



Minutes of Regular Council Meeting

Monday, November 25, 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

Also Present:

Maureen Spratt, Clerk
Jennifer Morawiec, GM, Client Services/Treasurer
Emily Melanson, A/ Deputy Clerk
John Steckly, GM, Operations
Estelle Moynes, Deputy Treasurer
Robin Paquette, Town Planner
Janet Carlile, Museum Curator
Gordon Gillespie, Engineering Officer, Facilities and Civil

Absent:

Councillor Lisa McGee, w/ regrets

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, with the exception of Councillor Lisa McGee.

3. Adoption of Agenda

Resolution No. 436-19

Moved by Dan Lynch

Seconded by Lynn Grinstead

Be It Resolved That the amended agenda for the Regular Meeting of Council dated Monday, November 25, 2019 be adopted; and

That agenda item 12 a) Notice of Motion – Special Area Charge Ken Scissons Parking Lot be moved to immediately follow agenda item 7 a) (Awards).

Resolution CARRIED as AMENDED

4. Disclosures of Pecuniary Interest

None

5. Question Period

None

6. Adoption of Minutes of Previous Meetings

Resolution No. 437-19

Moved by Tom Burnette

Seconded by Ted Strike

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That the Minutes of the Regular Meeting of Council listed under item 6 (a) on the agenda be adopted (Regular Meeting of Council November 12, 2019).

Resolution CARRIED

7. Awards/ Delegations/ Presentations

a) **Awards**

i) **Town Award - Lisa Webber**

Mayor Walter Stack highlighted Ms. Webber's contribution to the arts as the cofounder of the Arnprior Community Choir, the Ottawa Valley Girls Choir, the ladies ensemble – Tutti, and as co-founder of Two Rivers Musical Productions. Mayor Stack spoke to Ms. Webber's dedication and contribution to the community, for over 28 years, and as a worthy recipient of the Town of Arnprior's most prestigious award. Mayor Stack noted:

"As written on the certificate presented tonight, what makes Arnprior great is the hardworking dedicated people, willing to give both time and talent to enhance the quality of life of those living here. We congratulate you, Lisa, for the role you play and wish you much success in the years to come."

Mayor Walter Stack invited Ms. Webber up to the front of the room to accept the Town Award. Ms. Webber expressed how honoured she was to receive the award and thanked Members of Council and the Town of Arnprior for this recognition.

12. Notice of Motion

a) **Special Area Levy – Ken Scissons Municipal Parking Lot**

Resolution No. 438-19

Moved by Walter Stack

Seconded by Ted Strike

Whereas in 2016/2017 Council approved the largest capital project in the history of the Corporation of the Town of Arnprior; the Downtown Revitalization Project at a cost of approximately \$10.4M;

And Whereas the project was originally planned over a five year pay as you go budget. In the interest of protecting the downtown merchants from an extended negative impact on their business, Council of the Town of Arnprior financed \$6M to compact the Downtown Revitalization project over a two-year period;

And Whereas during the project process and with the recognition of the Town's recent projected growth it became apparent there would be a need for more downtown parking;

And Whereas Town staff were directed to bring a proposal by way of a report to Council that would address the parking issue resulting in the direction to move forward to develop the Ken Scissons Municipal Parking Lot;

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And Whereas the consultation process included numerous methods of communicating to the general public, specifically the downtown merchants including public notices through public meetings, with these communications providing detailed information on the project and its costs;

And Whereas the site was determined to be the former Scissions property at the corner of John and McGonigal Streets with the Town of Arnprior purchasing the property for a value of \$77,000.00;

And Whereas the Council of the Town of Arnprior was presented with both the Consultant's report and staff recommendation and Council approved By-law No. 6775-17 authorizing a Special Area Charge to be levied to the Downtown commercial businesses to cover the capital costs of the parking lot;

Therefore upon recent presentations to Council and a detailed review of the project costs, this Motion to Amend includes the following:

- a) **That** the \$1,000.00 expense identified as "Asbestos Training" in staff report 16-10-11-03, this in fact was a charge for a site specific consultation with Cavanagh Construction on how to deal with the roof on the building which contained asbestos. While this is a legitimate expense, in the interest of fairness correcting the manner in which the expense was reported, the \$1,000.00 amount be deducted from the total amount of the capital costs to be levied under a Special Area Charge for this project;
- b) **That** costs related to Environmental Assessment Phase I and Phase II, less the FCM grant funding received and the Remediation Supervision for a total of \$53,134.00 be removed from total amount of the capital costs to be levied under a Special Area Charge for this project. Also as it was a concern to have a potentially abandoned Brownfield site at the entrance way to our newly revitalized Downtown.
- c) **That** staff be directed to bring a By-law amending By-Law 6775-17 for the revised capital costs outlined above, including a revised Appendix B with calculated payments per property; and
- d) **That** the Treasurer include in the 2020 operating budget include a one-time payment to the Municipal Parking reserve for a total of \$54,134 to address the reduced capital costs levied to the Downtown commercial business for the municipal parking lot.

Resolution CARRIED

7. b) Presentations

i) Museum 2020 Budget

The Museum Curator provided an overview of the Museum 2020 Budget presentation and responded to questions.

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ii) **Museum Emergency Plan**

The Museum Curator provided an overview of the Museum Emergency Plan and responded to questions.

iii) **Strategic Plan Update 2020-2023**

The Town Planner provided an overview of the Strategic Plan Update 2020-2023 presentation and responded to questions.

8. Public Meetings

None

9. Matters Tabled/Deferred/Unfinished Business

None

10. Staff Reports

a) **Staff Report – D.A. Gillies Building, Building Condition Assessment and Fire & Life Safety Study – Engineering Officer, Facilities & Civil**

Resolution No. 439-19

Moved by Lynn Grinstead

Seconded by Dan Lynch

That Council receive the D.A. Gillies Building, Building Condition Assessment and Fire & Life Safety Study along with a summary of findings as outlined in this report; and

That Council direct staff, based on the findings in the report, to update the Asset Management Plan, the draft 2020 capital budget and Long Range Capital Forecast (LRCF) for the required works in a financially responsible manner, mitigating undue budget pressures and implementing sound asset management practices.

Report and Resolution CARRIED

The Engineering Officer, Facilities and Civil provided a PowerPoint presentation, attached as Appendix A and forming part of these minutes, and responded to questions.

b) **Staff Report – General Insurance and Risk Management Services Award – Manager of Financial and Support Services**

Resolution No. 440-19

Moved by Lynn Grinstead

Seconded by Dan Lynch

That Council award the provision of General Insurance and Risk Management Services to Frank Cowan Company in partnership with J.P. Mulvihill & Son General Insurance Brokers for the two-year period of January 1, 2020 to December 31, 2021 with the possibility of three separate one-year extensions.

Report and Resolution CARRIED

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The Manager of Financial and Support Services provided a PowerPoint presentation, attached as Appendix B and forming part of these minutes, and responded to questions.

c) **Staff Report – Municipal Modernization Program – Intake I – General Manager, Client Services/Treasurer**

Resolution No. 441-19

Moved by Ted Strike

Seconded by Lynn Grinstead

That Council support the submission of an Expression of Interest under Municipal Modernization Program Intake I for a comprehensive IT Systems Review by an independent third party with the review including an assessment of the Town's current network infrastructure, network security and resource support and functionality.

Report and Resolution CARRIED

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

On a similar note, Mayor Stack advised that a number of municipalities in Renfrew County intend to submit an Expression of Interest under the Municipal Modernization Program for a service delivery review to seek out opportunities to improve service levels and efficiencies across border levels.

11. Committee Reports and Minutes

None

12. Notice of Motions

County Councillor Dan Lynch gave notice that at the next meeting he will move to reconsider the vote on Resolution No. 422-19 relating to the Repeal of Fire Route By-law No. 3047-78, noting that he voted against the resolution and with the majority.

13. County Councillor's Report from County Council

County Councillor Dan Lynch noted that County Council is meeting this Wednesday, November 27, 2019. The Agenda is available at the Clerk's office. Of note the election for the Warden will take place.

14. Correspondence & Petitions

a) **Correspondence Package No. I-19-NOV-20**

Resolution No. 442-19

Moved by Lynn Grinstead

Seconded by Chris Toner

That the Correspondence Package No. I-19-NOV-20 be received as information and filed accordingly.

Resolution CARRIED

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15. Bylaws/ Resolutions

a) **By-laws**

Resolution No. 443-19

Moved by Dan Lynch

Seconded by Chris Toner

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

- i) By-law No. 7013-19 – Amend 5297-05, as amended (Emergency Plan) to include Annex K (Museum Emergency Management Protocols)
- ii) By-law No. 7014-19 – By-Law to Repeal By-law No. 6986-19 (Repeal of CAO Appointment)

Resolution CARRIED

b) **Resolutions**

Resolution No. 444-19

Moved by Tom Burnette

Seconded by Ted Strike

That Council approve the amended 2020 Calendar of Council and Committee Meetings as attached hereto, wherein a Special Meeting of Council to table the budget has been included for January 20, 2020; and

Further That the 2020 Calendar be posted on the Town's website and APP for public information.

Resolution CARRIED

16. Announcements

County Councillor Dan Lynch made the following announcements:

- Welcome to Alpine Motors located on Ida Street North.
- Saturday, November 30th is the Santa Claus Parade, which begins at 6:00 p.m.

Mayor Walter Stack made the following announcement:

- Community Consultations are taking place on Thursday, November 28th from 5:00 p.m. to 7:00 p.m. and Friday, November 29th from 11:00 a.m. to 1:00 p.m. to discuss the path forward to eliminate poverty and homelessness in our community.

17. Media Questions

In response to Derek Dunn's inquiry asking why the Chief Administrative Officer is no longer employed, Mayor Stack declined to comment.

18. Closed Session

None

19. Confirmatory By-Law

Resolution No. 445-19

Moved by Tom Burnette

Seconded by Dan Lynch

That By-law No. 7015-19 being a By-law to confirm the proceedings of the Regular Meeting of Council held on November 25, 2019 be and it is hereby enacted and passed.

Resolution CARRIED

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20. Adjournment

Resolution No. 446-19

Moved by Lynn Grinstead

Seconded by Chris Toner

That this meeting of Council be adjourned at 8:05 pm.

Resolution CARRIED



Walter Stack, Mayor



Maureen Spratt, Town Clerk



D.A. Gillies Building, Building Condition Assessment and Fire & Life Safety Study

Gordon Gillespie,
Engineering Officer Facilities & Civil

Background

- The D.A. Gillies Building, is a provincially designated heritage property located within the Downtown Arnprior Heritage Conservation District on the corner of John and Madawaska Street, Arnprior, ON.
- Originally designed as a Federal Post Office and Customs House in 1896, the 2 1/2-storey facility was converted into the Arnprior & District Museum in 1967.



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Background

- In late 2017, the Town of Arnprior retained an architectural team to complete a Feasibility Study focused on improved building accessibility.
- Recommendations received from the Feasibility Study included completion of a Building Condition Assessment (BCA), focusing on code compliance and fire and life safety.

Discussion

- As part of the 2018 Capital Project, “D.A. Gillies Building, Building Condition Assessment and Fire & Life Safety Study”, Staff invited and requested proposals from six qualified consulting firms to complete a comprehensive BCA and Fire & Life Safety Study (F&LSS).
- The successful proponent, Pinchin Ltd., was awarded the contract to complete the BCA and F&LSS at a cost of \$24,043.85 (incl. Contingency & net HST).



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Discussion

- The objective for this project was to recognize all physical, operating and functional requirements of the property and cover all the divisions associated with major construction components, systems and equipment.
- Additionally, identification of non-conformance to the Ontario Fire Code, with comparisons of requirements for a new-build and enforceable items for the building as it stands based on its age of construction.



Discussion

- The scope of the BCA and F&LSS included a visual examination of the following:
 - Building envelope (exterior walls, windows, exterior doors and roof systems);
 - Structural elements;
 - Interior finishes;
 - Site features;
 - Mechanical systems;
 - Electrical systems; and
 - Fire and life safety systems.



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Discussion

- The Consulting Team was tasked with development of 20-year cash flow projections for deficiencies identified.
 - Cost estimates provided are considered Class ‘D’.
- To assess the priorities of the works the following priority levels were assigned to each recommendation:

Prioritization System	
Priority A	Life Safety
Priority B	Structural integrity
Priority C	Legislative Requirement
Priority D	Building Functionality
Priority E	Cost Effective Upgrade

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Discussion - Findings

- Roof Systems:
 - The majority of the metal roof systems, with the exception of the bell tower roof, are approximately 25-years old and are not anticipated to require replacement within the term of analysis.
 - Short-term replacement of the mechanical fasteners and painting of areas of corrosion is recommended.
 - Replacement of the metal roof systems of the bell tower is recommended due to age.
 - The modified bitumen flat roof is approximately 10-years old and shall be due for replacement within the later portion of the term of analysis.



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Discussion

- Wall Systems:
 - The wall systems were found to be in poor condition due to major deficiencies, including:
 - Loose building materials, settlement/movement of lintel stones and sections of masonry.
 - Remedial recommendations include:
 - Removal and reinstatement of settled or shifted lintels and sections of masonry, repointing of mortar joints, replacement of cracked limestone and sandstone, repair or replacement of eroded or delaminated sandstone and limestone, replacement of rotted/deteriorated work and replacement of all exterior sealants is recommended.

Discussion

- Structural Elements:
 - Review of the structural elements and information provided by the Town indicated that no major deterioration existed within the visibly accessible components of the facility. Deficiencies noted include:
 - Damaged/water stained wood members and areas of step cracking between brick masonry units within the bell tower, efflorescence present on interior stone foundation walls and insufficient insulation within the single-storey attic.

Discussion

- Interior Finishes:
 - Interior finishes were generally observed to be in satisfactory condition.
 - The Consultant recommends that cyclical replacement of interior finishes (common and in-suite areas) be included as part of the annual operating budget and completed as part of regular maintenance.

Discussion

- Site Features:
 - The site features were found in satisfactory condition with the exception of the following:
 - Cracking noted throughout the asphalt pavements.
 - Numerous deteriorated masonry units and mortar joints in the limestone feature wall; and
 - Corrosion noted on the metal fencing and railing at the accessible ramp.
 - Annual maintenance of the site features should be undertaken throughout the term of analysis.

Discussion

- Mechanical Systems:
 - The mechanical systems, including heating, ventilation, air conditioning (HVAC) and plumbing, were found to be in operating condition.
 - Recommendations are limited to planned replacements (partial or full) as components reach the end of their useful life.
 - Performing regular, ongoing, maintenance should result in an absence of major expenditures relating to the mechanical systems.



Discussion

- Electrical Systems

- The electrical systems were found to be in operating condition.

- Recommendations include:

- Planned replacements of the distribution system – panels and wiring – as they reach the end of their useful life (30-50 years);
 - Replacement of the CCTV system with a recording system.
 - Infrared scanning of the electrical system for due diligence purposes.

Discussion

- Fire & Life Safety
 - The Consulting Team recommends installation of early warning and suppression systems to mitigate the risk of hazards arising from the high combustible content of the building, lack of floor fire separations and egress constraints.
 - Early warning and suppression are compensating measures, or compliance alternatives, that focus on meeting the goals and objectives of relevant codes while respecting historic building features.

Discussion

- Fire & Life Safety:
 - A synopsis of identified deficiencies and corrective actions include the following:
 - There are various locations of the building where floor and wall fire separations are either missing or damaged, install, replace or reinstate where necessary;
 - Various non-rated door assemblies require replacement with rated door assemblies;
 - The fire escape is unprotected from a fire originating inside the building, is missing the bottom pull-down section and is exposed and rusted. It is recommended that the fire escape be repaired and protection provided to the access windows;



Discussion

- Fire & Life Safety:
 - The topmost flight of the west stair has risers of uneven height as well as guards and handrails that are non-compliant and require replacement;
 - It is recommended that the building be provided with an electronically supervised sprinkler system connected to an off-site monitoring station or local fire department (compensating measure/compliance alternative); and
 - It is recommended that a ULC listed fire alarm system be installed in the building meeting the requirements of the 2012 OBC (compensating measure/compliance alternative).



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Policy Considerations

- The Building Condition Assessment and Fire & Life Safety report is pertinent to continued, and informed, development of asset management planning and practices, and is aligned with the Town's Asset Management Policy.

Financial Considerations

- Estimates provided are preliminary Class 'D'.
- All costs identified are in 2019 Canadian Dollars, excluding consulting fees and taxes.

Component	Estimated Costs	Annual Requirement (20-Years)
Building:		
• Roof Systems	\$119,720.00	\$5,986.00
• Wall Systems	\$1,299,600.00	\$64,980.00
• Structural Elements	\$7,500.00	\$375.00
• Interior Finishes	\$30,000.00	\$1,500.00
• Site Features	\$76,000.00	\$3,800.00
• Mechanical Systems	\$198,000.00	\$9,900.00
• Electrical Systems	\$35,000.00	\$1,750.00
Fire & Life Safety	\$310,000.00	\$15,500.00
TOTAL	\$2,075,820.00	\$103,791.00



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Recommendation

- **That** Council receive the D.A. Gillies Building, Building Condition Assessment and Fire & Life Safety Study along with a summary of findings as outlined in this report; and.
- **That** Council direct staff, based on the findings in the report, to update the Asset Management Plan, the draft 2020 capital budget and Long Range Capital Forecast (LRCF) for the required works in a financially responsible manner, mitigating undue budget pressures and implementing sound asset management practices.



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Questions?



• WHERE THE RIVERS MEET •

Council Meeting – Monday,
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General Insurance and Risk Management Services Award

Estelle Moynes, Manager of
Financial and Support Services

November 25th, 2019

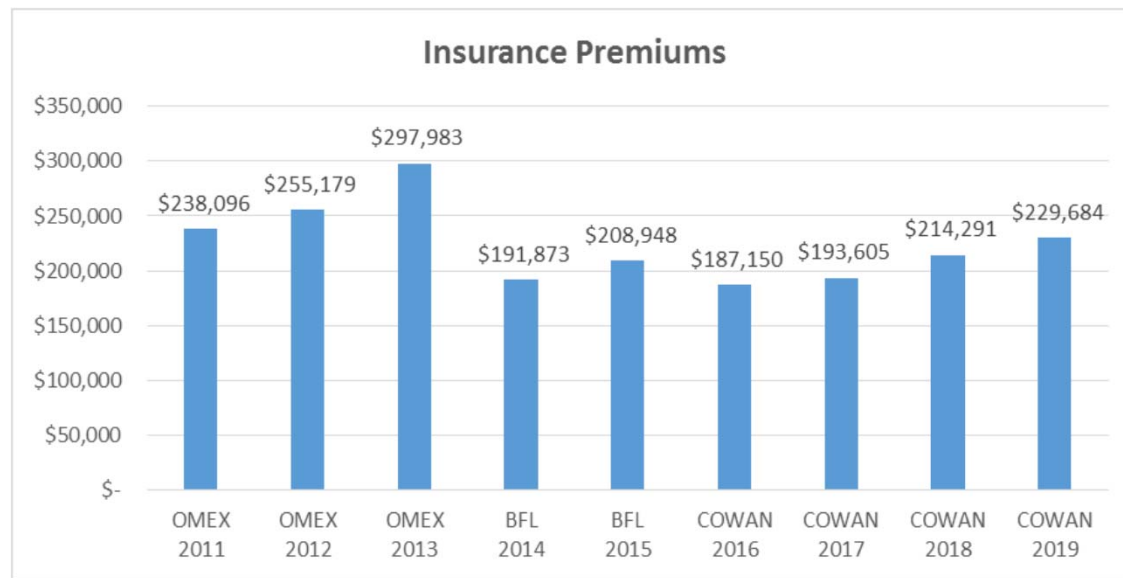
Background

- In October of 2019 a request for proposal was issued for General Insurance and Risk Management Services to the following companies:
 - AON Reed Stenhouse
 - BFL Canada Risk and Insurance Services Inc.
 - Frank Cowan Company
 - Mulvihill Insurance
 - MIS Municipal Insurance Services



Background

- The Town's last nine years of insurance premiums are as follows:



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Background

In 2018, the Town increased its coverage to include Cyber Insurance and in 2019, Fraudulently Induced Transfer coverage. For comparison purposes, the 2019 premium with a full year of Fraudulently Induced Transfer coverage would have been \$230,785.60.



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Discussion

The following vendors submitted proposals:

1. Frank Cowan Company in partnership with J.P. Mulvihill and Son General Insurance Brokers
2. BFL Canada Risk and Insurance Services Inc.
3. MIS Municipal Insurance Services



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Discussion

Each proponent received the following score based on the RFP Evaluation Matrix:

EVALUATION MATRIX - RFP General Insurance and Risk Management Services	WEIGHT	Cowan / Mulvihill	BFL	MIS
		SCORE	SCORE	SCORE
Stage 1 - Technical Proposal				
Experience and Qualifications of Firm/Personnel	15%	15	15	15
Comprehensiveness of Coverage	15%	15	11	13
Services Offered - Risk and Claims Management	15%	14	14	14
Completeness and Overall Presentation	5%	4.5	4	5
Stage 2 - Financial Proposal				
Financial Proposal	50%	50	16	46
Total	100%	98.5	60	93



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Discussion

In the financial proposal, vendors were asked to bid for the 2020 premium and to state an upper limit percentage increase for the 2021 premium. Financial proposal results were:

Proponent	2020 Premium	2021 % Increase Limit
Cowan / Mulvihill	\$249,574.68	10%
BFL	\$419,980.60	none provided
MIS	\$269,341.96	15%



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Discussion

The majority of the premium increase is related to General Liability, which could be reflective of upward trends in the insurance market and the Town's audit history. A contributor to the increase as well is in Property coverage, which would be reflective of the growing asset base of the Town.



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Discussion

CLASS	2019 TOTAL	2020 TOTAL
MUNICIPAL LIABILITY	77,991	91,359
ERRORS AND OMISSIONS	5,578	5,446
NON-OWNED AUTOMOBILE	203	198
ENVIRONMENTAL LIABILITY	5,782	5,782
CRIME	2,000	3,000
MUNICIPAL ACCIDENT	1,011	1,011
CONFLICT OF INTEREST	420	420
LEGAL EXPENSE	1,500	1,500
PROPERTY - BUILDINGS/CONTENT	77,288	88,794
EQUIPMENT BREAKDOWN	7,572	7,355
AUTOMOBILE FLEET	26,656	21,148
FACILITY USER	3,450	2,500
CYBER RISK	4,629	4,100
TOTALS:	214,080	232,613
RETAIL SALES TAX:	15,077	16,962
TOTALS:	229,157	249,575



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Discussion

Vendor Experience and Qualifications

Frank Cowan Company is a long-standing established provider of specialized insurance programs, including risk management and claims services to municipalities. They have a proven track record and are considered a leader in the municipal insurance industry. As part of their proposal, they included an account management team that includes members from Frank Cowan Company, located in Perth and local representatives from J.P Mulvihill & Son General Insurance Brokers.



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Discussion

Risk Management Services

Along with Municipal Insurance, Frank Cowan Company provides the Town with Risk Management Services at no cost to help the Town mitigate risk and minimize exposure before potential incidents occur. These services include education, road reviews, fleet reviews, contract analysis, property inspections, etc. Over the last four years, the risk management services provided by the Frank Cowan / J.P. Mulvihill team have been timely and met the needs of the Town.



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Recommendation

That Council award the provision of General Insurance and Risk Management Services to Frank Cowan Company in partnership with J.P. Mulvihill & Son General Insurance Brokers for the two-year period of January 1, 2020 to December 31, 2021 with the possibility of three separate one-year extensions.



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Questions?



• WHERE THE RIVERS MEET •