

Town of Arnprior

Special Meeting of Council Agenda

Tuesday, April 14, 2020

3:00 p.m.

Council Chambers, Town Hall
105 Elgin Street W, Arnprior, ON

1. Call To Order

2. Roll Call

3. Adoption of Agenda (Additions/Deletions)

4. Disclosures of Pecuniary Interest

5. Adoption of Minutes of Previous Meeting(s) (except Minutes of Closed Session(s))

- a) **Regular Meeting of Council – March 9, 2020 @ 6:30 PM** 1-7
- b) **Special Meeting of Council – March 25, 2020 @ 4:00 PM** 8-11

6. Staff Reports

- a) Report submitted by the CAO
Regarding **Covid-19 Response Update** 12-20

7. Correspondence & Petitions

- a) Correspondence Package I-20-APR-06 (distributed separately)

8. By-Laws / Resolutions

a) **By-laws**

- i) **By-law No. 7053-20** – Amend By-Law No. 7031-20 Interim Tax Levy 21
- ii) **By-law No. 7054-20** – Waive penalty requirement for water and wastewater billings (March, April, May 2020) 22

b) **Resolutions - Meetings**

Whereas, on March 17, 2020 a Declaration of Emergency was made by the Province of Ontario pursuant to section 7.0.1 of the *Emergency Management and Civil Protection Act*, R.S.O. 1990, Chapter E.9; and

Whereas due to the COVID-19 (coronavirus) outbreak, all regular Council and Advisory committee meetings regularly scheduled have been suspended out of an abundance of caution; and

Whereas, once the province withdraws its emergency declaration and public health officials' messaging changes with respect to social distancing, staff will work in consultation with the Mayor and Chief Administrative Officer to resume regular meetings as soon as possible; and

Whereas, at a special meeting held on March 25, 2020 council amended its procedure by-law to allow for electronic participation during any period where an emergency has been declared to exist in all or part of the municipality under section 4 or 7.0.1 of the Emergency Management and Civil Protection Act; and

Whereas Council deems it expedient to take every precaution to slow the infection of the pandemic, and to ensure the health and safety of our community

Therefore, Be It Resolved That until such a time as Council can resume to their regular Council and Committee Meetings, Special Council meetings be held, at the call of the Mayor in consultation with the Chief Administrative Officer, electronically to support any time-sensitive agenda items.

9. Closed Session

One (1) matter pursuant to Section 239(b) of the Municipal Act, 2001, to discuss a personal matter about an identifiable individual including municipal or local board employees; (Striking Committee)

One (1) matter pursuant to Sections 239(b) and (f) of the Municipal Act, 2001, to discuss a personal matter about an identifiable individual including municipal or local board employees; and advice that is subject to solicitor-client privilege, including communications necessary for that purpose; (Staffing)

One (1) matter pursuant to Section 239(2)(f) of the Municipal Act, 2001, advice that is subject to solicitor-client privilege, including communications necessary for that purpose (Awarding of Tender)

10. Confirmatory By-Law

By-law No. 7055-20 – By-law to Confirm the Proceedings of Council

11. Adjournment

Note: Town Hall is temporarily closed due to social distancing protocols that have been recommended by the federal and provincial governments and to help protect the health and well-being of our community. Council Meetings will take place electronically until further notice. Please see the Town's website at www.arnprior.ca to view the live stream and the meeting will be uploaded to YouTube for future viewing.

Full Distribution: Council, C.A.O., Managers and Town Administrative Staff

E-mail to: Cogeco; Metroland Media; Oldies 107.7/My Broadcasting Corporation; Valley Heritage Radio; Ottawa Valley Business

The agenda is made available in the Clerk's Office at the Town Hall, 105 Elgin Street West, Arnprior and on the Town's Website at arnprior.ca. Persons wishing to receive a print item on the agenda by email, fax, or picked up by hand may request a copy by contacting the Clerk's Office at 613-623-4231 ext. 1818. The Agenda and Agenda items will be prepared in an accessible format upon request.



Minutes of Regular Council Meeting

March 9, 2020

6:30 PM

Town Hall, Council Chambers

Present:

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

Also Present:

Robin Paquette, CAO
Jennifer Morawiec, GM, Client Services / Treasurer
Maureen Spratt, Town Clerk
Emily Melanson, A/ Deputy Clerk
Graeme Ivory, Manager of Recreation
John Steckly, GM, Operations
Deanna Nicholson, Environmental Engineering Officer
Scott Matthews, Waterworks Supervisor
Jeff Crawford, Fire Chief

Absent:

Councillor Tom Burnette

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, with all Members of Council being present, with the exception of Councillor Tom Burnette.
3. Adoption of Agenda
Resolution No. 078-20
Moved by Dan Lynch
Seconded by Lynn Grinstead
Be It Resolved That the agenda for the Regular Meeting of Council dated Monday, March 9, 2020 be adopted.

Resolution CARRIED
4. Disclosures of Pecuniary Interest
None
5. Question Period
None
6. Adoption of Minutes of Previous Meetings
Resolution No. 079-20
Moved by Lisa McGee
Seconded by Ted Strike
That the Minutes of the Regular and Special Meetings of Council listed under item 6 (a) and (b) on the agenda be adopted (Regular Meeting of Council – February 10, 2020 @ 6:30 PM and Special Meeting of Council – March 2nd, 2020 @ 8:00 AM).

Resolution CARRIED
7. Awards/ Delegations/ Presentations
None

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8. Public Meetings OPA #1/ZBLA – Fourth Avenue, Town Planner

Resolution No. 080-20 (6:33 PM)

Moved by Lynn Grinstead

Seconded by Dan Lynch

That Council move into a public meeting pursuant to the requirements of Sections 17(15) and 34(12) of the *Planning Act, R.S.O. 1990, c.P. 13*, as amended, regarding one (1) proposed Official Plan Amendment and Zoning By-Law Amendment related to a property on Fourth Avenue (Official Plan Amendment #1 and Zoning By-Law Amendment 5/19).

Resolution CARRIED

Mayor Stack called the meeting to order at 6:33 PM, welcomed those present and the Town Planner noted requirements for oral or written submissions prior to adoption of the amending by-law for the purposes of the Local Planning Appeal Tribunal requirements.

a) Official Plan Amendment #1 and Zoning By-Law Amendment 5/19 (Fourth Avenue)

Robin Paquette, Town Planner, explained the amendment is being requested to change the Official Plan designation from “Employment Area” to “Low/Medium Density Residential” and to change the zoning designation from “Employment (Holding Four) [EMPL(H4)]” to “Residential Four – Exception 32 – Holding 11 (R4*32(H11))”. This would allow for the development of the property with a multi-unit residential development and permit townhouse and apartment dwellings on the site, with exceptions to the standard R4 provisions relating to maximum height, parking location and minimum parking space size.

Staff advised that prior to the meeting, written comment was received from Frank Vermeer of 177 Fourth Avenue, Arnprior (a copy of which is attached as Appendix A and forming part of these minutes).

The floor was opened to the public for comments, with the following individuals providing comment:

- John Beentjes – 189 Fourth Avenue, Arnprior
- Scott Brown – 171 Third Avenue, Arnprior
- Matt Brown – 165 Fourth Avenue, Arnprior

The topics of discussion among citizens noted above, remained relatively consistent, with the following being a summary of the comments/concerns noted:

- Traffic Concerns, specifically:
 - Adding the extra floor to the building will create additional population and increase traffic flow and vehicles.
 - Increase of population on corner lot will add a lot of traffic flow
 - Increase in traffic on an already deteriorating road, increase poor conditions
 - Traffic from McNab onto Fourth, logistics of how this will be arranged (four-way stop?)
 - A need for traffic lights on Madawaska Blvd. and McNab Street. It was noted that Madawaska is a County road but a traffic warrant could be requested of the County to review.

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- No sidewalks in the area so increased traffic would effect kids/pedestrians travelling to ball diamonds and parks on McLean Ave.
- Parkland, specifically:
 - Concept plan has parkland; would it be a private park? Should be inclusive and be for public.
- Construction, specifically:
 - Impact of construction on existing foundations and homes in the area. In response to this inquiry, the Town Planner did note that there are regulations in place regarding construction activities and the surrounding impacted homes. These issues would be addressed.

The public meeting was declared closed at 6:47 PM

Resolution No. 081-20 (6:47 PM)

Moved by Dan Lynch

Seconded by Lynn Grinstead

That Council resume to the Regular Meeting of Council.

Resolution CARRIED

9. Matters Tabled/Deferred/Unfinished Business

None

10. Staff Reports

a) **Zoning By-law Amendment ZBL-1/20 (260 Elgin Street West) – Town Planner**

Resolution No. 082-20

Moved by Lisa McGee

Seconded by Ted Strike

That Council receives application ZBL-1/20 for Part of Lot 10, Plan 32, municipally known as 260 Elgin Street West to change the zoning designation from “Residential One (R1)” to “Residential One – Exception 34 (R1*E34)” to permit retail sales and the use of an accessory building for a home occupation; and

Further That pursuant to Section 34(12) of the Planning Act Council hold a public meeting on Tuesday, April 14, 2020, regarding the proposed amendment, to allow for public review and comment.

Report and Resolution CARRIED

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

b) **2019 DWQMS Audits and Management Review Results – Environmental Engineering Officer**

Resolution No. 083-20

Moved by Chris Toner

Seconded by Dan Lynch

That Council receive Report #20-03-09-02 authorizing the Chief Administrative Officer and the General Manager, Operations on behalf of Top Management, and the Mayor, on behalf of Council, to endorse the QMS Commitment and Endorsement Policy, to meet the requirements of the Town of Arnprior Drinking Water Quality Management System Operational Plan.

Report and Resolution CARRIED

The Environmental Engineering Officer provided an overview of the report and responded to questions.

At the request of County Councillor Lynch, Mayor Stack called for a recorded vote:

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

c) 2019 Annual Report – Arnprior Water Pollution Control Center and Arnprior Drinking Water System – Waterworks Supervisor

Resolution No. 084-20

Moved by Dan Lynch

Seconded by Lynn Grinstead

That Council receive the following reports:

1. Arnprior Water Pollution Control Center Summary Report 2019, prepared by Scott Matthews, Waterworks Supervisor.
2. Town of Arnprior Waterworks, Annual Report 2019, Prepared by Scott Matthews, Waterworks Supervisor.
3. Arnprior Water Filtration Plant Summary Report 2019, Prepared by Scott Matthews, Waterworks Supervisor.
4. 2019-2020 Arnprior Drinking Water System Inspection Report, prepared by the MECP.

Further That a copy of the above noted reports be made available to the Public for review in hard copy format at the Town Hall and in electronic format on the Town’s website; and

Further That an advertisement be placed in a local newspaper notifying the public of the availability of the above noted reports for review.

Report and Resolution CARRIED

The Waterworks Supervisor provided an overview of the report and responded to questions.

At the request of County Councillor Lynch, Mayor Stack called for a recorded vote:

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

d) Policy AS-CP-06 - Recreation Facility Use – Manager of Recreation

Resolution No. 085-20

Moved by Lisa McGee

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Seconded by Ted Strike

That Council enact a by-law to adopt Policy AS-CP-06 - Recreation Facility Use at the March 23rd Regular Meeting of Council.

Report and Resolution CARRIED

The Manager of Recreation provided an overview of the report and responded to questions.

11. Committee Reports and Minutes

None

12. Notice of Motions

None

13. County Councillor's Report from County Council

County Councillor Dan Lynch provided an overview of the following meeting from the County of Renfrew, with his notes being filed in the Clerk's Office for public information:

- A review of the Eastern Ontario Paramedic Services was completed by Mr. Marvin Rubinstein. His recommendation was that our EMS stay intact and not be privatized. A copy of the report is available with the Deputy Clerk.
- A new Remuneration By-Law for County Council members was "Carried" which included an allocation of \$3,900.00 per annum to attend sanctioned Conferences (AMO, ROMA, etc).
- A new 40 meter Rogers Communications Tower will be erected in Renfrew at Renfrew County Place.
- Attendance at the County Rd 51 (Petawawa Blvd) Ad Hoc Committee meeting where it was recommended that this project be included in the 10 year Capital Project Plan, to stress its importance should the Federal/Provincial Governments consider financially support of the project.

14. Correspondence & Petitions

a) **Correspondence Package No. I-20-MAR-05**

Resolution No. 086-20

Moved by Dan Lynch

Seconded by Lynn Grinstead

That the Correspondence Package No. I-20-MAR-05 be received as information and filed accordingly.

Resolution CARRIED

County Councillor Dan Lynch referred to various items from the Correspondence Package No. I-20-MAR-05, noting the following:

- Item #10 – Correspondence from Province of Ontario – Helping Small and Rural Municipalities Improve Services for Residents and Businesses
 - Ontario Municipal Modernization Plan recognizes Town of Arnprior getting \$12,720.00 that will go towards IT Review.
- Item #16 – Correspondence from the Association of Municipalities of Ontario (AMO) – Watch File – February 20th, 2020
 - LAS is offering wireless phone service for staff. A quote can be obtained for free. In response to County Councillor Lynch, the CAO noted that staff have reached out to the Province for additional information regarding this service.

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- Item #21 – Correspondence from Constituents – Arnprior Lionettes – Thank You Letter for Municipal Grant Approval
 - Kudos to our Administrative Staff for making the Arnprior Lionettes fundraising a seamless transition.
- Item #22 – Correspondence from Constituents – Judy Yach – Thank you Letter to the Arnprior Fire Department
 - Kudos to our Fire Department for putting out an electrical fire, and Captain Cory Nicholas who, using his investigative skills, assisted in finding the cause of an appliance fire which resulted in a new appliance for the victim.

b) Correspondence Package No. A-20-MAR-04

Resolution No. 087-20

Moved by Ted Strike

Seconded by Lisa McGee

That the Correspondence Package No. A-20-MAR-04 be received and that the recommendations outlined be brought forward for Council's consideration.

Resolution CARRIED

Resolution No. 088-20

Moved by Ted Strike

Seconded by Lisa McGee

Whereas the Ministry of Heritage, Sport, Tourism, and Culture and the Ministry of Transportation supervise the delivery and maintenance of tourism oriented destination signage through a third party (Canadian TODS Limited);

Whereas our tourism stakeholders and other enterprises rely heavily on this signage to direct customers to their businesses;

Whereas Canadian TODS Limited recently advised their customers that fees will be doubling, beginning in 2020;

Whereas this will result in significant financial hardship for business owners and municipalities along provincial highways;

Whereas tourism oriented destination signage fees are based on the class of highway that they are situated on;

Whereas this increase will result in extraordinarily high fees for portions of Highway 417 within our municipal borders given its designation as a 400-series highway, similar to Highway 401 and Highway 407 in the Greater Toronto and Hamilton Area (GTHA);

Therefore Be It Resolved That the Council of the Corporation of the Town of Arnprior request that the Minister of Tourism, Culture and Sport and the Minister of Transportation reconsider the existing fee structure and implement a multi-year phased-in increase to provide an appropriate amount of time for businesses to adjust to the new rates;

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Further That a copy of this resolution be sent to Lisa MacLeod, Minister of Tourism, Culture and Sport; Caroline Mulroney, Minister of Transportation; and John Yakabuski, Member of Provincial Parliament (MPP) for Renfrew-Nipissing-Pembroke.

Resolution CARRIED

15. Bylaws/ Resolutions

a) **By-laws**

Resolution No. 089-20

Moved by Lynn Grinstead

Seconded by Chris Toner

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

- i) By-law No. 7049-20 – Transfer Payment Agreement (Municipal Modernization).

Resolution CARRIED

16. Announcements

County Councillor Dan Lynch made the following announcements:

- The Legion is hosting a St Patrick's Day Party this Saturday from 12:00 pm until late. Irish stew on board along with live bands. Heartbreakers play at 5:00 pm.
- 23 March is the next Public Meeting for the subdivision that is planned for Baskin Drive.
- Lions Club Catch the Ace draw takes place tomorrow evening.
- The Men's Shed First Anniversary Celebration at 328 Nieman Drive, Arnprior on Thursday, March 12th.

17. Media Questions

None

18. Closed Session

None

19. Confirmatory By-Law

Resolution No. 090-20

Moved by Lisa McGee

Seconded by Ted Strike

That By-law No. 7050-20, being a By-law to confirm the proceedings of the Regular Meeting of Council held on March 9, 2020, be and it is hereby enacted and passed.

Resolution CARRIED

20. Adjournment

Resolution No. 091-20

Moved by Lynn Grinstead

Seconded by Chris Toner

That this meeting of Council be adjourned at 7:18 PM.

Resolution CARRIED

Walter Stack, Mayor

Maureen Spratt, Town Clerk



Minutes of Special Council Meeting

March 25, 2020

4:00 PM

Town Hall, Council Chambers

Present Via Video Conferencing:

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

Also Present:

Robin Paquette, CAO
Jennifer Morawiec, GMCS/Treasurer
John Steckly, GM, Operations
Lindsay Wilson, MEDO
Maureen Spratt, Town Clerk

1. Call to Order

Mayor Walter Stack called the Special Council meeting to order at 4:00 PM and welcomed those present.

2. Roll Call

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

3. Adoption of Agenda

Resolution No. 092-20

Moved by Tom Burnette

Seconded by Dan Lynch

Be It Resolved That the agenda for the Special Meeting of Council dated Wednesday, March 25, 2020 be adopted.

Resolution CARRIED

4. Disclosures of Pecuniary Interest

N/A

5. Staff Reports

a) Electronic Participation – Town Clerk

Resolution No. 093-20

Moved by Lisa McGee

Seconded by Lynn Grinstead

That Report 20-03-25-01, Electronic Participation at Council, Committee and Board Meetings, be received for information;

That By-law Number 6922-19 be amended accordingly to permit electronic participation at Council, Committee and Board meetings where an emergency has been declared to exist in all or part of the municipality under section 4 or 7.0.1 of the Emergency Management and Civil Protection Act;

Resolution CARRIED

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b) Covid-19 Response - Temporary Financial Measures – GMCS/Treasurer

Resolution No. 094-20

Moved by Lynn Grinstead

Seconded by Dan Lynch

That Council authorize the following temporary financial measures for individuals and in response to the Covid-19 crisis:

- (a) Waiving of penalty and interest for Water/Wastewater billings with due dates March 31, April 30 and May 31, 2020.
- (b) 30-day grace period with deferral of property tax second instalment date from May 29, 2020 to June 30, 2020; and
- (c) 60-day grace period with deadline extension for properties with taxes two years in arrears prior to the issuance of a tax certificate

Resolution CARRIED

c) Covid-19 Response Business Continuity Plans – GMCS/Treasurer

Resolution No. 095-20

Moved by Ted Strike

Seconded by Lynn Grinstead

That Council authorize funding up to \$15,000 for additional IT investments for remote connectivity and business continuity purposes funded from the Capital Expenditure Reserve Fund.

Resolution CARRIED

d) Covid-19 Response Communication Strategy – MEDO

Resolution No. 096-20

Moved by Lynn Grinstead

Seconded by Dan Lynch

That, during the Provincially Declared State of Emergency, Council approve the COVID 19 Communication Strategy attached hereto, as well as a weekly 'Message from the Mayor' to be disseminated per the standard communication procedures and further that the CAO continue to release urgent news to the public through Press Releases.

Resolution CARRIED

e) Covid-19 Response – Economic Development Update

Resolution No. 097-20

Moved by Lisa McGee

Seconded by Tom Burnette

That Council receives this report as information.

Resolution CARRIED

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6. By-laws/Resolutions

a) **By-law 7051-20, Amend By-law 6922-19 Procedure By-law**

Resolution No. 098-20

Moved by Tom Burnette

Seconded by Dan Lynch

That, By-law No. 7051-20 being a by-law to amend By-law 6922-19, being a by-law to Regulate the Proceedings of Council be and it is hereby enacted and passed.

Resolution CARRIED

7. Closed Session (4:33 p.m.)

Resolution No. 099-20

Moved by Lynn Grinstead

Seconded by Lisa McGee

That Council meet in Closed Session pursuant to Section 239 (2)(b)(f) of the Municipal Act to discuss one (1) personal matter about an identifiable individual including municipal or local board employees; advise that is subject to solicitor-client privilege, including communications necessary for that purpose. (Part-time Employees)

Resolution CARRIED

Open Session (4:55 p.m.)

Resolution No. 100-20

Moved by Chris Toner

Seconded by Lisa McGee

That Council authorizes staff to proceed as directed in Closed Session regarding part time employees.

Resolution CARRIED

8. Confirmatory By-Law

Resolution No. 101-20

Moved by Tom Burnette

Seconded by Lynn Grinstead

That By-law No. 7052-20 being a By-law to confirm the proceedings of the Special Meeting of Council held on March 25, 2020 be and it is hereby enacted and passed.

Resolution CARRIED

9. Adjournment

Resolution No. 102-20

Moved by Lynn Grinstead

Seconded by Chris Toner

That this meeting of Council be adjourned 5:56 p.m.

Resolution CARRIED

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Walter Stack, Mayor

Maureen Spratt, Town Clerk



Town of Arnprior Staff Report

Subject: Covid-19 Response Update Report Number: 20-04-14-01	Department: CAO's Office Report Author: Robin Paquette Title: Chief Administrative Officer Meeting Date: April 14, 2020
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Recommendations:

That Council receive the following report as information; and

That Council authorize the cancellation or postponement of Town planned public events up to June 30, 2020.

Background:

On March 25, 2020 a number of reports were brought forward to Council to provide updates on the Town's Covid-19 Response. These reports included:

- Temporary Financial Measures
- Business Continuity Plans
- Communication Plans
- Economic Development Update

This report is to provide Council with further updates regarding Covid-19 responses. The Town responses are reflective of the extension of the provincial state of emergency, school closures until May 4th, 2020 and include further planning should these responses need to carryforward for a further extended period.

Discussion:

While all Town facilities remain closed to the public, all essential services continue to be offered and all departments are open for business. Staff can be contacted by phone or email to address any concerns residents may have.

Meetings

- Regular Council and Committee meetings have been cancelled during the provincial emergency, as the Town and Council respond to Coronavirus (COVID-19).
- Council and Town administration will continue to review upcoming meetings to determine if they will proceed as scheduled, held electronically, or cancelled with items appearing on future agendas.
- Special meetings will be held, at the call of the Mayor and will focus on particular and specific items of a timely nature.
- The annual Volunteer Appreciation Event schedule for April 26, 2020 has been cancelled and will be rescheduled at a later date.

Communications

- The focus of the social media campaign is to support the best sources of information from the Renfrew County and District Health Unit, and the Provincial, and Federal Governments. This is accomplished through sharing online, re-tweeting and creating supporting messages, and original messages with our own branding as well.
- Last week, the Town sponsored a series of radio messages (Public Service Announcements) on local radio station, MYFM, while this week the Town has sponsored a series of messages on Valley Heritage Radio. The messages are updated as new information/messaging is developed. There are several messages per day, carrying a timely and focused message to listeners. We will consider further use and sponsorship of radio as we move forward.
- All Town of Arnprior Media Releases have been sent to all media contacts, Council, and staff. Media releases from the Renfrew County and District Health Unit, and Provincial and Federal Governments are shared with the Town and have been further shared by our staff to assist in timely and accurate flow of information.
- The communications are being shared on all social media platforms through our @ArnpriorLife Facebook page, @arnprior twitter account and on our Arnprior App which links to our COVID 19 page on the Town website. This is to maximize the reach to the public. The messaging is updated with a very high level of frequency on our page with a date and time stamp for updates. We are well engaged with the community and continue to bring forward information in a timely and accurate fashion.

Finance

- All financial services (payroll, payables, receivables, utility billing, bank reconciliations, cash receipting, etc.) are continuing to operate with minimal impacts. The financial audit is continuing to proceed, working with the Town auditors remotely to provide necessary data.
- Precautions are still being taken for social distancing, additional cleaning, and Business Continuity Plans for staffing coverages to ensure that these essential services will be able to continue to be provided should high absenteeism be experienced due to Covid-19.

By-Law Enforcement

- With the Province announcing the extension of the Declaration of Emergency, playgrounds, basketball courts, skateboard parks, picnic areas, park shelters, and other outdoor recreational amenities are also closed to slow the spread of COVID-19. Green spaces in parks and trails remain open for pass-through access, however visitors must continue to practice social distancing.
- Under the Emergency Management and Civil Protection Act, there are fines set by the Province for any person who fails to comply and continues using these closed amenities. Enforcement of these closure orders can be carried out at the discretion of the Ontario Provincial Police (OPP) and Municipal Law Enforcement Officers.
- At this time the OPP are responding to calls for service regarding violations under the Emergency Management and Civil Protection Act (EMCPA) but the number of calls for service have not been significant.

- The OPP and Municipal By-law Enforcement Officers are providing education, awareness and encouraging compliance for the purpose of public safety regarding violations.
- If calls regarding violations under the EMCPA become voluminous the OPP will engage Municipal Law Enforcement Officers to assist in enforcement.

Fire Services

- The Fire department has divided its force into two response groups to be rotated on a weekly basis. One group will be the primary response group each week while the other group stays home. This measure has been taken to ensure there are sufficient numbers to respond to calls while at the same time respecting our duty and responsibility to maintain social distancing for the safety of our force and the community.
- Weekly training has been cancelled and an online training program has been implemented which staff can do at home so as to maintain a high level of skill and operational readiness.
- Any excess medical gloves and masks have been donated to Arnprior Regional Health.
- Strict measures on physical distancing, screening, additional personal protective equipment and post incident, on-scene decontamination have been put in place for personnel at calls.
- All these measures are for the protection of our firefighters and in order that the department can continue to maintain their commitment.

Operations – W/WW, Roads & Services, Engineering

- All essential services (water, wastewater, road and vehicle maintenance, facility maintenance, cemeteries, utility locates, etc.) are continuing to operate with minimal impacts.
- Spring sidewalk and street sweeping has now commenced and will continue for the next two months until the Town is complete.
- Engineering Branch continue to provide most services, while working remotely when possible (i.e. development of tenders, RFQ and RFP documents, annual reporting, coordination of capital projects, facility maintenance and repairs, and waste management services, completion of development reviews, inspections and security reductions, processing utility municipal consents and road cut permits, responding to resident inquiries and concerns, etc.).
- Precautions are still being taken for social distancing, additional cleaning, and BCP implementation for staffing coverages in all branches of the department.

Operations – Facilities

- Both ice surfaces at the Nick Smith Centre have been removed. The complete process (removal, clean-up, plant closure) took about 10 days to complete. The

arenas were scheduled to be removed on April 6, 2020 however with the Covid-19 outbreak, the process began three weeks ahead of schedule. This should result in some savings for light, heat and power having the ice surfaces out early.

- Draining of the pool began Monday April 6th along with the cleaning and maintenance to the pool change rooms, staff change rooms, classrooms, etc. The regular pool shutdown is during the month of September. By completing the maintenance now, the intent would be to forgo the September pool closure, allowing additional time for programming.
- Additional facility maintenance has been completed at the NSC including: Replacement of lobby ceiling tiles, removal of wall displays/mounts, touch up painting as needed; deep cleaning of the facility, hall, kitchen, storage rooms and equipment sanitized; Community Hall lobby floor stripped, cleaned and waxed.
- Staff continue to monitor all Town facilities, including those closed at this time, on a regular basis to ensure any maintenance issues are addressed, lights are off and temperatures are decreased. With respect to the Museum, for example, the building is being monitored and the temperature has been reduced, which is a benefit to the collection of artifacts and a cost savings to the Town.
- In accordance with Provincial Order 104/20, staff have closed all play structures, the skate park, sports fields, basketball courts and gazebos by locking gates, blocking with tape and installing signage to advise the public. Furthermore, staff will not be installing the marina docks at this time to save the cost of installation and then the need to restrict access. The seasonal position of Marina Dockhands will not be filled until we are certain the Marina will be opened for the season. As with all facilities, staff will be monitoring the Orders and be prepared to move forward with reopening, installing, etc. when it is appropriate to do so.
- Parks maintenance equipment (i.e. mowers, tractors, trimmers, etc.) and maintenance plans are currently being prepared in anticipation for the need to begin parks maintenance activities before the end of April.
- The need to purchase, install and maintain flowers and hanging baskets throughout the parks, facilities, and downtown this year is currently under review and will be evaluated further as the Covid-19 situation evolves.

Waste Management

- Landfill closure continues. While normally large items are permitted to be disposed of if delivered to the landfill, at this time the public is being asked to store these items until the landfill reopens. Alternatively, residents may consider other facilities, such as the Tomlinson Waste Recovery Centre on Carp Road, which is currently open to the general public.
- Garbage collection continues as usual with the following exception. As of the April 1st collection date, the Town has temporarily increased curbside collection garbage bag limits per household from 2 bags to 4 bags per week. This was implemented to recognize that many families are at home all week at this time and not able to purchase additional bag tags while the municipal facilities are closed to the public.

- The Town's spring curbside leaf and yard waste collection day will continue as originally planned on Wednesday, May 13th, 2020.

Recreation Programming

- As a result of the COVID-19 outbreak, the Spring Registration scheduled for Monday, March 16 was postponed and all programming postponed indefinitely.
- The recreation department and the museum are helping to keep residents active and entertained at home through the website and social media with initiatives such as: at home workouts; art challenges; 'artifacts of the week' challenges; virtual tours; and sharing of recreation resources for all ages. These posts are getting high engagement and great feedback.
- The Recreation Department with the support of the Marketing and Economic Development Officer launched the **Recreation at Home** web page (<http://www.Arnrior.ca/Recreation-At-Home>) offering tools and resourcing to all residence to keep our residents' minds and bodies healthy and active. The content of this web page has been supported by several posts on a daily basis on our social media channels and emails through the new online recreation platform, PerfectMind.
- Given the preparation and lead time that is required to plan Special Events, staff recommend postponing or cancelling all events up to the end of June 30, 2020. Given messaging from higher levels of government, it seems unlikely that large crowd gatherings will be permitted and/or encouraged. Postponement / cancellations include:
 - Priorpalooza (June 6) – postpone the event including the Train show that runs in conjunction with Priorpalooza to a later date.
 - ParticipACTION Community Better Challenge (June 1-21) – the Town has not yet received word on if the grant will be awarded for this event.
 - Concerts in the Park (Sundays, June 14 - August 16) – cancel the June events however maintain the July-August line-up for the time being and revisit.
 - School's Out Beach Party (June 27) – postpone until later date.
 - OVCATA Trail Safety Event (June 27) – postpone until later date.
- The proponents of the Ottawa Senators Foundation Sens Rink had met with staff and proposed a launch date in mid-April, to announce the project to our community. As a result of the Orders, this has been postponed and will be revisited.

Planning and Development

- The Chief Building Official has continued to operate out of Town Hall for the most part, accepting applications dropped off or submitted electronically, reviewing plans, issuing permits, and performing inspections. A total of 70 permits, with 57 new housing starts, have been issued to-date in 2020. Efforts are continuing, per the 2020 budget, to obtain additional contract construction inspection services due to the volume of permits for 2020.
- In accordance with the Province's decreased list of essential services, no permits have been issued as of April 3rd, for any new construction, particularly residential.

Inspections for residential dwellings commenced under open permits has continued.

- Construction of the Grove Nursing Home Expansion, considered an essential service as a 'health care facility', is now underway. The Chief Building Official is undertaking inspections as required.
- At the time of the declaration of emergency from the province, there were two Public Meetings under the Planning Act scheduled:
 - Baskin Drive - Subdivision, Official Plan and Zoning By-law Amendments
 - 260 Elgin Street West - Zoning By-law Amendment

Due to the requirements under the Planning Act that all Public Meetings be open to the public and that the public have the opportunity to provide oral or written comments, these meetings have been postponed pending resolution of the matter of ensuring we are able to comply with the legislation. At this time, staff have requested clarification from the Ministry of Municipal Affairs on how to proceed and have been advised that additional direction from the Province will be forth-coming. At this time, we are proposing to continue to postpone these meetings and any other Planning Act related matters. Once a satisfactory method is determined to ensure compliance, staff will advise Council and proceed with notification to the public. It should also be noted that LPAT has cancelled all current hearings while the emergency order is in effect.

Economic Development

- On Friday, April 3rd the Provincial Government reduced the businesses on the essential businesses list including removing hardware and pet stores. Due to these restrictions, Canadian Tire, Home Hardware, Rona and Pet Value have all had to close their stores to the public but are still operating with online ordering and curbside pick-up.
- All industries in Town are taking extra precautions to continue to operate safely. Some adjustments to shifts, shop layouts, job roles and some layoffs have been done to adapt. Some industries are looking at the possibility of switching or adding production to produce needed medical supplies.
- On April 6th the Greater Arnprior Chamber of Commerce hosted a zoom meeting for the business community which the Marketing and Economic Development Officer attended. The presenter offered businesses some great advice on focusing on what they can control and adapting their business.
- The Digital Main Street Squad continues to offer their services to downtown businesses and have been meeting with businesses through zoom. One business they have been working with, for example, is Vintage Crate who launched their online store, Facebook store and made updates to their website last week so that they can now operate online.
- Although Farm vendors are considered an essential service, the Arnprior Sunday Market start date will be delayed until mass gathering restrictions have been lifted and the retail and restaurants currently restricted have been permitted to re-open. Many of

our vendors will be selling their products online or at the farm gate as permitted so the MEDO is looking at ways the Town could operate a virtual market until the market can open for the season.

- The Marketing and Economic Development Officer continues to maintain a listing of resources on the Town's COVID webpage for businesses as information becomes available. An e-mail was also sent to registered businesses outlining where they can find information, sharing information from the Chamber and County Economic Development and offering any assistance needed. Individual businesses have been reaching out to the Marketing and Economic Development Officer for assistance and information on a variety of needs.

Capital Projects

- 2020 Capital projects are being reviewed on a case-by-case basis to determine if moving forward with the project is allowable under the list of essential businesses permitted to continue to operate under Ontario Regulation 82/20. Other factors being reviewed and considered are possible supply chain delays for products and increasing prices or bids based on market uncertainty.

Options:

While the majority of the information contained in this report is intended to inform Council on our activities and actions as a result of the on-going COVID19 emergency, there is a recommendation for Council consideration regarding cancelling or postponing all scheduled events to June 30th, 2020. Council may wish to consider that list and directing staff alternatively, however, staff make this recommendation based on best practices, direction and projections at this time.

Policy Considerations:

Provincial Orders including 104/20, 518/20, 519/20, 520/20. Maintaining essential services to Arnprior residents during the global pandemic is in line the Town's Strategic Plan Vision of effective service delivery.

Financial Considerations:

The financial impacts of Covid-19 are widespread and will continue to escalate depending on the longevity of the closures and the strictness of the provincial orders that are issued for essential and non-essential services. Despite the environment of uncertainty, staff feel it is still imperative to project what possible financial impacts these measures will have for the municipality, knowing the assumptions which the estimates are based on could rapidly change.

2020 Projected Impacts

Table 1. Projected Impacts - Levy (months are cumulative)

	March	April	May	June
Revenue Impacts	(\$123,694)	(\$186,609)	(\$220,477)	(\$325,638)
Mitigation Measures implemented	-	45,000	90,000	135,000
Projected Financial Impacts	(\$123,694)	(\$141,609)	(\$130,477)	(\$190,638)

Levy based revenue impacts include but are not limited to: reduced or lost revenues from marriage licenses, commissioner of oath fees, lottery licensing, penalty and interest from property tax deadline extensions and program user fees from facility closures.

Mitigating measures implemented include part-time staffing reductions and changes to facilities (removal of ice / drain pool) for reduced chemicals, light, heat and power costs.

Table 2. Projected Impacts – Self-Sustaining Cost Centres (months are cumulative)

	March	April	May	June
Revenue Impacts - Landfill	(\$5,703)	(\$11,874)	(\$24,617)	(\$37,004)
Revenue Impacts – Water / WW	(111,248)	(\$170,379)	(\$187,485)	(\$237,985)

The above noted impact to water/wastewater revenues includes an estimate of the revenues lost due to waiving penalty and interest (\$5,500) and the projected lost revenues from lower consumption. It is difficult to project overall consumption levels as it is likely that residential consumption will increase with more residents self-isolating in their homes, however many commercial, industrial, and institutional consumptions will be down due to closures or reduction of hours. Currently at the end of March, consumption was down approximately 15%.

In order to address the above projected financial impacts, staff are reviewing a number of additional mitigation measures that will come forward for Council consideration.

2021 Projected Impacts

The global pandemic will also impact Municipal revenues for future years. The Province has announced their decision to postpone the 2020 Property Tax Assessment Update and that property assessments for the 2021 taxation year will continue to be based on values used for the 2020 taxation year. Annually the Town relies on these CVA assessment dollars to help cover inflationary operating budget expenses.

The amount of additional assessment from growth for the 2021 taxation year may be impacted as MPAC field visits to assess properties is restricted while the Provincial Emergency Declaration is in place. MPAC is looking at alternative methods to complete this task. These levy revenues were \$125K (CVA) and \$138K (growth) for 2020.

Meeting Dates:

N/A

Consultation:

Senior Management Team

Documents:

N/A

Reviewed By Department Head:

N/A

Reviewed by General Manager, Client Services/Treasurer:

Jennifer Morawiec

CAO Concurrence:

Robin Paquette

Workflow Certified by Town Clerk:

<p>Maureen Spratt</p>	<p>Digitally signed by Maureen Spratt DN: cn=Maureen Spratt, o=Town of Arnprior, ou, email=mspratt@arnprior.ca, c=CA Date: 2020.04.09 15:26:41 -04'00'</p>
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**The Corporation of the
Town of Arnprior**

By-law Number 7053-20

A by-law to amend By-Law 7031-20 Interim Tax Levy and to amend the instalment due dates for collection thereof.

Whereas on January 27, 2020 Council passed by-law 7031-20 to provide for a 2020 Interim Tax Levy and to provide for the collection thereof and further to provide for penalty and interest in default of payment thereof; and

Whereas on March 17, 2020 in response to the Covid-19 global pandemic, a Declaration of Emergency was made by the Province of Ontario pursuant to section 7.0.1 of the *Emergency Management and Civil Protection Act*, R.S.O. 1990, Chapter E.9; and

Whereas, at a special meeting held on March 25, 2020, Council deemed it necessary to provide at the local level, additional support to property owners during this unprecedented time of uncertainty and financial hardship; and

Therefore the Council of the Town of Arnprior enacts as follows:

1. **That** the second instalment of the Interim Tax Levy originally becoming due and payable on the 29th of May, 2020 be moved to June 30, 2020.
2. **That** except as amended by this by-law, all provisions of By-Law 7031-20, as amended, are and shall remain in full force and effect; and
3. **That** this By-law shall come into force and effect on the day of its passing.

Enacted and Passed this 14th day of April, 2020.

Walter Stack, Mayor

Maureen Spratt, Clerk

**The Corporation of the
Town of Arnprior**

By-law Number 7054-20

A by-law to waive the penalty requirement for water and wastewater billings with due dates March 31, 2020, April 30, 2020 and May 31, 2020.

Whereas on November 23, 2015 Council passed by-law 6524-15 to adopt Policy FS-BR-06 Water and Wastewater Billing and Collection which includes under section 5.4 that a penalty charge of 15% per annum (1.25% per month) shall be imposed on all bills not paid by the specified due date on the first day following the due date;

Whereas on March 17, 2020 in response to the Covid-19 global pandemic, a Declaration of Emergency was made by the Province of Ontario pursuant to section 7.0.1 of the *Emergency Management and Civil Protection Act*, R.S.O. 1990, Chapter E.9; and

Whereas at a special meeting held on March 25, 2020, Council deemed it necessary to provide at the local level, additional support to property owners during this unprecedented time of uncertainty and financial hardship; and

Therefore the Council of the Town of Arnprior enacts as follows:

1. **That** section 5.4 of Policy FS-BR-06 Water and Wastewater Billing and Collection which imposes a penalty charge on all bills not paid by the specified due date be waived for water and wastewater billings with due dates March 31, 2020, April 30, 2020 and May 31, 2020.
2. **That** except as amended by this by-law, all provisions of By-Law 6524-15 and Policy FS-BR-06, as amended, are and shall remain in full force and effect; and
3. **That** this By-law shall come into force and effect on the day of its passing.

Enacted and Passed this 14th day of April, 2020.

Walter Stack, Mayor

Maureen Spratt, Clerk