



Minutes of Special Council Meeting  
April 16, 2013  
Council Chambers, Town Hall, Arnprior, ON

**Present:**

Mayor David Reid  
Reeve Walter Stack  
Councillor Mark Willmer  
Councillor Ted Strike  
Councillor Lynn Grinstead  
Councillor Dan Lynch  
Councillor Lyle Anderson

**Also Present:**

Michael Wildman, CAO  
Maureen Spratt, Town Clerk  
Jennifer Morawiec, Director Corporate Services/  
Treasurer  
Renee Couture, Deputy Treasurer  
Guy Bourgon, Director Public Works  
Gary Gardiner, Public Works Supervisor  
Abby Barclay, Environmental Eng. Tech.  
John Steckly, Civil Eng. Tech.  
Kaila Bowen, Secretariat Services Assistant

**Absent:**

**1. CALL TO ORDER**

Mayor David Reid called the Council Meeting to order at 5:00 p.m. and welcomed those present.

**2. ROLL CALL**

The Town Clerk called the roll, with all Members of Council being present.

**3. ADOPTION OF AGENDA (Additions/Deletions)**

Resolution No. 160-13

Moved by Walter Stack

Seconded by Ted Strike

BE IT RESOLVED THAT the Agenda for the Special Meeting of Council dated Tuesday, April 16, 2013 be adopted.

Resolution CARRIED

**4. DISCLOSURES OF PECUNIARY INTEREST**

Councillor Lynch declared the following pecuniary interest:

"I, Daniel Lynch, have a pecuniary interest in regards to Tab #9 line 1-5-7600-6945 "Grant Municipal Airport", in the 2013 Budget, as I am a paid employee of the Arnprior Airport Commission."

**5. AWARDS/DELEGATIONS/PRESENTATIONS**

Mayor Reid thanked Staff for their previous presentation, as well as for the preparation that went into this year's budget process. He also thanked Members of Council for the review they took this past week of the 2013 budget.

Mayor Reid indicated the process by which tonight's meeting will take place:

- Each page of the Council, Corporate Services, and Public Works budget sections will be detailed and explained. Page and line numbers will be outlined throughout the explanations.
- Council will then have the option of asking any questions they may have, and topics will be up for debate.

The CAO outlined the best way to navigate the budget binder referencing tabs before beginning his detailed description of each department on the agenda.

**a) 2013 Budget Deliberations**

**Council**

- The CAO gave an overview of the Council Cost Center of the 2013 Budget. There was no direction, motions passed, or changes made to this Cost Centre.

On question of Council the following was clarified:

- Awards fall under the Council Receptions Account.
- The upcoming Election is budgeted under the Corporate Services – Clerk's Office Cost Center.

Mayor Reid asked staff to note that he believes there should be a review of Council Salaries and Benefits. More importantly, a focus on the personal costs of being a Member of Council – personal cell phones, home phones, vehicles, internet services, computers and software, etc. – because the Council Member is currently bearing 100% of these costs at this time. It is recommended that this be brought to the Corporate Services Committee for review and recommendation to Council at a later date.

Reeve Stack, Chair of the Corporate Services Committee, indicated that the intent was to bring this topic forward to the Corporate Services Committee.

**Corporate Services**

- The CAO gave an overview of the Corporate Services Department Cost Center of the 2013 Budget, outlining individually the Clerk's, Finance, Human Resources, Information Technology, and Town Hall portions. There was no direction, motions passed, or changes made to this Cost Center.

On question of Council the following was clarified:

- Corporate Management – Penalty and Interest expenses budget line does not include penalties on water, just taxes.
- The salaries for the Human Resources Officer as well as the Marketing and Economic Development Officer are showing in the budget for a full year, and the unused portion from this year will be recommended to go into a reserve or surplus fund when the Reserve and Reserve Fund policies are brought to Council for consideration at a later date. The recommendation to Council will be that where there is not currently a reserve for a specified cost centre that surpluses go to the Capital Expenditure Reserve Fund.
- The \$40,000.00 put into a reserve for IT is still present. The audit of IT that will be taking place will be considerably less than \$40,000.00. Throughout the budget, Council will also see steps being taken to begin resolving some of the issues presently in IT.

#### **Public Works**

- The CAO gave an overview of the Public Works Department Cost Center of the 2013 Budget, outlining individually the Roads, Cemetery, Environmental Services, and Waste Management portions. There was no direction, motions passed, or changes made to this Cost Center.

On question of Council the following was clarified:

- The sweeper the Town currently owns is functional at this time.
- A review and inventory of Ash Trees will be completed this year, through the funding of a summer horticultural student. This student will identify the Town's risks and this review will be brought to Council for their information and consideration after it has been completed.
- The Town is still being billed for the railway crossing maintenance, and thus this budget line still needs to be present. Staff will look into whether or not the Town should be continued to be billed for these services.
- A winter control reserve has been created to respond to significant seasonal events and also any in the Winter Control Budget will be recommended to be rolled into the winter control reserve when staff brings forward the Reserve and Reserve Fund Policies.
- The budget has been increased for winter control and maintenance measures, which should help to take into consideration fire hydrants and sidewalks, but this is highly dependant upon the type of season the Town experiences. A further analysis will be undertaken through the Minimum Maintenance Standards review.
- A best practice review of the Cemetery fees will take place in 2013.
- The municipality does have lands intended for future cemetery use. There is consistent revenue from the cemetery plots, and

investments are also in place, but additional revenue may be required.

- There are cremation plots available at the cemetery.
- At this time, based on past direction, there is no interest being charged on late water bill payments or those water bills not being paid.
- Staff is comfortable with the water and sewer system networks at this time. These are all completely mapped through GIS. These systems will be tied into the Asset Management Plan being completed.
- There are provisions in place to deal with the balance of uncollectable utility bills.
- Contracted services for the Water Pollution Control Centre have increased because maintenance on the SCADA computer program is required.
- Money has been set aside for Lead Service Replacement, and the Town is only responsible for replacement up to the curb stop.
- The Environmental Eng. Tech. outlined the current transition period for the Electronic Waste, indicating this will now be free to drop off as the Town will be gaining revenue from this type of waste.

Reeve Stack also suggested the Water Tower Replacement liner be put into the Long Range Capital Forecast.

Mayor Reid also noted the water rates in the Town of Arnprior are lower than many similar municipalities in the surrounding area. Out of the Town rates he investigated, Brockville is the only Town that is slightly lower than the Town of Arnprior.

#### **Capital Budget Overview**

- The CAO gave an overview of the 2013 Capital Budget. There was no direction, motions passed, or changes made to the Capital Budget.

On question of Council the following was clarified:

- The Development Charge Study is a statutory obligation and must be completed with great accuracy.
- Job evaluations will be done externally pursuant to the Strategic Plan.
- The firm that has been retained this year for the landfill site will be doing monitoring and calculations for the Town, and once this report is submitted staff hopes Council will get a better understanding of the longevity of the current landfill site. The funds being put into a reserve for the closure of the landfill site are felt to

be correct estimates at this time.

- The current Waste Water pipe in the Ottawa River needs to be monitored, and in order to do this divers are required, which requires some funding to be allocated for this task.
- The Water Line owned by Enbridge Gas will remain owned by Enbridge at this time.
- A submersible pump is in need of replacement.

**6. CONFIRMATORY BY-LAW**

Resolution No. 161-13

Moved by Lynn Grinstead

Seconded by Mark Willmer

THAT By-law No. 6208-13 being a by-law to confirm the proceedings of the Special Meeting of Council held on April 16, 2013 and it is hereby enacted and passed.

Resolution CARRIED

**7. ADJOURNMENT**

Resolution No. 162-13

Moved by Mark Willmer

Seconded by Dan Lynch

BE IT RESOLVED THAT this meeting of Council be adjourned at 7:35 p.m.

Resolution CARRIED



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Mayor David Reid



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Maureen Spratt, Town Clerk