



Minutes of Regular Council Meeting

October 10, 2017

6:30 PM

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

**Present:**

Mayor David Reid  
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  
Jeff Crawford, Fire Chief

**Absent:**

Reeve Walter Stack

Jim McBain, Municipal Law Enforcement Services

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 Reeve Walter Stack.

3. Adoption of Agenda

Resolution No. 339-17

Moved by Dan Lynch

Seconded by Tom Burnette

**Be It Resolved That** the agenda for the Regular Meeting of Council dated Tuesday, October 10, 2017 be adopted, as amended with the addition of a Closed Session item.

Resolution CARRIED As Amended

4. Disclosures of Pecuniary Interest

None

5. Question Period

None

6. Adoption of Minutes of Previous Meetings

Resolution No. 340-17

Moved by Lynn Grinstead

Seconded by Ted Strike

**That** the Minutes of the Regular Meeting of Council listed under Item #6 a on the Agenda, be adopted (Regular Meeting of Council – September 25, 2017).

Resolution CARRIED

## Minutes of Regular Council Meeting

### 7. Awards/ Delegations/ Presentations

#### a) Presentations

##### i) **Project Assist – Fire Marshal’s Public Safety Council & Enbridge**

Representatives of the Fire Marshal’s Public Safety Council and Enbridge Gas presented a cheque in the amount of \$5,000 to the Town of Arnprior, to support the purchase of training materials from the Office of the Fire Marshal, to the Arnprior Fire Department. The representative of the Fire Marshal’s Public Safety Council provided background information, explaining that the Project Assist initiative is a result of a partnership between the Fire Marshal’s Public Safety Council and Enbridge Gas. Enbridge Gas has donated over \$600,000 in Ontario thus far under this program.

Mayor Reid thanked Enbridge Gas and the Fire Marshal’s Public Safety Council for their generous donation, and for their ongoing support and commitment to Fire Fighter Training.

##### ii) **Draft Records Management Policy – Town Clerk**

The Town Clerk provided an overview presentation on the Draft Records Management Policy, attached as Appendix A and forming part of these minutes, and responded to questions.

### 8. Public Meetings

#### Resolution No. 341-17

Moved by Tom Burnette

Seconded by Dan Lynch

That Council move into a Public Meeting regarding the Draft Noise By-law.

Resolution CARRIED

The Town Clerk provided an overview presentation of the Draft Noise By-law, attached as Appendix B and forming part of these minutes.

The following comment was received from a member of the public:

- Barb Dugal – 45 Seventh Ave. Arnprior, ON.
  - Extending the timeframe until 10:00 or 11:00 pm will mean that the noise will still not end until after midnight, thus it is her preference to leave prohibiting noise at 9:00 pm.
  - People who have to work in Ottawa or farther away will snow blow their driveways at 5:00 or 6:00 am in order to leave.

Members of Council provided feedback, with the following being a summary of the comments received:

- Prohibiting noise should remain at 9:00 pm. from Monday – Thursday and then begin at 11:00 pm. Friday-Saturday and Statutory Holidays, to give people the opportunity to enjoy their days off and their yards.

## Minutes of Regular Council Meeting

- The start times should be left the same – 7:00 am during the week and 9:00 am on weekends and Statutory Holidays.
- Only essential services, like snow clearing, including homeowners who need to clear their driveway after a storm, should be allowed to occur outside of these limitations, not services like sweeping, as these other services can be completed during the allotted time frames.
- Deliveries need to happen in the night time, and this should not be restricted.
- Snow dumping/ banging and clanging of tailgates should continue to not be allowed in residential areas during prohibited times.

### Resolution No. 342-17

Moved by Lynn Grinstead

Seconded by Ted Strike

That Council resume to the Regular Meeting of Council.

Resolution CARRIED

### 9. Matters Tabled/Deferred/Unfinished Business

None

### 10. Staff Reports

#### **a) Proclamation – Local Government Week – Town Clerk**

##### Resolution No. 343-17

Moved by Ted Strike

Seconded by Lynn Grinstead

**That** Council proclaim the week of October 15 – 21, 2017 as “**Local Government Week**” in the Town of Arnprior.

Report and Resolution CARRIED

#### **b) Proclamation – Waste Reduction Week – Town Clerk**

##### Resolution No. 344-17

Moved by Dan Lynch

Seconded by Tom Burnette

**That** Council proclaim the week of October 16 – 22, 2017 as “**Waste Reduction Week**” in the Town of Arnprior.

Report and Resolution CARRIED

### 11. Committee Reports and Minutes

##### Resolution No. 345-17

Moved by Frank Dugal

Seconded by Lynn Grinstead

That Council receive the June 5, 2017 Operations Advisory Committee minutes as information.

Resolution CARRIED

## Minutes of Regular Council Meeting

### 12. Notice of Motions

None

### 13. Reeve's Report from County Council

None

### 14. Correspondence & Petitions

#### **a) Correspondence Package No. I-17-OCT-17**

#### Resolution No. 346-17

Moved by Dan Lynch

Seconded by Tom Burnette

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

Resolution CARRIED

Councillor Dan Lynch noted the following:

- Item #2 – Page 3 – Correspondence from the Ministry of Health and Long Term Care – Notice of Public Consultation – The Grove Nursing Home
  - The Province of Ontario is having a Public Consultation on the expansion of the Grove Nursing Home. The Public Meeting is scheduled from 1 -2 P.M. on October 12, 2017 at the Arnprior Public Library.
- Item #6 – Page 28 & 30 – Ottawa Valley Business – October 3, 2017
  - Warden Jennifer Murphy has announced she is seeking a second term as the Renfrew County Warden. Deadline for nominations is November 30, 2017.
  - The province is adding 95 grocery stores that can sell beer and wine. A listing of these stores will be available early 2018.
- Item #7 – Page 36 – AMO – Watch File – September 21, 2017
  - In response to Councillor Lynch the Treasurer noted Service Line Warranties of Canada (SLWC) is planning on sending out a Fall campaign to Town of Arnprior residents. SLWC will confirm a release date of the Fall campaign mail out in the near future, either in October or November. Please note that residents who do participate in this program, will be participating separately with SLWC and not through Town of Arnprior water/wastewater billing.
- Item #7 – Page 41 – AMO – Breaking News – Policing Policy and Bill 68 Update
  - A new Policing Bill will be presented this fall. Of note is that our OPP average cost per capita is \$347.00. Other provinces pay less, for example British Columbia (\$58.00/ capita) and Quebec (\$38.00/ capita).

Mayor David Reid noted the following:

- Item #3 – Page 4-20 – Correspondence from the Ontario Provincial Police – 2018 Annual Billing
  - The Town received an estimate for OPP Services for 2018 at approximately \$400/ household. It is important to note that in 2011 the Town was actually paying over \$600/household. The cost is still significantly less with the same level of services being offered to the municipality.

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15. Bylaws/ Resolutions

None

16. Announcements

Mayor David Reid announced that the Fundraising Event for the Ottawa Valley Community Connections raised over \$5,200. The support from the community was fantastic, for a great cause. Thank you to everyone who supported this event.

17. Media Questions

None

18. Closed Session

Resolution No. 347-17 (7:24 pm)

Moved by Lynn Grinstead

Seconded by Ted Strike

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.

Resolution CARRIED

Resolution No. 348-17 (7:44 pm)

Moved by Frank Dugal

Seconded by Lynn Grinstead

That Council resume to Open Session.

Resolution CARRIED

Resolution No. 349-17

Moved by Dan Lynch

Seconded by Tom Burnette

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

Resolution CARRIED

19. Confirmatory By-Law

Resolution No. 350-17

Moved by Dan Lynch

Seconded by Tom Burnette

**That** By-law No. 6755-17 being a By-law to confirm the proceedings of the Regular Meeting of Council held on October 10, 2017 and it is hereby enacted and passed.

Resolution CARRIED

**Minutes of Regular Council Meeting**

20. Adjournment

Resolution No. 351-17

Moved by Lynn Grinstead

Seconded by Tom Burnette

**That** this meeting of Council be adjourned at 7:46 pm.


Resolution CARRIED

Tom Burnette

Tom Burnette, Deputy Mayor

Maureen Spratt

Maureen Spratt, Town Clerk



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WHERE THE RIVERS MEET

# Records Management / Records Retention

Maureen Spratt, Town Clerk

Regular Meeting of Council – October 10, 2017

## Why do we need a Records Management System

- Legislation
  - Municipal Act
  - Municipal Freedom of Information and Protection of Privacy Act
  - Public Sector and MPP Accountability and Transparency Act [Bill 8]
  - 280 Federal and Provincial statutes/regulations require creation and retention of municipal records

## Background

- 2012
  - limited plan in place for records management
- 2013
  - Implemented Records Management Policy / Records Retention Schedule utilizing The Ontario Municipal Records Management System (TOMRMS) in conjunction with Filehold



## TOMRMS

- TOMRMS
  - file classification system created to define the documents of a municipality.
  - only file classification system developed in conjunction with the Association of Municipal Managers, Clerks & Treasurers of Ontario .
  - It is comprised of:
    - Classification / indexing system
    - Retention schedule according to current legislation





## Filehold

- Filehold
  - Document management software that mimics the physical filing hierarchy of Cabinet / Drawer / Folder.
  - Features include:
    - document scanning, storage, search capabilities versioning, and document workflow review and approval
    - retention schedule - when documents reach the end of their retention cycle, they can be purged from the system or stored elsewhere.



## Records Management System

- Policies, procedures and guidelines to manage the information life cycle; including:
  - Records Management Policy
  - Retention Schedule
  - Citation Table
  - On-going Staff Training:
    - MFIPPA
    - Filehold
    - Filing and Retrieval of Records
    - Email



## Records Management System

- Effective records management practices and policies are key to compliance with:
  - effective decision making
  - operational requirements
  - legal, fiscal and other interests of the Town



## Records Management

- Strong record keeping:
  - prevents records from being lost or inappropriately deleted
  - reduces search times and fees associated with mishandled information
  - reduces the risk of privacy breaches




## Records Management

- Poor record keeping can negatively impact the Town's ability to:
  - Respond to requests
  - Be transparent and accountable
  - Ensure confidentiality and privacy of personal information



## Records Management Policy

- Manages the Information Lifecycle
  - Creation and Collection
  - Use and Maintenance
  - Disposition

		<b>Town of Amprior</b> <b>Corporate Policies and Procedures Manual</b>	
<b>Section: Administrative Standards - Clerk's Office (AS-CO)</b>		<b>Policy Number: AS-CO-10</b>	
<b>Policy Name: Records Management</b>			
<b>Effective Date:</b> Nov 29 13 <b>By-law No:</b> 6278-13	<b>Revised Date:</b> November 24, 2014 <b>Revised Date:</b> September xx, 2017	<b>By-law No.</b> 6402-14 <b>By-law No.</b> 6000-17	<b>Coverage:</b> Employees, Elected officials



## Develop File Classifications and Safeguards

- TOMRMS and Filehold
  - Classifies logically related records in a predetermined sequence
  - Retain or dispose records in accordance with applicable legislation
  - appropriate level of access control to the document filing software



## Retention Schedules

- Develop ✓
- Implement ✓
- Monitor ✓

Class Code	Secondary Heading	Resp. Dept.	Keep Dept.	Off Site	Total Ret	Remarks	Citation Table
C07	Elections	Client Services (Clerk's)	E+4 Ballot = 120 days after voting or resolution of recount	-	E+4 Ballot = 120 days after voting or resolution of recount	E= day action took effect or voting day	g069 g070



## Citation Table

Cite Group	File/Law	Citations	Retention / Limitation
g069 Municipal Elections Act, 1996	OMUN-Mn.El96-3 OMUN-Mn.El96-3 — Municipal Elections Clerk — Notice to Electors of By-laws and Questions	Municipal Elections Act, 1996, S. O. 1996, c. 32, ss. 8.(3) to (6)  — Municipal Elections Clerk — Notice to Electors of By-laws and Questions	Not specified “shall give”
	OMUN-Mn.El96-6 — Municipal Elections Appeals — Limitation Period	Municipal Elections Act, 1996, S. O. 1996, c. 32, s. 8.1.(9); as am. S. O. 2007, c. 15, s. 40.(1), Table 1	Event + 2 months (60 days)(Event = receiving notices)
g070 Municipal Elections Act, 1996 - ballots  120 days	OMUN-Mn.El96-36 — Clerk — Ballots and Election Documents	Municipal Elections Act, 1996, S. O. 1996, c. 32, ss. 88.(1) to (3); as am. S. O. 2009, c. 33, Sched. 21, ss. 8.(49, 50).	Event + 4 months (120 days) (Event = election day, unless court order or recount not disposed of)



## Amendments to Policy

- Definitions
  - Additions (CAO, Department Head ...)
  - Deletions (auditor)
  - Amendment (Electronic Records Management System) – additional software program, Vadim, Class, Fire Pro, etc.
- Responsibilities of the CAO
- Responsibilities of Elected Officials



## Amendments to the Policy

- Legislative Changes – Bill 8
  - Measures to ensure the preservation of records
  - offence for the intentional destruction or alteration of records
- Legislative Changes – Bill 68
  - Municipal auditor approval no longer required
- Training
  - Ensure employees and elected officials are trained on the principles of recordkeeping

## Amendments to TOMRMS

- Addition of ‘Cabinets’
  - A25 Performance Management/Quality Assurance
  - C13 Accountability, Transparency and Governance
  - D25 Deeming Process
  - D26 Development Charges Study
  - V05 Ancillary Equipment

## Amendments to Retention Schedule

- Minor amendments based on:
  - Current legislation
  - Municipal Policy



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## Highlights - Where Are We Know?

- Electronic Records of all Council Minutes, By-laws and Reports
- Electronic Records of all Interment Rights
- Electronic Records of Building Permits (20 years)
- 15-17 years of historical Cemetery Records



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## Highlights - Where Are We Know?

- Applied TOMRMS/Record Retention to paper copies in Archives (Public Works/HR/Finance)
- Applied TOMRMS/Records Retention to Map Room (process has begun to digitize maps)



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## Highlights - Where Are We Know

- Electronic Filing of Records by Employees
- Electronic document workflow and approval system for :
  - Council Agendas, Reports and Minutes
  - Committee Agendas, Reports and Minutes
  - Leave Forms



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## What's Next

- Continue review and digitization of paper records into Filehold
- Ongoing training on Records Management
- Enact a by-law to adopt the Draft Records Management / Records Retention Policy #AS-CO-10




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## Questions?



• WHERE THE RIVERS MEET •

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# Draft Noise By-law

Maureen Spratt, Town Clerk

Regular Meeting of Council – Sept 25, 2017

## Background

- The Town of Arnprior currently regulates noise through the Noise By-law (By-law No. 3127-11)
- It is in the public interest to reduce the noise level, in order to preserve, protect and promote public health, safety, welfare, and peace and quiet for the inhabitants of the Town.

## Background

- Noise By-law was first passed in 1979 (By-law No. 3127-79)
- Reviewed and Updated in 2011 (By-law No. 5974-11)
  - Formatting and grammatical changes
  - Minor changes to definitions
  - The addition of “the use of engine air or jack brakes” as a prohibited noise
  - Set Fines established under the Provincial Offences Act (POA)



## Background

- 2011 Noise By-law reviewed by Corporate Services Advisory Committee in 2015
  - Feedback incorporated into draft by-law
- Exemptions to Noise By-law since 2011
  - Temporary exemptions
    - Special Events (Arnprior Stampede)
    - Construction
    - Restaurants (East Side Mario's/Danny Mac's)



## Municipal Noise By-laws

- Noise By-laws typically include:
  - Prohibited noise
  - Prohibited noise by time and place
  - Exempted noise



## Prohibited Noise

- Noise By-laws include prohibited noises such as:
  - persistent barking, calling, whining of a domestic animal
  - revving of a motor vehicle engine or the squealing of tires
  - operating motorized vehicles in such a way that they squeal, or produce banging or clanking noises



## Prohibited Noise by Time and Place

- The current Noise By-law prohibits certain noises by Time and Place such as:

	Quiet Zone	Residential Area
1. The operation of any electronic devices or group of connected electronic devices incorporating one or more loud speakers or other electromechanically transducers, and intended for the production, reproduction or amplification of sound.	At All Times	'C'
2. The operation of any auditory signaling device, including but not limited to the ringing of bells or gongs and the blowing of horns or sirens or whistles, or the production, reproduction or amplification of any similar sounds by electronic means except where required or authorized by law or in accordance with good safety practices.	At All Time	'D' & 'C'

- C- 2100 one day to 0700 next day (0900 Sundays)
- D - All day Sundays and Statutory Holidays



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## Exempted Noise

- By-laws typically include noises that are exempted such as:
  - bells or chimes normally associated with church activities
  - fireworks displays authorized or permitted by the Town
  - parades authorized by the Town of Arnprior
  - municipal snow clearing, road maintenance, infrastructure repairs



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## Proposed Changes to Current Noise By-law

- Proposed changes in the draft by-law
  - Deletions are reflected in ~~strikethrough text~~
  - Additions are reflected in underlined text
- Highlights include
  - Changes and/or additions to Definitions
  - Simplifying exemptions by Council
  - Addition of vexatious complaints



## Proposed Changes

- Addition of Schedules
  - Schedule 1 – Prohibited Noise
    - Motor vehicle – banging, clanking, squealing
    - Unauthorized fireworks
  - Schedule 2 – Prohibited Noise by Time and Place
    - Change from 9pm-7am to 11pm to 7am
    - Deleted all selling or advertising by shouting...
    - Added operation of activity or equipment in connection with removal of debris private parking lots



## Proposed Changes

- Schedule 3 – Exempted noise
  - Minor amendments to existing exemptions
  - Aviation activities
  - Snow clearing activities essential for the operation of a business
  - Fire alarms, etc.
  - Reasonable noise from a business activity provided that the business is operating in compliance with the Town's Zoning By-law



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## Draft Noise By-law

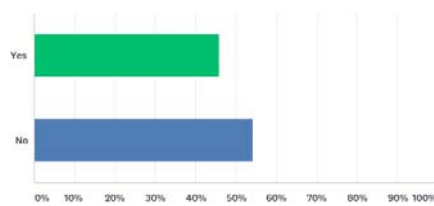
- September 11<sup>th</sup> , 2017
  - Draft By-law provided to Council for feedback (September 11<sup>th</sup>)
- September 21<sup>st</sup> – October 10<sup>th</sup>
  - Obtain feedback from Public (Public Notice Arnprior Chronicle-Guide, Town Website)
  - On-line Survey
- October 10<sup>th</sup>
  - Public Meeting to consider Draft By-law



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# Survey Results - Is Noise a Problem

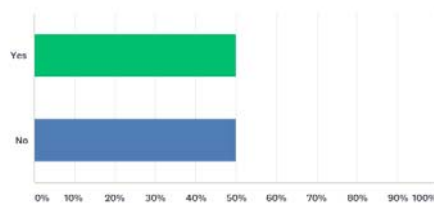
Q1 Is noise a problem in your neighbourhood?



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# Survey Results - Cause to Complain

Q2 Has there ever been cause to complain about noise in your neighbourhood?

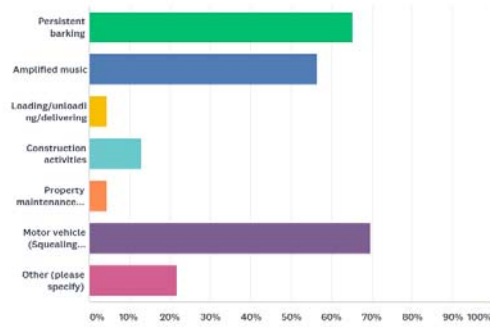


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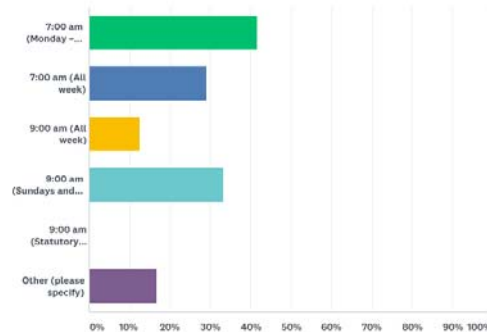
## Survey Results - Kind of Noise

Q3 What kind of noise do you consider to be of concern?



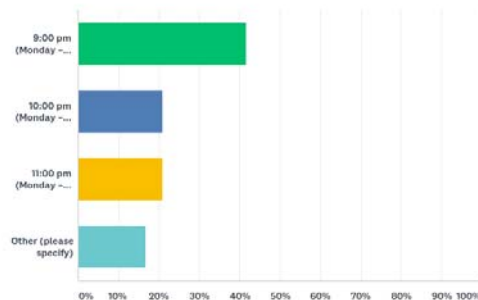
## Survey Results - Time to End Prohibiting Noise

Q5 What time do you think the noise by-law should end prohibition of certain noises:



## Survey Results - Time to Start Prohibiting Noise

Q4 The current noise by-law prohibits specific certain noise(s) as follows: after 9:00 pm and before 7 am - Monday to Saturday after 9:00 pm and before 9 am – Sundays and Statutory Holidays What time do you think the noise by-law should start to prohibit certain intrusive noises:



## Options

- Change Start Time of 9:00 pm to:
  - 10:00 pm or 11:00 pm
- Change End Time of 7:00 am to:
  - 8:00 am or 9:00 am
- Modified Weekday / Weekend Timings
  - Status Quo (Sunday and Statutory Holidays) Monday to Sunday
  - Sunday to Thursday
  - Friday and Saturday
  - Statutory Holidays

## Options

- Changes to:
  - Nuisance Noise Prohibited
  - Prohibited Noise by Time and Place
    - Amplified Noise
    - Loading/Unloading
    - Sweeping of Private Parking Lots
  - Exempted Noise
    - Snow removal essential for businesses
    - reasonable noise resulting from the operation of a business in compliance with Zoning By-law



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## Next Steps

- Feedback from Public Meeting
- Feedback from Council
- Consideration of survey results and feedback
- Report back to Council with By-law



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# Questions?



• WHERE THE RIVERS MEET •

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