



Minutes of Regular Council Meeting
Tuesday, November 12, 2019
6:30 PM
Town Hall, Council Chambers

Present:

Mayor Walter Stack
County Councillor Dan Lynch
Councillor Ted Strike
Councillor Lynn Grinstead
Councillor Tom Burnette
Councillor Chris Toner
Councillor Lisa McGee

Also Present:

Bryan Martin, CAO
Maureen Spratt, Clerk
Jennifer Morawiec, GM, Client Services/Treasurer
Emily Melanson, A/ Deputy Clerk
John Steckly, GM, Operations
Jeff Crawford, Fire Chief
Estelle Moynes, Deputy Treasurer
Robin Paquette, Town Planner

Absent:

1. Call to Order

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

2. Roll Call

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

3. Adoption of Agenda

Resolution No. 410-19

Moved by Lisa McGee

Seconded by Tom Burnette

Be It Resolved That the agenda for the Regular Meeting of Council dated Tuesday, November 12, 2019 be adopted.

Resolution CARRIED

Resolution No. 411-19

Moved by Lisa McGee

Seconded by Ted Strike

Be It Resolved That agenda item 12- Notice of Motion be moved to immediately follow agenda item 9 a) Staff Report – Special Area Levy – Downtown Parking Lot.

Resolution CARRIED

4. Disclosures of Pecuniary Interest

None

5. Question Period

None

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6. Adoption of Minutes of Previous Meetings

Resolution No. 412-19

Moved by Lynn Grinstead

Seconded by Dan Lynch

That the Minutes of the Regular Meeting of Council listed under item 6 (a) on the agenda be adopted (Regular Meeting of Council October 28, 2019).

Resolution CARRIED

7. Awards/ Delegations/ Presentations

None

8. Public Meetings

None

9. Matters Tabled/Deferred/Unfinished Business

a) **Staff Report – Special Area Levy – Downtown Parking Lot – GMCS, Treasurer**

Resolution No. 413-19

Moved by Lynn Grinstead

Seconded by Ted Strike

That Council receive report 19-11-12-01 as information.

Report and Resolution CARRIED

The GMCS, Treasurer provided a PowerPoint, attached as Appendix A and forming part of these minutes and responded to questions.

Councillor Chris Toner vacated his seat at 6:35 p.m. Councillor Chris Toner resumed his seat at 6:36 p.m.

10. Notice of Motion

Mayor Walter Stack gave notice that at the next meeting he will move to amend By-law No. 6775-17, being a Special Levy Charge to reflect a reduction in the capital cost of the lot to remove costs related to:

- Asbestos Training
- Phase I and II ESA Assessments
- Hazardous Building Assessment
- Site Remediation Supervision

Less the FCM Grant received for a total reduction of \$54,134.00.

11. Staff Reports

a) **Staff Report – Repeal of Fire Route By-Law 3047-78 – Town Planner**

Resolution No. 415-19

Moved by Dan Lynch

Seconded by Lynn Grinstead

That Council receive report 19-11-12-02 as information.

Report and Resolution CARRIED

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

b) **Staff Report – 2020 Calendar of Council and Committee Meetings – A/Deputy Clerk and Town Clerk**

Resolution No. 416-19

Moved by Lisa McGee

Seconded by Ted Strike

That Council receive and approve Report Number 19-11-12-03 and the attached 2020 Calendar of Council and Committee Meetings.

Report and Resolution AMENDED

The A/Deputy Clerk provided an overview of the report and responded to questions.

Resolution No. 417-19

Moved by Lynn Grinstead

Seconded by Dan Lynch

That the draft 2020 calendar be amended to reflect that the 2020 budget deliberations take place on February 4th and 5th, 2020 instead of the scheduled February 18th and 19th, 2020.

Resolution CARRIED

Resolution No. 418-19

Moved by Lynn Grinstead

Seconded by Dan Lynch

That Council receive and approve Report Number 19-11-12-03 and the attached 2020 Calendar of Council and Committee Meetings;

And Further That the draft 2020 calendar be amended to reflect that the 2020 budget deliberations take place on February 4th and 5th, 2020 instead of the scheduled February 18th and 19th, 2020.

Resolution CARRIED as AMENDED

12. Committee Reports and Minutes

None

13. County Councillor's Report from County Council

County Councillor Dan Lynch provided an overview of the following with respect to Renfrew County Council business:

- Today the County released a response to the "Shared Service Meeting" that was held in Eganville a couple of weeks ago. It's some 69 pages long and is being digested by Council and staff. Army term "More test to follow".
- Persons driving on River Road towards Renfrew\Quebec will be happy that one lift of asphalt will be in place by end November. The final lift will be in spring of 2020.
- Madawaska Bridge is on schedule. One lift of asphalt in place on West side. Of note the new sidewalk and handrail are in place and meet provincial standards.

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- The Emergency Detour Route (EDR) through Arnprior is now “Official”. Route gets off Hwy 17 at Hwy 29, on to Madawaska Blvd; left on Daniel and back on to Hwy 17.
- An Ontario East Publication entitled “Stuff Made and Built in Eastern Ontario highlight a couple of companies in Arnprior, Triodetic’s and Pacific Safety Products; and in Almonte they now have Vodka made from milk.
- At the County Council meeting on 27 November the election of Warden will take place. Two candidates” Mayor Tom Peckett and Reeve Debbie Robinson are the two choices. After the election I will get my “Marching Orders” as to what Committee’s I’ll be place on.

14. Correspondence & Petitions

a) Correspondence Package No. I-19-NOV-19

Resolution No. 419-19

Moved by Dan Lynch

Seconded by Tom Burnette

That the Correspondence Package No. I-19-NOV-19 be received as information and filed accordingly.

Resolution CARRIED

County Councillor Dan Lynch referred to various items from the Correspondence Package No. I-19-NOV-19, noting the following:

- Item #5 – Correspondence from Province of Ontario – Ministry of Infrastructure – Ontario Investing in Green Infrastructure to Help Smaller Communities
 - Ontario Government is investing 200 million in the Green Infrastructure for municipalities under 100,000 which will deal with critical local water, wastewater and storm water. The deadline for this project is January 22, 2020.
 - In response to County Councillor Lynch, the CAO advised that we will still need to review the guidelines but as long as it fits the criteria, we will be recommending the replacement of the 16” water main river crossing.
- Item #23 – Correspondence from Local Authority Services (LAS) – LAS Natural Gas Program – 2017/2018 Period Reserve Fund Rebate
 - Town has of will receive a rebate of \$8,554.39 from LAS Natural Gas for our participation in their Natural Gas Program. Good move on our part. Thanks to staff for getting it done.

Mayor Walter Stack referred to an item from the Correspondence Package No. I-19-NOV-19, noting the following:

- Item #15 – Correspondence from Province of Ontario – Ministry of Natural Resources and Forestry – Statement from the Minister of Natural Resources and Forestry on the Special Flood Advisor Report
 - Mayor Stack noted that the Special Advisor’s Report on flood should be made available to the public by the end of November.

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b) Correspondence Package No. A-19-NOV-16

Resolution No. 420-19

Moved by Tom Burnette

Seconded by Ted Strike

That the Correspondence Package No. A-19-NOV-16 be received and that the recommendation outlined be brought forward for Council's consideration.

Resolution CARRIED

Resolution No. 421-19

Moved by Tom Burnette

Seconded by Ted Strike

That the Council of the Corporation Town of Arnprior receive the Municipal Grant Policy Application (In-kind Single Request) from Arnprior Agricultural Society dated October 30, 2019; and

Whereas the Arnprior Agricultural Society is an eligible community organization under the Municipal Grants Policy as it demonstrates a benefit to the community by running the Arnprior Fair which is in its 165th year of existence; and

Whereas the Arnprior Agricultural Society has been the recipient of one in-kind (single) request for the Arnprior Fair, they are eligible under our Municipal Grants Policy to be considered for another such request in this calendar year;

Therefore Be It Resolved That the Council of the Corporation of the Town of Arnprior approve the request to waive the Nick Smith Centre Community Hall rental fees for December 31, 2019 (total approximate value of \$450.00, plus HST) in support of a fundraising event dance on New Year's Eve;

Further That the organizers be advised that it is mandatory to i) carry sufficient liability insurance and have the Town of Arnprior added as an additional insured for the event, ii) provide a security deposit in advance of the event as prescribed by the Town, and iii) provide door security at the event.

Resolution CARRIED

15. Bylaws/ Resolutions

a) **By-laws**

Resolution No. 422-19

Moved by Ted Strike

Seconded by Chris Toner

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

- i) By-law No. 7003-19 – Repeal of Fire Route By-Law 3047-78

Resolution LOST

b) **Resolutions**

- i) Community Transportation Grant Program – Capital Expenditures

Resolution No. 423-19

Moved by Lynn Grinstead

Seconded by Dan Lynch

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Whereas on October 17, 2019 the Municipality received the final signed Transfer Payment Agreement from Her Majesty the Queen in right of the Province of Ontario as represented by the Minister of Transportation for the Province of Ontario for funding under the Community Transportation (CT) Program; and

Whereas the Transfer Payment Agreement includes capital funding up to \$81,000 for the purchase of a specialized vehicle to provide non-urgent transportation services to seniors and adults with disabilities;

Whereas Sub-Section E.1 of the Transfer Payment Agreement identifies that a copy of the paid invoice for the capital purchase of a specialized vehicle is required prior to issuing capital funding; and

Whereas the Municipality entered into an agreement with Carefor Health & Community Services (Carefor) as said third party to establish their respective rights and obligations for the provision of the program under the CT Program; and

Whereas Carefor has obtained quotes for the specialized vehicle within the budgeted \$81,000 and require the Town of Arnprior to provide capital funds to proceed with the purchase;

Therefore Be it Resolved that Council of the Town of Arnprior hereby authorizes capital funding be provided to Carefor equal to the value of the vehicle purchase up to an upset limit of \$81,000 with the Town of Arnprior being subsequently reimbursed by the Province of Ontario under the transfer payment agreement for funding under the Community Transportation (CT) Program.

Resolution CARRIED

ii) Municipal Drinking Water Licence – Version 6

Resolution No. 424-19

Moved by Ted Strike

Seconded by Lisa McGee

Whereas as a result of 2017 lead treatment upgrades undertaken at the Arnprior Water Filtration Plant, the Ministry of Environment, Conservation, and Parks, added an additional requirement to Section 5.3 of the Town's Municipal Drinking Water Licence requiring that Lead sampling data shall be submitted every 6 months to the Ottawa District Office, no later than 30 days following the previous bi-annual sampling period; and

Whereas Section 2.6 of the Towns Drinking Water Works Permit (DWWP) states that the owner shall notify the legal owner of any part of the drinking water system of the requirements of the Municipal Drinking Water Licence (MDWL) and the Drinking Water Works Permit as applicable to the prescribed system;

Therefore Be It Resolved that Council receive the updated Municipal Drinking Water Licence, #170-101, Issue No. 6, dated August 30, 2019.

Resolution CARRIED

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16. Announcements

Councillor Chris Toner made the following announcement:

- The Arnprior Optimist Club, for 15 years, has sold Christmas Trees at the parking lot in front of Canadian Tire. However, this year the Optimist Club will be selling Christmas Trees at No Frills in the parking lot.

County Councillor Dan Lynch made the following announcements:

- Last Saturday, in the Giant Tiger parking lot, an overnighter entitled “One Cold Night” took place as a means of raising money for the homeless. The Town Council was represented by Councillors Lynn Grinstead and Lisa McGee and the County by me.
- Saturday at the Nick Smith there is a Casino Royale fundraising that goes along with “It Shouldn’t Hurt To Be A Child” hockey tournament. The funds raised goes towards Make A Wish Foundation.
- Sunday head for the Arnprior Bowling Lanes to take part in the Annual Katie Bear Bowl a Thon.
- Knowing you will be tired from bowling and feeling hungry head for the Kinburn Community Centre for the St John’s Anglican Church turkey dinner.

Councillor Lynn Grinstead made the following announcements:

- The “One Cold Night” event raised \$4,100 which was the tally calculated that night. Those funds will be donated to Safe Shelter for the Youth. The objective was to help bring attention to this issue and the event did accomplish this.

17. Media Questions

In response to Rick Stowe’s inquiry, Mayor Stack provided the core issues included in the Notice of Motion.

18. Closed Session

Resolution No. 425-19 (7:21 pm)

Moved by Lynn Grinstead

Seconded by Dan Lynch

That Council move into closed session regarding four (4) matters:

- 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 (Town Award);
- One (1) matter to discuss litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board; advice that is subject to solicitor-client privilege, including communications necessary for that purpose, pursuant to Sections 239(2)(e) and (f) of the Municipal Act, 2001 (Nylene);
- One (1) matter to discuss a personal matter about an identifiable individual including municipal or local board employees; litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board pursuant to Sections 239(2)(b) and (e) of the Municipal Act, 2001 (Insurance Claims); and
- One (1) matter to discuss a personal matter about an identifiable individual including municipal or local board employee pursuant to Section 239 (2)(b) of the Municipal Act, 2001 (Performance Review).

Resolution CARRIED

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Resolution No. 426-19 (8:59 pm)

Moved by Chris Toner

Seconded by Lynn Grinstead

That Council resume to Open Session.

Resolution CARRIED

Resolution No. 427-19

Moved by Lisa McGee

Seconded by Tom Burnette

That Council authorize staff to proceed as directed in closed session with regards to Item 1. (Town Award), and Item 2. (Nylene); and

That Council receive Item 3 (Insurance Claims) in closed session as information; and

That Council authorize the Mayor to proceed as directed as with regards to Item 4. (Performance Review).

Resolution CARRIED

19. Confirmatory By-Law

Resolution No. 428-19

Moved by Dan Lynch

Seconded by Lisa McGee

That By-law No. 7011-19 being a By-law to confirm the proceedings of the Regular Meeting of Council held on November 12, 2019 be and it is hereby enacted and passed.

Resolution CARRIED

20. Adjournment

Resolution No. 429-19

Moved by Lynn Grinstead

Seconded by Chris Toner

That this meeting of Council be adjourned at 9:00 pm.

Resolution CARRIED

Walter Stack, Mayor

Maureen Spratt, Town Clerk



Special Area Levy - Downtown Parking Lot

Jennifer Morawiec,
GM, Client Services/Treasurer

Council Meeting November 12, 2019

Background

- In 2017 the Town proceeded with the creation of a second downtown Municipal parking lot.
 - Helping address the significant lack of parking in the Downtown core
 - Also created a viable property that contributes to the revitalization of the Downtown, a key strategic project for the Town.
 - In line with the Town's Official Plan which identifies parking in the Downtown shall be comprised of a combination of private and public parking facilities.



Background

- A number of funding options were considered by Council when determining how to cover the capital and operating costs of the new Municipal parking lot.
- Substantive analysis and public outreach was completed throughout this decision making process.



Background

- Multiple meetings were held to discuss the various funding options
 - Council Meeting May 23, 2017
 - Public Open House – September 26, 2017
 - Well attended with fair amount of public feedback
 - Council Meeting November 27, 2017
 - Council Meeting December 11, 2017
- Notices delivered to businesses, on the Town website, and newspaper



2019 Delegations

- Four delegates attended the September 3, 2019 meeting of Council representing various streets and property owners from the downtown business area.
 - Comments raised similar to the feedback received at the 2017 Open House.
- Staff reports aims to provide Council with responses to a summary of the pertinent and relevant questions raised.



- **Feedback #1:** That the capital cost of the parking lot should be borne by the entire Town, not just the Downtown commercial businesses.
 - Downtown businesses will benefit the most from the parking lot.
 - Only the Downtown businesses have not met the parking requirements (Zoning By-law) and the entire downtown core has a deficit and need for more parking.
 - Decision was for the capital cost be levied to the downtown commercial businesses and annual operating costs covered by the entire tax base.



- **Feedback #2:** Businesses that offer some parking, should receive a credit for public available space.
 - The various parking deficits in place per individual property fluctuate given the changes in use by building over time and changes in policy.
 - Overall deficit was estimated in the hundreds.
 - E.g. Under the 2017 Zoning By-law, an eating establishment would be required to provide 22 parking spaces for every 100 square meters of gross leasable area of the property.



- **Feedback #3:** How can the Town specifically identify a set of businesses to receive this parking charge?
 - Under Section 391 (1) of the Municipal Act, 2001, the Town is entitled to charge a levy for parking lot costs against a defined area.
 - The municipal parking lot developed (located behind Shoppers Drug Mart) was paid for in the same fashion.
 - Capital costs of the project were debentured over 20 years against the commercial lands in the downtown area.



- **Feedback #4:** Why were the monies previously received by the Town from various businesses in-lieu of parking spaces, not applied against the parking lot?
 - For each current business that provided cash-in-lieu, their balance was applied to what they owe under the Special Area levy.
 - Any balances held greater than what was owed under the special area levy, was refunded to the business by the Town.



- **Feedback #5:** What was the total financial impact of all property exemptions given?
 - Property exemptions were provided to two places of worship. The financial impact would be \$9,164 or 3.5% of the total parking lot costs.



- **Feedback #6:** Did Council give any consideration to the feedback provided by downtown business owners at the 2017 Open House?
 - Feedback was given significant consideration with a number of their suggestions being implemented into the final by-law including:
 - Application of cash-in-lieu credits to payments instead of reduction of total.
 - Removal of second lot from the calculation to be phased-in later.
 - Deferring the payment for vacant lots.
 - Addition of option for lump-sum payment.



- **Feedback #7 (a):** Parking lot costs - were “back taxes”, costs to remediate, consultant costs, etc. included?
 - As with any property that is purchased, during the sale process, tax arrears owing are remitted to the Town. These taxes are not only comprised of the municipal (Town) portion but both the County and Education portions as well. Obtaining tax arrears are not additional revenues for the Town. These funds are already committed during the annual budget process.



Parking Lot Costs

- Land purchase costs represent the purchase price of the land plus legal fees.
- Consultant fees for developing the by-law were not included in the parking lot costs.
- Remediation costs were included
 - FCM grant received to offset ESA Phase II
 - Purchase price for the property would have been impacted by the property condition



- **Feedback #7 (b):** Parking lot costs - How does this cost compare to other lots?
 - The cost of parking spaces is variable across the province. The estimated average cost per space for the Ken Scissons Parking lot is \$8,771 (excluding land) and \$12,764 (including land) which is well within the provincial comparisons.



- **Feedback #7 (c):** Parking lot costs - Did Town Council follow its procurement policy?
 - Yes. As outlined in Staff Report 16-10-11-03, Council authorized under the provisions of the Procurement Policy, the sole source award of the additional site rehabilitation/ building demolition and construction of parking lot work as an extension to contract #PW-2016-01.



- **Feedback #8:** The impact of this levy on small businesses is significant and will impact building maintenance investments, advertising investments, charity support and deter new businesses from coming to the downtown.
 - The annual Parking Area Charge levy payments (\$21K) are significantly less than total BIA annual charges (\$36K) when the BIA was last active in 2012.
 - General tax base now covers downtown beautification costs



- **Feedback #8 con't:**
 - The Town has implemented a Community Improvement Plan (CIP) which has provided grant funding of over \$85K assisting downtown businesses with building improvements over the last 5 years.
 - 2016-17, Town invested over \$10M into the Downtown Revitalization project including not only infrastructure but improvements to streetscape design and street furniture.
 - BIA funds of \$70K, managed by the Interim Board of Management, was utilized for this project.



Delegation Request

- Delegations requested that Council reconsider the Special Area Levy
- The staff recommended approach to cover the cost of the parking lot remains as per the Council approved By-law:
 - Capital costs – special area levy to downtown commercial businesses.
 - Operating costs – annual maintenance covered by the entire tax base through the Town's annual operating budget.



Financial Considerations

- Should the special area levy be removed the resulting impact on the tax base would be:
 - Pay back the Parking Lot Reserve in a one-time payment of \$255,300. This will be equivalent to a one-time 2.84% Municipal Tax Rate increase.
 - Pay back the Parking Lot Reserve annually at the same project rate as the special area levy (\$21,370 annually for 15 years); equivalent to an annual 0.24% Municipal Tax Rate increase for 15 years.



Questions?



• WHERE THE RIVERS MEET •