



**Town of Arnprior**  
**Corporate Services Advisory Committee Agenda**  
**Date: Tuesday, September 7, 2021**  
**Time: 6:30 p.m.**  
**Location: Via Electronic Participation**

- 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)**
  - a) **May 3, 2021** (Page 1-4)
- 6. Presentations/ Delegations**
  - a) **Online Initiatives**, Jennifer Morawiec, GMCS / Treasurer (Page 5-13)
  - b) **Licensing Backyard Hens**, Maureen Spratt, Town Clerk (Page 14-28)
  - c) **Election Signs**, Maureen Spratt, Town Clerk (Page 29-50)
- 7. Matters Tabled/ Deferred/ Unfinished Business**
- 8. Staff Reports**
- 9. New Business**
- 10. Adjournment**

**Please note:** Town Hall is following social distancing protocols that have been recommended by the federal and provincial governments to help protect the health and well-being of our community. Please see the Town's [Website](#) to view the live stream. The meeting will be uploaded to YouTube for future viewing.

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](#). 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.

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

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



**Minutes of Corporate Services Advisory Committee Meeting  
May 3, 2021  
6:30 PM  
Electronic Participation – Via Zoom**

**Committee and Staff Attendance**

**Committee Members Present:**

Chair, Ted Strike  
Vice Chair, Lisa McGee  
Chris Couper, Committee Member  
Andy Tamas, Committee Member  
Darrel O'Shaughnessy, Committee Member

**Committee Members Absent:**

Caitlin Robillard, Citizen Member  
Lori Van Wyk, Citizen Member

**Town Staff Present:**

Maureen Spratt, Town Clerk  
Kaila Zamojski, Deputy Clerk  
Jennifer Morawiec, General Manager Client Services/Treasurer  
Estelle Moynes, Manager of Finance & Support Services  
Graeme Ivory, Manager of Recreation

**1. Call to Order**

Chair Ted Strike called the Corporate Services Advisory Committee meeting to order at 6:30 PM and welcomed those present.

**2. Roll Call**

The roll was called, with all Members of the Committee being present, except Caitlin Robillard and Lori Van Wyk.

**3. Land Acknowledgment**

Chair Ted Strike asked everyone to take a moment to acknowledge and show respect for the Indigenous Peoples as traditional stewards of the land we operate on, by stating:

I would like to begin by acknowledging that the land on which we work and gather is the traditional unceded territory of the Anishinaabe People. This Algonquin Nation have lived on this land for thousands of years, long before the arrival of the European settlers, and we are grateful to have the opportunity to be present in this territory.

**4. Adoption of Agenda**

Resolution Number 008-21

Moved by Andy Tamas

Seconded by Darrel O'Shaughnessy

**Be It Resolved That** the agenda for the Corporate Services Advisory Committee Meeting of dated Monday, May 3, 2021, be adopted.

Resolution Carried

**5. Adoption of Minutes of Previous Meeting(s)**

Resolution Number 009-21

Moved by Lisa McGee

Seconded by Andy Tamas

That the Corporate Services Advisory Committee approve the minutes of the previous meeting, as noted under item 5 (a) on the Agenda.

Resolution Carried

**6. Presentations/ Delegations****a) Off Leash Dog Park Update – Deputy Clerk & Manager of Recreation**

Resolution Number 009-21

Moved by Lisa McGee

Seconded by Darrel O'Shaughnessy

That the Corporate Services Advisory Committee further recommends to Council that the Town of Arnprior:

- Moves forward with an Off-Leash Dog Park at the Caruso Street Park location in 2021, in place of the previously proposed pilot project (McLean Ball Diamond #2), should funding be available from the community group.

Resolution Amended

Discussion ensued among Committee Members with the following being a summary of the discussion:

- Clarification on funding sources was provided noting that Development Charge Funding would qualify for majority of this project, with the remaining funding and ongoing maintenance required to be recuperated through licencing fees. These funding sources are not levy funded through the taxes, meaning there should not be any increase in taxes for this project.
- Free pet registration period was discussed, with Committee Members noting that not many other municipalities offer this.
- There are separate views on differing advisory committees, and ultimately Council will make the final decision taking all comments into consideration.
- Location of the dog park in the Caruso park was discussed, with it being noted that the proposed location is in the back of the park near where the ice rink has been placed in the past few years.
- Opportunity to keep the rink there still as well.
- There is an opportunity for additional parking, if more gravel was installed in the front of the park, in addition to on street parking available.
- Greater Arnprior Seniors Council and other seniors in the community have noted very positive feedback about moving forward with a Dog Park in Arnprior.
- Not necessary to re-survey people.
- Safety needs to be taken into consideration, with staff needing to look at appropriate fencing, parking, and separation from the play structure.

- Staff needs to take into consideration the consistent clean up of the dog park and install sufficient waste bag stations and garbage bins.

Resolution Number 010-21

Moved by Lisa McGee

Seconded by Darrel O'Shaughnessy

That the Corporate Services Advisory Committee amend resolution number 009-21 to remove the words "should funding be available from the community group"

Resolution Carried

Resolution Number 011-21

Moved by Lisa McGee

Seconded by Darrel O'Shaughnessy

That the Corporate Services Advisory Committee further recommends to Council that the Town of Arnprior:

- Moves forward with an Off-Leash Dog Park at the Caruso Street Park location in 2021, in place of the previously proposed pilot project (McLean Ball Diamond #2).

At the request of the Chair, a recorded vote was taken:

Chris Couper, Committee Member	Yes
Andy Tamas, Committee Member	Yes
Darrel O'Shaughnessy, Committee Member	Yes
Vice Chair, Lisa McGee	Yes
Chair, Ted Strike	Yes

Resolution Carried As Amended

## **7. Matters Tabled/ Deferred/ Unfinished Business**

None

## **8. Staff Reports**

### **a) 2022 Municipal Election – Town Clerk**

Resolution Number 012-21

Moved by Chris Couper

Seconded by Darrel O'Shaughnessy

That the Corporate Services Advisory Committee receive report 21-05-03-01 as information.

Resolution Carried

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

Discussion ensued among Committee Members with the following being a summary of the discussion:

- The shortened timeline being a potential problem. The Town Clerk noted that she does not feel there should be a major problem with this new change.

- Details of ward versus at large elections was discussed.

**b) Ad Hoc Committee Council Remuneration – Manager of Finance & Support Services**

Resolution Number 013-21

Moved by Chris Couper

Seconded by Darrel O'Shaughnessy

That the Corporate Services Advisory Committee establish an Ad Hoc Committee of Citizen Members, acting independently as the Council Remuneration Review Committee, to conduct a market review of council remuneration and to make recommendations to take effect for the 2022-2026 term of Council.

Resolution Carried

The Manager of Finance & Support Services provided an overview of the report and responded to questions.

Discussion ensued among Committee Members resulting in the appointment of a Chair for the Ad-Hoc Council Remuneration Committee:

Resolution Number 014-21

Moved by Andy Tamas

Seconded by Darrel O'Shaughnessy

That the Corporate Services Advisory Committee appoint Chris Couper to be the Chair of the Ad Hoc Council Remuneration Committee.

Resolution Carried

**9. New Business**

Citizen Member Andy Tamas noted he would like some research done on the initiative of introducing a welcome wagon for new comers to Arnprior. Citizen Darrel O'Shaughnessy noted that he feels the Greater Arnprior Senior's Council could potentially collaborate with the Town on bringing this type of initiative back to Arnprior.

The General Manager Client Services/Treasurer noted that she can take this information back to the CAO and Marketing and Economic Development Officer, to bring something forward.

**10. Adjournment**

Resolution Number 015-21

Moved by Lisa McGee

Seconded by Andy Tamas

That the Corporate Services Advisory Committee adjourns at 8:09 pm.



# Online Initiatives

Jennifer Morawiec  
GM Client Services / Treasurer

CSAC – September 7, 2021

# Background

- Operational and Financial Efficiencies is one of the key priorities in the Town's 2020-2023 Strategic Plan.
- Action plans under the key priority include implementing online initiatives including moving to iCity online for viewing of property taxation and utility bills and online payroll management.

# Discussion

- **Benefits & Added Value**
  - Moving to a modernized, online, paperless process will create internal efficiencies along with added value service for the Town's growing population base.
  - The impact of the global pandemic has created an additional need for online services that can be provided without a physical presence.



# Discussion

- iCity Online – Citizen Self-Service Module
  - a web-based solution that allows citizens, staff and vendors a variety of functionality including the ability to view their accounts and transactions, update information, make service requests and view key documents such as property tax and utility bills in a secure environment anytime, anywhere.

# Discussion

- HRIS MyWay
  - An online payroll platform that will allow employees to review time bank balances, T4's, payroll stubs, submit leave requests, update TD1 information, track certifications and enter time as well as managers will be able to see and track HR and Payroll data.
  - Data from HRISMyWay will be uploaded to our current Vadim iCity payroll module creating more efficient payroll processing.

# Financial Considerations

- Costs include software and implementation fees (one-time) and licensing fees (annual).

	Software & Implementation	Annual Licensing Fees	Total
iCity Online	\$16,325	\$5,600	\$21,925
HRISMyWay	\$7,650	\$1,800	\$9,450

- Project funded from the Municipal Modernization Grant with on-going licensing becoming an annual operating expense.

# Financial Considerations

- The provincial Municipal Modernization Program is intended to help small and rural municipalities modernize service delivery and identify new ways to be more efficient and effective. Digital modernization is listed as a key priority for the program.
- In 2019 Arnprior received modernization funding of \$646,946. The uncommitted balance was \$155,910, sufficient to cover the \$31,375 for the online initiatives.

# Feedback

- Feedback:
  - Continuing to implement online initiatives is important to generate further efficiencies and provide enhanced customer service for residents.
  - What other services do you see as being a priority for residents for moving online and/or providing additional functionality?

# Questions?



• WHERE THE RIVERS MEET •



# Licensing Backyard Hens

Maureen Spratt, Town Clerk

CSAC September 7, 2021

# Background

- May 10<sup>th</sup> – Notice of Motion introduced for the keeping of Backyard Hens
- June 21<sup>st</sup> – Staff Report presented to CDAC
- July 12<sup>th</sup> – Staff Report presented to Council, including:
  - Draft license application
  - Renewal application
  - Guidance sheet
- Direction for staff to bring a by-law for consideration of Council to the August 23, 2021 meeting





# Background

- August 23 - Staff Report presented to Council, including:
  - Draft Licensing By-law
  - Draft POA Short Form Wording
  - Draft Guidance Document
  - Draft Licence and Renewal Application
- Discussion to increase hens to 5 and increase some offences – lost

# Background

- Definitions
  - Backyard Chickens
    - accessory keeping of hens for the purpose of companionship as a pet, or providing eggs for personal consumption
  - Coop
    - Fully-enclosed weatherproof structure for hens and includes nest boxes, perches and food and water container
  - Hen
    - Domesticated female chicken that is at least 4 months old
  - Hen run
    - Covered secure enclosure that allows access to outdoors

# Licensing

- Licensing By-law includes provisions for;
  - Hens only (no Roosters)
    - Maximum of 4 (at least 4 months old)
  - Criteria for eligible properties
    - Properties zoned residential only
    - Minimum lot size of 500m<sup>2</sup> – with setbacks
  - Ineligible properties
    - Apartment dwellings
    - Condominium buildings; and
    - Properties that do not meet the minimum lot size and/or have insufficient outdoor space.



# Licencing

- Criteria, including setbacks for the hen coop and run
  - No coops and runs in front or exterior side yard
  - Min setback of 3.0m from the property line
  - Min setback of 1.2 m from the dwelling and any other accessory building
  - Min setback of 3.2 m from windows and doors of dwelling located on abutting properties
  - Min setback of 12.0 m from institutional / commercial land uses



# Licencing

- Criteria, including setbacks for the hen coop and run
  - Max one hen coop and one outdoor run / per property
  - Max floor area of 9.2 m<sup>2</sup> for hen coop
  - Max height of 2m for hen coop
  - Fully enclosed coop with ventilation – if heat source needed CSA rated and standards of the ESA be approved
  - Coop constructed to prevent rodents underneath / within the walls and prevent entrance by any other animal

# Licencing

- Criteria, including setbacks for the hen coop and run (cont'd)
  - Predator and bird proof windows and vents
  - Minimum one rodent-proof food and water container
  - Minimum one perch giving 0.3 m of space per hen



# Licencing

- Requirement for Sanitary Conditions and the Disposal of Waste
  - Hens infested with insects and parasites must receive treatment in consultation with a veterinarian
  - Owner is required to remove/compost//dispose of manure and waste in timely manner
  - Stored manure in a fully enclosed container must meet setbacks
  - Manure not used for compost/fertilizer must be removed

# Licencing

- Requirement for Sanitary Conditions and the Disposal of Waste (cont'd)
- Disposal of Hens
  - Deceased hens must be disposed immediately
  - Disposals must be through livestock disposal facility, veterinarian or animal shelter (at the owner's expense)



# Licencing

- Inspections
  - Owners holding a coop licence shall allow entry by an animal control officer to inspect the property to ensure all requirements of the by-law are in compliance
- Non-commercial Use
  - to be kept as pets and for personal use only
  - Owner can not sell or offer for sale or engage:
    - Any part of a hen
    - Eggs
    - Manure
    - Hen breeding
    - Fertilizer production

# Offences

Item	Short Form Wording	Set Fine	Item	Short Form Wording	Set Fine
1	Fail to obtain license	\$200.00	13	Coop exceeds maximum floor area 9.2 m <sup>2</sup> .	\$200.00
2	Licensee - Fail to reside on property	\$200.00	14	Coop exceeds maximum height of 2m	\$200.00
3	Keep prohibited rooster	\$200.00	15	Permit chickens to run at large	\$200.00
4	Keep hen less than four (4) months	\$200.00	16	Fail to dispose of manure in a safe and timely manner	\$200.00
5	Keep more than four chickens	\$200.00	17	Fail properly store manure	\$200.00
6	Fail to comply with coop location setbacks	\$200.00	18	Prohibited manure storage	\$200.00
7	Prohibited coop / run – front yard / ext. side yard	\$200.00	19	Fail to maintain sanitary conditions	\$300.00
8	Setback less than 3.0 m from property line	\$200.00	20	Owner – Prohibited sale - eggs	\$200.00
9	Setback less than 1.2 m from the dwelling	\$200.00	21	Obstruct officer conducting inspection	\$400.00
10	Setback less than 3.0 m from window / door of dwelling	\$200.00	22	Permit slaughtering of chickens	\$300.00
11	Setback less than 12.0 m from institutional / commercial land	\$200.00	23	Fail to maintain sanitary conditions	\$300.00
12	Keep more than one coop and one run	\$200.00	24	Fail to provide food / water / shelter / ventilation	\$200.00



# Enforcement and Fees

- \$50 for the initial license and \$25 for the renewal application.
- The issuance of licenses will improve enforceability because the Town will have a record of who is permitted to keep chickens.
- By-law enforcement enforce the licensing by-law
  - time / resources requirement for enforcement will be better known upon receipt of applications



# Next Steps

- Notice of Council's intention to pass "Keeping of Backyard Chickens By-law" posted on town's website
- Council Meeting – September 27<sup>th</sup>, Council to consider "Keeping of Backyard Chickens By-law"

# Questions?



• WHERE THE RIVERS MEET •



# Election Signs

Maureen Spratt, Town Clerk  
CSAC September 7, 2021



# By-law Goals

- To respect the need for candidates to advertise to electors while reducing sign clutter
- Protect vehicle and pedestrian sight lines
- Decrease driver distraction related to signs
- Achieve a more environmentally sustainable election



# Municipal Restrictions

- Municipalities restrict election signs on public property in varying degrees:
  - Banning election signs on all public property including rights-of-way;
  - Banning election signs on public property, but permitting election signs on rights-of-way; and
  - Banning election signs on specific areas of public property, such as municipal facilities, facilities owned by local boards, in municipal parks or heritage districts



# Background

- Election signs on private and public property for municipal, provincial and federal elections are currently regulated by:
  - Town of Arnprior Sign and Merchandise Display By-law Number 5209-04
  - County of Renfrew - Guidelines for the installation of Political Campaign Signs

# By-law 5209-04

- By-law 5209-04 regulates election signs on private and public property for municipal, provincial and federal elections
  - Election signs can be no greater than 5.0 square metres in area
  - Election signs cannot be erected more than six (6) weeks prior to the date of the election
  - Election signs must be removed within seven days following the election

# By-law 5209-04

- Elections signs are not permitted on any Town of Arnprior road allowance or municipal property
- Election signs must be setback in accordance with the following:
  - Street Lot Line Setback (minimum) 1.0 metre
  - Interior Lot Line Setback (minimum) 1.5 metre
  - Driveway Setback (minimum) 1.0 metre
  - Traffic Lights (if sign is more than 2.4 metres high) 15.0 metres
- Election signs in contravention of the by-law will be removed

# County Roads

- County Road 1 (Madawaska Boulevard, Madawaska Street, Elgin Street West)
- County Road 2 (Daniel Street, White Lake Road)
- County Road 10 (Division Street, (Baskin Drive West),

# Guidelines for County Roads

- Signs shall not be permitted on traffic islands or medians along County Roads.
- Large sign assemblies are not permitted within the road allowance.
- Smaller single post or wire frame signs shall be permitted along the edge of the roadway as long as they do not interfere with sight lines and the flow of motor vehicle and pedestrian traffic.

# Guidelines for County Roads

- Signs may not be attached to any existing sign posts or light poles along County Roads.
- Any signs deemed to be creating a hazard will be removed. The signs can be picked up at the applicable County Patrol Garage. Signs not picked up by the end of the election shall be destroyed.

# Guidelines for County Roads

- Candidates have one week after the election to remove signs from the County Road allowance. Signs not removed will be destroyed.

# Proposed By-law

- Definitions
  - Election Sign
  - Registered Third Party / Third Party Advertiser
  - Help Centre / Revision Centre (Town Hall)
  - Public Property
  - Road Allowance
  - Sight Triangle
  - Campaign Office
  - Campaign Office Election Sign





# Registered Third Party

- Registered third parties are individuals, corporations or trade unions which register with the Clerk for the purposes of conducting advertising promoting, supporting or opposing a candidate (or candidates) for office at the municipal or school board level.



# Third Party Advertiser

- A third party advertisement is an ad that supports, promotes or opposes a candidate or a “yes” or “no” answer to a question on the ballot.
- Third party in this context means a person or entity who is not a candidate. Third party advertising is separate from any candidate’s campaign and must be done independently from a candidate



# Feedback on Provisions

- Size
  - no greater than 5.0 square metres in area
  - Proposed – no greater than 1.5 square metres in area
- Installation Date (Municipal Elections)
  - Current – 6 weeks
  - Proposed – same
- Installation Date (Provincial and Federal Elections)
  - Current – 6 weeks
  - Proposed – day the writ is issued

# Feedback

- Removal Date (All Elections)
  - Current – 7 days
  - Proposed – same
- Placement Restrictions
  - Current – allowed only on county road allowances / private property
  - Proposed – same as above and road allowance William Street – North Side (only)

# Feedback

- Sign Setbacks
  - Current:
    - Street Lot Line Setback (minimum) 1.0 metre
    - Interior Lot Line Setback (minimum) 1.5 metre
    - Driveway Setback (minimum) 1.0 metre
    - Traffic Lights (if sign is more than 2.4 metres high) 15.0 metres
  - Proposed: Same

# Feedback

- Sign Deposit/Removal Fee
  - Current: None
  - Proposed: None
- Additional Restrictions (Proposed)
  - No more than two election signs per candidate or registered third party shall be placed on each street frontage of a residential property
  - No more than two election signs per candidate or registered third party shall be placed on each street frontage of a non-residential property

# Feedback

- Additional Restrictions (Proposed)
  - No more than one election sign per candidate or registered third party shall be placed on a campaign office
  - Not permitted on private property without the consent of the owner or occupant of the property
  - Non-illuminated – no flashing lights
  - Not permitted within 25 m of another election sign for the same candidate
  - Not permitted within 50 meters of a Help/Revision Centre (Town Hall)

# Feedback

- Additional Restrictions (Proposed)
  - Not permitted in or on a vehicle that is parked within 50 meters of a Help Centre or Revision Centre;
  - Not permitted in a median strip
  - Not permitted in a sight triangle
  - Not permitted on a utility pole
  - Not permitted on any official sign or official sign structure



# Feedback

- Additional Restrictions (Proposed)
  - is attached to or placed upon any building in such a manner so as to obstruct any fire escape, fire exit, or to interfere in any way with the work of the fire department;
  - obstructs the view of any pedestrian or driver of a motor vehicle, or obstructs the visibility of any traffic signs or devices, or where it may interfere with vehicular traffic potentially endangering any person;
  - impedes or hinders or prevents parking by vehicles on private or public lands, or on a public highway.



# Next Steps

- Draft By-law - CSAC November 1, 2021
- Draft By-law - Council December 13, 2021

# Questions?



• WHERE THE RIVERS MEET •