



Minutes of Regular Council Meeting

March 27, 2017

6:30 PM

Town Hall, Council Chambers

Present:

Mayor David Reid
Reeve Walter Stack
Councillor Dan Lynch
Councillor Lynn Grinstead
Councillor Frank Dugal

Also Present:

Michael Wildman, CAO
Maureen Spratt, Town Clerk
Kaila Zamojski, Deputy Clerk/ A/Human Resources
Officer
Jennifer Morawiec, GMCS/Treasurer
Robin Paquette, Town Planner
Lindsay Wilson, MEDO
Karen Wren, OPP Detachment Administrative Clerk

Absent:

Councillor Ted Strike
Councillor Tom Burnette

1. Call to Order

Mayor David Reid called the Council meeting to order at 6:30 PM and welcomed those present.

2. Roll Call

The roll was called, with all Members of Council being present, except Councillors Ted Strike and Tom Burnette.

3. Adoption of Agenda

Resolution No. 111-17

Moved by Dan Lynch

Seconded by Walter Stack

Be It Resolved That the agenda for the Regular Meeting of Council dated Monday, March 27, 2017 be adopted.

Resolution CARRIED

4. Disclosures of Pecuniary Interest

Reeve Walter Stack noted the following pecuniary interest:

"I Walter Stack have a pecuniary interest in item number 10(a), Staff Report – Variance Request – 375 Daniel St. S. Sign and Merchandise Display By-law, as I am the property/mall manager and a paid employee of BB Solutions Inc.

5. Question Period

None

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6. Adoption of Minutes of Previous Meetings

Resolution No. 112-17

Moved by Frank Dugal

Seconded by Lynn Grinstead

That the Minutes of the Regular & Special Meetings of Council listed under Item #6 a & b on the Agenda, be adopted (Special Meeting of Council – March 9, 2017; Regular Meeting of Council – March 13, 2017).

Resolution CARRIED

7. Awards/ Delegations/ Presentations

a) **Awards**

i) **Town Award, Reeve Walter Stack**

Mayor David Reid presented Reeve Walter Stack with the Town Award for his 13 years of service (2005-present) as a Member of Council of the Town of Arnprior. Mayor Reid noted it was his honour, on behalf of Council, to present the Town Award to Reeve Stack, as the purpose of the award is to recognize individuals, like Reeve Stack, whose contributions have enriched the lives of others and helped make our community a better place in which to live. Mayor Reid provided an overview of Reeve Stack's career as a Member of Council both at the Town of Arnprior and the County of Renfrew. Reeve Stack was congratulated and thanked for his many years of service by all Members of Council.

Reeve Walter Stack thanked Mayor David Reid for his kind words, and the Town Award, noting that being a Member of Council was his chosen way to give back to his community. Reeve Stack thanked his family, fellow Members of Council and County Council, as well as the citizens of Arnprior for supporting him in his journey thus far. He also thanked the CAO and staff at the Town of Arnprior for their continued support over the years, and for doing a fantastic job at turning the organization around. In closing, Reeve Stack stated he accepted this award on behalf of the Stack Family, and is honoured to be a recipient.

ii) **Retirement Presentation and 30 Year Service Award, Karen Wren**

Mayor David Reid, on behalf of Council, congratulated Karen Wren, OPP Detachment Administrative Clerk, on her Retirement (after 32 years as a Town of Arnprior employee) and 30 Year Employee Service Award, while thanking her for her dedication and contributions to the Town of Arnprior. Ms. Wren was presented with a retirement gift, and her 30 Year Employee Service Award. Members of Council wished Ms. Wren the best in her future endeavours.

Ms. Wren thanked Mayor Reid and Members of Council.

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b) Presentations

i) Site Plan Approval (150 Madawaska Blvd.) – Town Planner

The Town Planner provided a power point presentation, attached as Appendix A and forming part of these minutes, and responded to questions.

ii) Draft Licencing By-law – Deputy Clerk, Town Planner, and MEDO

The Deputy Clerk, Town Planner, and MEDO provided a power point presentation, attached as Appendix B and forming part of these minutes, and responded to questions.

8. Public Meetings

None

9. Matters Tabled/Deferred/Unfinished Business

None

Reeve Walter Stack vacated his seat at the Council Table at 7:17 pm.

10. Staff Reports

a) Variance Request – 375 Daniel St. S. Sign and Merchandise Display By-law – Town Planner

Resolution No. 113-17

Moved by Lynn Grinstead

Seconded by Frank Dugal

That Council not approve a variance request from the provisions of By-law 5209-04 (Sign and Merchandise Display By-law) for an exterior wall sign with flashing or moving illumination, at 375 Daniel Street South.

Report and Resolution CARRIED

The Town Planner provided an overview of the report and responded to questions.

Reeve Walter Stack resumed his seat at the Council table at 7:25 pm.

b) World Autism Awareness Day Proclamation – Town Clerk

Resolution No. 114-17

Moved by Dan Lynch

Seconded by Walter Stack

That Council proclaim April 2, 2017 as “**World Autism Awareness Day**” and raise Autism Ontario’s Flag on April 3, 2017 due to weekend office closures on the official day.

Report and Resolution CARRIED

11. Committee Reports and Minutes

None

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12. Notice of Motions

None

13. Reeve's Report from County Council

Reeve Walter Stack provided information on the Chalk River project that is currently underway, from his meeting with the CNL Environmental Stewardship Committee, which will be left in the Clerk's office for review by the public.

Reeve Walter Stack also noted that he felt it would be beneficial for CNL to come to a Council meeting as a delegation, to provide an overview of the project that is currently underway.

14. Correspondence & Petitions

a) Correspondence Package No. I-17-MAR-06

Resolution No. 115-17

Moved by Lynn Grinstead

Seconded by Frank Dugal

That the Correspondence Package No. I-17-MAR-06 be received as information and filed accordingly.

Resolution CARRIED

Councillor Dan Lynch noted the following:

- Item #7 - Page 24 – Information from the Province of Ontario – Free Tax Clinics
 - The Ministry of Community and Social Services is helping low income individuals with free tax clinics and financial coaching. The closest facility to the Town of Arnprior is EBO Financial Education Centre. As well, if you are a “Not for Profit” Organization you may receive up to \$150,000 to assist your organization in helping low income Ontarians.
- Item #7 - Page 25 – Information from the Province of Ontario – Students Wanted – Summer Jobs
 - The Ministry of Natural Resources and Forestry Ontario is offering summer employment opportunities. There are more than 2,000 summer jobs and full-time internships available to young people in over 200 communities across Ontario.
- Item #12 - Page 85 & 86 – AMO – Watch File – March 9, 2017
 - In response to Councillor Lynch the CAO noted staff has attended similar Asset Management events and training, and are planning on continuing to attend this type of training and events. This 2017 Asset Management Symposium may or may not be one of the events attended, depending on priorities and possible overlap in training already completed.
 - In response to Councillor Lynch the CAO noted that the Clerk's Office in consultation with the Recreation Department will review the Rick Hanson Foundation Accessibility Grant further for applicability.
- Item #13 - Page 90 – Invitation from Canada National Defense – 100th Anniversary of the Battle of Vimy Ridge.

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- On the afternoon of April 9, 2017 the Canadian Forces Base Petawawa is celebrating "The Battle of Vimy" with a parade from the Base through the Town of Petawawa with static displays at the Civic Centre.
- Mayor David Reid noted he will be attending this event.

Mayor David Reid noted the following:

- Item #1 – Page 1-5 – Information from the Town of Arnprior – Downtown Revitalization 2016/2017 Reconstruction Project
 - There is a Downtown Revitalization Phase II Project Information Session taking place this Wednesday evening at 6:00 pm, at the Arnprior Public Library, to provide information to the affected public in regards to the next phase of the Downtown Revitalization Project.
- Item #4 – Page 15 – Information from the Greater Arnprior Chamber of Commerce – Gala Invitation
 - Deputy Mayor Lynn Grinstead will be attending this Gala in my place, to present the Town of Arnprior Volunteer of the Year Award.
- Item #5 – Page 16 – Correspondence from Arnprior-Braeside-McNab Seniors At Home – Breakfast N' Learn – Getting to Know Your Neighbour
 - I will be attending this Breakfast as a guest speaker, and encourage members of the public to participate to support this organization.

b) Correspondence Package No. A-17-MAR-04

Resolution No. 116-17

Moved by Lynn Grinstead

Seconded by Frank Dugal

That the Correspondence Package No. A-17-MAR-04 be received and that the recommendations outlined be brought forward for Council's consideration.

Resolution CARRIED

Resolution No. 117-17

Moved by Lynn Grinstead

Seconded by Frank Dugal

That Council of the Corporation of the Town of Arnprior receive the correspondence from the Township of McNab/Braeside dated February 21, 2017;

And Further That Council support our neighbouring municipalities, the Township of McNab/Braeside and Townships of Head, Clara & Maria, in encouraging the Ministry of Municipal Affairs to take their concerns seriously with regards to the proposed change to the Building Code B-08-09-03, and rescind the proposed change;

And Further That a copy of this resolution of support be circulated to the Township of McNab/Braeside and Townships of Head, Clara & Maria for their information.

Resolution CARRIED

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15. Bylaws/ Resolutions

a) By-laws

Resolution No. 118-17

Moved by Dan Lynch

Seconded by Walter Stack

That the following by-law be and is hereby enacted and passed:

- i) By-law No. 6686-17 – Zoning By-law Amendment (245 Daniel Street South)
- ii) By-law No. 6687-17 – Site Plan Agreement (150 Madawaska Street)
- iii) By-law No. 6688-17 – Library Board Appointment
- iv) By-law No. 6689-17 – Extension of Lease Agreement (Chats Lake Community Boat Club)

Resolution CARRIED

16. Announcements

Councillor Dan Lynch made the following announcements:

- On behalf of Council, I wish the 2360 Cadets a safe trip to the 100th Anniversary of the Battle of Vimy Ridge.
- Welcome to a new car dealership in town - Ray's Auto on Daniel Street. We wish him success.
- Congratulations to the Knights of Columbus in their win over the Legion in the Annual Euchre Challenge.
- With regret I have to advise that 150th Passport Event - The Easter Bunny Parade and Egg hunt scheduled for April 8th, 2017 has been cancelled. The Easter Egg hunt at the Arnprior Library is still happening on April 15th, 2017.
 - Reeve Walter Stack noted to the Media that the Easter Parade is still being advertised on both Radio Stations, and that this should be changed to indicate that the Parade has been cancelled.

17. Media Questions

None

18. Closed Session

Resolution No. 119-17 (7:37 pm)

Moved by Frank Dugal

Seconded by Lynn Grinstead

That Council move into closed session regarding one (1) Matter Pursuant to Section 239(2)(d) of the Municipal Act, 2001 labour relations or employee negotiations (tentative collective agreement); One (1) Matter Pursuant to Section 239(2)(e)(f) litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board; and advice that is subject to solicitor-client privilege, including communications necessary for that purpose (Claim); and One (1) Matter Pursuant to Section 239(2)(b) personal matters about an identifiable individual, including municipal or local board employees (Employee).

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Resolution CARRIED

Resolution No. 120-17 (8:40 pm)

Moved by Dan Lynch

Seconded by Walter Stack

That Council resume to open session.

Resolution CARRIED

Resolution No. 121-17

Moved by Lynn Grinstead

Seconded by Frank Dugal

That Council authorize the CAO to proceed as directed in Closed Session.

Resolution CARRIED

Resolution No. 122-17

Moved by Lynn Grinstead

Seconded by Frank Dugal

That Council approves the proposed amendments to the CUPE Collective Agreement; and

Further That Council authorizes the Mayor, Clerk and CAO to execute the Collective Agreement; and

Further That pursuant to past practice and in accordance with the same Cost of Living Adjustment (COLA) provisions included in the new CUPE Collective Agreement covering the period May 1, 2017 to April 30, 2021, that Council approve a general wage increase for non-union staff and Members of Council to be adjusted annually, effective January 1st for the years 2017 to 2021; and

Further Be It Resolved That Council authorizes the Treasurer to adjust the nonunion salary grid based on the approved increases.

Resolution CARRIED

19. Confirmatory By-Law

Resolution No. 123-17

Moved by Dan Lynch

Seconded by Walter Stack

That By-law No. 6690-17 being a By-law to confirm the proceedings of the Regular Meeting of Council held on March 27, 2017 and it is hereby enacted and passed.

Resolution CARRIED

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20. Adjournment

Resolution No. 124-17

Moved by Lynn Grinstead

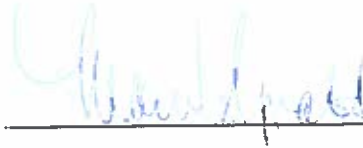
Seconded by Frank Dugal

That this meeting of Council be adjourned at 8.44 pm.

Resolution CARRIED



David Reid, Mayor



Maureen Spratt, Town Clerk




Site Plan Approval 150 Madawaska Blvd.

Robin Smith, Town Planner


Council Meeting - Monday, March 27, 2017

150 Madawaska Blvd.

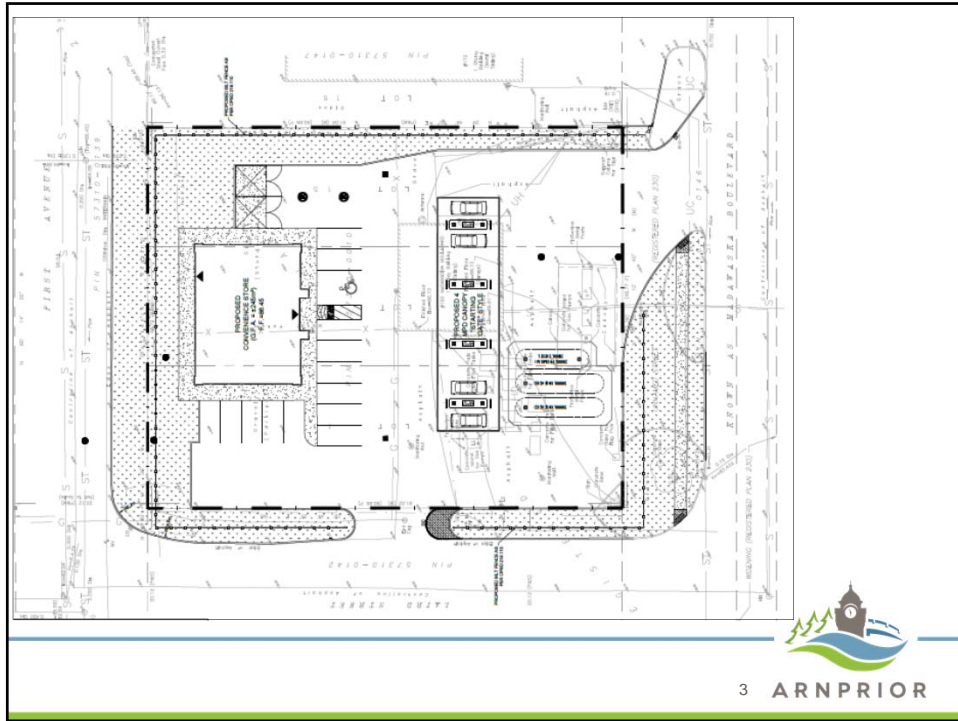
Legal: Lots 13, 14, and 15, Plan 230



KEY
PLAN



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Site Plan Agreement

- Standard Site Plan Agreement
- Drawings:
 - Erosion Sediment control Plan - dated Feb. 15, 2017.
 - Demolition Plan - Issued for Site Plan Approval, dated Feb. 15, 2017.
 - Site Development Plan - dated Feb. 15, 2017.
 - Grading and Drainage Plan - dated Feb. 15, 2017.
 - Servicing Plan - dated Feb. 15, 2017.
 - Pre Development Watershed Plan – dated Feb. 15, 2017
 - Post Development Watershed Plan 1 – dated Feb. 15, 2017
 - Post Development Watershed Plan 2 – dated Feb. 15, 2017
 - Construction Detail Plan – dated Feb. 15, 2017
 - Stormwater Management Report – dated Feb. 15, 2017
- Security - \$ 139,777

Questions?



• WHERE THE RIVERS MEET •

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**Draft Licencing
By-law**

Kaila Zamojski, Deputy Clerk
Lindsay Wilson, MEDO
Robin Paquette, Town Planner

Council – Monday, March 27, 2017

Background

- The current Town licencing by-law is in need of updating as it is out of date and ineffective in certain areas.
- Staff presented an overview of the proposed updated Licencing By-law on February 13, 2017 at the Regular Meeting of Council.

Recommendations

- Due to the age of the By-law, staff has identified the need to update the Licensing By-law, which has been included in the Council Package as Draft for review.
 - Vetted through appropriate staff, Municipal Law Enforcement Services, Town Solicitor and CSAC.



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Overview of the Draft By-law

- Types of businesses requiring a licence:

Schedule	Type of Business Licence
• Schedule I	• Clothing Donation Bins/Drop Boxes
• Schedule II	• Old Gold & Other Precious Metal Dealers
• Schedule III	• Pawnbrokers
• Schedule IV	• Hawkers & Peddlers
• Schedule V	• Mobile Canteens/ Refreshment Stands/Vehicles/ Ice Cream Stands/Bicycles
• Schedule VI	• Market Vendor
• Schedule VII	• Special Event Vendor
• Schedule VIII	• Outdoor Sidewalk Patio Café

- Schedules contain specific special conditions and licencing requirements for each type of Business Licence, as presented previously.



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Overview of the Draft By-law

Draft Licencing By-law – General Sections	
1	Definitions
2	Licence Requirements
3	Obtaining a Licence
4	Issue & Bearing of Licences
5-6	Compliance with Other Laws/Other Provisions - Building
7-9	Investigations/Inspections/Orders & Remedial Actions
10-11	Refusal to Issue/Renew a Licence & Revoking/ Suspending a Licence
12	Appeal Process
13	Offences
14-17	Interpretation/Conflict/Short Title/Enactment

Licence Requirement

- All applicable businesses shall not carry on any Business without a licence.
- Issuer of Licences = Town Clerk or designate.

Obtaining a Licence

- Applicants shall fill out appropriate application form for the type of Business being licenced.
- Applicants shall provide the required information applicable to the respecting schedule(s) of the by-law:
 - ID; General Liability Insurance; Site Plan (Approved by Town Planner); Health Unit Certificate of Approval; References; etc.



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Investigations/Inspections/ Orders & Remedial Actions

- Municipal Enforcement Officer(s), along with any other necessary professional (CBO, OPP, Fire, etc.) will be responsible for performing any investigations/inspections as may be required to ensure compliance with the by-law.
- Orders/Remedial Actions may be required following an investigation/inspection



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Refusal to Issue/Renew a Licence & Revoking/ Suspending a Licence

- The Issuer of Licences has the authority to refuse to issue/renew a licence and to suspend/revoke a licence for non-compliance.
- The Applicant/Licensee has the option to appeal a decision of the Issuer of Licence to the Business Licence Appeals Committee.



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Appeals Process

- The Applicant/Licensee may appeal a decision of the Issuer of Licences to the Business Licence Appeals Committee by way of application and paying the application fee of \$150.00.
- The Business Licence Appeals Committee will hold a hearing/meeting, and make a decision.
- All decisions of the Business Licence Appeals Committee are final.



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Response to Feedback

- Council provided feedback on general items presented at the February 13, 2017 meeting:

By-law Section	Explanation
Definition – “Site Plan”	“Site Plan” is clearly defined in the by-law, with review by the Town Planner as a requirement
Ice Cream Stand/ Bicycle	Ice Cream Bicycle has been added
Produce Stands	Produce Stands will be reviewed by staff in the future
Market Vendor	Operational requirements, for clarity, have been addressed
Outdoor Sidewalk Patio Café	Timing, Zoning and fencing clarifications have been addressed



Response to Feedback

- Council also provided feedback on various fees, which will be addressed in the User Fees and Charges By-law:

By-law Section	Fee Adjustment
Set Fines	Short Form Wording (Fines)
Ice Cream Stand/Bicycle Refreshment Stand/ Vehicle	\$750/year or \$62.50/month
Licence Amendment/ Extension	\$25
Outdoor Sidewalk Patio Café	Waive fee and charge \$25 admin. fee for the 1 st year (John Street 2017) & (Elgin Street 2018); Unlicensed (Liquor) - \$100/season Licensed (Liquor) - \$3.00/sq.ft./season (min. \$500 and max. \$1,000 fee)



Next Steps

- Staff will bring forward the Final Licencing By-law for Council consideration, at the April 10, 2017 Regular Meeting of Council.



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Questions?



• WHERE THE RIVERS MEET •

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