



Minutes of Regular Council Meeting

September 25, 2017

6:30 PM

Stanley Tourangeau Fire/Police Services Centre
(67-A Meehan Street, Arnprior ON.)

Present:

Mayor David Reid
Reeve Walter Stack
Councillor Ted Strike
Councillor Dan Lynch
Councillor Lynn Grinstead
Councillor Tom Burnette
Councillor Frank Dugal

Also Present:

Michael Wildman, CAO
Jennifer Morawiec, GMCS/Treasurer
Maureen Spratt, Town Clerk
Kaila Zamojski, Deputy Clerk/ A/Human Resources Officer
John Harnick, Human Resources Clerk

Absent:

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.

3. Adoption of Agenda

Resolution No. 324-17

Moved by Frank Dugal

Seconded by Lynn Grinstead

Be It Resolved That the agenda for the Regular Meeting of Council dated Monday, September 25, 2017 be adopted.

Resolution CARRIED

4. Disclosures of Pecuniary Interest

None

5. Question Period

None

6. Adoption of Minutes of Previous Meetings

Resolution No. 325-17

Moved by Dan Lynch

Seconded by Walter Stack

That the Minutes of the Regular Meeting of Council listed under Item #6 a on the Agenda, be adopted (Regular Meeting of Council – September 11, 2017).

Resolution CARRIED

Minutes of Regular Council Meeting

7. Awards/ Delegations/ Presentations

a) Presentations

i) 2018 Municipal Election Timeline – Town Clerk

The Town Clerk provided an overview presentation on the 2018 Municipal Election Timeline, attached as Appendix A and forming part of these minutes, and responded to questions.

ii) Joint Health and Safety Committee Policy Update – Human Resources Clerk & Deputy Clerk/ Acting Human Resources Officer

The Human Resources Clerk provided an overview presentation on the Joint Health and Safety Committee Policy Update, 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

10. Staff Reports

a) Annual Statement of Development Charges for 2016 – GMCS/Treasurer

Resolution No. 326-17

Moved by Lynn Grinstead

Seconded by Frank Dugal

That Council receive report number 17-09-25-01 as information; and

That this Annual Statement be made available to the public on the Town of Arnprior website or upon request.

Report and Resolution CARRIED

The General Manager of Client Services/Treasurer provided an overview of the report and responded to questions.

b) Fire Prevention Week – Town Clerk

Resolution No. 327-17

Moved by Lynn Grinstead

Seconded by Ted Strike

That Council proclaim the week of October 8th – 14th, 2017 as **Fire Prevention Week** in the Town of Arnprior.

Report and Resolution CARRIED

Minutes of Regular Council Meeting

11. Committee Reports and Minutes

None

12. Notice of Motions

None

13. Reeve's Report from County Council

None

14. Correspondence & Petitions

a) Correspondence Package No. I-17-SEPT-16

Resolution No. 328-17

Moved by Lynn Grinstead

Seconded by Ted Strike

That the Correspondence Package No. I-17-SEPT-16 be received as information and filed accordingly.

Resolution CARRIED

Councillor Dan Lynch noted the following:

- Item #1 – Page 4 – Information from the Province of Ontario – Partnering with Towns and Cities to End Homelessness
 - In response to Councillor Lynch the CAO noted the County of Renfrew has adopted a 10 year housing and homelessness plan and receives funding from the Community Homelessness Prevention Initiative (CHPI). The CHPI is a result of the consolidation of funding from five provincial homelessness-related programs. The County's 2016 Housing and Homelessness Report indicate that their efforts to end homelessness are on the right path. Locally, Arnprior is fortunate to have 19 new affordable units being built.
 - The newspaper noted that the Town of Arnprior has one of the highest child poverty rates in Renfrew County. In response, Mayor Reid noted that as a first step, he would like to invite CPAN to attend a future Council Meeting as a delegation to discuss child poverty in the Town of Arnprior.
- Item #4 – Page 12 – Correspondence from the Township of Archipelago
 - In response to Councillor Lynch the CAO noted that out of court payments from tax sales do not happen very often in Arnprior. The CAO noted the Town did have one a few years ago, however staff would not recommend that this be relied upon as a source of revenue for covering staff administrative time as suggested in the resolution.
- Item #8 – Page 17 – Ottawa Valley Business – September 19, 2017
 - Congratulations to the Community Living Upper Ottawa Valley organization for being recognized as Provincial Award winners for the James Montgomerie Award and Social Media Award. Well done.

Minutes of Regular Council Meeting

- Item #9 – Page 29 – AMO – Watch File – September 14, 2017
 - In response to Councillor Lynch the CAO noted typically forums like the Municipal Waste Forum, are held twice per year but tend to be in the Greater Toronto Area. The recent AMO Conference in Ottawa did have a presentation by the Resource Productivity & Recovery Authority (RPRA) on the Waste Free Ontario Act. The Environmental Engineering Officer recently sat in on a related webinar. AMO has also posted a “what Councillors should know video.”
 - In response to Councillor Lynch the CAO noted the Town received the survey for IESO/MOE on municipal energy management on September 21, 2017. It is being completed by the Public Works Department and will be submitted by the deadline.
 - In response to Councillor Lynch the CAO noted the Town has advised the Ministry of Citizenship and Immigration that the Remembrance Day Parade and Service traditionally takes place at the 11th hours on the 11th day of the 11th month, beginning at the Legion and ending at the Cenotaph. As well as the planting of the Vimy Oak Tree which will be planted in front of the hospital near the Cenotaph.

Reeve Walter Stack noted the following:

- Item #6 - Page 14 – Correspondence from Resident - Block Party – Bell Street
 - This type of Block Party has been approved in the past. These types of neighbourhood gatherings should be encouraged. It was suggested that requests come forward as an action item for Council consideration.
 - Following a brief discussion on the matter, the following motion was brought forward:

Resolution No. 329-17

Moved by Lynn Grinstead

Seconded by Tom Burnette

That Council receive correspondence item #6 of the Correspondence Package I-17-SEPT-16, a letter from a resident regarding holding a block party on Bell Street; and

Further That Council direct staff to issue an approval of a Block Party on Bell Street in 2017 based on the CAO's recommended conditions; and

Further That Council direct staff to come forward in the future with a reasonable policy/ guideline on Block Parties in the Town of Arnprior.

Resolution CARRIED

Minutes of Regular Council Meeting

b) Correspondence Package No. A-17-SEPT-12

Resolution No. 330-17

Moved by Lynn Grinstead

Seconded by Ted Strike

That the Correspondence Package No. A-17-SEPT-12 be received and that the recommendations outlined be brought forward for Council's consideration.

Resolution CARRIED

Resolution No. 331-17

Moved by Lynn Grinstead

Seconded by Ted Strike

That Council of the Corporation of the Town of Arnprior receive the correspondence from Hens & Chicks Committee, dated September 11, 2017; and

Further That Council waives the fees for the Nick Smith Centre Hall Rental (valued at approximately \$450.00) for the Hens & Chicks 11th Annual Fundraising "80's/90's Glow Gala" event on, Saturday, November 4, 2017; and

Further That the Hens and Chicks Committee be advised that it is mandatory to carry sufficient liability insurance and have the Town of Arnprior added as an additional insured for the event.

Resolution CARRIED

At the request of Mayor David Reid the Town Clerk confirmed funds raised from the Hens and Chicks Annual event will be donated to KidSport.

At the request of Councillor Lynn Grinstead the CAO explained the difference between a charitable organization and a not-for-profit organization, noting that charitable events/organizations raise funds which all are given to a specific charity and with objective to become sustainable without a grant. The CAO also explained the difference between in-kind support, versus a municipal grant provided to an organization.

Resolution No. 332-17

Moved by Lynn Grinstead

Seconded by Ted Strike

That Council of the Corporation of the Town of Arnprior receive the correspondence from the Renfrew County Youth Network; and

Whereas the Renfrew County Youth Network hosts an annual Summit called "Amplify!" for youth in grades 9, 10, 11 and 12;

And Whereas Amplify! is an initiative to bring together a diverse group of youth to be informed and empowered to take action on health and social concerns that are important to them;

And Whereas the Renfrew County Youth Network requested either monetary or in-kind support for the Amplify! Summit, noting that they are actively seeking volunteers;

Therefore Be It Resolved That Council authorize a staff from the Department of Recreation to attend the Renfrew County Youth Summit – Amplify! – on October 17, 2017, as a volunteer, to assist with event execution.

15. Bylaws/ Resolutions

a) By-laws

Resolution No. 333-17

Moved by Dan Lynch

Seconded by Walter Stack

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

- i) By-law No. 6753-17 – Amend By-law 5780-09 Joint Health and Safety Committees Policy
Resolution CARRIED

16. Announcements

Councillor Dan Lynch announced the following:

- Thank you to Mike Marcil of Giant Tiger for arranging a bus for Arnprior Night at the Races, last Thursday, as well as, a thank you to the numerous businesses that took advantage of the advertising in the Race Program.
- The Town of Arnprior Tartan items, including scarves and ties, have arrived and are available at the Arnprior & District Museum.
- Thank you to the Marketing and Economic Development Officer and staff who manned the Arnprior Market this past season. In talking to the store owners that were open it was a win-win venture. The only negative comments received were based on the weather that did not always cooperate.
- The Algonquin Trail has been signed today by the County of Renfrew.

Reeve Walter Stack announced that the Music Trivia Night hosted by Oldies 107.7 in support of CIBC Run for the Cure, was a great night. Councillor Lynn Grinstead followed up by noting that the night raised approximately \$1,300.

The CAO noted that an Open House regarding the Proposed Downtown Parking Lot Funding Options is scheduled for Tuesday, September 26th from 6:00 – 8:00 pm at the Stanley Tourangeau Fire/Police Services Centre.

17. Media Questions

None

18. Closed Session

Resolution No. 334-17

Moved by Dan Lynch

Seconded by Tom Burnette

That Council move into Closed Session regarding one (1) matter to discuss a personal matter about an identifiable individual including municipal or local board employees pursuant to Section 239(2)(b) of the Municipal Act, 2001.

Minutes of Regular Council Meeting

Resolution No. 335-17

Moved by Dan Lynch

Seconded by Walter Stack

That Council resume to Open Session.

Resolution CARRIED

Resolution No. 336-17

Moved by Walter Stack

Seconded by Tom Burnette

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

Resolution CARRIED

19. Confirmatory By-Law

Resolution No. 337-17

Moved by Dan Lynch

Seconded by Walter Stack

That By-law No. 6754-17 being a By-law to confirm the proceedings of the Regular Meeting of Council held on September 25, 2017 and it is hereby enacted and passed.

Resolution CARRIED

20. Adjournment

Resolution No. 338-17

Moved by Lynn Grinstead

Seconded by Frank Dugal

That this meeting of Council be adjourned at 7:49 pm.

Resolution CARRIED



David Reid, Mayor



Maureen Spratt, Town Clerk



ARNPRIOR
WHERE THE RIVERS MEET

2018 Municipal Election Timeline

Maureen Spratt, Town Clerk

Council Meeting – Sept 25, 2017

Fall of 2017

- Service Provider (electronic voting)
 - Request for Quotation
 - Contract with Service Provider
- Revisit (and report to Council if needed) the merits of:
 - Language of Notice and Forms
 - Recount Policy
 - Contribution rebates

Fall of 2017 (cont'd)

- Considerations (Clerk):
 - E-filing of financial statements
 - Advance Vote (9 days)



December 29, 2017

- Deadline for the establishment of procedures and forms for use of alternative voting (examples)
 - Voting Identification
 - Voter Information Letter
 - Help and Revision Centre
 - Notices
 - Dates and Hours of Voting



January 2018

- Prepare Candidates Package
- Calculate preliminary maximum campaign expenses
 - Based on the # of electors on the list as of nomination day in 2014 election
- Publish notice of nomination period
 - May 1, 2018 – July 27, 2018



February / March 2018

- February 20th – Last day for notice of intent to pass a by-law to submit question to electors
- March 1st – Last day to pass a by-law to submit a question
- March 16th – Last day to give notice of passing a by-law to submit a question



April 2018

- Municipal enumeration notices to be mailed by MPAC
 - Mid April to mid-May
- April 3rd
 - Deadline for ward/poll data to MPAC
 - Deadline to fill a vacancy in an election year
 - Deadline for school boards to provide Determination and Distribution of Trustees



May 2018

- May 1st - Nomination period commences
 - On date of filing provide candidates
 - Preliminary maximum campaign expense limit
 - Notice of penalties related to campaign finances
 - Notice of refund of nomination filing fee
 - Copy of procedures for internet/telephone voting
 - 1st day Notice of Registration – Third Party Advertiser
 - Last day to pass policy regarding recount



June 2018

- June 4th
 - Enumeration forms to be returned to MPAC to ensure inclusion on PLE



July 2018

- July 16th
 - Notice of revoking a by-law
 - Optional 2nd advertisement – Nomination Period
- July 27th **Nomination Day** (9am -2pm)
 - Withdrawal of nomination before 2pm
 - Last day to revoke a by-law to submit question
 - Accept filings for 3rd party advertising



July 2018 (cont'd)

- July 30th
 - Certification of nomination papers before 4:00 pm
 - Acclamations after 4:00 pm
- July 31st
 - Receipt of Preliminary List of Electors (PLE)

August

- August 1st
 - If necessary, additional nominations between 9am and 2pm
 - Withdrawal of additional nominations before 2:00pm
- August 2nd
 - Certification of nomination papers before 4pm
 - Acclamations after 4pm

August (cont'd)

- Complete corrections to the PLE and reproduce as the Voter's List
- Outreach initiatives – newspaper, Arnprior Life, website, social media



September

- September 4th
 - Receive applications for revisions
 - Addition/correction of own name on voters list (Sept 4 – Oct 22)
 - Removal of deceased persons from voters list (Sept 4 – Oct 22)
 - Deliver voters list to entitled persons





ARNPRIOR
WHERE THE RIVERS MEET

2018 Municipal Election Timeline

Maureen Spratt, Town Clerk

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September (cont'd)

- September 15th – 25th
 - Prepare and distribute interim list of changes to the voters list
 - MPAC provides exception list
- Notice of Election (newspaper, website)

September (cont'd)

- September 25th
- Issue certificate of maximum campaign spending limits and 3rd party advertising registrants
- September 28th
 - Deadline for by-law to establish a Compliance Audit Committee (CAC)
 - Establish practices and procedures for CAC

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October

- October 12th – 21st Advance Voting (internet/telephone)
- October 19th
 - Last day for third party advertisers to register
- October 22nd **Voting Day**
 - Until 8pm
- Unofficial Election Results (as soon as practicable) after the close of voting

October (cont'd)

- October 23rd
 - Declare Official Results (post on website)
 - 15 days to conduct a recount
 - Once all opportunities for recount have expired certify results to upper-tier

December 2018

- December 3rd
 - Inaugural Meeting
 - Term of Office commences
- December 31st
 - Campaign Period Ends



19 **ARNPRIOR**

Questions?



• WHERE THE RIVERS MEET •

20



Joint Health and Safety Committee Policy Updates

John Harnick, HR Clerk
Kaila Zamojski, Deputy Clerk/Acting HR Officer

Regular Council Meeting - Monday, September 25, 2017

Background

- The Occupational Health and Safety Act (OHSA), originally passed in 1990, has been constantly updated to remain relevant to the evolving workplace.
 - One of these requirements is the criteria for when a Joint Health and Safety Committee is required to be created.
 - Due to the presence of designated substances the Town of Arnprior is required to create additional JHSCs in order to remain compliant with the Act.

Overview

- Under Ontario Regulation 490/09: these are what are classified as Designated Substances:

| | |
|---------------------|----------------|
| Acrylonitrile | Lead |
| Arsenic | Mercury |
| Asbestos | Silica |
| Benzene | Vinyl chloride |
| Coke oven emissions | |
| Ethylene oxide | |
| Isocyanates | |



Affected Departments

- Due to this regulation, the following departments have designated substances present and must now form a JHSC:
 - Museum
 - Public Works Garage
 - Water Filtration Plant/Water Pollution Control Centre



Next Steps

- The existing JHSC policy has been updated to reflect this requirement and outline procedures for existing and newly created JHSC's to follow.
 - A by-law is included on this evenings Agenda for Council consideration.
- The Town is coordinating with newly affected departments to ensure they are prepared.
- The Town is in the process of making sure that all new JHSC representatives (worker and manager) are certified.
 - Existing JHSC representative training will continue as required.



5 ARNPRIOR

Questions?



• WHERE THE RIVERS MEET •

6

References

- **Ontario Occupational Health and Safety Act and Regulations (OHSA) –**
(<https://www.ontario.ca/laws/statute/90o01>)
- **JHSC Guidelines –**
(<https://www.ontario.ca/page/guide-health-and-safety-committees-and-representatives>)
- **Ontario Regulation 490/09 – “Designated Substances” –**
(<https://www.ontario.ca/laws/regulation/090490>)

