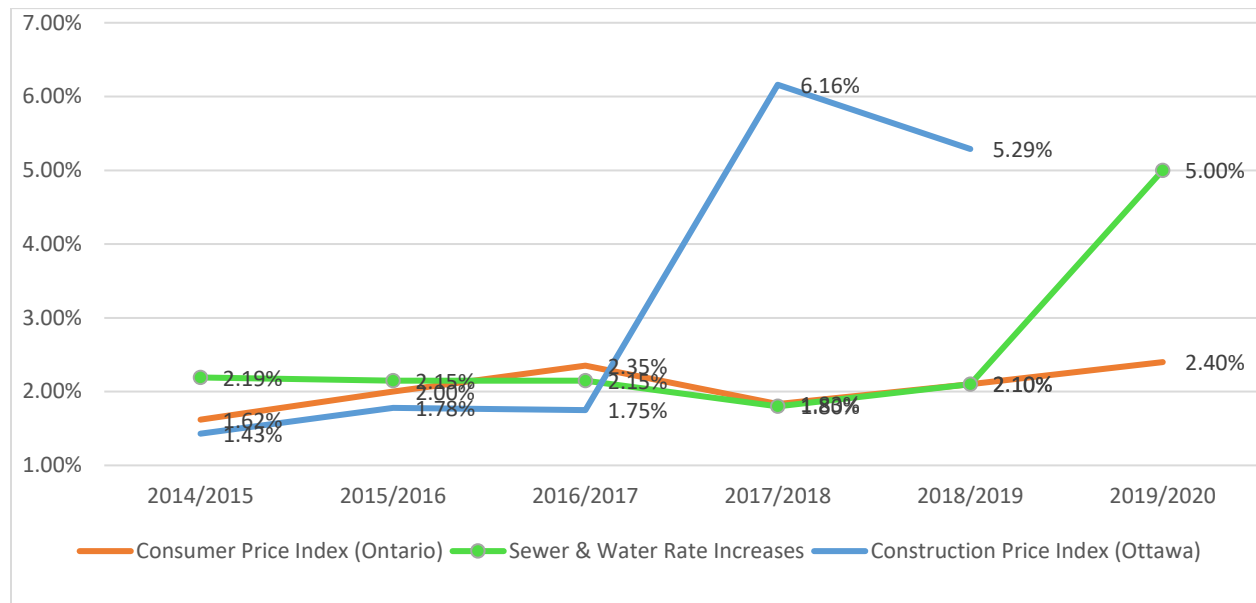
SUMMARY:

Staff has prepared a draft Water and Sewer Budget for 2020 which requires a 5% increase to water and sewer rates. Staff is seeking Council’s permission to present the draft budget to the public for comment during the October 8, 2019 Committee of the Whole Meeting.

COMMENT:

Earlier in 2019, staff issued a tender for the Bridge Street Pumping Station project and received three (3) bids which exceeded the planned budget by more than 2 ½ times. Staff believe that at least some of the unexpected increase was due to the timing of the tender and as a result, Staff plans to retender the project later this fall. The remaining increase is due to an overall increase in construction prices. Analysis of the Construction Price Index for the Ottawa area indicates that construction costs in the last three (3) years are rising at a much higher rate than the Consumer Price Index (CPI) which is the index staff has relied on when recommending previous water and sewer rate increases.

The chart below compares CPI, water and sewer rate increases and the Construction Price Index for the Ottawa area.



Increased construction costs have had a significant impact on the long-term capital plan for water and sewer. Planned projects were reviewed and several timelines have been moved by one or two years where Public Works staff felt the project could be delayed.

Staff is now forecasting that the current level of reserve contributions is insufficient to fund the necessary projects over the next 10 years. As a result, an increase of 5% to water and sewer rates is recommended for 2020. Increases greater than CPI may be needed in future years as well, depending on the level of pricing we see regarding capital construction projects over the next year.

The following table shows a high-level summary of the proposed water and sewer budget:

REVENUES	2018 BUDGET	% CHANGE	2019 DRAFT BUDGET
Water & Sewer Billings	\$4,516,875	8%	\$4,670,000
Hydrant Rental	25,000	0%	25,000
Total Revenues	\$4,541,875	8%	\$4,695,000
EXPENDITURES			
WASTEWATER			
Wastewater Treatment Plant Operations	\$1,019,213	2%	\$1,043,674
Management Fee - OCWA	171,088	3%	176,900
Administration Allocation	125,000	2%	127,000
Property Taxes	32,000	2%	32,700
Wastewater Distribution Operations	153,000	9%	167,000
Custom Work-Sewage	2,500	0%	2,500
Total Wastewater Operations	\$1,502,801	3%	\$1,549,774
WATER			
Water Treatment Plant Operations	\$616,849	2%	\$631,654
Management Fee - OCWA	103,546	3%	107,100
Administration Allocation	125,000	4%	127,000
Property Taxes	32,000	2%	32,700
Water Distribution Operations	367,000	36%	500,000
Custom Work-Water	2,500	0%	2,500
Total Water Operations	\$1,246,895	12%	\$1,400,954
Surplus/(Deficit) from Operations	\$1,792,179	7%	\$1,744,272
Capital Projects	\$1,801,047	45%	\$2,601,761
Contribution to Reserve	(\$8,868)		(\$868,812)

The only significant operational pressures for 2020 are the addition of a Water/Sewer Operator to help manage growth in the Town's distribution and collection systems and an increased reliance on rented equipment. Over the 2014 through 2018 period, the wastewater collection system increased from 53 km to 60 km or 13% and the water distribution system increased from 52 km to 67 km or 29%. In 2014 we had 1 full-time equivalent (FTE) to look after 5.075 km of pipe and despite the addition of an operator in 2018, at the end of 2018 we had 1 FTE to look after 5.26 km of pipe. Public Works

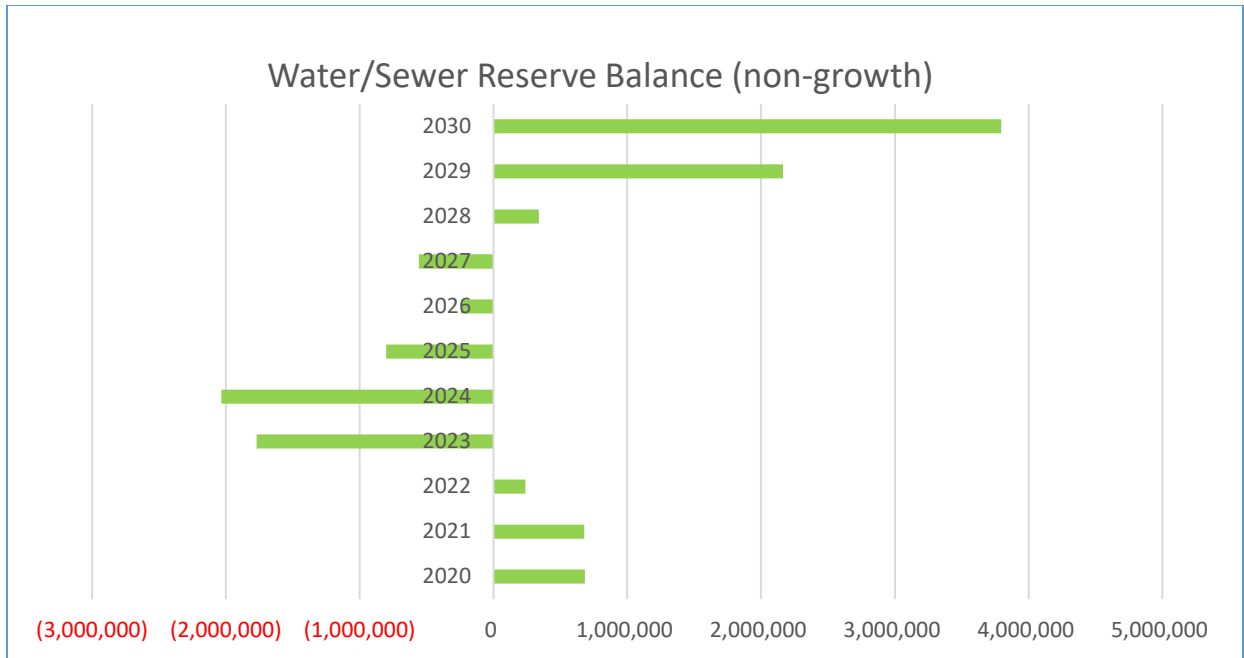
staff has continued commissioning new pipe at an increasing rate throughout 2019, hence the need for additional staff.

The following table shows the non-growth-related capital items included in this draft budget for 2020:

PROJECT DESCRIPTION	2019 DRAFT BUDGET
Major Maintenance - Sewage & Water Plants	\$340,500
Lake Avenue Monitoring	\$30,000
Allan Street	\$455,000
Bell Street	\$325,000
Pumping Station - Bridge Street	\$1,000,000
Reimbursement to Hydro Fund	\$122,718
Debt Payment- Centrifuge - Matures 2025	\$329,866
Total Capital Projects (Non-Growth)	\$2,601,761

Over the next 10 years there is \$20 million in planned non-growth capital projects after updating the budgeted costs to reflect current construction rates. Using current forecasts, this will leave the water/sewer reserve short in funds by \$1.77 million in 2023; \$2.0 million in 2024; \$800,000 in 2025 and \$250,000 in 2026 assuming we plan for CPI increases after this year. The reserve is forecasted to return to a positive position by 2028. Funds to cover the shortages up to and including 2026 can be borrowed from the growth reserve until the Water and Waste Water Treatment Plant expansions are complete and external debt is issued. We will need to review this strategy for the 2021 budget once we see how construction costs come in next year.

The following chart depicts forecasted water/sewer reserve balances at the end of each year during the 10-year planning period.



In terms of growth-related projects, we plan to complete the Forcemain from the Water Treatment Plant to the Sewage Treatment Plant with a budget of \$260,000. There is one more year of a \$97,500 debt payment for Highway 7 servicing and staff anticipates beginning the Environment Assessment (EA) process for the Sewage Treatment Plant with a budget of \$20,000. The growth reserve is estimated to be \$11.28 million at the end of 2020.

FINANCIAL IMPLICATIONS

The proposed 5% increase to water and sewer rates will result in a total charge of \$935.68 per year for a residential property with one or two people; an increase of \$44.52 per year (\$3.71 per month) over 2019 rates.

Carleton Place’s rates still compare favorably with other municipalities. This increase will bring us to approximately the same level as Arnprior, and our rates will remain lower than Perth, Smiths Falls and Mississippi Mills.

STAFF RECOMMENDATION

THAT staff be authorized to present the draft 2020 Water and Sewer budget to the public for comment at the Committee of the Whole meeting on October 8, 2019.



**Parks and Recreation Committee Minutes
for the September 9, 2019 meeting held at 7:00 p.m. in the
Large Board Room at the Neelin Street Community Centre**

Present: Councillor Linda Secasspina, Bill Levesque, Jan Ferguson, Tom Marshall, Todd Boyce, Facilities Clerk Steph Scollan, Joanne Henderson, Manager of Recreation
Absent: Reeve Richard Kidd(regrets), John Andrews(regrets), Paul Pillsworth(regrets)

- 1) DECLARATION OF PECUNIARY/CONFLICT OF INTEREST AND GENERAL NATURE THEREOF – now or anytime during the meeting**
 - 2) PUBLIC MEETING – NONE THIS EVENING**
 - 3) DELEGATION –NONE THIS EVENING**
 - 4) PLEASE SILENCE ALL ELECTRONIC DEVICES**
-

Communication 130173

Received from: Joanne Henderson, Manager of Recreation and Culture
Addressed to: Parks and Recreation Committee
Date: September 9, 2019
Topic: Town Hall Square Park Interlock Patio

SUMMARY

The interlock patio in the Town Hall park has eroded and needs to be re-constructed. Staff has received the following prices to re-construct this area:
Majore Landscaping - \$5,200.00 plus HST
Showcase Stoneworks - \$6,500.00 plus HST

COMMENT

The significant erosion has created a safety issue in the Park.

FINANCIAL IMPLICATIONS

This is a non-budgeted item but can be funded from the Town Hall exterior upgrades budget.

Moved by Bill Levesque
Seconded by Todd Boyce

THAT Majore Landscaping be retained to reconstruct a portion of the interlock patio at the Town Hall Square Park at a price of \$5,200.00 plus HST with the budget deviation for this project to be funded from the Town Hall exterior upgrades budget.

CARRIED

Communication 130174

Received from Len Terpstra, CPWD Meet Manager
Addressed to Joanne Henderson, Manager of Recreation and Culture
Date September 9, 2019
Topic Carleton Place Water Dragons' Swim Meets

SUMMARY

A request has been received from the Carleton Place Water Dragons to cancel the Adult Swim and Public Swim on Saturday, November 30, 2019 and Saturday, February 29, 2020. The Carleton Place Water Dragons are planning to host a swim meet on both of the proposed dates.

COMMENT

The adult swim and public swims have been cancelled in the past to accommodate the swim meets. Notices will be posted in the facility, on the Town's website and on the pool's answering machine notifying users of the change in programming.

Moved by Tom Marshall
Seconded by Linda Secasspina

THAT the Adult Swim from 12 p.m. – 1 p.m. and the Public Swim from 1 p.m. - 2:30 p.m. be cancelled on Saturday, November 30, 2019 and Saturday, February 29, 2020 to accommodate the Carleton Place Water Dragons' swim meets.

CARRIED

Communication 130175

Received from: John Angelosante, Pegasus
Addressed to: Joanne Henderson, Manager of Recreation and Culture
Date: September 9, 2019
Topic: Phase 1 Park in Pegasus Subdivision North

SUMMARY

Olympia Homes has submitted an updated plan for the Phase 1 Park in the Pegasus Subdivision. The original concept plan has been approved by the Committee but this plan is the detailed plan with landscaping elements.

BACKGROUND

Last April, the following motion was supported by the Recreation Committee and Council regarding the draft plan for Pegasus Subdivision North:

“THAT Olympia Homes be permitted to proceed with **draft** plans to develop the park in Phase 1 of the Carleton Landing North Subdivision; and

THAT the draft plans for the park include the wording of the plaque to be submitted to the Parks and Recreation Committee for approval; and

THAT the Town’s contribution towards the Phase 1 park will be the installation of a play structure.”

COMMENT

This park is now being planned to be installed in 2020.

Moved by Bill Levesque

Seconded by Todd Boyce

THAT Olympia Homes provide more details regarding plans for the park in Pegasus Subdivision North including:

- Dimensions of playstructure, splash pad and open play area
- Details of splash pad components
- An alternate option on the playstructure
- References for Jambette playgrounds
- Cost breakdown of each feature
- Details on benches, garbage cans and picnic tables
- Details on trees (species, sizes, etc.); and

THAT Olympia Homes be invited to attend the next Parks and Recreation meeting scheduled for Monday, October 7, 2019.

CARRIED



CHRISTINE TARLING
Director of Legislated Services & City Clerk
Corporate Services Department
Kitchener City Hall, 2nd Floor
200 King Street West, P.O. Box 1118
Kitchener, ON N2G 4G7
Phone: 519.741.2200 x 7809 Fax: 519.741.2705
christine.tarling@kitchener.ca
TTY: 519-741-2385

September 6, 2019

Dear Municipal Colleagues:

This is to advise that City Council, at a meeting held on August 26, 2019, passed the following resolution regarding producer requirements for packaging in Ontario:

“WHEREAS the Province of Ontario, through the Ministry of the Environment, Conservation and Parks, has posted a discussion paper entitled “Reducing Litter and Waste in our Communities”; and,

WHEREAS producer responsibility has not been adequately addressed by the Province of Ontario; and,

WHEREAS a successful deposit/return program for single use plastic, aluminum and metal drink containers has been in existence in other Provinces in Canada including Newfoundland, Nova Scotia and British Columbia; and,

WHEREAS these successful programs have eliminated many of these containers from the natural environment; and,

WHEREAS the City of Kitchener is committed to climate action and understanding our role as a municipality in a globalized world and the need to be prepared for the effects of climate change; and,

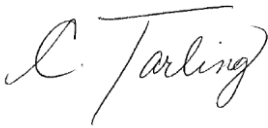
WHEREAS the City of Kitchener has declared a climate emergency with the directive to provide continued support to corporate and community climate action;

THEREFORE BE IT RESOLVED that the City of Kitchener call upon the Province of Ontario, through the discussion paper entitled “Reducing Litter and Waste in our Communities”, to review and implement a deposit/return program for recycled plastics, aluminum and metal drink containers; and,

BE IT FURTHER RESOLVED that the Province of Ontario be requested to review producer requirements and look for extended producer responsibility for all packaging; and,

BE IT FINALLY RESOLVED that this resolution be forwarded to the Honourable Premier of Ontario; the Minister of the Environment, Conservation and Parks; the Minister of Municipal Affairs and Housing; the Local Members of Provincial Parliament; the Association of Municipalities of Ontario; the Region of Waterloo and all Municipalities within the Province of Ontario.”

Yours truly,

A handwritten signature in cursive script, appearing to read "C. Tarling".

C. Tarling
Director of Legislated Services
& City Clerk

KOLAB PROJECT

September 9, 2019

Town of Carleton Place
Mayor Doug Black
175 Bridge Street
Carleton Place, Ontario K7C 1T8

Dear Mayor Black,

**Re: LIC-FRF26G7NCZ-2018-2– Kolab Project Inc.
55 Bruce Crescent
Carleton Place, Ontario K7C 3T3**

Kolab Project Inc. (“Kolab”) is providing this Notice, pursuant to Section 35 of the Cannabis Regulations to inform you that as of September 6, 2019, Kolab’s licence under the Cannabis Act has been amended to include the sale of cannabis oil.

We welcome any questions or comments you may have; please contact me at mcompton@kolabproject.com or 613 325 7879.

Sincerely,



Mary Compton
Regulatory Affairs Manager
Kolab Project Inc.

55 BRUCE CRESCENT
CARLETON PLACE, ONTARIO, CANADA K7C 3T3
WWW.KOLABPROJECT.COM