



Minutes of Community Development

Advisory Committee Meeting

April 18, 2017

6:30 PM

Town Hall (Council Chambers), Arnprior, ON

Present:

Chair, Lynn Grinstead
Vice-Chair, Tom Burnette
Citizen Member, Neil Caldwell
Citizen Member, Gib McMullen
Citizen Member, Darrel O'Shaughnessy

Also Present:

Glenn Arthur, Director of Recreation
Janet Carlile, Museum Curator
Robin Smith, Town Planner
Lindsay Wilson, Marketing & Economic Dev. Officer
Maureen Spratt, Town Clerk

Absent:

Citizen Member, Dennis Turpin

1. Call to Order

Chair Lynn Grinstead called the Community Development Advisory Committee Meeting to order at 6:30 PM and welcomed those present.

2. Roll Call

The Town Clerk called the roll with all Members of the Community Development Advisory Committee being present, except Citizen Member Dennis Turpin.

3. Disclosures of Pecuniary Interest

Citizen Member Neil Caldwell declared the following pecuniary interest:

"I, Neil Caldwell have a pecuniary interest in Item 6 a) Downtown Revitalization Project as I am employed by Jp2g Consultants Inc. who has been awarded the contract for administration and inspection services for the construction project."

4. Adoption of Agenda

Resolution No. CDC005-17

Moved by Darrel O'Shaughnessy

Seconded by Gib McMullen

Be It Resolved That the agenda for the Community Development Advisory Committee Meeting dated Tuesday, April 18, 2017 be adopted.

Resolution CARRIED

Minutes of Corporate Services Advisory Committee Meeting

5. Adoption of Minutes of Previous Meetings

a) **Community Development Advisory Committee Minutes – January 16, 2017**

Resolution No. CDC006-17

Moved by Neil Caldwell

Seconded by Tom Burnette

That the Community Development Advisory Committee Minutes of January 16, 2017 be adopted.

Resolution CARRIED

6. Presentations/ Delegations

Presentations

a) **Public Works**

i) **Drinking Water Advisory Update**, Director of Public Works

The Director of Public Works provided a PowerPoint Presentation on the Drinking Water Advisory attached as Appendix A and forming part of these minutes.

Following discussion the Director of Public Works summarized and committee members concurred that the action taken by the Town when the problem arose was effective and well executed; and, that the recommendations following investigations undertaken by the municipality will assist in improving the Town's level of service in providing potable water.

Citizen Member Neil Caldwell left the meeting at 6:50 p.m.

ii) **Downtown Revitalization Project**, Director of Public Works

The Director of Public Works provided a PowerPoint Presentation attached as Appendix B and forming part of these minutes on the Downtown Revitalization Project

Citizen Member Neil Caldwell returned to the meeting at 7:03 p.m.

b) **Client Services**

i) **Licensing By-law Overview**, Deputy Clerk A/Human Resources Officer, MEDO and Town Planner

The Deputy Clerk provided a PowerPoint Presentation on the Licencing By-law, attached as Appendix C and forming part of these minutes.

On question of Committee Members the following was clarified:

Minutes of Corporate Services Advisory Committee Meeting

- The Business Licence Appeals Committee will be comprised of three citizen members, one member from each of the Advisory Committees of Council, CDAC, CSAC and OAC
- A letter of permission is required from the property owner in order to place a donation bin on a non-residential property, with a maximum of two bins being permitted on any one property.
- Interest has been expressed by restaurants on John and Elgin Streets regarding an outdoor sidewalk patio. An establishment on John Street is keen to submit an application, and an establishment on Elgin Street is interested, although any uptake in 2017 on Elgin Street would be difficult in light of the construction taking place.

ii) **Business Appeals Committee**, Town Clerk

The Town Clerk explained that the Business Licence Appeals Committee is to be comprised of three citizen member, one from each of the advisory committees. A licence issued under the Business Licencing By-law will remain in effect until a decision to revoke or suspend the Licence has been made by the Issuer of Licences. If appealed by the applicant, the Business Licence Appeals Committee would after hearing evidence make a final decision that the licence be granted, refused, suspended, or revoked with or without conditions, relevant to the subject of the hearing, or as agreed to by the Applicant. At the request of the Town Clerk to appoint a member from the Community Development Advisory Committee the following motion was entertained.

Resolution No. CDC007-17

Moved by Neil Caldwell

Seconded by Gib McMullen

That the CDAC recommend to Council that Darrel O'Shaughnessy be appointed as a member of the Business Licence Appeals Committee for remainder of the 2014-2018 term of Council.

Resolution CARRIED

c) **Community Services Branch**

i) **Waterfront Study**, Town Planner

The Town Planner provided a verbal update on the Waterfront Feasibility Study, highlighting that the consultants were very pleased with the attendance and feedback received at the open house where the projected illustrations of the waterfront were displayed based on the first phase of the study. The Planner noted that the projected illustrations also depicted a proposed plan of action staged over a number of years.

The Planner provided a summary of the proposed plan as follows:

- Pathways could be implemented immediately or over the course of the year

Minutes of Corporate Services Advisory Committee Meeting

- Improvements to the Marina could be spread out over the next two to five years (new services – shower, pump out, etc.)
- Improvements to Robert Simpson Park could be spread out the next two to five year (includes breakwater, signage, expand upper parking lot, etc.)
- Longer term five to ten year improvements could include cultural/retail/restaurant, amphitheater etc.

The Planner concluded the verbal report by noting that the progress made to date are preliminary steps in a long-term project, with the next phase of the study to include a costing analysis, firmer timelines and potential partnerships. At the request of the Planner the Committee agreed to entertain a motion, as follows to schedule a special meeting of the committee to discuss the next phase

Resolution No. CDC008-17

Moved by Gib McMullen

Seconded by Neil Caldwell

That a special meeting of the Community Development Advisory Committee be scheduled for Monday, May 15th to discuss the Waterfront Feasibility Issues and Options Analysis.

Resolution CARRIED

ii) Sunday Market and Collateral Events, MEDO

The Marketing and Economic Development Officer provided a PowerPoint Presentation, attached as Appendix D and forming part of these minutes.

On question of Committee Members the following was clarified:

- There is room for upwards of forty vendor spaces at the market with the goal of at least thirty vendors and the possibility of opening it up to buskers
- Seasonal vendors will be asked to provide 48 hours' notice if they cannot be in attendance, at which time, daily vendors will be advised that there is space available
- In addition to the Sunday market, the summer of 2017 will see the Museum opening on Sundays between the hours of 11am and 4 pm. Sundays in Arnprior will be offer residents and visitors a full day, with the market opening between the hours of 9 am and 2 pm, the Museum opening between 11 am and 4 pm and the established Concerts in the Park series taking place between the hours of 2 pm and 4 pm at Robert Simpson Park.

Minutes of Corporate Services Advisory Committee Meeting

d) Recreation Department

i) Summer Events, Director of Recreation

The Director of Recreation provided a PowerPoint Presentation on Summer Events attached as Appendix E and forming part of these minutes.

On question of Committee Members the following was clarified:

- Metal Floss Sideshow is a Vaudeville Display
- The non-tax payer funded event has received financial sponsorship of \$11,000 with TOPS Environmental Services being the title sponsor.

7. Matters Tabled/Deferred/Unfinished Business

None

8. Staff Reports

Resolution No. CDC009-17

Moved by Darrel O'Shaughnessy

Seconded by Neil Caldwell

That the Committee receives report number CDAC 17-04-18-01 as information.

Resolution CARRIED

9. New Business

None

10. Closed Session

None

11. Adjournment

Resolution No. CDC010-17

Moved by Gib McMullen

Seconded by Neil Caldwell

THAT this meeting of the Community Development Advisory Committee be adjourned at 7:46 p.m.

Resolution CARRIED