



Minutes of Corporate Services Advisory Committee Meeting

October 19, 2015

6:30 PM

Town Hall (Council Chambers), Arnprior, ON

Present:

Chair, Walter Stack
Vice-Chair, Frank Dugal
Citizen Member, Peter Anas
Citizen Member, David Mitchell
Citizen Member, Rick Farrell
Citizen Member, Lori Van Wyk

Also Present:

Maureen Spratt, Town Clerk
Jennifer Morawiec, Director of Corporate Services/
Treasurer
Lucas Reinhardt, Corporate Services Administrative
Assistant

Absent: Citizen Member, Chris Couper

1. Call to Order

Chair Walter Stack called the Corporate Services 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 Corporate Services Advisory Committee being present, except Citizen Member Chris Couper.

3. Adoption of Agenda

Resolution No. CSC020-15

Moved by Rick Farrell

Seconded by David Mitchell

BE IT RESOLVED THAT the agenda for the Corporate Services Advisory Committee Meeting dated Monday, October 19, 2015 be adopted.

Resolution CARRIED

4. Disclosures of Pecuniary Interest

None

5. Adoption of Minutes of Previous Meetings

a) Corporate Services Advisory Committee Minutes – August 17, 2015

Resolution No. CSC021-15

Moved by Lori Van Wyk

Seconded by Peter Anas

THAT the minutes of the Corporate Services Advisory Committee meeting dated August 17, 2015 be adopted.

Resolution CARRIED

Minutes of Corporate Services Advisory Committee Meeting

6. Presentations/ Delegations

a) **Clerk's Office Reports**

i. **Draft Noise By-law – Town Clerk**

The Town Clerk provided a verbal update on the amendments made to the Draft By-law which would include violations such as:

- Ringing a bell, sounding of any horn, or shouting in a manner likely to disturb others (with some exemptions such as for places of worship)
- Vehicle noise including revving engines, squealing tires or lack of mufflers
- Using power equipment such as chainsaws, lawn mowers, leaf blowers, tools and similar devices between 9 p.m. and 7 a.m.
- Operating musical instruments, radios, tv's, stereos and similar devices after 11:00 p.m.

On question of Committee Members staff will contact various retailers (Metro, No Frills, etc.) and ask about product delivery times.

ii. **Clean Yards By-law Implementation – Town Clerk**

Resolution No. CSC022-15

Moved by Peter Anas

Seconded by Lori Van Wyk

That the Corporate Services Advisory Committee receive the Presentation on the Clean Yards By-law Implementation as information.

Resolution CARRIED

The Town Clerk provided a Power Point presentation on the Clean Yards By-law Implementation, attached as Appendix A and forming part of these minutes.

On question of Committee Members the following was clarified:

- Proactive enforcement will begin again in the spring.
- General information on keeping yards in a clean and clear condition will be promoted on the website, in Arnprior Life, Municipal Matters and water billings

iii) **Animal Control Policy Review – Corporate Services Administrative Assistant**

Resolution No. CSC023-15

Moved by Rick Farrell

Seconded by David Mitchell

That the Corporate Services Advisory Committee receive the Presentation on the Animal Control Policy Review as information.

Resolution CARRIED

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The Administrative Assistant provided a Power Point presentation, attached as Appendix B and forming part of these minutes.

On comment of the Committee staff will forward the results of the Animal Shelter Survey to the Committee Members.

Following discussion on the report the committee entertained the following:

Resolution No. CSC024-15

Moved by Rick Farrell

Seconded by David Mitchell

That the Corporate Services Advisory Committee recommend to Council:

That grant funding provided to the Arnprior and District Humane Society be maintained at its current level; and

Further That Council authorize the execution of an agreement for pound services, in 2016, with the Arnprior and District Humane Society.

Resolution CARRIED

iv) Off –Road Vehicles

Resolution No. CSC025-15

Moved by Peter Anas

Seconded by Frank Dugal

That the Corporate Services Advisory Committee receive the Presentation on Off-Road Vehicles as information.

Resolution CARRIED

The Town Clerk provided a Power Point presentation, attached as Appendix C and forming part of these minutes.

On question of Committee Members the following was clarified:

- The most significant change is the provincial government has legalized (as of July 1, 2015) all of the varieties of ATV (2ups, UTV's and Side by Sides) on public roads where permitted by local by-law
- Strict regulations are in place regarding use, including insurance, licensing, number of passenger, helmets
- Use of ORV's moving forward as a result of changes and the possibility of a recreational trail through Town

b) Finance Office Reports

- i. Water Billing Policy and Delinquent Accounts Update – Director of Corporate Services/Treasurer**

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Resolution No. CSC026-15

Moved by Rick Farrell

Seconded by David Mitchell

THAT the Corporate Services Advisory Committee receives the Water Billing Policy and Delinquent Accounts Update as information.

Resolution CARRIED

The Director of Corporate Services/Treasurer provided a Power Point presentation, attached as Appendix D and forming part of these minutes.

7. Matters Tabled/Deferred/Unfinished Business

None

8. Staff Reports

None

9. New Business

None

10. Closed Session

None

11. Adjournment

Resolution No. CSC027-15

Moved by Peter Anas

Seconded by David Mitchell

THAT this meeting of the Corporate Services Advisory Committee be adjourned at 8:12 PM.

Resolution CARRIED

Appendix A



**Clean Yards By-law
Implementation**

Maureen Spratt, Town Clerk

Corporate Services Advisory Committee – Monday, October 19, 2015

Background

- June 15, 2015
 - Power Point Presentation to CSAC - Staff proposed bringing forward a By-law that address the maintenance of lands. (Clean Yards)
- August 17, 2015
 - Draft Clean Yards By-law presented to CSAC



Background

- September 14, 2015
 - Clean Yards By-law No. 6500-15 passed by Council
- September 21, 2015
 - Municipal Law Enforcement Services (MLES) began inspecting properties



Objective

- Ensure that the Town of Arnprior:
 - Is an appealing and attractive community for all residents and visitors.
 - Yards are kept in a sanitary and safe condition
- This is done through education and where necessary by enforcing the regulations as established in By-law No. 6500-15



By-law Number 6500-15

- By-law No. 6500-15:
 - grants flexibility to the investigating Officer to issue verbal or written notices to the property owner to remedy the violation within a determined time limit; and
 - provides that the Town can undertake the work to bring the property into compliance and recover its costs through the tax roll in the same manner as municipal taxes.



Clean Yards Campaign

- September 21-30, 2015
 - Approximately 100 properties inspected by MLES
 - Notices issued
 - identifying contraventions to the by-law
 - providing compliance date (days/hours)
 - contact information for MLES



Contraventions

- inoperative/unlicensed motor vehicles
- motor vehicle parts and accessories, tires, rims, mechanical equipment
- refrigerator, freezer, stove, other appliances
- indoor furniture (couches/chairs/mattresses)
- grass clippings tree cuttings, brush, leaves, garden refuse
- long grass/weeds



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Compliance

- In most cases compliance has been achieved
- Additional time provided for extenuating circumstances
- Five (5) Orders to Comply Issued



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Next Steps

- Clean, green & beautiful towns attract visitors and investment, and enable us to live, work and play in well maintained, safe and pleasant surroundings.
 - Continue proactive education & where necessary enforcement
 - *“Help Keep Arnprior Clean and Beautiful”* Campaign between March and October of 2016



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Questions?



• WHERE THE RIVERS MEET •

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Animal Control Policy Review

Lucas Reinhardt - Corporate Services
Administrative Assistant
Maureen Spratt, Town Clerk

CSAC Meeting - Monday, October 19, 2015

Background

- Throughout 2015, staff gathered data in regards to best practices for animal control and animal shelter/pound services from Ontario Municipalities.
- The data collection process primarily consisted of a survey that was emailed to each municipality in Ontario to solicit feedback.
- The survey asked municipalities to respond to a series of seven questions, each of which pertained to an area of interest for the Town of Arnprior.



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Survey Goal

- To gather data that would help to contribute to funding discussions between the Town of Arnprior and the Arnprior and District Humane Society.
- Additionally, the survey's goal was to perform a best practices review – by reaching out to other municipalities to learn from their experience.



Survey Questions

1. What is the population of the Municipality?
2. Does the Municipality have an Animal Shelter in their area?
3. Is it a no-kill shelter?
4. Does the Municipality pay for pound keeper services?
 - a) If so how much?



Survey Questions

5. Does the Municipality have a contract for pound keeper services?
6. Does the Municipality charge licensing fees?
 - a) If so how much?
7. Does the Municipality provide any additional funding for shelter or pound keeper services?



Analysis - Municipalities with Shelters

- Limitations of this survey question.
 - The survey's use of the term 'Animal Shelter' vs. 'Animal Pound'.
- Small community supporting a district shelter.
 - Comparative examples: Lanark Animal Welfare Society (LAWS) located in Smiths Falls and the Renfrew County Branch of the Humane Society of Canada located in Petawawa.



Analysis - Euthanasia Policies

- Definition of a 'No-Kill' shelter:
 - An animal shelter in which euthanasia is reserved for terminally ill animals, or animals considered dangerous to public safety, and where healthy or treatable animals are not euthanized.
- Costs associated with Shelters that euthanize.
 - Boarding an animal for a set recovery period.
 - Euthanizing an animal.
 - Disposal of remains.
 - Legal costs.



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Analysis - Outsourcing Pound Services

- Confusion between 'Did not outsource' and 'Did not have Pound Services'.
- Role of the Arnprior and District Humane Society and Municipal Law Enforcement Services (MLES).
 - Pound Services Provider and Animal Control Provider.
- Best practice funding amount based on the survey responses.
 - Based on the results of the Town's survey, \$14,200 was identified as the best practice amount in regards to funding for pound services.



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Analysis - Contractual Agreements

- Current status of the Town's relationship with the Arnprior and District Humane Society.
 - An informal agreement for Pound Services.
- Current status of the Town's relationship with Municipal Law Enforcement Services Inc. (MLES), the Town's By-law Enforcement Officer
 - MLES is currently contracted to provide by-law enforcement services which includes animal control.



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Analysis - Licensing Fees

- Purpose of licensing fees and the Town of Arnprior's current pet licensing fee structure.
 - A fee is a tool used to influence individuals towards a desired behavior.
 - 50% discount to pet owners who have had their pets spayed/neutered, with rates varying depending on the date of the registration.



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Analysis - Additional Funding

- Examples of other forms of Additional Funding.
 - To assist the shelter with their operating costs.
 - Payment for a road-kill removal service.
 - Legal costs for an Animal Control Service.
 - Assist shelters with educational and public awareness campaigns.
 - For the provision of interest free loans for shelter expansion/development.
- The role of the Gaumond Fund as an alternative source of funding for the Arnprior and District Humane Society.



Options

1. Maintain current grant funding, licensing fees, and the informal agreement between the Town of Arnprior and the Arnprior and District Humane Society.
2. Introduce lifetime pet registration if an animal is spayed/neutered, vaccinated, and microchipped.
3. Formalize the relationship between the Town of Arnprior and the Arnprior and District Humane Society through the creation of a contract for the provision of pound services.



Options

4. Allow the Arnprior and District Humane Society to directly collect a portion or all of the revenue from licensing fees.
5. Increase grant funding to the Arnprior and District Humane Society



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Survey Results - Populations Between 5,000 and 15,000

- **Municipalities in Population Range**
 - 11/40 (27.5%) Municipalities provided financial information in regards to costs associated with Pound keeper services
 - Notable comparisons are: Gananoque, Edwardsburgh/Cardinal, Kirkland Lake, Smiths Falls, and Carleton Place
- **Outsource for Pound Services:**
 - 25/40 (62.5%) Municipalities outsource
 - 15/40 (37.5%) Municipalities do not have a shelter or do not outsource
- **Amount Outsourced by the Municipality:**
 - Mean: \$11,969.18
 - Median: \$16,800
 - Mode: N/A
 - Min: \$400
 - Max: \$25,000



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Recommendation

THAT the Corporate Services Advisory Committee recommend to Council:

“THAT grant funding provided to the Arnprior and District Humane Society be maintained at its current level; and

FURTHER THAT Council authorize the execution of an agreement for pound services, in 2016, with the Arnprior and District Humane Society.



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Questions?



• WHERE THE RIVERS MEET •

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Off-Road Vehicles

Maureen Spratt, Town Clerk

Corporate Services Advisory Committee –Monday, October 19, 2015

Background

- Off-road vehicle (ORV) is a broad term that can include single-rider, two-up and side-by-side All-Terrain Vehicles (ATVs) and Utility Terrain Vehicles (UTVs).
- ORVs are **not permitted** on municipal roads in Arnprior.



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Background

- The use of Off-Road Vehicles (ORVs) in Ontario is governed by the:
 - Off-Road Vehicles Act (ORVA) and
 - Highway Traffic Act (HTA) Regulation 316/03



Municipal By-laws

- The council of a municipality may pass by-laws,
 - (a) permitting the operation of off-road vehicles with three or more wheels on any highway within the municipality that is under the jurisdiction of the municipality, or on any part or parts of such highway;



Municipal By-laws

- b) prescribing a lower rate of speed for off-road vehicles with three or more wheels than that prescribed for off-road vehicles by regulation on any highway within the municipality that is under its jurisdiction, or on any part or parts of such highway, including prescribing different rates of speed for different highways or parts of highways.

Section 191.8 (3) HTA



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Municipal By-law

- Currently, ORVs are **not permitted** on municipal roads in Arnprior since there has been no by-law enacted.
- If Council wishes to allow off-road vehicles on municipal roads and/or a suitable trail system is developed some use of municipal roads must be accepted;



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Changes

- Beginning July 1, 2015, the province implemented new changes to ORV and All-Terrain Vehicles (ATV).
- These changes include:
 - Allowing more types of off-road vehicles (ORVs) on the shoulder of public roads, where permitted



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Changes

- Mandating that all riders - including drivers and passengers of all ages - wear an approved motorcycle helmet and use a seatbelt or foot rests, where applicable
- Children under the age of eight will not be allowed as a passenger on any ORV/ATV operating on-road
- Limiting the number of passengers to the number of available seating positions



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Changes

- Requiring compliance labels on all ATVs/ORVs
- Clarifying access and exemptions for farmers and trappers and for Far Northern Ontario municipalities



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What types of ORVs and ATVs can operate on-road?

- More types of ORVs and ATVs are allowed on some provincial highways and municipal roads, **where permitted**. These vehicles include:
 - Single-rider ATVs
 - Two-up ATVs
 - Side-by-Side ORVs
 - Utility Terrain Vehicles (UTVs)



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Single-rider ATV

- A single-rider All-Terrain Vehicle (ATV) is a type of Off-Road Vehicle (ORV) that has four wheels, steering handlebars, a seat that is straddled by the driver and is designed for a driver only and no passengers



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What is a two-up ATV?

- A two-up ATV is a type of ORV that has four wheels, steering handlebars, a driver's seat, a passenger seat directly behind the driver and separate foot rests for the passenger.



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What is a side-by-side ORV?

- A side-by-side ORV has driver and passenger seating beside each other, similar to a car. It has a steering wheel and foot pedals, instead of a motorcycle-type handlebars and thumb throttle and is usually built with a hood.



What is a utility terrain vehicle (UTV)

- A utility terrain vehicle (UTV) has similar characteristics to a side-by-side ATV, but typically features a box bed. UTVs are generally designed for utility rather than for recreational purposes.



What types of roads can ORVs and ATVs use?

- Permitted ATVs/ORVs can travel on:
 - Highways 500 to 899
 - many 7000-series highways
 - highways with low traffic volumes
- ATVs/ORVs **cannot** travel on:
 - 400-series highways
 - the Queen Elizabeth Way
 - sections of the Trans-Canada Highway



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Discussion

- ORVs are popular year-round utility and recreational vehicles that can offer hours of enjoyment for outdoor enthusiasts.
- Ontario is home to thousands of kilometres of recreational trails making it a popular destination for riders from across Canada and the world.



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Discussion

- Several municipalities in Ontario, including many neighbouring Arnprior, have enacted by-laws permitting ATVs to be driven on municipal roads.
- Some of the municipalities are rural only, while others have a mix of urban and rural.



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Discussion

- Permitting Off-Road Vehicles may encourage tourism and permit connectivity to other municipalities
- ORVs are **not permitted** on municipal roads in Ontario unless there is a by-law put in place by a municipality permitting them to do so:



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Discussion

- The County is in the process of negotiating the purchase of the abandoned CP Rail corridor for use as a multi-use trail.
- If these lands can all be acquired, the County will have the backbone that will form a regional trail system.
- Once the backbone is in place, opportunities to connect local trail systems to the regional network could be planned and put into action



Discussion

- Factors to consider prior to a by-law being enacted by Council;
 - safety of riders, pedestrians, other vehicles
 - suitability of roads and network,
 - affects (positive and negative) on quality of life including; noise, dust, fumes, pollution and environment
 - economic development benefits,
 - expanded recreational opportunities



Discussion

- policing/enforcement
- liability (increased activity of roadway)
- maintaining minimum standards for shoulders and roadways where ORVs travel
- Joint and Severable Liability
- OPP has expressed serious traffic safety concerns over mixing off-road vehicles with on-road vehicles, and do not recommend a change.



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Next Steps

- Comprehensive consideration should be completed through the OP, Recreation Planning, County, etc., prior to making a final decision.



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Questions?



• WHERE THE RIVERS MEET •

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Water Billing Policy & Delinquent Accounts Update

Jennifer Morawiec, DCS/Treasurer

Corporate Services Advisory Committee Meeting - Monday, October 19, 2015

Background

- April 20, 2015 – CSAC supported an approach for water turn down, then shut off for delinquent water accounts.
- May 13, 2015 – Staff brought forward the CSAC supported recommendation to Council and Council passed Resolution 133-15



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Council Resolution

- Resolution 133-15
 - Council authorize staff to proceed to turn down water service supply to a minimal amount for eighteen (18) delinquent accounts, followed by a written hand delivered Notice of Pending Shut Off after seven (7) calendar days if a substantial payment, of 50% or more is not received; and



Council Resolution

- Resolution 133-15 con't
 - THAT Council authorize staff to shut off the water services completely after twenty one (21) calendar days if a substantial payment of 50% or more is not received.



Implementation

- Trickle / shut off notices
 - Sent to 22 water service accounts with a total of \$38,934 in outstanding arrears
- Current status
 - \$34,185 in payments received for outstanding arrears balance (88% of arrears)
 - Additional \$2,270 in payments for current bill due Sept 30, 2015



Water Policy

- All tenant accounts are being transferred to property owners
 - Feedback from landlords
- All transfers to be completed by January 1, 2016
- Amended water policy (to remove tenant billing form) will go to Council in November for consideration



Questions?



• WHERE THE RIVERS MEET •

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