



Minutes of Regular Council Meeting

March 11, 2013

Council Chambers, Town Hall, Arnprior, ON

Present:

Deputy Mayor Lynn Grinstead
Reeve Walter Stack
Councillor Ted Strike
Councillor Dan Lynch
Councillor Lyle Anderson

Absent:

Mayor David Reid
Councillor Mark Willmer

Also Present:

Michael Wildman, CAO
Maureen Spratt, Town Clerk
Jennifer Morawiec, Director Corporate Services/
Treasurer
Renée Couture, Deputy Treasurer
Laura Garbuio, Human Resources Officer
Guy Bourgon, Director Public Works
Glenn Arthur, Director Recreation Services
Kayla Menkhorst, Youth Program Coordinator
Janet Carlile, Museum Curator
John Steckly, Civil Engineering Technologist
Robin Smith, Town Planner
Kaila Bowen, Secretariat Services Assistant

1. CALL TO ORDER

Deputy Mayor Lynn Grinstead called the Council meeting to order at 6:30 p.m. and welcomed those present.

Deputy Mayor Lynn Grinstead gave a special welcome to the new Human Resources Officer Laura Garbuio, and Director of Public Works Guy Bourgon.

2. ADOPTION OF AGENDA

Resolution No. 108-13

Moved by Dan Lynch

Seconded by Walter Stack

BE IT RESOLVED THAT the agenda for the Regular Meeting of Council dated Monday, March 11, 2013, be adopted.

Resolution CARRIED

3. DISCLOSURES OF PECUNIARY INTEREST

None

4. QUESTION PERIOD

None

5. ADOPTION OF PREVIOUS MINUTES

Resolution No. 109-13

Moved by Walter Stack

Seconded by Ted Strike

THAT the Minutes of the Regular Meeting of Council dated Monday, February 25, 2013, be adopted.

Resolution CARRIED

Resolution No. 110-13

Moved by Dan Lynch

Seconded by Walter Stack

THAT the Minutes of the Special Meeting of Council dated Friday, March 1, 2013 be adopted.

Resolution CARRIED

6. DELEGATIONS

None

7. PRESENTATIONS

None

8. PUBLIC MEETINGS

None

9. MATTERS TABLED/DEFERRED/UNFINISHED BUSINESS

None

10. STAFF REPORTS

a) Process for Budget Deliberations

Resolution No.111-13

Moved by Dan Lynch

Seconded by Ted Strike

THAT Council approve the process outlined in this report, in order to facilitate review and approval of the 2013 Budget.

Report and Resolution CARRIED

The Chief Administrative Officer noted the following:

- Council asked that staff take more time on the budget process, due to a more rigorous review. Through the comprehensive review that has been taking place, staff is feeling confident with the draft budget thus far.

- All Departments have been instructed to prepare a “pay as you go” draft budget based on the inclusion of mandatory items only (statutory requirements).
- All other budget items will be prioritized, costed, itemized for Council consideration for inclusion in the 2013 Budget; however these will not be included in the budget itself. Council then will be able to select from the prioritized list, any items which they see fit to include in the budget.
- The items not selected to be included in the 2013 Budget will be added to the draft Long Range Financial Plan.
- April 8, 2013 – a Draft 2013 Budget will be tabled for Council’s review, and a presentation on the budget will take place.
- It is recommended that the Library Board, Airport Commission, and Museum Board make their budget requests at the April 8, 2013 meeting.
- Budget deliberations are being recommended to take place on April 16th, 17th, and 18th from 5:00 – 9:00 p.m. Staff will try and arrange these meetings in a balanced way for easy flow through the various departments.
- The budget should be able to be approved at the April 22, 2013 regular Council meeting.
- Later staff will prepare a 10 Year Long Range Capital Forecast (LRCF) for Council’s consideration, to help with future budget processes (May/June 2013).
- This process is in line with the Strategic Plan – “Sustainable Financial Model” 2017 Vision.

On question of Council the following was clarified:

- The Museum and Library will have time on the April 8th budget meeting. It is staff’s goal to keep the agenda light, with a budget focus that evening.

Reeve Stack provided a comment indicating that the Town is later than normal on getting the budget out however, Council wanted to know exactly where we stood, and this is the reasoning for the lateness. Council now has a much more comprehensive understanding, because of the in-depth review that staff is performing.

b) Sanitary Forcemain License of Occupation – 150 Russell Street North

Resolution No. 112-13

Moved by Walter Stack

Seconded by Dan Lynch

THAT Council approve the granting of a License of Occupation to Joseph and Francoise Crepin permitting the construction, operation, and maintenance of a private 50 mm diameter sanitary sewage forcemain from 150 Russell Street North, south within the road allowance of Russell Street North, to connect with the municipal sewer located at the intersection of Russell Street North and Rock Lane, and

THAT Council authorize the Mayor and Clerk to enter into the License of Occupation Agreement (Document #1) as attached to this report, and

THAT the License of Occupation Agreement be registered on Title at 150 Russell Street North, and

THAT Council set an administrative fee of \$1,000.00 to cover staff administration costs, and also require the posting of securities in the amount of 100% of the estimated cost of constructing the works.

Report and Resolution CARRIED

The Civil Engineering Technologist and Director of Public Works provided the following information:

- These individuals are owners of a vacant residential lot at 150 Russell St. N. and would like to construct a single family home on their property.
- The installation of the proposed sanitary sewage forcemain conforms to the Town of Arnprior's Official Plan.
- The License of Occupation Agreement clearly specifies that the private services installed must conform to all Town By-Laws.
- The Licensee will be responsible for 100% of the costs associated with the construction, installation, operation, and maintenance of the proposed sewage forcemain, the reinstatement of the municipal road allowance, and the preparation and registration of the agreement on title to the Licensee's lands.
- The Town at this time does not have a specific fee for administration, but in consultation with staff a fee of \$1000.00 seems to be satisfactory for the amount of research and time that has, and still needs to be put into the project.
- 100% security deposit will be held by the Town, and then given back once the project is completed to Town standards.
- The CAO, Planner, Public Works Supervisor, and Chief Building Official were all consulted on this construction.

On question of Council the following was clarified:

- It is the owner's responsibility for all repairs and maintenance.
- The standard of practice is a 100% security deposit when working on municipal roads or properties, where on private property this would be reduced. This is to ensure that 1) municipal property is fully reinstated and 2) if the property were sold or turned over before completion of the project, the future purchaser is protected.

- The forcemain is under our roadway, and the license of occupation agreement speaks to the Town, if necessary having to go in and fix it. If this occurs, the owner would be charged. The municipality is fully protected with this agreement.

c) Award the Request for Proposal for Legal Services

Resolution No. 113-13

Moved by Lyle Anderson

Seconded by Walter Stack

THAT Council appoint the law firm of Bell Baker LLP as the Town's Solicitor of Record effective immediately until December 31, 2015, with a possibility of an extension of an additional two (2) years.

Report and Resolution CARRIED

The Deputy Treasurer provided the following information:

- There was a tie between the firms Bell Baker and Vice Hunter, when it came to services offered, and for this reason staff decided to assess with the lowest fees and disbursement.
- Based on evaluation of fees and disbursements staff recommend appointing Bell Baker LLP as the Town's Solicitor of Record.
- Vince Hunter Labrosse also had an exceptional submission, and because of this the Town may wish to consider an appointment of Mr. William Hunter of Vice Hunter Labrosse as an Integrity Commissioner, when Council considers the Council Code of Conduct in the near future.
- There is no initial cost to the Town in awarding the status of the Town's Solicitor of Record. Each individual assignment going forward will be funded through the annual operating budget, under the department it pertains to.

The Chief Administrative Officer noted that local firms were looked at, and none were found to have all of the qualifications staff was looking for.

On question of Council the following was clarified:

- This contract is one year past the term of Council, which will allow for the new Council to get settled, and then look into changing firms, if they feel it is necessary.
- The Integrity Commissioner must be completely separate from anything else in the municipality, and thus the Town would not want to use Bell Baker for the Integrity Commissioner.

d) Grants Ontario Application

Resolution No. 114-13

Moved by Dan Lynch

Seconded by Walter Stack

THAT Council authorize submission of an Application for Funding under the Ontario Sport and Recreation Communities Fund: Local/Regional Stream, for the "Get the Ball Rolling Project."

Report and Resolution CARRIED

The Director of Recreation Services and Youth Program Coordinator provided the following information:

- This is a two year project that will follow in the footsteps of Arnprior Gets Healthy, but will include children, youth, families, and seniors to help develop the skills to live healthy lifestyles.
- The areas being looked at for development are:
 - Learn To Programs
 - High School Ambassador Program
 - Supervised Summer Play Program
- Partnerships being looked at include: OPP, Renfrew County District Health Unit, Renfrew County School Boards, Community Living, Service Clubs, Forzani Group, Jump Start, KidSport, etc.
- This project fits under the Strategic Plan Vision #4 "Effective Service Delivery."
- Allows everybody regardless of age, to participate in activities, which involves the entire community.
- The total budget over the two (2) years is estimated to be \$40,000.00. \$4000.00 of this budget will be supplied by the Parks and Recreation Operating Budget (\$2000.00 each year, for the two years).

On question of Council the following was clarified:

- The supervised play program will be for the full summer at three playgrounds in Arnprior, Monday – Friday. There will be washroom facilities provided at these playgrounds.
- These playgrounds will be the same three playgrounds for the entire summer, for this year, and maybe in future years the program could be expanded to other playgrounds in Town

e) Museum Q-Bit Exhibit Space/Design

Resolution No. 115-13

Moved by Dan Lynch

Seconded by Walter Stack

THAT Council approve the expenditure of a total of \$20,044 for exhibit purposes to be financed from the Museum Reserve.

Report and Resolution CARRIED

The Museum Curator provided the following information:

- In December 2012 the museum dismantled and received the Q-Bit design system valued at over \$250K from the Museum of Civilization in Hull. The Q-Bit system is now in storage, and needs to be designed to fit the space available on the second floor.
- A specialized exhibit planner/designer is required to complete this project, as well as an intern.
- The Eastern Ontario Development Program (EODP) Grant applied for would help finance a museum exhibit interpretive planner.
- An application to the EODP for \$8,942 has been made to help support the cost of an intern position, which has a total cost of \$18,986, leaving \$10,044 to be financed from the Museum Reserve.
- The cost of the exhibit planner/designer will be \$30,000. The Museum has been promised \$20,000 from an anonymous donor to assist, leaving \$10,000 required.
- Currently the Museum Reserve has \$60,134.35 in uncommitted funds. After this project is completed the Reserve balance will be \$40,090.35.
- From a Marketing and Economic Development standpoint, this project falls under the Strategic Plan, by contributing to tourism and leisure activities in the Downtown area.

On question of Council the following was clarified:

- The cost will likely be less than \$30,000.00 for the exhibit/planner.
- The donor is a secure promise, and it is believed that this funding will come through, without any problems.
- Museum expenses, in the future, except those that arise unexpectedly, will be detailed in the Long Range Capital Forecast when this is completed.

Deputy Mayor Lynn Grinstead commended the Museum Curator on her efforts.

11. COMMITTEE REPORTS AND MINUTES

a) **Town Square**

Resolution No. 116-13

Moved by Lyle Anderson

Seconded by Dan Lynch

THAT Council receives this report for information and approves the Town Square Fund-Raising Sign; and

THAT Council authorizes staff to apply for "CN EcoConnexions: From the Ground Up" Funding Program Grant and the TD "Friends of the Environment Foundation" Environmental Funding Program.

Report and Resolution CARRIED

The Deputy Mayor and Town Planner provided the following information:

- Francis Dupuis – who won the Logo contest for the 150th Anniversary– gave his time free of charge to create the `Priorpalooza` logo and the Town sign provided to Council at this meeting.
- The sign will be unveiled and erected on March 26th, 2013 at the site.
- The Open House will take place at the Library, on the tentative date of March 26, 2013 from 6:00 p.m. – 7:00 p.m.

On question of council the following was clarified:

- The donation levels and amounts are as follows:
 - PLATINUM LEVEL - \$15,000.00
 - GOLD LEVEL - \$ 10,000.00
 - SILVER LEVEL - \$ 5000.00
 - HONORARY - \$150 - \$5,000.00
 - Donations of any other amount will also be accepted, as well as potentially material/equipment donations.

12. MOTIONS TO ADOPT DECISIONS

None

13. BYLAWS

Resolution No. 117-13

Moved by Lyle Anderson

Seconded by Ted Strike

THAT the following by-laws be and are hereby enacted and passed:

- a) By-law No. 6202-13 Procedure By-law
- b) By-law No. 6203-13 Appoint Solicitor of Record

Resolution CARRIED

14. NOTICE OF MOTIONS

None

15. REEVE'S REPORT FROM COUNTY COUNCIL

Reeve Walter Stack provided the following brief from County Council:

- March 4th – Operation Committee met in Pembroke, with a new Terms of Reference being presented.
- The County received approval to move to stage 2 of the Mill Program
- Ontario One Call – Ministry deadline is March 25th – municipalities will be responsible for the mapping of their underground infrastructure.
- 43.3 roads – 14 million dollars in infrastructure funding put aside by the County, with projects to be completed this year
 - Baskin Drive and Division Street, in Arnprior are included in this year's infrastructure projects.
- The report and notes from the County are available in the Clerk's Office.

16. CORRESPONDENCE & PETITIONS

a) Correspondence Package No. I-13-MAR-05

Resolution No. 118-13

Moved by Dan Lynch

Seconded by Ted Strike

THAT the Correspondence Package No. I-13-MAR-05 be received as information and filed accordingly.

Resolution CARRIED

Reeve Stack commented that the letter from Renfrew County District School Board concerning the crossing guard scenario disappointed him. He indicated that a Heart and Stroke Foundation representative was at the last County Council meeting, and one of the things they are really focusing on is walking to school and obesity of children, and that he made the suggestion to the foundation to look into the bussing of school children, and made it known that there are millions of dollars spent on bussing students that do not need bussing. This money could be better used to put crossing guards on the street.

Reeve Stack also inquired whether there was any mortgage or cost included in the Arnprior and District Humane Society's annual report provided. The CAO responded by saying staff would look into this, and provide Council with an answer, in the near future.

b) Correspondence Package No. A-13-MAR-04

Resolution No. 119-13

Moved by Walter Stack

Seconded by Dan Lynch

THAT the Correspondence Package A-13-MAR-04 be received and that the recommendations outlined be brought forward for Council's consideration.

Resolution CARRIED

1) Letter from Arnprior Fire Trucks Corp.

Resolution No. 120-13

Moved by Walter Stack

Seconded by Dan Lynch

THAT Council receive the correspondence from Arnprior Fire Trucks Corporation dated March 5, 2013; and

FURTHER THAT Council of the Corporation of the Town of Arnprior recognizes that good jobs, safe and secure communities, and quality public services depend on resilient, prosperous and sustainable local economies; and

FURTHER THAT supporting the request from Arnprior Fire Trucks Corporation to display Arnprior's apparatus will showcase and promote a local business.

THEREFORE BE IT RESOLVED THAT Council approve the request for use of Arnprior's AFTC fire apparatus to display in Arnprior Fire Trucks Corporation booth at the Ontario Association of Fire Chief's annual conference and trade show in May 2013.

Resolution CARRIED

17. ANNOUNCEMENTS

The Museum Curator made a short announcement, indicating that the Bat exhibit is doing extremely well, and thanked the Town for its support. Also, that March Break programming will be taking place from 10:00 a.m. – 12:00 p.m. and 1:00 – 3:00 p.m. with admission being \$6.00 per child per program, programs are filling up quickly.

Reeve Stack indicated that there was a significant piece of good news: Arnprior Aerospace employees and management signed a 6 year contract last week. He congratulated the company and their staff for coming to this agreement, indicating the importance of the number of jobs this company provides to the people of the Town.

Councillor Strike noted a time in the history of Arnprior: In 1945 the Town passed a by-law to borrow money to build a new public school, known as Walter Zadow. There was a school here in 1860, but a fire destroyed it. There currently is a corner stone that was laid June 10, 1925 by the Lieutenant Governor of Ontario, at the public school.

Deputy Mayor Lynn Grinstead introduced Guy Bourgon, Director of Public Works, and Laura Garbuio, Human Resources Officer to the public and welcomed them to the Town of Arnprior team.

18. MEDIA QUESTIONS

None

19. CLOSED SESSION

Resolution No. 121-13 (7:30 p.m.)

Moved by Dan Lynch

Seconded by Walter Stack

THAT Council meet in closed session regarding two matters pursuant to Section 239 (2)(b) of the 2001, *S.O 2001 Municipal Act* personal matters about an identifiable individual including municipal or local board employee (Striking Committee appointment of Citizen Members to Advisory Committees).

Resolution CARRIED

Resolution No. 122-13 (8:15 p.m.)

Moved by Dan Lynch

Seconded by Walter Stack

THAT Council resume to Open Session.

Resolution CARRIED

Resolution No. 123-13

Moved by Dan Lynch

Seconded by Walter Stack

THAT Council approve the closed session minutes of February 25, 2013 and March 1, 2013.

Resolution CARRIED

20. CONFIRMATORY BY-LAW

Resolution No. 124-13

Moved by Lyle Anderson

Seconded by Dan Lynch

THAT By-Law No.6204-13 being a By-law to confirm the proceedings of the Regular Meeting of Council held on March 11, 2013 and it is hereby enacted and passed.

Resolution CARRIED

21. ADJOURNMENT

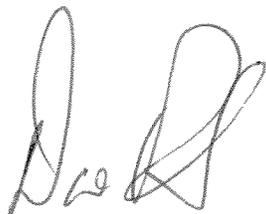
Resolution No. 125-13

Moved by Walter Stack

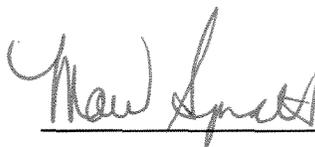
Seconded by Lyle Anderson

THAT this meeting of Council be adjourned at 8:16p.m.

Resolution CARRIED



David Reid, Mayor



Maureen Spratt, Town Clerk