



Minutes of Corporate Services Advisory Committee Meeting

May 6, 2019

6:30 PM

Town Hall – Council Chambers

105 Elgin St. W. Arnprior ON.

Present:

Vice-Chair, Lisa McGee
Citizen Member Darrel O'Shaughnessy
Citizen Member, Chris Couper
Citizen Member, Andy Tamas
Citizen Member, Caitlin Robillard

Also Present:

Jennifer Morawiec, GM Client Services/Treasurer &
Acting CAO
Maureen Spratt, Town Clerk
Kaila Zamojski, Deputy Clerk
Emily Melanson, Client Services Admin. Assistant

Absent:

Chair, Ted Strike
Citizen Member, Lori van Wyk

1. Call to Order

Vice Chair Lisa McGee called the Corporate Services Advisory Committee Meeting to order at 6:30 PM and welcomed those present.

2. Roll Call

The Deputy Clerk called the roll with all Members of the Corporate Services Advisory Committee being present, except Citizen Member Lori Van Wyk and Chair Ted Strike.

3. Adoption of Agenda

Resolution No. CSC008-19

Moved by Darrel O'Shaughnessy

Seconded by Chris Couper

Be It Resolved That the agenda for the Corporate Services Advisory Committee Meeting dated Monday, May 6, 2019 be adopted.

Resolution CARRIED

4. Disclosures of Pecuniary Interest

None

5. Adoption of Minutes of Previous Meetings

a) Corporate Services Advisory Committee Minutes – March 4, 2019

Resolution No. CSC009-19

Moved by Andy Tamas

Seconded by Caitlin Robillard

That the minutes of the Corporate Services Advisory Committee meeting dated March 4, 2019 be adopted.

Resolution CARRIED

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6. Presentations/ Delegations

a) Procurement Policy – GM Client Services/Treasurer/ Acting CAO

Resolution No. CSC010-19

Moved by Chris Couper

Seconded by Darrel O'Shaughnessy

That the Corporate Services Advisory Committee receive the Procurement Policy presentation as information

Resolution CARRIED

The General Manager, Client Services/Treasurer/ Acting CAO provided a Power Point Presentation, attached as Appendix A and forming part of these minutes, and responded to questions.

Discussion ensued amongst Committee Members with the following being a summary of the comments received:

- Will current vendors be provided with training or access to information on the new policy? The GM, Client Services/Treasurer noted that the new policy will be made available on the Town's website, and the process and policy will be provided to vendors when tenders go out.
- Will the "Bid Dispute Resolution Process" slow anything down when it comes to awarding a tender/ proposal? The GM, Client Services/Treasurer noted that this should not slow anything down. This process is more of a conversation and there is an escalation process that goes along with it, with a time limit for vendors to elect to go through the process.
- What happens with incremental purchases the Town may do? The GM, Client Services/Treasurer noted that staff do try to plan ahead at the beginning of the year, to make sure any incremental purchasing does not need to be combined and put through the procurement process.

b) 2019 Grant Update – GM Client Services/Treasurer/Acting CAO

Resolution No. CSC011-19

Moved by Darrel O'Shaughnessy

Seconded by Caitlin Robillard

That the Corporate Services Advisory Committee receive the 2019 Grant Update presentation as information.

Resolution CARRIED

The General Manager, Client Services/Treasurer/Acting CAO provided a Power Point presentation, attached as Appendix B and forming part of these minutes, and responded to questions.

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c) Council Code of Conduct/ Integrity Commissioner Protocol – Town Clerk Resolution No. CSC012-19

Moved by Chris Toner

Seconded by Andy Tamas

That the Corporate Services Advisory Committee receive the Council Code of Conduct/Integrity Commissioner Protocol presentation as information.

Resolution CARRIED

The Town Clerk provided a Power Point presentation, attached as Appendix C and forming part of these minutes, and responded to questions.

The Town Clerk requested feedback on the following items, from Committee Members, with the following being a summary of the comments received:

- Social Media being included in the Council Code of Conduct:
 - Communication protocols should be the same for all formats of communication, including social media;
 - There should be a distinction of “personal accounts” versus “Member of Council accounts” and Members should not intertwine the two different accounts if they have them;
 - Social Media and other communications should always be respectful;
 - Training should be provided to Members of Council on proper Social Media etiquette.
- Attendance at a Charity Event During an Election Year:
 - This should be common sense, and is not necessary to include, as any Member of Council who does not normally participate in these types of events will look out of place and look like they are only there to promote themselves for the election.
- A fee for filing an Integrity Commissioner Complaint:
 - There should not be a fee for filing a complaint, as this may provide better access to Council Members with financial means, versus everyone having an equal opportunity to file a complaint, and may also limit members from filing potential serious violations.
 - A fee for vexatious complaints may need to be thought of in the future if these become a problem, but for now no fees should be associated.
- The possibility of offering an “Early Resolution Process” when it comes to Code of Conduct Complaints:
 - This is a good idea, but should be done by a trained group of staff or a professional, and not by the Town Clerk by themselves.
 - Potentially a group of Senior Staff and a Citizen Member from a Committee could be formed to make up this group to assist with this process.

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d) BBQ's, Fires, Parking in Parks, and Smoking & Vaping Legislation – Deputy Clerk

Resolution No. CSC013-19

Moved by Darrel O'Shaughnessy

Seconded by Caitlin Robillard

That the Corporate Services Advisory Committee receive the BBQ's, Fires, Parking in Parks, and Smoking & Vaping Legislation presentation as information.

Resolution CARRIED

The Deputy Clerk provided a Power Point presentation, attached as Appendix D and forming part of these minutes, and responded to questions.

The Deputy Clerk requested feedback on the following items, from Committee Members, with the following being a summary of the comments received:

- Parking at Robert Simpson Park and Nick Smith Centre Enforcement:
 - This needs to be enforced and in the Committee's opinion people do not need to be provided with a warning period. People need to read signs and not park in "No Parking" areas.
 - Especially at Robert Simpson Park, as this is a big issue and causes safety concerns with Emergency vehicles not being able to gain access to the Park.
 - Signage should be posted, and also a push on Social Media and the Website should be done, to note "Parking violations at Robert Simpson Park and Nick Smith Centre will be enforced."
 - Look at the possibility of providing "permitted parking" spaces for events and the patrons of those events and putting up temporary signage to block off/reserve so many spaces for each event.
- Fires on Town Property Including Parks and Enforcement
 - Consider having signed stations for barbeques that are in safe places at Robert Simpson Park;
 - Make sure signage is simple and clear as to what is allowed and what is not;
 - Having the Fire Department go to the park during events and busy weekends to educate the public would be a fantastic idea.

7. Matters Tabled/Deferred/Unfinished Business

None

8. Staff Reports

None

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9. New Business

Citizen Member Andy Tamas provided feedback on the Strategic Planning Workshop the Town held, noting he was positively impressed with the simplicity and directness of the session. He noted he was disappointed many people in the community did not take show up and take this opportunity to provide their input and feedback. In addition, youth were missing from this session, and it would have been nice to include them.

Citizen Member Chris Couper complimented the Town of moving forward with the "Arnprior Life" Facebook page.

10. Closed Session

None

11. Adjournment

Resolution No. CSC014-19

Moved by Chris Couper

Seconded by Caitlin Robillard

That this meeting of the Corporate Services Advisory Committee be adjourned at 8:35 pm.

Resolution CARRIED



Procurement Policy

Jennifer Morawiec
General Manager, Client Services /
Treasurer

CSAC Meeting - Monday, May 6, 2019

Background

- Section 270 of the Municipal Act, 2001 requires municipalities to maintain policies with respect to its procurement of goods and services.
 - The Procurement Policy is a key document that forms part of the accountability and transparency framework for the Town.



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Background

- Comprehensive review undertaken to ensure compliance with:
 - Changes in provincial legislation; and
 - Recent changes to trade agreements including:
 - The Ontario-Quebec Trade and Cooperation Agreement (OQTCA)
 - The Canadian Free Trade Agreement (CFTA)
 - The Comprehensive Economic Free Trade Agreement (CETA)



Discussion

- Policy amendments were based on recommendations made by:
 - Colliers International, an independent project management group, with expertise in municipal procurement and trade agreements;
 - Town's Municipal Solicitor; and
 - Town Staff.



Discussion

- Summary of Amendments
 - Statements of compliance for Trade Agreements and the Discriminatory Business Practices Act.
 - Setting minimum response times for bids and strategies to reduce the response times.
 - Specific for goods and services procurements over \$300K or \$8M construction
 - Valuation of multi-year contracts for financial limitations / approval authorities purposes.



Discussion

- Summary of Amendments
 - Requirements that all solicitations identify the criteria to be used for evaluation.
 - Include that where possible, procurements to encourage environmental benefits including reusable goods, recyclable content, etc.
 - Include options for negotiation within spending authority limits when it is in the best interest of the Town.



Discussion

- Summary of Amendments
 - Amended Financial Limitations for Competitive and Non-Competitive Procurements.
 - Clarify solicitation results are to be published in the same manner as the RFT/RFP.
 - Update the criterion for non-standard (sole-source) procurements to align with trade agreements and best practices from other municipalities.



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Discussion

- Summary of Amendments
 - Include additional compliance requirements for multi-use lists (standing offers).
 - Include the ability to participate in co-operative purchasing.
 - Include requirements for Contract Execution and Performance guarantees
 - performance bonds, payment bonds, security deposits, provision of holdbacks, etc.



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Discussion

- Summary of Amendments
 - Identify steps for a Bid Dispute Resolution for unsuccessful bidders.
 - Update Exemptions to include critical core services.
 - Update Tender Bid Irregularities to provide additional clarification and to reflect best practices.



Financial Limitations

Financial Limit (\$)	Method	Authority Level
COMPETITIVE		
Under \$5,000	Request for Quotation - Informal	CAO, Department Heads, and Managers may approve if within budget authority.
\$5,000 to \$10,000	Request for Quotation (1) - Written	CAO, Department Heads
\$10,000 to \$25,000	Request for Quotation (3) - Written	CAO, Department Heads
\$25,000 to \$50,000	Request for Proposal (RFP) / Request for Tender (RFT)	CAO, GM Client Services / Treasurer, GM Operations
\$50,000 to \$100,000	Request for Proposal (RFP) / Request for Tender (RFT)	CAO
\$100,000 or more	Request for Proposal (RFP) / Request for Tender (RFT)	Council
NON-COMPETITIVE		
Under \$25,000	Negotiated Quotation	CAO, Department Heads
\$25,000 to \$50,000	Negotiated Quotation	CAO, GM Client Services / Treasurer, GM Operations
\$50,000 to \$100,000	Negotiated Quotation	CAO
\$100,000 or more	Negotiated Quotation	Council



Status

- Council adopted a by-law approving a new Procurement Policy on April 8, 2019.
- Policy implementation
 - Staff training session to occur in Q2.



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Questions?



• WHERE THE RIVERS MEET •

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2019 Grant Update

J. Morawiec, GM Client Services /
Treasurer
J. Steckly, GM Operations

CSAC Meeting - Monday, May 6, 2019

Background

- Changes to federal and provincial grant programs have resulted in additional available funding for the Town that was not considered as part of the 2019 Operating and Capital Budget.

Fund / Grant Description	Available Funds	Restrictions
Cannabis Implementation Fund	\$11,786	Must be spent on cannabis implementation costs
OMPF 2019 Increase	\$100,800	No restrictions
Federal Gas Tax – One Time	\$258,439	Must comply with AMO gas tax criteria for eligible items
Provincial Service Delivery Allotment	\$646,946	Intended to modernize service delivery and reduce future costs

JM



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Cannabis Implementation Fund

- Funds must be used solely for the purpose of paying for implementation costs directly related to the legalization of cannabis.
 - Increased enforcement (e.g. police, by-law enforcement, litigation);
 - Increased response to public enquiries;
 - Increased fire services; and
 - By-law / policy development (e.g. public health, workplace safety policies).

JM



Cannabis Implementation Fund

- Two payments received:
 - January 2019 for \$5,301
 - February 2019 for \$6,485 (due to opt in)
- Implementation is constantly evolving. Staff will monitor and assess the additional tasks and expenses that come with the implementation for best fit for these funds.

JM



OMPF Funds

- While the 2019 total funding envelope to municipalities was decreased by \$5M, the Town's 2019 allocation includes an additional \$100,800.
- Going forward, the Province will be reviewing the OMPF for 2020 and there is no guarantee of what this funding source will look like for future years.

JM



OMPF Funds

- Opportunity to help address any unbudgeted or unplanned expenditures and plan for the future (PAYG model)
 - Levy Stabilization \$40,800
 - not yet at the minimum balance
 - Sens Rink Lighting \$35,000
 - Committed but no funding assigned
 - NSC Improvement Project \$25,000
 - 160+ recommendations, includes H&S items

JM



Service Delivery Allotment

- The one-time funding (\$646,946) for service delivery improvements was unanticipated and has the potential to benefit a wide variety of municipal services.
 - Staff are continuing to gather financial data for proposed uses and will return to Council with a separate comprehensive staff report for this unique grant allotment.

JM



Gas Tax Funding

- Additional \$258,439 in funding must be expended in accordance with the Gas Tax Agreement between the Town and AMO.
 - Generally expended on Road projects.
- 2019 Rolling Road Rehab Tender
 - Include an additional section for John Street South, estimated at approximately \$250,000.
 - Aligns with funding criteria

JS



Gas Tax Funding

- John Street South
 - Plan to strategically replace damaged curb and sidewalk to improve pedestrian safety.
 - The asphalt surface will have a layer milled off and re-paved to smoothen out the ride along the road as well as reduce maintenance costs moving forward.
 - Important to prolong the life of this asset, as full replacement will be costly and disruptive to the road uses.

JS



Gas Tax Funding

- Project Benefits
 - Tie in nicely with planned Rolling Rehab work on Edey Street (Daniel to Landrigan)
 - Generate efficiencies and savings by tendering projects together rather than to complete the John Street South section separately next year.
 - One of the top roads to address in the Town's Asset Management Plan.

JS



OCIF Top-Up Application

- Both the OCIF 2018 & 2019 top-up application processes have been cancelled
 - Projects that would have been successful under the 2018 intake will be fast tracked under the new provincial Investing in Canada Infrastructure Program (ICIP)
 - Alicia Street application was not selected to be fast-tracked

JS

ICIP - Rural & Northern Stream

- Application due date May 14, 2019
 - Intake will prioritize projects that improve transportation infrastructure through investments in road, bridge, air and/or marine infrastructure.
- As Alicia Street project was not successful to be “fast tracked” staff recommend that another project, heavily focused on road reconstruction be considered.

JS

ICIP - Rural and Northern Stream

- MacDonald / Edey Street Reconstruction
 - Replace deteriorated roads, curbs and sidewalks that are high priority on AMP;
 - Replace failing watermains which have needed several repairs in the last few years.
 - Also by re-aligning and upsizing the sewers, it accommodates flows from growing parts of town and redirects flow away from the Daniel street main, gaining some capacity back in the Daniel Street sanitary sewer.

JS

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ICIP - Rural and Northern Stream

- MacDonald / Edey Street Reconstruction
- Total project is valued at \$3.15M with Road costs representing 46% or \$1.44M of the project.
 - Can apply for 83.33% of the Road costs, equates to a \$1.20M grant.
- If successful, the project would need to be completed by October 31, 2026.

JS

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Next Steps

- Staff to include an additional section of road work in the 2019 Road Rehab tender for John Street South conditional upon receipt of additional Gas Tax Funding from the Federal Budget.
- That the additional \$100,800 of OMPF funding in 2019 be allocated to the following sources:
 - (a) Sens Rink Lighting Project - \$35,000
 - (b) NSC Improvement Project - \$25,000
 - (c) Levy Stabilization Reserve - \$40,800

JS

Next Steps

- Staff will submit an application to the Investing in Canada Infrastructure Program (ICIP) – Northern and Rural Stream for the MacDonald and Edey Street road reconstruction project.

JS

Questions?



• WHERE THE RIVERS MEET •

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Council Code of Conduct / Integrity Commissioner Protocol

Maureen Spratt, Town Clerk

Corporate Services Advisory Committee Meeting – May 6, 2019

Background

- In 2013, Council enacted By-law 6222-13 which authorized the approval of a policy to govern the conduct of Members of Arnprior Council.
- This policy, referred to as the Council Code of Conduct, along with the *Municipal Act* set out the ethical standards of behaviour for Members of Council.



Mandatory Code of Conduct

- As of March 1, 2019 code of conduct required to include certain subject matters:
 - gifts, benefits and hospitality
 - respectful conduct, including towards officers and employees of the municipality or of local boards
 - confidential information
 - use of municipal or local board property and equipment



Feedback - Code of Conduct

- Should there be additional rules for members using social media?
- Should there be additional rules in an election year related to attendance at charity events?
- Should members of council directly participate in decisions on funding requests as a member of a fundraising group/organization?



Integrity Commissioner

- An **Integrity Commissioner** is an independent and impartial position that reports directly to municipal council and whose powers and duties are set out in the Municipal Act, 2001.
 - Mr. William Hunter appointed in 2013



Role of Integrity Commissioner

- Responsible for performing in an independent manner the functions assigned by the municipality with respect to:
 - The application of the code of conduct for members of council and local boards
 - The application of any procedures, rules and policies of the municipality and local boards governing the ethical behaviour of members of council and of local boards.



Role of Integrity Commissioner

- The application of sections 5, 5.1 and 5.2 of the *Municipal Conflict of Interest Act* to members of council and of local boards
- Requests from members of council and of local boards for advice respecting their obligations under the code of conduct applicable to the member.



Role of Integrity Commissioner

- Requests from members of council and of local boards for advice respecting their obligations under a procedure, rule or policy of the municipality or of the local board, as the case may be, governing the ethical behaviour of members.
- Requests from members of council and of local boards for advice respecting their obligations under the *Municipal Conflict of Interest Act*.



Role of Integrity Commissioner

- The provision of educational information to members of council, members of local boards, the municipality and the public about the municipality's codes of conduct for members of council and members of local boards and about the *Municipal Conflict of Interest Act*.



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Section 5, 5.1 and 5.2 MCIA

- Sections 5, 5.1 and 5.2 of the MCIA sets out duties of a board member with respect to direct or indirect pecuniary interest in any matter.
 - Must disclose the interest before consideration of the matter
 - Cannot take part in any discussion or vote on item
 - Cannot attempt to influence voting in any way
 - File written declaration with Clerk



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Section 5, 5.1 and 5.2 MCIA

- Exceptions where you do not have to declare a conflict
 - Can vote on council remuneration and benefits
 - Have an interest in common with electors (water billing)
 - Others



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Pecuniary Interest

- Pecuniary not defined in the Act
 - Dictionary definition “relating to money”
- Members pecuniary interests include:
 - Direct Interest
 - Result positively or negatively impacts the members finances
 - Indirect Interest
 - As a result of a relationship with another entity
 - Deemed (ie.family) interest



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Deemed Interest

- A member's deemed or family interest includes the interest, direct and indirect of the members:
 - Spouse
 - Parents
 - Children (regardless of age)



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Feedback: Integrity Commissioner Protocol

- Early resolution: resolving the allegation to the satisfaction of both parties without a formal inquiry
- A simple or meaningful apology may resolve the matter
 - No need for formal report.
- If a formal inquiry is necessary, interviews will be held and report prepared



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Feedback: Complaint Process

- Should there be a fee to file a complaint?





BBQs, Fires, and Parking in Parks

Smoking & Vaping Legislation

Kaila Zamojski, Deputy Clerk

Corporate Services Advisory Committee Meeting – May 6, 2019

Background

- During the summer months Robert Simpson Park is:
 - Busy with in Town and Out of Town visitors
 - Hosts multiple festivals and events
- Staff has received complaints about multiple issues at Robert Simpson Park during the summer months:
 - Parking
 - BBQ's/ Fires



Background

- Parking Issues:
 - Parking on both sides of the hill entering Robert Simpson Park
 - Safety concern as blocks entering and exiting vehicles
 - Also does not allow access for emergency vehicles
 - Parking in Accessible Parking Spaces without Accessible Parking Permit
- BBQ's/ Fire Issues:
 - Barbequing in Robert Simpson park under tree canopy/ using charcoal/ man made fire pits



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Background

- A staff working group was formed to discuss these issues and come up with a plan to implement measures to help mitigate them.
 - Staff from all applicable departments made up this group:
 - Operations
 - Client Services
 - Fire
 - By-law Enforcement



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Mitigation of Parking Issues

- Parking on both sides of the hill entering Robert Simpson Park
 - Tree canopy has been trimmed back to help identify signage present
 - Parking by-law has been edited to restrict parking on both sides (versus no parking on just one side)
 - By-law Enforcement will be issuing warnings at beginning of season
 - Parking will be monitored and tickets issued after warning period



Mitigation of Parking Issues

- Parking in Accessible Parking Spaces without Accessible Parking Permit
 - These spaces will be monitored and tickets will be issued to those parking in these spaces without visible Accessible Parking Permits



Mitigation of BBQ's & Fire Issues

- Barbequing in Robert Simpson park under tree canopy/ using charcoal/ man made fire pits
 - Fire Department is updating Burn By-law to prohibit charcoal and open air burning (fire pits) in the Parks/ Town property
 - Propane Barbeques will be allowed in the parks if located 20 m away from a tree
 - Warning/ Education Campaign by Fire Department
 - Fines will then be issued for those not complying
 - Recreation will be updating the Facility Usage Policy



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Smoking & Vaping Legislation

- Under the Smoke Free Ontario Act, 2017 it is against the law to smoke or vape in any enclosed workplace and public space.
- There are also strict regulations surrounding recreational grounds and facilities.
- Enforcement of this Act is completed through the Renfrew County District Health Unit in the Town of Arnprior.



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Smoking & Vaping Legislation

- Nick Smith Centre
 - Community Recreational Facility
 - It is against the law to smoke or vape on the outdoor property of a community recreational facility and any public area within 20m of the property
 - What does that mean? There is no smoking or vaping allowed in the Nick Smith Centre Parking lot.
 - People will need to be 20m away from the total property of the Nick Smith Centre to smoke/vape.

Smoking & Vaping Legislation

- Parks, Playgrounds, Sporting Areas
 - It is against the law to smoke or vape on children's playgrounds or public areas within 20m of children's playgrounds.
 - All Town Parks and Playgrounds fall under this legislation
 - It is also against the law to smoke or vape on publicly owned sporting areas, their fan/viewing areas, and public areas within 20m of these places.
 - All Town sporting fields and areas fall under this legislation

Communication with Residents

- Signage
 - Park Rules Sign to outline requirements
 - Updated signage
 - No parking signs where necessary
 - Information signs posted – Parks, Nick Smith Centre
- Information Pamphlets
 - Distributed with information noted to residents and visitors at events, Nick Smith Centre, and when issuing warnings



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Communication with Residents

- Education
 - Fire Department and Recreation staff to educate residents and visitors of expectations, policy changes, and legislation
 - Health Unit to help educate residents on Smoke Free Ontario Act updated legislation
- Input from this Committee
 - Seeking input from the CSAC on ways to best gain compliance from residents and visitors with the Fire and Parking issues



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Committee Input

- Parking
 - Ideas to help with ongoing parking issues at Nick Smith Centre and Robert Simpson Park during weekends, events, tournaments, etc.
 - Thoughts on warnings and enforcement
- Fires
 - Input on ways to best educate the public about fires in the parks
 - Burn By-law updates and thoughts on enforcement



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Policy Considerations

- Updated Parking By-law
 - Completed
- Updated Burn By-law
 - May / June 2019
- Updated Facility Usage Policy
 - May / June 2019



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Questions?



• WHERE THE RIVERS MEET •

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